

Board of Education

Regular Public Meeting

January 30, 2024



SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

School District No. 57 (Prince George)

BOARD OF EDUCATION

CHARTER

Our mission, as a Board of Education, is to create a culture of trust and integrity by adhering to the highest standards of ethical behaviour and fiduciary responsibility.

We, the Board of Education, individually and collectively, in the conduct of our duties, will be:

- Transparent
- Open-minded
- Consultative
- Committed
- Respectful of Diversity

BOARD OF EDUCATION AND SENIOR ADMINISTRATION

GUIDING PRINCIPLES

The Board of Education and senior administration believe we are accountable to the families and communities we serve. We respect their diversity and support their involvement.

We further believe that all children can learn, achieve and succeed, and that by working together with our employees, students, parents, and our communities, we will enable our students to reach their greatest academic potential.

We believe our students have the right:

- To a safe and respectful learning environment.
- To be valued.
- To have the opportunity to explore and develop their potential.
- To have their intellectual, emotional, physical and social needs met

We also believe that with these rights come responsibilities with respect to their school, classroom and work habits.

We believe our employees have the following rights and responsibilities:

- To be treated fairly and work in a safe environment.
- To be respected, trusted, included and valued.
- To explore, collaborate and develop to their potential.
- To treat others fairly, work cooperatively, and create a safe working and learning environment.

Together, we affirm that these guiding principles provide the foundation for the decisions we make in School District No. 57.

BOARD OF EDUCATION
SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

REGULAR PUBLIC MEETING

4:00 p.m., Tuesday, January 30, 2024

Boardroom – 2100 Ferry Avenue

A G E N D A

The Board of Education is committed to providing a safe and respectful environment. The Board expects all participants to model respectful communication in order to foster positive relationships and build understanding between all school district partners.

1. CALL TO ORDER

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

3. APPROVAL OF AGENDA

That the agenda be approved as presented.

4. SCHOOL DISTRICT NEWS

5. PRESENTATIONS

5.1 District Student Advisory Council – Recent Activities and Focus for Upcoming Year

5.2 Prince George Secondary School Family of Schools

6. MINUTES OF PREVIOUS MEETINGS

6.1 Regular Public Meeting of November 28, 2023

Page 1

That the minutes of the November 28, 2023 regular public meeting be approved as presented.

- 6.2 Record of Minutes of the Regular In Camera Meeting of November 27, 2023 and Special In Camera Meetings of December 1 and December 13, 2023

Page 11

That the record of minutes of the regular in camera meeting of November 27, 2023 and special in camera meetings of December 1 and December 13, 2023 be approved as presented.

7. **BUSINESS ARISING FROM THE MINUTES**

8. **OLD BUSINESS**

9. **NEW BUSINESS**

- 9.1 Catchment and Capacity Rightsholders and Partners Advisory Committee (S. Holland)

- Report of the Catchment and Capacity Rightsholders and Partners Advisory Committee

Page 12

- 9.2 September 2024 Enrolment Restrictions (Acting Secretary Treasurer)

Page 18

- 9.3 Ad Hoc Policy Committee (S. Holland)

Page 20

10. **EDUCATION COMMITTEE**

- 10.1 Committee Report (S. Holland)

Page 21

- 10.2 Board Authorized Course, Japanese Cooking and Culture 11

Page 22

- 10.3 2024/25 School District Calendar

Page 32

11. **BUSINESS COMMITTEE**

- 11.1 Committee Report (E. McLean)

Page 35

- 11.2 2023/24 Amended Annual Budget

Page 37

- 11.3 Year-to-Date Financial Information to December 31, 2023

Page 65

12. **ADVISORY COMMITTEE**

- 12.1 Committee Report (S. McCrory) Page 68

13. **DISTRICT ADMINISTRATION REPORTS**

- 13.1 Acting Superintendent of Schools

14. **TRUSTEE REPORTS**

- 14.1 BC School Trustees' Association
(R. Weber)
- 14.2 BC Public School Employers' Association (R. Weber)
- 14.3 District Parent Advisory Council (S. Holland)

15. **CORRESPONDENCE**

- 15.1 Letter dated December 4, 2023 from the City of Prince
George regarding Advocacy on Mandatory Holocaust
Education in British Columbia Page 69

16. **ADJOURNMENT**

UPCOMING MEETINGS:

Education Committee – February 6, 2024
Business Committee – February 13, 2024
Advisory Committee – February 20, 2024
Regular Public Board – February 27, 2024

PUBLIC REMARKS:

In accordance with Policy 7 Board Operations:

- *There shall be a public remarks period of up to 30 minutes (Note – maximum of six (6) speakers) following the adjournment of every regularly scheduled public Board meeting, to provide an opportunity for members of the public to make comments to the Board. Public remarks shall be relevant to items on the evening's approved regular public agenda. The Board will listen respectfully to comments, however may not respond to questions during this time.*
- *Members of the public may submit written comments relevant to items on the evening's approved regular public agenda to the Board Chair by email at publicinput@sd57.bc.ca for consideration by the Board. Written submissions must be received by 5 p.m. on the Monday prior to the regular public meeting.*
- *Individuals or groups wishing to make public remarks must identify themselves and the issue(s) to be presented on a speakers' list which will be available following the adjournment of the regular public meeting.*
- *Each speaker from the public will be allowed five minutes to make comments. At the discretion of the Chairperson, additional time may be allotted.*

Additional Notes:

- *The Board of Education has a legal responsibility to create and maintain a respectful workplace*
- *Respectful language and behaviour at all times*
- *Right to disagree but done in a respectful manner*
- *All individuals are entitled to their opinion but not at the expense of others' dignity*
- *Model the behaviour that you would want your children to engage in*
- *No signage is allowed in the meeting room*

DRAFT
Minutes
Regular Public
Meeting

Board of Education
School District No. 57 (Prince George)
2100 Ferry Avenue, Prince George, B.C.

2023.11.28
4:00 p.m.

Present:

Rachael Weber, Chair
Craig Brennan, Vice Chair
Cory Antrim, Trustee
Sarah Holland, Trustee (Zoom)
Erica McLean, Trustee
Shar McCrory, Trustee
Bob Thompson, Trustee (By Zoom for
items 1 through 8)

Pam Spooner, Acting Superintendent of Schools
Lynda Minnabarriet, Acting Secretary Treasurer
Diane Nygaard, Executive Assistant (Recorder)

In Attendance:

Kap Manhas, Assistant Superintendent
Lee Karpenko, Assistant Superintendent

1. **CALL TO ORDER**

The meeting was called to order at 4:02 p.m.

2. **ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

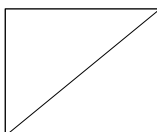
The Board Chair provided a formal acknowledgement of the ancestral lands, culture and people of the Lheidli T'enneh First Nation, McLeod Lake Indian Band and Simpcw Nation.

3. **APPROVAL OF AGENDA**

MOVED and SECONDED
That the agenda be approved as presented.

MOVED and SECONDED
To add Board Election Procedures as item 4 of the agenda.
CARRIED

MOVED and SECONDED
To remove BC Public School Employers' Association Trustee Report from the agenda.
CARRIED



MOVED and SECONDED

To add Policy 1110 Communications under New Business of the agenda.

CARRIED

MOVED and SECONDED

That the agenda be approved as amended.

CARRIED

4. **BOARD ELECTION PROCEDURES**

The Acting Secretary Treasurer reviewed the Board election procedures that were provided as a handout.

5. **ELECTION OF CHAIRPERSON**

5.1 Nominations

The Superintendent called 3 times for nominations for chairperson.

Trustee Antrim nominated Trustee Weber, who declined the nomination.

Trustee McCrory nominated Trustee Holland, who accepted the nomination.

Trustee Weber nominated Trustee Brennan, who accepted the nomination.

5.2 Ballots

The Acting Secretary Treasurer and Executive Assistant conducted an election by secret ballot.

5.3 Declaration of Election

Acting Superintendent declared Trustee Brennan elected as chairperson.

5.4 Motion to Destroy Ballots

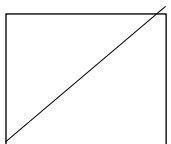
MOVED and SECONDED

That the ballots of the election for Chairperson be destroyed.

CARRIED

5.5 Elected Chairperson Assumes Chair

Trustee Brennan assumed the chair.



6. ELECTION OF VICE-CHAIRPERSON**6.1 Nominations**

The Board Chair called three times for nominations for vice-chairperson.

Trustee McCrory nominated Trustee Holland, who accepted the nomination.

Trustee Antrim nominated Trustee McLean, who accepted the nomination.

6.2 Ballots

The Acting Secretary Treasurer and Executive Assistant conducted an election by secret ballot.

6.3 Declaration of Election

The Board Chair declared Trustee McLean elected as vice-chairperson.

6.4 Motion to Destroy Ballots

MOVED and SECONDED

That the ballots of the election for vice-chairperson be destroyed.

CARRIED

7. ELECTION OF BCSTA PROVINCIAL COUNCILLOR**7.1 Nominations**

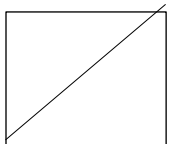
The Board Chair called three times for nominations for BCSTA Provincial Councillor.

Trustee Holland nominated Trustee McCrory, who accepted the nomination.

Trustee Antrim nominated Trustee Weber, who accepted the nomination.

7.2 Ballots

The Acting Secretary Treasurer and Executive Assistant conducted an election by secret ballot.



7.3 Declaration of Election

The Board Chair declared Trustee Weber elected as BCSTA Provincial Councilor.

7.4 Motion to Destroy Ballots

MOVED and SECONDED

That the ballots of the election for vice-chairperson be destroyed.

CARRIED

8. **ELECTION OF AN ALTERNATE TO THE BCSTA PROVINCIAL COUNCILLOR**

8.1 Nominations

The Board Chair called three times for nominations for an alternate to the BCSTA Provincial Councilor.

Trustee Holland nominated Trustee McCrory, who accepted the nomination.

Trustee McLean nominated Trustee Antrim, who accepted the nomination.

8.2 Ballots

The Acting Secretary Treasurer and Executive Assistant conducted an election by secret ballot.

8.3 Declaration of Election

The Board Chair declared Trustee Antrim elected as the alternate to the BCSTA Provincial Councilor.

8.4 Motion to Destroy Ballots

MOVED and SECONDED

That the ballots of the election for vice-chairperson be destroyed.

CARRIED

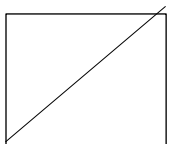
Trustee Thompson excused himself from the meeting.

9. **ELECTION OF BCPSEA REPRESENTATIVE**

A recess was called at 4:48 p.m., and the meeting reconvened at 4:52 p.m.

Trustees Holland and McCrory declared a potential conflict related to an immediate family member which would not allow them to serve as the BCPSEA representative.

Trustee Weber volunteered for the position.



The Board Chair called a second and third time for nominations and heard none.

Trustee Weber was acclaimed to the position of BCPSEA representative.

10. ELECTION OF AN ALTERNATE TO THE BCPSEA REPRESENTATIVE

The Board Chair called three times for nominations of an alternate to the BCPSEA representative.

Trustee Weber nominated Trustee Antrim, who accepted the nomination.

Trustee Antrim was acclaimed to the position of an alternate to the BCPSEA representative.

11. SCHOOL DISTRICT NEWS

Trustee Antrim provided positive comments on the Junior Volleyball Provincials held in Prince George.

Trustee Weber recited a letter of appreciation to principals for the extraordinary dedication and hard work put into leading our schools.

12. PRESENTATION

12.1 Shas Ti Kelly Road Family of Schools

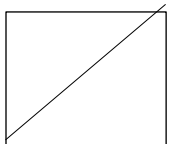
Principals and Vice Principals from the Shas Ti Kelly Road Family of Schools provided a presentation on learning in their schools as it relates to the priorities of the Strategic Plan.

12.2 College Heights Secondary Family of Schools

Principals and Vice Principals from the College Heights Secondary Family of Schools provided a presentation on learning in their schools as it relates to the priorities of the Strategic Plan.

12.3 Prince George District Teachers' Association

Daryl Beauregard representing the Prince George District Teachers' Association provided a presentation related to employee retention.



12.4 CUPE 3742

Paula Bass representing CUPE 3742 provided a presentation related to employee retention.

MOVED and SECONDED

That the Board of Education approves the extension of this meeting for 30 minutes.

CARRIED

12.5 Prince George District Parent Advisory Council

Laura Weller, representing the Prince George District Parent Advisory Council provided a presentation regarding collaboration.

13. **MINUTES OF THE PREVIOUS MEETINGS**

13.1 Regular Public Meeting of October 24, 2023

MOVED and SECONDED

That the minutes of the October 24, 2023 regular public meeting be approved as presented.

CARRIED

13.2 Record of Minutes of Regular and Special In Camera Meetings

MOVED and SECONDED

That the record of the regular in camera meeting of October 23, 2023 and special in camera meeting of November 1, 2023 be approved as presented.

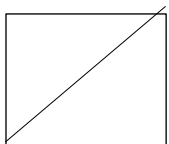
CARRIED

14. **BUSINESS ARISING FROM THE MINUTES**

None.

15. **OLD BUSINESS**

None.



16. NEW BUSINESS**16.1 Trustee Request for Reimbursement – Policy 7 Section 7.5**

MOVED and SECONDED

That the Board of Education approves compensation to Trustees McCrory and Weber to participate in the December short-listed interviews for the position of Superintendent.

CARRIED

Trustee McCrory abstained from the vote.

MOVED and SECONDED

That the Board of Education approves compensation to Trustee Antrim to participate in the December short-listed interviews for the position of Superintendent.

CARRIED

Trustee Antrim abstained from the vote.

16.2 Policy 1110 Communications

MOVED and SECONDED

To amend Policy 1110 Communications by adding two additional words to the existing policy. The additional words are “and timely”. By adding these two words to the policy it would read as follows:

*The Board of Education of School District No. 57 (Prince George) and its administration will foster an environment of open **and timely** communication.*

MOVED and SECONDED

That this item be referred to the Ad Hoc Policy Committee.

DEFEATED

Trustees Antrim, Brennan and Weber voted in opposition to the motion.

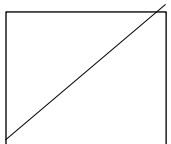
The discussion returned to the original motion:

MOVED and SECONDED

To amend Policy 1110 Communications by adding two additional words to the existing policy. The additional words are “and timely”. By adding these two words to the policy it would read as follows:

*The Board of Education of School District No. 57 (Prince George) and its administration will foster an environment of open **and timely** communication.*

DEFEATED



Trustees Holland, McLean and McCrory voted in opposition to the motion.

MOVED and SECONDED

That the Board of Education approves the extension of this meeting for 30 minutes.

CARRIED

17. **EDUCATION COMMITTEE**

17.1 Committee Report

MOVED and SECONDED

That the report of the Education Committee meeting held on November 7, 2023 be received.

CARRIED

18. **BUSINESS COMMITTEE**

18.1 Committee Report

MOVED and SECONDED

That the report of the Business Committee meeting held on November 14, 2023 be received.

CARRIED

18.2 Class Size Report

MOVED and SECONDED

That the Class Size Report be received as presented.

CARRIED

18.3 Statement of Financial Information (SOFI) Report

MOVED and SECONDED

That the attached Statement of Financial Information for the fiscal year ended June 30, 2023 be received.

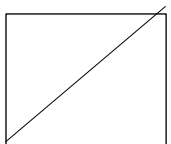
CARRIED

18.4 Year-to-Date Financial Information to September 30, 2023

MOVED and SECONDED

That the attached 2023-24 Operating Fund Report and Governance Expenses for the Quarter ended September 30, 2023 be received.

CARRIED



19. ADVISORY COMMITTEE**19.1 Committee Report**

MOVED and SECONDED

That the report of the Advisory Committee meeting held on November 21, 2023 be received.

CARRIED

19.2 Draft Policy 26 Whistleblower

MOVED and SECONDED

That draft Policy 26 Whistleblower Protection be approved

CARRIED

20. DISTRICT ADMINISTRATION REPORTS**20.1 Acting Superintendent of Schools**

The Acting Superintendent provided a PowerPoint presentation with a focus on the directions of the Strategic Plan:

21. TRUSTEE REPORTS**21.1 BC School Trustees' Association**

Trustee McLean drew attention the memorandum that was included in the agenda package.

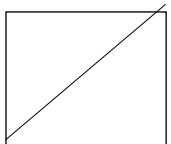
Trustee Holland provided an overview of the breakfast meeting held on October 27, 2023 with BCSTA representatives.

21.2 District Parent Advisory Council

Trustee McCrory provided an overview of the November 6, 2023 District Parent Advisory Council meeting.

21.3 District Student Advisory Council

Trustee Holland advised that the District Student Advisory Council will be making a presentation at an upcoming Board meeting.



22. **CORRESPONDENCE**

The Board Chair drew attention to the following correspondence that was included in the agenda package:

- Email received November 14, 2023 from Duchess Park Secondary Student regarding a Four-Day School Week
- Letter dated November 7, 2023 from the British Columbia School Trustees Association to the Minister of Education and Child Care requesting support for equity, diversity and inclusion.
- Elections BC – Notice of Disqualifications for Josh Silva and Mike Rositano

23. **ADJOURNMENT**

The meeting adjourned at 6:47 p.m.

Chairperson

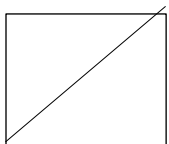
Secretary Treasurer

November 28, 2023

PUBLIC REMARKS

SPEAKERS' LIST

	NAME	ORGANIZATION (If applicable)	TOPIC
1.	Don Sabo	Parent / Past Chair District Parent Advisory Council	Addressing Bullying in Public Schools



BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

RECORD PURSUANT TO SECTION 72 OF THE *SCHOOL ACT*

MATTERS DISCUSSED AND DECISIONS REACHED AT THE SPECIAL AND
REGULAR IN CAMERA MEETINGS HELD SINCE THE LAST SUCH REPORT

November 27, 2023 Regular In Camera Meeting

1. Acknowledgement of the Traditional Territories.
2. Approval of the agenda.
3. Adoption of the minutes of the regular in camera meeting of October 23, 2023 and special in camera meeting held on November 1 and November 6, 2023.
4. Receipt of an update related to personnel matters.
5. Discussion regarding governance matters.
6. Receipt of an update related to legal matters.

The meeting was called to order at 4:01 p.m. and adjourned at 5:01 p.m.

December 1, 2023 Special In Camera Meeting

1. Acknowledgement of the Traditional Territories.
2. Motion to waive written notice of the meeting.
3. Approval of the agenda.
4. Discussion related to a personnel matter.

The meeting was called to order at 5:30 p.m. and adjourned at 6:25 p.m.

December 13, 2023 Special In Camera Meeting

1. Acknowledgement of the Traditional Territories.
2. Approval of the agenda.
3. Discussion and decisions related to a personnel matter.

The meeting was called to order at 3:25 p.m. and adjourned at 4:24 p.m.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

January 30, 2024

MEMORANDUM

TO: Board of Education

FROM: Catchment and Capacity Rightsholders and Stakeholders
Advisory Committee

SUBJECT: **REPORT OF THE CATCHMENT AND CAPACITY
RIGHTSHOLDERS AND STAKEHOLDERS ADVISORY
COMMITTEE**

RECOMMENDATION

That the report of the Catchment and Capacity Rightsholders and Stakeholders
Advisory Committee be received.

* * * * *

/dlh

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

January 30, 2024

Report

TO: Board of Education

FROM: Catchment and Capacity Rightsholders and
Stakeholders Advisory CommitteeSUBJECT: **2024/25 Recommendations on Catchment and Capacity****1. BACKGROUND**

The Catchment and Capacity Rightsholders and Stakeholders Advisory Committee (Committee) was established by the Board of Education in 2017. The Board acknowledges that this important work takes place on the beautiful ancestral lands of the Lheidli T'enneh First Nation, McLeod Lake Indian Band and Simpcw First Nation.

The Committee's scope of work was as follows:

- Receive current enrolment information related to the operating capacity of each school.
- Receive projected enrolments, by school, for the next five school years.
- Identify trends, challenges and emergent issues based on the current and projected enrolments and school capacities.
- Make recommendations to the Board of Education for the 2024/25 school year on options for addressing the identified trends challenges, and emergent issues.

Rightsholders and Stakeholders were invited to participate in the Committee. Attendees included:

- Elder
- CUPE 3742
- District Parent Advisory Council
- District Student Advisory Council
- Prince George District Teachers' Association
- Prince George Metis Community Association
- Prince George Principals and Vice Principals Association
- Trustee Representatives

Participating staff members included:

- Acting Superintendent of Schools, Acting Secretary Treasurer, Assistant Superintendents, Director of Facilities Services, Energy and Sustainable Conservation Coordinator, Director of Finance, Executive Assistant

The District had intended that the work of the Catchment and Capacity committee would begin in late spring of 2023. Due to a variety of staffing circumstances, the work of the committee was delayed to the winter of 2023. This timeline was not ideal as it meant that the committee had a shortened time span in order to meet the registration and on-line transfer process required in late January. Committee members expressed concern regarding these circumstances and frustration with how it creates short term responses to long term issues.

Current Enrolment Restrictions by Family of Schools

Enrolment restricted to catchment area students only:

College Heights Secondary Family of Schools:

- Beaverly Elementary
- College Heights Secondary
- College Heights Elementary
- Malaspina Elementary
- Southridge Elementary
- Vanway Elementary

Duchess Park Secondary Family of Schools:

- Duchess Park Secondary, Regular Program only
- Harwin Elementary
- Ron Brent Elementary

DP Todd Secondary Family of Schools:

- Edgewood Elementary
- Heritage Elementary

Shas Ti Kelly Road Secondary Family of Schools:

- Glenview Elementary
- Hart Highlands Elementary
- Springwood Elementary

Kindergarten Enrolment Restrictions by Family of Schools

College Heights Secondary Family of Schools:

- College Heights Elementary – French Immersion program, no more than 20 students

Choice Schools:

- Polaris Montessori Elementary – no more than 40 students
- Ecole Lac des Bois – no more than 60 students

2. COMMITTEE MEETINGS

Committee meetings were held on December 11, 2023, January 8 and January 15, 2024 via Zoom.

December 11, 2023

This meeting provided Committee members with information on the following items:

- 2021/22 to 2023/24 Enrolment Information
- Summary Analysis Information from Baragar explaining how projections were made for 2024
- Capacities and Projected Enrolments by Family of Schools for 2022 to 2038
- Enrolment Patterns – Numbers of students attending other than catchment schools,

Note: Baragar software is a demographic tool which provides the District with projections on future enrolments based on current enrolment and historical trends.

Notes from the December 8, 2023 meeting are attached.

January 8, 2024

The Committee reviewed the notes from the December 11, 2023 meeting and the information provided in response to questions raised at the December 11 meeting including:

- comparison of Baragar projections to actual enrolment (to review accuracy of projections)
- confirmation of number of classrooms at Heather Park Elementary
- confirmation of schools with closed catchments or capped Kindergarten enrolment
- information on numbers of students who attend district programs (Montessori, French Immersion, choice schools)

Recognizing the short timeframe, the Committee discussed the areas of immediate concern for the 2024/25 school year and potential recommendations to bring forward to the Board:

- Duchess Park Secondary – recommendation below
- Peden Hill Elementary – recommendation below

Springwood Elementary

There was discussion regarding options for the enrolment challenges at Springwood Elementary and the Committee acknowledged that this is not a new issue for the Committee. The capacity of the school is 205 while the enrolment is 274. The additional capacity has been accommodated by the addition of 2 portables at the school.

There are a number of factors to be considered prior to a recommendation being brought forward to the Board:

- Since 2020, the Board's Five Year Capital Plan has contained a request for a four classroom addition.
- With the existing school enrolment and capacity, adding a portable to the school would allow for an additional enrolment of 25 students for the 2024/25 school year only. It would not allow for increased school enrolment in future years. The addition of a new

portable is a district cost of \$275,000 and moving an existing district portable to the site is \$80,000 to \$100,000.

- Prior to a boundary change, information on the impact to Nukko Lake or Heather Park Elementary requires further exploration.
- The work on the district's Long Range Facilities Plan will occur from late January to April 2024 and this will include a review of future housing developments, meetings with municipal and regional district representatives, and review of all district schools and facilities.

Due to the condensed timelines of the Committee, there is no recommendation for change to Springwood Elementary boundaries at this time, however, it is noted that if no change is made for the 2025/26 school year, accommodating all Kindergarten registrants is not possible and that is not acceptable to the Committee.

Following receipt of the Long Range Facilities Plan, the district will need to review the complexities of enrolment and capacity at Springwood Elementary and make firm timelines in order to address future needs of the school community. Caregivers and staff are concerned about further delays to addressing this issue. A representative from the Board of Education and the senior leadership team will attend the Springwood PAC Meeting in January to provide an update to the community on this process.

Notes from the meeting are attached.

January 15, 2024

The Committee reviewed the draft report to be provided to the Board at their Regular Board meeting on January 30, 2024.

3. RECOMMENDATIONS

Duchess Park Secondary

Duchess Park Secondary has a capacity of 900 with current enrolment of 510 in the regular program and 371 in the secondary French Immersion program. The following actions occurred in prior years in response to enrolment projections of 1,200 students in future years:

- 2017 - Registration for DPSS has been restricted to in-catchment only
- 2018 - Registration for Edgewood restricted to in-catchment only
- 2018 - Registration for Spruceland kindergarten capped at 40
- 2019 - Registration for Harwin and Ron Brent have been restricted to in-catchment only
- 2019 - DP Todd Expansion Project to 900 student capacity on Capital Plan
- 2020 – Grade 7 students at Spruceland Elementary attending DP Todd instead of Duchess Park Secondary

These actions have been successful in relieving enrolment pressures at Duchess Park Secondary, however, these actions have also resulted in a decline in regular program enrolment resulting in fewer options for those students and DP Todd is now experiencing capacity issues. In response to those issues, it is recommended that the catchment for

Duchess Park Secondary be removed with restrictions in order to allow for greater student registration.

Recommendation for September 1, 2024:

- That effective September 1, 2024, the out-of-catchment restriction be removed for Duchess Park Secondary for regular program enrolment to a maximum enrolment of 920 students.

Peden Hill Elementary

Peden Hill Elementary has an operating capacity of 205 and a current enrolment of 264. The 2019 Catchment and Capacity process recognized that the enrolment at Peden Hill required monitoring and that catchment areas for Peden Hill, Westwood and Pinewood Elementary Schools should be reviewed.

Recommendation for September 1, 2024:

- That effective September 1, 2024 enrolment for Peden Hill Elementary be restricted to students in the catchment area.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

January 30, 2024

MEMORANDUM

TO: Board of Education

FROM: Acting Secretary Treasurer

SUBJECT: **SEPTEMBER 2024 ENROLMENT RESTRICTIONS**

RECOMMENDED MOTIONS:

1. That effective September 1, 2024, enrolment at the following schools be restricted to catchment area students only:
 - a) Beaverly Elementary
 - b) College Heights Secondary
 - c) College Heights Elementary
 - d) Edgewood Elementary
 - e) Glenview Elementary
 - f) Hart Highlands Elementary
 - g) Harwin Elementary
 - h) Heritage Elementary
 - i) Malaspina Elementary
 - j) Peden Hill Elementary
 - k) Ron Brent Elementary
 - l) Southridge Elementary
 - m) Springwood Elementary;
 - n) Vanway Elementary
2. That effective September 1, 2024, Kindergarten enrolment at the following schools be restricted:
 - a) College Heights Elementary – French Immersion program, no more than 20 students
 - b) Polaris Montessori Elementary – no more than 40 students
 - c) Ecole Lac des Bois – no more than 60 students

* * * * *

RATIONALE:

1. The Catchment and Capacity Rightsholder and Stakeholder Review Advisory Committee submitted a report to the Board dated January 30, 2024 containing the above recommendations.
2. Peden Hill Elementary is an addition to the restricted catchment list and Duchess Park Secondary has been removed from the restricted catchment list. This motion affirms restrictions required for September 2024 to ensure that schools can accommodate anticipated enrolment and organize instructional programs.

LM/dln

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

January 17, 2024

MEMORANDUM

TO: Board of Education
FROM: Ad Hoc Policy Committee
SUBJECT: **COMMITTEE REPORT – JANUARY 2024**

RECOMMENDATION

That the report of the Ad Hoc Policy Committee meeting held on
January 17, 2024 be received.

* * * * *

REPORT:

1. The Ad Hoc Policy Committee met on January 17, 2024. The meeting's agenda included the following topics:
 - a) **Review of Notes from the November 7, 2023 meeting.** The Committee reviewed the notes from the November 7, 2023 committee meeting.
 - b) **Follow up from the November 7, 2023 Ad Hoc Policy and November 21, 2023 Advisory Committee meetings**
 - **Policy 7 Board Operations: Review other districts policies**
 - o 6.1 – electronic meetings
 - o 7.5 – trustee remuneration
 - o 10 – conflict of Interest
 - **Policy 8 Board Committees**
 - o Other district committee structures
 - **Policy 10 Policy and Policy Development**
 - o District Policy Tracking System
 - The Committee reviewed and discussed the above policies and requested the Acting Superintendent and the Acting Secretary Treasurer to research a list of policy consultants and report back at the next meeting.
 - c) **Policy 4 Trustee Code of Conduct** – The Committee reviewed Policy 4 Trustee Code of Conduct and requested the Acting Secretary Treasurer to contact the Ministry of Education and Child Care for clarifying information.
 - d) **Policy 1230 Indigenous Education** – The Committee reviewed Policy 1230 Indigenous Education and requested that the Acting Superintendent make revisions and report back at the next committee meeting.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

January 9, 2024

MEMORANDUM

TO: Board of Education

FROM: Board Education Committee

SUBJECT: **COMMITTEE REPORT – JANUARY 2024**

RECOMMENDATION

That the report of the Board Education Committee held on
January 9, 2024 be received.

* * * * *

REPORT:

1. The Board Education Committee met on January 9, 2024. The agendas, handouts, and a video archive are available on the districts website under “Our District/Board, Committee meetings.
2. The meeting’s agenda items were:
 - a. **Approval of the minutes of the Previous Meeting** – The minutes of the November 7, 2023 meeting were approved as presented.
 - b. **Physicians for Diversity and Inclusion** – A collective of healthcare providers provided a PowerPoint presentation on diversity and inclusion and how they advocate for the well-being of gender-diverse youth and all 2SLGBTQIA+ community members.
 - c. **Proposed Board Authorized Course – Japanese Cooking and Culture 11.** This item appears on this evening’s agenda for the Board’s consideration.
 - d. **Proposed 2024-2025 School District Calendar** – This item appears on this evening’s agenda for the Board’s consideration.
 - e. **Special Advisor’s Report Update** - The Acting Superintendent provided a PowerPoint presentation of the district’s progress from the Special Advisor’s Report Recommendations.

The next Education Committee meeting will be held on January 9, 2024.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

January 30, 2024

MEMORANDUM

TO: Board of Education
FROM: Board Education Committee
SUBJECT: **BOARD AUTHORIZED COURSE:**
JAPANESE COOKING AND CULTURE 11

RECOMMENDATION

That Japanese Cooking and Culture 11 be
approved as a Board authorized course.

* * * * *

RATIONALE:

1. This is a new course for the 2024-2025 school year.
2. The new graduation program requires Grade 10 – 12 courses to be either Ministry authorized or Board authorized in order to count toward graduation.

/jc

Board/Authority Authorized Course Framework Template

School District No. 57

School District/Independent School Authority Name: Prince George School District # 57	School District/Independent School Authority Number (e.g. SD43, Authority #432): School District 57
Developed by: Alison McNeill	Date Developed: November 28, 2023
School Name: College Heights Secondary	Principal's Name: Parrish Child
Superintendent Approval Date (for School Districts only):	Superintendent Signature (for School Districts only):
Board/Authority Approval Date:	Board/Authority Chair Signature:
Course Name: Japanese Cooking and Culture 11	Grade Level of Course: 11
Number of Course Credits: 4	Number of Hours of Instruction: 120

Board/Authority Prerequisite(s):

None

Course Synopsis:

Recommended: A student who has an interest in Japanese culture and global cuisine, and may want to pursue a career in the restaurant industry after completing high school. Has some experience in the kitchen, and/or has completed Foods Studies 8 and/or Food Studies 10. Traditional Japanese Cuisine, or washoku, is a culmination of centuries of cooking practices and it has earned the designation as a UNESCO Intangible Cultural Heritage. Japanese Cooking and Culture is a course that focuses on developing skills and techniques in preparing a variety of Japanese foods in a cultural context. It will examine the interactions with many distinct cultures, and the Japanese attitude towards cultural integration. Through Japanese food, we will also investigate the Japanese attitude towards arts, craftsmanship, pop culture, and domesticated international influences. The foundational skills learning in this course are transferable to other senior foods courses, post-secondary culinary studies, and daily life.

Goals and Rationale:

The curriculum for Japanese Cuisine and Culture contributes to students' development as educated global citizens through the achievement of the following goals:

- To gain appreciation and understanding for Japanese culture in an effort to broaden their perspective and make cross-cultural connections;
- To understand the history of Japanese food in the context of the story of Japanese civilization;
- To acquire practical skills and knowledge that they can use to bring their ideas from conception to fruition;
- To engage learners in exploring and developing their creative and design abilities through meal presentation;
- To explore how the Japanese culture has affected culinary processes and ingredients and how it is continuing to evolve in a global context;
- To explore how the human and physical geography of Japan has affected culinary processes and ingredients;
- To investigate and actively explore culinary arts in order to develop practical hands-on skills and make informed decisions about pursuing specialized interests for personal enjoyment or careers;
- To develop mindfulness of social, ethical, economical, and sustainability issues when procuring ingredients and tools;
- To distinguish between cultural appreciation and cultural appropriation in order to make informed decisions in the food industry and further afield;
- To create personal and professional goals that can lead to real life opportunities;
- To create a learning environment that is inclusive through vegetarian and halal options;

- To build further meaningful curricular connections between CHSS and our sister school, Daito Bunka Ichikō

Japanese Cooking and Culture 11 is designed for learners who have an interest in Japanese cuisine, or who have an interest in Japanese culture and wish to deepen their understanding through the exploration of Japanese cuisine. Through the exploration of a variety of common Japanese cooking methods, ingredients, and styles of presentation, students will make connections between Japanese culture and their own

This course will embed the following **First People Principles of Learning**:

- Supports the well-being and development of the self, the family, the community, and land, and ancestors in regards to connecting with others and community;
- Learning is embedded in memory, history, and story;
- Learning is holistic, reflexive, reflective, experiential, and relational, focused on connectedness and a sense of place;
- Learning requires exploration of one's identity, philosophy, and ethics

Declaration of Aboriginal Worldviews and Perspectives:

Connectedness and Relationship:

- Relate learning to students' selves, their families, and communities

Emphasis on Identity:

- Embrace learner-centered teaching practice
- Acknowledge and celebrate cultural identities of all students

Experiential Learning:

- Incorporate hands-on learning experiences
- Emphasize possible practical application

A Positive, Learner-Centered Approach:

- Teacher as facilitator of student learning
- An emphasis on promoting student self-regulation
- Frequent use of self-assessment activities
- The ability to nurture reflective learning

The Learning Environment and Resources

- Honouring and acknowledging the land where we work, on the beautiful ancestral lands of the Lheidli T'enneh, McLeod Lake Indian Band, and Simpcw First Nation.
- We honour the land in our studies – the ancestral lands of the AINU people.
- Understanding where our resources come from and the importance of having them
- Understanding that our culture is shaped by the land where we live, the resources we are given, and our connection to them

Course Name: Japanese Cooking and Culture 11
Grade: 11

BIG IDEAS

Food traditions are shaped by society's history and geography

Tools, resources, & technology can be adapted for specific purposes

Food traditions are a reflection of culture's values & beliefs

Honouring traditional techniques & practices is key to respectful cultural appreciation

Learning Standards

Curricular Competencies	Content
<i>Students are expected to be able to do the following:</i> Applied Design Understanding context • Observe and research the cultural & historic context of a meal and/or recipe preparation task or process Defining • Demonstrate the tasks involved in replicating a recipe • Prioritize the steps needed to complete a task • Sequence the steps needed to safely organize the workspace and select tools and equipment • Anticipate and/or address challenges • Examine and consider the physical capabilities and limitations of the facilities and the geographic space where they are located	<i>Students are expected to know the following:</i> Japanese and Western culinary best practices • using just-in-time cooking techniques • planning balanced and flavourful cuisine • prioritizing fresh and seasonal produce • prioritizing local meats and freshwater fish • providing interesting alternatives to address dietary restrictions Principles of cooking methodology • ways to select what method to apply in each recipe to achieve desired results • <i>goho</i> the five ways of Japanese cooking and <i>gomi</i> the five flavours • <i>ichi ju san sai</i> as the structure of a <i>washoku</i> meal for aesthetic and nutritional balance

Ideating ● Examine how culinary decisions impact social, ethical, and sustainability considerations ● Analyze recipes and assess comprehension level ● Critically evaluate how competing social, ethical, economic, and sustainability considerations impact choices of food products, techniques, and equipment ● Identify and apply available culinary tools, technologies, and systems for a given task Prototyping ● Identify, verify for authenticity, critique, and use a variety of sources of inspiration and information ● Select appropriate recipes, techniques, and procedures for desired outcome ● Analyze ingredients and materials for effective use and potential for reuse, recycling, and biodegradability ● Make changes to tools, ingredients, and procedures while respecting traditions Testing ● Identify and communicate with sources of feedback ● Use an appropriate test to determine the success of a recipe, technique, or skill ● Apply testing results and critiques to make appropriate changes Making ● Identify and use appropriate tools, technologies, materials, processes, and time needed for production ● Create food product, incorporating feedback from self, others, and prototype testing ● Explore aesthetic elements of food presentation during creation ● Use materials in ways that minimize waste ● Demonstrate appropriate skills, methodology, and food safety practices needed to successfully replicate a recipe ● Demonstrate correct and safe operation of culinary equipment	The ethics of cultural appropriation ● respecting traditional practices and products while adapting for available local resources ● understanding fundamentals of Japanese language in order to properly pronounce and write Japanese terms Aesthetic elements of the Japanese cuisine ● the art of preparing, cooking, and presenting meals to enhance the dining experience ● complementary and contrasting colours, textures, and flavours, using <i>gokan</i> the five senses and <i>goshiki</i> the five colours ● use of negative space on a plate, height, forms and shapes, lines and focal points ● identification and selection of suitable culinary ingredients and appropriate alternatives for a specific recipe and/or cooking method ● anatomy and preparation of meat, poultry, and seafood Dietary Restrictions ● vegetarian tradition in Japanese cuisine in accordance with Buddhist customs ● awareness of alternatives and adaptations for halal and kosher diets ● food allergies and strategies to address them Safety in the kitchen, including the nature of pathogens associated with foodborne illness and prevention strategies ● the effect of time and temperature on microorganisms ● the danger zone ● possible methods of transmission of microbes ● the preventive role of hand washing Operational procedures for kitchen tools and equipment
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Sharing ● Explore how and with whom to share or promote culinary products and creativity ● Critically reflect on the success of their culinary task and/or process and describe how it may be improved ● Demonstrate and assess their ability to work effectively both individually and collaboratively, including their ability to share and maintain an efficient co-operative workspace ● Present and enjoy finished product in a manner that is consistent of Japanese custom and traditions Applied Skills ● Apply best practices of culinary professionalism and safety procedures for themselves, co-workers, and users in the kitchen ● Demonstrate and assess their cookery, creativity, and service skills and skill levels ● Develop and enact specific plans to refine existing skills or learn new skills ● Analyze and authenticate recipes, resources, and products for future exploration Applied Technologies ● Choose, adapt, and if necessary learn more about appropriate tools and technologies to use for traditional tasks ● Evaluate impacts, including unintended negative consequences, of choices made about technology use ● Analyze and evaluate how land, natural resources, and culture influence the development and use of culinary ingredients, tools, and technologies ● Analyze the role the hologram plays in societal change ● Examine how cultural beliefs, values, and ethical positions affect the use of technology on a global level	Literacy related to recipes, procedures, and serving ● metric measures conversion ● changing quantity proportions and cooking time ratios ● appropriate terminology for Japanese utensils, tools, and tableware Connections between cultures of Canada's First Peoples and Japanese ● connectivity to the land and local resources ● B.C. inland options for acquisition of fresh fish Ethical, social, and environmental considerations related to commercial waste management and recycling Rules of etiquette and table manners in accordance with Japanese custom
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Recommended Instructional Components:

1. Lectures and authentic sources (Japanese texts and video) will be used to deliver the content of major topics listed in the outline. Examples and modelling will be used for illustration. When possible, guest speakers from the community will be invited to share relevant experiences with students.
2. Tutorial classes will be used to facilitate interactive discussions and hands on learning. Individual students are encouraged to freely exchange their personal ideas and opinions, and inquiries arising from their work.
3. Field visit(s) to local restaurants will be arranged when possible. By observing and learning from practitioners working in authentic conditions, students can extend their knowledge and widen their perspectives to complement their experiences in the classroom.

Recommended Assessment Components: Ensure alignment with the Principles of Quality Assessment

Formative Assessment

Students will engage in a process of gathering, interpreting, and responding to evidence of their learning.

Students will answer these questions on an ongoing basis:

- What am I learning?
- Why is it important?
- How am I doing?
- How do I know?
- What are my next steps?

The teacher will:

- Clarify learning intentions
- Generate and provide clear success criteria in student-friendly language
- Frame and solicit meaningful open-ended questions that lead to deeper understanding of the learning intentions
- Provide ongoing feedback
- Provide opportunities for ongoing self and peer assessment

Summative Assessment

Students will complete performance-based tasks connected to curricular competencies and content

- Students will keep an electronic portfolio of their progress and will be encouraged to continue to do so upon completion of the course
- Co-constructed assessment rubric with students for certain projects
- Evaluation of these tasks will be reserved for those occasions when a snapshot of student performance/achievement is required or necessary
- The evidence gathered will be used to communicate student learning and provide evaluative feedback

Resources:

Resources:

- Food studies colleagues at Daito Bunka Ichiko
- Reciprocal collaboration with Japanese language class
- Local Japanese cooks and restaurant owners
- Books
- Japanese Home-Style Cooking (Mihoko Hoshino, 1996)
- Japanese Cooking: A Simple Art (Shizuo Tsuji, 1980/2005)
- Bento Boxes: Japanese Meals on the Go (Naomi Kijima, 2001)

Additional equipment required

- One large (60 cups) or 8 small (6 cup) rice cookers
- Class set of eating chopsticks that can be sanitized and reused
- Set of cooking chopsticks (8)
- Class set of lacquerware rice/soup bowls
- Class set of *shoyu* dishes
- Rice spatulas (8)
- Tamagoyaki pans (8)
- Bamboo sushi mats (8)

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

January 30, 2024

MEMORANDUM

TO: Board of Education

FROM: Calendar Committee

SUBJECT: **2024 – 2025 SCHOOL CALENDAR**

RECOMMENDATION

That the local school calendar for the
2024 – 2025 school year be approved as
presented.

* * * * *

BACKGROUND

1. The Ministry of Education's School Calendar Regulation specifies that "A board must make public a proposed school calendar one month before submitting it to the ministry."
2. The Board must submit its approved school calendar by the end of March of each year for the following school year.
3. The School District School Calendar Committee, to which all Rightsholder and Stakeholder groups were invited to send two representatives, convened twice.
4. The committee met on January 25 and February 16, 2023, to review the draft 2024-25 school calendar.

The committee reviewed the BC School Calendar Regulations. The Committee reviewed the proposed placement of the Non Instructional Days as per the Calendar Regulations, specifically ensuring Regulation 8.2 Designation of purpose of non-instructional days and periods, were met.

The dates for non-instructional days were determined in consultation with the Prince George District Teachers' Association.

The Rightsholder and Stakeholder group representatives agreed to consult with their members and solicit input regarding the draft school calendar.

5. The draft 2024-25 school calendar was presented to the Education Committee meeting held January 9, 2024.

6. The Ministry of Education's School Calendar Regulation permits school districts to change the date of non-instructional days without a formal amendment process.

RATIONALE:

1. In accordance with the School Calendar Regulation, the public has been provided a month to submit input prior to the Board approving the calendar. Input was solicited through the district's website and from the Board's Rightsholders and Stakeholders groups.

LK/jc

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

DRAFT**2024-2025 SCHOOL CALENDAR****AUGUST**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 5: BC Day

SEPTEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September 2: Labour Day

September 3: First Day of School

September 16: First full day of Kindergarten

September 20: Non-Instructional - Indigenous

Day of Learning

September 30: Day of Truth and Reconciliation

18

OCTOBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October 14: Thanksgiving

October 25: Non Instructional Day - Provincial

21

NOVEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November 11: Remembrance Day Observed

November 25: Non Instructional Day

19

DECEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December 21 - January 5: Winter vacation

December 25: Christmas Day

December 26: Boxing Day

15

JANUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 1: New Years Day

January 6: Back to school

January 27: Non Instructional Day

19

FEBRUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

February 17: Family Day

19

MARCH

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March 15 - 30: Spring break

11

APRIL

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

April 11: Non Instructional Day

April 18: Good Friday

April 21: Easter Monday

19

MAY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 19: Victoria Day

21

JUNE

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

June 2: Non Instructional Day

June 21: National Indigenous Peoples Day Events

June 26: Last day of school

June 27: Administrative day

18

JULY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

July 1: Canada Day

LEGEND: School/Statutory Holidays Non-Instructional Days

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

January 16, 2024

MEMORANDUM

TO: Board of Education
FROM: Business Committee
SUBJECT: **COMMITTEE REPORT – JANUARY 2024**

RECOMMENDATION

That the report of the Business Committee meeting held on
January 16, 2024 be received.

* * * * *

REPORT:

- 1) The Business Committee met on January 16, 2024.
- 2) The Business Committee meeting's agenda items were:
 - a) **Minutes of the Previous Meeting** – The minutes of the November 14, 2023 meeting were approved as presented.
 - b) **2023/24 Amended Annual Budget** – This item appears on this evening's agenda.
 - c) **Year to Date Financial Information to December 31, 2023**– This item appears on this evening's agenda.
 - d) **2024/25 Budget Development Process** – The Committee received an update on the 2024/25 budget development process:
 - reviewing staffing allocations / formulas received from other districts
 - reviewing SD57 allocations and school budgets
 - reviewing department allocations/budgets
 - budget considerations include:
 - o What is the actual amount needed to eliminate the structural deficit?
 - o What are the internal system changes needed to allow resources to be re-focused on student achievement where possible?
 - o Who is impacted by the changes?
 - o What communication is needed, how is it best delivered, who needs to participate?

- Timelines:
 - o Ministry funding announcement – mid-March
 - o Budget workshops – February/March
 - o Public budget presentation- mid-April
 - o Recording of budget presentation for website
 - o Budget feedback via on-line survey
 - o Annual budget due to Ministry by June 30
- e) **Strategic Planning Results**– The Committee received an update on the continuous improvement consultation and engagement cycle of the school district's strategic plan.
- f) **2023/24 Recommendations Update**– The Committee received an update related to the 2023/24 recommendations:
 - Long Range Facilities Plan
 - o Contract awarded to H. Ahking & Co
 - o Timelines to be determined; anticipate draft report by the end of June 2024
 - Governance - Risk Management Plans
 - o To be brought forward in the 2024/25 school year
 - District Operations
 - o IT review - IBM team in district December 2023 for consultation with staff, students, Board representatives. Next steps to be determined following report review.
 - o Departments – custodial, human resources - reviews in progress
- g) **Board Meeting Management Software** – The Committee received an update regarding options for the implementation of a Board meeting management software and provided its support to move forward with the next steps. This item will be brought back to a future meeting when further information is available.
- h) **Staffing Update** – The Committee received a staffing update related to the following:
 - Workforce Planning and Talent Development
 - Daily Absence Tracking for Teachers
 - Labour and Employment Relations
 - Workplace Culture Survey Update

The next Business Committee meeting will be held on February 13, 2024

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

January 16, 2024

Memorandum

TO: Board of Education

FROM: Business Committee

SUBJECT: **AMENDED ANNUAL BUDGET BYLAW 2023-2024**

RECOMMENDATION MOTIONS

1. That, in accordance with Section 68 (4) of the *School Act*, all three readings of the Amended Annual Budget Bylaw 2023-2024 be given at this meeting.
2. That Amended Annual Budget Bylaw 2023-2024 be given first reading.
3. That Amended Annual Budget Bylaw 2023-2024 be given second reading.
4. That Amended Annual Budget Bylaw 2023-2024 be given third and final reading.

BACKGROUND / RATIONALE:

1. In accordance with Section 113 (2) of the *School Act*, the Minister of Education is requiring that an amended annual budget for 2023-2024 be prepared.
2. The amendments to the annual budget passed by the Board on June 27, 2023 reflect an updated estimate of operations based on actual student enrolment at September 29, 2023.
3. Section 68 (1) of the *School Act* requires a bylaw to be given three distinct readings; Section 68 (4) allows a board to give all three readings at one meeting if the members of the board who are present at the meeting agree unanimously to do so.

/dlm

Amended Annual Budget

School District No. 57 (Prince George)

June 30, 2024

School District No. 57 (Prince George)

June 30, 2024

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*NOTE - Statement 1, Statement 3, Statement 5 and Schedules 4A - 4D are used for Financial Statement reporting only.

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 57 (PRINCE GEORGE) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2023/2024 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 57 (Prince George) Amended Annual Budget Bylaw for fiscal year 2023/2024.
3. The attached Statement 2 showing the estimated revenue and expense for the 2023/2024 fiscal year and the total budget bylaw amount of \$205,365,388 for the 2023/2024 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2023/2024.

READ A FIRST TIME THE _____ DAY OF _____, 2024;

READ A SECOND TIME THE _____ DAY OF _____, 2024;

READ A THIRD TIME, PASSED AND ADOPTED THE _____ DAY OF _____, 2024;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 57 (Prince George) Amended Annual Budget Bylaw 2023/2024, adopted by the Board the _____ DAY OF _____, 2024.

Secretary Treasurer

School District No. 57 (Prince George)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	13,237,188	13,224,625
Adult	10,750	7,000
Other	0,250	15,125
Total Ministry Operating Grant Funded FTE's	13,248,188	13,246,750
Revenues	\$	\$
Provincial Grants		
Ministry of Education and Child Care	193,210,787	187,033,551
Other	413,688	241,380
Tuition	40,765	
Other Revenue	3,178,092	3,035,803
Rentals and Leases	740,000	690,000
Investment Income	652,000	602,000
Amortization of Deferred Capital Revenue	4,362,179	4,332,762
Total Revenue	202,597,511	195,935,496
Expenses		
Instruction	158,701,309	154,116,168
District Administration	6,979,346	6,497,242
Operations and Maintenance	32,550,448	31,967,125
Transportation and Housing	5,836,067	6,110,123
Total Expense	204,067,170	198,690,658
Net Revenue (Expense)	(1,469,659)	(2,755,162)
Budgeted Allocation (Retirement) of Surplus (Deficit)	2,859,846	1,112,642
Budgeted Surplus (Deficit), for the year	1,390,187	(1,642,520)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	1,390,187	(1,642,520)
Budgeted Surplus (Deficit), for the year	1,390,187	(1,642,520)

School District No. 57 (Prince George)

Statement 2

Amended Annual Budget - Revenue and Expense
Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	172,995,830	169,364,530
Operating - Tangible Capital Assets Purchased	833,361	473,474
Special Purpose Funds - Total Expense	21,487,567	20,322,809
Capital Fund - Total Expense	9,583,773	9,003,319
Capital Fund - Tangible Capital Assets Purchased from Local Capital	464,857	
Total Budget Bylaw Amount	205,365,388	199,164,132

Approved by the Board

Signature of Chairperson of the Board	Date Signed
Signature of Superintendent	Date Signed
Signature of Secretary/Treasurer	Date Signed

DRAFT

School District No. 57 (Prince George)

Statement 4

Amended Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
Surplus (Deficit) for the year	(1,469,659)	(2,755,162)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(833,361)	(473,474)
From Local Capital	(464,857)	
From Deferred Capital Revenue	(4,994,231)	(2,622,674)
Total Acquisition of Tangible Capital Assets	(6,292,449)	(3,096,148)
Amortization of Tangible Capital Assets	6,634,148	6,448,756
Total Effect of change in Tangible Capital Assets	341,699	3,352,608
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	(1,127,960)	597,446

School District No. 57 (Prince George)

Schedule 1

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
 Year Ended June 30, 2024

	Operating Fund	Special Purpose Fund	Capital Fund	2024 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	6,760,735	-	34,145,422	40,906,157
Changes for the year				
Net Revenue (Expense) for the year	(1,446,485)		(23,174)	(1,469,659)
Interfund Transfers				
Tangible Capital Assets Purchased	(833,361)		833,361	-
Local Capital	(580,000)		580,000	-
Net Changes for the year	(2,859,846)	-	1,390,187	(1,469,659)
Budgeted Accumulated Surplus (Deficit), end of year	3,900,889	-	35,535,609	39,436,498

School District No. 57 (Prince George)

Schedule 2

Amended Annual Budget - Operating Revenue and Expense
 Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	168,784,172	166,216,179
Other	219,688	241,380
Tuition	40,765	
Other Revenue	1,134,720	997,803
Rentals and Leases	740,000	690,000
Investment Income	630,000	580,000
Total Revenue	171,549,345	168,725,362
Expenses		
Instruction	138,139,699	134,576,078
District Administration	6,863,970	6,381,866
Operations and Maintenance	22,299,332	22,296,463
Transportation and Housing	5,692,829	6,110,123
Total Expense	172,995,830	169,364,530
Net Revenue (Expense)	(1,446,485)	(639,168)
Budgeted Prior Year Surplus Appropriation	2,859,846	1,112,642
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(833,361)	(473,474)
Local Capital	(580,000)	
Total Net Transfers	(1,413,361)	(473,474)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 57 (Prince George)

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	163,227,347	160,738,162
ISC/LEA Recovery	(376,619)	(447,427)
Other Ministry of Education and Child Care Grants		
Pay Equity	2,271,692	2,271,692
Student Transportation Fund	687,663	687,663
Support Staff Benefits Grant	201,637	201,637
Labour Settlement Funding	1,961,392	1,961,392
Management Labour Increase Funding	803,060	803,060
Recruitment and Retention Funding	5,000	
Premier's Award	3,000	
Total Provincial Grants - Ministry of Education and Child Care	168,784,172	166,216,179
Provincial Grants - Other	219,688	241,380
Tuition		
International and Out of Province Students	40,765	
Total Tuition	40,765	-
Other Revenues		
Other School District/Education Authorities	320,000	320,000
Funding from First Nations	376,619	447,427
Miscellaneous		
Administrative Fees	115,376	115,376
Cafeteria Recoveries	80,000	80,000
Miscellaneous	207,725	
Purchase Card Rebate	35,000	35,000
Total Other Revenue	1,134,720	997,803
Rentals and Leases	740,000	690,000
Investment Income	630,000	580,000
Total Operating Revenue	171,549,345	168,725,362

School District No. 57 (Prince George)

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Object
 Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
Salaries		
Teachers	66,074,526	65,712,359
Principals and Vice Principals	10,726,826	10,957,280
Educational Assistants	19,107,116	18,074,701
Support Staff	13,433,057	13,452,037
Other Professionals	8,574,065	8,545,516
Substitutes	3,878,897	3,587,628
Total Salaries	121,794,487	120,329,521
Employee Benefits	28,618,956	28,008,469
Total Salaries and Benefits	150,413,443	148,337,990
Services and Supplies		
Services	4,925,208	4,294,910
Student Transportation	5,580,247	5,967,112
Professional Development and Travel	1,850,366	1,346,014
Rentals and Leases	532,069	517,069
Dues and Fees	107,585	102,185
Insurance	426,368	380,800
Supplies	5,850,761	4,926,692
Utilities	3,309,783	3,491,758
Total Services and Supplies	22,582,387	21,026,540
Total Operating Expense	172,995,830	169,364,530

School District No. 57 (Prince George)

Schedule 2C

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	53,091,517	785,195	180,290	38,169		2,886,322	56,981,493
1.03 Career Programs	534,837			14,000			548,837
1.07 Library Services	1,654,151			483,809			2,137,960
1.08 Counselling	1,671,240	32,341					1,703,581
1.10 Special Education	5,769,383	372,177	15,975,160	118,736	2,461,923	115,820	24,813,199
1.30 English Language Learning	1,841,278						1,841,278
1.31 Indigenous Education	978,076	253,199	2,929,015	45,702	1,120,016	9,690	5,335,698
1.41 School Administration		8,751,914		3,160,945	409,162	599,643	12,921,664
1.60 Summer School							-
1.64 Other	7,081		22,651	104,400			134,132
Total Function 1	65,547,563	10,194,826	19,107,116	3,965,761	3,991,101	3,611,475	106,417,842
4 District Administration							
4.11 Educational Administration	526,963	360,487		48,481	845,365	32,404	1,813,700
4.40 School District Governance					151,780		151,780
4.41 Business Administration		171,513		867,662	1,548,873	11,710	2,599,758
Total Function 4	526,963	532,000	-	916,143	2,546,018	44,114	4,565,238
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				107,071	1,025,092		1,132,163
5.50 Maintenance Operations				7,639,752	941,814	178,815	8,760,381
5.52 Maintenance of Grounds				730,787		44,493	775,280
5.56 Utilities							-
Total Function 5	-	-	-	8,477,610	1,966,906	223,308	10,667,824
7 Transportation and Housing							
7.41 Transportation and Housing Administration				57,057	70,040		127,097
7.70 Student Transportation				16,486			16,486
7.73 Housing							-
Total Function 7	-	-	-	73,543	70,040	-	143,583
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	66,074,526	10,726,826	19,107,116	13,433,057	8,574,065	3,878,897	121,794,487

School District No. 57 (Prince George)

Schedule 2C

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	56,981,493	13,269,798	70,251,291	4,499,581	74,750,872	73,497,247
1.03 Career Programs	548,837	130,277	679,114	326,008	1,005,122	734,192
1.07 Library Services	2,137,960	513,684	2,651,644	191,161	2,842,805	2,716,769
1.08 Counselling	1,703,581	403,051	2,106,632	1,200	2,107,832	2,083,756
1.10 Special Education	24,813,199	5,963,032	30,776,231	619,145	31,395,376	29,853,086
1.30 English Language Learning	1,841,278	436,319	2,277,597	13,500	2,291,097	2,020,210
1.31 Indigenous Education	5,335,698	1,297,856	6,633,554	409,168	7,042,722	7,238,444
1.41 School Administration	12,921,664	2,918,421	15,840,085	352,827	16,192,912	16,029,440
1.60 Summer School	-	-	-	-	-	54,390
1.64 Other	134,132	33,632	167,764	343,197	510,961	348,544
Total Function 1	106,417,842	24,966,070	131,383,912	6,755,787	138,139,699	134,576,078
4 District Administration						
4.11 Educational Administration	1,813,700	405,551	2,219,251	515,917	2,735,168	2,634,854
4.40 School District Governance	151,780	7,589	159,369	151,000	310,369	280,419
4.41 Business Administration	2,599,758	594,952	3,194,710	623,723	3,818,433	3,466,593
Total Function 4	4,565,238	1,008,092	5,573,330	1,290,640	6,863,970	6,381,866
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	1,132,163	249,886	1,382,049	548,018	1,930,067	1,948,372
5.50 Maintenance Operations	8,760,381	2,166,291	10,926,672	3,644,647	14,571,319	14,372,290
5.52 Maintenance of Grounds	775,280	194,983	970,263	977,900	1,948,163	1,944,043
5.56 Utilities	-	-	-	3,849,783	3,849,783	4,031,758
Total Function 5	10,667,824	2,611,160	13,278,984	9,020,348	22,299,332	22,296,463
7 Transportation and Housing						
7.41 Transportation and Housing Administration	127,097	29,488	156,585	500	157,085	173,977
7.70 Student Transportation	16,486	4,146	20,632	5,508,112	5,528,744	5,929,146
7.73 Housing	-	-	-	7,000	7,000	7,000
Total Function 7	143,583	33,634	177,217	5,515,612	5,692,829	6,110,123
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	121,794,487	28,618,956	150,413,443	22,582,387	172,995,830	169,364,530

School District No. 57 (Prince George)

Schedule 3

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	19,228,195	18,262,809
Other	194,000	
Other Revenue	2,043,372	2,038,000
Investment Income	22,000	22,000
Total Revenue	21,487,567	20,322,809
Expenses		
Instruction	20,561,610	19,540,090
District Administration	115,376	115,376
Operations and Maintenance	667,343	667,343
Transportation and Housing	143,238	
Total Expense	21,487,567	20,322,809
Budgeted Surplus (Deficit), for the year	-	-

School District No. 57 (Prince George)
 Amended Annual Budget - Changes in Special Purpose Funds
 Year Ended June 30, 2024

Schedule 3A

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	Community LINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
Deferred Revenue, beginning of year			878,522	1,469,499	29,400	67,133	85,125	51,436	
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	667,343	608,416			320,000	78,400	175,961	2,379,665	432,760
Provincial Grants - Other									
Other			40,000	1,998,000					
Investment Income			20,000	2,000					
	667,343	608,416	60,000	2,000,000	320,000	78,400	175,961	2,379,665	432,760
Less: Allocated to Revenue	667,343	608,416	60,000	2,000,000	349,400	145,533	261,086	2,431,101	432,760
Deferred Revenue, end of year	-	-	878,522	1,469,499	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	667,343	608,416			349,400	145,533	261,086	2,431,101	432,760
Provincial Grants - Other									
Other Revenue			40,000	1,998,000					
Investment Income			20,000	2,000					
	667,343	608,416	60,000	2,000,000	349,400	145,533	261,086	2,431,101	432,760
Expenses									
Salaries									
Teachers						21,946	60,171	472,500	
Principals and Vice Principals									
Educational Assistants		486,150			258,952	3,402	7,809	203,558	
Support Staff									126,618
Other Professionals	81,617							1,213,646	
Substitutes					1,100				210,910
	81,617	486,150	-	-	260,052	25,348	67,980	1,889,704	337,528
Employee Benefits	17,752	122,266			65,327	6,056	16,225	448,929	81,830
Services and Supplies	567,974		60,000	2,000,000	24,021	114,129	176,881	92,468	13,402
	667,343	608,416	60,000	2,000,000	349,400	145,533	261,086	2,431,101	432,760
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 57 (Prince George)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2024

Schedule 3A

	Classroom Enhancement Fund - Staffing	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Seamless Day Kindergarten	Student & Family Affordability	SEY2KT (Early Years to Kindergarten)	ECL Early Care & Learning	Feeding Futures Fund
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year		42,663	25,672	40,369	55,400	280,751		25,204	
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	10,200,471	143,238	51,000	6,000	55,400		19,000	175,000	1,682,425
Provincial Grants - Other									
Other									
Investment Income									
	10,200,471	143,238	51,000	6,000	55,400	-	19,000	175,000	1,682,425
Less: Allocated to Revenue	10,200,471	185,901	76,672	46,369	40,170	280,751	19,000	200,204	1,682,425
Deferred Revenue, end of year	-	-	-	-	70,630	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	10,200,471	185,901	76,672	46,369	40,170	280,751	19,000	200,204	1,682,425
Provincial Grants - Other									
Other Revenue									
Investment Income									
	10,200,471	185,901	76,672	46,369	40,170	280,751	19,000	200,204	1,682,425
Expenses									
Salaries									
Teachers	8,266,184								21,380
Principals and Vice Principals								153,588	104,681
Educational Assistants			18,064		30,100		3,200		
Support Staff									229,349
Other Professionals									
Substitutes									
	8,266,184	-	18,064	-	30,100	-	3,200	153,588	355,410
Employee Benefits	1,934,287		4,542		7,570		800	33,176	85,360
Services and Supplies		185,901	54,066	46,369	2,500	280,751	15,000	13,440	1,241,655
	10,200,471	185,901	76,672	46,369	40,170	280,751	19,000	200,204	1,682,425
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 57 (Prince George)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2024

Schedule 3A

	PRP Regional Hospital \$	PRP Two Wolves Centre \$	PRP FASD Outreach \$	ASSAI After School Sports & Arts \$	FASD - Other \$	TOTAL \$
Deferred Revenue, beginning of year	10,140	24,494	205,431		5,372	3,296,611
Add: Restricted Grants						
Provincial Grants - Ministry of Education and Child Care	497,502	249,692	824,735			18,567,008
Provincial Grants - Other				194,000		194,000
Other						2,038,000
Investment Income						22,000
	497,502	249,692	824,735	194,000	-	20,821,008
Less: Allocated to Revenue	498,502	250,692	851,399	194,000	5,372	21,487,567
Deferred Revenue, end of year	9,140	23,494	178,767	-	-	2,630,052
Revenues						
Provincial Grants - Ministry of Education and Child Care	498,502	250,692	851,399			19,228,195
Provincial Grants - Other				194,000		194,000
Other Revenue					5,372	2,043,372
Investment Income						22,000
	498,502	250,692	851,399	194,000	5,372	21,487,567
Expenses						
Salaries						
Teachers	287,948	159,422	357,526			9,647,077
Principals and Vice Principals						258,269
Educational Assistants	38,076			34,310		1,083,621
Support Staff		9,761	23,232			388,960
Other Professionals			153,331			1,448,594
Substitutes	9,392	5,232				226,634
	335,416	174,415	534,089	34,310	-	13,053,155
Employee Benefits	79,698	41,488	124,350	8,629		3,078,285
Services and Supplies	83,388	34,789	192,960	151,061	5,372	5,356,127
	498,502	250,692	851,399	194,000	5,372	21,487,567
Net Revenue (Expense)	-	-	-	-	-	-

School District No. 57 (Prince George)

Schedule 4

Amended Annual Budget - Capital Revenue and Expense
Year Ended June 30, 2024

	2024 Amended Annual Budget			2024 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Ministry of Education and Child Care	5,198,420		5,198,420	2,554,563
Amortization of Deferred Capital Revenue	4,362,179		4,362,179	4,332,762
Total Revenue	9,560,599	-	9,560,599	6,887,325
Expenses				
Operations and Maintenance	2,949,625		2,949,625	2,554,563
Amortization of Tangible Capital Assets				
Operations and Maintenance	6,634,148		6,634,148	6,448,756
Total Expense	9,583,773	-	9,583,773	9,003,319
Net Revenue (Expense)	(23,174)	-	(23,174)	(2,115,994)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	833,361		833,361	473,474
Local Capital		580,000	580,000	
Total Net Transfers	833,361	580,000	1,413,361	473,474
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	464,857	(464,857)	-	
Total Other Adjustments to Fund Balances	464,857	(464,857)	-	
Budgeted Surplus (Deficit), for the year	1,275,044	115,143	1,390,187	(1,642,520)

School District No. 57 (Prince George)

2023/24 AMENDED ANNUAL BUDGET

What's new since the Annual Budget?

- Operating Grant recalculated by the Ministry, based on September student count
- School based staffing levels are known
- Staff position vacancies in the first half of the year are known
- Updated estimates of employee average salaries
- Updated estimates of employee benefits rates
- Updated budgets for major cost items including transportation, utilities, insurance and other costs, based on more current information
- Budget for use of Board approved internally restricted operating surplus

School District No. 57 (Prince Geoge)

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2024

Statement 2

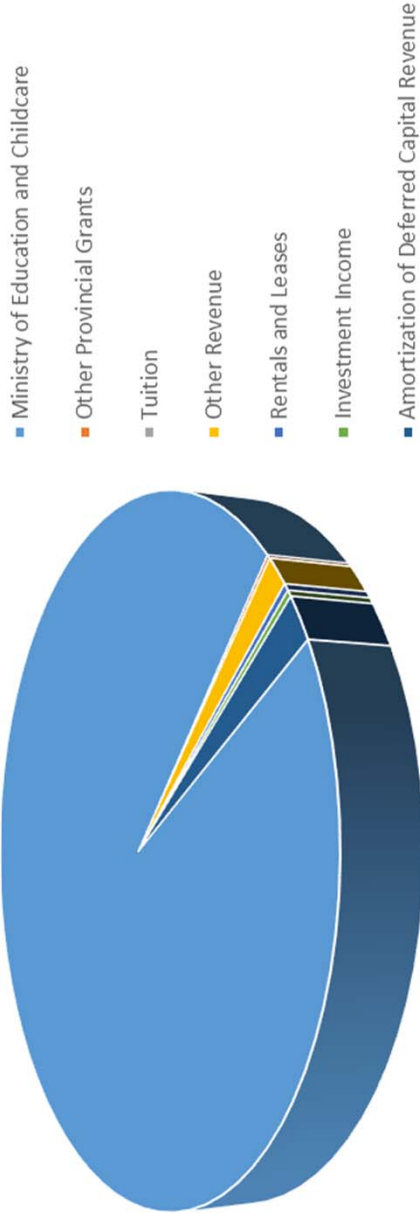
	2024 Amended	2024
	Annual Budget	Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	13,237.188	13,224.625
Adult	10.750	7.000
Other	0.250	15.125
Total Ministry Operating Grant Funded FTE's	13,248.188	13,246.750

Statement 2 (all funds)

Revenues

Provincial Grants
Ministry of Education and Childcare
Other Provincial Grants
Tuition
Other Revenue
Rentals and Leases
Investment Income
Amortization of Deferred Capital Revenue

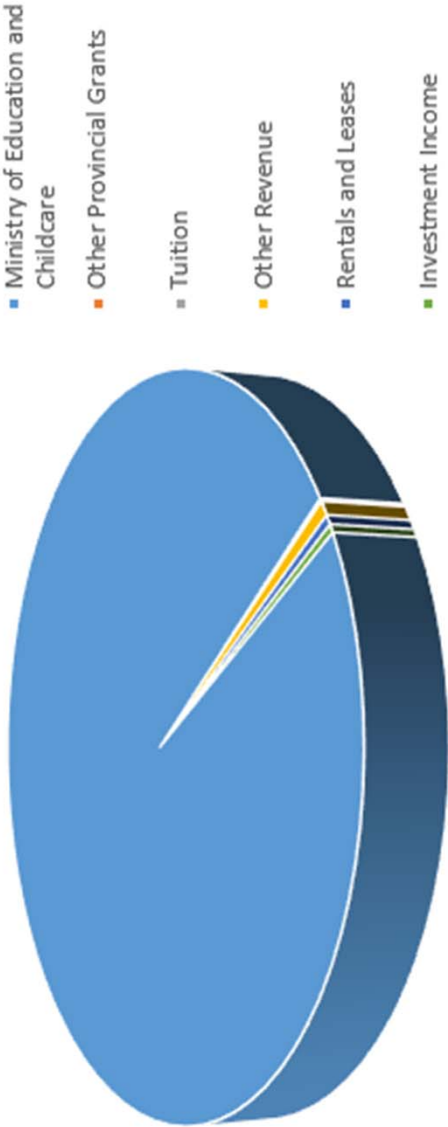
	2024 Amended Annual Budget	2024 Annual Budget	Variance
Provincial Grants	193,210,787	187,033,551	6,177,236
Ministry of Education and Childcare	413,688	241,380	172,308
Other Provincial Grants	40,765		40,765
Tuition	3,178,092	3,035,803	142,289
Other Revenue	740,000	690,000	50,000
Rentals and Leases	652,000	602,000	50,000
Investment Income	4,362,179	4,332,762	29,417
Amortization of Deferred Capital Revenue	202,597,511	195,935,496	6,662,015



Schedule 2 - Operating Fund

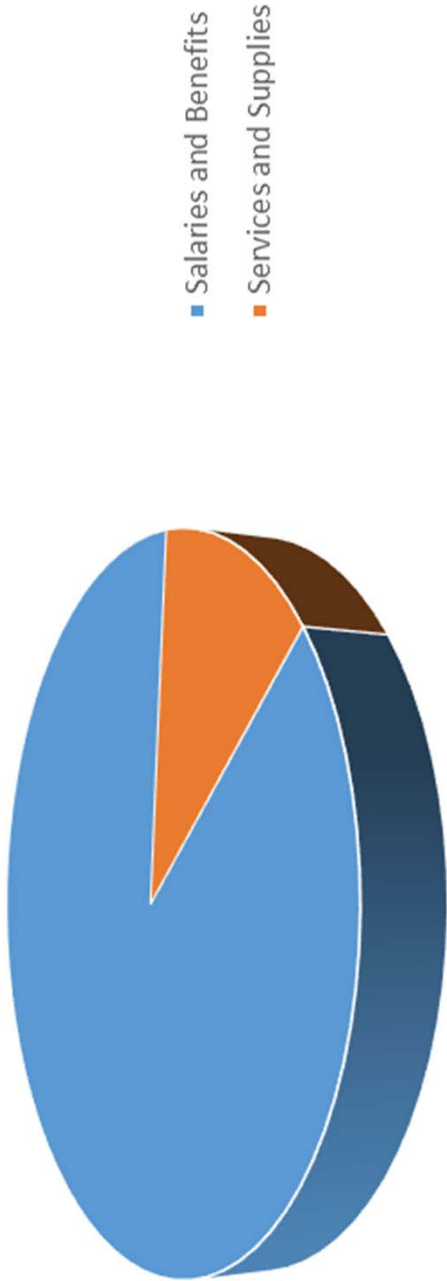
Revenues

	2024 Amended Annual Budget	2024 Annual Budget	Variance
Provincial Grants			
Ministry of Education and Childcare	168,784,172	166,216,179	2,567,993
Other Provincial Grants	219,688	241,380	(21,692)
Tuition	40,765	-	40,765
Other Revenue	1,134,720	997,803	136,917
Rentals and Leases	740,000	690,000	50,000
Investment Income	630,000	580,000	50,000
	171,549,345	168,725,362	2,823,983



Schedule 2B - Operating Fund - Expenses by Object

Expenses	2024 Amended Annual Budget	2024 Annual Budget	Variance
Salaries	121,794,487	120,329,521	1,464,966
Benefits	28,618,956	28,008,469	610,487
Total Salaries and Benefits	150,413,443	148,337,990	2,075,453
Services and Supplies	22,582,387	21,026,540	1,555,847
Total Operating Expenses	172,995,830	169,364,530	3,631,300



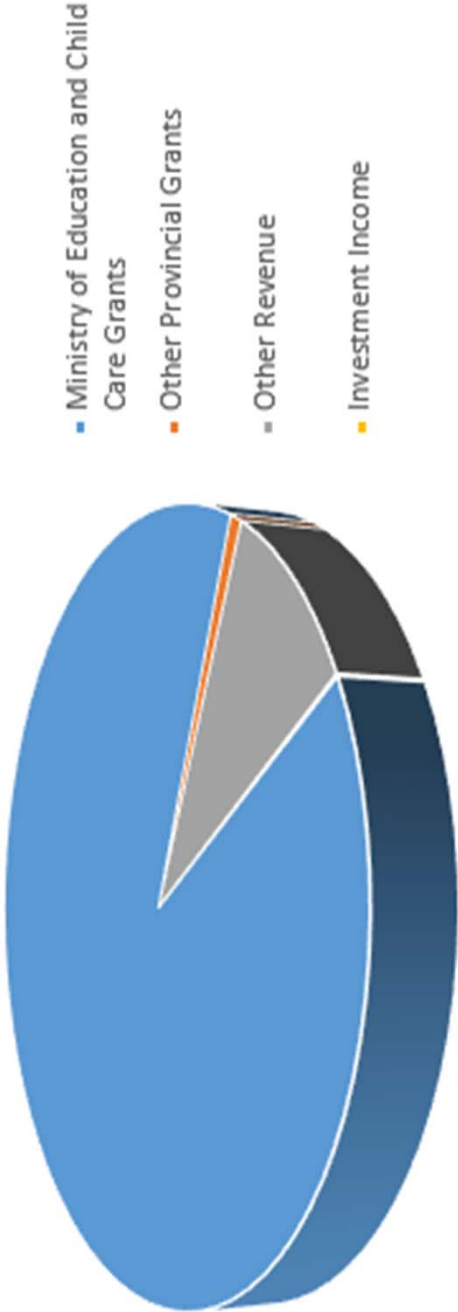
Schedule 2B - Operating Fund - Expenses by Object			
	2024 Amended	2024	
	Annual Budget	Annual Budget	Variance
Services and Supplies			
Services	4,925,208	4,294,910	630,298
Student Transportation	5,580,247	5,967,112	(386,865)
Professional Development and Travel	1,850,366	1,346,014	504,352
Rentals and Leases	532,069	517,069	15,000
Dues and Fees	107,585	102,185	5,400
Insurance	426,368	380,800	45,568
Supplies	5,850,761	4,926,692	924,069
Utilities	3,309,783	3,491,540	(181,757)
Total Operating Expenses	22,582,387	21,026,322	1,556,065

Schedule 2 - Operating Fund	2024 Amended Annual Budget
Net Revenue (Expense)	(1,446,485)
Budgeted Prior Year Surplus Appropriation	2,859,846
Net Transfers (to) from other Funds	
Tangible Capital Assets Purchased	(833,361)
Local Capital	(580,000)
Budgeted Surplus (Deficit), for the year	-

Schedule 3 - Special Purpose Funds

Revenues

	2024 Amended Annual Budget	2024 Annual Budget	Variance
Ministry of Education and Child Care Grants	19,228,195	18,262,809	965,386
Other Provincial Grants	194,000		194,000
Other Revenue	2,043,372	2,038,000	5,372
Investment Income	22,000	22,000	0
	21,487,567	20,322,809	1,164,758



Schedule 4 - Capital Fund	
	2024 Amended Annual Budget
Revenues	
Ministry of Education and Child Care Grants	5,198,420
Amortization of Deferred Capital Revenue	4,362,179
	<u>9,560,599</u>
Expenses	
Operations and Maintenance	2,949,625
Amortization of Tangible Capital Assets	6,634,148
	<u>9,583,773</u>
Net Revenue (Expense)	(23,174)
Net Transfers (to) from other funds	
Tangible Capital Assets Purchased	833,361
Local Capital	580,000
Total Net Transfers	<u>1,413,361</u>
Budgeted Surplus (Deficit) for the year	<u><u>1,390,187</u></u>

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

January 16, 2024

Memorandum

TO: Board of Education

FROM: Business Committee

SUBJECT: **Year-to-Date Financial Information to December 31, 2023**RECOMMENDED MOTION:

That the attached 2023-24 Operating Fund Report and Governance Expenses for the Quarter ended December 31, 2023 be received.

BACKGROUND

The **2023-24 Operating Fund Report for the year to date to December 31, 2023** (attached) presents the revenues and expenses year to date to December 31, 2023 as a dollar figure, and as a percentage of budget. Prior year results to December 31 are presented as a comparison.

Note that Ministry financial reporting timelines require Districts to prepare quarterly reporting to December 31st by the second week of December, and that those financial results be comprised of actual expenses and revenues to November 30th and estimates of expected December revenues and expenses.

Six months in to the fiscal year, one may expect revenues and expenses to be approximately 50% of budget, however that is typically not the case, due to several factors:

- Ministry funding is not received evenly throughout the year. July and August operating grant payments are significantly reduced to reflect Districts' reduced payroll costs during those months.
- Operating grant revenue received to date is still based on enrollment estimates provided to the Ministry in February 2023. The Recalculated Operating grant was announced by the Ministry in December, with our funding increased to reflect actual student enrollments and special education funding, with grant payments adjusted from January on.
- Budget figures also reflect enrollment estimates from the Spring of 2023. Quarter 3 (March 2024) results will present Amended Budget figures, which are a more relevant comparison to the current year financial results.
- Many costs are not incurred evenly throughout the fiscal year; the majority of operations costs are incurred in alignment with the 10 month school year.

All of these factors contribute to a Quarter 2 operating deficit, as well as expenditure of prior year surplus amounts as previously approved by the Board. These results are not necessarily indicative of an expected deficit result for the 23-24 fiscal year.

A summary of **Governance Expense for the quarter ended December 31, 2024** (attached).

School District No. 57 (Prince George)
2023/24 Operating Fund Report
Year to date to December 31, 2023

	Dec 31 2023	2023-24 Budget	% Actual to Budget	Dec 31 2022	2022-23 Actual	% PY Dec to Actual
REVENUE						
Provincial Grants - MECC	\$ 66,110,486	\$ 166,216,179	39.8	\$ 58,931,533	\$ 155,637,660	37.9
Provincial Grants - Other	35,295	241,380	14.6	227,919	409,253	55.7
Tuition	40,765	-		6,375	12,750	50.0
Other Revenue	478,799	997,803	48.0	588,876	1,706,446	34.5
Rentals and Leases	345,894	690,000	50.1	203,445	774,093	26.3
Investment Income	350,457	580,000	60.4	207,226	623,470	33.2
TOTAL REVENUE	67,361,696	168,725,362	39.9	60,165,374	159,163,672	37.8
EXPENSES						
Salaries						
Teachers	26,111,926	65,712,359	39.7	22,858,878	58,721,495	38.9
Principals and Vice-Principals	5,530,095	10,957,280	50.5	4,910,550	10,307,852	47.6
Education Assistants	6,558,087	18,074,701	36.3	5,572,357	16,557,151	33.7
Support Staff	6,693,221	13,452,037	49.8	6,018,321	12,576,676	47.9
Other Professionals	3,556,968	8,545,516	41.6	3,356,411	8,218,318	40.8
Substitutes	1,810,988	3,587,628	50.5	1,257,164	4,832,250	26.0
Total Salaries	50,261,285	120,329,521	41.8	43,973,681	111,213,742	39.5
Employee Benefits	10,066,786	28,008,469	35.9	8,262,671	24,837,003	33.3
Total Salaries and Benefits	60,328,071	148,337,990	40.7	52,236,352	136,050,745	38.4
Services and Supplies	9,523,915	21,026,540	45.3	9,405,382	19,850,640	47.4
TOTAL EXPENSES	69,851,986	169,364,530	41.2	61,641,734	155,901,385	39.5
NET REVENUE (EXPENSE)	(2,490,290)	(639,168)		(1,476,360)	3,262,287	
TANGIBLE CAPITAL ASSETS PURCHASED	(213,795)	(473,474)	45.2	(267,662)	(1,147,407)	23.3
TRANSFERS TO LOCAL CAPITAL	-	-		-	(515,047)	
OPERATING SURPLUS (DEFICIT)	\$ (2,704,085)	\$ (1,112,642)		\$ (1,744,022)	\$ 1,599,833	

December 31, 2023 - year to date results

Governance	Budget	Expended to 12/31/2023	Remaining	
			\$	%
Trustee Salary & Benefits	\$ 159,369	\$ 82,627	\$ 76,742	48%
Services and Supplies				
<i>Election</i>	-	-	-	-
<i>Consultant - communications and PR</i>	30,000	4,077	25,923.00	86%
<i>Dues and Fees</i>	53,000	52,744	256.00	0%
<i>DPAC / DSAC</i>	18,000	-	18,000.00	100%
<i>Professional Development</i>	10,000	5,007	4,993.00	50%
<i>Telephone</i>	5,000	2,260	2,740.00	55%
<i>Travel</i>	30,000	22,106	7,894.00	26%
<i>Services - Security</i>	-	782	(782.00)	
<i>Supplies</i>	5,000	3,955	1,045.00	21%
Total	\$ 310,369	\$ 173,558	\$ 136,811	44%

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

January 23, 2024

MEMORANDUM

TO: Board of Education
FROM: Advisory Committee
SUBJECT: **COMMITTEE REPORT – JANUARY 2024**

RECOMMENDATION

That the report of the Advisory Committee meeting held on
January 23, 2024 be received.

* * * * *

REPORT:

1. The Advisory Committee met on January 23, 2024. The agendas, handouts and a video archive are available on the districts website under [Our District / Board, Committee Meetings](#).
2. The meeting's agenda included the following topics:
 - a. **Approval of the minutes of the November 21, 2023 Advisory Committee Meeting** – The minutes of the previous meeting were approved as presented.
 - b. **Violence Prevention Working Group** – The Assistant Superintendent reviewed the draft Terms of Reference for the Violence Prevention Working Group that was included in the agenda package and responded to questions and feedback.
 - c. **CUPE 3742 Before/After School Daycare:** The President of CUPE 3742 provided a PowerPoint presentation on the value of before and after school programs. Advisory Committee members discussed the information and Chair McCrory requested that this item be brought forward to the April Advisory Committee meeting for further discussion.
 - d. **Strategic Plan Continuous Improvement Plan for January to June 2024** - The Acting Superintendent provided an overview of the district's Strategic Plan Continuous Improvement engagement plans with the community and responded to questions.
 - e. **District Terminology – Stakeholders versus Partners** – Committee members reviewed an article published by the University of Texas Health Science Centre at Houston regarding the use of the term Stakeholders and discussed the implications of using the term in district communication. It was agreed that an alternative term should be used. There was also discussion as to the continued use of the term Rightsholders. The Acting Superintendent will discuss the terms with the Indigenous Education Leadership Table and gather additional feedback.
 - f. **Provincial Awareness – Student Cell Phones** – Committee members reviewed existing district policy and regulations regarding the use of cell phones in schools. It was agreed that the current district policy allowed for flexibility at schools and in classrooms for monitoring appropriate use and access.
 - g. **Call for agenda items included:**
 - The District Parent Advisory Council requested an overview of the process for school administration transitions

The next Advisory Committee meeting will be held on February 20, 2024.



OFFICE OF CITY COUNCIL

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December 4, 2023

School District No. 57

School District No. 93

Independent Schools within District No. 57.

Via email: Distribution list

Advocacy on Mandatory Holocaust Education in British Columbia

To the region's educators,

We wish to share with your schools the advocacy work the City of Prince George is undertaking with respect to the Province of British Columbia's K-12 school curriculum. From the November 20th, 2023, Regular Meeting of Council:

Prince George Council recognize the dangers of Holocaust denial and distortion which so often targets our young people and that this Council, through the North Central Local Government Association, urge the Ministry of Education and Child Care to introduce mandatory Holocaust education to British Columbia's elementary schools as of the 2024-2025 academic year.

We applaud Premier David Eby's October 2023 announcement that, beginning in 2025, the K-12 curriculum will include mandatory Holocaust education for every student in BC, as part of an expanded Grade 10 social studies curriculum. However, given the disturbing rise in antisemitic violence experienced across the globe, Canada and here in BC, Prince George City Council has resolved to advocate for mandatory, age appropriate, Holocaust education to be present throughout the elementary school curriculum, not just within the 10th grade.

Attached is the full text of the City of Prince George resolution which will be brought to the North Central Local Government Association (NCLGA) meetings in May of 2024. At that meeting we will ask that the NCLGA membership of 42 communities (representing an area that encompasses 69% of British Columbia's landmass, 7% of its population base, and almost 60% of the Indigenous population) supports this resolution to help advocate to the Ministry of Education and Child Care to introduce mandatory Holocaust education to BC's elementary schools as of the 2024-2025 academic year.

Thank you for your time and attention to this important cause. We ask that you consider how we can together best address hate, in all its forms, within our community and wish to communicate our deep admiration for the important work teaching and administrative staff undertake in educating our youth and promoting understanding within our communities.

Respectfully,

Prince George City Council

Document Number: 697233

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To the membership of NCLGA:

Whereas in its 2022 audit of antisemitic incidents, B'nai Brith, Canada's oldest Jewish advocacy organization, nationally active since 1875, noted there were 2769 such incidents across Canada during the year of which 242 were in British Columbia;

Whereas Statistics Canada in its 2022 document released July 27, 2023, on police-reported crime in Canada indicated in Table 6 that there were 750 police reported hate crimes targeting religious minorities during 2022, of which 502 or 66.9% were aimed at Jews,

Whereas Ontario recently became the first province to introduce mandatory Holocaust education into the elementary school curriculum,

Whereas in tasking the Ontario College of Teachers to create an age-appropriate curriculum to teach the Holocaust starting in Grade 6, Education Minister Stephen Lecce indicated that according to the first study of antisemitism and Holocaust knowledge conducted by Western University and Liberation75 in 2021, 42 per cent of students surveyed said they have unequivocally witnessed an antisemitic event;

Whereas this same study also found that one in three students in Ontario thought the Holocaust was fabricated, exaggerated or are unsure if it actually happened;

Whereas research compiled in the United States suggests that jurisdictions which make Holocaust education compulsory not only witness a dramatic decline in antisemitic incidents but also see a sizeable reduction in hate aimed at Blacks and Asians;

Whereas a study issued in September 2023 indicates that where Holocaust studies begin earlier in school and are mandatory that the data suggests that Americans with greater Holocaust knowledge display heightened warmth toward religious and racial minorities compared to others;

Whereas as survivors age and pass away, it is more important than ever that our schools play a key role in preserving Holocaust remembrance thereby protecting children from widespread Holocaust denial and distortion often disseminated online;

Whereas Jewish organizations are urging all provinces and territories to emulate Ontario's example and introduce mandatory Holocaust education in elementary school;

Therefore, Prince George Council recognizes the dangers of Holocaust denial and distortion, which so often targets our young people, and urges NCLGA to help advocate to the British Columbia Ministry of Education and Child Care to introduce mandatory Holocaust education to BC's elementary schools as of the 2024-2025 academic year.