

SCHOOL DISTRICT NO. 60 (PEACE RIVER NORTH)

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

Telephone: (250) 262-6000

Fax: (250) 262-6048

Board of Education



A G E N D A B O O K

FOR THE

REGULAR BOARD MEETING

BOARD ROOM

MONDAY, OCTOBER 16, 2023 @ 5:30 p.m.

OUR MISSION

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

OUR VALUES

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

OUR STRATEGIES

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

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



THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 60**REGULAR BOARD MEETING****MONDAY, OCTOBER 16, 2023****5:30 P.M.****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 Engagement/Celebrations****5.0 Minutes of the Regular Board Meeting, September 18, 2023** (pages 6-15)

5.1 Approval of the Minutes

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

6.0 Approval of Excerpts of the In Camera Board Meeting, June 19, 2023 (page 16)**7.0 Announcements and Reminders**

October 19	BCSTA Advocacy Day		Victoria
October 20	NID Day (Pro-D Provincial)		
October 20/21	BCSTA Provincial Council		Vancouver
October 24	SUP-PAC Meetings (<i>Snow/Scott-Moncrieff</i>)	12:00 p.m.	Board Room
November 2/3	BCPSEA Symposium		Vancouver
November 6	COTW Meetings	12:30 p.m.	Board Room
November 6	NPAA Meeting	5:00 p.m.	Dr. Kearney
November 13	Remembrance Day		
November 20	Board Meetings	5:30 p.m.	Board Room
November 20/21	Elementary Volleyball Tournament		ARYES
November 22/23	Early Dismissal		
November 23-25	BCSTA Trustee Academy		Vancouver
November 24	NID (Parent-Teacher Interviews)		
November 28	SUP-PAC Meetings (<i>Lehmann/Whitton</i>)	12:00 p.m.	Board Room
December 1	District Staff Christmas Dinner & Dance		Pomeroy Hotel
December 4	COTW Meetings	12:30 p.m.	Board Room
December 8	NPAA Meeting	5:00 p.m.	TBD
December 18	Board Meetings	5:30 p.m.	Board Room
December 25 to January 8	Christmas Vacation		

8.0 Senior Staff Reports

- 8.1 Superintendent's Report (page 17)
- 8.2 Secretary-Treasurer's Report (page 18)

9.0 Reports of Regular Committee of the Whole Meeting, October 3, 2023 (pages 19-21)

- 9.1 Approval of Minutes
- 9.2 Business Arising
(See attached Action Item List for completed and ongoing items)
- 9.3 Policy Committee (*Attachments*)
 - a) Policy 4035 Public Interest Disclosure Act (PIDA)
First/
That a Notice of Motion be issued for Policy 4035 Public Interest Disclosure Act (PIDA)
 - b) Policy 4028 Teachers Professional Development Committee
First/
That a Notice of Motion be issued for Policy 4028 Teachers Professional Development Committee

10.0 Other Reports

- 10.1 BCSTA – *Trustee Gilliss*
Virtual Orientations – Planning for Student Success (November 16)
- 10.2 BCPSEA – *Vice-Chair Lehmann*
Symposium Agenda (Attachment)
- 10.3 Board Pro-D Committee – *Chair Gilbert*

11.0 Correspondence

- 11.1 Down Syndrome BC Letter (*Attachment*)
- 11.2 Minister Rachna Singh to Mayor Lilia Hansen - Letter (*Attachments*)

12.0 Unfinished Business

- 12.1 Strategic Planning

13.0 New Business

- 13.1 Remembrance Day Ceremony – Trustee Representation

14.0 PRNTA Update – Michele Wiebe, President**15.0 CUPE Local #4653 Update** – Jennie Copeland, President**16.0 District Parent Advisory Council (DPAC) Report** – Corrie Bennie, President

17.0 **Questions from the Press and Public Related to Agenda Items**

18.0 **Suspend Regular Meeting & Move into In-Camera Meeting**

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

20.0 **Adjournment**

Please Note:

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

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

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

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

REGULAR MEETING

**MONDAY, SEPTEMBER 18, 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)
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)

Michele Wiebe, PRNTA President
Philip Peachey
Deborah Johnson
Tania Finch, The Broken Typewriter/Finch Ink Media Services



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

Disclaimer: The definitive documentation and decisions are recorded in the approved meeting minutes

Call to Order Chair Gilbert called the meeting to order at 5:32 p.m.

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

Presentations/Delegations

2022-2023 Financial Statements – Auditor Presentation

Corey Naphtali, Auditor - *KPMG Auditors*

- The auditor reviewed the new Ministry requirements for Asset Retirement Obligation
 - Restatement of 2021/22 year - \$6.2 million liability reflecting an estimate of the requirement to remediate any sites that have asbestos, etc.; this was implemented by Ministry across all school districts in the province
 - Reviewed the Notes 2, 14 & 18 in reference to the Asset Retirement Obligation

Motion #97-23

Lehmann/Campbell
THAT the Board of Education adopt the 2022-2023 Financial Statements and Auditors Report as presented.

CARRIED.

AgendaApproval of the AgendaMotion #98-23

Snow/Whitton

THAT the agenda be accepted as presented.

CARRIED.

Trustee Engagement/Celebrations

At this time, opportunity was given for Trustees to report on activities undertaken and/or information of interest:

Trustee Campbell

- Have been in contact with liaison schools; waiting until after September start up to attend open houses in October

Trustee Gilliss

- Attended the Hudson's Hope School welcome back BBQ
- Attended a meeting with Early Learning District Principal in regards to the childcare crisis in Hudson's Hope (ie. there are now no daycare programs being provided in the community)

Vice-Chair Lehmann

- Attended the Board's Strategic Planning Pro-D
- Meeting with Urban Matters regarding Strategic Planning
- Clearview School – interesting startup and a lot of ongoing communication

Trustee Scott-Moncrieff

- Not present

Trustee Snow

- Attended NPSS Grad and helped with the evening celebrations
- Attended the Board Strategic Planning Pro-D
- Now a part of the BCSTA Inclusion Committee for the province
- Visited liaison schools after the first week

Trustee Whitton

- Attended Ecole Central breakfast
- Will be attending open houses
- Attended Block Party
- Attended RCMP Station Grand Opening

Chair Gilbert

- Attended NPSS & Hudson's Hope grads. Was impressed the number of NPSS grads who had chosen to wear their Metis sash or First Nations grad cap tassle
- Attended three Good Neighbour meetings
ACTION: Will bring a report back to a future Committee of the Whole Meeting
- Attended the Board Strategic Plan Pro-D
- Assisting with the planning of the BCSTA Northern Interior & North West Branch meeting
- Chairing the Rural & Remote Working group with BCSTA – have had two meetings to date. It is a networking group with a three-year

commitment. **ACTION:** Will bring the Terms of Reference to the Board once they are drafted by the working group and finalized by BCSTA Directors

- Thank you to Bill for attending and covering for me at the New Teacher Orientation
- Met with the Superintendent regarding the Annual Work Plan.
ACTION: Will bring the draft back to a future Committee of the Whole Meeting
- Touched based with liaison schools
- Attended breakfast at Ecole Central

Minutes of the Regular Board Meeting

Approval of the Minutes

Motion #99-23

Snow/Lehmann

THAT the Regular Meeting Minutes of June 19, 2023 be adopted.
CARRIED.

Business Arising from the Minutes

The following business arose from the above noted Minutes:

None

Approval of Excerpts

Motion #100-23

Snow/Whitton

THAT the excerpts from the May 23, 2023 In Camera Meeting Minutes be approved and appended to these Regular Meeting Minutes.
CARRIED.

Trustee Scott-Moncrieff joined the meeting at 6:01 p.m.

Announcements & Reminders

September 20	Provincial Council Motion Deadline		
September 20	Elementary Cross Country		MMMCS
September 22	NID (School Planning)		
September 26	SUP-PAC Meetings (<i>Gilbert/Lehmann</i>)	12:00 p.m.	Board Room
September 27	Elementary Cross Country		Upper Pine
October 2	Truth & Reconciliation Day		
October 3 (<i>Tues</i>)	COTW Meetings	12:30 p.m.	Board Room
October 4	Elementary Cross Country		Taylor
October 7	Elementary Soccer Tournament		Alwin Holland
October 9	Thanksgiving Day		
October 13/14	NIB/NWD Joint Meeting		Prince George
October 16	Board Meetings	5:30 p.m.	Board Room
October 19	BCSTA Advocacy Day		Victoria
October 20	NID Day (Pro-D Provincial)		
October 20/21	BCSTA Provincial Council		Vancouver
October 24	SUP-PAC Meetings	12:00 p.m.	Board Room
November 2/3	BCPSEA Symposium		Vancouver

November 6	COTW Meetings	12:30 p.m.	Board Room
November 6	NPAA Meeting	5:00 p.m.	Dr. Kearney
November 13	Remembrance Day		
November 20	Board Meetings	5:30 p.m.	Board Room
November 20/21	Elementary Volleyball Tournament		ARYES
November 22/23	Early Dismissal		
November 23-25	BCSTA Trustee Academy		Vancouver
November 24	NID (Parent-Teacher Interviews)		

Minor Capital Plan 2024-2025

- The plan was reviewed and questions from Trustees answered
- Trustee Gilliss – where are the controls for the heating in the building located (ie. on-site or at Facilities or both)?

ACTION: Angela to investigate the details of the Hudson's Hope School HVAC system and temperature controls for the school and follow up with the Board

Motion #101-23

Snow/Scott-Moncrieff

THAT the 2024-2025 Minor Capital Plan be adopted as presented.
CARRIED.

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

- TTOC's – 50 certified and 50 non-certified. HR staff is in the process of confirming their availability. Still need a lot more to provide adequate coverage, especially for professional development
- Letters of Permission – 28 last year, including part-time. This year, we are at 14 so far. LOP's last year were spread across geography of district and grades
ACTION: Superintendent will look into where the 14 LOP's are located this year and follow up with the Board
- We are still in need but less desperate than last year. Incentives have helped as well as partnering with "Indeed" and having meetings with them specifically in regards to the school district. Also, we have been following up with past fair contacts, etc. which has had some success

Recruitment & Retention Update

- Tier 1 and Tier 2 Incentives – it is a distinction between \$10,000 and \$5,000 and dependent on individual applications
- This year, there were applications from 27 school districts; 19 school districts approved for 66 incentives
- Will have more time this year to come up with more specific parameters around incentives
- Each application considers rural schools, toughest situations, chronic staffing issues in the schools, minor populations involved, risk of school closures and underserved populations

- Also, they have to be “new hire” and a certified teacher

Superintendent’s Report

- For information purposes

District Framework for Enhancing Student Learning

- *See motion below*
- Discussion followed

Early Learning Environment Scan

- For information purposes

Ministry Update re: Education Mandate

- For information purposes

Leadership Advance Planning

- For information purposes

Leadership Academy

- For information purposes

Out of District Field Trips (*Attachment*)

- *New field trip added*
- *See motion below*

2023-2024 Community Coaches (*Attachment*)

- *New Community Coach added*
- *See motion below*

2023-2024 Posts of Responsibility

- *See motion below*

Motion #102-23

Scott-Moncrieff/Whitton

THAT the Board of Education adopt the 2023-2024 Framework for Enhancing Student Learning.

CARRIED

Motion #103-23

Gilliss/Campbell

THAT the Board of Education accept the Superintendent’s Report with the exception of the following: District Framework for Enhancing Student Learning, Out of District Field Trips, 2023-2024 Community Coaches and 2023-2024 Posts of Responsibility

CARRIED.

Motion #104-23

Gilliss/Whitton

THAT the Board of Education adopt the Out of District Field Trips as presented.

CARRIED.

Motion #105-23

Gilliss/Scott-Moncrieff

THAT the Board of Education adopt the 2023-2024 Community Coaches as presented.

CARRIED.

- It was noted that any non-staff community coaches need to have a teacher/administrator on site as well as be in attendance at out of school sports events
- Trustee Gilliss – could a trustee be considered a staff member in this case? There is a concern around the parameters in needing a staff member in the school as this poses an issue with smaller schools (eg. Hudson's Hope) that have smaller staff and potential shortages.
- Trustee Campbell – as trustees we are not employees of the school district. In the past, they have coached but fall under the same parameters as community coaches

ACTION: Place on the October 3, 2023 COTW Regular Agenda for further discussion in regards to Community Coach parameters

Motion #106-23

Campbell/Whitton

THAT the Board of Education adopt the 2023-2024 Posts of Responsibility as presented.

CARRIED.

Secretary-Treasurer's Report

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

Finance Update to August 31, 2023

- For information purposes
- Enrolment was based on 6,010 FTE for brick and mortar schools and we're seeing those numbers materialize

Food Security Grant – Allotment of Funds Update

- Received \$806,000 that can be used towards a manager (Food Coordinator), staffing to prepare food, purchases of small equipment to upgrade kitchens in schools as well as the food purchases
- We have allotted \$50 per student out to schools and still have additional funds. We are working on the staffing piece
- Funds will cover the in-school staff portion as well as the coordination of the food (eg. allotting more time to applicable staff already within the school)
- Superintendent - our District feels we have enough funding towards food at this time, so would like to re-direct excess funding to other important school initiatives (ie. Band, Camp Cameron, etc.)
- It was noted that, where possible, to consider local food sources when purchasing
- The Affordability Funding provided by Ministry last year went to fees, supplies, boots, medical apparatus as well as food to support families in an extended way
- The Food Security fund is for students "in school"; Ministry has committed to a three-year term, but have also indicated it's ongoing

Wonowon School Upgrade Announcement

- A partial replacement of Wonowon School (ie. everything but the gym)

Upper Halfway Update

- Trustees were shown construction photos
- Completion date is now is expected to be the end of October 2023

ACTION: Secretary-Treasurer to connect with Ministry to see if there is going to be an expected “dedication” of the Upper Halfway School

Human Resources Summary Report

- For information purposes
- Schools are finding out their “needs” and allocating their funds so there are a lot of new postings
- Trustee Gilliss – is there a Hudson’s Hope BASC meeting update? Secretary-Treasurer is having a meeting tomorrow in regards to that and childcare overall in Hudson’s Hope

Motion #107-23

Gilliss/Whitton

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

Reports of Regular Committee of the Whole MeetingApproval of the Minutes – June 5, 2023Motion #108-23

Snow/Lehmann

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:

Upper Halfway Gymnasium

- Delayed opening due to wildfires as well as issues with contractors

Ecole Central Fencing

Trustee Whitton –fencing at Ecole Central looks great. There is a safety concern with the only entrance being into the parking lot. Perhaps a walkway would be a good idea

ACTION: Secretary-Treasurer will look into a possible walkway

Policy CommitteePolicy 4024 Teachers – Early Retirement Incentive PayoutMotion #109-23

Whitton/Snow

That Policy 4024 Teacher – Early Retirement Incentive Payout be adopted.
CARRIED.

Policy 1002 Communications and Community EngagementMotion #110-23

Scott-Moncrieff/Gilliss

That Policy 1002 Communication and Community Engagement be adopted.
CARRIED.

Motion #111-23Policy 4027 Teacher Leaves

Lehmann/Whitton

That Policy 4027 Teacher Leaves be adopted.

CARRIED

Other Reports**BCSTA**Provincial Council Emergent Motions Deadline

- No motions to be put forward from our Board at this time

Climate Change Working Group Report

- There was a delay, in part, because the Terms of Reference were so large it was difficult for them to come up with what they wanted
- The report will be followed up in more detail at the Trustee Academy
- The report suggests we don't have an environmental policy but we do, albeit it may need some "updating"
- A starting point for discussion

Virtual Sessions

- For information purposes
- Past sessions are available on the BCSTA Hub or the new portal

BCPSEA

- Trustees Snow and Whitton will be attending the Symposium and bringing a report back to the Board

Board Pro-D Committee

- Going forward in 2022-2023, Pro-D will be mostly revolving around Strategic Planning

Correspondence**City of Fort St. John – Zoning Amendment Bylaw No. 2579 Institutional Zone Permitted Use**

- For information purposes...the district did not provide feedback

Unfinished Business

The following unfinished business arose from the previous meeting minutes:

Advocacy Update

- For information purposes

School Trustee Codes of Conduct Criteria – MECC

- Will need to review our policies, as we are missing pieces of the criteria

Strategic Plan Update (*Attachment*)

- Strategic Planning Committee has met with Urban Matters and are working at getting brochures out to schools
- Urban Matters are in the process of producing an "engagement kit" that Trustees can use as they go out into the community
- We are looking at also including Grade 6 students along with the Grade 7 – 12 in student engagement to generate interest going forward
- Next planning meeting is September 27

New Business

None

PRNTA Update – Michele Wiebe, President

- New Vice-President – Josie Gauthier, Teacher @ Robert Ogilvie School
- Early Retirement Incentive policy – the timeline has been struck which will result in the letter that Sharon sends out every year being struck? How will teachers know about it?
 - Secretary-Treasurer – timeline was struck because we weren't following it
 - Superintendent - we're still sending out the information but having broader timelines...the process will continue. The removal goes along with the change in our policies to have "procedures" separate from our "guidelines/principles"
- My son works for a researching company in Malaysia and wrote an article relating to AI education...would like to send a link out to the Trustees.

CUPE Local #4653 Update – Jennie Copeland, President

Not Present

District Parent Advisory Council (DPAC) Report – President

Not Present

Questions from Press/Public

At this time, opportunity was given for questions from the press related to agenda items:

Deborah Johnson - Are you aware of the 1 Million March 4 Kids taking place on Wednesday across the country and in our community? Chair Gilbert – yes we are aware

Deborah Johnson - Are you also aware of the counter-protesting happening in Ontario? Chair Gilbert – was not aware of that

Suspension & Move into In-Camera Meeting

Motion #112-23

Snow/Scott-Moncrieff

THAT the Board suspend the Regular Meeting and resume the In-Camera Meeting.

CARRIED.

Motion #113-23

Whitton/Snow

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

CARRIED.

Adjournment

Motion #114-23

Campbell/Gilliss
THAT the meeting be adjourned. (8:49 p.m.)

HELEN GILBERT, CHAIR,
BOARD OF EDUCATION

ANGELA TELFORD,
SECRETARY-TREASURER

**EXCERPTS
FROM THE JUNE 19, 2023
“IN CAMERA” MEETING MINUTES**

The meeting was called to order and the In-camera Meeting Minutes, May 23, 2023 were read and adopted.

Business Arising

None

Superintendent’s Report

Items discussed and reported included:

- Superintendent’s Review

Secretary-Treasurer’s Report

Items discussed and reported included:

- Labour Management Meeting Minutes – May 10, 2023

Other Reports

- BCSTA
- BCPSEA
- COTW Discussion Topics

Correspondence

None

Unfinished Business

- EFAP Committee Update
- NPSS Audit Meeting Follow-Up
- Northern Health Meeting Review and Follow-Up

New Business

- Board Review/Survey

REGULAR MEETING

REPORT TO THE

BOARD OF SCHOOL TRUSTEES

FROM THE SUPERINTENDENT OF SCHOOLS

Monday, October 16, 2023

Human Resources

1. Human Resources Summary Report for Teachers

Human Resources Summary Report for Teachers & AO's
for period of September 15th to October 12th, 2023

	Personnel Assignments	Leaves of Absence	Admin Appointments	Resignations /Retirements	Reports on Teachers
New assignments	9	4		2	
Changes to existing	14	14			
Return from leave					
Payout prep					

RETIREEES only:

Education

1. **Superintendent's Report**
<https://togetherwelearn.prn.bc.ca/2023/10/13/superintendents-report-october-2023/>
2. **Community Coaches (Attachment)**
Recommended Motion: That the Board of Education accept the Community Coaches as presented.
3. **Out of District Field Trips (Attachment)**
Recommended Motion: That the Board of Education accept the Out of District Field Trips as presented.

Respectfully submitted,

Stephen Petrucci, EdD
Superintendent of Schools

**REPORT TO THE
BOARD OF EDUCATION
FROM THE SECRETARY-TREASURER
Monday, October 16, 2023
REGULAR MEETING**

Operations

1. **Finance Update to September 30, 2023** *(Attachment)*
2. **Hudson's Hope Childcare Update**

Human Resources

1. **Human Resources Support Staff Summary**

Human Resources Summary Report for Support Staff
For period of September 15th, 2023 to October 11th, 2023

	Personnel Assignments	Leaves of Absence	Resignations
New assignments	11		1
Changes to existing	16		
Return from leave			
Layoff	1		
Retirements	1		
Termination	1		

Angela Telford,
Secretary-Treasurer

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 Brimacombe
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.

REGULAR - October 16, 2023					Unfinished	
Meeting Date	Meeting	Topic	Action Item/Recommendation	Assigned to:	Business	Completed
May 7/21	COTW	Finance Consultation - Standing Comm	Research where our funding percentage expenditures are in comparison to "like" districts	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	
May 23/23	Board	BASC Update	Bring forward to a Policy Committee Mtg re: communication & registration details	Leah	Dec 4/23	
May 23/23	Board	Mtg w/ MLFN re: TLE & Cameron Lake	Investigate the process of communication and with who (MLFN/MIRR/Canada)	Helen	x	
Sept 18/23	Board	Trustee Engagement	Board Chair to bring back a report from the Good Neighbour Meetings to a COTW meeting	Helen	x	
Sept 18/23	Board	Trustee Engagement	Board Chair to bring ToR from Rural & Remote Working Group to a future meeting	Helen	x	
Sept 18/23	Board	Trustee Engagement	Board Chair to bring the Annual Work Plan draft back to a future meeting	Helen		Oct 16/23
Sept 18/23	Board	Reports of COTW	ST to look into a possible walkway for the parking lot at Central School	Angela	x	
Oct 3/23	COTW	Board Annual Work Plan	Send out to trustees for feedback and bring back to the next I.C board meeting	Helen		Oct 16/23
Oct 3/23	COTW	Community Coaches	Follow up with the Board's questions/concerns regard Community Coach protocols	Stephen	x	
Completed						
Dec 12/22	Board	Business Arising - Audit Committee	Bring back Policy 1011 & ToR to a future meeting	Angela		Feb 6/23
Feb 6/23	COTW	NEW - Special Regular Board Mtg	Reschedule to February 13, 2023 @ 1:00 w/ Zoom option to ratify CUPE MoA	Leah		x
Dec 12/22	Board	Business Arising - Trustee Crim Checks	Look into other policies around the province & bring back for further discussion	Angela		Feb 6/23
Feb 6/23	COTW	Operations Report	Helen to draft a letter to Dawson Road Maintenance/MoT re: road conditions	Helen		x
Jan 23/23	Board	Superintendent's Report	Proposed Three Year Calendar on March 13 Regular Agenda	Leah		Mar 13/23
Feb 21/23	Board	Business Arising - K-12 Reporting	Provide trustees with support document referenced by Jarrod Bell	Stephen		x
Feb 21/23	Board	Supt Report - Comm Coaches/PoR	Provide more detailed info regarding Community Coaches and PoR	Leah		x
Feb 21/23	Board	New Business - Recording Reg Mtgs	Include disclaimer in minutes and Board Chair script	Leah		x
Feb 21/23	Board	Supt Report - French Immersion Week	Draft a letter and organize a picture to be presented by Trustee Whitton	Helen		x
Mar 13/23	Board	Announcements & Reminders	Science Fair details will be sent out to Trustees once finalized	Helen		x
Mar 13/23	Board	Proposed Three Year Calendar	Look into whether those whose provided feedback have been responded to	Stephen		x
Feb 6/23	COTW	Framework Presentations	Sup't & ST to discuss communication options between schools and trustees	Stephen/Leah		x
Feb 21/23	Board	Business Arising - K-12 Reporting	Summarize key speaking points as it comes out and bring draft to the Board Chair	Stephen		Apr 24/23
Mar 13/23	Board	Announcements & Reminders	Confirm Science Fair details & send out to trustees	Helen		x
Mar 13/23	Board	New Business - SD60 Overdose Response	Look into current policies, processes, practices in regards to drug prevention and education in our district and bring back to the Board	Stephen		Apr 24/23
Mar 13/23	Board	ST Report - Standing Finance Committee	Register to do an oral presentation & bring back to April 24 Board mtg for topic discussion	Helen		Apr 24/23
Mar 13/23	Board	New Business - SD 60 Overdose Response	Communicate with colleagues through the BCSTA HUB to see if there are other districts dealing with safe injections sites near their schools	Helen		x
Mar 13/23	Board	New Business - SD 60 Overdose Response	Connect with colleagues to of any injections sites in their districts have had any problems since the injection site has opened	Helen		x
Mar 13/23	Board	New Business - SD 60 Overdose Response	Draft a letter inquiring around their processes in regards to communication and how these decisions are made in regards to choosing a location for a safe injection site	Helen		x
Apr 24/23	Board	Other Reports - Board Pro-D	Bring forward registration information re: CSBA to the May 8 COTW Meeting	Leah		May 8/23
Feb 21/23	Board	Policy Committee	Send out Policy 5005 for Notice of Motion & bring to May 23 Board Meeting for adoption	Leah		May 23/23
Mar 13/23	Board	Questions from Public & Press	Draft a letter & bring back to trustees for review; check process for sharing publicly	Helen		May 23/23
May 8/23	COTW	CSBA Congress	Chair to do a final confirmation of any trustees wanting to attend	Helen		May 23/23

May 8/23	Board	Board of Trustees Meeting Schedule	Board to provide any additional feedback and bring back to the May Board Meeting	Leah		May 23/23
Apr 24/23	Board	Correspondence - Vision Screening Ltd	Bring forward more information to a future board meeting	Stephen		June 5/23
Apr 24/23	Board	Business Arising/Standing Committee	Trustee forward other topics; Board Chair/ST to put together a presentation for submission	Helen		June
May 23/23	Board	BCSTA - AGM Report Out	Student Voice ideas (ie. attend FESL, Education Committee rep, etc.)	Helen		x
Mar 13/23	Board	Other Report - Board Pro-D	Form a working committee to review the Strategic Plan	Helen		x
Apr 24/23	Board	ST Report/Finance Update	Look into details re: post COVID expenses & potentially add to Standing Comm presentation	Angela		x
Apr 24/23	Board	ST Report/Food Security Grant	Bring forward allotment of funds update to a future Board Meeting	Angela		Sept 18/23
June 19/23	Board	Other Reports - BCPSEA	Trustees to look at the Symposium agenda and bring to next meeting to confirm attendance	Leah		x
June 19/23	Board	Unfinished Business - Standing Committee	Helen to send presentation to additional contacts suggested	Helen		x
June 19/23	Board	Unfinished Business - Standing Committee	Helen to meet with Stephen & follow up with Mike Starchuk's questions	Helen		x
June 19/23	Board	Unfinished Business - K Vision Screening	Helen to send letter to Dr. Jong requesting follow up, when it becomes available	Helen		x
June 19/23	Board	2023-2024 Annual Budget	Budget Snapshot - change wording to "enrolling teachers"	Angela		x
June 5/23	Policy Comm		Bring forward Policies 4024, 1002 and 4027 for Notice of Motion	Leah		June 19/23
Sept 18/23	Board	Superintendent's Report	Investigate details of current LOP's in regards to location	Stephen		x
Sept 18/23	Board	Superintendent's Report	Further discussion on parameters of Community Coaches at October 3 COTW meeting	Stephen		Oct 3/23
Sept 18/23	Board	Minor Capital Plan	ST to investigate HVAC controls regarding Hudson's Hope School	Angela		x

2023-2024 Community Coaches

for BOARD APPROVAL – October 16th, 2023

School / Department	Name of Coach	Coaching
Duncan Cran	Ryan Seidler	Volleyball, basketball, Badminton, & Track & Field
Upper Pine	Bradley McGinnis	Basketball, volleyball, & baseball
Upper Pine	Josh Baker	Basketball
Upper Pine	Ivy Cooper	Volleyball
Upper Pine	Crystal Hunter	Volleyball
<i>* special approval of all four (4) UPine coaches by Superintendent on September 28, 2023</i>		

SCHOOL DISTRICT NO. 60 (PEACE RIVER NORTH)



OUT-OF-DISTRICT SPORTS / FIELD TRIPS

SEPTEMBER TO DECEMBER 2023 ONLY

FOR BOARD APPROVAL

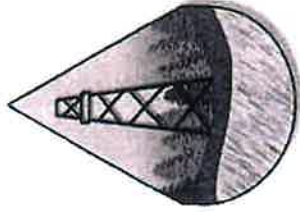
SCHOOL: HUDSON'S HOPE ELEMENTARY JR SECONDARY

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)
Sr Girls Volleyball Team	September 22 & 23	Prince George – Cedars School	Jason Naisby (5) & Roxanne Beebe (3)	8 students both chaperones/drivers have their CRC, volunteer driver forms & driver's abstract on file <i>* special approval by Superintendent on Sept 21</i>
Post Secondary Institution Fair	September 27	Chetwynd Secondary School	Lion's Van	small group of Grade 10-12 students to Post Secondary Institution Fair Derrek Beam – chaperone & driver <i>* special approval by Superintendent on Sept 26</i>
Sr Girls Volleyball	October 13	Chetwynd Secondary	Roxanne Beebe & Jason Naisby	Volleyball games in afternoon/evening. Coach – Roxanne Beebe Chaperone – Jason Naisby <i>* special approval by Superintendent on Oct 12</i>
Sr Girls Volleyball	October 14	Chetwynd Secondary	Roxanne Beebe & Jason Naisby	Volleyball games in afternoon/evening. Coach – Roxanne Beebe Chaperone – Jason Naisby <i>* special approval by Superintendent on Oct 12</i>

Jr Girls Volleyball	October 13	Chetwynd Secondary	Leon Beebe Renee Redekop	Volleyball games in afternoon/evening. Coach – Hanna Grover Chaperone – Leon Beebe <i>* special approval by Superintendent on Oct 12</i>
Jr Girls Volleyball	October 14	Chetwynd Secondary	Becky Mercereau Sarah Schnare	Volleyball games in afternoon/evening. Coach – Hanna Grover Chaperone – Becky Mercereau <i>* special approval by Superintendent on Oct 12</i>

SCHOOL DISTRICT NO. 60 (PEACE RIVER NORTH)

OUT-OF-DISTRICT SPORTS / FIELD TRIPS SEPTEMBER TO DECEMBER 2023 ONLY FOR BOARD APPROVAL



SCHOOL: NPSS

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)
Boys Soccer Tournament	Oct. 11-13, 2023 2.5 days	Prince George	School Bus	<ul style="list-style-type: none"> Teacher Sponsor: Radley Brown 25 students attending Non- Staff Chaperones- Jon Palfy, Daniel Turner TTOC required ***Received Special Approval - Superintendent - Sept. 29
Grades 10-12 Cross Country Zones	Oct. 20-21, 2023 2 days	Vanderhoof	School Bus	<ul style="list-style-type: none"> Teacher Sponsor: Jaclyn McNicol 20 students Chaperones: Jaclyn McNicol, Tyson Collier No TTOC required ***Received Special Approval - Superintendent - Sept. 29
Senior Boys Volleyball Tournament	Oct. 20-21, 2023 2 days	Grande Prairie	School Bus	<ul style="list-style-type: none"> Teacher Sponsor: Mackenzie Uskiw 12 students Non chaperone: Jon Palfy TTOC required ***Received Special Approval - Superintendent - Sept. 29
Jr. boys Volleyball	Oct. 20-21, 2023	Dr. Geo.	School bus	<ul style="list-style-type: none"> Scott Hyde (teacher) 11 students ***Received Special Approval - Superintendent - Oct. 11

SCHOOL DISTRICT NO. 60 (PEACE RIVER NORTH)

OUT-OF-DISTRICT SPORTS / FIELD TRIPS 2023-2024

FOR BOARD APPROVAL



SCHOOL: _____ **North Peace Secondary - International & Careers**

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)
Field Trip - NPSS Shop Classes / Grade 11 students	October 27, 2023	Dawson Creek - NLC	Busses	- 75 students - visit 2 NLC Trades Facilities - Sharon Hoecherl, Matt Laur - teachers / chaperones
Field Trip - NPSS Shop	Nov 7/2023	Dawson Creek - NLC	Buses (2)	- 75 students - visit 2 NLC Trades Facilities - Sharon Hoecherl, Andrea Ouellette, Ian Zackodnik - teachers / chaperones
Field Trip - NPSS Food	Nov 16/2023	Dawson Creek - NLC	Bus (1)	- 50 students -Field Trip Professional Cook Training Program at NLC for the day. - Sharon Hoecherl, Leanne Dyck, Johanna Beamster - teachers/chaperones
International Students	Dec 5-7/2023	Vancouver	Air Canada, Private coach in Vancouver	- 11 students - Brian Campbell & Dania Pimm - chaperones - Vancouver City Tour & Vancouver Canucks Hockey Game - In city transportation in Vancouver is mini-coach with professional driver - staying at Metrotown Holiday Inn

School District #60

Operating Financial Report - July 1 2023 to September 30, 2023

Operating Revenue	2023/24		% of budget received	# of Months	Explanations
	Actual	Preliminary Budget			
Ministry of Education Grants	\$ 9,017,941	\$ 79,800,837	11.3%	12	Low as do not start funding students until October 2022; July through September funding is much lower than the rest of the year
Provincial Grants - School Age Therapy	\$ 30,380	\$ 127,502	23.8%	12	On Track - should be approx. 25% YTD
Offshore Tuition	\$ 36,979	\$ 743,513	5.0%	10	Offshore Tuition recognized each month
Alberta Students, DL, 3rd Party Billings	\$ -	\$ 85,000	0.0%	10	Will be invoicing once 1701 are complete
LEA Revenue		-\$ 976,903	0.0%		Funding has not been received yet
Miscellaneous Revenue	\$ 19,616	\$ 350,000	5.6%	12	This includes Miscellaneous funds that come into the District
Rentals	\$ 25,162	\$ 116,468	21.6%	12	Includes Daycare Rental, Teacherage Rentals, Cameron Lake Rentals & Indigenous Rent
Interest	\$ 162,773	\$ 320,000	50.9%	12	Interest rates have increased from 4.8% in May to 5.37% in August
Total Operating Revenue Before LEA Adjustment	\$ 9,292,851	\$80,566,417	11.5%		
LEA Revenue		\$ 976,903			Funding has not been received yet
Total Operating Revenue	\$9,292,851	\$81,543,320	11.4%		

Operating Expense	Annual		% of budget expended	# of Months	Explanations
	Actual	Budget			
Salaries					
Teachers	3,308,057	30,737,914	10.8%	10	On Track as should be approx. 10% YTD
Principals and Vice-Principals	1,408,074	5,740,998	24.5%	12	On Track as should be approx. 25% YTD
Educational Assistants	585,930	6,068,225	9.7%	10	On Track should be approx. 10% YTD
Support Staff	1,692,655	9,560,596	17.7%	10	Higher than expected but 1/2 of our support workers are 12 months per year; should average out by end of calendar year.
Other Professionals	486,697	2,016,017	24.1%	12	On Track as should be approx. 25% YTD
Substitutes (TOC's)	214,523	2,264,888	9.5%	10	On Track should be approx. 10% YTD
Total Salaries	7,695,936	56,388,638	13.6%		
Employee Benefits	1,651,789	13,505,547	12.2%		On Track as should be approx. 10% YTD
Total Salaries and Benefits	\$9,347,725	\$69,894,185	13.4%		
Services and Supplies	1,958,942	11,360,317	17.2%	12	Purchases vary through year
Total Operating Expenses	\$11,306,667	\$81,254,502	13.9%		
Capital Purchases from Operating	\$189,442	\$700,000	27.1%	12	Purchases vary through year
Operating Net Revenue (Expense)	-\$2,203,258	-\$411,182			
Application of Reserves		\$0			
Balanced	-\$2,203,258	\$0			

Notes

Generally have more expenses than revenue at the start of the year. Another item adding to the amount is that there were two full pay periods for support staff for September 2023 whereas September 2022 only had one pay period.

SCHOOL DISTRICT #60 (PEACE RIVER NORTH)
POLICY COMMITTEE NOTES
TUESDAY, OCTOBER 3, 2023
12:30 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

Absent: Nicole Gilliss, Trustee
David Scott-Moncrieff, Trustee
Thomas Whitton, Trustee
Angela Telford, Secretary Treasurer

Policy 4035 Public Interest Disclosure Act (PIDA) (Attachments)

Stephen Petrucci, Superintendent

- BCSTA has updated the toolkit that has resulted in a couple of revisions to our policy
- Process has already started to be rolled out
- Reporting is in accordance with the “Public Interest Disclosure Act” pertaining to all school district employees, including casuals (ie. not for the public)
- The Superintendent will submit a report annually in July if there are disclosures, what they are about, etc.
- Boards are required have the policy implementation by December 31, 2023

ACTION: Bring forward for Notice of Motion at the October 16, 2023 Board Meeting

Policy 1001 Roles and Responsibilities of the Board (Attachments)

Helen Gilbert, Board Chair

- We are required to have a Code of Conduct from Ministry. BCSTA and Ministry worked together on criteria
- Some of the requirements are covered in this policy
- Either take Policy 1001 and vet against the criteria or have it as a separate document with some overlaps. The letter from Ministry indicates that we’re missing the “breaches and sanctions” language

- Suggestion to take Policy 1001, Comox Valley's policy, and our Board Bylaw 1/90 Organization of the Board and review for any potential misalignment and ensure that key pieces are covered
- Suggestion to contact Comox Valley district and see what feedback they received from Ministry on their policy
- Deadline for submission to Ministry is April 30, 2024

ACTION: District Staff to "rebrand" the Comox Valley policy (new policy #1002) and bring back for trustees to review alongside Policy 1001 and Bylaw 1/90. Trustees to provide any feedback to District Staff prior to the December 4, 2023 Policy Committee Meeting.

ACTION: Stephen will contact Comox Valley school district to see what the Ministry feedback was to them regarding their policy

Policy 4028 Teachers Professional Development Committee (*Attachments*)
Stephen Petrucci, Superintendent

- Removal of all of the PRNTA information as the language and process has changed and will continue to going forward.
- Instead, to reference the PRNTA website that is current and aligns with the provincial and local collective agreements
- A couple of wording changes were also made

ACTION: Bring forward for Notice of Motion at the October 16, 2023 Board Meeting

Next Meeting Date
 December 4, 2023



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

4000 Personnel

4035 Public Interest Disclosure Act (PIDA)

Adopted: 2021-06

Revised:

Reviewed:

Reference:

Policy

Purpose

The Board of Education of School District No. 60 (Peace River North) is committed to honesty, integrity, and accountability in its operations, programs, and services and to promoting a culture of openness and transparency. The School District encourages and supports all personnel in bringing forward reports of unlawful acts and acts of wrongdoing in a manner consistent with the provisions of the British Columbia *Public Interest Disclosure Act* ("PIDA").

The purpose of this Policy and related Procedures is to establish a process, in compliance with the PIDA, for employees and trustees to report, in good faith, wrongful or unlawful conduct without fear of retaliation or reprisal.

Scope of Policy

This Policy applies to alleged wrongdoing related to the School District's operations or personnel. This Policy does not displace other mechanisms set out in School District Policy for addressing and enforcing standards of conduct, disputes, complaints, or grievances, including issues of discrimination, bullying and harassment, occupational health and safety, or disputes over employment matters or under collective agreements.

Guidelines/Principles:

Definitions

In this Policy and the Procedures, the following capitalized terms are defined as indicated:

"Advice" means advice that may be requested in respect of making a Disclosure or a complaint about a Reprisal under this Policy or the PIDA;

“Discloser” means an Employee or Trustee who makes a Disclosure or seeks Advice or makes a complaint about a Reprisal;

~~**“Discloser”** means an Employee or Trustee who makes a Disclosure;~~

“Disclosure” means a report of Wrongdoing made under this Policy and includes allegations of Wrongdoing received by the School District from the Ombudsperson or another government institution for investigation in accordance with PIDA;

“Employee” refers to a past and present employee of the School District;

“FIPPA” means the *Freedom of Information and Protection of Privacy Act*, and all regulations thereto;

“Investigation” means an investigation undertaken by the School District under this Policy or by the Ombudsperson under the PIDA;

“Personal Information” has the same meaning set out in FIPPA, namely “recorded information about an identifiable individual”, and includes any information from which the identity of the Discloser or any person who is accused of Wrongdoing or participates in an Investigation can be deduced or inferred;

“Personnel” means Employees and Trustees;

“PIDA” means the *Public Interest Disclosure Act* of British Columbia, and all regulations thereto;

“Procedure” means the School District’s Administrative Procedure associated with this Policy, as amended;

“Reprisal” means the imposition of, and any threat to impose, discipline, demotion, termination or any other act that adversely affects employment or working condition of an Employee or Trustee member of Personnel because they made a Disclosure, sought Advice, made a complaint about a Reprisal or participated in an Investigation;

“Trustee” means a past or present member of the School District’s Board of Education; and

“Wrongdoing” refers to:

- a. a serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;
- b. an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee’s duties or functions;
- c. a serious misuse of public funds or public assets;
- d. gross or systematic mismanagement;

- e. knowingly directing or counselling a person to commit any act or omission described in paragraphs (a) to (d) above.

Statement of Principles

- The School District is committed to supporting ethical conduct in its operations, and seeks to foster a culture in which Employees and Trustees are encouraged to disclose Wrongdoing, including by receiving, investigating and responding to Disclosures and by providing information and training about the PIDA, this Policy and the Procedures.
- The School District will investigate Disclosures that it receives under this Policy. Investigations under this Policy will be carried out in accordance with the principles of procedural fairness and natural justice.
- The School District will not commit or tolerate Reprisals against any Employee or Trustee who, in good faith, makes a request for Advice, makes a Disclosure, participates in an Investigation or makes a complaint under this Policy.
- The School District is committed to protecting the privacy of Disclosers, persons accused of Wrongdoing and those who participate in Investigations in a manner that is consistent with its obligations under the PIDA and FIPPA.

Privacy and Confidentiality

All Personal Information that the School District collects, uses or shares in the course of receiving or responding to a Disclosure, a request for Advice, a complaint of a Reprisal, or conducting an Investigation will be treated as confidential and will be used and disclosed as described in this Policy, the Procedures, the PIDA or as otherwise permitted or required under FIPPA and other applicable laws.

Reporting

Each year, the Superintendent shall prepare, in accordance with the requirements of the PIDA, and make available, a report concerning any Disclosures received, Investigations undertaken and findings of Wrongdoing. All reporting under this Policy will be in compliance with the requirements of FIPPA.

Responsibility

The Superintendent is responsible for the administration of this Policy, and shall ensure that training and instruction is available to all Employees and Trustees concerning this Policy, the Procedures and the PIDA.

In the event that the Superintendent is unable or unavailable to perform their duties under this Policy, the Superintendent may delegate their authority in writing to the Secretary-Treasurer or other senior members of Personnel.



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

4000 Governance

4028 Teachers – Professional Development Committee

Adopted: 1986-05
Revised: 2012-06
Reviewed: 2023-10

Reference: [PRNTA Professional Development Committee Policy & Guidelines](#)

Policy

~~Defined as educational activities related to teacher development that occur after certification.~~

- ~~• Substitutes and teacher training programs~~
- ~~• Visitations (to classes, schools, district)~~
- ~~• Summer school, short courses, etc. Out-Of-District.~~
- ~~• Workshops (day-week), local and out-of-District~~
- ~~• Speakers (District and for individual schools).~~
- ~~• Extension courses (University) (within District).~~
- ~~• Travel (out-of-District and within)~~

Broadly speaking, Professional Development includes all activities that teachers engage in during their services, designed to contribute to their improvement and effectiveness of their assignment.

Education in-service, training in-service, growth activities while in service, staff development, and professional growth are all terms used frequently and often interchangeably when referring to the continuing educational activities of professional school personnel.

Professional Development will occur in accordance with the Local and Provincial Collective Agreements.

Guidelines/Principles:

The PRNTA policy for Pro-D as revised from time to time will serve as ~~regulations~~ the procedures for this policy.

REGULATIONS:

~~The PRNTA Professional Development Committee believes in the continued professional growth of teachers.~~

~~This will be accomplished by addressing the following priorities:~~

- ~~1. Providing opportunities for individuals to engage in professional growth.~~
- ~~2. Supporting the formation and development of Local Specialist Associations.~~
- ~~3. Supporting district and school-based Professional Development activities through professional development networks and training.~~

PROFESSIONAL DEVELOPMENT POLICY AND GUIDELINES

~~A. THE PROFESSIONAL DEVELOPMENT COMMITTEE AND EXECUTIVE:~~

- ~~A1 This Committee operates in accordance with PRNTA Policy and the School District No. 60 Collective Agreement.~~
- ~~A2 The Professional Development Committee shall consist of the elected officers and one representative from each school. This committee shall be known as the Professional Development Committee and will meet regularly to address professional development matters.~~
- ~~A3 There will be four Executive members elected by the PRNTA. So that there may be some continuity on the Committee, Executive members will be elected for two year terms; two Executive members shall be elected at each AGM of the PRNTA. The Chairperson will be selected internally by the Executive.~~
- ~~A4 School representatives shall be elected in June or September by the school staff.~~
- ~~A5 Sub-committees may be founded at the discretion of the Committee.~~
- ~~A6 The PRNTA President is an ex-officio of the Professional Development Committee.~~

~~_____ A7 _____ A non-voting PRNTA member may be appointed by the Executive Committee to provide financial accountability or other administrative support.~~

~~_____ A8 _____ One member of the Executive Committee should be a representative member to the District Curriculum Development Steering Committee.~~

~~B. _____ APPLICATION FOR FUNDING:~~

~~_____ B1 _____ Prior approval is mandatory for any professional development activity. Without **PRIOR** approval there will be no funding.~~

~~_____ B2 _____ The Professional Development Executive will process out-of-district conference applications a maximum of four weeks prior to the planned activity.~~

~~_____ B3 _____ All requests must be made on the Professional Development Application form available in each school.~~

~~C. _____ DISTRIBUTION OF FUNDS:~~

~~_____ C1 _____ As a guideline, the main categories will be budgeted in the following manner:~~

~~_____ .4 _____ to Local Professional Development~~

~~_____ .3 _____ to Out-of-District Conferences~~

~~_____ .3 _____ to Courses~~

~~_____ A maximum funding allocation to allow two participants to attend all PSA Conferences for the year will be set aside at the beginning of each year so that funding requests can be filled for attendance at PSA Conferences throughout the year. Moneys not requested by members for this purpose will be returned to general funds after the date of each conference.~~

~~_____ C2 _____ Maximum dollar allocation per person per school year (September 1st to August 31st). The maximum approved dollar allocation may not be exceeded.~~

~~_____ C3 _____ Costs of substitutes, when incurred, shall not be considered part of maximum allocations.~~

~~_____ C4 _____ Funds allocated in the present school year are charged against the current year.~~

~~_____ C5 _____ Curriculum implementation is not funded by the Committee.~~

~~D. _____ FINANCE:~~

~~_____ D1 _____ The Committee shall, according to School District No. 60 Collective Agreement, "provide a statement to the Board and the Association annually detailing expenditures of this fund and showing that interest earned on this principle amount is used for professional development in the district." This report shall also be presented to the PRNTA's AGM. To this end, the Committee shall maintain a Professional Development account at a local financial institution.~~

~~_____ D2 _____ As per the Collective Agreement, "the fund and any interest earned is to be administered by the Association's Professional Development Committee and the Director of Instruction~~

~~or his/her appointee. The signing officers shall be the Professional Development Chairperson, the Director of Instruction, and one other member of the Professional Development Executive.~~

~~———— D3 ——— Full financial records shall be kept, including a list of non-support items.~~

~~E. ——— LOCAL PROFESSIONAL DEVELOPMENT:~~

~~———— E1 ——— The Professional Development Committee will recommend to the Board, through the Superintendent, the date of the district-wide Professional Development Day.~~

~~———— E2 ——— The district-wide Professional Development Day will be organized by the Professional Development Committee.~~

~~———— E3 ——— Outside Speakers: Standard Honorarium should have a maximum amount per day. Meals, accommodation and travel expenses are to be paid at BCTF rate of 100%.~~

~~———— E4 ——— PRNTA Speakers:~~

~~———— a) ——— District Staff and Itinerant Staff are expected to provide ongoing professional development as part of their role description, without additional support.~~

~~———— b) ——— Other PRNTA speakers may be offered a token honorarium per session to a maximum per day and the payment of sub costs for 1/2 day release time for workshop preparation.~~

~~———— E5 ——— Any one person will normally be permitted two individual days for local professional development (i.e. visitation or demonstration lesson). Visitations will normally include the Peace River area (including Peace River North, Fort Nelson, Peace River South, and Grande Prairie) without mileage.~~

~~E6 LSA Support: As a grant to promote LSA's, those submitting written plans for the year's activities, with an Application for Funding form, will be eligible for up to \$100.00 annually. Requests for local professional development sponsored by a LSA will receive additional consideration, separate from requests for group allocations.~~

~~E7 Travel Assistance for an approved activity with School District No. 60 involving more than 50 km. round trip may be applied for at the current rate as per policy.~~

~~Teachers must apply for payment using an Application for Funding form.~~

School	No. of Cars Permitted	Round Trip Distance
Buick Creek	4	142 km
Clearview	3	97 km
Hudson's Hope	6	173 km
Osborn	4	145 km
Prespatou	3	183 km
Upper Halfway	4	245 km
Upper Pine	3	77 km
Wonown	4	177 km

~~F. OUT-OF-DISTRICT CONFERENCES:~~

~~F1 Applications should be received **ONE MONTH PRIOR** to the conference. Applications will not be considered prior to the one month interval or at the Pro-D Executive meeting date closest to this time frame.~~

~~F2 Applicants should attach conference programs to application forms.~~

~~F3 Receipts must be submitted to the Committee prior to reimbursement.~~

~~_____ F4 _____ Decisions will be based on the following factors:~~

- ~~_____ a) _____ rationale for attending conference;~~
- ~~_____ b) _____ overall costs submitted (may be amended by Committee);~~
- ~~_____ c) _____ other applications;~~
- ~~_____ d) _____ area of special need (i.e. personal goals, school goals, district goals);~~
- ~~_____ e) _____ previous support of applicant;~~
- ~~_____ f) _____ amount of support already given during the current year according to established priorities.~~

~~_____ F5 _____ For conferences where more than one person applies, a maximum group allocation of \$900.00 may be made.~~

~~_____ F6 _____ Each LSA may apply for the funding described below; in order to send members to their PSA Conference, once a year:~~

_____ 0 - 20 _____	_____ \$ 1,500 _____
_____ 21 - 40 _____	_____ \$ 2,000 _____
_____ 41 - 60 _____	_____ \$ 2,500 _____
_____ 61 + _____	_____ \$ 3,000 _____

~~_____ Full funding to a maximum \$700.00 will be provided for two (2) PRNTA members to attend their PSA conference if they are unable to form a LSA group.~~

~~_____ F7 _____ Professional Development funding will not include PSA or other membership fees. Per diem rates for accommodation and meals will be at current BCTF rates:~~

~~_____ **G. COURSES:** _____~~

~~_____ G1 _____ With approval prior to the beginning of the course(s), teachers will be reimbursed 75% of tuition costs for courses completed.~~

~~_____ Claims must be submitted within three (3) months of finishing the course(s), with:~~

- ~~_____ a) written notification of course completion, and~~
- ~~_____ b) proof of tuition paid.~~

~~_____ G2 Payment will only be made to those teaching in School District No. 60 after successful completion.~~

~~_____ G3 75% support will be given to BCTF sponsored workshops endorsed by the local association and held within the district, i.e. Project Teach.~~

~~_____ G4 With prior approval, certified teachers, who are substituting in School District No. 60 and who are members of the PRNTA, are eligible for an education grant of \$25.00 for each one-and-a-half (1 1/2) unit credit course successfully completed, to a maximum of \$75.00 per contract year.~~

~~H. POLICY AND GUIDELINES:~~

~~_____ H1 The Professional Development Policy and Guidelines may be reviewed at each year's AGM.~~

~~I. REPORTING:~~

~~_____ I1 The Professional Development Committee should report on its activities monthly to the PRNTA executive.~~

~~J. THE ACCOUNTS:~~

~~_____ J1 The accounts of the Committee should be audited as of August 31st each year by an external auditor recommended by the Professional Development Committee and approved by the PRNTA Executive at their December meeting. The fiscal year is September 1st to August 31st.~~

~~K. CLAIMS:~~

~~_____ K1 Advances may be requested for travel expenses and registration fees.~~

~~_____ K2 Cheques will be mailed through the School Board mail.~~

~~_____ K3 All claims are **INVALID THREE (3) MONTHS AFTER COMPLETION OF ACTIVITY.** Invalidated claims may be appealed upon application in writing to the Professional Development Committee citing reasons and circumstances.~~

~~_____ K4 _____ Procedures to follow:~~

~~_____ In the event plans are canceled after prior approval has been received, the Professional Development Committee should be notified immediately.~~

~~_____ K5 _____ Economizer rates should be utilized wherever possible.~~

~~_____ K6 _____ Educational Leave: Subject to prior approval, teachers on leave of absence will be reimbursed for education courses, (as per the guidelines), upon returning to a teaching position in School District No. 60.~~

~~L. _____ RELEASE TIME:~~

~~_____ L1 _____ Ten (10) release days should be made available to the Professional Development Committee and allocated at the discretion of the Chairperson.~~

~~M. _____ FUND DEPLETION:~~

~~_____ M1 _____ Members of the PRNTA will be notified through the executive when funds for the fiscal year have been depleted. The PRNTA has the option to contribute additional funding.~~

Employee well-being: legal and societal expectations for employers

Preliminary Program

Thursday, November 2, 2023 (Day One) – sponsored by Roper Greyell LLP

8:00 am – 9:00 am	Registration <i>Coal Harbour Ballroom Foyer</i>
9:00 am – 9:10 am	Traditional Welcome <i>Coal Harbour Ballroom</i>
9:10 am – 9:30 am	Welcome and Overview Bruce L. Anderson, CEO, BC Public School Employers' Association
9:30 am – 9:45 am	Recorded message from Ministry of Education and Child Care Hon. Rachna Singh, Minister of Education and Child Care
9:45 am – 10:45 am	Keynote: Human Rights obligations for employers Delayne Sartison, K.C., Founding Partner and Jenny Devins, Partner, Roper Greyell LLP
10:45 am – 11:05 am	Refreshment Break – sponsored by ApplyToEducation <i>Coal Harbour Ballroom Foyer</i>
11:05 am – 12:00 pm	Breakout Sessions Session A (staff session): Duty to Accommodate Jennifer Hogan, Associate Counsel and Jaime H. Hoopes, Associate, Roper Greyell LLP <i>Room: Coal Harbour A</i> Session B (staff session): Performance reviews for exempt staff Chris Beneteau, Executive Director, Employee Relations & Sector Initiatives BC Public School Employers' Association <i>Room: Coal Harbour B</i> Session C (trustee session): Working with People: LR 101 for Trustees Carmen Batista, Director of Human Resources and Labour Relations, BC School Trustees Association and Leanne Bowes, Executive Director, Labour Relations (Collective Bargaining), BC Public School Employers' Association <i>Grouse Room (4th floor)</i>
12:00 pm – 1:00 pm	Lunch (provided) – sponsored by Matthews Dinsdale & Clark LLP <i>Coal Harbour Ballroom Foyer</i>
1:00 pm – 2:00 pm	Working Sessions continued Session A and B for school district staff repeat
2:00 pm – 2:30 pm	Refreshment Break – sponsored by Pacific Blue Cross <i>Coal Harbour Ballroom Foyer</i>
2:30 pm – 3:30 pm	Culture, Protection and Productivity <i>Coal Harbour Ballroom</i> Cori Maedel, Chief Executive Officer, The Jouta Performance Group
3:30 pm – 4:15 pm	Race-Based Harassment and Unconscious Biases Kristen Woo, Legal Counsel, BC Public School Employers' Association



- 4:15 pm – 4:30 pm **Closing Remarks**
Bruce L. Anderson, CEO, BC Public School Employers' Association
- 4:30 pm – 5:30 pm **Wine and Cheese reception – Sponsored by Southern Butler Price**
Coal Harbour Ballroom Foyer

Friday, November 3, 2022 (Day Two) – Sponsored by Harris & Company LLP

- 7:30 am – 8:30 am **Breakfast (provided)** *Coal Harbour Ballroom Foyer*
- 8:30 am **Territorial Acknowledgement** *Coal Harbour Ballroom*
- 8:30 am – 8:35 am **Welcome**
Bruce L. Anderson, CEO, BC Public School Employers' Association
- 8:35 am – 9:35am **Keynote: Psychological Safety at Work**
Dr. Marie-Hélène Pelletier, Leadership Resilience & Burnout Psychologist
- 9:35 am – 10:00 am **Refreshment Break – Sponsored by Indeed**
Coal Harbour Ballroom Foyer
- 10:00 am – 11:00 am **Breakout Sessions**
- Session A (staff session) Employee conduct on social media outside of work**
David Woolias, Partner, Harris & Company LLP
Room: Coal Harbour A
- Session B (staff session): Case Law Update**
Sari A. Wiens, Partner, Harris & Company LLP
Room: Coal Harbour B
- Session C (trustee session): Governance for Trustees – Panel Discussion**
Facilitated by Alan Chell, BCPSEA Board Chair
Panelists: Eve Flynn, Dawn Lang, Shirley Wilson, BCPSEA Board Directors
Grouse Room (4th floor)
- 11:00 am – 11:15 am **Refreshment Break** *Coal Harbour Ballroom Foyer*
- 11:15 am – 12:15 pm **Working sessions continued**
Sessions A and B repeat
- 12:15 pm – 1:00 pm **Lunch (provided) – Sponsored by Essential Impact**
Coal Harbour Ballroom Foyer
- 1:00 pm – 2:00 pm **Employee well-being: legal and societal expectations for employers**
Lindsie M. Thomson, Managing Partner, Harris & Company LLP
Coast Coal Harbour Ballroom
- 2:00 pm – 3:00 pm **Neurodiversity at Work**
Dr. David Worling, Spectrum Works Consulting Group
- 3:00 pm – 3:45 pm **Ministry Recruitment Update – Workforce planning strategy**
Linda Beddouche, Ministry of Education and Child Care
- 3:45 pm – 4:00 pm **Closing Remarks**
Bruce L. Anderson, CEO, BC Public School Employers' Association

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Leah Reimer <lreimer@prn.bc.ca>

Fwd: [External Sender] Supporting Inclusive and Effective Education for BC Students with Down Syndrome

1 message

Helen Gilbert <hngilbert@prn.bc.ca>

Thu, Oct 5, 2023 at 9:26 AM

To: Stephen Petrucci <spetrucci@prn.bc.ca>, Leah Reimer <lreimer@prn.bc.ca>

----- Forwarded message -----

From: **Tamara Taggart** <president@downsyndromebc.ca>

Date: Thu, 5 Oct 2023 at 08:16

Subject: [External Sender] Supporting Inclusive and Effective Education for BC Students with Down Syndrome

To: <hngilbert@prn.bc.ca>Cc: <vice.president@downsyndromebc.ca>downsyndromebc.ca | hello@downsyndromebc.ca | [@downsyndromebc](https://www.instagram.com/downsyndromebc)

October 5, 2023

Helen Gilbert, Board Chair
School District No. 60, Peace River North
Via email: hngilbert@prn.bc.ca

Dear Helen Gilbert,

We are a non profit organization working to share information that supports the health and wellbeing of individuals with Down syndrome.

We are writing to you again to share resources that may help your district to support learners with Down syndrome:

- [International Guidelines for the Education of Learners with Down syndrome](#), published by Down Syndrome International in June 2020
- [CDSS Education Hub](#) from the Canadian Down Syndrome Society
- [DSRF's Down Syndrome Academy](#) from the Down Syndrome Resource Foundation

The International Guidelines for the Education of Learners with Down syndrome recommends "Learners with Down syndrome should be placed in mainstream classes appropriate to their age. Students should be withdrawn from those settings as infrequently as possible." and "At the point when a teacher is assigned a class including a student with Down syndrome, targeted professional development should be provided."

To encourage you to follow the recommendations above, we want to highlight that DSRF's Down Syndrome Academy will run a live course this fall, [Supporting Learners with Down Syndrome in Inclusive Classrooms](#), with the first live session taking place on October 24, 2023. Please support educators in your district, including those who currently have a student with Down syndrome, to take advantage of this fantastic Professional Development opportunity.

Please share this letter with your fellow trustees, and distribute the resources listed above to the administrators and educators in your district. All of these links are also available on our website, at downsyndromebc.ca/education.

The United Nations Convention on the Rights of Persons with Disabilities (UNCRPD), ratified by Canada in 2010, states in Article 24 that persons with disabilities should have access to "inclusive, quality and free" education, with reasonable accommodation, and the supports needed to realize effective education, with the goal of full inclusion. The rights of students with disabilities to receive inclusive and effective education is well recognized by the BC Ministry of Education.

Please ensure that students with Down syndrome in your district receive an inclusive and effective education.

Sincerely,



Tamara Taggart
President, Down Syndrome BC



Rebecca Rubenstein
Vice President, Down Syndrome BC

--
Helen Gilbert
School District #60 Trustee
Board Chair
District Address
[10112-105 Avenue, Fort St John, BC V1J 4S4](#)

Respecting the beautiful ancestral lands of the Dane Zaa and Treaty 8.
"Do the best you can until you know better. Then when you know better, do better."
Maya Angelou





BUILDING MORE SCHOOLS IN B.C.

B.C. is booming. In the past two years, 250,000 new people have moved to the province. This growth is placing pressure on many communities as more people choose to make B.C. their home.

Working with First Nations, school districts and municipalities, we are creating a path forward. With the Province's \$3.4 billion in designated funding over the next three years, school districts have an opportunity to build and improve schools

that help support CleanBC climate targets, can manage extreme weather events, and address the needs of local communities with built-in services, such as child care, while still delivering quality education for all B.C. students.

Together, we are building modern, sustainable schools that continue to offer the outstanding K-12 education that B.C. is known for around the world.

"The provincial government, municipalities and school boards all have a role to play in planning communities that provide students with modernized learning environments that make sense for the world we live in today."

— Honourable Rachna Singh, Minister of Education and Child Care



WHAT IS THE B.C. GOVERNMENT DOING TO HELP?

Rachna Singh, Minister of Education and Child Care

1

Shortened the business case for major school projects by one year

Given the rapid speed of population growth and increased student enrolment, the government has acted quickly to shorten project timelines by allowing the Ministry of Education and Child Care to approve more business cases faster. This allows school districts to deliver new classroom spaces sooner.

2

Acquiring urgently needed land for schools

Since September 2017, the Province has announced 24,000 new student spaces and 35,000 seismically safer seats with a record \$3.9 billion in funding.

The B.C. government remains committed in playing a proactive role in planning by acquiring school sites early so better options for school locations are available and more cost-effective for everyone.

The Ministry of Education and Child Care has 99 major capital projects in progress as of June 2023, including 44 expansion projects in high-growth communities.



3

Project offices for growing school districts

With local expertise of the labour market, permitting and municipal government process, school districts bring together teams of professionals to oversee the planning, design and construction of new schools, additions and other improvements.

Project offices further help manage multiple capital projects at a time, which results in time-saving efficiencies, especially in fast growing school districts.



“School trustees are elected to represent the interests of B.C. students. We are proud to be advocates for our communities and proactive problem-solvers.”

— Carolyn Broady, president of the BC School Trustees Association



– FINDING SOLUTIONS TOGETHER

4

Collaborative planning between municipalities and school districts

When school districts and elected school boards build stronger relationships with their local municipality, there are opportunities for cost sharing and community planning that better serve everyone.

Stellar sports fields were just one of the benefits the Langley School District gained by building a solution-oriented relationship with the Township of Langley. As part of their strategic planning, developers are also required to set aside an elementary and park site if development in a specific area requires a new school.

5

Simple, repeatable designs

The Ministry of Education and Child Care is keen to support school districts that use simple, repeatable designs to achieve time and cost savings while still delivering modern, bright classrooms that are optimal for learning.

There are many examples of school districts leveraging this practice on both large-and small-scale projects to deliver classrooms sooner. Interested school districts can reach out to their ministry contact to discuss further.

“Our relationship with the Township is strong, healthy and mutually beneficial and has taken time to build.” — Candy Ashdown, Langley School Board Chair

6

Prefabricated design

More school districts are considering prefabricated classrooms as viable options that benefit the environment and have a simpler construction process. Examples of prefabricated classrooms are already available in places such as Ontario, Alberta and right here in B.C.

With high population growth and rapid enrolment in some areas of the province, prefabricated design models may be well-suited for school districts that require faster construction timelines to increase student spaces.

Dr. Charles Best Secondary school, Coquitlam

Dr. Charles Best Addition

The 150-seat addition built onto École Dr. Charles Best Secondary school in Coquitlam School District is a cost-effective prefabricated model.

Material was designed and manufactured off site, which allowed rapid assembly at the school.

The addition can be easily replicated for use on other sites, which provides flexibility for more student space in the future.

< *The Surrey School District receiving a new welcome post carved by Coast Salish artists*



Coal Harbour (2024), Vancouver

7

The urban school

Density is driving the need to develop more schools in areas of anticipated high population density along key transit corridors.

The urban school model can be leveraged in different communities throughout B.C. as a means of effectively providing services that families also need outside the classroom.

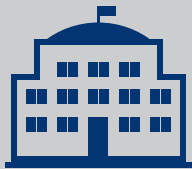
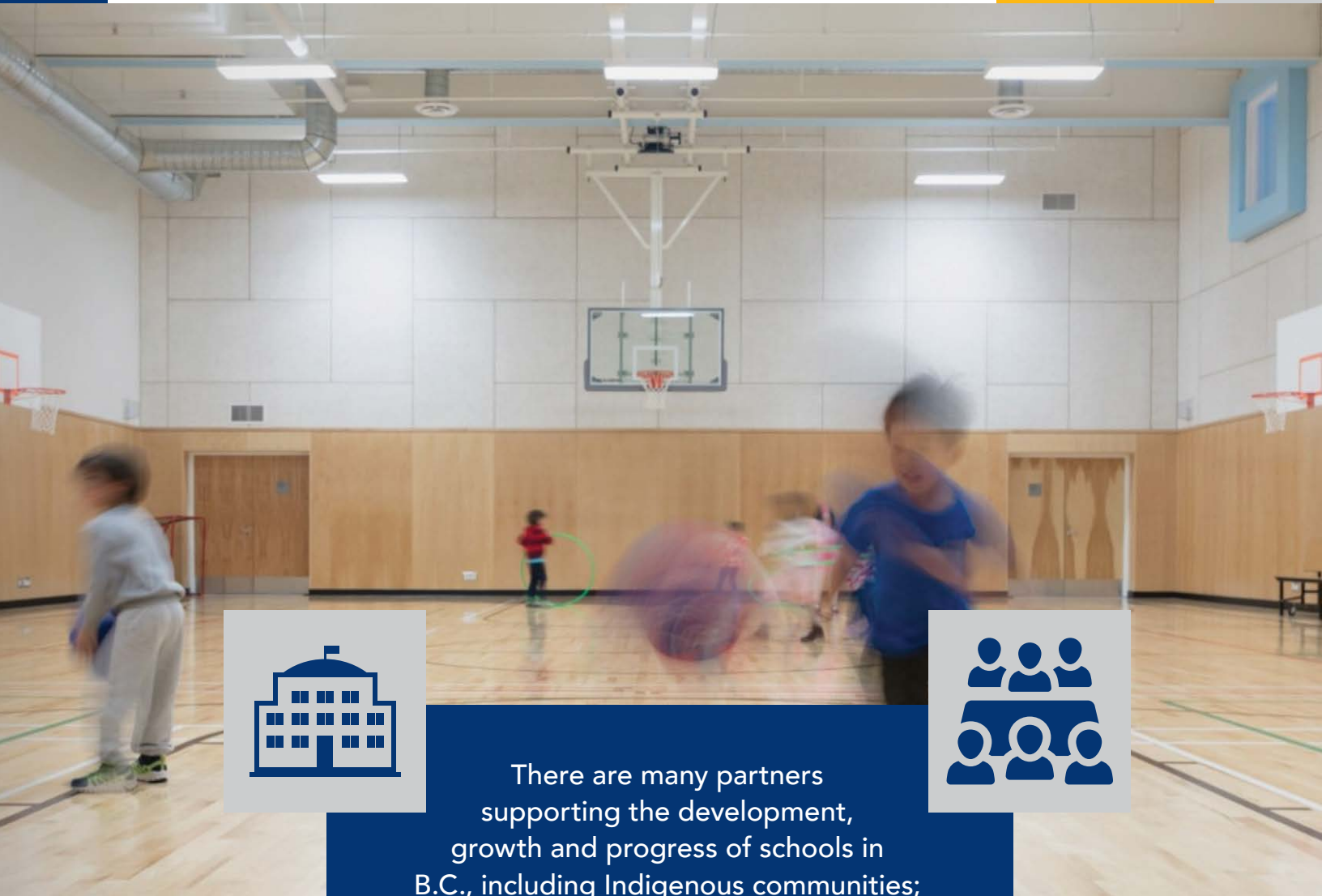
Smart planning in denser areas is crucial to accommodating and adapting to the population growth and demographic changes B.C. is experiencing.

Coal Harbour in downtown Vancouver

Slated to open for students in 2024/2025, the new highrise, multi-use building will be connected to the existing Coal Harbour Community Centre as well as affordable housing and child care spaces.

With capacity for 340 students, the building is targeting ambitious sustainability goals including Passive House and LEED Gold certification and Zero Carbon building standards. The design is multi-functional and truly integrates built-in services for the broader community.

THE PROVINCE plays a key role in funding expansions, improvements and building new schools for local delivery by the school district.



There are many partners supporting the development, growth and progress of schools in B.C., including Indigenous communities; elected school boards; school districts; municipalities and many other organizations.

Together we are building classrooms with students' success and well-being at the centre.





October 11, 2023

Ref: 293438

Their Worship Lilia Hansen
Mayor of the District of Fort St. John
Email: lhansen@fortstjohn.ca

Dear Mayor Hansen:

I am writing to thank you for meeting with me on Monday, September 18, 2023, at the Union of BC Municipalities Convention (UBCM) in Vancouver.

A record number of people are choosing to make BC their home, which is leading to more enrollment growth in schools. The Ministry works closely with school districts to accommodate growth in fast-growing areas, which includes helping to fund school district project offices with dedicated staff to deliver and expand new schools in their districts. Each school district completes their own enrollment projections for planning purposes to fulfill the required amount of teachers and staff needed each year as well as future project planning. Ministry staff regularly meet with all districts and school trustees to understand and work on solutions to address emerging and local needs throughout BC.

Enrollment projections often change over time given fluctuating variables and are one tool of many to facilitate future planning.

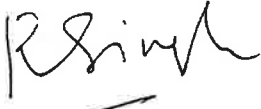
I recognize that the demographics of many neighbourhoods throughout the province are changing. The province continues to work closely with local governments, other Ministries, and school districts to meet the demands of student spaces.

As always, we encourage local governments to continue to, and/or ensure they are collaborating, communicating, and working together with the School District to ensure the best learning outcomes for kids. I can't stress the importance of that, especially through any land use planning and long-range facility planning. The information provided informs those plans – always better outcomes when we see more community plans come together.

.../2

Again, thank you for advocating for your community and taking the time to meet with us. Your support and commitment are truly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read 'R Singh', with a horizontal line drawn underneath the name.

Rachna Singh
Minister

Attachment - Capital Brochure

pc: Chris Brown, Assistant Deputy Minister, Resource Management Division
Stephen Petrucci, Superintendent
Helen Gilbert, Board Chair