

MINUTES

SCHOOL DISTRICT NO. 60 (Peace River North)

REGULAR MEETING

Tuesday February 22, 2022
6:30 p.m.

Present: Helen Gilbert, Chair – Board of Education (Area 5) (via Zoom)
Madeleine Lehmann, Vice-Chair (Area 1)
Ida Campbell, Trustee (Area 4)
David Scott-Moncrieff, Trustee (Area 2)
Bill Snow, Trustee (Area 5)

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

(Guests/Media)

None

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



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 #15-22

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

CARRIED.

Presentations/Delegations

None

Trustee Input

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

Trustee Campbell

- Attended PAC Meeting
- Attended Tiny Eye consultation with a student (grandson)
- Sherrill Warrington re: the NIB
- Attended today's SUPAC meeting

Trustee Evans

- Absent

Trustee Gilliss

- Absent

Vice-Chair Lehmann

- Attended SUP-PAC meeting today
- Attended Clearview PAC
- Clearview Arena AGM
- Attending Bargaining Session
- BCPSEA Zoom call
- Attended Policy Committee Meeting

Trustee Scott-Moncrieff

- Been in contact with all my schools
- Wonowon issues are being sorted
- Invited to taste testing out at Upper Pine
- Prespatou running nicely
- Buick Creek is looking at increasing enrolment by 10% for next year

Trustee Snow

- Went to NPSS, ELC and Bert Ambrose talking with staff
- Elections Committee meeting went well
- Attended NIB virtually
- Attended SUP-PAC Meeting

Chair Gilbert

- BCSTA Climate Change working group
- NIB work after the meeting
- Policy Committee meeting
- BCSTA Board Chair call
- Thank you everyone for their support while I've been out of town

Minutes of the Regular Board Meeting

Approval of the Minutes

Motion #16-22

Lehmann/Campbell

THAT the Regular Meeting Minutes of January 24, 2022 be adopted.
CARRIED.

Business Arising from the Minutes

The following business arose from the above noted Minutes:

Regional Science Fair

- Chair Gilbert - write a letter thanking them for their presentation. They had some "asks"
- Superintendent – it's primarily an "in kind" support which includes the facilities, tables, and chairs. The availability of TTOC's for those on the executive may hamper our ability to make that commitment at this point in terms of not knowing how many that would be. That would be something that we have done in the past. We would not be able to

commit to paying for chaperones or TTOC's, or other costs for national or international fairs at this time as they are unknown

ACTION: The Board Chair will write a letter thanking them for their presentation and responding to their "asks" for the Regional Science Fair

Approval of Excerpts

Motion #17-22 Campbell/Lehmann
THAT the excerpts from the December 13, 2021 In Camera Meeting Minutes be approved and appended to these Regular Meeting Minutes.
CARRIED.

Announcements & 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 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 21-24	BCSTA AGM		Vancouver
April 22	NID Day (Pro-D)		
April 25	Board Meetings	5:00 p.m.	Board Room
April 26	SUP-PAC Meetings (<i>Snow/Evans</i>)	12:00 p.m.	

Senior Staff Reports

Superintendent's Report

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

Human Resources Summary for Teachers & AO's

- For information purposes

Superintendent's Report

- For information purposes
- BASC – concern regarding "undercutting" other programs in the committee. Secretary-Treasurer – we looked into that beforehand

Out of District Field Trip

- See motion below

Motion #18-22 Scott-Moncrieff/Snow
THAT the Board accept the Superintendent's Report with the exception of the Out of District Field Trip.
CARRIED.

Motion #19-22

Campbell/Snow

THAT the Board approve the Out of District Field Trip for Taylor Elementary School.

CARRIED.

Secretary-Treasurer's Report

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

Finance Update to January 31, 2022

- For information purposes
- Correction: we are on track with the newly updated numbers
- Alberta Student revenue will be funded this year. Not sure what will be happening next year but will be getting more information

Annual Amended Budget (*Attachment*)

- Special Purpose Funds – need to be spent in the year they're given. We've been given grace with Strong Start, Ready Set Learn and French fund because we can't do business as usual. Community Links and AFG we can carry forward. CEF we cannot carry forward
- Chair Gilbert – if we're moving to a three-year budget, when we get the amended budget will we see 2 or 3 years out? Secretary-Treasurer – assume it will need to be addressed for next year's amended budget
- Discussion around the three-year budget process when it is implemented next year

Enrollment Projections

- For information purposes
- Developed after speaking with department heads, Indigenous Services, ELL and Learning Services
- For September enrollment, worked with the Superintendent and Director of Instruction, used Ministry of Education's projections and assumed a 2% growth for each year
- Ambiguous process with the KEY as we haven't received all of the information yet
- Numbers are conservative
- Ministry re-assessed their projections two years for our district. They re-set every year as does the company we use for projections (PTSGI). We use ministry, PTSGI and our own knowledge to base our projections

Trustee Indemnity

- Effective January 1, 2022 CPI rates...3.90% index less 1% (2.9%)
- Attached policy shows the increase in indemnity for trustees

Human Resources Support Staff Summary

- For information purposes
- Of the 5 resignations, 2 have moved, 1 is going to school and the other 2 represent people who didn't rejoin the district after being on a leave after 20 months
- Bus drivers? – no news, still a shortage. With the daily health checks, there are some runs that can't run for the day

Motion #20-22

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

Reports of Regular Committee of the Whole Meeting

Approval of the Minutes – February 7, 2022

Motion #21-22

Snow/Scott-Moncrieff
THAT the Board accept the Regular Committee of the Whole minutes of February 7, 2022 and its recommendations
CARRIED.

Business Arising from the Minutes

The following business arose from the above noted Minutes:

Taylor School Framework – The administrator, Nancy Maxfield also presented to the Taylor PAC

Policy Committee

Policy Committee Meeting Notes – February 7, 2022

- For information purposes

Motion #22-22

8001.2 Accumulated Operating Surplus

Lehmann/
That a Notice of Motion be issued for Policy 8001.2 Accumulated Operating Surplus.

CARRIED.

Motion #23-22

8001.3 Financial Planning & Reporting

Scott-Moncrieff/
That a Notice of Motion be issued for Policy 8001.3 Financial Planning & Reporting.

CARRIED.

Motion #24-22

Bylaw 1/90 Organization of the Board

Snow/
That a Notice of Motion be issued for Bylaw 1/90 Organization of the Board.
CARRIED.

ACTION: Send out the above mentioned for Notice of Motion.

Other Reports

BCSTA

- Chair Gilbert – because of events happening around the province, districts are encouraged to look at policy on Codes of Conduct and due process in the event of a difficulty
- Will take to Trustee Evans to include in the work of the Policy Committee

ACTION: Chair Gilbert to refer the Code of Conduct policy to Trustee Evans (Policy Committee)

BCPSEA

- Vice-Chair Lehmann – attended a meeting that mostly dealt with updates for districts who have implemented the mandatory vaccine policy

Board Pro-D Committee

- Secretary Treasurer to finish the Financial Literacy Presentation. Confirmed by all trustees present that they would like Angela to finish her presentation. Having the presentation done in segments over time has contributed to better understanding than if we had done the whole thing at once.
- Have contacted local media and will look into a presentation at a COTW meeting

ACTION: Helen to talk to Angela to confirm best time for Angela to finish presentation.

Amended Annual Budget Bylaw 2021-2022

Motion #25-22 Scott-Moncrieff/Snow
 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.
 CARRIED.

Motion #26-22 Snow/Lehmann
 THAT the Board adopt the First Reading of Amended Annual Budget Bylaw 2021-2022
 CARRIED.

Motion #27-22 Scott-Moncrieff/Snow
 THAT the Second and Third Reading be read in short form
 CARRIED.

Motion #28-22 Snow/Lehmann
 THAT the Board adopt the Second Reading of Amended Annual Budget Bylaw 2021-2022
 CARRIED.

Motion #29-22 Scott-Moncrieff/Snow
 THAT the Board adopt the Third and Final Reading of Amended Annual Budget Bylaw 2021-2022
 CARRIED.

Correspondence

None

Unfinished Business

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

New Business

None

PRNTA Update – Michele Wiebe, President

- No report, not present

CUPE Local #4653 Update – Jennie Copeland, President

- No report, not present

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 #30-22

Snow/Scott-Moncrieff
THAT the meeting be adjourned. (7:48 p.m.)

HELEN GILBERT, CHAIR,
BOARD OF EDUCATION

ANGELA TELFORD,
SECRETARY-TREASURER



Amended Annual Budget 2021/22

Agenda

- Overview of Ministry of Education Funding & Enrollment Projections
- Overview of Other Operating Revenues
- Summary of Operating Expenditures by Type
- Summary of Operating Expenditures by Function
- Review of Schedule 2 – Operating Revenue and Expenses
- Review of Schedule 3A – Special Purpose Funds
- Review of Statement 2 – Budget Bylaw
- Questions

Ministry of Education Funding

Components of Ministry Funding	2021/22 Amended Annual Budget	2021/22 Preliminary Annual Budget	Difference
Enrolment Based	47,500,434	47,653,096	(152,662)
Enrolment Adjustment - Distance Learning	(407,784)		(407,784)
Adjusted Enrolment Based Funding	47,092,650	47,653,096	(560,446)
Unique Student Needs			
Special Education	6,649,560	6,779,290	(129,730)
English Language Learners	792,500	713,250	79,250
Indigenous Education	1,878,000	1,801,315	76,685
Adult Education	22,635	56,588	(33,953)
Salary Differential	668,781	678,556	(9,775)
Unique Geographic Factors	9,884,448	9,884,448	-
BC Education Plan	54,267	54,267	-
Equity of Opportunity Supplement	250,755	256,803	(6,048)
Est. Distributed Learning (Feb & May)	1,585,102	1,496,002	89,100
Summer Learning	4,928	6,720	(1,792)
Total Ministry Funding	68,883,626	69,380,335	(496,709)

Ministry of Education Funding

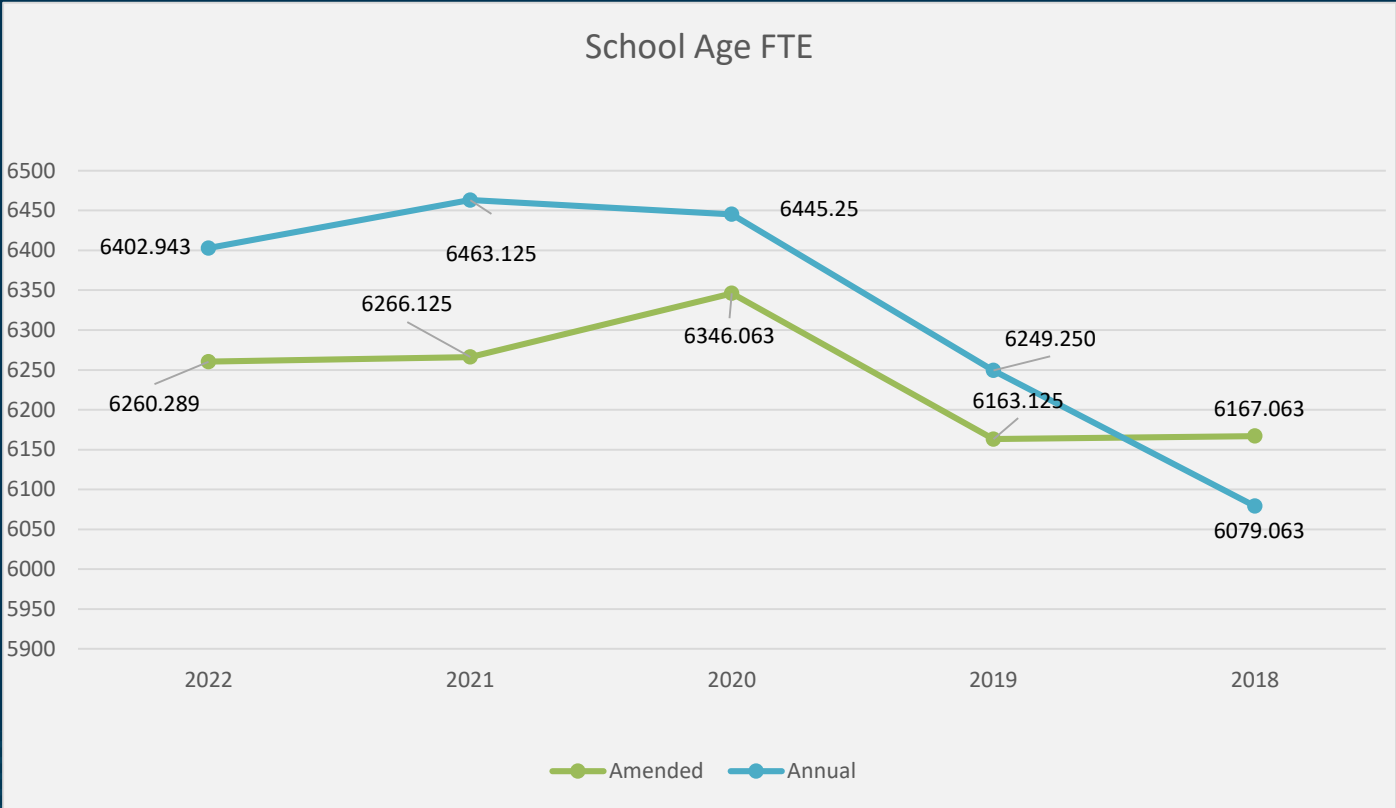
Total Operating Revenue				
	Revenues (Schedule 2A)	Amended	Annual	Difference
Provincial Grants	Operating Grants	68,883,626	69,380,335	(496,709)
	Pay Equity	241,350	241,350	-
	Graduated Adults Funding	39,000	55,000	(16,000)
	Transportation Funding	425,785	425,785	-
	FSA Funding	8,187	8,187	-
	Support Staff Benefits Grant	68,323	67,113	1,210
	Early Learning Framework	2,400	0	2,400
	SAT Funding	129,936	117,415	12,521
Fees	International and Out of Province	754,051	600,000	154,051
Misc	Miscellaneous Income	585,816	224,595	361,221
	Rental and Leases	101,710	85,794	15,916
	Investment Income	80,000	120,000	(40,000)
		71,320,184	71,325,574	(5,390)

Enrolment

FTE	2021/22 Amended Annual Budget	2021/22 Preliminary Annual Budget	Difference
School Age	6232.869	6371.938	(139.07)
Adult	25.5	29.125	(3.63)
Other	1.92	1.88	0.04
Total FTE	6,260.2890	6,402.9430	(142.65)

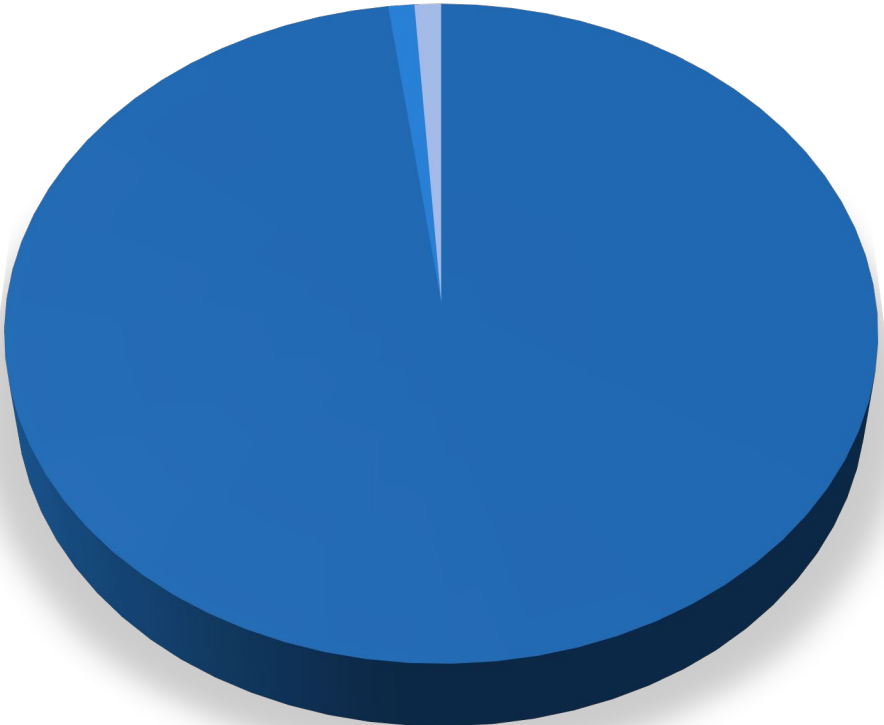
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Operating Revenues

Total Operating Revenue



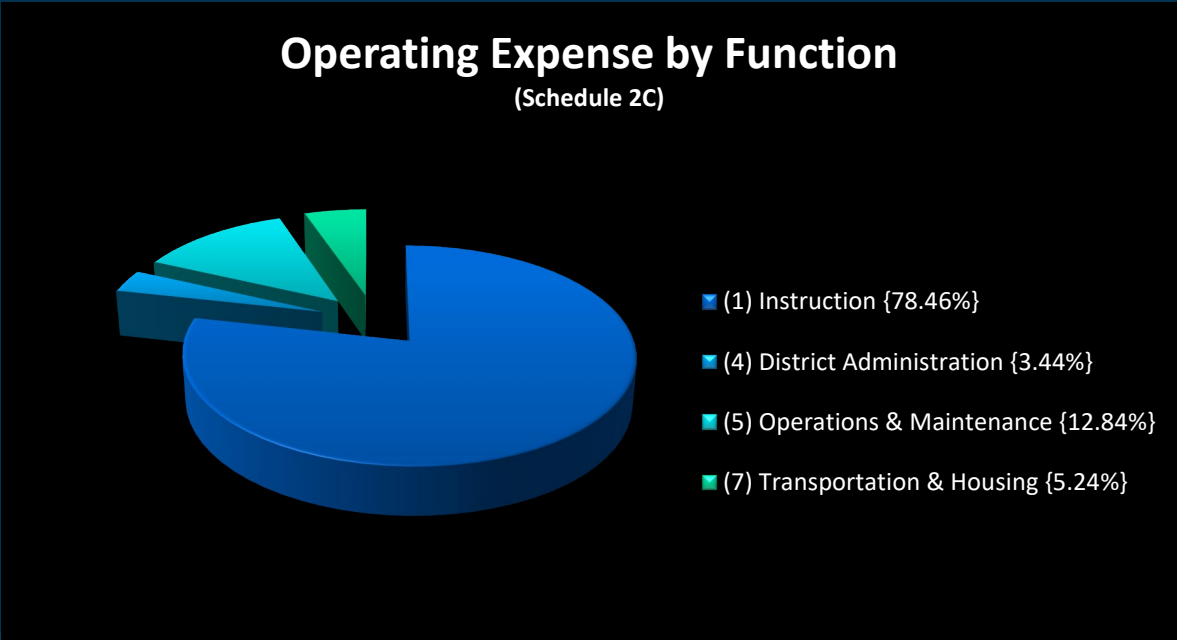
- Ministry of Education Grants {97.86%}
- International & Out of Province Tuition {1.06%}
- Miscellaneous Income including Rentals {1.08%}

Operating Expenditures by Function

Operating Expenses by Function				
Function	Amended		Annual	
Instruction (1)	55,558,975	78.46%	54,953,950	77.81%
District Administration (4)	2,435,224	3.44%	2,588,396	3.66%
Operations & Maintenance (5)	9,101,617	12.84%	9,155,679	12.96%
Transportation & Housing (7)	3,714,368	5.24%	3,927,549	5.56%
	<u>70,810,184</u>		<u>70,625,574</u>	

Operating Expenditures by Function

Operating Expenses by Function				
Function	Amended		Annual	
Instruction (1)	55,558,975	78.46%	54,953,950	77.81%
District Administration (4)	2,435,224	3.44%	2,588,396	3.66%
Operations & Maintenance (5)	9,101,617	12.84%	9,155,679	12.96%
Transportation & Housing (7)	3,714,368	5.24%	3,927,549	5.56%
	70,810,184		70,625,574	

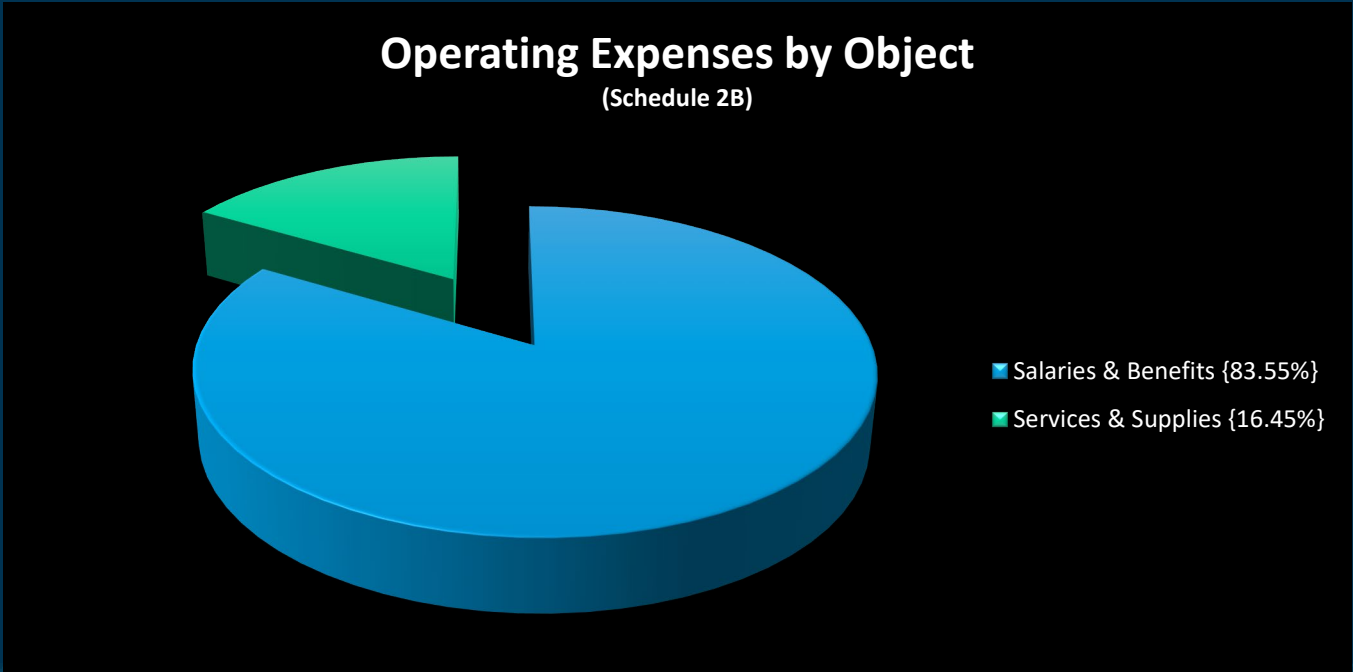


Operating Expenditures by Object

Operating Expenses by Object				
Object	Amended		Annual	
Salaries	49,086,591	69.32%	47,447,457	67.18%
Benefits	10,074,990	14.23%	11,610,259	16.44%
Salaries & Benefits	59,161,581	83.55%	59,057,716	83.62%
Services & Supplies	11,648,603	16.45%	11,567,858	16.38%
	70,810,184		70,625,574	

Operating Expenditures by Object

Operating Expenses by Object				
Object	Amended		Annual	
Salaries	49,086,591	69.27%	47,447,457	67.18%
Benefits	10,074,990	14.22%	11,610,259	16.44%
Salaries & Benefits	59,161,581	83.55%	59,057,716	83.62%
Services & Supplies	11,648,603	16.45%	11,567,858	16.38%
	70,810,184		70,625,574	



Schedule 2 - Operating Revenue & Expense

	2022 Amended Budget	2022 Preliminary Budget
Total Revenue	71,320,184	71,325,574
Total Expense	70,810,184	70,625,574
Net Revenue (Expense)	510,000	700,000
Budgeted Prior Year Surplus Appropriation		
Total Net Transfers (Tangible Capital Assets)	(510,000)	(700,000)
Budgeted Surplus (Deficit), for the year	-	-

Schedule 3A - Special Purpose Funds

Special Purpose Fund Revenue	
Special Purpose Fund Revenue	\$9,359,559
Revenue plus application of Reserves	\$9,678,937

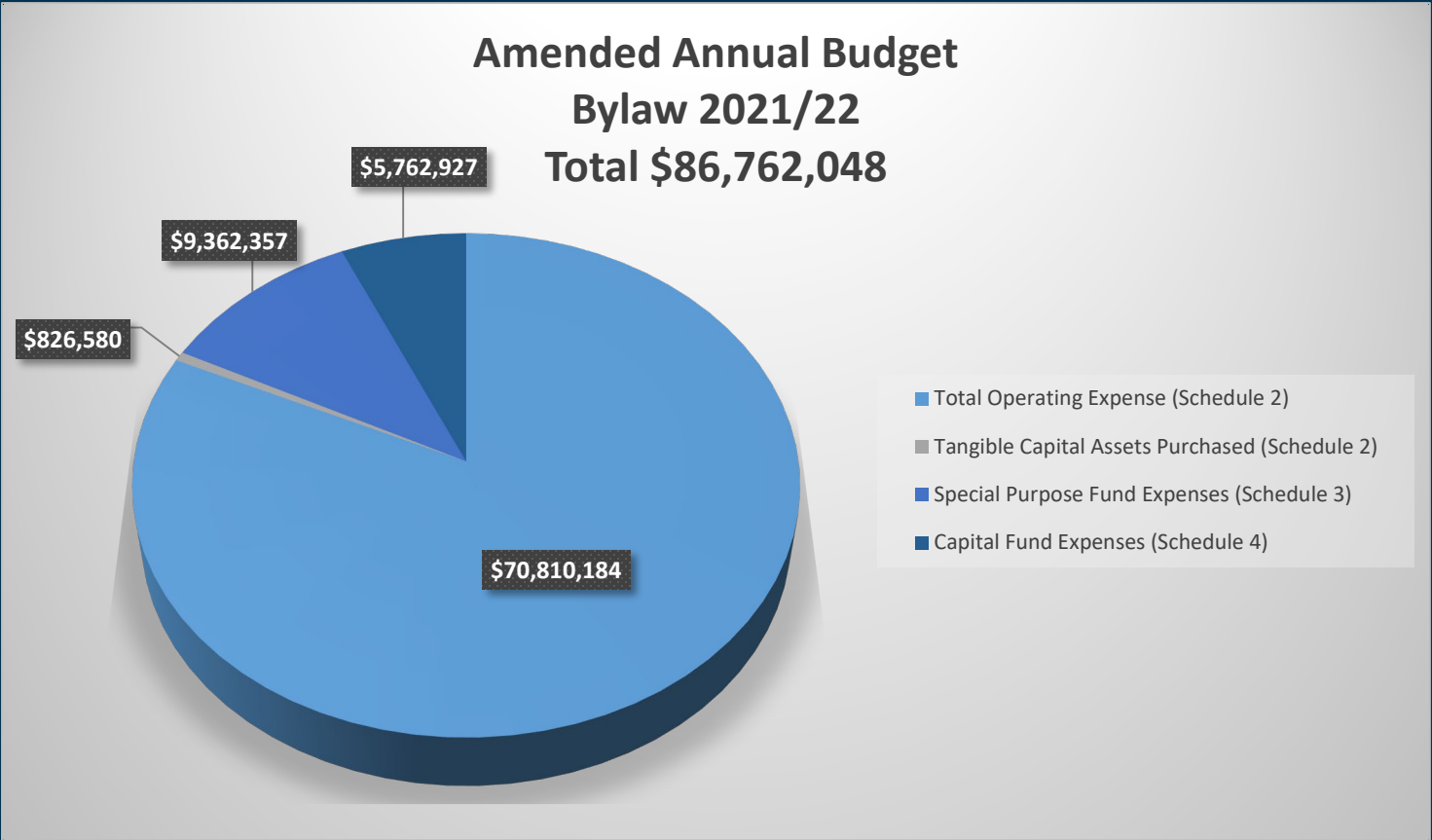
Schedule 3A - Special Purpose Funds

Special Purpose Funds - Expenses 2021/22

Planned Spending	Annual Facility Grant	474,346
	Learning Improvement Fund	267,252
	School Generated Funds	1,608,886
	Strong Start	157,660
	Ready Set Learn	26,760
	OLEP	69,090
	Community Links	699,275
	CEF - Overhead	365,296
	CEF - Staffing	3,746,900
	CEF - Remedies	496,410
	SWIS	255,219
	EFAP	28,895
	Seamless Day Kindergarten	50,000
	Mental Health in Schools	37,680
	First Nations Transportation	224,295
	Safe Return/Restart Funding	167,886
	Donations & Miscellaneous	888,825
	Federal Safe Return To Class	26,826
	Rapid Recovery	61,553
Changing Results for Young Children	25,883	

\$9,678,937

Statement 2 - Budget Bylaw



Questions?



Thank You