

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**

Monday, December 18, 2023- 7:00 P.M.

1. **Adoption of Agenda**
2. **Presentation(s):**
 - 2.1 Andreé Michaud – Breakfast program at Pineridge School
3. **Approval of the Minutes of the**
 - 3.1 Open Board Meeting Held on November 20, 2023 (p. 3)
4. **Necessity of Closed Meeting and Agenda**
 - 4.1 Approval of Agenda
 - 4.2 Approval of Minutes of the In-Camera Meeting held November 20, 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
None
 - 5.2 Copied to the Board
 - 5.2.1 November 21, 2023 letter from BCSTA to Minister Singh re: Support for Youth Mental Health (p. 8)
 - 5.2.2 November 21, 2023 letter from Christina Zacharuk to BCSTA re: MOU between MOE and BCSTA of November 30, 2018 (p. 12)
 - 5.2.3 November 21, 2023 letter from Christina Zacharuk to BCSTA re: Extending the Ministry of Education and BCSTA MOU (p. 14)
 - 5.2.4 December 4, 2023 letter from Carolyn Broady to Rohan Arul-pragasam re: letter of congratulations (p. 16)
 - 5.2.5 December 4, 2023 letter from BCSTA to Teresa Downs re: letter of thanks (p. 17)
6. **Superintendent of Schools' Report**
 - 6.1 For Board Information:
 - 6.1.1 Field Trips (p. 18)
 - 6.1.2 Enrolment
 - 6.1.2.1 Enrolment graph (p. 19)
 - 6.1.3 Upcoming Projects/Learning/Other

7. **Secretary-Treasurer's Report**
 - 7.1 November 2023 Expenditures Report (p. 20)
 - 7.2 November 2023 Operations Department Report (p. 22)
 - 7.3 November 2023 Information Technology Department Report (p. 23)

8. **Committee Reports**
 - 8.1 Finance & Building Committee **(Trustees Beil, Maier, Pucci)**
 - 8.1.1 Annual Budget Consultation Meetings (p. 24)

 - 8.2 Framework for Enhancing Student Learning **(Trustees Horne, Toye)**

 - 8.3 Provincial Council **(Trustees Horne, Sanchez)**

 - 8.4 Indigenous Education Council **(Trustees Toye, Sanchez)**

 - 8.5 Policy Committee **(Trustees Horne, Sanchez)**
 - 8.5.1 December 11, 2023 Meeting minutes (p. 26)

 - 8.5.2 Policies for Approval
 - 8.5.2.1 1220 – International Students Policy (p. 27)
 - 8.5.2.2 1110 – Learning Resources Policy (p. 28)

 - 8.5.3 Policies for Review
 - 8.5.3.1 6140 – Role of the Trustee and Trustee Code of Conduct Policy (p. 29)

 - 8.5.4 Policy for Discussion/Consideration
 - 8.5.4.1 7110 – Trustee Remuneration and Expense Allowance Policy (p. 31)

 - 8.6 District Technology Steering Committee **(Trustee Horne)**

9. **Old Business**

10. **New Business**
 - 10.1 Board Meeting schedule change

11. **Information Items**
 - 11.1 Christmas Break, December 25, 2023 to January 5, 2024
 - 11.2 Board meeting, January , 2024 (TBA)
 - 11.3 Non-Instructional Day for Elementary & Middle Schools, January 19, 2024
 - 11.4 Welcome to French Immersion sessions, January 23 & 24, 2024

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
Monday, November 20, 2023 – 7:00 P.M.

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

Staff Present: S. Pond, G. Slykhuis, D. Gautam, B. Verissimo, M. Cross, A. Samoil, J. Warburton

Regrets:

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

Congratulated Roberta Edzerza for the Premier's Excellence in Education Award recipient.

Congratulated Kristy Tillman and the PRMS band for their Civic Merit Award for Excellence in Music.

Acknowledged the return of Superintendent Samoil.

1. Adoption of Agenda

Motion 20231120-1.0a

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

Carried

2. Presentation(s):

Acting Superintendent introduced Kertes to present "PRMS to CHSS Journalism Bridging Project." Students from the high school were coaching students from the middle school. Its been a wonderful opportunity to support each other through all different levels within the district.

Trustees thanked him and expressed that they loved seeing the connection between students at both schools. They applaud the leadership taken to make this happen.

3. Approval of the Minutes of the

3.1 Open Board Meeting held October 16, 2023

Motion 20231120-4.1

Horne "Be it resolved by the Board of Education of School District No. 52
Beil (Prince Rupert) that the minutes of the open Board meeting held
October 16, 2023 be approved as amended."

Carried

4. Necessity of Closed Meetings and Agenda

- 4.1 Approval of Agenda
- 4.2 Approval of Minutes of the In-Camera Meeting held October 16, 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

Motion 20231120-4.0a

Beil "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
 None

5.2 Copied to the Board

5.2.1 October 5, 2023 letter from BCSTA to Premier Eby re: Urgent meeting
 request regarding recent protests in school districts

Motion 20231120-5.2.1

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

Carried

5.2.2 October 12, 2023 letter from Minister Singh to BCSTA re: Ongoing
 Funding and Support for Technology

Motion 20231120-5.2.2

Horne "Be it resolved by the Board of Education of School District No. 52
 Beil (Prince Rupert) that the letter 5.2.2 be received and filed."

Carried

5.2.3 October 17, 2023 letter from BCSTA to Doug McPhee re: Invitation

Motion 20231120-5.2.3

Horne "Be it resolved by the Board of Education of School District No. 52
 Beil (Prince Rupert) that the letter 5.2.3 be received and filed."

Carried

5.2.4 November 1, 2023 letter from BCSTA to Premier Eby re: Recent meeting
 to discuss disruptions and protests in school districts.

Motion 20231120-5.2.4

Horne "Be it resolved by the Board of Education of School District No. 52
 Beil (Prince Rupert) that the letter 5.2.4 be received and filed."

Carried

6. Superintendent of Schools Report

6.1 For Board Information:

6.1.1 Field Trips

The Acting Superintendent presented the list of approved field trips and
 answered questions from Trustees.

PRMS Band trip is now to Edmonton. Same dates.

- 6.1.2 Enrolment
The Director of Instruction reported that enrolment is at 1828 October 31, 2023. Trustees appreciated the graph presented.
- 6.1.3 Upcoming Projects/Learning/Other
The Acting Superintendent shared that one of the components of the FESL cycle are the provincial assessments. These act as a snapshot for what we need to work on with students. Students in grades 4 and 7 have finished the FSA's and last month grade 12 students wrote the Literacy 12 assessment. Students will write Numeracy 10 and Literacy 10 Assessments in January.
All schools held Remembrance Day Celebrations on November 9, 2023.

7. Acting Secretary Treasurer's Report

- 7.1 October 2023 Expenditures Report
The Acting Secretary-Treasurer presented the October 2023 Expenditures Report and answered questions from Trustees.
- 7.2 October 2023 Operations Department Report
The Director of Operations presented the Operations Department Report for October 2023 and answered questions from Trustees.
- 7.3 October 2023 Information Technology Department Report
The Manager of IT presented the Information Technology Department Report for October 2023 and answered questions from Trustees.

Motion 20231120-7.3

Beil Horne	"Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that the Board send a thank you letter to SD 82 for the equipment donated."	<u>Carried</u>
---------------	---	-----------------------

8. Committee Reports

- 8.1 Finance & Building Committee **(Trustees Beil, Maier, Pucci)**
- 8.2 Framework for Enhancing Student Learning **(Trustees Horne, Sanchez)**
Trustee Horne reported the committee hasn't met yet
- 8.3 Provincial Council **(Trustees Maier, Pucci)**
Trustee Maier reported on the Oct 20 Provincial Council meeting. February meeting will be held remotely. They are using the surplus to pay for the increase in fees every year. If the surplus should ever not be there, then there will be an increase for BCSTA. Discussion of pay equity and funds needed for that among the districts. Incentives given to find adequate staffing to support our students. Executive assistant will send notification for change in committee members.
- 8.4 Indigenous Education Council **(Trustees Toye, Sanchez)**
Met October 23. There was a presentation from the Feeding Futures Coordinator and Paramjit Khaira.

School district update from Sandra Pond. UNDRIP changes from the ministry. Board chair feels our district is in line with what has come down from the province.

Regional sessions with FNEESC were held in Prince Rupert on October 10th

8.5 Policy Committee (Trustees Horne, Toye)

8.5.1 November 6, 2023 meeting
Trustee Horne presented the minutes of the November 6, 2023 meeting of the Policy Committee.

8.5.2 Policies for Approval
8.5.2.1 3360 – Multimedia Devices Policy
8.5.2.2 1140 – Student Reporting Policy

Motion 20231120-8.5.2

Horne	"Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that 3360 – Multimedia Devices Policy, 1140 – Student Reporting Policy be approved as amended."	Carried
Beil		

8.5.3 Policies for Review
8.5.3.1 1220 – International Students Policy
8.5.3.2 1110 – Learning Resources Policy

Motion 20231120-8.5.3.1a

Horne	"Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) to send 1220 – International student policy and 1110 – Learning Resources Policy to the district's partner groups to review."	Carried
Beil		

Trustee Horne noted that at the Policy Committee Meeting, they were given the copy of the schedule to review in advance and bring forward to the meeting.

8.6 District Technology Steering Committee
Has not met

9. **Old Business**

None

10. **New Business**

None

11. **Information Items:**

11.1 Professional Development Day, November 24, 2023
Chair Toye noted that the Professional Development Day is on November 24, 2023.

11.2 BCSTA Trustee Academy, November 23-25, 2023
Chair Toye noted that the Trustee Academy is on November 23-25, 2023.

11.3 Board of Education Meeting, December 18, 2023
Chair Toye noted that the Board of Education meeting is on December 18, 2023.

- 11.4 Christmas Break, December 25 to January 5, 2024
Chair Toye noted that Christmas Break is on December 25 to January 5, 2024.

Trustee Maier noted that November 30, December 1 & 2 – The High School Musical will be on at the Lester Centre

12. **10 Minute Question and Answer Period**
None

13. **Adjournment**
Chair Toye adjourned the meeting at 7:40 p.m.



British Columbia
School Trustees
Association

November 21, 2023

The Honourable Rachna Singh

Minister of Education and Child Care

PO Box 9045, Stn Prov Govt

Victoria, B.C. V8W 9E2

ecc.minister@gov.bc.ca

Dear Minister Singh,

Subject: Support for Youth Mental Health

During the British Columbia School Trustees Association's October 2023 Provincial Council meeting, our membership, which represents all 60 boards of education in B.C., passed the following resolution:

"That BCSTA request that Government supports the creation of a working group consisting of BCSTA, applicable Ministries, Rights Holders, and Partner Groups to prepare a recommendation to the Ministry of Finance that will provide incentives for Child and Youth Mental Health Clinicians, as well as Indigenous Practitioners, to locate in rural and remote Communities to meet the needs of Children and Youth in said communities. The work is desired to be completed prior to the tabling of the Provincial Budget in 2024."

Our membership has raised specific concerns regarding access to mental health support for young people in B.C., specifically regarding the availability of services in rural and remote areas. The enclosed rationale contains an example that indicates Princeton has not had a dedicated youth mental health clinician for seven years.

Dedicated clinicians, Indigenous practitioners and related services are required to meet the growing needs of students. While school staff have done their best to rise to the occasion, we must consciously address these needs to serve vulnerable students better.

The enclosed rationale also outlines several examples of how to incentivize youth mental health professionals to take positions in rural and remote areas of our province. These strategies include loan forgiveness, labour market adjustment to wages, wage top-ups, subsidized housing, income tax credits and, in the absence of filling permanent positions, increased funding for travel allocations to bring in professionals at a more consistent rate than is currently experienced.



British Columbia
School Trustees
Association

Our membership has requested that a working group be created to facilitate these requests prior to Budget 2024, as the budget would need to include support related to actions tied to this work. We are committed to supporting this work at your earliest convenience, and as this timeline is short, perhaps pre-existing structures could be leveraged to align our combined efforts. Given the limited window of opportunity, we are also receptive to your recommendations on addressing this concern raised by boards of education from across the province. We thank you for considering this request and look forward to your response.

Sincerely,

A handwritten signature in black ink that reads "Carolyn Broady". The signature is written in a cursive, flowing style.

Carolyn Broady

President

British Columbia School Trustees Association

Motion: P120239.1.2

Enclosure: Original motion rationale

CC: Christina Zacharuk, Deputy Minister, Ministry of Education and Child Care
BCSTA member boards of education
Suzanne Hoffman, CEO, BCSTA
BCSTA Board of Directors



9.1.2 Support for Youth Mental Health

Category: Education Finance

Motion #:	9.1.2 : P120239.1.2	Sponsor:	Nicola-Similkameen
Meeting:	PC Oct 2023	Action:	<i>not specified</i>
Category:		Outcome:	<i>not specified</i>
Disposition:	Carried		

Motion as Adopted:

BE IT RESOLVED:

That BCSTA request that Government supports the creation of a working group consisting of BCSTA, applicable Ministries, Rights Holders, and Partner Groups to prepare a recommendation to the Ministry of Finance that will provide incentives for Child and Youth Mental Health Clinicians, as well as Indigenous Practitioners, to locate in rural and remote Communities to meet the needs of Children and Youth in said communities. The work is desired to be completed prior to the tabling of the Provincial Budget in 2024.

Motion as Presented:

BE IT RESOLVED:

That BCSTA request that Government supports the creation of a working group consisting of BCSTA, applicable Ministries, Rights Holders, and Partner Groups to prepare a recommendation to the Ministry of Finance that will provide incentives for Child and Youth Mental Health Clinicians, as well as Indigenous Practitioners, to locate in rural and remote Communities to meet the needs of Children and Youth in said communities. The work is desired to be completed prior to the tabling of the Provincial Budget in 2024.

Rationale:

1. Rural and remote communities are continuing to be underserved by the provincial government with regards to Youth Mental Health when compared to larger urban centers. By way of example, the community of Princeton has been without a Youth Mental Health Clinician for 7 years. This lack of Youth Mental Health Clinicians has put additional stresses on the public education system as school counsellors attempt to fill this gap. In many instances they are simply not equipped to handle these situations, which in turn puts our most vulnerable students at greater risk compared to the overall student population.
2. We believe incentives to increase interest in smaller communities could include for consideration, but are not limited to:
 1. Student loan forgiveness in return for locating for a period of 3 years in a rural or remote community
 2. A labour market adjustment to wages paid in rural or remote communities
 3. Subsidized housing
 4. Wage top-ups to NGOs / Not For Profits in rural and remote communities
 5. An income tax credit to individuals working as Youth Mental Health Clinicians and Indigenous Practitioners in rural and remote communities



6. Increased funding for travel allocations across Ministries and to Not For Profits to be able to serve rural and remote communities on a weekly basis where it is not possible to establish a permanent presence in the community.

This is an action motion and does not change or contradict any existing Foundational Statement or Policy Statement.



November 21, 2023

Ref: 294152

Suzanne Hoffman, Chief Executive Officer
BC School Trustees Association
1580 W Broadway, Vancouver, BC V6J 5K9
Email: shoffman@bcsta.org

Dear Suzanne Hoffman:

Thank you for your letter of September 6, 2023, regarding the Memorandum of Understanding between the Ministry of Education and the British Columbia School Trustees Association that was signed on November 30, 2018 (MoU).

As you have noted, the five-year timeframe of the MoU ends on November 30, 2023, and the BCSTA board of directors has requested that the MoU be extended for up to two years. This would allow us to collectively develop a revised Memorandum of Understanding that includes consideration of the Declaration on the Rights of Indigenous Peoples Act Action Plan and our shared commitment to reconciliation.

I am pleased to inform you that the Ministry is in agreement to extend the MoU until November 30, 2025, or until a revised Memorandum of Understanding is signed. We have prepared the attached letter, outlining our intention to extend the MoU, for your consideration and signature. We look forward to working towards a revised Memorandum of Understanding over the next two years.

Sincerely,

Christina Zacharuk
Deputy Minister of Education and Child Care

Attachment: *Extending the Ministry of Education and BCSTA Memorandum of Understanding*

pc: *BCSTA Board of Directors*
Carolyn Broady, President, BCSTA
Cloe Nicholls, ADM, GAD
Jennifer McCrea, ADM, SLSD



November 21, 2023

Ref: 294152

Suzanne Hoffman, Chief Executive Officer
BC School Trustees Association
1580 W Broadway, Vancouver, BC V6J 5K9
Email: shoffman@bcsta.org

Dear Suzanne Hoffman:

RE: Extending the Ministry of Education and BCSTA Memorandum of Understanding

The Ministry of Education and Child Care and the British Columbia School Trustees Association (collectively, the “Parties”) both acknowledge that the Memorandum of Understanding between them, signed November 30, 2018, (the “MoU”), will expire on November 30, 2023, and that the Parties intend to develop and sign a revised Memorandum of Understanding (the “Revised MoU”).

The Parties agree that until such time as a Revised MoU is signed, the MoU will remain in effect for an extended period of time from December 1, 2023, until the earlier of (i) such time that a Revised MoU is signed by the Parties, or (ii) November 30, 2025. For certainty, the MoU continues to be an aspirational document reflecting shared commitments of the Parties and is intended to guide the working relationship between the Parties.

Please confirm British Columbia School Trustees Association’s understanding of the above by signing and returning a copy of this letter to my attention.

Please do not hesitate to contact us if you have any questions or concerns.

Sincerely,

Christina Zacharuk
Deputy Minister of Education and Child Care

On behalf of the British Columbia School Trustees Association, it is our intention that the Memorandum of Understanding, signed November 30, 2018, between the Ministry of Education and the British Columbia School Trustees Association will remain in effect for an extended period of time from December 1st 2023, until the earlier of (i) such time that a revised Memorandum of Understanding is signed, or (ii) November 30, 2025.

By: _____

Name: _____

Title: _____
British Columbia School Trustees Association



British Columbia
School Trustees
Association

December 4, 2023

Rohan Arul-pragasam

President

BC School Superintendents Association

#208 - 1118 Homer Street

Vancouver, B.C. V6B 6L5

Rohan_Arul@sd33.bc.ca

Dear Rohan,

On behalf of the boards of education represented by the British Columbia School Trustees Association, I extend congratulations to you as you take on the role of president of the British Columbia School Superintendents Association.

This important position of leadership in public education carries significant responsibility, and you have my appreciation for taking on this portfolio of work. Our associations have regularly collaborated to pursue improved student outcomes for all learners in B.C., and I look forward to building on our past success as we head into 2024.

I have asked staff to arrange a time in the new year to connect so that we may establish plans for continued collaboration and support of one another's priorities as we serve students across the province.

Happy holidays!

Sincerely,

A handwritten signature in black ink that reads "Carolyn Broady". The signature is written in a cursive, flowing style.

Carolyn Broady

President

British Columbia School Trustees Association

CC: BCSTA member boards of education
Suzanne Hoffman, CEO, BCSTA
BCSTA Board of Directors



British Columbia
School Trustees
Association

December 4, 2023

Teresa Downs

Superintendent

Gold Trail School District
400 Hollis Road, PO Box 250
Ashcroft, B.C. V0K 1A0
tdowns@sd74.bc.ca

Dear Teresa,

Thank you for your years of service as president of the British Columbia School Superintendents Association. Your input and actions aimed at improving student outcomes have been appreciated by learners and K-12 education partners alike, and I am thankful for all that you've contributed to our shared success as leaders in public education. You have accomplished so much in your time as president, and I look forward to building upon that foundation with Rohan Arul-pragasam.

I also wish to congratulate you on your recent career move and wish you all the best as you take on a new challenge as the Maple Ridge-Pitt Meadows school district superintendent in 2024. Your experience and commitment to student success will be an asset for the district, and I look forward to our continued collaboration.

Happy holidays!

Sincerely,

A handwritten signature in black ink that reads "Carolyn Broady". The signature is written in a cursive, flowing style.

Carolyn Broady

President

British Columbia School Trustees Association

CC: BCSTA member boards of education
Suzanne Hoffman, CEO, BCSTA
BCSTA Board of Directors

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

December 18, 2023

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

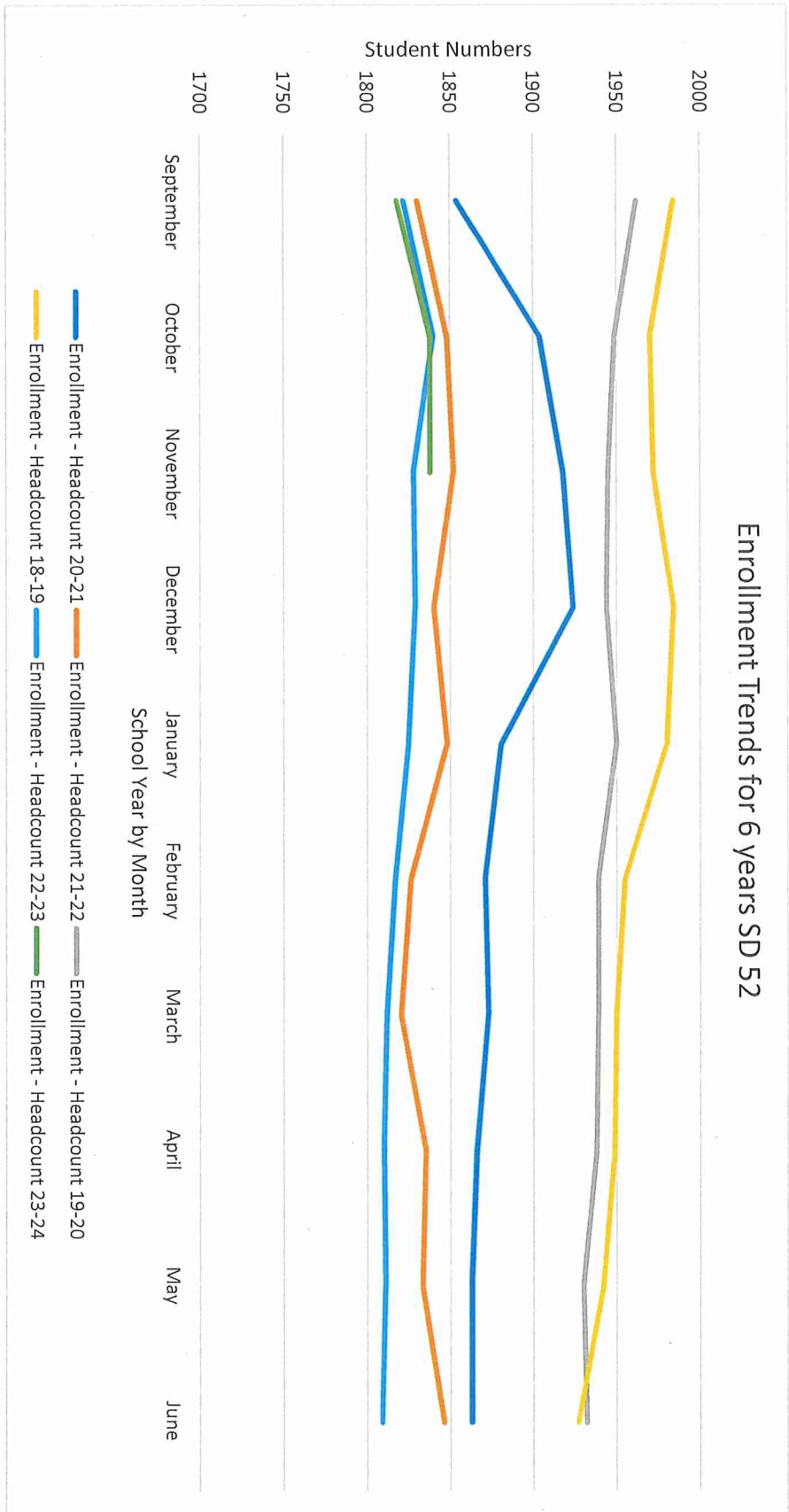
	School	Dates	# School Days	Grade	Purpose
1.	CHSS	Dec 2/23	0	9/10	In zone league basketball games in Terrace
2.	CHSS	Dec 7-10/23	2	9/10	Road runners tournament in Prince George
3.	CHSS	Dec 8-9/23	0	11/12	NW Zone Sr. Boys Basketball playday
4.	CHSS	Dec 16/23	0	11/12	Sr boys game vs Caledonia in Terrace
5.	CHSS	Jan 5-6/24	0	9/10	In zone league basketball in Smithers
6.	CHSS	Dec 16, Jan 27, Feb 10	0	9/10	Jr. Girls basketball playday and zones in Terrace/Smithers
7.	CHSS	Jan 11-14/24	2	9/10	PG for Trojans tournament
8.	CHSS	April 1/24	0		Kloyia Bay for Ottawa trip
9.	CHSS	April 2-4/24	3		Nass Valley overnight Ottawa trip
10.	CHSS	May 24-28/24	3	8-12	Haida Gwaii Debate team trip
11.	PRMS	May 13-17/24	5	6-7	Edmonton concert and jazz band trip

6.1.2 Enrolment

6.1.2.1 Enrolment graph (p. 19)

6.1.3 Upcoming Projects/Learning/Other

Enrollment Trends for 6 years SD 52



Fund : 0 Operating

PR	TITLE	NOV	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
Function : 1 Instruction							
02	Regular Instruction	1,387,236.99	4,100,468.30	400.00	13,824,855	9,723,987	70
03	Career Preparation	6,675.88	20,157.95		63,086	42,928	68
07	Library Services	48,008.80	130,702.43		529,442	398,740	75
08	Counselling	51,716.06	105,565.44		342,579	237,014	69
10	Special Education	479,067.21	1,480,475.44		4,320,037	2,839,562	66
30	English Language Development		174.06		2,373	2,199	93
31	Aboriginal Education	187,245.12	604,368.07		1,937,372	1,333,004	69
41	Business Admin	123,897.76	787,794.47		1,573,741	785,947	50
TOTAL FOR Function - 1		2,283,847.82	7,229,706.16	400.00	22,593,485	15,363,379	68
Function : 4 District Administration							
11	Education Admin	37,355.81	200,545.79		317,549	117,003	37
40	Governance	22,130.24	86,773.34		185,779	99,006	53
41	Business Admin	110,500.77	456,954.34	1,050.00	1,509,447	1,051,443	70
TOTAL FOR Function - 4		169,986.82	744,273.47	1,050.00	2,012,775	1,267,452	63
Function : 5 Maintenance & Operations							
41	Business Admin	6,405.74	168,027.16		268,909	100,882	38
50	Plant Maintenance	226,950.28	1,219,899.00	34,398.57	2,743,102	1,488,804	54
52	Maintenance Of Grounds	5,505.76	33,353.70		138,111	104,757	76
56	Utilities	44,395.92	103,396.66		559,399	456,002	82
TOTAL FOR Function - 5		283,257.70	1,524,676.52	34,398.57	3,709,521	2,150,446	58
Function : 7 Transportation							
41	Business Admin	74.20	372.89		2,636	2,263	86
70	Student Transportation	33,825.27	90,895.56		328,392	237,496	72
TOTAL FOR Function - 7		33,899.47	91,268.45	0.00	331,028	239,760	72
TOTAL FOR Fund - 0		2,770,991.81	9,589,924.60	35,848.57	28,646,809	19,021,036	66
GRAND TOTAL		2,770,991.81	9,589,924.60	35,848.57	28,646,809	19,021,036	66

School District No. 52 (Prince Rupert)
 Financial Report - Operating Fund
 November 30, 2023

Category	2023/24 Annual Budget	Year-to-Date Actual	% Remaining For Year	% Remaining Expected	Year-to-Date Budget	Year-to-Date Variance
Teachers Salary	\$ 10,895,478	\$ 3,472,232	68.13%	70.00%	\$ 3,268,643	\$ (203,589)
Principals and Vice Principals Salary	2,080,217	903,493	56.57%	58.33%	866,757	(36,736)
Educational Assistants Salary	2,149,342	548,140	74.50%	73.17%	576,653	28,513
Support Staff Salary	2,333,598	752,440	67.76%	72.53%	641,098	(111,342)
Other Professionals Salary	1,793,886	702,544	60.84%	58.33%	747,453	44,909
Substitutes Salary	1,157,278	412,183	64.38%	70.00%	347,183	(65,000)
Benefits	4,751,777	1,377,883	71.00%	68.98%	1,473,828	95,945
Services & Supplies	3,485,233	1,421,009	59.23%	61.76%	1,332,716	(88,293)
Total Operating Expenses	\$ 28,646,809	\$ 9,589,925	66.52%	67.70%	\$ 9,254,331	(\$335,594)

Monthly Report to the Board

November 2023

Facilities:

Pump that controls heat for PRMS gym was discovered to be faulty causing cold complaints. Pump was rebuilt and a new starter was installed, heat restored to gym.

Sump pump replaced for PRMS electrical vault. New discharge piping installed.

New Hikvision touch screen boards were installed at Roosevelt to replace Smart Boards.

Spare file cabinets were removed from Westview and placed in Booth to create a new records storage room.

Custodial:

We have a good supply masks and sanitizer ready to be distributed to schools if needed.

Energy & Conservation

Unit ventilator install at Roosevelt is still underway.

Low temperature coil replacement at CHSS is still underway.

Transportation

Some doors needed basic maintenance and a new door latch was installed on an Inclusive Ed bus.

Health & Safety

A faulty smoke detector at CHSS was replaced. This detector caused 3 false Alarms over a 2 month period. It was first recommended to use compressed air to clean the detector, but after the 3rd alarm it was recommended that the detector be changed for a new one.

Monthly Report to the Board

November 2023

Network Status: Multiple scheduled power outages occurred across various schools as part of BC Hydro Pole replacement. All services were successfully restored at all schools with no reported issues.

MyEd BC Family Portal: We are working with CHSS school and Ministry to implement a family portal for MyEdBC. MyEdBC is the province-wide system for managing student information. The Family Portal provides parents/guardians access to view report cards, attendance, demographics, and progress toward graduation. Key benefits include:

- Easy access to high school report cards for parents.
- Enhanced security and privacy for student information through secure web server storage.
- Up-to-date attendance information for parents.
- Access to demographic information with the ability to request updates/changes.

Phishing Simulation: A phishing simulation involved sending emails to 548 recipients, resulting in a 5.3% Phish-prone Percentage, with 28 recipients clicking on the link. Staff are encouraged to report suspicious emails as Phish alerts. Additionally, new and existing employees are recommended to undergo phishing training.

IT4K12 Conference: Participated in the IT4K12 conference organized by Focus Ed and the Ministry of Education involved presenting to the Chief Information Officer group (CIO) about SD52's ongoing efforts to enhance network security. Common recommendations from BC school districts include:

- Implementation of Multiple Factor Authentication for all employees to secure Office 365.
- Understanding the role and benefits of AI for students and staff, along with the challenges faced in integrating AI into schools.
- Automation of staff and student account creation.
- Use of Intune to manage Windows devices and updates.
- Development of a security baseline for the organization.

School District No. 52 (Prince Rupert)
PROPOSED Dates for 2024/25 Annual Budget Consultation (ABC)

<p>Tuesday, January 30, 2024 7pm in public</p>	<p>Information and discussion of resource pressures and budget priorities.</p>
<p>Thursday, February 15, 2024 7pm in public</p>	<p>Individual presentations from partner groups.</p>
<p>Tuesday, April 2, 2024 7pm</p>	<p>Working session with board, senior staff, and P/VPs to discuss potential budget changes.</p>
<p>Monday, April 8, 2024 7pm in public</p>	<p>Report back to public on input received and Ministry Funding and proposed budget changes.</p>
<p>May open board meeting 7pm in public</p>	<p>Board meeting to do first budget by-law reading.</p>
<p>June open board meeting 7pm in public</p>	<p>Board meeting to do second and third budget by-law reading.</p>
<p>June 30, 2024</p>	<p>Deadline for submission to Ministry.</p>

Amended

Current Year

Sept 30
Student
Count



Oct-Jan

Budgets are reviewed & amended to reflect the Sep 30th student count, current staffing, and any events that impact the budget



We are here



Ministry Funding
Announcement



Jan - Feb

Amended Budget discussed with Finance and Building Committee, and to the Board of Education for 3 readings



Amended Budget and Bylaw due to MECC by Feb 28

Oct

Nov

Dec

Jan

Feb

Mar

Apr

May

June

Jul

Jan - Feb

Preliminary budget planning begins for the next school year including input from the Board, staff, partner groups and public.



Mar - Apr

Budget Assumptions to Finance and Building Committee, the Board and staff for review and input on significant budget contractions and/or expansions



Ministry Funding
Announcement

May - Jun

To Board of Education for 3 readings



Preliminary Budget due to MECC by Jun 30

Preliminary

Next Year

School District No. 52 (Prince Rupert)
Policy Committee
Monday, December 11, 2023
4:30 pm

MINUTES

In attendance: James Horne
Kate Toye (Observer)
Andrew Samoil
Sandy Pond
Danielle Dalton (Observer)
Tammy Dickens

The meeting was called to order at 4:35 p.m.

1. Policies for Approval
 - a. 1120 – International Student Policy
 - b. 1110 – Learning Resources Policy

The committee agreed to present these Policies at the Board meeting for approval. Federal government regulations are changing for requirements for international students, so regulations may need to be updated. Superintendent will keep an eye on it and see if any changes need to be made to our regulations.

2. Policies for Review
 - a. 6140 – Role of the Trustee and Trustee Code of Conduct Policy
 - b. 7110 – Trustee Remuneration and Expense Allowance Policy

The Committee agreed to present Policy 6140 at the Board meeting to be sent for review and to present Policy 7110 for Discussion/Consideration.

3. Other Business
None.

Meeting Adjourned at 5:08 p.m.

Next Meeting: Tuesday, January 9, 2024

Policy No. 1220
Date Approved:
Date Amended: 11-February-2020

1220 International Students Policy

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 with~~ a Dogwood Diploma.

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

International students who 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 a local student attending overseas in their stead.

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 Regulation](#)

Policy No. 1110
Date Approved: February 13, 2018
Date Amended: June 15, 2021

1110 Learning Resources Policy

In accordance with the School Act and the Ministry of Education Learning Resources Policy, the Board of Education “may only use learning resources that the board considers appropriate, are specified in an educational program guide or are recommended by the Ministry of Education ~~from time to time.~~” This policy and the accompanying regulations clarify the roles and responsibilities of the Board of Education regarding the selection of learning resources.

The Board supports resource-based learning and encourages teachers to utilize a range of educational media and resources. For the purpose of this statement of policy, the term “learning resource” will refer to any person or material that is used for formal or informal teaching/learning purposes.

The primary objective of learning resources is to support, enrich, and help implement an educational program. The Board delegates the responsibility for the recommendation and selection of learning resources to the Superintendent of Schools in accordance with district criteria.

The Superintendent (or designate) and school principals are responsible for ensuring that the approved criteria are known and appropriately applied. The responsibility for vetting recommended resources rests with school principals.

Any student, parent or employee of the school district may formally challenge the appropriateness of learning resources used in the district’s educational programs (see 1110-30 – Review of Instructional Materials Regulation).

REFERENCES

[Ministerial Order 333/99, the Educational Program Guide Order; section 5.](#)

[School Act, Section 168 \(2\) \(e\)](#)

[Ministry of Education Policy, Learning Resources Policy Statement, July 1, 2017](#)

1110-10 Learning Resource Regulation

1110-30 Review of Instructional Materials Regulation

1115 Board Authorized Courses Policy

1115-10 Board Authorized Courses Regulation

[Focused Education Resources \(formerly BC ERAC\) Learning Resources](#)

Policy No. **6140**
Date Approved: **10-Jun-2014**
Date Amended: **9-Jun-2015; 12-Jun-2018**

6140 Role of the Trustee and Trustee Code of Conduct Policy

POLICY

The Role of the Board is to govern and to set policy for the school district. The School Act gives no individual authority to trustees. The day-to-day administration of the education programs and the conduct of the school operations is the responsibility of the Superintendent of Schools and district staff.

As members of the corporate Board, trustees are accountable to the public for the collective decisions of the Board and for the delivery and quality of educational services. A trustee must serve the community as an elected representative; however, the trustee's primary responsibility is to make decisions in the best interest of the district as a member of a corporate Board. A trustee will not allow any private interest to influence their conduct in public matters and will comply with the requirements of the School Act that relate to conflict of interest.

Trustees will conduct themselves in an ethical and business-like manner. Specifically, trustees will:

1. Abide by the policies of the Board and all applicable legislation and regulations, including the *School Act* and the Oath of Office.
2. Strive to instill the community's trust in the public education system by carrying out their duties in an open and collaborative manner.
3. Base decisions on all available facts and vote their honest and unbiased conviction in every case.
4. Recognize their duty is to represent and advocate for the best interests of all learners in the school district.
5. Do everything possible to maintain the integrity, confidence, and dignity of the office of trustee and not use their position for personal advantage or the advantage of friends and/or family.
6. Trustees shall work with fellow board members in a spirit of harmony & cooperation and be respectful of differences of opinion. Trustees shall refrain from engaging in unwarranted criticism, from making unjustified personal attacks on the reputation or

views of other trustees or staff, or taking private action that could compromise the integrity or authority of the Board. Trustees shall observe proper decorum & encourage full, open & courteous discussions in all matters with other trustees. Information that may be of potential concern should not be concealed or withheld.

7. Be aware that the public has a greater interest in the opinion of an elected official and use discretion at all times to minimize the impression that an individual trustee's statements reflect the corporate opinion of the Board.
8. Respect and abide by the majority decisions made by the Board.
9. Recognize that as individuals, trustees have no authority outside the meetings of the Board unless specifically delegated by the Board. Trustees may speak about what the Board has decided in a public meeting and individuals may state the reason for their vote.
10. Declare any conflict of interest and not participate in, vote on, or exert influence on, a decision in which the trustee has a conflict of interest, as outlined in the Conflict of Interest Policy.
11. Respect confidentiality and not divulge the contents of closed (in-camera) meetings, recognizing that a disclosure could seriously harm the Board's ability to conduct its business.

REFERENCES

- ***BC School Act***
- **School Act, Trustee Oath of Office Regulation**
- **Policy 6130, Role of the Board Policy**
- **Policy 6260, Conflict of Interest Policy**
- **Policy 6310, Role of the Superintendent Policy**
- **Policy 6510, Board Communications Policy**

Policy No. 7110
Date Approved: September 11, 2012, March 9, 2021
Date Amended: 15-Sept-2015; 6-Mar-2018
Position Responsible for updates:

7110 Trustee Remuneration and Expense Allowance Policy

As required by the School Act, the Board authorizes payment of Trustee Remuneration and an Expense Allowance as follows:

1. The Trustees of School District No. 52 (Prince Rupert) are paid an annual amount. Rates are set for Trustee, Vice Chair and Chair. The annual amount is paid in twelve (12) equal instalments.
2. The annual amount is determined as the average amount paid to Trustees, Vice Chair and Chair, respectively, of the School Districts comprising the Northwest and Northern Interior Regions. The data used in the computation is supplied by the British Columbia School Trustee Association.
3. The annual amount is revised in even numbered years, based on the average from the previous year. The rate is effective January 1st of that year.
4. Trustees receive a monthly allowance of \$75 (\$900 per annum) for telecommunication costs incurred by the Trustee. In even-numbered years this allowance will be compared to the average allowance in the data supplied by the British Columbia School Trustee Association. If the allowance is less than the average allowance, the Board will consider an increase to the allowance.
5. Policy 7120 sets out the rules for the Travel and Subsistence Allowance paid to Trustees traveling on Board business.

REFERENCE

School Act Section 71
7120 Travel and Subsistence Allowance Policy
7120-10 Travel and Subsistence Allowance Regulation
7120-20 Travel and Subsistence Allowance – Approvals Regulation