



# School District No. 59 (Peace River South)

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## Open Board Meeting Agenda

**Date:** May 21, 2025 @ 1:00 PM

**Place:** Visitor Information Centre – Tumbler Ridge, BC

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

### APPROVAL OF AGENDA

**RECOMMENDED MOTION:** *THAT the Board of Education of School District No. 59 (Peace River South) adopt the May 21, 2025 Regular Board Meeting agenda as presented.*

#### 1. ITEMS FOR ADOPTION

- R1.1 – Regular Board Meeting Minutes – April 30, 2025
- R1.2 – Excerpts Closed Meeting – April 30, 2025

#### 2. BUSINESS ARISING

#### 3. ESSENTIAL ITEMS

#### 4. PRESENTATIONS

#### 5. CORRESPONDENCE

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

- R6.1 – School/Student News
- R6.2 - Truth and Reconciliation District Day
- R6.3 – PreVenture Program
- R6.4 – Graduation Ceremonies

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

- R7.1 – Monthly Financial Report – April 2025
- R7.2 - 2026-2027 Five Year Annual Capital Plan-DRAFT
- R7.3 - Capital Projects Update
- R7.4 – 2025-2026 Budget Process Debrief
- R7.5 – Secretary Treasurer Report – May 2025

#### 8. TRUSTEE ITEM

- R8.1 – BCSTA Update – R. Gulick

#### 9. COMMITTEE REPORTS

- R9.1 - Indigenous Education Councils
- R9.2 – Policy Committee

**RECOMMENDED MOTION:** *THAT the Board of Education of School District No. 59 (Peace River South) approve to circulate Policy 4660 - Retention and Destruction of Records for feedback for a minimum of 30 days.*

#### 10. DIARY

#### 11. QUESTION PERIOD

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

#### 12. FUTURE BUSINESS / EVENTS

- R12.1 – June 18, 2025 - Open Board Meeting – Dawson Creek



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

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### ADJOURNMENT

***RECOMMENDED MOTION:*** *THAT the Regular Board Meeting of May 21, 2025 be adjourned.*



# School District No. 59 (Peace River South)

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## BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 59 (PEACE RIVER SOUTH)

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

### Open Board Meeting Minutes

DATE & TIME: April 30, 2025 – 1:00 PM

PLACE: School Board Office – Dawson Creek, BC

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

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

REGRETS: Nil

Called to Order – 1:05 PM

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

### APPROVAL OF AGENDA

Additions: Nil

Deletions: Nil

(2025-04-005)

MOVED/SECONDED – Jones/Wards

THAT the Board of Education of School District No. 59 (Peace River South) approve the April 30, 2025 Regular Board Meeting agenda as presented.

CARRIED

## 1.0 ITEMS FOR ADOPTION

### R1.1 Regular Board Meeting Minutes – March 12, 2025

The Chair asked for any corrections to the minutes.

(2025-04-006)

The Chair declared the minutes of the open meeting March 12, 2025 approved as presented.

### R1.2 Excerpts of Closed Board Meeting – March 12, 2025

(2025-04-007)

The Chair declared the excerpts of the closed board meeting March 12, 2025 approved as presented.

### R1.3 Special Open Board Meeting Minutes – April 2, 2025

The Chair asked for any corrections to the minutes.

(2025-04-008)

The Chair declared the minutes of the special open meeting April 2, 2025 approved as presented.

## 2.0 BUSINESS ARISING

## 3.0 ESSENTIAL ITEMS

## 4.0 PRESENTATIONS

### R4.1 Traversa Implementation Presentation – Transportation Department

Jeff Lekstrom, Transportation Manager and Marisa Kemp, Assistant Manager provided an update on the new transportation system software Traversa. The new software automates many previous manual processes including tracking and managing fleet operations, dispatching and assignment of tasks to drivers, real-time notice of interruption of routes, and attendance tracking.

Most features of the Traversa software will be implemented with the bussing contractor that provides transportation services in Chetwynd.

## 5.0 CORRESPONDENCE

R5.1 – March 31, 2025 – Received from City of Dawson Creek – Re: Strategic Plan and Budget Consultation RSVP

R5.2 – April 2, 2025 - Village of Pouce Coupe – Re: Representative Councillor

R5.3 - April 2, 2025 - Village of Pouce Coupe – Re: Alternate Representative Councillor

R5.4 – April 9, 2025 – cc letter from Minister Beare to Mayor Krakowka (Tumbler Ridge) – Re: Teacher Recruitment and Retention

## 6.0 REPORTS FROM THE SUPERINTENDENT OF SCHOOLS

### R6.1 School/Student News

The Superintendent reported school/student news:

- Students at Devereaux Elementary built bird houses for Earth Day and put them up in their community forest. Students also had fun participating in a gymnastics program at Mile 0 Gymnastics Academy.
- The concession manager at Dawson Creek Secondary School – South Peace Campus challenged students to raise funds for a fellow student undergoing cancer treatments. The challenge was to raise \$2000 towards the cause in order for the concession manager to shave her head. The students rose to the challenge and raised \$2400 with all proceeds going to the family.
- AT DCSS-South Peace Campus, students in Contemporary Indigenous Education 12 class made their own moccasins. Science for Citizens classes made dioramas for natural disasters. Examples of dioramas included lightening strikes and volcano
- Parkland Elementary students enjoyed a presentation from the Art Starts program where students learned how to beat box.
- Central and South Peace staff attended a Universal Design for Learning (UDL) workshop with Dr. Jennifer Katz. The work emphasized building compassionate classroom communities, designing accessible curriculum for all learners, and supporting social and emotional well-being.
- Eighteen students from across the district participated in the Adventures in Healthcare three-day event. Adventures in Healthcare is a partnership between Rotary, UNBC, NLC, Northern Health, SD59, and SD60 that allows students to explore healthcare careers and services. The students toured Northern Lights College, Dawson Creek and Fort St. John hospitals, Rotary Manor, UNBC – FSJ Campus, and Freedom Physiotherapy.
- South Peace Elementary had a field trip to the sheep barn where the younger students got to watch the older students' shear sheep.
- The District received a Terry Fox participation letter with history of schools that registered and participated in the annual fundraising event. The top two schools are Parkland Elementary for 34 years and Canalta Elementary for 32 years.

### R6.2 Don Titus Montessori Review Timeline

A timeline was presented outlining the review process for the Montessori program review. Data gathering will include internal data collection and surveys with students and guardians through the months of April and May. The data will be compiled, and a report will be presented to the Board of Education at the June 25<sup>th</sup> board meeting.

### R6.3 Year One of 2024-2028 Strategic Plan / Operational Plan

The Superintendent presented a detailed plan which included budget allocations to carry out objectives set in the Operation Plan for the 2024-2025 school year.

## 7.0 REPORTS FROM THE SECRETARY TREASURER

### R7.1 Monthly Financial Report – March 2025

The Secretary Treasurer presented the monthly financial report ending March 31, 2025.

**R7.2 Trustee Remuneration**

Secretary Treasurer Morris presented the results of the BCSTA Compensation Survey. Comparisons of Trustee stipends, meal per diems, and mileage rates.

(2025-04-009)

MOVED/SECONDED – Gulick/Hillton

THAT, the Board refer Policy and Regulation 2250 Trustee Remuneration, Benefits, and Recognition to the policy committee for review.

CARRIED

**R7.3 2025-2026 Annual Budget**

The Secretary Treasurer presented the following information regarding the 2025-2026 Annual Budget:

- a) April 2, 2025 Consultation Report
- b) 2025-2026 Annual Budget/Bylaw

No feedback beyond the consultation meeting was received; therefore, no changes to the 2025-2026 Annual Budget as presented in the Special Open Meeting on April 2, 2025 were made.

*The following motion was called to vote after being MOVED/SECONDED in the April 2, 2025 Special Open Board Meeting:*

(2025-04-010)

MOVED/SECONDED – Hillton/Wards

THAT the School District No. 59 (Peace River South) Annual Budget Bylaw for the fiscal year 2025-2026 showing the estimated revenues and expenditures and the total budget bylaw amount of \$69,917,920 for the 2025-2026 fiscal year be read a second time.

CARRIED

(2025-04-011)

MOVED/SECONDED – Gulick/Jones

THAT the School District No. 59 (Peace River South) Annual Budget Bylaw for the fiscal year 2025-2026 showing the estimated revenues and expenditures and the total budget bylaw amount of \$69,917,920 for the 2025-2026 fiscal year be read a third time, passed and adopted.

CARRIED

**R7.4 2025-2026 Capital Plan Response Letter / Bylaw**

The Secretary Treasurer announced Ministry approval of the following 2025/26 minor capital:

|  | Project:  | Funding:  |
|--|---|-----------|
| Tumbler Ridge Elementary                       | SEP – HVAC Upgrades                               | \$950,000 |
| Dawson Creek Secondary School – Central Campus | CNCP – Exterior Wall Systems Upgrades             | \$300,000 |
| Tremblay Elementary                            | PEP – Universally Accessible Playground Equipment | \$200,000 |

Capital Bylaw No. 2025/26-CPSD59-01 was presented to the Board for approval.

(2025-04-012)

MOVED/SECONDED – Hillton/Wards

THAT, the Capital Project Bylaw No. 2025/26-CPSD59-01 of the Board approved by the Minister as outlined in the letter received from the Capital Management Branch dated March 25, 2025 be read a first time.

CARRIED

(2025-04-013)

MOVED/SECONDED – Gulick/Jones

THAT, the Capital Project Bylaw No. 2025/26-CPSD59-01 of the Board approved by the Minister as outlined in the letter received from the Capital Management Branch dated March 25, 2025 be read a second time.

CARRIED

(2025-04-014)

MOVED/SECONDED – Schurmann/Jones

THAT the Board allows the third reading of Capital Project Bylaw No. 2025/26-CPSD59-01 to occur in the April 30, 2025 meeting.

CARRIED

(2025-04-015)

MOVED/SECONDED – Hillton/Wards

THAT, the Capital Project Bylaw No. 2025/26-CPSD59-01 of the Board approved by the Minister as outlined in the letter received from the Capital Management Branch dated March 25, 2025 be read a third time, passed, and adopted.

CARRIED

## R7.5 Capital Projects Report

### Crescent Park Elementary School Expansion

Since March 12, 2025, the following have occurred:

- SD59 internal project team met to discuss next steps and delay in receipt of modular costing.
- SD59 internal project team met with architect to discuss concerns with receipt of modular costing, timelines and delayed reports to the Board of Education, BLT (Building Learning Society) and the Dawson Creek Child Care Task Force.
- Architect provided a refined costing for modulars and updated costing for stick build.

ChildcareBC New Spaces – Tremblay & Tumbler Ridge Elementary

Since March 12, 2025, the following have occurred:

- SD59 internal project team met to discuss next steps and delay in receipt of modular costing.
- SD59 internal project team met with architect to discuss concerns with receipt of modular costing, timelines and delayed reports to the Board of Education, BLT (Building Learning Society) and the Dawson Creek Child Care Task Force.
- Architect provided a refined costing for modulars and updated costing for stick build.

Staff presented a recommendation to proceed with advancing the stick build option, unless otherwise directed by the Board, for the following reasons:

1. Streamlined process with 1 contractor, 1 tender, 1 building permit
2. Schedule
3. Class D Refined Modular will only become more expensive as the costing (Class C, B, A) is more refined thus shrinking the variances of cost of stick build to modular (4.5%-2.1%)
4. Recent challenging experience with Crescent Park Elementary Expansion: 2 tenders, 2 contractors, 3 building permits (third is sprinklers)
5. Increased cost will be requested and assumed funded from Ministry of Education and Child Care
6. Ministry does not have a preference between stick build or modular

A second configuration option is being explored as when the funding applications were made in 2023 and approved in 2024, the Dawson Creek child care request did not include before and after school care in the new structure. The Tumbler Ridge facility did include before and after school care in the request.

The Secretary Treasurer outlined the risk with either option (stick build or modular) with the Board being responsible for any over spending beyond approved.

When the request for increased funding goes to the Ministry, the project team will present two options for Dawson Creek: one as the project application was approved (child care) and one modified project (child care and before and after school care) for the Ministry's consideration. If the Ministry does not approve the increased funding request for either Tumbler Ridge or Dawson Creek, an update will be provided to the Board before proceeding with either project.

(2025-04-016)

MOVED/SECONDED – Gulick/Hillton

THAT the Board approve the child care spaces stick build construction option;  
AND FURTHER; the Board approve the submission of two configuration options for the Dawson Creek child care project: one including before and after school care and one without as originally submitted for funding approval, and subsequently approved;  
AND FURTHER; the Board be apprised of the Ministry's decision relative to increased funding, before proceeding with either the Dawson Creek or Tumbler Ridge project.

CARRIED

Updates are available on the district website at [Capital Projects | School District 59 \(sd59.bc.ca\)](https://capitalprojects.sdsd59.bc.ca).



**R7.6 Lead in Water Testing Results**

The district conducted water testing at eight sites in January 2025; a total of 160 samples were obtained in accordance with Ministry guidelines. Results indicated twenty-five deficiencies, of which all but two fixtures passed post purge tests and have signage posted in accordance with Northern Health requirements. Filter installation and/or fixture replacement have started and will be completed by September 2025, at which time the fixtures will be re-tested and reported to Northern Health to ensure compliance.

**R7.7 Secretary Treasurer's Report – April 2025**

The Secretary Treasurer's report for April was provided for information.

**8.0 TRUSTEE ITEMS**

**R8.1 BCSTA Update – R. Gulick**

Trustee Gulick presented the latest news and events from the BCSTA. The BCSTA AGM was held on April 24-26, 2025.

The Board congratulated Trustee Gulick who was elected as a director for the BCSTA Board and will serve a 2-year term.

**R8.2 Conflict of Interest Declaration – C. Hillton**

Trustee Hillton declared conflict with a family member belonging to the CUPE Local 3052, effective May 5, 2025. Trustee Hillton resigned from the BCPSEA representative, and Trustee Gulick was appointed to the primary representative position. Trustee Schurmann will serve as the new alternate.

**R8.3 Retirement/Recognition Dinner Event – R. Gulick**

Trustee Gulick informed the Board that planning is underway for the annual retirement and long service recognition event. The dinner event will be hosted by the Board on June 11, 2025. Trustees will receive the retirement list in May.

**9.0 COMMITTEE REPORTS**

**R9.1 Indigenous Education Councils**

Trustee Hillton reported the Chetwynd Indigenous Council heard from CSS students that went ice fishing with Moberly Lake Elementary students. Council also had a presentation from the Secretary-Treasurer on the 2025-2026 Annual Budget and council is starting the planning for the achievement awards that will be presented on June 19<sup>th</sup> at the District's National Indigenous Peoples Day event celebration.

Trustee Jones reported the Dawson Creek Indigenous Council is looking forward to the May 5<sup>th</sup> Truth and Reconciliation professional development day that will be held in Dawson Creek at Unchagah Hall.

**R9.2 Policy Committee**

The Policy Committee received no feedback on Policy 4585 Media in Schools. The Policy and Regulation was presented for adoption.

(2025-04-017)

MOVED/SECONDED – Gulick/Hillton

THAT, the Board of Education of School District No. 59 (Peace River South) adopt Policy and Regulation 4585 Media in Schools as presented.

CARRIED

10.0 DIARY

11.0 NOTICE OF MOTION

12.0 QUESTION PERIOD

A question-and-answer period was provided.

13.0 FUTURE BUSINESS

R13.1 – May 21, 2025 (Tumbler Ridge – Visitor Information Centre)

ADJOURNMENT

(2025-04-018)

MOVED – Hillton

THAT the Regular Board Meeting of April 30, 2025 be terminated. (3:23 PM)

CARRIED

CERTIFIED CORRECT:

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C. Anderson, Board Chair

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K. Morris Secretary Treasurer



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

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**MEETING:** Closed Board Meeting  
**DATE:** April 30, 2025 11:00 AM  
**PLACE:** School Board Office – Dawson Creek, BC

The meeting was called to order at 11:13 a.m. and the following was reported:

### Items for Adoption

- Approval of Agenda
- Closed Meeting Minutes – March 12, 2025

### Business Arising

### Presentation

### Trustee Items

Items discussed and reported included:

- BCPSEA Update

### Superintendent's Reports

Items discussed and reported included:

- Personnel Matters

### Secretary Treasurer's Reports

Items discussed and reported included:

- Principals and Vice-Principal Salary Increases to Move to BCPSEA Grid

Adjournment Motion @ 12:20 p.m..

CERTIFIED CORRECT:

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C. Anderson, Board Chair

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K. Morris, Secretary Treasurer



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

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May 21, 2025

On May 5<sup>th</sup>, School District 59 – Peace River South held its' third annual day focused on Truth and Reconciliation. We were fortunate to have speakers Kevin Lamoureux and Madelaine McCallum with us.

Kevin led us through stories on deconstructing otherness, equity, understanding what privilege means and how to walk through the world understanding perspective. Madelaine, shared her own stories, and challenged our thinking around acceptance of selves, being courageous, and understanding others' based on their stories and challenges they have overcome.



Both speakers reached the audience through their hearts and minds and provided a space where people can understand their own journey through Truth and Reconciliation. It is different for everyone, but the important point is that as a district, we are collectively on this journey together.

In the afternoon, high school students from Dawson Creek, Chetwynd, Tumbler Ridge, Saulteau First Nations and West Moberly First Nations, did a profound presentation for Missing and Murdered Indigenous Women and Girls, and Two-Spirited people. The presentation, "Say Her Name" highlighted family and community members we have lost. It provided a personal focus on the personalities and lives of the people, and how much they were missed by their families. As this presentation concluded, everyone headed outside to participate in a round dance, which was drummed by members of Saulteau First Nations and concluding remarks by West Moberly First Nations.



A huge thank you to the Indigenous Education partnership councils, and the Indigenous Education department for planning this special day that has impacted many people in different ways.

Christy Fennell  
Superintendent



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

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May 21, 2025

### **Student Mental Health and Wellness Programs**

#### **Background Information:**

Foundry BC is a province-wide network that offers integrated health and wellness services—such as mental health, substance use, and primary care—for young people aged 12 to 24 and their families. They have partnered with school districts across British Columbia to implement PreVenture as part of its commitment to early intervention and prevention in youth mental health and substance use. They provide the training and implementation resources at no cost to schools. Schools and school districts cover the costs of release time and supplies for the workshops.

#### **What is PreVenture?**

PreVenture is an evidence-based program that teaches students how to cope with stress, handle peer pressure, and make positive choices. It is designed for implementation for students in between grades 7-9. The goal is to give students the tools they need to avoid substance misuse and improve their overall well-being. The data collected from implementation of PreVenture across multiple countries including Canada shows the following:

- Reduced alcohol and drug use by up to 80%
- Delayed onset of alcohol and drug use
- Reduced odds (50%) of binge drinking
- Delayed onset of mental health symptoms related to depression and anxiety
- Reduced mental health symptoms related to depression and anxiety
- Reduction in conduct problems
- Reduced bullying behaviours and victimization
- Significant reduction in tobacco use at 3-year follow up
- 83% reduction in risk for hazardous alcohol use at 7-year follow up

The PreVenture program aligns with the British Columbia Physical and Health curriculum by supporting key areas like:

- Mental Health and Well-Being: Developing emotional regulation and coping skills.
- Substance Use and Misuse: Understanding and preventing substance misuse.
- Healthy Relationships: Building skills for positive communication and conflict resolution.
- Decision-Making: Helping students make responsible choices in difficult situations.

### **How is PreVenture being implemented in School District No. 59?**

- FoundryBC invited school districts to information sessions on PreVenture and their province wide support of its implementation.
- We introduced the PreVenture program at Dawson Creek Secondary School – Central Campus, Chetwynd Secondary School (CSS), and Tumbler Ridge Secondary School (TRSS). All schools were excited and committed to running the program with their students.
- Each school identified staff members to be trained as workshop facilitators and assistants, along with members of the elementary counselling department and community partners who provide substance use counselling for youth.
- Training to implement the program was completed between January and March. Facilitators participated in a 2-day zoom training with PreVenture practitioners, while workshop assistants completed a 5-hour online course. In total, 17 facilitators and 14 assistants were trained across the three communities.
- While the long-term plan is to regularly offer the program to Grade 8 students, this year we selected Grade 9 students at Central and CSS to participate before they transition to Grade 10, due to time constraints. Starting next year, we will include both Grade 8 and 9 students and then be on track to complete it yearly with grade 8 students. TRSS is running the program with Grades 8 and 9 this year due to their smaller student population.
- Families were provided with information about the program and how it was being implemented in each school.
- Students completed a short questionnaire that identifies students' personality traits linked to how they might cope with stress, emotions, or peer pressure.
- Based on their results, students are grouped into targeted workshops that match their dominant personality style. These groups include:
  - Negative Thinking
  - Anxiety Sensitivity
  - Impulsivity
  - Sensation Seeking
- The survey was completed with approximately 300 students across the district with approximately 60% being identified based on their questionnaire to be a part of the four groups.
- Each group will receive a tailored intervention delivered through two 90-minute workshops, led by a trained facilitator and supported by another facilitator or assistant.
- Central and CSS are beginning their workshops over the next two weeks. TRSS is currently sending home information to families and will begin workshops at the end of the month.
- We are excited to see the positive impact of PreVenture on our students' well-being and look forward to continuing to implement the program in the coming school year.

## What is Open Parachute?

Open Parachute is a mental health program used to support the emotional well-being and resilience of students from Kindergarten through Grade 12. It was developed in British Columbia and follows the BC curriculum standards in both the Physical and Health Education curriculum and Careers curriculum.

The program gives students tools to understand and manage their feelings, build healthy relationships, and develop confidence and coping skills, all in an age-appropriate and engaging way.

The program is for all students and is used as part of regular classroom learning and contributes to creating a safe, caring school environment where every student feels supported.

Think of it as mental health education for everyone—just like we teach physical health. Open Parachute is proactive, which means it focuses on preventing problems before they start by helping students build lifelong skills for mental wellness. It prioritizes student well-being alongside academic success.

### Key Highlights:

- **BC-specific video content** with **real stories** from youth across the province, making mental health topics more relatable for students.
- Curriculum-based lessons covering essential topics such as **anxiety, stress management, self-esteem, and peer relationships**, which are crucial for overall student success.
- **Teacher-friendly resources** requiring no prep, making it easy to integrate into the school day.
- Comprehensive support for **students, teachers, and families**, fostering a whole-community approach to mental health.

### How is Open Parachute being implemented in School District No. 59?

- We have been working with middle and high schools on supports and programming for social emotional learning and mental wellness.
- At the end of the 2023-2024 school, Dawson Creek Secondary School – Central Campus was looking at resources to support social emotional learning at the middle school level.
- District staff and the Central Administration team attended an information session with Open Parachute and felt it was a strong fit for their students and staff because of its engaging and ready to use lessons and content specifically designed for BC students.
- Central admin presented to staff and as a staff decided to pilot the program through their Grade 8 and 9 Physical and Health Education classes.
- Teachers have identified its strengths as:



- BC curriculum aligned (including the core competencies personal awareness and social responsibility).
- Student-centred and relevant.
- Builds classroom connection.
- Ready to use and time-saving as lessons are planned and include all resources.
- Supports teacher in teaching about mental health.
- Next steps:
  - The focus at Central for next year is to plan how to shift it out of just the PHE classes and into a school-wide implementation.
  - We are expanding the pilot into South Peace Campus during the 2025/2026 school year, and are in the process of planning what that can look like in their context.
  - Connect with both Tumbler Ridge Secondary and Chetwynd Secondary to see if Open Parachute could support the work they have been doing or have done in the past using Mental Health Literacy and other programming.

Christy Fennell  
Superintendent



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

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May 21, 2025

To The Board of Education,

This year the graduation events in each location are as follows:

1. Tumbler Ridge Secondary School
  - The graduation ceremony and scholarship presentations will be at 3:30 pm, Friday, June 20<sup>th</sup> at the high school.
  - The dinner is June 21<sup>st</sup> for graduates and invited guests at 5:00 pm at the Curling Rink.
2. Dawson Creek Secondary: South Peace Campus
  - The scholarship and bursary evening will be on Tuesday, June 18<sup>th</sup> at 7:00 pm.
  - The graduation ceremony will be on Friday, June 20<sup>th</sup> at 7:00 pm and will be held at the Ovintiv Centre.
  - The Dry Grad event is Friday, June 20<sup>th</sup> at 10:00 pm at the Ovintiv Centre.
  - The Red Carpet event is Saturday, June 21<sup>st</sup> at 4:00 pm at the school and Kin Park.
  - The Prom is Saturday June 21<sup>st</sup> at 6:00 pm at Mercer Hall.
3. Chetwynd Secondary
  - The graduation ceremony will be on Saturday, June 21<sup>st</sup> at 2:00 pm.
  - The Prom is Friday, June 20<sup>th</sup> at 7:30 pm with parade of grads and escorts prior.

Sincerely,

Christy Fennell  
Superintendent School District 59 – Peace River South

## MONTHLY FINANCIAL REPORT - OPERATING - APRIL MONTH END

|                                    | 2024-2025 Budget<br>(Preliminary) | 2024-2025<br>Budget<br>(Amended) | YTD               | Available         | %          |  | 2023-2024<br>Budget<br>(Amended) | YTD               | Available         | %          |
|------------------------------------|-----------------------------------|----------------------------------|-------------------|-------------------|------------|--|----------------------------------|-------------------|-------------------|------------|
| 6210 MOE Grant - Operating         | 51,803,154                        | 52,061,533                       | 41,720,123        | 10,341,410        | 20%        |  | 49,492,914                       | 39,604,654        | 9,888,260         | 20%        |
| 6290 MOE Grants - Other            | 1,839,912                         | 1,964,127                        | 1,342,362         | 621,765           | 32%        |  | 2,219,394                        | 1,638,478         | 580,916           | 26%        |
| 6410 Other Ministries              | 204,594                           | 204,594                          | 156,913           | 47,681            | 23%        |  | 125,000                          | 165,335           | -40,335           | -32%       |
| 6460 Services                      |                                   | -                                |                   | 0                 | 0%         |  | 20,000                           | 0                 | 20,000            | 100%       |
| 6470 Non-Resident Tuition          | 16,250                            | 54,692                           | 43,738            | 10,954            | 20%        |  | 16,250                           | 22,925            | -6,675            | -41%       |
| 6480 Local Education Agreements    | 1,278,023                         | 1,204,517                        | 1,282,390         | -77,873           | -6%        |  | 1,278,023                        | 425,965           | 852,058           | 67%        |
| 6490 Private School Bussing        | 50,000                            | 51,500                           | 50,901            | 599               | 1%         |  | 0                                | 0                 | 0                 |            |
| 6488 Just B4                       | 9,500                             | 9,500                            | 6,811             | 2,689             | 28%        |  | 0                                | 1,365             | -1,365            |            |
| 6489 Careers                       | 75,000                            | 56,800                           | 59,002            | -2,202            | -4%        |  | 75,000                           | 69,605            | 5,395             | 7%         |
| 6490 Miscellaneous                 | 54,000                            | 24,000                           | 73,390            | -49,390           | -206%      |  | 153,423                          | 67,637            | 85,786            | 56%        |
| 6491 Seconded Teacher Recovery     |                                   | -                                | -                 | 0                 | 0%         |  | 237,000                          | 119,873           | 117,127           | 49%        |
| 6492 Substitute Staff Recovery     |                                   | -                                | 220               | -220              | 0%         |  | 85,000                           | 93,036            | -8,036            | -9%        |
| 6495 Central Stores Recovery       |                                   | -                                | 4,193             | -4,193            |            |  | 4,500                            | 3,754             | 746               | 17%        |
| 6496 Resource Centre Recoveries    |                                   | -                                | -                 | 0                 |            |  | 0                                | 14,155            | -14,155           |            |
| 6500 Community Use of Facilities   | 180,000                           | 180,000                          | 170,438           | 9,562             | 5%         |  | 213,000                          | 164,854           | 48,146            | 23%        |
| 6601 Interest                      | 608,169                           | 767,699                          | 668,122           | 99,577            | 13%        |  | 675,000                          | 565,709           | 109,291           | 16%        |
| 6760 Surplus Internally Restricted | 750,000                           | 774,482                          | -                 | 774,482           | 100%       |  | 1,934,077                        | 0                 | 1,934,077         | 100%       |
| 6770 Surplus Schools               | 250,000                           | 709,326                          | -                 | 709,326           | 100%       |  | 371,294                          | 0                 | 371,294           | 100%       |
|                                    |                                   |                                  |                   |                   |            |  |                                  |                   |                   |            |
| <b>GRAND TOTAL</b>                 | <b>57,118,602</b>                 | <b>58,062,770</b>                | <b>45,578,603</b> | <b>12,484,167</b> | <b>22%</b> |  | <b>56,899,875</b>                | <b>42,957,345</b> | <b>13,942,530</b> | <b>25%</b> |

## MONTHLY FINANCIAL REPORT - OPERATING - APRIL MONTH END

|  | 2024-2025<br>Budget<br>(Preliminary) | 2024-2025<br>Budget<br>(Amended) | YTD               | Available        | %          |  | 2023-2024<br>Budget<br>(Amended) | YTD               | Available        | %          |
|--|--------------------------------------|----------------------------------|-------------------|------------------|------------|--|----------------------------------|-------------------|------------------|------------|
| <b>SALARIES</b>                                  |                                      |                                  |                   |                  |            |  |                                  |                   |                  |            |
| 1050 Principal Vice-Principal Salaries           | 4,491,916                            | 4,544,864                        | 3,726,165         | 818,699          | 18%        |  | 4,167,363                        | 3,386,732         | 780,631          | 19%        |
| 1100 Teacher Salaries                            | 18,828,964                           | 18,778,547                       | 14,854,219        | 3,924,328        | 21%        |  | 18,257,839                       | 14,715,783        | 3,542,056        | 19%        |
| 1200 Support Staff Wages                         | 5,513,685                            | 5,497,695                        | 4,233,925         | 1,263,770        | 23%        |  | 5,279,665                        | 4,076,565         | 1,203,100        | 23%        |
| 1204 Clerical Wages                              | 1,216,131                            | 1,149,132                        | 1,028,666         | 120,466          | 10%        |  | 1,185,004                        | 975,553           | 209,451          | 18%        |
| 1208 Summer Worker Student Wages                 | 93,197                               | 97,712                           | 37,013            | 60,699           | 62%        |  | 75,833                           | 35,318            | 40,515           | 53%        |
| 1230 Education Assistant Wages                   | 4,972,852                            | 5,407,099                        | 4,174,863         | 1,232,236        | 23%        |  | 5,323,132                        | 3,795,842         | 1,527,290        | 29%        |
| 1300 Other Professionals Wages                   | 1,929,366                            | 2,025,054                        | 1,691,812         | 333,242          | 16%        |  | 2,119,435                        | 1,609,856         | 509,579          | 24%        |
| 1303 Para Educator Wages                         | 437,355                              | 124,651                          | 120,120           | 4,531            | 4%         |  | 126,893                          | 115,227           | 11,666           | 9%         |
| 1400 Replacement Wages - Teachers                | 1,305,381                            | 1,345,356                        | 981,730           | 363,626          | 27%        |  | 1,624,745                        | 1,313,194         | 311,551          | 19%        |
| 1400 Replacement Wages - Maintenance & Custodial | 272,717                              | 275,496                          | 300,621           | -25,125          | -9%        |  | 0                                | 0                 | 0                |            |
| 1400 Replacement Wages - Transportation          | 97,264                               | 97,264                           | 83,754            | 13,510           | 14%        |  | 0                                | 0                 | 0                |            |
| 1404 Replacement Wages - Clerical                | 0                                    |                                  | 9,438             | -9,438           |            |  | 22,469                           | 10,353            | 12,116           | 54%        |
| 1411 Recoverable Wages - Casual                  | 0                                    |                                  | 4,972             | -4,972           |            |  | 0                                | 80,266            | -80,266          |            |
| 1430 Replacement Wages - Ed Assistants           | 125,965                              | 175,000                          | 152,912           | 22,088           | 13%        |  | 67,753                           | 157,539           | -89,786          | -133%      |
| <b>TOTAL SALARIES</b>                            | <b>39,284,793</b>                    | <b>39,517,870</b>                | <b>31,400,210</b> | <b>8,117,660</b> | <b>21%</b> |  | <b>38,250,131</b>                | <b>30,272,228</b> | <b>7,977,903</b> | <b>21%</b> |
| <b>BENEFITS</b>                                  |                                      |                                  |                   |                  |            |  |                                  |                   |                  |            |
| 2000 Benefits - Regular Employees                | 8,571,185                            | 8,373,553                        | 6,924,587         | 1,448,966        | 17%        |  | 8,989,461                        | 6,712,002         | 2,277,459        | 25%        |
| 2004 Benefits - Casual Employees                 | 233,034                              | 242,336                          | 209,287           | 33,049           | 14%        |  | 262,081                          | 201,911           | 60,170           | 23%        |
| <b>TOTAL BENEFITS</b>                            | <b>8,804,219</b>                     | <b>8,615,889</b>                 | <b>7,133,874</b>  | <b>1,482,015</b> | <b>17%</b> |  | <b>9,251,542</b>                 | <b>6,913,913</b>  | <b>2,337,629</b> | <b>25%</b> |
| <b>SERVICES &amp; SUPPLIES</b>                   |                                      |                                  |                   |                  |            |  |                                  |                   |                  |            |
| 3100 Professional and Technical Services         | 0                                    |                                  | 0                 | 0                |            |  | 7,000                            | 1,645             | 5,355            | 77%        |
| 3101 Legal                                       | 83,000                               | 81,000                           | 66,168            | 14,832           | 18%        |  | 133,000                          | 96,256            | 36,744           | 28%        |
| 3102 Audit                                       | 20,000                               | 23,000                           | -361              | 23,361           | 102%       |  | 20,000                           | 10,775            | 9,225            | 46%        |
| 3103 Labour Relations                            | 5,000                                | 5,000                            | 0                 | 5,000            | 100%       |  | 5,000                            | 0                 | 5,000            | 100%       |
| 3104 Contract Services                           | 1,529,750                            | 1,973,208                        | 1,410,608         | 562,600          | 29%        |  | 1,327,990                        | 954,515           | 373,475          | 28%        |
| 3105 Telephone                                   | 93,885                               | 97,025                           | 81,350            | 15,675           | 16%        |  | 104,450                          | 83,564            | 20,886           | 20%        |
| 3106 Photocopy                                   | 88,700                               | 93,021                           | 73,880            | 19,141           | 21%        |  | 90,000                           | 65,154            | 24,846           | 28%        |
| 3107 Postage                                     | 23,722                               | 19,706                           | 12,633            | 7,073            | 36%        |  | 21,420                           | 13,387            | 8,033            | 38%        |
| 3108 Advertising                                 | 6,600                                | 5,600                            | 32,243            | -26,643          | -476%      |  | 20,800                           | 3,674             | 17,126           | 82%        |
| 3300 Student Transportation                      | 233,700                              | 249,900                          | 180,045           | 69,855           | 28%        |  | 233,100                          | 173,058           | 60,042           | 26%        |
| 3301 Bussing Contract                            | 841,435                              | 962,656                          | 795,551           | 167,105          | 17%        |  | 841,435                          | 680,359           | 161,076          | 19%        |
| 3303 Transportation Allowance                    | 12,500                               | 12,500                           | 7,596             | 4,904            | 39%        |  | 12,500                           | 7,446             | 5,054            | 40%        |
| 3400 Travel                                      | 175,500                              | 151,200                          | 119,107           | 32,093           | 21%        |  | 195,100                          | 182,003           | 13,097           | 7%         |
| 3405 Recruitment Travel                          |                                      |                                  |                   |                  |            |  | 0                                | 510               | -510             | 0%         |
| 3406 Travel - Kilometres                         | 148,050                              | 155,200                          | 109,234           | 45,966           | 30%        |  | 134,350                          | 108,828           | 25,522           | 19%        |

## MONTHLY FINANCIAL REPORT - OPERATING - APRIL MONTH END

|                                      | 2024-2025<br>Budget<br>(Preliminary) | 2024-2025<br>Budget<br>(Amended) | YTD               | Available         | %          |  | 2023-2024<br>Budget<br>(Amended) | YTD               | Available         | %          |
|--------------------------------------|--------------------------------------|----------------------------------|-------------------|-------------------|------------|--|----------------------------------|-------------------|-------------------|------------|
| 3409 Registration Fees               | 84,400                               | 90,730                           | 73,245            | 17,485            | 19%        |  | 81,335                           | 188,550           | -107,215          | -132%      |
| 3410 Recruitment Incentives          | 59,660                               | 52,160                           | 70,569            | -18,409           | -35%       |  | 59,660                           | 53,049            | 6,611             | 11%        |
| 3415 Professional Development        | 15,000                               | 15,000                           | 6,025             | 8,975             | 60%        |  | 15,000                           | 9,695             | 5,305             | 35%        |
| 3499 Meals and Meal Supplies         | 115,054                              | 123,230                          | 102,528           | 20,702            | 17%        |  | 112,889                          | 94,986            | 17,903            | 16%        |
| 3600 Rentals & Leases                | 16,000                               | 25,000                           | 15,197            | 9,803             | 39%        |  | 16,000                           | 59,374            | -43,374           | -271%      |
| 3601 Equipment Rental                | 12,600                               | 11,400                           | 11,951            | -551              | -5%        |  | 9,500                            | 12,148            | -2,648            | -28%       |
| 3700 Dues/Fees/Licenses              | 426,734                              | 549,464                          | 486,981           | 62,483            | 11%        |  | 512,938                          | 431,449           | 81,489            | 16%        |
| 3706 Radio Licenses                  | 4,700                                | 4,900                            | 5,012             | -112              | -2%        |  | 4,700                            | 4,880             | -180              | -4%        |
| 3707 Criminal Record Checks          | 6,000                                | 6,000                            | 4,667             | 1,333             | 22%        |  | 3,600                            | 4,340             | -740              | -21%       |
| 3710 Scholarships                    | 5,000                                | 7,000                            | 2,000             | 5,000             | 71%        |  | 5,000                            | 1,000             | 4,000             | 80%        |
| 3900 Insurance                       | 199,900                              | 241,900                          | 206,542           | 35,358            | 15%        |  | 200,000                          | 172,361           | 27,639            | 14%        |
| 4124 Bank Service Charges            | 3,000                                | 3,000                            | 2,914             | 86                | 3%         |  | 3,000                            | 2,569             | 431               | 14%        |
| 5100 Supplies General                | 1,843,659                            | 1,974,718                        | 1,315,017         | 659,701           | 33%        |  | 1,917,512                        | 1,275,607         | 641,905           | 33%        |
| 5101 Books                           | 150,039                              | 162,659                          | 96,242            | 66,417            | 41%        |  | 191,464                          | 148,353           | 43,111            | 23%        |
| 5102 Other Supplies                  | 10,000                               | 10,000                           | 8,208             | 1,792             | 18%        |  | 10,000                           | 8,372             | 1,628             | 16%        |
| 5103 Non-Violent Crisis Intervention | 5,000                                | 5,000                            | 5,129             | -129              | -3%        |  | 5,000                            | 225               | 4,775             | 96%        |
| 5400 Utilities - Electricity         | 465,000                              | 465,000                          | 421,032           | 43,968            | 9%         |  | 465,000                          | 346,196           | 118,804           | 26%        |
| 5401 Utilities - Natural Gas         | 410,000                              | 410,000                          | 361,830           | 48,170            | 12%        |  | 410,000                          | 269,045           | 140,955           | 34%        |
| 5402 Utilities - Propane             | 35,000                               | 35,000                           | 35,698            | -698              | -2%        |  | 35,000                           | 24,740            | 10,260            | 29%        |
| 5403 Vehicle Fuel                    | 650,000                              | 670,000                          | 503,049           | 166,951           | 25%        |  | 650,000                          | 532,226           | 117,774           | 18%        |
| 5404 Utilities - Water & Sewer       | 160,000                              | 160,000                          | 101,927           | 58,073            | 36%        |  | 160,000                          | 95,538            | 64,462            | 40%        |
| 5405 Utilities - Garbage             | 60,000                               | 60,000                           | 50,439            | 9,561             | 16%        |  | 50,000                           | 72,112            | -22,112           | -44%       |
| 5406 Carbon Offsets                  | 70,000                               | 70,000                           | -22,593           | 92,593            | 132%       |  | 70,000                           | -26,080           | 96,080            | 137%       |
| 5407 Next Generation Network (NGN)   | 145,000                              | 145,000                          | 6,200             | 138,800           | 96%        |  | 145,600                          | 148,980           | -3,380            | -2%        |
| 5800 Equipment                       | 216,000                              | 348,498                          | 318,095           | 30,403            | 9%         |  | 278,878                          | 321,270           | -42,392           | -15%       |
| 5900 Computer Replacements           | 450,000                              | 454,336                          | 215,456           | 238,880           | 53%        |  | 361,100                          | 459,610           | -98,510           | -27%       |
| <b>TOTAL SERVICES &amp; SUPPLIES</b> | <b>8,879,588</b>                     | <b>9,929,011</b>                 | <b>7,291,414</b>  | <b>2,637,597</b>  | <b>27%</b> |  | <b>8,919,321</b>                 | <b>7,091,769</b>  | <b>1,827,552</b>  | <b>20%</b> |
| <b>GRAND TOTAL</b>                   | <b>56,968,600</b>                    | <b>58,062,770</b>                | <b>45,825,498</b> | <b>12,237,272</b> | <b>21%</b> |  | <b>56,420,994</b>                | <b>44,277,910</b> | <b>12,143,084</b> | <b>22%</b> |

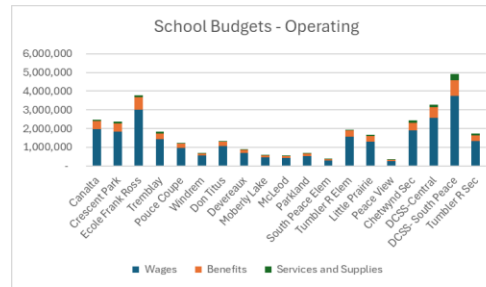
## MONTHLY FINANCIAL REPORT - OPERATING -APRIL MONTH END

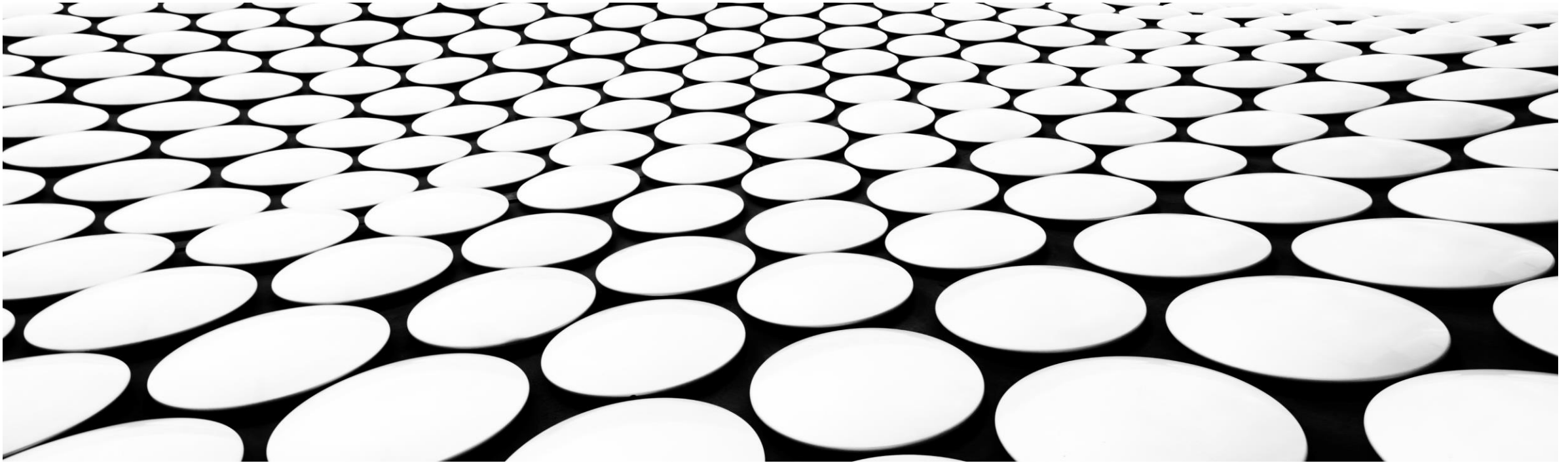
|   | 2024-2025<br>Budget<br>(Preliminary) | 2024-2025<br>Budget<br>(Amended) | YTD               | Available         | %          |  | 2023-2024<br>Budget<br>(Amended) | YTD               | Available         | %          |
|---|--------------------------------------|----------------------------------|-------------------|-------------------|------------|--|----------------------------------|-------------------|-------------------|------------|
| <b>FUNCTION 1: INSTRUCTION</b>                  |                                      |                                  |                   |                   |            |  |                                  |                   |                   |            |
| 102 Regular (Classroom)                         | 24,964,886                           | 25,259,028                       | 19,811,146        | 5,447,882         | 22%        |  | 24,761,753                       | 19,932,984        | 4,828,769         | 20%        |
| 103 Career Prep                                 | 414,956                              | 536,447                          | 452,533           | 83,914            | 16%        |  | 479,413                          | 422,403           | 57,010            | 12%        |
| 107 Library                                     | 499,806                              | 479,681                          | 380,771           | 98,910            | 21%        |  | 510,975                          | 445,614           | 65,361            | 13%        |
| 108 Counselling                                 | 830,190                              | 914,652                          | 759,641           | 155,011           | 17%        |  | 893,141                          | 702,235           | 190,906           | 21%        |
| 110 Inclusion                                   | 8,711,079                            | 8,856,697                        | 6,889,003         | 1,967,694         | 22%        |  | 9,025,479                        | 6,476,976         | 2,548,503         | 28%        |
| 130 ELL   | 135,814                              | 189,905                          | 88,109            | 101,796           | 54%        |  | 145,475                          | 80,423            | 65,052            | 45%        |
| 131 Indigenous Education                        | 2,205,407                            | 2,258,822                        | 1,596,798         | 662,024           | 29%        |  | 2,157,010                        | 1,625,444         | 531,566           | 25%        |
| 141 School Administration                       | 4,161,290                            | 4,191,183                        | 3,681,309         | 509,874           | 12%        |  | 4,113,481                        | 3,337,609         | 775,872           | 19%        |
| 162 Offshore Students                           | 200,000                              | 200,000                          | 148,586           | 51,414            | 26%        |  | 247,144                          | 157,925           | 89,219            | 36%        |
| <b>TOTAL INSTRUCTION</b>                        | <b>42,123,428</b>                    | <b>42,886,415</b>                | <b>33,807,896</b> | <b>9,078,519</b>  | <b>21%</b> |  | <b>42,333,871</b>                | <b>33,181,613</b> | <b>9,152,258</b>  | <b>22%</b> |
| <b>FUNCTION 4: ADMINISTRATION</b>               |                                      |                                  |                   |                   |            |  |                                  |                   |                   |            |
| 411 District Education Administration           | 607,349                              | 758,558                          | 632,703           | 125,855           | 17%        |  | 803,640                          | 588,289           | 215,351           | 27%        |
| 420 Early Learning & Child Care                 | 0                                    | 0                                | 0                 | 0                 | 0%         |  | 0                                | 0                 | 0                 | 0%         |
| 440 Governance                                  | 242,991                              | 238,725                          | 198,080           | 40,645            | 17%        |  | 224,314                          | 193,128           | 31,186            | 14%        |
| 441 Business Administration                     | 1,566,248                            | 1,681,824                        | 1,387,379         | 294,445           | 18%        |  | 1,412,192                        | 1,148,079         | 264,113           | 19%        |
| <b>TOTAL ADMINISTRATION</b>                     | <b>2,416,588</b>                     | <b>2,679,107</b>                 | <b>2,218,162</b>  | <b>460,945</b>    | <b>17%</b> |  | <b>2,440,146</b>                 | <b>1,929,496</b>  | <b>510,650</b>    | <b>21%</b> |
| <b>FUNCTION 5: OPERATIONS &amp; MAINTENANCE</b> |                                      |                                  |                   |                   |            |  |                                  |                   |                   |            |
| 541 Maintenance Administration                  | 618,288                              | 774,283                          | 664,566           | 109,717           | 14%        |  | 731,518                          | 617,316           | 114,202           | 16%        |
| 550 Maintenance & Custodial                     | 5,523,329                            | 5,203,045                        | 4,020,679         | 1,182,366         | 23%        |  | 4,793,090                        | 3,879,399         | 913,691           | 19%        |
| 552 Grounds                                     | 639,106                              | 766,455                          | 636,896           | 129,559           | 17%        |  | 744,774                          | 628,095           | 116,679           | 16%        |
| 556 Utilities                                   | 1,350,000                            | 1,350,000                        | 954,746           | 395,254           | 29%        |  | 1,335,600                        | 932,424           | 403,176           | 30%        |
| <b>TOTAL SERVICES &amp; SUPPLIES</b>            | <b>8,130,723</b>                     | <b>8,093,783</b>                 | <b>6,276,887</b>  | <b>1,816,896</b>  | <b>22%</b> |  | <b>7,604,982</b>                 | <b>6,057,234</b>  | <b>1,547,748</b>  | <b>20%</b> |
| <b>FUNCTION 7: TRANSPORTATION</b>               |                                      |                                  |                   |                   |            |  |                                  |                   |                   |            |
| 741 Transportation Administration               | 313,130                              | 317,185                          | 268,556           | 48,629            | 15%        |  | 309,325                          | 270,483           | 38,842            | 13%        |
| 770 Student Transportation                      | 3,984,731                            | 4,086,280                        | 3,253,997         | 832,283           | 20%        |  | 3,732,670                        | 2,839,084         | 893,586           | 24%        |
| <b>TOTAL SERVICES &amp; SUPPLIES</b>            | <b>4,297,861</b>                     | <b>4,403,465</b>                 | <b>3,522,553</b>  | <b>880,912</b>    | <b>20%</b> |  | <b>4,041,995</b>                 | <b>3,109,567</b>  | <b>932,428</b>    | <b>23%</b> |
| <b>GRAND TOTAL</b>                              | <b>56,968,600</b>                    | <b>58,062,770</b>                | <b>45,825,498</b> | <b>12,237,272</b> | <b>21%</b> |  | <b>56,420,994</b>                | <b>44,277,910</b> | <b>12,143,084</b> | <b>22%</b> |

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

|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

|                 | Services and Supplies |           |            |
|-----------------|-----------------------|-----------|------------|
|                 | Wages                 | Benefits  | Supplies   |
| Canalta         | 1,941,437             | 433,693   | 73,071     |
| Crescent Park   | 1,874,134             | 410,353   | 99,355     |
| Frank Ross      | 3,025,051             | 670,132   | 95,870     |
| Tremblay        | 1,439,131             | 318,856   | 98,514     |
| Pouce Coupe     | 989,834               | 221,485   | 38,584     |
| Windrem         | 544,174               | 121,153   | 27,254     |
| Don Titus       | 1,086,997             | 242,844   | 28,107     |
| Devereaux       | 700,016               | 155,180   | 35,026     |
| Moberly Lake    | 456,153               | 100,472   | 29,700     |
| McLeod          | 441,637               | 97,853    | 32,603     |
| Parkland        | 538,830               | 119,544   | 25,621     |
| South Peace     | 287,055               | 62,530    | 28,741     |
| Tumbler R Elem  | 1,560,961             | 347,238   | 26,900     |
| Little Prairie  | 1,328,060             | 294,012   | 51,589     |
| Peace View      | 269,638               | 57,836    | 12,225     |
| Chetwynd Sec    | 1,903,197             | 419,972   | 123,150    |
| DCSS-Central    | 2,583,342             | 572,183   | 136,688    |
| DCSS- SP        | 3,740,624             | 818,943   | 366,323    |
| Tumbler R Sec   | 1,368,306             | 300,430   | 87,800     |
| Distributed Lrn | 489,842               | 106,666   | 44,060     |
| Total           | 26,568,419            | 5,871,375 | 1,461,181  |
|                 |                       |           | 33,900,975 |





# **ANNUAL FIVE-YEAR CAPITAL PLAN - DRAFT**

MAY 21, 2025 BOARD MEETING



# PLANNING PRINCIPLES

Safety

Enrolment & Capacity

NEW! Accessibility

Existing Building Condition

Climate

# CATEGORIES

|                            |                            |                                   |                                      |                                      |
|----------------------------|----------------------------|-----------------------------------|--------------------------------------|--------------------------------------|
| Annual<br>Facilities Grant | Additions                  | Replacement                       | New School                           | Expansion                            |
| Seismic                    | Rural Districts<br>Program | School<br>Enhancement<br>Program  | Carbon Neutral<br>Capital<br>Program | Playground<br>Enhancement<br>Program |
|                            | Bus                        | Food<br>Infrastructure<br>Program | Building<br>Envelope<br>Program      |                                      |

# ANNUAL FACILITIES GRANT (AFG)

- Used to maintain assets that do not meet minor or major capital threshold

| Project Description                     | Location   | Total Budget           |
|---|--|------------------------|
| TRE HVAC Upgrade                        | TRE  | \$ 300,000.00          |
| All Inclusive Washroom 2nd Floor        | CMS  | \$ 200,000.00          |
| Devereaux front door replacement/opener | Devereaux  | \$ 40,000.00           |
| Accessibility                           | TRE,Canalta, Park, EFR,SPSS,CSS,LP,DT,Wind,McLeod, CMS | \$ 110,000.00          |
| Duct Cleaning                           | TRSS   | \$ 50,000.00           |
| Playground Upgrades                     | Windrem, EFR,Canalta, Dev,McLeod,Parkland              | \$ 50,000.00           |
| Roof Repair                             | LP   | \$ 60,000.00           |
| Lead Mitigation                         | EFR, CSS,TRSS,Canalta                                  | \$ 25,000.00           |
| Lighting upgrades                       | EFR, CSS, Canalta,LP                                   | \$ 100,000.00          |
| Door Hardware                           | Don Titus, SPSS,CMS,McLeod                             | \$ 50,000.00           |
| Network/ VOIP upgrades                  | SPSS,CSS   | \$ 80,000.00           |
| PA Upgrade                              | Crescent Park  | \$ 15,000.00           |
| Millwork                                | Parkland,LP,   | \$ 20,000.00           |
| Millwork TRSS foods room,               | TRSS   | \$ 100,000.00          |
| Painting                                | CMS, SPSS, TRE, DT,CSS                                 | \$ 50,000.00           |
| Sprinkler Deficiencies                  | SPSS,CSS,EFR,CMS,PC,LP                                 | \$ 25,000.00           |
| Tremblay Bus Loop                       | Tremblay   | \$ 50,000.00           |
| Fencing                                 | McLeod, Maintenace Yard                                | \$ 20,000.00           |
| Flooring                                | EFR  | \$ 50,000.00           |
| Asbestos Abetments                      | TRE  | \$ 20,000.00           |
| DT Gym Doors                            | Don Titus  | \$ 20,000.00           |
| Unchaga retaining wall                  | SPSS   | \$ 40,000.00           |
| TRSS Front Entrance Ramp                | TRSS   | \$ 10,000.00           |
| Sawdust extractor duct insulation       | SPSS,TRSS,   | \$ 20,000.00           |
| SPSS Field                              | SPSS   | \$ 50,000.00           |
| Tremblay Windows                        | Tremblay   | \$ 60,000.00           |
| CMS sidewalk                            | CMS  | \$ 45,000.00           |
| Bus Yard Drainage                       | Bus Garage   | \$ 38,464.00           |
| Tremblay pipe insulating                | Tremblay   | \$ 15,000.00           |
| Window Trim CMS/Blinds                  | CMS  | \$ 50,000.00           |
| Gwillim Gen replacement                 | Gwillim  | \$ 20,000.00           |
| Pavement Repairs                        | LP, SPSS   | \$ 100,000.00          |
| CP- Touch up Paint, T-bar hallway       | Crescent Park  | \$ 40,000.00           |
| Tremblay Playground land prep           | Tremblay   | \$ 19,600.00           |
| Roof Reports/Inspection/Reapirs         | All buildings, DT                                      | \$ 30,000.00           |
| McLeod Car Rail                         | McLeod   | \$ 8,000.00            |
| May 21, 2025                            |  | <b>\$ 1,981,064.00</b> |



# MAJOR CAPITAL

- Moberly Lake Gymnasium Addition
- Chetwynd Replacement
- Windrem Replacement
- Canalta Replacement

## Submission Summary

|                            |   |
|----------------------------|---|
| <b>Submission Summary:</b> | Major 2026/2027   2025-06-30   MAIN - K12 |
| <b>Submission Type:</b>    | Capital Plan                              |
| <b>School District:</b>    | Peace River South (SD59)                  |
| <b>Open Date:</b>          | 2025-04-07                                |
| <b>Close Date:</b>         | 2025-06-30                                |
| <b>Submission Status:</b>  | Draft                                     |

| Submission Category    | Sum Total Project Cost |
|------------------------|------------------------|
| Addition               | \$4,539,168            |
| Replacement/Renovation | \$145,519,200          |
| Total                  | <b>\$150,058,368</b>   |

## Submission Summary

| ADDITION               |                |                         |                                 |  |                      |
|------------------------|----------------|-------------------------|---------------------------------|--|----------------------|
| SD Category Rank       | Project Number | Facility/Site           | Project Type                    | Project Description  | Total Project Cost   |
| 1                      | 157660         | Moberly Lake Elementary | Addition                        | Addition of gymnasium, the school currently does not have a gymnasium.                                       | \$4,539,168          |
|                        |                |                         |                                 | Submission Category Total:   | <b>\$4,539,168</b>   |
| REPLACEMENT/RENOVATION |                |                         |                                 |  |                      |
| SD Category Rank       | Project Number | Facility/Site           | Project Type                    | Project Description  | Total Project Cost   |
| 1                      | 150247         | Chetwynd Secondary      | Full Replacement (Replace/Reno) | CSS and Windrem are one structure, replacement would consist of K - 12.                                      | \$98,525,581         |
| 2                      | 150300         | Windrem Elementary      | Full Replacement (Replace/Reno) | CSS Amalgamation<br>This school is part of current CSS School and would be replaced as part CSS replacement. | \$12,086,358         |
| 3                      | 150243         | Canalta Elementary      | Full Replacement (Replace/Reno) | 1962 build max capacity with portable.<br>building style not conducive to major renovations.                 | \$34,907,261         |
|                        |                |                         |                                 | Submission Category Total:   | <b>\$145,519,200</b> |

# MINOR CAPITAL – GATHERING COSTING FOR SEPTEMBER SUBMISSION

## Bus

- 5 Replacements

## Carbon Neutral Capital Program (CNCP)

- Tumbler Ridge Elementary Windows

## Playground Enhancement Program (PEP)

- McLeod

## School Enhancement Program (SEP)

- Tremblay Gym HVAC
- Don Titus Montessori Roof
- Tremblay Elementary Roof
- District (Various Schools) Security
- Frank Ross Elevator

OTHER



Food Infrastructure Program (FIP)

No submission



Rural Districts Program

No submission



Expansion

No submission



# DEADLINES



Annual Facilities Grant  
May 16

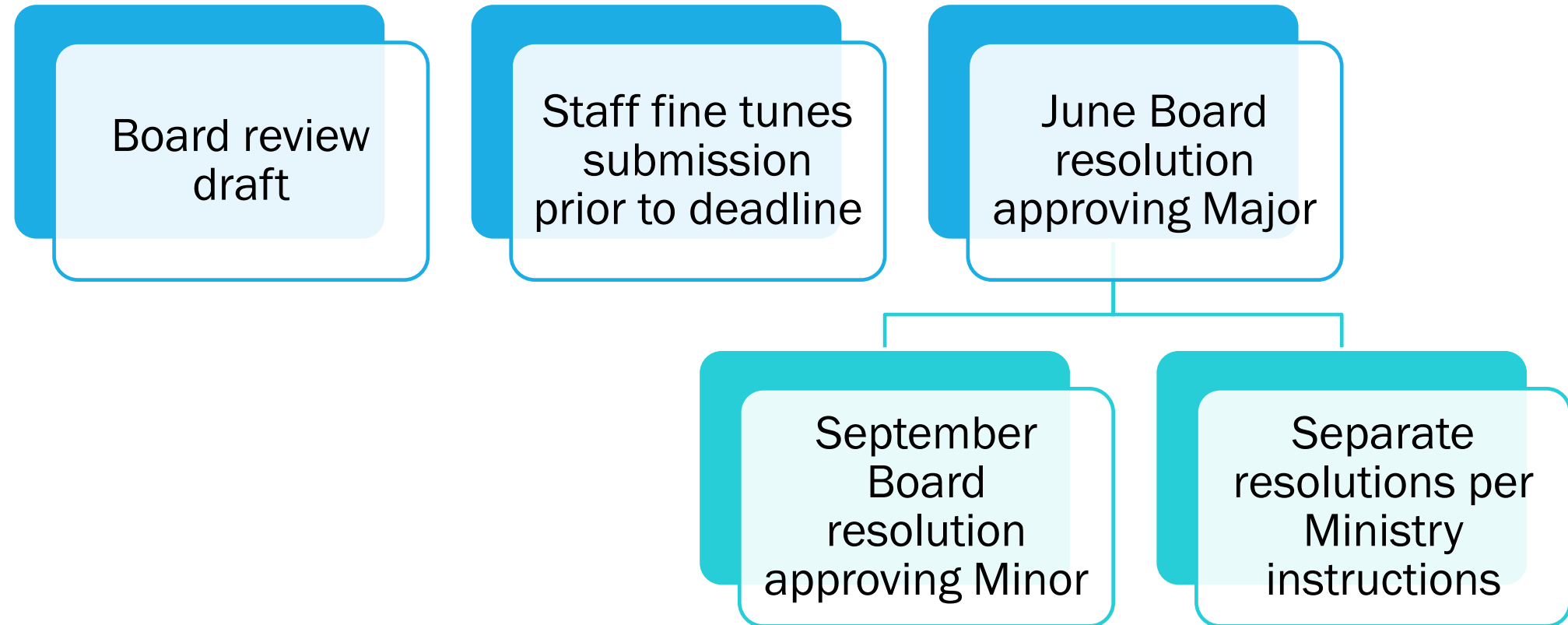


Major Capital  
June 27



Minor Capital  
September 30

## NEXT STEPS





# QUESTIONS?



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

---

May 21, 2025

Board of Education

### **RE: Capital Projects Update**

#### Crescent Park Elementary School Expansion Project

Since April 28, 2025 the following have occurred:

- April 29, 2025
  - City issued building permit for modular portion of project.
- May 6, 2025
  - Fort Modular confirmed manufacturing of modular sections will begin June 2, 2025.
- May 12, 2025
  - Force Engineering to provide documentation to post second tender for civil works on BC Bid May 21, 2025.
- May 12, 2025
  - Director of Operations and Secretary-Treasurer met with Crescent Park PAC to provide an update on the project.
- May 13, 2025
  - Director of Operations contacted the City to provide notice that civil drawings will be forwarded May 22 and to request dedicated time to review them.

The project budget is:

|                              |                  |
|------------------------------|------------------|
| Ministry funding             | \$5,000,000      |
| Ministry contingency funding | 2,500,000        |
| Board Contribution           | <u>1,700,000</u> |
| Total                        | \$9,200,000      |

Spent to date: \$ 940,306 (10% spent)

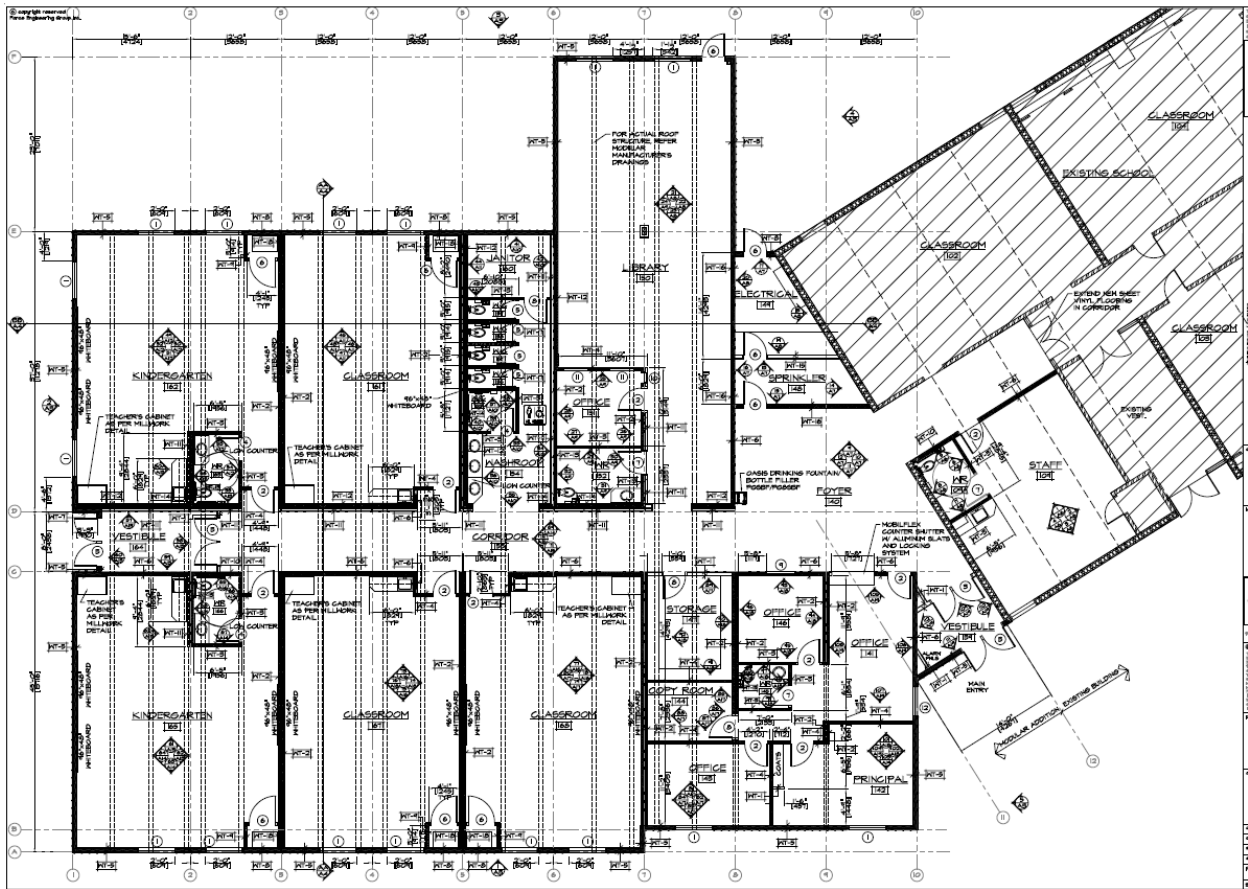


## Crescent Park Elementary Modular Addition



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## ChildCareBC New Spaces – Dawson Creek & Tumbler Ridge

- April 30, 2025
  - Decision made to proceed with the stick build option for the following reasons:
    - Streamlined process with 1 contractor, 1 tender, 1 building permit
    - Schedule
    - Class D Refined Modular will only become more expensive as the costing (Class C, B, A) is more refined thus shrinking the variances of cost of stick build to modular (4.5%-2.1%)
    - Recent challenging experience with Crescent Park Elementary Expansion: 2 tenders, 2 contractors, 3 building permits (third is sprinklers)
    - Increased cost will be requested and assumed funded from Ministry of Education and Child Care
    - Ministry does not have a preference between stick build or modular
- May 12, 2025
  - SD 59 project team met to discuss next steps.

- May 12, 2025
  - Architect sent Class A cost estimates for the stick build childcares. School District 59 will reach out to the Ministry to see about applying for more funding.
  - The district is going present 2 options for the Dawson Creek Childcare Facility to the ministry.
    - Option 1 without before and after childcare (original application)
    - Option 2 with before and after childcare (increased cost)

#### Dawson Creek Child Care Centre

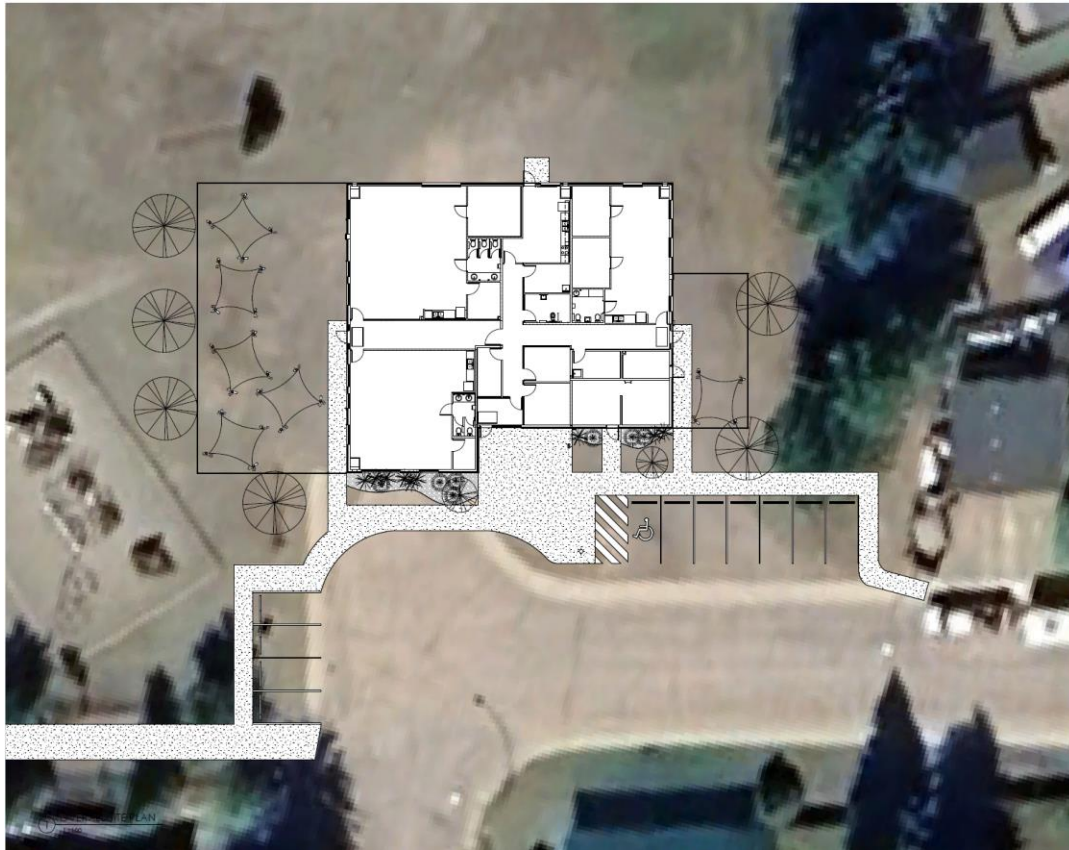


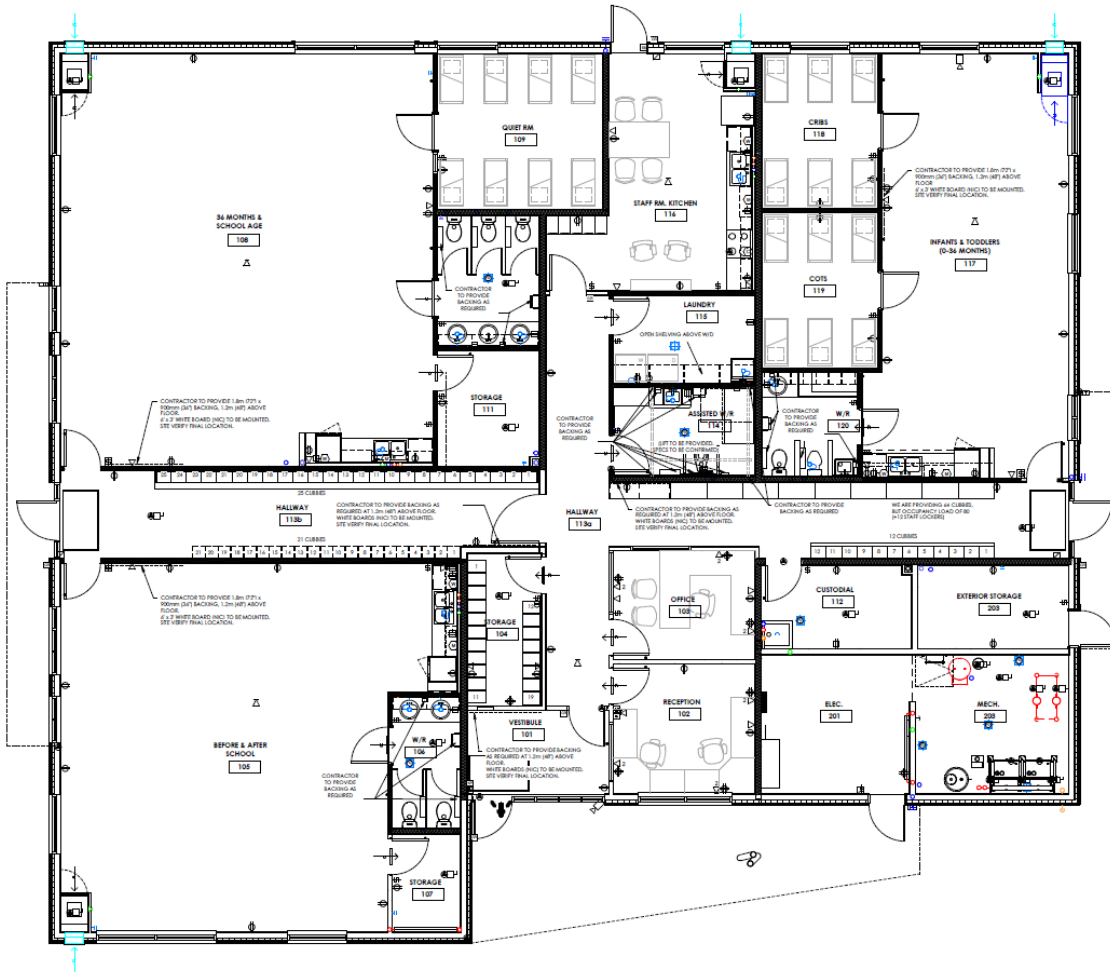






## Tumbler Ridge Child Care





## Budget

| <b><u>Tumbler Ridge</u></b> | Budget    | YTD Exp   | Remainder | % Rem  |
|-----------------------------|-----------|-----------|-----------|--------|
| Revenue                     |           |           |           |        |
| Ministry                    | 3,974,000 | 1,589,600 | 2,384,400 | 60%    |
| Interest                    | 1,000     | 43,041    | - 42,041  | -4204% |
| Total Revenue               | 3,975,000 | 1,632,641 | 2,342,359 | 59%    |
| Expenses                    |           |           |           |        |
| Audit                       | 1,040     |           | 1,040     | 100%   |
| Contract Services           | 397,000   | 190,195   | 206,805   | 52%    |
| Building Initiatives        | 3,126,960 | 28,693    | 3,098,267 | 99%    |
| Equipment                   | 450,000   |           | 450,000   | 100%   |
| Total Expenses              | 3,975,000 | 218,888   | 3,756,112 | 94%    |

Please follow <https://www.sd59.bc.ca/district/capital-projects> for updates on these projects.

Kim Morris  
Secretary-Treasurer/CFO



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

May 21, 2025

Board of Education

### **RE: 2025-2026 Budget Process Debrief**

As part of the Board approved 2025-2025 budget process, the last task in the budget process is a debrief.

The debrief is intended to gather feedback about the process itself: the events, timing, engagement with stakeholders and suggestions for improvement for the 2026-2026 budget process that the Board will consider in September.

For convenience, the 2024-2025 and 2025-2026 budget process documents are provided.

Kim Morris  
Secretary-Treasurer/CFO

Ref **2025-2026 Budget Process - BOARD APPROVED - September 25, 2024**

|    |   |   |                       |
|----|---|---|-----------------------|
| 1  | 25-Sep Board Meeting  | Process Draft & Approval                                |                       |
| 2  | 26-Sep Media Release  |   |                       |
| 3  | 23-Oct Board Meeting  |   |                       |
| 4  | 30-Oct Student Symposium  | TBD   | ENGAGEMENT            |
| 5  | 27-Nov Board Meeting  | Student Symposium Report                                |                       |
| 6  | 18-Dec Board Meeting  |   |                       |
| 8  | 06-Jan Survey or engagement opportunity for school and wider community to provide input |   | ENGAGEMENT            |
| 10 | 22-Jan Board Meeting  |   |                       |
| 14 | <b>14-Feb Enrolment due to MOECC</b>  |   |                       |
| 16 | 19-Feb Board Meeting  | Opportunities for Focus (Operational Plans) and Draft 1 |                       |
| 20 | 12-Mar Board Meeting  | Draft 2 and Reading 1                                   |                       |
| 21 | <b>14-Mar Ministry Funding Announcement</b>   |   |                       |
| 22 | 02-Apr Special Open   | Draft 3 and Reading 2/Superintendent Recommendations    |                       |
| 23 | 02-Apr Public Consultation  | Dinner meeting  | ENGAGEMENT            |
| 24 | 09-Apr Trustee Working Session  | Clarifying questions                                    | Attach to Round table |
| 25 | 30-Apr Board Meeting  | Draft 4 and Reading 3 & Approval                        |                       |
| 26 | 01-May Media Release  |   |                       |
| 27 | 28-May Board Meeting  | 25-26 process debrief                                   |                       |

**BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 59 (PEACE RIVER SOUTH)**  
**2024-2025 BUDGET PROCESS**  
**December 20, 2023**

Preamble:

The Board and District Staff are interested in increased engagement in the budget process.

District Staff see recruitment at an earlier stage in the year as crucial to securing competitive staffing along side neighbouring districts

Board approval of the budget(bylaw readings) should occur over more than one meeting in order to provide time to understand and seek further information and feedback from Rights Holders, Stakeholders and Constituents.

| Description                            | Meeting Description/Tasks   | Attendees               | Date                     | Time            | Location      |
|--|---|-------------------------|--------------------------|-----------------|---------------|
| Regular Open Board Meeting             | Process Approval  | Board                   | December 20, 2023        | 1:00 PM         | Dawson Creek  |
| News Release                           | Board Approves 2024-2025 Budget Process   |                         | January 8, 2024          |                 |               |
| Invitation                             | Invitation to Rights Holders, Stakeholders and Public to Strategic Plan and Budget conversation |                         | January 8, 2024          |                 |               |
|  | Kindergarten Registration Opens <i>Pending Bill 40 Consultation</i>                             |                         | January 8, 2024          |                 |               |
| Regular Open Board Meeting             | Draft 1 - Status Quo  | Board                   | January 24, 2024         | 1:00 PM         | Dawson Creek  |
| Strategic Plan/Budget Conversation     | Engagement Opportunity to discuss learning in SD59/Ideal State                                  | All                     | January 24, 2024         | 5:00 PM         | TBD           |
| Student Symposium <b>DID NOT OCCUR</b> | Engagement Opportunity  | Students, SLT, Trustees | February TBD             | 10 am - 2:30 pm | TBD           |
|  | <b>3 Year Enrolment Projections Due to Ministry</b>   | <b>Staff</b>            | <b>February 15, 2024</b> |                 |               |
| Regular Open Board Meeting             | Learning Presentation by Senior Team - Opportunities for Focus                                  | Board                   | February 21, 2024        | 1:00 PM         | Dawson Creek  |
| Regular Open Board Meeting             | Draft 2 / First Bylaw Reading   | Board                   | March 13, 2024           | 1:00 PM         | Dawson Creek  |
|  | <b>Ministry Funding Announcement</b>  | <b>Staff</b>            | <b>March 15, 2024</b>    |                 |               |
| Regular Open Board Meeting             | Draft 3 / Second Bylaw Reading  | Board                   | April 24, 2024           | 1:00 PM         | Dawson Creek  |
| Budget Presentation /Feedback          | Engagement Opportunity to discuss budget and alignment to strategic plan                        | All                     | April 24, 2024           | 5:00 PM         | TBD           |
| <b>SPECIAL</b> Open Board Meeting      | Draft 4 / Third and FINAL Bylaw Reading/ BUDGET APPROVED  | Board                   | May 8, 2024              | 5:00 PM         | TBD           |
| Regular Open Board Meeting             | Process Debrief - What Went Well-What to Improve  | Board                   | May 15, 2024             | 1:00 PM         | Tumbler Ridge |



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

May 21, 2025

Board of Education

### **RE: Secretary-Treasurer's Report for May 2025**

The purpose of this memo is to keep the Board apprised of some of the activities of the Secretary-Treasurer to May 16, 2025.

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

- Crescent Park Client Meetings Fort Modular
- SD59 Technology Planning Working Group meeting
- New Spaces Child Care SD59 Internal Project Team meeting
- Compassionate Systems Leadership Session
- Joint Transportation Meeting with Ministry – BCTEA
- District Truth and Reconciliation Day
- Minister of Education meeting with Superintendent and Board
- Ministry of Infrastructure meeting re: Infrastructure Projects Act Technical Briefing
- Network Refresh Project Planning meeting
- Next Generation Telecommunications Agreement sector meeting
- Tech/Electronics meeting
- Ministry meeting re: 2026/2027 Major Capital Plan
- Crescent Park PAC meeting: capital project update
- BCPSEA Training: Investigating Misconduct (1.5 days)
- Meeting with Auditor re interim audit and year end
- Principal/Vice-Principal meeting to share student and staff device refresh plan
- Ministry meeting re Role of Boards of Education in School Age Child Care
- Weekly meetings with each of the Finance Manager, the Director of Operations and Technology Systems Manager
- Weekly stand-up meetings with Finance Team
- Weekly Senior Leadership Team meetings

### **Facilities**

A new electrician has been hired. The 2024 PSO Climate Change Accountability report is complete and submitted with a slight increase in the cost of carbon offsets from approximately \$45,000 to \$48,000. New to the data collection this year were refrigerators and measurement of coolant use.

The 2025/2026 Annual Facilities Grant submission has been completed and submitted.

The Electronics team has dedicated 2 full-time members to the network refresh project from May 12 to August 14 to meet the completion schedule. The Electronics team is installing new network cable, fibre, and wireless access points in all schools. The technology systems Network Administrator will follow the school-by-school installation by the Electronics team, with switches and configuration. The target is to have the new network live and available for September 2025 start-up for all schools.

## **Transportation**

The migration of the bussing software from Versatrans (end of life) and Synovia to Traversa is complete. Principals have been provided communication with regard to the new system and upcoming RFID card implementation. Communication to parents in advance of RFID card implementation in September, will be provided in June. Any questions regarding the migration or Traversa can be directed to the Transportation Department as the single point of contact during migration.

## **Finance**

The interim 2024-2025 year-end audit occurred May 12 to May 15, a day early. Auditors took advantage of the District's digital filing of most finance documentation via Laserfiche, with a specific login to access documents. Year-end procedures have been communicated to school clerical staff in preparation for June 30 and subsequent year-end audit.

The District continues to experience post-Atrieve migration issues in three outstanding support ticket areas and is working with PowerSchool and the Technology Systems Manager to resolve.

## **Technology**

The SD59 Technology Planning Working Group, the Superintendent and senior leadership have reviewed the Student and Staff Device Refresh plan. The plan was presented to Principals and Vice-Principals on May 15, 2025. The plan intends to provide schools with a scheduled window in which to replace aging computers and iPad throughout the district and for the district to maintain robust staff and student device inventory age of seven years or less. As well the plan in place will provide a student device ratio across the district of 3:1 elementary and 2:1 at secondary in the next four years with thanks to the strategic plan supplement of \$250,000 each year. This initiative coupled with the network refresh, will improve the student and staff experience with technology district wide.

Kim Morris  
Secretary-Treasurer/CFO





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

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DATE: May 21, 2025

CHAIR: Roxanne Gulick

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### **Policy for Discussion:**

### **Policy for Circulation:**

- 4660 - Retention and Destruction of Records (2000)

### **Policy for Adoption:**

### **Policy/Regulation Under Review:**

- 4180 – Grading Practices ( 2013) - review to make sure it aligns with reporting order and includes a section on fair assessment
- 2250 Trustee Remuneration, Benefits, and Recognition

### **Policy/Regulation for Repeal:**

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

## 4660 Retention and Destruction of Records

Policy 4660

STATUS: **FOR REVIEW**

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### *RETENTION AND DESTRUCTION OF RECORDS - FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT*

Adopted and Codified: June 28, 1995

Last Revised: June 14, 2000

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#### Description:

Records held by the Board of Education will be retained while they are of use in the operation of the District and in compliance with federal and provincial legislation. A retention procedure outlines the minimum period of time which specific records must be retained.

Once records are past the applicable retention period, the principal of the school or the supervisor of the department responsible for the records is authorized to destroy them if ~~he or she is~~ **they are** satisfied that the records are of no further use. Records which contain personal or confidential information should be destroyed in a manner that retains the confidentiality of the records.

***RETENTION AND DESTRUCTION OF RECORDS - FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT***

Adopted and Codified: June 28, 1995

Last Revised: June 14, 2000

**Description:**

The following retention schedule outlines the minimum amount of time that School District 59 records must be retained and who is responsible for their retention and destruction.

|  |  |
|--|--|
| <b>Board Records</b>   |  |
| <b><i>Responsibility: Secretary Treasurer's Office</i></b>                           |  |
| Board Policy   | Permanent unless repealed or replaced.   |
| Agendas of Regular and Special Board Meetings  | Permanent  |
| List of Electors   | 2 years after the year of creation   |
| Minutes  | Permanent  |
| Notice of Meetings   | 1 year   |
| Oaths and Declaration of Trustees  | For term of office   |
| School Trustee list  | <del>While current</del> <b>Permanent</b>  |
| Debenture and By-law register  | Permanent  |
| Debenture and coupons redeemed   | 6 years after the year redeemed  |
| Contracts with Senior District Staff   | 6 years after the year employee leaves   |
| <del>Employee WCB forms</del>  | <del>6 years after the year employment cease</del>   |
| <b>Communications/Information and Privacy</b>  |  |
| <b><i>Responsibility: <del>Communications Office</del> Chief Privacy Officer</i></b> |  |
| Freedom of Information Request   | 2 years after the calendar year of creation  |
| Requests to Review Freedom of Information decisions                                  | <del>5</del> <b>6</b> years after investigation, review, inquiry or adjudication is complete and order has been issued     |
| Freedom of Information requests to correct personal information                      | 2 years after the personal information has been updated, annotated, or request has been transferred to another public body |
| Annual Report as required by the School Act  | Permanent  |
| District publications and newsletters  | 6 years following publication  |
| <b>Focus on Learning</b>   | <b>Permanent</b>   |
| <b>Facilities Records</b>  |  |
| <b><i>Responsibility: Secretary Treasurer's Office</i></b>                           |  |
| Rental of facilities   | 1 year after the year of rental  |

|  |   |
|--|---|
| Appraisal and inventory records  | <del>6 years after the year of asset disposal</del><br><b>Permanent</b> |
| Authorization for expenditure of capital funds   | 6 years after the year capital plan completed                           |
| Land titles, deeds and plans   | <del>6 years after the year of asset disposal</del><br><b>Permanent</b> |
| Mortgages and leases   | <del>6 years after expiration of term</del> <b>Permanent</b>            |
| <del>Referenda Data (subsequent changes, orders in council, etc.)</del>  | <del>6 years after the year of asset disposal</del>                     |
| Building plans and specifications (with related changes, guarantees, bonds, liens and valuable correspondence)     | 6 years after the year of asset disposal                                |
| <b>Financial Records</b><br><i>Responsibility: Finance Department</i>  |   |
| Annual budget and summary supporting documents   | Permanent   |
| Auditor's Reports  | Permanent   |
| Cancelled cheques  | 6 years after the year of creation                                      |
| Cheque duplicates, invoices, requisitions, purchase orders   | 6 years after the year of creation                                      |
| Employee Travel Claims   | 6 years after the year of creation                                      |
| Ministry of Education financial information reports  | Permanent   |
| General Ledger   | Permanent   |
| Invoices billed  | 6 years after the year of creation                                      |
| Subsidiary ledgers and journals  | 6 years after the year of creation                                      |
| Receipts issued  | 6 years after the year issued   |
| Bank statement, debit and credit notes   | 6 years after the year of creation                                      |
| Deposit books  | 6 years after the year of creation                                      |
| Loans, authorization   | 6 years or term of loan, if longer                                      |
| Loans, cancelled notes   | 6 years after the year of creation                                      |
| Stop payment orders  | 1 year after the year of creation                                       |
| <b>General Records</b><br><i>Responsibility: Each Department Manager or Principal</i>                              |   |
| General correspondence   | 2 years after the year of creation                                      |
| <b>Personnel Records</b><br><i>Responsibility: <del>Personnel Manager</del> <b>Director of Human Resources</b></i> |   |
| Applications and job competitions  | <del>1 year after position is filled</del> <b>Permanent</b>             |
| Collective Agreements with Unions  | Permanent   |
| Contracts with individual employees  | 6 years after the year employee leaves district                         |
| <b>Criminal Record Checks</b>  | <b>Permanent</b>  |
| Employee files   | 6 years after the year employee leaves district                         |
| <b>Employee WCB Forms</b>  | <b>Permanent</b>  |

|   |  |
|---|--|
| Employment History  | Permanent  |
| Pension Enrollment Contributions  | Permanent  |
| Life Insurance Forms and Waivers  | Permanent  |
| Letter of Permisssion paperwork   | Permanent  |
| First Aid Certification   | 6 years after the year employee leaves district  |
| Leave records   | 6 years after the year employee leaves district  |
| Individual grievance files  | Permanent  |
| Letters of discipline   | According to collective agreement or 6 years after the year employee leaves the district                         |
| Personnel File  | 6 years after the year employment ceases   |
| Practicum Placements/Agreements   | Permanent  |
| Reference checks  | 1 year after position is filled  |
| Seniority Lists   | Permanent  |
| Support Staff Subs  | 1 year   |
| Third Party Contracts   | Permanent  |
| Unsolicited resumes   | 6 months   |
| Violent incident reports  | 6 years after the year of creation   |
| Volunteer Information   | Permanent  |
| <b>Information Systems</b>  |  |
| <b>Responsibility: <del>Assistant Secretary Treasurer</del> Technology Manager</b>          |  |
| User ID's   | When user is removed from the system   |
| System Problem-Tracking   | When user is removed from the system   |
| <b>Insurance Records</b>  |  |
| <b>Responsibility: <del>Assistant Secretary Treasurer</del> Director of Human Resources</b> |  |
| Incident Reports  | 1 year or until finalized  |
| Claims  | 6 years after claim settled for adults; 2 years after age of majority is reached for individuals under 19 years. |
| Insurance Policies  | Permanent  |
| <b>Payroll Records</b>  |  |
| <b>Responsibility: <del>Assistant Secretary Treasurer</del> Finance Manager</b>             |  |
| Employee payroll register   | 6 years after the year employee leaves district  |
| Employee attendance records   | 6 years after the year employment ceases   |
| Payroll benefits  | 6 years after the year employment ceases   |
| Payroll deductions  | 6 years after the year employment ceases   |
| <b>Purchasing Records</b>   |  |
| <b>Responsibility: Budget Managers</b>  |  |
| Quotations and relative correspondence  | 6 years after the year of creation   |
| Requisitions and purchase orders  | 6 years after the year of creation   |

|  |   |
|--|---|
| Purchasing contracts   | 6 years after the year of creation  |
|  |   |
| <b>Student Records</b>   |   |
| Student Information System Data<br><i>Responsibility: Assistant Superintendent</i>                               | Permanent   |
| Permanent Record Cards<br><i>Responsibility: Schools</i>   | Permanent   |
| Attendance Reports and Registers<br><i>Responsibility: Schools</i>   | Useful life of the record. Absences are summarized on the permanent record. |
| Cross Boundary Attendance Requests<br><i>Responsibility: Director of Instruction</i>                             | 1 year after decision is made about the request                             |
| Provincial Scholarships and District Awards<br><i>Responsibility: Assistant Superintendent</i>                   | 6 years   |
| Senior Secondary School Statement<br><i>Responsibility: Secondary Schools</i>                                    | Permanent   |
| Teachers' student files<br><i>Responsibility: Teacher (selected records transferred to Primary Student File)</i> | 1 year after teacher no longer has student                                  |
| Other student records<br><i>Responsibility: Schools: Yearbooks</i>   | Useful life of the record.  |
|  |   |
| <b>Transportation Data</b><br><i>Responsibility: Transportation Manager</i>                                      |   |
| Student Bus Registration Forms   | 1 year after the year of creation   |
| Transportation Assistance Forms  | 1 year after the year of creation   |
| School Bus Behaviour Report  | 1 year after the year of creation   |
| School Bus videotapes  | 1 year after the year of creation   |