

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, November 18, 2025- 7:00 P.M.

1. **Adoption of Agenda**
2. **Presentation(s):**
 - 2.1 Billy Nelson – Gitwaas Drumming Group
3. **Approval of the Minutes of the**
 - 3.1 Open Board Meeting Held on October 21, 2025 (p. 3)
 - 3.2 Open Board Meeting Held on November 4, 2025 (p. 8)
4. **Necessity of Closed Meeting and Agenda**
 - 4.1 Approval of Agenda
 - 4.2 Approval of Minutes of the In-Camera Meeting held October 21, 2025
 - 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 October 16, 2025 letter from SD 8 to Minister of Transportation and Transit (p. 10)
 - 5.2.2 October 27, 2025 letter from SD 60 to Dana Dmytro (p. 12)
6. **Superintendent of Schools' Report**
 - 6.1 For Board Information:
 - 6.1.1 Field Trips (p 14)
 - 6.1.2 Enrolment
 - 6.1.2.1 Enrolment graph (p. 15)
 - 6.1.3 Upcoming Projects/Learning/Other
7. **Secretary-Treasurer's Report**
 - 7.1 Statement of Operations October 2025 (p. 16)
 - 7.2 October 2025 Operations Department Reports (p. 18)
 - 7.3 October 2025 Information Technology Department Report (p. 19)

8. **Committee Reports**
 - 8.1 Finance & Building Committee (Trustees Beil, Maier, Horne)
 - 8.1.1 Banking Bylaw (p. 21)
 - 8.2 Framework for Enhancing Student Learning (Trustees Horne, Toye)
 - 8.3 Provincial Council (Trustees Horne, Sanchez)
 - 8.4 Policy Committee (Trustees Maier, Toye)
 - 8.4.1 November 10, 2025 Meeting minutes (p. 24)
 - 8.4.2 Policies for Approval
 - 8.4.2.1 6330 – Role of the Secretary-Treasurer (p.25)
 - 8.4.2.2 1120 - French Immersion Policy (p. 29)
 - 8.4.3 Policies for Review
 - 8.4.3.1 2110 – Recruitment and Selection of Personnel Policy (p. 30)
 - 8.4.3.2 1340 – Response to Unexpected Health Emergencies Policy (p. 33)
 - 8.5 District Technology Steering Committee (Trustee Horne)
9. **Old Business**
10. **New Business**
11. **Information Items**
 - 11.1 Professional Development Day, November 28, 2025
 - 11.2 BCSTA Trustee Academy November 27-29, 2025
 - 11.3 Board of Education meeting, December 16, 2025
 - 11.4 Winter Break, December 22, 2025 to January 2, 2026
 - 11.5 School Board Office closure, Dec 23, 2025 to Jan 2, 2026
12. **10 Minute Question and Answer Period**
13. **Adjournment**

SCHOOL DISTRICT NO. 52 (PRINCE RUPERT)

MINUTES

**REGULAR OPEN SCHOOL BOARD MEETING
MEETING HELD IN THE BOOTH MEETING ROOM
Tuesday, October 21, 2025 – 7:00 P.M.**

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

Staff Present: S. Pond, A. Samoil, E. Vazquez, T. Dickens, A. Lihou, R. Edzerza, P. Khaira, K. MacIlroy,,
L. Burger, C.Rourke

Regrets: K. Toye, D. Dalton

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

1. Adoption of Agenda

Motion 20251021-1.0a

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

Carried

2. Presentation

Director of Instruction, Lori Burger introduced Brendan Turner to present on Decolonizing Library Resources. SD 52 has a large population of Indigenous students, and it is important that our libraries reflect our population. Authentic Indigenous resources are important for all students, not just Indigenous students. It is important to have equitable access for all students, regardless of systemic barriers. There has been an increased focus on authenticity of resources and improved verification practices. The district implemented an Indigenous – focused grad requirement. Increased focus has been on the SD52 Teacher-Librarian working group.

Trustees thanked Brendan for his presentation and the hard work they are doing to decolonize library resources.

3. Approval of the Minutes of the

3.1 Open Board Meeting held September 23, 2025

Motion 20251021-3.1

Sanchez "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
September 23, 2025 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 September 23, 2025.
- 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 20251021-4.0a

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

Carried

5. Correspondence

- 5.1 Addressed to the Board
None

- 5.2 Copied to the Board
 - 5.2.1 June 10, 2025 letter from MOE to BCTC
 - 5.2.2 September 11, 2025 letter from SD 8 to MOE

Motion 20251021-5.2

Horne "Be it resolved by the Board of Education of School District No. 52
Pucci (Prince Rupert) that Item 5.2.1 to 5.2.2 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 and answered questions from Trustees.

- 6.1.2 Enrolment

The Director of Instruction, Carla Rourke reported enrolment is 1784 on September 30, 2025. 62% of our students are Indigenous.

- 6.1.2.1 Enrolment graph
Review of graph and trends.

- 6.1.3 Upcoming Projects/Learning/Other
Superintendent Samoil shared that:

During Truth and Reconciliation week, both staff and students actively engaged in learning about the history and lasting impacts of residential schools at all schools in the district. At CHSS, together they created a powerful gallery showcasing not just the learning from this week but a commitment to ongoing education throughout the year. Monday, September 29th classes had the opportunity to observe, and participate in, performances with the Git Waas Student Drum Group and look at the gallery of student learning in the multi-purpose room. Volleyball, Cross Country and Soccer teams have been active with travel and have been playing well at CHSS and PRMS. All elementary schools hosted turkey lunches for students and staff during the week of Oct 6-10th. Students from the UNBC teaching program are visiting classrooms to observe.

Foundation Skills Assessments are starting for grade 4 students and will be completed by November 10.

Great Shake-Out (Earthquake drills) on October 16th throughout the district.

In support of the Auto-motive heavy mechanical course at CHSS, we met with Trigon and CMC representatives regarding Trades programs. They agreed on an initial spend of dollars in support of the auto-motive program at CHSS and agreed on future meetings to revise the Coastal Pathways partnership and to explore ways to offer a variety of trades and trades related programs to the broader community.

A New childcare public meeting will be held on October 28th.

Seismic update of PRMS: Repair was made to sewer line, and the project continues to take shape and is on time and on budget. Concrete foundations are complete and upward construction will begin. The school is expected to be open September 2027.

Early Learning & Child Care:

Kindergarten teachers and early years educators will be invited to meet in early December to collaborate and plan for early learning programs and initiatives in our district. These include: Ready Set Learn, SEY2KT (Strengthen Early Years Kindergarten Transitions), an Early Years Fair, Welcome To Kindergarten. This year Kindergarten teachers will complete the EDI (Early Development Instrument). Research shows the ages of birth to 6 years is the most critical developmental stages for cognitive, communicative and social emotional capacities. Building strong connections and relationships between community programs for pre-school and kindergarten children and educators is a key factor for school readiness and success.

7. Secretary Treasurer's Report

7.1 Statement of Operations September 2025

The Secretary-Treasurer presented the Statement of Operations September 2025 report and answered questions from Trustees.

7.2 September 2025 Operations Department Report

The Secretary-Treasurer presented the September 2025 Operations Department report and answered questions from Trustees. Discussion arose of elevator repair needed at CHSS. The Secretary-Treasurer indicated that he may have to move some of the AFG funds planned for other projects to the elevator repair.

7.3 September 2025 Information Technology Department report

The Secretary-Treasurer presented the September 2025 Information Technology Department Report and answered questions from Trustees.

8. Committee Reports

8.1 Finance & Building Committee

(Trustees Beil, Maier, Pucci)

- 8.2 Framework for Enhancing Student Learning (Trustees Horne, Toye)
 8.2.1 Annual Enhancing Student Learning Report

Motion 20251021-8.2.1

Beil Sanchez	"Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that the Annual Enhancing Student Learning Report be approved as presented."	<u>Carried</u>
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- 8.3 Provincial Council (Trustees Horne, Sanchez)
 Meeting on October 24, 2025

- 8.4 Policy Committee (Trustees Toye, Maier)

8.4.1 October 14, 2025, meeting
 Chair Toye presented the minutes of the October 14, 2025, meeting of the Policy Committee and answered questions from Trustees.

8.4.2 Policies for Approval
 None

8.4.3 Policies for Review
 8.4.3.1 6330 – Role of the Secretary-Treasurer Policy
 8.4.3.2 1120 – French Immersion Policy

Motion 20251021-8.4.3

Beil Pucci	"Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that policies 6330 – Role of the Secretary-Treasurer and 1120 – French Immersion be sent to stakeholders for comment and review."	<u>Carried</u>
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The Annual budget policy will be brought to the November committee meeting

- 8.5 District Technology Steering Committee
 Meeting October 24, 2025.

9. **Old Business**
 None

10. **New Business**
 None

11. **Information Items:**

- 11.1 Professional Development Day, October 24, 2025
 Vice-Chair Maier noted that the Professional Development Day is on October 24, 2025
- 11.2 Provincial Council, October 24, 2025
 Vice-Chair noted that Provincial Council is on October 24, 2025
- 11.3 October 28, 2025, public meeting for new childcare
 Vice-Chair Maier noted that the public meeting for the new childcare is October 28, 2025, at the Booth building
- 11.4 Board of Education meeting (Elections), November 4, 2025
 Vice-Chair Maier noted that the Board of Education meeting is on November 4, 2025

- 11.5 Indigenous Veterans Day, November 8, 2025
Vice-Chair Maier noted that the Indigenous Veterans Day is on November 8, 2025
- 11.6 Remembrance Day, November 11, 2025
Vice-Chair Maier noted that Remembrance Day is on November 11, 2025.
- 11.7 BCSSA, November 13-15, 2025
Vice-Chair Maier noted that BCSSA is on November 13-25, 2025
- 11.8 Board of Education Meeting, November 18, 2025.
Vice-Chair Maier noted that the Board of Education meeting is on November 18, 2025.

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

Q: Significant number of calls going home for not enough coverage in schools.

A: Item is not related to the agenda.

13. **Adjournment**

Vice-Chair Maier adjourned the meeting at 8:13 p.m.

SCHOOL DISTRICT NO. 52 (PRINCE RUPERT)

MINUTES

SPECIAL OPEN SCHOOL BOARD MEETING

SCHOOL BOARD OFFICE

Tuesday, November 4, 2025- 7:00 P.M.

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

Staff Present: A. Samoil, E. Vazquez, A. Samoil, T. Dickens

Regrets:

Call to Order

The Secretary-Treasurer called the meeting to order at 7:05 p.m. and acknowledged that the meeting is being held on traditional Ts'msyen territory. The Secretary-Treasurer advised that, in accordance with the Administrative Bylaw, he would chair the meeting until the Board elected a chair.

1. Adoption of Agenda

Motion 20251104-1.0a

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

Carried

2. Elections

2.1 Election of Board Chair

The Secretary-Treasurer called for nominations for the position of Board Chair.

Name	Nominated by	Acceptance
Kate Toye	Daniele Dalton	Yes

No other nominations were received after three calls, and Trustee Toye was elected Board Chair by acclamation.

Trustee Toye assumed the Chair.

2.2 Election of other officers

2.2.1 Election of Vice Chair

The Chair called for nominations for the position of Vice Chair.

Name	Nominated by	Acceptance
Kristy Maier	Louisa Sanchez	Yes

No other nominations were received after three calls, and Trustee Maier was elected Board Vice-Chair by acclamation.

2.2.2 Election of BCSTA Provincial Council Member

The Chair called for nominations for the position of BCSTA Provincial Council Member.

Name	Nominated by	Acceptance
James Horne	Louisa Sanchez	Yes

No other nominations were received after three calls, and Trustee Horne was elected BCSTA Provincial Council Member by acclamation.

2.2.3 Election of BCSTA Provincial Council Alternate

The Chair called for nominations for the position of BCSTA Provincial Council Alternate.

Name	Nominated by	Acceptance
Louisa Sanchez	James Horne	Yes

No other nominations were received after three calls, and Trustee Sanchez was elected BCSTA Provincial Council Alternate by acclamation.

2.2.4 Election of BCPSEA Bargaining Representative Council Member

The Chair called for nominations for the position of BCPSEA Representative Council Member.

Name	Nominated by	Acceptance
Kate Toye	Louisa Sanchez	No
Janet Beil	James Horne	Yes

No other nominations were received after three calls, and Trustee Beil was elected BCSTA Provincial Council Alternate by acclamation.

2.2.5 Election of BCPSEA Bargaining Representative Council Member Alternate

The Chair called for nominations for the position of BCPSEA Representative Council Alternate.

Name	Nominated by	Acceptance
Mike Pucci	Kristy Maier	Yes

No other nominations were received after three calls, and Trustee Pucci was elected BCPSEA Representative Council Alternate by acclamation.

2.3 Board of Education Assignments

The Chair asked trustees to submit their preference for the available assignments.

3. **Adjournment**

Motion 20251104-3.0a

Beil "Be it resolved by the Board of Education of School District
Maier No. 52 (Prince Rupert) that the meeting be adjourned at 7:13
p.m."

Carried

October 16, 2025

Honourable Mike Farnworth, Minister of Transportation and Transit
Province of British Columbia
Parliament Buildings
Victoria, BC V8V 1X4

Re: Creston Highway 3 Bypass – Potential Impacts to Kootenay River Secondary School Grounds

Dear Minister Farnworth:

On behalf of the Board of Education of School District No. 8 (Kootenay Lake), we are writing regarding the Highway 3 bypass project in Creston. We appreciate that staff involved in the project provided us with information and the opportunity to ask questions on June 11, 2024. We understand the Province's objectives to improve safety and mobility along this corridor and appreciate the Ministry's ongoing investments in transportation infrastructure.

The Board of Education is concerned that the project development planning of the bypass appears likely to affect the grounds of Kootenay River Secondary School (KRSS). As advocates of public education, and stewards of public education lands and facilities, the Board has a role to ensure that student learning environments, school ground access and safety, and the long-term usability of school property is considered in all provincial matters of importance.

We respectfully ask the Ministry of Transportation and Transit to consider alternate route options that avoid impacts to school district lands.

If an alternate route proves to be impossible, we would welcome a discussion of design options and mitigations, including but not limited to:


- Alignment alternatives that preserve KRSS grounds and avoid or minimize encroachment on school property.
- Student safety and access, including school-zone traffic patterns, pedestrian and cycling routes, drop-off/pick-up areas, and emergency access.
- Learning environment impacts, such as noise, air quality, and construction staging adjacent to classrooms, fields, and outdoor learning spaces.
- Long-term site planning, including setbacks, drainage, and future educational and community use of the KRSS campus.
- Consider options for additional space for the auxiliary building, tennis courts, and playground space.
- Impacts to community and school district facilities on the school grounds.

- Community coordination, ensuring the project is aligned with the Town of Creston's planning and with local transportation and school bus transportation requirements and student drop off and pick up safety.

We would appreciate the opportunity to meet with you and your staff, together with Board representatives and district staff, to review alternatives and identify a path that advances transportation goals while protecting the Kootenay River Secondary School grounds.

Thank you for your continued collaboration with our district and community.

Sincerely,



Dawn Lang, Chair

Board of Education of School District No. 8 (Kootenay Lake)

cc: Trish Smillie, Superintendent
Board of Education of School District No. 8 (Kootenay Lake)
BC School Trustees Association (BCSTA)
Town of Creston, Mayor
Darryl Adams, KRSS School Principal



School District No. 60

Peace River North

DISTRICT ADMINISTRATION OFFICE

10112 – 105 Avenue, Fort St. John, British Columbia V1J 4S4 Phone: (250) 262-6000

OFFICE OF THE SECRETARY-TREASURER

October 27, 2025

Dana Dmytro, Licensed School Psychologist
dana.dmytro@bcasp.ca

To Whom It May Concern,

RE: Letter of Support for the Redevelopment of the UBC MEd in School Psychology Program

On behalf of the Board of School District 60, Peace River North, I am writing to express our support for the University of British Columbia's proposal to redevelop the Master of Education (MEd) in School Psychology program, with a new intake planned for Summer 2027. School District 60 covers a large geographical area located in the northeast of the province and has a student population of 6000 across 21 schools. We work directly with three First Nations communities; Doig River, Halfway and Blueberry.

In our district and across the North, we are facing a staffing shortage crisis that extends to our clinical support team. Of utmost concern is the fact that our students are receiving unequitable access to critical educational services. In addition to starting the year without a school psychologist, we are also still looking for a physiotherapist and speech language pathologist. We are forced to rely on contractors when we can engage them, which means the service is expensive and intermittent.

We would like to advocate for a more creative and equitable approach to educating BC school psychologists. We appreciate that the proposed program would adopt a **hybrid delivery model**, helping to increase access to training across rural and underserved regions of the province. We are also pleased to see UBC's commitment to a "**Grow Your Own**" approach, which could support the training of local educators or community members to become school psychologists while remaining rooted in their home communities. We have advocated for similar programs for teachers.

District-Specific Support

To illustrate the importance of this program, we offer the following information about our current workforce capacity and anticipated needs:

- Current number of employed school psychologists (FTE): **0**
- Estimated number of unfilled or vacant positions: **2**
- Anticipated number of hires between 2030–2033: **2**
- Estimated wait time for psychoeducational assessments: **Critical cases can be assessed in a 6-month timeframe by a 3rd party contractor whereas all other cases wait between 1-3 years**
- Estimated number of students currently on waiting list for psychoeducational assessments: **40**
- **Types of activities that school psychologist could be involved in if more were available:**
 - Mental health prevention and intervention (e.g. SEL programming, universal mental wellness strategies).
 - Teacher and team consultation (academic, behavioral, social-emotional)
 - Crisis response and risk assessments
 - Functional behavioral assessments (FBA) and complex behavior intervention planning
 - Leadership in early literacy intervention and progress monitoring
 - Professional development / capacity-building for school staff (trauma-informed practice, universal design, inclusive pedagogy)

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BOARD OF EDUCATION

Helen Gilbert – Board Chair Bill Snow – Vice Chair Ida Campbell
Nicole Gilliss David Scott-Moncrieff Madeleine Lehmann Tom Whitton

We also wish to express our willingness to support the program in the following ways:


- Exploring **practicum or internship placements** for students
- **Supervision by contracted school psychologists**
- Supporting local candidates to apply (e.g., funding, time release, endorsement) under a **“Grow Your Own” School Psychologist model**
- Advocating for the inclusion of school psychology roles in future workforce planning discussions

We strongly support the goals of this program, which align with our commitment to equity, inclusive education, and building sustainable services for students with complex needs. We recognize that in order to address workforce shortages in our sector, we must build local capacity, support supervision, and expand access to high-quality graduate training.

We hope this letter will assist UBC in demonstrating the system-wide need for this program and the broad support it has from educational leaders across the province.

Yours truly,

THE BOARD OF EDUCATION
School District No. 60 (Peace River North)



Helen Gilbert, Board Chair

HG:lr

cc. Minister Beare - Ecc.minister@gov.bc.ca
MLA, Jordan Kealy, MLA Peace River North – Jordan.Kealy.MLA@leg.bc.ca
Lynne Block, Conservative Education Critic – Lynne.Block.MLA@leg.bc.ca
Tracy Loffler, BCSTA President – bcsta@bcsta.org

File: 4.8

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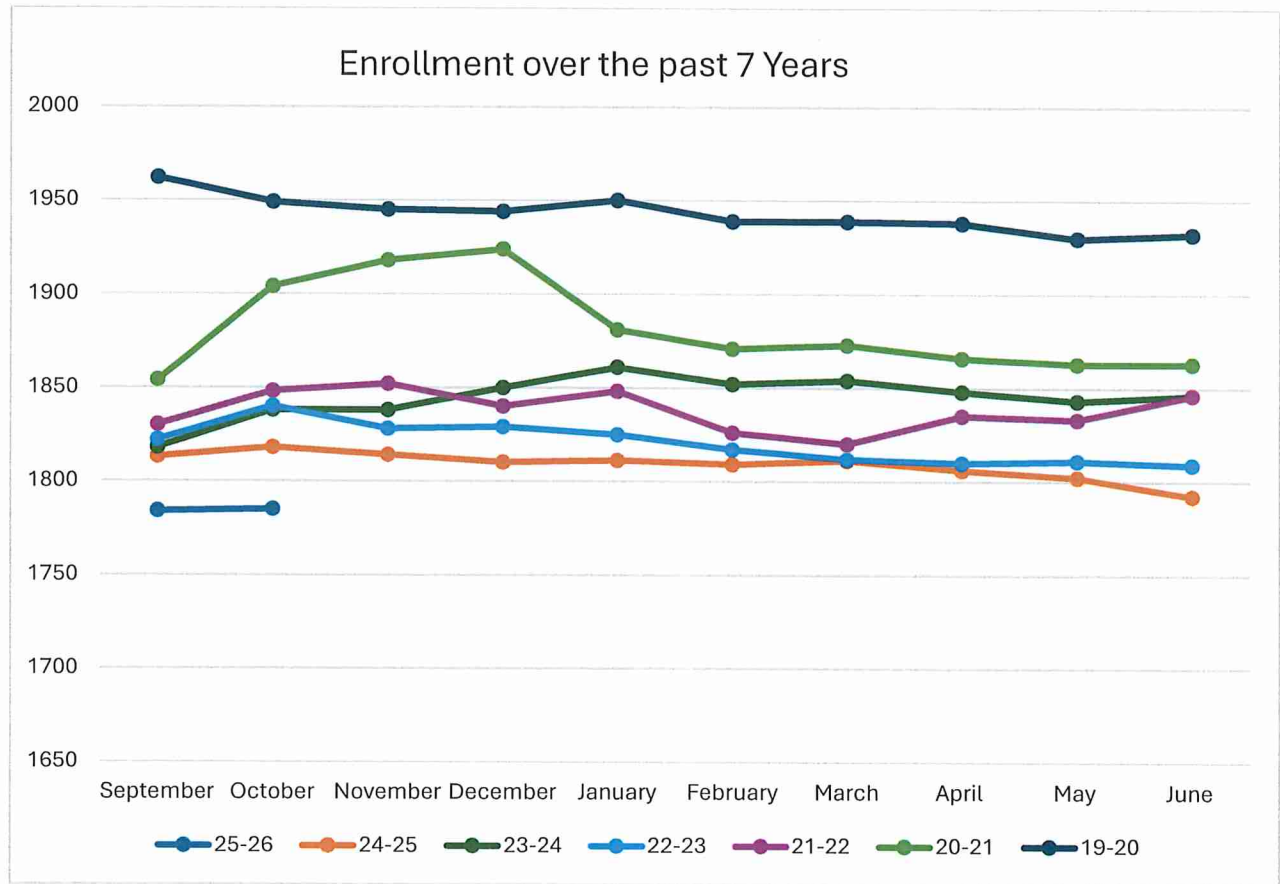
**SUPERINTENDENT OF SCHOOLS REPORT
TO BOARD OF SCHOOL TRUSTEES**

November 18, 2025

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

	School	Dates	# School Days	Grade	Purpose
1.	PRMS	Oct 4, Nov 8/25			Boys Volleyball
2.	CHSS	Oct 18, Nov 8/25	0	9-10	Jr. Girls Volleyball
3.	CHSS	Oct 25/25	0	9-10	Jr. Girls Volleyball Tournament
4.	PRMS	Sept 27/Nov 7,8/25	0		Girls volleyball Terrace and Smithers
5.	CHSS	Nov 7-8/25	0	9-10	Jr. Girls volleyball zones
6.	CHSS	Nov 7-8/25	0	9-10	Jr. Boys volleyball zones
7.	CHSS	Dec 10/25	1	9-12	Thunder and Lightening Debate Tournament
8.	CHSS	Jan 30, Feb 6, Feb 19/26	3	9-12	Shames ski trips
9.	PRMS/ CHSS	May 12-16, 2026	3	6-12	Concert and Jazz band trip to Calgary
10.	PRMS	May 21-25/26	3	8	North Beach, Haida Gwaii
11.	CHSS	Sept 2-7/26	0	11	Community Builders trip to Toronto, ON
12.	CHSS	Mar 21-Apr 5/27	4	9-11	Community Builders club trip to Halifax, NS and Smithers
13.	CHSS	May 27-31/27	3	9-12	Community Builders Club trip to North Beach, Haida Gwaii
14.	CHSS	May 27-31/27	3	9-12	Trip to Tlell, BC
15.	PRMS	May 27-31/27	3	8	Trip to North Beach, Haida Gwaii

6.1.2 Enrolment**6.1.2.1 Enrolment Graph (p. 15)****6.1.3 Upcoming Projects/Learning/Other**



The Board of Education of School District #52 (Prince Rupert)
Unaudited Statement of Operations/Operating Fund
October 31, 2025

OPERATING FUND	YTD Budget 2025/26	Jul - Oct ACTUALS	Variance Favourable (Unfavour- able)	%	ANNUAL BUDGET 2025/26
REVENUE					
Provincial Grants, MECC	5,716,639	5,716,639	-	0.0%	26,987,568
LEA Funding From First Nations	251,916	251,916	-	0.0%	1,277,525
Provincial Grants, Other	-	-	-	100.0%	32,483
International Student Tuition	47,700	47,700	-	0.0%	36,000
Other Revenue	38,926	35,095	(3,831)	-9.8%	776,777
Rentals & Leases	32,880	32,613	(267)	-0.8%	98,640
Investment Income	46,667	71,652	24,985	53.5%	140,000
Total Revenue	6,134,728	6,155,615	20,887	0.3%	29,348,993
EXPENSE					
Salaries					
Teachers	2,161,719	2,143,818	17,901	0.8%	11,109,718
Principals & Vice-Principals	648,770	632,769	16,001	2.5%	1,946,311
Education Assistants	428,900	391,457	37,443	8.7%	2,453,543
Support Staff	597,771	595,432	2,339	0.4%	2,308,744
Other Professionals	629,392	621,297	8,095	1.3%	1,917,746
Substitutes	245,208	256,313	(11,105)	-4.5%	1,135,553
Total Salaries	4,711,760	4,641,086	70,674	1.5%	20,871,615
Employee Benefits	1,055,491	1,030,522	24,969	2.4%	5,217,905
Total Salary & Benefits	5,767,251	5,671,608	95,643	1.7%	26,089,520
Services & Supplies	809,013	798,355	10,658	1.3%	3,957,425
Total Expense	6,576,264	6,469,963	106,301	1.6%	30,046,945
Net Revenue (Expense)	(441,536)	(314,348)	127,188	28.8%	(697,952)
Indigenous Ed Surplus Included	-	-	-		12,991
Drawn from Reserves	-	-	-		744,961
Capital Asset Purchases	-	-	-		(60,000)
Surplus (Deficit) for Year	(441,536)	(314,348)	127,188	28.8%	-

Fund : 0 Operating

PR	TITLE	OCT	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
Function : 1 Instruction							
02	Regular Instruction	1,141,866.68	2,317,278.80	6,404.70	12,907,690	10,590,411	82
03	Career Preparation		1,325.00		6,589	5,264	80
07	Library Services	61,258.74	116,345.03		629,119	512,774	82
08	Counselling	23,870.14	70,438.78		243,933	173,494	71
10	Special Education	497,344.42	1,002,459.39	998.04	5,075,664	4,073,205	80
30	English Language	202.15	202.15		0	-202	0
31	Aboriginal Education	215,716.51	518,764.53		2,333,091	1,814,326	78
41	Business Admin	193,278.93	745,477.75		2,207,782	1,462,304	66
TOTAL FOR Function - 1		2,133,537.57	4,772,291.43	7,402.74	23,403,868	18,631,577	80
Function : 4 District							
11	Education Admin	44,098.20	187,186.72		487,913	300,726	62
40	Governance	11,887.83	70,454.65		248,009	177,554	72
41	Business Admin	77,140.67	294,090.57	1,155.00	1,492,523	1,198,432	80
TOTAL FOR Function - 4		133,126.70	551,731.94	1,155.00	2,228,445	1,676,713	75
Function : 5 Maintenance &							
41	Business Admin	14,896.44	47,843.35		349,930	302,087	86
50	Plant Maintenance	178,754.89	939,570.25	56,654.92	2,896,498	1,956,928	68
52	Maintenance Of	5,691.80	23,216.43		138,828	115,612	83
56	Utilities	29,188.20	86,774.21		673,754	586,980	87
TOTAL FOR Function - 5		228,531.33	1,097,404.24	56,654.92	4,059,010	2,961,606	73
Function : 7 Transportation							
41	Business Admin	444.51	1,790.47		4,395	2,605	59
70	Student Transportation	19,881.37	46,745.40		351,227	304,482	87
TOTAL FOR Function - 7		20,325.88	48,535.87	0.00	355,622	307,086	86
TOTAL FOR Fund - 0		2,515,521.48	6,469,963.48	65,212.66	30,046,945	23,576,982	78
GRAND TOTAL		2,515,521.48	6,469,963.48	65,212.66	30,046,945	23,576,982	78

Monthly Report to the Board

October 2025

Facilities- All district buildings have undergone an exterior lighting Retrofit. All existing mercury vapor and metal halide bulbs have been replaced with low wattage LED bulbs.
Commercial kitchen MUA and exhaust fans are now on site.
Playgrounds have all been cleaned and inspected.
New Ubiquiti camera starter kits have arrived and will be installed at the board office and Westview school.
Halloween Patrols reported a very quiet evening with no reported issues.
We are still waiting for an eta on the elevator power unit for CHSS.
Don (Duke) Nicholson has retired from the district with 38 years of service.

Custodial- Regular cleaning of areas and unit ventilator filters were changed out. Floor chemicals have been ordered to help reduce the salt on the floors making them less slippery.

Energy & Conservation –

No issues with the heating systems in district buildings.
Still waiting for boiler parts at CHSS. CHSS new hot water boiler has arrived.

Transportation-

In town 8
Out of town 6

Health & Safety -

Regular monthly meetings.

IT Board Meeting Report – Summary

Date: November 2025

1. Switch replacement – On going project

- The existing network switches which were outdated and did not comply with current performance and security standards are being replaced gradually. This is to ensure reliable connectivity, improved bandwidth, and enhanced security protocols. The switches were replaced with modern, standards-compliant models. This upgrade supports current technology requirements and positions the school district's infrastructure for future scalability.
-

2. Windows 11 Updates

- The tech team is currently implementing changes to Windows 11 to ensure compliance with provincial and district security requirements. These updates include strengthening firewall configurations, enforcing advanced security policies, and enabling features such as BitLocker encryption. Additionally, the team is applying group policy settings to manage user permissions, improve patch management, and reduce vulnerabilities. These measures are designed to align with Ministry of Education guidelines and industry best practices, ensuring a secure and reliable environment for students and staff.
-

3. IT4K12 Conference

- Two members of the tech team attended the IT4K12 Conference and CIO Meeting. The Ministry of Education and Child Care provided updates on firewall security, cybersecurity measures, and MyEducationBC.info—the central repository for information and resources related to the BC Student Information System. This year's conference focused on artificial intelligence (AI) and the need for districts to develop policies and governance frameworks. The Tech Steering Committee at SD52 is leading this initiative to ensure the needs of students and staff are met while adhering to the Ministry's guidelines.
-

4. Security Cameras

1

SD52 Experience

Indigenous Ways of Knowing

Culture of Care

Future Focused System

-
- We are currently testing a new security camera system to replace aging equipment. The new system has been purchased and is in the testing phase. Once it is fully operational and meets performance expectations, cameras will be gradually replaced with support from the maintenance department.
-

Reported by: Paramjit Khaira

SCHOOL DISTRICT NO. 52 (PRINCE RUPERT)

BANKING BYLAW NO. BB-2025

BANKING RESOLUTION

Banking Bylaw No. BB-2025

a) Appointment for Banking Services

“THAT Canadian Imperial Bank of Commerce (herein referred to as “CIBC”) be appointed to provide all banking services as per the terms of its Banking Services Proposal dated the 24th day of October 2025, such services to commence as soon as practically possible.”

b) Repeal of Existing Bylaw

“THAT upon execution of a new banking services agreement with CIBC, the existing Banking Bylaw No. BB-2020 will be repealed, and furthermore

THAT the Board authorize the Secretary Treasurer to terminate its banking services and overdraft agreements with Northern Savings Credit Union as soon as practically possible.”

c) Direction to Accept Facsimile Signatures on Cheques

“THAT CIBC be and is hereby authorized and directed to pay any and all cheques or instruments representing to be cheques of the Board of Education of School District No. 52 (Prince Rupert) (herein referred to as the “Board”) presented for payment bearing the facsimile signatures of the Superintendent, the Secretary Treasurer, and the Director of Finance, and furthermore

THAT such cheques or instruments shall have the same legal effect, may be dealt with to all intents and purposes and shall bind the Board as fully and effectually as if signed in the handwriting of and duly issued by such officers for or on behalf of the Board, regardless of howsoever or by whomsoever the said signatures have been mechanically affixed, including through the use of a facsimile signing machine, and furthermore

THAT the Board shall provide CIBC with a certified copy of this resolution and certified copies of such facsimile signatures and that such resolution may be acted upon by the Prince Rupert branch of CIBC until notice of the contrary or of any change therein has been given in writing to the manager or acting manager of such branch of CIBC.”

d) Signing Authorities

- i) “THAT cheques valued \$1 to \$25,000.00 can be signed/authorized by a combination of any of two of the Director of Finance, Secretary Treasurer and Superintendent. Any one of the Director of Finance, Secretary Treasurer or Superintendent may also sign in combination with any one of the Chair or Vice Chair to sign/authorize \$1 to \$25,000.00 cheques.
- ii) Cheques valued \$1 and greater and payable to the Receiver General of Canada, the Minister of Finance, any authorized provider of employee benefits, BC Hydro, or Pacific Northern Gas can be signed/authorized by a combination of any two of the Director of Finance, Secretary Treasurer and Superintendent. Any one of the Director of Finance, Secretary Treasurer or Superintendent may also sign in combination with any one of the Chair or Vice Chair to sign/authorize \$1 and greater cheques payable to the Receiver General of Canada, the Minister of Finance, any authorized provider of employee benefits, BC Hydro, or Pacific Northern Gas.
- iii) All other cheques valued \$25,000.00 and greater must be signed/authorized by any one of the Director of Finance, Secretary Treasurer or Superintendent and any one of the Chair or Vice Chair.”

e) Automated Funds Transfer (Direct Deposit) Service

“THAT, except for payments requiring two signatures in accordance with paragraph (d)(iii) above, payroll and accounts payable payments valued \$1 and greater can be made through the Automated Funds Transfer Service (Direct Deposit) and any one of the Manager of Payroll Services, Assistant Director of Finance and Director of Finance may submit transactions for payment, and any one of the Director of Finance, Secretary Treasurer and Superintendent may approve the transactions for payment, however the Director of Finance is not authorized to approve transactions that were submitted by the Director of Finance.”

f) Temporary Borrowing

“THAT the Board authorize the Secretary Treasurer to maintain the existing agreement with Bank of Montreal (BMO) to provide the Board with credit by way of corporate purchasing accounts.”

g) Authorization of Banking Forms and Resolutions

“THAT the Board authorize the Secretary Treasurer and the Director of Finance to sign and complete all other forms and resolutions, in a form acceptable to the Secretary Treasurer, necessary to complete the banking arrangements with CIBC, the signature of the Secretary Treasurer on such forms and resolutions being sufficient to acknowledge the satisfaction of this clause.”

This Bylaw may be referred to at “School District No. 52 (Prince Rupert) Banking Bylaw No. BB-2025.”

READ A FIRST TIME THE 18TH DAY OF NOVEMBER 2025;

READ A SECOND TIME THE 18TH DAY OF NOVEMBER 2025;

READ A THIRD TIME, PASSED AND ADOPTED THE 18TH DAY OF NOVEMBER 2025.

Kate Toye, Chair

Enrique Vazquez, Secretary Treasurer

I hereby certify this to be a true copy of a bylaw adopted by the Board of Education the 18th day of November 2025.

Enrique Vazquez, Secretary Treasurer

School District No. 52 (Prince Rupert)
Policy Committee
Monday, November 10, 2025
4:30 pm

MINUTES

In Attendance : Andrew Samoil
Kate Toye
Kristy Maier
Carla Rourke
James Horne (observer)
Tammy Dickens

The meeting was called to order at 4:45 p.m.

The Superintendent added item 2 d – response to unexpected health emergencies.

1. Policies for Approval
 - a. 6330 – Role of the Secretary-Treasurer Policy
 - b. 1120 – French Immersion Policy

The committee agreed to send the Policies 6330 and 1120 for approval to the board meeting. The Secretary-Treasurer pointed out some small changes and the committee agreed to send with changes.

2. Policies for Review
 - a. 2110 – Staff Recruitment and Selection of Personnel Policy
 - b. 7210 – Annual Budget Policy
 - c. 6220 – Petitions Policy
 - d. 1340 – Response to Unexpected Health Emergencies Policy

The committee agreed Policies 2110 and 1340 be sent for review at the board meeting. The Committee would like to table the Petitions Policy until the New Year, and the Annual Budget Policy will be tabled until further notice.

3. Other Business

None

Meeting Adjourned 6:54 p.m.

Next Meeting: Monday, December 8, 2025

Policy No. 6330

Date Approved:

Date Amended:

6330 Role of the Secretary-Treasurer Policy

The Secretary-Treasurer is the Chief Financial Officer and Corporate Secretary of the Board in accordance with the School Act and corresponding regulations. The Secretary-Treasurer reports directly to the Superintendent. Areas of assigned responsibility include: overall fiscal management including but not restricted to operating and capital budget preparation, implementation and reporting. Other areas of assigned supervisory responsibility include: facilities/maintenance, transportation, grounds, and custodial.

Specific Areas of Responsibility

1. Secretary Treasurer/Board Relations
 - 1.1 Establish and maintain positive, professional working relationships with the Board.
 - 1.2 Respect and honour the roles and responsibilities of the Board and facilitate the effective implementation of those roles and responsibilities.
 - 1.3 Provide the information the Board & Superintendent requires to effectively perform their roles including the provision of regular fiscal accountability reports.
 - 1.4 Organize, as required, Trustee elections and referenda in accordance with the School Act and Local Government Act.
 - 1.5 Perform such other duties as are assigned by the Board and Superintendent from time to time.
2. Fiscal Accountability
 - 2.1 Ensure the District operates in a fiscally responsible manner including adherence to recognized accounting procedures.
 - 2.2 Ensure Board assignment, Ministry requirements and other regulatory body requirements are complied with in a timely and effective manner.
 - 2.3 Ensure that the annual operating and capital budget processes and other financial planning activities are consistent with Board direction and comply with applicable statutes, and Ministry mandates.
 - 2.4 Coordinate the annual District operating and capital budgeting processes including communicating the budget timetable and instructions to District staff, ensuring appropriate budget documentation from departments, analyzing departmental budget submissions, compiling the total District

- budget, and preparing budget summary reports for use by the District management team and the Board in its budget related decision-making.
- 2.5 Provide leadership and exercise overall responsibility for implementing capital projects approved by the Board.
 - 2.6 Work effectively with the Ministry to the advantage of the District in regard to capital funding.
 - 2.7 Develop recommended short-term and long-term capital plans to address the requirement for new facilities, renovations and up grading of facilities.
 - 2.8 Ensure any deficiencies identified in the audit report and management letter are remediated in a timely manner and follow up reports that document the status of deficiencies and remediation efforts are provided to the Board.
 - 2.9 Shall be the corporate secretary to the Board of Education including recording of board proceedings and provision of security as per *Section 23 of the School Act*.
3. Human Resources/Labour Relations
- 3.1 Provide supervisory oversight, coordination, and support for all staff within areas of assigned responsibility.
 - 3.2 Act as the lead negotiator for support staff agreements.
 - 3.3 Act as the District Management Representative at step three of the support staff grievance process providing advice and recommendations which are in accordance with the terms and spirit of the IUOE Collective Agreement and which maintain the integrity of the District.
 - 3.4 Provide advice to principals and managers concerning the implementation. Interpretation or administration of the support staff collective agreements and related labour legislation.
 - 3.5 Liaise with the British Columbia Public School Employers' Association (BCPSEA) regarding bargaining and collective agreement administration and ensure that collective agreements personal services contracts comply with BCPSEA policies and directives.
4. Organizational Management
- 4.1 Demonstrate effective organizational skills resulting in District compliance with all legal, Ministerial and Board mandates, community partnerships and timelines, including: ensuring the custody of deeds, leases, agreements, contracts, insurance policies, and other corporate documents.
 - 4.2 Ensure compliance with all Occupational Health and Safety requirements within areas of assigned responsibilities.

5. Leadership Practices

- 5.1 Practice leadership in a manner that is viewed positively and has the support of those supervised in carrying out the directives of the Board.
- 5.2 Work effectively with all District staff to make the Board's will a reality and to develop and maintain a positive productive work environment in the District.
- 5.3 Develop positive working relationships with other members of District senior management and employee groups.
- 5.4 Develop effective and productive relationships with all agencies, organizations and institutions with common interests in the District including municipal and regional officials, auditors, bankers, ministries of the provincial government and other school Districts.

6. Communications and Community Relations

- 6.1 Take appropriate actions to ensure positive external and internal communication are developed and maintained within areas of assigned responsibility.

7. Strategic Planning and Reporting

- 7.1 Ensure the budget is developed in accordance with a timeline which ensures the Board's ability to provide informed decision making to support strategic priorities.

8. Policy and Administrative Procedures

- 8.1 Provide guidance, recommendations and support in the planning, development, implementation, evaluation and revision of policies and of administrative procedures within areas of assigned responsibility.

9. Transportation

- 9.1 Ensure that each student is provided with a safe and caring environment while being transported to or from school programs on transportation provided by the District.
- 9.2 Ensure student transportation is provided with due regard for safety, efficiency and length of ride.

10. Facilities

- 10.1 Ensure the facilities and grounds are provided and maintained in a timely manner with due regard for safety, accommodation of all students and program need.

Policy No. 1120
Date Approved: January 14, 2014
Date Amended: October 16, 2023

1120 French Immersion Policy

The School District is committed to supporting the French Immersion program as it provides an option for students in the school district to become bilingual in both of Canada's official languages, English and French.

The Board of Education believes that students should have the opportunity to receive instruction in the French language through French Immersion programs in elementary, middle, and secondary grades. The French Immersion program operates as an optional district program. The French Immersion Program is not intended to be a selective program.

It is in students' best interests that classes include students with a variety of aptitudes, cultures, and backgrounds. The Board believes that French Immersion instruction should be available to all students who desire to be enrolled in the program, providing staffing requirements can be accommodated.

REFERENCES

School Act, section 5(3)
Ministry of Education Policy: French Immersion Program
Ministerial Order 333/99, Educational Program Guide Order
Ministerial Order 295/95, Required Areas of Study in an Educational Program
Ministerial Order 302/04, Graduation Program Order
1120-10 French Immersion Regulation

Policy No. 2110
Date Approved: May 13, 2014
Date Amended: Sept 25, 2023

2110 **~~Staff Recruitment and Retention~~ Recruitment and Selection of Personnel Policy**

POLICY

~~The Board aspires to be a first-class employer. The quality of the educational environment is dependent on the staff recruited and retained.~~

~~The Board will work to create an environment to attract and retain qualified personnel with the skills to provide high quality instruction and student support in alignment with the Strategic Plan.~~

~~The Board supports the provisions and principles of the Declaration on the Rights of Indigenous Peoples Act, the British Columbia Labour Relations Code, the Employment Standards Act (British Columbia), and the Human Rights Code of British Columbia. The Board commits to advancing an employment environment that is free from discrimination.~~

~~Hiring procedures for positions represented by a union will follow practices for posting and filling positions in accordance with their collective agreement.~~

~~The Board believes strong leadership and administration at the District and school levels are essential to the effective and efficient operation of the school system.~~

Specifically

1. Any changes to the organizational structure shall be approved by the Board prior to the commencement of recruitment and selection processes.

Superintendent

2. The Board, in the case of the Superintendent, or the Superintendent, in all other instances, shall have sole responsibility for initiating the advertising process and shall make reasonable effort to ensure that all current District employees are made aware of staff vacancies.
3. The Board has the sole authority to recruit and select an individual for the position of Superintendent and anyone who is expected to act in the place of the Superintendent for a period in excess of 180 days. In addition, the Board shall have unfettered authority to negotiate all contract terms subject to any legislation.
4. In order to protect the Board from sudden loss of the Superintendent's services, the Superintendent shall ensure that staff are designated to perform the services of the Superintendent in the case of a short-term or prolonged absence where the

Superintendent is not available by electronic or other means, and that the Chair is advised of such delegation.

Recruitment and Selection of Non-School Based Positions

5. The following process shall be followed for those positions which report directly to the Superintendent, namely, the positions of Directors and Secretary-Treasurer.
 - a. The Superintendent is delegated full authority to recruit and select senior staff and District management positions within the limitations of legislation, budget allocations, and collective agreements.
 - b. The Superintendent shall engage in a consultative process in order to assist in the development of an ideal candidate profile.
 - c. These positions shall have a written role description and the person occupying each of the positions shall have a written contract of employment consistent with the Board approved contract provisions regarding maximum vacation entitlement, professional development, and terminations.
 - d. Compensation will be determined based on BCPSEA compensation guidelines when required. In the absence of such guidelines the Board shall approve the compensation provided.
 - e. If the position is of a temporary nature (less than one year) the Superintendent is authorized to make unique contractual provisions in light of the District's geographical location to ensure the District can hire a high-quality candidate.
 - f. The Superintendent shall develop an interview panel for these positions providing the panel includes trustee representation. The panel shall attempt to reach consensus on the preferred candidate. If such consensus cannot be reached the decision will be that of the majority provided the Superintendent is part of the majority.
6. The Superintendent is delegated full authority to recruit and select staff for all other non-school based positions within the limitations of legislation, budget allocations, contracts, and collective agreements.

Principal and Vice-Principal Positions

7. At the discretion of the Superintendent and within the constraints of this policy, principal or vice-principal vacancies shall be filled through either: Principal or Vice-principal mobility, or through competition for a posted vacancy.
8. Principal and Vice-principal mobility
 - a. The Board of Education believes that changes in Principal and Vice-Principal assignments can be positive for professional growth and the strengthening of system leadership.
 - b. The Superintendent is delegated authority for determining such changes in Vice-Principal to Vice-Principal and Principal to Principal assignments.
 - c. Consideration for transfer may be initiated at the request of either the Vice-Principal, Principal, or the Superintendent. Normally, such consideration shall be

- given after the Principal has held an appointment for a reasonable period of time, and there is deemed to be a District value in such a transfer.
- d. Once mobility transfers have been completed the Superintendent shall inform the Board prior to the posting of vacant Principal and Vice-Principal positions.
9. Competition for Posted vacancy for Principal or Vice-Principal Positions
- a. The Superintendent is delegated full authority for all aspects of the selection processes for the positions of Principal and Vice-Principal.

All Other School-Based Positions

10. The Superintendent is delegated full authority to recruit, select, assign, and reassign staff, for all other school-based positions, within the limitations of legislation, budget allocations, contracts, and collective agreements.
11. All offers of employment shall be conditional on the successful applicant providing criminal records check acceptable to the Superintendent unless such criminal reference checks are the responsibility of the Criminal Records Review Program (Ministry of Public Safety and Solicitor General.)

REFERENCES

2110-10	Training to Fill Vacancies
2110-20	Advertising Vacant Positions
2110-30	Interview Expenses
2110-40	Employee Reference Check

- Collective Agreement with the Prince Rupert District Teachers Union
- Collective Agreement with the International Union of Operating Engineers, Local 882-B
- British Columbia Labour Relations Code
- Employment Standards Act (British Columbia)
- Human Rights Code of British Columbia
- DRIPPA

Policy No. 1340

Date Approved:

Date Amended:

1340 Response to Unexpected Health Emergencies Policy

POLICY STATEMENT

A timely and effective response to unexpected health emergencies is essential to ensuring a safe school environment. Unexpected health emergency incidents can occur without warning and require immediate action to improve survival outcomes by providing critical intervention before emergency responders arrive. The Board of School District 52 (Prince Rupert) is committed to ensuring that all schools are equipped with lifesaving first aid tools, including Automated External Defibrillators and naloxone kits, that are readily accessible and maintained in every school and every District site.

1. Staff will document each instance of response to unexpected emergencies to the administration staff. The administration staff or designate will communicate with the student's family and debrief with the staff involved.
2. Privacy, confidentiality, and information sharing will follow the policies set out in FOIPPA.

GUIDING LEGISLATION

- *Support Services for Schools Order, M198/25, Section 8*
- *School Act, Section 88(1)*
- *Good Samaritan Act*

Automated External Defibrillators (AEDs)

AEDs serve as a critical tool in saving lives in emergency situations involving cardiac arrest. The District has authorized the placement and use of AEDs in all schools and District sites.

1. The Director of Operations or designate, will be responsible for the selection, placement and regular maintenance of AEDs.
2. AEDs will meet Health Canada's Medical Device Regulations and will be approved by the Canadian Standards Association.
3. Placement of AEDs will be installed in readily accessible, barrier-free locations and will be clearly marked with standardized signage to support easy identification and use.
4. The Director of Operations will conduct routine inspections as per the specific AED manual's maintenance and testing schedule. Batteries, pads, and other necessary accessories will be stored in a safe, accessible place.
5. Recommended specific training for use/application of AEDs will be made available to all staff through site-based administration.

Naloxone Kits

Naloxone is a fast-acting antidote administered to reverse an opioid overdose. It is effective specifically for overdoses caused by heroin, fentanyl, and prescription pain medications. Naloxone kits are designed to provide enough medication to temporarily reverse the effects of an overdose, allowing time for emergency services to arrive. Under the Good Samaritan Act anyone may administer naloxone in an emergency situation outside of a hospital setting. This includes staff, students, parents and volunteers. Naloxone has no effect on a person if they have not taken opioids.

1. All schools will maintain on-site naloxone kits in a designated, accessible, and secure location. A minimum of two kits will be stored at each facility.
2. To treat a suspected opioid overdose in a school setting, a staff member trained in opioid overdose response may administer naloxone to any person (student, employee, or member of the public) suspected of having an opioid-related drug overdose.
3. Staff trained in opioid identification and naloxone administration will call 911 (or designate the calling responsibility) and then may choose to give naloxone and/or cardiopulmonary resuscitation (CPR) depending on circumstances and training.
4. Responding to overdoses involves proper use of personal protective equipment, handling syringes, and potential contact with drugs or blood and body fluids. If drugs are on the person or the scene, they also must be handled carefully (gloves are required and located in the naloxone kit).
5. For staff safety, staff will not be required to leave their school/site to respond to overdoses occurring off site.
6. Procurement of Naloxone shall be done centrally on purchasing schedule based on the purchase dates of the naloxone and the expiry date. This is the responsibility of the District's appointed Safe School Coordinator or designate.

Opioid overdose response training for staff, including the administration of naloxone will be provided in-person at each site annually or optionally through online training via the Toward the Heart website (1-hour).