



School District No.59 (Peace River South)

PUBLIC BOARD MEETING

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

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

Please contact Richell Schwartz to register for the meeting:

Phone: 250-782-8571, ext. 217

Email: rschwartz@sd59.bc.ca



School District No.59 (Peace River South)

Open Board Meeting Agenda

Date: April 24, 2024 @ 1:00 PM

Place: School Board Office – Dawson Creek, BC

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

APPROVAL OF AGENDA

RECOMMENDED MOTION: THAT the Board of Education of School District No. 59 (Peace River South) adopt the April 24, 2024 Regular Meeting agenda as presented.

1. ITEMS FOR ADOPTION

R1.1 – Regular Board Meeting Minutes – March 13, 2024

R1.2 – Excerpts Closed Meeting – March 13, 2024

2. BUSINESS ARISING

3. ESSENTIAL ITEMS

4. PRESENTATIONS

5. CORRESPONDENCE

R5.1 - March 26, 2024 - Letter from Ministry of Education and Child Care re: Targeted Indigenous Education Funding (2022-23)

RECOMMENDED MOTION:

THAT the Board of Education of School District No. 59 (Peace River South) receive the correspondence.

6. REPORTS FROM THE SUPERINTENDENT OF SCHOOLS

R6.1 – School/Student News

R6.2 – BCSTA Rural and Remote Network

R6.3 – Strategic Plan Update



R6.4 – Recruitment & Retention Update

R6.5 – Cell Phone Use: Provincial Standards for Codes of Conduct

7. REPORTS FROM THE SECRETARY-TREASURER

R7.1 – Monthly Finance Report – March 2024

R7.2 – 2024-2025 Capital Plan Response Letter/ Bylaw

RECOMMENDED MOTIONS:

THAT, the Capital Project Bylaw No. 2024/25-CPSD59-01 of the Board approved by the Minister as outlined in the letter received from the Capital Management Branch dated March 15, 2024 be read a first time.

THAT, the Capital Project Bylaw No. 2024/25-CPSD59-01 of the Board approved by the Minister as outlined in the letter received from the Capital Management Branch dated March 15, 2024 be read a second time.



School District No.59 (Peace River South)

THAT the Board allows the third reading of Capital Project Bylaw No. 2024/25-CPSD59-01 to occur in the April 24, 2024 meeting.

THAT, the Capital Project Bylaw No. 2024/25-CPSD59-01 of the Board approved by the Minister as outlined in the letter received from the Capital Management Branch dated March 15, 2024 be read a third time, passed, and adopted.

R7.3 – Lead in Water Testing Results

R7.4 - 2024-2025 Annual Budget – Draft 3

RECOMMENDED MOTION:

THAT the School District No. 59 (Peace River South) Annual Budget Bylaw for the fiscal year 2024-2025 showing the estimated revenues and expenditures and the total budget bylaw amount of \$67,771,879 for the 2024-2025 fiscal year be read a second time.

R7.5 – Secretary Treasurer Report – April 2024

8. TRUSTEE ITEMS

R8.1 – BCSTA Update – R. Gulick

9. COMMITTEE REPORTS

R9.1 – Indigenous Education Councils

R9.2 – Policy Committee

- Policy/Regulation 2150 Trustee Code of Conduct* *New name*
- Regulation 2250 Policy Development – FOR INFORMATION

RECOMMENDED MOTION: *THAT the Board adopt Policy and Regulation 2150 Trustee Code of Conduct as presented.*

10. DIARY

11. QUESTION PERIOD

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

12. FUTURE BUSINESS / EVENTS

R12.1 – Open Board Meeting – May 15, 2024 (Tumbler Ridge)

ADJOURNMENT

RECOMMENDED MOTION: *THAT the Regular Meeting of April 24, 2024 be adjourned.*



School District No.59 (Peace River South)

BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 59

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

Open Board Meeting Minutes

DATE & TIME: March 13, 2024 – 1:00 PM

PLACE: School Board Office, Dawson Creek, BC

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

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

REGRETS: Nil

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: Nil

Deletions: Nil

(2024-03-004)

MOVED/SECONDED – Schurmann/Jones

THAT, the Board of Education of School District No. 59 (Peace River South) approve the March 13, 2024 Regular Meeting agenda as presented.

CARRIED

1.0 ITEMS FOR ADOPTION

R1.1 Regular Board Meeting Minutes – February 21, 2024

The Chair asked for any corrections to the minutes.

(2024-03-005)

The Chair declared the minutes of the open meeting February 21, 2024, approved as presented.

R1.2 Excerpts of Closed Board Meeting – February 21, 2024

(2024-03-006)

The Chair declared the excerpts of the closed board meeting February 21, 2024, approved as presented.

2.0 BUSINESS ARISING

3.0 ESSENTIAL ITEMS

4.0 PRESENTATIONS

R4.1 International Field Trip – Dawson Creek Secondary School-South Peace Campus – S. Heily

Ms. Heily made a presentation to the Board to request approval for a student trip to France in May 2025. The trip is specific to French Immersion students in grades 11 and 12 at Dawson Creek Secondary School-South Peace Campus. The students are completing their dual dogwood diploma (English and French designation), and the trip offers them an enriching opportunity to apply their language and skills in an immersive setting. The students would also experience the vibrant culture of France through visits to Paris, Avignon, French Riviera and Milan.

5.0 CORRESPONDENCE

R5.1 Letter from District of Tumbler Ridge re: Invitation to Strategic Planning – February 22, 2024

Trustee Gulick removed herself from the board table due to a declared conflict of interest.

(2024-03-007)

MOVED/SECONDED – Gulick/Mounsey

THAT, the Board of Education of School District No. 59 (Peace River South) receive the correspondence.

CARRIED

(2024-03-008)

MOVED/SECONDED – Schurmann/Wards

THAT, the Board of Education of School District No. 59 (Peace River South) direct the Board Chair to reply to the Mayor and Council of Tumbler Ridge, thanking them for their February 22, 2024 letter and feedback relative to the Strategic Plan and Budget Consultation session.

DEFEATED – Opposed: Mounsey, Jones, Hillton

Trustee Gulick returned to the board table.

6.0 REPORTS FROM THE SUPERINTENDENT OF SCHOOLS

R6.1 School/Student News

The Superintendent reported school/student news:

- Ecole Frank Ross students are researching famous artists. Students and Parents attended the annual Tombola festival hosted by Canadian Parent for French. The festival is a fundraiser for the group that includes festivities of the French culture, games, and prizes.
- Crescent Park Elementary basketball team had fun playing a game against local firefighters and paramedics – a 17-year tradition at the school.
- Schools participated in Pink Shirt Day – taking a stand against bullying, many activities were focused on treating others with kindness.
- Grade 7 students at Little Prairie Elementary are learning about careers. The students went to the local Northern Lights College Campus to check out the Youth Explore Trades (YETS) program.
- Science is in the air - DCSS-SP Biology 11 students created 3D cells, Central students used candy to create parts of a cell, Canalta students are studying different liquids, CSS students helped create a living plant wall, and many schools had visits from Science World as part of the On The Road program.
- The Central Campus Grade 8 Basketball Team enjoyed a friendly game against local paramedics and firefighters and came up with a win – by 1 point! Central is also hosting a basketball and volleyball fundraiser for a family that had a house fire, some students are off to Europe on an international field trip over Spring Break. Members of the Central Basketball Teams volunteered at the elementary basketball tournament.
- Moberly Lake Elementary School held their 2nd annual Trapper Days – the students had fun participating in many activities including ice fishing, building cabins with pretzel sticks, tracking animals and the popular animal scavenger hunt.
- Windrem Elementary students are having fun learning and celebrating different cultural events. Students are also focusing on social emotional learning and literacy centres.
- Canalta Elementary students are designing rollercoasters that they will then create and learning how to code using Scratch. Students are also learning about First Nations governance - how it was created and evolved over time.
- SD59 staff took part in the Saulteau Career Fair to promote various positions at the District.
- Student helpers in the library at Chetwynd Secondary School helped to create and take care of a living wall.

R6.2 Field Trips

Further to Ms. Heily's presentation under agenda item 4.1, the Board reviewed the request from Dawson Creek Secondary School-South Peace Campus to proceed with planning an international field trip to France in the spring of 2025. The trip is specific to French Immersion students in grades 11 and 12 and includes travel to Paris, Avignon, French Riviera and Milan.

(2024-03-009)

MOVED/SECONDED – Hillton/Gulick

THAT, the Board of Education of School District No. 59 (Peace River South) grant approval, in principle, to Dawson Creek Secondary School – South Peace Campus to proceed with planning the May 2025 French Immersion international field trip to France.

CARRIED

Dawson Creek Secondary School-Central Campus requested final approval to proceed with the French Immersion trip to Quebec from May 28-June 6, 2024.

(2024-03-008)

MOVED/SECONDED – Gulick/Wards

THAT, the Board of Education of School District No. 59 (Peace River South) grant final approval to Dawson Creek Secondary School – Central Campus to proceed with June 2024 French Immersion field trip to Quebec.

CARRIED

R6.3 2023 Adolescent Health Survey

The district received the 2023 Adolescent Health Survey results for School District No. 59. The survey is administered province wide to students in grades 7-12 and provides data relative to youth health trends, emerging issues, and risk and protective factors for healthy development of youth. A provincial report is available at [Home | McCreary Centre Society \(mcs.bc.ca\)](https://mcs.bc.ca).

R6.4 2024-2025 School Calendar

The 2024-2025 School Calendar was brought back to the Board for adoption. In total, feedback was received from four people. The feedback focused on the scheduling of the non-instructional days (NIDs). In addition, the Peace River South Teachers' Association did a survey of its members asking for feedback on the scheduling of early dismissal days and non-instructional days. After reviewing the feedback, no revisions were made to the draft calendar.

(2024-03-009)

MOVED/SECONDED – Gulick/Hillton

THAT, the Board of Education of School District No. 59 (Peace River South) adopt the 2024-25 School Calendar as presented.

CARRIED

7.0 REPORTS FROM THE SECRETARY TREASURER

R7.1 2024-2025 Budget-Draft 2

The Secretary Treasurer presented the second draft of the 2024-2025 annual budget and recommended the first of three readings of the bylaw. The Secretary Treasurer will continue to develop the budget in consultation with district staff and the Board, with the balanced budget and staff recommendations to be presented in the April 24th board meeting. In its deliberations, the Board will take into account the January 24th strategic plan and budget consultation information, the opportunities for focus presentation by staff, the enhancing student learning report and other district data to align financial resource allocations with SD59's learning and strategic plan goals and priorities.

(2024-03-010)

MOVED/SECONDED – Gulick/Jones

THAT, the School District No. 59 (Peace River South) Annual Budget Bylaw for the fiscal year 2024-2025 showing the estimated revenues and expenditures and the total budget bylaw amount of \$68,328,840 for the 2024-2025 fiscal year be read a first time.

CARRIED

R7.2 Secretary Treasurer Report – March 2024

The Secretary Treasurer’s report for March was provided for information.

8.0 TRUSTEE ITEMS

R8.1 BCSTA Update – R. Gulick

Trustee Gulick presented the latest news and events from BCSTA. The annual AGM will be held in Vancouver from April 18-21, 2024.

The BCSTA Provincial Council meeting was held virtually on February 24, 2024.

9.0 COMMITTEE REPORTS

R9.1 Indigenous Education Councils

The Dawson Creek Indigenous Council met on March 5th and reviewed the “How are we are doing report?” and graduation data. Council heard about the stories of students that didn’t graduate and an update was provided on the planning for the District’s Truth and Reconciliation focused professional learning day to be held on April 29, 2024.

R9.2 Policy Committee

The Policy Committee informed the Board they received late feedback on Policy 2150 Trustee Code of Conduct that was out for circulation. The Committee did not have time to meet and discuss the feedback. Therefore, the committee will review the feedback and bring the policy back to the April board meeting.

The Policy Committee is also reviewing Policy 5190 Use of School Facilities.

10.0 DIARY

11.0 QUESTION PERIOD

A question and answer period was provided.

12.0 FUTURE BUSINESS

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

ADJOURNMENT

(2024-03-011)

MOVED/SECONDED – Hillton/Gulick

THAT, the Regular Meeting be adjourned. (3:16 PM)

CARRIED

CERTIFIED CORRECT:

C. Anderson, Board Chair

K. Morris, Secretary Treasurer



School District No.59 (Peace River South)

MEETING: Closed Board Meeting
DATE: March 13, 2024 11:00 AM
PLACE: School Board Office – Dawson Creek, BC

The meeting was called to order at 11:05 a.m. and the following was reported:

Items for Adoption

- Approval of Agenda
- Closed Meeting Minutes – February 21, 2024

Business Arising

Trustee Items

Items discussed and reported included:

- BCPSEA Update

Superintendent's Reports

Items discussed and reported included:

- Personnel Matters

Secretary Treasurer's Reports

Items discussed and reported included:

- Childcare BC New Spaces Fund Update

Adjournment Motion @ 11:30 a.m.

CERTIFIED CORRECT:

C. Anderson, Board Chair

K. Morris, Secretary Treasurer



March 26, 2024

Ref: 295424

Chad Anderson, Chair
Board of Education
School District No. 59 (Peace River South)
Email: canderson@sd59.bc.ca

Dear Chad Anderson:

I am responding to your letter dated August 22, 2023, requesting approval for the Peace River South Board of Education to underspend its targeted Indigenous Education funding amount for the 2022/23 school year. As this is targeted funding under Section 106.4 of the *School Act*, Boards of Education must request permission from the Minister of Education and Child Care to underspend their target on an annual basis. As Deputy Minister of Education and Child Care, I am pleased to respond on the Minister's behalf.

Pursuant to section 106.4(2) of the *School Act*, approval is granted for the Board to underspend its 2022/23 school year Indigenous Education target in an amount up to \$59,749. This variation of direction is granted on the condition that these funds will be brought forward and added to the 2023/24 school year Indigenous Education targeted amount to be expended on Indigenous Education programs. I encourage you to discuss your Indigenous Education targeted funding plans with the District Indigenous Education Council or equivalent to ensure respectful and meaningful engagement with Indigenous Peoples on the use of these funds.

The attachment to this letter contains statistics about your school district's Indigenous student outcomes. I hope we will see you build upon these achievements and strive for strong academic results for all your students in the current and subsequent school years.

If you have any questions or require further information regarding the financial reporting of Indigenous Education expenses, please contact Ian Aaron, Director, School District Financial Reporting, Resource Management Division, by phone at (250) 415-1073 or by email at Ian.Aaron@gov.bc.ca.

.../2

If you have any questions or require further information regarding how the Ministry of Education and Child Care is supporting delivery of Indigenous Education programs, please contact Francis Recalma, Manager, Indigenous Education, System Liaison and Supports Division, by phone at (250) 882-6273 or by email at Francis.Recalma@gov.bc.ca.

Again, thank you for writing.

Sincerely,



Christina Zacharuk
Deputy Minister

Attachment – SD59 (Peace River South) Indigenous Student Achievements

cc: Ian Aaron, Director, School District Financial Reporting, Resource Management Division,
Ministry of Education and Child Care
Caroline Ponsford, A/Executive Director, Resource Management Division,
Ministry of Education and Child Care
Amber Shilling, Executive Director, System Liaison and Supports Division,
Ministry of Education and Child Care
Francis Recalma, Manager, Indigenous Education, System Liaison and Supports Division,
Ministry of Education and Child Care
Kristy Fennell, Superintendent, School District No. 59 (Peace River South)
Kim Morris, Secretary-Treasurer, School District No. 59 (Peace River South)
Dianne Bassendowski, District Indigenous Principal, School District No. 59
(Peace River South)

Attachment – SD59 (Peace River South) Indigenous Student Achievements

Foundation Skills Assessment

In 2022/23 on the Grade 4 Literacy assessment, 56% of Indigenous students were “On Track” or “Extending” expectations on the revised FSA compared to 70% of Non-Indigenous students in SD59.

In 2022/23 on the Grade 4 Numeracy assessment, 40% of Indigenous students were “On Track” or “Extending” expectations on the revised FSA compared to 60% of Non-Indigenous students in SD59.

In 2022/23 on the Grade 7 Literacy assessment, 52% of Indigenous students were “On Track” or “Extending” expectations on the revised FSA compared to 63% of Non-Indigenous students in SD59.

In 2022/23 on the Grade 7 Numeracy assessment, 48% of Indigenous students were “On Track” or “Extending” expectations on the revised FSA compared to 60% of Non-Indigenous students in SD59.

Six-year Completion Rate

Six-year completion rate for Indigenous students has decreased from 73.2% in 2018/19 to 68.3% in 2022/23.

Six-year completion rate for Non-Indigenous students has decreased from 87.4% in 2018/19 to 84.9% in 2022/23.

Transitions to BC Public Post-Secondary Institutions

Of 58 Indigenous graduates from SD59 in 2017/18, 16 (28%) immediately transitioned to B.C. public post-secondary institutions, and within 4 years after grad, 31 (53%) had transitioned into post-secondary.

Of 135 Non-Indigenous graduates from SD59 in 2017/18, 40 (30%) immediately transitioned to B.C. public post-secondary institutions, and within 4 years after grad, 70 (52%) had transitioned into post-secondary.

February 2024

BCSTA Rural and Remote Network (RRN) Terms of Reference

Providing quality education to rural, remote and isolated communities is a complex undertaking given the scope of unique challenges facing these districts. As we undertake this work – an exploration into, and an understanding of, the challenges, opportunities and necessary actions needed for all students to thrive.

The guidelines found in the [Ministry of Education and Child Care's Operating Grants Manual](#) assists with understanding what constitutes a rural, remote or isolated school community:

- Small communities are defined as when a student population within a defined area does not exceed 250 elementary students and/or 635 secondary students.
- The low enrolment factor is where there are 2,500 or fewer district school-age FTEs.
- The rural factor is based on the population of the city in which the board office is located and the distance from the board office to Vancouver and the nearest regional centre.
- The sparseness index addresses the fact that certain districts have a greater financial burden than others resulting from the separation of schools from the board office.

The Rural and Remote Network feels that location factors, population-size factors and accessibility to key services to ensure students have equity of opportunities characterize rural and remote communities.

Purpose

The work to be undertaken by the rural and remote network (RRN) was driven by input from committee members through an online engagement activity and at the August 22, 2023, September 13, 2023, November 23, 2023 and January 22, 2024 RRN meetings.

The purpose of the BCSTA's rural and remote network is to:

1. *Define what constitutes a rural, remote and isolated community.*
2. *Investigate and build an understanding of the issues and what the current educational outcomes and needs are for students.*
 - a. *Analyze provincial data to identify areas of need including but not limited to:*
 - *Literacy and numeracy results*
 - i. *Successes*
 - ii. *Challenges*
 - *Completion rates*
 - *School readiness Indicators*
 - i. *Pre-kindergarten*
 - ii. *Child care*
 - *Attendance data*
 - *Student Learning Survey*
 - i. *Mental health and well-being*
 - *Post-secondary transitions*

3. *Explore the needs of supporting staff and families children with diverse and exceptional needs*
 - a. *Diagnostic testing*
 - i. *Access*
 - ii. *Expense*
 - b. *Supports*
 - i. *Community*
 - ii. *School*
4. *Identify connectivity issues for rural, remote and isolated communities.*
5. *Build an understanding of and respond to recruitment, retention, and training issues, involving:*
 - a. *Post-secondary institutions*
 - b. *BCPSEA*
 - c. *Partner groups*
 - d. *Roadblocks*
 - iii. *Opportunities for within community training*
 - iv. *Enhancement of the teaching profession*
6. *Build an understanding of funding challenges, costs and impacts such as:*
 - a. *Equity and Access*
 - i. *Curricular and extra-curricular activities and opportunities*
 - ii. *Programming Opportunities*
 - *Flexible and creative learning modules*
 - b. *Wrap-around support services*
 - c. *Medical and travel costs*
 - d. *Housing*
 - e. *Socio-economic impacts*
 - f. *Mental health supports*
7. *Explore an engagement process with students, parents, and community members.*
 - a. *Build an understanding of issues and opportunities through engagement*
 - b. *Explore how socio-economic of families impact student outcomes.*
 - c. *Facilitate a process to understand the history of these communities.*
8. *Advocate to the BCSTA membership, Ministry of Education and Child Care and other agencies as appropriate on identified emerging issues.*

Reporting

This ad hoc network reports solely to the BCSTA board of directors. While the Rural and Remote Network will consult with external individuals, groups, or ministries for the purpose of collecting information and strengthening lines of communication, the group shall not represent the views of the Association; nor commit the Association to any particular course of action or involvement.

Membership

The BCSTA president, in consultation with the board of directors, shall appoint the ten (10) members to the network, including one of whom is a director from the board and one a liaison from BCPSEA. The appointed trustees should come from a variety of member boards of education. In addition, there will be one liaison from the BCSSA.

The BCSTA president has appointed Helen Gilbert (Peace River North) as the chair of the working group.

BCSTA's chief executive officer has designated herself and appointed Maggie Yuen to provide support to the working group

Expenses

The network has been allocated a budget of \$4,000/year (for up to three years). These funds are to cover in-person meetings and will be taken out of a Ministry grant previously established for work of this nature.

The appointed chair of the rural and remote network, in conjunction with the CEO, shall be responsible for monitoring the budget and expenses.

Timelines and Meeting Frequency

Meetings will be at the call of the network chair and may be in person or virtual through Zoom video conference. The network will submit an initial report to the board of directors no later than *May 7, 2024*.

The rural and remote network mandate will be completed upon the submission of its recommendations and final report to the board of directors, and shall be disbanded at that time, unless specifically renewed or extended by the board of directors. The network may exist for up to three years, with a renewal option based on the recommendation of the group.

These terms of reference were approved by the board of directors on February 23, 2024.



School District No.59 (Peace River South)

April 24, 2024

To: Board of Education of School District No. 59 (PRS)

Agenda Item: R6.3 Strategic Plan Update

The Board of Education's Strategic plan process is well under way. In January, a strategic plan and budget consultation meeting occurred with school district groups and community members. Within the district, environmental scans, called SOARs (strengths, opportunities, aspirations, and results), were completed with school staff, district parent advisory council, Indigenous Education Advisory Councils, facilities staff, and for the first time, student focus groups at each school conducted by the Student Voice group.

The Board of Education reviewed the information from the SOARs and spent a day coding and theming topics that were recurring. While many topics were operational, the Board was guided by the question, "what priority would encompass these themes?" By the end of the day, the Board of Education arrived with three priorities: Student Success, Communication, and Building Capacity. The Board of Education will now create goals under these priorities to create the new strategic plan which will be presented at the June board meeting.

Christy Fennell
Superintendent



School District No.59 (Peace River South)

April 24, 2024

Agenda Item: R6.5 Cell Phone Use: Amendment to the Provincial Standards for Codes of Conduct Order

On January 26, 2024, Premier David Eby and Minister Rachna Singh announced cell phone restrictions in schools to help keep students safe from online harms and to have fewer distractions in class for students.

The Ministry of Education and Child Care has amended the Provincial Standards for Codes of Conduct Order, effective July 1, 2024. The amendment requires all boards of education to include one or more statements restricting student use of personal digital devices (including cell phones) at school. School districts have the flexibility to develop an approach that best fits the school community's needs.

To align with this order, the District's Policy Committee will be updating Policy & Regulation 4370 District Code of Conduct to implement the new language and give direction to school administrators to update their school code of conduct to include guidelines around use of personal digital devices while at school. The guidelines are to include not only restrictions on use, but also when it is appropriate to use devices such as, for instructional purposes, digital literacy, accessibility and accommodation needs, and appropriate use to student's age and development.

Districts are required to submit updated codes of conduct to the Ministry by August 15, 2024.

Christy Fennell
Superintendent

MONTHLY FINANCIAL REPORT - OPERATING - MARCH MONTH END

	2023-2024 Budget (Preliminary)	2023-2024 Budget (Amended)	YTD	Available	%
6210 MOE Grant - Operating	48,930,616	49,492,914	34,645,103	14,847,811	30%
6290 MOE Grants - Other	2,239,581	2,219,394	1,180,198	1,039,196	47%
6410 Other Ministries	253,295	125,000	148,354	-23,354	-19%
6460 Services		20,000	0	20,000	100%
6470 Non-Resident Tuition	24,666	16,250	21,591	-5,341	-33%
6480 Local Education Agreements	1,136,627	1,278,023	425,965	852,058	67%
6489 NEW! Careers	-	75,000	69,605	5,395	7%
6490 Miscellaneous	122,500	150,000	52,419	97,581	65%
6491 Seconded Teacher Recovery	235,000	237,000	119,873	117,127	49%
6492 Substitute Staff Recovery	80,000	85,000	64,762	20,238	24%
6495 Central Stores Recovery		4,500	3,182	1,318	29%
6496 Resource Centre Recoveries		0	12,889	-12,889	0%
6500 Community Use of Facilities	158,000	213,000	148,633	64,367	30%
6601 Interest	540,000	675,000	503,093	171,907	25%
6760 Surplus Internally Restricted	2,219,759	1,934,077	0	1,934,077	100%
6770 Surplus Schools	-	371,294	0	371,294	100%
GRAND TOTAL	55,940,044	56,896,452	37,395,667	19,500,785	34%

MONTHLY FINANCIAL REPORT - OPERATING - MARCH MONTH END

	2023-2024 Budget (Preliminary)	2023-2024 Budget (Amended)	YTD	Available	%
SALARIES					
1050 Principal Vice-Principal Salaries	3,999,055	4,167,363	3,086,664	1,080,699	26%
1100 Teacher Salaries	17,777,120	18,257,839	12,901,213	5,356,626	29%
1200 Support Staff Wages	6,489,188	5,279,665	3,683,689	1,595,976	30%
1204 Clerical Wages		1,185,004	877,136	307,868	26%
1208 Summer Worker Student Wages		75,833	35,319	40,514	53%
1230 Education Assistant Wages	4,808,470	5,323,132	3,315,250	2,007,882	38%
1300 Other Professionals Wages	2,300,391	2,119,435	1,447,405	672,030	32%
1303 Para Educator Wages		126,893	102,464	24,429	19%
1400 Replacement Wages - Teachers	1,882,728	1,624,745	1,109,009	515,736	32%
1404 Replacement Wages - Clerical		22,469	9,421	13,048	58%
1411 Recoverable Wages - Casual		0	68,008	-68,008	0%
1430 Replacement Wages - Ed Assistants		67,753	136,585	-68,832	0%
TOTAL SALARIES	37,256,952	38,250,131	26,772,163	11,477,968	30%
BENEFITS					
2000 Benefits - Regular Employees		8,989,461	5,879,826	3,109,635	35%
2004 Benefits - Casual Employees		262,081	170,669	91,412	35%
TOTAL BENEFITS	8,933,588	9,251,542	6,050,495	3,201,047	35%
SERVICES & SUPPLIES					
3100 Professional and Technical Services	1,651,391	7,000	0	7,000	100%
3101 Legal		133,000	93,088	39,912	30%
3102 Audit		20,000	10,775	9,225	46%
3103 Labour Relations		5,000	0	5,000	100%
3104 Contract Services		1,327,990	862,960	465,030	35%
3105 Telephone		104,450	74,660	29,790	29%
3106 Photocopy		90,000	59,045	30,955	34%
3107 Postage		21,420	12,544	8,876	41%
3108 Advertising		20,800	3,673	17,127	82%
3300 Student Transportation	1,117,600	233,100	147,981	85,119	37%
3301 Bussing Contract		841,435	589,810	251,625	30%
3303 Transportation Allowance		12,500	5,802	6,698	54%
3400 Travel	545,117	195,100	160,249	34,851	18%
3405 Recruitment Travel		0	510	-510	0%
3406 Travel - Kilometres		134,350	91,272	43,078	32%
3409 Registration Fees		81,335	156,408	-75,073	-92%
3410 Recruitment Incentives		59,660	52,873	6,787	11%
3415 Professional Development		15,000	9,695	5,305	35%
3499 Meals and Meal Supplies		112,889	83,969	28,920	26%
3600 Rentals & Leases	26,000	16,000	57,845	-41,845	-262%
3601 Equipment Rental		9,500	12,081	-2,581	-27%
3700 Dues/Fees/Licenses	296,847	512,938	407,120	105,818	21%
3706 Radio Licenses		4,700	0	4,700	100%
3707 Criminal Record Checks		3,600	4,256	-656	-18%
3710 Scholarships		5,000	1,000	4,000	80%
3900 Insurance	186,800	200,000	172,280	27,720	14%

MONTHLY FINANCIAL REPORT - OPERATING - MARCH MONTH END

	2023-2024 Budget (Preliminary)	2023-2024 Budget (Amended)	YTD	Available	%
4124 Bank Service Charges		3,000	2,299	701	23%
5100 Supplies General	3,109,549	1,917,512	1,120,520	796,992	42%
5101 Books		191,464	125,391	66,073	35%
5102 Other Supplies		10,000	2,052	7,948	79%
5103 Non-Violent Crisis Intervention		5,000	225	4,775	96%
5400 Utilities - Electricity	1,984,200	465,000	303,272	161,728	35%
5401 Utilities - Natural Gas		410,000	237,008	172,992	42%
5402 Utilities - Propane		35,000	24,740	10,260	29%
5403 Vehicle Fuel		650,000	460,681	189,319	29%
5404 Utilities - Water & Sewer		160,000	86,189	73,811	46%
5405 Utilities - Garbage		50,000	66,956	-16,956	-34%
5406 Carbon Offsets		70,000	-26,080	96,080	137%
5407 Next Generation Network (NGN)		145,600	146,672	-1,072	-1%
5800 Equipment		278,878	306,281	-27,403	-10%
5900 Computer Replacements		361,100	434,757	-73,657	-20%
TOTAL SERVICES & SUPPLIES	8,917,504	8,919,321	6,360,859	2,558,462	29%
GRAND TOTAL	55,108,044	56,420,994	39,183,517	17,237,477	31%

MONTHLY FINANCIAL REPORT - OPERATING - MARCH MONTH END

	2023-2024 Budget (Preliminary)	2023-2024 Budget (Amended)	YTD	Available	%
FUNCTION 1: INSTRUCTION					
102 Regular (Classroom)	24,607,737	24,761,753	17,550,962	7,210,791	29%
103 Career Prep	347,388	479,413	384,266	95,147	20%
107 Library	432,697	510,975	395,236	115,739	23%
108 Counselling	905,266	893,141	613,343	279,798	31%
110 Inclusion	8,356,150	9,025,479	5,652,088	3,373,391	37%
130 ELL	189,139	145,475	71,707	73,768	51%
131 Indigenous Education	2,165,031	2,157,010	1,428,220	728,790	34%
141 School Administration	3,965,458	4,113,481	2,966,846	1,146,635	28%
160 Summer School	-	0	0	0	0%
162 Offshore Students	103,277	247,144	138,816	108,328	44%
TOTAL INSTRUCTION	41,072,143	42,333,871	29,201,484	13,024,059	31%
FUNCTION 4: ADMINISTRATION					
411 District Education Administration	814,404	803,640	524,818	278,822	35%
420 Early Learning & Child Care	58,069	0	0	0	0%
440 Governance	236,463	224,314	163,883	60,431	27%
441 Business Administration	1,330,618	1,412,192	1,041,744	370,448	26%
TOTAL ADMINISTRATION	2,439,554	2,440,146	1,730,445	709,701	29%
FUNCTION 5: OPERATIONS & MAINTENANCE					
541 Maintenance Administration	703,684	731,518	555,805	175,713	24%
550 Maintenance & Custodial	4,814,557	4,793,090	3,491,880	1,301,210	27%
552 Grounds	749,536	744,774	582,725	162,049	22%
556 Utilities	1,334,200	1,335,600	840,421	495,179	37%
TOTAL SERVICES & SUPPLIES	7,601,977	7,604,982	5,470,831	2,134,151	28%
FUNCTION 7: TRANSPORTATION					
741 Transportation Administration	312,046	309,325	242,925	66,400	21%
770 Student Transportation	3,682,324	3,732,670	2,489,179	1,243,491	33%
TOTAL SERVICES & SUPPLIES	3,994,370	4,041,995	2,732,104	1,309,891	32%
GRAND TOTAL	55,108,044	56,420,994	39,134,864	17,177,802	30%

SCHOOLS BUDGET - OPERATING & CLASSROOM ENHANCEMENT FUND (CEF) - MARCH MONTH END

School	Pupil Budget		Operating Budget	Expenditures											CEF Budget								
	Ratio	Enrolment Headcount		Instruction	Careers	Library	Counselling	Inclusion	ELL	Indigenous	School Admin	YTD Total	Remaining	% Rem	Instruction	Library	Counselling	Inclusion	ELL	YTD Total	Remaining	% Rem	
Canalta Elementary	9,891	260	2,431,400	1,047,894	0	2,346	0	433,422	0	500	202,216	1,686,378	745,022	31%	140,186	71,880	14,904	0	19,223	25,962	131,969	8,217	6%
Crescent Park Elementary	10,049	265	2,495,316	1,106,298	0	5,971	0	333,858	0	0	198,207	1,644,334	850,982	34%	167,741	81,977	16,272	0	15,611	0	113,860	53,881	32%
Devereaux Elementary	12,321	79	910,048	375,135	0	7,419	0	165,941	0	15	70,079	618,589	291,459	32%	63,324	7,258	0	0	11,956	0	19,214	44,110	70%
Don Titus Montessori	10,016	155	1,429,745	553,605	0	11,005	0	225,349	0	0	98,528	888,487	541,258	38%	122,738	9,549	0	0	8,037	0	17,586	105,152	86%
Ecole Frank Ross Elementary	9,058	461	3,984,877	1,943,993	0	79,951	0	476,770	3,603	422	269,497	2,774,236	1,210,641	30%	190,702	70,581	17,311	0	34,637	0	122,529	68,173	36%
Little Prairie Elementary	10,425	207	1,861,608	766,370	0	13,175	0	187,010	0	0	192,314	1,158,869	702,739	38%	296,326	81,977	7,324	0	21,765	0	111,066	185,260	63%
McLeod Elementary	7,628	84	612,136	309,533	0	500	0	45,620	2,167	15	6,675	364,510	247,626	40%	28,605	2,186	0	0	26,245	0	28,431	174	1%
Moberly Lake Elementary	13,440	37	480,348	203,587	0	81,660	0	0	0	0	30,788	316,035	164,313	34%	16,919	1,994	0	0	1,008	0	3,002	13,917	82%
Parkland Elementary	12,305	58	672,601	283,807	0	7,326	0	78,583	0	0	38,110	407,826	264,775	39%	41,088	3,117	0	0	8,044	0	11,161	29,927	73%
Peace View Colony	13,041	31	257,084	120,735	0	157	0	0	17,234	0	43,419	181,545	75,539	29%	147,194	40,737	2,037	0	1,510	0	44,284	102,910	70%
Pouce Coupe Elementary	12,149	122	1,278,827	431,140	0	236	0	255,595	0	111	101,403	788,485	490,342	38%	203,364	27,562	5,767	0	11,610	0	44,939	158,425	78%
South Peace Elementary	13,102	37	337,564	145,951	0	1,174	0	22,490	9,612	0	32,754	211,981	125,583	37%	147,196	66,319	4,260	0	1,968	0	72,547	74,649	51%
Tremblay Elementary	11,251	182	1,920,650	780,306	0	808	0	316,847	0	163	187,597	1,285,721	634,929	33%	126,965	81,977	36,732	0	19,511	0	138,220	-11,255	-9%
Tumbler Ridge Elementary	8,950	217	1,841,908	792,240	0	28,737	0	206,052	0	0	162,059	1,189,088	652,820	35%	100,185	85,106	13,658	0	29,334	0	128,098	-27,913	-28%
Windrem Elementary	15,481	48	699,119	296,713	0	11,449	0	108,103	0	0	70,590	486,855	212,264	30%	43,989	70,605	0	0	5,634	0	76,239	-32,250	-73%
Elementary Total	10,276	2243	21,213,231	9,157,307	0	251,914	0	2,855,640	32,616	1,226	1,704,236	14,002,939	7,210,292	34%	1,836,522	608,116	212,974	0	216,093	25,962	1,063,145	773,377	42%
Chetwynd Secondary	10,293	261	2,576,540	1,109,312	86,045	50,702	38,400	275,684	24	0	241,230	1,801,397	775,143	30%	109,875	0	4,786	10,113	52,932	0	67,831	42,044	38%
DCSS - Central	8,888	377	3,174,491	1,397,197	0	76,179	93,792	286,090	12,624	457	274,031	2,140,370	1,034,121	33%	176,296	11,858	13,585	2,041	0	27,484	148,812	84%	
DCSS - South Peace	8,465	613	4,933,694	2,138,292	137,595	68,255	214,049	669,189	0	578	391,950	3,619,908	1,313,786	27%	255,437	24,801	25,246	5,528	0	55,575	199,862	78%	
Tumbler Ridge Secondary	10,348	181	1,720,641	830,777	31,885	1,902	333	170,409	0	0	163,805	1,199,111	521,530	30%	152,391	8,154	11,340	6,278	0	25,772	126,619	83%	
Secondary Total	9,148	1432	12,405,366	5,475,578	255,525	197,038	346,574	1,401,372	12,648	1,035	1,071,016	8,760,786	3,644,580	29%	693,999	24,801	50,044	35,038	66,779	0	176,662	517,337	75%
Distributed Learning	5,932	106	628,758	311,131	47,438	0	0	562	0	0	62,542	421,673	207,085	33%	0	0	0	0	0	0	0	0	0
District															1,105,822	184,946	342,356	71,602	551,267	207,971	1,358,142	-252,320	0%
Total Total	10,019	3,781	34,247,355	14,944,016	302,963	448,952	346,574	4,257,574	45,264	2,261	2,837,794	23,185,398	11,061,957	32%	3,636,343	817,863	605,374	106,640	834,139	233,933	2,597,949	1,038,394	29%



March 15, 2024

Ref: 297326

To: Secretary-Treasurer and Superintendent
School District No. 59 (Peace River South)

Capital Plan Bylaw No. 2024/25-CPSD59-01

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2024/25

This letter is in response to your School District's 2024/25 Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs and provides direction for advancing supported and approved capital projects. **Please see all bolded sections below for information.**

The Ministry has reviewed all 60 school districts' Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs to determine priorities for available capital funding in the following programs:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Site Acquisition Program (SAP)
- Rural District Program (RDP)
- School Enhancement Program (SEP)
- Food Infrastructure Program (FIP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

The following tables identify major capital projects that are supported to proceed to the next stage, if applicable, as well as minor capital projects that are approved for funding and can proceed to procurement.

MINOR CAPITAL PROJECTS (SEP, FIP, CNCP, BEP, PEP, BUS)

Below are tables for the minor capital projects that are approved. The table identifies School Enhancement Program (SEP), Food Infrastructure Program (FIP), Carbon Neutral Capital Program (CNCP), Building Envelope Program (BEP), Playground Equipment Program (PEP), as well as the Bus Acquisition Program (BUS), if applicable.

New projects for SEP, FIP, CNCP, BEP, PEP

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Tumbler Ridge Elementary	SEP - HVAC Upgrades	\$600,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Devereaux Elementary	SEP - Electrical Upgrades	\$150,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Ecole Frank Ross Elementary	CNCP - Exterior Wall Systems Upgrades	\$250,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Canalta Elementary	FIP - Kitchen Equipment and Upgrade	\$30,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Tremblay Elementary	FIP - Delivery Vehicle	\$50,000	Proceed to design, tender & construction. To be completed by March 31, 2025.

New projects for BUS

Existing Bus Fleet #	New/Replacement Bus Type	Amount Funded by Ministry	Next Steps & Timing
A-2593	C (64-69) with 0 wheelchair spaces	TBD - See Note Below	Proceed to ordering the school bus(es) between April 2nd and May 17th, 2024 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbc.org

NOTE: BUS funding amounts will be determined once school districts place their order(s) with bus manufacturer(s). Please contact Branch Director Michael Nyikes with any questions regarding this.

An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board related obligations associated with the approved Minor Capital Projects for the 2024/25 fiscal year as listed above.

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Bylaw Number provided at the beginning of this document) for its approved 2024/25 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning/capital-bylaws>

The Capital Bylaw and the APFA must be signed, dated, and emailed to the Ministry's Capital Management Branch at CMB@gov.bc.ca as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.

As the 2024/25 Capital Plan process is now complete, the Capital Plan Instructions for the upcoming 2025/26 Annual Five-Year Capital Plan submission process (using the Ministry's Capital Asset Planning System (CAPS) online platform) will be available on the Ministry's [Capital Planning](#) webpage by April 1st, 2024.

School districts' capital plan submission deadlines for the 2025/26 fiscal year, using the CAPS online platform, will be as follows:

- **June 30, 2024**
 - Major Capital Programs (SMP, EXP, REP, RDP, SAP)
- **July 1, 2024**
 - Major Capital Programs (BEP)
- **September 30, 2024**
 - Minor Capital Programs (SEP, CNCP, PEP, BUS)
- **October 1, 2024**
 - Minor Capital Programs (FIP)

The staggered deadlines are intended to provide the Ministry with input required to initiate planning for the next budget cycle, while enabling school districts additional time and flexibility to plan over the summer.

Additionally, the Annual Facility Grant (AFG) project requests for the 2024/25 fiscal year are to be submitted using the CAPS online platform, on or before May 31, 2024.

NOTE: It is strongly encouraged that school districts discuss the draft versions of their intended capital projects and AFG project requests with Ministry staff well in advance of submission deadlines.

Please contact your respective Regional Director or Planning Officer as per the [Capital Management Branch Contact List](#) with any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process.

Sincerely,

A handwritten signature in cursive script that reads "Damien Crowell".

Damien Crowell, Executive Director
Capital Management Branch

pc: Geoff Croshaw, Acting Director, Major Capital Projects, Capital Management Branch
Michael Nyikes, Director, Minor Capital Projects, Programs and Finance, Capital
Management Branch

CAPITAL BYLAW NO 2024/25-CPSD59-01
2024/25 Five-Year CAPITAL PLAN

WHEREAS in accordance with section 142 of the School Act, the Board of Education of School District No. 59 (Peace River South) (hereinafter called the "Board") has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with section 143 of the School Act, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications as set out in the March 15, 2024 Ministry Response Letter addressed to the Secretary-Treasurer and Superintendent;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the **2024/25 Five-Year** Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated March 15, 2024, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No. 59 (Peace River South) Capital Bylaw No. 2024/25-CPSD59-01.

READ A FIRST TIME THE 24th DAY OF April, 2024;
READ A SECOND TIME THE 24th DAY OF April, 2024;
READ A THIRD TIME, PASSED THE 24th DAY OF April, 2024.

Corporate Seal

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 59 (Peace River South) Capital Bylaw No. 2024/25-CPSD59-01 adopted by the Board the 24th day of April, 2024.

Secretary-Treasurer



School District No.59 (Peace River South)

April 24, 2024

Board of Education

RE: 2024 Lead In Water Testing Results

School districts must complete lead content testing on all critical drinking water fixtures across all school facilities once every three years. Accordingly, a minimum of 1/3 (or 33%) of the school facilities in a school district’s inventory must be tested each year.

The threshold level is .005 mg/l. Note: in 2020 the threshold level was lowered from .001 to .005.

The district conducted water at eight sites in February of 2024 (see table below). A total of 205 samples were obtained in accordance with Ministry guidelines. Results were submitted to AGAT Laboratories for analysis. Twelve deficiencies were observed. Of the deficiencies, apart from one at Tremblay, all fixtures passed post purge test and have had signage posted in accordance with Northern Health requirements. This signage will remain in place until permanent remedies are completed. Filter installation and / or fixture replacement have been started and will be completed by September of 2024 at which time the fixtures will be retested and reported to Northern Health to ensure compliance.

School Identifier	Testing information							Result	
Ministry Asset Number	# of Fixtures tested	Test Date (dd-mm-yyy)	Time of test (24hr clock)	Outlet ID (optional)	Sample Type	Fixture Type	Fixture Location Description	Lead Result (mg/L)	Exceeds Maximum Acceptable Concentration
Tremblay Elementary	19								
105344		25/02/2024	10:25:00		Flushed	CF	J Server rm	0.0113	-
DCSS, Central Campus	33								
105306		25/02/2024	07:21:00		First Draw		B Rm 17	0.0186	Yes
105306		25/02/2024	08:15:00		First Draw		O Rm 201	0.0097	Yes
Windrem	12								
105360		27/02/2024	09:14:00		First Draw	CF	L Rm 8	0.0492	Yes
Peace View Colony	2								
120913		25/02/2024	09:12:00		First Draw	CF	B Downstairs Sink	0.0135	Yes
Soth Peace Colony	2								
105388									
Crescent Park	14								
105308	(annex)	25/02/2024	12:31:00		First Draw	CF	O Annex	0.024	Yes
Don Titus Montessori	12								
105362		27/02/2024	10:34:00		First Draw	CF	G Rm 9	0.0069	Yes
105362		27/02/2024	10:35:00		First Draw	CF	H Rm 10	0.0087	Yes
105362		27/02/2024	10:37:00		First Draw	DW	I DW Staff Rm hall	0.0107	Yes
105362		27/02/2024	10:38:00		First Draw	DW	K DW By Rm 1	0.0079	Yes
Early Learning Hub	3								
Part of 105337		25/02/2024	10:49:00		First Draw	CF	Parent Waiting Rm	0.0055	Yes

11 Deficiency's of 205 tests done

Test results were sent to Northern Health and the Ministry of Education and Child Care on March 4, 2024.

Staff and students are aware of the results at all sites that have signage. Staff will work with the Principal of Tremblay to provide wording for a newsletter and PAC meeting to advise parents.

Kim Morris
Secretary-Treasurer/CFO

Annual Budget

School District No. 59 (Peace River South)

June 30, 2025

School District No. 59 (Peace River South)

June 30, 2025

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

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 59 (PEACE RIVER SOUTH) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2024/2025 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 59 (Peace River South) Annual Budget Bylaw for fiscal year 2024/2025.
3. The attached Statement 2 showing the estimated revenue and expense for the 2024/2025 fiscal year and the total budget bylaw amount of \$67,771,879 for the 2024/2025 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2024/2025.

READ A FIRST TIME THE 13th DAY OF MARCH, 2024;

READ A SECOND TIME THE 24th DAY OF APRIL, 2024;

READ A THIRD TIME, PASSED AND ADOPTED THE 8th DAY OF MAY, 2024;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 59 (Peace River South) Annual Budget Bylaw 2024/2025, adopted by the Board the _____ DAY OF _____, 2024.

Secretary Treasurer

School District No. 59 (Peace River South)

Annual Budget - Revenue and Expense
Year Ended June 30, 2025

	2025 Annual Budget	2024 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	3,735.000	3,693.000
Total Ministry Operating Grant Funded FTE's	3,735.000	3,693.000
Revenues	\$	\$
Provincial Grants		
Ministry of Education and Child Care	60,966,989	60,124,941
Other	329,594	200,000
Tuition	16,250	16,250
Other Revenue	2,252,923	2,670,832
Rentals and Leases	181,000	214,000
Investment Income	611,919	679,028
Amortization of Deferred Capital Revenue	1,889,780	1,712,580
Total Revenue	66,248,455	65,617,631
Expenses		
Instruction	49,574,962	49,897,668
District Administration	2,416,588	2,440,146
Operations and Maintenance	11,032,468	10,977,765
Transportation and Housing	4,597,861	4,547,380
Total Expense	67,621,879	67,862,959
Net Revenue (Expense)	(1,373,424)	(2,245,328)
Budgeted Allocation (Retirement) of Surplus (Deficit)	1,000,000	2,305,371
Budgeted Surplus (Deficit), for the year	(373,424)	60,043
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)	2	
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(373,426)	60,043
Budgeted Surplus (Deficit), for the year	(373,424)	60,043

School District No. 59 (Peace River South)

Annual Budget - Revenue and Expense
Year Ended June 30, 2025

	2025 Annual Budget	2024 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	56,968,600	56,420,994
Operating - Tangible Capital Assets Purchased	150,000	378,483
Special Purpose Funds - Total Expense	7,737,323	7,904,789
Capital Fund - Total Expense	2,915,956	3,537,176
Total Budget Bylaw Amount	67,771,879	68,241,442

Approved by the Board

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

School District No. 59 (Peace River South)

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2025

	2025	2024 Amended
	Annual Budget	Annual Budget
	\$	\$
Surplus (Deficit) for the year	(1,373,424)	(2,245,328)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(150,000)	(378,483)
Total Acquisition of Tangible Capital Assets	(150,000)	(378,483)
Amortization of Tangible Capital Assets	2,415,956	2,034,048
Total Effect of change in Tangible Capital Assets	2,265,956	1,655,565
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	892,532	(589,763)

School District No. 59 (Peace River South)

Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2025

	2025 Annual Budget \$	2024 Amended Annual Budget \$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	53,643,066	51,615,333
Other	279,594	200,000
Tuition	16,250	16,250
Other Revenue	1,391,523	1,774,523
Rentals and Leases	180,000	213,000
Investment Income	608,169	675,000
Total Revenue	56,118,602	54,494,106
Expenses		
Instruction	42,123,428	42,333,871
District Administration	2,416,588	2,440,146
Operations and Maintenance	8,130,723	7,604,982
Transportation and Housing	4,297,861	4,041,995
Total Expense	56,968,600	56,420,994
Net Revenue (Expense)	(849,998)	(1,926,888)
Budgeted Prior Year Surplus Appropriation	1,000,000	2,305,371
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(150,000)	(378,483)
Local Capital	-	-
Total Net Transfers	(150,000)	(378,483)
Budgeted Surplus (Deficit), for the year	2	-

School District No. 59 (Peace River South)

Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2025

	2025 Annual Budget	2024 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	53,081,177	50,673,962
ISC/LEA Recovery	(1,278,023)	(1,278,023)
Other Ministry of Education and Child Care Grants		
Pay Equity	944,395	944,395
Student Transportation Fund	441,458	441,458
FSA Scorer Grant	8,187	4,094
Labour Settlement Funding	445,872	829,447
Total Provincial Grants - Ministry of Education and Child Care	53,643,066	51,615,333
Provincial Grants - Other	279,594	200,000
Tuition		
International and Out of Province Students	16,250	16,250
Total Tuition	16,250	16,250
Other Revenues		
Other School District/Education Authorities		
Funding from First Nations	1,278,023	1,278,023
Miscellaneous		
Bussing	50,000	
Child Care	9,500	
Miscellaneous	54,000	174,500
Seconded Staff Recoveries		237,000
Substitute Staff Recoveries		85,000
Total Other Revenue	1,391,523	1,774,523
Rentals and Leases	180,000	213,000
Investment Income	608,169	675,000
Total Operating Revenue	56,118,602	54,494,106

School District No. 59 (Peace River South)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object

Year Ended June 30, 2025

	2025 Annual Budget	2024 Amended Annual Budget
	\$	\$
Salaries		
Teachers	18,828,964	18,257,839
Principals and Vice Principals	4,491,916	4,167,363
Educational Assistants	4,972,852	5,323,132
Support Staff	7,260,368	6,540,502
Other Professionals	1,929,366	2,246,328
Substitutes	1,801,327	1,714,967
Total Salaries	39,284,793	38,250,131
Employee Benefits	8,804,219	9,251,542
Total Salaries and Benefits	48,089,012	47,501,673
Services and Supplies		
Services	2,091,808	1,797,320
Student Transportation	1,087,035	1,087,035
Professional Development and Travel	613,004	538,674
Rentals and Leases	28,600	25,500
Dues and Fees	432,034	521,238
Insurance	199,900	200,000
Supplies	2,432,207	2,763,954
Utilities	1,995,000	1,985,600
Total Services and Supplies	8,879,588	8,919,321
Total Operating Expense	56,968,600	56,420,994

School District No. 59 (Peace River South)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2025

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	15,378,923	1,193,739	75,662	668,693	130,737	1,081,785	18,529,539
1.03 Career Programs	41,414	77,318		118,178	25,766	3,846	266,522
1.07 Library Services	226,281		73,055			47,526	346,862
1.08 Counselling	549,775		44,587	58,067		6,108	658,537
1.10 Inclusive Education	2,173,231		4,263,499	117,534	173,565	194,815	6,922,644
1.30 English Language Learning	19,307	14,058	50,761				84,126
1.31 Indigenous Education	440,033	633,993	378,924	117,193	7,032		1,577,175
1.41 School Administration		2,530,635		663,935		63,463	3,258,033
1.62 International and Out of Province Students							-
Total Function 1	18,828,964	4,449,743	4,886,488	1,743,600	337,100	1,397,543	31,643,438
4 District Administration							
4.11 Educational Administration		42,173			396,502		438,675
4.40 School District Governance					125,574		125,574
4.41 Business Administration				242,058	637,686	5,050	884,794
Total Function 4	-	42,173	-	242,058	1,159,762	5,050	1,449,043
5 Operations and Maintenance							
5.20 Early Learning and Child Care							-
5.41 Operations and Maintenance Administration				55,536	244,188	5,050	304,774
5.50 Maintenance Operations				3,404,359		285,544	3,689,903
5.52 Maintenance of Grounds				399,596			399,596
5.56 Utilities							-
Total Function 5	-	-	-	3,859,491	244,188	290,594	4,394,273
7 Transportation and Housing							
7.41 Transportation and Housing Administration				55,535	188,316		243,851
7.70 Student Transportation			86,364	1,359,684		108,140	1,554,188
Total Function 7	-	-	86,364	1,415,219	188,316	108,140	1,798,039
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	18,828,964	4,491,916	4,972,852	7,260,368	1,929,366	1,801,327	39,284,793

School District No. 59 (Peace River South)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2025

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2025 Annual Budget	2024 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	18,529,539	4,241,794	22,771,333	2,193,553	24,964,886	24,761,753
1.03 Career Programs	266,522	59,434	325,956	89,000	414,956	479,413
1.07 Library Services	346,862	77,350	424,212	75,594	499,806	510,975
1.08 Counselling	658,537	146,853	805,390	24,800	830,190	893,141
1.10 Inclusive Education	6,922,644	1,533,750	8,456,394	254,685	8,711,079	9,025,479
1.30 English Language Learning	84,126	19,349	103,475	32,339	135,814	145,475
1.31 Indigenous Education	1,577,175	351,710	1,928,885	276,522	2,205,407	2,157,010
1.41 School Administration	3,258,033	706,541	3,964,574	196,716	4,161,290	4,113,481
1.62 International and Out of Province Students	-	-	-	200,000	200,000	247,144
Total Function 1	31,643,438	7,136,781	38,780,219	3,343,209	42,123,428	42,333,871
4 District Administration						
4.11 Educational Administration	438,675	97,824	536,499	70,850	607,349	803,640
4.40 School District Governance	125,574	28,003	153,577	89,414	242,991	224,314
4.41 Business Administration	884,794	187,309	1,072,103	494,145	1,566,248	1,412,192
Total Function 4	1,449,043	313,136	1,762,179	654,409	2,416,588	2,440,146
5 Operations and Maintenance						
5.20 Early Learning and Child Care	-	-	-	-	-	-
5.41 Operations and Maintenance Administration	304,774	67,964	372,738	245,550	618,288	731,518
5.50 Maintenance Operations	3,689,903	806,676	4,496,579	1,026,750	5,523,329	4,793,090
5.52 Maintenance of Grounds	399,596	89,110	488,706	150,400	639,106	744,774
5.56 Utilities	-	-	-	1,350,000	1,350,000	1,335,600
Total Function 5	4,394,273	963,750	5,358,023	2,772,700	8,130,723	7,604,982
7 Transportation and Housing						
7.41 Transportation and Housing Administration	243,851	54,379	298,230	14,900	313,130	309,325
7.70 Student Transportation	1,554,188	336,173	1,890,361	2,094,370	3,984,731	3,732,670
Total Function 7	1,798,039	390,552	2,188,591	2,109,270	4,297,861	4,041,995
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	39,284,793	8,804,219	48,089,012	8,879,588	56,968,600	56,420,994

School District No. 59 (Peace River South)

Annual Budget - Special Purpose Revenue and Expense

Year Ended June 30, 2025

	2025	2024 Amended
	Annual Budget	Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	6,823,923	7,006,480
Other	50,000	
Other Revenue	861,400	896,309
Investment Income	2,000	2,000
Total Revenue	7,737,323	7,904,789
Expenses		
Instruction	7,451,534	7,563,797
Operations and Maintenance	285,789	305,083
Transportation and Housing		35,909
Total Expense	7,737,323	7,904,789
Budgeted Surplus (Deficit), for the year	-	-

School District No. 59 (Peace River South)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2025

	Annual Facility Grant	Learning Improvement Fund	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing
	\$	\$	\$	\$		\$	\$	\$	\$
Deferred Revenue, beginning of year			741,000	7,500	5,000		60,000		
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	285,789	187,951		192,000	31,850	86,872	413,832	327,104	3,709,406
Other			750,000						
Investment Income									
	285,789	187,951	750,000	192,000	31,850	86,872	413,832	327,104	3,709,406
Less: Allocated to Revenue	285,789	187,951	850,000	199,500	36,850	86,872	473,832	327,104	3,709,406
Deferred Revenue, end of year	-	-	641,000	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	285,789	187,951		199,500	36,850	86,872	473,832	327,104	3,709,406
Provincial Grants - Other									
Other Revenue			850,000						
Investment Income									
	285,789	187,951	850,000	199,500	36,850	86,872	473,832	327,104	3,709,406
Expenses									
Salaries									
Teachers						48,997	43,938		3,015,777
Principals and Vice Principals								36,000	
Educational Assistants							245,455		
Support Staff	88,500	152,805		144,226			32,756	29,500	
Other Professionals					10,967		16,966	26,500	
Substitutes					6,120	5,400		160,000	
	88,500	152,805	-	144,226	17,087	54,397	339,115	252,000	3,015,777
Employee Benefits	18,698	35,146		36,057	2,850	11,269	89,327	31,444	693,629
Services and Supplies	178,591		850,000	19,217	16,913	21,206	45,390	43,660	
	285,789	187,951	850,000	199,500	36,850	86,872	473,832	327,104	3,709,406
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 59 (Peace River South)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2025

	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Early Childhood Education Dual Credit Program	Student & Family Affordability	JUST B4	ECL Early Care & Learning	Feeding Futures Fund	Health Career Dual Credit Expansion
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year		10,000		120,000				200,000	25,000
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	202,419	15,897	55,000	77,000	100,000	25,000	175,000	516,303	25,000
Other									
Investment Income									
	202,419	15,897	55,000	77,000	100,000	25,000	175,000	516,303	25,000
Less: Allocated to Revenue	202,419	25,897	55,000	150,000	100,000	25,000	175,000	716,303	50,000
Deferred Revenue, end of year	-	-	-	47,000	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	202,419	25,897	55,000	150,000	100,000	25,000	175,000	716,303	50,000
Provincial Grants - Other									
Other Revenue									
Investment Income									
	202,419	25,897	55,000	150,000	100,000	25,000	175,000	716,303	50,000
Expenses									
Salaries									
Teachers									
Principals and Vice Principals				15,750			95,403	31,500	15,750
Educational Assistants								50,000	
Support Staff						16,493			
Other Professionals									
Substitutes	170,150		15,000						5,000
	170,150	-	15,000	15,750	-	16,493	95,403	81,500	20,750
Employee Benefits	21,269		2,000	3,622		4,693	18,031	18,745	4,250
Services and Supplies	11,000	25,897	38,000	130,628	100,000	3,814	61,566	616,058	25,000
	202,419	25,897	55,000	150,000	100,000	25,000	175,000	716,303	50,000
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 59 (Peace River South)

Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2025

	Careers Grants	Building Learning Together BLT	WEX	TOTAL
	\$	\$	\$	\$
Deferred Revenue, beginning of year	15,000	40,000	50,000	1,273,500
Add: Restricted Grants				
Provincial Grants - Ministry of Education and Child Care				6,426,423
Other	10,000	2,000		762,000
Investment Income		2,000		2,000
	10,000	4,000	-	7,190,423
Less: Allocated to Revenue	17,000	13,400	50,000	7,737,323
Deferred Revenue, end of year	8,000	30,600	-	726,600
Revenues				
Provincial Grants - Ministry of Education and Child Care	17,000			6,823,923
Provincial Grants - Other			50,000	50,000
Other Revenue		11,400		861,400
Investment Income		2,000		2,000
	17,000	13,400	50,000	7,737,323
Expenses				
Salaries				
Teachers				3,108,712
Principals and Vice Principals				194,403
Educational Assistants				295,455
Support Staff		10,000	20,640	494,920
Other Professionals				54,433
Substitutes				361,670
	-	10,000	20,640	4,509,593
Employee Benefits		2,300	4,747	998,077
Services and Supplies	17,000	1,100	24,613	2,229,653
	17,000	13,400	50,000	7,737,323
Net Revenue (Expense)	-	-	-	-

School District No. 59 (Peace River South)

Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2025

	2025 Annual Budget			2024 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Ministry of Education and Child Care	500,000		500,000	1,503,128
Rentals and Leases		1,000	1,000	1,000
Investment Income		1,750	1,750	2,028
Amortization of Deferred Capital Revenue	1,889,780		1,889,780	1,712,580
Total Revenue	2,389,780	2,750	2,392,530	3,218,736
Expenses				
Operations and Maintenance	500,000		500,000	1,503,128
Transportation and Housing			-	
Amortization of Tangible Capital Assets				
Operations and Maintenance	2,115,956		2,115,956	1,564,572
Transportation and Housing	300,000		300,000	469,476
Total Expense	2,915,956	-	2,915,956	3,537,176
Net Revenue (Expense)	(526,176)	2,750	(523,426)	(318,440)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	150,000		150,000	378,483
Total Net Transfers	150,000	-	150,000	378,483
Other Adjustments to Fund Balances				
Total Other Adjustments to Fund Balances	-	-	-	
Budgeted Surplus (Deficit), for the year	(376,176)	2,750	(373,426)	60,043



School District No.59 (Peace River South)

April 24, 2024

Board of Education

RE: Secretary-Treasurer Report for April

The purpose of this memo is to keep the Board apprised of some of the activities of the Secretary-Treasurer to April 19, 2024.

Gratitude to the Finance Team, Facilities Team and the rest of the Board office team for pulling together to provide coverage for essential tasks in the Finance/Reception Department while we awaited the arrival of our two Senior Accounting Clerks. Finance is now fully staffed at long last. We welcomed Rohania Roberts and Kelsie MacLean to the team this month.

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

- Department 2024-2025 Budget meetings with District Principal Leroux
- IBM Organizational and Optimization Review meetings
- Bussing software business case meeting with Transportation Department
- Budget meeting with five Principals
- Child Care New Spaces Team Meeting
- Laserfiche Digital Document Management and Workflow meeting
- Laserfiche Digital Document Management and Workflow demo for HR
- Chetwynd Indigenous Education Council 2024-2025 Budget presentation
- Dawson Creek Indigenous Education Council 2024-2025 Budget presentation
- DPAC 2024-2025 Budget presentation
- Senior Leadership Team 2024-2025 Budget meeting
- Principal/Vice-Principal & Administration meeting including 2024-2025 Budget Presentation
- Zone 3 BCASBO Branch lunch meeting
- BCTEA Transportation meeting
- BCSTA AGM
- Digital Records and Document Management meeting with Managers of Finance and Technology
- Weekly meetings with each of the Finance Manager, the Director of Operations and Technology Systems Manager
- Weekly stand-up meetings with Finance Team
- Weekly Senior Leadership Team meetings

Focus this month has been on 2024-2025 Preliminary budget preparation and presentation as well as assisting IBM with scheduling zoom meetings with various key focus and stakeholder groups in the district during the week of April 8 and preparations for their on-site visit April 30-May 3. The remote meetings involved everyone from teacher librarians to inclusion teachers to principals and vice-principals to transportation management to finance staff. Thank you to all who took time out of their days to provide their tech perspectives and experiences to the IBM team.

Crescent Park Elementary School Expansion Project

We are currently awaiting the geo-tech assessment by our engineer to advance design of the site and site preparations.

Kim Morris
Secretary-Treasurer/CFO



School District No.59 (Peace River South)

DATE: April 24, 2024

CHAIR: Roxanne Gulick

Policy for Discussion:

Policy for Circulation:

Policy for Adoption:

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

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

Policy/Regulation Under Review:

- Policy 5190 Use of School Facilities

Policy/Regulation for Repeal:

Regulations for Board Information:

- Regulation 2250 Policy Development

Part D: Operation of the Board

2150 School Trustee Code of Conduct

Policy 2150 STATUS: **FOR ADOPTION**

School Trustee Code of Conduct

Board Approved and Codified: January 20, 1986

Last Revised: June 19, 2013; January 23, 2020 (Combined 2155 & 2150), April 24, 2024

Description:

The Board of Education is responsible for the success of an effective school district in SD #59. The Board of Education fulfills this responsibility by providing oversight, establishing goals and setting policy to guide decision-making through a governance process that includes defining roles, relationships, structures and processes. The Board of Education is responsible to ensure the most effective and efficient use of public funds, as well as to ensure educational programs and services meet the needs of all students.

The role of the Board of Education is to:

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

The Board of Education is responsible:

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

School Trustee Code of Conduct

Board Approved: February 1971

Last Revised: June 19, 2013; January 23, 2020 (Combined 2155 & 2150), April 24, 2024

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

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

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

- 2.2.2 Trustees will carefully review all information packages in preparation for discussion at all scheduled meetings of the board and its committees.
- 2.2.3 Ensure the use of electronic devices do not adversely affect the business of a meeting.

2.3 Confidentiality:

- 2.3.1 Trustees will maintain confidentiality of privileged information, including information discussed in closed sessions.

2.4 Responsibility

- 2.4.1 Once the Board of Education has voted, trustees are bound by the majority decision and will publicly uphold the Board of Education's decisions;
- 2.4.2 Trustees will recognize that the expenditure of Board of Education funds is a public trust and will ensure effective stewardship of the Board of Education's resources in the best interests of the students.

2.5 Conflict of Interest

- 2.5.1 Trustees will voluntarily and immediately declare any pecuniary conflict of interest (direct, indirect or deemed) or any perceived conflict of interest in matters before the Board of Education or a committee of the Board of Education.

2.6 Relationships

- 2.6.1 Trustees will speak as the voice of the entire district and communities (including people who do not have children in the school system or people outside of their direct constituency) at the board table;
- 2.6.2 Trustees will work with other trustees in a spirit of respect, openness, courtesy and cooperation in spite of differences of opinion that may arise during debate. Trustees will refrain from gossip;
- 2.6.3 Trustees will refrain from any negative commentary (public or private) about the superintendent or other members of district staff.
- 2.6.4 Trustees are individually responsible for the content of their comments, posts, and "likes" on social media and must ensure that their use of social media is consistent with the Trustee Code of Conduct.

3 Breaches and Sanctions

- 3.1 When there is a concern regarding misconduct, an attempt will be made to resolve issues early, with measures that are proportionate with the underlying factual content. When appropriate the chair or vice-chair may take an incremental approach: beginning with an informal complaint process.
- 3.2 If proactive measures do not resolve the issue, or in the case of an extreme breach, disciplinary measures may be imposed in a remedial and restorative manner, reflecting the seriousness of the breach.
 - 3.2.1 Write a letter of apology.

- 3.2.2 A direction to the trustee to participate in specific training, coaching, or counselling.
- 3.2.3 Being subject to a motion of censure passed by a majority of the voting trustees at a closed board meeting; or
- 3.2.4 Being removed from one, some or all board committees, or other appointments by a majority of voting trustees in a closed meeting.
 - It is important to note that, except as expressly permitted by the *School Act*, a board's authority does not extend so far as to effectively remove a trustee from their elected office.
- 3.3 The board must comply with its obligations to protect the privacy of others under the *School Act* and the *Freedom of Information and Protection of Privacy Act*.
- 3.4 The board may, at its discretion, and by resolution of the voting trustees, to promote public confidence, make public that the breaches and sanctions process was followed.

POLICY DEVELOPMENT

Board Approved and Issued: June 24, 1985

Last Revised: June 19, 2013; February 2022

Description:

1. The Board of Education shall determine and adopt policies in accordance with procedures that will facilitate the broadest possible consultation within the district, including district employees who may have special knowledge of, or particular interest in, the policy under consideration.
2. Policies may be proposed for adoption, amendment or repeal at any Board meeting, by any member of the Board or may be placed on the agenda for debate. Policies shall be adopted, amended or repealed by a majority vote of the members of the Board.
3. It is the wish and practice of the board to consult groups affected by a proposed new or changed policy prior to making its final decision.
4. Except in an emergency situation, a thirty (30) day circulation period will be allowed to permit those interested in reacting to the policy to submit their ideas to the Board.
5. The board reserves the right to formulate or delete policy and to modify existing policy for immediate implementation. Suggestions for new policy at Board level should be referred to the Policy Committee.
6. Suggestions for new policy or modifications to existing policy will be received by the board from the Superintendent of Schools and through them from any interested party (i.e. from the district).
7. Proposed policies will be screened on behalf of the Board to make sure that they are district wide in focus. Screening shall be done by a Policy Committee consisting of 2 Trustees, and the Superintendent of Schools (or designate), to properly write, title and code new policies.
8. Proposed policies which receive "approval in principle" from the Board will be circulated to all members of the district staff, principals, schools in the district, the Peace River South Teachers' Association, other organizations representing groups of school district employees and the District Parent Advisory Council. The Board may also post policy for feedback from the general public.
9. If a situation arises in which the Board must act quickly, the Board may propose, discuss, and adopt a policy at a single meeting. However, it is the practice of the Board to review such "emergency" policies after they have been in force for several months, to ensure that the policy is well-considered and remains appropriate for continued use.

10. Before any policy is finally adopted, the Board will expect to receive a report on the feedback obtained from the circulation period and a recommendation of disposition.
11. At the Board meeting, the proposed new or amended policy shall be presented by the chairperson of the Policy Committee and a motion will be made on the recommendation of that committee; the motion, if duly seconded, will then be voted upon, and if it is carried the policy as proposed will become official policy of the Board. (Amendments or changes may be suggested by any Trustee at the meeting, and, unless the amendments and changes are substantial, will not make it necessary for the proposed policy to be referred back to committee.)
12. The formal adoption of policies will be recorded in the minutes of the Board; only those written statements so adopted and so recorded shall be regarded as official policies of the Board. Policies will go into effect immediately upon adoption, unless a specific effective date is provided in the motion to adopt.
13. On an ongoing basis, the Board shall cause a review of the policies of the district to be made and shall receive the report on such review together with any recommendations for revision.
14. When action must be taken and the Board has provided no guidelines in policy, the Superintendent of Schools (or designate) shall have the power to act.
15. The decisions of the Superintendent of Schools (or designate), however, will be brought to the Board's attention at its next regular meeting. It shall be the duty of the Superintendent of Schools to inform the Board promptly of any emergency action taken, and, if appropriate, to alert the Board to the need for policy.