



BOARD OF EDUCATION
School District No. 91 (Nechako Lakes)

Excellence | Innovation | Community

MISSION:

Achieving Educational Excellence through engaging and personalized learning

VISION:

Competent and confident learners making positive contributions in an evolving global environment

MONDAY, OCTOBER 21, 2024
REGULAR BOARD MEETING - AGENDA

Page

1. CALL TO ORDER

The Regular Meeting will be called to order by Chairperson D. Christie at 6:00 p.m.

2. RECOGNITION OF TRADITIONAL TERRITORY

We are grateful to live, work, and play on the unceded, ancestral territories of fourteen First Nations represented by the Dakelh, Nedut'en, and Wet'suwet'en Peoples; and, we are working diligently towards creating equity for our learners through conscious Acts of Reconciliation.

3. INTRODUCTIONS

- Kirby & Braelyn - FSJSS Student Voice Representatives

4. APPROVAL OF THE CONSENT AGENDA

Recommended to approve the Consent Agenda, including the following items:

4 - 9

- The Agenda for the Regular Meeting dated October 21, 2024.
- The Minutes of the Regular Meeting dated September 16, 2024.
- The Record of the In-Camera Meeting dated September 16, 2024.

MOVED and SECONDED

THAT the Consent Agenda for the Regular Meeting of Monday, October 21, 2024, be approved as presented.

5. PRESENTATIONS

Cultural Week and Truth & Reconciliation at FSJSS - presentation led by Principal C. Houghton

10 - 25

6. TRUSTEE REPORTS

- Policy Committee Update - Trustee R. Pooley
- Northern Interior Branch (NIB) Update - Chairperson D. Christie

7. STUDENT VOICE

Student Voice in SD91 - presentation by Kirby and Braelyn

26 - 37

8. EDUCATION DIVISION

8.1 EDUCATION UPDATE

Superintendent's Report to the Board

38 - 44

Strategic Plan Updates:

- Inclusive Curriculum & School Environment
- Strengthening Partnerships

8.2 OUT-OF-COUNTRY FIELD/SPORTS TRIP REQUEST

8.2A. FINAL APPROVAL REQUEST

FLESS - Japan - March 24 to April 1, 2025

45 - 60

MOVED and SECONDED

THAT final approval be given to selected FLESS students to travel to Japan from March 24 to April 1, 2025.

9. OPERATIONS DIVISION

9.1 FINANCE

First Quarter Financial Update

61

9.2 2023-2024 FINANCIAL STATEMENTS

9.3 2024-2025 AMENDED ANNUAL BUDGET

9.4 CAPITAL PLAN UPDATE - BUSES

9.5 SITES

9.5A. GRASSY PLAINS DAYCARE

October 11, 2024 update from PRD Construction Ltd.

62 - 65

9.5B. FSJSS SPORTS FIELD

9.6 SUPERINTENDENT HIRING PROCESS

10. PUBLIC QUESTIONS

****The Board will receive questions from the public at this time. As per Section 5.2 of Policy 204.1 - Board Meeting Procedures, public questions must pertain to the items listed on this agenda. A response will be provided in follow up to the meeting. Those posing questions must ensure that the Executive Assistant to the Superintendent has a*

current email address to ensure a response.

****Total Time Limit: 30 minutes maximum for this item; time limit may be shortened at the discretion of the Board Chair.*

11. ADJOURNMENT

Motion to adjourn.

MOVED and SECONDED

THAT the Meeting of Monday, October 21, 2024, adjourn at _____ p.m.



MISSION:
Achieving Educational Excellence through
engaging and personalized learning

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Competent and confident learners making positive
contributions in an evolving global environment

Regular Board Meeting

MINUTES

September 16, 2024 6:00 PM

Present:	D. Christie	Chairperson
	N. Hazelton	Vice Chair
	S. Davis	Trustee
	R. Gratz	Trustee
	R. Pooley	Trustee
	M. Skinner	Interim Superintendent
	D. Turner	Secretary-Treasurer
	M. Gauthier	Director of Instruction
	C. McKay	Director of Instruction
	H. Silver	Recording Secretary
In-House Guests:	P. Higginson	DPAC Representative
	D. Williams	SD91 Manager of Budgets & Finance
	L. Wendling	MNP Audit Accountant
	4 Members of the Public	
Present Online:	C. Walker	Trustee
	3 Members of the Public	
Absent:	D. Albertson	Trustee
	K. Black	Assistant Secretary-Treasurer

1. **CALL TO ORDER**
Chairperson D. Christie called the Regular Meeting to order at 6:01 p.m.
2. **RECOGNITION OF TRADITIONAL TERRITORY**
Chairperson D. Christie acknowledged that we are grateful to live, work, and play on the unceded, ancestral territories of fourteen First Nations represented by the Dakelh, Nedut'en, and Wet'suwet'en Peoples; and we are working diligently towards creating equity for our learners through conscious Acts of Reconciliation.
3. **INTRODUCTIONS**
The following guests were introduced:
 - P. Higginson - DPAC Chair
 - D. Williams - Budgets and Finance Manager
 - L. Wendling, CPA, CA - MNP Audit Accountant
4. **APPROVAL OF THE CONSENT AGENDA**

24-59 *MOVED and SECONDED*
THAT the Consent Agenda for the Regular Meeting of Monday, September 16, 2024, be approved as presented.
Carried
5. **FINANCE**

5.1 **2023-2024 FINANCIAL AUDIT**

MNP Audit Accountant L. Wendling reported on the 2023-2024 audit findings, including the following points:
 - report on the status of the engagement
 - all auditor work has been completed and MNP is in a position to finalize the findings

- it was a clean audit based on review of all audit evidence
- all matters are in order

5.2 **2023-2024 AUDITED FINANCIAL STATEMENTS**

MNP Audit Accountant L. Wendling presented the '2023-2024 Audited Financial Statements.'

* MNP Audit Accountant L. Wendling and SD91 Manager of Budgets & Finance D. Williams departed the meeting at 6:09 p.m.

24-60 *MOVED and SECONDED
 THAT the Audited Financial Statements for School District No. 91 (Nechako Lakes)
 for the year ending June 30, 2024, be approved as presented.*

Carried

5.3 **2024-2025 LOCAL CAPITAL EXPENDITURES**

Secretary-Treasurer D. Turner provided details about 2023-2024 local capital spending.

24-61 *MOVED and SECONDED
 THAT the Board of Education of School District No. 91 (Nechako Lakes) approves
 spending of \$190,744 from local capital - an increase of \$28,931 from the \$166,438
 that was approved under Motion #24-14 on February 12, 2024, as part of the
 2023-2024 Amended Annual Budget.*

Carried

5.4 **FINANCIAL STATEMENT DISCUSSION AND ANALYSIS**

Secretary-Treasurer D. Turner explained the Financial Statement Disclosure Analysis process that is required by the Ministry of Education and Child Care. The documentation is currently in draft form and is due to the Ministry by September 27, 2024. The Board's Budget & Finance Committee will meet in the coming days to finalize the documentation, and it will then be submitted as required.

6. **TRUSTEE REPORTS**

Trustees R. Gratz and N. Hazelton shared information about the September 11 Indigenous Education Council (IEC) meeting, including the following points:

- new IEC terms of reference that were implemented at the provincial level in August 2024
- SD91's 6th Annual Indigenous Education Conference on September 20, 2024
- opportunities in Burns Lake for Indigenous peoples who are close to completing their post-secondary degree

7. **DISTRICT PARENT ADVISORY COMMITTEE (DPAC)**

DPAC Chair P. Higginson shared a brief report, including the following points:

- the first DPAC meeting, including Executive Committee elections, is scheduled for September 26 in Fraser Lake
- parent notes about the school start-up season
- BCCPAC Summit 2024 on November 29 & 30 in Richmond

8. **LEADERSHIP SERIES - NORTHERN INTERIOR BRANCH**

Chairperson D. Christie stated that the BCSTA's Northern Interior Branch will be hosting a meeting and learning event in Prince George on October 4 and 5, 2024. Trustees were advised to communicate with staff to arrange registration and accommodations.

9. **EDUCATION DIVISION**

9.1 **EDUCATION UPDATE**

Interim Superintendent M. Skinner shared the Monthly Report to the Board, highlighting the following points:

- leadership changes across SD91
- 6th Annual Indigenous Education Conference, Bill 40 legislative changes
- new teachers' cafe-style gathering
- digital device restrictions
- My Education BC's family portal and online school payment system launch
- Feeding Futures BC

Directors of Instruction C. McKay and M. Gauthier provided updates about accessibility and ways that SD91 is working to engage our staff in a wide variety of professional development opportunities throughout the 2024-25 school year.

Interim Superintendent M. Skinner presented the 2024-25 Workplan Objectives that will help SD91 meet the goals set out in our 2020-2025 Strategic Education Plan, and shared that this year's Framework for Enhancing Student Learning (FESL) Report will be finalized, signed, and posted online in the coming days.

9.2 **OUT-OF-COUNTRY FIELD/SPORTS TRIP REQUESTS**

A. **INITIAL REQUESTS**

24-62 *MOVED and SECONDED*
THAT initial approval be given to selected NVSS grade 11-12 students to travel to Europe from March 22 to April 2, 2025.

Carried

24-63 *MOVED and SECONDED*
THAT initial approval be given to selected NVSS students to travel to Japan and participate in a sister school exchange from April 25 to June 8, 2025.

Carried

9.3 **STAFFING AND ENROLLMENT UPDATE**

Interim Superintendent M. Skinner shared that there are currently eight unqualified candidates with Letters of Permission to fill teaching positions in SD91. We also have fifteen new qualified teachers who have joined the SD91 team as of September 2024. There was also some discussion about the staffing shortages as well as current enrollment.

10. **OPERATIONS DIVISION**

10.1 **2025-2026 CAPITAL PLAN (MINOR CAPITAL PROGRAMS)**

Secretary-Treasurer D. Turner presented the '2025-2026 Capital Plan Resolution (Minor Capital Programs) Submission.'

24-64 *MOVED and SECONDED*
THAT the 2025-2026 Capital Plan Resolution (Minor Capital Programs) Submission be approved and submitted as presented.

Carried

10.2 2025-2026 CAPITAL PLAN (SCHOOL FOOD INFRASTRUCTURE PROGRAM)

Secretary-Treasurer D. Turner presented the '2025-2026 Capital Plan Resolution (School Food Infrastructure Program) Submission.'

24-65 *MOVED and SECONDED*
THAT the 2025-2026 Capital Plan Resolution (School Food Infrastructure Program) Submission be approved and submitted as presented.

Carried

10.3 2025-2026 CAPITAL PLAN (MINOR CHILD CARE - CONVERSION)

Secretary-Treasurer D. Turner presented the '2025-2026 Capital Plan Resolution (Minor Child Care - Conversion) Submission' and a brief discussion followed.

24-66 *MOVED and SECONDED*
THAT the 2025-2026 Capital Plan (Minor Child Care - Conversion) Submission be approved and submitted as presented.

Carried

10.4 POLICY AND REGULATIONS

A. POLICY AND REGULATION 204.1 - BOARD MEETING PROCEDURES

There was discussion on 'Policy 204.1 - Board Meeting Procedures.'

24-67 *MOVED and SECONDED*
THAT 'Policy 204.1 - Board Meeting Procedures' be given third reading and adopted.

Carried

*** Trustee C. Walker registered his vote as opposed.*

11. PUBLIC QUESTIONS

Member of the Public Question #1:

How many replies in the second round of feedback regarding Policy 204.1?

Response:
28 total - 20 from people who had provided feedback at an earlier opportunity and 8 new responders.

Member of the Public Follow-up Question #1a:

How many responders were for/against Policy 204.1?

Response:
A response may be provided via email at a later time.

Member of the Public Question #2:

I wanted to ask about the SD91 auction site.

Response:
Question disallowed as the matter was not included in this meeting agenda. This member of the public was invited to submit his question to staff via email.

Member of the Public Question #3:

Are parents considered as a partner group to engage in the upcoming Indigenous Education Conference?

Response:
Interim Superintendent will share the information with DPAC.

Member of the Public Question #4:
Is the Before/After Care Program at William Konkin Elementary (WKE) for WKE students only, or is it open to other Burns Lake students as well?

Response:
Interim Superintendent M. Skinner will respond via email.

12. ADJOURNMENT

24-68 *MOVED and SECONDED*
THAT the Meeting of Monday, September 16, 2024, adjourn at 6:55 p.m.

Carried

Darlene Turner, Secretary-Treasurer

Dave Christie, Chairperson



**BOARD OF EDUCATION
SCHOOL DISTRICT NO. 91 (NECHAKO LAKES)
VANDERHOOF, BC**

RECORD OF THE SEPTEMBER 16, 2024, COMMITTEE MEETING

1. The personnel report was accepted.
 - Information was received on fifteen teaching continuing appointments
 - Information was received on eight teaching limited duration appointments
 - Information was received on three teaching resignations
 - Information was received on one teaching personal leave
 - Information was received on five teaching medical leaves
 - Information was received on two non-teaching new casuals
 - Information was received on forty-four non-teaching new appointments
 - Information was received on one non-teaching change in appointment
 - Information was received on ten non-teaching increases in hours
 - Information was received on twelve non-teaching leaves of absence
 - Information was received on eight non-teaching returns from leave
 - Information was received on fifteen non-teaching resignations
 - Information was received on one non-teaching retirement
2. There were updates given on administration matters.
3. There was an update given on staffing.
4. There was an update given on grievances.
5. There was an update given on investigations.
6. There were discussions on nine topics related to Board business.
7. There were two emergent issues added to the Agenda and discussed.

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Cultural Week and Truth and Reconciliation at Fort St. James Secondary School

Louie Singers
welcomed
Students, Staff
and Guests to
the ceremony



Local singers
and dancers
were invited to
join



Students dancing



Not everyone was
pleased to be dancing



A powerful voice
sang for many



SD 91 – Took Part!



Grade 8 Students during the presentation





Elders and Guests – enjoying the students and words from our speakers.

Chief Colleen Erickson Jesse Fairley



Tl'azten Chief Ed John
reading from the UN
Declaration of the Rights
Indigenous Peoples,
which he helped write.



Moose, beaver, bear, elk.... an unparalleled feast !



Staff serving food



Community members at the feast

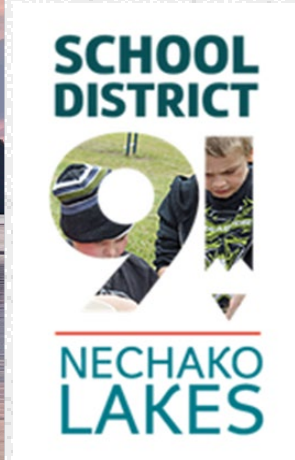


Two teachers from the last century



The true champion, who brings culture and community into our school.





SD# 91 Nechako Lakes Student Voice

School board
presentation

Oct 21, 2024

“Use your voice. Your voice is more powerful than you ever thought it could be. Express your opinions; be an advocate. You will make a tremendous difference.” - a student changemaker

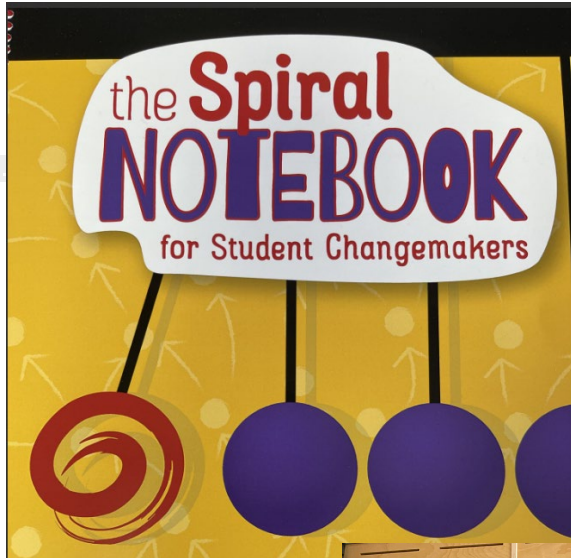


Our First Meeting of the year

We had our first meeting of the year on Oct 8 at NVSS. NVSS, FSJSS and LDSS attended in person and EBUS joined on-line.

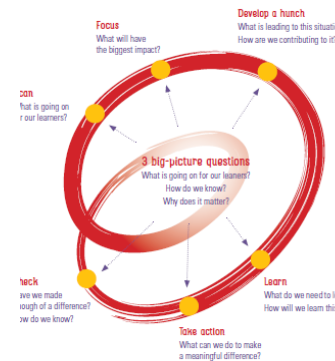
BESS will join in person next time and FLESS was absent because they were attending the National Student Leadership conference.

2



Planning for the year

We started to do some planning for the upcoming year. Again, this year we are going to use a resource called The Spiral Notebook for Student Changemakers. We will be using the Spiral of Inquiry and the Spiral Notebook to help us with our planning and keep us moving forward thought out the year.





Welcome

Live in the [Nechako and Omineca Region](#)? If you are a child, youth, friend or caregiver who has questions about mental health or substance use, there are people and places in your community that can answer these questions and help you figure things out.



Presentation

NechakoCares

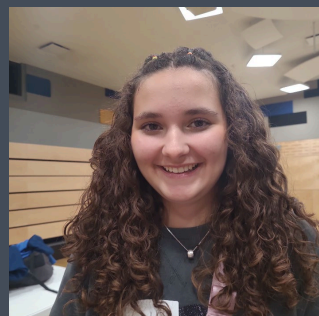
Carrie Smith and Michelle Roberge

ALPINE SKI HOUSE



Introducing 2024/25 SD91 Student Voice

NVSS

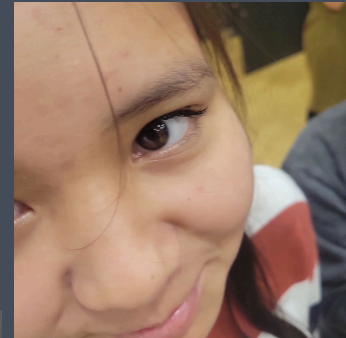


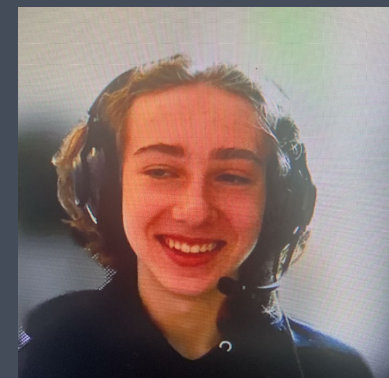


FSJSS



LDSS





EBUS



Student Voice – EBUS September/October:



Our clubs started up and are going strong, our Science fair, “Strings and Things”, Chess, Coding and Robotics clubs, and more are currently open for all students.

Vclasses have also resumed after summer break! We had our first Art, Novel Study, Aboriginal Stories, and Nature Journaling Vclasses this month as well as the National Truth and Reconciliation day Vclass in September. There are plans for many more Vclasses before winter break arrives.

We are connecting through meet and greets at the Stellako River and Lheidli T’enneh Memorial Park as well as through Padlets where everyone is encouraged to post.

We had our October assembly on the 12th where the EBUS Student Council presented their best tips for studying happily and effectively

LDSS Monthly Activities October 2024

Back to school BBQ – Oct. 1st

Happy days club Meeting – Oct. 3rd

Post- Secondary schools visit – October 3rd

Happy days club Thanksgiving card hand out – October 10th

Volleyball pep rally – October 11th

Grad meeting – Oct.18th

Pottery club @ lunch on Tuesdays

Writing Club every Friday

Happy days club thanksgiving card hand out – oct. 10th

Boys' soccer team started and at zones – oct. 15th – 18th

Indigenous focused Post secondary visit – October 21st

Parent teacher interviews (noon dismissal) – oct. 23rd

PAC Fall/Halloween dance – oct. 24th

Pro – D day – October 25th

Volleyball team started up

Rugby started up

LDSS student voice meeting – Oct. 18th during Collaboration



ALPINE SKI HOUSE

FSJSS

SR Boys Soccer

SR Girls volleyball

JR girls volleyball

Grade 8 girls volleyball

Truth and reconciliation day feast

Halloween dance and spirit week is coming up

ALPINE SKI HOUSE

We are grateful to live, work, and play on the unceded, ancestral territories of fourteen First Nations representing the Dakelh, Nedut'en and Wet'suwet'en peoples. We are working diligently towards creating equity for our learners through conscious acts of Reconciliation.

Hadih/Hadi/Hadeeh,

On September 30, we recognized Truth and Reconciliation Day across Canada. Schools observed this important day on September 27 with ceremonies and special events dedicated to remembering the past and honouring the survivors of residential schools. I am grateful to the staff and community members who continue sharing knowledge and learning with children and adults in our schools. We live in an area that is rich in Indigenous culture, knowledge, and traditions, and I encourage everyone to connect with local Nations to build relationships as we build a future together for the next generation.

September went by quickly, and the schools are gearing up for their first "Talk about Learning Time" for 2024-25, where families can visit schools and classrooms to discuss their child's learning with teachers and principals. These face-to-face meetings are key to educational partnerships, but parents and caregivers can arrange school visits at any time of the year by calling their school's main office.

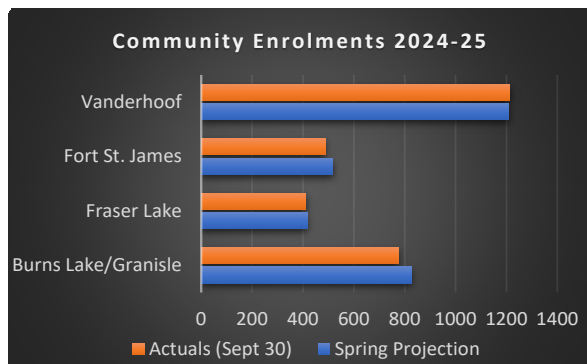
We also look forward to moving to the next steps with hiring a new superintendent. Interviews are scheduled for the end of October.

As always, working and learning beside many wonderful people in Nechako Lakes is my honour.

Mike Skinner
Interim Superintendent



Student Enrollment Across Communities



Enrollment data was submitted to the Ministry for funding purposes on September 27, 2024.

Brick-and-mortar enrollment across our five communities is 2,885 – down 73 students from last year. This decrease in enrollment was anticipated and was reflected in our budget forecast for this school year.

District staff continue to project declining student numbers at 2-3% per year in our standard schools for the foreseeable future.

With EBUS Academy students factored in, the District has 3,447 full-time equivalent (FTE) students enrolled this school year, which brings us to have 3 students more than predicted in our spring projections.

Strategic Plan Updates: GOAL 1: Honour Diversity

Truth and Reconciliation Day Highlights in Nechako Lakes

David Hoy Elementary School:

- Presentation by local knowledge keeper Lori Gauthier on the importance of braids to Indigenous peoples
- Classroom presentations by our Language and Culture teacher
- Artwork reflections (t-shirts and handprints)
- Classes worked together to decorate large wooden letters to spell out “Every Child Matters” – a message that is now on display in our gym
- School-wide assembly to recognize Orange Shirt Day



Decker Lake Elementary School

- Teachers presented lessons about residential schools in their classrooms
- Learners participated in an orange leaf project where everyone filled out the following sentence on their own leaf: Leaves are displayed on a bulletin board in the hallway
- Staff and children wore orange in remembrance of the children who never made it home
- The entire school community gathered in front of the school and took a picture with our beautiful Truth and Reconciliation flag

Evelyn Dickson Elementary School:

- Daily readings including Shi-shi-etko and Shin-Chi's canoe, Be a Good Ancestor, and Phyllis Webstad's book. These daily readings were followed by short lessons about residential schools
- Grade 1-2 students created pages for their own books of "Our Hearts fill with Happiness when...." – modelled after Monique Gray Smith's teachings
- Discussions and video viewings, and a collaborative poster project
- The Orange Shirt Story – read aloud and reflection time

Mapes Elementary School

- Read stories including Shi-Shi-Etko and selections from Fatty Legs.
- Watched CBC Kids Orange Shirt Day video with Phyllis Webstad. Made origami orange shirts.
- Age-appropriate discussions of what residential schools were and how important it is that all children can come to schools where they are cared for and treated well.

Sinkut View Elementary School:

- Survivors' flag on display in our main hallway as a focal point for all learners for weeks leading up to Orange Shirt Day
- Lessons about the symbols and "learnings" within the Survivors' flag
- Class discussions about how learners can promote Truth and Reconciliation learning in our schools and communities

SD91 Indigenous Education Learning Grants Program

SD91 educators and our First Nations Community partners have identified the need for the development of Indigenous-focused learning resources and units of learning that bring forward **local** Indigenous knowledges, world views, and perspectives. A main goal of this Learning Grants Program is to support and encourage SD91 educators to discover local First Nations history, innovation, resilience, and knowledges, and to integrate their learning into the content they teach, as well as into their pedagogy.

We invite groups of SD91 educators to apply for learning grants up to \$10,000 to support the development of local First Nations-focused learning resources and units of learning. It is hoped that, if appropriate, the learning resources created will be housed in our Indigenous Learning Resource Library (currently under development) and will become available for use by other educators.

[SD91 Indig. Ed. Learning Grants Program | SD91 Indigenous Educ \(sd91indigenouseducation.com\)](https://sd91indigenouseducation.com)

Honouring Indigenous Education Programs



THE UNIVERSITY OF BRITISH COLUMBIA

Founded in 1974, the UBC Faculty of Education's Indigenous Teacher Education Program — formerly named the Native Indian Teacher Education Program (NITEP) — has been instrumental in shaping Indigenous education and is committed to increasing the number of Indigenous educators provincially and nationally. By late fall 2024, NITEP will have proudly graduated 500 Indigenous educators, a milestone that underscores the program's enduring success in cultivating leaders who are equipped to inspire and uplift their communities and beyond.

NITEP facilitates access to credentialed teacher education for people of Indigenous ancestry by offering a significant portion of its curriculum through regional field centres across the British Columbia. Most teacher candidates begin the program at an off-campus site for their first two to three years before transitioning to a 12-month on-campus program. The program ensures that Indigenous cultures, values, knowledge and languages are vibrant and meaningful parts of the curriculum, successfully demonstrating how Indigenous culture can be integrated within a mainstream post-secondary institution and professional training program.

[Celebrating 50 Years of NITEP – Faculty of Education \(ubc.ca\)](https://ubc.ca)

EXCELLENCE | INNOVATION | COMMUNITY

Dr. Dustin Louie – Director of NITEP

Dr. Dustin Louie is a First Nations scholar from Nee Tahi Buhn and Nadleh Whut'en of the Dakelh Nation of central British Columbia. He is a member of the Beaver Clan. He currently serves as the Director and an Associate Professor in UBC's Department of Educational Studies. As Director, Dr. Louie oversees program development, student services, funding, and the cultivation of Indigenous community relationships. His efforts create pathways for Indigenous students to become impactful educators within their communities and beyond. Dr. Louie is also a graduate of Lakes District Secondary in Burns Lake.

Currently there are over 30 students in the NITEP program, including a large cohort from Lake Babine Nation in Burns Lake. We are looking forward to having additional certified Indigenous teachers in our region in the next few years.

Strategic Plan Updates: GOAL 2: Engage our Workforce



6th Annual Indigenous Education Conference

SD91 was proud to host the annual staff conference on the September 20th District Planning day. This annual staff learning event is unique in BC and brings together all employees each year to learn and grow in our shared responsibility to Truth and Reconciliation. This year's theme was how everyone can be a "good ancestor" regardless. Working together and learning more about our past will help ensure a better tomorrow for our children and families.

Thanks again to the Indigenous Education department for all the planning and organization, our school staff for their dedication to learning & growing and the special guest presenters for sharing the knowledge, insights and wisdom.

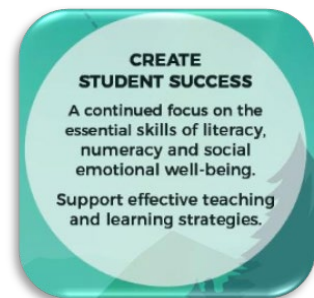
Strategic Plan Updates: GOAL 3: Create Student Success

Framework for Student Enhancing Learning Report

As part of the continuous improvement cycle, the annual Framework for Enhancing Student Learning (FESL) Report has been submitted to the Ministry as a summary of data and learning strategies from the past school year. This planning cycle aligns with Ministry requirements and the Board Strategic Plan goals, and qualitative and quantitative information are part of the summary report.

At each Principal/Vice Principal meeting, school and district data is discussed and important planning work takes place. The FESL information forms a basis for this work.

This information is on our District website under the Board drop-down menu – [Strategic Plan \(sd91.bc.ca\)](https://sd91.bc.ca)



Mapes Elementary School – Learning in the Community



In late September, Mapes Elementary's primary classes enjoyed a beautiful fall day at the Solmonson farm – just down the road from the school! In addition to hosting the event and running the stations, the Solmonson family worked for many hours before and after the school's visit. Parents and caregivers also volunteered their time to make the day run smoothly.

Students learned about harvesting and preserving food from the garden, visited farm animals, roasted hot dogs, and even enjoyed a hayride back to the school. Each student had the chance to make their own jar of pickled carrots which will be stored in the root cellar over winter.

When asked about their favourite parts of the day, students spoke about trying new vegetables, feeding the horse, and washing carrots.

Fort St. James Secondary – Learning Outside the Classroom

Jaclyn Boyes is the teacher and has been developing the program for close to a decade. "We initially developed the course as just an Environmental Science and Physical Geography 11/12 course and over time it's evolved to become more outdoors," says Boyes. "We've really started to focus on our watershed. As you know, we're on Stuart Lake here. We've got the Stuart Sockeye which is one of the most significant runs and recognized by United Nations as being really valuable and important."

To dive deep into the studies of the watershed the program needed the boat, which was also built by students at SD91.

Craig Houghton is the Principal of Fort St. James Secondary School, and he hopes that through providing this experience more young people will go into fisheries based careers.

For the full video: [Fort St. James students take to the water in a unique environmental science course | CKPGToday.ca](https://www.ckpgtoday.ca/fort-st-james-students-take-to-the-water-in-a-unique-environmental-science-course/)

Thanks to Sam Bennison and the film crew for showcasing the school, staff, and students involved in real-life learning in the community.



Strategic Plan Updates: GOAL 4: Enhance Connections



Grassy Plains Daycare Development

Renovations and construction began a few weeks ago at Grassy Plains School to develop a new daycare facility. This is the largest construction project for SD91 since a new school was built in Granisle nearly a decade ago.

This Ministry-funded facility was made possible in a collaborative partnership with Cheslatta Carrier Nation and, when finished in mid-2025, will include 36 new daycare spaces in total – broken into the following age groupings:

- 8 spaces for children under 36 months of age
- 16 spaces for children who are 30 months old to school age
- 12 spaces for school-aged children

Dual Credit Program Expansion

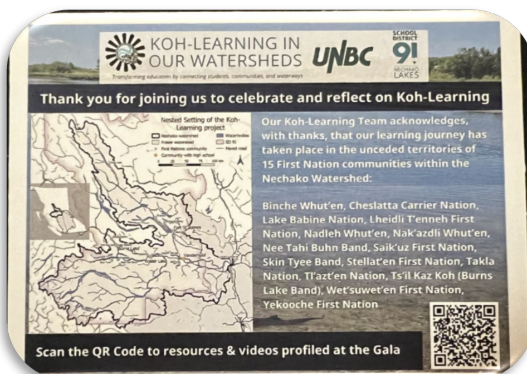
We are pleased to partner with the Ministry and SD57 on the Dual Credit Program Expansion.

Dual credit recognizes eligible post-secondary study for Grade 12 elective credit towards high school graduation. This aligns with the province's "StrongerBC: Future Ready Action Plan" goal, which is to make post-secondary education more affordable, accessible, and relevant to British Columbians.

Under this partnership, Nechako Lakes will work with regional school districts and UNBC and CNC to create more opportunities for students.



Koh Learning in our Watersheds Celebration



On October 4, Koh Learning hosted a final dinner celebration to honour and reflect on the collaborative partnership over the past decade. Through Koh Learning, hundreds of students, educators, First Nations and community members worked together on the land to improve the Nechako watershed through research and student learning.

After more than a decade, Koh Learning has come to an end, but the legacy and the learning will continue at the school level based on the partnership formed over the years. The impact of Koh has been nothing short of incredible – SD91 thanks all the staff, community partners and UNBC who have been involved!

Early Years Screening

On Thursday, October 10, families with three-to-six-year-old children attended on Early Years Screening event at the Fort St James Community Center.

This event provided a fun, family-oriented atmosphere to support children's transitions into school. Families took part in play-based activities while learning about early learning programs and services, their local elementary school, and their communities.



Employee Recognition

I would like to recognize all the staff who assisted in the search for Oaklynn in late September. Many people from far and wide logged hundreds of hours, and their efforts made a difference in helping find her safe.

A special thanks to EBUS teacher Chris Mushumanski for leading the search effort. His 27 years of experience at Nechako Valley Search and Rescue was front and center in the coordination of the hundreds of volunteers.



Find Us on Social Media!



We're on Facebook!
@SD91BC

EXCELLENCE | INNOVATION | COMMUNITY

RISK ASSESSMENT

School: <u>FLESS</u>	
Grade/Group: <u>Grade 12</u>	Teacher: <u>Shawn Lank</u>
Destination & Activity: <u>Japan</u>	
Date(s) of Trip: <u>Mar 24 - Apr 1 2025</u>	
LOW RISK	
☐ Day trip, in district	☐ Low Risk Application Form
☐ On beach or near stream (<u>no stepping in water</u>)	☐ List on parent information form and permission slip
MODERATE RISK	
☐ Overnight	☐ Moderate Risk Application Form
☐ Out-of-District but within province	
☐ Swimming in any pool or hot tub	☐ Water Component Form
☐ Boating or swimming in lake <u>near shore</u>	
☐ Activity near fast moving or open water	
☐ Creek or stream programs	
HIGH RISK	
☐ Out-of-Province	☐ High Risk Application Form
☐ Ski/Snowboard	
☐ Active logging roads	
☐ Lake crossing	☐ Water Component Form
☐ On fast moving water	
☐ Lake ice activity (<u>not on river ice</u>)	☐ Ice Component Form
OUT-OF-COUNTRY	
☐ Out-of-Country STEP 1 (<i>must be approved before proceeding to STEP 2</i>)	☐ Pre-Approval Application Form
☒ Out-of-Country STEP 2	☒ Out-of-Country Application Form

Identify the person in charge at the activity:

Name: Shawn Lank Qualifications: multiple international field trips

How were students selected to participate and what preparation/experience do they have? sign up

Are students participating in supervision? ☐ Yes ☒ No

If yes, how were students selected to participate in supervision? _____

Submitted By: <u>Shawn Lank</u>	Date: <u>Sept 17/24</u>
Principal/Vice Principal: <u>[Signature]</u>	Date: <u>Sept 16/2024</u>

OUT-OF-COUNTRY **STEP 2**: APPLICATION FORM



STEP 2 must receive Board Approval 3 – 6 months prior to departure.

School: FLESS Application Date: Sept 17 /24
 Group/Grade: Grade 12 Teacher: Shawn Lank
 Destination: Japan 2025
 Dates: Mar 24 - Apr 1 2025

Give the goals and objectives of the Out-of-Country trip: To learn about robotics and the future of cities

Give the experience of the teacher: multiple international field trips w/ Explorica + EF Tours

Number of student participants: 2

Names of adult chaperone(s) (CRC required): Shawn Lank

Accommodation plans: set up by EF Tours

Transportation plans: meet at PG airport

Submit with this application to the Principal/Vice Principal:

- ☒ Risk Assessment
- ☒ Itinerary
- ☒ Current Travel Advisory <http://travel.gc.ca/travelling/advisories>
 - ☒ Exercise normal security precautions
 - ☐ Exercise a high degree of caution
 - ☐ Avoid non-essential travel
 - ☐ Avoid all travel
- ☐ Child Travel Consent Letters: <https://travel.gc.ca/travelling/children/consent-letter>
- ☐ Permission Slips for Treatment by a Doctor in a Foreign Country to Treat Under-aged Child
- ☐ Accommodations Confirmation not on website yet
- ☐ Transportation Confirmation not emailed yet
- ☒ Participant Roster

all are above age of 17

SCHOOL USE: Principal/Vice Principal	
☐ Board Pre-Approved (STEP 1) on <u>February 12, 2024</u> (date) ☐ Group medical/hospital insurance coverage purchased ☐ Trip cancellation purchased ☐ Permission Slips on file at school ☐ Student Information Forms on file at school ☐ Parental Informed Consent process complete (if required) ☐ All adult volunteers compliant with policy 1002.3 ☐ Third Party Waivers complete (if required)	Principal/Vice Principal: <u>[Signature]</u> Date: <u>Sept 17 2024</u> School Supervisor: <u>[Signature]</u> Date: <u>Sept 26/24</u> Superintendent: <u>[Signature]</u> Date: <u>Sept 26 /24</u>

DISTRICT USE:	Board Approval
☐ Risk Assessment ☐ OUT-OF-COUNTRY Application Form and supporting documents	
Board Meeting Date: _____ Date Received: _____	
☐ Approved ☐ Denied	
Comments: _____	
Board Chairperson: _____	
Date PVP Informed: _____ Via: ☐ Email ☐ Phone By: _____	
DISTRICT USE:	One Week Prior to Departure
☐ Current Travel Advisory http://travel.gc.ca/travelling/advisories ☐ Exercise normal security precautions ☐ Exercise a high degree of caution ☐ Avoid non-essential travel ☐ Avoid all travel	
Comments: _____	
Superintendent: _____ Date: _____	

WATER COMPONENT FORM

** Complete this form and attach to your application as required. **

MODERATE-RISK	
☒ Near fast moving or open water ☐ Fish release ☐ Creek or stream programs ☐ Swimming in public pool ☒ Swimming in hotel pool/hot tub maybe	☒ Listed on permission form ☒ Teacher/chaperone supervision
☐ Swimming in unguarded or private pool ☐ Swimming in lake near shore ☐ Canoeing or kayaking near shore ☐ _____	☐ Listed on permission form ☐ Certified lifeguard or swimming instructor(s) Name: _____ Level: _____ Name: _____ Level: _____ ☐ Certified BC/CRCA boating instructor Name: _____ Level: _____
HIGH-RISK	
☐ On fast moving water (e.g., river rafting)	☐ Parental informed consent ☐ Listed on permission form ☐ Company documents: water certification/insurance policy/informed consent process
☐ Canoeing in lake (<i>not near shore</i>) ☐ Kayaking in lake (<i>not near shore</i>) ☐ Swimming in lake (<i>not near shore</i>) ☐ Lake crossing ☐ _____	☐ Parental informed consent ☐ Listed on permission form ☐ Certified BC/CRCA canoe or kayak instructor Name: _____ Level: _____ ☐ Certified lifeguard or swimming instructor Name: _____ Level: _____

Provide a description of the water component: moving water in ancient village
+ a hotel may have a pool.

SCHOOL USE: Principal/Vice Principal	
Submitted By: _____	Date: _____
Principal/Vice Principal: [Signature]	Date: Sept 17, 2024

PARENT INFORMATION AND PERMISSION FORM

This section to be filled in by the Field/Sports Trip Organizer

Field/Sports Trip General Information

Date(s) of Trip/Sport Season: Mar 24 - April 2025 ☐ Various dates (schedule attached)
 Destination(s): Japan ☒ Various destinations (schedule attached)
 Departure Time: TBA Return Time: TBA Method of Transportation: _____
 Purpose of the Trip(s): to learn about robotics + future of cities
 Planned Activities: see itinerary
 Organizer/Teacher Sponsor: Shawn Lank Phone Number 778 675 6134
 Supervision will be provided by: Shawn Lank + EF Tour Guide
 _____ will be responsible for the first aid kit during the Field/Sports Trip.
 Cost of Trip/Student: see sign up Sign and Return this Form By: Dec 20 /24

Expectations

During all field/sports trips, students will be subject to the school's rules, the School Act and the District Code of Conduct (Policy 502.1)

What to Bring / Special Instructions

cloths for a varriety of weather
 \$ for souvenirs + lunches
 \$ for airport food — in the local
 currencies

Known Risks

see EF Website
 + parent info
 package
 * may be by moving
 water in the ancient
 village

Request for Volunteers

Volunteers are needed for this field trip: ☐ Yes ☒ No
 Duties of the volunteer would include:

Optional Accident Insurance

Parents are encouraged to consider purchasing optional accident insurance for their child.
 (e.g., Reliable Life at 1-800-463-5437 or www.insuremykids.com.)

Parent/Guardian please sign and return to the school

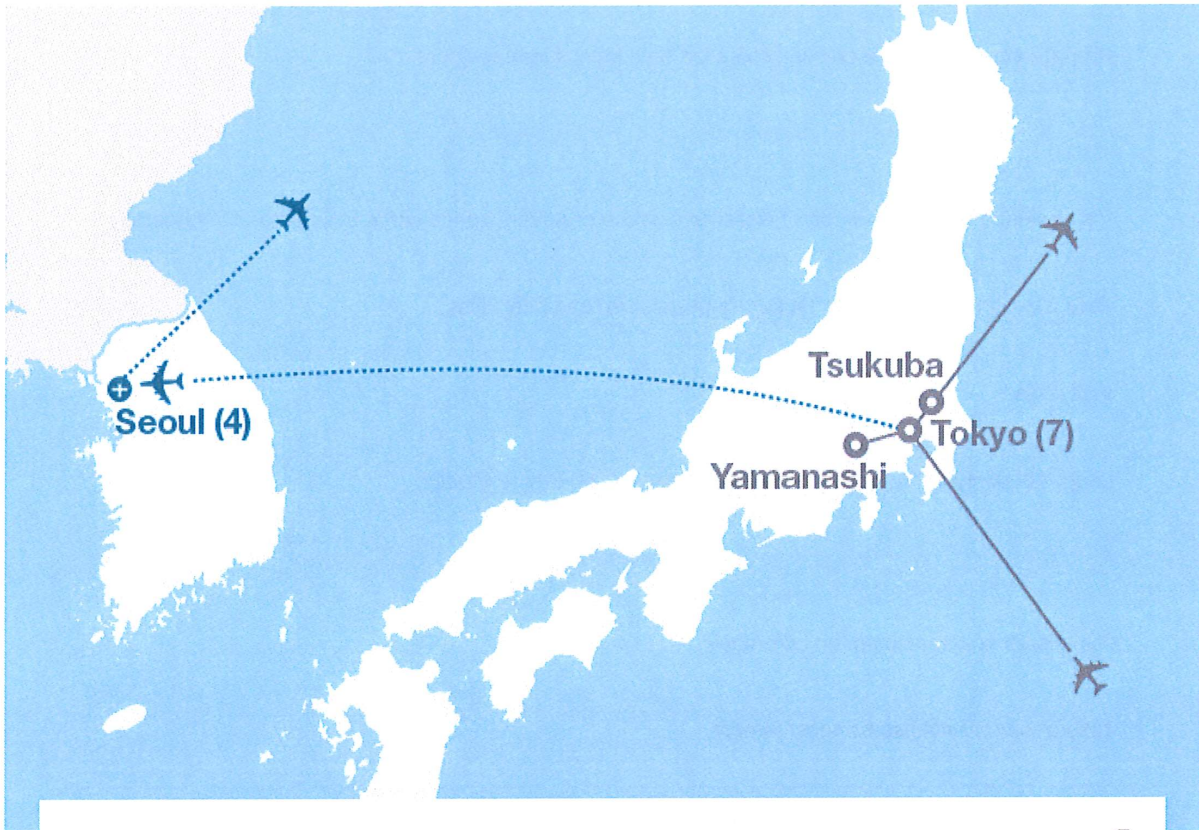
I _____ give my permission for _____ to participate in the
 (Parent / Guardian Name) (Student Name)
 _____ Field/Sports Trip or _____ Sport Season.
 (School Year)

 (Parent / Guardian Signature) (Date)
 Please note any parts of this field/sports trip that you do not give permission for: _____
 I _____ will be able to volunteer: ☐ Yes ☐ No
 (Parent / Guardian Name)
 I will be: ☐ Driving my own vehicle ☐ Riding on the bus

STUDENT INFORMATION FORM

<i>To be filled out by the Parent/Guardian</i>	
STUDENT NAME: _____	
Emergency Contact Information	
Parent/Guardian #1: _____	Phone #1: _____ (cell/work/home)
	Phone #2: _____ (cell/work/home)
Parent/Guardian #2: _____	Phone #1: _____ (cell/work/home)
	Phone #2: _____ (cell/work/home)
Emergency Contact Name: _____	Phone #1: _____ (cell/work/home)
	Phone #2: _____ (cell/work/home)
Home Address: _____	
Emergency Medical Information	
Provincial Health Care #: _____ Birthdate: _____	
Medical Conditions/Dietary Concerns: _____ Medication Required: ☐ Yes ☐ No	
Name of Drug: _____ Dosage: _____	
Is there any medical/physical/emotional condition that may affect participation in the activities: ☐ Yes ☐ No	
Please list: _____	
My Child has Student Accident Insurance: ☐ Yes ☐ No Plan Name & No.: _____	
My Child has Out-of-Province Medical Insurance: ☐ Yes ☐ No Plan Name & No.: _____	
☐ Serious Known Allergies – Please List: _____	
Reaction(s) _____	
Allergy Injections or Medication Currently Prescribed: _____	
Carries Epi Pen? ☐ Yes ☐ No Carries Ana Kit? ☐ Yes ☐ No	
Rules and Regulations	
Is there any other information you feel we should know about your child?	
Please list: _____	

I understand that if, at any time, on this trip my child is found to be breaking the school rules or specific rules regarding this trip, they may be required to return home at my full cost and obligation, as soon as arrangements can be made.	
_____ (Parent / Guardian Signature)	_____ (Date)
We are looking forward to a successful trip, and we sincerely hope that your child will benefit from this experience.	
The information supplied on this form is to be regarded as strictly confidential and shall be made available only to appropriate persons as deemed necessary by adult chaperones accompanying students on the trip.	



Meet your Tour

Take a guided t

DAY 1

Fly overnight to Japan

Take a walking

Tokyo Skytree

Visit the Miraike

Take a guided tour of the Rinkai Disaster Prevention Park

Take a tour of Akihabara Electric Town

Prepare your dinner at a cooking class led by a local Japanese chef

Visit Science Square Tsukuba of National Institute of Advanced Industrial Science and Technology

Take a guided tour of one of Tsukuba's premier research facilities

Visit Jaxa

Learn about Hybrid Assistive Limb technology at Cyberdyne Studios

Participate in a traditional tea ceremony

Take a tour of Asakusa Kannon Temple

Visit the Hamarikyu Japanese Gardens

Take a day-trip to Yamanashi Prefecture

Explore the interactive exhibits at the Maglev Exhibition Center

See Mt. Fuji

Visit a Japanese Village

Return to Tokyo by bullet train

Immerse yourself (literally) at teamLab Planets, where lines are blurred between visitors and the art itself

See the Giant Gundam Robot

Karaoke



Government
of Canada

Gouvernement
du Canada

[Canada.ca](#) > [Travel](#) > [Destinations](#)



Japan travel advice



Take normal security precautions

Latest updates: Natural disasters and climate – removed information on Tropical Storm Bebinca

Last updated: September 17, 2024 06:04 ET

On this page

- [Risk level](#)
- [Safety and security](#)
- [Entry and exit requirements](#)
- [Health](#)
- [Laws and culture](#)
- [Natural disasters and climate](#)
- [Need help?](#)



Risk level

Japan - Take normal security precautions

[Take normal security precautions](#) in Japan.

↑ Back to top

Recommended Consent Letter for Children Travelling Abroad

The following sample consent letter, provided by Global Affairs Canada, can be modified to meet your specific needs. For instructions and an interactive form you can use to create a customized letter, visit travel.gc.ca/letter.

To whom it may concern,

I / We,

_____ *full name(s) of parent(s) / person(s) / organization giving consent*

Address:

_____ *street address, city*

_____ *province/state, country*

Telephone and email:

_____ *telephone*

_____ *email*

am / are the parent(s), legal guardian(s) or other authorized person(s) or organization with custody rights, access rights or parental authority over the following child:

Information about travelling child

Name:

_____ *child's full name*

Date and place of birth:

_____ *dd/mm/yyyy*

_____ *city, province/territory*

Number and date of issue of passport (if available):

_____ *number*

_____ *dd/mm/yyyy*

Issuing authority of passport (if available):

_____ *country where passport was issued*

Birth certificate registration number

_____ *number*

Issuing authority of birth certificate

_____ *province / territory where birth certificate was issued*

Information about accompanying person (leave blank if child is travelling alone)

This child has my / our consent to travel alone ☐ **or**

This child has my / our consent to travel with

Name:

_____ *full name of accompanying person*

Relationship to child:

_____ *mother, father, grandparent, sister, brother, relative, friend, other*

Number and date of issue of passport:

_____ *number*

_____ *dd/mm/yyyy*

Issuing authority of passport:

_____ *country where passport was issued*

Contact information during trip

I / We give our consent for this child to travel to:

Destination(s):

_____ *name of destination country / countries*

Travel dates:

_____ *date of departure to date of return*

to stay with / at (if applicable)

_____ *name of person with whom child will be staying / hotel or other accommodation*

at the following address(es)

_____ *street address(es), city (cities)*

_____ *province(s)/state(s), country (countries)*

Telephone and email

This letter may be signed before a witness who has attained the age of majority (18 or 19, depending on the province or territory of residence) OR before a notary public (recommended).

Signature(s) of person(s) giving consent

Signature of witness

_____ *full name of witness*





If you and/or your child have any medical or behavioural health conditions and/or have been hospitalized within the past two years, please describe.

Have you talked with your healthcare provider(s) to discuss your and/or your child's treatment plan during your upcoming travels?

It is important to ensure the traveller continues to take any prescribed medication as directed by their healthcare provider while they are on tour. This could include adjusting to new time zones or changes in altitude. Please check with your and/or your child's prescribing healthcare provider prior to travel for any necessary dosage information and adjustments. We strongly recommend that you and/or your child bring enough doses of each prescription for up to 14 days post-tour in the event of any unforeseen delays in the traveller's return. All prescriptions should be stored in their original packaging with labels visible, and be packed in carry-on luggage.



Do you and/or your child take any take any prescription medications? Please list prescriptions and dosage information.

Prescription name	Dosage and frequency	Purpose	Symptoms or side effects to look out for	Additional notes

Over-the-counter medication

The Group Leader may administer certain over-the-counter medications to you and/or your child if necessary. Are there any restrictions that the Group Leader should be aware of?

Additional information

Is there any other information about your and/or your child's health or medical history that should be conveyed to your Group Leader prior to the tour? If so, please describe here.

Parent/Legal guardian signature: _____ Date: _____



[Canada.ca](#) › [Travel](#) › [Travel abroad](#) › [Travel health and safety](#)

Travel health kit checklist

Basic first aid items:

- Adhesive bandages
- Adhesive tape
- Alcohol-based hand sanitizer
- Antiseptic wound cleanser
- Blister pads or moleskin
- Disposable latex or vinyl gloves
- Gauze
- Packets of oral rehydration salts
- Safety pins and scissors
- Tensor bandages
- Thermometer
- Tweezers

Other items:

- **Sunscreen**
- **Insect repellent** (containing DEET or Icaridin)
- Aloe gel
- Condoms
- Ear plugs
- Extra pair of glasses or contacts (or copy of prescription)

- Mosquito net
- Saline eye drops
- Water purification filter or tablets

Medications:

- If recommended, destination-specific medication
- Any prescription or over-the-counter drugs normally used at home
- 1% hydrocortisone cream
- Allergy medication
- Antacids
- Antibacterial and antifungal spray/cream
- Anti-diarrheal medication
- Anti-motion sickness medication
- Cold and flu medication
- Laxatives
- Pain and fever medication
- Syringes or needles for medical use (if needed)

Contact card:

- Name, address and phone number of a family member or friend in Canada
- Name and phone number of your health care provider in Canada
- Address and phone number of your accommodations at your destination(s)
- Address and phone number of hospitals or clinics at your destination(s)
- Address and phone number of the Canadian Embassy, Consulate or High Commission office in your destination country/countries (and

Emergency Contact Card)

- Emergency contact phone number from your travel health insurance provider
- **Proof of your insurance coverage**
- **Copy of your immunization record**
- ***International Certificate of Vaccination or Prophylaxis*, if required**

Date modified:

2024-06-13

18-Oct-24



School District No. 91 (Nechako Lakes)
Operating Budget to Actual as at September 30, 2024

	2024-25	2023	2024			
	A-BUDGET	JULY - SEP	JULY - SEP	% of BUDGET	LEGEND	EXPECTING
Salaries						
Teachers	22,295,326	2,244,040	2,656,618	12%	D	10%
Principals & Vice Principals	4,345,680	825,927	1,077,904	25%	A	25%
Education Assistants	5,563,967	402,876	456,078	8%	A	10%
Support staff	7,359,534	1,060,735	1,219,670	17%	A	18%
Other Professionals	3,121,122	734,606	684,543	22%	A	25%
Substitutes - Teachers	1,012,845	56,797	73,824	7%	A	10%
Substitutes - Support Staff	506,066	36,707	32,145	6%	A	12%
Total Salaries	44,204,540	5,361,688	6,200,783	14%		
Employee Benefits						
	10,349,134	1,197,640	1,534,188	15%	B	12%
Total Salaries & Benefits	54,553,674	6,559,328	7,734,970	14%	B	12%
Services & Supplies						
Services	2,584,601	814,168	794,989	31%	B	30%
Student Transportation	80,200	3,888	326	0%	A	5%
Professional Development & Travel	1,155,247	372,822	312,553	27%	A	36%
Rentals & Leases	86,450	24,213	30,321	35%	B	30%
Dues & Fees	79,660	49,681	35,335	44%	A	65%
Insurance	233,448	45,996	24,579	11%	A	22%
Supplies	4,779,128	369,952	459,877	10%	B	8%
Utilities	1,493,600	140,763	146,542	10%	A	10%
Total Services & Supplies	10,492,334	1,821,483	1,804,523	17%		
Total Operating Expense	65,046,008	8,380,811	9,539,493	15%	B	13%
Total Operating Revenue	64,023,057					
Projected DEFICIT	1,022,951					
Current surplus available 24/25	536,974					
Deficit not funded	485,977					
Local Capital Balance	1,484,831					
Deficit not funded	485,977					
Remaining Local Capital Balance	998,854					

MISSION
Achieve educational excellence in an environment that honours diversity and personalized learning.

VISION
Develop learners to make positive contributions in our evolving global community.

LEGEND

- A = No concerns
- B = Will continue to monitor
- C = No concerns insurance is generally paid in advance

Observations/Comments:

For the 'Expecting' Column:

For salaries & benefits: We use # of months to pro-rate 'Expecting' column for employees budget.
For service & supplies: We use prior year data % to guide our 'Expecting' estimates column.

Based on the above financial data and with three months into the fiscal year and one month into the school year it is my conclusion that we are reasonably on track based on the annual budget presented to the Board.

However, it must be noted the budget presented to the Board indicates a \$1,022,950 deficit budget and after the audited financial statements the district has \$536,974 remaining in surplus which indicates a \$485,976 deficit not funded.

Nechako Lakes has a \$1,484,831 Local Capital balance to cover this deficit which would bring the Local Capital account to \$998,858.

KCB



PRD Construction Ltd.
DESIGN - BUILD - INSPIRE



Grassy Plains Daycare

34310 Keefe's Landing Rd

Progress Photos to:

Week of October 11, 2024

PRD Construction Ltd

1253 5th Avenue, Prince George, BC, V2L 3L3

Michael Duck

250.617.2499

michael@prdconstruction.ca



Asbestos and Lead paint abatement was completed in the Home Economics, and Computer Rooms.

The rooms were sealed, and exhaust fans negatively pressurized the rooms while the abatement work was being completed.

All the asbestos and lead paint material were contained and disposed of in compliance with all applicable regulations.



An example of the negative pressurization. Exhaust fans are piped using plastic socks to the outside of the building to ensure that any contaminants are safely removed from the inside air and safely exhausted.



Stormwater management infrastructure is being installed on the North side of the School to direct stormwater runoff from the parking lot to the ditch along Keefe's Landing Rd.

This is a manhole structure that will allow dirt and gravel to be collected in the bottom, while the water can drain to the ditch.



8" drain piping underground directs stormwater from the parking lot through 2 manholes and to the ditch on Keefe's landing Rd.



Roof Drains that previously were draining to a "rock pit" (A previously dug hole with suitable sized rocks to allow drainage through the soil) will now be connected to this stormwater system.
The old piping was brittle cast iron, so it has been replaced with new PVC Drainpipe.



A grounding wire was encountered during the excavation. Utilities were located prior to digging, and the excavator and crew were able to dig around the cable. When finished the cable will be safely backfilled.

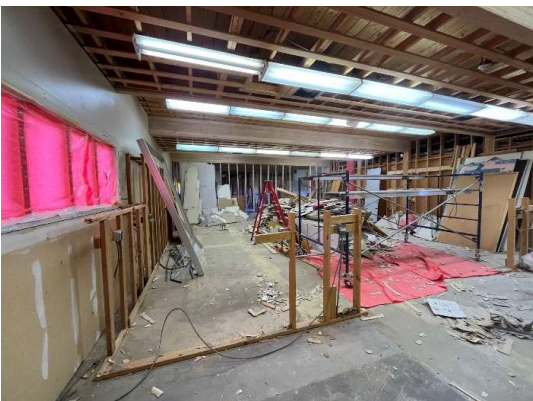
Progress Photos



Photo showing MH2 looking toward MH1 and the parking lot.



Following the completion of hazardous materials abatement, demolition of the Computer Room has begun



Demolition of the Home Economics room has been started.