

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

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

Telephone: (250) 262-6000  
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**Board of Education**



**A G E N D A   B O O K**

**FOR THE**

**REGULAR BOARD MEETING**

**BOARD ROOM**

**MONDAY, DECEMBER 12, 2022 @ 6:00 p.m.**

## **OUR MISSION**

All our students will graduate, crossing the stage with dignity and grace.

## **OUR VALUES**

The core values that guide the work of the school division are *RESPECT, COMPASSION, HONESTY, RESPONSIBILITY, and RELATIONSHIPS*.

## **OUR STRATEGIES**

As a district, we are committed to FOUR OVER-ARCHING STRATEGIES:

- ❖ DELIVERY OF EXCELLENT EDUCATIONAL PROGRAMMING FOCUSSED ON STUDENT OUTCOMES
- ❖ PROVISION OF ETHICAL LEADERSHIP FOCUSSED ON RELATIONSHIPS AND CONTINUOUS IMPROVEMENT
- ❖ EXEMPLARY MANAGEMENT PRACTISES FOCUSSED ON ALIGNING RESOURCES FOR OPTIMAL RESULTS
- ❖ ENGAGED GOVERNANCE FOCUSSED ON ADVOCACY, ACCOUNTABILITY, AND COMMUNITY PARTNERSHIPS



**THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 60**  
**REGULAR BOARD MEETING**  
**MONDAY, DECEMBER 12, 2022**  
**6:00 P.M.**

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

**AGENDA**

**1.0 Call to Order**

*Acknowledgement that today's Board Meeting is being held within the traditional territory of the Dane Zaa and Treaty 8.*

**2.0 Additions to the Agenda/Acceptance of the Agenda**

**3.0 Presentations/Delegations**

**4.0 Trustee Input (Celebrations)**

**5.0 Minutes of the Regular Board Meeting, November 21, 2022 (pages 6-16)**

5.1 Approval of the Minutes

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

- a) Audit Committee – Review of Policy 1011 & Terms of Reference  
*(Attachments)*  
*Madeleine Lehmann, Vice-Chair*  
*Angela Telford, Secretary-Treasurer*
- b) Trustee Criminal Records Check  
*Angela Telford, Secretary-Treasurer*
- c) Wonowon School Project Funding  
*Angela Telford, Secretary-Treasurer*

**6.0 Approval of Excerpts of the In Camera Board Meeting, October 24, 2022 (page 17)**

**7.0 Announcements and Reminders**

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 21/22	Northern Interior Branch (NIB)		Prince George
January 23	Board Meetings	5:00 p.m.	Board Room
January 24	SUP-PAC Meetings (Gilbert/TBD)	12:00 p.m.	Board Room
January 25	BCSTA Provincial Council Deadline		

January 27	NID (Pro-D) Day		
February 6	COTW Meetings	12:30 p.m.	Board Room
February 9	BCSTA/Board Chairs Mtg		Vancouver
February 10	BCST/MECC/Partner Liaison Mtgs		Vancouver
February 13	NPAA Meeting	5:00 p.m.	NPSS
February 20	Family Day		
February 21	Board Meetings	5:00 p.m.	Board Room
February 24	BCSTA Provincial Council		Vancouver
February 27	NID (Reporting Writing)		
February 28	SUP-PAC Meetings (Gilbert/TBD)	12:00 p.m.	Board Room

## 8.0 **Senior Staff Reports**

8.1 Superintendent's Report (page 18)

8.2 Secretary-Treasurer's Report (page 19)

## 9.0 **Reports of Regular Committee of the Whole Meeting, December 5, 2022** (pages 20-22)

9.1 Approval of Minutes

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

9.3 Policy Committee (*Attachments*)

### **8001 Annual Operating Budget**

*Lehmann/*

That the Board of Education adopt Policy 8001 Annual Operating Budget as presented.

### **7017 Employer-Installed Video Surveillance**

*Campbell/*

That the Board of Education adopt Policy 7017 Video Surveillance as presented

## 10.0 **Other Reports**

10.1 BCSTA Academy Follow-Up  
*Chair Gilbert, Vice-Chair Lehmann, Trustee Campbell, Trustee Snow, Trustee Whitton*

10.2 BCPSEA – *Vice-Chair Lehmann*

10.3 Board Pro-D Committee – *Chair Gilbert*

## 11.0 **Correspondence**

## 12.0 **Unfinished Business**

12.1 Election Presentation – Electoral Areas  
*Angela Telford, Secretary-Treasurer*

## 13.0 **New Business**

- 14.0 **PRNTA Update** – Michele Wiebe, President
- 15.0 **CUPE Local #4653 Update** – Jennie Copeland, President
- 16.0 **District Parent Advisory Council (DPAC) Report** – President
- 17.0 **Questions from the Press and Public**
- 18.0 **In Camera Motions brought forward for implementation**
- 19.0 **Adjournment**

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**Please Note:**

*Where an individual/group knows in advance they wish to address the Board, a request in writing should be made to the Secretary-Treasurer one week in advance of the Board Meeting in accordance with Board Policy #1003.1.*

*The request must indicate the subject of the presentation, any technology requirements (ie. screen, projector, laptop use) and the estimated time required for the presentation. Presentations will be limited to a maximum of 10 minutes, unless approved otherwise.*

*If approval is granted, an electronic/written copy of the presentation must be provided no later than Thursday of the week before the date of presentation.*

## **“PROVISIONAL” MINUTES SCHOOL DISTRICT NO. 60 (Peace River North)**

### **REGULAR MEETING**

**Monday, November 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



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### **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 for 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.)

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HELEN GILBERT, CHAIR,  
BOARD OF EDUCATION

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ANGELA TELFORD,  
SECRETARY-TREASURER



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

*The meeting was called to order and the In-camera Meeting Minutes, September 12, 2022 were read and adopted.*

**Business Arising**

- Superintendent's Report – Hudson's Hope Start-Up Delay

**Superintendent's Report**

Items discussed and reported included:

- Enrolment Analysis
- District Christmas Party

**Secretary-Treasurer's Report**

Items discussed and reported included:

- Joint Health & Safety Committee Meeting Minutes – October 11, 2022
- Labour Management Meeting Minutes – September 14, 2022

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

- None

**Other Reports**

- BCSTA – Board of Directors Vacancy
- BCPSEA

**Correspondence**

*None*

**Unfinished Business**

*None*

**New Business**

*None*

**REGULAR MEETING**

**REPORT TO THE**

**BOARD OF SCHOOL TRUSTEES**

**FROM THE SUPERINTENDENT OF SCHOOLS**

**Monday, December 12, 2022**

## Human Resources

### 1. Human Resources Summary Report for Teachers

Human Resources Summary Report for Teachers & AO's  
for period of November 18<sup>th</sup> to December 8<sup>th</sup>, 2022

	Personnel Assignments	Leaves of Absence	Admin Appointments	Resignations /Retirements	Reports on Teachers
New assignments	4	2			1
Changes to existing	10	4			
Return from leave					
Payout prep					

RETIREEES only:

## Education

1. **Superintendent's Report**  
<https://togetherwelearn.prn.bc.ca/2022/12/09/superintendents-report-december-2022/>
2. **Community Coaches (Attachment)**  
*Recommended Motion: THAT the Board of Trustees approve the attached Community Coaches*
3. **Out of District Field Trips (Attachment)**  
*Recommended Motion: THAT the Board of Trustees approve the attached Out-of-District Field Trips*

Respectfully submitted

Stephen Petrucci, EdD, Superintendent of Schools

**REPORT TO THE  
BOARD OF EDUCATION  
FROM THE SECRETARY-TREASURER  
Monday, December 12, 2022  
REGULAR MEETING**

**Operations**

1. **Finance Update to November 30, 2022** (*Attachment*)

**Human Resources**

1. **Human Resources Support Staff Summary**

Human Resources Summary Report for Support Staff  
*For period of November 17<sup>th</sup> to December 8<sup>th</sup>, 2022*

	Personnel Assignments	Leaves of Absence	Resignations
New assignments	7		4
Changes to existing	4		
Return from leave			
Layoff			
Retirements			
Termination	1		

**Governance**

Angela Telford,  
Secretary-Treasurer

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

MONDAY, DECEMBER 5, 2022  
1:30 P.M.

**Present:** Helen Gilbert, Chair, Board of Education  
Madeleine Lehmann, Vice-Chair  
Ida Campbell, Trustee  
Nicole Gilliss, Trustee  
Bill Snow, Trustee  
Thomas Whitton, Trustee

Stephen Petrucci, Superintendent  
Angela Telford, Secretary Treasurer  
Leah Reimer, Executive Assistant

**Media:** Michele Wiebe, PRNTA President  
David Lueneberg, Alaska Highway News

**Regrets:** David Scott-Moncrieff, Trustee

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**Education**

**Education Update**

*Stephen Petrucci, Superintendent*

**Framework Presentations & Departmental Reports**

CM Finch Elementary School

*Troy Lang, Administrator & Ginger Alexander, Vice-Principal*

Prespatou Elementary Secondary School

*Glen Longley, Administrator & Margaret Wiebe, Vice-Principal*

Technology Services

*Laurie Petrucci, Vice-Principal Innovation & Ed Tech*

Taylor Elementary School

*Nancy Maxfield, Administrator*

*Leah Austin, Teacher*

*Patricia Law, ISSW, EA & Meals Program*

**Governance**

*None*

**Human Resources**

*None*

## Operations

### Operations Report

*Angela Telford, Secretary-Treasurer*

- Upper Halfway completion date is the summer of 2023, however we're experiencing delays so that may change
- Inflationary pressures materializing in regards to the project? Ministry has incorporated a lot into the budget. Confident it will be built within the budget
- MMMCS boiler system – issues with maintenance and supply chain issues and shortages on parts due to specific parts needed
- Recruiting sign is right across the street from Home Hardware
- Class 2 and air brakes is needed for bus drivers...cost is around \$1,900
- SDS Integration meeting – we have SDS at each location doing absence tracking now

## Governance

## REGULAR - December 12, 2022

Meeting Date	Meeting	Topic	Action Item/Recommendation	Assigned to:	Unfinished Business	Completed
May 7/21	COTW	Audit Committee Update	Amend Terms of Reference and re-circulate to Audit Committee members	Angela	x	
May 7/21	COTW	Finance Consultation - Standing Con Research	where our funding percentage expenditures are in comparison to "like" district	Angela	x	
Oct 4/21	COTW	Facilities Review - FCI Update	Provide more detailed information in regards to the FCI report	Angela	x	
Sept 12/22	Board	ST Report - Surplus Appropriation	Provide board with a more detailed summary	Angela	x	
Oct 24/22	Board	Election Presentation	Research past discussions re: changing electoral areas	Angela/Leah	Dec 12/22	
Nov 21/22	Board	Other Duties - Audit Committee	Place on December 5 COTW meeting to review Policy 1011 & Terms of Reference	Leah	Dec 12/22	
Nov 21/22	Board	Sup'r Report - Community Coaches	Research history of Crim Record Checks for Trustees & bring back to Dec 12 Mtg	Angela	Dec 12/22	
Nov 21/22	Board	ST Report - PDR Report - Wonowon	Research initial ministry funding project and bring back to Dec 12 Meeting	Angela	Dec 12/22	
<b>Completed</b>						
Dec 13/21	Board	Election of Board Officers	Call Regular Special Board Meeting to elect Alt BCPSEA Rep	Helen		Dec 17/21
Aug 30/21	Board	Board Pro-D Committee	Helen & Nicole to meet & create a Pro-D list to submit to BCSTA	Helen		Jan 24/22
Nov 15/21	Board	COTW Business Arising	K-12 Sector Guidelines uploaded to website/Facebook - pre-amble ref to Ministry	Helen		x
Dec 13/21	Board	Election of Board Officers	Bylaw 1/90 be brought to Policy Committee Mtg for review of wording (see minutes)	Leah		x
Dec 13/21	Board	Business Arising - HR Summary	Provide number of positions employed in each area, etc.	Angela		Jan 24/22
Dec 13/21	Board	Finance Update	Sick leave additional costs	Angela		Jan 24/22
Dec 13/21	Board	Policy Committee	Send Policy 7006, 2005 and 4018 out for Notice of Motion	Leah		Jan 24/22
Dec 13/21	Board	Correspondence	BCTF Funding Brief for 2022...find electronic version and send out to trustees	Helen		x
Jan 10/22	COTW	Statement of Financial Disclosures	Trustees to complete by January 15, 2022	Leah		x
Jan 24/22	Board	Board Pro-D Committee	Financial Literacy Presentation on the Feb 7 COTW Meeting	Angela		Feb 7/22
Jan 24/22	Board	Presentation/Delegations	Northern BC Science Fair - bring forward "asks" to future Board Meeting	Leah		Feb 22/22
Feb 22/22	Board	BCSTA	Refer code of conduct policy to the Policy Committee	Leah		Mar 7/22
May 21/21	Board	Partner Group Meetings Update	Follow up with NLC & get feedback from Erin and other school district staff connected	Helen		x
Feb 22/22	Board	Policy Committee	Place 8001.2, 8001.3 and Bylaw 1/90 on future Board Meeting for adoption	Leah		Apr 25/22
Feb 22/22	Board	Board Pro-D	Helen to connect with Angela on finishing financial presentation	Helen		Apr 11/22
Oct 5/20	COTW	Joint District Meetings	Connect with Hudson's Hope of potential meeting at Cameron Lake	Helen	IC List	
Feb 22/22	Board	Regional Science Fair	Helen to write a letter of thank you and respond to the "asks"	Helen		x
Apr 25/22	Board	Policy Committee	Angela to forward election bylaw 4/22 to BCSTA for review	Helen		x
May 9/22	COTW	Preliminary Operating Budget	Place on May 24, 2022 In Camera & Regular Agendas	Angela		May 24/22
May 9/22	COTW	2022-2023 Board Meeting Schedule	Place on May 24, 2022 Regular Agenda for approval	Leah		May 24/22
Apr 25/22	Board	Policy Committee	Leah to place on the June 20 agenda for 2nd & 3rd readings	Leah		June 30/22
May 24/22	Board	2022-2023 Annual Budget	Place the 2022-2023 Annual Budget 2nd & 3rd Reading on the June 20 Regular Agenda	Leah		June 30/22
Apr 25/22	Board	Select Standing Committee	Angela & Helen to meet to work on presentation	Helen		June 2022
June 20/22	Board	Presentations/Delegations	Creative Hub - ongoing communication re: synergies and/or partnerships	Stephen		x
Sep 12/22	Board	Superintendent's Report - Field Trips	Provide more clarification on chaperones for Clearview field tips	Stephen	x	x
Sep 12/22	Board	Superintendent's Report - Field Trips	Diarize, by semester to follow up on field trips to get more data info	Stephen	x	x
Oct 24/22	Board	SD 60 History Project Follow Up	District Staff to ensure the link is available on our website for access to all staff/students	Stephen		x
Oct 24/22	Board	Remembrance Day - Wreaths	Confirm trustee presentations for Hudson's Hope and Taylor	Leah		x

## REGULAR - December 12, 2022

Meeting Date	Meeting	Topic	Action Item/Recommendation	Assigned to:	Unfinished Business	Completed
Oct 31/22	COTW	FESL - Indigenous Education	Continue discussions re: communication between the Board & Indigenous Advisory Council			x
Nov 21/22	Board	Other Duties - School Liaison Reps	Place on December 5 COTW meeting for further discussion	Leah		Dec 5/22
Nov 21/22	Board	Policy Committee	Future dates for Policy Committee Meetings at COTW	Leah		Dec 5/22



## **BOARD OF EDUCATION**

School District No. 60  
(Peace River North)

**POLICY NO.:** 1011

**DATE APPROVED:** April 30, 2018

**SUBJECT:** Finance & Audit Committee

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### **Policy**

The Board of Education requires a Finance & Audit Committee to provide advice and recommendations related to the Board's oversight of the school district's finances.

A Finance & Audit Committee assists the Board of Education in fulfilling its governance and oversight responsibilities related to financial reporting, risk management, and the appointment, duties, and reporting of an external auditor.

*References: School Act, Part 8, Division 8 Accounts and Audits, Sections 156 to 166*

### **Definitions:**

**"Financial Instrument"** is a contract that creates a financial asset for one entity and a financial liability or equity instrument for another entity.

**"Financial Risks"** involve credit risk, liquidity risk, and market risk, defined as follows:

- Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge the obligation.
- Liquidity risk is the risk that a government will encounter difficulty in meeting obligations associated with financial liabilities.
- Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk.



## Regulations:

1. For the purposes of this Policy, the Finance & Audit Committee, will be convened in September and the spring of each year as a Committee of the Whole
2. The deliberations of and information received by the Finance & Audit Committee will be treated as private and confidential.
3. The Finance & Audit Committee will:
  - 3.1 Oversee financial reporting including reviewing the annual audited financial statements before such statements are considered for approval by the Board of Education. To this end, the Finance & Audit Committee will:
    - 3.1.1 Receive a presentation from the Secretary Treasurer on the annual financial statements.
    - 3.1.2 Receive a presentation from the external auditor on their Audit Report and any related findings.
    - 3.1.3 Discuss with the external auditor any matters related to accounting principles, practices, and judgments.
  - 3.2 Provide an opportunity for communication amongst Trustees, the external auditor, and the school district's senior administration.
  - 3.3 Establish processes to Identify, assess, communicate and manage risks faced by the school district.
  - 3.4 Make recommendations to the Board in response to any matters identified in any report made by the external auditor.
  - 3.5 Consider any financial risks that may affect financial reporting.
4. With respect to the external auditor, the Finance & Audit Committee will:
  - 4.1 Recommend the appointment of, or continue the appointment of an external auditor in accordance with the *School Act*, Section 158.
  - 4.2 Review the independence of the external auditor to the school district, and the fees paid to the external auditor by the school district on an annual basis.
  - 4.3 Review with the external auditor the scope of their work, including determination of materiality, and areas, if any, of audit risk.
  - 4.4 Review with the external auditor any reports of their findings and any recommendations included in an auditor's management letter.

- 4.5 Consider any other matters the external auditor may bring to the Finance & Audit Committee's attention.

**Administrative Procedures:**

1. The Secretary Treasurer and the Controller will serve as the primary staff resources to the Finance & Audit Committee.



## **AUDIT COMMITTEE TERMS OF REFERENCE**

### **Purpose**

The Audit Committee (the “Audit Committee”) is a committee of the whole of the Board. The purpose of the Audit Committee is to ensure compliance with the financial provisions of the *School Act* and Regulations and provide independent oversight to the Board in the areas of financial reporting, external audit, internal controls, internal audit, risk management, compliance matters and other responsibilities that are delegated to the Audit Committee by the Board.

### **AUDIT COMMITTEE POWERS, STRUCTURE AND OPERATIONS**

#### **1. Powers of the Audit Committee**

In carrying out its functions and duties, the Audit Committee has the power to:

- a) With the prior approval of the Board, retain counsel, accountants or other professionals to advise or assist the Audit Committee.
- b) Meet with or require the attendance of the Board’s staff, internal or external auditor or legal counsel or representatives from a reporting entity of the Board at meetings of the Audit Committee, and require such persons or entities to provide any information and explanation that may be requested.
- c) Where the Audit Committee determines it is appropriate, meet with the Board’s external or internal auditor, counsel, accountants or other professionals, without the presence of staff.
- d) Require the Board’s internal or external auditor to provide reports to the Audit Committee.
- e) Have access to all records of the Board.

#### **2. Composition of the Audit Committee**

The Audit Committee will be comprised of three members, including two trustees of the Board as appointed by the Board and one external community member appointed by the Board, who may be as recommended by the Selection Committee.

The majority of Audit Committee members will be trustees of the Board.

### 3. Eligibility for Appointment of Persons who are not Trustees of the Board

A person who is not a trustee of the Board member may be appointed to and serve on the Board's Audit Committee only if he or she:

- a) Is a Canadian citizen who is 18 years of age or older and a resident of British Columbia.
- b) Has accounting, financial management or other relevant business experience that would enable him or her to understand the accounting and auditing standards applicable to the Board.
- c) Is not an employee or officer of the Board at the time of appointment.
- d) Does not have a conflict of interest at the time of appointment.
- e) Is not an undischarged bankrupt or a person who would be disqualified under the *School Act* or any other enactment from being nominated for, being elected to or holding office as a trustee of the Board.
- f) Was identified by a trustee of the Board or by the Selection Committee as a potential candidate for appointment to the Audit Committee.

A person has a conflict of interest if his or her parent, child or spouse is employed by or an officer of the Board.

### 4. Selection Committee

A selection committee (the "**Selection Committee**") will identify persons who are not trustees of the Board as potential candidates for appointment to the Audit Committee by the Board.

The Selection Committee shall be composed of:

- a) The superintendent
- b) A member of senior management
- c) The chair of the Board or a trustee of the Board designated by the chair

### 5. Chair of the Audit Committee

At the first meeting of the Audit Committee in each fiscal year, the members of the Audit Committee will elect the chair of the Audit Committee for the fiscal year of the Board from among the members appointed to the Audit Committee.

If at any meeting of the Audit Committee the chair is not present, the members present may elect a chair for that meeting. The chair of the audit committee is typically not the chair of the Board of Education.

## **6. Term of Appointment**

The term of office of each member of the Audit Committee shall be determined by the Board upon appointment of the member. The term of office of a member of the Audit Committee who is a trustee of the Board will not exceed four years or the trustee's term of office as a trustee of the Board. The term of office of a member of the Audit Committee who is not a trustee of the Board will not exceed three years.

A member of the Audit Committee may be reappointed for subsequent terms.

An individual who is not a trustee of the Board may not be appointed to the Audit Committee more than twice unless:

- (a) The position has been advertised for at least 30 days.
- (b) After the 30 days, the Selection Committee did not identify any potential candidates.

When the term of a member of the Audit Committee expires, the member may continue as a member until a successor is appointed or the member is reappointed.

## **7. Meetings**

The Audit Committee will meet at least three times in each fiscal year at the call of the chair of the Audit Committee, and at such other times as the chair considers advisable.

Each member of the Audit Committee who is a trustee of the Board shall have one vote. A member of the Audit Committee who is not a trustee of the Board shall be a non-voting member. The Audit Committee will make decisions by resolution. In the event of a tie vote, the chair is entitled to cast a second vote.

A majority of the members of the Audit Committee constitutes a quorum for meetings of the Audit Committee.

The chair of the Audit Committee will ensure that minutes are taken at each meeting and provided to the members of the Audit Committee before the next meeting.

Attendance at the Committee meetings by District Personnel will be determined by the Committee, but will normally include the Superintendent, the Secretary Treasurer, and a Recording Secretary. In addition, all Trustees are encouraged to attend as observers.

## **8. Codes of Conduct**

Any code of conduct of the Board that applies to trustees of the Board also applies to members of the Audit Committee who are not trustees of the Board in relation to their functions, powers and duties as members of the Audit Committee.

## **9. Declaration of Conflicts**

Every member of the Audit Committee will, when he or she is appointed to the Audit Committee for the first time and at the first meeting of the Audit Committee in each fiscal year, submit a written declaration to the chair of the Audit Committee declaring whether he or she has a conflict of interest.

A member of the Audit Committee who becomes aware after his or her appointment that he or she has a conflict of interest will immediately disclose the conflict in writing to the other members of the Audit Committee.

If a member or his or her parent, child or spouse could derive any financial benefit relating to an item on the agenda for a meeting, the member will declare the potential benefit at the start of the meeting and withdraw from the meeting during the discussion of the matter and shall not vote on the matter.

If no quorum exists for the purpose of voting on a matter only because a member is not permitted to be present at the meeting because of the conflict, then the remaining members will be deemed to constitute a quorum for the purposes of the vote.

If a potential benefit is declared, a detailed description of the potential benefit declared will be recorded in the minutes of the meeting.

## **10. Reporting**

The Audit Committee will report to the Board annually, and at any other time that the Board may require, or the Audit Committee may consider appropriate, on the Audit Committee's performance of its duties. The report will include:

- a) A summary of the work performed by the Audit Committee since the last report.
- b) The results of any review conducted by the Audit Committee and any findings and recommendations of the Audit Committee to the Board.
- c) An assessment by the Audit Committee of the Board's progress in addressing any findings and recommendations that have been made by the internal or external auditor.
- d) A summary of the matters addressed by the Audit Committee at its meetings.
- e) The attendance record of members of the Audit Committee.
- f) A written report evaluating the Audit Committee's performance.
- g) Any other matter that the Audit Committee considers relevant.

## **11. Minutes**

The minutes of the Audit Committee meetings will accurately record each decision reached by the Audit Committee. The secretary treasurer, or such other person as may be designated by the Audit Committee will keep the minutes of the proceedings of all meetings of the Audit Committee. The minutes will be distributed to the Audit Committee members with copies to the superintendent, the external auditor and others as directed by the Audit Committee.

## **12. Audit Committee Performance**

On an annual basis, the Audit Committee will assess its performance in fulfilling the duties and responsibilities set out in this Terms of Reference.

The assessment will review the performance of the Audit Committee, as well as the contribution and participation of the individuals that comprise the Audit Committee. The evaluation may be a self-assessment or may involve facilitation or review by an external party.

## **13. Orientation and Education**

All members of the Audit Committee will be provided with an orientation to the Audit Committee's duties and functions upon appointment and be offered financial literacy training.

## ***DUTIES OF THE AUDIT COMMITTEE***

## **14. Financial Reporting Processes**

The Audit Committee has the following duties related to the Board's financial reporting process:

1. To review the Board's financial statements, including:
  - a. Relevant accounting and reporting practices and issues.
  - b. Complex or unusual financial and commercial transactions.
  - c. Material judgments and accounting estimates.
  - d. Any departures from accounting principles that are applicable to the Board.
2. To review, before the results of an annual external audit are submitted to the Board:
  - a. The results of the annual external audit.
  - b. Any difficulties encountered during the external auditor's work, including any restrictions or limitations on the scope of the external auditor's work or on the external auditor's access to required information.
  - c. Any significant changes the external auditor made to the audit plan in response to issues that were identified during the audit.

- d. Any significant disagreements between the external auditor and the superintendent and/or secretary treasurer and how those disagreements were resolved.
- 3. To review the Board's annual financial statements and consider whether they are complete, are consistent with any information known to the Audit Committee members and reflect accounting principles applicable to the Board.
- 4. To recommend, if the Audit Committee considers it appropriate to do so, that the Board approve the annual audited financial statements.
- 5. To review all matters that the external auditor is required to communicate to the Audit Committee under generally accepted auditing standards.
- 6. To review with the external auditor material written communications between the external auditor and the superintendent or secretary treasurer.
- 7. To ask the external auditor about whether the financial statements of the Board's reporting entities, if any, have been consolidated with the Board's financial statements.
- 8. To ask the external auditor about any other relevant issues.

## **15. Internal Controls**

The Audit Committee has the following duties related to the Board's internal controls:

- a) To review the overall effectiveness of the Board's internal controls.
- b) To review the scope of the internal and external auditor's reviews of the Board's internal controls, any significant findings and recommendations by the internal and external auditors and the responses of the Board's staff to those findings and recommendations.
- c) To discuss with the Board's senior management the Board's significant financial risks and the measures management have taken to monitor and manage these risks.



## **16. External Auditor**

The Audit Committee has the following duties related to the Board's external auditor:

1. To review at least once in each fiscal year the performance of the external auditor and make recommendations to the Board on the appointment, replacement or dismissal of the external auditor and on the fee and fee adjustment for the external auditor.
2. To review the external auditor's audit plan, including:
  - a) The external auditor's engagement letter.
  - b) How work will be coordinated with the internal auditor to ensure complete coverage, the reduction of redundant efforts and the effective use of auditing resources.
  - c) The use of independent public accountants other than the external auditor of the Board.
3. To make recommendations to the Board on the content of the external auditor's audit plan and on all proposed major changes to the plan.
4. To review and confirm the independence of the external auditor.
5. To meet on a regular basis with the external auditor to discuss any matters that the Audit Committee or the external auditor believes should be discussed.
6. To attempt to resolve any disagreements between the superintendent and/or secretary treasurer and the external auditor about financial reporting.
7. To recommend to the Board a policy designating services that the external auditor may perform for the Board and, if the Board adopts the policy, to oversee its implementation.

## **17. Risk Management**

The Audit Committee has the following duties related to the Board's risk management:

1. To ask the Board's superintendent, secretary treasurer, internal auditor and external auditor about significant risks, to review the Board's policies for risk assessment and risk management and to assess the steps the superintendent and secretary treasurer have taken to manage such risks.
2. To perform other activities related to the oversight of the Board's

risk management issues or financial matters, as requested by the Board.

3. To initiate and oversee investigations into auditing matters, internal financial controls and allegations of inappropriate or illegal financial dealing.

## **18. Compliance Matters**

The Audit Committee has the following duties related to the Board's compliance matters:

1. To review the effectiveness of the Board's system for monitoring compliance with legislative requirements and with the Board's policies and procedures, and where there have been instances of non-compliance, to review any investigation or action taken by the superintendent and secretary treasurer or other persons employed in management positions to address the non-compliance.
2. To review any significant findings of regulatory entities and any observations of the internal or external auditor related to those findings.
3. To obtain regular updates from senior management and legal counsel regarding compliance matters.
4. To obtain confirmation from the Board's superintendent whether all statutory requirements have been met.
5. To recommend to the Board the establishment of a code of ethical conduct, periodically review and recommend to the Board updates to the code, and ensure that management has established a system to enforce the code.

## 2022-2023 Community Coaches

*for BOARD APPROVAL – December 12<sup>th</sup>, 2022*

School / Department	Name of Coach
NPSS	Rob McClelland
NPSS	Cole Harder
NPSS	Pam Sandberg
NPSS	Jordynn McPherson
ARYES	Brad Moskalyk

**Stephen Petrucci**  
*Superintendent / CEO*

*(approved by  
email - Dec. 1, 2022)*



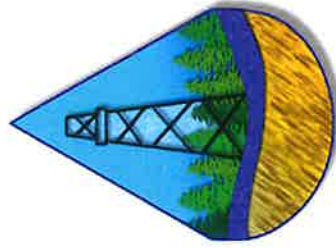
# SCHOOL DISTRICT NO. 60 (PEACE RIVER NORTH)

## OUT-OF-DISTRICT SPORTS / FIELD TRIPS 2022-2023 FOR BOARD APPROVAL

**SCHOOL: BERT BOWES MIDDLE SCHOOL**

<b>Sports/Activity &amp; Grade/Team:</b>	<b>Dates of Travel</b>	<b>Destination</b>	<b>Transportation</b>	<b>Description of Activities:</b> (names of chaperones, dates & description of activities) <b>Description of Sports:</b> (name of coach, chaperones & locations)
grade 8/9 girls and boys basketball	December 16/17 2022	grande prairie	school bus	Kory Bell, Tyson Collier, Chance White or Val Shipley Basketball tournament
grade 8/9 girls and boys basketball	January 13/14	chetwynd	school bus	same as above


# SCHOOL DISTRICT NO. 60 (PEACE RIVER NORTH)



## OUT-OF-DISTRICT SPORTS / FIELD TRIPS 2022-2023 FOR BOARD APPROVAL DECEMBER 2022

**SCHOOL: NORTH PEACE - MAIN CAMPUS**

Sports/Activity & Grade/Team:	Dates of Travel	Destination	Transportation	Description of Activities: (names of chaperones, dates & description of activities) Description of Sports: (name of coach, chaperones & locations)
Basketball/Sr. & Jr. Teams	Dec. 2-3, 2022	Grande Prairie, Alberta	School Bus	Basketball Tournament Teacher Coaches/Chaperones: Jaclyn McNicol, Rebecca Kaye. Non-Staff Coaches/Chaperones: Ryan Galay, Rob McClelland, Cole Harder
Jr. Basketball Tournament	December 9-10, 2022	Chetwynd, BC	School Bus	Junior Basketball Tournament Teacher Coaches/Chaperones: Rebecca Kaye, Devon Pearce Non-Staff Coaches/Chaperones: Pam Sandberg, Eugene Concepcion, Ethyn Lang
Basketball Game	December 10, 2022	Dawson Creek, BC	School Bus	Basketball Game Teacher Coaches/Chaperones: Jaclyn McNicol Non-Staff Coaches/Chaperones: Ryan Galay, Rob McClelland, Cole Harder

**Stephen Petrucci**  
Superintendent / CEO

(Approved by email Dec. 1, 2022)

N.D.S.

Sr. Basketball Tournament	January 13-14, 2023	Grande Prairie, AB	School Bus	Basketball Game Teacher Coaches/Chaperons: Jaclyn McNicol, Carter Merwin Non-Staff Coaches/Chaperons: Ryan Galay, Rob McClelland, Jordynn McPherson
Basketball Tournament	January 20-21, 2023	Prince George, BC	School Bus	Basketball Game Teacher Chaperons: Carter Merwin Non-Staff Coaches/Chaperons: Ryan Galay, Rob McClelland
Basketball Tournament	January 27-28, 2023	Prince George, BC	School Bus	Basketball Game Teacher Coaches: Jaclyn McNicol Non-Staff Coaches/Chaperons: Jordynn McPherson



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

7000 Operations

**7017 Employer-Installed Video Surveillance**

Proposed: 2020-12

Adopted: 2021-01

Revised:

Reviewed:

Reference: [School Act, 74.01 Video Surveillance](#)

**Policy**

For reasons of enhancing the safety of students, staff and others on school premises and deterring destructive acts, the Board authorizes the use of video surveillance equipment on School District property where circumstances have shown that it is necessary.

A recording is recognized to be subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIPPA).

**The School District also recognizes the importance of personal privacy in our community, and supports the use of surveillance in a manner that minimizes encroachments upon the privacy of students, staff, volunteers and the general public. Accordingly, the use and operation of video surveillance within the School District will be subject to privacy considerations and applicable statutory limits and requirements**

**Guidelines/Principles:**

1. Before video surveillance is introduced at a new site, a written rationale must be provided to the Superintendent of Schools.
2. Installation of video surveillance related to this policy shall follow the relevant School Act requirements as listed here:

**74.01**

- (1) *A board may install and operate a video surveillance camera in a school facility or on school land for the purposes of protecting*
  - (a) *the safety of individuals in a school facility or on school land,*
  - (b) *an individual's belongings in a school facility or on school land, or*
  - (c) *school property*

*with the prior approval of the parents' advisory council for the school where the board proposes*



*to install and operate a video surveillance camera.*

*(2) A parents' advisory council may make recommendations to a board to install and operate a video surveillance camera in a school facility or on school land for the purposes set out in subsection (1).*

*(4) Subsections (1) to (3) do not apply to the installation and operation of a video surveillance camera in a school facility or on school land on a temporary basis for a specific investigative purpose.*

2. Video surveillance camera locations must be authorized by the building administrator (school principal or building supervisor), or officers of the School District. Only authorized administrators or service technician staff shall have access to the equipment and controls;
3. Video surveillance cameras shall not be used to monitor areas where individuals have a reasonable expectation of privacy. Such areas shall include, but shall not be limited to, change rooms, washrooms and private conference/meeting rooms;

#### **4. Limitations on Collection, Use and Disclosure of Surveillance**

- a. **The District will make reasonable efforts to limit the collection of information through surveillance to only that which is needed to achieve the intended purpose, and with consideration for the privacy interests of those affected.**
- b. **Video surveillance is not used to routinely monitor student or employee productivity or performance. Recordings may be accessed and viewed on an exceptional basis if and when required to investigate incidents raising concerns about personal safety, damage to property or a contravention of law or school rules or policies.**

**Disclosure of video surveillance recordings will be limited to disclosures that are authorized or permitted under the Freedom of Information and Protection of Privacy Act and other applicable laws.**

5. For safety and security reasons, video cameras may be installed on buses.



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

8000 Finance

**8001 Annual Operating Budget Process**

Adopted: 1999-12  
Revised: 2005-08; 2013-01; 2013-05  
Reviewed:

Reference: [School Act - Finance/Provincial Funding](#)

**Policy**

The Board of Education is committed to fulfilling the development, execution, and reporting requirements for the Annual Operating Budget.

~~Significant adjustment and/or new programs shall be reviewed by the Board prior to the commitment of funds. Priorities within the existing financial framework will be discussed by the Board. A significant adjustment is defined as the transfer of allocated funds from one general appropriation category to another, an anticipated over expenditure of funds, or a re-allocation of the use of funds from the intent of the original budget.~~

**Guidelines/Principles:**

1. Ministry of Education and Child Care (MECC) Annual Communications Timelines and Reporting Requirements:
  - On or before February 28, the Board is required by legislation to adopt an amended operating budget bylaw.
  - On or before February 28, the Board must submit its amended annual operating budget in the form required by legislation and MECC regulations.
  - Approximately Mid-March, the MECC typically advises the Board of the provincial grants it will receive.
  - On or before June 30, the Board is required by legislation to adopt an operating budget bylaw.
  - On or before June 30, the Board must submit its annual operating budget for the next fiscal year (July 1 - June 30) in the form required by legislation and MECC regulations.
2. School District #60 Timelines

The following is an overview of a typical budget preparation schedule, with specific dates to be determined each year by the Secretary-Treasurer and shared with the Board.

**Amended Annual Budget**

- December to February: Consult with Departmental Supervisors and Managers
- Prior to February 28: The Board adopts an operating budget bylaw at a regular Board meeting
- February 28: Deadline for submission to the MECC

#### Preliminary Annual Budget

- February to April: Departmental budgets submitted/presented for discussion to the Secretary Treasurer and finance team
- February to May: Consultation with Stakeholder groups, including Indigenous Bands, Metis and Inuit
- April/May: Initial update on findings in budget updates by departments
- May/June: The Board adopts an operating budget bylaw at a regular Board meeting
- June 30: Deadline for submission to the MECC

The Superintendent is authorized to make adjustments to the budget as required by emergent needs and circumstances. In this regard it is understood that the operating budget bylaw represents a preliminary budget based on estimations and expenses that can change throughout the year. The Board will be updated on any significant changes.

The Superintendent or designate will establish an effective system of financial controls. Over-expenditure of the total budget is not permitted without formal approval of the Board and MECC.

#### **Timelines**

Committee of the Whole (November)	<del>Budget Committee Meeting dates determined by the Committee of the Whole (Year 1/ Amended Annual Budget from Ministry)</del>
Board Meeting in February	<del>Request three readings of By Law — Year 1 Budget (Final) If not three readings, request Special Board Meeting for 3<sup>rd</sup> reading</del>
End of February	<del>Submission of Amended Annual Budget (Year 1)</del>
Committee of the Whole (March)	<del>Budget Committee Meeting dates determined by the Committee of the Whole (Preliminary/Year 2 Budget)</del>
Beginning of April	<del>Decision on referendum, to meet legislative requirement of at least two weeks prior to referendum being held (Note: date determined by Ministry each year)</del>
Early to mid-April	<del>Referendum particulars must be advertised once each week for two weeks</del>
Mid-April	<del>Referendum vote — date determined each year by Ministry</del>
Board Meeting in June	<del>Request three readings of Annual Budget/Year 2 Budget</del>

	If not three readings, request Special Board Meeting for 3 <sup>rd</sup> reading
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