



# School District No.59 (Peace River South)

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## Open Board Meeting Agenda

**Date:** October 24, 2018    1:00 PM

**Place:** School Board Office – Dawson Creek

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

### APPROVAL OF AGENDA

1.    **ITEMS FOR ADOPTION**  
R1.1 – Regular Board Meeting Minutes – September 19, 2018  
R1.2 - Excerpts Closed Meeting – September 19, 2018
2.    **BUSINESS ARISING**
3.    **ESSENTIAL ITEMS**
4.    **OTHER PRESENTATIONS**
5.    **REPORTS FROM THE SUPERINTENDENT OF SCHOOLS**  
R5.1 – School/Student News  
R5.2 - Student Discipline Reports – September 2018  
R5.3 – Class Size & Composition Report  
R5.4 – Montessori Program Review
6.    **REPORTS FROM THE SECRETARY-TREASURER**  
R6.1 – Final Enrolment  
R6.2 – Executive Compensation Disclosure  
R6.3 – SOFI Report  
R6.4 – Restricted Surplus  
R6.5 – Trustee Remuneration  
R6.6 – Chetwynd Proposed School Closure Review Update  
R6.7 – Election Results/Trustee Recognition
7.    **TRUSTEE ITEMS**  
R7.1 – School Review/Closure Process – T. Ziemer  
R7.2 – Crosswalk Safety – A. Smith
8.    **COMMITTEE REPORTS**  
8.1 - Policy Committee
  - 8.1.1 – Policy/Regulation for Circulation:
    - Policy and Regulation 3160: Drugs and Alcohol
    - Policy and Regulation 3180: Smoking and Smoke Free Spaces
  - 8.1.1 – Policy/Regulation for Approval:
    - Policy and Regulation 4075: Diversity and Inclusion
    - Regulation 4370: District Code of Conduct
    - Regulation 6070.2: School Bus Transportation-Authorized Non-Public School Bus Passengers
  - 8.1.3 – Policy/Regulation for Repeal:
    - Policy and Regulation 4080: Learning Services-Inclusion
    - Policy and Regulation 4090: Diversity in the School Community
9.    **DIARY**
10.   **QUESTION PERIOD**
11.   **FUTURE BUSINESS / EVENTS**  
12.1 – Inaugural Board Meeting – November 7, 2018 (11:00 am - Dawson Creek)  
12.2 – Open Board Meeting – November 21, 2018 (Dawson Creek)



# School District No.59 (Peace River South)

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## BOARD OF EDUCATION OF SCHOOL DISTRICT NO.59

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

### Open Session Minutes

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

PLACE: School Board Office – Dawson Creek

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

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

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

Media: A. Cozicar, Dawson Creek Mirror

Called to Order – 1:05 PM

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

### APPROVAL OF AGENDA

Additions: R5.6 Pouce Coupe School Update

Deletions:

(2018-09-005)

MOVED/SECONDED – Ezeard/Smith

THAT, the Regular Meeting agenda be approved as amended.

CARRIED UNANIMOUSLY

## 1.0 ITEMS FOR ADOPTION

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

The Chair asked for any corrections to the minutes.

(2018-09-006)

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

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

(2018-09-007)

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

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

(2018-09-008)

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

## 2.0 BUSINESS ARISING

## 3.0 ESSENTIAL ITEMS

## 4.0 PRESENTATIONS

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

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

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

## 5.0 REPORTS FROM THE SECRETARY TREASURER

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

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

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

(2018-09-009)

MOVED/SECONDED – Hillton/Berringer

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

CARRIED UNANIMOUSLY

#### R5.2 Audit Management Letter

Reviewed under R4.1 – Auditor Presentation.

#### R5.3 Reserve Analysis

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

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

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

The following is a breakdown of District Reserves:

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

Internally Restricted - (contingency) – \$2.237 million

Internally Restricted – (designated) – \$2.626 million

Special Purpose (designated) – \$495,000

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

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

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

#### R5.4 Preliminary Enrolment

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

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

#### R5.5 Chetwynd School Closure

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

The preliminary enrolment is reporting the following elementary school capacity:

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

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

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

Concerns were brought forward:

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

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

(2018-09-010)

MOVED/SECONDED – Ezeard/Powell

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

CARRIED (OPPOSED - Hillton, Smith, Soontiens)

#### R5.6 Pouce Coupe School Update

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

### 6.0 REPORTS FROM THE SUPERINTENDENT OF SCHOOLS

#### R6.1 School/Student News

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

#### R6.2 Student Discipline Report

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

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

A summary report of the last eight years was reviewed.

#### R6.3 Personnel Announcement

The Superintendent announced the following appointments:

Effective August 1, 2018:

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

R6.4 – Staffing Issues:

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

R6.5 Class size and Composition

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

7.0 TRUSTEE ITEMS

R7.1 BCSTA Update – N. Soontiens

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

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

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

8.0 COMMITTEE REPORTS

8.1 Policy Committee

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

(2018-09-011)

MOVED/SECONDED – Hillton/Powell

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

CARRIED UNANIMOUSLY

9.0 DIARY

10.0 NOTICE OF MOTION

11.0 QUESTION PERIOD

A 10-minute question and answer period was held.

12.0 FUTURE BUSINESS

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

ADJOURNMENT

(2018-09-012)

MOVED – Ezeard

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

CARRIED UNANIMOUSLY

CERTIFIED CORRECT:

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(T. Ziemer) Board Chair

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(M. Panoulis) Secretary Treasurer



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

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**MEETING:** Closed Board Meeting  
**DATE:** September 19, 2018 10:45 AM  
**PLACE:** School Board Office – Dawson Creek

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

### Items for Adoption

- Approval of Agenda
- Closed Session Minutes – June 20, 2018
- Special Closed Minutes – July 26, 2018

### Business Arising

#### Trustee Items

Items discussed and reported included:

#### Superintendent's Reports

Items discussed and reported included:

- Personnel

#### Secretary Treasurer's Reports

Items discussed and reported included:

- Property Update

### Future Business

### Adjournment

CERTIFIED CORRECT:

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T. Ziemer, Board Chair

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Melissa Panoulas, Secretary Treasurer





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

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October 15, 2018

**SD59 Peace River South  
September 2018  
Student Discipline Report**

September Suspensions:	
Controlled Substance	2
Fighting	6
Non-Compliance	2
Profanity	4
Safety of Others	10
Theft	1
<b>Total</b>	<b>25</b>

Submitted by:

Mike Readman  
Director of Instruction

**School District 59 Discipline Report**  
**for September, 2018.**

### Legend

**Bullying** <----- suspension category

10/18/2018

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

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

### School and Month

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

Ecole Frank Ross		Bullying		Drugs/ Alcohol		Fighting		Indecent Behav.		Indefinite		Instigat- ing		Non-com- pliance		Profanity		Safety of Others		Tobacco		Theft		Truancy		Vandal- ism		Weapons		Total	
September	2018	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	1	1		
	Totals To Date	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	3	0	0	0	0	0	0	0	0	0	2	3		

[illegible][illegible][illegible]

### School and Month

**suspensions this year ----->**

10/18/2018

[illegible]

# School District 59 Discipline Report for September, 2018.

## Legend

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

10/18/2018

## School and Month

Group Sub Total		Bullying		Drugs/ Alcohol		Fighting		Indecent Behav		Indefinite		Instigat- ing		Non-com- pliance		Profanity		Safety of Others		Tobacco		Theft		Truancy		Vandal- ism		Weapons		Total	
September	2018	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	4	0	0	0	0	0	0	0	0	0	0	4	4
FTEs	Totals To Date	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	7	0	0	0	0	0	0	0	0	0	0	6	7
SchoolType																															
Chetwynd Secondary		Bullying		Drugs/ Alcohol		Fighting		Indecent Behav		Indefinite		Instigat- ing		Non-com- pliance		Profanity		Safety of Others		Tobacco		Theft		Truancy		Vandal- ism		Weapons		Total	
September	2018	0	0	2	6	0	0	0	0	0	0	0	0	0	0	1	3	0	0	0	0	0	0	0	0	0	0	0	0	3	9
	Totals To Date	0	0	2	6	0	0	0	0	0	0	0	0	0	0	1	3	0	0	0	0	0	0	0	0	0	0	0	0	3	9
DCSS-Central Campus		Bullying		Drugs/ Alcohol		Fighting		Indecent Behav		Indefinite		Instigat- ing		Non-com- pliance		Profanity		Safety of Others		Tobacco		Theft		Truancy		Vandal- ism		Weapons		Total	
September	2018	0	0	0	0	2	10	0	0	0	0	0	0	0	0	0	0	5	7	0	0	0	0	0	0	0	0	0	0	7	17
	Totals To Date	0	0	0	0	3	15	2	4	0	0	0	0	0	0	0	0	7	10	0	0	0	0	0	0	0	0	0	0	12	29
DCSS-South Peace Campus		Bullying		Drugs/ Alcohol		Fighting		Indecent Behav		Indefinite		Instigat- ing		Non-com- pliance		Profanity		Safety of Others		Tobacco		Theft		Truancy		Vandal- ism		Weapons		Total	
September	2018	0	0	0	0	4	20	0	0	0	0	0	0	1	3	1	1	0	0	0	0	1	3	0	0	0	0	0	0	7	27
	Totals To Date	0	0	0	0	4	20	0	0	0	0	0	0	1	3	1	1	0	0	3	6	1	3	0	0	0	0	0	0	10	33
Tumbler Ridge Secondary		Bullying		Drugs/ Alcohol		Fighting		Indecent Behav		Indefinite		Instigat- ing		Non-com- pliance		Profanity		Safety of Others		Tobacco		Theft		Truancy		Vandal- ism		Weapons		Total	
September	2018	0	0	0	0	0	0	0	0	0	0	0	0	1	1	2	2	1	1	0	0	0	0	0	0	0	0	0	0	4	4
	Totals To Date	0	0	0	0	0	0	0	0	0	0	0	0	1	1	2	2	1	1	0	0	0	0	0	0	0	0	0	0	4	4
Group Sub Total		Bullying		Drugs/ Alcohol		Fighting		Indecent Behav		Indefinite		Instigat- ing		Non-com- pliance		Profanity		Safety of Others		Tobacco		Theft		Truancy		Vandal- ism		Weapons		Total	
September	2018	0	0	2	6	6	30	0	0	0	0	0	0	2	4	4	6	6	8	0	0	1	3	0	0	0	0	0	0	21	57
FTEs	Totals To Date	0	0	2	6	7	35	2	4	0	0	0	0	2	4	4	6	8	11	3	6	1	3	0	0	0	0	0	0	29	75
SchoolType																															
ALL SCHOOLS SUMMARY		Bullying		Drugs/ Alcohol		Fighting		Indecent Behav		Indefinite		Instigat- ing		Non-com- pliance		Profanity		Safety of Others		Tobacco		Theft		Truancy		Vandal- ism		Weapons		Total	
September	2018	0	0	2	6	6	30	0	0	0	0	0	0	2	4	4	6	10	12	0	0	1	3	0	0	0	0	0	0	25	61
FTEs	Totals To Date	0	0	2	6	7	35	2	4	0	0	0	0	2	4	4	6	14	18	3	6	3	1	0	0	0	0	0	0	35	82



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

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October 2018

To: Board of Education of SD59 (PRS)

From: Candace Clouthier, Superintendent

RE: Report on Class Size and Composition with Remedies

There are seven schools not in compliance with class size and/or composition maximums as describe in LOU # 17. A meeting occurred with the union president of the PRSTA to report on our best efforts to resolve any class size or composition issues. The union president agreed that the district had demonstrated best efforts and that we would be applying remedies in classrooms that were over class size and/or composition maximums:

Note: separate remedies stated are not all 1.0 FTE

### In Summary:

- There are 4 elementary schools not in compliance:
  - In total, 11 teachers are being remedied for composition (19 remedies)
  - In total, 4 teachers are being remedied for class size (1 remedy)
- There are 2 secondary schools not in compliance:
  - In total, 13 teachers are being remedied for composition (21 remedies)
  - In total, 4 teachers are being remedied for class size (4 remedies)

### Details:

#### DCSS Central Campus:

- One cohort (pod) of Grade 9 students were over the maximum class size by 1 student with the following courses affected and with 4 teachers receiving remedy each month:
  - Math 9.1, Science 9.1, English 9.1 and Social Studies 9.1
  - Option classes affected (each 1/3 of the time of the above classes)
    - Health and PE 9.2, Careers and Money Smarts 9.2, Engineering 9.2 and Theatre 9.2

#### DCSS South Peace Campus:

- There are 13 classes in first semester who are over the maximum for class composition with 13 teachers receiving remedy:

- Art 11/12.1: over 3 students
- PE 10-12: over 3 students
- Science 10.6: over 2 students
- Academic Strategies 11/12: over 2 students
- Communications 11.1: over 2 students
- Dance 10-12: over 2 students
- Electronics and Robotics 10-12: over 1 student
- Metal 11/12: over 1 student
- Foods 11-12.5: over 1 student
- Coding/Game Design 11/12: over 1 student
- English 10.1: over 1 student
- Apprenticeship and Workplace Math 11.1: over 1 student
- Science 10.2: over 1 student

Don Titus Montessori Elementary School:

- There are 2 classes that are over the maximum for class composition with 2 teachers receiving a remedy:
  - Grade 4/5: 1 student over
  - Grade 5/6/7: 1 student over

Ecole Frank Ross:

- There are 9 classes that are over the maximum for class size and/or class composition with 5 teachers receiving a remedy:
  - Kindergarten: 1 student over in class size
  - Gr. 6/7: 1 student over in composition
  - Gr. 6/7: 1 student over in composition
  - Prep: 6 prep classes are over in class size and/or composition
    - Gr. 6/7: 1 student over in composition (2 prep teachers)
    - Gr. 6/7: 1 student over in composition (2 prep teachers)
    - K/1: 1 student over in class size (2 prep teachers)

Parkland:

- There are 3 classes that are over the maximum for class size and/or class composition with 3 teachers receiving a remedy:
  - Grade 3 and 4: 2 students over in composition
  - Grade 5/6/7: 1 student over in composition
  - Prep teacher: 2 student over in composition

Tremblay:

- There are 2 classes that are over the maximum for class size and/or class composition with 2 teachers receiving a remedy:

- Grade 5/6: over 1 student in composition
- Grade 6/7: over 1 student in composition

Tumbler Ridge Secondary:

- There are 3 classes that are over the maximum for class size and/or class composition with 3 teachers receiving a remedy:
  - English 9: 1 student over in class size
  - Social Studies 10: 1 student over in class size
  - Science 10: 1 student over in class size



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

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October 16, 2018

School District #59 Trustees

Re: Review Process for Don Titus Montessori Program

### Intent

The intent of the review for Don Titus is to ensure that the Montessori program is operating in accordance with Montessori principles. As a school of choice, with a Montessori program, it is important that the Board of Education have the confidence in supporting and recognizing that the program is authentic and sustainable.

### Process

The process for review of the Montessori program will be as follows:

- Meeting with Principal and district staff to discuss the intent and process of the review;
- A rubric will be developed to measure the Essential Elements of Successful Public Montessori Schools relative to the context of the Don Titus Montessori Program. The following areas would be addressed:
  - Montessori Adults (teachers, EA's, Principal, volunteers etc.);
  - Montessori Learning Environment;
  - Family Engagement;
  - Leadership and Organizational Development;
  - Assessment.
- Meetings with Staff to provide evidence for the elements in the rubric;
- Survey for parents;
- Survey for students if deemed appropriate;
- Gathering of data and information to provide feedback and identify areas for improvement;
- District staff would provide feedback to school staff;
- School staff will create an improvement plan, if advised (could combine with School Growth Plan goals);
- Timelines to be established for progress on the plan for improvement and for future reviews.

Note that this review will be completed by the end of June 2019

Candace Clouthier  
Superintendent



## SD59 2018/19 Final Enrolments(FTE's)

School	Prelim. Budget	Sep-18	Change	Sep-17	Sep-18	Change
Canalta	232.0	240.0	8.0	234.0	240.0	6.0
Chetwynd Sec	271.0	282.3	11.3	269.6	282.3	12.6
Crescent Park	196.0	197.0	1.0	212.0	197.0	(15.0)
Devereaux	109.0	108.0	(1.0)	118.0	108.0	(10.0)
Don Titus	90.0	96.0	6.0	82.0	96.0	14.0
Ecole Frank Ross	456.0	463.0	7.0	432.0	463.0	31.0
Dist.Learn. & Kelly Lk	65.0	79.0	14.0	77.0	79.0	2.0
Little Prairie	206.0	222.0	16.0	200.0	222.0	22.0
McLeod	40.0	38.0	(2.0)	40.0	38.0	(2.0)
Moberly Lake	43.0	44.0	1.0	52.0	44.0	(8.0)
Parkland	52.0	55.0	3.0	48.0	55.0	7.0
Peace View School	24.0	21.0	(3.0)	20.0	21.0	1.0
Pouce Coupe	120.0	129.0	9.0	111.0	129.0	18.0
South Peace Elem	28.0	28.0	0.0	26.0	28.0	2.0
Dawson Creek Secondary	960.0	994.4	34.4	970.4	994.4	24.0
Tremblay	165.0	162.0	(3.0)	176.0	162.0	(14.0)
Tumbler Ridge Elem	231.0	230.0	(1.0)	211.0	230.0	19.0
Tumbler Ridge Sec	155.0	165.6	10.6	162.6	165.6	3.0
Windrem	90.0	85.0	(5.0)	111.0	85.0	(26.0)
District		0.0	0.0	0.0	0.0	0.0
<b>Total FTE</b>	<b>3533.00</b>	<b>3639.25</b>	<b>106.25</b>	<b>3552.63</b>	<b>3639.25</b>	<b>86.63</b>

### SUMMARY:

#### Elementary:

Urban Dawson Creek	1,049.0	1,062.0	13.0	1,054.0	1,062.0	8.0
Rural Dawson Creek (incl.Pouce)	373.0	379.0	6.0	363.0	379.0	16.0
Chetwynd Area	429.0	447.0	18.0	445.0	447.0	2.0
Tumbler Ridge	231.0	230.0	(1.0)	211.0	230.0	19.0
	2,082.0	2,118.0	36.0	2,073.0	2,118.0	45.0

#### Middle/Secondary:

Dawson Creek	960.0	994.4	34.4	970.4	994.4	24.0
Chetwynd	271.0	282.3	11.3	269.6	282.3	12.6
Tumbler Ridge	155.0	165.6	10.6	162.6	165.6	3.0
	1,386.0	1,442.3	56.3	1,402.6	1,442.3	39.6
Distance Learn. & Kelly Lk	65.0	79.0	14.0	77.0	79.0	2.0

## **Public Sector Executive Compensation Disclosure Report 2017/18**

### **School District #59 (Peace River South)**

The Board of Education of School District #59 encourages and adopts practices that enable the district to attract, retain, incent, and reward qualified, high-performing employees, who are critical to the delivery of quality public education programs to students in School District No.59 (Peace River South)

A key component of this approach is the development and maintenance of a framework for executive and exempt staff compensation that is rational, defensible, competitive and able to be effectively administered.

#### **Compensation Philosophy**

The Board's compensation philosophy aligns with the statutory system of exempt staff compensation administration in the K-12 public education sector and the British Columbia Public School Employers' Association (BCPSEA) exempt staff compensation management plan (BCPSEA Policy 95-06, *Compensation and Employment Standards for School District Employees Not Subject to a Collective Agreement*), which is an approved compensation plan under the *Public Sector Employers Act*.

Compensation mandates/direction adopted by the Public Sector Employers' Council (PSEC) from time to time are the official policy of BCPSEA and any adjustments to exempt staff compensation levels must align with the parameters of the prevailing compensation mandate/direction.

The Board's compensation philosophy is based upon a set of principles that guide development, maintenance and decision-making with respect to salary structures and total compensation packages and programs.

At its core is an integrated view of compensation and rewards — not only traditional, quantifiable elements such as salary and benefits (compensation), but also more intangible elements such as career opportunities, learning and career development, work challenge, and supportive culture (rewards). The total rewards compensation program further integrates with plans that establish the board of education's overall education, business, and human resources strategies and objectives to facilitate the attraction and retention of qualified, experienced, motivated and high-potential employees who are committed to the board's overarching goal of delivering a high quality public education experience to BC students.

Inherent in the compensation philosophy are the following core principles:

- **Performance:** The compensation structure and administration of the structure supports and promotes meaningful career growth and development opportunities, and a performance-based (merit) organizational culture.

- Differentiation: Differentiation of compensation is supported where there are differences in the scope of the position within an organization, and/or due to superior individual/team contributions.
- Accountability: Compensation decisions are objective and based upon a clear and well documented rationale that demonstrates the appropriate expenditure of public funds.
- Transparency: The compensation program is designed, managed, administered, and communicated in a manner that ensures the program is clearly understood by employees and the public while protecting individual personal information.

### **Labour Market Comparators**

Key to the compensation philosophy is the need to maintain a meaningful level of competitiveness with the relevant external labour market. Consistent with industry standards, “labour market” is defined in the BCPSEA sectoral exempt compensation management plan (Policy 95-06, *Compensation and Employment Standards for School District Employees Not Subject to a Collective Agreement*) as:

- The recruitment pool for these employees
- The destination sector for these employees.

The following considerations guide articulation of the relevant labour market:

- Degree of recruitment from these jurisdictions/organizations
- Size of the organization, as size drives the span of control and scope of accountability
- Geographic location
- Transferability of skills
- Comparability of qualifications and experience
- Comparability of authority and consequence of error.

For executive and exempt staff positions in the BC K-12 public education sector, the relevant labour market includes:

1. Other BC school districts (primary labour market)
2. Other BC public sector organizations
3. Other Canadian school districts where relevant (to the extent that BC school districts recruit from and lose employees to these jurisdictions, this segment of the labour market is weighted to Alberta and Ontario (and to a lesser extent, Saskatchewan) consistent with the industry-standard definition of labour market)
4. Selected private sector organizations where relevant.

The Board's executive and exempt staff salary structure was developed on a total compensation basis, consistent with governance and technical best practice, as part of the BCPSEA Sectoral Exempt Staff Compensation Review Project conducted with the approval of the PSEC Secretariat. This comprehensive market review ensured development of an executive and exempt staff salary structure for each of the province's 60 public school districts in alignment with each district's relevant comparator labour market and internal organizational structure. This approach includes:

- Consideration of the relevant labour market for compensation comparison purposes.
- Linking pay ranges to neutral, relevant factors (e.g., job content (specific duties/responsibilities), required skill level, required competencies, required qualifications).
- Ensuring appropriate relationships exist between positions in the district's organizational hierarchy.
- Considering the ways in which appropriate organizational and individual performance measures may be linked to the administration of the compensation system.

In balancing external competitiveness with internal equity, the reference point for executive and exempt total compensation is currently the median of the relevant comparator labour market.

The Board's total compensation package for executive/senior management staff is comprised of the following elements.

### **Cash Compensation**

Total cash compensation includes annual base salary and northern allowance.

- **Annual base salary**

Annual base salary is considered in the context of the total compensation package.

- **Northern allowance**

An amount of \$4,000 of the salary paid to the Employee shall be designated as a Northern Residents Travel benefit. This benefit shall be in effect within the guidelines of the Canada Revenue Agency as they exist and are changed by the Canada Revenue Agency from year to year and shall end when the Canada Revenue Agency ends the program. Northern Allowance for regular part-time employees will be pro-rated proportionate to the hours compensated.

## Non-cash Compensation

The non-cash elements of the total compensation package include:

- **Health and welfare benefits**, such as basic medical, extended medical, dental, group life, short-term and long-term disability, employee and family assistance program, etc. consistent with such benefits as offered in the K-12 sector generally.
- **Pension benefits** — executive/senior management employees are enrolled in either the Teachers' Pension Plan or the Municipal Pension Plan.
- **Long Service Recognition** — Continuing employees will be recognized by the Board of Education in progressive service intervals according to the following schedule:
  - 10 years service - presentation of 10 year pin
  - 15 years service - presentation of 15 year pin
  - 20 years service - presentation of 20 year (Silver) pin
  - 25 years service - presentation of 25 year (Gold) pin, Engraved Watch
  - 30 years service - presentation of 30-year (Gold with Ruby) pin, District Cheque of \$350
  - 35 years service - presentation of 35-year (Gold with Ruby & Diamond) pin, District Cheque for \$500
  - 40 years service - presentation of 40 year (Gold with Ruby, Sapphire & Diamond) pin, District Cheque for \$650
- **Retirement Recognition** — Retiring employees will be recognized by the Board of Education in progressive service intervals according to the following schedule:
  - Less than 10 years - presentation of a School District cheque in the amount of \$100, and gift certificate of choice in the amount of \$130.00
  - 10 years or more - presentation of a School District cheque in the amount of \$20/year of service to a maximum of \$500, and gift certificate of choice in the amount of \$130.00

In Addition: Departing District Management and Excluded Staff will be honoured by the Board with the presentation of a departing gift, the value of which will be commensurate with their length of service, in combination with their relationship to the Board.

- **Paid time off**, including an annual vacation entitlement between 15 and 40 days. Pursuant to the *Public Sector Employers Act*, carry forward of unused accumulated vacation is not permitted. If, however, the individual employment contract does allow for carry forward of unused accumulated vacation, then such vacation may be carried forward for one year only and at the end of that year, the unused accumulated vacation must be used in full, paid out, or a combination of the two.

Further, executive/senior management employees receive up to 3 days of paid time off annually, in addition to annual vacation entitlement, in recognition of long and continuous service. These days are subject to the conditions specified below:

Completion of three years of service = one (1) day leave

Completion of four years of service = two (2) days leave

Completion of five years of service = three (3) days leave

These days may not be carried over from one fiscal year to another, and are not eligible to be paid out if unused by the Employee.

## **Compensation Administration**

The Board engages in consistent and ongoing administration of the compensation structure to ensure that reality matches philosophy and that equity is maintained. An ongoing system of compensation review conducted and managed through BCPSEA and the PSEC Secretariat ensures that total compensation levels are benchmarked externally against the appropriate labour market and internally against appropriate job criteria.

The Board works with BCPSEA to obtain information and advice relating to the executive and exempt compensation structures and to ensure alignment with the compensation mandates/directions established by PSEC.

### **▪ Annual base salary administration**

The salary structure for executive and exempt positions is based on placement at the appropriate salary range in the structure reflective of labour market competitiveness and internal equity. Placement and progression through the salary range is dependent upon competency growth and performance. The maximum of the salary range typically represents the job rate for the position, defined as the salary that should be paid to an incumbent who has established him/herself as meeting all the goals and expectations of the position in a fully satisfactory manner. New hires are generally not placed at the job rate on commencement of employment, although due to the key leadership roles and responsibilities, such individuals are generally recruited at a highly competent level and are often placed at the mid- to maximum point in the salary range reflective of the required competence, qualifications, and experience.

The decision whether to grant a salary increase to the position of Superintendent only is at the sole discretion of the Board and is the only executive/exempt position for which BCPSEA approval of a compensation increase is not required. In determining whether a salary increase is warranted, the Board considers such factors as performance, competence, external competitiveness, and internal equity including the maintenance of appropriate salary differentials through the organization. The Board typically utilizes market compensation data and salary/compensation structures developed by BCPSEA for this position as well as all other positions in the exempt staff structure. Potential increases are considered within the Board's overall compensation budget.

## Accountability

Underlying the Board's compensation philosophy and approach is the understanding that legal and regulatory mandates are considered a baseline for implementing any compensation plan or practice. Compensation administration in the K-12 public education sector currently operates within the following context:

- the *Public Sector Employers Act*, which establishes the legislative policy framework for exempt staff compensation administration in the public sector
- the BCPSEA exempt staff compensation management plan (Policy 95-06, *Compensation and Employment Standards for School District Employees Not Subject to a Collective Agreement*), which is an approved compensation plan under the *Public Sector Employers Act*.
- Compensation mandates/direction adopted by the Public Sector Employers' Council from time to time. Any adjustments to exempt staff compensation levels must align with the parameters of the prevailing PSEC compensation mandate/direction.

Under the current compensation administration system in the K-12 sector:

- the Board of Education is solely responsible for the establishment and maintenance of compensation levels for the position of Superintendent of Schools. As elected school trustees, the Board is accountable to its public and therefore ensures that it adheres to proper human resources practices including statutory requirements with respect to executive and exempt staff compensation.
- proposed compensation adjustments for all other executive and exempt positions in the district must be reviewed and approved by BCPSEA prior to implementation.

### Summary Compensation Table at FISCAL, 2018

Name and Position	Salary	Holdback/Bonus/ Incentive Plan Compensation	Benefits	Pension	All Other Compensation (expanded below)	2017/2018 Total Compensation	Previous Two Years Totals Total Compensation	
							2016/2017	2015/2016
Leslie Lambie, Superintendent of Schools	\$ 171,553	-	\$ 5,848	\$ 23,523	-	\$ 200,924	\$ 185,610	\$ 168,982
Candace Clouthier, Assistant Superintendent	\$ 144,328	-	\$ 7,394	\$ 19,779	-	\$ 171,501	\$ 161,326	
Christy Fennell, Director of Instruction	\$ 130,170	-	\$ 5,850	\$ 17,907	-	\$ 153,927	\$ 150,039	
Mike Readman, Director of Instruction	\$ 128,436		\$ 7,523	\$ 17,684		\$ 153,643		
Melissa Panoulis, Secretary Treasurer	\$ 120,788	-	\$ 10,302	\$ 12,055	\$ 6,528	\$ 149,673	\$ 43,688	

### Summary Compensation Table at FISCAL, 2018

Name And Position	All Other Compensation	Severance	Vacation payout	Leave payout	Vehicle / Transportation Allowance	Perquisites / other Allowances	Other
Leslie Lambie, Superintendent of Schools	-	-	-	-	-	-	-
Candace Clouthier, Assistant Superintendent	-	-	-	-	-	-	-
Christy Fennell, Director of Instruction	-	-	-	-	-	-	-
Mike Readman, Director of Instruction							
Melissa Panoulis, Secretary Treasurer	\$ 6,528	-	\$ 6,528	-	-	-	-



### Notes

Leslie Lambie, Superintendent of Schools	
Candace Clouthier, Assistant Superintendent	
Christy Fennell, Director of Instruction	
Mike Readman, Director of Instruction	
Melissa Panoulis, Secretary Treasurer	Partial year compensation, on continued maternity leave July 1, 2017 to September 4, 2017.



Ministry  
of Education

## SCHOOL DISTRICT STATEMENT OF FINANCIAL INFORMATION (SOFI)

6049

SCHOOL DISTRICT NUMBER	NAME OF SCHOOL DISTRICT	YEAR
59	PEACE RIVER SOUTH	2018
OFFICE LOCATION(S)		TELEPHONE NUMBER
11600 - 7TH STREET		250-782-8571
MAILING ADDRESS		
11600 - 7TH STREET		
CITY	PROVINCE	POSTAL CODE
DAWSON CREEK	BC	V1G 4R8
NAME OF SUPERINTENDENT		TELEPHONE NUMBER
CANDACE CLOUTHIER		250-782-8571
NAME OF SECRETARY TREASURER		TELEPHONE NUMBER
MELISSA PANOULIAS		250-782-8571
DECLARATION AND SIGNATURES		

We, the undersigned, certify that the attached is a correct and true copy of the Statement of Financial Information for the year ended  
June 30, 2018

for School District No. 59 as required under Section 2 of the Financial Information Act.

SIGNATURE OF CHAIRPERSON OF THE BOARD OF EDUCATION	DATE SIGNED
	Oct 24/18
SIGNATURE OF SUPERINTENDENT	DATE SIGNED
	Oct. 24/18
SIGNATURE OF SECRETARY TREASURER	DATE SIGNED
	Oct 24/18

**School District  
Statement of Financial Information (SOFI)**

**School District No. 59 PEACE RIVER SOUTH**

**Fiscal Year Ended June 30,2018**

**TABLE OF CONTENTS**

Documents are arranged in the following order:

1. Approval of Statement of Financial Information
2. Financial Information Act Submission Checklist
3. Management Report
4. Audited Financial Statements
5. Schedule of Debt
6. Schedule of Guarantee and Indemnity Agreements
7. Schedule of Remuneration and Expenses including:
  - Statement of Severance Agreements
  - Reconciliation or explanation of differences to Audited Financial Statements
8. Schedule of Payments for the Provision of Goods and Services including:
  - Reconciliation or explanation of differences to Audited Financial Statements

## Statement of Financial Information for Year Ended June 30, 2018

### Financial Information Act-Submission Checklist

	<i>Due Date</i>
a) <input type="checkbox"/> A statement of assets and liabilities (audited financial statements).	<i>September 30</i>
b) <input type="checkbox"/> An operational statement including, i) a Statement of Income and ii) a Statement of Changes in Financial Position, or, if omitted, an explanation in the Notes to Financial Statements (audited financial statements)	<i>September 30</i>
c) <input type="checkbox"/> A schedule of debts (audited financial statements).	<i>September 30</i>
d) <input type="checkbox"/> A schedule of guarantee and indemnity agreements including the names of the entities involved and the amount of money involved. (Note: Nil schedules can be submitted December 31).	<i>September 30</i>
e) A schedule of remuneration and expenses, including:	<i>December 31</i>
<input type="checkbox"/> i) an alphabetical list of employees earning over \$75,000, the total amount of expenses paid to or on behalf of each employee for the year reported and a consolidated total for employees earning under \$75,000. If the total wages and expenses differs from the audited financial statements, an explanation is required.	
<input type="checkbox"/> ii) a list by name and position of Board Members with the amount of any salary and expenses paid to or on behalf of the member	
<input type="checkbox"/> iii) the number of severance agreements started during the fiscal year and the range of months' pay covered by the agreement, in respect of excluded employees. If there are no agreements to report, an explanation is required	
f) <input type="checkbox"/> An alphabetical list of suppliers receiving over \$25,000 and a consolidated total for those suppliers receiving less than \$25,000. If the total differs from the Audited Financial Statements, an explanation is required.	<i>December 31</i>
g) <input type="checkbox"/> Approval of Statement of Financial Information.	<i>December 31</i>
h) <input type="checkbox"/> A management report approved by the Chief Financial Officer	<i>December 31</i>

School District 59 (Peace River South)

**School District  
Statement of Financial Information (SOFI)**

**School District No. 59 (PEACE RIVER SOUTH)**

**Fiscal Year Ended June 30, 2018**

**MANAGEMENT REPORT**

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with Canadian generally accepted accounting principles and the integrity and objectivity of these statements are management's responsibility.

Management is also responsible for all other schedules of financial information and for ensuring this information is consistent, where appropriate, with the information contained in the financial statements and for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Board of Education is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and for approving the financial information included in the Statement of Financial Information.

The external auditors, **Sander Rose Bone Grindle LLP**, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements as required by the *School Act*. Their examination does not relate to the other schedules of financial information required by the *Financial Information Act*. Their examination includes a review and evaluation of the board's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly.

On behalf of School District



Candace Clouthier, Superintendent

Date: Oct 24/18



Melissa Panoulis, Secretary Treasurer

Date: Oct 24/18

Prepared as required by *Financial Information Regulation*, Schedule 1, section 9

**School District  
Statement of Financial Information (SOFI)**

**School District No. 59 (PEACE RIVER SOUTH)**

**Fiscal Year Ended June 30,2018**

**SCHEDULE OF DEBT**

Information on all long term debt is included in the School District Audited Financial Statements.

Prepared as required by *Financial Information Regulation*, Schedule 1, section 4

**School District  
Statement of Financial Information (SOFI)**

**School District No. 59 (PEACE RIVER SOUTH)**

**Fiscal Year Ended June 30, 2018**

**SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS**

School District No.59 (Peace River South) has not given any guarantee or indemnity under the Guarantees and Indemnities Regulation.

Prepared as required by *Financial Information Regulation*, Schedule 1, section 5

**School District  
Statement of Financial Information (SOFI)**

**School District No 59 (PEACE RIVER SOUTH)**

**Fiscal Year Ended June 30,2018**

**SCHEDULE OF REMUNERATION AND EXPENSES**

	<b>Total Remuneration</b>	<b>Total Expenses</b>
<b><u>Elected Officials</u></b>		
A	\$107,549.76	\$ 21,745.08
B		
Z		
<b>Total Elected Officials</b>	<b>\$107,549.76</b>	<b>\$ 21,745.08</b>
<b><u>Detailed Employees Exceeding \$75,000</u></b>		
A	\$15580250.50	\$295107.60
B		
Z		
<b>Total Detailed Employees Exceeding \$75,000</b>	<b>15,580,250.50</b>	<b>295,107.60</b>
<b>Total Employees Equal to or Less Than \$75,000</b>	<b>16,957,245.31</b>	<b>239,868.11</b>
<b>Consolidated Total</b>	<b>\$32,537,495.81</b>	<b>\$ 534,975.71</b>
<b>Total Employer Premium for Canada Pension Plan and Employment Insurance</b>		<b>\$1,662,068.25</b>

Prepared as required by Financial Information Regulation, Schedule 1, section 6



**School District  
Statement of Financial Information (SOFI)**

**School District No. 59 (PEACE RIVER SOUTH)**

**Fiscal Year Ended June 30, 2018**

**STATEMENT OF SEVERANCE AGREEMENTS**

There were no severance agreements made between School District No. 59 (Peace River South) and its non-unionized employees during fiscal year 2018.

Prepared as required by *Financial Information Regulation*, Schedule 1, subsection 6(7)

**School District  
Statement of Financial Information (SOFI)**

**School District No. 59 (PEACE RIVER SOUTH)**

**Fiscal Year Ended June 30, 2018**

**SCHEDULE OF PAYMENTS MADE FOR THE PROVISION OF GOODS AND SERVICES**

<b>Name of Individual, Firm or Corporation</b>	<b>Total Amount Paid During Fiscal Year</b>
A	\$27,611,082.09
B	
Z	
	<hr/>
<b>Total (Suppliers with payments exceeding \$25,000)</b>	27,611,082.09
<b>Total (Suppliers where payments are \$25,000 or less)</b>	<hr/> 2,016,996.84
<b>Consolidated Total</b>	<hr/> <b>\$29,628,078.93</b> <hr/>

Prepared as required by Financial Information Regulation, Schedule 1, section 7

**STATEMENT OF FINANCIAL INFORMATION**  
**SCHOOL DISTRICT NO. 59 (PEACE RIVER SOUTH)**  
**EXPLANATION OF DIFFERENCES TO AUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2018**

The salaries paid to employees as well as the payments disbursed to suppliers for goods and services and employee benefit premiums are disclosed on the audited financial statements as expenses, net revenues, capitalized costs or changes in accounts payable and receivable.

The differences between the audited financial statements and the combined totals of the Schedule of Remuneration and Expenses and the Schedule of Payments made for the Provision of Goods and Services are primarily as follows.

- Vendor payments include the employee portion of benefits and statutory deductions but they are not included in the Schedule of Revenue and Expenses.
- Vendor payments and remuneration do not include accruals made at year end for certain supplier costs and future employee benefits.
- Vendor payments reflect the full payment of GST, whereas the expense reflect the GST net amount.
- Vendor payments include capital costs.

**SCHOOL DISTRICT #59-PEACE RIVER SOUTH  
STATEMENT OF FINANCIAL INFORMATION**

**A. LIST OF SUPPLIERS WHERE PAYMENTS  
EXCEED \$25,000.00**

<b>SUPPLIER NAME</b>	<b>EXPENDITURE</b>
APOLLO SHEET METAL LTD.	\$ 40,224.80
APPLE CANADA INC. C3120	\$ 308,322.27
ARI FINANCIAL SERVICES	\$ 94,368.09
B C HYDRO	\$ 480,013.74
B C PRINCIPALS' AND VICE	\$ 33,895.59
B C SCHOOL TRUSTEES'	\$ 32,826.16
B C T F SALARY INDEMNITY	\$ 263,321.65
B C TEACHERS' FEDERATION	\$ 308,496.48
BARTLE & GIBSON CO. LTD.	\$ 60,493.91
BC FIRE SAFE PROTECTION	\$ 41,226.44
BREATHE EASY DUCT CLEANING LTD	\$ 45,885.00
BRITCO BOXX LP	\$ 302,862.43
BROWNS' CHEVROLET	\$ 28,687.67
CITY OF DAWSON CREEK	\$ 97,117.71
CLC CONCRETE CONTRACTING LTD.	\$ 25,095.00
CLIMATE ACTION SECRETARIAT	\$ 67,488.75
CUPE LOCAL 4992	\$ 33,377.36
D G MACLACHLAN LTD.	\$ 28,944.31
D M HENDERSON ROOFING LTD.	\$ 693,715.63
DAWSON CO-OPERATIVE UNION	\$ 585,414.67
DAWSON CREEK CO-OP	\$ 69,396.69
DIG IT BOBCAT SERVICE	\$ 35,400.75
E B HORSMAN & SON	\$ 80,993.69
EMCO CORPORATION	\$ 74,758.10
EXCEPTIONAL EQUINE	\$ 32,282.25
FALCON ENGINEERING LTD.	\$ 133,404.59
FORCE ENGINEERING GROUP INC.	\$ 28,197.75
FORTISBC - NATURAL GAS	\$ 72,519.96
FOURNIER, BEV	\$ 112,500.23
GAMEDAY SPORT SERVICES INC.	\$ 126,606.40
GEAR O RAMA SUPPLY LTD.	\$ 25,255.47
GENERAL SECRETARY	\$ 72,169.72
GERDA'S JANITORIAL	\$ 51,660.00
GRAND & TOY	\$ 104,450.15
GREAT - WEST LIFE ASSURANCE CO	\$ 121,049.20
GREEN ROOTS PLAY EQUIPMENT INC	\$ 27,860.83
HEGGE CONSTRUCTION LTD	\$ 214,446.76
HENDERSON RECREATION	\$ 27,266.71
HERTZ EQUIPMENT RENTAL	\$ 32,363.34

**SCHOOL DISTRICT #59-PEACE RIVER SOUTH  
STATEMENT OF FINANCIAL INFORMATION**

**A. LIST OF SUPPLIERS WHERE PAYMENTS  
EXCEED \$25,000.00**

<b>SUPPLIER NAME</b>	<b>EXPENDITURE</b>
HI-TECH BUSINESS SYSTEMS LTD.	\$ 36,657.97
HUMPHRIES, DEBORAH	\$ 28,687.50
INLAND AUTO CENTRE LTD.	\$ 76,645.53
INLAND CONTROL & SERVICES INC	\$ 150,499.90
LANCASHIRE DISTRIBUTION	\$ 58,744.53
LEES, GRAHAM	\$ 30,843.75
MORNEAU SHEPELL LTD.	\$ 40,161.02
MUNICIPAL PENSION PLAN	\$ 1,584,893.86
NELSON EDUCATION LTD.	\$ 91,442.37
NORTHERN COMPUTER	\$ 41,826.46
NORTHERN JANITORIAL SUPPLY	\$ 53,345.89
NORTHERN LIGHTS COLLEGE	\$ 124,170.82
NORTHERN METALIC SALES LTD.	\$ 61,948.13
P C L N CONTRACTING LTD.	\$ 28,277.55
P R S T A	\$ 112,980.47
P R S T A PROFESSIONAL	\$ 120,000.00
PACIFIC BLUE CROSS	\$ 475,173.09
PACIFIC NORTHERN GAS (N.E.) L	\$ 281,913.71
PAT'S AUTO SUPPLY (BC) LTD	\$ 28,932.66
PEACE RIVER BUILDING PRODUCTS	\$ 31,495.27
PEACE RIVER SOUTH PRINCIPALS'	\$ 34,606.42
PEACE WAPITI SCHOOL	\$ 216,324.86
PEBT IN TRUST	\$ 583,005.47
PETERS BROS CONSTRUCTION LTD.	\$ 442,344.94
POWERSCHOOL CANADA ULC	\$ 150,869.04
PRAIRIECOAST EQUIPMENT INC.	\$ 36,236.48
RECEIVER GENERAL	\$ 8,185,054.09
RENTCO EQUIPMENT (BC) LTD	\$ 38,156.56
REVENUE SERVICES OF BC	\$ 483,300.00
RICOH CANADA INC.	\$ 41,429.66
SCHOOL SPECIALTY CANADA	\$ 35,656.95
SCHOOLHOUSE PRODUCTS INC.	\$ 137,788.07
SELMAR HOLDINGS LTD	\$ 26,488.00
SIMON FRASER UNIVERSITY	\$ 46,500.00
SOFTCHOICE LP	\$ 53,264.93
SOFTWARE EMPORIUM INC.	\$ 36,103.68
SOUTHALL, MARGO	\$ 37,957.38
SPECTRUM GLASS INC.	\$ 40,451.21
STANDARD BUS CONTRACTING	\$ 828,051.62

**SCHOOL DISTRICT #59-PEACE RIVER SOUTH  
STATEMENT OF FINANCIAL INFORMATION**

**A. LIST OF SUPPLIERS WHERE PAYMENTS  
EXCEED \$25,000.00**

<b>SUPPLIER NAME</b>	<b>EXPENDITURE</b>
STEP UP 'N' RIDE SOCIETY	\$ 65,330.00
SWING TIME DISTRIBUTORS	\$ 74,672.64
TD US VISA	\$ 542,103.43
TEACHERS PENSION PLAN	\$ 5,168,964.60
TEAMSTERS LOCAL UNION NO. 31	\$ 52,343.00
TELUS	\$ 32,763.85
TELUS	\$ 50,816.80
TIGER OFFICE PLUS	\$ 52,151.56
TYCO INTEGRATED FIRE & SECURITY	\$ 35,102.24
WASTE MANAGEMENT OF CANADA	\$ 175,276.08
WESCLEAN EDMONTON	\$ 124,816.02
WESTERN CANADA IC BUS INC	\$ 261,750.72
WINDSOR PLYWOOD	\$ 39,584.34
WOLSELEY CANADA INC.	\$ 58,663.50
WORKSAFE BC	\$ 191,874.11
WRIGHT'S	\$ 46,088.25
ZWICK'S PLUMBING & HEATING	\$ 712,190.86
<b>TOTAL FOR SUPPLIERS WHERE PAYMENTS EXCEED \$25,000.00</b>	<b>\$ 27,611,082.09</b>

**B. SUPPLIERS PAID \$25,000.00 OR LESS**

Total amount paid to suppliers where the amount  
paid to each supplier was \$25,000.00 or less: **\$ 2,016,996.84**

**SCHOOL DISTRICT #59-PEACE RIVER SOUTH  
STATEMENT OF FINANCIAL INFORMATION**

**A. LIST OF ELECTED OFFICIALS**

<b>NAME</b>	<b>POSITION</b>	<b>REMUNERATION</b>	<b>EXPENSES</b>
BERRINGER, SHERRY M	TRUSTEE	\$ 14,935.68	\$ 7,785.44
EZEARD, WAYNE	TRUSTEE	\$ 14,935.68	\$ -
HILLTON, CRYSTAL	TRUSTEE	\$ 15,935.64	\$ 3,009.86
POWELL, RICHARD	TRUSTEE	\$ 14,935.68	\$ -
SMITH, ANDREA	TRUSTEE	\$ 14,935.68	\$ 2,111.28
SOONTIENS, NICOLE M	TRUSTEE	\$ 14,935.68	\$ 4,446.10
ZIEMER, TAMARA A.	TRUSTEE	\$ 16,935.72	\$ 4,392.40
<b>TOTAL FOR ELECTED OFFICIALS</b>		<b>\$ 107,549.76</b>	<b>\$ 21,745.08</b>

**SCHOOL DISTRICT #59-PEACE RIVER SOUTH**  
**STATEMENT OF FINANCIAL INFORMATION**

**A. LIST OF EMPLOYEES WHOSE REMUNERATION  
EXCEEDS \$75,000.00**

NAME	REMUNERATION	EXPENSES
ASSIGBE, GILLES K	\$ 164,091.70	\$ -
BASSENDOWSKI, DIANNE M	\$ 84,452.86	\$ 5,353.63
BELSKI, DONALD P	\$ 76,159.54	\$ 477.07
BERTRAND, CRISTAL M	\$ 75,553.24	\$ -
BETHUNE, JOSIANE	\$ 91,230.68	\$ -
BILLARD, DENISE	\$ 83,642.61	\$ 227.36
BOOKER, BRAD	\$ 113,596.12	\$ 2,789.87
BOUGEROLLE, JODY D	\$ 85,283.83	\$ 1,648.77
BOWIE, SHERYL D	\$ 84,891.86	\$ 88.56
BROWN, CAROLINE K.L.	\$ 84,605.59	\$ -
BUTLER, AMANDA	\$ 90,910.54	\$ 1,105.00
CARON, SABRINA BREA	\$ 86,176.16	\$ 239.97
CHISHOLM, PAUL E	\$ 124,953.12	\$ 7,964.92
CHMELYK, DANNY	\$ 79,440.51	\$ -
CHMELYK, DONNA M	\$ 76,336.81	\$ 1,455.48
CHMELYK, NIKKI L	\$ 75,553.30	\$ -
CHRISTENSON, FLORA A	\$ 91,859.16	\$ 1,093.14
CLARK, KARINE	\$ 82,833.85	\$ 578.97
CLOUTHIER, CANDACE L.	\$ 144,327.93	\$ 16,314.06
CONNELLY, ANGELA L	\$ 85,483.01	\$ 3,365.95
COOK, HARMINA	\$ 84,234.34	\$ -
CORK, CHRISTINE M	\$ 75,176.59	\$ 353.27
CUNNINGHAM, HOLLY M	\$ 96,445.55	\$ -
DAMAS, JEAN-LUC	\$ 90,910.58	\$ -
DAYRINGER, CINDY A	\$ 94,606.05	\$ 6,529.91
DEAN-BROUGHTON, SHERI	\$ 85,189.34	\$ -
DEELEY, MARK	\$ 91,150.19	\$ 1,013.22
DELAWSKY, SHANNON K.	\$ 94,426.50	\$ 527.56
DEMEULEMEESTER, SHANNON	\$ 75,780.38	\$ 687.75
DIXIE, SUSAN M	\$ 94,152.69	\$ 648.92
DUECK, JOANNE R	\$ 112,508.91	\$ 116.38
DUNCAN, ANNELI	\$ 112,506.71	\$ 5,440.71
DUTKA, DANYELL	\$ 112,508.94	\$ 1,126.15
DYCK, CARL	\$ 79,280.24	\$ 398.39
EAGLES, JONATHAN E	\$ 80,412.64	\$ 4,811.96
EAGLES, JUDY C	\$ 116,798.53	\$ 1,983.16
EDWARDS, KAREN L	\$ 92,641.97	\$ 2,311.14
ELLIOTT, RENEE	\$ 112,934.69	\$ 505.77
EVANS, PETER GLENN	\$ 96,077.77	\$ 12,381.17



**SCHOOL DISTRICT #59-PEACE RIVER SOUTH  
STATEMENT OF FINANCIAL INFORMATION**

**A. LIST OF EMPLOYEES WHOSE REMUNERATION  
EXCEEDS \$75,000.00**

NAME	REMUNERATION	EXPENSES
FAULKNER, BRITTANY S	\$ 107,436.67	\$ 8,377.44
FENNELL, CHRISTY L	\$ 130,170.35	\$ 12,612.50
FERGUSON, DANIEL R	\$ 84,605.60	\$ 880.68
FERGUSON, KIMBERLY E	\$ 116,798.54	\$ 4,139.56
FIEBER, DONNA M	\$ 80,572.98	\$ -
FITZPATRICK, ADELAIDE E	\$ 76,337.02	\$ 14.45
FLEWELLING, MERRILL	\$ 93,547.88	\$ 1,392.54
FODOR, BENO	\$ 90,196.31	\$ 2,730.75
FOX, JENNIFER A	\$ 91,722.62	\$ 981.88
FRASER, KAREN	\$ 90,922.59	\$ -
FREDERICKSON, KAREN L	\$ 93,643.70	\$ 3,443.94
GRAFF, KATHRINE A	\$ 91,445.00	\$ 320.39
GRAHAM, SHANON	\$ 85,477.42	\$ 286.69
GREEK, RICHELLE M	\$ 95,555.95	\$ 5,341.64
GRUNTMAN, STACIE T.K.	\$ 83,805.27	\$ 133.92
HARFORD, PETER M	\$ 78,496.70	\$ -
HARMAN, PAMELA	\$ 83,515.53	\$ -
HARPER, AARON M	\$ 90,377.49	\$ 1,864.35
HARRIS, LAURA J	\$ 82,616.98	\$ -
HAZELWOOD, NANCY	\$ 102,526.79	\$ 3,853.71
HENRY, SHARELYN R	\$ 106,265.24	\$ 2,063.16
HENRY, SHAUN	\$ 106,484.81	\$ 1,021.48
HERVE, WILFRED J	\$ 85,483.06	\$ -
HIEBERT, JENNIFER L	\$ 84,693.30	\$ 251.63
HODGINS, DONNA	\$ 90,910.65	\$ 3,906.37
HOLLAND, CATHY	\$ 90,910.61	\$ 7,488.49
HORTON, CHRIS	\$ 109,023.59	\$ 4,805.31
HUNTER, SHARILYN	\$ 84,605.65	\$ 6,905.74
JAEGER, NICOLE	\$ 75,553.26	\$ -
JAMES, KIRK D	\$ 84,007.35	\$ 87.00
JENSEN, HEATHER A	\$ 76,630.57	\$ 290.79
KAULBACH, CHANDRA C	\$ 89,211.05	\$ -
KELLY-BRATT, JOY	\$ 90,085.79	\$ 381.22
KENNEDY, JENNIFER	\$ 84,599.85	\$ 41.52
KLEIN, JACQUELYN	\$ 90,945.21	\$ 88.04
KNUTSEN, LINDA	\$ 89,150.26	\$ 1,061.67
KOTYLAK, DIXIE	\$ 84,787.70	\$ 79.59
KURJATA, JOSHUA D	\$ 102,690.57	\$ 1,984.89
LAFOREST, MYRIAM	\$ 75,171.37	\$ 148.82

**SCHOOL DISTRICT #59-PEACE RIVER SOUTH  
STATEMENT OF FINANCIAL INFORMATION**

**A. LIST OF EMPLOYEES WHOSE REMUNERATION  
EXCEEDS \$75,000.00**

NAME	REMUNERATION	EXPENSES
LAJEUNESSE, PHILIP	\$ 78,743.99	\$ 760.00
LAMBIE, LESLIE L	\$ 171,553.20	\$ 4,918.45
LANGMUIR, GAYLA M	\$ 92,630.94	\$ 4,046.66
LAUZE, MARIA M	\$ 82,912.39	\$ 2,000.00
LAZINCHUK, BRENDA	\$ 76,274.46	\$ 57.24
LEKSTROM, JEFFREY	\$ 85,344.62	\$ 31.32
LEROUX, CATHARINE A	\$ 99,085.27	\$ 1,374.76
LEUZE, BARBARA E	\$ 75,553.26	\$ 177.60
LINDGREN, MATTHEW	\$ 86,122.99	\$ 1,259.39
LINDSTROM, DIANA R.	\$ 121,531.45	\$ 589.89
LIVELY, CATHERINE A	\$ 84,605.60	\$ 693.18
LOFVENDAHL, MARK	\$ 85,483.08	\$ 2,509.15
LONCAN, TANYA M	\$ 81,564.87	\$ 118.33
LONGLEY, DEBORAH E.	\$ 81,321.64	\$ 501.84
LOVELL, SUSAN M.	\$ 84,599.96	\$ 1,362.32
LOWE, DIANNE M	\$ 84,183.69	\$ -
MARSHALL, CLINT	\$ 87,270.36	\$ 20.00
MASON, CHRISTOPHER B.	\$ 121,531.44	\$ 1,074.42
MASON, LAURI I.	\$ 116,798.58	\$ 2,895.06
MATHIAS, STEWART	\$ 76,857.14	\$ 125.00
MAWHINNEY, ESTHER J.	\$ 92,325.23	\$ -
MCDONALD, NEIL J	\$ 85,483.00	\$ 149.09
MCGUIRE, RYAN J	\$ 87,703.35	\$ 5,614.26
MCINNIS, HEATHER D	\$ 84,707.23	\$ -
MCINTYRE, KELLY A	\$ 90,914.51	\$ -
MCINTYRE, WANDA	\$ 109,906.58	\$ 1,448.00
MCKECHNIE, JAMES	\$ 85,496.75	\$ 285.29
MCKEE, HEATHER	\$ 90,333.11	\$ 22.00
MCKEEN, DAVID	\$ 76,728.62	\$ -
MCKEEN, DIANE	\$ 86,310.61	\$ 1,320.86
MCKINLEY, MARGOT R	\$ 114,987.21	\$ 7,407.35
MCKINNEY, KELLY L.	\$ 90,910.56	\$ 2,752.78
MCLEAN, COLIN	\$ 84,084.70	\$ 37.44
MCLEOD, IAN G	\$ 77,654.90	\$ 690.00
MOELLER, MARK H.	\$ 102,931.62	\$ 135.05
MORGRET, CHRISTINA E	\$ 90,910.60	\$ -
MUNCH, CHRISTI M	\$ 102,553.10	\$ 4,763.11
NEWMAN, DAUN	\$ 109,307.24	\$ 2,597.83
NOH, HAEOUNG H	\$ 85,921.72	\$ 695.53

**SCHOOL DISTRICT #59-PEACE RIVER SOUTH  
STATEMENT OF FINANCIAL INFORMATION**

**A. LIST OF EMPLOYEES WHOSE REMUNERATION  
EXCEEDS \$75,000.00**

NAME	REMUNERATION	EXPENSES
NORBURY, LINDSEY	\$ 78,110.29	\$ 1,393.65
O'CONNELL, GENEVA L	\$ 85,206.93	\$ -
PANOULIAS, MELISSA M	\$ 127,316.21	\$ 10,203.84
PARKER, STEPHANIE	\$ 85,119.02	\$ -
PARKS, MELISSA D	\$ 78,507.11	\$ 661.45
PARR, K. RANDY	\$ 86,739.11	\$ -
PAYNE, RICHARD	\$ 91,381.98	\$ 420.75
PERCY, CYNTHIA	\$ 104,512.28	\$ 2,140.40
PETERSON, LORI J	\$ 75,466.75	\$ 286.46
PLUMMER, CAMMY-JO	\$ 82,365.53	\$ 59.60
POWELL, MELINDA	\$ 84,599.90	\$ 537.86
POWER, GLENDA	\$ 85,132.01	\$ -
PROULX, JAN A	\$ 120,554.59	\$ 7,644.92
READ, TRENTON J	\$ 85,038.67	\$ 2,000.00
READMAN, MICHAEL	\$ 128,436.16	\$ 8,484.21
REID, HEATHER	\$ 88,819.46	\$ -
RICHARDSON, JUDY	\$ 88,758.93	\$ 24.38
RICHER, ORYCIA E	\$ 89,330.59	\$ 224.12
RIVARD, EMILY M	\$ 95,693.21	\$ 672.26
ROBERTS, AMANDA S	\$ 121,062.02	\$ 2,318.47
ROBERTS, SHAWN M	\$ 84,605.54	\$ 1,565.16
ROBERTSON, LEANNE	\$ 79,248.76	\$ 680.16
RODRIGUE, ANDRE M	\$ 84,600.00	\$ 2,000.00
RORISON, CHARLEA K	\$ 84,286.07	\$ 6,080.45
ROSE, KRISTY L	\$ 81,470.53	\$ 215.49
ROSZMANN, GLENN F	\$ 90,910.65	\$ 4,543.04
RUITER, GYSBERT A	\$ 91,242.05	\$ 1,694.12
RUITER, RACHELLE J.F.	\$ 85,630.42	\$ 1,182.33
SHERK, ANN MARIE	\$ 83,400.45	\$ 681.18
SIEBER, ERICA	\$ 90,939.59	\$ 669.60
SIMLIK, WADE	\$ 112,907.17	\$ 1,969.91
SIMPSON, REVA L.	\$ 75,559.98	\$ -
SMITH, KAREN R.	\$ 94,606.06	\$ 148.72
SMITH, TREVOR A	\$ 83,315.27	\$ 1,287.59
SUTHERLAND, JENNIFER	\$ 112,246.11	\$ 3,414.47
TARKINGTON, ANDREA	\$ 75,400.49	\$ 81.28
THEDE, MELISSA M	\$ 84,183.74	\$ 257.43
TOBIN, JULIE	\$ 84,605.57	\$ 911.07
TOWER, ASHLEY C	\$ 85,017.14	\$ 1,713.83

**SCHOOL DISTRICT #59-PEACE RIVER SOUTH  
STATEMENT OF FINANCIAL INFORMATION**

**A. LIST OF EMPLOYEES WHOSE REMUNERATION  
EXCEEDS \$75,000.00**

<b>NAME</b>	<b>REMUNERATION</b>	<b>EXPENSES</b>
TROTTIER, SHAWNESE L	\$ 121,531.44	\$ -
TURNBULL, RACHEL A	\$ 89,333.95	\$ 5,028.62
WAKEHAM, SUSANNE	\$ 76,270.25	\$ 442.14
WALKER, KARI A	\$ 84,570.23	\$ 359.29
WATTS, SUZANNE E.	\$ 83,767.66	\$ 5,053.06
WEINGART, SHARLENE T	\$ 90,411.77	\$ -
WENINGER, PAULA	\$ 92,819.40	\$ 2,104.74
WHYTE, LESLIE D.	\$ 85,412.00	\$ -
WILSON, KRISTA	\$ 83,157.25	\$ 296.51
WOLF, ERIC	\$ 79,258.16	\$ 1,117.00
WRIGHT, TENILLE E	\$ 84,949.62	\$ 2,850.15
WYLIE, BRIAN S	\$ 85,137.02	\$ 736.32
ZATYLN, MARK	\$ 124,059.53	\$ -
<b>TOTAL FOR EMPLOYEES WHOSE REMUNERATION EXCEEDS \$75,000.00</b>	<b>\$ 15,580,250.50</b>	<b>\$ 295,107.60</b>

**B. REMUNERATION TO EMPLOYEES PAID  
\$75,000.00 OR LESS**

Total remuneration paid to employees where the amount  
paid to each employee was \$75,000.00 or less:

**\$ 16,957,245.31 \$ 239,868.11**

**C. REMUNERATION TO ELECTED OFFICIALS**

**\$ 107,549.76 \$ 21,745.08**

**D. EMPLOYER PORTION OF E.I.AND C.P.P.**

The employer portion of Employment Insurance and  
Canada Pension Plan paid to the Receiver General of Canada

**\$ 1,662,068.25**



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

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October 16, 2018

School District #59 Trustees

### **RE: Transfer from restricted surplus**

Regular assessment of internally restricted items should occur to determine if the amounts are still valid. Amounts should not be Internally Restricted that will likely not be spent in within three years. If no plans exist for spending in the near future the funds should be allocated to the Unrestricted Operating Surplus.

The following two funds are designated as restricted but have no plan to be spent in the next three years.

#### **Board Contingency Fund - \$2,237,317**

In June 2007 a motion was approved by the Board that 75% of any unrestricted surplus be restricts as a contingency for future deficits or priority projects.

#### **Transportation Contingency - \$500,000**

The operating grant prior to the 2012/13 school year labeled a portion of funding as Supplement for Transportation and Housing. A change in the funding formula occurred and the funds were relabeled as Supplement for Unique Geographical Factors. This change in formula resulted in a decrease of funding of approximately \$750,000.

With the change in the funding formula and uncertainty a motion was passed by the board in December 2013 to allocate \$500,000 from surplus funds to reserves specifically marked for transportation.

I am recommending the movement of \$2,737,317 from Restricted Operating Reserves to Unrestricted Operating Reserves and an immediate ending of the Board Contingency Fund.

Melissa Panoulis  
Secretary Treasurer



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

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October 16, 2018

School District #59 Trustees

### **RE: Trustee Remuneration**

Currently a third of the trustee stipend is designated as a non-accountable allowance, which is non-taxable. Effective January 1, 2019 income tax laws have changed and require that an employee pay income tax on all non-accountable allowances.

Following are scenarios of increased tax deductions of the current trustee base stipend:

<u>Basic Exemption</u>	<u>CPP</u>	<u>Trustee Base Rate</u>	<u>Annual Increase in Tax</u>
YES	YES	\$ 15,309	\$ 511
YES	NO	\$ 15,309	\$ 346
NO	YES	\$ 15,309	\$ 1,228
NO	NO	\$ 15,309	\$ 1,024

Boards may continue to use non-accountable expense allowances after 2018 but they will generally be included in the income of the trustee and will be taxable effective January 1, 2019.

The Board needs to decide if they want to increase the amount of the current base stipend to maintain net pay or continue with the current stipend.

Melissa Panoulas  
Secretary Treasurer



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

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October 16, 2018

School District #59 Trustees

### **RE: Proposed School Closure Review of Don Titus Montessori**

In September a motion was passed to proceed with the process of a proposed school closure review of Don Titus Montessori School. It was verbally stated during the meeting that in the past the first and second reading of the Bylaw typically occur in October.

I am writing to inform the Board that I will not be requesting a first reading of the bylaw at this meeting. This is a more complex situation than many of our previous proposed school closure reviews. Due to the complex nature of the review, more time is required to gather data to present to the board. I want to ensure I am doing my due diligence gathering and reviewing data to determine if I will make a recommendation to proceed with the first reading of the bylaw or not.

I do not have set timelines as the length of the process will depend on the data received, as well as, the time required to educate a new board that will be elected this month. I understand this process can be upsetting for staff, children, parents and the Chetwynd community but I want to ensure there is enough time for a thorough review.

Melissa Panoulis  
Secretary Treasurer



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

October 23, 2018

### Official Election Results – 2018 General School Trustee Election

I, Melissa Panoulis, Chief Election Officer, do hereby declare elected the following candidates, who received the highest number of valid votes for the office of School Trustee.

Area I – Chetwynd and Contiguous Rural Area – Two (2) to be elected

Name	Votes
BORTON, Becky	364
HILLTON, Crystal*	360

Area II – Tumbler Ridge – One (1) to be elected

Name	Status
GULICK, Roxanne	acclaimed

Area III – City of Dawson Creek – Two (2) to be elected

Name	Votes
LALONDE, Jennifer	1108
ZIEMER, Tamara*	1071

Area IV – Rural Areas Surrounding Dawson Creek and Pouce Coupe - Two (2) to be elected

Name	Votes
ANDERSON, Chad	222
JONES, Travis	115

\* indicates candidate is INCUMBENT

Dated at Dawson Creek, BC this 23<sup>rd</sup> day of October, 2018.

Melissa Panoulis, Chief Election Officer





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

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**DATE:** October 24, 2018

**PLACE:** Board Office – Dawson Creek

**CHAIR:** Crystal Hillton

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### **Policies/Regulations for Discussion:**

#### **Policies/Regulations for Circulation:**

- Policy and Regulation 3160: Drugs and Alcohol
- Policy and Regulation 3180: Smoking and Smoke Free Spaces

#### **Policies/Regulations for Approval:**

- Policy and Regulation 4075: Diversity and Inclusion
- Regulation 4370: District Code of Conduct
- Regulation 6070.2: School Bus Transportation – Authorized Non-Public School Passengers

#### **Policies/Regulations for Repeal:**

- Policy and Regulation 4080: Learning Services-Inclusion
- Policy and Regulation 4090: Diversity in the School Community

## **Part B: Staff Health and Safety**

### **3160 Drugs and Alcohol**

Policy 3160 STATUS: **REVIEW**

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*ACTIVITIES - CONDUCT - ALCOHOL/DRUGS - ALL STAFF-VOLUNTEERS*

Board Approved and Codified: September 23, 1985

Last Revised: June 19, 2013

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#### Description:

The Board of Education prohibits the consumption of alcoholic beverages, cannabis/cannabis products or use of illicit drugs by all employees while on the job or engaged in Board approved activities or outings involving students. Drugs prescribed by a physician are exempt from this policy.

*ACTIVITIES - CONDUCT - ALCOHOL/DRUGS - ALL STAFF*

Board Approved and Codified: September 23, 1985

Last Revised: June 19, 2013

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Description:

Supervisors on field trips, athletic trips or any school based activity may be called upon at any time to assist with or manage student circumstances. Employees who consume or are under the influence of alcoholic beverages, cannabis/cannabis products or drugs while on the job or involved in school activities involving students, are liable to receive a suspension without pay pursuant to the provisions of the School Act and its regulations. This applies to field trips, athletic trips international trips or any extracurricular school activities.

Volunteers:

Consuming an alcoholic beverage or using cannabis/cannabis products (or use of illicit drugs), at any time on school based trips is unacceptable. Volunteers are expected to be in a supervisory capacity for the duration of the field trip including overnight trips. There is no time when they are off duty. Any decision to drink while attending a school based activity will constitute the end of the volunteer's involvement for the duration of that activity and they are to leave the group (at their own expense).

## 3180 Smoking and Smoke-Free Spaces

Policy 3180

STATUS: **REVIEW**

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### *SMOKING AND SMOKE-FREE SPACES*

Board Approved and Codified: June 27, 1988

Last Revised: June 19, 2013, December 14, 2016

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#### Description:

The Province of British Columbia (The Tobacco and Vapour Products Control Act and Regulation, September 1, 2016 , The Cannabis Control and Licensing Act (Bill 30), 2018 and The BC Cannabis Control Regulation, October 5, 2018), together with the Board of Education believes that tobacco, vapour product<sup>1</sup> and cannabis/cannais product use are addictive practices and that the use of tobacco, vapour product<sup>1</sup> and cannabis/cannais product in the school and work environment are not appropriate practices toward supporting good health. The Board therefore bans smoking and the use of tobacco, vapour products and cannabis/cannais products in all its forms, from District premises, property and vehicles. This is to include vehicles parked on school district property.

The exception to this policy is for the ceremonial use of tobacco where the activity has been approved by the Board, and the ceremony is performed in relation to a traditional aboriginal cultural activity, or performed by a group for a purpose approved by government regulation.

<sup>1</sup> Vapour Products means the following:

- an e-cigarette;
- an e-substance;
- a cartridge for or a component of an e-cigarette

*SMOKING AND SMOKE-FREE SPACES*

Board Approved and Codified: June 2007

Last Revised: June 19, 2013; December 14, 2016

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Description:

All school campuses and district operations shall have a non-smoking policy that is published annually to staff and to the school community. It will include the following:

- Smoking or use of vapour products and cannabis/cannabis products on School District 59 property is prohibited;
- Holding a vapour product or lighted tobacco or cannabis in or on School District 59 property is prohibited;
- This ban includes public smoking, ~~or~~ the use of vapour products or cannabis/cannabis products inside vehicles that are parked on School District 59 property
- This includes premises leased to, or articulated for joint-use by another entity, and premises that the Board leases from another entity, where a learning program is delivered;
- This ban applies to all visitors or user groups on School District 59 property;
- This ban includes all School District 59 vehicles;
- This ban includes School District 59 early learning and adult learning centers;

Provincial statute enforces this ban under the *Offence Act*, with penalties and fines ranging up to from \$2500 to \$5000 and/or 3 to 6 months imprisonment.

Together with the smoker (of tobacco, vapour products or cannabis/cannabis products), the Board, Superintendent, and principal are deemed to have committed the offence if someone contravenes the ban, unless the school/employer can demonstrate that all reasonable efforts were exercised to prevent the contravention.

## **4075 Diversity and Inclusion**

Policy 4075

STATUS: **FOR APPROVAL**

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### *DIVERSITY AND INCLUSION*

Board Approved: October 24, 2018

Last Revised:

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#### Description:

Diversity and Inclusion practices in SD 59 Peace River South are based on the principles of respect, acceptance, safety and equity. This policy complies with district policies, codes of conduct, the BC Human Rights Code and the School Act.

The Board of Education of SD 59 recognizes that visible and invisible minorities exist and the Board of Education is committed to creating an inclusive and equitable environment for all who learn and work here.

The Board of Education recognizes that there needs to be specific planning in order to ensure equity for the following students:

- Aboriginal (Indigenous) Students and other visible and invisible minorities that experience inequity;
- Students with Diversities (significant learning needs, English Language Learners);
- Students with diverse sexual orientations, gender identities and expressions.

## 4075 Diversity and Inclusion

Regulation 4075 STATUS: **FOR APPROVAL**

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### *DIVERSITY AND INCLUSION*

Board Approved: October 24, 2018

Last Revised:

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All members of SD 59 Peace River South have the right to expect that policies, regulations, processes, programs and communication are inclusive and respectful. Consideration will be given to visible and invisible diversities including but not limited to: race, ability, sexual orientation, gender identity, religion, culture and socio-economic status.

For the purposes of this policy, the following definitions will apply:

**Aboriginal (Indigenous) Students:** students who self-identify as aboriginal

**Visible Minorities:** persons, other than aboriginal peoples, who are non-Caucasian in race or non-white in colour

**Invisible Minorities:** A group whose minority status is not always immediately visible, i.e. whose members are not known to each other is unorganized minority group having same thoughts, culture, creed race etc.

**Students with Diversities:** Students who have significant difficulties in accessing the regular curriculum and need targeted support in order to reach their personal potential. This includes students with significant difficulties in the following domains: intellectual, physical, social & emotional, behaviour, communication, self-determination and for new English language Learners.

**Gender Identity** (refers to lived gender): this is the gender that the student expresses publically while at school, socializing, accessing services, and in the broader community. One's gender identity can be the same or different from their sex assigned at birth.

**Gender Expression:** the way in which a person expresses their gender identity, typically through their appearance, dress, and behavior.

**Sexual Orientation:** is an enduring pattern of romantic or sexual attraction (or a combination of these) to persons of the opposite sex or gender, the same sex or gender, or to both sexes or more than one gender.

There is an expectation that all members of the school community will:

- Adhere to a code of conduct that is educative, preventive and restorative in practice and response;

- Foster school cultures that are responsive to the diverse social and cultural needs of individuals and groups;
- Understand how the characteristics of diversity impact the access to, and outcomes of, education;
- Recognize the injustice of marginalization and promote human rights; and
- Participate in the ongoing development of practices that promote equitable treatment for everyone, cultivating mutual respect and a sense of belonging.

There is an expectation that specific and intentional planning occurs in order to ensure equity for the following students:

- Aboriginal (Indigenous) Students and other visible and invisible minorities that experience inequity:
  - As we strive to create racism free environments in our schools we must recognize that racism is pervasive in our society and present in our schools. Without that recognition, we deny the lived experience of aboriginal (indigenous) students and other students, staff and community members. We must ensure that our practices in the district do not perpetuate stereotyping, discrimination, or inequality. Creating a racism free environment requires:
    - Knowledge of the stereotype assumptions and practices which can operate in the classroom, hallways and school grounds (explicit bias);
    - Self -awareness of the ways in which we, as individuals, may perpetuate these stereotype assumptions and how they impact our decisions and actions (implicit bias)
    - Development of skills necessary to challenge racism through the honoring of diversity;
  - School district personnel will acknowledge Treaty 8 Territory at the opening of important functions;
  - The district will ensure that the Aboriginal Education Department continues to provide a program that is above and beyond K-12 education and constantly monitors achievement data to address any areas of inequity:
    - Partnerships are maintained between Saulteau First Nation, Moberly First Nation, the Metis community and all of our aboriginal families.
- Students with Diversities:
  - Advocate for each student's success through respectful support, recognition of individual learning needs in all domains and preparation for life-long learning in the development of individual educational or learning plans;
  - Placement in the learning environment that best supports growth to independence;
  - Ensure a collaborative planning model as a means to align our practices to support student learning.
- Students with diverse sexual orientations, gender identities and expressions will have:
  - Right to privacy;
  - Rights to determine their own name and pronouns;



- Choices for gender specific (traditional) washrooms as well as gender neutral washrooms. Students may choose to use a traditional bathroom based on their lived gender as defined in this policy;
- Support and advocacy;
- Education: provide information, resources etc.

## **4370 District Code of Conduct**

Policy 4370

STATUS: APPROVED

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### *DISTRICT CODE OF CONDUCT*

Board Approved: March 28, 1984

Last Revised: June 19, 2013; January 2017

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#### Description:

The Board of Education expects that each school shall develop, display and annually review a school code of conduct for students. This written document shall be made available to the public and filed with the Superintendent on an annual basis and is to guarantee due process and equitable treatment of students.

*DISTRICT CODE OF CONDUCT*

Board Approved: March 28, 1984

Last Revised: June 19, 2013; January 2017; October 2018

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Description:

The Board of Education recognizes its obligation to all members of the school community to provide a safe and caring learning environment such that effective, purposeful teaching and learning may occur. To that end it is expected that all members of the school community will conduct themselves in an ethical, respectful and lawful manner that demonstrates consideration for self, others, property and the environment. A violation of the code of conduct may warrant intervention or disciplinary action.

It is expected that all members of the school community (staff, students, parents, and guests) will adhere to the District code of conduct and will:

- respect the rights of others to feel safe and secure in all facilities;
  - respect the need for a continued positive learning environment in schools;
  - respect the property of others - private and public in all environments;
  - respect the legitimate authority of the school principal and staff;
  - respect the diversity of the school community;
  - respect the non smoking nature of district schools and property (prohibiting the use of tobacco, cannabis and vapour products);
  - not threaten, harass, intimidate or assault, in any way, any person within the school community and in all district environments; (ref: Policy 4390 Bullying and Harassment in Schools)
  - not be in possession of weapons, dangerous articles, alcohol, cannabis or cannabis products or illegal drugs while in school or at school functions, or on any school district property;
1. Each school will develop a code of conduct, in consultation with staff, parents, and students, that will include the following elements:
    - a. A statement of purpose that provides a rationale for the code of conduct with a focus on safe, caring and orderly school environments (ref: *"Safe, Caring and Orderly Schools: A Guide"*)
    - b. Reference to each of the prohibited grounds of discrimination as set out in section 7 and section 8 of the BC Human Rights Code relative to displays, statements, publications etc. and in any accommodation or service:
      - i. Specifically: race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

- c. Statements about what is acceptable and unacceptable behaviour including threats, harassments, intimidation or assault.
  - d. Statements about the consequence of the unacceptable behaviour, which must take account of the student's age, maturity and circumstance:
    - i. Whenever possible and appropriate, focus on consequences that are restorative in nature;
    - ii. Principles of fair treatment and the capacity to evaluate each circumstance based on the individual circumstance, rather than arbitrary application of rules.
  - e. An explanation that the board will take reasonable steps to prevent retaliation by a person against a student for a complaint in regards to the code of conduct.
  - f. An explanation that the school code of conduct applies throughout the school day\*, including break times, and to any school activity or school sanctioned event even if it is not held on school property.
    - i. May reference the Criminal Code or the School Act and Regulation (including relevant Ministerial Orders);
2. It is the responsibility of the principal or designate to ensure that members of the school community while at school or at a school function conform to the district code of conduct and school rules as authorized by the principal and other policies of the Board.
3. The district code of conduct and school rules shall be prominently displayed in the school or in the school handbook and communicated to students, staff, and parents at regular (at least once per school year) intervals.

\*Length of School Day = Reasonable length of time to get to and from school. (May vary with home's distance from school.)

*SCHOOL BUS TRANSPORTATION - AUTHORIZED NON-PUBLIC SCHOOL BUS PASSENGERS*

Board Approved: February 11, 1985

Last Revised: June 19, 2013; October 2017; October 2018

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Description:

1. School District employees are authorized to ride school buses under the following situations:
  - a) While performing their duties,
  - b) An emergency situation,
    - a) For the purpose of this regulation, an emergency situation is defined as a situation where an employee cannot reach his or her place of employment for one of the following reasons:
      - o Mechanical breakdown of their usual transportation.
      - o Extreme weather and/or road conditions.
2. Volunteers approved by school authority or designate that are providing services to students may be permitted rider status on a space-available basis.
3. Providers of contract services to the District (with the permission of the Transportation Manager).

*Note: The above reasons are not intended to provide sustained or repeated riding privileges.*

4. The following non-public school students are permitted to ride school buses provided deviation from the normal route is not required:
  - a) Private school K-12 students.
  - b) Northern Lights College students.
  - c) Adults with Special Needs
    - a) Transportation may be provided to adults with special needs to attend approved educational facilities subject to the following conditions:
      - (a) That the destination facility be approved by the District as being an educational or training centre.
      - (b) That transportation only be provided on a space available basis, and that no additional costs be incurred.
      - (c) That permission is granted based on a District assessment of each individual's suitability to travel in a school bus environment.
      - (d) That appropriate measures be taken to properly introduce each individual and the circumstances to the driver, the children, and the parents on the route involved.
      - (e) That the District may limit the number of adults with special needs that may be allowed on one bus.

5. At the discretion of the Transportation Manager, children of a student may be provided bus service with the following conditions:
  - a) Parent will be responsible for safety of the child,
  - b) Parent may not bring onto the bus large items such as buggies, strollers, etc.,
  - c) If required, the child must be secured in a CSA approved child seat (provided by the parent) that is tethered to the bus seat system with an approved seat belt/harness system.
  
6. At the discretion of the Transportation Manager, a SD #59 Bus Operator may be permitted to transport one child on the operator's bus route with the following conditions:
  - a) The Bus Operator must be the legal guardian of the child,
  - b) If required, the child must be secured in a CSA approved child seat that is tethered to the bus seat system with an approved seat belt/harness system.

*NOTE: The above is dependent on the following:*

- *there is space available on the bus(es) required to carry the student/adult;*
- *no additional bus stops will be permitted for pick up or drop off;*
- *adult students submit a clear criminal record check for working with children and vulnerable adults prior to permission being granted;*
- *compliance with the code of conduct regarding behavior on the school bus;*
- *they maintain a good standing in their account if a fee for service structure is in effect.*

## **4080 Learning Services (Student Support): Student Inclusion**

Policy 4080

STATUS: **FOR REPEAL**

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### *LEARNING SERVICES (STUDENT SUPPORT): STUDENT INCLUSION*

Board Approved and Codified February 24, 1986

Last Revised: June 19, 2013

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#### **Description:**

The Board of Education believes that the District's resources shall be applied for all children to be afforded opportunities to develop to their full potential.

Every child up to the age of 19 has the fundamental right to an education regardless of the degree of the child's potential for making a contribution to society. Each student, through acquisition of knowledge, essential skills and positive attitudes, can develop into a self respecting individual capable of making a contribution to the quality of human existence.

Students with special needs should be provided services within the framework of general education and should receive such services in the least restrictive environment. The Board believes that the education of students is a partnership between the Board of Education of School District #59 (Peace River South) and the parents with each assuming primary responsibility for some areas of the child's education while mutually sharing responsibilities in other areas.

For its role in this partnership, the Board believes that all students with special needs should be provided with planned experiences so to the extent of his/her capacity may have a reasonable opportunity to:

- experience success, acceptance and develop a sense of worth
- develop respect and tolerance for others
- enjoy the act of learning as a life-long process
- acquire, use and master communication and computation skills
- develop critical and creative thinking abilities
- acquire knowledge and skills in the recreational, physical and cultural domains
- acquire knowledge and necessary skills to function effectively in a complex society
- develop the ability to cope with the changing demands of society

The Learning Services Department is expected to function within and as an integral part of the regular public school framework.

The Board directs the Superintendent of Schools to ensure that specific supportive programs, as approved by the Board, are in place and that there is a budget developed from within the Ministry funding to support these programs.

*LEARNING SERVICES (STUDENT SUPPORT): STUDENT INCLUSION*

Issued: February 24, 1986

Last Revised: June 19, 2013

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Description:

1. Annually, and reflecting the resources available (supplemental funding) to enable the school to provide inclusive programs for students, Learning Services Department will develop services and programs to identified students with special needs throughout the district:
  - a. Schools will be informed by the Learning Services Department of the numbers of identified students with special needs, for which they will receive supplemental funding, on a date established by the Superintendent of Schools.
2. The Learning Services Department of School District #59 will maintain a comprehensive and rational program for identification and assessment of children requiring supported educational programs.
3. The Learning Services Department will provide an ongoing assessment of the needs for maintaining and/or establishing appropriate programs (IEPs) for students with special needs.
4. Where there are identified students with special needs, the principal will ensure that there is appropriate planning and programs are developed:
  - a. For all Low Incidence High cost students individual educational programs will be developed.
  - b. All individual education programs will provide an opportunity for parental involvement in their development.
  - c. There will be a regular reporting and a review procedure developed for all individual education programs.
  - d. Individual educational programs will be maintained in the student record files within the school.
5. All students with special needs will be integrated and included into the regular school system to the best extent possible.
6. All schools will establish School Based Teams (SBT) with the Principal responsible for establishing school based programs.
7. Some specialized services may be essential in order for exceptional students to attend school. These include the provision of functional school environments, personalized equipment aids, individualized instructional programs and Learning Services personnel. Also, it may become necessary to provide exceptional students with vocational education, placement services, employment counselling and work experience.



## **4090 Diversity in School Community**

Policy 4090

STATUS: **FOR REPEAL**

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### *DIVERSITY IN SCHOOL COMMUNITY*

BOARD APPROVED: April 23, 1997

Last Revised: June 19, 2013

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#### Description:

The Board of Education recognizes, celebrates and values the diversity found in its school community.

The Board supports the following principles and beliefs:

1. It is here to provide and maintain a learning and working environment of acceptance, fairness, justice and equity for all students, staff, and those within the community it serves while recognizing, celebrating and valuing the diversity of race, colour, creed or ethnicity.
2. It supports educational programs promoting understanding of diversity.
3. It recognizes the inherent dignity and rights of all members of the human family.