

MINUTES

SCHOOL DISTRICT NO. 60 (Peace River North)

REGULAR MEETING

Monday, March 13, 2023
5:30 p.m.

Present: Helen Gilbert, Chair – Board of Education (Area 5)
Madeleine Lehmann, Vice-Chair (Area 1)
Ida Campbell, Trustee (Area 4)
Nicole Gilliss, Trustee (Area 3) (*via Zoom*)
David Scott-Moncrieff, Trustee (Area 2)
Tom Whitton, Trustee (Area 5)

Stephen Petrucci, Superintendent of Schools
Angela Telford, Secretary-Treasurer
Leah Reimer, Recording Secretary

Guests/Media

Matt Preprost, Alaska Highway News
Jeff Mayer, SD 60 – Project Heavy Duty
Dan Bourdon
Mrs. Dan Bourdon
Nigel Wray
D. Johnson
Wayne Bell
Cindy Bartsch
Mavis Sutherland
Rhonda Lupul
Shawn Allan
Karen White
Marc White
Jaret Thompson



Regrets: Bill Snow, Trustee (Area 5)

This Regular Board Meeting will be recorded and uploaded to our district website

Disclaimer: The definitive documentation and decisions are documented in the meeting minutes

Call to Order Chair Gilbert called the meeting to order at 5:30 p.m.

Acknowledgement that today's Board Meeting is being held within the traditional territory of the Dane Zaa and Treaty 8.

Agenda

Motion #35-23

Approval of the Agenda

Scott-Moncrieff/Campbell

THAT the agenda be accepted as presented.

CARRIED.

Presentations/Delegations

None

Trustee Input

At this time, opportunity was given for Trustees to report on activities undertaken and/or information of interest:

Trustee Campbell

- Attended liaison schools
- Attended some PAC meetings
- Attended Board Advance
- Shout out to District of Taylor – Wednesday, March 15 and Thursday, March 16 they are providing activities for early dismissal days for the students
- Attended band fundraiser – they have a lot of support and it was well attended

Trustee Gilliss

- Not present

Vice-Chair Lehmann

- Was away for a family emergency
- Attended Board Advance

Trustee Scott-Moncrieff

- In regular contact with Administrators, things are going well
- Going out to the Blueberry River First Nation this Thursday
- Attended Board Advance

Trustee Snow

- Not present

Trustee Whitton

- Went skiing with one of the schools...great to see the kids grow in a different way
- Attended the Central School play Aristocats at the North Peace Cultural Centre. It was amazing to see the skill level and vocal range
- Attended Board Advance and the data walk

Chair Gilbert

- Attended DPAC and SUPAC meeting
- Attended BCSTA virtual training session on “governance”
- Attended Board Advance
- Participated in preschool reading sessions...the joy 5 year olds have is uplifting
- Observed the CM Finch science fair projects
- Attended a staff appreciation lunch in Hudson’s Hope to thank them for their efforts during the fire evacuation
- Attended Central School’s Aristocats play

Minutes of the Regular Board Meeting

Approval of the Minutes

Motion #36-23

Whitton/Campbell
THAT the Regular Meeting Minutes of February 21, 2023 be adopted.
CARRIED.

Business Arising from the Minutes

The following business arose from the above noted Minutes:

Superintendent's Report – French Immersion Week

- Chair Gilbert has the draft letter done and will meet with Trustee Whitton after the meeting to discuss further

Approval of Excerpts

Motion #37-23

Campbell/Whitton
THAT the excerpts from the January 23, 2023 In Camera Meeting Minutes be approved and appended to these Regular Meeting Minutes.
CARRIED.

Announcements & Reminders

March 15/16	Early Dismissal Days		
March 20 to March 31	Spring Break		
March 30	BCSTA Virtual Orientation Session (Working with People)	5:00 p.m.	Virtual
April 7	Good Friday		
April 10	Easter Monday		
April 11	Policy Committee Meeting (Trustees)	12:30 p.m.	Board Room
April 11 (Tues)	COTW Regular Meeting	1:30 p.m.	Board Room
April 12	Regional Science Fair		NPSS
April 13	BCSTA Virtual Orientation Session (Relations with First Nations)	5:00 p.m.	Virtual
April 17	BCPSEA Regional Meeting	1:00 – 4:00 p.m.	Prince George
April 21	NID Day (Pro-D)		
April 24	Board Regular Meeting	5:30 p.m.	Board Room
April 25	SUP-PAC Meetings (<i>Campbell/Lehmann</i>)	12:00 p.m.	Board Room
April 27-30	BCSTA AGM		
May 1	Framework Presentations	3:30 p.m.	Board Board
May 5	NID Day (Indigenous Learning)		
May 8	Audit Committee (Trustees)	12:30 – 1:30 p.m.	Board Room
May 8	COTW Regular Meeting	1:30 p.m.	Board Room
May 9	Budget Public Meeting	5:30 p.m.	Board Room
May 22	Victoria Day		
May 23 (Tues)	Board Regular Meeting		Board Room
May 30	SUP-PAC Meetings (<i>Gilbert/TBD</i>)	12:00 p.m.	Board Room

ACTION: Chair Gilbert is in the process of confirming the Science Fair details and will send out information to trustees once finalized

Senior Staff Reports

Superintendent's Report

A written and electronic report was presented. Topics discussed and reported included:

Human Resources Summary for Teachers & AO's

- For information purposes

Superintendent's Report

- For information purposes

Out of District Field Trips (*Attachment*)

- Additional field trip was added
- See motion below

Community Coaches

- See motion below

Posts of Responsibility (*Attachment*)

- Additional Post of Responsibility was added
- See motion below

Motion #38-23

Scott-Moncrieff/Lehmann

THAT the Board accept the Superintendent's Report with the exception of Out of District Field Trips, Community Coaches and Posts of Responsibility.
CARRIED.

Trustee Gilliss joined the meeting @ 5:50 p.m.

Motion #39-23

Campbell/Whitton

That the Board of Education adopt the Out of District Field Trips as presented, including the new addition.

CARRIED.

Motion #40-23

Campbell/Lehmann

That the Board of Education adopt the following Community Coach as presented

CARRIED.

Motion #41-23

Whitton/Scott-Moncrieff

That the Board of Education adopt the following Post of Responsibility as presented, including the new addition.

CARRIED.

Secretary-Treasurer's Report

A written report was presented. Topics discussed and reported included:

Finance Update to February 28, 2023

- For information purposes
- The Amended Annual Budget is now represented
- When support staff increase funding comes from Ministry, we will be on track
- Examples of Miscellaneous Revenue...donations, vehicle disposals, etc.

Project Heavy Duty (Attachment)

Jeff Mayer, Teacher & Coordinator

- May 29 – June 2 is the target day
- Program was promoted at the Petroleum Club dinner
- Have compiled a list of donors and have been connecting with them
- Have a potential long-term site...Parkwood Estates (across the bypass road from Margaret Ma Murray Community School)
- Students are not just pushing dirt around, but will be doing actual work on projects
- Shared about vision regarding the logging component of the program
- Have been doing interviews with various media
- Spent a lot of time with colleagues to get a balanced and fair application process
- Applicants chosen: 12 (7 males, 5 females); 5 Indigenous; 4 – grade 11's and 1 grade 12 form the Dual Credit Program
- Hudson's Hope (1 male, 2 females – includes a brother and sister)
- Prespatou – missed grade 12 students but spoke with Grade 11's...there is not a lot of interest this time
- Mid-April will be promoting on the radio with two students participating in the program
- Will be donating draw prizes (ie. camp chair, cooler & fire pokers designed by Project Heavy Duty students) for the Oilman's Dinner in April
- All trustees are welcome to attend and see what is happening during Project Heavy Duty week

Human Resources Summary Report

- For information purposes

Standing Finance Committee – Budget 2024 Consultation

- Chair Gilbert - looking to the Board for a consensus on the importance of presenting to this committee
- Options: written or an oral presentation or not doing anything at all, which has not been the history of this Board
- Consensus of trustees was that these presentations have had an impact in presenting the needs of our district, particularly the oral presentation that has been done in Dawson Creek or via Zoom in the past

ACTION: Register to do an oral presentation and bring back to the Board at the April 24, 2023 meeting for input on presentation topics

Motion #42-23

Whitton/Lehmann

THAT the Board accept the Secretary-Treasurer's Report.
CARRIED.

Reports of Regular Committee of the Whole Meeting

Business Arising from the Minutes

The following business arose from the above noted Minutes:

None

Policy Committee

- Next meeting – April 11, 2023

Other Reports

BCSTA

Budget Analysis, Chair Gilbert

- Attended a call with Board Chairs and Superintendents. One of the topics covered was Ministry is coming out with a food program and the details on how districts are going to implement that
- Secretary-Treasurer - there may be an announcement for funding on March 15, 2023

Provincial Council Update

- For information purposes

BCSTA AGM Registration

- Information has been sent to Trustees, please let District Staff know if you're attending
- Five motions will come forward from the NIB as well as our motion regarding Assessment Wait Times
- Trustee Gilliss - Provincial Council Rep will stay until the Sunday to attend meetings

BCSTA Advocacy for Boards of Education

- For information purposes

BCPSEA

- For information purposes
- Exempt Compensation Working Group – still working on the process and who is involved in the working group

Board Pro-D Committee

Trustee Advance Follow Up

- Participated in a data walk looking at district's results in preparation for Frameworks
- Spoke about the Strategic Plan going forward and forming a committee comprising two trustees, the Superintendent and the Secretary-Treasurer to discuss options and timelines. This information will then be brought back to the Board for review

ACTION: Board to form a working committee to review the Strategic Plan

Motion #43-23

Campbell/Whitton

THAT a working committee be formed in regards to the review of the Strategic Plan.

CARRIED.

Proposed Three Year Calendar 2023-2024, 2024-2025, 2025-2026

- Thank you to the public for feedback
- Based on feedback, moved the "in-lieu" day for November 11 from the Friday before to the Monday after
- Other feedback was not able to be done due to contractual obligations for Christmas Break, Spring Break and the last day of school being the last Friday in June
- Has District Staff responded to those who provided feedback?

ACTION: Superintendent will look into whether feedback has been provided and respond back to the Board

Motion #44-23

Scott-Moncrieff/Campbell
That the Board adopt the proposed 2023-2024, 2024-2025,
2025-2026 Three Year Calendar as presented.
CARRIED.

Capital Plan Bylaw No. 2023/24-CPSD60-01

Approved Projects

- Hudson's Hope – HVAC Upgrade
- Central School & Robert Ogilvie – upgrade electrical controls for HVAC system
- Two new bus replacements

Motion #45-22

Whitton/Lehmann
THAT in accordance with Section 68(4) of the *School Act*, all three readings of the Capital Bylaw No. 2023/24-CPSD60-01 be given at this meeting
CARRIED.

Motion #46-22

Campbell/Scott-Moncrieff
THAT the Board adopt the First Reading of Capital Bylaw No. 2023/24-CPSD60-01
CARRIED.

Motion #47-22

Scott-Moncrieff/Whitton
THAT the Second and Third Reading be read in short form
CARRIED.

Motion #48-22

Lehmann/Whitton
THAT the Board adopt the Second Reading of Capital Bylaw No. 2023/24-CPSD60-01
CARRIED.

Motion #49-22

Campbell/Scott-Moncrieff
THAT the Board adopt the Third and Final Reading of Capital Bylaw No. 2023/24-CPSD60-01
CARRIED.

Correspondence

None

Unfinished Business

The following unfinished business arose from the previous meeting minutes:

Board Chair Update – Partner Liaison Meeting

- For information purposes

New Business

SD 60 Overdose Response Questions

Trustee Whitton

- Three areas of concern:
 - Student safety and the proposed safe injection site
 - Current drug prevention policies in schools and education on drug overdose crisis and prevention...we've had great programs

- in the past but they have gone to the wayside. There is a concern for our children
 - State of communications between the School District and Northern Health. Feel there was a breakdown in communication somewhere.
- Would like to propose drafting a letter containing consideration of feedback from our governing body when choosing a site and the risk to our children
- Superintendent – we are not privy to those processes. When there is a change to a bylaw or zoning that may affect the schools, the City informs the Secretary-Treasurer who then brings it to the Board.
- Trustee Campbell – in the past we've been notified when there have been bylaw and process changes, but we were not in this case
- Trustee Whitton – are there examples of other schools and what happened in these cases? Could Ministry provide that? Maybe we could extend an invitation to Northern Health to discuss further

ACTION: Superintendent to look into current policies, processes, practices in regards to drug prevention and education in our district and bring back to the Board

ACTION: Chair Gilbert to communicate with colleagues through the BCSTA HUB to see if there are other districts dealing with safe injections sites near their schools

ACTION: Chair Gilbert to connect with schools/daycares in the areas to see if there has been an increase in problems since the injection site has opened

ACTION: Chair Gilbert to draft a letter to Northern Health inquiring around their processes in regards to communication and how these decisions are made in regards to choosing a location for a safe injection site

PRNTA Update – Michele Wiebe, President

Not present

CUPE Local #4653 Update – Jennie Copeland, President

Not present

District Parent Advisory Council (DPAC) Report – President

Not present

Questions from Press/Public

At this time, opportunity was given for questions from the press and public:

Public member - whose responsibility is it to hire teachers?

Superintendent – it is a shared relationship between the Human Resources department and school principals. We get applicants and then principals conduct the interviews and make a preliminary decision. HR then makes checks around seniority, etc. before final decision is made.

Public member - when drafting a letter to Northern Health, can you ask if they are aware of the two daycares and the NPCC that children use in close proximity to the site...it seems like a massive oversight.

Chair Gilbert – yes, I can include concerns about demographics and functions in the areas surrounding the site

Public member - why is Northern Health dictating what happens in our city, school district and our schools? Look at the incident in Fort Nelson. Why are we letting them do that? We want to save our children.

Chair Gilbert – Ministry of Health has their mandate and their portfolio and we have ours. To my knowledge there was no government to government contact. We're hearing your concern and we will go through the process of raising the concerns of the Board and the public here

Nigel – I have children going to a daycare and school in the area of the safe injection site. I'm inexperienced regarding city bylaws, but was under the impression that businesses dealing with drugs had to be a certain distance away from schools. Was that taken into consideration when they forced a safe injection site into our community? Maybe touch on that in your letter?

Chair Gilbert – I'm hearing what you're saying

Trustee Gilliss left the meeting @ 6:55 p.m.

Mavis – In regards to the safe injection site, thank you Trustee Whitton for bringing that up. One of the things to be asked is what the expected volume of clients would be to the site and how much traffic there would be. It is important to know what we're getting into. I like the idea of consulting other districts on it.

Mavis – Worked at Pregnancy Care Centre for 8 years. You've heard in the news about the Fort Nelson card deck issue presented by a Northern Health nurse to students in grades 8/9. I counselled a lot of girls and boys regarding sexual activity and the mental and physical fallout of that.

Chair Gilbert – we're aware of those cards...they have not been used in our district. We have processes in place around our personal health curriculum and to the best of my knowledge, it is not a problem here. This is not a topic on our agenda and I can't speak to Fort Nelson.

Mavis – perhaps you could add it to your next board agenda?

Chair Gilbert – at any point, you can reach out to District Staff to request to present as a delegation or address questions to our Senior Staff...that way you don't need to wait for a board meeting to come forward.

Superintendent – generally speaking, we respond to parents of students in our schools as we can give more detailed information on the curriculum and matters specific to the student.

Public member - how much does provincial health work with education in regards to the injection site here in FSJ and sex education in the schools. How much can they override?

Chair Gilbert – a teacher may choose to invite someone into their classroom for a presentation. They can follow up in regards to health matters, but don't have a right to make a demands for curriculum presentations

Public member – in regards to the immunization letters that were sent out through the schools by Northern Health, why were all of the letters addressed to the students, completely bypassing the parents?

Superintendent – from time to time we are directed to pass on information to schools. You would have to address Northern Health on that.

Chair Gilbert – we have protocols of only accepting questions in regards to agenda items because then we are better prepared to answer them

Public Member - could we add the city bylaw information regarding distance of cannabis stores (ie. 200 meters from a school/100 meter from a park) as well as have protocols in place in order to advert a situation like Fort Nelson?

Also, curious about three readings in one meeting, is that a normal process you go through?

Chair Gilbert – some we would stagger over two meetings. The capital bylaw and the projects are pretty set and there wouldn't be a need for public feedback at this point. Public feedback would have been when we put the plan together in the fall.

Trustee Campbell – if there's something that can be changed, we do one reading and then two readings at the next board meeting. Sometimes there is a deadline that requires us to do all three readings

Public member - attended the City Council meeting – they had zero input into the decision of Northern Health's decision as to the location of the safe injection site

ACTION: Chair Gilbert will draft a letter and bring back to the trustees for review. Will also check process on making the letter publicly available

Suspension & Move into In-Camera Meeting

Motion #50-23

Campbell/Whitton
THAT the Board suspend the Regular Meeting and move into the In-Camera Meeting.

CARRIED.

Motion #51-23

Campbell/Whitton
THAT the Board resume the Regular Meeting and those Motions made In Camera be brought forward for implementation.

CARRIED.

Adjournment

Motion #52-23

Whitton/Campbell

THAT the meeting be adjourned. (7:58 p.m.)

HELEN GILBERT, CHAIR,
BOARD OF EDUCATION

ANGELA TELFORD,
SECRETARY-TREASURER

SCHOOL DISTRICT NO. 60 (PEACE RIVER NORTH)



OUT-OF-DISTRICT SPORTS / FIELD TRIPS 2022-2023 FOR BOARD APPROVAL MARCH 2023

SCHOOL: NORTH PEACE - MAIN CAMPUS

Sports/Activity & Grade/Team:	Dates of Travel	Destination	Transportation	Description of Activities: (names of chaperones, dates & description of activities) Description of Sports: (name of coach, chaperones & locations)
Boy's/Girl's Rugby Tournament	March 31, 2023	Grande Prairie, AB	School Bus	Teacher Sponsors: Jaclyn McNicol, Crystal Dutchak Coaches: Clayton Woodruff, Sean Dignan, Jason Dutchak



Sharon Schell <sschell@prn.bc.ca>

POR Replacement

1 message

Bert Bowes

J Gill <jasongill@prn.bc.ca>

Mon, Mar 13, 2023 at 11:37 AM

To: HR PRNTA <hrprnta@prn.bc.ca>, Dena Mora <dmora@prn.bc.ca>, Wade Hart <whart@prn.bc.ca>, Crystal Jessen <cjessen@prn.bc.ca>, Sharon Schell <sschell@prn.bc.ca>

Good morning everyone!

With Taylor Collette departing (mat leave) after spring break, we are needing to reassign her POR position (grade 7/SEL leader) to Angie Fuller for the duration of the school year. Please let me know if you require anything further.

Jason

Taylor Collette - end POR March 31
Angie Fuller - start POR April 3

Project Heavy Duty

School District No. 60 values the support and contribution of local business and industry in making Project Heavy Duty a reality. The School District expresses sincere thanks to the many business in the North Peace area for their participation in this special project.



Contact:

Jeff Mayer at North Peace Secondary School 785-4429 ext 323
jmayer@prn.bc.ca

****Please return this completed application to Mr. Mayer in hardcopy or digitally to his email by 2pm, December 9, 2022.**

What is Project Heavy Duty?

Project Heavy Duty is a program developed in School District 60 where about 15 Grade 11 and 12 students have the opportunity to learn about and operate many kinds of heavy equipment. Under the close supervision of qualified operators students receive hands on training with heavy equipment such as caterpillars, excavators, backhoes, graders, and trucks all on a closed job site. Students receive extensive safety training before working with the equipment. Project Heavy Duty takes place for 1 week in May. Students are selected by an application process, and just because a student applies, it does not guarantee participation. Due to limited capacity, competition for the spots can be quite rigorous as students from all over the district are able to apply. Also, this program focusses on students planning to either operate heavy equipment after their time at school, or students pursuing training as a heavy duty mechanic. Students selected for the project do not attend regular classes during that time, although they are required to keep up with homework and assignments.

Please note that students are responsible for their own meals and beverages, and for getting to and from the site.

Applicant Information

Name: _____

Home Address: _____

School: _____

Student Cel Phone: _____

Student Driver's License Number: _____

Parent/guardian name(s) and contact:

1. _____

2. _____

Parent/Guardian Request

1. I, _____ request that my student,

_____ be considered for PROJECT HEAVY DUTY. Should my student be selected, I agree that in case of accident, the School District, any district staff, equipment suppliers, owner operators, and operators will not be held liable. The student has my permission to participate in all activities and field trips during the project.

2. If my student is selected for PROJECT HEAVY DUTY, I understand that a direct family member of the participant (parent/guardian, grandparent, sibling who is over the age of 19) MUST attend a high risk meeting which will be held before the event. Failure to attend the meeting will disqualify your student from participating in the event.

3. I give my consent for the publication and/ or use of my child's name, photograph and/or comments for purposes consistent with PROJECT HEAVY DUTY.

Date

Parent/Guardian Signature

SAMPLE RESUME

Joe Murphy

1004-100th Street,

Fort St. John, BC

V1J 4R3

Cell: (250) 793-1000

Email: joemurphy23@learn60.ca

Objective: I am very interested in participating in Project Heavy Duty because...

Work Experience (List the jobs you've done in the past, the dates, and the tasks)

July 2019-December 2019

McDonald's

Food Preparation/customer service

- Prepared fries
- Prepared hamburgers
- Took orders
- Ran cash register

Summer-Winter 2017/2018

Various clients

Lawn mowing and snow shoveling for two neighbours

- Mow lawn
- Trim lawn
- Snow shoveling

Volunteer Work Experience (If any)

Summer 2018

Camp Sagitawa

- Counselor at kids camp

Skills (List any skills that you currently have)

- Cooking skills
- Baking skills: bread, cakes
- Good communicator
- Good team worker

Education

North Peace Secondary School

Completed Grade 10 in June 2019

Currently in Grade 11

Certifications (If you have any)

- Completed Food Safe (Jan.2019)___

Hobbies

- Scouts Canada
 - Level 3 badges
 - Leadership seminar: Ontario 2017

Work References

Mike Smith
Owner, Macdonald's
(250) 262-9876

Christine Boudreau
Neighbour
(250) 785-3456

Project Heavy Duty Letter of Application

****Remember:** your letter introduces you to me. Although I might know you from in and around the school, this is a chance to reveal to me who you truly are, and how you'd be a good fit for Project Heavy Duty. Be sure your letter has correct grammatical construction and accurate spelling and punctuation. Have at least 1 person proofread your letter for mechanics and content in advance of the deadline. Keep in mind that I'm an English teacher by trade.

Sample Letter:

Your name

Your address

Date

NPSS

9304 86 St

Fort St John, BC V1J 6L9

Dear Mr. Mayer:

Paragraph 1

Please accept this letter as my application to project Heavy Duty. (Then write a few sentences about what appeals to you regarding participating in this project. Elaborate on the resume objective).

Paragraph 2

Your academic career-summary or emphasis on particular courses, courses where you excelled, skills you have mastered.

Paragraph 3

Your extra curricular activities such as sports, hobbies, volunteer activities, clubs, leadership and teamwork experiences, part time and summer jobs.

Paragraph 4

Future Plans: school, career.

Paragraph 5

Thank you for your time. I look forward to hearing more about the application and interview process for this important opportunity.

Sincerely,

(Your Signature)

Your Name

Teacher References:

Please pick 1 core teacher (math, science, social studies or English) to answer some prompting questions about your eligibility as a candidate for Project Heavy Duty.

Applicant Name: _____

Teacher name and course: _____

Teacher email: _____

1. How long have you known the applicant and in which capacity?

2. Why did the applicant choose you to write this reference?

3. What qualities make the applicant an eligible candidate for this opportunity?

4. Can the applicant handle missing a week of school classes and still keep up?

5. Does the applicant behave according to outlined expectations?

6. Is the applicant reliable?

Please turn over page

7. Do you know of any reason why the applicant SHOULD be chosen?

*** If you're at NPSS, please drop this off in my mailbox. If not at NPSS, please scan this document (or take a clear picture) and send it to jmayer@prn.bc.ca.*

Thanks so much.

Jeff

Teacher References:

Please pick 1 teacher (from any program) to answer some prompting questions about your eligibility as a candidate for Project Heavy Duty.

Applicant Name: _____

Teacher name and course: _____

Teacher email: _____

1. How long have you known the applicant and in which capacity?

2. Why did the applicant choose you to write this reference?

3. What qualities make the applicant an eligible candidate for this opportunity?

4. Can the applicant handle missing a week of school classes and still keep up?

5. Does the applicant behave according to outlined expectations?

6. Is the applicant reliable?

Please turn over page

7. Do you know of any reason why the applicant SHOULD be chosen?

*** If you're at NPSS, please drop this off in my mailbox. If not at NPSS, please scan this document (or take a clear picture) and send it to jmayer@prn.bc.ca.*

Thanks so much.

Jeff

Employer Reference Checklist (Optional)

STUDENT NAME:

COMPANY NAME:

A. Complete the following self-evaluation. Place an 'X' in the column that applies.

1: Needs improvement 2: Fair 3: Good 4: Very Good 5: Excellent
--

	1	2	3	4	5
1. Interpersonal Skills					
a. Communication ability					
b. Responds to direction					
2. Attitude					
a. Enthusiastic					
b. Approach to learning					
c. Accepting of constructive criticism					
3. Initiative					
a. Willing to perform more than the minimum					
b. Self-Starting/Independent					
4. Productivity/Use of time					
5. Work-related Skill Development					
a. Accuracy and Organization					
b. Handling equipment safely and effectively					

Would you recommend this student for a program where they would be learning to operate heavy equipment for a week?
YES NO

Employer Signature and Cell number: _____

Project Heavy Duty Applicant Criteria

1. Attendance (minimal absences and lates)
2. Passing Classes. Both semesters. No exact 50's (but something like a 53 is acceptable)- focus on this current year. Learn from mistakes of the past.
3. Ability to carefully follow instructions and procedures. (application)
4. A clear commitment to safety. (school/work behaviours)
5. Ability to miss a week of classes in Term 4-will need teacher confirmation.
6. 2 Letters of Recommendation from teachers at your current school-1 of them must be from a teacher from a core course. 1 Employer Evaluation (if applicable)
7. Positive Attitude (school/work behaviours)
8. An "N" driver's licence by May.
9. Bonus (but not required): Extra training (ex Workforce Training Certificate course completed, any safety tickets, H2S etc)