

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, January 20, 2026- 7:00 P.M.

1. **Adoption of Agenda**

2. **Presentation(s):**

2.1 Tom Kertes and the Debate Team

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

3.1 Open Board Meeting Held on December 16, 2025 (p. 3)

4. **Necessity of Closed Meeting and Agenda**

4.1 Approval of Agenda

4.2 Approval of Minutes of the In-Camera Meeting held December 16, 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

None

6. **Superintendent of Schools' Report**

6.1 For Board Information:

6.1.1 Field Trips (p 9)

6.1.2 Enrolment

6.1.2.1 Enrolment graph (p. 10)

6.1.3 Upcoming Projects/Learning/Other

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

7.1 Statement of Operations December 2025 (p. 11)

7.2 December 2025 Operations Department Reports (p. 13)

7.3 December 2025 Information Technology Department Report (p. 15)

8. **Committee Reports**

8.1 Finance & Building Committee

(Trustees Beil, Maier, Horne)

- | | | |
|---------|--|---------------------------|
| 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 | January 12, 2026 Meeting minutes (p. 16) | |
| 8.4.2 | Policies for Approval | |
| 8.4.2.1 | 2370 – Remote Work Policy (p.17) | |
| 8.4.2.2 | 6510 – Board Communications Policy (p. 22) | |
| 8.4.2.3 | 6610 – Making Policy and Regulations Policy (p. 23) | |
| 8.4.2.4 | 5120 – Naming Policy (p. 26) | |
| 8.4.3 | Policies for Review | |
| 8.4.3.1 | 7220– Purchasing and Tendering Policy (p. 29) | |
| 8.5 | District Technology Steering Committee | (Trustee Horne) |
| 9. | Old Business | |
| 10. | New Business | |
| 11. | Information Items | |
| 11.1 | Welcome to French Immersion Sessions, January 20 & 21, 2026 | |
| 11.2 | Non-Instructional Day Elementary & Middle School, January 23, 2026 | |
| 11.3 | Non-Instructional Day Secondary, February 12, 2026 | |
| 11.4 | Indigenous Implementation Day, February 13, 2026 | |
| 11.5 | Family Day, February 16, 2026 | |
| 11.6 | Board of Education Meeting, February 17, 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, December 16, 2025 – 7:00 P.M.

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

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

Regrets: D. Dalton, L. Sanchez

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

1. **Adoption of Agenda**

Motion 20251216-1.0a

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

Carried

2. **Presentation**

Director of Instruction, Carla Rourke introduced Tom Kertes and the Community Builders Group.

Mr. Kertes shared that the Community Builders Group works closely with the Leadership Group. Last year the group took an exchange trip to the east coast.

Students Kaiden, Abi, and Ballack shared their experiences both from the perspective of those who attended and those who witnessed the shared experiences after returning. One student expressed "It was amazing for those to attend who have never been outside of Prince Rupert before. It was valuable to all students as a bonding experience, and it taught many new things. Fundraising efforts helped immensely to keep the costs down and made it possible for some to attend."

Another student shared "This experience was great for confidence when meeting new people and living in their house with them. It pushed us out of our comfort zones. It was a very fun experience." Students who couldn't go on this trip are interested in going next time.

Chair Toye expressed "Thank you so much for sharing your experiences with us tonight. It is wonderful to hear you speak of how these experiences have offered you space to practice your public speaking, gain confidence, grow in areas that are not necessarily comfortable and to meet people in our community and how this group has offered you the opportunity to travel and meet people across our country that you wouldn't necessarily meet otherwise."

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

3.1 Open Board Meeting held November 18, 2025

Motion 20251216-3.1

Horne "Be it resolved by the Board of Education of School District No. 52
Maier (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 November 18, 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 20251216-4.0a

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
 - 5.1.1 November 30, 2025 letter from PRDTU re: Concerns Regarding the Direction of Early Learning and Literacy in SD52.

Motion 20251216-5.1

Beil "Be it resolved by the Board of Education of School District No. 52
Horne (Prince Rupert) that Item 5.1.1 be referred back to the Superintendent."

Carried

Some of the things asked for in the letter are not things the Board would address.

- 5.2 Copied to the Board

- 5.2.1 November 6, 2025 letter from SD 8 to Minister Beare re: Request to Review the Inclusive Education Funding Model

Motion 20251216-5.2

Maier "Be it resolved by the Board of Education of School District No. 52
Horne (Prince Rupert) that Item we write a letter of support to SD 8."

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 1788 on November 30, 2025.
 - 6.1.2.1 Enrolment graph
 - Review of graph and trends.
 - 6.1.3 Upcoming Projects/Learning/Other
 - Superintendent Samoil shared that:
 - The PRPA has volunteered to host school wide breakfasts at schools this

month. Students have enjoyed these pancake breakfasts. All schools are enjoying festivities leading up to the winter break. Activities have included carolling, winter family nights, Children's Christmas bazaars, spirit days, door decorating contests, winter concerts and basket raffles.

Sr. girls volleyball represented CHSS at provincials, coming 14th in the province overall.

"Almost Maine" was a huge success and was well attended. Mr. Sims from CHSS wrote the musicals for it.

Shop classes visited Inland Air's maintenance hanger for a tour and overview of aircraft maintenance, educational pathways, and career opportunities.

Pathways students assisted Ms. Leighton in processing and canning salmon for our Food Sovereignty program.

Sr. and Jr. Boys basketball attended the first playdays of the season. The seniors came first in the Kermodes Classic Tournament, and the Juniors won 2 and lost 1 game. Great work Rainmakers!

Ms. Smith's class visited Hecate Straight to learn about resume writing and job opportunities in the community.

Health Canada hosted an immersive education session in the MPR titled "Know More Opioids".

Life Science 11 went on a fungi walk, locating and identifying local fungi. Lax Kxeen student's badminton club has recently participated in a badminton playday at the civic.

CIMS have been on site at Conrad to work on the new sprinkler system. Piping materials have been placed in the undercover area and temporary fencing will be installed to separate the materials from the rest of the area. Their hours of operation are 4 pm to 2am and the work should take about 2 weeks to complete.

Report cards/learning updates have gone out for all schools. Many schools have included student self-assessments.

Early Learning & Child Care:

SD 52 and Northern Health have signed a 3-year agreement to receive a contribution to reserve childcare spaces. Before and After school childcare programs at elementary school sites will reserve 24 spaces in total for Children of Northern Health employees. The ECE Dual Credit courses offered next semester at CHSS are now at capacity with 24 students. This program qualifies students to receive an ECE Assistant certification. Some of these students will continue on with CMTN college to receive full ECE certification to be able to seek employment in the new childcare facility.

Seismic upgrade – received Dec 10th environmental update and they are vigilant about monitoring this. Number of urgent issues this week with change orders needing to be done.

7. Secretary Treasurer's Report

7.1 Statement of Operations November 2025

The Secretary-Treasurer presented the Statement of Operations November 2025

report and answered questions from Trustees. Clarification was made to Trustee Horne's question last month regarding Business Administration section of the statement of operations. Those employees are paid on a 12-month basis and other employees are paid on a 10-month basis.

- 7.2 November 2025 Operations Department Report
The Secretary-Treasurer presented the November 2025 Operations Department report and answered questions from Trustees.
- 7.3 November 2025 Information Technology Department report
The Secretary-Treasurer presented the November 2025 Information Technology Department Report and answered questions from Trustees.
- 7.4 Statement of Financial Information Report
The Secretary-Treasurer presented the Statement of Financial Information Report and answered questions from Trustees. Review of surplus in note 18. The total accumulated surplus shows \$7.9 million dollars. This represents a contingency calculated at 25 percent of total school funds. The Policy is to restrict that amount and show it as a surplus.
Note 21 – Asset retirement obligation is an actual liability existing for removal and disposal of asbestos and other environmentally hazardous materials within district owned buildings that will undergo major renovations or demolition.

Motion 20251216-7.4

- | | | |
|---------------|---|----------------|
| Beil
Horne | "Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that the Board adopt the statement of financial information report as presented", | <u>Carried</u> |
|---------------|---|----------------|

- 7.5 ABC Meeting Schedule
The Secretary-Treasurer presented the ABC Meeting Schedule and answered questions from Trustees. Trustees expressed wanting to have the first by-law reading earlier than April 28. Trustees wish to move April 21 to April 14, April 28 to April 21st.

Motion 20251216-7.5

- | | | |
|---------------|---|----------------|
| Beil
Horne | "Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that the Board wish to the meetings in April one week earlier", | <u>Carried</u> |
|---------------|---|----------------|

- 7.6 KPMG Report on Agreed-Upon Procedures
The Secretary-Treasurer presented the KPMG Report on Agreed-Upon Procedures and answered questions from Trustees.

8. Committee Reports

- 8.1 Finance & Building Committee **(Trustees Beil, Maier, Horne)**
- 8.2 Framework for Enhancing Student Learning **(Trustees Horne, Toye)**
Nov 27th meeting – reviewed process this year and different groups shared input
The small group will be between Jan & Feb and Large Framework will be March.
- 8.3 Provincial Council **(Trustees Horne, Sanchez)**
Trustee Horne shared Motion deadlines for AGM needs to be in.
Need to make a resolution from the branch. Trustee Beil will get a hold of Ed

Motion 20251216-8.3

Beil "Be it resolved by the Board of Education of School District No. 52
Maier (Prince Rupert) that the Board wishes to make a resolution to the
branch to put a motion together for the funding model."

Carried

Motion 20251216-8.3

Horne "Be it resolved by the Board of Education of School District No. 52
Maier (Prince Rupert) that the Board wishes to formulate a motion around
the committees of BCSTA and look at ways that those have equitable
representation."

Carried

8.4 Policy Committee **(Trustees Toye, Maier)**

8.4.1 December 8, 2025, meeting
Vice-Chair Maier presented the minutes of the December 8, 2025,
meeting of the Policy Committee and answered questions from Trustees.

8.4.2 Policies for Approval

- 8.4.2.1 2110 – Staff Recruitment and Retention Policy
8.4.2.2 1340 – Response to Unexpected Health Emergencies Policy

Motion 20251216-8.4.2

Maier "Be it resolved by the Board of Education of School District No. 52
Beil (Prince Rupert) that policies 2110 – Staff Recruitment and Retention
and 1340 – Response to Unexpected Health Emergencies policies
be approved as presented."

Carried

8.4.3 Policies for Review

- 8.4.3.1 2370 – Remote Work Policy
8.4.3.2 6510 – Board Communications Policy
8.4.3.3 6610 – Making Policy and Regulations Policy

Motion 20251216-8.4.3

Maier "Be it resolved by the Board of Education of School District No. 52
Horne (Prince Rupert) that policies 2370– Recruitment and Selection of
Personnel, 6510 – Board Communications and 6610 – Making Policy
and Regulations policies be sent to stakeholders for comment and
review."

Carried

8.5 District Technology Steering Committee
Have not met

9. **Old Business**

None

10. **New Business**

None

11. **Information Items:**

- 11.1 Winter Break, December 22, 2025 to January 2, 2026
Chair Toye noted that Winter Break is December 22, 2025 to January 2, 2026.
- 11.2 School Board Office closure, December 23, 2025 to January 2, 2026, Inclusive

Chair Toye noted that the School Board Office will be closed December 23, 2025 to January 2, 2026, inclusive.

11.3 **Board of Education Meeting, January 20, 2026**

Chair Toye noted that the Board of Education meeting is on January 20, 2026.

11.4 **Pro-D Elementary & Middle School, January 23, 2026**

Chair Toye noted that the Pro-D for Elementary & Middle School is on January 23, 2026.

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

Q: appreciates changing the dates on the ABC meeting schedule.

13. **Adjournment**

Chair Toye adjourned the meeting at 8:15 p.m.

PRINCE RUPERT SCHOOL DISTRICT NO. 52

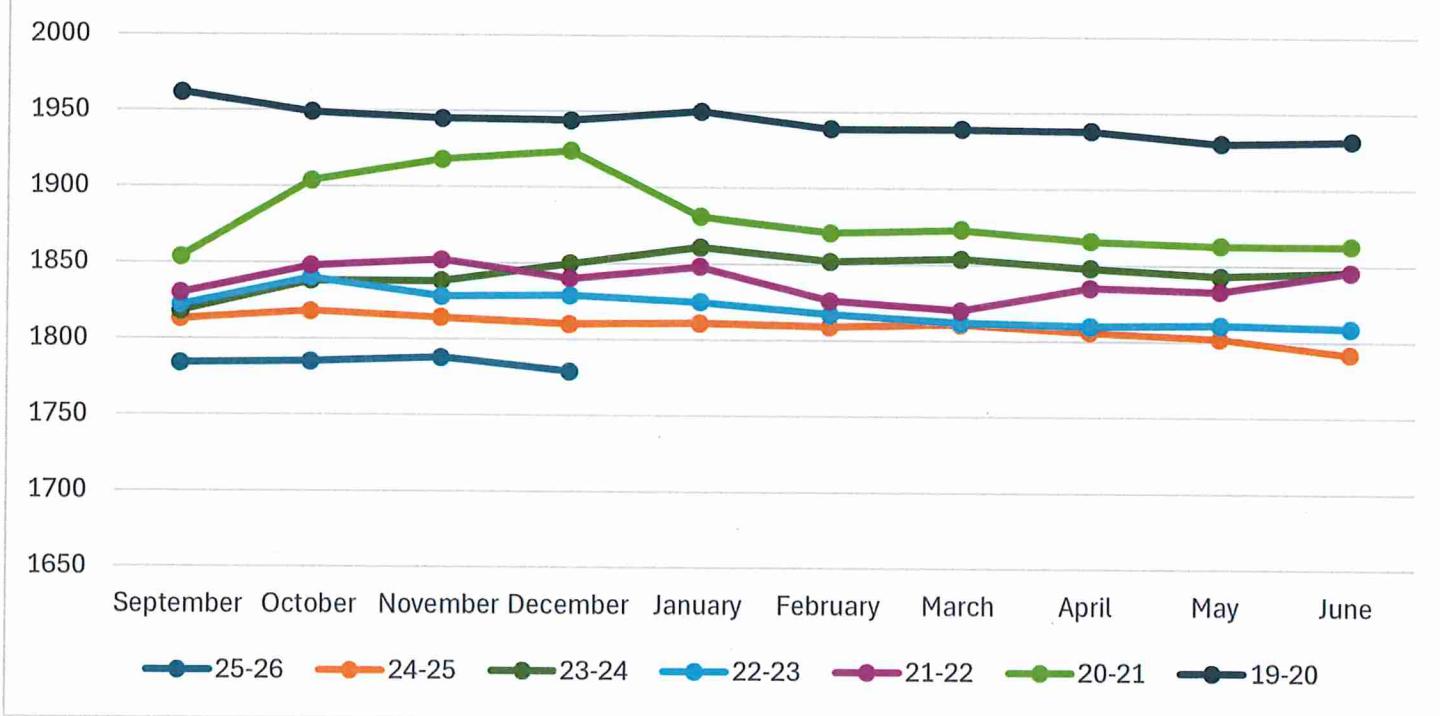
SUPERINTENDENT OF SCHOOLS REPORT
TO BOARD OF SCHOOL TRUSTEES

January 20, 2026**6.1 For Board Information:****6.1.1 Field Trips Approved**

	School	Dates	School Days	Grade	Purpose
1.	CHSS	Jan 8, 2026	0	9-12	Swim practice for wrestling team at Earl Mah Aquatic
2.	CHSS	Jan 9 & 10/26	1	10-12	Sr Girls basketball tournament in Terrace
3.	CHSS	Jan 16-18/26	1	9-12	Prince George wrestling tournament
4.	CHSS	Jan 24/26	0	10-12	Sr girls basketball playday in Houston
5.	PRMS	Jan 30/26	1	8	Zone championships Hudson Bay Mountain
6.	PRMS	Feb 5/26	1	7	Skiing at Shames
7.	PRMS	Feb 25 – Mar 1/26	2.5	8	Boys basketball provincial championships
8.	Roosevelt	Feb 26/26	1	4/5	Skiing at Shames
9.	Lax Kxeen	March 5/26	1	4/5	Skiing at Shames
10.	CHSS	May 12-13/26	4	10-12	Indspire National Indigenous Youth Conference in Halifax

6.1.2 Enrolment**6.1.2.1 Enrolment Graph (p. 10)****6.1.3 Upcoming Projects/Learning/Other**

Enrollment over the past 7 Years



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

December 31, 2025

OPERATING FUND	YTD Budget 2025/26	Jul - Dec ACTUALS	Variance Favourable (Unfavourable)		ANNUAL BUDGET 2025/26
				%	
REVENUE					
Provincial Grants, MECC	10,839,248	10,839,248	-	0.0%	26,987,568
LEA Funding From First Nations	503,832	503,832	-	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	98,389	91,869	(6,520)	-6.6%	776,777
Rentals & Leases	49,320	45,385	(3,935)	-8.0%	98,640
Interest Income	70,000	96,133	26,133	37.3%	140,000
Total Revenue	11,608,489	11,624,167	15,678	0.1%	29,348,993
EXPENSE					
Salaries					
Teachers	4,329,614	4,340,184	(10,570)	-0.2%	11,109,718
Principals & Vice-Principals	933,156	922,257	10,899	1.2%	1,946,311
Education Assistants	955,608	949,455	6,153	0.6%	2,453,543
Support Staff	1,073,041	1,068,942	4,099	0.4%	2,308,744
Other Professionals	951,798	956,515	(4,717)	-0.5%	1,917,746
Substitutes	471,026	455,004	16,022	3.4%	1,135,553
Total Salaries	8,714,244	8,692,357	21,887	0.3%	20,871,615
Employee Benefits	2,049,590	1,919,657	129,933	6.3%	5,217,905
Total Salary & Benefits	10,763,834	10,612,014	151,820	1.4%	26,089,520
Services & Supplies	1,425,162	1,542,887	(117,725)	-8.3%	3,957,425
Total Expense	12,188,996	12,154,901	34,095	0.3%	30,046,945
Net Revenue (Expense)	(580,507)	(530,734)	49,773	8.6%	(697,952)
Indigenous Ed Surplus Included	-	-	-	-	12,991
Drawn from Reserves	-	-	-	-	744,961
Capital Asset Purchases	288,714	288,714	-	-	(60,000)
Surplus (Deficit) for Year	(291,792)	(242,020)	49,773	17.1%	-

Fund : 0 Operating

PR	TITLE	Dec	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
Function : 1 Instruction							
02	Regular Instruction	1,182,193.54	4,774,168.07	8,062.37	12,907,690	8,133,522	63
03	Career Preparation	1433.78	1,666.31		6,589	4,923	75
07	Library Services	55,127.03	244,878.48		629,119	384,241	61
08	Counselling	23,882.71	121,000.09		243,933	122,933	50
10	Special Education	462,695.55	2,111,648.06	2725.57	5,075,664	2,964,016	58
30	English Language	42.79	247.58		0	-248	0
31	Aboriginal Education	196,394.85	950,693.12		2,333,091	1,382,398	59
41	Business Admin	190,209.48	1,143,933.18		2,207,782	1,063,849	48
TOTAL FOR Function - 1		2,111,979.73	9,348,234.89	10,787.94	23,403,868	14,055,633	60
Function : 4 District							
11	Education Admin	45,604.25	283,737.34		487,913	204,176	42
40	Governance	18,303.57	111,837.18		248,009	136,172	55
41	Business Admin	113,756.40	502,825.50	1,155.00	1,492,523	989,698	66
TOTAL FOR Function - 4		177,664.22	898,400.02	1,155.00	2,228,445	1,330,045	60
Function : 5 Maintenance & Operations							
41	Business Admin	41,706.12	193,014.38		349,930	156,916	45
50	Plant Maintenance	181,998.80	1,378,274.45	67,017.76	2,896,498	1,518,224	52
52	Maintenance Of	9,957.81	42,278.84		138,828	96,549	70
56	Utilities	47,443.16	177,277.21		673,754	496,477	74
TOTAL FOR Function - 5		281,105.89	1,790,844.88	67,017.76	4,059,010	2,268,165	56
Function : 7 Transportation							
41	Business Admin	567.98	2,801.25		4,395	1,594	36
70	Student Transportation	32,318.46	114,619.53		351,227	236,607	67
TOTAL FOR Function - 7		32,886.44	117,420.78	0.00	355,622	238,201	67
TOTAL FOR Fund - 0		2,603,636.28	12,154,900.57	78,960.70	30,046,945	17,892,044	60
GRAND TOTAL		2,603,636.28	12,154,900.57	78,960.70	30,046,945	17,892,044	60

Monthly Report to the Board

December 2025

Facilities:

Maintenance crews were busy dealing with the cold and snow at all of our district buildings. CHSS main boiler control had stopped communicating with the 3 boilers. Tech was called in to figure out what was occurring, this issue is still ongoing. We can override the system in the meantime to heat the school. One of the main heating pumps at CHSS has failed and a seal kit has been ordered. PRMS had major flooding during the Christmas break. All crawl spaces and basement areas required pumping out. It took 3 employees 38 hours to get the water level down so that the 2 main discharge pumps could keep up. Ubiquiti cameras were installed at the Board Office and Westview. Water fountains were turned back on with new filters installed. New step stools for smaller students were replaced at Conrad. 38 regular workorders completed. Various maintenance Projects: 2 accessibility swings installed/ storage cabinets/ Wap bathroom renos/ Board office door mail slots installed/ Wap outside light upgrade at the back/ Booth electrical Storage room was cleaned out and relocated to accommodate for the future fish processing area.

Custodial:

Deep cleaning of high traffic areas. Unit ventilator filters were replaced.

Energy & Conservation:

Heating systems were set to 16C over the Christmas break to conserve energy. PRMS was let at 18C being a older building with 2 control systems. Even with the cold, the district buildings made out just fine

Transportation:

25 in town trips
2 out of town trips

Health &Safety:

Regular monthly meetings were carried out.

IT Board Meeting Report – Summary
Date: January 2026

1. AI Purpose and Guiding Principles Framework – Ongoing

The tech steering committee will be using the framework outlined in the Ministry of Education and Child Care's Digital Literacy and Use of AI in Education guidelines to define the purpose of AI adoption—ensuring implementations are responsible, equitable, and aligned with district goals. This includes identifying risks, clarifying expected benefits, and grounding the initiative in student-centered values such as privacy, accessibility, and learning enhancement. The tech steering committee will evaluate tools, drafts guidelines, and ensures staff voices are included.

2. Inventory Software Update

The Tech Team has implemented the updated inventory software for the school district and is currently testing the system to ensure accurate device tracking and smooth deployment processes

Next steps

- Started a structured testing phase to ensure the system performs reliably across the district.
 - Ensuring the updated system integrates smoothly with help desk routines, device replacement cycles, and summer re-imaging workflows.
-

Reported by: Paramjit Khaira

School District No. 52 (Prince Rupert)
Policy Committee
Monday, January 12, 2026
4:45 pm

MINUTES

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

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

1. Policies for Approval
 - a. 2370 – Remote Work Policy
 - b. 6510 – Board Communications Policy
 - c. 6610 – Making Policy and Regulations Policy
 - d. 5120 – Naming Policy

The committee agreed to send the Policies 2370, 6510, 6610 and 5120 for approval to the board meeting.

2. Policies for Review
 - a. 7220 – Purchasing and Tendering Policy

The committee agreed Policy 7220 be sent for review at the board meeting.

3. Other Business

None

Meeting Adjourned 5:17 p.m.

Next Meeting: Monday, February 9, 2026

Policy No. **2370**

Date Approved:

Date Amended:

2370 Remote Work Policy

Rationale

This Policy has been developed to ensure that remote work can be accommodated in a safe and secure manner in a home environment. Remote work may be required or permitted due to health or environmental reasons, such as there is an issue with the building where no one is allowed to enter for one or more days; the Ministry of Health is encouraging social distancing as part of community efforts to slow the progression of a pandemic.

Policy

Provided that a safe and secure working environment is possible at home, school employees may work from a home environment when the Ministry of Education, the Ministry of Health and/or the Prince Rupert School District authorizes or encourages employees to work from home.

Definitions:

Working remotely means a situation in which an employee works mainly from home and communicates with others via email, video conferencing and telephone.

Working alone means to work in circumstances where assistance would not be readily available to the worker (a) in case of an emergency, or (b) in case the worker is injured or in ill health. Factors to consider in determining whether an employee is working alone or in isolation:

1. Presence of others: Are other people in the vicinity?
2. Awareness: Will other persons capable of providing assistance be aware of the worker's need?
3. Willingness: Is it reasonable to expect those other persons will provide assistance
4. Timeliness: Will assistance be provided within a reasonable period of time?

Regulation

Prince Rupert School District Employees

In any circumstances where a Prince Rupert School District employee will be working remotely:

- a) Employment entitlements and expectations remain the same.

The Employee's work hours; overtime compensation; use of sick leave; approval for the use of vacation; request for a Leave of Absence; and compliance with Prince Rupert School District policies, procedures, and guidelines remain in effect.

Employees are expected to be available during regularly scheduled business hours, for communication by phone and email and/or online platforms. Alternate scheduled business hours may be approved upon written request to the Principal.

If an employee is not available to work on any given day (example: illness, etc.), they are required to inform the principal.

- b) Employees are expected to maintain regular contact with their Principal and/or designate.

On a workday, employees should be in contact with their direct Principal and/or designate a minimum of twice each day, which may include attending virtual meetings, sending emails, checking in through an established method, or making phone calls. This provides for the appropriate check-in procedures.

- The Principal must review the procedures for checking the well-being of workers.
- A person must be designated to establish contact with the workers at predetermined times and the results must be recorded.
- The procedure for checking a worker's well-being must include contact at the beginning and at the end of the employee's scheduled work day.
- In a case where the worker cannot be contacted, Principal and/or designate will:
 - Phone the employee
 - Phone the employee's emergency contact
 - Failing that, send someone to the employee's home, and
 - Failing that, contact police or emergency services.
- Alternate procedures for checking a worker's well-being must be approved in consultation with the worker and school Work Safe Committee.

All employees must ensure that they have supplied their cell phone numbers and emergency contact information to their Principal and/or designate.

Employees should report any emergencies or work-related injuries to their Principal and/or designate within 24 hours or at the earliest reasonable opportunity. Work related injuries are to be reported to WorkSafeBC (WSBC) as per WCBC regulations.

In the event of a medical or other emergency requiring immediate action from fire, police or medical department, employees must dial 9-1-1.

If employees will be working alone in their remote work environment (i.e. if there are no other adults in the residence), then they must inform their Principal and/or designate of the fact.

- c) Employees are expected to maintain professional dress when attending virtual meetings related to work.
- d) Employees must ensure that there are security measures in place to protect Prince Rupert School District data and information. Employees should be aware of their obligations under the Prince Rupert School District Technology Policies.

Employees are not permitted to download or store any Prince Rupert School District data or information onto their personal computers or onto any device other than those provided by the Prince Rupert School District. Employees also must not forward any such documents to their personal email address.

Employees should take care to ensure that they are the only individuals who are able to access Prince Rupert School District records and that their devices have appropriate settings. Some steps include:

- Logging off or shutting down their laptop or home computer when not in use;
- Setting the automatic logoff or lock screen after a short period of idleness;
- Password protection on all devices used to access work related data, including emails (phones, laptops, tablets, computers);
- Ensuring that software, including security software, is up to date;
- Only downloading applications/software from an approved source (i.e. from the device's app store, not from the internet);
- Not sharing a laptop or home computer containing personal information related to work with other individuals, including family members or friends;
- If physical records are at home, storing those records in a location that protects the privacy of students, parents/guardians and staff;
- Avoiding sending personal information by email from public locations or using public WIFI;
- Encrypting any electronic device that stores personal information. This includes but is not limited to home computers, USB flash sticks, laptops and mobile phones; and
- Reporting any suspicious activity (e.g. suspicious emails) *before* clicking on any links.

If any device containing personal information is stolen or lost, employees must immediately notify their Principal and/or designate.

- e) Employees should limit the stress on the Prince Rupert School District VPN (school Virtual Private Network) system.

Employees should only use the remote system for employment related purposes and should log onto the system only when necessary. Employees should sign off, rather than disconnect, when away from the computer.

In addition, employees should not use the remote system to access streaming videos, unless requested to do so as part of their employment.

References:

BC Office of Information and Privacy:

- **Mobile Devices: Tips for Security & Privacy:**
<https://www.oipc.bc.ca/guidance-documents/1994>
- **Protecting personal information away from the office:**
<https://www.oipc.bc.ca/guidance-documents/1447>

WorkSafeBC:

- **Health and safety responsibilities when working from home:**
<https://www.worksafebc.com/en/about-us/news-events/announcements/2020/March/health-safety-responsibilities-when-working-from-home>

Government of BC

- **Emergency Preparedness for Working at Home:**
<https://www2.gov.bc.ca/gov/content/career-myhr/all-employees/work-arrangements/flexible-workplaces/emergency-preparedness>
- **Safety Inspection for Working at home:**
<https://www2.gov.bc.ca/gov/content/career-myhr/all-employees/work-arrangements/flexible-workplaces/safety-inspection>
- **Flexible Workplaces & Information Security:**
<https://www2.gov.bc.ca/gov/content/career-myhr/all-employees/work-arrangements/flexible-workplaces/information-security>

Canadian Centre for Occupational Health and Safety:

- <https://www.ccohs.ca/oshanswers/hsprograms/telework.html>



TELEWORK – HOME SAFETY CHECKLIST

Refer to your designated work area when completing

REVIEW THIS CHECKLIST BEFORE BEGINNING TELEWORK

ITEM – DIRECTION OF SAFE WORK

Discusses with Supervisor meant to maintain regular contact and how direction will be provided related to a safe working environment.

Arrange and confirm a method or a schedule for working-alone communications between the employee with the supervisor. This is especially important in the event that no other responsible adult is present within the work location.

Employee confirms a process for summoning assistance is present.

Employee will report to the supervisor any work-related injury, accident, or incident and do so on the same day as the event.

Employee will seek immediate medical attention for any work-related injuries.

Employee to notify supervisor if any risk of violence present in the home.

ITEM – ERGONOMIC HAZARDS

Inspect your work area – prevention of physical strain on employee – consideration of potential hazards (i.e., proper desk and chair, proper lighting, low noise).

Work area allows for an efficient work environment (e.g. place for documents, confidentiality (no one can read what's on your screen, etc.).

Ergonomic documentation provided in telework agreement was reviewed.

Proper posture – sitting/standing (refer to sit-stand safety tip).

ITEM – ELECTRICAL HAZARDS

Will the work area create any electrical hazard (i.e. using multiple power cords).

Electrical outlets in good (i.e. lose panel).

Electrical cords are safe for use (no damage, no modification, proper length).

Proper use of power bars and extension cords, not placed to create trip hazard.

Employee will check for compatibility of cords and plugs for devices.

ITEM – GENERAL HAZARDS

Free of tripping hazards around the work area.

Any hazards that may fall or tip over onto the work area.

Void of hazards/distractions present in the work area (i.e. pets, children, stairs).

ITEM – FIRST AID/ EMERGENCY PROCEDURES

First aid is not required in a workplace of one, but employee has a means to summon assistance when working alone.

Employee's method for getting in touch with Supervisor/Administrator (Emergency contacts posted and programmed into your phone).

Identified two (2) safe places to go in the event of an emergency.

Supervisor was provided with emergency phone numbers.

ITEM – SECURITY/ CONFIDENTIALITY

Equipment and documents in the work area are secured (breach of security).

Locking computer when not in use.

Information on screen and work-related documents are kept away from others at home (maintaining confidentiality).

ITEM – OTHER HOME AREA HAZARDS

Working smoke detector and carbon monoxide detector YES/NO

Readily accessible and currently serviced fire extinguisher YES/NO

Policy No. **6510**

Date Approved:

Date Amended: **21-February-2023**

6510 Board Communications Policy

POLICY

Board communications support the Board's vision, mission, and goals, while allowing the Board to build and promote trusting, effective relationships with Rights Holders, school communities, local communities and partner groups.

Board communications provide the means for local communities and partner groups to participate in school district planning and to be informed about educational issues and services. The Board actively seeks and listens to the voices of Rights Holders, school communities, local communities and partner groups **through DPAC, PAC, correspondence to the Board and attendance at open board meetings of the board**, with respect to the school district's vision, mission, foundational principles, goals, policies, and plans.

When appropriate, the Board will conduct surveys, hold forums, or use other appropriate means to garner input and feedback.

The Board Chair is the primary spokesperson for the Board. The Board Chair or designate speaks on matters such as governance, policy and Board decisions.

The Superintendent of Schools is the primary spokesperson on matters such as the leadership and operation of the school district. The Superintendent or designate speaks on educational, administrative, management, fiscal, planning, and organizational matters of the school district.

REFERENCES

- **Policy 6130, Role of the Board Policy**
- **Policy 6140, Role of the Trustee and Trustee Code of Conduct Policy**
- **Policy 6310, Role of the Superintendent Policy**

Policy No. **6610**
Date Approved: **December 14, 2010**
Date Amended: **21-February-2023**

6610 Making Policy and Regulations

Policy development is a key responsibility of the Board. Policies constitute the will of the Board in determining how the District will be operated. Policies provide effective direction and guidelines for the action of the Board, Superintendent, Secretary-Treasurer, staff and students. Policies also serve as sources of information and guidelines to all who may be interested in or connected with the operation of the District. Adoption of new Board Policies or revision of existing Policies is solely the responsibility of the Board.

When making policy the Board will adhere to the requirements necessary to provide public education and comply with the School Act, other provincial legislation and other contractual agreements (for example, the Aboriginal Education Partnership Agreement). The Board believes that the development and review of policies are enhanced when the process allows for the meaningful involvement of staff and other interested groups and persons.

Board policies shall provide an appropriate balance between the responsibility of the Board to develop the broad guidelines for the District and the opportunity for the Superintendent and Secretary-Treasurer to exercise professional judgment in the administration of the District.

The policy development process shall ensure that:

- Trustees act on adequate information.
- Policies are consistent with legislation or provincial directions.
- New policies, or policy changes, are examined through a lens of diversity and equity.
- Opportunity is provided for groups significantly affected by policies to provide opinion or reaction to proposals either directly or through appropriate representation.

The Board shall adhere to the following stages in its approach to policy making:

1. Planning

The Board shall assess the need for a policy in cooperation with the Superintendent and Secretary-Treasurer. This may be as a result of its own monitoring activities or on the

suggestion of others. The critical attributes of the policy will be developed in the planning stage.

2. Development

The Board may develop the policy itself or could delegate the responsibility for development to the Superintendent and/or Secretary-Treasurer. Each policy statement must be precise enough to show clearly the Board's intent and consider the need for the Superintendent and Secretary-Treasurer to have discretion in dealing with particular cases. The process for the development and review of policies will allow for the participation of interested and concerned groups and individuals as appropriate to their circumstances.

3. Consultation

Any trustee, employee, taxpayer, parent, student or Parent Advisory Council of the District may make suggestions regarding the possible development of a policy or the need for policy revisions on any matter by presenting a proposal for a policy or revisions, in writing, to the Superintendent. The proposal shall contain a brief statement of purpose or rationale.

4. Adoption

Subsequent to the consultation period, the policy shall be brought forward to a Board Meeting, with the feedback summarized, for any further discussion and final approval.

Should the extent of feedback be such that the Board feels the policy would benefit from further input, the policy may be referred to the Policy Committee.

The Board has the ability to make amendments to policy without public consultation in cases where the changes are of a minor housekeeping nature, or the amendment does not affect the general intent of the policy.

5. Implementation

The Board is responsible for the implementation of policies governing its own processes. The Board and Superintendent share the responsibility for implementation of policies relating to the Board-Superintendent relationship. The Superintendent and Secretary-Treasurer are responsible for the implementation of all other policies.

6. Evaluation

The Board, in cooperation with the Superintendent and Secretary-Treasurer, shall evaluate each policy in a timely manner in order to determine whether or not it is meeting its intended purpose.

7. Policy Currency

The Superintendent and/or Secretary Treasurer shall be responsible for calling the Board's attention to any policies that are out of date or, for other reasons, appear to need revision.

The Board will review governance policies at least once, within the Board's term of office.

The Superintendent is responsible for approving regulations which provide specific guidance for the implementation of Board policies.

Administration in Policy Absence

In the absence of Board policy, in emergent matters, the Superintendent may act at the Superintendent's discretion and advise the Board Chairperson. If necessitated, the Superintendent will inform the Board of the potential need for future policy development.

References:

6610-10 Making Policy and Regulations Regulation

Policy No. **5120**
Date Approved: **20-April-2022**

5120 Naming Policy

From time to time the Board will need to name a new school or will consider renaming an existing school. The Board may consider naming part of a school building or property in memory of a person.

The following criteria will be considered by the Board in the process of naming all or part of a building or property:

1. A Naming Committee will be formed.
2. The committee will consult with members of the school community, including student and parent representatives, staff members of the school, and members of the local community, in order to obtain input on possible names.
3. A school, or part of a school, will not normally be named for a living person.
4. Existing schools will not normally be renamed.
5. The name of a school will normally be based on the geographic or community context of the school.
6. A school, or part of a school (e.g., library, gymnasium, field, theatre), may be named in memory of a person in recognition of distinguished service to that school, or if the Board recognizes a compelling, historically significant reason to do so. If a person's name is being considered, consultation with members of that person's family, if possible, should be undertaken.

The Board of Education recognizes that naming a school or school district facility is critical to creating a sense of community, unique identity, and sense of belonging for students, staff, and families. As such, the board believes that the naming or renaming of schools or district facilities should be undertaken following reasonable consultation with student and parent representatives, school and district staff, and members of the local community.

To ensure a name stands the test of time, the board believes that school or district facilities should be named in reference to historical, geographical, or operational characteristics. Consideration will be given to names that have significant meaning to students, rightsholders, and members of the community.

Naming a New School

1. The process of naming a new school shall begin as soon as possible after the school site has been purchased, and where construction is scheduled on the board's current capital plan.
2. To determine an appropriate name, the Board of Education will appoint an ad-hoc committee to recommend a minimum of two suitable names for board consideration.
3. The committee will seek potential names by consulting with:
 - 3.1 Rightsholders; on & off reserve
 - 3.2 Local representatives of off-reserve, Indigenous Peoples, Metis and Inuit Peoples;
 - 3.3 Students, staff and families of the impacted community;
 - 3.4 Local community impacted by the decision; and
 - 3.5 Impacted local municipalities and/or regional districts.
4. A name that is already in use in another school district, especially a neighboring school district, or that is very similar to an existing district school or facility name is to be avoided.
5. School or facility names may honor places of historical or geographical prominence, represent the intent of the school, or reflect an educational value or interest. However, schools or facilities will not be named after living or deceased persons.
6. The board may name or co-name a school or facility to reflect the language of the land and acknowledge the traditional territories on which it resides. For consideration of any Indigenous name, the rightsholders must consent and the name must be gifted to the district to ensure consistent future use. The Indigenous name may be used in addition to an official name.
7. Name selection must occur at a public meeting of the Board of Education. The board will seek public feedback on the recommended school or facility name(s) for a period of at least 30 days before final approval of the name.
8. In all cases, the final decision on naming a district school or facility will be made by the Board of Education.

Renaming a School

In addition to the above process, the following will also apply when considering the renaming of schools or district facilities:

1. The board will consider the renaming of a school or facility in limited circumstances that may include:
 - a. When an existing school or facility undergoes a major change of use or major rebuild/renovation.
 - b. Where a local municipality or regional district renames a geographic reference associated with the school; or
 - c. Where the name of the facility no longer aligns with board policies; or
 - d. Where the board receives proof of overwhelming support from the community for the renaming of a school or facility that aligns with the board's renaming policy.
2. Where the board considers renaming a school or facility, they will receive a report regarding any potential cost implications for consideration in their decision-making process.

References:

**Province of British Columbia *Naming Privileges Policy*
5120-10 Naming Regulation**

Policy No. **7220**

Date Approved:

Date Amended: **December 17, 2024**

7220 **Purchasing and Tendering Policy**

The Board aims to be ethical and transparent when purchasing goods and services for the district. When required by regulation, tenders are used to obtain more than one bid. The goal of this policy is to ensure that the district receives the best value for its purchases.

Local vendors ~~are able to bid on and supply goods and services to the school district at competitive pricing and will be given opportunity to supply materials and services to the school district and may be given up to a 15% variance.~~ The selection of the successful bid is subject to the Board's obligations under domestic and international trade agreements.

All purchases of \$250,000.00 or greater will come to the Board for approval.

REFERENCES

6310 – Delegation to the Superintendent Policy

7220-10 – Purchasing of Supplies and Equipment Regulation

3210-10 – Tendering for Maintenance and Renovation Projects Regulation