



**SD70 PACIFIC RIM BOARD OF EDUCATION
BUDGET INPUT PUBLIC AGENDA
5:00 pm – March 2, 2021
Via Zoom, Port Alberni**

Call to Order – Trustee Craig

Questions of Agenda/Approval of Agenda for March 2, 2021

Conflict of Interest Declaration

1.0 Adoption of Minutes of February 9, 2021

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.*

5.2 Alberni Valley Community School Society – *letter attached.*

6.0 Staff Reports

6.1 Superintendent's Report

The Superintendent will provide his monthly report.

Greg Smyth

6.2 2021/22 School Calendar

The Superintendent will present the 2021/22 School Calendar for approval – *attached.*

Greg Smyth

6.4 Expenditures for January 2021

RECOMMENDATION

It is recommended that the expenditures for the month of January 2021 be approved as follows:

Description	January
Supplies and Services	\$2,143,448.36
Salaries and Benefits	\$3,527,482.94
	\$5,670,931.30

RATIONALE

Trustees have reviewed the cheque listings.

Greg Smyth

7.0 Executive Committee Reports

7.1 February 17, 2021.

8.0 Unfinished Business/New Business

9.0 Policy Development

9.1 Policy Adoption – *P110: Board Procedure*

RECOMMENDATION

It is recommended that the Board adopt amendments to Policy 110: Board Procedure.

RATIONALE

This Policy was served Notice of Motion on January 12, 2021 and was up for discussion on February 9, 2021, no feedback was received and is now ready for adoption.

Greg Smyth

9.2 Policy Adoption – *P130: Committee(s) of the Whole*

RECOMMENDATION

It is recommended that the Board adopt amendments to Policy 130: Committee(s) of the Whole.

RATIONALE

This Policy was served Notice of Motion on January 12, 2021 and was up for discussion on February 9, 2021. Meeting dates were revised and is now ready for adoption.

Greg Smyth

10.0 Correspondence – Action Required - Nil

11.0 Correspondence – For Information

11.1 copy of the Ha-Shilth-Sa News dated February 11, 2021.

11.2 copy of the Westerly News dated February 3, 10 and 17, 2021.

12.0 Board Committees

12.1 Policy and Governance - *Minutes of February 9, 2021.*

12.2 Finance and Operations – *Minutes of February 23, 2021.*

13.0 Internal District Committees

13.1 BCSTA – *Trustee Craig*

13.2 BCSTA – *Trustee Ransom*

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

February 7, 2021

Dear Trustees,

I would like to thank you all 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 13th year since the inception of this very unique program began in 2008. As you know, the 2018 Alberni Valley's Vital Signs report shows within Port Alberni city limits, 33.7% of children and youth live in a low-income family. This is the highest municipal child poverty rate in the province of British Columbia.

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.

Normally 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 still delivered to VAST on a regular basis. In addition, food bins are normally filled (as requested by teachers) with bagels, fruit and granola bars. Bins are then delivered to 25 classrooms that host "grab and go stations" located throughout the school. Usually this allows students to access food easily throughout the day, 5 days a week. In the past 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. I have met past graduates that have told me that the Breakfast Club was the main reason they came to school and completed their schooling.

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. Staff and volunteers 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. Over the years, our amazing volunteers that attend on a weekly basis and generously donate their time currently and in the past are from: NETP, Young Life, Toy Run, Family Guidance, NTC Qu'asa Youth Worker, USMA Guardianship Team, NIC, 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 2021-22 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

ADSS BC-COVID 19 Report

This last year has truly been unprecedented and challenging for our students. When COVID 19 restrictions were implemented last Spring, I worked with ADSS youth care workers to ensure that our most vulnerable students received a lunch twice a week, a \$10 Tim gift card once a week, hygiene supplies and grocery cards when they were required. I supplied fruit to Tim Hortons so that the kids would get well balanced meals. The YCWs picked up the lunches every Tuesday and Thursday and delivered them to each of the homes. The kids looked forward to their visits. By doing home deliveries, it allowed the youth care workers to check on the students and see their needs.

It was very challenging at first to organize but it worked out very well. Tim Hortons was very generous, they only charged the BC 50% of the original costs and matched all of the gift cards that were matched. This began the week of April 13th and ran until the end of June of 2020.

Within the same time frame, I gave a budget of \$1000 to the 8th Ave Learning Centre so that they could purchase food and gift cards as needed for their students. At the time, hampers worked best for their students as many of them were vulnerable and needed assistance.

In regards to the ADSS After School Culinary Arts Program, Dave Maher was very generous and helped setup the food safe certification online for students that had started their cooking session with our program. This enabled students to get their food safe certification so that they could apply for a job especially during this time. Many of our kids were in need of a job for many reasons, so this was a great opportunity for them. Arrowsmith Rotary paid for the students' courses.

In September of 2020, the BC was made available to 30 classrooms at ADSS. Each of these classrooms receive a selection of fruit, granola bars, individually packaged cheddar pieces and some yogurt tubes. While all COVID protocols are being followed, the amazing EAs are currently doing the deliveries and the hardworking teachers are handing out items during the school nutrition break. At the 8th Avenue I have a standing order for food to be delivered on a regular basis.

Our most vulnerable students at ADSS and 8th Avenue still required more food, so I am currently funding lunches that are being provided by the AV Community School. Some of my dedicated volunteers still wanted to help out so they are picking up lunches daily for ADSS and delivering them every morning. A staff member picks up the lunches for 8th Avenue.

My volunteers and I are hoping to return back to our regular routine in September.

CLUB



5.2

ALBERNI VALLEY COMMUNITY SCHOOL SOCIETY
4000 Roger Street, Port Alberni, BC V9Y 0B1 • Phone: 250-723-6251 ext.2430 •
Fax: 250-723-2126 • email: ccross@sd70.bc.ca

February 17, 2021

Re: Budget Input Meeting

Dear Board Members

What a year we have survived! What a job we have done! Both the School District and the Alberni Valley Community School need to take a minute and reflect on what we have done, not what we could not do. To focus on what we could not do, would do us both a disservice and disregard what we have accomplished.

The Community School is finding its way in this new version of "normal". We have worked from home – then returned to school. We have online Board Meetings. We have spent hours on the phone connecting with people. We have applied for and received emergency COVID funding to provide counselling and to purchase PPE. We used our agility, adaptability, and creativity to work with the district and others to provide a continuity of service for students and families where possible. Services may not have been provided in the same way, but they were available in some form.

Many of our programs have been put on hold for the duration of the COVID disruptions. Go Girls, Homework Clubs, and ADSS based transition activities are waiting for a time we can meet with students outside of cohorts.

The Lunch Program provided hampers for families of students who were on the program when schools shut down. In addition, when schools opened in June, we provided snacks for the students who were in attendance. In September, the Lunch Program started up as usual, although the number of students at school and on the program has affected our numbers. As of January 2021, we were 5500 lunches behind where we were at the same time last year, although numbers are slowly rising.

tiičmis Wellness Centre has been affected by COVID, as have most face-to-face services. In September, the new District Counsellor started working out of the Wellness Centre, providing the only face-to-face service for students. In-person services increased in October with the return of NTC Youth Mental Health Teechuktl one day a week, which expanded to a day and a half in January. Family Guidance returned one day a week in January.

The COVID emergency funding received to pay for a counsellor to work remotely with students started in August. Online counselling did not prove to be successful and she left us in January. ADAPS and ACAWS have struggled with returning to the Wellness Centre for in person counselling.

The Youth Clinic relocated to the Health Unit in March. They returned to the Wellness Centre in July and are currently operating on a curtailed basis.

Managing tiičmis Wellness Centre throughout COVID has been based on getting as much information into the hands of staff, students, and parents as possible, as soon as possible. We created a list of online resources and a list of community resources. These were made available to staff as they began contacting students in early April. They were made available to parents and students through the ADSS Facebook page and the ADSS app. Distribution of that information continues in the monthly ADSS Grapevine newsletter.

Managing tiičmis Wellness Centre has also been about creating ways for service providers to comfortably return to the centre while adhering to District COVID protocols. Sometimes this works and services return. Sometimes it does not, and we start again, and again, and again.

We are also providing support for students in many concrete ways. The Wellness Centre provides a quiet place for students to sit and gather themselves when they feel overwhelmed. We are providing school supplies, clothing/shoes, gift cards for Christmas dinners. We provide teachers with supplies for x-block/class/tutorials – pencils, paper, calculators, rules, highlighters, etc.

As you can see, we are as busy as in “the time before COVID”. As I said previously, services may not be provided in the same way, but they are available in some form.

I respectfully request a continuation of funding for the Alberni Valley Community School Society in the amount of \$71,000 – the same as in the 2020/21 budget. This funding will enable us to remain flexible, work with the District and be able to help student adjust to what comes next.

Sincerely

A handwritten signature in cursive script that reads "Cathy Cross".

Cathy Cross
Coordinator
Alberni Valley Community School

SCHOOL CALENDAR FORM - GENERAL

2021/2022 CALENDAR

JULY						
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Instructional

Non-Instructional

Vacation Period

Statutory Holiday



Ministry of
Education

EXECUTIVE COMMITTEE MEETING

DATE: FEBRUARY 17, 2021
LOCATION: BOARD ROOM
TIME START: 9:00 AM **TIME END:** 918 AM

ATTENDANCE LOG

Laurie Morphet	Greg Smyth	Stacey Manson
Cindy Hewitt	Nadine White	Barb Witte
Trisha Wilson	Peter Klaver	Marc Fryer

DISCUSSION ITEMS

GS Nil

INFORMATION

SM	1.	<ul style="list-style-type: none"> Katherin Charbonneau and Carrie Mahorney are creating a Welcome to Kindergarten video for families.
MF	2.	<ul style="list-style-type: none"> Our three International Ed students from Germany are settled in and very pleased with ADSS. Attending Virtual Fairs with International Agents over the next couple of months.
GS	3.	<ul style="list-style-type: none"> Preparing posting for Director of Instruction – Learning and Innovation. Assisting admin with questions regarding process for student registration, out-of-catchment, etc.

NEXT MEETING: APRIL 7, 2021

RECORDED BY: B WITTE

Policy Committee of the Whole
Policy and Governance
Minutes of February 9, 2021
Via Zoom



In attendance: Pam Craig, Larry Ransom, John Bennie, Rosemarie Buchanan, Chris Washington, Sandy Leslie, Greg Smyth, Lindsay Cheetham, Barb Witte

1. Introductions – *Pam Craig*
2. Review of the Agenda – *Greg Smyth*
3. Mr. Smyth reviewed Policy 113: Policy, Regulations and Administrative Procedures Development and shared the spreadsheet used to monitor amendments and revisions
4. Items going to Third Reading (final review) - Nil
5. Mr. Smyth explained that the following Policies were served Notice of Motion and are currently on the second reading for Policy Discussion on the February 9th Agenda
 - P110: Board Procedure
 - P130: Committee(s) of the Whole
6. Items going to First Reading (intent, philosophy, edits) - Nil
7. Future Policy/Administrative Procedures for development
 - FOIPPA
 - Childcare
 - International Education
 - Continuing Education
 - Conducting Research in Schools
 - "Whistleblower"
8. Next meeting/Other

Structure of Committees include:

All Trustees

CUPE

ADTU

PVPA

DPAC

NTC

Policy and Governance

Chris Washington – Chair

Greg Smyth – District Chair

Finance and Business Operations

Chair – *Trustee Ransom*

District Rep – *Lindsay Cheetham*

Education

Chair – *Trustee Buchanan*

District Rep – *Greg Smyth*

Meetings to be scheduled on 2nd and 4th Tuesdays - *dates TBA*



Finance & Operations Committee of the Whole
Minutes of February 23, 2021
Via Zoom

In attendance – Pam Craig, Larry Ransom, John Bennie, Chris Washington, Sandy Leslie, Rosemarie Buchanan, Greg Smyth, Lindsay Cheetham, Greg Roe, Barb Witte

Chair: Trustee Ransom

1. Introductions – *Trustee Ransom*
2. Review of the Agenda - *Trustee Ransom*
3. Business arising from past discussion(s) - *Nil*
4. Finance Items – *Lindsay Cheetham*
 - Provided an update on current cost centre expenditures
 - Reported on expenditures of Federal COVID19 monies to date and anticipated
 - Provided details on financial planning and financial management policies arising from the Funding Model Review
 - Commented on upcoming Budget Input Process
5. Building & Property Items
 - USS/UES project update – *Greg Roe*
 - Status of former Gill school – *Lindsay Cheetham*
 - Provided an overview of Facility Rankings, Annual Capital Plan, Annual Facilities Grant – *Greg Roe*
 - Childcare application status – *Greg Smyth*
 - Reported on a meeting with District of Tofino staff regarding recreation+ planning – *Greg Smyth*
6. Operations Items – *Greg Roe*
 - Health & Safety Update – new COVID-19 regulations
 - Status of the White fleet and school bus replacement
7. Next meeting - TBD