

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, DECEMBER 13, 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, DECEMBER 13, 2021
6:30 P.M.

This meeting will be recorded and available on our School District website.

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 Election of Board Officers

- 3.1 Election of Vice-Chairperson – Chairperson
- 3.2 Election of Alternate BCPSEA Rep – Chairperson
- 3.3 Notice to Destroy Ballots – Chairperson

4.0 Presentations/Delegations

5.0 Trustee Input (Celebrations)

6.0 Minutes of the Regular Board Meeting, November 15, 2021 (pages 6-14)

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

7.0 Approval of Excerpts of the In Camera Board Meeting, October 18, 2021 (page 15)

8.0 Announcements and Reminders

December 20-	Christmas Vacation		
January 3			
January 7	Provincial Council Submission Deadline		
January 10	NPAA Meeting	4:00 p.m.	Virtual
January 10	COTW Meetings	12:30 p.m.	Board Room
January 24	Board Meetings	5:00 p.m.	Board Room
January 25	SUP-PAC Meeting (<i>Lehmann/Campbell</i>)	12:00 p.m.	Virtual
January 27/28	BCPSEA AGM		Vancouver
January 28	NID Pro-D Day (Semester Turnaround)		
February 7	COTW Meetings	12:30 p.m.	Board Room

February 7	NPAA Meeting	4:00 p.m.	Virtual
February 11/12	Provincial Council Meetings		Vancouver
February 21	Family Day		
February 22	Board Meetings (<i>Tues</i>)	5:00 p.m.	Board Room
February 22	SUP-PAC Meeting (<i>Lehmann/Snow</i>)	12:00 p.m.	Virtual
February 28	Non-Instructional Day (Report Writing)		

9.0 **Senior Staff Reports**

9.1 Superintendent's Report (page 16-17)

9.2 Secretary-Treasurer's Report (page 18)

10.0 **Reports of Regular Committee of the Whole Meeting, November 29, 2021** (pages 19-20)

10.1 Approval of Minutes

10.2 Business Arising
(*See attached Action Item List for completed and ongoing items*)

10.3 Policy Committee
Chair Gilbert

a) Policy Committee Meeting Notes (*Attachment*)

b) Policy 7006 – District Fleet Vehicle Use (*Attachment*)

Motion: First/###

That a Notice of Motion be issued for Policy 7006 – District Fleet Vehicle Use

c) Policy 2005 – Curricular & Extra Curricular Field Trips (*Attachment*)

Motion: First/###

That a Notice of Motion be issued for Policy 2005 – Curricular & Extra Curricular Field Trips

d) Policy 4018 - Respectful Workplace & Harassment Prevention (*Attachment*)

Motion: First/###

That a Notice of Motion be issued for Policy 4018 – Respectful workplace & Harassment Prevention

11.0 **Other Reports**

11.1 BCSTA – *Trustee Evans*
BCSTA Trustee Academy – Trustee Report Out

11.2 BCPSEA – *Trustee Campbell*

11.3 Board Pro-D Committee – *Chair Gilbert*

12.0 **Correspondence**

12.1 FOIPPA Amendments 2021 (*Attachment*)

13.0 **Unfinished Business**

14.0 **New Business**

- 15.0 **PRNTA Update** – Michele Wiebe, President
- 16.0 **CUPE Local #4653 Update** – Jennie Copeland, President
- 17.0 **District Parent Advisory Council (DPAC) Report** – President
- 18.0 **Questions from the Press and Public**
- 19.0 **In Camera Motions brought forward for implementation**
- 20.0 **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, November 15, 2021
6:30 p.m.**

Present: Helen Gilbert, Chair – Board of Education (Area 5)
Ida Campbell, Trustee (Area 4)
Erin Evans, Trustee (Area 5)
Nicole Gilliss, Trustee (Area 3) *(via Zoom)*
David Scott-Moncrieff, Trustee (Area 2)
Bill Snow, Trustee (Area 5) *(via Zoom)*

Stephen Petrucci, Superintendent of Schools
Angela Telford, Secretary-Treasurer
Leah Reimer, Recording Secretary

(Guests/Media) Michele Wiebe, PRNTA President

Regrets: Madeleine Lehmann, Vice-Chair (Area 1)



Call to Order

Secretary-Treasurer, Angela Telford called the meeting to order at 6:32 p.m.

*Angela Telford acknowledged the traditional territorial lands of the Dane Zaa and Treaty 8.
(Attachment)*

Meeting to be recorded and archived on our District website

Agenda

Approval of the Agenda

Motion #133-21

Evans/Campbell
THAT the agenda be accepted as presented with the following additions

Other Duties

- 3.8 Audit Committee Members
- 3.9 School Liaison Reps

CARRIED.

Election of Board Officers

Election of Board Chair

The Secretary-Treasurer announced the Election of Board Chair and called for nominations by secret ballot.

Ballots were picked up, sorted and counted by the Superintendent and Secretary-Treasurer. The Secretary-Treasurer then announced the following nominees and asked if they would let their name stand for Board Chair:

Helen Gilbert	Accepted
Ida Campbell	Declined

The Secretary-Treasurer declared Helen Gilbert Board Chair by acclamation.

Election of Vice-Chair

Chair Gilbert took the chair. The Secretary-Treasurer called for nominations by secret ballot for Vice-Chair.

The Superintendent and Secretary-Treasurer gathered and sorted the ballots and the Board Chair announced the following nominees:

Erin Evans	Declined
Nicole Gilliss	Accepted
Madeleine Lehmann	Accepted

Voting proceeded and the ballots were gathered and sorted by the Superintendent and Secretary-Treasurer.

A tie was declared between Trustee Gilliss and Trustee Lehmann.

Motion #134-21

Campbell/Scott-Moncrieff

THAT the Board of Education postpone the Vice-Chair election until all Trustees can be in attendance (ie. Trustee Lehmann)

CARRIED.

Election of Provincial Councilor Rep

The Secretary-Treasurer called for nominations by secret ballot for Provincial Councilor Rep.

Ballots were gathered and sorted by the Superintendent and Secretary-Treasurer and the Secretary-Treasurer announced the following nominees:

Erin Evans	Accepted
Nicole Gilliss	Accepted

Voting proceeded and the ballots were gathered and sorted by the Superintendent and Secretary-Treasurer.

The Secretary-Treasurer declared Erin Evans as the Provincial Councilor Rep.

Election of Alternate Provincial Councilor Rep

The Secretary-Treasurer called for nominations by secret ballot for Alternate Provincial Councilor Rep.

Ballots were gathered and sorted by the Superintendent and Secretary-Treasurer and the Secretary-Treasurer announced the following nominees:

Bill Snow	Accepted
Nicole Gilliss	Accepted

Voting proceeded and the ballots were gathered and sorted by the Superintendent and Secretary-Treasurer.

The Secretary-Treasurer declared Nicole Gilliss as the Alternate Provincial Councilor Rep.

Election of BCPSEA Rep

Chair Gilbert called for nominations by secret ballot for BCPSEA Rep.

Erin Evans, Bill Snow, and David Scott-Moncrieff declared a "conflict of interest"

Ballots were gathered and sorted by the Superintendent and Secretary-Treasurer and the Secretary-Treasurer announced the following nominees:

Ida Campbell	Accepted
Nicole Gilliss	Accepted

Voting proceeded and the ballots were gathered and sorted by the Superintendent and Secretary-Treasurer.

Chair Gilbert declared Ida Campbell as the BCPSEA Rep.

Election of Alternate BCPSEA Rep

Chair Gilbert called for nominations by secret ballot for Alternate BCPSEA Rep.

Erin Evans, Bill Snow, and David Scott-Moncrieff declared a "conflict of interest"

Ballots were gathered and sorted by the Superintendent and Secretary-Treasurer and the Secretary-Treasurer announced the following nominees:

Helen Gilbert	Accepted
Nicole Gilliss	Accepted

Voting proceeded and the ballots were gathered and sorted by the Superintendent and Secretary-Treasurer.

A tie was declared between Trustee Gilliss and Chair Gilbert.

Motion #135-21

Evans/Scott-Moncrieff

THAT the Board of Education postpone the Alternate Provincial BCPSEA Rep election until all Trustees can be in attendance (ie. Trustee Lehmann)
CARRIED.

Motion #136-21

Evans/Gilliss

THAT the secret ballots be destroyed, including paper ballots and text nominations and votes on the Superintendent's cell phone.
CARRIED.

Other Board DutiesAudit Committee

- The following trustees have been appointed to sit on the Audit Committee: David Scott-Moncrieff, Madeleine Lehmann and Nicole Gilliss

School Liaison Assignment

- Chair Gilbert previously sent out email to trustees

- Trustee Campbell and Trustee Snow indicated that if any trustees are not able to get to their schools, they may be available to do that

ACTION: Move discussion to the November 29, 2021 COTW Regular Meeting

Presentations/Delegations

Youth Advisory Council

- For information purposes
- Our district cooperates with the City to get this information out to schools

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

Trustee Campbell

- Attended Taylor School Remembrance Day Ceremony and was asked to lay the SD #60 wreath. Very nicely done
- Attended Baldonnel School skating at Taylor Arena along with Chair Gilbert
- Attended Taylor PAC meeting via Zoom. Trying to get more members to join
- Attended BCPSEA Symposium with Chair Gilbert

Trustee Evans

- Attended Remembrance Day Ceremony
- Attended BCSTA Provincial Council Meeting

Trustee Gilliss

- Coaching Hudson's Hope girls' volleyball team

Vice-Chair Lehmann

- Absent

Trustee Scott-Moncrieff

- Been in contact with most liaison schools and things seem to be ok

Trustee Snow

- Visited liaison schools...all is going well

Chair Gilbert

- Attended BCSTA Climate working group meeting and will attend the next meeting on November 22
- Attended bargaining meeting
- Attended Bert Bowes PAC meeting
- Attended BCPSEA Symposium
- Baldonnel – work is done on outdoor skating rink...waiting for flooding
- Sent information regarding Board Chair meetings to trustees
- Appreciated Remembrance Day assemblies put on virtually at schools and attended the FSJ Ceremony
- Attended NPAA meeting today

Minutes of the Regular Board MeetingApproval of the MinutesMotion #137-21

Evans/Snow

THAT the Regular Meeting Minutes of October 18, 2021 be adopted.
CARRIED.

Business Arising from the Minutes

The following business arose from the above noted Minutes:
None

Approval of ExcerptsMotion #138-21

Campbell/Scott-Moncrieff

THAT the excerpts from the September 20, 2021 In Camera Meeting Minutes be approved and appended to these Regular Meeting Minutes.
CARRIED.

Announcements & Reminders

November 15	NPAA Meeting	4:00 p.m.	Virtual
November 15	Board Meetings	5:00 p.m.	Board Room
November 17	Labour Management Meeting	1:00 p.m.	Board Room
November 23	SUP-PAC Meeting (Snow)	12:00 p.m.	Virtual
November 24	Early Dismissal Day		
November 25	Early Dismissal Day		
November 26	NID Day (Parent-Teacher Interviews)		
November 29	COTW Meetings	12:30 p.m.	Board Room
November 29	Policy Committee Meeting	11:00 a.m.	Board Room
November 29	*City of FSJ/NLC Christmas Mingle 4:30 – 6:00 p.m.		Festival Plaza
December 2-4	BCSTA Trustee Academy		Vancouver
December 6	**NPAA Meeting (Christmas Dinner)		
December 8	BCPSEA AGM Motion Submission Deadline		
December 13	Board Meetings	5:00 p.m.	Board Room
December 20-	Christmas Vacation		
January 3			
January 7	Provincial Council Submission Deadline		
January 10	NPAA Meeting	4:00 p.m.	Virtual
January 10	COTW Meetings	12:30 p.m.	Board Room
January 24	Board Meetings	5:00 p.m.	Board Room
January 25	SUP-PAC Meeting (Lehmann/Campbell)	12:00 p.m.	Virtual
January 27/28	BCPSEA AGM		Vancouver
January 28	NID Pro-D Day (Semester Turnaround)		

***NPAA is in the process of sending out a survey to members in regards to the Christmas Dinner. Chair Gilbert indicated Trustees would be willing to not attend the dinner “in person” if that helped with the planning for a smaller group due to COVID restrictions*

**City Christmas Mingle – discussion took place regarding Executive Staff not being included this year in the invitation as in the past. Also, the Northern Lights College Board invitation was extended late. Will follow up with them for a meeting in the spring.*

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

- For information purposes

Out of District Field Trip

- See motion below

Community Coaches

- See motion below

Motion #139-21

Evans/Scott-Moncrieff

THAT the Board accept the Superintendent's Report and with the exception of the Out of District Field Trip and Community Coaches items
CARRIED.

Motion #140-21

Evans/Campbell

THAT the Board of Education approve the attached Out of District Field Trip.

CARRIED.

Motion #141-21

Evans/Campbell

THAT the Board of Education approve the attached Community Coaches.
CARRIED.

Secretary-Treasurer's Report

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

Finance Update to October 31, 2021

- For information purposes
- Alberta Students – money comes mostly in the spring. Approximately 10 students.
- Deficit of \$796,297 is on par for this time of year. Majority of construction work is done in the summer, so we move forward with larger expenditures. Funding from 1701 comes in January

Bert Ambrose Construction Update

- Road has been completed and activity has stopped around the school at this time. Road has been paved by the City. The district will be looking into paving the parking lot next year.
- Discussion followed regarding prior discussion with City staff to have the same contractor pave the road and the school parking lot

ECE Funding Update for Students

- Ministry is looking at funding \$40,000 each for three districts for up to 120 ECE students (SD #60, SD #81 and Northern Lights College)

- This is part of the support/agenda from Ministry for more daycare spaces and preparing for the ability to staff them
- What kind of support are they looking for from us? Practicum placements, etc.

Human Resources Summary Report

- For information purposes
- Trustees have requested that “job classes” be broken down on the report to provide them with more awareness
- Discussion followed on confidentiality issues

ACTION: Secretary-Treasurer will look into the confidentiality piece further with BCPSEA

Motion #142-21

Scott-Moncrieff/Snow

THAT the Board accept the Secretary-Treasurer's Report.

CARRIED.

Trustee Gilliss left the meeting at 7:38 p.m.

Reports of Regular Committee of the Whole Meeting

Approval of the Minutes – November 1, 2021

Motion #143-21

Evans/Snow

THAT the Board accept the Regular Committee of the Whole minutes of November 1, 2021 and its recommendations.

CARRIED.

Business Arising from the Minutes

The following business arose from the above noted Minutes:

K-12 Sector Guidelines for Vaccination Policies for Staff (Attachment)

- Guidelines are now out of “draft” format. One of the edits was clarifying/confirming that the decision whether or not to develop a vaccine policy be done in an In Camera board meeting
- Recommending that the guidelines be placed on our website and Facebook page for information purposes and to include a pre-amble that it is a Ministry document and to refer to the Ministry website for further information

ACTION: The Superintendent will look into having the guidelines placed on our district's website and Facebook page and Chair Gilbert will construct a pre-amble that it is a Ministry document and to refer to the Ministry website for further information

Policy Committee

- Nothing to report

Other Reports

BCSTA

Provincial Council Meeting – Motion Update

- Budget and grants were passed
- 9.1 Provincial Teacher Shortage – passed unanimously

- Trustee Evans commented to ask BCSTA staff to be cognizant of the AHCOTE when there are less seats and they don't run the program. When you're looking at a teacher shortage and we have 13 students, we should still be able to run the program. Passed unanimously
- 9.2 Declaration of National Opiate Death Crisis – passed unanimously
- 9.3 Increase Funding for the Annual Facilities Grant – passed unanimously

Last Minute Motion – COVID 19 Health Authority

- Motion was defeated by a large margin
- Had a few amendments that were defeated
- Exposure notices are time consuming on our staff and may not serve the purposes that they are intended for. We have a good relationship with our health authority which the board that brought this motion forward does not. Most districts have a good relationship with their health authorities.
- Decided that a motion would destroy some of those relationships

BCSTA Partnership Liaison Meeting Report (Attachment)

- Assessment Wait Times – moving to regional hubs for support for students with needs with or without a diagnosis
- Causes a degree of controversy
- Superintendent – trying to create an alignment from a medical model to prevalence model
- New acronyms:
 - (EDI – Equity Diversity & Inclusion – theme from Ministry and BCPSEA)
 - FCIP – Framework Continuous Improvement Program

BCPSEA

- Nothing to report

Board Pro-D Committee

- Nothing to report

Correspondence

None

Unfinished Business

None

New Business

Framework Peer Review Process

- FCIP – Framework Continuous Improvement Program – a rubric is being formed
- From a staff perspective, we have a good understanding and a robust Framework and a Board Strategic Plan
- Would like to choose Option 1 that doesn't require more work and review than we have already done
- Receiving formative feedback in December 2021

PRNTA Update – Michele Wiebe, President

- Congratulations to the board on their elections
- There is elementary school report card exhaustion...all are working hard making sure students are being assessed and cared for
- AHCOTE – need to highlight our district...it's a great place to work, teach and learn. Anything trustees can do to get more teachers here, is great

CUPE Local #4653 Update – Jennie Copeland, President

- Not present

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

- Not present

Questions from Press/Public

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

None

Adjournment

Motion #144-21

Evans/Snow

THAT the meeting be adjourned. (8:12 p.m.)

HELEN GILBERT, CHAIR,
BOARD OF EDUCATION

ANGELA TELFORD,
SECRETARY-TREASURER

**EXCERPTS
FROM THE OCTOBER 18, 2021
“IN CAMERA” MEETING MINUTES**

The meeting was called to order and the In-camera Meeting Minutes September 20, 2021 were read and adopted.

Business Arising

- NEW COVID Q & A – Reach Out Update
- Cameron Lake/TLE Update

Superintendent’s Report

Items discussed and reported included:

- COVID Q & A
- BCSTA Legal Opinion on Mandatory Vaccinations

Secretary-Treasurer’s Report

Items discussed and reported included:

- Joint Health & Safety Committee Meeting Minutes – October 5, 2021
- Labour Management Meeting Minutes – Wednesday, September 15, 2021

Committee of the Whole Reports – Business Arising

- FESL & LiveBinder Information – SharePoint
- *NEW COVID Q & A re: BCSTA Letter

Other Reports

- BCSTA
- BCPSEA

Correspondence

- None

Unfinished Business

- BCPSEA – Job Evaluation Pilot

New Business

- None

REGULAR MEETING

REPORT TO THE

BOARD OF SCHOOL TRUSTEES

FROM THE SUPERINTENDENT OF SCHOOLS

Monday, December 13, 2021

Human Resources

1. Human Resources Summary Report for Teachers

Human Resources Summary Report for Teachers & AO's
for period of November 12th to December 9th, 2021

	Personnel Assignments	Leaves of Absence	Admin Appointments	Resignations /Retirements	Reports on Teachers
New assignments	4	3		2	
Changes to existing	2	3			
Return from leave					
Payout prep					
Total #					

RETIREEES only:

- OUELLETTE, Doug

2. HR Support Update

Education

1. Superintendent's Report

<https://togetherwelearn.prn.bc.ca/2021/12/10/superintendents-report-december-2021/>

2. Online Learning Update (Attachment)

Recommended Motion: THAT the Board of Education of School District 60 endorse the district application to become a Provincial Online Learning School provider.

...2

3. **Out of District Sports/Field Trips** *(Attachment)*
Recommended Motion: That the Board of Education approve the attached Out of District Sports/Field Trips.
4. **Community Coaches** *(Attachment)*
Recommended Motion: That the Board of Education approve the attached Community Coach for Upper Pine.

Respectfully submitted

Stephen Petrucci, EdD
Superintendent of Schools

**REPORT TO THE
BOARD OF EDUCATION
FROM THE SECRETARY-TREASURER
Monday, December 13, 2021
REGULAR MEETING**

Operations

1. **Finance Update to November 30, 2021** (*Attachment*)
2. **Upper Halfway Gym Plans** (*Attachment*)

Human Resources

1. **Human Resources Support Staff Summary**

Human Resources Summary Report for Support Staff
For period of November 11th, 2021 to December 8th, 2021

	Personnel Assignments	Leaves of Absence	Resignations
New assignments	10	2	5
Changes to existing	1		
Return from leave			
Layoff			
Retirements			

Angela Telford,
Secretary-Treasurer



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

MONDAY, NOVEMBER 29, 2021
1:30 P.M.

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

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

Guests/Media: Michele Wiebe, PRNTA President
Jennie Copeland, CUPE Local #4653 President
Jarrod Bell, Director of Instruction

Regrets:

Education

Education Update

Stephen Petrucci, Superintendent

Framework Presentations

Prespatou School

Glen Longley, Administrator

Marg Wiebe, Vice-Principal

- Presentation was made and questions from trustees fielded

Hudson's Hope School

Derrek Beam, Administrator

- Presentation was made and questions from trustees fielded

Online Learning Update

Stephen Petrucci, Superintendent

- Just received information from Ministry on what the criteria of the application process will be
- Sean and Norbert are reviewing it and have a Q & A on December 6. They will then bring the information to Stephen who will bring it to the Board at the Regular Board Meeting on December 13, 2021 for a motion to pass the recommendation
- A preliminary analysis shows the best way for us to continue the viability of the program would be the provincial provider option
- Application deadline is December 17, 2021

ACTION: Bring to the December 13, 2021 Regular Board Meeting for a motion to pass the recommendation

Robert Ogilvie Elementary School

Karen Gonzales, Administrator

Denise Bragg, Vice-Principal

- Presentation was made and questions from trustees fielded

Governance

Trustee Liaison Role and Assignments

Helen Gilbert, Board Chair

- Carry forward from the November 15, 2021 Board Meeting to review further
- Ida gave history on why this board went to having school liaisons...it was to avoid the same trustees always visiting the same schools based on location (eg. Clearview, Taylor, Hudson's Hope)
- Out of town trustees indicated that are having difficulty getting to their in-town schools
- Bill has indicated he will take on extra schools. He will take Duncan Cran from Nicole. Helen will talk to Erin regarding making changes for Ecole Central School and Alwin Holland
- Need to be aware that some schools are still not having extra guests in the school due to COVID (ie. C.M. Finch)

ACTION: Helen to send PAC list of chairs out Trustees, as requested

Human Resources

No items

Operations

Operations Report

Angela Telford, Secretary-Treasurer

- For information purposes
- Bert Bowes washroom is being adjusted for a student with a wheelchair. It is in the discussion phase
- NPSS washrooms will be "universal"
- Upper Halfway – went through a draft of the plans and are making some changes. They will be brought to the Board by the December 13, 2021 meeting and then submitted to Ministry. We have put a space in for a kitchen. Continue to work on connecting with the community and the PRRD at this time regarding their partnership on the project
- Violence Prevention Program – Bill and Erin met with district staff regarding the program. Sabrina and Wade will be presenting the program to the Board at the January 10, 2022 COTW meeting

ACTION: Upper Halfway plans will be brought to the December 13, 2021 for the Board to review

ACTION: Place the Violence Prevention Program presentation on the January 10, 2022 COTW meeting agenda



U.Pine

Sharon Schell <sschell@prn.bc.ca>

Community Coach

1 message

Melody Braun <mbraun@prn.bc.ca>
To: Sharon Schell <sschell@prn.bc.ca>

Mon, Dec 6, 2021 at 3:04 PM

Hi Sharon, can I get one more possible community coach put on our list please and thank you. Her name is Suzy Hart - she is a homeschool mom considering helping out for basketball - and considering registering her children at our school :D

Thank you. Have a great day.

--
Mrs. Melody Braun
Principal
Upper Pine Elementary Junior Secondary School
250-827-3691 work
250-329-4683 cell
mbraun@prn.bc.ca



KLC / SD60

POLS Expression of Interest

Context

The Key Learning Centre (KLC), Northern BC Distance Education School (NBCDES) has a long and storied history of service to the Correspondence, Distance Education, Distance Learning and now Online Learning community in both BC and the Yukon. Currently the Ministry of Education (MoE) is working to revise how Online Learning is delivered in BC with the goal of improving the student learning experience within an educational structure better at meeting quality assurance goals within a viable financial framework. To do this the Ministry of Education will be moving Online Education away from our existing structure of delivery to a model of delivery where Online Delivery will take place through Provincial Online Learning Schools (POLS).

KLC is well suited to meet the requirements the MoE has put forth to become a POLS and it is our recommendation that we proceed with the Expression of Interest application to be considered for POLS status.

Celebrations

KLC will be able to continue to provide diverse and relevant Online Learning opportunities for SD60 students as required as well as we will be able to continue to cross-enroll students from throughout the province including students from independent schools.

KLC will be able to continue to provide a robust K-9 program with varied delivery modalities such as blended learning, independent and asynchronous (within the September to June cadence of traditional brick and mortar schools), paper-based programs and mixtures of all three. This allows KLC to also provide learning opportunities to students who would be otherwise marginalized by restricted access to the internet.

KLC has a demonstrated record of success. We have partnerships with a number of external groups to help us maintain this record of success. We actively work with the Society of Christian Schools of BC (SCSBC) to provide a comprehensive careers program which we are thrilled we will be able to continue to offer. This program provides a large number of independent school students with career exploration and apprenticeship opportunities that they would not be able to access otherwise. We also work with the Nawican Friendship Centre in Dawson Creek and are looking to build upon our existing partnership, which has struggled under



COVID, to improve student success for students in the Dawson Creek area. We have piloted a project with several Blueberry River First Nations students this year to provide support, in community, to assist learners who are unable to attend brick and mortar schools. KLC also has a very strong relationship with SD81 where we provide course by course support to students to improve student choice and opportunity. We also provide substantial content to support the in-class learning opportunities of students attending Toad River school in SD81.

KLC has a very successful program in operation at Buick Creek school where we are offering a K-9 blended program and are excited at the prospect of being able to grow the program to potentially include other schools within the district.

KLC is excited to be working again, in a renewed capacity, with Aurora Virtual School (AVS) in the Yukon providing course opportunities to students where AVS is not able to meet their needs.

Concerns

KLC demonstrated growth capacity during last year's COVID response when our enrollment almost doubled to 700+FTE. There is uncertainty as to the scale of anticipated growth that KLC might face as a POLS, however, we feel that we will be able to meet this challenge. There is no clearly defined number of POLS that will be available to support cross-enrollment from within the province and as such there is no clear estimate of the anticipated student load. It is important to remember that in Online Learning headcount numbers are substantially greater than the FTE count because most students in the secondary program (10 – Adult) take only a few courses. This means that clerical demand is high to manage student numbers. KLC will likely need to explore flexible staffing options such as employing teachers who will reside and work outside of SD60 district boundaries in order to satisfy staffing requirements if enrollment rises substantially.

A significant requirement by the MoE is that we be able to provide province-wide equitable access and support services for all learner needs. To a degree KLC already provides support as needed and we are able, however, we are still awaiting specific language regarding what specific measures of support we will be expected to provide at a distance.

The MoE has mandated that all POLS will be required to utilize D2L as the Learning Management System (LMS) through which we will be hosting our courses. We currently use Moodle and will need to convert existing courses to the D2L platform. All of our course vendors have committed to have course content available to us in D2L format but we will be responsible to convert the small number of locally developed courses ourselves. There is a cost of \$5625/district as well as a \$10/user fee each year. Upon first review the D2L platform appears to be feature rich, robust and easy to navigate.



Calendar

The due date for the Expression of Interest application is **December 17, 2021**.

During **January 2022** interested schools will be invited to attend topic specific meetings to further explore: draft OL policy and procedures, draft quality assurance process and LMS onboarding and implementation.

On **February 1, 2022** schools selected as POLS will be expected to: sign a MoU regarding the onboarding of the new LMS, sign a three-year Agreement with the Minister to operate a POLS and to commit to participate in an ongoing POLS Governance & Operations Committee.

By **September 1, 2022** POLS will be expected to be operational and to register students from around the province and offer courses in the new LMS.

Conclusion

KLC is able to meet the requirements as set forth by the MoE in their Expression of Interest documentation. Most of these requirements are met through our normal practice at KLC. However, we will be looking to improve our practices around addressing vulnerable learner needs. It is our recommendation that SD60 proceed with the Expression of Interest to apply for KLC to become a POLS.

Sean Thomas
Vice Principal
Key Learning Centre

SCHOOL DISTRICT NO. 60 (PEACE RIVER NORTH)

OUT-OF-DISTRICT SPORTS / FIELD TRIPS 2021-2022 FOR BOARD APPROVAL



SCHOOL: _____ NPSS _____

Sports/Activity & Grade/Team:	Dates of Travel	Destination	Transportation	Description of Activities: (names of chaperones, dates & description of activities) Description of Sports: (name of coach, chaperones & locations)
Jr. Girls/Boys Basketball	Jan 7-8	Prince George	School Bus	Basketball tournament at College Heights secondary and Duchess Park Coaches: Rebecca Kaye (Teacher), Eugene Concepcion, Carter Merwin (Teacher sponsor Jr. Boys) Hotel: Super 8
Sr. Girls/Boys Basketball	Jan 14-15	Grande Prairie	School Bus	Basketball tournament at GP comp Coaches: Jaclyn McNicol (Teacher), Ryan Galay, Ethan Lang, David Price (Teacher Sponsor) Hotel: Service Plus
Sr. Girls/ Boys Basketball	Jan 21-22	Prince George	School Bus	Basketball tournament at Kelly Road & DP Todd Coaches: Jaclyn McNicol (Teacher), Ryan Galay, Ethan Lang, David Price (Teacher Sponsor) Hotel: Super 8
Sr Girls Basketball	Jan 28-29	Prince George	School Bus	Basketball tournament at PGSS Coaches: Jaclyn McNicol (Teacher) Hotel: Super 8

Sr. Boys	Feb 4-5	Prince George	School Bus	Basketball tournament at PGSS Coaches: Ryan Galay, Ethan Lang, David Price (Teacher Sponsor) Hotel: Super 8
Sr. Boys Jr. Girls Jr. Boys	TBD	Dawson Creek	School Bus	Play days throughout the season Coaches: Ryan Galay, Ethan Lang, David Price (Teacher Sponsor) Rebecca Kaye (Teacher), Eugene Concepcion, Carter Merwin (Teacher sponsor Jr. Boys)
Jr. Boys/Jr. Girls	Feb 11-12	Prince George	School Bus	Teams must qualify for Zone tournament Coaches: Rebecca Kaye (Teacher), Eugene Concepcion, Carter Merwin (Teacher sponsor Jr. Boys) Hotel: Super 8



NPSS

Sharon Schell <sschell@prn.bc.ca>

Re: December 11

3 messages

Stephen Petrucci <spetrucci@prn.bc.ca>
To: Chris Nock <cnock@prn.bc.ca>
Cc: Sharon Schell <sschell@prn.bc.ca>

Tue, Dec 7, 2021 at 2:44 PM

Hi Chris,

Approved.

Stephen

On Tue, Dec 7, 2021 at 2:30 PM Chris Nock <cnock@prn.bc.ca> wrote:
Hello Stephen,

Our Athletic Director has just confirmed a basketball game for this weekend in Dawson Creek. With the Board Meeting not until Monday, can we have your approval for this trip?

Thank you,
Chris

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

From: Jaclyn McNicol <jmcnicol@prn.bc.ca>
Date: Tue, Dec 7, 2021 at 1:24 PM
Subject: December 11
To: Chris Nock <cnock@prn.bc.ca>

Junior Boys and Senior Boys basketball to Dawson creek Dec 11 for one game against DCSS 11-1pm.

Coaches: Ryan Galay, Eugene Concepcion
Teacher Sponsor: David Price

--
Jaclyn McNicol, B.Ed, B.Kin, HSSCS
Athletic Director
PHE & Fitness Teacher
North Peace Secondary School
Office | 250-785-4429 ext. 318
Mobile | 604-869-1645



--
Christopher Nock
Vice-Principal
North Peace Secondary School
(250) 785-4429
npss.prn.bc.ca





Sharon Schell <sschell@prn.bc.ca>

Nov 19/21 Out of District Field Trip

1 message

Theresa Dantuma <tdantuma@prn.bc.ca>

Mon, Dec 6, 2021 at 10:32 AM

To: Sharon Schell <sschell@prn.bc.ca>

Cc: Derrek Beam <dbeam@prn.bc.ca>, Brent Heiberg <bheiberg@prn.bc.ca>

Hi there,

Here is the information you need:

to Prince George

- reason for the trip - Sr. Girls Volleyball
- departing date & returning date - Nov 19 - 21
- mode of travel - Private Vehicles
- # of students - 8
- # of chaperones - 2
- teacher names - 1

If you need further information, let me know. Have a great day!

Theresa

Theresa Dantuma
SD60 District Principal
250-329-5852 (cell)
tdantuma@prn.bc.ca



H. Hope

Sharon Schell <sschell@prn.bc.ca>

Re: Field Trip Approval

2 messages

Stephen Petrucci <spetrucchi@prn.bc.ca>

To: Derrek Beam <dbeam@prn.bc.ca>

Cc: Sharon Schell <sschell@prn.bc.ca>

Fri, Nov 19, 2021 at 1:32 PM

Approved. Thanks for the call this morning.

Stephen

On Fri, Nov 19, 2021 at 9:44 AM Derrek Beam <dbeam@prn.bc.ca> wrote:
Hi Stephen;

I'll give you a call to discuss this. Hopefully you are available...

--
Derrek Beam
Principal,
Hudson's Hope School
School District #60 - Peace River North
Phone 250-783-9994
Fax 250-783-5465
"The greatest gift to give in this era is your time"

--
Dr. Stephen Petrucci
Superintendent/CEO
<https://togetherwelearn.prn.bc.ca/>
School District 60, Peace River North
10112-105 Ave
V1J 4S4
250 262 6017 (office)
<https://togetherwelearn.prn.bc.ca/>



Sharon Schell <sschell@prn.bc.ca>
To: Derrek Beam <dbeam@prn.bc.ca>

Mon, Dec 6, 2021 at 9:13 AM

Good morning Derrek:

Can you please provide the details of this field trip, so that Stephen can bring it before the Board at Monday's Board Meeting?

- reason for the trip
- departing date & returning date
- mode of travel
- # of students
- # of chaperones
- teacher names

I will need this information by this Thursday morning in order for Leah to include it in the agenda please and thank you.

SD 60 Operating Financial Report - July 1 2021 to November 30, 2021

Operating Revenue	Actual	Annual Budget	% of budget received	# of Months	Explanations
Ministry of Education Grants	\$ 21,501,872	\$ 70,177,770	30.6%	12	On track as MOE transfers are lower in July & Aug
Provincial Grants - School Age Therapy	\$ 68,050	\$ 117,415	58.0%	12	Budget is low, contract is 139K actual on track
Offshore Tuition	\$ 109,373	\$ 600,000	18.2%	10	Slightly lower than the expected due to funds still coming in, and additional students coming for second semester that is not yet recognized
Alberta Students, DL, 3rd Pary Billings	\$ -	\$ -	0.0%	10	AB Student revenue received in winter/spring; did not budget for it, as were under the understanding that were not funded for it
Miscellaneous Revenue	\$ 39,377	\$ 224,595	17.5%	12	This includes Apple Schools Funding, ITA, Shoulder Tapper, and other Miscellaneous funds that come into the District
Rentals	\$ 36,813	\$ 85,794	42.9%	12	Additional daycare revenue received to date
Interest	\$ 31,458	\$ 120,000	26.2%	12	Interest Income currently on track, but may decline as reserves become exhausted
Total Operating Revenue	\$ 21,786,943	\$71,325,574	30.5%		

Operating Expense	Actual	Annual Budget	% of budget expended	# of Months	Explanations
Salaries					
Teachers	7,861,971	25,828,518	30.4%	10	Slightly lower than expected should be approx 30% YTD
Principals and Vice-Principals	2,093,193	5,564,310	37.6%	12	Lower than expected should be approx 40% YTD
Educational Assistants	1,348,251	4,227,825	31.9%	10	Lower than expected should be around 30% YTD
Support Staff	2,788,547	8,451,711	33.0%	10	Higher than expected should be around 30% YTD
Other Professionals	721,453	1,755,552	41.1%	12	Lower than expected should be approx 40% YTD
Substitutes (TOC's)	718,133	1,619,541	44.3%	10	Higher than expected should be approx 30% YTD;
Total Salaries	15,531,548	47,447,457	32.7%		
Employee Benefits	3,343,439	11,610,259	28.8%		
Total Salaries and Benefits	\$18,874,987	\$59,057,716	32.0%		
Services and Supplies	3,338,745	11,567,858	28.9%	12	Not evenly distributed throughout year
Total Operating Expenses	\$22,213,732	\$70,625,574	31.5%		
Capital Purchases from Operating	\$240,000	\$700,000	34.3%	12	Purchases vary through year
Operating Net Revenue (Expense)	-\$666,789	\$0			

Application of Reserves

Balanced

\$0
\$0

Notes to SD60 Operating Financial Report:

In July and August, our Ministry revenue is reduced but operating expenses are spread over 12 months and not 10 months. Generally, the first few months record a loss until the 1701 count updates the Ministry transfers. At the end of November, we should be around 30% of revenue and expense.

Note the higher than average substitute costs: This reflects TOC's and casuals being used heavily due to sickness, or training during start up.

The next Analysis will reflect the increased revenue from the Ministry. We will see the true picture for the year once these figures come in.

Policy Committee Meeting Notes
Monday, November 29, 2021
11:00 a.m.

Attendees: Stephen Petrucci, Superintendent
Angela Telford, Secretary-Treasurer
Erin Evans, Policy Committee Chair
Helen Gilbert, Board Chair
Madeleine Lehmann, Vice-Chair
Leah Reimer – Executive Assistant

Regrets: Ida Campbell - Trustee

8001.2 Accumulated Operating Surplus

- Requirement from Ministry to make our financial reporting more robust
- Submitted draft policies to Ministry who are now recommending the Local Community Engagement/Consultation Policy on Financial Management (*Attachment – Policy 6001*)
- Further templates for related policies will also be provided by Ministry
- Will need to be in place at the latest in July 2022

ACTION: Move forward Policy 6001, and 8001.2 to the February 7, 2022 Policy Committee Meeting for further review

8001.1 Budget Development Monitoring & Reporting

- See above

ACTION: Move forward Policy 8001.1 to the February 7, 2022 Policy Committee Meeting for further review

7006 District Vehicle Use - NEW

- Change to District “Fleet” Vehicle in all instances to provide more clarification
- May consider looking at policy regarding personal vehicles for district use

ACTION: Place Policy 7006 on the December 13, 2021 Regular Board Meeting for Notice of Motion

2005 Curricular & Extra Curricular Field Trips

- Applicable but staff will make changes to follow new format...Policy, Guidelines/Principles & removal of procedures
- A separate policy for International Travel will be developed in the spring
- Discussion followed regarding a safety concern coming from the Labour Management meeting regarding a passenger list being provided to bus drivers for out of town field trips

ACTION: Stephen will reformat, add in passenger list wording and email out to trustees to review. May place on the December 13, 2021 Regular Board Meeting for Notice of Motion

4018 Respectful Workplace & Harassment Prevention

- HR has worked with BCPSEA regarding this policy
- Change title
- Add references (get from Crystal)
- Use both references of “Bullying and Harassment” throughout the document
- Make additional changes recommended by the committee

ACTION: Make changes and place on the December 13, 2021 Regular Board Meeting for Notice of Motion

Next Meeting Date: Monday, February 7, 2022 @ 11:00 a.m.



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

2000 Students

2005 Curricular & Extra Curricular Field Trips

Adopted: 1982-06
Revised: 2014-02; 2019-02
Reviewed: 2021-11

Reference:

Policy

Curricular, co-curricular and extra-curricular trips and activities will be organized in the safest way possible and will be available to students providing there is appropriate supervision using both School District No. 60 staff and volunteers and according to the ~~regulations and~~ administrative procedures supporting this policy ~~attached~~.

REGULATIONS

Definitions

- a) **Curricular:**
Refers to activities that occur as a direct result of specific educational program goals emphasizing a curriculum instructional focus. Work Experience, class field trips, physical education class trips, band and drama class trips, and the swim programs, are examples of this type of ~~activity travel~~.
- b) **Co-Curricular:**
Refers to activities that supplement specific programs and objectives of the school; normally involving school time. Activity days, special events, and cultural travel would be examples of this type of involvement.
- c) **Extra-Curricular:**
Refers to activities that are in addition to the school instructional program; normally held outside of school time. Inter-school sport activities, band and club travel, would be examples of this type of involvement. Please note that although many of these activities involve travel/participation during school time, the base of the organization for meeting and practice are held outside of the school timetable.
- d) **Seasons:**
"Seasons" means the three sports seasons as defined by the BC Secondary School Sports Association.

e) **Peace River Block:**

"Peace River Block" means that region bounded by Fort Nelson, Grande Prairie, Chetwynd, Tumbler Ridge and Fairview.

Guidelines/Principles:

1. CAREER PROGRAM WEX

Here are some important guidelines and parameters from the 1701 instructions and various MOE documents. These requirements are explained in more detail – annually – with Career Coordinators

- a) Work Experience 12A and 12B claims must meet the directives of the Elective Work Experience Courses and Workplace Safety Policy, the Work Experience Order and in accordance with the Program Guide for Ministry-Authorized Work Experience Courses.
- b) In order to be reported as a Ministry-authorized work experience course, the work experience must be supported and monitored by the school and consist of authentic workplace experiences.
- c) All students participating in elective Work Experience courses must have in-school orientation to prepare them for the workplace. Pre-placement assignments must include instruction on worksite safety awareness. It may also include topics such as generic employability skills, education skills transferable to the specific work placement, worker rights and responsibilities, and employer expectations. All students must complete the WEX orientation PRIOR to a school claiming WEX course funding.
- d) We cannot claim Work Experience for work done this past summer if the paperwork and processes were not completed prior to the work commencing.
- e) A 4-credit course consists of 100 - 120 hours of Work Experience. A 2-credit course consists of 50 - 60 hours of Work Experience. These hours may include in-school time spent on specific workplace orientation and workplace safety instruction. Schools can give students additional work experience credit by using IDS.
- f) For school-arranged unpaid work placements, there must be a signed Work Experience Agreement form that includes all of the following:
 - o name of the employer
 - o location of the work site
 - o the period (by date and time) during which the student will be participating in the work placement.
- g) There are a number of required procedures related to WEX policy (that all Career Coordinators are familiar with), but the monitoring of students on work placements should consist of work site visits and phone calls or emails with the student's workplace supervisor.
- h) Students have to be 14 years of age or older and they must be covered by the Workers Compensation Act (meaning, the employer MUST have a work safe number).
- i) Monitoring is key. District and school-based administrators must make provisions

for staff to monitor all students participating in Ministry-authorized work experience courses. This means that schools must be in contact with employers for all WEX students, including students on paid work experience.

- j) There are a number of standards in addition to monitoring students that must be met (too detailed to list here) but include standards for authentic work experience, use of paid work experience, assessing and evaluating students on WEX, for WEX placements, for employer and/or work site supervisors, and educators in relation to WEX placement.

Youth TRAIN in Trades

- a) Boards must have a post-secondary partner, or be certified by the Industry Training Authority (ITA) in order to report students in Career Technical Programs (i.e.) Electrical Foundations at Northern Lights College.
- b) Students must be registered in a technical training program funded by the ITA in order for boards to report students in Youth Train in Trades Programs.
- c) Before reporting students in these programs we must confirm ITA age requirements.

Youth Work in Trades

- a) Youth WORK in Trades (WRK11A, 11B, 12A and 12B) claims must meet the directive in the Program guide for Youth WORK in Trades
- b) Schools must ensure when tracking hours related to the work study program segment of WEX 12A/B and WRK 11A/B, and WRK 12A/B that each of these four credit courses are only claimed once regardless of the number of reporting periods the student requires to complete the work placement.
- c) Students must be registered as a youth apprentice with the Industry Training Authority (ITA) in order to be reported in the WRK program.

2. DRIVERS:

Drivers will consist of School District No. 60 drivers and/or licensed public carrier drivers, except in special case's and for elementary schools (in town and rural) where the use of volunteer drivers may be permitted.

Volunteer drivers must complete a Volunteer Driver Application and have the application approved by the principal. A new Driver's Abstract must be submitted to the Principal each school year. The use of volunteer drivers, must be approved by the Administrator for in District travel and by the Superintendent/designate for all other travel. All drivers including volunteers must adhere to all Motor Vehicle requirements in addition to licensing requirements below.

Motor Vehicle Branch Driver's License Requirements:

Class 5: Private passenger vehicle with occupant capacity of 9 or less (including driver).

Class 4: Private passenger vehicle or school buses with capacity of up to 25 occupants (including driver).

Class 2: School buses with a capacity greater than 25 occupants.

3. ELEMENTARY STUDENT TRAVEL (within School District No. 60)

Volunteer drivers are permitted for elementary student travel for competition within the district. Students traveling for events involving more than 12 students (or requiring use of more than 3 vehicles) must be transported in school bus or coach driven by School District No. 60 drivers and/or licensed public carrier drivers.

4. MODES OF TRAVEL

In order to facilitate the care and control of all travel, only transportation authorized by the Administrator or Superintendent/designate will be permitted.

In order to ensure the safety of the students, curricular, co-curricular and extra-curricular travel should be carried out in authorized school buses and/or highway coaches.

For out of district trips, a passenger manifest will be provided to the driver and the transportation supervisor.

The use of private vehicles should be the exception for travel and only after due consideration by the Administrator for in district travel and by the Superintendent/designate for all other travel. The fewest number of vehicles possible will be used to transport the traveling group when using private vehicles (not to exceed the lesser of 3 cars or 12 students).

Students under the ages of twelve (12) must not be seated in an airbag protected seat.

Note: Under no circumstances will a student be authorized as a volunteer driver.

5. ATHLETIC TRIPS

a) Middle and Senior Secondary Teams

These cover Middle and Senior Secondary teams and individual competition outside the Peace River Block -- including all leagues, tournaments and zone events. Provincial competition will be over and above these limits. The BC Winter Games and the Northern BC Winter Games are considered community events and are therefore not a part of these limits, but are to be considered on an individual basis. The limits available are per team individual and coach per season:

Grade 7/8 Teams

Remain within the Peace River Block

b) Grade 9/10 and Individual Teams

A maximum of 2 trips outside the Peace River Block.

Senior Teams

A maximum of 4 trips outside the Peace River Block

Elementary Teams

Are restricted to local travel within the district except in special cases.

6. OTHER

Special cases not covered in the above guidelines will be considered on their merits, upon written request to the Superintendent.

~~GENERAL PROCEDURES~~

- ~~1. All principals are to submit to the Superintendent, by the end of September or at the beginning of each season, a list of all anticipated extra-curricular travel for the school year or season.~~
- ~~2. All travel not listed by the end of September or at the beginning of each season must receive permission from the Superintendent/designate prior to the event.~~
- ~~3. Travel for one day during school time requires the approval of the Principal only. The Principal must be assured of the educational value, adequate supervision, transportation arrangements, and safety arrangements.~~
- ~~4. Each school's travel account (from District or locally raised funds) is to support the travel (including the accommodations) of students and coaches/supervisor plus other expenses for coaches/supervisors.~~
- ~~5. Administrative officers shall facilitate and co-ordinate travel among schools.~~
- ~~6. Travel itineraries and modes of travel must be approved by the appropriate authority prior to leaving.~~
- ~~7. Travel must be limited to the Hours of Service as required by the National Safety Code.~~
- ~~8. All travel must be arranged for a time deemed reasonable for a safe and convenient arrival.~~
- ~~9. Administrative approval is required for exceptions which arise as a result of time delays, such as inclement weather or road conditions, during the trip.~~
- ~~10. A list of passenger's medical and contact information must accompany the traveling group and a copy must also be on file at the school each time a trip is taken.~~
- ~~11. A Consent Form must be signed by a parent/guardian and returned to the school prior to the commencement of the activity.~~

~~High risk activities are defined as those where there is higher potential for tragic consequences. Examples of such activities are as follows, but not limited to: skiing, scuba diving, river canoeing/kayaking, rock climbing, winter camping. The following guidelines shall apply to all high risk activities.~~

~~Note: A High Risk Consent and Waiver Form must be submitted prior to the activity.~~

~~1. Information to parents must include a detailed description of the activity~~

~~This includes:~~

- ~~a. Reference to necessary skills or competencies~~
- ~~b. Detail of training and safety equipment required~~
- ~~c. Detail of supervision that will or will not be provided~~
- ~~d. Comprehensive summary of any applicable risks~~
- ~~e. Rules of conduct expected by each participant~~
- ~~f. Transportation arrangements~~
- ~~g. Parent/Student Orientation/Consultation session prior to the event/trip (a minimum of two weeks prior to the activity)~~
- ~~h. Signed Consent and Waiver Form (please find the attached sample forms)~~

~~2. Supervision~~

- ~~a. The obligation of supervisors is that of “a reasonable and prudent parent with equivalent knowledge”.~~
- ~~b. Supervision requirements are assessed on an “activity by activity” basis (without appropriate levels of supervision the trip must be cancelled or postponed. There will be a distinction between a chaperone and capable supervisor).~~
- ~~c. The experience of supervisors must be considered~~
- ~~d. For some off-site activities special certified supervisors are required (back-country skiing, canoeing, scuba diving)~~

~~3. Access to Prohibited or Restricted Areas~~

- ~~a. Organizers must assess whether or not extra supervision is required to monitor access to restricted areas.~~
- ~~b. Students must be made aware of the rules regarding restricted areas and the zero tolerance policy in place should those rules be broken.~~

~~4. Student Skill Levels~~

- ~~a. Skill and ability levels of participants must be assessed (this may include asking parents for their own indication of their child's abilities).~~
- ~~b. Parents must be provided with information regarding the details of any preliminary assessment of skills and abilities (who will assess? what will they assess?).~~
- ~~c. Instruction for students at the beginner/novice level should be mandatory.~~

~~5. Assess Risks on a Trip by Trip basis~~

- ~~a. Supervisors must be adequately oriented to the facility and any unique emergency procedures.~~
- ~~b. Travel risks and weather concerns must be considered prior to each trip.~~

~~6. Safety Equipment~~

- ~~a. Insist upon the use of safety equipment if the activity warrants it.~~

~~7. Staff/Supervisor/Volunteer Awareness of Policies and Procedures~~

- ~~a. Review the roles and obligations of staff, supervisors, and volunteers on a regular basis.~~

8. Alternative Assessment

- a. If participation in a high-risk activity includes assessment for grading purposes, alternative assessments must be available for students who choose not to participate.

JOHN DOE SCHOOL _____ **Date:** _____
CONSENT AND WAIVER FORM

(Administrators are asked to refer to High Risk Activity Guidelines when completing this form).

1. ~~Date and description of the activity:~~
2. ~~Transportation requirements:~~
3. ~~Comprehensive summary of risks:~~
4. ~~Specific reference to necessary training/skills or competencies required:~~
5. ~~Safety equipment required:~~
6. ~~Detail of supervision that will or will not be provided:~~
7. ~~Rules of conduct expected of each participant:~~
8. ~~Alternative assessment arrangements if student does not participate:~~
9. ~~Parent Orientation/Consultation date and location:~~

~~Accidents can be the result of the nature of the activity and can occur with or without any fault on either the part of the student or the school board or its employees or agents or the facility where the activity is taking place. By allowing your son/daughter to participate in this activity, you are accepting the risk of an accident occurring and agree that this activity, as described above, is suitable for your child.~~

I give _____ (name of student) permission to participate in the field trip on _____ (mm/dd/yy). I understand that my child may be exposed to certain risks while participating in this activity. Accidents and injuries may occur.

Signature of Parent/Guardian _____ Date: _____

Printed name of Parent/Guardian _____

Address of Parent/Guardian _____

JOHN DOE SCHOOL
CONSENT AND WAIVER FORM
For Child Participating In High Risk Activity

-

In consideration of School District No. offering my child, _____, an opportunity to participate in a field trip for Grade students on month/date/year, I waive any and all claims I may have against, and release from all liability and agree not to sue The Board of Trustees of School District No. _____ and its officers, employees, agents, volunteers and representatives, and the Ministry of Education for any personal injury, death, property damage or loss sustained as a result of my child's participation in the field trip, arising out of any cause whatsoever, including negligence. _____

Initi

a/

I hereby give my consent, and acknowledge by my signature that:

-

Students will be going to (location), and will be away from the school from to _____ (times). They will be traveling by _____ (i.e. school bus, public transport, foot).

Initi

a/

-

On this field trip, up to _____ (number) students will be: (describe all activities — i.e. skiing, hiking, walking, using climbing apparatus, cooking meals on camp stoves, tenting)

Initi

a/

The students will be supervised by _____ (a typical response might be "2 school employees and hopefully 2 – 4 parent volunteers". It is important to indicate supervisory arrangements that will not be modified or reduced. For instance, consider whether the trip will proceed even if there are no parent volunteers, or if a specific teacher is sick, but a substitute is available. **** With older grades, you should add a sentence saying: Your child will not necessarily be supervised by an adult at all times.**)

Initi

a/

My child has no illnesses, allergies or disabilities that may require special attention, except as described here: _____

Initi

a/

I am aware of the usual risks and dangers inherent in participation in all of the activities associated with this trip, and of the possibility of personal injury, death, property damage or loss resulting from the activities. The dangers and risks may include, but are not limited to: (provide specific and comprehensive information on any risks that are applicable. Some examples follow.)

1. _____ Unorthodox or high risk travel arrangements
2. _____ Program locations
3. _____ Rugged terrain
4. _____ Rock fall and avalanches
5. _____ Weather
6. _____ Equipment breakages, failures
7. _____ Delayed rescue, accessibility
8. _____ Conduct of the guide, chaperone or other group members.
9. _____ The possibility that your child may not heed safety instructions or restrictions given to the group.

Initi

a/

-

~~I will supply suitable equipment and clothing for my child's participation in all activities associated with the field trip, including:~~

~~I am aware that I should contact the school for further information if I am unaware what clothing and equipment is required for the activities or possible weather conditions of this field trip. My child and I understand that it is our responsibility to ensure my child has all necessary equipment and clothing.~~

al _____ *Initi*

~~My child and I understand that the school's Code of Conduct applies during this field trip. I will be responsible for any costs caused by my child's failure to abide by the Code of Conduct, including any costs to send my child home.~~

al _____ *Initi*

~~Accidents can be the result of the nature of the activity and can occur with or without any fault on either the part of the student, or the school board or its employees or agents, or the facility where the activity is taking place. By allowing your son/daughter to participate in this activity, you are accepting the risk of an accident occurring, and agree that this activity, as described above, is suitable for your child.~~

-

al _____ *Initi*

~~In signing this Consent and Waiver, I am not relying on any oral or written representation or statements made by the School Board and its servants, agents, employees, or authorized volunteers, or the Ministry of Education, to induce me to permit my child to take the trip, other than those set out in this Consent and Waiver.~~

al _____ *Initi*

~~I am 19 years of age or more and have read and understand the terms of this consent and waiver, and understand that it is binding upon me, my heirs, executors and administrators.~~

-
Date: _____

Signature of Witness _____ Signature of Parent/Guardian _____

Printed Name of Witness _____ Printed Name of Parent/Guardian _____

Address _____ Address _____

-
Date: _____

Signature of Witness _____ Signature of Parent/Guardian _____

Printed Name of Witness _____ Printed Name of Parent/Guardian _____

~~Address _____ Address~~

~~_____~~

~~-~~

~~NOTE: This consent and waiver must be signed by ALL custodial parents or guardians of a child who is under the age of 19 years.~~



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

4000 Personnel

4018 Respectful Workplace & Harassment Prevention

Adopted: 1995-05
Revised: 2014-02; 2014-08
Reviewed: 2021-11

*Reference: UPE Collective Agreement Article 22
Teacher Collective Agreement Article E.2
Workers Compensation Act
BC Human Rights Code Section 13
Canadian Human Rights Act Sections 14 to 15*

Policy

The Board expects a respectful workplace and does not condone bullying and harassment in any form. This policy applies to all employees. It applies to interpersonal and electronic communications such as email. All allegations will be followed up according to the language of the collective agreement if applicable and or the attached guidelines/principles.

Principles/Guidelines

Definitions:

Employee – means any person in the employ of the Board in any capacity, including contracted services, management staff and individual trustees.

Workplace Bullying and Harassment:

1. Bullying and Harassment is:

- a. Any improper behavior that is directed at and offensive to any person and which the violator knew or ought reasonably to have known would be unwelcome.
- b. Includes objectionable conduct, comments, materials or display made on either a one-time or continuous basis that demeans, belittles, or causes substantial distress, personal humiliation, intimidation or embarrassment.
- c. Improper use of power and authority to undermine performance or in any way interferes with career or success.

d. Any offensive comments or behavior based on race, color, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age, or because that person has been convicted of a criminal or summary conviction offense, or any other prohibited ground.

1-2. Workplace bullying and harassment means any improper behavior by a person that is directed at and offensive to any person and which the violator knew or ought reasonably to have known would be unwelcome. Workplace bullying and harassment comprises objectionable conduct, comment, materials or display made on either a one-time or continuous basis that demeans, belittles, or causes substantial distress, personal humiliation, intimidation or embarrassment. Bullying and harassment excludes any reasonable action taken by the employer or supervisor relating to the management and direction of employees or place of employment. Harassment means the improper use of power and authority to undermine performance or in any way interfere with career or success. This does not restrict Supervisory and Management personnel from carrying out their job functions, including disciplinary actions.

2-3. Without limiting the foregoing, harassment includes “harassment” within the meaning of the Canadian Human Rights Act, i.e. harassment on the basis of the following prohibited grounds of discrimination: race, color, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age, or because that person has been convicted of a criminal or summary conviction offense.

Sexual Harassment:

- Any conduct, comments, gestures, or contact of a sexual nature, whether on a one-time basis or continuous series of incidents, that might reasonably be expected to cause offense or humiliation; or that might reasonably be perceived as placing a condition of a sexual nature on employment or on any opportunity for training, promotion, grades, etc.
- For the purposes of this Policy and Regulations, “sexual harassment” means any conduct, comment, gesture, or contact of a sexual nature, whether on a one-time basis or continuous series of incidents, that might reasonably be expected to cause offense or humiliation; or that might reasonably be perceived as placing a condition of a sexual nature on employment or on any opportunity for training, promotion, grades, etc.

Harassment includes communication in-person, via telephone, email, social media and any other form of communication.

Examples of Harassment (note this is not an exhaustive list):

- Verbal aggression or insults
- Calling someone derogatory names
- Harmful hazing or initiation practices

- [Vandalizing personal belongings](#)
- [Spreading malicious rumours](#)
- [Gossiping about others](#)
- [Comments or gestures of a sexual nature](#)
- [Displaying or distributing materials of a sexual or offensive nature](#)
- [Discussing sexual matters](#)

[Examples of what is not Harassment \(note this is not an exhaustive list\):](#)

- [Routine supervision](#)
- [Performance evaluations](#)
- [Imposition of appropriate discipline](#)
- [Difficult interpersonal relationships](#)
- [A request or directive to do something that a reasonable person would consider reasonable as part of a job function](#)
- [An apparent grumpy response](#)
- [Normal, anticipated difficult interactions with co-workers or clients \(students\)](#)
- [Denial of a request for time off](#)
- [Other routine day-to-day interaction between an employer and an employee](#)

~~Examples of conduct or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings and spreading malicious rumours.~~

Employees must:

1. not engage in the bullying and harassment of other workers.
2. report if bullying and harassment is observed or experienced
3. comply with the School District's policies and procedures on bullying and harassment.
4. demonstrate respectful and professional behaviours as representatives of School District 60 Peace River North

Process:

1. Sometimes a person does not realize that a particular habit, action, reaction, or attitude is unwelcome. An open and honest communication may be welcome and effective. Therefore, it is recommended that the complainant speaks or corresponds directly with the alleged bully and harasser to express his/her feelings, if appropriate. [If needed, employees can seek support from their union representative or their supervisor for this discussion.](#)
 - a. [Tips for talking to the alleged harasser/bully:](#)
 - i. [Seek support from your Union rep and/or Supervisor if needed](#)
 - ii. [Be calm and professional](#)

iii. Don't accuse and don't make assumptions

— Express how you feel (ie. "~~Please don't talk to me that way it makes me feel...~~")

iv. End the conversation if it isn't being productive (ie. "Let's take a break and come back to this later.")

v. Don't have the conversation in front of an audience

vi. Ask what could be done differently to prevent future conflict

•vii. Thank them for listening

1.2. If Step 1 is not utilized or is unsuccessful, the complainant shall report the alleged bullying and harassment through the procedure described in the current Collective Agreement (where applicable). Where an employee is not covered by a Collective Agreement, complaints of alleged bullying and harassment are to be reported to the immediate supervisor, Secretary-Treasurer, or Superintendent of Schools, as appropriate using the School District No. 60 Complaint Form. In the event the Superintendent of Schools is involved either as the complainant or alleged bullier ~~and or~~ harasser, the complaint shall, at the complainant's discretion, be immediately referred to a third party as mutually agreed who shall proceed to investigate the complaint in accordance with Step 3 and report to the Board.

2.3. Complaints of alleged bullying and harassment will be handled with all possible confidentiality and dispatch.

3.4. The Board agrees to deal with any retaliation caused by lodging a complaint under this policy.

Resolution:

1. The ~~District Board~~ will inform the complainant of action(s) that are being taken in response to the complaint.
2. Where it has been found that bullying and harassment has occurred, the violator will be subject to disciplinary actions up to, and including, suspension and/or expulsion of a student or suspension and/or dismissal of an employee. Consideration will be given to ensure due process has been followed.
3. The perpetrator(s) of bullying and harassment may be required to attend counseling.
- 3.4. Programs may be made available for the victim/~~harasser~~ through utilization of ~~community programs or resources~~ workplace or community resources.
- 4.5. Where possible or practical, the Board may provide an alternate work setting if working together is found to be intolerable. Consideration would be given only during circumstances where investigation/hearing is prolonged.
- 5.6. Any person who registers a complaint which is found to be malicious shall be subject to disciplinary actions up to, and including, expulsion or dismissal.

Annual Review:

This policy statement will be reviewed every year. All workers will be provided with a copy.

School District No. 60 (Peace River North)
Workplace Bullying and Harassment
Reporting Procedures ~~(Non-Union Personnel)~~

1. How to report

Workers at School District No. 60 can report incidents or complaints of workplace bullying and harassment ~~verbally or~~ in writing. When submitting a written complaint, please use the workplace bullying and harassment complaint form. ~~When reporting verbally, the reporting contact, along with the complainant, will fill out the complaint form.~~

2. When to report

Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.

3. Reporting contact

Report any incidents or complaints to your administrator/supervisor, Human Resources Officer or Director of Instruction Human Resources.

4. Alternate reporting contact

If the complainant's administrator/supervisor, or the reporting contact named in Step 3 is the person engaging in bullying and harassing behaviour, contact the Superintendent of School or the Secretary-Treasurer.

5. What to include in a report

Provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint. Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

6. Annual review

These reporting procedures will be reviewed on an annual basis. All workers will be provided with a copy.

Date created	Annual review date
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School District No. 60
Workplace Bullying and Harassment Complaint Form

Name and contact information of complainant
Name of alleged bully, or bullies, <u>or harasser</u>

Personal statement

Please describe in as much detail as possible the bullying and harassment incident(s), including:

- the names of the parties involved
- any witnesses to the incident(s)
- the location, date, and time of the incident(s)
- details about the incident(s) (behaviour and/or words used)
- any additional details that would help with an investigation

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

Signature	Date
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School District No. 60 (Peace River North)
Workplace Bullying and Harassment
Investigation Procedures

1. How and when investigations will be conducted

All complaints are reviewed prior to an investigation to determine if the contents of the complaint potentially meet the definition of **bullying or harassment** or if more information is needed from the complainant. In the event that the complaint does not contain sufficient information or the information provided does not potentially meet the definition of Harassment an investigation will not occur, the complainant will be informed, and options will be explored for mitigating the workplace conflict.

Most investigations at School District No. 60 will be conducted internally. In complex or sensitive situations, an external investigator might be hired.

Investigations will:

- be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances
- be fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations
- be sensitive to the interests of all parties involved, and maintain confidentiality
- be focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses
- incorporate, where appropriate, any need or request from the complainant or respondent for assistance during the investigation process

2. What will be included

Investigations will include interviews with the alleged target, the alleged bully or alleged harasser, and any witnesses. If the alleged target and the alleged bully or harasser agree on what happened, then School District No. 60 will not investigate any further, and will determine what corrective action to take, if necessary.

The investigator will also review any evidence, such as emails, handwritten notes, photographs, or physical evidence like vandalized objects.

3. Roles and responsibilities

The Superintendent of Schools is responsible for ensuring workplace investigation procedures are followed.

Workers are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed.

The Director of Instruction Human Resources [or designate](#) will conduct investigations and provide a written report with conclusions to the Superintendent of Schools.

If external investigators are hired, they will conduct investigations and provide a written report with conclusions to the [Human Resources designate or the](#) Superintendent of Schools.

4. Follow-up

The alleged bully [or harasser](#) and alleged target will be advised of the investigation findings by the Director of Instruction Human Resources.

Following an investigation, the Director of Instruction Human Resources [or designate](#) will review and revise workplace procedures to prevent any future bullying and harassment incidents in the workplace. Appropriate corrective actions will be taken within a reasonable time frame.

In appropriate circumstances, workers may be referred to the employee assistance program or be encouraged to seek medical advice.

5. Record-keeping requirements

School District No. 60 expects that workers will keep written accounts of incidents to submit with any complaints. School District No. 60 will keep a written record of investigations, including the findings.

6. Annual review

These procedures will be reviewed annually. All workers will be provided with a copy as soon as they are hired, and copies will be available at the Board Office.

Date created	Annual review date



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

7000 Operations

7006 District Fleet Vehicle Use

Adopted:

Revised:

Reviewed:

Reference:

Policy

The Board recognizes the need for some employees to use a District Fleet Vehicle to perform their tasks. Use of District Fleet Vehicles is for work purposes only and will be carried out with the utmost care, ensuring the safety of the employee and others.

Guidelines/Principles:

1. The employee shall possess and maintain all necessary permits and licenses and provide to their supervisor relevant driving records as outlined in the Administrative Procedures.
2. The employee will operate the vehicle in a safe manner and carry out all pre and post-trip procedures outlined in the Administrative Procedures.
3. Other than on busses, all passengers in a District Fleet Vehicle shall wear seatbelts.
4. Only qualified District employees may operate District Fleet Vehicles/equipment
5. Adult passengers other than District employees may be authorized to travel in District Fleet Vehicles only as required in the performance of District business.
6. Authorized staff may drive the District Fleet Vehicle home as required by their duties; i.e. when on call. District Fleet Vehicles are not intended for personal use. The District Fleet Vehicle is not to be used for personal transportation while on call.
7. Any personal items left in a District Fleet Vehicle are the responsibility of the employee. The District is not liable for any theft of personal items left in a District Fleet Vehicle.

8. The use of personal trailers or attachments to District Fleet Vehicles is strictly prohibited.
9. It is the responsibility of the employee operating a District Fleet Vehicle to be aware of and follow the Motor Vehicle Act of the province in which they are driving and any other laws or regulations of the road.
10. An employee operating a District Fleet Vehicle is responsible for any violations of the provincial Motor Vehicle Act, as well as City By-Law parking infractions. Employees are responsible for any driving infractions or fines as a result of their driving.
11. Employees are not permitted, under any circumstances, to operate a District Fleet Vehicle or a personal vehicle for District business under any physical or mental impairment.
12. Pets, smoking, tobacco use or vapor products (including e-cigarettes & pipes) are not permitted in District Fleet Vehicles.

Administrative Procedures

1. In order for an employee to be eligible to operate a district-owned vehicle, the employee shall:
 - a. Possess and provide a copy of a valid driver's license appropriate for the class of vehicle they are operating.
 - b. Provide an acceptable driver's abstract to the supervisor
 - c. Operate the vehicle in a safe, secure, lawful, courteous and proper manner at all times.
 - d. Ensure vehicles are kept clean and in a presentable condition.
 - e. Immediately report to their Supervisor or Principal, all damages, accidents, theft, or incidents.
 - f. ensure that a valid driver's license is maintained.
2. Employees who drive District Fleet Vehicles are required to provide a copy of their driver's abstract annually. If the status of the driver's abstract changes during the year, the employee must notify their Supervisor and the Safety Supervisor immediately.
3. Ensure registration and insurance documents are in the vehicle at all times
4. Conduct pre and post trip safety inspections before the first trip and after the last trip of the day and sign off inspection reports
5. Report defects and accidents to their Supervisor and refer for maintenance, fill out necessary paperwork as required
6. District Fleet Vehicles are not intended for personal use. Reasonable exceptions will be made upon Supervisor approval (ie. stopping to get groceries on the way home). The District Fleet Vehicle is not to be used for personal transportation while on call.

7. Any large items that are being transported must be appropriately secured.
8. The transportation of large personal items in District Fleet Vehicles is strictly prohibited
9. Employees shall not operate any District Fleet Vehicle at any time or operate any personal vehicle while on District business while using or consuming alcohol, cannabis products, illegal drugs or prescription medications that may affect their ability to drive. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, injury, medication or intoxication



Leah Reimer <lreimer@prn.bc.ca>

Fwd: [External Sender] FOIPPA Amendments 2021

1 message

Helen Gilbert <hngilbert@prn.bc.ca>

Mon, Nov 29, 2021 at 12:32 PM

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

Cc: Angela Telford <atelford@prn.bc.ca>, Stephen Petrucci <spetrucci@prn.bc.ca>

Please include this as correspondence for the December meeting.

Helen

Good Morning:

I am pleased to let you know that government has recently passed amendments to B.C.'s *Freedom of Information and Privacy Act* (FOIPPA). Apart from some minor changes in 2019, the Act has not been updated since 2011 and technology and peoples' expectations have changed substantially since that time, especially during the COVID-19 pandemic.

With royal assent on November 25, these amendments will help B.C. keep pace with new technology, ensure timely access to information, strengthen privacy protections and improve services for people in B.C.

Highlights of the amendments include:

- Updated data-residency provisions so public bodies can use modern tools while continuing to protect the personal information people entrust to us.
- Enhanced public-sector privacy protections and increased accountability by implementing mandatory privacy breach reporting and increasing penalties for offences.
- Introduction of an application fee for non-personal FOI requests.
- Demonstration of the Province's commitment to diversity, inclusion, reconciliation and equity by increasing information sharing with Indigenous peoples, adding Indigenous cultural protections and replacing non-inclusive language.

We have also developed some resource materials to support public bodies to understand the changes which can be found [here](#).

We are hosting information sessions for public bodies' executive leaders, and more detailed sessions for privacy and information management practitioners in early December to provide an overview of the changes, implementation requirements and where to find support resources. Please visit www.gov.bc.ca/privacytraining for more information and to register.

If you have any questions in advance of the sessions, please contact IM.ITPolicy@gov.bc.ca

Thank you for your support on this important update to B.C.'s information and privacy protection legislation.

Sincerely,

Shauna Brouwer

Deputy Minister

Ministry of Citizens' Services

--

Helen Gilbert

School District #60 Trustee

Board Chair

District Address

10112-105 Avenue, Fort St John, BC V1J 4S4

Respecting the beautiful ancestral lands of the Dane Zaa and Treaty 8.

REGULAR - December 13, 2021

Meeting Date	Meeting	Topic	Action Item/Recommendation	Assigned to:	Unfinished Business	Completed
Oct 5/20	COTW	Joint District Meetings	Connect with Hudson's Hope of potential meeting at Cameron Lake	Helen	Postponed	
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	x	
Aug 30/21	Board	BCSTA	Add motion submission to Nov 1 COTW agenda for 2022 Prov Council Mtg	Erin	x	
Aug 30/21	Board	Board Pro-D Committee	Helen & Nicole to meet & create a Pro-D list to submit to BCSTA	Helen	x	
Aug 30/21	Board	Upper Halfway Project Approval	ST to follow up with UHFN & PRRD in regards to potential partnership	Angela	x	
Sept 20/21	Board	2020-2021 Financial Statements	ST to provide the Board with enrolment details for the last 2-3 years	Angela	x	
Sept 20/21	Board	Trustee Input	Helen to follow up w/ BCSTA & other sources re: PAC Trustee rep/parent conflict	Helen	x	
Oct 4/21	COTW	Facilities Review - FCI Update	Provide more detailed information in regards to the FCI report	Angela	x	
Nov 15/21	Board	HR Summary Report	Contact BCPSEA re: confidentiality issues in breaking down into "job classes"	Angela	x	
Nov 15/21	Board	COTW Business Arising	K-12 Sector Guidelines uploaded to website/Facebook - pre-amble ref to Ministry	Helen	x	
Nov 29/21	COTW	Operations Report	Violence Prevention Program presentation to Jan 10 COTW Meeting	Leah	Jan 10/22	
Completed						
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
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
Apr 19/21	Board	Internet Advocacy	Chair Gilbert & Trustee Evans to work on sending follow up letter re: BCSTA motion passe	Helen		x
Nov 16/20	Board	Meeting w/ City - December 1	Confirm attendance/agenda items from City	Helen/Leah		Sep 20/21
June 21/21	Board	2021-2022 Annual Budget	ST to send requested funding increases from Ministry re: special education to Trustees	Angela		Sep 20/21
Aug 30/21	Board	Staff Appreciation	Helen to work with District Staff to order apples & create a schedule for delivery	Helen		Sep 20/21
Sept 20/21	Board	Superintendent's Report	Report on number of TTOC Certified & Non-Certified at Oct 4/2021 COTW Meeting	Stephen		Oct 4/21
Sept 20/21	Board	Unfinished Business	City of FSJ - Christmas Mingle follow up on Oct 4/2021 COTW Meeting			Oct 4/21
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	Stephen		Oct 18/21
Sept 20/21	Board	Secretary-Treasurer's Report	HR Report - inquire with HR Department re: participation in upcoming job fairs	Angela		Oct 18/21
Oct 4/21	COTW	TTOC Update	Bring back info to the Board for upcoming COTW meetings (shortages, contingency, etc.)	Stephen	x	
Oct 4/21	COTW	Provincial Council Motion Review	Bring forward to October 18 Board Meeting for review	Leah		Oct 18/21
Oct 18/21	Board	Announcements & Reminders	Send Zoom link for SUP-PAC meetings to all trustees	Stephen	x	
Oct 4/21	COTW	Operations Report	Look into remnants left at Alwin Holland from portables	Angela	x	
Oct 4/21	COTW	Operations Report	Look into whether a trustee is needed to sit on the Violence Prevention Committee	Angela		
Oct 18/21	Board	Superintendent's Report	Provide Board with FSA results in re: to ELL students, if information is available			
Nov 1/21	COTW	Operations Report	Reach out to the City with more concrete details on Bert Ambrose construction completion	Stephen	Moved to IC	Nov 15/21
Oct 4/21	COTW	Online Learning Update	Provide more information re: funding, type of funding, etc. at Nov 29 COTW Meeting	Angela		Nov 15/21
Nov 15/21	Board	Other Board Duties	Move School Liaison Assignment to the Nov 29/21 COTW Regular Meeting	Stephen		Nov 29/21
Nov 29/21	COTW	Online Learning Update	Bring recommendation to the December 13/21 Board Meeting	Leah		Nov 29/21
Nov 29/21	COTW	Trustee Liaison Role & Assignments	Send PAC list of Chairs to Trustees	Stephen		Dec 13/21
Nov 29/21	COTW	Operations Report	Upper Halfway plans to be brought to the December 13 Board Meeting	Helen	x	
				Angela		Dec 13/21