

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

**A G E N D A**

**REGULAR OPEN SCHOOL BOARD MEETING**

**SCHOOL BOARD OFFICE**

**Tuesday, December 10, 2019- 7:00 P.M.**

1. **Adoption of Agenda**
2. **Presentation(s):**
  - 2.1 James Wintle – Wheelchair basketball
  - 2.2 Roosevelt – Cedar Presentation
3. **Approval of the Minutes of the**
  - 3.1 Open Board Meeting held November 12, 2019 (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 November 12, 2019
  - 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 DPAC Letter (p. 8)
  - 5.2 Copied to the Board
    - 5.2.1 Northern Development Initiative Trust, November 4, 2019 (p. 9)
6. **Superintendent of Schools' Report (p. 12)**
  - 6.1 For Board Information:
    - 6.1.1 Field Trips
    - 6.1.2 Enrolment
    - 6.1.3 SFU PLP Program
    - 6.1.4 Upcoming Projects/Learning/Other
7. **Secretary-Treasurer's Report**
  - 7.1 Expenditure Statement (p. 16)
  - 7.2 Information Technology Report (p. 17)
  - 7.3 Operations Department Report (p. 18)
8. **Committee Reports**
  - 8.1 Finance & Building Committee **(Trustees Toye, Beil, Kuntz)**

- 8.1.1 Annual Budget Consultation (p. 19)
- 8.1.2 Conrad Seismic Status
- 8.2 Framework for Enhancing Student Learning **(Trustees Horne, Sanchez)**
- 8.3 Provincial Council **(Trustees Maier, Sanchez)**
- 8.4 Aboriginal Education Council **(Trustees Toye, Last)**
  - 8.4.1 Motion – Mental Health and Well-Being (p. 24)
- 8.5 Policy Committee **(Trustees Horne, Sanchez)**
  - December 2, 2019 meeting (p. 25)
  - 8.5.1 Policies for Review
    - 8.5.1.1 1220 – International Students Policy
    - 8.5.1.2 3350 – Acceptable Use of Technology Policy
  - 8.5.2 Policies for Approval
    - 8.5.2.1 2110 – Staff Recruitment and Retention Policy
    - 8.5.2.2 5220 – Use of Schools Grounds and Equipment Policy
- 8.6 District Technology Steering Committee **(Trustee Kuntz)**
  - 8.6.1 November 27, 2019 Meeting Minutes (p. 31)
- 8.7 DPAC **(Trustees Maier, Sanchez)**
  - 8.7.1 Inclusion Meeting
- 9. **Old Business**
  - 9.1 BCSTA Academy, Nov 28-30, 2019
  - 9.2 FNEESC 25<sup>th</sup> Annual Indigenous Education Conference, Nov 28-30, 2019
- 10. **New Business**
- 11. **Information Items**
  - 11.1 Winter Break December 23, 2018-January 3, 2020
  - 11.2 January board meeting January 14, 2020
  - 11.3 FNEESC Regional Meeting January 23, 2020
  - 11.4 BCPSEA AGM – January 30-31, 2020
- 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, November 12, 2019 - 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

Regrets: A. Samoil, I. Larocque

Chair Horne acknowledge that the meeting is being held on tradition Ts'msyen territory and called the meeting to order at 7:00 p.m. Superintendent Irene LaPierre was recognized for complete her Doctorate in Educational Leadership. The Director of Instruction and the Director, Human Resources have sent their regrets. The Information Technology Department is in attendance, testing a system to produce an audio recording of the Board meeting.

1. **Adoption of Agenda**

**Motion 20191112-1.0a**

Last "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 Student Voice

The Superintendent introduced Charles Hays Secondary School Vice-Principal Carla Rourke. Students Corbin Basso, Pia Khaira and Hannah Lindenblatt attended BC Student Voice in Vancouver where they attended sessions on leadership, mental health, vaping and enhanced student learning. Icebreaker activities and a visit to Science World were highlights of the trip. The day included planning for a regional forum, leading to a decision to poll students on what they most want to see in the local Student Voice event.

The students noted that the Foundry program for mental health is now in Terrace. The Foundry program is needed in Prince Rupert.

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

3.1 Open Board Meeting held October 8, 2019  
November 4, 2019

**Motion 20191112-3.1a**

Beil "Be it resolved by the Board of Education of School District No. 52  
Last (Prince Rupert) that the minutes of the open Board meetings held  
October 8 and November 4, 2019 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 October 8, 2019
- 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 20191112-4a**

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 Legislative Assembly of BC, October 4, 2019 letter

**Motion 201911128-5.1.1a**

Beil "Be it resolved by the Board of Education of School District No. 52  
 Last (Prince Rupert) that the correspondence from MLA Todd Stone be  
 received and filed."

**Carried**

Trustees discussed the importance of informing students of the risks associated with vaping.

- 5.2 Copied to the Board  
None.

**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 answered questions from trustees.
  - 6.1.2 Enrolment  
The Secretary-Treasurer reported that enrolment at November 8, 2019 was 1,947 students, an increase of 4 from the previous month.
  - 6.1.3 PCS Logo

**Motion 20191112-6.1.3a**

Beil "Be it resolved by the Board of Education of School District No. 52  
 Toye (Prince Rupert) that the Board approve the new logos for Pacific  
 Coast School."

**Carried**

The Superintendent presented the proposed logos for Pacific Coast School and introduced school Principal Jeremy Janz. Mr. Janz described the logos, and the process leading to the development of the logos.

- 6.1.4 School Plan Summary  
The Superintendent presented a summary of the school plans for the 2019-2020 school year. The complete plans are on the district website.
- 6.1.5 Upcoming Projects/Learning/Other  
The Superintendent reported that teacher Daniele Dueck went to the Legislature to learn about the parliamentary system.

Breakfast Club of Canada contracts are now signed and in place for Charles Hays Secondary School, Prince Rupert Middle School and École Roosevelt Park Community School.

SFU has decided to postpone the teacher training program as there are not sufficient qualified applicants. The district continues to advocate for the program.

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

7.1 Expenditure Statement

The Secretary-Treasurer presented the Expenditure Statement for October 2019 and answered questions from Trustees.

7.2 Information Technology Report

The Secretary-Treasurer presented the Information Technology Department Report for October 2019 and answered questions from trustees.

7.3 Operations Department Report

The Secretary-Treasurer presented the Operations Department Report for October 2019 and answered questions from trustees.

8. **Committee Reports**

8.1 Finance & Building Committee

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

8.1.1 2020-2021 Annual Budget Consultation

Chair Horne presented the feedback received on the Board's Annual Budget Consultation process.

Trustees asked the Finance & Building Committee to review the letters and bring recommendations back to the Board.

8.2 Framework for Enhancing Student Learning

**(Trustees Maier, Sanchez)**

None.

8.3 Provincial Council

**(Trustees Maier, Sanchez)**

8.3.1 Summary October 25<sup>th</sup> and 26<sup>th</sup>, 2019

Trustee Toye presented the synopsis and disposition of motions documents from the Provincial Council meeting and answered questions from trustees. Vaping and the new Funding Formula generated significant discussion at the Provincial Council meeting.

8.4 Aboriginal Education Council

**(Trustees Beil, Sanchez)**

8.4.1 November 6, 2019 meeting

Trustee Beil presented the Aboriginal Education report and answered questions from trustees.

8.5 Policy Committee

**(Trustees Kuntz, Horne)**

November 5, 2019 meeting.

Trustee Kuntz presented the minutes of the November 5, 2019 meeting of the Policy Committee.

- 8.5.1 Policies for Review
  - 8.5.1.1 2110 Staff Recruitment and Retention Policy
  - 8.5.1.2 5220 Use of School Grounds and Equipment Policy

**Motion 20191112-8.5.1a**

Kuntz Last	"Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that the district send the Staff Recruitment and Retention, and Use of the School Grounds and Equipment policies to the district's partner groups for their comments."	<b><u>Carried</u></b>
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- 8.5.2 Policies for Approval
  - 8.5.2.1 1320 Communicable Diseases and Immunizations Policy
  - 8.5.2.2 1350 Student Medications Policy
  - 8.5.2.3 1380 Anaphylaxis Policy
  - 8.5.2.4 1410 District Code of Conduct Policy
  - 8.5.2.5 1430 District Discipline Committee Policy

**Motion 20191112-8.5.2a**

Kuntz Last	"Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that the Communicable Diseases and Immunizations, Student Medications, Anaphylaxis, District Code of Conduct and District Discipline Committee policies be approved as presented."	<b><u>Carried</u></b>
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The Secretary-Treasurer explained the changes to 1320 Communicable Diseases and Immunizations Policy.

- 8.6 District Technology Steering Committee **(Trustee Horne)**
  - 8.6.1 October 23, 2019 Meeting Minutes  
Chair Horne presented the minutes of the October 23, 2019 District Technology Steering Committee meeting. A special meeting will be held to review the cell phone survey results.

**9. Old Business**

- 9.1 Ministry Liaison meeting, October 18, 2019  
Chair Horne reported on his attendance at the Ministry Partner Liaison meeting.
- 9.2 November 8, 2019 BCPSEA Representative Council Meeting  
Trustee Kuntz reported on his attendance at the BCPSEA Representative Council meeting.  
  
November 8, 2019 Early Learning Framework Summit  
Chair Horne reported on his attendance at the Early Learning Framework Summit.
- 9.3 Board Appointments  
Chair Horne presented the list of trustee appointments for 2019-2020.

**10. New Business**

None.

**11. Information Items**

- 11.1 BCSTA Academy, November 28-30, 2019  
Chair Horne noted the dates for the BCSTA Trustee Academy.

11.2 FNESC 25<sup>th</sup> Annual Indigenous Education Conference, November 28-30, 2019  
Chair Horne noted the dates for the 25<sup>th</sup> FNESC Annual Indigenous Education Conference.

11.3 December 10, 2019 Board Meeting  
Chair Horne noted the date of the December Board Meeting.

11.4 Winter Break December 23, 2019-January 3, 2020  
Chair Horne noted the dates of Winter Break.

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

Q. Is the Board aware of the cost for chartered busses?

A. Costs will be examined for the budget process.

Q. Will trustees advocate for more education funding?

A. Thank you, the Board has regularly written letters.

13. **Adjournment**

**Motion 20191112-13.1a**

Last

"Be it resolved by the Board of Education of School District No. 52

Toye

(Prince Rupert) that the meeting be adjourned at 7:55 p.m."

**Carried**

Prince Rupert District Parent Advisory Council  
rupertdpac@gmail.com

School District 52 Board Office  
634 6<sup>th</sup> Ave East  
Prince Rupert, BC

Dear School Board Trustees,

We are writing a letter regarding the bus that was leased to the School District from September to November.

We contacted the schools in the district to find out how the bus was used. In Pineridge, about half of the teachers took advantage of the bus to go on field trips. Four classes from Roosevelt booked the bus for the same reason. Lax Kxeen, although centrally located, was able to go on more field trips despite the wet weather conditions in October and November because of the availability of the bus. Out of all the schools that responded to our inquiry, Charles Hays listed the most bookings. Charles Hays highlighted that the availability of the bus allowed for teams to travel for game days without being restricted by the cost of contracting a bus from First Canada or Diversified.

From our initial inquiry, it is clear that the bus was utilized by the schools in the district. Teachers valued the opportunity for place-based learning. Students experienced outdoor and hands-on learning. By traveling with their teams and classes, students had the opportunity to build bonds and friendships with their peers. Having a bus available for use decreases the need to organize parent drivers, car seat logistics for younger students, and allows students to have easier access to the community and outdoors.

With a year round bus, we envision more opportunities for students to explore our region open up. There is even potential to partner with other districts to make distance travel achievable by picking up teams from Terrace and Smithers en route to zones and other events.

We are grateful that the District explored this service as an option and we want to inform you that we fully support and encourage the Trustees to pursue the continuation of the bus service year round.

We look forward to hearing more information from you regarding this matter.

Sincerely,

Prince Rupert District Parents' Advisory Council



November 4, 2019

RECEIVED

NOV 08 2019

The Honourable Rob Fleming  
Minister of Education  
PO Box 9045 Stn Prov Govt  
Victoria, B.C. V8W 9E2

**Re: Shoulder Tappers Program/Beyond Northern Opportunities – Dual Credit Trades Training in the North**

Dear Minister Fleming,

On behalf of the Northern Development Initiative Trust, I would like to extend a thank you to your ministry and this government for supporting the Northern Opportunities and Shoulder Tappers program in rural B.C. school districts, and urge you to consider funding the program on a continual basis throughout Northern B.C.

Since 2015, the Trust and the Ministry of Education have partnered on this unique solution to supporting career developing for Northern B.C. youth and addressing the significant gap in skilled trades needed in our region. This program stretched the Trust into new areas and represented a significant investment on our part over a five-year period – an unprecedented commitment from our organization to see a program that was successful in the Peace Region build a similar, and lasting, success throughout the entire North. The Ministry's commitment was to continue funding the Northern Opportunities program in the Peace and Northern Rockies while the Trust funded the Shoulder Tappers program throughout the rest of its service region. Upon completion of the Trust's five-year investment, it was hoped the Ministry would continue funding the program into the future. I'm pleased to tell you that as we approach the end of our commitment, the program has generated lasting results that are worth further commitment from the Province.

The program saw 15 northern school districts establish a network of 'Shoulder Tappers' who have provided career support services to students in each district. The list of responsibilities for Shoulder Tappers included working closely with the Industry Training Authority, Career Education Society and other organizations to promote access to career programs and trades training, developing new dual credit partnership agreements with post-secondary institutions, working closely with regional colleges to create hands on learning opportunities for high school students, organizing industry tours, and meeting, talking and supporting students as they consider and choose post-secondary career pathways.

Since the program was expanded, we have seen:

- Youth Work in Trades enrolments increase 18%
- Youth Explore Trades Skills enrolments increased 104%
- As a percentage of total district enrolments, northern students participating in a trades-related program has increased 5%

This comes at a time when major capital infrastructure projects in the North, such as LNG Canada, Coastal GasLink and Site C, are putting renewed pressure on the need for skilled trades in Northern B.C. At the same time, nationally, we are seeing a decline in new apprenticeship trade registrations in the Top-10 red seal trades across Canada. Yet the need for skilled trades, most notably in rural areas, is only expected to increase in the years ahead as Baby Boomers retire and more industrial projects come online.

Although the primary benefit of the Shoulder Tappers program is measured through enrolments, we would be remiss if we didn't point out that the program has generated many additional benefits. Over the past five years, the program has generated more partnerships and closer relationships between northern school districts and regional post-secondary institutions and has supported countless indigenous students in their education pathways. For example, in Bella Coola, the program has incentivized the creation of a partnership between School District 47 and the Nuxalk First Nation to build tiny homes for single men living on reserve. Elsewhere, the program has generated interest in careers in science, technology and healthcare, and created an opportunity to showcase valued public sector institutions such as the RCMP and Canadian Coast Guard as viable career paths.

The 2019/20 school year is the final year of the Trust's commitment to the program, and the Board will not consider a program extension in light of other economic development needs throughout the North. We therefore respectfully request that the Ministry of Education commit to funding the Shoulder Tappers program on a continual basis beginning with the 2020/21 school year.

We thank you for your consideration and continued commitment to supporting skills training in the North.

Sincerely,



Margo Wagner, Chair  
Northern Development Initiative Trust

cc: Scott MacDonald, Deputy Minister, Ministry of Education  
Jennifer McCrea, Assistant Deputy Minister, Learning Division, Ministry of Education  
Mario Miniaci, Director Career Programs and Policy, Education Programs Division, Ministry of Education  
Willow MacDonald, Board Chair, School District 027 – Cariboo-Chilcotin  
Gloria Jackson, Board Chair, School District 028 – Quesnel  
Nicola Koroluk, Board Chair, School District 049 – Central Coast  
Roeland Denooij, Board Chair, School District 050 – Haida Gwaii  
James Horne, Board Chair, School District 052 – Prince Rupert

cc (con't): Jennifer Williams, Board Chair, School District 054 – Bulkley Valley  
Tim Bennett, Board Chair, School District 057 – Prince George  
Chad Anderson, Board Chair, School District 059 – Peace River South  
Ida Campbell, Board Chair, School District 060 – Peace River North  
Valerie Adrian, Board Chair, School District 074 – Gold Trail  
Lind Dolen, Board Chair, School District 081 – Fort Nelson  
Shar McCrory, Board Chair, School District 082 – Coast Mountains  
Yvonne Tashoots, Board Chair (Acting), School District 087 – Stikine  
Steve Davis, Board Chair, School District 091 – Nechako Lakes  
Elsie Davis, Board Chair, School District 092 – Nisga'a

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

**Tuesday December 10, 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.	CHSS	Nov 16,17/19	0		Bus to Hazelton
2.	CHSS	Nov 27-Dec 1/19	3	11-12	Sr. Girls Volleyball Provincial Championship tournament
3.	CHSS	Nov 29/10, Dec 4-8, Jan 8-12, Jan 22-26, Feb 7/8		11-12	Caledonia Tournament (Terrace), North shore tournament (Vancouver), PGSS tournament (Prince George), Emerald tournament (Vancouver), Caledonia tournament (Terrace)
4.	CHSS	Feb 13, 2020	1	10-12	Terrace, Coast Mountain College "Trade Student for a Day; and campus tour
5.	Lax Kxeen	Nov 14, 2019	.5	4/5	Butze Rapids
6.	PCS	Nov 29, 2019	1	9-12	Kitselas Canyon (Terrace)
7.	PRMS	January 16, 2020	1	7	Terrace, Coast Mountain College Trades department

6.1.2 Enrolment

6.1.3 SFU PLP Program

6.1.4 Upcoming Projects/Learning/Other



## CEDAR SLIPS & CEDAR AWARDS

The Roosevelt primary collaboration team has come up with a new school initiative - Cedar Slips and Cedar Awards. This initiative is based on the following competencies/character strengths: *communication, creative thinking, perseverance, collaboration, self-reflection, & respect.*

### Cedar Slips:

"Cedar Slips" will be used to acknowledge and reward students who are exhibiting these character strengths, as a form of positive reinforcement and to build a positive school culture. Cedar Slips are little pieces of paper staff can give out to any student they see showing these character strengths. They will write their name, check the strength they demonstrated, and sign it.

Blank Cedar Slips can be found in every classroom. There will also be a stash in the library and the office. They can even be handed out during recess!



Students will then take the slip back to class and put it in their classroom container. At each monthly assembly, all classes will bring their cedar slips to the gym to put in a draw. Admin will draw several Cedar Slips - students who win the draw get to choose a book prize.

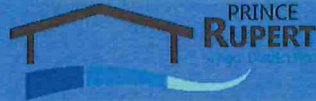
### Cedar Awards:

Monthly assembly awards will now correlate with these 6 character strengths on the Cedar Slips. These awards will be called "Cedar Awards." Each teacher can choose 3 students per month to receive a Cedar Award for exhibiting one of these competencies/character strengths (with the intention of every student receiving one by the end of the year).

## BENTWOOD BOX PROJECT



The PRMS grade 7 classes will be starting a Bentwood Box Project. As a lead up to this project, grade 7 classes will be participating in the following activities: the blanket exercise, a cedar walk, museum visits, building the boxes, studying an Ancient Ts'mysen history unit, inviting in a role model to help students design the outer box and a celebration when the box is complete.



## READING GROUPS



At PRMS, the six grade 6 classes have been split into eight reading groups. They are busy working on reading and writing activities based on their individual reading levels. This is the third year that grade 6 teachers have organized this and it has proven to help increase student reading levels. All grade 6 classes took part in a novel study of "Wonder", and wrapped this up by watching the movie this past Friday.

## OUTDOOR LEARNING

Lax Kxeen's outdoor classroom is taking shape! There is a shed on school property which stores wooden stools and a large tent for teachers to use in rainy weather.



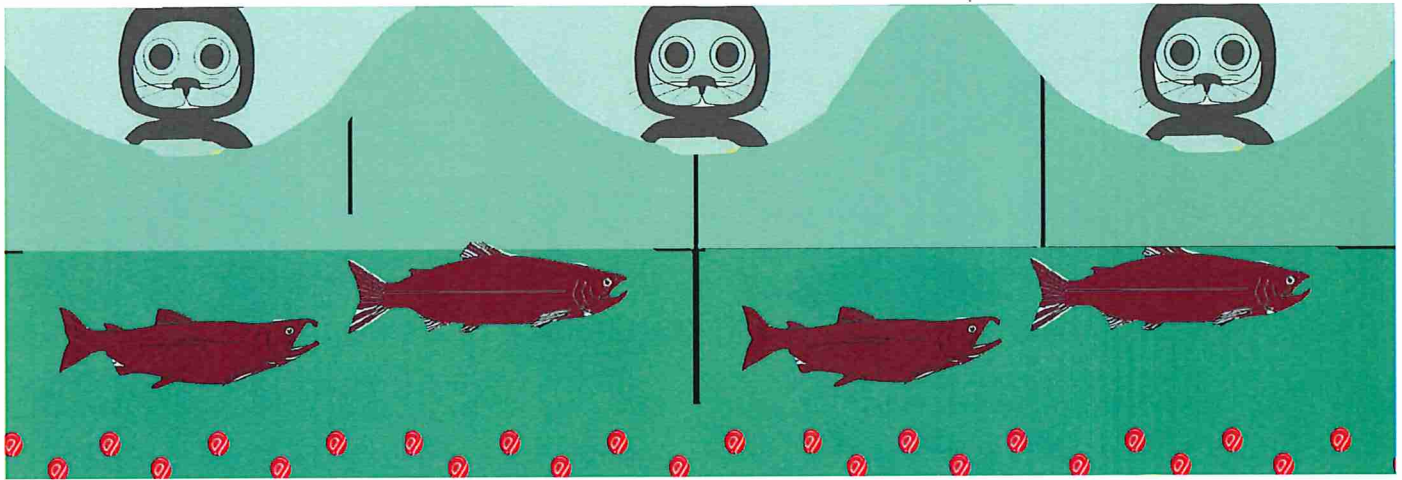
The Lax Kxeen students have been learning some things outdoors this fall. A number of classes went to Butze Rapids to learn about plants and their medicinal properties. Students also participated in scavenger hunts for science and math subject areas. Examples of this include: identifying death and decay in the fall, and counting practice with natural objects found in the forest.





## UPCOMING PROJECTS

Conrad's Mural by Kelli Clifton to be unveiled Dec 19, 2019 at 2:00 pm.



## OTHER

This year, our PVP's and District Management Learning theme is SD 52 Staff Wellness and to follow up on our theme, we will be offering Wellness Activities for all staff beginning in January 2020! A poster will be sent out shortly with more information!

- Monday Yoga with Kaitlyn Dougherty.
- Tuesday Mindfulness with Kate Toye;  
Stress-Reduction Strategies with Pam Groves;  
Drumming will take place once a month.
- Thursday Wellness Exercises with Raymond Wong, former gymnastics coach.

All staff is welcome to attend!

School District No. 52  
 EXPENDITURES BY PROGRAM AT NOVEMBER 30, 2019  
 ( Fund-Function-Program )

Fund : 0 Operating

PR	TITLE	NOV	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
Function : 1 Instruction							
02	Regular Instruction	1,252,492.36	3,764,298.77		12,476,530	8,712,231	70
03	Career Preparation	9,001.57	27,117.56		106,647	79,529	75
07	Library Services	40,879.95	119,226.64		425,715	306,488	72
08	Counselling	50,067.00	147,672.00		477,985	330,313	69
10	Special Education	412,239.33	1,260,663.95		3,905,680	2,645,016	68
30	English Language Development	1,452.47	1,915.05		110,941	109,026	98
31	Aboriginal Education	159,738.76	572,550.27	1,525.44	1,881,200	1,307,124	69
41	Business Admin	133,771.01	619,055.42		1,611,707	992,652	62
TOTAL FOR Function - 1		2,059,642.45	6,512,499.66	1,525.44	20,996,405	14,482,380	69
Function : 4 District Administration							
11	Education Admin	29,522.36	154,842.95		386,559	231,716	60
40	Governance	16,287.37	83,857.98	787.36	174,483	89,838	51
41	Business Admin	111,880.70	499,668.49		1,216,436	716,768	59
TOTAL FOR Function - 4		157,690.43	738,369.42	787.36	1,777,478	1,038,321	58
Function : 5 Maintenance & Operations							
41	Business Admin	15,083.90	117,942.59		339,279	221,336	65
50	Plant Maintenance	203,796.96	1,061,122.13	14,739.63	2,498,115	1,422,253	57
52	Maintenance Of Grounds	6,481.87	30,866.64		116,988	86,121	74
56	Utilities	36,914.05	85,754.45		479,381	393,627	82
TOTAL FOR Function - 5		262,276.78	1,295,685.81	14,739.63	3,433,763	2,123,338	62
Function : 7 Transportation							
41	Business Admin	311.34	1,547.52		3,913	2,365	60
70	Student Transportation	13,787.08	73,775.11		316,273	242,498	77
TOTAL FOR Function - 7		14,098.42	75,322.63	0.00	320,186	244,863	76
TOTAL FOR Fund - 0		2,493,708.08	8,621,877.52	17,052.43	26,527,832	17,888,902	67
GRAND TOTAL		2,493,708.08	8,621,877.52	17,052.43	26,527,832	17,888,902	67





INFORMATION TECHNOLOGY  
DEPARTMENT  
P. COX, MANAGER, INFORMATION  
TECHNOLOGY

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# Monthly Report to the Board

**NOV 2019**

- **NETWORK** – there were no network interruptions or power failures during the month of November.
- **INTERNET BANDWIDTH** – The district is waiting to hear from the Ministry in regard to the bottleneck at the Booth datacenter. At this time there has not been any response on the issue.
- **CHSS** – there have not been any reports from CHSS in regard to issues with Network or WIFI connectivity and stability. The Library is still under reconstruction so there are a few areas that do not have any network or internet. Work will begin in the month of December to reconnect all devices in the now new Learning commons area.
- **ECS-Enhanced Cyber security project** – The new Enhanced Cyber Security project is at about 70% completion. There is still a lot to be done on the backend in regards to log collecting and fixing security policies to restrict malicious attempts to circumvent the network, both internal and externally.
- **SECURITY CAMERA UPDATE** – The IT Department is working closely with the Maintenance Department to replace the security camera systems in all schools. A variety of products will be tested over the next few months to identify which system will work best. At few test cameras have now been setup and are producing images and logs for review.
- **PASSWORD POLICY** – The IT Department has implemented a strict local admin policy for all computers. This means that the Administrator password on every computer is randomly generated and unique on every device. This will greatly reduce any malware or virus threat that could potential compromise the local admin password.
- **LOGIN NAMES** – All student login names have now been changed to maintain consistency with their email addresses. All staff usernames will also be changed towards the end of the 2020 school year.

# Monthly Report to the Board

## November 2019

### Facilities

Books will be moved back into the new CHSS Learning Commons this month. The space is looking quite nice.

Lax Kxeen boiler tender closes next week. Completion is scheduled for the end of March.

Kanata and Seal Cove demolition tender closes next week. Demolition is scheduled to be complete for the end of March.

### Custodial

Nothing to report.

### Energy & Conservation

Nothing to report

### Transportation

The 70 passenger bus has been returned to Dynamic Specialty. We thank them for their generous trial period, it was in high demand and well received.

We have added seats to our 2008 field trip bus for a total of 16 seats now. We still have our 2003 field trip bus in service for the time being which is available for schools to book.

### Health & Safety

Nothing to report.

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

**Dates for 2020/21 Annual Budget Consultation (ABC)**

Thursday, February 6	Public information meeting and Talking Circle Consultation @ 7:00pm
Tuesday, February 18	Individual presentations from partner groups, IN PUBLIC, starting @ 7:00pm
Friday, February 28	Deadline for budget submissions @ 4:00pm
Monday, March 30	Report back to public on input received and Ministry Funding @ 7:00pm
Tuesday, April 14	Board meeting to approve budget @ 7:00pm



BCTF

Prince Rupert District Teachers' Union

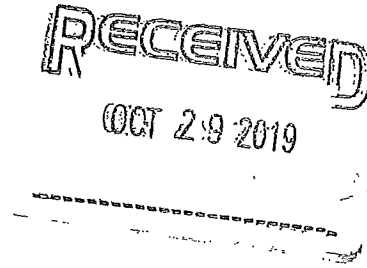


SD52

PHONE: 250-627-1700 FAX: 250-627-6784 869 FRASER STREET PRINCE RUPERT, BC V8J 1R1

October 28, 2019

James Horne  
School Board Chair  
c/o Cam McIntyre  
Secretary Treasurer  
School District 52  
634 6<sup>th</sup> Avenue East  
Prince Rupert, BC V8J 1X1



Re: Budget Process

Thank you for this opportunity to provide input regarding the current budget consultation process. While the PRDTU has appreciated being included as a stakeholder we have found the process did need make us feel we were being heard. We believe that transparency is of the utmost importance for building public and stakeholder trust. To increase transparency, we recommend the following:

- 1) Partner groups need an awareness of existing budgets before the process begins for example no one knew the tech budget until it was specifically asked about.
- 2) The World Café if it is to continue needs to allow for genuine input and not be monitored or have feedback edited by administrative staff in the room. Allow people to record their own thoughts.
- 3) When budget data is on the overhead be sure it is big enough to be read by all in the audience and/or that a paper copy is provided.
- 4) Have stakeholder presentations in a public setting where both the public and other stakeholders can observe it.
- 5) Provide prospective budget cuts to stakeholders before final decisions are made so input can be given about the effects of those cuts.
- 6) Create a way to have stakeholder representatives around the room during budget balancing exercise should trustees want to ask a stakeholder a question.

Thank you,

Kathy Murphy  
Acting President PRDTU

## Cam McIntyre

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**From:** Colleen Wiens  
**Sent:** Monday, November 4, 2019 1:24 PM  
**To:** Cam McIntyre; James Horne  
**Cc:** 'Adrian David'  
**Subject:** Budget Process

Saturday, November 02, 2019

Mr. James Horne, Board Chair  
School District #52, Prince Rupert,  
634 6<sup>th</sup> Avenue East,  
Prince Rupert, B.C. V8J 1X1

Dear Sir,

The International Union of Operating Engineers, Local 882 is responding to your October 21, 2019 letter requesting responses to the current and the future "Budget Process."

In your first paragraph, you mention "the new funding formula that the Ministry of Education has been considering for the last two years."

Please explain this new funding formula? Does this new funding formula have a name? And finally, what is the budget impact on School District #52, stakeholders and students?

Hoping this new funding formula is not an extension of our recent bargaining experience, where B.C.P.S.E.A. and P.S.E.C. controls the process.

In the past years each of the Union's presentations to the Board of Education, the I.U.O.E. requested that the Board of Education make informed decisions and not only rely on the information provided to the Board. In your experience has this happened?

Our membership is feeling anything the Union brings forth is on deaf ears. The attitude is say nothing.

The Board of Education needs to be fully aware of the implications and the consequences when deliberating items during the Budget Process.

For Example, the Two-Week Spring Break:

Custodial Staff directed to work one week of the two-week Spring Break without being laid-off. Then instructed, if you want to be paid for the second week you had to use your earned vacation time. A cost saving to the Employer. During the Spring of 2019 the Board of Education missed the opportunity to reinstate that second week of work during Spring Break when deliberating and re-distributing the extra \$320,000.00.

In the 1990's there were six Advisory Budget Committee Meetings. Stakeholders were asked to submit cost-saving ideas. Submissions did not target one particular stakeholder group. Lately, some of the I.U.O.E. past submissions have now been implemented; lights, heat and hot water on timers; reducing the cost of paper and photocopying is questionable.

Budget Wishes are not advantageous to the I.U.O.E. unless you are an administrator. Examples, the day-time custodial position, the 2018-2019 Summary presentation of what the Board heard, etc.

The World Café Discussion is questionable. Usually, the administrator scribes the comments. As a group the comments are reviewed. Where do the lists go?

The individual presentations by partner groups to the Board of Education gives the stakeholder an opportunity to speak directly to the Board of Education allowing for questions and clarification. However, having said that, any dialogue that is addressed to the Board of Education should be done in a Public Meeting so all can hear what is being spoken.

The I.U.O.E. strongly feels prior to the Preliminary Budget being approved, that stakeholder groups should have the opportunity to view the Draft Preliminary Budget presented in a Budget Meeting providing the opportunity for clarification and questions. The union accepts and understands that all decisions are made by The Board of Education.

The I.U.O.E. would like the Budget Process to be a meaningful, clear and a transparent process.

In closing, it is the wish of I.U.O.E. Local 882 that our membership be respected and treated equally under School District #52, Prince Rupert umbrella.

Regards,

*Colleen Wiens*

Colleen Wiens, I.U.O.E. Local 882  
Corresponding Secretary/Service Representative/Chief Shop Steward

President/Recording-

Prince Rupert District Parent Advisory Council  
rupertdpac@gmail.com

School District 52 Board Office  
634 6<sup>th</sup> Ave East  
Prince Rupert, BC

Dear Mr. McIntyre,

We are responding to your request for comment regarding the existing budget process and our suggestions for changes for the 2020-2021 Annual Budget Consultation.

The current budget process includes three meetings in which we can attend. We appreciate those opportunities to participate in discussions. The opportunity to meet is the most helpful aspect of the current budget process.

The atmosphere in the world café meetings can be improved. The world café is attended by partner groups who have common, but also, very different views of budget allocation. Because of these different opinions, the environment in the world café meetings can feel hostile. The charged atmosphere prevents us to speak freely because it feels like our opinions are under attack. We hope that future meetings can feel like we can work together as partner groups by having respectful dialogue where all parties can be heard.

Lastly, we urge the Board Office to provide more opportunities to collaborate during the year in addition to those offered during Budget Consultation. We hope to strengthen our relationships with partner groups in our district. By meeting together often, we can gain a better understanding of the framework each group works within. Similarly, other partner groups can better understand why we advocate for the things we do. By affording us more opportunities to meet, we can demonstrate how we can add more value to the process in a more meaningful way.

We look forward to participating in a more improved Budget Consultation process.

Sincerely,

Prince Rupert District Parents' Advisory Council

Aboriginal Education Council Motion for Social-Emotional Learning:

Motion 20191210 -

“To inquire further into the mental health and well-being of our Indigenous students with all partners and stake-holders including the district and surrounding First Nations communities.”



School District No. 52 (Prince Rupert)  
Policy Committee  
Monday, December 2, 2019  
4:45 pm

## MINUTES

In attendance: James Horne  
Irene LaPierre  
Cam McIntyre

Absent: Louisa Sanchez

The meeting was called to order at 4:45 pm.

1. Policies for Review
  - a. 1220 – International Student Policy
  - b. 3350 – Acceptable Use of Technology Policy

The Secretary-Treasurer presented the draft policies. 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. 2110 – Staff Recruitment and Hiring Policy
  - b. 5220 – Use of Schools, Grounds and Equipment Policy

The Secretary-Treasurer presented the policies for approval. No comments were received from partner groups. The committee recommended that the two policies, as amended, be sent to the Board for approval.

3. Other Business
  - a. 2110-50 – Criminal Records Check Regulation
  - b. 4240-10 – Provision of Menstrual Products Regulation

The Secretary-Treasurer advised that 2110-50 Criminal Record Check Regulation has been updated to provide that the cost of Criminal Record Checks will be paid for renewals for IUOE members.

Regulation 4240-10 has been added to the policy book to address the Ministry of Education's requirement for the provision of menstrual products.

Meeting Adjourned at 5:10 pm.

Next Meeting: Monday, January 6, 2020.

## 1220 | International Students Policy

Date Approved: January 14 2014

Date Amended: November 09, 2016

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### **RATIONALE/PURPOSE**

~~In recent years, m~~Many students from other countries have come to British Columbia for schooling because their families value the high quality of education provided by our school system. Some International students enroll in Canadian schools to upgrade their language ability in one or both of Canada's official languages. Some students enroll to benefit from the cross-cultural experience of living and attending school in a country other than their own. Others come in order to graduate from secondary schools and earn a Dogwood Diploma.

~~Ministry of Education policy provides guidelines for international students who intend to graduate from a public or independent school in British Columbia with a Dogwood Certificate.~~

### **POLICY**

The Board supports enrollment of international students and strives to meet their educational needs while ensuring that those who ~~intend to graduate~~ meet all of the requirements of the Ministry of Education legislation and policy.

International students who ~~intend to graduate~~ must meet all graduation requirements in ways that ensure competence in either French or English. In accordance with Ministry policy, international students may be restricted in the number and type of courses given credit through equivalency, external credits, or challenge.

Enrollment of international and non-reciprocal exchange students is subject to space being available and to tuition being paid to cover costs of their educational program.

Enrollment of reciprocal exchange students is subject to ~~space being available and a local student attending~~ overseas in their stead ~~overseas~~.

### **REFERENCES**

Ministry of Education Policy, International Student Graduation Credit

Ministerial Order 302/04, the Graduation Program Order

1220-10 - - International and Non-Reciprocal Exchange Students - Admission and Tuition

## 3350 | Acceptable Use of Technology Policy

Date Approved: February 14, 2012

Date Amended: March 07, 2017

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### POLICY

The Board encourages acceptable, ethical, responsible and legal use of all district and personal technology by users. Such use will be consistent with this policy and other district policies including the District Code of Conduct, school rules and codes of conduct, the School Act, and the Freedom of Information and Protection of Privacy Act.

The Board acknowledges the need to protect the integrity of the school and working-workplace environments and ensure the safety, security and privacy of students, staff, trustees, and other users.

~~The Board has designed this policy to reflect~~ As the dynamic and evolving nature of technology is dynamic and evolving. ~~However, due to the continual change that occurs in technology,~~ this policy and its associated regulation(s) should be reviewed on a regular basis.

### Related Policies and Regulations:

Bylaw #7 Freedom of Information/Protection of Privacy Bylaw

1410 District Code of Conduct Policy

1410-10 District Code of Conduct Regulation

3350-10 User Accounts and Passwords Regulation

3350-20 Acceptable Use of District Technology Regulation

3350-22 Prohibited Use of District Technology Regulation

3350-25 Bring Your Own Device Regulation

3350-30 Technology and Instruction Regulation

3350-40 Data Security and Privacy Regulation

## 2110 | Staff Recruitment and Retention Policy

Date Approved: May 13 2014

Date Amended: November 09 2016

### POLICY

The Board aspires to be a first class employer. The quality of the educational environment is dependent on the staff recruited and retained.

Consequently, the Board will work to attract and retain qualified personnel with the skills to provide high quality instruction and student support.

The Board subscribes to the provisions and principles of the British Columbia Labour Relations Code, the Employment Standards Act (British Columbia), and the Human Rights Code of British Columbia. The Board commits to maintaining an employment environment that is free from discrimination against any potential employee.

Hiring procedures for positions represented by a union will follow practices for posting and filling positions in accordance with the collective agreement.

### REFERENCES

Collective Agreement with the Prince Rupert District Teachers' Union

Collective Agreement with the International Union of Operating Engineers, Local 882-B

British Columbia Labour Relations Code

Employment Standards Act (British Columbia)

Human Rights Code of British Columbia

BC Human Rights Tribunal – Special Program Approval

2110-10 - - Training to Fill Vacancies Regulation

2110-20 - - Advertising Vacant Positions Regulation

2110-30 - - Interview Expenses Regulation

2110-40 - - Employee Reference Check Regulation

2110-50 – Criminal Record Checks Regulation

## 5220 | Use of Schools Grounds and Equipment Policy

Date Approved: January 14 2014

Date Amended: April 11 2017

The Board supports the use of schools, grounds, and equipment for organized student and teacher activities, at the discretion of the school principal.

The Board also supports the use of schools by licensed child care providers, as part of British Columbia's Early Years Strategy, an eight-year commitment (2013-2021) to support early childhood development and help families with licensed child care.

Therefore, in accordance with the School Act, the Board of Education promotes the use of board- owned property by licensed child care providers between the hours of 7:00 am and 6:00 pm on weekdays, provided the space is not required for K-12 education programs, early learning programs, or extra-curricular activities.

Other personal or group use of schools, grounds, and equipment is subject to the Regulations accompanying this policy.

### REFERENCES

School Act, Section 85.1

5220-10 Use of Schools, Grounds and Equipment Regulation

5220-20 Coast Mountain College Use of Schools and Equipment

5230-10 Billeting in Schools Regulation



## SD 52 Technology Steering Committee Meeting

November 27, 2019

### Notes

**Attendance:** Andrew Samoil, Mike McDowall (PRDTU), Jane Collins (IUOE), Jeremy Janz (PRPPA) Carla Rourke (PRPVA), Paramjit Khaira (ADST).

- 1) Information Technology Department update: Jane reported on IT department measures to enhance security. Recent email warnings were sent to staff and students to not open email attachments if you don't know who it's from. When in doubt email the IT Help Desk.
- 2) ERAC Conference: Paramjit reported on the recent ERAC name change to FocusEd and the November conference. Sessions included software for 360 degree video experiences in Indigenous communities, Digital Mental Health and Wellness initiatives in other districts along with learning how to use Office365 Teams. The keynote presentation was about Artificial Intelligence and opportunities for new careers that will develop. One session was about coding from an Indigenous perspective and another was on the use of National Film Board resources in Truth and Reconciliation lesson plans.
- 3) E-Textbooks: As requested in the Online Software survey, Andrew spoke with a company that provides electronic textbooks. Arrangements will be made for a webinar with teachers who are interested in learning more about this type of online resource.
- 4) Hour of Code week: The 2019 Hour of Code is a series of activities to introduce and strengthen students understanding of coding and computational thinking. This year classrooms will be participating throughout the district and teaching staff are available to assist with coding exercises. Email Paramjit Khaira if you'd like to participate in Hour of Coding activities in December (or anytime of the year).
- 5) New Robotic devices: The district has taken delivery of 6 Sphero Rovers. These tracked robotic devices can be programmed using any one of many block coding programs available on school iPads.

Adjournment: 4:30

Next Meeting: Wednesday, January 22, 2020