

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

**A G E N D A**

**REGULAR OPEN SCHOOL BOARD MEETING**

**MEETING HELD ON ZOOM**

**Tuesday, February 15, 2022- 7:00 P.M.**

1. **Adoption of Agenda**
2. **Presentation(s):**
  - 2.1 Roberta Edzerza, Indigenous Education Partnership Agreement Annual Report
3. **Approval of the Minutes of the**
  - 3.1 Open Board Meeting held January 18, 2022 (p. 3)
4. **Necessity of Closed Meeting and Agenda**
  - 4.1 Approval of Agenda
  - 4.2 Approval of Minutes of the In-Camera Meetings held January 18 and February 8, 2022
  - 4.3 Human Resources Report
  - 4.4 Secretary-Treasurer's Report
  - 4.5 Other
  - 4.6 Legal Items
  - 4.7 Information Items
  - 4.8 Old Business
  - 4.9 Items for Release
5. **Correspondence**
  - 5.1 Addressed to the Board
    - 5.1.1 February 2, 2022 Honourable Mitzi Dean response to SD 52 (p. 9)
  - 5.2 Copied to the Board
    - 5.2.1 January 4, 2022 SD No. 5 letter to Minister of Education re: Update on the 2022 Budget Consultation, (p. 11)
    - 5.2.2 January 19, 2022 SD No. 61 letter to Minister of Education and Minister of Finance re: Capital funding for Electric Buses (p. 13)
    - 5.2.3 January 19, 2022 SD No. 61 letter to BC Hydro (and others) re: Net Metering Cap (p. 16)
6. **Superintendent of Schools' Report**
  - 6.1 For Board Information:
    - 6.1.1 Field Trips (p. 19)
    - 6.1.2 Enrolment (p. 20)
    - 6.1.3 COVID Update
    - 6.1.4 Strategic Plan Update
    - 6.1.5 Upcoming Projects/Learning/Other
7. **Secretary-Treasurer's Report**
  - 7.1 January 2022 Expenditure reports (p. 23)
  - 7.2 Operations Department Report (p. 25)
  - 7.3 Information Technology Department Report (p. 26)

8. **Committee Reports**
  - 8.1 Finance & Building Committee **(Trustees Beil, Maier, Sanchez)**
    - 8.1.1 2021-2022 Amended Annual Budget (p. 27)
  - 8.2 Framework for Enhancing Student Learning **(Trustees Toye, Horne)**
  - 8.3 Provincial Council **(Trustees Maier, Sanchez)**
    - 8.3.1 February 12, 2022 Provincial Council Meeting
    - 8.3.2 February 20, 2022 Deadline for AGM Motions
      - 8.3.2.1 Draft Motion (p. 45)
  - 8.4 Indigenous Education Council **(Trustees Toye, Last)**
    - 8.4.1 February 24, 2022 Meeting
  - 8.5 Policy Committee **(Trustees Beil, Horne)**
    - 8.5.1 February 8, 2022 Meeting minutes (p. 47)
    - 8.5.2 Policies for Approval
      - 8.5.2.1 3510 – School Closures Policy (p. 48)
      - 8.5.2.2 4110 – Emergency Preparedness Policy (p. 49)
      - None.
    - 8.5.3 Policy for Review
      - 8.5.3.1 6260 – Conflict of Interest Policy (p. 51)
      - 8.5.3.2 6270 – Whistleblower Protection Policy (p. 52)
  - 8.6 District Technology Steering Committee **(Trustee Kuntz)**
    - 8.6.1 January 20, 2022 meeting minutes (p. 53)
9. **Old Business**
  - 9.1 BCPSEA AGM January 27 & 28, 2022
  - 9.2 Internal Control Review
10. **New Business**
11. **Information Items**
  - 11.1 Annual Budget Consultation Meeting, Online, February 16, 2022
  - 11.2 NID Secondary, February 18, 2022
  - 11.3 Family Day Statutory Holiday, February 21, 2022
  - 11.4 Board Meeting, March 15, 2022
  - 11.5 Spring Break March 21 – April 1, 2022
12. **10 Minute Question and Answer Period**
13. **Adjournment**

SCHOOL DISTRICT NO. 52 (PRINCE RUPERT)

MINUTES

REGULAR OPEN SCHOOL BOARD MEETING  
MEETING HELD REMOTELY BY ZOOM  
Tuesday, January 18, 2022 - 7:00 P.M.

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

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

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

1. **Adoption of Agenda**

**Motion 2022118-1.0a**

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

**Carried**

2. **Presentation(s):** Lax Kxeen Elementary Literacy Program - Erin Trask, Susan Kobza  
The Superintendent introduced Teacher Erin Trask and Principal Susan Kobza to present on the Literacy Program at Lax Kxeen Elementary School. This program teaches students to "decode" letters and words, and enables students to confidently learn new words with their decoding skills. Trustees expressed their hope that this method of instruction can be shared with other primary teachers.

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

3.1 Open Board Meeting held December 14, 2021.

**Motion 2022118-3.1a**

Last "Be it resolved by the Board of Education of School District No. 52  
Kuntz (Prince Rupert) that the minutes of the open Board meeting held  
December 14, 2021 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 14, 2021.
- 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 2022118-4.0a**

Maier "Be it resolved by the Board of Education of School District No. 52  
Last (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 Jennifer Whiteside letter to Stephanie Higginson re: climate literacy

**Motion 2022118-5.2.1a**

Last "Be it resolved by the Board of Education of School District No. 52  
Kuntz (Prince Rupert) that the letter from the Minister of Education be  
received and filed."

**Carried**

5.2.2 BCSTA letter to the Local Government Election's Technical Advisory  
Committee re: representative

**Motion 2022118-5.2.2a**

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

**Carried**

5.2.3 Minister of Advanced Education and Skills Training Letter to BCSTA re:  
request to increase intake of education students

**Motion 20212118-5.2.3a**

Maier "Be it resolved by the Board of Education of School District No. 52  
Horne (Prince Rupert) that the letter from the Minister of Advanced Education  
and Skills Training be received and filed."

**Carried**

5.2.4 BCSTA letter to Minister of Education re: Increased funding for the Annual  
Facilities Grant.

**Motion 20212118-5.2.4a**

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

**Carried**

5.2.5 BCSTA letter to SD 20: re: Travel to BCSTA events

**Motion 20212118-5.2.5a**

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

**Carried**

5.2.6 BCTF letter to Minister of Education re: designated trustee seats for  
Indigenous persons

**Motion 20212118-5.2.6a**

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

**Defeated**

Trustees discussed the benefits and disadvantages of having a designated  
Indigenous trustee on the Board of Education.

**Motion 20212118-5.2.6b**

Maier "Be it resolved by the Board of Education of School District No. 52  
Horne (Prince Rupert) that the Chair write a letter of support to the Minister  
of Education."

**Defeated**

Trustees discussed whether or not a letter to the Minister of Education was  
the best response to this letter.



**Motion 20212118-5.2.6c**

Last "Be it resolved by the Board of Education of School District No. 52  
Kuntz (Prince Rupert) that the letter from BCTF be tabled." **Carried**

5.2.7 BCSTA letter to Scott MacDonald re: Thank you and Congratulations

5.2.8 BCSTA letter to Christina Zacharuk re: Congratulations

**Motion 20212118-5.2.7a**

Beil "Be it resolved by the Board of Education of School District No. 52  
Maier (Prince Rupert) that the letters from BCSTA in 5.2.7 and 5.2.8 be  
received and filed." **Carried**

5.2.9 SD No. 57 letter to Minister of Education re: Invitation to meet

**Motion 20212118-5.2.9a**

Last "Be it resolved by the Board of Education of School District No. 52  
Kuntz (Prince Rupert) that the letter from School District No. 57 be received  
and filed." **Carried**

**6. Superintendent of Schools' Report**

6.1 For Board Information:

6.1.1 Field Trips

The Superintendent presented the list of approved field trips.

6.1.2 Enrolment

The Director of Instruction reported that the student count at December 31, 2021, was 1,840 students, a decrease of 12 students who moved out of the district. There have been a number of new registrations in January.

The Director of Instruction also provided data on student attendance in the return from the Winter Break, compared with 2021, as follows:

	<u>January 10,</u> <u>2022</u>	<u>January 10-14,</u> <u>2022</u>	<u>January 4-15,</u> <u>2021</u>
Elementary	71%	73%	83%
Middle & Secondary	80%	78%	82%

6.1.3 Calendar

**Motion 20212118-6.1.3a**

Last "Be it resolved by the Board of Education of School District No. 52  
Beil (Prince Rupert) that the proposed school calendars be sent to the  
district's partner groups for consultation." **Carried**

The Superintendent presented school calendar options for the next 3 years and answered questions from trustees.

6.1.4 COVID update

The Superintendent presented the COVID-19 update and answered questions from trustees.

6.1.5 Strategic Plan Update  
The Superintendent presented the Strategic Plan Update and answered questions from trustees.

6.1.6 Upcoming Projects/Learning/Other  
The Superintendent noted the Professional Development Day this Friday, at all schools except for CHSS and PCS. Nancy Young will present on literacy and the science of reading.

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

7.1 November and December 2021 Expenditure Reports  
The Secretary-Treasurer presented the November and December 2021 Expenditure Reports and answered questions from trustees.

7.2 Operations Department Report  
The Secretary-Treasurer presented the Operations Department Report for December 2021 and answered questions from trustees.

Trustees expressed their thanks to the district crews who worked very hard to remove snow from district properties in the last month.

The Secretary-Treasurer advised that a new Manager, Information Technology started work on Monday. The district is pleased to welcome Mr. Dinesh Gautam to this role.

8. **Committee Reports**

8.1 Finance & Building Committee **(Trustees Beil, Maier, Sanchez)**  
None.

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

8.3 Provincial Council (Trustees Maier, Sanchez)

8.3.1 February 12, 2022 meeting  
Trustee Maier advised that she will attend the online meeting on Saturday, February 12, 2022.

8.3.2 Deadline for BCSTA AGM Motions – February 20, 2022  
Trustee Maier reminded trustees of the deadline for motions to the BCSTA AGM.

8.4 Indigenous Education Council (Trustees Toye, Last)  
None.

8.5 Policy Committee (Trustees Beil, Horne)

8.5.1 January 11, 2022 meeting  
Trustee Beil presented the minutes of the January 11, 2022 meeting of the Policy Committee.

8.5.2 Policies for Approval  
None

8.5.3 Policies for Review  
8.5.3.1 3510 – School Closures Policy

**Motion 2022118-8.5.2.1a**

Beil "Be it resolved by the Board of Education of School District No. 52  
Horne (Prince Rupert) that 3510 – School Closures Policy be sent to partner  
groups for their review."

**Carried**

8.5.3.2 4110 – Emergency Preparedness Policy

**Motion 20212118-8.5.2.2a**

Beil "Be it resolved by the Board of Education of School District No. 52  
Horne (Prince Rupert) that 4110 – Emergency Preparedness Policy be sent  
to partner groups for their review."

**Carried**

Trustee Beil advised that the Policy Committee recommended the Board  
send these 2 policies to the district's partner groups for their review.

8.6 District Technology Steering Committee (Trustee Kuntz)  
Trustee Kuntz advised that the next meeting is on Thursday.

9. **Old Business**

None.

10. **New Business**

None.

11. **Information Items**

- 11.1 NID Elementary, Middle School, January 21, 2022  
Chair Toye noted that the Non-Instructional Day for Elementary schools and the Middle school is on January 21, 2022.
- 11.2 BCPSEA AGM, Online, January 27-28, 2022  
Chair Toye noted that the BCPSEA AGM will be held virtually on January 27-28, 2022.
- 11.3 ABC Meeting #1, Online, January 31, 2022 (Public Information meeting and Talking Circle Consultation)  
Chair Toye noted that ABC meeting #1 will be held virtually on January 31, 2022. Registration is available on the district website.
- 11.4 Provincial Council Meeting, Online, February 12, 2022  
Chair Toye noted that the Provincial council meeting will be held virtually on February 12, 2022.
- 11.5 Board meeting, February 15, 2022  
Chair Toye noted that the next Board meeting will be held on February 15, 2022.
- 11.6 NID Secondary, February 18, 2022  
Chair Toye noted that the Non-Instructional Day for secondary schools will be on February 18, 2022.

11.7 Family Day Statutory Holiday, February 21, 2022  
Chair Toye noted that the Family Day Statutory Holiday will be on February 21, 2022.

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

Q Will the Board question the Ministry on their intention in requiring reporting of vaccination status?

A Thank you. The Provinces response to the Pandemic continues to change rapidly.

13. **Adjournment**

**Motion 20221218-13.0a**

Last "Be it resolved by the Board of Education of School District No. 52  
Kuntz (Prince Rupert) that the meeting be adjourned at 8:13 p.m."

**Carried**



BRITISH  
COLUMBIA

VIA E-MAIL  
Ref: 266339

February 3, 2022

Kate Toye  
Chair  
School District No. 52 (Prince Rupert)  
E-mail: c/o [Tamara.Dickens@sd52.bc.ca](mailto:Tamara.Dickens@sd52.bc.ca)

Dear Kate Toye:

Thank you for your letter and for sharing your questions regarding the Northwest as an early implementation area for the Ministry of Children and Family Development's new approach for serving children and youth with support needs and their families. Please accept my apologies for the delay in responding.

The tragic and heartbreaking deaths of Angie and Robert Robinson in 2014 have had an impact on your community to this day that your letter makes movingly clear. I am familiar with the recommendations from the coroner, and in particular the importance of consistent and accessible child, youth, and family services and supports to those living in rural and remote communities. We recognize that raising a child or youth with a disability or who is neurodivergent comes with additional challenges for families and can, in some cases, contribute to a sense of isolation which can be exacerbated by physical distance from supports.

Please know that improving access to services and supports for all children and youth with support needs and their families is at the heart of our new service approach. Specific strategies to best to serve those in remote communities are a key component of our planning and may involve outreach, satellite locations, in-person, virtual or other services, with a focus on meeting children, youth, and their families where they are at.

Both family connections centres and, for those eligible, the ministry's Disability Services will provide primary support coordinators for children, youth, and families receiving services. In contrast to the existing fragmented patchwork of programs, families will have a designated contact person to help navigate, coordinate and connect them to supports and services based on need, regardless of diagnosis.

We recognize that the recruitment and retention of therapists and other clinicians has been a long-standing challenge province-wide and locally. We are working closely with service providers as we move towards implementation of the new system to ensure that the family connections centres have robust multidisciplinary teams to support children, youth and their families.

.../2

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Ministry of  
Children and Family  
Development

Office of the  
Minister

Mailing Address:  
Parliament Buildings  
Victoria BC V8V 1X4

Location:  
Parliament Buildings  
Victoria



I very much appreciate your letter and it is clear to me that the health and well-being of children, youth, and families in Prince Rupert and surrounding areas is a priority we share. I believe that this new needs-based model will add a stable layer of support to families in the Northwest and help build services, supports, and connections they can continue to count on, both now and in the future.

Thank you again for writing.

Sincerely,

A handwritten signature in black ink that reads "M. Dean". The letters are cursive and fluid, with a large initial "M" and a stylized "D".

Mitzi Dean

Minister of Children and Family Development



**SCHOOL DISTRICT 5**  
S O U T H E A S T K O O T E N A Y

January 4, 2022

Hon. Jennifer Whiteside  
Minister of Education  
PO Box 9045 Stn Prov Govt  
Victoria, BC V8W 9E2

Dear Hon. Whiteside,

**Re: Update on Recommendations Proposed to the Legislative Assembly from the Report on the Budget 2022 Consultation**

I am writing this letter on behalf of the Board of Education of School District 5 (Southeast Kootenay) which at its regular public meeting on December 16, 2021 passed the following motion:

*M/S that the Secretary Treasurer write a letter on behalf of the Board to the Ministry of Education asking them to provide an update on recommendations #107 to 114 provided to the Legislative Assembly on page 75 of the Report on the Budget 2022 Consultation.*

The recommendations regarding capital funding, operational funding, distributed learning and independent schools, recruitment and retention, students with special needs, and vulnerable students will all play an integral role in the future operational success of School District 5. Without real change coming from these recommendations, we are concerned about the sustainability of our District.

We acknowledge the unique challenges that the COVID-19 pandemic and significant weather events pose to the province of British Columbia, however we would sincerely appreciate your status update on the above noted recommendations and specifically how they fit into the 2021/2022 budget priorities.

Sincerely,

Nick Taylor, CPA  
Secretary Treasurer, SD5 (Southeast Kootenay)

Cc\*: John Horgan, Premier, BC New Democratic Party  
Shirley Bond, Interim Leader, BC Liberal Party  
Sonia Furstenuau, Leader, BC Green Party  
Tom Shypitka, MLA Kootenay East BC  
Jackie Tegart, Education Critic BC Liberal Party  
Stephanie Higginson, President, BCSTA  
BCSTA for distribution to member Boards of Education  
Teri Mooring, President BC Teachers' Federation  
Andrea Sinclair, President, BCCPAC  
Shelley Balfour & Chris Kielpinski, CFTA Co-Chairs  
Tara McKee, DPAC Chair  
Aaron Thorn, President, SD5 Administrators' Association  
107.5 Today FM Radio  
Drive 102.9/B104 Radio  
Cranbrook Daily Townsman  
Elk Valley Herald  
e-know Online News  
Fernie Free Press

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



# Board of Education

School District No. 61 (Greater Victoria)  
556 Boleskine Road, Victoria, BC V8Z 1E8  
Phone (250) 475-4106 Fax (250) 475-4112

*Chair: Ryan Painter Vice-Chair: Tom Ferris*  
*Trustees: Nicole Duncan, Angie Hentze, Elaine Leonard,*  
*Diane McNally, Rob Paynter, Jordan Watters, Ann Whiteaker*

January 19, 2022

Minister of Education  
PO Box 9045 Stn Prov Govt  
Victoria, BC V8W 9E2

BY E-MAIL: [EDUC.Minister@gov.bc.ca](mailto:EDUC.Minister@gov.bc.ca)

Minister of Finance  
PO Box 9048 Stn Prov Govt  
Victoria, BC V8W 9E2

BY E-MAIL: [FIN.Minister@gov.bc.ca](mailto:FIN.Minister@gov.bc.ca)

**ATTENTION:** Honourable Jennifer Whiteside and Honourable Selina Robinson

Dear Ministers Whiteside and Robinson:

**RE: Capital Funding for Electric Buses**

At its Regular Board meeting of December 13, 2021, the Board of Education of School District No. 61 (Greater Victoria) carried the following resolution:

*That the Board of Education of School District No. 61 (Greater Victoria) write a letter to the Minister of Education and Minister of Finance to request that, going forward, the level of funding for bus replacement be set at the cost of the purchase price for electric buses; AND FURTHER that the Board understands that the current schedule of bus replacement is based on age and mileage of the vehicle and that the funding standard is applied against the cost of a diesel or gas-driven vehicle rather than an electric vehicle.*

*The Greater Victoria School District wishes to recognize and acknowledge the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.*

One *Learning* Community



School Districts are in a unique position to show leadership in mitigating and adapting to address the impacts of climate change. We are a member of the public sector, with a unique and special responsibility to not only manage our resources, such as our buildings and infrastructure in an environmentally sustainable manner, but to also support an environmental ethic. This includes the importance of sustainability in our educational programs.

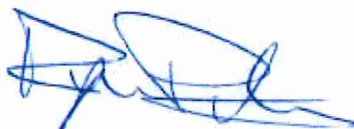
This runs up against a challenging reality; the current provincial approach to school district capital funding limits school district's ability to address joint provincial and local obligations to reduce emissions. This results in districts being unable to take more meaningful and effective steps to address the climate emergency through environmentally sustainable investments in our capital assets.

In its 2021-2022 Annual Five Year Capital Plan, the Board applied for four electric buses. The Board was subsequently successful in receiving \$883,792 Ministry of Education funding and a further \$474,540 Clean BC funding for buses valued at \$1,503,040. The funding shortfall of \$194,708 was left to the Board to finance.

Funding the shortfall from operating or local capital funds comes at the cost of direct service to our students, staff and families that would otherwise be spent on instruction, health and safety, and learning and work environments. The funding shortfall disincentivizes school districts from electrification of its transportation fleets and in districts with no ability to fund the shortfall, eliminates the electric bus option altogether.

Students in School District No. 61, and around the world, are calling on leadership to do something to secure their access to a safe and livable planet for their futures. The Board of School District No. 61 is committed to doing its part in reducing emissions and creating the very future our students are calling for. Therefore, the Board requests the Ministry of Education and the Ministry of Finance to do their parts and fully fund electrification of busses in the 2022-2023 school year and subsequent capital planning years.

Sincerely,



Ryan Painter  
Chair, Board of Education

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Cc: Board of Education, SD61  
Deb Whitten, Superintendent, SD61  
Kim Morris, Secretary-Treasurer, SD61  
Chuck Morris, Director of Facilities  
Chris Brown, Deputy Minister, Education  
Heather Wood, Deputy Minister, Finance  
BC School Boards

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# Board of Education

School District No. 61 (Greater Victoria)  
556 Boleskine Road, Victoria, BC V8Z 1E8  
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*Diane McNally, Rob Paynter, Jordan Watters, Ann Whiteaker*

January 19, 2022

BC Hydro President & CEO  
BC Utilities Commission CEO & Chair  
Premiere John Horgan  
Minister of Education Whiteside  
Minister of Finance Robinson  
Minister of Environment Heyman

BY E-MAIL: [chris.oriley@bchydro.com](mailto:chris.oriley@bchydro.com)  
BY E-MAIL: [commission.secretary@bcuc.com](mailto:commission.secretary@bcuc.com)  
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BY E-MAIL: [EDUC.Minister@gov.bc.ca](mailto:EDUC.Minister@gov.bc.ca)  
BY E-MAIL: [FIN.Minister@gov.bc.ca](mailto:FIN.Minister@gov.bc.ca)  
BY E-MAIL: [ENV.Minister@gov.bc.ca](mailto:ENV.Minister@gov.bc.ca)

Dear Climate Action Partners:

**RE: BC Hydro Net Metering Cap**

At its Regular Board meeting of December 13, 2021, the Board of Education of School District No. 61 (Greater Victoria) carried the following resolution:

*That the Board of Education of School District No. 61 (Greater Victoria) advocate to lift BC Hydro's 100kW net metering cap by advocating directly with BC Hydro and the BC Securities Commission, and through BCSTA, to BC Hydro, BC Securities Commission, the Premier of British Columbia, Minister of Education, Minister of Finance, Minister of Environment and Clean BC.*

School Districts are in a unique position to show leadership in mitigating and adapting to address the impacts of climate change. We are a member of the public sector, with a unique and special responsibility to not only manage our resources, such as our buildings and infrastructure in an environmentally sustainable manner, but to also support an environmental ethic. This includes the importance of sustainability in our educational programs.

*The Greater Victoria School District wishes to recognize and acknowledge the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.*

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This runs up against a challenging reality; the current provincial approach to school district capital funding limits school district's ability to address joint provincial and local obligations to reduce emissions. This results in districts being unable to take more meaningful and effective steps to address the climate emergency through environmentally sustainable investments in our capital assets.

In July 2021, the Ministry of Education announced the replacement of Cedar Hill Middle School in School District No. 61. The Board committed to contributing \$3.6 million to the project to bridge the cost of a replacement school, opposed to renovating the existing school. The Board also pursued a further investment to build an energy efficient school, utilizing ground source and air source heat pumps and to generate as much renewable energy on site as it consumed in a typical year using photovoltaic solar panel technology. During the information gathering stage prior to the Board motion to commit funds to eliminate the need for natural gas for the new build, the Board was advised that even should it wish to invest in this infrastructure, the option was unavailable due to the 100kW net metering cap set in place by BC Hydro and BC Utilities Commission.

Had the net metering cap not been restricted, the replacement Cedar Hill Middle School could have been built with 100% renewable energy infrastructure. As it stands now with the metering cap, the new building that will serve the community for the next 60-100 years will rely on natural gas as an energy backup.

BC Hydro and the BC Utilities Commission need to recognize that municipalities and school districts build larger institutional buildings, such as schools, that necessarily exceed the 100kW net metering cap due to size and program requirements and should not be treated as if they are operating a solar farm. Regulations need to be adapted to allow school districts and municipalities to build their facilities as fully Net Zero.

Students in School District No. 61, and around the world, are calling on leadership to do something to secure their access to a safe and livable planet for their futures. The Board of School District No. 61 is committed to doing its part in reducing emissions and creating the very future our students are calling for. Therefore, the Board requests provincial climate action partners show leadership and do their parts to remove the BC Hydro net metering cap and allow school districts to use whatever energy means possible to create sustainable buildings for students today and the future, and to help fulfill the provincial government's climate action objectives.

Sincerely,



Ryan Painter  
Chair, Board of Education

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One *Learning* Community



Cc: Board of Education, SD61  
Deb Whitten, Superintendent, SD61  
Kim Morris, Secretary-Treasurer, SD61  
Chuck Morris, Director of Facilities  
Chris Brown, Deputy Minister, Education  
Heather Wood, Deputy Minister, Finance  
Kevin Jardine, Deputy Minister, Environment  
BC School Boards

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One *Learning* Community





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

**February 15, 2022**

**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 15, 2022	0	9/10	Basketball in zone travel to Smithers
2.	CHSS	Jan 21/22, 2022	0	11/12	Sr. Boys Basketball in Terrace
3.	PRMS	Mar 3 & 17, 2022	2	6-8	Skiing at Shames Mountain
4.	Lax Kxeen	Mar 7, 2022	1	4/5	Skiing at Shames Mountain

6.1.2 Enrolment

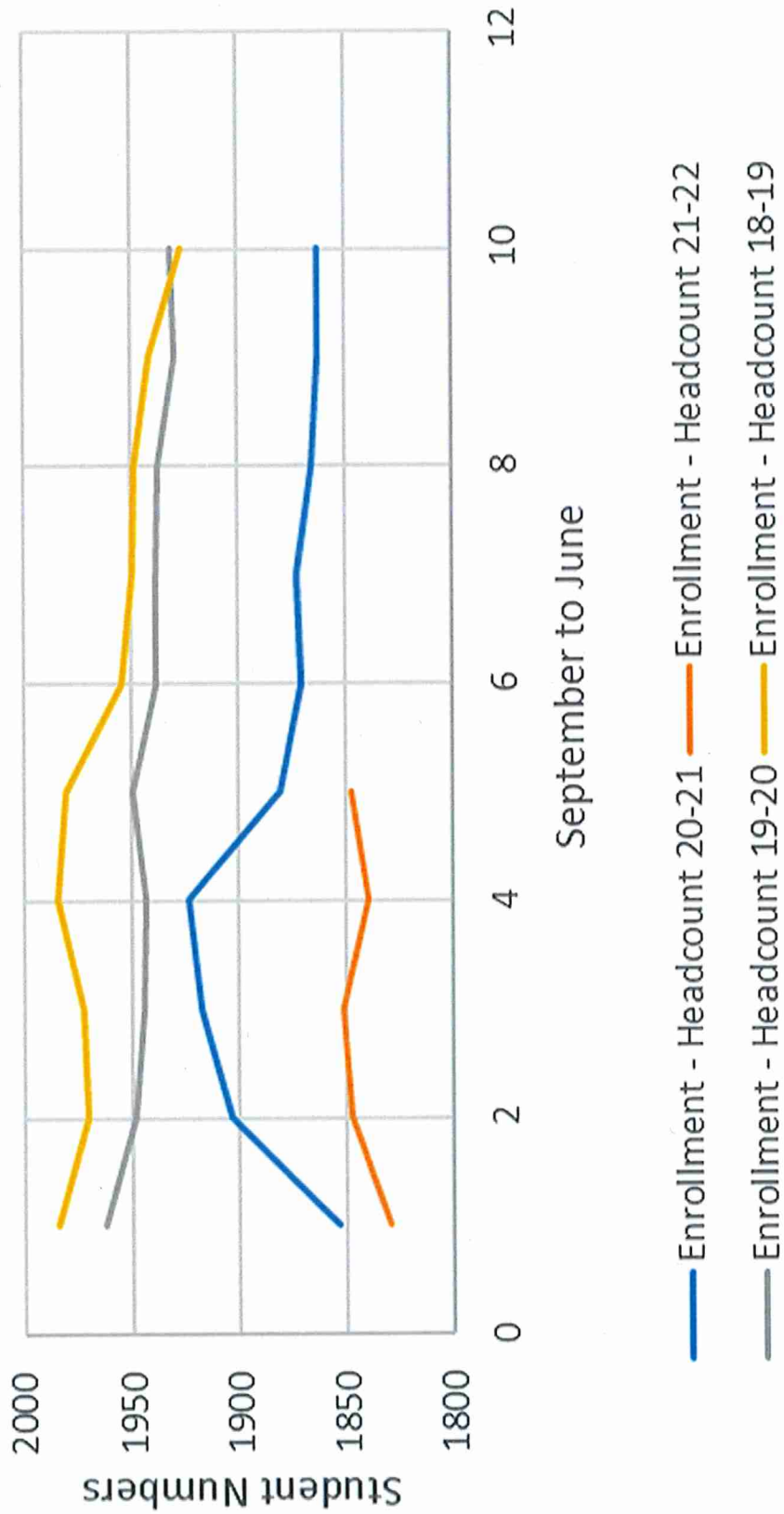
6.1.3 COVID Update

6.1.4 Strategic Plan Update

6.1.5 Upcoming Projects/Learning/Other

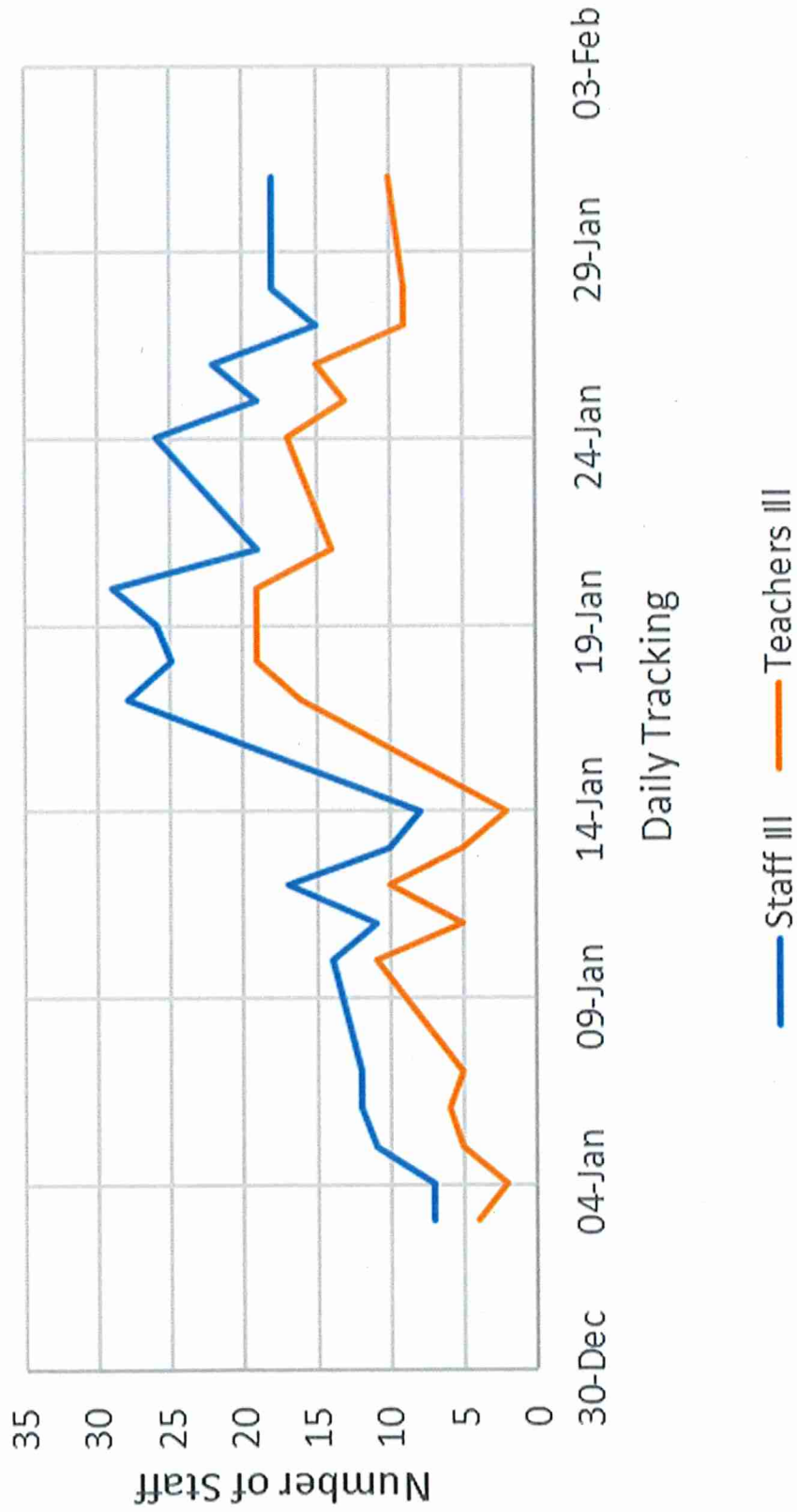


# Enrollment for School District 52 over 4 years



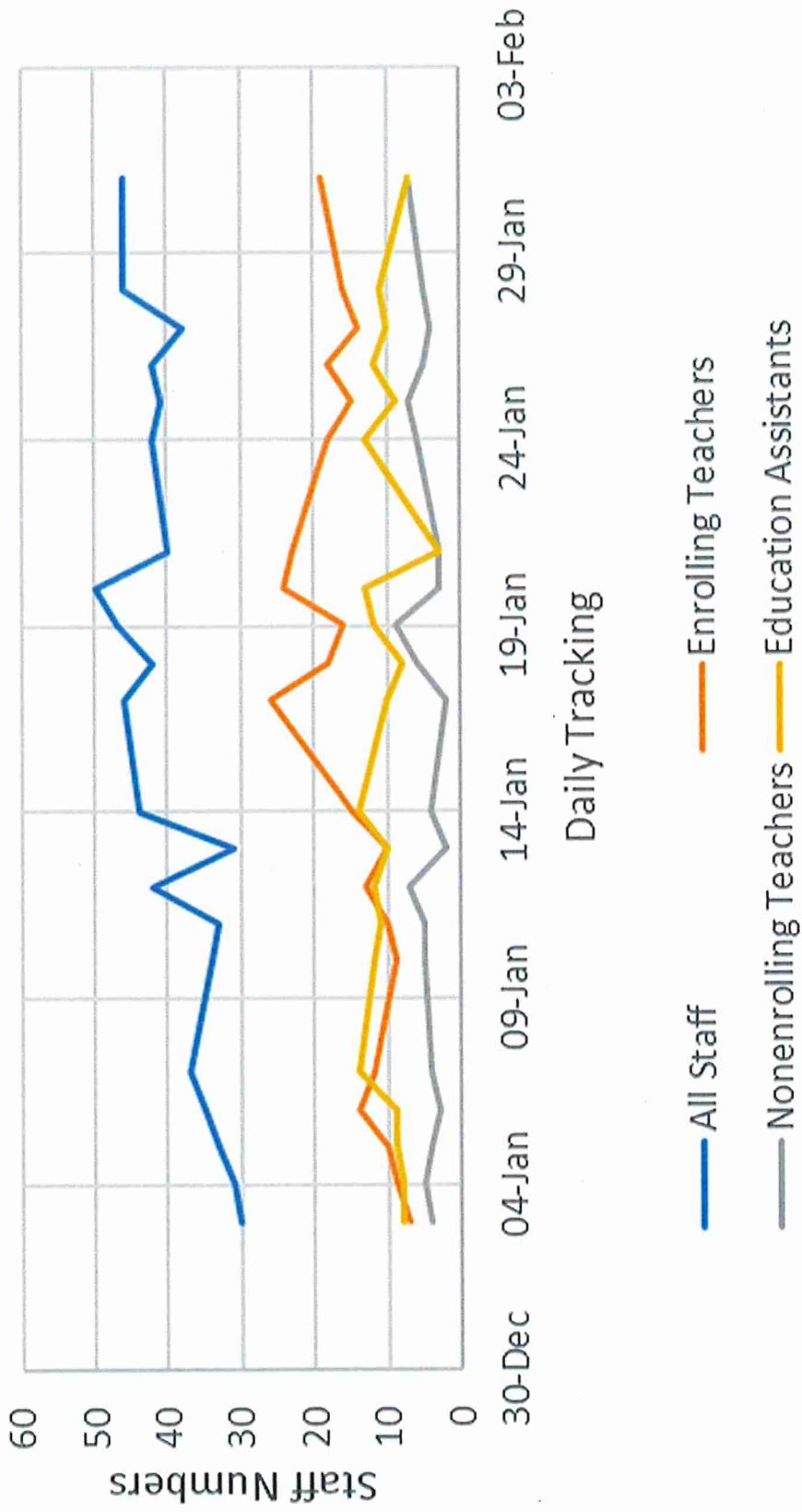
Updated January 31, 2022/SP

# Staff Illness for January 2022



February 3, 2022/SP

# Staff Absences for January 2022



## School District No. 52 - Prince Rupert Financial Results as at January 31, 2022

	2021/22 Budget	Year-to-Date January 31	Remainder (Unspent)	Remainder %	Notes
<b>Operating Revenue</b>	<b>26,753,073</b>	<b>13,192,480</b>	<b>13,560,593</b>	<b>50.7%</b>	
<b>Operating Expenses:</b>					
Salaries:					
Teachers	9,849,604	5,259,919	4,589,685	46.6%	10 months; <b>Note 1</b>
Principals and Vice Principals	2,045,347	1,142,551	902,796	44.1%	12 months
Educational Assistants	2,057,700	1,006,261	1,051,439	51.1%	10 months
Support Staff	2,110,404	1,236,629	873,775	41.4%	10 & 12 months
Other Professionals	1,692,626	860,275	832,351	49.2%	Mostly 12 months
Substitutes	1,084,101	500,188	583,913	53.9%	10 months
<i>Total Salaries</i>	18,839,782	10,005,823	8,833,959	46.9%	
Employee Benefits	4,239,008	2,063,537	2,175,471	51.3%	10 & 12 months
Total Salaries and Benefits	23,078,790	12,069,360	11,009,430	47.7%	
Services and Supplies	3,549,580	1,507,187	2,042,393	57.5%	
<b>Total Operating Expenses</b>	<b>26,628,370</b>	<b>13,576,547</b>	<b>13,051,824</b>	<b>49.0%</b>	
<b>Operating Income (Loss)</b>	<b>124,703</b>	<b>(384,067)</b>	<b>508,770</b>		

**Note 1** Spending on teachers continues to trend over-budget. Staff are managing this overspend by spending less in other areas.

School District No. 52  
 EXPENDITURES BY PROGRAM AT JANUARY 31, 2022  
 ( Fund-Function-Program )

Fund : 0 Operating

PR	TITLE	JAN	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
Function : 1 Instruction							
02	Regular Instruction	1,243,088.05	6,016,083.49	156.45	11,801,352	5,785,112	49
03	Career Preparation	769.03	48,697.26		134,372	85,675	64
07	Library Services	55,083.92	260,695.33		459,790	199,095	43
08	Counselling	49,716.41	220,417.64		460,879	240,461	52
10	Special Education/0-10 Bursary	506,162.46	2,216,963.20	348.28	4,543,969	2,326,658	51
30	English Language Development	92.19	138.55		3,900	3,761	96
31	Aboriginal Education	176,298.64	854,575.19	2,837.93	1,990,661	1,133,248	57
41	Business Admin	165,548.36	972,601.33		1,654,883	682,282	41
TOTAL FOR Function - 1		2,196,759.06	10,590,171.99	3,342.66	21,049,806	10,456,291	50
Function : 4 District Administration							
11	Education Admin	30,022.78	215,465.67		390,546	175,080	45
40	Governance	13,026.93	93,999.48		176,454	82,455	47
41	Business Admin	124,894.91	592,741.80		1,190,587	597,845	50
TOTAL FOR Function - 4		167,944.62	902,206.95	0.00	1,757,587	855,380	49
Function : 5 Maintenance & Operations							
41	Business Admin	15,051.50	149,850.56		232,311	82,460	35
50	Plant Maintenance	261,590.53	1,512,035.36	36,604.96	2,688,534	1,139,894	42
52	Maintenance Of Grounds	46,113.73	89,711.58		122,929	33,217	27
56	Utilities	53,915.03	181,635.54		450,742	269,106	60
TOTAL FOR Function - 5		376,670.79	1,933,233.04	36,604.96	3,494,516	1,524,678	44
Function : 7 Transportation							
41	Business Admin	351.62	2,323.52		4,130	1,806	44
70	Student Transportation	47,330.50	148,611.00		322,331	173,720	54
TOTAL FOR Function - 7		47,682.12	150,934.52	0.00	326,461	175,526	54
TOTAL FOR Fund - 0		2,789,056.59	13,576,546.50	39,947.62	26,628,370	13,011,876	49
GRAND TOTAL		2,789,056.59	13,576,546.50	39,947.62	26,628,370	13,011,876	49





# Monthly Report to the Board

## January 2022

### Facilities

January has been relatively warm compared to December, which was a nice reprieve from the cold and constant snow clearing.

Bathrooms at Pineridge and PCS are drywalled and are in finishing stages. CHSS drywall work will start when Pineridge and PCS are wrapping up.

6 new unit ventilators have arrived for Pineridge after an 8 month delay from the manufacturer. They will be installed over the next few months as time is available.

Water lines were upgraded to the Strong start room and bathrooms next to the library at Conrad school.

### Custodial

A vacuum motor was replaced.

### Energy & Conservation

DDC optimization is continuing throughout the district.

### Transportation

The 2008 bus was back in the shop for electrical issues.

### Health & Safety

16 portable HEPA filter units have arrived. They can be deployed as needed. There is a good supply of hand sanitizer, masks, disinfectant wipes and classroom sanitizer.

# Monthly Report to the Board

## January 2022

- **Network Status** – No known Outage was reported in January.
- **Computer purchases** – No Hardware was Purchased in January.
- **WIFI Access Points** – There is no ETA for the Ruckus Wi-Fi routers, which continue to be impacted by the shortage of computer chips. RUCKUS has sent a software license key. This key is to be used when the physical hardware is deployed.
- **Microsoft License** – Microsoft has changed their software license from A1 Plus for faculty to A3 faculty. These changes need to be implemented before June 2024. License contracts are negotiated provincially for the K-12 sector.
- **Storage Unit** – Software / hardware support is renewed till 2023. However, the storage unit needs to be replaced by mid-2024 as the support window is approaching its end-of-life.

Amended Annual Budget

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

June 30, 2022

# School District No. 52 (Prince Rupert)

June 30, 2022

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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 2021/2022 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 52 (Prince Rupert) Amended Annual Budget Bylaw for fiscal year 2021/2022.
3. The attached Statement 2 showing the estimated revenue and expense for the 2021/2022 fiscal year and the total budget bylaw amount of \$32,878,127 for the 2021/2022 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 2021/2022.

READ A FIRST TIME THE 15th DAY OF FEBRUARY, 2022;

READ A SECOND TIME THE 15th DAY OF FEBRUARY, 2022;

READ A THIRD TIME, PASSED AND ADOPTED THE 15th DAY OF FEBRUARY, 2022;

( Corporate Seal )

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Chairperson of the Board

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Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 52 (Prince Rupert) Amended Annual Budget Bylaw 2021/2022, adopted by the Board the 15th DAY OF FEBRUARY, 2022.

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Secretary Treasurer



# School District No. 52 (Prince Rupert)

Statement 2

Amended Annual Budget - Revenue and Expense  
Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	1,818,000	1,900,000
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>1,818,000</b>	<b>1,900,000</b>
<b>Revenues</b>	\$	\$
Provincial Grants		
Ministry of Education	28,996,048	28,086,431
Other	124,219	125,656
Tuition	31,200	56,000
Other Revenue	2,048,127	1,959,977
Rentals and Leases		16,000
Investment Income	13,936	21,123
Amortization of Deferred Capital Revenue	1,146,326	1,066,757
<b>Total Revenue</b>	<b>32,359,856</b>	<b>31,331,944</b>
<b>Expenses</b>		
Instruction	24,908,953	24,132,148
District Administration	1,880,667	1,757,587
Operations and Maintenance	5,194,905	5,207,946
Transportation and Housing	667,012	364,514
<b>Total Expense</b>	<b>32,651,537</b>	<b>31,462,195</b>
<b>Net Revenue (Expense)</b>	<b>(291,681)</b>	<b>(130,251)</b>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>	<b>405,299</b>	<b>247,590</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>113,618</b>	<b>117,339</b>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)	145,701	145,703
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(32,083)	(28,364)
<b>Budgeted Surplus (Deficit), for the year</b>	<b>113,618</b>	<b>117,339</b>

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

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	26,518,417	26,628,370
Operating - Tangible Capital Assets Purchased	226,590	226,590
Special Purpose Funds - Total Expense	4,728,121	3,512,114
Capital Fund - Total Expense	1,404,999	1,321,711
<b>Total Budget Bylaw Amount</b>	<b>32,878,127</b>	<b>31,688,785</b>

**Approved by the Board**

Signature of the Chairperson of the Board of Education \_\_\_\_\_ Date \_\_\_\_\_

Signature of Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Signature of Secretary/Treasurer \_\_\_\_\_ Date \_\_\_\_\_

**DRAFT**

**School District No. 52 (Prince Rupert)**  
 Amended Annual Budget - Changes in Net Financial Assets (Debt)  
 Year Ended June 30, 2022

Statement 4

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
<b>Surplus (Deficit) for the year</b>	<u>(291,681)</u>	<u>(130,251)</u>
<b>Effect of change in Tangible Capital Assets</b>		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	<u>(226,590)</u>	<u>(226,590)</u>
<b>Total Acquisition of Tangible Capital Assets</b>	<u>(226,590)</u>	<u>(226,590)</u>
Amortization of Tangible Capital Assets	<u>1,404,999</u>	<u>1,321,711</u>
<b>Total Effect of change in Tangible Capital Assets</b>	<u>1,178,409</u>	<u>1,095,121</u>
	<u>-</u>	<u>-</u>
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<u><u>886,728</u></u>	<u><u>964,870</u></u>

# School District No. 52 (Prince Rupert)

Schedule 1

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund  
Year Ended June 30, 2022

	Operating Fund	Special Purpose Fund	Capital Fund	2022 Amended Annual Budget
	\$	\$	\$	\$
<b>Accumulated Surplus (Deficit), beginning of year</b>	743,044		11,794,837	12,537,881
<b>Changes for the year</b>				
Net Revenue (Expense) for the year	(33,008)		(258,673)	(291,681)
Interfund Transfers				
Tangible Capital Assets Purchased	(226,590)		226,590	-
<b>Net Changes for the year</b>	<u>(259,598)</u>	-	<u>(32,083)</u>	<u>(291,681)</u>
<b>Budgeted Accumulated Surplus (Deficit), end of year</b>	<u>483,446</u>	-	<u>11,762,754</u>	<u>12,246,200</u>

**School District No. 52 (Prince Rupert)**  
 Amended Annual Budget - Operating Revenue and Expense  
 Year Ended June 30, 2022

Schedule 2

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	24,770,372	25,037,107
Other	59,461	64,056
Tuition	31,200	56,000
Other Revenue	1,616,376	1,564,910
Rentals and Leases		16,000
Investment Income	8,000	15,000
<b>Total Revenue</b>	<u>26,485,409</u>	<u>26,753,073</u>
<b>Expenses</b>		
Instruction	20,871,642	21,049,806
District Administration	1,747,208	1,757,587
Operations and Maintenance	3,568,197	3,494,516
Transportation and Housing	331,370	326,461
<b>Total Expense</b>	<u>26,518,417</u>	<u>26,628,370</u>
<b>Net Revenue (Expense)</b>	<u>(33,008)</u>	124,703
<b>Budgeted Prior Year Surplus Appropriation</b>	<u>405,299</u>	247,590
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets Purchased	(226,590)	(226,590)
<b>Total Net Transfers</b>	<u>(226,590)</u>	<u>(226,590)</u>
<b>Budgeted Surplus (Deficit), for the year</b>	<u>145,701</u>	<u>145,703</u>



# School District No. 52 (Prince Rupert)

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source  
Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
<b>Provincial Grants - Ministry of Education</b>		
Operating Grant, Ministry of Education	24,972,487	25,126,779
ISC/LEA Recovery	(1,112,245)	(920,802)
Other Ministry of Education Grants		
Pay Equity	706,027	706,027
Student Transportation Fund	117,597	117,597
FSA Scorer Grant	7,506	7,506
Equity-in-Action Grant	79,000	
<b>Total Provincial Grants - Ministry of Education</b>	<b>24,770,372</b>	<b>25,037,107</b>
<b>Provincial Grants - Other</b>	<b>59,461</b>	<b>64,056</b>
<b>Federal Grants</b>	<b>-</b>	<b>-</b>
<b>Tuition</b>		
International and Out of Province Students	31,200	56,000
<b>Total Tuition</b>	<b>31,200</b>	<b>56,000</b>
<b>Other Revenues</b>		
Funding from First Nations	1,242,285	1,200,000
Miscellaneous		
Cultural	10,850	10,850
Jordan's Principle	45,000	50,000
Sundry Other Revenue	318,241	304,060
<b>Total Other Revenue</b>	<b>1,616,376</b>	<b>1,564,910</b>
<b>Rentals and Leases</b>	<b>-</b>	<b>16,000</b>
<b>Investment Income</b>	<b>8,000</b>	<b>15,000</b>
<b>Total Operating Revenue</b>	<b>26,485,409</b>	<b>26,753,073</b>

# School District No. 52 (Prince Rupert)

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Object  
Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	10,153,871	9,849,604
Principals and Vice Principals	2,033,738	2,045,347
Educational Assistants	1,922,067	2,057,700
Support Staff	2,169,111	2,110,404
Other Professionals	1,608,296	1,692,626
Substitutes	1,084,101	1,084,101
<b>Total Salaries</b>	<b>18,971,184</b>	<b>18,839,782</b>
<b>Employee Benefits</b>	<b>4,182,674</b>	<b>4,239,008</b>
<b>Total Salaries and Benefits</b>	<b>23,153,858</b>	<b>23,078,790</b>
<b>Services and Supplies</b>		
Services	1,118,695	1,051,854
Student Transportation	149,646	212,043
Professional Development and Travel	477,076	505,329
Rentals and Leases	188,252	179,552
Dues and Fees	51,933	50,785
Insurance	54,130	47,466
Supplies	874,085	1,051,809
Utilities	450,742	450,742
<b>Total Services and Supplies</b>	<b>3,364,559</b>	<b>3,549,580</b>
<b>Total Operating Expense</b>	<b>26,518,417</b>	<b>26,628,370</b>

# School District No. 52 (Prince Rupert)

Amended Annual Budget - Operating Expense by Function, Program and Object  
Year Ended June 30, 2022

	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	7,511,281	717,461	152,645	327,876	75,890	558,047	9,343,200
1.03 Career Programs	102,180						102,180
1.07 Library Services	174,210			193,405		5,603	373,218
1.08 Counselling	292,587			39,226		1,511	333,324
1.10 Special Education	1,297,472	144,058	1,459,586	43,113	230,419	216,276	3,390,924
1.30 English Language Learning							-
1.31 Indigenous Education	776,141	147,915	309,836	37,625	81,244	39,700	1,392,461
1.41 School Administration		1,024,304		176,579		22,766	1,223,649
<b>Total Function 1</b>	<b>10,153,871</b>	<b>2,033,738</b>	<b>1,922,067</b>	<b>817,824</b>	<b>387,553</b>	<b>843,903</b>	<b>16,158,956</b>
<b>4 District Administration</b>							
4.11 Educational Administration					287,433		287,433
4.40 School District Governance					91,332		91,332
4.41 Business Administration				43,070	699,485		742,555
<b>Total Function 4</b>	-	-	-	<b>43,070</b>	<b>1,078,250</b>	-	<b>1,121,320</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration					139,093	3,392	142,485
5.50 Maintenance Operations				1,119,593		229,721	1,349,314
5.52 Maintenance of Grounds				56,612			56,612
5.56 Utilities							-
<b>Total Function 5</b>	-	-	-	<b>1,176,205</b>	<b>139,093</b>	<b>233,113</b>	<b>1,548,411</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration					3,400		3,400
7.70 Student Transportation				132,012		7,085	139,097
<b>Total Function 7</b>	-	-	-	<b>132,012</b>	<b>3,400</b>	<b>7,085</b>	<b>142,497</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	-	-	-	-	-	-	-
<b>Total Functions 1 - 9</b>	<b>10,153,871</b>	<b>2,033,738</b>	<b>1,922,067</b>	<b>2,169,111</b>	<b>1,608,296</b>	<b>1,084,101</b>	<b>18,971,184</b>

# School District No. 52 (Prince Rupert)

Amended Annual Budget - Operating Expense by Function, Program and Object  
Year Ended June 30, 2022

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	9,343,200	2,064,056	11,407,256	656,663	12,063,919	11,801,352
1.03 Career Programs	102,180	21,381	123,561	9,916	133,477	134,372
1.07 Library Services	373,218	92,761	465,979	19,249	485,228	459,790
1.08 Counselling	333,324	74,018	407,342	2,480	409,822	460,879
1.10 Special Education	3,390,924	779,162	4,170,086	106,092	4,276,178	4,543,969
1.30 English Language Learning	-	-	-	3,154	3,154	3,900
1.31 Indigenous Education	1,392,461	319,449	1,711,910	188,093	1,900,003	1,990,661
1.41 School Administration	1,223,649	258,998	1,482,647	117,214	1,599,861	1,654,883
<b>Total Function 1</b>	<b>16,158,956</b>	<b>3,609,825</b>	<b>19,768,781</b>	<b>1,102,861</b>	<b>20,871,642</b>	<b>21,049,806</b>
<b>4 District Administration</b>						
4.11 Educational Administration	287,433	57,874	345,307	45,285	390,592	390,546
4.40 School District Governance	91,332	4,858	96,190	69,105	165,295	176,454
4.41 Business Administration	742,555	143,453	886,008	305,313	1,191,321	1,190,587
<b>Total Function 4</b>	<b>1,121,320</b>	<b>206,185</b>	<b>1,327,505</b>	<b>419,703</b>	<b>1,747,208</b>	<b>1,757,587</b>
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	142,485	25,947	168,432	71,741	240,173	232,311
5.50 Maintenance Operations	1,349,314	290,567	1,639,881	1,061,058	2,700,939	2,688,534
5.52 Maintenance of Grounds	56,612	15,317	71,929	104,414	176,343	122,929
5.56 Utilities	-	-	-	450,742	450,742	450,742
<b>Total Function 5</b>	<b>1,548,411</b>	<b>331,831</b>	<b>1,880,242</b>	<b>1,687,955</b>	<b>3,568,197</b>	<b>3,494,516</b>
<b>7 Transportation and Housing</b>						
7.41 Transportation and Housing Administration	3,400	621	4,021	4,021	4,021	4,130
7.70 Student Transportation	139,097	34,212	173,309	154,040	327,349	322,331
<b>Total Function 7</b>	<b>142,497</b>	<b>34,833</b>	<b>177,330</b>	<b>154,040</b>	<b>331,370</b>	<b>326,461</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>18,971,184</b>	<b>4,182,674</b>	<b>23,153,858</b>	<b>3,364,559</b>	<b>26,518,417</b>	<b>26,628,370</b>

# School District No. 52 (Prince Rupert)

Amended Annual Budget - Special Purpose Revenue and Expense  
Year Ended June 30, 2022

	<u>2022 Amended Annual Budget</u>	<u>2022 Annual Budget</u>
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	4,225,676	3,049,324
Other	64,758	61,600
Other Revenue	431,751	395,067
Investment Income	5,936	6,123
<b>Total Revenue</b>	<u>4,728,121</u>	<u>3,512,114</u>
<b>Expenses</b>		
Instruction	4,037,311	3,082,342
District Administration	133,459	
Operations and Maintenance	265,501	429,772
Transportation and Housing	291,850	
<b>Total Expense</b>	<u>4,728,121</u>	<u>3,512,114</u>
<b>Budgeted Surplus (Deficit), for the year</b>	<u>-</u>	<u>-</u>



**School District No. 52 (Prince Rupert)**  
 Amended Annual Budget - Changes in Special Purpose Funds  
 Year Ended June 30, 2022

	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:</b> Restricted Grants									
Provincial Grants - Ministry of Education	132,772	87,484		14,649	522,793		21,024	998	156,936
Provincial Grants - Other			10,900		338,000	128,000	14,700	76,110	529,342
Other			1,518	58	4,418				
Investment Income	132,772	87,484	12,418	58	342,418	128,000	14,700	76,110	529,342
<b>Less: Allocated to Revenue</b>	132,772	87,484	15,000	-	351,418	128,000	20,035	77,108	586,278
<b>Deferred Revenue, end of year</b>	-	-	<b>187,442</b>	<b>14,707</b>	<b>513,793</b>	-	<b>15,689</b>	-	<b>100,000</b>
<b>Revenues</b>	132,772	87,484				128,000	20,035	77,108	556,278
Provincial Grants - Ministry of Education									
Provincial Grants - Other			13,482		347,000				30,000
Other Revenue			1,518		4,418				
Investment Income	132,772	87,484	15,000	-	351,418	128,000	20,035	77,108	586,278
<b>Expenses</b>									
Salaries									
Teachers						4,000			35,434
Principals and Vice Principals									
Educational Assistants		69,265				92,218			263,070
Support Staff									
Other Professionals									
Substitutes							1,800		48,761
Employee Benefits	96,982	69,265				96,218	1,800	35,434	319,081
Services and Supplies	24,245	18,219				19,992	200	8,168	78,952
Other	11,545		15,000		351,418	11,790	18,035	33,506	188,245
Investment Income	132,772	87,484	15,000		351,418	128,000	20,035	77,108	586,278
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-

**School District No. 52 (Prince Rupert)**  
 Amended Annual Budget - Changes in Special Purpose Funds  
 Year Ended June 30, 2022

Schedule 3A

	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children & Safety Grant	Safe Return to School / Restart: Health	Lilian Brown Trust	Network of Innovation and Inquiry
	\$	\$	\$	\$	\$	\$	\$	\$	
<b>Deferred Revenue, beginning of year</b>		71,914	42,305	56,750	15,435	54,011	8,674		
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education	193,366	1,956,017	377,873	249,358	134,657	22,750	116,572		
Provincial Grants - Other				187					
Investment Income								424	
<b>Less: Allocated to Revenue</b>								424	
<b>Deferred Revenue, end of year</b>	193,366	1,956,017	449,787	291,850	191,407	25,000	116,572		
	-	-	-	-	-	13,185	-	54,435	
								<b>8,764</b>	
<b>Revenues</b>									
Provincial Grants - Ministry of Education	193,366	1,956,017	449,787	291,850	191,407	25,000	116,572		
Provincial Grants - Other									
Other Revenue									
Investment Income									
<b>Expenses</b>									
Salaries									
Teachers									
Principals and Vice Principals	106,767	1,603,293	359,830	137,126			35,000		
Educational Assistants							20,000		
Support Staff	52,337								
Other Professionals									
Substitutes									
Employee Benefits	159,104	1,603,293	359,830	137,126			55,000		
Services and Supplies	34,262	352,724	89,957	34,281			13,750		
	193,366	1,956,017	449,787	291,850	191,407	25,000	116,572		
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	

**School District No. 52 (Prince Rupert)**  
 Amended Annual Budget - Changes in Special Purpose Funds  
 Year Ended June 30, 2022

	Anti-Racism Multicultural Grants	Coastal Pathways Partnership	Other Aboriginal Initiatives	Special Education Innovation	IPALS Decoda Literacy	Rural Skills Development	After School Sport & Art	Computational Thinking	Indigenous Language Grant
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	31,064	85,994	16,868	5,391	7,526	-	22,231	20,993	10,393
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education						30,000			
Provincial Grants - Other							36,527		
Other	261	654	170	62	59		230	210	110
Investment Income	261	654	170	62	59	30,000	36,757	210	110
<b>Less:</b> Allocated to Revenue	6,000	-	-	-	-	30,000	58,758	-	-
<b>Deferred Revenue, end of year</b>	<b>25,325</b>	<b>86,648</b>	<b>17,038</b>	<b>5,453</b>	<b>7,585</b>	<b>-</b>	<b>230</b>	<b>21,203</b>	<b>10,503</b>
<b>Revenues</b>									
Provincial Grants - Ministry of Education									
Provincial Grants - Other	6,000					30,000	58,758		
Other Revenue									
Investment Income	6,000					30,000	58,758		
<b>Expenses</b>									
Salaries									
Teachers									
Principals and Vice Principals						16,000			
Educational Assistants							30,400		
Support Staff									
Other Professionals						5,000			
Substitutes									
Employee Benefits						21,000	30,400		
Services and Supplies	6,000					5,250	7,600		
	6,000					3,750	20,758		
						30,000	58,758		
<b>Net Revenue (Expense)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**School District No. 52 (Prince Rupert)**  
 Amended Annual Budget - Changes in Special Purpose Funds  
 Year Ended June 30, 2022

	Truth Reconciliation	TOTAL
	\$	\$
<b>Deferred Revenue, beginning of year</b>	11,269	1,367,242
<b>Add:</b> Restricted Grants		
Provincial Grants - Ministry of Education		4,019,001
Provincial Grants - Other		36,527
Other	120	378,900
Investment Income	120	8,571
		4,442,999
<b>Less:</b> Allocated to Revenue	11,269	4,728,121
<b>Deferred Revenue, end of year</b>	<u>120</u>	<u>1,082,120</u>
<b>Revenues</b>		
Provincial Grants - Ministry of Education		4,225,676
Provincial Grants - Other		64,758
Other Revenue	11,269	431,751
Investment Income	11,269	5,936
		<u>4,728,121</u>
<b>Expenses</b>		
Salaries		
Teachers		2,155,683
Principals and Vice Principals	9,015	115,782
Educational Assistants		489,953
Support Staff		169,319
Other Professionals		53,761
Substitutes		9,050
	9,015	<u>2,993,548</u>
Employee Benefits		
Services and Supplies	2,254	689,854
	11,269	<u>1,044,719</u>
		<u>4,728,121</u>
<b>Net Revenue (Expense)</b>	<u>-</u>	<u>-</u>

# School District No. 52 (Prince Rupert)

Schedule 4

Amended Annual Budget - Capital Revenue and Expense  
Year Ended June 30, 2022

	2022 Amended Annual Budget			2022 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
<b>Revenues</b>				
Amortization of Deferred Capital Revenue	1,146,326		1,146,326	1,066,757
<b>Total Revenue</b>	<b>1,146,326</b>	<b>-</b>	<b>1,146,326</b>	<b>1,066,757</b>
<b>Expenses</b>				
Amortization of Tangible Capital Assets				
Operations and Maintenance	1,361,207		1,361,207	1,283,658
Transportation and Housing	43,792		43,792	38,053
<b>Total Expense</b>	<b>1,404,999</b>	<b>-</b>	<b>1,404,999</b>	<b>1,321,711</b>
<b>Net Revenue (Expense)</b>	<b>(258,673)</b>	<b>-</b>	<b>(258,673)</b>	<b>(254,954)</b>
<b>Net Transfers (to) from other funds</b>				
Tangible Capital Assets Purchased	226,590		226,590	226,590
<b>Total Net Transfers</b>	<b>226,590</b>	<b>-</b>	<b>226,590</b>	<b>226,590</b>
<b>Other Adjustments to Fund Balances</b>				
<b>Total Other Adjustments to Fund Balances</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(32,083)</b>	<b>-</b>	<b>(32,083)</b>	<b>(28,364)</b>





**Title**

*Indigenous Trustees*

**Sponsor**

Board of Education of SCHOOL DISTRICT NO. 52 (PRINCE RUPERT)

**Authorization**

**To be completed by the Board Chair, BCSTA Branch Association President, BCSTA Committee Chair or BCSTA President:**

- \*This motion has been passed in final wording by a majority vote of the Board and that vote is recorded in the official proceedings of the Board
- \* [Name of trustee] is authorized by the Board/Branch/Committee to discuss and, if necessary, edit the motion. The Authorized Contact Person's [email address] and [phone number].
- \*I confirm that I have read the BCSTA Motion Guide

**BCSTA Bylaws, Policies and Foundational Statements**

Please indicate if the proposed motion relates to an existing Foundational Statement or Policy Statement in [BCSTA's Policies](#). You must check one or more boxes.

- Relates to Foundational Statement No. [#]2.1
- Relates to Policy Statement No. [#]
- Propose to make this motion a new policy statement.
- This is an action motion and does not change or contradict any existing Foundational Statement or Policy Statement.

**2.1FS CO-GOVERNANCE**

**BCSTA believes that the British Columbia public education system is most effectively served when the relationship between Boards of Education and the province is one of co-governance.**

**Co-governance is the sharing of governance responsibility between two agencies, each having responsibility within their respective spheres, but sharing the same goals and objectives. It does not assume equality of authority. In the relationship between the province and Boards of Education, it is recognized that the province can, through legislation, change the sphere of responsibility of the Boards.**

**The School Act establishes a co-governance model for public education in BC.**

## Motion

Please clarify who the recipient of the motion is/who should do the work associated with the motion. (e.g. Ministry of Education, Ministry of Finance, etc.)

*That BCSTA...urges the Ministry of Education to work with BCSTA to explore means by which Indigenous Representation can form a part of each Board of Education.*

## Rationale

Provide a **succinct** description of why this motion is needed, plus any relevant background information.

With the passing of the Declaration of the Rights of Indigenous Peoples Act, it is increasingly clear that the relationship between government and Indigenous people needs to change. That change is also important for the governance of school districts. Providing an Indigenous voice, with full and equal rights of other trustees, will be an important first step as these new relationships develop. All trustees will benefit from the Indigenous voice and perspective at their table.

## Optional References

Provide links to additional background material (e.g., legislation, websites, etc.)

[December 16, 2021 letter from BCTF to the Minister of Education.](#)

### REMINDERS:

**\*PLEASE ENSURE YOU HAVE COMPLETED THE ENTIRE FORM**

\*Please send a **Word version** of the completed motion submission form to [motions@bcsta.org](mailto:motions@bcsta.org).

\*Visit the [BCSTA HUB](#) to see the [BCSTA Motion Checklist](#) and other resources regarding preparing motions for BCSTA's AGM and Provincial Council.

School District No. 52 (Prince Rupert)  
Policy Committee  
Tuesday, February 8, 2022  
Meeting held remotely via Zoom  
5:00 pm

## MINUTES

In attendance: Janet Beil, James Horne, Louisa Sanchez (observer), Kate Toye (observer),  
Bart Kuntz (observer)  
Andrew Samoil, Cam McIntyre

The meeting was called to order at 5:00 p.m.

1. Policies for Review

- a. 6260 – Conflict of Interest Policy
- b. 4110 – Whistleblower Protection Policy

The Secretary-Treasurer presented the draft policies for review. The Committee agreed to ask the Board to send these policies, as presented, to partner groups for comments.

2. Policies for Approval

- a. 3510 – School Closures Policy
- b. 4110 – Emergency Procedures Policy

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

3. Other Business

- a. 5320-10 – Flag Protocol Regulation

The Secretary-Treasurer presented a new regulation providing a flag protocol for the district. This will be added to the district's policy book.

Meeting Adjourned at 5:08 p.m.

Next Meeting: Tuesday, March 8, 2022

## 3510 | School Closures Policy

Date Approved: October 09 2018

### POLICY

The Board is committed to providing broad community consultation when considering the permanent closure of school buildings owned by the Board.

Permanent closure means closing a school for a period in excess of twelve (12) months. Closures of schools for the purpose of repairs, renovations, or additions is not a permanent closure.

### REFERENCES

BC Ministry of Education School Act, Section 73

BC Ministry of Education School Opening and Closure Order, 194/08

BC Ministry of Education Policy, School Building Closure and Disposal

3510-10 School Closure Regulation

## 4110 | Emergency Preparedness Policy

Date Approved: October 09 2018

The Board of Education is committed to providing high standards of health, safety, and security for all students, staff and visitors. The purpose of this policy and its accompanying regulations is to ensure that action plans are prepared for emergencies. Those emergencies might threaten the personal safety or life of persons on school district activities, both on and off district premises, or threaten district facilities.

An emergency is a sudden, unexpected occurrence requiring immediate action to stabilize a situation. Emergencies affecting school activities and facilities for an unspecified period of time include, but are not limited to:

- earthquake
- fire
- tsunami
- hazardous material accident/spill
- threats to schools (e.g. intruder, bomb threat)
- transportation accident
- severe weather

It is important to develop appropriate plans and procedures to deal with such emergencies. It is also important that students, employees and parents know about the various emergency plans and procedures, in order to be as prepared as possible in the event of an actual emergency. To this end:

1. all employees shall be informed about the emergency plans and procedures to be followed at their work site;
2. students and employees shall practice the emergency plans and procedures implemented at their school or work site;
3. parents shall be advised of the emergency procedures developed at the school(s) where their child(ren) are attending and/or when being transported; and
4. materials and supplies kept on hand to support school emergency responses shall be in good order.

### REFERENCES

4110-10 -- Emergency Preparedness - Fire Response

4110-12 -- Emergency Preparedness - Fire Prevention

4110-15 -- Emergency Preparedness - Hazardous Material Spill

4110-20 -- Emergency Preparedness - Earthquake Response

4110-22 -- Emergency Preparedness - Earthquake Preparations

4110-25 -- Emergency Preparedness - Landslide or Mudslide Response

4110-30 -- Emergency Preparedness - Tsunami Response

4110-35 -- Emergency Preparedness - Flood Response

- 4110-40 -- Emergency Preparedness - Hold and Secure
- 4110-42 -- Emergency Preparedness - Intruder Lockdown
- 4110-50 -- Emergency Preparedness - Bomb Threat Response
- 4110-52 -- Emergency Preparedness - Bomb Threat Preparations
- 4110-90 -- Emergency Preparedness - Emergency Drills
- 4110-60 -- Emergency Preparedness - Medical Emergency Response
- 4110-62 -- Emergency Preparedness - Vehicle Accident Response
- 4110-65 -- Emergency Preparedness - Extended Power or Natural Gas Outage
- 4310 -- Occupational Health and Safety Policy
- 4310-40 -- Incident Reporting and Investigation Decision Tree



6260 | Conflict of Interest Policy

Date Approved: ~~May 13 2014~~

~~Date Amended:~~ December 11 2018

~~Trustees, employees, and volunteers are expected to safeguard the public trust and demonstrate integrity in their dealings within the School District. Conflicts of interest, whether actual, possible, or perceived, may impact on the integrity and public image of the Board.~~

A conflict of interest is a situation in which a person has a private or personal interest sufficient to appear to influence the objective exercise of his or her their official duties and responsibilities.

Conflicts of interest, whether actual, possible, or perceived, may impact on the integrity and public image of the Board. The Board expects fair, well-informed decision-making and objective exercise of duties throughout the School District.

The ability of a person to make a decision or to carry out duties in the best interest of the School District is sometimes affected by other interests, personal or professional. Trustees, employees, and volunteers are expected to safeguard the public trust and demonstrate integrity in their dealings within the School District. ~~A conflict of interest is a situation in which a person has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties and responsibilities.~~

Conflict of interest situations are a regular part of organizational and personal life and cannot be eliminated entirely. The objective of the Conflict of Interest Policy and Regulation is to manage conflict of interest situations successfully and resolve them fairly.

This Policy applies to trustees and employees. A private or personal interest refers to:

1. a person's self-interest (e.g., to achieve financial profit, to gain special advantage, or to avoid disadvantage);
2. the interests of a person's family or business partners; or
3. the interests of another organization in which the person holds a voluntary or paid position.

All trustees and employees are responsible for managing conflict of interest situations, according to the Conflict of Interest Regulation, in order to ensure that workplace behaviour and decision-making are not influenced inappropriately by conflicting interests.

REFERENCES:

~~1410 - - District Code of Conduct and Anti-Racism Policy~~

6260-10 - - Conflict of Interest Regulation

~~1410 - - District Code of Conduct and Anti-Racism Policy~~

6270 - - Whistleblower Protection Policy

## 6270 | Whistleblower Protection Policy

Date Approved: ~~May 13 2014~~

~~Date Amended:~~ December 11 2018

The Board is committed to the highest standards of integrity, honesty, ethical conduct, and accountability. District codes of conduct and the conflict of interest policies are intended to prevent or deter misconduct or wrongdoing.

The Board expects employees and others who have serious and reasonable concerns with respect to misconduct or wrongdoing to come forward and voice those concerns. This Policy applies to trustees, senior executives, administrators, directors, and all other employees of the Board, as well as to all other stakeholders having an interest in the district, including suppliers, consultants, and contractors.

Reports of misconduct or wrongdoing must be made in good faith, without malice or consideration of personal benefit, and when the person reporting has a reasonable basis to believe that the report is true. A report may be either an oral or written report made according to the Whistleblower Protection Regulation.

There shall be no retaliation toward a whistleblower for reporting under this Policy. Any such acts of retaliation may lead to discipline for the person who is retaliating.

A report made in bad faith or without a reasonable and probable basis may lead to disciplinary action.

Reportable activities do not include personnel actions taken in the course of conducting the District's business where such matters are most appropriately addressed by reference to the applicable collective agreement.

### REFERENCES:

[1410 - - District Code of Conduct and Anti-Racism Policy](#)

[6140 - - Role of the Trustee and Trustee Code of Conduct Policy](#)

[6260 - - Conflict of Interest Policy](#)

[6270-10 - - Whistleblower Protection Regulation](#)

## **Technology Steering Committee Meeting** **January 20, 2022, 3:30 PM, ZOOM**

### **MINUTES**

**In attendance:** Dinesh Gautam, Paramjit Khaira, Gabriel Bureau, Carla Rourke

**Regrets:** Mike McDowall; Jane Collins; Bart Kuntz; Jeremy Janz

#### **Acknowledgement of Territory and Welcome to Dinesh - Sandra Pond**

#### **Technology Department Updates - Dinesh Gautam**

- Website - trying to streamline so we don't have multiple domains
- renewing after the fact when things have been blocked and service disrupted
- Internal network - looking at how each school is connected so we have a better understanding if a school becomes disconnected.
- Dinesh will be visiting schools to look at their Inventory
- working with asset management to get an understanding of when devices etc. were put in place
- A lunch and learn could be used to teach technology to staff
- TEAMS is a good platform for communication, you can even use your cell phone to log in and their focus is more of an educational style
- always good to test the software and think out of the box
- If you are using a webcam, you need to consider the sound, most have a built-in microphone
- there are known issues when lots of teams meetings are happening at once
- trying to create a fillable document to get more information when requests come in to the technology department.

#### **Education and Technology Updates - Paramjit Khaira**

- we had a request from employees about Microsoft Teams and created some instructional videos which can be found on the Rupert schools resources website
- Teams is working well, you just need an email and password.
- we were going to look at the template and technology plan with Mike

#### **Information Technology Operational Plan**

- sent a template and example of Vernon's plan
- share Mike McDowall's plan with committee members who missed last meeting
- discuss the production of a survey to guide a School and/or District Technology Plan
- multi team approach



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Fax: (250) 624-6517  
<http://www.rupertschools.ca>

### **New Business**

- CHSS - questions for Dinesh about the succession plan for the technology at CHSS
- want to share the Inventory and what needs to be replaced
- talked about how TEAMS was difficult at first but we are getting better at running TEAMS meetings
- barriers in terms of hardware, not every classroom computer has a web camera. It is good to be able to see everyone!
- when teachers have a teams classroom, it can be difficult to Invite parents In to join the class.

**Next meeting:** Thursday February 17, 2022, 3:30 pm, TBD