

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

**MINUTES**

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

**Tuesday, January 14, 2020 - 7:00 P.M.**

Trustees Present: J. Horne, K. Toye, J. Beil, B. Kuntz (by teleconference), T. Last, K. Maier

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

Regrets: L. Sanchez, 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. Trustee Sanchez sent her regrets and trustee Kuntz is on the phone.

**1. Adoption of Agenda**

**Motion 20200114-1.0a**

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

**Carried**

**2. Presentation(s):**

**2.1 District Literacy Plan**

The Superintendent introduced Jennifer Pottle who is a Literacy Specialist teacher working with students at École Roosevelt Park Community School and Conrad Street Elementary School. Mrs. Pottle outlined the history of the district literacy program and defined the terms used. Kindergarten assessment is done in January and again in June. Grade 1 assessment is done in September and again after the program has run. The grade 1 assessment was explained in more detail.

Assessment results have identified that a majority of students are below the Canadian average and "at risk" for their literacy skills. Analysis of the data after the program has been completed shows most students improving, and raises a number of questions about how to help more students to be successful.

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

**3.1 Open Board Meeting held December 10, 2019**

**Motion 20200114-3.1a**

Last "Be it resolved by the Board of Education of School District No. 52  
Maier (Prince Rupert) that the minutes of the open Board meeting held  
December 10, 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 December 10, 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 20200114-4a**

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 Vaccine Choice Canada letter

**Motion 20200114-5.1.1a**

Beil "Be it resolved by the Board of Education of School District No. 52  
Last (Prince Rupert) that the correspondence for Vaccine Choice Canada  
be received and filed."

**Carried**

- 5.2 Copied to the Board
  - BCSTA NIB Letter

**Motion 20200114-5.2.1a**

Beil "Be it resolved by the Board of Education of School District No. 52  
Last (Prince Rupert) that BCSTA Northern Interior Branch letter be  
received and filed."

**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 answered questions from trustees.
  - 6.1.2 Enrolment

The Director of Instruction reported that enrolment was 1,946 students at the end of December, a decrease of 1.
  - 6.1.3 School Calendar

The Superintendent presented the draft school calendars for 2020-21, 2021-22 and 2022-23. There are options for either a one-week or a two-week Spring Break for each school year. In order for a school calendar to be approved with a two-week Spring Break, the district and the teachers' union must agree to changes to the collective agreement.

These calendars will be sent to partner groups and parents for their input.
  - 6.1.4 Superintendent's update

The Superintendent presented the Superintendent's update to the Board of Education and answered questions from trustees. The Superintendent thanked Dawn Quast for her work in submitting the Artist in Education grant requests to the BC Arts Council on behalf of the district.
  - 6.1.5 Upcoming projects/other

The Superintendent advised that an Equity Scan meeting will take place with Kaleb Child on January 22, 2020.

A formal opening of the breakfast program will take place on February 25, 2020 at Prince Rupert Middle School.

A public information session for the Education Assistant program will take place in March, closer to the intake date for the program.

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

7.1 Expenditure Statement

The Secretary-Treasurer presented the Expenditure Statement for December 2019 and answered questions from Trustees. Trustees complimented the snow clearing efforts of the maintenance staff.

7.2 Information Technology Report

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

7.3 Operations Department Report

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

8. **Committee Reports**

8.1 Finance & Building Committee

**(Trustees Toye, Beil, Kuntz)**

8.1.1 Banking Bylaw

**Motion 20200114-8.1.1a**

Toye "Be it resolved by the Board of Education of School District No.  
Last 52 (Prince Rupert) that all three readings of Banking Bylaw No.  
BB-2020 take place at the meeting."

**Carried**  
**Unanimously**

**BANKING BYLAW NO. BB-2020**

**BANKING RESOLUTION**

(a) Appointment for Banking Services

"THAT Northern Savings Credit Union be appointed to provide all banking services as per the terms of its Banking Services Proposal and covering letter dated the 15th day of December, 2009, such services to commence as soon as practically possible."

(b) Repeal of Existing Bylaw

"THAT upon renewal of banking services with Northern Savings Credit Union the existing Banking Bylaw No. BB-2010 will be repealed."

(c) Direction to accept Facsimile Signatures on Cheques

"THAT Northern Savings Credit Union (herein referred to as the "Credit Union") be and is hereby authorized and directed to pay any and all cheques or instruments purporting to be cheques of the Board of Education of School District No. 52 (Prince Rupert) (herein referred to as the "Board") presented for payment bearing the facsimile signatures of the Director of Finance and the Secretary Treasurer, and furthermore

THAT such cheques or instruments shall have the same legal effect, may be dealt with to all

intents and purposes and shall bind the Board as fully and effectually as if signed in the handwriting of and duly issued by such officers for or on behalf of the Board, regardless of howsoever or by whomsoever the said signatures have been mechanically affixed, including through the use of a facsimile signing machine, and furthermore

THAT the Board shall provide the Credit Union with a certified copy of this resolution and certified copies of such facsimile signatures and that such resolution may be acted upon by the Prince Rupert branch of the Credit Union until notice of the contrary or of any change therein has been given in writing to the manager or acting manager of such branch of the Credit Union.”

(d) Signing Authorities

- (i) “THAT cheques valued \$1 to \$25,000.00 can be signed/authorized by a combination of any two of the Assistant Director of Finance, Director of Finance and Secretary Treasurer. Any one of the Assistant Director of Finance, Director of Finance or Secretary Treasurer may also sign in combination with any one of the Chair, Vice Chair or Finance & Building Committee Chair to sign/authorize \$1 to \$25,000.00 cheques.
- (ii) Cheques valued \$1 and greater and payable to the Receiver General of Canada, the Minister of Finance (BC), any authorized provider of employee benefits, BC Hydro, or Pacific Northern Gas can be signed/authorized by a combination of any two of the Assistant Director of Finance, Director of Finance and Secretary Treasurer. Any one of the Assistant Director of Finance, Director of Finance or Secretary Treasurer may also sign in combination with any one of the Chair, Vice Chair or Finance & Building Committee Chair to sign/authorize \$1 and greater cheques payable to the Receiver General of Canada, the Minister of Finance (BC), any authorized provider of employee benefits, BC Hydro, or Pacific Northern Gas.
- (iii) All other cheques valued \$25,000.00 and greater must be signed/authorized by any one of the Assistant Director of Finance, Director of Finance or Secretary Treasurer and any one of the Chair, Vice Chair or Finance & Building Committee Chair.”

(e) Automated Funds Transfer (Direct Deposit) Service

“THAT, except for payments requiring two signatures in accordance with paragraph (d)(iii) above, payroll and accounts payable payments valued \$1 and greater can be made through the Automated Funds Transfer (Direct Deposit) Service and any one of the Manager of Payroll Services, Assistant Director of Finance and Director of Finance may submit transactions for payment, and any one of the Director of Finance, Secretary Treasurer and Superintendent may approve the transactions for payment, however the Director of Finance is not authorized to approve transactions that were submitted by the Director of Finance.

(f) Temporary Borrowing

“THAT the Board authorize the Secretary Treasurer to terminate its borrowing agreements with the Toronto Dominion Bank/TD Canada Trust as soon as is practically possible, and furthermore,

THAT the Board authorize the Secretary Treasurer to arrange Section 139 borrowing per up to SIX HUNDRED THOUSAND AND 00/100 DOLLARS (\$600,000.00) when required by way of an overdraft agreement with the Credit Union, and furthermore,

THAT the Board authorize the Secretary Treasurer to maintain the existing agreement with US Bank to provide the Board with credit by way of corporate Visa purchasing accounts.”

(g) Authorization of Banking Forms and Resolutions

“That the Board authorize the Secretary-Treasurer and the Director of Finance to sign and complete all other forms and resolutions, in a form acceptable to the Secretary-Treasurer,

necessary to complete the banking arrangements with the Credit Union, the signature of the Secretary-Treasurer on such forms and resolutions being sufficient to acknowledge the satisfaction of this clause.”

This Bylaw may be referred to at “School District No. 52 (Prince Rupert) Banking Bylaw No. BB-2020.”

**Motion 20200114-8.1.1b**

Toye “Be it resolved by the Board of Education of School District No. 52  
Beil (Prince Rupert) that Banking Bylaw No. BB-2020 be read a first time  
the 14<sup>th</sup> day of January, 2020.”

**Carried**

**Motion 20200114-8.1.1c**

Toye “Be it resolved by the Board of Education of School District No. 52  
Last (Prince Rupert) that Banking Bylaw No. BB-2020 be read a second  
time the 14<sup>th</sup> day of January, 2020.”

**Carried**

**Motion 20200114-8.1.1d**

Toye “Be it resolved by the Board of Education of School District No. 52  
Beil (Prince Rupert) that Banking Bylaw No. BB-2020 be read a third time,  
passed and adopted the 14<sup>th</sup> day of January, 2020.”

**Carried**

The Secretary-Treasurer asked that the Board approve an updated banking bylaw that will reflect the position of Assistant Director of Finance and the process for direct deposit payments.

Trustee Toye reported that demolition of the Kanata and Seal Cove schools is being done in a very green manner.

The Charles Hays Secondary School Learning Commons project is substantially complete. There will be an official opening in conjunction with the completion of the pole that will be installed in the Learning Commons.

8.1.2 Conrad Seismic Report

The Secretary-Treasurer advised that the Ministry of Education has added Conrad Street Elementary School to the Seismic Mitigation Program list.

8.1.3 Water Testing Updates

The Secretary-Treasurer advised that there are new, lower limits for lead in water. As the current flushing system is not meeting the lower lead requirement, signs have been placed on all sinks directing students and staff to the filtered water fountains for their drinking water.

The district will require an additional capital investment in order to meet the new limits for copper in water. The district is waiting for guidance from Northern Health Authority with respect to the new copper requirements.

8.2 Framework for Enhancing Student Learning  
None.

**(Trustees Horne, Sanchez)**

- 8.3 Provincial Council **(Trustees Maier, Sanchez)**  
Trustee Maier reported that the motion deadline is January 17, 2020.

March 2, 2020 is the BCSTA Leadership training session here in Prince Rupert.

- 8.4 Aboriginal Education Council **(Trustees Toye, Last)**  
None.

- 8.5 Policy Committee **(Trustees Horne, Sanchez)**  
Trustee Horne presented the minutes of the January 6, 2020 meeting of the Policy Committee.

8.5.1 Policies for Review

8.5.1.1 3410 – Security and Protection of Buildings Policy

8.5.1.2 3420 – Video Surveillance Policy

**Motion 20200114-8.5.1a**

Toye "Be it resolved by the Board of Education of School District No. 52  
Beil (Prince Rupert) that the district send the Security and Protection of  
Buildings, and Video Surveillance policies to the district's partner  
groups for their comments."

**Carried**

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

9. **Old Business**  
None.

10. **New Business**  
None.

11. **Information Items**

- 11.1 FNESC Regional Meeting January 23, 2020  
Chair Horne noted the date of the FNESC Regional Meeting.
- 11.2 Non-Instructional Day (Elementary and Middle Schools) January 24, 2020  
Chair Horne noted the date of the Elementary and Middle Schools Non-Instructional Day.
- 11.3 BCPSEA AGM – January 30-31, 2020  
Chair Horne noted the dates of the BCPSEA AGM and advised trustee Kuntz will be in attendance.
- 11.4 All-Native Basketball Tournament, February 9-16, 2020  
Chair Horne noted the dates of the All-Native Basketball Tournament.
- 11.5 Non-Instructional Day (CHSS & PCS), February 13, 2020  
Chair Horne noted the date of the Secondary School Non-Instructional Day

- 11.6 Curriculum Implementation Day (Indigenous focus), February 14, 2020  
Chair Horne noted the date of the Curriculum Implementation Day with an Indigenous focus.
- 11.7 Family Day, February 17, 2020  
Chair Horne noted the date of the Family Day holiday.
- 11.8 Provincial Council Feb 21-22. 2020  
Chair Horne noted the dates of the Provincial Council meeting and advised trustee Maier will be in attendance. The BCSTA Professional Learning Committee will meet on February 21, 2020 and trustee Toye will be in attendance.
- 11.9 BCSTA Leadership Series, March 2, 2020  
Chair Horne noted the date of the BCSTA Leadership Series in Prince Rupert.

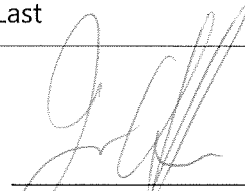
12. **10 Minute Question and Answer Period**

- Q. Where can the limit for lead in water be found.
- A. The Director of Operations can advise you of the limit.
  
- Q. Where is the budget meeting on February 6, 2020?
- A. In the meeting space (former library) in the Booth building.

13. **Adjournment**

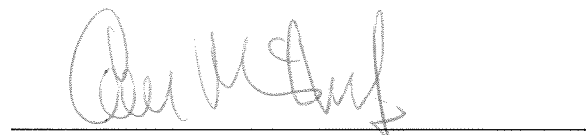
**Motion 20200114-13.1a**

Beil Last	"Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that the meeting be adjourned at 7:55 p.m."	<b><u>Carried</u></b>
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Chair, James Horne




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Secretary-Treasurer, Cam McIntyre