

SCHOOL DISTRICT NO. 46 (SUNSHINE COAST)

REGULAR MEETING AGENDA

Tuesday, January 12, 2010 at 7:00 p.m.
at the School Board Office - Gibsons, B.C.

1. Call to Order
2. Presentation (10 minutes in total)
“Museum School and Literacy – a good match”
Gillian Kydd and Kimiko Hawkes, Manager of Sunshine Coast Museum
3. Public Question Period (10 minutes in total)
4. Adoption of the Agenda
5. Approval of Minutes of Prior Meetings and Receipt of Record of Closed Meetings
Pg. 3 (a) Regular Meeting - December 15, 2009 (attachment)
Pg. 10 (b) Record of Closed - December 15, 2009 (attachment)
6. Reports
Pg. 11 (a) Executive Report (attachments)
Pg. 17-25 (b) Chair’s Report (attachments)
Pg. 26 (c) Board/Committee Reports (attachment)
1. Facilities and Finance Committee Notes – December 15, 2009
2. Strategic Planning
7. Correspondence
Pg. 28 (a) Sheila Pither, BCRTA President – Letter (attachment)
Pg. 30 (b) Anne Tower, Vice-President, Programs – Junior Achievement – Letter (attachment)
Pg. 33-43 (c) Earth Hour – World Wildlife Fund (attachment)
Pg. 44 (d) Rose McNevin – Letter (attachment)
Pg. 47 (e) Stephen Hansen, BCSTA – Notice (attachment)
8. New Business
(a) Notice of Motion
Trustee Russell requests:

“That a bylaw to close Davis Bay Elementary School in Sechelt, commencing September 2010, be read for a first and second time at the January 12, 2010 Regular Board Meeting.”

(b) Motions
Pg. 48 1. Closure of Sechelt Elementary School (Bylaw)
Pg. 49 2. Closure of Davis Bay Elementary School (Bylaw)

(c) Receiving Public Meeting notes of December 1, 2009 and December 8, 2009.

(d) Administrative Regulations – for approval (attachments)
Pg. 50 1. Environmental Sustainability - 3380

Pg. 51	2. Distant Education/Distributed Learning – 2350
Pg. 52	3. Research Studies in Sunshine Coast Schools – 1735
Pg. 54	4. Single/Split Family Information – 1808
Pg. 55	5. Student/Parent Appeal Process – 1840
Pg. 59	6. Distribution of Union Material – 1360
Pg. 60	7. Purchasing – 4700
Pg. 65	8. Conflict of Interest - 5800
	(b) Administrative Regulation - for circulation (<i>attachments</i>)
Pg. 70	1. Coaching - 2280
Pg. 72	2. Cell Phone Usage

(b) Questions and Enquiries from the public relating to the Board Meeting

10. Next Meeting

12. Adjournment

COMMITTEE MEETINGS
2009 – 2010
School Board Office – Gibsons, B.C.

DATE	EDUCATION COMMITTEE 1:00 PM – 3:00 PM	FACILITIES AND FINANCE COMMITTEE 1:30 PM – 3:30 PM **	POLICY COMMITTEE 1:00 PM – 3:00 PM
January	TBA	Cancelled	TBA
February	22	9	16
March	29	16	23
April	26	13	20

**Dependent on Closed Meeting time.

Agendas for Upcoming Meetings:

Education Committee - TBA

Policy Committee - TBA

**MINUTES OF THE REGULAR MEETING OF THE
SUNSHINE COAST BOARD OF EDUCATION (SCHOOL DISTRICT NO. 46)
Held on Tuesday, December 15, 2009 at 7:00 P.M.,
At Chatelech Secondary School, 5904 Cowrie Street, Sechelt, B.C. V0N 3A0**

PRESENT: TRUSTEES: S. White, Chair; K. Sinnott, Vice-Chair; F. Heppell;
J. Scott; L. Fielding; D. Mewhort; G. Russell

STAFF: D. Palmer, Superintendent of Schools
D. Hierck, Assistant Superintendent of Schools
D. Ready, Secretary-Treasurer
C. McPhedran, Confidential Secretary

#34 Call to Order

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

Chair White welcomed the audience and acknowledged that the meeting was taking place on the traditional territories of the Sechelt Nation.

#35 Public Question Period (10 minutes in total)

An audience member asked if the three schools were to amalgamate as one at Kinnikinnick, what busing arrangements would be made in the case of emergencies? She noted that with the distance and lack of public transit, it would be difficult to reach the children quickly.

Chair White said this would all be looked at if it became an issue, and that it currently does not come up as a problem at Kinnikinnick.

#36 Adoption of the Agenda

MOTION: Russell/Fielding

“That the agenda be adopted as circulated.”

Carried.

#37 Approval of Minutes of Prior Meetings

MOTION: Mewhort/Sinnott

“That the minutes of the Regular Meeting of November 10, 2009 and Record of the Closed Meeting of November 10, 2009 be adopted as circulated.”

Carried.

#38 Reports

(a) Executive Report:

In addition to the information items included in the report provided in the agenda, the following topics were reviewed:

- (1) Cheques issued for the month of November 2009.
- (2) Expenditures by Object as at November 30, 2009.

Secretary-Treasurer Ready reviewed the report, stating that the figures were very close to the projected numbers. She noted that the Long-Term and Short-Term Sick accounts are higher than expected and may be attributed to the H1N1 illnesses.

ACTION ITEMS:

- (1) Superintendent's Report on Student Achievement.

Superintendent Palmer reviewed the report and explained what it pertains to.

MOTION: Russell/Mewhort

"That the board accepts the Superintendent's Report on Student Achievement as presented."

Carried.

- (b) Chairs Report

Chair White reviewed his report mentioning the BCPSEA meetings and the BCSTA Learning Academy that the trustees attended. He also reported that School District No. 46 (Sunshine Coast) had been singled out at the workshop for our new Values Statement.

Chair White reviewed the request for a first and second reading of changes to Bylaw 7.2.

- (1) MOTION: Mewhort/Sinnott

"That the motion to amend Bylaw 7.2 as follows be read for a first time."

Amend Bylaw 7.2 by removing "at the meeting prior to first reading and"

FROM: 7.2 Written notice of intention to propose a bylaw shall be given at the meeting prior to first reading and in the notice of the meeting where the bylaw is to be proposed.

TO: 7.2 Written notice of intention to propose a bylaw shall be given in the notice of the meeting where the bylaw is to be proposed.

Carried.

- (2) MOTION: Mewhort/Sinnott

"That the motion to amend Bylaw 7.2 be read for a second time."

Carried.

The board agreed unanimously that the motion to amend Bylaw 7.2 proceed to a third reading.

(3) MOTION: Mewhort/Sinnott

“That the motion to amend Bylaw 7.2 be read for a third time, passed and adopted.”

Carried.

(3) MOTION: Mewhort/Scott

“Move that an Ad Hoc Committee be struck to review local and provincial policies on school attendance (catchment) areas / cross boundary transfers and report back to the board with recommendation or options for our February public meeting.”

Carried.

(c) Committee Reports:

(1) Education Committee – November 23, 2009

MOTION: Scott/Russell

“That the recognition awards be referred to senior management for recommendations.”

Carried.

(2) International Education Committee – November 9, 2009

As presented.

(3) Trustee Russell’s Report

Trustee Russell reviewed his report and also mentioned the Change Wars Conference. He was very impressed with the speakers.

(4) Trustee Fielding’s Report

Trustee Fielding reported on the recent District Parent Advisory Committee (DPAC) meeting, which was well attended from all groups in the district. She said this was a great movement with Sharon MacKenzie at the helm. She thanked all those that were involved and mentioned that there had been very positive feedback.

(5) Strategic Plan Update

MOTION: Mewhort/Heppell

“That the reports be received.”

Carried.

#39 Correspondence

- (a) John Les, Select Standing Committee on Finance and Government Services – letter
- (b) Margaret MacDiarmid, Minister of Education – letter.

- (c) Tom Pinfold, President Sechelt Rotary – letter.
- (d) Jakob Knaus, B.C. Ferries Student Fares – letter.
- (e) Jan Williams, My dream for the Caren – letter.

MOTION: Mewhort/Sinnott

“That the correspondence be received.”

Carried.

#40 New Business – Committee of the Whole

MOTION: Mewhort/Scott

“That the meeting would move to Committee of the Whole.”

Carried.

(a) Report on Consultation Process

Chair White stated that at the two public meetings, which were well attended, the board was given the chance to hear diverse opinions from people representing all three schools. He said the board appreciated the written feedback that was received prior to the deadline of December 10, 2009 and explained that this would not be made public due to respect for confidentiality.

Trustee Mewhort reported that over 50 consultative meetings had taken place in regards to this subject at which time Gibsons and Pender Harbour had been resolved but Sechelt had not. When the ‘Engaging the Community’ Committee was formed this fall, it was an attempt for real consultation. During the long process, it was obvious that because of West Sechelt’s high enrolment it would be left out of the mix. In his opinion, although Davis Bay Elementary should be left alone, the existing problem cannot be ignored.

Trustee Mewhort said that during the consultations, five to one speakers wanted Davis Bay to remain open. He felt that the savings from closing Davis Bay would be much less when you factor in busing costs and the loss of the ‘small school’ grant. He acknowledged that financially it may not be the wisest choice, but the community clearly wants this school.

Trustee Russell stated that he had a different take on the scenario. He focused on the educational benefits. He said that these benefits were considered when the Superintendent developed the criteria. After reviewing the letters from the public he is aware of the large support from Davis Bay parents but he also had to look at the financial aspects. Administrations time for principals in these smaller schools is limited and they are not able to do their jobs, as they should, and it becomes a real challenge. He went on to say that the operating budget to keep these smaller schools open would not be available next year and he worries what will be lost due to financial pressures if the schools are not combined. Trustee Russell acknowledged that Kinnikinnick is equipped for special needs and he is in favour of consolidating the three schools into this one location. He does not consider a school of 300 students to be large. He stated again that he is focusing on what can be offered educationally to these students.

Trustee Sinnott thanked all those who gave input. He said that it was difficult and sad to make a decision and at times it seemed like a competition. He considered the pros and cons that were given and realized that a decision had to be made. In order to come to this

decision, he looked at many aspects. He really heard the Davis Bay folks. He believes that people move to these small areas for a purpose and acknowledged that there is a community to think about. Davis Bay is what it is. With a few more kids attending Davis Bay from the run off, it could be close to capacity. He also considered the busing costs and possible changes in the catchment areas. Although there is history with Sechelt Elementary, he stated that Sechelt is not functional for students with disabilities. He said that Bill Conway, who spoke at the public meeting regarding his own disabilities, moved him. He believes that Davis Bay should remain open and to close Sechelt, moving the 66 students to Kinnikinnick. He discussed the possibilities for the use of the Sechelt site.

Trustee Scott thanked the public and acknowledged that there were no clear and easy answers. He would like to see Davis Bay remain open, as he has always been a supporter of neighborhood schools as long as they are viable. He recommends that Sechelt consolidate with Kinnikinnick at the Kinnikinnick site. Kinnikinnick has more pros with its accessibility and feels it would be a shame to let go of this. Although further away and busing is not ideal, he does not consider it to be that far away. It is located in a nice area and he thinks it to be a better site. He said that Sechelt is a sprawling school and not as accessible and would require a lot of work to update it. He stated that there is a projection of growth in the Sechelt area and the community could use the site.

Trustee Heppell reported that she agonized over her decision and found herself agreeing with the audience each time they spoke with passion. She was swayed back and forth during the discussions. But, she said at the end of day trustees have an obligation to more than just special interest groups. She realizes it is impossible to keep the three schools open and she would like to see the three schools consolidate. She acknowledged that neighbourhood schools are ideal, but not feasible at this time. She is unable to see any other way forward but to consolidate. She was impressed after visiting Kinnikinnick and said it would be her choice because of its wheelchair accessibility. She thanked the public for all their submissions.

Trustee Fielding at first thought that combining the three schools would be ideal. She attended a large school and knows how this is. Her children go to Madeira Park, a relatively small school, and after listening to the Davis Bay community desiring a small school for their children she believes that Davis Bay should remain open. Because Sechelt is so small, she would like to see this school combine with Kinnikinnick.

Trustee Russell said that because of accessibility and that the Sechelt Band Council would like to keep their children in the same school, he also chooses Kinnikinnick. He appreciates Kinnikinnick and what it has to offer. He acknowledged that there is some work to be done at Kinnikinnick but said that most schools need work. He clarified that the 'small school' grant of \$126,000 does not go to Davis Bay alone. He stated again that if the three schools were to remain open it would be costly. He referred to Roberts Creek and Gibsons Elementary and the benefits that these larger schools have such as more than one class per grade, peer choices and also teacher choices. With the three schools combined at Kinnikinnick it would still be considered a small school. Although he does not like to see Davis Bay closed, he considers that if the three schools do not combine they would not benefit financially. He feels the best way to show support is to listen to the educators.

Trustee Sinnott replied that he agrees with Trustee Russell. You will get the money and the programs but people in Davis Bay live there for a certain lifestyle and the school was built for this smaller number. He would like Sechelt and Kinnikinnick to get through the hump. He struggled with his decision and feels that people choose a life style and businesses rely on them. The ripple affect became evident.

MOTION: Mewhort/Fielding

“That the board resume the regular meeting.”

Carried.

Trustee Mewhort brought forward a Notice of Motion:

“That a bylaw to close Sechelt Elementary School in Sechelt, British Columbia be read for a first and second time at the January 12, 2010 Regular Board Meeting.”

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

A member of the audience asked if this meant that Davis Bay is to stay open?

Chair White said it that this is the indication from trustees at this point of the process.

A member of the audience said that he heard a rumour that the board of trustees met privately with the Davis Bay PAC and asked if this was true?

Chair White responded that this was not true.

Trustee Mewhort confirmed that he did have coffee with two members of the PAC to review the process.

Chair White reviewed how things would progress from here.

At this point in the meeting, Secretary-Treasurer Ready assumed the Chair.

#42 Elections of Board Chair/Elected Chair Assumes Chair

Trustee Russell nominated Trustee White. Trustee White accepted the nomination and he was acclaimed to the position.

Chair White assumed the chair.

#43 Election of the Vice-Chair

Trustee Sinnott nominated Trustee Mewhort and Trustee Heppell nominated Trustee Russell for the position of Vice-Chair. Both trustees accepted the nomination. Trustee Russell spoke regarding his desire to support the Chair. Upon voting, Trustee Mewhort was declared the Vice-Chair and assumed the seat.

#44 Election of Board Representatives

(a) B.C. Public School Employers' Association

Trustee Fielding nominated Trustee Mewhort for the position. Trustee Mewhort accepted the nomination and as no other trustees were nominated he was acclaimed to the position.

(b) B.C. School Trustees' Association Provincial Council

Trustee Russell nominated Chair White and Trustee Mewhort nominated Trustee Fielding for the position. Chair White declined the nomination and Trustee Fielding accepted the nomination. As a result, Trustee Fielding was acclaimed to the position.

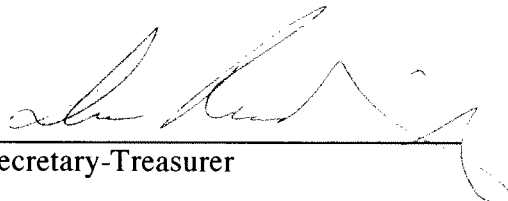
#45 Next Meeting

The next board meeting will be held on January 12, 2010 at the School Board Office at 7:00 p.m.

#46 Adjournment

There being no further business, the meeting was adjourned at 8:20 p.m.

Chair



Secretary-Treasurer

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

RECORD OF CLOSED MEETING

Held on December 15, 2009

At Chatelech Secondary School, 5904 Cowrie Street, Sechelt, B.C. V0N 3A0

PRESENT: TRUSTEES: S. White, Chair; K. Sinnott, Vice-Chair; F. Heppell;
J. Scott; L. Fielding; D. Mewhort; G. Russell

STAFF: D. Palmer, Superintendent of Schools
T. Hierck, Assistant Superintendent of Schools
D. Ready, Secretary-Treasurer
C. McPhedran, Confidential Secretary

Call to Order

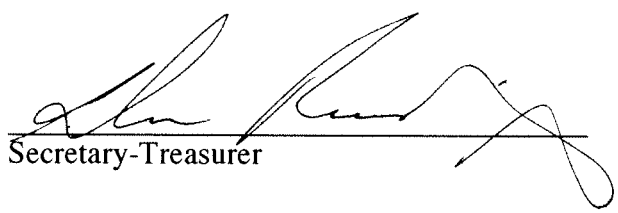
The meeting was called to order at 4:55 p.m.

- **Motion to Exclude**
- **Adoption of Agenda**
- **Approval of Minutes of Prior Meetings**
- **Information / Action Items**
 - Personnel
 - (i) Support Staff Bargaining
 - (ii) Section 54
 - Property
 - (i) Sechelt School Land - letter
 - (ii) District of Sechelt - letter
 - Legal
 - (i) Sale of a vehicle
 - (ii) Update re Regional District
 - (iii) Freedom of Information Request
 - (iv) International Meeting notes of November 9, 2009
 - (v) International Meeting notes of November 23, 2009

Adjournment

The meeting was adjourned at 5:35 p.m.

Chairperson



Secretary-Treasurer

Executive Report

REGULAR MEETING

January 12, 2009

Information Items

- Pg. 12 1. Cheques Issued *(attachment)*
- Attached is a listing of the larger cheques issued during the month of December 2009.
- Pg. 14 2. Expenditures by Object as at December 31, 2009 *(attachment)*
3. Bill 33
- Pg. 15-16 4. Superintendent/ Assistant Superintendent's Report *(attachments)*
5. **Service Awards / Retirement Lunch**
The celebration for this school year's service awards recipients and retirees is scheduled for Monday, June 21, 2010 between 1:00 and 3:00 p.m. at the Roberts Creek Golf Course.

DATE 04-Jan-2010 12:31 PM

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

PAGE 1

START DATE: 01-Dec-2009 TO END DATE: 31-Dec-2009

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	AMOUNT
ON-LINE CHEQUES : ISSUED BETWEEN 01-Dec-2009 AND 31-Dec-2009						
00LCET1139	0001	*****	23290	MUNICIPAL PENSION PLAN	16-Dec-09	41,794.90
00LCET1140	0001	*****	28094	RECEIVER GENERAL FOR CANADA	16-Dec-09	64,414.96
00LCET1143	0001	*****	28093	RECEIVER GENERAL FOR CANADA	16-Dec-09	150,000.00
00LCET1148	0001	*****	13430	CANADA SAVINGS BOND	31-Dec-09	19,690.00
00LCET1149	0001	*****	30209	TEACHERS' PENSION PLAN	31-Dec-09	408,973.40
00LCET1151	0001	*****	28093	RECEIVER GENERAL FOR CANADA	31-Dec-09	162,297.60
00LCET1154	0001	*****	28094	RECEIVER GENERAL FOR CANADA	31-Dec-09	67,700.85
00LCET1156	0001	*****	23290	MUNICIPAL PENSION PLAN	31-Dec-09	41,943.84

TOTALS FOR BANK - 0001

956,815.55

TOTAL NUMBER OF CHEQUES

8

TOTAL NUMBER OF CHEQUES WITH MICR

0

COMPUTER PREPARED CHEQUES : ISSUED BETWEEN 01-Dec-2009 AND 31-Dec-2009

1464000002	0001	*****	11236	ACCURATE PLUMBING & HEATING	02-Dec-09	14,945.96
1464000028	0001	*****	23268	MINISTRY OF PROVINCIAL REVENUE	02-Dec-09	34,134.00
1464ET0005	0001	*****	12021	BC TEACHERS FEDERATION	02-Dec-09	28,461.80
1464ET0006	0001	*****	12111	BC TEACHERS FEDERATION	02-Dec-09	21,973.50
1464ET0030	0001	*****	26207	PACIFIC BLUE CROSS/MSA	02-Dec-09	42,585.02
1464ET0033	0001	*****	26026	PENDER HARBOUR TRANSPORTATION	02-Dec-09	11,171.04
1464ET0039	0001	*****	29037	SECHELT SCHOOL BUS SERVICE LTD	02-Dec-09	32,108.75
1464ET0043	0001	*****	29102	SUNSHINE COAST TEACHERS ASSOCIATION	02-Dec-09	10,334.19
1465000004	0001	*****	12012	BC HYDRO & POWER AUTHORITY	09-Dec-09	31,936.04
1465ET0002	0001	*****	11050	APPLE CANADA INC C3120	09-Dec-09	36,799.39
1465ET0032	0001	*****	29376	SUNSHINE COAST TEACHERS ASSOCIATION	09-Dec-09	20,974.47
1466ET0058	0001	*****	29037	SECHELT SCHOOL BUS SERVICE LTD	16-Dec-09	40,220.50
1469000018	0001	*****	26243	PEBT IN TRUST	22-Dec-09	44,456.68
1469000031	0001	*****	30211	TERASEN GAS	22-Dec-09	32,429.51
1469ET0009	0001	*****	13003	C.U.P.E. - LOCAL 801	22-Dec-09	23,933.73
1469ET0040	0001	*****	29037	SECHELT SCHOOL BUS SERVICE LTD	22-Dec-09	12,846.50
1469ET0048	0001	*****	29549	SRB EDUCATION SOLUTIONS INC.	22-Dec-09	21,161.43

TOTALS FOR BANK - 0001

460,472.51

TOTAL NUMBER OF CHEQUES

17

TOTAL NUMBER OF CHEQUES WITH MICR

0

ON-LINE CHEQUES : ISSUED BETWEEN 01-Dec-2009 AND 31-Dec-2009

00LCET1129	0005	*****	31043	US BANK	04-Dec-09	39,427.67
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TOTALS FOR BANK - 0005

39,427.67

TOTAL NUMBER OF CHEQUES

1

TOTAL NUMBER OF CHEQUES WITH MICR

0

DATE 04-Jan-2010 12:31 PM

SUMMARY - ISSUED CHEQUE REPORT - CHEQUE LIMIT : 10,000.00
START DATE: 01-Dec-2009 TO END DATE: 31-Dec-2009

PAGE 2

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	AMOUNT

GRAND TOTAL						1,456,715.73
CANCELLED TOTAL						0.00
NET GRAND TOTAL						1,456,715.73
GRAND TOTAL NUMBER OF CHEQUES						26
GRAND TOTAL NUMBER OF CHEQUES WITH MICR						0

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

Expenditures by Object As at December 31, 2009

Objects	2009/10 Actual	2009/10 Budget	ACTUAL	KEY
Salaries				
110 Teachers Salaries	\$5,710,143.13	\$14,475,902.00	39.45%	40%
105 Principal and Vice Principal	\$1,053,683.69	\$2,016,324.00	52.26%	50%
123 Educational Assistant Salaries	\$962,239.28	\$2,235,316.00	43.05%	40%
120 Support staff	\$1,903,347.34	\$3,840,362.00	49.56%	47%
130 Other Professional	\$515,932.95	\$971,571.00	53.10%	50%
140 Substitutes	\$789,318.21	\$1,857,159.00	42.50%	40%
Total Salaries	\$10,934,664.60	\$25,396,634.00	43.06%	
200 Employee Benefits	\$2,119,183.61	\$5,439,908.00	38.96%	43%
Total Salaries and Benefits				
310 Professional Services	\$296,447.34	\$522,075.00	56.78%	60%
330 Transportation	\$326,834.90	\$1,010,550.00	32.34%	40%
340 Training and Travel	\$48,310.20	\$119,100.00	40.56%	40%
360 Rentals	\$46,374.73	\$113,000.00	41.04%	40%
370 Dues and Fees	\$32,556.62	\$42,500.00	76.60%	80%
390 Insurance	\$22,632.14	\$70,000.00	32.33%	80%
510 Supplies	\$808,006.88	\$2,900,696.00	27.86%	40%
540 Utilities	\$252,109.11	\$735,000.00	34.30%	40%
580 Furniture and Equipment Replacement	\$163,502.16	\$384,269.00	42.55%	50%
590 Computer Equipment Replacement	\$103,897.19	\$241,850.00	42.96%	50%
Total Services and Supplies	\$2,100,671.27	\$6,139,040.00		
Total Expenditures	\$15,154,519.48	\$36,975,582.00	40.99%	
Long Term Sick Account	\$286,030.59	\$650,000.00	44.00%	40%
Short Term Sick Account	\$211,616.93	\$471,567.00	44.88%	40%
	\$497,647.52	\$1,121,567.00		

Superintendent's report for January

Since the last meeting...

School visits continued right up until the Winter Break. I met with the principals and staff at Langdale and Gibsons Elementary. Both visits focused on the leadership goals set by those individual principals. It is always satisfying to observe teaching and learning in action. Positive relationships and active learning was evident in both schools.

I met with all secondary administrators and counselors to review processes, due dates and procedures for scholarships and bursaries for the class of 2010.

Labour management concluded numerous mutual issues and reviewed Health and Safety minutes for the previous month along with and workplace injuries. As a point of information there was only one workplace injury for the month of November.

The Assistant Superintendent and I attended numerous Christmas concerts up and down the Sunshine Coast. It was wonderful to see all kinds of singing, dancing and acting talent. The musical performances were delightful and demonstrated some recording worthy potential.

ASSISTANT SUPERINTENDENT ACTIVITIES
Since the last meeting...

During this time I have made an extended time visit to RCES. The purpose of these visits that the Superintendent and I make four times during the school year (twice each at separate times) is to discuss with the Principal/Vice-Principal their profile and their plans for supervision of learning.

Every Thursday Debbie Amaral, Sally Thicke and I meet for an hour to review any Section 91 students or students who are experiencing significant challenges in their current school environment.

I attended the Christmas concerts at SES, RCES, and DBES.

I met with organizers to talk about the next Fibre Arts Festival at ESS.

The Superintendent, ST, Manager of Facilities, and I met to talk about full day K.

Parent meetings have also occupied some of the time as we work through some concerns.

Bob Benmore and Bev Craig meet with me regularly to review their curricular areas and plans for supporting the educators and students of our district.

Attended weekly Management meetings with the rest of the district management team.

The Superintendent, ST, and I met with our three technicians to discuss our current status in technology and to hear their thoughts in this area.

Chair's Report: Public Meeting January 12, 2009

On January 4, I represented the board at the Sunshine Coast Policing and Transportation committees. In Transportation, community (and Speed Watch) representative Tony Richmond brought up traffic safety concerns around Cedar Grove elementary, including speeding and parking on Chaster Road. He will be writing a letter on the matter the Ministry of Transportation, so I encouraged him to copy it to us. This has been an ongoing problem over the years, so the board (and PAC) may want to support this advocacy for the safety of our students. Area F Director Lee Turnbull also brought up concerns about speed-limit/slow-down signage at YMCA Rd. corner coming into Langdale from Port Mellon, particularly because of the proximity of the school. Perhaps this is an issue that Trustee Scott, who lives in the neighbourhood, may want to collaborate with her on. Lastly, Don Legault from the Ministry of Transportation praised our bus contractors Randy Gould and Larry Curtiss for their assistance in letting him know about road conditions and concerns. Mr. Legault and others at the committee also expressed that in winter, it would be much easier to keep roads clear and safe if school bus routes stuck to the highway as much as possible, because school bus routes are a priority for Capilano Highways and therefore prioritizing side-roads can often be time-consuming and -inefficient. I responded that this already happens to be a direction our board is working on with our contractors.

On January 4, Vice-Chair Mewhort and I met with Sunshine Coast Teachers Association President Jenny Garrels to share updates on a number of matters including the school closure process, health & wellness, provincial and local budget outlook, the SCTA/BCTF's FSA campaign, SD#46 committee participation and the school calendar.

On January 6 our Board met with councillors and staff from the Town of Gibsons to discuss issues of mutual interest. Thank you to the trustees and senior management who attended this meeting.

Met January 11 with Superintendent Palmer about finishing up the Strategic Plan in a presentable format.

I've had some discussions with Vice-Chair Mewhort about ways he can assist me in his new role, and so far we've identified that he can help in agenda-setting. One role of the Chair (Bylaw 2.3) is to accept items for board meeting agendas and direct the preparation of agendas and notices for meetings ("Agenda items are to be submitted to the Chair, in writing, at least eight (8) working days before the scheduled meeting.") Vice-Chair Mewhort will accept items, including committee reports, for agendas from trustees, and recommend to me and the agenda-setting committee where they should be handled according to Board policies and bylaws. He will also help coordinate board representative and committee reports, be available to discuss agenda ideas or concerns with trustees, and help to check over draft meeting minutes. When you have any proposed agenda items, please email them to Vice-Chair Mewhort, but still copy me as he may want to discuss them with me and it still remains the Chair's ultimate responsibility.

Committee and Representative Appointments 2010

Education: Fran Heppell, Jason Scott

Finance & Facilities: Dave Mewhort, Greg Russell

Policy: Lori Fielding, Ken Sinnott

International Education and Fine Arts ad-hoc committees will fit into the Terms of Reference for the Education Committee.

“Sunshine” Committee: Lori Fielding, Greg Russell, Silas White

Vancouver Coastal Health: Fran Heppell

Bargaining Reps: Dave Mewhort, Silas White

Sunshine Coast Youth Action & Awareness Committee: Greg Russell

SCRD Joint Use Representatives: Lori Fielding, Dave Mewhort, Jason Scott

Sunshine Coast Policing and Transportation Committees: Silas White (alternate Greg Russell)

Transportation Reps: Greg Russell, Silas White

Liaisons

L. Fielding: MPES, PHSS, DPAC

F. Heppell: GES, CGES

D. Mewhort: DBES, SES

G. Russell: RCES, ESS

J. Scott: LES, KES, Sechelt Nation

K. Sinnott: WSES, SCAS

S. White: CSS, HBES

Subject: Summary Notes from Joint Meeting with MoE, Board Chairs, Superintendents & Secretary
Treasurers

Date: Wed, 16 Dec 2009 11:47:59 -0800

Dear Trustees,

On December 5 BCSTA, BC Superintendents Association (BCSSA), and the BC Association of School Business Officials (BCASBO) hosted a joint meeting for Board Chairs, Superintendents, Secretary Treasurers and representatives from the Ministry of Education. The purpose of the session was to provide an opportunity to discuss how districts are managing the current financial challenges, and to provide input to the Ministry of Education on changes that could be made by government.

Attached is a summary of the responses to the five questions discussed at each table as well as a "Cost and Funding Pressures" information sheet that was prepared for the meeting by Secretary Treasurers. The summary notes represent themes and common points that arose from the table discussions. They do not necessarily represent official positions of BCSTA, BCSSA or BCASBO. The notes are being distributed to the Ministry of Education and all Superintendents and Secretary Treasurers as agreed to at the meeting.

In addition to learning from each other about how districts are managing the economic challenges, the discussions provided BCSTA with useful information as we continue our advocacy work. Thank you to all those who participated!

Sincerely,

Connie Denesiuk,
President



British Columbia
School Trustees
Association



BCSSA British Columbia
School Superintendents Association



December 8, 2009

Ministry of Education, Board Chairs, Superintendents, Secretary Treasurers – Joint Session, December 5, 2009 at BCSTA Academy

Introduction

BC Ministry of Education representatives, board chairs, superintendents and secretary treasurers participated in a joint session at the BC School Trustees Association Academy on December 5, 2009. The meeting was organized and hosted by the presidents of the BCSTA, BCSSA and BCASBO.

The purpose of the session was to provide an opportunity to discuss how districts are managing the current financial challenges, and to provide input to the Ministry of Education on changes that could be made by government.

The following is a summary of the comments and themes arising from the table discussions on the five questions.

1. What processes are you using that will help your stakeholders understand the challenges posed by the financial realities as you establish your 2010/2011 budgets?

- Holding budget meetings and public consultations as early as possible
- More in-depth and transparent communication around the budget process (meetings, letters and communication with media)
- Involve union presidents
- Meetings with MLA's and stakeholders in order to generate awareness within communities and move people toward advocacy for restoration of funding
- Communicating that layoffs are imminent
- Developing a strategic plan
- Re-establishing the new "normal" that creates balance through either increased funding or a reduced mandate
- Letting stakeholders know that the district is holding a comprehensive reviews of facilities, transportation and special education

2. What areas are being considered for reductions and what revenue enhancements are possible?

Reductions

- Looking at school consolidations/closures
- Closing unused portions of schools
- Considering cuts to: student services, pro-d, special education, administration, curriculum and development coordinators, literacy, technology, travel to communities, adult education, enrichment, distributed learning and retention
- Looking at reducing French immersion programs
- Considering contracting out where savings can be realized
- Offer fewer programs and options
- Considering additional school closure days or a four-day work week.
- Reduce support staff, bus routes and admin staff
- Early dismissal to allow for pro-d
- No replacement of non-enrolling teachers
- Reduction of school supply budgets
- Consider cancelling all school transportation
- Consider only covering transportation fees for those unable to afford it

Revenue

- Take whatever action is required to have government acknowledge and fund the additional pressures, beginning with HST
- Increase fees for international students
- Review maintenance costs (closely look at the revenue versus admin costs and insurance requirements)
- Incorporate carbon tax fees in cost of rentals
- Increase user fees for facility rentals
- Offer revenue-generating courses through adult education and distance learning
- Considering charging fees for transportation services
- Increase user fees for: Distributed Learning, Adult Education and Repeated Courses
- Offer revenue-generating courses through adult education and distance learning

- 3. Are there any potential for costs savings through “shared services” or opportunities for revenue enhancements in 2010/11 and over next three to five years? What are they, and what tools are necessary for their implementation?**
- Ensure that we understand the implications of proposed shared services, and the savings if any
 - Develop a mechanism to share best practices
 - Share Director of Education between districts where possible
 - Share pro-d with neighbouring districts
 - Share WCB services (rural districts)
 - Create a district/departamental staff and supply
 - Shared purchasing arrangements between districts to save money
 - Seek opportunities to partner with municipalities
 - Exploring options to share payroll and facility planner services
 - Considering sharing a secretary treasurer
- 4. What is being done, even with the challenges, to ensure quality of education for all children?**
- Ensure that our vision for quality education is front and centre in all budget discussions
 - Continue to push for government's declaration of its vision for quality education, and participate in the formulation of that vision
 - Focus on core courses
 - Review of all programs/services and determine critical programs and services
 - Offer more virtual courses.
 - Clarify school district mandates.
 - Looking closely at what children need to succeed at 21st century learners
- 5. What kinds of flexibility, regulatory changes or other supports could we request of government?**
- System Reviews**
- Create a commission to review public education and clearly define the focus Delivery of secondary education
 - Review and streamline reporting requirements. In some cases, districts are required to report data to the Ministry that the Ministry already has: FSAs, grad rates, exam marks.
 - Review public education funding formula
 - Review assessment tools
 - Examine Ministry of Education staff requirements in terms of the significant overhead that comes with increased and unnecessary compliance reporting
 - Review the role of the Ministry in public education. The Ministry may be more effective as the funder and not system overseer

Land Disposals

- A change in the land disposals policy is necessary to allow land-rich districts that will never use a property for educational purposes to sell off that property.
- Preferential mediation through government, not municipality, which would mean that boards would have access to 25 per cent of the sale of property

Funding Issues

- Fully fund teacher collective agreements and pension plan increases
- Return to base funding away from per-course funding
- Eliminate grants to private schools
- Amend collective agreements to allow for greater flexibility in contracting out
- Permit school districts to run a deficit, just as the provincial government has for the Olympics and BC Place.
- Make capital funding available to districts that consolidate

Facilities

- Reinstate the AFG
- Eliminate carbon tax.
- Ensure tax exemption status from HST
- Give lease revenue back to districts.

Class Size and Composition

- Allow more flexibility on class composition and do away with class size restrictions
- Eliminate primary district average of 22 and making it the same as the class size maximum of 24
- Increasing class size – secondary and intermediate
- Remove class size language and improve the legislation

Programs

- Delay the implementation of All Day Kindergarten
- Reduce summer school obligations
- Examine who should pay for correspondence courses and distributed learning when students take them at the same time and graduate with more credits than required
- Review who should pay for courses which are taken with the sole purpose of improving marks for postsecondary admissions

Miscellaneous

- Eliminate the Appeals branch
- Recreate and reinstate the Secretariat for Children and Families or some other body that would be tasked with examining the entirety of the public school system.
- Protect public education from the downloading of costs from other ministries, i.e., healthy schools, drugs and alcohol
- Create an inter-ministerial committee (Health, Education, Finance) to support project and alleviate cost burdens, facilitate restructuring and support revenue enhancements (leases with community organizations, small businesses i.e Neighbourhoods of Learning Program).

International Students

- Allow more flexibility for international students.



2010/2011 Estimated Cost and Funding Pressures

	<u>\$000</u>
Increase to K-12 budget (Ministry fiscal 2010/2011)	(37,000)
Implementation of Full Day Kindergarten	44,000
Implementation of Harmonized Sales Tax on July 1, 2010	32,000
Teacher Salary Lift of 2%	43,555
Teacher Pension Cost Increase of 1.04%	23,101
Estimated Cost of Carbon Offsets	5,952
MSP Premium Increase	2,847
Deployment of SMARTTool	444
BC Hydro Rate Increases-estimated based on provincial utility budget and electricity share	2,400
CUPE Trades Adjustment	3,312
Subtotal Estimated 2010/2011 Cost / Funding Pressures in Excess of Ministry Announced Funding Increase	<u>\$ 120,611</u>
<u>Other Possible Pressures:</u>	
Maximum impact of continued cancellation of AFG Funding	110,000
Growth in special education costs	?
Exhausting one time reserves for 2009/10 Budget Funding	63,000
General inflation for supplies and services, benefits, energy	?
Total Estimated 2010/11 Cost and Funding Pressures	<u>\$ 293,611</u>

Notes from School District No. 46 (Sunshine Coast) Finance and Facilities meeting, December 15, 2009 at Chatelech Secondary School

Present:

Ken Sinnott, Chair

Lori Fielding

Fran Heppell

Silas White

Diane Ready, Secretary Treasurer

1. The meeting convened at 3:00 p.m.
2. Building Leaks

Diane Ready reported the following roof leaks during November and December:

Elphinstone in two spots: one was repaired by facilities staff extending duct work, the other roof leak is caused by a major bubble in roofing membrane and is being monitored by removing any standing water and will be repaired in the spring when the area dries out.

Roberts Creek, Gym roof flooded by a ball stuffed in the scupper. Ball removed and ceiling tile replaced.

Chatelech, Skylight leak in Science wing foyer caused paint damage, repaired by re-caulking flashing.

Langdale, Roof leak caused ceiling damage in gym change rooms. Ceiling repaired and cause taken care of by capping old redundant roof drain in ceiling.

Madiera Park, Roof leak in staff room caused by backed up drain from moss growth. Facilities staff cleaned roof and will repaint ceiling

Gibsons Elementary. Roof leak in gym caused by pitting of the roof drain. Area now has been coated in asphaltic sealer. East wall leaking in several spots into the stairwell as wall needs to be re-clad sealing window and roof intersections.
3. Long and Short Term Sick

Diane Ready summarized the long and short-term sick leave, and noted that should the current trend continue, these accounts would be considerably overspent by the end of the year. This will need to be taken into consideration when preparing the final budget and may impact the contingency.
4. Average Teacher Salary

The average teacher salary to November 30 is within .1% of the budgeted percentage. Once again, this must be closely monitored to ensure there are no cost overruns.

5. Maintenance Costs due to H1N1

An additional \$10,000 in custodial and \$2,500 in supplies can be attributed to H1N1 measures. This includes complete disinfecting of school sites where there is significant absenteeism.

6. Training Costs

Custodial and maintenance staff attended a Workplace Communications workshop in November; administration will take this same training in January. It is intended that all school district staff will engage in this training in 2010-11 and will be a budget item for consideration in 2010-11.

7. The meeting adjourned at 3:45 p.m.

December 15, 2009

Dear Sir/Madam:

The mandate of the Heritage Committee of the BC Retired Teachers' Association is to encourage the preservation of various aspects of the province's rich and diverse public education heritage.

In that regard, we attempt to:

- stimulate interest in developing local heritage projects;
- encourage and assist our Branches that are initiating a heritage project;
- establish a Heritage Committee contact in each of our Branches;
- maintain a registry of current heritage projects, publications, and collection sites;
- and
- provide heritage grants to our Branches from our current \$10,000 heritage budget.

We also encourage school boards throughout the province to adopt a "heritage policy" for their districts. Many districts have already done so and examples of those policies are attached as Appendix A.

We are writing to ask that your district establish similar policies and, in turn, work with your local retired teachers association to achieve their implementation. We would be more than pleased to receive a copy of what you develop in this regard.

Thank you, very much for your attention to this matter.

Yours truly,

Sheila Pither,
BCRTA President

Appendix A – below are policies from Prince George and Kootenay-Columbia

School District : 57 Prince George**Policy Subject :** EDUCATIONAL HERITAGE**Date Passed :** December 17, 1996**Date Amended :** January 26, 1999

POLICY The Board of School Trustees supports the retention and preservation of educational artifacts and archival records that document the historical heritage of schooling in the area encompassed by School District No. 57 (Prince George).

PREAMBLE There is educational and social value in preserving the history of the school district.

REGULATIONS: i€

1. Space in a school district facility may be designated for the storage and safekeeping of relevant educational artifacts and records.
2. The school district will support the efforts of the Educational Heritage Committee of the Prince George Retired Teachers' Association in maintaining the educational heritage of the area by providing assistance limited to in kind or in services, such as access to the internal mail service, reasonable amounts of photocopying and liaison on related issues.
3. The school district will encourage the compilation, collection, restoration and preservation of significant records, major reports, textbooks, school and classroom furnishings and objects and any other item that has relevance to education in this region since public schools were first established in 1915.

School District : 20 Kootenay-Columbia**Policy Subject :** HERITAGE**Date Passed :** January 11, 2005**Date Amended :** February 09, 2009

1. The school district will support the efforts of the Kootenay-Columbia Educational Heritage Society in maintaining the educational heritage of the area. The Board will provide assistance in kind or in services.
2. The Board will appoint a trustee representative and staff member(s) to serve on this committee.
3. Space in a school district facility will be designated for the storage and safe keeping of relevant educational artifacts and records.
4. The school district will encourage the compilation, collection, restoration, and preservation of significant records, major reports, textbooks, school and classroom furnishings and objects, and any other items which have relevance to education in this region.
5. Items for re-sale or auction are to be screened for heritage value by the Kootenay-Columbia Educational Heritage Society prior to District disposal.

The other districts that have policies are: Victoria, Kamloops/Thompson, Sunshine Coast and Nanaimo



Junior Achievement of British Columbia
Suite 110 - 475 West Georgia Street
Vancouver, BC V6B 4M9
T: 604-688-3887 F: 604-689-5299

December 8, 2009

Mrs. Deborah Palmer
School District # 46 Sunshine Coast
PO Box 220
Gibsons, BC V0N 1V0

Dear Superintendent Palmer:

I am pleased to provide you with this report on how Junior Achievement has been working with teachers in your District to bring business education to life for hundreds of your students. Enclosed is a summary of the programs we delivered in the 2008-09 school year.

Junior Achievement of British Columbia is part of the world's largest not-for-profit organization dedicated to educating young people about business. JA's hands-on, experiential programs help teach work readiness, financial literacy, and entrepreneurship to youth in over 100 countries. By bringing business volunteers from your community into the classroom to share their experience, we ensure our programs are localized and relevant to each group of students.

JA is a partnership between educators and businesspeople, working together to inspire young people to reach their potential. Given today's economic challenges, that partnership is more important than ever. JA programs give teachers tools to prepare students to work soundly and ethically in a global economy, develop their personal financial knowledge, and understand the importance of leadership in tough times.

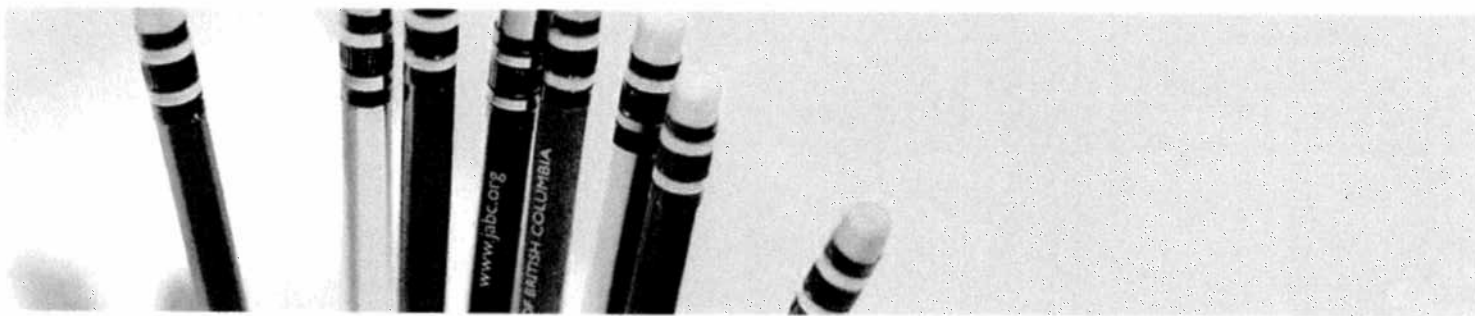
We are grateful to all those who have stood by JA in these tough times: to the businesses that continued their financial support so that we could continue to offer our programs free of charge; and to you and your team of educators, for continuing to welcome our programs and volunteers into your classrooms. Thank you!

Please don't hesitate to contact me to discuss how JA can better serve the needs of your District, teachers and students in the years ahead.

Sincerely,

Anne Tower
Vice-President, Programs

cc: Mr. Silas White, Board Chair



Junior Achievement of British Columbia – Our Programs

Elementary School

The Business Basics Series introduces students to the fundamental concepts of business in a community context. Each program is unique and can be delivered independently or as a structured series to match the learning needs and abilities of elementary school students, grades 5 to 7.

Our Business World gives students hands-on experience making big decisions in different areas of small business.

A Business of Our Own provides students with the opportunity to apply their knowledge and skills by managing their very own retail business.

Middle School / Junior High School

Economics for Success encourages students to reflect on the advantages of remaining in school to acquire the knowledge, attitudes and skills needed for long-term career success.

Investment Strategies Program is a fast-paced, interactive program that gives high school students hands-on experience in an on-line stock market simulation

High School

Company Program - A Student Venture fosters the entrepreneurial spirit of students and helps them to develop their understanding of the role of business in our society by creating an enterprise of their own.

JA Titan Business Game is an interactive web-based business simulation where high school students compete as companies in a fictitious market. Schools that participate in Titan are eligible to submit teams to our BC Business Challenge held annually in the Lower Mainland.

Your local Junior Achievement office will provide the training, materials and support needed to make the experience fun, meaningful and easy to deliver, at no cost to schools or groups. For more information about how to get involved, please visit our website at www.jabc.org.

**Junior Achievement of BC
Summary of JABC Programs Delivered 2008 - 2009**

Legend

BB3 Business Basics: Our Community (Grades 3-4)
 BB5 Business Basics: Our Business World (Grades 5-6)
 BB7 Business Basics: A Business of Our Own (Grades 7-8)
 DWS Dollars With Sense (Grade 8)
 EFS Economics For Success (Grade 9)
 ISP Investment Strategies Program (Grade 10)
 CAS Company Program - A Student Venture (After-school) (Grade 11-12)
 CIS Company Program - A Student Venture (In-school) (Grade 11-12)
 TIN JA Titan (Grades 11-12)

School District	School	Elementary				Middle			High		Total
		BB3	BB5	BB7	DWS	EFS	ISP	CAS	CIS	TIN	
#46 Sunshine Coast	Chatelech Secondary	0	0	0	0	4	0	1	0	0	5
	Elphinstone Secondary	0	0	0	0	4	0	0	0	1	5
	Pender Harbour Elem-Secondary	0	0	0	0	2	0	0	0	0	2
	Total	0	0	0	0	10	0	1	0	1	12



60

EARTH HOUR



Earth Hour



- What is Earth Hour
- Why you should participate
- What others have done
 - Cities
 - Businesses
- Tips for outreach
- Background documents
- Contact



What is Earth Hour?

60
EARTH HOUR

Earth Hour is a **global event** created to symbolize that **each one of us**, working together, can **make a difference**

2007

- Began in Sydney, Australia
- 2.2 million participants

2008

- 400+ supporting cities

2009

- Reached more than 1 billion people
- 4000+ cities

2010

March 27, 8:30-9:30



Video – www.earthhourcanada.org



Why you should participate



- Climate change is happening faster than we thought
- Earth Hour signals to leaders that we want action on climate change!
 - Climate change is a global problem that requires global cooperation. Our nations' leaders must work together to achieve a fair, effective, science-based treaty. We must dramatically cut global greenhouse gas emissions by 25-40% by 2020 and by at least 80% by 2050 compared to 1990 levels.
 - This is the 'hour of truth' for the planet. By participating in Earth Hour, you are demonstrating to the world's leaders that you want to see them take immediate action to reduce greenhouse gas emissions.



What others have done



- 288 Canadian cities participated in 2009
 - Barrie and Kingston held their own unplugged concert
 - Fredericton and their planetarium set up free stargazing
 - Saskatoon offered free public transit
 - Clarendville invited residents for flashlight walk
 - Pickering held a photo contest
- Earth Hour is an amazing opportunity to leverage and highlight the city's environmental initiatives!
 - Through local papers
 - Local television
 - City's website
 - Town Hall meetings





What others have done

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EARTH HOUR

- Businesses
 - Cold lunches
 - E-newsletters featuring company's green initiatives
 - Prizes and contests
 - Flyers and promotions for green items
 - Opportunity to drive green behaviour changes

Accept the
West Grey Council's
**International
Earth Hour
Challenge**
to turn off lights
and reduce energy use
for one hour on
**Saturday, March 28,
at 8:30 p.m.**

The West Grey Fire Department
reminds residents to never leave
candles unattended if they are
burning them during Earth Hour.

McLean's Home Hardware
605 Goreham St. S. Durham 919-308-2495



Tim Hortons
EARTH HOUR PARTICIPATION
Attention Valued Customers
We will be open as usual, but we will be
turning some lights off to show our
support for this symbolic event.



Saturday March 28th, 2009
8:30 p.m. - 9:30 p.m.

Please join us!



IKEA
EARTH HOUR

At IKEA, we care about the environment. We want to make sure that the products we sell are sustainable and that we are doing our part to protect the planet.

On Saturday, March 28th, 2009, we will be participating in Earth Hour by turning off our lights from 8:30 p.m. to 9:30 p.m.

We will have special offers on sustainable products and a special display for Earth Hour.

For more information, visit www.ikea.ca/earthhour





What others have done

60
EARTH HOUR

- Organizations
 - Art in the dark
 - Free movie screenings
 - Potluck dinners
 - Yoga by candlelight
 - Churches held candlelight services
 - Public stargazing events
 - Game night
 - Use of solar or bullfrog power





Tips for Outreach



- **Top down**
 - Approach over-arching associations such as the Condo association, restaurant association for your city
- **Skyline**
 - Look at the skyline to see which buildings would make the biggest impact and get in touch with the property managers and tenants in that building
- **Chains**
 - Many of the national chains are supporters of Earth Hour (Sears, HBC, Home Depot, Tim Hortons, McDonalds etc)
 - However, its always nice for the chains to get a friendly reminder of the date coming up to confirm their participation
- **Organizations**
 - Local groups in sports, arts, schools, music are all great sources to help to spread the word



Background Documents



- We have created several documents to help cities and businesses to participate including:
 - Why participate invitation
 - FAQs
 - Scripts for outreach
 - Fundraising ideas
 - City Guide *available from WWF
 - Artwork files including logos, posters, web banners
- These will be updated and available to the public in January



Contacts



Cynthia Paulus

**Project Manager, Public Mobilization Events,
WWF-Canada**

416-489-4567 x7307

cpaulus@wwfcanada.org



>January 4,2010

Rose McNevin

>1180 Orange Rd

> Roberts Creek, B.C

> V0N 2W5

>(604)886-1599

>

>Dear Ms. Ackenhusen:

>

>My name is Rose McNevin. This letter is to inform you that myself and a

>group of other parents are gathering names on a rapidly growing petition

>to have our schools restored to a head lice/nit- free status.

>

>I myself have numerous pages of signatures already, the signing parents

>had no idea that the policy had been changed from a lice/nit intolerant

>policy to a lice tolerant/friendly policy. So I am going to do my best and

>educate as many parents as I can of these changes to provide them with the

>opportunity to make an educated choice and to decide whether to

>participate in your policy or to be an active parent in defending their

>child's health and well being.

>

>I challenge the claim that head lice are not a health risk! If you look at

>Vancouver Coastal Health's number one reason to push for the chicken pox

>vaccine is that of the high risk for secondary infection, namely

>flesh-eating disease. That maybe acquired not by the pox blisters

>themselves but from the secondary wound from the persistent scratching.

>These open wounds can and do allow an infection. This can also be the case

>from an untreated infestation of head lice. The children scratch, they

>become irritated, and yes, infected.

>

>The fact that we are dealing with young children only makes the process of

>healing worse just try and tell a five or six year old not to scratch. I

>believe the risk of infection becomes greater with the sores caused by the

>head lice because they live on you, which means they are depositing

>excrement. Lots of head lice, lots of excrement that is being touched and

>scratched into the already irritated scalp. Lets throw some good old

>playtime into the mix. Tag, you're IT! gets a whole new meaning. Kind of

>scary don't you think?

>

>This reason alone should be enough to consider head lice a health risk.

>

>During my entire lifetime, head lice/nits were considered a health risk

>and regular inspections were carried out at school, with the children sent

>home and not permitted to return until the infestation was gone. Many

>young girls were forced to cut their hair to rid themselves of the pests.

>Schools were forced to "bag" coats and backpacks to keep them nit-free.

>Hats were not permitted to be shared. Infested furniture at school was
 >thrown out. Infested houses required hours of extensive cleaning to rid
 >them of the problem. Suddenly it is decided by the "powers-that-be" that
 >it is not worth following these guidelines anymore, and worse, it is not
 >worth asking the parents' opinions before instituting such a massive
 >change in policy?
 >
 >We are calling for a provincial and national investigation. Parents
 >insist on the right to be consulted about these kinds of matters BEFORE
 >any policy changes are made.
 >
 >Sincerely,
 >
 >Rose McNevin
 >
 >Head lice comeback or COMBAT?!
 >Every parent needs to read this.....and please do your own research, we are
 >sure you will find the same, and more!
 >
 >Two years ago 2007 Vancouver Coastal Health took it upon themselves to
 >change school board policy from the Head lice and nit free to the head
 >lice and nit friendly school policy.
 >
 >No play on words here folks!
 >
 >Children are no longer sent home or checked to see if any kind of
 >treatment has taken place. In fact it is considered against the child's
 >human rights to be checked for head lice.
 >
 >Vancouver Coastal Health maintains that the chemical treatment for head
 >lice is far worse for the child then the infestation of the critters
 >themselves.
 >
 >Because we the parents are not considered to be trained experts with
 >medically proven testing behind us.....Our response that there are many
 >natural remedies that have been used with success is not taken seriously.
 >
 >We only have our own personally success stories to share with other
 >concerned parents who may be in combat with the nightmare of head lice
 >infestation.
 >
 >In the majority both parents are working, then flying home to take their
 >children to multiple activities, we relied on the heads up of lice
 >detection in our children's classroom. Without proper detection head lice
 >can spread as fast as a wild fire in dry windy conditions.
 >
 >Parents need to join forces to COMBAT this new policy and make our schools
 >head lice and nit free!

>We are demanding for Vancouver Coastal health to change policy back with
>our school boards. We are not asking them to support chemical treatment,
>but to accept and promote natural treatments found successful by the
>various parents and families who have won the battle of head lice in their
>homes.

>

>We want our volunteer head lice checkers back in our schools, we want
>education in the class room to talk openly about head lice not being
>shameful, rather a part of life. Proactive action enables us to keep head
>lice from becoming a school wide epidemic. We are asking that children be
>checked by a health nurse, or trusted school appointed volunteer giving an
>all clear before coming back to school.

>

>If you agree with this letter please print your name, address, phone
>number below and e-mail to maryackenhusen@vch.ca

>

>Thank you for your support, and please send this on to all the parents and
>aunties, uncles, and grandparents you know, because head lice affects us
>all, especially at this time of year!

>

>Thanks for your time!

>

>Rose McNevin

>

>1180 Orange Rd

> Roberts Creek, B.C

> V0N 2W5

>(604)886-1599

Dear Trustees, Superintendents, and Secretary Treasurers:

2010 is upon us and the deadlines for receiving motions for BCSTA's next Provincial Council and AGM are just around the corner.

In addition to the deadline dates listed below you will find links to motion templates for the individual meetings.

Provincial Council (Victoria February 20)

- Deadline for BCSTA to receive PC motions = **January 22** (Note: As per bylaw 7(m), all PC motions must be of an "emergent" nature - i.e. cannot wait until the Annual General Meeting)

Provincial Council Motion Template Link: http://www.bcsta.org:8080/docushare/dsweb/Get/Document-44233/PC_Motion_Template.doc

Annual General Meeting (Victoria April 22-25)

- Deadline for Extraordinary Motions (to change BCSTA bylaws) = **February 11**

AGM Extraordinary Motion Template Link: http://www.bcsta.org:8080/docushare/dsweb/Get/Document-44358/AGM_Ex_Motion_Template.doc

- Deadline for Substantive Motions = **February 19**

AGM Substantive Motion Template Link: http://www.bcsta.org:8080/docushare/dsweb/Get/Document-44359/AGM_Sub_Motion_Template.doc

If you have any questions regarding the preparation or submission of motions for Provincial Council or the Annual General Meeting please do not hesitate to contact me directly.

Stephen Hansen
Executive Director
BC School Trustees Association
W: 604-734-2721 ext. 115
C: 604-788-4260
E: shansen@bcsta.org

SCHOOL CLOSURE BYLAW NO. 2010-1 SECHELT ELEMENTARY SCHOOL

BYLAW OF THE BOARD OF EDUCATION OF School District No. 46 (Sunshine Coast) (hereinafter called the "Board") to close a school.

WHEREAS, pursuant to Section 73 of the School Act, a board may, subject to the orders of the Minister of Education (hereinafter called the "Minister") open, close or re-open a school permanently or for a specified period of time;

AND WHEREAS, pursuant to *School Opening and Closure Order 320/02*, closing a school permanently means to closing, for a period exceeding 12 months, of a school building used for the purposes of providing an educational program to students;

AND WHEREAS, pursuant to said Ministerial Order 320/02, the Board has developed and implemented a policy that includes a public consultation process with respect to permanent school closures and made that policy available to the public;

AND WHEREAS, pursuant to said Ministerial Order 320/02, the Board has applied the above-noted policy;

NOW THEREFORE the Board of Education of School District No. 46 (Sunshine Coast) hereby directs that Sechelt Elementary School, located at 5538 Shorncliffe Avenue, P.O. Box 280, Sechelt, B.C. V0N 3A0 be closed effective June 30, 2010.

This Bylaw may be cited as "School District No. 46 (Sunshine Coast) Closure Bylaw No. 2010-1 Sechelt Elementary School.

READ A FIRST TIME THE 12 DAY OF JANUARY 2010

READ A SECOND TIME THE ____ DAY OF ____ 2010

READ A THIRD TIME, PASSED AND ADOPTED THE ____ DAY OF ____ 2010

Chairperson of the Board of Education

Secretary Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 46 (Sunshine Coast) School Closure Bylaw No. 2010-1 adopted by the Board the ____ day of ____ 2010.

Secretary Treasurer

SCHOOL CLOSURE BYLAW NO. 2010-2 DAVIS BAY ELEMENTARY SCHOOL

BYLAW OF THE BOARD OF EDUCATION OF School District No. 46 (Sunshine Coast) (hereinafter called the "Board") to close a school.

WHEREAS, pursuant to Section 73 of the School Act, a board may, subject to the orders of the Minister of Education (hereinafter called the "Minister") open, close or re-open a school permanently or for a specified period of time;

AND WHEREAS, pursuant to *School Opening and Closure Order 320/02*, closing a school permanently means to closing, for a period exceeding 12 months, of a school building used for the purposes of providing an educational program to students;

AND WHEREAS, pursuant to said Ministerial Order 320/02, the Board has developed and implemented a policy that includes a public consultation process with respect to permanent school closures and made that policy available to the public;

AND WHEREAS, pursuant to said Ministerial Order 320/02, the Board has applied the above-noted policy;

NOW THEREFORE the Board of Education of School District No. 46 (Sunshine Coast) hereby directs that Davis Bay Elementary School, located at 5078 Davis Bay Road, P.O. Box 512, Sechelt, B.C. V0N 3A0 be closed effective June 30, 2010.

This Bylaw may be cited as "School District No. 46 (Sunshine Coast) Closure Bylaw No. 2010-2 Davis Bay Elementary School.

READ A FIRST TIME THE 12 DAY OF JANUARY 2010

READ A SECOND TIME THE ____ DAY OF _____ 2010

READ A THIRD TIME, PASSED AND ADOPTED THE ____ DAY OF _____ 2010

Chairperson of the Board of Education

Secretary Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 46 (Sunshine Coast) School Closure Bylaw No. 2010-2 adopted by the Board the ____ day of _____ 2010.

Secretary Treasurer



School District No. 46 (Sunshine Coast)

Administrative Regulations

FACILITIES

3380

ENVIRONMENTAL SUSTAINABILITY

1. Purchasing
 - Where feasible, products shall be purchased that are manufactured from recycled materials.
 - Where products are similar in function, the one that is the least harmful to the environment shall be purchased.
2. Waste Management
 - The District shall substantially reduce paper waste.
 - The District shall foster environmental practices based on the concepts: reduce, reuse, and recycle.
 - Where feasible, waste products shall be recycled.
 - The District shall encourage the participation of staff, students and parents in the recycling program.
3. Facilities Management
 - The District shall practice energy conservation in the operation of all facilities and equipment.
 - The District shall use, where feasible, environmentally friendly products for all facilities, equipment and grounds.
 - In all instances when purchasing custodial products, the District will purchase the product that is biodegradable and eliminate the use of cleaners that contain toxins and ecological damaging products.
4. The District shall respond to identified environmental education needs as resources permit, including such measures as:
 - Providing appropriate environmental resources to schools;
 - Providing instructional assistance and in-service to school personnel;
 - Coordinating appropriate community-District environmental initiatives.
5. School District No. 46 will endeavour to work with community and government agencies in supporting good environmental practices such as anti-idling.

Page 1 of 1

Date adopted:
Revised: Re read

Reference: Policy 5.3

Supt. Signature:



School District No. 46 (Sunshine Coast)

Administrative Regulations

EDUCATION

2350

DISTANT EDUCATION/DISTRIBUTED LEARNING

1. Students in public schools may access their educational program through distributed learning (DL).
2. Students enrolled in grades 10 through 12 may take courses through DL and may cross-enroll in public and independent schools.
3. Students enrolled in grades K-9 may not cross-enroll. These students are full time at either a Distributed Learning school or a “brick and mortar” school.
4. School aged children ordinarily resident in British Columbia may take provincial DL at no charge. The fee provisions set out in the School Act apply to the provision of distance education or DL educational programs.
5. More DL details are available through the following websites:
 - Ministry of Education Distributed Learning
www.bced.gov.bc.ca/dist_learning/
 - BC Distributed Learning Standards
www.bced.gov.bc.ca/dis_learning/document/dist_learn_ogmt.pdf
 - BC Distributed Learning Standards
www.bced.gov.bc.ca/dist_learning/documents/dl_standards.pdf
 - Learn Now B.C.
www.learnnowbc.ca
 - Homeschoolers versus distributed learning students
www.bced.gov.bc.ca/dist_learning/dl_vs_homeschool.htm

Date adopted:
Revised:

Reference: Board Policy

Supt. Signature:



School District No. 46 (Sunshine Coast)

Administrative Regulations

ADMINISTRATION

1735

RESEARCH STUDIES IN SUNSHINE COAST SCHOOLS

Procedures

1. Research proposal requests will be accepted from teachers, graduate students, or faculty members. Research requests will not be accepted from marketing companies.
2. Researchers affiliated with a university must ensure that their completed research proposal requests are accompanied by a letter or certificate from the appropriate ethical review committee at their university. All completed proposal requests, need to be sent **first** to the Superintendent of Schools. Once researchers have received written approval for their work by the Superintendent, then notification of this approval and the research proposal package should be sent to the school Principal. Principals, in consultation with staff and students, always have the option to decline research, despite approval from the Superintendent and the University Ethics Boards.
3. Completed proposal packages should contain copies of the proposed research instruments, parent permission letter (if applicable), and certificate or letter of ethical acceptability. Submissions that are not complete will not be considered.
4. Research that entails disclosure of personal information in the District's possession (eg. Access to student files) requires further attention. In these cases, researchers need to complete the School District #46 "Terms and Conditions relating to the Disclosure of Personal Information for Research or Statistical Purposes". **Completed "TERMS and CONDITIONS AGREEMENTS" will be reviewed by the Superintendent's Office to ensure adherence to the Freedom of Information and Protection of Privacy requirements.**
5. Upon completion of the research, an abstract of the completed report must be sent to the Superintendent.

Page 1 of 2

Date adopted:
Revised:

Reference:

Supt. Signature:



School District No. 46 (Sunshine Coast)

Administrative Regulations

ADMINISTRATION

1735

RESEARCH STUDIES IN SUNSHINE COAST SCHOOLS (cont'd)

Criteria

1. The Superintendent will only approve research studies in which care is taken:
 - (a) with contentious or personal topics that may be considered by students or parent/guardians to be an invasion of privacy.
 - (b) with demands upon the time of participating students, teachers, or principals is reasonable;
 - (c) to ensure that potential contribution to the improvement of educational well-being of district staff and students in School District No. 46 (Sunshine Coast) is addressed.
2. Whenever students (under the age of 19) are involved in proposed external research, parent/guardian permission letters are required (informed consent). Parents/guardians must be informed of the purpose of the study, type of activity the child will be involved in, the nature of any questionnaires, interviews or test and the amount of time required by the research project.
3. Teacher and/or administrator permission letters which provide informed consent are required for all external research studies which involve teachers and/or administrators.
4. The anonymity of students and teachers who cooperate in research studies must be maintained.
5. Tape recordings, pictures, films, or videotape recordings of student performance must have written consent from parents/guardians and teachers.
6. Studies involving class groups are generally preferable to studies of individual students. The former are less disruptive to the regular school program.
7. Studies that place unreasonable demands upon the time of participating students, teacher, or administrators will not be approved.

Date adopted:
Revised:

Reference:

Supt. Signature:



School District No. 46 (Sunshine Coast)

Administrative Regulations

ADMINISTRATION

1808

SINGLE/SPLIT PARENT FAMILY INFORMATION

The school act defines “parent” as:

- a) the **guardian*** of the student or child (***Legal Guardian:** A legal guardian of a child is defined within the meaning established in the *Family Relations Act* and is the person who has legal control of the child as designated by a governmental ministry or a Canadian court order issued by a judge),
- b) the person legally entitled to **custody** of the student or child, or
- c) the person who usually has the **care and control** of the student or child.

The parent of a school-aged student is entitled to be informed of the student’s attendance, behaviour and progress in school. The parent may consult with the teacher or principal with respect to the student’s educational program, however at the request of a teacher, principal or vice-principal the parent must consult with the teacher or principal.

When parents are living separate and apart, determination of guardianship, custody or usual care and control of the student is defined by other legislation, such as the *Family Relations Act*, the *Divorce Act* or a court order.

The school principal determines who is “parent” by a review of the documentation that is provided to the school until such time as the school receives notice from one or other of the parents or the Ministry of Children and Family Development that the situation has changed. In this event, the school principal requires written confirmation of the change, i.e. a copy of the legal court order or agreement relating to the change in custody / guardianship or usual care or control.

The primary contact with the school is the person who has legal custody of the child. The day-to-day contact between school and home will be with the custodial parent. When the school principal requires information or direction regarding the child, the contact will be with the custodial parent, whenever possible.

If the custodial and noncustodial parent disagree about the course of action related to the child, then the school principal will take direction from the custodial parent until the matter is clarified by a court order. The school principal may not do all of what a custodial parent may request in relation to the child, and will only have an obligation to comply with requests which are reasonable in the particular circumstances

Schools will not provide verbal or written documentation to support or deny any custodial or proposed arrangements between parents.

Page 1 of 1

Date adopted:
Revised:

Reference:

Supt. Signature:



School District No. 46 (Sunshine Coast)

Administrative Regulations

ADMINISTRATION

1840

STUDENT/PARENT APPEAL PROCEDURE

APPEAL PROCEDURE

Before an appeal is filed, it is the Board's expectation that the student and/or parent will discuss the issue in dispute in a constructive manner with those responsible at the school or district level. In this regard, the Board expects, at a minimum, the following steps will be taken before an appeal is filed:

Step 1: The student and/or parent will discuss the issue with the principal where the decision was made at the school level following Regulation 1750 - *Reviewing the Decision of a Principal*, or the responsible administrator, where the decision was made at the district level; and

Step 2: The student and/or parent will discuss the issue with the administrator(s) appointed by the Superintendent, or the Superintendent.

Time Limit for Filing Appeal

An appeal must be commenced within thirty (30) days of the date the student or parent was informed of the decision being appealed from, unless the student or parent initiating the appeal can demonstrate that there are reasonable grounds to extend this time limit.

Filing an Appeal

The notice of appeal shall include the following information:

- the name, address, email address (if applicable), and telephone number of the Appellant, including the student's name, school, grade level;
- a description of the decision that is being appealed and its effect on the education, health, or safety of the student;
- the name of the employee who made the decision;
- the date the Appellant was informed of the decision being appealed;

Page 1 of 4

Date adopted:
Revised:

Reference: Bylaw 8300

Supt. Signature:



School District No. 46 (Sunshine Coast)

Administrative Regulations

ADMINISTRATION

1840

STUDENT/PARENT APPEAL PROCEDURE (cont'd)

- e. the grounds of the appeal and the action requested; and
- f. the steps that the Appellant has taken to discuss the matter directly with the person who made the decision or with other school or district employees.

Where the Appellant is a student under the age of nineteen (19) years, the Board shall provide a copy of the notice of appeal to the parent(s) of the student.

Upon receiving the notice of appeal, the Secretary Treasurer will notify the Board, the Superintendent and the employee whose decision is being appealed, of the appeal.

The Superintendent may appoint a person to be responsible for carrying out the responsibilities of the Superintendent under this Regulation.

Preparation for Appeal

The Secretary Treasurer or his/her designate is responsible for reviewing the notice of appeal and for communicating with the Appellant and others on matters related to the appeal.

Where, in the opinion of the Secretary Treasurer, the appeal does not comply with the requirements for an appeal established under this Bylaw or Section 11 of the School Act (e.g. it is not a decision of an employee which significantly affects the student's education, health, or safety; the appeal was not filed in a timely manner), the Secretary Treasurer shall refer the preliminary matter to the Board for determination.

The Board may ask for written submissions from the Appellant and/or the superintendent on the preliminary matter.

The Board shall notify the Appellant and the Superintendent of any preliminary decision it may make, including a refusal to hear the appeal.

Where, in the opinion of the Secretary Treasurer, there is no preliminary matter to be determined, arrangements will be made for the hearing of the appeal by the Board.

Page 2 of 4

Date adopted:
Revised:

Reference: Bylaw 8300

Supt. Signature:



School District No. 46 (Sunshine Coast)

Administrative Regulations

ADMINISTRATION

1840

STUDENT/PARENT APPEAL PROCEDURE (cont'd)

Prior to the date established for the hearing of the appeal, the Superintendent will provide a report to the Board regarding the matter under appeal. The Appellants and the employee whose decision is being appealed shall be entitled to a copy of this report.

The Board may provide directions for the hearing of the appeal.

The Board may, prior to the Board hearing the appeal or at any other time, require the Appellant to discuss the decision being appealed with persons directed by the Board.

The Board may establish a committee of one or more persons who have not been involved in the decision under appeal, for the purpose of investigating an appeal and the committee shall report to the Board as directed.

Appeal Process

The Board may hold an opportunity for oral submission in respect of the appeal and/or may decide the appeal based upon written submissions. Oral submissions will be heard in a closed session.

The Board may recommend an interim decision it considers necessary pending the disposition of the appeal.

The Board shall advise the Appellant, the Superintendent and the employee whose decision is being appealed, whether the appeal will be determined based upon written submissions, and/or an oral hearing and on any directions established for the hearing of the appeal, including the time frame for oral and/or written submission.

Where the Board decides to hold an oral hearing, the Appellant, the Superintendent and the employee whose decision is being appealed, shall be provided with written notice of the date, time, and location of the hearing.

The Board may ask questions of any person appearing at the appeal hearing.

Page 3 or 4

Date adopted:
Revised:

Reference: Bylaw 8300

Supt. Signature:



School District No. 46 (Sunshine Coast)

Administrative Regulations

ADMINISTRATION

1840

STUDENT/PARENT APPEAL PROCEDURE (cont'd)

The Board may adjourn the hearing at any time to obtain additional information where it considers such information would assist the Board in determined appeal.

During the appeal process, the Appellant may be accompanied by an advocate, support person and/or interpreter/translator.

Decision

The Board shall make a decision that it considers appropriate in respect of the matter that is being appealed and any preliminary matters, based on due process entitled to the parent/or student.

The Board shall decide the appeal based on the oral and/or written submissions presented to it and any other information obtained by the Board in accordance with this Regulation.

The Board must make a decision within 45 days from the date the notice of appeal was received in an acceptable form.

The Board shall promptly notify the Appellant, the Superintendent and the employee whose decision was appealed of the decision of the board and shall provide written reasons for the decisions as soon as practicable. *

[*An appellant may have the right to appeal a decision of the board made under this Regulation. For more information contact the Student Appeals Branch of the Ministry of Education.]

Page 4 of 4

Date adopted:
Revised:

Reference: Bylaw 8300

Supt. Signature:



School District No. 46 (Sunshine Coast)

Administrative Regulations

ADMINISTRATION

1360

DISTRIBUTION OF UNION/POLITICAL MATERIALS

- Prior to distribution of any material the Board of Education requires teachers and support staff to obtain approval of the Superintendent of Schools when distributing union/political information on educational matters on school property to parents or through students.
- The school or district administration will review the information for its accuracy and relevance to educational matters. Further, the review undertaken will determine the appropriateness of sending the information from the school to parents, taking into account the “pressing and substantial” objectives of the public school system.
- In determining the appropriateness of the materials for distribution, there must be a consideration of the balancing of rights and measures that may be taken to minimally impair the teacher’s right of free speech while at the same time achieving the objectives of the school district.
- Approval will be given or denied in writing within 48 hours of receipt of the material proposed (not including weekends or holidays).
- Should a union/political communication on an educational matter not be approved for any reason, the employer will raise the matter with the local union.
- With respect to the accuracy, the content of the information must be accurate so that the expression is not misleading such that confusion and/or conflict are created. If the content or a portion of the communication is inaccurate/misleading, the employer will identify and request that the employee/union amend the inaccurate/misleading information. If the employee/union refuses to remove or amend the inaccurate/misleading portions as identified, the employer would then ban the entire distribution of the communication.
- Any approved communication by the school district must be placed in a sealed envelope and clearly marked/addressed to the parent/guardian. Further, in order to ensure there is no confusion regarding from whom this communication is coming, the document itself should clearly indicate the authorship.

Date adopted:
Revised:

Reference:
Board Policy 2.12

Supt. Signature:



School District No. 46 (Sunshine Coast)

Administrative Regulations

FINANCE

4700

PURCHASING

STATEMENT:

School District #46 (Sunshine Coast) purchasing regulation allows for competitive procurement by practicing the highest standards of business ethics, professional competency and integrity with suppliers and contractors.

GENERAL:

1. The Secretary Treasurer is responsible for overseeing all purchasing, and provides a centralized purchasing resource to facilitate the acquisition of goods and services required by School District #46 (Sunshine Coast).
2. All interested suppliers shall be encouraged to quote on School District requirements for goods and services. All purchases made in the name of the Board or of a school become the property of the Board. The same conditions apply to donations to the Board or school. The Board reserves the right to refuse any donation or purchase.
3. SD 46's authorized buyers of goods or services are responsible to ensure the research of purchase requirements, contacting vendors, obtaining quotes, and other supporting documentation of the purchase.
4. The following are the threshold values for all goods and services purchases except where there is a School District supply contract in place:
 - a. Under \$5000 – three verbal quotes required. Buyer's discretion using the criteria of price, quality and service. All quotes are to be documented and filed.
 - b. \$5,001- \$24,999 – Three written quotes are required with a formal, written evaluation of the quotations.
 - c. Over \$25,000 – Formal tender is required to be posted on BC Bid through the office of the Secretary Treasurer.

**When the required good or service is valued at under \$25,000, a tender still MAY be posted on BC Bid at the buyer's discretion in consultation with the Secretary Treasurer.*

***Note that purchase orders must be generated for all orders over \$1,000.*

Page 1 of 3

Date adopted:
Revised:

Reference:

Supt. Signature:



School District No. 46 (Sunshine Coast)

Administrative Regulations

FINANCE

4700

PURCHASING (Cont'd)

5. The Board reserves the right at all times to reject some or all bids, to not award the contract or purchase, or to re-tender.
6. Purchase Orders must be generated and approved for purchases over \$1,000 and are the only authority to purchase goods or services on behalf of the School District. Purchases in excess of \$10,000 must have the prior approval of the Secretary Treasurer in accordance with SD 46 Administrative Regulation #4200, Decentralized Decision Making.
7. As a general rule, all orders and contracts will be awarded to the supplier that offers the best value for School District #46 (Sunshine Coast). All relevant factors contributing to the overall value of the contract will be weighted and measured consistent with acceptable purchasing practices. All factors being equal, contracts will be awarded to local, provincial, Canadian, and international suppliers in that order.
8. School District #46 (Sunshine Coast) employees engaging in the purchasing function will be free of interests or relationships that are actually or potentially inimical to the best interests of the School District. In order to avoid a possible conflict of interest, any employee who has financial or other interest in a supplier company, either directly or indirectly through members of his/her immediate family, must report such financial or other interests in writing to the Secretary Treasurer
who will determine whether the interest is sufficient to disqualify the vendor. Employees who believe they may have a conflict of interest must remove themselves from the specified procurement.
9. Only the Secretary Treasurer is empowered to commit the credit of SD 46, except for those instances where the Secretary Treasurer has specifically delegated this power.
10. Individuals who obligate SD 46 without authorization may be held personally responsible for the commitment.
11. Suppliers who accept orders over \$1,000 from individuals or departments which do not reference an official Purchase Order number, and who subsequently invoice School District #46 (Sunshine Coast) for payment will be advised that payment cannot be made for orders accepted from unofficial sources.

Page 2 or 3

Date adopted:
Revised:

Reference:

Supt. Signature:



School District No. 46 (Sunshine Coast)

Administrative Regulations

FINANCE

4700

PURCHASING (Cont'd)

12. SD 46 will obtain competitive prices for all supplies, equipment and services except in the following situations:
- An emergency exists and requirements cannot be satisfied in time by means of a competitive process;
 - A process delay would interfere with SD 46's ability to maintain security or order, or to protect human, animal, or plant life or health;
 - The required service is confidential; or
 - It can be proven that only one contractor is qualified to provide the service.

In the case of a single vendor, the person responsible for the purchase is required to present research to prove that only one vendor can provide the good or service.

13. School District Visa cards may be issued to an employee routinely involved in purchasing supplies and services. Applications for purchasing cards must be approved by the Secretary Treasurer.

The Visa card is to be used for routine supply and service purchases within the established limits of the card. Detailed information on the use and responsibilities of the School District Visa Card can be found in the School District No. 46 Visa Card Agreement with Employees.

Page 3 of 3

Date adopted:
Revised:

Reference:

Supt. Signature:

School District No. 46 Visa Business Card Agreement Between (Employee Name) and School District No. 46 (Sunshine Coast)

Enclosed is your new School District No. 46 (Sunshine Coast) Visa Card. Although the card is issued in your name, the card remains the property of SD 46. Your signature below verifies that you understand the Visa Card Program guidelines outlined below and agree to comply with them.

1. The Visa Business Card is provided to employees based on their need to purchase business-related goods and services. The Visa Business Card is never to be used for cash advances and may be revoked at any time if used improperly.
2. The card is for business-related purchases only; personal charges are not to be made using the card.
3. You are responsible for all charges made against the card.
4. Unauthorized use of the card can be considered improper use of School District funds, which may result in disciplinary action, up to, and including termination.
5. You are expected to comply with internal control procedures in order to protect School District No. 46 (Sunshine Coast) assets. This includes keeping receipts, reconciling monthly card statements, following proper card security measures, and keeping the card number secure. Actual purchase receipts (with detail backup) from each establishment must be provided; debit terminal receipts alone are not sufficient documentation.
6. Cardholders are responsible for reconciling their Visa Card monthly memo statement and resolving any discrepancies by contacting the supplier or the bank. The Accounts Payable Clerk must also be made aware of any discrepancies.
7. Monthly balances on your card will automatically roll-up into the Corporate account on the 8th of each month, leaving you with full available credit. You will also receive a copy of your statement transactions within by mail within 7 business days. Please ensure that the Accounts Payable Clerk receives your reconciled statement and attachments within two weeks after the 8th cut-off date.
8. Inquiries related to the accounting aspects of this agreement should be addressed to the Assistant Secretary Treasurer.

9. Inquiries related to changes on the card (e.g. Limit increase requests, special purchases) should be addressed to the Assistant Secretary Treasurer.
10. A lost or stolen card should be reported immediately by telephone to the SD 46 Assistant Secretary Treasurer or the Accounts Payable Clerk and to the "Lost or Stolen Visa Card" number at 1800 588-8067.
11. A cardholder must surrender his or her card upon termination of employment (i.e. retirement or voluntary/involuntary termination). At this point, no further use of the account is authorized.

I acknowledge receipt of School District No. 46 (Sunshine Coast) Visa card No:
and agree to use it in compliance with the terms and conditions as stated
above.

Cardholder Signature

Secretary Treasurer Signature

Cardholder Printed Name

Secretary Treasurer Printed Name

Date

Date



School District No. 46 (Sunshine Coast)

Administrative Regulations

PERSONNEL

5800

CONFLICT OF INTEREST

1. ETHICAL STANDARDS

1.1 No District Administrator shall affect their presentation to the Board by personal prejudices or affiliations or by any other personal association.

1.2 Partisan politics at any level are not to be introduced into the workplace.

1.3 All District Administrators must conduct themselves in a manner that does not bring discredit to themselves, their profession or to the District.

1.4 District Administrators shall treat Board members, students, parents and other members of the community with dignity, respect and consideration. District Administrators must not engage in personal or sexual harassment, or discrimination or harassment based on any of the prohibited grounds covered by the *BC Human Rights Code*.

1.5 District Administration shall adhere to the approved policies and regulations of the Board.

2. CONFLICT OF INTEREST

2.1 "Conflict of Interest" is any activity which might be perceived by a reasonable person as using the employment relationship for undue personal advantage or for the advantage of friends or relatives, or any activity which may conflict with a District Administrator's duties and responsibilities to the Board.

2.2 No District Administrator shall place himself or herself in a position of Conflict of Interest, or potential Conflict of Interest, as an employee of the Board.

2.3 While the Board recognizes the right of public service employees to be involved in activities as citizens of the community, conflict must not exist between the private interests of District Administrators and the discharge of their job-related duties.

2.4 District Administrators shall not permit considerations of private gain or personal interest to affect the discharge of their professional responsibilities.

2.5 District premises, materials and equipment should not be used for external business purposes or for any other purpose which might compromise the interests of the District.

Page 1 of 5

Date adopted:
Revised:

Reference:

Supt. Signature:



School District No. 46 (Sunshine Coast)

Administrative Regulations

PERSONNEL

5800

CONFLICT OF INTEREST (Cont'd)

3. DEALING WITH RELATIVES

3.1 For the purpose of this policy, a "relative" is defined as a spouse (including common-law), "significant other", child, parent, grandparent, grandchild, brother, sister, in-law, former spouse, step-child, step-parent, uncle, aunt, nephew, niece, or other dependent individual.

3.2 District Administrators are prohibited from being in direct supervision of a relative. Direct supervision includes day-to-day supervision, performance evaluations, assignment of duties, approval of requisitions and determination of salary, wages or benefits.

3.3 When a District Administrator who is involved in the selection process is a relative of an applicant, the District Administrator is automatically disqualified from participation in decision-making related to the competition.

3.4 District Administrators, who exercise regulatory, inspectional, or other discretionary control over others, must disqualify themselves from dealing with relatives.

3.5 The Superintendent of Schools may, in his/her sole discretion, allow direct supervision of a relative provided he or she is satisfied that sufficient safeguards are in place to ensure that the District's interests are not compromised.

3.6 If the Superintendent of Schools is in a position of direct supervision of a relative, the Board may, in its discretion, allow direct supervision of the relative provided it is satisfied that sufficient safeguards are in place to ensure that the District's interests are not compromised.

4. GIFTS

4.1 District Administrators shall not accept a gift, favour or service that arises out of employment by the Board from any individual, organization or corporation, other than the normal exchange of hospitality between persons doing business together; tokens exchanged as part of protocol; or the normal presentation of gifts to persons participating in public functions.

Page 2 of 5

Date adopted:
Revised:

Reference:

Supt. Signature:



School District No. 46 (Sunshine Coast)

Administrative Regulations

PERSONNEL

5800

CONFLICT OF INTEREST (Cont'd)

4.2 District Administrators will not engage in outside activities for which they receive remuneration (beyond expenses) unless such activities do not:

- (a) interfere with the performance of their duties as an employee of the District;
- (b) create Conflicts of Interest or potential Conflicts of Interest;
- (c) negatively affect the interests of the District; or
- (d) negatively affect public confidence in the Board and the District.

5. PROFESSIONAL RESPONSIBILITIES

5.1 District Administrators accept the responsibility to keep abreast of current developments in education and to contribute to the growing body of specialized knowledge, concepts and skills that characterize the professional aspects of Education Administration.

5.2 District Administrators will strive to provide the best possible educational experience and opportunities to all persons in the District, placing the needs of the student above all other considerations. District Administrators recognize that the schools are the public's business and shall seek to keep the community fully informed about District schools while maintaining confidences entrusted to them in the course of executing the affairs of the schools.

5.3 It is essential that District Administrators recognize their responsibility to ensure that confidential information received as a result of employment by the District remains confidential, and is not divulged to anyone other than individuals authorized to receive such information. Disclosure of confidential information may put employees in a position of Conflict of Interest, and great care must be taken when communicating with individuals inside and outside the District.

5.4 Caution and discretion in handling confidential information extends to disclosure made inside and outside of the District and continues to apply after the employment relationship ceases.

5.5 Confidential information that District Administrators receive through their employment must not be used by a District Administrator for the purpose of furthering any private interest, or as a means of making personal gains.

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CONFLICT OF INTEREST (Cont'd)

5.6 The above provisions regarding confidential information are in addition to any statutory obligations Districts Administrators have regarding the safeguarding of information (e.g. under relevant privacy legislation).

5.7 District Administrators shall execute policies of the Board and enforce rules and regulations of the Ministry of Education in an impartial manner.

5.8 District Administrators shall refrain from denigration of the character and competence of colleagues and trustees, and present professional judgments of colleagues in an appropriate forum.

5.9 In addition to any statutory reporting obligations, District Administrators have a duty to report any violation of the law and/or Board policy to the Superintendent of Schools and will not be subject to discipline or reprisal for bringing forward, in good faith, such allegations.

6. RELATIONSHIP WITH THE BOARD

6.1 District Administrators will interact with the Board in an impartial and professional manner.

6.2 Difficulties with District Administration/Board interaction will be dealt with through the Superintendent of Schools and the Chair of the Board.

7. RESPONSIBILITY FOR ADMINISTRATION OF THE POLICY

7.1 The responsibility for the administration and monitoring of this policy with respect to District Administrators and for issuing the instructions necessary to implement it rests with the Superintendent of Schools.

7.2 The responsibility for the administration of this policy with respect to the Superintendent of Schools rests with the Board.

7.3 The Superintendent of Schools will determine any questions that might arise with respect to whether a Conflict of Interest exists. District Administrators must request a determination in writing of the Superintendent of Schools (or designate) before engaging in an activity which might reasonably raise questions about a possible Conflict of Interest.

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CONFLICT OF INTEREST (Cont'd)

7.4 The Superintendent of Schools must request a determination of the Board before engaging in any activity that might reasonably raise questions about a possible Conflict of Interest.

7.5 It is the duty of District Administrators to recognize whether a Conflict of Interest or potential Conflict of Interest exists and to ensure that it is resolved. No District Administrators will be excused from compliance with this policy or any other rule of law relating to Conflicts of Interest on the basis that the individual did not realize that a Conflict of Interest existed or might arise.

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Administrative Regulations

EDUCATION

2280

COACHING

A. Athletic Programs

Athletic programs will:

1. Encourage all student-athletes to reach their full academic and educational potential.
2. Ensure that loss of instructional time be kept to a minimum while offering appropriate competitive opportunities.
3. Recommend that each student-athlete have an annual medical examination prior to participating during that school year.
4. Recommend that each student-athlete and parent/legal guardian be advised to carry appropriate insurance coverage. (see school insurance program brochures available at the beginning of each year).
5. Have a school administrator or authorized representative available to supervise athletic competitions.

B. Coaches

Coaches will:

1. Recognize that school sport is an extension of the classroom, with legislative obligations required of the coach at all times.
2. Actively uphold the rules of the sport and the spirit of the rules of the sport, and encourage student-athletes to do the same.
3. Treat all participants fairly and equitably.
4. Respect the judgment and interpretation of officials without gesture or argument, and require student-athletes to do the same
5. Refrain from using foul, profane, harassing or offensive language or gestures in the conduct of coaching duties.
6. Refrain from using physical force of any kind in conduct of coaching duties.
7. Under no circumstances endorse or condone, either covertly or intentionally, the use of any drugs or alcohol, including performance-enhancing drugs, by any student-athlete.

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Date adopted: June 2, 1998
Revised: July 15, 2002

Reference: Board Policy 4.3.3

Supt. Signature:



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Administrative Regulations

EDUCATION

2280

Coaching (cont'd)

8. Abstain from the use of tobacco products and alcohol, while in the presence of student-athletes, and discourage their use by student-athletes.

C. Students

Coaches will educate student-athletes to:

1. Understand their role as school and district representatives at competitions.
2. Recognize that all regular school and district rules are in effect at all times, including nights and weekends.
3. Treat everyone with respect by:
 - a. treating teammates, coaches, opponents, event organizers and spectators with respect;
 - b. respecting and accepting with dignity the decisions of officials;
 - c. being generous in winning and gracious in losing.
4. Exercise self-control at all times by:
 - a. remembering that there is no place in sport for drugs or alcohol;
 - b. refraining from the use of foul or profane language;
 - c. refraining from the use of physical force outside of the rules of the game.
5. Play fair by playing within the rules and the spirit of the rules of the game at all times.

D. Community Coach

1. Administrators will screen community coaches to determine their suitability to reflect the school's values, to supervise and coach students, and to receive authorization to perform a criminal records check.
2. Community Coaches are required to follow all administrative regulations regarding coaching.
3. Teams with community coaches may only play games with a Principal authorized representative.

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Date adopted: June 2, 1998
Revised: July 15, 2002

Reference: Board Policy 4.3.3

Supt. Signature:



School District No. 46 (Sunshine Coast)

Administrative Regulations

PERSONNEL

Draft

CELL PHONE USE

Employee safety is our number one priority at all times.

While operating district owned vehicles the following actions and devices are **prohibited**:

1. No operating or holding hand-held cellular phones or other electronic devices.
2. No sending or reading e-mails and/or texting (e.g. Blackberry, iPhone or cellular phone).

Any of the above devices can be used in a district vehicle when parked and not impeding traffic.

Any fines associated with violations, infractions, tickets or citations are the sole responsibility of the individual employee.

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