

SCHOOL DISTRICT NO. 52 (PRINCE RUPERT)

A G E N D A

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

Tuesday, October 9, 2018- 7:00 P.M.

1. **Adoption of Agenda**
2. **Presentation(s):**
 - 2.1 Classroom Assessment & Reporting, Sandy Pond
3. **Approval of the Minutes of the**
 - 3.1 Open Board Meeting held September 11, 2018 (p. 3)
4. **Necessity of Closed Meeting and Agenda**
 - 4.1 Approval of Agenda
 - 4.2 Approval of Minutes of the In-Camera Meetings held September 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 BCSTA-MOE Memo of Understanding
 - 5.1.1.1 BCSTA, September 25, 2018 (p. 8)
 - 5.2 Copied to the Board
 - 5.2.1 Letter of Support
 - 5.2.1.1 School District No. 42, September 26, 2018 (p. 12)
6. **Superintendent of Schools' Report (p. 13)**
 - 6.1 For Board Information:
 - 6.1.1 Field Trips
 - 6.1.2 Enrolment
 - 6.1.3 Upcoming Projects/Learning
 - 6.1.4 Department Heads, Team Leaders (p. 14)
 - 6.1.5 Equity Scan
 - 6.1.6 Other
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, Huddleston, Sanchez)**
 - 8.1.1 Approval of Auditors
 - 8.2 Framework for Enhancing Student Learning **(Trustees Horne, Sanchez)**
 - 8.3 Provincial Council **(Trustees Horne, Sanchez)**
 - 8.3.1 Next meeting November 29, 2018
 - 8.4 Aboriginal Education Council **(Trustees Beil, Huddleston)**
 - 8.5 Policy Committee **(Trustees Kuntz, Horne)**
 - 8.5.1 October 1, 2018 Meeting Minutes (p. 18)
 - 8.5.2 Policies for Review
 - 8.5.2.1 2340 Release Time of Staff to Act as Resource Personnel Policy (p. 19)
 - 8.5.2.2 7210 Annual Budget Policy (p. 20)
 - 8.5.3 Policies for Approval
 - 8.5.3.1 3510 School Closure Policy (p. 21)
 - 8.5.3.2 4110 Emergency Preparedness Policy (p. 22)
 - 8.6 District Technology Steering Committee **(Trustee Horne)**
 - 8.6.1 September 19, 2018 Meeting Minutes (p. 23)
9. **Old Business**
 - 9.1 Quality Outcomes for District Aboriginal Programs
 - 9.1.1 Shane Coutlee Email, March 4, 2018
10. **New Business**
11. **Information Items**
 - 11.1 Election, October 20, 2018
 - 11.2 BCPSEA Symposium, November 5-6, 2018
 - 11.3 Board Meeting, November 7, 2018
 - 11.4 Branch Meeting November 29, 2018
 - 11.5 Provincial Council, November 29, 2018
 - 11.6 BCSTA Academy, November 29-30, 2018
 - 11.7 Winter Break December 24, 2018-January 4, 2019
12. **10 Minute Question and Answer Period**
13. **Adjournment**

DRAFT

SCHOOL DISTRICT NO. 52 (PRINCE RUPERT)

A G E N D A

REGULAR OPEN SCHOOL BOARD MEETING

SCHOOL BOARD OFFICE

Tuesday, September 11, 2018- 7:00 P.M.

Trustees Present: T. Last, J. Beil (teleconference), J. Horne, T-L. Huddlestone, B. Kuntz, L. Sanchez

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

Chair Tina Last acknowledged that the meeting is being held on traditional Ts'msyen territory and welcomed everyone to the 2018-19 school year. Vice-Chair Janet Beil is on the phone. Chair Last welcomed the Superintendent to her first meeting. The meeting was called to order at 7:00 p.m.

1. Adoption of Agenda

Motion 20180911-1.0a

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

Carried

2. Presentation(s):

2.1 Self-Regulation – École Roosevelt Elementary

The Superintendent introduced the principal of École Roosevelt Park Community School, Andree Michaud and vice-principal James Zlatanov, who presented their new self-regulation design on the floor of the hallway. James Warburton and Kevin McIlroy were thanked for their participation in creating the project.

Trustees enjoyed a video presentation of students trying out the course. The hope is students will do the course, drink their water and come back ready to participate in class.

Trustees expressed their appreciation for the new course and their hope to be able to try it out for themselves.

3. Approval of the Minutes of the

3.1 Open Board Meeting held June 12, 2018

Motion 20180911-3.1.1a

Huddlestone "Be it resolved by the Board of Education of School District No. 52 (Prince
Horne Rupert) that the minutes of the open Board Meeting held June 12, 2018 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 12, 2018
- 4.3 Human Resources Report
- 4.4 Secretary-Treasurer's Report
- 4.5 Other
- 4.6 Legal Items
- 4.7 Information Items

DRAFT

- 4.8 Old Business
- 4.9 Items for Release

Motion 20180911-4.1a

Sanchez "Be it resolved by the Board of Education of School District No. 52
Horne (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 Membership Fee
 - 5.1.1.1 BCSTA, July 12, 2018

Motion 20180911-5.1.1a

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

Carried

- 5.2 Copied to the Board
 - 5.2.1 Funding
 - 5.2.1.1 School District No. 5, June 25, 2018
 - 5.2.1.2 School District No. 67, June 26, 2018
 - 5.2.1.3 School District No. 61, June 26, 2018

Motion 20180911-5.2.1a

Huddlestone "Be it resolved by the Board of Education of School District No. 52
Horne (Prince Rupert) that the letters from School District No.s 5, 67 and 61
be received and filed."

Carried

- 5.2.2 Children and Youth
 - 5.2.2.1 Representative for Children and Youth, June 27 2018

Motion 20180911-5.2.2a

Sanchez "Be it resolved by the Board of Education of School District No. 52
Horne (Prince Rupert) that the Chair write to the Sea to Sky School District to
add our district's congratulations."

Carried

6. Superintendent of Schools' Report

- 6.1 For Board Information:
 - 6.1.1 Field Trips

The Superintendent presented the list of approved field trips and advised that she would keep the Board advised of any issues that may arise prior to the trip to France. Trustees concurred that this was their expectation.
 - 6.1.2 Enrolment

The Director of Instruction reported that the district's preliminary enrolment at September 10, 2018 was 1,988 students, down 2 from this time last year.
 - 6.1.3 School Opening

The Superintendent advised that divisions have been added at the English program at Roosevelt and at Lax Kxeen, in response to increased enrolment. She visited every school on the first day of school.

DRAFT

6.1.4 Upcoming Projects/Learning

The Superintendent reported that the district will participate in the Equity Scan Project. Equity is for all students.

Pia Escadaro will be presented on resilience, including a public presentation the evening of September 20.

October 2 will be a new staff orientation., andTeacher mentorship will begin in October.

6.1.5 Other

The Secretary-Treasurer advised that the district and IUOE Local 882-B signed off on the plan for the use of Learning Improvement Funds for support staff at the end of the previous school year.

The Superintendent advised discussions are continuing with Vancouver Island University to commence a teacher training program in Prince Rupert for individuals with undergraduate degrees.

7. **Secretary-Treasurer’s Report**

7.1 Information Technology Report

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

7.2 Operations Department Report

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

7.3 Transportation Funding

The Secretary-Treasurer advised that the district will receive transportation funding of \$117,597 as in prior years. Bus transportation for students in Port Edward and Metlakatla will be operated by the District of Port Edward and funded from this grant. Discounts of student bus passes will continue. Funds will also be available to assist with school field trips.

8. **Committee Reports**

8.1 Finance & Building Committee

(Trustees Beil, Huddleston, Sanchez)

8.1.1 Summer Projects

Trustee Beil presented the list of completed summer projects by the Operations team, and congratulated the crews for their hard work over the summer.

8.1.2 Permitted Unfunded Deficit for Employee Future Benefits (EFB)

Motion 20180911-8.1.2a

Home "Be it resolved by the Board of Education of School District
Huddleston No. 52 (Prince Rupert) that available surplus be utilized to fund
the Permitted Unfunded Deficit for Employee Future Benefits in
the financial statements for the year ended June 30, 2018."

Carried

The Secretary-Treasurer presented the history of the Permitted Unfunded Deficit for Employee Future Benefits and recommended that available

DRAFT

surplus be used to fund the remaining amount in the financial statements for the year ended June 30, 2018.

- 8.2 Framework for Enhancing Student Learning **(Trustees Horne, Sanchez)**
None.
- 8.3 Provincial Council **(Trustees Horne, Sanchez)**
8.3.1 Next meeting November 29, 2018
Trustee Horne advised that the meeting was deferred from the normal date in October due to the trustee election.
- 8.4 Aboriginal Education Council **(Trustees Beil, Huddlestone)**
None.
- 8.5 Policy Committee **(Trustees Kuntz, Horne)**
8.5.1 September 4, 2018 Meeting Minutes
Trustee Kuntz presented the minutes of the September 4, 2018 meeting.
- 8.5.2 Policies for Review
8.5.2.1 3510 School Closures Policy
8.5.2.2 4110 Emergency Preparedness Policy

Motion 20180911-8.5.2a

Kuntz "Be it resolved by the Board of Education of School District
Horne No. 52 (Prince Rupert) that the School Closure and Emergency Preparedness policies be sent to the district's partner groups for their input."

Carried

Trustee Kuntz advised that the committee recommended these two policies be sent to the district's partner groups for their comments.

- 8.6 District Technology Steering Committee **(Trustee Horne)**
None.

9. Old Business

- 9.1 Board Meeting 2018-19 Schedule

Motion 20180911-9.1a

Huddlestone "Be it resolved by the Board of Education of School District No. 52
Horne (Prince Rupert) that the Board Meeting Schedule for 2018-19 be approved as amended."

Carried

The Secretary-Treasurer presented an updated Board Meeting Schedule for school year 2018-19 and advised the Board of staff conflicts with the scheduled Board meeting dates in November.

Trustees discussed the schedule and agreed on one Board meeting in November on Wednesday the 7th.

Trustees discussed their concerns with respect to who would attend the BCPSEA Symposium November 5 and 6, 2018. The Secretary-Treasurer advised that the Board could have a special meeting in late October to appoint an incumbent trustee, who has been re-elected, to attend the Symposium.

DRAFT

10. **New Business**

None.

11. **Information Items**

- 11.1 Close of Nominations, September 4, 2018
Chair Last noted the close of nominations is September 14, 2018, not September 4 as printed in the agenda.
- 11.2 Election, October 20, 2018
Chair Last reminded everyone to vote on October 20th.
- 11.3 BCPSEA Symposium, November 5-6, 2018
Chair Last noted the date of the Symposium.
- 11.4 Branch Meeting November 29, 2018
Chair Last reminded the trustees that the next Branch Meeting will coincide with the BCSTA Academy on November 29, 2018.
- 11.5 Provincial Council, November 29, 2018
Chair Last noted that the next Provincial Council meeting will also be held during the BCSTA Academy on November 29, 2018.
- 11.6 BCSTA Academy, November 29-30, 2018
Chair Last noted that the Academy will be held on November 29-30, 2018.
- 11.7 Winter Break December 24, 2018-January 4, 2019
Chair Last reminded everyone the dates of the December Break.

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

- Q. Is the one year teacher education program from VIU available for participants from outlying communities
- A. That would be valuable

13. **Adjournment**

Motion 20180911-13.1a

Horne	"Be it resolved by the Board of Education of School District
Huddleston	No. 52 (Prince Rupert) that the meeting be adjourned at 7:42 p.m."

Carried

Helena Geske

Subject: FW: Request for further feedback on draft BCSTA-MOE Memorandum Of Understanding
Attachments: MOU BCSTA-MOE draft 3 September 25-2018.pdf; ATT00001.htm

From: Mike Roberts <MRoberts@BCSTA.ORG>

Date: September 25, 2018 at 2:57:19 PM PDT

To: Undisclosed recipients;;

Subject: Request for further feedback on draft BCSTA-MOE Memorandum Of Understanding

Good afternoon Board Chairs

cc Trustees, Secretary Treasurers

BCSTA is once again seeking further input from member Boards as to the wording of a new Memorandum Of Understanding (MOU) between the Ministry of Education and BCSTA. The attached draft contains revised wording to address many of the ideas and concerns raised by boards when we reached out to you in June. It is important to note, however, that any final wording needs to reflect the views of the BCSTA membership in general as well as those of the Ministry. For this reason, every suggestion or idea cannot necessarily be included.

Our Board of Directors also wants it to be clear that this MOU is not intended to replace, nor circumvent the legislated co-governance relationship between individual Boards of Education and the Ministry of Education. The MOU is intended to broadly recognize and positively define the relationship between BCSTA and the Ministry, rather than intruding on the specified role of individual Boards and school districts.

It is also recognized that there will be supplemental informal agreements as well as policies that determine how the MOU may be operationalized on a day to day basis. The MOU itself is not intended to capture the specific processes or protocols that would guide individual communications, consultations and decision making between the parties. Although the MOU may guide the 'spirit' of such things, we have not attempted to include detailed processes or protocols in the wording.

At this time, we are requesting your board's feedback on the revised draft. You may wish to consider answers to the following questions, but you can also submit any ideas, suggestions, reflections or concerns that your board feels should be considered.

- Does the revised draft MOU reflect the appropriate working relationship between BCSTA and the Ministry of Education? If No, what changes would you suggest?
- Does the draft MOU, as worded, reflect the appropriate balance between the role of BCSTA and that of individual Boards of Education?
- Are there other considerations that should be included in the MOU? If Yes, what are they?
- Are there any other suggestions, reflections or concerns that your board would like to raise at this time?

We would ask that any feedback from your board (rather than individual trustees) be forwarded to feedback@bcsta.org by no later than 4:00 pm Monday, October 15, 2018.

As with the previous survey of Boards in June, we will share your written feedback with members as well as utilizing it to complete the MOU joint rewriting process. The final version of the new MOU would be circulated to Boards in November, prior to the planned resigning at our Winter Academy on November 30th.

Please feel free to contact any member of your Board of Directors if you would like a conversation about the MOU.

MIKE ROBERTS

Chief Executive Officer

BC School Trustees Association (BCSTA)

P (604) 734-2721 | M (604) 754-5222 | W bcsta.org

PURPOSE:

This Memorandum of Understanding (MOU) is intended to guide the working relationship between the Ministry of Education and the British Columbia School Trustees Association (BCSTA) as the representative voice of its member Boards of Education. This MOU is considered an aspirational document reflecting the shared commitment of both parties to realizing the full value and potential of British Columbia's students, in supporting the Educated Citizen.

WHEREAS:

A. The Province's K-12 education system is responsible for ensuring that the learning outcomes of students are achieved, and that they acquire the knowledge and skills necessary to contribute to a healthy society and a prosperous, sustainable economy;

B. Learning supports the well-being of the self, the family, the community, the land, and recognizes the role of indigenous knowledge;

C. The future of British Columbia and the intellectual development, human and social development, and career development of our children are of mutual concern and importance to all citizens;

D. All British Columbians, individually and collectively through their governments, share in the purpose that our students achieve their individual potential and become independent adults, who enjoy happy, successful, and prosperous lives;

E. Effective coordination between the Province and Boards of Education promotes certainty, stability and predictability of efficient governance, sound planning and performance in the public education system such that student achievement is always improving; and

F. The citizens of British Columbia are best served when the relationship between the Province and Boards of Education is grounded in a shared responsibility for improving outcomes for student success.

THEREFORE:

1. Boards of Education, as established by the *School Act*, are democratically elected by their constituents to represent the public interest in education by governing school districts in accordance with the legislation and in response to local and provincial values and priorities;
2. Boards of Education and the Province acknowledge their individual and shared accountabilities to effectively and efficiently manage public resources in a fiscally sustainable manner to support a strong and successful public education system focused on student success;
3. Student Achievement and student success is recognized and acknowledged by the Province and Boards of Education as the driving force behind all decisions affecting the public education system;
4. The Province recognizes that BCSTA, as the representative voice for its members and Boards of Education, is a key partner in developing and maintaining an effective education system, and further recognizes the legislated co-governance role of Boards of Education to determine local education priorities.
5. The BCSTA and Boards of Education recognize the Province's statutory and constitutional right to determine public education policy for the province;
6. The principles established in this MOU shall form the basis for the relationship between the Province and BCSTA as the representative voice of its member Boards.

PRINCIPLES:

1. Public Confidence

The Province and BCSTA will seek shared opportunities to publicly demonstrate and communicate the achievements, strengths and potential opportunities for improvement in K-12 education with the goal of maintaining and improving public trust and confidence in the public education system across the province. Both parties recognize this is best achieved through a shared focus on student success and a demonstrated commitment to respect, integrity, public service, accountability and the sustainable management of public resources.

2. Commitment to Action

In the interests of all British Columbians, the parties are committed to discharge their responsibilities within their respective areas of jurisdiction while understanding and respecting the jurisdiction of the other party.

3. Partnership

The parties are committed to cooperate in the spirit of partnership, honouring each other's strengths and capacities, particularly in the development of policies, programs, projects and funding options.

The parties commit to clear division of responsibilities so that the Province and local Boards of Education can effectively perform their roles. The Province and BCSTA will also cooperate in the development and distribution of information required for effective discharge of this agreement.

4. Consultation and Notification

Any party proposing a change in policies or programs that will affect the other party will consult and collaborate with the other party to the fullest extent possible given the specific circumstances and any respective legislative and confidentiality obligations. This commitment includes, but is not limited to, timely notification of the proposed change.

The parties recognize that there may be extraordinary circumstances that limit the timeliness of consultation and notification. In such circumstances the other party will be provided with the rationale for the unusual limitations to consultation.

5. Flexibility

Policies or programs will be developed with consideration to the varying needs and circumstances of local Boards of Education in different areas of the province where appropriate and where it is not to the detriment of the education system as a whole.

IMPLEMENTATION:

The parties will cooperate in implementing this agreement through subsidiary protocol agreements consistent with the above principles. These protocol agreements will address specific priorities of one or both parties, such as shared service delivery, learning transformation and student success or other priorities identified during the term of the agreement.

The parties will take a leadership role with education sector organizations to establish an annual Education Calendar of significant dates, deadlines and opportunities for purposeful, regular in-person meetings among education partners. The calendar is intended to support timely, effective and efficient communication, consultation, collaboration and decision-making. As a specific priority and in support of district leadership and strong connections between school districts and the Ministry, the parties commit to jointly organizing annual liaison meetings with the BC Superintendents' Association (BCSSA) and BC Association of School Business Officials (BCASBO).

REVIEW OF THE MOU

This MOU is a living document and as such, shall remain in effect for five years from the date of its signing, to be reviewed by both parties annually or as circumstances require.

ADMINISTRATION OF THE MOU

The lead contacts for administering this MOU are the Minister of Education and the President of BCSTA.

DRAFT

September 26, 2018

Honourable David Eby
Attorney General
Parliament Buildings
Victoria, BC V8V 1X4

Honourable Judy Darcy
Minister of Mental Health and Addictions
Parliament Buildings
Victoria, BC V8V 1X4

Honourable David Eby and Honourable Judy Darcy,

At the September 19, 2018 public board meeting the Board of Education of School District No. 42 (Maple Ridge-Pitt Meadows) approved the following motion:

"THAT the Board authorize the Board Vice Chairperson to send a letter indicating support to the BC Attorney General and Minister of Mental Health and Addiction with regards to their legal action against 40 pharmaceutical companies to reclaim costs associated with their part in the ongoing opioid crisis."

Sincerely,



Susan Carr, Vice Chairperson
Board of Education

Cc:
All Trustees
Sylvia Russell, Superintendent of Schools
Flavia Coughlan, Secretary Treasurer
All Boards of Education c/o BC School Trustees Association

SUPERINTENDENT OF SCHOOLS REPORT TO BOARD OF SCHOOL TRUSTEES

Tuesday, October 9, 2018

6.1 For Board Information:**6.1.1 Field Trips Approved**

	School	Dates	# School Days	Grade	Purpose
1.	CHSS	Sept. 21-22, 2018	-	10-12	Smithers, Boys & Girls Rugby
2.	PCS	Sept. 28, 2018	1	9-12	Terrace, Bowling-TREC
3.	CHSS	Sept.28, 2018	1	11-12	Kloya Bay, Kayaking
4.	CHSS	Sept.29, 2018	-	9-10	Smithers, Volleyball
5.	CHSS	Sept. 29, 2018	-	10-12	Terrace, Volleyball
6.	CHSS	Sept.29, 2018	-	9-12	Hazelton, Soccer
7.	CHSS	Oct. 4-5, 2018	1	9-12	Burns Lake, Boys & Girls Rugby
8.	CHSS	Oct.5, 2018	1	11-12	Butze, Cert PE, Hike
9.	CHSS	Oct. 7, 2018	-	9-12	Harbour, Outdoor Club Paddle
10.	CHSS	Oct. 11-13, 2018	1	11-12	Richmond, Leadership, Student Council
11.	CHSS	Oct. 13, 2018	-	10-12	Terrace, Volleyball
12.	CHSS	Oct. 13, 2018	-	8-12	Onion Lake, Cross Country Team
13.	CHSS	Oct. 18-19, 2018	-	11-12	Diana Lake, Cert PE
14.	CHSS	Oct. 24-25, 2018	-	10-12	Vancouver, Doors Open to Technology
15.	CHSS	Oct. 27, 2018	-	9-10	Smithers, Jr. Girls Volleyball
16.	CHSS	Oct. 27, 2018	-	9-12	Onion Lake, Cross Country Team
17.	CHSS	Oct. 27, 2018	-	10-12	Smithers, Volleyball
18.	CHSS	Nov. 20, 2018	-	9-10	Terrace, Jr. Girls Volleyball
19.	CHSS	Nov.10, 2018	0	9-10	Terrace, Volleyball
20.	CHSS	Nov. 15-16, 2018	2	11-12	Vancouver, WE for SHE Conference
21.	CHSS	Nov. 16-17, 2018	1	10-12	Smithers, Volleyball Zones
22.	CHSS	Nov. 28-Dec.2, 2018	3	10-12	Burnaby, Sr. Girls Volleyball Provincials
23.	CHSS	Jan.3-10, 2019	5	10-12	Paris, France – Cancelled
24.	PCS	Jan.25, Feb. 1, Feb. 8, 2019	3	9-12	Shames, TREC
25.	PRMS	May 17-22, 2019	2		Edmonton, Jazz and Concert Bands

6.1.2 Enrolment

(A. Samoil)

6.1.3 Upcoming Project/Learning

6.1.4 Department Heads, Team Leaders

6.1.5 Equity Scan

6.1.6 Other

2018-19 Department Heads / Team Leaders

School	Department Heads		Team Leader
PRMS		Grade 6	Kathy Murphy
		Grade 7	Sage Davis
		Grade 8 Humanities	Alison Bureau
		Grade 8 Math Science	Crystal MacLeod
		PE and Extra Curricular	Denise Wilson
		Second Language	Barton Hughes
		Learning Services	Pam Groves
CHSS	Anna Ashley	English	
	Gabriel Bureau	Social Studies	
	Paul Paling	Mathematics	
	Sarah Johnson	Science	
	Nancy Griffith Zahner	Languages	
	Sally Marr	Learning Services	
	Lonni Bryant	Counselling	
	Jason Wick	Practical/Applied Skills	
	Ryan Bishop	PE	
	Alison O'Toole	Fine & Performing Arts	

Fund : 0 Operating

PR	TITLE	SEP	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
Function : 1 Instruction							
02	Regular Instruction	1,079,952.34	1,265,307.24	5,223.68	12,144,937	10,874,406	90
03	Career Preparation	11,779.85	11,828.58		97,517	85,688	88
07	Library Services	25,289.89	26,726.83		402,330	375,603	93
08	Counselling	43,496.62	44,437.64		476,706	432,268	91
10	Special Education	268,225.23	370,527.34		3,612,315	3,241,788	90
30	English Language Development	10,105.21	10,105.21		157,257	147,152	94
31	Aboriginal Education	128,843.19	167,190.30		1,656,294	1,489,104	90
41	Business Admin	125,950.65	334,573.90		1,584,011	1,249,437	79
TOTAL FOR Function - 1		1,693,642.98	2,230,697.04	5,223.68	20,131,367	17,895,446	89
Function : 4 District Administration							
11	Education Admin	43,573.05	99,962.15		370,778	270,816	73
40	Governance	9,022.89	41,300.06		157,051	115,751	74
41	Business Admin	140,416.74	285,576.62		1,136,926	851,349	75
TOTAL FOR Function - 4		193,012.68	426,838.83	0.00	1,664,755	1,237,916	74
Function : 5 Maintenance & Operations							
41	Business Admin	17,002.40	50,761.48		288,864	238,103	82
50	Plant Maintenance	310,765.70	826,724.61	30,697.11	2,791,928	1,934,506	69
52	Maintenance Of Grounds	4,852.19	16,886.97		116,981	100,094	86
56	Utilities	33,962.68	25,818.65		533,923	508,104	95
TOTAL FOR Function - 5		366,582.97	920,191.71	30,697.11	3,731,696	2,780,807	75
Function : 7 Transportation							
41	Business Admin	282.72	849.96		3,445	2,595	75
70	Student Transportation	6,442.53	8,342.03		330,081	321,739	97
TOTAL FOR Function - 7		6,725.25	9,191.99	0.00	333,526	324,334	97
TOTAL FOR Fund - 0		2,259,963.88	3,586,919.57	35,920.79	25,861,344	22,238,504	86
GRAND TOTAL		2,259,963.88	3,586,919.57	35,920.79	25,861,344	22,238,504	86



Monthly Report to the Board

SEPTEMBER 2018

- The IT dept. had a very busy September, there was a lot to do.
- **VOIP-** CHSS, School Board Office and the Maintenance buildings are all now running on new phone systems. Implementation of other sites will proceed as the department has opportunities to pull the necessary wiring in those buildings.
- **SDS to CAYENTA-** SD52 will be migrating the current payroll and accounting system to a new database format. The new server is scheduled to go live on October 19th. Testing has begun on the new server and will continue for the next few weeks.
- **WINDOWS 10-** the windows 10 roll out continued, with approximately 70% of all devices upgraded to windows 10. This project is ongoing.
- **DESTINY-** The District Librarians have chosen to replace our current library inventory system (L4U) with a new system called Destiny by Follett, Destiny is now up and running alongside L4U, to ensure the transition from one database to the other goes smoothly and nothing gets missed. A shutdown date for the L4u system has yet to be determined.
- **RICOH PRINTERS-** 26 new RICOH printers have now been installed and configured throughout the district. Each printer had to be configured and customized to user settings for each location. The old printers had to be removed from the print server at the same time as the new ones were added to reduce confusion and downtime for end users.
- **NEW EMPLOYEES/STUDENTS-** A lot of time in September was spent creating new, deleting old, and moving student and staff accounts for each school location.
- **DATA CENTER-** work will continue on upgrades at the data center. There are about 30 servers that will all eventually be upgraded from 2008 server to 2016 server. This project will take about a year to complete.

Monthly Report to the Board

October 2018

<u>Facilities</u>	Board office and maintenance office received new VOIP phones. 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.
<u>Energy & Conservation</u>	PRMS boiler has been commissioned and we are working with programmers to optimize the programming and comfort of students and staff.
<u>Transportation</u>	Procedures for the use of the field trip bus during winter months have been clarified. Nothing further to report.
<u>Health & Safety</u>	Custodians completed their WHIMIS course in September this year. One injury was reported to the department this month.
<u>Custodial</u>	New equipment was demonstrated to members of our custodial department.

School District No. 52 (Prince Rupert)
Policy Committee
Monday, October 1, 2018
4:30 pm

MINUTES

In attendance: James Horne
Louisa Sanchez (Observer)
Janet Beil (Observer)
Irene LaPierre
Cam McIntyre

Regrets: Bart Kuntz

The meeting was called to order at 4:30 pm.

1. Policies for Review
 - a. 2340 – Release Time of Staff to Act as Resource Personnel Policy
 - b. 7210 – Annual Budget 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. 3510 – School Closures Policy
 - b. 4110 – Emergency Preparedness Policy

The Secretary-Treasurer advised the committee that there was one comment identifying a duplicate in one policy.. The committee recommended that the Board approve these policies.

3. Other Business
None.

Meeting Adjourned at 4:45 pm.

Next Meeting: Monday, October 29, 2018

Release Time of Staff to Act as Resource Personnel Policy

2340 | Release Time of Staff to Act as Resource Personnel Policy

Date Approved: March 03 2015

Date Amended: May 10 2016

POLICY

School district personnel may, because of some special competence, have an opportunity to act as speakers or consultants at educational conventions or conferences.

The Board approves the release of such personnel for limited periods of time, provided there is no additional cost to the Board.

For such purposes, the Superintendent is authorized to approve limited absences which, in the view of the Superintendent, will not unduly interfere with the duties of the person involved.

Related Policy and Regulations:

2340-10 Non-Instructions Released Time Regulation

Deleted: with no

Deleted: , except of salary and benefits, of school or district personnel who, because of some special competence, are requested to act as speakers or consultants at educational conventions or conferences.

Deleted: seriously

7210 | Annual Budget Policy

Date Approved: September 09 2014

Date Reviewed/Amended: December 12 2017

POLICY

The annual budget is a financial plan that reflects the vision of the school district and supports the educational program for the fiscal year. The Board believes that financial decisions should be based on the strategic plan and there should be opportunities for meaningful input from all partner groups concerned with school district operations. Major assumptions and risks considered in the preparation of the budget will be disclosed. Approval of the budget, and of any amendment to the budget, will occur in a public meeting of the Board.

Deleted: district goals

Monthly expenditure reports comparing spending with budget will be provided to the Board during the school year.

For significant capital projects quarterly progress reports will be provided to the Board which will outline spending, achievement of milestones and risks related to timelines and project budget.

REFERENCES

School Act, 111

7215 – Surplus Policy

Deleted: ¶
REFERENCES¶
7215 -- Surplus Policy

Policy No. **3510**

Date Approved:

Date Amended: **8-Apr-2014; 13-Sept-2016; 11-Sept-2018, 9-Oct-2018**

3510 School Closure Policy

POLICY

The Board is committed to providing broad community consultation when considering the permanent closure of school buildings owned by the Board.

For the purposes of this policy and the accompanying regulations, permanent closure shall mean closing a school for a period in excess of twelve (12) months. Closures of schools for the purpose of repairs, renovations, or additions shall not be deemed a permanent closure.

REFERENCES

BC Ministry of Education School Act, Section 73

BC Ministry of Education, School Opening and Closure Order, 194/08

BC Ministry of Education, School Building Closure and Disposal Policy

3510-10 School Closure Regulation

Policy No. **4110**
Date Approved: **13-Mar-2012**
Date Amended: **1-Nov-2015, 9-Oct-2018**

4110 Emergency Preparedness Policy

The Board of Education is committed to providing high standards of health, safety, and security for all students, staff and visitors. The purpose of this policy and its accompanying regulations is to ensure that action plans are prepared for emergencies that might threaten the personal safety or life of persons on school district activities, both on and off district premises, or threaten district facilities.

An emergency is a sudden, unexpected occurrence requiring immediate action to stabilize a situation. Emergencies affecting school activities and facilities for an unspecified period of time include, but are not limited to:

- earthquake
- fire
- tsunami
- hazardous material accident/spills
- threats to schools (e.g. intruders, bomb threats)
- transportation accident
- severe weather

The Board recognizes the importance of developing appropriate plans and procedures to deal with such emergencies. It is also important that students, employees and parents are knowledgeable about the various emergency plans and procedures in order to be as prepared as possible in the event of an actual emergency. To this end:

1. all employees shall be informed about the emergency plans and procedures to be followed at their work site, to ensure their safety and the safety of others;
2. students and employees shall practice the emergency plans and procedures implemented at their school or work site;
3. parents shall be advised of the emergency procedures developed at the school(s) where their child(ren) are attending and/or when being transported; and
4. materials and supplies kept on hand to support school emergency procedures shall be in good order.

REFERENCES

[4110-10 - - Emergency Preparedness - Fire Response](#)
[4110-12 - - Emergency Preparedness - Fire Prevention](#)
[4110-15 - - Emergency Preparedness - Hazardous Material Spill](#)
[4110-20 - - Emergency Preparedness - Earthquake Response](#)
[4110-22 - - Emergency Preparedness - Earthquake Preparations](#)
[4110-25 - - Emergency Preparedness - Landslide or Mudslide Response](#)
[4110-30 - - Emergency Preparedness - Tsunami Response](#)
[4110-35 - - Emergency Preparedness - Flood Response](#)
[4110-40 - - Emergency Preparedness - Hold and Secure](#)
[4110-42 - - Emergency Preparedness - Intruder Lockdown](#)
[4110-50 - - Emergency Preparedness - Bomb Threat Response](#)
[4110-52 - - Emergency Preparedness - Bomb Threat Preparations](#)
[4110-90 - - Emergency Preparedness - Emergency Drills](#)
[4110-60 - - Emergency Preparedness - Medical Emergency Response](#)
[4110-62 - - Emergency Preparedness - Vehicle Accident Response](#)
[4110-65 - - Emergency Preparedness - Extended Power or Natural Gas Outage](#)
[4310-40 - - Incident Reporting and Investigation Decision Tree](#)

District Technology Steering Committee
Wednesday, September 19, 2018
Minutes

Present: Trustee James Horne, Mike McDowall, Andrew Samoil, Paramjit Khaira, Peter Scott, Paul Cox, Jane Collins, Carla Rourke.

1. Technology refresh – New wifi devices have been installed, Microsoft Window 10 operating system installed on 120 computer, Virtual desktops backend server upgraded, new photocopiers and print devices replace older less efficient devices, 60 new laptops, 60 new desktops. The failing phone system for CHSS was replaced and prep work has begun for Learning Services.
2. Destiny library check out system – training is complete, additional modules for high school textbooks will be implemented over the next two months. Old system will continue while staff and students transition to the new system.
3. Cell phone issue – Committee discussion on the impact of cell phones on student achievement. Discussion will be included in short report for Board. Discussion revealed there aren't a lot of problems with cell phones at the elementary level. PRMS only permits cell phone use outside of the school after lunch, and after school. Very few classroom disruptions have been reported this year.

At CHSS some teachers permit use of cell phones in class and some do not. Teachers decide if students are permitted to use phones as a tool for learning (sharing documents, polling students, etc.) or if they have to place them into a box (commonly known as the cell phone hotel) at the front of the class.

In classrooms where cell phones are a disruption the committee suggested supports be provided to teachers on managing classroom behavior.

It was noted that some countries have banned cell phone use in schools (France), and governments in Britain and Ireland have been debating similar measures. New releases of some cell phone brands allow parents to control student usage by blocking use during instructional time.

The consensus of the committee is that student use of personal devices do not negatively impact student learning but appropriate supports should be in place for staff.

Adjournment: 4:30 pm

Next Meeting: Wednesday, October 24, 2018