



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

REGULAR MEETING AGENDA

Wednesday, January 9, 2019, 7:00 pm
School Board Office, Gibsons, B.C.

	Pages
1. <u>Call to Order</u>	
2. <u>Celebrating Education: North vs. South Charity Hockey Game</u>	
3. <u>Public Question Period (10 minutes in total)</u>	
4. <u>Adoption of the Agenda</u>	
RECOMMENDATION: "THAT the agenda of January 9th, 2019 be adopted."	
5. <u>Approval of Minutes of Prior Meetings and Receipt of Records of Closed Meetings</u>	1
a. Regular Meeting - December 12 th , 2018	
b. Record of Closed Meeting - December 12 th , 2018	
RECOMMENDATION: "THAT the minutes of the Regular Meeting of December 12 th , 2018 and the Record of the Closed Meeting of December 12 th , 2018 be adopted."	
6. <u>Reports</u>	
a. Superintendent's Report	7
b. Administrative Regulations in Circulation	
1. Reg. 1120 - Educational Heritage	8
c. Administrative Regulations to be Received	
1. Reg. 1130 - Extended Experiences	10
2. Reg. 2060 - Distribution of Union Materials	14
3. Reg. 2110 - Reference Checks and Search of Criminal Records	15
4. Reg. 3240 - Student Substance Use	17
5. Reg 4100 - Natural Gas Leaks (repealed)	
6. Reg. 5045 - Grant Applications	20
7. Reg. 5070 - School Funds	22
d. Secretary-Treasurer's Report	23
1. Larger Cheques Written in the Month of December 2018	29
e. Board Report	30
1. BCSTA Report	32

- 2. BCPSEA Report
 - 3. Student Trustee Report
 - f. Committee of the Whole Notes - December 18, 2018
 - g. Receipt of Reports
- 35

RECOMMENDATION: "TO receive the reports."

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

The next public board meeting will be held on February 13, 2019.

- a. Committee Agendas
- 37

RECOMMENDATION: "TO approve the committee agendas."

- 9. Adjournment



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

Held on Wednesday, December 12th, 2018

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

PRESENT: **TRUSTEES:** P. Ruth (Chair), S. Leech (Vice-Chair), A. Amaral, S. Girard, S. Haines,
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)

REGRETS: M. Hampvent, Trustee

#38. 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.

#39. Celebrating Education: Nutcracker Ballet - Kathleen Holmes

Kathy Holmes, Artistic Director of Coasting Along Theatre Society, reported on the School Outreach Program for the Nutcracker Ballet. All district students in grades 3 and 4 will attend the Nutcracker Ballet performance at the Raven's Cry Theater on December 17th and 18th. Teachers are provided with a study guide in advance of the performance that provides information on the storyline as well as information about the performance in general. This is the district's second year taking part in the school program. Cedar Grove Elementary student, Natalie Martin, cast as Clara, was in attendance and shared her enthusiasm for involvement in the upcoming performances.

#40. Public Question Period

- A member of the audience requested clarification on two items in the November cheque report relating to environmental services. Secretary-Treasurer Weswick reported that one payment related to asbestos abatement at a school site and the other related to soil testing of school fields.

#41. Adoption of the Agenda

MOTION: Girard/Amaral

"THAT the agenda of December 12, 2018 be adopted."

Carried.

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

- a. Inaugural Board Meeting – November 6, 2018
- b. Regular Meeting – October 10, 2018
- c. Record of Closed Meeting – October 10, 2018

MOTION: Amaral/Ste. Marie

“THAT the minutes of the Inaugural Meeting of November 6, 2018, the minutes of the Regular Meeting of November 14, 2018 and the Record of the Closed Meeting of November 14, 2018 be adopted.”

Carried.

#43. Reports

a. Executive Reports

i. Superintendent’s Report

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

Superintendent Bocking was pleased to report that the district’s six-year completion rates have improved once more. Data collected indicates that aboriginal students are currently graduation with the same success as non-aboriginal students. Superintendent Bocking credited the hard work of staff and students.

1. Strategic Plan Reports:

a. Goal 1.b. – Reading / Goal 2.b. – Reading Teachers

Superintendent Bocking spoke to his written report.

b. Goal 2.e. – Healthy Staff

Director Bishop summarized his written report.

c. Goal 2.h. – Safe / Healthy Schools (Cultural)

Director White reviewed her written report.

2. Administrative Regulations:

a. Circulating to January 3, 2019 Prior to being Repealed:

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

i. Reg. 4100 – Natural Gas Leaks

b. Revised and Circulating until February 4, 2019:

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

i. Reg. 1160 – Home Schooling

ii. Reg. 2130 – Volunteers

iii. Reg. 3010 – Accident and Illness

iv. Reg. 3070 – Fire Safety

v. Reg. 3230 – Student Interviews

c. Regulations to be Received:

The following regulations have completed the circulation phase.

- i. Reg. 1070 – Coaching
- ii. Reg. 1150 – Graduation Ceremonies
- iii. Reg. 1230 - Process for Administrative Regulations
- iv. Reg. 1255 – Scholarships, District / Authority Awards and Bursaries
- v. Reg. 1275 – Family Law Information
- vi. Reg. 2080 - Job Descriptions (to be repealed)
- vii. Reg. 3140 – Medical Examination of Employees (to be repealed)
- viii. Reg. 3180 – Responding to a Threat or Potential Violent Behaviour
- ix. Reg. 3210 – Smoking in Schools (to be repealed)

ii. Secretary-Treasurer’s Report

Secretary-Treasurer Weswick reported on the ministry’s interim funding announcement of December 7, 2018. The district’s overall enrollment is higher than projected, resulting in an additional \$582,000 in Enrollment Based Funding. The district also saw increases to the Unique Student Needs Grant and Salary Differential Funding. The district’s Classroom Enhancement Fund application was supported by the ministry.

The actual grant estimates and more information can be found online at:

<https://www2.gov.bc.ca/gov/content/education-training/administration/resource-management/k-12-funding-and-allocation/operating-grants/k12funding-18-19>

1. Larger Cheques Written in the Month of November 2018

b. Board/Committee Reports

i. Board Report

Chair Ruth reviewed the written report.

1. Committee Appointments

Chair Ruth reviewed standing committee and internal committee appointments.

2. BCSTA Report – BCSTA AGM and Provincial Council Motions

Chair Ruth provided a report in Trustee Hampvent’s absence. The Report to Branches provided in the agenda package was submitted as written. Chair Ruth shared information on the recently announced BCSTA Leadership Development Program, noting that BCSTA would support expenses for up to three trustees to attend the sessions.

3. BCPSEA Report – BCPSEA AGM Motions

There were no items to report.

4. Student Trustee Report

Student Trustee Davis reported on the following items:

- Secondary schools are actively hosting toy drives and collecting food for the local food bank.

- The North vs. South Hockey Game will take place at the Gibsons and Area Activity Centre on December 19. Superintendent Bocking and Chair Ruth have been invited to drop the puck at the yearly event.
- Elphinstone Secondary Student Council surveyed students to determine interest in lunch time activities and heard feedback that the lunch break is too short. Chatelech Secondary has begun to survey students on issues.
- The Town of Gibsons has requested feedback from the district on interest and feedback on their intentions to appoint a student councilor. The DSLT has recommended the town consider an interview process.

ii. Committee of the Whole Notes – November 27, 2018

The notes were submitted as written.

iii. Education Committee Notes – November 28, 2018

The notes were submitted as written.

iv. Operations Committee Notes – November 22, 2018

The notes were submitted as written. Trustee's discussed a recommendation regarding an application for a temporary use permit.

1. Temporary Use Permit for S&M Medicinal Sweet Shoppe

MOTION: Haines/Girard

“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.”

Carried.

MOTION: Amaral/Haines

“TO receive the reports.”

Carried.

#44. Correspondence

a. MLA Nicholas Simons – Congratulations

MOTION: Haines/Girard

“TO receive the correspondence.”

Carried.

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

- A member of the press requested;
 - additional information on the proposed student councilor role with the Town of Gibsons. Superintendent Bocking provided information on the request from the town and Student Trustee Davis noted that the role could provide a strong leadership opportunity for students.
 - clarification on soil testing performed by Keystone Environmental. Secretary-Treasurer indicated that the soil testing was to ensure the safety of school fields before reopening them for school use.

- additional information on the district’s six-year completion rates. Superintendent reported that this is the first time that the district has achieved matching results for aboriginal and non-aboriginal completion rates.
- additional information on asbestos abatement. Secretary-Treasurer Weswick indicated that the district is engaged in a process of removing asbestos from school sites and is targeting highest potential risk areas.

#46. Next Meeting

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

MOTION: Haines/Girard

“TO approve the committee agendas.”

Carried.

#47. Adjournment

MOTION: Haines/Girard

The meeting adjourned at 8:## 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, December 12th, 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 (via conference call), 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 5:06 p.m.

- **Motion to Exclude**
- **Adoption of the Agenda**
- **Approval of Minutes of Prior Meetings**
- **Information / Action Items**
 - Personnel
 - BCPSEA Bargaining Review
 - Bargaining Process Overview
 - Staff Update
 - Property
 - YMCA / Sechelt Childcare Site
 - Legal/Liability
 - Fields Update
- **Items for Disclosure**
 - There were no items for disclosure

Adjournment

The meeting adjourned at 5:59 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
January 9, 2018

1. Students
 - a. All of our grade 3 and 4 students enjoyed a professional presentation of "The Nutcracker" ballet. Special thanks to Kathleen Holmes for her partnership in coordinating this special experience. (1f)
 - b. Winter Concerts celebrating the talents of our students and staff in all sorts of amazing ways. Parents and fellow students raved about the wonderful tradition of celebrating the season in so many ways. (1f)
 - c. SPARK! 10 continues this year with all grade 10's learning about early childhood development. (1k)
2. Staff
 - a. January Non-Instructional Day: Most educators participated in school-based activities. Other options for teachers in the district include (2a):
 - 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 (Educational Resource Acquisition Consortium)
 3. Google Apps. and Read and Write.
 - b. Teachers will be provided with new laptops beginning in January. Their returned laptops will be refurbished and provided to schools for students' use. (2 a, b, f)
 - c. A delightful New Year's video of our students sharing their thoughts about their education has been shared district-wide and is on our public Youtube channel (2c)
 - d. Student Support teachers are implementing a competency-based Individual Education Plan (IEP) template which should result in more specific supports for students as well as efficiency for teachers. (2 a, d, j)
3. Community
 - a. The District Parent Advisory Council's next meeting will be on January 24th at 7:00 p.m. at Elphinstone Secondary School.
 - b. DPAC is sponsoring a, "Parenting your Teen" program for parents at Elphinstone Secondary from January 30th to March 13th.

ADMINISTRATIVE REGULATIONS

Title: **Educational Heritage**

Category: **Education**

Number: **1120**

Circulating until February 25, 2019

Rationale:

Preserving local educational history values our past while setting the context to prepare our students for their futures. Therefore, the school district shall, wherever feasible and practicable, recognize the importance of local education history by maintaining historical records, preserving representative educational artifacts, and promoting the educational legacy present in the community. This regulation shall be particularly relevant in the circumstance of a school closure or other significant reorganization.

- I. The community's educational heritage will be maintained by:
 - A. displaying a school district inventory of artifacts and archival material, including minutes, building plans and other historic details;
 - B. providing records of interviews with retired personnel, and others with similar backgrounds, of the school district;
 - C. striking a heritage committee, as necessary, comprised of members from the school board and district staff, volunteer heritage associations and parent groups to review progress of heritage projects and other matters;
 - D. preserving tree plantings, markers and buildings of historic significance to the school district.
- II. The educational legacy of the community will be transmitted to future generations by:
 - A. encouraging and sponsoring educational heritage projects of pupils, e.g. student writing, displays, murals, etc.;
 - B. promoting heritage talks, plays, etc. in the classroom.
- III. As per "The preservation, revitalization, and strengthening of Aboriginal languages and cultures are best managed by Aboriginal people and communities." (Truth and Reconciliation call to action 14(iv)), the district will consult with the local aboriginal community for appropriate approaches regarding aboriginal culture and language preservation, revitalization and strengthening.
- IV. The school district will endeavour to make full use of the relevant provisions of the B.C. Heritage Legislation in order to benefit from available programs.
- V. School district staff will, wherever feasible and practicable, cooperatively assist volunteer organizations in heritage projects that are relevant to the school district.

Received:



ADMINISTRATIVE REGULATIONS

Title: **Educational Heritage**

Category: **Education**

Number: **1120**

Circulating until February 25, 2019

References:



ADMINISTRATIVE REGULATIONS

Title: **Extended Experiences**
 Category: **Education**
 Number: **1130**

I. Rationale:

Opportunities for students to learn outside the school enrich and deepen access to the curriculum including the development of Core Competencies. Ensuring that these activities take place safely and in an educationally sound way supports excellence in education.

II. General:

- A. Instructional objectives for the experience shall be explicitly defined.
- B. No student shall be prevented from participating for financial reasons.
- C. At least one teacher must supervise each extended experience and the adult to student ratio shall be at least: 1:6 (primary) 1:10 (Grades 4-7) 1:13 (Grades 8-12).
- D. Each student participating shall fulfill all the preparatory requirements at an appropriate level of performance, shall participate during the trip in a responsible way, and shall carry out satisfactorily all follow-up procedures required.
- E. Students shall be assessed and evaluated in terms of expected learning outcomes for the experience.
- F. Parents must give written approval in advance of the trip unless the activity within the “walking permission form” perimeter established by the principal.
- G. All forms must be given to and approved by the principal before embarking on the experience.
- H. Checklist must be submitted to the Superintendent or designate for all travel outside of province or an overnight stay in excess of three nights in the province.

III. Funding:

- A. The school shall provide financial support for extended experiences through the annual operating budget funds allocated to each school. Additional funding may be requested of parents or raised through other fund raising initiatives.
- B. Students shall not be excluded from extended experiences unless required through their Individual Education Plan (IEP).
- C. The principal shall ensure that complete funding is in place prior to the trip so that no further financial obligations will be placed on the school.
- D. The school is expected to cover the costs for those students who are required to attend but are unable to cover the expenses required for the trip.



Title: **Extended Experiences**
 Category: **Education**
 Number: **1130**

IV. **Out-of-Country Experiences:**

- A. The opportunity to participate in the experience must be made available to all qualifying students who meet the academic and behavioural standards.
- B. The participation of students must be voluntary.
- C. At least one teacher must supervise each extended experience and the adult to student ratio should be at least: 1:6 (primary) 1:10 (Grades 4-7) 1:13 (Grades 8-12). Additional adult chaperones may accompany the trip subject to the principal's approval.
- D. Students from other schools may accompany the trip subject to the approval of both principals.
- E. Insurance coverage must be confirmed with the Secretary-Treasurer.
- F. Parents shall be made aware of the refund policies of the travel agent before fares, etc. are paid.
- G. Informational meetings for parents shall include discussion of the potential risks including any governmental advisories (<https://travel.gc.ca/travelling/advisories>)
- H. Every effort shall be made to ensure that the destination will be free of potentially dangerous circumstances such as political strife or active natural phenomena. (<https://travel.gc.ca/travelling/advisories>)
- I. In the case of a deteriorating political or natural situation, the principal shall consult with the Superintendent or designate and with parents prior to deciding whether to cancel or to proceed with the trip.
- J. If parents try to continue the trip after school support is withdrawn, the principal shall send a letter to each parent noting the reasons for the withdrawal of school support and outlining the shift of responsibility to the parent.
- K. The Extended Experience Checklist must be submitted to the principal and then to the Superintendent at least eight weeks prior to the departure date. Failure to meet this deadline may result in cancellation of the intended experience.

V. **Class Outings, Day Hikes and Overnight Outdoor Education Trips:**

- A. The overall plan for each trip must be approved by the principal of the school at least four weeks prior to the trip.
- B. The principal shall designate a person to be "in charge" of each activity. When appropriate to the risk level of the activity, a principal may require a person designated as being "in charge" to have successfully completed an in-service or

ADMINISTRATIVE REGULATIONS

Title: **Extended Experiences**

Category: **Education**

Number: **1130**

other training program or have recognized certification appropriate to this activity.

C. Advance written communication to parents is required for each class outing i.e. events or activities to be held off the school property beyond the walk limit perimeter established by the principal.

For any outdoor education trip involving boating activities, the person “in charge” must meet the requirements and follow the guidelines in the most recent Safe Boating Guide issued by Transport Canada.

(<https://www.tc.gc.ca/eng/marinesafety/debs-obs-menu-1362.htm>)

D. For any trip involving swimming, Regulation #1360 regarding swimming must be fully followed.

E. For any outdoor education trip involving hiking, snowshoeing, skiing, or cross-country skiing in wilderness situations where there is a potential for students becoming dispersed, or where there is a safety factor that must be considered, there must be a responsible adult leader for:

1. each 6 students at the primary level;
2. each 10 students in Grades 4-7;
3. each 13 students in Grades 8-12.

F. Students with specific physical needs shall be provided with additional supervision/ assistance appropriate to the student and the activity.

G. For overnight outdoor education trips, a person with a valid St. Johns Ambulance standard first aid or SOFA (Safety Oriented First Aid) certificate or equivalent training as outlined in *YouthSafe Outdoors* shall be present at the camp. This requirement shall also apply for those day outings where risk of injury or distance from emergency assistance renders it necessary.

H. Accidents or injuries shall be reported promptly to the appropriate authorities and the parent/guardian.

I. If a recreational company is hired, a written contract must be completed, which includes the indemnification of the school district.

Forms Attached:

1. Extended Experience Checklist Involving Travel Outside the Province or an Overnight Stay in Excess of Three Nights in the Province
2. Field Trip Consent Form
3. Walking Field Trip form
4. Consent and Waiver Form for student participating in High Risk Activity
5. Excerpt from YouthSafe Outdoors 2005 pg. 68-72 (**Copyright permission pending**)



ADMINISTRATIVE REGULATIONS

Title: **Extended Experiences**
Category: **Education**
Number: **1130**

6. Snowboarding/Ski Trip form

Received:

References:



ADMINISTRATIVE REGULATIONS

Title: **Distribution of Union Material**
 Category: **Personnel**
 Number: **2060**

I. Rationale:

Communication from the district is normally approved through the Superintendent's office. Communication from the school is normally approved by the principal. However, teachers have the right to communicate perspectives to parents as well in certain circumstances as outlined below:

II. Purpose:

- A. Teachers have the right to engage in political discussion and the freedom to express their views to parents on such educational issues under Section 2(b) of the *Charter of Rights and Freedoms* (the Charter). Any restrictions on expression have to be justified under Section 1 of the Charter.
- B. The right of teachers and support staff to further the debate with parents must be valued, but it must also be balanced with society's interest in an effective and efficient school system, which maintains the confidence of students, parents and the public.

III. Practices:

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

Received:

References: Policy 11 (Role of the Superintendent)



ADMINISTRATIVE REGULATIONS

Title: **Reference Checks and Search of Criminal Records:
Prospective Employees and Volunteers**

Category: **Personnel**

Number: **2110**

I. Rationale:

A. The District believes in providing a safe working and learning environment for staff and students. It is the obligation of managers to review applications and conduct reference checks of prospective employees or volunteers to confirm that they conform to our need for safety.

II. Reference Checks:

A. Applicants for employment:

1. Before an applicant for employment is appointed, a representative of the Board shall conduct a reference check with previous employers, supervisors, instructors and/or other sources relevant for the position to be filled. All responses shall be recorded in writing and shall be as complete as possible.
2. The Human Resources Department at the Board Office shall keep a record of all such reference checks.

III. Search of Criminal Records:

A. For existing and prospective employees, contractors and trustees:

1. This group shall have a "Vulnerable Sector" criminal record check completed as provided by the *Criminal Records Review Act*. This criminal record check is completed by the Human Resources Department.
2. Members of the BC Teachers Federation (BCTF) will have their criminal records check completed by the Teacher Regulation Branch (TRB).

B. For volunteers:

1. Requests for searches of the criminal record shall be made on the form provided by the Board for this purpose. The consent of the subject of the search shall be obtained in writing on this form and it will be the responsibility of the applicant to deliver the request, in person, to the R.C.M.P. detachment in the applicant's present area of residence.
2. Requests for criminal record searches shall specify the location for which the applicant has applied.
3. The volunteer will be required to pick up the results. The results are to be delivered to the Human Resources Department in confidence.
4. The results will be reviewed by the Human Resources Manager or



ADMINISTRATIVE REGULATIONS

Title: **Reference Checks and Search of Criminal Records:
Prospective Employees and Volunteers**

Category: **Personnel**

Number: **2110**

designate.

5. If the record provides no reason why the applicant should not be in the school, the applicant shall be advised in writing. The record shall be returned to the applicant and a copy of the record or a note will be kept in the Board office files to the effect that a criminal records search was conducted revealing no areas of concern.

6. If the record gives information the Human Resources Manager considers detrimental to their presence in the school, they will contact the applicant. Clarification and further action will be determined at that time.

7. In all cases the final disposition of the criminal record search document shall be with the applicant, not with the Board.

8. The criminal record check is considered valid for a period up to 5 years from the date of the search.

IV. Appeal of Criminal Records:

A. If the applicant should consider the record to be incorrect, the official shall advise the applicant to take the matter up with the R.C.M.P.

B. If the R.C.M.P. on researching the record further concludes the record was in error, the applicant may request a revised/corrected record be furnished to the Board.

Received:

References:



Title: **Student Substance Use**
Category: **Health and Safety**
Number: **3240**

I. Rationale:

Both the *Tobacco and Vapour Control Act*, Section 2.2, and the *Cannabis Act* clearly define the laws regarding smoking, the use of tobacco and vapour products and the use of cannabis on school property. The Board of Education of School District No. 46 (Sunshine Coast) recognizes that in order to provide the greatest opportunity for healthy student growth and development, the school environment must be free from the use of tobacco, alcohol, cannabis and other impairing substances. The Board shares responsibility with students, parents and the community for addressing problems associated with the use of such substances. The Board supports a proactive and comprehensive approach to substance use which emphasizes preventative curriculum, early intervention, counselling and disciplinary actions. Given our vulnerable population of children and youth, it is important that staff model and promote healthy living in the workplace.

II. Practices:

- A. Smoking, vaping and the use of tobacco products or cannabis is prohibited on all property owned or operated by the school district and in school district vehicles.
- B. The Board prohibits the use of, or being under the influence of alcohol, cannabis or other impairing substances by students while on school property or at school-sponsored events.
- C. Students are not permitted to smoke, vape or use tobacco or cannabis products or possess/consume alcohol on school buses or at any school function held in other locations.
- D. The exception to this policy is for the ceremonial use of tobacco where the activity has been approved by the Board, and the ceremony is performed in relation to a traditional aboriginal cultural activity, or performed by a group for a purpose approved by government regulation.
- E. Principals and teachers shall strive to ensure that all students receive instruction that promotes substance use awareness, responsible decision-making, positive self-esteem and overall good health.
- F. Principals and teachers shall remain aware of current scientific knowledge and instructional techniques related to substance use education.



Title: **Student Substance Use**
Category: **Health and Safety**
Number: **3240**

G. Students and parents shall be made aware of available counseling services and other support services outside of the school. Access to community assessment, counseling and treatment services may be facilitated by the school for students and families. In taking or facilitating such action, school personnel shall strive to ensure the confidentiality of those involved. Students should feel free to seek and receive counseling about substance use and related problems without fear of punishment or reprisal.

H. When, in the opinion of the school principal, a student is in possession of, or under the influence of impairing or illegal substances either during the regular school day or at a school-sponsored function, whenever or wherever held, the student may be either sent home or suspended. The length and type of the suspension shall be determined on a case-by-case basis. Where possible, once the student is no longer in an impaired state, the suspension should be in-school.

I. When, in the opinion of the school principal, a student is providing impairing or illegal substances to other students, whether for profit or not, the student may be suspended under the same guidelines as outlined in Regulation #1320.

J. The RCMP may be informed of suspected use or possession of illegal substances.

K. School principals, given reasonable cause, are permitted to search student lockers without the consent of the student.

L. Any illegal substances discovered to be in a student's possession or on school property shall be confiscated immediately by the school principal. At the time of confiscation, other responsible adults shall be made aware of the action that has been taken by the principal. The substance shall be locked in a secure place within the school. The RCMP shall be called immediately to pick up the confiscated material.

M. In making decisions about disciplinary procedures, the principal shall be guided by the concept of "in loco parentis", and shall consider what is best for the individual student as well as the health, safety and well-being of other students and staff members.

ADMINISTRATIVE REGULATIONS

Title: **Student Substance Use**
Category: **Health and Safety**
Number: **3240**

N. Encouragement and support shall be offered to those student organizations and activities that, in the opinion of the school principal, help to develop a positive peer influence in the area of substance use.

Received:

References: Board Policy 11.6; *Tobacco and Vapour Products Control Act* - Section 2.2, *Cannabis Act*



Title: **Grant Applications**
 Category: **Finance**
 Number: **5045**

I. Rationale:

The Board of Education of School District No. 46 (Sunshine Coast) recognizes that the resources to fully fund public education in the K - 12 sector are the responsibility of the provincial government through the Ministry of Education. However, in order to provide enhanced or enriched educational opportunities for students or develop positive relationships with the community the Board may seek or accept external funding through donations or grants.

II. Procedures:

- A. The district or schools may apply for grants from foundations and/or granting agencies by submitting an application providing that the proposed project/activity:
1. Is consistent with the values, goals, directions of the school and district;
 2. responds to a clearly understood educational need;
 3. supports and does not undermine, either implicitly or explicitly, existing programs;
 4. is beneficial to the school and/or community;
 5. does not directly benefit in a material way an individual student or staff member;
 6. does not require matching district funds unless prior approval from the Board has been obtained (school based funds can be used for matching requirements);
 7. is subject to District procedures regarding accounting and tax receipts; and
 8. neither exploits a captive audience nor exerts direct pressure to compel students, parents or the school community to support any commercial enterprise.
- B. Principals may sign grant applications for up to \$2,000. Any grant submissions for greater than \$2,000 must come to the Secretary-Treasurer (or designate) for consideration.
- C. Only Principals, the Secretary-Treasurer or the Superintendent may sign grant applications on behalf of the school or the district.
- D. Schools and the district will report annually on all grants received greater than \$5,000.
- E. Use of the district's charity number will be limited to those grants for which the school/district is an applicant.



ADMINISTRATIVE REGULATIONS

Title: **Grant Applications**

Category: **Finance**

Number: **5045**

F. School parent advisory council (PAC) or district parent advisor council (DPAC) should work with the school principal or Superintendent prior to applying for grants that will impact the school/district. This will help ensure that if the grant is received that the school/district will support the project's implementation.

Received:

References: Policy 12 (Role of Secretary-Treasurer), Policy 18 (Local Purchasing)



ADMINISTRATIVE REGULATIONS

Title: **School Funds**
 Category: **Finance**
 Number: **5070**

I. Rationale:

To be as efficient as possible, certain types of transactions are permitted using school-based bank accounts.

II. Process:

A. Principals shall take appropriate steps to ensure that all monies collected or authorized in a school's name shall be secured at all times and shall ensure that unsecured funds are not kept in the school overnight.

B. Principals shall ensure that all funds which are collected or dispersed at the school shall be kept in trust accounts and accounted for in an appropriate way, consistent with the school district's policies and regulations.

C. The district's Office Handbook designates appropriate procedures regarding managing school funds and the types of transactions that are permitted.

D. All funds administered by a school, including student council funds, shall be audited, at least biannually, by the Secretary-Treasurer and may be audited by an external auditor.

E. Wherever possible, the amount of cash held by the school should be minimized, to reduce the potential for theft and malfeasance.

F. Schools shall not collect or hold funds on behalf of any third party, unless approved by the Secretary-Treasurer.

G. All school accounts and investments must be disclosed and recorded on the district's financial statements.

H. All cheques and other authorizations to disburse funds require two (2) authorized signatories and no cheque may be signed without a dollar amount and payee listed.

I. All expenses must be approved prior to reimbursement.

Received:

References:



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

Secretary-Treasurer's Report

Submitted by Secretary-Treasurer Nicholas Weswick
January 9th, 2019

Funding Model Review

On December 19th, the ministry released the Independent Review Panel's final report on the funding model review. The report identifies challenges with the current model and makes 22 recommendations for improvement. The ministry is clear that no changes will be made for the 2019-20 school year.

The ministry intends to establish working groups in January, consisting of education sector partners, to review the recommendations from the independent panel on the key themes of inclusive education, distributed learning, adult education, financial management and accountability. These working groups will advise the minister on how to move forward with the independent panel's recommendations.

The full report is available here:

https://www2.gov.bc.ca/assets/gov/education/administration/resource-management/k12funding/funding-model-review/independent_review_panel-final_report_2018.pdf.

An extract of the panel's recommendations is attached to this report.



Recommendations



THEME 1: EQUITY OF EDUCATIONAL OPPORTUNITY

This was the overarching aspiration of the Panel - to allocate funding in order to support improved student outcomes by providing equity of educational opportunities to every student in BC.

RECOMMENDATION 1

The Ministry should allocate funding for specific needs first, and then allocate the remainder of funding based on a per-student amount. The Panel has identified the following specific needs that should be funded first:

- Targeted funding for Indigenous students;
- Unique school district characteristics as defined in Recommendations 4 and 5; and
- Inclusive education as defined in Recommendation 6.

RECOMMENDATION 2

The Ministry should retain targeted funding for self-identified Indigenous learners and maintain a minimum level of spending.

RECOMMENDATION 3

The Ministry should work with the First Nations Education Steering Committee to support the continuous improvement of outcomes for Indigenous learners, particularly determining whether changes are needed to the policies that govern the use of the Indigenous student targeted funding envelope.

RECOMMENDATION 4

The Ministry should consolidate and simplify existing geographic funding supplements, the Supplement for Salary Differential, and relevant special grants outside the block into a single supplement, with two components:

COMPONENT 1 – ‘Unique School District’ characteristics should reflect some of the operational challenges of school districts compared to the norm by considering:

- The enrolment of a school district compared to the provincial median school district enrolment;
- The distance from communities containing schools to geographic centres containing basic services;
- The climate of a school district, characterized by the cost of providing heating and cooling for schools; and the fuel utilized, and the amount and duration of snowfall in a school district;
- The distribution of students and schools across a school district, as characterized by:
 - The density of the student population in a school district, compared to the highest density school district in the province;
 - The average distance from each school to the school board office, including the effect of geographic features; and
- A modification of the current salary differential funding approach to be based on total compensation and expanded to include all school district employees.

COMPONENT 2 – ‘Unique School’ characteristics, not addressed in the first component, should recognize the operational challenges of some schools by considering:

- The number of small schools within a school district, with different weightings and sizes used for elementary and secondary schools, and provide an increased contribution where a school is the only one in the community and is persistently under capacity; and
- The persistent over-capacity of schools at the school district level.

RECOMMENDATION 5

The Ministry should replace all current supplements for enrolment decline and funding protection with a new, transitional, mechanism that allows school districts to manage the impact of enrolment decline over a three year rolling time period (i.e. allowing three years to manage the impact of decline, starting with no funding change in the first year, one-third funding reduction in the second year, two-thirds funding reduction in the third year, and fully implemented funding reduction in the fourth year).

RECOMMENDATION 6

The Ministry should create a single Inclusive Education Supplement that incorporates all of the following:

- Supplemental Special Needs Funding;
- English/French Language Learning;
- Supplement for Vulnerable Students;
- CommunityLINK;
- Ready Set Learn;
- Supplemental Student Location Factor; and
- Funding currently in the Basic Allocation that was previously allocated to high incidence categories of special needs.

This single Inclusive Education Supplement should allocate funding through two components:

COMPONENT 1 – students requiring high-cost supports should be funded, and school districts should continue to report and claim these students to the Ministry for funding. Specifically:

- Funding eligibility criteria and the annual funding rate for students requiring high-cost supports should be developed and communicated by the Ministry, focusing on those students that are physically dependent and/or have needs that significantly impact the students’ learning; and
- All funding claims in this category should be based on a medical diagnosis, and should be subject to compliance audits to verify that eligibility criteria have been met.

COMPONENT 2 – the remaining inclusive education funds should be allocated to school districts through a prevalence-based model, using a comprehensive range of third-party medical and socio-economic population data. Categories of data and weightings should be as follows:

- Health factors (50%)
- Children in care (20%)
- Income and Earnings (20%)
- English/French Language development (10%)

RECOMMENDATION 7

The Ministry working with the Conseil scolaire francophone de la Colombie-Britannique (CSF), should develop a unique school district factor that recognizes the special characteristics of this province-wide school district, consistent with Recommendations 4, 5 and 6.

RECOMMENDATION 8

The Ministry should eliminate the Classroom Enhancement Fund and allocate this funding as part of school district operating grants. This will require negotiated changes to collective agreement provisions.

RECOMMENDATION 9

The Ministry should base funding allocations for school-age educational programming on the number of students, rather than on the number of courses being taken. The Ministry should phase out the current course-based funding model by the 2020/21 school year.

RECOMMENDATION 10

With the shift to a per-student-based funding model, the Ministry should develop a new policy and program delivery model for Distributed Learning to ensure consistent access to quality programming for all students in the province.

RECOMMENDATION 11

Notwithstanding Recommendation 9, funding for the following programs should remain course-based:

- Graduated adults
- Non-graduated adults
- Continuing education (adult and school-age learners)
- Distributed learning (for adult learners only)
- Summer school (school-age learners)



THEME 2: ACCOUNTABILITY

A sound accountability framework is a critical part of the funding allocation model. Improving student outcomes and educational transformation requires accountability for the use of funding.

RECOMMENDATION 12

The Ministry should establish a provincial accountability and reporting framework for the K-12 public education sector, including common principles and templates. This framework should have three to five broad, system-wide goals that are specific, measurable, and focused on student outcomes. The Ministry should monitor school district progress against these goals and work directly with school districts experiencing difficulty in meeting their objectives.

RECOMMENDATION 13

Boards of Education should be required to develop Strategic Plans that are based on the broad goals established by the Ministry, with flexibility to add additional goals based on local priorities.

RECOMMENDATION 14

As a critical component of good operational practice, Boards of Education should be required to strengthen their planning processes in the following ways:

- School district management should be required to develop operational plans to deliver on provincial and Board of Education goals across a range of areas (e.g. human resources, information technology, educational programs and services, facilities, finance).
- School district management should be required to issue a year-end report, at the same time as their financial statements, describing results achieved and how resources were utilized.

RECOMMENDATION 15

Consistent with the shift to supporting student improvement and learning, the Ministry should:

- Shift the focus of the Compliance Audit Program from purely financial to have a quality assurance emphasis that incorporates best practices-based recommendations regarding student outcomes, structure of programs and services, and overall management of school district operations.
- Defer the recovery of funding for one year, to allow school districts time to adopt compliance team recommendations. This one-year deferral would not be available if it is determined that there has been deliberate contravention of funding eligibility policies.

RECOMMENDATION 16

The Ministry should provide ongoing provincial leadership and support to help strengthen governance and management capacity at all leadership levels in school districts.

RECOMMENDATION 17

The Ministry should expand its workforce planning project and work with school districts to establish a provincial K-12 human capital plan.



THEME 3: FINANCIAL MANAGEMENT

Understanding cost pressures, sound planning and ensuring that resources are used to support student outcomes underpin the education funding system.

RECOMMENDATION 18

The Ministry should identify net cost pressures and new program expenditures and, as part of the annual provincial budgeting process, bring them forward to Treasury Board for consideration when the total quantum of public education funding is being set.

RECOMMENDATION 19

To support multi-year financial planning:

- Government should issue three-year operating funding to Boards of Education, based on available funding and projected student enrolment; and
- School districts should be required to develop three-year financial plans.

RECOMMENDATION 20

The Ministry should establish clear provincial policies on reserves to ensure consistent and transparent reporting, while maintaining school districts' ability to establish reserves. Specifically, the Ministry should:

- Set clear provincial policies on what school districts may save for, directly related to their strategic plans;
- Establish an acceptable provincial range for unrestricted reserves, encompassing accumulated operating surpluses and local capital, which should be monitored and reported on (if required);
- Ensure that school districts have specific plans attached to each item or initiative when setting reserves, and provide clear reporting on how the funds were spent; and
- Work with school districts to transfer any overages beyond the approved threshold into a fund at the school district level, to be accessed only with Ministry approval.

RECOMMENDATION 21

There should be no change in the way that locally-generated revenues are treated by the Ministry when calculating operating funding for school districts.

RECOMMENDATION 22

In the current absence of dedicated funding for some capital expenditures, the Ministry should either:

- Provide capital funding for expenditures that are currently not reflected in the capital program; **or**
- Clarify which items are ineligible for capital program funding and ensure that school districts are permitted to establish appropriate reserves that allow them to save for these purchases on their own (i.e. accumulated operating surplus, local capital).

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

DATE 02-Jan-2019 10:08 AM

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

PAGE 1

START DATE: 01-Dec-2018 TO END DATE: 31-Dec-2018

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

ON-LINE CHEQUES : ISSUED BETWEEN 01-Dec-2018 AND 31-Dec-2018						
00LCET3685	0001	*****	28094	RECEIVER GENERAL FOR CANADA	05-Dec-18	81,580.45
00LCET3686	0001	*****	28094	RECEIVER GENERAL FOR CANADA	05-Dec-18	11,895.89
00LCET3700	0001	*****	23268	MEDICAL SERVICES PLAN OF BC	17-Dec-18	10,650.00
00LCET3701	0001	*****	23268	MEDICAL SERVICES PLAN OF BC	17-Dec-18	13,987.50
00LCET3703	0001	*****	23290	MUNICIPAL PENSION PLAN	17-Dec-18	57,944.02
00LCET3704	0001	*****	28093	RECEIVER GENERAL FOR CANADA	05-Dec-18	204,773.64
00LCET3705	0001	*****	28093	RECEIVER GENERAL FOR CANADA	20-Dec-18	150,000.00
00LCET3706	0001	*****	28095	RECEIVER GENERAL FOR CANADA	20-Dec-18	17,337.79
00LCET3707	0001	*****	28095	RECEIVER GENERAL FOR CANADA	05-Dec-18	17,578.98
00LCET3708	0001	*****	30209	TEACHERS' PENSION PLAN	12-Dec-18	498,603.33
00LCET3709	0001	*****	30209	TEACHERS' PENSION PLAN	20-Dec-18	15,582.99
00LCET3717	0001	*****	28094	RECEIVER GENERAL FOR CANADA	19-Dec-18	11,046.04
00LCET3718	0001	*****	28094	RECEIVER GENERAL FOR CANADA	19-Dec-18	72,169.23
00LCET3720	0001	*****	23290	MUNICIPAL PENSION PLAN	28-Dec-18	59,118.49
00LCET3721	0001	*****	28094	RECEIVER GENERAL FOR CANADA	31-Dec-18	11,697.70
00LCET3722	0001	*****	28094	RECEIVER GENERAL FOR CANADA	31-Dec-18	75,920.57

TOTALS FOR BANK - 0001 1,309,886.62

TOTAL NUMBER OF CHEQUES 16

TOTAL NUMBER OF CHEQUES WITH MICR 0

COMPUTER PREPARED CHEQUES : ISSUED BETWEEN 01-Dec-2018 AND 31-Dec-2018

2075000001	0001	0000052232	12012	BC HYDRO & POWER AUTHORITY	05-Dec-18	38,556.05
2076ET0007	0001	*****	12021	BC TEACHERS FEDERATION	12-Dec-18	29,279.87
2076ET0008	0001	*****	12111	BC TEACHERS FEDERATION	12-Dec-18	32,686.71
2076ET0031	0001	*****	11909	DR. DEBORAH AMARAL	12-Dec-18	10,000.00
2076ET0066	0001	*****	23257	MORNEAU SHEPELL LTD.	12-Dec-18	98,034.70
2076ET0070	0001	*****	26207	PACIFIC BLUE CROSS/MSA	12-Dec-18	77,475.09
2076ET0076	0001	*****	14628	RAM MECHANICAL	12-Dec-18	57,287.13
2076ET0088	0001	*****	29102	SUNSHINE COAST TEACHERS ASSOCIATION	12-Dec-18	12,012.68
2077000021	0001	0000052377	26278	PEAK ENVIRONMENTAL LTD.	18-Dec-18	13,573.35
2077000031	0001	0000052387	29101	SUNSHINE COAST REGIONAL DISTRICT	18-Dec-18	12,395.50
2077ET0065	0001	*****	29376	SUNSHINE COAST TEACHERS ASSOCIATION	18-Dec-18	16,933.52
2077ET0069	0001	*****	30172	THIRDWAVE BUS SERVICES	18-Dec-18	54,278.67
2078000020	0001	0000052412	29035	SECHELT INDIAN BAND	21-Dec-18	105,165.00
2078000029	0001	0000052421	32066	VANCOUVER ISLAND UNIVERSITY	21-Dec-18	16,328.90

TOTALS FOR BANK - 0001 574,007.17

TOTAL NUMBER OF CHEQUES 14

TOTAL NUMBER OF CHEQUES WITH MICR 5

GRAND TOTAL 1,883,893.79

CANCELLED TOTAL 0.00

NET GRAND TOTAL 1,883,893.79

GRAND TOTAL NUMBER OF CHEQUES 30

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

Board Report

Submitted by Chair Pammila Ruth
January 9th, 2019



Innovation: By encouraging creativity, risk-taking and pride in personal and collective achievement, we aspire to excellence.

Our many traditions and regular practices provide a deep foundation for reaching to new heights of student excellence. One of those traditions is a sense of exploration of best practice within our district and beyond. As we look forward to the consultations for our next strategic plan this winter we will watch with great interest for the new and creative ideas of our learning communities. We believe that we can always find new and exciting ways to meet the needs of all of our students.

Board Happenings:

While the time between this and the previous board report was short, due to the winter break, it was by no means void of activity.

Winter performances and activities were held throughout the district. Unfortunately, with some of the storms, a few concerts were cancelled. Student safety is always our number one priority, and if that means not riding on those roads with parents trying to get to the school, then that's what that means.

On December 19th, I had the honour of joining Student Trustee Nicholas Davis and Superintendent Bocking to officiate the North vs South hockey game. While Vice-Principal Sauer obviously did not approve of my footwear choice, I think I rocked the spiked rubber booties I had to add to wear on the ice! Student Trustee Davis was amazing! Speaking to such a large crowd, most of whom were his peers, and being asked if he would also like to announce the players. His voice was calm, he spoke with a smile, and even cracked a joke. Being relatively new to public speaking myself, this is no small feat for a 17-year-old. Well done!

We had a full house on December 21st at the Gumboot restaurant in Roberts Creek. Our Women in Politics lunch was a huge success with a casual meet and greet including most of the coast's female elected officials. We discussed many topics including the possibility of meeting regularly. It was a fabulous opportunity to get to know each other and discuss mutual concerns. Thank you to SCRD Chair, Lori Pratt, and Sechelt Mayor, Darnelda Siegers, for organizing. We look forward to many more of these gatherings.

I hope that the winter break renewed and refreshed all that needed to be renewed and refreshed, gave you time with family and friends, or just some much-needed downtime.

The break is over – on to a new year with fresh ideas and new beginnings. On behalf of the Board of Education SD46, I wish you all a Happy New Year!

SYNOPSIS

The following is a summary of the December 1, 2018 Provincial Council meeting, which took place at the Hyatt Regency Hotel in Vancouver during Academy. Please log into the [BCSTA HUB](#) to access and view linked documents. [Click here to view the Provincial Council Meeting Minutes \(Draft\)](#). For further details, please contact BCSTA CEO Mike Roberts at mroberts@bcsta.org.

President's Report

During his report to Provincial Council, BCSTA President Gordon Swan highlighted BCSTA's primary areas of focus, including the funding model review, the upcoming provincial budget, the BC Tripartite Education Agreement, notes regarding implementation of the new curriculum and BCSTA's advocacy efforts. [Download the president report.](#)

CEO's Report

CEO Mike Roberts' report focused on BCSTA's membership services and highlighted several key upcoming events. The report outlined many important member focused initiatives aimed at professional learning, and highlighted BCSTA's advocacy work. [Download the CEO report.](#)

CSBA Report

In his Canadian School Boards Association (CSBA) report, President Swan spoke about the changing landscape affecting boards across Canada, and provided a summary of provincial concerns. [Download the CSBA report.](#)

Professional Learning Committee Report

The PLC Report outlined the committee's continued collaboration with the Indigenous Education Committee, and highlighted efforts geared toward trustee learning at the BCSTA/BCPSEA Joint Orientation and AGM. [Download the PLC report.](#)

Indigenous Education Committee Report

The Indigenous Education Committee has been working diligently since the AGM in 2018. The committee held their planning meeting in August in the Nisga'a community. The committee also passed a motion to request the BCSTA Board to change the committee's operational guidelines to have a co-chair model, with at least one Indigenous co-chair. [Download the IEC report.](#)

Legislative Committee Report

The role of the committee is to "examine, correlate, amend, reject, and report on motions." For this Provincial Council meeting, the committee received four motions by the motion submission deadline. The Legislative Committee determined that 1 of the 4 motions was emergent in nature (8.1). [Download the Legislative Committee report.](#)

Finance and Audit Committee Report

The committee reviewed factors that are expected to impact BCSTA's 2019/2020 budget and requested feedback on budget development from the assembly. The first budget draft will be reviewed by the February 2019 PC and adopted by the April 2019 PC. Feedback for the first budget draft can be sent by December 18, 2018 to the BCSTA's main office c/o Jodi Olstead, Director of Finance & Human Resources or via email at jolstead@bcsta.org

Disposition of Motions

The following motions were carried by PC:

- 7.1 - BCSTA audited financial statements for the year ended June 30, 2018
- 7.2 - Grant status update as at June 30, 2018
- 7.3 - PC Approval to lease BCSTA Offices
- 7.4 - BCSTA's Policy on Travel Expenses
- 7.5 - 2019/2020 BCSTA Budget Planning
- 8.1 - Results from the FSA

[Download the Disposition of Motions.](#)

PROVINCIAL COUNCIL RESOLUTIONS SYNOPSIS - December 1, 2018

SUBSTANTIVE MOTIONS				
Motion Number	Title	Company	Description	Action
7.1	BCSTA audited financial statements for the year ended June 30, 2018	BCSTA Board of Directors	That the December 2018 Provincial Council receive the audited financial statements of the BC School Trustees Association for the year ended June 30, 2018, as prepared by D&H Group LLP Chartered Accountants.	Carried
7.2	Grant status update as at June 30, 2018	BCSTA Board of Directors	That Provincial Council receive the status report on BCSTA's external grants as at June 30, 2018, as summarized in BCSTA's 2017/2018 Audited Financial Statements.	Carried
7.3	Provincial Council Approval to lease BCSTA Offices	BCSTA Board of Directors	That in accordance with BCSTA Bylaws 5g and 7e, Provincial Council authorize the Board of Directors to enter into a lease agreement for BCSTA offices commencing September 1, 2019. Lease location options will take into consideration lease cost; ease of access to the airport, (limited to Vancouver and Richmond); ease of access to partner meeting locations, including downtown and the Broadway Corridor; BCSTA space and infrastructure requirements; and staff requirements.	Carried
7.4	BCSTA's Policy on Travel Expenses	BCSTA Board of Directors	That Provincial Council Update BCSTA's Policy on Travel Expenses as follows: a.) That BCSTA's expense claim submission deadline be reduced from six months to two months b.) That although submission of original receipts with expense claims is preferred,	Carried

Provincial Council December 1, 2018

			<p>legible photocopies of receipts will be accepted</p> <p>c.) That BCSTA update per diem rates to: Breakfast \$11.00; Lunch \$17.00; Dinner \$25.00; Full Day \$53.00</p> <p>d.) That BCSTA review its Policy on Travel Expenses annually.</p>	
7.5	2019/2020 BCSTA Budget Planning	BCSTA Board of Directors	That Provincial Council accepts the 2019/2020 BCSTA Budget Planning update.	Carried
8.1	Results from the Foundation Skills Assessment	SD60 (Peace River North)	That BCSTA request that the Ministry of Education release the Foundation Skills Assessment (FSA) results to school districts as soon as the marking has been completed, and by no later than April.	Carried



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

COMMITTEE OF THE WHOLE NOTES

Held on December 18th, 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; Vanessa White, Director of Instruction; Nicholas Weswick, Secretary-Treasurer; Jacquie Shelemey, SCTA President; Erica Reimer, Executive Assistant (Recording Secretary)

REGRETS: Amanda Amaral, Trustee

The meeting was called to order at 9:52 a.m.

1. Strategic Plan Development

Superintendent Bocking brought a draft timeline for the development of the strategic plan and requested trustee input on the process. Trustees discussed the benefits of using an appreciative inquiry model. The committee agreed to stay with a four year term. Trustees endorsed the form of the current strategic plan and suggested using it as a basis for the development of the next plan, in consultation with the school community and stakeholders. Trustees suggested sufficient time be provided at the January Committee of the Whole to discuss key questions and directions for the plan.

Trustees were tasked with reviewing the current strategic plan prior to the January meeting.

2. School Growth Plans

Superintendent Bocking provided a copy of all schools' growth plans, in preparation for the trustee school visits scheduled for January 10th, 15th, and 17th. The committee reviewed several school plans and shared their findings with the group.

3. Trustee Commitments

The committee discussed trustee appointments to PACs and external committees. Trustees agreed to give further thought to the matter and to bring the item back to a future meeting for discussion.

4. Regulations for Review:

a. Reg. 1120 – Educational Heritage

Superintendent Bocking reviewed changes to the regulation, including new language that helps to ensure aboriginal heritage is considered and protected.

5. Communication (standing item)

The committee reviewed the communication plan.

Items highlighted for consideration by the agenda setting committee included:

- Review of supervision expectations in light of recent events taking place in SD36.
- Trustee involvement at the SCRD Regional Growth Strategy stakeholder meetings.
- Trustee stipend review, provided changes to taxation requirements have a significant impact.

The meeting adjourned at 11:45 a.m.



BOARD 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 1:30-3 pm (SLC)	23 from 11:30-1 pm	23 from 9:30-11:30 am
May	22 from 2:30-4 pm	23 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
JANUARY AGENDAS:	<ol style="list-style-type: none"> 1. Social Emotional Learning (1.d.) 2. Early Learning (1.a.) 3. Collaboration (3.b.) 4. Regs for review: <ol style="list-style-type: none"> a. 1190 – Copyright b. 1350 – Swimming c. 2010 – Assignment of SETA or Teacher to a Home Worksite d. 3160 – Personal Safety e. 1140 – First Nations Education (to be repealed) 	<ol style="list-style-type: none"> 1. Amended Budget 2. Joint Use Update 3. Regs for review: <ol style="list-style-type: none"> a. 3030 – Arson, Vandalism and Forced Entry b. 3120 – Health and Safety c. 5080 – Student Fees d. 1200 – Passport to Education (to be repealed) e. 1220 – Policy for Earning Credits for Other Learning (to be repealed) f. 1330 – Summer School (to be repealed) 4. Local Government OCP and Zoning Referrals (standing item) 	<ol style="list-style-type: none"> 1. Role of the Trustee 2. Appeals Bylaw Review 	<ol style="list-style-type: none"> 1. Professional Development (2.a) 2. Strategic Plan: Key Questions and Direction 3. Local Governments (3.d.) 4. Draft School Calendar Review 5. School Visit Debrief 6. Trustee Commitments 7. Communication (standing item)

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