

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

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

Telephone: (250) 262-6000  
Fax: (250) 262-6048

**Board of Education**



**A G E N D A   B O O K**

**FOR THE**

**REGULAR BOARD MEETING**

**BOARD ROOM**

**MONDAY, AUGUST 30, 2021 @ 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, AUGUST 30, 2021**  
**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, June 21, 2021** (pages 6-15)

5.1 Approval of the Minutes

5.2 Business Arising from the Minutes  
*(See attached Action Item List for completed and ongoing items)*  
*None*

**6.0 Approval of Excerpts of the In Camera Board Meeting, May 17, 2021** (page 16)

**7.0 Announcements and Reminders**

September 2 & 9	New Teacher Orientation		
September 7	Schools Open		
September 20	Board Meetings	5:00 p.m.	Board Room
September 24	NID Day (School Planning)		
September 27	Trustee Academy		
September 28	SUP-PAC Meetings (?????)	12:00 p.m.	Board Room
September 30	National Day for Truth & Reconciliation		
October 1 & 2	NIB Meetings		Prince George
October 4	Policy Committee Meeting	11:00 a.m.	Board Room
October 4	COTW Meeting	12:30 p.m.	Board Room
October 11	Thanksgiving Day		
October 14	BCSTA – Board Chairs Meeting		Vancouver
October 15	Joint Partner Liaison Meeting		Vancouver
October 18	Board Meetings	5:00 p.m.	Board Room
October 22	NID Day (Pro-D Provincial)		
October 23	Provincial Council		Virtual

8.0 **Senior Staff Reports**

- 8.1 Superintendent's Report (page 17)
- 8.2 Secretary-Treasurer's Report (page 18)

9.0 **Reports of Regular Committee of the Whole Meeting, June 7, 2021** (pages 19-21)

- 9.1 Approval of Minutes
- 9.2 Business Arising  
(See attached Action Item List for completed and ongoing items)  
None
- 9.3 Policy Committee (*Attachments*)
  - Policy #1001- Roles and Responsibilities of the Board of Trustees**  
*Campbell*  
THAT the Board of Education adopt Policy #1001 - Roles and Responsibilities of the Board of Trustees.
  - Policy #1010 – Code of Ethics**  
*Snow*  
THAT the Board of Education adopt the deletion of Policy #1010 - Code of Ethics.
  - Policy #2001 – School Fees**  
*Scott-Moncrieff*  
THAT the Board of Education adopt Policy #2001 - School Fees.
  - Policy #2004 – Student Admission & Choice**  
*Lehmann*  
THAT the Board of Education adopt Policy #2004- Student Admission & Choice.

10.0 **Other Reports**

- 10.1 BCSTA – *Trustee Evans*
  - Provincial Council motion deadline September 20, 2021
- 10.2 BCPSEA – *Trustee Campbell*
- 10.3 Board Pro-D Committee – *Chair Gilbert*

11.0 **Correspondence**

- 11.1 CRTC Telecommunications Consultation (*Attachment*)
- 11.2 Upper Halfway Elementary/Jr. Secondary Expansion – Project Approval (*Attachment*)

12.0 **Unfinished Business**

- 12.1 Finance Standing Committee Presentation (*Attachment*)

13.0 **New Business**

- 13.1 Board Meetings Protocols for Public Participation

- 14.0 **PRNTA Update** – Michele Wiebe, President
- 15.0 **CUPE Local #4653 Update** – Jennie Copeland, President
- 16.0 **District Parent Advisory Council (DPAC) Report** – Cassandra Kramer, President
- 17.0 **Questions from the Press and Public**
- 18.0 **In Camera Motions brought forward for implementation**
- 19.0 **Adjournment**

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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, June 21, 2021  
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  
Angela Telford, Secretary-Treasurer  
Leah Reimer, Recording Secretary

**(Guests/Media)**

Michele Wiebe, PRNTA President

**Regrets:** Erin Evans, Trustee (Area 5)  
Nicole Gilliss, Trustee (Area 3)



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### **Call to Order**

Chair Gilbert called the meeting to order at 6:30 p.m.

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

### **Recognition of National Indigenous Peoples Day**

*Our Board understands the work we're doing around Truth & Reconciliation. Truth and Reconciliation starts in each individual heart and mind. We feel our staff have done a lot to reach student's hearts and minds*

*To pay honour to the 213 unmarked graves of those who didn't return home from the former Kamloops Residential School and those who have survived residential schools, we are paying our respects by using an aboriginal prayer as part of the video our district has prepared.*

### **Agenda**

#### **Approval of the Agenda**

#### **Motion #69-21**

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

CARRIED.

### **Presentations/Delegations**

*None*

### **Trustee Input**

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

Trustee Campbell

- Virtually attended the ThoughtExchange that Superintendent and AO's participated in
- Helped distributed appreciation trays...AO's indicated they appreciated the kind words and the integrity of trustees restricting visits to schools during COVID time
- Attended PAC meeting
- Watched Indigenous activities taking place at grandson's school
- Taylor Council – two members took a group of kids from MMMCS to Peace Island for gold panning, tracking and teaching regarding the peace treaty, and smoking of the peace pipe. Would be open to other schools coming and learning as well

Trustee Evans

- Absent

Trustee Gilliss

- Absent

Vice-Chair Lehmann

- Attended Labour Management Meeting, SUPAC, Policy Committee, Finance Audit Committee meetings
- Thanks to trustees who delivered appreciation trays

Trustee Scott-Moncrieff

- Been in contact with liaison administrators
- Spoke with Buick...enrolment is up for next year. Norbert is happy and excited about the program
- Wonowon wants to adopt similar program for the older elementary students
- Upper Pine/Prespatou is going well

Trustee Snow

- Helped with appreciation tray deliveries...appreciated by the people
- Visited schools (Bert Ambrose, NPSS)
- Spoke with new shop teacher at Dr. Kearney. She has started a program where they are being taught how to do simple things on vehicles. Teachers are letting them check oil, tire pressure, air filters, etc. Students are really enjoying that

Chair Gilbert

- Thank you to all parts of our district for crushing 2021 with all of its challenges
- Attended PAC meetings for liaison schools
- Bert Bowes track is completed. Lines will be put on soon
- Plans underway for MMMCS playground with a large contribution from North River Midstream and others
- Thank you to all who helped with staff appreciation and retiree and long service deliveries
- Thank you to Trustee Campbell for the personalized chocolate bars for bus drivers and custodians
- Policy Committee is up and going

- Did speech for NPSS graduation virtual ceremonies. Parents have appreciated efforts staff have gone through to ensure their students were honoured
- Traffic cop at the MMMCS virtual run. Stood at water station and made sure kids were safely crossing the road

### Minutes of the Regular Board Meeting

#### Approval of the Minutes

#### Motion #70-21

Snow/Scott-Moncrieff

THAT the Regular Meeting Minutes of May 17, 2021 be adopted.  
CARRIED.

#### Business Arising from the Minutes

*None*

### Approval of Excerpts

#### Motion #71-21

Snow/Lehmann

THAT the excerpts from the April 19, 2021 In Camera Meeting Minutes be approved and appended to these Regular Meeting Minutes.  
CARRIED.

### Announcements & Reminders

June 21	National Indigenous Peoples Day		
June 23	Joint District Meeting (SD 59, 60 & 81)	4:00-5:30 p.m.	Virtual
June 24	Last Day for Students		
June 25	Hudson's Hope Grad		
June 25	Administrative Day – Schools Close		
July 7-9	CSBA Conference (Virtual)		
August 29-30	Board Advance		
August 30	Board Meeting	5:00 p.m.	Board Room
September 7	School Open		

### 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)**

- For information purposes
- Staffing – vast majority of positions that were filled last year, most are staying. Would like to have more TTOC positions filled (ie. 15 more). They continue to hire
- Upper Halfway and Wonowon are fully staffed as many staff have continued to stay



- AHCOTE program is running again this fall with increasing registration. They have a full cohort of 16 for the Northern Lights College Program
- Phonological Test – pre-test takes place in the fall and post-test in spring. (*Attachment*). In 2019, the last year it was carried out, in comparison to 2021 the results were about the same. Encouraging for staff...despite COVID and safety protocols, we still see significant progress in Kindergarten
- Discover E – students are very engaged with the kits that Brian Campbell had delivered to schools. Big thank you the corporate sponsors and Brian Campbell. Can see photos on school facebook pages. Ended up getting three times the kits originally expected

#### **Workforce Report**

- For information purposes
- Our district absentee averages are lower than provincial averages

#### **BAA Courses**

Role Playing Games 10  
Role Playing Games 11  
Role Playing Games 12

- No matter what grade students are in, they can take the course but only one time

#### Motion #72-21

Snow/Campbell  
THAT the Board of Education approve the attached BAA Courses.  
CARRIED.

#### **Post of Responsibility**

#### Motion #73-21

Snow/Scott-Moncrieff  
THAT the Board of Education approve the attached Post of Responsibility changes.  
CARRIED.

#### **Seamless Day Kindergarten Pilot 2021-2024**

- Taking place at Taylor School
- We are one of 20 districts in the pilot. Will include every district in the next couple of years. It is strategic in each district targeting a couple of schools, not every school
- Ministry of Education has opened the door in regards to 0-5 years childcare transferring to school districts

#### Motion #74-21

Scott-Moncrieff/Campbell  
THAT the Board of Education approve the Seamless Day Kindergarten Pilot for School District #60 (Peace River North).  
CARRIED.

#### Motion #75-21

Scott-Moncrieff/Snow  
THAT the Board accept the Superintendent's Report with the exception of BAA Courses, Post of Responsibility and Seamless Day Kindergarten Pilot 2021-2024.  
CARRIED.

Secretary-Treasurer's Report

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

**Upper Halfway First Nation Communication Update**

- Reached out to school administrator to let them know we've been contacted by Ministry and that Plant Superintendent has submitted additional information requested and we are awaiting a response

**Wonowon Water Update**

- Spoke with Safety & Custodial Supervisor
- Water is hauled in for the school and the teacherages. Teacherage testing passed, but the school test failed
- This is not a new issue but there has been a change in personnel from Northern Health inquiring about it
- Need to engage an outside environmental group to see why this is happening
- Can keep it under control by changing filters systematically
- There is a well that services just the toilets for the teacherages

**School Heating Issue**

- Highest temperature at a school was recorded as 24 degrees...we're not exceeding WorkSafe temperatures which state a normal range is between 23-26 degrees
- Verified the heat is not on at any of the schools
- Not wanting to put a lot of money into this as we live in a northern climate and don't get many hot days
- Advised to open windows. Not able to use fans due to COVID regulations

**Human Resources Support Staff Update**

- For information purposes

Motion #76-21

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

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

Approval of the Minutes – June 7, 2021

Motion #77-21

Lehmann/Snow  
THAT the Board accept the Regular Committee of the Whole minutes of June 7, 2021 and its recommendations.  
CARRIED.

Business Arising from the Minutes

The following business arose from the above noted Minutes:

**CSBA Conference Registration**

- Individual registration is \$250 per person and the district is \$1,000
- Still waiting to hear back on registration deadline

**ACTION:** Chair Gilbert will let trustees know once she has heard back on the details

Policy Committee

- Motion #78-21      **Policy #4035- Public Interest Disclosure Act (PIDA)**  
*Gilliss/Scott-Moncrieff*  
THAT the Board of Education adopt Policy #4035 – Public Interest Disclosure Act (PIDA).  
CARRIED.
- Motion #79-21      **Policy #1003 – School Board Meeting Delegations**  
*Scott-Moncrieff/Snow*  
THAT the Board of Education adopt Policy #1003 – School Board Meeting Delegations.  
CARRIED.
- Motion #80-21      **Policy #1001 – School Board Duties and Authority)**  
*Gilliss/Snow*  
THAT the Board of Education adopt the deletion of Policy 1001 – School Board Duties and Authority.  
CARRIED.
- Motion #81-21      **Policy #1002 – Board Member Authority**  
*Snow/Campbell*  
THAT the Board of Education adopt the deletion of Policy 1002 – Board Member Authority.  
CARRIED.
- Motion #82-21      **Policy #1001- Roles and Responsibilities of the Board of Trustees**  
*Campbell*  
THAT the Board of Education put forward Policy #1001 - Roles and Responsibilities of the Board of Trustees for Notice of Motion.  
CARRIED.
- Motion #83-21      **Policy #1010 – Code of ~~Conduct~~ Ethics**  
*Snow/*  
THAT the Board of Education put forward the deletion of Policy #1010 - Code of Conduct for Notice of Motion.  
CARRIED.
- Motion #84-21      **Policy #2001 – School Fees**  
*Scott-Moncrieff/*  
THAT the Board of Education put forward Policy #2001 - School Fees for Notice of Motion.  
CARRIED.
- Motion #85-21      **Policy #2004 – Student Admission & Choice**  
*Lehmann/*  
THAT the Board of Education put forward Policy #2004- Student Admission & Choice for Notice of Motion.  
CARRIED.

**ACTION:** Send Policies 1001, 1010, 2001, 2004 out for Notice Motion and place on the August 30, 2021 Board Meeting for adoption

**Other Reports****BCSTA**

- Any motions for Provincial Council will have to be ready for September 20, 2021 Board Meeting

**BCPSEA**

- Nothing to report

**Board Pro-D Committee**

- Nothing to report

**2021-2022 Annual Budget**

- Trustees were given an opportunity to attend an Audit Committee meeting to review in budget detail
- Secretary-Treasurer presented the Annual Budget and fielded questions from trustees
- What if there is a drastic change in student enrolment? District Staff will respond quickly if that were to happen. September 30 enrolment will be looked at closely and adjustment would begin to be made then, if required
- Learning Services model is to bring in predictable funding. Additional staff will not be hired until the numbers come in September
- Chair Gilbert requested the total of funding increases that came from Ministry (ie. special education) be sent to trustees

**ACTION:** Secretary-Treasurer to send the requested total funding increases from Ministry in regards to special education, etc. to trustees

Motion #86-21

Scott-Moncrieff/Snow

THAT in accordance with Section 68(4) of the *School Act*, all three readings of the 2021-2022 Annual Budget be given at this meeting.  
CARRIED.

Motion #87-21

Scott-Moncrieff/Snow

THAT the Board adopt the First Reading of Annual Budget Bylaw 2021-2022.

CARRIED.

Motion #88-21

Snow/Lehmann

THAT the Second and Third Reading be read in short form.  
CARRIED.

Motion #89-21

Campbell/Snow

THAT the Board adopt the Second Reading of Annual Budget Bylaw 2021-2022.

CARRIED.

Motion #90-21

Scott-Moncrieff/Lehmann

THAT the Board adopt the Third and Final Reading of Annual Budget Bylaw 2021-2022.

CARRIED.

### **Capital Plan Bylaw No. 2021/22-CPSD60-01**

- Adoption of the bylaw by the Board for upcoming capital minor projects for 2021-2022
- See attachment for submission details
- Bus replacements are for current “miled out” buses
- Upper Halfway playground – would need to consider where this would be placed in light of a potential gym replacement. Also, needs to be timely so they are not without a playground for any length of time

#### **Motion #91-21**

Scott-Moncrieff/Snow

THAT in accordance with Section 68(4) of the *School Act*, all three readings of the Capital Bylaw No. 2021/22-CPSD60-01 be given at this meeting.  
CARRIED.

#### **Motion #92-21**

Snow/Lehmann

THAT the Board adopt the First Reading of Capital Bylaw No. 2021/22-CPSD60-01.

CARRIED.

#### **Motion #93-21**

Snow/Campbell

THAT the Second and Third Reading be read in short form.  
CARRIED.

#### **Motion #94-21**

Scott-Moncrieff/Snow

THAT the Board adopt the Second Reading of Capital Bylaw No. 2021/22-CPSD60-01.

CARRIED.

#### **Motion #95-21**

Snow/Campbell

THAT the Board adopt the Third and Final Reading of Capital Bylaw No. 2021/22-CPSD60-01.

CARRIED.

### **Five-Year Capital Plan 2022-2023**

- Reviewed the Call for Projects 2022/2023 attachment
- Removed the request from last year for the high school as it is not in the Ministry’s scope at this time

#### **Motion #96-21**

Campbell/Scott-Moncrieff

THAT the Board of Education approve the attached 2022-2023 Capital Plan.  
CARRIED.

### **Annual Facilities Grant – 2021-2022 Expenditure Plan**

- Our best guess. Submission to Capital Branch is to make sure our list lines up with what they are looking for and is based on what Ministry gives us
- It allows for flexibility in the event of emergent items that may come up

- Discussion around VFA requirements and updates and utilization. Secretary-Treasurer will look into more details

Motion #97-21

Scott-Moncrieff/Snow

THAT the Board of Education approve the attached Annual Facilities Grant Submission.

CARRIED.

**Correspondence**

*No Correspondence*

**Unfinished Business**

The following unfinished business arose from the previous meeting minutes:

**Partner Group Meetings (SD 59,60 & 81) Update**

- Wednesday, June 23, 2021 from 4:00 – 5:30 p.m.
- Finalizing an agenda by tomorrow and sending to trustees
- Zoom meeting – some trustees could attend in the Board Room

**New Business**

**Electronic Board Meetings for 2021-2022 School Year**

- Discussion around whether to continue “LiveStreaming” for the next school year
- There will not be Livestreaming at the August 30, 2021 meeting in Hudson’s Hope
- What are the actual costs to Livestream? How many people watched at the time and afterwards? We’ve had no questions come forward from the public at any meeting.
- Feedback from around the province in other districts is varied
- Question is whether the Board is able to fulfill its governance duty in regards to the public without livestreaming. Hoping public can attend in person in the fall
- Will make decision at the Board Advance after receiving a report

**PRNTA Update – Michele Wiebe, President**

*Nothing to report – attending LiveStream*

**CUPE Local #4653 Update – Jennie Copeland, President**

Welcome to the new CUPE Local #4653 President

*Absent – no report*

**District Parent Advisory Council (DPAC) Report – Cassandra Kramer, President**

Welcome to the new DPAC President

*Absent – no report*

**Questions from Press/Public**

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

*None*

**Adjournment**

Motion #98-21

Snow/Scott-Moncrieff  
THAT the meeting be adjourned. (8:36 p.m.)

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HELEN GILBERT, CHAIR,  
BOARD OF EDUCATION

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ANGELA TELFORD,  
SECRETARY-TREASURER

**EXCERPTS  
FROM THE MAY 17, 2021  
“IN CAMERA” MEETING MINUTES**

*The meeting was called to order and the In-camera Meeting Minutes April 19, 2021 were read and adopted.*

**Business Arising**

- Section 11 Follow Up

**Superintendent's Report**

Items discussed and reported included:

- COVID-19 Question & Answer
- Teacher Suspension Update

**Secretary-Treasurer's Report**

Items discussed and reported included:

- Joint Health & Safety Committee Meeting Minutes

**Committee of the Whole Reports**

- Staff Recognition Follow Up

**Other Reports**

- BCSTA
- BCPSEA

**Correspondence**

- Parent Issue

**Unfinished Business**

- None

**New Business**

- Strategic Planning
- \*NEW – Before and After School Care update
- \*NEW – Playground Equity



**REGULAR MEETING**

**REPORT TO THE**

**BOARD OF SCHOOL TRUSTEES**

**FROM THE SUPERINTENDENT OF SCHOOLS**

**Monday, August 30, 2021**

## Human Resources

### 1. Human Resources Summary Report for Teachers

Human Resources Summary Report for Teachers & AO's  
for period of June 18<sup>th</sup> to August 26<sup>th</sup>, 2021

	Personnel Assignments	Leaves of Absence	Admin Appointments	Resignations /Retirements	Reports on Teachers
New assignments	21	4		7	22
Changes to existing	14	2			
Return from leave					
Payout prep					
<b>Total #</b>					

RETIREEES only:  
BAILEY, Keely

### 2. Teacher Hiring Update (Attachment)

## Education

### 1. Workforce Report (Attachment)

### 2. School Calendar Addition - National Day of Truth & Reconciliation (Attachment)

*Recommended Motion: THAT the Board of Trustees approve the 2021-2022 Revised Calendar in light of the new statutory holiday on September 30*

Respectfully submitted,  
Stephen Petrucci, Superintendent of Schools

**REPORT TO THE  
BOARD OF EDUCATION  
FROM THE SECRETARY-TREASURER  
Monday, August 30, 2021  
REGULAR MEETING**

**Operations**

1. **Projects Update**
2. **Staff Appreciation**

**Human Resources**

1. **Human Resources Support Staff Report**

Human Resources Summary Report for Support Staff  
*For period of June 17<sup>th</sup>, 2021 to August 26<sup>th</sup>, 2021*

	Personnel Assignments	Leaves of Absence	Resignations
New assignments	2	1	11
Changes to existing	5		
Return from leave			
Layoff			
Retirements	3		

List of Retirees  
Darlene Modde  
Wendy Burkinshaw  
Edith Wiebe

2. **Accounting Position Update**

Angela Telford,  
Secretary-Treasurer

**SCHOOL DISTRICT #60 (PEACE RIVER NORTH)**  
**COMMITTEE OF THE WHOLE**  
**“REGULAR” MEETING MINUTES**

MONDAY, JUNE 7, 2021  
1:30 P.M.

*Present:* Helen Gilbert, Chair, Board of Education  
Madeleine Lehmann, Vice-Chair  
Ida Campbell, Trustee  
Erin Evans, Trustee (*via Zoom*)  
Nicole Gilliss, Trustee  
David Scott-Moncrieff, Trustee  
Bill Snow, Trustee

Stephen Petrucci, Superintendent  
Angela Telford, Secretary Treasurer  
Leah Reimer, Recording Secretary

*Guests:* Michele Wiebe, PRNTA President

*Regrets:*

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## Education

### Education Update

*Stephen Petrucci, Superintendent*

#### Framework Presentations

Taylor Elementary School (1:30 – 2:15 p.m.)

*Craig Brownlee, Administrator*

- Fielded follow up questions from trustees

Baldonnel Elementary School (2:15 – 3:00 p.m.)

*Christine Todd, Administrator*

- Fielded follow up questions from trustees

Social Emotional Learning Initiatives (3:00 – 3:30 p.m.)

*Carleen Andrews, Director of Instruction*

- Fielded follow up questions from trustees

## Governance

### Schedule of Board of Trustees Meeting – Edit

*Helen Gilbert, Board Chair*

**ACTION:** Change Monday February 21, 2022 meeting date to Tuesday, February 22, 2022

### **Joint District Meeting Update**

*Helen Gilbert, Board Chair*

- Sent an email to SD #59 & #81 regarding a virtual meeting
- Suggested meeting later in the week after June 15 or the following week, waiting to see if there would be any change in COVID guidelines
- Agenda item: Cleaning protocols in COVID recovery

**ACTION:** Helen will reach out to confirm dates

- Have not heard back from the Northern Lights College yet on setting up a meeting

### **CSBA Equity & Inclusion Virtual Conference**

- Registration would be a flat rate of \$1,000 which is based on number of students in our district
- Trustees could attend any sessions they would like. Also would be open to district staff
- Some trustees expressed a possible interest

**ACTION:** Helen will look into registration and times in more detail

### **Deputy Minister's Bulletin re: Policy Changes**

*Helen Gilbert, Board Chair*

- Implications for policy and audit committees
- Early work looked at accumulated surplus policy and having to implement a percentage. In a smaller district, it didn't allow them to save for a larger project
- There is guidance and practices that are encouraged in this policy. There are guiding principles and not a set percentage
- For a long time, Ministry has suggested that surplus money for districts had to be used. With this policy, it's clear boards can save money to meet certain goals. It won't be looked at by Treasury Board that the districts have money (ie. a rainy day fund), so it has to be used
- Work continues to be done

## **Human Resources**

### **Retirement Appreciation Update**

*Helen Gilbert, Board Chair*

- Continued to have retirees added and implemented a June 1 deadline date for acknowledgement of retirement for this school year
- Additional baskets had to be purchased
- The sense from those who had baskets delivered or picked up was that they were appreciated
- Have placed an order with Norbert's Greenhouse for next year to ensure supply

- Is there something we could do for all of our staff to thank them for hanging in there during a difficult year (ie. coffee for schools, baked goods, etc.). Trustees agreed

**ACTION:** Helen will look into further and keep trustees up to date by email

*Trustee Evans left the meeting @ 2:47 p.m.*

## Operations

### Operations Report

*Angela Telford, Secretary-Treasurer*

- Funding for Bert Bowes Secondary playground is being funded out of the principal's trust account
- No update from Ministry in regards to the Wonowon school replacement
- Ministry reached out regarding the Upper Halfway build, inquiring if there was district monies that could be put towards the project. The response was no...haven't heard anything further.  
**ACTION:** Angela to communicate with the Upper Halfway First Nation band with an update
- Wonowon School water – discussion around supply costs, mineral content and water that is brought in versus well water  
**ACTION:** Angela will look into Wonowon water details and bring back to the Board
- Concerns from a few schools regarding the heat being on at the school during plus 20 days  
**ACTION:** Angela will look into this further
- Paving of the Bert Ambrose parking lot is being paid for out of AFG funding. City is paving road in front of school this summer

### **\*NEW Audit Committee Meeting on June 17, 2021 @ 12:00 p.m.**

- There will be a detailed budget review

## REGULAR - August 30, 2021

Meeting Date	Meeting	Topic	Action Item/Recommendation	Assigned to:	Unfinished Business	Completed
Oct 5/20	COTW	City of FSJ/Joint District Meetings	Connect with Hudson's Hope of potential meeting at Cameron Lake	Helen	Postponed	
Nov 16/20	Board	Meeting w/ City - December 1	Confirm attendance/agenda items from City	Helen/Leah	Postponed	
Mar 8/21	Board	PRRD Connectivity for Rural Students	Helen to let Brad Spirling (PRRD) a motion has been put forward to the BCSTA	Helen		Completed
Apr 19/21	Board	Internet Advocacy	Chair Gilbert & Trustee Evans to work on sending follow up letter re: BCSTA motion passe	Helen	x	
May 7/21	COTW	Audit Committee Update	Amend Terms of Reference and re-circulate to Audit Committee members	Angela	x	
May 7/21	COTW	Finance Consultation - Standing Com	Research where our funding percentage expenditures are in comparison to "like" districts	Angela	x	
May 21/21	Board	Partner Group Meetings Update	Follow up with NLC & get feedback from Erin and other school district staff connected	Helen/Stephen	x	
June 21/21	Board	2021-2022 Annual Budget	ST to send requested funding increases from Ministry re: special education to Trustees	Angela	x	
<b>Completed</b>						
Jan 25/21	Board	BCSTA - Motion 9.7 TRB	HR leadership to report out on any changes to TRB in re: to BCSTA Motion 9.7	Leah	Oct 2021	
Jan 25/21	Board	Advocacy Letter Feedback	Place on agenda for future meeting w/ PRRD & request a copy of their assessment	Helen/Erin		Completed
June 21/21	Board	Policy Committee	Policies 1001, 1010, 2001, 2004 out for Notice Motion /August 30, 2021 for adoption	Leah		Aug 30/21



**School District No. 60 (Peace River North)**  
**“Revised” Local School Calendar 2021-2022**

<b>School Calendar Information &amp; Non-Instructional Days</b>	<b>District Dates</b>
<b>Days in Session</b>	<b>181</b>
<b>Number of Instructional Days</b>	<b>173</b>
<b>Schools Open</b>	<b>Tuesday, September 7, 2021</b>
<b>Non-Instructional Day (School Planning)</b>	<b>Friday, September 24, 2021</b>
<b>Truth and Reconciliation Day</b>	<b>Thursday, September 30, 2021</b>
<b>Thanksgiving Day</b>	<b>Monday, October 11, 2021</b>
<b>Non-Instruction Day (Pro-D Provincial)</b>	<b>Friday, October 22, 2021</b>
<b>Remembrance Day</b>	<b>Thursday, November 11, 2021</b>
<b>Early Dismissal Day</b>	<b>Wednesday, November 24, 2021</b>
<b>Early Dismissal Day</b>	<b>Thursday, November 25, 2021</b>
<b>Non-Instructional Day (Parent-Teacher Interviews)</b>	<b>Friday, November 26, 2021</b>
<b>Christmas Vacation Period</b>	<b>Monday, December 20, 2021 – Monday, January 3, 2022</b>
<b>Schools reopen after Christmas Vacation</b>	<b>Tuesday, January 4, 2022</b>
<b>Non-Instructional Day Pro-D (District - Semester Turnaround)</b>	<b>Friday, January 28, 2022</b>
<b>Family Day</b>	<b>Monday, February 21, 2022</b>
<b>Non-Instructional Day (Report Writing)</b>	<b>Monday, February 28, 2022</b>
<b>Early Dismissal Day</b>	<b>Wednesday, March 16, 2022</b>
<b>Early Dismissal Day</b>	<b>Thursday, March 17, 2022</b>
<b>Spring Vacation Period /District Closure Days</b>	<b>March 21 – April 1, 2022</b>
<b>Schools Reopen after Spring Vacation /District Closure Days</b>	<b>Monday, April 4, 2022</b>
<b>Good Friday</b>	<b>Friday, April 15, 2022</b>
<b>Easter Monday</b>	<b>Monday, April 18, 2022</b>
<b>Non-Instructional Day Pro-D (Indigenous Learning)</b>	<b>Friday, April 22, 2022</b>
<b>Non-Instructional Day (Pro-D Day)</b>	<b>Friday, May 6, 2022</b>
<b>Victoria Day</b>	<b>Monday, May 23, 2022</b>
<b>Last day for Students</b>	<b>Thursday, June 23, 2022</b>
<b>Administrative Day - Schools Close</b>	<b>Friday, June 24, 2022</b>



Leah Reimer &lt;lreimer@prn.bc.ca&gt;

## Board Meeting documentation

1 message

Stephen Petrucci &lt;spetrucci@prn.bc.ca&gt;

Wed, Aug 25, 2021 at 2:08 PM

To: Leah Reimer &lt;lreimer@prn.bc.ca&gt;

Hi Leah,

Please include the information below as documentation for the public superintendent's report for the item on staffing update.

Thanks,  
Stephen

We have a total of 9 teaching positions left to fill, 5 full-time and 4 part-time:

- Temp PT (0.5) Careers/Physical Education/Learning Support Teacher (2021-22) at Bert Bowes Middle School
- Temp FT (1.0) Counsellor (2021-22) at Bert Bowes Middle School
- Temp FT (1.0) Anticipated Elementary Position (depending on enrollment) or District Teacher Teaching on Call (DTTOC) 2021-22
- Temp PT (0.18) Prep Teacher (2021-22) at CM Finch Elementary School
- Temp FT (1.0) Primary Teacher (2021-22) at CM Finch Elementary School
- Temp PT (0.94) ELL/SERT/School Health Facilitator/Prep Teacher (2021-22) at Duncan Cran Elementary School
- Temp PT (0.5) Primary Teacher (med loa effective Sept. 1, 2021 until return of incumbent not beyond June 30, 2022) at the Key Learning Centre
- Temp FT (1.0) Speech Language Pathologist (2021-22) at Learning Services
- Temp PT (.42) English Language Learning .3/Prep .12 Teacher (2021-22) at Robert Ogilvie Elementary School

We are also anticipating a resignation from a School Psychologist.

We have 5 LOP's hired for next year so far:

- 1.0 Secondary Shop/ADST at Prespatou
- 1.0 Woodwork at NPSS
- 1.0 Intermediate Teacher at Prespatou
- .625 Woodwork/Screenprinting at Hudson's Hope
- .3125 Foods at Hudson's Hope

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<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](http://www.prn.bc.ca)

s1petrucci (Twitter)

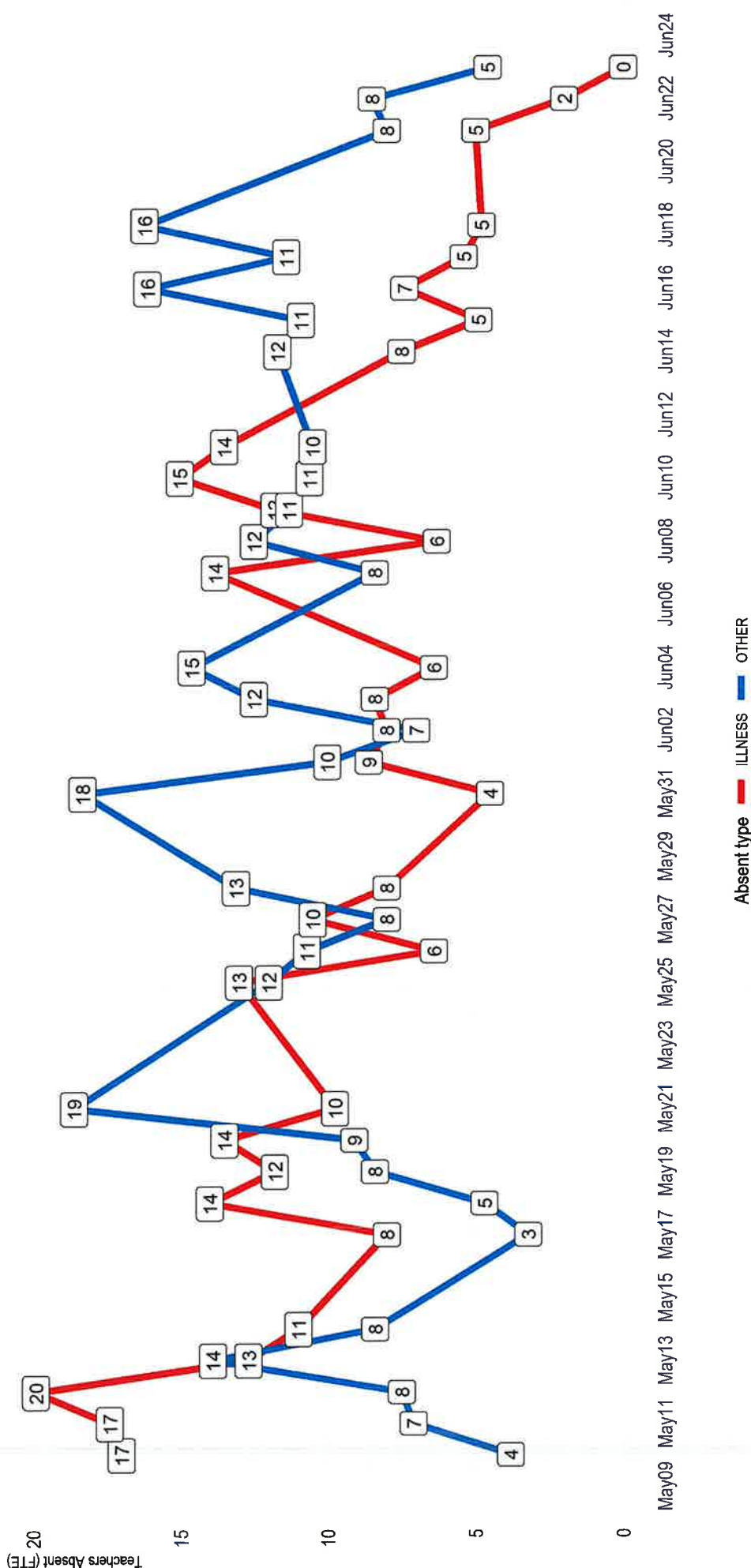




# Workforce Report

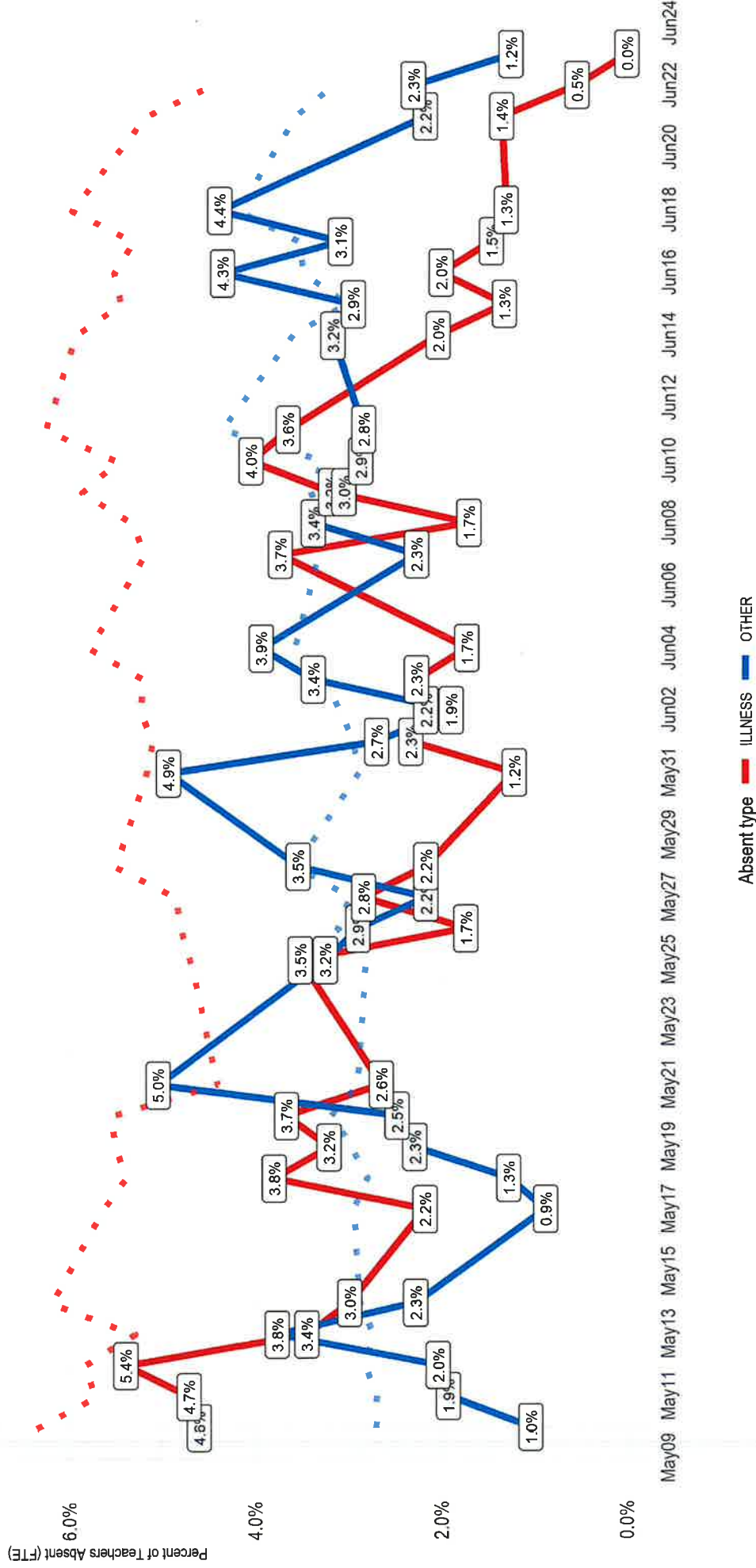
Education Analytics Office  
June 2021

Teachers Absent (FTE) in School District 60 - Peace River North



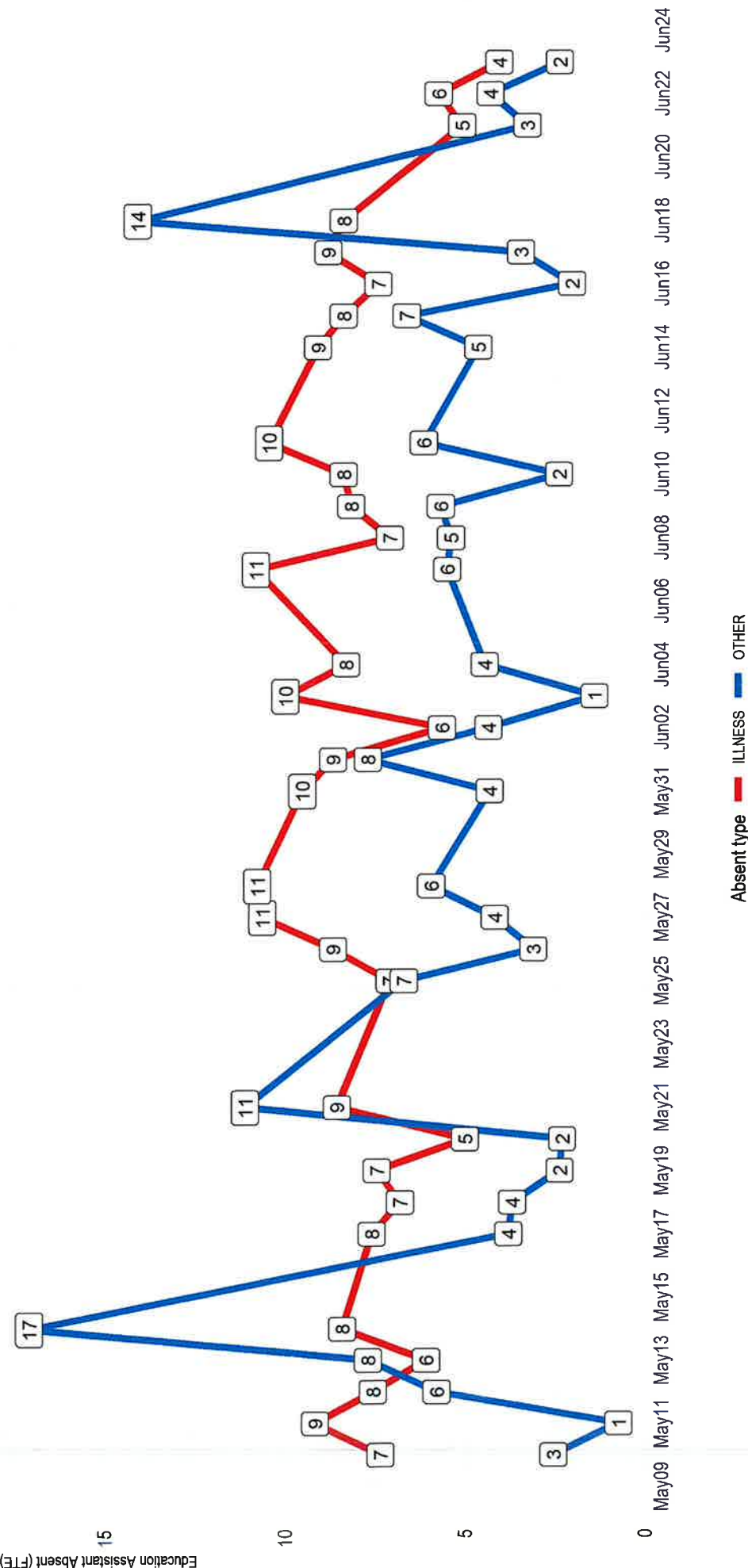
FTE: full time equivalent; ILLNESS includes sickness and COVID-19

# Percent of Teachers Absent (FTE) in School District 60 - Peace River North



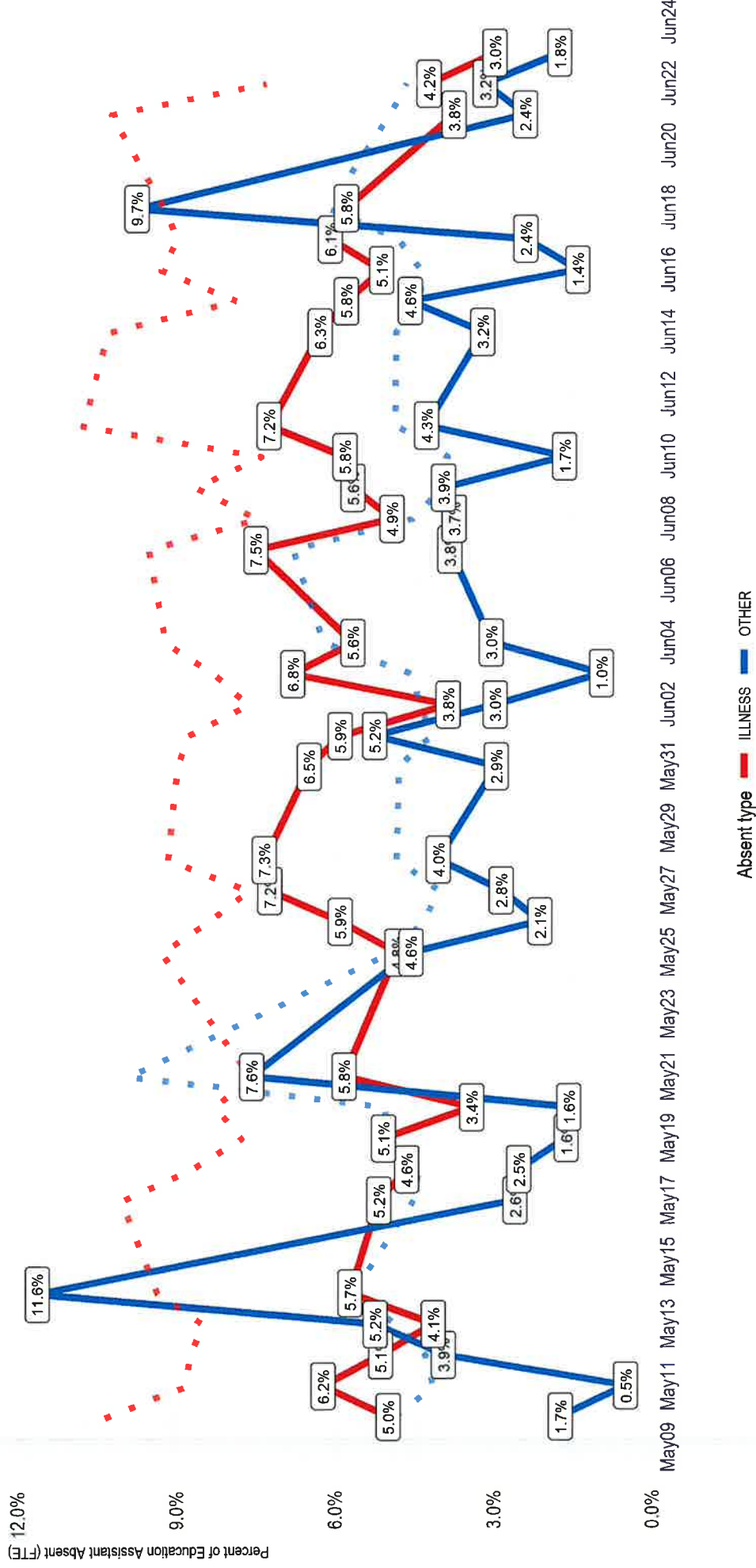
dotted lines are the BC averages; %'s based on full time equivalent (FTE) staff; ILLNESS includes sickness and COVID-19

Education Assistant Absent (FTE) in School District 60 - Peace River North



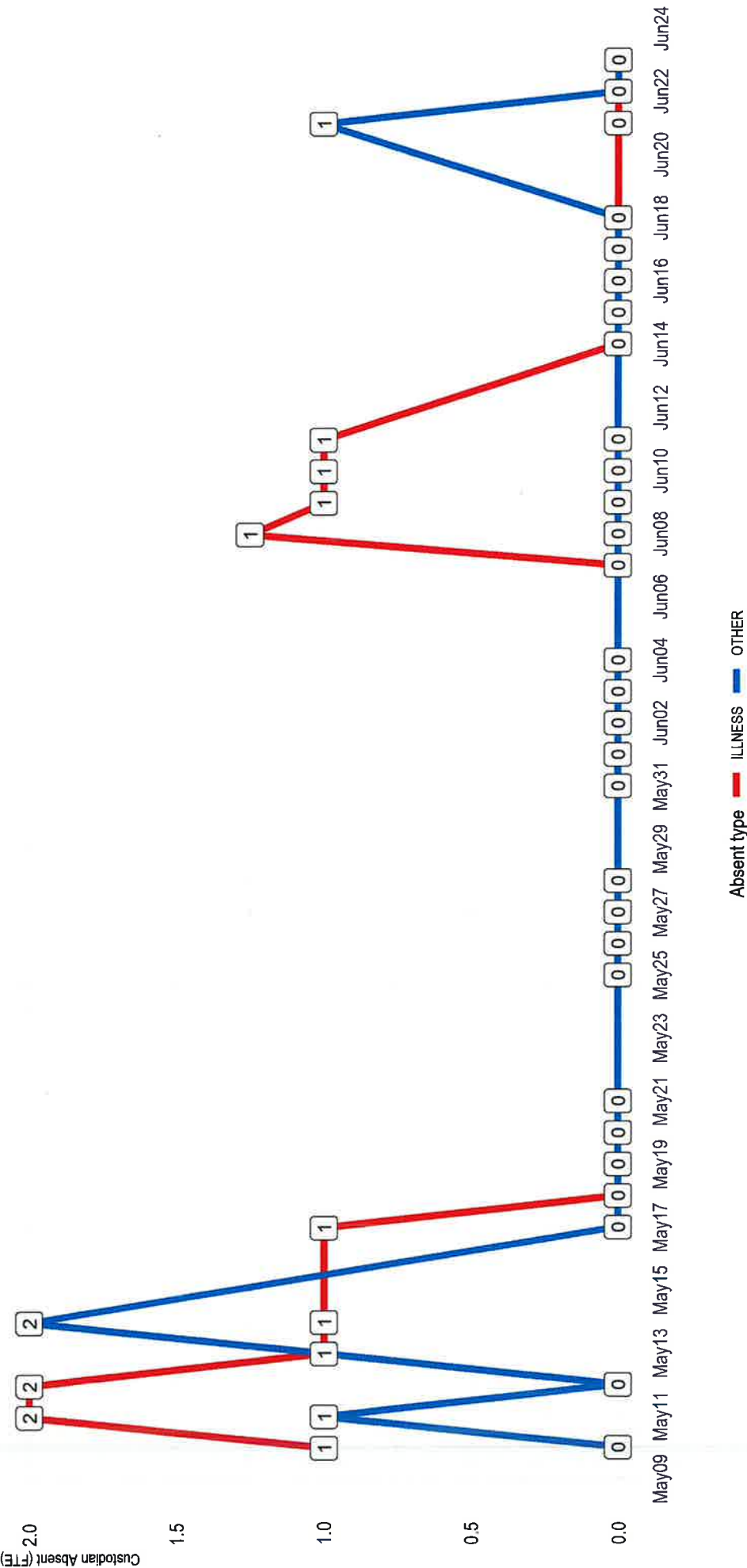
FTE: full time equivalent; ILLNESS includes sickness and COVID-19

# Percent of Education Assistant Absent (FTE) in School District 60 - Peace River North



dotted lines are the BC averages; %'s based on full time equivalent (FTE) staff; ILLNESS includes sickness and COVID-19

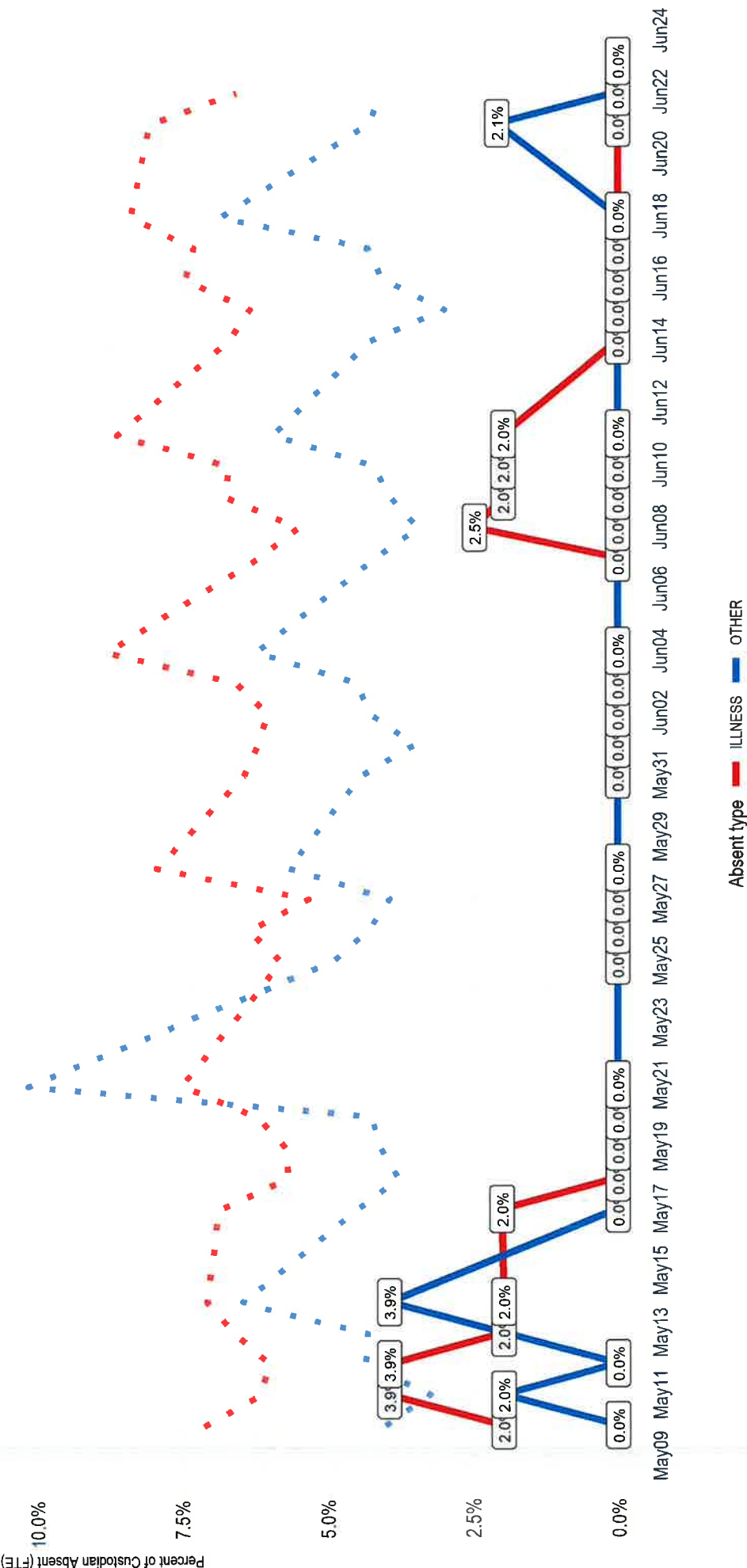
Custodian Absent (FTE) in School District 60 - Peace River North



FTE: full time equivalent; ILLNESS includes sickness and COVID-19



Percent of Custodian Absent (FTE) in School District 60 - Peace River North



dotted lines are the BC averages; %'s based on full time equivalent (FTE) staff; ILLNESS includes sickness and COVID-19



**BOARD OF EDUCATION**  
School District No. 60  
(Peace River North)

1000 Governance

**1001 Roles and Responsibilities of the Board and Trustees**

Adopted:  
Revised:  
Reviewed:

Reference: *School Act*, Bylaw 1/90

**Policy**

The statutory powers and duties of the Board are referenced in the *School Act*, noted above. The role, responsibilities, and expectations of trustees are expanded upon in this policy. Overall, the role of the trustee is to contribute to the Board as it carries out its mandate to improve student achievement and inspire confidence in the public education system.

**Guidelines/Principles**

- The corporate Board governs through policy and is guided by the Board Strategic Plan, which sets out broad educational and operational goals. Staff develop detailed operational plans to align with the Board Strategic Plan and provide updates on progress to the Board. The administration of the District is the responsibility of the Superintendent/CEO

**Role of Chair**

The main duty of the Board Chair is to ensure that each member of the Board has a full and fair opportunity to be heard and understood by his/her peers so that a collective opinion can be developed which is truly based on the thinking of the group.

**Specific Duties of the Chair**

1. Those listed in Procedural Bylaw No. 1-90

To demonstrate leadership and facilitate effective operation of the Board by helping Board members operate together as a group to accomplish their goals and by helping to resolve differences in philosophy through meaningful debate.

2. To convene Board meetings with the Secretary-Treasurer and Superintendent of Schools, and jointly develop the agenda for these meetings. To make certain that



trustees are provided with sufficient information to assess the matters before them by arranging for an agenda and information package to be distributed in advance of meetings.

3. To preside at all regular Board meetings and establish and maintain, with Board members, an atmosphere conducive to permitting calm deliberation with effective and timely conduct of the Board's affairs. To know the basics of parliamentary procedures, to refer to rules of order when necessary and to ensure that all questions are decided with due consideration. To monitor the implementation of directives.
4. To accept the prime responsibility for the establishment of procedures which have dignity and meaning to members of the public who are in attendance at meetings. To act as a cordial host to delegates, ensuring their presentation is appropriately heard by the Board.
5. To encourage the Board's attention to policy questions rather than administrative matters.
6. To encourage the Board to develop and keep up-to-date, the Board's bylaws and policy file to meet the changing needs of the school system. To provide continuing direction for the administration by clarifying the intent of Board policy. To protect the senior administration and staff from inappropriate demands from individual trustees. To work for support and trust of the administration and staff.
7. To enlist the interest of Board members in the education programs being offered in the schools so that policy making at Board meetings is done intelligently. To keep up-to-date on changes affecting the local education system.
8. To foster the development of good relationships between the Board and:
  - a. local elected governments within school district boundaries;
  - b. other educational institutions within school district boundaries;
  - c. the general public including local community and parent groups.
9. To assume some responsibility for the orientation of new trustees by introducing them to key representatives of the system and by providing them with background information concerning the operation of the Board and the system.
10. To act as official spokesperson for the Board and to present the corporate viewpoint on matters relating to Board policy. To represent public school education in the community and to promote public interest and participation in the operation of the school system. To ensure that the press are provided with the information needed to accurately report on Board meetings.

### **Trustee Responsibilities**

1. To observe the bylaws, policies and regulations of the Peace River North Board of Education; the *School Act*, Regulations and Orders; and other relevant statutes.

2. As an individual, it is my responsibility to devote time, thought and study to trusteeship in order to render effective and credible service as an advocate for students and public education.
3. To recognize that the expenditures of public funds is a public trust and will see that such expenditures are done efficiently, economically and for the best interest of students in the district.
4. To be cognizant of legislation and policy concerning conflict of interest and will abstain from discussing or voting on issues where such conflict exists.
5. To remember at all times that as an individual, there is no legal authority held outside the meetings of the Board. Relationships with staff, citizens and media will be conducted on this basis.
6. To abide by majority decisions of the Board and will accept these decisions as essential to the democratic process and will not undermine these decisions.
7. To hold the closed business of the Board in strictest confidence and shall continue to do so even after retiring from the Board.
8. To observe proper decorum and behavior at all times.
9. To treat my fellow Trustees with respect and consideration in order to facilitate a full and open discussion of the business at hand.
10. To endeavor to attend all Board, Committee and external agency meetings to which I am appointed. As a courtesy, to notify the Secretary-Treasurer's office or Chair of any absences.
11. To recognize the role of the Superintendent as Chief Executive Officer responsible for the day-to-day administration of the school district and will not in any way interfere with, or undermine his or her authority.
12. When members of the public raise concerns regarding the school system, to refer them to the Superintendent and/or Secretary-Treasurer.

**SCHOOL DISTRICT NO. 60 (Peace River North)**

**POLICY NO. 1010** \_\_\_\_\_ **DATE APPROVED: 1992-04**

**SUBJECT:** \_\_\_\_\_ Code of Ethics

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**Policy**

~~This Policy will establish a Code of Ethics for Trustees.~~

## **SCHOOL DISTRICT NO. 60 (Peace River North)**

### **REGULATIONS**

**POLICY NO.:** ~~7402~~ **DATE APPROVED:** ~~1992-04~~

**SUBJECT:** ~~Code of Ethics~~

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It is recognized that Trustees:

- ~~have been entrusted with the educational development of the children and youth of this community;~~
- ~~first and greatest concern to be in the best interest of each and every one of these young people without distinction as to who they are or what their background might be;~~
- ~~should devote time, thought and study to the duties and responsibilities of office and should endeavor to attend and responsibly participate in all Board meetings;~~
- ~~Recognizes the future welfare of this community, of this province, and the nation depends in the largest measure upon the quality of education we provide in the public schools to fit the needs of every learner;~~
- ~~Acknowledge legal authority of the Board is derived from the province which ultimately controls the organization and operation of the school district and which determines the degree of discretionary power left with the Board and the people of this community for the exercise of local autonomy;~~
- ~~Understand expenditure of funds is a public trust, and shall endeavor to see that all such funds be expended efficiently, economically and for the best interest of the student~~

In view of the foregoing considerations, Trustees shall endeavor to:

- ~~work with Board members in a spirit of harmony and cooperation treating others with respect and consideration; ; maintain confidentiality of privileged information, sharing info or knowledge on matters of concern;~~
- ~~base decisions upon all available facts in each situation, vote with honest conviction in every case, be unswayed by partisan bias of any kind, and thereafter abide by and uphold the final majority decision of the Board;~~
- ~~remember at all times that legal authority rest with the corporate body of the Board and individuals conduct their relationships on the basis of this fact;~~
- ~~bear in mind under all circumstances that the primary function of the Board is to establish policies by which the schools are to be administered, but that the administration of school business shall be left to the Superintendent of Schools, the Secretary-Treasurer and respective staff;~~
- ~~to be informed of provincial and national developments in education;~~
- ~~resist every temptation and outside pressure to use their position as a trustee to benefit themselves or any other individual or agency apart from the total interest of the school district;~~
- ~~strive towards ideal conditions for most effective school board service to the community in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.~~



**BOARD OF EDUCATION**  
School District No. 60  
(Peace River North)

2000      Students

**2001      School Fees**

Adopted:      2003-03  
Revised:      2012-02  
Reviewed:      2021-06

Reference:      *School Act – Section 82*

**Policy**

In keeping with the provisions of the School Act, its accompanying Regulations and/or Orders of the Minister, the Board of School trustees authorizes the charging of fees for goods and services, and the requiring of deposits for educational resource materials.

**Guidelines/Principles:**

*The Principal of a School:*

- is responsible for establishing school fees as provided in this policy.
- shall consult with appropriate teachers, students and/or parental organizations prior to establishing a fee.
- shall ensure that all fees are established at the minimum level necessary to recover the cost of an activity, course or program.
- shall make certain that there is a fair and confidential procedure for waiving a fee, in whole or in part, for cases where a student would not be able to participate in activities due to financial hardship.
- shall prepare a schedule of fees and provide this schedule to the Superintendent:

*The Superintendent:*

- shall review annually the schedule of fees for all schools to ensure that fees are appropriate throughout the School District.
- shall prepare a schedule of fees for all schools in the School District and provide this to the Board for information and approval:

#### *Publication of School Fees:*

- The principal of each school is responsible for making students and parents aware of fees established under this policy. A schedule of fees shall be published in school handbooks, school course selection guides, or school newsletters, prior to or upon school opening in September.
- Publicity regarding fees shall include a reference to the possibility of a fee waiver in cases of financial hardship and the means by which such a waiver may be obtained.

#### *Accounting:*

- All monies collected and distributed by a school are public funds and are subject to an audit by the Secretary-Treasurer.
  - proper accounting procedures shall be maintained at each school.
  - the principal shall be responsible for authorizing all expenditures.

#### *Course Challenge or Equivalency, Distance Education College Credit Courses:*

- The Board may charge students for costs incurred when students challenge a course or seek course equivalency.
- The Board will pay for students to enroll in Distance Education courses when such courses are required and unavailable within any of its schools. Such payment will be provided upon successful completion of the course.

#### *Extra-Curricular Activities:*

- Students might be charged for participation in some extra-curricular activities. It is expected that these costs will be kept to a minimum. These charges will be determined by the actual cost. Examples of these charges include travel, hotel accommodation and where the use of equipment, uniforms, and supplies are expended (e.g. sports team such as football.)

## **Policy**

In keeping with the provisions of the School Act, its accompanying Regulations and/or Orders of the Minister, the Board of School trustees authorizes the charging of fees for goods and services, and the requiring of deposits for educational resource materials.

## **REGULATIONS**

### **ESTABLISHMENT OF SCHOOL FEES**

The principal of a school:

- is responsible for establishing school fees as provided in this policy.
- shall consult with appropriate teachers, students and/or parental organizations prior to establishing a fee.
- shall ensure that all fees are established at the minimum level necessary to recover the cost of an activity, course or program.
- shall make certain that there is a fair and confidential procedure for waiving a fee, in whole or in part, for cases where a student would not be able to participate in activities due to financial hardship.
- shall prepare a schedule of fees and provide this schedule to the Superintendent:

The Superintendent:

- shall review annually the schedule of fees for all schools to ensure that fees are consistent throughout the School District.
- shall prepare a schedule of fees for all schools in the School District and provide this to the Board for information and approval:

### **PUBLICATION OF SCHOOL FEES**

The principal of each school is responsible for making students and parents aware of fees established under this policy. A schedule of fees shall be published in school handbooks, school course selection guides, or school newsletters, prior to or upon school opening in September.

Publicity regarding fees shall include a reference to the possibility of a fee waiver in cases of financial hardship and the means by which such a waiver may be obtained.

### **FINANCIAL HARDSHIP**

Principals are responsible for establishing procedures to facilitate participation in school activities by students who would otherwise be excluded due to financial hardship. Insofar as possible, Principals will consult with teachers, students and parents in the development of such procedures.

The procedure must incorporate the principles of fairness, respect, dignity, confidentiality and sensitivity. Students, parents and staff will be advised of the procedure.

All communications with students and parents regarding fees must include a statement explaining that fees will not be a barrier to student participation in school activities.

No student will be denied Ministry-mandated educational opportunities offered at the school due to

~~financial hardship.~~

~~In secondary schools, the statement explaining that no student will be denied participation in Ministry mandated educational opportunities offered at the school will be published along with the fee schedule in the school course selection handbook. The procedure for addressing financial hardship will also be included in the handbook.~~

## **~~ALTERNATE PAYMENT~~**

~~School personnel dealing with parents experiencing financial difficulty should be prepared to, where appropriate:~~

- ~~• waive fees to ensure no student is denied access to required programs or activity.~~
- ~~• make parents aware that if fee payment is a problem they may approach the school and be assured that confidences will be respected.~~
- ~~• ensure that staff needing to know of the alternative payment provision is so informed.~~

## **~~ACCOUNTING~~**

~~All monies collected and distributed by a school are public funds and are subject to an audit by the Secretary-Treasurer.~~

- ~~• proper accounting procedures shall be maintained at each school.~~
- ~~• the principal shall be responsible for authorizing all expenditures.~~

## **~~COURSE CHALLENGE OR EQUIVALENCY, DISTANCE EDUCATION COLLEGE CREDIT COURSES~~**

~~The Board may charge students for costs incurred when students challenge a course or seek course equivalency.~~

~~The Board will pay for students to enroll in Distance Education courses when such courses are required and unavailable within any of its schools. Such payment will be provided upon successful completion of the course.~~

## **~~EXTRA-CURRICULAR ACTIVITIES~~**

~~Students might be charged for participation in some extra-curricular activities. It is expected that these costs will be kept to a minimum. These charges will be determined by the actual cost. Examples of these charges include travel, hotel accommodation and where the use of equipment, uniforms, and supplies are expended (e.g. sports team such as football.)~~





**BOARD OF EDUCATION**  
School District No. 60  
(Peace River North)

2000      Students

**2004      School Admission and School Choice**

Adopted:      1980-02  
Revised:      2012-02  
Reviewed:      2021-06

Reference:      *School Act – Sections 2*

**Policy**

Student admission in School District No. 60 (Peace River North) is to be guided by the following principles:

- Access to neighbourhood school: The admission process should maximize the number of students able to attend their catchment area school in accordance with their wishes
- Choice: The admission process should maximize the student's and parent's ability to choose the school and educational program which best meets the student's educational needs.
- Efficient resource allocation: The admission process should enable school and district staffs to plan the allocation of space and instructional resources to best accommodate demand and minimize adjustments required at the beginning of the school year.

The Board will endeavor to provide programs that meet the interests and needs of district students.

# **REGULATIONS**

## **1. Definitions**

~~1.1 “catchment area child” means a person~~

~~(a) of school age, and~~

~~(b) resident in the catchment area of the school~~

~~1.2 “district choice programs” are programs established with a particular educational focus, offered at specific schools, for which application to the school district must be made. They may have special program entrance criteria and special catchment areas.~~

~~1.3 “feeder schools” and their associated “receiving schools” are as described by the board’s catchment areas, where the class from the highest grade offered by the feeder school would be enrolled the next year in a designated receiving school unless an application for enrolment elsewhere (variance) is accepted, under the district’s enrolment process for continuing students.~~

~~1.4 “non-catchment area child” means a person~~

~~(a) of school age,~~

~~(b) resident in the school district and~~

~~(c) not resident in the catchment area of the school~~

~~1.5 “non-school district child” means a person~~

~~(a) of school age,~~

~~(b) resident in British Columbia, and~~

~~(c) not resident in the school district.~~

~~1.6 “parent” includes a guardian of the person appointed by court order or under the will of a deceased parent, and does not include a non-custodial parent.~~

~~1.7 “place of residence”: For purposes of this policy, a student’s place of residence is deemed to be that of the student’s parent, unless satisfactory evidence is produced that the student’s ordinary place of residence during the school year is elsewhere.~~

~~1.8 “previous school year” means the school year previous to the school year for which the person is applying to enroll in an educational program.~~

~~1.9 “school district child” means a catchment area child, a non-catchment area child or a student from outside the district given special permission to enroll by the Board.~~

## **2. Determination of Available Space and Facilities**

~~2.1 For purposes of section 74.1(6) and (7) of the School Act, space and facilities are available in a school to enroll a student or applicant if there is expected, based on reasonable~~

~~enrolment projections, to be capacity to provide the student or applicant with an educational program appropriate to his or her needs, taking into account physical and educational resources.~~

~~2.2 The board of trustees delegates to the Superintendent of Schools or his or her designate, the decisions whether space and facilities are available in individual schools and educational programs for purposes of section 74.1(6) and (7) of the *School Act*, in accordance with paragraphs 2.1 and 2.3.~~

~~2.3 Decisions on space and facilities availability will be made in consultation with the principal of the affected school and will be based on program capacity, including consideration of the following factors:~~

- ~~\* the operating capacity of the school as defined by the Ministry of Education~~
- ~~\* staff assigned to a school by the district~~
- ~~\* the physical space in which instructional programs operate in the school~~
- ~~\* the ability of the school to provide appropriate educational programs for the applicant and other students~~
- ~~\* the needs of other programs located in the school~~
- ~~\* the number of students in the classroom.~~

~~2.4 If space and facilities are determined to be available, enrolment in educational programs in the school will be offered in the following priority order, provided that application deadlines and requirements are met:~~

- ~~\* catchment area child who attended the school during the previous school year~~
- ~~\* other catchment area child~~
  - ~~i. who is a sibling of a child currently enrolled in the school~~
  - ~~ii. child who has moved into the catchment area but has not yet attended catchment school)~~
- ~~\* non-catchment child who has attended the school for three (3) consecutive years is considered to become the equivalent of a catchment area child~~
- ~~\* non-catchment child who attended the school during the previous school year~~
- ~~\* non-catchment area child~~
- ~~\* non-school district child.~~

~~2.5 The School Board reserves the right to alter and adjust catchment areas based on enrollment, facilities, staffing and current resources. In this event students will be assigned enrollment on the following basis:~~

- ~~\* catchment area child who attended the school during the previous school year~~
  - ~~\* other catchment area child~~
    - ~~i. who is a sibling of a child currently enrolled in the school~~
    - ~~ii. child who has moved into the catchment area but has not yet attended catchment~~

school)

~~non-catchment child who has attended the school for three (3) consecutive years is considered to become the equivalent of a catchment area child~~

- ~~\* non-catchment child who attended the school during the previous school year~~
- ~~\* non-catchment child who has a sibling that attends the school~~
- ~~\* non-catchment area child~~
- ~~\* non-school district child.~~

~~2.6 Waitlists will be established for those not accepted. These waitlists are to be maintained throughout the school year and parents (in order of registration) will be notified as space becomes available.~~

~~2.7 Re-evaluation of space availability will take place throughout the school year to ensure that the maximum numbers of requests are met at the earliest time possible.~~

### **3. Tie-breaking**

~~3.1 When applications made within time have the same priority, priority as between them will be determined by time and date of application.~~

### **4. Enrolment process for school district children**

~~4.1 School district children who will be continuing at the same school or the related receiving school without a change of educational program are not required to apply. They will be automatically enrolled in the applicable educational program or school, subject to space availability and to meeting program requirements, unless transferred or withdrawn. Those applying first in their category will be given priority.~~

~~4.2 Parents of school district children who are applying to transfer from one school in the district to another school in the district or to a different educational program may apply through the school of origin or to the school of choice (variance).~~

~~It is expected that the school receiving the application will forward a copy of the application to~~

~~the other school that is affected by the application.~~

## **~~5. Dates for Applications to Enroll and Enrolment~~**

- ~~5.1 Before 1<sup>st</sup> of February in each school year, the board will establish dates for submission of applications to enroll and for enrolment.  
The board may establish different dates for different grades, educational programs, schools, or categories of applicant.  
Applications to enroll and for enrollment (variance requests) should be submitted by March 15 prior to the pending school year. The board will give active consideration to the allocation of facility space and staff in an attempt to accommodate these requests. This consideration is to be complete by May 1 with possible approval of requests at that time. Those non-approved requests and those requests received after March 15 will be considered on a space available basis on the first Wednesday of September following the school opening.~~

## **~~6. Guarantee of educational program~~**

- ~~6.1 School district children who apply for enrolment in an educational program will be provided with an educational program in the district, unless a parent of the student consents to a placement outside the school district.~~

## **~~7. Commitment~~**

- ~~7.1 The district process shall encourage students (if of appropriate age) and their parents to jointly consider the student's educational needs before requesting an assignment to a school other than the current school or the catchment area school.~~
- ~~7.2 Applicants may apply for more than one educational program but may only be enrolled in one. When the applicant is offered and accepts enrolment in an educational program (in or out of the school district), applications for all other programs become invalid.~~
- ~~7.3 The superintendent or designate is authorized to enter into reciprocal agreements with other school districts to review wait lists and enrolment information in order to enforce this policy.~~

## **~~8. Program Requirements~~**

~~Applicants for enrolment must meet all program requirements for the requested educational program.~~

## **~~9. Discretionary Acceptance: Suspended or Expelled Non-School District Children~~**

~~9.1—Enrolment applications from non-school district children may be refused if the child:~~

- ~~(a) is under suspension from a BC public school or school district, or~~
- ~~(b) has been refused an educational program by a BC public school board under s. 85(3) of the *School Act* for refusing to comply with the code of conduct and other rules and policies of the board or has failed to apply himself or herself to his or her studies.~~

~~9.2—Such applications will be referred to the superintendent or designate for a decision on admission. Admissions may be made subject to terms and conditions.~~

## **10. Communication**

~~Application periods and enrolment dates will be communicated to the school communities and to the community at large and may also be communicated to other communities within and outside the school district.~~

## **11. Transportation**

~~The board does not provide transportation to accommodate requests to enroll students outside of the appropriate catchment area indicated by the parents address. Exceptions to this policy will be considered on a space available basis on the board's regularly scheduled buses.~~



Leah Reimer &lt;lreimer@prn.bc.ca&gt;

## Fwd: [External Sender] Consultation about telecommunications services in Northern BC

3 messages

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

Mon, Aug 23, 2021 at 8:33 AM

Hi Leah:

Can you please add the original email from this to correspondence for the board meeting?

Helen

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

From: **Robillard-Cardinal, Laurent** <Laurent.Robillard-Cardinal@crtc.gc.ca>  
Date: Thu, 19 Aug 2021 at 11:32  
Subject: [External Sender] Consultation about telecommunications services in Northern BC  
To: hngilbert@prn.bc.ca <hngilbert@prn.bc.ca>

Hello Helen Gilbert,

I'm from the outreach team at the CRTC and we are working on an outreach strategy for a coming consultation next Fall on telecommunications services in Northern Canada.

We were hoping to chat with someone at School District 60 to see if we could collaborate to spread the message about the consultation when the time comes.

This is an important issue for northern BC residents, especially with the rise of online learning. Since your organization has strong connections with residents and a deep knowledge of the area, we were hoping you could help us reach residents. Our goal is to encourage residents to let us know on the public record what they think of telecom services, namely those offered by *Northwestel*.

Happy to set up a meeting to talk more about this project.

Thank you so much for your time,

Laurent R-Cardinal  
Agent principal des communications / Senior Communications Officer

Communications

Le CRTC-CRTC  
Ottawa, Ontario K1A 0N2  
@CRTCfra | @CRTCeng



August 5, 2021

Ref: 248605

Helen Gilbert, Chair  
Board of Education  
School District No. 60 (Peace River North)  
**Email: hngilbert@prn.bc.ca**

Dear Ms. Gilbert:

**Re: Upper Halfway Elementary/Jr Secondary Expansion - Project Approval (Project No. 128110)**

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I am pleased to advise the Peace River North Board of Education (the Board) of the approval for the gymnasium addition at Upper Halfway Elementary/Jr-Secondary.

The Upper Halfway Elementary/Jr-Secondary gymnasium addition may proceed using Ministry of Education capital funding up to a maximum of \$5.72 million, which includes \$28,626 in Minister-Restricted Capital, and \$1.83 million held by the Ministry in project supplementary budget items, economic adjustment and risk reserves, to be allocated following sufficient justification and Ministry approval.

The following conditions apply to the funding approval:

1. The maximum project budget is \$5.72 million, which includes a \$1.83 million project reserve and the use of \$28,626 of Minister-Restricted Capital;
2. The Ministry must approve any material changes to the approved scope, schedule or budget;
3. The school district is responsible for any cost overruns; and
4. Access to project reserves is based on Ministry approval and requires written justification, including any documentation required by the Ministry.

Ministry staff will work with District staff to finalize the Capital Project Funding Agreement; this agreement will lay out the obligations of the Board and Ministry to deliver the capital project within the established scope, schedule and budget. Until such time as the Ministry and School District have had an opportunity to coordinate publicly announcing the project, I ask that you treat this approval as confidential.

.../2



If you require further information, please contact Reg Bawa, Assistant Deputy Minister, Resource Management Division, by email at [Reg.Bawa@gov.bc.ca](mailto:Reg.Bawa@gov.bc.ca), or by phone at (778) 698-3788.

Sincerely,

A handwritten signature in cursive script, appearing to read "J. Whiteside".

Jennifer Whiteside  
Minister

pc: Stephen Petrucci, Superintendent, School District No. 60 Peace River North  
Angela Telford, Secretary Treasurer, School District No. 60 Peace River North  
Reg Bawa, Assistant Deputy Minister, Resource Management Division  
Capital Management Branch, Ministry of Education



# 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

August 26, 2021

Select Standing Committee on Finance and Government Services  
Office of the Clerk of Committees  
Room 224, Parliament Buildings  
Victoria, BC V8V 1X4

*Attention: Chairperson and Honourable Committee Members*

**RE: Finance Consultations – Presentation Briefing – The Board of Education of School District No. 60  
(Peace River North)**

Thank you for the opportunity to present our needs and requests. School District No. 60 (SD60) is a vast, diverse school district serving just under 6,000 students and their families in 23 schools ranging from small two room schools in rural communities to a large secondary school in the City of Fort St. John. The needs and interests of those students vary; meeting those needs is the Board of Education's highest priority.

The Board of Education, its management team, and its other employees are highly committed to the spirit of the district's motto, which is "TOGETHER WE LEARN". Implicit in this motto, is a commitment to teamwork, a sense of shared responsibility, and a focus on learning for both students and adults in the system. Thus, the Board identifies its relationship with its highly competent and committed staff as the district's greatest asset. Students benefit daily from their efforts, as well as from the innovative partnerships the school district has created with industry, business, and community agencies. These things have contributed to us weathering the storm related to Covid-19 in as positive a way as is possible.

Our presentation today allows us to say thank you for some additions to our district and identify challenges we continue to face. In 20/21, we presented a balanced budget by using our reserves. Our reserves are at level that is much lower than previous years with funds earmarked to support the goals of our Strategic Plan and Framework for Enhancing Learning. We are in a good position to meet the requirements in the new K-12 Financial Planning and Reporting Policy and the Accumulated Operating Surplus. Although we based our budget on conservative numbers, there is a growing worry because of the on going impacts of the COVID-19 pandemic.

The challenges that we continue to face that affect our ability to support and implement the goals of our Board, the Government of British Columbia and the Ministry of Education relate to:

1. COVID Recovery
2. Recruitment and Retention, Staffing Challenges, Compensation, Contracts
3. Capital Funding for Building Upgrades and School Capacity
4. Transportation

### **COVID Recovery**

The community reaction to the new Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings and the Public Health Communicable Disease Guidance for K-12 Schools is a cause for concern. In our district, the Gr 4-12 mask requirement is controversial. Although the Public Health Communicable Disease Guidance for K-12 schools suggests that the masking is an interim measure, many of our parents do not believe this. Last year, the public health measures just kept being extended. Many are talking about removing their children from school because of the mask mandate.

Additional funds from the Federal and Provincial government were an essential element in helping us get through the 20/21 school year successfully. The level of additional funding we will receive this year is substantially reduced but community expectations around some measures and students' needs are not. Some of the measures in the new Public Health Communication Guidelines for K-12 schools will carry on beyond this school year. In the past we have found that there is some funding when measures are added, they then become an expectation that is to be met without any additional funding. This practice has long-term implications for districts.

On September 30<sup>th</sup> if families opt to delay entry or not to return at all, we will be in a predicament as our reserves are at a level where there is very little buffer. We will have to make immediate adjustments that will affect our level of service to students at a time when their needs are greater. If there is a substantial enrollment decline, we will need some funding protection.

### **Recruitment and Retention**

Every year we struggle to fill all of our vacant teaching positions (ie. particularly specialty teachers and teachers in the rural settings). The Supreme Court of Canada ruling that reinstated our class size and compensation guidelines resulted in an increased need for teachers, adding to our struggles. We are also facing high rates of retirement, which exacerbates our recruitment struggles. Our Teachers Teaching on Call (TTOC) list remains inadequate to fill district needs in spite of having many non-certified individuals on it.

Our recruitment costs are higher than other districts and this is not recognized. Many of our new teachers come from out of the province; this is not the case in other districts. The district is paying higher recruiting and relocation costs to bring new teachers in. Last year, the district attended several recruitment fairs but this was not as effective for us as person recruiting. We will attend career fairs in person again this year.

Job satisfaction is a key factor in keeping those teachers we attract. Shortages of TTOC's and support staff impacts the job satisfaction of both our teachers and school administrators. When there are shortages of TTOC's or casuals in other fields, schools have to use back up plans, which include using Educational Assistants to cover classes, having Administrative Officers cover classes or having non enrolling teachers cover classes. Pulling individuals from their regular jobs or using casuals with limited skills is disruptive and affects the learning of many. The district's ability to recruit teachers affects job satisfaction and therefore retention.

Our district offers a broad range of professional development opportunities to support the goals of our Framework for Enhancing Student Learning and build staff capacity. The reputation for doing so attracts teachers to our district. We have had to cancel professional development opportunities due to staffing shortages.

Last year, due to COVID-19, we had a higher use of sick leave with staff being off for longer periods of time. Absences often happened in clusters resulting in staff shortages and the need to use school back up plans. The directive to stay home if you have any symptoms of illness continues for 21/22. Increased use of sick leave will occur again this year. We will not have the additional funds that we had last year to cover sick leave increases.

Any support for programs that allow us to grow the staff we need locally would be helpful. We are fortunate to have the Alaska Highway Consortium of Teacher Education running again this year. The program is a joint venture between Northern Lights College and Simon Fraser University and it did not run last year. Graduates from this program will be available for hire in January 2023. At times, the programs' future is uncertain because of staffing and funding issues. It is vital to our northern recruitment efforts as is having students from other universities do practicums within our communities. The development of more online teacher training programs that would allow individuals to remain in their community is also another thing that we would like to see pursued. Support for specific rural teaching training programs would be beneficial. Individuals with training to deal with the demands of multi-grade classes in one and two room rural schools might stay more than a year.

SD60 does try to grow the staff we need through providing support and training for non-certified TTOC's, training for casual support staff, leadership development programs for those aspiring to administration, through mentoring

and coaching programs and apprenticeships. Unfortunately, if our budget is as tight as we fear it may be these are areas that may need examined.

SD60 requests a review of CUPE local market rates and mechanisms to address recruitment and retention issues for our facilities staff. Our inability to compete with the wages offered by other entities in the area is a factor in our challenges to hire the skilled tradespersons that we need. Fort St John has always been known as an oil and gas town. The School District cannot compete with wages offered in this industry, and the District often loses these skilled tradespeople as we cannot compete.

### **Staff Compensation & Funding**

The district has fully implemented the allowed Public Sector Employers' Council increases to our Exempt Staff to pay increases through their general operating funds. As the new compensation guidelines and the approval for any compensation increases for exempt staff, principals and vice principals are provided by the PSEC, we believe the wage increases should be fully funded by the government in the same manner as unionized staff collective agreement increases.

Additionally, there is currently no mechanism for increases to our exempt employee group beyond this current increase. We request flexibility at the local level to compensate staff appropriately. Specifically, the restrictions make it impossible to adequately compensate existing district staff based on performance. These wage restrictions are not just applied to Senior Managers but also to HR Payroll, Facilities and IT staff. These restrictions exacerbate our retention and recruitment issues. Thus SD 60 has experienced almost 100% turn over in the Board Office, at the levels of exempt staff below our senior team. We have the ability to place new staff along the grids appropriate to the candidate experience and potential yet we are still restricted with existing staff. This creates an inequity for existing staff that must be addressed.

### **Contract Negotiations**

This year is a bargaining year for our teachers and support staff. Negotiations are conducted at the provincial level through BCPSEA. We request that BCPSEA be adequately funded for these important negotiations on our behalf. Specifically, the Board hopes for a negotiated settlement rather than job action and that the Classroom Enhancement Fund be incorporated into the funding envelope. The current measures to address the Supreme Court decision are difficult to implement, come with significant restrictions impeding the Board from truly applying the funds to the areas of highest student needs and place an extensive accountability burden on district staff.

### **Building Upgrades**

SD60 provides educational programming utilizing 23 schools and 4 district support facilities. Our District has 14 Urban and 9 Rural schools. Equity is a priority for the Ministry of Education and it is a priority for us. Urban and Rural students should have similar opportunities and experiences.

In July 2021, VFA assessed our buildings, 27 of the facilities or 78% received a poor or critical rating (41% poor and 37% critical). The FCI index for the rural schools places 56% in the poor category and 44% in the critical category.

We are excited by the recent announcement that a gymnasium will be added to Upper Halfway School in 2022. Students have been walking across their playing field to use a community hall for gym. This space does not have running water or elements of a traditional gymnasium. In the winter, a 300m path has to be cleared through the snow for students to be able to reach the hall.

In many of our rural schools we are able to house both middle school and elementary school students but this is not the case at Wonowon Elementary School. We can only accommodate the K-6 population of the community. Grade 7 transitions to an in town middle school have not gone well. The ninety-minute (winter conditions longer) bus ride

into town makes for an early start and by the time the students get home an exceedingly long day. The middle school students meet with limited success on distance education or home schooling programs. The Wonowon community would like an option for these students that involves school support but we do not have space to offer this. The population in the community is increasing.

Our enrollment challenges at the elementary level are reduced because of the opening of Anne Roberts Young Elementary School in the fall of 2020. The realignment of catchment areas left available space in four other elementary schools. With this space, we were able to open Before and After School Day care in these schools. The funding for day care provided some school enhancements. All of our schools would like to see the creation of 21<sup>st</sup> learning spaces like those of ARYES and MMMCS.

### **Capital: New Facilities**

The MOU 17 reintroduction of the class size and composition guidelines resulting from the Supreme Court of Canada decision contributes to the ongoing capacity challenges at the middle school and high school levels.

Currently, the District is advocating Capital Branch for advancement of a middle school project. We have added portables to our middle schools as a short-term solution. We cannot add any more portables to one school without losing sport/field space, therefore we renovated part of a 1945 Distance Ed facility to incorporate some middle school classrooms. The middle schools are over capacity and increased numbers of students will be moving into the middle schools and eventually the high school.

### **Capital: Replacement Schools**

Two of our active elementary schools were built in 1945, yet are still required to be utilized and are now at the point of requiring immediate attention to be replaced. Major work has been done at both schools to ensure basic health and safety of students and staff. The delay in replacing old schools has resulted in increased costs for both the district and the government to maintain these facilities. These two facilities have been on our capital plan for several years (one school has been on the capital plan for almost 10 years).

The Capital Funding we receive does not allow us to address the needs of our buildings. In addition, the Annual Facility Grant (AFG) for capital maintenance is insufficient for the growing demands of our aging infrastructure. The AFG increase we did get this year is appreciated but we simply do not have enough funds to fully ensure proper maintenance of our buildings, therefore we triage based on emerging issues and greatest need, making us reactive instead of proactive in keeping our schools safe learning environments. We have dealt with leaking roofs, water ingress, mould, structural failures, sewer system failures, failed electrical/HVAC systems, insect infestations, and crumbling exterior envelopes.

SD60 cannot overstate how significant our capital requirements are. We maximize the funding we receive and do our best to maintain safe facilities for students but the funding available is inadequate.

SD60 respectfully requests continued follow through on the recommendations in the BCSTA document “The Case for Increased School Life Cycle Funding”.

### **Transportation**

The Ministry of Education undertook a funding formula review. The review committee concluded with 23 recommendations, 12 of which have been implemented for 20/21. The goal of the review was to create funding that is “Responsive, Equitable, Stable & Predictable, Flexible, Transparent and Accountable”.

The changes made to date did not correct the 2011 impacts from the revisions to the Student Location Factor. In that year, changes in how transportation funding was calculated caused an immediate reduction in SD60 funding of \$541,000, despite the fact that providing the service was already costing the district more than the transportation

funding given prior to the change. Provincially, districts spend 1.9% of operating expenses on transportation. Given our geography, 6% of our operating expenses go toward transporting our students to school.

Our buses travel an average of 9546 miles per day. Given the general and seasonal conditions of our roads, especially in some rural areas, the maintenance costs for our busing fleet (52) is high. It would be appreciated if there could be some cross-ministerial work with the Ministry of Transportation to look at road improvements on some of our 46 bus routes.

Although things are moving in a more positive direction, the new funding model does not yet adequately address the challenges of rural and remote districts.

We respectfully request that the Standing Finance Committee provide their support to ensure that the ongoing funding formula review work address the transportation shortfall so the process achieves its objectives and that the new model is truly flexible if there are immediate, significant negative consequences.

Respectfully submitted,

A handwritten signature in cursive script that reads "Helen Gilbert".

Helen Gilbert, Chair  
Board of Education  
School District #60 (Peace River North)

HG/lr

cc. Dan Davies, MLA Peace River North (via email)  
Mike Bernier, MLA Peace River South (via email)  
Brad Sperling, PRRD Director –Area B (via email)