



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

The Board of Education of SD59 (PRS) will be holding their Public Board Meeting on Wednesday, May 18, 2022 starting at 1:00 pm in Tumbler Ridge at Northern Lights College.

Anyone wishing to attend the public board meeting may do so in person or via Zoom. Individuals must pre-register by noon (12 pm) on Tuesday, May 17, 2022 to receive the Zoom link.

Please contact Richell Schwartz to register for the meeting:

Phone: 250-782-8571, ext. 217

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



# School District No.59 (Peace River South)

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## Open Board Meeting Agenda

**Date:** May 18, 2022 1:00 PM

**Place:** Northern Lights College – Tumbler Ridge, BC

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

### APPROVAL OF AGENDA

#### 1. ITEMS FOR ADOPTION

- R1.1 – Regular Board Meeting Minutes – April 20, 2022
- R1.2 – Excerpts Closed Meeting – April 20, 2022

#### 2. BUSINESS ARISING

#### 3. ESSENTIAL ITEMS


#### 4. OTHER PRESENTATIONS

- R4.1 – W.A.T.CH – TRSS Student Led Initiative

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

- R5.1 – School/Student News
- R5.2 – 2022-23 Revised School Calendar
- R5.3 – FESL Feedback
- R5.4 – Mural Requests

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

- R6.1 – Finance Reports
- R6.2 – BCSTA Trustee Compensation Survey Results 
- R6.3 – 2022-23 AFG Plan
- R6.4 – 2022-23 Annual Budget and Bylaw
- R6.5 – Trustee Elections Bylaw
- R6.6 – Mail Ballot Voting Bylaw

#### 7. TRUSTEE ITEM

- R7.1 – BCSTA Update – T. Ziemer
- R7.2 – HR Strategy – B. Borton

#### 8. COMMITTEE REPORTS

- R8.1 Policy Committee
  - o Policy 4225 Volunteers in Schools (for adoption)
  - o Policy 5005 Financial Planning and Reporting (for adoption)
  - o Policy 5010 Accumulated Operating Surplus (for adoption)
  - o Policy 4290 Extraordinary Coaches (Repeal)
  - o Regulation 6000 Health and Safety (For Information)

#### 9. DIARY

#### 10. QUESTION PERIOD

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

#### 11. FUTURE BUSINESS / EVENTS

- R11.1 - Open Board Meeting – June 22, 2022



# School District No.59 (Peace River South)

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## BOARD OF EDUCATION OF SCHOOL DISTRICT NO.59

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

### Open Session Minutes

DATE & TIME: April 20, 2022 – 1:00 PM

PLACE: School District Board Office, Dawson Creek, BC

**PRESENT:** Trustees:

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

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

The meeting was called to order at 1:01 pm.

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

### APPROVAL OF AGENDA

Additions:

Deletions:

(2022-04-009)  
MOVED/SECONDED – Hillton/Borton  
THAT, the regular meeting agenda be approved as amended.  
CARRIED

## 1.0 ITEMS FOR ADOPTION

### R1.1 Regular Board Meeting Minutes March 16, 2022

The Chair asked for any corrections to the minutes.

(2022-04-010)

The Chair declared the minutes of the open meeting March 16, 2022 approved as printed.

### R1.2 Excerpts of Closed Board Meeting – March 16, 2022

(2022-04-011)

The Chair declared the excerpts of the closed board meeting March 16, 2022 approved as printed.

### R1.3 Excerpts of Special Closed Board Meeting – April 12, 2022

(2022-04-012)

The Chair declared the excerpts of the closed board meeting April 12, 2022 approved as printed.

## 2.0 BUSINESS ARISING

## 3.0 ESSENTIAL ITEMS

## 4.0 PRESENTATIONS

### R4.1 Moberly Lake Elementary

Students from Moberly Lake Elementary and Chetwynd Secondary School participated in a climate action program (iChap) in partnership with Saulteau Lands Office. Presentations on climate action helped the students to gain an understanding of the Moberly Lake watershed, challenges to maintaining a clean water source and the impact of climate change. The students learned how climate change can impact food and the need to put in strategies to protect water sources. The first meeting was at Moberly Lake Elementary school with the grade four to seven class. The second meeting took place at CSS with seventeen youth from the Moberly Lake area. The students were so inspired by the program, they will be presenting their climate action strategies to council.

## 5.0 REPORTS FROM THE SUPERINTENDENT OF SCHOOLS

### R5.1 School/Student News

The Superintendent reported school/student news:

- Don Titus Elementary celebrated St. Patrick's Day with Lucky Charms math games. The Chetwynd Art Council recently led grade 6-7 students through an art colour workshop. The new Don Titus breakfast program is well attended, and with the arrival of spring, baby chicks have hatched
- McLeod Elementary held their own Winter Olympics. They also celebrated Easter with Easter themed chalk art.

- Windrem Elementary staff celebrated at a recent staff meeting looking at student success in SEL (Social, Emotional, Learning) and what it has meant to them and the impact it has had at the school.
- CSS celebrated Pi day on March 14<sup>th</sup>. Students also participated a Shamrock Showdown, second annual rock/paper/scissors competition, Easter egg hunt and staff led games day.
- DCSS-SP Engineering students were busy building gondolas. The project-based learning project included designing and building gondolas including the tram system. The project included measuring speed, acceleration and deceleration of the cable cars.
- TRSS celebrated inclusion, diversity, and pride by decorating bulletin boards throughout the school.
- The grade 6/7 class at Canalta Elementary are busy building models to explain the breakdown of atoms, protons, and neutrons. At the spring break assembly there was a presentation of erupting elephant toothpaste which compared the eruption to social and emotional eruptions.
- Little Prairie Elementary students helped build stand up desks for outdoor classroom.
- The Gwillim Lake Adventure Race will be held this year on May 27<sup>th</sup> & 28<sup>th</sup> at the Pat O'Reilly Outdoor Education Site. Students in grades 6-12 can sign up for the event.
- SD59 is excited to have an Artist in Residence for the remainder of the school year. Wayne Lariviere will be available to schools for sessions focusing on theatre arts/drama and mural painting.
- Universal Designs for Learning Professional Development with Jennifer Katz is ongoing. There are 24 staff being trained as trainers which will allow the district to support this initiative in schools across the district.

#### R5.2 2022-23 Revised School Calendar

The 2022-23 school calendar was previously adopted in the March board meeting; however, since then, the provincial government has announced the National Day for Truth and Reconciliation (September 30<sup>th</sup>) will be recognized as a provincial statutory holiday. With this announcement, a revision to the 2022-2023 calendar was made. This change impacts daily the number of instructional days and the number of instructional minutes per day. Additionally, in the previously adopted calendar, the November Non-Instructional Day (NID) was identified on two different dates. This calendar confirms that this NID will take place on Friday, November 25.

The revised calendar will be circulated until May 9<sup>th</sup> for public feedback and presented in the May 18<sup>th</sup> board meeting for adoption.

#### R5.3 International Field Trip

Chetwynd Secondary School submitted a request for approval to begin the formal planning process for a student trip to Costa Rica in the spring of 2023. The trip is for students of the Chetwynd Secondary girls' basketball team.

(2022-04-013)

MOVED/SECONDED –Hillton/Borton

THAT, the Board give approval to proceed with planning the international field trip to Costa Rica in the spring of 2023.

CARRIED

#### R5.4 Indigenous Education Updates

The Superintendent reported on new updates from the Ministry of Education regarding Indigenous Education:

- September 30th will be a provincial statutory holiday to recognize the day for Truth and Reconciliation.
- Action plan to implement the United Nations Declaration on the Rights of Indigenous Peoples.
- Implementation of new graduation requirements focus on Indigenous Education as part of the province's commitment to truth, reconciliation, and anti-racism. The district has a head start on this as most of the high schools already offer courses in this area.
- National Indigenous Day will be celebrated on June 21<sup>st</sup>.

#### R5.5 Windrem Elementary Mural Request

Windrem Elementary submitted a mural request to replace the old murals that have been removed from the school. The new murals will represent the school community and surrounding area and will focus on inclusion and Indigenous culture.

(2022-04-014)

MOVED/SECONDED –Gulick/Borton

THAT, the Board approve to allow Windrem Elementary to proceed with planning for the wall murals as presented;

WHEREAS, the planning must follow the process as established in Policy 6060 and have approval of the school administration, PAC, and district facilities department;

CARRIED

### 6.0 REPORTS FROM THE SECRETARY TREASURER

#### R6.1 Finance Reports

The Secretary-Treasurer reviewed the monthly finance reports as of March 31, 2022.

#### R6.2 2022-23 Preliminary Operating Grant

The Preliminary Base Operating Grant Funding for the 2022-23 school year was announced on March 18, 2022. The District is projecting a preliminary enrolment count of 3655 FTE with total funding of \$46,050,799

#### R6.3 2022-23 Budget Recommendations

The Secretary Treasurer presented the budget recommendations for the 2022-23 Annual Budget. The district will be implementing a new process for budget consultation. The 2022-23 Annual Budget will be presented to the board at the May 18<sup>th</sup> public board meeting. A public consultation meeting will be scheduled for individuals and stakeholders to provide feedback before a final budget is adopted at the June 22<sup>nd</sup> public board meeting.

#### R6.4 Appointment of Election Officials

The General School Trustee Election will be held in the fall. The board appointed the chief and deputy election officials.

(2022-04-015)

MOVED/SECONDED – Hillton/Gulick

THAT, the Board appoint Melissa Panoulas as Chief Election Officer and Richell Schwartz as Deputy Chief Election Officer for the 2022 General School Trustee Election.

CARRIED

## 7.0 TRUSTEE ITEMS

### R7.1 BCSTA Update – T. Ziemer

Trustee Ziemer reported on the latest news and events of BCSTA. Four trustees will be attending the BCSTA AGM from April 21-24, 2022.

### R7.2 Public Board Meetings – C. Anderson

Based on a previous motion (April 23, 2020) to offer public board meetings in an online format to allow public access to the meetings while the gallery was closed due the COVID-19 pandemic, the board considered continuing with the option of offering the public attendance of the meetings via zoom. With some PHO restrictions being lifted the gallery is open and public members may attend meetings in person once again.

(2022-04-016)

MOVED/SECONDED – Gulick/Jones

THAT, the board allow attendance to the public board meetings to continue via zoom.

CARRIED

It is understood that technology restraints or issues may arise and may be limited in venue's outside of the School District Board Office; therefore, attendance via zoom may not be available in those circumstances.

### R7.3 Conclusion of Vaccination Procedure & Rapid Testing Program – C. Anderson

The Board Chair announced that the board held a special meeting on April 12, 2022 to review the Proof of Vaccination Regarding COVID-19 Operations Procedure. At that meeting the board passed a motion to cease the Proof of Vaccination Regarding COVID-19 Operations Procedure, effective April 13, 2022 at 12:00 pm ending the requirement for employees and independent contractors to disclose their vaccination status. This decision also ends the requirement to participate in the Rapid Testing Program for any employees or independent contractors that are not fully vaccinated or chose not to disclose their vaccination status.

## 8.0 COMMITTEE REPORTS

### R8.1 Policy Committee

The Policy committee made the following recommendations:

(2022-04-017)

MOVED/SECONDED – Gulick/Borton

THAT, the Board adopt the following policies as presented:

- Policy 2240 Board Review of Regulations
- Policy 2250 Policy Development

CARRIED

Regulation 6000: Health and Safety was presented to the board for information.

9.0 DIARY

10.0 NOTICE OF MOTION

11.0 QUESTION PERIOD

A question and answer period was provided.

12.0 FUTURE BUSINESS

R12.1 - Regular Board Meeting – May 18, 2022 (Tumbler Ridge)

ADJOURNMENT

(2022-04-018)

MOVED – Gulick

THAT, the Regular Meeting be terminated. (1:55 PM)

CARRIED UNANIMOUSLY

CERTIFIED CORRECT:

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(C. Anderson) Board Chair

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(M. Panoulas) Secretary Treasurer





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

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**MEETING:** Closed Board Meeting  
**DATE:** April 20, 2022 11:00 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 – March 16, 2022
- Special Closed Meeting Minutes – April 12, 2022

### Business Arising

#### Trustee Items

Items discussed and reported included:

- BCPSEA Update
- Superintendent Compensation Review

#### Superintendent's Reports

Items discussed and reported included:

- Personnel Matters

#### Secretary Treasurer's Reports

Items discussed and reported included:

*Nil*

### Adjournment Motion

CERTIFIED CORRECT:

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C. Anderson, Board Chair

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M. Panoulas, Secretary Treasurer



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

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May 10, 2022

To: Board of Education of SD59

From: Jan Proulx, Director of Instruction

Agenda Item: Revised 2022-23 School Calendar

In March 2022, the Province of British Columbia advised public sector employers, including K-12 public schools, that September 30, 2022 should again be observed as a statutory day for remembrance for those employees who are normally entitled to federal and provincial statutory days. The Province will continue to engage with Indigenous Peoples on how best to observe the National Day for Truth and Reconciliation in the future.

With this announcement, School District 59 revised the 2022-2023 Calendar to observe September 30th as a statutory day for remembrance. This change impacts the number of instructional days and the number of instructional minutes per day.

Additionally, in our previous calendar, the November Non-Instructional Day (NID) was identified on two different dates. This calendar confirms that this NID will take place on Friday, November 25, 2022.

As required by the school calendar regulation, the proposed amended calendar has been circulated to the public for input for 30 days. No feedback was received.

I recommend the 2022-23 School Calendar be adopted as amended.

Jan Proulx  
Director of Instruction

# SD59 CALENDAR FOR 2022/2023 Updated to include Sept. 30. STAT

July-22						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Canada Day STAT	
3	4	5	6	7	8	9
	Break	Break	Break	Break	Break	
10	11	12	13	14	15	16
	Break	Break	Break	Break	Break	
17	18	19	20	21	22	23
	Break	Break	Break	Break	Break	
24	25	26	27	28	29	30
	Break	Break	Break	Break	Break	
31						

August-22						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	BC Day STAT	Break	Break	Break	Break	
7	8	9	10	11	12	13
	Break	Break	Break	Break	Break	
14	15	16	17	18	19	20
	Break	Break	Break	Break	Break	
21	22	23	24	25	26	27
	Break	Break	Break	Break	Break	
28	29	30	31			
	Break	Break	Break			

September-22						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				Break	Break	
4	Labour Day STAT	NID Curriculum Implementation District	First Day Students Start 2h late End 1h early	First Full Day		
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	National Day for Truth and Reconciliation STAT	

October-22						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	4	5	6	7	8
9	Thanksgiving STAT	10	11	12	13	14
16	17	18	19	20	21	22
23	NID Pro-D Conference District	NID Pro-D Conference District	25	26	27	28
30	31					

November-22						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	Remembrance Day STAT	12
13	14	15	Early Dismissal	Early Dismissal	17	18
20	21	22	23	24	NID Pro-D School	26
27	28	29	30			

December-22						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	End of Term 1	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	Break	Break	Break	Break	Break	31
Christmas Day	Boxing Day STAT	STAT	Break	Break	Break	

LEGEND	
13 Stat	Statutory or General Holidays
62 Break	Break Days (Winter, Spring or Summer)
8 NID	Non-Instructional Days (Prof Dev or Admin)

0 NIS	Not-In-Session Day (No School Activities)
178	Instructional Days

# SD59 CALENDAR FOR 2022-2023-DRAFT

January-23						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 New Year's Day	2 STAT	3 Schools Reopen	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February-23						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 Semester 1 Ends	3 NID Pro-D School	4
5	6 Semester 2 Begins	7	8	9	10	11
12	13	14	15	16	17	18
19	20 Family Day STAT	21	22	23	24	25
26	27	28				

March-23						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Early Dismissal	2 Early Dismissal	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17 End of Term 2	18
19	20 Break	21 Break	22 Spring Vacation Break	23 Break	24 Break	25
26	27 Break	28 Break	29 Spring Vacation Break	30 Break	31 Break	

April-23						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Schools Reopen	4	5	6	7 Good Friday STAT	8
9 Easter	10 Easter Monday STAT	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May-23						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 NID Indigenous Education Day	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 Victoria Day STAT	23	24	25	26	27
28	29	30	31			

June-23						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 NID Pro-D School	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29 Last Day of Classes End of Sem 2 End of Term 3	30 NID Year End Admin Day	

LEGEND	
13 Stat	Statutory or General Holidays
62 Break	Break Days (Winter, Spring or Summer)
8 NID	Non-Instructional Days (Prof Dev or Admin)

0 NIS	Not-In-Session Day (No School Activities)
178	Instructional Days

## School District 59 Calendar 2022/2023

Tuesday, September 6	Non-Instructional Day: Curriculum Implementation Day
Wednesday, September 7	First Day for Students (late arrival, early dismissal)
Friday, September 30	National Day for Truth And Reconciliation STAT
Monday, October 10	Thanksgiving Day. STAT
Mon & Tues, Oct 24 & 25	Non-Instructional Day: Professional Development Conference (District)
Friday, November 11	Remembrance Day. STAT
Wed & Thurs, Nov 16 & 17	Early Dismissal (1h) for Parent Interviews
Friday, November 25	Non-Instructional Day: Professional Development (School)
Dec 19 to Dec 30	Winter Vacation
Monday, January 2	New Year's Day STAT
Tuesday, January 3	Schools Reopen
Friday, February 3	Non-Instructional Day: Professional Development (School)
Monday, February 20	Family Day STAT
Wed & Thurs, March 1 & 2	Early Dismissal (1h) for Parent Interviews
March 20 to March 31	Spring Vacation
Monday, April 3	Schools Reopen
Friday, April 7	Good Friday STAT
Monday, April 10	Easter Monday STAT
Monday, May 1	Non-Instructional Day: Indigenous Education Day
Monday, May 22	Victoria Day STAT
Friday, June 2	Non-Instructional Day: Professional Development (School)
Thursday, June 29	Last Day of Attendance for Students
Friday, June 30	Non-Instructional Day Year End Administrative Day

### Notes

Elementary - required hours of instruction 878 minimum required 4 hours 56 minutes per day

Secondary - required hours of instruction 952 minimum required 5 hours 21 minutes per day

### Elementary Terms

Term 1	Sept. 7 to Dec. 2 (57 contact days)
Term 2	Dec. 5 to Mar 17 (62 contact days)
Term 3	April 3 to June 29 (59 contact days)

### Secondary Semesters

Semester 1	Sept. 7 to Feb.2 (90 contact days)
Semester 2	Feb. 6 to June 29 (88 contact days)



April 21, 2022

Ref: 280712

Christy Fennell  
Superintendent  
School District No. SD# 59 (Peace River South)

**Email: cfennell@sd59.bc.ca**

Dear Christy:

**RE: Framework for Enhancing Student Learning Peer Review Report**

Please let me express my thanks to you and your team for all the work on your district strategic plan and Enhancing Student Learning Report. It is encouraging to see, for your local community and others, the deep focus you are bringing to help all children succeed in life.

As you know, the Ministry of Education and Child Care is endeavouring to implement fully the Framework for Enhancing Student Learning, premised on deep collaboration with the school districts and their teams. The spirit and intent of the Framework is collective continuous improvement to align our efforts across the system to improve outcomes for all students in British Columbia, with a particular focus on addressing persistent equity gaps. Importantly, the intent is a fundamental shift from previous approaches to system accountability—and that used in most other jurisdictions—based on compliance and a narrow focus on student achievement, to one that is based on the whole human being (the “Educated Citizen”) and is co-developed with education partners and rightsholders.

In this light, and guided by our education partners, we initiated for the first time in 2021/22 a process to bring together multiple perspectives to review districts’ continuous improvement plans and strategic plans and provide constructive feedback for districts’ consideration. In collaboration with the BCSTA, BCSSA, BCASBO, BCPVPA, FNESC and MNBC, the Ministry worked with an experienced facilitator, Sandra Herbst, over several months to co-construct quality indicators, and to design and implement a process for reviewing all 60 school district Enhancing Student Learning Reports. This approach included providing concise, constructive feedback to each district to inform continuous improvement planning.

Using the co-constructed quality descriptive statements for effective strategic and continuous improvement planning as a guide, teams practiced providing descriptive and objective feedback on sample documents in relation to three focus areas:

.../2

- School, district, and provincial data;
- Strategic engagement; and
- Alignment of planning efforts with goals.

For each focus area, teams utilized a group protocol to arrive at district **strengths** with supporting evidence, **considerations** for the district with supporting evidence, and **mediative questions** (open-ended and designed to support reflection).

Several small teams comprised of representatives from all the partner and rightsholder associations participated in the peer review during the week of February 7-11, 2022. This was done to ensure multiple perspectives and points of view were heard and had the opportunity to provide input for a district's consideration. Over four days, these teams generated feedback for sharing with all 60 school districts, using the established protocol and capturing the information for each district on a webform. That information formed the basis for each district report.

The Ministry is pleased to share this report with you to provide feedback in relation to the three previously mentioned focus areas associated with effective continuous improvement planning. Please allow me to emphasize that the intent of this feedback is to support continuous improvement, and that it is intended to build upon what is already recognized as a deep commitment to improving student outcomes in your school district.

Through this work, we continue to collectively build capacity within the education system and foster robust strategic and continuous improvement planning practices to enhance educational outcomes for all students. The work we are undertaking together, as one system, is foundational to our shared purpose of developing educated citizens and to addressing persistent inequities in opportunities and outcomes for Indigenous students, students with disabilities/diverse abilities and children and youth in care.

I look forward to continuing to refine our continuous improvement review program based on your input, and to improving our shared efficacy around effective planning for the benefit of all students in BC.

Sincerely,



Christina Zacharuk  
Deputy Minister

Attachment: Peer Review Feedback 2021/22

pc: Chad Anderson, Board Chair  
Melissa Panoulis, Secretary Treasurer

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

**BOARD CHAIRPERSON:** Chad Anderson

**SUPERINTENDENT:** Christy Fennell

The information below was gathered through a peer review process and is intended to provide feedback to your district **in relation to three key areas of continuous improvement planning**. This feedback affirms the good work that is happening in your district as well as outlines some specific considerations and questions for your reflection, to help inform your work to support successful outcomes and improve equity of outcomes for all students.

### FOCUS AREA 1

Reviewed, analyzed, and interpreted classroom, school, district, and provincial data (including the Framework required data set) to illuminate emerging areas of need and inequities of student learning outcomes and to determine progress being made.

**DISTRICT STRENGTH:** We noticed a variety of data sets are utilized to inform explicit strategies that address inequities and guide progress within the district.

**SUPPORTING EVIDENCE:** Graduation coaches and a coach-mentorship program for teachers are examples of strategies implemented in response to the analysis of data sets for graduation and careers.

**CONSIDERATION:** An area for further consideration is the collecting and analyzing of qualitative evidence from specific populations (i.e., First Nations and students with diverse abilities), as well as classroom-level data, to provide administrators and teachers with a deeper understanding of student learning needs.

**SUPPORTING EVIDENCE:** The Enhancing Student Learning Report and Strategic Plan refer to a variety of quantitative data sets. Qualitative evidence of student learning (i.e.,



artifacts, observations, and stories) are not included as a way of informing the current state of student learning.

**MEDIATIVE QUESTION:** *What might some strategies be to improve the sense of belonging felt by Indigenous students and students with diverse abilities that focus on the wider school community (not just those students who do not feel welcome), and how these be communicated to school administrators, classroom teachers, and the wider school community?*

## FOCUS AREA 2

Activated an effective strategic engagement process, with a priority on engaging Indigenous peoples and communities, First Nation communities, and other equity seeking groups.

**DISTRICT STRENGTH:** There is an Indigenous Enhancement Agreement (IEA) (current is 2021-2026) that articulates goals, indicators, and strategies, and is linked to district priorities. As well, the Enhancing Student Learning Report provides detail on the performance of equity seeking groups.

**SUPPORTING EVIDENCE:** The Strategic Plan links the 2019/20 engagement process to identified areas of strength and areas of focus for 2020-2024.

**CONSIDERATION:** The district might consider including a description of the "extensive consultation process" to determine priorities. What was this process and who was involved? What strategies could be developed to ensure that all rights holders and other stakeholders are engaged?

**SUPPORTING EVIDENCE:** There are fewer community representatives represented in the engagement process that might be expected. For example, there is not much information about the engagement of other equity seeking groups, and the IEA Advisory Council relies on agency reps in Chetwynd (no community reps in Dawson Creek are listed).

**MEDIATIVE QUESTION:** *How could the district be more explicit when describing the engagement process, to articulate the range of participants so that they can see themselves*

*in the plan (i.e., stating the frequency of engagement so that all parties know they are part of the whole process from input to evaluation)?*

### FOCUS AREA 3

Adjusted their District Operational Plans to align with their student learning goal(s) as articulated within the Board's Strategic Plan.

**DISTRICT STRENGTH:** We noticed that the Operational Plan directly aligns with the Strategic Plan, and clearly articulates the stated priorities and goals as they relate to enhancing student learning.

**SUPPORTING EVIDENCE:** Priorities and goals are carried over from the Strategic Plan to the Operational Plan.

**CONSIDERATION:** An area for further consideration may be to provide a description of the local context (i.e., district demographics, facilities, resources) at the front end, to set the frame for the Enhancing Student Learning Report.

**SUPPORTING EVIDENCE:** Context description is not provided in the Enhancing Student Learning Report.

**MEDIATIVE QUESTION:** *How might the district better integrate elements of the Operational Plan into the Enhancing Student Learning Report to show a correlation between findings and actions/next steps?*

We would like to acknowledge and thank you for your diligence in creating your district's inaugural Enhancing Student Learning Report. As you know, this is our first year of full implementation of the Framework for Enhancing Student Learning, and our goal throughout this process has been to create opportunities for reciprocal peer-based learning, where we collectively build capacity within the education system and continuously improve strategic and continuous improvement planning processes to enable better outcomes for all students in BC.

If there are any questions regarding this report, please email: [educ.framework@gov.bc.ca](mailto:educ.framework@gov.bc.ca)



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

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May 8, 2022

School District #59 Trustees

### **RE: April 2022 Financial Reports**

Following are explanations of major variances for the April 30, 2022 Financial Reports.

#### **REVENUES:**

The Base Operating Grant is showing a favourable variance of \$65,857 due to the February enrollment count funding of \$172,886. The budget was based on an estimated May 1701 count of 54.0 FTE amounting to \$343,440. If that target isn't met the additional revenue of \$172,886 from the February count will be offset.

The interest income is showing a large amount earned in April. Due to the large balance sitting in the capital Ministry of Ed Restricted Funds the district accrued a portion of the interest earned each month to that account. Given we have spent the fund this year on the Pouce Coupe addition the interest accrued to that account for the year was reversed to the operating interest income account.

#### **DISTRICT EXPENSES:**

1. **District Programs Other** – The majority of the favourable \$676,000 variance breakdown is as follows.
  - a. Indigenous Education - \$264,000
  - b. Resource Centre - \$46,500
  - c. Special Projects - \$42,000
  - d. CEF Operating Fund - \$130,000
  - e. Numeracy \$37,000
  - f. Literacy \$26,000
  - g. Speech & Language \$27,750

The majority of these variances are due to unfilled vacancies, all positions remain posted with the goal to hire. It is expected the variance within the CEF fund will decrease due to recent staffing increases to meet contract language in regard to ratio positions.



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

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2. Most of the **Special Purpose** variance is from the Annual Facilities Grant (\$194,000), French Language (\$42,000), CEF remedies (\$84,000), (Strong Start (\$30,000) and the Learning Improvement Fund (\$19,000).

### SCHOOL EXPENSES:

The variance for support staff trend that showed a large increase in March has decreased to a level closer to what was reported in the February financial reports.

As at April 30, 2022 the school surpluses totalled \$953,000, this is compared to \$852,000 as at April 30, 2021 and \$472,000 as at April 30, 2020. The trend the last two years is not surprising given the increased level of vacancies the district has experienced the last two years. School carry-forward surpluses will continue to be restricted to 2.5-3% of budget.

Melissa Panoulas

## Board Variance Report - Revenues

### April 30, 2022

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

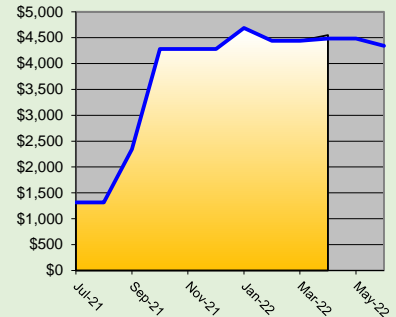
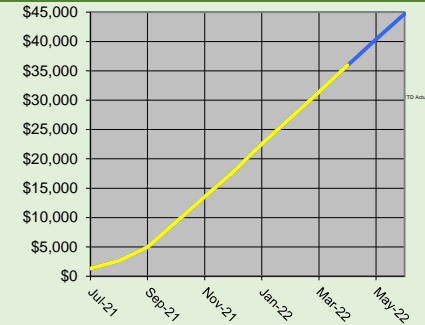
#### Monthly Revenues (\$000's):

##### BASE OPERATING GRANT

###### Year-To Date Results:

Budget	Actual	Variance
\$35,875	\$35,941	\$66

**Overbudget 0.2%**

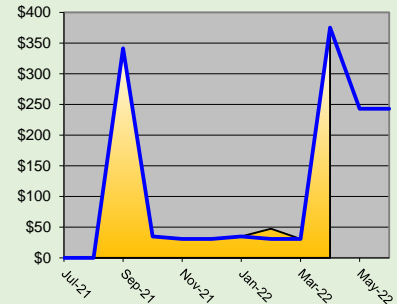
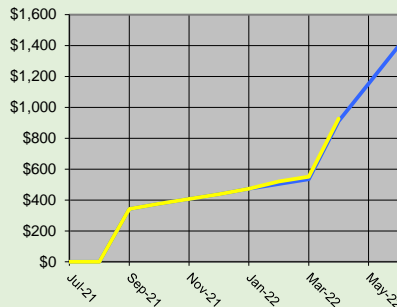


##### OTHER MoEd GRANTS

###### Year-To Date Results:

Budget	Actual	Variance
\$910	\$927	\$17

**Overbudget 1.8%**

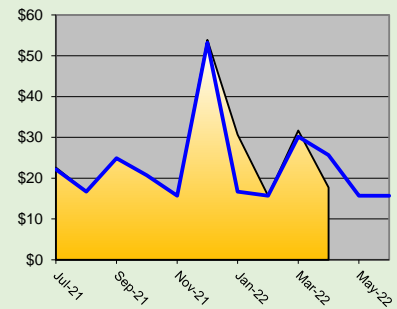
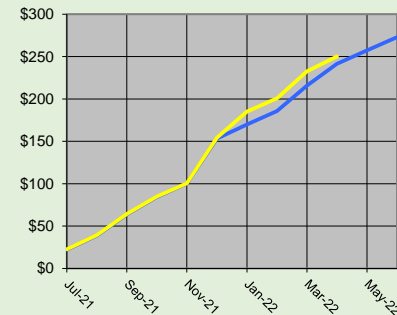


##### GRANTS-OTHER PROV.MINISTRIES

###### Year-To Date Results:

Budget	Actual	Variance
\$242	\$250	\$9

**Overbudget 3.6%**

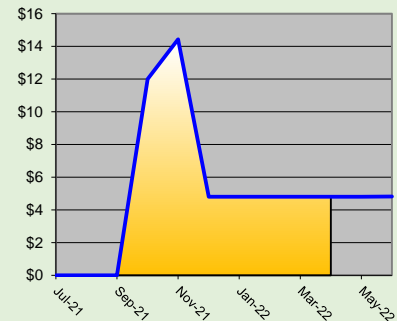
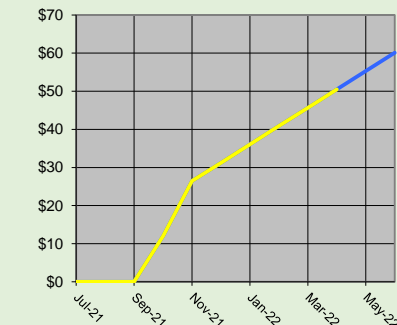


##### NON-RESIDENT TUITION

###### Year-To Date Results:

Budget	Actual	Variance
\$50	\$50	\$0

**Overbudget 0.0%**

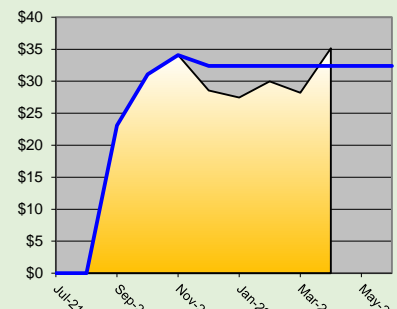
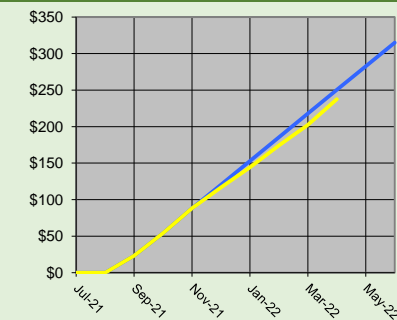


##### SECONDED/SUBSTITUTE TEACHER

###### Year-To Date Results:

Budget	Actual	Variance
\$250	\$238	-\$13

**Underbudget 5.0%**



## Board Variance Report - Revenues

### April 30, 2022

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

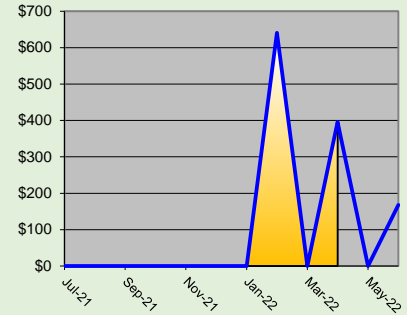
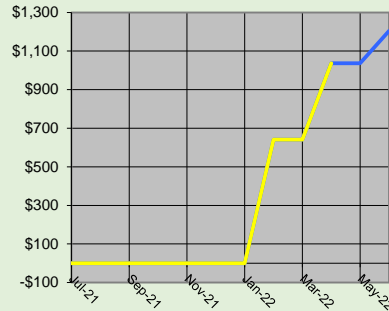
#### Monthly Revenues (\$000's):

##### FUNDING FIRST NATION

###### Year-To Date Results:

Budget	Actual	Variance
\$1,037	\$1,037	\$0

**Underbudget 0%**

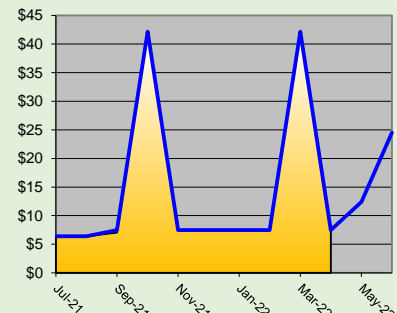
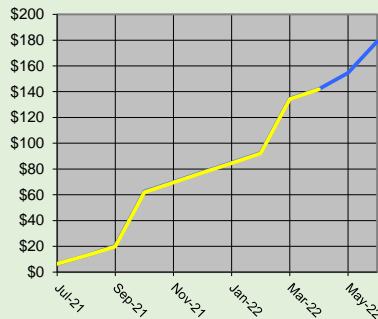


##### RENTALS/LEASES

###### Year-To Date Results:

Budget	Actual	Variance
\$142	\$142	\$0

**Underbudget 0.2%**

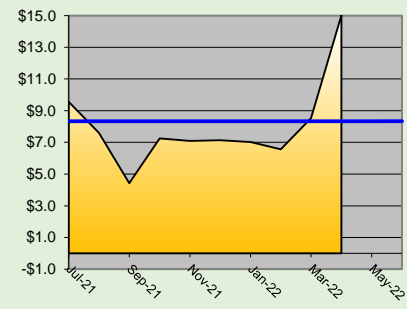
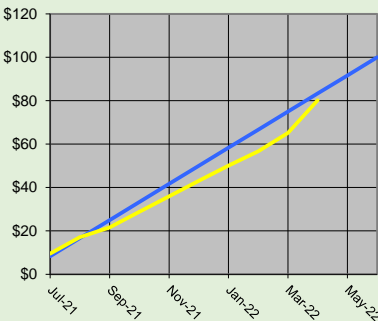


##### INTEREST INCOME

###### Year-To Date Results:

Budget	Actual	Variance
\$83	\$80	-\$3

**Underbudget 3.8%**

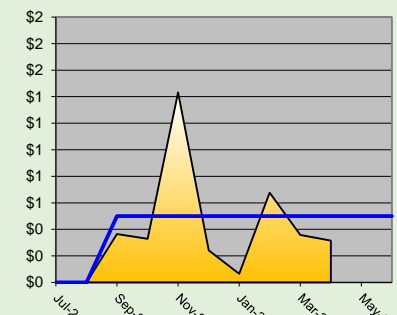
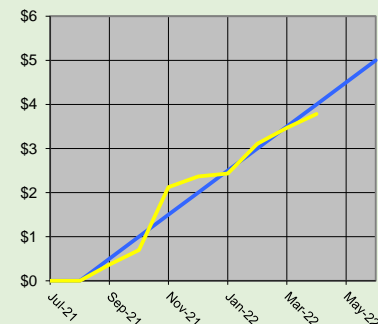


##### OTHER REVENUE

###### Year-To Date Results:

Budget	Actual	Variance
\$4	\$4	\$0

**Underbudget 5.4%**

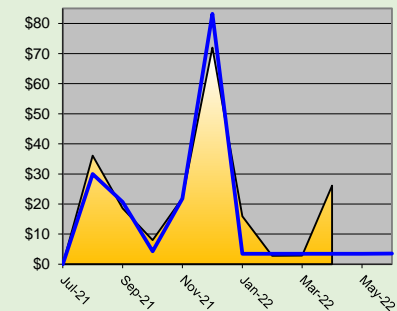
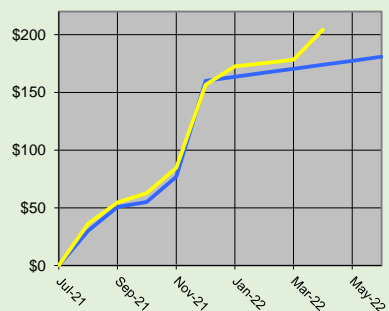


##### MISCELLANEOUS REVENUE

###### Year-To Date Results:

Budget	Actual	Variance
\$174	\$204	\$31

**Overbudget 17.5%**



# Board Variance Report - Revenues

## April 30, 2022

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

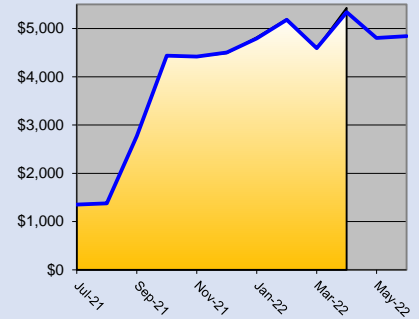
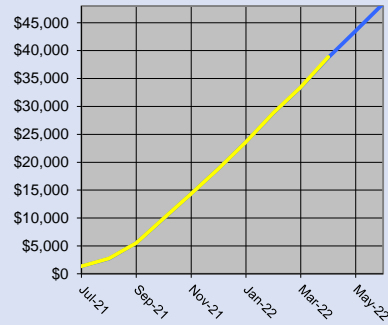
Monthly Revenues (\$000's):

### TOTAL REVENUE

#### Year-To Date Results:

<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>\$38,767</u>	<u>\$38,873</u>	<u>\$106</u>

**Overbudget 0.3%**



# Board Variance Rpt. - Expenditures

## April 30, 2022

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

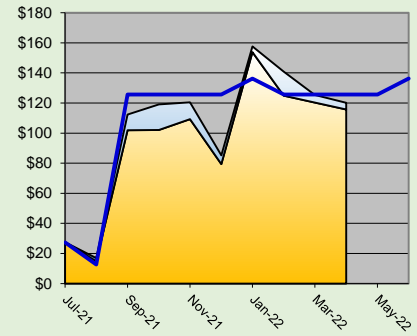
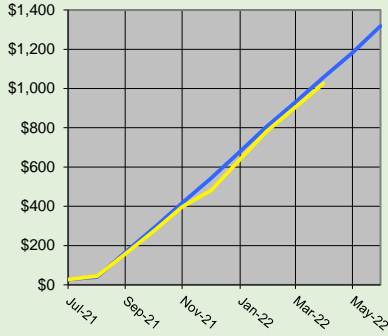
Monthly Costs (\$000's):

### DISTRICT SPEC. ED./HELP.TCHRS

#### Year-To Date Results:

	Budget	Actual	Variance
Comp	955	950	5
O&M	101	76	26
Total	1,056	1,026	31

**Underbudget 3%**

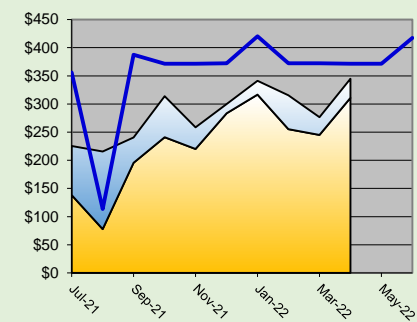
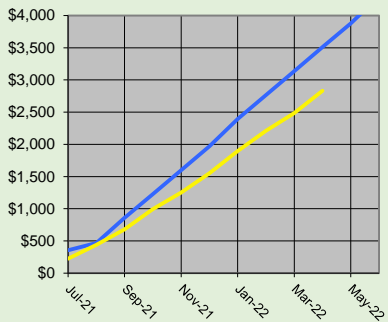


### DISTRICT PROGRAMS-OTHER

#### Year-To Date Results:

	Budget	Actual	Variance
Comp	2,752	2,284	468
O&M	756	548	208
Total	3,508	2,832	676

**Underbudget 19%**

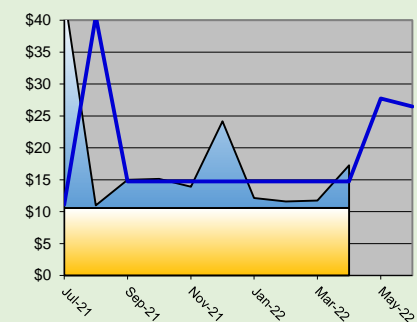
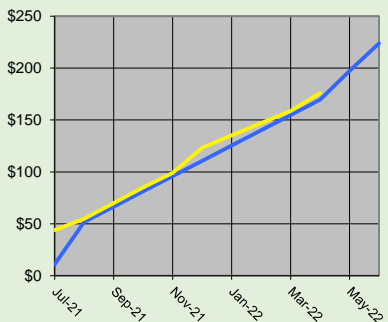


### BOARD OF TRUSTEES

#### Year-To Date Results:

	Budget	Actual	Variance
Comp	106	106	0
O&M	63	70	-7
Total	170	176	-6

**Overbudget 4%**

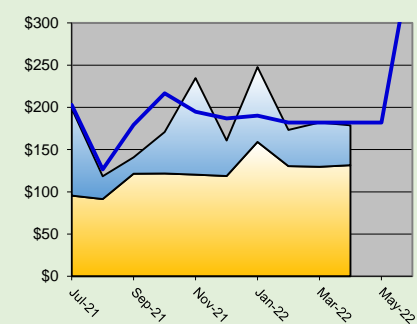
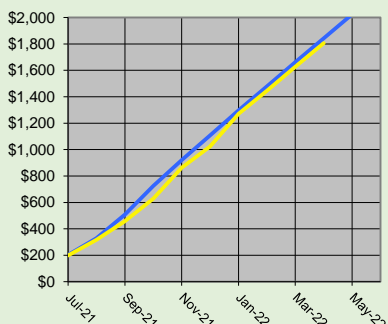


### ADMINISTRATION & OTHER

#### Year-To Date Results:

	Budget	Actual	Variance
Comp	1,271	1,220	51
O&M	572	586	-14
Total	1,843	1,806	37

**Underbudget 2%**

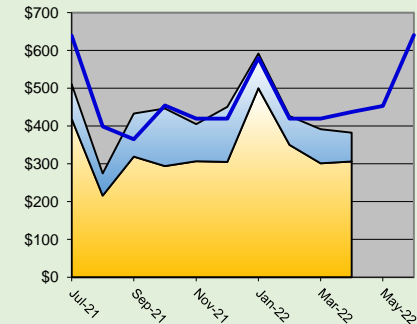
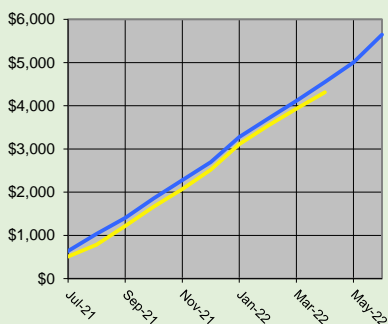


### OPERATIONS & MAINTENANCE

#### Year-To Date Results:

	Budget	Actual	Variance
Comp	3,574	3,318	256
O&M	978	995	-17
Total	4,552	4,313	239

**Underbudget 5%**





# Board Variance Rpt. - Expenditures April 30, 2022

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

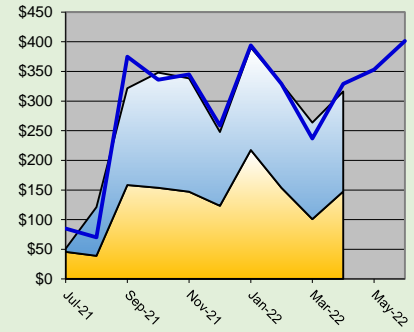
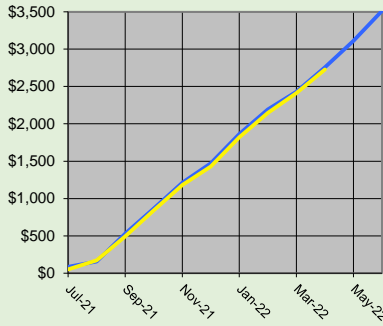
Monthly Costs (\$000's):

## TRANSPORTATION

### Year-To Date Results:

	Budget	Actual	Variance
Comp	1,346	1,287	59
O&M	1,412	1,440	-29
Total	2,758	2,727	31

**Underbudget 1%**

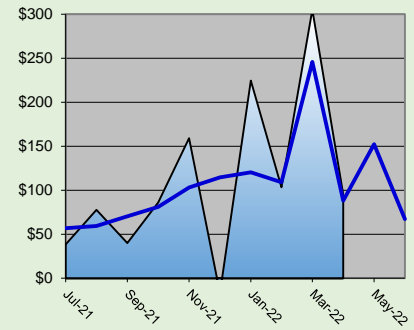
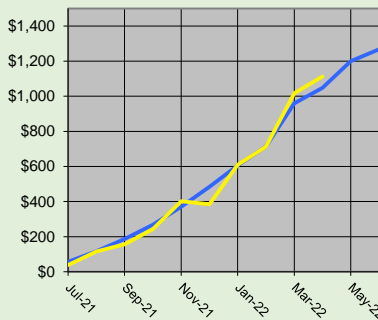


## UTILITIES

### Year-To Date Results:

	Budget	Actual	Variance
Comp	0	0	0
O&M	1,048	1,113	-65
Total	1,048	1,113	-65

**Overbudget 6%**

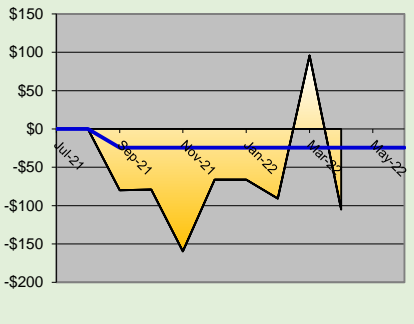
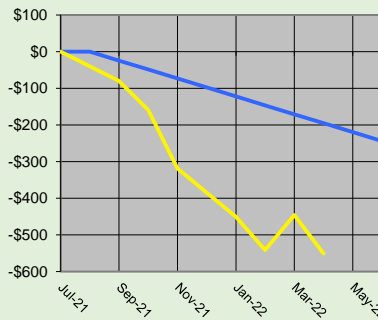


## DISTRICT SCHOOL

### Year-To Date Results:

	Budget	Actual	Variance
Comp	-195	-551	356
O&M	0	0	0
Total	-195	-551	356

**Underbudget 182%**

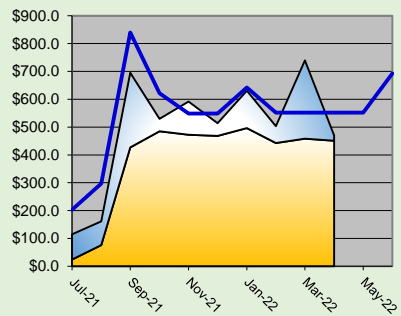
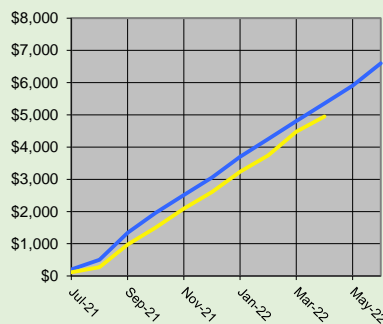


## SPECIAL PURPOSE FUNDS

### Year-To Date Results:

	Budget	Actual	Variance
Comp	4,066	3,801	265
O&M	1,290	1,149	141
Total	5,356	4,950	406

**Underbudget 8%**

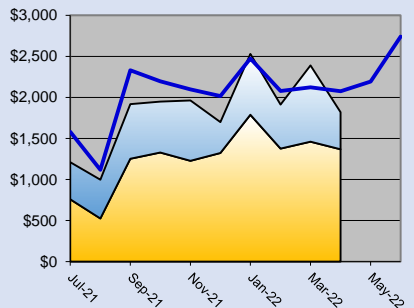
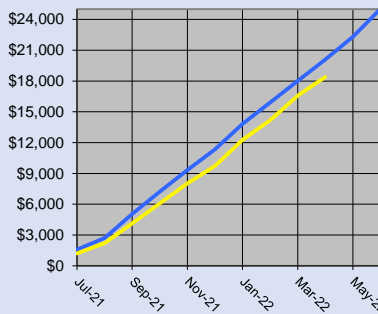


## DISTRICT TOTALS - EXPENDITURES

### Year-To Date Results:

	Budget	Actual	Variance
Comp	13,876	12,415	1,461
O&M	6,220	5,977	244
Total	20,096	18,391	1,705

**Underbudget 8%**



## Board Variance Report - Schools

April 30, 2022

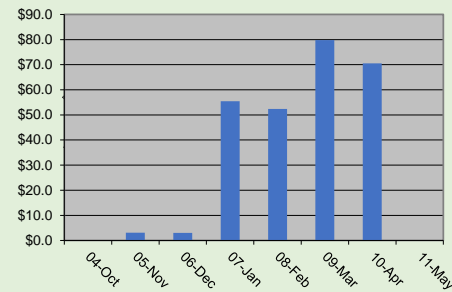
YTD Surplus (\$000's):

### CANALTA (101)

#### Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$1,136	\$1,130	\$6
Supp.Staff	541	492	49
Disc.Subs	19	28	-9
Supp & Serv.	55	31	24
Total	1,751	1,681	70

Underbudget 4.0%

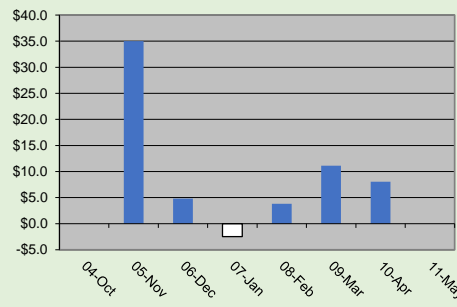


### CHETWYND SECONDARY (111)

#### Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$1,482	\$1,421	\$61
Supp.Staff	381	350	31
Disc.Subs	14	53	-38
Supp & Serv.	99	144	-46
Total	1,975	1,967	8

Underbudget 0.4%

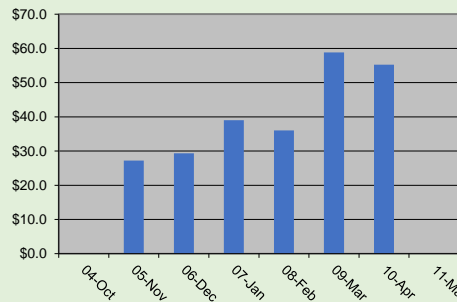


### CRESCENT PARK (103)

#### Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$1,161	\$1,117	\$45
Supp.Staff	358	315	43
Disc.Subs	14	34	-20
Supp & Serv.	48	60	-12
Total	1,581	1,526	55

Underbudget 3.5%

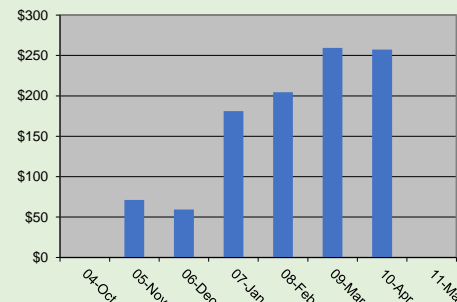


### DAWSON CREEK SECONDARY (108)

#### Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$2,624	\$2,628	-\$4
Supp.Staff	762	633	129
Disc.Subs	45	19	27
Supp & Serv.	349	243	106
Total	3,780	3,523	257

Underbudget 6.8%



## Board Variance Report - Schools

April 30, 2022

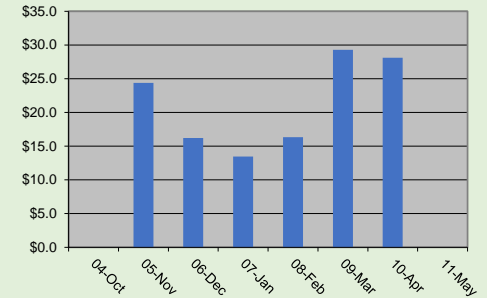
YTD Surplus (\$000's):

### DEVEREAUX (114)

#### Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$461	\$428	\$34
Supp.Staff	146	149	-3
Disc.Subs	6	18	-12
Supp & Serv.	30	20	10
Total	644	615	28

Underbudget 4.4%

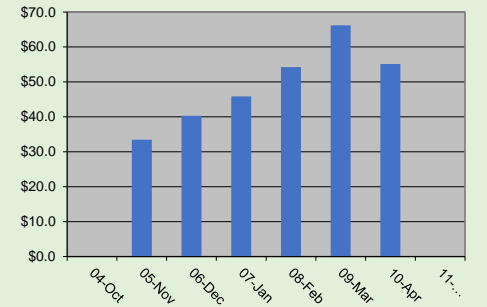


### DON TITUS (113)

#### Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$638	\$609	\$29
Supp.Staff	228	199	30
Disc.Subs	6	10	-4
Supp & Serv.	20	19	1
Total	892	837	55

Underbudget 6.2%

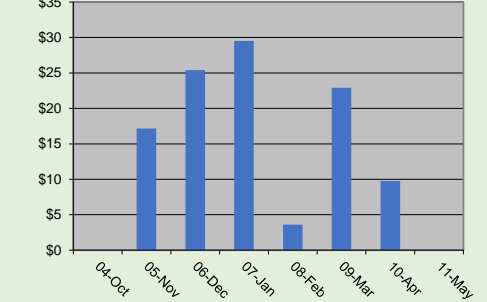


### FRANK ROSS (105)

#### Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$2,395	\$2,380	\$15
Supp.Staff	494	482	12
Disc.Subs	20	24	-4
Supp & Serv.	53	66	-13
Total	2,963	2,953	10

Underbudget 0.3%

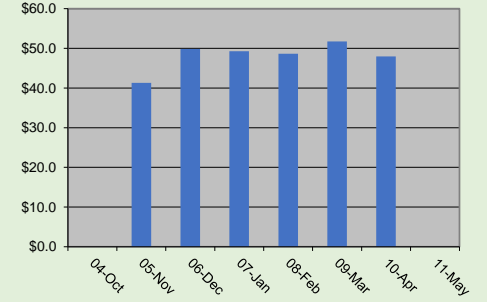


### LITTLE PRAIRIE (131)

#### Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$1,131	\$1,105	\$26
Supp.Staff	217	197	20
Disc.Subs	8	8	0
Supp & Serv.	36	34	2
Total	1,392	1,344	48

Underbudget 3.4%



## Board Variance Report - Schools

April 30, 2022

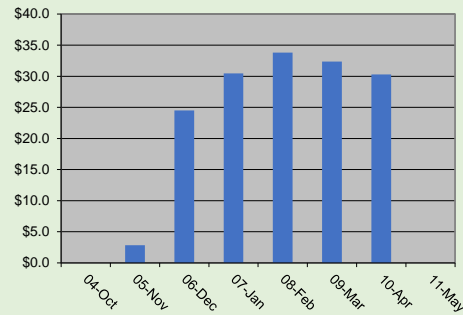
YTD Surplus (\$000's):

### MCLEOD (119)

#### Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$347	\$346	\$0
Supp.Staff	65	55	10
Disc.Subs	5	2	3
Supp & Serv.	31	14	17
Total	448	417	30

Underbudget 6.8%

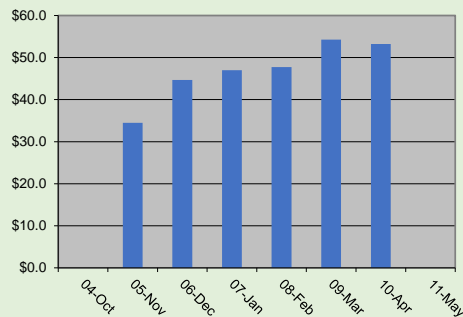


### MOBERLY LAKE (118)

#### Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$244	\$222	\$23
Supp.Staff	89	78	11
Disc.Subs	5	4	1
Supp & Serv.	31	13	18
Total	369	316	53

Underbudget 14.4%

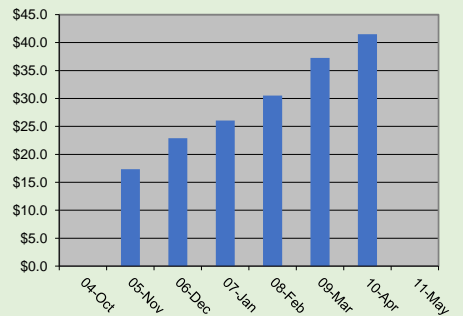


### PARKLAND (124)

#### Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$357	\$351	\$6
Supp.Staff	121	115	6
Disc.Subs	9	5	4
Supp & Serv.	36	10	26
Total	523	482	42

Underbudget 7.9%

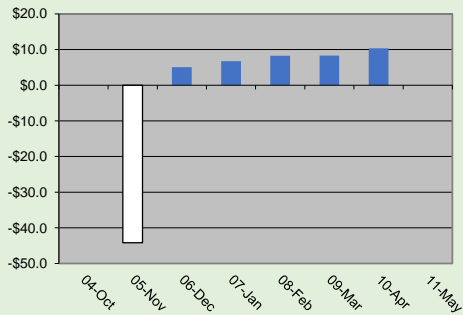


### PEACEVIEW (132)

#### Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$119	\$115	\$4
Supp.Staff	0	0	0
Disc.Subs	1	0	1
Supp & Serv.	17	12	5
Total	137	127	10

Underbudget 7.6%



## Board Variance Report - Schools

April 30, 2022

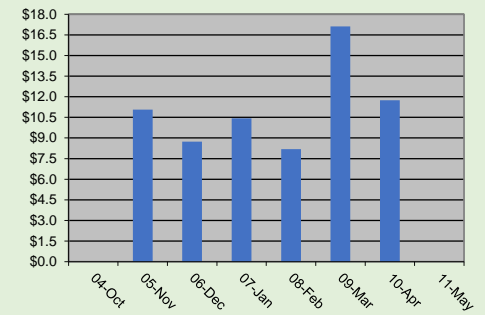
YTD Surplus (\$000's):

### POUCE COUPE (110)

#### Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$678	\$676	\$1
Supp.Staff	192	184	8
Disc.Subs	6	8	-2
Supp & Serv.	14	10	4
Total	890	878	12

Underbudget 1.3%

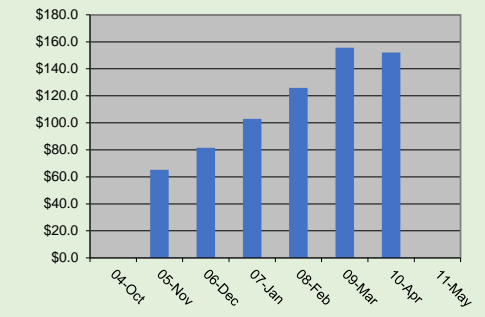


### CENTRAL MIDDLE (102)

#### Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$1,979	\$1,895	\$84
Supp.Staff	520	450	69
Disc.Subs	12	32	-20
Supp & Serv.	86	67	19
Total	2,596	2,444	152

Underbudget 5.9%

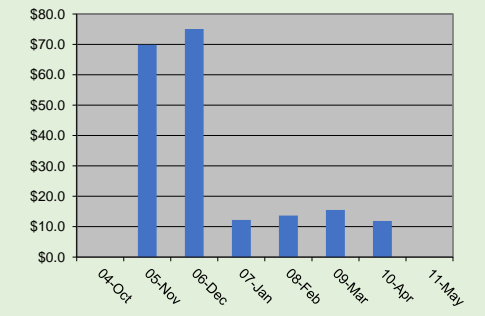


### SP DIST LEARNING (138)

#### Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$380	\$377	\$3
Supp.Staff	74	72	2
Disc.Subs	0	0	0
Supp & Serv.	25	18	7
Total	478	467	12

Underbudget 2.5%

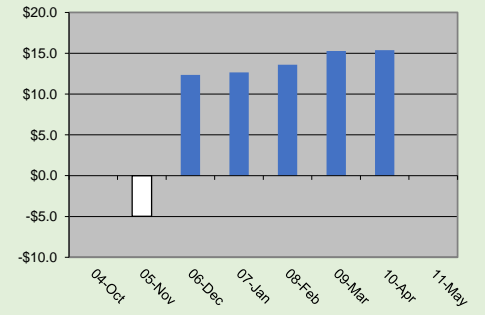


### SOUTH PEACE ELEMENTARY (125)

#### Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$146	\$113	\$34
Supp.Staff	32	27	5
Disc.Subs	1	25	-24
Supp & Serv.	13	12	1
Total	192	177	15

Underbudget 8.0%



## Board Variance Report - Schools

April 30, 2022

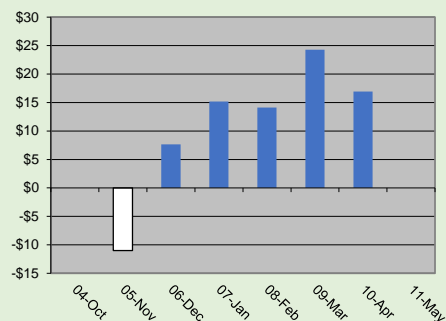
YTD Surplus (\$000's):

### TREMBLAY (109)

#### Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$743	\$747	-\$4
Supp.Staff	254	242	12
Disc.Subs	16	15	0
Supp & Serv.	72	63	9
<b>Total</b>	<b>1,084</b>	<b>1,067</b>	<b>17</b>

Underbudget 1.6%

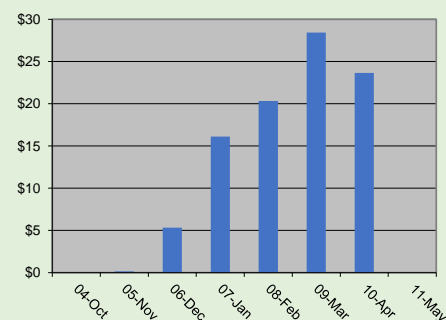


### TUMBLER RIDGE ELEMENTARY (129)

#### Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$1,029	\$1,031	-\$2
Supp.Staff	195	173	22
Disc.Subs	8	9	-1
O&M	18	13	5
<b>Total</b>	<b>1,250</b>	<b>1,226</b>	<b>24</b>

Underbudget 1.9%



## Board Variance Report - Schools

April 30, 2022

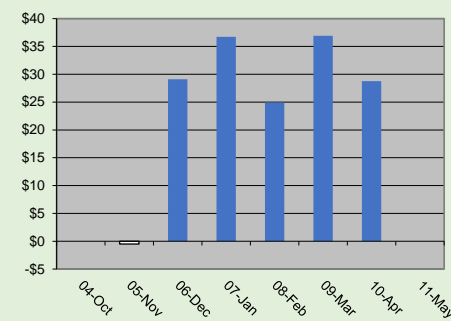
YTD Surplus (\$000's):

### TUMBLER RIDGE SECONDARY (127)

#### Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$848	\$791	\$57
Supp.Staff	248	238	10
Disc.Subs	13	35	-21
Supp & Serv.	45	61	-16
<b>Total</b>	<b>1,153</b>	<b>1,124</b>	<b>29</b>

Underbudget 2.5%

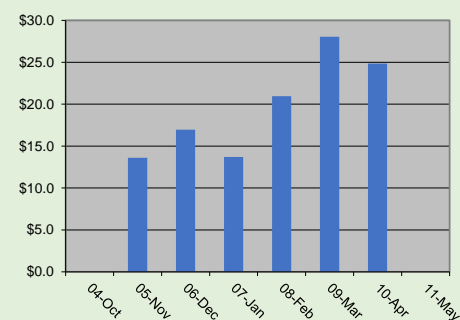


### WINDREM (112)

#### Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$347	\$348	\$0
Supp.Staff	125	108	17
Disc.Subs	4	2	2
Supp & Serv.	31	25	7
<b>Total</b>	<b>508</b>	<b>483</b>	<b>25</b>

Underbudget 4.9%

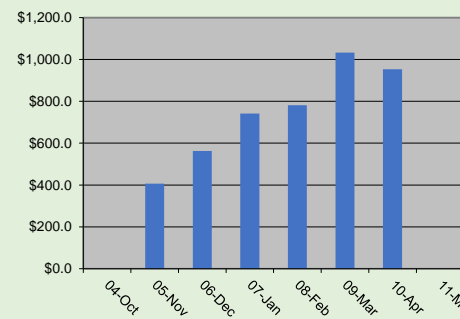


### TOTAL ALL SCHOOLS

#### Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$18,247	\$17,829	\$418
Supp.Staff	5,042	4,561	481
Disc.Subs	213	331	-118
Supp & Serv.	1,107	935	172
<b>Total</b>	<b>24,609</b>	<b>23,656</b>	<b>953</b>

Underbudget 3.9%





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

May 6, 2022

School District #59 Trustees

### RE: 2022 BCSTA School District Survey Results

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

The attached graphs show the district comparison to the 2022 survey results.

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

	Provincial				SD59 Rate	% of Average	% of Median
	High Rate	Low Rate	Average	Median			
Mileage	\$ 0.61	\$ 0.51	\$ 0.60	\$ 0.61	\$ 0.61	102%	100%
Meals	\$ 85.35	\$ 30.00	\$ 55.62	\$ 55.00	\$ 60.00	108%	109%

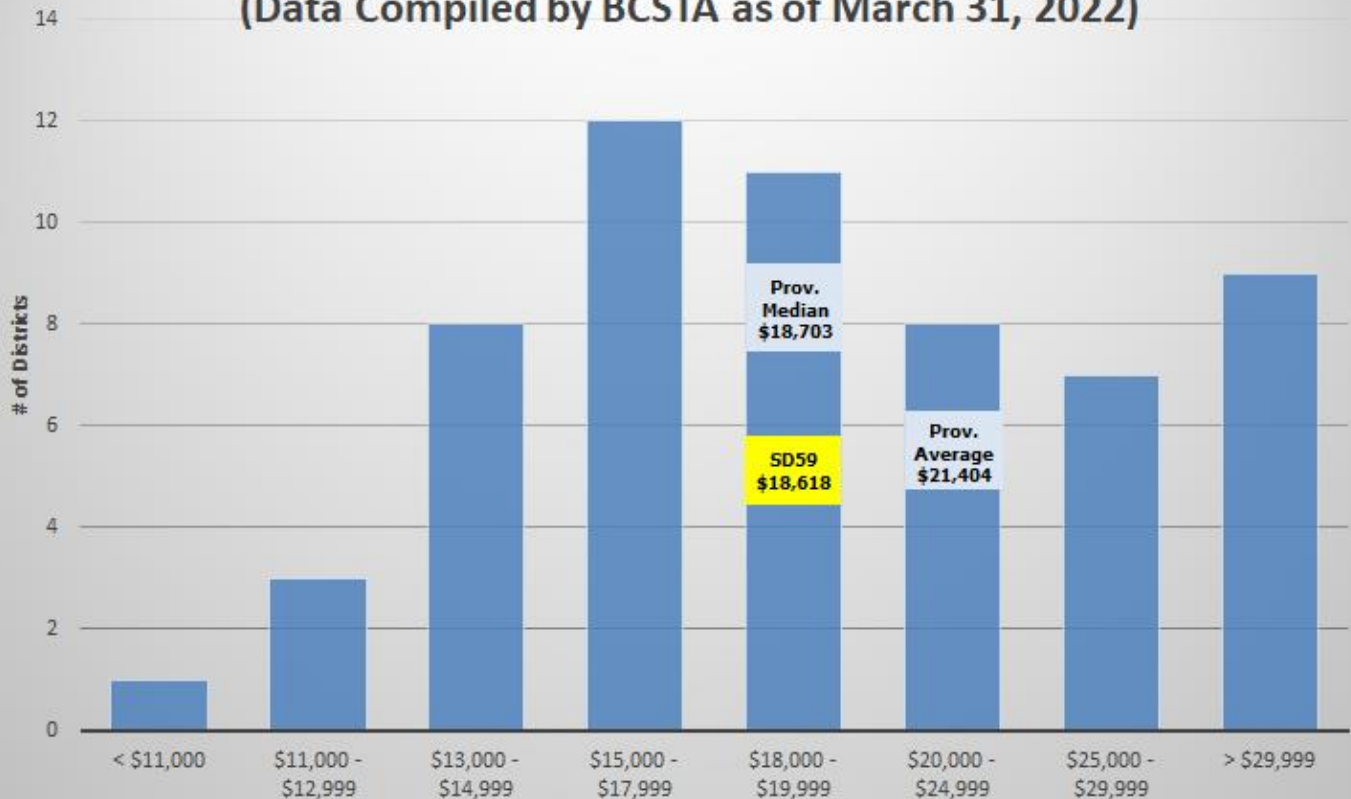
	Provincial				SD59 Rate	% of Average	% of Median
	High Rate	Low Rate	Average	Median			
Trustee	\$ 52,541	\$ 7,550	\$ 18,315	\$ 15,606	\$ 16,618	91%	106%
Vice-Chair	\$ 55,168	\$ 8,600	\$ 19,618	\$ 17,167	\$ 17,618	90%	103%
Chair	\$ 57,795	\$ 10,000	\$ 21,404	\$ 18,703	\$ 18,618	87%	100%

For the 10 Similar Sized Districts:

	Similar Sized Districts				SD59 Rate	% of Average	% of Median
	High Rate	Low Rate	Average	Median			
Trustee	\$ 17,425	\$ 9,987	\$ 14,138	\$ 13,598	\$ 16,618	118%	122%
Vice-Chair	\$ 19,388	\$ 10,567	\$ 15,457	\$ 14,957	\$ 17,618	114%	118%
Chair	\$ 22,130	\$ 12,307	\$ 17,329	\$ 18,257	\$ 18,618	107%	102%

Melissa Panoulas  
Secretary Treasurer

### School District Stipend Rates - CHAIRS (Data Compiled by BCSTA as of March 31, 2022)

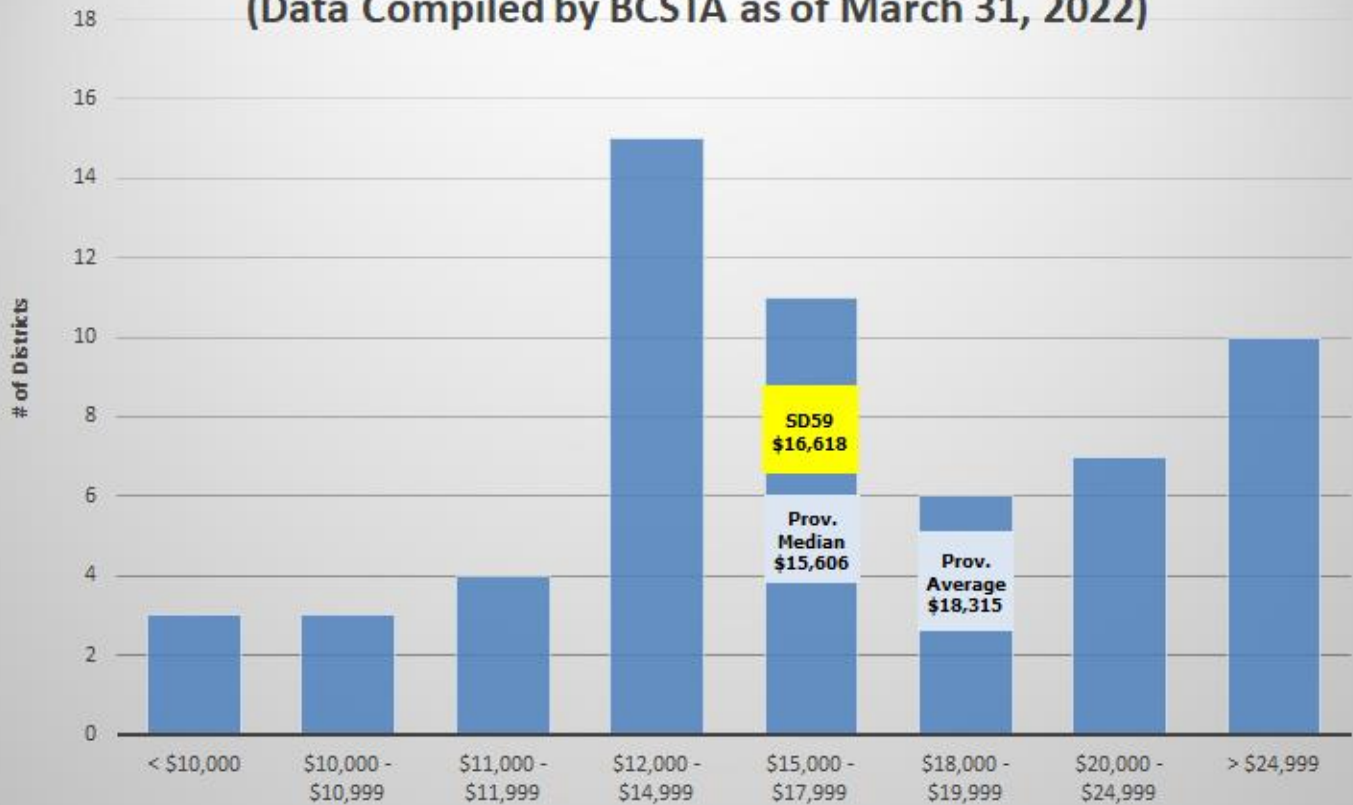


### School District Stipend Rates - VICE-CHAIRS (Data Compiled by BCSTA as of March 31, 2022)



# School District Stipend Rates - TRUSTEES

(Data Compiled by BCSTA as of March 31, 2022)



# Submission Summary

Submission Summary:	AFG 2022/2023   2022-05-31
Submission Type:	Expenditure Plan
School District:	Peace River South (SD59)
Open Date:	2022-04-01
Close Date:	2022-05-31
Submission Status:	Draft

Submission Category	Sum Total Project Cost
AFG	\$1,441,105
Total	<b>\$1,441,105</b>

AFG							
Project Number	Existing Facility?	Facility/Site	Project Type	VFA Requirement #	SD Project ID	Project Description	Total Project Cost
155711	Yes	Canalta Elementary	Interior Construction (AFG)	REQ-180887		Floor renewal, replace hallway Lino with ceramic tile.	\$49,785
157247	Yes	Canalta Elementary	Exterior Wall Systems	REQ-768716		Exterior Wall Painting	\$58,844
157246	Yes	Chetwynd Secondary	Plumbing (AFG)			Refurbish Rm 10 Science Lab	\$49,755
157251	Yes	Crescent Park Elementary	Electrical (AFG)			Lighting upgrade, LED in Classroom's	\$74,631
157256	Yes	Crescent Park Elementary	Site Upgrades	REQ-837278		Refurbish exterior stairs	\$19,877
155789	Yes	Dawson Creek Secondary (Central	Plumbing (AFG)			Refurbish 2nd floor bathrooms - Universal	\$149,724
157252	Yes	Dawson Creek Secondary (Central	Interior Construction	REQ-160867		Replace hallway flooring	\$64,816
157259	Yes	Dawson Creek Secondary (Central Campus)	Electrical (AFG)			Network upgrades, access points and layer 2 switches DCSS-CMS and other schools.	\$38,717
155781	Yes	Dawson Creek Secondary (South Peace Campus)	Exterior Wall Systems (AFG)			Insulate exterior perimeter walls of mezzanine, condensation issues	\$24,954
155810	Yes	Dawson Creek Secondary (South Peace Campus)	Exterior Wall Systems (AFG)			Drainage issues in crawlspace, repair and tarp/seal.	\$32,000



## Submission Summary

157245	Yes	Dawson Creek Secondary (South Peace Campus)	Exterior Wall Systems (AFG)	REQ-157258		Replace skylights in conjunction with roof replacement, approx. 5% of window requirement 157258	\$59,970
157249	Yes	Dawson Creek Secondary (South Peace Campus)	Site Upgrades			Repaint parking delineation lines , all schools	\$59,724
157257	Yes	Devereaux Elementary	Exterior Wall Systems	REQ-1606308		Exterior Window replacement	\$24,908
155709	Yes	Ecole Frank Ross Elementary	Accessibility Upgrades	REQ-1606650		Stair lift - install one (1) 660lb Garaventa Stair-Lift, Model GSL Artira inclined platform lift for straight and turning stairways.	\$99,970
157253	Yes	Ecole Frank Ross Elementary	Interior Construction (AFG)	REQ-840144		The knob door hardware to the classrooms do not conform to the requirements of the BC Building Code	\$79,631
157258	Yes	Parkland Elementary	Exterior Wall Systems	REQ-166591		Replace Exterior windows	\$19,908
155710	Yes	Tremblay Elementary	HVAC (AFG)			HVAC upgrade, replace existing forced air furnaces with boiler/ classroom UV Phase 1 upgrade. Engineering and equipment	\$300,000
157254	Yes	Tremblay Elementary	Plumbing (AFG)	REQ-167436, REQ-167437		Bathroom refurbish - Universal	\$124,476
157255	Yes	Tremblay Elementary	Interior Construction (AFG)	REQ-167451		Case work replacement in conjunction with HVAC upgrade	\$34,784
157250	Yes	Windrem Elementary	Electrical (AFG)			Gym / Class Lighting, upgrade to LED	\$74,631
						Submission Category Total:	<b>\$1,441,105</b>

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

### **TRUSTEE ELECTIONS BYLAW NO. 2022-01**

A bylaw to provide for the determination of various procedures for the conduct of general school elections and other trustee elections.

#### **Preamble:**

Under the School Act, a Board of Education may, by bylaw, determine various procedures and requirements to be applied in the conduct of trustee elections.

In School District No. 59 (Peace River South), trustee elections are held in the following trustee electoral areas and are the responsibility of the following authorities:

Area:	# Trustees	Area Description	Authority:
Electoral Area I	2	Chetwynd and Contiguous Rural Areas	Shared with District of Chetwynd, PRRD, & School District
Electoral Area II	1	Tumbler Ridge	District of Tumbler Ridge
Electoral Area III	2	City of Dawson Creek	City of Dawson Creek
Electoral Area IV	2	Rural Areas Surrounding Dawson Creek (Rural Areas surrounding Electoral Area III (Dawson Creek), including the Village of Pouce Coupe, and contiguous rural areas within the school district boundaries from the BC/Alberta border to boundary lines of Electoral Area II (Tumbler Ridge) and Electoral Area I (District of Chetwynd and Contiguous Rural Areas))	Shared with Village of Pouce Coupe, PRRD, & School District

The Board of Education wishes to establish various procedures and requirements under the authority of the School Act for trustee elections.

The Board of Education, in an open meeting of the Board, enacts as follows:

#### **1. Definitions**

The terms used shall have the meanings assigned by the School Act and the Local Government Act, except as the context indicates otherwise.

“Election” means a trustee election including general school elections and by-elections.

“Board” or “School Board” means the Board of Education of School District No.59 (Peace River South).

“Minister” means Minister of Education

“Regional District” means Peace River Regional District

“TEA” means Trustee Electoral Area

“General Voting Day” means the date on which general voting for a trustee election is to take place, whether part of the general school elections or a by-election.

## **2. Application**

This bylaw applies to both general school elections and by-elections carried out by the school board and by other authorities, except as otherwise indicated in this bylaw.

## **3. Application of Local Government Bylaws**

If a municipality or authorized authority enters into an agreement to conduct all or part of a trustee election for the school board, or conducts a trustee election in conjunction with a local government election, the election bylaws of the local municipality or authority, as they may be amended from time to time, apply to trustee elections except for bylaws determining the following:

- a) minimum number of nominators;
- b) the order of names on the ballot;
- c) requiring a nomination deposit,
- d) the resolution of tie votes after judicial recount, and
- e) any other matter on which the local government bylaws may not by law apply to a trustee election.

## **4. Order of Names on the Ballot**

The order of names of candidates on the ballot shall be in alphabetical order.

## **5. Voting Day Registration Only**

5.1 As authorized under Section 69 of the Local Government Act, at each election or other voting, electors who wish to vote at such elections or other voting are required to register at the time of voting;

5.2 Registration as an elector under paragraph (5.1) is effective only for the election or other voting for which the voting is being conducted at the time;

## **6. Required Advanced Voting Opportunities**

6.1 Unless the Board is exempted from the requirement by Order of the Minister of Education, a required advance voting opportunity will be held on the tenth (10<sup>th</sup>) day before general voting day, and

6.2 Unless the Board is exempted from the requirement by Order of the Minister of Education, the second advanced voting opportunity required for all electoral areas with a population of more than 5,000 will be held on the 3<sup>rd</sup> day before the general voting local election and other voting, or

- i. in Trustee Electoral Area II and III, (municipal TEA's) on the date specified in the bylaws of the municipality, or as set by the Chief Election Officer;
- ii. in Trustee Electoral Area I & IV (non-municipal TEA's), on the date set by the Chief Election Officer taking into consideration additional advance voting dates specified in the bylaws of surrounding municipalities and Regional District, as they may be amended from time to time;
- iii. and for by-elections, on the date set by the Chief Election Officer no less than 2 days before general voting day.

## **7. Additional Advanced Voting Opportunities**

Additional advance voting opportunities to be held in advance of general voting day and designation of the voting places and voting hours for these voting opportunities may be established as follows:

- i. in Trustee Electoral Area II and III, (municipal TEA's) on the date(s) specified in the bylaws of the municipality, or as set by the Chief Election Officer;
- ii. in Trustee Electoral Area I & IV (non-municipal TEA's), on the date(s) set by the Chief Election Officer taking into consideration additional advance voting dates specified in the bylaws of surrounding municipalities and Regional District, as they may be amended from time to time;
- iii. and for by-elections, on the date(s) set by the Chief Election Officer no less than 2 days before general voting day.

## **8. Resolution for Tie Votes after Judicial Recount**

In the event of a tie vote after a judicial recount, the tie vote will be resolved by lot in accordance with the Local Government Act.

## **9. Number of Nominators**

For certainty, the minimum numbers of qualified nominators for a trustee candidate in all Trustee Electoral Areas is two.

## **10. Nomination Deposit**

No nomination deposit is required for nomination for the office of school trustee.

## **11. Mail Ballot Voting**

11.1 The following mail ballot voting procedures apply to trustee elections that the school board conducts on its own behalf:

- i. As authorized under section 110 of the *Local Government Act*, voting may be done by mail ballot and registration of election may be done by mail in conjunction with mail ballot voting.
- ii. Procedures for mail ballot voting and registration are established by separate bylaw.
- iii. The Chief Election Officer may establish time limits in relation to mail ballot voting.

11.2 Mail ballot voting provisions of trustee elections where a municipality or an authorized authority enters into an agreement to conduct all or part of a trustee election for the school board or conducts a trustee election in conjunction with a local government election, will be followed as indicated in the election bylaw of the local municipality or authority.

## **12. Public Access to Election Documents**

12.1 The School Board authorizes access to nomination documents of trustee candidates for public viewing during regular office hours of the board office, and/or online by internet or other electronic means until 30 days after declaration of the election results.

12.2 The School Board authorizes, but does not require, Chief Election Officers of local municipalities and regional district to post nomination documents of trustee candidates for public access on internet or other electronic means, until such time as established by the bylaws of the relevant local government or regional district.

**13. Title**

This bylaw may be cited as “School District No. 59 (Peace River South) Trustee Elections Bylaw No. 2022-01”

**14. Repeal**

“School District No.59 (Peace River South) Trustee Elections Bylaw No. 2018-04 is hereby repealed”

Date of first reading: May 18, 2022

Date of second reading: May 18, 2022

Date of third reading: May 18, 2022

Date of adoption: May 18, 2022

**The Corporate Seal of The Board of Education of School District No. 59 (Peace River South)**

**Signatures:**

Chad Anderson, Board Chair

Melissa Panoulas, Secretary-Treasurer

**School District No.59 (Peace River South)**  
**MAIL BALLOT AUTHORIZATION AND PROCEDURE**  
**BYLAW NO. 2022-02**

**WHEREAS** pursuant to the *Local Government Act*, the Board of Education of School District No. 59 (Peace River South) may, by bylaw, permit voting by mail ballot and establish procedures therefore;

**NOW THEREFORE** the Board of Education of School District No. 59 (Peace River South) in open meeting, enacts as follows:

**1. CITATION**

- 1.1 This bylaw may be cited as “Mail Ballot Authorization and Procedure Bylaw No. 2022-02”.

**2. AUTHORIZATION**

As authorized under section 110 of the *Local Government Act*, voting may be done by mail ballot and registration of election may be done by mail in conjunction with mail ballot voting.

- 2.1 Where the municipality(s) is conducting an election on behalf of the Board of Education, the mail ballot voting procedures of the municipality will be followed.
- 2.2 Voting by mail ballot and elector registration by mail in conjunction with mail ballot voting are hereby authorized.
- 2.3 Procedures for mail ballot voting and registration are established by separate bylaw.
- 2.4 The Chief Election Officer may establish time limits in relation to mail ballot voting.

**3. APPLICATION PROCEDURE**

- 3.1 A person wishing to vote by mail ballot shall apply by giving their name and address to the Chief Election Officer or to the person designated by the Chief Election Officer for such purposes, during the period commencing 7 days before the first day of advance voting and ending at 4:00 pm on the Thursday two days before general voting day.
- 3.2 Upon receipt of a request for a mail ballot, the Chief Election Officer or designate shall, between the first day of advanced voting and 4:00 pm on the Thursday two days before general voting day:
- i. make available to the applicant, a mail ballot package as specified in the *Local Government Act*;
  - ii. immediately record and, upon request, make available for inspection:
    - a) the name and address of the person to whom the mail ballot package was issued; and
    - b) the number of the voting division in which the person is registered as an elector, or “new elector”, if that person is not on the register of electors.

#### **4. VOTING PROCEDURE**

- 4.1 To vote using a mail ballot, the elector shall mark the ballot in accordance with the instructions contained in the mail ballot package provided by the Chief Election Officer.
- 4.2 After marking the ballot, the elector shall:
- i. place the ballot in the secrecy envelope provided and seal the secrecy envelope;
  - ii. place the secrecy envelope in the certification envelope, and complete and sign the certification printed on such envelope, and then seal the certification envelope;
  - iii. place the certification envelope, together with a completed elector registration application, if required, in the outer envelope, and then seal the outer envelope;
  - iv. mail, or have delivered, the outer envelope and its contents to the Chief Election Officer at the address specified so that it is received no later than the close of voting on general voting day.

#### **5. BALLOT ACCEPTANCE OR REJECTION**

- 5.1 Until 4:00 pm on the Thursday two days before general voting day, upon receipt of the outer envelope and its contents, the Chief Election Officer or designate shall immediately record the date of such receipt and shall then open the outer envelope and remove and examine the certification envelope and the completed elector registration application, if applicable, and if satisfied as to:
- i. the identity and entitlement to vote of the elector whose ballot is enclosed; and
  - ii. the completeness of the certification; and
  - iii. the fulfilment of the requirements of the *Local Government Act* in the case of a person who is registering as a new elector;
- 5.2 The Chief Election Officer or designate shall mark the certification envelope as “accepted,” and shall retain in their custody all such certification envelopes in order to deal with any challenges made in accordance with Section 6 of this bylaw.
- 5.3 The unopened certification envelopes shall remain in the custody of the Chief Election Officer or designate until 4:00 pm on the Thursday two days before general voting day, at which time the certification envelopes containing the secrecy envelopes shall be opened in the presence of at least one other person, including any scrutineers present.
- 5.4 At 4:00 pm on the Thursday two days before general voting day, the Chief Election Officer or designate shall place all secrecy envelopes received up until that time into a ballot box specified for such purpose, where such secrecy envelopes were received from persons whose right to vote using a mail ballot has not been challenged, or where such challenge has been resolved and the challenged person permitted to vote.
- 5.4 Where an outer envelope and its contents are received by the Chief Election Officer or designate between 4:00 pm on the Thursday two days before general voting day and the close of voting on general voting day, the provisions of Section 5.1 of this bylaw with regard to ballot acceptance shall apply and the Chief Election Officer or designate shall retain such envelopes in their possession until the close of voting and

at that time shall open such certification envelopes in the presence of at least one other person, including any scrutineers present, and place the secrecy envelope containing the ballot into the ballot box containing the other unopened secrecy envelopes.

5.5 As soon as possible after all of the secrecy envelopes have been placed in the ballot box designated for that purpose, the ballot box shall be opened under the supervision of the Chief Election Officer or designate, and in the presence of at least one other person and any scrutineers present, the secrecy envelopes shall be opened and the ballots contained therein counted in accordance with the provisions of the *Local Government Act*.

5.6 Where:

- i. upon receipt of an outer envelope, the Chief Election Officer is not satisfied as to the identity of the elector whose ballot is enclosed; or
  - ii. in the case of a person required to complete an application for registration as an elector, such application has not been completed in accordance with the *Local Government Act*; or
  - iii. the outer envelope is received by the Chief Election Officer or designate after the close of voting on general voting day;
- the certification envelope shall remain unopened and the Chief Election Officer shall mark such envelope as “rejected”, and shall note the reasons therefore, and the ballot contained therein shall not be counted in the election.

5.7 Any certification envelopes and their contents rejected in accordance with Section 5.6 of the bylaw shall remain unopened and shall be subject to the provisions of the *Local Government Act* with regard to their destruction.

## **6. CHALLENGE OF ELECTOR**

6.1 A person exercising the right to vote under the provisions of this bylaw may be challenged in accordance with and on the grounds specified in the *Local Government Act*, until 4:00 pm on the Thursday two days before general voting day.

6.2 The provisions of the *Local Government Act* shall apply where a challenge of an elector using a mail ballot has been made.

## **7. ELECTOR’S NAME ALREADY USED**

7.1 Where, upon receiving a request for a mail ballot, the Chief Election Officer determines that another person has voted or has already been issued a mail ballot in the elector’s name, the provisions of the *Local Government Act* shall apply, so far as applicable.

## **8. REPLACEMENT OF SPOILED BALLOT**

8.1 Where an elector unintentionally spoils a mail ballot before returning it to the Chief Election Officer, the elector may request a replacement ballot by advising the Chief Election Officer or designate of the ballot spoilage and by mailing or otherwise delivering by any appropriate means, the spoiled ballot package in its entirety to the Chief Election Officer or designate.



8.2 The Chief Election Officer shall, upon receipt of the spoiled ballot package, record such fact, and proceed in accordance with Section 3.2 of this bylaw.

**9. TITLE**

This bylaw may be cited as “School District No. 59 (Peace River South) Mail Ballot Authorization and Procedure Bylaw No. 2022-02”

**10. REPEAL**

“School District No59 (Peace River South) Mail Ballot Voting Bylaw No. 2018-05 is hereby repealed.”

Date of first reading: May 18, 2022

Date of second reading: May 18, 2022

Date of third reading: May 18, 2022

Date of adoption: May 18, 2022

Signatures:

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Chad Anderson, Board Chair

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Melissa Panoulis, Secretary-Treasurer



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

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DATE: May 18, 2022

CHAIR: Roxanne Gulick

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### **Policy for Discussion:**

### **Policy for Circulation:**

### **Policy for Adoption:**

- Policy 4225 Volunteers in Schools
- Policy 5005 Financial Planning and Reporting
- Policy 5010 Accumulated Operating Surplus

### **Policy for Further Review:**

### **Policy for Repeal:**

- 4290 Extraordinary Coaches

### **Regulations for Board Information:**

- 4225 Volunteers in Schools
- 5005 Financial Planning and Reporting
- 5010 Accumulated Operating Surplus
- 6000 Health and Safety

*VOLUNTEERS IN SCHOOLS*

Adopted:

Last Revised:

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Description:

The Board believes that the education of students is an undertaking that should be shared among its employees, parents and members of the community. The active involvement of parents in a volunteer role has the potential to provide considerable benefit to the intellectual and social development of students. In addition, the participation of volunteers increases communication and positive relationships between the school, parents and the community. Consequently, the Board supports and encourages the use of volunteers to support the work of employees.

The Board believes that the use of volunteers supports parental involvement, complements the skill and expertise of employees, assists schools in providing enriching additional learning experiences and extracurricular programs, and strengthens lines of communication among the school, home and community.

Involvement of volunteers is encouraged in activities for which the volunteer is qualified, which benefit the school, and which do not interfere with employees performing their regular duties or result in the displacement of an employee. The delivery of an effective volunteer program requires a harmonious relationship between school staff and volunteers.

While encouraging the community context of schooling, the Board expects its schools to be safe, secure, and caring environments for students. Therefore, appropriate safeguards respecting the selection, role, and supervision of volunteers must support the use of volunteers. The School Board, through its employees, must maintain control of school programs and school-sponsored activities.

*FINANCIAL PLANNING AND REPORTING*

Board Approved: May 30, 2018

Last Revised:

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Description:

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

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

The Board authorizes the Superintendent and the Secretary Treasurer to develop and monitor the annual budget, and for the overall management of the educational and operational programs that are supported by the annual budget. The Secretary Treasurer is specifically responsible for the management of the budget and all financial reporting processes.

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

The Board is responsible for monitoring the district's financial position at regular intervals throughout the year. The Board will ensure it is meeting the legislated and government policy-based financial responsibilities. The Board will also ensure that budgetary and financial information is available, comparable and financial statements audited.

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

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

*SURPLUS*

Board Approved: May 30, 2018

Last Revised:

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Description:

The purpose of this Policy is to provide the board with guideline and rules to ensure accountable and transparent financial planning, and develop procedures that guide the accumulation, spending and reporting of operating surplus funds. This policy aligns with and ensures compliance with the Ministry of Education (Ministry) Accumulated Operating Surplus Policy (AOS) and Financial Planning and Reporting Policy (FPAR).

An operating surplus is achieved by spending less than the revenue the school districts receives in a given year; surpluses can accumulate year over year. The Board of Education is required by the School Act to prepare a balanced annual budget. Estimated spending in the annual budget must not exceed estimated revenue plus accumulated operating surplus. Operating surplus, with consistent rules and guidelines in place, enables the Board of Education to engage in long-term planning, mitigate financial risk and support consistent service to students.

The School District's financial plans and budgets, including the use of operating surplus, should clearly identify how they support strategic plans and other operational priorities of the school district including improving student educational outcomes. The Board of Education will review a summary of the school district surplus position during the Preliminary and Amended Annual Budget processes and when approving the Financial Statements. To increase transparency, any surplus appropriations or interfund transfers will require board approval. Capital assets purchased for departmental operating plans from approved budget expenditures do not require subsequent board approval.

When developing local budgets (including the use of operating surplus funds) the board will ensure that it consults and engages their local communities, education partner groups, local First Nations and Métis Nation BC by providing public information on the entry page of its website about:

- where, when and how long the community partners above will have the opportunity to provide input, feedback and ask questions on the board's annual budget and board's accumulation, reporting and planned use of operating surplus;
- how the feedback will be used;
- any specific opportunities for the local community partners to provide feedback on the matter; and
- how the board will report out to the local community partners on its progress towards meeting its strategic plans (including surplus funds) ie. post this information on its website.

The board will use the following categories to manage accumulated operating surplus:

### **Internally Restricted Operating Surplus**

Restrictions can be made for items that are identified by the board, have defined timelines, are directly related to a board's goal outlined in their strategic, operational and financial plans, or that meet the specific needs of the school district.

There are three categories under which the Board may designate funds as internally restricted surplus.

1. Restricted due to the nature of constraints on the funds
2. Restricted for anticipated unusual expenses identified by the board
3. Restricted for operations spanning multiple school years (not beyond the next two fiscal years)

### **Unrestricted Operating Surplus**

To support effective planning, including risk mitigation strategies, the board will attempt to maintain a sufficient unrestricted operating surplus balance. This will mitigate financial risks related to unforeseen events and fluctuations in budgetary estimates.

Excess funds above the desired target may be considered for allocation through the subsequent budget process.

When use of the contingency reserve reduces the balance below what is determined to be sufficient, the Board of Education will adopt strategies for replenishing the contingency reserve within an appropriate time frame.

### **Restricted for Future Capital Cost Sharing**

The Treasury Board requires the Ministry of Education to review district surplus funds and determine funds that are available to contribute towards major capital projects. When a project has been approved for concept plan or business case development, the Board may restrict operating surplus funds for that project.

### **Local Capital**

Local Capital includes the board's portion of any proceeds from the disposition of capital assets, transfers from operating funds, and interest earned on Local Capital funds.

Transfers from operating funds to Local Capital will be for specific initiatives related to the Board's strategic plan or other operational needs of the district. Examples include vehicle replacement, computer system upgrades, and renovation or replacement of administrative and operational buildings.

## **4290 Extraordinary (Volunteer) Coaches**



Policy 4290

STATUS: ADOPTED

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### *EXTRAORDINARY (Volunteer) COACHES*

Adopted: April 14, 2004

Last Revised: June 19, 2013

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#### Description:

The Board of Education believes that extra curricular activities for students, can enhance the education, commitment and development of students. Where qualified teaching staff are not available to supervise, coach, accompany students enroute, or attend extra curricular activities, a school approved volunteer may be permitted to carry out these responsibilities, providing the requirements set out in the accompanying regulations are met.

The Board acknowledges and appreciates the contributions, commitment and support of volunteers within schools.

*EXTRAORDINARY (Volunteer) COACHES*

Adopted: April 14, 2004

Last Revised: June 19, 2013

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Description:

1. In all cases, volunteers falling under the category of "extraordinary volunteer coach", must be approved by the Principal. Decisions made by the Principal will be based on these regulations and the determination by the Principal of the volunteer's suitability and capability with regard to the supervision of students.
2. Upon meeting the conditions within District regulation, extraordinary volunteer coaches may receive permission from the Principal to conduct practices, attend games, accompany students enroute to activities, and lead extra curricular activities with students. An extraordinary volunteer coach is a volunteer, prepared to undertake responsibility for any of the aforementioned duties.
3. Extraordinary volunteer coaches act under the jurisdiction of the school Principal, and are expected to report to the Principal (or designate). The Principal or designate will be responsible for establishing a level of supervision that ensures that the extraordinary volunteer coach continues to meet school, District, and provincial regulations, and that school expectations regarding "due diligence" is being exercised with regard to students.
4. All coaches who wish to achieve the status of "Extraordinary Volunteer Coach" with School District #59 students will have:
  - i) The permission of the school Principal to coach the students.
  - ii) Reached 19 years of age or older.
  - iii) A Criminal Record Check.
5. Extraordinary Volunteer Coaches will fall under two classifications:
  - i) Those who are coaching or supervising with sports activities or travel related to these activities.
  - ii) Those supervising or coaching or leading extra curricular activities that are not sports related (e.g. drama).
6. In coaching an organized sport, the volunteer coach will receive certification in a Coaches Certification Program involving the theory of coaching. Coaches of grades K-9 students will have a minimum of an NCCP "Community Sport" certification or equivalent. Coaches of grades 10-12 students will have a minimum of an NCCP "Competitive Sport" certification, or equivalent. The requirement for additional technical certification in a sport will be established by the Principal.
7. In the case where a club or event is not an organized sport (eg: drama club), s/he will demonstrate to the satisfaction of the Principal that he/she holds qualification in the desired areas, and that his/her skills will provide for the development of the students.
8. The Principal will be satisfied that the extraordinary volunteer coach will:
  - i) understand, and act to enforce the school code of conduct while on campus and during trips off campus;
  - ii) report any student misbehaviors to the Principal;
  - iii) understand and teach the current rules and recent practices associated with the sport or club to be coached;



- iv) develop coaching strategies, practices and expectations, that will cause effective practices, increase student skills, and reinforce the student's development;
  - v) effectively manage the associated risks to students and to the school district;
  - vi) promote healthy living practices with the students;
  - vii) live by the overriding principle, that the safety and well being of each student outweighs all other priorities;
  - viii) live by the highest standards of sportsmanship and integrity in all verbal, and non-verbal exchanges with students, staff, and with other competitors;
  - ix) inform parents in writing, of any intended travel and scheduled tournaments/games.
9. The Extraordinary Volunteer Coach will sign an agreement developed by the school, that commits him/her to carry out responsibilities described in these regulations, and that commits him/her to further carrying out responsibilities as described by the Principal or designate.

**The Principal or designate shall:**

1. Maintain regular contact with all extraordinary volunteer coaches to ensure that they have knowledge of the coach's plans, the progress of the teams and the problems that may occur.
2. Actively lead and mentor the coach in management of student behavior, meeting with the parents, the coach, and the team, to formalize school support.
3. Provide a timely response to problems or concerns that arise.
4. Develop a training session that will support volunteer coaches to:
  - i) understand and exercise the school code of conduct
  - ii) understand the duties associated with "due diligence" in the care and management of students
  - iii) understand and exercise options for managing student misbehavior when on campus or on a field trip to other campuses
  - iv) understand the liabilities and risks associated with working with students on campus and on field trips and exercise good judgment in minimizing risk
  - v) develop a range of planned responses to meet problems that may arise while on campus or on field trips (e.g. student does arrive at a specified time or place)
  - vi) establish practices for the reimbursement of expenses and the financial support of the team.
5. Ensure that supervision by qualified adults of both genders, will be provided when travel is planned (e.g. male coach and girls basketball team), and that current criminal record checks are on file for trip supervisors.
6. Inform in writing, all parents of students, and the students who are on a team or club where an Extraordinary Volunteer Coach is assigned, that the coach is not a teacher in the employ of the School District.
7. Inform in writing, all parents, that their son/daughter will be under the supervision of an extraordinary volunteer coach, when attending games or practices at the school, or while traveling to other communities.

In schools where there is not extraordinary volunteer coaches.

All other volunteer coaches must be under the sponsorship and ongoing supervision of a teacher. The sponsor teacher must also attend all practices and competitions that are conducted off the school campus.

## *VOLUNTEERS IN SCHOOLS*

Last Revised: May 18, 2022

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### 1. Definitions

“Parent or guardian” means a parent or guardian, as defined in the School Act

A volunteer is a parent, guardian or other person who has made a commitment that has been accepted by a school to assist the school by handling a number of tasks, at or for the school, without expectation of compensation.

This policy does not apply to students or to school staff members who volunteer.

### 2. The Role of Volunteers and Relationships with School Staff

- 2.1. Volunteers must not be used to provide services that would normally be provided by an employee.
- 2.2. Volunteers should function as complementary extensions of the staff responsible for the teaching/learning situation; they should not undertake tasks that require them to make program or educational decisions.
- 2.3. Volunteers must not be assigned tasks that would violate the privacy of students or their families, and shall not be provided access to student records, except that contact information may be provided, where required.

### 3. Staff Responsibilities for Volunteers and Volunteer Programs

#### 3.1. General

3.1.1. Recruitment, selection, assignment and training of volunteers will be done at the local school level. Interested individuals should contact the local school Principal or designate. District-wide protocols and forms shall be used.

3.1.2. The Principal, or designate, shall be responsible for:

- a) Defining tasks assigned to volunteers, in general terms, in consultation with the supervising staff member(s).
- b) Screening, selection and interviewing where necessary, of volunteers and specific assignments.
- c) Orientation and training of volunteers.
- d) Decisions regarding the continuation or discontinuation of a volunteer's services or a volunteer-based program.
- e) Overall supervision of volunteers and arranging for specific supervision of volunteers.
- f) Discussion with all staff, volunteers and the school's Parent Advisory Council of the Board policy on volunteers in schools.
- g) Handling complaints from volunteers.

3.1.3. The Principal may delegate to individual staff members the responsibility for assigning tasks to volunteers and monitoring their performance.

3.1.4. Activities within a classroom shall be coordinated and be under the direction of the classroom teacher. Activities outside a classroom shall be coordinated with and be under the direction of the supervising staff member. The supervising staff member (teacher or other) shall determine the specific tasks assigned to a volunteer.

### 3.2. Approval of New Volunteer Functions or Programs Relating to Program Delivery

3.2.1 The Principal will advise the Superintendent, or designate, of any new program delivery initiatives that are to be of an ongoing nature and dependent on volunteer support. The Superintendent, or designate, will initiate appropriate communication with Unions representing employees prior to the start of the program.

### 3.3. Screening, Selection and Assignments

3.3.1. All volunteers must complete a School Volunteer Information/Application Form, including a release to allow reference checks to be conducted.

3.3.2. The Principal or designate should review the School Volunteer Information/Application Form and consider the need for reference checks and/or the need to interview the potential volunteer, giving consideration to the nature of the volunteer activity, the extent of supervision by teaching staff and knowledge of the potential volunteer.

3.3.3. All volunteers are required to undergo a police information check.

3.3.4. The School District will pay the costs of a police information check where a fee is charged.

3.3.5. Should a police information check of a volunteer or information from a law enforcement agency indicate a criminal offence or pending charge, the Principal is authorized to notify the Superintendent who shall determine if the offence or offences are such to prohibit participation as a school volunteer.

3.3.6. Interviews, reference checks and police information checks shall be documented.

3.3.7. All information obtained through the application forms and interview is to be treated as confidential, and kept on file at the school or Board office.

3.3.8. A volunteer's services may be terminated at the discretion of the Principal or Superintendent.

### 3.4. Orientation

3.4.1. An orientation program for volunteers should be conducted by the Principal or designate. The orientation process should include:

- a) A general orientation to the school.
- b) Processes of signing in by volunteers.
- c) Staff responsibilities with respect to volunteers.
- d) Review of school confidentiality protocol.
- e) Confidentiality requirements for volunteers.
- f) Emergency procedures, including emergency evacuation.
- g) School code of conduct and relevant District policies, including: anti-discrimination and harassment policies; overview of the special programs and/or services at the school; review of applicable collective agreement

provisions; accident procedures, including reporting of incidents; school calendar.

3.4.2. The supervising staff member shall provide any necessary supervision or direction specific to the volunteer's tasks, with particular attention to procedures relating to the safety of students.

3.4.3. Where a volunteer works directly with a student who has a medical condition that could foreseeably result in a medical emergency (e.g., anaphylactic shock) to which the volunteer may have to respond, the volunteer shall be provided with appropriate information, with the consent of the student's parent/guardian or of the student, if of appropriate age and capacity. If there is no consent, the volunteer must not work with the student.

3.5. Volunteers are visitors and must report to the office on arrival at the school, unless other arrangements have been made or approved by the Principal or designate.

3.6. Schools will maintain a list of volunteers and a log to record the date, name and activity engaged in by the volunteer.

#### 3.6. Notification of Parents/Guardians

3.6.1. Principals or supervising staff members will inform parents/guardians when their child is working on a regular basis as an individual or on a group basis with a volunteer.

### 4. Conduct of Volunteers

#### 4.1. Volunteers are required to:

4.1.1. Meet all the criteria of conduct and deportment required of School District staff, including the following policies:

- a) District Code of Conduct,
- b) Diversity and inclusion,
- c) Respectful Workplace: Bullying and Harassment,
- d) Smoking and Smoke-Free Spaces,
- e) Child Protection,
- f) Distribution and Communication of Religious Information,
- g) Electronic Communication.

4.1.2. Not be under the influence of or in possession of illicit drugs, cannabis, or alcohol while students are under their care, while on school property, at school-sponsored functions, on extra-curricular trips or at any activities involving students.

4.1.3. Maintain confidentiality and keep all information received and observations made about students, families and staff within the confines of the school.

4.1.4. Have no access to student records.

4.1.5. Direct all questions and concerns through District protocols.

4.1.6. Comply with all relevant and applicable legislation, including the Human Rights Code.

4.1.7. Sign the SD59 Volunteer Conduct Agreement. A signed copy of the agreement will be kept in the school office.

4.2. Complaints about volunteers will be handled by the school Principal or designate.

## 5. Annual Review

5.1 The Principal or designate, will review the school's volunteer programs with the Parent Advisory Council at the beginning of each school year.

## 6. Approval of Volunteer Support in Areas Normally Handled by CUPE Personnel

6.1. Initiatives that require volunteer support in areas of maintenance or construction work normally performed by CUPE personnel (e.g., construction of playground equipment) will be communicated to the Secretary-Treasurer who will initiate appropriate communication with the CUPE Executive.

6.1.1. A detailed plan, including a sketch of the proposed project, showing location on the school site (if applicable) is to be forwarded to the Secretary-Treasurer.

6.1.2. The project will be reviewed by the District Health and Safety Coordinator and the Director of Operations to ensure safety of the students and no potential interference with maintenance of buildings and grounds or to underground services.

6.1.3. The project, after being reviewed by the District Health and Safety Coordinator and the Director of Operations, will be returned to the Secretary-Treasurer for review with the Union Executive for their support.

6.1.4. In all cases, the project will be supervised by an appropriate District Maintenance worker that will be provided by the District.

## 7. Liability, Insurance and Expenses

7.1. Claims, other than for libel or slander, against volunteers for damages for acts or omissions in the provision of volunteers' services for the Board are disallowed under Section 94(1.1) of the *School Act*, except where the volunteer has been guilty of dishonesty, gross negligence, malicious or willful misconduct. The Board's liability insurance coverage applies to volunteers who are engaged in activities authorized by the School District or school.

7.2. Where any incident or accident occurs that may conceivably give rise to a claim against a volunteer or the school board, the volunteer must promptly provide all information to the school to further its insurance claim.

- 7.3. Volunteers are responsible for their own injury coverage.
- 7.4. No honorarium or fee for services may be paid to volunteers.
- 7.5. Volunteers may be reimbursed for out-of pocket expenses if previously approved.
- 7.6. Volunteers who use a private vehicle in the transportation of students shall be covered by a Special Excess Third Party Legal Liability Insurance policy as provided in Regulation 6070.9: School Bus Transportation – Liability Insurance Requirements.

## **8. Special Provisions Governing Community Coaches**

8.1. A community coach is a coach of a school team who is not an employee of the school district.

8.2. A community coach must have a staff sponsor who may be a principal, vice-principal, teacher, or other school district employee.

8.2.1. Staff sponsors are expected to be in the building during practices; if unavailable, they must arrange for a designated staff contact to be on site. Staff sponsors must be present at all games and tournaments, as well as all travel events.

8.3. Community coaches are selected by the school administration in collaboration with staff members and/or the secondary athletic directors. Community coaches will be considered, providing they have the necessary ability and appropriate level of training required for the sport and age level in question, especially in high risk sports. In addition, community coaches would be subject to the same screening process as other volunteer applicants, including a police information check. Community coaches must complete the SD59 Community Coach Application Form prior to commencing any coaching activity.

8.3.1. The principal or delegate will attempt to partner a community coach with an experienced teacher-coach or teacher-sponsor in the community coach's first year with the school.

8.3.2. Community coaches working with secondary age (Grades 8-12) students must have completed a minimum of Community Sport Certification of the National Coaching Certification Program (NCCP). It is recommended that coaches working with students in grades 10 – 12 have Certification in the Competitive Stream.

8.3.3 The principal or delegate will meet with each prospective community coach to discuss the school athletic policy, program goals and objectives as well as the BC School Sports Coach's Code of Conduct.

8.3.4. The principal or delegate will review the community coach's suitability at least twice during the season of play. If the principal or delegate deems the

community coach not to be suitable, the coach will be relieved of all coaching duties immediately.

8.4. Student coaches and coaches under nineteen years of age must be under the direct supervision of an employee sponsor at all times.

8.5. Student teachers who coach, operate, as in all other aspects of their placement, under the supervision of their sponsor teacher.

## *Financial Planning and Reporting*

Last Revised: May 30, 2018, March 2022

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### Description:

The Board of Education will be informed on matters related to the preparation and monitoring of the district's annual budget and multi-year financial plans. An accompanying discussion and analysis will be provided, as necessary, to fully communicate financial position, assumptions and key risks.

Reports will be accurate, understandable and presented in a timely manner as follows:

### **Quarterly Financial Reports:**

- Actual results will be compared with trended budget amounts;
- Significant variances between the trended budget and actuals, including all significant revenues and expenses, will be clarified;
- Status reports for significant capital projects will outline progress on spending relative to budget, achievement of key milestones and risks related to delivering the project on time, on-budget and to identified project specifications;
- Changes to capital allocations/asset, unspent capital balances and accumulated operating surplus/deficit;
- Annual updates will be provided to the Board on local and capital reserves.

### **Budget Assumptions:**

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

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

At a minimum, these disclosures should include:

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

### **Budgetary Controls:**

- Clearly defined managerial responsibilities, whereby,
  - Department Managers and Principals regularly monitor, analyze and provide feedback on variances; and
  - Budget Managers receive timely, accurate and understandable financial information to make student-focused decisions based on available resources;



- A plan of action for individual budget sites;
- Assigned responsibility for adhering to the budget;
- Performance monitoring against the budget;
- Plans for corrective action if results differ significantly from the budget;
- Significant departures from the budget permitted only after approval by the Board;  
and
- The investigation of unexplained variances from the budget.

**Reporting:**

The board will use the financial planning and reporting requirements described in the Ministry Financial Planning and Reporting Policy to demonstrate how financial resources are used to support boards' strategic planning and operational needs including enhanced student educational outcomes. They will use these reporting requirements (including the required Financial Statement Discussion and Analysis Report) to annually report on the board's progress towards meeting board objectives as outlined in their multi-year financial plans (for example, enhanced student educational outcomes and other operational needs of the board).

Implementation of these processes and any future direction is at the discretion of the Board (with appropriate public consultation and engagement) and reflects appropriate latitude for administration to implement based on the district's unique circumstances, risk profile and strategic priorities.

*ACCUMULATED OPERATING SURPLUS*

Last Revised: March 2022

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Description:

The Board will attempt to maintain an unrestricted operating fund balance of five percent of annual operating expenses. Excess funds above the desired target may be considered for allocation through the budget process.

When use of the contingency reserve reduces the balance below what is determined to be sufficient, the Board of Education will adopt strategies for replenishing the contingency reserve within an appropriate time frame.

Accumulated operating surplus should not be transferred to local capital without supporting detail of what capital projects these local capital funds will be spent on. This will normally occur during the budget process, or through approval by Board motion.

Operating surplus funds may be internally restricted. Amounts should be spent within three years to be considered to be internally restricted.

The Board will provide the Ministry with an annual report on their budget allocation decisions (including operating surplus and Local Capital) demonstrating that approved allocations support board strategic objectives, including improving student educational outcomes. The board will provide information in the Notes to the Financial Statements identifying internally restricted surplus funds, as well as, details of the restrictions placed on these funds. The Board can provide additional narrative type information explaining how surplus funds were accumulated and how surplus funds will be used through the Financial Statement Discussion and Analysis.

Under section 156(12) of the School Act, a board must not incur a deficit of any kind unless the board has the approval of the minister or meets criteria prescribed by order of the minister.

*HEALTH AND SAFETY*

Revised: May 2022 (Developed)

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Description:

1. The District Occupational Health and Safety Committee will consist of persons representing all worker groups:
  - One (1) individual from CUPE
  - One (1) individuals from Peace River South Teachers' Association.
  - One (1) individual from BCGEU
  - One (1) individual from Teamsters
  - One (1) individual from Peace River South Principal and Vice-Principals' Association
  - One (1) SD59 District Health and Safety Coordinator
  - One (1) Supervisor
    - Secretary-Treasurer [or designate]
  - One (1) SD59 Director of Operations
2. Each Union/employee member will sit on the committee for a term specified by their Union/employee group.
3. The District Occupational Health and Safety Committee will meet a minimum of three times per year. Copies of the minutes of the meetings of the District Health and Safety Committee will be sent to:
  - a. Each school site Joint OHS Committee.
4. Where general training is required, the Health and Safety Coordinator, after consulting with the District Occupational Health and Safety Committee Members, will organize to conduct the training.
5. The District Occupational Health and Safety Committee will adhere to the terms of reference as established by the committee.