

**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**

**TUESDAY, FEBRUARY 22, 2022 @ 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**  
**TUESDAY, FEBRUARY 22, 2022**  
**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 Presentations/Delegations**

**4.0 Trustee Input (Celebrations)**

**5.0 Minutes of the Regular Board Meeting, January 24, 2022** (pages 6-14)

5.1 Approval of the Minutes

5.2 Business Arising from the Minutes  
*(See attached Action Item List for completed and ongoing items)*

**6.0 Approval of Excerpts of the In Camera Board Meeting December 13, 2022** (page 15)

**7.0 Announcements and Reminders**

|                        |  |            |            |
|------------------------|--|------------|------------|
| February 28            | Non-Instructional Day (Report Writing) |            |            |
| March 7                | NPAA Meeting                           | 4:00 p.m.  | Virtual    |
| March 7                | Board Meetings                         | 5:00 p.m.  | Board Room |
| March 16/17            | Early Dismissal Day                    |            |            |
| March 21               | BCSTA AGM Motions to Membership        |            |            |
| March 21<br>to April 4 | Spring Break                           |            |            |
| April 4                | NPAA Meeting                           | 4:00 p.m.  |            |
| April 11               | COTW Meetings                          | 12:30 p.m. | Board Room |
| April 15/18            | Good Friday/Easter Monday              |            |            |
| April 22               | NID Day (Pro-D)                        |            |            |
| April 23               | SUP-PAC Meetings ( <i>Snow/Evans</i> ) | 12:00 p.m. |            |
| April 25               | Board Meetings                         | 5:00 p.m.  | Board Room |

**8.0     Senior Staff Reports**

- 8.1     Superintendent's Report (page 16)
- 8.2     Secretary-Treasurer's Report (page 17)

**9.0     Reports of Regular Committee of the Whole Meeting, February 7, 2022 (pages 18-19)**

- 9.1     Approval of Minutes
- 9.2     Business Arising  
(See attached Action Item List for completed and ongoing items)
- 9.3     Policy Committee (*Attachments*)
  - a)     **Policy Committee Meeting Notes – February 7, 2022**
  - b)     **8001.2 Accumulated Operating Surplus**  
First/  
That a Notice of Motion be issued for Policy 8001.2 Accumulated Operating Surplus
  - c)     **8001.3 Financial Planning & Reporting**  
First/  
That a Notice of Motion be issued for Policy 8001.3 Financial Planning & Reporting
  - d)     **Bylaw 1/90 Organization of the Board**  
First/  
That a Notice of Motion be issued for Bylaw 1/90 Organization of the Board

**10.0   Other Reports**

- 10.1   BCSTA – *Trustee Evans*
- 10.2   BCPSEA – *Trustee Gilliss*
- 10.3   Board Pro-D Committee – *Chair Gilbert*

**11.0   Amended Annual Budget Bylaw 2021-2022 (*Attachment*)**

- 11.1   THAT in accordance with Section 68(4) of the *School Act*, all three readings of the Amended Annual Budget Bylaw 2021-2022 be given at this meeting.
- 11.2   THAT the Board adopt the First Reading of Amended Annual Budget Bylaw 2021-2022
- 11.3   THAT the Second and Third Reading be read in short form
- 11.4   THAT the Board adopt the Second Reading of Amended Annual Budget Bylaw 2021-2022.
- 11.5   THAT the Board adopt the Third and Final Reading of Amended Annual Budget Bylaw 2021-2022.

**12.0   Correspondence**

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, January 24, 2022  
6:30 p.m.**

**Present:** Helen Gilbert, Chair – Board of Education (Area 5)  
Madeleine Lehmann, Vice-Chair (Area 1)  
Ida Campbell, Trustee (Area 4)  
Nicole Gilliss, Trustee (Area 3)

Bill Snow, Trustee (Area 5)

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

**(Guests/Media)** Michele Wiebe, PRNTA President *(via Zoom)*  
Jennie Copeland, CUPE Local 4653 President *(via Zoom)*

**Regrets:** Erin Evans, Trustee (Area 5)  
David Scott-Moncrieff, Trustee (Area 2)



---

**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.*

*Meeting to be recorded and archived on our District website*

### **Agenda**

#### Approval of the Agenda

Motion #01-22 Lehmann/Snow  
THAT the agenda be accepted as presented with the following change:  
*Items 3 and 4 will be switched*  
CARRIED.

### **Presentations/Delegations**

#### **Northern BC Regional Science Fair**

*Linda Haugen & Kimberly Zackodnick, Committee Members*

- Linda and Kimberly presented their history with science fair and provided more detailed information of its importance to our students and the successes we've had in our district
- Looking for support from the school board in the way of space to have meetings, TTOC time, technology services if needed, and a gym to set up and participate in
- Chair Gilbert – the Board is supportive of the Science Fair

**ACTION:** Board to discuss the “asks” for the 2023 Science Fair at a future Board Meeting; asks included meeting place, TOCs for committee members, IT help, Gym space to participate in

### Election of Board Officers

#### Election of BCPSEA Rep

*Due to changes in the BCPSEA “conflict of interest” guidelines, a re-election of the BCPSEA Rep and Alternate are required.*

*The following trustees are in conflict of interest for these positions:*

*Trustee Campbell*

*Trustee Evans*

*Chair Gilbert*

*Trustee Scott-Moncrieff*

*Trustee Snow*

The Board Chair called for nominations by secret ballot for BCPSEA Rep:

Nicole Gilliss  
Madeleine Lehmann

Accepted  
Declined

**The Board Chair declared Nicole Gilliss elected as BCPSEA Rep by Acclamation.**

**The Board Chair declared Madeleine Lehmann elected as BCPSEA Alternate Rep by Acclamation.**

#### Motion #02-22

Snow/Lehmann  
THAT the secret ballots be destroyed.

CARRIED.

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

#### Trustee Campbell

- Baldonnel and Taylor PAC meetings via Zoom
- Both schools have a lot of activities planned

#### Trustee Evans

- Absent

#### Trustee Gilliss

- Baking at Hudson’s Hope School for local charity hampers
- Volunteered for school pancake breakfast

#### Vice-Chair Lehmann

- Budget review meetings
- Labour Management Meeting
- Two teacher bargaining sessions

#### Trustee Scott-Moncrieff

- Absent

Trustee Snow

- Visited schools
- Sports Committee Meeting
- Elections Committee Meeting

Chair Gilbert

- Watched Christmas concerts online
- JHSC Committee
- Labour Management Meeting
- MLA meeting
- Baldonnel PAC Meeting
- Skating with Baldonnel students
- NPAA meeting (we have a weary workforce, they need encouragement)
- Numerous Board Chair and Ministry calls

**Minutes of the Regular Board Meeting**

Approval of the Minutes

Motion #03-22

Lehmann/Gilliss  
THAT the Special Regular Meeting Minutes of November 17, 2021 be adopted.

CARRIED.

Motion #04-22

Snow/Gilliss  
THAT the Regular Meeting Minutes of December 13, 2021 be adopted.

CARRIED.

Business Arising from the Minutes

The following business arose from the above noted Minutes:

**Board Elections**

- The Special Board Meeting that was called to elect the BCPSEA Rep and Alternate was cancelled due to more investigation and information needing to be provided by BCPSEA in regards to trustees "in conflict"
- The Secretary-Treasurer has, and continues to, look into this matter

**HR Support Staff Summary Report**

- BCPSEA has instructed to keep information at a high level
- This meeting's report and going forward, there will not be any changes, however the Secretary-Treasurer will provide speaking points

**BCSTA Trustee Academy & NIB**

- Trustee Snow will not be able to make the visits due to the NIB meeting now being held virtually. Still plans to do it in the future

**Finance Update – Sick Leave Additional Costs**

- There is an increase in sick leave expense this year for teachers



- Projecting forward, we're going to end up where we were last year...approximately \$430,000 including benefits
- 2019-2020 expenses were \$264,000...a substantial increase
- CUPE Sick Time – SDS does not track the same way...not a dollar figure. Not able to pull hours.
  - Discussing with payroll if we can set them up the same way as teachers

### Approval of Excerpts

#### Motion #05-22

Campbell/Gilliss

THAT the excerpts from the November 15, 2021 In Camera Meeting Minutes be approved and appended to these Regular Meeting Minutes.  
CARRIED.

### Announcements & Reminders

|                        |   |            |            |
|------------------------|---|------------|------------|
| January 25             | SUP-PAC Meeting ( <i>Lehmann/Campbell</i> ) | 12:00 p.m. | Virtual    |
| January 27/28          | BCPSEA AGM                                  |            | Virtual    |
| January 28             | NID Pro-D Day (Semester Turnaround)         |            |            |
| February 5             | NIB AGM                                     | 9 – 1:00   | Virtual    |
| February 7             | Policy Committee Meeting                    | 11:00 a.m. | Board Room |
| February 7             | COTW Meetings                               | 12:30 p.m. | Board Room |
| February 7             | NPAA Meeting                                | 4:00 p.m.  | Virtual    |
| February 10            | BCSTA AGM Extraordinary Motions Due         |            |            |
| February 12            | Provincial Council Meetings                 |            | Virtual    |
| February 20            | BCSTA AGM Substantive Motions Due           |            |            |
| 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)      |            |            |
| March 7                | NPAA Meeting                                | 4:00 p.m.  | Virtual    |
| March 7                | Board Meetings                              | 5:00 p.m.  | Board Room |
| March 16/17            | Early Dismissal Day                         |            |            |
| March 21               | BCSTA AGM Motions to Membership             |            |            |
| March 21<br>to April 4 | Spring Break                                |            |            |

### 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

#### **Specialist Shortages**

- Currently a school psychologist from Alberta has been flying in as well as doing virtual meetings
- Behavioral specialist – virtual meetings
- Speech language services – one member has taken a different position

- Learning Services are looking at other options (ie. 3<sup>rd</sup> party, contractors, etc.) and have been able to continue services

**Superintendent Report**

- For information purposes
- Chair Gilbert – any word on FESL meetings? Superintendent - FESL meetings have been pushed back. Waiting to hear as to when the next “pod” meeting is

**Out of District Field Trips**

- Motion below

**Community Coaches**

- Motion below
- New Addition: Rena King, Upper Pine Elementary School

**Regional Science Fair**

- For information purposes

**Motion #06-22**

Snow/Lehmann

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

CARRIED.

**Motion #07-22**

Gilliss/Campbell

THAT the Board approve Out of District Field Trips for Clearview Elementary/Jr. Secondary School, Hudson's Hope School and North Peace Secondary School.

CARRIED.

**Motion #08-22**

Snow/Gilliss

THAT the Board approve following Community Coaches: Brad Moskaylk (ARYES), Blake Flemmings (Ecole Central), Josh Baker (Upper Pine) and Rena King (Upper Pine Elementary School)

CARRIED.

**Secretary-Treasurer's Report**

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

**Finance Update to December 31, 2021**

- For information purposes

**Statement of Financial Information (SOFI)**

- For information purposes
- Reporting of staff salary of over \$75,000 and Vendor invoices over \$25,000?

**Ministry Funding Update**

- Coming in at \$88,925 less than we budgeted for in the preliminary budget

**2022-2023 Operating Budget Consultation Timeline**

- Some date changes (*see attached*)

**Human Resources Summary Report**

- New Assignments – EA's, Mechanic, Admin Asst
- Changes to existing: ISSW and YCW
- Resignations are not COVID related...left to complete teaching a degree, job wasn't what they expected, and a move from BC to Alberta

Motion #09-22

Campbell/Gilliss

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

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

Approval of the Minutes – January 10, 2022

Motion #10-22

Gilliss/Snow

THAT the Board accept the Regular Committee of the Whole minutes of January 10, 2022 and its recommendations  
CARRIED.

Business Arising from the Minutes

The following business arose from the above noted Minutes:  
*None*

Policy Committee

Motion #11-22

*Policy 7006 – District Fleet Vehicle Use*

Scott-Moncrieff/Campbell

That Policy 7006 – District Fleet Vehicle Use be adopted as presented.

CARRIED.

Motion #12-22

*Policy 2005 – Curricular & Extra Curricular Field Trips*

Lehmann/Gilliss

That Policy 2005 – Curricular & Extra Curricular Field Trips be adopted as presented.

CARRIED.

Motion #13-22

*Policy 4018 - Respectful Workplace & Harassment Prevention*

Gilliss/Snow

That Policy 4018 – Respectful Workplace & Harassment Prevention be adopted as presented.

CARRIED.

**Other Reports**

**BCSTA**

Northern Interior Branch Meeting – February 5

Potential motion development

- Extraordinary COVID Costs – last year received funding from Ministry for TTOC costs. Concern about this becoming how we continue to do business in the future and no funding will be provided.

- Water costs...taps are running constantly for hand washing and cleaning. Some rural schools have to haul water
- Event driven reporting increase
- When we get funding, we also have to report out on the spending

#### *Beefs/bouquets for MLA's*

- Lack of communication (ie. media reporting out before executive staff or boards are aware)
- Dedication of teachers, principals, PAC members towards school meal programs for students. Can create inequity in schools depending on volunteer help
  - Community Links addresses inequity across the district. Funding has been provided to all of the schools
  - If there is to be funding whether provincial or federal, that it includes administrative and organizational costs in staffing, logistics, etc.
  - More and more providing food for students...is that the Board's responsibility?
  - Also, early learning is being moved to our portfolio (ie. This area of MCFD moving to Ministry of Education)
  - If they're bringing this in, then also provide the resources (ie. nutritionists, etc.)
  - Superintendent - all of these additions fall under the workload of the administrator (ie. daycares on site and BASC portables). What capacity is being provided in order to make these things happen. Instructional Leadership for learning is being overtaken by management of initiatives.

#### *NIB Elections*

- President, Vice-President, Pro-D positions are open
- Executive right now is mainly out of Chetwynd
- Discussion around the reorganization of responsibilities of the executive and where records are being held (ie. SD #57 as this is where the meetings take place)
- If you're considering running, should be considering running for trustee again in the fall election

#### **BCPSEA**

- Trustee Campbell is stepping down as the BCPSEA rep because she is in "conflict of interest" due to a family member being employed by Northern Health
- The majority of our board is now deemed to be in conflict which is changing up processes and procedures

#### **Board Pro-D Committee**

- Financial Literacy Presentation (Part 2) – the Secretary-Treasurer will complete her presentation at the February 7, 2022 COTW Meeting
- Framework in Action (Attached) – three meetings re: understanding things related to decolonization, white privilege, etc. Trustees can sign up for as many as they want

**ACTION:** Place Financial Literacy Presentation on the February 7, 2022 COTW Agenda

#### **Correspondence**

*None*

**Unfinished Business**

The following unfinished business arose from the previous meeting minutes:  
*None*

**New Business**

*None*

**PRNTA Update – Michele Wiebe, President**

- Update – our meetings have also gone virtual. Rep assembly this week as well as AGM in March and any BCTF training. Hoping by May, things may get better
- Loved hearing about the Science Fair. Linda and Kimberly did a great job presenting. Thankful for their leadership.
- Under “Our Strategies” listed on Page 2 of the Regular Agenda it states “delivery of excellent educational programming focused on student outcomes”. I’m thankful for their leadership in this area
- In regards to students and food. A lot of responsibility has gone to the managing of it. I’ve spoken with principals and can’t believe the needs.
- I’m referring again to “Our Values” “The core values that guide the work of the school division are Respect, Compassion, Honesty, Responsibility and Relationships”. We take up our torch, get sponsors and all work together. We are in the job of students...as trustees it’s your #1 responsibility. Thank you for the work you do as it’s challenging during these days

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

- Have been chair of the Regional Science Fair for the last 15 years. Has been a passion for me and my family for years. The presentation showed how important it is for students
- Extremely busy with learning curves. A lot of questions that come in regards to Stat pays as well as questions around changes in sick days. Vaccination mandate and disclosures has been huge issues...our members feel they have a right to their privacy and choices. We continue to have conversations with Board Office staff and local and regional CUPE reps
- Huge thanks to the Facilities department for keeping parking lots clear with the huge dumps of snow
- Administrative Assistants are preparing for 1701’s. Due to short list of casuals and coverages, not all can attend in person training so will need to attend virtually. We are looking for more coverage for them as well as EA’s
- Changes to the protocols from Ministry also add to the workload for Admin Assistants; Event driven reporting falls on them, and no additional hours are given to them to do this...they are starting to burn out. We need some support for them
- CUPE Executive positions are being filled. We are looking forward to bargaining

- Meals program – during my time at Charlie Lake had a large group that didn't have meals. It was part of my job to make sure they are taken care of. Everyone helps out with that
- CUPE BC meeting – Coalition for Healthy School Meal Programs – looking at bringing in support for K-12 when bringing in this program
- Thank you to the Board for all the work you do for our members. It's not an easy job. Look forward to working with you

**District Parent Advisory Council (DPAC) Report – President**

*Not present*

**Questions from Press/Public**

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

*None*

**Adjournment**

Motion #14 -22

Snow/Campbell  
THAT the meeting be adjourned. (8:18 p.m.)

\*\*\*\*\*

---

HELEN GILBERT, CHAIR,  
BOARD OF EDUCATION

---

ANGELA TELFORD,  
SECRETARY-TREASURER

**EXCERPTS  
FROM THE JANUARY 24, 2022  
“IN CAMERA” MEETING MINUTES**

*The meeting was called to order and the In-camera Meeting Minutes, December 13, 2021 were read and adopted.*

**Business Arising**

- Community Communication
- BCPSEA Bargaining Survey
- NE Roundtable

**Superintendent's Report**

Items discussed and reported included:

- COVID Q & A
- Staffing Shortage Report

**Secretary-Treasurer's Report**

Items discussed and reported included:

- Joint Health & Safety Committee Meeting Minutes – January 11, 2022
- Preliminary Operational Budget Status Update

**Committee of the Whole Reports – Business Arising**

- None

**Other Reports**

- BCSTA
- BCPSEA

**Correspondence**

- None

**Unfinished Business**

- None

**New Business**

- None

**REGULAR MEETING**

**REPORT TO THE**

**BOARD OF SCHOOL TRUSTEES**

**FROM THE SUPERINTENDENT OF SCHOOLS**

**Tuesday, February 22, 2022**

## Human Resources

### 1. Human Resources Summary Report for Teachers

Human Resources Summary Report for Teachers & AO's  
for period of January 21<sup>st</sup> to February 17<sup>th</sup>, 2022

|                     | Personnel<br>Assignments | Leaves of<br>Absence | Admin<br>Appointments | Resignations<br>/Retirements | Reports on<br>Teachers |
|---------------------|--------------------------|----------------------|-----------------------|------------------------------|------------------------|
| New assignments     | 19                       | 2                    |                       | 4                            |                        |
| Changes to existing | 9                        | 6                    |                       |                              |                        |
| Return from leave   |                          |                      |                       |                              |                        |
| Payout prep         |                          |                      |                       |                              |                        |

RETIREEES only:  
OUELLETTE, Doug

## Education

1. **Superintendent's Report**  
<https://togetherwelearn.prn.bc.ca/2022/02/18/superintendents-report-february-2022/>
2. **Out of District Field Trip (Attachment)**

*Recommended Motion: That the Board of Education approve the following attached Out of District Field Trip for Taylor Elementary School*

Respectfully submitted

Stephen Petrucci, EdD  
Superintendent of Schools



**REPORT TO THE  
BOARD OF EDUCATION  
FROM THE SECRETARY-TREASURER  
Tuesday, February 22, 2022  
REGULAR MEETING**

**Operations**

1. **Finance Update to January 31, 2022** *(Attachment)*
2. **Annual Amended Budget** *(Attachment)*
3. **Enrollment Projections** *(Attachment)*
4. **Trustee Indemnity** *(Attachments)*

**Human Resources**

1. **Human Resources Support Staff Summary**

Human Resources Summary Report for Support Staff  
*For period of January 21<sup>st</sup> to February 16<sup>th</sup>, 2022*

|                     | Personnel<br>Assignments | Leaves of<br>Absence | Resignations |
|---------------------|--------------------------|----------------------|--------------|
| New assignments     | 7                        |                      | 5            |
| Changes to existing | 5                        |                      |              |
| Return from leave   |                          |                      |              |
| Layoff              |                          |                      |              |
| Retirements         |                          |                      |              |

**Governance**

Angela Telford,  
Secretary-Treasurer

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

### **COMMITTEE OF THE WHOLE**

### **“REGULAR” MEETING MINUTES**

MONDAY, FEBRUARY 7<sup>TH</sup>, 2022

1:30 P.M.

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

Stephen Petrucci, Superintendent/CEO  
Angela Telford, Secretary-Treasurer  
Sharon Schell, Recording Secretary

**Media/Guests:** Michele Wiebe, PRNTA President  
Jennie Copeland, CUPE Local #4653 President

**Regrets:**

---

*\* Meeting called to order by Chair Gilbert at 1:31 p.m.*

#### **Education Update**

*Stephen Petrucci, Superintendent*

#### Framework Presentations (Attachments)

##### **Anne Roberts Young Elementary School (1:30 – 2:00 p.m.)**

*Broyden Bennett, Administrator*

*Melissa DeGroot, Administrator*

- Presented framework and fielded questions from trustees and staff

##### **Ecole Central Elementary School (2:10 – 2:40 p.m.)**

*Lynne Côté-Aubin, Administrator*

*Joe Brooks, Administrator*

- Presented framework and fielded questions from trustees and staff

##### **Dual Credit/International (2:45 – 3:10 p.m.)**

*Brian Campbell, District Principal of Careers & International Education*

- Presented program information and fielded questions from trustees and staff

##### **Taylor Elementary School (3:15 – 3:45 p.m.)**

*Nancy Maxfield, Administrator*

*Doreen McDonell, Teacher (Grade 3)*

*Sheena Taillefer, Teacher (Grade K/1)*

*Leah Austin, Teacher (Grade 4/5)*

*Pat Law, ISSW*

- Presented framework and fielded questions from trustees and staff

## Governance

### Provincial Council Motions Review

*Erin Evans, Trustee*

- There are no motions being brought forward for review, just budget and reports from different groups (ie. Indigenous council and committee reports)

## Human Resources

*None*

## Operations

### Operations Report

*Angela Telford, Secretary-Treasurer*

- Any questions or items of concern?
- Trustee Snow – I visited Dr. Kearney and the new washrooms look nice.
- Secretary-Treasurer - Yes, and the second set have been started.
- Chair Gilbert – I am on a climate working group, so I'm wondering how far down the road we are in using solar at Cameron Lake? Hudson's Hope Municipal Offices have solar power.
- Secretary-Treasurer – Pretty far out right now. I'm not aware of any discussion about using solar as of yet, but I will make note of that.
- Superintendent – That is a bigger question than we realize as we made the decision to go toward the shower houses to make the site more usable and encourage more rentals. The Board has put a lot of money into Cameron Lake. All of that requires more energy. The generator just needs to be replaced as it's aged.

*\* Meeting adjourned by Chair Gilbert at 3:52 p.m.*



# SCHOOL DISTRICT NO. 60 (PEACE RIVER NORTH)

## OUT-OF-DISTRICT SPORTS / FIELD TRIPS 2021-2022

### FOR BOARD APPROVAL

**SCHOOL: TAYLOR ELEMENTARY**

| Sports/Activity & Grade/Team:       | Dates of Travel | Destination                                  | Transportation | Description of Activities:<br>(names of chaperones, dates & description of activities)<br>Description of Sports:<br>(name of coach, chaperones & locations) |
|-------------------------------------|-----------------|--|----------------|---|
| Skiing & Snowboarding<br>Grades 3-6 | March 8, 2022   | Whispering Pines Ski Hill<br>Worsley Alberta | School Bus     | Doreen McDonnell - Teacher<br>Leah Austin - Teacher<br>Parent volunteers (at least 8)   |
|                                     |                 |  |                |   |
|                                     |                 |  |                |   |
|                                     |                 |  |                |   |
|                                     |                 |  |                |   |
|                                     |                 |  |                |   |

**(Curricular/Co-Curricular/Extra-Curricular Activities)**

**NAME OF STUDENT:** \_\_\_\_\_ **DATE OF BIRTH** \_\_\_\_\_

**TYPE OF ACTIVITY:**

\_\_\_\_\_ Specific Location/Specific Date

\_\_\_\_\_ Seasonal Athletic Activities (Numerous Dates and Locations)

  X   Out of District Activities (Board approval required)

Board Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**NAME OF AUTHORIZED TRIP SPONSOR(S):**      **School District No. 60 – Taylor Elementary**

**NAME OF ACTIVITY:**                                **Downhill Skiing &/or Snowboarding**

**DATE OF ACTIVITY:**                                **March**

**LOCATION OF ACTIVITY (City / Place):**        **Worsley Ski Hill (Worsley, AB)**

**LEAVING FROM SCHOOL (Date & Time):**    **March 8th, 2022 @ 7:00 am**

**RETURNING TO SCHOOL (Date & Time):**    **March 8th, 2022 @ 5:00 pm**

**TRANSPORTATION VIA (e.g. Coach, School, Bus, Plane, Car, etc.):**

**School Bus**

By signing this permission form you acknowledge that certain risks of injury are inherent to participation in high-risk to medium risk activities. These types of injuries may be minor or serious and may result from my child's own actions or the actions or inactions of others, or a combination of both. You also agree that *School District No. 60 (Peace River North)* and its employees, or volunteers shall not be liable for any injury to your child or loss or damage to personal property arising from, or in any way resulting from, my child's participation in these activities.

**Please read Terms and Conditions on other side of this form,**

**Fill in the blanks, sign form, and enter date.**

I, \_\_\_\_\_ parent/guardian to the above named student agree to the following terms and conditions:

1. I am aware of the risks involved in this activity and consent to him/her taking part in all phases of this high-risk activity.

2. He/she has the following medical condition that the Teacher/Supervisor should be aware of:

\_\_\_\_\_

3. He/she is hereby authorized to carry and take, as necessary, the following drugs/medications without the supervision of the Teacher/Supervisor:

\_\_\_\_\_

4. Should a medical emergency arise, I authorize the Teacher/Supervisor to secure such Medical Advice or Emergency Surgery or Services as may be deemed necessary for the health and safety of him/her. (Note: Every effort will be made to contact a parent/guardian).

Family Physician: \_\_\_\_\_ Care Card Number: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Telephone No.: \_\_\_\_\_ Alternate Telephone No.: \_\_\_\_\_

#### **LIMITATIONS TO LIABILITY FOR PERSONAL PROPERTY LOSS OR DAMAGE**

Students should not bring expensive or fragile personal property with them on this activity. Students are liable for the safeguarding of their personal property. The School Board does not assume responsibility for any damages or losses that might occur while the student is participating in a District authorized activity outside of the normal school setting.

**Parent/Guardian contact numbers (home)** \_\_\_\_\_ **(cell)** \_\_\_\_\_  
**(work)** \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian name – please print

\_\_\_\_\_  
Parent/Guardian Signature

Date: \_\_\_\_\_

**Data Collection of Estimated Enrolments for 2022/23, 2023/24 and 2024/25**

Version 1 - Revised 16/12/21

- Step 1:** Enter your school district number here:  Peace River North  
Ministry of Education enrolment trend estimates are automatically filled once a school district number is entered above.
- Step 2:** Enter your district's enrolment estimates in the shaded cells of the District column for each of the three years displayed.

|   | 2021/22 Interim Base | Estimated Enrolment |                   |                   |                   | Notes             |
|---|----------------------|---------------------|-------------------|-------------------|-------------------|-------------------|
|   |                      | District            | Ministry*         | District          | Ministry*         |                   |
| <b>July Enrolment Count:</b>  |                      |                     |                   |                   |                   |                   |
| Summer Learning: Grades 1-7 Headcount Enrolment   | 0                    |                     | 0                 |                   | 0                 |                   |
| Summer Learning: Grades 8-9 Course Enrolment  | 0                    |                     | 0                 |                   | 0                 |                   |
| Summer Learning: Grades 10-12 Course Enrolment  | 0                    |                     | 0                 |                   | 0                 |                   |
| Grade 8 & 9 Cross-Enrolment Courses   | 11                   | 15                  | 11                | 15                | 11                | 11                |
| <b>September Enrolment Count - School-Age Basic Allocation</b>  |                      |                     |                   |                   |                   |                   |
| K-12 Standard (Regular) Schools FTE (School-Age)  | 5,854.3750           | 5,904.0000          | 6,034.9105        | 6,072.0000        | 6,160.5409        | 6,183.8058        |
| Continuing Education FTE (School-Age)   | 0.0000               |                     | 0.0000            |                   | 0.0000            | 0.0000            |
| Alternate Schools FTE (School-Age)  | 0.0000               |                     | 0.0000            |                   | 0.0000            | 0.0000            |
| Distributed Learning FTE (School-Age)   | 208.8750             | 190.0000            | 208.8750          | 190.0000          | 208.8750          | 208.8750          |
| <b>Total Estimated School-Age Enrolment:</b>  | <b>6,063.2500</b>    | <b>6,094.0000</b>   | <b>6,243.7855</b> | <b>6,212.0000</b> | <b>6,369.4159</b> | <b>6,392.6808</b> |
| <b>Change from Previous Year</b>  |                      | 30.7500             | 180.5355          | 118.0000          | 125.8304          | 23.2649           |
| <b>September Enrolment Count - Unique Student Needs</b>   |                      |                     |                   |                   |                   |                   |
| Level 1 Special Needs FTE   | 3                    | 3                   | 3                 | 4                 | 3                 | 3                 |
| Level 2 Special Needs FTE   | 242                  | 233                 | 233               | 262               | 265               | 277               |
| Level 3 Special Needs FTE   | 127                  | 133                 | 148               | 138               | 172               | 200               |
| English Language Learning FTE   | 500                  | 510                 | 512               | 500               | 524               | 536               |
| Indigenous Education FTE  | 1,200                | 1,224               | 1,224             | 1,249             | 1,249             | 1,274             |
| Adult Education FTE (Non-Graduates only)  | 4,500                | 4,500               | 4,500             | 4,500             | 4,500             | 4,500             |
| <b>February Enrolment Count - Continuing Education, Distributed Learning, Special Needs Growth and Newcomer Refuges</b> |                      |                     |                   |                   |                   |                   |
| Continuing Education FTE - School-Age   | 0.0000               |                     | 0.0000            |                   | 0.0000            | 0.0000            |
| Continuing Education FTE - Non-Graduate Adults  | 0.0000               |                     | 0.0000            |                   | 0.0000            | 0.0000            |
| Distributed Learning FTE K-Grade 9 (School-Age)   | 55.8750              | 40.0000             | 55.8750           | 40.0000           | 55.8750           | 55.8750           |
| Distributed Learning FTE Grades 10-12 (School-Age)  | 139.8125             | 100.0000            | 139.8125          | 100.0000          | 139.8125          | 139.8125          |
| Distributed Learning FTE - Non-Graduate Adults  | 7.8750               | 5.0000              | 7.8750            | 5.0000            | 7.8750            | 7.8750            |
| Level 1 Special Needs FTE Growth (All Schools)  | 0                    | 0                   | 0                 | 1                 | 0                 | 0                 |
| Level 2 Special Needs FTE Growth (All Schools)  | 5                    | 8                   | 5                 | 9                 | 5                 | 5                 |
| Level 3 Special Needs FTE Growth (All Schools)  | 2                    | 3                   | 2                 | 5                 | 2                 | 2                 |
| Newcomer Refugees FTE (Standard & Alternate only)   | 0.0000               |                     | 0.0000            |                   | 0.0000            | 0.0000            |
| ELL FTE (applies to Newcomer Refugees only)   | 0                    |                     | 0                 |                   | 0                 | 0                 |
| <b>May Enrolment Count - Continuing Education and Distributed Learning</b>  |                      |                     |                   |                   |                   |                   |
| Continuing Education FTE - School-Age   | 0.0000               |                     | 0.0000            |                   | 0.0000            | 0.0000            |
| Continuing Education FTE - Non-Graduate Adults  | 5.0000               | 0.0000              | 5.0000            | 0.0000            | 5.0000            | 5.0000            |
| Distributed Learning FTE K-Grade 9 (School-Age)   | 10.0000              | 5                   | 10.0000           | 5.0000            | 10.0000           | 10.0000           |
| Distributed Learning FTE Grades 10-12 (School-Age)  | 50.0000              | 40                  | 50.0000           | 40.0000           | 50.0000           | 50.0000           |
| Distributed Learning FTE - Non-Graduate Adults  | 10.0000              | 5                   | 10.0000           | 5.0000            | 10.0000           | 10.0000           |

\*Notes: Ministry estimates for school-age FTE enrolment in standard (regular) schools are determined by applying the Ministry-projected percentage change in enrolment for each district to the funded school-age FTE enrolment as used in the 2021/22 operating grant autumn recalculation

Special Needs, EL and Indigenous Education have been estimated using five-year enrolment trends.

Continuing Education, Distributed Learning, Alternate Schools, Adult FTE, Summer Learning and Grade 8-9 Cross-Enrolment

enrolment totals are all carried forward from the 2021/22 operating grant autumn recalculation.

Enrolments for February and May are carried forward from estimates contained in the 2021/22 operating grant autumn recalculation.

**Step 3:** Enter estimates for the cause of your district's student movement for 2022/23. Include any relevant key assumptions that your district has made in its estimates in the Comments column.

| September 2022 Enrolment Count - Estimated School-Age Enrolment Movement  |               |
|---|---------------|
| Please provide additional detail for the Change from Previous Year line above by indicating the reasons that your district anticipates enrolment change in the lines below: |               |
| Net provincial in-migration   | 2022/23       |
| Net international in-migration  |               |
| Net migration to/from independent schools   |               |
| Net other entrances/exits (to/from other districts, graduates, Kindergarten)  |               |
| <b>Total Estimated School-Age Enrolment Movement</b>  | <b>0.0000</b> |

**Step 4:** Our district has considered all of the factors noted in the checklist provided in developing this estimate.

Yes: ☒ X No: ☐

**Step 5:** Please provide a contact for follow-up questions:

Name:   
Title:   
Email address:

**Step 6:** When you have completed this form, please email it to Michael Lebrun, Funding Analyst, Ministry of Education at: [michael.lebrun@ed.gov.bc.ca](mailto:michael.lebrun@ed.gov.bc.ca) or by text to 350.60.6000 no later than Monday, February 15, 2022

**SD 60 Operating Financial Report - July 1 2021 to January 31, 2022**

| <b>Operating Revenue</b>                             | <b>Actual</b>        | <b>Annual Budget</b> | <b>% of budget received</b> | <b># of Months</b> | <b>Explanations</b>  |
|--|----------------------|----------------------|-----------------------------|--------------------|--|
| Ministry of Education Grants                         | \$ 34,881,250        | \$ 69,668,671        | 50.1%                       | 12                 | On track as MOE transfers are lower in July & Aug  |
| Provincial Grants - School Age Therapy               | \$ 119,429           | \$ 129,936           | 91.9%                       | 12                 | Budget is low, contract is 139K actual on track  |
| Offshore Tuition                                     | \$ 259,422           | \$ 600,000           | 43.2%                       | 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              | \$ 129,051           | \$ 154,051           | 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.            |
| LEA Revenue  | \$ 549,090           | \$ 1,098,180         |                             |                    | LEA Revenue  |
| Miscellaneous Revenue                                | \$ 443,456           | \$ 585,816           | 75.7%                       | 12                 | This includes Apple Schools Funding, ITA, Shoulder Tapper, and other Miscellaneous funds that come into the District                         |
| Rentals  | \$ 56,887            | \$ 101,710           | 55.9%                       | 12                 | Includes Daycare Rental as well as Teacherage Rentals  |
| Interest   | \$ 43,957            | \$ 80,000            | 54.9%                       | 12                 | Interest Income currently on track, but may decline as reserves become exhausted   |
| <b>Total Operating Revenue Before LEA Adjustment</b> | <b>\$ 36,482,542</b> | <b>\$72,418,364</b>  | <b>50.4%</b>                |                    |  |

|                                |                     |                     |              |  |  |
|--------------------------------|---------------------|---------------------|--------------|--|--|
| LEA Revenue                    | -\$ 549,090         | -\$ 1,098,180       |              |  | LEA Revenue is taken by the Ministry of Education In June, The Funding is included In our regular operation payments |
| <b>Total Operating Revenue</b> | <b>\$35,933,452</b> | <b>\$71,320,184</b> | <b>50.4%</b> |  |  |

| <b>Operating Expense</b>                | <b>Actual</b>       | <b>Annual Budget</b> | <b>% of budget expended</b> | <b># of Months</b> | <b>Explanations</b>                           |
|---|---------------------|----------------------|-----------------------------|--------------------|---|
| <b>Salaries</b>                         |                     |                      |                             |                    |   |
| Teachers                                | 13,157,857          | 26,652,684           | 49.4%                       | 10                 | On Track as should be approx 50% YTD          |
| Principals and Vice-Principals          | 2,956,722           | 5,154,870            | 57.4%                       | 12                 | On Track as should be approx 60% YTD          |
| Educational Assistants                  | 2,224,195           | 5,349,434            | 41.6%                       | 10                 | On Track as should be approx 50% YTD          |
| Support Staff                           | 4,057,110           | 8,002,551            | 50.7%                       | 10                 | On Track as should be approx 50% YTD          |
| Other Professionals                     | 1,031,797           | 1,844,031            | 56.0%                       | 12                 | On Track as should be approx 60% YTD          |
| Substitutes (TOC's)                     | 1,038,153           | 2,083,021            | 49.8%                       | 10                 | Higher than expected should be approx 50% YTD |
| <b>Total Salaries</b>                   | <b>24,465,834</b>   | <b>49,086,591</b>    | <b>49.8%</b>                |                    |   |
| <b>Employee Benefits</b>                | <b>5,082,480</b>    | <b>10,074,990</b>    | <b>50.4%</b>                |                    | On Track as should be approx 50% YTD          |
| <b>Total Salaries and Benefits</b>      | <b>\$29,548,314</b> | <b>\$59,161,581</b>  | <b>49.9%</b>                |                    |   |
| <b>Services and Supplies</b>            | <b>5,134,409</b>    | <b>11,648,603</b>    | <b>44.1%</b>                | 12                 | Not evenly distributed throughout year        |
| <b>Total Operating Expenses</b>         | <b>\$34,682,723</b> | <b>\$70,810,184</b>  | <b>49.0%</b>                |                    |   |
| <b>Capital Purchases from Operating</b> | <b>\$300,000</b>    | <b>\$550,000</b>     | <b>54.5%</b>                | 12                 | Purchases vary through year                   |
| <b>Operating Net Revenue (Expense)</b>  | <b>\$ 950,729</b>   | <b>\$1,058,180</b>   |                             |                    |   |

|                                |  |                    |
|--------------------------------|--|--------------------|
| <b>Application of Reserves</b> |  | <b>\$0</b>         |
| Balanced                       |  | <b>\$1,058,180</b> |

**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 January, we should be around 50% of revenue and expense.

The Funding is updated to the amended budget numbers





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

1000 Governance

**1008 Trustee Indemnity**

Adopted: 2000-03-08

Revised: 03-2018, 10-2018, 01-2019, 03-2020, 05-2021

Reviewed: 03-2018; 10-2018; 01-2019, 03-2020, 04-2021

Reference: Section 71(1)(2) & (3) of the *School Act*

**Policy**

Trustees of School District No. 60 (Peace River North) shall be paid the annual trustee indemnity as provided in the *School Act* and its Regulations.

If a Trustee resigns or is not re-elected at the expiry of his term, the Trustee shall reimburse the Board on a pro rata basis for any indemnity paid in advance.

**Guidelines/Principles**

Indemnity shall be paid to members of the Board as follows:

|                  |                                     |
|------------------|-------------------------------------|
| Trustee          | <del>\$13,612</del> <b>\$14,007</b> |
| Vice-Chairperson | <del>\$15,458</del> <b>\$15,906</b> |
| Chairperson      | <del>\$17,015</del> <b>\$17,508</b> |

The annual indemnity shall be paid to each board member in twelve, equal installments, on the last day of each month, commencing in December of each year.

An annual indemnity adjustment will be made effective January 1<sup>st</sup> of each year. This adjustment will reflect the B.C. Consumer Price Index change less 1%. (Most recent December change over the previous December).

(ie. December **2020** over December **2019** was **0.8%** - **1%** = **-.2%**)

In the event of a negative/decrease amount, the Trustee Indemnity will remain the same as the previous year.

**Trustee Indemnity****2022**

| <b>Position</b>  | <b>2021 Salary</b> | <b>Increase for 2022</b> | <b>2022 Salary</b> |
|------------------|--------------------|--------------------------|--------------------|
| Trustee          | 13,612             | 2.90%                    | 14,007             |
| Vice-Chairperson | 15,458             | 2.90%                    | 15,906             |
| Chairperson      | 17,015             | 2.90%                    | 17,508             |

Apply

Add/Remove data

Download options

Didn't find what you're looking for? [View related tables, including other calculations and frequencies](#)

Showing 47 records

Filter

Reset

| Geography  |               | British Columbia ( <a href="#">map</a> ) |               |                                |                                |
|--|---------------|--|---------------|--------------------------------|--------------------------------|
| Products and product groups <sup>3, 4</sup>      | December 2020 | November 2021                            | December 2021 | November 2021 to December 2021 | December 2020 to December 2021 |
|  |               |  | 2002=100      |                                |                                |
| All-items  | 132.8         | 138.1                                    | 138.0         | -0.1                           | 3.9                            |
| Food <sup>5</sup>                                | 150.4         | 156.3                                    | 156.6         | 0.2                            | 4.1                            |
| Food purchased from stores                       | 148.2         | 154.9                                    | 155.2         | 0.2                            | 4.7                            |
| Meat   | 162.6         | 182.7                                    | 181.9         | -0.4                           | 11.9                           |
| Dairy products and eggs                          | 141.0         | 145.6                                    | 145.2         | -0.3                           | 3.0                            |
| Bakery and cereal products (excluding baby food) | 144.6         | 150.2                                    | 150.2         | 0.0                            | 3.9                            |
| Fresh fruit                                      | 152.1         | 151.9                                    | 154.0         | 1.4                            | 1.2                            |
| Fresh vegetables                                 | 177.7         | 176.4                                    | 176.2         | -0.1                           | -0.8                           |
| Food purchased from restaurants <sup>5</sup>     | 154.0         | 157.8                                    | 157.9         | 0.1                            | 2.5                            |
| Shelter <sup>6</sup>                             | 128.9         | 135.7                                    | 136.4         | 0.5                            | 5.8                            |
| Rented accommodation                             | 126.5         | 129.9                                    | 130.2         | 0.2                            | 2.9                            |
| Owned accommodation                              | 123.7         | 130.9                                    | 131.9         | 0.8                            | 6.6                            |
| Homeowners' replacement cost                     | 128.6         | 142.5                                    | 143.4         | 0.6                            | 11.5                           |

**Policy Committee Meeting Notes**  
**Monday, February 7, 2022**  
**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  
Ida Campbell - Trustee

*Regrets:* Leah Reimer – Executive Assistant

---

**8001.2 Accumulated Operating Surplus**

- Further discussion and edits made

**ACTION:** Update policy with changes and place on the February 22, 2022 Board Meeting for Notice of Motion

**8001.3 Financial Planning & Reporting**

- Further discussion and edits made

**ACTION:** Update policy with changes and place on the February 22, 2022 Board Meeting for Notice of Motion

**Bylaw 1/90 – Organization of the Board**

- Further discussion and edits made

**ACTION:** Update policy with changes and place on the February 22, 2022 Board Meeting for Notice of Motion

**Next Meeting Date:** Monday, April 11, 2022 @ 11:00 a.m.



## **BOARD OF EDUCATION**

School District No. 60  
(Peace River North)

8000 Finance

### **8001.3 Financial Planning and Reporting**

Adopted:

Revised:

Reviewed:

Reference: [K-12 Public Education Financial Planning and Reporting Policy](#)  
[Framework for Enhancing Student Learning Policy](#)  
[Board Policy #8001.2 \(Accumulated Operating Surplus Policy\)](#)  
[District Strategic Plan](#)  
[Budget and Transparency and Accountability Act](#)  
[School Act](#)

#### **Policy**

Annually, the Board will develop and submit to the Ministry three-year financial plans representing strategies to be implemented beyond the next fiscal year's annual budget to support the goals of the Framework for Enhancing Student Learning and the Boards Strategic Goals.

The Board's multi-year financial plans will be developed in conjunction with and along the same timeline as the development of the Annual Budget.

#### **Guidelines/Principles:**

The Policy provides direction and guidelines to align board's multi-year financial planning and reporting processes with Ministry of Education requirements. This policy aligns board long term financial planning and reporting with Strategic plans (the Framework), other operational needs and enhanced educational outcomes for students in the K-12 education system.

The financial planning and reporting requirements in this Board Policy are intended to demonstrate how financial resources are used to support the Board's strategic planning and operational needs to enhance the student educational outcomes specified in the District's Framework.

The Board will report publically how, where and when the local community and education partner groups, including local First Nations and Metis Nation BC, will be engaged on the development of multi-year financial plans The Board will also clearly explain how the local community and partner groups above will be informed of Board's progress towards aligning funding and resources with board strategic plans, other operational needs and enhance student educational outcomes.

1. Multi-year financial plans must adhere to the *Budget and Transparency and Accountability Act* which required that the Ministry of Education use 3 year rolling services plans. The intent of the Policy is for boards to follow similar practices to that of the Ministry
2. The Board is responsible for their own approval process for the multi-year financial plan.
3. The purpose of the multi-year financial plan is to disclose to the public what a board's long-term objectives.
4. The Secretary-Treasurer will provide financial updates to the Board of Education on the progress towards meeting the objectives and goals in their multi-year financial plans and link funding with enhanced outcomes for students. This will be achieved through the current reporting structures in place, as well as the Financial Statement Discussion and Analysis
5. The policy incorporates financial management including transparency, demonstrated accountability and consistent outcome-based planning, monitoring and reporting.
6. The Board will engage local community and education partner groups, including local First Nations Communities in developing multi-year financial plans. This can be achieved through in person meetings, web based surveys, email request for feedback

## **Monitoring and Reporting**

The strategies to support improving student outcomes and operational will be adjusted as changes to the financial assumptions used in the associated multi-year financial plans happen.

The Board will use the Ministry's robust annual school district financial reporting framework that boards use to meet their reporting requirements as specified in the *School Act* and to align with the *Budget Transparency and Accountability Act*.

Boards will use this existing financial reporting framework including a Financial Statement Discussion and Analysis Report to annually report on boards' progress towards meeting board objectives as outlined in their multi-year financial plans (for example, enhanced student educational outcomes and other operational needs of the board).



## **BOARD OF EDUCATION**

School District No.  
60 (Peace River  
North)

8000 Finance

### **8001.2 Accumulated Operating Surplus**

Adopted: 2018-04

Revised:

Reviewed: 2022-02

Reference: [K-12 Public Education Accumulated Operating Surplus Policy Companion Guide](#)  
[Accumulated Operating Surplus Policy](#)  
[Financial Planning and Reporting Policy](#)  
[Link to 8001.3 \(once approved\)](#)

## **Policy**

The Board of Education is committed to providing a transparent process for the allocation of an operating surplus. The appropriate management of operating surplus provides the school district with the ability to effectively plan and sustain services to students for a period longer than a single budget year resulting in an improvement of the overall financial health of the district.

## **Guidelines/Principles:**

An accumulated operating surplus is achieved by spending less than the revenue the school districts receives in a given year, surpluses can accumulate year over year. The Board of Education is required by legislation to approve a balanced preliminary and amended annual budget, which may include the use of accumulated surplus funds from previous years. Estimated spending in the budgeting process must not exceed estimated revenue plus accumulated operating surplus.

Appropriation of internal restrictions on surplus funds and any inter-fund transfers each year in which they occur will require a motion to be made by the Board of Education. Capital assets purchased for departmental operating plans from approved budget expenditures do not require subsequent board approval

During the Annual Budget Process, the Board will consider the availability of accumulated operating surplus funds and the allocation of those funds between internally restricted surplus and unrestricted surplus (including contingency funds).

During this process the Board will post information on its website about how, where and when the local community and education partner groups, including local First Nations and Metis Nation BC, will be engaged on the accumulation, spending and reporting of operating surplus funds. The Board will clearly explain the purpose of operating surplus and how the surplus will

be used to support the Board's strategic objectives (for example, improving student educational outcomes) and other operational priorities of the Board.

## **TYPES OF SURPLUS**

### **Internally Restricted Operating Surplus**

There are three categories under which the Board may motion to designate internally restricted surplus funds:

1. Funds that are restricted due to the nature of constraints on the funds,  
i.e. Unspent Indigenous Education Targeted funds, Contractual obligations (e.g., professional development); school generated funds (not externally restricted)
2. Funds for anticipated unusual expenses  
staffing needs that are short term and variable in nature; self-insurance for minor equipment loss and breakage; implementation of new initiatives; and the impact of emerging events (i.e. Ministry projects; Emergent Events; Employee Benefits)
3. Funds for items requiring more than one year
  - Future years' Operations/Budget (not beyond the next two fiscal years);
  - Schools and department surplus/carry-forwards (not beyond the next two fiscal years);
  - Operating projects in progress;
  - Technology, utilities, equipment, and Capital projects (includes amounts to be transferred to Local Capital that have not yet been identified for specific initiatives;
  - Purchase order commitments; and
  - Educational programs spanning multiple years (e.g., distributed learning, summer school, International Student Program)

### **Unrestricted Operating Surplus (Contingency Reserve)**

In conjunction with the Board of Education's review and approval of the annual financial statements, the Board of Education will restrict a portion of accumulated operating surplus for the purpose of forming a Contingency Reserve.

The Contingency Reserve will be sufficient to reduce, to an appropriate level, financial risk that results from emergent operating issues and/or to offset unrealized revenues. Prior to the adoption of each annual budget and amended annual budget, the Secretary Treasurer will present for the Board of Education's review and approval, allocation of budget for the purpose of Contingency Reserve and when applicable; strategies for replenishing the Contingency Reserve. The ministry surplus policy says that the "amount of unrestricted at the end of a fiscal year should be laid out in the Boards Operating Surplus Policy, in accordance with ministry instructions ". For example, the Ministry Financial Statement Instructions.

The amount of Unrestricted Operating Surplus at the end of a fiscal year should be a minimum of 1.5% and maximum of 2.5% of actual Operating Expenses of the fiscal year.



## EXAMPLES

- **Major Emergent Operating Issues** – the School District is exposed to major non-reoccurring costs related to various emergency events or situations, e.g., inclement weather, forest fires, etc. These situations cannot be anticipated and budgeted for and it may not be feasible to absorb the cost of such events in other budget areas in any given year.
- **To Offset Unrealized Revenues** – The School District is exposed to the possibility of unrealized revenues and/or declines in base revenues from year to year due to the cyclical nature of the revenue source being impacted by economic downturns, (e.g., lower off-shore student enrolment).

## Local Capital

There are three sources of Local Capital:

1. The board's portion of any proceeds from the disposition of capital assets;
2. Transfers from operating funds; and
3. Interest earned on local capital funds restricted for the purchase of tangible capital assets.

Transfers from operating funds to Local Capital will be for specific initiatives related to the Board's strategic plan or other operational needs of the district. Examples include vehicle replacement, computer system upgrades, and renovation or replacement of administrative and operational buildings. If these transferred funds are not linked to strategic goals or they have not been used within the timeline identified for the relevant initiative, the Ministry may require boards to use these Local Capital funds for other capital projects.

## Restricted for Future Capital Cost Sharing

The Treasury Board requires the Ministry of Education to review district surplus funds and determine funds that are available to contribute towards major capital projects in the Board's 5-year Capital plan. When a project has been approved for concept plan or business case development, the Board may restrict operating surplus funds to meet the cost sharing expectations for that project.

## Inter-Fund Transfers

In some cases, funds need to be transferred between the operating fund, special purpose funds and the capital fund. These transfers are authorized through a board motion. In some cases, this approval will be done through the approval of a budget or annual financial statements. Approval of inter-fund transfers related to confidential matters (such as land, legal or personnel) will be considered in an in-camera board meeting.

## Reporting

Boards are required to provide the Ministry with an annual report on their budget allocation decisions (including operating surplus and Local Capital) demonstrating that approved

allocations support the Board's strategic objectives. The reporting templates in the Companion Guide to the Ministry's Accumulated Operating Surplus can be used to develop the Board's own template.

The Ministry may take actions to monitor and evaluate operating surplus as outlined in the Companion Guide to the Ministry's Accumulated Operating Surplus

## Definitions

- *Accumulated Operating Deficit* means the accumulated excess of Operating Expenses over Operating Revenues Less Inter-Fund Transfers from current and prior years.
- *Accumulated Operating Surplus* means the accumulated excess of Operating Revenues over Operating Expenses Less Inter-Fund Transfers from current and prior years. Accumulated Operating Surplus is a term defined by the Public Sector Accounting Standards (PS1201). While boards of education may use the term Reserves to denote 'Surplus', when it comes to financial statements and budgets the term Surplus should be used.
- *Annual Operating Deficit* is the amount by which a fiscal year's Operating Expenses and Inter-Fund Transfers exceed that same fiscal year's Operating Revenues. Annual Operating Surplus is the amount by which a fiscal year's Operating Revenue exceeds that same fiscal year's Operating Expenses and Inter-Fund Transfers.
- *Inter-Fund Transfers* means the transfer of funds from one fund to another (e.g., between Operating Fund and Capital Fund).
- *Internally Restricted Operating Surplus* means a portion of an Accumulated Operating Surplus that has been set aside through a board motion for specified use in future years.
- *Local Capital* is comprised of previous years' available operating surpluses, which are transferred to Local Capital with board approval; revenues from sale of capital assets; and investment income earned on these funds.
- *Operating Expenses* are the total of all expenses in the Operating Fund as disclosed on Schedule 2 of the annual financial statements.
- *Operating Revenue* is the total of all revenue in the Operating Fund as disclosed on Schedule 2 of the annual financial statements.
- *Special Purpose Funds* consists of targeted funding provided to the school district for a specific purpose. Pursuant to Sections 156(4) and (5) of the School Act, each special purpose fund must be accounted for in accordance with the terms of that special purpose fund. Treasury Board Restricted Contribution Regulation 198/2011, issued in November 2011, defines a restricted contribution as 'a contribution that is subject to a legislative or contractual stipulation or restriction as to its use'. Special purpose fund expenses are contingent on the amount of revenue received for the purpose of providing a specific service or program.
- *Unrestricted Operating Surplus (Contingency)* means the accumulated Operating Surplus built up in the School District's Operating Fund that has not been designated for specific uses



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

## **BY-LAW NO. 1/90**

### **"A BY-LAW TO PROVIDE FOR THE ORGANIZATION OF THE BOARD".**

Adopted: 1990-12  
Revised: 1992-03, 1994-06, 2006-11, 2013-02, 2013-03, 2019-11, 2021-05  
Reviewed: 1997-12, 2021-04

Reference:

#### **INAUGURAL MEETINGS:**

- 1.1** Each electoral year, the first meeting of the Board shall be called by the Secretary-Treasurer and shall be as soon as possible after the general election, and, in any event, no later than November 30<sup>th</sup> of that year.
- 1.2** Until such time as the Board Chairperson has been elected, either the Secretary-Treasurer or Superintendent of Schools shall serve as the interim Chairperson.
- 1.3** Each Trustee will declare any relationship that exists which may be interpreted as a conflict of interest.
- 1.4** Following the swearing in of new Trustees, the interim Chairperson shall call for nominations by secret ballot for the position of Board Chairperson. **The nominees shall have opportunity to speak to their nomination, if they so choose.** The election shall be conducted by secret ballot. The person receiving a clear majority shall be declared Board Chairperson. If no person receives a clear majority, **the nominees shall be invited to speak to their candidacy and then another secret ballot shall be taken.** ~~further secret ballots shall be taken until the same is achieved or.~~ **Still** Should a tie **still** occur; the election shall be decided by drawing of lots.
- 1.5** Following the election of Board Chairperson, the order of business shall be election of a Vice-Chairperson.
- The election of Vice-Chairperson shall be conducted in the same manner as the election of Chairperson.
- An election of Provincial Councilor and alternate shall be conducted.
- An election of a British Columbia Public School Employers' Association (BCPSEA) representative and alternate shall be conducted.
- 1.6** A majority of the Board may elect a new Chairperson or Vice-Chairperson at any time by proposing a motion to elect by secret ballot at the following meeting.

- 1.7** Trustees who are attending the election meeting electronically need to submit their votes to a scrutineer who is in attendance at the meeting. Staff will set up protocols and process prior to the meeting. All evidence whether electronic or by secret ballot will be destroyed.
- 1.8** Trustees who know they will be unavailable during the election shall let the Board Chairperson know prior to the meeting what position(s) they will let their name stand for, if nominated.

## **CHAIRPERSON AND PRESIDING OFFICERS**

- 2.1** The Chairperson and the Vice-Chairperson shall be elected at the first meeting held after the general election, as referred to in Clause 1.1. In a non-electoral year, the Chairperson and the Vice-Chairperson shall be elected at the first meeting in November.
- 2.2** The Chairperson shall preside at all meetings of the Board, but may vacate the chair in order to enter substantive debate. The Chairperson should vacate the chair to propose or second a substantive motion and should not resume the chair until his/her motion has been fully disposed of.
- 2.3** The Vice-Chairperson shall preside in the absence of the Chairperson or when the Chairperson vacates the chair.
- 2.4** In the event that neither the Chairperson nor the Vice-Chairperson are able or willing to take the chair, the presiding officer shall be elected by the Board for that meeting.
- 2.5** The Chairperson shall rule on all points of order and shall state his/her reasons and the authority for ruling when making a ruling. The Chairperson's ruling shall be subject to appeal of the Board. An appeal may only be requested immediately after a ruling and before resumption of business.
- 2.6** The Chairperson shall vote in accordance with Section 11.4.

## **MEETINGS - GENERAL INFORMATION**

- 3.1** The Secretary-Treasurer must be present at the time that a decision of the Board is rendered and must record any decision.
- 3.2** If the Secretary-Treasurer is unable to attend the meeting or if the meeting concerns the work performance for employment of the Secretary-Treasurer, the Board may designate another employee of the Board to attend the meeting in place of the Secretary-Treasurer to perform the duties of the Secretary-Treasurer at the meeting.
- 3.3** Minutes shall be a record of matters discussed and decisions reached.
- 3.4** All regular meetings of the Board shall be open to the public. If, in the opinion of the Board, the public interest so requires, persons other than Trustees and the Secretary-Treasurer may be excluded from meeting.

- 3.5** The Chairperson may expel and exclude from a Board Meeting any member of the general public or staff person who he/she considers has been guilty of improper conduct.
- 3.6** A majority of the Trustees present at a meeting of the Board may expel a Trustee from the meeting for improper conduct.

## **REGULAR MEETINGS**

- 4.1** A regular meeting shall be held a minimum of once per month, unless otherwise decided by a motion of the Board.
- 4.2** The quorum for a regular meeting shall be a majority of Trustees holding office at that time.
- 4.3** All regular meetings shall stand adjourned at four hours after their commencement unless a resolution is passed by a two-thirds majority to extend the hour of adjournment.
- 4.4** At the appointed time for commencement of a meeting, the Chairperson shall ascertain that a quorum is present before proceeding to the business of the meeting. If a quorum has not been made within one-half hour after the appointed time, the meeting shall stand adjourned until the next regular meeting date or until another meeting shall have been called in accordance with these by-laws.
- 4.5** After a meeting has commenced, if notice is drawn to a lack of quorum, the Chairperson shall ascertain whether there is a lack of quorum and, if so found, adjourn the meeting to a time certain or to the next regular meeting date, at his/her discretion.
- 4.6** The agenda and notice of meetings shall be prepared by the Secretary-Treasurer under the direction of the Chairperson. The proposed agenda must be available to each Trustee at least seventy-two (72) hours in advance of the meeting.
- 4.7** A change to the prescribed order of business may be proposed by a Trustee and shall be accepted by consensus.
- 4.8** The Board may conduct its meetings electronically providing that two-way communication is possible.

## **SPECIAL MEETINGS**

- 5.1** A Special Meeting of the Board may be called by the Chairperson or, upon request of a majority of the Trustees, may be called by the Secretary-Treasurer. No business other than that for which the meeting was called shall be conducted at the meeting.
- 5.2** (a) Notice, either written or verbal, of a special meeting shall be given to each Trustee at least twenty-four (24) hours in advance of the meeting.

- (b) Notwithstanding Section 5.2 (a) above, a special meeting of the Board may be held at any time without previous notice if every Trustee agrees to waive notice.

## **ELECTRONIC MEETING EXPECTATIONS**

### **6.1 Rationale for Developing Expectations for Trustees for Electronic Meetings**

- Fully electronic meetings or blended electronic meetings will be needed for quite sometime
- All trustees have expressed some concerns related to the “electronic meetings” that we have held
- As more meetings have been done electronically, our understanding of our needs and how to do things has developed

### **6.2 Prior to the Meeting**

- Make sure you have log in information available
- Sign into the meeting at least 10 minutes ahead of the meeting start time; this gives us time to sort out technical difficulties ahead of the meeting’s scheduled start time

### **6.3 Guidelines for Trustees Joining an Online Meeting**

- Use district provided devices and school district provided emails for board business, this addresses security concerns
- A recommended browser works best for accessing Online Meetings
- Location where trustees are calling in from to attend the meeting should be one where there is minimal background disruption
- Ensure good lighting to avoid appearing in shadow. Avoid uncovered windows or bright light sources behind you
- Let others know that you are participating in a meeting and that you can’t be interrupted during the meeting
- If you use earphones, the meeting will not be audible to others in the location that you are calling in from
- It is especially important during the in-camera portion of the meeting that the meeting is not audible to others and others can’t see your computer screen

### **6.4 Guidelines for Trustees During the Meeting**

- Roll call should be done so that everyone is aware of who is attending the meeting. This is especially important during our Regular Meetings where quorum must be established.
- Speak clearly and slowly; this is important to the minute taker and shows consideration for the fact that minute taking in an electronic and blended environment is more difficult. This also assists the understanding of others in the meeting.
- Trustees should give their full name when making or seconding a motion
- There should be one conversation at a time
- The Online meeting “chat” function will be available for use during the meeting. Use chat to confirm that you wish to speak and add your questions/comments there.
- Mute your microphone when you are not talking
- Leave your webcam on for the duration of the meeting. Body language is an important aspect of communication. It is also important that others can note your presence especially if you are needed for meeting the number requirement for quorum. An informed vote can only be cast if you have been

listening to the full conversation around the issue. If a participant is needing to leave for a break during the meeting, notify the chair so that your absence for a portion of the meeting can be noted, if necessary (ie. ensuring quorum is met or for voting on a motion). If you have to leave a meeting early, notify the chair so that the time that you left can be documented appropriately in the minutes.

- When voting is required, either physically raise your hand and/or verbally give your response (eg. For, Against, Abstaining)
- Be present in an electronic meeting the same way that you would be during a regular meeting. Silence your phone. Stay seated and focused.
- Return from breaks on time

**CLOSED SESSION** (The "In Committee" portion of regular or special meetings.)

**7.1** The Board may conduct meetings without the public, or without the public and staff present, at which matters of a confidential nature shall be discussed. No Trustee shall disclose to the public the proceedings of a closed meeting unless a resolution has been passed at the closed meeting to allow disclosure.

**7.2** Minutes of a closed meeting shall be kept in the same manner as a regular meeting but shall be approved only by the Board in closed meeting and shall be filed separately.

In addition to the minutes, a record containing general statements of matters discussed and decisions reached shall be prepared. The record is open to inspection to anyone excluded from a meeting.

**7.3** Unless otherwise determined by the Board, the following matters shall be considered in closed session:

(1) Personnel Matters

- salary claims and negotiations
- evaluation, discipline or retirement of employees
- employee assignment, promotion or termination.

(2) Legal Matters

- accident claims
- legal actions brought by or against the Board
- legal opinions respecting any matters which are to be considered in private session.

(3) Student Matters

- indigent students
- student discipline.

(4) Property Matters

- negotiations regarding purchase, lease or sale of property
- future site planning and designation
- investigations regarding possible school closures.

- (5) Auditors' Management Letter
- (6) Medical matters respecting individual students or employees
- (7) A statement referring to the safety, security or protection of students, personnel or Board property.
- (8) Such matters as the Board may in public session determine.
- (9) A member of the Board may make a motion to place a closed-session item of business onto the agenda of the public session and, upon the motion being seconded and discussed, a simple majority vote in favor of the motion shall be sufficient cause to move the item into the public session.

## **RULES OF ORDER**

- 8.1** Where these rules are silent and where not inconsistent with these rules, Robert's Rules of Order shall apply to the conduct of meetings, provided further that, where both these Rules and Robert's Rules of Order are silent, the Standing Orders of the British Columbia legislature shall be followed. Where there is an inconsistency between these rules and the School Act, the School Act shall apply over the rule in question.
- 8.2** The Board may adopt a procedural rule for one or more meetings by resolution of a majority of two-thirds of the Trustees present at the meeting. A rule other than the requirement for notice of meetings may be suspended by unanimous consent of the Trustees present.
- 8.3** The rules may be amended by By-law only, at a meeting of which notice of intention to propose the amendment has been given at a previous meeting.
- 8.4** The Chairperson's ruling on a point of order shall be based on rules of order as stated in paragraph 7.1 herein.
- 8.5** An appeal of a ruling of the Chairperson shall be decided without debate by a majority vote of Trustees present. When an appeal is successful, it does not necessarily set a precedent.
- 8.6** All questions shall be decided by a vote on motion.

## **MOTIONS**

- 9.1** Motions shall be phrased in a clear and concise manner so as to express an opinion or achieve a result. A preamble does not form part of a resolution when passed.
- 9.2** The Chairperson may divide a motion containing more than one subject if he feels this would produce a fairer or clearer result and the same shall be voted on in the form in which it is divided.



- 9.3** No motion, other than to postpone consideration of a question or a procedural motion, shall be repeated during the calendar year except by the reconsideration process.
- 9.4** All motions shall be seconded.
- 9.5** All motions are debatable except the following:
- (a) Motion for adjournment of debate or for adjournment of a meeting unless such a motion contains a time for re commencement of debate or for a new meeting;
  - (b) Motion to fix time for adjournment of a meeting;
  - (c) Motion to proceed to the next business;
  - (d) Motion to go into committee of the whole or closed session.
- 9.6** All motions shall be subject to amendment except the following:
- (a) Motion that the question be now put;
  - (b) Motion for adjournment of debate or adjournment of a meeting;
  - (c) Motion to table unless such a motion contains a date for further consideration of the matter tabled;
  - (d) Motion to refer to committees;
  - (e) Motion to proceed to next business.
- 9.7** An amendment to a motion does not require notice. Only one amendment to an amendment shall be allowed and the same shall be dealt with before the amendment is decided. Amendments must be strictly relevant to the main motion and not alter in a material way or be contrary to the principle embodied in the main motion.

## **RECONSIDERATION**

- 10.1** A question may be reconsidered only if notice of a request for reconsideration has been given at a previous meeting and if reconsideration is approved by a two-thirds majority.

## **DEBATE**

- 11.1** Debate shall be strictly relevant to the question before the meeting and the Chairperson shall warn speakers who violate this rule.
- 11.2** No Trustee shall speak more than once to a question except the mover of a motion, who shall have the right to speak first and to make a reply when all other Trustees who wish to speak have spoken. No Trustee shall speak for a period in excess of three minutes at one time. The Chairperson may caution a Trustee who persists in tedious and repetitious debate and may direct him to discontinue if he persists.
- 11.3** A matter of privilege (a matter dealing with the rights or interests of the Board as a whole or a Trustee personally) may be raised at any time and shall be dealt with forthwith before resumption of business.

- 11.4** No Trustee shall interrupt another Trustee who has the floor except to raise a point of order to a point of privilege.

## **VOTING**

- 12.1** All Trustees present at a meeting must vote, although a Trustee must abstain from voting in the event that he has a conflict of interest by reason of having a direct or indirect pecuniary interest in a vote. A Trustee may also abstain from voting if he states at the meeting his reasons thereon.
- 12.2** Voting shall be by a show of hands and only the results recorded unless a Trustee requests recording of names. Where names are recorded, both positive and negative votes shall be recorded.
- 12.3** Where a Trustee is present at a meeting and abstains from voting without stating a reason that shall be deemed to be an affirmative vote.
- 12.4** The Chairperson shall vote at the same time as the other members of the Board and, in the case of equality of votes for and against a motion, the question is resolved in the negative and the Chairperson shall so declare.
- 12.5** All questions shall be decided by a majority of the votes of the Trustees present and voting save as otherwise provided by these Bylaws.

## **COMMITTEES**

- 13.1** Standing Board Committees of the whole will address issues/topics brought forward for both in-camera or regular in-depth discussions. The Board Chairperson will chair the meetings or assign another Trustee to act as Chair for specific topics.
- 13.2** The Committee Chairperson may invite resource persons as required.
- 13.3** Committees shall report to the Board on a regular basis.
- 13.4** Standing committees shall have jurisdiction to consider and make recommendations to the Board in matters assigned to them or in other matters within their terms of reference. No action shall be taken on the Standing Committee report until the report has been formally approved by the Board.
- 13.5** Special or ad hoc committees for any purpose may be appointed by the Board Chairperson as required.

## **BY-LAWS AND RESOLUTIONS**

- 14.1** All matters shall be dealt with by Motion, Notice of Motion or By-Law.
- Notice of Motion shall have one reading and a By-Law shall have three readings.
- 14.2** The following shall only be resolved by By-Law:

- (a) amendments to By-Laws;
- (b) acquisition or disposal of property owned or administered by the Board.
- (c) where required by the School Act or the Act gives the Board the power to develop.

## **PROCEDURE ON BY-LAWS**

**15.1** With the exception of School Loan By-Laws, Budget By-Laws and/or Budget and School Referendum Tax Rate By-Laws, written notice of intention to propose a By-Law shall be given at the meeting prior to the first reading.

**15.2** Every By-Law shall be dealt with as follows:

- (a) Before it is passed, a By-Law of the Board must be given 3 distinct readings.
- (b) Except as provided in subsection (c), at each reading of a By-Law, the By-Law must be read in full.
- (c) If a written or printed copy of a By-Law is in the possession of each Trustee and is available to each member of the public in attendance at the meeting at which the By-Law is to be read, a reading of a By-Law may consist of a description of the By-Law by:
  - its title, and
  - a summary of its contents.
- (d) The Board shall not give a By-Law more than 2 readings at any one meeting unless the members of the Board who are present at the meeting unanimously agree to give the By-Law all 3 readings at that meeting.

**15.3** When a By-Law has been amended, it shall be reprinted as amended and shall not be further proceeded with until the amended version has been distributed, except by vote of a two-thirds majority.

**15.4** A By-Law may be advanced two or more stages in one day by a two-thirds majority, or on urgent or extraordinary occasions, the determination of which shall be by the Chairperson.

**15.5** The Secretary-Treasurer shall certify on a copy of each By-Law that the By-Law was read a first, second and third time, and shall note the date that the By-Law was finally passed and adopted. Any amendments passed shall also be noted in the same manner.

**15.6** The Trustee who introduces a By-Law may withdraw the same at any stage with unanimous consent.

## **PROCEDURE FOR NOTICES OF MOTION**

**16.1** A Notice of Motion permits the Board to consider and prepare for the question or questions that will be placed before them for consideration, thereby facilitating

discussion and contributing to the efficient and satisfactory discharge of the matter.

OR

If a substantial issue is to be raised affecting the constitution, policies or procedures of the Board, notice will be given at one meeting that such issue will be introduced by Motion at the next or a subsequent meeting.

**16.2** The following shall only be resolved by Notice of Motion:

- election of Chairperson or Vice-Chairperson as defined in
- Section 1.6;
- policies;
- variances to the budget;
- items brought forward for closure at next meeting;
- all new Board By-Laws;
- amendments to all Board By-Laws.

**16.3** Notices of Motion shall be dealt with in the following stages:

- Notice of Motion made by Trustee.
- Notice of Motion brought forward to the agenda of either public or committee meeting
- Motion seconded and voted on unless referred for further consideration.

If referred for further consideration, a date shall be given as to when the item is to be brought back.

This By-Law may be cited for all purposes as "School District No. 60 (Peace River North) By-Law No. 1/90" - a By-Law to provide for the conduct to meetings of the Board and is passed in compliance with the requirements of the School Act.

Read a first time the 17<sup>th</sup> day of May, 2021.

Read a second time the 17<sup>th</sup> day of May, 2021.

Read a third time, passed and adopted the 17<sup>th</sup> day of May, 2021.

---

Chairperson

---

Secretary-Treasurer

Amended Annual Budget

## **School District No. 60 (Peace River North)**

June 30, 2022

# School District No. 60 (Peace River North)

June 30, 2022

## Table of Contents

|   |    |
|---|----|
| Bylaw .....   | 1  |
| Amended Annual Budget - Revenue and Expense - Statement 2 .....   | 2  |
| Amended Annual Budget - Changes in Net Financial Assets (Debt) - Statement 4 .....                      | 4  |
| Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund - Schedule 1 ..... | 5  |
| Amended Annual Budget - Operating Revenue and Expense - Schedule 2 .....                                | 6  |
| Schedule 2A - Amended Annual Budget - Schedule of Operating Revenue by Source .....                     | 7  |
| Schedule 2B - Amended Annual Budget - Schedule of Operating Expense by Object .....                     | 8  |
| Schedule 2C - Amended Annual Budget - Operating Expense by Function, Program and Object .....           | 9  |
| Amended Annual Budget - Special Purpose Revenue and Expense - Schedule 3 .....                          | 11 |
| Schedule 3A - Amended Annual Budget - Changes in Special Purpose Funds .....                            | 12 |
| Amended Annual Budget - Capital Revenue and Expense - Schedule 4 .....                                  | 15 |

\*NOTE - Statement 1, Statement 3, Statement 5 and Schedules 4A - 4D are used for Financial Statement reporting only.

## AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 60 (PEACE RIVER NORTH) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2021/2022 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 60 (Peace River North) Amended Annual Budget Bylaw for fiscal year 2021/2022.
3. The attached Statement 2 showing the estimated revenue and expense for the 2021/2022 fiscal year and the total budget bylaw amount of \$86,762,048 for the 2021/2022 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2021/2022.

READ A FIRST TIME THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022;

READ A SECOND TIME THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022;

READ A THIRD TIME, PASSED AND ADOPTED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022;

\_\_\_\_\_  
Chairperson of the Board

( Corporate Seal )

\_\_\_\_\_  
Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 60 (Peace River North) Amended Annual Budget Bylaw 2021/2022, adopted by the Board the \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.

\_\_\_\_\_  
Secretary Treasurer

# School District No. 60 (Peace River North)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2022

|   | 2022 Amended<br>Annual Budget | 2022<br>Annual Budget |
|---|-------------------------------|-----------------------|
| <b>Ministry Operating Grant Funded FTE's</b>                  |                               |                       |
| School-Age  | 6,232,869                     | 6,371,938             |
| Adult   | 25,500                        | 29,125                |
| Other   | 1,920                         | 1,880                 |
| <b>Total Ministry Operating Grant Funded FTE's</b>            | <b>6,260,289</b>              | <b>6,402,943</b>      |
| <b>Revenues</b>   | <b>\$</b>                     | <b>\$</b>             |
| Provincial Grants   |                               |                       |
| Ministry of Education   | 75,467,603                    | 75,894,510            |
| Other   | 129,936                       | 117,415               |
| Federal Grants  | 255,219                       | 223,081               |
| Tuition   | 754,051                       | 600,000               |
| Other Revenue   | 4,210,602                     | 2,404,109             |
| Rentals and Leases  | 101,710                       | 85,794                |
| Investment Income   | 80,000                        | 120,000               |
| Amortization of Deferred Capital Revenue                      | 4,415,488                     | 4,061,475             |
| <b>Total Revenue</b>  | <b>85,414,609</b>             | <b>83,506,384</b>     |
| <b>Expenses</b>   |                               |                       |
| Instruction   | 64,539,271                    | 62,378,993            |
| District Administration                                       | 2,435,224                     | 2,588,396             |
| Operations and Maintenance                                    | 14,341,019                    | 14,648,117            |
| Transportation and Housing                                    | 4,619,954                     | 4,705,213             |
| <b>Total Expense</b>  | <b>85,935,468</b>             | <b>84,320,719</b>     |
| <b>Budgeted Surplus (Deficit), for the year</b>               | <b>(520,859)</b>              | <b>(814,335)</b>      |
| <b>Budgeted Surplus (Deficit), for the year comprised of:</b> |                               |                       |
| Operating Fund Surplus (Deficit)                              |                               |                       |
| Special Purpose Fund Surplus (Deficit)                        |                               |                       |
| Capital Fund Surplus (Deficit)                                | (520,859)                     | (814,335)             |
| <b>Budgeted Surplus (Deficit), for the year</b>               | <b>(520,859)</b>              | <b>(814,335)</b>      |



# School District No. 60 (Peace River North)

Statement 4

Amended Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2022

|   | 2022 Amended<br>Annual Budget | 2022<br>Annual Budget |
|---|-------------------------------|-----------------------|
|   | \$                            | \$                    |
| <b>Surplus (Deficit) for the year</b>                     | <b>(520,859)</b>              | <b>(814,335)</b>      |
| <b>Effect of change in Tangible Capital Assets</b>        |                               |                       |
| Acquisition of Tangible Capital Assets                    |                               |                       |
| From Operating and Special Purpose Funds                  | (826,580)                     | (700,000)             |
| From Deferred Capital Revenue                             | (4,971,594)                   | (3,374,552)           |
| <b>Total Acquisition of Tangible Capital Assets</b>       | <b>(5,798,174)</b>            | <b>(4,074,552)</b>    |
| Amortization of Tangible Capital Assets                   | 5,762,927                     | 5,575,810             |
| <b>Total Effect of change in Tangible Capital Assets</b>  | <b>(35,247)</b>               | <b>1,501,258</b>      |
|   | -                             | -                     |
|   | -                             | -                     |
| <b>(Increase) Decrease in Net Financial Assets (Debt)</b> | <b>(556,106)</b>              | <b>686,923</b>        |

# School District No. 60 (Peace River North)

Schedule 1

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund

Year Ended June 30, 2022

|   | Operating<br>Fund | Special Purpose<br>Fund | Capital<br>Fund | 2022 Amended<br>Annual Budget |
|---|-------------------|-------------------------|-----------------|-------------------------------|
|   | \$                | \$                      | \$              | \$                            |
| Accumulated Surplus (Deficit), beginning of year    | 3,483,802         | -                       | 28,778,854      | 32,262,656                    |
| Changes for the year                                |                   |                         |                 |                               |
| Net Revenue (Expense) for the year                  | 510,000           | 316,580                 | (1,347,439)     | (520,859)                     |
| Interfund Transfers                                 |                   |                         |                 |                               |
| Tangible Capital Assets Purchased                   | (510,000)         | (316,580)               | 826,580         | -                             |
| Net Changes for the year                            | -                 | -                       | (520,859)       | (520,859)                     |
| Budgeted Accumulated Surplus (Deficit), end of year | 3,483,802         | -                       | 28,257,995      | 31,741,797                    |

# School District No. 60 (Peace River North)

Amended Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2022

Schedule 2

|   | 2022 Amended<br>Annual Budget | 2022<br>Annual Budget |
|---|-------------------------------|-----------------------|
|   | \$                            | \$                    |
| <b>Revenues</b>                                 |                               |                       |
| Provincial Grants                               |                               |                       |
| Ministry of Education                           | 68,570,491                    | 69,248,130            |
| Other   | 129,936                       | 117,415               |
| Tuition   | 754,051                       | 600,000               |
| Other Revenue                                   | 1,683,996                     | 1,154,235             |
| Rentals and Leases                              | 101,710                       | 85,794                |
| Investment Income                               | 80,000                        | 120,000               |
| <b>Total Revenue</b>                            | <b>71,320,184</b>             | <b>71,325,574</b>     |
| <b>Expenses</b>                                 |                               |                       |
| Instruction                                     | 55,558,975                    | 54,953,950            |
| District Administration                         | 2,435,224                     | 2,588,396             |
| Operations and Maintenance                      | 9,101,617                     | 9,155,679             |
| Transportation and Housing                      | 3,714,368                     | 3,927,549             |
| <b>Total Expense</b>                            | <b>70,810,184</b>             | <b>70,625,574</b>     |
| <b>Net Revenue (Expense)</b>                    | <b>510,000</b>                | <b>700,000</b>        |
| <b>Net Transfers (to) from other funds</b>      |                               |                       |
| Tangible Capital Assets Purchased               | (510,000)                     | (700,000)             |
| <b>Total Net Transfers</b>                      | <b>(510,000)</b>              | <b>(700,000)</b>      |
| <b>Budgeted Surplus (Deficit), for the year</b> | <b>-</b>                      | <b>-</b>              |

# School District No. 60 (Peace River North)

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source  
Year Ended June 30, 2022

|  | 2022 Amended<br>Annual Budget | 2022<br>Annual Budget |
|--|-------------------------------|-----------------------|
|  | \$                            | \$                    |
| <b>Provincial Grants - Ministry of Education</b>       |                               |                       |
| Operating Grant, Ministry of Education                 | 69,291,410                    | 69,380,335            |
| ISC/LEA Recovery                                       | (1,098,180)                   | (929,640)             |
| Other Ministry of Education Grants                     |                               |                       |
| Pay Equity   | 241,350                       | 241,350               |
| Funding for Graduated Adults                           | 39,000                        | 55,000                |
| Student Transportation Fund                            | 425,785                       | 425,785               |
| Support Staff Benefits Grant                           | 68,323                        | 67,113                |
| FSA Scorer Grant                                       | 8,187                         | 8,187                 |
| Early Learning Framework                               | 2,400                         |                       |
| Decreased enrollment in DL for Feb 2022                | (407,784)                     |                       |
| <b>Total Provincial Grants - Ministry of Education</b> | <b>68,570,491</b>             | <b>69,248,130</b>     |
| <b>Provincial Grants - Other</b>                       | <b>129,936</b>                | <b>117,415</b>        |
| <b>Tuition</b>   |                               |                       |
| International and Out of Province Students             | 754,051                       | 600,000               |
| <b>Total Tuition</b>                                   | <b>754,051</b>                | <b>600,000</b>        |
| <b>Other Revenues</b>                                  |                               |                       |
| Funding from First Nations                             | 1,098,180                     | 929,640               |
| Miscellaneous  |                               |                       |
| Miscellaneous  | 585,816                       | 224,595               |
| <b>Total Other Revenue</b>                             | <b>1,683,996</b>              | <b>1,154,235</b>      |
| <b>Rentals and Leases</b>                              | <b>101,710</b>                | <b>85,794</b>         |
| <b>Investment Income</b>                               | <b>80,000</b>                 | <b>120,000</b>        |
| <b>Total Operating Revenue</b>                         | <b>71,320,184</b>             | <b>71,325,574</b>     |

**School District No. 60 (Peace River North)**

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Object

Year Ended June 30, 2022

|                                     | 2022 Amended<br>Annual Budget | 2022<br>Annual Budget |
|-------------------------------------|-------------------------------|-----------------------|
|                                     | \$                            | \$                    |
| <b>Salaries</b>                     |                               |                       |
| Teachers                            | 26,652,684                    | 25,828,518            |
| Principals and Vice Principals      | 5,154,870                     | 5,564,310             |
| Educational Assistants              | 5,349,434                     | 4,227,825             |
| Support Staff                       | 8,002,551                     | 8,451,711             |
| Other Professionals                 | 1,844,031                     | 1,755,552             |
| Substitutes                         | 2,083,021                     | 1,619,541             |
| <b>Total Salaries</b>               | <b>49,086,591</b>             | <b>47,447,457</b>     |
| <b>Employee Benefits</b>            | <b>10,074,990</b>             | <b>11,610,259</b>     |
| <b>Total Salaries and Benefits</b>  | <b>59,161,581</b>             | <b>59,057,716</b>     |
| <b>Services and Supplies</b>        |                               |                       |
| Services                            | 1,689,045                     | 1,323,521             |
| Student Transportation              | 691,733                       | 793,850               |
| Professional Development and Travel | 1,054,610                     | 797,092               |
| Rentals and Leases                  | 38,989                        | 25,250                |
| Dues and Fees                       | 51,533                        | 54,500                |
| Insurance                           | 285,117                       | 313,000               |
| Interest                            | 14,769                        | 11,830                |
| Supplies                            | 5,121,792                     | 6,644,071             |
| Utilities                           | 2,701,015                     | 1,604,744             |
| <b>Total Services and Supplies</b>  | <b>11,648,603</b>             | <b>11,567,858</b>     |
| <b>Total Operating Expense</b>      | <b>70,810,184</b>             | <b>70,625,574</b>     |

# School District No. 60 (Peace River North)

Schedule 2C

Amended Annual Budget - Operating Expense by Function, Program and Object  
Year Ended June 30, 2022

|   | Teachers<br>Salaries | Principals and<br>Vice Principals<br>Salaries | Educational<br>Assistants<br>Salaries | Support<br>Staff<br>Salaries | Other<br>Professionals<br>Salaries | Substitutes<br>Salaries | Total<br>Salaries |
|---|----------------------|---|---------------------------------------|------------------------------|------------------------------------|-------------------------|-------------------|
|   | \$                   | \$  | \$                                    | \$                           | \$                                 | \$                      | \$                |
| <b>1 Instruction</b>                            |                      |   |                                       |                              |                                    |                         |                   |
| 1.02 Regular Instruction                        | 20,879,552           | 1,581,430                                     | -                                     | 1,611,020                    | 390,724                            | 1,365,574               | 25,828,300        |
| 1.03 Career Programs                            | 272,059              | 62,025  | -                                     | 60,173                       | -                                  | 6,960                   | 401,217           |
| 1.07 Library Services                           | 701,465              | 43,692  | -                                     | 75,015                       | -                                  | -                       | 820,172           |
| 1.08 Counselling                                | 679,373              | -   | -                                     | -                            | 116,791                            | -                       | 796,164           |
| 1.10 Special Education                          | 2,920,321            | 397,745                                       | 4,647,816                             | 62,012                       | -                                  | 378,023                 | 8,405,917         |
| 1.30 English Language Learning                  | 596,192              | -   | -                                     | -                            | -                                  | 5,280                   | 601,472           |
| 1.31 Indigenous Education                       | 477,916              | 162,896                                       | 701,618                               | 39,879                       | 15,730                             | 4,610                   | 1,402,649         |
| 1.41 School Administration                      | -                    | 2,567,072                                     | -                                     | 548,114                      | -                                  | -                       | 3,115,186         |
| 1.62 International and Out of Province Students | 125,806              | 56,375  | -                                     | 25,277                       | 21,905                             | 5,000                   | 234,363           |
| <b>Total Function 1</b>                         | <b>26,652,684</b>    | <b>4,871,235</b>                              | <b>5,349,434</b>                      | <b>2,421,490</b>             | <b>545,150</b>                     | <b>1,765,447</b>        | <b>41,605,440</b> |
| <b>4 District Administration</b>                |                      |   |                                       |                              |                                    |                         |                   |
| 4.11 Educational Administration                 | -                    | 283,635                                       | -                                     | -                            | 315,842                            | -                       | 599,477           |
| 4.40 School District Governance                 | -                    | -   | -                                     | -                            | 100,533                            | -                       | 100,533           |
| 4.41 Business Administration                    | -                    | -   | -                                     | 119,107                      | 609,861                            | -                       | 728,968           |
| <b>Total Function 4</b>                         | <b>-</b>             | <b>283,635</b>                                | <b>-</b>                              | <b>119,107</b>               | <b>1,026,236</b>                   | <b>-</b>                | <b>1,428,978</b>  |
| <b>5 Operations and Maintenance</b>             |                      |   |                                       |                              |                                    |                         |                   |
| 5.41 Operations and Maintenance Administration  | -                    | -   | -                                     | 99,434                       | 188,166                            | -                       | 287,600           |
| 5.50 Maintenance Operations                     | -                    | -   | -                                     | 3,163,349                    | -                                  | 60,000                  | 3,223,349         |
| 5.52 Maintenance of Grounds                     | -                    | -   | -                                     | 453,642                      | -                                  | 161,115                 | 614,757           |
| 5.56 Utilities                                  | -                    | -   | -                                     | -                            | -                                  | -                       | -                 |
| <b>Total Function 5</b>                         | <b>-</b>             | <b>-</b>                                      | <b>-</b>                              | <b>3,716,425</b>             | <b>188,166</b>                     | <b>221,115</b>          | <b>4,125,706</b>  |
| <b>7 Transportation and Housing</b>             |                      |   |                                       |                              |                                    |                         |                   |
| 7.41 Transportation and Housing Administration  | -                    | -   | -                                     | -                            | 84,479                             | -                       | 84,479            |
| 7.70 Student Transportation                     | -                    | -   | -                                     | 1,745,529                    | -                                  | 96,459                  | 1,841,988         |
| <b>Total Function 7</b>                         | <b>-</b>             | <b>-</b>                                      | <b>-</b>                              | <b>1,745,529</b>             | <b>84,479</b>                      | <b>96,459</b>           | <b>1,926,467</b>  |
| <b>9 Debt Services</b>                          |                      |   |                                       |                              |                                    |                         |                   |
| <b>Total Function 9</b>                         | <b>-</b>             | <b>-</b>                                      | <b>-</b>                              | <b>-</b>                     | <b>-</b>                           | <b>-</b>                | <b>-</b>          |
| <b>Total Functions 1 - 9</b>                    | <b>26,652,684</b>    | <b>5,154,870</b>                              | <b>5,349,434</b>                      | <b>8,002,551</b>             | <b>1,844,031</b>                   | <b>2,083,021</b>        | <b>49,086,591</b> |

# School District No. 60 (Peace River North)

Amended Annual Budget - Special Purpose Revenue and Expense

Year Ended June 30, 2022

Schedule 3

|   | 2022 Amended<br>Annual Budget | 2022<br>Annual Budget |
|---|-------------------------------|-----------------------|
|   | \$                            | \$                    |
| <b>Revenues</b>                                 |                               |                       |
| Provincial Grants                               |                               |                       |
| Ministry of Education                           | 6,897,112                     | 6,646,380             |
| Federal Grants                                  | 255,219                       | 223,081               |
| Other Revenue                                   | 2,526,606                     | 1,249,874             |
| <b>Total Revenue</b>                            | <b>9,678,937</b>              | <b>8,119,335</b>      |
| <b>Expenses</b>                                 |                               |                       |
| Instruction                                     | 8,980,296                     | 7,425,043             |
| Operations and Maintenance                      | 157,766                       | 580,707               |
| Transportation and Housing                      | 224,295                       | 113,585               |
| <b>Total Expense</b>                            | <b>9,362,357</b>              | <b>8,119,335</b>      |
| <b>Net Revenue (Expense)</b>                    | <b>316,580</b>                | <b>-</b>              |
| <b>Net Transfers (to) from other funds</b>      |                               |                       |
| Tangible Capital Assets Purchased               | (316,580)                     | -                     |
| <b>Total Net Transfers</b>                      | <b>(316,580)</b>              | <b>-</b>              |
| <b>Budgeted Surplus (Deficit), for the year</b> | <b>-</b>                      | <b>-</b>              |

# School District No. 60 (Peace River North)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2022

## Deferred Revenue, beginning of year

**Add:** Restricted Grants  
Provincial Grants - Ministry of Education  
Federal Grants  
Other

**Less:** Allocated to Revenue  
Recovered

## Deferred Revenue, end of year

## Revenues

Provincial Grants - Ministry of Education  
Federal Grants  
Other Revenue

## Expenses

Salaries  
Teachers  
Principals and Vice Principals  
Educational Assistants  
Support Staff  
Other Professionals  
Substitutes

Employee Benefits  
Services and Supplies

## Net Revenue (Expense) before Interfund Transfers

## Interfund Transfers

Tangible Capital Assets Purchased

## Net Revenue (Expense)

|  | Annual<br>Facility<br>Grant | Learning<br>Improvement<br>Fund | Scholarships<br>and<br>Bursaries | School<br>Generated<br>Funds | Strong<br>Start | Ready,<br>Set,<br>Learn | OLEP          | Community/Link<br>Fund - Overhead | Classroom<br>Enhancement<br>Fund - Overhead |
|--|-----------------------------|---------------------------------|----------------------------------|------------------------------|-----------------|-------------------------|---------------|-----------------------------------|---|
|  | \$                          | \$                              | \$                               | \$                           | \$              | \$                      | \$            | \$                                | \$  |
|  | 282,766                     | 25,690                          | 142,673                          | 1,770,818                    | 11,285          | 23,202                  | 25,295        | 236,466                           |   |
|  | 292,658                     | 241,562                         |                                  | 1,638,227                    | 148,000         | 46,550                  | 108,167       | 583,311                           | 365,296                                     |
|  | 474,346                     | 267,252                         | -                                | 1,608,886                    | 157,660         | 26,760                  | 69,090        | 699,275                           | 365,296                                     |
|  | <b>101,078</b>              | <b>-</b>                        | <b>142,673</b>                   | <b>1,800,159</b>             | <b>1,625</b>    | <b>42,992</b>           | <b>64,372</b> | <b>120,502</b>                    | <b>-</b>                                    |
|  | 474,346                     | 267,252                         |                                  | 1,608,886                    | 157,660         | 26,760                  | 69,090        | 699,275                           | 365,296                                     |
|  | 474,346                     | 267,252                         | -                                | 1,608,886                    | 157,660         | 26,760                  | 69,090        | 699,275                           | 365,296                                     |
|  | 112,155                     |                                 |                                  |                              | 460             |                         |               | 51,376                            | 52,548                                      |
|  | 112,155                     | 210,401                         | -                                | -                            | 119,768         | 4,985                   | 7,296         | 427,752                           | 299,495                                     |
|  | 20,162                      | 56,851                          |                                  |                              | 26,647          | 201                     | 8,674         | 162,885                           | 61,535                                      |
|  | 25,449                      |                                 |                                  | 1,608,886                    | 11,245          | 20,679                  | 8,302         | 108,638                           | 4,266                                       |
|  | 157,766                     | 267,252                         | -                                | 1,608,886                    | 157,660         | 26,760                  | 69,090        | 699,275                           | 365,296                                     |
|  | 316,580                     | -                               | -                                | -                            | -               | -                       | -             | -                                 | -   |
|  | (316,580)                   |                                 |                                  |                              |                 |                         |               |                                   |   |
|  | (316,580)                   | -                               | -                                | -                            | -               | -                       | -             | -                                 | -   |
|  | -                           | -                               | -                                | -                            | -               | -                       | -             | -                                 | -   |



**School District No. 60 (Peace River North)**  
Amended Annual Budget - Changes in Special Purpose Funds  
Year Ended June 30, 2022

|   |             |                             |                       |              |
|---|-------------|-----------------------------|-----------------------|--------------|
| <b>Deferred Revenue, beginning of year</b>              | <b>EFAP</b> | <b>Donations &amp; Misc</b> | <b>Rapid Recovery</b> | <b>TOTAL</b> |
|   | \$          | \$                          | \$                    | \$           |
|   | 11,475      | 436,085                     | 1,553                 | 3,146,947    |
| <b>Add:</b> Restricted Grants                           |             |                             |                       |              |
| Provincial Grants - Ministry of Education               |             |                             | 60,000                | 6,632,018    |
| Federal Grants  |             |                             |                       | 255,219      |
| Other   |             |                             |                       | 2,472,322    |
|   | 17,420      | 816,675                     | 60,000                | 9,359,559    |
|   | 17,420      | 816,675                     | 60,000                | 9,359,559    |
| <b>Less:</b> Allocated to Revenue Recovered             | 28,895      | 888,825                     | 61,553                | 9,678,937    |
|   |             |                             | 25,609                |              |
| <b>Deferred Revenue, end of year</b>                    | -           | 363,935                     | -                     | 2,801,960    |
| <b>Revenues</b>   |             |                             |                       |              |
| Provincial Grants - Ministry of Education               |             | 61,553                      |                       | 6,897,112    |
| Federal Grants  |             |                             |                       | 255,219      |
| Other Revenue   | 28,895      | 888,825                     |                       | 2,526,606    |
|   | 28,895      | 888,825                     | 61,553                | 9,678,937    |
| <b>Expenses</b>   |             |                             |                       |              |
| Salaries  |             |                             |                       |              |
| Teachers  |             |                             |                       | 3,198,073    |
| Principals and Vice Principals                          |             |                             |                       | 414,154      |
| Educational Assistants                                  |             | 20,121                      |                       | 673,839      |
| Support Staff   |             | 226,579                     |                       | 484,616      |
| Other Professionals                                     |             | 51,539                      | 51,671                | 420,830      |
| Substitutes   |             |                             |                       | 54,460       |
|   | -           | 298,239                     | 51,671                | 5,245,972    |
|   |             |                             |                       |              |
| Employee Benefits                                       |             | 61,039                      | 9,882                 | 1,220,251    |
| Services and Supplies                                   | 28,895      | 529,547                     |                       | 2,896,134    |
|   | 28,895      | 888,825                     | 61,553                | 9,362,357    |
| <b>Net Revenue (Expense) before Interfund Transfers</b> | -           | -                           | -                     | 316,580      |
| <b>Interfund Transfers</b>                              |             |                             |                       |              |
| Tangible Capital Assets Purchased                       |             |                             |                       | (316,580)    |
|   | -           | -                           | -                     | (316,580)    |
| <b>Net Revenue (Expense)</b>                            | -           | -                           | -                     | -            |

**School District No. 60 (Peace River North)**

Schedule 4

Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2022

|   | 2022 Amended Annual Budget             |                  |                    | 2022<br>Annual Budget |
|---|--|------------------|--------------------|-----------------------|
|   | Invested in Tangible<br>Capital Assets | Local<br>Capital | Fund<br>Balance    |                       |
|   | \$                                     | \$               | \$                 | \$                    |
| <b>Revenues</b>                                 |  |                  |                    |                       |
| Amortization of Deferred Capital Revenue        | 4,415,488                              |                  | 4,415,488          | 4,061,475             |
| <b>Total Revenue</b>                            | <b>4,415,488</b>                       | <b>-</b>         | <b>4,415,488</b>   | <b>4,061,475</b>      |
| <b>Expenses</b>                                 |  |                  |                    |                       |
| Amortization of Tangible Capital Assets         |  |                  |                    |                       |
| Operations and Maintenance                      | 5,081,636                              |                  | 5,081,636          | 4,911,731             |
| Transportation and Housing                      | 681,291                                |                  | 681,291            | 664,079               |
| <b>Total Expense</b>                            | <b>5,762,927</b>                       | <b>-</b>         | <b>5,762,927</b>   | <b>5,575,810</b>      |
| <b>Net Revenue (Expense)</b>                    | <b>(1,347,439)</b>                     | <b>-</b>         | <b>(1,347,439)</b> | <b>(1,514,335)</b>    |
| <b>Net Transfers (to) from other funds</b>      |  |                  |                    |                       |
| Tangible Capital Assets Purchased               | 826,580                                |                  | 826,580            | 700,000               |
| <b>Total Net Transfers</b>                      | <b>826,580</b>                         | <b>-</b>         | <b>826,580</b>     | <b>700,000</b>        |
| <b>Other Adjustments to Fund Balances</b>       |  |                  |                    |                       |
| <b>Total Other Adjustments to Fund Balances</b> | <b>-</b>                               | <b>-</b>         | <b>-</b>           |                       |
| <b>Budgeted Surplus (Deficit), for the year</b> | <b>(520,859)</b>                       | <b>-</b>         | <b>(520,859)</b>   | <b>(814,335)</b>      |

## REGULAR - February 22, 2022

Completed