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

Call to Order – Trustee Craig

Questions of Agenda/Approval of Agenda for September 11, 2018

Conflict of Interest Declaration

- 1.0 Adoption of Minutes of June 12, 2018
- 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 Audited Financial Statements 2017-18

Lenora Lee and Kylie Lowe from KPMG will present their report on the 2017-18 Financial Statements. The Secretary-Treasurer will follow up with his report and ask for a motion to approve the 2017-18 Financial Statements as presented.

Lindsay Cheetham

- 6.2 Superintendent's Report

The Superintendent will provide his monthly report .

Greg Smyth

- 6.3 Expenditures for May 2018

RECOMMENDATION

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

Description	May
Supplies and Services	\$669,792.04
Salaries and Benefits	\$3,459,881.64
	\$4,129,673.68

RATIONALE

Trustees have reviewed the cheque listings.

Lindsay Cheetham

6.4 Expenditures for June 2018

RECOMMENDATION

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

Description	June
Supplies and Services	\$845,959.02
Salaries and Benefits	\$3,847,999.65
	\$4,693,958.67

RATIONALE

Trustees have reviewed the cheque listings.

Lindsay Cheetham

6.5 Expenditures for July 2018

RECOMMENDATION

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

Description	July
Supplies and Services	\$787,745.04
Salaries and Benefits	\$1,993,763.99
	\$2,781,509.03

RATIONALE

Trustees have reviewed the cheque listings.

Lindsay Cheetham

6.6 ADSS Travel Club

RECOMMENDATION

It is recommended that the board approve the request from the ADSS to travel to France and Spain for Spring Break 2020 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 September 5, 2018.

8.0 Unfinished Business/New Business

9.0 Policy Development

9.1 Notice of Motion – *P101: Diversity and Inclusion*

RECOMMENDATION

It is recommended that the board serve Notice of Motion to introduce P101: Diversity and Inclusion.

RATIONALE

This Policy serves as a general, inclusive policy statement that captures all protected grounds covered by the Human Rights Code of BC. It is intended to replace separate policy statements for specific grounds covered by the Human Rights Code and to provide guidance in the revision/creation of administrative procedures unique to specific grounds identified in the Human Rights Code.

Greg Smyth

9.2 Notice of Motion – *P150: Employee Long Service and Retirement Recognition*

RECOMMENDATION

It is recommended that the board approve the amendments to *P150: Employee Long Service and Retirement Recognition*.

RATIONALE

This Policy was approved in 1995 and amended in 2000 and requires amending to address the change in current trends and demographics.

Greg Smyth

9.3 Policy Adoption – *P340: Accumulated Operating Surplus*

RECOMMENDATION

It is recommended that the board approve the draft policy *P340: Accumulating Operating Surplus*.

RATIONALE

This Policy was served Notice of Motion on May 8, 2018, discussion on June 12, 2018 no 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 August 22 and 29, 2018.

11.2 copy of the Ha-Shilth-Sa News dated August 30, 2018.

12.0 Board Committees - Nil

13.0 Internal District Committees - Nil

14.0 External or Community Committees

14.1 Port Alberni Advisory Traffic – Minutes of July 18, 2018.

15.0 Audience Question Period

Adjournment

b.b

Sept 5 2018

Dear SD70 Board Members,

The purpose of this letter is to share my intentions of organizing a field trip during the 2020 school year.

During Spring Break in March 2020, my intentions are to take a group of students from ADSS to France and Spain. Presently, we are coordinating the trip with EF Tours, a very respected and experienced educational tour operator in Canada. Everything is being planned through EF, and they will also provide a full-time guide that will be with us from start to finish.

This will be my fifth trip to Europe with a group from ADSS, and I feel confident in leading the group on a successful journey. I will also have several other adults on the trip as chaperones, some of them teachers in SD70. We are presently in the beginning stages and hope to fill the trip with a maximum of 42 students. Thank you for considering this request.

Regards,

Mr. Jean Contant

Teacher

ADSS

EXECUTIVE COMMITTEE MEETING

DATE:	SEPTEMBER 5, 2018
LOCATION:	CONFERENCE ROOM
TIME START: 9:00 AM	TIME END: 9:20 AM

ATTENDANCE LOG

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

DISCUSSION ITEMS		
GS		N/A

INFORMATION		
PK	1.	Reported a smooth school startup in regards to staffing. A bulletin was distributed today.
VK	2.	Working with new ELL teachers to ensure smooth startup.
LC	3.	Working on the Audit Findings report and revised PDR's for Ucluelet.
KZ	4.	Asked about next steps on reporting and assessments. GS replied that the new K-7 report card will be used in January and June.
KZ	5.	Asked if the SOGI policy will be revised soon. GS replied that a new policy on Diversity and Inclusion will be served Notice of Motion on September 11.
JH	6.	Summer projects for IT included imaging of new laptops, setting up new devices and re-imaging desktops for greater effectiveness.
DM	7.	Hired casual EA's and Clerical staff and providing orientation today.
GS	8.	Work at Maquinna under the Capital Plan continues to run smoothly with no disruption to startup.

NEXT MEETING: SEPTEMBER 19, 2018

RECORDED BY: Barb Witte

340: ACCUMULATED OPERATING SURPLUS (P)

Approved:

POLICY

The Board of Education is responsible for ensuring the district is protected financially from extraordinary circumstances, which would negatively impact school district operations and the education of students. To discharge this responsibility, the Board will establish a contingency reserve from available operating surplus, which would be used to mitigate any negative impact such circumstances, might cause.

REGULATIONS

The Board shall maintain a contingency reserve of a least 1% of operating expenditures and not exceeding 3% of operating expenditures.

The Board may approve the use of the contingency reserve under the following circumstances:

- The elimination of any deficit arising at the end of a fiscal year of operations;
- The funding of new cost pressures in a fiscal year that were not known at the time of budget development;
- The payment of severances (wages and benefits) upon termination of employment;
- The settlement of any legal action that is not covered by insurance;
- Initial one-time cost outlays for new education programs;
- Coverage for disaster recovery expenditures;
- Extraordinary unknown utilities cost pressures;
- Replacement of equipment essential to the continuation of educational programming in schools or district facilities;
- To assist in balancing future years budgets.

In recognizing that the use of the contingency reserve represents a one-time source of funding, the Board will incorporate into its future budget planning processes, strategies to reestablish the contingency reserve. Such strategies may be implemented over a period of two years.

Reference: School Act and Ministerial Orders

101: DIVERSITY & INCLUSION (P)

Approved:

POLICY

The Board of Education recognizes that the diversity of our School District and of our classrooms strengthens learning opportunities and fosters learning environments that value the contributions of all members of our school communities. The Board of Education of School District 70 further identifies inclusion as a core value and supports the principle of inclusion in all aspects of the District’s educational programs, classrooms, schools and community interactions. The values evident in the principle of inclusion honour diversity, equity, safety and a student’s right to feel welcomed in every school environment.

This policy captures protected grounds covered by the Human Rights Code of BC and is intended to ensure that all employees reflect on how their actions and interactions create a respectful, accepting, safe and supportive environment for all members of our school communities. Therefore, the Board of Education expects that the principles of diversity and inclusion are reflected in:

- **Everyday interactions in all District facilities and classrooms**
- **Policies and Administrative Procedures of the Board of Education**
- **School Codes of Conduct**
- **School and workplace cultures**
- **Instructional programs and practices**
- **School learning resources**
- **Professional Development and Professional Learning opportunities**
- **Internal and external communications**

Related Policy and Administrative Procedures

P 512 Multiculturalism
P 511 Sexual Orientation Gender Identity
AP 5011 Sexual Orientation Gender Identity
P 610 Special Needs Programs

P 401 Respectful Workplace
AP 4002 Respectful Workplace
P 402 Sexual Harassment
P 510 Safe, Caring, Orderly Schools

150: EMPLOYEE LONG SERVICE AND RETIREMENT RECOGNITION (P)

Approved: 95 02 2
Amended: 00 08 29

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 establish the guidelines for these recognitions.

REGULATIONS

1.0 LENGTH OF SERVICE RECOGNITION

- 1.1 An employee who is in the 25th year of employment **according to seniority** with the Board 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 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.~~

REF

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Alberni Traffic Committee Meeting

July 18, 2018

Pat Dahlquist, Trustee

- Thanks expressed for erecting signage and painting crosswalk on Kendall Ave. Linking walkways used by school children at Wood Elementary and ADSS
- Letter from AWN Parent Advisory Committee requesting a solar flashing light at the cr and additional crosswalk installed near the parking sign on Compton, closer to the sch building – Wilf Taekema city, will talk to Ron Benke, Principal
- Request from John Paul 11 Catholic School for some changes re parking and crosswalk the school – Wilf Taekema will look into the matters
- Complaints re people not stopping at Southgate and Gertrude, Johnston and Helen; Jo and Ian – police to monitor
- Bus stops at Maquinna needs repainting, people still parking in bus zone

Next Meeting October 17, 2018