



School District No. 59 (Peace River South)

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## **PUBLIC BOARD MEETING**

The Board of Education of School District No. 59 (Peace River South) will be holding its Public Board Meeting on Wednesday, October 23, 2024 starting at 1:00 pm at Little Prairie Elementary School. (4200 – 51 Avenue, Chetwynd, BC)

Anyone wishing to attend the public board meeting may do so in person or via Zoom. Individuals must pre-register by noon (12 pm) on Tuesday, October 22, 2024 to receive the Zoom link.

Please contact Richell Schwartz to register for the meeting:

Phone: 250-782-8571, ext. 217

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



# School District No. 59 (Peace River South)

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## Open Board Meeting Agenda

**Date:** October 23, 2024 @ 1:00 PM

**Place:** Little Prairie Elementary School – Chetwynd, BC

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

### APPROVAL OF AGENDA

**RECOMMENDED MOTION:** THAT the Board of Education of School District No. 59 (Peace River South) adopt the October 23, 2024 Regular Meeting agenda as presented.

#### 1. ITEMS FOR ADOPTION

- R1.1 – Regular Board Meeting Minutes – September 25, 2024
- R1.2 – Excerpts Closed Meeting – September 25, 2024

#### 2. BUSINESS ARISING

#### 3. ESSENTIAL ITEMS

#### 4. PRESENTATIONS

- R4.1 – Student Voice Presentation (Chetwynd Students)

#### 5. CORRESPONDENCE

- R5.1 – From: Ministry of Education and Child Care – Thank-you re: updating Trustee Code of Conduct
- R5.2 – To: Bernier-Invitation to meet with Board of Education – K-12 Education
- R5.3 – To: Bigsby-Invitation to meet with Board of Education – K-12 Education
- R5.4 – To: Neufeld-Invitation to meet with Board of Education – K-12 Education
- R5.5 – CC: Ministry of Education and Child Care to District of Tumbler Ridge – Incentives for Rural and Remote School Districts
- R5.6 – From: Village of Pouce Coupe – Official Community Plan

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

- R6.1 – School/Student News
- R6.2 – *erase* (Expect Respect and Safe Education) Website
- R6.3 – Jackson Award Arbitration

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

- R7.1 – 2023-2024 Executive Compensation Report

**Recommended Motion:** That the Board of Education of School District No. 59 (Peace River South) receive the 2023-2024 Executive Compensation Report as presented.

- R7.2 - Monthly Financial Report
- R7.3 – 2024-2025 Budget Change Report
- R7.4 – 2024-2025 Final Enrolment Report
- R7.5 - Secretary Treasurer Report – October 2024
- R7.6 – Capital Projects Report

#### 8. TRUSTEE ITEM

- R8.1 – BCSTA Update – R. Gulick



# School District No. 59 (Peace River South)

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## **9. COMMITTEE REPORTS**

R9.1 - Indigenous Education Councils

R9.2 - Policy Committee

## **10. DIARY**

## **11. QUESTION PERIOD**

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

## **12. FUTURE BUSINESS / EVENTS**

R12.1 – Open Board Meeting – November 27, 2024

## **ADJOURNMENT**

***RECOMMENDED MOTION:*** *THAT the Regular Meeting of October 23, 2024 be adjourned.*



# School District No. 59 (Peace River South)

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

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

### Open Board Meeting Minutes

DATE & TIME: September 25, 2024 – 1:00 PM

PLACE: School District Board Office – Dawson Creek, BC

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

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

REGRETS: Nil

The Organizational Meeting was called to order by the Secretary-Treasurer at 1:03 PM.

The Secretary-Treasurer acknowledged that we share this territory with the people of Treaty 8.

### APPROVAL OF AGENDA

Additions: Move Audit Management Letter from R6.1 to R5.1 Auditors Report

Deletions: Nil

(2024-09-005)

MOVED/SECONDED – Wards/Hillton

THAT the Board of Education of School District No. 59 (Peace River South) approve the September 25, 2024 Regular Meeting agenda as amended.

CARRIED

### Election of Chair & Vice-Chair

The Secretary-Treasurer called for nominations for the position of Board Chair.

Trustee Hillton nominated Trustee Anderson. (accepted)

The Secretary Treasurer made a second and third call for further nominations.

Congratulations to Trustee Anderson to hold position as Board Chair by acclamation.

The Secretary-Treasurer turned the gavel over to the Board Chair.

The Board Chair called for nominations for the position of Vice-Chair.

Trustee Jones nominated Roxanne Gulick. (accepted)

The Board Chair made a second and third call for further nominations for the position of Vice-Chair of the Board.

Congratulations to Trustee Gulick to hold position as Vice-Chair by acclamation.

The following declarations were made:

- Trustee Hillton declared employment with District of Chetwynd in excluded position.
- Trustee Anderson declared conflict with family member belonging to BCNU and UFCW Local 247.
- Trustee Mounsey declared conflict with family member belonging to PVP Association.
- Trustee Wards declared conflict with family member belonging to CUPE local 2403.
- Trustee Schurmann declared no conflicts.
- Trustee Gulick declared conflict as a Councillor with District of Tumbler Ridge.
- Trustee Jones declared conflict with family member belonging to BCTF.

The Board assigned trustees to standing committees and schools for the 2024-25 school year, effective October 1, 2024.

A vote was held when more than one trustee was running for the same committee.

### 1.0 ITEMS FOR ADOPTION

#### R1.1 Regular Board Meeting Minutes – June 19, 2024

The Chair asked for any corrections to the minutes.

(2024-09-006)

The Chair declared the minutes of the open meeting June 19, 2024 approved as presented.

#### R1.2 Excerpts of Closed Board Meeting – June 19, 2024

(2024-09-007)

The Chair declared the excerpts of the closed board meeting June 19, 2024 approved as presented.

2.0 BUSINESS ARISING

3.0 ESSENTIAL ITEMS

4.0 CORRESPONDENCE

5.0 PRESENTATIONS

R5.1 Auditors Report – J. Neufeld, Sander Rose Bone Grindle, LLP

Mr. Neufeld from Sander Rose Bone Grindle LLP presented the audit report to the Board. The auditor found the financial statements to present fairly, in all material aspects, in accordance with all required regulations.

The audit letter indicates any concerns, observations, and recommendations. The auditors found no major issues and no additional internal controls were recommended.

(2024-09-008)

MOVED/SECONDED – Hillton/Mounsey

The Board accept the Auditors Report as presented.

CARRIED

6.0 REPORTS FROM THE SECRETARY TREASURER

R6.1 Audited Financial Statements 2023-2024

The Secretary-Treasurer reviewed the 2023-2024 Audited Financial Statements and Financial Discussion Statement and Analysis Report with the Board.

The District reported the use of \$687,574 surplus for the June 30, 2024 year-end. The remaining operating reserve balance of \$8,806,098 is available, of which \$3.5 million is internally restricted.

The Financial Statement Discussion & Analysis report was also provided to the board and will be posted on the district website, [Financial Information | School District 59 \(sd59.bc.ca\)](https://www.sd59.bc.ca/financial-information).

(2024-09-009)

MOVED/SECONDED – Hillton/Wards

THAT, the Board approve the 2023-2024 Audited Financial Statements as presented.

CARRIED

R6.2 Monthly Financial Report – August 2024

The Secretary-Treasurer presented the monthly finance report for August 2024.

R6.3 2024-2025 Budget Change Report

The Secretary-Treasurer presented the budget change report, indicating changes from the Preliminary Budget approved in May 2024. The budget change report indicates an increase in the total Amended Budget to date of \$59,564,375 (increase of \$2.4m).

R6.4 2024-2025 Preliminary Enrolment

The preliminary enrolment is currently being reported at 3675 FTE (a decrease of 60 FTE from projected enrolment). The greatest change in enrolment occurred at the elementary level which accounted for a decrease of 39 FTE with Ecole Frank Ross and Don Titus Montessori

seeing the largest decreases. Chetwynd Secondary and Tumbler Ridge Secondary also saw a significant change from preliminary projections and are reporting a decrease of 21 FTE collectively. The final enrolment report will be presented at the October meeting after the 1701 data is submitted to the Ministry of Education and Child Care.

R6.5 2025-2026 Minor Capital Submission

The Secretary-Treasurer updated the 2025-2026 Minor Capital Submission that was approved in June 2024 to include replacing a bus in the transportation fleet that has met the criteria for replacement since the last board meeting.

(2024-09-010)

MOVED/SECONDED – Jones/Wards

In accordance with provisions under section 142 (4) of the *School Act*, the Board of Education of School District No. 59 (*Peace River South*) hereby approves the proposed Five-Year Capital Plan (Minor Capital Programs) for 2025/26 as amended to include one bus replacement, as provided on the Five-Year Capital Plan Summary for 2025/26 submitted to the Ministry of Education and Child Care.

CARRIED

R6.6 Secretary Treasurer Report – September 2024

The Secretary-Treasurer's report for September was provided for information.

Ministry staff gave District approval to move forward with the tendering process for the Crescent Park Elementary School expansion. Engineers and consultants are drafting the pre-tender package with target of end of September to post on BC Bid.

The Dawson Creek and Tumbler Ridge Child Care capital projects are moving forward. The project team selected Sahuri & Associates Architecture Inc. from Kelowna BC. The project team has been working with the architect to design childcare facilities that meet Ministry and licensing requirements.

R6.7 2025-2026 Draft Budget Process

The Secretary-Treasurer presented a draft timeline for the 2025-2026 budget process. Process improvement changes were integrated from the debrief session of the 2024-2025 budget year.

(2024-09-011)

MOVED/SECONDED – Schurmann/Wards

THAT the Board of Education of School District No. 59 (Peace River South) approve the 2025-2026 Budget Process as presented.

CARRIED

7.0 REPORTS FROM THE SUPERINTENDENT OF SCHOOLS

R7.1 School/Student News

The Superintendent reported school/student news:

- A Leadership Retreat for Administrators and Senior Leadership was held at the district's outdoor education site at Gwillim Lake in late August.
- Truth and Reconciliation activities are happening around the district.
- Schools throughout the district held their annual Terry Fox Run.

- The Cops for Cancer tour is making stops at many of the schools in the district.
- Peace View Elementary students are learning about working together and created a helping hands bulletin board with ideas of how they can help each other.
- Moberly Lake Elementary held their annual welcome back pancake breakfast for students and families. The students are having fun learning about forest ecology encompassing land stewardship including tree planning, picking berries and preparing the berries to make jam.
- Tremblay Elementary has started an after-school library club which has great attendance already. Students are getting outside and are having fun collecting items from nature to spell their names and intermediate students have already been on a field trip to the District's outdoor education site at Gwillim Lake.
- Don Titus Montessori School participated in a Truth and Reconciliation assembly to recognize the week. Elders from Saulteau First Nations and West Moberly First Nations attended the assembly. Literacy centres are in full swing at the school and students have been on a field trip to Gwillim Lake to experience the rock-climbing wall.
- DCSS-SP Campus mascot welcomed students and staff back to school.
- Little Prairie Elementary students are busy harvesting the community garden, participating in inclusive science units and the school held a pyjama themed day.

#### R7.2 2023-2024 Draft Enhancing Student Learning Report

The Superintendent presented the 2023-2024 Enhancing Student Learning Report. The report is a formal document that is used to set, create and maintain a strategic plan, annually report on student outcomes and put systems in place with a focus on enhancing student learning and success. It combines accountability with evidence-informed decision making and system-wide continuous improvement to support equity of outcomes for all students in the provincial K-12 public system, including Indigenous students, children and youth in care, and students with disabilities or diverseabilities.

#### R7.3 2024-2028 Draft Operational Plan

A draft Operation Plan was presented to the board. The Operational Plan is an extension of the Board's Strategic Plan that sets operational initiatives to meet the goals in each priority of the over-arching plan. Targets and fiscal responsibility (if required) are attached to each initiative and reviewed on an ongoing basis.

### 8.0 TRUSTEE ITEMS

#### R8.1 BCSTA Update – R. Gulick

Trustee Gulick presented the latest news and events from the BCSTA.

#### *Upcoming BCSTA Events:*

Northern Interior Branch Meeting & Leadership Series – October 4-5, 2024 – Prince George

BCSTA Provincial Council – October 25-26, 2024 - Vancouver

BCSTA Academy – November 21-23, 2024 - Vancouver

#### R8.2 Student Voice Update – C. Hillton

Trustee Hillton asked for an update on Student Voice and the focus for the upcoming year.

The Superintendent reported that Student Voice will grow this year to include elementary schools. The high school student voice group will mentor the younger students. The group has a meeting scheduled for October.



R8.3 MyEd Parent Portal – C. Hillton

Trustee Hillton asked for an update on the parent portal of the MyEd system. The parent portal system is an important communication piece for teachers and parents.

The Secretary-Treasurer reported the technology department will re-engage with the project as a priority to have it available for all teachers and parents.

R8.4 UNBC Teacher Program Update – C. Hillton

In the May 2024 board meeting, the Board of Education passed a motion to write a letter to the BC Teachers Council regarding the denial of the Northern Cohort Bachelor of Education program through UNBC.

Trustee Hillton provided an update to trustees that the letter was never sent due to misinformation. The BC Teachers Council did not deny the request as UNBC is still completing the application.

9.0 COMMITTEE REPORTS

R9.1 Indigenous Education Councils

Trustee Jones reported the Dawson Creek Indigenous Education Council met on the evening of September 24, 2024. Council had a presentation from Indigenous Education department on its goals for the year.

Trustee Hillton reported the Chetwynd Indigenous Education Council will meet in early October.

Both councils will hold their annual enhancement meeting in November. School principals and coach mentors will join each council meeting to review the school goals from last year and create new goals for the current year.

10.0 DIARY

11.0 NOTICE OF MOTION

12.0 QUESTION PERIOD

A question and answer period was provided.

13.0 FUTURE BUSINESS

R12.1 - Regular Board Meeting – October 23, 2024 - Chetwynd

ADJOURNMENT

(2024-09-012)

MOVED – Hillton

THAT, the Regular Meeting be terminated. (3:12 PM)

CARRIED

CERTIFIED CORRECT:

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C. Anderson, Board Chair

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K. Morris Secretary Treasurer



# School District No. 59 (Peace River South)

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**MEETING:** Closed Board Meeting  
**DATE:** Sept, 2024 10:30 AM  
**PLACE:** School Board Office – Dawson Creek, BC

The meeting was called to order at 10:52 a.m. and the following was reported:

## Items for Adoption

- Approval of Agenda
- Closed Meeting Minutes – June 19, 2024

## Business Arising

### Presentation

### Trustee Items

Items discussed and reported included:

- BCPSEA Update

### Superintendent's Reports

Items discussed and reported included:

- Personnel Matters

### Secretary Treasurer's Reports

Items discussed and reported included:

- Exempt Compensation
- 2025-2026 Draft Budget Process

Adjournment Motion @ 11:12 a.m.

CERTIFIED CORRECT:

\_\_\_\_\_  
C. Anderson, Board Chair

\_\_\_\_\_  
K. Morris, Secretary Treasurer



September 6, 2024

Ref: 301382

Chad Anderson, Board Chair  
School District No. 59 (Peace River South)  
**Email: [canderson@sd59.bc.ca](mailto:canderson@sd59.bc.ca)**

Dear Chad Anderson:

In 2023, the Ministry of Education and Child Care and the BC School Trustees Association (BCSTA) partnered with a sector advisory committee to co-develop voluntary Provincial Criteria Guidelines for school trustee codes of conduct. The intent of this project was to provide trustees with clarity on their roles and responsibilities respecting conduct, to optimize their ability to deliver educational programs, and to support safe and inclusive schools and workplaces. The Ministry and BCSTA requested that boards work collaboratively to update their codes of conduct in accordance with Guidelines by April 30, 2024.

I am writing to thank you and your board for taking leadership in aligning your Code of Conduct to the Provincial Guidelines and incorporating best practices. Your participation in this initiative supports effective school board governance and allows trustees to focus on serving and meeting the needs of students in the district.

The BCSTA will continue to support school trustees through ongoing education and training opportunities. If you have any questions or concerns, please contact Suzanne Hoffman by email at [shoffman@bcsta.org](mailto:shoffman@bcsta.org).

Again, I am grateful for your support and your leadership as we work towards continuous improvement in K-12 education and governance.

Sincerely,

Rachna Singh  
Minister

cc: Christy Fennell, Superintendent, School District No. 59 (Peace River South)

**From:** [Chad Anderson](#)  
**To:** [Bernier.campaign.2024@gmail.com](mailto:Bernier.campaign.2024@gmail.com)  
**Subject:** Invitation for Oct. 9 Discussion with SD59 Board of Education  
**Date:** September 28, 2024 10:51:20 AM

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Dear Mr. Bernier:

On behalf of the Board of Education of School District 59 Peace River South, I would like to congratulate you on your candidacy for MLA for Peace River South! As elected trustees, we value the democratic process and appreciate the commitment required to take on the role of election candidate.

We are extending an invitation to all local candidates to meet with our board of seven trustees and senior administration to discuss the needs of students and strengthening K-12 education in Peace River South. We will share our priorities for the future, and would invite you to outline your platform for education.

We are hoping to schedule separate discussions with each candidate in person or via Zoom, if possible, on the afternoon of Wednesday, Oct. 9. We anticipate that each discussion would be about 30 to 45 minutes in length. These meetings are intended to create an opportunity for an informal exchange of views, and would not be a public meeting.

Please let me know if you would be available and if you have a preferred time, or if another date would be better.

I look forward to your reply, and to answering any questions you may have!

Chad Anderson  
[School District 59](#)  
Chair of the Board of Education  
Trustee, Electoral Area IV  
250-719-6419

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**From:** [Chad Anderson](#)  
**To:** [marshall.bigsby@bcndp.ca](mailto:marshall.bigsby@bcndp.ca)  
**Subject:** Invitation for Oct. 9 Discussion with SD59 Board of Education  
**Date:** September 28, 2024 10:47:14 AM

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Dear Mr. Bigsby:

On behalf of the Board of Education of School District 59 Peace River South, I would like to congratulate you on your candidacy for MLA for Peace River South! As elected trustees, we value the democratic process and appreciate the commitment required to take on the role of election candidate.

We are extending an invitation to all local candidates to meet with our board of seven trustees and senior administration to discuss the needs of students and strengthening K-12 education in Peace River South. We will share our priorities for the future, and would invite you to outline your platform for education.

We are hoping to schedule separate discussions with each candidate in person or via Zoom, if possible, on the afternoon of Wednesday, Oct. 9. We anticipate that each discussion would be about 30 to 45 minutes in length. These meetings are intended to create an opportunity for an informal exchange of views, and would not be a public meeting.

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I look forward to your reply, and to answering any questions you may have!

Chad Anderson  
[School District 59](#)  
Chair of the Board of Education  
Trustee, Electoral Area IV  
250-719-6419

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**From:** [Chad Anderson](#)  
**To:** [larry.neufeld@conservativebc.ca](mailto:larry.neufeld@conservativebc.ca)  
**Subject:** Invitation for Oct. 9 Discussion with SD59 Board of Education  
**Date:** September 28, 2024 10:48:59 AM

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Dear Mr. Neufeld:

On behalf of the Board of Education of School District 59 Peace River South, I would like to congratulate you on your candidacy for MLA for Peace River South! As elected trustees, we value the democratic process and appreciate the commitment required to take on the role of election candidate.

We are extending an invitation to all local candidates to meet with our board of seven trustees and senior administration to discuss the needs of students and strengthening K-12 education in Peace River South. We will share our priorities for the future, and would invite you to outline your platform for education.

We are hoping to schedule separate discussions with each candidate in person or via Zoom, if possible, on the afternoon of Wednesday, Oct. 9. We anticipate that each discussion would be about 30 to 45 minutes in length. These meetings are intended to create an opportunity for an informal exchange of views, and would not be a public meeting.

Please let me know if you would be available and if you have a preferred time, or if another date would be better.

I look forward to your reply, and to answering any questions you may have!

Chad Anderson  
[School District 59](#)  
Chair of the Board of Education  
Trustee, Electoral Area IV  
250-719-6419

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October 2, 2024

Ref: 301766

Their Worship Darryl Krakowka, Mayor  
District of Tumbler Ridge  
**Email: dkrakowka@dtr.ca**

Dear Mayor Krakowka:

I am writing to thank you for meeting with the Minister of Education and Child Care on September 18, 2024, at the Union of BC Municipalities Convention (UBCM) in Vancouver. I am happy to provide a response on their behalf.

As a part of the Stronger BC Future Ready Action Plan, in 2023 the Province launched provincial hiring incentives to address the immediate need for teachers in rural and remote BC.

This initiative brought 50 new certified teachers to rural and remote schools in 2023, including one in Tumbler Ridge, and is on track to hire almost 60 more teachers this school year. Supported through \$1.5 million over three years this program provides cash incentives between \$5,000 and \$10,000 per teacher and is guided by the school districts choosing and prioritizing which schools to address.

The Ministry will continue to work with northern school districts, including School District 59 (Peace River South) to help address critical staffing needs in rural and remote areas.

Again, thank you for advocating for your community and taking the time to meet with us. Your support and commitment are truly appreciated.

Sincerely,

Jennifer McCrea  
Acting Deputy Minister

cc: Chris Brown, Assistant Deputy Minister, Resource Management Division  
Christy Fennell, Superintendent, School District No. 59 (Peace River South)  
Chad Anderson, Chair, Board of Education, School District No. 59 (Peace River South)



**From:** [Rohania Roberts](#)  
**To:** [Richell Schwartz](#)  
**Subject:** Fw: VILLAGE OF POUCE COUPE OFFICIAL COMMUNITY PLAN BYLAW NO. 1053, 2024 DRAFT REVIEW October 15, 2024 9:37:30 AM  
**Date:** 2024 9:37:30 AM  
**Attachments:** [2024-01-16 Draft Pouce Coupe OCP- Council - original presented in Feb24.pdf](#)

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**From:** Dennis Stavrou <[dstavrou@poucecoupe.ca](mailto:dstavrou@poucecoupe.ca)>  
**Sent:** October 9, 2024 12:33 PM  
**Subject:** RE: VILLAGE OF POUCE COUPE OFFICIAL COMMUNITY PLAN BYLAW NO. 1053, 2024 DRAFT REVIEW

Please find enclosed a copy of the Village of Pouce Coupe Official Community Plan (OCP) Bylaw No. 1053, 2024 draft for your review.

We are referring this Draft OCP to you in order to identify any concerns you have or recommendations that the Village of Pouce Coupe should consider as this draft bylaw moves towards being finalized before its public hearing and adoption as an official bylaw. This will enable the Village to listen to your input and incorporate it as appropriate into the final draft of the OCP to be adopted.

In order to remain on the schedule that the Village has established for this process, please submit your concerns, comments and suggestions regarding the Draft OCP by no later than October 30, 2024. We will assume that you have no concerns or feedback to pass on if we do not receive a response by this date.

If you have any questions, please contact Shannon Anderson, Interim Chief Administrative Officer, at the Village of Pouce Coupe at (250) 786-5794. Thank you in advance for your attention to this matter.

Regards,

Dennis Stavrou, ACC, BA, MA, MHI, CEC, CHE  
Economic Development Officer  
Village of Pouce Coupe  
Pouce Coupe, BC V0C 2C0

E: [dstavrou@poucecoupe.ca](mailto:dstavrou@poucecoupe.ca)

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

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October 23, 2024

To: The Board of Education

Agenda Item: R6.2 *erase* (Expect Respect and Safe Education) website

The Ministry of Education and Child Care has refreshed the [Expect Respect and a Safe Education \(\*erase\*\) website](#). The new website features a streamlined design with improved access to information and resources for students, adults, and school staff. The ministry worked with students, families, educators, and education and community partners to ensure the new website aligns with best practices, current evidence, and reflects the needs of the sector. It provides improved accessibility of information and updated resources to support students, parents/caregivers, school staff, and community partners in navigating challenges, reporting concerns to schools, and learning about complex issues facing students.

Users can access topics like diversity and inclusion, mental health and substance use, and school and online safety easily and on any device. Focused collections of content for students, adults, and school staff make it quick and easy to find information. In addition, users have quicker access to [the Report It tool](#), an online reporting tool available for students to submit an anonymous report if they see or hear something of concern.

Sincerely,

Christy Fennell  
Superintendent School District 59 – Peace River South

# Public Sector Executive Compensation Disclosure Report 2023-2024

## School District No. 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 Secretariat (PSEC Secretariat) 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 all components of the total reward model.
- 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 \$150.00
  - 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 \$150.00

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 of Education and is the only executive/exempt position for which BCPSEA approval of an increase to any element of the compensation package 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 PSEC Secretariat from time to time. Any adjustments to exempt staff compensation levels must align with the parameters of the prevailing 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 salary range placement and compensation adjustments for all other executive and exempt positions in the district must be reviewed and approved by BCPSEA prior to implementation.

# EXECUTIVE COMPENSATION DISCLOSURE

School District 59 (Peace River South)

Summary Compensation Table at 2024

Name and Position	Salary	Holdback/Bonus/ Incentive Plan Compensation	Benefits	Pension	All Other Compensation (expanded below)	2023/2024 Total Compensation	Previous Two Years Totals Total Compensation	
							2022/2023	2021/2022
Christy Fennell, Superintendent	\$ 214,125	-	\$ 8,881	\$ 24,069	\$ 3,911	\$ 250,986	\$ 232,469	\$ 207,594
Kim Simone Morris, Secretary-Treasurer	\$ 128,038	-	\$ 11,077	\$ 11,920	\$ 2,437	\$ 153,472		
Melissa Panoulis, Secretary Treasurer	\$ 62,629	-	\$ 1,706	\$ 6,263	\$ 29,399	\$ 99,997	\$ 200,665	\$ 192,334
Michael Readman, Assistant Superintendent	\$ 13,705	-	\$ 372	\$ 3,171	\$ 15,218	\$ 32,466	\$ 195,050	\$ 185,100
Wade Simlik, Director of Operations and Maintenance	\$ 143,426	-	\$ 10,968	\$ 13,353	\$ 3,369	\$ 171,116		
Paul Chisholm, Director of Instruction	\$ 163,115	-	\$ 11,453	\$ 18,335	\$ 3,110	\$ 196,013	\$ 180,894	\$ 169,740
Jan Proulx, Director of Instruction	\$ 162,256	-	\$ 11,458	\$ 18,335	\$ 3,110	\$ 195,159	\$ 180,445	\$ 169,740



# EXECUTIVE COMPENSATION DISCLOSURE

**Summary Other Compensation Table at 2024**

Name and Position	All Other Compensation	Severance	Vacation Payout	Paid Leave	Vehicle / Transportation Allowance	Perquisites / Other Allowances	Other
Christy Fennell, Superintendent	\$ 3,911	-	-	-	-	-	\$ 3,911
Kim Simone Morris, Secretary-Treasurer	\$ 2,437	-	-	-	-	-	\$ 2,437
Melissa Panoulis, Secretary Treasurer	\$ 29,399	-	\$ 27,904	-	-	-	\$ 1,495
Michael Readman, Assistant Superintendent	\$ 15,218	-	\$ 14,356	-	-	-	\$ 862
Wade Simlik, Director of Operations and Maintenance	\$ 3,369	-	-	-	-	-	\$ 3,369
Paul Chisholm, Director of Instruction	\$ 3,110	-	-	-	-	-	\$ 3,110
Jan Proulx, Director of Instruction	\$ 3,110	-	-	-	-	-	\$ 3,110

# EXECUTIVE COMPENSATION DISCLOSURE

## Notes

Christy Fennell, Superintendent	<p><b>General Note:</b> Christy Fennell received a 6.8% performance-based salary increase effective July 1, 2023 in accordance with the K-12 sector-based process for annual, performance-based salary increases for exempt staff.</p> <p><b>Other Note:</b> Benefit Allowance and EI Rebate</p>
Kim Simone Morris, Secretary-Treasurer	<p><b>Other Note:</b> Benefit Allowance and EI Rebate</p>
Melissa Panoulis, Secretary Treasurer	<p><b>General Note:</b> Melissa Panoulis received a 6.7% performance-based salary increase as of August 1, 2023 in accordance with the K-12 sector-based process for annual, performance-based salary increases for exempt staff. Vacation payout included 2022-2023 unused vacation days and 2023-2024 unused vacation days.</p> <p><b>Other Note:</b> Benefit Allowance and EI Rebate</p>
Michael Readman, Assistant Superintendent	<p><b>Other Note:</b> EI Rebate and Benefit Allowance and Retiring Allowance</p>
Wade Simlik, Director of Operations and Maintenance	<p><b>General Note:</b> Wade Simlik received a 6.7% performance-based salary increase as of August 1, 2023 in accordance with the K-12 sector-based process for annual, performance-based salary increases for exempt staff.</p> <p><b>Other Note:</b> Benefit Allowance, EI Rebate and retiring allowance</p>
Paul Chisholm, Director of Instruction	<p><b>General Note:</b> Paul Chisholm received a 6.7% performance-based salary increase as of August 1, 2023 in accordance with the K-12 sector-based process for annual, performance-based salary increases for exempt staff.</p> <p><b>Other Note:</b> Benefit Allowance and EI Rebate</p>
Jan Proulx, Director of Instruction	<p><b>General Note:</b> Jan Proulx received a 6.7% performance-based salary increase as of August 1, 2023 in accordance with the K-12 sector-based process for annual performance-based salary increases for exempt staff.</p> <p><b>Other Note:</b> Benefit Allowance and EI Rebate</p>

## MONTHLY FINANCIAL REPORT - OPERATING - SEPTEMBER MONTH END

	2024-2025 Budget (Preliminary)	2024-2025 Budget (Amended)	2024-2025 Adjustments	YTD	Available	%
6210 MOE Grant - Operating	51,803,154			6,009,000	45,794,154	88%
6290 MOE Grants - Other	1,839,912			384,315	1,455,597	79%
6410 Other Ministries	204,594			47,074	157,520	77%
6470 Non-Resident Tuition	16,250			5,467	10,783	66%
6480 Local Education Agreements	1,278,023			0	1,278,023	100%
6490 Private School Bussing	50,000			37,718	12,282	25%
6488 NEW! JustB4	9,500			692	8,808	93%
6489 Careers	75,000			13,562	61,438	82%
6490 Miscellaneous	54,000			5,600	48,400	90%
6495 Central Stores Recovery	-			653	-653	
6496 Resource Centre Recoveries	-			3,345	-3,345	
6500 Community Use of Facilities	180,000			24,379	155,621	86%
6601 Interest	608,169			289,247	318,922	52%
6760 Surplus Internally Restricted	750,000	2,046,853		0	2,796,853	373%
6770 Surplus Schools	250,000	459,326		0	709,326	284%
<b>GRAND TOTAL</b>	<b>57,118,602</b>	<b>2,506,179</b>	<b>-</b>	<b>6,821,052</b>	<b>52,803,729</b>	<b>92%</b>

## MONTHLY FINANCIAL REPORT - OPERATING - SEPTEMBER MONTH END

	2024-2025 Budget (Preliminary)	2024-2025 Budget (Amended)	2024-2025 Adjustments	YTD	Available	%
<b>SALARIES</b>						
1050 Principal Vice-Principal Salaries	4,491,916			1,083,208	3,408,708	76%
1100 Teacher Salaries	18,828,964			1,891,171	16,937,793	90%
1200 Support Staff Wages	5,513,685			1,050,836	4,462,849	81%
1204 Clerical Wages	1,216,131			266,182	949,949	78%
1208 Summer Worker Student Wages	93,197			37,013	56,184	60%
1230 Education Assistant Wages	4,972,852			553,188	4,419,664	89%
1300 Other Professionals Wages	1,929,366			496,159	1,433,207	74%
1303 Para Educator Wages	437,355			19,314	418,041	96%
1400 Replacement Wages - Teachers	1,305,381			93,311	1,212,070	93%
1400 Replacement Wages - Maintenance & Custodial	272,717			79,201	193,516	71%
1400 Replacement Wages - Transportation	97,264			20,063	77,201	79%
1404 Replacement Wages - Clerical	0			990	-990	
1411 Recoverable Wages - Casual	0			-396	396	
1430 Replacement Wages - Ed Assistants	125,965			17,612	108,353	86%
<b>TOTAL SALARIES</b>	<b>39,284,793</b>	<b>0</b>	<b>0</b>	<b>5,607,852</b>	<b>33,676,941</b>	<b>86%</b>
<b>BENEFITS</b>						
2000 Benefits - Regular Employees	8,571,185			1,187,419	7,383,766	86%
2004 Benefits - Casual Employees	233,034			33,003	200,031	86%
<b>TOTAL BENEFITS</b>	<b>8,804,219</b>	<b>0</b>		<b>1,220,422</b>	<b>7,583,797</b>	<b>86%</b>
<b>SERVICES &amp; SUPPLIES</b>						
3100 Professional and Technical Services	0			0	0	
3101 Legal	83,000			2,809	80,191	97%
3102 Audit	20,000			-11,135	31,135	156%
3103 Labour Relations	5,000			0	5,000	100%
3104 Contract Services	1,529,750			426,601	1,103,149	72%
3105 Telephone	93,885			21,977	71,908	77%
3106 Photocopy	88,700			14,297	74,403	84%
3107 Postage	23,722			1,776	21,946	93%
3108 Advertising	6,600			508	6,092	92%
3300 Student Transportation	233,700			21,085	212,615	91%
3301 Bussing Contract	841,435			106,046	735,389	87%
3303 Transportation Allowance	12,500			575	11,925	95%
3400 Travel	175,500			19,640	155,860	89%
3405 Recruitment Travel	0			0	0	
3406 Travel - Kilometres	148,050			19,167	128,883	87%
3409 Registration Fees	84,400			9,150	75,250	89%
3410 Recruitment Incentives	59,660			30,116	29,544	50%
3415 Professional Development	15,000			0	15,000	100%
3499 Meals and Meal Supplies	115,054			14,524	100,530	87%
3600 Rentals & Leases	16,000			1,514	14,486	91%
3601 Equipment Rental	12,600			1,261	11,339	90%
3700 Dues/Fees/Licenses	426,734			147,409	279,325	65%
3706 Radio Licenses	4,700			0	4,700	100%
3707 Criminal Record Checks	6,000			364	5,636	94%
3710 Scholarships	5,000			1,000	4,000	80%
3900 Insurance	199,900			72,608	127,292	64%
4124 Bank Service Charges	3,000			864	2,136	71%
5100 Supplies General	1,843,659			349,154	1,494,505	81%
5101 Books	150,039			15,437	134,602	90%
5102 Other Supplies	10,000			2,715	7,285	73%
5103 Non-Violent Crisis Intervention	5,000			5,129	-129	-3%
5400 Utilities - Electricity	465,000			130,549	334,451	72%
5401 Utilities - Natural Gas	410,000			29,822	380,178	93%
5402 Utilities - Propane	35,000			5,192	29,808	85%

## MONTHLY FINANCIAL REPORT - OPERATING - SEPTEMBER MONTH END

	2024-2025 Budget (Preliminary)	2024-2025 Budget (Amended)	2024-2025 Adjustments	YTD	Available	%
5403 Vehicle Fuel	650,000			82,782	567,218	87%
5404 Utilities - Water & Sewer	160,000			28,625	131,375	82%
5405 Utilities - Garbage	60,000			15,834	44,166	74%
5406 Carbon Offsets	70,000			-22,593	92,593	132%
5407 Next Generation Network (NGN)	145,000			505	144,495	100%
5800 Equipment	216,000			19,615	196,385	91%
5900 Computer Replacements	450,000			37,086	412,914	92%
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>8,879,588</b>	<b>0</b>		<b>1,602,008</b>	<b>7,277,580</b>	<b>82%</b>
<b>GRAND TOTAL</b>	<b>56,968,600</b>	<b>0</b>		<b>8,430,282</b>	<b>48,538,318</b>	<b>85%</b>

# MONTHLY FINANCIAL REPORT - OPERATING -SEPTEMBER MONTH END

	2024-2025 Budget (Preliminary)	2024-2025 Budget (Amended)	YTD	Available	%
<b>FUNCTION 1: INSTRUCTION</b>					
102 Regular (Classroom)	24,964,886		3,032,591	21,932,295	88%
103 Career Prep	414,956		77,086	337,870	81%
107 Library	499,806		42,691	457,115	91%
108 Counselling	830,190		106,596	723,594	87%
110 Inclusion	8,711,079		902,699	7,808,380	90%
130 ELL	135,814		12,003	123,811	91%
131 Indigenous Education	2,205,407		305,152	1,900,255	86%
141 School Administration	4,161,290		982,431	3,178,859	76%
162 Offshore Students	200,000		0	200,000	100%
<b>TOTAL INSTRUCTION</b>	<b>42,123,428</b>	<b>-</b>	<b>5,461,249</b>	<b>36,662,179</b>	<b>87%</b>
<b>FUNCTION 4: ADMINISTRATION</b>					
411 District Education Administration	607,349		180,207	427,142	70%
420 Early Learning & Child Care	-		0	0	
440 Governance	242,991		70,428	172,563	71%
441 Business Administration	1,566,248		392,993	1,173,255	75%
<b>TOTAL ADMINISTRATION</b>	<b>2,416,588</b>	<b>-</b>	<b>643,628</b>	<b>1,772,960</b>	<b>73%</b>
<b>FUNCTION 5: OPERATIONS &amp; MAINTENANCE</b>					
541 Maintenance Administration	618,288		182,929	435,359	70%
550 Maintenance & Custodial	5,523,329		1,125,830	4,397,499	80%
552 Grounds	639,106		184,074	455,032	71%
556 Utilities	1,350,000		188,011	1,161,989	86%
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>8,130,723</b>	<b>-</b>	<b>1,680,844</b>	<b>6,449,879</b>	<b>79%</b>
<b>FUNCTION 7: TRANSPORTATION</b>					
741 Transportation Administration	313,130		74,998	238,132	76%
770 Student Transportation	3,984,731		569,523	3,415,208	86%
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>4,297,861</b>	<b>-</b>	<b>644,521</b>	<b>3,653,340</b>	<b>85%</b>
<b>GRAND TOTAL</b>	<b>56,968,600</b>	<b>-</b>	<b>8,430,242</b>	<b>48,538,358</b>	<b>85%</b>

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

School	Pupil Budget Ratio	Enrolment Headcount	2023-2024 Operating Budget													CEF Budget Expenditures								
			Operating Budget	Instruction	Careers	Library	Counselling	Inclusion	ELL	Indigenous	School Admin	YTD Total	Remaining	% Rem	Instruction	Library	Counselling	Inclusion	ELL	YTD Total	Remaining	% Rem		
Canalta Elementary	9,249	254	2,452,890	2,267,624	154,930	0	282	0	70,865	0	0	63,482	289,559	1,978,065	87%	81,735		7,259	4,839	12,098	69,637	85%		
Crescent Park Elementary	10,123	256	2,442,434	2,345,579	188,664	0	0	0	51,603	0	0	68,525	308,792	2,036,787	87%	246,033	12,842	7,458	9,438	29,738	216,295	88%		
Devereaux Elementary	13,237	73	947,068	940,774	60,347	0	221	0	24,237	0	0	28,282	113,087	827,687	88%	25,507		2,455	4,374	6,829	18,678	73%		
Don Titus Montessori	11,265	141	1,332,199	1,384,651	80,614	0	640	0	32,805	0	0	28,222	142,281	1,242,370	90%	203,686		4,693	2,914	7,607	196,079	96%		
Ecole Frank Ross Elementary	9,248	443	4,072,544	3,851,833	291,984	0	10,428	0	52,263	-2	0	91,339	446,012	3,405,821	88%	245,203	14,773	8,249	13,055	36,077	209,126	85%		
Little Prairie Elementary	10,401	181	1,716,564	1,809,709	115,023	0	1,096	0	19,280	0	0	57,999	193,398	1,616,311	89%	72,956		3,617	3,328	6,945	66,011	90%		
McLeod Elementary	9,342	82	597,603	610,521	70,004	0	183	0	5,411	636	0	10,874	87,108	523,413	86%	155,524		13	20	33	155,491	100%		
Moberly Lake Elementary	11,352	42	477,916	460,656	43,193	0	0	0	10,081	0	0	13,138	66,412	394,244	86%	16,135		1,220	888	2,108	14,027	87%		
Parkland Elementary	11,311	64	647,398	703,287	60,567	0	135	0	17,206	0	0	12,317	90,225	613,062	87%	20,643		1,813	2,600	4,413	16,230	79%		
Peace View Colony	9,470	34	273,739	298,733	40,184	0	0	0	0	32	0	13,543	53,759	244,974	82%	23,252		1,142	1,401	2,563	5,106	18,146	78%	
Pouce Coupe Elementary	12,407	117	1,171,961	1,287,914	66,855	0	205	0	35,940	0	0	29,975	132,975	1,154,939	90%	163,707	12,309	3,805	3,765	19,879	143,828	88%		
South Peace Elementary	9,913	39	319,990	338,948	27,842	0	0	0	7,112	1,769	0	18,504	55,227	283,721	84%	47,671		859	1,099	865	2,823	44,848	94%	
Tremblay Elementary	10,499	183	1,905,905	1,791,295	118,207	0	0	0	47,663	0	0	64,663	230,533	1,560,762	87%	129,952	14,304	5,561	0	5,465	25,330	104,622	81%	
Tumbler Ridge Elementary	9,695	211	1,869,429	1,990,732	96,930	0	596	0	30,888	0	0	61,318	189,732	1,801,000	90%	54,925		3,150	5,473	8,623	46,302	84%		
Windrem Elementary	15,126	47	724,839	694,783	47,347	0	0	0	2,900	0	0	22,983	73,230	621,553	89%	16,135				0	16,135	100%		
<b>Elementary Total</b>	<b>10,282</b>	<b>2167</b>	<b>20,952,479</b>	<b>20,777,039</b>	<b>1,462,691</b>	<b>0</b>	<b>13,786</b>	<b>0</b>	<b>408,254</b>	<b>2,435</b>	<b>0</b>	<b>585,164</b>	<b>2,472,330</b>	<b>18,304,709</b>	<b>88%</b>	<b>1,503,064</b>	<b>54,228</b>	<b>51,294</b>	<b>0</b>	<b>58,659</b>	<b>3,428</b>	<b>167,609</b>	<b>1,335,455</b>	<b>89%</b>
Chetwynd Secondary	9,919	269	2,525,875	2,433,798	147,829	21,815	5,449	3,628	67,789	565	0	75,725	322,800	2,110,998	87%	234,409	14,176	2,290	745	0	17,211	217,198	93%	
DCCS - Central	8,569	410	3,189,330	3,251,631	229,214	0	7,276	14,289	52,624	2,384	134	85,473	391,394	2,860,237	88%	261,457	9,267	6,167	4,389	2,929	22,752	238,705	91%	
DCCS - South Peace	8,198	641	5,211,734	4,875,274	309,706	9,549	10,395	31,623	100,310	0	-4	124,240	585,819	4,289,455	88%	379,651	28,212	11,872	451	0	40,535	339,116	89%	
Tumbler Ridge Secondary	11,198	175	1,732,769	1,807,511	143,114	2,003	8	-152	19,130	0	0	74,062	238,165	1,569,346	87%	152,199		5,729	6,020	0	11,749	140,450	92%	
<b>Secondary Total</b>	<b>8,960</b>	<b>1495</b>	<b>12,659,708</b>	<b>12,368,214</b>	<b>829,863</b>	<b>33,367</b>	<b>23,128</b>	<b>49,388</b>	<b>239,853</b>	<b>2,949</b>	<b>130</b>	<b>359,500</b>	<b>1,538,178</b>	<b>10,830,036</b>	<b>88%</b>	<b>1,027,716</b>	<b>51,655</b>	<b>26,058</b>	<b>11,154</b>	<b>3,380</b>	<b>0</b>	<b>92,247</b>	<b>935,469</b>	<b>91%</b>
Distributed Learning	5,543	116	646,091	642,945	65,566	12,053	0	0	336	0	0	19,538	97,493	545,452	85%	0	0	0	0	0	0	0	0	0
District																574,053	-554	37	570	29,760	35,610	65,423	508,630	89%
<b>Total Total</b>	<b>9,765</b>	<b>3,778</b>	<b>34,258,278</b>	<b>33,788,198</b>	<b>2,358,120</b>	<b>45,420</b>	<b>36,914</b>	<b>49,388</b>	<b>648,443</b>	<b>5,384</b>	<b>130</b>	<b>964,202</b>	<b>4,108,001</b>	<b>29,680,197</b>	<b>88%</b>	<b>3,104,833</b>	<b>105,329</b>	<b>77,389</b>	<b>11,724</b>	<b>91,799</b>	<b>39,038</b>	<b>325,279</b>	<b>2,779,554</b>	<b>90%</b>

## 2024-2025 BUDGET CHANGE REPORT - OPERATING

	Revenues	Expenses
2024-2025 Preliminary Budget (Board Approved May 8, 2024)	56,118,602	56,968,600
Budgeted Surplus to Balance Preliminary Budget	1,000,000	
Assets Purchase from Local Capital from Operating		150,000
	57,118,602	57,118,600
2023-2024 Financial Statement Carry Forwards		
Schools' Surpluses (in excess of \$250k prelim)	459,326	459,326
Capital Projects	1,700,000	1,700,000
Indigenous Education Surplus	67,822	67,822
Service Improvement Allocation	17,031	17,031
Art Starts Grants	12,000	12,000
	2,256,179	2,256,179
Changes:		
District Resource Centre Cost of District Events Unbudgeted		16,000
Exempt Staff Wages		11,772
Increase in Bussing Fees to Private Schools	1,500	
Telephone for Additional Employee		550
Correct Inclusion Wages and Benefits		47,559
Travel - FocusED CIO Meeting		2,000
Bus Contract Renewal		121,221
Teacher Average Salary & Benefits		-114,000
Fuel Increase based on Historical Trending		20,000
Atrieve Migration from On Prem to Hosted -Annual Fees		12,000
Bus Purchase Cost > COA Funding (x 4)		64,000
2324 Retro Grid Increase		7,046
2324 Training Retro		1,448
Ministry Labour Settlement Funding Increase	35,945	
Operating Grant/Enrolment Decline	-400,284	
Contingency Decrease		-400,284
CEF Overhead Charges credit to Operating		-116,057
Off Shore Tuition Increase (Out of Province Growth 3 students)	38,442	
Additional Teaching Staff		198,346
Contingency Decrease		-109,464
	-324,397	-237,863
Amended Budget	59,050,385	59,136,916
Reserve & Contingencies		
Unrestricted	5,299,919	
24-25 Contingency for Fall Enrolment Changes	0	
Benefits Contingency	40,710	
Total Reserve & Contingencies (9.0% of Expenses)	5,340,629	



## SD59 2024/2025 1701 Submission

School	Prelim.	Sep-24	Change	Sep-23	Sep-24	Change
Canalta	233.0	254.0	21.0	262.0	254.0	(8.0)
Chetwynd Secondary	284.2	266.3	(17.9)	269.0	266.3	(2.7)
Crescent Park	257.0	256.0	(1.0)	264.0	256.0	(8.0)
Devereaux	74.0	73.0	(1.0)	82.0	73.0	(9.0)
Don Titus	154.0	141.0	(13.0)	157.0	141.0	(16.0)
Ecole Frank Ross	482.0	443.0	(39.0)	470.0	443.0	(27.0)
Distributed Learning & Kelly Lake	98.0	98.6	0.6	88.0	98.6	10.6
Little Prairie	189.0	181.0	(8.0)	203.0	181.0	(22.0)
McLeod	57.0	69.0	12.0	67.0	69.0	2.0
Moberly Lake	36.0	42.0	6.0	33.0	42.0	9.0
Parkland	59.0	64.0	5.0	59.0	64.0	5.0
Peace View School	37.0	34.0	(3.0)	31.0	34.0	3.0
Pouce Coupe	125.0	117.0	(8.0)	124.0	117.0	(7.0)
South Peace Elementary	39.0	39.0	0.0	37.0	39.0	2.0
Dawson Creek Secondary	986.3	994.6	8.4	956.0	994.6	38.6
Tremblay	180.0	183.0	3.0	182.0	183.0	1.0
Tumbler Ridge Elementary	210.0	211.0	1.0	219.0	211.0	(8.0)
Tumbler Ridge Secondary	190.8	176.8	(14.0)	183.0	176.8	(6.2)
Windrem	44.0	47.0	3.0	53.0	47.0	(6.0)
<b>Total FTE</b>	<b>3735.2</b>	<b>3690.3</b>	<b>(44.9)</b>	<b>3739.0</b>	<b>3690.3</b>	<b>(48.7)</b>
<b>SUMMARY:</b>						
Elementary	2,176.0	2,154.0	(22.0)	2,243.0	2,154.0	(89.0)
Secondary	1,461.2	1,437.7	(23.6)	1,408.0	1,437.7	29.7
Distributed Learning & Kelly Lake	98.0	98.6	0.6	88.0	98.6	10.6
District School	0.0	0.0	0.0	0.0	0.0	0.0
<b>Total FTE</b>	<b>3,735.2</b>	<b>3,690.3</b>	<b>(44.9)</b>	<b>3,739.0</b>	<b>3,690.3</b>	<b>(48.7)</b>
<b>SUMMARY:</b>						
Elementary:						
Urban Dawson Creek	1,152.0	1,136.0	(16.0)	1,178.0	1,136.0	(42.0)
Rural Dawson Creek	391.0	396.0	5.0	400.0	396.0	(4.0)
Chetwynd Area	423.0	411.0	(12.0)	446.0	411.0	(35.0)
Tumbler Ridge	210.0	211.0	1.0	219.0	211.0	(8.0)
	<b>2,176.0</b>	<b>2,154.0</b>	<b>(22.0)</b>	<b>2,243.0</b>	<b>2,154.0</b>	<b>(89.0)</b>
Secondary:						
Dawson Creek	986.3	994.6	8.4	956.0	994.6	38.6
Chetwynd	284.2	266.3	(17.9)	269.0	266.3	(2.7)
Tumbler Ridge	190.8	176.8	(14.0)	183.0	176.8	(6.2)
	<b>1,461.2</b>	<b>1,437.7</b>	<b>(23.6)</b>	<b>1,408.0</b>	<b>1,437.7</b>	<b>29.7</b>
Distributed Learning & Kelly Lake	98.0	98.6	0.6	88.0	98.6	10.6



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

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October 23, 2024

Board of Education

### **RE: Secretary-Treasurer's Report for October 2024**

The purpose of this memo is to keep the Board apprised of some of the activities of the Secretary-Treasurer to October 18, 2024.

I had the opportunity to attend two “new teacher” dinners in Tumbler Ridge and Dawson Creek along with Senior Leadership and School Principals and Vice-Principals. The dinners were a great way to meet and welcome our new teachers, who we are so very fortunate to have.

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

- Budget meetings with two Principals
- Management meeting
- New Spaces Child Care Project Team meeting
- Weekly Laserfiche Workflow Project Cadence meetings
- Tech and Electronics Teams joint meeting
- Amazon Business Account Implementation meetings with Amazon
- SD59 Technology Planning Working Group meeting
- 2023-2024 Audit Debrief with auditor
- Building Learning Together (BLT) AGM
- First of three School Finance Refresher meetings
- Principal/Vice-Principal/Admin meeting
- PRSPVPA Executive and Superintendent meeting
- Student Symposium planning meeting with secondary Principals
- Weekly meetings with each of the Finance Manager, the Director of Operations and Technology Systems Manager
- Weekly stand-up meetings with Finance Team
- Weekly Senior Leadership Team meetings

Kim Morris  
Secretary-Treasurer/CFO



# School District No.59 (Peace River South)

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October 23, 2024

Board of Education

## **RE: Capital Projects Update**

### Crescent Park Elementary School Expansion Project

Since September 20, 2024 the following have occurred:

- October 2, 2024
  - Force Engineering met with Director of Facilities, Manager of Facilities and the Secretary-Treasurer to review complete set of plans. (mechanical, structural and electrical). The engineer will make a rendering of the front of the building and back to share with the school and community.
  
- October 4-11, 2024
  - School District maintenance crew leaders, the Superintendent and the former Director of Facilities reviewed the draft plan and made a list of observations and questions to provide to the engineer for discussion and final design. Some items noted were:
    - Large retaining wall
    - Drainage around the building
  
- October 17, 2024
  - Engineer and Director of Facilities met to review the list of observations and questions above.

The project budget is:

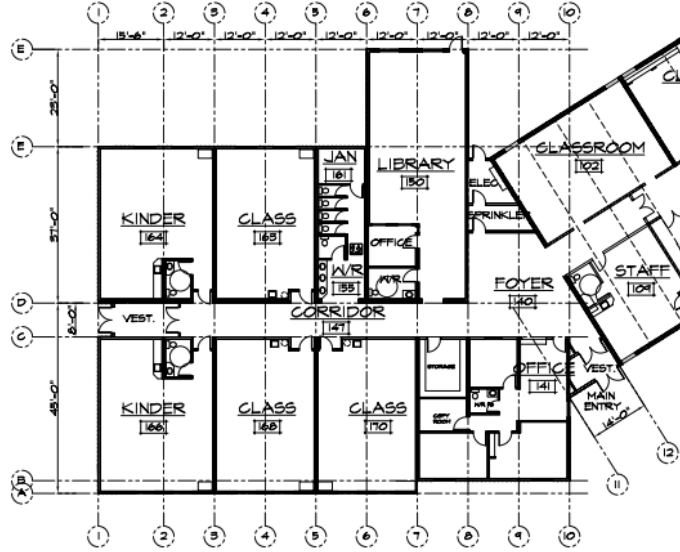
Ministry funding	\$5,000,000
Ministry contingency funding	2,500,000
Board Contribution	<u>1,700,000</u>
Total	\$9,200,000

Spent to date: \$ 78,221

**REVISED AREA SUMMARY**

ROOM NO.	NAME	AREA (SQM)
150	LIBRARY	104.55
165	CLASSROOM	75.04
165	KINDERGARTEN	80.04
165	KINDERGARTEN	81.15
165	CLASSROOM	75.82
165	CLASSROOM	75.82

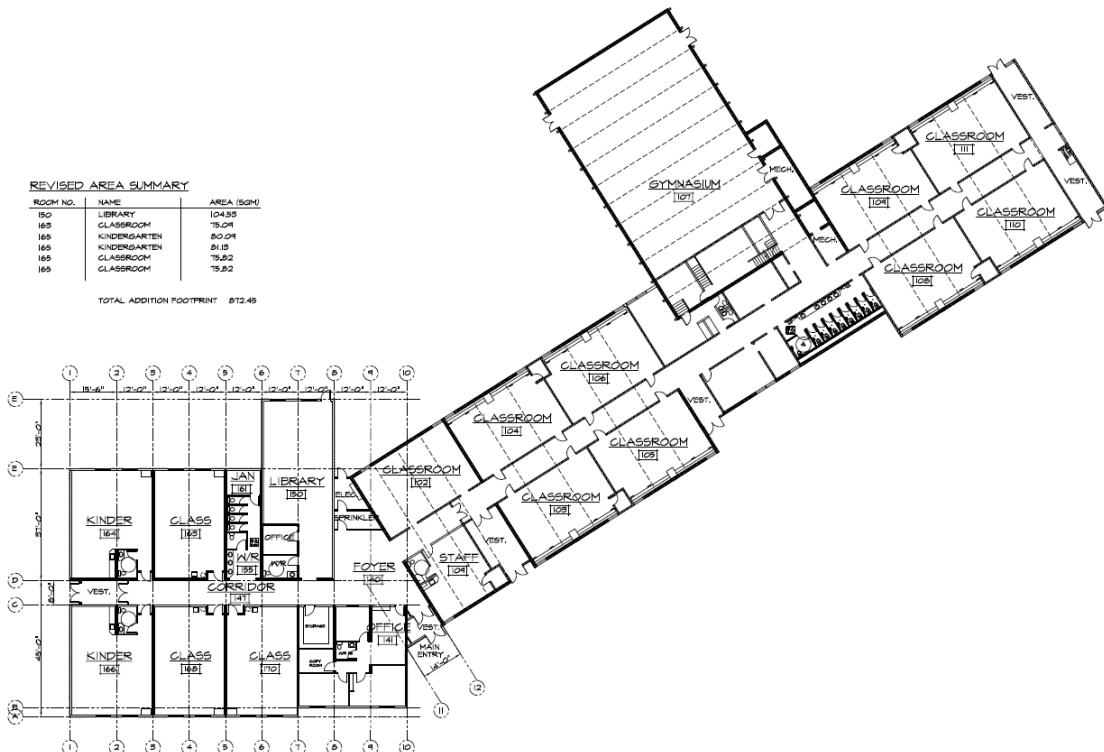
TOTAL ADDITION FOOTPRINT 872.45



**REVISED AREA SUMMARY**

ROOM NO.	NAME	AREA (SQM)
150	LIBRARY	104.55
165	CLASSROOM	75.04
165	KINDERGARTEN	80.04
165	KINDERGARTEN	81.15
165	CLASSROOM	75.82
165	CLASSROOM	75.82

TOTAL ADDITION FOOTPRINT 872.45

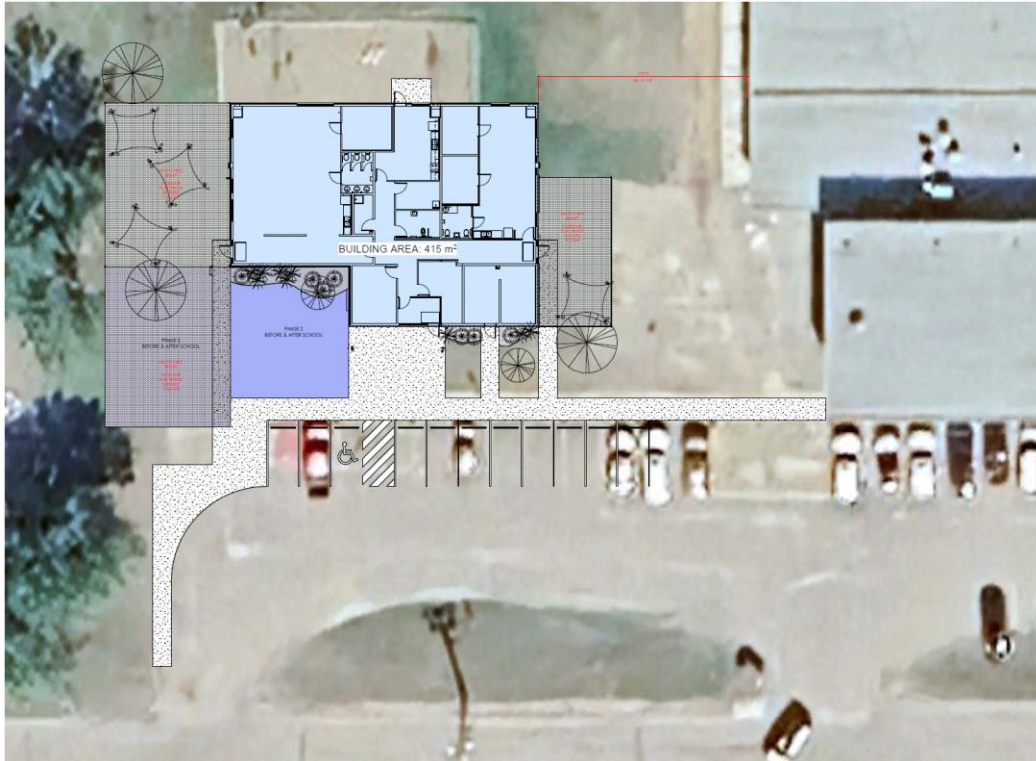


## ChildCareBC New Spaces – Tremblay & Tumbler Ridge Elementary Schools

Since the last Board meeting the following have occurred:

- September 25, 2024
  - Project team met with architect to review design package and make recommendations.
- October 5, 2024
  - Tumbler Ridge site was surveyed.
- October 6, 2024
  - Dawson Creek site was surveyed.
- October 9, 2024
  - Project team met with architect to discuss final details. Falcon Engineering attended meeting to give a brief overview of the HVAC options.
- October 9, 2024
  - Geo Tech survey completed at Tumbler site.
- October 11, 2024
  - Falcon Engineering emailed the project team the 3 HVAC options for the facilities.
- October 16, 2024
  - Project team met with architect and Falcon Engineering to review 3 HVAC options and settled on a 4th option.
- October 16, 2024
  - Plumbing details were sent out to project team for review.

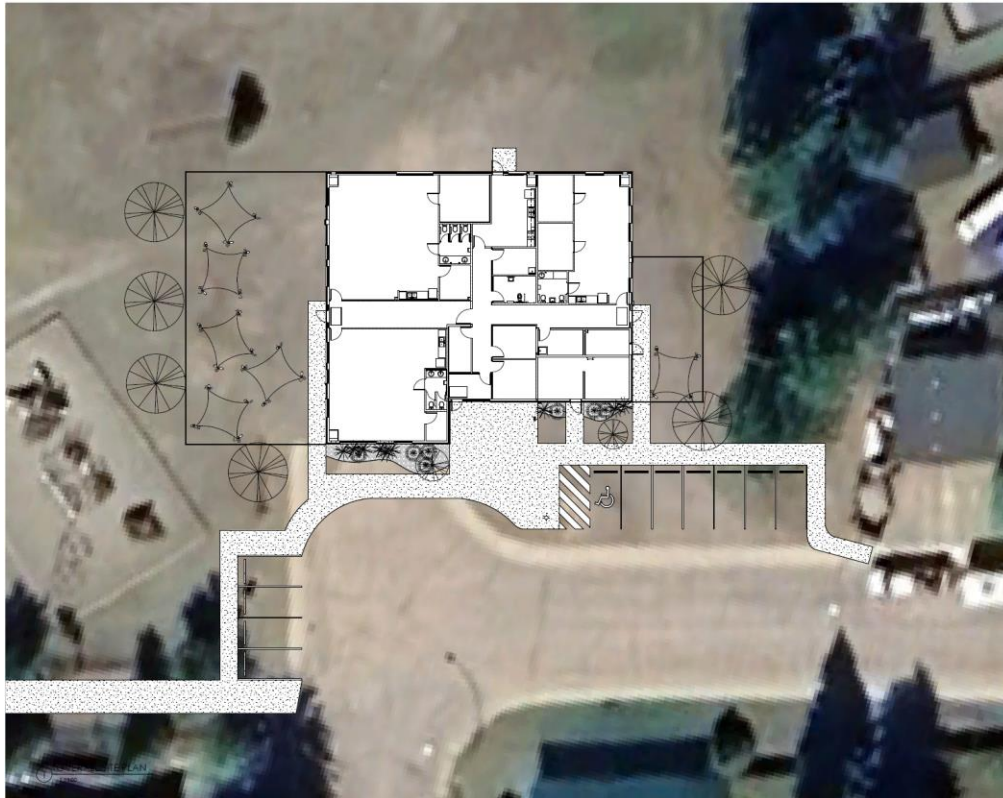
Dawson Creek Child Care Centre



Budget

<b>Dawson Creek</b>	Budget	YTD Exp	Remainder	% Rem
Revenue				
Ministry	3,974,000	1,589,600	2,384,400	60%
Interest	1,000	-	1,000	100%
<b>Total Revenue</b>	<b>3,975,000</b>	<b>1,589,600</b>	<b>2,385,400</b>	<b>60%</b>
Expenses				
Audit	1,040		1,040	100%
Contract Services	385,000	35,560	349,440	91%
Building Initiatives	3,138,960		3,138,960	100%
Equipment	450,000		450,000	100%
<b>Total Expenses</b>	<b>3,975,000</b>	<b>35,560</b>	<b>3,939,440</b>	<b>99%</b>

# Tumbler Ridge Child Care





Budget

<b>Tumbler Ridge</b>	Budget	YTD Exp	Remainder	% Rem
Revenue				
Ministry	3,974,000	1,589,483	2,384,517	60%
Interest	1,000	-	1,000	100%
<b>Total Revenue</b>	<b>3,975,000</b>	<b>1,589,483</b>	<b>2,385,517</b>	<b>60%</b>
Expenses				
Audit	1,040		1,040	100%
Contract Services	397,000	36,576	360,424	91%
Building Initiatives	3,126,960		3,126,960	100%
Equipment	450,000		450,000	100%
<b>Total Expenses</b>	<b>3,975,000</b>	<b>36,576</b>	<b>3,938,424</b>	<b>99%</b>

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

Kim Morris  
Secretary-Treasurer/CFO



# School District No. 59 (Peace River South)

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DATE: October 23, 2024

CHAIR: Roxanne Gulick

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*Note: Committee Chair will be elected at next meeting.*

**Policy for Discussion:**

**Policy for Circulation:**

**Policy for Adoption:**

**Policy/Regulation Under Review:**

- 4270 – District Scholarship Awards (2000)
- 4330 – Early Dismissal of Students (1986)
- 4660 - Retention and Destruction of Records (2000)
- 4180 – Grading Practices ( 2013) - review to make sure it aligns with reporting order and includes a section on fair assessment
- 4585 – Media in Schools (2013)

**Policy/Regulation for Repeal:**

**Regulations for Board Information:**

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11600-7<sup>th</sup> Street,  
Dawson Creek, B.C. V1G 4R8  
Phone: (250) 782-8571 Fax: (250) 782-3204