



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

Held on Wednesday, November 9, 2016  
At the School Board Office, Gibsons, B.C.

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PRESENT: TRUSTEES: B. Baxter (Chair), L. Pratt (Vice-Chair), L. Dixon, G. Russell, P. Ruth,  
C. Younghusband, M. Haines (Student Trustee)

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

REGRETS: D. Mewhort, Trustee; P. Bishop, Director of Instruction

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#20. Call to Order

The meeting was called to order at 7:00 p.m.

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

#21. Celebrating Education:

Teachers Empowering Teachers through Technology – S. Magnussen and S. Bisbee  
Special Education Technology Coordinator, Sandy Magnussen, and Roberts Creek  
Elementary Teacher, Sylvia Bisbee, shared information on the Teachers Empowering  
Teachers through Technology (TETT) program. Currently, there are 11 teachers taking part  
in the project from nine elementary schools. These teachers are provided with release time  
to join other teachers in their schools to support them during class time in the integration of  
new technologies and applications. TETT teachers provide support and help to address  
issues collaboratively with their colleagues.

#22. Public Question Period

- There were no questions.

#23. Adoption of the Agenda

**MOTION:** Ruth/Pratt

“THAT the agenda of November 9, 2016 be adopted.”

Carried.

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

**MOTION:** Russell/Ruth

“THAT the minutes of the Regular Meeting of October 12, 2016 be adopted as presented and the Record of the Closed Meeting of October 12, 2016 be adopted with changes.”

Trustee Russell’s declaration of a conflict of interest will be noted in the October 12, 2016 Record of Closed Meeting.

Carried.

#25. Reports

a. Executive Reports

i. Strategic Plan Update:

1. Goal 1.b. / 2.b. – Reading / Reading Teachers

Superintendent Bocking shared two pieces of student writing from the Coastal Voices anthology and highlighted current projects that support reading in the district.

2. Goal 2.j – Sustainable Practices

Secretary-Treasurer Weswick reported that the district had received funding from the ministry to replace the boiler at Langdale Elementary School and shared information on savings relating to energy reductions due to maintenance upgrades. Trustees requested the dollar value of energy savings be provided at a future meeting.

ii. Superintendent’s Report

Superintendent Bocking spoke to his written report and responded to queries from trustees.

1. Learning Improvement Fund (LIF) Final Allocations

Director White provided information on the distribution of LIF funds for the 2016/17 school year.

2. Administrative Regulations in Circulation (until January 9, 2016):

a. Regulation 4450 – Purchasing

Secretary-Treasurer Weswick indicated revisions had been reviewed at the October Operations Committee meeting and summarized changes to the regulation.

iii. Secretary-Treasurer’s Report

1. Long Range Facilities Plan

Secretary-Treasurer Weswick reported that the plan, which had been discussed at the September Operations Committee meeting, was representative of the district’s needs and met the requirements of the Ministry of Education.

**MOTION:** Russell/Pratt

“THAT Board of Education of School District No. 46 (Sunshine Coast) approve the Long Range Facilities Plan, as presented.”

Carried.

iv. Information Items:

1. Larger Cheques Written in the Month of October 2016

The report was submitted as written.

b. Board/Committee Reports

i. Board Report

The report submitted as written.

1. Ad Hoc Community Celebration Notes – October 4, 2016

Chair Baxter reported that the committee would meet in coming weeks to debrief on the event and make recommendations for future celebrations.

2. BCSTA Report

Trustee Ruth reported back on a recent Provincial Council meeting that she had attended in Trustee Mewhort’s place.

3. BCPSEA Report

Trustee Younghusband reported back on the two-day BCPSEA Symposium.

4. Student Trustee Report

Student Trustee Haines reported that DSLT meetings would rotate to each of the secondary schools to allow students an opportunity to see first hand how each secondary school operates. The DSLT plans to host a district talent show competition. Information was shared on an upcoming dodge ball tournament at Chatelech Secondary.

ii. Committee of the Whole – October 25, 2016

The notes were submitted as written.

iii. Policy Committee Notes – October 25, 2016

Trustee Pratt spoke to recommendations included in the meeting notes.

**MOTION:** Pratt/Ruth

“That the following new policy be created:

*21. District Email Policy*

*As per the Freedom of Information and Protection of Privacy Act (FIPPA), all district employees, including trustees, are expected to use school district email accounts for school district business."*

Carried.

**MOTION:** Pratt/Russell

"That the following new policy be created:

*23. Whistle Blower Protection*

*The Board of Education ("Board") is strongly committed to upholding ethical standards in the School District and will foster and maintain an environment where employees can work safely and appropriately without fear of retaliation. All employees, and others performing work on behalf of the School District, are expected to conduct themselves in a professional manner, adhere to applicable laws and Board Policies and Procedures that apply to their work activities in addition to demonstrating ethical behavior in all their decisions and interactions.*

*23.1 The Board expects employees, and others that we deal with, who have serious concerns about any aspect of the School District's operations with respect to potential evidence of wrongdoing, to come forward and voice those concerns.*

*23.2 The responsibility for the day-to-day administration and enforcement of this Policy rests with the Superintendent of Schools as authorized by the Board of Education. If a concern is regarding the Superintendent, the report shall be made directly to the chair of the board.*

*23.4 The provisions of this Policy are independent of, and supplemental to, the provisions of collective agreements between the School District and its Unions relative to grievance procedures and to any other terms and conditions of employment.*

*23.5 It is a violation of the Policy for anyone to knowingly make a false complaint of wrongdoing or to provide false information about a complaint. Individuals who violate this Policy are subject to disciplinary and/or corrective action, up to and including termination of employment."*

Carried.

iv. Operations Committee – October 20, 2016

The notes were submitted as written.

1. Joint-Use Agreement

Trustees discussed the Joint-Use Agreement and noted that the priority for use, as described in the agreement, doesn't acknowledge agreements with community schools. Trustees requested that the minutes reflect that the board would consider community school bookings for students as school activities, thereby giving them the same priority as school use.

**MOTION:** Pratt/Ruth

"THAT Board of Education of School District No. 46 (Sunshine Coast) approve the Joint-Use Agreement, as presented."

Carried.

v. Education Committee Notes – October 24, 2016

The notes were submitted as written. Superintendent Bocking clarified that the district uses the ministry developed report cards for students in grades 8-12 and would only require board approval for the locally developed report cards for students in grades K-7.

**MOTION:** Younghusband/Ruth

"THAT Board of Education of School District No. 46 (Sunshine Coast) approve the reports cards for option A and B, as presented."

Carried.

**MOTION:** Russell/Pratt

"TO receive the reports."

Carried.

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

- Appreciation was given for SSLIF discussions with CUPE members.
- Clarification was sought on when the district appointed their first student trustee.
- Spelling errors were noted on pages 14, 24 and 34 of the Long Range Facilities Plan.

#27. Next Meeting

The next public board meeting will be held on December 7, 2016.

**MOTION:** Pratt/Russell

"TO approve the committee agendas, as presented"

Carried.

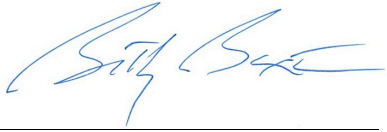
#28. Adjournment

Chair Baxter expressed the sympathy of the board in the recent passing of Celia Fisher. A letter of condolence will be delivered to the family on behalf of the board.

**MOTION:** Pratt/Ruth

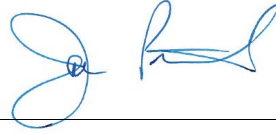
The meeting adjourned at 8:55 p.m.

Carried.



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Chair



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Secretary-Treasurer