



PUBLIC BOARD MEETING

The Board of Education of School District No. 59 (Peace River South) will be holding its Public Board Meeting on Wednesday, January 24, 2024 starting at 1:00 pm at the School Board Office.
(11600-7th Street, Dawson Creek, BC)

Anyone wishing to attend the public board meeting may do so in person or via Zoom. Individuals must pre-register by noon (12 pm) on Tuesday, January 23, 2024 to receive the Zoom link.

Please contact Richell Schwartz to register for the meeting:

Phone: 250-782-8571, ext. 217

Email: rschwartz@sd59.bc.ca



Open Board Meeting Agenda

Date: January 24, 2024 @ 1:00 PM

Place: School Board Office – Dawson Creek, BC

“We acknowledge that we share this territory with the people of Treaty 8”

APPROVAL OF AGENDA

1. ITEMS FOR ADOPTION

- R1.1 – Regular Board Meeting Minutes – December 20, 2023
- R1.2 – Excerpts Closed Meeting – December 20, 2023

2. BUSINESS ARISING

3. ESSENTIAL ITEMS

4. PRESENTATIONS

5. REPORTS FROM THE SUPERINTENDENT OF SCHOOLS

- R5.1 – School/Student News
- R5.2 – Student Voice Initiatives Follow-up
- R5.3 – Northern Teaching Practicum Incentive
- R5.4 – Enrollment Limits for Don Titus Montessori
- R5.5 – 2024-25 School Calendar-DRAFT
- R5.6 – International Field Trip (Final Approval)



6. REPORTS FROM THE SECRETARY-TREASURER

- R6.1 – Secretary Treasurer Report January 2024
- R6.2 - Financial Report for December 2023
- R6.3 – 2024-2025 Preliminary Budget (Draft 1)

7. TRUSTEE ITEM

- R7.1 – BCSTA Update – R. Gulick

8. COMMITTEE REPORTS

- R8.1 – Indigenous Education Councils
- R8.2 – Policy Committee

9. DIARY

10. QUESTION PERIOD

Questions or comments must relate to items in this meeting's agenda.

11. FUTURE BUSINESS / EVENTS

- R11.1 – Open Board Meeting – February 21, 2024



School District No.59 (Peace River South)

BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 59

11600 – 7TH Street, Dawson Creek, BC V1G 4R8

Open Board Meeting Minutes

DATE & TIME: December 20, 2023 – 1:00 PM

PLACE: School Board Office, Dawson Creek, BC

PRESENT: Trustees:
C. Anderson (Chair)
C. Hillton (Vice-Chair)
R. Gulick
S. Mounsey
A. Schurmann
C. Wards
T. Jones

C. Fennell, Superintendent
K. Morris, Secretary-Treasurer
R. Schwartz, Recording Secretary

Called to Order – 1:04 PM

The Board Chair acknowledged that we share this territory with the people of Treaty 8.

APPROVAL OF AGENDA

Additions: Nil

Deletions: Nil

Other: Trustee Jones advised the Board that he had updated the motion under R7.2 and that he had emailed same to Trustees and Staff.

(2023-12-004)
MOVED/SECONDED – Hillton/Wards
THAT, the Regular Meeting agenda be approved as printed.
CARRIED

1.0 ITEMS FOR ADOPTION

R1.1 Regular Board Meeting Minutes – November 29, 2023

The Chair asked for any corrections to the minutes.

(2023-12-005)

The Chair declared the minutes of the open meeting November 29, 2023 approved as presented.

R1.2 Excerpts of Closed Board Meeting – November 29, 2023

(2023-12-006)

The Chair declared the excerpts of the closed board meeting November 29, 2023 approved as presented.

2.0 BUSINESS ARISING

3.0 ESSENTIAL ITEMS

4.0 PRESENTATIONS

5.0 REPORTS FROM THE SUPERINTENDENT OF SCHOOLS

R5.1 School/Student News

The Superintendent reported school/student news:

- Don Titus Montessori students in grades 5,6,7 worked with the Chetwynd Christmas Bureau to make Christmas food hampers for families. Students also had fun making Christmas pull apart cheese bread and other snacks, plus the school hosted a turkey lunch for students and staff.
- Chetwynd Secondary School and Windrem Elementary School have been joining together for team building activities. This is a great opportunity for the older students to be mentors for the younger students. This month they creatively built snowmen without snow!
- Devereaux Elementary students in Ms. Cork's class are looking for Gingerbread men! Through an ADST project, the students are building traps to catch the gingerbread men that ran away!
- Ecole Frank Ross Elementary School has been busy with holiday activities including a door decorating contest and a winter solstice soirée with crafts, outdoor activities, singing, snacks and drinks.
- All French Immersion teachers participated in the continuation of the professional learning series facilitated by SFU's Bureau of Francophone and Francophile Affairs with Shauna Néro.
- Moberly Lake Elementary students travelled to Chetwynd Secondary School to attend a basketball clinic. Chetwynd Secondary School is doing an amazing job of connecting with the younger students at the elementary schools.

- The hallways at Crescent Park Elementary are lined with some amazing artwork. The students were excited to participate in their Christmas concert which was held at Unchagah Hall.
- McLeod Elementary celebrated their hot lunch creators who are in charge of the hot lunch program.
- Tremblay Elementary school hosted a turkey dinner lunch and took advantage of the warm weather to play a soccer game outside.
- At Canalta Elementary School, primary students read the book Métis Christmas Mittens, a story focusing on Métis culture and the tradition of making mittens for loved ones. The students then stitched their own set of mittens. Canalta students participated in a fun activity – “What do we have in common?” The students paired up and interviewed each other to learn more about each other and write about their similarities.
- Dawson Creek Secondary School – Central Campus students in the Outdoor Education Class are enjoying the mild weather - the students have been able to spend a lot of time outside this semester. Other activities at Central Campus include building robots, door decorations, and various fundraising activities to help support Christmas hampers.
- The Dawson Creek Secondary School - South Peace Aquatics team is holding a ‘Sponsor A Swimmer’ fundraiser to raise money for their travel to provincial competition. Other fun activities at the school include a door decorating contest, student talent show, and making Christmas cards for seniors at Rotary Manor. Students in the Skills Exploration class built 3 sheds as part of their program and are now selling the sheds to help pay for some of the materials and supplies.
- DCSS staff and students rose to the challenge of raising money for the Christmas hampers. A total of \$3347 was raised and in conjunction with Dawson Creek charities 34 food hampers will be delivered to families. On top of the staff and student fundraising, Trent Lindberg donated \$7,000 and Lawrence Meats donated 40 turkeys!
- Sam’s Kitchen (a local restaurant in Dawson Creek) invited a group of students to the restaurant for a free lunch.
- Parkland Elementary students learned about Indigenous culture and traditions from Serena Brent. Parkland is also proud of their monthly award to celebrate readers.
- Pouce Coupe Elementary hosted a turkey lunch for staff and students.
- Draft recruitment videos have been completed for the district.

R5.2 Kindergarten Registration

The Superintendent announced that Kindergarten registration will open at all elementary schools in the district on January 8, 2024.

R5.3 Mental Health Crisis and Suicide Prevention Helpline

There is a new national helpline specific for mental health crisis and suicide prevention. The service is accessible via call or text to 9-8-8 and is available 24/7/365 offering trauma-informed and culturally affirming support to anyone who is thinking of suicide or who is worried about someone they know.

R5.4 Volleyball Provincials – Thank-you

The AAA Girls Volleyball Provincial Championship was hosted by Dawson Creek Secondary School – South Peace Campus from November 29th to December 3rd. The tournament was held in the Memorial Arena where the ice surface was transformed into three volleyball courts with the help of the City of Dawson Creek and School District No. 59 (PRS) maintenance staff. The venue allowed for all teams to compete in one location which created a true championship atmosphere. The Superintendent thanked everyone involved in organizing and hosting the

event, it was a great opportunity for Dawson Creek Secondary School to host the provincial event.

6.0 REPORTS FROM THE SECRETARY TREASURER

R6.1 2023-24 Financial Report for November 2023

The financial report for November 2023 was presented verbally by the Secretary-Treasurer. The District's Finance team is pursuing professional development to implement a self-serve model of school and department budget reporting and monitoring.

R6.2 Statement of Financial Information Report

The Statement of Financial Information (SOFI) report is complete. The annual report is required by all public institutions and publishes the names, salaries and related expenses of employees earning over \$75,000, vendors paid over \$25,000, and trustee income and expenses. The report is posted on the district website at [SOFI Report 2023 | School District 59 \(sd59.bc.ca\)](#).

R6.3 New Spaces Child Care Application Update

The Secretary Treasurer informed the Board that the Child ChildCare BC's New Spaces applications submitted last January are moving to the next phase of the approval process with the Ministry. The applications were submitted for childcare centres in Tumbler Ridge and Dawson Creek (Tremblay location) respectively.

R6.4 2024-2025 Budget Process

The Secretary Treasurer presented a timeline for the 2024-2025 budget process. The timeline includes consultation and engagement opportunities and three readings of the bylaw in three separate meetings.

(2023-12-007)

MOVED/SECONDED – Schurmann/Gulick

THAT, the Board of Education of School District No. 59 (Peace River South) approve the 2024-2025 Budget Process as presented.

CARRIED

R6.5 Secretary Treasurers Report – December 2023

The Secretary Treasurer's report for December was provided for information.

7.0 TRUSTEE ITEMS

R7.1 BCSTA Update – R. Gulick

Trustee Gulick presented the latest news and events from the BCSTA. The BCSTA Provincial Council meeting will be held virtually on February 24, 2024.

The BCSTA Northern Interior Branch meeting will be held in Prince George on February 2-3, 2024.

There will be a regional BCSTA Leadership series meeting on May 4, 2024 in Prince George.

R7.2_Bill 40-2023 Proposed Motion – R. Gulick

Trustee Jones brought forward a motion to oppose Bill 40-2023 due to lack of consultation with other Indigenous groups. Trustee Jones spoke about his rationale for the motion and trustees debated the proposed motion.

(2023-12-008)

MOVED/SECONDED – Jones/Schurmann

WHEREAS the Government of British Columbia has introduced Bill 40 – 2023: School Amendment Act, 2023; and

WHEREAS the School District No. 59 (Peace River South) is committed to the principles of inclusivity, equity, and respect for the diverse cultural heritage of all its students, including Métis, Inuit, and First Nations (status and non-status, on and off reserve) and the Truth and Reconciliation Commission of Canada: Calls to Action; and

WHEREAS the proposed amendments in Bill 40 – 2023 could potentially impact the rights and representation of Indigenous communities and individuals in public education decision-making processes;

BE IT RESOLVED THAT the School District No. 59 (Peace River South) Board of Education:

1. Officially opposes the enactment of Bill 40 – 2023: School Amendment Act, 2023, as it stands due to concerns over its implications for Indigenous (First Nations, Métis, and Inuit) inclusion and representation in public education.
2. Urges the Members of the Legislative Assembly (MLA) for the Peace River South and official opposition education and Indigenous relations critics, the British Columbia School Trustees Association (BCSTA), the Ministers of Education and Indigenous Relations and Reconciliation, and other individuals and/or organizations designated by the board and/or administration to:
 - a. Advocate for the inclusion and equal say of Métis, Inuit, and First Nations (status and non-status, on and off reserve) in all aspects of public education.
 - b. Ensure that any amendments to education legislation fully respect and promote the rights, cultures, and educational needs of all Indigenous (First Nations, Métis, and Inuit) students and individuals.
3. Recommends the establishment of a consultative framework involving Indigenous (First Nations, Métis, and Inuit) communities and individual representatives of the cultural diversity in the individual and unique districts to review and provide guidance on education policies and practices affecting their students, members, family and friends as per Section 35 of the Constitution Act 1982.
4. Commits to ongoing dialogue and partnership with local Indigenous (First Nations, Métis, and Inuit) communities and individuals to support the educational success and cultural wellbeing of their students within their individual and unique school districts.

Rationale:

- **Importance of Indigenous Voices:** The School District No. 59 (Peace River South) recognizes the importance of Indigenous (First Nations, Métis, and Inuit) voices and perspectives in shaping an education system that is inclusive, equitable, and respectful of all cultures. The proposed Bill 40 – 2023 raises concerns about the potential diminishment of these voices in educational governance. This motion reflects our commitment to stand with Indigenous (First Nations, Métis, and Inuit) communities and individuals in ensuring their rightful place in decision-making processes that affect their children's education.
- **Respect for Constitutional Rights:** The School District No. 59 (Peace River South) acknowledges the significance of Section 35 of the Constitution Act, 1982, which recognizes and affirms the existing rights of Indigenous (Aboriginal) peoples. It is imperative that any educational legislation or amendment, including Bill 40 – 2023, aligns with these constitutional commitments and does not undermine the rights and interests of Indigenous (First Nations, Métis, and Inuit) communities and individuals.
- **Alignment with the Truth and Reconciliation Commission's Calls to Action:** This motion aligns with the Calls to Action by the Truth and Reconciliation Commission, particularly those focused on education (Calls to Action 6-12). These calls emphasize the need for equitable educational opportunities, cultural appropriateness in curricula, and the involvement of Indigenous (Aboriginal) communities and individuals in educational legislation. By opposing Bill 40 – 2023 and advocating for Indigenous inclusion, the School District No. 59 (Peace River South) is actively contributing to the fulfillment of these vital calls to action, aimed at bridging educational gaps and honoring the rights and cultures of First Nations, Métis, and Inuit peoples.
- **Violation of UNDRIP:** Bill 40 – 2023, the School Amendment Act, 2023, potentially conflicts with Article 19 of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), which mandates that states (governments) must consult and cooperate in good faith with Indigenous peoples before adopting and implementing legislative or administrative measures that may affect them. This article emphasizes the necessity of obtaining free, prior, and informed consent from Indigenous communities for decisions impacting their rights and interests. The enactment of Bill 40, without thorough consultation with and the informed consent of First Nations, Métis, and Inuit peoples, can be seen as a violation of this principle. It raises concerns about the sufficiency and authenticity of the engagement processes with Indigenous communities, particularly regarding decisions that directly impact their representation and participation in the public education system. Such an approach undermines the spirit of partnership and respect for Indigenous rights as outlined in UNDRIP, which British Columbia has endorsed, and calls into question the commitment to upholding these international standards in domestic policymaking.

DEFEATED (OPPOSED – Hillton, Wards, Anderson, Gulick)
(ABSTAINED – Mounsey, Schurmann)

8.0 COMMITTEE REPORTS

R8.1 Indigenous Councils

Both councils participated in the SOAR (Strengths, Opportunities, Aspirations and Results) process for the development of the new strategic plan. Councils held their annual holiday celebration meetings on December 5th.

R8.2 Policy Committee

Trustee Gulick provided an update from the Policy Committee. The Policy Committee is asking for trustees to forward any input on 'trustee code of conduct' to be considered in the revision of Policy 2150.

9.0 DIARY

10.0 NOTICE OF MOTION

11.0 QUESTION PERIOD

A question and answer period was provided.

12.0 FUTURE BUSINESS

R12.1 - Regular Board Meeting – January 24, 2024

ADJOURNMENT

(2023-12-009)

MOVED – Schurmann

THAT, the Regular Meeting be terminated. (2:26 PM)

CARRIED

CERTIFIED CORRECT:

C. Anderson, Board Chair

K. Morris, Secretary Treasurer



School District No.59 (Peace River South)

MEETING: Closed Board Meeting
DATE: December 20, 2023 11:00 AM
PLACE: School Board Office – Dawson Creek, BC

The meeting was called to order at 11:02 a.m. and the following was reported:

Items for Adoption

- Approval of Agenda
- Closed Meeting Minutes – November 29, 2023

Business Arising

Trustee Items

Items discussed and reported included:

- BCPSEA Update
- Tate Creek Elementary Bus Garage

Superintendent's Reports

Items discussed and reported included:

- Personnel Matters

Secretary Treasurer's Reports

Items discussed and reported included:

- New Spaces Child Care Funding Update

Adjournment Motion @ 11:34 a.m.

CERTIFIED CORRECT:

C. Anderson, Board Chair

K. Morris, Secretary Treasurer



School District No.59 (Peace River South)

January 24, 2024

To: Board of Education

Re: Student Voice Initiatives

Based on the environmental scan conducted by School District No. 59 Student Voice group, the following priorities were identified:

1. **Connectivity:**

The most significant request for change from the SD59 Student Voice group was related to electronic connectivity. The students shared frustrations connected to lost learning time due to the volume of time it takes to ‘log-in’ to computers during class time, particularly in computer labs. The students felt this was a WIFI issue that needed to be resolved. Statements from students from the high schools in each community, most dramatically from Chetwynd and Tumbler Ridge, indicated upwards of 20-30 minutes of instructional time is lost each time students attempt to ‘log-in’ to computers.

No costing or budget was assigned to this issue. In conversation with Wade Simlik and Matt Lindgren from the Operations Department, it became apparent this is an issue that requires collaboration between the Technology Departments as the issues may be related to hardware and the types of software used across the district. A systemic plan with a multi-year timeline needs to be developed to address the issues raised by the students.

Mr. Simlik believes a team approach is needed to address the issues brought forward by the students related to connectivity and, potentially, an audit needs to be scheduled to assess current challenges.

2. **Washrooms:**

It was quite apparent the students liked the updated washrooms at the DCSS: South Peace Campus. They liked the privacy students enjoy while in washroom stalls as well as the level of cleanliness they saw in the washrooms. The students firmly stated the quality and accessibility of feminine products available to all students needs to be addressed.

As part of the annual facilities plan, three washrooms are currently listed to be upgraded to non-gender washrooms. The current student washrooms upstairs at the Central Campus are scheduled to be updated to non-gender washrooms by September 2024. The downstairs student washrooms located in the foyer of Tumbler Ridge Secondary School are also slated to be upgraded to non-gender washrooms by September of 2024. The funding for these upgrades has already been allocated from the Annual Funding Grant (AFG). Chetwynd Secondary School is next on the list to receive a new non-gender washroom. The current timeline for start and completion of this washroom is within the 2024-25 school year.

Washroom Stall Privacy: The gaps surrounding the doors of the current stalls found in multi-stall washrooms across the district are an issue that was identified in the student environmental scan. In discussion with the Operations Department, they have stated this issue will be addressed starting in March and will be completed by September 2024. Each stall divider gap filler will cost \$30.00 for materials plus labour. The estimate to complete gap filling at the three high schools is approximately \$800 in materials and \$900 in labour. The process in installing the gap fillers will move to elementary schools once the high schools are completed. The cost to complete the gap filling at all elementary schools will be approximately \$3600 for materials and \$4050 in labour.

Feminine Products: The district currently purchases tampons with cardboard applicators for \$0.22 per tampon. The district will move to purchasing tampons with plastic applicators for \$0.32 per tampon. Currently, the district spends less than \$600 annually on feminine products. The challenge with the move to plastic applicators is dispensers. There appears to be no company that sells a dispenser for the plastic applicator tampon; all dispensers have been built for cardboard applicators. We will need to work with school-based groups to determine the best means of ensuring all students have equal, easy, and barrier-free access to feminine products. Student Voice can play a role in working at the school-level to determine a 'best practices' for the school. The students have already listed a variety of potential options to consider for tampon distribution.

Sanitary napkins are available and can also be purchased for schools. Costing was not completed for sanitary napkin purchase as it does not appear to be the option of choice for students.

Sink Taps: The students want all sink taps to be sensor driven versus manually driven. They want the flow of water to be significant enough to effectively wash their hands, and they want the water to be warm.

The students approached washroom sink taps from two angles, environmentally and cleanliness. Environmentally, they feel the sensors will help save water at all sites. The

cleanliness of the washrooms is important and it is hoped that any potential mischievous behaviour may be curbed with the installation of sensors, which they feel will preclude students from leaving taps on to pour over toilet paper, tampons, paper or paper towel that was intentionally placed to block drains in an effort to make a significant mess.

The Operations Department has confirmed that approximately 75% of the taps in washrooms across the district are already sensor driven. Water flow and temperature can be adjusted by maintenance staff when needed. Water flow can be a challenge based upon water usage in the site at the time the tap sensor is engaged. New taps cost \$600 per set. There is currently an ongoing plan to change all manually driven taps to sensor driven taps; therefore, no new costs are associated with this request.

3. **Lighting:**

The students asked for consistency across the district for lighting as well as exploration into opportunities to find ways to add more natural lighting options in schools.

Lighting presents another challenge. The district has a standard lighting protocol which is ever evolving due to changing technology. The district is currently in the process of upgrading from fluorescent fixtures to LED fixtures. Maintenance dedicates \$150,000 per year to lighting upgrades. There is currently a five-year plan to move all fixtures to LED. Many of the differences in lighting seen across the district are related to specific needs and requirements of individuals. There are industry standards for lighting that are met when lighting is installed; however, individual requests and choices made in classrooms affect lighting for all students (lights out, shading, etc.).

Costing By Priority

1. Connectivity: Costing to be determined (Technology Working Group)

2. Washroom Stall Privacy:

Non-gender Washrooms: upgrades through the Annual Facilities Plan

Privacy Gap Fillers: \$9350 for all schools (\$4400/materials and \$4950/labour)

Sensor Taps: upgrades through the Annual Facilities Plan - ongoing costs (75% complete at \$600 per tap)

Feminine Products: Cost is not an issue; dispensing is an issue that needs further discussion.

3. Lighting: upgrades through the Annual Facilities Plan



School District No.59 (Peace River South)

January 24, 2024

To: Board of Education

Re: Northern BC Rural Practicum Placement Awards

The Ministry of Education and Child Care is excited to launch the Northern BC Rural Practicum Placement Awards. The goal of this award program is to encourage teacher candidates to complete their summative practicum in northern BC to support interprovincial movement of teachers while increasing the visibility of BC's amazing northern communities and the work and lifestyle opportunities they offer. Funding for this initiative is provided through the StrongerBC Future Ready Action Plan which is intended to support targeted initiatives for the recruitment and retention of teachers in rural and remote areas. This award program is being delivered as a pilot for winter/spring 2024, and the outcome of the pilot will help inform an approach for future years.

A total of 33 awards of \$8,000 each are available to teacher candidates who choose to complete a practicum in one of the 10 participating northern school districts (see below). For each award issued, Teacher Education Programs will receive an additional \$4,000 to ensure the teacher candidate is supported in their practicum in a rural/remote location (e.g., funds to support site visits).

Participating School Districts

SD27 Cariboo-Chilcotin	SD60 Peace River North
SD28 Quesnel	SD81 Fort Nelson
SD49 Central Coast	SD87 Stikine
SD50 Haida Gwaii	SD91 Nechako Lakes
SD59 Peace River South	SD92 Nisga'a

11600-7th Street,
Dawson Creek, B.C. V1G 4R8
Phone: (250) 782-8571 Fax: (250) 782-3204

Northern B.C. Rural Practicum Placement Awards

**\$8,000 AVAILABLE FOR TEACHER
PRACTICUM PLACEMENTS IN
NORTHERN BRITISH COLUMBIA.**

Gain teaching experience while you live and work in one of B.C.'s amazing northern communities. Northern B.C. is a region where you can explore nature, learn about vibrant First Nations cultures, and escape the hustle of the city while benefiting from the support of tight communities.

As a teacher candidate taking your summative practicum in the winter/spring 2024, you could receive \$8,000 to complete your placement in a rural or remote school in Northern B.C.

Contact your Teacher Education Program for more information about this award and practicum placement locations.



ELIGIBILITY CRITERIA

- Eligible to take summative practicum in the winter/spring 2024.
- Willing to relocate to a rural or remote school in northern BC to complete your practicum.
- Accepts a practicum placement in a participating school district in Northern B.C. where the practicum placement is located at least three hours away from your Teacher Education Program and is not located in your home community.
- Prior to starting your practicum, attend a virtual information session about working in rural and remote schools.



Hear about a
teacher's
experience in
the North



Learn about
the culture &
pedagogy in
Nisga'a





School District No.59 (Peace River South)

January 24, 2024

To: Board of Education

Re: Enrollment Limits for Don Titus Montessori Elementary School

Don Titus Montessori is a school of choice that accepts students from outside of their catchment area. This year, the school increased in enrollment which challenged our district averages for class size and configuration limits. For the 2024/2025 school year enrollment limits have been set in the school to allow room for catchment area students who may move into the community throughout the year. Due to space constraints, new classrooms will not be opened.

The district strives to meet class size adjustment averages at the beginning of each year. The district creates class size averages based on the following chart below. This is applicable to only elementary schools.

Class Size Adjustment FTE

Kindergarten	>19
Grades 1-3	>20
Grade $\frac{3}{4}$ split	>21
Grades 4-7	>26

Moving forward, there is a waiting list to enroll in the school and first priority will be given to students in the school's catchment area.

Christy Fennell
Superintendent



School District No.59 (Peace River South)

To: Board of Education of SD59

From: Jan Proulx, Director of Instruction

Agenda Item: 2024-25 School Calendar DRAFT

The proposed calendar was developed in accordance with the requirements of the School Act and in consultation with Peace River South Teachers' Association. The calendar reflects the current collective agreement language around start, end, and break times with special approval for the two-week spring break. This language includes that Winter Break starts on the Monday preceding December 26 and that Spring Break starts on the third Monday in March.

The school calendar regulation requires that a board must make publicly available a school calendar that it proposes to submit to the minister. The consultation period allows for the public to provide input on the school calendar before it is adopted by the Board of Education and submitted to the Ministry of Education by March 31st.

Written feedback must be sent to Jan Proulx at japroulx@sd59.bc.ca before March 1, 2024, to be considered.

Jan Proulx
Director of Instruction

SD59 CALENDAR FOR 2024/2025 DRAFT

July-24						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Canada Day STAT	2	3	4	5	6
7	8 Break	9 Break	10 Break	11 Break	12 Break	13
14	15 Break	16 Break	17 Break	18 Break	19 Break	20
21	22 Break	23 Break	24 Break	25 Break	26 Break	27
28	29 Break	30 Break	31 Break			

August-24						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Break	2 Break	3
4	5 BC Day STAT	6	7	8 Break	9 Break	10
11	12 Break	13 Break	14 Break	15 Break	16 Break	17
18	19 Break	20 Break	21 Break	22 Break	23 Break	24
25	26 Break	27 Break	28 Break	29 Break	30 Break	31

September-24						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labour Day STAT	3 NID Curriculum Implementation District	4 First Day Students Start 2h late End 1h early	5 First Full Day	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 National Day for Truth and Reconciliation STAT				18 Instructional Days	

October-24						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 Thanksgiving STAT	15	16	17	18	19
20	21	22	23	24	25 NID Pro-D Provincial/District	26
27	28	29	30	31		
					21 Instructional Days	

November-24						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8 End of Quarter Secondary Schools	9
10	11 Remembrance Day STAT	12	13	14	15	16
17	18	19	20 Early Dismissal	21 Early Dismissal	22	23
24	25	26	27	28	29	30
					20 Instructional Days	

December-24						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 NID Pro-D School	3	4	5	6 End of Term 1 Elementary Schools	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 Winter Break Break	24 Winter Break Break	25 Christmas Day STAT	26 Boxing Day STAT	27 Break	28
29	30 Winter Break Break	31 Winter Break Break			14 Instructional Days	

LEGEND	
13 Stat	Statutory or General Holidays
61 Break	Break Days (Winter, Spring or Summer)
8 NID	Non-Instructional Days (Prof Dev or Admin)

0 NIS	Not-In-Session Day (No School Activities)
179	Instructional Days

SD59 CALENDAR FOR 2023-2024-DRAFT

January-25						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 New Year's Day STAT	2 Winter Break Break	3 Break	4
5	6 Schools Reopen	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30 End of Semester 1 Secondary Schools	31 NID Pro-D School	
						19 Instructional Days

February-25						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Beginning of Semester 2 Secondary Schools	4	5	6	7	8
9	10	11	12	13	14	15
16	17 Family Day STAT	18	19	20	21	22
23	24	25	26 Early Dismissal	27 Early Dismissal	28	
						19 Instructional Days

March-25						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14 End of Term 2 Elementary Schools	15
16	17 Break	18 Break	19 Spring Break Break	20 Break	21 Break	22
23	24 Break	25 Break	26 Spring Break Break	27 Break	28 Break	29
30	31 Schools Reopen					11 Instructional Days

April-25						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 NID Pro-D District	8	9	10	11 End of Quarter Secondary Schools	12
13	14	15	16	17	18 Good Friday STAT	19
20 Easter Sunday	21 Easter Monday STAT	22	23	24	25	26
27	28	29	30			
						19 Instructional Days

May-25						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 NID Truth and Reconciliation	6	7	8	9	10
11	12	13	14	15	16	17
18	19 Victoria Day STAT	20	21	22	23	24
25	26	27	28	29	30	31
						20 Instructional Days

June-25						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6 NID Pro-D School	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26 Last Day of Classes End of Sem 2 End of Term 3	27 NID Year End Admin Day	28
29	30 Break					18 Instructional Days

LEGEND	
13 Stat	Statutory or General Holidays
61 Break	Break Days (Winter, Spring or Summer)
8 NID	Non-Instructional Days (Prof Dev or Admin)

0 NIS	Not-In-Session Day (No School Activities)
179	Instructional Days

School District 59 Calendar 2024/2025 DRAFT

Monday, September 2	Labour Day STAT
Tuesday, September 3	Non-Instructional Day: Curriculum Implementation Day
Wednesday, September 4	First Day for Students (arrival 2 hours late, dismissal 1 hour early)
Monday, September 30	National Day for Truth And Reconciliation STAT
Monday, October 14	Thanksgiving Day STAT
Friday, October 25	Non-Instructional Day: Professional Development (Provincial/District)
Monday, November 11	Remembrance Day STAT
Wed & Thurs, Nov 20 & 21	Early Dismissal (1h) for Parent Interviews
Monday, December 2	Non-Instructional Day: Professional Development (School)
Dec 23 to Jan 3	Winter Break (Collective Agreement language - Winter Break starts on the Monday directly preceding Boxing Day)
Monday, January 6	Schools Reopen
Friday, January 31	Non-Instructional Day: Professional Development (School)
Monday, February 17	Family Day STAT
Wed & Thurs, Feb 26 & 27	Early Dismissal (1h) for Parent Interviews
March 17 to March 28	Spring Break (Collective Agreement language - Spring Break starts on the third Monday in March)
Monday, March 31	Schools Reopen
Monday, April 7	Non-Instructional Day: Professional Development (District)
Friday, April 18	Good Friday STAT
Monday, April 21	Easter Monday STAT
Monday, May 5	Non-Instructional Day: Truth and Reconciliation
Monday, May 19	Victoria Day STAT
Friday, June 6	Non-Instructional Day: Professional Development (School)
Thursday, June 26	Last Day of Attendance for Students
Friday, June 27	Non-Instructional Day: Year End Administrative Day

Notes

Elementary - required hours of instruction 878 minimum required 4 hours 55 minutes per day;
 required hours of instruction for kindergarten 853 minimum to allow for gradual entry in September
 Secondary - required hours of instruction 952 minimum required 5 hours 20 minutes per day
 Total Instructional Days: 179

Elementary Terms

Term 1	Sept 4 to Dec 6 (63 instructional days)
Term 2	Dec 9 to Mar 14 (57 instructional days)
Term 3	Mar 31 to June 26 (59 instructional days)

Secondary Semesters

Semester 1	Sept 4 to Jan 30 (92 instructional days)
Semester 2	Feb 3 to June 26 (87 instructional days)



School District No.59 (Peace River South)

January 24, 2024

To: The Board of Education

Re: Final Approval for a Student Field Trip to Europe from March 18th to March 29th, 2024

This letter is to inform the Board that Dawson Creek Secondary School teacher Lauren Groff, and school vice-principal Joanne Malkinson are proceeding with the planning for a student trip to Europe in March 2024 and the trip is ready for the Board's final approval.

The trip is for 13 female students and 10 male students in grades 9 and 10 from Dawson Creek Secondary School. The final itinerary has students traveling to Berlin, Amsterdam, Ypres, Vimy Ridge, Paris, Normandy, and London where they will take part in guided visits to historically significant sites connected to world wars such as concentration camp memorials, museums, cemeteries, and palaces. The students will also participate in a panel discussion related to the Cold War and visit significant venues such as the Eiffel Tower, Westminster Abbey and more.

The trip dates are March 18th to March 29th, 2024. Lauren Groff from Dawson Creek Secondary will be accompanied by vice-principal Joanne Malkinson and chaperone Brett Parsons. The trip is organized by EF Educational Tours, a company with offices in Canada. EF Tours: "Our tours are curated by world travellers and subject matter experts who understand that compelling itineraries should be full of opportunities for experiential learning (<https://www.eftours.ca/>)."

Based upon the paperwork received to date, this trip will be a valuable experience for students providing them with authentic experiences and memories that will last a lifetime.

Recommendation: THAT, the Board grant final approval to Dawson Creek Secondary School for the international field trip to Europe from March 18th to 29th, 2024.

Sincerely,

Paul Chisholm
Director of Instruction



School District No.59 (Peace River South)

January 24, 2024

Board of Education

RE: Secretary-Treasurer Report for January

The purpose of this memo is to keep the Board apprised of some of the activities of the Secretary-Treasurer to January 24, 2024.

Gratitude to the Grounds, Maintenance and other teams for their quick attention to snow removal and heating during the cold snap we experienced in January.

To date I have attended/initiated the following meetings and events:

- Operations & Maintenance Department holiday lunch
- Powerschool/Atrieve training relative to security and user setup
- Amended budget meetings with remaining departments
- Ministry check in meeting for Crescent Park modular expansion
- Ministry update on operating grant
- Budget Developer application team meeting with Finance and Info Tech in preparation for the 2024-2025 budget process
- Principals/Vice-Principals/Admin meeting
- Learning Team planning meetings for January 24, 2024 consultation dinner meeting
- Weekly meetings with each of the Finance Manager and the Director of Operations
- Established weekly meetings with Information Technology Systems Manager
- Weekly stand-up meetings with Finance Team
- Weekly Senior Leadership Team meetings

There has been intense focus on reflecting the District's budget in PowerSchool/Atrieve, the District's financial software to provide functionality for the organization and move the District toward its amended budget due to the Ministry February 28, 2024. The budget is now fully reflected in the finance ERP software with access to reporting and monitoring for School Principals and Vice-Principals and Department managers. This implementation moves the District to a self-serve model of access to important financial information any time anywhere instead of relying on Finance staff to provide financial information at select points in the year. The change was rolled out to Principals and Vice-Principals on January 18, 2024 with positive feedback. School clerical will be trained in the upcoming weeks.

Kim Morris
Secretary-Treasurer/CFO

MONTHLY FINANCIAL REPORT - OPERATING

	2023-2024 Budget (Preliminary)	2023-2024 Budget (Amended)	YTD	Available	%
6210 MOE Grant - Operating	48,930,616	49,492,914	22,389,047	27,103,867	55%
6290 MOE Grants - Other	2,239,581	2,219,394	479,607	1,739,787	78%
6410 Other Ministries	253,295	200,000	151,410	48,590	24%
6460 Services		20,000	0	20,000	100%
6470 Non-Resident Tuition	24,666	16,250	18,922	-2,672	-16%
6480 Local Education Agreements	1,136,627	1,278,023	425,965	852,058	67%
6490 Miscellaneous	122,500	150,000	45,876	104,124	69%
6491 Seconded Teacher Recovery	235,000	237,000	95,581	141,419	60%
6492 Substitute Staff Recovery	80,000	85,000	51,544	33,456	39%
6495 Central Stores Recovery		4,500	1,978	2,522	56%
6496 Resource Centre Recoveries		0	6,535	-6,535	0%
6500 Community Use of Facilities	158,000	213,000	79,817	133,183	63%
6601 Interest	540,000	675,000	346,673	328,327	49%
6760 Surplus Internally Restricted	2,219,759	1,934,077	0	1,934,077	100%
6770 Surplus Schools	-	371,294	0	371,294	100%
GRAND TOTAL	55,940,044	56,896,452	24,092,955	32,803,497	58%

MONTHLY FINANCIAL REPORT - OPERATING

	2023-2024 Budget (Preliminary)	2023-2024 Budget (Amended)	YTD	Available	%
SALARIES					
1050 Principal Vice-Principal Salaries	3,999,055	3,468,561	1,963,326	1,505,235	43%
1100 Teacher Salaries	17,777,120	19,221,674	7,759,212	11,462,462	60%
1200 Support Staff Wages	6,489,188	5,279,665	2,539,884	2,739,781	52%
1204 Clerical Wages		1,208,580	581,860	626,720	52%
1208 Summer School Student Wages		75,833	35,319	40,514	53%
1230 Education Assistant Wages	4,808,470	5,267,856	2,009,316	3,258,540	62%
1300 Other Professionals Wages	2,300,391	2,119,435	1,000,756	1,118,679	53%
1303 Para Educator Wages		126,893	64,807	62,086	49%
1400 Replacement Wages - Teachers	1,882,728	1,624,745	765,133	859,612	53%
1404 Replacement Wages - Clerical		22,469	5,209	17,260	77%
1411 Recoverable Wages - Casual		0	40,216	-40,216	0%
1430 Replacement Wages - Ed Assistants		67,753	80,111	-12,358	0%
TOTAL SALARIES	37,256,952	38,483,464	16,845,149	21,638,315	56%
BENEFITS					
2000 Benefits - Regular Employees		9,208,630	3,375,472	5,833,158	63%
2004 Benefits - Casual Employees		262,081	111,686	150,395	57%
TOTAL BENEFITS	8,933,588	9,470,711	3,487,158	5,983,553	63%
SERVICES & SUPPLIES					
3100 Professional and Technical Services	1,651,391	7,000	0	7,000	100%
3101 Legal		133,000	61,574	71,426	54%
3102 Audit		20,000	10,775	9,225	46%
3103 Labour Relations		5,000	0	5,000	100%
3104 Contract Services		1,309,190	648,340	660,850	50%
3105 Telephone		104,450	52,505	51,945	50%
3106 Photocopy		90,000	40,493	49,507	55%
3107 Postage		21,420	8,781	12,639	59%
3108 Advertising		20,800	-4,158	24,958	120%
3300 Student Transportation	1,117,600	233,100	101,477	131,623	56%
3301 Bussing Contract		841,435	364,702	476,733	57%
3303 Transportation Allowance		12,500	3,073	9,427	75%
3400 Travel	545,117	195,100	101,269	93,831	48%
3405 Recruitment Travel		0	510	-510	0%
3406 Travel - Kilometres		134,350	69,229	65,121	48%
3409 Registration Fees		81,335	113,420	-32,085	-39%
3410 Recruitment Incentives		59,660	41,069	18,591	31%
3415 Professional Development		15,000	9,695	5,305	35%
3499 Meals and Meal Supplies		109,389	50,338	59,051	54%
3600 Rentals & Leases	26,000	16,000	55,138	-39,138	-245%
3601 Equipment Rental		9,500	10,758	-1,258	-13%
3700 Dues/Fees/Licenses	296,847	512,938	441,209	71,729	14%
3706 Radio Licenses		4,700	0	4,700	100%
3707 Criminal Record Checks		3,600	2,996	604	17%
3710 Scholarships		5,000	1,000	4,000	80%
3900 Insurance	186,800	200,000	171,042	28,958	14%

MONTHLY FINANCIAL REPORT - OPERATING

	2023-2024 Budget (Preliminary)	2023-2024 Budget (Amended)	YTD	Available	%
4124 Bank Service Charges		3,000	1,467	1,533	51%
5100 Supplies General	3,109,549	1,917,512	876,270	1,041,242	54%
5101 Books		191,464	93,767	97,697	51%
5102 Other Supplies		10,000	0	10,000	100%
5103 Non-Violent Crisis Intervention		5,000	225	4,775	96%
5400 Utilities - Electricity	1,984,200	465,000	169,827	295,173	63%
5401 Utilities - Natural Gas		410,000	97,901	312,099	76%
5402 Utilities - Propane		35,000	5,781	29,219	83%
5403 Vehicle Fuel		650,000	293,513	356,487	55%
5404 Utilities - Water & Sewer		160,000	58,023	101,977	64%
5405 Utilities - Garbage		50,000	47,867	2,133	4%
5406 Carbon Offsets		70,000	-26,080	96,080	137%
5407 Next Generation Network (NGN)		145,600	0	145,600	100%
5800 Equipment		278,878	778,232	-499,354	-179%
5900 Computer Replacements		361,100	0	361,100	100%
TOTAL SERVICES & SUPPLIES	8,917,504	8,897,021	4,752,026	4,144,995	47%
GRAND TOTAL	55,108,044	56,851,196	25,084,333	31,766,863	56%

MONTHLY FINANCIAL REPORT - OPERATING

	2023-2024 Budget (Preliminary)	2023-2024 Budget (Amended)	YTD	Available	%
FUNCTION 1: INSTRUCTION					
102 Regular (Classroom)	24,607,737	25,690,844	11,032,129	14,658,715	57%
103 Career Prep	347,388	278,648	186,037	92,611	33%
107 Library	432,697	510,975	260,409	250,566	49%
108 Counselling	905,266	893,141	358,773	534,368	60%
110 Inclusion	8,356,150	9,009,560	3,382,935	5,626,625	62%
130 ELL	189,139	145,475	40,203	105,272	72%
131 Indigenous Education	2,165,031	2,145,505	864,557	1,280,948	60%
141 School Administration	3,965,458	3,776,439	2,043,115	1,733,324	46%
160 Summer School	-	287	0	287	100%
162 Offshore Students	103,277	247,144	144,858	102,287	41%
TOTAL INSTRUCTION	41,072,143	42,698,018	18,313,015	24,282,430	57%
FUNCTION 4: ADMINISTRATION					
411 District Education Administration	814,404	869,695	385,163	484,532	56%
420 Early Learning & Child Care	58,069	0	0	0	0%
440 Governance	236,463	224,314	131,273	93,041	41%
441 Business Administration	1,330,618	1,412,192	729,958	682,234	48%
TOTAL ADMINISTRATION	2,439,554	2,506,201	1,246,394	1,259,807	50%
FUNCTION 5: OPERATIONS & MAINTENANCE					
541 Maintenance Administration	703,684	731,518	419,492	312,026	43%
550 Maintenance & Custodial	4,814,557	4,793,090	2,533,303	2,259,787	47%
552 Grounds	749,536	744,774	453,392	291,382	39%
556 Utilities	1,334,200	1,335,600	354,496	981,104	73%
TOTAL SERVICES & SUPPLIES	7,601,977	7,604,982	3,760,683	3,844,299	51%
FUNCTION 7: TRANSPORTATION					
741 Transportation Administration	312,046	309,325	171,688	137,637	44%
770 Student Transportation	3,682,324	3,732,670	1,592,553	2,140,117	57%
TOTAL SERVICES & SUPPLIES	3,994,370	4,041,995	1,764,241	2,277,754	56%
GRAND TOTAL	55,108,044	56,851,196	25,084,333	31,664,290	56%

School	Pupil Teacher Ratio (PTR)	Enrolment Headcount	Operating Budget	Expenditures											CEF					
				Instruction	Careers	Library	Counselling	Inclusion	ELL	Indigenous	School Admin	YTD Total	Remaining	% Rem	Budget	Instruction	Library	Counselling	Inclusion	ELL
Canalta Elementary	10,136	260	2,495,252	614,171	-	2,912	-	266,653	-	-	145,154	1,028,890	1,466,362	59%	140,186	TBD	TBD	TBD	TBD	TBD
Crescent Park Elementary	9,943	265	2,467,043	691,564	-	1,412	-	198,165	-	-	140,992	1,032,133	1,434,910	58%	167,741	TBD	TBD	TBD	TBD	TBD
Devereaux Elementary	12,097	79	891,992	261,934	-	7,220	-	99,127	-	15	16,790	385,086	506,906	57%	63,684	TBD	TBD	TBD	TBD	TBD
Don Titus Montessori	10,038	155	1,433,106	323,560	-	9,080	-	138,695	-	-	67,137	538,472	894,634	62%	122,738	TBD	TBD	TBD	TBD	TBD
Ecole Frank Ross Elementary	8,899	461	3,911,789	1,136,794	-	56,084	-	276,970	1,823	171	177,337	1,649,179	2,262,610	58%	190,702	TBD	TBD	TBD	TBD	TBD
Little Prairie Elementary	10,308	207	1,837,443	411,372	-	9,843	-	119,308	-	-	130,080	670,603	1,166,840	64%	296,326	TBD	TBD	TBD	TBD	TBD
McLeod Elementary	7,410	84	593,834	178,823	-	498	-	26,109	1,466	15	42,044	248,955	344,879	58%	28,605	TBD	TBD	TBD	TBD	TBD
Moberly Lake Elementary	13,156	37	469,840	101,231	-	52,369	-	-	-	-	37,070	190,670	279,170	59%	16,919	TBD	TBD	TBD	TBD	TBD
Parkland Elementary	12,286	58	671,524	142,309	-	6,510	-	49,018	-	-	40,960	238,797	432,727	64%	41,088	TBD	TBD	TBD	TBD	TBD
Peace View Colony *	11,333	31	204,119	61,884	-	157	-	-	16,752	-	21,100	99,893	104,226	51% *	147,194	TBD	TBD	TBD	TBD	TBD
Pouce Coupe Elementary	12,076	122	1,269,618	242,446	-	728	-	147,445	-	-	73,843	463,006	806,612	64%	203,633	TBD	TBD	TBD	TBD	TBD
South Peace Elementary *	11,196	37	245,183	81,966	-	1,395	-	15,185	6,879	-	27,273	132,698	112,485	46% *	169,069	TBD	TBD	TBD	TBD	TBD
Tremblay Elementary	11,128	182	1,898,298	460,700	-	525	-	189,391	-	163	138,310	789,089	1,109,209	58%	126,965	TBD	TBD	TBD	TBD	TBD
Tumbler Ridge Elementary	8,880	217	1,826,717	475,168	-	26,935	-	91,368	-	-	92,747	686,218	1,140,499	62%	100,185	TBD	TBD	TBD	TBD	TBD
Windrem Elementary	14,886	48	670,557	157,411	-	8,669	-	62,670	-	-	55,484	284,234	386,323	58%	43,989	TBD	TBD	TBD	TBD	TBD
Elementary Total	10,141	2243	20,886,315	5,341,332	-	182,881	-	1,680,105	26,920	364	1,206,321	8,437,923	12,448,392	60%	1,859,024					
Chetwynd Secondary	10,117	261	2,530,697	683,386	49,962	28,841	17,606	175,942	-	-	149,676	1,105,412	1,425,285	56%	109,875	TBD	TBD	TBD	TBD	TBD
DCSS - Central	8,819	377	3,148,477	780,308	-	42,004	58,021	167,786	8,126	321	180,841	1,237,407	1,911,070	61%	176,296	TBD	TBD	TBD	TBD	TBD
DCSS - South Peace	8,396	613	4,892,597	1,235,926	82,882	43,287	130,239	404,529	-	578	254,539	2,151,980	2,740,617	56%	254,348	TBD	TBD	TBD	TBD	TBD
Tumbler Ridge Secondary	10,019	181	1,688,028	447,148	20,143	-	303	98,774	-	-	123,960	690,328	997,700	59%	125,321	TBD	TBD	TBD	TBD	TBD
Secondary Total	9,026	1432	12,259,799	3,146,768	152,987	114,132	206,169	847,031	8,126	899	709,015	5,185,127	7,074,672	58%	665,840					
Distributed Learning	5,923	106	627,857	163,957	32,538	-	-	562	-	-	55,437	252,494	375,363	60%	0	0	0	0	0	
District Total	9,600	3,781	33,773,971	8,652,057	185,525	297,013	206,169	2,527,698	35,046	1,263	1,970,773	13,875,544	19,898,427	59%	2,524,864					



School District No.59 (Peace River South)

DATE: January 24, 2024

CHAIR: Roxanne Gulick

Policy for Discussion:

Policy for Circulation:

- Policy 2150 Trustee Code of Conduct* *New name*

**Previous name - Roles and Responsibilities of the Board*

Policy for Adoption:

Policy/Regulation for Further Review:

Policy/Regulation for Repeal:

Regulations for Board Information:

11600-7th Street,
Dawson Creek, B.C. V1G 4R8
Phone: (250) 782-8571 Fax: (250) 782-3204

Part D: Operation of the Board

2150 School Trustee Code of Conduct** Name change

Policy 2150 STATUS: **FOR REVIEW**

School Trustee Code of Conduct

Board Approved and Codified: January 20, 1986

Last Revised: June 19, 2013; January 23, 2020 (Combined 2155 & 2150)

Description:

The Board of Education is responsible for the success of an effective school district in School District No. 59 (Peace River South). The Board of Education fulfills this responsibility by providing oversight, establishing goals and setting policy to guide decision-making through a governance process that includes defining roles, relationships, structures and processes. The Board of Education is responsible to ensure the most effective and efficient use of public funds, as well as to ensure educational programs and services meet the needs of all students.

The role of the Board of Education is to:

- Govern in a manner that is responsive to its entire community;
- Act in the interests of all learners in the district;
- Advocate actively for students, their learning and well-being in the Board of Education's work with the community, the municipality and the province;
- Promote confidence in publicly-funded education through its communication about the goals and achievements of the Board of Education.

The Board of Education is responsible:

- For setting the overall direction for the school district through a multi-year strategic plan;
- For providing direction through its policy processes;
- To hold the district accountable for achieving results;
- To approve the way in which resources are allocated to schools and programs through the annual budget process;
- To listen to all requests and suggestions of stakeholders and refer them to the proper administrative authority. The duty of the trustee is to engage the executive staff in the resolution of problems, rather than seek to resolve problems individually;
- To be informed on district matters so that they can at all times give informed answers when citizens of the community ask them questions relative to the actions of the Board of Education or the practices within the district;
- To delegate administrative responsibility solely to the Superintendent/CEO;
- To support the Superintendent in their authorized functions;
- To encourage teamwork between the Superintendent and the Board of Education;
- To recognize that the resolution of all issues in schools is the duty of the Superintendent.

School Trustee Code of Conduct

Board Approved: February 1971

Last Revised: June 19, 2013; January 23, 2020 (Combined 2155 & 2150)

1. The Board of Education, will fulfill its responsibilities by executing their duties as follows:
 - 1.1. Establishing a strategic plan for the District;
 - 1.2. Establishing policy;
 - 1.3. Approving Board Authority Authorized (BAA) Courses;
 - 1.4. Hiring the Superintendent and consulting on the appointment of senior staff members;
 - 1.5. Approving the budget and policies whereby the administration may formulate procedures and regulations for the orderly accomplishment of business;
 - 1.6. Managing district funds for the operation, support, maintenance, improvement and ongoing development of the school district;
 - 1.7. Providing for planning, expansion, improvement, construction, maintenance, use and disposition of facilities of the school district within funding options;
 - 1.8. Maintaining a liaison role with the Parent Advisory Councils in assigned schools.
 - 1.9. The Board shall review this policy and regulation within six months of the Inaugural Board Meeting.

2. The Board of Education will adhere to the following Trustee Code of Conduct that reflects the principles of trustee conduct and ethics:
 - 2.1. Integrity:
 - 2.1.1. All decisions will be based on putting students first;
 - 2.1.2. Trustees will carry out their responsibilities in accordance with the School Act, Regulations and board policy;
 - 2.1.3. Trustees will make all decisions based on available facts and their independent judgment and shall refuse to surrender that judgment to individuals or special interest groups;
 - 2.1.4. Trustees will act with the highest standards of professional integrity and in a manner that inspires public confidence in the Board of Education, the district and the staff;
 - 2.1.5. Be aware of their obligations as outlined in the BC Human Rights Code.

 - 2.2. Respect:
 - 2.2.1. While trustees will express their individual opinions on issues under consideration by the board, in doing so they will respect the differing points of view of colleagues, staff and the public and thereby enhance public confidence in the work of the Board of Education;

- 2.2.2. Trustees will carefully review all information packages in preparation for discussion at all scheduled meetings of the board and its committees;
 - 2.2.3. Ensure the use of electronic devices do not adversely affect the business of a meeting.
- 2.3. Confidentiality:
- 2.3.1. Trustees will maintain confidentiality of privileged information, including information discussed in closed sessions.
- 2.4. Responsibility
- 2.4.1. Once the Board of Education has voted, trustees are bound by the majority decision and will publicly uphold the Board of Education's decisions;
 - 2.4.2. Trustees will recognize that the expenditure of Board of Education funds is a public trust and will ensure effective stewardship of the Board of Education's resources in the best interests of the students.
- 2.5. Conflict of Interest
- 2.5.1. Trustees will voluntarily and immediately declare any pecuniary conflict of interest (direct, indirect or deemed) or any perceived conflict of interest in matters before the Board of Education or a committee of the Board of Education.
- 2.6. Relationships
- 2.6.1. Trustees will speak as the voice of the entire district and communities (including people who do not have children in the school system or people outside of their direct constituency) at the board table;
 - 2.6.2. Trustees will work with other trustees in a spirit of respect, openness, courtesy and cooperation in spite of differences of opinion that may arise during debate. Trustees will refrain from gossip;
 - 2.6.3. Trustees will refrain from any negative commentary (public or private) about the superintendent or other members of district staff;
 - 2.6.4. Trustees are individually responsible for the content of their comments, posts, and "likes" on social media and must ensure that their use of social media is consistent with the Trustee Code of Conduct.
3. Breaches and Sanctions:
- 3.1. When there is a concern regarding misconduct, it is best to develop solutions to resolve issues early and with measures that are proportionate with the underlying factual content;
 - 3.2. When appropriate the board can take an incremental approach: have an informal complaint process and mediate conversations before a formal complaint process is triggered;
 - 3.3. If proactive measures do not result in changed behaviour, disciplinary measures for breaches may be imposed in a remedial and restorative manner, reflecting the seriousness of the breach.
 - 3.3.1. Write a letter of apology;
 - 3.3.2. Participate in specific training, coaching, or counselling as directed by the board;
 - 3.3.3. Being subject to a motion of censure passed by a majority of the voting trustees at a closed board meeting; or

3.3.4. Being removed from one, some or all board committees, or other appointments by a majority of voting trustees in a closed meeting.

- It is important to note that, except as expressly permitted by the *School Act*, a board's authority does not extend so far as to effectively remove a trustee from their elected office.

3.4. The board must comply with its obligations to protect the privacy of others under the *School Act* and the *Freedom of Information and Protection of Privacy Act*.

3.5. The board may, at its discretion, and by resolution of the voting trustees, to promote public confidence, make public that the breaches and sanctions process was followed.