

MINUTES

SCHOOL DISTRICT NO. 60 (Peace River North)

REGULAR MEETING

Monday, November 21, 2022

6:00 p.m.

Present: Helen Gilbert, Chair – Board of Education (Area 5)
Madeleine Lehmann, Vice-Chair (Area 1)
Ida Campbell, Trustee (Area 4)
Nicole Gilliss, Trustee (Area 3)
David Scott-Moncrieff, Trustee (Area 2)
Bill Snow, Trustee (Area 5)
Tom Whitton, Trustee (Area 5)

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

(Guests/Media)

None

Regrets: Michele Wiebe, PRNTA President



Call to Order

Secretary-Treasurer, Angela Telford called the meeting to order at 6:06 p.m.

Angela Telford acknowledged the traditional territorial lands of the Dane Zaa and Treaty 8.

Agenda

Approval of the Agenda

Motion #125-22

Whitton/Lehmann
THAT the agenda be accepted as presented.

CARRIED.

Declaration of Conflict of Interest

The following three trustees declared a “conflict of interest”:

- Trustee Campbell – daughter employed by Northern Health and a daughter employed by SD 60
- Trustee Snow – spouse is a teacher for SD 60 as well as Trustee Snow is a rep for the BCGEU with his employer
- Trustee Gilbert – daughter and son-in-law are part of groups bargained by the public sector

Election of Board Officers

Election of Board Chair

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

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

Helen Gilbert	Accepted
Ida Campbell	Declined

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

Election of Vice-Chair

Helen Gilbert took the chair. Chair Gilbert called for nominations by secret ballot for Vice-Chair.

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

Madeleine Lehmann	Accepted
Ida Campbell	Declined

The Board Chair declared Madeline Lehmann the Vice-Chair by acclamation.

Election of Provincial Councilor Rep

The Board Chair called for nominations by secret ballot for Provincial Councilor Rep.

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

Ida Campbell	Declined
Bill Snow	Accepted
Nicole Gilliss	Accepted
Helen Gilbert	Accepted

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

The Board Chair declared Nicole Gilliss the Provincial Councilor Rep.

Election of Alternate Provincial Councilor Rep

The Board Chair called for nominations by secret ballot for Alternate Provincial Councilor Rep.

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

Bill Snow	Accepted
Tom Whitton	Accepted
Helen Gilbert	Accepted

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

The Board Chair declared Bill Snow the Alternate Provincial Councilor Rep.

Election of BCPSEA Rep

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

Helen Gilbert, Ida Campbell, and Bill Snow have declared a “conflict of interest”

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

Nicole Gilliss	Declined
Madeleine Lehmann	Accepted
David Scott-Moncrieff	Declined

The Board Chair declared Madeleine Lehmann the BCPSEA Rep. by acclamation.

Election of Alternate BCPSEA Rep

The Board Chair called for nominations by secret ballot for Alternate BCPSEA Rep.

Helen Gilbert, Ida Campbell, and Bill Snow have declared a “conflict of interest”

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

David Scott-Moncrieff	Accepted
Nicole Gilliss	Accepted
Thomas Whitton	Accepted

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

A tie was declared between Thomas Whitton and David-Scott-Moncrieff.

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

The Board Chair declared Thomas Whitton the Alternate BCPSEA Rep.

Motion #126-21

Scott-Moncrieff/Snow

THAT the secret paper ballots be destroyed.

CARRIED.

Other Board Duties

Audit Committee

- Vice-Chair Lehmann – Policy 1011 outlines Audit Committee’s goal and purpose

- Looking at having three trustees (instead of two), the Secretary-Treasurer and an external auditor to be on the committee. All trustees are welcome to attend meetings
- Reviewing the term for the committee. Right now it is September to June but something different will need to be done in an election year. Looking at the option of changing the term from April to April.

ACTION: Place on the December 5, 2022 COTW to review Policy 1011 and Terms of Reference

School Liaison Reps

- Assignment usually happens in October but not this year due to it being an election year
- Board would like to look at this in more detail regarding the reps as there isn't a definitive process
- Trustee Campbell – our Board hasn't always had assigned school reps as every trustee is a rep to all schools
- Also want to look more in depth as to what does it mean to be a liaison for a school

ACTION: Place School Liaison Reps on the December 5, 2022 COTW for further discussion

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

- Taylor School Librarian does a “turn a pumpkin into your favorite book character” exercise. It was great to watch what the students came up with
- Remembrance Day Ceremony – went to assembly at Taylor School. Attended a “No Veteran is Left Behind” ceremony with a teacher and students. Some students brought pictures of family members
- Still keeping in touch with the Taylor PAC but not attending the meetings because of her daughter's involvement as Vice-President

Trustee Gilliss

- Attended BCPSEA Symposium in Vancouver last week
- Attended the Hudson's Hope Remembrance Day ceremony at the school
- Attended Hudson's Hope District Remembrance Day Ceremony
- Coached Volleyball tournament
- Attended BCPSEA call today

Vice-Chair Lehmann

- Attended Clearview PAC
- Attended Labour Management meeting

Trustee Scott-Moncrieff

- Been in contact with Buick Creek and Prespatou school administrators
- Been in contact with Wonowon and Upper Halfway school administrator

Trustee Snow

- Attended SUP-PAC meeting
- Visited NPSS
- Attended Dr. Kearney and Bert Ambrose Remembrance Day ceremonies
- Attended Remembrance Day Ceremony at the Legion; laid the wreath with Trustee Whitton

Trustee Whitton

- Attended Central School dance...a great time
- Attended Central School PAC meeting
- Attended Remembrance Day Ceremony – laid a wreath with Trustee Snow
- Walked in the parade and had a potluck dinner with a lot of veterans...a great day

Chair Gilbert

- Supported school Book Fair
- Skating with a school
- Attended BCPSEA Symposium
- Attended Labour Management meeting
- Remembrance Day – watched family be part of ceremony in Langford
- Attended Ukrainian refugee dinner – City of Langford along with the school district have taken the city of Lutsk from Ukraine under their wing. Have already raised \$400,000. Also making prosthetic limbs for those injured in the Ukraine using a 3D printer. Want to eventually go and teach Ukrainian people how to do this. Schools are running part-time attendance as there is not enough space for all students in school bomb shelters.

Minutes of the Regular Board Meeting

Approval of the Minutes

Motion #127-22

Gillis/Campbell

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

CARRIED.

Business Arising from the Minutes

The following business arose from the above noted Minutes:

Election Presentation - Electoral Areas & Boundaries

- District Staff have found more information regarding past research on electoral areas and boundaries
- Chair Gilbert – there are differences in voting options between advance polls and election day. On election day, a non-resident property owner in Fort St. John who was a resident of area C was not allowed to vote for the school district trustee. She was told she would need to go to Charlie Lake and vote there.

SD History Project – has been uploaded to our website under the Board of Trustees

Motion #128-22

Snow/Scott-Moncrieff

THAT the Special Regular Meeting Minutes of October 31, 2022 be adopted.
CARRIED.

Approval of Excerpts

Motion #129-22

Lehmann/Campbell

THAT the excerpts from the September 12, 2022 In Camera Meeting Minutes be approved and appended to these Regular Meeting Minutes.
CARRIED.

Announcements & Reminders

November 22	SUP-PAC Meetings (<i>Campbell/Gilbert</i>)	12:00 p.m.	Board Room
November 23/24	Early Dismissal Days		
November 24	Band Concert	6:00 p.m.	Cultural Center
November 25	NID (Parent-Teacher Interviews)		
December 1-3	BCSTA Orientation & Trustee Academy		Vancouver
December 3	District Christmas Party	5:30 p.m.	Pomeroy
December 5	COTW Meetings	12:30 p.m.	Board Room
December 8	NPAA Christmas Dinner	TBD	TBD
December 12	Board Meetings	5:00 p.m.	Board Room
December 19 to January 3	Christmas Vacation		
January 16	NPAA Meeting	5:00 p.m.	NPSS
January 9	COTW Meetings	12:30 p.m.	Board Room
January 23	Board Meetings	5:00 p.m.	Board Room
January 24	SUP-PAC Meetings (Gilbert/TBD)	12:00 p.m.	Board Room
January 27	NID (Pro-D) Day		

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
- Backlog in Autism assessments is over a 2.5 year wait
- Current and previous district psychologists are working together to do more assessments over Spring Break

Hybrid Teacher Education Program

- Met with SFU. They are attaching this program to the district AHCOTE program for those who have been working in our district for two years and working towards a degree
- Includes SD 59 as well. Will also be connecting with Fort Nelson
- It is a professional linking program

- Promoting with all staff and asking trustees to promote as well

Community Coaches (*Attachment*)

- Additional coach is attached
- Discussion followed regarding who is required to do a Criminal Record Check (eg. coaches, trustees)
- See motion below

ACTION: District Staff will research history on trustee Criminal Record Checks and bring back to a future meeting

BAA Courses

- See motion below

Out of District Sports/Field Trip

- See motion below

Motion #130-22

Scott-Moncrieff/Whitton
 THAT the Board accept the Superintendent’s Report with the exception of Community Coaches, BAA Courses and Out of District Sports/Field Trips.
 CARRIED.

Motion #131-22

Whitton/Campbell
 THAT the Board of Trustees approve the attached and newly attached Community Coaches for Taylor Elementary School.
 CARRIED.

Motion #132-22

Gilliss/Snow
 THAT the Board of Trustees approve the attached BAA Courses.
 CARRIED.

Motion #133-22

Scott-Moncrieff/Campbell
 THAT the Board of Trustees approve the attached the attached Out of District Field Trip for Bert Bowes Middle School.
 CARRIED.

Secretary-Treasurer’s Report

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

Finance Update to October 31, 2022

- For information purposes
- Alberta Students Funding – confirming we will be receiving the funding
- Salaries and benefits are on track; services and supplies are higher than anticipated
- Revenue will be slightly higher than projected

PDR Report for Wonowon Elementary School

- Project Definition Report was submitted on Friday well ahead of the deadline.
- Cost analysis had to be redone from when it was initially done a couple of years ago because of cost increases. At that time, the Upper Halfway

project was approved by Ministry, however Wonowon Elementary was put on hold

- There will be communication back and forth with Ministry before submitting to the Capital Branch
- Discussion around the initial funding provided by Ministry at that time

ACTION: District Staff will research the initial funding project from Ministry at that time and bring back to the December 12, 2022 Regular Board Meeting

Human Resources Summary Report

- For information purposes

CUPE Bargaining Update

- Bargaining is full days from December 6 – 9
- Ministry has provided local table allocations we can bargain with
- Bargaining plan has been submitted to BCPSEA

Motion #134-22

Whitton/Gilliss

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

Reports of Regular Committee of the Whole Meeting

Approval of the Minutes – October 31, 2022

Motion #135-22

Gilliss/Snow

THAT the Board accept the Regular Committee of the Whole minutes of October 31, 2022 and its recommendations

CARRIED.

Business Arising from the Minutes

The following business arose from the above noted Minutes:

None

Policy Committee

ACTION: Further discussion on future dates for Policy Committee at the December 5, 2022 COTW meeting

Other Reports

BCSTA

- Nothing to report

BCPSEA

- Chair Gilbert - you don't have to be a BCPSEA rep to run for the Board of directors. You can't be in BCPSEA conflict. It is a three-year term
- At NIB, we want to confirm that we have one rep from the north. Nominations need to be in by December 7, 2022. Need to be a trustee in the Northern Interior Branch and not in conflict. Voting is by weighted vote...our district has 6 votes.
- NIB meeting is taking place at the BCSTA Trustee Academy
- Election process was sent out via email to the trustees on November 2, 2022

- Discussion around whether a motion in regards to Recruitment & Retention should go through BCPSEA or BCSTA
- Discussion around the potential of putting forward a motion in regards recruitment and retention for the AGM

ACTION: Chair Gilbert and Vice-Chair Lehmann will look into putting together a resolution for submission by December 7, 2022

Board Pro-D Committee

- At this time, Pro-D will be related to Trustee Orientation
- Will look into further after the BCSTA Trustee Academy

Correspondence

None

Unfinished Business

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

New Business

Board of Trustees Meetings – Possible Format Changes (*Attachment*)
Superintendent reviewed the attached document

COTW

- Reviewing for efficiency in attendance at Policy Committee meetings to allow for all trustees to participate and provide input
- The proposed change to COTW would include the Policy Committee Meetings four times per year in the Regular Meeting from 12:30 – 1:30 p.m. with the remainder of the Regular Meeting to follow
- Elimination of an In-Camera COTW Meeting

Board Meeting

- 5:00 – 5:30: Trustee dinner and connections with the Public Meeting to commence at 5:30 p.m. The In-Camera meeting would follow
- Motions being brought forward from In-Camera to Regular? Suspend the Regular meeting and then go back after the In-Camera meeting
- It's important that Trustees would still be committed to be there from 5:00 – 5:30 p.m. for the trustee dinner and connection time in the rare event that District Staff would need to notify the Trustees of something important coming up in the Regular Meeting
- If we try it and it doesn't work, can try something else in the fall

Motion #136-22

Gilliss/Scott-Moncrieff

THAT the Board adopt the meeting structure changes as proposed, effective January 1, 2023.

CARRIED.

Financial Support for NPAA Christmas Dinner

- December 8, 2022 – Time and location TBD
- NPAA President has reached out Executive Staff regarding their financial struggle with the costs of the dinner. They would appreciate any support the Board could provide
- Superintendent is suggesting the Board to share in the costs
- Trustee Campbell - in the past it has been a donation or assisting in paying for the costs

- Chair Gilbert – in the past, the NPAA fee for members included these type of costs
- Discussion of options, seeing as past costs are unknown

Motion #137-22

Gilliss/Scott-Moncrieff
 THAT the Board donate up to \$2,000 for the 2022-2023 NPAA Christmas Dinner.

Gilliss/Scott-Moncrieff
 Friendly Amendment: Remove “up to”

DEFEATED.

Whitton/Gilliss
 THAT the Board donate \$1,500 for the 2022-2023 NPAA Christmas Dinner.
 CARRIED.

ACTION: District Staff to bring back past costs of the dinner to the December 12, 2022 Regular meeting in order for Board to make a decision going forward in the future.

PRNTA Update – Michele Wiebe, President

Absent – nothing to report

CUPE Local #4653 Update – Jennie Copeland, President

Absent – nothing to report

District Parent Advisory Council (DPAC) Report – President

Absent – nothing to report

Questions from Press/Public

At this time, opportunity was given for questions from the press
None present

Motion #138-22

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

CARRIED.

Adjournment

Motion #139-22

Campbell/Scott-Moncrieff
 THAT the meeting be adjourned. (8:23 p.m.)

HELEN GILBERT, CHAIR,
 BOARD OF EDUCATION

ANGELA TELFORD,
 SECRETARY-TREASURER



Taylor Elementary Community Coaches

Sharon Schell <sschell@prn.bc.ca>

Community coaches

1 message

Nancy Maxfield <nmaxfield@prn.bc.ca>
To: Sharon Schell <sschell@prn.bc.ca>
Cc: Sheena Taillifer <staillefer@prn.bc.ca>

Sun, Nov 20, 2022 at 7:41 AM

Hi Sharon,

Please add **Jaimie Creamer** to the list of **community coaches for Taylor** school looking for board approval. Thanks!

Nancy

Nancy Maxfield
Principal - Taylor Elementary
250-789-3323
250-263-7711



SD60 Board Meeting Structures: Proposal

Nov. 21, 2022



Committee of the Whole (COTW)

Current

12:30 - 1:30 In-Camera

1:30 - 4:30 Public: Education,
Operations, AOB

** Policy meetings separate
day/time

Proposed

12:30 - 1:30 Policy Meeting (4
times/year) - Time for trustee
connections when no policy meeting
or special meetings, etc.

1:30 - 4:30 Public: Education,
Operations, AOB

Rationale

- Full engagement for Policy meetings - same day as COTW meeting
- Not an official regular board meeting: therefore no motions or need for in-camera
- Efficient time commitment for trustees and senior staff (Policy meeting at COTW rather than scheduling another time)

Regular Board Meetings

Current

5:00 - 6:00 Dinner/In-Camera
6:00 Public

Proposed

5:00 - 5:30 Trustee dinner and
connections
5:30 Public

** In-Camera to follow

Rationale

- Unrushed connection time
- More efficient use of in-camera time - rather than blocking 1 hour that may or may not be fully used

Proposed Motion

That the SD60 Board of Trustees adopt the meeting structure changes as proposed - effective January 1st, 2023.