

“PROVISIONAL” MINUTES

SCHOOL DISTRICT NO. 60 (Peace River North)

REGULAR MEETING

December 14, 2020
6:30 p.m.

Present: Helen Gilbert, Chair – Board of Education (Area 5)
Madeleine Lehmann, Vice-Chair (Area 1)
Ida Campbell, Trustee (Area 4)
David Scott-Moncrieff, Trustee (Area 2)
Bill Snow, Trustee (Area 5)

Stephen Petrucci, Superintendent of Schools
Teri Stoneman, Interim Secretary-Treasurer
Leah Reimer, Recording Secretary

(Guests/Media)

Michele Wiebe, PRNTA President

Regrets: Erin Evans, Trustee (Area 5)
Nicole Gilliss, Vice-Chair (Area 3)



Call to Order

Chair Gilbert called the meeting to order at 6:31 p.m.

Chair Gilbert acknowledged the traditional territorial lands of the Dane Zaa and Treaty 8.

Agenda

Approval of the Agenda

Motion #125-20

Scott-Moncrieff/Snow

THAT the agenda be accepted as presented with the following addition:

- 11.1 Correspondence - Public Question re: School Products
Tamara Russell

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 Taylor PAC meeting. Doing shoeboxes with students. Sat in on virtual Baldonnel PAC meeting
- Attended the BCSTA Trustee Academy virtually

- District of Taylor – reverse parade. Teacher was part of the parade and wished a Merry Christmas to every home and called the students by name

Trustee Evans

- Absent

Trustee Gilliss

- Absent

Vice-Chair Lehmann

- Attended BCSTA Trustee Academy virtually...interesting and learned a lot
- Attended DPAC meeting...appreciate snapshot of schools

Trustee Scott-Moncrieff

- In contact with all schools and most of the PAC's...schools are preparing for virtual Christmas concerts
- Prespatou is looking to move grad to June for safety reasons

Trustee Snow

- Attended BCSTA Trustee Academy. Took some of the information and shared with other groups we work with (ie. communicating amongst groups)
- Visited NPSS and Bert Ambrose

Chair Gilbert

- In and out of schools and been in contact with liaison schools
- Continue to be impressed with the commitment level the staff is showing and the presentation of a calm front
- Special ornament trustees received tonight, every grad received as a gift. This is a small sample of the what is happening in our district
- There will be things we will be happy to leave behind, but also some processes that we'd like to continue doing after COVID
- Christmas spirit is alive and well if not in a traditional way
- Attended PAC meetings at some schools and it's evident we enjoy tremendous parent support in this district and confidence in what we're doing
- Wherever possible, I'm linking local events with the media. (eg. Dr. Kearney is opening a time capsule tomorrow from 20 years ago)
- Initiatives working with two classes at ARYES. Their proximity to Peace Villa offers an opportunity for intergenerational learning. Planning on making rustic tree ornaments and decorating a tree with students outside of Peace Villa that residents can see
- Attended a virtual cheque presentation on Friday, December 4th at MMMCS for a \$1,000 donation to the Hospital Foundation. A plaque will be erected with Natalie Small's name included on it
- Dr. Kearney is also having an online auction for Christmas Boxes starting this week
- Sign in/Sign Out Tracking sheets are working in regards to tracing re: a potential covid exposure, as I received an email after attending MMMCS. Processes are working and being followed
- Encourage trustees to be in contact with the media regarding good news stories in the schools

Minutes of the Regular Board Meeting

Approval of the Minutes

Motion #126-20

Snow/Lehmann

THAT the Regular Meeting Minutes of November 16, 2020 be adopted.
CARRIED.

Business Arising from the Minutes

The following business arose from the above noted Minutes:
None

Approval of Excerpts

Motion #127-20

Scott-Moncrieff/Campbell

THAT the excerpts from the October 19, 2020 In Camera Meeting Minutes be approved and appended to these Regular Meeting Minutes.
CARRIED.

Announcements & Reminders

December 22 –			
January 4	Christmas Vacation		
January 11	COTW Meetings	12:30 p.m.	Board Room
January 18	Policy Committee Meeting	11:00 a.m.	Board Room
January 25	Board Meetings	5:00 p.m.	Board Room
January 26	SUP-PAC Meeting (<i>Gilbert/Gilliss</i>)	12:00 p.m.	Board Room
January 28	BCPSEA AGM		Virtual
January 29	NID Day (Semester Turnaround)		
January 30	NIB Meeting	9:00 a.m. – 12:00 p.m.	Virtual
February 1	NPAA	5:30 p.m.	Virtual
February 1	Framework Presentations	1:30 p.m.	Board Room
February 8	COTW Meetings	12:30 p.m.	Board Room
February 15	Family Day		
February 20	BCSTA Provincial Council		
February 22	Board Meetings	5:30 p.m.	Board Room
February 22	NID Day (Report Writing)		
February 23	SUP-PAC Meeting (<i>Snow/???</i>)	12:00 p.m.	Board Room

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 (*Attachment*)

- Reviewed attached report
- Trustee Snow – hockey drive had to change the way things ran and the school district allowed access to school parking lots to set up

Motion #128-20

Campbell/Scott-Moncrieff
THAT the Board accept the Superintendent's Report.
CARRIED.

Secretary-Treasurer's Report

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

Human Resources Summary Report

- For information purposes

TRB Response Timeline for New Teachers - Update

- For information purposes
- Trustee Snow – the drastic lag in response is happening in regards to recruitment and retention in our district...doesn't help us to retain our employees
- Motion that our board submitted at the BCSTA was passed. It was evident at the discussion there, that it's not just a problem in our district and everyone working on it
- BCSTA Recruitment & Retention Committee is gathering information as well
- Superintendent – will continue to bring this information back. They've hired extra staff at TRB, which has improved things somewhat, but not there yet
- A letter could be sent to BCSTA to continue to advocate for changes

Motion #129-20

Scott-Moncrieff/Snow
THAT the Board directs staff to write the letter to BCSTA and bring it back to the Board for the January 25, 2021
CARRIED.

Motion #130-20

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

Reports of Regular Committee of the Whole Meeting

Approval of the Minutes – November 30, 2020

Motion #131-20

Campbell/Lehmann
THAT the Board accept the Regular Committee of the Whole minutes of November 30, 2020 and its recommendations
CARRIED.

Business Arising from the Minutes

The following business arose from the above noted Minutes:
None

Policy Committee

Motion #132-20

Snow/
THAT the Board put forward Policy #7017 Video Surveillance for Notice of Motion.

Motion #133-20

Snow/

THAT the Board put forward Policy #8001.1 – Budget Development Monitoring and Reporting for Notice of Motion.

ACTION: That Motion #7017 and #8001.1 be put forward for Notice of Motion and will be placed on the January 25, 2021 for discussion and adoption

Other Reports

BCSTA

- Board Chair call on Thursday, December 17, 2020
- Thank you to everyone that was able to attend the virtual BCSTA Trustee Academy. All trustees were registered so all will have access to the materials on the BCSTA Hub

BCPSEA

- January 28, 2020 AGM virtually. There will be elections. Will forward information when it becomes available

Board Pro-D Committee

- Chair Gilbert – financial literacy is front and center. Will be discussing with the Secretary-Treasurer
- Looking to set a meeting in the near future

Joint Health & Safety Committee Meeting Minutes

- For information purposes

Correspondence

***NEW - Public Question re: School Products (Attachment)**

Tamara Russell

- Correspondence was received today
- In the interest of the person's concerns, they have asked the email be read "word by word"
- Superintendent – staff could take the questions/concerns back and prepare a response on behalf of the Board

Motion #134-20

Snow/Campbell

THAT the Board directs district staff to review the questions/concerns and bring back to the Board to look at in further detail at the January 25, 2021 Regular Board Meeting.

CARRIED.

Unfinished Business

The following unfinished business arose from the previous meeting minutes:
None

New Business

Minister of Education, Jennifer Whiteside – Mandate Letter

- Newly elected Minister of Education
- Superintendent – district staff is reviewing implications to our district over the next four years as there will be changes to our service delivery

Statement of Financial Disclosures

ACTION: Trustees to fill out, sign and date between January 1- 15, 2021 and returned to the Secretary-Treasurer's office by January 25, 2021 at the latest

PRNTA Update – Michele Wiebe, President

- A couple of teachers have tested positive for COVID and are sick
- One of the teachers, it attacked her heart and they now have a heart murmur
- Like the policy around mask wearing...who's to know what will happen after Christmas
- Are the additional frameworks public? Would like to attend

ACTION: District Staff to send Michelle the Framework Presentation schedule

CUPE Local #4653 Update – Maureen Hummel, President

Absent – no report

Chair Gilbert – would like to thank Maureen for her years of service (6 ½ vice president, 3 years as president and 1 year as Union Trustee). We hope her new bus run is better for her and she's enjoying the driving

District Parent Advisory Council (DPAC) Report – Teresa Brown, President

Absent – no report

Questions from Press/Public

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

Chair Gilbert – thank you to the press for their coverage of the events in the schools that are spreading Christmas cheer

No questions were noted from the public in person or virtually

Adjournment

Motion #135-20

Snow/David Scott-Moncrieff
THAT the meeting be adjourned. (7:40 p.m.)

HELEN GILBERT, CHAIR,
BOARD OF EDUCATION

TERI STONEMAN,
INTERIM SECRETARY-TREASURER



Leah Reimer <lreimer@prn.bc.ca>

Fwd: TRB timelines for vetting new teachers

Stephen Petrucci <spetrucci@prn.bc.ca>

Tue, Dec 8, 2020 at 1:53 PM

To: Leah Reimer <lreimer@prn.bc.ca>

Hi Leah,

The information for the TRB agenda item is below.

thanks,
Stephen

----- Forwarded message -----

From: **Crystal Jessen** <cjessen@prn.bc.ca>

Date: Thu, Nov 26, 2020 at 8:16 AM

Subject: Re: TRB timelines for vetting new teachers

To: Stephen Petrucci <spetrucci@prn.bc.ca>

Hi Stephen,

They do seem to be a bit quicker this year. However, there are still some waiting from previous years as well. For certifications this is where we stand:

- 20-21: 7 outstanding (out of 32)
- 19-20: 1 outstanding (out of 42) - In Jan 2020 we were still waiting on at least 12 of these
- 18-19: 1 outstanding (potentially EE is the one holding it up - working through this)
- 17-18 1 outstanding

For LOP's we are waiting on 7 (2 are EE holding it up)

Thank you,

Crystal Jessen, B.COMM, RPR, CPHR
Human Resources Manager
School District 60 (Peace River North)
10112-105 Avenue
Fort St. John, BC V1J 4S4
Email: cjessen@prn.bc.ca
Office: 250-262-6016
Fax: 250-262-6046



On Wed, Nov 25, 2020 at 3:53 PM Stephen Petrucci <spetrucci@prn.bc.ca> wrote:

Hi Crystal,

Has this process improved this year in terms of our out-of-province teachers or new teachers getting their certification?
What's our status?Thanks!
Stephen

--

<https://togetherwelearn.prn.bc.ca/>
Mr. Stephen Petrucci
Superintendent
School District 60, Peace River North
10112-105 Ave
V1J 4S4
250 262 6017 (office)
250 264 7644 (cell)
www.prn.bc.ca
s1petrucci (Twitter)



--
<https://togetherwelearn.prn.bc.ca/>
Mr. Stephen Petrucci
Superintendent
School District 60, Peace River North
10112-105 Ave
V1J 4S4
250 262 6017 (office)
250 264 7644 (cell)
www.prn.bc.ca
s1petrucci (Twitter)



**SCHOOL DISTRICT 60 (PRN)
JOINT HEALTH AND SAFETY COMMITTEE
MEETING MINUTES
Thursday, November 26, 2020
1:00 p.m.**

Present: Sabrina Emslie, Supervisor of Custodial, Procurement & Safety
Teri Stoneman, Interim Secretary Treasurer (*via Zoom*)
Caroline Drapeau, CUPE
Donna Bulmer, Acting PRNTA Vice President
Dave Shipley, CUPE Acting President
Norbert Kaspar, Admin
Lyle Warbinek, Teacher
Helen Gilbert, Board Chair
Jenn Caithcart, Facilities
Leah Reimer, Executive Assistant

Absent: Madeleine Lehmann, Board Vice-Chair

Call to Order

Sabrina Emslie called the meeting to order at 1:07 p.m.

Adoption of Minutes

Lyle/Helen
THAT the Committee adopt the Minutes of the Joint Health & Safety
Committee Meeting held September 2, 2020.
CARRIED.

Review Statistics (*Attachments*)

Total Recordable Incidents by Cause

- Three slips and trips that needed medical attention; Employee cut hand from pressure washer
- These are October numbers.

Facility Monthly Inspections

- A reminder they need to submit every month; Stephen reminded AO's at DLTM that these need to be done to satisfy legal requirements

JHSC Monthly Meetings

- 24 of 26 completed
- Things look way better than they used to.

Review of Site Committee Updated Safety Plans

- Previously Sabrina had sent packages out to all sites and it becomes their safety plan.
- As changes have been made through PHO, we do supplementary checklists to update the safety plan (*Attachment – Site-Based JHSC COVID-19 Checklist/Safety Plan*)
- Asked sites to review their plan and ensure what they're doing is working
- Committees were to ensure the new Vanguard chemical has been hooked up to the dispensers and bottles relabelled as per WHIMIS requirements
- Requirements for masks – sent out 2 masks per staff member and 2 masks for each middle/secondary students. Mingle masks are no longer compliant.
- Posters have been done for certain sites that masks are mandatory
- Committees need to make sure staff/students are aware of all these changes
- The site safety plans are starting to come in... 10 of 26 we've received as of today.
- Norbert – the KEY is looking at starting a “child-minding” program for young moms/pregnant teens...how does that affect us? Sabrina – you're not deemed a school, so restrictions will be more specific to your site as per protocols...ensuring cleaning and hygiene is still happening. If it's from 4:00 – 7:00 p.m. there wouldn't be crossover issues. Let the custodian know. Age of children doesn't make a difference in regards to safety protocols. Teri - would also need to take into consideration licensing requirements.

Old Business

Action Items from Previous Meeting

Matters arising from old Minutes:

Bus Disinfecting

- The cleaning protocols for buses have been a concern for many drivers (ie. spraying, wiping under the seats, etc.)
- District staff and Union President had a meeting and reviewed the protocols and were satisfied with the changes that have been made to provide more clarity
- Maureen felt that the wording is more clear now
- Have been sent out to drivers to sign off that they understand the protocols
- Spraying schedule – as out of town buses come in, they are being sprayed
- Spraying is not a requirement, it is an added piece we've done, so doesn't mean we're not satisfying our requirements
- When buses come in for a service, they are sprayed at that time
- Drivers continue to clean as per cleaning requirements

- Dave – contracted out bus drivers getting the same information and expectation? Sabrina – yes

Additional matters arising from Old Minutes

- No other additional items

New Business

COVID-19 Safety Protocols (*Attachments*)

Statistics

- Designated First Aid Attendants have been updated on safety boards
- Concern regarding chemicals being used by custodians and teachers as well as sanitizer being used by everyone. Sent out a safety talk in November re: WHMIS and specifically on the Vanguard, the new chemical we're using. Satisfies the WHMIS requires as well as letting staff we know we have an online database on all chemicals the district's use

November Safety Committee Information

December Safety Talk

- Received a call from WorkSafe BC last week...their primary focus is that the JHSCs are established and functioning properly
- Have chosen to use this as the December Safety Talk to provide all employees with the basics of the committee

ACTION: A couple of updates will need to be made to the "members" before sending out next week

Site Based Safety Plan Updates

- Reviewed earlier

District Safety Plan Update (*Attachment*)

- Global plan is posted on district's website for public viewing and currently working on updating it
- Questions about chemicals in the district, so will post the MSDS sheets (ie. disinfectant, hand sanitizers and soap)
- Our WorkSafe officer has currently reviewed the Vanguard MSDS sheets and Health Canada has approved the product
- At any time if any of these chemicals do not satisfy the requirements, we will adjust, recall the products and put a new product in place
- EP50 was the product we were previously using...had dispensers in the custodial rooms...allowed use for multi surfaces and was approved by Health Canada, however at some point it didn't satisfy the requirements for the disinfectant portion.
- Reached out to the province to see what products were being used and Vanguard is a product a lot of districts are using and is Health Canada approved

- Vanguard – concentrated, hooked up to dispenser and mixed with water to 1 to 80 ratio. No one is handling concentrate.
- Difference between MSDS sheet on concentrate and the diluted. Diluted doesn't require any PPE. The difference between Ep50 and Vanguard is that Vanguard has a lemony scent. It has caused some concern, however we are working with the "diluted" product
- Will address this in the Site Safety Plan
- Will be adding masking mandatory mask requirements for Board Office, KEY, Facilities and Technology...will need to wear masks in hallways, lunch room, and shared work spaces

Mask Posters

- Posters have gone out all over the district where masks are mandatory
- Discrepancies in communication...waiting on guidelines for clarification regarding whether or not you need to keep a mask on once you are seated in a meeting

Risk Assessment Form (Attachment)

- Currently have had a more informal process
- WorkSafe BC would like a more formal risk assessment done on concerns coming up (eg. KEY – reached out for additional plexiglass barriers). Sabrina will go out to the site or over the phone and then use the form to formalize the discussion going forward for documentation
- It will be used in many different jobs done in the district...it will become a form that we use
- Discussion regarding barriers and if there are needs out there, that they contact Sabrina who will determine if it's warranted in consultation with the employee, the Admin and the safety committee member
- HR will bring it into their process and educate out to employees

Custodial Memo

- Drafting a memo and will be reviewed by the Superintendent
- Providing better clarity in regards to high touch surface areas...custodians are doing them during the day and then a deep clean at night
- Miscommunication and custodians are getting tired
- Looking at how we can pull back safely and still meet the requirements
- Example: An elementary teacher in a cohorted room having a custodian come in on their breaks and wipe assigned desks and chairs in every classroom. Desks are not deemed high touch surfaces if they are assigned to one student.
- The memo will clear up some of this...we don't have enough of them and they are getting exhausted
- Hallways, bathrooms, offices where multiple people are touching multiples surfaces are high touch surfaces
- Dave – some complaints from custodial where they are stuck in the middle between a teacher and an AO and given two different directives

- Custodians have been told they can go to the Admin or Sabrina...we're a team
- Donna – Dr. Kearney – over the course of the morning, would there be different students from different cohorts in classrooms. Sabrina – site specific according to their timetable. Admin would have more knowledge. We recognize where there is more mixing of spaces we would need more support in terms of high touch surface cleaning
- Sabrina – not aware of any situation at Dr. Kearney – if it's brought to my attention, we will meet with the custodial staff and rectify it
- Cleaning Supplies – it the custodian's responsibility in regards to rags, equipment, mops, etc. Confusion on their expectation. Will talk with custodians to ensure they are changing out the rags, hanging out mops, etc. Memo will bring clarity to their hygiene practices
- Some sites have laundry on site. If not, they send them to Facilities and clean products are sent out to them

Round Table Discussions

Discontinuation of Mingle Masks – Dave Shipley

- Some people were wearing them for health reasons...in discussions regarding having accommodations for those people
- Sabrina – all masks that district has supplied (grey) are two-ply
- Dave – facilities workers working physical job or health issues, a lot of people complained they're having trouble breathing with heavy duty masks on
- Is there something where we are able to have safety but have good air flow going through
- Sabrina – reached out to MoE to ensure we are compliant. Mingle masks are not compliant, Two-ply at this point is sufficient. If this was to change, we will need to comply. The process is they have to wear masks where required. They would need to seek a doctor's note and then we'd look at a safety plan for them.

Communication in Regards to COVID Cases in School Locations – Dave Shipley

- Cases coming out at our locations and SD #59
- There is confidentiality about this but people are wanting to be made aware
- Sabrina – exposure letters go out from Northern Health and there is a process.
- Helen – what about people who are not always in the building (ie. Facilities, Tech, etc.)
- Sabrina – Superintendent has asked AO's to make sure they contact the people on the sign in sheets for those dates and make contact with the people on that list
- Sabrina – encourage staff to read their district emails as that is where the information from Northern Health is being forwarded to employees

- Helen – exposure letter is blanketed but people want to drill down and find out who it is and if they were potentially exposed
- Sabrina – we're doing all the measures to mitigate spread with the daily cleaning
- WorkSafe BC is saying that what we're doing is working as we're not seeing massive outbreaks...but one-off's
- Helen – based on provincial statistics, schools are four times safer...it's what is happening in the community and homes

Change in Soap – Helen Gilbert

- Thankful that we have moved to a better soap that is better for your hands...biggest complaint that trustees are receiving
- Would be good to get the communication out to staff as staff are buying their own products and bringing it in
- Sabrina – will need to look at people going out and buying random products...it may be safe but we then have no control. Staff can have personal use products but not be sharing with the whole class
- Parent community is telling each other that kids can bring in their own soap and sanitizer which is fine if they are using it themselves and not sharing
- MSDS sheet regarding the soap is attached. It is scent and dye free, thereby making a gentler soap for hand washing (*Attachment*)
- Old products will be used up by sending to offices and the new product will go out to the schools

Training – JHSC – Lyle Warbinek

- Sabrina – we are not able to do the annual training...hold off until the new year where we can bring people together more. Will look at virtual options.
- Suggested topic – go over the risk assessment form
- Specific topics that would enhance the job of the safety committee

ACTION: Sabrina to look into a virtual option for training

Next meeting date: TBD

ACTION: Sabrina to look into changing meeting frequency (ie. more than three times a year)

Meeting Adjourned @ 2:35 p.m.



Leah Reimer <lreimer@prn.bc.ca>

[External Sender] Questions for Board of Trustees and SD 60 Representatives for Board Meeting Dec 14, 2020 (6:30pm)

2 messages

Tamara Russell <tamarar1979@outlook.com>

Mon, Dec 14, 2020 at 1:39 PM

To: "safety@prn.bc.ca" <safety@prn.bc.ca>, "lreimer@prn.bc.ca" <lreimer@prn.bc.ca>, Stephen Petrucci <spetrucci@prn.bc.ca>

Greetings

In reference to tonight's meeting, I am requesting these be read word for word in your School District 60 Board Meeting broadcast on YouTube Live meeting scheduled December 14, 2020 at 6:30 pm.

Please distribute this communication to all the Board Trustees delegated in all Zones for SD 60 prior to the meeting for review. I do not have the individual contacts and in good faith trust that this will be forwarded appropriately (attachments included). Thank you.

My questions to the Board of Trustees and all those creating and following the policies set forth, regarding the use of dangerous/hazardous products...

Have you reviewed the SDS for the Alpha Handrub Hand Sanitizer?

[Alpha Handrub Hand Sanitizer.pdf](#) - Google Drive

Do you understand the Dangerous and Hazardous Nature of this product and the adverse health effects that will arise with continuous exposure that goes untreated?

Do you understand that your OHS and WorkSafe BC Covid 19 Safety Plan is an umbrella for the workforce only?

WorksafeBC has advised that children should be washing their hands with soap and water? Why not make this the blanket policy?

Is there an effective first aid reporting for children that report adverse health effects from continuous exposure to this product?

Are you following up with the parent community recommendations, to put into place, a request for consent to the parent community, that offers transparency and allows for an informed choice to be made at the Parental Level? If not, why?

Since the umbrella of safety for Students falls under The School Act, please refer to section 8 and familiarize yourselves with this School Law. It will be helpful in creating a new policy or process in regards to the New Covid 19 Measures (review of this product). See attachment.

In reference to: Policy No. 2006 Dated 02-17-2014 - Revised February 20, 2017 (Board Policy and Public Documents). This Policy encompasses the Regulations and District Student Code of Conduct addressed within your school district. Does the same Code of Conduct apply to all the SD 60 Workforce and Trustees?

1010 Code of Ethics - School District 60 | Board Policy (prn.bc.ca)

I understand there are an assortment of questions and I appreciate the opportunity to express my concerns as a member of the parent community.

Kind regards,

Tamara Russell



Duty of Care.gif
85K

Stephen Petrucci <spetrucci@prn.bc.ca>

Mon, Dec 14, 2020 at 1:59 PM

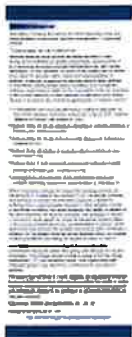
To: "Teri Stoneman Sec. Tres" <sd60sectres@prn.bc.ca>, Leah Reimer <lreimer@prn.bc.ca>

Not sure how this should be handled - public correspondence? it's not related to any agenda items and therefore wouldn't be part of public questions but I don't think it would hurt to have it read out as correspondence.

Stephen

[Quoted text hidden]

https://togetherwelearn.prn.bc.ca/
Mr. Stephen Petrucci
Superintendent
School District 60, Peace River North
10112-105 Ave
V1J 4S4
250 262 6017 (office)
250 264 7644 (cell)
www.prn.bc.ca
s1petrucci (Twitter)



Duty of Care.gif
85K

8 The School Act - Risks with Students

Manual of School Law

Description: Contains the School Act which describes roles and responsibilities of educators, students and parents. Of particular interest:

☐ Duty of care. "IN LOCO PARENTIS"

Because teachers must provide the same standard of care during school activities as would a reasonable, careful parent, it is a commonly accepted principle that teachers are, with certain exceptions, "in loco parentis" (in place of the parent) and at certain times have the parents' rights, duties and responsibilities. In addition, a teacher is expected to exercise special skills, abilities or experience during certain school activities, even though the ordinary, careful parent might not be in a position to do so. Examples of the special standard of care expected of teachers occur during classes in a science lab, workshop, gymnasium or "outdoor school."

- ☐ STATEMENT OF EDUCATION POLICY ORDER (Mandate for the School System) Authority: School Act s.169 (3) (OIC 1280/89 (Manual of School Law location is D-81)
- ☐ School Act s. 76 (2) (3) (conduct, discipline in schools) (Manual of School Law - location is C-45)
- ☐ School Act s. 85 (2) (c) (school boards) (Manual of School Law - location is D-81)
- ☐ School Act s. (6) (duties of students) (Manual of School Law - location is C-14)
- ☐ School Act s. 7 and 8 (parents and parents' advisory council) (Manual of School Law - location is C-15)
- ☐ PROVINCIAL STANDARDS FOR CODES OF CONDUCT ORDER Authority: School Act, sections 85(1.1) 168 (2) (s.1)

British Columbia's School Act makes the following provision for the removal of a student from school: 91 (4) If a teacher, principal, vice-principal or director of instruction suspects a student is suffering from a communicable disease or other physical, mental or emotional condition that would endanger the health or welfare of the other students, the teacher, principal, vice-principal or director of instruction, must report the matter to the school medical officer, to the school principal and to the superintendent of schools for the district and may exclude the student from school until a certificate is obtained for the student from the school medical officer or a private medical practitioner permitting the student to return to school.

Local policies and procedures should focus on proactive preventative measures rather than giving sole attention to reactive processes. The process should include a review of the file, threat assessment, IEP, and behaviour plans. Local agreements with employee groups may determine or influence the procedures adopted.

The board must continue to make available an educational program for any student removed or excluded from school for health or safety reasons. It is therefore recommended that boards establish policies and procedures related to the provision of educational programs to excluded students.

References: *School Act, Sections 85, 89 – 91, 92.*

Manual of School Law K – 12:

<http://www.bced.gov.bc.ca/legislation/schoollaw/>

8 The School Act - Risks with Students



SAFETY DATA SHEET

SECTION 1. IDENTIFICATION OF THE SUBSTANCE/MIXTURE AND OF THE COMPANY

PRODUCT NAME: ALPHA HANDRUB GEL – 1 Gallon
PRODUCT CODE: ACL0008
PRODUCT APPLICATION: Hand Cleaning & sanitizing
COMPANY'S NAME: Alpha Cleantech Labs Inc.
TELEPHONE NUMBER: (604) 446-3445
COMPANY ADDRESS: 111- 20351 Duncan Way, Langley, BC, V3A 7N3, CANADA

SECTION 2: HAZARDS IDENTIFICATION

2.1 Classification of the substance or mixture

GHS-US classification	
Flam. Liq. 3	H226
Skin Irrit. 2	H315
Eye Irrit. 2A	H319
Repr. 2	H361
STOT SE 3	H336
STOT SE 1	H370

2.2. Label elements

GHS-US labelling Hazard pictograms (GHS-US)	
Signal word (GHS-US)	Danger
Hazard statements (GHS-US)	H226 - Flammable liquid and vapour H315 - Causes skin irritation H319 - Causes serious eye irritation H336 - May cause drowsiness or dizziness H361 - Suspected of damaging fertility or the unborn child H370 - Causes damage to organs (central nervous system, optic nerve) (oral, Dermal)
Precautionary statements (GHS-US):	P201 - Obtain special instructions before use P202 - Do not handle until all safety precautions have been read and understood P210 - Keep away from heat, hot surfaces, open flames, sparks. - No smoking P233 - Keep container tightly closed P240 - Ground/bond container and receiving equipment P241 - Use explosion-proof electrical, lighting, ventilating equipment P242 - Use only non-sparking tools

	<p>P243 - Take precautionary measures against static discharge</p> <p>P260 - Do not breathe mist, spray, vapours</p> <p>P264 - Wash exposed skin thoroughly after handling</p> <p>P270 - Do not eat, drink or smoke when using this product</p> <p>P271 - Use only outdoors or in a well-ventilated area</p> <p>P280 - Wear eye protection, face protection, protective clothing, protective gloves</p> <p>P303+P361+P353 - IF ON SKIN (or hair): Remove/Take off immediately all contaminated clothing. Rinse skin with water/shower</p> <p>P304+P340 - IF INHALED: remove victim to fresh air and keep at rest in a position comfortable for breathing</p> <p>P305+P351+P338 - If in eyes: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing</p> <p>P308+P313 - IF exposed or concerned: Get medical advice/attention</p> <p>P312 - Call a POISON CENTER/doctor/physician if you feel unwell</p> <p>P363 - Wash contaminated clothing before reuse</p> <p>P332+P313 - If skin irritation occurs: Get medical advice/attention</p> <p>P337+P313 - If eye irritation persists: Get medical advice/attention</p> <p>P370+P378 - In case of fire: Use carbon dioxide (CO₂), powder, alcohol-resistant foam for extinction</p> <p>P403+P233 - Store in a well-ventilated place. Keep container tightly closed</p> <p>P235 - Keep cool</p> <p>P405 - Store locked up</p> <p>P501 - Dispose of contents/container to comply with local, state and federal regulations</p>
--	---

2.3. Other hazards

Other hazards not contributing to the classification: None.

2.4. Unknown acute toxicity (GHS-US)

No data available

SECTION 2: COMPOSITION / INFORMATION ON INGREDIENTS			
INGREDIENT	CAS #	WEIGHT %	Other info
Ethyl alcohol	64-17-5	70.00 – 80.00 %	-
Distilled Water	7732-18-5	20 – 25 %	-
Glycerol	56-81-5	1.0 – 2.5 %	-
Hydrogen peroxide	7722-84-1	0.5 – 1.0 %	-
Carbomer	9007-20-9	0.5 – 1.5 %	

SECTION 4: FIRST AID MEASURES

4.1. Description of first aid measures

First-aid measures general: Check the vital functions. Unconscious: maintain adequate airway and respiration. Respiratory arrest: artificial respiration or oxygen. Cardiac arrest: perform resuscitation. Victim conscious with laboured breathing: half-seated. Victim in shock: on his back with legs slightly raised. Vomiting: prevent asphyxia/aspiration pneumonia. Prevent cooling by covering the victim (no warming up). Keep watching the victim. Give psychological aid. Keep the victim calm, avoid physical strain. Depending on the victim's condition: doctor/hospital. Never give alcohol to drink.

First-aid measures after inhalation: Remove the victim into fresh air. Respiratory problems: consult a doctor/medical service.

First-aid measures after skin contact: Rinse with water. Take victim to a doctor if irritation persists.

First-aid measures after eye contact: Rinse immediately with plenty of water. Do not apply neutralizing agents. Take victim to an ophthalmologist if irritation persists.

First-aid measures after ingestion: Rinse mouth with water. Do not induce vomiting. Call Poison Information Centre (www.big.be/antigif.htm). Consult a doctor/medical service if you feel unwell. Ingestion of large quantities: immediately to hospital.

4.2. Most important symptoms and effects, both acute and delayed

Symptoms/injuries after inhalation: EXPOSURE TO HIGH CONCENTRATIONS: Dry/sore throat. Coughing. Irritation of the respiratory tract. Irritation of the nasal mucous membranes. Respiratory difficulties. Central nervous system depression. Symptoms similar to those listed under ingestion.

Symptoms/injuries after skin contact: Slight irritation.

Symptoms/injuries after eye contact: Redness of the eye tissue. Lacrimation. ON CONTINUOUS EXPOSURE/CONTACT: Irritation of the eye tissue.

Symptoms/injuries after ingestion: AFTER ABSORPTION OF HIGH QUANTITIES: Risk of aspiration pneumonia. Red skin. Body temperature rise. Damp/clammy skin. Excited/restless. Accelerated heart action. Central nervous system depression. Dizziness. Narcosis. Headache. Drunkenness. Nausea. Vomiting. Disturbed motor response. Coordination disorders. Visual disturbances. Impaired concentration. Delusions. Disturbed sensation of pain. Disturbances of heart rate. Disturbances of consciousness. Tremor. Cramps/uncontrolled muscular contractions. Dilated pupils.

Chronic symptoms: ON CONTINUOUS/REPEATED EXPOSURE/CONTACT: Dry skin. Gastrointestinal complaints. Enlargement/affection of the liver. Change in the blood composition. Cardiac and blood circulation effects. High arterial pressure. Impairment of the nervous system. Behavioural disturbances. Mental confusion. Disturbed tactile sensibility. Tremor. Affection of the bone marrow. Affection of the endocrine system. Weakening of the immune system.

4.3. Indication of any immediate medical attention and special treatment needed

No additional information available

SECTION 5: FIRE FIGHTING MEASURES

5.1. Extinguishing media Suitable extinguishing media: Water spray. Alcohol-resistant foam. BC powder. Carbon dioxide.

Unsuitable extinguishing media: Solid water jet ineffective as extinguishing medium.

5.2. Special hazards arising from the substance or mixture Fire hazard: DIRECT FIRE HAZARD. Highly flammable. Gas/vapour flammable with air within explosion limits. INDIRECT FIRE HAZARD. May be ignited by sparks. Gas/vapour spreads at floor level: ignition hazard. Reactions involving a fire hazard: see "Reactivity Hazard". Explosion hazard: DIRECT EXPLOSION HAZARD. Gas/vapour explosive with air within explosion limits. INDIRECT EXPLOSION HAZARD. may be ignited by sparks. Reactions with explosion hazards: see "Reactivity Hazard". Reactivity: Upon combustion: CO and CO₂ are formed. Reacts violently with many compounds e.g.: with (strong) oxidizers: (increased) risk of fire/explosion. Violent to explosive reaction with (some) acids.

5.3. Advice for firefighters

Firefighting instructions: Cool tanks/drums with water spray/remove them into safety. Do not move the load if exposed to heat.

Protection during firefighting: Heat/fire exposure: compressed air/oxygen apparatus.

SECTION 6: ACCIDENTAL RELEASE MEASURES

6.1. Personal precautions, protective equipment and emergency procedures General measures: Remove ignition sources. Use special care to avoid static electric charges. No naked lights. No smoking.

6.1.1. For non-emergency personnel

Protective equipment: Gloves. Protective goggles. Protective clothing. Large spills/in enclosed spaces: compressed air apparatus.

Emergency procedures: Keep upwind. Mark the danger area. Consider evacuation. Seal off low-lying areas. Close doors and windows of adjacent premises. Stop engines and no smoking. No naked flames or sparks. Spark- and explosionproof appliances and lighting equipment. Keep containers closed. Wash contaminated clothes.

6.1.2. For emergency responders

Protective equipment: Equip cleanup crew with proper protection. Avoid breathing mist, spray, Vapors. Emergency procedures: Ventilate area.

6.2. Environmental precautions: Prevent spreading in sewers.

6.3. Methods and material for containment and cleaning up

For containment: Contain released substance, pump into suitable containers. Consult "Material-handling" to select material of containers. Plug the leak, cut off the supply. Dam up the liquid spill. Try to reduce evaporation.

Measure the concentration of the explosive gas-air mixture. Dilute/disperse combustible gas/vapour with water curtain. Provide equipment/receptacles with earthing. Do not use compressed air for pumping over spills. Methods for cleaning up: Take up liquid spill into a non combustible material e.g.: sand, earth, vermiculite or kieselguhr, powdered limestone. Scoop absorbed substance into closing containers. See "Material-handling" for suitable container materials. Carefully collect the spill/leftovers. Damaged/cooled tanks must be emptied. Do not use compressed air for pumping over spills. Clean contaminated surfaces with an excess of water. Take collected spill to manufacturer/competent authority. Wash clothing and equipment after handling.

6.4. Reference to other sections

See Heading 8. Exposure controls and personal protection.

SECTION 7: HANDLING AND STORAGE

7.1. Precautions for safe handling

Precautions for safe handling: Comply with the legal requirements. Remove contaminated clothing immediately. Clean contaminated clothing. Handle uncleaned empty containers as full ones. Thoroughly clean/dry the installation before use. Do not discharge the waste into the drain. Do not use compressed air for pumping over. Use spark-/explosionproof appliances and lighting system. Take precautions against electrostatic charges. Keep away from naked flames/heat. Keep away from ignition sources/sparks. Observe normal hygiene standards. Keep container tightly closed. Measure the concentration in the air regularly. Work under local exhaust/ventilation. Hygiene measures: Wash exposed skin thoroughly after handling.

7.2. Conditions for safe storage, including any incompatibilities

Technical measures: Proper grounding procedures to avoid static electricity should be followed. Ground/bond container and receiving equipment. Use explosion-proof electrical/ventilating/lighting/... equipment. Storage conditions: Keep container tightly closed. Keep only in the original container in a cool, well ventilated place away from: incompatible materials. Keep in fireproof place.

Incompatible products: Strong bases. Strong acids.

Incompatible materials: Sources of ignition. Direct sunlight. Heat sources.

Heat and ignition sources: KEEP SUBSTANCE AWAY FROM: heat sources. ignition sources.

Prohibitions on mixed storage: KEEP SUBSTANCE AWAY FROM: oxidizing agents. (strong) acids. water/moisture.

Storage area: Keep out of direct sunlight. Store in a dry area. Ventilation at floor level. Fireproof storeroom.

Provide for an automatic sprinkler system. Provide for a tub to collect spills. Provide the tank with earthing. Meet the legal requirements.

Special rules on packaging: SPECIAL REQUIREMENTS: closing. dry. clean. correctly labelled. meet the legal requirements. Secure fragile packaging in solid containers.

Packaging materials: SUITABLE MATERIAL: stainless steel. aluminium. iron. copper. nickel. synthetic material. glass.

7.3. Specific end use(s): No additional information available SECTION

8. EXPOSURE CONTROLS / PERSONAL PROTECTION

8.1. Control parameters

Ingredient	OSHA PEL (TWA) (mg/m ³)	OSHA PEL (TWA) (ppm)
Ethyl alcohol	1900	1000
Glycerol	10	-
Hydrogen peroxide	1.4	1.0

8.2. Exposure controls Appropriate engineering controls

Emergency eye wash fountains and safety showers should be available in the immediate vicinity of any potential exposure. Ensure adequate ventilation.

Personal protective equipment: Avoid all unnecessary exposure.

Materials for protective clothing: GIVES EXCELLENT RESISTANCE: butyl rubber. viton. GIVES GOOD RESISTANCE: neoprene. tetrafluoroethylene. GIVE LESS RESISTANCE: nitrile rubber. polyethylene. GIVE POOR RESISTANCE: natural rubber. PVA. PVC.

Hand protection: Gloves.

Eye protection: Safety glasses.

Skin and body protection: Protective clothing.

Respiratory protection: Wear gas mask with filter type A if conc. in air > exposure limit.

Other information: Do not eat, drink or smoke during use.

SECTION 9: PHYSICAL AND CHEMICAL PROPERTIES

9.1. Information on basic physical and chemical properties

Physical state:	Liquid
Appearance:	Liquid
Molecular mass:	46.07 g/mol
Colour:	Colourless
Odour:	Alcohol odour
Odour threshold:	100 ppm 188 mg/m ³
pH:	No data available
Relative evaporation rate (butyl acetate = 1):	2.4
Relative evaporation rate (ether = 1):	8.3
Melting point:	No data available
Freezing point:	No data available
Boiling point:	No data available
Flash point:	No data available
Self ignition temperature:	No data available
Decomposition temperature:	No data available
Flammability (solid, gas):	No data available
Vapour pressure:	No data available
Relative vapour density at 20 °C:	1.6
Relative density:	No data available
Relative density of saturated gas/air mixture:	1.04
Density:	0.89 g/l
Solubility:	Soluble in water. Soluble in ether. Soluble in acetone. Soluble in chloroform. Soluble in oils/fats. Soluble in methanol. Soluble in acids.
Log Pow:	-0.31 (Experimental value)
Log Kow:	No data available
Viscosity, kinematic:	No data available
Viscosity, dynamic:	No data available
Explosive properties:	No data available
Oxidising properties:	No data available
Explosive limits:	3.3 - 19.0 vol % 67 - 290 g/m ³
9.2. Other information Other properties:	Gas/vapour heavier than air at 20°C. Clear. Hygroscopic. Volatile. Substance has neutral reaction.

10. STABILITY AND REACTIVITY

10.1. Reactivity Upon combustion: CO and CO₂ are formed. Reacts violently with many compounds e.g.: with (strong) oxidizers: (increased) risk of fire/explosion. Violent to explosive reaction with (some) acids.

10.2. Chemical stability: Hygroscopic.

10.3. Possibility of hazardous reactions: Not established.

10.4. Conditions to avoid: Direct sunlight. Extremely high or low temperatures. Open flame.

10.5. Incompatible materials: Strong acids. Strong bases.

10.6. Hazardous decomposition products: fume. Carbon monoxide. Carbon dioxide. May release flammable gases.

SECTION 11: TOXICOLOGICAL INFORMATION

Acute toxicity: Not classified

LD50 oral rat 10740 mg/kg (Rat; Experimental value, Rat; Experimental value)

LD50 dermal rabbit > 16000 mg/kg (Rabbit)
 Skin corrosion / irritation : Causes skin irritation.
 Serious eye damage/irritation: Causes serious eye irritation.
 Respiratory or skin sensitisation: Not classified
 Germ cell mutagenicity: Not classified Based on available data, the classification criteria are not met
 Carcinogenicity: Not classified
 Reproductive toxicity: Suspected of damaging fertility or the unborn child. Based on available data, the classification criteria are not met
 Specific target organ toxicity (single exposure): May cause drowsiness or dizziness. Causes damage to organs (central nervous system, optic nerve) (oral, Dermal).
 Specific target organ toxicity (repeated exposure): Not classified Based on available data, the classification criteria are not met
 Aspiration hazard: Not classified Based on available data, the classification criteria are not met
 Potential Adverse human health effects and symptoms: Harmful if swallowed. Based on available data, the classification criteria are not met.
 Symptoms/injuries after inhalation: EXPOSURE TO HIGH CONCENTRATIONS: Dry/sore throat. Coughing. Irritation of the respiratory tract. Irritation of the nasal mucous membranes. Respiratory difficulties. Central nervous system depression. Symptoms similar to those listed under ingestion.
 Symptoms/injuries after skin contact: Slight irritation.
 Symptoms/injuries after eye contact: Redness of the eye tissue. Lacrimation. ON CONTINUOUS EXPOSURE/CONTACT: Irritation of the eye tissue.
 Symptoms/injuries after ingestion: AFTER ABSORPTION OF HIGH QUANTITIES: Risk of aspiration pneumonia. Red skin. Body temperature rise. Damp/clammy skin. Excited/restless. Accelerated heart action. Central nervous system depression. Dizziness. Narcosis. Headache. Drunkenness. Nausea. Vomiting. Disturbed motor response. Coordination disorders. Visual disturbances. Impaired concentration. Delusions. Disturbed sensation of pain. Disturbances of heart rate. Disturbances of consciousness. Tremor. Cramps/uncontrolled muscular contractions. Dilated pupils.
 Chronic symptoms: ON CONTINUOUS/REPEATED EXPOSURE/CONTACT: Dry skin. Gastrointestinal complaints. Enlargement/affection of the liver. Change in the blood composition. Cardiac and blood circulation effects. High arterial pressure. Impairment of the nervous system. Behavioural disturbances. Mental confusion. Disturbed tactile sensibility. Tremor. Affection of the bone marrow. Affection of the endocrine system. Weakening of the immune system.

SECTION: 12: ECOLOGICAL INFORMATION

12.1. Toxicity information

Ecology - general: Classification concerning the environment: not applicable.

Ecology - air: TA-Luft Klasse 5.2.5.

Ecology - water: Not harmful to fishes (LC50(96h) >1000 mg/l). Not harmful to invertebrates (Daphnia). Slightly harmful to algae (EC50 (72h): 100 - 1000 mg/l). Not harmful to bacteria (EC50 >1000 mg/l). Inhibition of activated sludge.

LC50 fishes 1: 14200 mg/l (96 h; Pimephales promelas; Nominal concentration)

EC50 Daphnia 1: 9300 mg/l (48 h; Daphnia magna) LC50 fish 2 13000 mg/l 96 h; Salmo gairdneri (Oncorhynchus mykiss)

EC50 Daphnia 2: 10800 mg/l (24 h; Daphnia magna)

Threshold limit other aquatic organisms 1: 65 mg/l (72 h; Protozoa)

Threshold limit algae 1: 1450 mg/l (192 h; Microcystis aeruginosa; Growth rate)

Threshold limit algae 2: 5000 mg/l (168 h; Scenedesmus quadricauda; Growth rate)

12.2. Persistence and degradability

Persistence and degradability: Readily biodegradable in water. Biodegradable in the soil. No (test) data on mobility of the substance available.

Biochemical oxygen demand (BOD): 0.8 - 0.967 g O₂/g substance

Chemical oxygen demand (COD): 1.70 g O₂/g substance

ThOD: 2.10 g O₂/g substance

BOD (% of ThOD): 0.43 % ThOD

12.3. Bioaccumulative potential

Ethyl Alcohol, 75% v/v

Log Pow: -0.31 (Experimental value)

Bioaccumulative potential: Low potential for bioaccumulation (Log Kow < 4).

12.4. Mobility in soil

Surface tension: 0.022 N/m (20 °C)

12.5. Other adverse effects

Other information: Avoid release to the environment.

SECTION 13: DISPOSAL CONSIDERATIONS

13.1. Waste treatment methods

Waste disposal recommendations: Remove waste in accordance with local and/or national regulations. Hazardous waste shall not be mixed together with other waste. Different types of hazardous waste shall not be mixed together if this may entail a risk of pollution or create problems for the further management of the waste.

Hazardous waste shall be managed responsibly. All entities that store, transport or handle hazardous waste shall take the necessary measures to prevent risks of pollution or damage to people or animals. Recycle by distillation.

Remove to an authorized waste incinerator for solvents with energy recovery. Do not discharge into surface water.

May be discharged to wastewater treatment installation.

Additional information: LWCA (the Netherlands): KGA category 03. Hazardous waste according to Directive 2008/98/EC.

Ecology - waste materials: Avoid release to the environment.

SECTION 14: TRANSPORT INFORMATION

In accordance with DOT

Transport document description:

UN1987 Alcohols, n.o.s. (ethanol, methanol), 3, III

UN-No. (DOT):

1987

DOT NA no.:

UN1987

DOT Proper Shipping Name:

Alcohols, n.o.s. ethanol, methanol

Department of Transportation (DOT) Hazard Classes: Class 3 - Flammable and combustible liquid 49 CFR 173.120

Hazard labels (DOT):

3 - Flammable liquid

Packing group (DOT): III - Minor Danger

DOT Special Provisions (49 CFR 172.102): 172 - This entry includes alcohol mixtures containing up to 5% petroleum products. IB3 - Authorized IBCs: Metal (31A, 31B and 31N); Rigid plastics (31H1 and 31H2); Composite (31HZ1 and 31HA2, 31HB2, 31HN2, 31HD2 and 31HH2). Additional Requirement: Only liquids with a vapor pressure less than or equal to 110 kPa at 50 °C (1.1 bar at 122 °F), or 130 kPa at 55 °C (1.3 bar at 131 °F) are authorized, except for UN2672 (also see Special Provision IP8 in Table 2 for UN2672).

T4 - 2.65 178.274(d)(2) Normal 178.275(d)(3) TP1 - The maximum degree of filling must not exceed the degree of filling determined by the following: Degree of filling = $97 / (1 + a (t_r - t_f))$ Where: t_r is the maximum mean bulk temperature during transport, and t_f is the temperature in degrees celsius of the liquid during filling. TP29 - A portable tank having a minimum test pressure of 1.5 bar (150.0 kPa) may be used provided the calculated test pressure is 1.5 bar or less based on the MAWP of the hazardous materials, as defined in 178.275 of this sub-chapter, where the test pressure is 1.5 times the MAWP.

DOT Vessel Stowage Location: A - The material may be stowed "on deck" or "under deck" on a cargo vessel and on a passenger vessel.

Additional information

Other information: No supplementary information available.

State during transport (ADR-RID): as liquid.

ADR

Transport document description: UN 1170 ethanol (ethyl alcohol), 3, II, (D/E)

Packing group (ADR): II

Class (ADR): 3 - Flammable liquids

Hazard identification number (Kemler No.): 33

Classification code (ADR): F1

Tunnel restriction code: D/E

Transport by sea

UN-No. (IMDG): 1170

Class (IMDG) : 3 - Flammable liquids

EmS-No. (1) : F-E

EmS-No. (2) : S-D

Air transport

UN-No.(IATA) : 1170

Class (IATA) : 3 - Flammable Liquids

Packing group (IATA) : II - Medium Danger

SECTION 15: REGULATORY INFORMATION

15.1. US Federal regulations

SARA Section 311/312 Hazard Classes: Fire hazard

Listed on the United States TSCA (Toxic Substances Control Act) inventory

15.2. International regulations - CANADA

WHMIS Classification: Class B Division 3 - Combustible Liquid

Class D Division 2 Subdivision A - Very toxic material causing other toxic effects

Listed on the Canadian DSL (Domestic Substance List) inventory

15.2.1. EU-Regulations No additional information available

Classification according to Regulation (EC) No. 1272/2008 [CLP]

Classification according to Directive 67/548/EEC or 1999/45/EC

F; R11 Full text of R-phrases: see section 16

15.2.2. National regulations

Ethanol (64-17-5) Listed on IARC (International Agency for Research on Cancer)

SECTION 16:. OTHER INFORMATION

Indication of changes: Revision - See: *. Other information: None.

Full text of H-phrases: see section 16:

Acute Tox. 3 (Dermal): Acute toxicity (dermal), Category 3

Acute Tox. 3 (Inhalation) Acute toxicity (inhal.), Category 3

Acute Tox. 3 (Oral) Acute toxicity (oral), Category 3

Carc. 1A Carcinogenicity, Category 1A

Eye Irrit. 2A Serious eye damage/eye irritation, Category 2A

Flam. Liq. 2 Flammable liquids, Category 2

Flam. Liq. 3 Flammable liquids, Category 3

Repr. 2 Reproductive toxicity, Category 2

Skin Irrit. 2 Skin corrosion/irritation, Category 2

STOT SE 1 Specific target organ toxicity — single exposure, Category 1

STOT SE 3 Specific target organ toxicity — Single exposure, Category 3, Narcosis

H225 Highly flammable liquid and vapour

H226 Flammable liquid and vapour

H301 Toxic if swallowed

H311 Toxic in contact with skin

H315 Causes skin irritation

H319 Causes serious eye irritation

H331 Toxic if inhaled

H336 May cause drowsiness or dizziness

H350 May cause cancer

H361 Suspected of damaging fertility or the unborn child

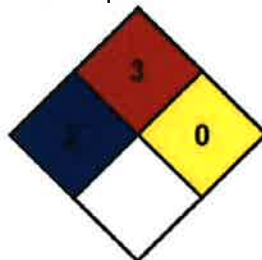
H370 Causes damage to organs

NFPA Classification:

NFPA health hazard: 2 - Intense or continued exposure could cause temporary incapacitation or possible residual injury unless prompt medical attention is given.

NFPA fire hazard: 3 - Liquids and solids that can be ignited under almost all ambient conditions.

NFPA reactivity: 0 - Normally stable, even under fire exposure conditions, and are not reactive with water.



HMIS III Rating

Health: 3 Serious Hazard - Major injury likely unless prompt action is taken and medical treatment is given

Flammability: 3 Serious Hazard

Physical: 1 Slight Hazard

Personal Protection: D

Prepared by: Alpha Cleantech Labs Inc.

Revision Date: March 09, 2020

Disclaimer

The information provided on this SDS is correct to the best of our knowledge and belief. The information given is only for the safe handling, use, processing, storage, transportation, disposal and release and is not to be considered as a warranty or quality specification. The information is related only to the specified material and may not be valid for such material used in combination with any other material or in any process, unless otherwise stated. The product(s) supplied by Alpha Cleantech Labs and information related to them are intended for use by buyers having necessary skills and knowledge. Since neither distributor nor manufacturer has any control over handling, storage, use and application conditions, neither distributor nor manufacturer shall be responsible for any

claims, liabilities, losses, damages, costs or expenses of any kind arising out of or in any way connected with the handling, storage, or use of the product described.



November 26, 2020

Honourable Jennifer Whiteside
Minister of Education
Parliament Buildings
Victoria, British Columbia V8V 1X4

Dear Minister Whiteside:

Thank you for agreeing to serve British Columbians as Minister of Education. You are taking on this responsibility at a time when people in our province face significant challenges as a result of the global COVID-19 pandemic.

COVID-19 has turned the lives of British Columbians upside down. None of us expected to face the challenges of the past number of months, yet British Columbians have demonstrated incredible resilience, time and time again. We will get through the pandemic and its aftereffects by building on this resilience and focusing on what matters most to people.

British Columbians voted for a government focused on their priorities: fighting the COVID-19 pandemic, providing better health care for people and families, delivering affordability and security in our communities, and investing in good jobs and livelihoods in a clean-energy future.

I expect you – and the work of your ministry – to focus on the commitments detailed in our platform, *Working for You*, along with the following foundational principles:

- **Putting people first:** Since 2017, our government has focused on making decisions to meet people's needs. That focus drove our work in our first term and will continue to be our priority. British Columbians are counting on the government to keep them safe and to build an economic recovery that works for everyone, not just those at the top. Keeping people at the centre of everything we do means protecting and enhancing the public services people rely on and working to make life more affordable for everyone.
- **Lasting and meaningful reconciliation:** Reconciliation is an ongoing process and a shared responsibility for us all. The unanimous passage of the *Declaration on the Rights of Indigenous Peoples Act* was a significant step forward in this journey. True

.../2

reconciliation will take time and ongoing commitment to work with Indigenous peoples as they move toward self-determination. Our government – and every ministry – must remain focused on creating opportunities for Indigenous peoples to be full partners in our economy and providing a clear and sustainable path for everyone to work toward lasting reconciliation.

- **Equity and anti-racism:** Our province's history, identity and strength are rooted in its diverse population. Yet racialized and marginalized people face historic and present-day barriers that limit their full participation in their communities, workplaces, government and their lives. Our government has a moral and ethical responsibility to tackle systemic discrimination in all its forms – and every ministry has a role in this work. While our caucus elected a record number of women, more work remains to address gender equity. Delivering on our commitments to address racial discrimination will require a commitment by all of government to ensure increased IBPOC (Indigenous, Black and People of Colour) representation within the public service, including in government appointments. Our efforts to address systemic discrimination must also inform policy and budget decisions by reviewing all decisions through a Gender-Based Analysis Plus (GBA+) lens.
- **A better future through fighting climate change:** In 2018, our government launched our CleanBC climate action plan. CleanBC puts British Columbia on the path to a cleaner, better future by building a low-carbon economy with new clean-energy jobs and opportunities, protecting our air, land and water and supporting communities to prepare for climate impacts. It is every Minister's responsibility to ensure your ministry's work continues to achieve CleanBC's goals.
- **A strong, sustainable economy that works for everyone:** We will continue our work to support British Columbians through the pandemic and the economic recovery by investing in health care, getting people back to work, helping businesses and communities, and building the clean, innovative economy of the future. Our plan will train the workforce of tomorrow, help businesses hire and grow and invest in the infrastructure needed to build our province.

The pandemic has reminded us that we're strongest when we work together. Delivering on our commitments to people will require a coordinated effort with your cabinet and caucus colleagues, supported by the skilled professionals in the public service. You will also support your cabinet colleagues to do their work, particularly where commitments cross ministry lines.

British Columbians expect their elected representatives to work together to advance the broader public good despite their partisan perspectives. That means seeking out, fostering and championing good ideas, regardless of their origin. I expect you to reach out to elected members from all parties as you deliver on your mandate. Further, you will build thoughtful and sustained relationships through public and stakeholder engagement plans that connect with people to incorporate their perspectives early in the policy development process. These plans must include measurable outcomes and ensure active dialogue and ongoing outreach in your ministry's actions and priorities.

Over the course of our mandate, I expect you will make progress on the following items:

- Ensure quality public education continues to be delivered during and after the COVID-19 pandemic through implementation of appropriate guidelines to ensure safety.
- Support COVID-19 recovery by fast-tracking improvements to online and remote learning, including investing in more computers and tablets, more training for teachers and support staff, and new ways to improve social e-learning to promote group interactions between students and teachers.
- Work with the Minister of Children and Family Development and the Minister of State for Child Care to integrate child care into the broader learning environment by developing a strategy to move delivery of child care into the Ministry of Education by 2023.
- Support the Minister of State for Child Care and the Minister of Children and Family Development to work toward providing universal access to before and after school care, prioritizing care on school grounds so parents know their children are safe at one place for the full work day.
- Continue to invest in new and modernized schools, including focusing on meeting seismic requirements and climate change and energy efficiency standards as set out in our CleanBC plan.
- With support from the Minister of Indigenous Relations and Reconciliation, lead work to put more Indigenous languages into B.C.'s curriculum.
- Build on investments into mental health supports for students and staff to better support children and youth with special needs and their families, so everyone involved in our kids' learning gets the help they need.
- To help make sure students are properly fed for learning, work with school districts to create more local school meal programs based on district data and priorities, and work with the Minister of Agriculture, Food and Fisheries to integrate Feed BC into this plan so that districts can include locally grown food.
- Continue to take the pressure off parents to fundraise while giving students safe, accessible playgrounds by expanding our government's Playground Fund to more schools.
- Deliver targeted investments to help make sure students have the classroom supplies they need to succeed, so parents and teachers don't have to pay the full cost out-of-pocket.
- Support the work of the Minister of Mental Health and Addictions to provide dedicated mental health teams in school districts.

Our work as a government must continually evolve to meet the changing needs of people in this province. Issues not contemplated in this letter will come forward for government action and I

ask you to bring such matters forward for consideration by the Planning and Priorities Committee of cabinet, with the expectation that any proposed initiatives will be subject to the usual cabinet and Treasury Board oversight. Your ministry's priorities must reflect our government's overall strategic plan as determined by cabinet.

All cabinet members are expected to review, understand, and act according to the *Members' Conflict of Interest Act* and conduct themselves with the highest level of integrity. As a minister of the Crown, your conduct will reflect not only on you but on cabinet and our government. You are responsible for providing strong, professional and ethical leadership within cabinet and your ministry. You will establish a collaborative working relationship with your deputy minister and the public servants under their direction who provide the professional, non-partisan advice that is fundamental to delivering on our government's priorities. You must ensure your minister's office meets the highest standards for integrity and provides a respectful and rewarding environment for all staff.

My commitment to all British Columbians is to do my level best to make sure people's lives are better, safer and more affordable. I believe the challenges we face can and will be overcome by working together. By way of this letter, I am expressing my faith that people can expect the same commitment from you.

Sincerely,

A handwritten signature in blue ink, reading "John J. Horgan", with a long horizontal flourish extending to the right.

John Horgan
Premier



School District No. 60

PEACE RIVER NORTH

10112 - 105 Avenue, Fort St. John, British Columbia V1J 4S4 Phone: (250) 262-6000 Fax: (250) 262-6048
OFFICE OF THE SECRETARY-TREASURER

DISTRICT ADMINISTRATION OFFICE

MEMORANDUM

TO: Ida Campbell
Erin Evans
Helen Gilbert
Nicole Gilliss
Madeleine Lehmann
David Scott-Moncrieff
Bill Snow

FROM: Leah Reimer, Executive Assistant
to: Teri Stoneman, Interim Secretary-Treasurer

DATE: December 14, 2020

RE: **2021 Statement of Disclosure**

In accordance with the Financial Disclosure Act, trustees are required to complete a Statement of Disclosure form annually, between January 1-15 of each year.

The form and other additional information are attached.

Forms may also be completed online and printed off at: (this document can NOT be saved)

<http://www2.gov.bc.ca/assets/gov/government/ministries-organizations/financial-disclosure/members-of-the-legislative-assembly/filing-disclosure-documents/disclosureform.pdf>

Please submit the completed Statement of Disclosure form and return to me no later than **January 15, 2021**.

Thank you.

Attachments

*File: 2021 Statement of Disclosures
December Memos*



- a nominee for election to provincial or local government office*, as a school trustee or as a director of a francophone education authority
- an elected local government official
- an elected school trustee, or a director of a francophone education authority
- an employee designated by a local government, a francophone education authority or the board of a school district
- a public employee designated by the Lieutenant Governor in Council

Who has access to the information on this form?

What is a trustee?– s. 5 (2)

- holds a share in a corporation or an interest in land for your benefit, or is liable under the Income Tax Act (Canada) to pay income tax on income received on the share or land interest
- has an agreement entitling him or her to acquire an interest in land for your benefit

If sections do not provide enough space, attach a separate sheet to continue.

List the name of each corporation in which you hold one or more shares, including shares held by a trustee on your behalf:

[illegible]

Liabilities – s. 3 (e)

List all creditors to whom you owe a debt. Do not include residential property debt (mortgage, lease or agreement for sale), money borrowed for household or personal living expenses, or any assets you hold in trust for another person:

<i>creditor's name(s)</i>	<i>creditor's address(es)</i>

Income – s. 3 (b-d)

List each of the businesses and organizations from which you receive financial remuneration for your services and identify your capacity as owner, part-owner, employee, trustee, partner or other (e.g. director of a company or society).

- Provincial nominees and designated employees must list all sources of income in the province.
- Local government officials, school board officials, francophone education authority directors and designated employees must list only income sources within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

<i>your capacity</i>	<i>name(s) of business(es)/organization(s)</i>

Real Property – s. 3 (f)

List the legal description and address of all land in which you, or a trustee acting on your behalf, own an interest or have an agreement which entitles you to obtain an interest. Do not include your personal residence.

- Provincial nominees and designated employees must list all applicable land holdings in the province
- Local government officials, school board officials, francophone education authority directors and designated employees must list only applicable land holdings within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

<i>legal description(s)</i>	<i>address(es)</i>

Corporate Assets – s. 5

Do you individually, or together with your spouse, child, brother, sister, mother or father, own shares in a corporation which total more than 30% of votes for electing directors? (Include shares held by a trustee on your behalf, but not shares you hold by way of security.)

☐ no ☐ yes

If yes, please list the following information below & continue on a separate sheet as necessary:

- the name of each corporation and all of its subsidiaries
- in general terms, the type of business the corporation and its subsidiaries normally conduct
- a description and address of land in which the corporation, its subsidiaries or a trustee acting for the corporation, own an interest, or have an agreement entitling any of them to acquire an interest
- a list of creditors of the corporation, including its subsidiaries. You need not include debts of less than \$5,000 payable in 90 days
- a list of any other corporations in which the corporation, including its subsidiaries or trustees acting for them, holds one or more shares.

signature of person making disclosure

date

Where to send this completed disclosure form:

Local government officials:

... **to your local chief election officer**

- with your nomination papers, and

... **to the officer responsible for corporate administration**

- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

School board trustees/ Francophone Education Authority directors:

... **to the secretary treasurer or chief executive officer of the authority**

- with your nomination papers, and
- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

Nominees for provincial office:

- with your nomination papers. If elected you will be advised of further disclosure requirements under the *Members' Conflict of Interest Act*

Designated Employees:

... **to the appropriate disclosure clerk (local government officer responsible for corporate administration, secretary treasurer, or Clerk of the Legislative Assembly)**

- by the 15th of the month you become a designated employee, and
- between the 1st and 15th of January of each year you are employed, and
- by the 15th of the month after you leave your position

Print Form

Clear Form



British Columbia
School Trustees
Association

This document contains confidential legal and/or policy advice that may be subject to solicitor-client privilege and/or be protected from disclosure under the *Freedom of Information and Protection of Privacy Act*.

December 12, 2019

To: Secretary Treasurers
Executive Assistants

Cc: Superintendents, Board Chairs

From: Audrey Ackah, BCSTA Legal Counsel

Re: Reminder and FAQs: *Financial Disclosure Act* statements required by January 15

School trustees are required to complete *Financial Disclosure Act* (the "Act") statements between the 1st and 15th of January of each year of office. The Ministry of Justice's website includes the form and some information about the content to be included in the form. Below please find some FAQs regarding process.

Q: Who must complete and file a Statement of Disclosure under the *Financial Disclosure Act*?

A:

- Current trustees, whether elected or appointed.
- Former trustees (those who have left office are supposed to file by the 15th of the month following the date they cease to hold office)
- Candidates for election as a school trustee or as a director of a francophone education authority (as part of their nomination package.)
- Employees who have been designated by the board (This is uncommon in school districts).

Q: Where can the form be obtained?

A: The form is available online [here](#).

Q: What is the filing deadline? How often must they be filed?

A: The filing deadline is January 15, 2020. The forms are completed annually between January 1 and January 15 by current trustees. They are also completed by candidates for election as part of the nomination package. They must also be completed by departing trustees by the 15th of the month following the month they leave office.

Q: Do the Statements of Disclosure need to be sworn by a notary or Commissioner for Taking Affidavits?

A: No.

Q: What is the consequence of being late? Of inaccuracies?

A: The Act makes it an offence to fail to file a report, subject to a fine of up to \$10,000. Unlike campaign financing disclosure, there is no disqualification or future ineligibility penalty for late-filing or inaccuracies.

Q: Where are the forms filed? What does the board office do with them? How long do they need to be kept?

A: The disclosure forms are required to be filed with the secretary treasurer, who is the appropriate "disclosure clerk" for forms related to board of education filers (*Financial Disclosure Act*, s.4). Disclosure forms that were collected from candidates as part of the nomination process were also supposed to be transferred to the secretary treasurer.

The secretary treasurer must retain trustee and candidate forms to make them available for public inspection during normal office hours (*Financial Disclosure Act*, s.6). Employees' forms are not available for public inspection; they must be submitted to the board.

The Act does not specify how long the forms need to be kept. Some boards discard them as soon as a replacement one is filed; others keep them forever.

The forms are most likely to be requested in connection with a proceeding to overturn a board decision or disqualify a trustee for breach of the conflict of interest provisions. There is no time limit under the *Judicial Review Procedure Act* to commence an application to review the decision of a board. Under section 64 of the *School Act*, a board may be able to invalidate a board decision on the basis that a trustee breached the *School Act* conflict of interest provisions. In these circumstances, a decision of the board is "voidable at the instance of the board before the expiration of 2 years from the date of the passing of the resolution or bylaw" (*School Act*, section 64(1)). An elector may ask the court to determine whether a trustee is disqualified from holding office due to the trustee breaching the *School Act* conflict of interest provisions. An elector cannot bring an application to court after 4 years from the time at which the contravention of the conflict of interest rules is alleged to have occurred.

In practice, any request is likely to take place during the current term of office of the trustee or the succeeding one.

A prosecution for failure to file may be commenced within six months from the date of the offence (*Offence Act* s.3). A court action against a trustee or former

trustee to recover financial gain in respect of an undisclosed interest is another possibility (*Financial Disclosure Act*, s. 11).

As a practical matter, it seems that retaining the forms for eight years will cover many reasonably foreseeable eventualities.

Q: Can the forms be filed or kept electronically?

A: Yes, if you will be able to produce them for inspection if requested and meet the other requirements of the *Electronic Transactions Act*.

The *Electronic Transactions Act* (ETA) permits the form to be provided by the trustee electronically if an "electronic signature" is used (ETA s. 7, s. 11) and it is accessible by the board "in a manner usable for subsequent reference" and "capable of being retained... in a manner usable for subsequent reference." It must be retained by the board "in the format in which it was created, provided or received, or in a format that does not materially change the record." Also, the date and time of receipt of the information and any distribution of the information must be also kept (ETA s. 9).

Q: Where can I find the whole *Financial Disclosure Act* and Regulation?

A: The free BC government website for statutes and regulations is located at: www.bclaws.ca.

REGULAR - December 14, 2020					Unfinished	
Meeting Date	Meeting	Topic	Action Item/Recommendation	Assigned to:	Business	Completed
Oct 5/20	COTW	City of FSJ/Joint District Meetings	Connect with Hudson's Hope of potential meeting at Cameron Lake	Helen	x	
Nov 2/20	COTW	Provincial Council	Motion submission process	Erin	x	
Nov 16/20	Board	Meeting w/ City - December 1	Confirm attendance/agenda items from City	Helen/Leah		Postponed
Nov 16/20	Board	BCPSEA	BCPSEA AGM - confirmation of attendees & location	Helen/Leah		x
Nov 30/20	COTW	Operations Report	ST to present final ARYES report	Teri	Jan 25/21	
Completed						
May 25/20	Board	SD #59, #60, & MLA Meeting	Trustees to confirm attendance via Zoom or in person by May 27 a.m.	Helen		Done
Apr 6/20	COTW	2020-2021 Annual Budget	Annual Budget on Regular meeting for adoption (3 readings)	Brenda/Leah		June 22/20
May 4/20	COTW	Post April Employment & Comp	Draw up a thank you letter to CUPE members	Helen		Done
May 25/20	Board	Policy Committee	Policy 4000.1 out for Notice of Motion and bring back for adoption	Leah		June 22/20
May 25/20	Board	Budget 2021 Consultation	Finalize submission and submit by June 26/2020	Helen/Brenda/Leah		June 22/20
June 8/20	COTW	COVID - Stage 3	Bring an update to the June Board Meeting	Stephen		June 22/20
June 8/20	COTW	2020-2021 Draft Annual Budget	AFG capital plans presentation for approval	Brenda/Leah		June 22/20
June 8/20	COTW	2020-2021 Draft Annual Budget	Budget - three readings and approval	Brenda/Leah		June 22/20
May 25/20	Board	Budget 2021 Consultation	Discussion on presentation details/Trustees provide feedback to Helen	Helen/Leah		June 8/20
May 25/20	Board	Budget 2021 Consultation	Leah to send last year's submission to trustees	Leah		Done
May 25/20	Board	Announcements & Reminders	Hudson's Hope Grad - update the Board of details	Stephen		Done
May 25/20	Board	Superintendent's Report	School Fees - going forward w/ more naming consistency and details	Leah		Done
June 22/20	Board	PRNTA Update	Correction to branding/wording on Budget Snapshot & redistribute	Brenda/Leah		Completed
Mar 9/20	COTW	District Website Re-Vamp Update	Bring back to the Board before going live	Helen		Completed
May 4/20	COTW	Board Retreat	Trustees & District Staff to place retreat in calendars and work on details/agenda	Helen/Leah		Completed
June 8/20	COTW	COVID - Stage 3	Board advocate re: K-5 Stage 3 density issue	Helen		Completed
June 8/20	COTW	2020-2021 Draft Annual Budget	Draft budget to be uploaded to district website	Brenda/Leah		Completed
June 8/20	COTW	School Project Guidelines	Post to district website once finalized	Brenda/Leah		Completed
			& set up public meeting to receive input from stakeholders			
June 8/20	COTW	2020-2021 Draft Annual Budget	Facilities project report to October 5 COTW Meeting			Oct 5/20
Sept 21/20	Board	2019-2020 Financial Statements	Documentation related to financial statements to be signed/submitted by Sept 30	Brenda		Sept 25/20
Oct 5/20	COTW	Trustee Advance Follow Up	Place Annual Work Plan on October Board Meeting	Leah	Oct 19/20	
Oct 5/20	COTW	Public Participating in Board Mtgs	Bring back more information re: ability to ask/answer questions live from meeting	Stephen	Oct 19/20	
Oct 5/20	COTW	City of FSJ/Joint District Meetings	Connect with the City on potential Nov/Dec dates	Leah	Oct 19/20	
Oct 5/20	COTW	2019/2020 Financial Statement Analy	Add Student FTE information to spreadsheet	Brenda		x
Oct 5/20	COTW	Trustee Advance Follow Up	Professional Development - set up a meeting date (check with Nicole)	Helen		x
Nov 2/20	COTW	Trustee Academy	Register all Trustees and Executive Staff	Leah		x
		Enterprise Risk Management	Presentation & Report to the Board	Brenda/Leah		Nov 16/20
Oct 19/20	Board	Business Arising	DPAC Meeting Elections - Helen to contact Teresa and send info to trustees	Helen		x
Oct 19/20	Board	Annual Work Plan	Helen to send out the annual work plan once finalized	Helen		x
Oct 19/20	Board	Meeting with City of FSJ	Staff to follow up to confirm date, time, location, agenda or meet and greet	Leah		Nov 16/20
Oct 19/20	Board	Northern BC Volleyball Club	Connect with administrators, etc. to gather more information and bring back to Board	Stephen		Nov 16/20
Oct 5/20	COTW	Internet Letter	Send out to appropriate stakeholders	Erin		x
Nov 16/20	Board	Internet Advocacy Letter Update	Generate additional letters and distribute	Helen/Leah		Nov 17/20
Nov 16/20	Board	Snow Clearing Concern	1-800-910-4222 number to be circulated to trustees/public	Stephen	x	

Policy Committee Meeting Notes
December 7, 2020
11:00 a.m.

Attendees: Stephen Petrucci, Teri Stoneman, Helen Gilbert, Erin Evans (via Zoom),
Madeline Lehmann, Bill Snow

Policy Committee Policies/Bylaw Tracking (*Attachment*)

- Add out of province field trips (extra curricular, curricular field trips) that needs to be re-vamped, apart from international travel
- Teri spoke with BCSTA regarding Childcare Policy template and they will provide by the end of the week

New – Policy #7017 Video Surveillance (*Attachment*)

- Discussion around whether our district has video surveillance policy for buses as we do have surveillance
- Is this included on the bus registration form so parents are aware? Has been an issue in schools with administration & parents with lack of clarity
- What is the regulation around parents being able to view videos (ie. through FOIPPA, etc.) in regards to privacy issues

ACTION: Add 4. For safety and security reasons, video cameras may be installed on buses

ACTION: Secretary-Treasurer will follow up and make sure this wording is on bus registration forms

ACTION: Place as a “draft” for Notice of Motion at the December 14, 2020 Regular Board Meeting

Policy #8001.1 Budget Development, Monitoring, and Reporting (*Attachment*)

- Role of the Audit Committee is not included specifically but that could be because the policy was adopted before the audit committee became part of legislation. Don't believe it should be added as a specific committee as other committees are not
- #4 - challenge to provide on a monthly basis and information is not purposeful, so it has been changed to quarterly

ACTION: Both versions of the policy to be brought for a Notice of Motion be at the December 14, 2020 Regular Board

Budget Planning Process 2020/2021 Draft (*Attachment*)

- Plan for the year for budgeting monitoring and process. Will be updated each year

- Suggestion to change the title to “Operating Budget Consultation Process 2020/2021”
- AFG and Capital Plans would not need to be included in this process as staff is required to bring those items to the Board
- Provides flexibility to change the timeline without compromising the required deadlines
- Noted that we are required to provide unions 30 days’ notice in regards to any layoffs

ACTION: The Operating Budget Consultation Process be diarized to present to the Board at the January board meeting every year. Also will be reflected in the Board Annual Plan

Next Meeting

Date: January 18, 2021 @ 11:00 a.m.

Policy #4018 – Prevention of Harassment in the Workplace

- to include language around “respectful workplace” to allow for HR follow up

Policy #2005 - Curricular & Extra-curricular Field Trips

New - Childcare Policy Template

- Review draft that will be coming this week from BCPSEA

New - International Travel

Anti Racism Initiatives - Have begun to meet in terms of another piece to policy and direction...researching on how this fits into our policy. Our current policy may not be enough. Will be looking at implementing by the end of this school year



BOARD OF EDUCATION

School District No. 60
(Peace River North)

7000 Operations

7017 Video Surveillance

Proposed: December 7, 2020

Adopted:

Revised:

Reviewed:

Reference: School Act, 74.01 Video Surveillance

<https://www2.gov.bc.ca/assets/gov/education/administration/legislation-policy/legislation/schoollaw/revisedstatutescontents.pdf>

Policy

For reasons of enhancing the safety of students, staff and others on school premises and deterring destructive acts, the Board authorizes the use of video surveillance equipment on School District property where circumstances have shown that it is necessary.

A recording is recognized to be subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIPPA).

Guidelines/Principles:

1. Before video surveillance is introduced at a new site, a written rationale must be provided to the Superintendent of Schools.
2. Installation of video surveillance related to this policy shall follow the relevant School Act requirements as listed here:

74.01

- (1) A board may install and operate a video surveillance camera in a school facility or on school land for the purposes of protecting*
- (a) the safety of individuals in a school facility or on school land,*
 - (b) an individual's belongings in a school facility or on school land, or*
 - (c) school property*

with the prior approval of the parents' advisory council for the school where the board proposes to install and operate a video surveillance camera.

(2) A parents' advisory council may make recommendations to a board to install and operate a video surveillance camera in a school facility or on school land for the purposes set out in subsection (1).

(4) Subsections (1) to (3) do not apply to the installation and operation of a video surveillance camera in a school facility or on school land on a temporary basis for a specific investigative purpose.

2. Video surveillance camera locations must be authorized by the building administrator (school principal or building supervisor), or officers of the School District. Only authorized administrators or service technician staff shall have access to the equipment and controls;
3. Video surveillance cameras shall not be used to monitor areas where individuals have a reasonable expectation of privacy. Such areas shall include, but shall not be limited to, change rooms, washrooms and private conference/meeting rooms;
4. For safety and security reasons, video cameras may be installed on buses.



BOARD OF EDUCATION

School District No. 60
(Peace River North)

8000 Finance

8001.1 Budget Development, Monitoring and Reporting

Adopted: April 30, 2018

Revised:

Reviewed: December 14, 2020

Reference: *School Act*, Part 8, Division 2, Sections 110 to 113 (see below)

Policy

The Board shall, on or before the prescribed date and in accordance with legal requirements, submit to the Minister of Education its annual operating budget for the next fiscal year. The content and form of the annual operating budget shall be as required by relevant legislation and ministry requirements.

The annual operating budget is a statement by the Board, in financial terms, of its plans and priorities for the upcoming fiscal year.

Guidelines/Principles:

1. Budget development and allocations will align with the priorities of the Framework for Enhancing Student Learning and the Board Strategic Plan;
2. To assist in making the budget a comprehensive reflection of educational needs, the Superintendent and/or Secretary-Treasurer shall assure that interested groups in the school system have an opportunity to provide input to the development of the budget. The consultation plan and timeline will be presented to the Board at the January Board meeting by the Secretary-Treasurer;
3. Following the consultation process, the Superintendent and/or Secretary-Treasurer shall present a summary of staff and stakeholder input to the Board;
4. The Secretary-Treasurer will provide quarterly financial updates to the Board throughout the school year;
5. When requested by the Minister of Education, the Board shall prepare a capital budget or plan for such items as the purchase and development of sites, the construction or renovation of school or other buildings, the furnishing and equipping of schools, and the acquisition of other equipment authorized as capital equipment by the Ministry of

Education. The capital plan shall be developed in conjunction with the Board's Long Range Facility Plan. The Board's expenditures of funds for capital projects are at the discretion of the Minister and are controlled by the provisions of the School Act. When a capital plan is approved by the Minister, the Board shall prepare and adopt a capital bylaw according to the provisions of the School Act.

School Act Reference:

Financial information

110 (1)

On or before March 15 of each year, a board must submit to the minister

(a)

the board's estimate of the debt service surplus or deficit it will experience in that fiscal year, and

(b)

any other information that the minister requests respecting revenue or other financial matters.

(2)

On or before March 30 of each year, the minister must prepare, approve and provide to each board the estimate of the board's debt service expenses for the next fiscal year.

(3)

[Repealed 2002-53-37.]

Preparation of annual budget

111 (1)

In this section:

"estimated expenditures" means the estimated expenditures plus any operating deficit that the board must fund in the fiscal year;

"estimated revenues" means the estimated revenues plus appropriated operating reserves.

(2)

The board must prepare an annual budget in the form and containing the content specified by the minister.

(3)

Subject to subsection (4), estimated expenditures in the annual budget must not exceed estimated revenues.

(4)

The estimated expenditures in the annual budget, other than the debt service expenses estimate referred to in section 110, may exceed the estimated revenues if the board has held a referendum under section 112 and the referendum approved the amount in excess of the estimated revenues.

Adoption of budget

113 (1)

A board, by bylaw,

(a)

must adopt an annual budget on or before June 30 of each year for the next fiscal year, and

(b)

may amend the annual budget adopted under paragraph (a).

(2)

If an operating grant to a board is amended under section 106.3 (6) or a grant is withheld or reduced under section 117 (1), the minister may order that

(a)

the board, by bylaw, must amend its annual budget, and

(b)

the board must send a certified copy of the amended annual budget to the minister within 60 days of the order of the minister.

(3)

At the request of the minister, the board must send to the minister a certified copy of its annual budget.



BOARD OF EDUCATION

School District No. 60

(Peace River North)

POLICY NO.: 8001.1

DATE APPROVED: April 30, 2018

SUBJECT: Budget Development, Monitoring and Reporting

Policy

The Board of Education is committed to providing a transparent process for developing, monitoring, and reporting its annual budget.

A transparent process will improve the financial governance and accountability of the school district for the development, monitoring, and reporting of its Annual Budget.

References: *School Act*, Part 8, Division 2, Sections 110 to 113

Regulations

1. The Board of Education will meet its responsibilities through the adoption of the District's Strategic Plan.
 - 1.1 The Strategic Plan will guide the process for identifying priorities and setting goals to inform operational strategies and budget decisions.
 - 1.2 The Strategic Plan, and an update on progress on each of the goals of the plan, will be provided annually to all education and community stakeholders.
 - 1.3 The Strategic Plan will be made available on the school district website.
 - 1.4 The Superintendent will conduct a review of the current Strategic Plan, and lead the consideration of a new Strategic Plan, undertaking the appropriate public consultation, at the beginning of the final year of the current plan.
2. The Board of Education will establish a ten year Long Range Facilities Plan in accordance with guidelines provided by the Ministry of Education and the needs of the school district.

- 2.1 The Long Range Facilities Plan will identify for consideration the current condition of school district facilities, projected student enrolment for a period of ten years, and surplus properties of the school district.
 - 2.2 The Long Range Facilities Plan will be made available on the school district website.
 - 2.3 Senior Administration will conduct a review of the current Long Range Facilities Plan at the end of the third and sixth years of the current Long Range Facilities Plan and undertake appropriate consultation to make necessary adjustments.
 - 2.4 An external consultant may be engaged at the end of the ninth year of the Long Range Facilities Plan to work with local governments and other stakeholders on future developments, school enrolment, and school site requirements.
3. An Expanded Committee of the Whole – Budget Consultation may be convened annually to facilitate development of the annual budget.
 - 3.1 The Expanded Committee of the Whole – Budget Consultation will be guided by the Mission, Vision, Values and Goals of the Strategic Plan approved by the Board of Education.
 - 3.2 The Board of Education will approve the Terms of Reference of the Expanded Committee of the Whole – Budget Consultation by January 31st of each school year.
 - 3.3 The membership of Expanded Committee of the Whole – Budget Consultation may include representatives from stakeholder groups.
 - 3.4 The Expanded Committee of the Whole – Budget Consultation will report to the Board of Education at a regular public meeting prior to first reading of the Annual Budget Bylaw.
4. Annually, the Board of Education will meet with Senior Administration and department managers to discuss department priorities and budget opportunities and challenges. School budgets will be developed out of this process in consultation between the Assistant Superintendent and Secretary-Treasurer's office.
5. Monthly, from September to June, the Committee of the Whole will receive a financial update on all school and department operating fund accounts from the Secretary Treasurer and the Controller.

Administrative Procedures:

1. All purchases in excess of \$5,000 will be reviewed by the Finance Department staff to ensure that the purchase is charged to an appropriate general ledger account, and that it is approved by an authorized department manager or staff member.
2. All invoices over \$25,000 will be reviewed by the Secretary Treasurer or Controller prior to processing for payment.
3. Annually, all schools and departments will confirm their staff with authority to expend allocated budget to the Finance Department.

Budget and Financial Reporting Timeline

Month	Action	Responsibility
January or February	Regular Board Meeting – consideration of the Amended Annual Budget Bylaw. (<i>School Act</i> Section 113 (2)).	Committee of the Whole and Secretary Treasurer
February	Submit estimate of the number of students who may be enrolled in educational programs provided by the Board in the next school year to the Ministry of Education	Secretary Treasurer
	Identify and approve budget assumptions for the next school year with reference to the Strategic Plan	Senior Administration
	Review annual remuneration for trustees in accordance with Policy #1008	Committee of the Whole and Secretary Treasurer
Spring	Consider Expanded Committee of the Whole for Budget Consultation	Chair, Finance & Audit Committee
	Convene Budget Consultation meeting with all department heads	Chair, Board of Education
May/June	School Organization Process	Assistant Superintendent
	Receive any reports on Budget Consultation	Board of Education
	Consider first, second, and third and final readings of the Annual Budget Bylaw	Chair, Board of Education
June	June 30 – Deadline for adoption and submission of Annual Operating Budget <i>School Act</i> (Section 113 (1)(a))	Secretary Treasurer
September	Approve the audited financial statements Review Appropriated Operating Surplus balances as at June 30	Board of Education Finance & Audit Committee
December	Submit Statement of Financial Information to the Ministry of Education	Secretary Treasurer



The Board of Education
OPERATING BUDGET CONSULTATION 2020/2021
School District #60 (Peace River North)
SPRING 2021

March 15 (Monday)	<ul style="list-style-type: none"> • Minister announces School District preliminary funding levels (School Act 106.3)
April 7 (Wednesday) 9:00 – 11:00 a.m.	<ul style="list-style-type: none"> • Senior Admin Team Meeting <ul style="list-style-type: none"> ○ District budget Information review
April 13 (Tuesday) 8:00 – 11:00 a.m.	<ul style="list-style-type: none"> • District Leadership Team Meeting (DLTM) <ul style="list-style-type: none"> ○ Elementary & Secondary Budget Presentation
April 19 (Monday) 5:00 p.m.	<ul style="list-style-type: none"> • IN-CAMERA BOARD MEETING <ul style="list-style-type: none"> ○ Budget update and discussion
May 3 (Monday) 2:00 – 4:00 p.m. District Board Office	<ul style="list-style-type: none"> • Partner Group Information/Discussion <ul style="list-style-type: none"> ○ Budget update and information – PRNTA, CUPE, Exempt Rep, NPAA Rep, Senior Management ○ COTW Regular Meeting Agenda ○ Letter invitations
May 4 (Tuesday) Evening (Time TBD) District Board Office	<ul style="list-style-type: none"> • Public Meeting <ul style="list-style-type: none"> ○ DRFN, BRFN, HRFN bands, DPAC, public ○ Online public survey ○ Letter invitations ○ Advertisement
May 5 (Wednesday) 9:00 – 11:00 a.m.	<ul style="list-style-type: none"> • Senior Admin Team Meeting <ul style="list-style-type: none"> ○ District Budget information reviewed
May 17 (Monday) 5:00 p.m.	<ul style="list-style-type: none"> • IN-CAMERA BOARD MEETING <ul style="list-style-type: none"> ○ Budget update and discussion ○ • REGULAR BOARD MEETING <ul style="list-style-type: none"> ○ Adopt Preliminary Budget (Section 113)

Policy Committee Policies/Bylaw Tracking

Policy Name	Committee Meeting	New, Revision or Deletion	Approval Date	Notes
Policy for policy development	9-Dec-2019	New	April 20-20	
Role of Superintendent/CEO	20-Jan-2020	New	June 22-20	
Role of the Board		Revision (#1001)		we have a draft
Childcare (Before & After School Care)	18-Jan-2021	New		Teri working on this - waiting for BCSTA - should have it soon
Prevention of harassment / Respectful Workplace	18-Jan-2021	Revision (#4018)		Crystal & Stephen reviewing/combining
Curricular and extra-curricular field trips	18-Jan-2021	Revision (#2005)		need to simplify and remove procedures
8001.1 Budget development, monitoring & Reporting	7-Dec-2020	Revision (#8001.1)		inaccurate information and roles need to be addressed
International Travel	18-Jan-2021	New		needed
Public Interest Disclosure Act (PIDA)		New		Due December 2021
Bylaw 1/90 revisions: Audit & Policy Committee reporting	??	revision		Leah
Bylaw 1/90 - Electronic Board Mtg Expectations		New		Leah
Records Management		New		we have a draft
Video Surveillance	7-Dec-2020			Notice of Motion - Dec 14
Trustee Code of Ethics		Revision		update formatting, etc. look at what we can combine
4031 Teachers – Sick Leave Credit				
4033 Teachers On-Call – Non-				
4027 Teacher Leaves				
4015 Employee Records				

out of province field trips/extra				