

SCHOOL DISTRICT #60 (PEACE RIVER NORTH)
COMMITTEE OF THE WHOLE
“REGULAR” MEETING MINUTES
MONDAY, OCTOBER 5, 2020
1:30 P.M.

Present: Helen Gilbert, Chair, Board of Education
Ida Campbell, Trustee
Erin Evans, Trustee
Madeleine Lehmann, Trustee
David Scott-Moncrieff, Trustee
Bill Snow, Trustee

Stephen Petrucci, Superintendent
Brenda Hooker, Secretary Treasurer
Leah Reimer, Recording Secretary

Regrets: Nicole Gilliss, Vice-Chair

Media: Michele Wiebe, PRNTA President

Education

Education Update

No report

Governance

Trustee Advance Follow-Up

- Helen has sent out the summary notes to the trustees to provide feedback
- In regards to the policy for student's access, the equity scan support materials suggest strong districts have an ambitious image of an educated citizen (pg. 16)
- In the action items, we were to look at the Annual Work Plan and bring back to the Board. Helen and Stephen will meet and bring to the October 19, 2020 Board Meeting

ACTION: Place Annual Work Plan on the October 19, 2020 Regular Board Meeting

Professional Development

- Discussion took place at the Advance to create a Pro D Committee. The Board has now approved a motion to create this committee
- Helen, Madeleine, Erin, Bill are wanting to serve on this committee
- Terms of Reference will need to be created
- Review the advance notes as to what was mentioned there for ideas

ACTION: Helen will connect with committee members to set up a meeting date and will check with Nicole if she is wanting to be on the committee

Public Participating in Board Meetings

- Due to COVID, our Board Room can only accommodate 16 people in-person
- Although we don't have a lot of public at our meetings in-person or virtually, there should be an opportunity for question/answer from the public. We want to ensure the public knows that we are open to them either attending physically or virtually...we have a fiduciary responsibility
- Some boards that have a lot of active public attendance are either providing Zoom meetings, gone off-site to larger venues and some are live-streaming
- Our Board has done Zoom meetings and live-streaming. Would need to look at a process to have a question/answer period if we are to continue that gives direction and process for public to provide feedback
- Stephen – we have a dedicated email that staff can provide to the public to enable them to have a voice. Our ability to respond live is an unknown technically or having available staff to do that
- Suggestion that we include it on the agenda under “Questions from media/public”

ACTION: Stephen will bring back to District Staff the ability to ask and answer questions live from the public during the meeting

City of Fort St. John/Joint District Meetings?

City of Fort St. John

- Discussion around looking at an in-person meeting where parties can physically distance (ie. upstairs curling club, North Peace Culture Centre, ARYES, etc.)
- Zoom is limited, trustees would prefer in-person
- Look at setting up a meeting with the City with agenda to be determined by both parties

ACTION: District Staff to connect with the City in regards to an in-person meeting for late November or early December

Joint District Meeting

- Ida – if Hudson's Hope is still wanting to get together, a suggestion would be to potentially use Camp Cameron

ACTION: Helen will connect with Hudson's Hope

Internet Letter

- For Trustees to review and suggest any changes

ACTION: Erin will send out to appropriate stakeholders

Human Resources

Operations

Operations Report

- For information purposes
- Helen - Thank you to everyone from Facilities who played a role in the Opening Ceremonies for Anne Roberts Young Elementary School

Facility Update

The following Facilities staff presented and fielded questions:

Chad Cushway – Plant Superintendent

- Facilities family – past and present
- SD #60 Buildings – gave a summary of work being done and needing to be done at each site (*Attachment*)
- Erin – is there a schedule for looking at grounds equipment (ie. playgrounds). Chad - there is a process...we have employees trained for repairs. Also, have contracted out Alan Kavanaugh to give an assessment on some playgrounds. Want to replace the wood, but it's costly. We record when equipment is put in, etc. and when they've been reviewed
- FCI ratings – Facility Condition Index. Don't put a whole lot of weight on it because I don't have the ability to put updated information back in when it's replaced (ie. accuracy). That is changing with Ministry.
- Helen – 2016 VFA Report stated there were 28 actionable items to be done for Upper Halfway. Do we have actionable items on all of our buildings. Chad - we use them a lot for our "asks" for capital. VFA is the software Ministry uses to look at facilities. Send reps out every 5-6 years. Last time they came, the rep wouldn't go on the roof or in crawl spaces and asked our employees to do it. We look at more things than that for projects for schools
- Bill – Teacherages – how many are at the state where they must be repaired. Chad – we keep an eye on them...there's a process. Radu is the landlord for the district...keep them in good condition and do repairs when needed. We have a heightened concern with it as we realize that it's hard to get teachers in the north (eg. Upper Halfway – have to put in stairs so will also build them a deck while we're out there)

Radu Grigoras – Supervisor of Operations

- Changed from paper work order system to electronic and it's 40% more efficient
- Reviewed work order numbers on graph
- Only 240 open work orders compared to 5 times more previously
- Playgrounds are checked on an annual basis. A School Project Guidelines manual was put together by Chad this year that is helpful to district employees and PAC's in regards to playground purchases/upgrades
- Helen – have heard there have been lawn cutting issues this summer due to no summer students hired this year. Do we have something to pick up grass after it's

been cut after long growth...some fields are unusable. Radu – we don't have any specific equipment but have some equipment that can use bags. Chad – have spoken with former Superintendent, Dave Sloan, and he will come in and give us some training as he has expertise in managing greens and fairways for a golf course

Sabrina Emslie – Supervisor of Custodial, Procurement and Safety

- Have worked in different positions in the Facilities department since 2016 and became Safety Supervisor in January 2019
- Safety has significantly changed in 20 years...has become significantly more important and talked about
- Have been looking more in depth into our procedures
- Due to COVID-19, it has been a journey
- Reviewed key elements of the safety program – Core Framework of a Safety Program
- Emergency Procedures have been summarized on posters that are distributed throughout the district
- Facilities Training Matrix – take each position and determine what is the appropriate training/education that is needed and develop a program. This also allows us to track. We bring in key focus groups around certain positions and ensure everybody has input. It's ongoing and ever changing. Want employees to feel safe and competent. Decreases workplace incidents and lessens damages to equipment. Also have created standard operating procedures for each piece of equipment
- Custodial department – this is a very involved group in light of COVID. The plans are to bring more technology and processes to streamline that department and train the group
- We have implemented and grown the safety department and will continue to do so in keeping with OH&S standards
- Bill – portables, has been brought up before that there is no space in the newer portables to put a cupboard for custodial stuff. Sabrina – they have been installing them

Cindy Dettling - Transportation Supervisor

- November 2018 became acting supervisor. Hired as supervisor in 2019
- Reviewed Transportation department slide details
- Unfortunately, our department lost a contracted bus driver last week
- Over last two years there have been a lot of challenges and changes, including a bus fire totally destroying two buses and putting the other out of commission and three buses experience engine failure. We thank SD #59 for offering to rent us two buses at reduced rates
- Shop is accessible now only to authorized personnel. There are lock down procedures, employees need security badges. This has also stopped unnecessary distractions in the building
- All transportation employees are now wearing high visibility attire on buses and in the shop
- Drivers are now required to keep an accurate log of all students on their buses...costing out electronic measures to track
- Each time a bus comes into the shop, it's considered an inspection...we go through it and make a list

- Shop procedure record keeping has changed...instead of a folder, have created a book for every piece of equipment we have (ie. white fleet and buses) that includes insurance papers, pre-trip inspections, repairs, other inspections.
- CVSE conducted their annual inspection (last year we were in danger of losing our inspection license) and proud to say we scored amongst the highest ratings in the province. A direct result in the change shop record keeping procedures. CVSE can easily access and identify
- February 2020 we hosted BC Winter Games – transportation was a huge part of that endeavor. Some feedback that was given was every lost item was returned to its owner, shuttle and dispatch were professional and reliable, visiting teams commented that the buses always ran on time

Summary

- Chad – Emphasis in our department on processes. We've taken a lot of time and effort in how we're doing business with education and union partners. We keep revisiting and take feedback
- Brenda – started transition process in 2018 with reorganizing the management structure and adding support in many different areas. Had a third party do an assessment and training. Started implementing the recommendations and developing processes and procedures. Also worked on issues identified in the Enterprise Risk Management review. Some of the results were clearly reflected in survey to AO's who indicated they appreciate the quick responsiveness of departments. I appreciate the efforts of the facilities managers in the work that has been done
- Helen – echo a lot of what Brenda has said. We were a new board in 2018 and we stepped in when there were challenges. The presentations today show there has been significant change. Harder to see attitudinal changes. Can you speak to that?
- Chad – have to be careful with toxicity of “now” as fixes don't happen right away. Sabrina working on harassment and bullying procedures. Union management recently stated that the relationship between management and union is the best it's ever been...very encouraging
- Brenda – there has been a shift in attitude...more consistency in processes

2019/2020 Financial Statement Analysis

- Updated for comparison
- Some years there is more of a spread between what was predicted and what the results were but overall very close
- Informative to look at areas where we could add additional resources (function 4 – business administration – provincial 2.4% and we are 2.1%, etc.)
- Lagoons, transportation km's travelled, etc.
- Can see in function 1 we are lean due to having to spend funds in other areas
- Helen - reviewed the statistics regarding transportation and how we're not receiving enough funding
- Helen - would like to see the student FTE the budgets were based on as a stat to see the significance in the numbers
- Useful tool to use for advocacy

ACTION: Brenda to add the student FTE information to the spreadsheet