

SCHOOL DISTRICT NO. 52 (PRINCE RUPERT)

MINUTES

**REGULAR OPEN SCHOOL BOARD MEETING
MEETING HELD REMOTELY BY ZOOM
Tuesday, September 15, 2020 - 7:00 P.M.**

Trustees Present: J. Horne, K. Toye, J. Beil, B. Kuntz, T. Last, K. Maier, L. Sanchez

Staff Present: A. Samoil, C. McIntyre, S. Pond

Regrets: S. Jones, I. Larocque

Chair Horne acknowledged that the meeting is being held on tradition Ts'msyen territory and called the meeting to order at 7:00 p.m. The Chair welcomed Andrew Samoil to his first meeting in the role of Superintendent, and Sandy Pond in her new role as the Director of Instruction. Brittney Verissimo is also in attendance in her first meeting as Director of Finance, following the retirement of Peter Edwards after over 20 years of service to the Board. The Chair thanked Mr. Edwards for his service to the Board.

1. Adoption of Agenda

Motion 20200915-1.0a

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):** Summer Read & Play presented by Roberta Edzerza and Lori Burger
The Superintendent introduced Roberta Edzerza, District Principal, Aboriginal Education and Lori Burger, Truth and Reconciliation Administrator.

Ms. Edzerza and Ms. Burger identified changes to this year's program to respond to the COVID-19 pandemic. Student reading improved, and highlights of the program were shown in pictures. The presenters thanked the custodians, bus drivers and school staff for their cooperation.

Trustees thanked staff for putting the program on, and for the schools organizing student participation.

3. [Blank]

4. Approval of the Minutes of the

- 4.1 Open Board Meeting held June 9, 2020

Motion 20200915-4.1a

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
June 9, 2020 be approved as presented."

Carried

5. Necessity of Closed Meeting and Agenda

- 5.1 Approval of Agenda
5.2 Approval of Minutes of the In-Camera Meetings held June 4, 8, 9, 15, 22, July 13 and Aug 11, 2020
5.3 Human Resources Report

- 5.4 Secretary-Treasurer's Report
- 5.5 Other
- 5.6 Legal Items
- 5.7 Information Items
- 5.8 Old Business
- 5.9 Items for Release

Motion 20200915-5.0a

Maier "Be it resolved by the Board of Education of School District No. 52
Kuntz (Prince Rupert) that the closed meetings be held and that agenda
items 1 through 9 be approved."

Carried

6. Correspondence

- 6.1 Addressed to the Board

Motion 20200915-6.1a

Maier "Be it resolved by the Board of Education of School District No. 52
Last (Prince Rupert) that the letters 6.1.1 through 6.2.5 be received and
filed."

Carried

- 6.1.1 June 23, 2020 letter from the Ministry of Education
- 6.1.2 July 9, 2020 BCSTA letter

- 6.2 Copied to the Board

- 6.2.1 June 24, 2020 letter from Deputy Minister to BCSTA
- 6.2.2 July 15, 2020 School District No 42 – Universal Food Program
- 6.2.3 August 28, 2020 School District No 69 – Federal Funds
- 6.2.4 September 1, 2020 School District No 69 – Return to School Plans
- 6.2.5 September 2, 2020 – BCSTA – Federal Funds

7. Superintendent of Schools' Report

- 7.1 For Board Information:

- 7.1.1 Field Trips

The Superintendent presented the list of field trips and answered questions from trustees. Staff could re-apply for the cancelled field trips at a later date.

- 7.1.2 Enrolment

The Director of Instruction reported that enrolment was 1,752 at September 15, 2020, with over 90% of students returned. The district is following up to contact families of the remaining students who were expected in September, but are not yet in class. 2% of students are home schooling, and 5 students are registered outside the district in distance education (Distributed Learning).

- 7.1.3 School Opening – Pandemic Stage 2 Implementation

The Superintendent presented the District restart plan, which focusses on the BC public health recommendations for schools. These plans are being updated regularly to keep pace with changes from the Ministry.

The District's plans implement a hierarchy of controls. A key focus of those controls is having cohorts for student learning, which limit the number of contacts for students.

Trustees asked a number of questions about daily health checks, physical distancing, hand hygiene, StrongStarts and staffing of cohorts.

7.1.4 Upcoming Projects/Learning/Other

The Superintendent reported September 28 will be Implementation Day. Leyton Schnellert will deliver a webinar to staff on Engaging all Learners.

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

8.1 Information Technology Report

The Secretary-Treasurer presented the Information Technology Department Report for July/August 2020 and answered questions from trustees.

8.2 Operations Department Report

The Secretary-Treasurer presented the Operations Department Report for July/August 2020 and answered questions from trustees. Trustees thanked staff for their work over the summer.

8.3 Federal COVID-19 Funding

The Secretary-Treasurer advised that the district's share of the first half of the Federal funding is approximately \$345,000. District staff are preparing a plan for the use of these funds which will be presented to the Board of Education.

9. **Committee Reports**

9.1 Finance & Building Committee

(Trustees Toye, Beil, Kuntz)

9.1.1 Carbon Neutral Action Report 2019

The Secretary-Treasurer presented the 2019 Carbon Neutral Action Report and answered questions from trustees.

9.1.2 Banking Bylaw

Motion 20200915-9.1.2a

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

**Carried
Unanimously**

The Secretary-Treasurer identified three corrections to the bylaw as presented. The bylaw is Banking Bylaw No. BB-2-2020; it is repealing Banking Bylaw BB-2020; and the BMO cards are Mastercard not Visa.

BANKING BYLAW NO. BB-2-2020

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-2020 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, Secretary Treasurer and Superintendent. Any one of the Assistant Director of Finance, Director of Finance, Secretary Treasurer or Superintendent 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, Secretary Treasurer and Superintendent. Any one of the Assistant Director of Finance, Director of Finance, Secretary Treasurer or Superintendent 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, Secretary Treasurer or Superintendent 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 BMO to provide the Board with credit by way of corporate Mastercard 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-2-2020.”

Motion 20200915-9.1.2b

Toye “Be it resolved by the Board of Education of School District No. 52
Last (Prince Rupert) that Banking Bylaw No. BB-2-2020 be read a first
time the 15th day of September, 2020.”

Carried

Motion 2020915-9.1.2c

Toye “Be it resolved by the Board of Education of School District No. 52
Last (Prince Rupert) that Banking Bylaw No. BB-2-2020 be read a second
time the 15th day of September, 2020.”

Carried

Motion 2020015-9.1.2d

Toye “Be it resolved by the Board of Education of School District No. 52
Last (Prince Rupert) that Banking Bylaw No. BB-2-2020 be read a third
time, passed and adopted the 15th day of September, 2020.”

Carried

The Secretary-Treasurer advised that the bylaw would enable two-person authorization for all electronic remittances.

9.1.3 Westview Daycare Bylaw

Trustee Maier declared a conflict and did not participate in this item.

Motion 20200915-9.1.3a

Last “Be it resolved by the Board of Education of School District
Maier No. 52 (Prince Rupert) that all three readings of School District
No. 52 (Prince Rupert) Lease of Property Bylaw No. 2020-21-01
be read at the same meeting.”

Carried
Unanimously

The Secretary-Treasurer identified a correction to the bylaw as presented. The dates are for the period September 1, 2020 to August 31, 2021.

LEASE OF PROPERTY BYLAW NO. 2020-21-01

WHEREAS the Board may exercise a power with respect to the lease of property or an interest in property only by bylaw;

AND WHEREAS the Westview Child Care Society operates a pre-school, the HUB, day care and before and after school care programs at École Roosevelt Park Community School and Lax Kxeen Elementary School;

NOW THEREFORE be and it is hereby resolved that the Board grant a lease of classrooms to Westview Child Care Society for a term of (1) year commencing on September 1, 2020, and ending on August 31, 2021 at the rent and on the terms set forth in the draft lease provided to members of the Board with such minor amendments as are satisfactory to the Secretary-Treasurer of the Board, and that the Secretary-Treasurer of the Board execute the lease on behalf of the Board;

This bylaw may be cited as "School District No. 52 (Prince Rupert) Lease of Property Bylaw No. 2020-21-01.

Motion 20200915-9.1.3b

Toye "Be it resolved by the Board of Education of School District No. 52
 Last (Prince Rupert) that School District No. 52 (Prince Rupert) License of Property Bylaw No. 2020-21-01 be read a first time the 15th day of September, 2020."

Carried

Motion 20200915-9.1.3c

Toye "Be it resolved by the Board of Education of School District No. 52
 Last (Prince Rupert) that School District No. 52 (Prince Rupert) License of Property Bylaw No. 2020-21-01 be read a second time the 15th day of September, 2020."

Carried

Motion 20200915-9.1.3d

Toye "Be it resolved by the Board of Education of School District No. 52
 Last (Prince Rupert) that School District No. 52 (Prince Rupert) License of Property Bylaw No. 2020-21-01 be read a third time, finally passed and adopted the 15th day of September, 2020."

Carried

The Secretary-Treasurer presented the proposed bylaw and answered questions from trustees.

- 9.2 Framework for Enhancing Student Learning **(Trustees Horne, Sanchez)**
None.
- 9.3 Provincial Council **(Trustees Maier, Sanchez)**
Trustee Maier advised that there is an online meeting at 3:00 this Thursday.
- 9.4 Aboriginal Education Council **(Trustees Toye, Last)**
None. Trustees asked that future agendas use the new title, "Indigenous Education Council."
- 9.5 Policy Committee **(Trustees Horne, Sanchez)**
 - 9.5.1 August 25, 2020 meeting.
Trustee Sanchez presented the minutes of the August 25, 2020 meeting of the Policy Committee.
 - 9.5.2 Policies for Approval
None.
 - 9.5.3 Policy for Review **(Trustee Kuntz)**
 - 9.5.3.1 6130 – Role of the Board Policy
 - 9.5.3.2 6140 – Role of the Trustee and Trustee Code of Conduct Policy

Motion 20200915-9.5.3a

Beil "Be it resolved by the Board of Education of School District No. 52
Last (Prince Rupert) that 6130 – Role of the Board Policy and 6140 – Role
of the Trustee and Trustee Code of Conduct Policy be sent to the
district's partner groups for their review and comments."

Carried

Trustee Sanchez advised that the Policy Committee recommended these policies be sent to the district's partner groups for their review.

9.5.4 Other

9.5.4.1 Committee Work Plan

The Secretary-Treasurer presented the Committee Work Plan for 2020-2021. The Board is on Cycle 1.

9.5.4.2 Dates on Policies

The Board was asked to consider whether prior approval or revision dates should be included on policies in the policy book. The alternative is to show only the most current approval date. Future policies will show only the current approval date.

9.6 District Technology Steering Committee

(Trustee Kuntz)

The Superintendent advised that the Manager of Information Technology and the Prince Rupert Middle School Vice-Principal will organise future meetings.

10. **Old Business**

None.

11. **New Business**

11.1 Future Board Meeting Location and November Board Elections

The Secretary-Treasurer asked the Board to consider whether Zoom meetings should continue, or whether the Board wants to consider a larger venue that could accommodate in-person meetings with appropriate physical distancing, but limited gallery attendance. The Board agreed to continue with Zoom meetings for the remainder of 2020, and consider the issue again in the New Year.

The Secretary-Treasurer advised that he would investigate on-line voting options for the November 3, 2020 for the election of Board officers, and report back to the Board.

12. **Information Items**

12.1 NW/NIB Meeting - TBA

Chair Horne noted the NW/NIB BCSTA Branch Meeting is to be announced.

12.2 BCSTA Meeting of Board Chairs, October 15, 2020

Chair Horne noted the BCSTA Meeting of Board Chairs on October 15, 2020, which is expected to be a remote meeting.

12.3 BCSTA MOE Joint Liaison Meeting, October 16 & 30, 2020 (Virtual)

Chair Horne noted the virtual BCSTA MOE Joint Liaison Meeting on October 16 & 30, 2020.

- 12.4 Provincial Council, October 23 & 24, 2020 (Virtual)
Chair Horne noted the virtual Provincial Council on October 23 & 24, 2020.
- 12.5 BCPSEA Symposium, Nov 2 & 3, 2020 (cancelled)
Chair Horne noted that the BCPSEA Symposium on Nov 2 & 3, 2020 has been cancelled.
- 12.6 BCSTA Trustee Academy, November 27-28, 2020
Chair Horne noted the BCSTA Trustee Academy is scheduled for, November 27-28, 2020. Trustee Toye advised there will be something available.
- 12.7 Winter Break, Dec 21, 2020 – Jan 1, 2021
Chair Horne noted the Winter Break, Dec 21, 2020-Jan 1, 2021

13. **10 Minute Question and Answer Period**

- Q. Were two masks provided at CHSS and at PRMS?
- A. While the delivery of some masks was delayed, sufficient masks were available for all staff and for middle and secondary school students.

- Q. When a teacher is in a different cohort, the teacher is asked to wear a mask, but not the students. How is the teacher protected?
- A. Provincial Health Officer Dr. Bonnie Henry says physical distancing will protect the teacher.

- Q. Would easier access to the Zoom link for the Board meeting may allow more parents to participate?
- A. Thank you.

- Q. Is there a fourth option, the Connect Program? Does it require a doctor's note?
- A. If there is a medical need, and the parent has a note from their physician, the student's school needs to be notified. If you contact the local school, there will be medical accommodation through the Connect teacher.

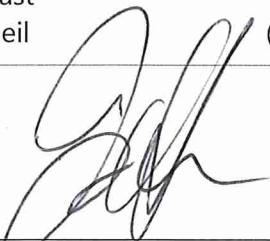
- Q. Zoom Board meetings are preferred for a high risk household.
- A. Thank you.

14. **Adjournment**

Motion 20200915-14.0a

Last Beil "Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that the meeting be adjourned at 8:26 p.m."

Carried



James Horne, Board Chair



Cam McIntyre, Secretary-Treasurer