



MISSION:
Achieving Educational Excellence through
engaging and personalized learning

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

Regular Board Meeting	MINUTES	January 20, 2025 6:00 PM
Present:	D. Christie A. McClinton D. Turner K. Black M. Gauthier H. Silver	Chairperson Superintendent Secretary-Treasurer Assistant Secretary-Treasurer Director of Instruction Recording Secretary
Present Online:	N. Hazelton D. Albertson S. Davis R. Gratz R. Pooley C. Walker M. Skinner C. McKay	Vice Chair Trustee Trustee Trustee Trustee Trustee Assistant Superintendent Director of Instruction
Online Guests:	W. Kelemen N. Lougheed Austin & Angel 8 Members of the Public	District Principal of Early Learning & Child Care DPAC Representative Student Voice Representatives
1. CALL TO ORDER The Regular Meeting was called to order by Chairperson D. Christie at 6:00 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: W. Kelemen, District Principal of Early Learning & Child Care N. Lougheed, DPAC Representative - Austin & Angel, Student Voice Representatives		
4. APPROVAL OF THE CONSENT AGENDA The Consent Agenda, including the following items, was approved: - The Agenda for the Regular Meeting dated January 20, 2025. - The Minutes of the Regular Meeting dated December 16, 2024. - The Record of the In-Camera Meeting dated December 16, 2024.		
25-01 <i>MOVED and SECONDED</i> <i>THAT the Consent Agenda for the Regular Meeting of Monday, January 20, 2025, be approved as presented.</i>		
<i>Carried</i>		

5. **NEW SUPERINTENDENT WELCOME**

Chairperson D. Christie officially welcomed Superintendent A. McClinton to School District 91 (Nechako Lakes) and extended special thanks to Assistant Superintendent M. Skinner for filling the role throughout the Board of Education's recruiting and hiring process.

6. **PRESENTATIONS**

District Principal of Early Learning and Child Care W. Kelemen shared a presentation about child care programs in and operated by School District No. 91. It was noted that there are child care enrollment openings in every community and a request was made for meeting attendees to spread the word publicly as much as possible.

** District Principal of Early Learning and Child Care W. Kelemen departed the Regular Meeting at 6:10 p.m.*

7. **TRUSTEE REPORTS**

Chairperson D. Christie reported that he had met with MLA Rustad recently, and MLA Rustad had provided contact information for MLA Block who is the opposition member shadowing the Ministry of Education and Child Care.

8. **STUDENT VOICE**

Student Voice representatives Austin and Angel shared the monthly report about student leadership activities and events that have taken place throughout the District over the past month.

*** Student Voice representatives Austin and Angel departed the Regular Meeting at 6:24 p.m.*

9. **EDUCATION DIVISION**

9.1 **EDUCATION UPDATE**

Assistant Superintendent M. Skinner shared the 2024-25 Strategic Plan Midyear Update and acknowledged senior staff, principals, and vice-principals for their contributions.

9.2 **OUT-OF-COUNTRY FIELD/SPORTS TRIPS - FINAL APPROVAL REQUESTS**

A. **LDSS TRAVEL CLUB - EUROPE - MARCH 24 TO APRIL 2, 2025**

25-02 *MOVED and SECONDED
THAT final approval be given to selected LDSS Travel Club students to travel to Europe from March 24 to April 2, 2025.*

Carried

B. **NVSS - JAPAN SISTER SCHOOL EXCHANGE - APRIL 25 TO JUNE 8, 2025**

25-03 *MOVED and SECONDED
THAT final approval be given to selected NVSS students to travel to Japan for a sister school exchange experience from April 25 to June 8, 2025.*

Carried

C. **NVSS GRADE 11-12 STUDENTS - EUROPE - MARCH 22 TO APRIL 2, 2025**

25-04 *MOVED and SECONDED
THAT final approval be given to selected NVSS Grade 11-12 students to travel to Europe from March 24 to April 2, 2025.*

Carried

10. **OPERATIONS DIVISION**

10.1 **FINANCE**

A. **2ND QUARTER FINANCIAL UPDATE**

Assistant Secretary-Treasurer K. Black reviewed the 2nd Quarter Financial Update and he, Secretary-Treasurer D. Turner, and Assistant Superintendent M. Skinner responded to Trustee questions:

- What is covered under rental/lease expenses?
Photocopiers and other such equipment. The only site that is not situated on SD91-owned property is the Enterprise Centre in Fort St. James.
- How are payroll costs so high when we are short-staffed across the District?
The allotment for payroll may need to be adjusted when the District prepares the 2024-2025 Amended Annual Budget, and employee absences are high which means the District pays the employee for sick time and also pays the replacement employee.
- Are certain fees like association memberships and insurance sometimes front-loaded, meaning that those costs will decrease in the 3rd and 4th Quarters?
Yes, depending on the timing of renewals.

B. **2024-2025 AMENDED ANNUAL BUDGET**

Secretary-Treasurer D. Turner reported that the Ministry announced that amended annual budget information will be released on January 28, 2025, after which she will be scheduling a Finance & Budget Committee meeting to work on the 2024-2025 Amended Annual Budget.

Chairperson D. Christie informed the public of the regular budget process for public education, wherein the initial budget is set based on estimates and then amended later in the fiscal year when the Ministry announces final funding based on student enrollment data.

C. **2025-2026 ANNUAL BUDGET PROCESS**

Secretary-Treasurer D. Turner provided an introduction about the 2025-2026 Annual Budget process that is currently in its early phase with the collection of student enrollment projections. Assistant Superintendent M. Skinner added that schools have been asked to provide their student enrollment projections before the end of January 2025 and that the District must then compile the data for submission to the Ministry before February 14, 2025. The District anticipates a continuation of a downward trend in student enrollment as we continue to see more students graduating from high school than new registrations for Kindergarten. Official student enrollment projection data will be shared at the February 2025 Regular Meeting, and Secretary-Treasurer D. Turner indicated that the 2025-2026 Annual Budget must be completed and submitted to the Ministry by the end of June 2025.

10.2 **POLICY RE-ORGANIZATION PROJECT**

Trustee R. Pooley shared information about the Policy Re-Organization Project including that a small number of positive feedback messages were received during the feedback collection period from November 19, 2024, to January 9, 2025. The goals of the project are to re-categorize and re-number existing policies and update the format to allow more accessibility for all users.

25-05 *MOVED and SECONDED*
THAT District staff move forward with the Policy Re-organization Project as summarized, with the final product being published to the SD91 website over the summer months of 2025.

Carried

10.3 2024-2025 SCHOOL CALENDAR

There was a discussion about the proposed date change to bring the District's April 2025 Professional Development Day in line with other districts in the northern region. This would shift our non-instructional day from Friday, April 25 to Friday, April 11, 2025.

25-06 *MOVED and SECONDED*
THAT the 'Draft Amended 2024-2025 School Calendar' be approved as presented.

Carried

11. PUBLIC QUESTIONS

There were no public questions.

12. ADJOURNMENT

25-07 *MOVED and SECONDED*
THAT the Meeting of Monday, January 20, 2025, adjourn at 7:08 p.m.

Carried

Darlene Turner, Secretary-Treasurer

Dave Christie, Chairperson