



# 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:

Original Signed By  
C. Anderson, Board Chair

Original Signed By  
K. Morris Secretary Treasurer