

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

**REGULAR MEETING**

**Monday, June 19, 2023  
5:30 p.m.**

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



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**This Regular Board Meeting will be recorded and uploaded to our district website**

**Disclaimer: The definitive documentation and decisions are documented in the meeting minutes**

**Call to Order** Chair Gilbert called the meeting to order at 5:31 p.m.

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

**Agenda**

Approval of the Agenda

Motion #78-23

Snow/Lehmann  
THAT the agenda be accepted as presented with the following addition:

Superintendent's Report – Posts of Responsibility

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

- School PAC meetings, the last ones of the year
- Lisa Frankham's Retirement Tea at Taylor School. A good turnout.
- Meet the Author @ Taylor School. Students did well again with their books. Spoke as a rep for the district
- Retirement & Long Service Awards dinner

### Trustee Gilliss

- Expressed regrets
- Chair Gilbert – Trustee Gilliss has put in nomination papers to run for Mayor of Hudson's Hope

### Vice-Chair Lehmann

- Retirement & Long Service Awards dinner
- Northern Health Meeting
- BCPSEA meeting re: recruitment incentives
- NIB planning meeting for the fall
- NPSS audit meeting
- Grievance meeting

*Trustee Scott-Moncrieff joined the meeting at 5:38 p.m.*

### Trustee Scott-Moncrieff

- Connected with almost all schools...all is going well
- Retirement & Long Service Awards dinner

### Trustee Snow

- Retirement & Long Service Awards dinner
- Visited all schools
- Bert Ambrose art display. Nice to see Grade 6 students come with Grade 1 students to help them. Also helped the softball team with practice at lunch time
- Northern Health meeting
- Appointed to the BCSTA Provincial Committee for Inclusion
- Retirement & Long Service Awards dinner
- Ready, Set, Learn presentation
- Doig Days
- District Track Meet
- NPSS Audit Meeting
- Project Heavy Duty

### Trustee Whitton

- Central School PAC Meeting
- Dr. Kearney tour and met with the administrator
- Speech contest
- Doig Days – went well. There were 300-400 students in attendance in spite of the local wildfires

### Chair Gilbert

- District public speaking contest judge...high caliber speeches
- Part of the Prespatou Vice-Principal interview panel

- Finance Standing Committee presentation in Dawson Creek
- Retirement & Long Service Awards dinner
- Aboriginal Graduation ceremony

## Minutes of the Regular Board Meeting

### Approval of the Minutes

#### Motion #79-23

Snow/Scott-Moncrieff

THAT the Regular Meeting Minutes of May 23, 2023 be adopted.  
CARRIED.

### Business Arising from the Minutes

The following business arose from the above noted Minutes:

Policy Committee – BASC policy/guidelines is on the list of action items and will be revisited at the next policy committee meeting

## Approval of Excerpts

*Replacement Correction (Attachment): Replace the April 25, 2022 with the April 24, 2023 Excerpts*

#### Motion #80-23

Snow/Whitton

THAT the excerpts from the April 24, 2023 In Camera Meeting Minutes be approved and appended to these Regular Meeting Minutes with the above noted replacement correction.

CARRIED.

## Announcements & Reminders

June 23	NPSS Graduation	1:30 p.m.	<b>NPSS NP Arena</b>
June 29	Last Day for Students		
June 30	Hudson's Hope Graduation	<b>1:00 p.m.</b>	Hudson's Hope
June 30	Administrative Day – Schools Close		
August 28	Board Meetings ( <i>Tentative</i> )	5:30 p.m.	Board Room
September 5	Schools Open		
September 18	Board Meetings	5:30 p.m.	Board Room
September 22	NID (School Planning)		
October 2	Truth & Reconciliation Day		
October 3 ( <i>Tues</i> )	COTW Meetings	12:30 p.m.	Board Room
October 9	Thanksgiving Day		
October 16	Board Meetings	5:30 p.m.	Board Room

## 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**

<https://togetherwelearn.pn.bc.ca/2023/06/19/superintendents-report-june-2023/>

- The report was presented and discussion took place varying topics

**International Travel Procedures & Guidelines**

- The draft is in follow up to the previously adopted Policy 2003 International Travel and is being presented to the Board for review
- Discussion around ensuring that parents have access to the policy as well as the guidelines
- When a trip involves staff and students, it has to be approved by the Board. As referenced in the policy, these would apply to educational trips, not for vacations
- Will this be international travel only or Canada as well, as referenced on page 6...need clarification on that
- Will also be looking at condensing the document for the next version
- Discussion around having an equity plan to ensure everyone is included. Superintendent - moving away from EF Tours will help with this

**Out of District Field Trips**

- See motion below

**NEW - Post of Responsibility (Attachment)**

- See motion below

Motion #81-23

Snow/Campbell

THAT the Board accept the Superintendent’s Report with the exception of Out of District Field Trips and Post of Responsibility.

CARRIED.

Motion #82-23

Scott-Moncrieff/Campbell

That the Board of Education adopt the Out of District Field Trips as presented

CARRIED.

Motion #83-23

Whitton/Lehmann

That the Board of Education adopt the Post of Responsibility as presented

CARRIED.

Secretary-Treasurer’s Report

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

**Finance Update to May 31, 2023**

- Upcoming Ministry Funding Claw back – must align with current year as it affects the current year funding. The funding is given every month and would have been paid out entirely at the end of June
- The amount reported is no longer coming to us so it is reflected entirely in this month’s report
- It will affect our accumulated surplus for next year but not next year’s operating budget
- It was noted that, although we are able to cover the claw back using surplus, it still affects service to student’s overall

### **SD60 Emergency Preparedness Plan & Emergency Management and Guidance**

- Trustee Snow – have heard about discrepancies in regards to some students not being able to go outside due to poor air quality from smoke but others going on field trips. Superintendent - the district provides the best guidance we can and administrators make decisions for their individual locations. The guidelines have gone out to all locations
- The Safety Supervisor spearheads the plan as well as each school has a health and safety committee reviewing the procedures
- Discussion took place around the Board advocating for better communication between other ministries, municipalities, etc. together with the school district as this was not the case when it came to the wildfire emergency alerts, etc. The Superintendent has been invited to a debrief meeting in Dawson Creek
- Discussion around special circumstances in some rural schools (ie. Clearview), knowing where evacuation site keys are located, if secondary sites have changes in their leadership roles and if they are up to date on the procedures

### **Human Resources Summary Report**

- For information purposes

Motion #83-23

Whitton/Snow

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

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

#### Approval of the Minutes – June 5, 2023

Motion #84-23

Lehmann/Campbell

THAT the Board accept the Regular Committee of the Whole minutes of June 5, 2023 and its recommendations

CARRIED.

#### Business Arising from the Minutes

The following business arose from the above noted Minutes:

*None*

#### Policy Committee

Motion #85-23

#### Policy 4024 Teachers – Early Retirement Incentive Payout

Whitton/

That a Notice of Motion be issued for Policy 4024 Teachers – Early Retirement Incentive Payout

CARRIED.

Motion #86-23

#### Policy 1002 Communications and Community Engagement

Scott-Moncrieff/

That a Notice of Motion be issued for Policy 1002 Communications and Community Engagement

CARRIED.

## Motion #87-23

### Policy 4027 Teacher Leaves

Lehmann/

That a Notice of Motion be issued for Policy 4027 Teacher Leaves

CARRIED

## Other Reports

### **BCSTA**

- All past virtual presentations are available through the BCSTA Hub

### **BCPSEA**

- Discussion around looking at the program for the Symposium this fall and see how much the content applies to all trustees

**ACTION:** Trustees to look at the program and then bring forward to the next Board meeting to confirm attendance

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

## Correspondence

### **NPSS Senior Band – Thank You**

- For information purposes

## Unfinished Business

The following unfinished business arose from the previous meeting minutes:

### **French Hiring Incentive**

- This specific incentive was negotiated with BCPEA and the BCTF
- Every school district has been provided with an incentive of \$1,500 per teacher, with specific terms around it
- Discussion took place around recruitment and retention issues of French teachers at Central School and the two middle schools

### **Finance Standing Committee**

- Chair Gilbert presented to the Select Standing Committee on June 6. A copy of the presentation has now been sent to MLA's Dan Davies and Mike Bernier as well as the PRRD Director. Will also be sending to Carolyn Broady, President of BCSTA
- It was suggested to also send to the following to provide background information that they can take to their specific meetings
  - MP, Bob Zimmer
  - Districts of Taylor and Hudson's Hope
  - City of Fort St. John
  - NE BC Education Critic
- Chair Gilbert will meet with the Superintendent and then follow up with Mike Starchuk from the Select Standing Committee on questions he asked after the presentation

**ACTION:** Chair Gilbert to send presentation to additional contacts listed

**ACTION:** Chair Gilbert to meet with the Superintendent and then follow up with questions from Mike Starchuk, Select Standing Committee

### **Trustee Code of Conduct Updated Information**

- Provincial criteria and guidelines have been released
- Still waiting for the letter specific to our district. Will then revisit when we've received it

### Kindergarten Vision Screening Letter from Margaret Little Response

- For information purposes

**ACTION:** Chair Gilbert will generate a letter to Dr. Jong at Northern Health requesting a follow up when it becomes available

### Five-Year Capital Plan 2024-2025

- It is forecasted that in the next few years we will see Bert Bowes hitting maximum enrolment and a few years later, Dr. Kearney is forecasted to hit their maximum enrolment.
- When our District's Long Range Facilities Plan (LRFP) was generated for 2018-2028, they were planning and asking for an entirely new middle school. In the current Five-Year Capital Plan submission, we're still seeing the middle school need, however we're addressing it through expansions instead of a new school with all new staff when what we need is additional classroom spaces, a gym and spaces where students can meet
- Our Ministry rep has indicated that this is still in line with our LRFP. There was a suggestion that, although the LRFP is for 10 years, redoing the plan every five years would be beneficial. Ministry has indicated that enrollment pressure is what they need to address as a priority and will be looking at expansions
- Discussion followed around a replacement school for Charlie Lake. Ministry considers portables a more permanent than temporary solution for additional space for schools so replacement at this time is unlikely
- In regards to long term planning, we have asked for land purchases in the Parkwood area
- The priority for our District at this time would be the expansion at Bert Bowes as it's reaching its maximum quickly
- Discussion around whether the high school should be added to the future plan with the high enrollment at the middle schools. The high school has ways of adjusting enrollment by shifting the blocks (ie. flex system – 5 blocks a day with no common lunch hour). Ministry has also said that they are not looking at new high schools and new builds in general as the need down south is so great
- In the past, we were anticipating continued growth as well as Ministry predicting 10-15% growth in industry in this area...this has not happened

### Motion 88-23

Snow/Scott-Moncrieff

THAT the Board of Education approve the attached 2024-2025 Five-Year Capital Plan submission.

CARRIED.

### 2023-2024 Annual Budget

- The Secretary-Treasurer presented the budget and answered questions from trustees
- Discussion around the Special Needs and ELL students increases and where we will have pressure points in our district
- Snapshot attachment and clarification questions were answered. Snapshot to be updated around the ratio of teachers to students. Ratio should only include enrolling teachers

**ACTION:** Secretary-Treasurer to adjust the Budget Snapshot to reflect enrolling teachers only

- Motion 89-23 Scott-Moncrieff/Lehmann  
THAT in accordance with Section 68(4) of the *School Act*, all three readings of the Annual Budget Bylaw 2023-2024 be given at this meeting  
CARRIED.
- Motion 90-23 Campbell/Whitton  
THAT the Board adopt the First Reading of Annual Budget Bylaw 2023-2024  
CARRIED.
- Motion 91-23 Scott-Moncrieff/Lehmann  
THAT the Second and Third Reading be done in short form  
CARRIED.
- Motion 92-23 Scott-Moncrieff/Snow  
THAT the Board adopt the Second Reading of the Annual Budget Bylaw 2023-2024  
CARRIED.
- Motion 93-23 Campbell/Snow  
THAT the Board adopt the Third and Final Reading of Annual Budget Bylaw 2023-2024  
CARRIED.

#### **New Business**

*None*

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

*No report – not present*

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

*No report – not present*

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

*No report – not present*

#### **Questions from Press/Public**

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

#### **Suspension & Move into In-Camera Meeting**

- Motion #94-23 Scott-Moncrieff/Snow  
THAT the Board suspend the Regular Meeting and move into the In-Camera Meeting.  
CARRIED.
- Motion #95-23 Snow/Scott Moncrieff  
THAT the Board resume the Regular Meeting and those Motions made In Camera be brought forward for implementation.  
CARRIED.



**Adjournment**

Motion #96-23

Scott-Moncrieff/Snow

THAT the meeting be adjourned. (9:45 p.m.)

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HELEN GILBERT, CHAIR,  
BOARD OF EDUCATION

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ANGELA TELFORD,  
SECRETARY-TREASURER

**EXCERPTS  
FROM THE APRIL 24, 2023  
“IN CAMERA” MEETING MINUTES**

*The meeting was called to order and the In-camera Meeting Minutes, March 13, 2023 were read and adopted.*

**Business Arising**

*None*

**Superintendent’s Report**

Items discussed and reported included:

- SD 60 Track & Field Capacity

**Secretary-Treasurer’s Report**

Items discussed and reported included:

- Labour Management Meeting Minutes – March 15, 2023
- 2023-2024 Operating Budget Update

**Other Reports**

- BCSTA
  - BCSTA AGM Discussion
  - BCSTA Board of Directors Election
- BCPSEA
- COTW Discussion Topics

**Correspondence**

*None*

**Unfinished Business**

- Ministry of Health – Draft Letter

**New Business**

*None*

J Gill <jasongill@prn.bc.ca>  
To: Sharon Schell <:sschell@prn.bc.ca>

Bert Bowes

Mon, Jun 19, 2023 at 2:35 PM

Hi Sharon

Megan Bell has taken over the POR (Athletics) effective May 15th, replacing Kory Bell (his appointment concluded on May 12th). Please let me know if you require anything further.

Thank you.

Jason

"Post of Responsibility" change  
for Board approval

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Megan had the POR until  
a short leave, when Kory  
took over for that period  
of time x