

**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, February 20, 2024- 7:00 P.M.**

1. **Adoption of Agenda**
2. **Presentation(s):**
  - 2.1 Christina Leighton – Food Sovereignty Program at CHSS
3. **Approval of the Minutes of the**
  - 3.1 Open Board Meeting Held on January 15, 2024 (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 January 15, 2024
  - 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 January 18, 2024 letter to Barry Neufeld from BCSTA re: Membership in the BC School Trustees Association (p.8)
    - 5.2.2 February 2, 2024 Letter of Congratulations from BCSTA to Minister Lore (p.11)
    - 5.2.3 February 2, 2024 Thank you letter from BCSTA to Minister Dean (p.12)
6. **Superintendent of Schools’ Report**
  - 6.1 For Board Information:
    - 6.1.1 Field Trips (p. 13)
    - 6.1.2 Enrolment
      - 6.1.2.1 Enrolment graph (p.14)
    - 6.1.3 Upcoming Projects/Learning/Other
7. **Secretary-Treasurer’s Report**
  - 7.1 January 2024 Expenditures Report (p.15)
  - 7.2 January 2024 Operations Department Report (p.17)
  - 7.3 January 2024 Information Technology Department Report (p.18)

8. **Committee Reports**
  - 8.1 Finance & Building Committee **(Trustees Beil, Maier, Pucci)**
    - 8.1.1 2023-24 Amended Annual Budget (p.19)
    - 8.1.2 Trustee Remuneration & Allowance Review and Revision (p.38)
    - 8.1.3 PRMS New School Update
  - 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 February 12, 2024 Meeting minutes (p.40)
    - 8.5.2 Policies for Approval
      - 8.5.2.1 7110 – Trustee Remuneration and Expense Allowance Policy (p.41)
      - 8.5.2.2 7120 – Travel and Subsistence Allowance Policy (p.42)
    - 8.5.3 Policies for Review
      - 8.5.3.1 6250 – District Parent Advisory Council Policy (p.43)
  - 8.6 District Technology Steering Committee **(Trustee Horne)**
    - 8.6.1 January 13, 2024 Minutes (p.44)
9. **Old Business**
10. **New Business**
11. **Information Items**
  - 11.1 Provincial Council, February 24, 2024
  - 11.2 Board of Education Meeting, March 12, 2024
  - 11.3 Spring Break, March 18-28, 2024
  - 11.4 Good Friday, March 29, 2024
  - 11.5 Easter Monday, April 1, 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, January 15, 2024 – 7:00 P.M.**

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

Staff Present: S. Pond, G. Slykhuis, M. Cross, A. Samoilo, T. Dickens, B. Verissimo, K. Levelton

Regrets: K. Maier, M. Pucci

Board Chair Toye acknowledged that the meeting is being held on traditional Ts'msyen territory. The meeting was called to order at 7:05 p.m.

**1. Adoption of Agenda**

**Motion 20240115-1.0a**

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):**

The Superintendent introduced Kerri Levelton from Prince Rupert Middle School along with one of her students, Marcus, leader in the Student Leadership Council. The Leadership Council meets once a week, plans events for the school and fundraises for events which include: Planning the grade 8 formal dance, the Sixer Mixer, Pyjama Day, Crazy Day, and Spirit Day. PRMS has offered: Breakfast club, snacks and lunch program daily, Subway lunch once a month, popcorn sales, hotdog sales etc.

PRMS has done many activities this year including: The Sixer Mixer, Halloween Fun Day, Orange Shirt Day, Terry Fox Run, Reconciliation walk, Science World visited, Wellness Day, Skating, Swimming, Gymnastics, Hockey Academy, Badminton, Every Child Matters Heart Ceremony, Egg Drop, Fishing, Hiking, harvested potatoes and onions which they cooked at breakfast program, Christmas Craft Night, Munro Floor Hockey Tournament.

Upcoming Events – The School Band is going to Edmonton, 3 ski trips, kayaking, carnival and staff vs student's hockey game, Butze, Indigenous Day, Band tour to elementary schools, Amazing Race and much more. They wanted to share what they have been doing at the school as they feel it is important that we know what they have been up to. Ms. Levelton shared slideshow of photos of the students in all of these activities.

Trustees enjoyed this presentation and loved hearing what students have been busy with.

Chair Toye expressed thanks for the presentation and loved seeing all the photos and especially of all the outdoor activities and learning.

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

3.1 Open Board Meeting held December 18, 2023

**Motion 20240115-3.1**

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  
December 18, 2023 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 18, 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 20240115-4.0a**

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  
None

**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.
  - 6.1.2 Enrolment  
The Director of Instruction reported that enrolment is at 1850 December 31, 2023. This is an increase of 12 students. Trustees appreciated the graph presented.
  - 6.1.3 Upcoming Projects/Learning/Other  
The Acting Superintendent shared that December was month of celebration and many special events were happening at all of our schools. Spirit theme days or weeks at all schools, Gym riots at CHSS, Winter Concert at Conrad, Winter family feast night at Roosevelt, Carolling in the gym at Pineridge, and Winter craft nights. Christmas bazaars were held at all Elementary schools where students could purchase gifts for their families for 25 cents. Power Up Pancake breakfasts happened at all schools. The Musical "Something's Rotten" was highly successful and

closed December 2<sup>nd</sup>. Science world came and visited at all schools. We continue to grow the Before and After School Care Program at Pineridge and Conrad. We needed to hire another person on Pineridge. Should have some FSA participation related to the Provincial data for next meeting.

There are many viruses going around. Need to continue to remind our students, staff and ourselves to stay home if they are sick and wash hands.

## 7. Acting Secretary Treasurer's Report

### 7.1 December 2023 Expenditures Report

The Acting Secretary-Treasurer presented the December 2023 Expenditures Report and answered questions from Trustees. The report is based off of 10- or 12-month salaried employees. YTD budget for teachers is at 40 percent and principals are at 50. Variances aren't overly meaningful at this stage as she is preparing amended budget currently.

### 7.2 December 2023 Operations Department Report

The Director of Operations presented the Operations Department Report for December 2023 and answered questions from Trustees. Trustees expressed thanks to Operations staff for cleaning up over Winter Break. Question: How is the extra bus working out? Director of Operations confirmed that It has been used regularly. He is hoping by spring break to have a report of how many out of town trips have been taken. Since there are two buses now we can facilitate more out of town trips. What happens to the buses in the summer? They are parked and undergo inspections in August of every year. A new rope has been placed across Westview gate. Is there still vandalism up there? Director of Operations reported yes, it is. Decision was made to put rope back up as people were driving around the back and vandalizing and dumping items back there. Trustees asked about putting up "No trespassing" signs? Trustees worried about risk to District. The signs do give us more rights if something should happen, since it is a vacant piece of property.

#### **Motion 20240115-7.2.1**

Beil	"Be it resolved by the Board of Education of School District No. 52
Dalton	(Prince Rupert) that the board make a motion to install No Trespassing signs on our Westview Property."

**Carried**

### 7.3 December 2023 Information Technology Department Report

The Superintendent presented the Information Technology Department Report for December 2023 and answered questions from Trustees. Trustees thanked IT for putting in Smart boards in Roosevelt.

## 8. Committee Reports

### 8.1 Finance & Building Committee

**(Trustees Beil, Maier, Pucci)**

#### 8.1.1 EV Chargers – 2024-25 Capital

#### **Motion 20240115-8.1.1**

Beil	"Be it resolved by the Board of Education of School District No. 52
Horne	(Prince Rupert) that the board make a resolution to request \$80,000 from the Ministry of Education and Child Care to fully fund this."

**Carried**

Natural Resources Canada funded a portion of the Provincial funding that was awarded to us. The NRC

noted that a portion of this funding doesn't meet their guidelines. The Ministry will fund the additional \$80,000 that is still required. Trustees questioned if there are any foreseeable maintenance costs? No, they are relatively maintenance free.

8.1.2 Sprinkler System Upgrade – 2023-24 Minor Capital

**Motion 20240115-8.1.2**

Beil	"Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that the board make a resolution to request \$550,000 to the Ministry to fully fund this."	<b>Carried</b>
Dalton		

Our mechanical engineers have identified Issues with the Sprinkler System at Conrad Elementary. Approximately \$1.7 million phased over several years. This is important for the safety of our children. It is a specialty item and need to have outside contractors come in to complete it.

8.2 Framework for Enhancing Student Learning **(Trustees Horne, Sanchez)**  
Have not met

8.3 Provincial Council **(Trustees Maier, Pucci)**  
Have not met

8.4 Indigenous Education Council **(Trustees Toyé, Sanchez)**  
Have not met

8.5 Policy Committee **(Trustees Horne, Toyé)**

8.5.1 January 9, 2024 meeting  
Trustee Horne presented the minutes of the January 9, 2024 meeting of the Policy Committee.

8.5.2 Policies for Approval  
8.5.2.1 6140 – Role of the Trustee and Trustee Code of Conduct Policy

**Motion 20240115-8.5.2**

Horne	"Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that 6140 – Role of the Trustee and Trustee Code of Conduct Policy be approved as presented."	<b>Carried</b>
Beil		

8.5.3 Policies for Review  
None

8.5.4 Policy for Discussion/Consideration  
8.5.4.1 7110 – Trustee Remuneration and Expense Allowance Policy  
Policy committee had some questions and sent out to Trustees. Community members have expressed they don't want to run for Trustee if their expenses are not covered for child care, wages etc. Remuneration is to cover those things. This is choice one makes to be on the board. Discussed tipping percentage and incidentals and they are often covered in other districts. Board has asked to make suggestions based off of other boards practices and then bring it back to the committee.

8.6 District Technology Steering Committee  
Has not met

9. **Old Business**  
None
10. **New Business**  
None
11. **Information Items:**
- 11.1 Non-Instructional Day for Elementary & Middle Schools, January 19, 2024.  
Chair Toye noted that the Non-Instructional Day for Elementary & Middle Schools is on January 19, 2024.
- 11.2 Welcome to French Immersion Sessions, January 23 & 24, 2024.  
Chair Toye noted that the Welcome to French Immersion Sessions is on January 23 & 24, 2024. Sessions are available to any interested parents. The French Immersion Program is available for anyone. These sessions will highlight some advantages of the FI program for students. Article in Northern View featured some of the highlights of the French Program.
- 11.3 Non-Instructional Day for Secondary Schools, February 15, 2024  
Chair Toye noted that the Non-Instructional Day for Secondary Schools is on February 15, 2024.
- 11.4 Indigenous Implementation Day, February 16, 2024  
Chair Toye noted that the Indigenous Implementation Day is on February 16, 2024.
- 11.5 Family Day Statutory Holiday and Louis Riel Day, February 19, 2024  
Chair Toye noted that the Family Day Statutory Holiday and Louis Riel Day is on February 19, 2024
- 11.6 Board of Education Meeting, February 20, 2024  
Chair Toye noted that the Board of Education Meeting is on February 20, 2024
12. **10 Minute Question and Answer Period**
13. **Adjournment**  
Chair Toye adjourned the meeting at 7:55 p.m.



British Columbia  
School Trustees  
Association

January 18, 2024

**Barry Neufeld**



Dear Mr. Neufeld,

**Subject: Membership in the BC School Trustees Association**

I am writing at the direction of the board of directors of the British Columbia School Trustees Association.

At its meeting on December 14, 2023, the board of directors passed the following resolution:

**Whereas:**

Barry Neufeld is an honorary life member of the British Columbia School Trustees Association;

On October 21, 2023, Barry Neufeld made a speech at a "Million March for Children," in which he identified himself as a "Lifetime member of the BC School Trustees Association."

In that speech, he said, among other things:

School boards are redundant and just rubber stamp what the Ministry tells Superintendents to do; and

The Ministry of Education is "controlled by the Globalist vision of the United Nations."

He further stated (wrongly) that the B.C. Government had been ordered by the United Nations to add gender identity to the B.C. Human Rights Code.

He concluded by stating that: "If we demand that School Boards be abolished, it will scare the boards into listening to the public instead of



insulting them and shutting off their mikes,” , and saying “Get rid of School Boards in BC!”

**And Whereas:**

The mission of the British Columbia School Trustees Association is driven by the following beliefs:

A high-quality public education system is the foundation of a democratic society.

Improving student achievement is the key work of locally elected boards of education.

The interests of B.C. students are best met through local decision-making with an engaged community.

Providing a strong, representative voice for boards of education throughout the province is important.

Helping to build effective boards of education by providing development, communications and support services continues to be a vital role.

Accordingly, having considered the factors above, the board of directors of the BCSTA hereby resolves as follows:

The views expressed by Barry Neufeld are inconsistent with the values of and membership in the British Columbia School Trustees Association.

In accordance with Bylaw 1.(c) of the BCSTA bylaws, the Life Membership of Barry Neufeld in the British Columbia School Trustees Association is hereby rescinded on the basis that his conduct, in the opinion of the board of directors, is not in the best interest of the Association and which brings the reputation of the Association into disrepute.



British Columbia  
School Trustees  
Association

Accordingly, BCSTA's board of directors has voted unanimously to rescind your honorary life membership effective immediately.

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: The Honourable Rachna Singh, Minister of Education and Child Care  
Christina Zacharuk, Deputy Minister, Ministry of Education and Child Care  
Ray Velestuk, president, British Columbia Association of School Business Officials  
Laura Ward, president, BC Confederation of Parent Advisory Councils  
Brian Leonard, president, British Columbia Principals' and Vice-Principals' Association  
Alan Chell, chair, British Columbia Public School Employers' Association  
Rohan Arul-pragasam, president, British Columbia School Superintendents Association  
Clint Johnston, president, British Columbia Teachers' Federation  
Karen Ranalletta, president, Canadian Union of Public Employers BC  
BCSTA board chairs  
Suzanne Hoffman, CEO, BCSTA  
BCSTA Board of Directors



British Columbia  
School Trustees  
Association

February 2, 2024

**Honourable Grace Lore**

*Minister of Children and Family Development*  
PO Box 9770, Stn Prov Govt  
Victoria, B.C. V8W 9S5  
mcf.minister@gov.bc.ca

Dear Minister Lore,

On behalf of the British Columbia School Trustees Association, I extend our warmest congratulations on your recent appointment as the minister of children and family development. We hold a great deal of respect for your dedication to public service and the betterment of our communities and are optimistic that your leadership will bring positive changes.

Your tireless work as a dedicated anti-violence advocate, academic instructor and researcher, community organizer and a member of the Legislative Assembly is commendable. We are confident that your combination of experience and passion will positively impact the lives of children and families in B.C.

Once again, congratulations on your well-deserved appointment. We are eager to see how you continue to advocate for the well-being of our most vulnerable children and families and look forward to supporting your work as it relates to public education and child care.

Sincerely,

A handwritten signature in cursive script that reads "Carolyn Broady".

**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

February 2, 2024

**Honourable Mitzi Dean**

*Minister of State for Child Care*  
PO Box 9045, Stn Prov Govt  
Victoria, B.C. V8W 9E2  
cc.minister@gov.bc.ca

Dear Minister Dean,

Thank you for your service as minister of children and family development. We appreciate your contributions over the past three years and would also like to congratulate you on your new role as minister of state for child care. Your experience and knowledge working in community social services with children and youth will surely provide great value and insight as you take on new challenges.

Child care in the province is headed in a promising direction with the introduction of cuts to licensed child care fees, including the \$10-per-day initiative. We hope you will continue supporting the critical needs of British Columbian families by prioritizing more affordable and accessible options for all.

At the BC School Trustees Association, we recognize the vital work that you do to support families and children. We wish you the best of luck in your new role and look forward to future opportunities for collaboration.

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

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

**February 20, 2024**

**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	Jan 23, 2024	.5		Gale Force Gym, Gymnastics
2.	Lax Kxeen	March 7, 2024	1	4-5	Skiing at Shames
3.	CHSS	April 1, 2024	0		Tall Trees & Diana Lake with Ottawa trip exchange students.
4.	PRMS	April 19, 2024	0	6-8	Pacific Northwest Music Festival in Terrace
5.	CHSS	May 31-June 2, 2024	1	9-12 FI	Terrace Pentacostal Camp French Immersion students

6.1.2 Enrolment

6.1.2.1 Enrolment graph (p. 14)

6.1.3 Upcoming Projects/Learning/Other

### Enrollment Trends for 6 years SD 52



January 31, 2024

School District No. 52  
 EXPENDITURES BY PROGRAM AT JANUARY 31, 2024  
 ( Fund-Function-Program )

Fund : 0 Operating

PR	TITLE	JAN	YEAR TO DATE	ENCUMBERED	FULL YEAR DRAFT AMENDED BUDGET	AVAILABLE	PERC
Function : 1 Instruction							
02	Regular Instruction	1,059,289.00	6,430,235.74		12,773,533	6,343,297	50%
03	Career Preparation	7,145.80	33,979.65		77,398	43,418	56%
07	Library Services	42,637.15	234,682.12		468,424	233,742	50%
08	Counselling	30,505.83	171,399.06		343,805	172,406	50%
10	Special Education	445,911.52	2,583,440.88		5,191,213	2,607,772	50%
30	English Language Development	10.49	213.75		2,373	2,159	91%
31	Aboriginal Education	174,629.22	982,766.58		1,973,814	991,047	50%
41	Business Admin	182,568.88	1,163,898.38		2,102,531	938,633	45%
TOTAL FOR Function - 1		1,942,698	11,600,616	0	22,933,091	11,332,475	49%
Function : 4 District Administration							
11	Education Admin	39,724.48	274,797.03		458,128	183,331	40%
40	Governance	12,524.87	116,726.25		187,616	70,890	38%
41	Business Admin	103,293.33	674,459.14		1,152,499	478,040	41%
TOTAL FOR Function - 4		155,542.68	1,065,982.42	0	1,798,243	732,261	41%
Function : 5 Maintenance & Operations							
41	Business Admin	12,054.33	197,000.81		257,714	60,713	24%
50	Plant Maintenance	185,186.62	1,680,795.38	8,800.51	1,978,889	298,094	15%
52	Maintenance Of Grounds	11,301.00	55,112.13		166,408	111,296	67%
56	Utilities	48,913.49	183,856.14		623,399	439,543	71%
TOTAL FOR Function - 5		257,455.44	2,116,764.46	8,800.51	3,026,410	909,646	30%
Function : 7 Transportation							
41	Business Admin	96.7	543.79		932	388	42%
70	Student Transportation	33,866.92	172,800.82		355,353	182,552	51%
TOTAL FOR Function - 7		33,963.62	173,344.61	0	356,285	182,940	51%
TOTAL FOR Fund - 0		2,389,660	14,956,708	8,800.51	28,114,029	13,157,321	47%
GRAND TOTAL		2,389,660	14,956,708	8,800.51	28,114,029	13,157,321	47%

School District No. 52 (Prince Rupert)  
 Financial Report - Operating Fund  
 January 31, 2024

Category	2023/24 DRAFT				Year-to-Date Actual	% Remaining For Year	% Remaining Expected	Year-to-Date Budget	Year-to-Date Variance
	Amended Budget	Year-to-Date Actual	% Remaining For Year	% Remaining Expected					
Teachers Salary	\$ 11,098,897	\$ 5,566,116	49.85%	50.00%	\$ 5,549,449	\$ (16,667)			
Principals and Vice Principals Salary	2,379,581	1,378,089	42.09%	41.67%	1,388,089	10,000			
Educational Assistants Salary	2,235,661	1,043,599	53.32%	50.73%	1,101,472	57,873			
Support Staff Salary	2,438,345	1,233,029	49.43%	50.32%	1,211,307	(21,722)			
Other Professionals Salary	1,482,517	872,748	41.13%	41.67%	864,802	(7,946)			
Substitutes Salary	1,185,553	689,179	41.87%	45.00%	652,054	(37,125)			
Benefits	4,735,242	2,346,354	50.45%	48.55%	2,436,227	89,873			
Services & Supplies	2,558,233	1,827,595	28.56%	38.24%	1,579,992	(247,603)			
<b>Total Operating Expenses</b>	<b>\$ 28,114,029</b>	<b>\$ 14,956,708</b>	<b>46.80%</b>	<b>47.42%</b>	<b>\$ 14,783,392</b>	<b>(\$173,316)</b>			



# Monthly Report to the Board

## January 2024

<u>Facilities:</u>	Work orders continue to be reviewed and prioritized on an ongoing basis for maintenance or capital project planning, subject to change due to regular adjustments in priorities.  A high number of facility rental (school gymnasium) requests came in January.
<u>Custodial:</u>	With flu season around, custodians are keeping our schools disinfected as needed.
<u>Energy &amp; Conservation</u>	Unit ventilator install at Roosevelt is still underway. Low temperature coil replacement at CHSS is underway.
<u>Transportation</u>	September to January - Field Trips – in town – 74 September to January - Field Trips – out of town - 24
<u>Health &amp; Safety</u>	District OHS committee met to discuss our OHS training day, which is scheduled for March 12 <sup>th</sup> .



INFORMATION TECHNOLOGY  
DEPARTMENT  
DINESH GAUTAM, MANAGER,  
INFORMATION TECHNOLOGY

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# Monthly Report to the Board

## January 2024

**Network Status:** Multiple power outages were reported in January, mainly affecting CHSS and Pineridge. During these outages, some IT systems were temporarily impacted, but there were no reported instances of data loss or corruption.

**Computer Purchase:** No new hardware purchases were made.

**Infrastructure Upgrades:** Our team has completed upgrades to servers, network switches, and firewalls, enhancing the overall performance and security of our IT infrastructure.

**CHSS:** CHSS Lab 200 now features state-of-the-art desktop computers. We have partnered with software giant Unity to provide free student accounts, saving the district \$2040 USD per student per year. Unity software enables students to create and develop real-time 3D games, apps, and experiences for various industries, including entertainment, film, automotive, architecture, and more. Computer science students will be learning about Unity and game development this semester.

**School Start:** Technicians were busy supporting staff and students with login issues, creating new staff and student accounts, reimaging and setting up new computers, and replacing old computers.

Amended Annual Budget

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

June 30, 2024

# School District No. 52 (Prince Rupert)

June 30, 2024

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\*NOTE - Statement 1, Statement 3, Statement 5 and Schedules 4A - 4D are used for Financial Statement reporting only.

## 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 2023/2024 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. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies 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 2023/2024.
3. The attached Statement 2 showing the estimated revenue and expense for the 2023/2024 fiscal year and the total budget bylaw amount of \$35,925,670 for the 2023/2024 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 2023/2024.

READ A FIRST TIME THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024;

READ A SECOND TIME THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024;

READ A THIRD TIME, PASSED AND ADOPTED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024;

\_\_\_\_\_  
Chairperson of the Board

( Corporate Seal )

\_\_\_\_\_  
Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 52 (Prince Rupert) Amended Annual Budget Bylaw 2023/2024, adopted by the Board the \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

\_\_\_\_\_  
Secretary Treasurer

# School District No. 52 (Prince Rupert)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	1,831,500	1,775,000
<b>Total Ministry Operating Grant Funded FTE's</b>	<u>1,831,500</u>	<u>1,775,000</u>
<b>Revenues</b>	\$	\$
Provincial Grants		
Ministry of Education and Child Care	31,893,705	31,678,588
Other	98,592	73,476
Tuition	76,725	88,500
Other Revenue	2,787,611	2,279,191
Rentals and Leases	30,000	30,000
Investment Income	57,000	57,000
Amortization of Deferred Capital Revenue	1,241,500	1,177,679
<b>Total Revenue</b>	<u>36,185,133</u>	<u>35,384,434</u>
<b>Expenses</b>		
Instruction	28,521,005	27,774,653
District Administration	1,940,036	2,154,568
Operations and Maintenance	4,739,152	5,316,777
Transportation and Housing	665,477	583,097
<b>Total Expense</b>	<u>35,865,670</u>	<u>35,829,095</u>
<b>Net Revenue (Expense)</b>	<u>319,463</u>	<u>(444,661)</u>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>		223,412
<b>Budgeted Surplus (Deficit), for the year</b>	<u>319,463</u>	<u>(221,249)</u>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)	607,586	
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(288,123)	(221,249)
<b>Budgeted Surplus (Deficit), for the year</b>	<u>319,463</u>	<u>(221,249)</u>

# School District No. 52 (Prince Rupert)

Amended Annual Budget - Revenue and Expense  
Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	28,114,029	28,646,809
Special Purpose Funds - Total Expense	6,162,018	5,723,358
Capital Fund - Total Expense	1,589,623	1,458,928
Capital Fund - Tangible Capital Assets Purchased from Local Capital	60,000	60,000
<b>Total Budget Bylaw Amount</b>	<b>35,925,670</b>	<b>35,889,095</b>

Approved by the Board

Signature of Chairperson of the Board \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Superintendent \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Secretary/Treasurer \_\_\_\_\_ Date \_\_\_\_\_

# DRAFT

# School District No. 52 (Prince Rupert)

Statement 4

Amended Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
<b>Surplus (Deficit) for the year</b>	<u>319,463</u>	<u>(444,661)</u>
<b>Effect of change in Tangible Capital Assets</b>		
Acquisition of Tangible Capital Assets		
From Local Capital	(60,000)	(60,000)
From Deferred Capital Revenue	<u>(2,214,920)</u>	<u>(2,114,920)</u>
<b>Total Acquisition of Tangible Capital Assets</b>	<u>(2,274,920)</u>	<u>(2,174,920)</u>
Amortization of Tangible Capital Assets	<u>1,589,623</u>	<u>1,458,928</u>
<b>Total Effect of change in Tangible Capital Assets</b>	<u>(685,297)</u>	<u>(715,992)</u>
	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<u><u>(365,834)</u></u>	<u><u>(1,160,653)</u></u>



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

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund  
 Year Ended June 30, 2024.

	Operating Fund	Special Purpose Fund	Capital Fund	2024 Amended Annual Budget
	\$	\$	\$	\$
<b>Accumulated Surplus (Deficit), beginning of year</b>	518,160		5,787,610	6,305,770
<b>Changes for the year</b>				
Net Revenue (Expense) for the year	667,586		(348,123)	319,463
Interfund Transfers				
Local Capital	(60,000)		60,000	-
<b>Net Changes for the year</b>	607,586	-	(288,123)	319,463
<b>Budgeted Accumulated Surplus (Deficit), end of year</b>	<u>1,125,746</u>	<u>-</u>	<u>5,499,487</u>	<u>6,625,233</u>

# School District No. 52 (Prince Rupert)

Amended Annual Budget - Operating Revenue and Expense  
 Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education and Child Care	26,442,318	26,372,930
Other	32,483	73,476
Tuition	76,725	88,500
Other Revenue	2,147,089	1,865,491
Rentals and Leases	30,000	30,000
Investment Income	53,000	53,000
<b>Total Revenue</b>	<u>28,781,615</u>	<u>28,483,397</u>
<b>Expenses</b>		
Instruction	22,933,091	22,593,485
District Administration	1,798,243	2,012,775
Operations and Maintenance	3,026,410	3,709,521
Transportation and Housing	356,285	331,028
<b>Total Expense</b>	<u>28,114,029</u>	<u>28,646,809</u>
<b>Net Revenue (Expense)</b>	<u>667,586</u>	<u>(163,412)</u>
<b>Budgeted Prior Year Surplus Appropriation</b>		<u>223,412</u>
<b>Net Transfers (to) from other funds</b>		
Local Capital	(60,000)	(60,000)
<b>Total Net Transfers</b>	<u>(60,000)</u>	<u>(60,000)</u>
<b>Budgeted Surplus (Deficit), for the year</b>	<u>607,586</u>	<u>-</u>

# School District No. 52 (Prince Rupert)

Amended Annual Budget - Schedule of Operating Revenue by Source  
 Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
<b>Provincial Grants - Ministry of Education and Child Care</b>		
Operating Grant, Ministry of Education and Child Care	26,798,951	26,738,949
ISC/LEA Recovery	(1,211,600)	(1,211,600)
Other Ministry of Education and Child Care Grants		
Pay Equity	706,027	706,027
Student Transportation Fund	117,597	117,597
Support Staff Benefits Grant	14,451	14,451
FSA Scorer Grant	7,506	7,506
Teacher Benefits Funding	9,386	
<b>Total Provincial Grants - Ministry of Education and Child Care</b>	<u>26,442,318</u>	<u>26,372,930</u>
<b>Provincial Grants - Other</b>	<u>32,483</u>	<u>73,476</u>
<b>Tuition</b>		
International and Out of Province Students	76,725	88,500
<b>Total Tuition</b>	<u>76,725</u>	<u>88,500</u>
<b>Other Revenues</b>		
Funding from First Nations	1,341,640	1,341,640
Miscellaneous		
Cultural	10,000	10,000
Jordan's Principle	370,000	220,000
Sundry Other Revenue	425,449	293,851
<b>Total Other Revenue</b>	<u>2,147,089</u>	<u>1,865,491</u>
<b>Rentals and Leases</b>	<u>30,000</u>	<u>30,000</u>
<b>Investment Income</b>	<u>53,000</u>	<u>53,000</u>
<b>Total Operating Revenue</b>	<u><u>28,781,615</u></u>	<u><u>28,483,397</u></u>

# School District No. 52 (Prince Rupert)

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Object  
Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	11,098,897	10,895,478
Principals and Vice Principals	2,379,581	2,080,217
Educational Assistants	2,235,661	2,149,342
Support Staff	2,438,345	2,333,598
Other Professionals	1,482,517	1,793,886
Substitutes	1,185,553	1,157,278
<b>Total Salaries</b>	<b>20,820,554</b>	<b>20,409,799</b>
<b>Employee Benefits</b>	<b>4,735,242</b>	<b>4,751,777</b>
<b>Total Salaries and Benefits</b>	<b>25,555,796</b>	<b>25,161,576</b>
<b>Services and Supplies</b>		
Services	1,002,582	1,002,582
Student Transportation	88,376	88,376
Professional Development and Travel	484,495	484,495
Rentals and Leases	203,127	203,127
Dues and Fees	49,975	49,975
Insurance	72,280	72,280
Supplies	33,999	1,024,999
Utilities	623,399	559,399
<b>Total Services and Supplies</b>	<b>2,558,233</b>	<b>3,485,233</b>
<b>Total Operating Expense</b>	<b>28,114,029</b>	<b>28,646,809</b>

**School District No. 52 (Prince Rupert)**  
 Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	8,407,408	321,396	201,573	259,952	99,328	506,594	9,796,251
1.03 Career Programs	56,701						56,701
1.07 Library Services	173,753			189,749		8,488	371,990
1.08 Counselling	174,451	58,514		46,262			279,227
1.10 Special Education	1,431,924	244,957	1,718,033	50,054	275,749	329,055	4,049,772
1.30 English Language Learning							-
1.31 Indigenous Education	854,660	209,938	316,055	40,607	38,888	40,678	1,500,826
1.41 School Administration		1,383,228		225,040		18,264	1,626,532
<b>Total Function 1</b>	<b>11,098,897</b>	<b>2,218,033</b>	<b>2,235,661</b>	<b>811,664</b>	<b>413,965</b>	<b>903,079</b>	<b>17,681,299</b>
<b>4 District Administration</b>							
4.11 Educational Administration					345,206		345,206
4.40 School District Governance					98,416		98,416
4.41 Business Administration		161,548		53,841	486,469		701,858
<b>Total Function 4</b>	<b>-</b>	<b>161,548</b>	<b>-</b>	<b>53,841</b>	<b>930,091</b>	<b>-</b>	<b>1,145,480</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration					137,678		137,678
5.50 Maintenance Operations				1,362,581		239,893	1,602,474
5.52 Maintenance of Grounds				74,989			74,989
5.56 Utilities							-
<b>Total Function 5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,437,570</b>	<b>137,678</b>	<b>239,893</b>	<b>1,815,141</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration					783		783
7.70 Student Transportation				135,270		42,581	177,851
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>135,270</b>	<b>783</b>	<b>42,581</b>	<b>178,634</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>11,098,897</b>	<b>2,379,581</b>	<b>2,235,661</b>	<b>2,438,345</b>	<b>1,482,517</b>	<b>1,185,553</b>	<b>20,820,554</b>

# School District No. 52 (Prince Rupert)

Amended Annual Budget - Operating Expense by Function, Program and Object  
 Year Ended June 30, 2024

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	9,796,251	2,250,334	12,046,585	726,948	12,773,533	13,824,855
1.03 Career Programs	56,701	11,945	68,646	8,752	77,398	63,086
1.07 Library Services	371,990	88,826	460,816	7,608	468,424	529,442
1.08 Counselling	279,227	62,630	341,857	1,948	343,805	342,579
1.10 Special Education	4,049,772	1,036,308	5,086,080	105,133	5,191,213	4,320,037
1.30 English Language Learning	-	-	-	2,373	2,373	2,373
1.31 Indigenous Education	1,500,826	322,026	1,822,852	150,962	1,973,814	1,937,372
1.41 School Administration	1,626,532	353,113	1,979,645	122,886	2,102,531	1,573,741
<b>Total Function 1</b>	<b>17,681,299</b>	<b>4,125,182</b>	<b>21,806,481</b>	<b>1,126,610</b>	<b>22,933,091</b>	<b>22,593,485</b>
<b>4 District Administration</b>						
4.11 Educational Administration	345,206	65,705	410,911	47,217	458,128	317,549
4.40 School District Governance	98,416	7,849	106,265	81,351	187,616	185,779
4.41 Business Administration	701,858	133,093	834,951	317,548	1,152,499	1,509,447
<b>Total Function 4</b>	<b>1,145,480</b>	<b>206,647</b>	<b>1,352,127</b>	<b>446,116</b>	<b>1,798,243</b>	<b>2,012,775</b>
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	137,678	30,991	168,669	89,045	257,714	268,909
5.50 Maintenance Operations	1,602,474	318,478	1,920,952	57,937	1,978,889	2,806,213
5.52 Maintenance of Grounds	74,989	16,419	91,408	75,000	166,408	75,000
5.56 Utilities	-	-	-	623,399	623,399	559,399
<b>Total Function 5</b>	<b>1,815,141</b>	<b>365,888</b>	<b>2,181,029</b>	<b>845,381</b>	<b>3,026,410</b>	<b>3,709,521</b>
<b>7 Transportation and Housing</b>						
7.41 Transportation and Housing Administration	783	149	932	-	932	2,636
7.70 Student Transportation	177,851	37,376	215,227	140,126	355,353	328,392
<b>Total Function 7</b>	<b>178,634</b>	<b>37,525</b>	<b>216,159</b>	<b>140,126</b>	<b>356,285</b>	<b>331,028</b>
<b>9 Debt Services</b>						
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>20,820,554</b>	<b>4,735,242</b>	<b>25,555,796</b>	<b>2,558,233</b>	<b>28,114,029</b>	<b>28,646,809</b>

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

Amended Annual Budget - Special Purpose Revenue and Expense  
 Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education and Child Care	5,451,387	5,305,658
Other	66,109	
Other Revenue	640,522	413,700
Investment Income	4,000	4,000
<b>Total Revenue</b>	<b>6,162,018</b>	<b>5,723,358</b>
<b>Expenses</b>		
Instruction	5,587,914	5,181,168
District Administration	141,793	141,793
Operations and Maintenance	205,497	205,497
Transportation and Housing	226,814	194,900
<b>Total Expense</b>	<b>6,162,018</b>	<b>5,723,358</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

**School District No. 52 (Prince Rupert)**  
 Amended Annual Budget - Changes in Special Purpose Funds  
 Year Ended June 30, 2024

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	Special Education Technology	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>									
<b>Add: Restricted Grants</b>									
Provincial Grants - Ministry of Education and Child Care	135,659	99,002		13,345	559,003		1,424	35,571	46,115
Other			11,000		330,000				
Investment Income			4,000						
	135,659	99,002	15,000		330,000		14,700	74,269	570,165
<b>Less: Allocated to Revenue</b>									
Deferred Revenue, end of year	135,659	99,002	15,000	7,500	336,700	128,000	16,124	109,840	661,460
	-	-	189,380	5,845	552,303	-	-	-	-
<b>Revenues</b>	135,659	99,002	15,000	7,500	336,700	128,000	16,124	109,840	616,280
Provincial Grants - Ministry of Education and Child Care									
Other Revenue			11,000		336,700				
Investment Income			4,000						
<b>Expenses</b>	135,659	99,002	15,000	7,500	336,700	128,000	16,124	109,840	661,460
Salaries									
Teachers									
Educational Assistants									
Support Staff	102,127	79,166				93,204		38,710	273,928
Other Professionals									
Substitutes									
	102,127	79,166				93,204		38,710	50,196
Employee Benefits	21,987	19,836							9,168
Services and Supplies	11,545		15,000	7,500	336,700	22,796	16,124	9,290	81,658
	135,659	99,002	15,000	7,500	336,700	128,000	16,124	109,840	246,510
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-



**School District No. 52 (Prince Rupert)**  
 Amended Annual Budget - Changes in Special Purpose Funds  
 Year Ended June 30, 2024

	Classroom Enhancement Fund - Overhead Fund	Classroom Enhancement Fund - Staffing Fund	Classroom Enhancement Fund - Remedies Fund	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Seamless Day Kindergarten	Early Childhood Education Dual Credit Program	Student & Family Affordability
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year		96,567		88,861	60,559	38,232	15,971	23,735	195,152
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	211,631	2,517,212	346,353	117,597	57,000	6,750	55,400	70,000	
Provincial Grants - Other				99,223				10,000	
Investment Income									
<b>Less:</b> Allocated to Revenue									
Deferred Revenue, end of year	211,631	2,517,212	346,353	216,820	57,000	6,750	55,400	80,000	-
	211,631	2,613,779	346,353	226,814	25,000	20,000	71,371	103,735	195,152
	-	-	-	78,867	92,559	24,982	-	-	-
<b>Revenues</b>	211,631	2,613,779	346,353	206,458	25,000	20,000	71,371	93,735	195,152
Provincial Grants - Ministry of Education and Child Care									
Provincial Grants - Other				20,356				10,000	
Other Revenue									
Investment Income									
<b>Expenses</b>	211,631	2,613,779	346,353	226,814	25,000	20,000	71,371	103,735	195,152
Salaries									
Teachers									
Educational Assistants	114,253	2,106,657	279,150				48,622		
Support Staff				13,751					
Other Professionals	55,846								
Substitutes									
Employee Benefits	170,099	2,106,657	279,150	13,751			48,622		
Services and Supplies	41,532	507,122	67,203	3,163			11,183		
				209,900	25,000	20,000	11,566	103,735	195,152
	211,631	2,613,779	346,353	226,814	25,000	20,000	71,371	103,735	195,152
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-

**School District No. 52 (Prince Rupert)**  
 Amended Annual Budget - Changes in Special Purpose Funds  
 Year Ended June 30, 2024

	SEY2KT (Early Years to Kindergarten)	ECL & Learning	Feeding Futures Fund	Lilian Brown Trust	Network of Innovation and Inquiry	Anti-Racism Multicultural Grants	Coastal Pathways Partnership	Other Aboriginal Initiatives	Special Education Innovation
Deferred Revenue, beginning of year	\$ -	\$ 47,427	\$ -	\$ 50,179	\$ 8,162	\$ 19,949	\$ 86,579	\$ 16,983	\$ 1,234
<b>Add: Restricted Grants</b>									
Provincial Grants - Ministry of Education and Child Care	19,000	175,000	350,000						
Provincial Grants - Other				400					
Investment Income				400					
<b>Less: Allocated to Revenue</b>									
Deferred Revenue, end of year	19,000	186,503	350,000	-	2,000	5,000	-	-	1,234
	-	35,924	-	50,579	6,162	14,949	86,579	16,983	-
<b>Revenues</b>									
Provincial Grants - Ministry of Education and Child Care	19,000	186,503	350,000						
Provincial Grants - Other									
Other Revenue					2,000	5,000			1,234
Investment Income									
<b>Expenses</b>									
Salaries	19,000	186,503	350,000	-	2,000	5,000	-	-	1,234
Teachers									
Educational Assistants			15,900						
Support Staff									
Other Professionals		143,498	53,750						
Substitutes									
Employee Benefits		143,498	69,650						
Services and Supplies	19,000	33,005	16,020						
	19,000	10,000	264,330		2,000	5,000			1,234
		186,503	350,000		2,000	5,000			1,234
<b>Net Revenue (Expense)</b>									



**School District No. 52 (Prince Rupert)**  
 Amended Annual Budget - Changes in Special Purpose Funds  
 Year Ended June 30, 2024

	<u>TOTAL</u>
Deferred Revenue, beginning of year	\$ 1,707,673
<b>Add: Restricted Grants</b>	
Provincial Grants - Ministry of Education and Child Care	4,972,738
Provincial Grants - Other	64,875
Other	690,903
Investment Income	4,400
	<u>5,732,916</u>
<b>Less: Allocated to Revenue</b>	
Deferred Revenue, end of year	6,162,018
	<u>1,278,571</u>
<b>Revenues</b>	
Provincial Grants - Ministry of Education and Child Care	5,451,387
Provincial Grants - Other	66,109
Other Revenue	640,522
Investment Income	4,000
	<u>6,162,018</u>
<b>Expenses</b>	
Salaries	
Teachers	2,538,770
Educational Assistants	659,547
Support Staff	171,724
Other Professionals	247,444
Substitutes	12,932
	<u>3,630,417</u>
Employee Benefits	870,657
Services and Supplies	1,660,944
	<u>6,162,018</u>
<b>Net Revenue (Expense)</b>	<u>                    -</u>

# School District No. 52 (Prince Rupert)

Amended Annual Budget - Capital Revenue and Expense  
 Year Ended June 30, 2024

	2024 Amended Annual Budget			2024 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
<b>Revenues</b>				
Amortization of Deferred Capital Revenue	1,241,500		1,241,500	1,177,679
<b>Total Revenue</b>	<b>1,241,500</b>	<b>-</b>	<b>1,241,500</b>	<b>1,177,679</b>
<b>Expenses</b>				
Amortization of Tangible Capital Assets				
Operations and Maintenance	1,507,245		1,507,245	1,401,759
Transportation and Housing	82,378		82,378	57,169
<b>Total Expense</b>	<b>1,589,623</b>	<b>-</b>	<b>1,589,623</b>	<b>1,458,928</b>
<b>Net Revenue (Expense)</b>	<b>(348,123)</b>	<b>-</b>	<b>(348,123)</b>	<b>(281,249)</b>
<b>Net Transfers (to) from other funds</b>				
Local Capital		60,000	60,000	60,000
<b>Total Net Transfers</b>	<b>-</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>
<b>Other Adjustments to Fund Balances</b>				
Tangible Capital Assets Purchased from Local Capital	60,000	(60,000)	-	
<b>Total Other Adjustments to Fund Balances</b>	<b>60,000</b>	<b>(60,000)</b>	<b>-</b>	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(288,123)</b>	<b>-</b>	<b>(288,123)</b>	<b>(221,249)</b>

## DECISION REPORT

**DATE:** February 20, 2024  
**TO:** Board of Education  
**FROM:** Brittney Verissimo, Acting Secretary Treasurer  
**RE:** **Trustee Remuneration and Expense Allowance Review and Revision**

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### **RECOMMENDATION:**

THAT the Board approve the increase of the trustee remuneration effective January 1, 2024 as follows:

Chair	\$ 16,363
Vice Chair	\$ 14,768
Trustee	\$ 13,575

### **BACKGROUND:**

As per policy 7110 Trustee Remuneration and Expense Allowance Policy, payment is authorized 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.

Below is the summary of the data comparison to the Northwest and Northern Interior Regions.

	<b>Chair Remuneration</b>	<b>Vice-Chair Remuneration</b>	<b>Trustee Remuneration</b>	<b>Monthly Allowance</b>
<b>Average Northwest &amp; Northern Interior Regions</b>	\$ 16,363	\$ 14,768	\$ 13,575	\$ 755
<b>Current SD # 52</b>	\$ 15,860	\$ 14,253	\$ 12,948	\$ 900
<b>Recommended Increase</b>	\$ 503	\$ 515	\$ 627	\$ 0

School District No. 52 (Prince Rupert)  
Policy Committee  
Monday, February 12, 2024  
4:30 pm

## MINUTES

In Attendance: James Horne  
Andrew Samoil  
Sandy Pond  
Brittney Verissimo  
Tammy Dickens

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

1. Policies for Approval

a. 7110 – Trustee Remuneration and Expense Allowance Policy

Trustee Horne referenced Gold Trail SD policy where they show communication and technology allowance and how the amount is made by the consumer price index. Would like to add Baseline amounts, remove 2 & 3 and add insert from sample.

b. 7120 – Travel and Subsistence Allowance Policy

No changes needed

The Committee agreed to present Policies 7110 and 7120 at the Board meeting to for approval.

2. Policies for Review

a. 6250 – District Parent Advisory Council Policy

No changes needed – send to review.

The Committee agreed to present Policy 6250 at the Board meeting to be sent for review.

3. Other Business

None.

Meeting Adjourned at 4:55 p.m.

Next Meeting: Monday, March 4, 2024



**Policy No.** 7110  
**Date Approved:** September 11, 2012  
**Date Amended:** March 9, 2021  
**Position Responsible for updates:**

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**7110 Trustee Remuneration and Expense Telecommunication 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.

Board Chair \$16,363  
Vice Chair \$14,768  
Trustee \$13,575

2. An annual adjustment shall be made to the Trustee Stipend and other amounts/allowances as listed in this policy, effective July 1<sup>st</sup> of each year. This adjustment will reflect the BC Consumer Price Index Change (change from the previous year).
- ~~3. 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.~~
- ~~4. The annual amount is revised in even numbered years, based on the average from the previous year. The rate is effective January 1<sup>st</sup> of that year.~~
5. 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.
6. 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**

**Policy No.**                **7120**  
**Date Approved:**        **December 12, 2017**  
**Date Amended:**  
**Position Responsible for updates:**

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**7120                Travel and Subsistence Allowance Policy**

There is value in having trustees and employees travel to and participate in local and provincial programs or events that are relevant to their responsibilities. Trustees and personnel on authorized trips will be reimbursed for travel and associated costs in accordance with the regulations to this policy. The regulations also provide for reimbursement for the use of personal vehicles on school district business.

**TRUSTEE TRAVEL**

The Board of Education recognizes that all trustees will normally travel to three events:

- BCSTA Annual General Meeting
- BCSTA Academy
- Fall BCSTA Northwest Branch Meeting

Board representatives to BCSTA Provincial Council and BCPSEA Representative Council also travel. Travel costs for these events are reimbursed by BCSTA and BCPSEA, respectively.

Trustees proposing to travel to other events will bring their requests to a meeting of the Board of Education for consideration.

**REFERENCE**

- 7110                Trustee Remuneration and Expense Allowance Policy**
- 7120-30            Car Allowances Regulation**
- 7120-10            Travel and Subsistence Allowance Regulation**
- 7120-20            Travel and Subsistence Allowance – Approvals Regulation**

**Policy No.** 6250  
**Date Approved:** 14-Oct-2014  
**Date Amended:**

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**6250 District Parent Advisory Council Policy**

The Board has established the District Parents' Advisory Council in accordance with Section 8.4(2) of the School Act. The Council's role is to provide better communication between the school district and families and to advise the Board on any matter relating to education in the school district.

The District Parents' Advisory Council shall operate within the terms listed in the School Act, and as outlined in school district regulations.

**REFERENCES**

- BC Ministry of Education School Act, Sections 8.4, 8.5, 67(5.1)
- BC Confederation of Parent Advisory Councils
- School District regulation, District Parent's Advisory Council

Tech Steering Committee Minutes  
January 23 2024  
Microsoft Teams Online – 3:30 pm

Attendance: Dinesh Gautam, Paramjit Khaira, Carla Rourke, James Horne, Sandy Pond, Mike McDowall,  
Regrets: Jeremy Janz, Sage Davies

#### Reports / Agenda items

1. Coding for elementary students - Using Koodable coding program which allows students to work on a pre-organized self-paced curriculum. Spark interest for elementary students to use coding. Tech committee will
  - Research pro's and cons of Koodable
  - Cost for the district
  - Advertise and get a champion for each school who will promote coding.
  - Offer pro-d opportunities for the school champion to enhance skills so that they can then develop expertise, network with other educators, offer training sessions for students and teachers in their school and share their expertise.
  - Be an advocate at their school for stem and coding activities.
  
2. iPad refresh program - We are currently repurposing older iPads. Tech department is currently repurposing older iPads. These iPads have been replaced with newer models in schools. They are being reformatted and sent to schools for the learning services teachers to use to support students with diverse needs. Some of these iPads are being used as translators for students that have come from abroad. (example Ukraine etc. where English is a Second Language) This program will continue, and we will be sending more devices to schools in the next few months.
  
3. Artificial Intelligence - Culture of practice at Sd52 and how we can prepare our students and staff for this evolution. The use of artificial intelligence (AI) in schools can offer numerous benefits, but it also raises important ethical considerations such as equity, informed decision making, proper use that align with educational goals and values. The tech. committee will start the process of how AI will impact education at Sd52 and benefit students and educators at the same time.
  - Tech. dept will get in touch with the district pro-d committee and suggest if we can bring in a speaker to speak on AI at one of the pro-d sessions. Professional development opportunities will help our teachers understand how to effectively. Use AI tools and integrate them into their teaching practices.
  - Develop regulations that address issues related to AI

Next meeting date to be decided, tentative late February 2024

End. 4:15 p.m.