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**PUBLIC AGENDA OF THE BOARD OF EDUCATION  
SCHOOL DISTRICT 70 (ALBERNI)  
7:00 pm – December 11, 2018  
Administration Office, Port Alberni, B.C.**

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**Call to Order – Trustee Craig**

**Questions of Agenda/Approval of Agenda for December 11, 2018**

**Conflict of Interest Declaration**

**1.0 Adoption of Minutes of November 13, 2018**

**2.0 Announcements of the Chair**

**3.0 Good News from the Schools**

3.1 Nuu-chah-nulth Language

Teacher Moira Currey will introduce students will do a traditional Nuu-chah-nulth welcome and their introductions in the language. Ms. Currey will be accompanied by Adam Werle and Geena Sutherland.

*Greg Smyth*

3.2 World Tsunami Awareness Trip

Teacher Nicole Hamaguchi and students will highlight their recent trip to Japan to attend a conference on Tsunami awareness and how it relates to Port Alberni and SD70.

*Greg Smyth*

**4.0 Trustee Statements**

**5.0 Petitions/Delegations/Presentations - Nil**

**6.0 Staff Reports**

6.1 Superintendent's Report

The Superintendent will provide his monthly report.

*Greg Smyth*

6.2 School Plans

Administrators from Maquinna Elementary, Wood Elementary and Eighth Avenue Learning Centre will present their school plans for 2018-19.

*Greg Smyth*

6.3 Expenditures for October 2018

RECOMMENDATION

It is recommended that the expenditures for the month of October 2018 be approved as follows:

Description	October
Supplies and Services	\$1,058,196.15
Salaries and Benefits	\$3,427,475.25
	<b>\$4,485,671.40</b>

RATIONALE

Trustees have reviewed the cheque listings.

*Lindsay Cheetham*

6.4 Statement of Financial Information

The Secretary-Treasurer will present the SOFI Report for 2017/18.

*Lindsay Cheetham*

6.5 ADSS Band Trip

RECOMMENDATION

It is recommended that the board approve the ADSS Band request to travel to Washington, Oregon and California April 17-22, 2019 at no cost to the board.

RATIONALE

This would be an exciting and educational opportunity for the students.

*Greg Smyth*

**7.0 Executive Committee Reports**

7.1 November 21 and December 5, 2018.

**8.0 Unfinished Business/New Business**

**9.0 Policy Development**

9.1 Policy Adoption – *P150: Employee Long Service and Retirement Recognition*

RECOMMENDATION

It is recommended that the board approve the adoption of Policy 150: Employee Long Service and Retirement Recognition.

RATIONALE

This Policy was served Notice of Motion on September 11, 2018 and discussion on November 13, 2018, feedback was received and is now ready for adoption.

*Greg Smyth*

**10.0 Correspondence – Action Required - Nil**

**11.0 Correspondence – For Information**

11.1 copy of the Westerly News dated November 7, 14 , 21 and 28, 2018.

11.2 copy of the Ha-Shilth-Sa News dated November 15 and 29, 2018.

**12.0 Board Committees - Nil**

**13.0 Internal District Committees - Nil**

**14.0 External or Community Committees**

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

14.2 Port Alberni Advisory Planning – *Trustee Washington*

**15.0 Audience Question Period**

**Adjournment**



To the School District 70 Board of Trustees and Greg Smyth,

We are writing today to request permission to travel with 50 students to the United States to visit the states of Washington, Oregon, and California. This is a music program travel tour with students in grades 10-12. The goals of this trip is to introduce students to a variety of musical performance opportunities (as a professional musician would experience) and to offer views to post-secondary music options for students wishing to pursue that as a career option.

We will be performing at various public places and venues throughout the tour, as well as taking opportunities to visit with elementary school students and offer learning experiences for them. This is a great chance for musicians to perform and work in unfamiliar venues, as is what happens in the industry.

We will also be visiting two extremely well-respected post-secondary music programs: Oregon State and Berklee California. Oregon State offers one of the best classical training experiences in western north America and is a destination for many young and old musicians. Berklee School of Music in the state of California is recognized as the school to study at for anyone wishing to get involved in the recording and sound technology industry. There is no school like it in Canada.

We are pleased to offer this opportunity and as always are supporting students who are not financially able to afford this opportunity. These are important events for our students and offer young musicians a chance to explore the world of music that would normally not be available to them.

Please feel free to ask any questions as we are always available to speak with members of the district.

Sincerely,

Josh Kynoch and Ron Gaucher

Directors of Music, Alberni District Secondary School

**EXECUTIVE COMMITTEE MEETING**

<b>DATE:</b>	<b>NOVEMBER 21, 2018</b>
<b>LOCATION:</b>	<b>CONFERENCE ROOM</b>
<b>TIME START: 9:00 AM</b>	<b>TIME END: 9:14 AM</b>

**ATTENDANCE LOG**

Greg Smyth	Peter Klaver	Lindsay Cheetham
Diana Moore	Vera Kaiser	Greg Roe
Jack Hitchings	Barb Witte	

<b>DISCUSSION ITEMS</b>		
GS		N/A

<b>INFORMATION</b>		
VK	1.	Acknowledged the work of the flight team and ADSS staff during recent student tragedy.
GS	2.	Met with GR and the City of Port Alberni Planning Dept to discuss buffer zones for bus stops near Cannabis Dispensaries.
GS	3.	Working on Substance in the Workplace AP for all employee groups. A copy will be sent to stakeholders.

**NEXT MEETING: DECEMBER 5, 2018**

**RECORDED BY: Barb Witte**

**EXECUTIVE COMMITTEE MEETING**

<b>DATE:</b>	<b>DECEMBER 5, 2018</b>
<b>LOCATION:</b>	<b>CONFERENCE ROOM</b>
<b>TIME START: 9:00 AM</b>	<b>TIME END: 9:10 AM</b>

**ATTENDANCE LOG**

Greg Smyth	Peter Klaver	Lindsay Cheetham
Diana Moore	Ken Zydyk	Greg Roe
Jack Hitchings	Vera Kaiser	Barb Witte

<b>DISCUSSION ITEMS</b>		
GS		N/A

<b>INFORMATION</b>		
KZ	1.	Asked if a decision had been reached regarding proposed three-year calendar for Professional Development days. GS replied that the calendar will remain on a year to year basis.
KZ	2.	Asked about Compass In-service. GS replied that a handbook is being created for teachers.
VK	3.	Has met with Stacey Manson and Vicki Roy from Outreach to plan Phase 1 of the STARS (Skills that Achieve Readiness for School) program.
GS	4.	Met with Carl Poole and all SOGI leads on December 5 <sup>th</sup> for the opportunity to share how their work fits into the bigger picture of Diversity and Inclusion.

**NEXT MEETING: DECEMBER 19, 2018**

**RECORDED BY: Barb Witte**

## **4031: EMPLOYEE LONG SERVICE AND RETIREMENT RECOGNITION (AP)**

Approved: 95 02 2  
Amended: 00 08 29

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### **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 **Policy Administrative Procedure** establish the guidelines for these recognitions.

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### **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**, as of June 30 will be recognized in that calendar year and be invited to the Annual Awards Dinner **Board Long Service and Retirement event**.
- 1.2 **The Superintendent, in consultation with the Board, shall determine the type of recognition annually.** ~~Other service anniversaries may be recognized.~~

#### **2.0 RETIREMENT RECOGNITION**

- 2.1 ~~Employees who are retiring as of June 30 will be recognized in that calendar year and be invited to the annual Awards Dinner.~~ 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 in a position **actively employed** for the past 3 years and are applying to receive the benefits of a pension plan.
- 2.2 ~~As a general guideline, employees with 10 or more years of employment and who have actively worked in the past few years will be recognized.~~ **The Superintendent, in consultation with the Board, shall determine the type of recognition annually.**

#### **3.0 — ANNUAL AWARDS DINNER**

~~The Board will hold an annual Awards Dinner in the month of June to recognize employees who are retiring and/or who are in the 25th year of service. The dinner, hosted by Trustees and Managers, is intended to be a significant event yet the cost will be appropriate for a public entity.~~

**“Actively employed” as determined by the employer in consultation with the ADTU, CUPE and PVPA**

DRAFT