



COMMITTEE OF THE WHOLE

12:30 pm, Wednesday, February 14, 2024
School Board Office

NOTES

Present: Jaclyn Miller, Kirsten Van't Schip, Rob Hill, Dale Lawson, Maureen Mason

Also in attendance: Jay Yule (Superintendent), Steve Hopkins (Secretary-Treasurer)

The meeting was called to order at 12:39 p.m. by Chairperson Miller.

LAND ACKNOWLEDGEMENT

1. APPROVAL OF AGENDA

MOVED: D. LAWSON

SECONDED: K. VAN'T SCHIP

THAT the Committee of the Whole Meeting Agenda of February 14, 2024, be adopted as circulated.

STATUS: CARRIED

2. STANDING COMMITTEES

- 2.a) Education & Strategic Planning Committee
2.a.i) 2026/2027 School Calendar – Draft

J. Yule introduced the draft of the 2026/2027 school calendar for review. The district plans to distribute this draft to parents and stakeholders to gather feedback. The collected feedback will be presented to the board in March, alongside a finalized calendar for approval. The draft calendar is consistent with previous years and attempts to align with the calendars of other local school districts.

- 2.b) Finance & Facilities Committee
2.b.i) 2023/2024 Amended Budget

S. Hopkins presented the amended budget for the 2023/2024 fiscal year. The amendments reflect updates to the approved board service plan and incorporate changes to ministry grants based on actual enrollment versus projections. Notably, there is a net \$200,000 difference between the preliminary and amended budgets, attributed in part to lower-than-anticipated enrollment. Among other items, there were adjustments to expenditures as a result of unfilled staffing in certain areas.

The committee reviewed schedules 2, 2a, 2b, and 2c, with attention given to the inclusion of the new Feeding Futures grant as a special purpose grant.

Additionally, the committee engaged in a discussion regarding the government's recently announced restrictions for international students. J. Yule highlighted that while these changes primarily impact post-secondary students, there may be implications for international students considering post-secondary education. The district has observed a decline in international student registrations for the current school year.

2.b.ii) Emergent Bus Funding Request

S. Hopkins presented a letter sent to the ministry in January, requesting additional funding beyond the allocated capital plan to address an urgent issue with a bus that did not meet the ministry's replacement criteria. The ministry has granted approval for the request, and an amended motion will be proposed for consideration at the February Regular meeting.

2.c) Policy Committee

2.c.i) Administrative Procedures Related to Student Safety

J. Yule presented a document summarizing district policies, procedures, and initiatives aimed at ensuring student safety within schools. The district is currently considering several changes to existing administrative procedures and is in the process of developing a new administrative procedure specifically addressing instances of sexual assault. Materials adapted from the Sooke school district will be shared with the RCMP and qathet Safe before being brought to the board for review.

During the discussion, the committee suggested the following:

- Incorporating guidance on trauma-informed practices within an administrative procedure to provide additional direction to staff.
- Developing a harassment and bullying administrative procedure that focuses on students, as the current district administrative procedure primarily addresses staff instances.
- Conducting an annual review of administrative procedures related to student safety.
- Including information on newly announced outcomes related to sexual image exploitation and providing a link to the 'For Your Eyes Only' reporting tool.

J. Yule added that the district is allocating resources to support additional learning opportunities on trauma-informed practices. The initial one hour session will help to assess staff understanding of these practices.

(1) AP 170 – Harassment and Bullying

This administrative procedure is designed for staff, and there is a recognized need for separate guidance directed at students. Despite links to the ERASE bullying reporting tool being available on school sites, and the regular communication of processes and expectations for student conduct each year, the district acknowledges the absence of a comprehensive written guide. The development of written guidance, including links to the ERASE reporting tool, aims to enhance clarity for both students and parents. Additionally, clear definitions for bullying and harassment will be incorporated to enhance understanding of student behavior.

(2) AP 175 – Safety: Violence in the Workplace for District Employees / Violence Protocol

The administrative procedure is also specific to employees. The committee discussed changes to WorkSafeBC coverage to support mental health conditions that result from the workplace. The changes were intended to provide support to first responders, however may be considered in other workplaces. It is unknown whether WorkSafeBC will apply these benefits for claims submitted by school staff.

(3) AP 206 – Sexual Health Education

J. Yule highlighted that sexual health education is integrated into the curriculum and clearly outlined in ministry documents. Trustees suggested incorporating links to the prescribed curriculum, including SOGI curriculums, to enhance clarity for parents.

(4) AP 311 – Safe Schools

Staff have recognized that certain administrative procedure titles lack descriptiveness and will be reviewed to ensure accessibility for both staff and parents in finding the information they need.

The committee discussed current practices during school start-up and recommended the inclusion of these procedures in the annual review with staff and students. Additionally, there was a suggestion to share the relevant information with parents.

(5) AP 325 – Child Abuse Investigations in Schools

The committee agreed that the procedure should be reviewed with all staff on an annual basis considering that allegations of abuse could be

reported to various staff members not directly involved in the classroom, such as school secretaries or bus drivers. Although the administrative procedure explicitly mandates that administration be notified when a report is made to the Ministry of Children and Family Development (MCFD), there have been instances where this information has not been shared.

- (6) AP 325 Appendix - Trilateral Protocol Agreement Responding to Child Abuse and Neglect

The protocol agreement was included for review.

- (7) AP 350 – Student Conduct / Codes of Conduct

As per previous discussions, codes of conduct are meant to be reviewed annually at every school.

- (8) AP 355 – Student Discipline

The administrative procedure was shared for information.

Revisions to these administrative procedures and any new administrative procedures will be presented to the board for further discussion at an upcoming meeting.

- 2.c.ii) Administrative Procedure 145 – Use of Personal Communication Devices

The administrative procedure was shared in response to the recent ministry announcement on cell phones in schools. The district is awaiting additional guidance, understanding that the focus is on emphasizing appropriate and limited use rather than a complete ban. Teachers currently have autonomy for educational purposes, and further direction is anticipated. K. Brach is scheduled to meet with staff and DPAC to discuss screen time in classrooms, potentially leading to the development of a new administrative procedure.

- 2.c.iii) Administrative Procedure 452.1 – Role of Director of Technology

S. Hopkins reported that revisions have been made to reflect the recent hire to the position. Previously designated as a District Principal, the role has now been updated to Director of Technology.

3. COMMITTEE REPORTS

- 3.a) Environmental and Sustainability Committee – M. Mason (oral)

M. Mason provided a summary of her participation in the January Environmental and Sustainability Committee meeting. She emphasized that the committee's plan is research-based and aligns effectively with the board's strategic plan. In response to trustee requests, it was agreed to share information, including both qualitative and quantitative survey results that informed the plan, via email.

J. Yule indicated that R. Barfoot will continue to coordinate the initiative, ensuring necessary support or release time. D. Lawson mentioned that the plan received positive feedback from DPAC, generating enthusiasm and interest among parent representatives. The draft plan is scheduled to be presented to the board in an upcoming meeting.

4. OTHER INFORMATION

4.a) BCSTA Leadership Series – Gibsons

J. Miller and K. Van't Schip have confirmed their attendance at the session on March 9. Travel arrangements for the session were discussed, and School District 46 has offered \$150 to assist in covering travel costs for this event.

4.b) Sunshine Coast request for support for an AGM motion related to Early Learning

J. Miller conveyed that trustees had discussed, via email, a proposed motion developed by School District 46 for BCSTA AGM related to funding for early learning. Trustees agreed to support the motion formally at the upcoming regular meeting. The motion put forth by School District 46 is as follows:

THAT the Sunshine Coast School District requests the BCSTA South Coast Branch to propose a motion advocating for per-pupil funding to support districts with the infrastructure capacity required to coordinate childcare initiatives in school districts.

K. Van't Schip noted that other BCSTA branches have established a procedure for development of branch motions. She will continue to explore available models and share findings with the South Coast Branch at the next meeting.

4.c) Partner Liaison Meeting – J. Miller

J. Miller reported on her attendance at the ministry's Partner Liaison Meeting. She noted that the presentation on safe and inclusive schools was particularly engaging, and will look for slides from that presentation to share with trustees.

4.d) SOGI Bingo – The Performance of Pink

Trustees reflected on the reading material "The Performance of Pink" and shared their own personal stories and impressions.

4.e) Board Work Plan – For Information

The plan was provided for information.

ADJOURNMENT

The meeting was adjourned at 2:12 p.m.