



**SCHOOL DISTRICT NO. 46  
(SUNSHINE COAST)  
REGULAR MEETING AGENDA**

January 10, 2012 at 7:00 p.m.  
School Board Office, Gibsons, B.C.

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1. Call to Order
2. Presentations (10 minutes in total)
  - (a) West Sechelt Elementary School Playground Enhancement Committee  
"A Destination Playground for West Sechelt Elementary School"  
A. Fawcus, Chair and S. Shinn
  - (b) The Role of the Secondary School Counsellor in School District No. 46  
S. Bailey - Chair, Counsellors Local Specialist Association (LSA)
3. Public Question Period (10 minutes in total)
4. Adoption of the Agenda
5. Approval of Minutes of Prior Meetings and Receipt of Records of Closed Meetings
  - Pg.3 (a) Regular Meeting – December 13, 2011 (attachment)
  - Pg.9 (b) Record of Closed Meeting – December 13, 2011 (attachment)
6. Reports
  - (a) Superintendent's Report
    - Pg.10 (i) Budget Preparation – N. Weswick, Secretary-Treasurer (attachment)
    - (ii) Special Education – D. Galazka, District Principal (verbal)
    - (iii) Superintendent's Report on Achievement (handout)
  - (b) Information Items
    - Pg.11 (i) Larger cheques issued in the month of December 2011 (attachment)
  - (c) Chairs Report
    - Pg.13 (attachment)
  - (d) Board/Committee Reports
    - Pg.14 (i) Finance, Facilities and Transportation Notes – December 15, 2011 (attachments)
    - Pg.18 (ii) Finance, Facilities and Transportation Attachments - November (attachments)
7. Correspondence
  - Pg.27 (a) Minister G. Abbott – Funding Formula (attachments)
8. New Business
  - (a) Regulations to be received. (attachments)
    - Pg.29 (i) Regulation 3600 – School Board Vehicles
    - Pg.30 (ii) Regulation 2710 – Passport to Education

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

10. Next Meeting

The next public board meeting will be held on February 14, 2012

11. Adjournment

<b>COMMITTEE MEETINGS 2011 – 2012</b>			
MONTH	EDUCATION 1:00 – 3:00 pm School Board Office	FINANCE, FACILITIES & TRANSPORTATION 1:00 – 2:30 pm Sechelt Learning Centre	POLICY 1:00 – 2:30 pm Sechelt Learning Centre
Jan.	26	19	17
Feb.	23	16	21
Mar.	TBA	15	TBA
Apr.	26	19	17
May	24	17	15
June	28	21	19

**Agendas for Upcoming Meetings:**

Education Committee – January 26<sup>th</sup>

- Balanced School Day
- Technology Inventory – follow up report
- School Growth Plan
- Parent Engagement
- International Student Program

Finance, Facilities and Transportation Committee – January 19<sup>th</sup>

- Technology Plan Budget
- Sustainability Report – Energy Initiative, SmartTool

Policy Committee – January 17<sup>th</sup>

- Regulations
- Review of Board Approved Resources Policy



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

**Held on Tuesday, December 13, 2011**  
At the School Board Office, Gibsons, B.C.

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**PRESENT:** TRUSTEES: S. White, Chair; B. Baxter Vice-Chair; L. Dixon;  
L. Pratt; G. Russell; C. Younghusband

**REGRETS:** Trustee D. Mewhort

**STAFF:** P. Bocking Superintendent of Schools  
Stewart Hercus, Assistant Superintendent of Schools  
Nicholas Weswick, Secretary-Treasurer  
C. McPhedran, Administrative Assistant

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#35 Call to Order

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

Chair White acknowledged the meeting was taking place on the traditional territories of the Squamish Nation and welcomed members of the audience and district staff.

#36 Presentation

a) **Celebrating Education** – Elphinstone Secondary’s Sr. Girls’ Volleyball team.

Elphinstone’s principal, Fred Thorsell proudly introduced the Elphinstone Sr. Girls’ Volleyball team and one of their coaches, Ms. Ostashek. He described the team as ‘students first and athletes second’ and provided many examples of dedication that the girls exhibited both on and off the court. The girls had an opportunity to speak of their experiences from the past season.

Chair White thanked the girls for sharing these experiences and their wonderful example of teamwork.

#37 Public Question Period

There were no questions at this time.

#38 Adoption of the Agenda

Trustee Russell asked for time to present a gift to Trustee Pratt to acknowledge her role as Vice-Chair on the previous year's board. The agenda was amended to reflect this.

MOTION: Baxter/Younghusband

“THAT the agenda of the December 13, 2011 be adopted as amended.”

Carried.

#39 Approval of Minutes of Prior Meetings

Trustee Younghusband pointed out an error of a presenter name in the November minutes.

MOTION: Russell/Younghusband

“THAT the minutes of the Regular Meeting of November 8, 2011 as amended, Record of the Closed Meeting of November 8, 2011 and the Inaugural Meeting of December 8, 2011 be adopted as circulated.

Carried.

#40 Reports

a) **Superintendent's Report**

Strategic Plan Update

i) Alternative Education - ACE-IT/SPIDER

As submitted. Superintendent Bocking commented further on the Alternative Program that gives students a chance to find their strengths and then gives them the support they need to achieve their goals.

ii) Pender Harbour Playground

Secretary-Treasurer Weswick reported on the announcement from the Ministry that Pender Harbour Secondary qualified for a grant of \$50,000 for playground equipment. He requested that Capital Project Bylaw 126340 be read three times.

MOTION: Russell/Younghusband

“THAT School District No. 46 (Sunshine Coast) Capital Project Bylaw 126340 in the amount of \$50,000 be read for a first time.”

Carried

MOTION: Russell/Baxter

“THAT School District No. 46 (Sunshine Coast) Capital Project Bylaw 126340 in the amount of \$50,000 be read for a second time.”

Carried

The Board then unanimously agreed to move to the third reading of Capital Project Bylaw 126340.

MOTION: Russell/Baxter

“THAT School District No. 46 (Sunshine Coast) Capital Project Bylaw 126340 in the amount of \$50,000 be read for a third time, passed and approved.”

Carried

In reply to a question on how the funds would be spent, Secretary-Treasurer Weswick said there would be consultation with the principals as to the process.

Chair White invited further discussion on the Alternative School’s programs.

Trustee Dixon reported on her recent visit to the SPIDER Elementary School Winter Celebration. She commented she was impressed with the parents that were in attendance and said that the parents expressed their pleasure with the support that the staff offers.

Trustee Pratt spoke highly of the SPIDER program and of her daughter’s positive experience.

Discussion followed.

iii) Board/Authority Authorized (BAA) Courses

Administrative Regulation No. 2220 outlines the requirements for BAA Courses.

The following motions are requested.

1. **Psychology 12**

Principal F. Thorsell and G. MacPherson reviewed the course and the trustees had an opportunity to ask questions.

MOTION: Russell/Youngusband.

“THAT the Board of Education of School District No. 46 (Sunshine Coast) approve *Psychology 12* as a Board Authorized Course.”

Carried.

**2. Restricted Radio Operator’s Certificate 11**

Superintendent Bocking reviewed the course as submitted.

MOTION: Russell/Baxter

“THAT the Board of Education of School District No. 46 (Sunshine Coast) approve *Restricted Radio Operator’s Certificate 11* as a Board Authorized Course.”

Carried.

**3. Applications for Learning 10**

District Principal, D. Galazka outlined the three courses and discussion followed.

MOTION: Russell/Pratt

“THAT the Board of Education of School District No. 46 (Sunshine Coast) approve *Applications for Learning 10, 11 and 12* as a Board Authorized Courses.”

Carried.

**b) Information Items**

- i) Cheques Issued – larger cheques issued in month of October.
- ii) WorkSafe BC

**c) Board/Committee Report**

- i) Chair’s Report

As submitted. Discussion was invited regarding the Community Plan for a Public System of Integrated Early Care and Learning in BC. He reported that all boards have been asked to endorse this plan. After discussion, it was decided to have this topic put on a future agenda as a presentation to allow trustees to be given further information, at which time the decision to endorse would be made.

Chair White announced the local bargaining has been completed with the Sunshine Coast Teachers' Association (SCTA) and commented on the good relationship experienced with the local teacher's team.

Chair White announced the recent hiring of G. Kitchen as the Assistant Superintendent. Superintendent Bocking provided background information on Mr. Kitchen and reported that he would be joining the district early in January. Chair White thanked Trustee Pratt and Russell for their part in the hiring process.

Chair White expressed appreciation to Assistant Superintendent Hercus for his involvement as Facilities Manager and more recently as Assistant Superintendent during the past year. Superintendent Bocking and trustees took the opportunity to thank Mr. Hercus for stepping up to help the district in these roles.

Chair White continued by reporting on the recent visit of Minister Abbott to the district and also the successful BCSTA Trustee Academy that the trustees had opportunity to attend.

Discussion followed.

ii) Finance, Facilities & Transportation Notes – October 29, 2011

As submitted.

MOTION: Russell/Younghusband

“THAT the reports be received.”

Carried.

#41 Correspondence

i) South Coast Branch resolutions.

#42 New Business

a) Regulation 6500 – Inclement Weather – In circulation until February 7, 2012

Assistant Superintendent Hercus reviewed the revisions.

#43 Questions and Inquiries From the Public Relating to the Board Meeting

Trustee Younghusband inquired when the new Board Approved Courses would begin. Superintendent Bocking replied that they would be offered next fall and possibly earlier for the Radio Operator course.

E. Brookes Wilson asked for further explanation of Regulation 6500.

Various audience members commented that a course such as the new Board Authorized *Applications for Learning* would be helpful in earlier grades to provide young students with useful skills for learning.

Coast Reporter, C. Wood asked for further explanation on the Teacher Bargaining.

#31 Next Meeting

“The next Board Meeting will be on January 10, 2012 at the School Board Office.

#32 Adjournment

MOTION: Younghusband/Pratt

There being no further business, the meeting was adjourned at 8:15 p.m.

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Chair

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Secretary-Treasurer



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

**RECORD OF CLOSED MEETING  
Held on December 13, 2011 at 5:00 p.m.  
At the School Board Office**

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**PRESENT:** TRUSTEES: S. White, Chair; B. Baxter, Vice-Chair; L. Dixon; L. Pratt;  
G. Russell; C. Younghusband

**REGRETS:** D. Mewhort

**STAFF:** P. Bocking, Superintendent of Schools  
S. Hercus, Assistant Superintendent of Schools  
N. Weswick, Secretary Treasurer  
C. McPhedran, Administrative Assistant

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Trustee Baxter chaired the meeting.

**Call to Order**

The meeting was called to order at 5:05 p.m.

- **Motion to Exclude**
- **Adoption of Agenda**
- **Approval of Minutes of Prior Meetings**
- **Information / Action Items**
  - Personnel
    - (i) Personnel
    - (ii) Salary Discussion
    - (iii) Labour Market Adjustment
    - (iv) Leave Request
    - (v) BCTF Bargaining Report

**Adjournment**

The meeting was adjourned at 6:20 p.m.

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Chairperson

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Secretary-Treasurer

School District No. 46 (Sunshine Coast)  
 Budgeted Revenue - Preliminary vs. Amended  
 2011/2012

Funding Item	Estimated Budget	Autumn Recalculation	Difference
<b>Total 2011/12 Ministry Funding</b>	\$33,687,816	\$33,880,550	<b>\$192,734</b>
<b>Summary of Changes</b>			
Enrolment Based Funding	\$21,424,053	\$21,355,542	(\$68,511)
Unique Student Needs	\$5,863,760	\$6,405,255	<u>\$541,495</u>
<b>Factors Impacting School-Based Budgets</b>			<b>\$472,984</b>
Supplement for Salary Differential	\$795,930	\$757,650	(\$38,280)
Supplement for Enrolment Decline	\$181,750	\$263,794	\$82,044
Funding Protection	\$686,587	\$0	(\$686,587)
Holdback Allocation	\$0	\$362,573	<u>\$362,573</u>
<b>Factors Impacting District Budgets</b>			<b>(\$280,250)</b>

DATE 03-Jan-2012 03:03 PM

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

PAGE 1

START DATE: 01-Dec-2011 TO END DATE: 31-Dec-2011

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	AMOUNT
-----						
ON-LINE CHEQUES : ISSUED BETWEEN 01-Dec-2011 AND 31-Dec-2011						
00LCET1581	0001	*****	28094	RECEIVER GENERAL FOR CANADA	05-Dec-11	75,661.77
00LCET1584	0001	*****	28093	RECEIVER GENERAL FOR CANADA	05-Dec-11	169,123.80
00LCET1585	0001	*****	28094	RECEIVER GENERAL FOR CANADA	19-Dec-11	67,967.76
00LCET1588	0001	*****	30209	TEACHERS' PENSION PLAN	14-Dec-11	445,780.93
00LCET1589	0001	*****	23290	MUNICIPAL PENSION PLAN	08-Dec-11	46,279.66
00LCET1592	0001	*****	28095	RECEIVER GENERAL FOR CANADA	28-Dec-11	11,498.09
00LCET1593	0001	*****	28093	RECEIVER GENERAL FOR CANADA	28-Dec-11	150,000.00
00LCET1595	0001	*****	28094	RECEIVER GENERAL FOR CANADA	23-Dec-11	69,638.89
00LCET1597	0001	*****	23290	MUNICIPAL PENSION PLAN	23-Dec-11	46,132.69

TOTALS FOR BANK - 0001 1,082,083.59

TOTAL NUMBER OF CHEQUES 9

TOTAL NUMBER OF CHEQUES WITH MICR 0

COMPUTER PREPARED CHEQUES : ISSUED BETWEEN 01-Dec-2011 AND 31-Dec-2011

1626000004	0001	0000038178	12012	BC HYDRO & POWER AUTHORITY	07-Dec-11	37,829.72
1626000015	0001	0000038189	15021	ESC AUTOMATION	07-Dec-11	12,615.45
1626ET0005	0001	*****	12021	BC TEACHERS FEDERATION	07-Dec-11	24,845.70
1626ET0006	0001	*****	12111	BC TEACHERS FEDERATION	07-Dec-11	22,171.27
1626ET0040	0001	*****	26026	PENDER HARBOUR TRANSPORTATION	07-Dec-11	13,031.20
1626ET0050	0001	*****	29102	SUNSHINE COAST TEACHERS ASSOCIATION	07-Dec-11	10,006.14
1626ET0051	0001	*****	29376	SUNSHINE COAST TEACHERS ASSOCIATION	07-Dec-11	21,722.47
1629ET0008	0001	*****	11909	DR. DEBORAH AMARAL	14-Dec-11	10,700.00
1630000003	0001	0000038272	12108	BARAGAR SYSTEMS	21-Dec-11	16,240.00
1630000019	0001	0000038288	30211	FORTIS BC-NATURAL GAS	21-Dec-11	37,860.74
1630000045	0001	0000038314	23268	MINISTRY OF PROVINCIAL REVENUE	21-Dec-11	16,402.00
1630000055	0001	0000038324	26243	PEBT IN TRUST	21-Dec-11	55,413.11
1630000064	0001	0000038333	29315	SHELTER INDUSTRIES INC.	21-Dec-11	23,526.36
1630ET0014	0001	*****	13003	C.U.P.E. - LOCAL 801	21-Dec-11	18,206.00
1630ET0048	0001	*****	26026	PENDER HARBOUR TRANSPORTATION	21-Dec-11	12,050.72
1630ET0055	0001	*****	29037	SECHELT SCHOOL BUS SERVICE LTD	21-Dec-11	56,247.52

TOTALS FOR BANK - 0001 388,868.40

TOTAL NUMBER OF CHEQUES 16

TOTAL NUMBER OF CHEQUES WITH MICR 7

ON-LINE CHEQUES : ISSUED BETWEEN 01-Dec-2011 AND 31-Dec-2011

00LCET1580	0005	*****	31043	ANNUAL CARD FEE	07-Dec-11	38,051.94
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TOTALS FOR BANK - 0005 38,051.94

TOTAL NUMBER OF CHEQUES 1

TOTAL NUMBER OF CHEQUES WITH MICR 0

DATE 03-Jan-2012 03:03 PM

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

PAGE 2

START DATE: 01-Dec-2011 TO END DATE: 31-Dec-2011

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	AMOUNT
-----						
GRAND TOTAL						1,509,003.93
CANCELLED TOTAL						0.00
NET GRAND TOTAL						1,509,003.93
GRAND TOTAL NUMBER OF CHEQUES						26
GRAND TOTAL NUMBER OF CHEQUES WITH MICR						7

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

**Chair's Report:**  
**Public Meeting January 10, 2011**

Committee/Liaison Appointments 2012

*Education Standing Committee (to meet monthly)*

Betty Baxter, Lori Dixon, Christine Younghusband

*Finance, Facilities & Transportation Standing Committee (to meet monthly)*

Dave Mewhort, Lori Pratt, Greg Russell

*Policy Standing Committee (to meet as needed)*

Betty Baxter, Lori Pratt

Community/parent representatives can be appointed after the committees confirm when their regular meeting times will be. DPAC will also be holding elections this month, which may help to identify some parent representatives.

*PAC/School Liaisons*

Vice-Chair Baxter and I tried to base these assignments on one school in a trustee's electoral area and one outside, at least one school close to where each trustee lives (it wasn't always possible for both), and for incumbent trustees, at least one change in schools in order to get acquainted with others in the district. We suggest that trustees attend one PAC meeting a month, alternating between your two liaison schools. This way we can be in touch with all our schools rather some having a monthly trustee presence (sometimes even by 2-3 trustees) at some and no trustee at others. If you are interested in attending a PAC meeting that is not at one of your liaison schools, please contact the school's trustee liaison so we can best coordinate our time and schedules, and arrange who will report from and back to the board.

Betty Baxter: Elphinstone, Langdale

Lori Dixon: Chatelech, Cedar Grove

Dave Mewhort: Davis Bay, Madeira Park

Lori Pratt: DPAC, Pender Harbour

Greg Russell: Roberts Creek, Sunshine Coast Alternative School

Silas White: Gibsons, Kinnikinnick

Christine Younghusband: Halfmoon Bay, West Sechelt

If the regular meetings don't fit well into your schedule, please let us know and we can make a shift.



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

**FINANCE, FACILITIES AND TRANSPORTATION COMMITTEE**

**Held on Thursday, December 13, 2011 at 1:00 p.m.**

At the Sechelt Learning Centre, Sechelt, B.C.

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**PRESENT:** Dave Mewhort, Betty Baxter, Emanuel Machado, Patrick Bocking, Nicholas Weswick, Stewart Hercus, Rob Collison, Larry Koopman and Colleen McPhedran

**REGRETS:** Silas White, Greg Russell, Ray Clayton

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1. International Student Program

The budget discussion for an International Student Program continued. An update of the current International Student Program was provided to Trustee Betty Baxter. Nicholas Weswick reviewed the various options and discussion followed regarding the collection of additional information before making any recommendation to the Board. Betty Baxter agreed to look further into the International Student Exchange Program (ISEP) and bring the information back to the January 19<sup>th</sup> meeting. It was suggested that staff contact Capilano College regarding a possible partnership. Patrick Bocking indicated that it would take time to orient the newly appointed Assistant Superintendent, Greg Kitchen, regarding this program. A realistic time frame for any significant change to the School District No. 46 International program would be September 2013, should the Board recommend this direction.

2. Technology Plan and Budget

Patrick Bocking reported that a technology plan is still in progress and discussion will continue in January.

3. Fleet Report

Rob Collison provided the committee with a long-term renewal plan for the fleet (attached). Discussion followed.

The newly revised Regulation 3600 – School Board Vehicles was handed out to the committee for review and Nicholas Weswick reported on the changes. This regulation will be included in the January agenda to be received.

Rob Collison agreed to report back to the January meeting with a Sustainability Report and provide information about the Energy Initiative and SmartTool.

The meeting was adjourned at 2:30 p.m. The next meeting will be on January 19, 2012 at the Sechelt Learning Centre at 1 p.m.

**SD46 Fleet/Equipment Renewal Schedule 7-8 year average replacement model**

Vehicle Description	Yr	Od/Hrs.	Fuel	Function	Condition	Repl. Yr	Notes	Replace With	Cost	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
New spare cube van	2012	0	Gas	Spare		2012	Auction	Cube van	40000	x							x			
Ford E150 van	2003	242299	Gas	Plumb.	Fair	2012	Go to Ron	Cube van	40000	x							x			
Ford E350 van	2001	222401	Diesel	Elect.	Fair	2012	Auction	Cube van	40000	x						x				
Chevy 3/4 ton van	2006	85222	Gas	Elect.	Good	2013		Cube van	40000		x							x		
Chevy 3/4 ton van	2002	87992	Gas	Carp.	Good	2012	Auction	Cube van	40000	x								x		
Ford E150 van	2004	120533	Gas	Carp.	Good	2012	Auction	Cube van	40000	x						x				
Ford E150 van	2004	121000	Gas	Paint	Good	2013		1/2 ton van	35000		x								x	
Ford F350 Super Duty 4wd	2008	71176	Diesel	Grounds	Good	2014		Mini Dump	70000			x							x	
Ford E150 van	2007	70169	Gas	Deliv.	Good	2014		1/2 ton van	35000			x								x
GMC Safari van	2004	65663	Gas	Multi-use	Good	2016		1/2 ton van	35000					x						
Ford E350 Turbo van	2001	230000	Diesel	Plumb.	Poor	2012	Auction	Cube van	40000	x								x		
Ford F250 Extra Cab	2000	246373	Gas	Stevo	Poor	2012	Auction	3/4 Ton	40000	x							x			
Ford Ranger	2008	53000	Gas	Mark	Good	2015		3/4 Ton	40000				x							
Ford Ranger	2006	101000	Gas	Dave	Fair	2013		3/4 Ton	40000		x								x	
Ford Ranger	2006	77900	Gas	Aaron	Good	2015		3/4 Ton	40000				x							x
Jacobson	2009	722	Diesel	Mower	Good	2016		Mower	50000					x						
Bobcat	2006	432	Diesel	Grounds	Good	2017		Bobcat	50000						x					
Kubota	2010	136	Diesel	Tractor	Good	2017		Tractor	40000						x					
Bobcat	1989	3910	Diesel	Grounds	Poor	2013		Small Bobcat	40000		x									x
Ford Aerostar van	1995	290000	Gas	Mech.	Poor		Auction	Logan's Van	N/A											
Ford F250 Super Duty Truck	2000	195000	Gas	Site Maint.	Poor		Auction													
Flat Deck	1983	300000	Gas	Grounds	Poor		Auction													
Ford E150 van	1996	282000	Gas	Carp.	Poor		Auction													
Ransomes	1993	1341	Diesel	Mower	Poor		Auction													
Kubota	1989	1359	Diesel	Tractor	Poor		Auction													
<b>Totals:</b>										<b>\$280,000</b>	<b>\$155,000</b>	<b>\$105,000</b>	<b>\$80,000</b>	<b>\$85,000</b>	<b>\$90,000</b>	<b>\$80,000</b>	<b>\$120,000</b>	<b>\$120,000</b>	<b>\$145,000</b>	<b>\$115,000</b>



## INTERNATIONAL STUDENT PROGRAM OPTIONS

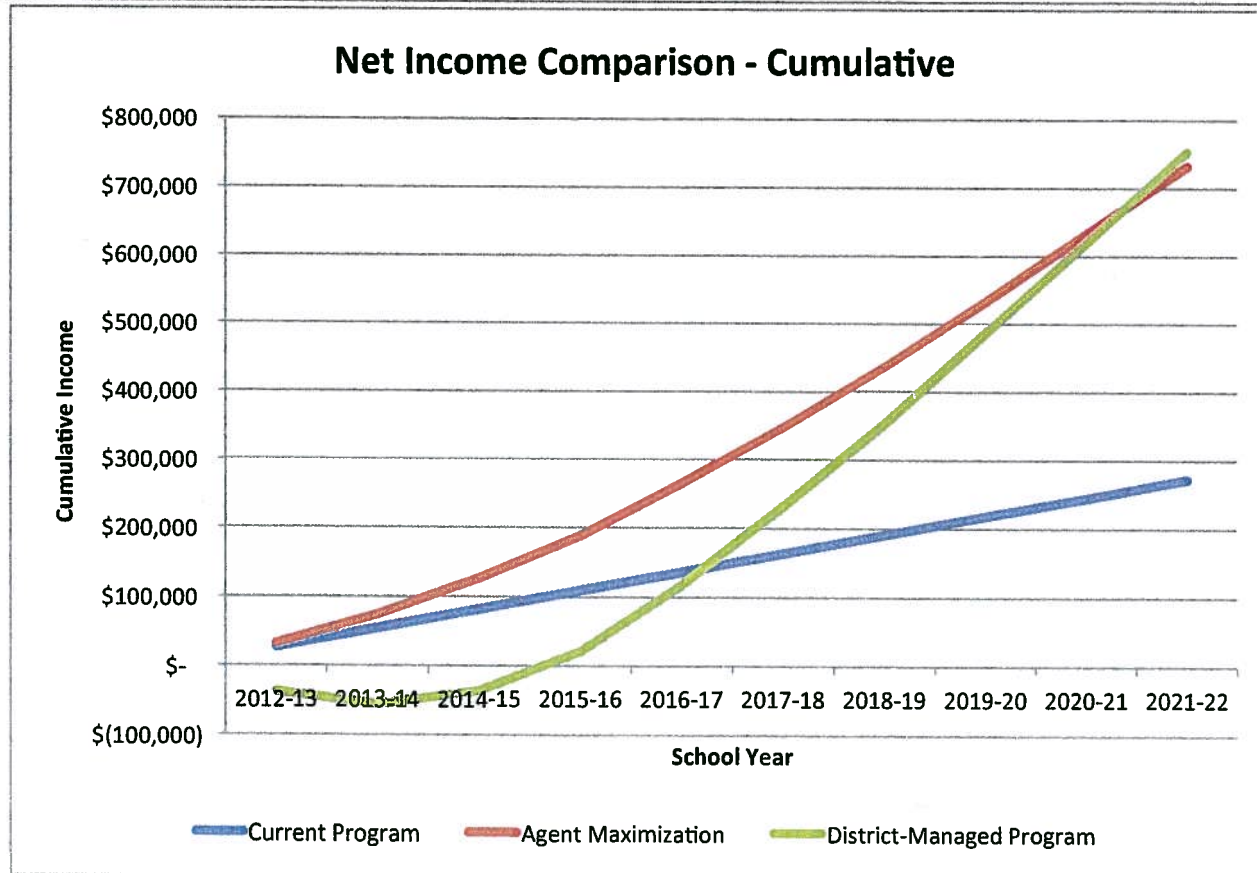
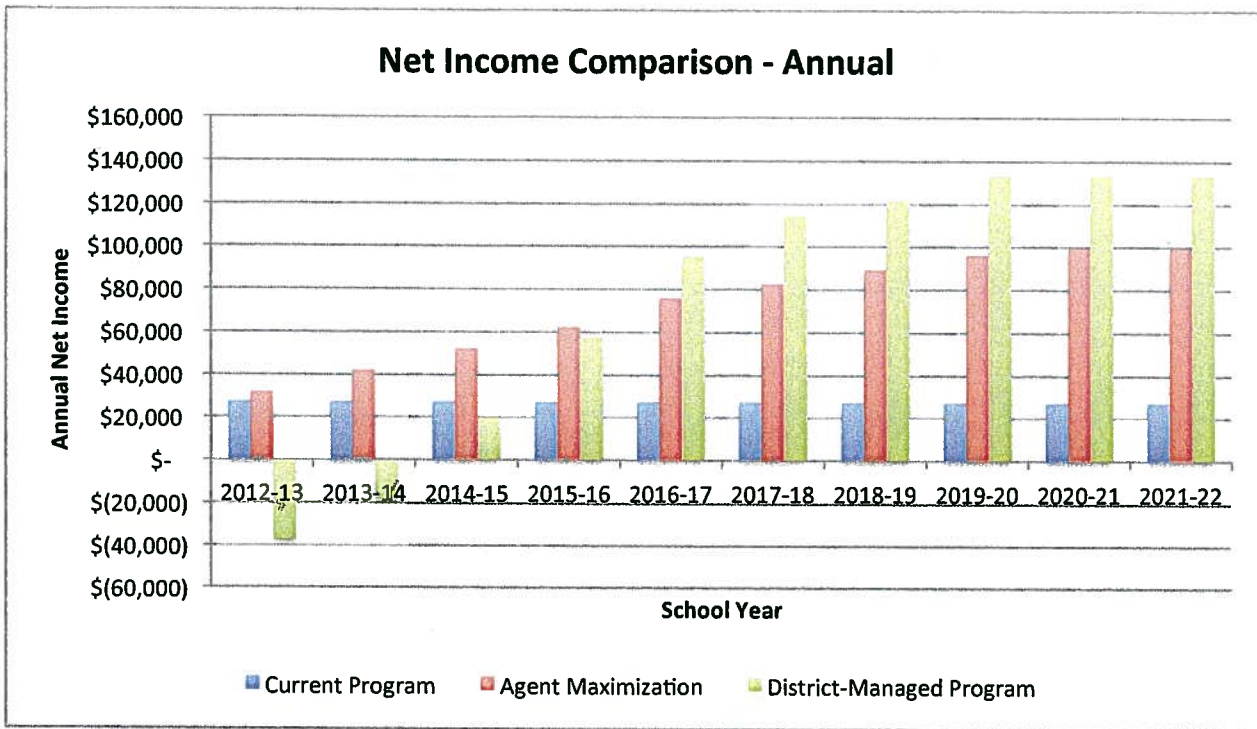
Listed below are four options for operating an international student program:

1. Operate much like we are now using agents/companies to find students, homestays and look after all the details of bringing students to our district. The two companies that we use now are FRIENDS (Jessica Sangster - Gibsons agent) and Muskoka Learning International (Cheryl Lee - North Vancouver agent). There is also a local group starting a company that wants to bring students from China to our district. As they are just starting out, it is unknown how many students they could attract. We would anticipate that each of these agents (being optimistic) could bring in 10 FTE each for a total of 30. We would also look for more agents to get us up to 55 students.

With the aforementioned scenario there is virtually no overhead for the district and limited liability.

2. Hire a part-time person (.5 person who has experience doing this) to supplement option 1 to bring our numbers up to 55. We would then have overhead and liability.
3. Partner with two other small school districts about the size of ours and hire a full time experienced person to work for the three school districts. The target number would still be 55 students for our district.
4. As discussed several years ago, if the homestays would allow for it, we could use a building like the Sechelt Learning Centre to run an international school of approximately four classes (100 students) with an environmental education/outdoor theme. We would have to staff it. The target age group would be grade 11 and 12. Labs and specialty classes could be housed at Chatelech and worked into their timetable. It could be an option for our local students to enroll in this program (at no cost), which would help to increase cross-cultural sharing and improve international student integration. It would take a several years to build the program but it would likely be very successful with marketing made easier due to the specialized course content.

## School District No. 46 (Sunshine Coast) Preliminary International Education Business Case



**School District No. 46  
International Education Proposed Budget  
10-Year Income Projections**

Option A - Existing Agents	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
<b>Expected Attendance:</b>	<b>10</b>	<b>13</b>	<b>16</b>	<b>19</b>	<b>23</b>	<b>25</b>	<b>27</b>	<b>29</b>	<b>30</b>	<b>30</b>
Revenue	\$ 103,000	\$ 133,900	\$ 164,800	\$ 195,700	\$ 236,900	\$ 257,500	\$ 278,100	\$ 298,700	\$ 309,000	\$ 309,000
Variable Expenses	69,140	89,882	110,624	131,366	159,022	172,850	186,678	200,506	207,420	207,420
Contribution Margin	33,860	44,018	54,176	64,334	77,878	84,650	91,422	98,194	101,580	101,580
Fixed Expenses	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Net Income	\$ 31,860	\$ 42,018	\$ 52,176	\$ 62,334	\$ 75,878	\$ 82,650	\$ 89,422	\$ 96,194	\$ 99,580	\$ 99,580

Option B - District Program	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
<b>Expected Attendance:</b>	<b>10</b>	<b>15</b>	<b>25</b>	<b>35</b>	<b>45</b>	<b>50</b>	<b>52</b>	<b>55</b>	<b>55</b>	<b>55</b>
Revenue	\$ 112,000	\$ 168,000	\$ 280,000	\$ 392,000	\$ 504,000	\$ 560,000	\$ 582,400	\$ 616,000	\$ 616,000	\$ 616,000
Variable Expenses	74,140	111,210	185,350	259,490	333,630	370,700	385,528	407,770	407,770	407,770
Contribution Margin	37,860	56,790	94,650	132,510	170,370	189,300	196,872	208,230	208,230	208,230
Fixed Expenses	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
Net Income	\$ (37,140)	\$ (18,210)	\$ 19,650	\$ 57,510	\$ 95,370	\$ 114,300	\$ 121,872	\$ 133,230	\$ 133,230	\$ 133,230

Cumulative Income Comparison										
Current Program vs Option A	\$ 4,590	\$ 19,338	\$ 44,244	\$ 79,308	\$ 127,916	\$ 183,296	\$ 245,448	\$ 314,372	\$ 386,682	\$ 458,992
Current Program vs Option B	\$ (64,410)	\$ (109,890)	\$ (117,510)	\$ (87,270)	\$ (19,170)	\$ 67,860	\$ 162,462	\$ 268,422	\$ 374,382	\$ 480,342
Option A vs Option B	\$ (69,000)	\$ (129,228)	\$ (161,754)	\$ (166,578)	\$ (147,086)	\$ (115,436)	\$ (82,986)	\$ (45,950)	\$ (12,300)	\$ 21,350

**School District No. 46**  
**International Education Proposed Budget**  
**Gross Margins and Target Net Income**

Gross Margin Calculation	2011/12	Option A - Existing Agents	Option B - District Program
<b>Expected Revenue per FTE</b>	\$ 10,000	\$ 10,000	\$ 10,000
Application Fees			100
Medical			800
Activity Fees		300	300
<b>Total Revenue</b>	<b>\$ 10,000</b>	<b>\$ 10,300</b>	<b>\$ 11,200</b>
<b>Variable Expenses</b>			
School Funding	\$ 5,064	\$ 5,064	\$ 5,064
Agency Fees	1,250	1,500	1,500
Activity Costs		300	300
Postage	50	50	50
Medical			500
<b>Total Variable Expenses</b>	<b>\$ 6,364</b>	<b>\$ 6,914</b>	<b>\$ 7,414</b>
<b>Gross Margin Per FTE</b>	<b>\$ 3,636</b>	<b>\$ 3,386</b>	<b>\$ 3,786</b>

Expected Net Income	2011/12	Option A - Existing Agents	Option B - District Program
<b>Expected Attendance (FTE):</b>	<b>7.5</b>	<b>30</b>	<b>55</b>
<b>Revenue</b>	\$ 75,000	\$ 309,000	\$ 616,000
<b>Expenses</b>			
School Staffing	\$ 37,980	\$ 151,920	\$ 278,520
District Staffing			50,000
Agency Fees	9,375	45,000	82,500
Activity Costs	-	9,000	16,500
Postage	375	1,500	2,750
Medical	-	-	27,500
Travel			20,000
General Supplies		2,000	5,000
<b>Total Expenses</b>	<b>47,730</b>	<b>209,420</b>	<b>482,770</b>
<b>Program Net Income</b>	<b>\$ 27,270</b>	<b>\$ 99,580</b>	<b>\$ 133,230</b>

## **School District No. 46 (Sunshine Coast) 2012-13 Budget Development Process**

### **Timeline:**

#### **December:**

- Pre-budget work with the board including:
  - Review of District budget structure
  - Potential budget challenges
  - Budget issue analysis
  - Enrolment forecasts

#### **January**

- Analysis of budget including:
  - Overview of Goals and Objectives and relation to the Strategic Plan
  - Operating budget by function
  - Revenues and expenditures
  - Potential budget pressures
  - Potential cuts

#### **February:**

- Preparation of budget scenarios for discussion with the Board prepared by the Secretary-Treasurer in consultation with the Superintendent

#### **March/April**

- Stakeholder meetings – March (CUPE 801, SCTA, SCPVPA, DPAC)
- Operating Grants announced – March
- Public Consultations – March/April
- Preliminary budget proposals – presentation to the Board – April
- 2011/12 Preliminary Operating Budget to the Board – late April

#### **June**

- Final submission of 2012-13 Operating Budget due June 30, 2012

# Projection Report for Public School Aged Headcount Enrolments (excludes adults)

2010/11

District and Provincial Report



## 46 Sunshine Coast

Year	Kinder-garten	Grade							Elem. Ungr.	Elem. Subtotal	Grade					Sec. Ungr.	Sec. Subtotal	All Grades Subtotal	Home School	Grand Total	Yearly % Change
		1	2	3	4	5	6	7			8	9	10	11	12						
2005	209	194	236	239	292	269	278	307	0	2,024	348	365	430	379	301	24	1,847	3,871	11	3,882	
2006	170	210	206	226	259	289	268	286	0	1,914	317	358	418	386	318	26	1,823	3,737	5	3,742	-3.61%
2007	205	185	216	201	230	256	300	282	0	1,875	286	325	385	403	322	27	1,748	3,623	6	3,629	-3.02%
2008	185	221	198	219	207	236	264	301	0	1,831	299	285	317	381	354	8	1,644	3,475	8	3,483	-4.02%
2009	186	185	214	191	219	212	236	275	0	1,718	315	303	315	326	330	16	1,605	3,323	5	3,328	-4.45%
2010	191	199	191	212	203	233	219	239	0	1,687	281	311	323	305	318	28	1,566	3,253	4	3,257	-2.13%
2011	191	209	185	211	205	212	218	244	0	1,675	263	277	346	302	296	27	1,511	3,186	4	3,190	-2.06%
2012	212	209	194	204	204	214	199	243	0	1,679	268	260	311	321	291	26	1,477	3,156	4	3,160	-0.94%
2013	221	231	193	213	198	212	200	222	0	1,690	267	265	292	292	308	26	1,450	3,140	4	3,144	-0.51%
2014	221	239	212	212	205	204	198	223	0	1,714	243	264	297	275	286	26	1,391	3,105	4	3,109	-1.11%
2015	217	238	219	231	203	211	190	220	0	1,729	245	241	296	278	268	25	1,353	3,082	4	3,086	-0.74%
2016	213	234	218	238	221	209	196	211	0	1,740	241	242	271	277	269	24	1,324	3,064	4	3,068	-0.58%
2017	216	229	214	237	228	228	194	217	0	1,763	231	237	271	255	268	23	1,285	3,048	4	3,052	-0.52%
2018	221	234	211	234	227	235	212	216	0	1,790	238	228	266	254	249	23	1,258	3,048	4	3,052	0.00%
2019	229	240	215	230	224	234	218	235	0	1,825	237	236	257	250	247	22	1,249	3,074	4	3,078	0.85%
2020	236	247	220	234	221	232	218	243	0	1,851	257	234	265	243	244	22	1,265	3,116	4	3,120	1.36%

# Capacities and Projected Enrollments

Sunshine Coast School District

	Official Capacity	Actual		Projected Enrollment														
		2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
<b>Elementary</b>																		
Cedar Grove Elementary																		
Kindergarten	40	26	32	28	31	28	28	27	26	26	26	26	26	25	25	25	25	25
Grades 1-7:	275	173	182	190	196	200	196	200	210	208	204	203	198	196	194	189	189	189
Total	315	199	214	218	227	228	224	227	236	234	230	229	224	221	219	214	214	214
Davis Bay Elementary																		
Kindergarten	20	11	7	8	7	4	7	6	6	6	6	6	6	6	6	6	6	6
Grades 1-5:	95	59	41	40	41	37	35	38	35	32	30	31	30	30	30	30	30	30
Total	115	70	48	48	48	41	42	44	41	38	36	37	36	36	36	36	36	36
Gibsons Elementary																		
Kindergarten	40	32	37	41	40	47	39	41	41	41	41	41	41	41	41	41	41	41
Grades 1-7:	275	261	252	245	252	256	278	273	273	279	283	283	284	278	279	279	279	279
Total	315	293	289	286	292	303	317	314	314	320	324	324	325	319	320	320	320	320
Halfmoon Bay Elementary																		
Kindergarten	40	24	25	26	16	34	21	24	24	27	27	26	26	26	26	26	26	26
Grades 1-7:	175	160	166	161	165	164	172	186	193	203	209	208	221	208	215	219	221	221
Total	215	184	191	187	181	198	193	210	217	230	236	234	247	234	241	245	247	247
Kinnikinnick Elementary																		
Kindergarten	80	12	26	19	20	24	23	25	25	25	25	25	25	25	25	25	25	25
Grades 1-7:	425	205	190	181	173	170	178	174	173	183	186	189	195	198	198	198	198	198
Total	505	217	216	200	193	194	201	199	198	208	211	214	220	223	223	223	223	223
Langdale Elementary																		
Kindergarten	40	16	8	9	7	11	9	11	11	11	11	11	11	11	11	11	11	11
Grades 1-7:	100	94	80	77	72	73	67	68	65	66	67	70	74	74	76	77	77	77
Total	140	110	88	86	79	84	76	79	76	77	78	81	85	85	87	88	88	88

School Year: 2010/2011

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# Capacities and Projected Enrollments

Sunshine Coast School District

	Official Capacity	Actual		Projected Enrollment														
		2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
<b>Elementary</b>																		
Madeira Park Elementary																		
Kindergarten	40	14	11	17	11	16	6	12	11	12	11	12	11	12	11	12	11	12
Grades 1-6:	125	92	99	99	98	92	102	91	88	89	82	82	76	81	81	81	81	81
Total	165	106	110	116	109	108	108	103	99	101	93	94	87	93	92	93	92	93
Roberts Creek Elementary																		
Kindergarten	40	21	17	17	23	19	14	19	17	17	17	17	17	17	17	17	17	17
Grades 1-7:	250	266	268	251	233	222	207	181	172	165	166	165	160	157	161	159	159	159
Total	290	287	285	268	256	241	221	200	189	182	183	182	177	174	178	176	176	176
West Sechelt Elementary																		
Kindergarten	40	26	27	37	31	54	64	61	61	61	61	61	61	61	61	61	61	61
Grades 1-7:	175	174	175	174	193	205	245	285	328	363	398	422	451	458	456	457	457	457
Total	215	200	202	211	224	259	309	346	389	424	459	483	512	519	517	518	518	518
Elementary Total																		
Kindergarten:	400	182	190	202	186	237	211	226	222	226	225	225	224	224	223	224	223	224
Grades Excluding K:	1,925	1,484	1,453	1,418	1,423	1,419	1,480	1,496	1,537	1,588	1,625	1,653	1,689	1,680	1,690	1,689	1,691	1,691
Total:	2,325	1,666	1,643	1,620	1,609	1,656	1,691	1,722	1,759	1,814	1,850	1,878	1,913	1,904	1,913	1,913	1,914	1,915
<b>Secondary</b>																		
Chatelech Secondary																		
Grades 8-12:	950	592	557	531	524	506	472	457	447	422	414	424	427	468	517	539	561	585
Total	950	592	557	531	524	506	472	457	447	422	414	424	427	468	517	539	561	585
Elphinstone Secondary																		
Grades 8-12:	675	683	655	654	638	604	560	552	530	527	518	518	504	511	506	518	527	529
Total	675	683	655	654	638	604	560	552	530	527	518	518	504	511	506	518	527	529
Pender Harbour Secondary																		
Grades 7-12:	200	175	154	124	109	106	93	82	89	84	82	78	81	76	68	69	66	66
Total	200	175	154	124	109	106	93	82	89	84	82	78	81	76	68	69	66	66

School Year: 2010/2011

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## Capacities and Projected Enrollments

Sunshine Coast School District

	Official Capacity	Actual		Projected Enrollment														
		2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
<b>Sunshine Coast Alternate</b>																		
Grades 8-12:	N/A	249	198	212	206	207	206	208	208	208	208	208	208	208	208	208	208	208
Total	N/A	249	198	212	206	207	206	208	208	208	208	208	208	208	208	208	208	208
<b>Secondary Total</b>																		
Grades Excluding K:	1,825	1,699	1,564	1,521	1,477	1,423	1,331	1,299	1,274	1,241	1,222	1,228	1,220	1,263	1,299	1,334	1,362	1,388
Total:	1,825	1,699	1,564	1,521	1,477	1,423	1,331	1,299	1,274	1,241	1,222	1,228	1,220	1,263	1,299	1,334	1,362	1,388
<b>District Total</b>																		
<b>Total All Schools</b>																		
Kindergarten:	400	182	190	202	186	237	211	226	222	226	225	225	224	224	223	224	223	224
Grades Excluding K:	3,750	3,183	3,017	2,939	2,900	2,842	2,811	2,795	2,811	2,829	2,847	2,881	2,909	2,943	2,989	3,023	3,053	3,079
Total:	4,150	3,365	3,207	3,141	3,086	3,079	3,022	3,021	3,033	3,055	3,072	3,106	3,133	3,167	3,212	3,247	3,276	3,303

School Year: 2010/2011

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December 9, 2011

Ref: 150946

To: All Board Chairs  
Boards of Education

As you know, earlier this year, I asked all boards of education, under the umbrella of the British Columbia School Trustees Association (BCSTA), to provide input into the education funding formula. The BCSTA committee collected input from school districts and submitted a report entitled *A Commentary on the Operating Grant Allocation Process*, which made recommendations for changes to the funding formula under the principles of equity, predictability, stability, flexibility and transparency. Those recommendations were received and reviewed within government and the Technical Review Committee.

I am pleased to announce that, in line with those recommendations, government will be introducing changes to the funding formula that will become effective in 2012/13.

First, additional funding will be provided through the operating grant to maintain current CommunityLINK funding levels for all districts while providing additional resources to districts with growing vulnerable student populations. This additional funding will be provided through a new CommunityLINK allocation model based on census and provincial data to ensure that resources are directed where they are needed most. This supplement is intended to start to address funding concerns we've heard from boards of education that have increasing vulnerable student populations. As we move forward in transforming the way education is delivered, a central part of these discussions will be how BC's education system can best support vulnerable student populations.

Second, a new allocation based on student location will be phased in to replace the current transportation supplement. This new allocation model will use school-age population density and enrolment data and will provide support to districts for transporting special needs students. This funding will be incorporated into the Supplement for Unique Geographic Factors and will be recalculated annually based on current enrolment, school locations and population density.

Third, \$1.5 million in funding will be provided to support rural and remote elementary schools with fewer than 75 students that are 40 km from the next school or require travel on unpaved roads.

.../2

Fourth, to provide additional support to small districts, \$3.7 million in funding will be added to the Low Enrolment Factor, increasing it to approximately \$52.8 million to provide \$1.375 million to every district with 2500 or fewer students.

Government is committed to a sustainable funding protection model that provides equity and predictability for all school districts. The BCSTA report recognized that the current level of funding protection was not sustainable or predictable and requested funding protection be phased out and replaced with more equitable and sustainable funding for all school districts. Therefore, beginning 2012/13, districts with declining student populations will be protected to at least 98.5 percent of the previous autumn funding level. This change will provide the additional funding required to support the changes to CommunityLINK, the Transportation supplement, the Small Community Supplement and the Low Enrolment Factor.

I believe these changes are consistent with the recommendations made by the BCSTA and will address many of the important issues with the current formula while providing certainty to school districts. I have asked the Ministry's Resource Management executives to communicate further with school district secretary treasurers over the coming days to discuss these changes further.

Thank you for your participation in this important process and thank you for your ongoing hard work on behalf of students in British Columbia.

Yours truly,

A handwritten signature in blue ink that reads "George Abbott". The signature is written in a cursive, flowing style.

George Abbott  
Minister

pc: All Superintendents of Schools  
All Secretary Treasurers



School District No. 46 (Sunshine Coast)

# Administrative Regulations

## ADMINISTRATION

2710

### PASSPORT TO EDUCATION

The Ministry of Education gives awards to the top students in each of grades 10, 11 and 12. These are in the form of stamps, which are redeemable for tuition credits at post-secondary institutions. They have no cash value. The number of stamps we may award is determined by the Ministry from our September enrollment. Awards are given as follows based on the number of students who are enrolled in five or more courses in one school calendar year in a graded secondary school program:

**Grade 12 (worth \$500):** The calculation will be based on the best five provincially authorized and/or Board Authorized (BAA) courses completed during the student’s Grade 12 year. The calculation will use the final school mark as of June 29<sup>th</sup> (not the blended mark in the case of Provincially Examinable Courses). To earn the passport in Grade 12, the student must receive their Dogwood Certificate or School Leaving Certificate.

**Grade 11 (worth \$250):** The calculation will be based on the best six provincially authorized and/or Board Authorized (BAA) courses completed during the student’s Grade 11 year. The calculation will use the final school mark as of June 29<sup>th</sup> (not the blended mark in the case of Provincially Examinable Courses).

**Grade 10 (worth \$250):** The calculation will be based on the best seven provincially authorized and/or Board Authorized (BAA) courses completed during the student’s Grade 10 year. The calculations will use the final school mark as of June 29<sup>th</sup> (not the blended mark in the case of Provincially Examinable Courses). In addition, eligible students must pass Planning 10.

Further to the above, work habits and/or school community involvement could be used to determine up to 1/3 of the criteria, as per individual school criteria. For students registered in a regular school and a Distance Learning (DL) school in September, the two schools will discuss with each other whether the student in question has met all the criteria (of both schools) before being awarded a stamp by the “School of Record” (priority school for funding).

Page 1 of 1

<b>Date adopted:</b> January 10, 2012 <b>Revised:</b>	<b>Reference:</b>
	<b>Supt. Signature:</b> <i>Patrick Bubing</i>



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

**FACILITIES**

**3600**

**SCHOOL BOARD VEHICLES**

1. All vehicles owned by the district shall be marked “School District No. 46 (Sunshine Coast)”.
2. No passengers shall be carried in district vehicles except for employees, trustees or other authorized persons in the performance of their duties.
3. Vehicles owned by the district shall not be used for private purposes.
4. Vehicles shall be considered for replacement when they reach ten (10) years of age or exceed 200,000 kilometers.
5. Vehicles shall be inspected by a certified government inspection shop once in every twelve (12) months to ensure they meet Motor Vehicle Branch standards. Any deficiencies shall be corrected as soon as possible or the vehicles shall be replaced.
6. Vehicles shall be driven in a safe manner, and operated and maintained according to manufacturer’s specifications

Page 1 of 1

**Date adopted:** January 1996  
**Revised:**

**Reference:**

**Supt. Signature:**