



School District No.59 (Peace River South)

Open Board Meeting Agenda

Date: January 23, 2020 1:00 PM

Place: School Board Office – Dawson Creek

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

APPROVAL OF AGENDA

1. ITEMS FOR ADOPTION

- R1.1 – Regular Board Meeting Minutes – December 19, 2019
- R1.2 – Excerpts Closed Meeting – December 19, 2019

2. BUSINESS ARISING

3. ESSENTIAL ITEMS

4. OTHER PRESENTATIONS

- R4.1 – Student Voice

5. REPORTS FROM THE SUPERINTENDENT OF SCHOOLS

- R5.1 – School/Student News
- R5.2 - Student Discipline Report – December 2019
- R5.3 – Mental Health Plan
- R5.4 – SWOC Update
- R5.5 – Access to Courses
- R5.6 – Field Trip Request

6. REPORTS FROM THE SECRETARY-TREASURER

- R6.1 – Finance Reports
- R6.2 – Additional Capital Expenditure
- R6.3 – Amended Operating Grant
- R6.4 – Trustee Stipend
- R6.5 – Revised 2020-21 Capital Plan

7. TRUSTEE ITEMS

- R7.1 – BCSTA – T. Ziemer
- R7.2 – Board Evaluation/Trustee Self-Assessment – J. Lalonde
- R7.3 – Vaping Regulation Feedback – C. Hillton

8. COMMITTEE REPORTS

R8.1 – Policy Committee

R8.1.1 Policies for Adoption:

- Policy 2150 Roles and Responsibilities of the Board
- Policy 4210 Outdoor Education

R8.1.2 Policies for Circulation:

- Policy 2205 Trustee Remuneration, Benefits and Recognition
- Policy 2260 Communication with the Public

R8.1.3 Policies for Repeal

- Policy 2330 Communication with the Board

R8.2 – Pro-D Committee

9. DIARY

10. QUESTION PERIOD

11. FUTURE BUSINESS / EVENTS

- 11.1 – Open Board Meeting – February 20, 2020



School District No.59 (Peace River South)

BOARD OF EDUCATION OF SCHOOL DISTRICT NO.59

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

Open Session Minutes

DATE & TIME: December 19, 2019 – 1:00 PM

PLACE: School Board Office – Dawson Creek

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

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

Called to Order – 1:00 PM

APPROVAL OF AGENDA

Additions: R7.3 Committee Resignation

Deletions:

(2019-12-004)
MOVED/SECONDED – Lalonde/Ziemer
THAT, the Regular Meeting agenda be approved as amended.
CARRIED UNANIMOUSLY

1.0 ITEMS FOR ADOPTION

R1.1 Regular Board Meeting Minutes – November 20, 2019

The Chair asked for any corrections to the minutes.

(2019-12-004)
The Chair declared the minutes of the open meeting November 20, 2019 approved as presented.

R1.2 Excerpts of Closed Board Meeting – November 20, 2019

(2019-12-005)

The Chair declared the excerpts of the closed board meeting November 20, 2019 approved as presented.

2.0 BUSINESS ARISING

3.0 ESSENTIAL ITEMS

4.0 PRESENTATIONS

5.0 REPORTS FROM THE SUPERINTENDENT OF SCHOOLS

R5.1 School/Student News

The Superintendent reported school/student news:

- Ecole Frank Ross participates in the grandbuddy program at Rotary Manor; four students are currently placed in the top 5 of their age category in the Hit Tap Draw Curling Alberta Contest, the top 5 individuals as of December 31st are invited to compete at the Provincial Competition in Okotoks, Alberta at the end of January.
- Canalta Elementary students are participating in maker station activities and the school has started a Gotcha Program.
- Windrem Elementary celebrated the holiday season with a turkey dinner made by staff and students.
- DCSS-Central Campus has been organizing many fundraising activities to support families in need during this holiday season.
- DCSS-South Peace Campus – staff and students participated in a rival hockey game between staff and students.

R5.2 Student Discipline Report

The student discipline summary report for the month of November 2019 was presented. A total of 44 suspensions were reported. Following is a breakdown of the main offences:

- | | |
|--------------------|----|
| ○ Safety of Others | 16 |
| ○ Fighting | 9 |
| ○ Non-Compliance | 7 |

R5.3 Field Trip Requests

Final approval was requested for the French Immersion trip to Quebec in February 2020.

(2019-12-006)

MOVED/SECONDED – Hillton/Ziemer

THAT, the Board give final approval for the DCSS-Central Campus French Immersion program field trip to Quebec in February 2020 to proceed as planned.

CARRIED UNANIMOUSLY

Administration from DCSS-SP Campus has submitted an international field trip request for the Me to We group to travel to Thailand and Cambodia in March of 2021.

(2019-12-007)

MOVED/SECONDED – Lalonde/Jones

THAT, the Board give approval of intent for the DCSS-SP Campus Me to We group to proceed with planning an international field trip to Thailand and Cambodia in the spring of 2021.

CARRIED UNANIMOUSLY

R5.4 Chetwynd Communication Society

The Chetwynd Communications Society has provided the School District with a donation of \$43,000 raised through the CHET FM Bingo. The donation will be used towards breakfast and lunch programs at schools in the district.

R5.5 Student Learning Report

The Superintendent presented the Student Learning Report to the board. The report provides district data in the areas of numeracy, literacy, grade transitions, grad rates, completions rates, early development, and the results of the student satisfaction survey. The report is a combination of Ministry gathered data with additional data from the district.

6.0 REPORTS FROM THE SECRETARY TREASURER

R6.1 Finance Reports

The monthly finance reports were reviewed.

R6.2 BCSTA Survey Results

The 2018-19 BCSTA survey results were reviewed. The survey included information on provincial trustee stipends, mileage rates and meal allowances.

The Board requested further breakdown of information from the Secretary Treasurer on trustee stipends for districts of similar size.

R6.3 Pouce Coupe Portable Update

The second portable for Pouce Coupe Elementary School has been delivered and is operational. The Grade 2/3 students are enjoying their first week in the classroom. The classroom space previously held in the public library will be converted back to library space early in the new year.

R6.4 Property Bylaw

The transfer of a small parcel of property adjacent to Tumbler Ridge Elementary school is being completed. The District of Tumbler Ridge subdivided the property to transfer the small parcel that the new playground is on.

(2019-12-008)

MOVED/SECONDED – Hillton/Gulick

THAT, the Board of Education of School District No.59 (Peace River South) Purchase of Real Property Bylaw No. 2019-03 be read a first time.

CARRIED UNANIMOUSLY

(2019-12-009)

MOVED/SECONDED – Lalonde/Ziemer

THAT, the Board of Education of School District No.59 (Peace River South) Purchase of Real Property Bylaw No. 2019-03 be read a second time.

CARRIED UNANIMOUSLY

(2019-12-010)

MOVED/SECONDED – Ziemer/Gulick

THAT, the Board allows the third reading of the Board of Education of School District No.59 (Peace River South) Purchase of Real Property Bylaw No. 2019-03 to occur in this meeting.

CARRIED UNANIMOUSLY

(2019-12-011)

MOVED/SECONDED – Gulick/Hillton

THAT, the Board of Education of School District No.59 (Peace River South) Purchase of Real Property Bylaw No. 2019-03 be read a third time, passed and adopted.

CARRIED UNANIMOUSLY

7.0 TRUSTEE ITEMS

R7.1 BCSTA Update – T. Ziemer

Trustee Ziemer reported on the latest news and events from BCSTA.

Trustee Ziemer has been asked to sit on the Inclusive Education Working Group for BCSTA.

R7.2 BCPSEA Motion – C. Anderson

The Board Chair received a recommendation from BCPSEA to amend the previous motion adopted so it fits within the mandate of BCPSEA. The trustees approved the amendment to the motion.

(2019-12-012)

MOVED/SECONDED – Gulick/Ziemer

THAT the motion be amended to read: BCPSEA Board of Directors write a letter to the Minister of Advanced Education, the Deans of Education for BC Universities and the BC Teachers' Council to encourage the development of an online teacher training program in BC.

CARRIED UNANIMOUSLY

R7.3 Committee Resignation – B. Borton

Trustee Borton announced she will be resigning from the Policy Committee.

Trustee Lalonde was appointed as a member of the Policy Committee.

8.0 COMMITTEE REPORTS

R8.1 Policy Committee

The policy committee met on December 4th, 2019. The Policy Committee brought forward the following recommendations:

R8.1.1 Policies for Circulation

The Policy Committee presented revised policy 4310 Accidents and Insurance for circulation.

(2019-12-013)

MOVED/SECONDED – Jones/Borton

THAT, the board approve to circulate Policy 4310 Accidents and Insurance for feedback for a minimum period of 45 days:

CARRIED UNANIMOUSLY

R8.1.2 Policies for Adoption

The Policy Committee presented the following policies for adoption:

(2019-12-014)

MOVED/SECONDED – Gulick/Hillton

THAT, the board adopt the following policies as presented:

- Policy 2100 Mission, Vision and Guiding Principles
- Policy 4505 Menstrual Products
- Policy 4550 Immunization

CARRIED UNANIMOUSLY

(2019-12-015)

MOVED/SECONDED – Gulick/Ziemer

THAT, revised Bylaw 1-99 Organization and Operation of the Board be read a third time, passed and adopted as revised.

CARRIED UNANIMOUSLY

(2019-12-016)

MOVED/SECONDED – Ziemer/Borton

THAT, the board adopt Policy 2205 Trustee Remuneration, Benefits and Recognition.

DEFEATED

The Policy Committee will review the Trustee Remuneration, Benefits and Recognition policy and requested further feedback specific to section 4 of the policy from the Professional Development Committee.

9.0 DIARY

- January 2020 - Student Voice Presentation

10.0 NOTICE OF MOTION

11.0 QUESTION PERIOD

12.0 FUTURE BUSINESS

R12.1 - Regular Board Meeting – January 23, 2020

ADJOURNMENT

(2019-12-017)

MOVED – Jones

THAT, the Regular Meeting be terminated. (2:46 PM)

CARRIED UNANIMOUSLY

CERTIFIED CORRECT:

(C. Anderson) Board Chair

(M. Panoulis) Secretary Treasurer



School District No.59 (Peace River South)

MEETING: Closed Board Meeting
DATE: December 18, 2019 10:30 AM
PLACE: School Board Office – Dawson Creek

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

Items for Adoption

- Approval of Agenda
- Closed Meeting Minutes – November 20, 2019

Business Arising

Trustee Items

Items discussed and reported included:

- BCPSEA Update
- Superintendent Position
- Committee Resignation

Superintendent's Reports

Items discussed and reported included:

- Personnel Matters
- Student Learning Report

Secretary Treasurer's Reports

- Property Update

Adjournment Motion

CERTIFIED CORRECT:

C. Anderson, Board Chair

M. Panoulas, Secretary Treasurer



School District No.59 (Peace River South)

January 6th, 2020

**SD59 Peace River South
December 2019
Student Discipline Report**

December Suspensions:	
Controlled Substance	4
Fighting	4
Instigating	1
Non-Compliance	4
Safety of Others	13
Weapons	2
Total	28

Submitted by:

Mike Readman
Director of Instruction

School and Month

suspensions this year ----->

1/7/2020[illegible]

School District 59 Discipline Report
for December, 2019.

Legend

Bullying <----- suspension category

1/7/2020

suspensions this month -----> 2 6 <----- suspension days this month

suspensions this year -----> 5 | 12 <----- suspension days this year

School and Month

[illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible]

School District 59 Discipline Report for December, 2019.

1/7/2020

Legend

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

School and Month

Group Sub Total		Bullying		Drugs/ Alcohol		Fighting		Indecent Behav		Indefinite		Instigat- ing		Non-com- pliance		Profanity		Safety of Others		Tobacco		Theft		Truancy		Vandal- ism		Weapons		Total	
December	2019	0	0	0	0	3	3	0	0	0	0	1	3	3	3	0	0	11	16	0	0	0	0	0	0	0	0	0	0	18	25
FTEs	Totals To Date	0	0	0	0	15	31	0	0	0	0	5	8	10	12	1	1	40	63	4	6	0	0	0	0	0	0	1	1	76	121
SchoolType																															

Chetwynd Secondary		Bullying		Drugs/ Alcohol		Fighting		Indecent Behav		Indefinite		Instigat- ing		Non-com- pliance		Profanity		Safety of Others		Tobacco		Theft		Truancy		Vandal- ism		Weapons		Total	
December	2019	0	0	3	9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	4	10
	Totals To Date	0	0	5	15	2	10	0	0	0	0	0	0	0	0	0	0	1	3	0	0	0	0	0	0	0	0	1	5	9	33

DCSS-Central Campus		Bullying		Drugs/ Alcohol		Fighting		Indecent Behav		Indefinite		Instigat- ing		Non-com- pliance		Profanity		Safety of Others		Tobacco		Theft		Truancy		Vandal- ism		Weapons		Total	
December	2019	0	0	0	0	1	5	0	0	0	0	0	0	0	0	0	0	2	7	0	0	0	0	0	0	0	0	1	1	4	13
	Totals To Date	0	0	4	7	9	37	0	0	0	0	4	4	18	46	0	0	10	41	5	9	1	2	0	0	0	0	2	8	53	154

DCSS-South Peace Campus		Bullying		Drugs/ Alcohol		Fighting		Indecent Behav		Indefinite		Instigat- ing		Non-com- pliance		Profanity		Safety of Others		Tobacco		Theft		Truancy		Vandal- ism		Weapons		Total	
December	2019	0	0	1	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	5
	Totals To Date	0	0	7	35	7	33	0	0	0	0	0	0	3	5	0	0	2	8	8	24	0	0	0	0	0	0	0	0	27	105

Tumbler Ridge Secondary		Bullying		Drugs/ Alcohol		Fighting		Indecent Behav		Indefinite		Instigat- ing		Non-com- pliance		Profanity		Safety of Others		Tobacco		Theft		Truancy		Vandal- ism		Weapons		Total	
December	2019	0	0	0	0	0	0	0	0	0	0	0	0	1	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	4
	Totals To Date	4	8	2	3	4	12	0	0	0	0	0	0	3	11	0	0	2	6	0	0	0	0	0	0	0	0	0	0	15	40

Group Sub Total		Bullying		Drugs/ Alcohol		Fighting		Indecent Behav		Indefinite		Instigat- ing		Non-com- pliance		Profanity		Safety of Others		Tobacco		Theft		Truancy		Vandal- ism		Weapons		Total	
December	2019	0	0	4	14	1	5	0	0	0	0	0	0	1	4	0	0	2	7	0	0	0	0	0	0	0	0	2	2	10	32
FTEs	Totals To Date	4	8	18	60	22	92	0	0	0	0	4	4	24	62	0	0	15	58	13	33	1	2	0	0	0	0	3	13	104	332
SchoolType																															

ALL SCHOOLS SUMMARY		Bullying		Drugs/ Alcohol		Fighting		Indecent Behav		Indefinite		Instigat- ing		Non-com- pliance		Profanity		Safety of Others		Tobacco		Theft		Truancy		Vandal- ism		Weapons		Total	
December	2019	0	0	4	14	4	8	0	0	0	0	1	3	4	7	0	0	13	23	0	0	0	0	0	0	0	0	2	2	28	57
FTEs	Totals To Date	4	8	18	60	37	123	0	0	0	0	9	12	34	74	1	1	55	121	17	39	2	1	0	0	0	0	4	14	180	452

Mental Health in Schools Grant Funding
Peace River South 2019/2020

On October 31, 2019, the district received a grant of \$30, 500 to continue to support the development of mental health and well-being in our schools and students. The aim of this grant is to support schools and districts in building safe, caring and inclusive learning environments through social emotional learning (SEL), trauma-informed practice (TIP) and mental health literacy (MHL).

TIP focuses on understanding students' coping strategies, supporting student independence and addressing student's needs to minimize additional stress or trauma. SEL is a set of specific skills that help individuals set goals, manage behaviour, build relationships and process and remember information. MHL is understanding mental health, knowing the risk factors and signs of mental illness, and reducing the stigma around the topic of mental health. These three areas connect to create the foundation for the work done in our district, our schools and our classrooms.

Starting in March of last year we rolled out MHL in our district. Two staff members were trained as core educators. Their role was to train school and district staff as Go-To Educators and train teachers at the middle and high school level to roll out the mental health literacy curriculum. In total, last year close to 100 staff were trained as Go-To educators and 10 teachers in the implementation of the MHL Literacy curriculum (grades 8-12). This was done in partnership with Children Youth and Mental Health.

Our plan for 2019/2020 to build on our work from last year:

1. Send two additional staff to the MHL Institute to develop skills and knowledge as core-educators through education about mental health including identification and support of students, supporting colleagues and developing strategies for working with health providers, parents and families (travel costs to Vancouver).
2. Send our Core educator team of four to the MHL institute that focuses on system-wide strategies for school- and district-leaders to implement a school- and/or district-wide plan to build mental health literacy (travel costs to Vancouver).
3. Counselling department to work with targeted classrooms around implementing TIP/SEL/MHL classroom wide (release time, resources).
4. Continue to train Go-To Educators throughout the district (release time, resources).
5. Train health teachers at the middle and high schools who are new or who did not receive the MHL curriculum training last year (release time, resources).
6. Work with schools to develop and implement school-wide plans for TIP/SEL/MHL based on their needs and research-based programming (release time, training, resources).
7. Develop and present a parent workshop with our community partners on TIP/SEL/MHL (resources).



School District No.59 (Peace River South)

January 16, 2020

To the Board of Education

Re: Approval to proceed with planning for an international field trip in spring of 2021

This letter is to inform you that a teacher, Melissa Parks at Tumbler Ridge Secondary School, has begun the formal planning process for a student trip to Europe (Germany, Italy, and Switzerland) in March of 2021.

Ms. Parks has asked for **approval to proceed with planning** for international travel with a small group of students. The trip is being planned for grade 11 students to travel to Germany, Italy, and Switzerland in March of 2021. Travel will coincide with Spring Break to minimize days missed at school. Of the 16-day trip, tentatively, all of those days could fall within Spring Break.

The trip is being organized with the tour company EF Educational Tours.

The initial application for **approval to proceed** was submitted on December 6th, 2019, well within the suggested timeline for applications of this type. The earlier than necessary application submission is to ensure that if the trip is not approved, students will be able to receive refunds for any payment already made to EF Tours.

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

Recommendation:

That the Board of Education provide **approval to proceed with planning** the trip as described in this letter.

Sincerely,

Mike Readman
Director of Instruction
SD 59, Peace River South



It is our mission to develop skills, nurture personal growth, and encourage lifelong learning in a supportive and respectful environment.

Principal: Mr. Ryan McGuire

Secretary: Mrs. Diana Skillen

Board of Education
SD59 Peace River South
11600 – 7th Street
Dawson Creek, BC V1G 4R8

Date: December 6, 2019

Dear Board of Education:

In accordance with SD59 Policy, Tumbler Ridge Secondary School is requesting approval to proceed from the Board of Education for an out-of-province field trip. The trip involves students who will be in grade 11 during the time that we are proposing for travel. Students will be travelling to Europe from March 16, 2021 to March 26, 2021 over Spring Break.

The purpose of this field trip is to provide students with the opportunity to advance their perspective of themselves and their place in the world. Students have already made curricular competency connections related to Career-Life Education by completing “cycles of planning, reflecting, adapting and deciding” on a variety of fundraiser activities in an effort to raise the minimum down-payment for a potential trip. During the trip itself there are many educational opportunities that connect to the curricular competencies for Social Studies as well as English. Perhaps most importantly, students from our small community will have a chance to be immersed within diverse and complex expressions of cultures they would otherwise not have an opportunity to experience, and this will help to broaden their understanding and worldview.

Students were presented with a variety of possible locations and tour packages. The majority of students wanted an option that provided the broadest number of places and experiences for the lowest cost. Each tour package contained different activities and learning opportunities. Students chose the tour that included three countries (Germany, Italy, and Switzerland) and a tour day in the concentration camp of Dachau. During the school year we intend to take the trip, students will be learning about genocide with a focus on how “the intentional destruction of peoples and their cultures is not inevitable and such attempts can be disrupted and resisted.” Getting to visit one of the places they will be learning about with a local and educated tour guide provided by the tour company will offer an incredible enrichment opportunity for our students.

I am currently working with EF Tours to make this trip a reality. This tour will “provide education and experiences for students that are not available locally” (page 16, school handbook). As indicated above,

students are already working on the soft skills through fundraising, planning, and execution of their ideas as a part of their CLE course. They have been incorporating teamwork, coordination/cooperation, as well as budgeting. Meanwhile, I have been in constant communication with Alexander Williams, a program consultant with EF Tours. EF Tours is currently celebrating 50 years of providing educational travel experiences for students. The primary focus of the company is right in the title: Education First. They partner with a large variety of educational organizers, including Me to We, Historica Canada, Juno Beach Centre, Canadian Geographic, and Nobel Prize Museum as well as others, to provide deep learning opportunities for students before, during, and after the tour.

EF Tours offers a comprehensive Global Travel Protection Plan for all tours that includes provisions for tour cancellation or interruption, illness or accident, baggage and property loss/damage/theft, as well as access to 24-hour English speaking representatives to help guide travelers through any emergent situation. Please feel free to explore the travel protection options in more depth at <https://www.eftours.ca/help-centre/safety/travel-coverage>. EF provides a bilingual tour guide for the countries being travelled within, the first of whom will meet the group at the airport to begin the tour and last will see them off at the airport to go home. All finances are handled through an online student account system where students and their families have 3 payment plan options to select from in order to choose what works best for them. This flexibility in payment plans should help to make the tour more accessible to all students.

There are currently no significant travel or health advisories for our proposed locations. If, in the intervening months, a travel or health alert/ban should come up, EF allows for flexibility in rescheduling or choosing alternate destinations at minimal to no cost.

I am planning to take no less than 6 students and am willing and able to take the entire class if they choose to enroll. Students have been working hard within CLE to fundraise the minimum down payment (which is the only non-refundable part of the trip at \$200/person), so that their families can choose to enroll or not at no additional cost beyond efforts towards fundraising. Several students have already got enough for the down payment and are continuing to save to help pay for more of the total. Chaperones for EF Tours are incorporated on a 1:6 ratio. If there are more than 6 students enrolled there are two other teachers who have volunteered to be chaperones from TRSS, and an abundance of parent volunteers who have said they will go if our numbers are high enough to need more than 3 chaperones.

I will continue to work closely with Alexander Williams from EF Tours to finalize the itinerary for students and incorporate educational experiences they cannot get as easily in their local community. The trip is going to be booked over Spring Break of 2021 to minimize the impact on their classes as school is very important to these students.

Thank-you for your time and consideration.

Sincerely,

Melissa Parks
TRSS Teacher/Teacher Librarian
mparks@sd59.bc.ca



School District No.59 (Peace River South)

January 16, 2020

School District #59 Trustees

RE: December 2019 Financial Reports

Following are explanations of major variances for the December 31, 2019 Financial Reports. These reports are based on initial amended budget figures. I am still working on finalizing the budget with the December funding announcement, the finance reports will be adjusted for next month to match the amended 2019/2020 budget.

REVENUES:

1. The **Base Operating Grant** is right on budget, which you would expect at this time of the year when we know what our transfers from the Ministry will be. This could vary late in the year once the February and May counts for Distributed Learning and Special Needs are known.
2. **Other MoEd Grants** – this variance is due to the Early Learning Framework Implementation grant (\$1,679) and the Menstrual Product Credit (\$3,659). These additional grants will be incorporated into the amended budget and therefore you will not see these variances next month.
3. **Grants-Other Provincial Ministries** - at this time, the district is about \$5,000 ahead of plan for the ITA grants, although this may even out by the end of the year.
4. **Seconded/Substitute Teacher** – at this point the district is ahead in substitute teacher recoveries. The variance did decrease from last month as in December not many sub costs were incurred that were eligible for reimbursement.
5. The **Miscellaneous Revenue** – at this point the district is \$10,000 under budget on Northern Opportunity funding – this is just a timing issue as an invoice for this amount was issued this month.

DISTRICT EXPENSES:

1. **District Special Ed/Helping Teachers** – \$29,000 of this favourable variance is related to an elementary counsellor vacancy in Chetwynd, this adjustment has already been made in the amended budget and this variance should be eliminated next month.
2. **District Programs Other** –
 - a. *Aboriginal Education* is under budget by \$75,000, this will be decreased next month when all of the amended budget adjustments are included in the reports.
 - b. *Speech & Language* is under budget \$22,000 due to a vacancy. We typically have 3.0 FTE positions in this department, we are currently at 2.57 FTE. The increase to 2.57 FTE has only been recently, at times during the year the department was operating on 2.0 FTE. These savings will be included in the amended budget presented next month.

- c. *Technology Department* is under budget \$19,000 due to a vacancy, I am recommending the majority of these savings be reallocated to an additional capital expenditure.
3. **Administration & Other** – this favourable variance is made up several small amounts and a \$22,000 favourable variance in Education Administrations and \$13,000 in Business Administration. I am expecting some of these variances to decrease when all of the amended budget adjustments are included in the reports.
 4. **Operations & Maintenance** – the salary variance is mainly due to staff vacancies and savings in benefits. Custodial is overbudget in supplies by \$74,000, (\$60,000 was reported last month, there is concern this variance is continuing to grow). I will be examining the overall variance of this budget to determine if additional funds are required to be added to supplies within the amended budget.
 5. **Transportation** – Some of the Wage & Benefits variance is due to being under in benefits.
 6. **Utilities** can be difficult to trend because so much is dependent on weather.
 7. The **District School** variance dropped again significantly this month. This budget is made up of the net difference between average and actual wage costs, as well as budgeted and actual absence rates.

SCHOOLS:

I will be working with two school administrators over the next month to review their budgets more in depth to determine the cause of the variances.

1. **DCSS – South Peace campus** - The Principal of the school has already expressed concern that something is amiss as he feels the variance is too high for this time of the year.
2. **South Peace Elementary and Peaceview Elementary** - both of these schools' supply budgets need to be reviewed to determine if they are sustainable. There is the possibility the schools will need some financial assistance to be able to purchase supplies needed for the school year.

Melissa Panoulas

Board Variance Report - Schools

December 31, 2019

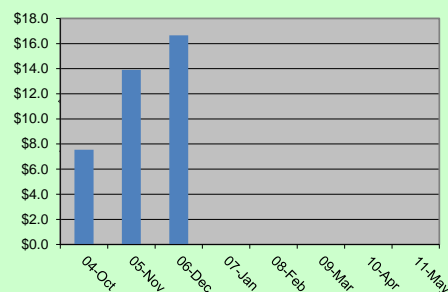
YTD Surplus (\$000's):

CANALTA (101)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$549	\$548	\$1
Supp.Staff	201	193	8
Disc.Subs	10	10	0
Supp & Serv.	25	16	8
Total	784	768	17

Underbudget 2.1%

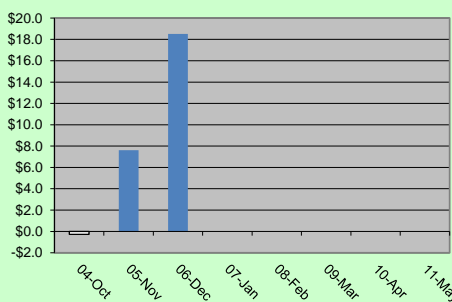


CHETWYND SECONDARY (111)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$681	\$636	\$45
Supp.Staff	154	150	4
Disc.Subs	2	16	-14
Supp & Serv.	37	54	-17
Total	875	856	19

Underbudget 2.1%

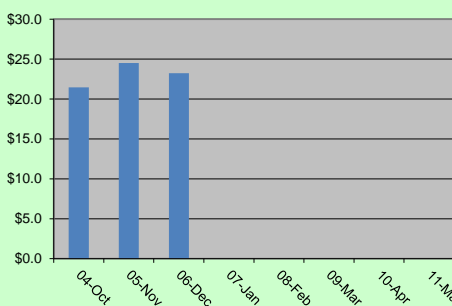


CRESCENT PARK (103)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$522	\$513	\$9
Supp.Staff	149	135	14
Disc.Subs	6	9	-2
Supp & Serv.	17	14	3
Total	695	672	23

Underbudget 3.3%

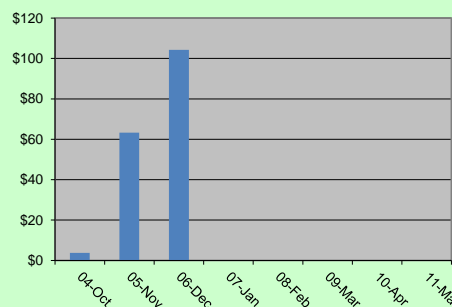


DAWSON CREEK SECONDARY (108)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$1,285	\$1,207	\$78
Supp.Staff	328	313	15
Disc.Subs	18	28	-10
Supp & Serv.	181	159	22
Total	1,811	1,707	104

Underbudget 5.8%



Board Variance Report - Schools

December 31, 2019

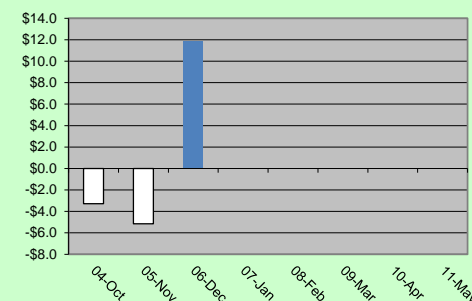
YTD Surplus (\$000's):

DEVEREAUX (114)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$224	\$223	\$1
Supp.Staff	58	56	2
Disc.Subs	2	3	-2
Supp & Serv.	14	3	10
Total	298	286	12

Underbudget 4.0%

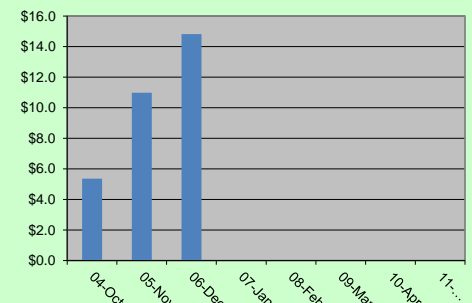


DON TITUS (113)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$270	\$270	\$0
Supp.Staff	92	98	-6
Disc.Subs	6	2	4
Supp & Serv.	24	6	18
Total	391	376	15

Underbudget 3.8%

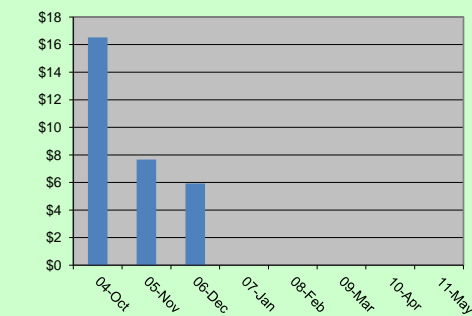


FRANK ROSS (105)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$1,156	\$1,148	\$8
Supp.Staff	199	184	14
Disc.Subs	13	21	-8
Supp & Serv.	24	32	-9
Total	1,391	1,385	6

Underbudget 0.4%

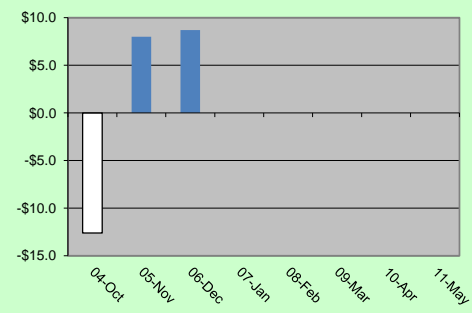


LITTLE PRAIRIE (131)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$550	\$554	-\$3
Supp.Staff	86	81	5
Disc.Subs	3	8	-5
Supp & Serv.	28	16	12
Total	667	659	9

Underbudget 1.3%



Board Variance Report - Schools

December 31, 2019

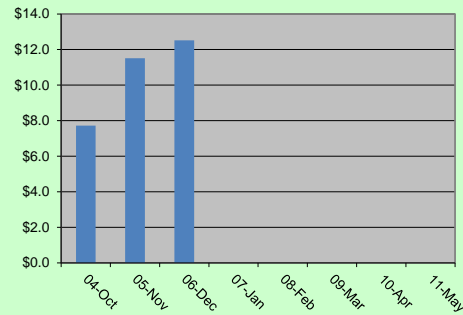
YTD Surplus (\$000's):

MCLEOD (119)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$176	\$174	\$2
Supp.Staff	22	19	3
Disc.Subs	1	0	1
Supp & Serv.	10	4	6
Total	210	197	13

Underbudget 6.0%

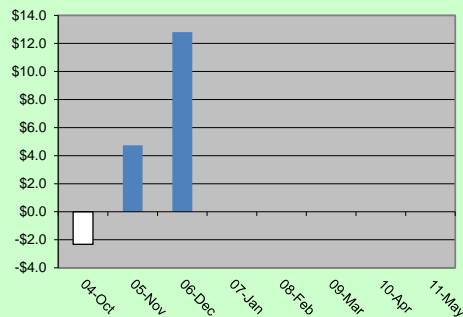


MOBERLY LAKE (118)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$125	\$125	\$0
Supp.Staff	35	35	1
Disc.Subs	2	1	2
Supp & Serv.	14	4	11
Total	177	164	13

Underbudget 7.2%

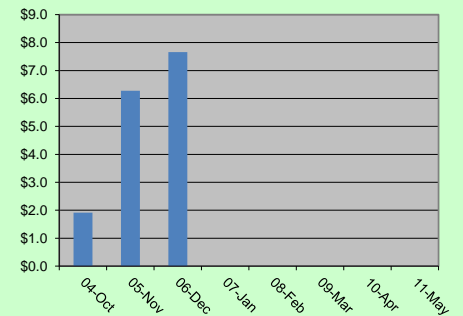


PARKLAND (124)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$156	\$149	\$7
Supp.Staff	22	19	3
Disc.Subs	2	5	-3
Supp & Serv.	7	6	1
Total	187	179	8

Underbudget 4.1%

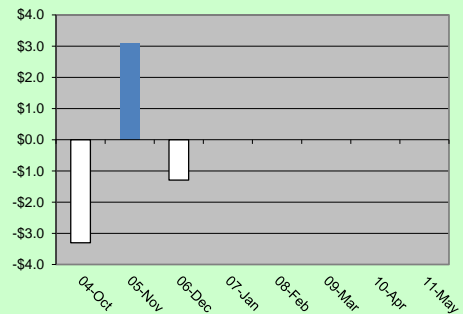


PEACEVIEW (132)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$69	\$69	\$0
Supp.Staff	0	0	0
Disc.Subs	1	0	1
Supp & Serv.	7	9	-2
Total	77	78	-1

Overbudget 1.7%



Board Variance Report - Schools

December 31, 2019

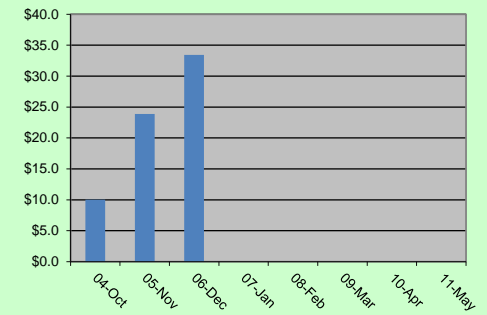
YTD Surplus (\$000's):

POUCE COUPE (110)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$331	\$326	\$5
Supp.Staff	69	40	29
Disc.Subs	3	12	-8
Supp & Serv.	15	7	8
Total	418	385	33

Underbudget 8.0%

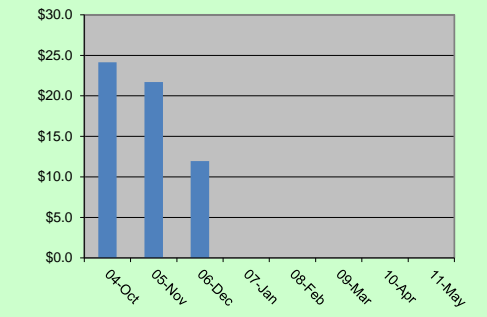


CENTRAL MIDDLE (102)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$831	\$838	-\$7
Supp.Staff	\$272	\$255	18
Disc.Subs	\$11	\$21	-10
Supp & Serv.	\$56	\$45	11
Total	1,171	1,159	12

Underbudget 1.0%

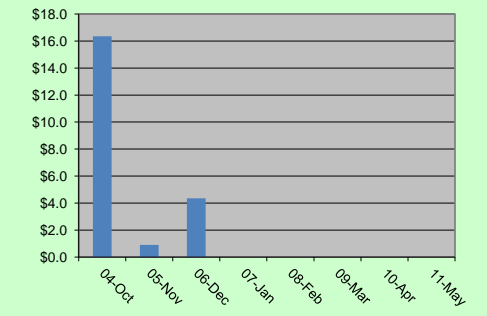


SP DIST LEARNING (138)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$182	\$182	\$0
Supp.Staff	19	19	0
Disc.Subs	2	0	2
Supp & Serv.	11	8	3
Total	214	209	4

Underbudget 2.0%

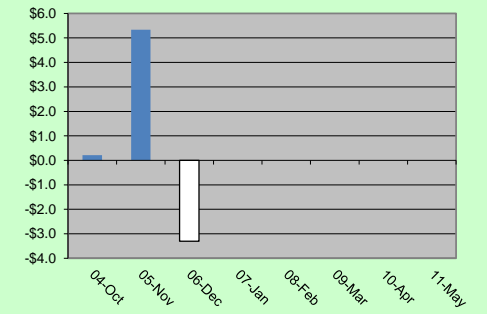


SOUTH PEACE ELEMENTARY (125)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$68	\$68	\$0
Supp.Staff	15	16	0
Disc.Subs	1	1	0
Supp & Serv.	3	6	-3
Total	87	90	-3

Overbudget 3.8%



Board Variance Report - Schools

December 31, 2019

YTD Surplus (\$000's):

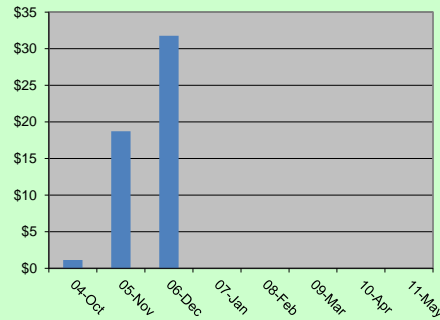
Actual Budget

TREMBLAY (109)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$419	\$417	\$1
Supp.Staff	136	113	23
Disc.Subs	7	8	0
Supp & Serv.	37	29	8
Total	599	567	32

Underbudget 5.3%

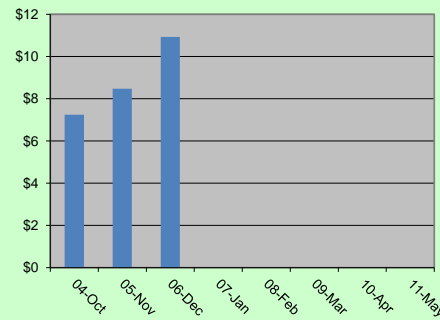


TUMBLER RIDGE ELEMENTARY (129)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$539	\$537	\$3
Supp.Staff	83	74	9
Disc.Subs	2	5	-3
O&M	17	14	2
Total	640	629	11

Underbudget 1.7%



Board Variance Report - Schools

December 31, 2019

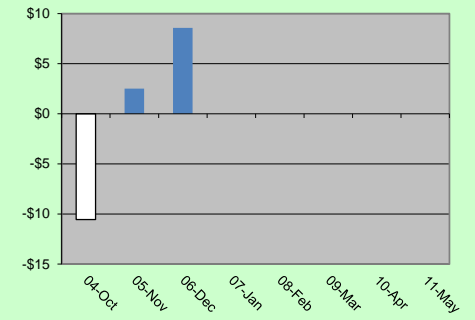
YTD Surplus (\$000's):

TUMBLER RIDGE SECONDARY (127)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$418	\$406	\$12
Supp.Staff	117	100	17
Disc.Subs	5	9	-5
Supp & Serv.	29	46	-16
Total	569	561	9

Underbudget 1.5%

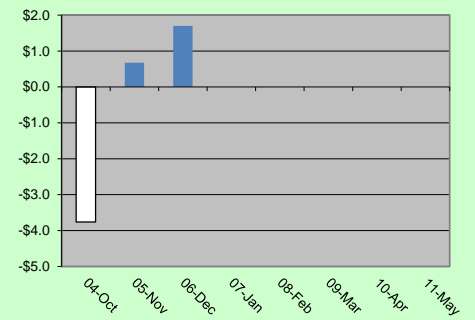


WINDREM (112)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$218	\$218	\$0
Supp.Staff	42	43	-2
Disc.Subs	2	1	1
Supp & Serv.	6	4	2
Total	268	266	2

Underbudget 0.6%

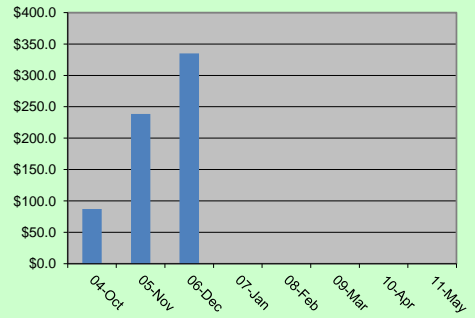


TOTAL ALL SCHOOLS

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$8,768	\$8,608	\$160
Supp.Staff	2,098	1,944	155
Disc.Subs	100	159	-59
Supp & Serv.	562	483	79
Total	11,528	11,193	335

Underbudget 2.9%



Board Variance Report - Revenues

December 31, 2019

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

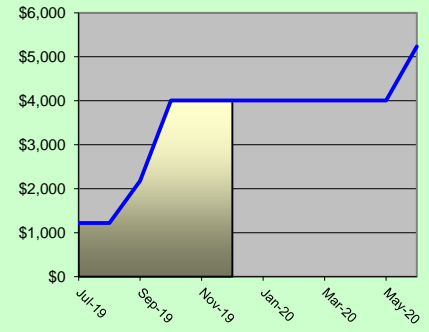
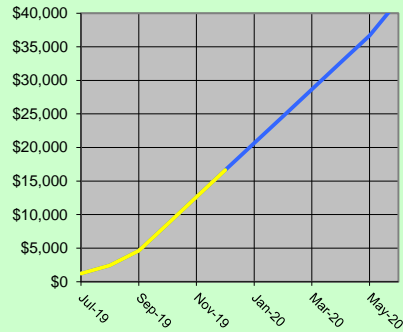
Monthly Revenues (\$000's):

BASE OPERATING GRANT

Year-To Date Results:

Budget	Actual	Variance
\$16,638	\$16,638	\$0

On Budget

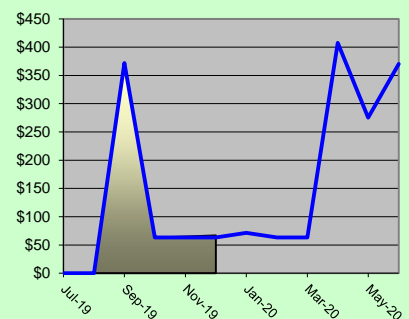
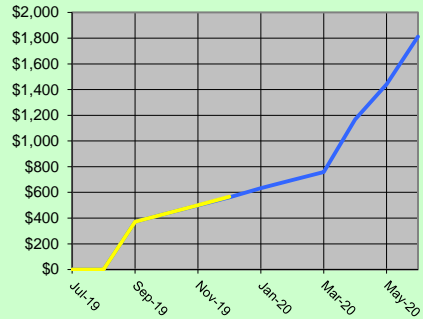


OTHER MoEd GRANTS

Year-To Date Results:

Budget	Actual	Variance
\$561	\$567	\$5

Overbudget 1.0%

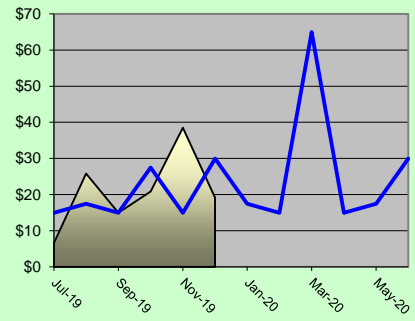
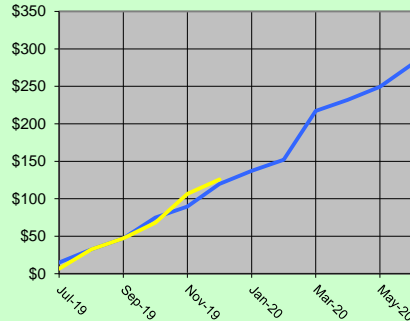


GRANTS-OTHER PROV.MINISTRIES

Year-To Date Results:

Budget	Actual	Variance
\$120	\$126	\$6

Overbudget 5.1%

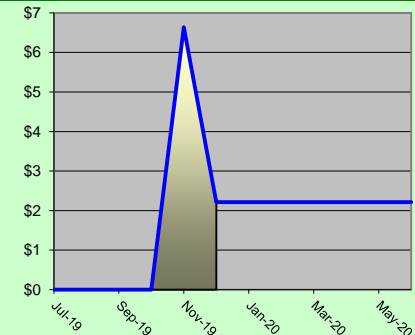
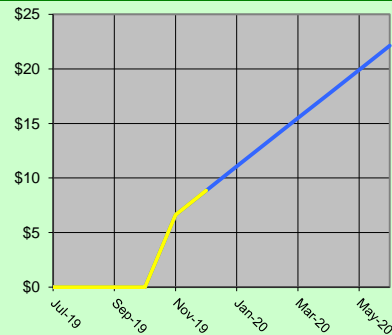


NON-RESIDENT TUITION

Year-To Date Results:

Budget	Actual	Variance
\$9	\$9	\$0

On Budget

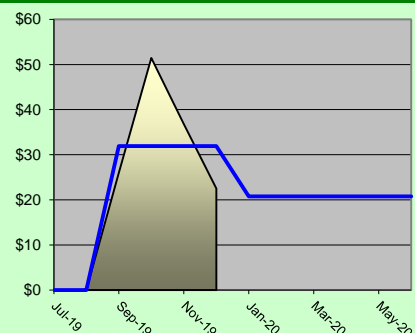
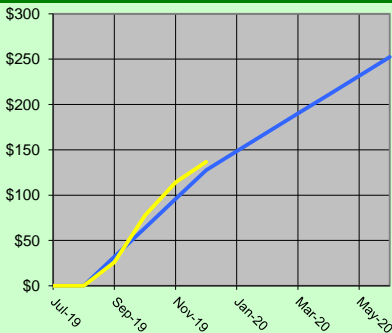


SECONDED/SUBSTITUTE TEACHER

Year-To Date Results:

Budget	Actual	Variance
\$128	\$137	\$9

Overbudget 7.1%



Board Variance Report - Revenues

December 31, 2019

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

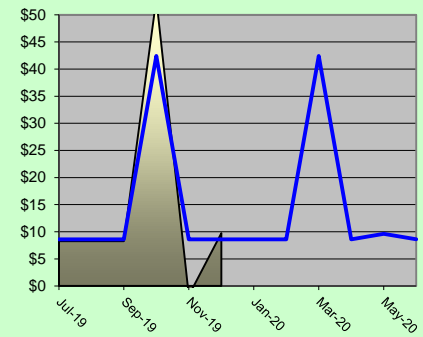
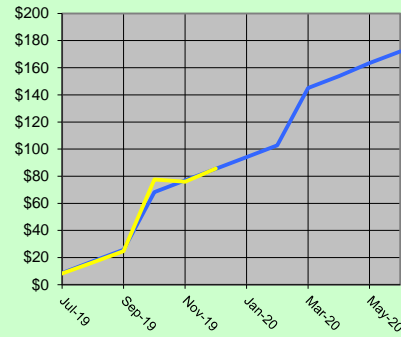
Monthly Revenues (\$000's):

RENTALS/LEASES

Year-To Date Results:

Budget	Actual	Variance
\$86	\$86	\$0

Overbudget 0.2%

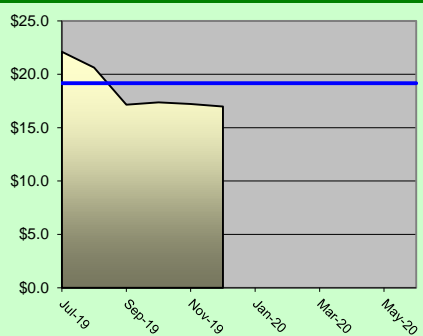
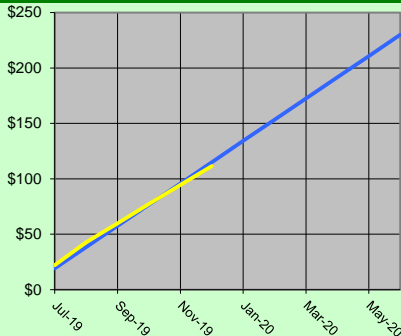


INTEREST INCOME

Year-To Date Results:

Budget	Actual	Variance
\$115	\$111	-\$4

Underbudget 3.1%

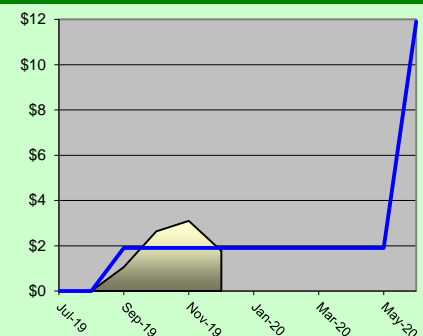
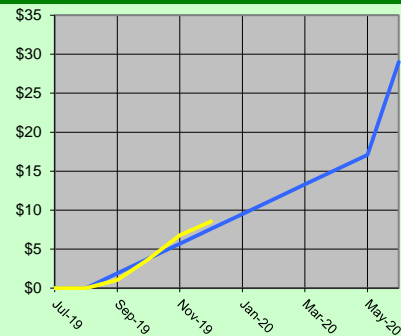


OTHER REVENUE

Year-To Date Results:

Budget	Actual	Variance
\$8	\$9	\$1

Overbudget 12.6%

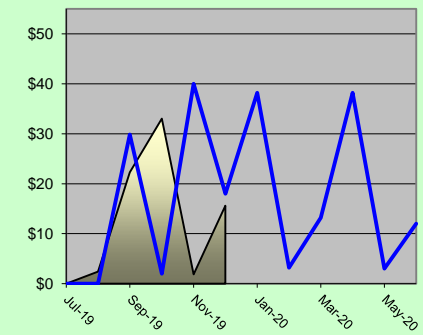
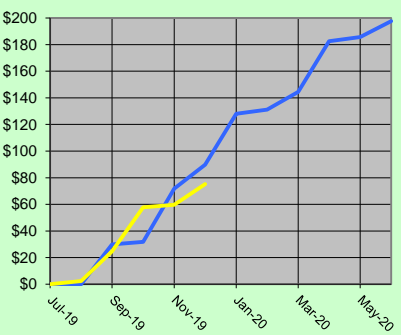


MISCELLANEOUS REVENUE

Year-To Date Results:

Budget	Actual	Variance
\$90	\$75	-\$15

Underbudget 16.3%

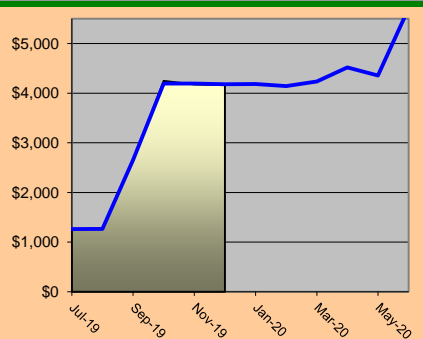
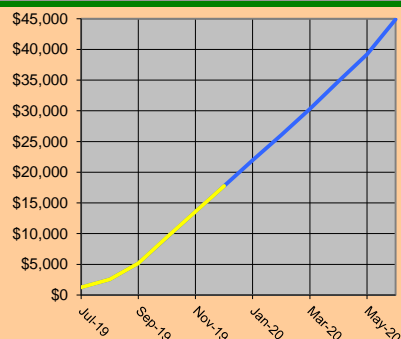


TOTAL REVENUE

Year-To Date Results:

Budget	Actual	Variance
\$17,753	\$17,757	\$3

Overbudget 0.0%



Board Variance Rpt. - Expenditures

December 31, 2019

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

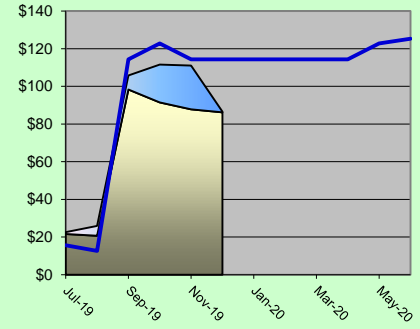
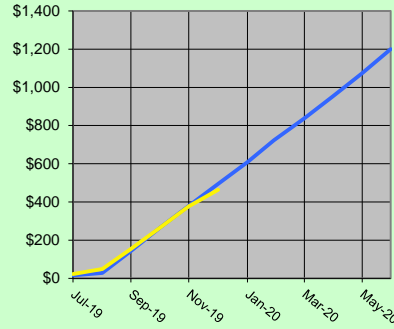
Monthly Costs (\$000's):

DISTRICT SPEC. ED./HELP.TCHRS

Year-To Date Results:

	Budget	Actual	Variance
Comp	441	406	34
O&M	54	57	-4
Total	494	464	31

Underbudget 6%

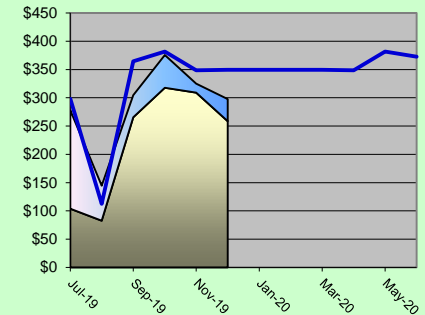
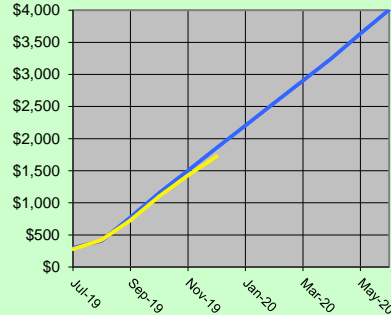


DISTRICT PROGRAMS-OTHER

Year-To Date Results:

	Budget	Actual	Variance
Comp	1,457	1,338	119
O&M	398	388	10
Total	1,855	1,725	129

Underbudget 7%

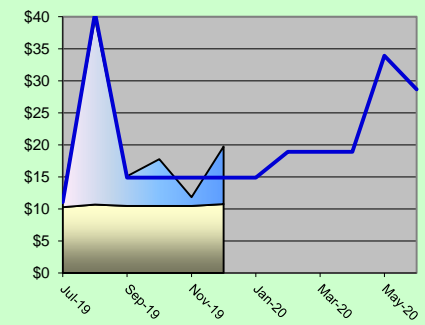
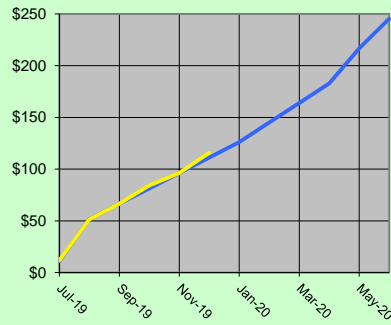


BOARD OF TRUSTEES

Year-To Date Results:

	Budget	Actual	Variance
Comp	63	63	0
O&M	48	53	-5
Total	111	116	-5

Overbudget 4%

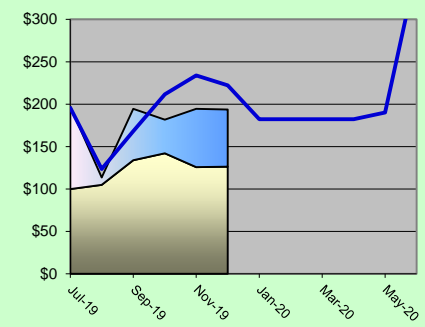
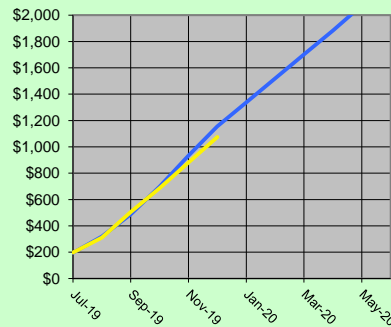


ADMINISTRATION & OTHER

Year-To Date Results:

	Budget	Actual	Variance
Comp	766	733	33
O&M	389	342	47
Total	1,155	1,075	80

Underbudget 7%

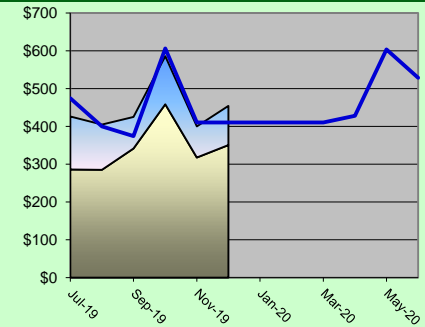
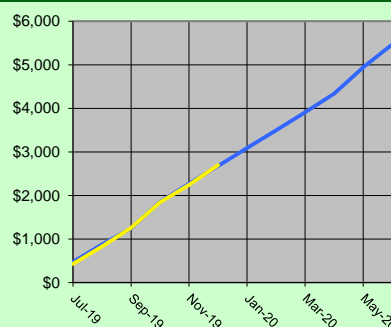


OPERATIONS & MAINTENANCE

Year-To Date Results:

	Budget	Actual	Variance
Comp	2,092	2,040	52
O&M	585	657	-72
Total	2,677	2,697	-20

Overbudget 1%



Board Variance Rpt. - Expenditures

December 31, 2019

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

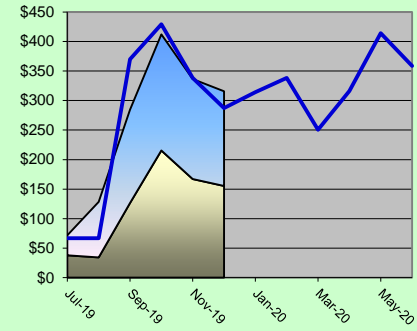
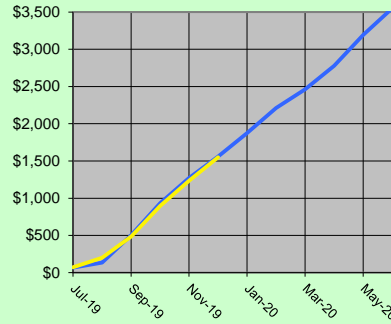
Monthly Costs (\$000's):

TRANSPORTATION

Year-To Date Results:

	Budget	Actual	Variance
Comp	748	736	12
O&M	810	813	-3
Total	1,559	1,549	9

Underbudget 1%

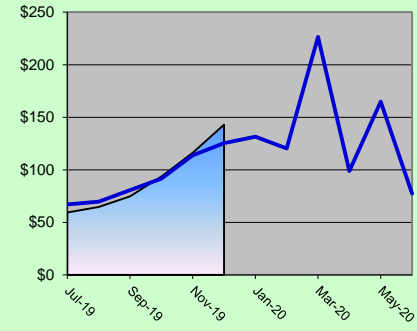
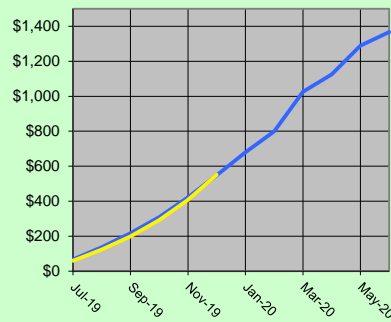


UTILITIES

Year-To Date Results:

	Budget	Actual	Variance
Comp	0	0	0
O&M	548	551	-4
Total	548	551	-4

Overbudget 1%

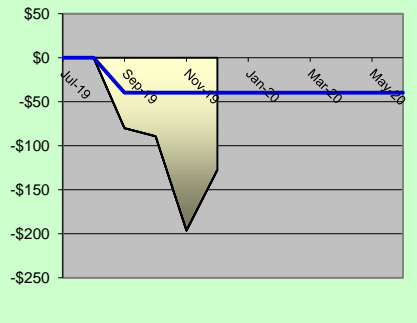
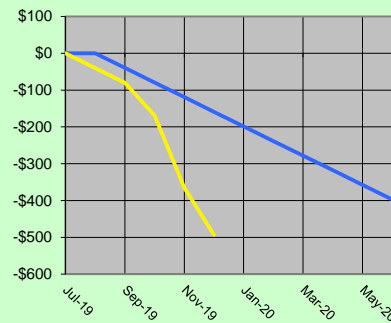


DISTRICT SCHOOL

Year-To Date Results:

	Budget	Actual	Variance
Comp	-159	-493	334
O&M	0	0	0
Total	-159	-493	334

Underbudget 210%

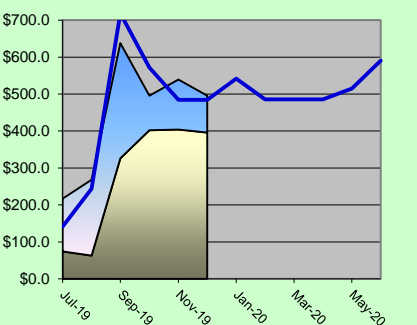
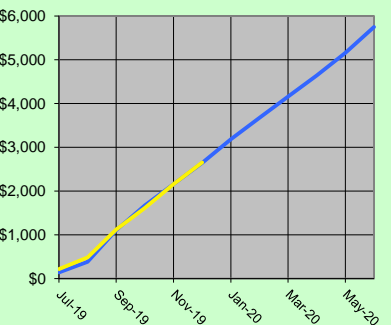


SPECIAL PURPOSE FUNDS

Year-To Date Results:

	Budget	Actual	Variance
Comp	1,905	1,666	239
O&M	739	988	-248
Total	2,645	2,654	-9

Overbudget 0%

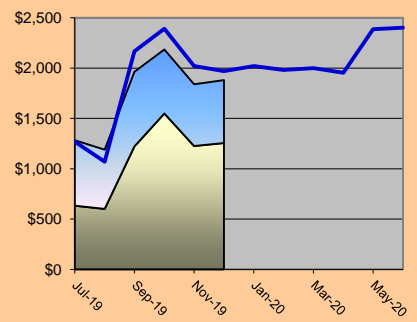
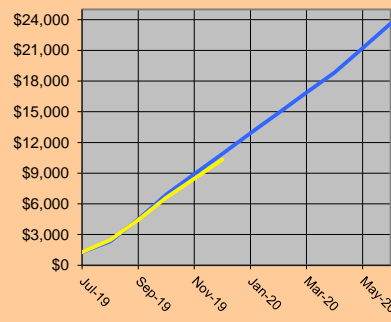


DISTRICT TOTALS - EXPENDITURES

Year-To Date Results:

	Budget	Actual	Variance
Comp	7,313	6,489	825
O&M	3,571	3,850	-279
Total	10,884	10,338	546

Underbudget 5%





School District No.59 (Peace River South)

January 15, 2020

School District #59 Trustees

RE: Additional Capital Expenditure

I am requesting the board approve an addition to the capital budget of \$15,000 for server upgrades.

The hard drives were last replaced in 2013 and we are currently using 8.5 TB out of 10 TB available of hard drive space. RAM consumption is operating at 79% of capacity, ideally, this should not exceed 75%. Although we do have 1.5 TB of space available there is concern the hard drives will start to fail given their age.

Looking forward, some applications will benefit from or even require solid state hard drives. The district's finance, HR and payroll systems are also going to see major changes which would require server upgrades.

The server upgrade will achieve the following.

- Addition of 2 TB of solid state hard drives
- Increase transfer rates between servers
- Addition of at least 128 GB of RAM capacity
- Replace aging hard drives and reduce system failures

Within the technology department there is a year-to-date favourable variance of \$19,000. I am recommending a portion of those savings be reallocated to capital purchases to complete the upgrade described above.

Melissa Panoulas
Secretary Treasurer

SCHOOL DISTRICT 59 - PEACE RIVER SOUTH

COMPARISON OF BASE OPERATING GRANT FUNDING

	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u> <u>Preliminary</u>	<u>2019/20</u> <u>Amended</u>	<u>Change</u>	<u>%</u>
Student Base Allocation	\$25,320,992	\$25,381,794	\$25,878,196	\$26,839,149	\$26,722,399	\$27,434,400	\$712,001	2.7%
Supplements:								
Enrolment Decline	0	0	0	0	55,945		-55,945	
ESL	114,540	143,520	166,005	157,620	165,945	149,500	-16,445	-9.9%
Aboriginal Education	1,325,255	1,319,280	1,401,180	1,435,410	1,692,150	1,666,050	-26,100	-1.5%
Special Education	2,252,925	2,305,850	2,484,800	2,932,400	2,984,200	3,593,800	609,600	20.4%
Adult Education	0	16,548	13,854	5,870	0	1,193	1,193	
Salary Differential	420,237	620,604	911,260	694,819	684,816	636,264	-48,552	-7.1%
Unique Geographic Factors	5,218,590	5,377,255	5,445,033	5,240,725	5,615,047	5,615,047	0	0.0%
Transportation & Housing	2,480,208	2,462,680	2,454,850	2,545,209	2,687,047	2,687,047	0	0.0%
Funding Protection	3,670,557	2,568,083	1,255,269	83,723	0	0	0	
Education Plan Supplement	69,638	69,848	69,270	69,755	71,535	71,535	0	0.0%
Administrative Savings	-246,997	-205,328	-205,328	0	0	0	0	
Total Funding	\$40,625,945	\$40,060,134	\$39,874,389	\$40,004,680	\$40,679,084	\$41,854,836	\$1,175,752	2.9%
Student Enrolment	3,545.3	3,527.1	3,555.8	3,645.8	3,590.0	3,685.8	95.8	2.7%
Per Student Funding	\$11,459	\$11,358	\$11,214	\$10,973	\$11,331	\$11,356	\$24	0.2%

SUMMARY:

Enrolment Based Funding	29,013,712	29,166,992	29,944,035	31,370,449	31,564,694	32,844,943	1,280,249	4.1%
Geographic & Other	5,461,468	5,862,379	6,220,235	6,005,299	6,371,398	6,322,846	-48,552	-0.8%
Transportation	2,480,208	2,462,680	2,454,850	2,545,209	2,687,047	2,687,047	0	0.0%
Enrolment Decline	0	0	0	0	55,945	0	-55,945	
Sub-total	36,955,388	37,492,051	38,619,120	39,920,957	40,679,084	41,854,836	1,175,752	2.9%
Funding Protection	3,670,557	2,568,083	1,255,269	83,723	0	0	0	
TOTAL FUNDING	\$40,625,945	\$40,060,134	\$39,874,389	\$40,004,680	\$40,679,084	\$41,854,836	\$1,175,752	2.9%



School District No.59 (Peace River South)

January 2, 2020

School District #59 Trustees

RE: Chair Stipend Variance 2019 BCSTA School District Survey Results

At the Regular Open Board Meeting on December 19, 2019 information was presented on trustee stipends, below is the summary of 10 similar sized districts.

For the 10 Similar Sized Districts:

	Similar Sized Districts				SD59 Rate	% of Average	% of Median
	High Rate	Low Rate	Average	Median			
Trustee	\$ 16,179	\$ 9,987	\$ 13,346	\$ 12,840	\$ 16,179	121%	126%
Vice-Chair	\$ 17,274	\$ 10,567	\$ 14,597	\$ 14,123	\$ 17,179	118%	122%
Chair	\$ 19,717	\$ 12,307	\$ 16,351	\$ 16,266	\$ 18,179	111%	112%

At that meeting additional analysis was requested on the variance between the Board Chair and Trustee stipends as reported within the annual BCSTA survey results.

The following table provides a summary of the variances:

	Provincial				SD59 Rate	% of Average	% of Median
	High Rate	Low Rate	Average	Median			
Chair vs Trustee	\$ 11,817	\$ 891	\$ 2,951	\$ 2,710	\$ 2,000	68%	74%
Chair vs Vice-Chair	\$ 3,210	\$ -	\$ 1,579	\$ 1,500	\$ 1,000	63%	67%
Vice-Chair vs Trustee	\$ 10,908	\$ -	\$ 1,372	\$ 1,200	\$ 1,000	73%	83%

For the 10 Similar Sized Districts:

	Similar Sized Districts				SD59 Rate	% of Average	% of Median
	High Rate	Low Rate	Average	Median			
Chair vs Trustee	\$ 4,493	\$ 2,000	\$ 3,005	\$ 3,000	\$ 2,000	67%	67%
Chair vs Vice-Chair	\$ 3,210	\$ 1,000	\$ 1,754	\$ 1,538	\$ 1,000	57%	65%
Vice-Chair vs Trustee	\$ 1,750	\$ 580	\$ 1,251	\$ 1,275	\$ 1,000	80%	78%

Melissa Panoulis
Secretary Treasurer



School District No.59 (Peace River South)

January 16, 2022

School District #59 Trustees

RE: Revised 2020-21 Capital Plan

The capital plan submission for 2020/2021 that was approved by the board in June 2019 included a roofing upgrade to DCSS – South Peace Campus. The project was estimated to cost \$230,000.

I would like to revise the submission to change the roofing upgrade of DCSS – South Peace Campus to a roofing upgrade of Devereaux Elementary. I am recommending this given recent changes that have occurred to the DCSS – South Peace Campus HVAC project, at this time a roof replacement is not conducive to the heating upgrade. Additionally, we have received an updated roofing summary report for the district and Devereaux Elementary is in greater need at this time.

Melissa Panoulis
Secretary Treasurer



School District No.59 (Peace River South)

January 10, 2020



School District #59 Trustees

RE: Chetwynd Senior Secondary Renovation

At the regular meeting of the board in April 2018 the board approved a renovation at Chetwynd Senior Secondary with a budget up to \$1.75 million.

The plan approved was as follows:

Alternate Office to North	99,903
New Student Lounge	272,210
Corridor Upgrade	<u>800,806</u> (increased by \$300,000 to complete the whole school)
	\$1,172,319
Design and Engineering	93,785
Contingency	<u>253,220</u>
Probable Cost	\$1,519,324

The first phase of the renovation was completed this last summer which included upgrades to two corridors, this included upgrades to the paint, sprinkler system, lighting and flooring.

We are nearing the time of year that tenders will need to be developed for work to be completed this summer, a decision needs to be made on the next phase of the renovation and if we continue according to the plan that was approved in 2018.

Updated Estimates

Updated estimates to complete the existing plan are approximately \$2.0 million. Costs incurred to date total \$657,000 therefore costs to complete current approved plan total \$1.3 million.

An alternate plan proposed includes upgrades to the other two hallway corridors and the library entrance area and tiling the office to match the rest of the school. The library entrance area was not included in the original plan. The total estimate of this plan is \$1.6 million. Considering the costs to date of \$657,000 the costs to complete this alternate plant would be \$943,000. We would be able to complete all of this alternate plan in the summer of 2020 and plan to move into upgrades on the labs in 2021, the lab upgrades will be completed within AFG funds.



School District No.59 (Peace River South)

Reserve Balances

As of June 30, 2019 operating reserves totaled \$6.4 million. Included in this total is \$395,000 restricted as school surpluses, therefore there is \$6 million available in surplus funds available. The 2019/2020 approved spending out of reserves total to \$1.4 million (succession planning, two portables, digital content strategist, phase 1 CSS renovation & DL high school partnership). The current reserve policy recommends maintaining a contingency reserve balance of 5% of operating budget, based on the 2019/20 amended budget of \$46.6 million this would equal maintaining a reserve balance of \$2.3 million.

Operating Reserves		6.40
School Surpluses	-	0.40
		<hr/> 6.00
2019/20 Reserve Spending	-	1.40
Recommended Contingency	-	2.30
		<hr/> 2.30 Million

Within the \$2.3 million we will need to cover the remaining costs of the CSS renovation and any further plans in regard to succession planning within administrator positions.

Melissa Panoulas
Secretary Treasurer

The top half of the page features a dark blue background with wispy, white and light blue vapour or smoke rising from the bottom, creating a sense of movement and depth. A white rectangular box is positioned in the upper left quadrant, containing the title and subtitle.

VAPOUR PRODUCTS

INTENTIONS PAPER

WIDTROW/PRC

DECEMBER 2019

B.C. MINISTRY OF HEALTH



EXECUTIVE SUMMARY

On November 14, 2019, the Minister of Health announced the intention to strengthen the current regulatory framework to address the rise in youth vaping. The Ministry of Health (the Ministry) is proposing new regulations under the *Tobacco and Vapour Products Control Act* (TVPCA) and the *Public Health Act* (PHA) with the proposed regulations under the TVPCA and the PHA to be enacted on April 1, 2020.

As part of the process to develop the regulatory framework, the Ministry is seeking comments on the proposed regulatory changes outlined in this intentions paper. The intentions paper provides:

- a summary of the proposed regulations;
- implications of the regulations for youth, consumers, industry and retailers;
- intended implementation timeframe for the proposed regulations; and,
- information on how to provide comments to the Ministry.

Those interested are invited to submit comments on the proposed changes until January 24, 2020, at 4:30 p.m., using the following:

Email: vaping.info@gov.bc.ca

Mail: Health Protection Branch
Ministry of Health
PO BOX 9646 Stn Prov Govt
Victoria BC V8W 9P1

Personal information is collected by the Ministry of Health under the authority of section 26(c) and 26(e) of the *Freedom of Information and Protection of Privacy Act*, for the purposes of informing the vaping regulatory framework. If you have any questions about the collection, use and disclosure of your personal information, please contact: Lee Scalzo, A/Manager, Tobacco and Vapour Products Program, Health Protection Branch, Population and Public Health. Ministry of Health, PO BOX 9646 Stn Prov Govt, Victoria BC, V8W 9P1. Telephone: 250-952-3105

The Ministry also encourages associations to distribute the intentions paper among their members. All submissions will be treated with confidentiality by Ministry staff when preparing consultation reports. Please note however that comments you provide and information that identifies you as the source of those comments may be publicly available if a Freedom of Information request is made under the *Freedom of Information and Protection of Privacy Act*.

INTRODUCTION

What is Vaping and What are Vapour Products?

Vaping is the inhaling and exhaling of an aerosol or vapour e-substance produced by a vapour product device. The vapour product device can be an electronic cigarette (known as an “e-cigarette”), vape pen, or personal vaporizer (known as “mods”). The device consists of a mouthpiece, a battery, a cartridge for e-substances, and a heating element that is usually powered by a battery. The e-substance may or may not contain nicotine or have a flavouring compound. Flavouring compounds are chemicals or blends of chemicals used to make different flavours. The e-substance aerosol may contain dozens of chemicals. British Columbia’s (B.C.’s) regulations need to be strengthened to protect youth from the harms of vaping and vapour products.

What Regulatory Action is the Ministry Proposing?

On November 14, 2019, the Minister of Health and the Government of B.C. introduced a 10-point plan to protect young people from the harms of vaping and vapour products. Critical to this plan is the introduction of new regulations.

10-POINT ACTION PLAN SUMMARY:

1. Regulate nicotine content in vapour products.
2. Restrict the sale of flavoured vapour products.
3. Implement new labelling requirements to include plain packaging and health warnings.
4. Strengthen restrictions on public advertising.
5. Enhance compliance and enforcement of provincial laws and regulations controlling vapour products.
6. Increase the provincial sales tax on vapour products and accessories.
7. Create a provincial youth advisory committee to support and advise on youth vaping, education, social awareness and other initiatives.
8. Distribute the B.C. Lung Association Vaping Prevention Toolkit to all schools for students, parents and educators.
9. Launch a ‘stop vaping’ youth social awareness and marketing campaign.
10. Enhanced QuitNow resources for youth wanting to quit vaping.

DOES THE PROVINCE ALREADY REGULATE AND CONTROL VAPING AND VAPOUR PRODUCTS?

Background Information on Federal and Provincial Vaping Legislation

Both the federal and provincial governments have the authority to regulate vapour products.

Provincial

In 2016, B.C. enacted the TVPCA and its regulation which brought vapour products into a regulatory regime. The restrictions enacted brought vapour products in line with restrictions already in place for tobacco products.

In B.C., vapour products are regulated under the TVPCA and the Tobacco and Vapour Products Control Regulation (TVPCR). Vapour products are treated the same as tobacco in that:

- they cannot be sold to anyone under 19 years of age;
- they cannot be openly displayed or advertised in any all-ages retail location;
- locations for vaping are subject to the six-metre buffer zone around all public doorways, open windows and air intakes; and,
- no vaping is permissible on school properties (K-12), hospital properties (some exceptions for designated smoking/vaping spaces), work places, restaurants or vehicles with children under 16 years of age (*Motor Vehicle Act*).

Federal

In 2018, the federal government introduced the *Tobacco and Vaping Products Act* (TVPA) to control the manufacture, sale, labelling, content (i.e., nicotine) and the promotion of vapour products. Current federal statutory authorities covering vapour products include the TVPA, *Canada Consumer Product Safety Act* (CCPSA), *Food and Drug Act* (FDA), and the Consumer Chemicals and Containers Regulation, 2001. These measures restrict the age to purchase vapour products, and prohibit sponsorships, lifestyle advertising, health claims, and endorsements of flavours specifically targeting young people.

Since August 2017, Health Canada has been actively engaged in a series of public consultations to inform and guide a future regulatory framework. Consultations have focused on further restrictions with respect to advertising, access and appeal, and labelling and packaging.

In May 2018, the federal government regulated the manufacture, sale, labelling and promotion of vapour products. The TVPA:

- made nicotine legal in vapour products;
- set the national age at 18 years;
- restricted certain youth appealing confectionary flavours; and,
- prohibited product endorsements or making any health claims.

On June 22, 2019, a proposed draft of the federal Vaping Products Labelling and Packaging Regulations, was published in the Canada Gazette, Part 1. The comment period closed on September 5, 2019. The federal government has yet to advance the file.

PROPOSED PROVINCIAL REGULATIONS

The following information outlines the proposed regulatory changes aimed at protecting youth from the harms of vaping, including:

- prescribe nicotine as a health hazard;
- restrict the sale of flavoured vapour products;
- implement new labeling requirements;
- require plain packaging; and,
- strengthen restrictions on public advertising.

1. Prescribe Nicotine as a ‘Health Hazard’

Health hazards are conditions or things that endanger public health or are associated with injury or illness. An important approach to public health in B.C. is taking measures to prevent health hazards, respond to health hazards, and regulate the operations, activities, or conditions that could pose a health hazard.

The Ministry intends to use existing legislative authorities to identify certain matters and activities related to vaping as health hazards. The following items are proposed as public health hazards:

- nicotine, unless it is authorized under other legislation; and
- e-substance vapour products without cannabis and nicotine (non-nicotine and non-cannabis e-substance).

Prescribing matters and activities related to vaping as health hazards allows the Province to place conditions on activities such as sales, distribution, marketing, promotion and messaging as outlined below.

Non-nicotine or non-cannabis e-substances will not be permitted for sale in B.C. This restriction is to prevent youth from starting vaping. Research suggests youth start vaping by using flavoured vapes that do not contain nicotine or cannabis.

2. Restrict Nicotine Concentration in Vapour Products

The Province intends to place limits on the concentration of nicotine in e-substances.

The allowable concentration of nicotine in vapour products sold or distributed in B.C. will be expected to meet the following criteria:

- the e-liquid nicotine strength must not exceed 20 mg/mL;
- e-cigarette tanks and pods cannot exceed a capacity of more than 2 mLs; and,
- the maximum volume of nicotine-containing e-liquid for sale in one refill container cannot exceed 10 mLs.

3. Restrict the Sale and Distribution of E-substances and Nicotine Containing Products

Currently, under the TVPCA, retailers selling vapour products are not required to have a license or any other authorization. The absence of an authorization makes it extremely difficult for health authorities, responsible for enforcing the current regulation under the TVPCA, to determine if retailers are complying with existing rules. To ensure there is communication between enforcement officers and retailers and ensure that communities have available information to inform by-laws and community planning, a notification requirement is necessary.

The proposed regulations include provisions to require retailers to notify the health authorities and/or Ministry if they are engaging in selling vapour products. This is necessary to ensure that health authorities can target their enforcement activities.

The new proposed regulations will also create different classes of retailers to distinguish between those retailers that are accessible to all-ages and those retailers that have age restrictions in place to enter the establishment (i.e., 19 years of age). This means, two classes of retailers who sell nicotine containing vapour products are contemplated at present:

Class 1: Retailers with all-ages access and age verification required to purchase – such as grocery stores and convenience stores.

Class 2: Retailers with age restrictions to enter the establishment and age verification to purchase in place – such as a specialized vapour product store.

The creation of different category of retailers, enables future restrictions to be tailored to the specific category of retailer.

Finally, retailers that engage in this regulated activity will be known as “operators” for the purposes under the PHA and therefore will be subject to the rules that govern operators. For example, under the PHA, operators are required to ensure that their employees are adequately trained.

4. Restrict the Sale of Flavoured Vapour Products

The Ministry is considering implementing restrictions on the sale of flavoured vapour products.

The Class 1 vapour product retailers (see section 3) are all-ages access retailers where age-verification is required to purchase (e.g., convenience store), and they will only be able to sell tobacco flavoured e-liquids or pods. This will provide adult smokers a choice to access nicotine vapour products where tobacco products are sold in the same retail outlets.

Class 2 vapour product retailers (see section 3) are age restricted establishments that will be able to sell tobacco flavoured e-liquids or pods and additional flavoured products that contain nicotine.

Class 1 or 2 retailers will not be permitted to sell products that imply an association with confectionary, dessert, soft drink or an energy drink (i.e., either flavour or name). The Province is considering expanding this restriction to food and beverage flavours.

Flavoured e-substances that do not contain nicotine or cannabis will not be permitted for sale in B.C.

5. New Labelling, Packaging and Health Warning Requirements

Consumers will have the necessary information to make informed decisions about using vapour products. The Ministry will require that retailers may only sell vapour products that contain the following labelling and packaging features:

- nicotine is an addictive substance and the concentration of nicotine in the e-substance;
- a hazard symbol and text to warn that the contents are poisonous;
- product ingredients; and,
- plain packaging to reduce the appeal to youth.

These regulations will ensure that all e-substances, whether in containers, bottles or packages, will have a label meeting the above criteria, at the time of purchase. Labelling of e-substances will assist adult consumers to make informed decisions about the products they ingest.

6. Strengthen Restrictions on Public Advertising

Existing Provincial rules address advertising within retail locations and the proposal extends the restrictions.

New regulations will strengthen restrictions on public advertisements so that children and youth are not exposed to messaging and advertising when they are riding the bus or waiting at bus stops, spending time in community parks or shopping malls, or from billboards as they are travelling in their communities. Restrictions will also apply to advertising and messaging of flavoured vaping products.

Retailers who are authorized to sell vapour products will be permitted to engage in some advertising within a retail establishment; however, there will be restrictions to ensure advertising is not visible to children and youth.

COMMENT SUBMISSION

The Ministry is seeking comments on the proposed regulatory changes outlined in this intentions paper. Those interested are invited to submit comments on the proposed changes until January 24, 2020, at 4:30 p.m., using the following:

Email: vaping.info@gov.bc.ca

Mail: Health Protection Branch
Ministry of Health
PO BOX 9646 Stn Prov Govt
Victoria BC V8W 9P1

The Ministry also encourages associations to distribute the intentions paper among their members. All submissions will be treated with confidentiality by Ministry staff when preparing consultation reports. Please note however that comments you provide and information that identifies you as the source of those comments may be publicly available if a Freedom of Information request is made under the *Freedom of Information and Protection of Privacy Act*.



School District No.59 (Peace River South)

DATE: January 23, 2020

CHAIR: Roxanne Gulick

Policies/Regulations for Discussion:

Policies/Regulations for Adoption:

- Policy 2150 Roles and Responsibilities of the Board
- Policy 4210 Outdoor Education

Policies/Regulations for Circulation:

- Policy 2205 Trustee Remuneration, Benefits and Recognition
- Policy 2260 Communication with the Public

Policies/Regulations for Further Review:

Policies/Regulations for Repeal:

- Policy 2330 Communication with the Board

Part D: Operation of the Board

2150 Roles and Responsibilities of the Board

Policy 2150 STATUS: **FOR ADOPTION (Combined 2155 & 2150)**

ROLES AND RESPONSIBILITIES OF THE BOARD

Board Approved and Codified: January 20, 1986

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

Description:

The Board of Education is responsible for the success of an effective school district in 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.

ROLES AND RESPONSIBILITIES OF THE BOARD

Board Approved: FEBRUARY 1971

Last Revised: June 19, 2013

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.
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.
 - 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.

2.3 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.

4210 Outdoor/Environment Studies Program

Policy 4210

STATUS: **FOR ADOPTION**

OUTDOOR EDUCATION PROGRAM

Board Approved: January 12, 1987

Last Revised: June 19, 2013; January 23, 2020

Description:

In the interest of creating an outdoor experiential learning opportunity for all students, the Board of Education supports an Outdoor Education Program.

OUTDOOR EDUCATION PROGRAM

Board Approved: January 12, 1987

Last Revised: June 19, 2013; January 23, 2020

Description:

1. The Board will operate and maintain an instructional facility at Gwillim Lake as an operational centre for the Outdoor Education Program.
2. The services of a full-time, seasonal caretaker will be contracted.
3. A member of District Staff will be responsible for administration of the Gwillim Lake site and the Outdoor Education Program.
4. The District's Outdoor Education Program activities will be supported by an experienced resource person, with prescribed qualifications, who will be available to assist groups both on the site and in planning their program.
5. The Outdoor Education resource person may provide professional development opportunities for teachers to upgrade their outdoor skills.
6. The Outdoor Education resource person will be available to work in schools and facilitate local outdoor education experiences.
7. The program as described above will be dependent on available funding.

2205 Trustee Remuneration, Benefits and Recognition

Policy 2205 STATUS: **UNDER REVIEW** (COMBINED 2200,2230,2231,2235)

TRUSTEE REMUNERATION, BENEFITS AND RECOGNITION

Board Approved and Issued: November 9, 1981

Last Revised: June 19, 2013;

Description:

The Board of Education recognizes in order to carry out their duties of office, that trustees need to be reimbursed for expenses, have the equipment and education required for the role of trustee and that it is important to recognize their service to SD 59.

The following will be provided to trustees as they carry out the duties of their office:

1. Trustees of School District No. 59 (Peace River South) shall be paid an annual stipend.
2. Trustees shall be reimbursed for expenses incurred in the discharge of their duties at rates established by the Board.
3. Trustees will have access to the appropriate technological devices necessary to carry out their duties.
4. Trustees will have access to individual professional development that benefits them in their role.
5. Trustees will be recognized for their public service on leaving the Board.

TRUSTEE REMUNERATION, BENEFITS AND RECOGNITION

Board Approved and Issued: September 9, 1985

Last Revised: June 19, 2013; August 2014; September 2016; February 2017;

Description:

1 A stipend shall be paid to members of the Board of Education as follows:

- 1.1 All Trustees will receive a base amount that will be adjusted annually based on the Canadian Consumer Price Index (CPI) established in July of each year. (The base amounts and any further remuneration for each member of the Board of Education will be reflected in the SOFI Report and can be found on the School District #59 website);
- 1.2 The Vice Chair will receive \$1,000 annually in addition to the base amount;
- 1.3 The Chair shall receive \$2,000 annually in addition to the base amount;
- 1.4 The annual stipend shall be paid to each Board member in twelve equal installments. Remuneration shall commence the month immediately following an official school trustee election.

2 Reimbursement of Trustee Expenses:

- 2.1 To claim reimbursement for in-district or out-of-district costs, the Trustees will be required to file a completed "Travel Expenses" form supported by appropriate receipts or invoices for travel, accommodation, registration(s) and other out-of-pocket expenses necessarily incurred. Whenever, possible and practical, car pooling will be used.
- 2.2 Travel expenses will be calculated as follows:
 - 2.2.1 Kilometers or airfare (The calculation for airfare reimbursement shall be based on the best rate available at that time, including transportation to and from the airport and parking);
 - 2.2.2 A kilometer rate that shall be equal to the current rate paid by the BCSTA;
 - 2.2.3 The actual costs of taxis, rental cars, ferry charges, tips (up to 15%) etc. may be reimbursed. Receipts are required.
- 2.3 The per diem rate for out-of-district business is \$60/day for meals (\$15 for breakfast, \$20 for lunch and \$25 for dinner).

- 2.4 Other incidental expenses as approved by the Secretary-Treasurer will be reimbursed upon the submission of receipts.
- 2.5 The actual cost of the hotel/motel may be claimed. Receipts are required. Any charges for room service or personal telephone costs incurred by the Trustee will be payable by the Trustee.
- 2.6 Trustees may claim actual expenses for in-district travel which will be reimbursed upon presentation of receipts. A per diem will not be issued.
- 2.7 Trustees who use their private vehicle while on board business shall be reimbursed the cost differential in upgrading their private vehicle insurance from pleasure to business/work as required.
- 2.8 The Trustee expenses shall cover those expenditures incurred in the normal day-to-day business of the Board and which are part of the Board's normal expectations of all Trustees. The day-to-day business of the Board includes travel to and attendance at:
- 2.8.1 Board meetings;
 - 2.8.2 Board committee meetings;
 - 2.8.3 PAC meetings and school events;
 - 2.8.4 Negotiation/arbitration sessions and meetings;
 - 2.8.5 Board delegations;
 - 2.8.6 Any other Board supported activity.
- 2.9 Administration of reimbursements will ensure the following:
- 2.9.1 To ensure that Trustee expenses are accounted for in the fiscal year in which they are incurred, claims must be submitted within 30 days after the close of the fiscal year. Claims submitted after the accounts are closed for audit purposes shall not be honoured;
 - 2.9.2 All Trustee expense claims shall be reviewed by the Secretary-Treasurer, or in their absence, the Superintendent of Schools. Any expense claim that does not comply with the regulations will require Board approval for payment.

3 Benefits will be considered as follows:

3.1 Technology:

- 3.1.1 At the beginning of each term in office, Trustees will be provided with a new computer or i-pad, and cell phone with the option of using their personal cell phone (with a reimbursement determined annually by the Secretary-Treasurer);
- 3.1.2 If an increased cost is incurred between the basic cost of internet at home and internet required to conduct trustee business at home, the district will reimburse the difference.
- 3.1.3 Use of the technology will fit within the District Network Use Agreement;
- 3.1.4 The technology provided at the beginning of each term, remains the property of the school district unless the Trustee exercises his or her option to purchase the computer/i-pad when they leave office of trustee

with SD 59. The original software with purchase will be included. Any software that is part of a district license will not be included.

- Cost of the computer/i-pad will be:
 - 1 year – 80% of original cost
 - 2 years – 50% of original cost
 - 3 years – 25% of original cost
 - 4 years – 15% of original cost

4 Individual Professional Development

4.1 Board of Education Trustees are able to access individual professional development opportunities as follows:

- 4.1.1 The individual professional activity must be related to the duties of a trustee and fall within at least one of the following guidelines:
 - Conference or Seminar;
 - Post Secondary Course and/or Program;
 - Professional Organization Course;
 - Resources;
- 4.1.2 Requests for individual professional development are to be submitted to the Board Chair for approval. If the Chair is to make a request, they will submit the request to the Vice Chair for approval;
- 4.1.3 An individual trustee may appeal in writing, a decision of the Chair or Vice Chair to the Board of Education;
- 4.1.4 The trustee is expected to submit a report to the Board of Education on the professional development activity;
- 4.1.5 Trustees will be allotted individual professional development funds in the amount of \$2000.00 per year;
- 4.1.6 Trustees may carry over professional development funds from one year to the next to a maximum of \$3000.00.

5 Trustee Recognition

5.1 Trustees leaving the Board will be honoured by the Board at a dinner with the presentation of an appropriate gift, the value of which will be commensurate with the years of service. (1 term = gift value \$150.00, plus \$50.00 for each additional term).

2260 Communication with the Public

Policy 2260 STATUS: **UNDER REVIEW** (combined 2260, 2270, 2280)

COMMUNICATION WITH THE PUBLIC

Board Approved and Codified: March 17, 1986

Last Revised: June 19, 2013

Description:

The Board of Education recognizes that matters of SD 59 are public unless attention to privacy and confidentiality is required.

It is important to provide opportunities both for the Board of Education to provide communication to the public and for the public to have opportunities to provide information to the Board of Education.

COMMUNICATION WITH THE PUBLIC

Board Approved and Codified: March 17, 1986

Last Revised: June 19, 2013

Description:

1. The Board of Education will hold regular meetings of the Board in a public setting.
 - 1.1. Agendas will be available before the scheduled meeting;
 - 1.2. Minutes of the meetings will be published on the district website;
 - 1.3. Opportunities will be made available for staff and community to make general presentations to the Board of Education:
 - 1.3.1. The Board of Education reserves the right to limit presentations both in number and in length;
 - 1.3.2. There will be no undue interruption of a presentation unless it is by the chair person advising time limitations or if the presentation is out of order;
 - 1.3.3. Procedures for presentations at open board meetings:
 - The Board of Education may request a presentation from groups within the district or community;
 - Outside organizations may request a presentation by completing Form 2260 - Request for Presentation, and submit to the Secretary Treasurer (ST) a minimum of two weeks in advance of the requested meeting date
 - If the presentation is accepted, the ST will communicate the location and time of the meeting and the length of time allotted for the presentation;
 - Questions from the Board of Education may occur following the presentation;
 - 1.3.4. Recognition from the floor in the case of no previous request having been made may be granted under special circumstances with unanimous consent of the Trustees. Such requests must be arranged by speaking to the Secretary Treasurer before the meeting commences.
 - 1.3.5. The Board of Education will respond to any requests made through a presentation in writing at a future time.
2. A trustee will be assigned to schools and will:
 - 2.1. Attend PAC meetings when possible;
 - 2.2. Provide the PAC with, at a minimum, the highlights of regular open board meetings.



School District No.59 (Peace River South)

FORM 2260

Request for Presentation

Organization: _____

Contact Name: _____

Mailing Address: _____

City: _____

PC: _____

Phone: _____

Fax: _____

Email: _____

Subject of Presentation: _____

Will you be presenting with any audio, visual,
or other software/equipment? _____

Yes

No

If yes, do you require any equipment? _____

Do you require any special set up? _____

People Attending: _____

Requested Meeting Date: _____

Signature of Applicant: _____ Date: _____

Please fax, mail, drop off, or email your request to make a presentation at a Board Meeting to the Secretary-Treasurer (mpanoulis@sd59.bc.ca) at least 14 days prior to the meeting date requested. Please provide any additional information (handouts, brochure, etc.) at the time the request is made.

If you have any questions, please contact Richell Schwartz at 250-782-8571 ext. 217.

COMMUNICATION WITH THE BOARD

Approved: June 18, 1997

Last Revised: June 19, 2013

Description:

The Superintendent/Chief Executive Officer shall insure “transparency” in his/her communications with the Board, keeping the Board informed of all matters relevant to the operation of School District #59.

COMMUNICATION WITH THE BOARD

Approved: June 18, 1997

Last Revised: June 19, 2013

The Superintendent shall:

1. Inform the Board of:
 - relevant trends in educational research and promising practice,
 - anticipated adverse media coverage,
 - external and internal developments, particularly changes in the circumstances upon which any Board policy was established.
2. Bring all expertise and information available, to the Board, to inform trustee's decisions.
3. Present information in clear and understandable fashion.
4. Shall issue information that is an accurate and balanced representation of District Operations.
5. Shall deal with the Board as a whole except where providing information to an individual Trustee or committee of the Board.
6. Shall require management staff to report information in their scope of responsibilities to the Board.
7. Shall submit accurate monitoring data on student learning in a timely, understandable fashion.
8. Shall actively work with each trustee to ensure their understanding of complex issues.
9. Report the consequences of Board decisions within the school system.