

SCHOOL DISTRICT NO. 52 (PRINCE RUPERT)

M I N U T E S

**REGULAR OPEN SCHOOL BOARD MEETING
MEETING HELD IN THE BOOTH MEETING ROOM
Tuesday, November 18, 2025 – 7:00 P.M.**

Trustees Present: J. Beil, K. Maier, J. Horne, K. Toye

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

Regrets: M. Pucci, D. Dalton, L. Sanchez

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

1. Adoption of Agenda

Motion 20251118-1.0a

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

Carried

2. Presentation

Director of Instruction, Lori Burger introduced Billy Nelson and the Git Waas Drumming group.

Mr. Nelson presented on the CHSS Git Waas Student Drumming Group. Four drummers attended the board meeting and performed two songs written by two of the students. The performance was a moving display of the pride they feel for their Indigenous heritage and culture.

Mr. Nelson shared how this group of students has helped him in so many ways. He went on to say "This group has demonstrated that nations can unite, and they have created harmony among many tribes."

Vice-Chair Maier expressed "We were honored to welcome the Git Waas Drumming Group led by Billy Nelson. Their original songs were inspiring, and we are looking forward to experiencing more of their incredible work."

3. Approval of the Minutes of the

3.1 Open Board Meeting held October 21, 2025

Motion 20251118-3.1

Horne "Be it resolved by the Board of Education of School District No. 52
Beil (Prince Rupert) that the minutes of the open Board meeting held
October 21, 2025 be approved as amended",

Carried

p.3 Correction to minutes under policy committee to change from Trustee Toye presented to Trustee Maier.

3.2 Open Board Meeting Held on November 4, 2025

Motion 20251118-3.2

Beil "Be it resolved by the Board of Education of School District No. 52
Horne (Prince Rupert) that the minutes of the open Board meeting held
November 18, 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 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

Motion 20251118-4.0a

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

Carried

5. **Correspondence**

- 5.1 Addressed to the Board
 - None
- 5.2 Copied to the Board
 - 5.2.1 October 16, 2025 letter from SD 8 to Minister of Transportation and
Transit
 - 5.2.2 October 27, 2025 letter from SD 60 to Dana Dmytro

Motion 20251118-5.2a

Beil "Be it resolved by the Board of Education of School District No. 52
Horne (Prince Rupert) that Item 5.2.1 to 5.2.2 be received and filed."

Carried

Motion 20251118-5.2b

Beil "Be it resolved by the Board of Education of School District No. 52
Horne (Prince Rupert) that the letter in 5.2.2 be discussed at the Branch
meeting in Vancouver and in sequence the Board write a letter in
support."

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 1785 on

October 31, 2025.

6.1.2.1 Enrolment graph
Review of graph and trends.

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

Schools honored and remembered veterans' service and sacrifices on National Indigenous Veterans Day and Remembrance Day. At CHSS Student Voice worked hard to plan ceremonies. Git Waas and the Cadets drummed and marched through the hallways followed by ceremonies in the gymnasium.

Grade 4 FSA's were done last week.

Students from the NITEP program have been attending classes around the district to observe. SD52 has many employees enrolled in this program.

Elementary schools have begun preparing for winter concerts. Some schools are holding family craft nights to enjoy the festivities during December.

The Port of Prince Rupert will be visiting schools to have pancake breakfasts with students and staff.

Field trips are ongoing around the district and have included sports travel, skating and ski days. Volleyball, soccer and debate teams have represented CHSS well. Jr. Boys volleyball received bronze at zones and Jr girls' volleyball received silver. Both sr. boys and girls' volleyball teams received GOLD! Sr. Girls will be heading to provincials very soon. A big thank you to the many individuals and organizations who have been generously donating to the Fall sports teams traveling to the Provincial Championships.

CHSS has expanded shop programs this year by offering Auto shop, and the class has recently started doing oil changes and tire rotations.

Roosevelt and Conrad have planned visits with pen pals. They have had fun connecting this way.

Dec 4-6 – "Almost Maine" CHSS Drama Productions at the Lester Centre.

Early Learning & Child Care:

The ownership of the lots where Lax Kxeen Elementary School at 601 William Booth Way and Booth Maintenance Building at 500 Hays Cove Avenue occupy, have reverted to The Board of School Trustees of School District No. 52. as of October 31st, 2025. This is welcome news for the new childcare facility for 144 spaces as the project will now be on track for completion of late 2027 or early 2028. Station One Architects and Vancouver School Board project managers will be returning to Prince Rupert on December 9th and 10th to update the board of trustees and rightsholders groups with progress on the project.

7. Secretary Treasurer's Report

7.1 Statement of Operations September 2025

The Secretary-Treasurer presented the Statement of Operations October 2025 report and answered questions from Trustees. Trustees questioned line 41 function 1 and further explanation. The secretary-treasurer made a note and requested to get back to the trustees at the next board meeting.

- 7.2 October 2025 Operations Department Report
The Secretary-Treasurer presented the October 2025 Operations Department report and answered questions from Trustees.
- 7.3 October 2025 Information Technology Department report
The Secretary-Treasurer presented the October 2025 Information Technology Department Report and answered questions from Trustees.

8. Committee Reports

8.1 Finance & Building Committee **(Trustees Beil, Maier, Horne)**
8.1.1 Banking Bylaw

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)(ii) 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.

Motion 20251118-8.1.1a

Beil	"Be it resolved by the Board of Education of School District No. 52
Horne	(Prince Rupert) that Banking Bylaw No. BB-2025 have all three
	readings on November 18, 2025."

Carried

Motion 20251118-8.1.1b

Beil "Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that Banking Bylaw No. BB-2025 be read a first time the 18th day November 2025."

Carried

Motion 20251118-8.1.1c

Beil "Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that Banking Bylaw No. BB-2025 be read a second time the 18th day November 2025."

Carried

Motion 20251118-8.1.1d

Beil "Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that Banking Bylaw No. BB-2025 be read a third time, passed and adopted the 18th day November 2025."

Carried

8.2	Framework for Enhancing Student Learning	(Trustees Horne, Toye)
	Nothing to report	
8.3	Provincial Council	(Trustees Horne, Sanchez)
	Trustee Horne shared highlights from the recent BCSTA synopsis.	
8.4	Policy Committee	(Trustees Toye, Maier)
8.4.1	November 10, 2025, meeting	
	Chair Toye presented the minutes of the November 10, 2025, meeting of the Policy Committee and answered questions from Trustees.	
8.4.2	Policies for Approval	
8.4.2.1	6330 – Role of the Secretary-Treasurer Policy	
8.4.2.2	1120 – French Immersion Policy	

Motion 20251021-8.4.2

Toye "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 approved as presented."

Carried

8.4.3	Policies for Review
8.4.3.1	2110 – Recruitment and Selection of Personnel Policy
8.4.3.2	1340 – Response to Unexpected Health Emergencies Policy

Motion 20251118-8.4.3

Toye "Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that policies 2110 – Recruitment and Selection of Personnel and 1340 – Response to Unexpected Health Emergencies Policies be sent to stakeholders for comment and review."

Carried

8.5	District Technology Steering Committee
	Recent meeting discussions around ways to save money on things like cameras and software subscriptions. The committee is still working on putting together an AI report.

9. Old Business

None

10. **New Business**

None

11. **Information Items:**

11.1 Professional Development Day, November 28, 2025

Vice-Chair Maier noted that the Professional Development Day is on November 28, 2025

11.2 BCSTA, Trustee Academy

Vice-Chair Maier noted that BCSTA Trustee Academy is on November 27-29, 2025

11.3 Board of Education Meeting, December 16, 2025

Vice-Chair Maier noted that the Board of Education meeting is on December 16, 2025.

11.4 Winter Break, December 22, 2025 – January 2, 2026

Vice-Chair Maier noted that Winter Break is from December 22, 2025, to January 2, 2026.

11.5 School Board Office Closure, December 23, 2025, to January 2, 2026.

Vice-Chair Maier noted that the School Board Office Closure is from December 23, 2025, to January 2, 2026.

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

Q: Section 6 – Please repeat what the district the owner of regarding the new childcare spaces.

A: The title of the properties at Lax Kxeen was granted back to the district.

Q: Concerns about families crossing the unlit field for craft nights etc at PRMS.

A: The School District does not own that field, however the Superintendent will investigate this as the concern is valid.

13. **Adjournment**

Chair Toye adjourned the meeting at 8:22 p.m.



Board Chair, Kate Toye



Superintendent, Andrew Samoil

