



# School District No.59 (Peace River South)

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## BOARD OF EDUCATION OF SCHOOL DISTRICT NO.59

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

### Open Session Minutes

DATE & TIME: September 19, 2018 - 1:00 PM

PLACE: School Board Office – Dawson Creek

PRESENT: Trustees:  
T. Ziemer –Chair  
C. Hillton – Vice-Chair  
R. Powell  
S. Berringer  
A. Smith  
W. Ezeard  
N. Soontiens

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

Guests: J. Neufeld, SRBG  
E. Fitzpatrick, PRSTA  
A. Schurmann  
J. Lalonde  
C. Anderson

Media: A. Cozicar, Dawson Creek Mirror

Called to Order – 1:05 PM

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

### APPROVAL OF AGENDA

Additions: R5.6 Pouce Coupe School Update

Deletions:

(2018-09-005)  
MOVED/SECONDED – Ezeard/Smith  
THAT, the Regular Meeting agenda be approved as amended.  
CARRIED UNANIMOUSLY

## 1.0 ITEMS FOR ADOPTION

### R1.1 Regular Board Meeting Minutes – June 20, 2018

The Chair asked for any corrections to the minutes.

(2018-09-006)

The Chair declared the minutes of the open meeting June 20, 2018 approved as distributed.

### R1.2 Excerpts Closed Board Meeting – June 20, 2018

(2018-09-007)

The Chair declared the excerpts of the closed meeting on June 20, 2018 approved as distributed.

### R1.2 Excerpts Closed Board Meeting – July 26, 2018

(2018-09-008)

The Chair declared the excerpts of the closed meeting on July 26, 2018 approved as distributed.

## 2.0 BUSINESS ARISING

## 3.0 ESSENTIAL ITEMS

## 4.0 PRESENTATIONS

### R4.1 – Auditor Report (Sander Rose Bone Grindle LLP)

Mr. Neufeld from Sander Rose Bone Grindle Accounting Firm presented the audit report to the board. The auditor found the financial statements to present fairly, in all material aspect, in accordance with all required regulation.

The auditor reviewed the audit letter provided to management. The audit letter indicates any concerns, observations, and recommendations. The auditors found no major issues and no additional internal controls were recommended.

## 5.0 REPORTS FROM THE SECRETARY TREASURER

### R5.1 Audited Financial Statements 2017-18

The district recorded an operating surplus of \$324,877 for the 2017-18 year.

Revenues were increased in part to additional funding grants (economic stability grant (\$21,000) and the recruitment and retention workforce stability fund (\$61,000)) and an increase in investment income. Expenses were 1.8 million lower, the main variance came from expenses was salaries and benefits which came in 1.4 million lower than budgeted. The Secretary-Treasurer stressed the District needs to look at budgeting the expenses accurately, so the variance isn't so large.

(2018-09-009)

MOVED/SECONDED – Hillton/Berringer

THAT, the Board approve the 2017-18 audited financial statements as presented.

CARRIED UNANIMOUSLY

R5.2 Audit Management Letter

Reviewed under R4.1 – Auditor Presentation.

R5.3 Reserve Analysis

The Secretary Treasurer presented a summary of reserve funds as of June 30, 2018.

School reserves - \$1.179 million (increased \$159,000)

District reserves - \$6.924 million (decreased \$72,000)

The following is a breakdown of District Reserves:

Unrestricted Equity - (not designated) - \$1.566 million

Internally Restricted - (contingency) – \$2.237 million

Internally Restricted – (designated) – \$2.626 million

Special Purpose (designated) – \$495,000

Local Capital Funds – (no designation or restriction) - \$0

A further breakdown of the above funding accounts was reviewed. The Secretary-Treasurer advised the Board needs to consider removing the internally restricted contingency reserve and the \$500,000 transportation contingency to unrestricted equity as there are no designated plans for these restricted funds in the coming three years.

School funds increased and on average the schools are carrying higher than normal surpluses and trust funds. The Secretary Treasurer will inquire with Principals to determine if these funds are appropriate.

R5.4 Preliminary Enrolment

As of September 14<sup>th</sup>, 2018, the preliminary enrolment was reported at 3622 FTE (increase of 89.5 FTE from projected enrolment).

Final enrolment numbers will be determined as of September 30, 2018. Ministry funding is based on final enrolment numbers.

R5.5 Chetwynd School Closure

As reported by the Secretary Treasurer in June, there is a concern with capacity of the elementary schools in Chetwynd and the school enrolment numbers were to be reviewed in September.

The preliminary enrolment is reporting the following elementary school capacity:

	Year built	Ministry Capacity	Nominal Capacity	Preliminary 2018/19 FTE	Utilization Rate
Little Prairie	1995	295	295	221	75%
Don Titus Montessori	1966	245	195	96	49%
Windrem	1959	195	195	82	42%

The overall utilization rate of the elementary schools currently is 58%. By combining the students into two schools the utilization rate would increase to 81%.

The Secretary-Treasurer reported on the condition of the buildings and expected maintenance required in the future. The Secretary-Treasurer is concerned that money spent on excess capacity is not the most efficient use of the funds. The Secretary-Treasurer requested the Board to proceed with a school closure review of Don Titus Montessori School. Approval of the review process would give the district staff approval to continue to gather data to present to the board to determine if a school closure should proceed.

Concerns were brought forward:

- students that moved to Don Titus Montessori from the closure of the French Immersion program will be asked to move again
- timing of election will put one of the biggest decisions a board makes onto a new board
- will there be a future need for student space if Chetwynd grows (consult with the District of Chetwynd to consider their long-term plan for growth)
- the condition of the building isn't so bad that the decision is urgent
- there is significant unused space at the high school

Members of the Board felt the board has a fiscal responsibility to start the review process to see what options are available. Through the process, it may be determined, or the board may vote to not close the school.

(2018-09-010)

MOVED/SECONDED – Ezeard/Powell

THAT, the Board approve to proceed with the process of a proposed closure review of Don Titus Montessori School.

CARRIED (OPPOSED - Hillton, Smith, Soontiens)

R5.6 Pouce Coupe School Update

The Secretary Treasurer reported the District worked with the Village of Pouce Coupe and the Pouce Coupe Library Board over the summer to renovate part of the public library space to a classroom to accommodate the increase in student enrolment at that school. The classroom is a temporary measure; the District has submitted a request for a classroom expansion on the school to the Ministry of Education. The District won't know if they are successful with the classroom expansion submission until the spring of 2019. The temporary space is currently being used as a Kindergarten classroom with 18 students.

6.0 REPORTS FROM THE SUPERINTENDENT OF SCHOOLS

R6.1 School/Student News

The Superintendent has visited many of the schools already and the start-up of the school year has been very positive. The Superintendent plans on visiting schools the remaining within the next few weeks.

R6.2 Student Discipline Report

The student discipline report for the month of June was reviewed. Following is a breakdown of the main offences:

- Fighting: 7
- Safety of Others: 4
- Controlled Substance: 3

A summary report of the last eight years was reviewed.

R6.3 Personnel Announcement

The Superintendent announced the following appointments:

Effective August 1, 2018:

- Cynthia Percy, Vice-Principal of DCSS - Central Campus, effective August 1, 2018
- Jeff Corcoran, Vice-Principal of Ecole Frank Ross, effective August 1, 2018
- Randy Parr, Vice-Principal of Tremblay Elementary School, effective August 1, 2018

R6.4 – Staffing Issues:

The Superintendent reported on the current staffing status of the School District. The District still has 6 positions posted, which equals approximately 3.0 FTE, with the anticipation of more vacancies to fill. Currently there are 10.18 FTE Letter of Permission positions in the district. The District provides training and mentorship to all of these individuals.

R6.5 Class size and Composition

Principals are working on resolving any class size and composition issues they may have. Principals are expected to reconfigure schools up to September 30<sup>th</sup> if a reconfiguration would eliminate a class size or composition issues. Any situations that are unable to be resolved by the end of September will result in remedies for the teachers affected.

7.0 TRUSTEE ITEMS

R7.1 BCSTA Update – N. Soontiens

Trustee Soontiens reported on the latest news and events of BCSTA.

With the trustee election coming up in October, the Provincial Trustee Academy held at the end of November will focus on new trustee orientation. All trustees are encouraged to attend.

General Voting Day for trustee elections will be on October 20, 2018.

8.0 COMMITTEE REPORTS

8.1 Policy Committee

The policy committee reviewed all the feedback received from circulating the draft version of the Diversity and Inclusion policy and regulation. This policy includes parts of policy and regulation 4080: Learning Services-Inclusion and policy and regulation 4090: Diversity in School Community; those policies would be repealed upon approval. The policy committee recommended re-circulating the revised draft version of the policy and regulation based on the feedback received.

(2018-09-011)

MOVED/SECONDED – Hillton/Powell

THAT, the Board approve to re-circulate Policy 4075: Diversity and Inclusion until the next board meeting date to allow for feedback on the revised draft version.

CARRIED UNANIMOUSLY

9.0 DIARY

10.0 NOTICE OF MOTION

11.0 QUESTION PERIOD

A 10-minute question and answer period was held.

12.0 FUTURE BUSINESS

R12.1 - Regular Board Meeting – October 24, 2018 – Dawson Creek

ADJOURNMENT

(2018-09-012)

MOVED – Ezeard


THAT, the Regular Meeting be terminated. (2:50 PM)

CARRIED UNANIMOUSLY

CERTIFIED CORRECT:

A blue ink signature consisting of several overlapping loops and scribbles, positioned above a horizontal line.

(T. Ziemer) Board Chair

A blue ink signature in cursive script, positioned above a horizontal line.

(M. Panoulis) Secretary Treasurer