

MINUTES

SCHOOL DISTRICT NO. 60 (Peace River North)

REGULAR MEETING

Monday, November 20, 2023
5:30 p.m.

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

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



(Guests/Media)
Michele Wiebe, PRNTA President

Regrets: Nicole Gilliss, Trustee (Area 3) *(via Zoom for voting)*

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

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

Any use of an electronic device such as a computer or cell phone is related to the business of the meeting

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

Call to Order Secretary-Treasurer, Angela Telford Chair called the meeting to order at 5:31 p.m.

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

Agenda

Approval of the Agenda

Motion #128-23 Scott-Moncrieff/Lehmann
THAT the agenda be accepted as presented.

CARRIED.

Declaration of Conflict of Interest

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

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

Election of Board Officers

Election of Board Chair

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

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

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

Election of Vice-Chair

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

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

Madeleine Lehmann	Accepted
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The Board Chair declared Madeline Lehmann the Vice-Chair.

Election of Provincial Councilor Rep

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

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

Ida Campbell	Accepted
Bill Snow	Accepted
Nicole Gilliss	Accepted

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

The Board Chair declared Ida Campbell the Provincial Councilor Rep.

Election of Alternate Provincial Councilor Rep

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

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

Nicole Gilliss	Accepted
Bill Snow	Accepted

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

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

Election of BCPSEA Rep

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

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

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

Nicole Gilliss	Accepted
Madeleine Lehmann	Accepted
Thomas Whitton	Declined

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

Election of Alternate BCPSEA Rep

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

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

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

Nicole Gilliss	Declined
Thomas Whitton	Accepted

The Board Chair declared Thomas Whitton the Alternate BCPSEA Rep. by acclamation.

Motion #129-23

Scott-Moncrieff/Snow
THAT the secret paper ballots be destroyed.

CARRIED.

Other Board Duties

Audit Committee

- Vice-Chair Lehmann is the Chair for this committee
- As per Policy 1001, there will be involvement once the Request for Proposals for Auditors is posted onto BC Bid next week

School Liaison Reps

- Discussed last year that reps would remain the same for two years
- Have not received feedback from trustees of a need for a change, so it will remain the same for this year
- It has become more common that people are checking who their School Liaison is on the website when they have questions or concerns

Presentations/Delegations

Reminder of Process

- Going forward, processes will be diarized to bring to the September Board Meeting annually

Trustee Engagement/Celebrations

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

Trustee Campbell (Area 4)

- Two PAC Meetings. Taylor PAC had to cancel due to quorum not being met
- Baldonnel is having a carnival on November 23, 2023. It is a conflict with the band performance, so will be attending that instead
- Strategic Planning sessions – everyone has been very engaged
- Taylor PAC Christmas Market last Saturday
- Equity Scan Meetings
- Taylor – No Soldier Left Behind – well attended

Trustee Gilliss (Area 3)

- *Not in attendance*

Vice-Chair Lehmann (Area 1)

- BCPSEA Symposium – will report out later in the agenda
- Joint Health & Safety Committee Meeting
- Labour Management Meeting
- Strategic Planning session – everyone very engaged
- Cecil Lake Remembrance Day ceremony – well attended with five speakers who have close ties to people who have served

Trustee Scott-Moncrieff (Area 2)

- Taylor Remembrance Day wreath presentation in Taylor
- Upper Pine and Wonowon are doing well
- Touched based with Prespatou and Buick

Trustee Snow (Area 5)

- Visited liaison schools
- New district leadership academy meeting
- Provincial Council Meeting

Thomas Whitton (Area 5)

- Remembrance Day wreath placement in Fort St. John
- Conversation with Central PAC
- Bert Bowes PAC meeting
- Alwin Holland – PAC is struggling with membership

Chair Gilbert (Area 5) (Attachment)

- See attached

Minutes of the Regular Board Meeting

Approval of the Minutes

Motion #130-23

Snow/Campbell

THAT the Regular Meeting Minutes of October 16, 2023 be adopted with the following corrections:

Motion #25-23 should read Motion #125-23

Motion #26-23 should read Motion #126-23

Motion #27-23 should read Motion #127-23

CARRIED.

Business Arising from the Minutes

The following business arose from the above noted Minutes:

Secretary-Treasurer Report – Finance Report

- Angela Telford will be speaking to the 1701 results in today's Regular Meeting Secretary-Treasurer Report

Correspondence – Ministry/Mayor Letter Update

- Chair Gilbert reached out the City Mayor and confirmed that their discussion was in line with our capital project submission

Accessibility Committee Update

- Chair Gilbert noted that it would be a good idea to have a trustee sit on this committee as there are policy implications as well as to look for a potential Advocacy opportunity
- Superintendent – the committee has rules around composition; there may be an opportunity for trustees as well as anyone who has a child with accessibility issues

Approval of Excerpts

Motion #131-23

Snow/Scott-Moncrieff

THAT the excerpts from the September 18, 2023 In Camera Meeting Minutes be approved and appended to these Regular Meeting Minutes.

CARRIED.

Announcements & Reminders

November 20-22	Elementary Volleyball Tournaments	ARYES
November 22/23	Early Dismissal	
November 23-25	BCSTA Trustee Academy	Vancouver
November 23	District Band Concert	6:00 p.m. NPCC

November 24	NID (Parent-Teacher Interviews)		
November 24	Strategic Planning Session (Exempt, Custodian, Bus Drivers, Early Learning)	9:00 – 10:30 a.m.	ARYES
November 28	SUP-PAC Meetings (<i>Gilbert/Whitton</i>) (Strategic Planning Session)	11:30 a.m.	DDC
November 30	Strategic Planning Public Open House	6:00 – 8:00 p.m.	ARYES
December 1	District Staff Christmas Dinner & Dance (Pomeroy Hotel)	5:30 p.m.	
December 4	COTW Meetings	12:30 p.m.	Board Room
December 4	Strategic Planning (Local Governments)	5:00 – 6:30 p.m.	ARYES
December 6	AHCOTE Graduation	5:00 p.m.	Northern Grand
December 11	NPAA Christmas Dinner Meeting (Northern Grand)	5:00 p.m.	
December 18	Board Meetings	5:30 p.m.	Board Room
December 25 to January 5	Christmas Vacation		
January 15	COTW Meetings	12:30 p.m.	Board Room
January 22	Board Meetings	5:30 p.m.	Board Room
January 23	SUP-PAC Meetings (<i>Snow/Scott-Moncrieff</i>)	12:00 p.m.	Board Room
January 25	BCPSEA AGM		Virtual
February 2	Prespatou Graduation		Prespatou

Senior Staff Reports

Superintendent's Report

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

Human Resources Summary for Teachers & AO's

- For information purposes

Superintendent's Report

- For information purposes

Community Coaches

- See motion below

Out of District Field Trips

- Includes an out of country field trip...all processes have been followed

Motion #132-23

Scott-Moncrieff/Snow

THAT the Board accept the Superintendent's Report with the exception of Community Coaches and Out of District Field Trips

CARRIED.

Motion #133-23

Snow/Lehmann

THAT the Board of Education accept the Community Coaches as presented.

CARRIED.

Motion #134-23

Campbell/Scott-Moncrieff

THAT the Board of Education accept the Out of District Field Trips as presented

CARRIED.

Secretary-Treasurer's Report

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

Finance Update to October 31, 2023

- For information purposes
- In a deficit at the end of October which is consistent with the start-up of a new year
- Has the need for providing food increased in schools? Superintendent - Food allocation has seen an increase in our schools where there are bigger populations of families in need. Other school communities, the need hasn't increased. Met with the administrators of the schools to get feedback. This funding is for in-school food programs only.
- Vice-Chair Lehmann – Miscellaneous Revenue – Secretary-Treasurer varies greatly year to year and will be adjusted on the Amended Annual Budget. It's the odd donation and reimbursement for things that wouldn't be offset with expenses

Enrollment Update 2023/2024 (Attachment)

- Variance from projections done in February 2023
- Seeing a decrease from what was projected (197.6 FTE). See attachment for the rest of the details.
- It was noted there is a significant increase in ELL learners
ACTION: Secretary-treasurer will get back to the trustees on why there has been an increase in ELL learners

Human Resources Summary Report

- For information purposes

***NEW – Hudson's Hope Childcare**

- A need for childcare in Hudson's Hope
- Opening a Before and After School Care as a shared space with the Strong Start room
- YMCA will be running the program
- License is in place and will be opening in the next couple of weeks
- Chair Gilbert – is there an advocacy piece in regards to licensing for shared space? Secretary-Treasurer – the licensing piece has been a learning curve but coming along
- Along with the District of Hudson's Hope, we will continue to assess the needs in the community
- It's not a matter of just opening a program, it is required to run for 10-15 years

Motion #135-23

Lehmann/Thomas

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

Reports of Regular Committee of the Whole Meeting

Approval of the Minutes – November 6, 2023

Motion #136-23

Whitton/Lehmann

THAT the Board accept the Regular Committee of the Whole minutes of November 6, 2023.

CARRIED.

Business Arising from the Minutes

The following business arose from the above noted Minutes:

None

Policy Committee

Motion #137-23

Policy 4035 Public Interest Disclosure Act (PIDA)

Lehmann/Campbell

THAT Policy 4035 Public Interest Disclosure Act (PIDA) be adopted.
CARRIED.

Motion #138-23

Policy 4028 Teachers Professional Development Committee

Snow/Scott-Moncrieff

THAT Policy 4028 Teachers Professional Development Committee be adopted.

CARRIED.

Other Reports

BCSTA

Virtual Session – January 11 (5:00 – 7:00 p.m.) – Financial & Resource Management

- All sessions are archived and can be viewed online through the “portal”

Advocacy Report – Chair Gilbert

- For information purposes

Provincial Council Report – Trustee Snow

- New Reporting Presentation – well explained
- Metis BC Presentation – we were asked about what each district did...shared about the sashes worn at Grad. One of the ladies there had boxed and sent them to us
- There were Mental Health and Pay Equity Motions that were carried
- Discussions around SOGI and Board Safety
- Data Walk
- Autism and there being an approximate 10.7% annual increase
- Discussed Assessment, Literacy and Completions rates
- Next Provincial Council will be via Zoom in February 2024
- Around 60 trustees in attendance. It was a small but interactive group
- Was encouraged about the health of our Board and District Staff

BCPSEA

BCPSEA Symposium Report Out

Vice-Chair Lehmann

- Employee Well-Being – more legal aspect presented
- Overlapping sessions on Duty to Accommodate to address burnout
- Included two break-out sessions for trustees. First - information regarding the new “portal” as well public engagement at Board meetings. Second – panel discussion facilitated questions. One question was “should trustees be involved in local bargaining” (a divisive response). Conflict of interest – different aspects were discussed. Handling complaints from the public about staff.
- Employee conduct and social media – laws haven’t changed. Neurodiversity at Work – strong speaker.
- Ministry Recruitment update on the Workforce is an attachment in the agenda package

Trustee Snow

- Trustee Snow – trustee breakout sessions – was with one of the largest table groups and polarized in responses to questions. Got a lot out of the networking

BCPSEA Fall Update #2 (Attachment)

- Chair Gilbert – where do we stand in our district in regards to support staff job evaluations. Secretary-Treasurer – finished our process of reviewing job descriptions and they have been submitted to BCPSEA. Internally, we have completed a pay equity assessment. The goal is that the districts will be aligned (eg. mechanics working for different districts have reasonable pay equity). There could be wage differential due to different expectations and qualifications

Board Pro-D Committee

- Ongoing Strategic Planning

Correspondence

None

Unfinished Business

Strategic Planning

- Superintendent – heard back from schools in outlying areas in regards to providing in-person access. Working with administrators around sessions aligning with PAC meetings. They are asking when we produce the schedule, they would like a trustee to attend the meeting as well as to extend an invitation to community partners and provide an abridged presentation of world café
- We have over 300 responses to our online survey
- Indigenous Education Council (Dec 14), DPAC/SUPAC (Nov 28) and the Open House Family Event (Nov 30) sessions are remaining
- November 24 is Exempt, Early Learning, Bus Drivers and Exempt staff
- December 4 – Local Governments

New Business

None

PRNTA Update – Michele Wiebe, President

- Congratulations to the newly elected Board officials
- Announcement & Reminders: AHCOTE Grad December 6 @ 5:00 p.m. at the Northern Grand.
- Thank you for updating Policy 4028 – connected with Pro-D Chair and she is in agreement with the changes and updates
- Strategic Planning – can't make the November 30 Open House, but would like to attend the December 4 session for Local Governments? Chair Gilbert – December 4 won't be the full world café due to a different audience. The next world café would be November 24, 2023. You're welcome to join either or the Local PRNTA Executive could meet and submit a response report to the Board

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
No press or public present

Suspension & Move into In-Camera Meeting

Motion #139-23 Snow/Whitton
 THAT the Board suspend the Regular Meeting and move into the In-Camera Meeting.

CARRIED.

Motion #140-23 Whitton/Snow
 THAT the Board resume the Regular Meeting and those Motions made In Camera be brought forward for implementation.

CARRIED.

Adjournment

Motion #141-23 Snow/Scott-Moncrieff
 THAT the meeting be adjourned. (8:16 p.m.)

HELEN GILBERT, CHAIR,
BOARD OF EDUCATION

ANGELA TELFORD,
SECRETARY-TREASURER

Helen

Celebration/Engagements Nov. 20th

- Involved in strategic planning sessions and they have been positive.
- Attended an Equity Scan meeting where we are working through the data from the process undertaken last year with an eye to setting goals. Planning for a What we Heard event to be done. Date will be circulated for all trustees.
- Attended the NPAA meeting on the board's behalf
- Continuing to participate in Community Advisory Group with Northern Health
- attended recent Labour Management Meeting
- Officiated an elementary volleyball game. Appreciated triple ball play as a means to improve skill and participation.

I would like to extend a special thank you to our staff and acknowledge the work done in regards to Remembrance Day Ceremonies. I attended Baldonnel's ceremony with my 85 year old mother. She raised five children, is a grandmother to 11 and has 13 great grandchildren. I share this information because she is an expert on Remembrance Day Ceremonies having attended many to watch her family. She was watching her great granddaughter perform at Baldonnel. My mother found the ceremony very well done. She was impressed by the demeanor of the students, the variety of activity, the participation of a veteran from Afghanistan and the activities in the ceremony.

From looking at posted information about the ceremonies that took place at other schools I know the level of care and preparation was evident around the district.

Mrs. Merrill a Baldonnel teacher wrote a song called This is a Poppy that her class performed. I bought the words to share with you because it shows the depth of teaching and understanding staff are working to build around this .

I also attended Hudson's Hope Community Remembrance Day Ceremony on behalf of the board. I shared the honour of laying the wreath with a grade eleven student. Vina moved to Hudson's Hope from Indonesia six years ago. This was the first community ceremony that she had attended. After the ceremony there was a tea where student art work that said thank you to soldiers was displayed.

This Is A Poppy

(To the tune of "You Are My Sunshine")

This is a pop-py
A bright red pop-py
We wear it proud-ly^
For Remembrance Day
It shows we hon-our^
And re-mem-ber
All brave sol-diers and all they gave.

In Flanders Fields
The famous poem
By a Canadian med-ic^
Far from home
The loss and sor-row^
Gave us our free-doms
We willllll re-mem-ber them.

This is a pop-py
A bright red pop-py
We wear it proud-ly^
For Remembrance Day
It shows we hon-our^
And re-mem-ber
All brave sol-diers and all they gave.

School District #60 (Peace River North)
 September 2023 1701 Count vs Preliminary Enrollment Estimate

FTE Based

	2022/23 Actual Enrollment	2023/24 Actual Enrollment	2023/24 Enrollment Projection (Preliminary Budget numbers)	Enrollment Variance From Projections
Base Enrollment Count				
Standard (Regular) Schools	5,974.000	5,815.000	6,010.000	195.000
Online Learning	130.625	159.375	140.000	19.375
Home Schooling	34.000	13.000	34.000	21.000
Course Challenges	1.000		1.000	1.000
Total Enrollment	6,139.625	5,987.375	6,185.000	197.625
Unique Student Needs Count				
Level 1	3.000	4.000	4.000	-
Level 2	277.000	300.000	292.000	8.000
Level 3	151.000	141.000	171.000	30.000
English Lanugage Learners	545.000	646.000	530.000	116.000
Indigenous Education	1,267.000	1,301.000	1,285.000	16.000
Adult Education	4.875	3.875	4.000	0.125
Total for Unique Student Needs Count	2,247.875	2,395.875	2,286.000	109.875
Information Based on September 2023 Enrollment	8,387.500	8,383.250	8,471.000	87.750

Headcount

	2022/23 Actual Enrollment	2023/24 Actual Enrollment	Enrollment Variance Between Years
Base Enrollment Count			
Standard (Regular) Schools	5,914.000	5,899.000	15.000
Online Learning	462.000	572.000	110.000
Home Schooling	12.000	13.000	1.000
Total Enrollment	6,388.000	6,484.000	96.000