



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

**COMMITTEE OF THE WHOLE
AGENDA**

Tuesday, February 26th from 9:30-11:30 a.m.
School Board Office – Gibsons, BC

1. School Calendar Recommendation
2. Risk Management
3. Regulations for review:
 - a) 2040 - Communication through the Media
 - b) 2070 - How to Communicate with Us
4. Communication (standing item)

SCHOOL CALENDAR FORM - GENERAL

DRAFT 2019/2020 CALENDAR

| JULY | | | | | | |
|------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| AUGUST | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| SEPTEMBER | | | | | | |
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| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

| OCTOBER | | | | | | |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| NOVEMBER | | | | | | |
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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
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| DECEMBER | | | | | | |
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| 29 | 30 | 31 | | | | |

| JANUARY | | | | | | |
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| FEBRUARY | | | | | | |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

| MARCH | | | | | | |
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| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| APRIL | | | | | | |
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| MAY | | | | | | |
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| 31 | | | | | | |

| JUNE | | | | | | |
|------|----|----|----|----|----|----|
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

■ Instructional
 ■ Non-Instructional
 ■ Vacation Period
 ■ Statutory Holiday



SCHOOL DISTRICT NO. 46 (SUNSHINE COAST) CALENDAR 2019/2020

The following dates have been established for the 2019/2020 school year.

| | |
|--|--|
| Tuesday, September 3rd, 2019 (for purposes of the calendar, this is considered a full day in session) | <i>First day of school (.5)</i> |
| Friday, September 27th | <i>Professional Development Day (School) (.5) (am) (Administrator) (.5) (pm)</i> |
| Monday, October 14th | <i>Thanksgiving Day (1.0)</i> |
| Friday, October 18th | <i>Professional Development Day (Provincial) (1.0)</i> |
| Monday, November 11th | <i>Remembrance Day (1.0)</i> |
| Monday, November 25th | <i>Professional Development Day (Administrator) (.5) (am) (School) (.5) (pm)</i> |
| Wednesday, November 27th and Thursday, November 28th | <i>Early Dismissals</i> |
| Monday, December 23rd, 2019 to Friday, January 3rd, 2020 inclusive | <i>Winter Vacation</i> |
| Monday, January 6th | <i>Professional Development Day (1.0)</i> |
| Tuesday, January 7th | <i>Schools Reopen</i> |
| Friday, February 14th | <i>Professional Development Day (District) (1.0)</i> |
| Monday, February 17th | <i>Family Day (1.0)</i> |
| Wednesday, March 11th and Thursday, March 12th | <i>Early Dismissals</i> |
| Monday, March 16th to Friday, March 27th inclusive | <i>Spring Vacation</i> |
| Monday, March 30th | <i>Schools Reopen</i> |
| Friday, April 10th | <i>Good Friday (1.0)</i> |
| Monday, April 13th | <i>Easter Monday (1.0)</i> |
| Monday, May 11th | <i>Professional Development Day (School) (1.0)</i> |
| Monday, May 18th | <i>Victoria Day (1.0)</i> |
| Thursday, June 25th | <i>Last Instructional Day of School Year</i> |
| Friday, June 26th | <i>Administrative Day (1.0)</i> |

Days of Instruction: 181

Title: **Communication Through the Media**
Category: **Personnel**
Number: **2040**

I. **Rationale:**

This regulation is in place to provide for clear communication of district and school events to our community.

II. **General:**

A. The Board Chair and the Superintendent are the official spokespersons for the school district.

B. News releases:

1. which involve matters concerning the district as a whole or more than one school are the responsibility of the Chair, the Superintendent or their designates.

2. which pertain to only one school shall be the responsibility of the Principal, with a copy provided to the Superintendent. All statements made to the media by other staff members about a school event shall first be approved by the Principal for the school.

C. Clearance shall be obtained from the Superintendent before any story is released which the Principal suspects may be controversial or which may have an impact on other schools in the district.

Received:

References: Policy 1 (Foundational Statements)
Policy 11 (Role of the Superintendent)

Title: **Communication Through the Media**
 Category: **Personnel**
 Number: **2040**

I. ~~1.~~ **Rationale:**

This regulation is in place to provide for clear communication of district and school events to our community.

II. **General:**

The Board Chair and the Superintendent are the official spokespersons for the school district.

A.

B. ~~2.~~ **News releases:**

A. ~~—~~ which involve matters concerning the district as a whole or more than one school are the responsibility of the Chair, the Superintendent or their designates.

1.

2. ~~3.~~ **News releases** which pertain to only one school shall be the responsibility of the Principal, with a copy provided to the Superintendent. All statements made to the media by other staff members about a school event shall first be approved by the Principal for the school.

C. ~~4.~~ **Clearance** shall be obtained from the Superintendent before any story is released which the Principal suspects may be controversial or which may have an impact on other schools in the district.

~~5. All statements made to the media by other staff members shall first be approved by the Superintendent and/or designate for the district and approved by the Principal for the school.~~

Received: May 2017

References: Policy 1 (Foundational Statements)

Title: **Communication Through the Media**

Category: **Personnel**

Number: **2040**

| Policy 11 (Role of the Superintendent)



Title: **How to Communicate with Us**
 Category: **Personnel**
 Number: **2070**

I. Rationale:

This communication protocol provides a framework for finding solutions to differences that arise throughout the school district. Confidentiality will be maintained throughout the process. If a student initiates an appeal, an adult may be present at any stage of the process.

II. Step 1 - School District Employees (try to resolve the issue at the source)

- A. Identify the problem, meet with the person with whom you have the concern, ensure mutual understanding of the concern, explore possible solutions together, set up an action plan with times, dates and follow-up plans, as appropriate.
- B. If a resolution cannot be reached, inform the other party and move to Step 2.

III. Step 2 - Immediate Supervisor

- A. Meet with the immediate supervisor, identify the concern and what has been done to reach a solution, explore further options to resolve the concern, set up an action plan.
- B. If a resolution cannot be reached, move to Step 3.

IV. Step 3 - Superintendent of Schools or Designate

- A. Within 30 days after Step 2, contact the superintendent in writing to identify your concern and explain what has been done to resolve it. A meeting will be set with the superintendent or designate and the Superintendent's decision will be communicated in writing.
- B. If a resolution cannot be reached, move to Step 4.

V. Step 4 - The Board of Education

- A. Within 15 days a completed Notice of Appeal form must be submitted to the Secretary-Treasurer. You will be invited to explain your position to the Board of Education and will be notified in writing, within 45 days, of the Board of Education's decision on the matter.
- B. If the decision significantly affects the education, health or safety of a student and falls within the allowable grounds, the decision of the Board of Education may be appealed under Section 11.1 of the *School Act*.

VI. Step 5 - Superintendent of Achievement (Section 11.1 of the *School Act*)

- A. A Notice of Appeal form (http://www.bced.gov.bc.ca/student_appeals/) and copy of the Board's decision must be submitted within 30 days after receiving the Board of Education's decision to the Student Appeals Branch.



Title: **How to Communicate with Us**

Category: **Personnel**

Number: **2070**

Received:

References: Appeals Bylaw 70



DRAFT - BOARD COMMUNICATION PLAN

| | | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER | JANUARY |
|-----------------------------|---|--|--|--|--|--|---|
| REGULAR BOARD MTG | Strat Plan | | N/A | Vision 1.g. Outdoor Education 2.d. Parent Communication | Inagural Meeting Mission 1.i. Technology 2.j. Sustainable Practices | Inclusion 1.b. Reading 2.b. Reading Teachers 2.e. Healthy Staff 2.h. Safe / Healthy (Cultural) | Innovation |
| | Recurring | | F/S Approval | Student Trustee Appointment SSCFGS Submission BCSTA Prov Council Motions Enrolment Report | Board Elections | Committee Appointments PAC Appointments BCSTA AGM & Prov Motions BCPSEA AGM Motions | |
| COMMITTEE THE WHOLE | Strat Plan | | Implementation Plan (Year 4) | | 2.h. Safe / Healthy (Cultural) | Strat. Plan Planning | Strat Plan Development 3.d. Gov's Visioning 2.a. Prof dev |
| | Recurring | | SSCFGS Discussion | External Committees Report | | School Growth Plans | Draft School Calendar Review School Visit Debrief |
| | Other | | Communication (standing) Partners in Learning Update | Communication (standing) Truth & Reconciliation Report | Communication (standing) | Communication (standing) | Communication (standing) |
| EDUCATION COMMITTEE | Strat Plan | | 1.g. Outdoor Education 2.d. Parent Communication | 1.i. Technology | 1.b. Reading 2.b. Reading Teachers | | 1.d. SEL 3.b. Collaboration 1.a. Early Learning |
| | Recurring | | Grad Report Curriculum (standing) Parent Engagement (standing) | MDI Curriculum (standing) Parent Engagement (standing) | Curriculum (standing) Parent Engagement | Curriculum (standing) Parent Engagement | |
| | Other | | | | | | |
| OPERATIONS COMMITTEE | Strat Plan | | Summer Work Review | 2.j. Sustainable Practices | 2.e. Healthy Staff | | |
| | Recurring | | Zoning Referrals | Prelim. Budget Timelines Zoning Referrals | Budget discussion Zoning Referrals | Zoning Referrals | Amended Budget Joint Use Update Zoning Referrals |
| | Other | | | | | | |
| POLICY COMMITTEE | Policies | | | | | | Role of the Trustee |
| | Recurring | | | | | | |
| | Other | | | | | | |
| OTHER | Annual Report to Trustee Audit Info Session | DSL/Trustee Dinner Supt Evaluation Cmte BCPSEA Symposium | General Election | Intergovernmental Meeting Trustee Academy | Supt Evaluation Cmte | School Visits BCPSEA AGM | |
| CONSULTATIONS | | | | Preliminary Budget Consults. | Preliminary Budget Consults. | Preliminary Budget Consults. | |

Legend: Moved Removed Added

DRAFT - BOARD COMMUNICATION PLAN

| | | FEBRUARY | MARCH | APRIL | MAY | JUNE | JULY |
|-----------------------------|------------|---|--|---|--|---|------|
| REGULAR BOARD MTG | Strat Plan | Collaboration 1.a. Early Learning 1.d. SEL 2.a. Prof dev 3.b. Collaboration 3.d. Gov's Visioning | Equity 1.c. Math 2.f. Leaders 2.h. Safe / Healthy (Ops) | Respect 1.e. Mental / Phys Health 3.g. Cap U & Post Sec | Responsibility 1.f. Music 1.k. Grad 2.i. Facilities | 1.h. Experiential Learning 1.j. indigenous learning 3.f. SIB/Squamish Nation 2.g. Celebrations 3.c. Int'l students | |
| | Recurring | Amended Annual Budget | School Calendar | BCSTA AGM Motions School Allocation Rates Min. Approved Projects / Capital Plan Bylaw | Budget Approval / Bylaw | District Report to Ministry Budget Approval (if required) Five-Year Capital Plan Motion | |
| COMMITTEE THE WHOLE | Strat Plan | | Strat Plan - Data Review | | Strat Plan - Final Review 2.g. Celebrations 3.c. Int'l students | Strat Plan - Communication plan | |
| | Recurring | School Calendar Recommendation | | | | Strategic Plan Yr in Review | |
| | Other | Communication (standing) Risk Management | Communication (standing) | Communication (standing) Trustee Evaluation Process Partners in Learning Review | Communication (standing) | Communication (standing) | |
| EDUCATION COMMITTEE | Strat Plan | 1.c. Math 2.f. Leaders | 1.e. Mental / Phys Health 3.g. Cap U & Post Sec | 1.f. Music 1.k. Grad | 1.h. Experiential Learning 1.j. indigenous learning 3.f. SIB/Squamish Nation | | |
| | Recurring | | | | District Report to Ministry | Untargeted Donations? | |
| | Other | | | | | | |
| OPERATIONS COMMITTEE | Strat Plan | 2.h. Safe / Healthy (Ops) | | 2.i. Facilities | Risk Management | | |
| | Recurring | Prelim. Budget Considerations Prelim. Budget Discussion Enrolment Projections Zoning Referrals | Staffing Timelines Funding Announcement Zoning Referrals | Budget Summary AFG Plan Zoning Referrals | Five-Year Capital Plan Budget (if required) Zoning Referrals | Emergency Preparedness Summer Work Zoning Referrals | |
| | Other | | | | | | |
| POLICY COMMITTEE | Policies | Role of the Chair | | | | | |
| | Recurring | Appeals Bylaw Review | | | | | |
| | Other | | | | | | |
| OTHER | | Review March cmte schedule BCSTA AGM Motion Deadline (Extr - Feb 14/Subst. Feb 24) | Supt Evaluation Cmte Partners in Learning | Student Forum Service Recognition BCSTA AGM | Bursary Tea Intergovernmental Meeting | Retirement Celebration Grad Ceremonies ACE-IT Ceremonies | |
| CONSULTATIONS | | Draft School Calendar Circulation | | Transportation Consults | Transportation Consults | | |

Note: The communication plan is updated monthly at agenda setting and Committee of the Whole meetings.