



## **COVID-19 PRECAUTIONS FOR PUBLIC BOARD MEETING**

The Board of Education of SD59 (PRS) will be holding their Public Board Meeting on Wednesday, November 25, 2020 in Dawson Creek, BC at the School District Board Office (11600-7<sup>th</sup> Street) starting at 1:00 pm.

Please note capacity restrictions are still effective and a zoom option is available for public attendance. Anyone wishing to attend the public board meeting must pre-register by Tuesday, November 24, 2020 to receive board office protocols or the zoom link.

Please contact Richell Schwartz to register for the meeting:

Phone: 250-782-8571, ext. 217

Email: [rschwartz@sd59.bc.ca](mailto:rschwartz@sd59.bc.ca)



# School District No.59 (Peace River South)

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## Open Board Meeting Agenda

**Date: November 25, 2020 1:00 PM**

**Place: District School Board Office – Dawson Creek, BC**

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

### APPROVAL OF AGENDA

**1. ITEMS FOR ADOPTION**

- R1.1 – Regular Board Meeting Minutes – October 21, 2020
- R1.2 – Excerpts Closed Meeting – October 21, 2020


**2. BUSINESS ARISING**

- Rural Swim Grant Update

**3. ESSENTIAL ITEMS**

**4. OTHER PRESENTATIONS**

**5. REPORTS FROM THE SUPERINTENDENT OF SCHOOLS**

- R5.1 – School/Student News 
- R5.2 – COVID-19 Update
- R5.3 – Student Discipline Report
- R5.4 – Joint First Nation Transportation Agreements
- R5.5 – Operational Plan-DRAFT
- R5.6 – Substance Abuse Resources

**6. REPORTS FROM THE SECRETARY-TREASURER**

- R6.1 – Distributed Learning Enrollment Update
- R6.2 – Rolla Property
- R6.3 – BCSTA Survey

**7. TRUSTEE ITEMS**

- R7.1 – BCSTA Update – T. Jones
- R7.2 – PRRD – Electoral Area E – Letter – C. Anderson

**8. COMMITTEE REPORTS**

**9. DIARY**

**10. QUESTION PERIOD**

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

**11. FUTURE BUSINESS / EVENTS**

- 11.1 Open Board Meeting – December 16, 2020 – Board Office



# School District No.59 (Peace River South)

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School District No.59 (Peace River South)

School District No.59 (Peace River South)

**BOARD OF EDUCATION OF SCHOOL DISTRICT NO.59**

**11600 – 7<sup>TH</sup> Street, Dawson Creek, BC V1G 4R8**

**Open Session Minutes**

DATE & TIME: October 21, 2020 – 1:00 PM

PLACE: Chetwynd Recreation Centre – Chetwynd, BC

PRESENT: Trustees:  
C. Anderson (Chair)  
C. Hillton (Vice-Chair)  
T. Ziemer *via zoom*  
R. Gulick  
T. Jones  
B. Borton - *absent*  
J. Lalonde *via zoom*

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

Called to Order – 1:00 PM

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

APPROVAL OF AGENDA

Additions: R6.5 Rural Swim Grant

Deletions:

(2020-10-006)  
MOVED/SECONDED – Jones/Gulick  
THAT, the Regular Meeting agenda be approved as amended.  
CARRIED UNANIMOUSLY

1.0 ITEMS FOR ADOPTION

R1.1 Regular Board Meeting Minutes – September 23, 2020

The Chair asked for any corrections to the minutes.

(2020-10-007)

The Chair declared the minutes of the open meeting September 23, 2020 approved as presented.

R1.3 Excerpts of Closed Board Meeting – September 23, 2020

(2020-10-008)

The Chair declared the excerpts of the closed board meeting September 23, 2020 approved as presented.

2.0 BUSINESS ARISING

3.0 ESSENTIAL ITEMS

4.0 PRESENTATIONS

5.0 REPORTS FROM THE SUPERINTENDENT OF SCHOOLS

R5.1 School/Student News

The Superintendent reported school/student news:

- Orange Shirt Day was recognized throughout the schools.
- Canalta classes have been focusing on literacy and numeracy with fluency fun activities and “doggone words” and using numeracy anchor charts.
- Little Prairie Elementary is doing a school wide literacy blitz with literacy stations throughout the school.
- Windrem students went on a day trip to the Outdoor Education Centre at Gwillim Lake.
- Over 70 educators in the district participated in the Primary Literacy Conference via zoom.

R5.2 Student Discipline Report

The student discipline summary report for the month of September 2020 was presented. A total of 7 suspensions were reported. Following is a breakdown of the main offences:

- Fighting                                   1
- Safety of Others                         6

R5.3 West Moberly Learning Enhancement Agreement Update

The provincial Learning Enhancement Agreement with West Moberly First Nations has been signed.

R5.4 Mental Health Grant

The Ministry of Education has announced funding to support mental health wellness in schools. School District No. 59 (PRS) has been awarded a grant in the amount of \$55,000.

The following key elements are to be considered when planning mental health activities:

- Indigenous perspectives and culturally safe and inclusive environments
- Compassionate systems leadership
- Inquiry-based conversations around data
- Social and emotional learning, trauma-informed practice and mental health literacy

There are reporting requirements for this grant and all grant funds must be spent by the end of the school year.

#### R5.5 Class Size, Composition and Remedies

The district has 9 schools not in compliance with class size or composition maximums as defined in LOU 17. The district met with the local PRSTA and determined best efforts were given to find solutions and remedies have been applied for those circumstances.

The district is reporting the following ratios:

- met and exceeded the ratio for Teacher Librarians (+0.177 FTE)
- shortfall in the combined ratios of SERT, LAT and ELL (-0.100 FTE)
- met and exceeded the ratio for Secondary Counsellors (+0.008 FTE)

#### R5.6 Operational Plan Update

Senior administration has been creating the district's operational plan focusing on the three priorities addressed in the Strategic Plan. The Operation plan will include the strategies used to put the Strategic Plan into place. It will also include action plans and ways to measure that the strategic goals are being implemented. This rough draft will be presented to the Board of Education at the November board meeting.

### 6.0 REPORTS FROM THE SECRETARY TREASURER

#### R6.1 Final Enrolment and In-Class Instruction Update

The final enrolment for the district was reported at 3622.4 FTE (a decrease of 92.3 FTE from last year). Chetwynd Secondary School has seen the largest increase of FTE and Pouce Coupe Elementary and Tumbler Ridge Secondary schools have the largest decreases in FTE (-21, -10.1).

The Secretary Treasurer also presented school FTE of students registered in distributed learning programs. Currently there are 157 students registered in an at home distributed learning program.

#### R6.2 Executive Compensation Disclosure

The Secretary-Treasurer presented the 2019-20 Executive Compensation Disclosure Report. The report is an annual reporting requirement which includes the compensation philosophy of the district, including labour market comparators, cash and non-cash compensation, compensation administration and accountability. The disclosure includes the Superintendent and the next top three decision makers with compensation over \$125,000. This report is posted on the district website.

(2020-10-009)  
MOVED/SECONDED Hillton/Jones

THAT, the Board receive the 2019-20 Executive Compensation Disclosure report as presented.

CARRIED UNANIMOUSLY

### R6.3 SOFI Report

The Statement of Financial Information (SOFI) report was presented in accordance with the Budget Transparency and Accountability Act. This report is required by all public institutions. The report publishes the names and salaries of employees over \$75,000 (wages & benefits), vendors over \$25,000, and trustee income and expenses.

The report is sent to the Ministry and will be posted on the school district website.

(2020-10-010)

MOVED/SECONDED - Hillton/Jones

THAT, the board receive the 2020 SOFI report as presented.

CARRIED UNANIMOUSLY

### R6.4 Safe Return to School Grants

The Secretary Treasurer provided a breakdown on the two funding grants provided by the provincial and federal governments.

### R6.5 Rural Swim Grant

The Secretary Treasurer provided an update regarding the request to the Peace River Regional District to allow alternate use of the Rural Swim Grant due to the restrictions in place because of COVID-19. The Regional District deferred their decision to seek further information therefore, if a decision is made at the November Regional District meeting, it only allows four weeks for schools to plan activities and use the funds by the end of the calendar year.

(2020-10-011)

MOVED/SECONDED - Jones/Lalonde

THAT IN ADDITION TO, the original letter dated September 8, 2020 requesting to allow alternate use of the grant funds, the board write an additional letter to the PRRD Board to request the 2020 rural swim grant funds be deferred to the 2021 calendar year.

CARRIED UNANIMOUSLY

## 7.0 TRUSTEE ITEMS

### R7.1 BCSTA Update – T. Jones

Trustee Jones presented the latest news and events from the BCSTA.

Trustee Jones, Trustee Gulick and Trustee Lalonde will be attending the virtual Provincial Council meetings.

## 8.0 COMMITTEE REPORTS

## 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 – November 25, 2020

**ADJOURNMENT**

(2020-10-012)

MOVED – Gulick

THAT, the Regular Meeting be terminated. (2:31 PM)

**CARRIED UNANIMOUSLY**

CERTIFIED CORRECT:

\_\_\_\_\_  
(C. Anderson) Board Chair

\_\_\_\_\_  
(M. Panoulis) Secretary Treasurer





# School District No.59 (Peace River South)

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**MEETING:** Closed Board Meeting  
**DATE:** October 21, 2020 10:30 AM  
**PLACE:** School Board Office – Dawson Creek

The meeting was called to order and the following was reported.

## Items for Adoption

- Approval of Agenda
- Closed Meeting Minutes – September 23, 2020

## Business Arising

### Trustee Items

Items discussed and reported included:

- BCPSEA Update
- Board Business/Communication

### Superintendent's Reports

Items discussed and reported included:

- Personnel Matters

### Secretary Treasurer's Reports

- Rolla Property Update
- Standard Bus Contract

## Adjournment Motion

CERTIFIED CORRECT:

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C. Anderson, Board Chair

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M. Panoulas, Secretary Treasurer



# School District No.59 (Peace River South)

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November 13, 2020

## SD59 Peace River South October 2020 Student Discipline Report

October Suspensions:	
Bullying	1
Controlled Substance	4
Fighting	4
Instigating	1
Non-Compliance	12
Profanity	2
Safety of others	18
Smoking	3
Truancy	1
Vandalism	3
Weapons	1
<b>Total</b>	<b>50</b>

Submitted by:

Mike Readman  
Assistant Superintendent





**School District 59 Discipline Report  
for October, 2020.**

11/13/2020

		<b>Legend</b>		Bullying	<----- suspension category
suspensions this month	----->	2	6	<----- suspension days this month	
suspensions this year	----->	5	12	<----- suspension days this year	

**School and Month**

<b>Chetwynd Secondary</b>		Bullying		Drugs/ Alcohol		Fighting		Indecent Behav		Indefinite		Instigat- ing		Non-com- pliance		Profanity		Safety of Others		Tobacco		Theft		Truancv		Vandal- ism		Weapons		Total	
October	2020	0	0	2	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	6
Totals To Date		0	0	2	6	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	3	3	0	0	0	0	0	0	6	10

<b>DCSS-Central Campus</b>		Bullying		Drugs/ Alcohol		Fighting		Indecent Behav		Indefinite		Instigat- ing		Non-com- pliance		Profanity		Safety of Others		Tobacco		Theft		Truancv		Vandal- ism		Weapons		Total	
October	2020	1	1	1	3	0	0	0	0	0	0	1	3	8	12	2	4	10	13	2	4	0	0	1	1	3	11	0	0	29	52
Totals To Date		1	1	1	3	1	3	0	0	0	0	1	3	8	12	2	4	13	22	2	4	0	0	3	3	3	11	0	0	35	66

<b>DCSS-South Peace Campus</b>		Bullying		Drugs/ Alcohol		Fighting		Indecent Behav		Indefinite		Instigat- ing		Non-com- pliance		Profanity		Safety of Others		Tobacco		Theft		Truancv		Vandal- ism		Weapons		Total	
October	2020	0	0	0	0	2	10	0	0	0	0	0	0	2	8	0	0	0	0	1	3	0	0	0	0	0	0	0	0	5	21
Totals To Date		0	0	1	4	2	10	0	0	0	0	0	0	2	8	0	0	0	0	1	3	0	0	0	0	0	0	0	0	6	25

<b>Tumbler Ridge Secondary</b>		Bullying		Drugs/ Alcohol		Fighting		Indecent Behav		Indefinite		Instigat- ing		Non-com- pliance		Profanity		Safety of Others		Tobacco		Theft		Truancv		Vandal- ism		Weapons		Total	
October	2020	0	0	1	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	2	4
Totals To Date		0	0	3	9	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	3	6	14

<b>Group Sub Total</b>		Bullying		Drugs/ Alcohol		Fighting		Indecent Behav		Indefinite		Instigat- ing		Non-com- pliance		Profanity		Safety of Others		Tobacco		Theft		Truancv		Vandal- ism		Weapons		Total	
October	2020	1	1	4	12	2	10	0	0	0	0	1	3	10	20	2	4	10	13	3	7	0	0	1	1	3	11	1	1	38	83
FTEs	Totals To Date	1	1	7	22	5	15	0	0	0	0	1	3	10	20	2	4	14	23	3	7	3	3	3	3	3	11	1	3	53	115

<b>ALL SCHOOLS SUMMARY</b>		Bullying		Drugs/ Alcohol		Fighting		Indecent Behav		Indefinite		Instigat- ing		Non-com- pliance		Profanity		Safety of Others		Tobacco		Theft		Truancv		Vandal- ism		Weapons		Total	
October	2020	1	1	4	12	4	12	0	0	0	0	1	3	12	22	2	4	18	21	3	7	0	0	1	1	3	11	1	1	50	95
FTEs	Totals To Date	1	1	7	22	7	17	0	0	0	0	1	3	13	23	2	4	29	42	3	7	3	3	3	3	4	12	1	3	74	140

**JOINT FIRST NATION STUDENT TRANSPORTATION AGREEMENT  
BOARD OF EDUCATION OF SCHOOL DISTRICT NO.59 (PRS)  
WITH SAULTEAU FIRST NATION**

**STEP 1** – Identify the First Nation students attending BC Public School and the number of students for which transportation services are agreed to and being provided.

Please refer to Worksheet A – Appendix 1

Currently there are sixty-eight Saulteau First Nation students who have transportation provided for them. The school district contracts Standard Bus to provide bussing service to the Chetwynd area, which includes Saulteau First Nation.

**STEP 2** – Specify transportation services provided to those First Nation students.

Route 21 –Boucher Lake Road. This route covers 106 km each day.

Route 52 – Lower Lake Road. This route covers 112 km each day.

Route 39 – West Moberly and Saulteau share this route. It covers 104km per day, with 29 students from Saulteau travelling on the route.

Route 54 - West Moberly and Saulteau share this route. It covers 134km per day, with 3 students from Saulteau travelling on the route.

**STEP 3** – Estimate the cost of the transportation service.

**Saulteau**

$$\begin{aligned} \text{Total Daily Kilometers} &= 106 + 112 + [(29/42) \times 104] + [(3/26) \times 134] \\ &= 305.27 \end{aligned}$$

$$\begin{aligned} 305.27 \times \$2.12 \text{ per km} &= \$647.17 \text{ daily contract rate paid to Standard Bus (does not include fuel)} \\ \$647.17 \times 180 \text{ instructional days} &= \$116,491 \end{aligned}$$

Estimated fuel costs:

$$\begin{aligned} &= \text{daily km for Saulteau students/total daily km for the district} \times \text{total fuel costs for the year} \\ &= 305.27/4800 \times 588,316 \\ &= 6.36\% \times 588,316 \\ &= \$37,416 \end{aligned}$$

$$\begin{aligned} \text{Total Cost for 2018/19 school year} &= \text{contract amount paid to Standard bus} + \text{fuel costs} \\ &= 116,491 + 37,416 \\ &= \$153,907 \end{aligned}$$

Estimated cost for 2019/20 school year considering contract increases = \$156,985

**STEP 4** – Supplemental information on the transportation service levels currently being provided to First Nation students.

Four runs service 68 Saulteau First Nation students:

Route 21 transports First Nation students from Boucher Lake Road, at Saulteau into Chetwynd. Route 21 covers 106 km each day. Highschool students are delivered to Chetwynd Secondary, and elementary students can either attend Don Titus Montessori Elementary, Windrem Elementary, or Little Prairie Elementary.

Route 52 transports Saulteau students from the Lower Lake Road into the above-mentioned town schools. This route covers 112km daily.

Route 54 transports Saulteau students from the Centennial Monument into the above-mentioned town schools. This route covers 134km daily and is shared with West Moberly First Nation.

Route 39 transports Saulteau First Nation students to Moberly Lake Elementary. This route is shared with West Moberly First Nation. This route covers 104 km daily.

Here is the schedule for those four routes:

#### Route 21

- Leaves shop @ 7:18 am
- Arrives at Chetwynd Secondary School @ 8:15 am
- Arrives at Chetwynd Secondary School @ 2:47 pm
- Back at shop @ 3:50 pm

#### Route 52

- Leaves shop @ 7:05 am
- Arrives at Chetwynd Secondary School @ 8:15 am
- Arrives at Chetwynd Secondary School @ 2:47 pm
- Back at shop @ 4:05 pm

#### Route 39

- Leaves shop @ 7:05 am
- Arrives at Moberly Elementary @ 8:41 am
- Arrives at Moberly Elementary @ 2:30 pm
- Back at shop @ 4:20 pm

#### Rt 54

- Leaves shop @ 7:00 am
- Arrives at Chetwynd Secondary School @ 8:09 am
- Arrives at Chetwynd Secondary School @ 2:47 pm
- Back at shop @ 4:10 pm

Students are picked up in their subdivisions at the end of their driveways. They arrive in Chetwynd and are delivered to schools between 8:30 and 9:00 am. At the initial meeting with Saulneau First Nation there was not a concern around pick up and drop off times, or the amount of time on the bus.

Bus drivers provide the supervision on the busses. If any issues arrive they contact the bus garage, the bus garage contacts either the parent or the school principal, and issues are then dealt with at the school or at home. Busses are also supposed to be equipped with cameras which can be referred to if there are any safety concerns. As there are no cameras we are submitting a request for cost, for cameras.

At this time, there is not a late bus that could pick students up from extra-curricular activities to transport them back to Saulneau after the first bus run. In our meeting we both felt that this was a need to address, so that students can participate in after school activities.

We are hoping that through this transportation agreement, more funds will be made available to provide this service to students. Ideally, we would like a later bus delivery every day for students who participate in extra-curricular activities, but when pricing the cost out, realize we may need to start with two or three days a week.

Saulneau First Nations has requested funding to support a bus travelling to and from Chetwynd and Dawson Creek to support students attending Northern Lights dual credit program. Providing daily transportation to Northern Lights College would significantly reduce the barriers Sauleau First Nations students experience in attending post-secondary opportunities.

**STEP 5 - Board and First Nation approval and sign-off of Joint Plan**

The Joint Plan is signed by the Board Chair and the Chief of the First Nation, or their delegate, indicating agreement on transportation services to be provided to the First Nation students.

\_\_\_\_\_  
Saulneau First Nation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board of Education of SD59 – Board Chair  
Operational Contacts:

\_\_\_\_\_  
Date



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Christy Fennell  
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Saulteau First Nation  
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## APPENDIX 2 – GUIDING PRINCIPLES

The following guiding principles were discussed at a meeting held with Saulteau First Nation. The meeting was attended by Audrey Norris, Cheri Koenig, Christy Fennell, and Melissa Panoulis.

*Each principle will be addressed in relation to Saulteau First Nation:*

1. The Board of Education and Saulteau First Nation identified transportation needs and services to get all Saulteau First Nation students enrolled in BC public schools to and from those schools, respecting parental choice of where to enroll their child to attend school at the following schools: Moberly Lake Elementary, Windrem Elementary, Little Prairie Elementary, Don Titus Montessori Elementary, and Chetwynd Secondary.
2. Safety is paramount in all planning and decisions:
  - a. There will be a safety protocol in place to address safety issues for Saulteau First Nation ( re. weather conditions; wildlife – please see attached SD 59 Policy 6070).
  - b. Shelters will be made available where needed. It was identified that the majority of bus students are picked up at the end of their driveways. There is one subdivision where the bus cannot turn around, and the 4 students meet the bus at the start of the subdivision.
3. Transportation will be available for extra-curricular activities and sporting events. As we move forward we are working on obtaining funds to have a later bus route put into place that would transport Saulteau First Nation students back home after homework club, and sports teams' practices and games.
4. There will be no walk limits. At this time, the busses pick up students in their subdivisions, or at the end of their driveways, at Saulteau First Nation.
5. The district provides the shortest ride possible.
6. There is one highway drop off. It is at the end of the driveway. The students could catch it at the beginning of the route, so they do not have to cross the highway, however, to cut down on time sitting on the bus, the family made the decision that the students catch the bus on the way back and cross the highway to get on to the bus. At the end of the day, they are dropped off at their driveway.
7. A communication protocol will be established and agreed upon to ensure effective and timely communication to address issues that arise (e.g. Travel disruption due to inclement weather) and method of preferred communication (radio/satellite

communication). It was agreed upon at the meeting that communication is the responsibility of the School district and Standard bus.

Busses are cancelled if the weather is -35 degrees Celsius or below. That is determined between 6:00 am to 7:00 am. It is posted on the district web site and local radio stations.

If a serious event happens when students are already on the bus, the school district, and Standard bus, notify parents first. The Saulteau First Nation band office will also be notified and will help us if we are having difficulty connecting with parents. The office will provide a name and phone number to the school district and Standard Bus. (Please see the attached Policy 6070.)

8. Drivers will receive adequate professional development related to customer service, student management, etc., as required. Standard Bus will provide to the district the professional development that each driver receives.
9. Criminal record checks are required for all Standard bus drivers.
10. Changes to the joint plan will only be made in consultation with Saulteau First Nation, with timely notice to parents, except in emergency situations where safety is the issue, and decisions need to be made immediately.

There will be an annual joint review and assessment of the joint plan for effectiveness and to identify any improvements.

## APPENDIX 3 - SD 59 SCHOOL BUS TRANSPORTATION POLICY

### 6070 School Bus Transportation

Policy 6070                      STATUS: ADOPTED

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#### *SCHOOL BUS TRANSPORTATION*

Board Approved: May 01, 1983

Last Reviewed: September 2013; October 2017

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The Board of Education believes that by offering school bus services to eligible students, it allows those students better access to educational programs

#### **Definitions and Limits:**

##### **Bus Fleet:**

Bus fleet refers to the fleet owned and operated by SD 59 and any buses contracted by the district for the purpose of transporting students in SD 59.

##### **Eligible Students:**

Eligible students are ones who live outside the city limits and are in excess of .8 kilometers (800 metres) from the school in their assigned catchment area. Eligible students are registered in and attend School District # 59 schools.

Eligibility includes students inside the city limits that have been designated, through school closure, to a receiving school that is greater than 800 metres from their original catchment area.

Rural elementary students attending the French Immersion program in Dawson Creek are eligible for transportation services to Ecole Frank Ross.

Eligibility is not intended to mean that students have the “right” to transportation services. Bus service is a privilege, which eligible students are able to use.

Being eligible for transportation services does not guarantee full door-to-door services. Factors such as cost, distance, effect on pick-up and drop-off times, consistency of student ridership, and student behaviors will impact the availability of the transportation services provided.

#### Non-Public School Bus Students:

Students attending private schools and/or accredited Northern Lights College programs may be permitted to ride on School District # 59 buses.

#### Walk Limits:

A walk limit is the distance from a student's driveway to the nearest bus route. If the distance exceeds 800 m, eligible students may be entitled to bus service.

#### Bus Stop:

In accordance with the Motor Vehicle Act, a bus stop is a designated school bus stopping place that has clear visibility in all directions for a minimum of 60 metres and is required for the purposes of loading or off-loading students. The primary requirement of a bus stop is that it will assure the safe conveyance of students from the bus to their loading location.

#### School Bus Transportation – Responsibilities and Oversight:

The SD#59 Transportation System shall be under the immediate direction of the Transportation Manager. General oversight shall be under the direction of the Director of Operations.

#### Transportation Policy and Regulation:

Transportation policy and regulation adopted by SD#59 shall be in compliance with provincial and federal regulation.

#### Non-public Maintained Roads:

Non-public maintained roads are those that are not maintained by the contractor designated by the Province of British Columbia to carry out those contracts.

Transportation policy and regulation adopted by SD#59 shall be in compliance with provincial and federal regulation.

#### Transportation Assistance Allowance:

Upon application, parents/guardians may be eligible for the Transportation Assistance Allowance. This allowance is available to support students that are eligible for transportation services but have been denied due to circumstances other than student misbehavior. The amount per kilometer is set by the Board of Education, and the application is approved by the Transportation Manager.

#### Non-District use of District-Owned Buses:

District owned school buses shall be available for non-District use, only for purposes that have been authorized by the Board.

#### School Bus Insurance:

All buses, carrying SD#59 students shall carry a minimum basic insurance of 10 million dollars. All carriers of SD#59 students will ensure that they meet regulations and safety criteria established by insurance and provincial regulatory agencies.

Curricular and Extra Curricular Transportation:

The Board believes curricular and extra-curricular activities are an integral part of education programs developed for students. Transportation services will be made available for such travel on a fee for service basis to participating SD#59 schools.

Transportation Fees:

The Board of Education believes that their first priority is to support and preserve quality, educational services to the students of the District. With that in mind, the Board will not permit resources to be removed from the classroom in order to sustain transportation services. Therefore, depending on budgetary constraints from year to year, the Board reserves the option to:

1. Charge non-eligible riders (e.g., private school students);
2. Charge riders requesting transportation services to a school, other than the school within their designated catchment area;
3. Reduce transportation services overall to stay within budget.

*SCHOOL BUS TRANSPORTATION - WALK-LIMITS*

Board Approved: May 1983

Last Revised: March 24, 2010; October 2017

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Description of Limits:

1. To/From Bus Stops: 800 metres (1/2 mile)
  - a) Walking distances shall be calculated as distances walked on publicly maintained roads and shall not include distances walked on private property.
2. To/From Schools:
  - a) Students living within municipal limits are not eligible to receive school bus service, regardless of walking distances to the school in their catchment area. Exceptions to this regulation are as follows:
  - b) The Board of Education has amalgamated the catchment areas of 2 or more schools, and their planning includes transportation services for students to attend the identified receiving school.
  - c) Students with special needs may be supplied with transportation service from their residence to school and return.
  - d) For compelling reasons, and through the Appeal provision in law, the Board of Education may permit the transportation of a student living within city/town limits. Such student passengers may be permitted to ride on a space available basis only, where no extra stops or distances shall be incurred.
3. Walk Limits may be temporarily waived in cases where:
  - a) Students with identified special needs.
  - b) An emergency medical situation occurs for a student.
  - c) When extreme weather conditions prevail.
4. Transportation services may not be provided in cases where:
  - a) In the opinion of the Transportation Manager the roads involved are not (consistently) suitable for bus travel.
  - b) A maintained and/or suitable turnaround is not available.
  - c) A bus route extension directly affects the pick-up and/or the length of the ride time for other students.
  - d) A bus route extension directly affects operational cost to the district.
  - e) A bus route extension or deviation is requested to accommodate transportation to a school outside the catchment area identified for the student(s).

5. Subject to the above limits, route extensions may be granted for:
  - a) 1 Student - up to 3.2 km (2 miles)
  - b) 2 Students - up to 4.8 km (3 miles)
  - c) 3 Students - up to 6.4 km (4 miles)
  - d) 4 Students - up to 8.0 km (5 miles), etc.
  
6. Should transportation service be denied to eligible students due to the above conditions, Transportation Assistance shall be made available in accordance with existing regulations.



*SCHOOL BUS TRANSPORTATION - AUTHORIZED NON-PUBLIC SCHOOL BUS PASSENGERS*

Board Approved: February 11, 1985

Last Revised: June 19, 2013; October 2017; October 2018

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## Description:

1. School District employees are authorized to ride school buses under the following situations:
  - a) While performing their duties,
  - b) An emergency situation,
    - a) For the purpose of this regulation, an emergency situation is defined as a situation where an employee cannot reach his or her place of employment for one of the following reasons:
      - Mechanical breakdown of their usual transportation.
      - Extreme weather and/or road conditions.
2. Volunteers approved by school authority or designate that are providing services to students may be permitted rider status on a space-available basis.
3. Providers of contract services to the District (with the permission of the Transportation Manager).

*Note: The above reasons are not intended to provide sustained or repeated riding privileges.*

4. The following non-public school students are permitted to ride school buses provided deviation from the normal route is not required:
  - a) Private school K-12 students.
  - b) Northern Lights College students.
  - c) Adults with Special Needs
    - a) Transportation may be provided to adults with special needs to attend approved educational facilities subject to the following conditions:
      - (a) That the destination facility be approved by the District as being an educational or training centre.
      - (b) That transportation only be provided on a space available basis, and that no additional costs be incurred.
      - (c) That permission is granted based on a District assessment of each individual's suitability to travel in a school bus environment.

(d) That appropriate measures be taken to properly introduce each individual and the circumstances to the driver, the children, and the parents on the route involved.

(e) That the District may limit the number of adults with special needs that may be allowed on one bus.

5. At the discretion of the Transportation Manager, children of a student may be provided bus service with the following conditions:
  - a) Parent will be responsible for safety of the child,
  - b) Parent may not bring onto the bus large items such as buggies, strollers, etc.,
  - c) If required, the child must be secured in a CSA approved child seat (provided by the parent) that is tethered to the bus seat system with an approved seat belt/harness system.
  
6. At the discretion of the Transportation Manager, a SD #59 Bus Operator may be permitted to transport one child on the operator's bus route with the following conditions:
  - a) The Bus Operator must be the legal guardian of the child,
  - b) If required, the child must be secured in a CSA approved child seat that is tethered to the bus seat system with an approved seat belt/harness system.

*NOTE: The above is dependent on the following:*

- *there is space available on the bus(es) required to carry the student/adult;*
- *no additional bus stops will be permitted for pick up or drop off;*
- *adult students submit a clear criminal record check for working with children and vulnerable adults prior to permission being granted;*
- *compliance with the code of conduct regarding behavior on the school bus;*
- *they maintain a good standing in their account if a fee for service structure is in effect.*

*SCHOOL BUS TRANSPORTATION - RESPONSIBILITIES & DUTIES*

Board Approved: May 1983

Last Revised: June 19, 2013; October 2017

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Description:

**1. Director of Operations:**

- a) Generally, oversees the efficiency of school bus operations;
- b) Recommend policy or regulation changes for review by the Policy Committee.

**2. Transportation Manager:**

- a) Responsible for overall safety and operation of the transportation department;
- b) Establish routes, schedules and stops to serve designated school catchment areas;
- c) Oversee driver training, maintenance schedules and repairs to the bus fleet;
- d) Establish communication protocols between schools, drivers and parents to ensure student safety;
- e) Provide overall supervision of riding privileges based on student behaviors on the bus;
- f) Work in consultation with school Principals to establish consequences for inappropriate student behavior on the bus.

**3. Superintendent of Schools or Designate:**

- a) Recommend Policy/Regulation changes to the Board;
- b) Authorize field trips longer than 1 day;
- c) Regulate school start and dismissal times;
- d) Establish a District calendar describing days that school will be in session.

**4. Principals:**

- a) In conjunction with the Transportation Manager and bus driver, principals will work together to establish consequences for students whose conduct aboard a school bus is deemed unsafe or inappropriate;
- b) Principals are responsible for the safety of students in the loading zone of a school, and will assign appropriate supervision;
- c) Will authorize field trips and book school bus services as needed.

**5. Bus Operators:**

- a) Bus Operators are responsible for the safe operation of the bus;
- b) Bus Operators bear primary authority over students while they are aboard the bus;

- c) In circumstances where a teacher is riding the bus with the students, the teacher will assume primary responsibility for student behavior.;
- d) Bus Operators shall follow assigned routes, adhering strictly to designated pickup and drop off stops, and meeting assigned schedules;
- e) Bus Operators may not extend or vary a route, or deviate from their assigned route, except in the event of road closure or emergency circumstances, without the expressed permission of the Transportation Manager.

**6. Parents/Students will:**

- a) Abide by the posted passenger regulations;
- b) Arrive at pick-up points on time;
- c) Ensure that the student's clothing is appropriate for weather conditions;
- d) Assume responsibility for students until they board the bus, and after they leave the bus;
- e) Not board any bus without the consent from the driver.
- f) Communicate to the school and/or bus garage if a child will not be riding the bus.

*SCHOOL BUS TRANSPORTATION - SCHOOL BUS PASSENGERS*

Board Approved: May 1983

Last Revised: June 19, 2013; October 2017

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## Description:

1. Students shall:
  - a) conduct themselves in a respectful and orderly manner;
  - b) follow instructions given by the bus driver;
  - c) remain seated until they reach their destination;
  - d) follow safe bus rules (as posted in bus);
  - e) follow safe bus procedures (available in schools).
2. Parents shall ensure that their child:
  - a) is at the correct pick-up spot approximately five minutes early;
  - b) waits for, and boards, the bus in a safe manner;
  - c) returns home safely, from the designated bus stop, at the end of the school day;
  - d) recognizes that, under these regulations, appropriate disciplinary action may be taken for any unsafe or inappropriate behavior on the school bus.
3. Bus Operators shall:
  - a) implement written bus procedures which apply fairly and consistently to students;
  - b) ensure that bus procedures and expectations are communicated to parents and students;
  - c) report rule infractions;
  - d) use their best judgment and follow a progressive discipline model.
4. Progressive discipline procedure:
  - a) Verbal Warning - Normally, a verbal warning will be given by the Bus Operator to correct student misbehavior while aboard the bus.
  - b) Written Warning - Should the verbal warnings be ignored and student conduct continues to be unacceptable, the Bus Operator will issue a written warning. A written warning may also be given when misconduct is serious enough to warrant parents (or guardians) being notified of the student's behavior.
  - c) Suspension:
    - i) Should the written warnings not be heeded or extreme behaviour occurs, the Bus Operator will request a suspension of riding privileges. The Bus Operator will not

determine the length of the suspension, but will provide input to the Transportation Manager.

- ii) Once a request for suspension is received, the Transportation Manager and the Principal of the student concerned will discuss the student's behaviors. A suitable suspension of bus riding privileges may occur, with notification given as required.
- iii) First Occasion - normally a one (1) to five (5) day suspension of bus riding privileges
- iv) Second Occasion - normally a two (2) to ten (10) day suspension of bus riding privileges.
- v) Third Occasion - Should circumstances warrant suspension of bus riding privileges in excess of 10 days, the incident shall be discussed with the Superintendent of Schools or designate, who may authorize an indefinite suspension of bus riding privileges. Indefinite suspensions shall be reviewed periodically and bus riding privileges may be reinstated. The board shall be advised of all indefinite suspensions and subsequent reinstatements.
- vi) Misbehavior on a school bus may result in further consequences, to be determined by the school principal.

## **SCHOOL BUS PASSENGER REGULATIONS**

1. The following regulations apply to all passengers carried aboard district-owned, contracted or chartered school buses:

- a) The Bus Operator has immediate authority of the School bus at all times;
- b) The Bus Operator may designate seating for any purpose;
- c) Student behavior and conduct must not create a distraction for the Bus Operator;
- d) For the safety of students, no eating or drinking is permitted on the bus;
- e) Students are responsible for maintaining their area of the bus in a neat and presentable manner;
- f) Students will remain in their seat and will not extend arms or heads out of windows;
- g) When loading or unloading the bus, students must obey directions from the Bus Operator.

2. The following items shall not be taken aboard a school bus under any circumstance:

- a) Skis and poles;
- b) Skateboards and snowboards;
- c) Sleighs, toboggans, or snow shoes;
- d) Any item deemed a hazard;
- e) Furniture or other shop items if they have sharp projections or are too large to hold on the owner's lap;
- f) Pets or animals of any description.

3. It is permissible for students to carry aboard school buses the following items subject to limitations as noted:

- a) Hockey sticks or curling brooms, provided they can be secured between the seat and the wall of the bus;

- b) Ice skates if secured in a heavy canvas bag and carried on the owner's lap, or stowed under a seat;
- c) Small musical instruments carried in the manufacturer's box or a secured carrying case. The instrument must be carried in owner's lap at all times and may not travel on a vacant seat;
- d) Electronic devices may be used while on the bus ONLY with the permission of the driver, and must not interfere with the driver or other passengers;
- e) Field Trip Equipment and Supplies;
- f) Personal clothing is packed in a bag or backpack;
- g) Groceries and supplies that are packed in boxes and stowed under or between seats;
- h) Bags and boxes shall not be stored in the aisles, block emergency exits, or be stacked between seats higher than the seat backs.

*SCHOOL BUS TRANSPORTATION - OPERATING REGULATIONS*

Board Approved: May 1983

Last Revised: March 24, 2010; October 2017; November 2017

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Description:

The following regulations are applicable to the operation of the district school transportation system:

1. Bus Garage Operating Hours:
  - a. The bus garage shall be staffed with people who are able to implement support and/or emergency procedures during times when buses are conducting their morning and afternoon runs. Otherwise the bus garage will follow regular business hours from 8:00 A.M. to 4:00 P.M.
2. Route Design:
  - a. Where practical, the following are guidelines when designing routes:
    - i. Students will be picked up after 6:30 A.M. and, brought home before 5:00 P.M.;
    - ii. Bus stop locations shall be established away from heavily used roadways whenever/wherever possible.
3. Use of Headlights:
  - a. School bus headlights shall be turned on whenever the bus is in operation.
4. Railway Crossing:
  - a. All school buses, operated or contracted by the district, shall stop at all uncontrolled railway crossings.
5. Non-public maintained roads:
  - a. Buses operated by SD #59 do not travel on non-public maintained roads while transporting students. Exceptions may be made at the discretion of the Transportation Manager.
6. School Catchment Areas - See Policy #4000
7. Maintaining Route Schedules:
  - a. Buses shall not leave designated stops ahead of scheduled times in the morning.



- b. Buses running behind schedule in excess of 20 minutes shall be announced over the local radio station and on the website. Once announced, the revised schedule shall be maintained for that trip.
- 8. Responsibility for School Bus Passengers In-Transit in Rural areas only:
  - a. Unless requested otherwise by a parent or guardian, a student shall board and disembark only at his/her appointed bus stop(s);
  - b. School departure times shall be posted in a prominent location in each school bus;
  - c. There is no obligation for Bus Operators to wait for secondary students beyond the posted departure times;
  - d. An elementary student riding the bus in the morning must be accounted for or proper authorities notified of missing students prior to the bus departing the school.
- 9. Transportation of students with Special Needs:
  - a. The Principal or a designated staff will take custody of students with special needs upon arrival at school. When returning students to their home the bus Driver will follow prescribed practices established by the school and the Transportation Manager.
- 10. Seating Arrangements:
  - a. Students are permitted to be seated three to a seat where this can be accomplished in comfort.
  - b. Smaller children will normally be seated to the front of the bus where the Operator can oversee them.
  - c. Any student may be moved to any seat on the bus at the Operator's discretion.
  - d. The rated seating capacity of the school bus shall not be exceeded at any time.
- 11. Bus Operator Training:
  - a. Bus Operators will normally spend an appropriate time training on each route before driving the route solo.
- 12. Bus Operators' Periodic Medicals:
  - a. All Bus Operators require medical examinations every two (2) years;
  - b. All Bus Operators over 50 years of age require medical examination annually.
- 13. Provision of School Bus Communications:
  - a. All regular scheduled school buses shall be equipped with a two-way radio, capable of maintaining contact with the Bus Garage throughout the school bus route.
- 14. Disposition of Used Buses:
  - a. Used school buses shall be disposed of as follows:

- i. District signs, school bus designations, etc. will be blacked out;
- ii. Red flashing lights will be rendered inoperative;
- iii. Disposition of buses shall be approved by the board;
- iv. Buses shall be sold at public auction and/or at the discretion of the Board, buses may be directly donated or sold to private schools or not-for-profit organizations.

*SCHOOL BUS TRANSPORTATION - TRANSPORTATION ASSISTANCE ALLOWANCE*

Board Approved: May 1983

Last Revised: September 2013; October 2017

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Description:

1. Transportation Assistance Allowance, upon application, may be paid to parents/guardians of eligible students who:
  - i) Attend a school in the district and for whom redesigning a route to accommodate pick up and drop off would adversely affect other students;
  - ii) Attend Kindergarten and the provision of transportation for them would be impractical due to the effect on existing routes;
  - iii) Live beyond authorized route extensions;
  - iv) Live on routes not suitable for school bus travel;
  - v) Have disabilities and require special care or conveyance assistance or appliances that are not available;
  - vi) Would normally be entitled to school bus service, but payment of assistance allowances results in significant savings to the Board.
2. The Transportation Manager, in consultation with the Director of Operations and Secretary Treasurer, shall periodically review the Transportation Assistance Allowance rates, and make changes if required.
3. When the Board chooses to make transportation assistance payments for regular home to school travel in lieu of providing school bus service the full responsibility for safe transportation and insurance coverage rests with the vehicle owner.

*SCHOOL BUS TRANSPORTATION - OPERATION DURING INCLEMENT WEATHER*

Board Approved: May 1983

Last Revised: March 24, 2010; October 2017

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Description:

**1. Bus Fleet Cancellation Due to Severe Weather:**

- a) The Transportation Manager is authorized, at his discretion, to cancel school buses due to severe weather and/or dangerous road conditions;
- b) The Transportation Manager will monitor weather/road conditions, utilizing reports from various agencies when/where required;
- c) The safety of the students and the drivers will be paramount in consideration of bus fleet operation/cancellation;
- d) Bus cancellations due to severe weather will be announced over local radio stations and posted on the SD#59 website.

**2. General Factors When Deciding to Cancel bus Travel:**

- a) Cancellation of bus services is based on a review of the weather conditions and combinations of various factors. This includes examining temperature, wind velocity, drifting, visibility, wind chill, road conditions, and the weather forecast for the next 8 hours. The Board authorizes the Transportation Manager to exercise judgment and experience based on the following factors:
  - i) Buses will be cancelled when the ambient temperature is  $-35^{\circ}$  Celsius or colder. Additional factors in deciding to cancel fleet travel will include considering the ambient temperatures in the rural areas served by the fleet;
  - ii) Buses will be cancelled when a combination of falling/blowing/drifting snow and/or cold temperatures present a considerable safety risk for visibility factors or for buses to become stuck on rural roads;
  - iii) Buses may be cancelled when the wind chill, combined with the ambient temperature, is colder than  $-35^{\circ}$  Celsius;
  - iv) Buses may be cancelled when a combination of factors have produced poor road conditions that present a considerable safety risk for buses to lose traction.

**3. Early Departure of the Buses Due to Deteriorating Weather:**

- a) The Transportation Manager is authorized to dispatch the fleet in the event severe weather conditions emerge through the course of a school day;
- b) Parent/Guardian requests regarding where students are to be dropped off in the event of early departures shall be complied with where possible;

- c) Principals will be notified as soon as the decision is made for early departure of the fleet and will put into motion their plan for parent/student reunification;
- d) All early departures shall be announced over local radio stations and posted on the SD#59 website.

*SCHOOL BUS TRANSPORTATION - NON-DISTRICT USE OF DISTRICT-OWNED SCHOOL BUSES*

Board Approved: May 1983

Last Revised: June 9, 2013; October 2017

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Description:

- 1) Board owned School Buses shall be available for non-District use, subject to the following:
  - a) A formal request will be made to the board describing the services required and purpose for the travel.
  - b) Subject to School Act Regulations, the Board may enter into an agreement with self-insured, educational or recreational organizations, in order to provide transportation services for school age children to attend educational or recreational programs.
  - c) Only bus drivers employed by the School District shall drive Board-owned school buses.

*SCHOOL BUS TRANSPORTATION - LIABILITY INSURANCE REQUIREMENTS*

Issued: February 24, 1986

Last Revised: March 24, 2010; October 2017

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Description:

1. Vehicles used must have valid school bus permits issued by the Motor Vehicle Department.
2. Current passenger lists shall be maintained and a copy carried on the bus.
3. The minimum coverage for liability insurance to be carried by the School District shall be \$10,000,000 for each bus.
4. The minimum coverage for liability insurance for all other School District owned vehicles shall be 1,000,000. After that limit, the School Protection Plan (SPP) Liability Agreement will apply up to the School Protection Program limit of coverage.
5. When outside bus services are contracted to carry students or staff, the carrier shall have a minimum of \$10,000,000 liability insurance for each bus.
6. The minimum insurance that a private vehicle owner must carry with ICBC is \$200,000. The recommendation of the District is that employees carry \$2,000,000 to \$5,000,000 for their personal protection. When a SD#59 employee or volunteer is transporting students as part of their assignment, ICBC (APV212) policy will bridge liability insurance between \$200,000 and \$1,000,000. After that limit, the SPP Liability Agreement will apply up to the SPP limit of coverage. All conditions apply for coverage from SPP as would apply for ICBC (e.g.; DUI will waive insurance).
7. Where a vehicle is insured under a Personal Use policy with ICBC, that vehicle may be used for 6 trips per calendar month to conduct work activities. It is important to note that a round trip constitutes 2 trips. If an employee is likely to exceed 6 occasions (or 3 round trips) using their personal vehicle, they are advised to upgrade their insurance to a Business Use policy. The school will pay the difference in cost between Personal and Business Use policies. A letter describing the differential cost is available upon request from the insurance agent.

*SCHOOL BUS TRANSPORTATION - CURRICULAR AND EXTRA CURRICULAR TRANSPORTATION*

Issued: February 24, 1986

Last Revised: June 19, 2013; October 2017

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## Description:

1. The Board authorizes curricular and extra-curricular transportation using district owned, or contract vehicles.
  - a) A per kilometre fee will be established and reviewed annually by the Transportation Department;
  - b) In addition to the per kilometre fee levied, schools using District owned school buses shall be responsible for the driver's wages, food and lodging costs resulting from a bus trip;
  - c) If contracted vehicles are used, there shall be a formal written contract for the transportation required;
  - d) The Principal will name a supervisory teacher to exercise the Board's authority, to assume responsibility for the field trip and ensure supervision of travel. Where athletic trips are considered, this supervisory role may also be carried out by an Extraordinary Volunteer Coach (Board Policy 4290);
  - e) The supervisory teacher shall ensure that the transportation of students is in accordance with the *Field Trip Handbook Policy/Regulation/Practice* (Board policy 4220) and Transportation of Students (Best Practice: HS-05);
  - f) Passenger and vehicle loading lists, including names and phone numbers, shall be available in the school and a copy with the supervisory teacher and the Bus Operator.
  
2. The Board authorizes the use of volunteer motor vehicles (school district employee, parent, or community volunteer) for school activities within 250 km from the campus of origin. For travel beyond the limit, a school bus, or commercial carrier is required.
  - a) Any school authorized activity requiring transportation shall be approved by the Principal and in accordance with School Board Policy and Regulation;
  - b) The supervisory person shall ensure that any field trip and safety requirements connected with the trip are met;
  - c) No more than four (4) passengers (not including the driver) will be carried;
  - d) The supervisory teacher shall ensure that the transportation of students is in accordance with Board policy (see *Field Trip Handbook: Policy/Regulation/Practice*) and the Best Practice: Transportation of Students.





**JOINT FIRST NATION STUDENT TRANSPORTATION AGREEMENT  
WITH WEST MOBERLY FIRST NATION**

**STEP 1** – Identify the First Nation students attending BC Public School and the number of students for which transportation services are agreed to and being provided.

Please refer to Worksheet A – Appendix 1

Currently there are thirty-six West Moberly students who have transportation provided for them. The school district contracts Standard Bus to provide bussing service to the Chetwynd area, which includes West Moberly First Nation.

**STEP 2** – Specify transportation services provided to those First Nation students.

Route 54 – West Moberly and Saulteau share this route. It covers 134 km each day, with 23 students from West Moberly travelling on the route.

Route 39 – West Moberly and Saulteau share this route. It covers 104km per day, with 13 students from West Moberly travelling on the route.

**STEP 3** – Estimate the cost of the transportation service.

**West Moberly**

$$\begin{aligned} \text{Total Daily Kilometers} &= [(13/42) \times 104] + [(23/26) \times 134] \\ &= 150.73 \end{aligned}$$

150.73 x \$2.12 per km = \$319.55 daily contract rate paid to Standard Bus ( does not include fuel)

$$\$319.55 \times 180 \text{ instructional days} = \$57,518$$

Estimated fuel costs:

= daily km for West Moberly students/total daily km for the district x total fuel costs for the year

$$= 150.73/4800 \times 588,316$$

$$= 3.14\% \times 588,316$$

$$= \$18,474$$

Total Cost for 2018/19 school year = contract amount paid to Standard bus + fuel costs

$$= 57,518 + 18,474$$

$$= \$75,992$$

Estimated cost for 2019/20 school year considering contract increases = \$77,512

**STEP 4** – Supplemental information on the transportation service levels currently being provided to First Nation students.

Two runs service West Moberly students:

Route 54 transports First Nation students from West Moberly into Chetwynd. Route 54 covers 134 km each day and is shared with Sauleau First Nations. Highschool students are delivered to Chetwynd Secondary, and elementary students can either attend Don Titus Montessori Elementary, Windrem Elementary, or Little Prairie Elementary.

Students are picked up at a bus shelter close to their homes. At the initial meeting with West Moberly there was not a concern around pick up and drop off times, or the amount of time on the bus.

Currently all the students that live on West Moberly First Nation meet the bus at one central location. The First Nation has indicated a safety concern where students must walk by homes that have large domestic animals and where they may also potentially meet dangerous wildlife on the road. Consequently, the First Nation has requested an additional bus shelter be built. It would be located on the reserve and be maintained by the First Nation. We are requesting \$10,000 to build the structure.

Route 39 transports West Moberly First Nation students to Moberly Lake Elementary. This route is shared with Sauleau First Nations. This route covers 104 km daily.

Here is the schedule for the two routes:

Rt 54

- Leaves shop @ 7:00 am
- Arrives at Chetwynd Secondary School @ 8:09 am
- Arrives at Chetwynd Secondary School @ 2:47 pm
- Back at shop @ 4:10 pm

Rt 39

- Leaves shop @ 7:05 am
- Arrives at Moberly Elementary @ 8:41 am
- Arrives at Moberly Elementary @ 2:30 pm
- Back at shop @ 4:20 pm

Bus drivers provide the supervision on the busses. If any issues arise they contact the bus garage, the bus garage contacts either the parent or the school principal, and issues are then dealt with at the school or at home. Busses are also supposed to be equipped with cameras which can be referred to if there are any safety concerns. Thus we are requesting funding to cover the cost of putting cameras on the busses.

At this time, there is not a late bus that could pick students up from extra-curricular activities to transport them back to West Moberly after the first bus run. In our meeting we both felt that this was a need to address, so that students can participate in after school activities.

We are hoping that through this transportation agreement, more funds will be made available to provide this service to students. Ideally, we would like a later bus delivery every day for students who participate in extra-curricular activities, but when pricing the cost out, realize we may need to start with two or three days a week.

**STEP 5 - Board and First Nation approval and sign-off of Joint Plan**

The Joint Plan is signed by the Board Chair and the Chief of the First Nation, or their delegate, indicating agreement on transportation services to be provided to the First Nation students.

\_\_\_\_\_  
West Moberly First Nation

\_\_\_\_\_  
Date

\_\_\_\_\_  
SD 59 – Board Chair

\_\_\_\_\_  
Date

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West Moberly First Nation  
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## APPENDIX 2 – GUIDING PRINCIPLES

The following guiding principles were discussed at a meeting held with West Moberly First Nation. The meeting was attended by John Lewis, Alex Canning, Christy Fennell, and Melissa Panoulas.

*Each principle will be addressed in relation to West Moberly First Nation:*

1. The Board of Education and West Moberly First Nation identified transportation needs and services to get all West Moberly First Nation students enrolled in BC public schools to and from those schools, respecting parental choice of where to enroll their child to attend school at the following schools: Moberly Lake Elementary, Windrem Elementary, Little Prairie Elementary, Don Titus Montessori Elementary, and Chetwynd Secondary.
2. Safety is paramount in all planning and decisions:
  - a. There will be a safety protocol in place to address safety issues for West Moberly First Nation ( re. weather conditions; wildlife – please see attached SD 59 Policy 6070.
  - b. Shelters will be made available where needed. There is a shelter where the students are picked up, at this time.
3. Transportation will be available for extra-curricular activities and sporting events. As we move forward, we are working on obtaining funds to have a later bus route put into place that would transport West Moberly First Nation students back home after homework club, and sports teams' practices and games.
4. There will be no walk limits. At this time, the busses pick up students at the designated spot (where the shelter is) at West Moberly First Nation.
5. The district provides the shortest ride possible.
6. There are no highway pick-ups or drop offs.
7. A communication protocol will be established and agreed upon to ensure effective and timely communication to address issues that arise (eg. Travel disruption due to inclement weather) and method of preferred communication (radio/satellite communication). It was agreed upon at the meeting that communication is the responsibility of the School district and Standard bus.

Busses are cancelled if the weather is -35 degrees Celsius or below. That is determined between 6:00 am to 7:00 am. It is posted on the district web site and local radio stations.

If a serious event happens when students are already on the bus, the school district, and Standard bus, notify parents first. The West Moberly First Nation band office will also be notified and will help us if we are having difficulty connecting with parents. The office will provide a name and phone number to the school district and Standard Bus. (Please see the attached Policy 6070)

8. Drivers will receive adequate professional development related to customer service, student management, etc, as required. Standard Bus will provide to the district the professional development that each driver receives.
9. Criminal record checks are required for all Standard bus drivers.
10. Changes to the joint plan will only be made in consultation with West Moberly First Nation, with timely notice to parents, except in emergency situations where safety is the issue, and decisions need to be made immediately.

There will be an annual joint review and assessment of the joint plan for effectiveness and to identify any improvements.

## APPENDIX 3

### 6070 School Bus Transportation

Policy 6070

STATUS: ADOPTED

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#### *SCHOOL BUS TRANSPORTATION*

Board Approved: May 01, 1983

Last Reviewed: September 2013; October 2017

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The Board of Education believes that by offering school bus services to eligible students, it allows those students better access to educational programs

#### **Definitions and Limits:**

##### **Bus Fleet:**

Bus fleet refers to the fleet owned and operated by SD 59 and any buses contracted by the district for the purpose of transporting students in SD 59.

##### **Eligible Students:**

Eligible students are ones who live outside the city limits and are in excess of .8 kilometers (800 metres) from the school in their assigned catchment area. Eligible students are registered in and attend School District # 59 schools.

Eligibility includes students inside the city limits that have been designated, through school closure, to a receiving school that is greater than 800 metres from their original catchment area.

Rural elementary students attending the French Immersion program in Dawson Creek are eligible for transportation services to Ecole Frank Ross.

Eligibility is not intended to mean that students have the “right” to transportation services. Bus service is a privilege, which eligible students are able to use.

Being eligible for transportation services does not guarantee full door-to-door services. Factors such as cost, distance, effect on pick-up and drop-off times, consistency of student ridership, and student behaviors will impact the availability of the transportation services provided.

Non-Public School Bus Students:

Students attending private schools and/or accredited Northern Lights College programs may be permitted to ride on School District # 59 buses.

Walk Limits:

A walk limit is the distance from a student's driveway to the nearest bus route. If the distance exceeds 800 m, eligible students may be entitled to bus service.

Bus Stop:

In accordance with the Motor Vehicle Act, a bus stop is a designated school bus stopping place that has clear visibility in all directions for a minimum of 60 metres and is required for the purposes of loading or off-loading students. The primary requirement of a bus stop is that it will assure the safe conveyance of students from the bus to their loading location.

School Bus Transportation – Responsibilities and Oversight:

The SD#59 Transportation System shall be under the immediate direction of the Transportation Manager. General oversight shall be under the direction of the Director of Operations.

Transportation Policy and Regulation:

Transportation policy and regulation adopted by SD#59 shall be in compliance with provincial and federal regulation.

Non-public Maintained Roads:

Non-public maintained roads are those that are not maintained by the contractor designated by the Province of British Columbia to carry out those contracts.

Transportation policy and regulation adopted by SD#59 shall be in compliance with provincial and federal regulation.

Transportation Assistance Allowance:

Upon application, parents/guardians may be eligible for the Transportation Assistance Allowance. This allowance is available to support students that are eligible for transportation services but have been denied due to circumstances other than student misbehavior. The amount per kilometer is set by the Board of Education, and the application is approved by the Transportation Manager.

Non-District use of District-Owned Buses:

District owned school buses shall be available for non-District use, only for purposes that have been authorized by the Board.

School Bus Insurance:

All buses, carrying SD#59 students shall carry a minimum basic insurance of 10 million dollars. All carriers of SD#59 students will ensure that they meet regulations and safety criteria established by insurance and provincial regulatory agencies.



### Curricular and Extra Curricular Transportation:

The Board believes curricular and extra-curricular activities are an integral part of education programs developed for students. Transportation services will be made available for such travel on a fee for service basis to participating SD#59 schools.

### Transportation Fees:

The Board of Education believes that their first priority is to support and preserve quality, educational services to the students of the District. With that in mind, the Board will not permit resources to be removed from the classroom in order to sustain transportation services. Therefore, depending on budgetary constraints from year to year, the Board reserves the option to:

1. Charge non-eligible riders (e.g., private school students);
2. Charge riders requesting transportation services to a school, other than the school within their designated catchment area;
3. Reduce transportation services overall to stay within budget.

*SCHOOL BUS TRANSPORTATION - WALK-LIMITS*

Board Approved: May 1983

Last Revised: March 24, 2010; October 2017

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Description of Limits:

1. To/From Bus Stops: 800 metres (1/2 mile)
  - a) Walking distances shall be calculated as distances walked on publicly maintained roads and shall not include distances walked on private property.
2. To/From Schools:
  - a) Students living within municipal limits are not eligible to receive school bus service, regardless of walking distances to the school in their catchment area. Exceptions to this regulation are as follows:
  - b) The Board of Education has amalgamated the catchment areas of 2 or more schools, and their planning includes transportation services for students to attend the identified receiving school.
  - c) Students with special needs may be supplied with transportation service from their residence to school and return.
  - d) For compelling reasons, and through the Appeal provision in law, the Board of Education may permit the transportation of a student living within city/town limits. Such student passengers may be permitted to ride on a space available basis only, where no extra stops or distances shall be incurred.
3. Walk Limits may be temporarily waived in cases where:
  - a) Students with identified special needs.
  - b) An emergency medical situation occurs for a student.
  - c) When extreme weather conditions prevail.
4. Transportation services may not be provided in cases where:
  - a) In the opinion of the Transportation Manager the roads involved are not (consistently) suitable for bus travel.
  - b) A maintained and/or suitable turnaround is not available.
  - c) A bus route extension directly affects the pick-up and/or the length of the ride time for other students.
  - d) A bus route extension directly affects operational cost to the district.
  - e) A bus route extension or deviation is requested to accommodate transportation to a school outside the catchment area identified for the student(s).

5. Subject to the above limits, route extensions may be granted for:
  - a) 1 Student - up to 3.2 km (2 miles)
  - b) 2 Students - up to 4.8 km (3 miles)
  - c) 3 Students - up to 6.4 km (4 miles)
  - d) 4 Students - up to 8.0 km (5 miles), etc.
  
6. Should transportation service be denied to eligible students due to the above conditions, Transportation Assistance shall be made available in accordance with existing regulations.

*SCHOOL BUS TRANSPORTATION - AUTHORIZED NON-PUBLIC SCHOOL BUS PASSENGERS*

Board Approved: February 11, 1985

Last Revised: June 19, 2013; October 2017; October 2018

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## Description:

1. School District employees are authorized to ride school buses under the following situations:
  - a) While performing their duties,
  - b) An emergency situation,
    - a) For the purpose of this regulation, an emergency situation is defined as a situation where an employee cannot reach his or her place of employment for one of the following reasons:
      - Mechanical breakdown of their usual transportation.
      - Extreme weather and/or road conditions.
2. Volunteers approved by school authority or designate that are providing services to students may be permitted rider status on a space-available basis.
3. Providers of contract services to the District (with the permission of the Transportation Manager).

*Note: The above reasons are not intended to provide sustained or repeated riding privileges.*

4. The following non-public school students are permitted to ride school buses provided deviation from the normal route is not required:
  - a) Private school K-12 students.
  - b) Northern Lights College students.
  - c) Adults with Special Needs
    - a) Transportation may be provided to adults with special needs to attend approved educational facilities subject to the following conditions:
      - (a) That the destination facility be approved by the District as being an educational or training centre.
      - (b) That transportation only be provided on a space available basis, and that no additional costs be incurred.
      - (c) That permission is granted based on a District assessment of each individual's suitability to travel in a school bus environment.

(d) That appropriate measures be taken to properly introduce each individual and the circumstances to the driver, the children, and the parents on the route involved.

(e) That the District may limit the number of adults with special needs that may be allowed on one bus.

5. At the discretion of the Transportation Manager, children of a student may be provided bus service with the following conditions:
  - a) Parent will be responsible for safety of the child,
  - b) Parent may not bring onto the bus large items such as buggies, strollers, etc.,
  - c) If required, the child must be secured in a CSA approved child seat (provided by the parent) that is tethered to the bus seat system with an approved seat belt/harness system.
  
6. At the discretion of the Transportation Manager, a SD #59 Bus Operator may be permitted to transport one child on the operator's bus route with the following conditions:
  - a) The Bus Operator must be the legal guardian of the child,
  - b) If required, the child must be secured in a CSA approved child seat that is tethered to the bus seat system with an approved seat belt/harness system.

*NOTE: The above is dependent on the following:*

- *there is space available on the bus(es) required to carry the student/adult;*
- *no additional bus stops will be permitted for pick up or drop off;*
- *adult students submit a clear criminal record check for working with children and vulnerable adults prior to permission being granted;*
- *compliance with the code of conduct regarding behavior on the school bus;*
- *they maintain a good standing in their account if a fee for service structure is in effect.*

*SCHOOL BUS TRANSPORTATION - RESPONSIBILITIES & DUTIES*

Board Approved: May 1983

Last Revised: June 19, 2013; October 2017

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Description:

**1. Director of Operations:**

- a) Generally, oversees the efficiency of school bus operations;
- b) Recommend policy or regulation changes for review by the Policy Committee.

**2. Transportation Manager:**

- a) Responsible for overall safety and operation of the transportation department;
- b) Establish routes, schedules and stops to serve designated school catchment areas;
- c) Oversee driver training, maintenance schedules and repairs to the bus fleet;
- d) Establish communication protocols between schools, drivers and parents to ensure student safety;
- e) Provide overall supervision of riding privileges based on student behaviors on the bus;
- f) Work in consultation with school Principals to establish consequences for inappropriate student behavior on the bus.

**3. Superintendent of Schools or Designate:**

- a) Recommend Policy/Regulation changes to the Board;
- b) Authorize field trips longer than 1 day;
- c) Regulate school start and dismissal times;
- d) Establish a District calendar describing days that school will be in session.

**4. Principals:**

- a) In conjunction with the Transportation Manager and bus driver, principals will work together to establish consequences for students whose conduct aboard a school bus is deemed unsafe or inappropriate;
- b) Principals are responsible for the safety of students in the loading zone of a school, and will assign appropriate supervision;
- c) Will authorize field trips and book school bus services as needed.

**5. Bus Operators:**

- a) Bus Operators are responsible for the safe operation of the bus;
- b) Bus Operators bear primary authority over students while they are aboard the bus;

- c) In circumstances where a teacher is riding the bus with the students, the teacher will assume primary responsibility for student behavior.;
- d) Bus Operators shall follow assigned routes, adhering strictly to designated pickup and drop off stops, and meeting assigned schedules;
- e) Bus Operators may not extend or vary a route, or deviate from their assigned route, except in the event of road closure or emergency circumstances, without the expressed permission of the Transportation Manager.

**6. Parents/Students will:**

- a) Abide by the posted passenger regulations;
- b) Arrive at pick-up points on time;
- c) Ensure that the student's clothing is appropriate for weather conditions;
- d) Assume responsibility for students until they board the bus, and after they leave the bus;
- e) Not board any bus without the consent from the driver.
- f) Communicate to the school and/or bus garage if a child will not be riding the bus.

*SCHOOL BUS TRANSPORTATION - SCHOOL BUS PASSENGERS*

Board Approved: May 1983

Last Revised: June 19, 2013; October 2017

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## Description:

1. Students shall:
  - a) conduct themselves in a respectful and orderly manner;
  - b) follow instructions given by the bus driver;
  - c) remain seated until they reach their destination;
  - d) follow safe bus rules (as posted in bus);
  - e) follow safe bus procedures (available in schools).
2. Parents shall ensure that their child:
  - a) is at the correct pick-up spot approximately five minutes early;
  - b) waits for, and boards, the bus in a safe manner;
  - c) returns home safely, from the designated bus stop, at the end of the school day;
  - d) recognizes that, under these regulations, appropriate disciplinary action may be taken for any unsafe or inappropriate behavior on the school bus.
3. Bus Operators shall:
  - a) implement written bus procedures which apply fairly and consistently to students;
  - b) ensure that bus procedures and expectations are communicated to parents and students;
  - c) report rule infractions;
  - d) use their best judgment and follow a progressive discipline model.
4. Progressive discipline procedure:
  - a) Verbal Warning - Normally, a verbal warning will be given by the Bus Operator to correct student misbehavior while aboard the bus.
  - b) Written Warning - Should the verbal warnings be ignored and student conduct continues to be unacceptable, the Bus Operator will issue a written warning. A written warning may also be given when misconduct is serious enough to warrant parents (or guardians) being notified of the student's behavior.
  - c) Suspension:
    - i) Should the written warnings not be heeded or extreme behaviour occurs, the Bus Operator will request a suspension of riding privileges. The Bus Operator will not



determine the length of the suspension, but will provide input to the Transportation Manager.

- ii) Once a request for suspension is received, the Transportation Manager and the Principal of the student concerned will discuss the student's behaviors. A suitable suspension of bus riding privileges may occur, with notification given as required.
- iii) First Occasion - normally a one (1) to five (5) day suspension of bus riding privileges
- iv) Second Occasion - normally a two (2) to ten (10) day suspension of bus riding privileges.
- v) Third Occasion - Should circumstances warrant suspension of bus riding privileges in excess of 10 days, the incident shall be discussed with the Superintendent of Schools or designate, who may authorize an indefinite suspension of bus riding privileges. Indefinite suspensions shall be reviewed periodically and bus riding privileges may be reinstated. The board shall be advised of all indefinite suspensions and subsequent reinstatements.
- vi) Misbehavior on a school bus may result in further consequences, to be determined by the school principal.

### **SCHOOL BUS PASSENGER REGULATIONS**

1. The following regulations apply to all passengers carried aboard district-owned, contracted or chartered school buses:

- a) The Bus Operator has immediate authority of the School bus at all times;
- b) The Bus Operator may designate seating for any purpose;
- c) Student behavior and conduct must not create a distraction for the Bus Operator;
- d) For the safety of students, no eating or drinking is permitted on the bus;
- e) Students are responsible for maintaining their area of the bus in a neat and presentable manner;
- f) Students will remain in their seat and will not extend arms or heads out of windows;
- g) When loading or unloading the bus, students must obey directions from the Bus Operator.

2. The following items shall not be taken aboard a school bus under any circumstance:

- a) Skis and poles;
- b) Skateboards and snowboards;
- c) Sleighs, toboggans, or snow shoes;
- d) Any item deemed a hazard;
- e) Furniture or other shop items if they have sharp projections or are too large to hold on the owner's lap;
- f) Pets or animals of any description.

3. It is permissible for students to carry aboard school buses the following items subject to limitations as noted:

- a) Hockey sticks or curling brooms, provided they can be secured between the seat and the wall of the bus;

- b) Ice skates if secured in a heavy canvas bag and carried on the owner's lap, or stowed under a seat;
- c) Small musical instruments carried in the manufacturer's box or a secured carrying case. The instrument must be carried in owner's lap at all times and may not travel on a vacant seat;
- d) Electronic devices may be used while on the bus ONLY with the permission of the driver, and must not interfere with the driver or other passengers;
- e) Field Trip Equipment and Supplies;
- f) Personal clothing is packed in a bag or backpack;
- g) Groceries and supplies that are packed in boxes and stowed under or between seats;
- h) Bags and boxes shall not be stored in the aisles, block emergency exits, or be stacked between seats higher than the seat backs.

*SCHOOL BUS TRANSPORTATION - OPERATING REGULATIONS*

Board Approved: May 1983

Last Revised: March 24, 2010; October 2017; November 2017

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Description:

The following regulations are applicable to the operation of the district school transportation system:

1. Bus Garage Operating Hours:
  - a. The bus garage shall be staffed with people who are able to implement support and/or emergency procedures during times when buses are conducting their morning and afternoon runs. Otherwise the bus garage will follow regular business hours from 8:00 A.M. to 4:00 P.M.
2. Route Design:
  - a. Where practical, the following are guidelines when designing routes:
    - i. Students will be picked up after 6:30 A.M. and, brought home before 5:00 P.M.;
    - ii. Bus stop locations shall be established away from heavily used roadways whenever/wherever possible.
3. Use of Headlights:
  - a. School bus headlights shall be turned on whenever the bus is in operation.
4. Railway Crossing:
  - a. All school buses, operated or contracted by the district, shall stop at all uncontrolled railway crossings.
5. Non-public maintained roads:
  - a. Buses operated by SD #59 do not travel on non-public maintained roads while transporting students. Exceptions may be made at the discretion of the Transportation Manager.
6. School Catchment Areas - See Policy #4000
7. Maintaining Route Schedules:
  - a. Buses shall not leave designated stops ahead of scheduled times in the morning.

- b. Buses running behind schedule in excess of 20 minutes shall be announced over the local radio station and on the website. Once announced, the revised schedule shall be maintained for that trip.
- 8. Responsibility for School Bus Passengers In-Transit in Rural areas only:
  - a. Unless requested otherwise by a parent or guardian, a student shall board and disembark only at his/her appointed bus stop(s);
  - b. School departure times shall be posted in a prominent location in each school bus;
  - c. There is no obligation for Bus Operators to wait for secondary students beyond the posted departure times;
  - d. An elementary student riding the bus in the morning must be accounted for or proper authorities notified of missing students prior to the bus departing the school.
- 9. Transportation of students with Special Needs:
  - a. The Principal or a designated staff will take custody of students with special needs upon arrival at school. When returning students to their home the bus Driver will follow prescribed practices established by the school and the Transportation Manager.
- 10. Seating Arrangements:
  - a. Students are permitted to be seated three to a seat where this can be accomplished in comfort.
  - b. Smaller children will normally be seated to the front of the bus where the Operator can oversee them.
  - c. Any student may be moved to any seat on the bus at the Operator's discretion.
  - d. The rated seating capacity of the school bus shall not be exceeded at any time.
- 11. Bus Operator Training:
  - a. Bus Operators will normally spend an appropriate time training on each route before driving the route solo.
- 12. Bus Operators' Periodic Medicals:
  - a. All Bus Operators require medical examinations every two (2) years;
  - b. All Bus Operators over 50 years of age require medical examination annually.
- 13. Provision of School Bus Communications:
  - a. All regular scheduled school buses shall be equipped with a two-way radio, capable of maintaining contact with the Bus Garage throughout the school bus route.
- 14. Disposition of Used Buses:
  - a. Used school buses shall be disposed of as follows:

- i. District signs, school bus designations, etc. will be blacked out;
- ii. Red flashing lights will be rendered inoperative;
- iii. Disposition of buses shall be approved by the board;
- iv. Buses shall be sold at public auction and/or at the discretion of the Board, buses may be directly donated or sold to private schools or not-for-profit organizations.

*SCHOOL BUS TRANSPORTATION - TRANSPORTATION ASSISTANCE ALLOWANCE*

Board Approved: May 1983

Last Revised: September 2013; October 2017

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Description:

1. Transportation Assistance Allowance, upon application, may be paid to parents/guardians of eligible students who:
  - i) Attend a school in the district and for whom redesigning a route to accommodate pick up and drop off would adversely affect other students;
  - ii) Attend Kindergarten and the provision of transportation for them would be impractical due to the effect on existing routes;
  - iii) Live beyond authorized route extensions;
  - iv) Live on routes not suitable for school bus travel;
  - v) Have disabilities and require special care or conveyance assistance or appliances that are not available;
  - vi) Would normally be entitled to school bus service, but payment of assistance allowances results in significant savings to the Board.
2. The Transportation Manager, in consultation with the Director of Operations and Secretary Treasurer, shall periodically review the Transportation Assistance Allowance rates, and make changes if required.
3. When the Board chooses to make transportation assistance payments for regular home to school travel in lieu of providing school bus service the full responsibility for safe transportation and insurance coverage rests with the vehicle owner.

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*SCHOOL BUS TRANSPORTATION - OPERATION DURING INCLEMENT WEATHER*

Board Approved: May 1983

Last Revised: March 24, 2010; October 2017

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Description:

**1. Bus Fleet Cancellation Due to Severe Weather:**

- a) The Transportation Manager is authorized, at his discretion, to cancel school buses due to severe weather and/or dangerous road conditions;
- b) The Transportation Manager will monitor weather/road conditions, utilizing reports from various agencies when/where required;
- c) The safety of the students and the drivers will be paramount in consideration of bus fleet operation/cancellation;
- d) Bus cancellations due to severe weather will be announced over local radio stations and posted on the SD#59 website.

**2. General Factors When Deciding to Cancel bus Travel:**

- a) Cancellation of bus services is based on a review of the weather conditions and combinations of various factors. This includes examining temperature, wind velocity, drifting, visibility, wind chill, road conditions, and the weather forecast for the next 8 hours. The Board authorizes the Transportation Manager to exercise judgment and experience based on the following factors:
  - i) Buses will be cancelled when the ambient temperature is  $-35^{\circ}$  Celsius or colder. Additional factors in deciding to cancel fleet travel will include considering the ambient temperatures in the rural areas served by the fleet;
  - ii) Buses will be cancelled when a combination of falling/blowing/drifting snow and/or cold temperatures present a considerable safety risk for visibility factors or for buses to become stuck on rural roads;
  - iii) Buses may be cancelled when the wind chill, combined with the ambient temperature, is colder than  $-35^{\circ}$  Celsius;
  - iv) Buses may be cancelled when a combination of factors have produced poor road conditions that present a considerable safety risk for buses to lose traction.

**3. Early Departure of the Buses Due to Deteriorating Weather:**

- a) The Transportation Manager is authorized to dispatch the fleet in the event severe weather conditions emerge through the course of a school day;
- b) Parent/Guardian requests regarding where students are to be dropped off in the event of early departures shall be complied with where possible;

- c) Principals will be notified as soon as the decision is made for early departure of the fleet and will put into motion their plan for parent/student reunification;
- d) All early departures shall be announced over local radio stations and posted on the SD#59 website.



*SCHOOL BUS TRANSPORTATION - NON-DISTRICT USE OF DISTRICT-OWNED SCHOOL BUSES*

Board Approved: May 1983

Last Revised: June 9, 2013; October 2017

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Description:

- 1) Board owned School Buses shall be available for non-District use, subject to the following:
  - a) A formal request will be made to the board describing the services required and purpose for the travel.
  - b) Subject to School Act Regulations, the Board may enter into an agreement with self-insured, educational or recreational organizations, in order to provide transportation services for school age children to attend educational or recreational programs.
  - c) Only bus drivers employed by the School District shall drive Board-owned school buses.

*SCHOOL BUS TRANSPORTATION - LIABILITY INSURANCE REQUIREMENTS*

Issued: February 24, 1986

Last Revised: March 24, 2010; October 2017

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Description:

1. Vehicles used must have valid school bus permits issued by the Motor Vehicle Department.
2. Current passenger lists shall be maintained and a copy carried on the bus.
3. The minimum coverage for liability insurance to be carried by the School District shall be \$10,000,000 for each bus.
4. The minimum coverage for liability insurance for all other School District owned vehicles shall be 1,000,000. After that limit, the School Protection Plan (SPP) Liability Agreement will apply up to the School Protection Program limit of coverage.
5. When outside bus services are contracted to carry students or staff, the carrier shall have a minimum of \$10,000,000 liability insurance for each bus.
6. The minimum insurance that a private vehicle owner must carry with ICBC is \$200,000. The recommendation of the District is that employees carry \$2,000,000 to \$5,000,000 for their personal protection. When a SD#59 employee or volunteer is transporting students as part of their assignment, ICBC (APV212) policy will bridge liability insurance between \$200,000 and \$1,000,000. After that limit, the SPP Liability Agreement will apply up to the SPP limit of coverage. All conditions apply for coverage from SPP as would apply for ICBC (e.g.; DUI will waive insurance).
7. Where a vehicle is insured under a Personal Use policy with ICBC, that vehicle may be used for 6 trips per calendar month to conduct work activities. It is important to note that a round trip constitutes 2 trips. If an employee is likely to exceed 6 occasions (or 3 round trips) using their personal vehicle, they are advised to upgrade their insurance to a Business Use policy. The school will pay the difference in cost between Personal and Business Use policies. A letter describing the differential cost is available upon request from the insurance agent.

*SCHOOL BUS TRANSPORTATION - CURRICULAR AND EXTRA CURRICULAR TRANSPORTATION*

Issued: February 24, 1986

Last Revised: June 19, 2013; October 2017

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## Description:

1. The Board authorizes curricular and extra-curricular transportation using district owned, or contract vehicles.
  - a) A per kilometre fee will be established and reviewed annually by the Transportation Department;
  - b) In addition to the per kilometre fee levied, schools using District owned school buses shall be responsible for the driver's wages, food and lodging costs resulting from a bus trip;
  - c) If contracted vehicles are used, there shall be a formal written contract for the transportation required;
  - d) The Principal will name a supervisory teacher to exercise the Board's authority, to assume responsibility for the field trip and ensure supervision of travel. Where athletic trips are considered, this supervisory role may also be carried out by an Extraordinary Volunteer Coach (Board Policy 4290);
  - e) The supervisory teacher shall ensure that the transportation of students is in accordance with the *Field Trip Handbook Policy/Regulation/Practice* (Board policy 4220) and Transportation of Students (Best Practice: HS-05);
  - f) Passenger and vehicle loading lists, including names and phone numbers, shall be available in the school and a copy with the supervisory teacher and the Bus Operator.
  
2. The Board authorizes the use of volunteer motor vehicles (school district employee, parent, or community volunteer) for school activities within 250 km from the campus of origin. For travel beyond the limit, a school bus, or commercial carrier is required.
  - a) Any school authorized activity requiring transportation shall be approved by the Principal and in accordance with School Board Policy and Regulation;
  - b) The supervisory person shall ensure that any field trip and safety requirements connected with the trip are met;
  - c) No more than four (4) passengers (not including the driver) will be carried;
  - d) The supervisory teacher shall ensure that the transportation of students is in accordance with Board policy (see *Field Trip Handbook: Policy/Regulation/Practice*) and the Best Practice: Transportation of Students.



# School District No.59 (Peace River South)

## Board of Education of School District No.59 (PRS) Operational Plan 2020 to 2024

*To embrace, inspire, and value learning, meaningful communication, and integrity for each individual and the communities we serve.*

The Board of Education of SD #59 is guided by practices that challenge all to learn, work and lead together in equitable and effective ways. The Board values inclusion, equity, effective communication and positive culture within school communities that focus on student learning. We look forward to advancing our plan to ensure the success of each learner in SD #59.

### Priority 1: Equity

**Each student has access to rich learning opportunities and supports that connect them to their passions and aspirations.**

**Goal 1:** SD #59 will address areas of inequity within the district with a focus on Indigenous Education, Children in Care and Students with Diversabilities.

a. Indigenous Education

Intention	Action	Evaluation
<ul style="list-style-type: none"><li>Address areas of inequity in Indigenous education</li></ul>	<ul style="list-style-type: none"><li>Gather data in all areas to determine the parity between Indigenous and non-Indigenous students: Literacy, Numeracy, Graduation Rates, Student Learning Survey</li></ul>	<ul style="list-style-type: none"><li>Gaps of inequity would decrease in FSA scores, graduation rates, literacy and numeracy scores, and Student Learning Surveys</li></ul>

	<ul style="list-style-type: none"><li>• Analyze the data to address gaps at each school. This will be done each November including Advisory Council reps, principals, and coach mentors.</li><li>• Each school creates a goal they will work on for the year to address areas of inequity at their location.</li><li>• Collect personal narratives from Indigenous students who have disengaged from school.</li><li>• To continue to monitor graduation rates. Collect data on why students did not graduate and look for themes.</li></ul>	<ul style="list-style-type: none"><li>• Meeting will be held in May for schools to present data around the goal they created for themselves and reflect on what their new data is showing them.</li><li>• Analyze themes from personal narratives to provide schools with context as to why students are disengaging from their school.</li><li>• Present data on students who did not graduate, identify themes and address them at the school level.</li></ul>
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b. Children in Care

Intention	Action	Evaluation
<ul style="list-style-type: none"> <li>Address areas of inequity with children in care.</li> </ul>	<ul style="list-style-type: none"> <li>Review and update our “Children in Care” planning document</li> <li>To create a monthly cycle where the document is reviewed at School sites by the case manager</li> <li>Foster better relationships with MCFD around planning and review of Children in Care</li> <li>Collect data on how Children in Care are doing throughout the year.</li> </ul>	<ul style="list-style-type: none"> <li>Completion of document</li> <li>Cycle was implemented and documented.</li> <li>Cross ministry planning meeting occurs for each child,</li> <li>Ongoing check-ins among school, child and ministry are on-going throughout the year (documented)</li> <li>FSA’s, Literacy and Numeracy, Graduation Rates, and personal narrative</li> </ul>

c. Students with Diversabilities

Intention	Action	Evaluation
<ul style="list-style-type: none"> <li>▪ Create a plan to address areas of inequity for students with diversabilities</li>   <li>▪ Create district wide expectations for our inclusion beliefs.</li>   <li>▪ Strengthen inclusion practices throughout the district</li> </ul>	<ul style="list-style-type: none"> <li>▪ Design and implement an Inclusion Review</li>   <li>▪ Using the inclusion review summary, identify areas of strength and inequity.               <ul style="list-style-type: none"> <li>○ Implementation of interventions.</li> <li>○ Assessment of impact</li> <li>○ Ongoing review process (ongoing school-based inclusion review)</li> </ul> </li>   <li>▪ Establish District Framework identifying standards and expectations for inclusive practices</li>   <li>▪ Provide ongoing in-service for classroom teachers on Universal Design for Learning and other inclusion best practices to support inclusive planning</li>   <li>▪ Review/Pilot the Competency Based Individual Education Plan.</li> </ul>	<p>Report / Summary outlining what inclusion looks like in each school.</p> <p>District Learning Services Teams prioritizes areas of inequity to determine delivery of interventions.</p> <p>Complete based on data from review:</p> <ul style="list-style-type: none"> <li>○ Ongoing monitoring of data such as FSA's, Literacy and Numeracy, Graduation Rates, Report Cards</li> </ul> <p>Attendance in in-service and evidence of implementation.</p> <p>Ongoing:</p> <ul style="list-style-type: none"> <li>○ Implement in new teacher, LOP in-service?</li> <li>○ Regular review in schools</li> </ul> <p>Implement the Competency Based Individual Education Plan</p>

**Goal 2:** SD #59 schools will build a positive culture that addresses social emotional learning and effective communication within the school community.

a. Social Emotional Learning

Intention	Action	Evaluation
<p>Build positive school culture through implementation of SEL</p>	<p>District:</p> <ul style="list-style-type: none"> <li>▪ Establish District Framework for Social Emotional Learning for all stakeholders</li> <li>▪ Compile and purchase a list of research-based resources and make these available through the DRC</li> <li>▪ Complete Compassionate Systems Leadership – Senior Leaders</li> </ul> <p>School:</p> <ul style="list-style-type: none"> <li>▪ Develop compassionate system leadership with school administrators</li> <li>▪ Collect data on what we are already doing well and what we need to improve on</li> <li>▪ Establish School Vision for SEL</li> </ul>	<p>District Framework is used by all stakeholders when implementing SEL.</p> <p>List is completed and resources are accessible at the DRC.</p> <p>Senior Leadership is able to implement Compassionate Systems training in monthly principal/vice-principal meetings.</p> <p>Principals and Vice-Principals can explain Compassionate Systems Leadership to their staff.</p> <p>Evidence of SEL vision within the School Growth Plan, Code of Conduct, and Student/Staff/Parent Handbook.</p>



	<ul style="list-style-type: none"> <li>▪ Establish School Action Plan/Review process – Strengthen Adult SEL and Student SEL</li> </ul>	Evidence that the School Growth Plan is connected to FESL (Framework For Enhancing Student Learning).
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b. Effective Communication

Intention	Action	Evaluation
<p>Implement a Communications Program that is focused on consistent, inclusive, open and transparent two-way communication.</p>	<p>Strengthen internal communications:</p> <ul style="list-style-type: none"> <li>○ Develop a district-wide Social Media Guideline for schools.</li> <li>○ Each school will create a communication plan to activate when topics of concern arise that need clear messaging.</li> <li>○ Establish standards and practices regarding communications for school administrators to implement for school-home communication practices. These practices will be addressed through an equity lens to ensure all families receive timely and meaningful communication. <ul style="list-style-type: none"> <li>○ Monthly Newsletters</li> <li>○ Websites</li> <li>○ Telephone Calls</li> </ul> </li> </ul>	<p>Guideline is produced and presented on the first day with staff each year.</p> <p>There will be a written communication plan in use for each school site. Plan is created as a result of data collected from families regarding their needs related to communication.</p> <p>Every school will produce a monthly newsletter that is accessible by all families.</p>

<p>Build trust in the district, the board and schools by ensuring stakeholders have timely access to information about education initiatives, current events, programs and activities in our schools.</p> <p>Foster strong relationships by providing opportunities for stakeholder engagement in public education.</p>	<p>Provide increased opportunities for meaningful communication with SD59 Schools, district leaders and Board of Education</p> <p>Identify key individuals from Board and senior management to represent district at business and community events.</p> <p>Establish a culture of team commitment and understanding that staff, employees, educators and administrators are district representatives (establishing collective efficacy).</p> <p>Create a Student Voice Adult Leadership Team (administration and teacher leaders at each school).</p> <p>Adult leaders create quarterly workshops for Student Voice Teams to attend.</p> <p>Student teams to take responsibility for school based (district based) projects connected to the Strategic Plan.</p>	<p>Yearly schedule summarizing who is meeting with outside user groups to share district information. Use this data to address gaps in communication.</p> <p>Survey stakeholders to determine their understanding of the school district's initiatives and programs.</p> <p>Through communication plans and a focused effort on following process there are fewer concerns from all stakeholders.</p> <p>Reduction in staff turn-over. Anecdotal evidence of pride in working for School District 59.</p> <p>Every school across School District 59 will have an active Student Voice group</p> <p>Student groups submit proposals for funding to carry out school plans.</p> <p>Student Voice creates Student Ambassadors for Compassionate Systems Leadership.</p>
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<p>Enhance and protect the district's brand.</p>	<p>Continue to update the district website to ensure consistent branding and provision of SD59 information</p> <p>Senior Admin will produce monthly newsletters to showcase and highlight initiatives and events in the district starting December 2020 to be distributed to All Staff.</p>	<p>Increased connectedness between district and schools. We will seek feedback from all district stakeholders through questions posed within the newsletter. Evidence of readership through staff responses and through participation in monthly prize draws.</p>
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**Priority 2: Foundational Skills and Core Competencies**

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

**Goal 1:**

SD #59 will integrate core competencies into all K-12 curricular areas as a foundation for learning.

Intention	Action	Evaluation
<p>All teachers will have a shared understanding and language connected to the Core Competencies in kindergarten to grade 12.</p> <p>All teachers will explicitly teach Core Competencies through all curriculum areas with linking of competencies to curricular outcomes.</p>	<p>Review what individual schools and classrooms are doing regarding Core Competency instruction and assessment.</p> <p>Collect exemplary resources.</p> <p>Create a Core Competency working group to create a scope and sequence timeline for meaningful, authentic connections between the curriculum and the core competencies to allow for student success.</p> <p>Provide in-service on linking core competencies across the curriculum.</p>	<p>Complete review.</p> <p>A resource list has been completed and accessible for all teaching staff.</p> <p>Scope and sequence timeline.</p> <p>Review the impact that the in-service has had on connecting the curriculum and the competencies.</p>

**Goal 2:**

SD #59 will build the skills and efficacy of all learners in balanced numeracy and literacy.

a. Numeracy

Intention	Action	Evaluation
To create a balanced numeracy program based on research to increase student achievement.	<ul style="list-style-type: none"><li>• Compile research on best teaching strategies to engage learners in numeracy</li><li>• Create a primary numeracy project that models the primary literacy project.</li></ul>	<ul style="list-style-type: none"><li>• In-service offered to primary and intermediate teachers</li><li>• Common language developed</li><li>• Numeracy PLC is created. Numeracy bubble sheets. Tracking of foundational skills in grades K-3</li><li>• Increased scores on FSA's and District SNAP assessment</li></ul>

b. Literacy

Intention	Action	Evaluation
To sustain and grow a balanced literacy program based on research to increase student achievement	<ul style="list-style-type: none"><li>▪ To continue to have a district focus and support for the primary project</li><li>▪ To continue to engage intermediate teachers through the Intermediate PLC</li><li>▪</li></ul>	Monitor and reflect on literacy data: <ul style="list-style-type: none"><li>▪ FSAs</li><li>▪ F and P</li><li>▪ primary bubble sheets about alphabet knowledge and phonological and phonemic awareness skills</li></ul>

	<ul style="list-style-type: none"> <li>▪ To develop a Gr. 7 – 12 Educated Citizen PLC</li> <li>▪ Targeted in-service for new teachers on foundational primary literacy skills</li> <li>▪ Ongoing in-service for teachers on research-based literacy skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provincial Literacy assessments</li> </ul>
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**Priority 3: Sustainable Use of our Resources**

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

**Goal 1:**

SD #59 will effectively manage district facilities and anticipate future infrastructure needs in support of education.

Intention	Action	Evaluation
We will develop a database to warehouse information to be used for internal infrastructure purposes.	<p>The <b>Database</b> will consist of:</p> <p>Overview for each building in the district:</p> <ul style="list-style-type: none"> <li>- <b>Building Details summary</b> <ul style="list-style-type: none"> <li>○ Age</li> <li>○ Heating System</li> <li>○ Roof replacement / upgrade</li> <li>○ Playground</li> <li>○ Bathroom</li> <li>○ Flooring, including gym, etc.</li> <li>○ Windows</li> </ul> </li> </ul>	Database completion

	<ul style="list-style-type: none"><li>○ Other / Etc.<ul style="list-style-type: none"><li>▪ Fume Hoods</li><li>▪ Science Rooms</li></ul></li><li>○ <i>Pictures to present current status.</i></li><li>- Meet annually with each school-based administrator to <b>discuss school needs.</b><ul style="list-style-type: none"><li>○ School administrators will be consulted regarding the creation of multi-year plans for infrastructure for their schools.</li></ul></li><li>- <b>Secretary Treasurer &amp; Director of Operations</b> -&gt; Qualitative comments or data related to the Building Details summary by site, including plan for projects in annual capital plan submission to the Ministry of Education.</li><li>- <b>Capacity Review:</b> assess catchment versus in catchment area versus approved circumstances related to student enrolment.</li><li>- A review of the ministry capacity number with the school plan to ensure the two align.</li></ul>	
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<p>Identify potential school capacity concerns or challenges (Dawson Creek and Chetwynd catchment areas).</p> <p>To develop a comprehensive planning tool (10-year projection).</p> <p>Anticipate future infrastructure needs.</p>	<p>We will complete a Catchment Area Review to determine if the catchments match (Dawson Creek and Chetwynd) current needs by June 2022.</p> <p>To create a Long-Range Facilities Plan (LRFP) by June 2022.</p> <p>To continue AFG and Capital planning annual submissions.</p> <p>Supporting Documents:</p> <ul style="list-style-type: none"> <li>- Assessment Reports <ul style="list-style-type: none"> <li>o HVAC</li> <li>o Roofing</li> <li>o Playgrounds.</li> </ul> </li> </ul>	<p>Balance the availability of capacity across each geographic area.</p> <p>Complete the plan.</p> <p>Annual submission of reports to the Ministry of Education (Capital Management Branch) and to the Board of Education for approval if required.</p>
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**Goal 2:**

SD #59 will ensure equitable and effective use of resources within all educational programs and initiatives.

Intention	Action	Evaluation
<p>To provide financial support for the SD59 Framework for Enhancing Student Learning.</p> <p>Review district programs to determine if they are impacting district achievement.</p>	<p>To design a multiyear expenditure plan for reserve funds, the plan would align with the strategic plan timeline.</p> <p>Collect data for specific district programs.</p>	<p>Submit plan to the board for approval.</p> <p>Complete review and inform the board of the results.</p>



<p>Identify significant risks, prioritize these risks and implement appropriate risk mitigation strategies and monitoring procedures.</p>	<p>Complete an Enterprise Risk Management process, this will be done by engaging a professional through a request for proposal process.</p>	<p>Complete the process.</p>
<p>Increase equity among school budgets</p>	<p>Create multi-year reports that compare school budgets, ST to meet with admin once a year for an in-depth financial report review.</p>	<p>Have reports available to the administrators to aide in budget development.</p>
<p>Increase availability of district resources</p>	<p>Create Learning Commons and policy/handbook regarding intellectual property and knowledge.</p>	<p>Complete development of Learning Commons and increase awareness of the resource. Create policy regarding intellectual property and knowledge.</p>
<p>Build leadership capacity within the district.</p>	<p>Leadership Academy for teachers and school-based principals and vice-principals.</p> <p>Create a format where staff voice is honoured at the school level, data is collected, and feedback is given.</p>	<p>Beginning January 2021 (18-month ongoing cycle) – Completion of this cycle = Summer 2022.</p> <p>Established culture of team commitment and understanding that staff, employees, educators and administrators are all district representatives.</p> <p>Evidence of a shift within the S.O.A.R. (Strengths, Opportunities, Aspirations and Results) Strategy</p>

**Goal 3:**

SD #59 will provide equitable access to technology at schools and educate students and staff to be responsible, problem solving, digital citizens.

Intention	Action	Evaluation
<p><b>Equitable Access:</b> The District will have a database listing the technology allocation and access at each school, including hardware, software and web-based applications.</p> <p>To promote consistency across the District, the purchase, access, and allocation of technology will be based on an approved list of hardware, software, and web-based applications.</p> <p><b>Educating Students and Staff:</b> All students and staff will become responsible digital/educated citizens.</p>	<p>Each site will complete a technology survey which be used to populate a database. The database will be updated on a continual basis.</p> <p>A formal app/web application approval process will be created and implemented.</p> <p>The Technology Systems Manager will create a list of District approved technology to include hardware, software, and web-based applications.</p> <p>Allocate resources to create equity for schools identified as in need.</p> <p>Teachers will come together to create a definition of digital/educated citizenship, which will include a list of skills to be developed and a scope and sequence.</p>	<p>Completed and in use.</p> <p>All schools have equal access to technology.</p> <p>Teachers from K-12 are intentionally teaching digital literacy skills to students.</p>

	In-service/training for teacher librarians will be created to provide them with the skills and knowledge to be digital citizenship leaders in their schools.	
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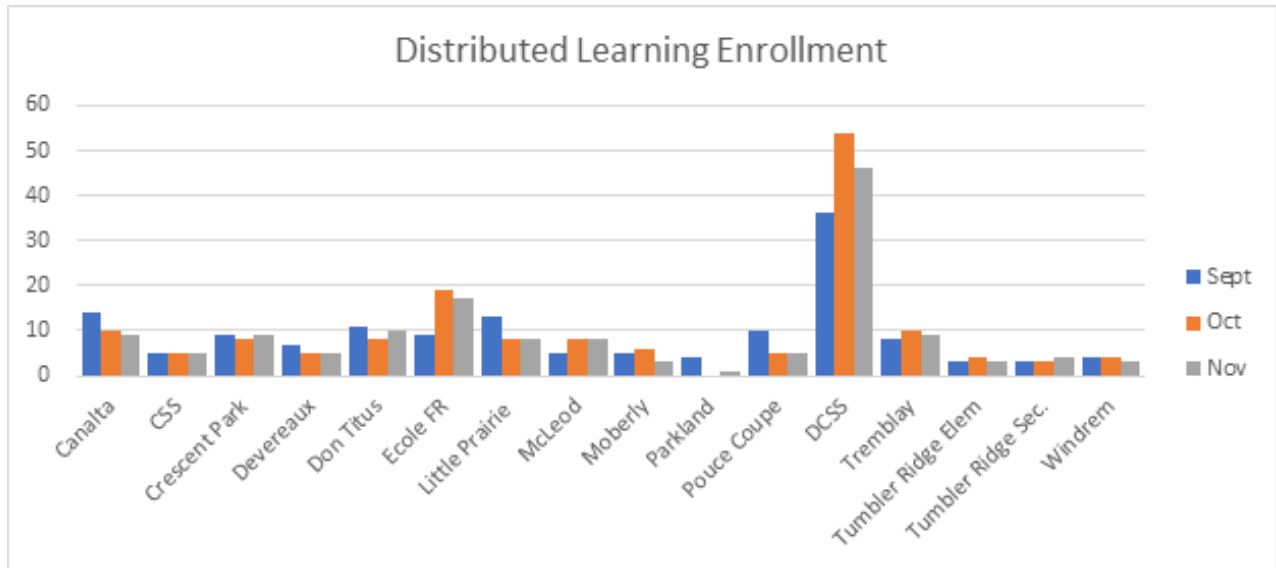


# School District No.59 (Peace River South)

November 19, 2020

School District #59 Trustees

## RE: In-class Instruction Update



School	Sept	Oct	Nov
Canalta	14	10	9
CSS	5	5	5
Crescent Park	9	8	9
Devereaux	7	5	5
Don Titus	11	8	10
Ecole FR	9	19	17
Little Prairie	13	8	8
McLeod	5	8	8
Moberly	5	6	3
Parkland	4	0	1
Pouce Coupe	10	5	5
DCSS	36	54	46
Tremblay	8	10	9
Tumbler Ridge Elem	3	4	3
Tumbler Ridge Sec.	3	3	4
Windrem	4	4	3
<b>Total FTE</b>	<b>146</b>	<b>157</b>	<b>145</b>



## School District No.59 (Peace River South)

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November 17, 2020

School District #59 Trustees

### **RE: Property Update – Rolla Elementary School**

On November 2, 2020, the School District accepted an offer to purchase Rolla Elementary School for \$53,000. The deal contained no conditions and closed on November 12, 2020.

Melissa Panoulis  
Secretary Treasurer



# School District No.59 (Peace River South)

November 20, 2020

School District #59 Trustees

## RE: 2020 BCSTA School District Survey Results

The BCSTA conducts an annual survey of BC school districts for trustee stipend and per diems.

The attached graphs show the district comparison to the 2020 survey results.

As well, the following table provides a summary of the results:

	Provincial				SD59 Rate	% of Average	% of Median
	High Rate	Low Rate	Average	Median			
Mileage	\$ 0.59	\$ 0.55	\$ 0.58	\$ 0.59	\$ 0.59	102%	100%
Meals	\$ 80.00	\$ 40.00	\$ 54.00	\$ 53.00	\$ 60.00	111%	113%

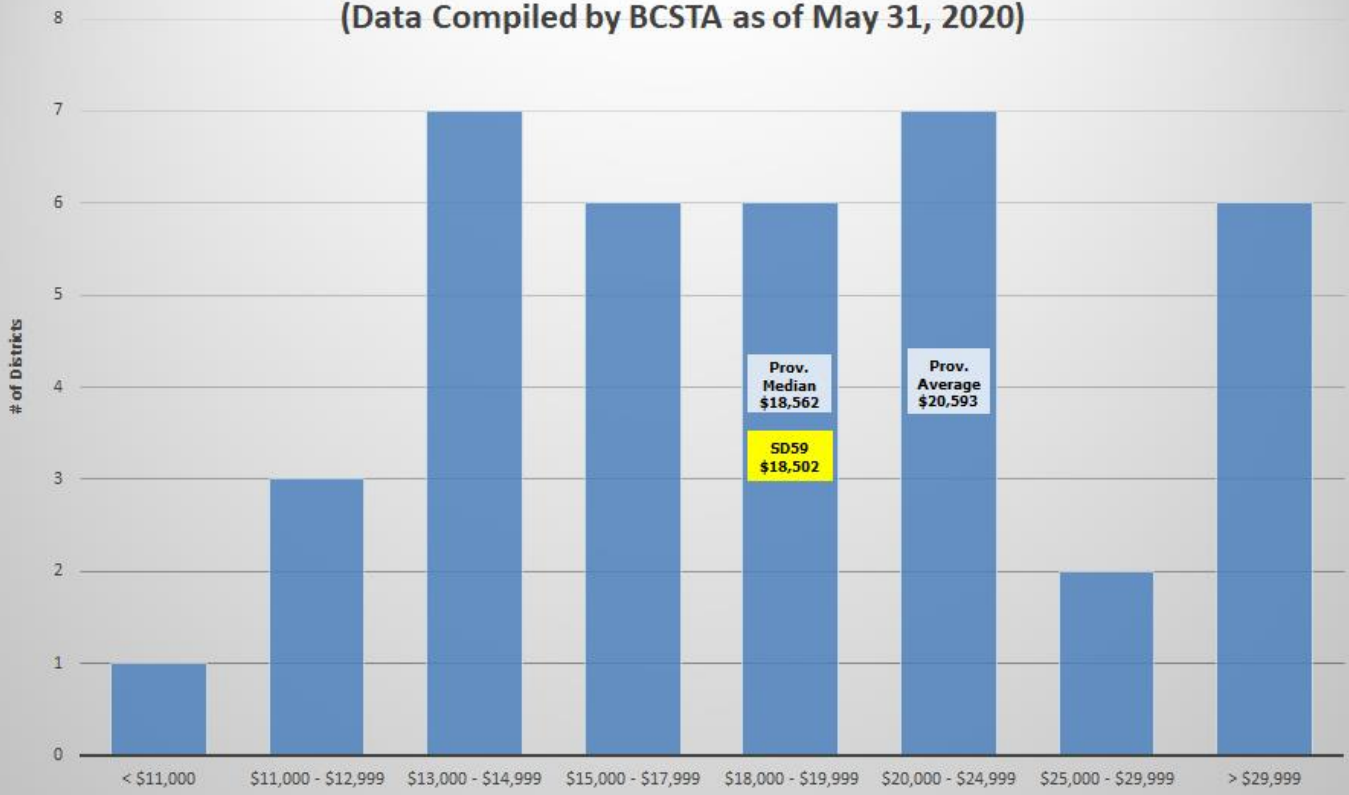
	Provincial				SD59 Rate	% of Average	% of Median
	High Rate	Low Rate	Average	Median			
Trustee	\$ 52,348	\$ 7,550	\$ 17,672	\$ 15,401	\$ 16,502	93%	107%
Vice-Chair	\$ 54,966	\$ 8,600	\$ 18,976	\$ 16,941	\$ 17,502	92%	103%
Chair	\$ 57,583	\$ 10,000	\$ 20,593	\$ 18,562	\$ 18,502	90%	100%

For the 10 Similar Sized Districts:

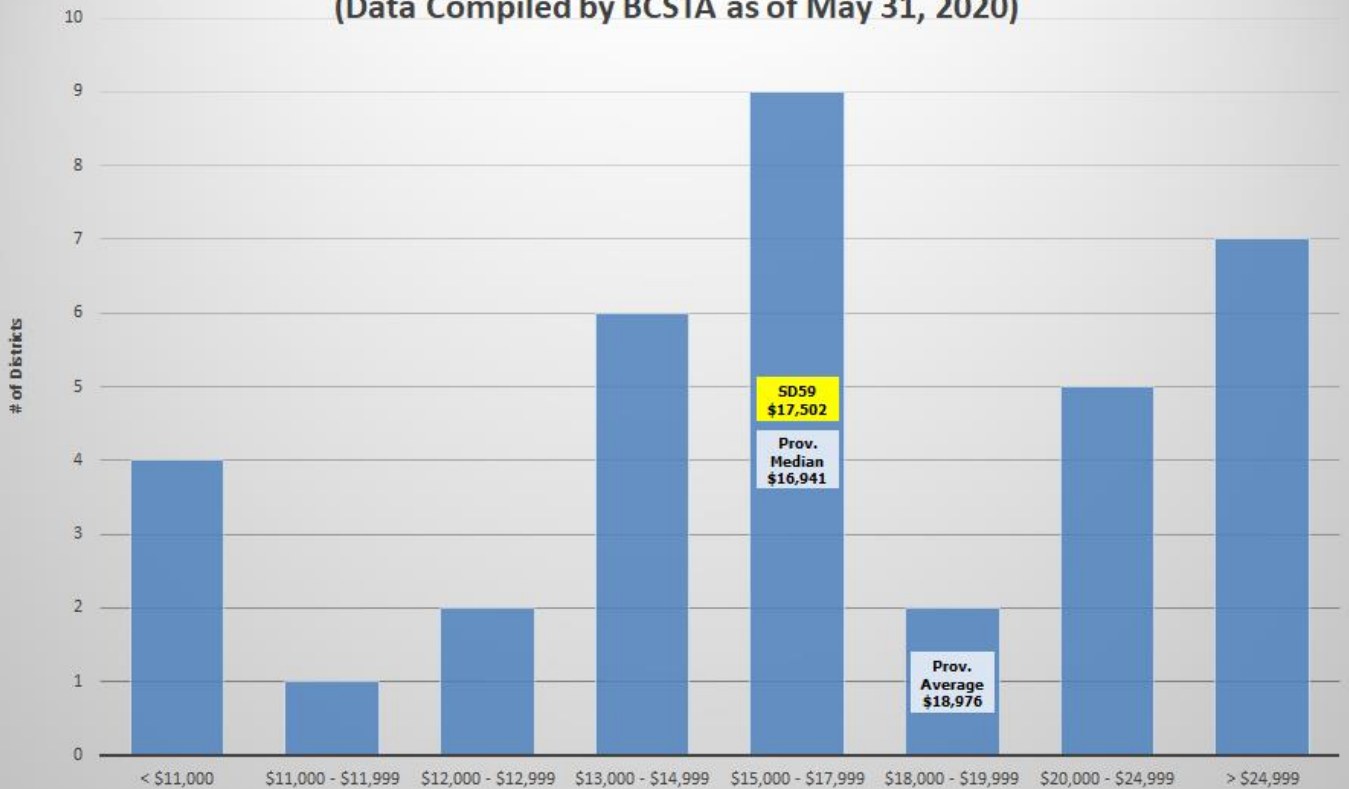
	Similar Sized Districts				SD59 Rate	% of Average	% of Median
	High Rate	Low Rate	Average	Median			
Trustee	\$ 18,334	\$ 9,987	\$ 14,481	\$ 15,000	\$ 16,502	114%	110%
Vice-Chair	\$ 21,000	\$ 10,388	\$ 15,750	\$ 16,500	\$ 17,502	111%	106%
Chair	\$ 23,500	\$ 11,914	\$ 17,632	\$ 18,000	\$ 18,502	105%	103%

Melissa Panoulis  
Secretary Treasurer

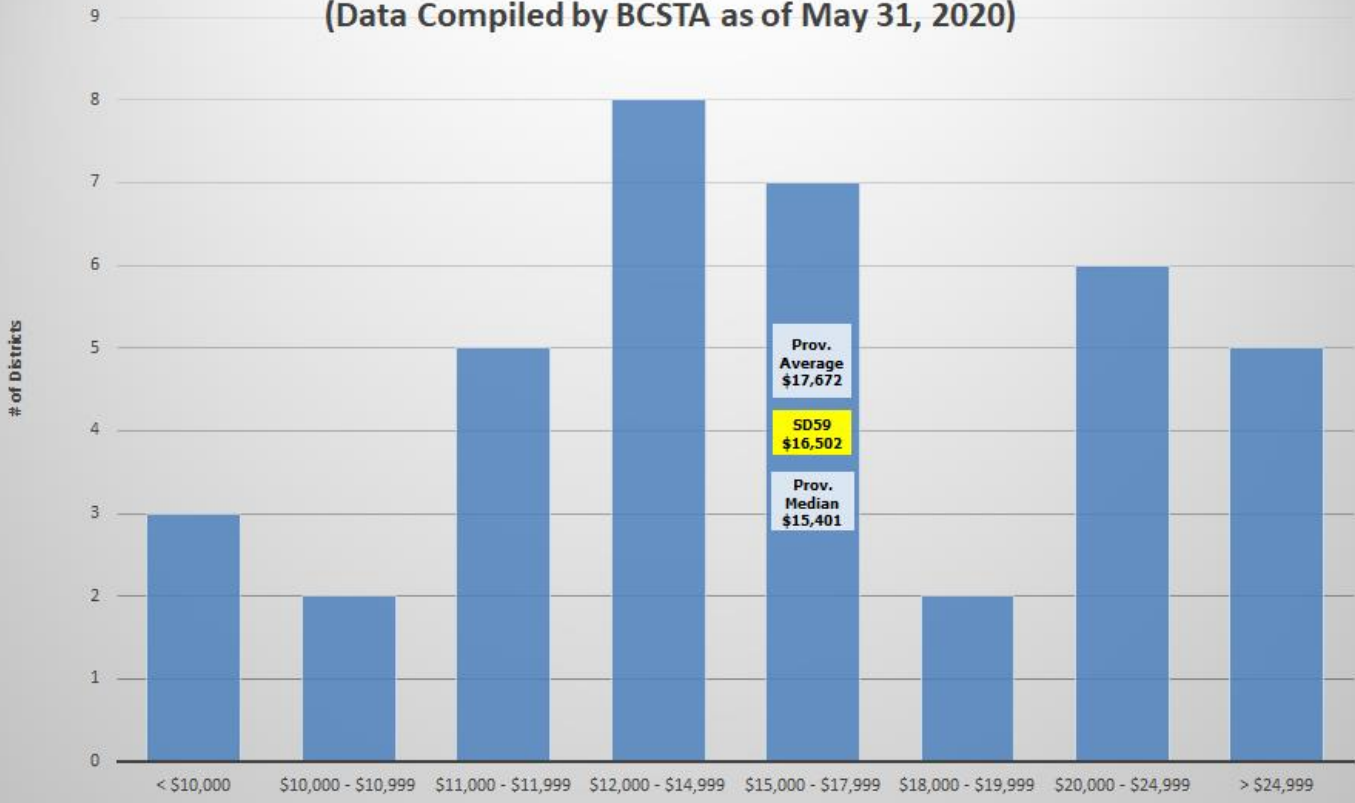
### School District Stipend Rates - CHAIRS (Data Compiled by BCSTA as of May 31, 2020)



### School District Stipend Rates - VICE-CHAIRS (Data Compiled by BCSTA as of May 31, 2020)



### School District Stipend Rates - TRUSTEES (Data Compiled by BCSTA as of May 31, 2020)

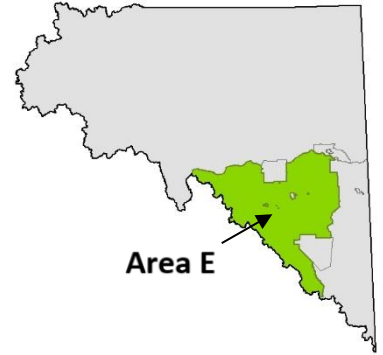






PEACE RIVER REGIONAL DISTRICT

From the Office of Electoral Area E



November 19, 2020

Board of Education  
School District No 59 Peace River South  
1600 7<sup>th</sup> Street  
Dawson Creek, BC V1G 4R8

**RE: Chetwynd Library Replacement Project**

Dear Trustees,

As you may be aware, the Peace River Regional District (PRRD) has been working with the District of Chetwynd and the Chetwynd Library Board, along with other community partners, to consider options to construct a new library in Chetwynd. The current library is over 50 years old, meaning it is past its useful life and the building no longer meets the needs of the community.

In 2017, at the request of the District of Chetwynd and the Chetwynd Library Board, the PRRD started the process to examine options to either upgrade the current library or build a new library in Chetwynd. Funds were budgeted by the PRRD to conduct a high level feasibility study, which included forming an Advisory Committee and hiring a consultant specializing in library services to lead the project. The study was completed, and the final report was presented in a joint meeting to the Electoral Area Director for Area E and District of Chetwynd Mayor and Council.

It was determined through the 2017 feasibility study that a new facility was needed, and in mid-2018, an architect was hired to develop a concept and to provide preliminary Class 'D' estimates for the construction of their proposed concept for the facility. A design was developed for an 8,000 sqft facility, and in 2019 the PRRD applied to the Investing in Canada Infrastructure Program for grant funding of \$6.5 million of the estimated overall project budget of \$8.3 million. The grant application was unsuccessful.

The PRRD is continuing to examine its options to find a cost effective solution to construct a new library. In doing so we are reaching out again to community stakeholders to determine if there is a possibility of partnering to develop a facility that will meet the needs of community and stakeholders. In the coming months we will be meeting with the Chetwynd Library Advisory Committee to develop a path forward. We hope that as this process continues that we can continue to seek feedback from the School District and investigate if there is an opportunity to partner in the future.

**diverse. vast. abundant.**

**PLEASE REPLY TO:**

Box 810, 1981 Alaska Ave, Dawson Creek, BC V1G 4H8 Tel: (250) 784-3200 or (800) 670-7773 Fax: (250) 784-3201 Email: prrd.dc@prrd.bc.ca  
 9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-1125 Email: prrd.fsj@prrd.bc.ca

For more information on the project and what has been completed to date please see our website at <https://prrd.bc.ca/engage/chetwynd-public-library-feasibility-study/>. Should you require any further information please feel free to contact me or Trish Morgan, General Manager of Community Services, at [trish.morgan@prrd.bc.ca](mailto:trish.morgan@prrd.bc.ca). We look forward to engaging with you in the future.

Yours truly

A handwritten signature in black ink, appearing to read 'Dan Rose', written over a faint, illegible printed name.

Dan Rose

Electoral Area 'E' Director