



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

Held on Tuesday, December 8, 2015  
At the School Board Office, Gibsons, B.C.

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**PRESENT:** TRUSTEES: B. Baxter, D. Mewhort, L. Pratt, G. Russell, P. Ruth,  
C. Younghusband, W. Henley (Student Trustee)

**STAFF:** P. Bocking, Superintendent of Schools  
V. White, Director of Instruction  
N. Weswick, Secretary-Treasurer  
E. Reimer, Administrative Assistant (Recording Secretary)

**REGRETS:** Trustee L. Dixon

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**#31. Call to Order**

The meeting was called to order at 7:01 p.m.

Chair Baxter acknowledged that the meeting was taking place on the traditional territory of the Squamish Nation.

**#32. Presentations:**

a. **Celebrating Education: Musical Theatre Group – S. Douglas & T. Kellough**

A number of students involved in the district's musical theatre group, being lead by their Stage Director, Sara Douglas, and supported by their Music Director, Tom Kellough, delighted trustees with a performance of the finale of "*Into the Woods Junior*." The troup's rehearsals take place at 3:00 p.m. on Fridays at Chatelech Secondary School. Public performances are scheduled for 7:00 pm on March 4<sup>th</sup> and 5<sup>th</sup> at Chatelech Secondary Theatre in Sechelt and at 2pm on March 6<sup>th</sup> at the Heritage Theatre in Gibsons.

**#33. Public Question Period**

- There were no questions.

**#34. Adoption of the Agenda**

**MOTION:** Pratt/Ruth

"THAT the agenda of December 8, 2015 be adopted."

Carried.

**#35. Approval of Minutes of Prior Meetings and Receipt of Records of Closed Meetings**

**MOTION:** Pratt/Mewhort

"THAT the minutes of the Regular Meeting of November 10, 2015 and the Record of Closed Meeting of November 10, 2015 be adopted with corrections."

Carried.

#36. Reports

a. Executive Reports

i. Strategic Plan Update:

1. Goal 1.i. – Technology

Superintendent Bocking spoke to his written report and shared information on upgrades to the district's wireless infrastructure. Student Trustee Henley shared student concerns regarding communal desktop computers in the library at Elphinstone Secondary School.

2. Goal 2.e. – Healthy Staff

Director Bishop provided an overview of his written report.

ii. Superintendent's Report

Superintendent Bocking spoke to his written report and drew attention to provincial conversations on how best to support Syrian student refugees, as well as plans for the upcoming non-instructional days on January 4<sup>th</sup> and March 29<sup>th</sup>.

1. Administrative Regulation in Circulation:

a. Regulation 1820 – Student Health

Director White reported that revisions to Regulation 1820 (Student Health) had been discussed at the Education Committee meeting of November 25, 2015. The change was a result of a request from Vancouver Coastal Health to allow for "mature minor" consent in order to administer immunizations when parental consent has not been acquired. While a specific age for "mature minor" consent has not been stipulated in the regulation, Director White clarified that mature minor language would only be considered on a case by case basis for students in grades nine and above.

The amended regulation will be circulating until February 8, 2016 and comments are invited during this period. Additional information on the process can be found at [www.sd46.bc.ca/index.php/regulation](http://www.sd46.bc.ca/index.php/regulation).

2. Administrative Regulation to be Received:

a. Regulation 3350 – Disposal of Surplus Property

Secretary-Treasurer Weswick reported that while no public feedback had been received during the circulation period, further revisions were included in order to provide a definition of fair market value.

**MOTION:** Pratt/Youngusband

"THAT the Board of Education of School District No. 46 (Sunshine Coast) receive Regulation 3350 – Disposal of Surplus Property"

Carried.

iii. Secretary-Treasurer's Report

Secretary-Treasurer Weswick reported that the district has been approved for a routine capital funding grant to optimize direct digital control systems at all sites. The upgrade has significant potential to reduce energy consumption across the district.

1. Routine Capital – District Direct Digital Control (DDC) Upgrade

**MOTION:** Mewhort/Youngusband

“THAT School District No. 46 (Sunshine Coast) Capital Project Bylaw No. 127012, in the amount of \$371,000, be read for a first time.”

Carried.

**MOTION:** Mewhort/Ruth

“THAT School District No. 46 (Sunshine Coast) Capital Project Bylaw No. 127012, in the amount of \$371,000, be read for a second time.”

Carried.

Trustees agreed unanimously to move to a third reading.

**MOTION:** Mewhort/Ruth

“THAT School District No. 46 (Sunshine Coast) Capital Project Bylaw No. 127012, in the amount of \$371,000, be read for a third time, passed and adopted.”

Carried.

2. Madeira Park Elementary – Statutory Right of Way

Secretary-Treasurer Weswick provided information on the terms of an agreement with the SCRCD to designate a portion of land at Madeira Park Elementary School to be used as a walking trail on the east end of the property.

**MOTION:** Pratt/Russell

“THAT School District No. 46 (Sunshine Coast) Disposal of Real Property Bylaw No. 2015-01 (Madeira Park Elementary Statutory Right of Way) be read for a first time.”

Carried.

**MOTION:** Pratt/Russell

“THAT School District No. 46 (Sunshine Coast) Disposal of Real Property Bylaw No. 2015-01 (Madeira Park Elementary Statutory Right of Way) be read for a second time.”

Carried.

Trustees agreed unanimously to move to a third reading.

**MOTION:** Pratt/Russell

“THAT School District No. 46 (Sunshine Coast) Disposal of Real Property Bylaw No. 2015-01 (Madeira Park Elementary Statutory Right of Way) be read for a third time, passed and adopted.”

Carried.

Secretary-Treasurer Weswick reported that the district has received a request for submission to the Carbon Neutral Capital Program. Information will be brought forward to the January board meeting with an opportunity to discuss at the January Operation Committee meeting.

Secretary-Treasurer Weswick indicated that the Ministry for Children and Family Development has announced childcare capital funding opportunities that could provide up to 90% of the capital costs to create childcare spaces. The district is examining the opportunity to determine if there are projects that could be submitted.

3. Larger Cheques Written in the Month of November 2015

The report was submitted as written.

b. Board/Committee Reports

i. Board Report

The report was submitted as written. Chair Baxter highlighted the Sechelt longhouse event, preliminary budget consultations and the recent BCSTA Trustee Academy.

Chair Baxter announced the formation of the Ad Hoc Trustee Honorarium Stipend Committee, as per policy. Trustees appointed to the committee are Dave Mewhort, Lori Pratt and Pammila Ruth (Chair). The committee will provide a recommendation to the board no later than the March regular meeting.

1. Strategic Plan: Inclusion

Board reports will feature strategic plan values. Chair Baxter invited submissions from trustees on their interpretation of board values.

2. Student Trustee/DSLIT Report

Student Trustee Henley spoke to his written report and shared plans for the upcoming student conference at Elphinstone Secondary School.

3. BCSTA AGM and Provincial Council Motions

Trustee Mewhort requested feedback from trustees on the key questions being posed by BCSTA Provincial Council regarding audits and their implication for boards of education. Trustees engaged in a discussion.

**MOTION:** Mewhort/Russell

“To gather information on audits, distribute and have a conversation at the January board meeting.”

**AMENDMENT:** Pratt/Younghusband

“To gather information on audits, distribute and have a conversation at the January Committee of the Whole.”

Carried as amended.

4. BCPSEA AGM Motions

Trustee Younghusband provided a verbal report on the upcoming BCPSEA AGM on January 29<sup>th</sup>.

5. DPAC Report

The report was submitted as written.

ii. Committee of the Whole Notes – November 24, 2015

The notes were submitted as written.

Chair Baxter spoke to a recommendation from the committee to provide feedback on barriers in the Freedom of Information and Protection of Privacy Act that are problematic to school districts.

Trustee Russell excused himself from the meeting due to illness.

**MOTION:** Younghusband/Ruth

“THAT the Board of Education of School District No. 46 (Sunshine Coast) provide feedback to the Special Committee to Review the Freedom of Information and Protection of Privacy Act on issues affecting the school district.”

Carried.

A request was heard to bring the board’s feedback to the January regular meeting for consideration as a late motion to BCSTA Provincial Council.

iii. Operations Committee Notes – November 26, 2015

The notes were submitted as written.

iv. Education Committee Notes – November 25, 2015

Trustee Younghusband spoke to the notes and shared that future discussion on district awards will take place at a future committee of the whole, with a focus on community acknowledgement.

v. Policy Committee Notes – November 24, 2015

Vice-Chair Pratt spoke to the meeting notes.

**MOTION:** Pratt/Younghusband

“THAT the Board of Education of School District No. 46 (Sunshine Coast) update Policy 5 (Role of Board Committees) as follows:

**5 ROLE OF BOARD COMMITTEES**

*The Board may meet as a Committee of the Whole and will appoint Standing Committees and Ad Hoc Committees to help carry out its governance responsibilities in accordance with its Procedural Bylaw. Consequently, committees:*

- 5.1 Are constituted to directly assist the Board by preparing policy alternatives, considering implications and recommending possible actions to be taken by the Board.*
- 5.2 Shall not interfere with the wholeness of the Board’s job, nor speak or act for the Board except when formally given such authority for specific, time-limited purposes.*
- 5.3 Shall operate within the Terms of Reference approved by the Board, except when given other assignments by Board motion.*
- 5.4 Shall have their agendas managed by Committee chairs. Every item must be assigned by the Board’s agenda setting process and approved by the Board.*
- 5.5 Should provide a means of receiving stakeholder/community input, when appropriate, in an open, inviting and efficient manner.*
- 5.6 May serve as venues for staff, external or trustee presentations, within each committee’s Terms of Reference.*

5.8 *Shall include but not be limited to:*

(i) *Education Standing Committee*

*Terms of Reference: The Education Committee shall discuss educational opportunities and challenges; review and consider the governance of issues including curriculum; programs; education policy; student assessment; and student achievement.*

(ii) *Operations Standing Committee*

*Terms of Reference: The Operations Standing Committee shall discuss, review and make recommendations on governance issues including the annual budget consultation and development; the long range facilities plan and policies on facility use; personnel; sustainability policies; and transportation services. Local government land-use and planning referrals will be reviewed when community consultation is needed and timeframe for feedback permits.*

(iii) *Policy Standing Committee*

*Terms of Reference: The Policy Standing Committee shall review existing policies and consider amendments or new policies to enhance the effectiveness of Board governance.*

(iv) *Superintendent Evaluation Committee*

*Terms of Reference: The Superintendent Evaluation Committee shall be responsible for promoting professional growth and development through ongoing dialogue with the Superintendent, providing opportunities for reflection and collaboration. The Committee shall be chaired by the Board Chair, and will include all trustees. Its meetings, called in coordination with the Superintendent Evaluation Cycle, will be Closed Sessions due to personnel matters.*

(v) *Trustee Honorarium Ad-Hoc Committee*

*Terms of Reference: At the beginning of the second year of each Board's term, the Chair will strike an Ad Hoc committee to review trustee honorariums and the committee shall bring recommendations to the Board on or before the regular Board meeting in March of that year.*

(vi) *Committee of the Whole*

*Terms of Reference: The Committee of the Whole shall consider board orientation and evaluation; review the Governance section of board policies and bylaws; strategic planning and public consultation; appeals bylaw review and review school calendar and school growth plans each year. The Committee of the Whole shall act as the Audit committee for the school district. The Committee of the Whole is also the forum where the Board as a whole may discuss emerging issues in the structure and planning of provincial education and educational organizations and authorities, e.g.: BCPSEA, BCSTA or Ministry of Education consultations or initiatives.”*

Carried.

**MOTION:** Pratt/Ruth  
“TO receive the reports.”

Carried.

#37. Correspondence

a. L. and M. Braun – Roberts Creek Elementary Bus Drop Off and Pick Up

Secretary-Treasurer Weswick reported that the request to move the school bus drop off and pick up location was considered at a recent meeting attended by Roberts Creek Elementary School Principal, Christa Rive; Manager of Facilities, Rob Collison; and Ministry of Transportation representatives. Thirdwave Bus Service was also consulted. All parties agree that in order to prevent further congestion in the parent pick up area, there should be no change to the busing pick up/drop off areas. It was acknowledged that short delays might occur under the current arrangement, however those delays are necessary in order to maximize student safety.

**MOTION:** Pratt/Younghusband

“TO receive the correspondence.”

Carried.

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

- A suggestion was heard that the longhouse professional development opportunity would be valuable to CUPE staff.
- A question was posed as to how the Non-Instructional Days (NID) would affect Educational Assistants and their eligibility for statutory holiday pay. Secretary-Treasurer Weswick indicated that the NID dates would be treated as any other professional day for CUPE staff and standard contract language will be in effect.
- A member of the press asked who could provide feedback on the student health regulation. Chair Baxter reported that feedback is invited from the public and indicated that further information on the process is available on the district’s website.

#39. Next Meeting

The next public board meeting will be held on January 12, 2016. Trustees reviewed committee agendas.

**MOTION:** Ruth/Pratt

“TO approve the committee agendas.”

Carried.

#40. Board Elections

a. Board Chair

Secretary-Treasurer Weswick assumed the role of chair for the purpose of the election of the board chair.

Nominations were called for Board Chair. A nomination was received for Trustee Baxter. Seeing no further nominations, and upon accepting the nomination, Trustee Baxter was acclaimed to the position of Board Chair and assumed the role of chair for the remainder of the elections.

b. Vice-Chair

Nominations were called for the role of Vice-Chair. A nomination was received for Trustee Pratt. Seeing no further nominations, and upon accepting the nomination, Trustee Pratt was acclaimed to the position of Vice-Chair.

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

Nominations were called for the role of BCPSEA Trustee Representative. A nomination was received for Trustee Younghusband. Seeing no further nominations, and upon accepting the nomination, Trustee Younghusband was acclaimed to the position of BCPSEA Trustee Representative.

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

Nominations were called for the role of BCSTA Provincial Council Representative. A nomination was received for Trustee Mewhort. Seeing no further nominations, and upon accepting the nomination, Trustee Mewhort was acclaimed to the position of BCSTA Provincial Council Representative.

#41. Adjournment

**MOTION:** Pratt/Mewhort

The meeting adjourned at 8:28 p.m.

Carried.



Chair



Secretary-Treasurer