

SCHOOL DISTRICT NO. 60 (PEACE RIVER NORTH)

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

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Board of Education



A G E N D A B O O K

FOR THE

REGULAR BOARD MEETING

BOARD ROOM

MONDAY, DECEMBER 18, 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, December 18, 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, November 20, 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, October 16, 2023 (page 16)**7.0 Announcements and Reminders**

December 25			
to January 5	Christmas Vacation		
January 15	COTW Meetings	12:30 p.m.	Board Room
January 15	NPAA Meeting	4:45 p.m.	TBD
January 22	Board Meetings	5:30 p.m.	Board Room
January 23	SUP-PAC Meetings (Snow/Scott-Moncrieff)	12:00 p.m.	Board Room
January 25	BCPSEA AGM		Virtual
February 2	Prespatou Graduation		Prespatou
February 2	NID Day Pro-D (District – Semester Turnaround)		
February 2/3	Northern Interior Branch (NIB) AGM		Prince George
February 9	Partner Liaison Meetings		Vancouver
February 5	COTW Meetings	12:30 p.m.	Board Room
February 19	Family Day		
February 20 (Tues)	Board Meetings	5:30 p.m.	Board Room
February 27	SUP-PAC Meeting (Campbell/Gilbert)	12:00 p.m.	Board Room

8.0 Senior Staff Reports

8.1 Superintendent's Report (page 17-18)

8.2 Secretary-Treasurer's Report (page 19)

9.0 **Reports of Regular Committee of the Whole Meeting, December 4, 2023** (pages 20-21)

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 1010 Trustee Code of Conduct
First/
That a Notice of Motion be issued for Policy 1010 Trustee Code of Conduct
- b) Policy 3008 Ordinarily Residence
First/
That a Notice of Motion be issued for Policy 3008 Ordinarily Residence
- c) Policy 2012 Student Withdrawal
First/
That a Notice of Motion be issued for Policy 2012 Student Withdrawal
- d) Policy 7018 Child Care Policy
First/
That a Notice of Motion be issued for Policy 7018 Child Care Policy
- e) Policy 4035 Public Interest Disclosure Act (PIDA)
First/
That a Notice of Motion be issued for Policy 4035 Public Interest Disclosure Act (PIDA)

10.0 **Other Reports**

10.1 BCSTA – *Trustee Campbell*
Trustee Academy Report Outs

10.2 BCPSEA – *Vice-Chair Lehmann*

- 10.3 Board Pro-D Committee – *Chair Gilbert*
- a) National Trustees Gathering on Indigenous Education & CSBA Congress
Toronto (July 3-5, 2024)
Trustee Gilliss
 - b) NSBA Virtual Conference (*Attachment*)

11.0 **Correspondence**

12.0 **Unfinished Business**

12.1 Strategic Planning
Chair Gilbert

12.2 Northern Health Overdose Prevention Site (OPS) FAQ (*Attachment*)
Chair Gilbert

13.0 **New Business**

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

- 15.0 **CUPE Local #4653 Update** – Jennie Copeland, President
- 16.0 **District Parent Advisory Council (DPAC) Report** – 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, 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

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

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/DelegationsReminder 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>)	11:30 a.m.	DDC

November 30	(Strategic Planning Session)		
December 1	Strategic Planning Public Open House	6:00 – 8:00 p.m.	ARYES
	District Staff Christmas Dinner & Dance	5:30 p.m.	
	(Pomeroy Hotel)		
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	5:00 p.m.	Northern Grand
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 CommitteeMotion #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

BCPSEABCPSEA 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

**EXCERPTS
FROM THE OCTOBER 16, 2023
“IN CAMERA” MEETING MINUTES**

The meeting was called to order and the In-camera Meeting Minutes, September 18, 2023 were read and adopted.

Business Arising

- Staff Appreciation Day

Superintendent's Report

Items discussed and reported included:

- None

Secretary-Treasurer's Report

Items discussed and reported included:

- None

Other Reports

- BCSTA
- BCPSEA
- COTW Discussion Topics

Correspondence

- None

Unfinished Business

- Community Coaches
- 2023-2024 Annual Work Plan

New Business

- UNBC Hybrid Teaching Program

REGULAR MEETING

REPORT TO THE

BOARD OF SCHOOL TRUSTEES

FROM THE SUPERINTENDENT OF SCHOOLS

Monday, December 18, 2023

Human Resources

1. Human Resources Summary Report for Teachers

Human Resources Summary Report for Teachers & AO's
for the period of November 17th to December 14th, 2023

	Personnel Assignments	Leaves of Absence	Admin Appointments	Resignations /Retirements	Reports on Teachers
New assignments	2	3		3	2
Changes to existing	4	2			
Return from leave					
Payout prep					

RETIREEES only:

Education

1. **Superintendent's Report**
<https://togetherwelearn.prn.bc.ca/2023/12/14/superintendents-report-december-2023/>
2. **Security Issues in Schools** (Attachment)
3. **Bill 40 Policy Related to Indigenous Education** (Attachments)
4. **Historical Enrolment Data at NPSS** (Attachment)
5. **Destination Canada Experience Brief 2023** (Attachment)

...2

6. Community Coaches (Attachment)

Recommended Motion: That the Board of Education accept the Community Coaches as presented.

7. 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, December 18, 2023
REGULAR MEETING**

Operations

1. **Finance Update to November 30, 2023** *(Attachment)*
2. **Hudson's Hope Before and After School Care** *(Attachment)*

Human Resources

1. **Human Resources Support Staff Summary**

Human Resources Summary Report for Support Staff
For period of November 17th, 2023 to December 14th, 2023

	Personnel Assignments	Leaves of Absence	Resignations
New assignments	11		4
Changes to existing	9		
Return from leave			
Layoff			
Retirements	4		
Termination			

Angela Telford,
Secretary-Treasurer

SCHOOL DISTRICT #60 (PEACE RIVER NORTH)
COMMITTEE OF THE WHOLE
“REGULAR” MEETING MINUTES
MONDAY, DECEMBER 4, 2023
1:30 P.M.

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

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

Guests/Media:
Deborah Johnson
Gwen Bourdon
Barb Waite
Rhonda Lupul

Regrets:
David Scott-Moncrieff, Trustee
Thomas Whitton, Trustee

Governance

Strategic Planning Update (Attachment)

Helen Gilbert, Board Chair

- At the phase of engagement with the rural communities
- Focus activities for student engagement have been sent out
- Chair Gilbert attended a session with a class this morning at the high school
- Thursday, December 7, 2023 at 12:30 p.m. there will be three alternate classes doing it. The school staff would like to have trustees come and work with each group
- Reviewed the attached workshop schedule that are open to all trustees
- Trustees are encouraged to reach out to liaison schools and join in on a presentation to a class
- Turnout for Family Night Open House was 61 from the public (adults & students) with a lot of feedback left on the boards

A4LE Report (Attachments)

Helen Gilbert, Board Chair

- Attended this conference the day after Advocacy Day in Victoria

- Mostly engineers, architects, school facilities staff and some trustees were in attendance
- Attachments to the agenda were reviewed and Helen provided a report
- They are looking for more involvement of school district personnel. The importance of bringing in student and community voice during planning process was enforced

Education

Education Update

Stephen Petrucci, Superintendent

Framework Presentations & Departmental Reports (Attachments)

Careers/International/SWIS

Brian Campbell, District Principal

- Presented and answered questions from trustees

Trustee Gilliss joined the meeting @ 2:40 p.m.

Key Learning Centre/Buick

Sean Thomas, Administrator

- Presented and answered questions from trustees

Baldonnel Elementary School

Christine Todd, Administrator

- Presented and answered questions from trustees

Operations

Operations Report

Angela Telford, Secretary-Treasurer

Facilities

- Break-ins – stole tools from carpenter's trucks (\$2500.00 value approximately)
- In the spring, we will be looking at different ways of reducing break-ins. For example, maybe an overhang of the fence would make it more difficult to scale the fence? Area is prone to after-hours break-ins despite being well lit.

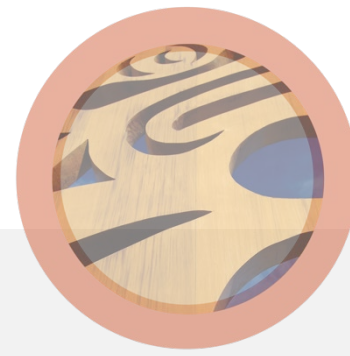
Technology

- We've had MS teams available for a while. Technology is gently trying to steer us in more in that direction. Seems there are fewer zoom licenses. To avoid group emails, they've created chat groups (i.e. administrative assistants chat group).
- District Network Consultant posting (exempt) – this is for Jayson's old position. A component about cyber security now in this new posting.
- Flu vaccination clinic – first day had 8 people and second day had very low signups, so was cancelled. The cost for the clinic is per person who receives their shot. Tried to schedule folks back to back to save on the clinician's waiting time. Perhaps folks did not come because we were not offering both shots at the same time, which the pharmacies are.

REGULAR - December 18, 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	Jan 22/24		
Oct 4/21	COTW	Facilities Review - FCI Update	Provide more detailed information in regards to the FCI report	Angela	x		
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 ToR from Rural & Remote Working Group to a future meeting	Helen	x		
Oct 3/23	COTW	Community Coaches	Follow up with the Board's questions/concerns regard Community Coach protocols	Stephen	x		
Nov 20/23	Board	ST Report - Enrollment Update	ST to send information to trustees re: increase in ELL learners	Angela	Jan 22/24		
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 Respon	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 Respon	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 Respon	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 Respon	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	
Sept 18/23	Board	Trustee Engagement	Board Chair to bring the Annual Work Plan draft back to a future meeting	Helen		Oct 16/23	
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 16/23	Board	Unfinished Business - NIB Update	Continue to follow up with Accessibility Committee and update the Board	Stephen		Sep 18/23	
Oct 16/23	Board	Unfinished Business - HH Childcare	Bring back length of YMCA contract to the Board	Angela		x	
Oct 16/23	Board	ST Report - Finance Report	Provide up to date enrollment information once 1701 results are available	Angela		Nov 20/23	
Oct 16/23	Board	Correspondence - Minister/Mayor Ltr	Chair to reach out to the Mayor regarding the letter	Helen		x	
Sept 18/23	Board	Reports of COTW	ST to look into a possible walkway for the parking lot at Central School	Angela		Nov 17/23	
May 23/23	Board	BASC Update	Bring forward to a Policy Committee Mtg re: communication & registration details	Leah		Dec 4/23	
Sept 12/22	Board	ST Report - Surplus Appropriation	Provide board with a more detailed summary	Angela		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	
Oct 16/23	Board	Unfinished Business - NIB Update	Forward NIB report to trustees once it's available	Helen		x	

This information pertains to security issues on school grounds since September, 2023						
School	Drug Paraphenelia	Tents/ Camps Erected	Interactions w/ Unwelcome Strangers	Other		
Alvin Holland	Nil	Nil	* One man waiting for a ride in September. Left willing when asked. * Unconscious man spotted outside fence in October - passed out - Police/Ambulance were called.			
ARYES	Nil	Nil	Nil			
Baldonnel	Nil	Nil	Nil			
Bert Ambrose	Nil	Nil	Nil	General concerns about treed area within school grounds but no incidents		
Bert Bowes	vape pens/pipes found once in courtyard in mid-September after the weekend	Tent was set up beside c-can near field/KLC. Was removed	Regular traffic through school grounds to get to the street behind the school - during lunch/PE classes. Random people walking the track during the day.	Broken bottles found after the weekends.		
Buick Creek	Nil	Nil	Nil			
C.M. Finch	Nil	Nil	Nil			
Charlie Lake	Nil	Nil	Nil			
Clearview	Nil	Nil	Nil			
Dr. Kearney	Nil	Nil	September - intoxicated man entered school through gym entrance doors. Teacher on supervision asked him to leave, which he did.			
Duncan Cran	Nil	Nil	Nil	In spring and Fall, broken bottles behind building		
Ecole Central	Met pipe & weed bag found Sept. 8 in front of office. Crack pipe and foil found outside tent that was set up on 102 st boulevard Sept. 26. Crack pipe found on playground sometime in September. Randomly find empty beer bottles.	Sept. 26 - tent near garden on 102 Boulevard. Removed after 2 days	Nil. However in June, 2 men were drinking on one of the benches and were asked to leave - which they did.			
ELC	Needles found once in September in bushes outside entrance	Some tents set up near Cdn Tire parking lot on different occasions Sept-Nov. Bylaw officer called and tents cleared out	Interactions with strangers on a regular basis in the warmer months. They think it is an entrance to the sports center.			
Hudson's Hope	Nil	Nil	Nil			
MMMCs	Nil	Nil	Nil			
NPSS	Nil	Nil	Nil			
Prespatou	Nil	Nil	Nil			
Robert Ogilvie	Nil	Nil	Nil			
Taylor	Nil	Nil	Nil			
Upper Halfway	Nil	Nil	Nil			
Upper Pine	Nil	Nil	Nil			
Wonowon	Nil	Nil	Nil			
KLC	Nil	Nil	November. An intoxicated male sat down in the area in front of the school. was asked to leave and complied.			



Indigenous Education Council Policy

BACKGROUND

Indigenous Education Council, or IECs, are intended to ensure Boards of Education (*Boards*) meaningfully engage with First Nations, Treaty First Nations, and Indigenous communities, and that Indigenous people have input into decisions effecting Indigenous students. Currently, Indigenous Education Councils are established by some Boards, which vary in their mandate and composition, often including district staff and Indigenous service delivery organizations. The new Indigenous Education Council policy will set a provincial standard for Indigenous Education Councils.

POLICY CHANGES

Changes to the *School Act* requires all Boards to establish an Indigenous Education Council in their school district. Indigenous Education Councils are independent and are not committees of the Board. A provincial terms of reference to be set out in Ministerial Order will provide a common understanding of the role and responsibilities of the Indigenous Education Council. The Indigenous Education Council will be able to develop procedures, based on their local context, on how its meetings will be conducted (*i.e. meeting schedules and location, decision-making processes, dispute resolution*). The Minister will provide direction and guidance to Boards respecting Indigenous Education Council membership. The Minister will ensure that Indigenous Education Council membership will prioritize First Nations on whose territory the school district operates or who are purchasing services and will provide policy direction and guidance on representation from Indigenous organizations based on local context. School Trustees and school district staff may be members of an Indigenous Education Council if invited but they cannot serve as voting members.

Indigenous Education Councils will advise Boards on:

- *Providing comprehensive and equitable educational programs and services to Indigenous students.*
- *Improving Indigenous student achievement.*
- *Integrating Indigenous world views and perspectives into learning environments.*
- *Grants relating to Indigenous students that are provided to boards.*

Local First Nations on the Indigenous Education Council will advise Boards on the distinct languages, cultures, customs, traditions, practices, and history of the First Nations in whose traditional territory the Board operates. Indigenous Education Councils will review and approve plans and reports of Indigenous Education Targeted Funds and advise on the expenditure of other grants earmarked for Indigenous students. This will ensure the funds are spent to support Indigenous students at the direction of Indigenous representatives. The Indigenous Education Council changes take effect immediately and will influence planning for the 2024/25 school year.

CONSIDERATIONS

- *Existing IEC membership and Terms of Reference must be in alignment with the legislation.*
- *Processes for the approval of Indigenous Education Targeted Funds will need to be in place.*
An updated Targeted Funding policy is under development.



Model Local Education Agreement Policy

BACKGROUND

Local Education Agreements, or LEAs, in addition to being agreements related to purchase of services for on-reserve students, can establish a foundation for a positive relationship between a First Nation and a Board of Education (*Board*) to support improved student attendance and outcomes and engage on broader issues.

Legislative changes will ensure that First Nations and Treaty First Nations will have the option to apply a Model Local Education Agreement with the board where their students who live on-reserve or on treaty land attend school.

POLICY CHANGES

Local Education Agreements are key mechanisms for accountability and effective working relationships where boards and First Nations or Treaty First Nations, work together to support all of the First Nation's students. Local Education Agreements govern the purchase of educational services by First Nations from Boards, and set out processes for information-sharing, collaboration and decision-making.

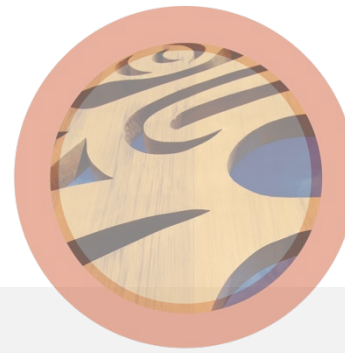
First Nations may choose to negotiate a custom Local Education Agreement with the Board or choose not to have a Local Education Agreement. Alternatively, First Nations and Treaty First Nations also have the option to apply the Model Local Education Agreement between the First Nation and Board.

The Model Local Education Agreement can only be applied if there is no existing Local Education Agreement between a First Nation and Board. If a First Nation has a Local Education Agreement in place and wants to move to the Model Local Education Agreement, they would need to conclude the current Local Education Agreement according to the provisions in their agreement.

Both First Nations and Treaty First Nations can apply the Model Local Education Agreement with Boards where the First Nation's students, for whom funding is provided by Canada, are enrolled or will be enrolled. These changes will not impact existing Local Education Agreements. The Model Local Education Agreement is in development and will be available by Spring 2024 for the 2024/25 school year and beyond.

CONSIDERATIONS

→ *First Nations and Boards that have LEAs may want to review the Model LEA for enhancement to existing agreements or to inform the development of a new custom agreement.*



First Nations Schools of Choice (SOC) Policy

BACKGROUND

Prior to the *School Act* changes relating to First Nations Schools of Choice, Boards of Education (*Boards*) set catchment areas for all schools in their district. While some Boards entered into agreements with First Nations relating to a choice of schools, this practice was not consistent across the province.

POLICY CHANGES

The new First Nations Schools of Choice provisions in the *School Act* set out a process for First Nations to choose which school First Nation students who live on-reserve, self-governing First Nation lands or Treaty lands will attend. These provisions ensure that a First Nation can designate an elementary, middle school (*where applicable*), and secondary school for their students. First Nations will determine which schools the First Nation's students living on-reserve, self-governing First Nation lands or Treaty lands will attend through their own internal processes. If a First Nation parent/caregiver wishes to have their child enrolled at a different program or school (*e.g. specialty programs*) than the school(s) of choice, the existing enrolment provisions apply.

First Nation students who live on-reserve or on Treaty lands have priority to attend the public school designated by their First Nation. The school must be designated by the earliest date of enrolment set by the Board, typically the pre-enrolment or kindergarten enrolment date. Identifying the chosen school on or before the earliest date enables Boards to prioritize the First Nations' choice. The designation of a school of choice will continue unless changed by the First Nation.

If a First Nation has students that are ordinarily resident on-reserve, Treaty lands, or self-governing lands and are boarded outside of that community to attend public school, the First Nation may designate a school within the district where those students are boarded.

This is an optional choice for First Nations. Other agreements between schools, First Nations, or parents/guardians of First Nations students respecting school choice are not affected by this amendment.

CONSIDERATIONS

- *In some areas of the province, there may not be reasonable choices of different schools.*
- *If there is not a date of enrolment in a district, the First Nation and Board should agree upon a date by which the First Nation will designate the school of choice.*

	NPSS	ELC				
September 1989	749	-				
September 1990	744	-				
September 1991	718	-				
September 1992	835	-				
September 1993	859	-				
September 1994	844	-				
September 1995	850	-				
September 1996	882	-				
September 1997	893	-				
September 1998	923	-				
September 1999	932	-				
September 2000	922	-	<i>* running a "flex" system for the last several years</i>			
September 2001	924	-	<i>* addition in August 2001: 10 classrooms = 280 additional capacity</i>			
September 2002	920	-				
September 2003	902	-				
September 2004	954	-				
September 2005	911	-				
September 2006	897	-				
September 2007	915	-				
September 2008	984	-				
September 2009	1037	-				
September 2010	1220	-	<i>* reconfigured grades</i>	<i>* full-day kindergarten partially implemented in this first year</i>		
September 2011	1008	151	<i>* ELC opens</i>	<i>* full-day kindergarten fully implemented in this second year</i>		
September 2012	947	174				
September 2013	967	206				
September 2014	911	235				
September 2015	1017	180				
September 2016	1023	180				
September 2017	1040	208				
September 2018	1048	209				
September 2019	1047	180				
September 2020	985	181				
September 2021	1053	182				
September 2022	1071	211				
September 2023	1078	178				

DESTINATION CANADA EXPERIENCE BRIEF 2023

December 12, 2023

Overview:

- Traveled Nov 15 - Paris (arrived Nov 16)
- Met with the Embassy on Nov 17
- Event from 9am-5pm Nov 18 & 19
- Traveled Nov 20 - Morocco
- Delegation gathering on Nov 21
- Event from 9am - 5pm Nov 22, 23, & 24
- Traveled home Nov 25 & 26

Purpose: To support the Ministry of Education in their Workforce Development initiatives of International Recruitment and hiring French Teachers.

Learning Outcomes:



FRANCE

- Quality of candidates were high
 - Spoke with a handful of candidates that demonstrated:
 - An understanding of BC Curriculum
 - Researched different locations in BC up to an including cost of living
 - Asked questions about class compositions
- Number of Candidates were low
 - France had a 60% no show rate which was evident. (Info heard from BC Delegation) By 2pm roughly every day you would notice an immediate down shift in pace and participants would either be in presentations or gone.
 - Not sure if this was due to:
 - The event being on Saturday/Sunday (so for people not living in Paris if that was too much travel on the Metro on the weekends)
 - The IRCC not including enough candidates
- Candidates will have a high likelihood of becoming BC Certified
 - John from the TRB was present and would review applications with candidates if they pulled them up (1 completed her BC Teaching certificate in his presence)
 - Conversations with candidates felt optimistic and positive
 - They had more relevant education that you could make a clear connection to eligibility for their Teaching Certificate
- Bilingualism was higher
 - Noted that these candidates had more fluent english language skills and therefore, may be more adaptable to living in British Columbia.

MOROCCO

- Number of Candidates were higher
 - There was a clear increase in the number of candidates, however we could still notice a drop in pace in the afternoon.
 - On the last day IRCC opened up the event to Refugee's looking to immigrate to Canada.
- Quality of Candidates were varied
 - Spoke to very few legitimately eligible teacher candidates
 - All candidates were encouraged to apply however the TRB had very clear regulations around what they would be looking for to consider experience eligible for a Teaching Certificate.
 - Received applications for Mechanics, Early Childhood Educators and other applicable positions in the District
 - The benefit to this is that these positions are supported across the province through the Provincial Nominee Program (fast tracked way to PR)
 - We may resort to more of a local (national) approach to hiring for these positions though prior to international recruitment.
- Bilingualism not as high

- There were certainly some candidates fluent in English, however a small percentage. As English would be considered their 3rd language, this is to be expected. As an employer, we may need to support these candidates more in terms of relocation and adjusting culturally.

OVERALL:

- There were 4 tables within the BC Delegation representing Teaching:
 - Conseil Scolaire Francophone
 - BC Public School Districts
 - Make a Future
 - BC Public Service - Teacher Regulation Branch/Ministry of Education
 - *Benefits:*
 - No other province was as explicitly promoting education within their province. Unless this was implicitly organized by province parties (ie. Region representing all different occupations within that location)
 - Candidates got thorough detail and options of the entire process from start to finish from specific teaching opportunities, to where to find them, to eligibility
 - The amount of time provided to connect with candidates in each country was appropriate. There was lots of time and interviews could be legitimately conducted if we are prepared to do so.
 - *Opportunities for Growth*
 - Candidates need to be better screened to ensure we are speaking to quality or eligible candidates. We spoke to a lot of candidates that work for their local Ministry of Education but may not have the educational background that supports a teaching role in BC.
 - Work with the Ministry of Education (TRB) and the Provincial/Federal Government to review their criteria to identify more opportunities to provide possibly a 'Conditional Teaching Certificates' making them eligible to teach in BC however, incentivizes the candidate to improve their education and take course work.
 - BC should consider a more united approach to the event. Provinces such as Nova Scotia were 'well dressed' with matching table clothes, banners etc that really made them look well put together. BC could consider such marketing to improve the vision like we are more 'united' ESPECIALLY considering the North is VERY different from the South.
 - Consider Countries that are eligible at the Port of Entry

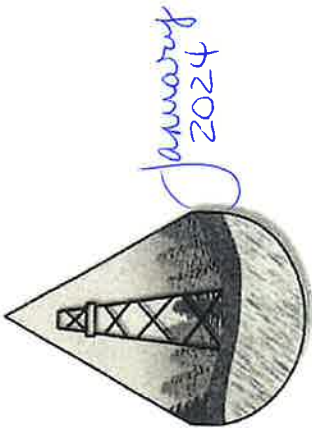
- Finding quality teacher candidates can be hard enough, but going to a Country that is not supported federally to be a visa exempt traveller can certainly delay the process. As a District, we have personally experienced this when hiring a French Teacher candidate from Algeria. This is not a country eligible at the Port of Entry and we had to wait an additional 3-4 months for this candidate's Work Permit to come in so she could travel to Canada. This pushed her start date back to January 3, 2023 vs starting in September 2022.
- There are other French speaking countries that may be on the list of Port of Entry to Canada that would expedite obtaining a Francophone teacher (Belgium, Switzerland etc).

2023-2024 Community Coaches

for BOARD APPROVAL – December 18th, 2023

School / Department	Name of Coach	Coaching
École Central	Brittany Wilson Mitch Wilson	Badminton Badminton
Bert Ambrose	Tyler Frasch	Basketball

SCHOOL DISTRICT NO. 60 (PEACE RIVER NORTH)



OUT-OF-DISTRICT SPORTS / FIELD TRIPS

SEPTEMBER TO DECEMBER 2023 ONLY

FOR BOARD APPROVAL

SCHOOL: _____ NORTH PEACE 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 Basketball/ Sr Boys Basketball	January 12-13	Grande Prairie	School Bus	Staff Chaperones: Jaclyn McNicol & Devon Pearce Coaches: Ryan Galay, Rob McClelland, Tre Lopushinsky, Tawnya Copes
Junior Girls Basketball	January 12-13	Peace River Alberta	School Bus	Senior Basketball Tournament at GP COMP Hotel Service Inn Staff Chaperones: TBD Coaches: Ben Rauscher, Alandra Herring, Pam Sandberg
Junior Boys Basketball	January 12-13	Prince George	School Bus	Basketball tournament in Peace River Staff Chaperones: Carter Merwin Coaches: Blake Stevens Flemings, Chance Ross, Chaste Cunningham
				Junior boys basketball tournament in Prince George at DP Todd



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 _____

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 Boys & Girls Basketball	December 8-9, 2023	Chetwynd Secondary School	Lions Van	Basketball tournament from 9am-4pm on Dec 8 and from 12:30pm-7:30pm on Dec 9. Chaperones: Caroline Beam, Roxanne Beebe & Derrek Beam Ten (10) students per team. <i>* Special approval by Superintendent by email on December 6, 2023</i>



SCHOOL DISTRICT NO. 60 (PEACE RIVER NORTH)

OUT-OF-DISTRICT SPORTS / FIELD TRIPS

JANUARY TO JUNE 2024 ONLY

FOR BOARD APPROVAL

SCHOOL: _____ LEARNING SERVICES _____

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)
School District 8 & 23 TSVIs are hosting 10 BC high school students with visual impairment to go to the Bamfield Marine Science Camp.	April 8-12, 2024	Bamfield Marine Sciences Centre. 100 Pachena Rd, Bamfield, BC V0R 1B0 https://bamfieldmsc.com/	Fly into Nanaimo and a bus will take us to the science center on the West Coast	Our vision teacher, Trista Triska, will travel with 2 students: Summer Fraser & Irina Fendel, both in Grade 11 at North Peace Secondary School. A meeting with both students and parents will occur in January 2024

School District #60

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

		2023/24				
	Actual	Preliminary Budget	% of budget received	# of Months		Explanations
Operating Revenue						
Ministry of Education Grants	\$ 24,036,290	\$ 79,800,837	30.1%	12		Lower than expected - should be approx 42%
Provincial Grants - School Age Therapy	\$ 50,633	\$ 127,502	39.7%	12		On Track - should be approx. 42% YTD
Offshore Tuition	\$ 171,145	\$ 743,513	23.0%	10		Offshore Tuition recognized each month
						Waiting on Peace River School District for transportation rates before invoicing.
Alberta Students, DL, 3rd Party Billings	\$ -	\$ 85,000	0.0%	10		Billed in December & March
LEA Revenue		-\$ 976,903	0.0%			
Miscellaneous Revenue	\$ 45,190	\$ 350,000	12.9%	12		This includes miscellaneous funds that come into the District. Includes Daycare Rental, Teacherage Rentals, Cameron Lake
						Rentals & Indigenous Rent
Rentals	\$ 46,687	\$ 116,468	40.1%	12		Interest rates have increased from 4.8% in May to 5.7% in November
Interest	\$ 265,668	\$ 320,000	83.0%	12		
Total Operating Revenue Before LEA Adjustment	\$ 24,615,613	\$80,566,417	30.6%			
LEA Revenue		\$ 976,903				Billed in December & March
Total Operating Revenue	\$24,615,613	\$81,543,320	30.2%			

	Actual	Annual Budget	% of budget expended	# of Months		Explanations
Operating Expense						
Salaries						
Teachers	9,078,315	30,737,914	29.5%	10		On Track as should be approx. 30% YTD
Principals and Vice-Principals	2,346,727	5,740,998	40.9%	12		On Track as should be approx. 42% YTD
Educational Assistants	1,752,219	6,068,225	28.9%	10		On Track should be approx. 30% YTD
Support Staff	3,175,867	9,560,596	33.2%	10		On Track as should be approx 30% YTD
Other Professionals	815,401	2,016,017	40.4%	12		On Track as should be approx. 42% YTD
Substitutes (TOC's)	674,103	2,264,888	29.8%	10		On Track should be approx. 30% YTD
Total Salaries	17,842,632	56,388,638	31.6%			
Employee Benefits	3,767,539	13,505,547	27.9%			On Track as should be approx. 30% YTD
Total Salaries and Benefits	\$21,610,171	\$69,894,185	30.9%			
Services and Supplies	3,254,971	11,360,317	28.7%	12		Purchases vary through year
Total Operating Expenses	\$24,865,142	\$81,254,502	30.6%			
Capital Purchases from Operating	\$417,722	\$700,000	59.7%	12		Purchases vary through year
Operating Net Revenue (Expense)	-\$667,251	-\$411,182				
Application of Reserves	\$263,785	\$411,182				
Balanced	-\$403,466	\$0				

Notes

1701s are completed end of September, so we receive a smaller amount of funds in July, August and September. This balances out throughout the rest of the year. It is typical to be in a loss position for the first few months of a new year until the funding evens out.



PO Box 1808 • 2020 Massey Drive
Prince George B.C. V2L 4V7
(250) 562-9341

December 7, 2023

Dear Hudson's Hope Elementary Parents and Guardians,

It is with excitement that I am writing to you today to make you aware that YMCA BC is opening twelve before and after school care spaces in Hudson's Hope on January 8th, 2024. We are continuing to work with community partners, including BC Hydro, in trust that we will be able to expand our offerings and remain in the community long term; however, we know that many families are desperate and therefore will move forward in opening in good faith.

Registration will open to families requiring before and afterschool both on December 11, 2023, at 6:00 am. Once the initial spaces are filled, all others will be time stamped and placed on a priority waitlist in order received. Those on the waitlist will be contacted as soon as we are able to successfully recruit and train our second staff.

The YMCA has a national school age curriculum, *A Place to Connect*. Our goal is to make YMCA Before and After School Care programs the most enriching places for school age children in Canada. Research shows that children flourish in programs that are structured to let them shape the program, by providing opportunities for choice and leadership with a focus on strengths and the development of skills and relationships. For more information on our child care programs please visit www.nbc.ymca.ca/childcare

The program will open at 7:00 am until school start and go from school end until 5:30 pm each day beginning January 8th, 2024. Registration for Non instructional days, Spring Break and Summer Care will be offered with an additional cost, more information around these days will be provided in your welcome letter.

For children in kindergarten the cost for both before and after school full time is \$546.00 less the government fee reduction initiative of \$320.00 per month, **families pay \$226.00 per month**. For children in Grade one and up the cost is \$546.00 less the child care fee reduction of \$115.00, **families pay \$431.00 per month**. Part-time spaces and rates may be available, but priority registration will be given to full time students to ensure viability of the program.

Families whose net income is less than \$111,000.00 may also qualify for the Affordable Child Care Benefit – a monthly payment to help eligible families with the cost of child care. Factors like income, family size, and type of care determine how much support families can get. For more information and a calculator <https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/child-care-funding/child-care-benefit>

To register, please send completed form found on our website at nbc.ymca.ca or follow the link [School Age Registration forms](#), along with a picture of your child to PRN.childcare@bc.ymca. Again, spaces will be designated in a first come, first served priority. Children will not be registered until we have all these items.

We look forward to working with you,

Lynette Mikalishen
Director, Child Care Services

SCHOOL DISTRICT #60 (PEACE RIVER NORTH)
POLICY COMMITTEE NOTES
MONDAY, DECEMBER 4, 2023
12:30 P.M.

Present: Helen Gilbert, Chair, Board of Education
Madeleine Lehmann, Vice-Chair
Bill Snow, Trustee
Thomas Whitton, Trustee

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

Absent: Ida Campbell, Trustee
Nicole Gilliss, Trustee
David Scott-Moncrieff, Trustee

Policy 1010 - Trustee Codes of Conduct

Helen Gilbert, Board Chair

- Ministerial expectation
- Last meeting district staff were asked to review the letter from Ministry and look at other districts policies...we are missing the Code of Conduct and need to have one in place by mid-April
- Stephen – this will be a separate policy which makes is cleaner and more concise and meets the requirements
- Stephen checked in with Coast Mountain where they have exercised the “sanctions” that are in our recommended policy and other policies in the province (eg. Page 5, #10)

ACTION: Put forward Policy 1010 for Notice of Motion at the December 18, 2023 Board Meeting with suggested edits

Policy 8001.2 – Accumulated Operating Surplus (Attachments)

Angela Telford, Secretary-Treasurer

- *Bring forward to the next meeting*

Policy 3008 - Ordinary Residence (Attachment)

Angela Telford, Secretary-Treasurer

- The policy is a compliance piece, the procedures haven't changed

- Related to students who are funded in BC, not Alberta residents who are funded by Alberta government
- Need for this policy came out of the Audit to address whether students qualify for funding from the Ministry of Education...what the process is to determine if you are an Ordinarily Residence student
- Further clarification is needed of what procedures/processes will be for our district

ACTION: Put forward Policy 3008 for Notice of Motion at the December 18, 2023 Board Meeting with the suggested edits and with the understanding that further clarification is needed of what processes are for our district

Policy 2012 – Student Withdrawal (*Attachment*)

Angela Telford, Secretary-Treasurer

- Compliance piece that came out of the Audit
- Sets out criteria for direction for procedures in schools

ACTION: Put forward Policy 2012 for Notice of Motion at the December 18, 2023 Board Meeting

Policy 7018 Child Care Policy (*Attachment*)

Angela Telford, Secretary-Treasurer

- Added additional references
- Reviewed edits/updates to the policy
- Discussion around length of contract with third-parties
- Discussion around notification of cancellation of the BASC bus when there is inclement weather

ACTION: Put forward Policy 7018 for Notice of Motion at the December 18, 2023 Board Meeting with the suggested edits

Policy 8003 Curricular/Co-Curricular/Extra Curricular (*Attachment*)

Angela Telford, Secretary-Treasurer

- Concern about fundraising being done through social media platforms (ie. GoFundMe, etc.)
- Discussion around a clause if there are extra funds, how it is dealt with
- What are the principles that guide this policy when there is a surplus

ACTION: Stephen and Angela will work on this policy more in regards to what are the principles that guide this policy when there is a surplus and the intent of the fund

ACTION: Trustees are asked to provide any further feedback

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

Stephen Petrucci, Superintendent

- Due to changes in the Act now recognizing that Trustees are not employees, changes to this affect have been made to the Policy
- Changes to the Admin Procedures and any other applicable forms have been made and distributed

ACTION: Put forward Policy 4035 for Notice of Motion at the December 18, 2023 Board Meeting

Next Meeting Date

Monday, February 5, 2024



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

1000 Governance

1010 Trustee Code of Conduct

Adopted:

Revised:

Reviewed: 2023-12

Reference: [School Act - Sections 49, 50, \(Part 5 Sections 55-64\), 65, 85, 94, 95](#)

Policy

Trustees as members of the corporate Board of Education shall act prudently, ethically and legally in keeping with the requirements of provincial legislation. This includes proper use of authority and appropriate decorum in terms of group and individual behaviour.

Guidelines/Principles:

1. Integrity and Dignity of the Office

Trustees of the Board Shall:

- 1.1 Discharge their duties loyally, faithfully, impartially and in a manner that will inspire public confidence in the abilities and integrity of the board;
- 1.2 Act as a trustee of this district and work carefully to ensure that it is well maintained, fiscally secure, and operating in the best interest of those we serve;
- 1.3 Recognize that the expenditure of school board funds is a public trust and endeavour to see that the funds are expended efficiently in the best interests of students in the district;
- 1.4 Work together with fellow trustees to communicate to the electorate accurate information about the district and our schools;
- 1.5 Do their utmost to attend regular board meetings, meetings of the board committees to which they have been appointed, and meetings for which they have been appointed to serve as board representatives;
- 1.6 Provide leadership to the community through setting goals and policies for district operations and educational programs and by regularly evaluating to determine if intended results are achieved; and

- 1.7 Not use the position of trustee for personal advantage or to the advantage of any other individual apart from the total interest of the district and resist outside pressure to so use the position.

2. Compliance with Legislation

Trustees of the Board Shall:

- 2.1. Observe bylaws and rules of order, the policies and procedures of the district, and the laws, rules and regulations governing education in British Columbia; and
- 2.2. Respect and understand the roles and duties of the individual trustees, board of education, superintendent of schools and the chair of the board.

3. Civil Behaviour

Trustees of the Board Shall:

- 3.1. Represent the board of education responsibly in all board-related matters and act with decorum at all times. (Decorum: behaviour that is controlled, calm, and polite);
- 3.2. Work with fellow trustees, the superintendent of schools and the district as a whole, in a spirit of respect, openness, harmony and co-operation, encouraging the free exchange of diverse views on any topic at all times and expressing any contrary opinions in a respectful and constructive manner;
- 3.3. Not make disparaging remarks in or outside board meetings, about other board members or their opinions, and be respectful of staff, students and the public;
- 3.4. Use social media responsibly, including an acknowledgment that opinions expressed are those of the individual not the board.

4. Upholding Decisions

Trustees of the Board Shall:

- 4.1. Base their decisions on all available facts, data and perspectives of an issue, respect the opinions of others and diligently pursue what they believe to be in the best interest of the students and others of the district;
- 4.2. Accept that authority rests with the board and that no trustee has individual authority to direct district staff other than that delegated by the board;
- 4.3. Uphold publicly the majority decisions of the board of education and the implementation of any board resolutions; and
- 4.4. Accept that the chair of the board is the spokesperson to the public on behalf of the board, unless otherwise determined by the board. No other trustee shall speak on

behalf of the board unless expressly authorized by the chair of the board or board to do so. When individual trustees express their opinions in public, they must make it clear that they are not speaking on behalf of the board.

5. Respect for Confidentiality

Trustees of the Board Shall:

- 5.1. Keep confidential any information disclosed or discussed at a meeting of the board or committee of the board, or part of a meeting of the board or committee of the board that was closed (in-camera) to the public, and keep confidential the substance of deliberations of a meeting closed (in-camera) to the public unless required to divulge such information by law or authorized by the board to do so;
- 5.2. Not use confidential information for personal gain or to the detriment of the board or district; and
- 5.3. Not divulge confidential information, including personal information about an identifiable individual or information subject to lawyer-client privilege that a trustee becomes aware of because of their position, except when required by law or authorized by the board to do so.

Trustee Code of Conduct Sanctions

1. Trustees shall conduct themselves in an ethical and prudent manner in compliance with the Trustee Code of Conduct. Failure by trustees to conduct themselves in compliance with this policy may result in the board instituting sanctions.

Code of Conduct Sanctions other than a Failure of Security

2. A trustee who believes that a fellow trustee has violated the Code of Conduct may seek resolution of the matter through appropriate conciliatory measures prior to commencing an official complaint under the Code of Conduct.
3. Conciliatory measures will normally include:
 - 3.1 The trustee who believes a violation has occurred will engage in an individual private conversation with the trustee affected.
 - 3.2 Failing resolution through the private conversation, the parties will engage the board chair, vice-chair to gain resolution. If the concern is with the board chair, the concern is to be raised with the vice-chair.
 - 3.3 The chair, and at the chair's option, the chair and vice-chair will attempt to resolve the matter to the satisfaction of the trustees involved.
4. A trustee who wishes to commence an official complaint, under the Code of Conduct shall file a letter of complaint with the board chair within thirty (30) days of the alleged event occurring and indicate the nature of the complaint and the section or sections of the Code

of Conduct that are alleged to have been violated by the trustee. The trustee who is alleged to have violated the Code of Conduct and all other trustees shall be forwarded a copy of the letter of complaint by the board chair, or where otherwise applicable in what follows, by the vice-chair, within five (5) days of receipt by the board chair of the letter of complaint. If the complaint is with respect to the conduct of the board chair, the letter of complaint shall be filed with the vice-chair.

5. When a trustee files a letter of complaint, and a copy of that letter of complaint is forwarded to all trustees; the filing, notification, content and nature of the complaint shall be deemed to be strictly confidential, the public disclosure of which shall be deemed to be a violation of the Code of Conduct. Public disclosure of the complaint and any resulting decision taken by the board may be disclosed by the board chair only at the direction of the board, following the disposition of the complaint by the board at a Code of Conduct hearing.
6. To ensure that the complaint has merit to be considered and reviewed, at least one (1) other trustee must provide to the board chair within three (3) days of the notice in writing of the complaint being forwarded to all trustees, a letter indicating support for having the complaint heard at a Code of Conduct hearing. Any trustee who forwards such a letter of support shall not be disqualified from attending at and deliberating upon, the complaint at a Code of Conduct hearing convened to hear the matter, solely for having issued such a letter.
7. Where no letter supporting a hearing is received by the board chair in the three (3) day period referred to in section 5 above, the complaint shall not be heard. The board chair shall notify all other trustees in writing that no further action of the board shall occur.
8. Where a letter supporting a hearing is received by the board chair in the three (3) day period referred to in section 5 above, the board chair shall convene, as soon as is reasonable, a closed (in-camera) meeting of the board to allow the complaining trustee to present their views of the alleged violation of the Code of Conduct.
9. At the closed (in-camera) meeting of the board, the board chair shall indicate, at the commencement of the meeting, the nature of the business to be transacted.

Without limiting what appears below, the board chair shall ensure fairness in dealing with the complaint by adhering to the following procedures:

- 9.1 The Code of Conduct complaint shall be heard at a Code of Conduct hearing, at a closed (in-camera) board meeting convened for that purpose. All preliminary matters, including whether one (1) or more trustees may have a conflict of interest in hearing the presentations regarding the complaint, shall be dealt with prior to the presentation of the complaint on behalf of the complaining trustee.
- 9.2 The sequence of the Code of Conduct hearing shall be:
 - 9.2.1 The complaining trustee shall provide a presentation which may be written or oral or both;
 - 9.2.2 The respondent trustee shall provide a presentation which may be written or oral or both;

- 9.2.3 The complaining trustee shall then be given an opportunity to reply to the respondent trustee's presentation;
- 9.2.4 The respondent trustee shall then be provided a further opportunity to respond to the complaining trustee's presentation and subsequent remarks;
- 9.2.5 The remaining trustees of the board shall be given the opportunity to ask questions of both parties;
- 9.2.6 The complaining trustee shall be given the opportunity to make final comments; and
- 9.2.7 The respondent trustee shall be given the opportunity to make final comments.
- 9.3 Following the presentation of the respective positions of the parties, the parties and all persons other than the remaining trustees who do not have a conflict of interest shall be required to leave the room, and the remaining trustees shall deliberate in private, without assistance from administration, other than the continuing presence of the secretary treasurer, shall remain in compliance. The board may, however, in its discretion, call upon legal advisors to assist them on points of law or the drafting of a possible resolution(s).
- 9.4 If the remaining trustees in deliberation require further information or clarification, the parties shall be reconvened and the requests made in the presence of both parties. If the information is not readily available, the presiding chair may request a recess or, if necessary, an adjournment of the Code of Conduct hearing to a later date.
- 9.5 In the case of an adjournment, no discussion by trustees whatsoever of the matters heard at the Code of Conduct hearing may take place until the meeting is reconvened.
- 9.6 The remaining trustees in deliberation may draft a resolution(s) indicating what action, if any, may be taken regarding the respondent trustee.
- 9.7 The presiding chair shall reconvene the parties to the Code of Conduct hearing.
- 9.8 All documentation that is related to the Code of Conduct hearing shall be returned to the superintendent immediately upon conclusion of the Code of Conduct hearing and shall be retained in accordance with legal requirements.
- 9.9 The presiding chair shall call for a resolution(s) to be placed before the board.
- 9.10 The presiding chair shall declare the closed (in-camera) board meeting adjourned.
- 10. A violation of the Code of Conduct may result in the board instituting, without limiting what follows, any or all of the following sanctions:
 - 10.1 Having the board chair write a letter of censure marked "personal and confidential" to the offending trustee, on the approval of a majority of those trustees present and

- allowed to vote at the closed (in-camera) meeting of the board;
- 10.2 Having a motion of censure passed by a majority of those trustees present and allowed to vote at the closed (in-camera) meeting of the board;
- 10.3 Having a motion to remove the offending trustee from one (1), some or all board committees or other appointments of the board passed by a majority of those trustees present and allowed to vote at the closed (in-camera) meeting of the board.
- 10.4 Having a motion to remove the offending trustee from one (1), some or all board committees or other appointments of the board passed by a majority of those trustees present and allowed to vote at the public meeting of the board.
11. The board may, in its discretion, make public its findings where the board has not upheld the complaint alleging a violation of the Trustee's Code of Conduct or where there has been a withdrawal of the complaint or under any other circumstances that the board deems reasonable and appropriate to indicate publicly its disposition of the complaint.

Failure of Security

12. The Trustee Code of Conduct requires that trustees shall respect the confidentiality appropriate to issues of a sensitive nature. Failure to comply with this requirement constitutes a failure of security. An individual trustee may bring a suspected breach of security to the attention of the board, at a closed (in-camera) meeting of the board. If by majority vote the board agrees that a failure has occurred, the failure shall be recorded by the board and the following procedure shall be invoked:
- 12.1 The board chair shall request that the superintendent (as head of the district under the *Freedom of Information and Protection of Privacy Act*), appoint an independent investigator to review this matter. This request may occur only after such a motion has been discussed and agreed to by a majority of trustees present at a closed (in-camera) meeting of the board. This decision shall immediately be approved in a public meeting of the board.
- 12.2 The independent investigator shall conduct an investigation and submit a report of findings and recommendations to the board chair and to the superintendent.
- 12.3 The board chair shall present at a closed (in-camera) meeting of the board, the report of the independent investigator. At this time, the trustee in question shall have an opportunity to present any additional, relevant information.
- 12.4 If it is determined by a majority vote of the board that a willful violation of security has occurred, for a first occurrence, a motion to write a letter of censure marked "Personal and Confidential" is required to be discussed and agreed upon by a majority of trustees present at a closed (in-camera) meeting of the board. This decision requires immediate approval by a majority vote of trustees at a public meeting of the board.
- 12.5 For subsequent occurrences, a motion of censure against the trustee in question may be brought directly to a public meeting of the board. This motion shall be approved by a majority vote of trustees present at such a meeting.



BOARD OF EDUCATION

School District No. 60
(Peace River North)

3000 Education

3008 Ordinarily Residence

Adopted:

Revised:

Reviewed:

Reference: [School Act - Section 82\(1\)](#)
[School Regulation - Section 16](#)
[Ministry of Education & Child Care - K-12 Funding & Eligibility of Students for Operating Grant Funding](#)

Policy

In accordance with the *School Act, Section 82 (1)* and Ministry of Education & Child Care policy document, “K-12 Funding & Eligibility of Students for Operating Grant Funding”, the Board of Education defines a student as ordinarily resident if the student is resident in the province of British Columbia and the student’s guardian are ordinarily resident in British Columbia.

Instruction is publicly funded and will be provided to every student who is of school age and ordinarily a resident in British Columbia and enrolled in a school operated by the Board.

Guidelines/Principles:

1. Schools must receive and maintain copies of documents that provide evidence of student age, residency and citizenship/immigration status for the purposes of provincial education funding.
2. For the purposes of this Policy, the term “guardian” and “parent” have the meaning given in the British Columbia Family Law Act, Infants Act and the amendments thereto.

Ordinarily Resident Status

1. The school must maintain evidence that the student and his/her guardian have established a sufficient continuity of residence in the Province of British Columbia (despite temporary absences) for a regular, habitual, and “settled” mode of life in the community.
2. Such evidence shall include an identity document and a proof of residence document; examples are as follows:
 - a) Identity document – a foundational identity document such as a birth certificate, immigration records, or proof of citizenship for both parent and child.

- b) Proof of Residence – lease agreement, mortgage documents, property taxes, utility bill or documents that have a parent name and address.
- 3. In some situations, there are many factors to consider in establishing Ordinarily Residence and school districts are to request information until they can make a clear decision regarding a student's ordinarily residence.
- 4. Students may be temporarily absent from British Columbia, yet still retain status as ordinarily resident in some circumstances.



BOARD OF EDUCATION

School District No. 60
(Peace River North)

2000 Students

2012 Student Withdrawal

Adopted:

Revised:

Reviewed:

Reference: [School Act, Sections 85 and 91](#)

Policy

School District 60 (Peace River North) seeks to support all students in their academic programming. A formal procedure for student withdrawal from a course of studies or a particular subject is required to ensure that academic study decisions are made with due consideration for the best interests of the students involved and in consultation with students and their parent/guardian(s).

Regulations:

The Board of Education acknowledges that there may be valid reasons for a student to withdraw from a course of studies or from a particular subject. It is expected that a formal procedure will be followed, typically involving the principal/vice principal of the school. In special circumstances, the district staff person responsible for the school may also be involved.

Guidelines/Principles:

1. Upon the request of the parent/guardian(s) of the student, or when appropriate, the student, the Principal/Vice Principal may grant permission to a student to withdraw from a course of studies or subject.
2. It is expected that schools will develop their own school-specific procedure for written withdrawal requests in order to facilitate student tracking and record purposes.
3. In special circumstances, the district staff responsible for the school may grant permission to a student to withdraw from a course of studies or a subject. In these cases, it will be expected that the request will be submitted on the form developed by the school of origin.
4. Where a change of schools is involved, student records will be held until requested by another educational institution.



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

7000 Operations

7018 Child Care Policy

Proposed: 2021-01

Adopted: 2021-02

Revised:

Reviewed: 2023-12

Reference: [School Act - Sections 85.1, 85.2, 85.3 and 85.4](#)

[Ministerial Order 326/2020](#)

[Declaration of the Rights of Indigenous People Act](#)

Policy

The Board shall provide guidance with respect to how the board will promote the use of board property for the provision of child care programs between the hours of 7 a.m. and 6 p.m. on business days by either the board or third party licensees.

The use of board property by licensed child care providers must not disrupt or otherwise interfere with the provision of educational activities including early learning programs and extracurricular school activities.

Definitions

1. In this Policy, the terms “board property,” “business day,” “child care program,” “educational activities” and “licensee” have the meanings given to those terms in the *School Act*.
2. “Direct and indirect costs” may include:
 - a. Utilities;
 - b. Maintenance and repair;
 - c. A reasonable allowance for the cost of providing custodial services;
 - d. A reasonable allowance for time school district administrators and other staff spend on matters relating to the use of board property by licensed child care providers;
 - e. Any supplies used in the direct/indirect delivery of the program;
 - f. Any other incremental costs directly related to the provision of child care services on board property.

Guidelines/Principles

1. The board will, on an ongoing basis, assess community need for child care programs on board property, through a process of engagement with employee groups, parents and guardians, Indigenous community representatives, Indigenous rightsholders, Indigenous service providers, and existing child care operators. The process for engagement will be reviewed on an ongoing basis.
2. If child care programs are to be provided on board property, the Board will consider, on an ongoing basis, whether those programs are best provided by licensees other than the board, the board, or a combination of both.
3. Child care programs, if operated by the board, will be operated for a fee no greater than the direct costs the board incurs in providing the child care program.
4. Fees for the use of board property by licensees other than the board will not exceed the direct and indirect costs the board incurs in making board property available for the child care program.
5. If child care programs are operated by a licensee other than the board, the board will require the licensee to agree to comply with this Policy. Further, that the licensee complies with the *Community Care and Assisted Living Act* and Child Care Licensing Regulation, including but not limited to licensing, criminal record checks, staff requirements and qualifications.
6. In selecting licensees other than the board to operate a child care program, the board will give special consideration to the candidates' proposals to: (a) provide inclusive child care; ~~and~~, (b) foster Indigenous reconciliation in child care; ~~and~~ (c) are congruent with the Early Learning Framework established by the school district.
7. If the board decides to operate a child care program, the board will ensure that it is operated in a manner that:
 - a. fosters Indigenous reconciliation in child care. In particular, the child care program will be operated consistently with the following principles of the British Columbia *Declaration on the Rights of Indigenous Peoples Act*: (i) Indigenous peoples have the right, without discrimination, to the improvement of their economic and social conditions, including in the area of education; and (ii) "Indigenous peoples have the right to the dignity and diversity of their cultures, traditions, histories and aspirations which shall be appropriately reflected in education"; and
 - b. is inclusive and consistent with the principles of non-discrimination set out in the British Columbia *Human Rights Code*;
 - c. seeks advice from local indigenous parents, students, organizations and First Nations communities; especially as it relates to the implementation and development of Indigenous education, language, culture and Indigenous student support programs via the SD60 Indigenous Education Advisory Council (IEAC).

8. Any contract with a licensee other than the board, to provide a child care program on board property must be in writing and subject to review no less than every two (2) years. The contract must contain:
 - a. a description of the direct and indirect costs for which the licensee is responsible;
 - b. an agreement by the licensee to comply with this policy and all other applicable policies;
 - c. a provision describing how the agreement can be terminated by the board or the licensee;
 - d. an allocation of responsibility to ensure adequate insurance is in place to protect the interests of the board;
 - e. a statement that the agreement can only be amended in writing, signed by the board and the licensee;
 - f. a requirement for the licensee to maintain appropriate standards of performance; and
 - g. a requirement that the licensee must at all times maintain the required license to operate a child care facility.
9. Prior to entering into or renewing a contract with a licensee other than the board to provide a child care program on board property, the board will consider:
 - a. Whether it is preferable for the board to become a licensee and operate a child care program directly;
 - b. the availability of school district staff to provide ~~before and after school care~~ a child care program;
 - c. whether, with respect to a licensee seeking renewal or extension of a contract, the licensee has performed its obligations under this Policy and its contract with the board, with specific regard to performance in respect of providing an inclusive child care program and one that promotes indigenous reconciliation in child care;
 - d. the utilization of British Columbia Early Learning Framework to guide and support learning experiences in child care settings;
 - e. Communicate child care plans with appropriate parties to ensure alignment.



BOARD OF EDUCATION

School District No. 60
(Peace River North)

4000 Personnel

4035 Public Interest Disclosure Act (PIDA)

Adopted: 2021-06; 2023-11

Revised: 2023-10

Reviewed:

Reference: [Public Interest Disclosure Act of BC](#)
[Freedom of Information & Protection of Privacy Act \(FIPPA\)](#)

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~~ **employees** 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;

“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~~ because they made a Disclosure, sought Advice, made a complaint about a Reprisal or participated in an Investigation; **and**

~~“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 Professional Development December 18, 2023

Through The BCSTA Rural and Remote networking group I was registered for the NSBA Virtual Summit (first one). Dec. 13, 2023

The link given below will take you to recordings of the presentations given as part of this Summit. Although NSBA is an American organization the presentations contain information that is still relevant to our rural situations. They did not say how long the links would be active for.

Sessions

- Building Foundations that Empower Education in Rural Communities
- Unlocking Potential: Panel discussion Addressing Educational Challenges in Rural Communities
- Stories from the Field Revitalizing Rural Education

One of my key take aways from session two was don't forget to celebrate the positives of rural education too!

The first two sessions were panel discussions.
The third was individual presentations.

<https://nsba.org/Events/Nsba-Rural-Education-Virtual-Summit-2023>

Fort St. John Overdose Prevention Site

Frequently Asked Questions – October 2023

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What types of substance use programs are available in my community?

- The following are the programs Northern Health offers in Fort St. John:
 - Overdose Prevention Services (OPS) site – open Monday to Friday, 9 a.m. to noon and 1 p.m. to 4 p.m.
 - Opioid Agonist Therapy Clinic – open Tuesday and Thursday, 10 a.m. to noon and 1 p.m. to 4 p.m.
 - Intensive Case Management Team – operates 7 days a week, 8 a.m. to 7 p.m.

What is an Overdose Prevention Services (OPS) site?

- An OPS site offers monitoring by healthcare professionals for people consuming drugs they have obtained off-site. OPS sites help reduce the negative health impacts of consuming drugs, while providing supports to drug users.
 - An OPS site offers advanced overdose response in the case of an overdose, with a registered nurse on site.
 - Other services offered at OPS sites included:
 - Drug checking – fentanyl test strips are available to use at the site and to take home.
 - Providing Naloxone overdose treatment kits and other harm-reduction supplies like clean needles, pipes and other supplies to reduce the health risks of consuming drugs.
 - Connects clients to peers and other healthcare, mental health and addiction services, including case management, Opioid Agonist Therapy, detox, treatment, etc.
 - Connection to life skills support with a life skills worker on site.
 - The benefits of OPS operations include:
 - Reducing the strain on the emergency room.
 - Reduces costs of the healthcare system.
 - A [review of peer-reviewed research](#) on OPS sites, conducted by the B.C. Centre for Disease Control, shows OPS sites often result in a general reduction in litter (such as from discarded harm reduction supplies) and public substance use.

When will the Fort St. John Health Services Centre be open?

- The new Fort St. John Health Services Centre, located at 10067 100th Ave., is expected to open December 4, 2023.

What services will the Fort St. John Health Services Centre provide?

- The following services will be based at the new Fort St. John Health Services Centre, located at 10067 100th Ave., when it initially opens:
 - Indoor substance use space, enclosed outdoor inhalation area, referrals to treatment options and harm reduction services.
 - Intensive Case Management Team on-site.
 - Warming centre – a warm, safe space to come during the day, with hot food and drinks available
 - Staff will include registered nurses, social workers, life skills workers and others.
 - Additional services may be added, following the initial launch in November.

Does Northern Health supply people with drugs at the OPS site?

- No. OPS sites do not supply drugs, alcohol or other intoxicating substances to clients. Clients must buy and bring their own substances to consume.

What will Northern Health do to reduce the negative impact of the OPS site on businesses and residents?

- Northern Health runs its OPS sites in a safe and respectful way for clients, staff, area businesses and the community.
 - Staff follow provincial [best practices](#) for OPS sites, used at Northern Health's OPS facilities throughout the region.
 - A [review of peer-reviewed research](#) on OPS sites, conducted by the B.C. Centre for Disease Control, shows OPS sites often result in a general reduction in litter (such as from discarded harm reduction supplies) and public substance use. The research found no link between OPS sites and increased crime, substance use or nuisance complaints.
 - NH is committed to meeting regularly with elected and non-elected officials from the City of Fort St. John to discuss and address concerns.
 - NH partnered with the Fort St. John Chamber of Commerce to form a community advisory committee in April 2023.

- The committee is a place where best practices, questions and local business concerns can be discussed and addressed on an ongoing basis.

What is the difference between an OPS site and a Supervised Consumption Site (also known as a safe injection site)?

- An Overdose Prevention Services (OPS) site is not the same as a Supervised Consumption Site (SCS).
 - Supervised Consumption Sites legally operate through federal exemptions under the Controlled Drugs and Substances Act.
 - OPS sites operate legally through a provincial Ministerial Order in response to the public health overdose emergency declared in 2016. It is important to note that OPS sites are federally endorsed by Health Canada.

Is Northern Health able to set up an OPS site in any location, without community engagement?

- Provincial health authorities, including Northern Health, are required through a provincial Ministerial Order to implement Overdose Prevention Services (OPS) sites wherever they are needed.
 - As an emergency measure to save lives, OPS do not require a feasibility assessment be completed prior to opening.

What is Opioid Agonist Therapy?

- Opioid agonist treatment (OAT) is a safe and effective medication-based treatment for people who are dependent on opioid drugs such as heroin, oxycodone, hydromorphone (Dilaudid), fentanyl and Percocet.
 - The treatment helps patients with opioid addiction improve their day-to-day functioning, find stability, manage withdrawal symptoms, and work toward recovery.
 - It can lower the risk of drug-related harms, including hepatitis C and HIV transmission as well as fatal overdose. It can also help people stay in treatment and engage in their care.

What does the Intensive Case Management Team do?

- Intensive Case Management Teams are outreach teams that include registered nurses, social workers, life skills supports and a psychiatrist.
 - They work with individuals and families impacted by drug use or addiction – with or without other mental illness – who are experiencing challenges related to health, housing, poverty or other barriers to accessing health or social services.
 - Some may be involved in the criminal justice system and in need of more services. They need more intensives services than are available in the traditional mental health substance use system.

What is Prescribed Safer Supply and does Northern Health provide it?

- Prescribed Safer Supply is available to residents of all communities in B.C., following a July 2021 policy direction by the Ministry of Mental Health and Addictions, Ministry of Health and Office of the Provincial Health Officer.
 - The first phase of this policy allows regional health authority and federally funded programs to prescribe certain opioids as an alternative to consuming illicit drugs.
 - The prescribed pharmaceutical alternatives are intended as a harm reduction approach to reduce the risks from consuming illicit drugs, such as overdoses and deaths.

When does Northern Health send out Toxic Drug Alerts?

- Northern Health issues Toxic Drug Alerts when:
 - There is a cluster of overdose events in a community.
 - New substances that have the potential to cause harm are identified through drug checking services.
 - Toxic drugs are identified through drug checking or from reports from the community.
 - Abnormal symptoms are reported related to a particular substance.

What is Naloxone and how does it work?

- Naloxone is a medication used to temporarily reverse the effects of opioid poisoning or overdose. Naloxone temporarily displaces the opioids in the brain and restore breathing. It works in three to five minutes and can last from 20 to 90

minutes. It is safe, effective and can be given multiple times. If someone is not overdosing and receives Naloxone, it will not cause any harm.

Who can I talk to in Fort St. John if I have questions?

- Contact the Fort St. John Mental Health and Substance Use Community Program, located at 10011 96th St.
 - Phone: 250-263-6080
 - After Hours or Emergency Line (hospital): 250-262-5200
 - Crisis Line: 1-888-562-1214

How can people struggling with mental health or addictions get help?

- Northern B.C. residents can get help immediately by calling 310Mental Health Support at 310-6789 for emotional support, information and resources specific to mental health.
- Call 1-800-784-2433 if you are experiencing feelings of distress or despair, including thoughts of suicide.
- The KUU-US Crisis Response Service at 1-800-588-8717 provides culturally aware crisis support for Indigenous peoples in B.C.
- The Alcohol and Drug Information and Referral Service at 1-800-663-1441 can help you find resources and support.
- The Northern Health Virtual Primary & Community Care Clinic at 1-844-645-7811 offers access to a family doctor or nurse practitioner, including for mental health needs.
- B.C. has several [virtual mental health supports](#) for anyone experiencing anxiety, depression or other mental health challenges.
- And if your employer offers an employee assistance program, we encourage you to reach out to those resources, as needed.
- See [Get Help Now](#) for more information and resources.

Where can I get more information?

- The following are trusted resources:
 - [Toward the Heart](#)
 - [Unregulated Drug Poisoning Emergency Dashboard](#)
 - [Northern Health Overdose Prevention](#)
 - [BC Coroners Service](#)
 - [BC Centre for Disease Control](#)
 - [Decriminalizing people who use drugs in BC](#)
 - [Family and caregiver resources](#)