

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

**MINUTES**

**REGULAR OPEN SCHOOL BOARD MEETING  
SCHOOL BOARD OFFICE  
Tuesday, September 13, 2016 - 7:00 P.M.**

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

**Staff Present:** S. Jones, C. McIntyre, K. Minette, A. Samoil, J. Wittig

**Regrets:** L. Sanchez

Chair Tina Last acknowledged that the meeting is being held on traditional Ts'msyen territory and advised that trustee Sanchez had sent her regrets. The meeting was called to order at 7:00 p.m.

**1. Adoption of Agenda**

**Motion 20160913-1.1a**

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

**Carried**

The Chair requested that item 9.1 – Water Quality be added to the agenda.

**2. Presentation(s):**

2.1 Camp Jupiter

The Superintendent introduced Occupational Therapist, Sue Neilson who described Camp Jupiter which ran for two weeks this summer. The camp focused on students with physical and communication challenges. Thanks were offered to the sponsors of the camp including Pacific Northwest LNG.

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

3.1 Open Board Meeting held June 14, 2016

**Motion 20160913-3.1a**

Horne "Be it resolved by the Board of Education of School District No. 52  
Beil (Prince Rupert) that the minutes of the open Board meeting held  
June 14, 2016 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 Meetings held June 14, 2016,  
July 26, 2016, August 22, 2016 and September 7, 2016.

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 20160913-4.1a**

Huddlestone "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

The Secretary-Treasurer asked the Board to consider a new approach to dealing with correspondence. This approach would first allow trustees to ask the Board to take action with respect to specific correspondence, and would then allow the Board to make one motion to receive and file all of the correspondence in one block.

**Motion 20160913-5.2a**

Horne "Be it resolved by the Board of Education of School District No. 52  
 Beil (Prince Rupert) that the Chair write a letter to the Minister of  
 Education asking that funding announcements be made earlier so  
 that districts have time to implement them for the school year."

**Carried**

**Motion 20160913-5.2b**

Horne "Be it resolved by the Board of Education of School District No. 52  
 Huddlestone (Prince Rupert) that the district submit a motion to Provincial  
 council with respect to the lack of funding for exempt staff pay  
 increases."

**Carried**

**Motion 20160913-5.2c**

Beil "Be it resolved by the Board of Education of School District No.  
 Horne 52 (Prince Rupert) that staff be asked to investigate other  
 opportunities to address student behaviour."

**Defeated**

Trustees raised concerns about the safety of students picking up garbage.

**Motion 20160913-5.2d**

Horne "Be it resolved by the Board of Education of School District No. 52  
 Kuntz (Prince Rupert) that the Chair write a letter of response advising  
 that the matter has been referred to the Superintendent."

**Carried**

- 5.2.1 Roosevelt
  - 5.2.1.1 Y. Campbell, June 7, 2016
- 5.2.2 EA Certification
  - 5.2.2.1 BCSTA, May 3, 2016
- 5.2.3 AGM Resolutions
  - 5.2.3.1 Ministry of Education, May 16, 2016
  - 5.2.3.2 Minister of Education, May 17, 2016
  - 5.2.3.3 Minister of Education, June 6, 2016
  - 5.2.3.4 Minister of Education, June 23, 2016
  - 5.2.3.5 Public Sector Employers Council Secretariat, July 4, 2016
- 5.2.4 QESBA
  - 5.2.4.1 Association des commissions, May 16, 2016
- 5.2.5 Capital Projects Funding
  - 5.2.5.1 BCSTA, May 20, 2016
  - 5.2.5.2 Minister of Education, June 21, 2016
- 5.2.6 Child Poverty
  - 5.2.6.1 BCSTA, June 7, 2016
  - 5.2.6.2 Ministry of Children & Family Development, June 22, 2016
- 5.2.7 Services for Refugee Children
  - 5.2.7.1 Minister of Health, June 7, 2016
- 5.2.8 Funding Announcements
  - 5.2.8.1 School District No. 57, June 13, 2016
  - 5.2.8.2 BCSTA, June 16, 2016
  - 5.2.8.3 School District No. 72, July 7, 2016
  - 5.2.8.4 School District No. 47, July 12, 2016
  - 5.2.8.5 Minister of Education, July 13, 2016
  - 5.2.8.6 School District No. 46, July 15, 2016
  - 5.2.8.7 School District No. 73, August 1, 2016
- 5.2.9 Student Assessments
  - 5.2.9.1 BCSTA, June 14, 2016
- 5.2.10 Restorative Budget
  - 5.2.10.1 DPAC SD68, June 14, 2016
  - 5.2.10.2 Nanaimo Delta Teachers' Assoc., June 29, 2016
  - 5.2.10.3 School District No. 68, June 29, 2016
- 5.2.11 Section 43 Criminal Code
  - 5.2.11.1 Minister of Justice, June 22, 2016
- 5.2.12 Exempt Staff Compensation
  - 5.2.12.1 School District No. 61, June 18, 2016
  - 5.2.12.2 School District No. 38, June 22, 2016
- 5.2.13 Strongstart
  - 5.2.13.1 School District No. 5, June 24, 2016
- 5.2.14 Open the Door
  - 5.2.14.1 School District No. 5, June 24, 2016
- 5.2.15 Return to Elected Board
  - 5.2.15.1 BCSTA, June 29, 2016

**Motion 20160913-5.2e**

Kuntz                    "Be it resolved by the Board of Education of School District No. 52  
 Huddleston            (Prince Rupert) that the letters for items 5.2.1 through 5.2.15 be  
                                  received and filed."

**Carried**

Trustees noted the importance of continuing to advocate for measures to address child poverty.

**6. Superintendent of Schools' Report**

6.1 For Board Information:

6.1.1 Field Trips

The list of approved field trips was presented to the Board.

**Motion 20160913-6.1.1a**

Kuntz "Be it resolved by the Board of Education of School District  
Horne No. 52 (Prince Rupert) that the proposed Prince Rupert Middle  
School field trip to Quebec be approved."

**Carried**

Trustees were advised that the cost of the trip per student is \$100. Families will also need to host a student from Quebec as part of this exchange.

**Motion 20160913-6.1.1b**

Kuntz "Be it resolved by the Board of Education of School District  
Horne No. 52 (Prince Rupert) that the proposed Charles Hays  
Secondary School field trip to Spain and Morocco be  
approved."

**Carried**

The Superintendent reviewed the details of the proposed trip to Spain and Morocco. Trustees were advised that this advanced approval will allow students time to find jobs to earn the money required for the trip.

6.1.2 Enrolment

The Director, Human Resources reported that the district's preliminary enrolment at September 9, 2016 is 1,963. It is only the second week of school and enrolment is expected to increase.

6.1.3 School Opening

The Superintendent offered her thanks to the maintenance and custodial staff for preparing the schools. Start-up has been relatively smooth.

6.1.4 Upcoming Projects/Learning

The Superintendent advised that a new reporting order has been issued in conjunction with the new curriculum. Districts have the ability to develop local reporting criteria. A student self-report is required.

Carol Fullerton, Shelley Moore and Larry Espe, are coming to the district. Inquiry projects will continue and grade group meetings will allow teachers to work on implementation of the new curriculum.

6.1.5 Learning Improvement Fund

The Superintendent reported that about 4 fte of teachers have been put in place to support complex class size and composition issues. A few

changes may be put in place in the next month. IUOE has received additional time related to student support.

6.1.6 Financial Support For Coding and Curriculum Implementation  
The Superintendent advised the Board that the Ministry will be providing funds for implementation of coding in conjunction with the new curriculum.

6.1.7 Other  
The Superintendent reported the Syrian refugee family has arrived and today 5 children went to school: 2 at Charles Hays Secondary School, 2 at Prince Rupert Middle School and 1 at Lax Kxeen Elementary School.

New anti-bullying policies need to be put in place to acknowledge changes to the BC Human Rights Code.

Grade 5 band has 80 students signed up.

## 7. Secretary-Treasurer's Report

- 7.1 Expenditure Statement  
The Secretary Treasurer presented Expenditure Statement for September 2016.
- 7.2 Operations Department Report  
The Secretary Treasurer presented the Operations Department Report for July and August, 2016.
- 7.3 Information Technology Reports
- 7.3.1 June  
The Secretary Treasurer presented the Information Technology Report for June 2016.
- 7.3.2 July and August  
The Secretary Treasurer presented the Information Technology Report for July and August, 2016.

## 8. Committee Reports

- 8.1 Finance & Building Committee **(Trustees Beil, Huddleston, Sanchez)**  
8.1.1 Capital Budget

### **Motion 20160913-8.1.1a**

Kuntz "Be it resolved by the Board of Education of School District  
Huddleston No. 52 (Prince Rupert) that the capital plan be approved."

**Carried**

The Secretary Treasurer presented the Capital Plan for 2017-18. In response to a question, the Secretary-Treasurer confirmed that capacity utilization in a district is a factor that is considered by the Ministry in the approval of a building project.

8.1.2 Annual Facilities Grant

The Secretary Treasurer advised that the plan for spending the Annual Facilities Grant continues to be updated as the Ministry provides additional funding opportunities. The district is currently preparing an application for additional School Enhancement Fund money.

8.1.3 Operating Budget Adjustments

**Motion 20160913-8.1.3a**

Horne "Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that the amount for an Occupational Health and Safety Coordinator be reduced from \$100,000 to \$70,000."

**No  
Secunder**

**Motion 20160913-8.1.3b**

Kuntz "Be it resolved by the Board of Education of School District  
Huddlestone No. 52 (Prince Rupert) that the proposed Operating Budget Adjustments be approved as presented."

**Carried**

The Secretary Treasurer presented the Operating Budget Proposed Adjustments.

Trustees discussed the importance of addressing Occupational Health and Safety, and different means to meet this need. Staff will review what other school districts have in place and options for sharing manpower with other organizations.

8.1.4 Transportation Fund

**Motion 20160913-8.1.4a**

Beil "Be it resolved by the Board of Education of School District  
Kuntz No. 52 (Prince Rupert) that a plan for the transportation funding be submitted to the Ministry of Transportation in accordance with the recommendations made by staff."

**Carried**

The Chair advised that the district participated in a meeting with the District of Port Edward and the Metlakatla First Nation and, in a special meeting, agreed to enter into a contract with Port Edward which will provide \$85,000 for a bus service for the students of those communities.

The Secretary Treasurer presented the list of opportunities for use of the new transportation funding from the Ministry of Education. Staff are recommending that \$15,000 of the remaining funds be spent to support discounted BC Transit Youth Passes. The remaining funds of \$17,597 would be used at the Superintendent's discretion to provide funds to schools to purchase BC Transit passes or to fund school field trips.

Trustees noted that some parents of young children are concerned about their children travelling alone on the BC Transit bus. The responsibility of parents to get their children to school was noted.

The Chair reminded trustees of the budget decision to stop providing a transportation service, and the help that is available to families through the recommendations made by staff.

**Motion 20160913-8.1.4b**

Beil "Be it resolved by the Board of Education of School District  
Huddleston No. 52 (Prince Rupert) that the meeting be extended beyond  
3 hours."

**Carried**

8.2 Framework for Enhancing Student Learning **(Trustees Huddleston, Sanchez)**  
Trustee Huddleston advised that a meeting took place on June 16 and activities in the school district were reviewed.

8.3 Provincial Council **(Trustee Horne)**  
8.3.1 October Provincial Council motions due FRIDAY, SEPTEMBER 23, 2016  
Trustee Horne advised that the meeting is coming up in October, and the Board will submit a motion as discussed earlier in the meeting.

8.4 Aboriginal Education Council **(Trustees Huddleston, Last)**  
Nothing to report at this time.

8.5 Policy Committee **(Trustees Horne, Kuntz)**  
8.5.1 June 29, 2016 Meeting Minutes  
Trustee Horne presented the minutes of the June 29, 2016 meeting of the committee.

8.5.2 Policies for Review  
8.5.2.1 1220 International Student Policy  
8.5.2.2 2110 Staff Recruitment and Hiring Policy  
8.5.2.3 6240 Annual Board Agenda Policy

**Motion 20160913-8.5.2a**

Horne "Be it resolved by the Board of Education of School District  
Kuntz No. 52 (Prince Rupert) that the International Student, Staff  
Recruitment and Hiring, Annual Board Agenda policies be sent  
to the district's partner groups for their input."

**Carried**

Trustee Horne advised that the Policy Committee recommended the Board send these policies to the district's partner groups for input.

8.5.3 Policies for Approval  
8.5.3.1 3510 School Closure Policy

**Motion 20160913-8.5.3a**

Horne "Be it resolved by the Board of Education of School District  
Kuntz No. 52 (Prince Rupert) that the School Closure Policy be  
approved."

**Carried**

Trustee Horne advised that the Policy Committee recommended the Board approve this policy.

- 8.5.4 Policies to Delete
  - 8.5.4.1 2210 Monitoring Executive Performance Policy

**Motion 20160913-8.5.4a**

Horne Kuntz	"Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that the Monitoring Executive Performance Policy be deleted."	<b>Carried</b>
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Trustee Horne advised that the Policy Committee recommended the Board delete this policy as it is out of date.

- 8.6 District Technology Steering Committee **(Trustee Last)**
  - 8.6.1 June 22, 2016 Minutes
    - Trustee Last presented the minutes of the June 22, 2016 meeting.

**9. Old Business**

- 9.1 Water Quality
  - The Secretary-Treasurer advised that work was completed over the summer on the installation of water flushing systems and water fountains. Water tests completed at the end of the summer indicated only three sites with lead levels above the allowable limit. At 2 of those sites drinking water is restricted to water coolers. The other site which had levels of lead higher than the allowable limit was Prince Rupert Middle School, where the sinks in a science lab tested with high lead levels. Those sinks now have signs advising that the water is not drinkable and that water should be obtained from water fountains. Further information is available on the district web site.

Thanks were expressed to Mr. Garcia and the Operations crew for the completion of this work.

**10. New Business**

- 10.1 Board Meeting Dates – Rescheduled

**Motion 20160913-10.1a**

Kuntz Beil	"Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that the revised Board Meeting Scheduled dates be approved as presented."	<b>Carried</b>
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Due to the Provincial Election reschedule the Regular Tuesday May 9<sup>th</sup>, 2017 Board Meeting to Monday, May 8<sup>th</sup>, 2017.

**11. Information Items**

- 11.1 September 23-24, 2016 Joint Trustee Branch Meeting
  - Chair Last advised that all trustees were expected to attend the meeting in Terrace with trustees from the North West and Northern Interior branches.
- 11.2 October 7, 2016, BCSTA Advisory
  - Chair Last advised that trustee Huddleston would be attending the meeting.



- 11.3 October 13-14, 2016, BCPSEA Symposium  
Chair Last advised that trustee Huddleston would be attending the meeting.
- 11.4 October 26, 2016 Ministry Partner Liaison Meeting  
Chair Last advised that she would attend the meeting.
- 11.5 October 27, 2016 BCSTA Board Chairs Meeting  
Chair Last advised that she would attend this meeting.
- 11.6 October 28-29, 2016 BCSTA Provincial Council Meeting  
Chair Last advised that trustee Horne would attend this meeting on behalf of the Board.
- 11.7 December 3-7, 2016 Learning Forward Conference  
Chair Last asked trustees to confirm their attendance and travel plans with the Board office.

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

Q: Will the proposed field trip to Quebec include grades 7 – 10?

A: No, it should have read grades 7-8.

Q: Why was notice of the cancellation of bussing not provided?

A: Notice of the review of transportation was provided in the budget consultation process and notice of the decision was provided to parents.

Q: Could the Pineridge parents have been invited to the meeting with Port Edward and Metlakatla, or been asked to provide proposals?

A: The district was invited to meet with Port Edward and Metlakatla but did not organize the meeting.

Q: Why are French Immersion students being excluded from senior academic classes?

A: Staff will provide an answer outside of this meeting.

Q: Why are classes overcrowded?

A: It is a common issue at the beginning of the year and staff are working to address these issues.

Q: Why was a decision made to allocate \$85,000 of the transportation money prior to this meeting?

A: The late announcement of this money and the imminent start of classes resulted in a pressing need to address urgent issues. The opportunity to address the needs of students who do not live in Prince Rupert in collaboration with both Port Edward and Metlakatla was embraced by the Board of Education and a decision was made. Considerable money was left to address issues for the students living in Prince Rupert.

Q: Why did the Board make a decision at a meeting that the public was not invited to?

A: The contract was approved in camera which is normal practice. Parents could approach Port Ed Council to see if they could add the Westview area to their bus route.

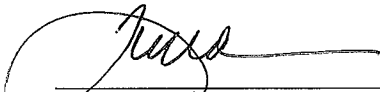
- Q: Is the Board aware of classes that are over the legislated class size limit?  
A: There are currently about 4 classes that are over the limit and work is continuing to reduce the number of students in those classes.

13. **Adjournment**

**Motion 20160913-13.0a**

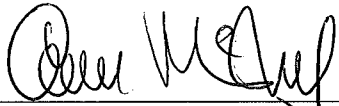
Kuntz "Be it resolved by the Board of Education of School District No. 52  
Huddlestone (Prince Rupert) that the meeting be adjourned at 9:14 p.m.

**Carried**



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Tina Last, Chair



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Cameron McIntyre, Secretary Treasurer