

School District 70 (Alberni)

BOARD OF EDUCATION

Public Agenda

Chair – Pam Craig

Tuesday, January 24, 2017

7:00 PM

Administration Office

Port Alberni, BC

Call to Order

Questions of Agenda/Approval of Agenda for January 24, 2017

Conflict of Interest Declaration

1.0 Adoption of Minutes of January 10, 2017

2.0 Announcements of the Chair

3.0 Good News from the Schools

3.1 EJ Dunn Elementary School

Vice Principal Maghen Girard will introduce students who will share some of their winter stories, which appeared in the newspaper.

Greg Smyth

4.0 Trustee Statements

5.0 Petitions/Delegations/Presentations

5.1 Chris Alemany will petition the board requesting a name change for AW Neill Elementary for the 2017-18 school year.

6.0 Staff Reports

6.1 School Plans

School Administrators from AW Neill Elementary, Ecole Albern Elementary and John Howitt Elementary will highlight their school plans.

Greg Smyth

6.2 Superintendent's Report

The Superintendent will provide his monthly report.

Greg Smyth

6.3 Surplus Properties

The Superintendent and Secretary-Treasurer will report on the Burde Street and Girls Project properties.

Greg Smyth/Lindsay Cheetham

6.4 Surplus Equipment

The Superintendent will discuss plans to dispose of district surplus equipment.

Greg Smyth

6.5 Expenditures for December 2016

RECOMMENDATION

It is recommended that the expenditures for the month of December 2016 be approved as follows:

Description	December
Supplies and Services	\$691,111.93
Salaries and Benefits	\$3,322,828.38
	\$4,013,940.31

RATIONALE

Trustees have reviewed the cheque listings.

Lindsay Cheetham

7.0 Executive Committee Reports

7.1 January 18, 2017

8.0 Unfinished Business/New Business

8.1 Committee Appointments/School Liaisons for 2017 – *attached*.

9.0 Policy Development

9.1 Policy Adoption – P 710: Health & Safety Committee

RECOMMENDATION

It is recommended that the board adopt the amendments to P710: Health & Safety Committee.

RATIONALE

This Policy was served Notice of Motion on November 10, 2016 and for discussion on December 13, 2016. This NOM was circulated to stakeholders, feedback brought forward by the ADTU and changes made, and is now ready for adoption.

Greg Smyth

10.0 Correspondence – Action Required - Nil

11.0 Correspondence – For Information

- 11.1 copy of letter from School District 28 (Quesnel) dated December 16, 2016 to the Honourable Michael de Jong re: *2017 Budget for Public Education*.
- 11.2 copy of letter from the BCSTA dated December 30, 2016 re: *BCSTA Initial Input to Rural Education Process*.
- 11.3 copy of letter from School District 5 (Southeast Kootenay) dated January 5, 2017 to the Honourable Linda Larson re: *Request for Input Regarding the Rural Education Review Process*.
- 11.4 copy of letter from School District 19 (Revelstoke) dated December 16, 2016 to the Honourable Mike de Jong re: *BCSTA Letter of November 25, 2016*.
- 11.5 copy of letter from School District 27 (Cariboo-Chilcotin) dated December 19, 2016 to the Honourable Mike de Jong re: *Expectations for Funding Continuation and Outstanding Requests in Budget 2017*.
- 11.6 copy of letter from the Huu ay aht to the Mayor and Council of Port Alberni dated January 12, 2017 re: *Letter of Support Regarding Name Change for AW Neill School*.
- 11.7 copy of the Westerly News dated January 4 and 11, 2017.

12.0 Internal District Committees - Nil

13.0 External or Community Committees

14.0 Audience Question Period

Adjournment

7.1

EXECUTIVE COMMITTEE MEETING

DATE:	JANUARY 18, 2017		
LOCATION:	CONFERENCE ROOM		
TIME START:	9:00 AM	TIME END:	9:15 AM

ATTENDANCE LOG

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

DISCUSSION ITEMS

GS	General discussion took place regarding the upcoming ADTU Professional Day on February 17 th .
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INFORMATION

VK	1.	Has been working with Jack and Linda on defining the process for designation screening.
VK	2.	The second ELL meeting will take place this week.
VK	3.	Shelley Moore will be attending the SET meeting on January 19 th .
	4.	
	5.	
	6.	
	7.	
	8.	
	9.	

NEXT MEETING: FEBRUARY 8, 2017

RECORDED BY: Barb Witte

COMMITTEE APPOINTMENTS
January 1, 2016

BOARD CHAIR: Pam Craig

VICE CHAIR:

January 1 – May 31, 2015	Trustee Aujla
June 1 – November 30, 2015	Trustee Bennie
December 1 – May 31, 2016	Trustee Buchanan
June 1 – November, 30, 2016	Trustee Dahlquist
December 1 – May 31, 2017	Trustee Jones
June 1 – November 30, 2017	Trustee Ransom

EMPLOYEE LIAISON COMMITTEES:

ADTU Liaison/Bargaining	Ransom/Buchanan
CUPE Liaison/Bargaining	Dahlquist, Craig
Management/P&VP Liaison	Bennie, Craig

INTERNAL DISTRICT COMMITTEES:

NTC/SD 70 Liaison	Bennie, Jones/Craig
Teacher Pro D	Dahlquist, Buchanan (alt)

EXTERNAL/COMMUNITY COMMITTEES:

Agriculture Development Committee of the ACRD	Buchanan
Alberni Valley Chamber of Commerce	Bennie, Craig
BCPSEA Representative Council	Aujla, Buchanan (alt)
BCSTA Provincial Council/VISTA	Ransom, Craig, Buchanan (alt)
City of Port Alberni	Craig, Jones (alt)
Clayoquot Biosphere Trust	Aujla
District of Ucluelet & Tofino	Aujla
District Parent Advisory Council	Craig, Jones (alt)
Occupational Health & Safety	Dahlquist, Ransom (alt)
Port Alberni Abashiri Society	Dahlquist
Port Alberni Advisory Planning	Ransom, Bennie (alt)
Port Alberni Advisory Traffic	Dahlquist (Ransom)
Port Alberni EFAP Support Society	Cheetham (S-T)
Port Alberni Museum & Heritage Commission	Craig, Jones (alt)

TRUSTEE LIAISON WITH SCHOOLS

JANUARY 2016

SCHOOL	TRUSTEE (S)
AW Neill Elementary	Buchanan, Jones
ADSS	Bennie, Ransom, Jones
Alberni Elementary	Buchanan, Jones
Bamfield Community	Aujla
CHOICES	Ransom
EJ Dunn Elementary	Ransom, Dahlquist
John Howitt Elementary	Craig
Maquinna Elementary	Ransom
Ucluelet Elementary	Aujla
Ucluelet Secondary	Aujla
Vast	Dahlquist, Bennie, Jones
Wickaninnish Community School	Aujla
Wood Elementary	Bennie

9.1

710: HEALTH AND SAFETY COMMITTEE (P)

Approved: 86 11 04
Amended: 91 08 27
Amended: 07 06 26

POLICY

The Board of Education has the responsibility to provide and maintain a safe working environment for all of its employees.

The Board establishes a District Health and Safety Committee whose purpose shall be to ensure that *Worksafe BC* Regulations and the Workplace Hazardous Materials Information System (WHMIS) apply to all operations within the District. The District Health and Safety Committee will report to the Board through the Health and Safety Officer.

ADMINISTRATIVE PROCEDURES

1.0 COMPOSITION OF THE COMMITTEE

- 1.1 The Committee shall be comprised of:
 - i) four employer representatives
 - ii) two ADTU representatives
 - iii) two CUPE representatives
- 1.2 The Committee shall have two co-chairs, one of whom is the District Health & Safety Officer and the other will be elected by the committee.
- 1.3 By prior permission of the co-chairs, a specific employee group may be represented at a particular meeting, e.g. Science teachers.

2.0 FUNCTION OF THE COMMITTEE

- 2.1 The Committee shall recommend actions and procedures to the Board of Education to ensure compliance with WorkSafe BC Regulations.
- 2.2 As required under the WHMIS Legislation, the Committee shall provide for appropriate in-service regarding health hazards of materials used in the workplace, and for required material safety data sheets (MSDS) and labeling to be in place.

3.0 IN THE EVENT OF EMPLOYEE INJURY

- 3.1 Reporting of employee injuries shall comply with WorkSafe BC Regulations.
- 3.2 An employee cannot agree with his employer to waive or forego any benefits. Likewise, the employer may not prevent or dissuade an employee to properly report an accident to WorkSafe BC.

4.0 DUTIES OF PRINCIPALS/SUPERVISORS

Principals/Supervisors shall:

- 4.1 maintain annual inspections of the workplace accompanied by a member of the Joint Site Safety Committee;
- 4.2 instruct employees on the safe performance of their duties and provide written information when applicable to ensure that their work is performed without undue risk;
- 4.3 be conversant with their responsibilities under the Workers' Compensation Act;
- 4.4 ensure that First Aid equipment, supplies and services are maintained to WCB standards;
- 4.5 ensure that employees under their direct supervision report injuries promptly, in writing to the District Health and Safety Officer; and
- 4.6 ensure that employees under their direct supervision report "near-misses" so that potentially hazardous conditions can be eliminated or controlled.

5.0 RESPONSIBILITIES OF EMPLOYEES

All employees are expected:

- 5.1 to become familiar with safety requirements pertaining to their work, to use proper clothing and protective equipment and to perform their work in a safe and proper manner; and to report any unsafe condition observed to their supervisor for necessary action and to report any personal injury as soon as practical.

6.0 RESPONSIBILITIES OF THE DISTRICT HEALTH & SAFETY OFFICER

- Act as Chair for District Health and Safety Committee
- Coordinate and Schedule Meetings

- Compile and distribute monthly District Health and Safety statistics to District Health and Safety Committee
- Prepare District Health and Safety monthly meeting agenda (with input from District Health and Safety Committee members)
- Distribute District Health and Safety monthly meeting minutes
- Track and monitor site-based committee meetings and inspections