



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

REGULAR MEETING AGENDA

Wednesday, December 12th, 2018 at 7:00 p.m.
At the School Board Office, Gibsons, B.C.

1. Call to Order
2. Celebrating Education:
3. Public Question Period (10 minutes in total)
4. Adoption of the Agenda
5. Approval of Minutes of Prior Meetings and Receipt of Records of Closed Meetings
 - a. Inaugural Board Meeting – November 6, 2018..... Pg. 1
 - b. Regular Meeting – November 14, 2018..... Pg. 3
 - c. Record of Closed Meeting – November 14, 2018..... Pg. 7
6. Reports
 - a. Executive Reports
 - i. Superintendent’s Report..... Pg. 8
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 - a. Goal 1.b. – Reading / Goal 2.b. – Reading Teachers..... Pg. 10
 - b. Goal 2.e. – Healthy Staff..... Pg. 12
 - c. Goal 2.h. – Safe / Healthy Schools (Cultural) Pg. 14
 2. Administrative Regulations:
 - a. Circulating to January 3, 2019 Prior to being Repealed
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 - ii. Reg. 2130 – Volunteers..... Pg. 19
 - iii. Reg. 3010 – Accident and Illness Pg. 21
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 - i. Reg. 1070 – Coaching..... Pg. 26
 - ii. Reg. 1150 – Graduation Ceremonies..... Pg. 30
 - iii. Reg. 1230 - Process for Administrative Regulations..... Pg. 31
 - iv. Reg. 1255 – Scholarships, District / Authority Awards and Bursaries..... Pg. 33
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 - vi. Reg. 2080 - Job Descriptions (to be repealed)
 - vii. Reg. 3140 – Medical Examination of Employees (to be repealed)
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 - ix. Reg. 3210 – Smoking in Schools (to be repealed)
 - ii. Secretary-Treasurer’s Report Pg. 41
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 - b. Board/Committee Reports
 - i. Board Report Pg. 44
 1. Committee Appointments..... Pg. 46
 2. BCSTA Report – BCSTA AGM and Provincial Council Motions..... Pg. 47

- 3. BCPSEA Report – BCPSEA AGM Motions
- 4. Student Trustee Report
- ii. Committee of the Whole Notes – November 27, 2018.....Pg. 48
- iii. Education Committee Notes – November 28, 2018.....Pg. 49
- iv. Operations Committee Notes – November 22, 2018.....Pg. 51
 - 1. Temporary Use Permit for S&M Medicinal Sweet Shoppe (*motion*)

MOTION: “TO receive the reports.”

7. Correspondence

- a. MLA Nicholas Simons – Congratulations.....Pg. 55

MOTION: “TO receive the correspondence.”

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

9. Next Meeting

The next public board meeting will be held on January 9th, 2019.

MOTION: “TO approve the committee agendas.”

10. 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	Cancelled	27 from 9:30-11:30 am
December	Cancelled	Cancelled	Cancelled	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
DECEMBER AGENDAS:	No meeting in Dec.	No meeting in Dec.	No meeting in Dec.	1. Strategic Plan Development 2. School Growth Plans 3. Trustee Commitments 4. Regs for review: <ul style="list-style-type: none"> a. 1120 – Educational Heritage 5. Communication (standing item)
<i>All committee meetings take place at the School Board Office, unless otherwise noted.</i>				



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

Held on Tuesday, November 6th, 2018
At the School Board Office – Gibsons, B.C.

PRESENT:	TRUSTEES:	P. Ruth (Chair), S. Leech (Vice-Chair), A. Amaral, S. Girard, S. Haines, M. Hampvent, T. Ste. Marie, N. Davies (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)

#22. Call to Order

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

Secretary-Treasurer Weswick assumed the role of chair and opened the meeting by acknowledging that it was taking place on the unceded territory of the Squamish Nation.

#23. Inauguration of the Board

a. Announcement of Election Results

Secretary-Treasurer Weswick reported the results of the general election taking place on October 20, 2018.

b. Swearing-in of Trustees

Trustees performed their oath of office and, if so chosen, affirmation of allegiance.

#24. Elections

a. Board Chair

Trustee Ruth accepted was nominated for the role of board chair. As no other nominees were heard, and having accepted the nomination, Trustee Ruth was acclaimed to the position and assumed the role of chair for the remainder of the meeting.

b. Vice-Chair

Trustee Leech was nominated for the role of vice-chair. As no other nominees were heard, and having accepted the nomination, Trustee Leech was acclaimed to the position.

c. BC Public School Employers' Association (BCPSEA) Trustee Representative

Trustee Amaral was nominated for the role of BCPSEA trustee representative. As no other nominees were heard, and having accepted the nomination, Trustee Amaral was acclaimed to the position.

d. BC School Trustees' Association (BCSTA) Provincial Council Representative.

Trustee Hampvent was nominated for the role of BCSTA Provincial Councilor. As no other nominees were heard, and having accepted the nomination, Trustee Hampvent was acclaimed to the position.

#25. Appointment of Signing Officers

MOTION: Amaral/Haines

“THAT Chair Ruth, Vice-Chair Leech and Trustee Girard, in addition to Secretary-Weswick and Assistant Secretary-Treasurer Pritchard, be appointed as signing officers for the Board of Education of School District No. 46 (Sunshine Coast)”

Carried.

#26. Confirmation of Time and Place for Regular Meetings

The next regular board meeting will take place on Wednesday, November 14, 2018. The agenda setting committee will review trustees' schedules and recommend any changes to the meeting schedule at a later date.

#27. Adjournment

MOTION: Girard/Hampvent

The meeting adjourned at 7:25 p.m.

Carried.

Pammila Ruth
Board Chair

Nicholas Weswick
Secretary-Treasurer



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

Held on Wednesday, November 14th, 2018
At the School Board Office – Gibsons, B.C.

PRESENT: TRUSTEES: P. Ruth (Chair), S. Leech (Vice-Chair), A. Amaral, S. Girard, S. Haines,
M. Hampvent, T. Ste. Marie, N. Davies (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)

#28. Call to Order

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

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

#29. Celebrating Education: Coastal Cup – D. Murphy and A. Appleton

Elphinstone Secondary Vice-Principal, Drew Murphy, Coach Andrew Appleton and members of the grade 8 girls' volleyball team provided an update on the *Coastal Cup* tournament that took place on November 3, 2018.

#30. Public Question Period

- There were no questions from the public.

#31. Adoption of the Agenda

MOTION:

“THAT the agenda of November 14, 2018 be adopted.”

Carried.

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

- a. Regular Meeting – October 10, 2018
- b. Record of Closed Meeting – October 10, 2018

MOTION: Ruth/Mewhort

“THAT the minutes of the Regular Meeting of October 10, 2018 and the Record of the Closed Meeting of October 10, 2018 be adopted.”

Carried.

#33. Reports

- a. Executive Reports

i. Superintendent's Report

Superintendent Bocking, Director Bishop and Director White spoke to items highlighted in the written report.

1. Strategic Plan Reports:

a. Goal 1.i. – Technology

The report was provided as written.

b. Goal 2.j. – Sustainable Practices

The report was submitted as written.

2. Administrative Regulations:

a. Circulating to December 3, 2018 Prior to being Repealed:

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

i. Reg. 2080 – Job Descriptions

ii. Reg. 3140 – Medical Examination of Employees

iii. Reg. 3210 – Smoking in Schools

b. Revised and Circulating until January 3, 2018:

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

i. Reg. 1090 – Copyright

ii. Reg. 1130 – Extended Experiences

iii. Reg. 2060 – Distribution of Union/Political Materials

iv. Reg. 2110 – Reference Checks

v. Reg. 3240 – Student Substance Use

vi. Reg. 5045 – Grant Applications

vii. Reg. 5070 – School Funds

c. Regulations to be Received:

The following regulations have completed the circulation phase.

i. Reg. 1010 – Animals in Schools

ii. Reg. 1170 – Internet Appropriate Use and District Wide Network

iii. Reg. 1260 – School Calendar (to be repealed)

iv. Reg. 3260 – Trespassing and Maintaining Order

v. Reg. 3280 – Video Surveillance

ii. Secretary-Treasurer's Report

Secretary-Treasurer Weswick reported on savings as a result of changes to the Teachers' Pension Plan.

1. Larger Cheques Written in the Month of October 2018

The report was provided as written.

b. Board/Committee Reports

i. Board Report

The report was submitted as written.

1. BCSTA Report

The BCSTA Provincial Council will meet during the Trustee Academy at the end of November.

2. BCPSEA Report

Chair Ruth provided feedback on the BCPSEA Symposium. The BCPSEA AGM will take place in January 2019.

3. Student Trustee Report

Student Trustee Davis reported on the following items:

- District hockey tournament is being planned for December 19th,
- Elphinstone student council and DSLT are surveying students to determine areas of student need. First survey was relating to mental health. Survey results will be shared with staff and student councils,
- Chatelech student council, in coordination with the DSLT, are working to host a forum to share ideas.

ii. Operations Committee Notes – October 18, 2018

The notes were presented as written. Trustees debated a recommendation coming from the October meeting regarding a referral for a cannabis dispensary.

MOTION: Girard/Ste. Marie

“TO refer to committee.”

Defeated.

Opposed: Amaral, Haines, Hampvent, Leech, Ste. Marie

MOTION: Hampvent/Haines

“THAT the board send a letter to all local governments requesting a buffer zone of 300 metres be maintained between school sites and cannabis stores or consumption lounges.”

Carried.

iii. Education Committee Notes – October 24, 2018

The notes were submitted as written.

MOTION: Amaral/Haines

“TO receive the reports.”

Carried.

#34. Correspondence

a. *shíshálh* Nation – Congratulations

MOTION: Leech/Hampvent

“TO send a letter of congratulations to newly elected boards and councils in local government.”

AMENDMENT: Hampvent/Amaral

“TO send a letter of congratulation to newly elected boards and councils in local government and to send a letter of thanks and support to the *shíshálh* Nation.”

Carried as amended.

MOTION: Amaral/Hampvent

“TO receive the correspondence.”

Carried.

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

- A member of the audience requested clarification regarding lowered temperature at school sites, in particular if temperatures had been lowered at sites with solar arrays. Secretary-Treasurer Weswick responded that temperatures had been reduced at all sites.

#36. Next Meeting

The next public board meeting will be held on December 12, 2018.

MOTION: Haines/Hampvent

“TO approve the committee agendas.”

Carried.

#37. Adjournment**MOTION:** Ste. Marie/Haines

The meeting adjourned at 8:15 p.m.

Carried.

Pammila Ruth
Board Chair

Nicholas Weswick
Secretary-Treasurer



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

RECORD OF CLOSED MEETING

Held on Wednesday, November 14th, 2018
At the School Board Office – Gibsons, B.C.

PRESENT:	TRUSTEES:	P. Ruth (Chair), S. Leech (Vice-Chair), A. Amaral, S. Girard, S. Haines, M. Hampvent, T. Ste. Marie
	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)

The meeting was chaired by Vice-Chair Leech.

Call to Order

The meeting was called to order at 5:20 p.m.

- **Motion to Exclude**
- **Adoption of the Agenda**
- **Approval of Minutes of Prior Meetings**
- **Information / Action Items**
 - Personnel
 - Staff Update
 - Property
 - Property Update
 - Legal/Liability
 - BCHRT Update
 - Fields Update
- **Items for Disclosure**
 - There were no items for disclosure

Adjournment

The meeting adjourned at 6:13 p.m.

Pammila Ruth
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
December 12, 2018

1. Students

- a. Seven experienced educators assessed the grade 4 and 7 Foundation Skills Assessments for our district to enable us to plan effectively for continued student improvement in Literacy and Numeracy. (1b, 1c)
- b. WE DAY – 212 students and teachers had an amazing day listening to Craig and Mark Kielburger, Sophie Gregoire-Trudeau, Peter Mansbridge and students from all over BC talk about Mental Health and global citizenship. It was an amazing experience! A group of our students and sponsor teacher, Laurie MacHale were invited to the Honoured Guests' Breakfast to hear about the new upcoming pilot of WE Wellbeing that we are rolling out this January. (1d)
- c. Students excitedly participated in elementary Volleyball tournaments for grades 4 to 7 in November. Many thanks to Jim Gray for massive amounts of coordination and experience to make it all happen. (1e)
- d. Our students will be bursting with song and celebration during the run up to the holiday season! (1f)

2. Staff

- a. Student Support Service Teachers met on November 30th for a full day of training on the new MyEd Competency Based IEP and will be continuing to move our district forward in this area. (2a)
- b. January Non-Instructional Day. Most educators will participate in school-based activities. Other options for teachers in the district include:
 - i. Elementary:
 1. Uncovering the Core Competencies
 2. Core Competencies Literacy and Self-Assessment
 3. Teaching Personal Safety/Sexual Abuse and Exploitation Prevention for Intermediate Students
 4. Grade 4 – 7 teachers: Learning about, "Kids in the Know" sexual abuse prevention/personal safety program.
 - ii. Secondary:
 1. Science World
 2. ERAC,
 3. Google Apps and Read and Write. (2a)
- c. Career Education staff attended the Career Education Society Annual Conference to develop a wider array of teaching and learning ideas for our students' career preparation. (2a)
- d. Teacher Librarians facilitated an opportunity for secondary teachers and school

leaders to review educational materials from ERAC and several BC publishers. The new curriculum is motivating teachers to look at new resources and pedagogy to effectively teach the revised BC Curriculum. (2e)

- e. Teachers at Elphinstone attended the first Mental Health Literacy Go To Educator training on November 27th – thanks to staff, Wendy Charters and Susan Bailey for delivering this important curriculum. (2h)

3. Community

- a. The District Parent Advisory Council examined the relationship of technology and learning at the November DPAC meeting at PHSS. The next meeting will be on January. 24th at Elphinstone Secondary School. (2d)
- b. The Habitat for Humanity Key Ceremony for 3 families at the Wilson Creek Sunshine Coast Village took place in November. The District's Train in Trades Carpentry program is a partnership with Habitat For Humanity to build the homes while gaining career skills. (3b)
- c. Our first Grade 7 drug panel took place at Gibsons Elementary on Dec. 4th – big thanks to our partners at CYMH, VCH, RCMP, Community Services and the local GP's for supporting this initiative. (3b)
- d. Parent Engagement: regular sharing of videos to celebrate the importance of family connections (3a)

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

Strategic Plan Report: Reading and Reading Teachers

Submitted by Superintendent Bocking

December 12, 2018

"I read a book one day and my whole life was changed."

— Orhan Pamuk, *The New Life*

Goal 1.b.: Our students will read at or beyond their grade level. They will discover the joy in their reading!

Goal 2.b.: Our staff will support reading and all teachers will be reading teachers.

Background:

Reading is fundamental to reaching our vision. We must do “reading” right regardless of any curricular changes and other realities impacting education. Reading is the gateway to future school and life success. Staff in our schools deeply believe this and are ensuring that we achieve one hundred percent of our students reading at grade level and that they find joy in the journey. Teachers continue to reinforce reading strategies for their students and “catch up” those who have not been successfully reading at grade level. To this end, much is happening by engaged, energetic and highly skilled staff who know and are deepening their learning about how to meet the needs of our diverse learners.

Discussion:

- All elementary schools have Reading as their first goals in their school growth plans.
- Literacy Committee continues to meet once each month. This committee sets direction for teacher supports with in-service workshops, materials, and resources.
- CARE Project team members (up to five staff from each school) meet regularly to learn strategies to support student writing. Collaboration time supports CARE teachers to develop their skills for the teaching of writing and reading.
- September was Literacy Month, celebrated with Word in the Woods (Wild Berries by Julie Flett) launched on Orange Shirt Day.
- Coast Reads launches now. Seven novels and one primary book were selected for this year’s program.
- The WonderWheels Bookmobile continued to support readers of all elementary ages over the summer.
- The Imagination Library continues to be a popular program to support children who will soon be our students, funded in part through generous donations from the Sechelt Lions Club and private donors.

Next Steps:

While we are very proud of our progress to date, we continue to deepen opportunities for students.

- Through a United Way of the Lower Mainland grant for this year and next, we will work with out of school programs to support reading and the joy of reading.
- Community school partnership is critical during the summer and throughout the year to support reading levels particularly for our most vulnerable readers. We look forward to deepening these initiatives next year with our community schools.
- Elphinstone Secondary School teachers had students complete the District Assessment of Reading Team (DART) to assess the level of reading and writers of their students and design interventions. DART promises to be a very useful approach to meeting the needs of our students at the secondary level.
- SETBC supports diverse literacy needs through technology support:
 - Three-part series to prepare teachers to use technology,
 - In school support for Teacher librarians and Student Support Teachers (SST's) to effectively meet the needs of their students.

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

Strategic Plan Report: Healthy Staff

Submitted by Director Bishop

December 12, 2018

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

Background:

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

Discussion:

- 1) The HR Report: Manager of Human Resources sends out an “HR Report” at least once yearly (see attachment). This HR report includes information to direct staff towards managing their mental and physical health and where to seek assistance for themselves or their families. The current HR report also shares out healthy activities and practices that are happening at different schools with the aim to encourage dialogue and change in behaviour at all sites.
- 2) Staff Emergency Procedures: Developing and implementing a comprehensive set of written procedures has taken place over the past two years and included training from outside personnel. The result is a ‘Health, Safety and Emergency Management’ document that has been provided all sites in the district.
- 3) District Health and Safety: Each year the district is required by WorkSafe to ensure that Health and Safety committees are established for all sites. They are comprised of one Management, SCTA and CUPE member, including a District Health and Safety Committee which is comprised of six members. The district is required to ensure that all members have had “Joint Occupational Health and Safety” (JOHS) committee training, in addition to providing 8 hours of professional development.
- 4) Harassment Training: A review is being undertaken regarding our process for informing staff about our district harassment protocol. Previously, each school had a team comprised of an Administrator, SCTA member and CUPE member who respond to concerns around harassment, with a goal of prevention through identifying behaviours that are defined as harassment. The team members are available as objective third parties who can direct staff to the correct actions to take if they feel they are victims of harassment. A copy of regulation 2090 “Maintaining Respectful Workplace” is posted in all sites.
- 5) School-District Crisis Intervention Team: A group of teacher-counselors and administrators who

provide school-based support during times of high stress related to school incidents.

- 6) SCR D rebate for “My Pass”: SD46 staff receive a 10% discount when purchasing a My Pass for use of facilities. Staff need to show some identification or a pay stub to receive this discount.

Next Steps:

- Our JOHS professional development activity this year will focus on “Mental Health in the Workplace”.
- A review of emergency preparedness will be undertaken this year. This will include a survey of storage facilities and district procedures in the event of a major catastrophe.
- A review of our harassment education program is being undertaken with a view to make it more accessible to all staff at their worksite.

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

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

Submitted by Director White

December 7, 2018

“SOGI 1 2 3 helps educators make schools inclusive and safe for students of all sexual orientations and gender identities (SOGI). At a SOGI-inclusive school, students' biological sex does not limit their interests and opportunities, and their sexual orientation and how they understand and express their gender are welcomed without discrimination.”

- www.sogieducation.org

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

Background:

This year has seen continued growth and understanding across the province in the area of SOGI (Sexual Orientation Gender Identity) content, language and policies. Our district has been moving forward with several initiatives aimed at strengthening the knowledge, skills and attitudes of staff, students and community. Research shows that when schools and districts explicitly name LGBTQ2+ students as a focus of support and care, the overall school culture becomes more positive for ALL students. Bullying and harassment of all students is decreased and a safe, inclusive culture becomes the norm for all.

Discussion:

Our District rep, Melissa Bell, attended a Ministry training session in October. Subsequently, she organized a District-wide training of all the School reps in November. Staff met after school for a two-hour session to get updated on the latest news, ideas and to review teaching material found on the SOGI 123 website.

In addition, District Support Services purchased and created a SOGI "kit" for each rep, filled with information sheets, storybooks and resources that they could share with staff at each site. Melissa presented to the Board at the Committee of the Whole this past month to explain our current programs and initiatives, and to provide some background information on why these initiatives are so important.

Our District Committee has met twice so far this school year. The goals of the committee include reviewing and revising the Regulation and brochure that are associated with SOGI content. While we were one of the first districts to publish such a brochure in 2012, there have been

significant shifts and changes and the committee is working to bring our work more current and specific.

Another initiative aimed at reducing conflict between students is the MVP (Mentors in Violence Prevention) program. We are continuing to support this valuable work. Staff member, Aaron Beckingham has been successful in securing a \$1000 grant to assist with our annual student summit that will take place later this year. This program aims to create better understanding about masculinity and the role that all students can play in reducing relationship violence.

Counsellor Sue Bailey at Elphinstone also organized a very successful presentation at our high schools, called "Redefining Manhood" that was well received by students. Counsellor Kate Cree is partnering with our Community School coordinator, Ted Chisholm to apply for a grant that will help expand this work into our elementary schools.

Next Steps:

- Booking a field trip for GSA/SAGA students
- Finish the updating on the Regulation and brochure
- Plan our next Student Summit for MVP
- Finish application for the Civil Forfeiture Grant for the elementary program



****To be repealed - circulating to Jan. 3, 2019**

School District No. 46 (Sunshine Coast)

Administrative Regulations

FACILITIES

4100

Natural Gas Leaks

1. Staff and students shall be instructed to report suspected gas leaks to the administration.
2. Any source of flame (lighters, cigarettes, etc.) should be extinguished.
3. An administrator shall turn off the gas, and only qualified personnel shall turn on the gas.
4. To evacuate the building the P.A. system or other verbal notification system, not the fire alarm, should be used.
5. Electric switches should be left as found (i.e. if on, leave it on; if off, leave it off).
6. The evacuation area should be away from the gas smell.
7. When leaving the building, doors should be left open (opposite to fire instruction).
8. Central Gas, the Fire Department and the Maintenance Department should be advised as soon as possible.
9. Inspections of natural gas equipment / installations shall be conducted by the maintenance department every six months.

Page 1 of 1

Date adopted: January 1996
Revised: July 15, 2002

Reference:

Supt. Signature:

Title: **Home Schooling**

Category: **Education**

Number: **1160**

Circulating until February 2, 2019

I. Rationale:

Parents have many options available to them in order to provide an educational program for their child. Under the School Act, a parent may choose to provide their child with an education outside of a public or an independent school. Homeschooling allows children to work at their own pace and parents to blend family, life and schoolwork into their own schedule. Homeschooling is the full responsibility of the parent, is not supervised by a British Columbia certified teacher, is not required to meet provincial standards, and is not inspected by the Ministry of Education.

II. Definition:

Homeschool means that a person having guardianship of a minor between six (6) and eighteen (18) years of age accepts the responsibility for providing the education of such student at home in accordance with law instead of having the minor attend a public or independent school. The Ministry of Education's policy on Home School Education can be found at <https://www2.gov.bc.ca/gov/content/education-training/ways-to-learn/homeschooling>.

III. Parent Responsibilities:

A parent, guardian, or other person having custody over a school-age student who resides in School District No. 46 and who wishes to homeschool must inform their local school of their intent to homeschool their school-age child and register with that school by September 30th of each school year.

IV. Board and District Responsibilities:

School District No. 46 will register the child as a homeschooler. The school will provide free of charge:

A. Evaluation and assessment services to determine the child's educational progress in relation to students of similar age and ability

B. The loan of educational resource materials authorized and recommended by the Minister of Education, and which, in the school district's opinion, are sufficient to enable the child to pursue his/her educational program. Replacement costs will be charged for damaged books or books not returned to the school at the end of the school year. Parents may choose to purchase the necessary textbooks from available suppliers.



Title: **Home Schooling**

Category: **Education**

Number: **1160**

Circulating until February 2, 2019

C. It is important to note that homeschooled students are not eligible to receive a British Columbia Dogwood Graduation Certificate.

V. Reentry to District Schools

In the interest of determining an appropriate replacement and curriculum, students who have been involved in home-schooling who choose to reenter the public schools of School District No. 46 will be admitted under the same entrance requirements as other students entering the district schools. The student will be placed by the school principal after consulting with parents. These requirements apply to all entering students whether part-time or full-time.

A. At the principal's discretion, the principal may use placement tests, parent consultation and other evidence of student progress to assist in proper grade level placement and placement in specialized programs. Appeals will be handled by the regular district appeal process.

B. Credit requests for home instruction will be evaluated by the district in accordance with regular acceptance criteria.

Received:

References:



Title: **Volunteers in Schools**

Category: **Personnel**

Number: **2130**

Circulating until February 2, 2019

I. Rationale:

The active involvement of parents and the appropriate use of volunteers benefits the intellectual and social development of our students, the enjoyment of school and the enrichment of the school climate. In addition, the participation of volunteers increases communications and positive relationship between the school, parents and the community. Volunteers must be supported by appropriate safeguards respecting the selection and use of volunteers.

II. Practices:

A. Role of Volunteers

1. A volunteer may provide services at or for a school, provided it does not result in the displacement of an employee.
2. Volunteers will perform tasks only under the supervision and/or guidance of appropriate employees and shall be subject to the authority of the principal and the staff member with whom they are working. The degree of supervision, direct or indirect, to be provided by the staff member shall be determined by the staff member and the volunteer, subject to the approval of the principal.
3. The principal is to advise the superintendent or designate of any new initiatives that are to be heavily dependent on volunteer support. The superintendent or designate will undertake appropriate communication with unions representing employees.
4. Volunteers must not be assigned tasks that would violate the privacy of students or their families, and will not be provided access to student records, except that contact information may be provided where required, e.g. for call back programs.

B. Recruitment, Selection and Training of Volunteers

1. The Principal shall be responsible for:
 - a) The screening and selection of volunteers
 - b) Ensuring that all volunteers potentially having unsupervised access to children authorize the local RCMP office to conduct a criminal record check (see Regulation 2110 for additional details).
 - c) The orientation and training of volunteers.

ADMINISTRATIVE REGULATIONS

Title: **Volunteers in Schools**

Category: **Personnel**

Number: **2130**

Circulating until February 2, 2019

- d) Decisions regarding the continuation or discontinuation of a volunteer's services.
 - e) The overall supervision of volunteers.
- C. Assistance for Volunteers
1. Orientation for volunteers will be established by the Principal and could include, but is not limited to:
 - a) A general orientation to the school, including an explanation of the conduct expected of volunteers when working with students.
 - b) Processes for signing-in by volunteers.
 - c) Staff responsibilities with respect to volunteers.
 - d) Review of school confidentiality requirements for volunteers.
 - e) Emergency procedures, including emergency evacuation and accident procedures.
 - f) School Code of Conduct
 2. Volunteers will be covered by School Protections Program Insurance while engaged in activities authorized by the School District or a school.
 3. Volunteers who use a private vehicle in the transportation of students will be covered by School Protections Program Special Excess Third Party Legal Liability Insurance coverage while engaged in activities authorized by the School District or a school.
- D. Conduct of Volunteers
1. Volunteers are required to:
 - a) Maintain a standard of conduct expected of school and district staff when working with students.
 - b) Keep confidential information received or personal observations regarding students and staff obtained while working as a volunteer.
 - c) Direct questions and concerns either to the employee with whom the volunteer is working or to the principal.

Received:

References:



Title: **Accident and Illness: Students and Staff**

Category: **Health and Safety**

Number: **3010**

Circulating until February 4, 2019

I. Rationale:

Student and staff safety is paramount to our work in schools. Prevention of accidents will be our first priority, however, first aid and access to emergency medical services will be provided when required.

II. Procedures:

A. In case of an accident to, or illness of, a student or staff member, the principal or site supervisor shall:

1. Treat as an emergency any loss of consciousness or breathing difficulty.
2. Judge what first aid measures if any are to be taken;
3. Immediately notify the parent or guardian in the case of a student and, if necessary, arrange for pick-up of the student by the parent. Call for an ambulance or arrange for transportation to medical services by school staff when circumstances require.

B. When school personnel request an ambulance on behalf of a student, the service shall be advised that all costs for the ambulance will be borne by the district. If an ambulance is requested by the parent, the costs for the ambulance shall be borne by the parent.

C. The principal or designate shall not permit a student to be sent or taken home until the parent or guardian has been notified of the circumstances, and shall appoint an adult to accompany a child until a parent or guardian can assume care.

D. An accident report on the prescribed form shall be filed with the Secretary-Treasurer within 24 hours.

E. Principals shall notify staff of these procedures and shall designate a line of authority from the principal to the other persons who shall assume authority as circumstances require.

F. Principals and managers will advise employees that, because of confidentiality issues, they should refrain from public conversations about any accidents or illnesses occurring on school district premises or at school functions off of the premises.



ADMINISTRATIVE REGULATIONS

Title: **Accident and Illness: Students and Staff**

Category: **Health and Safety**

Number: **3010**

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G. Vancouver Coast Health requires that schools communicate any *unusual* clusters of illness such as a diarrhea outbreak, “rash-like- illnesses”, or anything else that may be of concern. Schools are not required to inform Vancouver Coastal Health when absenteeism is generally higher than normal (i.e. in excess of 10%). The school will advise the Superintendent when making a report to Vancouver Coastal Health.

H. First Aid:

1. A first aid attendant for staff will be identified at each site with their name placed on the Health and Safety board visible for all staff.
2. Principals, Vice Principals and Managers will maintain up to date first aid training provided by the school district.
3. First Aid Kits will be located in a central, well-marked and accessible area at each site in the District. The First Aid Attendant at each school or district site is responsible for reviewing the contents of their first aid kit and keeping it stocked with up to date supplies.
4. A stretcher shall be available in each school in marked, accessible location.
5. Site supervisors will inform staff of the location of first aid kits and the name of the first aid staff member on site.

Received:

References:



Title: **Fire Safety**
Category: **Health and Safety**
Number: **3070**

Circulating until February 2, 2019

I. Rationale:

Fire safety is the responsibility of all employees. School principals will work with the Manager of Facilities to ensure that all sites are safe from fire hazards.

II. Fire Drills

- A. Principals shall review fire drill plans annually to ensure they are appropriate for current conditions and shall revise them as needed.
- B. Fire drills shall occur on at least six occasions at reasonable intervals throughout the school year.
- C. Fire drills shall include details of alternate routes of egress.
- D. Each school shall develop and maintain a fire plan which shall include the number of fire drills. The fire plan must be updated annually. Current copies of fire plans shall be sent to the school district in October of each year.
- E. Each employee shall be assigned a role in the drill.
- F. Special provision in drills shall be made for the evacuation of handicapped or disabled persons.
- G. A space on the school grounds shall be allocated for each class in fire drills.
- H. Teachers shall carry a class registry document (register, seating plan, class list, etc.) for the class under their jurisdiction at the time of the alarm.
- I. All members of staff and all students shall remain at least fifteen (15) metres from all buildings until the "all clear" signal is sounded.
- J. Fire drills shall include provision for checking that all washrooms, health rooms, and change rooms have been vacated.
- K. All fire alarm systems and fire fighting equipment in schools shall be maintained in proper working order.
- L. Evacuation procedures shall be posted in a notice of standard format in each classroom and other rooms frequented by staff and/or students. The procedure shall be specific for each location and shall clearly indicate two separate and independent means of egress.

ADMINISTRATIVE REGULATIONS

Title: **Fire Safety**
Category: **Health and Safety**
Number: **3070**

Circulating until February 2, 2019

III. Fire Prevention

- A. Fire extinguishers shall be serviced annually and so tagged with the date recorded.
- B. Any extinguisher which has been used shall be reported at once to the Manager of Facilities for recharging.
- C. No fire extinguisher shall be used for any other purpose than for fire protection.
- D. The Manager of Facilities shall work with principals and other site supervisors to ensure that all employees are trained in the use of fire extinguishers.
- E. The Manager of Facilities is responsible to ensure safety checks are done at all sites, including emergency lights, fire extinguishers and fire alarm systems.
- F. Electricians shall test fire alarm systems once a month and shall document the test in a record book kept for that purpose.
- G. Covered metal refuse cans shall be used to hold cleaning and waxing rags.
- H. No accumulation of refuse shall be permitted.
- I. Decorations may be used in schools if precautions are taken to minimize the risk of fire.
- J. If the school building is to be used for anything other than teaching students then schools must ensure approval by the appropriate authority: Building Inspector, Fire Inspector, Department of Health. For example, if a community group wishes to use kitchen facilities, they must be in compliance with public health standards.
- K. Renters of facilities must be advised of proper fire escape routes and procedures and sign that they are aware and have been advised.
- L. No "sleep-overs" are permitted unless the fire alarm system includes smoke detectors in areas occupied.
- M. No commercial kitchen may operate without the Health Inspector's approval.

Received:
References:



ADMINISTRATIVE REGULATIONS

Title: **Student Interviews Conducted by the RCMP**

Category: **Health and Safety**

Number: **3230**

Circulating until February 2, 2019

I. Rationale

There may be situations when it is necessary for the R.C.M.P. to interview students during the school day. It is important for school principals to be aware of their roles and responsibilities with regard to these interviews taking place on school grounds.

II. Procedures

A. If the R.C.M.P. requests an interview with a student who is under the school's supervision, the principal or the R.C.M.P., whichever is appropriate, shall seek permission from the parent or guardian. If the parent grants permission for the interview with the principal present, the parent must speak directly to the principal or, if deemed necessary, give written permission.

B. There may be occasions when the principal prefers not to be present during the interview. If the parent gives permission, the principal may delegate the duty to an appropriate staff member.

C. If the R.C.M.P. claims the right by federal or provincial statute to interview the student without a parent or guardian present, the principal shall consent but keep a written record of the circumstances, preferably signed by the attending R.C.M.P. officer.

Received:

References:



ADMINISTRATIVE REGULATIONS

Title: **Coaching**
Category: **Education**
Number: **1070**

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.



Title: **Coaching**
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8. abstain from the use of tobacco products, any form of drug, and alcohol while supervising student-athletes.

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.



Title: **Coaching**
 Category: **Education**
 Number: **1070**

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
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.

ADMINISTRATIVE REGULATIONS

Title: **Coaching**
Category: **Education**
Number: **1070**

E. 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

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

II. Procedures

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

1. Chatelech Secondary School Ceremony
2. Elphinstone Secondary School Ceremony
3. Pender Harbour Secondary Ceremony
4. Sunshine Coast Alternative School Ceremony

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

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

D. 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.

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

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

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

Received:

References:

Title: **Process for Administrative Regulations**
 Category: **Education**
 Number: **1230**

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.

ADMINISTRATIVE REGULATIONS

Title: **Process for Administrative Regulations**
Category: **Education**
Number: **1230**

5. Input (in writing) received for 4 weeks.
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



ADMINISTRATIVE REGULATIONS

Title: **Scholarships, District / Authority Awards And Bursaries**
 Category: **Administration**
 Number: **1255**

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.



ADMINISTRATIVE REGULATIONS

Title: **Scholarships, District / Authority Awards And Bursaries**
 Category: **Administration**
 Number: **1255**

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 donor.



ADMINISTRATIVE REGULATIONS

Title: **Scholarships, District / Authority Awards And Bursaries**
Category: **Administration**
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- 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**

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. Definition

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. Procedures

- A. 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
- B. 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**
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C. 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.

D. 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.

E. 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.

F. 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:



Title: **Responding To A Threat Or Potential Violent Behaviour**
 Category: **Administration**
 Number: **3180**

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.
- 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.

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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.

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 of Student Support Services 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

Title: **Responding To A Threat Or Potential Violent Behaviour**
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individuals from the district team to support building staff.

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*).

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: Responding to Student Threat Making Behaviour: A School Staff Guide



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

Secretary-Treasurer's Report

Submitted by Secretary-Treasurer Nicholas Weswick
December 12th, 2018

Public Budget Consult

On November 27th there was a public budget consultation at Chatelech Secondary. The consultation was publicly advertised in print and online media and, although sparsely attended there was a presentation and rich discussion that followed. The conversation was primarily focused on inclusion and supporting students with special needs, along with other matters. A more comprehensive report will be presented at an upcoming Operations Committee meeting.

School Budget Process

Over the last several weeks, finance department staff have been collecting and reviewing amended school budgets, after adjusting for changes in enrolment. Overall, student enrolment is up at most schools compared to the preliminary budget. Adjustments in funding have resulted in adjustments to staffing and supplies budgets. This process will inform part of the district's amended budget, which will be reviewed in detail in the January Operations Committee meeting.

Student Transportation

Over the past year, the District has been transitioning to a piece of transportation software that will allow us to control and secure student and parent information. The implementation is ongoing, and processes are being concurrently developed to ensure that the bussing system is sustainable and shift the locus of control away from contractors and towards the district. The complexity of the district's bus system has made this a challenging process. Further information can be found in the transportation review phase 1 report, in the January 2018 Operations Committee Agenda Package: <https://bit.ly/2roggPr>.

Radon

The district participated in a radon study that was led by Vancouver Coastal Health (VCH). Over the course of several months, radon sensors were placed in all sites to evaluate the potential for this naturally-occurring but potentially harmful gas. One school had a classroom that tested slightly above the World Health Organization recommended action level of 100 Bq/m³ but below the Canadian guideline of 200 Bq/m³. This site had limited ventilation systems in place, which will be supplemented and then the site will be tested again.

Funding Announcement

A funding announcement was provided by the ministry on Friday, December 7. A verbal report will be provided at this meeting.

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

DATE 03-Dec-2018 09:21 AM SUMMARY - ISSUED CHEQUE REPORT - CHEQUE LIMIT : 10,000.00 PAGE 1
 START DATE: 01-Nov-2018 TO END DATE: 30-Nov-2018

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

ON-LINE CHEQUES : ISSUED BETWEEN 01-Nov-2018 AND 30-Nov-2018						
00LCET3667	0001	*****	28094	RECEIVER GENERAL FOR CANADA	09-Nov-18	12,530.03
00LCET3668	0001	*****	28094	RECEIVER GENERAL FOR CANADA	09-Nov-18	79,498.29
00LCET3671	0001	*****	23290	MUNICIPAL PENSION PLAN	09-Nov-18	57,991.92
00LCET3672	0001	*****	28095	RECEIVER GENERAL FOR CANADA	05-Nov-18	17,752.50
00LCET3673	0001	*****	28093	RECEIVER GENERAL FOR CANADA	05-Nov-18	224,006.28
00LCET3674	0001	*****	30209	TEACHERS' PENSION PLAN	05-Nov-18	486,699.49
00LCET3676	0001	*****	28094	RECEIVER GENERAL FOR CANADA	26-Nov-18	11,687.01
00LCET3677	0001	*****	28094	RECEIVER GENERAL FOR CANADA	26-Nov-18	76,616.53
00LCET3680	0001	*****	23290	MUNICIPAL PENSION PLAN	19-Nov-18	58,514.11
00LCET3681	0001	*****	23268	MEDICAL SERVICES PLAN OF BC	15-Nov-18	14,287.50
00LCET3682	0001	*****	30209	TEACHERS' PENSION PLAN	27-Nov-18	17,297.85
00LCET3683	0001	*****	28095	RECEIVER GENERAL FOR CANADA	26-Nov-18	18,297.36
00LCET3684	0001	*****	28093	RECEIVER GENERAL FOR CANADA	26-Nov-18	150,000.00
00LCET3696	0001	*****	23290	MUNICIPAL PENSION PLAN	30-Nov-18	59,297.76

TOTALS FOR BANK - 0001 1,284,476.63

TOTAL NUMBER OF CHEQUES 14
 TOTAL NUMBER OF CHEQUES WITH MICR 0

COMPUTER PREPARED CHEQUES : ISSUED BETWEEN 01-Nov-2018 AND 30-Nov-2018

2070000004	0001	0000052085	12012	BC HYDRO & POWER AUTHORITY	01-Nov-18	32,427.83
2070000010	0001	0000052091	15239	NUCOR ENVIRONMENTAL SOLUTIONS LTD	01-Nov-18	44,924.19
2071000034	0001	0000052137	30221	TEACHER'S FILE LTD.	07-Nov-18	18,928.19
2071000035	0001	0000052138	15651	TRI-METAL FABRICATORS	07-Nov-18	31,223.36
2071ET0007	0001	*****	12021	BC TEACHERS FEDERATION	07-Nov-18	27,460.49
2071ET0008	0001	*****	12111	BC TEACHERS FEDERATION	07-Nov-18	31,304.88
2071ET0063	0001	*****	14628	RAM MECHANICAL	07-Nov-18	122,009.14
2071ET0076	0001	*****	29102	SUNSHINE COAST TEACHERS ASSOCIATION	07-Nov-18	11,484.74
2072000015	0001	0000052155	16526	KEYSTONE ENVIRONMENTAL LTD.	14-Nov-18	13,229.58
2072ET0039	0001	*****	26207	PACIFIC BLUE CROSS/MSA	14-Nov-18	81,423.81
2073ET0039	0001	*****	29376	SUNSHINE COAST TEACHERS ASSOCIATION	21-Nov-18	17,851.31
2073ET0041	0001	*****	30172	THIRDWAVE BUS SERVICES	21-Nov-18	54,023.36
2073ET0042	0001	*****	30022	TOWN OF GIBSONS	21-Nov-18	12,493.06
2074ET0068	0001	*****	15924	POWERSCHOOL CANADA ULC	28-Nov-18	14,829.57
2074ET0092	0001	*****	30172	THIRDWAVE BUS SERVICES	28-Nov-18	115,221.57

TOTALS FOR BANK - 0001 628,835.08

TOTAL NUMBER OF CHEQUES 15
 TOTAL NUMBER OF CHEQUES WITH MICR 5

ON-LINE CHEQUES : ISSUED BETWEEN 01-Nov-2018 AND 30-Nov-2018

00LCET3698	0005	*****	12144	BANK OF MONTREAL	09-Nov-18	85,517.10
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TOTALS FOR BANK - 0005 85,517.10

TOTAL NUMBER OF CHEQUES 1
 TOTAL NUMBER OF CHEQUES WITH MICR 0

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

DATE 03-Dec-2018 09:21 AM

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

PAGE 2

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

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

GRAND TOTAL						1,998,828.81
CANCELLED TOTAL						0.00
NET GRAND TOTAL						1,998,828.81
GRAND TOTAL NUMBER OF CHEQUES						30
GRAND TOTAL NUMBER OF CHEQUES WITH MICR						5

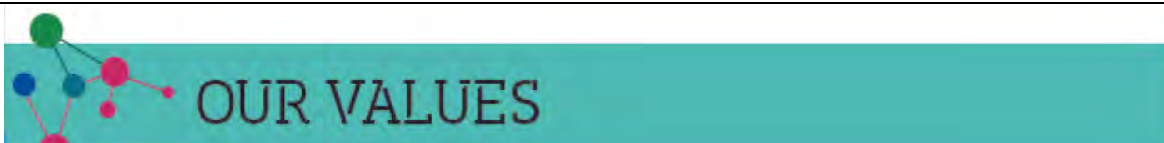
WARNING: NUMBER OF CHEQUES DOES NOT MATCH NUMBER OF CHEQUES WITH MICR

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

Board Report

Submitted by Chair Pammila Ruth

December 12th, 2018



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

Our board values the inclusion of all students and staff in their learning and community life. The district supports success with a strong professional development focus on inclusion for our teachers and educational assistants. We expect all students to succeed!

The provincial SOGI123 project is a vibrant initiative in our district as well. GSA's are well respected and supported in our schools. Even the front page of the Chatelech student newsletter, "The Eagle's Eye", highlights the importance of being an ally to LGBTQ people. The wonderful rainbow of all students and staff, in all their dimensions, are fully a part of our district's energy and success.

Board Happenings:

This last month has been a busy one. The new board has been working hard to fill their roles and find their place. Committee members and chairs for said committees have been assigned and are listed in this meeting's agenda package. The board will discuss trustee commitments at Committee of the Whole in December and appointments to PACs and external committees will follow.

All board chairs throughout the province were invited to take part in a conference call with Hon. Rob Fleming, Minister of Education on November 16th. Minister Fleming provided an update on the Ministry's ongoing guide for future student success, the K to 12 funding model review, and the BC graduation program. The minister reported that there will be a public release on the funding review by the end of the year. Unfortunately, there was no opportunity for a question period.

On November 24th, Habitat for Humanity had a ribbon cutting ceremony for three new homes. The district was invited to speak on behalf of our students involved in the Train in Trades carpentry program and their integral part of the building of these homes. It was a heartwarming event.

Budget consultations have begun, including a public consultation at Chatelech Secondary on November 27th. There was also a presentation made at the Operations Committee which was held at the Sechelt Learning Centre this month.

The BCSTA Trustee Academy was held on the 29th of November to December 1st. There was a 46% trustee turnover throughout the province, making this Academy all the more important. Most of the plenaries and concurrent sessions touched on the basics of governance; running meetings, making motions, media relations, bargaining basics, conflict of interest and of course, discussion of the funding review model. The Hon. Katrina Chen, Minister of State for Child Care was there to speak on the importance of daycares in our schools and the \$10 a day program available. The new Memorandum of Understanding outlining the co-governance relationship between government and boards was signed by Minister Fleming and Gordon Swan, on behalf of BCSTA. All-in-all a very informative academy.

Finally, the Board was invited to a meet and greet with the SCTA. It was a wonderful, informal event with good attendance. Much like the Principals Meet and Greet on the 14th of November, it was a great way to put faces to names and to get to know a little bit about each other

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

Committee Appointments

December 12, 2018

Standing Committees and Other Internal Committees:

- Education Committee: Trustee Amaral (chair), Trustee Girard, Trustee Ste. Marie, Chair Ruth.
- Operations Committee: Trustee Hampvent (chair), Trustee Haines, Vice-Chair Leech, Chair Ruth.
- Committee of the Whole: All trustees, chaired by the board chair.
- Policy Committee: All trustees, Trustee Ste. Marie (chair)
- Aboriginal Education Advisory Circle: Trustee Hampvent
- Superintendent Evaluation Committee: All trustees on this committee, meet 3 times per year, chaired by the board chair.

Please notify the committee chair if you are unable to attend a meeting.

REPORT TO BRANCHES

HUB and Online Learning Guide

For those new to BCSTA, we encourage you to log on to the BCSTA HUB once access is provided via your school district email address. As we have seen a nearly 50% turnover in trustees, the rolling out of new user names and passwords has been staggered. We are updating our lists as they are provided to us and look forward to seeing you on the HUB. As our members' only area, you will find many relevant tools for trustees within, including our Learning Guide, orientation materials, calendars and online collaboration spaces for committees and branches. Please contact feedback@bcsta.org with questions and concerns related to the HUB.

Professional Learning and Development

BCSTA's Education Services department has been working diligently to provide unique learning experiences and support for boards of education through 2019. As part of these initiatives, Hugh Blackman, BCSTA's Director of Education Services, has been establishing several leadership workshops across the province.

It is hoped that school boards can send at least three trustees and available senior management to the two-day regional workshops. The materials shared at the workshops will also be provided for trustees who cannot attend with an expectation that the trustees attending will share information covered at the sessions. BCSTA will support expenses for up to three trustees (max \$500/trustee). Expenses will be reimbursed in accordance with BCSTA's Policy on Travel Expenses. Registration for the sessions will start January 8.

- Jan 30-31 | Abbotsford
- Feb 6-7 | Vancouver
- Feb 11-12 | Prince Rupert
- Feb 11-12 | Prince George
- Feb 12-13 | Victoria
- Feb 28-March 1 | Campbell River
- March 7-8 | Fort St. John
- March 7-8 | Nanaimo
- April 4-5 | Kamloops
- April 11-12 | Kelowna
- April 11-12 | Castlegar
- April 15-16 | Cranbrook

More information will be sent out soon.

Upcoming Events

BCSTA is hosting several key events in the coming months. Mark your calendars and prepare yourself for several important events featuring professional development sessions, networking opportunities, platforms for your local communities voice, and more. The following events will take place at the Sheraton Vancouver Airport Hotel, 7551 Westminster Hwy, Richmond, BC.

- BCSTA/BCPSEA Joint Trustee Orientation
 - January 25 - 26, 2019
- Meeting of Board Chairs
 - February 21, 2019
- Joint Partner Liaison Meeting
 - February 22, 2019
- Annual General Meeting
 - April 25 - 28, 2019

BCSTA Motions

During the 2018 Trustee Academy, BCSTA's Legislative Committee will lead an interactive plenary session on motion writing on Saturday, December 1 from 1:15 - 2:15 pm. If your board or branch would like further assistance with motion-writing (such as having someone attend a branch meeting to provide training and support) please contact aackah@bcsta.org.

Please note that February 14, 2019 is the deadline for motion sponsors (BCSTA member boards of education, branches, the Professional Learning Committee and Indigenous Education Committee) to submit extraordinary motions for consideration at the 2019 BCSTA Annual General Meeting. An extraordinary motion is submitted to change or add to BCSTA's Bylaws or the Foundational Statements within BCSTA's Policy Book. February 24, 2019 is the deadline to submit substantive motions for consideration at the 2019 BCSTA AGM. A substantive motion may call on BCSTA to take a particular action or adopt a policy that defines the long-term objectives, positions or beliefs of the Association.

Most motions which are submitted to AGM are substantive motions. Motions should be sent to motions@bcsta.org on the appropriate BCSTA motion form which is available in the BCSTA HUB. Please refer to BCSTA's Motion Guide for information about submitting motions to BCSTA. ■



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

COMMITTEE OF THE WHOLE NOTES

Held on November 27th, 2018 from 9:30-11:30 p.m.

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

PRESENT: TRUSTEES: Pammila Ruth (Committee Chair), Tonya Ste. Marie, Samantha Haines, Maria Hampvent, Sue Girard, Stacia Leech

STAFF/OTHERS: Patrick Bocking, Superintendent; Paul Bishop, Director of Instruction; Nicholas Weswick, Secretary-Treasurer; Melissa Bell, SOGI District Lead, Jacquie Shelemey, SCTA President; Erica Reimer, Executive Assistant (Recording Secretary)

The meeting was called to order at 9:35 a.m.

1. Safe and Healthy Schools (Cultural)

Melissa Bell, Aboriginal Education Counselor and District Sexual Orientation and Gender Identify (SOGI) Lead, shared information on the district's SOGI model and supports. Ms. Bell spoke to protective factors for trans youth, noting that mental health is best supported when students are able to express who they are. The district SOGI committee has been formed to review policy relating to gender issues, to identify and train SOGI school leads, to help schools build inclusive school environments and develop student leadership.

SOGI resources kits are available to each school lead and the <https://www.sogieducation.org/> website provides excellent resources for parents and educators. *Pride: Celebrating Diversity and Community*, by Robin Stevenson, is included in the SOGI resource kits.

Additional information is available in the agenda package at http://www.sd46.bc.ca/files/18-19 BoardMeetings/cmtes/20181127-COW_Agenda.pdf.

2. Communication (standing item)

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

The meeting adjourned at 10:38 a.m.



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

EDUCATION COMMITTEE NOTES

Held on November 28th, 2018 from 2:30-4:00 p.m.

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

PRESENT: TRUSTEES: Pammila Ruth (Committee Chair), Tonya Ste. Marie, Stacia Leech,

STAFF/OTHERS: Patrick Bocking, Superintendent; Paul Bishop, Director of Instruction; Vanessa White, Director of Instruction; Carolyn Spence, Principal; Kirsten Deasey; District Principal; Coordinator; Stephanie Murawsky, Executive Assistant (Recording Secretary)

REGRETS: Amanda Amaral, Trustee; Sue Girard, Trustee, Jacquie Shelemey, SCTA President

The meeting was called to order at 2:34 p.m.

1. Reading (1.b.) / Reading Teachers (2.b.)

District Principal Deasey provided a report and highlighted the following initiatives:

- CARE (Collaborating about Reading Engagement) – year 3 of a 3 year project. The program has been extended to intermediate grades.
- LIST (Literacy in Secondary Teaching) – current focus on literacy assessments.
- Phonological Foundations for Reading Success – open to all kindergarten and grade 1 teachers.
- Developing Your Story Workshop – online training with lower mainland teachers.
- SET BC – three part series to support diverse literacy needs.
- Literacy through Numeracy Lens: Cross curricular conversations for grade 7 to 12 teachers with Janice Novakowski.
- Levelled Literacy Intervention (LLI) – all grade 1 teachers have received training.
- Author’s visits from Robin Stevenson, Mahtab Narsimhan, and Chieri Uegaki
- Family literacy week – January 21-25th, 2019 will include a performance by Charlotte Diamond

2. Regulation for Review:

a. Regulation 3230 – Student Interviews

The title for the regulation will be changed to “Student Interviews Conducted by RCMP”, otherwise no substantial changes were reported.

b. Regulation 1160 – Home Schooling

The committee reviewed changes to the regulation, including:

- Rationale added to the regulation
- Ministry information included and updated
- Damaged materials provided by the district may result in a replacement fee.
- BC Dogwood Certificate is not available to home school students

3. Curriculum (standing item)

Superintendent Bocking provided a brief report on supports for the new curriculum, including additional flex time, release time opportunities for teachers, changes to numeracy and literacy assessments, and resources sharing opportunities.

4. Parent Engagement (standing item)

Stephanie Murawsky reported on plans for upcoming consultations with community schools, DPAC, and DSLT. The committee is producing a family video for January.

The meeting adjourned at 3:31 p.m.



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

OPERATIONS COMMITTEE NOTES

Held on November 22nd, 2018 from 12:30-2:00 pm
At the Sechelt Learning Centre – Sechelt, B.C.

PRESENT: TRUSTEES: Maria Hampvent (Committee Chair), Stacia Leech, Samantha Haines, Pammila Ruth

STAFF/OTHERS: Patrick Bocking, Superintendent; Paul Bishop, Director of Instruction; Nicholas Weswick, Secretary-Treasurer; Phil Luporini, District Principal of Technology; Rob Collison, Manager of Facilities and Transportation; Janice Budgell, CUPE Local 801 President, Erica Reimer, Executive Assistant (Recording Secretary)

The meeting was called to order at 12:37 p.m.

1) Healthy Staff (2.e.)

Director Bishop provided a report and touched on the following:

- Promoting healthy living at work sites, including walking meetings and healthy food options at gatherings.
- Emergency plan distributed to all sites, clarifies procedures and protocols for various emergencies.
- Health and safety committees at all sites, includes one CUPE, one SCTA and one administrator. Committee meets monthly to ensure sites are free of hazards.
- Harassment training program will be adapted to provide broader training at school sites. Currently, training takes is included in orientation process.
- Trained staff available to support staff and students in the event of a serious incident or crisis.

2) Budget Discussion

Secretary-Treasurer Weswick shared a presentation to solicit feedback for the development of the 2019/20 budget. The presentation included information on the budget process in general, as well as information on student enrolment, overall teacher FTE, staffing headcount, and a comparison of funding and spending for special education.

A copy of the presentation is available at <http://www.sd46.bc.ca/files/18-19 BoardMeetings/cmtes/20181122-Ops Agenda.pdf>.

Secretary-Treasurer Weswick also shared information on restricted and unrestricted surpluses (detailed on the following page) and consulted the committee on ways to engage the public at an upcoming budget consultation session.

3) Regulations for Review:a. Regulation 3010 – Accident and Illness

Director Bishop reported that substantial changes had been made to the regulation to bring it in line with current and best practices. First Aid information has been included in the revised regulation. A suggestion was made to include clarification that first aid attendants support staff.

b. Regulation 3070 – Fire Safety

The regulation has been updated to reflect best practices.

c. Regulation 3080 – First Aid

The regulation will be repealed as pertinent information is now included in Regulation 3010.

d. Regulation 4100 – Natural Gas Leaks

The regulation will be repealed as procedures are included in the new Staff Emergency Guide at all sites.

e. Regulation 2130 – Volunteers

The regulation has been updated for clarity.

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

The committee reviewed a referral from the Town of Gibsons relating to temporary use permit application for a medical cannabis dispensary located on Gibsons Way. The committee expressed concern with the company's marketing, in particular images of candies, which could be seen as appealing to young persons. The committee also noted that the businesses is located within 300 metres of a school site.

RECOMMENDATION:

"TO request that the application for a temporary use permit for S&M Medicinal Sweet Shoppe be denied. Should the permit be granted, the committee requests that all exterior marketing be appropriate to the *Cannabis Act* and not be seen to target children."

The committee reviewed an application for a provincial cannabis license for an establishment in lower Gibsons and found their interests to be unaffected.

Similarly, the committee reviewed an application for a small subdivision in the West Sechelt area. The committee agreed that the district's interest were largely unaffected by the application.

The meeting adjourned at 2:06 pm.

Nicholas Simons, M.L.A.
(Powell River – Sunshine Coast)
Parliament Buildings
Victoria, B.C. V8V 1X4
Phone: 250 953-4702
Fax: 250 387-4680



Constituency Office:
109 – 4675 Marine Avenue
Powell River, B.C. V8A 2L2
Phone: 604 485-1249

5 – 4720 Sunshine Coast Highway
Sechelt, B.C. V0N 3A0
Phone: 604 741-0792

November 9, 2013

School Board Trustees
School District No. 46
494 South Fletcher Road,
PO Box 220,
Gibsons, BC,
V0N 1V0

Dear Trustees,

Thank you for your willingness to serve your community as Trustees for the School District. Congratulations on your successful election or on scaring away all competition as the case may be.

The role you play in our community and the direction you set for our district are vital to the health of the Sunshine Coast and to the Province.

I look forward to meeting with you and working together wherever possible.

Thank you and best wishes to you all. I hope you find the work both interesting and rewarding.

Sincerely,

Nicholas Simons MLA
Powell River- Sunshine Coast