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

TUESDAY, OCTOBER 3, 2023 1:30 p.m.

Present: Helen Gilbert, Chair, Board of Education

Madeleine Lehmann, Vice-Chair

Ida Campbell, Trustee Bill Snow, Trustee

Stephen Petrucci, Superintendent Leah Reimer, Executive Assistant

Media/Guests:

Michele Wiebe, PRNTA President

Wayne Bell Carol Kube

Deborah Johnson Gwen Bourden Laurie Dancy Garry Brimacomb

Rob Logan

Regrets: Nicole Gilliss, Trustee

David Scott-Moncrieff, Trustee Thomas Whitton, Trustee

Angela Telford, Secretary Treasurer

Education Update

Stephen Petrucci, Superintendent

Framework Presentations & Departmental Reports

Grad Assessment Professional Development Stephen Petrucci, Superintendent

- Was created around the new curriculum
- Presented and answered questions from trustees

C.M. Finch Elementary School (Attachment)
Troy Lang, Administrator
Ginger Alexander, Vice-Principal

Presented and answered questions from trustees

Governance

Strategic Planning Update (Attachment)

Helen Gilbert, Board Chair

- Committee met with Urban Matters and looked at engagement materials and activities that will be used as we reach out to the community
- We will have meetings with various groups to invite them to engagement sessions where they will be given opportunities to provide input. Added the following groups to the invitation list: FSJ Sports Council, CCCR, Rotary Club, Petroleum Association, Oil Wives, FSJ Professional Fire Fighters Association, Women's Resource Society and community women's institutes
- Engagement sessions will be done by Urban Matters, Trustees and/or District Staff

Board Annual Work Plan

Helen Gilbert, Board Chair

Have met with Stephen to review the plan

ACTION: Helen will send out to trustees to provide feedback and bring back to the next board meeting

Operations

Operations Report (Attachment)

Stephen Petrucci, Superintendent

on behalf of Angela Telford, Secretary-Treasurer

- Upper Halfway Gym a causeway has been built connecting the gym to the school to provide easy access. New playground equipment has arrived and will be installed in the spring
- Have not received any information back from Ministry in regards to a grand opening for the Upper Halfway Gym. Whether Ministry will be requesting a grand opening or not, the school district will go ahead with one in the new year.
- Wonowon portable is up and running. We have a middle school program now at Wonowon. 18 students are enrolled from Grades 7 – 10. K - 6 numbers have grown (ie. 15-20 new student enrollments), possibly due to Ministry's public announcement to replace the Wonowon School
- Stephen has met with FSJ City officials in follow up to wildfires and the
 communication channels with the school district to ensure we're on the list to
 be informed in regards to evacuation alerts/orders, etc. Met with the CEO
 and the Fire Chief. Our Safety Officer will be contacted directly when an EOC
 is initiated; SD 60 will be directly involved in the communication. There will be

an opportunity to share resources as well. Our Safety Officer is also reaching out to PRRD, as has Stephen, in regards to being a part of their communication chain. This will be more difficult, as outlying rural district encompass much larger areas

- Helen may want to look at doing a BCSTA resolution in regards to emergency communications for wildfires, flooding, etc.
- Stephen we may want to reach out to other districts as to how we work with each other. Each level of government and district has a different decision making process
- Ida suggested looking at connecting with the District of Taylor and Hudson's Hope as well
- Helen in regards to Joint Health & Safety Committee statistics, the new software system is allowing for a lot more data to be entered and providing more detailed reports. Over time, we will be able to see if any situations come up that may need to be addressed.

Community Coaches

Stephen Petrucci, Superintendent

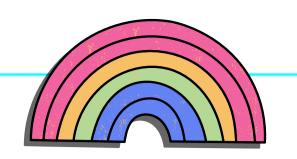
- In follow up to the discussion regarding Community Coaches at the September 18, 2023 Board Meeting, we're not able to go the direction that trustees are considered staff; it doesn't work governance wise
- Helen included the BCSSA Sports Guidelines that need to be followed (eg. if you're a sponsor, you need to be at the event the whole time). We may want to make the community coaches aware of what the expectations are in regards to code of ethics, fair play, etc.
- Stephen will bring together coaches, administrators, etc. over the next year to review and ensure consistent communication and planning
- Helen we may want to have a rep from BC Sports Council come and speak to the Board

ACTION: Stephen will follow up with the Board's questions/concerns regarding Community Coach protocols.



FESL 2023/2024

Respect + Responsibility = Happiness





All About our School

We have a slight increase in our indigenous student population to 19%. 25% of our Kindergarten students have indigenous heritage.

267 Student

267 Student

267 Student

Stable Staff

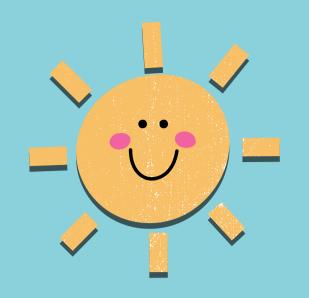
12 classrooms

Consistent Expectations

Strong Family

Connections

Sth largest elementary schoolin



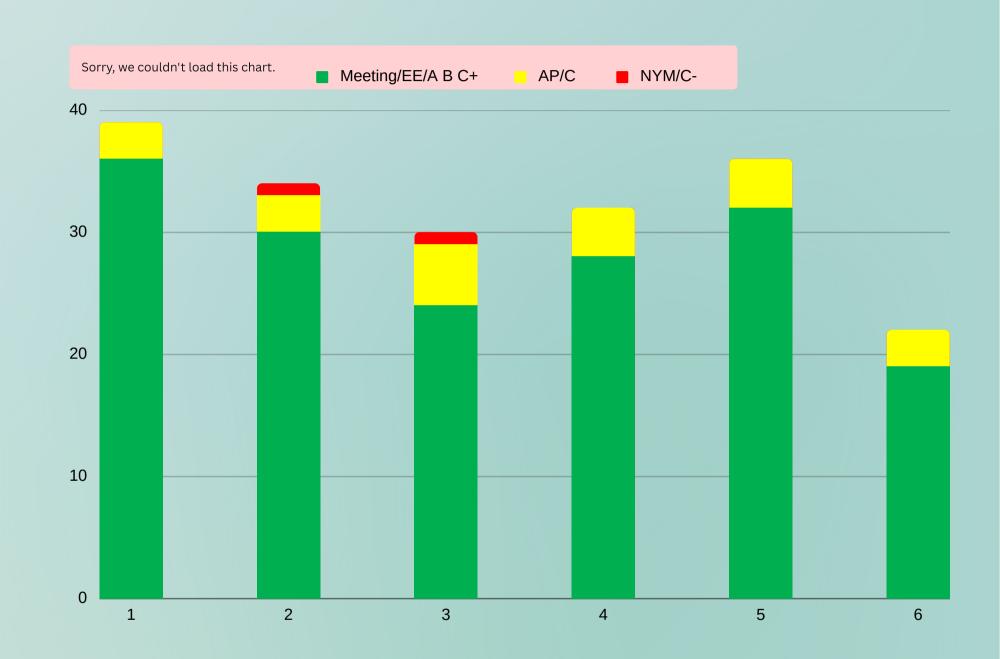
Observations



- Success in all three academic areas
 - We noticed a dip in our reading data
 - Our previous FESL focus was on Writing and we have seen positive gains in this area due to an ongoing focus and commitment by our staff.
- We reviewed our school wide data and decided to make Reading our main, school wide goal for this school year.
- Our indigenous student achievment data reflects our overall school data.

Numeracy Data 2022/23

Grade	Meeting	APP	NYM
1	36	3	0
2	30	3	1
3	24	5	1
4	28	4	0
5	32	4	0
6	19	3	0



- 87% EE/ME 11% APP 1% NYM
- We are excited to incorporate New Numeracy Programs into our already effective teaching practices.
- Continue to grow and build from our success
- We are proud of our success in numeracy

Goals for Numeracy





We are excited to learn about Mathology and Stenhouse.



Using weekly assemblies to develop a positive Growth Mindset about Math.



We will build off of the positive gains we saw in our data from 2019-2021 by continuing to focus on Problem Solving and Basic Math skills.

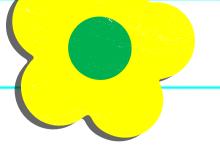
Writing Data 2022/23

Grade	EE/FM	MM	NYM
1	32	7	4
2	25	10	3
3	15	15	4
4	24	8	4
5	18	10	6
6	16	10	0



- 61% EE/FM 28% MM 10% NYM
- Focus on Writing has Helped us Improve
- We have Lower Achieving Cohorts Grade 4 and 6.
- How can we support these students differently? Will CWT help build writing skills in the grade 6's?

Goals for Writing



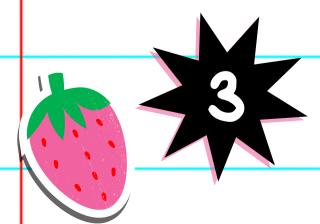




Continue to work consitently on the success we see with our writing goals from last year. This includes conventions, sentence structure, paragraph forms, etc.



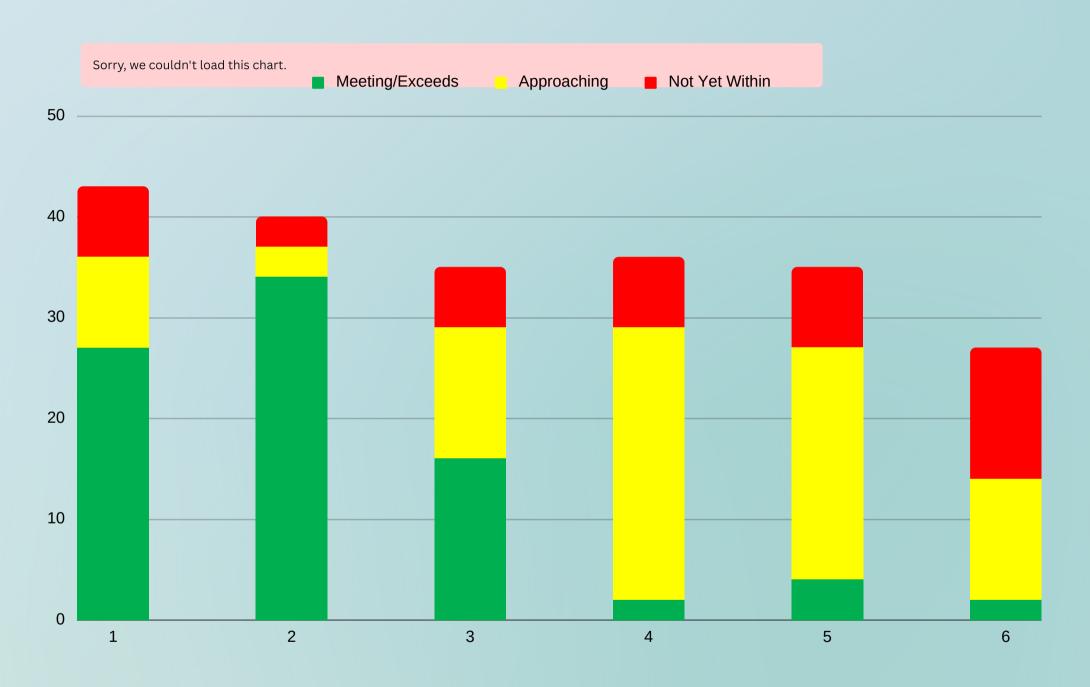
An anxiety mindset about writing needs to be addressed with the intermediate students. Some ideas are, speech to text, Pro-D on writing, penpals, interclass projects, school wide spelling bee.



Foundational skills are so important. We need to look for the pockets of weakness and identify and work to strengthen them sooner.

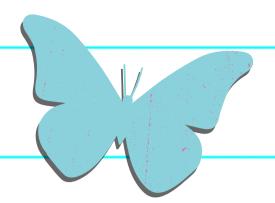
Reading Data 2022/23

Grade	EE/M	APP	NYM
1	27	9	7
2	34	3	3
3	16	13	6
4	2	27	7
5	4	23	8
6	2	12	13



- Primary- 65% EE/MM 21% Approaching 13% NYM
- Intermediate- 8% ME 63% Approaching 28% NYM
- Read 73 Assessment Impacted our Achievement Data. Our Historical Reading Data for Cohorts does not support these results. Our Writing Data does not support these results.
- Low Achieving Cohorts we need to be aware of and support

Goals for Reading





How do we prepare our students in grade 3 to be successful on the grade 4 Read 73 assessment?



We would like to look into continuing the home reading program past the primary level.



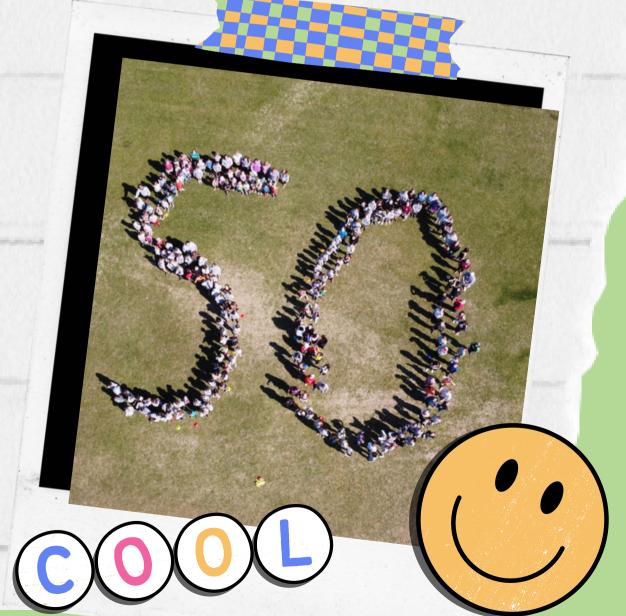
Increase books with low level, high interest. Technology? Reading pens? Guided Reading in Intermediate? Continue to teach specific reading strategies.

Social/Emotional Learning Goals

 Inviting and including more diversity into our school when purchasing resources, booking presentations and planning events.

• Having peer driven activities such as leadership, active student participation in assemblies, modeling proper behaviors.

• Taking care of one another. More staff social opportunities. We enjoy working together as a team.



Critical Thinking Goals



 Giving students a chance to apply their knowledge and skills authenticly and in engaging ways.



 We will continue to be dedicated to having students leave our elementary school with the academic and social skills that make them successful in Middle School, High School and their communities. 3 NPSS Valedictorians in a row!



• ADST/Careers- Huge Success last year- Science Fair-Skills Canada, Entrepreneur Fair.



Cultural Awareness Goals

•Continue to buy resources that show cultural diversity. We want our students to see themselves in what they read and see in our school.

Things we will include this year:

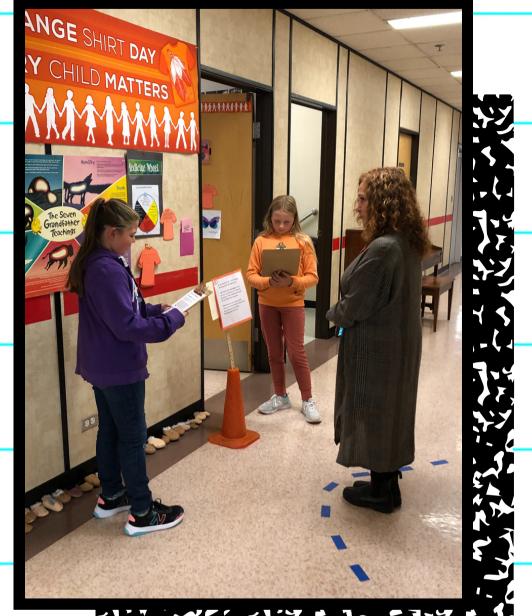
- Truth and Reconciliation Story walk
- Black History Story walk
- Purchasing resources that represent diverse cultures we are seeing in our school.

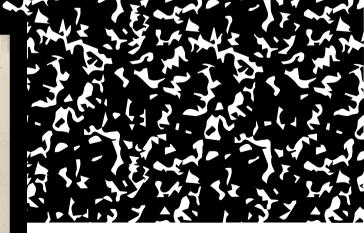


•Provide opportunities to learn about all the cultures present in our school.

 We need to continue connecting, including and communicating with our school community.

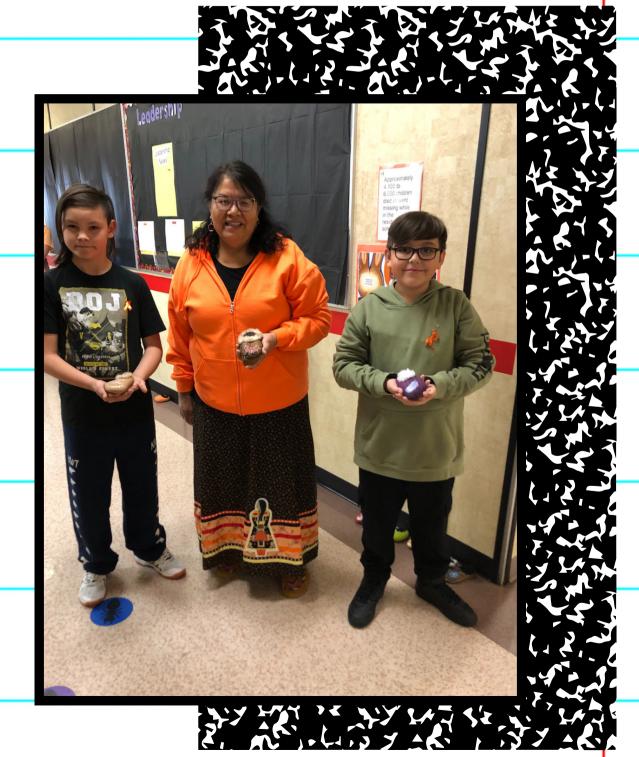


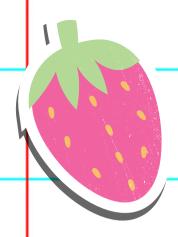












Things We Need to Watch



•Increased new members to our Finch Community— How do we welcome and include new members better? How can we ensure they understand our school culture and expectations?



•Resource Room Program- How do we ensure we are supporting our students with diverse needs differently? Who is responsible and doing what?



 Cultural Awareness – Can we access local groups to present and work with us at the school?

Learning Support Fund



 Literacy- Story Work Shop kits, resources to support reading in our school- Books and Technology

•Numeracy Resources- Matheletics for Grade 6, extra-Stenhouse/Mathology manipulatives as needed. Support Financial Literacy through Entrepreneur Fair.

Purchase resources that are representative of our school community

Celebrations!





 Sports Success, ADST Success, Speech Contest Success- We are giving our students extra opportunities and supporting them so they don't just participate, but they thrive.



 Supporting Leadership Opportunities- Students and Staff.





Community Building!

We are Focusing on Connection with our School Community











Minsle Vinsle

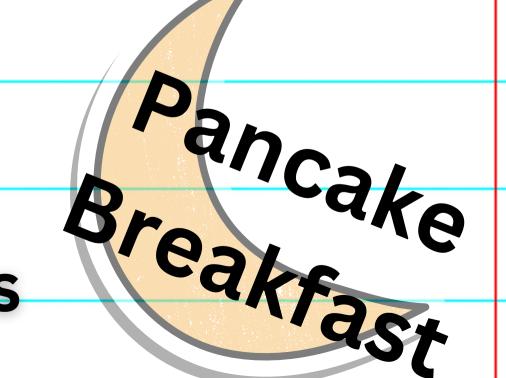
We Are Proud Falcons!

School Sport Champions
District Speech Champions
Strong Family Connections

Terry Fox Run

peeroeer

Family Dance
Weekly Newsletters
Carnival & BBQ
Fun Days & Spirit Assemblies



SCHOOL DISTRICT 60 STRATEGIC PLAN

COMMUNICATION AND ENGAGEMENT PLAN

1.0 INTRODUCTION & APPROACH

Communications and Engagement

The purpose of this Communications and Engagement Plan is to ensure that meaningful and effective tactics are employed throughout the development of the Strategic Plan. This will enhance the success of the engagement period and overall community ownership.

Specific tactics for communicating and engaging with the community are discussed in this document.

- > **Communications tactics** are methods to build awareness, education, and excitement about the project.
- > **Engagement tactics** provide opportunities to collect feedback and ideas through direct dialogue or interaction with community members and stakeholders.

Using Community Input

Managing expectations and implementing a transparent process is critical to any communication and engagement process. Community members will want to know how, and to what extent, their input will be used in the decision-making process.

The International Association of Public Participation (IAP2) refers to five levels of public participation defined as:

- Inform: To provide balanced, accurate information to increase participants' understanding of the project.
- > Consult: To obtain, listen and acknowledge participant feedback and concerns.
- > **Involve:** To work with participants to ensure their concerns and expectations are clearly understood.
- > **Collaborate:** To partner with participants to identify alternatives and solutions to be used in the decision-making process.
- Empower: To place the final decision-making in the hands of the participants

The level of engagement will vary throughout the project, depending on the audience and stage in the process.

2.0 COMMUNICATIONS & ENGAGEMENT OBJECTIVES



The purpose of creating an integrated communications and engagement strategy is to achieve the following objectives:

- > Educate and inform key groups about the Strategic Plan what it is and how it affects them.
- > Provide information in a way that is interesting and easy to understand to ensure stakeholders, students, and community members can participate meaningfully.
- > Ensure representation from all stakeholder groups in the Strategic Plan process by achieving a minimum of 75% participation through proactive outreach and inclusive meetings.
- > Motivate audiences to participate in engagement activities and seek specific feedback and clear direction on Strategic Plan topics.
- > Ensure all audiences feel as though their feedback was heard and understood.
- > Strengthen community partnerships with external community organizations to enhance community integration into the Strategic Plan.

3.0 ISSUES & CONSIDERATIONS

We recognize that there are unique challenges presented with ensuring effective communication and engagement with the SD 60 community. It is imperative that we understand the needs of the community and tailor all communication tools and engagement strategies accordingly. All elements of this communication and engagement plan have been developed with following issues and considerations in mind:

- Geographic Isolation: Some audiences may be located in remote or isolated areas, making
 physical engagement events and communication infrastructure more challenging to organize and
 maintain.
- Accessibility Barriers: Overcoming language or culture barriers, ensuring accessibility for all community members, and addressing communication gaps between various stakeholder groups.
- **Resistance to Change:** Some stakeholders may resist changes proposed in the Strategic Plan, especially if they perceive these changes as potentially affecting their interests negatively.
- **Resource Constraints:** Limited time, budget, and human resources for conducting engagement activities and implementing the plan effectively.
- **Engagement Fatigue:** Stakeholders may experience fatigue from multiple engagement efforts, potentially leading to reduced participation or disengagement.
- **Conflict Resolution:** Managing conflicts and disagreements among stakeholders during the engagement process and finding constructive solutions.
- **Cultural Sensitivity:** Ensuring that engagement activities respect and incorporate cultural sensitivities, especially when working with Indigenous communities and other specific cultural groups in the community.
- Access to Technology: Addressing disparities in access to technology and internet connectivity, which may affect the ability of some stakeholders to participate in online engagement activities.
- **Climate Conditions:** Harsh weather conditions, particularly during winter months, can disrupt engagement activities and impact in person participation rates, especially in areas with limited transportation options.



4.0 MEASURES OF SUCCESS

Measures of success will be used to evaluate the effectiveness of the overall project engagement plan. Successful project engagement outputs may be measured using the following:

- Stakeholder Participation Rate: Measure the percentage of targeted stakeholders and partners who actively engaged in the planning process and is representative of stakeholder groups. A higher participation rate indicates more inclusive engagement and suggests broader buy-in for the Strategic Plan.
- Quality of Feedback: Evaluate the quality and relevance of feedback collected from stakeholders. Assess whether the feedback provides actionable insights and aligns with the objectives of the Strategic Plan.
- Alignment with Strategic Plan Goals: Assess the extent to which the feedback and input gathered during the engagement process align with the key goals and focus areas outlined in the Strategic Plan.
- > **Timely Implementation:** Measure the efficiency of the planning process by tracking whether key milestones, such as the completion of workshops, data collection, and plan drafting, are achieved within the established timelines.

5.0 KEY AUDIENCES

The following key audience groups have been identified as part of the project:

- Senior leadership and administration
- Staff teaching, support and operational
- Parents, families and guardians, through the Parent Advisory Councils and District Parent Advisory Council (including Strong Start parents)
- Students focused on middle and secondary students, and include some intermediate students
- First Nations communities and Indigenous partner organizations
- External community partner organizations, including Northern Health, City of Fort St. John, Taylor, Hudson Hope, Regional District, Chamber of Commerce, Northern Opportunities group, and social service agencies.



6.0 COMMUNICATION & ENGAGEMENT ACTIVITIES

Our engagement planning reflects the needs of a diverse community to accommodate for differences in age, gender, race, ethnicity, education, culture and more. When feedback is delivered by diverse groups, the outcomes will better encompass the needs of our current and future students.

Engagement Tactics

TACTIC	TIMING & RESPONSIBILITIES
Establish Planning Committee	TIMING: COMPLETE
TARGET: Board and Senior Leadership LEVEL: Collaborate/Empower	URBAN MATTERS:Support with committee format and logistics
 OVERVIEW: > Establish a Strategic Plan internal advisory committee who will play an integral part in the development of the Strategic Plan. > The Committee will be engaged at key points throughout the development of the Plan. 	SD 60: > Lead the development of the Committee > Select members > Schedule meetings
Pre-Meetings with Planning Committee and Education Team TARGET: Planning Committee (Board Chair, Vice Chair, Secretary Treasurer and Superintendent), and Education Team (Senior Leadership Team) LEVEL: Involve OVERVIEW: > Conduct two meetings with the Planning Committee and Education Team (in person) > Determine the key needs, issues and goals of the Committee to establish a foundation for the Strategic Plan.	TIMING: COMPLETE (Sept 7) URBAN MATTERS: > Conduct meetings and prepare materials SD 60: > Schedule and host meetings
Open House (Kick-Off)	TIMING: End of October 2023
TARGET: Students; Parents, Guardians and Families; External Community Partner Organizations LEVEL: Consult/Involve	URBAN MATTERS:Organize and host open housePrepare materials
	CD CO:

Organize and attend one open house for key stakeholders and partners SD 60:

- > Invite and communicate with attendees
- Support planning and logistics (location and refreshments)
- Attend Open House to support activities

Engagement Workshops

OVERVIEW:

TIMING: End of October 2023 (same week as Open House)



TARGET: Internal Audiences, including:

- Teachers Group
- Support Staff Group
- School Leadership

LEVEL: Involve

OVERVIEW:

- > Organize and facilitate 3 workshops (in person)
- Develop creative activities and questions to determine a vision for the Strategic Plan

URBAN MATTERS:

- Organize and facilitate workshops
- > Prepare materials

SD 60:

- > Invite and communicate with attendees
- Support planning and logistics (location and refreshments)
- > Attend workshops to support activities

Online Survey

TARGET: Administrators; Educators; Support Staff; Parents and Guardians

LEVEL: Consult

OVERVIEW:

- Develop a short, online survey to reach additional SD staff, and parents or guardians.
- Engage on key topics, including Student Learning, People development (staff), Operations and facilities, Governance, Truth and Reconciliation, and Early Learning.
- > 10-15 questions maximum

TIMING: End of October - November 2023

URBAN MATTERS:

> Develop and host survey

SD 60:

- Review survey questions
- Distribute survey link to key participants

Engagement Kit

TARGET:

- Staff not yet engaged
- Students, including remote or homeschooled students and families
- > Parents or Guardians
- District Parent Advisory Council
- > School Trustees
- > Indigenous Education Council
- Community Partners and Social Service Agencies
 - Northern Health
 - Northern Opportunities
 - Northern Lights College
 - o Chamber of Commerce
 - South Peace Community Resources Society
 - Child Development Centre
 - Community Bridges
 - o Child and Family Services Office (FSJ)
- Local governments
 - o City of Fort St. John
 - District of Taylor
 - o District of Hudson's Hope
 - o Peace River Regional District

TIMING: End of October – November 2023

URBAN MATTERS:

> Develop engagement kit

SD 60:

- Host engagement sessions using the kit as a resource with the identified audiences
- > Review kit activities
- Distribute kit to key participants



LEVEL: Consult/Involve

OVERVIEW:

Develop an Engagement Kit that allows staff, partners and community members to conduct their own engagement sessions and capture feedback.

Engagement sessions should be conducted with various groups that may not have previously been reached.

What We Learned Report	TIMING: January 2024
TARGET: All	URBAN MATTERS: > Analyze data from all engagement
LEVEL: Inform	opportunities > Write and design report
OVERVIEW: > Prepare a 'What We Learned Report' summarizing the themes and key ideas shared during the engagement.	SD 60: > Review report > Distribute as needed

Communications Tactics

TACTIC	DETAILS	RESPONSIBILITIES
Internal and External webpage	 Both an internal (intranet) and external webpage will serve as a home base for the project. This page will list of the purpose of the Strategic Plan and engagement opportunities. 	UM to develop content; SD60 to post and maintain
Social Media	 Engagement information posted on SD60 accounts (Facebook, Instagram, Twitter) Engaging graphics and short copy. 	Developed by UM; posted by SD60
E-Newsletters and Email Templates	 Various emails and newsletters distributed at key phases. Details on the Strategic Plan, what it means to the community, and how to get involved. 	UM to draft; SD60 to distribute
Print Materials	 Print materials for in-person distribution and posting at key community hubs Ex. postcard, poster. 	UM to develop; SD60 to print and distribute.

7.0 KEY MESSAGES

Key Messages are high-level communication points from which all subsequent communication materials are developed, such as web content, emails, newsletters, and social media. These foundational messages present a "big picture" view of the SD60 Strategic Plan. They should be clear, concise, and consistent across all communication channels.

Overall Key Message



- Together We Learn. Together We Shape Our Future!
- We're setting the stage for the future of our schools by renewing our Strategic Plan together!
- The School District 60 Board Strategic Plan will establish a focus and priorities to guide our district planning and decision making to make our schools even better and help our students succeed.
- This process will be led by the School Board, and we will be working with students, families, staff
 and community members to make sure the new Strategic Plan serves the needs of our School
 District 60 community.
- We want to hear your voice!
- Your voice makes a big difference: we need to hear your ideas, thoughts, and opinions to make our schools better!
- Get involved in the strategic planning process by participating in a focus group, coming to the open house and/or completing the survey.
- Learn more about the process and find out how to take part at: [web link]

Social Media Posts



Twitter/X:

✓ Help shape our schools' future! 🚊 Join us in renewing our Board Strategic Plan. Your voice matters! Learn more at [Website URL]. Together, we learn, and together, we shape our future. 💥 #SchoolDistrict60 #TogetherWeLearn



Facebook:

© Exciting news! We're renewing our Board Strategic Plan, and we want YOU to be part of it. ♥ Your ideas matter, and together, we can make our schools even better. ♣ Join our journey and learn how you can get involved at [Website URL]. Together, we learn and shape our future! ♣ #SchoolDistrict60 #TogetherWeLearn



Instagram:

#TogetherWeLearn #ShapeOurFuture

Website Content

Together We Shape Our Future: School District 60 Board Strategic Plan

We're setting the stage for the future of our schools by renewing our Strategic Plan – together!



The School District 60 Board Strategic Plan will establish a focus and priorities to guide our district planning and decision making to make our schools even better and help our students reach their goals. This process will be led by the School Board, and we will be working with students, families, staff and community members to make sure the Strategic Plan serves the needs of our School District 60 community.

About the Board Strategic Plan:

The Board Strategic Plan isn't just words on paper. It's our guidebook, influencing how we allocate resources, make decisions, and plan for the future. It ensures that every action we take aligns with our shared goals, making the most positive impact.

Key focus areas for the Plan include:

- Student Learning & Wellness
- Early Learning & Childcare
- Truth and Reconciliation
- Operations and Facilities
- People Development (staff)
- Governance

Get Involved:

Your voice makes a big difference! We need to hear your ideas, thoughts and opinions to make our schools better!

There will lots of ways to get involved this fall and winter. Check back soon for more information!

Learn More:

If you have any questions about the Board Strategic Plan, please contact:

- Helen Gilbert, Board Chair: hngilbert@prn.bc.ca
- Stephen Petrucci, Superintendent: spetrucci@prn.bc.ca
- Or call 250-262-6017

8.0 AREAS OF FOCUS FOR THE STRATEGIC PLAN ENGAGEMENT:

Student Learning & Wellness

- What are the most important educational outcomes you want to see for our students?
- What do you value about your learning experiences? What do you value about your school?

People Development (staff)

• How can we ensure a supportive and inclusive work environment for all staff members?

Operations and Facilities

- How can we optimize resource allocation and operational efficiency while maintaining a high standard of education?
- How do we ensure we're supporting and promoting climate resiliency?



Governance

 What aspects of governance and decision-making should be improved to enhance accountability, advocacy and efficiency?

Truth and Reconciliation

• How can the school district advance truth and reconciliation efforts and incorporate Indigenous perspectives and cultural safety into education?

Early Learning & Childcare

• What early learning programs and childcare initiatives should be prioritized to support children's development?

Overall

• How can we enhance diversity, equity, inclusion and accessibility in all key areas?

