

SCHOOL DISTRICT NO. 60 (PEACE RIVER NORTH)

**10112 – 105 Avenue
Fort St. John, BC V1J 4S4**

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Board of Education



A G E N D A B O O K

FOR THE

REGULAR BOARD MEETING

BOARD ROOM

MONDAY, SEPTEMBER 21, 2020 @ 6:30 p.m.

OUR MISSION

All our students will graduate, crossing the stage with dignity and grace.

OUR VALUES

The core values that guide the work of the school division are *RESPECT, COMPASSION, HONESTY, RESPONSIBILITY, and RELATIONSHIPS.*

OUR STRATEGIES

As a district, we are committed to FOUR OVER-ARCHING STRATEGIES:

- ❖ DELIVERY OF EXCELLENT EDUCATIONAL PROGRAMMING FOCUSSED ON STUDENT OUTCOMES
- ❖ PROVISION OF ETHICAL LEADERSHIP FOCUSSED ON RELATIONSHIPS AND CONTINUOUS IMPROVEMENT
- ❖ EXEMPLARY MANAGEMENT PRACTISES FOCUSSED ON ALIGNING RESOURCES FOR OPTIMAL RESULTS
- ❖ ENGAGED GOVERNANCE FOCUSSED ON ADVOCACY, ACCOUNTABILITY, AND COMMUNITY PARTNERSHIPS



THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 60
REGULAR BOARD MEETING
MONDAY, SEPTEMBER 21, 2020
6:30 P.M.

AGENDA

1.0 Call to Order

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

2.0 Additions to the Agenda/Acceptance of the Agenda

3.0 Presentations/Delegations

- 3.1 CNRL – Breakfast/Meals Program Donation – Cheque Presentation
CNRL Representatives/Stephen Petrucci
- 3.2 2019-2020 Financial Statements – Auditor Presentation (*Attachment*)
KPMG Auditors, Brenda Hooker, Angela Telford

4.0 Trustee Input (Celebrations)

5.0 Minutes of the Regular Board Meeting, August 31, 2020 (pages 5-10)

- 5.1 Approval of the Minutes
- 5.2 Business Arising from the Minutes
(See attached Action Item List for completed and ongoing items)

6.0 Approval of Excerpts of the Regular Board Meeting June 22, 2020 (page 11)

7.0 Announcements and Reminders

September 25	NID Day (School Planning)		
September 29	SUPAC-PAC Meeting (<i>Gilbert/Lehmann</i>)	12:00 p.m.	Board Office
October 5	COTW Meetings	12:30 p.m.	Board Office/Virtual
October 12	Thanksgiving Day		
October 15	Board Chairs Meeting		Virtual
October 16 & 30	Partner Liaison Meeting		Virtual
October 19	Board Meetings	5:00 p.m.	Board Office
October 23	Non-Instruction Day (Pro-D)		
October 23-24	Provincial Council		Virtual
October 27	SUPAC-PAC Meeting (???)	12:00 p.m.	Board Office/Virtual
November 2	COTW Meetings	12:30 p.m.	Board Office
November 11	Remembrance Day		
November 16	Board Meetings	5:00 p.m.	Board Office

November 25/26 Early Dismissal
November 27 Non-Instruction Day (Parent-Teacher Interviews)
November 27-28 BCSTA Academy

Virtual

8.0 **Senior Staff Reports**

8.1 Superintendent’s Report (page 12)

8.2 Secretary-Treasurer’s Report (page 13)

9.0 **Reports of Regular Committee of the Whole Meeting – No Report**

10.0 **Other Reports**

10.1 BCSTA
BCSTA Provincial Council – Motion Submissions (*Attachments*)

10.2 BCPSEA

11.0 **Correspondence**

12.0 **Unfinished Business**

13.0 **New Business**

13.1 Board Pro-D Committee
Chair Gilbert

14.0 **PRNTA Update** – Michele Wiebe, President

15.0 **CUPE Local #4653 Update** – Maureen Hummel, President

16.0 **District Parent Advisory Council (DPAC) Report**

17.0 **Questions from the Press and Public**

18.0 **In camera Motions brought forward for implementation**

19.0 **Adjournment**

Please Note:

Where an individual/group knows in advance they wish to address the Board, a request in writing should be made to the Secretary-Treasurer one week in advance of the Board Meeting in accordance with Board Policy #1003.1.

The request must indicate the subject of the presentation, any technology requirements (ie. screen, projector, laptop use) and the estimated time required for the presentation. Presentations will be limited to a maximum of 10 minutes, unless approved otherwise.

If approval is granted, an electronic/written copy of the presentation must be provided no later than Thursday of the week before the date of presentation.

“PROVISIONAL” MINUTES SCHOOL DISTRICT NO. 60 (Peace River North)

REGULAR MEETING

**Monday, August 31, 2020
6:30 p.m.**

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

Stephen Petrucci, Superintendent of Schools
Brenda Hooker, Secretary-Treasurer
Leah Reimer, Recording Secretary

(Guests/Media)

Michele Wiebe, PRNTA President
Maureen Hummel, CUPE Local #4653 President
Sabrina Emslie, Supervisor of Custodial, Procurement & Safety



Regrets: Erin Evans, Trustee (Area 5)

Call to Order Chair Gilbert called the meeting to order at 6:33 p.m.

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

Agenda

Approval of the Agenda

Motion #83-20

Campbell/Snow
THAT the agenda be accepted as presented.

CARRIED.

Presentations/Delegations

No Presentations/Delegations

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

Trustee Campbell

- Glad we can be back together...it has been a long time. Looking forward to us getting back to a little bit of normal

Trustee Evans

- Regrets

Vice-Chair Gilliss

- Excited children are going to school and love my community of Hudson's Hope

Trustee Lehmann

- Good to be back face-to-face

Trustee Scott-Moncrieff

- Been in contact with Upper Halfway and Prespatou school administrators
- Looking forward to reaching out to Upper Pine

Trustee Snow

- Plan on getting out to schools this week

Chair Gilbert

- Encouraging trustees to be in touch with their liaisons schools and plan visits in a way that feels comfortable
- Thank you to all trustees for attending the Board Advance
- Toured ARY school and am excited to see how it's shaping up...it will be a place for great learning
- Calendar has been full. Appreciation to all of our staff, CUPE, PRNTA, Facilities for all the work they've done to get our kids back into the classroom

Minutes of the Regular Board Meeting

Approval of the Minutes

Motion #84-20

Gilliss/Scott-Moncrieff
 THAT the Regular Meeting Minutes of June 22, 2020 be adopted.
 CARRIED.

Business Arising from the Minutes

The following business arose from the above noted Minutes:

LEA's

Blueberry LEA has been signed and agreed to. Will look into a more official signing ceremony. All LEA's are in place and we will be working on implementation

Approval of Excerpts

Motion #85-20

Gilliss/Lehmann
 THAT the excerpts from the May 25, 2020 In camera Meeting Minutes be approved and appended to these Regular Meeting Minutes.
 CARRIED.

Announcements & Reminders

August 31	Board Advance	12:30 p.m. – 4:00 p.m.	Board Office
September 1	Board Advance	9:00 a.m. – 4:00 p.m.	Board Office
September 3	New Teacher Orientation	4:15 p.m. – 8:45 p.m.	DDC
September 10	New Teacher Orientation	4:15 p.m. – 8:45 p.m.	DDC

September 8	Schools Open to Staff		
September 10	Schools Open to Students		
September 12	Northern Interior Branch Mtg.	9:00 a.m. – 11:00 a.m.	Virtual
September 18	Provincial Council Motion Submission Deadline		
September 14	Upper Halfway Meeting	5:00 p.m.	Upper Halfway Board Office
September 21	Board Meetings	5:00 p.m.	Board Office
September 25	NID Day (School Planning)		
September 29	SUPAC-PAC Meeting (<i>Gilbert/Lehmann</i>)	12:00 p.m.	Board Office
October 5	COTW Meetings	12:30 p.m.	Board Office
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October 19	Board Meetings	5:00 p.m.	Board Office
October 23	Non-Instruction Day (Pro-D)		
October 23-24	Provincial Council		Virtual
October 27	SUPAC-PAC Meeting (???)	12:00 p.m.	Board Office
November 27-28	BCSTA Academy		Virtual

Note: NPAA – will be setting up Zoom meetings at the beginning of the month. Griff Peet will be in contact once the meeting dates have been established. Trustees are encouraged to join

Note: SUPAC meetings – Trustees are asked to sign up on the schedule emailed to them. Will need to be cognizant of numbers in attendance at these meetings due to COVID

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*)

<https://togetherwelearn.prn.bc.ca/2020/08/28/superintendents-reportaugust-2020/>

- We are in a better position in regards to staffing than we have been in the past at this time...started recruiting earlier
- TTOC list is lower than usual, however HR is following up with individuals and so far we have 7.6 TTOC's daily
- Letters of Permission – fewer than last year. Can provide more information at the next meeting

*NEW - Northern Health Report (*Attachment*)

- Trustee Gilliss, Brenda, Stephen, Sabrina and union groups met with Northern Health
- We now have a dedicated liaison who will address any further questions we may have
- Discussion around privacy of testing and communication with parents
- Thank you to Sabrina Emslie, Supervisor of Custodial, Procurement, & Safety for her hard and extensive work in ensuring that we are compliant and ready for children to return to school

- Working with health and safety committees and administrators to ensure staff is fully trained
- Every site has to have its own safety committee in addition to an overarching Joint Health & Safety Committee. Will be meeting with them this week and working on the safety plans for each site
- Review of the procedures required for those who work at and those who are visiting our sites
- Supplementary checklists will be given to them to review this week to ensure everything is covered
- September Safety Talk – district and site based safety plans for staff to review and sign off before September 8. Will also review with their administrators

Posts of Responsibility

Recommended Motion: That the attached Posts of Responsibility for Bert Bowes Middle School, Dr. Kearney Middle School, Hudson’s Hope School, Learning Services, North Peace Secondary School and District Band be approved.

Motion #86-20

Snow/Scott-Moncrieff

THAT the Board accept the Superintendent’s Report with the exception of Posts of Responsibility.

CARRIED.

Motion #87-20

Snow/Scott-Moncrieff

THAT the Board accept the attached Posts of Responsibility for Bert Bowes Middle School, Dr. Kearney Middle School, Hudson’s Hope School, Learning Services, North Peace Secondary School and District Band be approved.

CARRIED.

Secretary-Treasurer’s Report

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

Financial Overview to July 31, 2020

- For information purposes
- Anticipate will mirror audited financial statements once auditors have completed them for presentation at the September 21, 2020 Board Meeting

Human Resources Summary Report

- For information purposes

Life Speak Update

- Reviewed attached Staff Report
- Other measures have been put in place...internal resources, etc.

Recommended Motion: That the District not pursue purchasing the access at this time

Motion #88-20

Gilliss/Scott-Moncrieff
THAT the Board accept the Secretary-Treasurer’s Report with the exception of the Life Speak Update

CARRIED.

Motion #89-20

Gilliss/Scott-Moncrieff
That the District not pursue purchasing the access at this time for Life Speak

CARRIED.

Reports of Regular Committee of the Whole Meeting

Approval of the Minutes – no report

Policy Committee – no report

Other Reports

BCSTA

- Provincial Council (October 23 – 24, 2020) – motion submission deadline is September 18, 2020
- Active over the summer with conference calls for Board Chairs to keep them updated

BCPSEA

- Nothing to report

Correspondence

No Correspondence

Unfinished Business

No Unfinished Business

New Business

No New Business

PRNTA Update – Michele Wiebe, President

- All of our lives changed on July 29. Want to extend my appreciation to the work that has gone on in the Board Office and Facilities during the summer...it has been quite remarkable. The input the Local has had...thank you. To be part of the Northern Health meeting, etc...it has been a positive time and so much work. I believe in the work that we do as a collective. There’s a lot of anxiety out there, but I trust the process and the protocols...that is the message...that is our voice. I’m working hard on my side to support the work being done here
- Chair Gilbert – thank you for your willingness to work with us

CUPE Local #4653 Update – Maureen Hummel, President

- Thank you to everyone for their hard work at the Board Office,

Sabrina with health and safety to get us up and running for the school year

- What I'm hearing from other districts is not so positive...kudos to us...we rock

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

Helen Gilbert

- Have now set up weekly meetings with DPAC. Have asked them to reach out to PAC Presidents to see if any information going out to schools is not hitting the mark
- A point that arose out of the last meeting with DPAC...the back to school letter had to also be translated into Russian. If there is a need to translate correspondence into another language, let us know

Questions from Press/Public

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

No press in attendance

Motion #90-20

Campbell/Snow
Resume In-Camera Meeting @7:30 p.m.

Motion #91-20

Gilliss/Campbell
THAT the Board resume the Regular Meeting and those Motions made In camera be brought forward for implementation.
CARRIED.

Adjournment

Motion #92-20

Campbell/Snow
THAT the meeting be adjourned. (7:54 p.m.)
CARRIED.

HELEN GILBERT, CHAIR,
BOARD OF EDUCATION

BRENDA HOOKER,
SECRETARY-TREASURER

**EXCERPTS
FROM THE JUNE 22, 2020
“IN CAMERA” MEETING MINUTES**

The meeting was called to order and the In-camera Meeting Minutes May 25, 2020 were read and adopted.

Business Arising

- MCFD Grant Application
- 2020-2021 Annual Budget

Superintendent’s Report

Items discussed and reported included:

- None

Secretary-Treasurer’s Report

Items discussed and reported included:

- Financial Overview to May 31, 2020
- Baldonnel School – Facilities
- Wonowon & Upper Halfway School Visit Update
- Finance Department Restructure
- Electronic Board Meeting Expectations
- Labour Management Meeting Minutes – May 13, 2020

Committee of the Whole Reports

- Electronic Board Meetings
- Wonowon & Upper Halfway Update

Other Reports

- BCSTA
- BCPSEA

Correspondence

- None

Unfinished Business

- Board Retreat (Advance)

New Business

- None

REGULAR MEETING

REPORT TO THE

BOARD OF SCHOOL TRUSTEES

FROM THE SUPERINTENDENT OF SCHOOLS

Monday, September 21, 2020

Human Resources

1. Human Resources Summary Report for Teachers

Human Resources Summary Report for Teachers & AO's
for period of August 27th to September 17th, 2020

	Personnel Assignments	Leaves of Absence	Admin Appointments	Resignations /Retirements	Reports on Teachers
New assignments	7	4		1	
Changes to existing	13	6			
Return from leave					
Payout prep					
Total #					

Education

1. Superintendent's Report

<https://togetherwelearn.prn.bc.ca/2020/09/18/superintendents-report-september-2020/>

2. Community Coaches Requests (Attachment)

Staff Recommendation: That the Board of Education approve the attached community coach requests from Clearview Elementary/Jr. Secondary and North Peace Secondary Schools

3. Plan for Federal Spending (Attachment)

Staff Recommendation: That the Board of Education approve "in principle" the general allocations for Federal Spending. Spending may have to be adjusted to available resources and capacity.

Respectfully submitted

Stephen Petrucci, Superintendent of Schools

**REPORT TO THE
BOARD OF EDUCATION
FROM THE SECRETARY-TREASURER
Monday, September 21, 2020
REGULAR MEETING**

Operations

1. **Financial Overview to August 31, 2020** (*Attachment*)

Human Resources

1. **Human Resources Support Staff Summary**

Human Resources Summary Report for Support Staff
For period of August 28th 2020 to September 18th, 2020

	Personnel Assignments	Leaves of Absence	Resignations
New assignments	3	3	6
Changes to existing	2		
Return from leave			
Layoff			
Retirements	1		

2. **Staff Appreciation Week – Card**
3. **Public Sector Executive Compensation Freeze Policy**

Recommended Motion: THAT the Board of Education confirms application of the BC Public Sector Executive Compensation Freeze policy, as set out in the letter from the Minister of Finance dated August 31, 2020 and distributed to boards by BCPSEA, to the position of Superintendent of Schools for the 2020-2021 performance year

Brenda Hooker,
Secretary-Treasurer