

MINUTES

SCHOOL DISTRICT NO. 60 (Peace River North)

REGULAR MEETING

Tuesday, February 20, 2024
5:30 p.m.

Present: Helen Gilbert, Chair – Board of Education (Area 5)
Madeleine Lehmann, Vice-Chair (Area 1)
Ida Campbell, Trustee (Area 4) *(via Zoom)*
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)

Cindy Bartsch
Gwenn Bourdon
Tania Finch



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

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

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

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

Call to Order Chair Gilbert called the meeting to order at 5:35 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 #16-24

Whitton/Snow
THAT the agenda be accepted as presented with the following agenda item correction:

Policy Committee

9.3c Policy 8003 **Fundraising – Curricular, Co-Curricular & Extracurricular**

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)

- NIB Meeting
- Visited Baldonnel and Taylor schools

Trustee Gilliss (Area 3)

- NIB Meeting – well organized...best one I've attended
- Hudson's Hope – running Speech Club with seven students preparing speeches

Vice-Chair Lehmann (Area 1)

- NIB Meeting...congratulations to Chair Gilbert in her new position as Chair of the committee and doing a great job of organizing the meeting
- Attended Clearview PAC Meeting
- Wonowon Consultation with architect and community
- Asked to be a judge for local 4-H club

Trustee Scott-Moncrieff (Area 2)

- Prespatou Graduation
- Connected with Wonowon Staff regarding the new school
- Reached out to other liaison schools

Trustee Snow (Area 5)

- Visited NPSS, Bert Ambrose and ELC
- Prespatou Graduation...nice, small and had a tour of the school
- Elementary Basketball – attended several games
- Policy committee – reviewed district policies

Trustee Whitton (Area 5)

- Was part of a thank you presentation from the Canadian Parents for French to the City for declaring February 4 – 11 Bilingual Week
- Community Town Hall on Crime – good turnout with good discussion
- Northern Combat Invitational for Brazilian Jujitsu – good to see kids putting their skills to good use

Chair Gilbert (Area 5)

- January 24 – attended the Chamber of Commerce Luncheon regarding an update on Site C. When project is complete, they anticipate having 38 jobs being associated with it
- Equity Scan meeting
- Board Chair call
- NIB Meeting
- February 9 – Partner Liaison Meeting
- February 12 – Rural and Remote network meeting – Terms of Reference are going to the BCSTA for final approval at Provincial Council on February 23

- Baldonnel pancake breakfast
- High on Ice – volunteered at Sunset Stables for the North Peace Ride for the Disabled. Provided wagon rides for 250+ people on Saturday and Sunday. Diversity in our community has changed...for many, this was their first encounter with a horse.

Minutes of the Regular Board Meeting

Approval of the Minutes

Motion #17-24

Scott-Moncrieff/Lehmann
 THAT the Regular Meeting Minutes of January 22, 2024 be adopted.
 CARRIED.

Business Arising from the Minutes

The following business arose from the above noted Minutes:

Science Fair

- Not a district function, however they rely heavily on district support
- Lost a key volunteers that have helped in the past which led to the decision to not have the event this year
- Students in Grades 7 – 12 are eligible to register from their site and participate virtually in the Regional Science Fair.
- Some schools are continuing to host Science Fairs at their site

Approval of Excerpts

Motion #18-24

Lehmann/Whitton
 THAT the excerpts from the December 18, 2023 In Camera Meeting Minutes be approved and appended to these Regular Meeting Minutes.
 CARRIED.

Announcements & Reminders

February 24	Provincial Council		Virtual
February 24	Band Fundraiser		MMCS
February 26	NPAA Meeting	4:45 p.m.	Dr. Kearney
February 27	SUP-PAC Meeting	12:00 p.m.	Board Room
	Campbell Scott Moncrieff/Gilbert		
February 28/29	Elementary Basketball Tournament		Charlie Lake
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		
March 29	Good Friday		
April 1	Easter Monday		
April 8	COTW Meetings	12:30 p.m.	Board Room
April 18-21	BCSTA AGM		Vancouver
April 22	Board Meetings	5:30 p.m.	Board Room
April 23	SUP-PAC Meeting (Gilbert/Whitton)	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*

ACTION: District Staff to look into sharing of names of retirees as using different process for teaching and support staff.

Superintendent's Report

<https://togetherwelearn.prn.bc.ca/2024/02/15/superintendents-report-february-2024/>

- Achievement and other Data for SD 60 Students
 - Ministry - Enhanced School District Report (page 3) – clarification around the total headcount vs. FTE number of students; FTE number is higher as it includes Distance Learning students. There are a lot of things to celebrate as a district in this document
- Parent Sessions on Substance Abuse & Parent Information/Training Session: Safe & Caring Use of Technology at Home and in the Community – Trustee Whitton has registered to attend the February 28 sessions on behalf of the Board

Out of District Field Trips

- *See motion below*

Motion #19-24

Scott-Moncrieff/Snow

THAT the Board accept the Superintendent's Report with the exception of Out of District Field Trips.

CARRIED.

Motion #20-24

Snow/Lehmann

THAT the Board accepts 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 January 31, 2024

- Chair Gilbert - Ministry Education Grant is lower? Secretary-Treasurer – the Preliminary Budget number can't be changed until Amended Budget comes into play.

Enrollment Projections Review

- Enrollment projections have been submitted to Ministry for the next three years
- Ministry is projecting decreases in "brick and mortar" schools
- Based projections on rollup of students in schools right now, dropping off the grade 12 grads and forecasting Kindergarten enrollments

- We also look at Indigenous and Distance Learning students, do a roll up and put in the related categories
- Work with Key Learning Center on their numbers...look to the past as a guide to predicting future numbers
- Numbers are conservative so we don't have surprises from the preliminary budget to the amended budget
- The projections are created in consultation with a team of staff
- Ministry uses the numbers that we provide to determine the revenue for the Preliminary budget

Human Resources Summary Report

- *For information purposes*

Trustee Remuneration Review

- Annual review done in accordance with Policy 1008 Trustee Indemnity
- CPI shows an increase of 3.4% for December 2023, less 1% (in accordance with our policy) that results in an increase of 2.4% in trustee remuneration

Motion #21-24

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

Reports of Regular Committee of the Whole Meeting

Approval of the Minutes – January 15, 2024

Motion #22-24

Snow/Lehmann
 THAT the Board accept the Regular Committee of the Whole minutes of January 15, 2024 and its recommendations
 CARRIED.

Business Arising from the Minutes

The following business arose from the above noted Minutes:
None

Policy Committee

Motion #23-24

Policy 8001.2 Accumulated Surplus
 Lehmann/
 That a Notice of Motion be issued for Policy 8001.2 Accumulated Surplus.
 CARRIED.

Motion #24-24

Policy 7019 Privacy Policy
 Whitton/
 That a Notice of Motion be issued for Policy 7019 Privacy Policy.
 CARRIED.

Motion #25-24

Policy 8003 Fundraising - Curricular/Co-Curricular/Extra-Curricular Activities
 Scott-Moncrieff/
 That a Notice of Motion be issued for Policy 8003 Fundraising – Curricular/Co-Curricular/Extra-Curricular.
 CARRIED.

ACTION: The three policies to be sent out for Notice of Motion for 30 days and come back to the April 22, 2024 Regular Board Meeting.

Other Reports

BCSTA

Provincial Council – Trustee Campbell has forwarded the agenda and motions to trustees via email

NIB Report Out - Trustee Take-aways

Vice-Chair Lehmann – all MLA's were united in focusing on education

Trustee Gilliss – several MLA's indicated that when advocating, using real-life scenarios can have a big impact

Trustee Gilliss - MLA's have seen school board trustees attend the UBCM along with the municipalities because you get "face-to-face" time with Ministers. Something to consider going forward.

Trustee Campbell – we have not attended in the past but we've sent a report with the City when they go (eg. Transportation)

Chair Gilbert – putting together the profile of the different districts that make up the Northern Interior Branch helped me to see who is being represented. As follow up to the joint NIB/NW meeting, the first North Start Meeting will be held in late February.

Trustee Campbell – Interaction with MLA's was well organized as there was more of a focus. It was well attended and worthwhile...thank you to Helen and others who organized it.

BCPSEA

- Nothing to report

Board Pro-D Committee

- Nothing to report

Amended Annual Budget Bylaw 2023-2024

- The Secretary-Treasurer presented and answered questions from the trustees
- An *Analysis by Function* attachment was also provided to trustees (*Attachment*)

Motion #26-24

Scott-Moncrieff/Lehmann

THAT in accordance with Section 68(4) of the *School Act*, all three readings of the Amended Annual Budget Bylaw 2023-2024 be given at this meeting.

CARRIED.

Motion #27-24 Whitton/Lehmann
THAT the Board adopt the First Reading of Amended Annual Budget Bylaw 2023-2024.
CARRIED.

Motion #28-24 Snow/Scott-Moncrieff
THAT the Second and Third Reading be read in short form.
CARRIED.

Motion #29-24 Whitton/Snow
THAT the Board adopt the Second Reading of Amended Annual Budget Bylaw 2023-2024.
CARRIED.

Motion #30-24 Whitton/Snow
THAT the Board adopt the Third and Final Reading of Amended Annual Budget Bylaw 2023-2024.
CARRIED.

Correspondence

None

Unfinished Business

The following unfinished business arose from the previous meeting minutes:

Strategic Planning

Stephen Petrucci - Superintendent

- Looking at a draft Engagement Summary that has been forwarded to the committee. The volume of feedback received from the workshop sessions and the survey has been phenomenal.
- Next step, the planning committee will bring back a preliminary overarching strategic planning document to the Board
- Within next couple weeks, the committee will also send out the summary
- Discussion around an event to celebrate and share results with the public

New Business

Annual Data Walk

- Looking for vertical and horizontal alignment with the Strategic Plan
- Suggested times
 - March 4, 2024 - start in a school in the morning around 11:00 a.m. – 12:00 p.m., looking at Mathology in the classroom. The COTW meeting will following in the afternoon.
 - Friday, March 8 from 9:00 a.m. - 12:00 p.m. will be a “data walk” plus any other items (eg. reports coming out of the Partner Liaison Meetings, legal background for SOGI, etc.)

PRNTA Update – Michele Wiebe, President

Not present

CUPE Local #4653 Update – Jennie Copeland, President

Not present

District Parent Advisory Council (DPAC) Report – President

Not present

Questions from Press/Public

At this time, opportunity was given for questions from the press:
Gwen Bourdon – on Mathology, how do you decide what school and time?
Superintendent – would put a message out to schools and see who is interested and available at that time. Some of our teachers have recently been doing the training and would like to showcase what they’re doing.

Suspension & Move into In-Camera Meeting

Motion #31-24

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

CARRIED.

Motion # 32-24

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

CARRIED.

Adjournment

Motion #33-24

Scott-Moncrieff/Gillis
THAT the meeting be adjourned. (8:16 p.m.)

HELEN GILBERT, CHAIR,
BOARD OF EDUCATION

ANGELA TELFORD,
SECRETARY-TREASURER

Note: Trustee Campbell joined this meeting via Zoom and confirmed that she was in favor of all motions passed during the Regular Meeting.

Recommended board of directors honouraria increases for 2024/2025 are:

President: \$20,847 to \$21,483/year = \$636/year Vice-President: \$9,206 to \$9,487/year = \$281/year Director: \$6,577 to \$6,778/year = \$201/year

Although the honoraria budget increased by \$2,000, the board of directors' budget line remains unchanged due to expected savings from the continued use of virtual or hybrid formats for some meetings.

23. Salaries and Benefits

The Salaries and Benefits budget line is increased by \$96,000 to accommodate the projected changes as follows:

- In accordance with the BCSTA's Employment Policy Handbook, staff salary grid increases have been tied historically to teacher salary negotiations. The most recent teachers' collective agreement was finalized and came into effect on July 1, 2022.
 - o In Year 3 of the new collective agreement, a general salary grid increase of 2.0% was applied, along with an adjustment of 0.11% to the top step of all the grids. Additionally, the collective agreement includes an extra 1.0% for cost of living adjustment (COLA). Unlike the previous year, the 2024/2025 projected costs of \$14,000 for COLA have been included in the budget because it is highly likely that the COLA will be approved. The estimated total salary grid increase for 2024/2025 is approximately \$59,000.
 - o Movement on the staff salary grid and increases in employee benefits is estimated to be \$37,000.

BCSTA per diem rates were last revised in 2021. After reviewing the comparison table, the Finance & Audit Committee proposed a range of per diem rates for further discussion by the board of directors. At its January 2024 meeting, the board recommends the following per diem rates for the February 2024 Provincial Council's approval.

Breakfast - Lunch - Dinner - Full day -

\$15.00 \$20.00 \$32.00 \$67.00

RECOMMENDATION:

That Provincial Council update *Item 4. Meals* of BCSTA's *Policy on Travel Expenses* to reflect the following changes:

“4. MEALS – Claim ~~\$55.00~~ **\$67.00** per full day on BCSTA business. Where meals are provided by the association, deductions shall be at the following rates: ~~\$12.00~~ **\$15.00** for breakfast, ~~\$17.00~~ **\$20.00** for lunch, ~~\$26.00~~ **\$32.00** for dinner.”

SUBMITTED BY: Board of Directors

PROVINCIAL COUNCIL MEETING: February 24, 2024

AGENDA ITEM 8.3: Vancouver Island School Trustees Association (VISTA)

Branch Constitution and Bylaws

SUBMITTED BY: *Vancouver Island School Trustees Association (VISTA) Branch* **BE IT RESOLVED:**

That Provincial Council approves the amended Constitution and Bylaws of the Vancouver Island School Trustees Association (VISTA) Branch.

2024/2025 BCSTA MEMBER FEES
(Annual Inflationary Member Fee Increase of 3.05%)



British Columbia
School Trustees
Association

BCSTA Provincial Council

Saturday, February 24, 2024 Start time: 8:45 am Location: Zoom ([LINK](#))

- 1. Adoption of Provincial Council Rules of Order**
- 2. Oral Report by Legislative Committee on Review of Motions**
- 3. Adoption of Proposed Agenda**
- 4. Approval of Minutes from October 21, 2023 Meeting**
- 5. Oral Reports**
 - 1. 5.1 President's Report**
 - 2. 5.2 Chief Executive Officer's Report**
 - 3. 5.3 CSBA Report**
 - 4. 5.4 BCSTA Standing Committee Reports:**
 - 1. 5.4.1 Professional Learning Committee**
 - 2. 5.4.2 Indigenous Education Committee**
- 6. Written Reports**
 - 1. 6.1 Minutes of the meetings of the Board of Directors held on September 14, 2023, October 20, 2023 and December 14, 2024.**
 - 2. 6.2 Minutes of the meeting of the Professional Learning Committee held on September 14, 2023 and November 22, 2023.**
 - 3. 6.3 Minutes of the meetings of the Indigenous Education Committee held on February 23-24, 2023, May 29, 2023, and October 15, 2023.**
 - 4. 6.4 Minutes of the meetings of the Finance and Audit Committee held on September 7, 2023, October 12, 2023, and November 7, 2023.**
 - 5. 6.5 Minutes of the meetings of the Legislative Committee held on September 28, 2023 and December 5, 2023.**
- 7. Motion Tracking Database Updates**
 - 1. 7.1 Provincial Council Resolution Tracking**
 - 2. 7.2 Annual General Meeting Resolution Tracking**
- 8. Action / Discussion Items**
 - 1. 8.1 BCSTA 2024/2025 Draft Budget**
 - 2. 8.2 BCSTA's *Policy on Travel Expenses* – Per Diem Rates**
 - 3. 8.3 VISTA Branch Constitution and Bylaws**
- 9. Late Motions**

To be determined on day of meeting

- 10. Adjournment**

