



Call to Order – Trustee Craig

Questions of Agenda/Approval of Agenda for February 8, 2022

Conflict of Interest Declaration

1.0 Adoption of Minutes of January 11, 2022

2.0 Announcements of the Chair

3.0 Good News from the Schools

4.0 Trustee Statements

5.0 Petitions/Delegations/Presentations - Nil

6.0 Staff Reports

6.1 Superintendents Report

The Superintendent will provide his monthly report.

Greg Smyth

6.2 COVID -19

The Superintendent will provide an update on COVID-19.

Greg Smyth

6.3 2021/2022 Amended Budget

The Secretary-Treasurer will present the 2021/2022 Amended Budget for approval from the Board.

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT 70 Pacific Rim (called the "Board") to adopt the amended annual budget of the Board for the fiscal year 2021/2022 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act* respecting the Amended Annual Budget adopted by this bylaw.

2. This bylaw may be cited as School District 70 Pacific Rim Amended Annual Budget Bylaw for fiscal year 2021/2022.
3. The attached "Statement 2" showing the estimated revenues and the estimated expenditures for the 2021/2022 fiscal year and the total budget bylaw amount of \$53,185,522 for the 2021/2022 fiscal year was prepared in accordance with the Act.
4. Statement 2, Statement 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2021/2022.

READ A FIRST TIME THE 8th DAY OF FEBRUARY, 2022;

READ A SECOND TIME THE 8th DAY OF FEBRUARY, 2022;

READ A THIRD TIME, PASSED AND ADOPTED THE 8TH DAY OF FEBRUARY, 2022.

Lindsay Cheetham

6.4 District Strategic Plan

The Superintendent will report on the District Strategic Plan.

Greg Smyth

6.5 International Education

The District Principal – International Education will provide an update on the International Ed program.

Marc Fryer

6.6 2022/23 School Calendar

The Superintendent will present a draft of the 2022/23 School Calendar – *attached*.

Greg Smyth

6.7 Budget Update

The Secretary-Treasurer will provide an update on the budget.

Lindsay Cheetham

7.0 Executive Committee Reports

7.1 January 19 and February 2, 2022.

8.0 Unfinished Business/New Business - Nil

9.0 Policy Development

9.1 Administrative Procedures – *AP 3101: Interagency and Visiting Professional Protocol*

This Administrative Procedure has been revised and reviewed by the Policy & Governance Committee of the Whole.

Greg Smyth

9.2 Administrative Procedures – *AP3102: Research in Schools*

This Administrative Procedure has been created and reviewed by the Policy & Governance Committee of the Whole.

Greg Smyth

10.0 Correspondence – Action Required - Nil

11.0 Correspondence – For Information

11.1 copy of the Ha-Shilth-Sa dated January 13 and 27, 2022.

12.0 Board Committees

12.1 Policy & Governance Committee of the Whole

The Superintendent will provide an update on the Policy COW meetings of November 30 and February 8.

Chris Washington

13.0 Internal District Committees

13.1 BCPSEA – *Trustee Craig*

13.2 BCSTA Provincial Council/VISTA – *Trustee Craig*

13.3 DPAC – *Trustee Craig*

14.0 External or Community Committees

14.1 Port Alberni Museum & Heritage Commission – *Trustee Craig*

Audience Question Period

Adjournment

SCHOOL CALENDAR FORM - GENERAL

2022/2023 CALENDAR

JULY						
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31						

AUGUST						
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SEPTEMBER						
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JUNE						
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■ Instructional
 ■ Non-Instructional
 ■ Vacation Period
 ■ Statutory Holiday

6.7

**Budget Status Report
SD 70 (Pacific Rim)
at January 31, 2022**

	BUDGET (Preliminary)				ACTUALS	
	Operating Fund Schedule 2	Special Purpose Funds Schedule 3	Local Capital Funds Schedule 4	Consolidation	YTD	Variance
Revenue						
Provincial Grants						
- Ministry of Education - Operating	37,608,555			37,608,555	19,367,082	18,241,473
- Ministry of Education - Other	1,347,961	3,757,346		5,105,307	2,318,018	2,787,290
- Other Provincial Grants				-	344,045	(344,045)
Tuition	250,000			250,000	534,760	(284,760)
Other Revenue	3,422,356	1,270,000		4,692,356	974,347	3,718,009
Rentals and Leases	58,400			58,400	55,970	2,430
Investment Income	20,000			20,000	13,429	6,571
Total Revenue	42,707,272	5,027,346	-	47,734,618	23,607,650	24,126,968
Expenditures						
Teachers	18,286,129	1,504,971		19,791,100	10,125,982	9,665,118
Principals and Vice Principals	3,232,204	109,261		3,341,465	1,994,360	1,347,105
Support Staff	6,853,210	777,778		7,630,988	3,979,360	3,651,628
Other Professionals	1,253,355	116,035		1,369,390	732,455	636,935
Substitutes	1,530,000			1,530,000	604,399	925,601
Employee Benefits	7,153,956	696,634		7,850,590	3,460,910	4,389,680
Services and Supplies	4,852,352	1,822,667		6,675,019	3,624,200	3,050,819
Debt Interest			5,676	5,676	5,240	436
Debt Principal			33,998	33,998	34,577	(579)
Total Expenditures	43,161,206	5,027,346	39,674	48,228,226	24,561,483	23,666,743
Net Revenue (Expense)	(453,934)	-	(39,674)	(493,608)	(953,833)	460,225
Transfer to Local Capital	(39,674)	-	39,674	-		-
Budgeted Prior Year Surplus Appropriation	493,608	-		493,608		493,608
Budgeted Surplus (Deficit), for the year	-	-	-	-	(953,833)	953,833

EXECUTIVE COMMITTEE MEETING

DATE: JANUARY 19, 2022
LOCATION: VIA TEAMS
TIME START: 9:00 AM **TIME END:** 9:19AM

ATTENDANCE LOG

Lindsay Cheetham	Laurie Morphet	Marc Fryer
Trisha Wilson	James Messenger	Stacey Manson
Barb Witte	Peter Klaver	Nadine White
Barb Ross	Greg Roe	Mike Gough

DISCUSSION ITEMS

GS	Nil
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BW	1.	Updated registration info on website for February 1st
GR	2.	<ul style="list-style-type: none">The updated SD70 Communicable Disease Prevention Plan and Powerpoint has been circulated.Interior sheathing has begun at USS and both projects are on schedule and on budget.Looking into how to implement functional closures for the transportation dept in the event of driver shortages.Creating a Code of Conduct for student riders.
JM	3.	Working on plans for the January 28 th CI Day on Anto-racism which will be held virtually.
LM	4.	<ul style="list-style-type: none">EA's are welcome to attend the CI Day. A memo will be emailed.Starting to work on the February 1701 process.
LC	5.	<ul style="list-style-type: none">The SDS security update has been moved to January 28th due to issues with backup.Working on Amended Budget which will be presented at the February board meeting.
MG	6.	<ul style="list-style-type: none">IT now has a full complement of staff. Brian Cox has quickly become a valued member of the team with his expertise and knowledge.A security camera has been installed at the Maintenance yard due to recent thefts.
MF	7.	<ul style="list-style-type: none">Just finished meeting virtually with Japanese and Korean agents.Busy preparing for incoming students.
NW	8.	<ul style="list-style-type: none">Welcomed Barb Ross.Asked for clarification on the CI Day and Rapid Antigen test deployment.
SM	9.	<ul style="list-style-type: none">Plans going well for the Just B4 pilot starting in February. Katherin Charbonneau is the Manager and Jen Penner is acting as the Early Care and Learning Professional.Occupational Therapist Stephanie Linning is facilitating a session tonight on Strategies for Early Gross Motor Development with a broad variety of participants and agencies.

NEXT MEETING: FEBRUARY 2, 2022

RECORDED BY: B WITTE

EXECUTIVE COMMITTEE MEETING

DATE:	FEBRUARY 2, 2022
LOCATION:	VIA TEAMS
TIME START:	9:00 AM
TIME END:	9:25AM

ATTENDANCE LOG

Lindsay Cheetham	Laurie Morphet	Marc Fryer
Trisha Wilson	James Messenger	Stacey Manson
Barb Witte	Peter Klaver	Nadine White
Barb Ross	Greg Roe	Cindy Hewitt

DISCUSSION ITEMS

GS	Nil
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CH	1.	<ul style="list-style-type: none"> Asked when Rapid Antigen Tests are expected to arrive. GS replied that they haven't received word on them yet. BCTF has received a donation of N95 masks.
GR	2.	<ul style="list-style-type: none"> Functional Closure Plan for the transportation dept is now in place.
JM	3.	<p>IT Dept Report</p> <ul style="list-style-type: none"> The team is already benefiting greatly to having two tech people and are working well together. It has allowed them to focus on some preventive maintenance and future planning rather than just putting out fires. The expertise has allowed them to affordably refurbish a class set of laptops for USS and on Friday they setup a whole new lab for the drafting program at ADSS. Having two tech people has allowed Mike to focus on some of the bigger picture issues as he works with IBM to address some network security and function issues. Mike has also been helping him look at some different data warehousing options. Nadine has been very busy supporting schools during reporting and semester change with MyEd and Compass troubleshooting. Also been helping to develop a district plan for building our overall capacity with MyEd. We are also working on a draft of survey for all staff to get their input into what technology resources they are currently using and what resources they would like to see more of or get more support with. <p>Education Report</p> <ul style="list-style-type: none"> Very impressed by the professional learning and collaboration that has been created through the work of Sandra McAulay, our District Curriculum Resource Teacher. Our school-based literacy and numeracy leaders have settled into their positions and we are seeing a real uptick in collaboration within school staffs. Our monthly Literacy and Numeracy Networks continue to be a source of energy and positivity. Last month we had a great presentation from Carole Fullerton to our Numeracy Group. We are working to develop a collective understanding of the concepts of balanced literacy and balanced numeracy instruction. Our focus in the

		<p>coming months will be to build on that understanding and also add to our list of best practices and resources.</p> <ul style="list-style-type: none"> Looking ahead in regards to our needs with reporting, data, and technology. Changes to reporting are likely to result in us looking at different programs. Been researching into what other districts are doing and have been experimenting with some different platforms so that we have affordable and effective solutions. Trying different communication channels to reach our communities. Our app along with our district facebook and twitter accounts are helping us do that.
LM	4.	<ul style="list-style-type: none"> Working with valley team on Kindergarten transition plans. Working with TW and CUPE Training Fund to deliver session on February 18th re: Community Resilience Initiative. Organizing Mental Health First Aid for the spring.
MF	5.	<ul style="list-style-type: none"> Provided update on International Education which will be presented to the Board on February 8th.
SM	6.	<ul style="list-style-type: none"> Attended the first meeting Communities Building Youth Futures. The session was organized by Tamarak and Alberni Clayoquot Health Network on January 27. A series of three "What can we learn from our data?" virtual sessions are being planned. Joanne Schroeder (Director External Partnerships HELP), Greg Smyth, Karen Bingham, Cathy Cross and I will lead engagement sessions looking at CHEq, EDI, MDI and YDI data for Pacific Rim. We will also discuss the impact of the pandemic on families. <ul style="list-style-type: none"> AV Children and Youth Network: Tuesday Feb. 8 at 10 am Kindergarten Teachers: Wednesday Feb. 9 at 3 pm SEY2K Community Session: Thursday Feb.17 6:30 pm
GS	7.	<ul style="list-style-type: none"> Next Policy & Governance COW meeting will be on February 8th. Now in Day 2 of 2022/23 student registration. Decision was made not to offer Late French Immersion for 2022/23. Starting Teacher staffing allocations for 2022/23.

NEXT MEETING: FEBRUARY 16, 2022 RECORDED BY: B WITTE

3101: ACCESS TO SCHOOLS BY OUTSIDE AGENCIES INTERAGENCY AND VISITING PROFESSIONAL PROTOCOL (AP)

Approved: 88 11 01

Approved: 17.12 12

POLICY

School District 70 acknowledges the benefits when home, school and visiting professionals collaborate to wrap supports around a student.

Objectives:

- To provide a protocol for opportunities for visiting professionals and school staff members to share information and to support the development of plans
 - for successful student transition into the school and
 - for continued coordinated planning (home/school/community) as a student with unique needs, progresses in school.
- To clarify roles and responsibilities

Definitions:

Interagency Support Professionals: i.e. Pediatrician, MCFD or USMA Social Worker, CYMH or USMA Mental Health Clinician, MCFD Probation Officer, qualified Community Based Counsellor

Private Professionals: Some parents/guardians hire private professionals in the community to support their child at home i.e. Occupational Therapist, Physiotherapist, Speech Language Pathologists, Behavioural Consultants, private Counsellors.

Paraprofessionals: i.e. Family Support Workers, FASD Key Workers, Behavioural Consultants who may not hold the same level of professional credentials or belong to a professional college. Note: parental/guardian requests for community based paraprofessional involvement in school, will be examined with higher rigor.

Common Understandings:

- MCFD, CYMH, USMA employees and Medical Doctors agree and sign their own professional code of ethics; submit to and pass regular criminal record screening; and demonstrate they meet educational qualifications before they are hired. Therefore, it is not necessary for these visiting professionals to submit a criminal record check or to sign a confidentiality agreement with SD 70.
 - **MCFD, CYMH, USMA employees and Medical Doctors will be fast-tracked to support SD 70 students whenever possible. These employees are automatically vetted and with permission of the parent, school administrator and relevant**

school staff, may proceed with scheduling a date/time. Admin will be provided with current MCFD and USMA staff lists.

- Note at times some agencies hire private contractors who request access to SD 70 students during the school day with parent/guardian permission. Administrators should request their business card then consult with the Director of Inclusive Education. The qualifications and a current criminal record check will need to be validated by the Director of Inclusive Education before permission is granted for private contractors to have access to observe or support SD students during the school day.
- Other Community Resource Agencies may be available to provide support to SD 70 students during the school day, especially at the High School level. The Director of Inclusive Education will liaise with these agencies to monitor and guide the vetting process.
- Criminal Record checks will be required for private and paraprofessional visitors if the parent/guardian requests they work one-one with the student at school. **Note: A criminal record check is not a requirement for MCFD, CYMH, USMA employees or for Medical Doctors.**

Process:

1. Parents/Guardians may make a request to the School Administrator that a visiting professional:
 - a. attend a School Based Meeting-i.e. Transition, School Based Team, Individual Educational Plan and/or Integrated Case Management Meeting. (No special permission is needed if the parent/guardian is also in attendance. If the parent/guardian is not in attendance, the *SD Permission to share information form* needs to be completed by the parent/guardian before the meeting is held).
 - b. observe their child in class during the school day. (Parent/Guardian to complete Appendix I – Parental/Guardian Request for Visiting Professional and deliver it to the School Based Administrator at least three weeks before the desired visit).
 - c. provide community support-i.e. counselling provided by an outside agency or private contractor at school, during the school day. (Complete the attached request form and deliver it to the School Based Administrator at least three weeks before the desired visit).
2. The School Based Administrator will discuss the request with school staff (i.e. IST, classroom teacher, counsellor) before forwarding the request document to the Director - Inclusive Education.
3. A District list of vetted community agency employees and private contractors will be maintained by the Director – Inclusive Education. If an Agency or Professional visitor is not on the current list, the Director – Inclusive Education will contact them to verify qualifications and determine if a criminal record check is required.
4. If a School Administrator and school staff support the request and if the visiting professional has been vetted by the Director of Inclusive Services, the parent/guardian will be notified that

the visitation process can proceed, and the Administrator will then coordinate the meeting date/time.

5. If a School Administrator and staff members do not support the request or if the professional has not been vetted by the Director of Inclusive Services, the parent/guardian will be notified and provided with the rationale.
6. Approved visiting professionals/paraprofessionals will arrange a date/time for the school visit with a school Administrator.
7. Visiting Professionals who are **not** employees of MCFD, CYMH, USMA or a Medical Doctor, will be expected to read/agree and sign a *Confidentiality and Non-Disclosure Agreement* before observing or supporting an SD 70 student.
8. Upon arrival to school, the visiting professional will sign in at the office then be escorted to the location the observation/meeting is to take place.

AP 3101: Appendix I – Parental/Guardian Request for Visiting Professional

(To be completed by the parent/guardian and submitted to a School based Administrator three weeks before the desired visitation)

Date: _____ School: _____ Grade: _____

Student Name: _____ Classroom Teacher: _____

Parent/Guardian Name: _____

Phone: _____ email: _____

Visiting Professional or Paraprofessional Name, Job Title, Agency name, Contact phone number and email address (recommend a copy of their business card be attached).

Rationale (The why or what behind this request.)

What information do you hope to gain?

Approximately how many visits/observations are you requesting and what is the timeframe of your request?

Parent/Guardian Signature

____ Approved by the Director of Inclusive Education
____ Not approved by the Director of Inclusive Education

Rationale: _____

Director of Inclusive Education Signature

Date

AP3101: Appendix II - Confidentiality and Non-Disclosure Agreement

To be read, agreed upon and signed by Visiting Professionals or Paraprofessionals as a condition to observe or to work one-one with an SD 70 student.

(MCFD/CYMH, USMA employees and Medical Doctors are exempt from this requirement.)

1. I will hold all confidential and personal information in trust and strict confidence and will only use this information for the purpose as agreed upon between the parent/guardian and SD 70.
2. I understand the privacy rights of others at all times, and I will maintain any confidential personal information strictly confidential in both professional and social situations.
3. I will comply with all Privacy Laws and Regulations that apply to the collection, use and disclosure of personal information.
4. Although School staff will work and plan collaboratively with approved visiting professionals and paraprofessionals, it is not appropriate for the visiting professional/paraprofessional to comment on or to make recommendations regarding SD 70 staff practice to parents or to other SD 70 staff.

I fully understand and agree with the expectations as outlined above.

Visiting Professional Name: _____

Visiting Professional Signature: _____ Date: _____

Witness Name: _____ Date: _____

Witness Signature: _____

Administrators will keep the parent/guardian request with this Confidentiality Agreement in their Visiting Professional/Paraprofessional file at their school site.

3102: RESEARCH AND OTHER PROJECTS IN SCHOOLS (AP)

Approved:

PURPOSE

The Board of Education supports participation in research activities that further the knowledge base upon which improvements to education can be made or research activities that support other values of importance to society. However, such participation must not be detrimental to the normal educational activities in the school district.

Research activities include the use of tests or other forms of assessment, checklists, surveys or questionnaires, interviews, audiotapes or videotapes, and observation when these are not part of classroom instruction and evaluation.

The Board authorizes the Superintendent/designate to screen and approve applications for research projects, subject to the guidelines outlined in this administrative procedure.

ADMINISTRATIVE PROCEDURES

1.0 APPLICATION TO CONDUCT RESEARCH

Before research and other projects are considered for approval, they must be sponsored and supervised by a recognized post-secondary educational institution or a recognized research institute or must be a component of approved research by district personnel. Research projects must have the support of the human ethics committees or of committees with similar responsibilities at the respective institutions.

Those who wish to conduct research and/or surveys in School District 70 must make written application to the Superintendent/designate, and provide copies of any materials to be used.

2.0 ADJUDICATION OF APPLICATIONS

Screening

On receipt of an application, the proposed research study will be screened by the Superintendent/designate for the following:

- a) *Sensitivity*: nature of the topic or questions as they relate to value-laden or sensitive issues.

- b) *Intrusiveness*: extent of disruption to students and/or teachers and classes or support staff; request for special arrangements within the school or district office; need for involvement of district or school staff.
- c) *Personal Information*: infringement of personal or family privacy.
- d) *Methodology*: requirements of the research design for identification and selection of participants; quality of the research design, procedures and data analysis.
- e) *Timelines*: time of year and duration of the study.
- f) *Scope*: proposed contact group, number of participants and schools or district office involved.
- g) *Relevance*: meaningfulness and contribution to the improvement of education and/or knowledge of student learning.
- h) *Confidentiality*: procedures for guaranteeing anonymity and confidentiality, including storage and eventual disposal of data.
- i) *Timeliness*: number of studies in progress at a given time.

Acceptance in Principle

- a) Research requests are “accepted in principle” or “rejected” following screening. “Acceptance in principle” carries no implication for commitment from schools, staff, students or parents/guardians.
- b) Applications that have been “accepted in principle” are forwarded to the relevant school principals and district staff by the Superintendent/designate. The final decision for participation rests with those directly involved.
- c) Parents or families making individual decisions to participate in research activities without district or school sanction will do so outside of school hours and outside of school district premises.

3.0 CRIMINAL RECORD CHECK

Prior to entering a school to conduct a research study, a person who is not a district employee must undergo a criminal record search and submit the report to Human Resources. Final acceptance for the study is contingent on the results of the criminal record search.

4.0 INFORMED CONSENT

Parents/guardians of students taking part in research studies in schools must be advised of the nature and purpose of the research.

When research procedures involve contact with students on an individual basis, written parental/guardian consent based on complete information about the purpose and procedures of the research must be received prior to commencement.

5.0 RESULTS

On completion of a research project undertaken in School District 70, a full report of the research results must be submitted to the Superintendent/designate. Copies of the full reports are to be made available to all participants and other interested persons on request.

Researchers should be prepared to discuss or present their findings to school or district staff and parents/guardians in a manner that contributes to the knowledge and/or practice of staff, students or parents.