

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, April 21, 2026- 7:00 P.M.

1. **Adoption of Agenda**
2. **Presentation(s):**
 - 2.1 Nicole Boutin, Kate Lyon & Erin Trask – Literacy Presentation
3. **Approval of the Minutes of the**
 - 3.1 Open Board Meeting Held on March 10, 2026 (p. 3)
 - 3.2 Special Open Board Meeting Held on March 25, 2026 (p. 9)
4. **Necessity of Closed Meeting and Agenda**
 - 4.1 Approval of Agenda
 - 4.2 Approval of Minutes of the In-Camera Meeting held March 10, 2026
 - 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 Enrolment
 - 6.1.1.1 Enrolment graph (p. 10)
 - 6.1.2 Upcoming Projects/Learning/Other
7. **Secretary-Treasurer's Report**
 - 7.1 Statement of Operations March 2026 (p. 11)
 - 7.2 2026-27 Annual Budget
 - 7.3 2026/27 Minor Capital Bylaw (p. 13)
 - 7.4 2026/27 Annual Facilities Grant Proposed Spending (p. 15)
 - 7.5 March 2026 Operations Department Reports (p. 17)
 - 7.6 March 2026 Information Technology Department Report (p. 18)

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 April 13, 2026 Meeting minutes (p. 19)
 - 8.4.2 Policies for Approval
 - 8.4.2.1 1440 – Diversity and Inclusion Policy (p. 20)
 - 8.4.2.2 3510 – School Closure Policy (p. 22)
 - 8.4.3 Policies for Review
 - 8.4.3.1 3210– Energy Conservation and Environmental Stewardship Policy (p. 26)
 - 8.4.3.2 3220 – Building and Grounds Projects Policy (p. 27)
 - 8.4.3.3 3350– Acceptable Use of Technology Policy (p. 28)
 - 8.4.3.4 1610 – Field Trip Policy (p. 29)
 - 8.4.3.5 1380 – Anaphylaxis Policy (p. 30)
 - 8.4.3.6 1370 – Physical Restraint and Seclusion Policy (p. 31)
 - 8.4.4 Other
 - 8.5 District Technology Steering Committee **(Trustee Horne)**
9. **Old Business**
10. **New Business**
11. **Information Items**
 - 11.1 Professional Development Day, April 24, 2026
 - 11.2 Professional Development Day, May 15, 2026
 - 11.3 Victoria Day, May 18, 2026
 - 11.4 Board of Education Meeting, May 19, 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, March 10, 2026 – 7:00 P.M.**

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

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

Regrets:

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

1. Adoption of Agenda

Motion 20260310-1.0a

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

Carried

Amendment under old business

2. Presentation

The Superintendent, Andrew Samoil introduced Jean Marogna and Ammon Kaur to present on the Walking School Bus. This came about due to attendance issues, and they found that some families have difficulty packing up their children some days and getting them to school. A Walking School Bus is an organized group of children who walk to and from school together with the support of one or more leaders. The group walks along a predetermined route with planned stops along the way to pick up more children. This community-based program is free for participants, and the Society for Youth and Children of BC offers it with a paid leader model or a PAC/Parent Volunteer Model. The benefits for children include making new friends, physical and mental health, increased independence, competence and self-esteem and improved school attendance and focus at school.

Trustees thanked them for the presentation and can see the many benefits for students, parents and the community.

3. Approval of the Minutes of the

3.1 Open Board Meeting held February 17, 2026

Motion 20260310-3.1

Beil "Be it resolved by the Board of Education of School District No. 52
Dalton (Prince Rupert) that the minutes of the open Board meeting held
February 17, 2026 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 February 17, 2026.
- 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 20260310-4.0a

Horne "Be it resolved by the Board of Education of School District No. 52
Dalton (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 February 13, 2026 letter of support from Pacific Blue Cross re: Tumbler
Ridge Tragedy

5.2.2 February 19, 2026 letter of support for SD 60 from SD 5 re: Education
Assistant Loan Forgiveness

Motion 20260310-5.2.1

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

Carried

6. Superintendent of Schools Report

6.1 For Board Information:

6.1.1 Enrolment

The Director of Instruction, Carla Rourke reported enrolment is 1764 on
February 28, 2026.

6.1.1.1 Enrolment graph

Review of graph and trends.

6.1.2 Upcoming Projects/Learning/Other

Superintendent Samoil shared that:

The Senior Boys Basketball team attended Provincial Championships on
March 3-8. The team finished 13th in the province.

Recently, more that 40 French Immersion students participated in the
Concours d'art oratoire. The contest requires students to write and present
a 3-5 minute speech in French, helping to strengthen their writing, oral,
and presentation skills. Grade 11 student Kiri Orton was selected as the
winner for her speech on the importance of libraries. She will represent
SD52 at the provincial championships at SFU's Surrey campus in May.

Students in specialized Science 12 learned the process of smoking black
cod with Ms. Leighton and Mr. Oskey. The group also learned how to
biosample butter clams with biologists from Triton Environmental
Consultants for the Metlakatla Stewardship Society. They helped collect
data and learned about the hydrophone and marine mammals.

Student Voice led an awesome Black History Month celebration! The MPR

was packed with learning and fun all day long. Activities included trivia, games, food, music and henna representing the diverse cultures of the school community. Student leadership stepped up to support this event. Strengthening Connections Career and Education Fair hosted booths in the MPR featuring BC Universities and colleges and First responders. Some grade 4/5 classes from our elementary schools have been skiing at Shames Mountain. Other field trips have included gymnastics and the Acropolis Manor in addition to various sporting events. PRMS held a "Student vs Staff" basketball game on March 4th, skiing on March 6th and will be holding the Medieval Faire for the grade 8s tomorrow (March 11th). Learning updates have gone home around the district last week and this week.

Early Learning & Child Care:

The Early Years Fair was a success! Approximately 150 people were in attendance including children birth to age six, parents, guardians, and grandparents. Community involvement and support for this event is particularly important as many connections were established for families. The next early year's initiative will be Ready Set Learn. A team of Strong Start and Paces Hub coordinators and district staff will be having a brainstorming session to generate changes of format and delivery of R.S.L. The purpose of the change is to have higher participation rates of three- and four-year-olds with their families. The first "Learning Series" session for Kindergarten/Grade 1 teachers, Learning Service teacher and Strong Start/Paces Hub coordinators is on Monday April 13th at 3:30 to 5:30 p.m. Kerry Crump from MCFD will be presenting dysregulation strategies through a trauma informed lens.

7. Secretary Treasurer's Report

7.1 Statement of Operations February 2026

The Secretary-Treasurer presented the Statement of Operations February 2026 report and answered questions from Trustees. Total revenues of \$17.2 million dollars which is a positive variance of \$34,784. There is a positive variance under other revenue of \$22,000 which comes from the golf tournament fundraiser. Interest revenue is \$14,000 higher than expected. Expenses were \$17.6 million leaving a positive variance of \$43,148. Review of TTOC, EA and salaries in general. There is a small positive variance in employee benefits. \$20,563 positive variance in services and supplies. Net deficit \$762,208 for the period ended at February.

7.2 2026-27 Budget Update

The Secretary-Treasurer presented the 2026-27 Annual Budget Consultation information and discussed resource pressures and budget priorities. Presented budget comparisons and projections.

7.3 Port Essington Bylaw

The Secretary-Treasurer presented the Port Essington Bylaw and recommended to approve this sale.

Motion 20260310-7.3a

Beil "Be it resolved by the Board of Education of School District No. 52
Horne (Prince Rupert) that all three readings of the Disposal of Property
bylaw be read the 10th day of March 2026."

Carried

Motion 20260310-7.3b

Maier "Be it resolved by the Board of Education of School District No. 52
Beil (Prince Rupert) that Disposal of Property bylaw be read a first time
the 10th day of March 2026."

Carried

Motion 20260310-7.3c

Maier "Be it resolved by the Board of Education of School District No. 52
Horne (Prince Rupert) that Disposal of Property bylaw be read a second
time the 10th day of March 2026."

Carried

Motion 20260310-7.3d

Maier "Be it resolved by the Board of Education of School District No. 52
Dalton (Prince Rupert) that Disposal of Property bylaw be read a third time,
passed and adopted the 10th day of March 2026."

Carried

7.4 School Fees and Deposits

Motion 20260310-7.4

Beil "Be it resolved by the Board of Education of School District No. 52
Maier (Prince Rupert) that the School fees and Deposits for 2026-27 be
approved as presented."

Carried

7.5 2026-27 Board Meeting Schedule

Motion 20260310-7.5

Maier "Be it resolved by the Board of Education of School District No. 52
Beil (Prince Rupert) that the Board Meeting Schedule for 2026-27 be
approved as amended."

Carried

Move September meeting to September 29, 2026

7.6 January 2026 Operations Department Report
The Secretary-Treasurer presented the report and answered questions from the
Trustees.

7.7 January 2026 Information Technology Department Report
The Secretary-Treasurer presented the report and answered questions from the
Trustees.

8. **Committee Reports**

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

8.2 Framework for Enhancing Student Learning **(Trustees Horne, Toye)**
Will be meeting Thursday, March 12, 2026

8.3 Provincial Council **(Trustees Horne, Sanchez)**
Meeting was held on February 20, 2026. Trustee Horne shared a summary of the
meeting.

8.4 Policy Committee (Trustees Toye, Maier)

8.4.1 March 4, 2026, meeting
Trustee Maier presented the minutes of the March 10, 2026, meeting of the Policy Committee and answered questions from Trustees.

8.4.2 Policies for Approval
8.4.2.1 7210 – Annual Budget Policy
8.4.2.2 7215 – Surplus Policy

Motion 20260217-8.4.2

Beil "Be it resolved by the Board of Education of School District No. 52
Dalton (Prince Rupert) that the policy 7210–Annual Budget policy and 7215
– Surplus Policy be approved as presented." **Carried**

8.4.3 Policies for Review
8.4.3.1 1440– Diversity and Inclusion Policy
8.4.3.2 3510 – School Closure Policy
8.4.3.3 6240 – Annual Board Agenda Policy

Motion 20260217-8.4.3

Horne "Be it resolved by the Board of Education of School District No. 52
Beil (Prince Rupert) that policy 6240 be deleted." **Carried**

Motion 20260217-8.4.3

Maier "Be it resolved by the Board of Education of School District No. 52
Horne (Prince Rupert) that policies 1440 – Diversity and Inclusion Policy
and 3510- School Closure Policy be sent to partner groups for
comment and review." **Carried**

8.4.4 Policy Review for Boards of Education
This is a fabulous resource for the Policy committee from BCSTA

8.5 District Technology Steering Committee
Have not met

9. **Old Business**

9.1 Calendar

Motion 20260310-9.1

Horne "Be it resolved by the Board of Education of School District No. 52
Dalton (Prince Rupert) that correction will be made to Days of Instruction
from 174 to 175." **Carried**

10. **New Business**

None

11. **Information Items:**

11.1 Spring Break, March 16 – 27, 2026
Chair Toye noted that the Spring Break is on March 16-27, 2026.

11.2 Good Friday, April 3, 2026
Chair Toye noted that Good Friday is on April 3, 2026.

- 11.3 Easter Monday, April 6, 2026
Chair Toye noted that Easter Monday is on April 6, 2026.
- 11.4 BCSTA AGM, April 9-11, 2026
Chair Toye noted that the BCSTA AGM is on April 9-11, 2026.
- 11.5 BCSSA, April 16, 17, 2026
Chair Toye noted that the BCSSA is on April 16, 17, 2026.
- 11.6 Board of Education Meeting, April 21, 2026.
Chair Toye noted that the Board of Education Meeting is on April 21, 2026.
- 11.7 Professional Development Day, April 24, 2026.
Chair Toye noted that the Professional Development Day is on April 24, 2026.
- 12. **10 Minute Question and Answer Period**
Q – Pro-D days and Implementation Days are together and can there be differentiation
A – Staff will take that for consideration.
- 13. **Adjournment**
Chair Toye adjourned the meeting at 9:08 p.m.

SCHOOL DISTRICT NO. 52 (PRINCE RUPERT)

MINUTES

**SPECIAL OEPN SCHOOL BOARD MEETING
MEETING HELD VIA ZOOM
Wednesday, March 25, 2026 – 6:30 P.M.**

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

Staff Present: A. Samoil

Regrets:

Chair Toye acknowledged that the meeting is being held on traditional Ts'msyen territory. The meeting was called to order at 6:30 p.m.

1. Adoption of Agenda

Motion 20260325-1.0a

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

Carried

Motion 20260325-1.0b

Beil "Be it resolved by the Board of Education of School District No. 52
Maier (Prince Rupert) that the Superintendent be appointed as the Acting
Secretary-Treasurer for the March 25, 2026 meeting."

Carried

2. ABC Meeting Calendar

Motion 20260325-2.0

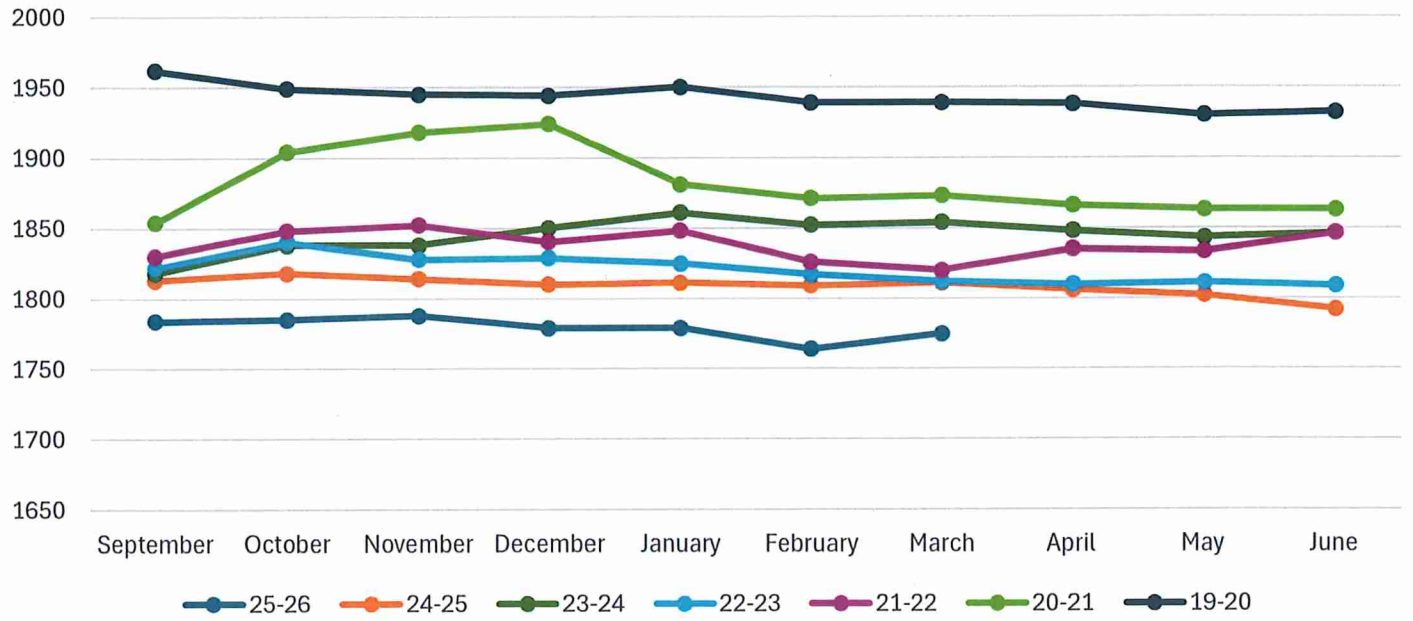
Beil "Be it resolved by the Board of Education of School District No. 52
Dalton (Prince Rupert) that the board approve the amendments to the
calendar as presented."

Carried

3. Adjournment

Chair Toye adjourned the meeting at 6:35 p.m.

Enrollment over the past 7 Years



The Board of Education of School District #52 (Prince Rupert)
Unaudited Statement of Operations/Operating Fund
March 31, 2026

OPERATING FUND	YTD Budget 2025/26	Jul - Mar ACTUALS	Variance Favourable (Unfavour- able)	%	AMENDED ANNUAL BUDGET 2025/26
REVENUE					
Provincial Grants, MECC	19,029,627	19,029,627	-	0.0%	27,128,264
LEA Funding From First Nations	881,706	881,706	-	0.0%	1,386,131
Provincial Grants, Other	22,738	22,738	-	0.0%	32,483
International Student Tuition	47,700	47,700	-	0.0%	47,700
Other Revenue	282,638	294,080	11,442	4.0%	296,851
Rentals & Leases	92,168	93,897	1,729	1.9%	122,890
Interest Income	119,250	142,127	22,877	19.2%	159,000
Total Revenue	20,475,827	20,511,875	36,048	0.2%	29,173,319
EXPENSE					
Salaries					
Teachers	7,853,410	7,891,510	(38,100)	-0.5%	11,147,728
Principals & Vice-Principals	1,456,675	1,356,489	100,186	6.9%	1,942,233
Education Assistants	1,643,998	1,721,418	(77,420)	-4.7%	2,453,543
Support Staff	1,664,103	1,633,172	30,931	1.9%	2,335,537
Other Professionals	1,503,887	1,504,569	(682)	0.0%	2,005,182
Substitutes/Replacements	804,143	788,643	15,500	1.9%	1,139,210
Total Salaries	14,926,216	14,895,801	30,415	0.2%	21,023,433
Employee Benefits	3,562,969	3,539,751	23,218	0.7%	5,035,112
Total Salary & Benefits	18,489,185	18,435,552	53,633	0.3%	26,058,545
Services & Supplies	2,286,955	2,123,341	163,614	7.2%	3,509,735
Total Expense	20,776,140	20,558,893	217,247	1.0%	29,568,280
Net Revenue (Expense)	(300,313)	(47,018)	253,295	84.3%	(394,961)
Indigenous Ed Surplus Included	-	-	-		
Drawn from Reserves	-	-	-		744,961
Capital Asset Purchases	(289,119)	(289,119)	-		(350,000)
Surplus (Deficit) for Year	(589,432)	(336,137)	253,295	43.0%	-

Fund : 0 Operating

PR	TITLE	Mar	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
Function : 1 Instruction							
02	Regular Instruction	1,398,796.77	8,634,466.65	1,657.67	12,495,590	3,861,123	31
03	Career Preparation	54.26	2,181.58		6,275	4,093	65
07	Library Services	80,489.20	531,033.18		634,930	103,897	16
08	Counselling	58,936.79	248,948.32		297,184	48,236	16
10	Special Education	495,560.76	3,627,811.13	498.52	5,091,962	1,464,151	29
30	English Language	32.98	280.56		0	-281	0
31	Aboriginal Education	135,123.63	1,416,009.17		1,969,000	552,991	28
41	Business Admin	220,545.31	1,773,443.79		2,578,920	805,476	31
TOTAL FOR Function - 1		2,389,539.70	16,234,174.38	2,156.19	23,073,861	6,839,687	30
Function : 4 District							
11	Education Admin	51,948.13	436,744.69		582,936	146,191	25
40	Governance	47,726.17	214,643.51		338,549	123,905	37
41	Business Admin	133,538.55	839,736.98	92,487.93	1,281,051	441,314	34
TOTAL FOR Function - 4		233,212.85	1,491,125.18	92,487.93	2,202,536	711,411	32
Function : 5 Maintenance & Operations							
41	Business Admin	23,891.13	260,694.62		327,723	67,028	20
50	Plant Maintenance	153,785.99	1,938,929.33	99,910.20	2,880,552	941,623	33
52	Maintenance Of	7,041.55	60,152.56		139,523	79,370	57
56	Utilities	38,223.92	365,330.22		641,670	276,340	43
TOTAL FOR Function - 5		222,942.59	2,625,106.73	99,910.20	3,989,468	1,364,361	34
Function : 7 Transportation							
41	Business Admin	962.05	4,735.58		5,791	1,055	18
70	Student Transportation	18,013.24	203,751.69		296,624	92,872	31
TOTAL FOR Function - 7		18,975.29	208,487.27	0.00	302,415	93,928	31
TOTAL FOR Fund - 0		2,864,670.43	20,558,893.56	194,554.32	29,568,280	9,009,386	30
GRAND TOTAL		2,864,670.43	20,558,893.56	194,554.32	29,568,280	9,009,386	30

School District No. 52 (Prince Rupert)
2026-27 Capital Bylaw No.: 2026/27-CPSD52-01

Minor Capital Projects

The table below reflects minor capital projects that are approved for funding and can proceed to procurement in the following program areas:

- School Enhancement Program (SEP)
- Food Infrastructure Program (FIP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

Funding allocation for minor capital projects

Facility Name	Program Project Description	Amount funded by Ministry
Booth Memorial Jr Secondary	SEP - HVAC Upgrades	\$408,900
Roosevelt Park Elementary	SEP - Electrical Upgrades	\$330,430
Conrad Elementary	SEP - Plumbing Upgrades	\$200,000
Conrad Elementary	CNCP - HVAC Upgrades	\$205,185

**CAPITAL BYLAW NO. 2026/27-CPSD52-01
CAPITAL PLAN 2026/27**

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 52 (Prince Rupert) (hereinafter called the "Board") has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2026/27 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated March 27, 2026, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No. 52 (Prince Rupert) Capital Bylaw No. 2026/27-CPSD52-01.

READ A FIRST TIME THE 21st DAY OF APRIL 2026;
READ A SECOND TIME THE 21st DAY OF APRIL 2026;
READ A THIRD TIME, PASSED THE 21st DAY OF APRIL 2026.

APPLY CORPORATE SEAL

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 52 (Prince Rupert) Capital Bylaw No. 2026/27-CPSD52-01 adopted by the Board the 21st day of April 2026.

Secretary-Treasurer

**The Board of Education of School District 52 (Prince Rupert)
 2026/27 Annual Facilities Grant
 Proposed Spending Summary**

Funding:

Special Purpose Grant	\$ 133,234
Capital Grant	\$ 844,075
Subtotal	\$ 977,309
Capital Asset Management (Withheld)	\$ (11,339)
Total	\$ 965,970

Planned Spending:

Electrical Upgrades	\$ 50,000
Exterior Wall System Upgrades	\$ 80,000
HVAC Upgrades	\$ 118,000
Interior Construction Upgrades	\$ 170,000
Site Upgrades	\$ 295,000
Asbestos Abatement	\$ 15,000
Roofing Upgrades	\$ 70,000
Accessibility Upgrades	\$ 67,970
Plumbing Upgrades	\$ 100,000
Total	\$ 965,970

The Board of Education of School District 52(Prince Rupert)
 2026/27 Annual Facilities Grant
 Proposed Spending Detailed Listing

Category	Description	Notes	Amount	Location
Electrical Upgrades:	Security System Upgrades	Upgrading cameras/door locks	\$ 25,000	District
	Fire Panel Testing/Upgrades	Annual testing/firmware updates	\$ 25,000	District
			<u>\$ 50,000</u>	
Exterior Wall System Upgrades:	Replace Roof Support Columns	4 Rotten Roof Columns Need Replacing	\$ 45,000	Lax Kveen
	Siding Repairs	Replace Broken Hardie Board	\$ 35,000	CHSS
			<u>\$ 80,000</u>	
HVAC Upgrades:	Servicing All HVAC Components	Motors/Belts/PRV's/DDC Controls	\$ 40,000	District
	UV/Air Handler Filter Media	Replacement of HVAC Filters	\$ 18,000	District
	Westview Heating Upgrade	Replacement Supplied Boilers	\$ 60,000	Westview
			<u>\$ 118,000</u>	
Interior Construction Upgrades:	Energy Management(Re-de)	Carbon Report/Hvac Controls/Consulting	\$ 35,000	District
	Interior Floors	Replacement Of Carpet/Linoleum Floors	\$ 25,000	District
	Gym Floors	Refinishing Pine/CHSS/PRMS Gym Floors	\$ 25,000	Pineridge/CHSS/PRMS
	Booth Upgrades	Upgrade Booth To Accommodate PCS	\$ 85,000	Booth
			<u>\$ 170,000</u>	
Site Upgrades:	CHSS Track Painting	Replace Track Lines	\$ 15,000	CHSS
	Playground Repairs	Repairs/Replacing/Repainting	\$ 20,000	District
	Parking Lots/Walkways	Paving/Concrete/Gravel	\$ 35,000	District
	Snow Removal/Sanding	Parking lots/Stairs/Walkways	\$ 60,000	District
	District Gardens	Upgrade/Fencing/Planters/Grounds	\$ 35,000	District
	Garbage Removal	Contractor Supplied Bins/Dumping	\$ 60,000	District
	Booth Parking Lot	Upgrade Upper Parking Lot	\$ 50,000	Booth
	Line Painting	Parking Lot/Handicap Area Painting	\$ 20,000	District
			<u>\$ 295,000</u>	
Asbestos Abatement:	Testing/Removal/Hazmat	As Required Before A Reno	\$ 15,000	District
			<u>\$ 15,000</u>	
Roofing Upgrades:	Roof Maintenance	Repair/Clean Roof Areas And Drains	\$ 70,000	District
			<u>\$ 70,000</u>	
Accessibility Upgrades:	Mobility Lift	Install Mobility Lift	\$ 40,000	Board Office
	District Upgrades	Upgrades for staff/Students	\$ 27,970	District
			<u>\$ 67,970</u>	
Plumbing Upgrades:	Annual Sprinkler/Fire Extinguisher Testing	Testing of Sprinklers/Fire Extinguishers	\$ 35,000	District
	Replace Perimeter Piping	Fix Flooding on the East Side	\$ 60,000	Pineridge
	Back Flow Testing	Test Back Flow Incoming Water	\$ 5,000	District
			<u>\$ 100,000</u>	
			<u>\$ 965,970</u>	

Monthly Report to the Board

March 2026

Facilities:

Commercial kitchen is close to completion. We are waiting for the engineer to complete the wiring schedule so we can hook the MUA/Exhaust and Fire suppression. A UV water filtration system has been ordered. Once installed we can safely wash produce when we are on a boil water advisory.

The Fish processing room is complete waiting for some pieces of equipment. 43 work orders were completed by maintenance, along with keeping up with the snow removal.

Custodial:

Regular and deep cleaning took place over spring break. All custodians (full time and casual) took part in WHMIS certification. Filter media for all air handlers and unit ventilators were ordered

Energy &

Conservation:

All boiler plants and heating systems are all operating normal with some minor adjustments. During the spring break period the heating systems were put on a holiday program to save energy costs.

Transportation:

Our new bus is finally in B.C. We are waiting for the "On Spot Automatic" chains to be installed. If all goes according to plan the new bus should arrive April 30. The learning services buses will be outfitted with studded tires for winter driving.

8 in town trips 4 out of town trips

Health & Safety:

Regular school and district meeting took place



IT Board Meeting Report
April 2026

1. New Switches Update District Initiative

The IT department is replacing aging network switches in all schools to improve reliability, performance, and cybersecurity, and to ensure the network can support current and future instructional and operational needs. This work is ongoing.

2. Windows 11 upgrade Update

Computers at Lax Kxeen School were upgraded to Windows 11 to replace aging devices and ensure continued security and performance. Technology staff held support sessions with school staff to assist with file migration and to ensure a smooth transition.

3. Printer Software and Firmware Updates

New printer software was installed, and firmware updates were applied district-wide to improve reliability, security, and compatibility with current systems, helping ensure consistent printing services across all schools.

4. Cost-Saving Measures – Audit of Printers and Land Lines

IT has begun a review to identify cost-saving opportunities, starting with an audit of printers and land line (phone) services. This work is focused on reducing under-utilized equipment, consolidating services where appropriate, and ensuring systems align with current operational needs.

Report prepared by
Paramjit Khaira

School District No. 52 (Prince Rupert)
Policy Committee
Monday, April 13, 2026
4:45 pm

MINUTES

In Attendance : Andrew Samoil
Kristy Maier
Brittney Verissimo
Tammy Dickens

The meeting was called to order at 4:46 p.m.

1. Policies for Approval
 - a. 1440 – Diversity and Inclusion Policy
 - b. 3510 – School Closure Policy

The committee agreed to send Policies 1440 and 3510 for approval to the board meeting.

2. Policies for Review
 - a. 3210 – Energy Conservation and Environmental Stewardship Policy
 - b. 3220 – Building and Grounds Projects Policy
 - c. 3350 – Acceptable Use of Technology Policy
 - d. 1610 – Field Trip Policy
 - e. 1380 – Anaphylaxis Policy
 - f. 1370 – Physical Restraint and Seclusion Policy

The committee would like to delete policies 3210, 3220, 3350, 1610, 1380 and 6240. This will be brought to the board meeting to request a motion to delete.

3. Other Business

None

Meeting Adjourned 4:58 p.m.

Next Meeting: Monday, May 11, 2026

Policy No. 1440

Date Approved: January, 11, 2011

Date Amended: June 8, 2010, 20-Sept-2013, December 8, 2015; *deleted 11-Oct-2016;*
updated 12-Sept-2017, Nov 10, 2020

Position Responsible for updates:

1440 Diversity and Inclusion Policy

The Board of Education is committed to a safe and inclusive learning and working environment for all students, employees, and members of the school community, based on the principles of respect, acceptance, and equity. The Board of Education recognizes and supports the BC Human Rights Code which prohibits discrimination based on race, colour, ancestry, place or origin, religion, marital status, family status, physical and mental ability, sexual orientation, or gender identity or expression.

Diversity among people is one of the most prominent features of British Columbia's society. The Board of Education is firmly committed to recognizing and honouring the diversity of all members of the school community.

The Board will strive to create and maintain conditions that foster success for all students and that promote fair and equitable treatment for all. These conditions include:

1. Equitable access to, and equitable participation in, quality education;
2. School cultures that value and celebrate diversity, and respond to the diverse social and cultural needs of the communities they serve;
3. School cultures that promote understanding of others and respect for all;
4. Learning and working environments that are inclusive, safe and welcoming, and free from discrimination, harassment, and violence;
5. Decision-making processes that give a voice to all members of the school community;
6. Policies and practices that promote fair and equitable treatment.

The Board is committed to:

1. Creating an environment in the school district which is consistent with the B.C. Human Rights Code;
2. Providing students with cognitive, social-emotional, and physical access to educational programs that will assist them in participating in, and contributing to, a diverse society;

3. Hiring employees on the basis of ability and qualifications, and who are representative of the diverse population the district serves;
4. Reducing language and cultural barriers;
5. Communicating effectively with all students, parents, guardians, employees and partner groups. to ensure that each person has a voice and is treated with dignity and respect through an appropriate and constructive process.

REFERENCES

School Act, Regulations and Orders

BC Human Rights Code (1996)

1410 - - District Code of Conduct Policy

1440-10 - - Multiculturalism Regulation

1440-20 - - Sexual Orientation/Gender Identity and Expression Regulation

4320-10 - - Bullying and Harassment Regulation

Policy No. 3510
Date Approved:
Date Amended: February 15, 2022

3510 School Closure Policy

POLICY

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

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

~~The Board of Education is responsible under the School Act for the management of the schools in its school district and for the custody, maintenance and safekeeping of all property owned or leased by the board, as well as for the effective and efficient use and operation of school buildings and associated grounds.~~

~~From time to time the Board may consider the possible closure of a school or schools in the District as authorized by the *School Act*. This policy sets out the processes that will be followed by the Board in the event it is to consider such a possibility. The Board may close schools for reasons including but not limited to:~~

- ~~• Declining enrollment resulting in a school no longer being educationally, operationally, or economically viable;~~
- ~~• Restructuring of educational programs, consolidation of operations, relocation of students to other schools, or similar, such that the school is deemed surplus to the District's educational needs; and~~
- ~~• Replacement of a school with a newly constructed school.~~

~~Permanent closure of a school is a significant event and therefore before a closure is effected, the Board will follow a process that provides for sufficient consultation with those who are or may be impacted by the possible closure.~~

~~The process for considering a school closure is as follows:~~

- ~~1. Initial Resolution
 - ~~a. If the possible closure of a school is to be considered, the Board must pass a resolution at a regular open meeting of the Board determining that it will consider the closure of a school or schools within the district.~~~~

- b. The Board must provide the public with no less than two weeks' notice that such a resolution will be considered at an upcoming open meeting.
- c. If the Board passes such a resolution, the consultation process set out below must occur prior to any final decision regarding the closure or closures under consideration by the Board.

2. Consultation Process

- a. The community and any relevant constituencies (including but not limited to parents, students, First Nations, employee groups, community members and community organization(s)) will be provided an opportunity to provide input, information and opinion(s) to the Board through the consultation process.
- b. The Board will give fair consideration to public input before making any final decision with respect to school closure(s).
- c. The consultation process will last at least sixty days measured from the date the Board passes a resolution providing for the consideration of a school closure or closures.
- d. To support effective participation from the public in the consultation process, the Board will disclose relevant facts and information that will or may be considered by the Board in respect of the school closure(s) being considered. Such disclosure may include:
 - i. The specific school(s) for which closure is being considered;
 - ii. The reasons for the potential closure of the school(s);
 - iii. The general effect of the potential closure(s) on surrounding schools;
 - iv. The number of students potentially affected at both the closed school(s) and surrounding schools;
 - v. The effect of the potential closure(s) on student transportation;
 - vi. Educational program implications for any affected students;
 - vii. The proposed date of the closure(s);
 - viii. Financial considerations;
 - ix. Impact on the Board's capital plan;
 - x. Proposed use of the closed school(s); and
 - xi. Any other relevant information which will be considered by the Board related to the possible closure.
- e. At any time prior to the conclusion of the consultation process, members of the public may provide written submissions to the Board in respect of school closure(s) under consideration. Information and directions regarding the provision of such submissions to the Board will be provided to the public within twenty days of the Board passing a resolution or bylaw providing for the consideration of school

closure(s). The information and directions will advise potential correspondents that their written response may be referred to and made public as part of the consultation process, unless the correspondent specifically states in the written response that the correspondent wishes their name and address to remain confidential.

- f. The Board will hold a minimum of one public consultation meeting to hear opinion and submissions from the public regarding the school closure(s) under consideration. The Board may hold additional public consultation meetings as it deems necessary in order to meet its obligation to receive and consider public input.
- g. The time and location of any public consultation meetings will be advertised to the public to ensure the community and relevant stakeholders are provided adequate advance notice of the meeting(s). Notice will include written notification to students and/or parents/guardians of students currently attending the school(s) considered for closure and public notice in local print or online newspapers and/or electronic postings on the Board's website. Specific notice will also be provided to affected or potentially affected First Nations.
- h. At any public consultation meeting(s), the Board will welcome input on all matters relevant to the school closure(s), including the following:
 - i. The implications or consequences of the potential school closure;
 - ii. implementation plans including the timing of the potential closure;
 - iii. options that the Board should consider as alternatives to the potential closure;
 - iv. the possibility of future enrolment growth in the area of the potential closure;
 - v. possible future uses for the school building or property; and
 - vi. other relevant written submissions provided to the Board by members of the public.
- i. Minutes will be kept of any public consultation meeting(s). The Board will also maintain the following consultation records: advertising and notice of meetings, meeting agendas and dates, working group and public community consultation meeting submissions, names of trustees/district staff who attended these meetings, a record of individuals attending public community consultation meetings, a record of questions asked and responses given, and any other related correspondence to and from the Board.

3. Decision of the Board

- a. The Board may vote to close the school, not to close the school, or make another decision, based on the results of the consultation process, which may include

engaging in further consultation on options other than the school closure(s) under consideration.

- b. A decision to close a school or schools must be effected by the Board through the passing of a bylaw.

4. Notification of the Minister

- a. If the Board decides to proceed with a school closure or closures pursuant to section 72 of the *School Act*, the Board will, without delay, provide the Minister with written notification of the decision containing the following information:
 - i. The school's name'
 - ii. The school's facility number,
 - iii. The school's address, and
 - iv. The date on which the school will close.

5. Opportunities for Students Displaced by a School Closure

- a. The Board will ensure that any students displaced by a school closure will have opportunities to receive an appropriate educational experience in another school in the district or otherwise.

REFERENCES

BC Ministry of Education School Act, Section 73

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

BC Ministry of Education, School Building Closure and Disposal Policy

3510-10 School Closure Regulation

Policy No. 3210
Date Approved: 9-Nov-2016
Date Amended: 13-Dec-2022
Position Responsible for updates:

3210 Energy Conservation and Environmental Stewardship

POLICY

Responsible consumption, mindful energy management and a commitment to environmental stewardship are the joint responsibility of trustees, district employees, and students.

A commitment to energy conservation and sustainability will achieve reductions in:

- greenhouse gas emissions; and
- the environmental impact of district operations.

The Board is committed to the continuous improvement of the district's energy management performance and to building a culture of sustainability and environmental stewardship.

The Board encourages and supports the development and implementation of effective energy awareness activities, curriculum, training, and programs to create a district and community-wide culture of conservation.

Related Policies and Regulations:

- 3220 Building and Grounds Projects Policy**
- 3210-10 Energy Conservation and Environmental Stewardship Regulation**

Policy No. **3220**
Date Approved:
Date Amended: **Dec 13, 2022**

3220 Buildings and Grounds Projects Policy

POLICY

The Board supports regular maintenance and renovation of buildings and grounds. These projects are to be delivered in an environmentally responsible manner and will address:

1. Health and Safety Concerns
2. Fire Protection, Emergency and Building Security Systems
3. Building Envelope Systems with improved energy efficiency
4. Mechanical, Structural and Electrical Systems, with a focus on energy conservation
5. Classrooms and Other Interior Spaces
6. Access ways, Parking Lots and Recreational Spaces
7. Site Infrastructure such as utility connections.

The Secretary-Treasurer is responsible for maintaining facilities in an efficient and effective manner.

REFERENCES

- 3210 Energy Conservation and Environmental Sustainability Policy**
3210-10 Energy Conservation and Environmental Sustainability Regulation

Policy No. 3350

Date Approved: February 14, 2012

Date Amended: March 14, 2023

3350 Acceptable Use of Technology Policy

The Board encourages acceptable, ethical, responsible and legal use of:

- all district technology; and
- personal technology in schools and/or for school district purposes
- for cultural preservation & growth

Such use will be consistent with this policy and other district policies including the District Code of Conduct, school rules and codes of conduct, the School Act, and the *Freedom of Information and Protection of Privacy Act*.

The Board acknowledges the need:

- to protect the integrity of the school and workplace environment; and
- to ensure the safety, security and privacy of students, staff, trustees, and other users.

REFERENCES:

Bylaw #7 Freedom of Information/Protection of Privacy Bylaw
1410 District Code of Conduct Policy
1410-10 District Code of Conduct Regulation
3350-10 User Accounts and Passwords Regulation
3350-20 Acceptable Use of District Technology Regulation
3350-22 Prohibited Use of District Technology Regulation
3350-25 Bring Your Own Device Regulation
3350-30 Technology and Instruction Regulation
3350-40 Data Security and Privacy Regulation

Policy No. **1610**
Date Approved: **1-Nov-2014**
Date Amended: **15-Apr-2024**

1610 Field Trip Policy

Well-planned and properly supervised field trips provide educational and cultural value for students. For the purpose of this policy and the accompanying regulations, a field trip is any supervised teacher or school sponsored activity where students leave the school premises for part of a day, a day, or multiple days.

Field trips should be selected, planned, organized, and conducted in the context of clear educational benefits and student safety.

International student trips require approval in principle from the Board, as set out in regulations. Final approval, or a decision to cancel a planned trip, rests with the Superintendent.

Related Policies and Regulations

- 1610-10 Field Trip Approval and Permissions Regulation**
- 1610-11 Field Trip Transportation Regulation**
- 1610-12 Field Trip Supervision Regulation**
- 1610-13 Field Trip Risk Management Regulation**
- 1610-14 Field Trip – Unescorted Travel Regulation**
- 1610-15 Field Trip Budget Regulation**
- 1610-20A Field Trip Approval Application Form**
- 1610-30A Field Trip Consent Form**
- 1610-35A Field Trip Information Form**
- 1610-40A High Risk Consent Form**

Policy No. **Anaphylaxis Policy**
Date Approved: **10-Sep-2013**
Date Amended: **21-February-2023**

1380 Anaphylaxis Policy

POLICY

In accordance with Ministry of Education requirements, the Board provides this policy and regulation relating to the response to anaphylaxis in school settings. This policy acknowledges the principles identified in the BC Anaphylactic and Child Safety Framework.

The safety, health, and well-being of students is the primary responsibility of parents or guardians. The Board, school employees, students, and health care workers share in this responsibility.

Principals have overall responsibility for student safety in schools, including implementation of anaphylaxis safety plans in accordance with the requirements of Board policy and regulations.

Parents or guardians of student are responsible to inform the school about their child's potential risk for anaphylaxis and for providing ongoing health support services.

When addressing the risk of exposure for students at risk of anaphylaxis to allergens, the Board will balance limiting the student at risk of normal peer relations with the reasonableness of restrictions on other students.

REFERENCES

Ministerial Order 232/07 – Anaphylaxis Protection Order

British Columbia Anaphylactic and Child Safety Framework

1380-10 - Anaphylaxis Regulation

Policy No. 1370
Date Approved: 14-May-2019
Date Amended: 23-Sept-2025

1370 ***Physical Restraint and Seclusion Policy***

The Board of Education intends to maintain a safe, secure and respectful environment for students and staff. The Board recognizes its responsibility to work with students in a manner which is similar to a kind, firm, and judicious parent. Positive and least restrictive approaches in the provision of student supports are considered best practice. The overriding goals of this policy are:

- a) respect for student rights;
- b) maintaining student dignity; and
- c) the safety of all involved.

It is expected that school personnel will implement positive behaviour supports and interventions, behaviour plans, emergency or safety plans, and other plans to prevent and de-escalate potentially unsafe situations. It is expected that parents and, where appropriate, students, are consulted in the development of positive behaviour supports and interventions, behaviour plans, and emergency or safety plans.

These supports, interventions and plans are intended to minimize the risk that a student will pose imminent danger of serious physical harm to self or others. If they are not successful, and the student poses an imminent danger of serious physical harm to self or others, physical restraint and seclusion are used as a last resort.

When physical restraint or seclusion are used it will be with the least amount of force and in the least restrictive way, and in proportion to the danger of the behaviour. Physical restraint or seclusion are never conducted in a manner that could, in any way, cause harm to a student. Restraint or seclusion is discontinued once the imminent danger has passed.

Related Policies and Regulations:
1370-10 Physical Restraint and Seclusion Regulation