

SCHOOL DISTRICT NO. 60 (PEACE RIVER NORTH)

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

Telephone: (250) 262-6000

Fax: (250) 262-6048

Board of Education



A G E N D A B O O K

FOR THE

REGULAR BOARD MEETING

BOARD ROOM

MONDAY, JANUARY 22, 2024 @ 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, JANUARY 22, 2024
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, December 18, 2023 (pages 6-15)

5.1 Approval of the Minutes

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

6.0 Approval of Excerpts of the In Camera Board Meeting, November 20, 2023 (page 16)

7.0 Announcements and Reminders

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
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 26	NPAA Meeting	4:45 p.m.	Dr. Kearney
February 27	SUP-PAC Meeting (<i>Campbell/Gilbert</i>)	12:00 p.m.	Board Room
March 1	NID Day (Reporting Writing)		
March 4	COTW Meetings	12:30 p.m.	Board Room
March 13/14	Early Dismissal Days		
March 11	Board Meetings	5:30 p.m.	Board Room
March 18-28	Spring Break		

8.0 **Senior Staff Reports**

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

9.0 **Reports of Regular Committee of the Whole Meeting, January 15, 2024** (pages 19-21)

- 9.1 Approval of Minutes
- 9.2 Business Arising
(See attached Action Item List for completed and ongoing items)
- 9.3 Policy Committee (*Attachments*)
 - a) **Policy 1010 Trustee Code of Conduct**
Scott-Moncrieff/
That Policy 1010 Trustee Code of Conduct be adopted.
 - b) **Policy 3008 Ordinarily Residence**
Whitton/
That Policy 3008 Ordinarily Residence be adopted.
 - c) **Policy 2012 Student Withdrawal**
Campbell/
That Policy 2012 Student Withdrawal be adopted.
 - d) **Policy 7018 Child Care Policy**
Lehmann/
That Policy 7018 Child Care Policy be adopted.
 - e) **Policy 4035 Public Interest Disclosure Act (PIDA)**
Campbell/
That Policy 4035 Public Interest Disclosure Act be adopted.

10.0 **Other Reports**

- 10.1 BCSTA – *Trustee Campbell*
- 10.2 BCPSEA – *Vice-Chair Lehmann*
- 10.3 Board Pro-D Committee – *Chair Gilbert*

11.0 **Correspondence**

12.0 **Unfinished Business**

- 12.1 Strategic Planning

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, December 18, 2023
5:30 p.m.**

Present: Helen Gilbert, Chair – Board of Education (Area 5)
Madeleine Lehmann, Vice-Chair (Area 1)
Ida Campbell, Trustee (Area 4)
Nicole Gilliss, Trustee (Area 3)
David Scott-Moncrieff, Trustee (Area 2)
Bill Snow, Trustee (Area 5)
Tom Whitton, Trustee (Area 5)

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

(Guests/Media)

Deborah Johnson
Gwenn Bourdon



Regrets:

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

Disclaimer: The definitive documentation and decisions of the Board are recorded 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

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

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

Agenda

Approval of the Agenda

Motion #142-23

Scott-Moncrieff/Snow
THAT the agenda be accepted as presented.

CARRIED.

Presentations/Delegations

None

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)

- Strategic Planning Open House
- Visited three liaison schools

Trustee Gilliss (Area 3)

- Hudson's Hope PAC local bingo fundraiser
- Strategic Planning - Local Governments
- Will be attending a pancake breakfast and a Strategic Planning session in Hudson's Hope
- Will be volunteering in the baking room for a school fundraiser in Hudson's Hope

Vice-Chair Lehmann (Area 1)

- BCSTA Trustee Academy
- Strategic Planning – Local Governments
- Chamber of Commerce Luncheon – promoted Strategic Planning
- PAC meeting and Christmas Concert at Clearview
- NPAA Christmas Dinner
- District Staff Christmas Dinner & Dance
- Dorothy Edwards Retirement Party

Trustee Scott-Moncrieff (Area 2)

- BCSTA Trustee Academy
- Strategic Planning sessions – MMMCS, Buick & Prespatou
- Connected with all three schools
- Upper Halfway gym is almost there

Trustee Snow (Area 5)

- BCSTA Trustee Academy
- NPSS Entrepreneur Class where they set up businesses. Had conversation with a teacher and then took part in two “shark’s den” presentations where students present to Admin to get a loan for a project.
- Have been putting on my suit and have visited some students
- Visited with the admins at Bert Ambrose, Dr. Kearney & ELC
- NPAA Christmas Dinner
- Volleyball tournament
- Strategic Planning - DPAC/SUPAC
- Strategic Planning - Senior Alternative class
- Strategic Planning - Open House
- Strategic Planning – Local Governments
- District Staff Christmas Dinner & Dance

Trustee Whitton (Area 5)

- Helped with Central School Bazaar ...very successful
- School District Christmas Dinner & Dance
- Strategic Planning – Local Governments

Chair Gilbert (Area 5)

- ARYES & MMMCS PAC meetings

- KLC is trying to get a PAC going...have a different audience
- NPSS Spamalot - loved the comradery amongst students and sense of community
- Volleyball Tournament
- BCSTA Trustee Academy
- District Staff Christmas Dinner & Dance – Board contributed two baskets as door prizes
- NPAA Christmas Dinner
- Dorothy Edwards Retirement – thank you to staff who organized the event. She is a long time custodian who is retiring at 87 years, which is not the norm. Dorothy shared her age, so I can say it. She was proud to have worked for the district since 1972
- Strategic Planning – Open House
- Strategic Planning – Local Government
- Strategic Planning - Prespatou
- Strategic Planning - Indigenous Education Council
- Two radio interviews re: Strategic Planning: 1) Community Roundup and 2) Moose Talk on Friday. The perceived need for a new high school came up – referenced the Capital Plan, the fact that enrolment at the high school has been higher and that we will be looking at statistics as part of tonight's regular meeting. As well, the public can access the agenda package and minutes on our website

Minutes of the Regular Board Meeting

Approval of the Minutes

Motion #143-23

Snow/Lehmann

THAT the Regular Meeting Minutes of November 20, 2023 be adopted.
CARRIED.

Business Arising from the Minutes

The following business arose from the above noted Minutes:

None

Approval of Excerpts

Motion #144-23

Campbell/Whitton

THAT the excerpts from the November 20, 2023 In Camera Meeting Minutes be approved and appended to these Regular Meeting Minutes.
CARRIED.

Announcements & 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 (<i>Snow/Scott-Moncrieff</i>)	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 (<i>Campbell/Gilbert</i>)	12:00 p.m.	Board Room

Senior Staff Reports

Superintendent's Report

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

Human Resources Summary for Teachers & AO's

- For information purposes

Superintendent's Report

- For information purposes
- Bill 40 Discussion
 - It was noted that we have staff on the Indigenous Education Council
 - In the process of LEA renewals. When complete, will bring back to Board
 - Trustee Whitton inquired as to whether he would be "in conflict" when LEA's come forward, if the Board was needing to vote on something," as he is employed by an Indigenous band. Chair Gilbert – depending on what the situation is, will need to keep that in mind
 - School of Choice – have been accommodating the few cases on a family-by-family basis, where and if there are options

Security Issues in Schools

- Information gathered from school administrators from September to the end of November on three areas (ie. drug paraphernalia, tent/camps erected, interaction with unwelcome strangers)
- In regards to Central School, the information gathered allows us to be proactive in our response to any issues (eg. lighting, fencing and security cameras have already been installed)
- Trustee Snow provided input on activity happening in the evenings and/or weekends. Superintendent - the attached information from administrators has been provided in order to look at the impact on the school during school operations
- Staff perspective is, outside of the central block (ie. Central, KLC, Bert Bowes & Facilities), it seems manageable
- Board Chair – have heard that some other districts have had issues with people coming and looking to find a plug in for cell phones, etc.

ACTION: Board would ask that school administrators continue to keep track during the year in order to see any trends. The Superintendent will bring back an updated in report in June 2024. Going forward, to bring back a summary to the Board a couple of times a year (eg. December and June)

Bill 40 Policy Related to Indigenous Education

- For information purposes
- Bill 40 is about consistency around the province...as a district, we are in good stead

Historical Enrolment Data at NPSS

- Provided in response to some public concern about the potential of over-crowding
- Staff provided a rationale as to why it's not a priority on our Capital Plan
- Prior to 2001, NPSS was running a "flex" block system to accommodate the number of students. In August 2001, 10 classrooms were added, increasing the capacity to 280 additional students. As well, in 2011, the Energetic Learning Campus opened for Grade 10 students
- In the last five years, we've gone up a total of 31 students at the main campus
- It was noted that there are no portables at NPSS and they have two gyms. They could, however use more food classes, due to popularity of this class
- Has there been an increase in staffing numbers? The student to teacher ratio has increased due to remedy
- Discussion around utilization of space. Buildings are static but different demands arise on usage of space as times change
- The Long Range Facilities Plan indicates that 1,035 is the nominal capacity plus the ELC
- Ministry has been clear they're not approving new senior secondary schools. We would have to double our capacity in order to discuss with Ministry the possibility of an additional high school
- Secretary-Treasurer – some of these students are going to the college for dual credit and apprenticeship programs and are not in class at NPSS

Destination Canada Experience Brief

- For information purposes

Community Coaches

- See motion below

Out of District Field Trips

- See motion below

Motion #145-23

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 #146-23

Snow/Gilliss

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

CARRIED.

Motion #147-23

Snow/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 November 30, 2023

- Continue to look more at projections due to constant shifting and movements of staff...students continue to enroll and we are able to do more hiring.
- In the new year, will then be able to do a deep dive and get ready for the Amended Budget
- Discussion around the absenteeism of students and staff in schools due to illness and coverage issues around that

Hudson's Hope Before and After School Care

- Will be opening in January 2024
- The community is very excited
- Discussions are taking place between the YMCA and District of Hudson's Hope about future childcare. We are part of the discussions, but not sure of the details at this point and how much involvement we will have
- There are 11 students needing BASC (will have 12 spaces), however, there are 28 families needing childcare

Human Resources Summary Report

- For information purposes

Motion #148-23

Whitton/Lehmann

THAT the Board accept the Secretary-Treasurer's Report as presented.

CARRIED.

Reports of Regular Committee of the Whole Meeting

Approval of the Minutes – December 4, 2023

Motion #149-23

Gilliss/Whitton

THAT the Board accept the Regular Committee of the Whole minutes of December 4, 2023 and its recommendations with the following edit:

Trustee Campbell sent regrets for the meeting, but was recorded as present

CARRIED.

Business Arising from the Minutes

The following business arose from the above noted Minutes:

Policy Committee

Policy 1010 Trustee Code of Conduct

Motion #150-23

Scott-Moncrieff/

That a Notice of Motion be issued for Policy 1010 Trustee Code of Conduct.

CARRIED.

- Motion #151-23 **Policy 3008 Ordinarily Residence**
Whitton/
That a Notice of Motion be issued for Policy 3008 Ordinarily Residence.
CARRIED.
- Motion #152-23 **Policy 2012 Student Withdrawal**
Campbell/
That a Notice of Motion be issued for Policy 2012 Student Withdrawal.
CARRIED.
- Motion #153-23 **Policy 7018 Child Care Policy**
Lehmann/
That a Notice of Motion be issued for Policy 7018 Child Care Policy.
CARRIED.
- Motion #154-23 **Policy 4035 Public Interest Disclosure Act (PIDA)**
Campbell/
That a Notice of Motion be issued for Policy 4035 Public Interest Disclosure Act.
CARRIED.

Other Reports

BCSTA

Provincial Council – February 24, 2024 (virtual)

- Have one voting member, however all trustees are welcome to attend as observers
- Registration opens January 23, 2024
- February 16, 2024 is the deadline for substantial motions. Trustees are asked to consider any advocacy topics that could be submitted.

Northern Interior Branch – February 2/3 (Prince George)

- It was noted that the February 2 date conflicts with the Prespatou graduation

Trustee Academy Report Outs

Trustee Snow

- attended the overdose presentation given by a trustee who had children affected by drug overdose and a police officer. Spoke with the officer afterwards and arranged to go down a day early before the AGM to meet to discuss youth issues
- Blanket session – always good and different depending on who is presenting
- Morning session – fish bowl was good
- Dawson Creek presentation for student voice. They gave suggestions on problems in schools (ie. lighting, heating, etc.) based on an environmental scan
- Spoke with someone from the Stikine district around how isolated they are, travel restrictions with roads, staffing, etc.

Vice-Chair Lehmann

- Keynote speaker was Rose LeMay from Cecil Lake
- Who Are We – storyteller session. No agenda but telling stories. Bridging the gap between traditional and modern world
- Was part of our district's panel discussion

- Overdose session – the police officer presenter was very impactful...she spoke about three teachers who impacted her life
Trustee Scott-Moncrieff
- Enjoyed all of the sessions
Chair Gilbert
- Pre-conference had two fish bowls:
 - 1) MECC, MNBC, FNEESC, Indigenous trustees
 - 2) Matriarchs – grandmothers telling their stories and what they thought was important for their children/all children. One had been in residential schools. It was a hopeful perspective.
- Where we were, where we are, where we are going – Amelia Washington
- Michael Kusugak Inuit Storyteller – changes in his lifetime
- Student Voice sessions
- Received good feedback on our panel presentation. Then went to Delta's panel in the afternoon...a different approach and interesting comparison of differences in our districts
- I Hope Book – Monique Gray Smith – purchased for my grandchildren. Braided Sweetgrass is available at our local museum
- John Tyler Binet – Science Behind Being Kind, Cultivating Kindness "An Educator's Guide". He has done a lot of research around acts of kindness and how it reduces stress for students and bolsters a sense of well-being (ie. food drives, PJ drives, packages for seniors, etc.)

BCPSEA

- AGM January 25, 2024 – will be virtual due to local bargaining starting prior to the next AGM that will be done "in-person"
- Vice-Chair Lehmann and Trustee Whitton are registered to attend
- One voting member but any "not in conflict" trustees are welcome to attend

Board Pro-D Committee

National Trustees Gathering on Indigenous Education & CSBA Congress – July 3-5, 2024

- Trustee Gilliss is wanting to attend this conference when registration becomes available

NSBA Virtual Conference

- All sessions are online if trustees are interested in watching
- In listening, there are some things that we have in common with rural districts in the USA.

Correspondence

None

Unfinished Business

Strategic Planning

- Survey closes on January 26, 2024...have 500 responses to date
- Reach out to Taylor, Hudson's Hope, Wonowon, Clearview and schedule to do sessions during PAC Meetings
- Vice-Chair Lehmann – presented at Chamber of Commerce luncheon

- Trustee Scott-Moncrieff – connected with Rotary
- Sports Council is in limbo so won't be able to connect
- Northern Lights College – Board Chair sent an email to the Admin Assistant and is awaiting a response
- CDC & Community Bridges – Chair Gilbert will reach out
- CCRR – Trustee Scott-Moncrieff will reach out
- Association for Community Living – Superintendent will send survey link to the CEO
- Fireman's Council
- Legion – Trustee Scott-Moncrieff
- Petroleum Club
- Oilmen's Wives
- Taylor Council – Trustee Campbell will reach out as there was a conflict of meetings for the Local Government session
- Vice-Chair Lehmann – translated the survey and questions into German for those in Prespatou.
- There was a strong community presence and voice at the Prespatou session...approximately 70 people

Northern Health Overdose Prevention Site (OPS) FAQ

- For information purposes

New Business

None

PRNTA Update – Michele Wiebe, President

No report – not present

CUPE Local #4653 Update – Jennie Copeland, President

No report – not present

District Parent Advisory Council (DPAC) Report – President

No report – not present

Questions from Press/Public

At this time, opportunity was given for questions from the press

Gwenn – in regards to the security issues at schools reporting, it may be beneficial to put out to the Bert Bowes student council and ask for their input and to show that we care about them. Also, sometimes members of the community clean up around the school but you never hear from them

- Board Chair – this information is what has been provided by the administrator with input from staff
- Superintendent – we have annual surveys we put out to students around do you feel safe around school and they have an opportunity to respond but will take your suggestion under advisement

Deborah – Northern Health FAQ. Have you heard of Ibogaine? It is a compound derived from a shrub in Africa to help ease symptoms of drug and alcohol overuse. One of our Zoom calls, mentioned it and it sounds hopeful.

- Board Chair – it hasn't come up at the Community Advisory Committee meetings as they are focused on responding to our concerns regarding safety and awareness. There is an open house tonight where they are taking committee members through the OPS site and warming center. Due to the size of the committee and the capacity of the site, they will be doing more than one open house.

Suspension & Move into In-Camera Meeting

Motion #155-23

Camera

Whitton/Snow

THAT the Board suspend the Regular Meeting and move into the In-Meeting.

CARRIED.

Motion #156-23

Campbell/Lehmann

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

CARRIED.

Adjournment

Motion #157-23

Snow/Lehmann

THAT the meeting be adjourned. (8:09 p.m.)

HELEN GILBERT, CHAIR,
BOARD OF EDUCATION

ANGELA TELFORD,
SECRETARY-TREASURER

**EXCERPTS
FROM THE NOVEMBER 20, 2023
“IN CAMERA” MEETING MINUTES**

The meeting was called to order and the In-camera Meeting Minutes, October 16, 2023 were read and adopted.

Business Arising

- UNBC Hybrid Teaching Program

Superintendent's Report

Items discussed and reported included:

- None

Secretary-Treasurer's Report

Items discussed and reported included:

- Joint Health & Safety Committee Meeting Minutes – October 19, 2023

Other Reports

- BCSTA
- BCPSEA
- COTW Discussion Topics
- Framework Follow-Up

Correspondence

- None

Unfinished Business

- Overdose Prevention Site Update

New Business

- NPAA Christmas Dinner Contribution

REGULAR MEETING

REPORT TO THE

BOARD OF SCHOOL TRUSTEES

FROM THE SUPERINTENDENT OF SCHOOLS

Monday, January 22, 2024

Human Resources

1. Human Resources Summary Report for Teachers

Human Resources Summary Report for Teachers & AO's
for the period of December 15th, 2023 to January 18th, 2024

	Personnel Assignments	Leaves of Absence	Admin Appointments	Resignations /Retirements	Reports on Teachers
New assignments	4	1		1	5
Changes to existing	6	4			
Return from leave					
Payout prep					

RETIREEES only:

Education

1. Superintendent's Report

<https://togetherwelearn.prn.bc.ca/2024/01/18/superintendents-report-january-2024/>

2. Out of District Field Trips (Attachment)

Recommended Motion: That the Board of Education accept the Out of District Field Trips as presented.

Respectfully submitted

Carleen Andrews, Director of Instruction
On behalf of: Stephen Petrucci, EdD, Superintendent of Schools

**REPORT TO THE
BOARD OF EDUCATION
FROM THE SECRETARY-TREASURER
Monday, January 22, 2024
REGULAR MEETING**

Operations

1. **Finance Update to December 31, 2023** *(Attachment)*
2. **2024-2025 Operating Budget Consultation Process** *(Attachment)*
3. **Statement of Financial Information Report**
<https://policy.prn.bc.ca/wp-content/uploads/sites/33/2024/01/2022-2023-SOFI.pdf>
4. **Ministry Funding Update** *(Attachment)*
5. **Financial Comparison Between Districts** *(Attachment)*

Human Resources

1. **Human Resources Support Staff Summary**

Human Resources Summary Report for Support Staff
For period of December 15th, 2023 to January 18th, 2024

	Personnel Assignments	Leaves of Absence	Resignations
New assignments	9	2	2
Changes to existing	6		
Return from leave	2		
Layoff			
Retirements	1		
Termination			

Angela Telford,
 Secretary-Treasurer

SCHOOL DISTRICT #60 (PEACE RIVER NORTH)
COMMITTEE OF THE WHOLE
“REGULAR” MEETING MINUTES
MONDAY, JANUARY 15, 2024
1:30 P.M.

Present: Helen Gilbert, Chair, Board of Education (*via Zoom*)
Madeleine Lehmann, Vice-Chair
Ida Campbell, Trustee
Nicole Gilliss, Trustee
David Scott-Moncrieff, Trustee
Bill Snow, Trustee
Thomas Whitton, Trustee (*via Zoom*)

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

Guests/Media:
Michele Wiebe, PRNTA President
Deborah Johnson
Cindy Bartsch
Barb Waite
Gwen Bourdon

Education

Education Update

Stephen Petrucci, Superintendent

Framework Presentations & Departmental Reports

Accessibility BC Act

Jarrod Bell, Director of Instruction

- Jarrod reviewed his presentation and answered questions
- Chair Gilbert – the Board will need to look at our existing policy and make any necessary changes. Also, looking for trustee involvement on the Accessibility Committee itself
- Trustee Whitton – is there a plan to go to each site and do assessments? Jarrod – there are private agencies, however they are costly. Looking at a self-administered model and asking school staff to go through and identify priorities of needs at their location that we can work on
- Jarrod showed the Feedback Form from the SharePoint site. We’ve had six people provide feedback on the website since July. You can report your own experience or that of someone else
 - It was requested that “location” be added to the Feedback Form

***NEW – Northern Interior Branch (February 2 & 3, 2024)**

Helen Gilbert, Board Chair

- Registration and agenda information has been emailed out. Registration closes on January 26, 2024
- There is not a hotel block for this meeting. Trustees are to let Leah know if you are attending and where you would like to stay
- A request has been made for a Zoom link. An organizational meeting is taking place January 22 and that request will be brought forward.

ACTION: Trustees to let Leah know if they are attending. Chair Gilbert will update Trustees regarding the Zoom link after the January 22 organization meeting

***NEW - Margaret Ma Murray School Update**

Angela Telford, Secretary-Treasurer

- Over the weekend, some pipes froze and burst in the extreme cold conditions
- The school was closed today and Facilities is working on the clean-up. They have indicated it will take one more day, so it is anticipated the students will be able to return this Wednesday, however the gym will not be available as there are still water issues and we're awaiting word on what needs to be done
- Contractors and staff were on site on Saturday and Sunday doing repairs.
- The daycare is also closed until Wednesday
- We're waiting to see if it's an insurance claim (ie. if something goes "sideways" with the gym floor repair, we may need to submit a claim)
- Concern was expressed that the school is only five years old and how the cold weather wasn't taken into consideration with the architectural design of the school
- Trustee Campbell – highlights the need for continued advocacy over the north is different than the south (eg. architects didn't build in a mud room into the new school plan initially until physically being here and seeing a need for it)
- Staff are working from home today. They will come in tomorrow to prepare for Wednesday, as the building is heated and 90 percent of the building is fine.
- Anne Roberts Young Elementary, the other new school built on the same design as Margaret Ma Murray, has a higher capacity boiler so we aren't seeing the same issues.

Prespatou School (Attachment)

Margaret Wiebe, Administrator

Stephanie Parks, Vice-Principal

- Presentation was made and Prespatou staff responded to questions asked by trustees

Upper Pine Elementary (Attachment)

Palma Vasarhelyi, Administrator

Crystal Johnson, Teacher & School Psychologist

- Presentation was made and Upper Pine staff responded to questions asked by trustees

Governance

BCSTA Capital Planning Learning Guide

Helen Gilbert, Board Chair

- All of the BCSTA Learning Guides are on the Board SharePoint for reference
- This guide gives an overview of all of the types of capital funds, different programs we can access funding under and the timelines. It's a holistic look of what goes on in a year
- Ties into the Long Range Facilities Plan which is also on the Board Share Point site for trustee reference

Operations

Operations Report

Angela Telford, Secretary-Treasurer

- School bus cancellations – decision is made by District Staff (ie. Transportation supervisor in consultation with the Plant Superintendent and the Secretary-Treasurer) based on weather conditions, safety for students, and bus mechanical safety
- Trustee Gilliss – does it necessarily need to be a district-wide cancellation (eg. Hudson's Hope was warmer today and some parents were asking why they were cancelled).
- Upper Halfway Gym Occupancy Permit – what is the hold up? Everything is ready for PRRD to come and inspect the site. Small groups have been given tours
- Trustee Whitton – do we accept used technology donations? Jarrod – donations are made to computer recycle companies and then the school district purchases from them. All classroom computers are refurbished
- Board Office internet upgrade? Jarrod – we are working with Telus on an upgrade that will double the capacity of the whole district as it all runs through the Board Office. As well, NPSS has been upgraded to more capacity. Prespatou and Bert Bowes have also been upgraded, resulting in significant increases in capacity.

Preliminary Operating Budget Process

Angela Telford, Secretary-Treasurer

- Nothing new for this year...similar timelines
- Goal is to have the budget adopted by May 21, 2024

REGULAR - January 22, 2024						
Meeting Date	Meeting	Topic	Action Item/Recommendation	Assigned to:	Unfinished 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	
Jan 15/24	COTW	NIB Meeting	Trustees to let Leah know who is attending and she will register and book hotel rooms	Leah		x
Completed						
Dec 12/22	Board	Business Arising - Audit Committee	Bring back Policy 1011 & ToR to a future meeting	Angela		Feb 6/23
Feb 6/23	COTW	NEW - Special Regular Board Mtg	Reschedule to February 13, 2023 @ 1:00 w/ Zoom option to ratify CUPE MoA	Leah		x
Dec 12/22	Board	Business Arising - Trustee Crim Checks	Look into other policies around the province & bring back for further discussion	Angela		Feb 6/23
Feb 6/23	COTW	Operations Report	Helen to draft a letter to Dawson Road Maintenance/MoT re: road conditions	Helen		x
Jan 23/23	Board	Superintendent's Report	Proposed Three Year Calendar on March 13 Regular Agenda	Leah		Mar 13/23
Feb 21/23	Board	Business Arising - K-12 Reporting	Provide trustees with support document referenced by Jarrod Bell	Stephen		x
Feb 21/23	Board	Supt Report - Comm Coaches/PoR	Provide more detailed info regarding Community Coaches and PoR	Leah		x
Feb 21/23	Board	New Business - Recording Reg Mtgs	Include disclaimer in minutes and Board Chair script	Leah		x
Feb 21/23	Board	Supt Report - French Immersion Week	Draft a letter and organize a picture to be presented by Trustee Whitton	Helen		x
Mar 13/23	Board	Announcements & Reminders	Science Fair details will be sent out to Trustees once finalized	Helen		x
Mar 13/23	Board	Proposed Three Year Calendar	Look into whether those whose provided feedback have been responded to	Stephen		x
Feb 6/23	COTW	Framework Presentations	Sup't & ST to discuss communication options between schools and trustees	Stephen/Leah		x
Feb 21/23	Board	Business Arising - K-12 Reporting	Summarize key speaking points as it comes out and bring draft to the Board Chair	Stephen		Apr 24/23
Mar 13/23	Board	Announcements & Reminders	Confirm Science Fair details & send out to trustees	Helen		x
Mar 13/23	Board	New Business - SD60 Overdose 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	
Nov 20/23	Board	ST Report - Enrollment Update	ST to send information to trustees re: increase in ELL learners	Angela		x	
Dec 18/23	Board	Sup't Report - Security Issues in Schools	Sup't to bring back this report in June 2024 and twice a year going forwards (Dec & June)	Stephen		Diariized	



SCHOOL DISTRICT NO. 60 (PEACE RIVER NORTH)

OUT-OF-DISTRICT SPORTS / FIELD TRIPS

JANUARY TO JUNE 2024 ONLY

FOR BOARD APPROVAL

SCHOOL: Ecole Central Elementary

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)
Ski Trip 50 students	March 4th, 2024	Worsley	School Bus	Funday Downhill ski trip- grade 5-6 students, Manon Voyer, Matthew Helliwell, and parent volunteers High Risk Activity Consent forms will be filled out by parents.
Quebec Trip Grade 6 33 students	June 14-21, 2024	Quebec City and Montreal	Plain, Train, Bus	Students will visit both cities, water park, cruise on the St. Laurence River, Maple Sugar Shack tour, rappel in trees, visit Montmorency waterfalls, amusement park. Chaperones will be Manon Voyer, Matthew Helliwell and Sarah Senechau, Melanie Gelard. High Risk Activity Consent form will be filled out by parents.



SCHOOL DISTRICT NO. 60 (PEACE RIVER NORTH)

OUT-OF-DISTRICT SPORTS / FIELD TRIPS

JANUARY TO JUNE 2024 ONLY

FOR BOARD APPROVAL

SCHOOL: TAYLOR ELEMENTARY

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)
Worsley Skiing Trip	March 12, 2024	Whispering Pines Ski Hill - Worsley Alberta	School Bus	Teachers attending - Nancy Maxfield, Leah Austin, Doreen McDonell, Sheena Taillefer 6-10 parents High Risk Consent form completed and parent meeting. Link to forms we used last year - https://taylor.prn.bc.ca/wp-content/uploads/sites/23/2023/03/Worsley-Ski-forms-March-2023.pdf



SCHOOL DISTRICT NO. 60 (PEACE RIVER NORTH)

OUT-OF-DISTRICT SPORTS / FIELD TRIPS

JANUARY TO JUNE 2024 ONLY

FOR BOARD APPROVAL

SCHOOL: ELC (Energetic Learning Campus)

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)
Downhill Skiing / Snowboarding	Thursday, February 29	Whispering Pines Ski Hill (Worsley)	School Bus	Leaving at 7:30 am and returning 4:00 pm Will have a Parent Meeting for High-Risk Activity Supervisors: Andre Lagace, Sydney Vandergaag, Zoe Adamson, Crystal Anielewicz, Desiree Bedell, Michaela Hochstein, Mike Fowler <ul style="list-style-type: none">• Approx 60 ELC students



SCHOOL DISTRICT NO. 60 (PEACE RIVER NORTH)

OUT-OF-DISTRICT SPORTS / FIELD TRIPS

JANUARY TO JUNE 2024 ONLY

FOR BOARD APPROVAL

SCHOOL: Prespatou Elem-Secondary School

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)
Ski Trip Grades 8 - 12 (Approx 60 students)	Friday, February 9, 2024	Whispering Pines Ski Hill (Worsley, AB)	School Bus	<p>Skiing for the day at Whispering Pines. Depart approx. 6:00 a.m. & return to school by 7:00 p.m.</p> <p>There will be downhill skiing & snowboarding. Lessons are required for beginners. Secondary students only.</p> <p>Will have 3-4 staff going on the trip. The number of chaperones will be determined by the number of students going on this field trip.</p> <p>All students will be required to have their High-Risk Activity permission form approved.</p>



SCHOOL DISTRICT NO. 60 (PEACE RIVER NORTH)

OUT-OF-DISTRICT SPORTS / FIELD TRIPS

JANUARY TO JUNE 2024 ONLY

FOR BOARD APPROVAL

SCHOOL: NPSS - Careers & International Education

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)
Skills Canada	February 16th	Northern Lights College Dawson Creek	School Bus	Chaperones - Brian Campbell, Brant Churchill, Louis Vaccaro Skills Competition at the Northern Lights College Campus 25 Students
Women in Trade	February 16th	Northern Lights College Dawson Creek	School Bus	Chaperones - Moneca Conway Women in Trades panel discussion at Northern Lights College Campus 20 students

Powder King	March 1st	Powder King	School Bus	Skiing with International Students Chaperones: B. Campbell, D. Pimm, J. Hickey, M. Conway 50 students
Foods Classes Field Trip	March 12 & 13	Dawson Creek - NLC	School Bus	Chaperones - Leanna Dyck, Sharon Hoecherl Day spent immersed in Prof Cook Training program at college Approx # of students: 30
Shop Classes Field Trip	April 8	Dawson Creek - NLC	School Bus (??)	Chaperones - Andrea Ouellette, Ian Zackodnik , Sharon Hoecherl Day spent touring trades programs at both DCreek NLC campuses. Approx # of students: 60
Foods Classes Field Trip	April 9 & 10	Dawson Creek - NLC	School Bus	Chaperones - Leanna Dyck, Sharon Hoecherl Day spent immersed in Prof Cook Training program at college Approx # of students: 30
Shop Classes Field Trip	April 15	Dawson Creek - NLC	School Bus (??)	Chaperones - Andrea Ouellette, Ian Zackodnik , Sharon Hoecherl Day spent touring trades programs at both DCreek NLC campuses. Approx # of students: 60

Skills Canada Provincial Competition	April 16-18th	Abbotsford	Flight - Rental Vehicle	Chaperones - Brant Churchill and Kara Myllymaki Local Winners of the regional competition (1-5 Students) Tradex Abbotsford
Kinuseo Falls	May 10, 2024	Kinuseo Falls - Tumbler Ridge	School Bus	Hiking with International Students Chaperones: B. Campbell, D. Pimm, J. Hickey, M. Conway 50 Students
Muncho Lake /Liard Hot Springs	June 3-6	Muncho Lake	School Bus	Chaperones - Dania Pimm, Brian Campbell, Jodi Hickey Hiking and canoeing and hot springs 20 International Students



SCHOOL DISTRICT NO. 60 (PEACE RIVER NORTH)

OUT-OF-DISTRICT SPORTS / FIELD TRIPS

JANUARY TO JUNE 2024 ONLY

FOR BOARD APPROVAL

SCHOOL: Alwin Holland

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)
Grade 6 Class - Mrs. Dejmecks (Room 17)	Friday March 15th	Worsley Ski Hill (Whispering Pines Ski Hill)	Bus	Mrs. Dejmeck will take the grade 6 class at Alwin Holland Elementary school skiing at Whispering Pines Ski Hill (Worsley) on March 15th 2024. Parent Volunteers will be attending as well.
				High Risk Activity forms will be required for all students attending the field trip

[illegible]

School District #60

Operating Financial Report – July 1 2023 to December 31, 2023

2023/24						
Operating Revenue	Actual	Preliminary Budget	% of budget received	# of Months	Explanations	
Ministry of Education Grants	\$ 32,094,400	\$ 79,800,837	40.2%	12	Lower than expected - should be approx 50%	
Provincial Grants - School Age Therapy	\$ 60,760	\$ 127,502	47.7%	12	On Track - should be approx. 50% YTD	
Offshore Tuition	\$ 223,093	\$ 743,513	30.0%	10	Offshore Tuition recognized each month	
Alberta Students, DL, 3rd Party Billings	\$ 61,026	\$ 85,000	71.8%	10	There is no transportation funding from Peace River School District	
LEA Revenue	-\$	\$50,971	56.4%		Halfway River, Blueberry River and Doig River First Nations	
Miscellaneous Revenue	\$ 89,193	\$ 350,000	25.5%	12	This includes miscellaneous funds that come into the District.	
Rentals	\$ 59,069	\$ 116,468	50.7%	12	Includes Daycare Rental, Teacherage Rentals, Cameron Lake Rentals & Indigenous Rent	
Interest	\$ 323,398	\$ 320,000	101.1%	12	Interest rates have increased from 4.8% in May to 5.37% in December	
Total Operating Revenue Before LEA Adjustment	\$ 32,359,968	\$80,566,417	40.2%			
LEA Revenue	\$ 550,971	\$ 976,903			70% Halfway River & Blueberry River; 50% Doig	
Total Operating Revenue	\$32,910,939	\$81,543,320	40.4%			
Operating Expense	Actual	Annual Budget	% of budget expended	# of Months	Explanations	
Salaries						
Teachers	12,107,261	30,737,914	39.4%	10	On Track as should be approx. 40% YTD	
Principals and Vice-Principals	2,815,904	5,740,998	49.0%	12	On Track as should be approx. 50% YTD	
Educational Assistants	2,343,538	6,068,225	38.6%	10	On Track should be approx. 40% YTD	
Support Staff	3,924,022	9,560,596	41.0%	10	On Track as should be approx 40% YTD	
Other Professionals	975,818	2,016,017	48.4%	12	On Track as should be approx. 50% YTD	
Substitutes (TOC's)	906,040	2,264,888	40.0%	10	On Track should be approx. 40% YTD	
	23,072,583	56,388,638	40.9%			
Total Salaries						
	4,812,751	13,505,547	35.6%		On Track as should be approx. 40% YTD	
Employee Benefits	\$27,885,334	\$69,894,185	39.9%			
Total Salaries and Benefits						
Services and Supplies	3,947,540	11,360,317	34.7%	12	Purchases vary through year	
Total Operating Expenses	\$31,832,874	\$81,254,502				
Capital Purchases (Operating)	\$417,722	\$700,000	59.7%	12	Purchases vary through year	
Total Operating Expenses and Capital Purchases	\$32,250,596	\$81,954,502				
Operating Net Revenue (Expense)	\$660,343	-\$411,182				
Application of Reserves	\$365,292	\$411,182				
Balanced	\$1,025,635	\$0				

Notes

This document reflects the Preliminary Annual Budget. The percentages will be accurate of the current financial climate once the Amended Budget is passed.



The Board of Education
OPERATING BUDGET CONSULTATION 2024/2025
School District #60 (Peace River North)
SPRING 2024

March 15 (Friday)	<ul style="list-style-type: none"> • Minister announces School District preliminary funding levels (<i>School Act 106.3</i>)
March 15 (Friday)	<ul style="list-style-type: none"> • Online Public Surveys <ul style="list-style-type: none"> ○ To be boosted on Monthly in April and May
March 1 – April 30	<ul style="list-style-type: none"> • Consult with Indigenous Bands and Metis Group <ul style="list-style-type: none"> ○ Presentation at IEC Meeting
March 1 – April 30	<ul style="list-style-type: none"> • Meet with Department Heads
April 3 (Wednesday)	<ul style="list-style-type: none"> • Senior Admin Team Meeting (Ops Meeting) <ul style="list-style-type: none"> ○ District budget Information review
April 9 (Tuesday)	<ul style="list-style-type: none"> • District Leadership Team Meeting (DLTM) <ul style="list-style-type: none"> ○ Elementary & Secondary Budget Presentation
April 22 (Monday)	<ul style="list-style-type: none"> • In-Camera Board Meeting <ul style="list-style-type: none"> ○ Budget update and discussion
April 23 (Tuesday)	<ul style="list-style-type: none"> • Present at SUPAC Meeting
May 6 (Monday) 12:30 – 4:00 p.m. District Board Office	<ul style="list-style-type: none"> • Partner Group Information/Discussion <ul style="list-style-type: none"> ○ Budget update and information ○ COTW Regular Meeting Agenda
May 7 (Tuesday) Evening (Time 5:30) District Board Office	<ul style="list-style-type: none"> • Public Meeting <ul style="list-style-type: none"> ○ Public ○ Advertisement (Website, Twitter, Facebook)
May 8 (Wednesday) 9:00 – 11:00 a.m.	<ul style="list-style-type: none"> • Senior Admin Team Meeting (Ops Meeting) <ul style="list-style-type: none"> ○ District Budget information reviewed
May 21 (Tuesday) 5:30 p.m.	<ul style="list-style-type: none"> • Regular Board Meeting <ul style="list-style-type: none"> ○ Adopt Preliminary Budget (<i>Section 113</i>)

Interim Operating Grants Overview - 2023/24 School Year
(Following the September 2023 Enrolment Count)

September 2023 Enrolment Count				
School-Age	Enrolment	Funding Level	Funding	Total Supplement
Standard (Regular) Schools	5,814,000	\$8,625	\$50,145,750	
Continuing Education	0.0000	\$8,625	\$0	\$0
Alternate Schools	0.0000	\$8,625	\$0	\$0
Online Learning	152,8750	\$6,960	\$1,064,010	
Home Schooling	13	\$250	\$3,250	
Course Challenges	0	\$270	\$0	\$0
Total Enrolment-Based Funding (September)	5,966,8750			\$51,213,010
Total Enrol. Change				
1% to 4% Enrolment Decline	-73,9375	\$4,313	\$58,352	
4%+ Enrolment Decline		\$6,469	\$0	\$0
Significant Cumulative Decline (7%+)	75.0000	\$4,313	\$0	\$0
Supplement for Enrolment Decline				\$58,352
Total				
Level 1 Special Needs	4	\$49,070	\$196,280	
Level 2 Special Needs	300	\$23,280	\$6,984,000	
Level 3 Special Needs	141	\$11,760	\$1,658,160	
English Language Learning	645	\$1,735	\$1,119,075	
Indigenous Education	1,301	\$1,710	\$2,224,710	
Adult Education	2,6250	\$5,505	\$14,451	
Equity of Opportunity Supplement			\$270,514	
Supplement for Unique Student Needs				\$12,467,150
Funding				
Variance from Provincial Average	-\$404		-\$133,982	
Estimated Number of Educators	331,639			
Total Supplement				
FTE Distribution	5,968,5000	\$180.33	\$1,076,480	
Supplement for Salary Differential				\$942,498
Supplement for Unique Geographic Factors				\$10,563,690
Funding Protection				\$0
Curriculum and Learning Support Fund				\$54,942
September 2023 Enrolment Count, Total				\$75,299,682

*Note: Highlighted sections are estimated and will be updated following the February and May enrolment counts

School District 60 (Peace River North)

July 2023 Enrolment Count				
	Enrolment	Funding Level	Funding	Total Supplement
Summer Learning Grade 1-7	0	\$245	\$0	\$0
Summer Learning Grade 8-9	0	\$245	\$0	\$0
Summer Learning Grade 10-12	0	\$490	\$0	\$0
Supplemental Summer Learning Funding				\$0
Cross-Enrolment, Grade 8 and 9	2	\$490	\$980	
Summer Learning, Total				\$980
February 2024 Enrolment Count*				
	Enrolment	Funding Level	Funding	Total Supplement
School-Age FTE - Continuing Education	0.0000	\$8,625	\$0	\$0
Adult FTE - Continuing Education	0.0000	\$5,505	\$0	\$0
K-Gr 9 School-Age FTE - Online Learning	10.0000	\$3,480	\$34,800	
Gr 10-12 School-Age FTE - Online Learning	70.0000	\$6,960	\$487,200	
Adult FTE - Online Learning	4.0000	\$5,505	\$22,020	
Level 1 Special Needs Enrolment Growth	0	\$24,535	\$0	\$0
Level 2 Special Needs Enrolment Growth	5	\$11,640	\$58,200	
Level 3 Special Needs Enrolment Growth	2	\$5,880	\$11,760	
Newcomer Refugees	0.0000	\$4,313	\$0	\$0
ELL Supplement - Newcomer Refugees	0	\$868	\$0	\$0
February 2024 Enrolment Count, Total*				\$613,980
May 2024 Enrolment Count*				
	Enrolment	Funding Level	Funding	Total Supplement
School-Age FTE - Continuing Education	0.0000	\$8,625	\$0	\$0
Adult FTE - Continuing Education	0.0000	\$5,505	\$0	\$0
K-Gr 9 School-Age FTE - Online Learning	5.0000	\$2,320	\$11,600	
Gr 10-12 School-Age FTE - Online Learning	40.0000	\$6,960	\$278,400	
Adult FTE - Online Learning	4.0000	\$5,505	\$22,020	
May 2024 Enrolment Count, Total*				\$312,020
2023/24 Full-Year Estimated Total*				
				\$76,226,662
Estimated 2023/24 Operating Grant from Indigenous Services Canada				\$947,540
Estimated 2023/24 Operating Grant from Ministry of Education and Child Care				\$75,279,122

Estimated Operating Grants Overview - 2023/24 School Year

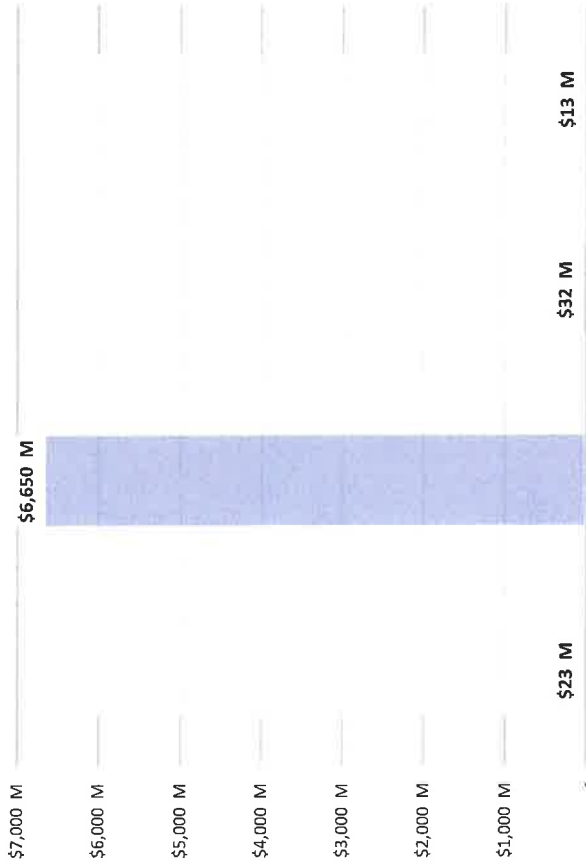
September 2023 Enrolment Count				
School-Age Enrolment	Funding Level	Funding	Total Supplement	
Standard (Regular) Schools	6,010,000	\$8,625	\$51,836,250	
Continuing Education	0.0000	\$8,625	\$0	
Alternate Schools	0.0000	\$8,625	\$0	
Online Learning	140.0000	\$6,960	\$974,400	
Home Schooling	34	\$250	\$8,500	
Course Challenges	1	\$270	\$270	
Total Enrolment-Based Funding (September)	6,150,000		\$52,819,420	
Total Enrol. Change				
1% to 4% Enrolment Decline	Funding Level	Funding	Total Supplement	
4%+ Enrolment Decline	45.3750	\$4,313	\$0	
Significant Cumulative Decline (7%+)	75.0000	\$4,313	\$0	
Supplement for Enrolment Decline			\$0	
Total				
Enrolment	Funding Level	Funding	Total Supplement	
Level 1 Special Needs	4	\$49,070	\$196,280	
Level 2 Special Needs	292	\$23,280	\$6,797,760	
Level 3 Special Needs	171	\$11,760	\$2,010,960	
English Language Learning	530	\$1,735	\$919,550	
Indigenous Education	1,285	\$1,710	\$2,197,350	
Adult Education	4,000	\$5,505	\$22,020	
Equity of Opportunity Supplement			\$282,203	
Supplement for Unique Student Needs			\$12,426,123	
Variance from Provincial Average				
Estimated Number of Educators	Funding Level	Funding	Total Supplement	
Variance from Provincial Average	-5576		-\$196,928	
Estimated Number of Educators	341.889			
FTE Distribution	Enrolment	Funding Level	Funding	Total Supplement
Supplement for Salary Differential	6,154,000	\$180.33	\$1,109,751	\$912,823
Supplement for Unique Geographic Factors				\$10,563,690
Funding Protection				\$0
Curriculum and Learning Support Fund				\$54,942
September 2023 Enrolment Count, Total				\$76,776,998

School District 60 (Peace River North)

July 2023 Enrolment Count				
	Enrolment	Funding Level	Funding	Total Supplement
Summer Learning Grade 1-7	0	\$245	\$0	\$0
Summer Learning Grade 8-9	0	\$245	\$0	\$0
Summer Learning Grade 10-12	0	\$490	\$0	\$0
Supplemental Summer Learning Funding				\$0
Cross-Enrolment, Grade 8 and 9	5	\$490	\$2,450	\$2,450
Summer Learning, Total				\$2,450
February 2024 Enrolment Count				
	Enrolment	Funding Level	Funding	Total Supplement
School-Age FTE - Continuing Education	0.0000	\$8,625	\$0	\$0
Adult FTE - Continuing Education	0.0000	\$5,505	\$0	\$0
K-Gr 9 School-Age FTE - Online Learning	10.0000	\$3,480	\$34,800	\$34,800
Gr 10-12 School-Age FTE - Online Learning	70.0000	\$6,960	\$487,200	\$487,200
Adult FTE - Online Learning	4.0000	\$5,505	\$22,020	\$22,020
Level 1 Special Needs Enrolment Growth	0	\$24,535	\$0	\$0
Level 2 Special Needs Enrolment Growth	5	\$11,640	\$58,200	\$58,200
Level 3 Special Needs Enrolment Growth	2	\$5,880	\$11,760	\$11,760
Newcomer Refugees	0.0000	\$4,313	\$0	\$0
ELL Supplement - Newcomer Refugees	0	\$868	\$0	\$0
February 2024 Enrolment Count, Total				\$613,980
May 2024 Enrolment Count				
	Enrolment	Funding Level	Funding	Total Supplement
School-Age FTE - Continuing Education	0.0000	\$8,625	\$0	\$0
Adult FTE - Continuing Education	0.0000	\$5,505	\$0	\$0
K-Gr 9 School-Age FTE - Online Learning	5.0000	\$2,320	\$11,600	\$11,600
Gr 10-12 School-Age FTE - Online Learning	40.0000	\$6,960	\$278,400	\$278,400
Adult FTE - Online Learning	4.0000	\$5,505	\$22,020	\$22,020
May 2024 Enrolment Count, Total				\$312,020
2023/24 Full-Year Estimated Total				
				\$77,705,448
Estimated 2023/24 Operating Grant from Indigenous Services Canada				
				\$976,903
				\$76,728,545

Overview of the 2023/24 Operating Grant Allocation Formula

Allocation of the Total Operating Block by Enrolment Count
(2023/24 Interim as at December 2023)



75% allocated through the Basic Allocation	Basic Allocation	
	Common per student amount for every FTE student enrolled by school type.	
	Standard School	\$8,625 per school age FTE
	Alternate School	\$8,625 per school age FTE
	Continuing Education	\$8,625 per school age FTE
17% allocated to recognize unique student enrolment	Online Learning	\$6,960 per school age FTE
	Unique Student	
	Additional per student funding to address uniqueness of district enrolment and support additional programming. Includes Equity of Opportunity Supplement for children and youth in care and students with mental health challenges.	
	Level 1 Special Needs	\$49,070 per student
	Level 2 Special Needs	\$23,280 per student
	Level 3 Special Needs	\$11,760 per student
	Indigenous Education	\$1,710 per student
	English/French Language Learning	\$1,735 per student
	Adult Education	\$5,505 per FTE
	Unique District	
7% allocated to recognize unique district factors	Additional funding to address uniqueness of district factors.	
	Small Community	For small schools located a distance away from the next nearest school
	Low Enrolment	For districts with low total enrolment
	Rural Factor	Located some distance from Vancouver and the nearest large regional population centre
	Climate Factor	Operate schools in colder/warmer climates; additional heating or cooling requirements
	Sparseness Factor	Operate schools that are spread over a wide geographic area
	Student Location Factor	Based on population density of school communities
	Supplemental Student Location Factor	Level 1 and 2 special needs enrolment
	Salary Differential	Funding to districts that have higher average educator salaries
	Funding Protection / Enrolment Decline	
0.1% allocated to buffer the effects of declining enrolment	Funding Protection	Funding to ensure that no district experiences a decline in operating grants greater than 1.5% when compared to the previous September
	Enrolment Decline	Funding to districts experiencing enrolment decline of at least 1% when compared to the previous year
	CSF Supplement	
District receives a 15% funding premium on allocated funding.		

All funding information estimated for the 2023/24 School Year

2022/2023 Comparison - Northern Districts

		SD #60		SD #8		SD #27		SD #82		SD #91	
Enrollment		Peace River North		Kootenay Lake		Cariboo-Chilcotin		Coast Mountain (Terrace)		Nechako Lakes	
		School-Aged Funded FTE		4,811,125		4,706,250		4,229,313		3947,500	
Revenues	Provincial Grants	73,079,358		59,879,459		5,608,962		50,697,225		53,482,264	
	Tuition	809,072		1,721,799		4,650		19,500		212,984	
	Other Revenue	1,158,766		592,451		2,670,739		5,904,092		6,339,026	
	Rentals & Leases	114,562		114,997		86,360		626,684		87,343	
	Investment Income	451,169		274,554		885,511		134,002		404,266	
Total Operating Revenue		75,613,327		62,581,260		9,258,222		57,381,503		60,525,683	
Expenses	Instruction	58,987,576		42,904,269		39,924,585		42,924,683		48,248,464	
	District Administration	2,517,571		4,373,441		3,587,621		2,742,624		3,378,645	
	Operations & Maintenance	9,142,289		8,326,630		9,855,579		8,932,519		6,402,965	
	Transportation & Housing	4,151,207		2,906,660		4,729,271		2,542,599		3,070,040	
	Total Expenses	74,798,643		58,511,000		57,097,056		57,142,425		61,100,114	
				78.86%		73.33%		69.93%		75.12%	
				3.37%		7.47%		6.28%		4.80%	
				12.22%		14.23%		15.51%		15.63%	
				5.55%		4.97%		8.28%		4.45%	

*Percentages for expenses are a function of the total expenses

2022/2023 Comparison - Northern Districts

	Function					
	Provincial Average	SD60	SD8	SD 27	SD 82	SD91
Instruction	82.6	78.9	73.3	69.9	75.1	79.0
District Administration	4.0	3.4	7.5	6.3	4.8	5.5
Operations & Maintenance	11.4	12.2	14.2	15.5	15.6	10.5
Transportation	2.0	5.5	5.0	8.3	4.4	5.0

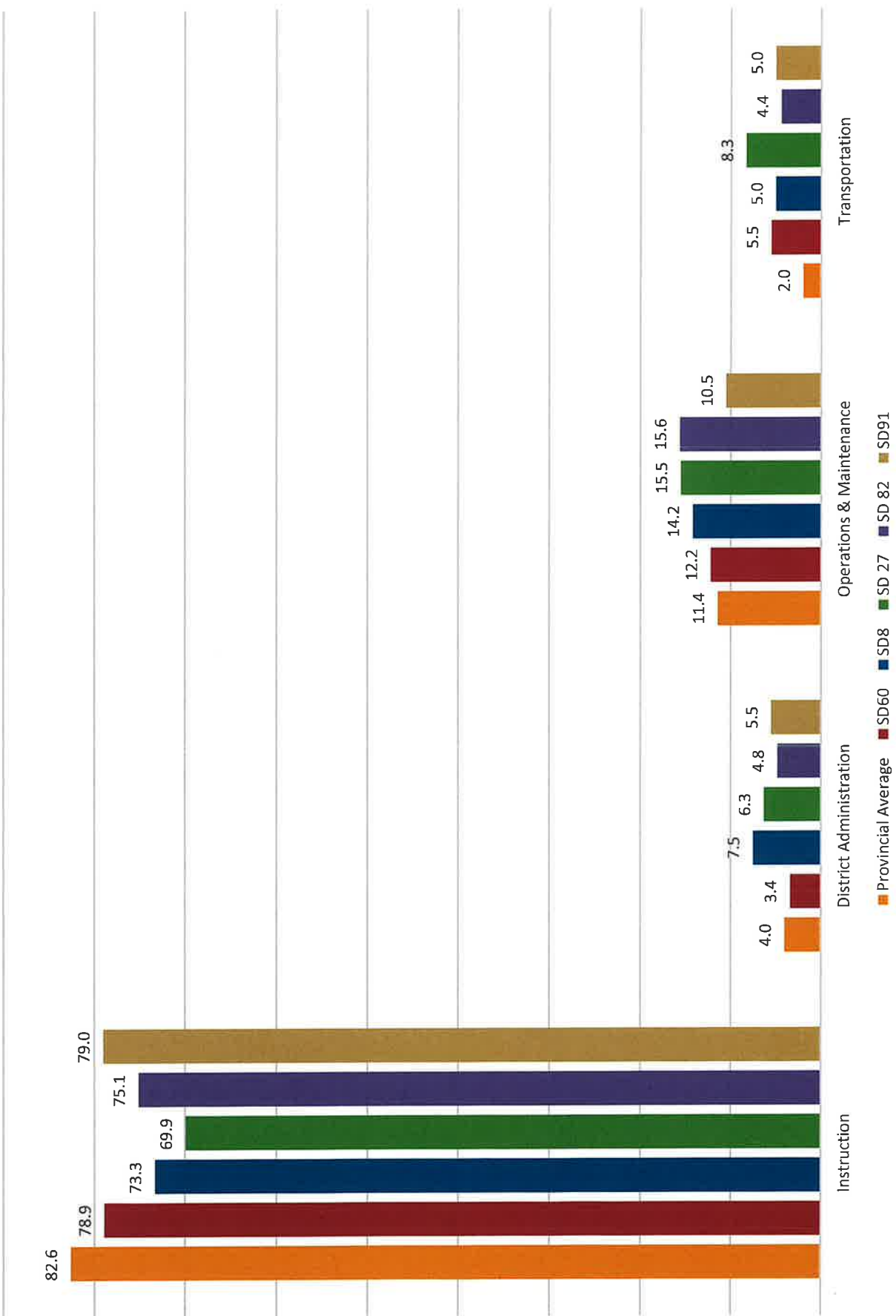
	Salaries					
	Provincial Average	SD60	SD8	SD 27	SD 82	SD91
Teacher Salaries	42.1	37.3	35.2	34.8	36.9	34.2
Principals & Vice Principals Salaries	5.7	7.0	7.0	9.0	6.0	5.8
Educational Assistants Salaries	8.2	7.1	5.1	5.7	7.2	8.1
Support Staff Salaries	8.7	11.6	11.6	14.6	10.0	11.4
Other Professional Salaries	2.9	2.5	4.1	3.4	4.2	5.2
Substitutes Salaries	3.5	2.9	4.8	2.2	3.4	2.4

Object						
	Provincial Average	SD60	SD8	SD 27	SD 82	SD91
Services	3.5	1.6	4.1	1.5	3.1	3.7
Student Transportation	0.7	1.5	0.5	0.1	4.3	0.2
Professional Development & Travel	0.7	1.3	1.4	1.6	1.4	1.9
Rentals & Leases	0.1	0.0	0.1	0.5	0.0	0.1
Dues & Fees	0.2	0.1	0.2	0.5	0.2	0.1
Insurance	0.3	0.3	0.3	0.3	0.3	0.3
Supplies	3.9	7.0	7.8	7.7	4.7	8.8
Utilities	1.8	2.9	2.3	2.7	2.7	2.2

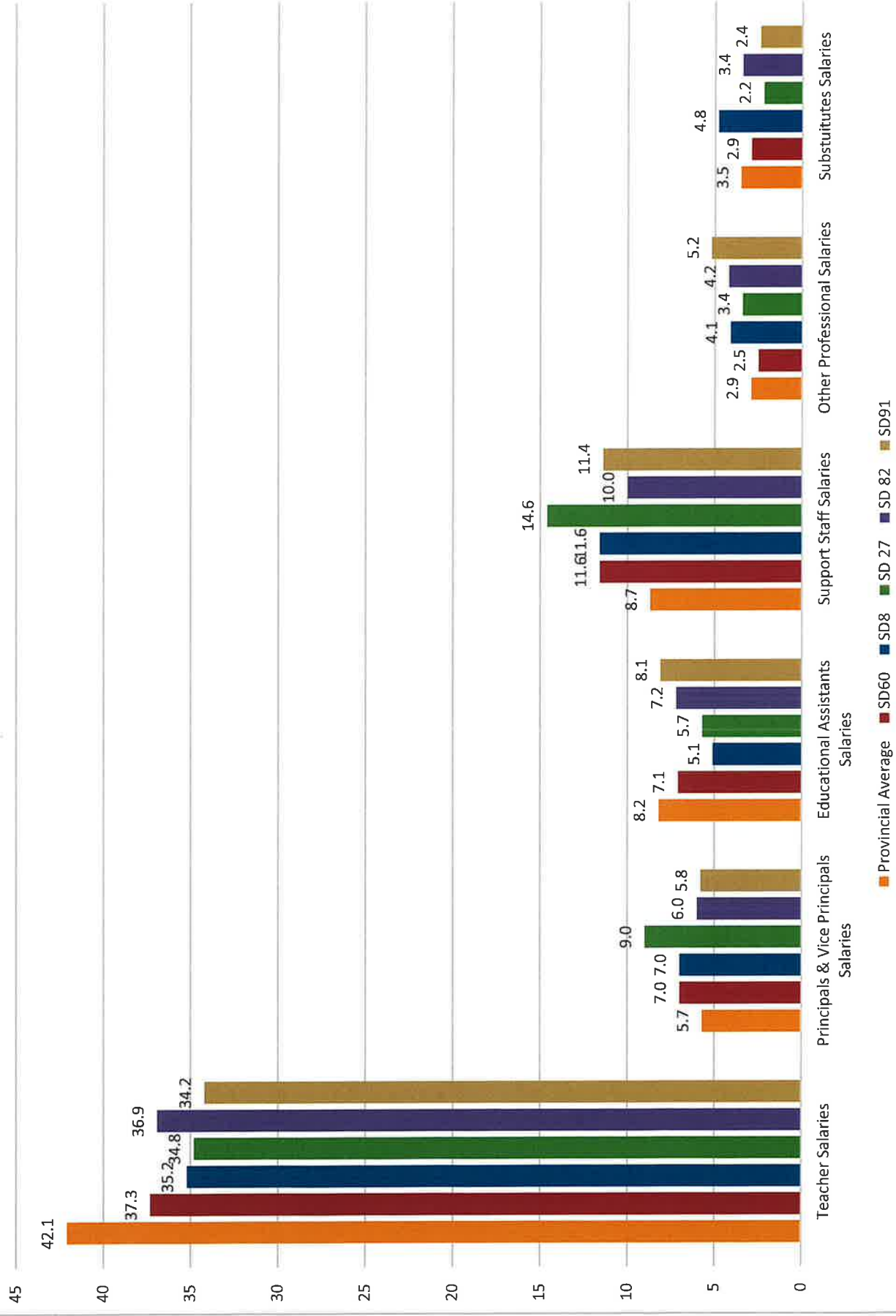
SD60
SD8
SD27
SD82
SD91

Peace River North
Kootney Lake
Cariboo-Chilcotin
Terrace
Nechako Lakes

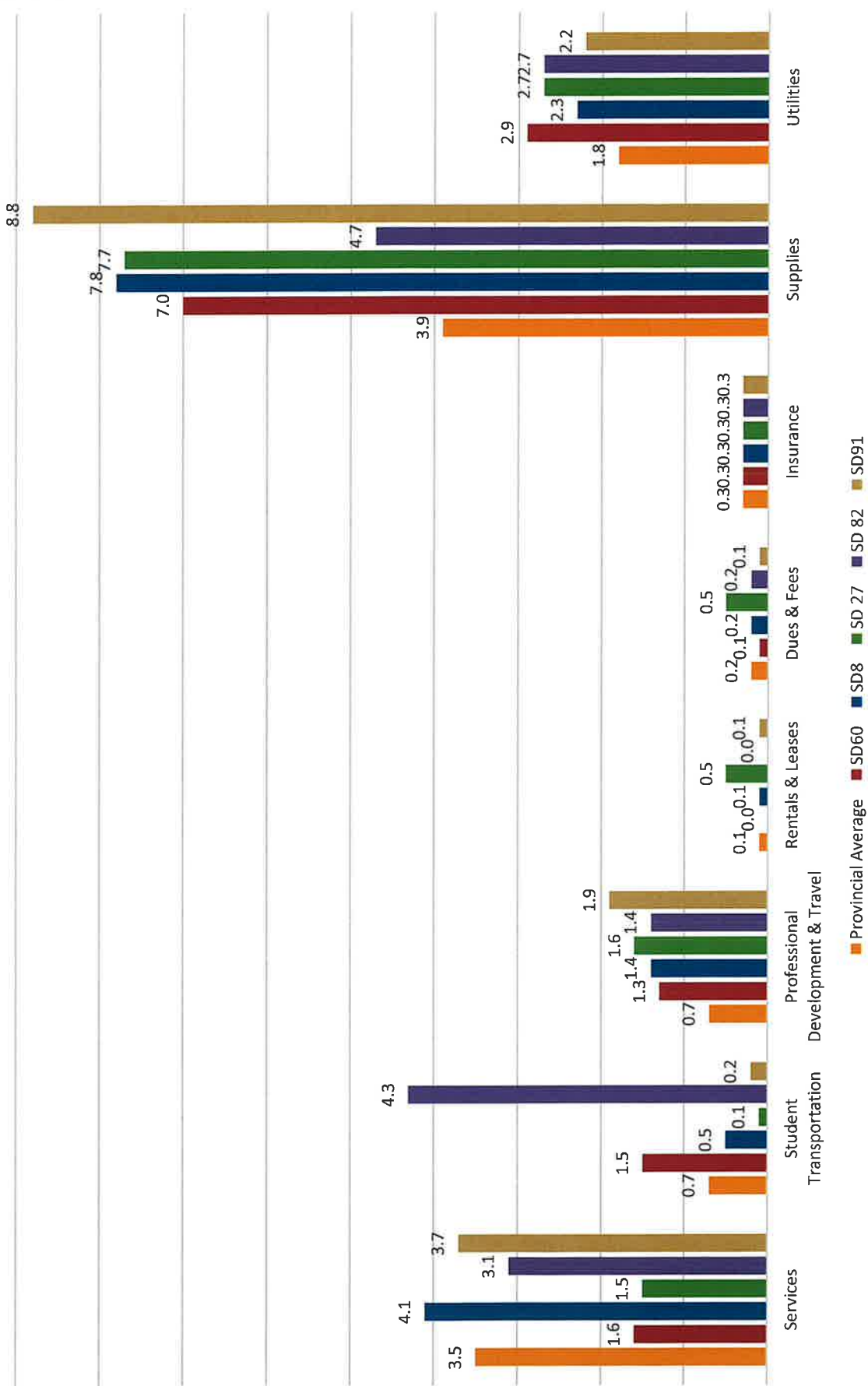
2022/23 Northern District - Function



2022/23 Northern District - Salaries



2022/23 Northern Districts - Supplies Breakdown



2022/2023 Comparison - Similar Size Districts

	SD #60 Peace River North	SD #40 New Westminster	SD #72 Campbell River	SD #75 Mission
Enrollment				
School-Aged Funded FTE	6,282,938	7,284,688	5,681,938	6,566,000
Revenues				
Provincial Grants	73,079,358	74,913,608	62,764,735	73,475,016
Federal Grants				
Tuition	809,072	2,896,288	945,849	2,323,048
Other Revenue	1,158,766	527,747	2,711,940	303,375
Rentals & Leases	114,962	590,542	154,352	203,688
Investment Income	451,169	495,510	576,820	600,217
Total Operating Revenue	75,613,327	79,423,695	67,153,696	76,905,344
Expenses				
Instruction	58,987,576	66,272,593	53,297,121	62,945,566
District Administration	2,517,571	4,133,876	3,187,835	3,753,868
Operations & Maintenance	9,142,289	7,487,803	8,544,333	8,438,946
Transportation & Housing	4,151,207	254,802	1,602,168	1,380,570
Total Expenses	74,798,643	78,149,074	66,631,457	76,518,950

*Percentages for expenses are a function of the total expenses

2022/2023 Comparison - Similar Size

	Function			
	Provincial Average	SD60	SD40	SD75
Instruction	82.6	78.9	84.8	82.3
District Administration	4.0	3.4	5.3	4.9
Operations & Maintenance	11.4	12.2	9.6	11.0
Transportation	2.0	5.5	0.3	1.8

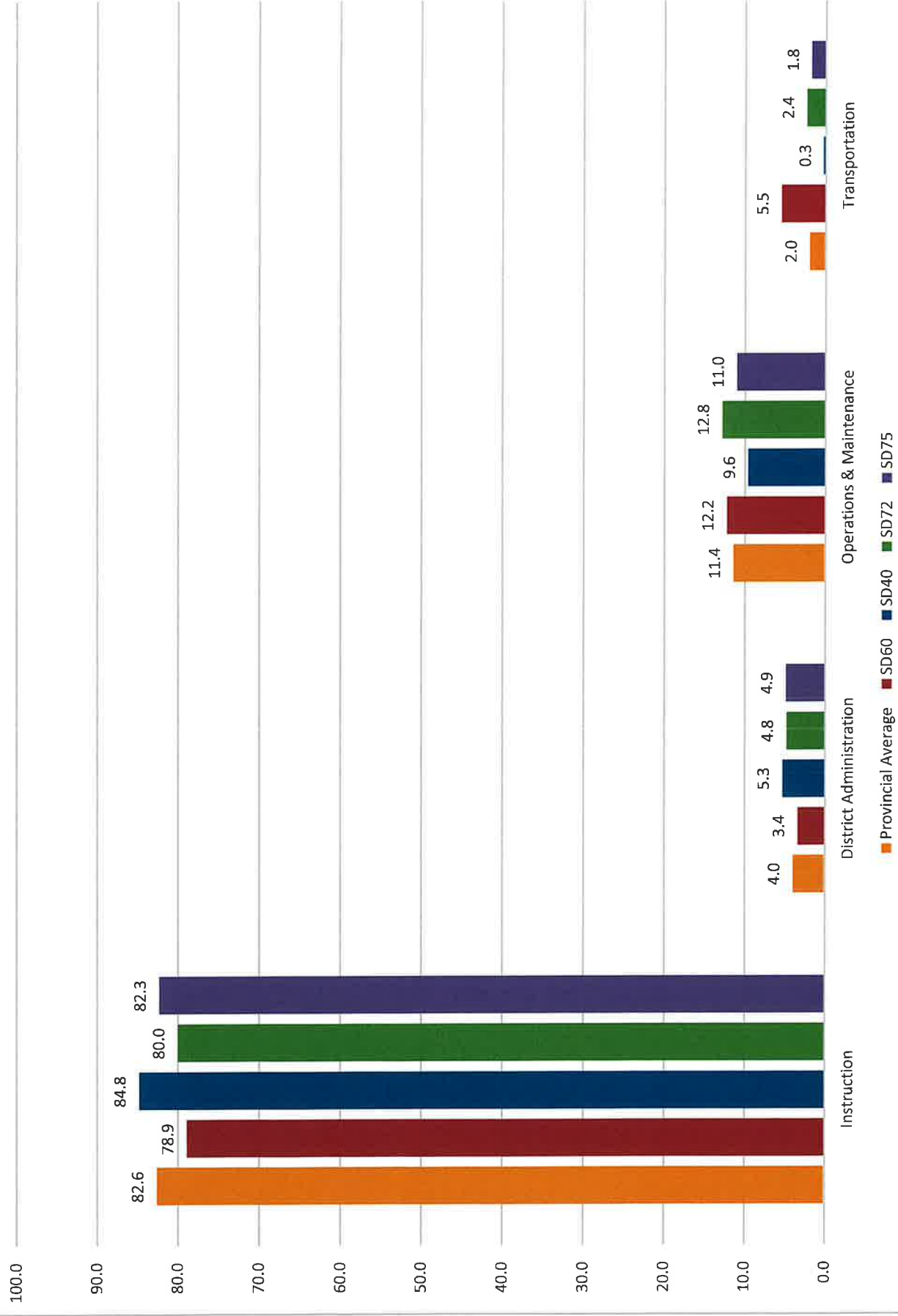
	Salaries			
	Provincial Average	SD60	SD40	SD75
Teacher Salaries	42.1	37.3	43.7	39.4
Principals & Vice Principals Salaries	5.7	7	5.4	6.1
Educational Assistants Salaries	8.2	7.1	9.7	8.3
Support Staff Salaries	8.7	11.6	7.6	10.2
Other Professional Salaries	2.9	2.5	3.8	2.9
Substitutes Salaries	3.5	2.9	3.5	2.3
				4.7

	Object			
	Provincial Average	SD60	SD40	SD75
Services	3.5	1.6	3	2.9
Student Transportation	0.7	1.5	0.1	0.1
Professional Development & Travel	0.7	1.3	0.6	1.1
Rentals & Leases	0.1	0	0.3	0.1
Dues & Fees	0.2	0.1	0.2	0.1
Insurance	0.3	0.3	0.2	0.3
Interest	0	0	0	0
Supplies	3.9	7	2.4	3.7
Utilities	1.8	2.9	1.6	2.7
				1.7

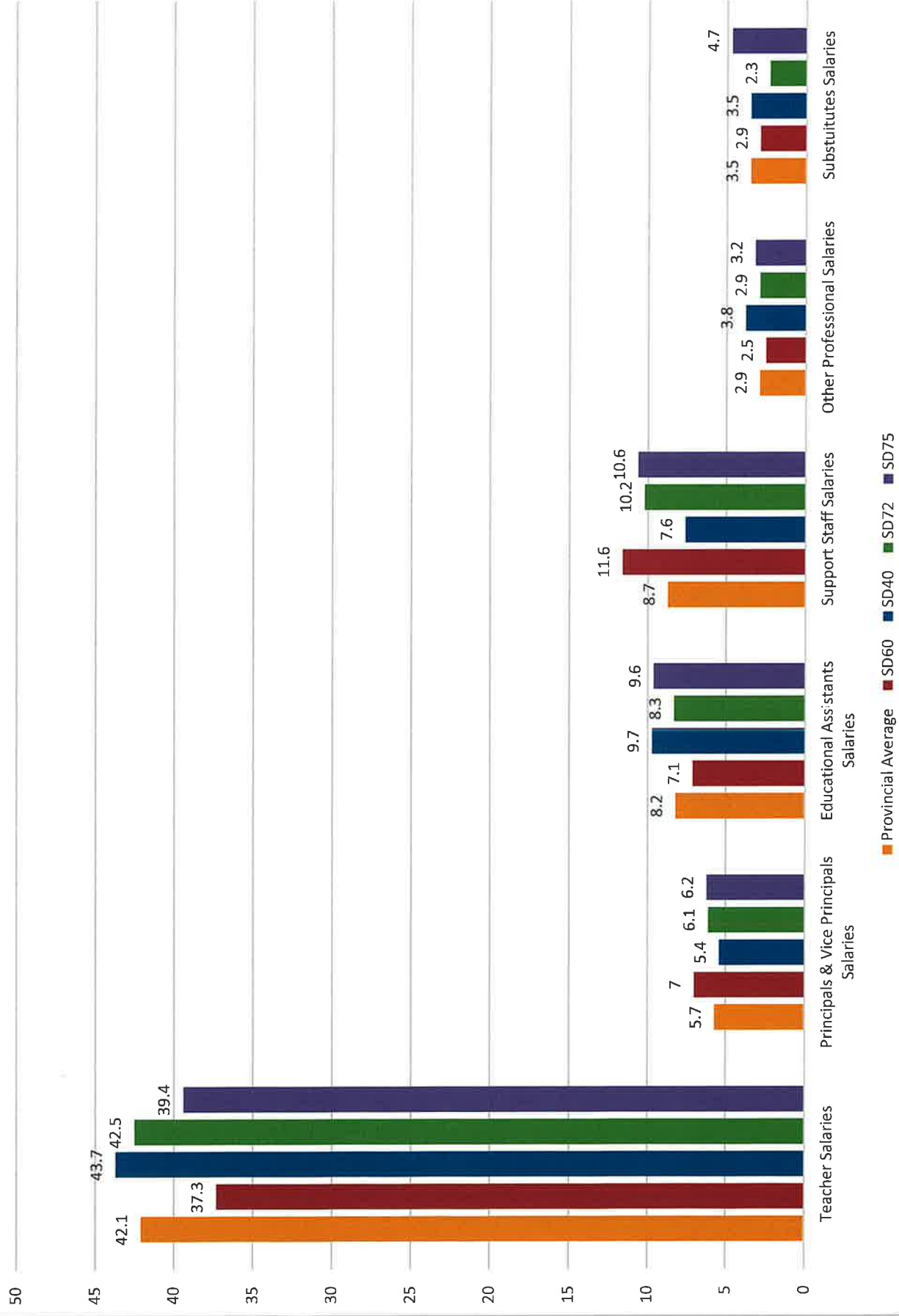
SD60
SD40
SD72
SD75

Peace River North
New Westminster
Campbell River
Mission

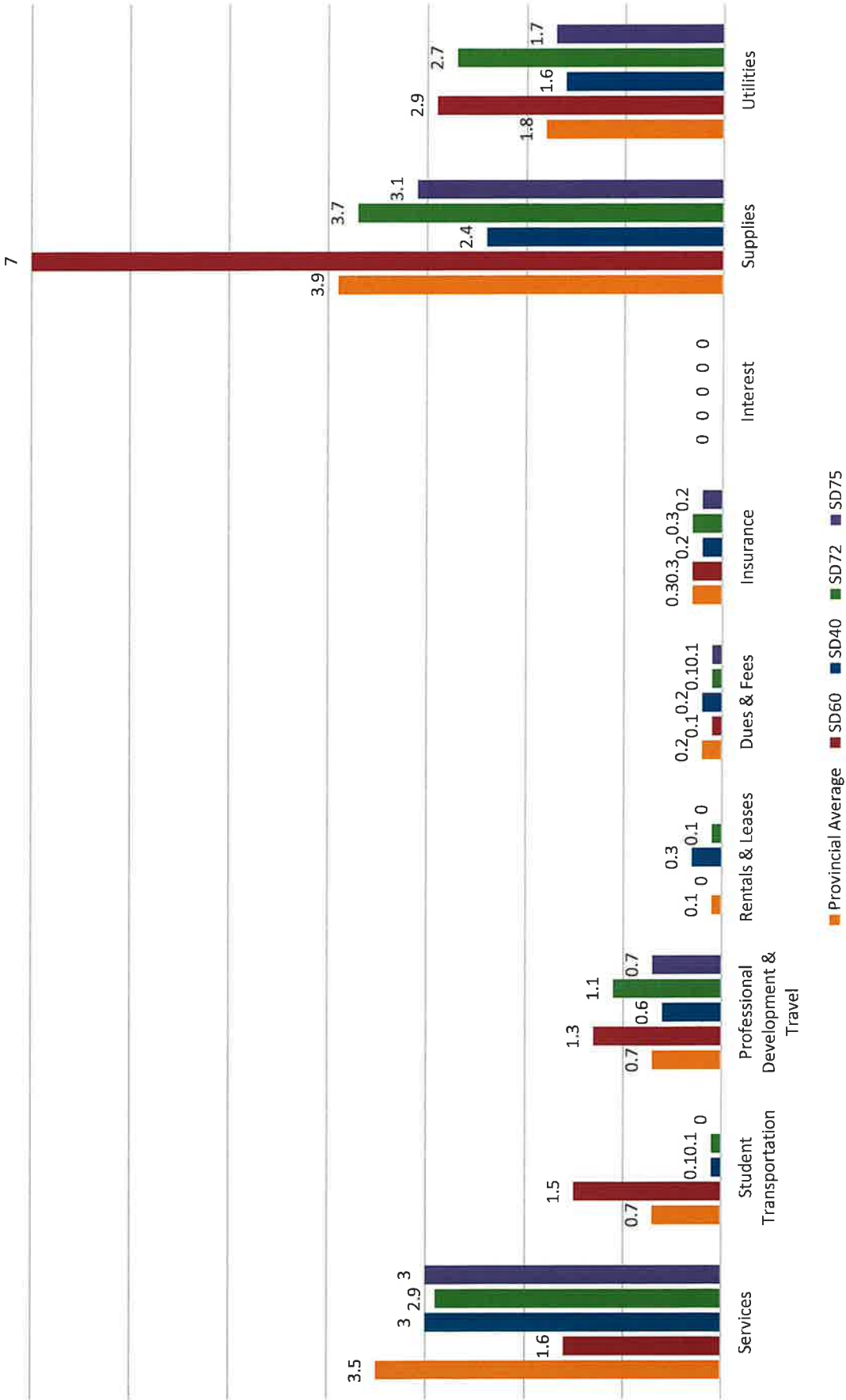
2022/23 Similar Districts - Function



2022/23 Similar District - Salaries



2022/23 Similar District - Supplies and Services





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.