

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

**A G E N D A**

**REGULAR OPEN SCHOOL BOARD MEETING  
MEETING HELD AT BOOTH MEETING ROOM  
AND ON ZOOM**

**Tuesday, March 14, 2023- 7:00 P.M.**

1. **Adoption of Agenda**
2. **Presentation(s):**
  - 2.1 Remote Learning in Hartley Bay – Cam Hill
3. **Approval of the Minutes of the**
  - 3.1 Open Board Meeting Held on January 17, 2023 (p. 3)
  - 3.2 Open Board Meeting held February 21, 2023 (p. 8)
  - 3.3 Special Open Board Meeting held February 27, 2023 (p. 12)
4. **Necessity of Closed Meeting and Agenda**
  - 4.1 Approval of Agenda
  - 4.2 Approval of Minutes of the In-Camera Meeting held February 21, 2023
  - 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 None
  - 5.2 Copied to the Board
    - 5.2.1 February 10, 2023 Thank you letter from MOE to BCSTA (p. 14)
    - 5.2.2 February 10, 2023 Letter reply re: Inflation and Cost Escalation from MOE to BCSTA (p. 16)
    - 5.2.3 February 22, 2023 letter from SD 5 to MOE re: Gender-Neutral Washrooms (p. 17)
    - 5.2.4 February 22, 2023 letter from SD 5 to MOE re: Universal Food Program (p. 20)
    - 5.2.5 February 28, 2023 letter from Minister of State for Child Care to BCSTA (p. 23)
6. **Superintendent of Schools' Report**
  - 6.1 For Board Information:
    - 6.1.1 Field Trips (p. 24)
    - 6.1.2 Enrolment
    - 6.1.3 Upcoming Projects/Learning/Other

7. **Secretary-Treasurer's Report**
  - 7.1 February 2023 Expenditure Reports (p. 25)
  - 7.2 February 2023 Operations Department Report (p. 27)
  - 7.3 February 2023 Information Technology Department Report (p. 28)
  
8. **Committee Reports**

8.1	Finance & Building Committee	<b>(Trustees Beil, Maier, Pucci)</b>
8.2	Framework for Enhancing Student Learning	<b>(Trustees Horne, Sanchez)</b>
8.3	Provincial Council	<b>(Trustees Maier, Pucci)</b>
8.4	Indigenous Education Council	<b>(Trustees Toye, Sanchez)</b>
8.5	Policy Committee	<b>(Trustees Horne, Toye)</b>
8.5.1	March 6, 2023 Meeting minutes (p. 29)	
8.5.2	Policies for Approval	
	8.5.2.1 3350 – Acceptable Use of Technology Policy (p. 30)	
	8.5.2.2 6710 – Records Management Policy (p. 31)	
8.5.3	Policies for Review	
	None	
8.6	District Technology Steering Committee	<b>(Trustee Horne)</b>
  
9. **Old Business**
  
10. **New Business**
  
11. **Information Items**
  - 11.1 Spring Break, March 20-31, 2023
  - 11.2 Good Friday, April 7, 2023
  - 11.3 Easter Monday, April 10, 2023
  - 11.4 ABC Meeting to report back to public on input received and Ministry Funding, April 11, 2023
  - 11.5 Board Meeting, April 18, 2023
  - 11.6 ABC Meeting to approve budget, April 20, 2023
  - 11.7 Professional Development Day, Regional, April 21, 2023
  - 11.8 BCSTA AGM, April 28 & 29, 2023
  
12. **10 Minute Question and Answer Period**
  
13. **Adjournment**

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

**MINUTES**

**REGULAR OPEN SCHOOL BOARD MEETING  
MEETING HELD IN THE BOOTH MEETING ROOM  
Tuesday, January 17, 2023 – 7:00 P.M.**

Trustees Present: K. Toye, J. Beil, D. Dalton, J. Horne, K. Maier, M. Pucci, L. Sanchez

Staff Present: A. Samoil, C. McIntyre, S. Pond, M. Cross-Pomponio

Chair Toye acknowledged that the meeting is being held on traditional Ts'msyen territory. The passing of teacher Barb Spencer-Dias was acknowledged with a moment of silence. The meeting was called to order at 7:05 p.m.

**1. Adoption of Agenda**

**Motion 20230117-1.0a**

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

**Carried**

2. **Presentation(s):** Mental Health Wellness – Carla Rourke, CHSS Principal  
The Superintendent introduced the Principal of Charles Hays Secondary School, Carla Rourke, who introduced Natalie DeMille, a student at the school. Ms. DeMille has started a program called Plant Parenthood which supports student mental health through education; advocacy; equipping; and support. Ms. DeMille hopes the program will expand to other schools and beyond.

Trustees expressed their support for this initiative and thanked Ms. DeMille for her presentation.

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

- 3.1 Open Board Meetings held December 13, 2022.

**Motion 20230117-3.1a**

Beil "Be it resolved by the Board of Education of School District No. 52  
Horne (Prince Rupert) that the minutes of the open Board meetings held  
December 13, 2022 be approved as presented."

**Carried**

**4. Necessity of Closed Meetings and Agenda**

- 4.1 Approval of Agenda
- 4.2 Approval of Minutes of the In-Camera Meeting held December 13, 2022.
- 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 20230117-4.0a**

Beil "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  
 None.

5.2 Copied to the Board

5.2.1 December 7, 2022 Letter from BCPVA to BCSTA re: 2022 – A Year of  
 Renewal

**Motion 20230117-5.2.1a**

Beil "Be it resolved by the Board of Education of School District No. 52  
 Horne (Prince Rupert) that the letters from 5.2.1 through 5.2.9 be received  
 and filed."

**Carried**

5.2.2 December 13, 2022 letter from BCSTA to congratulate and welcome the  
 Honourable Rachna Singh

5.2.3 December 13, 2022 letter from BCSTA to congratulate and welcome the  
 Honourable Grace Lore

5.2.4 December 12, 2022 letter from BCSTA to thank Jennifer Whiteside

5.2.5 December 13, 2022 letter from BCSTA to thank Katrina Chen

5.2.6 December 14, 2022 letter from BCSTA to Minister Singh re: Inflation and  
 Cost Escalation

5.2.7 December 14, 2022 letter from BCSTA to Minister Singh re: Truth and  
 Reconciliation

5.2.8 December 14, 2022 letter from BCSTA to Kasari Govender re: School  
 Liaison Officer Programs

5.2.9 December 14, 2022 letter from School District No. 5 to Minister Singh re:  
 Request Aboriginal Meeting Places be Included in Area Standards  
 Document

Trustee Beil noted that the district will need to consider this issue when  
 the new middle school is being designed.

**6. Superintendent of Schools Report**

6.1 For Board Information:

6.1.1 Field Trips

The Superintendent presented the list of approved field trips.

6.1.2 Enrolment

The Director of Instruction reported that attendance at December 31, 2022 was 1,829 students an increase of 1.

6.1.3 Upcoming Projects/Learning/Other

The Superintendent provided a summary of recent school activities and upcoming events including Christmas events in a number of schools.

The French Immersion program has a number of active promotion activities underway.

Kindergarten registration is underway at all schools.

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

7.1 December 2022 Expenditure Reports

The Secretary-Treasurer presented the Expenditure Report for December 2022.

The budget for 2023-2024 is expected to see reduced funding protection revenue and increased costs, leading to a need for budget reductions.

In response to questions, the Secretary-Treasurer noted that teacher absences are quite a bit in excess of what is normally seen. Benefit costs are trending over budget. EAs are under budget due to recruiting challenges.

The Secretary-Treasurer advised that the district is not as far behind budget as indicated on the expenditure report, in part because adjustments to Ministry Revenue are made later in the school year.

7.2 January 2023 Operations Department Report

The Secretary-Treasurer presented the Operations Department Report for January 2023.

The Secretary-Treasurer advised that plumbing repairs were completed before school opened.

Trustees discussed receiving more detail on the district's work order system. The Secretary-Treasurer advised that this can be addressed in an upcoming working-session for the Board.

7.3 December 2022 Information Technology Department Report

The Secretary-Treasurer presented the Information Technology Department Report for December 2022.

The Manager, Information Technology advised that preliminary results from the security assessment will be available in February and that the network enhancement has been a fine-tuning of the system to ensure student access in the classroom is prioritized.

The Superintendent will refer a question on the use by students of artificial intelligence to the Technology Steering Committee.

8. **Committee Reports**

- 8.1 Finance & Building Committee (Trustees Beil, Maier, Pucci)  
8.1.1 Annual Budget Meeting Consultation Dates

**Motion 20230117-8.1.1a**

Beil "Be it resolved by the Board of Education of School District No. 52  
Horne (Prince Rupert that the amended Annual Budget Consultation Dates  
be approved as presented." **Carried**

Trustee Beil advised there was one proposed change to the dates for the annual budget consultation.

- 8.2 Framework for Enhancing Student Learning (Trustees Horne, Sanchez)  
None.

- 8.3 Provincial Council (Trustees Maier, Pucci)  
At February PC meeting there will be a vote for the Vice-President. Nominations are being collected. Extraordinary motions are due February 15?

- 8.3.1 Motion to BCSTA AGM  
Chair Toye described the process underway to gather support from the Northwest BCSTA Zone for a motion to the BCSTA AGM. Planning is underway for a branch meeting in early February.

- 8.4 Indigenous Education Council (Trustees Toye, Sanchez)  
None.

- 8.5 Policy Committee (Trustees Horne, Toye)

- 8.5.1 January 9, 2022 meeting  
Trustee Horne presented the minutes of the January 9, 2022 meeting of the Policy Committee.

- 8.5.2 Policies for Approval  
None.

- 8.5.3 Policies for Review  
8.5.3.1 1320 Communicable Diseases and Immunizations Policy  
8.5.3.2 1350 Student Medications Policy  
8.5.3.3 1380 Anaphylaxis Policy

**Motion 20230117-8.5.3.1a**

Horne "Be it resolved by the Board of Education of School District No. 52  
Pucci (Prince Rupert) that 1320 Communicable Diseases and  
Immunizations Policy, 1350 Student Medications Policy and 1380  
Anaphylaxis Policy be sent to the district's partner groups for  
review." **Carried**

Trustee Horne advised that the policy committee recommended the Board send these three policies to partner groups for their comments.

9. **Old Business**  
None.

10. **New Business**

10.1 Letter to Minister of Education and Child Care

**Motion 20230117-10.1a**

Maier "Be it resolved by the Board of Education of School District No. 52  
Horne (Prince Rupert) that the Chair write a letter to the Minister of  
Education and Child Care and ask PRDTU, IUOE and DPAC if they  
would like to co-sign the letter."

**Carried**

Trustee Maier asked the Board to send a letter to the Minister of Education and Child Care, inviting her to the community to discuss the district's needs.

11. **Information Items:**

11.1 NID Elementary and Middle Schools, Monday, January 23, 2023

Chair Toye advised that the Non-Instructional Day for elementary and middle schools is on Monday, January 23, 2023.

11.2 BCPSEA AGM, January 26 & 27, 2023

Chair Toye noted that the BCPSEA AGM is on January 26 & 27, 2023. Trustee Pucci and the Superintendent will be in attendance.

11.3 ABC Meeting #1, Tuesday, January 31, 2023 (Public Information Meeting and Talking Circle Consultation)

Chair Toye noted that the ABC Meeting #1 is on Tuesday, January 31, 2023. Details on in-person or online options will be announced soon.

11.4 BCSTA/Ministry of Education Liaison Meeting, Friday, February 10, 2023

Chair Toye noted that the BCSTA/Ministry of Education Liaison Meeting is on Friday, February 10, 2023. The Chair, the Superintendent and the Secretary-Treasurer will be in attendance.

11.5 NID Secondary, Thursday, February 16, 2023

Chair Toye noted that the Non-Instructional Day for secondary schools is on Thursday, February 16, 2023.

11.6 Indigenous Implementation Day, Friday, February 17, 2023

Chair Toye noted the Indigenous Implementation Day is on Friday, February 17, 2023.

11.7 Family Day Statutory Holiday, Monday, February 20, 2023

Chair Toye noted the Family Day Statutory Holiday is on Monday, February 20, 2023.

11.8 Board Meeting, Tuesday, February 21, 2023

Chair Toye noted that the next Board Meeting is on Tuesday, February 21, 2023.

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

Q – In addition to the information on the recruitment challenges for EAs, there is also a shortage of casual EAs.

A – Is there a question?

13. **Adjournment**

Chair Toye adjourned the meeting at 8:12 p.m.

SCHOOL DISTRICT NO. 52 (PRINCE RUPERT)

MINUTES

REGULAR OPEN SCHOOL BOARD MEETING  
MEETING HELD IN THE BOOTH MEETING ROOM  
Tuesday, February 21, 2023 – 7:00 P.M.

Trustees Present: K. Toye, J. Beil, D. Dalton, J. Horne, K. Maier, L. Sanchez  
Regrets: Mike Pucci

Staff Present: A. Samoil, S. Pond, M. Cross-Pomponio, B.Verissimo, T.Dickens,

Chair Toye acknowledged that the meeting is being held on traditional Ts'msyen territory. The meeting was called to order at 7:01 p.m.

1. **Appointment of Acting Secretary Treasurer**

**Motion 20230221-1.0a**

Beil "Be it resolved by the Board of Education of School District No. 52  
Horne (Prince Rupert) that the Board appoints the Superintendent as Acting  
Secretary-Treasurer."

**Carried**

2. **Adoption of Agenda**

**Motion 20230221-2.0a**

Horne "Be it resolved by the Board of Education of School District No. 52  
Maier (Prince Rupert) that the Agenda is approved as presented"

**Carried**

3. **Presentation(s):** French Program – Andree Michaud, Ecole Roosevelt Principal  
The Superintendent introduced the Principal of Ecole Roosevelt School, Andree Michaud and Jake Burchell-Reyes (Gr. 3 teacher at Roosevelt). They presented 2022-23 Initiatives to increase enrolment.

Trustees expressed their thanks for all the hard work to try and increase French Immersion enrolment.

4. **Approval of the Minutes of the**

4.1 Open Board Meetings held January 17, 2023.

**Motion 20230221-4.1a**

Beil "Be it resolved by the Board of Education of School District No. 52  
Horne (Prince Rupert) that the minutes of the open Board meetings held  
January 17, 2023 be deferred to next month, due to some errors.

**Carried**

5. **Necessity of Closed Meetings and Agenda**

- 5.1 Approval of Agenda
- 5.2 Approval of Minutes of the In-Camera Meeting held January 17, 2023.
- 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 20230221-5.0a**

Beil Horne	"Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that the closed meeting be held and that agenda items 1 through 9 be approved."	<b><u>Carried</u></b>
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**6. Correspondence**

6.1 Addressed to the Board  
None.

6.2 Copied to the Board

6.2.1 January 26, 2023 – Letter to Ministers Singh and Conroy from SD No. 83

**Motion 20230221-6.2.1a**

Beil Dalton	"Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that the letter 6.2.1 be received and filed."	<b><u>Carried</u></b>
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**7. Superintendent of Schools Report**

7.1 For Board Information:

7.1.1 Field Trips

The Director of Instruction presented the list of approved field trips and answered questions from Trustees.

7.1.2 Enrolment

The Director of Instruction reported that attendance at January 31, 2023 was 1825 students, a decrease of 4

7.1.3 Upcoming Projects/Learning/Other

The Director of Instruction provided a summary of recent school activities and upcoming events

Indigenous Education team continuously supporting staff so we reflect the culture of learning. Indigenous Implementation Day on Friday was a huge success and was emotional and powerful.

Literacy and Numeracy – focus on early literacy in district sets students up for success.

FESL survey completing this week. Focusing on literacy/numeracy

Community – working on Early results for young children, Breakfast club on Canada, Early care providers and post-secondary partnerships.

Seamless day kindergarten highlight – partnership with CMC has resulted in running two early childhood education programs at our high school. We have successfully obtained a before and after school care license for Pineridge.

8. **Director of Finance’s Report**

- 8.1 January 2023 Expenditure Reports  
The Director of Finance presented the Expenditure Report for January 2023 and answered questions from Trustees
- 8.2 January 2023 Operations Department Report  
The Superintendent presented the Operations Department Report for January 2023 and answered questions from Trustees.
- 8.3 January 2023 Information Technology Department Report  
The Manager of IT presented the Information Technology Department Report for January 2023 and answered questions from Trustees.

9. **Committee Reports**

- 9.1 Finance & Building Committee **(Trustees Beil, Maier, Pucci)**  
Trustee Beil reported on recent updates – Pineridge approved for 12 more spaces
- 9.2 Framework for Enhancing Student Learning (Trustees Horne, Sanchez)  
None.
- 9.3 Provincial Council (Trustees Maier, Pucci)  
Trustee Maier reported that she is going to PC on Thursday. BCSTA director is a great position to get the north on the map – if anyone is interested. Vote this week is just in the interim.
- 9.4 Indigenous Education Council (Trustees Toyé, Sanchez)  
None.
- 9.5 Policy Committee (Trustees Horne, Toyé)
  - 9.5.1 February 13, 2023 meeting  
Trustee Horne presented the minutes of the February 13, 2023 meeting of the Policy Committee.
  - 9.5.2 Policies for Approval
    - 9.5.2.1 1320 – Communicable Diseases & Immunizations Policy
    - 9.5.2.2 1350 – Student Medications Policy
    - 9.5.2.3 1380 – Anaphylaxis Policy
    - 9.5.2.4 6510 – Board Communications Policy
    - 9.5.2.5 6610 – Making Policy

**Motion 20230221-9.5.2.1a**  
 Horne                   "Be it resolved by the Board of Education of School District No. 52  
 Beil                     (Prince Rupert) that 1320 Communicable Diseases and  
                               Immunizations Policy, 1350 Student Medications Policy, 1380  
                               Anaphylaxis Policy, 6510 Board Communications Policy, and 6610  
                               Making Policy be approved."  
**Carried**

Trustee Horne advised that no comments had been received and the policy committee recommended the Board approve these five policies

- 9.5.3 Policies for Review

- 9.5.3.1 3350 Acceptable Use of Technology Policy
- 9.5.3.2 6710 Records Management Policy

**Motion 20230221-9.5.3.1a**

<p>Horne Dalton</p>	<p>“Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that 3350 Acceptable Use of Technology Policy, and 6710 Records Management Policy be sent to the district’s partner groups for review.”</p>
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**Carried**

Trustee Horne advised that the policy committee recommended the Board send these two policies to partner groups for their comments.

- 9.6 District Technology Steering Committee  
Trustee Horne reported on the January 26, 2023 meeting.

10. **Old Business**

None

11. **New Business**

None

12. **Information Items:**

- 12.1 Annual Budget Consultation #3, Deadline for submissions, Friday, February 24, 2023  
Chair Toye advised that the Annual Budget Consultation #3, Deadline for submissions is on Friday, February 24, 2023.
- 12.2 Provincial Council and Professional Learning Committee, February 23-25, 2023.  
Chair Toye noted that the Provincial Council and Professional Learning Committee is on February 23-25, 2023.
- 12.3 Special Open Board Meeting, Monday, February 27, 2023  
Chair Toye noted that there is a Special Open Board Meeting on Monday, February 27, 2023.
- 12.4 Board Meeting, Tuesday, March 14, 2023  
Chair Toye noted that the next Board meeting is on Tuesday, March 14, 2023.
- 12.5 Spring Break, March 20-31, 2023  
Chair Toye noted that Spring Break is March 20-31, 2023.

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

None

14. **Adjournment**

Chair Toye adjourned the meeting at 7:37 p.m.

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

**MINUTES**

**SPECIAL OPEN SCHOOL BOARD MEETING  
MEETING HELD REMOTELY BY ZOOM OR IN PERSON  
AT BOOTH MEETING ROOM  
Tuesday, February 27, 2023 - 7:00 P.M.**

Trustees Present: K. Toye, J. Horne, K. Maier, M. Pucci, L. Sanchez

Staff Present: A. Samoil, B. Verissimo, S. Pond, T. Dickens, M. Cross-Pomponio, D. Gautam, G. Slykhuis, R. Edzerza, J. Warburton

Regrets: J. Beil, D. Dalton

Chair Toye acknowledged that the meeting is being held on tradition Ts'msyen territory and called the meeting to order at 7:00 p.m.

**1. Adoption of Agenda**

**Motion 20230227-1.0a**

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

**Carried**

**2. Amended Annual Budget 2022-23**

**Motion 20230227-1.1a**

Pucci "Be it resolved by the Board of Education of School District No.  
Horne 52 (Prince Rupert) that all three readings of the Amended  
Annual Budget Bylaw for fiscal year 2022/2023 be read at the  
same meeting."

**Carried**

**AMENDED ANNUAL BUDGET BYLAW**

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 52 (PRINCE RUPERT) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2022/2023 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 52 (Prince Rupert) Amended Annual Budget Bylaw for fiscal year 2022/2023.
3. The attached Statement 2 showing the estimated revenue and expense for the 2022/2023 fiscal year and the total budget bylaw amount of \$34,847,287 for the 2022/2023 fiscal year was prepared in accordance with the Act.

4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2022/2023.

**Motion 20230227-8.1.1b**

Pucci	"Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that the Amended Annual Budget Bylaw for fiscal year 2022/2023 be read a first time the 27 <sup>th</sup> day of February, 2023."	<b><u>Carried</u></b>
Maier		

**Motion 20230227-8.1.1c**

Pucci	"Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that the Amended Annual Budget Bylaw for fiscal year 2022/2023 be read a second time the 27 <sup>th</sup> day of February, 2023."	<b><u>Carried</u></b>
Sanchez		

**Motion 20230227-8.1.1d**

Pucci	"Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that the Amended Annual Budget Bylaw for fiscal year 2022/2023 be read a third time, passed and adopted the 27 <sup>th</sup> day of February, 2023."	<b><u>Carried</u></b>
Maier		

The Director of Finance outlined the changes from the Annual Budget to the Amended Annual Budget and answered questions from Trustees. G. Slykhuis, the Temporary Secretary-Treasurer, answered questions from Trustees.

3. **Adjournment**

Meeting was adjourned at 7:47 pm.



February 10, 2023

Ref: 286829

Carolyn Broady, President  
BC School Trustees Association (BCSTA)  
**Email: [cbroady@bcsta.org](mailto:cbroady@bcsta.org)**

Dear Carolyn Broady:

Thank you for your kind words of support.

I am delighted and honoured to have been appointed as the new Minister of Education and Child Care and am proud to represent the Surrey-Green Timbers community as MLA. I look forward to building on the great work being done to achieve our vision of a strong education system for all British Columbians.

As you know, one of the Ministry's main goals is building inclusive and affordable child care that all families in British Columbia can rely on as a core service. We recognize that a professional, qualified and well-supported workforce is foundational to delivering quality child care and we are working closely with childcare workers and the sector to build on the initial successes in the first years of our 10-year ChildCareBC plan. In partnership with the federal government, we will continue to expand these vital services and lower the cost of licensed child care for all BC families.

As a young person moves from child care into the k-12 education system, it is our goal to ensure schools and classrooms are safe, welcoming and inclusive for all learners, and we are providing record levels of operating funding to achieve those goals. In addition, our government continues to invest historic sums of public funding to expand, modernize and improve public schools across British Columbia, creating significant benefits for families and the communities where they live in the process.

With this government's commitment to truth and reconciliation we understand the role the education system played in our collective history in this province and the opportunity ahead to take action on anti-racism and discrimination. The ministry, together with trustees, administrators, educators, support staff, Rightsholders and Indigenous partners and parents are committed to supporting learner outcomes so students leave our system at the end of grade 12 with dignity, purpose and options to set them up for a lifetime of success.

.../2

Thank you, again for your words of support.

Sincerely,

A handwritten signature in black ink, appearing to read 'R Singh', with a horizontal line underneath the 'h'.

Rachna Singh  
Minister



February 10, 2023

Ref: 286415

Carolyn Broady, President  
British Columbia School Trustees Association  
**Email: [cbroady@bcsta.org](mailto:cbroady@bcsta.org)**

Dear Carolyn Broady:

Thank you for your letter of December 14, 2022, regarding inflation and cost escalation. I recognize the value of all the work that boards of education do to consult with rightsholders and partners during the budget process to aid accountability and transparency.

The Ministry of Education and Child Care has heard from several school districts that inflation is a concern for them with the current rate of inflation having not been experienced for decades. The Ministry is working with the BC Association of School Business Officials to gather information on inflationary pressures in the K–12 sector, and discussions are ongoing as to the extent of the impact on operations.

According to audited financial statements approximately 90 percent of operating costs are salaries and benefits. As collective agreements are fully ratified funding for negotiated settlement costs will be added to operating funding.

I appreciate the efforts that boards of education and senior staff are making to achieve balanced budgets.

Sincerely,

Rachna Singh  
Minister

pc: Honourable Katrine Conroy, Minister of Finance  
Christina Zacharuk, Deputy Minister, Ministry of Education and Child Care  
Suzanne Hoffman, CEO, British Columbia School Trustees Association





# SCHOOL DISTRICT 5

## S O U T H E A S T K O O T E N A Y

February 22, 2023

Rachna Singh, Minister of Education and Child Care  
Room 124 Parliament Buildings  
Victoria, BC V8V 1X4

Dear Minister Singh,

RE: Gender-Neutral Washrooms

School District 5 (SD5), Southeast Kootenay Board of Education reviewed the letter of October 26, 2022 (Ref #282826) from the previous Minister of Education and Child Care, (MoECC) the Hon. Jennifer Whiteside, to Caroline Broady, President of the British Columbia School Trustees' Association (BCSTA) in response to Ms. Broady's letter of June 14, 2022, regarding universal washrooms and change rooms in public schools. Upon review of this letter, the Board carried the following motion at its February 14, 2023 public Board meeting:

*That the Board write a letter expressing concern for the suggestion of allocating funds from the Annual Facilities Grant to upgrade current facilities with gender-neutral washrooms, in the Ministry of Education and Child Care's letter to the BCSTA, of October 26 ,2022.*

In Hon. Whiteside's response to Ms. Broady's letter requesting funding for universal washrooms and change rooms, Hon. Whiteside indicated that the Ministry provides funding through the Annual Facilities Grant (AFG) and School Enhancement Program (SEP) that can be used for washroom and change room upgrades.

In our District we struggle to adequately maintain our many ageing facilities with our limited AFG funds each year. For example, the largest school in our district (and in all of the East and West Kootenay) is in dire need of replacement –which our Board has been actively working toward since 2009. This school has a Facility Condition Index (FCI) of 0.46 and it is noted in our 2022 Long Range Facility Plan ("LRFP") that "The school does not meet current requirements.

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Attention is required to address some significant building systems, as they may be at the end of their life cycle, and at risk of failure.”.

This facility alone cost our District \$972,505 in maintenance/repairs in 2020/21 and another \$2.0M is estimated to be spent in 2023/24 (depending on which requests are approved by your Ministry). These monies include \$1.8M to update the fire suppression system that was noted as a **critical item** by our architects and which **is crucial to the safety of the over 900 staff and students who utilize that facility well in excess of 172 days per year.**

Given that the government is currently sitting on a \$5.7B surplus, our Board fails to understand why districts such as ours are expected to continually struggle to fund something as fundamental as safety for our students, whether from a catastrophic event such a fire or access to safe washrooms and change rooms.

We are requesting that you reconsider the Ministry’s position on this issue and look forward to a timely response. As you will note, Chris Brown, Assistant Deputy Minister, Resource Management Division, has also been copied on this letter, as it was suggested in the Hon. Whiteside’s letter to Ms. Broady that he be contacted with further questions.

Sincerely,



Doug McPhee, Board Chair

Cc\*: Hon. David Eby, Premier, Province of BC  
Kevin Falcon, Leader, BC Liberal Party  
Sonia Furstenau, Leader, BC Green Party  
Chris Brown, Assistant Deputy Minister, Resource Management Division  
Tom Shypitka, MLA Kootenay East BC  
Elenor Sturko, Critic for Education, BC Liberal Party  
Karin Kirkpatrick, Critic for Child and Family Development & Childcare, BC Liberal Party  
Carolyn Broady, President, BCSTA  
BCSTA for distribution to member Boards of Education  
Clint Johnston, President BC Teachers’ Federation  
Chris Schultz-Lorentzen, President, BCCPAC  
Shelley Balfour & Adrienne Demers, CFTA Co-Chairs  
SD5 CUPE President  
Lies Salvador, DPAC Chair  
Aaron Thorn, President, SD5 Administrators’ Association  
Doug McPhee (Chair) • Trina Ayling • Bev Bellina • Irene Bischler • Alysha Clarke  
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Chris Walker/Corey Bullock, CBC Radio  
Dennis Walker, 107.5 Today FM Radio  
Wylie Henderson, Rewind Radio 102.9  
Jeff Johnson, Wild B104 Radio  
Josiah Spyker/Ryley McCormack, 107.5 Today FM  
Barry Coulter/Trevor Crawley, Cranbrook Daily Townsman  
Ian Cobb, e-know Online News  
Joshua Fischlin, Fernie Free Press

\*This correspondence is public and transparent. Please feel free to share and/or respond with comment.

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• Nicole Heckendorf • Chris Johns • Sarah Madsen • Wendy Turner

940 Industrial Road #1, Cranbrook BC, V1C 4G6 • Tel: 250.417.2055 • Fax: 250.489.5460 • [www.sd5.bc.ca](http://www.sd5.bc.ca)



# SCHOOL DISTRICT 5

## S O U T H E A S T K O O T E N A Y

February 22, 2023

Rachna Singh, Minister of Education and Child Care  
Room 124 Parliament Buildings  
Victoria, BC V8V 1X4

Dear Minister Singh,

RE: Universal Food Program

School District 5 (SD5), Southeast Kootenay Board of Education reviewed the letter of November 3, 2022 (Ref #281515) from previous Minister of Education and Child Care, (MoECC) the Hon. Jennifer Whiteside, to Caroline Broady, President of the British Columbia School Trustees' Association (BCSTA) in response to Ms. Broady's letter of May 31, 2022, regarding funding for universal food programs at all public schools in British Columbia. Upon review of this letter, the Board carried the following motion at its February 14, 2023 public Board meeting:

*That the Board write a letter to the Ministry of Education and Child Care in response to their letter of November 3, 2022, to the BCSTA, to inquire at what stage of the process the Ministry is at, addressing the Universal Food Program.*

We understand from Hon. Whiteside's letter that in November 2020 the Minister was mandated to commit to work with BC school districts to create more local school programs and to increase local food sourcing. Hon. Whiteside also indicated that Ministry staff are analyzing school and district-based data and engaging with community organizations to better understand needs.

As I am sure you are aware, BC. has one of the highest child poverty rates in the country and demand for food banks in BC has worsened since Covid and the recent food pricing spikes, with an increased usage of Food Banks of 25 per cent from 2021 and 2022.

This rise in food insecurity is concerning, especially as it affects our students. Early life growth and development, general health, academic outcomes and social skills risk compromise compared to children who do not experience food

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insecurity. Food insecurity is also associated with iron deficiency anemia which has been linked to the development of a variety of chronic conditions, including depression, negatively impacting the mental health of our most vulnerable students.

It has been over twenty-seven (27) months since Premier Horgan mandated the creation of more local school programs and increased local food sourcing. For countless days, vulnerable students across BC have continued to be at risk of diminished health, happiness and academic opportunity while the Ministry analyzes data and “engages” with community organizations. **Hunger doesn’t wait, and neither should our children.**

Our District would like to know what data specific to SD5 the Ministry is analyzing and which of our local community organizations have been/will be engaged. We would also like to offer our assistance in order to move this vitally important initiative along. We look forward to a timely response to our inquiry and anticipate the Ministry’s introduction of a Universal Food Program for public schools in the very near future.

Sincerely,



Doug McPhee, Board Chair

Cc\*: Hon. David Eby, Premier, Province of BC  
Kevin Falcon, Leader, BC Liberal Party  
Sonia Furstenau, Leader, BC Green Party  
Chris Brown, Assistant Deputy Minister, Resource Management Division  
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\*This correspondence is public and transparent. Please feel free to share and/or respond with comment.

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February 28, 2023

Ref: 286459

Carolyn Broady  
President  
British Columbia School Trustees Association  
**Email: [cbroady@bcsta.org](mailto:cbroady@bcsta.org)**

Dear Ms. Broady:

Thank you for your congratulatory letter of December 13, 2022, regarding my appointment as British Columbia's Minister of State for Child Care. I also appreciate your taking time to reach out and reaffirm the British Columbia School Trustees Association's (BCSTA) commitment to work collaboratively with the Government of BC.

I am thrilled to be in this role and am looking forward to continuing to implement ChildCareBC's ten year plan to build an inclusive and affordable child care system. Some key priorities that I look forward to working towards include: increasing access to child care, especially before and after school care; improving wages and increasing supports for Early Childhood Educators. One of my focus areas will be to work in partnership with Indigenous Peoples to increase Indigenous-led child care for First Nations, Métis and Inuit Peoples. For more information about my priorities as Minister of State of Child Care, please read the [mandate letter](#) I received from Premier David Eby.

Thank you for your interest in a continued partnership in building a future where child care is a core service that families can rely on. I look forward to connecting with you more going forward.

Sincerely,

Grace Lore  
Minister of State for Child Care

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

**March 14, 2023**

**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	Feb 12, 23, 2023	2	9-12	Smithers for wrestling zones
2.	CHSS	Feb 24, 25, 2023	.5	11-12	Smithers basketball
3.	CHSS	Mar 7-12, 2023	4	11-12	Langley for Basketball Provincials
4.	PCS	Mar 14, 2023	1	9-12	Oolichan fishing on Skeena
5.	CHSS	May 4-7, 2023	2	10-12	New Westminster provincial drama festival

6.1.2 Enrolment

6.1.3 Upcoming Projects/Learning/Other



## School District No. 52 - Prince Rupert Financial Results as at February 28, 2023

	2022/23 Amended Budget	Year-to-Date Feb 28	Remainder	Remainder %	Months
<b>Operating Revenue</b>	<b>27,286,816</b>	<b>15,709,118</b>	<b>11,577,698</b>	<b>42.4%</b>	
<b>Operating Expenses:</b>					
Salaries:					
Teachers	10,528,045	6,336,473	4,191,572	39.8%	10
Principals and Vice Principals	1,998,457	1,348,838	649,619	32.5%	12
Educational Assistants	2,246,761	1,111,070	1,135,691	50.5%	10
Support Staff	2,263,123	1,409,453	853,670	37.7%	10&12
Other Professionals	1,880,882	1,109,412	771,470	41.0%	12
Substitutes	1,084,101	662,523	421,578	38.9%	10
<i>Total Salaries</i>	<b>20,001,369</b>	<b>11,977,769</b>	<b>8,023,600</b>	<b>40.1%</b>	
Employee Benefits	4,573,535	2,611,522	1,962,013	42.9%	10&12
Total Salaries and Benefits	24,574,904	14,589,290	9,985,614	40.6%	
Services and Supplies	3,266,502	2,066,957	1,199,545	36.7%	10&12
<b>Total Operating Expenses</b>	<b>27,841,406</b>	<b>16,656,248</b>	<b>11,185,158</b>	<b>40.2%</b>	
<b>Operating Income (Loss)</b>	<b>(554,590)</b>	<b>(947,130)</b>	<b>392,540</b>		

Fund : 0 Operating

PR	TITLE	FEB	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
Function : 1 Instruction							
02	Regular Instruction	1,286,841.12	7,548,119.59	1,346.21	12,997,479	5,448,013	42
03	Career Preparation	10,610.75	61,746.36		135,427	73,681	54
07	Library Services	51,877.46	303,691.93		493,842	190,150	39
08	Counselling	44,376.00	270,964.59		422,526	151,561	36
10	Special Education	456,840.37	2,340,384.60		4,282,286	1,941,901	45
30	English Language Development	42.04	463.97		2,373	1,909	80
31	Aboriginal Education	228,145.12	1,249,696.26		1,930,336	680,640	35
41	Business Admin	185,119.41	1,106,707.81		1,673,853	567,145	34
TOTAL FOR Function - 1		2,263,852.27	12,881,775.11	1,346.21	21,938,122	9,055,001	41
Function : 4 District Administration							
11	Education Admin	43,147.28	288,727.57		416,852	128,124	31
40	Governance	17,126.36	131,794.56		188,441	56,646	30
41	Business Admin	126,138.23	860,467.56		1,573,522	713,054	45
TOTAL FOR Function - 4		186,411.87	1,280,989.69	0.00	2,178,815	897,825	41
Function : 5 Maintenance & Operations							
41	Business Admin	62,633.11	221,403.44		343,834	122,431	36
50	Plant Maintenance	209,830.59	1,718,377.76	11,082.64	2,488,326	758,866	30
52	Maintenance Of Grounds	14,014.80	91,008.69		122,440	31,431	26
56	Utilities	73,934.40	248,254.84		450,742	202,487	45
TOTAL FOR Function - 5		360,412.90	2,279,044.73	11,082.64	3,405,342	1,115,215	33
Function : 7 Transportation							
41	Business Admin	504.49	2,821.06		8,530	5,709	67
70	Student Transportation	43,773.68	211,617.06		310,597	98,980	32
TOTAL FOR Function - 7		44,278.17	214,438.12	0.00	319,127	104,689	33
TOTAL FOR Fund - 0		2,854,955.21	16,656,247.65	12,428.85	27,841,406	11,172,730	40
GRAND TOTAL		2,854,955.21	16,656,247.65	12,428.85	27,841,406	11,172,730	40

# Monthly Report to the Board

## February 2023

### Facilities:

Westview clean up of unusable and broken items stored is wrapping up.

Unseasonable amounts of snow have been keeping the maintenance crew busy keeping sidewalks and stairs clear for students and staff.

### Custodial:

We have hired 2 more casual custodians.

### Energy & Conservation

Nothing to report

### Transportation

Our new 24 passenger Inclusive Ed bus has arrived. The purchase was funded through the Ministry of Education.

The 2019 large bus is still in for repairs waiting on the arrival of the backordered MAF sensor and should be back in service soon.

### Health & Safety

March 9<sup>th</sup>, District OHS training day is scheduled.

# Monthly Report to the Board

## February 2023

- **Network Status:** CHSS school experienced a few powers outage in the month of February.
- **iPad-** 20 new iPad were purchased for PRMS from Indigenous Education Department and 10 new iPad were purchased for PRMS from the French program.
- **Firewall:** The core firewall has been updated to the latest version ( 10.1.08H2) as recommended by the ministry. New updates provide stability and new security features.
- **Server:** SDS Server has been upgraded and updated to the latest security patch. This patch addressed the issue related TomCat.
- **Phishing Awareness:** In late January and Early February, a phishing simulation test was sent to all the staff to gauge how staff would respond to phishing attacks in a real-world scenario. A total of 454 Email was sent out and out of that 152 Opened the email and 43 People clicked on the link and 1 person replied to the phishing email. Out of 171 emails that were opened only 18 people reported Phishing. It is recommended when staff receives a suspicious email, they report it as a Phish alert. Further, it is recommended to have Phishing training for any new employees and old employees.

School District No. 52 (Prince Rupert)  
Policy Committee  
Monday, March 6, 2023  
4:45 pm

## MINUTES

In attendance: Michael Pucci (Observer)  
Kate Toye  
Andrew Samoil  
Tammy Dickens

The meeting was called to order at 5:01 p.m.

1. Policies for Approval
  - a. 3350 – Acceptable Use of Technology Policy
  - b. 6710 – Records Management Policy

The Superintendent advised that no comments were received on the draft policies. The Committee agreed to send these policies, as presented, to the Board for approval.

2. Policies for Review

None

3. Other Business

None.

Meeting Adjourned at 5:06 p.m.  
Next Meeting: Thursday, April 6, 2023

3350 | Acceptable Use of Technology Policy

Date Approved: February 11 2020

The Board encourages acceptable, ethical, responsible and legal use of:

- all district technology; and
- personal technology in schools and/or for school district purposes
- for cultural preservation & growth

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 workplace environment; and
- to ensure the safety, security and privacy of students, staff, trustees, and other users.

REFERENCES:

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

The creation of records and allowable access to records is subject to the requirements of Bylaw #7 - Freedom of Information/Protection of Privacy Bylaw.

Where records are maintained in an electronic form, there must be a visible and legible record that will provide adequate information for the intended purpose of the record.

The minimum periods of time required to maintain records are subject to the requirements of federal and provincial legislation and are set out in regulation.

Once records are past the applicable retention period, the person responsible for the records is authorized to destroy them once that person is satisfied that:

1. the records are of no further use (including any use related to possible litigation); and
2. they have no historical or archival value.
3. They have no Indigenous cultural value or sensitivity.

Records which contain personal or confidential information should be destroyed in a manner that retains the confidentiality of the records.

REFERENCES:

Bylaw #7 Freedom of Information/Protection of Privacy Bylaw  
6710-00 Heritage Regulation  
6710-10 Records Management Regulation and Schedule  
6710-20 Student Records Regulation