



Call to Order – Trustee Craig

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

Conflict of Interest Declaration

- 1.0 Adoption of Minutes of February 8, 2022
- 2.0 Announcements of the Chair
- 3.0 Good News from the Schools
- 4.0 Trustee Statements
- 5.0 Petitions/Delegations/Presentations
 - 5.1 ADSS Breakfast Club – *letter attached.*
- 6.0 Staff Reports
 - 6.1 Superintendents Report

The Superintendent will provide his monthly report.

Greg Smyth

- 6.2 Expenditures for January 2022

RECOMMENDATION

It is recommended that the expenditures for the month of January 2022 be approved as follows:

Description	January
Supplies and Services	\$2,046,372.82
Salaries and Benefits	\$3,518,807.47
	\$5,565,180.29

RATIONALE

Trustees have reviewed the cheque listings.

Lindsay Cheetham

6.3 2022/23 School Calendar

The Superintendent will present the 2022/23 School Calendar for approval from the Board.

Greg Smyth

6.4 Public Board Meetings for 2022-23

The Superintendent will present the draft Public Board Meeting schedule for 2022-23 for approval of the Board.

Greg Smyth

6.5 2021-22 Budget

The Assistant Secretary-Treasurer will provide an update on the 2021-23 Budget.

Barb Ross

7.0 Executive Committee Reports

7.1 February 16 and March 2, 2022.

8.0 Unfinished Business/New Business

8.1 2022 Trustee Bursary (ADSS) – Trustee Craig

9.0 Policy Development

9.1 Notice of Motion – P 200: Executive Committee

RECOMMENDATION

It is recommended that the Board approve the amendments to P 200: Executive Committee.

RATIONALE

Additions to the composition of the Policy have been made to reflect the addition of positions to the committee.

Greg Smyth

9.2 Notice of Motion – P 420: Professional Growth Program

RECOMMENDATION

It is recommended that the Board approve the deletion of P 420: Professional Growth Program.

RATIONALE

This Policy was originally negotiated as a Letter of Understanding with the ADTU, this program has lapsed and the Policy is no longer applicable.

Greg Smyth

9.3 Administrative Procedures – AP 4001: Guidelines for Managing Medical Certificates

This AP was reviewed at the Policy & Governance Committee of the Whole meeting on February 8, 2022 and there were no amendments made.

Greg Smyth

9.4 Administrative Procedures – AP4031: Employee Long Service and Retirement Recognition

This AP was reviewed at the Policy & Governance Committee of the Whole meeting on February 8, 2022 and there were no amendments made.

Greg Smyth

10.0 Correspondence – Action Required

10.1 copy of email dated February 28, 2022 from the Tla-o-qui-aht First Nation.

11.0 Correspondence – For Information - Nil

11.1 copy of the Ha-Shilth-Sa dated February 10 and 24, 2022.

12.0 Board Committees - Nil

13.0 Internal District Committees

13.1 BCSTA/VISTA – *Trustee Craig*

14.0 External or Community Committees

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

Audience Question Period

Adjournment

Alberni District Secondary School Breakfast Club

4000 Roger Street, Port Alberni, BC V9Y 0B1

5.1

January 16, 2022

Dear Trustees,

I would like to thank you all once again for your continued support of the ADSS Breakfast Club. Every year your contributions to this program make a significant difference to so many students' lives. This is the 14th year since the inception of this very unique program began in 2008.

ADSS has approximately 1100 students ranging from Grade 8 to Grade 12, many of which are living below the poverty level. Throughout the years, we have many students struggling to attend school and many that access the breakfast club for several reasons: dysfunctional home lives, financial issues, poor choices, homelessness, etc. As you know, this program is very unique as we try to give our vulnerable students a "hand up" not a hand out. Our efforts have enabled our students to continue their schooling with self-respect and pride.

At ADSS, donated funds, over \$47,000 yearly, are used to purchase Breakfast Club foods such as bagels, jam, peanut butter, margarine, cream cheese, honey, fruit, yogurt, granola bars, napkins, etc. Food items are also delivered to 8th Avenue Learning Centre on a regular basis. In addition, food bins are filled (as requested by teachers) with bagels, fruit and granola bars. Bins are then delivered to 40 classrooms that host "grab and go stations" throughout the school. This allows students to access food easily throughout the day, 5 days a week. Our numbers are well over 400 students who are accessing the Breakfast Club on a daily basis. In past years, tables are set up during Exam week (twice a year from 7:30 am to 1:00 pm) to provide breakfast and lunch items to any and all students that are hungry.

The goal of the ADSS BC is to feed hungry students, create relationships and build trust, to remove barriers that a student may have and to ensure a successful school career. Students seek help through youth workers, staff and administration who then bring them to the Breakfast Club to find the help that is needed - food, clothing, hygiene items, school supplies, etc.

Grocery (canned foods, etc.), gift cards, hygiene items (feminine products, shampoo/conditioner, deodorant, tooth brushes, etc.) and Christmas hampers items are purchased for our at-risk students and students in crisis. They are then distributed to students through school counselors; items are handed out on an "as needed basis". In addition to these items, we also have a supply of clothing, runners, coats, grad items (Prom dresses, suits) and school supplies that are made available for students in need. Depending on the need throughout the year, the budget for these items can run between \$4000-\$5000. Having these items on site make life for our students much less stressful. Having less stress in their lives takes away the barriers and allows our students to concentrate on their schooling and successfully graduate.

The BC program is available to all students who are hungry. Over the years, staff and volunteers have stated that they have noticed significant improvements at our school with our students' grades, attitudes, exam scores, grad rates and their overall quality of life since the Breakfast Club began; the Breakfast Club is a contributing factor to these successes. We know that it takes a lot for students to ask for help, so the goal is to ensure that the recipients receive complete privacy and that their dignity remains intact.

This program is 100% volunteer run and we are very happy to return to the BC this school year. The amazing volunteers that attend on a weekly basis and generously donate their time represent: Young Life, Family Guidance, Rotary Club, John Howard Society, VIHA, RCMP, USMA Guardianship Team, INEO, SD 70 Staff members, ADSS PAC members, as well as citizens and business owners within our community. They are all very dedicated to making a difference for our students.

I would like to ask you to consider a donation of \$11,000.00 once again for the 2022-23 school year, which will help to continue this successful program. I would like to thank you for your consideration and look forward to hearing from you. If you any questions regarding this letter, please feel free to contact me at my home phone number 250.724.6115 or at my new email address meljoeburton@gmail.com or call Principal Rob Souther at 250-723-6251 ext. 2405.

Sincerely,

Melody Burton
ADSS Breakfast Club Coordinator

6.4

SD70 PACIFIC RIM SCHOOL BOARD MEETINGS 2022-23

DATE	LOCATION	Time
Sept 13, 2022	Administration Office	5:00pm
Oct 11, 2022	Ucluelet Secondary School	5:00pm
Nov 8, 2022	Administration Office	5:00pm
Dec 13, 2022	Administration Office	5:00pm
Jan 10, 2023	Administration Office	5:00pm
Feb 14, 2023	Administration Office	5:00pm
Mar 7, 2023	Administration Office (Budget Input)	5:00pm
Apr 11, 2023	Wickaninnish Community School (Budget Input)	5:00pm
May 9, 2023	Administration Office	5:00pm
June 13, 2023	Administration Office	5:00pm

EXECUTIVE COMMITTEE MEETING

DATE:	FEBRUARY 16, 2022
LOCATION:	VIA TEAMS
TIME START:	9:00 AM TIME END: 9:12AM

ATTENDANCE LOG

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

DISCUSSION ITEMS		
GS		Nil

BR	1.	<ul style="list-style-type: none"> Starting to look at next years' budget. Working on restructuring reporting in the financial system. Working on a presentation on financial structure for those interested (timelines, etc.)
GR	2.	<ul style="list-style-type: none"> Updating the Communicable Disease Prevention Plan after yesterday's announced changes. HVAC in district is in good shape but looking to upgrade to HEPA units in portables.
LM	3.	<ul style="list-style-type: none"> Hosting session with all community agencies involved with early learning for discussion on Kindergarten transitions. Working on spring schedule for student services staff to begin looking at EA staffing needs for next year. 38 CUPE staff have signed up for the Community Resilience Initiative on February 18. Hoping to be able to continue to offer.
LC	4.	<ul style="list-style-type: none"> Researching sample Superintendent Contracts. Dealing with legal issues.
MG	5.	<ul style="list-style-type: none"> New IT team working well.
NW	6.	Asked about current status of staff absences. PK replied some days are higher and have had trouble filling.
SM	7.	Working with Tasha Sam, Early Years Outreach Worker with Nuu chah nulth Child and Youth Services. We will present highlights from our Strengthening Early Years to Kindergarten Transitions work at a provincial meeting on Feb. 24. Topics are Compassionate Leadership and Creative Tension.
PK	8.	Expecting to shortlist for Superintendent position in three weeks. District was short Rapid Antigen Tests, but students will be receiving a package of 5.

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

EXECUTIVE COMMITTEE MEETING

DATE: MARCH 2, 2022
LOCATION: VIA TEAMS
TIME START: 9:00 AM **TIME END:** 9:18AM

ATTENDANCE LOG

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

DISCUSSION ITEMS

GS		Nil
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BR	1.	T4's have been emailed to all employees.
GR	2.	Restoration is underway after fires at the Ucluelet Teacherage and Stepping Stones Daycare at AES.
JM	3.	<ul style="list-style-type: none">• USS finished 3rd in the girls division at the recent BC School Wrestling Championships.• Many schools and educators are connecting with Sandra McAulay on Core Competencies.• Reviewing school plans in preparation for the ED COW meeting on March 8th.• Working with Sandra on Island Numeracy Network Learning Bursts in April, May and June.
LM	4.	<ul style="list-style-type: none">• planning underway for incoming Kindergarteners• working through EA allocations for next year
MF	5.	<ul style="list-style-type: none">• Island districts have compiled a TV ad for a push on Homestay families.• Presented the IE program to the PAC at USS
MG	6.	Working with IT team to plan Spring Break projects.
NW	7.	Attended info session with Andrew Schneider at NIC regarding the ability for EA's to become certified as ECE's. Has some concerns to discuss with GS on March 3 rd .
GS	8.	The Superintendent search will wrap up with interviews on April 5th

NEXT MEETING: APRIL 6, 2022 RECORDED BY: B WITTE

200: EXECUTIVE COMMITTEE (P)

Approved: 86 10 07
Amended: 16 11 22

POLICY

The Executive Committee of the Board of Education for School District 70 Pacific Rim is composed of the following management positions:

- Superintendent of Schools
- Assistant Superintendent
- Secretary-Treasurer
- **Assistant Secretary-Treasurer**
- Directors of Instruction
- **District Principals**
- Director of Operations
- ~~Business Manager~~
- Executive Assistant
- Human Resources Assistant

The Board delegates to the Executive Committee, within the terms of applicable legislation, Board policy and/or specific Board direction, the day-to-day management of the District.

1.0 MEETINGS

- 1.1. The Executive Committee shall meet bi-weekly, or as required.
- 1.2. Minutes of the meeting will be made available to the Board
- 1.3. The Superintendent of Schools will chair the meetings.

2.0 EMPLOYEE REPRESENTATION

A representative of the ADTU, CUPE and Principals' & Vice Principals' Association will be invited to attend regular meetings of the Executive Committee in order to facilitate management/employee consultation.

9.2

420: PROFESSIONAL GROWTH PROGRAM (P)

Approved: 95 03 07
Amended: 99 02 23

POLICY

The Board of Education believes that the quality of a teacher's instruction impacts on student learning. It also believes that quality instruction can be maintained and enhanced through a program of professional growth which recognizes the uniqueness of individual teachers and encourages their active participation and thoughtful self-assessment. The intent of this policy is to provide for the implementation of individual professional growth plans within a cooperative and supportive environment.

REGULATIONS

- 1.0 The process that enables teachers to develop personal growth plans shall be referred to as the Professional Growth Program.
- 2.0 The professional Growth Program is based on the following understandings:
 - 2.1 It is not evaluative nor linked in any way to the summative evaluation process.
 - 2.2 None of the observations, materials, notes which are a part of a teacher's Professional Growth Program may be used in a subsequent summative evaluation.
 - 2.3 The summative evaluation process as outlined in the Collective Agreement is the method of teacher evaluation.
 - 2.4 The Board will permit the Administrative Officer to determine which teacher receives a summative evaluation and the frequency of evaluation.
 - 2.5 There will be a standard procedure or set of guiding principles for the Professional Growth Program process.
- 3.0 Participation in the Professional Growth Program shall be at the discretion of the individual teacher.
- 4.0 The content of a teacher's professional growth plan shall be determined by that individual teacher.
 - 4.1 The plan format utilized will contain the following elements:

- 4.1.1 Professional goal(s). [The area(s) the teacher wants to emphasize this year.]
- 4.1.2 Activities related to 4.1.1 [Activities the teacher proposes in order to accomplish his/her goal(s).]
- 4.1.3 Criteria for completion. [How the teacher will know that he/she has achieved his/her goal(s).]

5.0 The role of Administrative Officer in a Professional Growth Program may include the following:

- 5.1 Scheduling an initial meeting with the participating teacher to discuss the plan.
- 5.2 Requesting subsequent meetings when appropriate to ensure that the teacher's requests with regard to his/her plan are being met.
- 5.3 Providing coordination where two or more teachers request such in order to collaborate in a professional growth plan.
- 5.4 Accessing financial support where possible and when necessary to enable teachers to complete a professional growth plan.

6.0 The Professional Growth Program shall be piloted for a minimum of two (2) years with a review by a joint committee to be completed by June of 1999.

93

4001: GUIDELINES FOR MANAGING EMPLOYEE MEDICAL CERTIFICATES AND RELATED DOCUMENTS (AP)

Approved: 07 06 26

POLICY

The Board of Education generally considers employee medical information as sensitive personal information. As a result, employees have a right to expect that such information will be treated confidentially. With a higher degree of privacy protection than is required for less sensitive human resources information.

These guidelines are intended to strike a balance between the School District needs to collect, use and disclose employee medical information for legitimate work related purposes and employees' right to such information.

REGULATIONS

1.0 EMPLOYEE CONSENT

- 1.1 Authorization for gathering medical certificates should be obtained from an employee in advance. The medical certificate forms utilized in the District contains a section for the employee's written consent for the completion of the form.
- 1.2 The purpose for which the medical certificate information will be used may include establishing eligibility for benefits, fitness to work and accommodation requirements.
- 1.3 Failure to provide timely consent could affect the employee's eligibility for sick leave benefits.

2.0 USE OF MEDICAL CERTIFICATES AND RELATED DOCUMENTS

- 2.1 Access to and use of employee medical certificates and related documents will be managed by Superintendent or designate, and will be limited to those individuals who have a responsibility to manage health related absences, to administer benefits and related sick leave, disability or income replacement programs.
- 2.2 Employees working with this information will be instructed regarding appropriate practices and procedures set out in this policy relating to the handling of such information to ensure confidentiality.

3.0 PROTECTION OF EMPLOYEE MEDICAL CERTIFICATES AND RELATED DOCUMENTS

- 3.1 While such information forms part of the personnel record, medical certificates and related documents will be kept in a discreet file, accessible only to those with a responsibility, which requires access to the information.
- 3.2 Due to the sensitivity of such information, reasonable and appropriate safeguards will be used to secure this information against unauthorized access collection, use, disclosure or disposal including the use of a sealed envelope within the employee's discreet medical file.

4.0 EMPLOYEE ACCESS TO MEDICAL INFORMATION

- 4.1 In accordance with Section 4 of the FOIPPA, an employee wishing access to the confidential file containing medical information and related documents may do so in the company of the Superintendent or designate. The employee needs to apply in writing.

5.0 SAFETY EXCEPTION TO ACCESS

- 5.1 Any health professionals report, or opinion, about an employee is the individual employees' personal information. However, in some circumstances, the release of information to an individual may be refused where the information may be harmful to that person or a third party (e.g. where there is concern that the individual is dangerous to themselves or others). Refer to Section 19 or FOIPPA.

9.4

School District 70 (Alberni)

4031: EMPLOYEE LONG SERVICE AND RETIREMENT RECOGNITION (AP)

Approved: 95 02 02
Amended: 00 08 29
Amended: 18 12 11

POLICY

The Board of Education believes that an employee's long service to the Board and the employee's retirement should be recognized.

The Regulations to this Administrative Procedure establish the guidelines for these recognitions.

REGULATIONS

1.0 LENGTH OF SERVICE RECOGNITION

- 1.1 An employee who, as of June 30, is in the 25th year of employment according to start date with the Board, and has been actively employed for the past 3 three years, will be recognized in that calendar year and be invited to the Annual Board Long Service and Retirement event.
- 1.2 The Superintendent, in consultation with the Board, shall determine the type of recognition annually.

2.0 RETIREMENT RECOGNITION

- 2.1 In June of each year, the Board will host a reception for all retiring regular employees including teachers, support staff, principals and vice principals and exempt staff who have a minimum of 10 years of service with the district, have been actively employed for the past 3 years and are applying to receive the benefits of a pension plan.
- 2.2 The Superintendent, in consultation with the Board, shall determine the type of recognition annually.

Barb Witte

From: Iris Frank - Education Manager <education@tla-o-qui-aht.org>
Sent: Monday, February 28, 2022 1:01 PM
To: Greg Smyth; Ken Watts; brandy
Cc: muuchink@gmail.com; Tribal Administrator; Barb Witte; roger@hupacasath.ca
Subject: Letter of support JANT 2023

Importance: High

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon Ken, Brandy, and Greg,

Please accept this as a request for letter of support from Tseshaht, Hupacasath, and School District 70.

Tla-o-qui-aht First Nation will be putting forth a bid to the Coaches to Host Junior All Native Tournament (JANT) 2023. This tournament travels each year to the North of BC, then to Central BC, and next year to the South of BC.

The last time the JANT was in Port Alberni, the Hesquiaht First Nation hosted it quite well with many partners.

It is a specific request to SD70 to have access to the following School gyms, and we will endeavor to cover the custodial costs, unless you want to donate this to Tla-o-qui-aht?

- ADSS two gyms
- EJ Dunn
- Tsum as (former AW Neil)
- Alberni elementary
- Maquinna Elementary
- Eighth Ave Learning (VAST)
- Wood Elementary

When we are successful in our bid we will host during Spring Break 2023, with no exact dates at this time, because it needs to align the best we can with BC Schools Spring break.

If you have any specific questions please contact Bruce Frank at 250.726.4054 he is willing to speak on behalf of our four teams Under 13 Boys and Girls and Under 17 Boys and Girls.

We are in the process of putting together a dynamic steering committee to ensure that we be the best host we can be on behalf of Tla-o-qui-aht.

Thank you very much.

“Be kind, Be Calm, Be safe” (Dr. Bonnie Henry)