



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

Held on Wednesday, September 14, 2016  
At the School Board Office, Gibsons, B.C.

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PRESENT: TRUSTEES: B. Baxter (Chair), L. Pratt (Vice-Chair), L. Dixon, D. Mewhort,  
P. Ruth, C. Younghusband  
STAFF: P. Bocking, Superintendent of Schools  
P. Bishop, Director of Instruction  
V. White, Director of Instruction  
N. Weswick, Secretary-Treasurer  
E. Reimer, Executive Assistant (Recording Secretary)

REGRETS: Trustee G. Russell

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#1. Call to Order

The meeting was called to order at 6:59 p.m.

Chair Baxter acknowledged that the meeting was taking place on the traditional territory of the Squamish Nation and welcomed those in attendance.

#2. Presentations:

a. Celebrating Education: Getting Schools Ready for Learning

Secretary-Treasurer Weswick shared information on work performed by custodial and maintenance staff over the summer months. Custodial staff completed a deep clean at all sites leaving school sites ready for students return. Several maintenance projects were completed including the replacement of windows at Langdale Elementary and renovations to the counselling area and art room at Elphinstone Secondary School. Director Bishop provided information on how the ongoing renovation of the Elphinstone library would enhance the learning environment through the creation of learning commons.

#3. Public Question Period

- There were no questions.

#4. Adoption of the Agenda

**MOTION:** Pratt/Mewhort

“THAT the agenda of September 14, 2016 be adopted.”

Carried.

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

**MOTION:** Ruth/Pratt

“THAT the minutes of the Regular Meeting of June 14, 2016, the Special Meeting of July 5, 2016, the Record of Closed Meeting of June 14, 2016 and the Record of the Special Closed Meeting of June 21, 2016 be adopted.”

Carried.

#6. Reports

a. Executive Reports

i. Superintendent's Report

Superintendent Bocking spoke to his written report and highlighted that:

- Roberts Creek Elementary teacher, Michelle Lillyana, has co-authored a book entitled “*Awakening Joys for Kids*”,
- Music Teachers Sara Douglas and Tom Kellough will lead a musical theatre group for a second year. Students will perform the Gilbert and Sullivan production of *Pirates of the Penzance*,
- A new “walking field trip” notice is being used at all schools to enable and support environmental education opportunities in the local area,
- International students visiting from Korea attending an international school in Osaka, Japan are taking part in a short-term cultural exchange.

Trustee Ruth shared parent concerns regarding the wording of field trip permission forms. Director Bishop shared information on an upcoming conference in China that he and Principal Brisebois plan to attend.

1. Administrative Regulation to be Received

a. Regulation 3550 – Rental of School Facilities

Secretary-Treasurer Weswick reported that the revised regulation has completed the circulation phase and highlighted significant changes:

- Access to gyms at Elphinstone Secondary and Chatelech Secondary is now aligned.
- Change to priorities for use to align with the proposed Joint-Use Agreement.
- Removed redundant language and clarified booking priority for minor ball, eliminating the need for regulation 3900 (Use of School Playing Fields).
- Rate increase for custodial coverage for events that take place when a custodian is not typically working.
- Rate increases for gyms and food rooms.
- Booking fees and rental rates are listed in a separate document.

2. Administrative Regulations to be Repealed

a. Regulation 3900 – Use of School Playing Fields

The regulation was repealed due to clarified processes being included in the Rental of School Facilities Regulation.

b. Regulation 5700 – Salaries and Benefits for Non-Union Staff

The regulation was repealed due to ministry changes relating to compensation for exempt employees.

ii. Secretary-Treasurer's Report

Secretary-Treasurer Weswick spoke to his written report and highlighted new guidelines relating to utilization and school capacity in the updated capital plan requirements. Trustees discussed changes to the capital plan requirements and requested information from prior seismic mitigation reports. Secretary-Treasurer Weswick indicated that all schools requiring structural seismic mitigation have been remediated.

1. Audited Financial Statements

Secretary-Treasurer Weswick reported back on the results of the financial audit and detailed changes to the restricted and unrestricted surpluses. It was noted that changes to the unrestricted surplus allocation process have been positively received and allow schools more latitude in planning.

Richard Wilson of TCG Chartered Accountants provided additional information on the results of the audit and shared that no significant deficiencies were reported.

**MOTION:** Mewhort/Pratt

“THAT the Board of Education of School District No. 46 (Sunshine Coast) approve the 2015-16 Audited Financial Statements”

Carried.

iii. Information Items:

1. Larger Cheques Written in the Month of June, July and August 2016

The report was submitted as written.

b. Board/Committee Reports

The report submitted as written.

1. BCSTA Provincial Council

Trustee Mewhort clarified the requirements for motions to BCSTA Provincial Council.

2. BCPSEA Report

Trustee Younghusband invited feedback and input to for the upcoming BCPSEA advisory committee meeting on October 3.

ii. Committee of the Whole – June 21, 2016

The notes were submitted as written.

iii. Operations Committee – June 16, 2016

The notes were submitted as written.

iv. Education Committee Notes – June 20, 2016

The notes were submitted as written.

**MOTION:** Mewhort/Ruth

“TO receive the reports.”

Carried.

#7. Correspondence

- a. M. Nielsen (MOAE) – *Open the Doors* / Adult Basic Education (Ref: 102299)
- b. Min. Bernier – Administrative Savings and Budget Pressures (Ref: 188078)
- c. Min. Bernier – Rural Education Enhancement Funding (Ref: 188843)

**MOTION:** Pratt/Ruth

“TO receive the correspondence.”

Carried.

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

- A member of the audience requested additional information on the new career coordinator position. Director Bishop clarified that the coordinator would replace the previous careers facilitator position.
- A member of the press asked for information on costs for the renovations at Elphinstone Secondary. Secretary-Treasurer Weswick provided a response, reporting that the Annual Facilities Grant for the project totals approximately \$300,000.
- A member of the press asked if the new Transportation Funding would be used to maintain routes in the Pender Harbour Area. Chair Baxter reported that an application for the funding would be made in September and that consultation on the use of those funds would be part of the amended budget process.
- A member of the public speculated if the reduction in sick leave, reported in the Financial Audit presentation, correlated with a lack of availability of replacements for support staff. Secretary-Treasurer Weswick replied that some of the cost savings are more likely attributed to reduced illness rather than a lack of replacement for support staff.

#9. Next Meeting

The next public board meeting will be held on October 12, 2016.

**MOTION:** Pratt/Mewhort

“TO approve the committee agendas as presented.”

Carried.

#10. Adjournment

**MOTION:** Mewhort/Ruth

The meeting adjourned at 8:17 p.m.

Carried.



Chair



Secretary-Treasurer