

**SCHOOL DISTRICT NO. 52 (PRINCE RUPERT)**

**A G E N D A**

**REGULAR OPEN SCHOOL BOARD MEETING**

**SCHOOL BOARD OFFICE**

**Tuesday, January 15, 2019- 7:00 P.M.**

1. **Adoption of Agenda**
2. **Presentation(s):**
  - 2.1 Marker Space Project, Rebecca Angus, Sophia Donaldson and Madelaine Niesh - Lax Kxeen Elementary School
3. **Approval of the Minutes of the**
  - 3.1 Open Board Meeting held December 11, 2018 (p. 3)
  - 3.2 Special Open Board Meeting held December 20, 2018 (p. 10)
4. **Necessity of Closed Meeting and Agenda**
  - 4.1 Approval of Agenda
  - 4.2 Approval of Minutes of the In-Camera Meetings held December 11, 2018
  - 4.3 Human Resources Report
  - 4.4 Secretary-Treasurer's Report
  - 4.5 Other
  - 4.6 Legal Items
  - 4.7 Information Items
  - 4.8 Old Business
  - 4.9 Items for Release
5. **Correspondence**
  - 5.1 Addressed to the Board
    - 5.1.1 Meeting Request
      - 5.1.1.1 PRMS Grade 6 Teachers, December 12, 2018 (p. 11)
      - 5.1.1.2 Pineridge Teachers, December 20, 2018 (p. 12)
    - 5.1.2 Thank You
      - 5.1.2.1 District of Port Edward, December 21, 2018 (p. 13)
  - 5.2 Copied to the Board
    - 5.2.1
6. **Superintendent of Schools' Report (p. 14)**
  - 6.1 For Board Information:
    - 6.1.1 Field Trips
    - 6.1.2 Enrolment
    - 6.1.3 School Calendar
    - 6.1.4 Upcoming Projects/Learning
    - 6.1.5 Other
      - 6.1.5.1 New Graduation Program

7. **Secretary-Treasurer's Report**
  - 7.1 Expenditure Statement (p. 15)
  - 7.2 Information Technology Report (p. 16)
  - 7.3 Operations Department Report (p. 17)
  
8. **Committee Reports**
  - 8.1 Finance & Building Committee (Trustees Beil, Horne, Toye)
  - 8.2 Framework for Enhancing Student Learning (p. 18) (Trustees Maier, Sanchez)
  - 8.3 Provincial Council (Trustees Maier, Sanchez)
  
  - 8.4 Aboriginal Education Council (Trustees Beil, Sanchez)
  
  - 8.5 Policy Committee (Trustees Horne, Kuntz)
    - 8.5.1 January 7, 2019 Meeting Minutes (p. 19)
  
    - 8.5.2 Policies for Review
      - 8.5.2.1 6310 Role of the Superintendent (p. 20)
      - 8.5.2.2 6315 Delegation to the Superintendent (p. 21)
  
  - 8.6 District Technology Steering Committee (Trustee Kuntz)
  
9. **Old Business**
  - 9.1 Report of the Funding Model Review Panel
  - 9.2 Annual Budget Consultation (p. 22)
  - 9.3 Board Meeting Dates (p. 23)
  
10. **New Business**
  
11. **Information Items**
  - 11.1 BCPSEA AGM – January 23-24, 2019
  - 11.2 BPCSEA / BCSTA New Trustee Orientation – January 25-26, 2019
  - 11.3 Faye Brownlie – February 5-6, 2019
  - 11.4 Curriculum Implementation Day, February 15, 2019
  - 11.5 Provincial Council – February , 2019
  - 11.6 Family Day – February 18, 2019
  
12. **10 Minute Question and Answer Period**
  
13. **Adjournment**

**SCHOOL DISTRICT NO. 52 (PRINCE RUPERT)**

**MINUTES**

**REGULAR OPEN SCHOOL BOARD MEETING**

**SCHOOL BOARD OFFICE**

**Tuesday, December 11, 2018- 7:00 P.M.**

Trustees Present: J. Horne, K. Toye, J. Beil, B. Kuntz, T. Last, K. Maier, L. Sanchez

Staff Present: I. LaPierre, C. McIntyre, I. Larocque, A. Samoil

Chair James Horne acknowledged that the meeting is being held on traditional Ts'msyen territory and welcomed everyone to the Board meeting. The meeting was called to order at 7:00 p.m.

**1. Adoption of Agenda**

**Motion 20181211-1.0a**

Kuntz "Be it resolved by the Board of Education of School District No. 52  
Maier (Prince Rupert) that the agenda be approved as presented."

**Carried**

**2. Presentation(s):**

- 2.1 Anissa Barton and Kennedy Sampson, Jeremy Janz, PCS – Doors Open Technology  
The Superintendent introduced Jeremy Janz, the principal of Pacific Coast School. Mr. Janz introduced students Anissa Barton and Kennedy Sampson who described their trip to the Doors Open Technology event. The conference was focussed on female students, and the students are exposed to many opportunities in the technology sector, visiting representatives of a number of different companies. Students expressed their gratitude for the trip.

Trustees noted the confidence with which the students made their presentation.

- 2.2 Drew Sankey and Ava Stewart, Susan Enns, CHSS – We For She  
The Superintendent introduced Susan Enns, the district Career Education Teacher and Brett Kuntz, the district Career Coordinator. Ms. Enns introduced students Drew Sankey and Ava Stewart, of Charles Hays Secondary School.

Drew and Ava described the We For She conference, which promotes equality for women – enabling an equal future for all girls. The students explained that success in this initiative will grow the economy as more women find high-paying jobs. There were a number of high profile women role models from a wide variety of backgrounds.

The students expressed their thanks to the many sponsors of the event – and noted their ability to speak with representatives of each sponsor. Many students were able to confirm their career of interest.

3. **Approval of the Minutes of the**

3.1 Open Board Meeting held November 7, 2018

**Motion 20181211-3.1a**

Sanchez "Be it resolved by the Board of Education of School District No. 52  
Last (Prince Rupert) that the minutes of the open Board meeting held  
November 7, 2018 approved as presented."

**Carried**

4. **Necessity of Closed Meeting and Agenda**

- 4.1 Approval of Agenda
- 4.2 Approval of Minutes of the In-Camera Meetings held November 7, 2018
- 4.3 Human Resources Report
- 4.4 Secretary-Treasurer's Report
- 4.5 Other
- 4.6 Legal Items
- 4.7 Information Items
- 4.8 Old Business
- 4.9 Items for Release

**Motion 20181211-4.1a**

Last "Be it resolved by the Board of Education of School District No. 52  
Maier (Prince Rupert) that the closed meeting be held and that agenda  
items 1 through 9 be approved."

**Carried**

5. **Correspondence**

- 5.1 Addressed to the Board
  - 5.1.1 Funding Model Review
    - 5.1.1.1 Office of the Minister, November 16, 2018

**Motion 20181211-5.1.1.1a**

Beil "Be it resolved by the Board of Education of School District No. 52  
Last (Prince Rupert) that the letter from the Office of the Minister be  
received and filed."

**Carried**

- 5.2 Copied to the Board
  - 5.2.1 Funding
    - 5.2.1.1 School District No. 67, October 309, 2018
    - 5.2.1.2 School District No. 57, November 5, 2018
    - 5.2.1.3 School District No. 74, November 13, 2018

**Motion 20181211-5.2.1a**

Beil "Be it resolved by the Board of Education of School District No. 52  
Last (Prince Rupert) that the letters from School Districts Nos. 67, 57 and  
74 be received and filed."

**Carried**

5.2.2 Grad Requirements

5.2.2.1 School District No. 74, November 13, 2018

5.2.2.2 BC Teachers' Federation, November 14, 2018

**Motion 20181211-5.2.2a**

Last "Be it resolved by the Board of Education of School District No. 52  
Kuntz (Prince Rupert) that the letters from School District No. 74 and the  
BCTF be received and filed."

**Carried**

5.2.3 Certification Standard

5.2.3.1 BC Teachers' Council, November 13, 2018

**Motion 20181211-5.2.3.1a**

Beil "Be it resolved by the Board of Education of School District No. 52  
Kuntz (Prince Rupert) that the letter from the BC Teachers' Council be  
received and filed."

**Carried**

**6. Superintendent of Schools' Report**

6.1 For Board Information:

6.1.1 Field Trips

**Motion 20181211-5.2.3.1a**

Last "Be it resolved by the Board of Education of School District No.  
Kuntz 52 (Prince Rupert) that the field trip to Ottawa be approved after  
the fact."

**Carried**

**Trustee Beil**

**Opposed**

The Superintendent presented the list of approved field trips and answered questions from trustees. Approval for the trip to Ottawa was requested. Trustees expressed their concern with the process, specifically that the trip was not approved in advance.

6.1.2 Enrolment

The Director of Instruction reported that the district's enrolment at December 7, 2018 was 1,985 students, an increase of 16 from the previous month. Student families have moved to the community for new jobs.

6.1.3 Upcoming Projects/Learning

The Superintendent reported on the first family meeting and noted the next family meeting for elementary families would be on Friday.

Development of a district literacy plan is in its early stages.

The second Equity Scan Project meeting was held on December 3, 2018. Attendees were challenged to have difficult conversations about what is not going well.

6.1.4 Other  
None.

7. **Secretary-Treasurer's Report**

7.1 Expenditure Statement

The Secretary-Treasurer presented the Expenditure Statement for November 30, 2018 and answered questions from trustees.

7.2 Information Technology Report

The Secretary-Treasurer presented the Information Technology Department Report for November 30, 2018 and answered questions from trustees.

7.3 Operations Department Report

The Secretary-Treasurer presented the Operations Department Report for November, 2018 and answered questions from trustees.

7.4 Annual Budget Consultation Dates

**Motion 20181211-7.4a**

Beil  
Last

"Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that the proposed Annual Budget Consultation dates be tabled until the Superintendent brings information on budget consultation processes in similar-sized districts."

**Carried**

The Secretary-Treasurer presented the proposed dates for the Annual Budget Consultation. Trustees discussed the previous process and expressed their interest in looking at other consultation options.

7.5 Capital Budget Amendment

**Motion 20181211-7.5a**

Kuntz  
Maier

"Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that in accordance with the provisions under Section 142(4) of the *School Act*, the Board of Education of School District No. 52 (Prince Rupert) approves the proposed amended Five-Year Capital Plan, as provided on the attached Five-Year Capital Plan Summary."

**Carried**

The Secretary-Treasurer identified the changes in the proposed amendment to the Capital Budget and answered questions from trustees.

8. **Committee Reports**

8.1 Finance & Building Committee

**(Trustees Beil, Horne, Toye)**

Trustee Toye advised there was nothing further to report.

8.2 Framework for Enhancing Student Learning

**(Trustees Maier, Sanchez)**

Trustee Sanchez advised that the next meeting is on Thursday.

8.3 Provincial Council

**(Trustees Sanchez, Maier)**

8.3.1 December 1, 2018

Trustee Sanchez reported on the meeting of Provincial Council on December 1, 2018 and answered questions from trustees.

The Secretary-Treasurer advised that one of the BCSTA Leadership Training meetings will be in Prince Rupert on March 4 and 5, 2019. Three trustees and senior staff are invited to attend.

- 8.4 Aboriginal Education Council (Trustees Beil, Sanchez)  
None.

- 8.5 Policy Committee (Trustees Horne, Kuntz)

- 8.5.1 December 3, 2018 Meeting Minute  
Trustee Kuntz presented the minutes of the December 3, 2018 meeting.

- 8.5.2 Policies for Review

- 8.5.2.1 6110 Vision, Mission and Foundational Principles Policy

- 8.5.2.2 6240 Annual Board Agenda Policy

**Motion 20181211-8.5.2a**

Kuntz "Be it resolved by the Board of Education of School District  
Last No. 52 (Prince Rupert) that the Vision, Mission and Foundational  
Principles, and the Annual Board Agenda policies be sent to the  
district's partner groups for their input."

**Carried**

- 8.5.3 Policies for Approval

- 8.5.3.1 6260 Conflict of Interest Policy

- 8.5.3.2 6270 Whistleblower Protection Policy

**Motion 20181211-8.5.3a**

Kuntz "Be it resolved by the Board of Education of School District No. 52  
Sanchez (Prince Rupert) that the Conflict of Interest Policy be approved as  
presented."

**Carried**

**Motion 20181211-8.5.3b**

Kuntz "Be it resolved by the Board of Education of School District No. 52  
Sanchez (Prince Rupert) that the Whistleblower Protection Policy be  
approved as presented."

**Carried**

- 8.5.4 Committee Work Plan

The Secretary Treasurer presented the Committee Work Plan and answered questions. The Board is currently in Cycle 2 of the work plan.

- 8.6 District Technology Steering Committee (Trustee Kuntz)

- 8.6.1 November 28, 2018

Trustee Kuntz presented the minutes of the District Technology Steering Committee and answered questions from trustees.

9. **Old Business**  
None.

10. **New Business**

10.1 Trustee Remuneration

**Motion 20181211-10.1a**

Sanchez "Be it resolved by the Board of Education of School District No. 52  
Maier (Prince Rupert) that the remuneration for the Chair, Vice-Chair and  
Trustees remain unchanged."

**Carried**

The Secretary Treasurer presented the analysis of the implications for Trustees arising from the change in income tax provisions January 1, 2019 and answered questions from trustees.

10.2 Access to meetings

**Motion 20181211-10.2a**

Toye "Be it resolved by the Board of Education of School District No. 52  
Kuntz (Prince Rupert) that staff look into the cost of providing a sound  
feed from Board meetings."

**Carried**

The Chair noted there is an outstanding motion to look at television broadcast of the meetings. This item is on the agenda to allow trustees to discuss other ways to improve access to the Board. Trustees discussed options that may make board meetings more accessible.

11. **Information Items**

11.1 Winter Break December 24, 2018 – January 4, 2019

Chair Horne noted the dates of Winter Break and wished everyone a safe, enjoyable holiday.

11.2 BCPSEA AGM – January 23-24, 2019

Chair Horne noted that Trustee Kuntz would attend the upcoming January BCPSEA AGM.

11.3 BPCSEA / BCSTA Trustee Orientation – January 25- 26, 2019

Chair Horne noted that Trustees Maier and Toye would attend the New Trustee Orientation on January 25 and 26.

11.4 Faye Brownlie – February 5-6, 2019

Chair Horne reminded everyone that the sessions for Faye Brownlie will be February 5-6, 2019



12. **10 Minute Question and Answer Period**

Q. Will the Board consider moving from individual meetings back to an open meeting?

A. It is important for the Board to hear from all partner groups. The Board will look at what other districts do.

Q. How is school budget information shared at elementary schools?

A. Not all teachers request reimbursement for items purchased. The Superintendent will discuss practice with elementary principals.

Q. Is the Literacy Plan part of the Framework for Enhancing Student Learning? Or how will it operate?

A. It is a separate project, implemented by principals with their teaching staff.

Q. What is the process to determine whether a Whistleblower report is in bad faith?

A. The regulation is on the website.

Q. What was the selection process to participate in the Equity Scan?

A. Principals were asked to identify staff to participate, and at the meeting it was noted that more parents and community members should be involved.

13. **Adjournment**

**Motion 20181211-13.1a**

Sanchez "Be it resolved by the Board of Education of School District No. 52  
Last (Prince Rupert) that the meeting be adjourned at 8:03 p.m."

**Carried**

**SCHOOL DISTRICT NO. 52 (PRINCE RUPERT)**

**MINUTES**

**SPECIAL OPEN SCHOOL BOARD MEETING**

**School Board Office, Conference Room**

**December 20, 2018, 5:15 p.m.**

**Trustees Present:** K. Toye, J. Beil, B. Kuntz, T. Last, K. Maier, L. Sanchez  
**Staff Present:** I. LaPierre, C. McIntyre  
**Regrets:** J. Horne, I. Larocque, A. Samoil

Vice-Chair Kate Toye called the meeting to order at 5:15 p.m. and acknowledged that the meeting is being held on traditional Ts'msyen territory. Chair Horne sent his regrets.

1. Adoption of Agenda

**Motion IC20181220-1.0a**

Maier "Be it resolved by the Board of Education of School District No. 52  
Sanchez (Prince Rupert) that the agenda be approved as presented."

**Carried**

2. Superintendent of Schools' Report

2.1. For Board Information

2.1.1.1. Field Trips

**Motion IC20181220-2.1.1a**

Sanchez "Be it resolved by the Board of Education of School District No. 52  
Beil (Prince Rupert) that the field trip to Costa Rica be approved in principle."

**Carried**

The Superintendent noted that she had reminded all Principals to review the Field Trip policy and regulation, and specifically followed up with the principal of Pacific Coast School with respect to this proposed field trip..

The Superintendent asked the Board to approve a proposed field trip for students of Pacific Coast School. The trip would be during Spring Break from March 16 – 24, with 5 students.

The Superintendent and Jeremy Janz, Principal of Pacific Coast School provided details of the proposed trip and answered questions from trustees.

The principal will report back to the Superintendent to ensure that concerns raised by trustees have been resolved.

3. Adjournment

**Motion IC20181220-3.0a**

Last "Be it resolved by the Board of Education of School District No. 52  
Maier (Prince Rupert) that the meeting be adjourned at 5:36 p.m."

**Carried**

RECEIVED

DEC 21 2018

Grade 6 team

Prince Rupert Middle School

December 12/18

To: James Horne (School Board Chair), Kate Toye (School liason) and Irene LaPierre (superintendent)

Grade 6 teachers are writing to request a meeting with the three of you. We would like to discuss our working conditions and our student's learning conditions. In the 2018/19 district budget a Grade 6 classroom was cut from PRMS. This has resulted in our class size being the largest ever (since the formation of the Middle School). As well the average number of student's on an I.E.P (Individual Education Plan) is 6 per class. This is a huge violation of the MOA and does not result in optimal learning. Teachers have yet to receive one minute of the remedy time owed to them.

Many of our students are not yet meeting expectations for grade 6 and their classroom environment makes it challenging to address their complex needs. These needs include academic, emotional and behaviour concerns. The grade 6 counsellor has her largest case load ever.

We are wondering why no new teacher has been added when almost all other sites with violations of the MOA have received additional staff?

We are available to meet on Wednesday afternoons from 2:10 onwards and look forward to productive discussion.

Sincerely

Grade 6 teachers PRMS

cc: Michele Cross Principal PRMS

Raegan Sawka, PRDTU

December 20, 2018

Teaching Staff

Pineridge Elementary School

RECEIVED  
JAN 7 2019

To: James Horne (School Board Chair), and Kristy Meier (Pineridge School liason)

cc Irene LaPierre (Superintendent), Raegan Sawka (PRDTU President)

Please accept this letter of request to meet with the teaching staff of Pineridge Elementary School. We would like to discuss the current circumstances in our school which will have a significant impact on determining the success of our students here at our school, and as they enter the middle school.

We started the school year with 39 students in grades three to 5 that were academically more than two years below where we would expect them to be. Currently, the school has 26 students on individual education plans with at least a dozen or more waiting for NHAN (Northern Health Autism Network) or CDBC (Complex Developmental Behavioural Conditions) assessments, the school psychologist, or further medical diagnoses.

In the 2018/19 district budget process it was decided to cut one division from Pineridge school. This was not only a violation of the Memorandum Of Agreement that increased our workload to unmanageable levels, but it brought harm to students by eroding the conditions of their learning environment. While teachers can suffer through a difficult year, students simply lose out on a year of optimal learning that will determine their future success in school. The further students fall behind, the harder it is to catch up.

While we were appreciative to have the division restored this December, it came more than three months into the school year, and has failed to alleviate the considerable pressure in our intermediate classrooms where we still have three divisions with 5 IEP's, and more pending. Addressing the complex needs of our students is becoming increasingly difficult.

We would like to have a conversation about how we can better support our students at Pineridge, and share our ideas. We are available to meet after school, and in the eventing to accommodate your attendance.

Thank you for your consideration, and we look forward to hearing from you.

Sincerely,

The teachers at Pineridge

D. Carter

J. Bernhardt

J. Thomson

J. Weismiller

SMoore

SPaull

A. Glee

J. House



# District of Port Edward

Clean, Neat & Green

PORT EDWARD, BC

December 21, 2019

RECEIVED

DEC 28 2018

Robert Head  
Port Edward Community School  
Port Edward BC V0V 1G0

COPY

Teresa Swim  
493 Skeena Drive  
Port Edward BC, V0V 1G0

Dear Robert and Teresa:

**Re: School Christmas celebration**

I would like to thank you for inviting me and you both for the great Christmas celebration that the school and the children put on December 19<sup>th</sup>. It was very heart warming to see the kids enthusiastically perform the songs and skits.

I was also impressed by the attendance and the enthusiasm of those attending. It shows that Port Edward still has "spirit".

The PAC and members of the staff and school district should be commended as they did a great job of the buffet.

Again, I would like to thank you for the invitation and the great performance by the children.

I wish you all a Merry Christmas and all the best to you and your families in the New Year.

Yours truly,

Knut Bjorndal,  
Mayor

CC: Jerry Horne, Chair, SD 52

**SUPERINTENDENT OF SCHOOLS REPORT  
TO BOARD OF SCHOOL TRUSTEES**

**Tuesday January 15, 2019**

**6.1 For Board Information:**

**6.1.1 Field Trips Approved**

	<b>School</b>	<b>Dates</b>	<b># School Days</b>	<b>Grade</b>	<b>Purpose</b>
1.	PCS	December 7, 2018	.5	9-12	Dianna Lake, TREC
2.	PCS	December 14, 2018	1	9-12	Ferry Island, TREC
3.	CHSS	December 15, 2018	-	10-12	Terrace, Boys Basketball
4.	CHSS	January 11-12, 2019	.5	9-12	Prince George, Wrestling
5.	CHSS	January 13, 2019	--	9-12	Kitimat, Curling
6.	CHSS	January 17-19, 2019	2	9-10	Prince George, Jr. Girls Basketball
7.	PCS	Jan.25, Feb.1, Feb.8	3	9-12	Shames, Skiing
8.	CHSS	February TBD	1	9-12	Shames, Skiing
9.	CHSS	May 28 – June 2, 2019	3	9-12	Vancouver/Victoria, Jazz Concert Band

6.1.2 Enrolment

(A. Samoil)

6.1.3 School Calendar

6.1.4 Upcoming Project/Learning

6.1.5 Other

6.1.5.1 New Graduation Program

Fund : 0 Operating

PR	TITLE	DEC	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
Function : 1 Instruction							
02	Regular Instruction	1,152,943.84	4,841,533.72	3,637.17	12,144,937	7,299,766	60
03	Career Preparation	2,494.70	39,180.14		97,517	58,337	60
07	Library Services	49,010.62	161,278.75		402,330	241,051	60
08	Counselling	55,735.64	193,121.23		476,706	283,585	59
10	Special Education	369,596.14	1,585,389.93		3,612,315	2,026,925	56
30	English Language Development	10,585.71	40,723.98		157,257	116,533	74
31	Aboriginal Education	146,996.60	641,033.74		1,656,294	1,015,260	61
41	Business Admin	127,289.32	735,974.66		1,584,011	848,036	54
TOTAL FOR Function - 1		1,914,652.57	8,238,236.15	3,637.17	20,131,367	11,889,494	59
Function : 4 District Administration							
11	Education Admin	25,577.22	194,559.31		370,778	176,219	48
40	Governance	19,727.43	97,122.29		157,051	59,929	38
41	Business Admin	88,806.54	553,819.59		1,136,926	583,106	51
TOTAL FOR Function - 4		134,111.19	845,501.19	0.00	1,664,755	819,254	49
Function : 5 Maintenance & Operations							
41	Business Admin	3,885.17	84,648.04		288,864	204,216	71
50	Plant Maintenance	180,812.45	1,253,070.16	31,964.56	2,791,928	1,506,893	54
52	Maintenance Of Grounds	7,971.68	35,999.86		116,981	80,981	69
56	Utilities	42,348.27	120,011.80		533,923	413,911	78
TOTAL FOR Function - 5		235,017.57	1,493,729.86	31,964.56	3,731,696	2,206,002	59
Function : 7 Transportation							
41	Business Admin	283.66	1,699.06		3,445	1,746	51
70	Student Transportation	12,310.08	131,854.73		330,081	198,226	60
TOTAL FOR Function - 7		12,593.74	133,553.79	0.00	333,526	199,972	60
TOTAL FOR Fund - 0		2,296,375.07	10,711,020.99	35,601.73	25,861,344	15,114,721	58
GRAND TOTAL		2,296,375.07	10,711,020.99	35,601.73	25,861,344	15,114,721	58

# Monthly Report to the Board

DEC 2018

- **NETWORK OUTAGE-** On DEC 31st T approx. 11:35 pm there was a power outage that affected the main booth building that lasted about 20 min, fortunately no resources were affected by the outage during that time
- **VOIP-** work will continue into summer 2019 to get the whole district using the new VOIP Phone systems
- **CHSS WiFi-** 4 new high capacity radios have been ordered to help with the heavy congestion and overload of wireless access at CHSS. These new high capacity devices will allow for more traffic and more devices without the congestion, it will be like turning a 2 lane highway into a 4 lane highway once everything is setup and configured, these devices should be in place by end of February.
- **WINDOWS 10-** there is a new version of windows 10 with enhanced security features. Testing will begin before the planned roll out starting in January 2019
- **2008 SERVERS-** there are approximately 30 servers on the network that will all have to be upgraded to WINDOWS 2016 SERVER, as 2008 server will reach end of life. The upgrades are necessary to ensure support and security are kept up to date. This will be an ongoing project that could take up to a year to complete.
- **SPAM and PHISHING-** in order to help combat the amount of SPAM and Phishing attempts, access to office 365 is now allowed from only Canada and the United States. Basically this means that if a user account gets compromised, a user from China would not be allowed to use that account to login to office 365. Emails are also not allowed originating from many countries that initiate hacking, phishing and spam attacks.



# Monthly Report to the Board

## January 2018

### Facilities

Work orders continue to be reviewed and prioritized on an ongoing basis for maintenance or capital project planning, subject to change due to regular adjustments in priorities.

The valve that controls the heat for the gym at PRMS has been replaced. The old valve was not functioning correctly and would only make the gym too hot or too cold. The will give us better control and energy savings for the heat in the PRMS gym.

The boil water advisory for the City of Prince Rupert has kept Maintenance busy supplying clean drinking water to all of our sites district wide. Staff have found that the new way of dispensing water has actually encouraged students to drink more water than usual which has been a positive side to the boil water advisory.

### Energy & Conservation

Our district heating systems continue to be monitored and adjusted as the temperature drops.

### Transportation

Our Field Trip bus has completed its semi annual inspection.

The District garbage truck was replaced, and the used vehicle has been sold.

### Health & Safety

Our ice and snow team has been monitoring the weather and responding as needed.



## Framework for Enhancing Student Learning

### Update for Board Meeting

The Large Framework had a lunch meeting December 13<sup>th</sup>. After acknowledging the territory, doing introductions, and having the food blessed, we ate lunch and then began the meeting. At the meeting we:

- 1) Reviewed the Guiding Principles and the Goals of our Framework for Enhancing Student Learning
- 2) Reviewed the survey process and shared updates to the survey this year
- 3) Worked in 'grade groups' to analyze the results. We asked for groups to:
  - a. Identify any trends
  - b. Describe how this can inform our work
  - c. Describe any 'wonders'
- 4) The groups reported out on their conversations
- 5) We looked at a wordle that was created from the written comments
- 6) Discussed next steps
  - a. The Small Frame Group will review the comments provided and determine any next steps

School District No. 52 (Prince Rupert)  
Policy Committee  
Monday, January 7, 2019  
5:00 pm

## MINUTES

In attendance: Bart Kuntz  
Irene LaPierre  
Cam McIntyre

Regrets: James Horne

The meeting was called to order at 5:00 pm.

1. Policies for Review
  - a. 6310 – Role of the Superintendent Policy
  - b. 6315 – Delegation to the Superintendent Policy

The Secretary-Treasurer presented the draft policies and answered questions from trustees.

The committee recommended that the Board send these policies, as amended, to the district's partner groups for their comments.

2. Policies for Approval
  - a. 6110 – Vision, Mission and Foundational Principles Policy
  - b. 6240 – Annual Board Agenda Policy

The Secretary-Treasurer advised that the comment period for these policies is still underway. They will come to the next meeting of the committee.

3. Other Business  
None.

Meeting Adjourned at 5:15 pm.

Next Meeting: Monday, February 4, 2019

Role of the Superintendent Policy

6310 | Role of the Superintendent Policy

Date Approved: June 10 2014

Date Amended: September 12 2017

The Superintendent is the Chief Executive Officer of the school district and provides, under the direction of the Board, general supervision of schools, personnel and the various departments of the school district. The Superintendent is responsible for management of the schools under the School Act, Regulations, Minister of Education Orders and Board policies, and is accountable to the Board.

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At the discretion of the Superintendent, the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board policies or by vote of the Board may be delegated to other district personnel. The delegation of power or duty, however, will not relieve the Superintendent of responsibility for the action taken under such delegation.

All authority and accountability of staff, as far as the Board is concerned, is considered to be the authority and accountability of the Superintendent of Schools.

REFERENCES

School Act

School Trustee Oath of Office Regulation

6130 – Role of the Board Policy

6140 – Role of the Trustee and Trustee Code of Conduct Policy

6315 – Delegation to the Superintendent Policy

## Delegation to the Superintendent Policy

6315 | Delegation to the Superintendent Policy

Date Approved: September 09 2014

Date Amended: September 12 2017

The Superintendent or designate shall authorize expenditure of funds:

1. within the limit of an adopted budget,
2. in agreement with Board policy, school district procedures, and legal requirements, and
3. subject to any direction that the Board may give the Superintendent regarding expenditure limitations or reporting requirements on specific sections of the budget.

The Superintendent shall establish procedures which clearly delegate authority to expend funds within each budget program, establish accountability for those expenditures, and outline measures of control.

No individual or group delegated authority and accountability for a program shall expend funds beyond the budget for that program without the written authorization of the Superintendent or designate.

The Superintendent is authorized to make necessary adjustments or over-expenditures to handle emergencies, provided that the Board is advised as soon as possible.

The Superintendent may authorize adjustments required to accommodate increased or reduced revenues. Such adjustments shall be reported to the Board.

The Superintendent or designate may approve transfers that repurpose program budgets, given changes in educational or business realities, changes in strategy or as approved by the Board. Transfers of any kind shall be made in keeping with prevailing accounting regulation and Ministry directive as given in the Accounting and Reporting Guidelines of the Ministry's K-12 District Financial Accountability Website.

### REFERENCES

School Act: Sections 110, 111, 112, 112.1, 113, 114, 115, 117, 118.

6310, Role of Superintendent Policy

Deleted: Policy

7220, Purchasing and Tendering Policy

Deleted: Policy

**School District No. 52 (Prince Rupert)**

**Dates for 2019/20 Annual Budget Consultation (ABC)**

Tuesday, February 5	Public information meeting and Talking Circle Consultation @ 7:00pm
Tuesday, February 19	Individual meetings with partner groups starting @ 7:00pm
Monday, February 25	Deadline for budget submissions @ 4:00pm
Monday, March 11	Report back to public on input received and Ministry Funding @ 7:00pm
Tuesday, April 9	Board meeting to approve budget @ 7:00pm



## BOARD MEETINGS

### 2018-19

<u><i>Date</i></u>	<u><i>Meeting</i></u>
September 11, 2018	Regular Board Meeting
October 9, 2018	Regular Board Meeting
November 7, 2018 **	Regular Board Meeting
December 11, 2018	Regular Board Meeting
January 15, 2019 *	Regular Board Meeting
February 11, 2019***	Regular Board Meeting
March 12, 2019	Regular Board Meeting
April 9, 2019	Regular Board Meeting
May 14, 2019	Regular Board Meeting
June 11, 2019	Regular Board Meeting

\*\*\* Reschedule the February 12, 2019 Regular Board Meeting to Monday, February 11, 2019

\*\* Adjust the date of the extra Board Meeting to occur shortly after the election.

\* Reschedule the January 8<sup>th</sup>, 2019 regular scheduled meeting to January 15<sup>th</sup> due to Winter Break.