



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

OPERATIONS COMMITTEE AGENDA

Thursday, March 14, 2019, 12:30 p.m.
School Board Office, Gibsons, B.C.

| | Pages |
|--|---------|
| 1. Staffing Timelines | 1 - 1 |
| 2. Funding Announcement | 2 - 4 |
| 3. Regulations for Review: | |
| a. 4060 - Environmental Sustainability | 5 - 8 |
| b. 4070 - Hazardous Materials | 9 - 15 |
| c. 4090 - Naming of School Facilities | 16 - 23 |
| 4. Local Government OCP and Zoning Referrals (standing item) | |

2019 - 2020 STAFFING TIMELINES

- | | |
|---------------------|--|
| Friday, March 29 | <ul style="list-style-type: none"> • Deadline for teachers to apply for leave for the 2019-20 school year |
| Tuesday, April 2 | <ul style="list-style-type: none"> • Budget information sent to schools and MyBudgetFile updated. |
| Wednesday, April 10 | <ul style="list-style-type: none"> • All Elementary school staffing and Maintenance staffing plans and budgets to be sent to Human Resources/Finance. • Elementary class size worksheets need to be included with staffing plans. |
| Friday, April 12 | <ul style="list-style-type: none"> • All secondary school and departmental plans and budgets to be sent to Human Resources/Finance. |
| Week of April 15-23 | <ul style="list-style-type: none"> • Staffing adjustments to be discussed/finalized. |
| Week of April 24-30 | <ul style="list-style-type: none"> • Notification to support staff and CUPE postings to start. |
| Wednesday, May 1 | <ul style="list-style-type: none"> • Teacher Placement (Evening) followed by the start of teacher postings. (Tentative Date) |

13 ANNUAL BUDGET DEVELOPMENT

The Board of School Trustees of School District No. 46 (Sunshine Coast) recognizes that one of its primary responsibilities is the direction and adoption of an annual school district budget, as well as the annual facilities grant budget, that establish authority for all spending in the district.

- 13.1 The Board believes that the annual budget development process requires a planned, open and transparent public consultation process that, prior to the presentation of the proposed preliminary budget, will encourage and solicit input from the following groups:
 - (a) Sunshine Coast Teachers' Association;
 - (b) CUPE Local 801;
 - (c) Sunshine Coast Principals and Vice-Principals' Association;
 - (d) District Parents Advisory Council;
 - (e) community.
- 13.2 The Secretary-Treasurer shall assume the responsibility for preparing the annual school district budget and its consultation schedule, for presentation, review and adoption by the Board.
- 13.3 The Secretary-Treasurer shall assume the responsibility for preparing the annual facilities grant budget for review and adoption by the Board.
- 13.4 In November of every year, the Board will gather input from all the groups listed in 13.1, including through a public consultation meeting
- 13.5 General budget considerations for the preparation of the next school year's preliminary budget will be provided to senior administration by the Board by the end of each calendar year, and be publicly recorded.
- 13.6 Preliminary budget considerations and scenarios will be developed and presented to the Board by the Secretary-Treasurer in February.
- 13.7 Within one month of the Ministry of Education's annual operating grant announcement, the Secretary-Treasurer will publicly present the implications to School District No. 46 (Sunshine Coast), and will update the Board on the status of prior considerations and scenarios.
- 13.8 In the spring, a balanced budget shall be presented to the board in a public information session prior to adoption on or before June 30th at a public board meeting.

Board Policy: December 2010
Revised: May 2013, December 2017



School District No. 46 (Sunshine Coast)
Administrative Regulations

FINANCE

5010

DECENTRALIZED DECISION MAKING

1. Funding at the school level will include provisions for:
 - a. administrative costs
 - b. all school-based teaching staff
 - c. all school-based support staff, including school custodians
 - d. short-term staff absences
 - e. all instructional supplies
 - f. equipment replacement
 - g. office operating costs
 - h. learning resources
 - i. accreditation
2. Based on estimated enrolments, a school will be expected to develop an operating budget, including staffing needs, prior to April 15th of each year. To facilitate this, funding allocations will be made available to schools as soon as practicable after ministry funding announcements -- generally around March 31st. As part of this process, principals should share with school staff and parents the budget allocation sheet from the finance department, showing preliminary staffing and supply allocations.
3. In developing the budgets, schools are expected to consult and get advice from staff, students, parents and members of the public. Preliminary budgets will be reviewed by district staff to insure sufficient funds have been allocated to comply with collective agreements, ministry directives and targets and the school's operating needs. Budgets will be recalculated based on September 30th enrolments and finalized prior to October 31st of each year. Following October 31st and before November 15th, principals should share with school staff and parents the budget allocation sheet from the finance department showing final staffing and supply/operating budgets.
4. A school having a surplus at the end of a school year will be able to carry this forward. A school may not incur a deficit without the approval of senior management, and any deficits so approved will be applied to the next school year's operations with the intent that they be fully retired during that year.
5. A committee of district staff and administrative officers will review the funding allocation system annually, usually in January. Recommendations will be presented to all school administrators before being incorporated into the system.

Date adopted: June 2, 1998
Revised: November 13, 2007; January 2011; June 14, 2011

Reference:

Supt. Signature:



School District No. 46 (Sunshine Coast)
Administrative Regulations

FINANCE

5010

DECENTRALIZED DECISION MAKING (Continued)

6. Schools will be able to expend funds within their budgets subject to the district's internal controls and policies, although any purchase over \$10,000 must have the prior approval of the Secretary-Treasurer. The latter is in recognition of the fact that education funds are from local taxation and should be spent as economically as possible.

Date adopted: June 2, 1998
Revised: November 13, 2007; January 2011; June 14, 2011

Reference:

Supt. Signature:

ADMINISTRATIVE REGULATIONS

Title: **Environmental Sustainability**

Category: **Facilities**

Number: **4060**

I. Rationale:

The Board of Education of School District No. 46 (Sunshine Coast) expects consideration of environmental impact in the planning of all operational and educational programs and school-based leadership in environmental education at each school. School District No. 46 (Sunshine Coast) will endeavour to work with community and government agencies in supporting good environmental practices.

II. General:

A. Purchasing:

1. Where feasible, products shall be purchased that are manufactured from recycled materials.
2. Where products are similar in function, the one that is the least harmful to the environment shall be purchased, provided all requirements in regulation #5060 (Purchasing) have been met.

B. Waste Management:

1. The District shall minimize paper waste, utilizing technological solutions wherever possible
2. The District shall foster environmental practices based on the concepts: reduce, reuse, and recycle.
3. Where feasible, waste products shall be recycled.
4. The District shall encourage the participation of staff, students and parents in the recycling program.

C. Facilities Management:

1. The District shall practice responsible energy usage in all its operations.
2. The District shall use, where feasible, environmentally friendly products for all facilities, equipment and grounds.
3. In all instances when purchasing custodial products, the District will purchase the product that is biodegradable and eliminate the use of cleaners that contain toxins and ecological damaging products.
4. The District shall encourage the participation of students, staff and community in fostering sustainable practices.

D. Educational and Other Initiatives:



ADMINISTRATIVE REGULATIONS

Title: **Environmental Sustainability**
Category: **Facilities**
Number: **4060**

1. The District shall respond to identified environmental education needs as resources permit, including such measures as:
 - a) Providing appropriate environmental resources to schools;
 - b) Providing instructional assistance and in-service to school personnel;
 - c) Coordinating appropriate Community-District environmental initiatives.
2. School District No. 46 will work with community and government agencies in supporting good environmental practices such as anti-idling.

Received:

References: Policy 5.3



ADMINISTRATIVE REGULATIONS

Title: **Environmental Sustainability**
 Category: **Facilities**
 Number: **4060**

I. Rationale:

The Board of Education of School District No. 46 (Sunshine Coast) expects consideration of environmental impact in the planning of all operational and educational programs and school-based leadership in environmental education at each school. School District No. 46 (Sunshine Coast) will endeavour to work with community and government agencies in supporting good environmental practices.

II. General:**A. Purchasing:**

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2. The District shall foster environmental practices based on the concepts: reduce, reuse, and recycle.
3. Where feasible, waste products shall be recycled.
4. The District shall encourage the participation of staff, students and parents in the recycling program.

C. Facilities Management:

1. The District shall practice responsible energy usage in all its operations. ~~energy conservation in the operation of all facilities and equipment.~~
2. The District shall use, where feasible, environmentally friendly products for all facilities, equipment and grounds.
3. In all instances when purchasing custodial products, the District will purchase the product that is biodegradable and eliminate the use of cleaners that contain toxins and ecological damaging products.
- 3.4. The District shall encourage the participation of students, staff and community in fostering sustainable practices.-

D. Educational and Other Initiatives:

ADMINISTRATIVE REGULATIONS

Title: **Environmental Sustainability**
Category: **Facilities**
Number: **4060**

~~D.1.~~ The District shall respond to identified environmental education needs as resources permit, including such ~~measures~~measures as:

~~1.a)~~ Providing appropriate environmental resources to schools;

~~2.b)~~ Providing instructional assistance and in-service to school personnel;

~~3.c)~~ Coordinating appropriate ~~community~~Community-District environmental initiatives.

~~E.2.~~ School District No. 46 will ~~endeavour to~~ work with community and government agencies in supporting good environmental practices such as anti-idling.

Received: ~~January 2010~~

References: Policy 5.3



ADMINISTRATIVE REGULATIONS

Title: **Hazardous Materials**
 Category: **Facilities**
 Number: **4070**

I. **Rationale:**

The Board of Education of School District No. 46 (Sunshine Coast) recognizes the need to ensure the safety and wellbeing of its staff and students with respect to hazardous materials in its schools and work sites.

II. **General:**

A. Responsibilities

1. The Manager of Facilities is responsible for the district's Hazardous Materials Program-
2. Each site supervisor is responsible for ensuring compliance with the district's program at their respective sites.
3. Each staff member is responsible for assisting to identify hazardous waste/substance and to review and follow procedures.

B. Tracking, Inventory, and Safety Data Sheets (SDS)

1. Safety Data Sheets (SDS) are maintained and updated through use of the MSDSFetch system. Login information can be found in the Employee Handbook.
2. Purchase orders for hazardous materials shall include a requirement that the shipment of any such materials include SDS with any order or portion of the order. Purchase orders also shall note that failure to provide SDS with the shipment may result in either refusal to accept the shipment or refusal to pay for it until the SDS are provided.
3. The District does not accept donated hazardous materials, unless approved in writing in advance by the Manager of Facilities.

C. Hazardous Materials Which Have Been Declared Waste and Are Being Held for Disposal

1. The Manager of Facilities shall establish a central storage area and may, if deemed appropriate, designate storage areas at each separate location.
2. When a site has a substance qualifying as hazardous material for disposal, the Manager of Facilities shall be contacted to arrange for storage, transfer or disposal. Materials no longer needed at one location may be available for transfer within the district to other programs or locations.
3. Storage of hazardous materials shall be in compliance with provincial and federal laws. Hazardous materials shall be separated and labeled



ADMINISTRATIVE REGULATIONS

Title: **Hazardous Materials**
Category: **Facilities**
Number: **4070**

according to hazardous characteristics and stored safely in storage areas appropriate to the risk posed by the materials. Where appropriate, storage cabinets may be locked and access to students or non-authorized staff limited.

4. Containers for hazardous material shall be labeled to show date of receipt, shelf life and expiry date, along with SDS requirements. Where space permits, materials shall be stored so that the oldest materials are used first.

D. Disposal of Hazardous Materials

1. When a site supervisor believes that he/she has materials which may qualify as hazardous and there is no immediate need, he/she shall contact the Manager of Facilities regarding disposal.

2. Only the Manager of Facilities shall be authorized to declare materials to be waste, excess or surplus, and to order their disposal.

3. When materials are determined to be ready for disposal, they will be disposed of in a manner that complies with applicable provincial and federal legislation.

E. Transportation of Hazardous Materials

1. Transportation of hazardous materials shall meet provincial and federal requirements and shall be coordinated by the Manager of Facilities. Once a hazardous material is under district control, each location controlling the material shall be responsible for the material until it is passed to the control of another district location. The Manager of Facilities shall verify that the transportation used meets district, provincial and federal requirements.

2. Students shall not be permitted to transport hazardous material owned by or attributed to the district.

F. Emergency Response Plan

1. The District will maintain an emergency response plan to be followed in the event there is an incident involving hazardous materials. This plan shall comply with applicable laws and regulations and shall be coordinated with the district's emergency plans.

2. External communications must be coordinated through the Office of the Superintendent, per Board Policy #11 (Role of the Superintendent).

3. If an evacuation is required, the Staff Emergency Procedures document will be followed.

G. Training of Staff and Students



ADMINISTRATIVE REGULATIONS

Title: **Hazardous Materials**
Category: **Facilities**
Number: **4070**

1. Staff members and volunteers handling hazardous materials shall receive training in responding to hazardous materials incidents.
2. When hazardous materials are used in the classroom, both staff and students shall be trained in the techniques of handling, storage and use appropriate to the materials used as part of the curriculum. Staff shall also be instructed in emergency procedures, including evacuation.

H. Prohibited Substances

1. Lead glazes, mercury and asbestos shall not be used in any program, including fine arts.
2. Herbicides shall not be used on school properties.

Received:
References:



ADMINISTRATIVE REGULATIONS

Title: **Hazardous Materials**
 Category: **Facilities**
 Number: **4070**

I. **Rationale:**

1. ~~_____~~ The Board of Education of School District No. 46 (Sunshine Coast) recognizes the need to ensure the safety and wellbeing of its staff and students with respect to hazardous materials in its schools and work sites.

II. **General:**

A. Responsibilities

1. The ~~Director Manager~~ of Facilities is responsible for the district's Hazardous Materials Program ~~and for maintaining a set of material safety data sheets (MSDS).~~
2. Each site supervisor is responsible for ~~complying with~~ ensuring compliance with the district's program at their respective sites.
3. Each staff member is responsible for assisting to identify hazardous waste/substance and to review and follow procedures.

B. Tracking, Inventory, and ~~Material~~ Safety Data Sheets (MSDS)

1. ~~Site supervisors shall maintain a list of acceptable hazardous materials for use at/within their areas. This list shall be updated annually and a copy furnished provided to the Director of Facilities. Safety Data Sheets (SDS) are maintained and updated through use of the MSDSFetch system. Login information can be found in the Employee Handbook.~~
2. Purchase orders for hazardous materials shall include a requirement that the shipment of any such materials include MSDS with any order or portion of the order. Purchase orders also shall note that failure to provide MSDS with the shipment may result in either refusal to accept the shipment or refusal to pay for it until the MSDS are provided.
- 2.3. These procedures also apply to donated hazardous materials. District does not accept donated hazardous materials, unless approved in writing in advance by the Manager of Facilities.

C. Hazardous Materials Which Have Been Declared Waste and Are Being Held for Disposal

1. The ~~Director of Facilities~~ Manager of Facilities shall establish a central storage area and may, if deemed appropriate, designate storage areas at each separate location.
2. When a site has a substance qualifying as hazardous material for



ADMINISTRATIVE REGULATIONS

Title: **Hazardous Materials**
 Category: **Facilities**
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disposal, the ~~Director of Facilities~~ Manager of Facilities shall be contacted to arrange for storage, transfer or disposal. Materials no longer needed at one location may be available for transfer within the district to other programs or locations.

3. Storage of hazardous materials shall be in compliance with provincial and federal laws. Hazardous materials shall be separated and labeled according to hazardous characteristics and stored safely in storage areas appropriate to the risk posed by the materials. Where appropriate, storage cabinets may be locked and access to students or non-authorized staff limited.

4. Containers for hazardous material shall be labeled to show date of receipt, shelf life and expiry date, along with MSDS requirements. Where space permits, materials shall be stored so that the oldest materials are used first.

~~5. Transfer of hazardous materials within the district shall be accomplished in compliance with the transportation of hazardous materials section of these regulations (Section F)~~

D. Disposal of Hazardous Materials

1. When a site supervisor believes that he/she has materials which may qualify as hazardous and there is no immediate need, he/she shall contact the ~~Director of Facilities~~ Manager of Facilities regarding disposal.

2. Only the ~~Director~~ Manager of Facilities shall be authorized to declare materials to be waste, excess or surplus, and to order their disposal.

3. When materials are determined to be ready for disposal, they will be disposed of in a manner that complies with applicable provincial and federal legislation.

E. Transportation of Hazardous Materials

1. Transportation of hazardous materials shall meet provincial and federal requirements and shall be coordinated by the ~~Director~~ Manager of Facilities. Once a hazardous material is under district control, each location controlling the material shall be responsible for the material until it is passed to the control of another district location. The ~~Director~~ Manager of Facilities shall verify that the transportation used meets district, provincial and federal requirements.

2. Students shall not be permitted to transport hazardous material owned by or attributed to the district.

F. Emergency Response Plan

ADMINISTRATIVE REGULATIONS

Title: **Hazardous Materials**
 Category: **Facilities**
 Number: **4070**

~~1. The Director of Facilities Manager of Facilities District shall will develop maintain an emergency response plan for enabling employees to take appropriate action to protect students, staff, the general public and property to be followed in the event when there is an incident involving hazardous materials. This plan shall comply with applicable laws and regulations and shall be coordinated with the district's emergency plans.~~

~~1. External communications External~~

~~2. In addition, a plan to handle spills and leaks shall be developed and maintained for hazardous materials. The plan shall address immediate emergency procedures, required notification and clean-up procedure and shall comply with applicable legislation.~~

~~3.2. Information regarding a hazardous material incident shall be released only by the Superintendent or designate communications must be coordinated through the Office of the Superintendent, per Board Policy #11 (Role of the Superintendent).~~

~~G. Evacuation Plan~~

~~1. The Director Manager of Facilities, in consultation with site supervisors, the fire department, RCMP and the district's transportation services, shall develop an evacuation plan for each location. In developing the evacuation plan, consideration shall be given to the location and the types of hazardous materials present.~~

~~2.3. The Manager of Facilities Director shall arrange to hold an evacuation drill at least once each calendar year at each location. Where possible, this plan shall be coordinated with existing emergency drills and may be conducted in conjunction with any other drill. Written records of the drill shall be maintained by each location. If an evacuation is required, the Fire Alarm should be triggered the Staff Emergency Procedures document will be followed.~~

~~3. Copies of the evacuation plan shall be maintained by the site supervisor and posted within the building.~~

~~H.G. Training of Staff and Students~~

~~1. Staff members and volunteers handling hazardous materials shall receive training in responding to hazardous materials emergency incidents.~~

~~2. When hazardous materials are used in the classroom, both staff and students shall be trained in the techniques of handling, storage and use appropriate to the materials used as part of the curriculum. Staff shall also be instructed in emergency procedures, including evacuation.~~

ADMINISTRATIVE REGULATIONS

Title: **Hazardous Materials**
Category: **Facilities**
Number: **4070**

H. Proscribed-Prohibited Substances

1. Lead glazes, mercury and asbestos shall not be used in any ~~art~~ program, including fine arts.
2. Herbicides shall not be used on school properties.

Received: ~~January 1996~~
References:



Title: **Naming of School Facilities**
Category: **Facilities**
Number: **4090**

I. **Rationale:**

The naming of facilities recognizes that schools are a focus in our communities for activities and identity. Preference in the naming of schools should be given to names that relate to the location of the school. Consideration may also be given to names of persons who have made outstanding contributions to the country, the community or to public service on behalf of children and have significant meaning to students and members of that community.

II. **Practices:**

A. Naming of School Facilities

1. Preference shall be given to names that relate to the area and/or community served by the school. Consideration may be given to an alternative name when:
 - a) The name may conflict/be confused with existing schools in the same area;
 - b) The school is located in an area or neighbourhood which does not have a distinct name;
 - c) The name of a deceased person who has made an outstanding contribution to the country, community or to public service on behalf of children is recommended by the school community, the residents of the attendance area, or the community at large as having significant meaning to students and the community.
2. The name of the school shall apply to the main building, detached buildings on the property and outdoor spaces.
3. Heritage buildings, whether standing alone or annexed to a school, shall be known by their historical names.
4. Where the School District leases a facility or part of a facility to a partner or another educational institution, the lessee may temporarily rename the leased facility with the approval of the Board of School Trustees.

Title: **Naming of School Facilities**
 Category: **Facilities**
 Number: **4090**

B. The process of naming a school will provide for student, staff, parent and community input. The Superintendent of Schools or designate will manage the process. Recommendations regarding the naming of new facilities shall be brought forward by the Superintendent of Schools for a final decision to the Board of School Trustees. Management of the School Naming Process

1. If the construction of a new facility involves more than one school, the Superintendent of Schools or designate will coordinate the process of recommending names, for the new facility.

a) This Superintendent or designate will establish a Name-Selection Committee, with membership consisting of himself/herself and:

- (1) Two principals;
- (2) Two parents, selected from by the Parent Advisory Council;
- (3) Two students;
- (4) Two staff (one SCTA employee and one CUPE Local 801 employee);
- (5) Other individuals representative of the community, to be determined by the Superintendent or Designate.

C. Procedures for the Name-Selection Committee

1. The committee's working timeline shall consider an appropriate period for public input, the school calendar, and the Board of Education meeting schedule.

2. The name-selection committee will design a process for taking input from the general public.

3. The Superintendent will provide the board with the recommendations of the committee. The Board may accept or not the recommendation and shall have sole responsibility for naming the school.

D. Dedication of Schools and District Facilities

1. When new, permanent school facilities are built, an official public opening/dedication ceremony shall be held.

ADMINISTRATIVE REGULATIONS

Title: **Naming of School Facilities**
Category: **Facilities**
Number: **4090**

- a) Trustees' names inscribed on a dedication plaque shall be those in office when the construction contract was awarded.
- b) The official public opening/dedication ceremony for each new permanent school facility shall be held at a time determined by the Superintendent of schools in consultation with the Board of School Trustees, staff, students and Parent Advisory Council.

Received:

References: Board Policy 11.4



ADMINISTRATIVE REGULATIONS

Title: **Naming of School Facilities**
 Category: **Facilities**
 Number: **4090**

I. **Rationale:**

~~The Board of Education of School District No. 46 (Sunshine Coast) shall ensure that~~
~~the~~The naming of facilities ~~is in keeping with the belief that schools can be~~recognizes that
~~schools are a~~the focus ~~of the in our communities~~ ~~community~~ for activities and identity.
 Preference in the naming of schools should be given to names that relate to the location of
 the school. Consideration may also be given to names of persons who have made
 outstanding contributions to the country, the community or to public service on behalf of
 children and have significant meaning to students and members of that community.

II. **Practices:**

A. Naming of School Facilities

1. Preference shall be given to names that relate to the area and/or
 community served by the school. Consideration may be given to an
 alternative name when:

- a) The name may conflict/be confused with existing schools in the
 same area;
- b) The school is located in an area or neighbourhood which does
 not have a distinct name;
- c) The name of a deceased person who has made an outstanding
 contribution to the country, community or to public service on behalf of
 children is recommended by the school community, the residents of the
 attendance area, or the community at large as having significant
 meaning to students and the community.



ADMINISTRATIVE REGULATIONS

Title: **Naming of School Facilities**
 Category: **Facilities**
 Number: **4090**

2. The name of the school shall apply to the main building ~~of the facility and all interior facilities (libraries, gymnasiums, theatres, etc.); detached buildings on the property detached from the main building of the facility (portable classrooms, administrative offices or athletic facilities);~~ and outdoor spaces ~~(play grounds, athletic fields, gardens or nature areas).~~

2.3. Heritage buildings, whether standing alone or annexed to a school, shall be known by their historical names.

3.4. Where the School District leases a facility or part of a facility to a partner or another educational institution, the lessee may temporarily rename the leased facility with the approval of the Board of School Trustees.

4. The process of naming a school will provide for student, staff, parent and community input. The Superintendent of Schools ~~will appoint a principal or designate will to~~ manage the process. Recommendations regarding the naming of new facilities ~~or the renaming of existing schools will be received and considered shall be brought forward~~ by the Superintendent of Schools ~~and submitted for approval a final decision~~ to the Board of School Trustees. ~~The Board shall make the final decision in naming any building or facility.~~

B. Management of the School Naming Process

1. If the construction of a new facility involves more than one school, the Superintendent of Schools or designate will ~~request that a principal from one of the affected schools~~ coordinate the process of recommending names, for the new facility, ~~to the Superintendent of Schools.~~

- a) This ~~principal~~ Superintendent or designate will establish a Name-Selection Committee, with membership consisting of himself/herself and:

ADMINISTRATIVE REGULATIONS

Title: **Naming of School Facilities**
 Category: **Facilities**
 Number: **4090**

- (1) ~~Principals from the other schools at the same grade level having attendance zones that will be affected by the new facility~~Two principals;
- (2) ~~Two or more parents, selected~~parents, selected from ~~by the~~ Parent Advisory Council, ~~a School Planning Council, other school support organizations or the general school community;~~
- (3) ~~Two or more~~ students;
- (4) ~~Two or more~~ staff (one S.C.T.A employee and one CUPE Local 801 employee);
- (5) Other individuals representative of the community, to be determined by the ~~coordinating principal~~Superintendent or Designate.

~~2. — If the construction of the new facility will involve only one school, the building principal will oversee and coordinate the process for recommending names for the new facility to the Superintendent of Schools. The principal will seek student, staff and parent representatives from the schools anticipated catchment area as outlined in Sections B.1.a. (ii), (iii), (iv), and (v) above.~~

C. Procedures for the Name-Selection Committee

1. ~~The coordinating principal will set the committee's~~The committee's working timeline. ~~This timeline should take shall into account~~consider an appropriate period for public input, the school calendar, and the Board of ~~School Trustees~~Education meeting schedule.

Title: **Naming of School Facilities**
 Category: **Facilities**
 Number: **4090**

~~2. The name-selection committee will design a process for taking input from the general public, and may designate one meeting to allow individuals/groups who submit names to make brief presentations in support of the suggested name. These presentations should underscore the significance of the favored name. A summary of the presentation should be in writing.~~

~~2.~~

~~3. Selection committee members will consider all names offered. Through a consensus-based decision-making process, the members will identify one and as many as three (3) most preferred names as first, second and third preference. The coordinating principal will forward this list of three (3) potential names along with the written rationale for each name to the Superintendent of Schools without publicizing the results. At this point, the name-selection committee has accomplished its task and it disbands.~~

~~4. The Superintendent will provide the board with the recommendations of the committee. The Board may accept or not the recommendation and shall have sole responsibility for naming the school. prepare a Board agenda item incorporating the committee’s list of three (3) proposed names, in order of preference, with appropriate background information about each name. The Board may accept one of the committee’s three (3) names, or it may reject the recommendations.~~

~~3.~~

~~5. Once the Board approves a name, the Superintendent of Schools shall advise the school(s) and the public of the approved name.~~

~~D. Names for Areas within Educational Facilities~~

~~1. The process shall be as per “Naming of School Facilities” Section B.1.a.~~



ADMINISTRATIVE REGULATIONS

Title: **Naming of School Facilities**
 Category: **Facilities**
 Number: **4090**

E.D. Dedication of Schools and District Facilities

1. When new, permanent school facilities are built, an official public opening/dedication ceremony shall be held.

a) Trustees' names inscribed on a dedication plaque shall be those in office when the construction contract was awarded.

b) The official public opening/dedication ceremony for each new permanent school facility shall be held at a time determined by the ~~principal of the school~~ Superintendent ~~Superintendent of schools~~, in consultation with the Board of School Trustees, staff, students and Parent Advisory Council.

~~c) — A list should be created by the Superintendent of Schools in consultation with the Board Chair and principal of the school.~~

Received:

References: Board Policy 11.4