

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

**MINUTES**

**REGULAR OPEN SCHOOL BOARD MEETING  
SCHOOL BOARD OFFICE**

**Tuesday, December 8, 2015 - 7:00 P.M.**

**Trustees Present:** T. Last, J. Beil, J. Horne, T-L. Huddlestone, B. Kuntz

**Staff Present:** C. McIntyre, K. Gomez, K. Minette, A. Samoil

**Regrets:** L. Sanchez, S. Jones

Chair Tina Last welcomed everyone to the last Board meeting of 2015 and acknowledged that the meeting is being held on traditional Ts'msyen territory. The Chair called the meeting to order at 7:00 p.m.

**1. Approval of Agenda**

**Motion 20151208-1**

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

**Carried**

The Secretary-Treasurer asked that item 8.5.2 be renamed Polices for Approval and item 8.5.3 be renamed Policy for Review.

**2. Presentation(s):**

**2.1 Careers Update**

The Director of Instruction introduced the District Career Coordinator, Sebastien Paquet, CHSS Vice-Principal Carla Rourke and students Ezekiel Appollos and Kathy Nguyen

The students described their participation in the GameChanger Youth Expo, a part of the 2015 LNG in BC Conference in Vancouver in October. Students visited the Vancouver Aquarium and Science World, and participated in a job exploration event. For many of the students, this was their first visit to these venues. There were a number of guest speakers during the expo, and the students appreciated the opportunity to ask questions about the impact of the proposed LNG projects on our community and environment.

Mr. Paquet reported that this was the second time the district has sent students to the LNG in BC Conference. The experience really opened the students' eyes. The students were very good ambassadors for the district.

3. **Approval of the Minutes of the Open Board Meetings Held November 10, 2015 and December 1, 2015**

**Motion 20151208-3.1**

Beil "Be it resolved by the Board of Education of School District No. 52  
Huddleston (Prince Rupert) that the minutes of the open Board meetings held  
November 10, 2015 and December 1, 2015 be 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 Meeting held November 10, 2015
- 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 20151208-4**

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

5. **Correspondence**

- 5.1 Addressed to the Board  
None.
- 5.2 Copied to the Board
  - 5.2.1 MyEducation BC
    - 5.2.1.1 Nanaimo Ladysmith Public Schools, November 10, 2015

**Motion 20151208-5.2.1.1**

Beil "Be it resolved by the Board of Education of School District No. 52  
Huddleston (Prince Rupert) that the letter from the Nanaimo Ladysmith Public  
Schools be received and filed." **Carried**

In response to a question, the Director of Instruction, Information Technology reported that the district has experienced increased costs related to the implementation of MyEdBC. The Secretary-Treasurer noted that at the October meeting of Board Chair, Superintendents and Secretary-Treasurers with Ministry of Education staff, a request was made for financial assistance to districts to address these increased costs.

- 5.2.2 Exempt Staff Compensation
  - 5.2.2.1 School District No. 74, November 17, 2015

**Motion 20151208-5.2.2.1**

Huddleston "Be it resolved by the Board of Education of School District No. 52  
Beil (Prince Rupert) that the letter from School District No. 74 be received  
and filed." **Carried**

- 5.2.3 Letter of Support
- 5.2.3.1 School District No. 69, November 17, 2015

**Motion 20151208-5.2.3.1**

Kuntz "Be it resolved by the Board of Education of School District No. 52  
Huddleston (Prince Rupert) that the letter from School District No. 69 be received  
and filed."

**Carried**

Trustees discussed the Board's support for the recommendations of the Select Standing Committee on Finance and Government Services and the letter of support written by BCSTA on behalf of all districts.

**6. Superintendent of Schools Report**

**6.1 For Board Information:**

The Director of Instruction introduced Director of Instruction, Information Technology, Principal Deb Taylor and teachers Karen Kowal and Kathy Murphy to present the Board with information about non-graded report cards for grades 4 and 5 students.

The report card was developed in a collaborative process with teachers in all of the elementary schools. This template moves away from letter grades and will instead help teachers to identify the strengths of each student as well as areas that need further development. It will also lead to students owning their own learning, being aware of what they need to work on. Teachers are using this template for the first report card this year, and will be looking for feedback from parents.

Trustees expressed their appreciation for the ground-breaking work of the teachers.

**6.1.1 Field Trips**

The Director of Instruction presented the Board with the list of field trips approved in November.

**Motion 20151208-6.1.1**

Kuntz "Be it resolved by the Board of Education of School District No. 52  
Huddleston (Prince Rupert) that the PRMS concert band field trip be approved as  
presented."

**Carried**

The Director of Instruction presented the Board with a field trip request for the PRMS concert band trip to Edmonton. He advised the proposal had not been presented within the timelines set out in regulation and recommended the trip be approved by the Board.

**6.1.2 Enrolment**

The Director, Human Resources advised that enrolment at November 30, 2015 was 2,082 students.

**6.1.3 Upcoming Learning Opportunities**

The Director of Instruction advised that teachers will be working on the new curriculum on January 15, 2015. The planning meeting went very well. Feedback will be gathered to inform planning for the second day on March 30, 2015.

Carole Fullerton will be in the district in January, focussed on grades 4 to 6 teachers. There are go-to teachers in each school.

6.1.4 Student Survey(s)

**Motion 20151208-6.1.4.1**

Horne "Be it resolved by the Board of Education of School District No. 52  
Beil (Prince Rupert) that the survey of CHSS students by Scott Matlock be approved as presented."

**Carried**

A presentation on rural medicine has been made at PRMS and will also be made at CHSS. Scott Matlock, a second year medical student, has asked permission to survey students at CHSS to inform the presentation, and as part of his research project for his degree.

**Motion 20151208-6.1.4.2**

Kuntz "Be it resolved by the Board of Education of School District No. 52  
Beil (Prince Rupert) that a district survey of students related to the framework for enhancing student learning be approved."

**Carried**

The Director of Instruction advised that the framework for enhancing student learning will focus on what is important in the district. It will include a focus on continual improvement. Staff are looking to survey partner groups in the district, including a survey of students from grades 4 to 12.

Trustees were interested in using the results of the survey in the development of a strategic plan document that could be shared with the community. Trustees indicated that they would like to engage with the community in a public meeting as part of the survey process.

6.1.5 Other

The District Band Concert is at 2pm on Sunday. A list of winter fun activities in various schools was passed out to trustees.

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

7.1 Expenditure Statement

The Secretary-Treasurer presented the Expenditure Statement for November 2015.

7.2 Operations Department Report

The Secretary-Treasurer presented the Operations Department Report for November 2015 and noted Roger Woodruffs retirement this week.

Trustee Kuntz noted the value in reviewing vehicle maintenance costs

7.3 Information Technology Reports

The Secretary-Treasurer presented the Information Technology Department Report for November 2015.

- 7.4 Kanata Property  
The Secretary-Treasurer advised that second reading of the city rezoning bylaw for the property was tabled at the city council meeting on Monday, December 7, 2015. This will delay the closure of the sale of the property.

7.5 BMO Purchasing Cards

**Motion 20151208-7.5**

- Huddlestone "Be it resolved by the Board of Education of School District No. 52  
Kuntz (Prince Rupert) that the district
- a) appoint BMO to be the provider of purchasing cards for the school district; and
  - b) authorize the Board Chair, the Secretary-Treasurer and, the Director of Finance to execute and sign such documents as may be required to implement the BMO purchasing card program."
- Carried**

The Secretary-Treasurer reminded the board that one of the administrative savings identified was to move the district's purchasing cards to the Provincial purchasing card plan, which is managed by BMO. This plan will provide savings to the district.

**8. Committee Reports**

- 8.1 Finance & Building Committee **(Trustees Beil, Huddlestone, Sanchez)**  
Trustee Beil advised there was nothing to report at this time.
- 8.2 District Improvement Team Report **(Trustees Kuntz, Sanchez)**  
Trustee Kuntz advised there was nothing to report at this time.
- 8.3 Provincial Council Report **(Trustee Huddlestone)**  
Trustee Huddlestone congratulated trustee Horne on his election as the district's representative to Provincial Council.
- 8.4 Aboriginal Education Report **(Trustees Huddlestone, Horne)**  
Trustee Huddlestone advised there was nothing to report at this time.
- 8.5 Policy Committee Report **(Trustees Horne, Kuntz)**
- 8.5.1 December 1, 2015 Meeting Minutes  
Trustee Horne presented the minutes of the Policy Committee meeting held December 1, 2015.
  - 8.5.2 Policies for Approval
    - 8.5.2.1 1410 – Code of Conduct Policy
    - 8.5.2.2 1440 – Diversity in Schools Policy

**Motion 20151208-8.5.2**

- Horne "Be it resolved by the Board of Education of School District No. 52  
Beil (Prince Rupert) that the Code of Conduct and Diversity in Schools policies be approved."
- Carried**

Trustee Horne advised that the Policy Committee recommended the Board approve these 2 policies.

- 8.5.3 Policy for Review
  - 8.5.3.1 6110 – Vision, Mission and Foundational Principles Policy

**Motion 20151208-8.5.3**

Horne "Be it resolved by the Board of Education of School District No. 52  
Kuntz (Prince Rupert) that the Vision, Mission and Foundational Principles policy be sent to the District's partner groups for their comments." **Carried**

Trustee Horne advised that the Policy Committee recommended this policy be sent to the District's partner groups for their comments.

- 8.5.4 Policies to Delete
  - 8.5.4.1 6320 – Superintendent's Job Description Policy
  - 8.5.4.2 6330 – General Constraints Policy

**Motion 20151208-8.5.4**

Horne "Be it resolved by the Board of Education of School District No. 52  
Kuntz (Prince Rupert) that the Superintendent's Job Description and General Constraints policies be deleted." **Carried**

Trustee Horne advised that the Policy Committee recommended these 2 policies be deleted as they have been superseded by policy 6310.

- 8.6 District Technology Committee Report **(Trustee Last)**  
Trustee Last reported that the next meeting is on December 16, 2015.

**9. Old Business**

- 9.1 BCSTA Academy  
Trustee Last reported that trustees have returned and it was a very good Academy. The keynote speaker was Yong Zhao.

- 9.2 Trustee By-Election  
The Secretary-Treasurer advised that the *School Act* requires the City of Prince Rupert to perform the by-election. The *School Act* requires the chief election officer to be appointed within 30 days and the by-election to be held within 80 days of the appointment of the chief election officer.

The City expressed some unwillingness to perform the by-election, but have agreed that they will. They have indicated their staff is not available and that they will have an advertisement in the newspaper on December 11 and December 16 looking for a Chief Election Officer. The closing date for submitting resumes is January 4, 2016. As a result the appointment of the Chief Election Officer will not occur within the 30 days set out in the *School Act*.

The School Act requires the district to reimburse the city for the costs necessarily incurred in conducting the election. The district is apprehensive that the use of a service provider will substantially increase the cost of the by-election.

10. **New Business**  
10.1 2016/17 Annual Budget Consultation Dates

**Motion 20151208-10.1**

Huddlestone "Be it resolved by the Board of Education of School District No. 52  
Kuntz (Prince Rupert) that the dates for the 2016-17 budget consultation be approved as amended."

**Carried**

Trustee Huddlestone asked for the meeting on January 27 to be moved to January 26.

11. **Information Items**

11.1 January 29, 2015 – BCPSEA AGM

The Chair advised that trustee Huddlestone would attend the BCPSEA AGM on behalf of the Board.

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

Q. Is it possible for the district to identify the extra cost incurred in the implementation of MyEdBC?

A. The Director of Instruction, Information Technology can consider a review of those costs.

The Chair offered good holiday wishes to all.

13. **Adjournment**

**Motion 20151208-13**

Beil "Be it resolved by the Board of Education of School District No. 52  
Huddlestone (Prince Rupert) that the meeting be adjourned at 8:20 pm."

**Carried**

  
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Tina Last, Chair

  
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Cameron McIntyre, Secretary-Treasurer

