

**SCHOOL DISTRICT NO. 60 (PEACE RIVER NORTH)**

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

Telephone: (250) 262-6000  
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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, OCTOBER 19, 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 FOCUSED ON STUDENT OUTCOMES
- ❖ PROVISION OF ETHICAL LEADERSHIP FOCUSED ON RELATIONSHIPS AND CONTINUOUS IMPROVEMENT
- ❖ EXEMPLARY MANAGEMENT PRACTISES FOCUSED ON ALIGNING RESOURCES FOR OPTIMAL RESULTS
- ❖ ENGAGED GOVERNANCE FOCUSED ON ADVOCACY, ACCOUNTABILITY, AND COMMUNITY PARTNERSHIPS



**THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 60**  
**REGULAR BOARD MEETING**  
**MONDAY, OCTOBER 20, 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**

**4.0 Trustee Input (Celebrations)**

**5.0 Minutes of the Regular Board Meeting, September 21, 2020** (pages 6-13)

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 August 31, 2020** (page 14)

**7.0 Announcements and Reminders**

October 23	Non-Instruction Day (Pro-D)		
October 23-24	Provincial Council		Virtual
October 27	SUPAC-PAC Meeting ( <i>Campbell/Snow</i> )	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 24	SUPAC-PAC Meeting ( <i>Campbell/Lehmann</i> )	12:00 p.m.	Board Office/Virtual
November 25/26	Early Dismissal		
November 27	Non-Instruction Day (Parent-Teacher Interviews)		
November 27-28	BCSTA Academy		Virtual
November 30	COTW Meetings	12:30 p.m.	Board Office
December 14	Board Meetings	5:00 p.m.	Board Office
December 22 – January 4	Christmas Vacation		

8.0 **Senior Staff Reports**

- 8.1 Superintendent's Report (page 15)
- 8.2 Secretary-Treasurer's Report (page 16)

9.0 **Reports of Regular Committee of the Whole Meeting, October 5, 2020** (pages 17-21)

- 9.1 Approval of Minutes
- 9.2 Business Arising  
(See attached *Action Item List* for completed and ongoing items)
  - a) Annual Work Plan  
*Chair Gilbert*
  - b) Meeting with City of Fort St. John  
*Chair Gilbert*
    - Location
    - Agenda Items
    - Dates: Wednesday, November 25<sup>th</sup> – afternoon  
Tuesday, December 1<sup>st</sup> – 2:30 p.m.  
Wednesday, December 2 – morning  
Tuesday, December 8 – all day is open
  - c) Public Participation During Board Meetings  
*Stephen Petrucci*
- 9.3 Policy Committee

10.0 **Other Reports**

- 10.1 BCSTA
  - a) Provincial Council – October 23 – 24, 2020  
*Trustee Evans*  
Motion Review (*Attachment*)
  - b) Board Chair Update  
*Chair Gilbert*
- 10.2 BCPSEA
- 10.3 Board Pro-D Committee  
*Chair Gilbert*

11.0 **Correspondence**

- 11.1 Northern BC Volleyball Club (*Attachment*)

13.0 **Unfinished Business**

13.0 **New Business**

- 13.1 Remembrance Day Ceremony

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

- 15.0 **CUPE Local #4653 Update** – Maureen Hummel, President
- 16.0 **District Parent Advisory Council (DPAC) Report** – Teresa Brown, President
- 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, September 21, 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) *(via Zoom)*  
Erin Evans, Trustee (Area 5)  
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  
Angela Telford, Director of Finance  
Leah Reimer, Recording Secretary

*(Guests/Media)*

Michele Wiebe, PRNTA President  
Maureen Hummel, CUPE Local #4653 President  
Teresa Brown, DPAC President  
Reese Lusk, CNRL Central Field Superintendent  
Tammy Hopper, CNRL Accounts Payable Administrator



**Call to Order** Chair Gilbert called the meeting to order at 6:32 p.m.

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

**Agenda**

Approval of the Agenda

Motion #93-20

Evans/Scott-Moncrieff  
THAT the agenda be accepted as presented.  
CARRIED.

**Presentations/Delegations**

**CNRL – Breakfast/Meals Program Donation – Cheque Presentation**

*Stephen Petrucci*

*Reese Lusk, CNRL Central Field Superintendent*

*Tammy Hopper, CNRL Accounts Payable Administrator*

- CNRL was approached before COVID to sponsor a breakfast program for SD #60
- Children are near and dear to our hearts and it's important we provide what we can for those children to have at least one nutritious meal per day
- Would like to donate \$40,000 for this year for those children in need

**2019-2020 Financial Statements – Auditor Presentation**

*Ben Campbell - KPMG Auditor, Brenda Hooker, Angela Telford*

- Ben reviewed the financial statement's presentation and fielded questions
- Anything in our district different than other school districts you work with? Ben - all policies in place overall are consistent with other school districts
- Approved financial statements will be submitted to the Ministry by September 30, 2020

Motion #93-20

Gilliss/Snow

THAT the Board of Education approve the 2019-2020 Audited Financial Statements as presented KPMG Auditors.

CARRIED.

**ACTION:** Approved 2019-2020 Financial Statements and other required documentation to be signed and submitted to Ministry by September 30, 2020

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

Trustee Campbell

- Nice to see kids playing at the school playgrounds

Trustee Evans

- Touched base with liaison schools and staff to welcome them back
- Been in touch with other kids at the high school that they are liking the quarterly timetable...kudos to NPSS Staff for getting that done
- Nobody has reached out me with any concerns

Vice-Chair Gilliss

- Attended the Trustee Advance
- Attended Labour Management meeting last week. All different unions and reps and everybody there is working in collaboration to see the kids get back to school safely. Our district is handling it very well...happy to see that
- Celebrated my children heading back to school...smaller numbers and cohorts...it's almost like normal

Trustee Lehmann

- Attended the NIB meeting virtually...49 were in attendance
- Attended Clearview Arena meeting...they are trying to get COVID-19 protocol going, especially in relation to being connected with school
- Attended Clearview PAC
- Talked to a teacher who received an email from a parent whose kids had high anxiety going back to school but it just kind of disappeared after they started. Thank you to the teacher

Trustee Scott-Moncrieff

- Been in contact with most of my schools
- Buick – they were hoping to have 24 students. They are happy with the 21 they have
- Upper Halfway meeting was nicely successful...good meeting

Trustee Snow

- Last Friday went to the high school...the principal says things are going well. Students and staff are tired by Wednesdays. Good attendance
- Lori at Ambrose – going very well
- Attended Upper Halfway and have new appreciation for them and the distance it is

Chair Gilbert

- Labour Management Meeting – constructive and positive tone at meeting. A concern raised and it had already been dealt with. Appreciation from all parties
- Attended ARYES and watched the sod laying. Was completely different feel with kids and staff there now. Watched for crosswalk flow and the kids were really good at stopping and crossing
- Visited Baldonnel and the kids were excited. Looked at upgrades in relation to the Pinchin report and they look good...staff is using the space and report feeling a positive difference
- Bert Bowes – track looks good
- MMMCS – moved to YouTube assemblies...fun to watch what they are doing. Great harvest from growing boxes. Pirate day on Thursday
- Thank you to Stephen for organizing the media tour...set a positive tone for start up
- Have had a positive COVID exposure at a school in SD #59. Have reached out to their board chair to support them and learn from them

**Minutes of the Regular Board Meeting**

Approval of the Minutes

Motion #94-20

Snow/Gilliss  
THAT the Regular Meeting Minutes of August 31, 2020 be adopted.  
CARRIED.

Business Arising from the Minutes

*None*

**Approval of Excerpts**

Motion #95-20

Lehmann/Snow  
THAT the excerpts from the June 22, 2020 In camera Meeting Minutes be approved and appended to these Regular Meeting Minutes.  
CARRIED.

**Announcements & Reminders**

September 25	NID Day (School Planning)		
September 29	SUPAC-PAC Meeting ( <i>Gilbert/Lehmann</i> )	12:00 p.m.	Board Office/Virtual
<b>September 30</b>	<b>Orange Shirt Day</b>		
October 5	COTW Meetings	12:30 p.m.	Board Office



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

## 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*)

- See attached report
- Pleased with the level of attendance
- Distance Learning registrations have picked up a lot (150 local students and close to 300 out of district students). Will have more concrete information at the October 19, 2020 Board meeting
- Have 7 Letters of Permission at this point...not out of order with previous years. Pleasantly surprised with the number and quality of applications...we are in a stronger position than in past years. Still looking for TTOC's
- Truth & Reconciliation (*Attachment*) – equity scan...once they've figured out timeline, we will need to be involved in the process as trustees

### Community Coaches Requests

- Discussion regarding how schools are finding unique ways for kids to be involved in sports
- See motion below

### Plan for Federal Spending

- Categories laid out by ministry keep it strict within the areas...learning and health and safety
- Contingent on receiving the money (Phase 1 – up until Christmas (\$1.2 million) (Phase 2 – after Christmas). The staffing we put in place will be for the entire year
- Will bring a report back to the Board by Christmas on how the funds have been spent
- Looking at adding learning resources (KEY Learning Centre, etc.) and then health and safety
- There will be hiring of CUPE staff for supervision, etc.
- See motion below

Motion #96-20

Evans/Scott-Moncrieff

THAT the Board accept the Superintendent's Report with the exception of Community Coaches Requests and Plan for Federal Spending items.

CARRIED.

Motion #97-20

Evans/Snow

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

CARRIED.

Motion #98-20

Scott-Moncrieff/Evans

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.

CARRIED.

Secretary-Treasurer's Report

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

**Financial Overview to August 31, 2020**

- In the process of changing financial reporting process and will have new templates for the October 19, 2020 Board Meeting
- Ministry Revenue was \$4,105,087
- Expenses – 3,006,220
- Net Operating revenue - \$1,098,867

**Human Resources Summary Report**

- For information purposes
- MCFD Grant Applications – Before and School Care - receiving over \$2.3 million dollars. Will be able to hire additional CUPE staff...have job descriptions being prepared for hiring for Before and After School Care

**Staff Appreciation Week – Card**

- World Teacher Day – Monday, October 5
- Apple delivery to take place week of September 28. Deliveries will include COVID guidelines flyer with it.

**Public Sector Executive Compensation Freeze**

**Policy**

- BCPSEA advised there is a compensation freeze that applies to Secretary-Treasurers and Assistant Superintendents.
- They recognize the Superintendent is under the Board of Education but are asking Boards to pass this motion for the 2020-2021 year only at this point
- Some boards across the province are concerned with this request and the issue of board autonomy. Also wondering if there is a political element to it
- Concern with passing a motion at this time as it undermines the work that Superintendents and Secretary Treasurers are doing in our school district during this pandemic time
- Part of BCPSEA's rationale is that it's hard economic times for everyone

- These are unfunded increases
- Discussion around whether this causes a compression/inversion issue...not initially, but a fair question in the long term
- See motion below

Motion #99-20

Snow/Evans  
 THAT the Board accept the Secretary-Treasurer’s Report except for Public Sector Executive Compensation Freeze Policy.

CARRIED.

Motion #100-20

Evans/Scott-Moncrieff  
 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

7 OPPOSED.  
NOT CARRIED.

**Reports of Regular Committee of the Whole Meeting**

No report

**Other Reports**

**BCSTA**

BCSTA Provincial Council – Motion Submission

1. Timelier Response from TRB
  2. Additional Supports for Letter of Permission Teachers & Non-Certified Teachers Teaching on Call
- Both motions were submitted to the BCSTA AGM (that was cancelled due to COVID) and are moving forward to Provincial Council
  - Provincial Council is on October 24 via zoom, however a provincial election was called today for October 24...haven’t heard if BCSTA will still go ahead with Provincial Council
  - All trustees are welcome to register virtually as observers
  - BCSTA has formed a committee to look at recruitment and retention and our district has provided statistics to the committee
  - Trustee Evans will keep trustees informed of any changes and registration

**BCPSEA**

- Nothing to report

**Correspondence**

No Correspondence

**Unfinished Business**

No Unfinished Business

**New Business**

**Board Pro-D Committee**

- A recommendation coming from the Trustee Advance

Motion #101-20

Scott Moncrieff/Evans

THAT the Board Form a Pro-D Ad-hoc Committee  
CARRIED.

**PRNTA Update – Michele Wiebe, President**

- Attended a couple of schools including ARYES on Friday...more than impressed with the work that the teachers, staff and admin have done
- Will be doing more touch base with schools in the coming weeks
- Teachers wanting plexiglass barriers (ie. rainbow tables when showing formation of words, lip and tongue formation...difficult to do with a mask on). Some want to purchase their own barriers...school or PAC to perhaps help?
- There have been some rough patches. Teachers are happy to be in schools but are looking for plexiglass barriers, especially in primary grades
- Consideration of air purifiers in classrooms as the virus is airborne

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

- Labour Management – very pleased to see we have a good working relationship. Kudos to Michele as we have a good working relationship as well
- The CUPE Local Election took place in June – two new shop stewards...one of them being a young worker under 30
- CUPE BC and K-12 meetings taking place in October
- Managing Change Workshop – is there room for more to access?
- Thanks for the new fuel tank at Upper Pine. New skate shack and ice rink is looking good – need drone footage of that school as well
- Challenges keeping physically distanced on buses...some buses are fairly empty and some are full. It's a challenge but will figure it out
- MCFD grants – very happy to hear about that...looking forward to seeing additional CUPE staff

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

- Been having meetings with Stephen since August and it has been helpful as we've been combating paranoia, rumours, etc.
- Dealing with parents freaking out over but things are starting to hum along
- We're behind as some PAC's didn't have AGM in the spring
- Asking Trustees to reach out to schools and to the PAC's...it's always beneficial to talk to the people making the decisions
- The more information we have, the better off we are
- DPAC AGM is tomorrow at 11:00 a.m.

**ACTION:** Teresa and District Staff to look into any discrepancies in meeting dates

**Questions from Press/Public**

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

*None present*

Motion #102-20

Snow/Evans  
THAT the In-Camera Meeting resume.

CARRIED.

\*\*\*\*\*

Motion #103-20

Evans/Snow  
THAT the Board resume the Regular Meeting and those Motions made In camera be brought forward for implementation.

CARRIED.

**Adjournment**

Motion #104-20

Evans/Snow  
THAT the meeting be adjourned. (9:00 p.m.)

\*\*\*\*\*

\_\_\_\_\_  
HELEN GILBERT, CHAIR,  
BOARD OF EDUCATION

\_\_\_\_\_  
BRENDA HOOKER,  
SECRETARY-TREASURER

**EXCERPTS  
FROM THE AUGUST 31, 2020  
“IN CAMERA” MEETING MINUTES**

*The meeting was called to order and the In-camera Meeting Minutes June 22, 2020 were read and adopted.*

**Business Arising**

- MCFD Update Letter
- Wonowon & Upper Halfway School Visit & Wonowon Horse Club Update

**Superintendent’s Report**

Items discussed and reported included:

- Human Resources Overview
- Superintendent’s Performance Evaluation
- \*NEW – COVID Update
- \*NEW – TTOC Update
- Election BC

**Secretary-Treasurer’s Report**

Items discussed and reported included:

- Financial Overview to July 31, 2020
- Enterprise Risk Management (ERM) Follow Up Risk Assessment

**Committee of the Whole Reports**

- No report

**Other Reports**

- BCSTA
- BCPSEA

**Correspondence**

- None

**Unfinished Business**

- None

**New Business**

- 2019-2020 Draft Financial Statement

**REGULAR MEETING**

**REPORT TO THE**

**BOARD OF SCHOOL TRUSTEES**

**FROM THE SUPERINTENDENT OF SCHOOLS**

**Monday, October 19, 2020**

**Human Resources**

**1. Human Resources Summary Report for Teachers**

Human Resources Summary Report for Teachers & AO's  
for period of September 17<sup>th</sup> to October 15<sup>th</sup>, 2020

	Personnel Assignments	Leaves of Absence	Admin Appointments	Resignations /Retirements	Reports on Teachers
New assignments	6	2			
Changes to existing	28	5			
Return from leave					
Payout prep					
<b>Total #</b>					

**Education**

1. **Superintendent's Report -**  
<https://togetherwelearn.prn.bc.ca/2020/10/16/superintendents-report-october-2020/>

2. BAA Course – Orientation & Mobility BAA Course (Attachment)  
*Recommended Motion: That the Board of Trustees approves the Orientation & Mobility 12 BAA Course as presented.*

Out-of-District Sports/Field Trips (Attachment)  
*Recommended Motion: That the Board of Trustees approves the Clearview Elementary/Junior Secondary School, Ecole Central Elementary School, North Peace Secondary School and Prespatou School Out-of-District Sports/Field Trips as presented.*

Respectfully submitted,

Stephen Petrucci, Superintendent of Schools

**REPORT TO THE  
BOARD OF EDUCATION  
FROM THE SECRETARY-TREASURER  
Monday, October 19, 2020  
REGULAR MEETING**

**Operations**

1. **Financial Overview to September 30, 2020** *(Attachment)*

**Human Resources**

1. **Human Resources Support Staff Summary**

Human Resources Summary Report for Support Staff  
*For period of August 16<sup>th</sup> 2020 to October 9<sup>th</sup>, 2020*

	Personnel Assignments	Leaves of Absence	Resignations
New assignments	11		2
Changes to existing	10		
Return from leave			
Layoff			
Retirements	1		

**Governance**

Brenda Hooker,  
Secretary-Treasurer



**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