



School District No.59 (Peace River South)

PUBLIC BOARD MEETING

The Board of Education of SD59 (PRS) will be holding their Public Board Meeting on Wednesday, May 31, 2023 starting at 1:00 pm in Tumbler Ridge at Northern Lights College Campus. (180 Southgate, Tumbler Ridge, 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, May 30, 2023 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



School District No.59 (Peace River South)

Open Board Meeting Agenda

Date: May 31, 2023 1:00 PM

Place: Northern Lights College – Tumbler Ridge, 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 – April 19, 2023
 - R1.2 – Excerpts Closed Meeting – April 19, 2023
2. **BUSINESS ARISING**
3. **ESSENTIAL ITEMS**
4. **PRESENTATIONS**
 - R4.1 – Caring Community Club - TRE
 - R4.2 – Gwillim Lake Adventure Race - TRSS
5. **REPORTS FROM THE SUPERINTENDENT OF SCHOOLS**
 - R5.1 – School/Student News
6. **REPORTS FROM THE SECRETARY-TREASURER**
 - R6.1 – Finance Reports
 - R6.2 – Interim Audit Report
 - R6.3 – Capital Addition
 - R6.4 – 2023-24 AFG Plan
 - R6.5 – 2023-24 Annual Budget & Bylaw
7. **TRUSTEE ITEM**
 - R7.1 – BCSTA Update – R. Gulick
8. **COMMITTEE REPORTS**
 - R8.1 - Indigenous Councils
 - R8.2 – Recruitment/Retention Committee
 - R8.3 – 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 – June 28, 2023* New Date



School District No.59 (Peace River South)

BOARD OF EDUCATION OF SCHOOL DISTRICT NO.59

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

Open Session Minutes

DATE & TIME: April 19, 2023 – 1:00 PM

PLACE: School District Board Office, Dawson Creek, BC

PRESENT: Trustees:

C. Anderson (Chair)
C. Hillton (Vice-Chair) - absent
R. Gulick
S. Mounsey
A. Schurmann
C. Wards
T. Jones – via zoom

C. Fennell, Superintendent
M. Readman, Assistant Superintendent - absent
M. Panoulis, Secretary-Treasurer
R. Schwartz, Recording Secretary

The meeting was called to order at 1:06 pm.

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

APPROVAL OF AGENDA

Additions:

Deletions:

(2023-04-004)

MOVED/SECONDED – Gulick/Wards

THAT, the regular meeting agenda be approved as printed.

CARRIED

1.0 ITEMS FOR ADOPTION

R1.1 Regular Board Meeting Minutes – March 15, 2023

The Chair asked for any corrections to the minutes.

(2023-03-005)

The Chair declared the minutes of the open meeting March 15, 2023 approved as printed.

R1.2 Excerpts of Closed Board Meeting – March 15, 2023

(2023-02-006)

The Chair declared the excerpts of the closed board meeting March 15, 2023 approved as printed.

2.0 BUSINESS ARISING

3.0 ESSENTIAL ITEMS

4.0 PRESENTATIONS

R4.1 International Field Trip to Europe – DCSS - Central Campus

Lauren Groff, DCSS teacher sponsor, presented information to the board to support a 12 day international student trip to Europe over spring break 2024. The grade 9 & 10 students would travel to Berlin, Netherlands, France and England with a focus on History of Canada in World Wars.

5.0 REPORTS FROM THE SUPERINTENDENT OF SCHOOLS

R5.1 School/Student News

The Superintendent reported school/student news:

- Don Titus Elementary students are enjoying their swim lessons, jelly bean math activities and the school held an outdoor winter carnival.
- TRSS woodworking students are building playhouses to raffle off when complete.
- Ecole Frank Ross is continuing activities associated with their book study, Spirit Bear and Children Make History – The students wrote a letter to the Prime Minister's office and were excited when they received a reply back. Teachers and students are enjoying a game of Guess Who? – students try to guess what teacher is hiding behind their favourite book. Students in Mrs. DeWard's class are doing poetry presentations. Ecole Frank Ross also had 23 students qualify to present at the regional science fair!!
- Chetwynd Secondary School continues to build school spirit with team building activities like the Shamrock Shakedown.
- Moberly Lake Elementary students are creating morning messages to practice letter formation, word and letter spacing and phrasing.
- McLeod student, Alba Odden won first place in the 4-H public speaking contest.
- The Crescent Park PAC group has been fundraising for new technology – they were able to buy the school 20 new devices and a mobile cart. The PAC group is also planning a spring dance for the school. Crescent Park primary teachers are collaborating to create morning literacy stations for the students.
- Central Campus students supported the elementary basketball program by volunteering to be referees and scorekeepers. Vice-Principal, Ms. Malkinson participated in a fundraiser that allowed students to throw jello or whip cream at her face. The fundraiser

was one of the many events held during la semaine de la Francophonie. The shop classes are busy building woodworking and metal projects.

- Mrs. Hiebert's class at Canalta Elementary designed a thematic day where they took a virtual trip to Disneyland. They boarded a plane, stayed at a hotel and participated in many activities throughout the day linked to Disneyland.
- The Regional Skills Competition winners are in Abbotsford to compete in the provincial skills competitions.
- The district has expanded food programs through the Affordability Fund – food hampers for families are now available.
- Dawson Creek Co-op donated \$1000 in gift cards to help with the Gwillim Lake Adventure Race.
- Trisha Warnke has been appointed as the Vice Principal of Little Prairie Elementary, effective August 1, 2023.

R5.2 Field Trips

Trustee Jones declared a conflict of interest and did not participate in the discussion and vote on this topic.

Two field trips were brought to the board for approval.

Dawson Secondary School - Central Campus submitted a request for approval to begin the formal planning process for a student trip to Europe in the spring of 2024. The teacher sponsor presented information about the trip to the board earlier in the board meeting.

(2023-04-007)

MOVED/SECONDED – Gulick/Schurmann

THAT, the Board give approval to Dawson Creek Secondary School - Central Campus to proceed with planning the international field trip to Europe in the spring of 2024.

CARRIED

Dawson Creek Secondary School – Central Campus requested final approval for their Quebec trip for French immersion students from May 28 – June 7, 2023.

(2023-04-008)

MOVED/SECONDED – Gulick/Schurmann

THAT, the Board give final approval for the Grade 8/9 French Immersion trip to Quebec from May 28 to June 7, 2023 to proceed as planned.

CARRIED

R5.3 Gwillim Lake Adventure Race

The Gwillim Lake Adventure Race is set for May 26-28 at the Pat O'Reilly Outdoor Environmental Studies Centre. The Adventure Race is open for students from grade 6 to 12 and involves students competing in groups of three to complete 20 kilometres of trekking, biking and paddling. The race promotes teamwork and outdoor education. Mr. Chisholm talked about the planning that is involved to host an event of this nature and the itinerary for the two-day event.

R5.4 Supporting School Food Programs

The provincial government announced \$214 million over three years through the new Feeding Futures fund, it will support districts to expand existing school food programs and increase the

capacity to address student hunger. This funding builds on the progress made with the Student and Family Affordability Fund that was allocated for the 2022/23 school year.

School District No. 59 has been allocated \$521,677 for the 2023/24 school year, this is an increase from the \$459,079 received this school year through the Student and Family Affordability Fund. As compared to the affordability fund, this new funding comes with increased flexibility to hire dedicated staff to co-ordinate providing meals and snacks to students.

R5.5 Indigenous Focus Professional Development

Dianne Bassendowski presented to the board about the designated Indigenous focused professional development day scheduled for May 1, 2023, the theme of the day is Reconciliation: Our Path Forward.

Key note speakers will be Monique Gray Smith and Kevin Lamoureux. The day honours call to action and the tripartite agreement. Participants will listen, learn and collectively create plans for next steps in working together for reconciliation. The day also includes a youth panel and a school reviewing and planning session. The day will end with a closing ceremony that will have all participants gather in a large circle and make a personal call to action by writing their commitment on a popsicle stick and placing it in the fire to allow the flame to represent reconciliation.

6.0 REPORTS FROM THE SECRETARY TREASURER

R6.1 Finance Reports

The finance reports as of March 31, 2023 were presented. The Secretary Treasurer reported on the change in variances in the Other Ministry of Education and Child Care Grants which is primarily related to the support Staff Labour Settlement.

R6.2 Capital Addition

Trustee Wards left the meeting.

The Secretary Treasurer requested approval for a capital addition to the 2022-23 budget. The additional funds will be used toward the Bobcat renewal contract, snow bucket and overages on the purchase of the 1/2 ton pickup.

(2023-04-009)

MOVED/SECONDED – Gulick/Mounsey

THAT, the board approve an addition to the 2022/23 capital budget of \$15,000 as presented.

CARRIED

Trustee Wards returned to the meeting.

R6.3 2023-24 Preliminary Operating Grant

The Preliminary Operating Grant Funding for the 2023-24 school year was announced on March 15, 2023. The total Preliminary Operating Grant for the district is \$50,067,243. The increase over the previous years funding is a culmination of a slight increase in FTE enrolment count (3685) and increase in the per student rates because of additional funding for labour settlements and wage lifts for exempt staff.

R6.4 BCSTA Trustee Compensation Survey Results

The Secretary Treasurer presented the annual results of the BCSTA trustee compensation survey. The survey reports on trustee stipends, including a breakdown of trustees, vice-chair and chair compensation and per diem rates for trustees across the province.

R6.5 Trustee Conflict of Interest Update

Trustee Jones declared he no longer has a conflict under BCTF; however, does now have a conflict under Excluded Compensation due to a family member working for the district as excluded staff.

The Secretary Treasurer reported that Trustee Crystal Hillton has notified her and declared she no longer has a conflict under CUPE.

7.0 TRUSTEE ITEMS

R7.1 BCSTA Update

Four trustees will be attending BCSTA AGM to be held in Vancouver from April 27-30, 2023. The Superintendent and Trustee Hillton will be presenting at the AGM on Leadership Commitment to Equity for Indigenous Education.

R7.2 Board Meeting Date Changes

The Board Chair announced date changes for upcoming board meetings. The May and June board meetings have been changed to the following dates:

- May 31, 2023 – will be held in Tumbler Ridge at Northern Lights College Campus
- June 28, 2023

8.0 COMMITTEE REPORTS

R8.1 Indigenous Councils

The councils received an overview of activities that have been happening at the schools that promote a sense of belonging for Indigenous students. The councils had a report on numeracy data and received updates on the professional development being planned for designated Indigenous focused professional development day scheduled on May 1st, as well as, the annual Indigenous Peoples Day Celebration which will be held on June 21st. Schools throughout the district are contracting with presenters to provide a variety of activities that include music, art, mental health and wellness and mural painting.

R8.2 – Policy Committee

The Policy committee presented two revised regulations to the board for information:

- Regulation 4115 - Function of School Libraries Libraries (regulation was previously known as Policy 4115 School Library Programs)
- Regulation 3090 Long Service/Retirement Recognition

The policy committee is recommending repeal of Policy 3230 Fire Fighting Duties as requirements for leave approval fall under Human Resources and language in collective agreements.

(2023-04-010)

MOVED/SECONDED – Schurmann/Wards

THAT, the Board circulate Policy 3230 Fire Fighting Duties for consideration of repeal for a minimum of period of 45 days.

CARRIED

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 – May 31, 2023

ADJOURNMENT

(2023-04-011)

MOVED – Gulick

THAT, the Regular Meeting be terminated. (3:08 PM)

CARRIED

CERTIFIED CORRECT:

(C. Anderson) Board Chair

(M. Panoulas) Secretary Treasurer



School District No.59 (Peace River South)

MEETING: Closed Board Meeting
DATE: April 19, 2023 11:00 AM
PLACE: School Board Office – Dawson Creek

The meeting was called to order at 11:49 a.m. and the following was reported:

Items for Adoption

- Approval of Agenda
- Closed Meeting Minutes – March 15, 2023

Business Arising

Trustee Items

Items discussed and reported included:

- BCPSEA Update

Superintendent's Reports

Items discussed and reported included:

- Personnel Matters

Secretary Treasurer's Reports

Items discussed and reported included:

Nil

Adjournment Motion @ 11:58 a.m.

CERTIFIED CORRECT:

C. Anderson, Board Chair

M. Panoulas, Secretary Treasurer



School District No.59 (Peace River South)

May 21, 2023

School District #59 Trustees

RE: April 2023 Financial Reports

Following are explanations of major variances for the April 30, 2023 Financial Reports.

REVENUES:

The Base Operating Grant is showing a favourable variance of \$39,506 due to the February enrollment count funding of \$197,531.

The majority of the favourable variance in Other Ministry of Education and Child Care Grants is because of the funding related to the Support Staff Labour Settlement of \$394,864, the remaining balance is \$33,395 is related to teacher benefit improvements and transition experience recognition.

As mentioned in the March 2023 Financial Report, interest income continues to trend overbudget.

DISTRICT EXPENSES:

1. **District Special Ed/Helping Teachers** – This positive variance remains consistent with previous months.
2. **District Programs Other** – The Indigenous Education variance is \$257,000 underbudget as at April 2023.
3. **Administration & Other** – This positive variance remains consistent with the previous months.
4. **Operations & Maintenance** – The favourable variance in wages and benefits is in part covering the increased costs the district is seeing in supplies.
5. **Transportation** – The favourable variance of 6% remains consistent with previous months.



School District No.59 (Peace River South)

6. **Special Purpose** – The majority of the favourable variance is related to the Affordability Fund (\$232,000), ECE Dual Credit Program (\$71,000), Early Learning (\$49,000), Community Links (\$136,000), CEF Remedy (\$58,000), Mental Health (\$58,000).

SCHOOL EXPENSES:

As at April 30, 2023 the school surpluses totalled \$716,000, this is lower compared to the previous two years (April 2022 - \$953,000 and April 2021 - \$852,000).

Melissa Panoulas

Board Variance Report - Schools

April 30, 2023

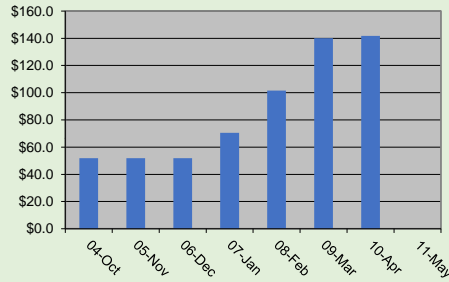
Actual Budget
YTD Surplus (\$000's):

CANALTA (101)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$1,303	\$1,242	\$61
Supp.Staff	584	513	71
Disc.Subs	23	29	-6
Supp & Serv.	77	61	16
Total	1,987	1,845	142

Underbudget 7.1%

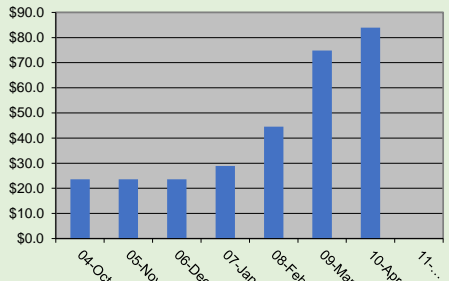


CHETWYND SECONDARY (111)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$1,457	\$1,391	\$67
Supp.Staff	463	423	40
Disc.Subs	26	21	5
Supp & Serv.	95	122	-27
Total	2,041	1,957	84

Underbudget 4.1%

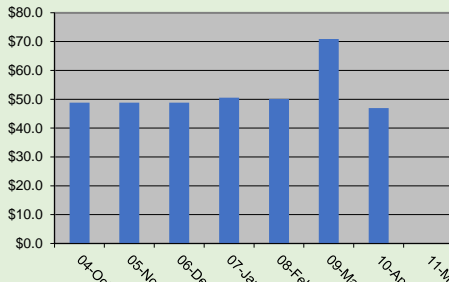


CRESCENT PARK (103)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$1,281	\$1,271	\$9
Supp.Staff	474	452	22
Disc.Subs	15	16	-1
Supp & Serv.	76	58	17
Total	1,846	1,799	47

Underbudget 2.5%

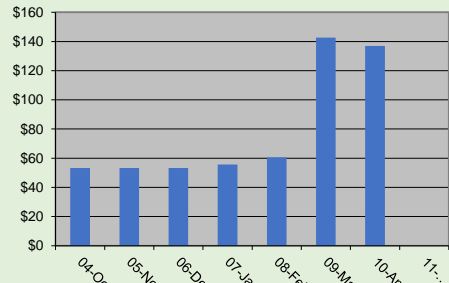


DAWSON CREEK SECONDARY (108)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$2,766	\$2,727	\$39
Supp.Staff	817	761	56
Disc.Subs	27	32	-4
Supp & Serv.	280	234	46
Total	3,891	3,754	137

Underbudget 3.5%



Board Variance Report - Schools

April 30, 2023

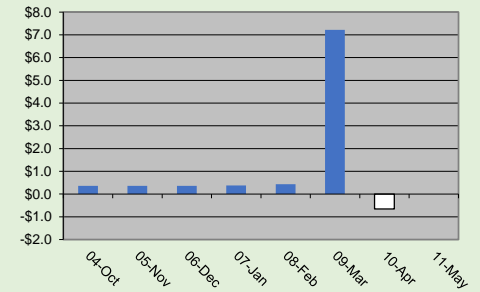
YTD Surplus (\$000's):

DEVEREAUX (114)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$472	\$473	-\$1
Supp.Staff	155	161	-6
Disc.Subs	5	7	-2
Supp & Serv.	27	20	7
Total	660	661	-1

Overbudget 0.1%

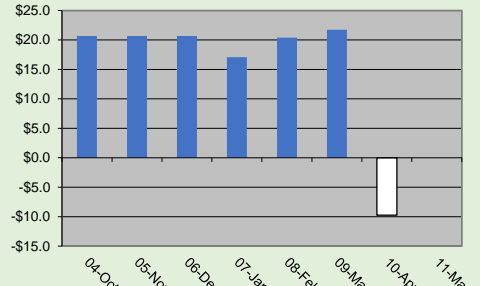


DON TITUS (113)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$572	\$582	-\$10
Supp.Staff	266	261	4
Disc.Subs	8	11	-3
Supp & Serv.	31	33	-1
Total	878	887	-10

Overbudget 1.1%

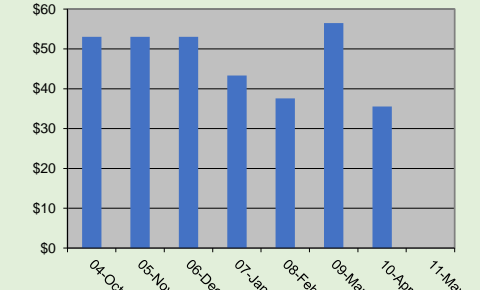


FRANK ROSS (105)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$2,438	\$2,442	-\$3
Supp.Staff	527	477	50
Disc.Subs	25	23	2
Supp & Serv.	58	71	-13
Total	3,049	3,013	36

Underbudget 1.2%

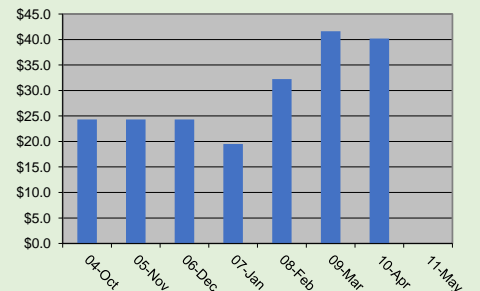


LITTLE PRAIRIE (131)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$1,153	\$1,155	-\$2
Supp.Staff	241	212	30
Disc.Subs	3	1	1
Supp & Serv.	35	24	11
Total	1,432	1,392	40

Underbudget 2.8%



Board Variance Report - Schools

April 30, 2023

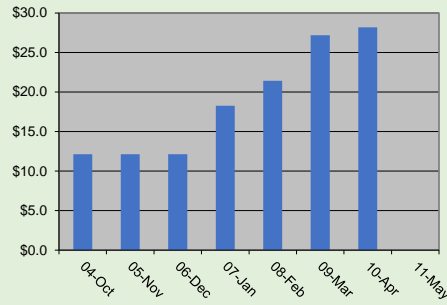
Actual Budget
YTD Surplus (\$000's):

MCLEOD (119)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$364	\$363	\$1
Supp.Staff	38	41	-3
Disc.Subs	5	2	3
Supp & Serv.	46	20	26
Total	454	425	28

Underbudget 6.2%

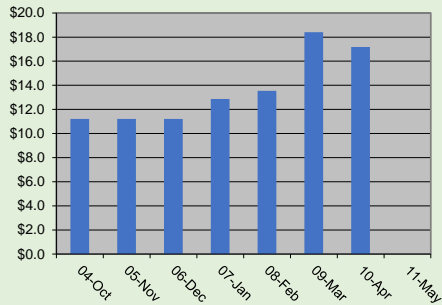


MOBERLY LAKE (118)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$261	\$263	-\$2
Supp.Staff	79	67	12
Disc.Subs	2	2	1
Supp & Serv.	20	13	7
Total	362	345	17

Underbudget 4.7%

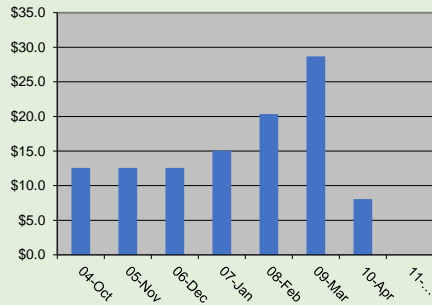


PARKLAND (124)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$368	\$368	\$0
Supp.Staff	94	96	-3
Disc.Subs	8	2	6
Supp & Serv.	41	37	5
Total	510	502	8

Underbudget 1.6%

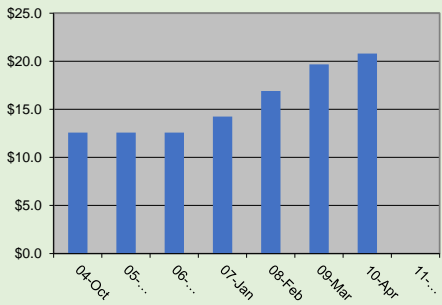


PEACEVIEW (132)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$124	\$108	\$16
Supp.Staff	0	0	0
Disc.Subs	1	6	-4
Supp & Serv.	21	12	9
Total	147	126	21

Underbudget 14.1%



Board Variance Report - Schools

April 30, 2023

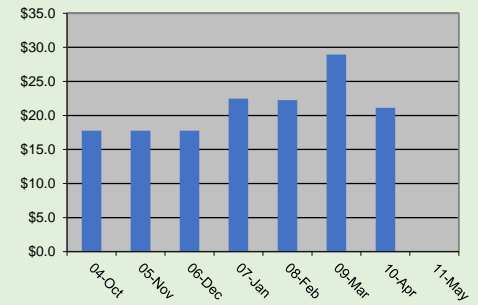
YTD Surplus (\$000's):

POUCE COUPE (110)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$699	\$699	\$0
Supp.Staff	236	211	24
Disc.Subs	7	10	-4
Supp & Serv.	12	12	0
Total	953	932	21

Underbudget 2.2%

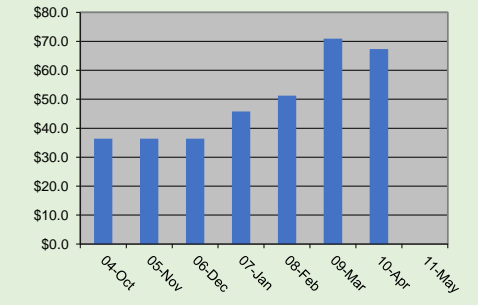


CENTRAL MIDDLE (102)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$1,923	\$1,928	-\$5
Supp.Staff	481	431	50
Disc.Subs	9	19	-10
Supp & Serv.	125	93	33
Total	2,539	2,472	67

Underbudget 2.7%

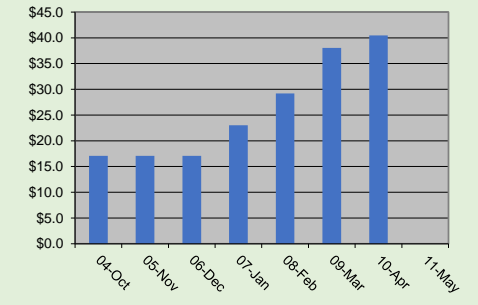


SP DIST LEARNING (138)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$372	\$376	-\$4
Supp.Staff	88	59	29
Disc.Subs	0	0	0
Supp & Serv.	35	19	16
Total	495	454	40

Underbudget 8.2%

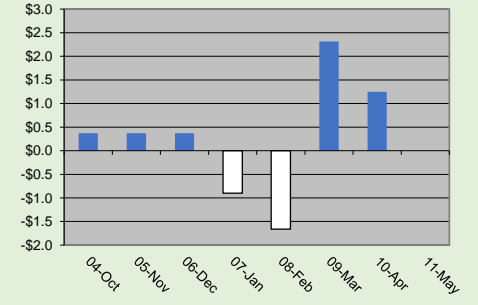


SOUTH PEACE ELEMENTARY (125)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$155	\$160	-\$6
Supp.Staff	32	31	1
Disc.Subs	1	3	-1
Supp & Serv.	20	13	8
Total	208	207	1

Underbudget 0.6%



Board Variance Report - Schools

April 30, 2023

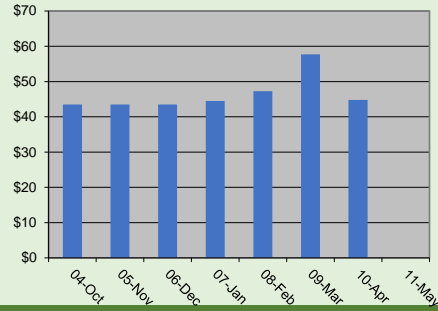
Actual Budget
YTD Surplus (\$000's):

TREMBLAY (109)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$874	\$881	-\$7
Supp.Staff	290	258	32
Disc.Subs	16	16	0
Supp & Serv.	71	51	20
Total	1,250	1,205	45

Underbudget 3.6%

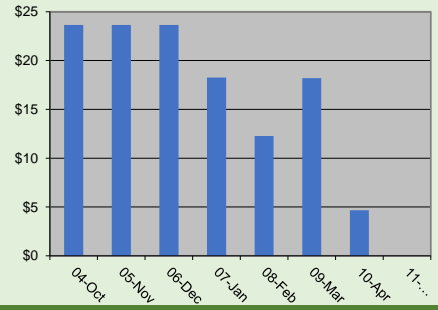


TUMBLER RIDGE ELEMENTARY (129)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$1,057	\$1,067	-\$10
Supp.Staff	226	238	-12
Disc.Subs	7	9	-2
O&M	62	34	28
Total	1,353	1,348	5

Underbudget 0.3%



Board Variance Report - Schools

April 30, 2023

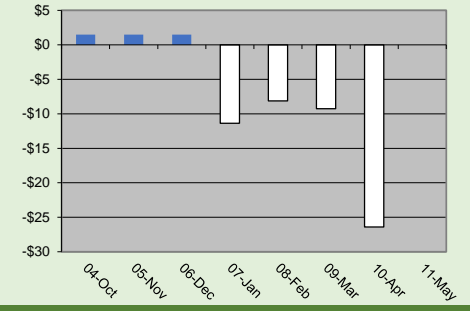
YTD Surplus (\$000's):

TUMBLER RIDGE SECONDARY (127)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$920	\$923	-\$3
Supp.Staff	263	256	7
Disc.Subs	15	22	-7
Supp & Serv.	47	71	-23
Total	1,245	1,271	-26

Overbudget 2.1%

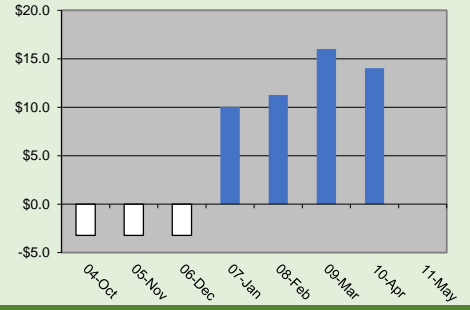


WINDREM (112)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$369	\$368	\$1
Supp.Staff	110	103	6
Disc.Subs	4	2	3
Supp & Serv.	19	15	4
Total	502	488	14

Underbudget 2.8%

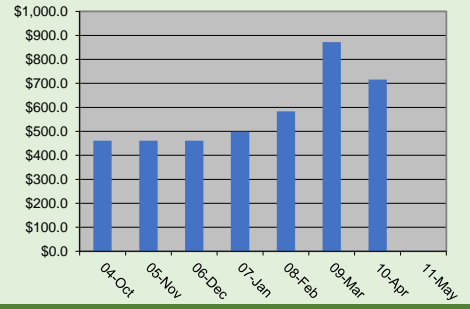


TOTAL ALL SCHOOLS

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$18,928	\$18,787	\$142
Supp.Staff	5,463	5,052	411
Disc.Subs	210	234	-25
Supp & Serv.	1,201	1,012	189
Total	25,801	25,085	716

Underbudget 2.8%



Board Variance Report - Revenues

April 30, 2023

Year-to-Date Revenues (\$000's):

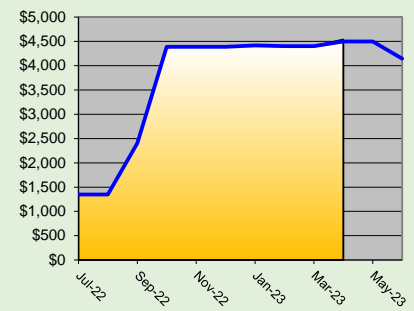
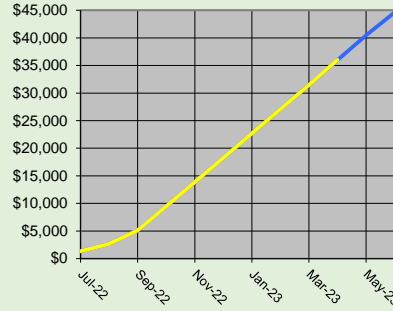
Monthly Revenues (\$000's):

BASE OPERATING GRANT

Year-To Date Results:

Budget	Actual	Variance
\$35,980	\$36,019	\$40

Overbudget 0.1%

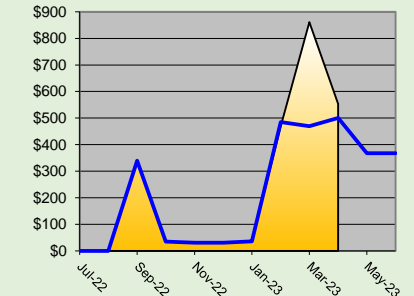
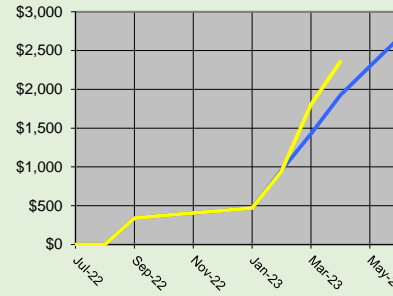


OTHER MoEd GRANTS

Year-To Date Results:

Budget	Actual	Variance
\$1,928	\$2,357	\$429

Overbudget 22.2%

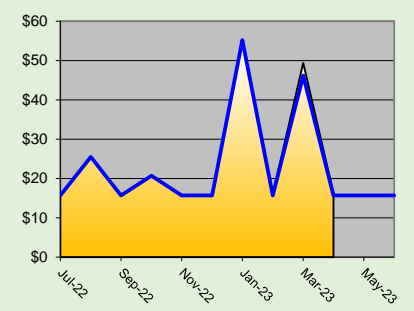
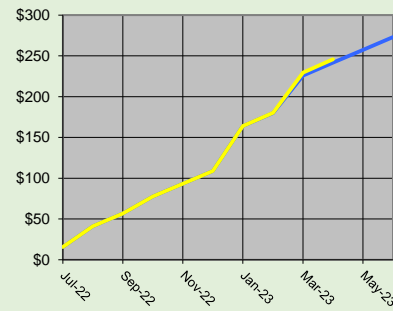


GRANTS-OTHER PROV.MINISTRIES

Year-To Date Results:

Budget	Actual	Variance
\$242	\$246	\$4

Overbudget 1.7%

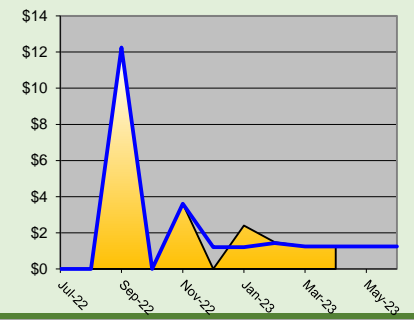
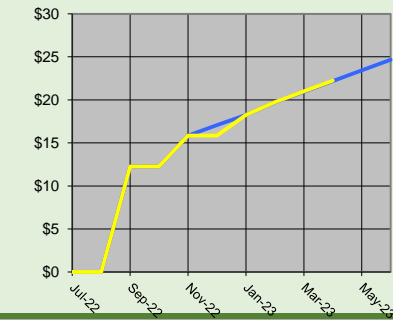


NON-RESIDENT TUITION

Year-To Date Results:

Budget	Actual	Variance
\$22	\$22	\$0

Overbudget 0.2%

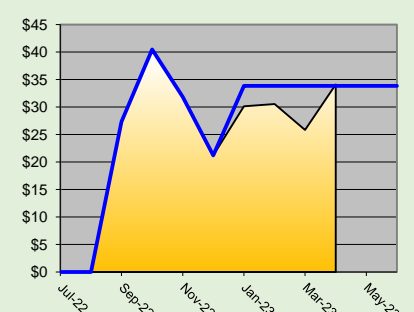
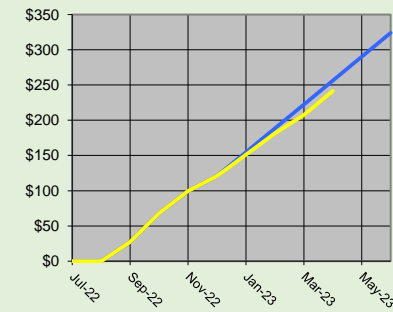


SECONDED/SUBSTITUTE TEACHER

Year-To Date Results:

Budget	Actual	Variance
\$256	\$241	-\$15

Underbudget 5.8%



Board Variance Report - Revenues

April 30, 2023

Year-to-Date Revenues (\$000's):

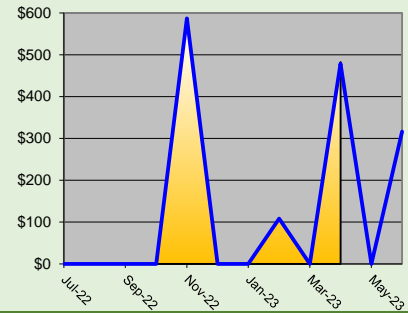
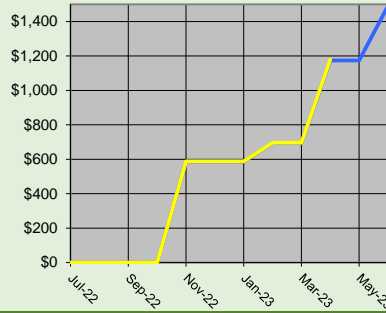
Monthly Revenues (\$000's):

FUNDING FIRST NATION

Year-To Date Results:

Budget	Actual	Variance
\$1,174	\$1,178	\$4

Overbudget 0%

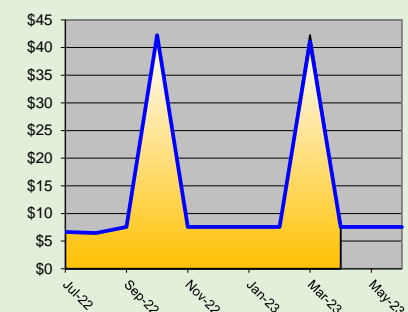
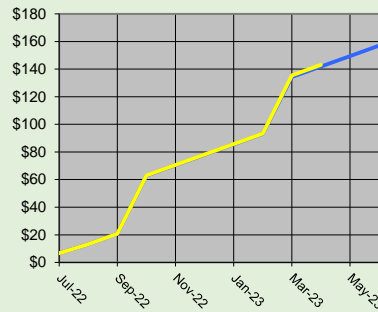


RENTALS/LEASES

Year-To Date Results:

Budget	Actual	Variance
\$142	\$143	\$1

Overbudget 0.8%

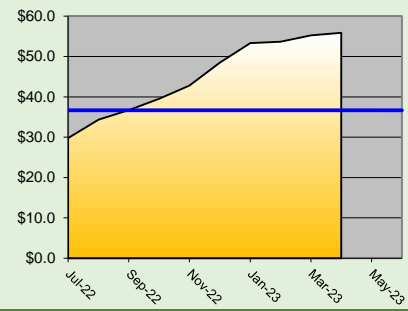
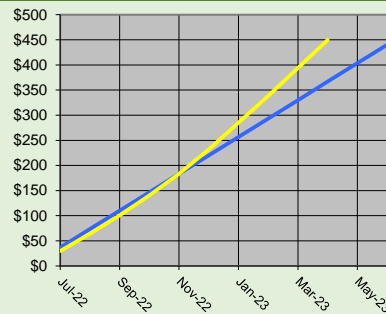


INTEREST INCOME

Year-To Date Results:

Budget	Actual	Variance
\$367	\$450	\$83

Overbudget 22.6%

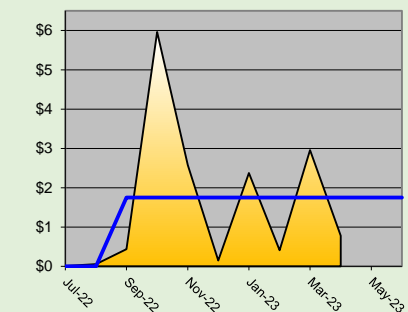
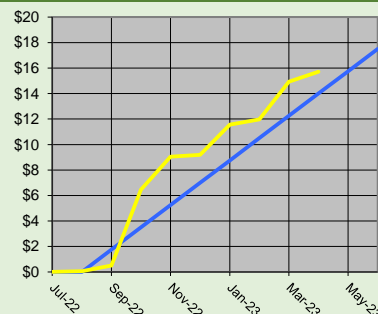


OTHER REVENUE

Year-To Date Results:

Budget	Actual	Variance
\$14	\$16	\$2

Overbudget 12.2%

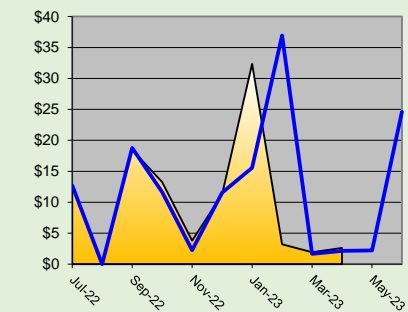
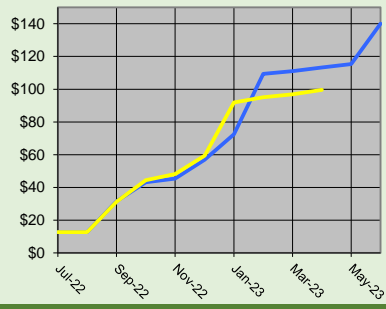


MISCELLANEOUS REVENUE

Year-To Date Results:

Budget	Actual	Variance
\$113	\$100	-\$14

Underbudget 12.0%



Board Variance Report - Revenues
April 30, 2023

Year-to-Date Revenues (\$000's):

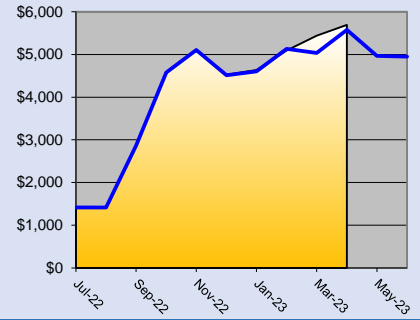
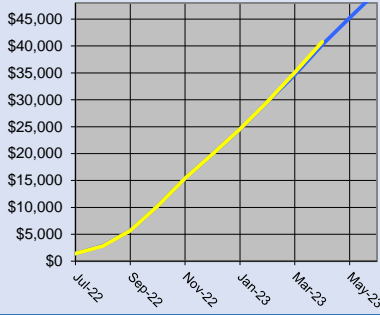
Monthly Revenues (\$000's):

TOTAL REVENUE

Year-To Date Results:

<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>\$40,238</u>	<u>\$40,772</u>	<u>\$534</u>

Overbudget 1.3%



Board Variance Rpt. - Expenditures

April 30, 2023

— YTD Budget — YTD Actual
Year-to-Date Costs (\$000's):

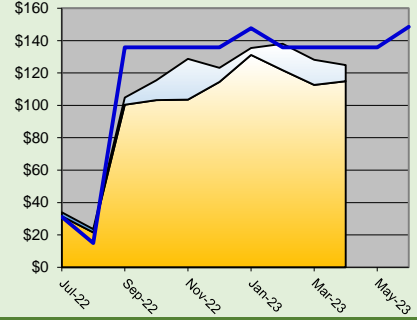
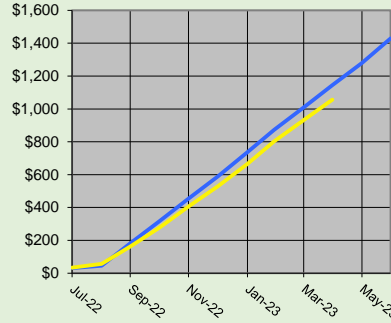
Monthly Costs (\$000's):

DISTRICT SPEC. ED./HELP.TCHRS

Year-To Date Results:

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Comp	1,022	955	67
O&M	122	101	21
Total	1,145	1,057	88

Underbudget 8%

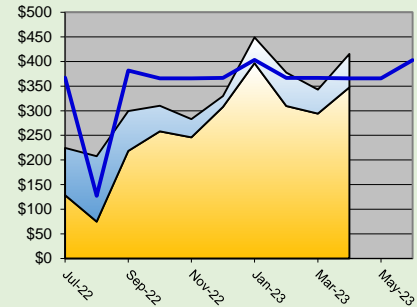
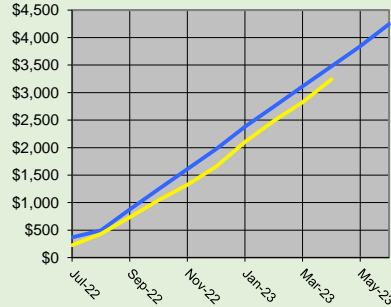


DISTRICT PROGRAMS-OTHER

Year-To Date Results:

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Comp	2,521	2,582	-61
O&M	955	658	298
Total	3,476	3,240	236

Underbudget 7%

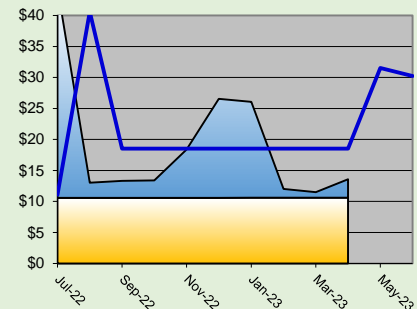
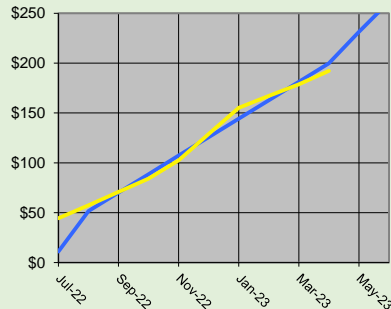


BOARD OF TRUSTEES

Year-To Date Results:

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Comp	106	106	0
O&M	94	86	8
Total	200	192	8

Underbudget 4%

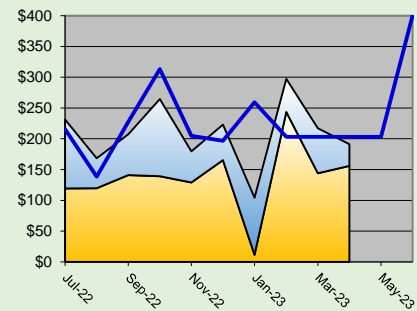
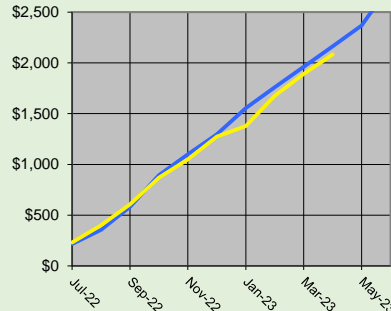


ADMINISTRATION & OTHER

Year-To Date Results:

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Comp	1,363	1,369	-6
O&M	802	714	88
Total	2,165	2,083	82

Underbudget 4%

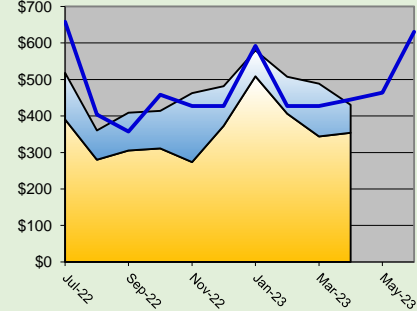
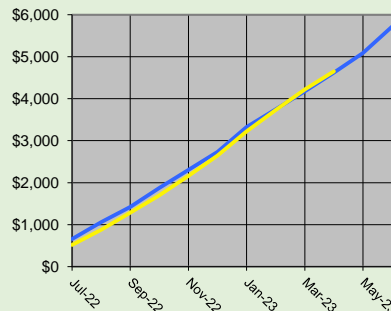


OPERATIONS & MAINTENANCE

Year-To Date Results:

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Comp	3,624	3,547	76
O&M	999	1,103	-105
Total	4,622	4,651	-28

Overbudget 1%



Board Variance Rpt. - Expenditures
April 30, 2023

— YTD Budget — YTD Actual
Year-to-Date Costs (\$000's):

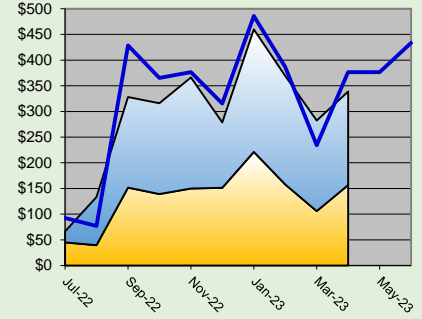
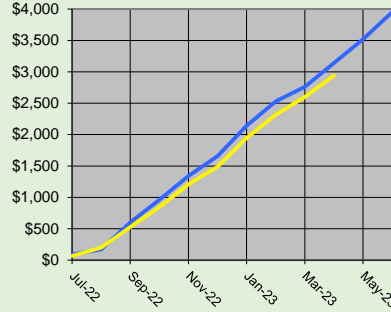
Monthly Costs (\$000's):

TRANSPORTATION

Year-To Date Results:

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Comp	1,384	1,318	66
O&M	1,756	1,621	135
Total	3,139	2,939	201

Underbudget 6%

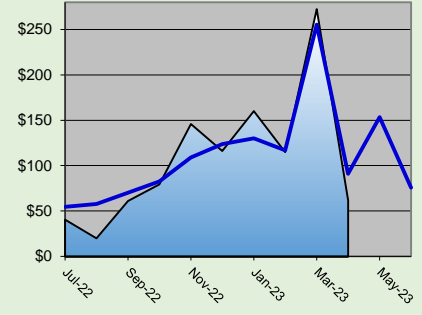
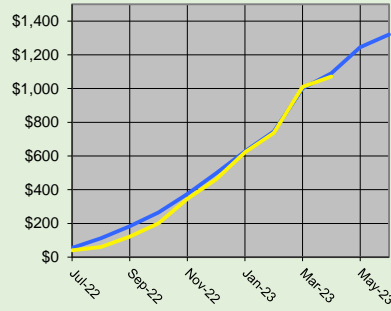


UTILITIES

Year-To Date Results:

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Comp	0	0	0
O&M	1,091	1,071	20
Total	1,091	1,071	20

Underbudget 2%

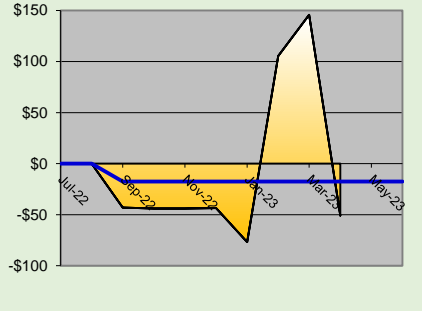
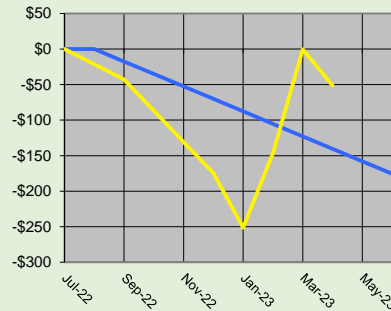


DISTRICT SCHOOL

Year-To Date Results:

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Comp	-140	-51	-89
O&M	0	0	0
Total	-140	-51	-89

Overbudget 63%

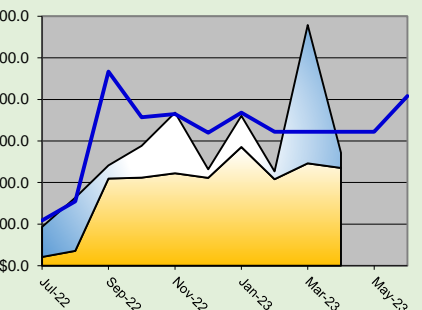
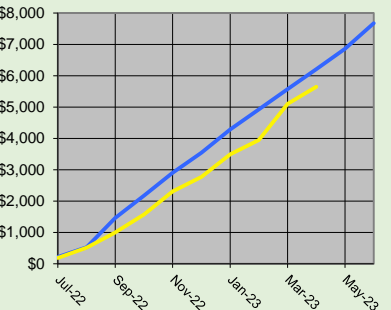


SPECIAL PURPOSE FUNDS

Year-To Date Results:

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Comp	4,364	3,773	592
O&M	1,850	1,874	-25
Total	6,214	5,647	567

Underbudget 9%

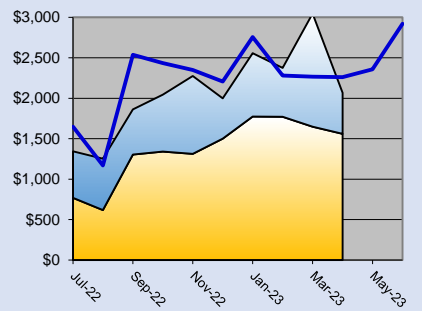
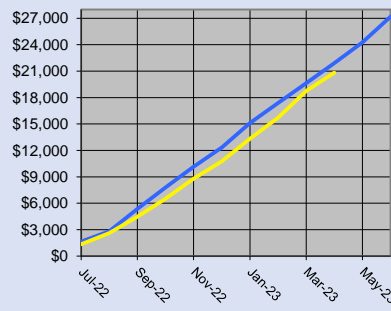


DISTRICT TOTALS - EXPENDITURES

Year-To Date Results:

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Comp	14,243	13,599	644
O&M	7,669	7,230	439
Total	21,912	20,829	1,084

Underbudget 5%



CHARTERED PROFESSIONAL ACCOUNTANTS

Partners

- * Dale J. Rose, CPA, CA
- * Alan Bone, B. Comm., CPA, CA
- * Jason Grindle, B. Comm., CPA, CA
- * Jaron Neufeld, B. Comm., CPA, CA

* Ben Sander, B. Comm., FCPA, FCA (Retired)

May 23, 2023

School District No. 59 (Peace River South)
11600 – 7 St
DAWSON CREEK BC V1G 4R8

Dear Board of Education

SCHOOL DISTRICT NO. 59 (PEACE RIVER SOUTH)

We have completed the interim audit of the School District No. 59 (Peace River South) for the year ended June 30, 2023. The purpose of our audit is to express an opinion on the financial statements. The audit includes consideration of internal controls relevant to the preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of internal controls. Matters that are reported to the Board of Education are limited to those deficiencies that the auditor has identified during the audit and that the auditor has concluded are of sufficient importance to merit being reported to those charged with governance.

We are pleased to advise that our audit procedures to date have revealed no major weaknesses in internal controls and that we found the system of internal controls were functioning adequately.

If you have any questions regarding the above, do not hesitate to contact me.

Yours very truly
SANDER ROSE BONE GRINDLE LLP
CHARTERED PROFESSIONAL ACCOUNTANTS



Jaron Neufeld,
B. Comm., CPA, CA

cc: Melissa Panoulis, CPA, CA,
Secretary Treasurer

813 - 103rd AVENUE, DAWSON CREEK, BC V1G 2G2
TEL: (250) 782-3374 • FAX: (250) 782-3379 • dc@srbg.ca

10208 - 99th AVENUE, FORT ST. JOHN, BC V1J 1V4
TEL: (250) 785-5645 • FAX: (250) 785-0064 • fsj@srbg.ca

203 - 9815 - 97th STREET, GRANDE PRAIRIE, AB T8V 8B9
TEL: (780) 532-8303 • FAX: (780) 532-8374 • gp@srbg.ca

**SCHOOL DISTRICT NO. 59
(PEACE RIVER SOUTH)**

AUDIT PLANNING REPORT

JUNE 30, 2023

Partners

- * Dale J. Rose, CPA, CA
- * Alan Bone, B. Comm., CPA, CA
- * Jason Grindle, B. Comm., CPA, CA
- * Jaron Neufeld, B. Comm., CPA, CA

- * Ben Sander, B. Comm., FCPA, FCA (Retired)

May 15, 2023

School District No. 59 (Peace River South)
11600 – 7 St
DAWSON CREEK BC V1G 4R8

Dear Board of Education of School District No. 59 (Peace River South)

We are pleased to attach our audit plan which sets out how we intend to carry out our responsibilities as auditor of School District No. 59 (Peace River South). The purpose of this report is to provide the Board of Education with a basis to review our proposed scope and audit approach in accordance with Canadian Auditing Standards (CAS) 260 Communication with Those Charged With Governance (“The Standard”).

This report summarizes our assessment of key risks which drive the development of an effective audit for School District No. 59 (Peace River South) and outlines our planned audit strategy in response to those risks.

Should any member of the Board wish to discuss or review any matter addressed in this letter or any other matters related to financial reporting, please do not hesitate to contact me at any time.

Yours very truly,
SANDER ROSE BONE GRINDLE LLP
CHARTERED PROFESSIONAL ACCOUNTANTS



Jaron Neufeld
B. Comm., CPA, CA

cc: Melissa Panoulis, CPA, CA
Secretary Treasurer

Table of Contents

Our Firm and Team	3
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Areas of Audit Emphasis	
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Our Firm and Team

Our firm

Sander Rose Bone Grindle LLP performs audit services for a number of public bodies including municipalities, and other public sector organizations. The partners have had a number of years' experience in performing audits including The Corporation of the City of Dawson Creek, The Corporation of the Village of Pouce Coupe, Peace River Regional District, District of Chetwynd, City of Fort St John, Northern Lights College, Northern Rockies Regional Municipality, School District #81 (Fort Nelson) and School District #60 (Peace River North).

Each partner of the firm has had experience on most of our public sector audits, which gives us the unique capability of providing back-up in the case of incapacitation of the partner-in-charge of the audit.

Our firm's organizational philosophy is to provide quality service on a timely basis. We are available for consultation if requested.

With offices in Dawson Creek, Fort St. John, and Grande Prairie our firm provides a wide range of services throughout the Peace. These services include assurance, tax, accounting, budgeting, bookkeeping, payroll and consulting. In the past our firm has performed audit, accounting, financial statement preparation, Public Sector Accounting Board (PSAB) implementation advice, tangible capital asset (PSAB 3150) implementation, special investigations, specified audit procedures and general consulting engagements for many public sector entities in the region. Our firm has been involved in public sector auditing for in excess of 50 years.

The School District No. 59 (Peace River South) audit will be performed by our Dawson Creek office, which consists of two chartered professional accountant (CPA) partners, one staff CPA, six CPA students, one accounting technician and two office support staff. Should there be a staffing shortage due to sickness, maternity leave or other reasons we can draw staff from our Fort St. John or Grande Prairie offices, which includes two CPA partners, two staff CPAs, six CPA students, four accounting technicians and three office support staff. Any such change in key audit staff would be communicated to the District prior to commencement of the audit.

Our team

Partner

Jaron Neufeld, B. Comm., CPA, CA

Mr. Neufeld graduated from Dawson Creek South Peace Senior Secondary School in 2005. He then attended the University of Alberta, graduating with a Bachelor of Commerce degree in 2009. Mr. Neufeld worked for Ernst and Young's audit division in 2010 and began employment at Sander Rose Bone Grindle LLP in January 2011.

Our team (continued)

Jaron Neufeld, B. Comm., CPA, CA

Mr. Neufeld attained his CA designation in December of 2012 and became a partner in the firm on January 1, 2016. In January 2018, he completed the Public Sector Certification program, offered by the Chartered Professional Accountants of Canada. During his employment, Mr. Neufeld has been involved with a variety of audits ranging from not-for-profit entities, for-profit entities, and government entities.

CPA Students

Donald Ashley-Jones, B. Comm.

Mr. Ashley-Jones attended the University of Calgary, graduating with a Bachelor of Commerce degree in 2020. Mr. Ashley-Jones began full time employment at Sander Rose Bone Grindle LLP in January of 2021. Mr. Ashley-Jones is currently enrolled in the fifth course of the CPA program. Mr. Ashley-Jones has been involved in a variety of municipal and public sector audits since his hire date in 2021.

Lawrence Dang B.A.

Mr. Dang attended Mount Royal University, graduating with a Bachelor of Arts in Psychology in 2011. He then pursued and graduated with a Professional Diploma in Accounting at the University of Lethbridge in 2015. Mr. Dang has 8 years of industry experience in the insurance and private equity sector. Mr. Dang began his employment at Sander Rose Bone Grindle LLP in November 2021, has completed all CPA modules, and is a CFE finalist.

Rosemarie Abueva B.S. in Accountancy

Mrs. Abueva attained her CPA designation in the Philippines in 2003. After working 18 years post designation, she then moved to Canada in August 2021 and recently completed a Post-Degree Diploma in Business Management at Northern Lights College. Mrs. Abueva began her employment with our firm in October 2022 as a student and is currently in the process of enrolling in the CPA program.

Martha Cabigas B.S. in Accountancy

Mrs. Cabigas attained her CPA designation in the Philippines in 2018. After working 3 years post designation, she then moved to Canada in August 2021 and recently completed a Post-Degree Diploma in Business Management at Northern Lights College. Mrs. Cabigas began her employment with our firm in April 2023 as a student and is currently in the process of enrolling in the CPA program.

Timetable

The following is an outline of significant dates as they relate to the completion of the audit.

Interim audit procedures	May 15-19/23
Report of the interim management letter to administration	May 23/23
Receipt of trial balance in excel	July 12/23
Yearend audit procedures	July 17-22/23
First draft financial statements to SRBG	July 14/23
Feedback on draft financial statements to administration	TBD
Draft with changes to Ministry for Feedback	TBD
Final draft to SRBG	TBD
Board of Education approval of draft financial statements	TBD
Issuance of management letter and independent auditors report	TBD
Presentation of audited financial statements to Board of Education	TBD

Areas of Audit Emphasis

Key Responsibilities

Board of Education

The Board of Education's role is to act in an objective, independent capacity as a liaison between the auditor, and management, to ensure the auditor has a facility to consider and discuss governance and audit issues with parties not directly responsible for operations.

The Board of Education's responsibilities include:

- Being available to assist and provide direction in the audit planning process when and where appropriate;
- Meeting with the auditor as necessary and prior to release and approval of financial statements to review audit, disclosure and compliance issues;
- Where necessary, reviewing matters raised by the auditor with appropriate levels of management, and reporting back to the auditor their findings;
- Making known to the auditor any issues of disclosure, corporate governance, fraud or illegal acts, non-compliance with laws or regulatory requirements that are known to them, where such matters may impact the financial statements or auditor's report;
- Providing guidance and direction to the auditor on any additional work they feel should be undertaken in response to issues raised or concerns expressed;
- Making such enquiries as appropriate into the findings of the auditor with respect to corporate governance, management conduct, cooperation, information flow and systems of internal controls; and
- Reviewing the draft financial statements prepared by management, including the presentation, disclosures and supporting notes and schedules, for accuracy, completeness and appropriateness, and approve same.

Management

Management is responsible for establishing and maintaining an adequate internal control structure and procedures for financial reporting. This includes the design and maintenance of accounting records, recording transactions, selecting and applying accounting policies, safeguarding of assets and preventing and detecting fraud and error.

Auditor

Our responsibility as auditor of your District is to express an opinion on whether the financial statements present fairly, in all material respects, the financial position, results of operations, changes in net debt and cash flows of the District in accordance with Canadian Public Sector Accounting Standards.

An audit is performed to obtain reasonable but not absolute assurance as to whether the financial statements are free of material misstatement. Due to the inherent limitations of an audit, there is an unavoidable risk that some misstatements of the financial statements will not be detected (particularly intentional misstatements concealed through collusion), even though the audit is properly planned and performed.

Our audit includes:

- Assess the risk that the financial statements may contain misstatements that, individually or in the aggregate, are material to the financial statements taken as a whole; and
- Examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements.
- We will obtain a sufficient understanding of the District and the internal control structure of School District No. 59 (Peace River South) to plan the audit. This will include management's assessment of:
 - The risk that the financial statements may be materially misstated as a result of fraud and error; and
 - The internal controls put in place by management to address such risks.

Audit Process and Strategy

Outlined below are certain aspects of our audit approach, which are intended to help you in discharging your oversight responsibilities. Our general approach to the audit of School District No. 59 (Peace River South) is to assess the risks of material misstatement in the financial statements and then respond by designing audit procedures.

Illegal Acts, Fraud, Intentional Misstatements and Errors

Our auditing procedures, including tests of your accounting records, are limited to those considered necessary in the circumstances and would not necessarily disclose all illegal acts, fraud, intentional misstatements or errors should any exist. We will conduct the audit under Canadian auditing standards (CAS), which include procedures to consider (based on the control environment, governance structure and circumstances encountered during the audit), the potential likelihood of fraud and illegal acts occurring.

These procedures are not designed to test for fraudulent or illegal acts, nor would they necessarily detect such acts or recognize them as such, even if the effect of their consequences on the financial statements is material. However, should we become aware that an illegal or possible illegal act or an act of fraud may have occurred, other than one considered clearly inconsequential, we will communicate this information directly to Board of Education.

It is management's responsibility to detect and prevent illegal actions. If such acts are discovered or Board members become aware of circumstances under which the District may have been involved in fraudulent, illegal or regulatory non-compliance situations, such circumstances must be disclosed to us.

Risk-based

Our risk-based approach focuses on obtaining sufficient appropriate audit evidence to reduce the risk of material misstatement in the financial statements to an appropriately low level. This means that we focus our audit work on higher risk areas that have a higher risk of being materially misstated.

Based on our knowledge of School District No. 59 (Peace River South)'s business and our past experience, we have identified no areas that have a potentially higher risk of a material misstatement.

Audit Procedures

In responding to our risk assessment, we will use a combination of tests of controls, tests of details and substantive analytical procedures. The objective of the tests of controls is to evaluate whether certain controls operated effectively. The objective of the tests of details is to detect material misstatements in the account balances and transaction streams. Substantive analytical procedures are used to identify differences between recorded amounts and predictable expectations in larger volumes of transactions over time.

Inherent limitations

An audit cannot be relied upon to obtain absolute assurance that material misstatements in the financial statements will be detected. This is due to factors such as using professional judgment when gathering evidence and reaching conclusions based on the evidence acquired; inherent limitations in controls; and the fact that most of the evidence available is persuasive instead of conclusive.

While a strong control environment reduces the risk of a material misstatement occurring it does not eliminate this possibility. Therefore, an audit cannot conclude definitively that fraud, material misstatements, and non-compliance with provincial and federal regulations will be detected.

As auditor our concern is focused on material misstatements. Therefore, we are not responsible for the detection of misstatements that are not material to the financial statements taken as a whole.

Materiality

Materiality in an audit is used to:

- Guide planning decisions on the nature and extent of our audit procedures;
- Assess the sufficiency of the audit evidence gathered; and
- Evaluate any misstatements found during our audit.

Materiality is the term used to describe the significance of financial statement information to decision makers. An item of information, or an aggregate of items, is material if it is probable that its omission or misstatement would influence or change a decision. Materiality is a matter of professional judgment in the particular circumstances.

We plan to use a preliminary materiality of \$1,205,000. The preliminary materiality level will be reviewed throughout our 2023 audit, and should actual results vary significantly from those forecasted, the materiality level may be adjusted in order to recognize this change in circumstances.

Independence

An integral part of performing an audit is tied to the concept of independence. In determining which relationships to report, we consider relevant rules and related interpretations prescribed by the appropriate Provincial Institute/Ordre and applicable legislation, covering such matters as:

- a) holding a financial interest, either directly or indirectly, in a client;
- b) holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- c) personal or business relationships of immediate family, close relatives, partners or retired partners either directly or indirectly, with a client;
- d) economic dependence on a client; and
- e) provision of services in addition to the audit engagement.

We are not aware of any relationships between School District No. 59 (Peace River South) and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence as of May 15, 2023. During the course of the audit, if any new matters come to our attention that, in our professional judgment, may reasonably be thought to bear on our independence we will reconfirm our independence with Board of Education.

Future Accounting Announcements

Revenue

For year ends starting after April 1, 2023 (i.e. the 2024 fiscal year), PS 3400 – Revenue will come into effect. Early adoption of PS 3400 is permitted. In preparation for the adoption of this standard we recommend that a review of the standard take place in addition to an assessment of the impact as it relates to the District’s revenues.

Purchased Intangibles

For year ends starting after April 1, 2023 (i.e. the 2024 fiscal year), PSG-8 – Purchased Intangibles will come into effect. We do not expect this standard to have a significant impact on the District.

Public Private Partnerships

For year ends starting after April 1, 2023 (i.e. the 2024 fiscal year), PS3160 - To establish an accounting standard for the recognition, measurement, presentation, and disclosure of infrastructure procured through certain types of public private partnership arrangements.

Future Accounting Standards Projects

The Public Sector Accounting Board (PSAB) is currently involved in the following future accounting standards projects:

2022-2023 Annual Improvements
Concepts Underlying Financial Performance
Employee Benefits
Government Not-for-Profit: Capital Assets



School District No.59 (Peace River South)

May 21, 2023

School District #59 Trustees

RE: Capital Addition

I am requesting that the board approve an addition to the 2022/23 capital budget of \$35,000.

The caretakers of the Pat O'Reilly Outdoor Environmental Studies Centre at Gwillim Lake would benefit from a work utility vehicle. Presently, there is a quad provided for the site; however, the quad is quite old and is needing replaced. A work type utility vehicle would allow for the hauling of additional supplies. It is estimated this would cost \$25,000. There is \$13,286 available in donations targeted towards the camp that will be allocated to this purchase.

The Resource Centre would like to purchase a new photocopier at a cost of \$10,000.

I am requesting that the board support the addition of \$35,000 to the 2022/23 capital budget for the above two purchases, the funding would come from unrestricted operating reserves if there are not enough savings from this fiscal year to cover this additional cost.

Melissa Panoulis
Secretary Treasurer

Submission Summary

Submission Summary:	AFG 2023/2024 2023-05-19
Submission Type:	Expenditure Plan
School District:	Peace River South (SD59)

Submission Category	Sum Total Project Cost Submitted
AFG	\$1,764,594

AFG						
Project Number	Existing Facility?	Facility/Site	Project Type	VFA Requirement #	Project Description	Total Project Cost
160634	Yes	Canalta Elementary	Site Upgrades	REQ-840226	Playground fall protection, borders and fill	\$50,000
160618	Yes	Chetwynd Secondary	Electrical (AFG)		LED Lighting retrofit	\$35,000
160632	Yes	Chetwynd Secondary	Interior Construction (AFG)	REQ-162760	Classroom millwork refurbish	\$25,000
160785	Yes	Chetwynd Secondary	Interior Construction (AFG)	REQ-162760	Refurbish Art room	\$30,000
160606	Yes	Crescent Park Elementary	Interior Construction (AFG)	REQ-1606604	General painting	\$10,000
160629	Yes	Crescent Park Elementary	Plumbing (AFG)		Refurbish water fountains/sink fixtures	\$10,000
160644	Yes	Crescent Park Elementary	Site Upgrades		Playground fall protection, borders and fill	\$15,000
160783	Yes	Crescent Park Elementary	Electrical (AFG)	REQ-1606606	Exterior lighting upgrade to LED	\$10,000
160788	Yes	Crescent Park Elementary	Interior Construction (AFG)	REQ-170480	Refurbish washroom, gender neutral	\$180,000
160624	Yes	Dawson Creek Secondary (Central Campus)	Plumbing (AFG)	REQ-155244	Water fountain/sink fixtures	\$15,000
160776	Yes	Dawson Creek Secondary (Central Campus)	Exterior Wall Systems (AFG)	REQ-161928	Exterior Gym Door replacement	\$10,000
160782	Yes	Dawson Creek Secondary (Central Campus)	Interior Construction (AFG)	REQ-160867	Flooring replacement in the hallways	\$50,000
160610	Yes	Dawson Creek Secondary (South Peace Campus)	Interior Construction (AFG)	REQ-778036	General Painting	\$10,000
160620	Yes	Dawson Creek Secondary (South Peace Campus)	Plumbing (AFG)		Emergency shower and Eyewash in Auto Shop Eyewash in wood shop	\$10,000
160779	Yes	Dawson Creek Secondary (South Peace Campus)	Site Upgrades	REQ-156841	Chain Link Fence repairs as required	\$10,000
160780	Yes	Dawson Creek Secondary (South Peace Campus)	Interior Construction (AFG)	REQ-840493	Replace non-compliant door hardware	\$60,000

Submission Summary

160787	Yes	Dawson Creek Secondary (South Peace Campus)	Site Upgrades	REQ-811363	Sidewalk repair/replace west side	\$90,000
160609	Yes	Don Titus Montessori	Interior Construction (AFG)	REQ-840138	General Painting	\$10,000
160630	Yes	Don Titus Montessori	Plumbing (AFG)	REQ-163891	Water fountains/sink fixtures	\$10,000
160646	Yes	Don Titus Montessori	Site Upgrades		Playground fall protection, borders and fill	\$15,000
160775	Yes	Don Titus Montessori	Exterior Wall Systems (AFG)		Exterior wood gym doors replacement	\$10,000
160786	Yes	Don Titus Montessori	Asbestos Abatement	REQ-1606163	Asbestos abatement in crawl space	\$20,000
160611	Yes	Ecole Frank Ross Elementary	Interior Construction (AFG)	REQ-1606652	General Painting	\$10,000
160619	Yes	Ecole Frank Ross Elementary	Electrical (AFG)		LED Lighting Retrofit	\$35,000
160777	Yes	Ecole Frank Ross Elementary	Exterior Wall Systems (AFG)	REQ-168425	Replace a portion of exterior windows	\$30,000
160633	Yes	Little Prairie Elementary	Interior Construction (AFG)	REQ-168084	Classroom millwork refurbish	\$25,000
160643	Yes	Mcleod Elementary	Site Upgrades	REQ-164717	Playground fall protection, borders and fill	\$15,000
160790	Yes	Parkland Elementary	Site Upgrades	Site Playground Equipment Renewal	Playground fall protection, borders and fill	\$14,594
160613	Yes	Pouce Coupe Elementary	Electrical (AFG)	REQ-154901	Upgrade to LED lighting in Gym (energy efficiency upgrades)	\$25,000
160599	Yes	Tremblay Elementary	HVAC (AFG)	REQ-1606487	Phase 1 of 3 HVAC upgrade, replace existing furnaces with	\$600,000
160612	Yes	Tremblay Elementary	Interior Construction (AFG)	REQ-167441	General painting	\$10,000
160616	Yes	Tremblay Elementary	Electrical (AFG)	REQ-154660	Led Lighting retrofit	\$25,000
160628	Yes	Tremblay Elementary	Plumbing (AFG)	REQ-839704	Water fountains/sink fixtures	\$10,000
160631	Yes	Tremblay Elementary	Interior Construction (AFG)	REQ-167451	Classroom millwork refurbish	\$25,000
160784	Yes	Tremblay Elementary	Site Upgrades	REQ-167275	Resurface bus loop deteriorated pavement	\$35,000
160617	Yes	Tumbler Ridge Secondary	Electrical (AFG)		LED Lighting Retrofit	\$30,000
160778	Yes	Tumbler Ridge Secondary	Site Upgrades	REQ-180197	Shop compound fence, replace gate	\$10,000
160789	Yes	Tumbler Ridge Secondary	Plumbing (AFG)	REQ-172985	Washroom refurbish, gender neutral	\$180,000
					AFG Total:	\$1,764,594

Annual Budget

School District No. 59 (Peace River South)

June 30, 2024

School District No. 59 (Peace River South)

June 30, 2024

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*NOTE - Statement 1, Statement 3, Statement 5, Schedule 1 and Schedules 4A - 4D are used for Financial Statement reporting only.

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 59 (PEACE RIVER SOUTH) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2023/2024 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 59 (Peace River South) Annual Budget Bylaw for fiscal year 2023/2024.
3. The attached Statement 2 showing the estimated revenue and expense for the 2023/2024 fiscal year and the total budget bylaw amount of \$66,515,787 for the 2023/2024 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2023/2024.

READ A FIRST TIME THE _____ DAY OF _____, 2023;

READ A SECOND TIME THE _____ DAY OF _____, 2023;

READ A THIRD TIME, PASSED AND ADOPTED THE _____ DAY OF _____, 2023;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 59 (Peace River South) Annual Budget Bylaw 2023/2024, adopted by the Board the _____ DAY OF _____, 2023.

Secretary Treasurer

School District No. 59 (Peace River South)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	3,685,000	3,701,438
Total Ministry Operating Grant Funded FTE's	3,685,000	3,701,438
Revenues	\$	\$
Provincial Grants		
Ministry of Education and Child Care	58,476,688	55,054,095
Other	253,295	273,065
Tuition	24,666	24,666
Other Revenue	2,339,127	2,678,539
Rentals and Leases	158,000	157,000
Investment Income	540,600	440,600
Amortization of Deferred Capital Revenue	1,725,498	1,702,419
Total Revenue	63,517,874	60,330,384
Expenses		
Instruction	47,543,441	44,892,251
District Administration	2,439,554	2,378,439
Operations and Maintenance	11,171,630	10,644,427
Transportation and Housing	4,529,162	4,438,961
Total Expense	65,683,787	62,354,078
Net Revenue (Expense)	(2,165,913)	(2,023,694)
Budgeted Allocation (Retirement) of Surplus (Deficit)	2,438,265	2,315,771
Budgeted Surplus (Deficit), for the year	272,352	292,077
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	272,352	292,077
Budgeted Surplus (Deficit), for the year	272,352	292,077

School District No. 59 (Peace River South)

Annual Budget - Revenue and Expense
Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	55,108,044	51,624,112
Operating - Tangible Capital Assets Purchased	832,000	843,563
Special Purpose Funds - Total Expense	6,786,869	7,295,822
Capital Fund - Total Expense	3,788,874	3,434,144
Total Budget Bylaw Amount	66,515,787	63,197,641

Approved by the Board

Signature of the Chairperson of the Board of Education	Date Signed
Signature of the Superintendent	Date Signed
Signature of the Secretary/Treasurer	Date Signed

DRAFT

School District No. 59 (Peace River South)

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
Surplus (Deficit) for the year	<u>(2,165,913)</u>	<u>(2,023,694)</u>
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	<u>(832,000)</u>	<u>(843,563)</u>
Total Acquisition of Tangible Capital Assets	<u>(832,000)</u>	<u>(843,563)</u>
Amortization of Tangible Capital Assets	<u>2,285,746</u>	<u>2,254,505</u>
Total Effect of change in Tangible Capital Assets	<u>1,453,746</u>	<u>1,410,942</u>
	<u>-</u>	<u>-</u>
(Increase) Decrease in Net Financial Assets (Debt)	<u><u>(712,167)</u></u>	<u><u>(612,752)</u></u>

School District No. 59 (Peace River South)

Schedule 2

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	50,951,691	47,349,321
Other	253,295	273,065
Tuition	24,666	24,666
Other Revenue	1,574,127	1,907,852
Rentals and Leases	158,000	157,000
Investment Income	540,000	440,000
Total Revenue	53,501,779	50,151,904
Expenses		
Instruction	41,072,143	38,289,770
District Administration	2,439,554	2,378,439
Operations and Maintenance	7,601,977	7,051,655
Transportation and Housing	3,994,370	3,904,248
Total Expense	55,108,044	51,624,112
Net Revenue (Expense)	(1,606,265)	(1,472,208)
Budgeted Prior Year Surplus Appropriation	2,438,265	2,315,771
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(832,000)	(843,563)
Total Net Transfers	(832,000)	(843,563)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 59 (Peace River South)

Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	50,067,243	46,111,425
ISC/LEA Recovery	(1,136,627)	(1,426,352)
Other Ministry of Education and Child Care Grants		
Pay Equity	944,395	944,395
Student Transportation Fund	441,458	441,458
Support Staff Benefits Grant	16,094	16,094
FSA Scorer Grant	8,187	8,187
Early Learning Framework (ELF) Implementation		522
Labour Settlement Funding	610,941	1,252,592
Premier's Award for Excellence in Education Bursary		1,000
Total Provincial Grants - Ministry of Education and Child Care	50,951,691	47,349,321
Provincial Grants - Other	253,295	273,065
Tuition		
International and Out of Province Students	24,666	24,666
Total Tuition	24,666	24,666
Other Revenues		
Funding from First Nations	1,136,627	1,426,352
Miscellaneous		
Seconded Staff Recoveries	235,000	229,000
Substitute Staff Recoveries	80,000	95,000
Bus Charges	50,000	50,000
Miscellaneous	72,500	107,500
Total Other Revenue	1,574,127	1,907,852
Rentals and Leases	158,000	157,000
Investment Income	540,000	440,000
Total Operating Revenue	53,501,779	50,151,904

School District No. 59 (Peace River South)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
Salaries		
Teachers	17,777,120	16,831,170
Principals and Vice Principals	3,999,055	3,366,278
Educational Assistants	4,808,470	4,715,076
Support Staff	6,489,188	5,907,237
Other Professionals	2,300,391	2,103,065
Substitutes	1,882,728	1,858,832
Total Salaries	37,256,952	34,781,658
Employee Benefits	8,933,588	8,192,893
Total Salaries and Benefits	46,190,540	42,974,551
Services and Supplies		
Services	1,651,391	1,792,294
Student Transportation	1,117,600	1,065,035
Professional Development and Travel	545,117	526,803
Rentals and Leases	26,000	26,000
Dues and Fees	296,847	393,988
Insurance	186,800	180,973
Supplies	3,109,549	2,493,868
Utilities	1,984,200	2,170,600
Total Services and Supplies	8,917,504	8,649,561
Total Operating Expense	55,108,044	51,624,112

School District No. 59 (Peace River South)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	14,862,701	932,218	45,256	622,734	189,786	1,122,227	17,774,922
1.03 Career Programs	40,045	32,912	-		124,767	2,480	200,204
1.07 Library Services	209,267		74,484			14,424	298,175
1.08 Counselling	573,075		34,790	76,040		35,378	719,283
1.10 Special Education	1,589,479		4,226,418	124,418	63,964	275,793	6,280,072
1.30 English Language Learning	99,898		30,994			2,633	133,525
1.31 Indigenous Education	372,094	639,014	372,031	131,023	68,671	40,000	1,622,833
1.41 School Administration	30,561	2,394,911		679,801		44,980	3,150,253
1.62 International and Out of Province Students							-
Total Function 1	17,777,120	3,999,055	4,783,973	1,634,016	447,188	1,537,915	30,179,267
4 District Administration							
4.11 Educational Administration				19,973	579,042	8,000	607,015
4.20 Early Learning and Child Care					44,435		44,435
4.40 School District Governance					125,143		125,143
4.41 Business Administration				175,851	583,572	1,000	760,423
Total Function 4	-	-	-	195,824	1,332,192	9,000	1,537,016
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				54,258	337,849	5,000	397,107
5.50 Maintenance Operations				2,812,917		267,370	3,080,287
5.52 Maintenance of Grounds				484,618			484,618
5.56 Utilities							-
Total Function 5	-	-	-	3,351,793	337,849	272,370	3,962,012
7 Transportation and Housing							
7.41 Transportation and Housing Administration				58,059	183,162		241,221
7.70 Student Transportation			24,497	1,249,496		63,443	1,337,436
Total Function 7	-	-	24,497	1,307,555	183,162	63,443	1,578,657
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	17,777,120	3,999,055	4,808,470	6,489,188	2,300,391	1,882,728	37,256,952

School District No. 59 (Peace River South)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	17,774,922	4,082,066	21,856,988	2,750,749	24,607,737	22,454,937
1.03 Career Programs	200,204	51,284	251,488	95,900	347,388	372,385
1.07 Library Services	298,175	72,101	370,276	62,421	432,697	403,987
1.08 Counselling	719,283	166,783	886,066	19,200	905,266	877,107
1.10 Special Education	6,280,072	1,799,762	8,079,834	276,316	8,356,150	8,100,769
1.30 English Language Learning	133,525	32,375	165,900	23,239	189,139	218,709
1.31 Indigenous Education	1,622,833	384,428	2,007,261	157,770	2,165,031	2,078,219
1.41 School Administration	3,150,253	685,268	3,835,521	129,937	3,965,458	3,682,739
1.62 International and Out of Province Students	-	-	-	103,277	103,277	100,918
Total Function 1	30,179,267	7,274,067	37,453,334	3,618,809	41,072,143	38,289,770
4 District Administration						
4.11 Educational Administration	607,015	131,039	738,054	76,350	814,404	735,594
4.20 Early Learning and Child Care	44,435	11,534	55,969	2,100	58,069	
4.40 School District Governance	125,143	7,120	132,263	104,200	236,463	249,033
4.41 Business Administration	760,423	172,485	932,908	397,710	1,330,618	1,393,812
Total Function 4	1,537,016	322,178	1,859,194	580,360	2,439,554	2,378,439
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	397,107	88,977	486,084	217,600	703,684	665,932
5.50 Maintenance Operations	3,080,287	735,620	3,815,907	998,650	4,814,557	4,356,128
5.52 Maintenance of Grounds	484,618	117,518	602,136	147,400	749,536	708,995
5.56 Utilities	-	-	-	1,334,200	1,334,200	1,320,600
Total Function 5	3,962,012	942,115	4,904,127	2,697,850	7,601,977	7,051,655
7 Transportation and Housing						
7.41 Transportation and Housing Administration	241,221	56,425	297,646	14,400	312,046	288,975
7.70 Student Transportation	1,337,436	338,803	1,676,239	2,006,085	3,682,324	3,615,273
Total Function 7	1,578,657	395,228	1,973,885	2,020,485	3,994,370	3,904,248
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	37,256,952	8,933,588	46,190,540	8,917,504	55,108,044	51,624,112

School District No. 59 (Peace River South)

Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2024

	2024	2023 Amended
	Annual Budget	Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	6,021,869	6,525,135
Other Revenue	765,000	770,687
Total Revenue	6,786,869	7,295,822
Expenses		
Instruction	6,471,298	6,602,481
Operations and Maintenance	285,789	654,100
Transportation and Housing	29,782	39,241
Total Expense	6,786,869	7,295,822
Budgeted Surplus (Deficit), for the year	-	-

School District No. 59 (Peace River South)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2024

	Annual Facility Grant	Learning Improvement Fund	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing
	\$	\$	\$	\$		\$	\$	\$	\$
Deferred Revenue, beginning of year			878,000	70,000		30,000			
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	285,789	189,511		192,000	31,850	86,872	408,136	320,690	3,525,562
Other			680,000						
	285,789	189,511	680,000	192,000	31,850	86,872	408,136	320,690	3,525,562
Less: Allocated to Revenue	285,789	189,511	700,000	262,000	31,850	116,872	408,136	320,690	3,525,562
Deferred Revenue, end of year	-	-	858,000	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	285,789	189,511		262,000	31,850	116,872	408,136	320,690	3,525,562
Other Revenue			700,000						
	285,789	189,511	700,000	262,000	31,850	116,872	408,136	320,690	3,525,562
Expenses									
Salaries									
Teachers						31,221	46,233	175,998	2,860,328
Educational Assistants		146,212				32,435	180,878		
Support Staff	61,831			149,251			32,756	19,365	
Other Professionals				30,568	7,642		15,779	27,154	
Substitutes					6,000	9,000		34,940	
	61,831	146,212	-	179,819	13,642	72,656	275,646	257,457	2,860,328
Employee Benefits	15,102	43,299		64,238	2,844	17,865	74,250	58,326	665,234
Services and Supplies	208,856		700,000	17,943	15,364	26,351	58,240	4,907	
	285,789	189,511	700,000	262,000	31,850	116,872	408,136	320,690	3,525,562
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 59 (Peace River South)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2024

	First Nation Student Transportation	Mental Health in Schools	Early Childhood Education Dual Credit Program	JUST B4	ECL Early Care & Learning	Feeding Futures Fund	Career Grants	Early Learning Funds	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	15,000	60,000	110,000				15,000	45,000	1,223,000
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	14,782			25,000	135,000	521,677			5,736,869
Other							10,000	10,000	700,000
	14,782	-	-	25,000	135,000	521,677	10,000	10,000	6,436,869
Less: Allocated to Revenue	29,782	60,000	110,000	25,000	135,000	521,677	25,000	40,000	6,786,869
Deferred Revenue, end of year	-	-	-	-	-	-	-	15,000	873,000
Revenues									
Provincial Grants - Ministry of Education and Child Care	29,782	60,000	110,000	25,000	135,000	521,677			6,021,869
Other Revenue							25,000	40,000	765,000
	29,782	60,000	110,000	25,000	135,000	521,677	25,000	40,000	6,786,869
Expenses									
Salaries									
Teachers									3,113,780
Educational Assistants									359,525
Support Staff				16,680					279,883
Other Professionals			19,122		93,039				193,304
Substitutes		15,000							64,940
	-	15,000	19,122	16,680	93,039	-	-	-	4,011,432
Employee Benefits		2,154	5,169	5,516	19,341				973,338
Services and Supplies	29,782	42,846	85,709	2,804	22,620	521,677	25,000	40,000	1,802,099
	29,782	60,000	110,000	25,000	135,000	521,677	25,000	40,000	6,786,869
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 59 (Peace River South)

Annual Budget - Capital Revenue and Expense
 Year Ended June 30, 2024

	2024 Annual Budget			2023 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Ministry of Education and Child Care	1,503,128		1,503,128	1,179,639
Investment Income		600	600	600
Amortization of Deferred Capital Revenue	1,725,498		1,725,498	1,702,419
Total Revenue	3,228,626	600	3,229,226	2,882,658
Expenses				
Operations and Maintenance	1,503,128		1,503,128	1,179,639
Amortization of Tangible Capital Assets				
Operations and Maintenance	1,780,736		1,780,736	1,759,033
Transportation and Housing	505,010		505,010	495,472
Total Expense	3,788,874	-	3,788,874	3,434,144
Net Revenue (Expense)	(560,248)	600	(559,648)	(551,486)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	832,000		832,000	843,563
Total Net Transfers	832,000	-	832,000	843,563
Other Adjustments to Fund Balances				
Total Other Adjustments to Fund Balances	-	-	-	
Budgeted Surplus (Deficit), for the year	271,752	600	272,352	292,077

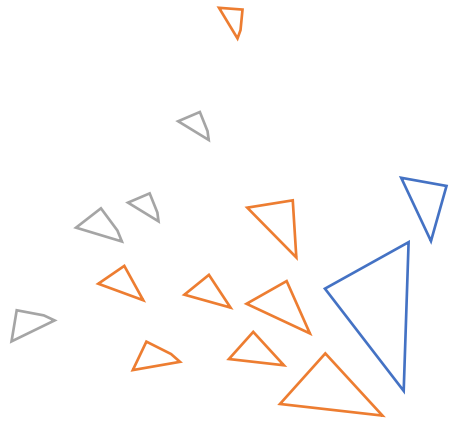
PROFIT (LOSS)
beginning of the financial year
YEAR APPROPRIATION
THE END OF THE FINANCIAL YEAR

33,108	\$
33,354	
56,653	
4,725	16,856
2,714	58,943
9,279	21,692
9,758	10,243
198	1,484
1,172,446	9,095
26,220	677
4,888	1,373,522
2,044,642	22,672
	5,849
	2,213,165
162,036	(59,948)
2,182,042	2,241,989
2,344,077	2,182,042
<u>2,344,077</u>	<u>2,182,042</u>



SD 59 Peace River South Preliminary Budget

2023/24 Fiscal Year



Agenda



1. Budget Monitoring and Reporting
2. Budget Timelines
3. Budget Information
4. Other Funds
5. Strategic Plan
6. Reserve Summary
7. Questions & Comments



Budget Monitoring and Reporting

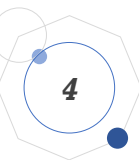


Budget Monitoring and Reporting – Policy 5005

The Board of Education has a responsibility for the effective use of funds received from the Ministry of Education and other sources. The Board of Education has a duty to govern the district in a fiscally responsible manner, while supporting the priorities and strategies of its Strategic Plan. The School Act requires the Board to develop an annual operating budget containing the content specified by the Ministry of Education.

The purpose of Policy 5005 is to ensure compliance with the Ministry of Education's K-12 Public Education Financial Planning and Reporting Policy which directs Boards of Education to develop, implement and annually provide to the Ministry multi-year financial plans that identify how funding and resources will support board strategic plans, operational needs of school districts and improved educational outcomes for students.

The Board will be provided with supporting materials, budget highlights and assumptions, implementation strategies and financial and business risks to assist in its understanding of the district's financial health prior to decision making. The budget will support the district's strategic priorities and operational plans.



Budget Monitoring and Reporting

Policy 5005 – Public Consultation

Budget consultation and discussion will take place in a planned, collaborative and transparent manner. The local community and education-partner groups, including local First Nations and Metis Nation BC, will be able to provide input into the development of board multi-year financial plans through meetings held during the budget development stage. Every year the board will post information on its main website how and when the groups mentioned above can provide feedback and input into the development of multi-year financial plans.

The board will also post information on its website about how the groups above will be informed of the boards progress towards aligning funding and resources with the Strategic Plan, operational needs of the district and enhanced student educational outcomes.

Budget Monitoring and Reporting – Regulation 5005

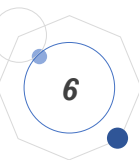
Budget Assumptions

All Plans, assumptions, implementation plans and risks shall be fully disclosed with the Board prior to the Board approving budgets. These plans, assumptions, and related risks should:

- Be disclosed in budget documents
- Focus on planned changes from the previous school year; and
- Be realistic and consistent with the school district's vision, priorities and goals, as outlined in the Strategic Plan

At a minimum, these disclosures should include:

- Key budget assumptions, such as student enrollment, grant rate increases, salary increases, and inflation rates;
- Financial and business risks, such as increases in interest rates and increases in fuel prices; and
- Specific strategies explaining how the budget supports the school district's strategic plan.

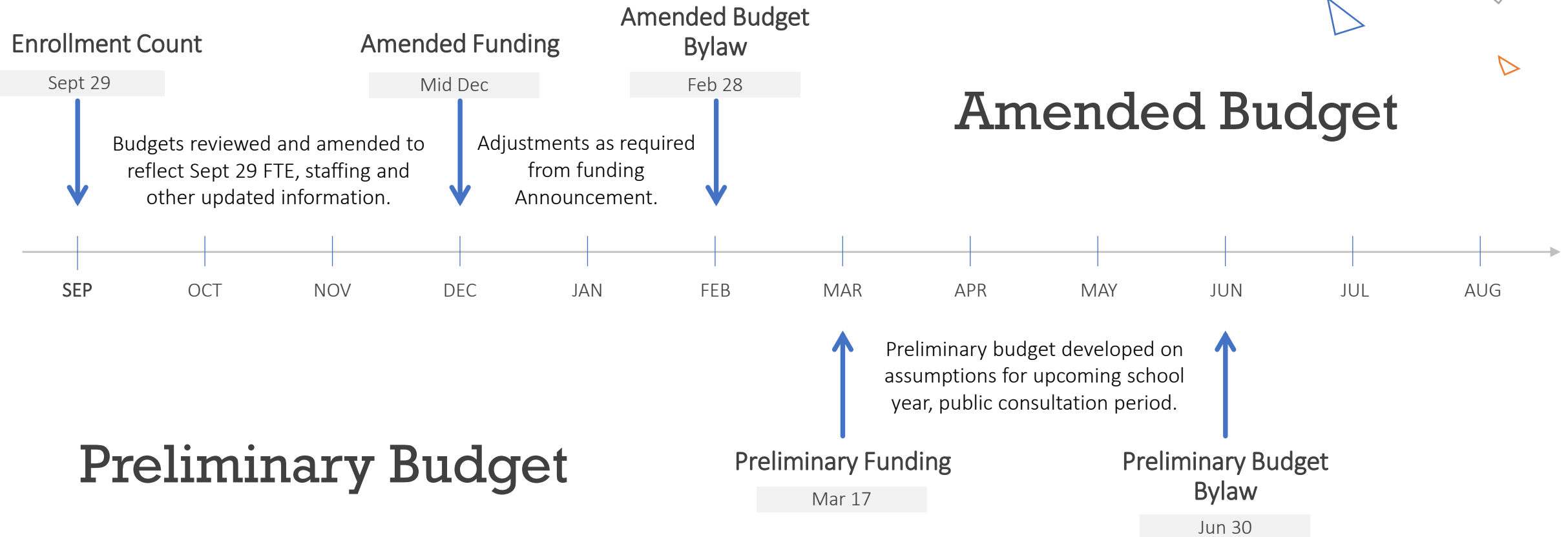


Budget Timelines



Budget Timeline

One-year budget cycle



Budget Information

Actual	Variance	Description	Category
\$ 873.67	\$ 26.33	Mortgage	Housing
\$ 126.17	\$ 23.83	Phone	Housing
\$ 40.15	\$ 9.85	HoA	Housing
\$ 51.17	\$ (0.17)	Water Company	Housing
\$ 150.00	\$ -	Gas Company	Housing
\$ 46.17	\$ 3.83	Electric Company	Housing
\$ 116.00	\$ (16.00)	Telephone Company	Other
		Insurance Company	Other
		Travel Card Company	Other

Fund Accounting

Operating Fund

District's daily operating transactions

- Instruction
- Learning Services
- District Administration
- Operations and Maintenance
- Transportation

Special Purpose Funds

Funds that are restricted for a specific purpose

- Ministry- designated activities
- School generated funds (trust accounts)
- Other sources with restrictions

Capital Fund

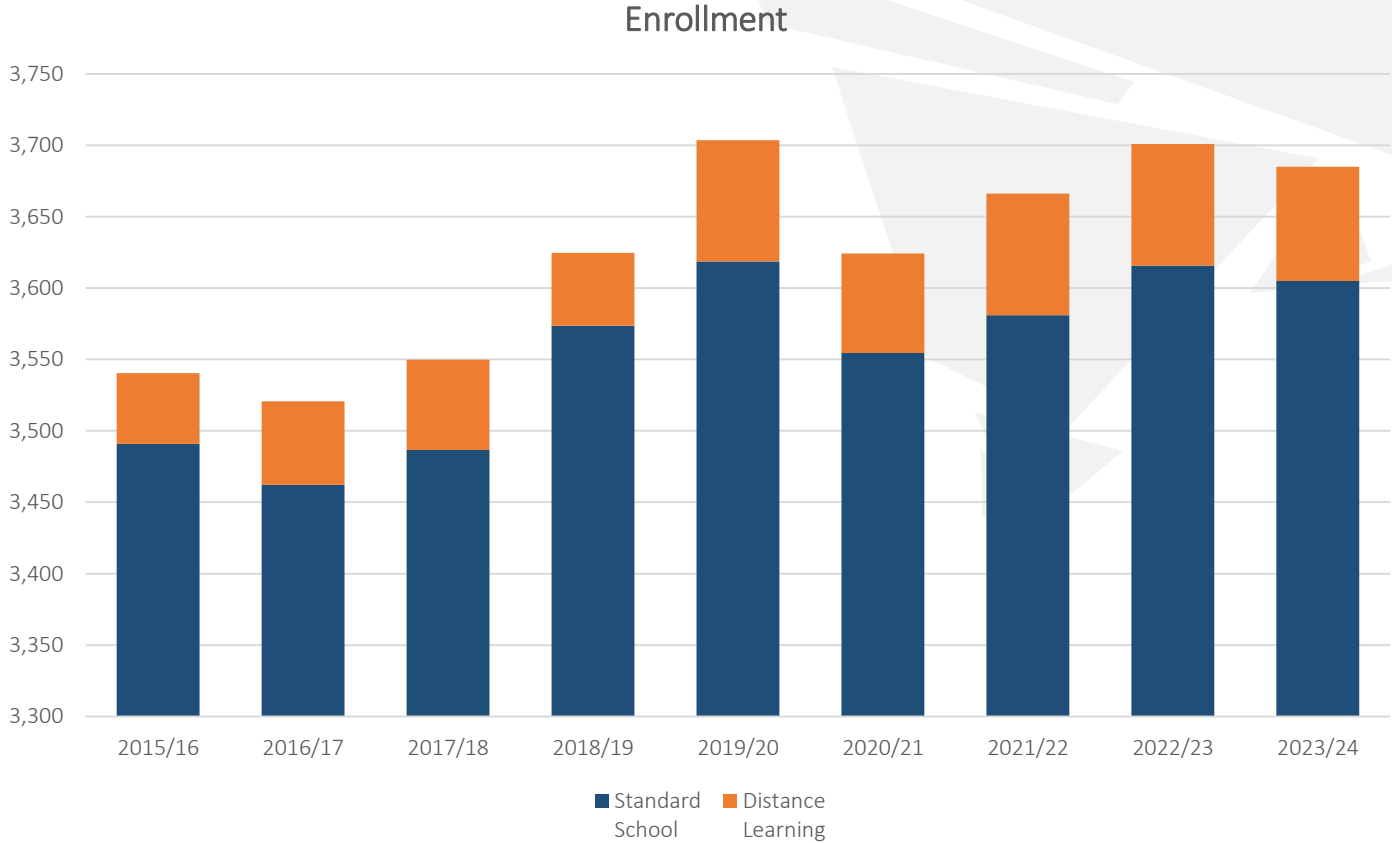
Financial activities related to tangible capital assets, including land, building, furniture, computers and equipment

- Ministry funded programs (SEP, CNCP, PEP, school buses)
- Capital asset purchases funded from the transfer of Operating Funds



Enrollment Assumptions

Year	Standard School	Distance Learning	Total
2015/16	3,491	50	3,541
2016/17	3,462	59	3,521
2017/18	3,487	63	3,550
2018/19	3,574	51	3,625
2019/20	3,619	85	3,704
2020/21	3,554	70	3,624
2021/22	3,581	85	3,666
2022/23	3,616	85	3,701
2023/24	3,605	80	3,685



Budget Assumptions

- Additional release time for Strategic Plan process (\$25,000)
- Continued increase in interest revenue
- 6.75% raise for excluded staff that is budgeted from reserves (\$400,000)
- Increased cost in consumable supplies
- 6.75% increase in bussing contract
- Decrease in casual bus driver compensation to reflect 2022/23 actual expense
- Increased cost for rural water supply
- Standard increase in benefit rates (CPP, EI, etc.)
- Budgeted for full staff complement

Operating Grant Rate Increases

	2022/23	2023/24	\$ Change	% Change
Basic Allocation	7,885	8,625	740.0	9.4%
Basic Allocation (DL)	6,360	6,960	600.0	9.4%
Level 1	44,850	49,070	4,220.0	9.4%
Level 2	21,280	23,280	2,000.0	9.4%
Level 3	10,750	11,760	1,010.0	9.4%
ELL	1,585	1,735	150.0	9.5%
Indigenous Education	1,565	1,710	145.0	9.3%

The grant rate increases in 2022/23 were given through a special grant, as opposed to through the per student rates, this was due to the timing of ratification of the new collective agreements.

Therefore, the increases from 2022/23 to 2023/24 are accounting for two years of increases.

- 3.24% increase plus additional \$427 to each step of the grid effective July 1, 2022
- 5.5% effective July 1, 2023

The Cost of Living Adjustment (COLA) for teachers and support staff has been confirmed at the full 1.25%, this will be allocated through a special grant and is not reflected in the 2023/24 per student rates.



Average Cost - School Budget Assumptions

	2020/21	2021/22	2022/23	2023/24	One-Year		Two-Year	
					\$ Change	% Change	\$ Change	% Change
Average Cost Wages								
Teachers (annual)	106,750	109,600	112,825	120,850	8,025	7.1%	11,250	10.3%
Aides (per hour)	40.35	40.90	42.20	44.50	2.30	5.5%	3.60	8.8%
Secretaries (per hour)	38.85	39.50	41.19	43.30	2.11	5.1%	3.80	9.6%
Discretionary Subs (per day)	405	405	390	416	26	6.7%	11	2.7%
Funding per Student								
Schools	6,350	6,515	6,710	7,190	480	7.2%	675	10.4%
DCSS	6,117	6,282	6,477	6,957	480	7.4%	675	10.7%
Dist. Learning	6,002	6,167	6,362	6,842	480	7.5%	675	10.9%

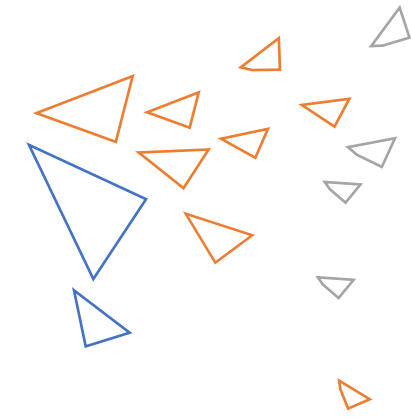
Average costs for the 2023/24 school year are estimated by calculating actual costs from the most recent 12-month period (March 2022 – Feb 2023) while factoring in future benefit and wage increases.

The average costs of a position is charged to each school budget so that the school doesn't bare the risk of wage fluctuations, this is handled at the district level through the "District 100" account.

I have provided both the one-year and two-year changes for comparison to the Operating Grant rate increases.



Base Operating Grant - Comparison

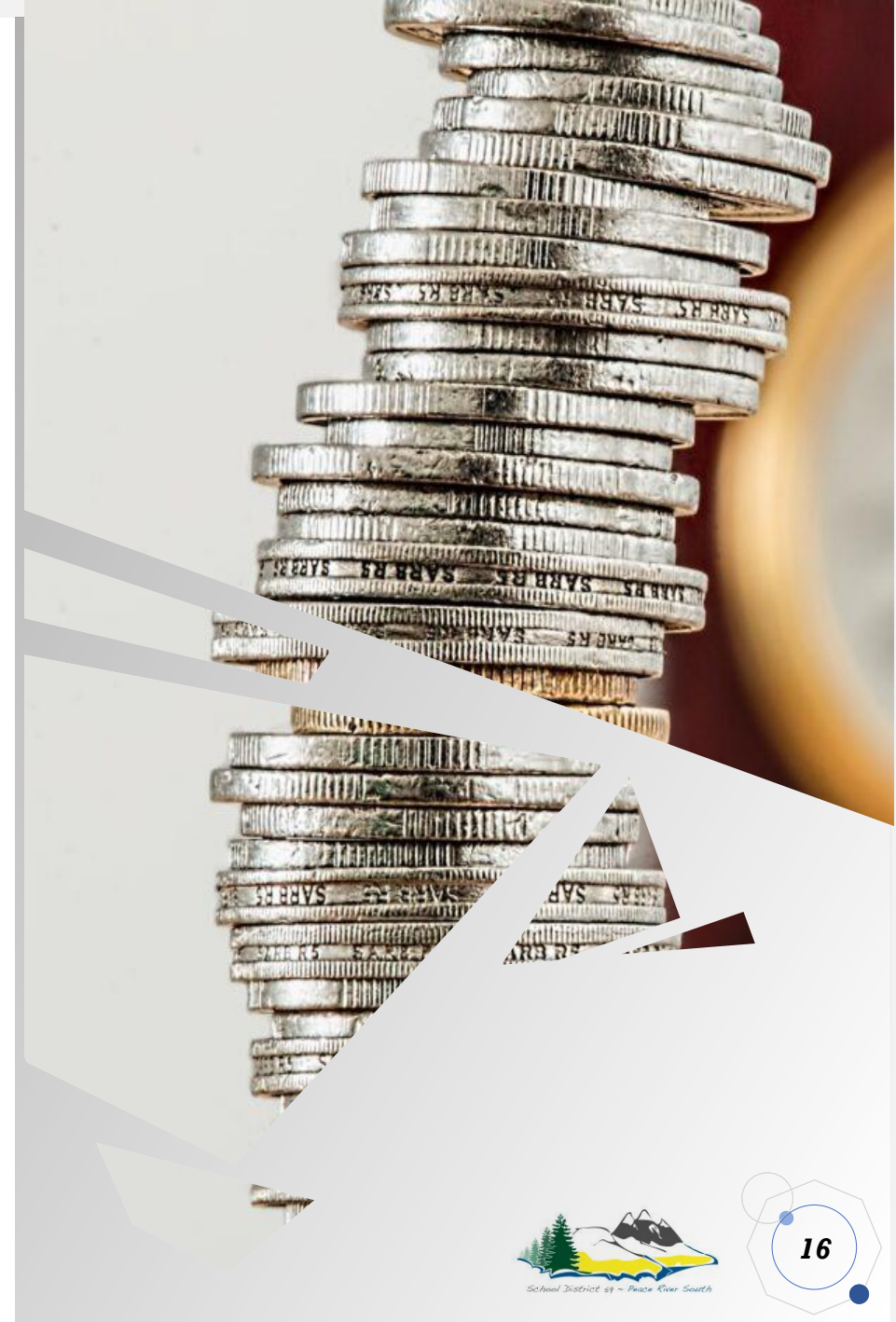


	2022/23 Amended	2023/24 Preliminary	Change	%
Student Base Allocation	29,059,412	31,654,175	2,594,763	8.9%
Supplements:				
ESL	155,330	182,175	26,845	17.3%
Indigenous Education	1,863,915	2,034,900	170,985	9.2%
Unique Needs	4,966,900	5,785,640	818,740	16.5%
Equity of Opportunity Supplement	204,751	200,187	-4,564	-2.2%
Salary Differential	372,626	360,874	-11,752	-3.2%
Unique Geographic Factors	9,455,872	9,816,537	360,665	3.8%
Curriculum and Learning Support	32,619	32,755	136	0.4%
Total Funding	46,111,425	50,067,243	3,955,818	8.59%



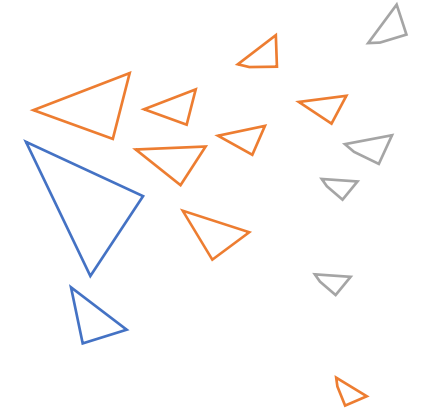
Budget Assumptions

Revenue Assumptions	2023/24 Preliminary Budget
K-12	2,715,699
Indigenous Education	172,550
English Language Learning	15,750
Unique Needs Funding	497,030
Rate Increases - Operating Grant	3,401,029
K-12	-120,936
Indigenous Education	-1,565
English Language Learning	11,095
Unique Needs Funding	321,710
Enrollment Changes – Operating Grant	210,304
Salary Differential	-11,752
Geographical Factors	360,665
Equity of Opportunity Grant	-4,564
Curriculum and Learning Support Fund	136
Other Funding - Operating Grant	344,485
Other Ministry of Education Grants	-643,173
Provincial Grants	-19,770
Staff Recoveries	-9,000
Rentals and Leases	1,000
Investment Income	100,000
Miscellaneous	-35,000
Other	-605,943
	3,349,875



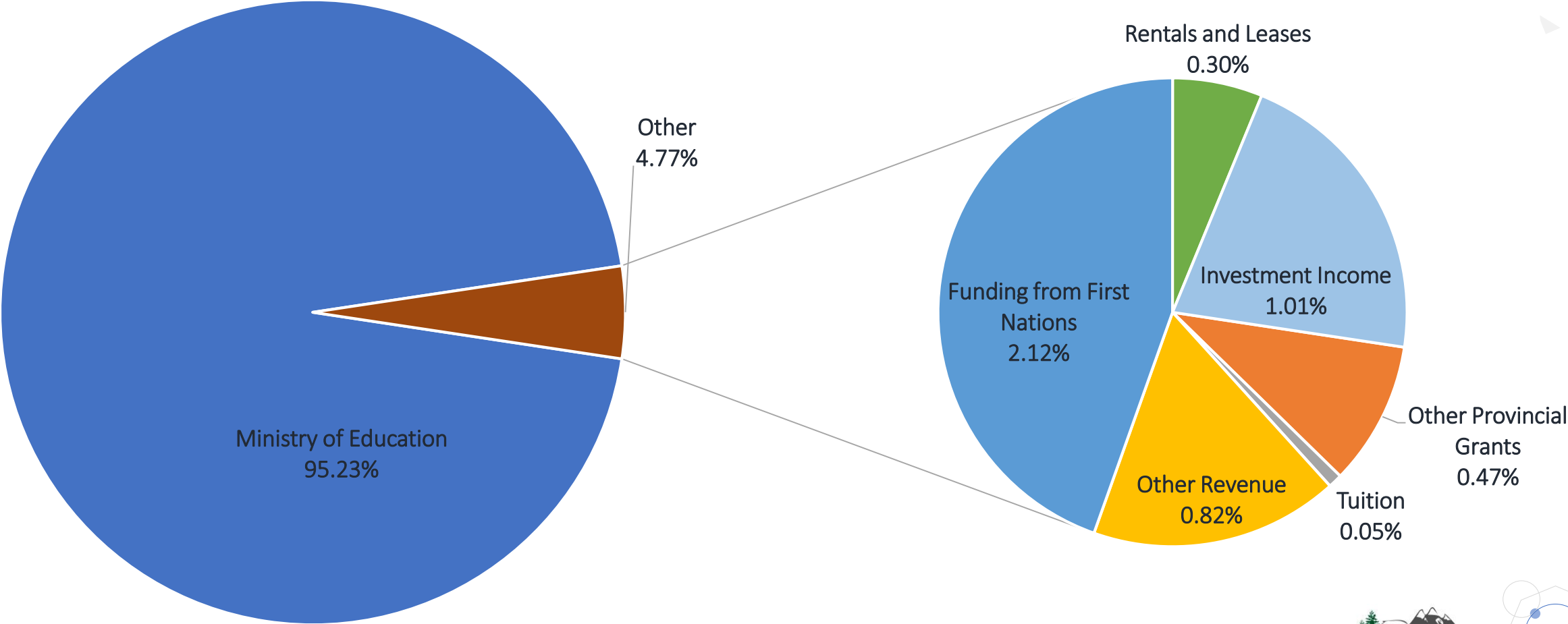
Budget Assumptions

	Revenue	Expenses	Surplus (Deficit)
Amended 22/23 Budget	50,151,904	51,624,112	-597,706
Per Student Rate	3,401,029		3,401,029
Enrollment	210,304		
Other MoEd Operating Grant Funding	344,485		344,485
Other Revenue	-605,943		-605,943
Wage Increases - District		970,000	-970,000
Staffing Changes		265,000	-265,000
District Based Benefits		92,000	-92,000
O&M Expenses		105,000	-105,000
Funding to Schools		2,022,800	-2,022,800
Miscellaneous		29,132	-29,132
Preliminary 23/24 Budget	53,501,779	55,108,044	-1,606,265
Local Capital Transfers			-832,000
Transfers from Internally Restricted			
•Strategic Plan Initiatives			823,265
•Fireproof room and Crescent Park portable washrooms			615,000
•Exempt Salary Increases			400,000
•Indigenous Education Carry-forward			50,000
•School Surpluses			550,000
			0



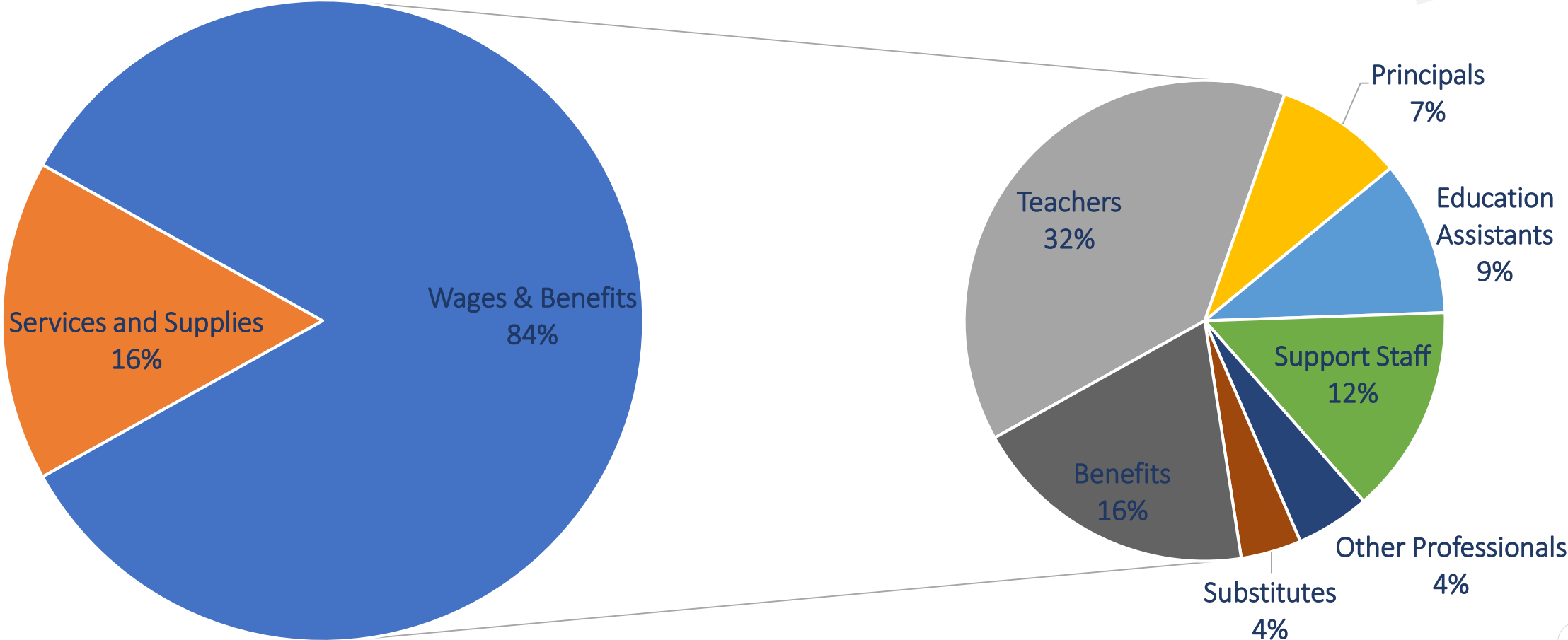
Budget Information

Sources of Revenue - Budgeted Operating Revenue from the 2023/24 Preliminary Budget

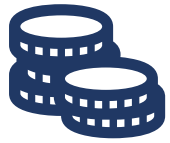


Budget Information

Operating Expense by Object from the 2023/24 Preliminary Budget

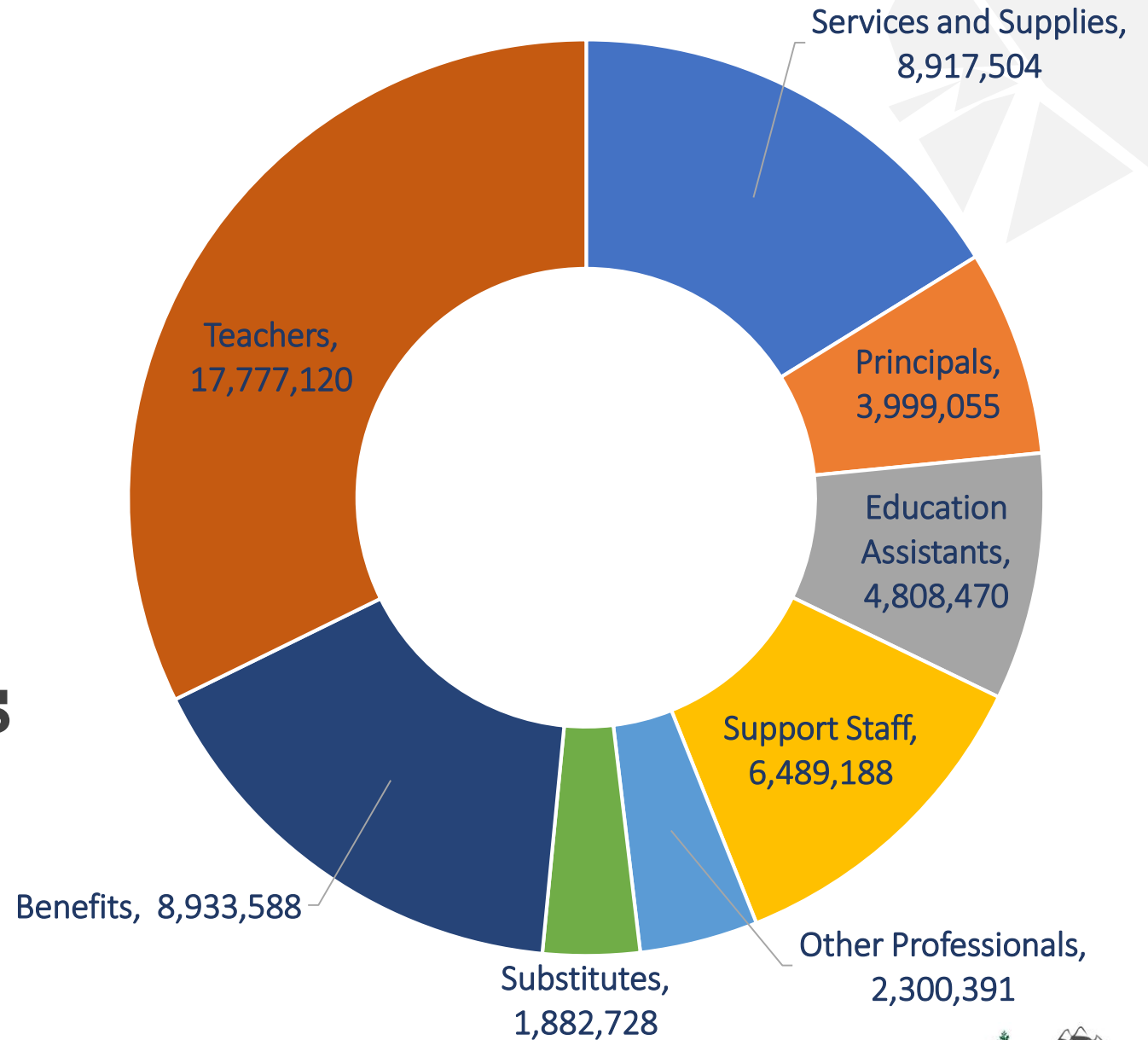


Budget Information



Detailed Breakdown of district expenses


Budgeted Operating Expenses from the 2023/24 Preliminary Budget



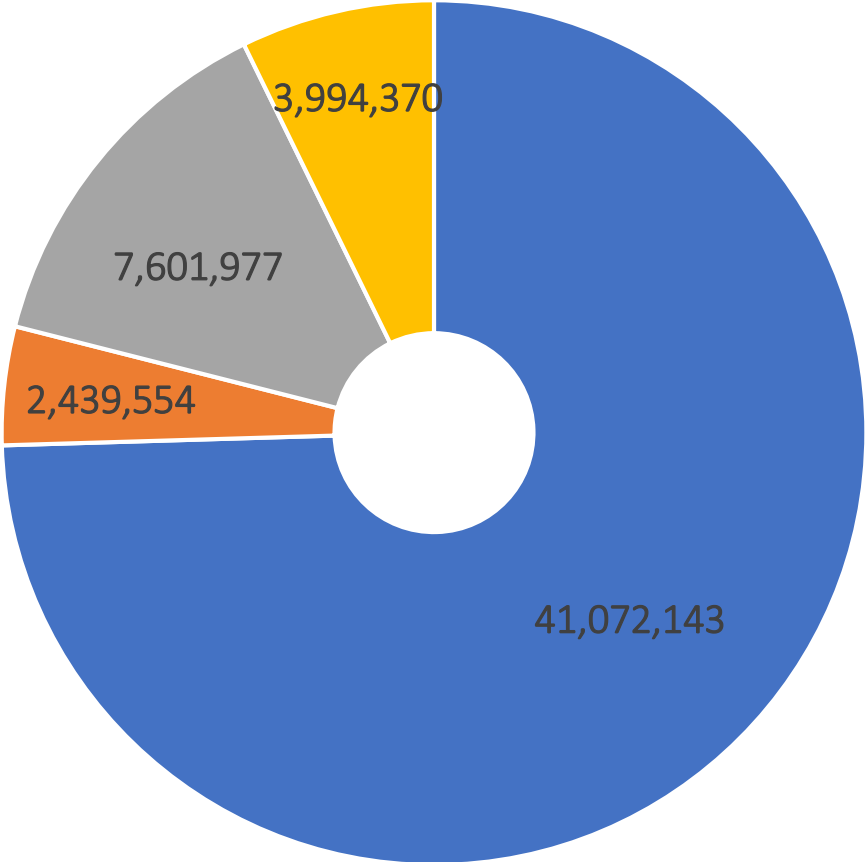
Detailed District Expenses

Budgeted Operating Expenses from the 2023/24 Preliminary Budget




Operations and Maintenance – 14%


Administration – 4%



Transportation – 8%



Instruction – 74%



Budget Risks

- Enrollment Fluctuations
- Unfilled positions and inadequate level of TTOCs available for coverage
- Average Cost of wages versus actuals
- Sick leave
- Government Funding
- Interest Rate Fluctuations
- Inflation
- Weather
- Changes in Government Regulations
- Collective Agreements
- Supply Chain Disruptions

Other Funds



Special Purpose Funds

Planned spending from the 2023/24 Preliminary Budget.

Ministry of Education Grants	
Annual Facilities Grant	285,789
Learning Improvement Fund	189,511
StrongStart	262,000
Ready, Set, Learn	31,850
OLEP	116,872
Community Links	408,136
Classroom Enhancement Fund	3,846,252
First Nation Student Transportation	29,782
Mental Health in Schools	60,000
ECE Dual Credit Project	110,000
JustB4	25,000
Early Care & Learning	135,000
Feeding Futures Fund	521,677
Other Grants	
School Trust Funds	700,000
Career Grants	25,000
Early Learning Funds	40,000
	6,786,869

Capital Fund

Planned capital funding from the 2023/24 Preliminary Budget.

Capital Projects	Bylaw	Local Capital
SEP - Canalta Electrical Upgrade	125,000	
SEP - DCSS Central Gym Floor	150,000	
SEP - DCSS SPSS HVAC Upgrades	620,000	
CNCP - Windrem Elem. HVAC Upgrades	250,000	
PEP - Canalta Accessible Playground	195,000	
Bus Replacements - three	549,844	20,000
Fireproof Room		550,000
Crescent Park Portable Washrooms		65,000
1/2 Ton Pickup		50,000
1 Ton Van		65,000
Bobcat Replacement Program		15,000
Floor Scrubber/Burnisher		10,000
School Capital		57,000
	1,889,844	832,000





Strategic Plan



Strategic Plan

2022-2024



Equity

Each Student has access to risk learning opportunities and supports that connect them to their passions and aspirations.



Foundational Skills and Core Competencies

Strong Literacy and numeracy skills connected with growth in thinking, communication and social awareness results in students who are successful in education, career and life.



Sustainable use of our resources

Responsible stewardship of financial resources and infrastructure enhance the success of each student.



Strategic Plan

2022-2024

Equity

- Increased support for Student Voice (\$50,000)
- Increased support for Social Emotional Learning (\$20,000)
- Continuation of UDL implementation, including working with Dr. Jennifer Katz and expanding the support of UDL beyond the core training group. (\$86,000)
- Extended partnership with HELP (Human Early Learning Partnership) for the Middle Years Development Instrument (MDI). (\$25,000)

Foundational Skills and Core Competencies

- Increased opportunity for professional development related to numeracy. (\$30,000)
- Continuation of Literacy Professional Learning Communities. (\$25,000)
- Continued MyEd training on the new report card which highlights the new reporting style on core competencies. (\$15,000 – MyEd, \$45,000 – reporting order)

Sustainable use of our resources

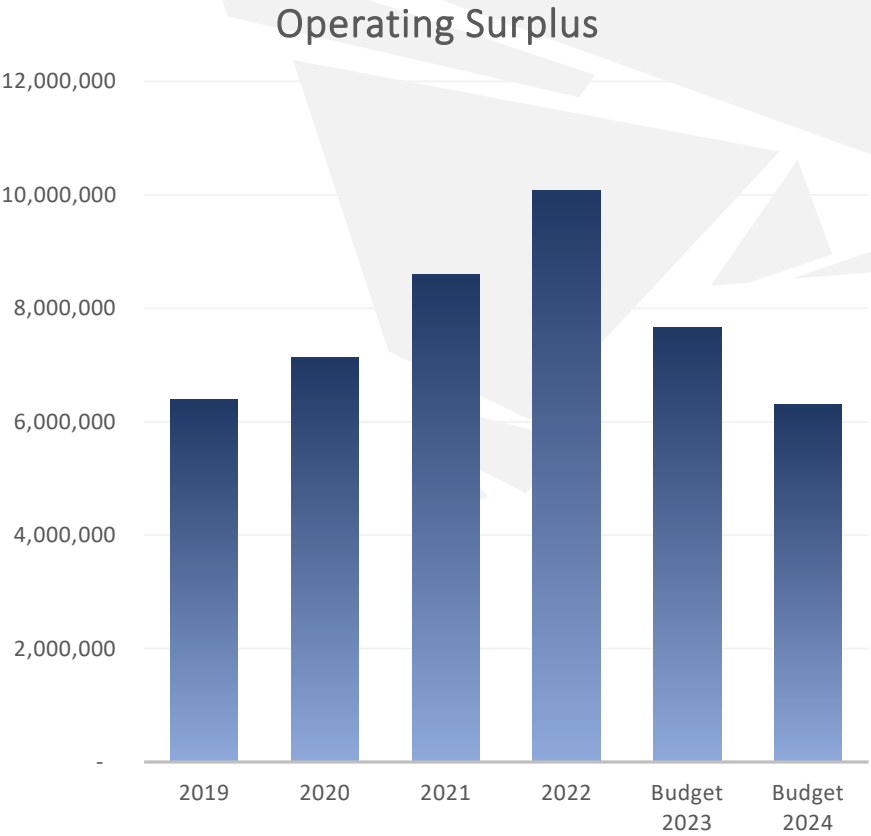
- Investment in technology in schools to create equitable access. (\$250,000)
- Leadership Succession at the Administrative Level, this involves additional VP positions and additional training for LOPs and new Educational Assistants (\$212,265)
- Building of the Fireproof room for proper storage of records (\$550,000)
- Opportunity for professional development for Librarians to be digital citizenship leaders. (\$25,000)

Reserve Summary



Reserve Summary

	Internally Restricted	Unrestricted	Total Operating Surplus	As a % of Annual Operating Expenses
2019	2,570,088	3,826,524	6,396,612	8.9%
2020	1,256,241	5,882,422	7,138,663	13.4%
2021	2,058,880	6,530,601	8,589,481	14.9%
2022	3,643,721	6,441,631	10,085,352	13.4%
Budget 2023	1,786,567	5,883,014	7,669,581	11.4%
Budget 2024	413,302	5,883,014	6,296,316	10.7%





APPROVED

Budget Bylaw


2023/24 Preliminary Budget

Budget Bylaw Amount	
Operating - Total Expense	55,108,044
Operating - Tangible Capital Assets Purchased	832,000
Special Purpose Funds - Total Expense	6,786,869
Capital Fund - Total Expense	3,788,874
	66,515,787



Thank You

Melissa Panoulis 

250 782 8571 

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www.sd59.bc.ca 



School District No.59 (Peace River South)

Report made to Recruitment/Retention Committee on May 18, 2023
by Paul Chisholm, Director of Instruction

School District No. 59 Retention and Recruiting Efforts (2022-23)

1. **Make A Future** and **Education Canada** memberships and online presence.
 - a. <https://www.makeafuture.ca/bc-schools-and-districts/peace-river-south-school-district-no-59/>
2. **UBC Career Field Experience (Year 2)**
 - a. Two elementary trained teachers coming to SD59: June 4 – June 23.
3. **Nine10 Marketing** – Discover59. <https://discover59.com/>
4. **M3M Marketing** – Video and Photography
 - a. Video #1 – Canalta Elementary
 - b. Video #2 – Chetwynd (May/June -> CSS, Don Titus, Little Prairie and Moberly)
 - c. Video #3 – Tumbler Ridge
 - d. Video #4 – Dawson Creek
5. **In person recruiting:**
 - a. **UBC Career Field Experience Presentation** (Sept 2022) - Sean
 - b. **UBC Career Fair** (January 20) - Paul
 - i. 9 Email Addresses – Interviewed 4 applicants, hired 1.
 - c. **Lakehead Career Fair** (January 24, 2023) - Paul
 - i. 0 Email addresses and 0 direct applicants
 - d. **Teacher Education North (TEN) Career Fair** (January 26, 2023) - Christy and Jan
 - i. Emailed all listed students (31) in the Education Program brochure.
2 applicants, 1 hired
 - e. **Concordia University Employer Presentation** (February 7, 2023) - Paul
 - i. 0 Email addresses and 0 direct applicants

- f. **Apply to Education Virtual Career Fair** (February) - Stefanie and Christy
- g. **U of A Employer Information Session** (March 2, 2023) - Stefanie and Paul
- h. **Apply to Education Career Fair** (Toronto, April 21)
 - Derek Haberstock, James McKechnie and Bridgit Shoemaker
 - Discover SD59 Future Applicant Information = 6 responses.
- i. **Apply to Education New Grad Virtual Career Fair** – May 25th (9:30 – 12:30)

6. Expenses:

a. Education Canada, Make A Future and Apply to Education (Job postings and Career Fairs)	\$13 948.60
b. Career Fairs, Travel, Accommodations and Meals	\$10 698.72
c. M3M Marketing (Videos)	\$ 8 478.52
d. Nine10 Promotional Materials (Discover 59)	\$ 3 469.64
e. Promo Shoppe (Clothing and Swag)	\$ 1 541.27
f. Apply To Education Virtual Fair (May 25)	<u>\$ 2 000.00</u>
	\$40 136.75
 g. Moving Allowances Paid out in 2022-23	 <u>\$24 314.77</u>
	\$64 451.52

7. **Rural Education Advisory Committee** membership

- a. Two meetings per year – Rural Recruitment and Retention is always on the agenda.

8. **Alaska Highway Consortium of Teacher Education (AHCOTE)** Partner

9. **UNBC North-East Regional Advisory Council** member

- a. Two meetings per year – Programming discussions and opportunities

10. **Practicum Placement Agreements:**

- a. University of Northern British Columbia
- b. Simon Fraser University / Northern Lights College
- c. University of Alberta
- d. University of Calgary
 - i. Werklund School of Education
- e. Vancouver Island University

Data from Make A Future: Round 1 through to May 15.

School	Number of Permanent Postings	Number of Term Postings	Number of Views	Number of Applicants	Where from
Board Office		2	39	1	Ontario
Canalta	1	4	182	2	Ontario
CSS	2	4	361	3	Ontario, South Africa
Crescent Park	3	1	72	4	Ontario, BC, Nigeria
DCSS Central	4	1	491	8	Ontario, BC, India, Philippines, Montreal
DCSS South Peace	1	4	545	3	Ontario, BC, India
Devereaux		2	73	1	Ontario
Don Titus	3	3	548	2	Ontario, Nigeria
EFR	1	3	150	2	BC, Ontario
LPE	1	4	277	4	Ontario, Montreal, UAE, South Africa
McLeod		3	74	1	BC, Ontario
Moberly Lake	1		22	0	
Parkland		2	34	1	Ontario
Peace View		1	16	1	Ontario
Pouce Coupe		3	76	1	Ontario
SPE	1	2	119	2	Ontario, Nigeria
Tremblay		5	146	2	Ontario, Philippines
TRE	3	1	189	2	Ontario, BC
TRSS	2	2	64	2	Ontario, BC
Windrem	2	2	117	3	Ontario, BC, Montreal



School District No.59 (Peace River South)

DATE: May 31, 2023

CHAIR: Roxanne Gulick

Policy for Discussion:

Policy for Circulation:

- Policy 5140 Moving Assistance

Policy for Adoption:

Policy/Regulation for Further Review:

- Regulation 4209 Energy Management and Sustainability
- Regulation 4570 Emergency Preparedness
- Regulation 6070.4 School Bus Transportation: School Bus Passengers

Policy/Regulation for Repeal:

Regulations for Board Information:

5140 Moving Assistance – Teachers & Support

Policy 5140

STATUS: **For Review**

MOVING ASSISTANCE - TEACHERS & SUPPORT

Board Approved and Codified: April 28, 1986

Last Revised: June 19, 2013

Description:

The Board of Education recognizes the high cost of relocating furniture and household effects for new employees to the District and agrees to offer assistance. The amount may be adjusted based on recruitment challenges.

Repealed Regulation December 17, 2014