

SCHOOL DISTRICT NO. 60 (PEACE RIVER NORTH)

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

Telephone: (250) 262-6000
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Board of Education



A G E N D A B O O K

FOR THE

REGULAR BOARD MEETING

BOARD ROOM

MONDAY, JUNE 20, 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
MONDAY, JUNE 20, 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

- 3.1 Creative Hub Presentation (*Attachments*)
Heather Truscott

4.0 Trustee Input (Celebrations)

5.0 Minutes of the Regular Board Meeting, May 24, 2022 (pages 5-11)

- 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, April 25, 2022 (page 12)

7.0 Announcements and Reminders

June 23	Last Day for Students		
June 24	Hudson's Hope Graduation	1:00 p.m.	Hudson's Hope
July 4	Board Advance		Board Room
July 6-8	CSBA 2022		Saskatoon
August 29	Board Meetings (<i>Tentative</i>)	5:00 p.m.	Board Room
September 6	Schools Open		
September 12	Board Meetings	5:00 p.m.	Board Room
September 23	NID Day (School Planning)		
September 30	Truth and Reconciliation Day		
October 3	Policy Committee Meeting	11:00 a.m.	Board Room
October 3	COTW Meetings	12:30 p.m.	Board Room
October 10	Thanksgiving Day		
October 15	Trustee Election		

8.0 Senior Staff Reports

- 8.1 Superintendent's Report (page 13)
- 8.2 Secretary-Treasurer's Report (pages 14)

9.0 Reports of Regular Committee of the Whole Meeting, June 6, 2022 (pages 15-16)

- 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 – June 6, 2022
 - b) 5003 Physical Examination – Bus Drivers
Lehmann/
Motion: That the Board of Education adopt Policy 5003 Physical Examination – Bus Drivers
 - c) 4022 Employment Related Accommodation (Amended)
Scott-Moncrieff/
Motion: That the Board of Education put forward amended Policy 4022 Employment Related Accommodation for Notice of Motion
 - d) 8001.1 Budget Development, Monitoring & Reporting
First/
Motion: That the Board of Education put forward Policy 8001.1 Budget Development, Monitoring & Reporting for Notice of Motion for deletion
 - e) 3003 Selection of Learning Resources
First/
Motion: That the Board of Education put forward Policy 3003 Selection of Learning Resources for Notice of Motion
 - f) 2003 International Travel
First/
Motion: That the Board of Education put forward Policy 2003 International Travel for Notice of Motion

10.0 Other Reports

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

11.0 Correspondence**12.0 Unfinished Business**

- 12.1 Financial Standing Committee (*Attachment*)

13.0 Five-Year Capital Plan 2023-2024 (*Attachment*)

Recommended Motion: That the Board of Education approve the attached 2023-2024 Capital Plan

14.0 **2022-2023 Annual Budget (Attachment)**

14.1 THAT the Second and Third Reading be done in short form

14.2 THAT the Board adopt the Second Reading of the Annual Budget Bylaw 2022-2023

14.3 THAT the Board adopt the Third and Final Reading of Annual Budget Bylaw 2022-2023

15.0 **New Business**

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

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

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

19.0 **Questions from the Press and Public**

20.0 **In Camera Motions brought forward for implementation**

21.0 **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

Tuesday, May 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)
Erin Evans, Trustee (Area 5) *(via Zoom)*
Nicole Gilliss, Trustee (Area 3) *(via Zoom)*
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



Call to Order Chair Gilbert called the meeting to order at 6:35 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 #58-22 Scott-Moncrieff/Evans
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

- Was away...nothing to report

Trustee Evans

- Busy with school and work

Trustee Gilliss

- Helped with Earth Day clean-up at Hudson's Hope School

Vice-Chair Lehmann

- Attended Labour Management Meeting
- Attended Public Financial Meeting

Trustee Scott-Moncrieff

- Nothing to report

Trustee Snow

- Attended SUPAC/DPAC meetings
- Visiting liaison and extra schools
- Attended workshop presentations at a couple of schools

Chair Gilbert

- Attended SUPAC/DPAC meetings
- Attended PAC meetings for Baldonnel and MMMCS schools
- Judged a couple of public speaking contests
- Participated in Ready, Set, Learn sessions at CM Finch, Baldonnel and MMMCS

Minutes of the Regular Board Meeting

Approval of the Minutes

Motion #59-22

Evans/Lehmann
THAT the Regular Meeting Minutes of April 25, 2022 be adopted.
CARRIED.

Business Arising from the Minutes

The following business arose from the above noted Minutes:

Select Standing Committee – Chair Gilbert and Angela Telford are in conversation regarding the presentation. Will bring details back to the Board at a future date.

Bylaw 4/22 Trustee Election

- Secretary-Treasurer reviewed the additional changes in “blue” that were recommended after review by BCSTA and Harris & Co
- Additional wording in #9...in all TEA areas where the Board conducts the trustee election on its own behalf

Motion #60-22

Campbell/Snow
THAT the Second and Third Reading be read in short form with all the changes to the bylaw.
CARRIED.

Motion #61-22

Campbell/Evans
THAT the Board of Education adopt the Second Reading of Trustee Bylaw 4/22.
CARRIED.

Motion #62-22

Snow/Lehmann
THAT the Board of Education adopt the Third Reading of Trustee Bylaw 4/22.
CARRIED.

Announcements & Reminders

June 3	Elementary Track & Field		Bert Bowes
June 3	Track & Field Ceremony	12:00 p.m.	Bert Bowes
June 6	Policy Committee Meeting	11:00 a.m.	Board Room
June 6	COTW Meetings	12:30 p.m.	Board Room
June 6	NPAA Year End		
June 8	Retirement & Long Service Awards	5:30 p.m.	Northern Grand
June 17	NPSS Graduation	1:30 p.m.	NP Arena
June 20	Board Meetings	5:00 p.m.	Board Room
June 23	Last Day for Students		
June 24	Hudson's Hope Graduation	1:00 p.m.	Hudson's Hope
July 4	Board Advance		Board Room
July 6-8	CSBA 2022		Saskatoon
August 29	Board Meetings (<i>if needed</i>)	5:00 p.m.	Board Room
September 12	Board Meetings	5:00 p.m.	Board Room
October 15	Trustee Election		

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
- Indigenous Graduation requirements – BAA courses are not vetted to qualify. English First Peoples 11 will be the fulfilment of the requirement for NPSS for the 2022-2023...all Grade 11 students will take be required to take this course. Feel this will give them maximum flexibility. This is to get us started, however the staff and curriculum coordinators continue to work on more course options going forward

School Charges 2022-2023

- See motion below

Motion #63-22

Campbell/Evans

THAT the Board accept the Superintendent's Report with the exception of the item School Charges 2022-2023.

CARRIED.

Motion #64-22

Scott-Moncrieff/Lehmann

THAT the Board approve the attached 2022-2023 School Charges

CARRIED.

Secretary-Treasurer's Report

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

Finance Update to April 30, 2022

- For information purposes
- Clarification on “exhausting reserves” wording... we are not touching our reserves at all with anything to do with interest income or anything else

Annual Facilities Grant

- Submission due by May 31, 2022
- This is a fluid document...allows us to react or pivot to anything other items that may come up
- Chair Gilbert - do we have an idea of what level our buildings are at in regards to deferred maintenance? Concern around the province is that we're falling behind (ie. the AFG going out to the province doesn't cover what needs to be done and we fall further and further behind)
- Chair Gilbert – How does this tie into our carbon footprint? Secretary-Treasurer - there are other envelopes we have access to. Doing wraps helps to some extent. We can apply for separate funding outside of the AFG (ie. solar panels, etc.)
- Chair Gilbert - we don't have a carbon neutral plan developed, however we have a policy that indicates we have something
- Upper Pine – researching whether it's best to continue to haul water or have a well drilled. With price of fuel, costs for hauling water will go up

Human Resources Summary Report

- For information purposes

Motion #65-22

Evans/Campbell

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

CARRIED.

Reports of Regular Committee of the Whole MeetingApproval of the Minutes – May 9, 2022Motion #66-22

Lehmann/Snow

THAT the Board accept the Regular Committee of the Whole minutes of May 9, 2022 and its recommendations

CARRIED.

Business Arising from the Minutes

The following business arose from the above noted Minutes:

Doig Days Visit – Chair Gilbert, Vice-Chair Lehmann & Trustee Scott-Moncrieff will be attending with the Superintendent

2022-2023 Board of Trustees Meeting Schedule

- It was noted this is subject to change following the October 2022 election and availability of the new board

Motion #67-22

Scott-Moncrieff/Evans

THAT the Board of Education approve the attached 2022-2023 Board of Trustees Meeting Schedule

CARRIED.

Policy Committee

- Nothing to report

Other Reports**BCSTA**BCSTA Response to Indigenous Graduation Requirement

- Chair Gilbert submitted the Board's survey feedback
- The attached letter is follow up to the survey

BCSTA Disposition of Motions from AGM 2022

- For information purposes

BCPSEA

- Nothing to report

Board Pro-D Committee

- Nothing to report

Trustee Gilliss left the meeting @ 7:35 p.m.

2022-2023 Annual Budget

- Secretary-Treasurer presented the attached Preliminary Annual Budget presentation
- Zero percent increase to wages. 2-3% increase in supplies. TTOC & Casuals expenses remain higher than usual due to daily health checks and 5 days of sick leave
- Trustee Scott-Moncrieff - Why not a COLA increase of 6%?
Secretary-Treasurer - if we do 2-3%, we have a buffer and can still make cuts. Have been speaking to departments about being conservative (ie. buy in bulk for construction supplies, janitorial supplies, etc.)
- Did not receive any increases in student FTE funding from Ministry
- Secretary-Treasurer has requested only a First Reading tonight as she is waiting Ministry feedback before doing the Second and Third Final Reading.

ACTION: Place the 2022-2023 Annual Budget Second and Third Final Reading on the June 20, 2022 Regular Agenda.

Motion #68-22

Snow/Scott-Moncrieff

THAT the Board adopt the First Reading of Annual Budget Bylaw 2022-2023.

CARRIED.

Capital Plan Bylaw No. 2022/23-CPSD60-01

- Secretary-Treasurer reviewed the attached new projects as well as four new buses approved for purchase

Motion #69-22

Scott-Moncrieff/Lehmann

THAT in accordance with Section 68(4) of the *School Act*, all three readings of the Capital Bylaw No. 2022/23-CPSD60-01 be given at this meeting

CARRIED.

- Motion #70-22 Campbell/Snow
 THAT the Board adopt the First Reading of Capital Bylaw No. 2023-CPSD60-01
 CARRIED.
- Motion #71-22 Snow/Scott-Moncrieff
 THAT the Second and Third Reading be read in short form
 CARRIED.
- Motion #72-22 Snow/Lehmann
 THAT the Board adopt the Second Reading of Capital Bylaw No. 2023-CPSD60-01
 CARRIED.
- Motion #73-22 Scott-Moncrieff/Snow
 THAT the Board adopt the Third and Final Reading of Capital Bylaw No. 2023-CPSD60-01
 CARRIED.

Correspondence

District of Taylor – World Invitational Gold Panning Championships

- For information purposes

PRRD – North Peace Leisure Pool Consultation Representation

- Vice-Chair Lehmann will attend Session #1
- DPAC has been asked to attend Session #1
- District Staff will attend Session #4

Before and After School Care Support Letter

- For information purposes

Unfinished Business

The following unfinished business arose from the previous meeting minutes:

None

New Business

None

PRNTA Update – Michele Wiebe, President

Regrets

CUPE Local #4653 Update – Jennie Copeland, President

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

Motion #74-22

Snow/Scott-Moncrieff

THAT the Board resume the Regular Meeting and those Motions made In Camera be brought forward for implementation.

CARRIED.

Adjournment

Motion #75-22

Campbell/Lehmann

THAT the meeting be adjourned. (8:17 p.m.)

HELEN GILBERT, CHAIR,
BOARD OF EDUCATION

ANGELA TELFORD,
SECRETARY-TREASURER

**EXCERPTS
FROM THE APRIL 25, 2022
“IN CAMERA” MEETING MINUTES**

The meeting was called to order and the In-camera Meeting Minutes, March 7, 2022 were read and adopted.

Business Arising

- Conflict of Interest
- Joint Meeting Discussions

Superintendent’s Report

Items discussed and reported included:

- COVID Q & A
- Track & Field Recognition Ceremony
- NEW – Proposed BC Food Guidelines
- Bargaining Update
- Admin Movement for September 2022
- BCSSA Northern Chapter Representation

Secretary-Treasurer’s Report

Items discussed and reported included:

- Labour Management Meeting Minutes – March 9, 2022
- Joint Health & Safety Meeting Minutes – March 16, 2022
- Operating Budget 2022-2023 Update

Committee of the Whole Reports – Business Arising

- BCSTA AGM Motions – Indigenous Representation on Boards of Education
- Public Engagement Survey
- Retirement & Long Service Dinner
- FESL Presentations

Other Reports

- BCSTA – Indigenous-Focused Graduation Requirement
- BCPSEA

Correspondence

- None

Unfinished Business

- None

New Business

- None

REGULAR MEETING

REPORT TO THE

BOARD OF SCHOOL TRUSTEES

FROM THE SUPERINTENDENT OF SCHOOLS

Monday, June 20, 2022

Human Resources

1. Human Resources Summary Report for Teachers

Human Resources Summary Report for Teachers & AO's
for period of May 20th to June 17th, 2022

	Personnel Assignments	Leaves of Absence	Admin Appointments	Resignations /Retirements	Reports on Teachers
New assignments	18	5		1	13
Changes to existing	11	4			
Return from leave					
Payout prep					

RETIREEES only:

Education

1. Superintendent's Report –

<https://togetherwelearn.prn.bc.ca/2022/06/17/superintendents-report-june-2022/>

2. Out of District Field Trips (Attachment)

Recommended Motion: That the Board of Education approve the attached Out of District Field Trips for Hudson's Hope and Taylor Elementary schools.

Respectfully submitted

Stephen Petrucci, EdD
Superintendent of Schools

**REPORT TO THE
BOARD OF EDUCATION
FROM THE SECRETARY-TREASURER
Monday, June 20, 2022
REGULAR MEETING**

Operations

1. **Finance Update to May 31, 2022** (*Attachment*)
2. **Carbon Neutral Report** (*Attachment*)

Human Resources

1. **Human Resources Support Staff Summary**

Human Resources Summary Report for Support Staff

For period of May 19th, 2022 to June 16th, 2022

	Personnel Assignments	Leaves of Absence	Resignations
New assignments	5	3	8
Changes to existing	14		
Return from leave	2		
Layoff			
Retirements	3		
Termination			

Governance

Angela Telford,
Secretary-Treasurer

SCHOOL DISTRICT #60 (PEACE RIVER NORTH)
COMMITTEE OF THE WHOLE
“REGULAR” MEETING MINUTES
MONDAY, JUNE 6, 2022
1:30 P.M.

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

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

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

Regrets:

Education

Education Update

Stephen Petrucci, Superintendent

Framework Presentations

Clearview Elementary & Jr. Secondary (via Zoom)

Craig Brownlee, Administrator

Baldonnel Elementary

Christine Todd, Administrator

Trustee Gilliss left the meeting @ 2:30 p.m.

North Peace Secondary/Energetic Learning Center

Todd Koponyas, Administrator – NPSS

Christine Taylor & Chris Nock, Vice-Principals – NPSS

Lori Coulter, Vice-Principal - ELC

Governance

None

Human Resources

None

Operations

Operations Report

Angela Telford, Secretary-Treasurer

- Upper Halfway Gymnasium – question around additional costs for the project due to inflation, fuel costs, etc.
 - Angela - we've addressed it through architectural design, etc. \$5.1 million is the cost estimate, but will likely get to \$5.7 million. Ministry has indicated that there will not be any additional funding; there are accommodations in the budget for housing for workers at site
 - Transportation Lift – a delay in shipping. Was supposed to be here the beginning of May. Is causing issues at Facilities. Suggestions were made to look at using the lift at the high school or contact Fort Motors Ford



Fort St. John Creative Hub Feasibility Study

Project Objective

The project will: Result in a well-supported feasibility study for a Creative Hub in Fort St. John that provides direction towards the achievement of a sustainable facility for creation in the community.



Process

PHASE 1 Project Startup



PHASE 2 Stakeholder Engagement and Site Tour



PHASE 3 Facility Needs Assessment and Analysis



PHASE 4 Draft Report



PHASE 5 Final Report



Work Completed

- Stakeholder survey, input workshops, and interviews
- Committee meetings
- In-person site assessment
- Community and market research
- Secondary research from local, regional, provincial, and national sources
- Comparator analysis
- Program analysis
- Location analysis



Vision for a New Creative Hub

“The Creative Hub will be a transformative place for Fort St. John. The facility will catalyze cultural development in the community by providing a unique and interesting place for multicultural expression, innovation, and community connection.”



Guiding Principles for the New Facility

It is envisioned the new Creative Hub will:

1. Promote excellence in artistic endeavours and support the creation of high-quality art.
2. Provide spaces that will enable local arts organizations to grow their memberships and programs.
3. Be a highly accessible facility that welcomes patrons of all abilities, cultures, and means.
4. Be a place that encourages collaboration, innovation, education, and professional development among the arts community.
5. Be sustainably operated to ensure the facility remains viable over the long term.
6. Be governed with strong input from artists to ensure the needs of the creative community are being met.
7. Support broader community development, arts education, economic development, tourism development, and enhancement to the quality of life in Fort St. John and the surrounding region.

Why Invest?

Reasons to invest include:

1. There is expressed demand for the facility.
2. Will help develop the creative economy in Fort St. John.
3. Will be a gathering and learning space for the whole community.
4. Will position Fort St. John as a unique place to visit.
5. Will support industry investment and employee retention.
6. Investment in cultural development is proven to provide a host of beneficial social and economic impacts.

Phase 1 Building Program

Gross area:
11,644 – 12,859 sf.

Social Hub at the heart
of the facility.

Direct connections to
multipurpose rooms.

Diffusion of natural light.



Pottery Studio



Printmaking Studio



Fibre Arts Studio



Lounge/Social Meeting Space



Performing Arts Rehearsal Space



Multipurpose Rooms

Phase 2 Building Program

Gross area:
6,075 – 7,695 sf.

Total area (Phase 1 + 2):
17,719 – 20,554 sf.

Exterior spaces:

- Outdoor kiln
- Art yard
- Parking
- Garbage/recycling
- Loading



Woodworking Shop



Glassblowing Shop



Metalworking Shop



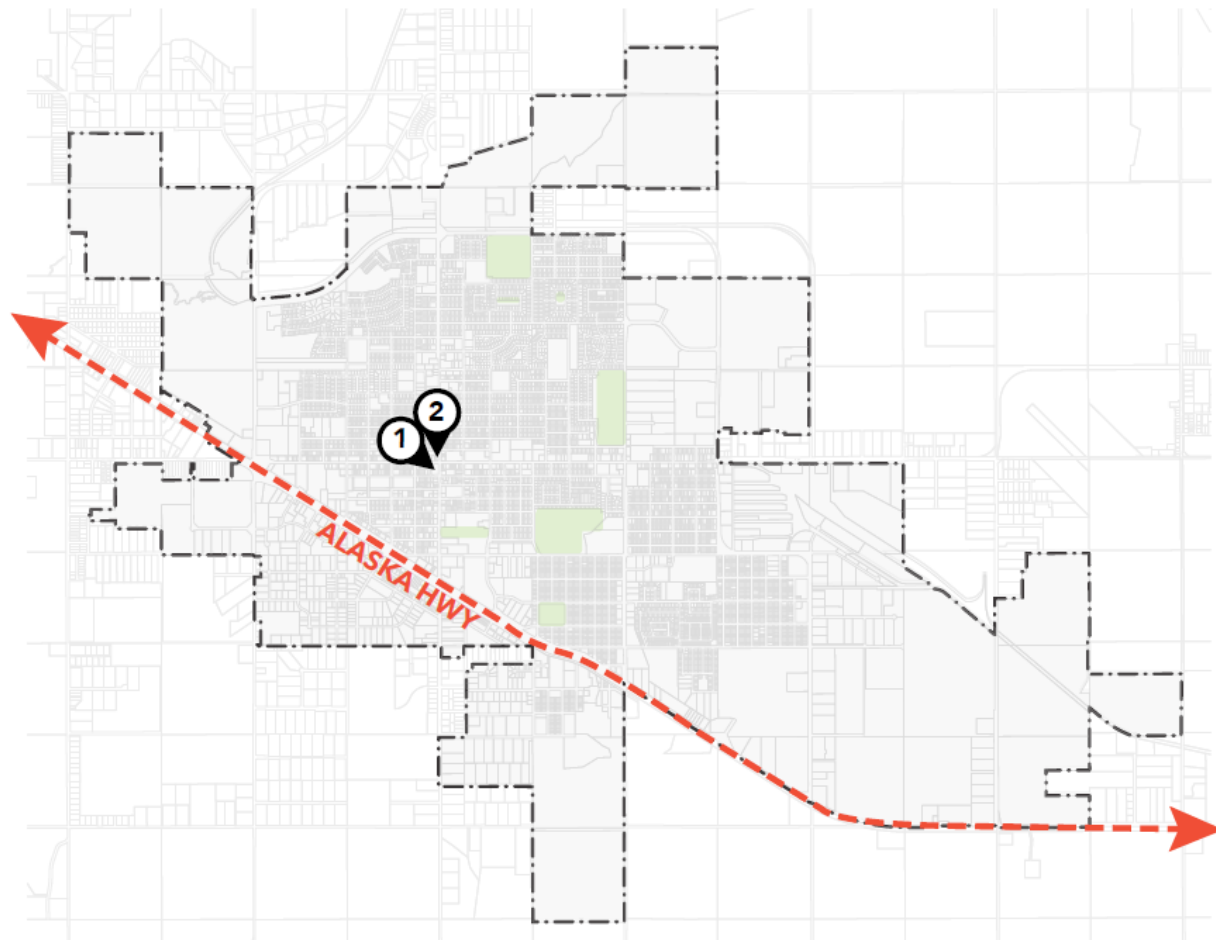
Café

Location Analysis

Process included an in-person site assessment, community research and mapping, and detailed site analysis.

Highest Ranked Sites:

1. NPCC (2nd floor addition)
2. Corner of 100 Ave and 100 St



Option A – NPCC Expansion

Key Attributes:

- Strong programming synergies
- Leverages existing spaces and facility management
- Cost-effectiveness
- Interest in co-location
- Located downtown FSJ
- Highly accessible

Constraints:

- Further study needed to confirm feasibility



Option B – Stand-Alone Facility

Key Attributes:

- Programming and operational synergies
- Located downtown FSJ
- Highly accessible
- Land is owned by the City



Constraints:

- Higher capital and operational costs



Option C – Stand-Alone with Residential

Opportunities:

- Revenue could potentially support facility operations
- Extra traffic supports a lively atmosphere
- Draw artists to live and create in downtown FSJ
- Public/private partnerships

Constraints:

- Development and operational challenges
- Significantly more expensive and higher risk
- Potential conflicts between users and residents



Operating Models

North Peace Cultural Centre

- Arts Council leases space from NPCC. NPCC responsible for facility management.

Stand-Alone Building

- Arts Council responsible for facility management.

Stand-Alone Building with Residential

- Public/private partnership. Arts Council manages Creative Hub, private developer manages residential component.



Operational Revenue/Expense Analysis

Option A, Phase 1

Key Assumptions:

- Large government grant (approx. 50% of total expenses)
- 100% cost recovery from programs
- Rent paid to NPCC
- 0.5 FTE Program Coordinator
- Part time CSRs
- Instructors included in program expense

Additional Costs for Stand-Alone:

- Estimated at \$172,000/year

Revenue		% of Total
Local/Regional Government Grants	\$123,850	49%
Rentals	\$40,000	16%
Province of BC Grant	\$25,000	10%
Public Program Fees	\$20,000	8%
Fundraising	\$20,000	8%
Other Grants	\$15,000	6%
Retail Sales	\$6,250	2%
Memberships	\$2,400	1%
Total	\$252,500	100%

Expense		% of Total
Rent	\$85,500	34%
Program Coordinator	\$47,000	19%
PT Customer Service Reps	\$40,000	16%
Public Program Expense	\$20,000	8%
Office and Administration	\$15,000	6%
Fundraising Expense	\$10,000	4%
Advertising and Promotion	\$7,500	3%
Professional Fees	\$7,500	3%
Insurance	\$7,500	3%
Merchandise for Resale	\$5,000	2%
Minor Maintenance	\$5,000	2%
Telecommunications	\$2,500	1%

Services Included In Rent

Facility Management		
Facility Lifecycle/Major Capital		
Utilities		
Maintenance Materials and Contract Labour		
Custodial Services		
Building Security		
Snow Removal		
Total	\$252,500	100%

Operational Assumptions

High level of service, including:

- Year-round operation. 7 days per week for core facility groups and 6 days per week for public access and programs.
- Robust public programming.
- Events and fundraisers.
- Clear and compelling facility brand and strong marketing.



Key Conditions for Feasibility

In order for the facility to be feasible, the following is needed:

- Significant capital funding from grants and/or partner(s).
- Confirmation of location.
- Operating partner for annual core funding.
- Significant growth in public programming.
- Significant expansion of Arts Council scope and operations.

Next Steps in Facility Development

1. Approve the Fort St. John Creative Hub Feasibility Study.
2. Host a Creative Hub Forum.
3. Strike a Facility Development Committee.
4. Collaborate with partners to select a preferred concept design and location.
5. Broaden discussions with potential partners.
6. Develop partnership agreements.
7. Conduct site and building assessments.
8. Complete a Class D capital cost estimate.
9. Develop a capital financing plan.
10. Secure commitments from partners.
11. Complete detailed design and construction.
12. Develop a facility charter.
13. Develop key operational plans.
14. Hire staff.
15. Open the facility.

Questions?



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MANAGEMENT CONSULTING



Thank You

Contact: Justin Rousseau

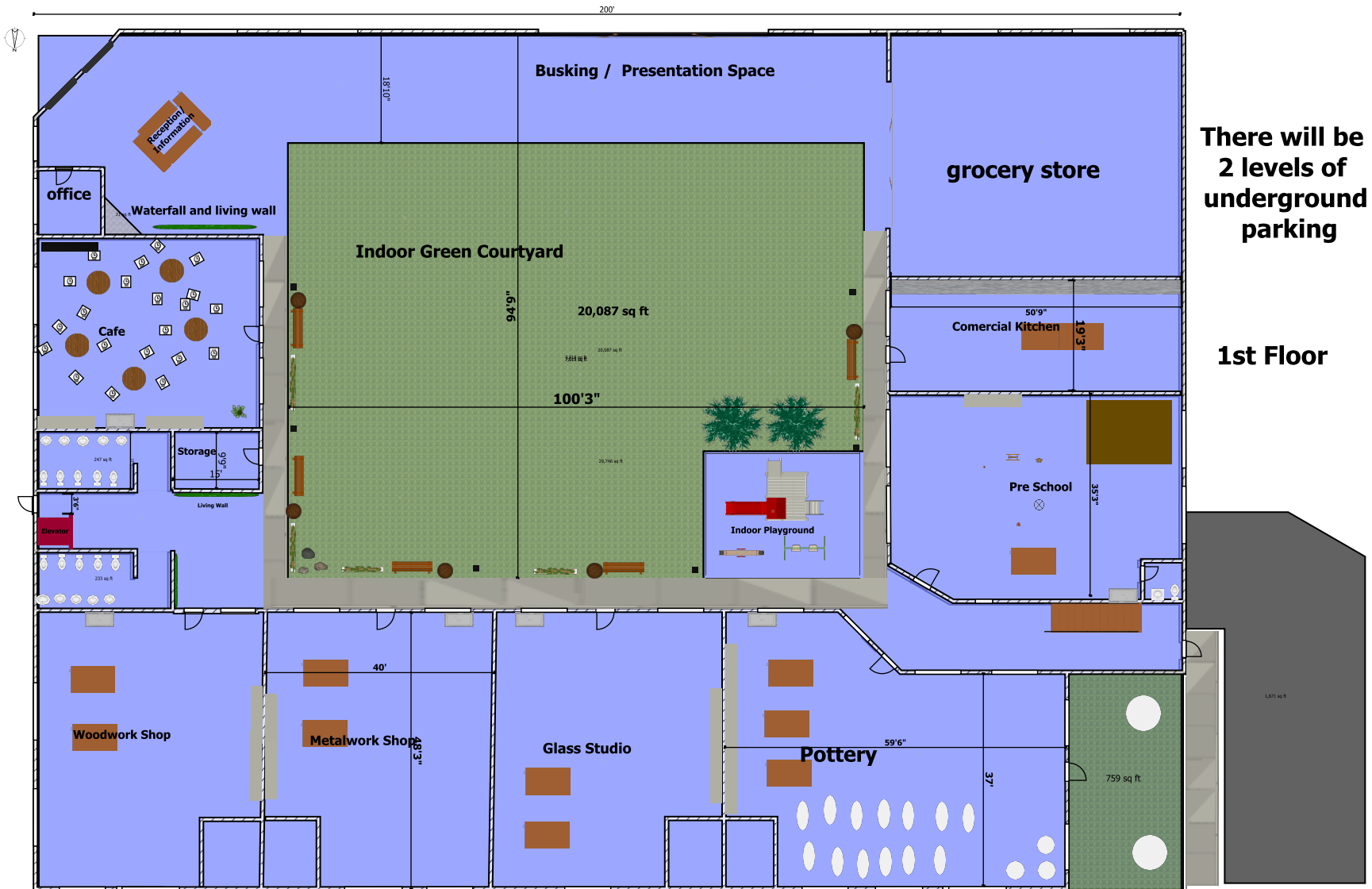
justin@expeditionconsulting.ca

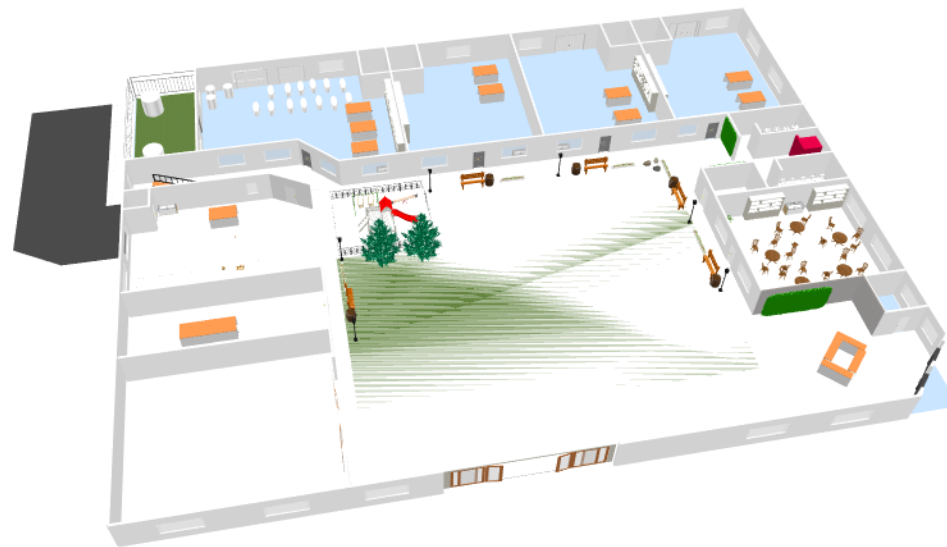
780-266-7888

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expedition

MANAGEMENT CONSULTING





The floor plan shows a building with a central **Indoor Green Courtyard** (4,392 sq ft) featuring a green lawn, trees, and an **Indoor Playground** (1,000 sq ft). Surrounding the courtyard are several rooms:

- Top Left:** Print/ Book Making, Painting & Drawing, and a Storage area (9'9" x 1'6").
- Top Center:** Two Classroom? rooms (30' x 30').
- Top Right:** A large Gallery (18' x 30').
- Right Side:** Offices (30' x 30'), Music Room (3,181 sq ft, 32' x 33'), and a You Tube (Brothers Make & One Army) area (50' x 37').
- Bottom Right:** Plastic recycling (50' x 37').
- Bottom Center:** Spinning and Weaving (60' x 35'6").
- Bottom Left:** Quilters (50' x 41'3"), Classroom (35'6" x 41'3"), and a Kitchen/eye dye area.
- Left Side:** Elevator, Living Wall, and restrooms.

Dimensions and room names are clearly marked throughout the plan.

1,871 sq ft





Leah Reimer <lreimer@prn.bc.ca>

Superintendent Approved Two (2) Out-of-District Field Trips - Requiring Board Approval

1 message

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

Mon, Jun 13, 2022 at 4:00 PM

Good afternoon Leah:

Two (2) out-of-district field trips were requested prior to your June 20th, 2022 Board Meeting and therefore required Stephen's special approval.

Below are the details for both of these trips:

HUDSON'S HOPE - Work Ethics Trip to Grande Prairie - June 1-3

- detailed itinerary attached

* approved by Stephen on May 25, 2022

TAYLOR ELEMENTARY - Class Trip to Farmington - June 22

- 22 students, by bus to teacher's home, departing 9:20 am-2:35 pm

- Nancy thought this was going to happen prior to the June 20th Board Meeting, so requested special approval

* approved by Stephen on June 13, 2022

--

Sharon Schell
Executive Assistant

Stephen Petrucci, EdD, Superintendent/CEO

Jarrod Bell, Director of Instruction

Wade Hart, Director of Instruction

Carleen Andrews, Director of Instruction

School District No. 60 (Peace River North)
(250) 262-6017 telephone/fax



Principal's Work Ethics Honor Roll Trip_June 1-3'2022.pdf
95K

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

Operating Revenue	Actual	Amended Budget	% of budget received	# of Months	Explanations
Ministry of Education Grants	\$ 62,843,673	\$ 69,668,671	90.2%	12	On track as MOE
Provincial Grants - School Age Therapy	\$ 128,010	\$ 129,936	98.5%	12	Budget is slightly over but will align by year end
Offshore Tuition	\$ 641,391	\$ 600,000	106.9%	10	All Offshore Tuition has been recognized for the current year
Alberta Students, DL, 3rd Pary Billings	\$ 125,716	\$ 154,051	81.6%	10	All revenue has been received
LEA Revenue	\$ 1,108,530	\$ 1,098,180			LEA Revenue
Miscellaneous Revenue	\$ 599,060	\$ 585,816	102.3%	12	This includes Apple Schools Funding, ITA, Shoulder Tapper, and other Miscellaneous funds that come into the District
Rentals	\$ 94,160	\$ 101,710	92.6%	12	Includes Daycare Rental as well as Teacherage Rentals
Interest	\$ 85,105	\$ 80,000	106.4%	12	Interest rates have increased from 1.2% in April to 1.7% in May
Total Operating Revenue Before LEA Adjustment	\$ 65,625,645	\$72,418,364	90.6%		

LEA Revenue	-\$ 1,108,530	-\$ 1,098,180			LEA Revenue is taken by the Ministry of Education In June. The Funding is included In our regular operation payments
Total Operating Revenue	\$64,517,115	\$71,320,184	90.5%		

Operating Expense	Actual	Annual Budget	% of budget expended	# of Months	Explanations
Salaries					
Teachers	23,782,929	26,652,684	89.2%	10	On Track as should be approx 90% YTD
Principals and Vice-Principals	4,725,008	5,154,870	91.7%	12	On Track as should be approx 90% YTD
Educational Assistants	4,369,985	5,349,434	81.7%	10	Lower than expected as should be approx 90% YTD
Support Staff	6,977,455	8,002,551	87.2%	10	On Track as should be approx 90% YTD
Other Professionals	1,641,744	1,844,031	89.0%	12	On Track as should be approx 90% YTD
Substitutes (TOC's)	1,901,598	2,083,021	91.3%	10	On Track as should be approx 90% YTD
Total Salaries	43,398,719	49,086,591	88.4%		
Employee Benefits	9,471,043	10,074,990	94.0%		On Track as should be approx 90% YTD
Total Salaries and Benefits	\$52,869,762	\$59,161,581	89.4%		
Services and Supplies	9,131,611	11,648,603	78.4%	12	Not evenly distributed throughout year; should be closer to 90%, but there is much spending occurring now. Anticipate this number moving much higher as we close in on the year end. There are supply chain issues for most purchases.
Total Operating Expenses	\$62,001,373	\$70,810,184	87.6%		
Capital Purchases from Operating	\$550,000	\$510,000	107.8%	12	Purchases vary through year
Operating Net Revenue (Expense)	\$1,965,742	\$0			
Application of Reserves		\$0			
Balanced		\$0			



2021 PUBLIC SECTOR ORGANIZATION (PSO) CLIMATE CHANGE ACCOUNTABILITY REPORT (CCAR)

- INSTRUCTIONS & TEMPLATE FOR PUBLIC SECTOR ORGANIZATIONS -

This document provides guidance to provincial public sector organizations (PSOs) in preparing their 2021 Climate Change Accountability Report (CCAR) in accordance with BC's *Climate Change Accountability Act* ([section 8.1](#)) and the *Carbon Neutral Government (CNG) Regulation*. Information provided through this reporting process also supports continued work to advance climate leadership in B.C.'s public sector.

2021 REPORTING YEAR TIMELINES

April 30, 2022	<ul style="list-style-type: none">✓ Clean Government Reporting Tool (CGRT) Data Entry must be completed for the 2021 reporting year.✓ Self-Certification Checklist questionnaire must be completed in CGRT.
Mid-May 2022	<ul style="list-style-type: none">✓ PSOs receive an invoice with the amount of offsets to be purchased for the 2021 reporting year.
May 31, 2022	<ul style="list-style-type: none">✓ PSO CCAR must be signed and submitted by email to: Carbon.Neutral@gov.bc.ca.✓ CCAR Survey must be completed and submitted online.✓ See notes below regarding streamlined requirements for Small Emitters*.
June 30, 2022	<ul style="list-style-type: none">✓ Ministry of Environment and Climate Change Strategy must:<ul style="list-style-type: none">○ Post all PSO CCARs on the BC Government's CNG website; and○ Retire sufficient carbon offsets on behalf of PSOs to achieve public sector carbon neutrality for the 2021 reporting year.✓ PSOs must complete payment on their offset invoice and provide confirmation of payment by email to Carbon.Neutral@gov.bc.ca.✓ PSOs are encouraged to post their CCAR to their own website.

***Small Emitters:** PSOs that emitted less than 600 tonnes CO₂e during the 2020 reporting year received a confirmation email from Carbon.Neutral@gov.bc.ca by January 31, 2022, confirming their status as a Small Emitter for the 2021 reporting year. Small Emitters are required to follow the same timelines and reporting process as all PSOs, but have the option of completing simplified versions of the PSO CCAR template and Survey as follows:

- PSO CCAR: Part 1 and the Executive Signature section
- Survey: Sub-set of questions as identified in the survey

INSTRUCTIONS FOR COMPLETING THE PSO CCAR

The PSO CCAR template below sets out the required content to:

- 1) Achieve legislated CNG requirements; and
- 2) Support public sector climate leadership.

Your report should be written with a public audience in mind. You have full ownership over the look and formatting of your PSO CCAR, as well as any additional information you wish to include. We encourage organizations to include a cover page, photos, graphics, etc. although this is optional.

The PSO CCAR must include the following minimum components as set out in the PSO CCAR template:

- i. Title
- ii. Organization name
- iii. Declaration Statement
- iv. Actions taken to minimize emissions
- v. Plans to continue reducing emissions
- vi. Emissions and Offsets Summary Table
- vii. Retirement of Offsets Statement
- viii. Signature by a senior official such as CEO, COO or Superintendent

Small Emitters are only required to complete the following sections of the PSO CCAR template, but are encouraged to complete other sections as appropriate:

- Part 1 Legislative Reporting Requirements
- Executive Sign-off

The final, signed version of your PSO CCAR must be submitted by May 31, 2022 by email to:
Carbon.Neutral@gov.bc.ca.

The Clean Government team will post PSO CCARs to the BC Government's CNG website by June 30, 2022 to meet legislative requirements. PSOs are encouraged to post their CCAR to their own website by the same date.

Questions?

Any questions related to PSO CCARs should be emailed to Carbon.Neutral@gov.bc.ca. Please use the subject line: "CCAR – [PSO name] – [nature of question]"

PSO CCAR TEMPLATE

2021 Reporting Year

Title: 2021 PSO Climate Change Accountability Report

Organization: School District 60

PART 1. Legislative Reporting Requirements

[Information provided in this section will complete PSOs' legislative reporting requirements under the [Climate Change Accountability Act \(section 8.1\)](#) and the [Carbon Neutral Government \(CNG\) Regulation](#).

Part 1 must be completed in full by all PSOs, including Small Emitters.]

Declaration statement:

Peace River North School District is entering its 21th year of energy conservation. Carbon reduction relationships that have been established over the years will be continued with district personnel seeking to further their knowledge and skills in the operation of building systems. The district continues to face growth pressures and all forms of energy reduction and conservation will be considered and as much as possible be implemented in new and renovated construction.

Peace River North School District will continue on the path of energy monitoring looking for areas of reduction while providing a safe comfortable working environment of all occupants of the buildings and grounds. IT is our purpose to find and secure that happy medium of lower energy use resulting in lower carbon emissions while providing acceptable space in which to live and work. To this end we all must be contributors; not only in mechanical expectations but also in personal purpose.

Emission Reductions: Actions & Plans

A. Stationary Sources (e.g. buildings, power generation)

Each of our schools have also implemented daily routines and programs to encourage and educate staff and students in reducing our Carbon Footprint. Programs such as recycling, outdoor gardening, school yard clean-ups, NEAT programs, walking field trips instead of bussing and other various activities. The district also implements idle free zones, have installed motion light detectors, air dryers instead of paper products and other energy saving practices throughout our locations. All of these and many more to ensure we are meeting expectations and voluntary participation to a cleaner, healthier environment. Destination Conservation has continued to be a provider of energy use and reduction strategies to staff and students. In the past we have had monetary support for this program from community benefactors and although this year outside funding did not happen the district felt the value of the program necessitated its continuation. Schools are at different levels in the program with some being in their 7th year. Green teams are active and continue to be supported by the program and district personnel. Staff and students are encouraged to bring lunches in reusable containers to reduce garbage. North Peace Senior Secondary continues to monitor and document effects of the solar rooftop panels and uses this information in classroom instruction. This instruction and exercise provide students with the knowledge and choices in their use of all forms of energy. We are planning to provide real time monitoring to further this instruction.

B. Mobile Sources (e.g. fleet vehicles, off-road/portable equipment)

The district encourages the use of technologies versus the use of vehicles to travel to site.

C. Paper Consumption

The district air driers instead of paper products and other paper reducing strategies throughout our locations. All of these and many more to ensure we are meeting expectations and voluntary participation to a cleaner, healthier environment.

2021 GHG Emissions and Offsets Summary Table:

[Organization Name] 2021 GHG Emissions and Offsets Summary	
GHG Emissions created in Calendar Year 2021	
Total Emissions (tCO ₂ e)	$4,371 + 24.3 = 4395.3$
Total BioCO ₂	$38.2 + 8.66 = 46.86$
Total Offsets (tCO ₂ e)	3,332
Adjustments to Offset Required GHG Emissions Reported in Prior Years	
Total Offsets Adjustment (tCO ₂ e)	0
Grand Total Offsets for the 2021 Reporting Year	
Grand Total Offsets (tCO ₂ e) to be Retired for 2021 Reporting Year	$3,332 + 0 = 3,332$
Offset Investment (\$25 per tCO ₂ e) [Grand Total Offsets to be Retired x \$25/tCO ₂ e]	$(3332) \times \$25 = \$83,300.00$

- i. [Note, BioCO₂ is Included in Total Emissions but not Total Offsets. For K-12 and Post-Secondary organizations, and BC Transit, Total Offsets will not equal Total Emissions minus Total BioCO₂ because offset exempt emissions for buses are included within Total Emissions.
- ii. Emissions and offset investment amounts will be validated by CAS prior to distributing invoices.
- iii. You must round "Grand Total Offsets to be Retired" to a whole number (no decimal places) before multiplying by \$25 (e.g., 43.2 = 43, 43.5 = 44).]

Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability Act* and Carbon Neutral Government Regulation, School District 60 (**the Organization**) is responsible for arranging for the retirement of the offsets obligation reported above for the 2021 calendar year, together with any adjustments reported for past calendar years (if applicable). The Organization hereby agrees that, in exchange for the Ministry of Environment and Climate Change Strategy (**the Ministry**) ensuring that these offsets are retired on the Organization's behalf, the Organization will pay within 30 days, the associated invoice to be issued by the Ministry in an amount equal to \$25 per tonne of offsets retired on its behalf plus GST.

PART 2. Public Sector Leadership


2A. Climate Risk Management

The District implements continual upgrades to existing structures to ensure the maximum energy reductions are being achieved. Future projects such as boiler, windows and exterior upgrades to ensure we maintain the best possible outcome to reduce emissions.

2B. Other Sustainability Initiatives

Each of our schools have also implemented daily routines and programs to encourage and educate staff and students in reducing our Carbon Footprint. Programs such as recycling, outdoor gardening, school yard clean-ups, NEAT programs, walking field trips instead of bussing and other various activities. The district also implements idle free zones, have installed motion light detectors, air dryers instead of paper products and other energy saving practices throughout our locations. All of these and many more to ensure we are meeting expectations and voluntary participation to a cleaner, healthier environment.

Executive Sign-off:

	31. MAY. 22
Signature	Date
C CUSHWA	PLANT SUPERINTENDENT
Name (please print)	Title

[Please email your signed, completed report to Carbon.Neutral@gov.bc.ca by no later than May 31, 2022.]

Policy Committee Meeting Notes
Monday, June 6, 2022
11:00 a.m.

Attendees: Stephen Petrucci, Superintendent
Angela Telford, Secretary-Treasurer
Helen Gilbert, Board Chair
Madeleine Lehmann, Vice-Chair
Ida Campbell, Trustee
Bill Snow, Trustee
Leah Reimer – Executive Assistant

Regrets:

4022 Employment-Related Accommodation (Attachment)

- Reviewed additional changes
 - Rental increases based on CPI not teacher wage increases
 - Add wording recommending tenants' insurance to the rental agreement

ACTION: Send back out for a second Notice of Motion at the June 20, 2022 with the additional changes and also include preamble

8001.1 Budget Development, Monitoring & Reporting

- Wording in this policy has been addressed in two new policies (Accumulated Surplus and Budgeting & Financial Reporting) so recommendation is to remove
- The wording regarding quarterly reporting? Currently it is reported monthly and in the Board's Annual Plan

ACTION: Send for Notice of Motion of deletion to the June 20, 2022 Board Meeting

3003 Selection of Learning Resources

- Due to MoE surveys, have gone through to update language that reflects our partnership with Focused Education to ensure inclusive language in terms of selection of resources
- Stephen – upgrades to language for now and revisit next year as more direction is coming out
- Will look into 4.2 reference

ACTION: Make edits and send for Notice of Motion at the June 20, 2022 Board Meeting

2003 International Travel – NEW

- Starting point...would like to get something out now
- Through tracking sheet, will circle back to this
- Need to vet this through administrators
- Effective practices have been included for reference...will also be vetted through International principal and administrators
- Discussion around at what point is it not "school related"? Referenced in bullet one under Guidelines/Principles. Add "and approved by the Board of Education"
- Protects the Board. We're not supporting third party trips
- Third party trips can be planned outside of school sites, but is not associated with the school/district

- Note: in the event of a principal who has occasionally forgot or because of time restraints, Stephen will give approval...it's not ideal but reflective of how our system works

ACTION: Make edits and send for Notice of Motion at the June 20, 2022 Board Meeting

Code of Conduct Discussion

- BCSTA has guidelines on putting together policies
- District Staff is working on our current policies to see what we have covered and where there are gaps
- Would like completed before the end of the mandate of this Board...ideally for trustee nomination packages
- Helen – on Board Chair call the topic came up. Ministry is working on documentation and expectations related to this
- Stephen – BCSSA is wanting to clarify sanctions for inappropriate conduct. Ministry is working on behaviour expectations and possible consequences

Next Meeting Dates

- October 3, 2022 @ 11:00 a.m.
- Will schedule more meetings once new board is elected in October



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

5000 Health & Safety

5003 Bus Driver Physical Exams

Adopted: 1982-06

Revised: 2011-11

Reviewed:

Reference: <https://www2.gov.bc.ca/gov/content/transportation/driving-and-cycling/roadsafetybc/medical-fitness/commercial-driver>

Policy

All Regular and Relief School Bus Drivers, including Contract Drivers, are required to take a Medical Examination **as provided to them by RoadSafetyBC** per the Motor Vehicle Act, or at the discretion of the Transportation Supervisor.

Guidelines/Principles:

1. The Board agrees to pay for the medical examination, provided the driver **produces a receipt for the examination.**
2. A Bus Driver's Medical Examination ~~form may be obtained from the Transportation Supervisor prior to the examination.~~ **will be sent to the driver by mail, from RoadSafetyBC when it is due. The due date for medical examinations varies by age, and the District will follow up with the medical examination report and work will be suspended if it is not received.**
3. **The Transportation Supervisor may, if deemed necessary, request an additional Medical Examination by a Medical Professional of the District's choosing. This form will be provided by the Transportation Supervisor.**
3. Completed forms are returned to the Transportation Supervisor for review of the Assessment.
4. The Transportation Supervisor **will** advise the employee of any conditions or restrictions ~~he/she~~ **they** must meet **as a result of the medical examinations.**
5. Forms are retained by the Transportation Supervisor and are considered confidential.



BOARD OF EDUCATION

School District No. 60
(Peace River North)

8000 — Finance

8001.1 — Budget Development, Monitoring and Reporting

Adopted: April 30, 2018

Revised: January 25, 2021

Reviewed: December 14, 2020

Reference: School Act, Part 8, Division 2, Sections 110 to 113 (see below)

Policy

The Board shall, on or before the prescribed date and in accordance with legal requirements, submit to the Minister of Education its annual operating budget for the next fiscal year. The content and form of the annual operating budget shall be as required by relevant legislation and ministry requirements.

The annual operating budget is a statement by the Board, in financial terms, of its plans and priorities for the upcoming fiscal year.

Guidelines/Principles:

1. Budget development and allocations will align with the priorities of the Framework for Enhancing Student Learning and the Board Strategic Plan;
2. To assist in making the budget a comprehensive reflection of educational needs, the Superintendent and/or Secretary-Treasurer shall assure that interested groups in the school system have an opportunity to provide input to the development of the budget. The consultation plan and timeline will be presented to the Board at the January Board meeting by the Secretary-Treasurer;
3. Following the consultation process, the Superintendent and/or Secretary-Treasurer shall present a summary of staff and stakeholder input to the Board;
4. The Secretary-Treasurer will provide quarterly financial updates to the Board throughout the school year;
5. When requested by the Minister of Education, the Board shall prepare a capital budget or plan for such items as the purchase and development of sites, the construction or renovation of school or other buildings, the furnishing and equipping of schools, and the acquisition of other equipment authorized as capital equipment by the Ministry of

~~Education. The capital plan shall be developed in conjunction with the Board's Long Range Facility Plan. The Board's expenditures of funds for capital projects are at the discretion of the Minister and are controlled by the provisions of the School Act. When a capital plan is approved by the Minister, the Board shall prepare and adopt a capital bylaw according to the provisions of the School Act.~~

School Act Reference:

Financial information

~~110 (1)~~

~~On or before March 15 of each year, a board must submit to the minister~~

~~(a)~~

~~the board's estimate of the debt service surplus or deficit it will experience in that fiscal year, and~~

~~(b)~~

~~any other information that the minister requests respecting revenue or other financial matters.~~

~~(2)~~

~~On or before March 30 of each year, the minister must prepare, approve and provide to each board the estimate of the board's debt service expenses for the next fiscal year.~~

~~(3)~~

~~[Repealed 2002-53-37.]~~

Preparation of annual budget

~~111 (1)~~

~~In this section:~~

~~"estimated expenditures" means the estimated expenditures plus any operating deficit that the board must fund in the fiscal year;~~

~~"estimated revenues" means the estimated revenues plus appropriated operating reserves.~~

~~(2)~~

~~The board must prepare an annual budget in the form and containing the content specified by the minister.~~

~~(3)~~

~~Subject to subsection (4), estimated expenditures in the annual budget must not exceed estimated revenues.~~

~~(4)~~

~~The estimated expenditures in the annual budget, other than the debt service expenses estimate referred to in section 110, may exceed the estimated revenues if the board has held a referendum under section 112 and the referendum approved the amount in excess of the estimated revenues.~~

~~Adoption of budget~~

~~113—(1)~~

~~A board, by bylaw,~~

~~(a)~~

~~must adopt an annual budget on or before June 30 of each year for the next fiscal year, and~~

~~(b)~~

~~may amend the annual budget adopted under paragraph (a).~~

~~(2)~~

~~If an operating grant to a board is amended under section 106.3 (6) or a grant is withheld or reduced under section 117 (1), the minister may order that~~

~~(a)~~

~~the board, by bylaw, must amend its annual budget, and~~

~~(b)~~

~~the board must send a certified copy of the amended annual budget to the minister within 60 days of the order of the minister.~~

~~(3)~~

~~At the request of the minister, the board must send to the minister a certified copy of its annual budget.~~

SCHOOL DISTRICT NO. 60 (Peace River North)

POLICY NO: 3003

SUBJECT: Selection of Learning Resources

Policy

The Board is committed to providing a wide range of learning resources to meet the educational needs of all students. Learning Resources will be selected according to the regulations attached.

REGULATIONS

Selection of Learning Resources

1.0 Definition

"Learning resources" refers to any person (s) or material, whether acquired or locally produced, with instructional content or function that is used for formal or informal teaching/learning purposes.

2.0 Principles of Learning Resources Selection

In selecting resource materials for students and teachers, schools must consider a wide variety of educationally appropriate materials which will provide for a range of teaching and learning styles.

It is not expected that any single resource will be sufficient to teach a course; rather a multimedia approach is encouraged.

Materials selected will be consistent with the goals and curricula of the Ministry of Education and **Child Care** and with the policies of the Board.

Responsibility for selecting learning resources rests with the appropriate educational staff employed by the Board.

Although schools may have committees for learning resources selection, it is the school principal, who has statutory authority for the school's instructional program, and who may, therefore, exercise a veto in resource selection.

3.0 Provincially Recommended Learning Resources Selection

Curriculum implementation schedules and grade collections should guide resources selection. It is expected that learning resources referred to as authorized or recommended by the Ministry of Education and **Child Care** should be given first consideration.

Selection is an ongoing process which includes the removal of materials which are no longer authorized nor recommended by the Ministry of Education and **Child Care**.

4.0 Selection of Learning Resources which are not Provincially Recommended

Learning Resources which are not provincially recommended must be locally approved for use in schools.

The criteria outlined in **Focused Education Resources Evaluation Criteria Guides** (<https://focusedresources.ca/en/evaluation-criteria-guides>) ~~the Ministry of Education's Guide to Evaluating, Selecting and Managing Learning Resources~~, will guide schools when selecting learning resources not provincially recommended.

When selecting learning resources not provincially recommended, a school must consider the learning resource based upon the above criteria, then using district forms, (Learning Resources Selection Evaluation Form ~~or the Novel Evaluation Form~~), submit a request for local approval to the Director of Instruction.

~~These requests will be reviewed and given approval by the Director of Instruction.~~

The Superintendent of Schools, or designate, and School Principals have general responsibility for ensuring that the approved criteria are known and appropriately applied.

Gift materials shall also be judged and shall be accepted or rejected by the criteria outlined in 4.2.

5.0 Selection of Learning Resources for the Health and Career Education Program

Learning Resources which may be of a controversial nature must be referred to the Health & Career Education Advisory Committee.

This Committee will meet as needed and make recommendation on learning resources.

These recommendations will be taken forward to the Board.

Learning Resources Reconsideration

1.0 Learning Resources Reconsideration Request

Any resident of the Peace River North School District may formally request reconsideration of learning resources used in the district's educational program.

A request for reconsideration of a learning resource shall be referred to the school first, if a resolution cannot be found at that level, the request will be forwarded to the District level.

2.0 Request for Reconsideration - School Level

The school receiving a complaint regarding a learning resource will try to resolve the issue informally.

The principal or designate shall explain to the questioner the district's resource selection procedure and criteria.

The principal and appropriate educational staff will explain the particular place that the reconsidered resource occupies in the education program and its intended educational usefulness.

If the questioner wishes to file a formal request for reconsideration, they will be provided with a copy of this policy and the District Request for Learning Resources Reconsideration form.

3.0 Request for Reconsideration - District Level

The principal of the school will forward, within five working days, the Request for Learning Resources Reconsideration form to the Director of Instruction.

Within one month of receiving a request for reconsideration, the Director of Instruction will form and meet with an Ad Hoc Learning Resources Review Committee. The committee will consist of people who have not been involved in the school where the request for reconsideration has originated and will consist of:

Chair of the Board's Education Committee or trustee designate;
the Director of Instruction (chair);
a teacher/librarian;
an administrative officer;
a parent representative; and
a teacher representative.

The Ad Hoc Learning Resources Review Committee will review the reconsidered resource and judge whether it conforms with:

the principles of resource selection outlined in the Selection of Learning Resources Regulations 2.0; and
the criteria for Selection of Learning Resources outlined in Focused Education Resources Evaluation Criteria Guides (<https://focusedresources.ca/en/evaluation-criteria-guides>). ~~the Ministry of Education's Guide to Evaluating, Selecting and Managing Learning Resources.~~

- 3.4 Within twenty (20) working days of conducting the review, the committee will submit a report to the Superintendent of Schools, recommending the appropriateness of the material for its intended educational use.

4.0 Procedure for Ad Hoc Committee to follow in reviewing a Reconsidered Learning Resource

- 4.1 Examination of the reconsidered resource.
- 4.2 Consideration of the concerns outlined by the questioner.
- 4.3 Determination of professional acceptance by reading critical reviews of the resource.
- 4.4 Consideration of the learning resource as a whole, rather than on passages or sections taken out of context.
- 4.5 Consideration of the relevancy of the learning resource in terms of curricular learning outcomes.
- 4.6 Preparation of a written report to the Superintendent of Schools which will include the procedures followed, minutes of committee meetings, and the rationale for the decision made by the committee.



GUIDELINES FOR PURCHASING LEARNING RESOURCES

School District No. 60 (Peace River North)

All schools must have a process in place for involving staff in planning for the use of learning resources funding, and prioritizing purchases. This process must be linked to the **Framework for Enhancing Student Learning School Improvement Plan**.

Planning should be for a two to three year period, anticipating predicted expenses in the future and shifting priorities (i.e. upgrade Science this year and Social Studies next year).

Funding is allocated on an annual basis and is targeted to spending for the year in progress. There should be no carry-forwards. The only exception would be planning for a large, one-time expenditure.

The following priority list serves as a guide to planning for purchases:

- resource new **curriculum IRPs**
- respond to needs created by an increase in enrolment
- replace lost or damaged resources
- update primary and intermediate Language Arts Book Room
(consider appropriate balance of Fiction and Non-Fiction,
~~titles for Aboriginal learners~~ **titles for Aboriginal learners that include positive representation of peoples in our community**
(including but not limited to Indigenous, new Canadians, SOGI etc),
expanding selections at specific
reading levels to address needs of the population)
- expand text choices for Info and Literature Circles
- maintain Reading Recovery teaching texts
- maintain literacy and numeracy manipulatives
- address theme and subject area needs
- address software needs / **online subscriptions**
- update and maintain Learning Assistance Resources
- update teacher professional development resources

Online tools that include student data must have a Privacy Impact Assessment prior to purchase or use.

When all immediate needs are met for the current year, consider supplementing library and technology needs.

Learning resources funding may be used for technology hardware, excluding computers. All purchases must be made through the School District No 60 Technology Department and should include hardware that

- serves large and small group instruction
- is versatile
- requires general a skill set expected of classroom teachers
- does not require highly specialized training and support

GUIDELINES FOR MOVIE USE
School District No. 60
(Peace River North)

Full-length movies should be used sparingly in the classroom and should be chosen for their educational value.

Teachers must attend to ratings and avoid the use of movies rated as Restricted. Elementary teachers should limit their choices to movies rated as General.

The Canadian Copyright law allows educators the use of legally obtained video for educational purposes explicitly in their classroom. The law does not allow for the use of video for non-educational purposes such as inside days, festival, rewards, fundraising, etc. Schools wishing to show video for non-educational reasons must obtain public performance rights.



LEARNING RESOURCES PLANNING TEMPLATE
School District No. 60
(Peace River North)

School: _____ **Date:** _____

(1). What **transparent process is in place at your school for involving staff in planning for the use of learning resources funding, and prioritizing purchases?**

(2). What do you understand the current balance in your school learning resources account to be?

(3). Are you planning for any large, one-time expenditure that would require a carry-forward of learning resources funds? If so, please explain.

(4). What purchases do you plan to make from this year's budget and what is your timeline for completing orders?

<p>(5). Looking two or three years into the future, what significant purchases do you anticipate?</p>



LEARNING RESOURCES SELECTION EVALUATION FORM

School District No. 60
(Peace River North)

Reviewer: Name: _____
School: _____
Role/Grade Level (If applicable): _____
Date: _____

Program Title: _____ Grade Level(s): _____

Series Title: _____

Media Format: Print: _____ Video: _____ Online/Software: _____ Copyright date: _____

Vendor or Publisher: _____

Curriculum Area: _____

Content: Introductory ☐ In-depth: ☐ General Interest: ☐ Other: ☐

Content description:

Components of the Program (list all materials provided in the resource):

Alignment with Prescribed Learning:	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>	Poor <input type="checkbox"/>
Clarity of Message:	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>	Poor <input type="checkbox"/>
Content Accuracy:	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>	Poor <input type="checkbox"/>
Content Current:	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>	Poor <input type="checkbox"/>
Technical/Visual Quality:	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>	Poor <input type="checkbox"/>
Free from bias, propaganda:	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>	Poor <input type="checkbox"/>
Free from stereotyping:	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>	Poor <input type="checkbox"/>

Recommended Grade Level:	Pre K	Kindergarten	Grade 1	Grade 2	C
	Grade 4	Grade 5	Grade 6	Grade 7	C
	Grade 9	Grade 10	Grade 11	Grade 12	A
	Teacher Resource				

Revised: 2001-12-12, 2011-06, 2012-02, 2014-12

Policy 3003

Cost: (Include pricing for all components recommended) \$ _____

Recommendation for distribution: _____

The following definitions are provided to assist
In the evaluation and selection of appropriate
learning resources.

Clarity of Message

The package should contain age appropriate language. The use of specialized language positively the should be suited to both the content and the maturity and intellectual level of the audience. Things should be clearly defined, examples provided in real-world settings, and concise language utilized wherever possible. Things to avoid may include:

- Trendy language
- typographic
- Profanity
- illustrations,
- Racist or pejorative terms
- Slang, jargon, incorrect grammar

medium used

advantage

Content is Current

The package is not dated in its content, language or visuals in a way that reduces its educational value.

perspectives

Content is Accurate

Possible problems in accuracy might include:

- Out-dated information
- Factual errors
- Improper use of statistics

- Inaccurate graphs/tables
- Errors in spelling/grammar
- Invalid or oversimplified models, examples, simulations
- Online content must be previewed for authenticity, accuracy, and relevance.

*Online tools requiring student data must have a privacy impact assessment completed

Relevance to Educational Learning Outcomes

The topics and approaches to teaching of content fit the program and curriculum needs.

Technical/Visual Quality

The package should demonstrate

following attributes:

- Materials should be well organized and structured (visual design should be interesting/ effective)

- Illustrations should focus attention on important content areas

- Materials should use a variety of

format: captions, indices, diagrams,

cueing devices

- Layout is logical and consistent

- Effective use of media format. Each

in the package should take full

of the unique aspects of that technology

Social Considerations

Be aware of biases/values and

regarding:

- Socioeconomic status

- Political or religious bias; includes one or more

points of view at the expense of others

- Bigotry and discrimination of people

- People of a variety of sexual

orientations and gender identities are positively and fairly represented

Gender equity, both sexes in a diversity of roles and relationships

- Age bias; a variety of ages represented



QUEST FOR RECONSIDERATION OF A LEARNING RESOURCE

10

11-06, 2012-02, 2014-12

Policy 3003

School District No. 60 (Peace River North)

Title of Resource: _____

Context of Usage: Classroom Resource _____ Distance Learning Material _____

Other (please specify) _____

Author(s) _____

Publisher/Year _____

Request initiated by _____

Role of Complainant: Teacher _____ Parent _____ Other (please specify) _____

Telephone No. _____

Address: _____

- 1 To what in the resource(s) do you object? _____
- a) Pages _____ Specific Objection: _____
- b) Pages _____ Specific Objection: _____
- c) Pages _____ Specific Objection: _____
- d) Pages _____ Specific Objection: _____

- 2 What do you think is the theme or purpose of the resource?

- 3 What effect do you believe this resource would have on your son or daughter?

- 4 What effect do you believe this resource would have on other students?

- 5 Have you reviewed the entire resource?

- 6 In many cases, the impact of a resource will vary according to how it is presented and interpreted in the classroom, and we urge you to discuss this material with the appropriate people. Have you discussed the resource with the:
- Teacher? _____ School District Staff? _____
- What was their response?

- 7 Have you read reviews of this resource?

Yes _____ No _____

- 8 Additional comments: _____

Signed: _____



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

2000 Students

2003 International Travel

Adopted:
Revised:
Reviewed:

Reference:

Policy

The Board of Education of Peace River North recognizes the value of international travel to enhance a student's educational experience and supports these experiences as per the following principles/guidelines:

Guidelines/Principles:

- Any trip at any time involving students and staff falls under the responsibility and authority of the District and approved by the Board of Education
- As a supplementary curricular activity linked to a specific course or class, international travel can provide a significant learning experience for students
- Students and/or the school are responsible for any costs associated with the trip. However, all students enrolled in the course should have access regardless of economic means
- The Board expects international field trips to be organized in a manner that:
 - avoids and mitigates unnecessary risk through a comprehensive risk assessment at the time of application and two months prior to departure
 - clearly indicates the rationale to meet educational outcomes

- Interested school groups and administration must work with the SD60 Principal of International Programs to prepare and fulfill educational and operational requirements
- Applications for Board approval should be submitted well in advance of the trip and prior to any financial commitments from the students or school



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

4000 Education

4022 Employment-Related Accommodation

Adopted: 1983-06

Revised: 1995-10, 1996-06, 1997-09, 1999-12, 2001-11, 2004-06, 2004-10, 2006-06

Reviewed: 2022-04

Reference: [BC Residential Tenancy Act](#)
[School District #60 – School District Rental Agreement](#)
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/02078_01

Policy

The Board may provide staff accommodation in outlying areas where no other accommodation is available in accordance with the ~~attached below~~ **R**egulations. ~~Teachers will be given priority~~

Guidelines/Principles:

- Priority will be given to (1) Teachers and (2) other staff
- Teacherages are a strategy employed by the Board for the purposes of recruitment and retention in our rural areas.
- Teacherages are only available during the school year unless authorized by the Secretary Treasurer or designate.
- Occupants are expected to abide by the terms of the rental agreement

Accommodation:

1. ~~Accommodations will contain a fridge, stove and window coverings and these items are not to be moved from one unit to another without the express permission of the Maintenance Supervisor.~~
2. ~~Prior to accepting occupancy, the tenant will inspect the unit with the Maintenance Supervisor, or designate, and will sign and receive a copy of the Inspection Sheet.~~

Rental Schedule:

1. Rent will be established by the Board to reflect the condition and type of accommodation supplied.

2. ~~Effective February 1, 2005 the rental/utility schedules will be reviewed every two years to reflect adjustments in the markets.~~
3. The tenant is responsible for utility costs. ~~The Board will maintain estimated utility costs for accommodations which will be updated annually in July to reflect supplier increases. Any increase/decrease will take effect in January.~~ Utility costs will be paid monthly, and ~~calculated on a cost recovery basis, with a final reconciliation being done in June.~~ **There will be annual increases based on the Consumer Price index (CPI).**
4. **No rent will be charged for July and August provided the tenant occupying the unit:**
 1. Provides the Board with written notice to vacate by May 31st annually; and,
 2. Removes all belongings, including furniture, from the unit.
5. ~~Tenants will be charged rent and utilities for the months of July and August.~~
6. The monthly rental and utilities for the months of ~~September to August~~ will be deducted directly through the payroll system ~~at the end of every month. July and August rent and utilities will be deducted at the end of June if prior approval by the Secretary Treasurer or designate has been granted to remain in residence.~~ **July Rent will be deducted at the end of June, and August Rent will be deducted on the September payroll.**
7. ~~Tenants will be allowed to leave their personal belongings in the units during the months of July and August providing that:~~
 1. ~~the tenant does not reside in the unit during July and August;~~
 2. ~~payment in the amount of \$150.00 per month will be payroll deducted.~~
 2. ~~the premises are left clean.~~

Tenants will be allowed to leave their personal belongings in the units during the months of July and August providing that:

 1. **The tenant does not reside in the unit during July and August**
 2. **Payments in the amount of \$150.00 per month will be payroll deducted. July rent will be deducted at the end of June, and August rent will be deducted on the September payroll.**
 3. **The premises are left clean.**
 4. **Maintenance staff will be checking on the units as they are vacant, and will need to ensure that there are no issues for insurance purposes**

Vacating Accommodations:

1. Tenants leaving the District at the end of the school year must vacate their unit by July 15th.
2. All keys must be turned in to at the time of final inspection.

3. Upon notice of intent to vacate, the Maintenance Supervisor, or designate, and the tenant will compare the Inspection Sheet with the actual condition of the unit. Costs for repairs and/or cleaning will be charged to the tenant.

~~Vacating Accommodations for the Months of July and August~~

1. ~~No rent will be charged for July and August provided the tenant occupying the unit:~~
 - a) ~~Provides the Board with written notice to vacate by May 31st annually; and,~~
 - b) ~~Removes all belongings, including furniture, from the unit.~~
2. ~~The tenant will not be guaranteed return to the same unit.~~

Pets:

1. No pets shall be housed on School Board property without the express permission of the Secretary-Treasurer, or designate.
2. Pets, if allowed, must be kept under control at all times and not be allowed to run loose on school grounds. ~~It is preferred that no animals be allowed inside units.~~ Any damage caused by pets will be charged to the tenant. **Pets are not permitted inside the educational space of school premises (ie. the school).**

Responsibilities of Parties:

1. Tenants

a) Damages

- ~~The tenant will be held responsible for any damages to accommodations, beyond normal wear and tear (including damage cause by pets).~~

b) General Housekeeping

- ~~The tenant shall always maintain the unit in a clean condition.~~

c) Removal of Garbage

- ~~The tenant shall be responsible for the disposal of all garbage and refuse in and about the unit.~~

d) Renovations

- ~~The tenant shall not undertake or cause to be undertaken any renovations in or about the unit without the express approval of the Board.~~

f) ~~Decorating~~

~~Responsibilities such as hanging pictures, curtains, shower curtains, clotheslines, etc. will be that of the tenant.~~

2. **Board**

- a) ~~Heating System)
Water System) Maintenance and
Malfunction Electrical)~~
- b) ~~Furnaces will be inspected annually at which time the filters will be changed and preventative maintenance will be done.~~
- e) ~~The Board will endeavor to keep units in a good state of repair. Preventative maintenance will be done on a regular basis pending the availability of funding.~~
- d) ~~An annual inspection will be done by the Maintenance Supervisor to determine the overall condition of the unit from a Maintenance perspective. Items found to be unacceptable will be repaired. If there is damage and/or certain other conditions found unacceptable, the tenant will be evicted.~~
- e) ~~The board will endeavor to provide notice of inspection when feasible.~~

Area 3 General

The impacts of a flat per pupil allocation and inflation need to be considered. Placing unexpected or unanticipated costs on districts is difficult at anytime but more so now. The province needs to fund in accordance with its expectations of school districts.

Rationale

School District 60 is fiscally responsible. We have followed Ministry expectations regarding our K-12 Financial Planning and Reporting Policy and Accumulated Operating Surplus. Operating Surplus funds are earmarked for strategic goals and there is a small buffer for unanticipated costs. This buffer can not make up for the deferred maintenance on our buildings. Adding five days paid sick leave and expecting us to find the money for this from a shrinking budget due to inflation is unfair.

The new Indigenous Graduation requirement is an important factor in reconciliation. Funds are necessary for development of courses and purchases of resources. Will these be coming?

It costs more to get supplies and materials to a northern district. Increasing delivery costs mean we are able to do less with the dollars we have. There will be an impact on the opportunities that we are able to give students.

We also do not have the same product availability. There is an increase in the supply chain issues and these factors contribute to a higher cost of doing basic business.

Contracts are up for renewal and our unionized employees are negotiating well deserved wage increases. In the past the Ministry has not funded wage increases for our exempt staff. Our exempt staff deserve similar increases to our unionized staff. As a district we should not have to cover those increases from operational dollars that are already impacted by inflation.

Area 1 Northern Factors

Recommendation

Equity is a pillar of our current government. We recommend that government look at the factors that affect equity of opportunity in the north, especially as it relates to transportation, operations, recruitment, and retention. Existing measures designed to address equity do not do so.

Rationale

Our district expends 5.6% of its budget on transportation; the provincial average is 1.9%. The vast size of the district and its northern location has cost and equity implications. Bus routes are long because of the nature of our area and existing infrastructure. Our facilities staff have to travel an hour and half to reach some rural schools. Rising fuel costs will have a substantial impact on our budget.

Natural gas prices are going up as well. In July of 2021, VFA assessed our buildings, 27 or 78% received a poor or critical rating. (41% poor and 37% critical). The FCI index for the rural schools places 56 % in the poor category and 44% in the critical category. Buildings in poor or critical shape require a high degree

of maintenance and this means travel to those locations. The state of the buildings does not contribute to energy conservation so we spend more to heat buildings during our cold winters. Carbon tax costs are high.

Recruitment and retention in all departments is a significant challenge. Attracting and keeping staff in the north is more difficult. We hire more out of province teachers than districts in the south. We would like to see a budget from the Ministry specifically to assist with recruiting. We need to expand fully on line teaching programs that allow people to work and remain in the community while taking their training.

Retention incentives like those offered by northern health to attract health care workers need to be made available for education. Northern Alberta also offers retention measures such as forgivable loans for teachers that we can't match.

Recruitment and retention of educational assistants, bus drivers and maintenance staff is a concern. A review of CUPE local market rates with a Currently, we have 7 active postings with zero applicants or non viable applicants. We anticipate the need for an additional 13 teachers by the fall. If we don't attract 20 certified teachers to these positions we will be looking for people to teach on letters or permission. This could mean 20 people in classrooms that have some of the background and skills that we need. Twenty classrooms without qualified teachers. Is this equity? A Ministry funded labour market adjustment increase may assist with retention.

Area 2

K-12 and Childcare

Recommendation

Provision of quality childcare and K-12 education is something the board supports. Childcare has been added as a district responsibility but there is little clarity regarding expectations, a framework for program delivery or capacity building. Action is needed beyond a Ministry title change.

Rationale

Quality childcare should provide rich early learning experiences for children prior to their entry into the K-12 system. Before and after school daycare in schools means fewer transitions for students and makes life easier for families. Much work needs to be done to assist districts in understanding the

childcare expectations. Childcare is not something that can be done off the side of someone's already full desk. The complexity of a school principal's job increases with the addition of a daycare in their building.

Government communication around day care is leading families to believe that we are further ahead in the development of programs than we are. There have been many phone calls around \$10.00 per day childcare. Childcare involves more than just before and after school care. Dedicated space is required for infant toddler care and the three to five year old age group. Will additions be made to existing school facilities?

Childcare is being added at a time when schools are facing cost pressures. We cannot take dollars away from the K-12 system to do childcare.

Area 3 General

The impacts of a flat per pupil allocation and inflation need to be considered. Placing unexpected or unanticipated costs on districts is difficult at anytime but more so now. The province needs to fund in accordance with its expectations of school districts.

Rationale

School District 60 is fiscally responsible. We have followed Ministry expectations regarding our K-12 Financial Planning and Reporting Policy and Accumulated Operating Surplus. Operating Surplus funds are earmarked for strategic goals and there is a small buffer for unanticipated costs. This buffer cannot make up for the deferred maintenance on our buildings. Adding five days paid sick leave and expecting us to find the money for this from a shrinking budget due to inflation is unfair.

The new Indigenous Graduation requirement is an important factor in reconciliation. Funds are necessary for development of courses and purchases of resources. Will these be coming?

It costs more to get supplies and materials to a northern district. Increasing delivery costs mean we are able to do less with the dollars we have. There will be an impact on the opportunities that we are able to give students.

We also do not have the same product availability. There is an increase in the supply chain issues and these factors contribute to a higher cost of doing basic business.

Contracts are up for renewal and our unionized employees are negotiating well deserved wage increases. In the past the Ministry has not funded wage increases for our exempt staff. Our exempt staff deserve similar increases to our unionized staff. As a district we should not have to cover those increases from operational dollars that are already impacted by inflation.

Financial Standing Committee Speech June 14 2022 Helen Gilbert – 5 minute limit

Good Morning:

I would like to acknowledge that we work, live and play on the traditional territory of the Dane Zaa and Treaty 8.

Thank you for the opportunity to talk about our budget. I had looked forward to doing this in person and would have happily driven one hour to Dawson Creek to do so. In the North we are used to inclement weather and disrupted travel, especially in the winter. To be doing a Zoom meeting because the Committee had trouble with travel arrangements is ironic.

Our first recommendation asks that Northern Factors be considered in allocation of funds so our students have equity of opportunity. Last year two bus routes were consolidated to save costs. Despite looking at transportation efficiencies we continue to spend far more on transportation than the provincial average or the amount allocated for transportation.

Geography and infrastructure contribute to this.

Students in K-12 are on buses by 7:30 in the morning and return home after 4:30. Five year olds put in a longer work day than some adults. Many of our routes require buses to go miles off the main road for pick up with a return trip to the main road. There are no road loops so the miles add up.

Much of our mileage is done on gravel roads resulting in wear and tear on buses that exceeds what is typical of asphalt miles. Ministry funding for transportation has not increased since 2016-17.

Fuel cost increases impact many aspects of the district beyond transportation and maintenance.

Delivery costs for everything are going up including those of delivering water to some rural schools.

In our written submission we reference aging facilities being a factor in maintenance and heating costs.

Our district spends 14.2% of our funds on operations and the provincial average is 11.5%.

Recruitment and retention is a concern in all departments. In the past we had

teachers on letter of permission in specialty areas like shop, next year there will be letters of permission for general teaching positions. Letters of permission are

costly. Currently, we have seven openings for regular classroom positions with zero suitable applicants.

We anticipate a minimum need for 13 more full time teachers by September. Potentially this means twenty classrooms without fully certified teachers. Is this equity of opportunity?

At least fifty percent of our sometimes insufficient teacher on call list is noncertified people.

In the 21/22 school year there were unfilled part time positions.

Prep and remedy positions were filled by TTOC's when they were available. This situation added to the administrator's workload with the lack of consistency and certainty in staffing causing stress for students and teachers.

A fully on line teacher education program with local schools used to meet teacher candidates practicum requirements would be helpful. Some of our noncertified teachers on call become interested in getting degrees. They need to work and remain in the community while doing so. An education degree option that allowed people to remain in the community would be attractive to them as well as some of our local indigenous people.

Recruitment of support staff is also increasingly difficult. We can't offer the same level of wages other local industry does. This year we have had bus cancellations due to driver shortages. Finding replacement drivers for the recently retired ones is difficult.

Affordable, quality childcare is important for our communities. Our mandate in this area has increased without parameters around expectations or operational guidelines being given.

The scope of many staff's daily responsibilities has grown with the addition of before and after school care.

The increase in early childhood education spaces in the region as well as the dual credit opportunity for our local high school students is appreciated. We are hoping that having these spaces will expand our local labour pool.

We expect that the Standing Committee will hear many concerns related to the flat per pupil allocation unfunded liabilities.

The district has received the same per pupil allocation for two years. In that time though, there have been increased expectations placed on districts as well as inflationary factors.

We are extremely proud of the efforts of our staff during COVID. As we move from COVID Safety Plans

to Personal Health Awareness Plans what structural costs will remain?

During COVID there has been increased use of sick

leave; will we go back to pre-pandemic levels? There is a social conscience about coming to work sick.

Never taking a sick day is no longer a badge of honour.

Districts appreciated the additional federal and provincial funding received to support COVID measures.

There will not be additional funds for 22/23.

School District 60 will submit a balanced budget based on a three percent inflation factor. Optimistic

yes! Realistically there is likely a potential need for spending cuts through the year.

Protecting the classroom remains at the forefront for us though.

Submission Summary

Submission Summary:	Major 2023/2024 2022-06-30
Submission Type:	Capital Plan
School District:	Peace River North (SD60)
Open Date:	2022-04-01
Close Date:	2022-06-30
Submission Status:	Draft

Submission Category	Sum Total Project Cost
Site Acquisition	\$10,780,000
Addition	\$31,899,067
Replacement/Renovation	\$37,899,199
Total	\$80,578,266

ADDITION					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Project Cost
1	159114	Bert Bowes Middle School	Addition	We have some very tight years for classrooms within the school. We are	\$11,996,805
2	159120	Dr Kearney Middle School	Addition	We have some very tight years for classrooms within the school. We are	\$19,902,262
				Submission Category Total:	\$31,899,067
REPLACEMENT/RENOVATION					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Project Cost
1	150246	Charlie Lake Elementary	Full Replacement	Replace existing school with an 80K/425 Capacity Elementary School, currently 9	\$37,899,199
				Submission Category Total:	\$37,899,199
SITE ACQUISITION					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Project Cost
1	154956	New Northwest Area - Elementary	Site Acquisition	Require land for a new elementary school in the NW area. A developer beginning	\$4,885,000
2	154957	New Northwest Area - Secondary	Site Acquisition	Require land for a new high school in the NW area. A developer beginning a 4000	\$5,895,000
				Submission Category Total:	\$10,780,000

Annual Budget

School District No. 60 (Peace River North)

June 30, 2023

School District No. 60 (Peace River North)

June 30, 2023

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

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 60 (PEACE RIVER NORTH) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2022/2023 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. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education Policies respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 60 (Peace River North) Annual Budget Bylaw for fiscal year 2022/2023.
3. The attached Statement 2 showing the estimated revenue and expense for the 2022/2023 fiscal year and the total budget bylaw amount of \$85,927,230 for the 2022/2023 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2022/2023.

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) Annual Budget Bylaw 2022/2023, adopted by the Board the _____ DAY OF _____, 2022.

Secretary Treasurer

School District No. 60 (Peace River North)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	6,279.000	6,232.869
Adult	14.500	25.500
Other	2.150	1.920
Total Ministry Operating Grant Funded FTE's	6,295.650	6,260.289
Revenues	\$	\$
Provincial Grants		
Ministry of Education	75,309,282	75,467,603
Other	121,519	129,936
Federal Grants	240,000	255,219
Tuition	910,000	754,051
Other Revenue	3,363,870	4,210,602
Rentals and Leases	101,200	101,710
Investment Income	80,000	80,000
Amortization of Deferred Capital Revenue	4,446,101	4,415,488
Total Revenue	84,571,972	85,414,609
Expenses		
Instruction	63,545,697	64,539,271
District Administration	2,374,938	2,435,224
Operations and Maintenance	14,889,721	14,341,019
Transportation and Housing	4,616,874	4,619,954
Total Expense	85,427,230	85,935,468
Budgeted Surplus (Deficit), for the year	(855,258)	(520,859)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(855,258)	(520,859)
Budgeted Surplus (Deficit), for the year	(855,258)	(520,859)

School District No. 60 (Peace River North)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	71,276,031	70,810,184
Operating - Tangible Capital Assets Purchased	500,000	510,000
Special Purpose Funds - Total Expense	8,349,840	9,362,357
Special Purpose Funds - Tangible Capital Assets Purchased		316,580
Capital Fund - Total Expense	5,801,359	5,762,927
Total Budget Bylaw Amount	85,927,230	86,762,048

Approved by the Board

Signature of Chairperson of the Board	DRAFT	Date Signed
Signature of Superintendent		Date Signed
Signature of Secretary/Treasurer		Date Signed

School District No. 60 (Peace River North)

Statement 4

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2023

	2023 Annual Budget \$	2022 Amended Annual Budget \$
Surplus (Deficit) for the year	(855,258)	(520,859)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(500,000)	(826,580)
From Deferred Capital Revenue	(6,614,516)	(4,971,594)
Total Acquisition of Tangible Capital Assets	(7,114,516)	(5,798,174)
Amortization of Tangible Capital Assets	5,801,359	5,762,927
Total Effect of change in Tangible Capital Assets	(1,313,157)	(35,247)
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	(2,168,415)	(556,106)

School District No. 60 (Peace River North)

Schedule 2

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	69,262,409	68,570,491
Other	121,519	129,936
Tuition	910,000	754,051
Other Revenue	1,300,903	1,683,996
Rentals and Leases	101,200	101,710
Investment Income	80,000	80,000
Total Revenue	71,776,031	71,320,184
Expenses		
Instruction	55,641,715	55,558,975
District Administration	2,374,938	2,435,224
Operations and Maintenance	9,293,354	9,101,617
Transportation and Housing	3,966,024	3,714,368
Total Expense	71,276,031	70,810,184
Net Revenue (Expense)	500,000	510,000
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(500,000)	(510,000)
Total Net Transfers	(500,000)	(510,000)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 60 (Peace River North)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	69,524,990	69,291,410
ISC/LEA Recovery	(976,903)	(1,098,180)
Other Ministry of Education Grants		
Pay Equity	241,350	241,350
Funding for Graduated Adults	39,000	39,000
Student Transportation Fund	425,785	425,785
Support Staff Benefits Grant		68,323
FSA Scorer Grant	8,187	8,187
Early Learning Framework		2,400
Decreased Enrollment in DL for Feb 2022		(407,784)
Total Provincial Grants - Ministry of Education	69,262,409	68,570,491
Provincial Grants - Other	121,519	129,936
Tuition		
International and Out of Province Students	910,000	754,051
Total Tuition	910,000	754,051
Other Revenues		
Funding from First Nations	976,903	1,098,180
Miscellaneous		
Miscellaneous	324,000	585,816
Total Other Revenue	1,300,903	1,683,996
Rentals and Leases	101,200	101,710
Investment Income	80,000	80,000
Total Operating Revenue	71,776,031	71,320,184

School District No. 60 (Peace River North)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object

Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
	\$	\$
Salaries		
Teachers	26,896,882	26,652,684
Principals and Vice Principals	5,229,188	5,154,870
Educational Assistants	4,993,525	5,349,434
Support Staff	7,977,811	8,002,551
Other Professionals	1,870,622	1,844,031
Substitutes	2,148,363	2,083,021
Total Salaries	49,116,391	49,086,591
Employee Benefits	11,423,879	10,074,990
Total Salaries and Benefits	60,540,270	59,161,581
Services and Supplies		
Services	1,520,202	1,689,045
Student Transportation	618,694	691,733
Professional Development and Travel	836,364	1,054,610
Rentals and Leases	37,400	38,989
Dues and Fees	43,774	51,533
Insurance	282,000	285,117
Interest	13,772	14,769
Supplies	5,385,980	5,121,792
Utilities	1,997,575	2,701,015
Total Services and Supplies	10,735,761	11,648,603
Total Operating Expense	71,276,031	70,810,184

School District No. 60 (Peace River North)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2023

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	20,888,468	1,493,561	18,346	1,692,146	372,854	1,345,769	25,811,144
1.03 Career Programs	318,981	41,723		24,617		9,000	394,321
1.07 Library Services	695,190	59,032		73,441			827,663
1.08 Counselling	673,049				145,000		818,049
1.10 Special Education	3,091,443	450,828	4,273,561	63,944		363,847	8,243,623
1.30 English Language Learning	626,029				10,000		636,029
1.31 Indigenous Education	477,916	131,625	701,618	39,879	15,730	4,610	1,371,378
1.41 School Administration		2,705,955		548,114			3,254,069
1.62 International and Out of Province Students	125,806	55,630		24,614	22,197	5,000	233,247
Total Function 1	26,896,882	4,938,354	4,993,525	2,466,755	555,781	1,738,226	41,589,523
4 District Administration							
4.11 Educational Administration		290,834			317,142		607,976
4.40 School District Governance					103,449		103,449
4.41 Business Administration				114,150	610,335		724,485
Total Function 4	-	290,834	-	114,150	1,030,926	-	1,435,910
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				53,206	198,461		251,667
5.50 Maintenance Operations				3,013,383		110,000	3,123,383
5.52 Maintenance of Grounds				481,659		181,498	663,157
5.56 Utilities							-
Total Function 5	-	-	-	3,548,248	198,461	291,498	4,038,207
7 Transportation and Housing							
7.41 Transportation and Housing Administration					85,454		85,454
7.70 Student Transportation				1,848,658		118,639	1,967,297
Total Function 7	-	-	-	1,848,658	85,454	118,639	2,052,751
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	26,896,882	5,229,188	4,993,525	7,977,811	1,870,622	2,148,363	49,116,391

School District No. 60 (Peace River North)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2023

	Total Salaries \$	Employee Benefits \$	Total Salaries and Benefits \$	Services and Supplies \$	2023 Annual Budget \$	2022 Amended Annual Budget \$
1 Instruction						
1.02 Regular Instruction	25,811,144	6,154,184	31,965,328	2,963,963	34,929,291	34,197,674
1.03 Career Programs	394,321	91,225	485,546	46,020	531,566	537,097
1.07 Library Services	827,663	189,916	1,017,579	128,000	1,145,579	1,122,429
1.08 Counselling	818,049	185,251	1,003,300	5,000	1,008,300	973,826
1.10 Special Education	8,243,623	1,860,228	10,103,851	722,259	10,826,110	11,824,538
1.30 English Language Learning	636,029	143,987	780,016	28,334	808,350	746,341
1.31 Indigenous Education	1,371,378	318,672	1,690,050	225,510	1,915,560	1,932,455
1.41 School Administration	3,254,069	699,798	3,953,867	3,500	3,957,367	3,748,273
1.62 International and Out of Province Students	233,247	53,345	286,592	233,000	519,592	476,342
Total Function 1	41,589,523	9,696,606	51,286,129	4,355,586	55,641,715	55,558,975
4 District Administration						
4.11 Educational Administration	607,976	130,846	738,822	90,894	829,716	849,078
4.40 School District Governance	103,449	6,207	109,656	108,931	218,587	189,312
4.41 Business Administration	724,485	161,670	886,155	440,480	1,326,635	1,396,834
Total Function 4	1,435,910	298,723	1,734,633	640,305	2,374,938	2,435,224
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	251,667	56,431	308,098	283,846	591,944	646,434
5.50 Maintenance Operations	3,123,383	746,712	3,870,095	1,619,598	5,489,693	5,539,820
5.52 Maintenance of Grounds	663,157	138,565	801,722	252,536	1,054,258	985,638
5.56 Utilities	-	-	-	2,157,459	2,157,459	1,929,725
Total Function 5	4,038,207	941,708	4,979,915	4,313,439	9,293,354	9,101,617
7 Transportation and Housing						
7.41 Transportation and Housing Administration	85,454	18,800	104,254	19,950	124,204	122,305
7.70 Student Transportation	1,967,297	468,042	2,435,339	1,406,481	3,841,820	3,592,063
Total Function 7	2,052,751	486,842	2,539,593	1,426,431	3,966,024	3,714,368
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	49,116,391	11,423,879	60,540,270	10,735,761	71,276,031	70,810,184

School District No. 60 (Peace River North)

Schedule 3

Annual Budget - Special Purpose Revenue and Expense

Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	6,046,873	6,897,112
Federal Grants	240,000	255,219
Other Revenue	2,062,967	2,526,606
Total Revenue	8,349,840	9,678,937
Expenses		
Instruction	7,903,982	8,980,296
Operations and Maintenance	445,858	157,766
Transportation and Housing		224,295
Total Expense	8,349,840	9,362,357
Net Revenue (Expense)	-	316,580
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased		(316,580)
Total Net Transfers	-	(316,580)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 60 (Peace River North)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2023

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	146,838	-	142,673	1,903,840	-	20,194	58,499	164,826	
Add: Restricted Grants									
Provincial Grants - Ministry of Education	299,020	236,646			148,000	46,550	124,510	583,311	365,296
Federal Grants									
Other				1,435,686					
	299,020	236,646	-	1,435,686	148,000	46,550	124,510	583,311	365,296
Less: Allocated to Revenue	445,858	236,646	-	1,435,686	148,000	36,373	183,009	748,137	365,296
Deferred Revenue, end of year	-	-	142,673	1,903,840	-	30,371	-	-	-
Revenues									
Provincial Grants - Ministry of Education	445,858	236,646			148,000	36,373	183,009	748,137	365,296
Federal Grants									
Other Revenue	445,858	236,646	-	1,435,686	148,000	36,373	183,009	748,137	365,296
Expenses									
Salaries									
Teachers									
Principals and Vice Principals					1,139		22,863	79,889	
Educational Assistants							30,000	72,352	193,630
Support Staff		190,844			845		22,004	155,012	
Other Professionals	121,187							59,213	46,871
Substitutes					2,400		10,000	60,000	52,576
	121,187	190,844	-	-	4,384		84,867	1,000	293,077
								427,466	
Employee Benefits	24,424	45,802			442		17,068	108,833	65,079
Services and Supplies	300,247				31,547		81,074	211,838	7,140
	445,858	236,646	-	1,435,686	148,000	36,373	183,009	748,137	365,296
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 60 (Peace River North)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2023

Deferred Revenue, beginning of year

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

Less: Allocated to Revenue
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)

	Classroom Enhancement Fund - Staffing	Mental Health in Schools	Changing Results for Young Children	Safe Return to School / Restart: Health & Safety Grant	Kindergarten	Seamless Day	SWIS	EFAP	Miscellaneous	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year		24,488	10,166	52,000			28,000		300,827	2,852,351
Add: Restricted Grants										
Provincial Grants - Ministry of Education	3,746,900				50,000		240,000			5,600,233
Federal Grants								55,000	657,229	240,000
Other										2,147,915
	3,746,900	-	-	-	50,000		240,000	55,000	657,229	7,988,148
Less: Allocated to Revenue										
Deferred Revenue, end of year	3,746,900	24,488	10,166	52,000	50,000		240,000	55,000	572,281	8,349,840
	-	-	-	-	-		28,000	-	385,775	2,490,659
Revenues	3,746,900	24,488	10,166	52,000	50,000		240,000			6,046,873
										240,000
	3,746,900	24,488	10,166	52,000	50,000		240,000	55,000	572,281	2,062,967
								55,000	572,281	8,349,840
Expenses										
Salaries										
Teachers	3,006,247								8,355	3,118,493
Principals and Vice Principals			6,746				42,282			375,394
Educational Assistants					32,250		140,000		3,272	627,877
Support Staff									193,939	300,023
Other Professionals		15,000		25,000					54,385	328,148
Substitutes									300	13,700
	3,006,247	15,000	6,746	25,000	32,250		182,282	-	260,251	4,763,635
Employee Benefits										
Services and Supplies	740,653	3,150	1,420	5,250	7,750		42,718		73,948	1,163,003
		6,338	2,000	21,750	10,000		15,000	55,000	238,082	2,423,202
	3,746,900	24,488	10,166	52,000	50,000		240,000	55,000	572,281	8,349,840
Net Revenue (Expense)	-	-	-	-	-		-	-	-	-

School District No. 60 (Peace River North)

Schedule 4

Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2023

	2023 Annual Budget			2022 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Amortization of Deferred Capital Revenue	4,446,101		4,446,101	4,415,488
Total Revenue	4,446,101	-	4,446,101	4,415,488
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	5,150,509		5,150,509	5,081,636
Transportation and Housing	650,850		650,850	681,291
Total Expense	5,801,359	-	5,801,359	5,762,927
Net Revenue (Expense)	(1,355,258)	-	(1,355,258)	(1,347,439)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	500,000		500,000	826,580
Total Net Transfers	500,000	-	500,000	826,580
Other Adjustments to Fund Balances				
Total Other Adjustments to Fund Balances	-	-	-	
Budgeted Surplus (Deficit), for the year	(855,258)	-	(855,258)	(520,859)

