

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, June 16, 2026- 7:00 P.M.

1. **Adoption of Agenda**
2. **Presentation(s):**
 - 2.1 Christine Danroth – PCS Indspire trip
 - 2.2 Mike McDowall – French Immersion speaking competition
3. **Approval of the Minutes of the**
 - 3.1 Open Board Meeting Held on May 19, 2026 (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 May 19, 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 May 2026 (p. 11)
 - 7.2 2026-27 Annual Budget and Bylaw (p. 13)
 - 7.3 May 2026 Operations Department Reports (p. 30)
 - 7.4 May 2026 Information Technology Department Report (p. 31)

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 June 8, 2026 Meeting minutes (p. 32)
 - 8.4.2 Policies for Approval
None
 - 8.4.3 Policies for Review
 - 8.4.3.1 5240 – Child Care Policy (p. 33)
 - 8.4.3.2 1140– Student Reporting Policy (p. 36)
 - 8.4.3.3 1350 – Student Medications Policy (p. 37)
 - 8.4.3.4 2310 – Protection of Students and Maintenance of Order Policy
(p. 38)
 - 8.5 District Technology Steering Committee **(Trustee Horne)**
9. **Old Business**
10. **Information Items**
 - 10.1 PCS Commencement, June 18, 2026
 - 10.2 National Indigenous Peoples Day, June 21, 2026
 - 10.3 Last Day of School, June 25, 2026
 - 10.4 Administrative Day, June 26, 2026
 - 10.5 First Day of School, September 8, 2026
 - 10.6 Board of Education Meeting, September 29, 2026
11. **10 Minute Question and Answer Period**
12. **Adjournment**

SCHOOL DISTRICT NO. 52 (PRINCE RUPERT)

MINUTES

**REGULAR OPEN SCHOOL BOARD MEETING
MEETING HELD IN THE BOOTH MEETING ROOM
Tuesday, May 19, 2026 – 7:00 P.M.**

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

Staff Present: A. Samoil, B. Verissimo, T. Dickens, K. MacIlroy, L. Burger, C. Rourke, A. Lihou, R. Edzerza

Regrets:

Trustee Beil acknowledged that the meeting is being held on traditional Ts'msyen territory. The meeting was called to order at 7:04 p.m.

1. Adoption of Agenda

Motion 20260519-1.0

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

Carried

2. Presentation

The Superintendent, Andrew Samoil introduced Nadia Halward to present on School Meals. Nadia shared the lunch program growth since 2023. When she started tracking numbers it was at 330 lunches per day but now it has increased to 515. With the rising costs of living there is an increased need for the lunch program. They are serving more diverse and nutritious lunches appealing to more students and parents and this has helped reduce the stigma around the lunch program. Local Procurement Initiatives: As part of Feeding Futures funding, one of the guiding principles is a target of 30% of food expenditures to be on food that is produced or processed in BC. In our district, Nadia sources many supplies locally such as salmon, bread, greens and berries. Nadia shared a video made by FeedBC that highlights our food programs and community partnerships with local producers. The new commercial kitchen will be able to change and enhance the school meals program and is very close to completion. Trustees expressed appreciation for all of the work that Nadia has been doing for the District.

3. Approval of the Minutes of the

3.1 Open Board Meeting held April 21, 2026

Motion 20260519-3.1

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
April 19, 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 April 21, 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 20260519-4.0

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

5. Correspondence

- 5.1 Addressed to the Board
 - 5.1.1 April 17, 2026 letter from MOE re: Youth Vaping
 - 5.1.2 April 24, 2026 letter from MOE re: Comprehensive review of the funding model
 - 5.1.3 May 6, 2026 letter from Ts'msyen Sm'algyax Language Authority re: naming of middle school

Motion 20260519-5.1.1

Maier	"Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that the letters 5.1.1 be received and filed."	<u>Carried</u>
Horne		

Motion 20260519-5.1.2

Horne	"Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that the letters 5.1.2 be received and filed."	<u>Carried</u>
Maier		

Motion 20260519-5.1.3

Maier	"Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that the letters 5.1.3 be received and filed."	<u>Carried</u>
Beil		

- 5.2 Copied to the Board
 - None

6. Superintendent of Schools Report

- 6.1 For Board Information:
 - 6.1.1 Enrolment
 - The Director of Instruction, Carla Rourke reported enrolment is 1777 on April 30, 2026.
 - 6.1.1.1 Enrolment graph
 - Review of graph and trends.
 - 6.1.2 Upcoming Projects/Learning/Other
 - Superintendent Samoil shared that:
 - French Immersion and Core French Students around the District enjoyed the Eloiz Concert at the Lester Centre.
 - Entrepreneurship 12 students visited businesses in Cow Bay and the container market to learn about the vendors.
 - Drama and Directing students participated in a swordplay workshop to

prepare for the upcoming Fine Arts Revue.

CHSS Girls Soccer and CHSS Golf hosted recently with Girls Soccer losing one game and tying another. In golf, the team came first, with Jared McMillan receiving 1st, Braiden Browne, 2nd and Parker Danroth 3rd.

Seal Cove Earth Day unveiled the beautiful gazebos that CHSS Interact fundraised for and CHSS Woodshop students prepared the beams for. Way to go CHSS Students for this long-lasting contribution to our community.

CHSS students are weaving headbands for the June Welcoming Feast. May 5th was Red Dress Day. Pre-learning was on display in the MPR. Students and staff shared in a moment of silence and the Gitwaas Drum Group led students outside to the CHSS track. Classes participated in a walk in memory of the Missing and Murdered Indigenous Women, Girls, and Two-Spirited people.

Earlier this month, Conrad hosted a Lunch & Learn in the Conrad Library. Mona Wall, physiotherapist & inclusive learning specialist presented on supporting students with developmental coordination disorder.

Track & Field practices are well underway at all schools.

UBC-O Science presentations at PRMS this month. Let's Talk Science connects the world of science, technology and innovation with education, bringing STEM to life in meaningful ways that build diversity and inclusion, and awareness of future opportunities.

Grade 5 students have begun visits to PRMS to prepare for the transition to Middle School.

Ready, Set, Connect sessions for young learners and their families have been happening and are hugely successful.

Early Learning & Child Care:

Elementary Schools are participating "Play in The Kindergarten" sessions for the months of May and June to welcome in new students before they start school in September. Welcome To Kindergarten at elementary schools will take place during the first week of September. Registration is open for the district summer childcare program for school aged students at Conrad Street Elementary School. The district has hired staff, and enrollment is currently at 17 students. The program will operate from June 29th to August 14th.

7. Secretary Treasurer's Report

7.1 Statement of Operations April 2026

The Acting Secretary-Treasurer presented the Statement of Operations April 2026 report and answered questions from Trustees. Review of variances. They are consistent with what we have been seeing over the last couple of months. A question arose as to counselling and how that will look by the end of the year. Counselling is a small percentage of our budget. Our Operating budget as a whole is sitting in a good position for this point in the year.

7.2 2026-27 Annual Budget and Bylaw

The Acting Secretary-Treasurer presented the 2026-27 Annual Budget and answered questions from Trustees. There is a projection of a 44 student decrease in enrolment

for next year. The dollar impact is \$481,785. Draft ending balance leaves a surplus of \$359,730 which is only 1.22%. The surplus policy states a minimum of 1.5%. If we had 1/5% this would equate \$442,404 leaving a variance of (\$82,673).

Motion 20260519-7.2a

Beil "Be it resolved by the Board of Education of School District No. 52
Horne (Prince Rupert) that the first reading of the Annual Budget Bylaw for the 2026-27 fiscal year be read a first time the 19th day of May 2026."

Carried

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 52 (PRINCE RUPERT) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2026/2027 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 52 (Prince Rupert) Annual Budget Bylaw for fiscal year 2026/2027.
3. The attached Statement 2 showing the estimated revenue and expense for the 2026/2027 fiscal year and the total budget bylaw amount of \$39,096,337 for the 2026/2027 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2026/2027.

READ A FIRST TIME THE 19th DAY OF MAY, 2026;
READ A SECOND TIME THE 16th DAY OF JUNE, 2026;
READ A THIRD TIME, PASSED AND ADOPTED THE 16th DAY OF JUNE, 2026;

7.3 Elections Bylaw

Motion 20260519-7.3a

Beil "Be it resolved by the Board of Education of School District No. 52
Horne (Prince Rupert) that all three readings of Elections Bylaw #2025-26 01 be read the 19th of May, 2026"

Carried

Motion 20260519-7.3b

Maier "Be it resolved by the Board of Education of School District No. 52
Beil (Prince Rupert) that the Elections Bylaw #2025-26 01 be read a first time the 19th of May, 2026"

Carried

Motion 20260519-7.3c

Maier "Be it resolved by the Board of Education of School District No. 52
Horne (Prince Rupert) that the Elections Bylaw #2025-26 01 be read a second time the 19th of May, 2026"

Carried

Motion 20260519-7.3d

Maier "Be it resolved by the Board of Education of School District No. 52
Sanchez (Prince Rupert) that the Elections Bylaw #2025-26 01 be read a third
time, passed and adopted the 19th of May, 2026"

Carried

Motion 20260519-7.3e

Beil "Be it resolved by the Board of Education of School District No. 52
Sanchez (Prince Rupert) to appoint the Acting ST be appointed as the Chief
Election Returning Officer"

Carried

Motion 20260519-7.3f

Beil "Be it resolved by the Board of Education of School District No. 52
Dalton (Prince Rupert) to appoint the Executive Assistant to the
Superintendent and Board of Trustees be appointed as the Deputy
Chief Election Officer"

Carried

Amendment to the bylaw from Skeena Queen Charlotte Regional District to North Coast Regional District.

7.4 April 2026 Operations Department Report
The Acting Secretary-Treasurer presented the report and answered questions from the Trustees. Questions around the Commercial Kitchen and when it will be open. The Director of Operations shared that the plan is for the third week of June.

7.5 April 2026 Information Technology Department Report
The Acting 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)**
Coming up soon.

8.3 Provincial Council **(Trustees Horne, Sanchez)**
Nothing to report.

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

8.4.1 May 11, 2026, meeting
Trustee Maier presented the minutes of the May 11, 2026, meeting of the Policy Committee and answered questions from Trustees.

8.4.2 Policies for Approval
None

8.4.3 Policies for Review
8.4.3.1 1115– Board Authorized Courses Policy
8.4.3.2 2310 – Protection of Students and Maintenance of Order Policy
8.4.3.3 3410 – Security and Protection of Buildings Policy
8.4.3.4 3420 – Video Surveillance Policy

Motion 20260519-8.4.3.1

Maier "Be it resolved by the Board of Education of School District No. 52
Beil (Prince Rupert) that policy 1115 – Board Authorized Courses be
deleted."

Carried

Motion 20260421-8.4.3.2

Maier "Be it resolved by the Board of Education of School District No. 52
Beil (Prince Rupert) that the policy 2310 – Protection of Students and
Maintenance of Order Policy be deleted."

Carried

Motion 20260421-8.4.3.3

Maier "Be it resolved by the Board of Education of School District No. 52
Beil (Prince Rupert) that the policy 3410 – Security and Protection of
Buildings Policy be deleted."

Carried

Motion 20260421-8.4.3.4

Horne "Be it resolved by the Board of Education of School District No. 52
Beil (Prince Rupert) that the policy 3420 – Video Surveillance Policy be
deleted."

Carried

8.5 District Technology Steering Committee
Have not met

9. **Old Business**

None

10. **Information Items:**

10.1 CHSS Commencement, June 12, 2026

Chair Toye noted that the CHSS Commencement is on June 12, 2026.

10.2 Board of Education Meeting, June 16, 2026

Chair Toye noted that the next Board of Education meeting is on June 16, 2026.

10.3 PCS Commencement, June 18, 2026

Chair Toye noted that PCS Commencement is on June 18, 2026.

10.4 National Indigenous Peoples Day, June 21, 2026

Chair Toye noted that National Indigenous Peoples Day is on June 21, 2026.

10.5 Last day of School, June 25, 2026

Chair Toye noted that the last day of school is on June 25, 2026.

10.6 Administrative Day, June 26, 2026

Chair Toye noted that Administrative Day is on June 26, 2026.

10.7 First Day of School, September 8, 2026

Chair Toye noted that the First Day of School is on September 8, 2026

11. **10 Minute Question and Answer Period**

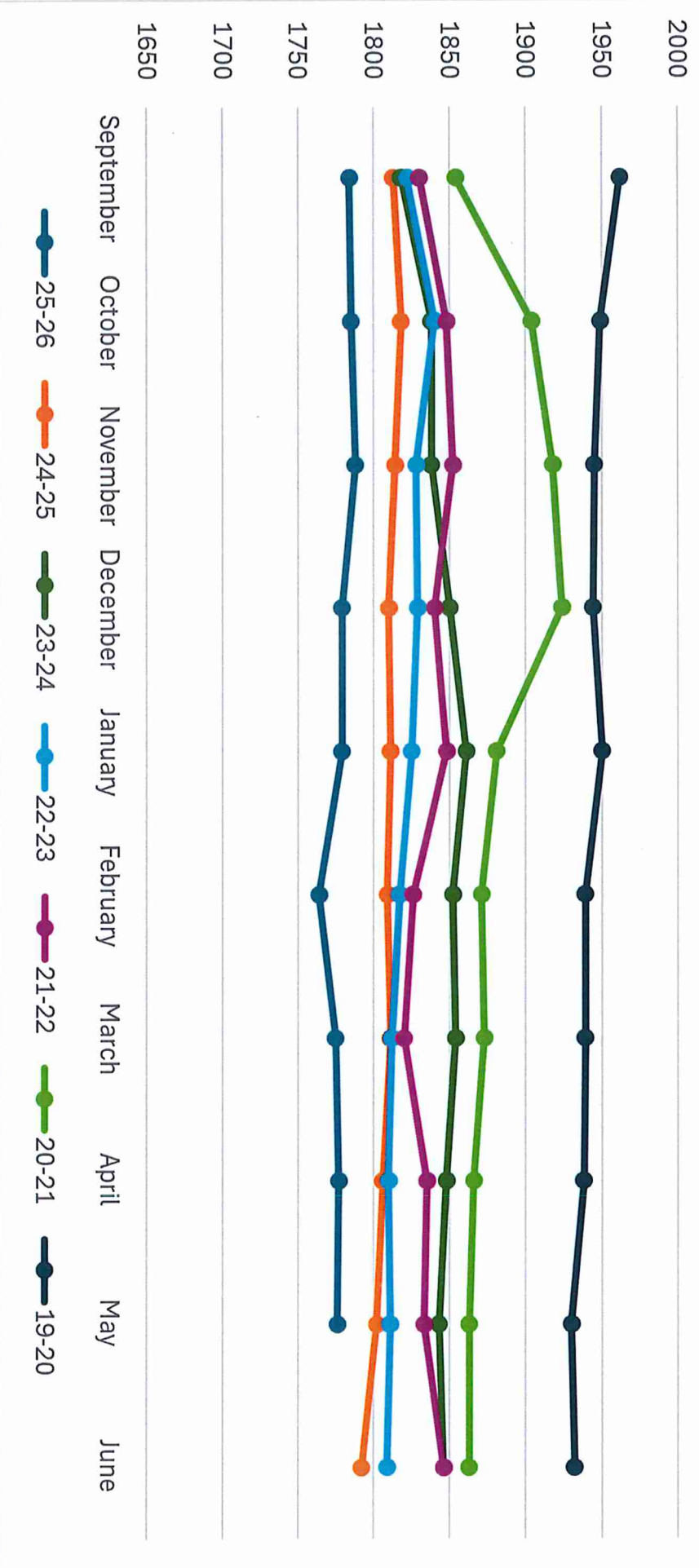
Q; Thank you for providing the budget overview. Declining enrolment is a concerning trend. Have you met with City of PR to discuss economic opportunities that could attract more families to our community?

A; The Superintendent has met from time to time with Councillor Adey about future opportunities. The School Board offers information on the programs that we can offer to students. The Middle School will be a community school, and the Learning commons will be open to the public.

12. **Adjournment**

Chair Toye adjourned the meeting at 8:28 p.m.

Enrollment over the past 7 Years



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

OPERATING FUND	YTD Budget 2025/26	Jul - May ACTUALS	Variance Favourable (Unfavour- able)	%	AMENDED ANNUAL BUDGET 2025/26
REVENUE					
Provincial Grants, MECC	24,799,734	24,799,734	-	0.0%	27,128,264
LEA Funding From First Nations	1,133,622	1,133,622	-	0.0%	1,386,131
Provincial Grants, Other	29,235	29,235	-	0.0%	32,483
International Student Tuition	43,020	43,020	-	0.0%	47,700
Other Revenue	332,113	316,089	(16,024)	-4.8%	296,851
Rentals & Leases	112,649	119,270	6,621	5.9%	122,890
Interest Income	145,750	189,982	44,232	30.3%	159,000
Total Revenue	26,596,123	26,630,952	34,829	0.1%	29,173,319
EXPENSE					
Salaries					
Teachers	10,032,955	10,199,156	(166,201)	-1.7%	11,147,728
Principals & Vice-Principals	1,780,380	1,632,343	148,037	8.3%	1,942,233
Education Assistants	2,204,452	2,291,492	(87,040)	-3.9%	2,453,543
Support Staff	2,143,699	2,119,712	23,987	1.1%	2,335,537
Other Professionals	1,838,084	1,847,149	(9,065)	-0.5%	2,005,182
Substitutes/Replacements	1,030,311	996,457	33,854	3.3%	1,139,210
Total Salaries	19,029,881	19,086,309	(56,428)	-0.3%	21,023,433
Employee Benefits	4,557,736	4,635,282	(77,546)	-1.7%	5,035,112
Total Salary & Benefits	23,587,617	23,721,591	(133,974)	-0.6%	26,058,545
Services & Supplies	2,711,596	2,614,906	96,690	3.6%	3,509,735
Total Expense	26,299,213	26,336,497	(37,284)	-0.1%	29,568,280
Net Revenue (Expense)	296,910	294,455	(2,455)		(394,961)
Indigenous Ed Surplus Included	-	-	-		
Drawn from Reserves	-	-	-		744,961
Capital Asset Purchases	(323,088)	(323,088)	-		(350,000)
Surplus (Deficit) for Year	(26,178)	(28,633)	(2,455)		-

Fund : 0 Operating

PR	TITLE	May	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
Function : 1 Instruction							
02	Regular Instruction	1,306,930.91	11,062,912.13	2,541.28	12,495,590	1,432,678	11
03	Career Preparation		2,181.58		6,275	4,093	65
07	Library Services	92,530.57	693,816.27		634,930	-58,886	-9
08	Counselling	58,097.19	361,060.43		297,184	-63,876	-21
10	Special Education	660,076.90	4,734,857.02		5,091,962	357,105	7
30	English Language	22.27	302.83		0	-303	0
31	Aboriginal Education	203,607.35	1,785,803.28		1,969,000	183,197	9
41	Business Admin	263,209.63	2,238,861.63		2,578,920	340,058	13
TOTAL FOR Function - 1		2,584,474.82	20,879,795.17	2,541.28	23,073,861	2,194,066	10
Function : 4 District							
11	Education Admin	50,487.28	535,399.25		582,936	47,537	8
40	Governance	24,892.38	268,996.90		338,549	69,552	21
41	Business Admin	91,255.00	1,020,998.63	6,047.99	1,281,051	260,052	20
TOTAL FOR Function - 4		166,634.66	1,825,394.78	6,047.99	2,202,536	377,141	17
Function : 5 Maintenance & Operations							
41	Business Admin	21,584.70	301,789.53		327,723	25,933	8
50	Plant Maintenance	256,831.11	2,382,790.61	65,667.98	2,880,552	497,761	17
52	Maintenance Of	102,180.71	168,844.23		139,523	-29,321	-21
56	Utilities	72,290.67	522,575.68		641,670	119,094	19
TOTAL FOR Function - 5		452,887.19	3,376,000.05	65,667.98	3,989,468	613,468	15
Function : 7 Transportation							
41	Business Admin	128.84	4,971.58		5,791	819	14
70	Student Transportation	27,216.91	250,335.86		296,624	46,288	16
TOTAL FOR Function - 7		27,345.75	255,307.44	0.00	302,415	47,108	16
TOTAL FOR Fund - 0		3,231,342.42	26,336,497.44	74,257.25	29,568,280	3,231,783	11
GRAND TOTAL		3,231,342.42	26,336,497.44	74,257.25	29,568,280	3,231,783	11

Annual Budget

School District No. 52 (Prince Rupert)

June 30, 2027

School District No. 52 (Prince Rupert)

June 30, 2027

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*NOTE - Statement 1, Statement 3, Statement 5, Schedule 1 and Schedules 4A - 4D are used for Financial Statement reporting only.

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 52 (PRINCE RUPERT) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2026/2027 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Annual Budget adopted by this bylaw.
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4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2026/2027.

READ A FIRST TIME THE 19th DAY OF MAY, 2026;

READ A SECOND TIME THE 16th DAY OF JUNE, 2026;

READ A THIRD TIME, PASSED AND ADOPTED THE 16th DAY OF JUNE, 2026;

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 52 (Prince Rupert) Annual Budget Bylaw 2026/2027, adopted by the Board the 16th DAY OF JUNE, 2026.

Secretary Treasurer

School District No. 52 (Prince Rupert)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2027

	2027 Annual Budget	2026 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	1,750,000	1,794,125
Adult	-	1,875
Total Ministry Operating Grant Funded FTE's	<u>1,750,000</u>	<u>1,796,000</u>
Revenues	\$	\$
Provincial Grants		
Ministry of Education and Child Care	33,393,662	33,050,951
Other	153,154	154,994
Tuition	58,190	47,700
Other Revenue	2,661,944	2,891,806
Rentals and Leases	186,100	122,890
Investment Income	144,028	159,583
Amortization of Deferred Capital Revenue	1,377,092	1,368,671
Total Revenue	<u>37,974,170</u>	<u>37,796,595</u>
Expenses		
Instruction	30,301,537	29,700,229
District Administration	2,238,571	2,345,191
Operations and Maintenance	5,853,439	5,766,841
Transportation and Housing	642,790	641,397
Total Expense	<u>39,036,337</u>	<u>38,453,658</u>
Net Revenue (Expense)	<u>(1,062,167)</u>	<u>(657,063)</u>
Budgeted Allocation (Retirement) of Surplus (Deficit)	795,511	744,961
Budgeted Surplus (Deficit), for the year	<u>(266,656)</u>	<u>87,898</u>
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(266,656)	87,898
Budgeted Surplus (Deficit), for the year	<u>(266,656)</u>	<u>87,898</u>

School District No. 52 (Prince Rupert)

Annual Budget - Revenue and Expense

Year Ended June 30, 2027

	2027 Annual Budget	2026 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	30,229,089	29,568,280
Special Purpose Funds - Total Expense	7,103,500	7,254,605
Capital Fund - Total Expense	1,703,748	1,630,773
Capital Fund - Tangible Capital Assets Purchased from Local Capital	60,000	350,000
Total Budget Bylaw Amount	<u>39,096,337</u>	<u>38,803,658</u>

Approved by the Board

Signature of the Chairperson of the Board of Education _____ Date Signed _____

Signature of the Superintendent _____ Date Signed _____

Signature of the Secretary Treasurer _____ Date Signed _____

School District No. 52 (Prince Rupert)

Statement 4

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2027

	2027 Annual Budget	2026 Amended Annual Budget
	\$	\$
Surplus (Deficit) for the year	<u>(1,062,167)</u>	<u>(657,063)</u>
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Local Capital	(60,000)	(350,000)
From Deferred Capital Revenue	(42,222,813)	(40,816,841)
Total Acquisition of Tangible Capital Assets	<u>(42,282,813)</u>	<u>(41,166,841)</u>
Amortization of Tangible Capital Assets	1,703,748	1,630,773
Total Effect of change in Tangible Capital Assets	<u>(40,579,065)</u>	<u>(39,536,068)</u>
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	<u><u>(41,641,232)</u></u>	<u><u>(40,193,131)</u></u>

School District No. 52 (Prince Rupert)

Annual Budget - Operating Revenue and Expense
 Year Ended June 30, 2027

	2027 Annual Budget	2026 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	27,439,823	27,128,264
Other	32,483	32,483
Tuition	58,190	47,700
Other Revenue	1,632,982	1,682,982
Rentals and Leases	186,100	122,890
Investment Income	144,000	159,000
Total Revenue	<u>29,493,578</u>	<u>29,173,319</u>
Expenses		
Instruction	23,753,150	23,073,861
District Administration	2,089,343	2,202,536
Operations and Maintenance	3,999,536	3,989,468
Transportation and Housing	387,060	302,415
Total Expense	<u>30,229,089</u>	<u>29,568,280</u>
Net Revenue (Expense)	<u>(735,511)</u>	<u>(394,961)</u>
Budgeted Prior Year Surplus Appropriation	<u>795,511</u>	<u>744,961</u>
Net Transfers (to) from other funds		
Local Capital	<u>(60,000)</u>	<u>(350,000)</u>
Total Net Transfers	<u>(60,000)</u>	<u>(350,000)</u>
Budgeted Surplus (Deficit), for the year	<u>-</u>	<u>-</u>

School District No. 52 (Prince Rupert)
 Annual Budget - Schedule of Operating Revenue by Source
 Year Ended June 30, 2027

Schedule 2A

	2027 Annual Budget	2026 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	26,780,380	27,269,507
ISC/LEA Recovery	(1,097,373)	(1,097,373)
Other Ministry of Education and Child Care Grants		
Pay Equity	706,027	706,027
Student Transportation Fund	117,597	117,597
Foundation Skills Assessment (FSA) Scorer Grant	7,506	7,506
Child Care Funding	125,000	125,000
Labour Settlement Funding	770,099	
Indigenous Education Councils (IEC) Funding	30,587	
Total Provincial Grants - Ministry of Education and Child Care	<u>27,439,823</u>	<u>27,128,264</u>
Provincial Grants - Other	<u>32,483</u>	<u>32,483</u>
Tuition		
International and Out of Province Students	58,190	47,700
Total Tuition	<u>58,190</u>	<u>47,700</u>
Other Revenues		
Funding from First Nations	1,386,131	1,386,131
Miscellaneous		
Sundry Other Revenue	246,851	296,851
Total Other Revenue	<u>1,632,982</u>	<u>1,682,982</u>
Rentals and Leases	<u>186,100</u>	<u>122,890</u>
Investment Income	<u>144,000</u>	<u>159,000</u>
Total Operating Revenue	<u><u>29,493,578</u></u>	<u><u>29,173,319</u></u>

School District No. 52 (Prince Rupert)
 Annual Budget - Schedule of Operating Expense by Object
 Year Ended June 30, 2027

Schedule 2B

	2027 Annual Budget	2026 Amended Annual Budget
	\$	\$
Salaries		
Teachers	11,251,269	11,147,728
Principals and Vice Principals	2,109,382	1,942,233
Educational Assistants	2,556,530	2,453,543
Support Staff	2,456,462	2,335,537
Other Professionals	2,043,970	2,005,182
Substitutes	1,174,412	1,139,210
Total Salaries	<u>21,592,025</u>	<u>21,023,433</u>
Employee Benefits	<u>5,175,389</u>	<u>5,035,112</u>
Total Salaries and Benefits	<u>26,767,414</u>	<u>26,058,545</u>
Services and Supplies		
Services	1,115,135	1,075,920
Student Transportation	36,704	36,704
Professional Development and Travel	466,662	496,937
Rentals and Leases	189,629	199,629
Dues and Fees	58,321	58,321
Insurance	115,877	115,877
Supplies	837,677	884,677
Utilities	641,670	641,670
Total Services and Supplies	<u>3,461,675</u>	<u>3,509,735</u>
Total Operating Expense	<u>30,229,089</u>	<u>29,568,280</u>

School District No. 52 (Prince Rupert)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2027

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	8,395,998		202,038	397,004	160,454	635,712	9,791,206
1.03 Career Programs							
1.07 Library Services	303,918			205,507		14,619	524,044
1.08 Counselling	114,977	78,103		47,699		5,938	246,717
1.10 Inclusive Education	1,567,093	42,073	2,002,370	49,239	224,773	189,661	4,075,209
1.31 Indigenous Education	869,283	96,743	352,122		321,119	55,094	1,694,361
1.41 School Administration		1,892,463		264,030		12,637	2,169,130
Total Function 1	11,251,269	2,109,382	2,556,530	963,479	706,346	913,661	18,500,667
4 District Administration							
4.11 Educational Administration					421,180		421,180
4.40 School District Governance					138,210		138,210
4.41 Business Administration				53,654	620,259		673,913
Total Function 4	-	-	-	53,654	1,179,649	-	1,233,303
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration					153,196		153,196
5.50 Maintenance Operations				1,231,499		224,333	1,455,832
5.52 Maintenance of Grounds				73,059			73,059
5.56 Utilities							
Total Function 5	-	-	-	1,304,558	153,196	224,333	1,682,087
7 Transportation and Housing							
7.41 Transportation and Housing Administration					4,779		4,779
7.70 Student Transportation				134,771		36,418	171,189
Total Function 7	-	-	-	134,771	4,779	36,418	175,968
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	11,251,269	2,109,382	2,556,530	2,456,462	2,043,970	1,174,412	21,592,025

School District No. 52 (Prince Rupert)
 Annual Budget - Operating Expense by Function, Program and Object
 Year Ended June 30, 2027

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2027 Annual Budget	2026 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	9,791,206	2,302,376	12,093,582	594,635	12,688,217	12,495,590
1.03 Career Programs	-	-	-	6,275	6,275	6,275
1.07 Library Services	524,044	125,753	649,797	4,847	654,644	634,930
1.08 Counselling	246,717	59,093	305,810	61	305,871	297,184
1.10 Inclusive Education	4,075,209	989,360	5,064,569	96,523	5,161,092	5,091,962
1.31 Indigenous Education	1,694,361	431,517	2,125,878	33,678	2,159,556	1,969,000
1.41 School Administration	2,169,130	517,419	2,686,549	90,946	2,777,495	2,578,920
Total Function 1	18,500,667	4,425,518	22,926,185	826,965	23,753,150	23,073,861
4 District Administration						
4.11 Educational Administration	421,180	101,248	522,428	72,624	595,052	582,936
4.40 School District Governance	138,210	33,363	171,573	139,356	310,929	338,549
4.41 Business Administration	673,913	163,126	837,039	346,323	1,183,362	1,281,051
Total Function 4	1,233,303	297,737	1,531,040	558,303	2,089,343	2,202,536
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	153,196	36,829	190,025	142,107	332,132	327,723
5.50 Maintenance Operations	1,455,832	351,008	1,806,840	1,076,531	2,883,371	2,880,552
5.52 Maintenance of Grounds	73,059	17,623	90,682	51,681	142,363	139,523
5.56 Utilities	-	-	-	641,670	641,670	641,670
Total Function 5	1,682,087	405,460	2,087,547	1,911,989	3,999,536	3,989,468
7 Transportation and Housing						
7.41 Transportation and Housing Administration	4,779	1,149	5,928	-	5,928	5,791
7.70 Student Transportation	171,189	45,525	216,714	164,418	381,132	296,624
Total Function 7	175,968	46,674	222,642	164,418	387,060	302,415
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	21,592,025	5,175,389	26,767,414	3,461,675	30,229,089	29,568,280

School District No. 52 (Prince Rupert)

Schedule 3

Annual Budget - Special Purpose Revenue and Expense

Year Ended June 30, 2027

	2027 <u>Annual Budget</u>	2026 Amended <u>Annual Budget</u>
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	5,953,839	5,922,687
Other	120,671	122,511
Other Revenue	1,028,962	1,208,824
Investment Income	28	583
Total Revenue	<u>7,103,500</u>	<u>7,254,605</u>
Expenses		
Instruction	6,548,387	6,626,368
District Administration	149,228	142,655
Operations and Maintenance	215,885	213,566
Transportation and Housing	190,000	272,016
Total Expense	<u>7,103,500</u>	<u>7,254,605</u>
Budgeted Surplus (Deficit), for the year	<u>-</u>	<u>-</u>

School District No. 52 (Prince Rupert)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2027

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	Special Education Technology	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year							20,781		222,312
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	133,234	92,807				136,000	14,700	89,061	612,473
Provincial Grants - Other			8,770		733,333				43,107
Other			238						
Investment Income			9,008		733,333	136,000	14,700	89,061	655,580
Less: Allocated to Revenue									
Deferred Revenue, end of year							26,660		767,188
									110,704
Revenues									
Provincial Grants - Ministry of Education and Child Care	133,234	92,807				136,000	8,821	89,061	729,517
Provincial Grants - Other			22,022	2,940	733,333				37,671
Other Revenue			28						
Investment Income			22,050	2,940	733,333	136,000	8,821	89,061	767,188
Expenses									
Salaries									
Teachers								28,963	
Principals and Vice Principals		75,453							412,795
Educational Assistants						100,998			86,515
Support Staff									60,870
Other Professionals									
Substitutes								28,963	560,180
Employee Benefits		17,354				23,230		6,662	128,841
Services and Supplies			22,050	2,940	733,333	11,772	8,821	53,436	78,167
			22,050	2,940	733,333	136,000	8,821	89,061	767,188
Net Revenue (Expense)									

School District No. 52 (Prince Rupert)
 Annual Budget - Changes in Special Purpose Funds
 Year Ended June 30, 2027

Schedule 3A

	Classroom Enhancement Fund - Overhead Fund - Staffing Fund	Classroom Enhancement Fund - Remedies Fund	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children (CR4YC)	ECL Early Care & Learning	Feeding Futures Fund	Professional Learning Grant
	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year					21,560		74,713	123,385
Add: Restricted Grants								
Provincial Grants - Ministry of Education and Child Care	231,879	2,950,907	190,000	57,000		350,000	350,000	
Provincial Grants - Other		485,883						
Other								
Investment Income								
Less: Allocated to Revenue								
Deferred Revenue, end of year	231,879	2,950,907	190,000	57,000	21,560	187,132	424,713	123,385
	-	-	-	-	-	162,868	-	-
Revenues								
Provincial Grants - Ministry of Education and Child Care	231,879	2,950,907	190,000	57,000	21,560	187,132	424,713	123,385
Provincial Grants - Other		485,883						
Other Revenue								
Investment Income								
Expenses								
Salaries								
Teachers								
Principals and Vice Principals	120,345	2,379,763						88,698
Educational Assistants								
Support Staff								
Other Professionals	66,654			43,529		146,074	81,161	
Substitutes					13,238			
Employee Benefits	186,999	2,379,763		43,529	13,238	146,074	81,161	88,698
Services and Supplies	44,880	571,144		10,446		35,058	19,479	21,287
			190,000	3,025	8,322	6,000	324,073	13,400
	231,879	2,950,907	190,000	57,000	21,560	187,132	424,713	123,385
Net Revenue (Expense)								

School District No. 52 (Prince Rupert)
 Annual Budget - Changes in Special Purpose Funds
 Year Ended June 30, 2027

	National School Food Program	Lillian Brown Trust	Network of Innovation and Inquiry	Coastal Pathways Partnership	After School Sport & Art	Indigenous Language Grant	Reaching Home	Before & After School Care	Other
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year		53,293	4,081	53,904		5,232			17,497
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	91,940				83,000				
Provincial Grants - Other					83,000	167,698		44,024	
Other									
Investment Income									
Less: Allocated to Revenue									
Deferred Revenue, end of year		53,293	4,081	21,769		5,232	167,698	44,024	17,497
Revenues									
Provincial Grants - Ministry of Education and Child Care	91,940				83,000				
Provincial Grants - Other					83,000	167,698		44,024	17,497
Other Revenue			4,081	32,135					
Investment Income									
Expenses									
Salaries									
Teachers									
Principals and Vice Principals							83,845	28,231	
Educational Assistants									
Support Staff									
Other Professionals					57,332				
Substitutes							83,845	5,187	
Employee Benefits									
Services and Supplies	91,940		4,081	32,135	13,186	5,232	19,284	6,493	17,497
	91,940		4,081	32,135	83,000	5,232	167,698	44,024	17,497
Net Revenue (Expense)									

School District No. 52 (Prince Rupert)
 Annual Budget - Changes in Special Purpose Funds
 Year Ended June 30, 2027

	<u>TOTAL</u>
	<u>\$</u>
Deferred Revenue, beginning of year	1,339,102
Add: Restricted Grants	
Provincial Grants - Ministry of Education and Child Care	5,785,884
Provincial Grants - Other	126,107
Other	953,825
Investment Income	238
	<u>6,866,054</u>
Less: Allocated to Revenue	7,103,500
Deferred Revenue, end of year	<u><u>1,101,656</u></u>
Revenues	
Provincial Grants - Ministry of Education and Child Care	5,953,839
Provincial Grants - Other	120,671
Other Revenue	1,028,962
Investment Income	28
	<u>7,103,500</u>
Expenses	
Salaries	
Teachers	2,889,265
Principals and Vice Principals	120,345
Educational Assistants	600,324
Support Staff	311,499
Other Professionals	331,634
Substitutes	18,425
	<u>4,271,492</u>
Employee Benefits	1,011,386
Services and Supplies	1,820,622
	<u>7,103,500</u>
Net Revenue (Expense)	<u><u>-</u></u>

School District No. 52 (Prince Rupert)

Schedule 4

Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2027

	2027 Annual Budget			2026 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Amortization of Deferred Capital Revenue	1,377,092		1,377,092	1,368,671
Total Revenue	1,377,092	-	1,377,092	1,368,671
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	1,638,018		1,638,018	1,563,807
Transportation and Housing	65,730		65,730	66,966
Total Expense	1,703,748	-	1,703,748	1,630,773
Net Revenue (Expense)	(326,656)	-	(326,656)	(262,102)
Net Transfers (to) from other funds				
Local Capital		60,000	60,000	350,000
Total Net Transfers	-	60,000	60,000	350,000
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	60,000	(60,000)	-	
Total Other Adjustments to Fund Balances	60,000	(60,000)	-	
Budgeted Surplus (Deficit), for the year	(266,656)	-	(266,656)	87,898

Monthly Report to the Board

May 2026

Facilities:

Summer wish lists are starting to come in from schools. Grass cutting has begun. Summer students will start work in June/July to help with grounds, painting and helping the trades. Some of our bigger projects, CHSS siding repairs, Lax Kxeen roof columns, Booth upper parking lot extension, and Pineridge drainage will be sent out for RFI to tender. 68 work orders were completed.

Custodial:

The recruitment for new casuals is always ongoing. Floor finish has arrived and delivered to the schools.

Energy &

Conservation:

A follow up to our districts carbon neutral reporting. With the reduction in greenhouse gas emissions our district contributed \$21 800.00 towards the ministry's Carbon Neutral Capital Program (CNCP). With all the districts contributing to this program our District was eligible to receive 208K for the upgrade of new HVAC equipment for Conrad school. (Phase 1)

Transportation:

38 in town trips 2 out of town trips Buses booked for year end trips

Health & Safety:

Regular school and district meetings took place. A reminder to all schools to complete their drills by June 26th.



IT Board Meeting Report
June 2026

1. AI Implementation

Most of the school districts in the province are taking a cautious approach to AI, with a focus on privacy, security, and long-term sustainability. Any implementation will be guided by educational value, privacy compliance, staff readiness, and technical review. The priority is responsible, consistent use across the district rather than rapid adoption. Sd52 will start with an AI Framework rather than a full rollout.

2. PIA - Privacy Impact Assessment

The district IT department is completing all necessary Privacy Impact Assessment (PIA) to support the responsible implementation of software that is being used so that we comply with Ministry requirements. This process reviews how information may be collected, used, stored, and protected, and helps confirm that appropriate privacy, security, and governance measures are in place before broader implementation proceeds.

3. Device Refresh Cycle

IT is extending its device refresh cycle in response to rising equipment costs and ongoing supply chain challenges. This approach supports fiscal responsibility while allowing the district to prioritize replacement based on operational need, device condition, and long-term sustainability.

Report prepared by
Paramjit Khaira

School District No. 52 (Prince Rupert)
Policy Committee
Monday, June 8, 2026
4:45 pm

MINUTES

In Attendance : Andrew Samoil
Kate Toye
Kristy Maier
Louisa Sanchez (Observer)
Tammy Dickens

The meeting was called to order at 4:47 p.m.

1. Policies for Approval
None
2. Policies for Review
 - a. 5240 – Child Care Policy
 - b. 1140 – Student Reporting Policy
 - c. 1350 – Student Medications Policy
 - d. 2310 – Protection of Students and Maintenance of Order Policy

The committee would like to send policy 5240 for review and delete policies 1140, 1350, 2310. This will be brought to the board meeting to request a motion to delete/review.

3. Other Business
None

Meeting Adjourned 5:21 p.m.

Next Meeting: Monday, September 21, 2026

Policy No. **5240**
Date Approved: **May 16, 2023**

5240 Childcare Policy

~~Bill 8, the Education Statutes Amendment Act, was activated on March 5, 2020. This amendment of the School Act by the provincial government outlines new provisions related to childcare facilities located on board of education property, including a prescriptive order from the Minister of Education regarding the formal establishment of new board policy to govern the establishment of such facilities Order M326, the Child Care Order, further defines the role of the boards of education with respect to the provision of childcare programs.~~

~~“Direct and indirect costs” include:~~

- ~~• Utilities~~
- ~~• Maintenance and repair~~
- ~~• Costs related to payment processing for rental fees~~
- ~~• A reasonable allowance for the cost of providing custodial services~~
- ~~• A reasonable allowance for the time school district administrators and other staff spend on matters relating to the use of board property by licensed childcare providers~~
- ~~• Any other incremental costs directly related to the provision of childcare services on board property~~

~~1. Childcare programs, if operated by the board, will be operated for a fee no greater than the direct costs the board incurs in providing the childcare program.~~

~~2. Fees for the use of board property by license holders other than the board will not exceed the direct and indirect costs the board incurs in making board property available for the childcare program.~~

~~3. If childcare programs are operated by a license holder other than the board, the board will require the licensee to agree to comply with this policy.~~

~~4. In selecting license holders other than the board to operate a childcare program, the board will give special consideration to the candidates’ proposals that provide inclusive childcare; and foster Indigenous reconciliation with childcare, as outlined in #5.~~

~~5. If the board decides to operate a childcare program, the board will ensure that it is operated in a manner that:~~

- ~~Fosters and promotes Indigenous reconciliation in childcare. In particular, the childcare program will be operated consistently with the following principles of the British Columbia Declaration on the Rights of Indigenous Peoples Act: (i) Indigenous peoples have the right, without discrimination, to the improvement of their economic and social conditions, including the area of education; and (ii) "Indigenous peoples have the right to the dignity and diversity of their cultures, traditions, histories and aspirations which shall be appropriately reflected in education"; and~~
- ~~Is inclusive and consistent with the principles of non-discrimination set out in the British Columbia Human Rights Code.~~

~~6. Any contract a lease other than the board, to provide a childcare program on board property must be in writing and subject to regular review and completion of Licensed Child care Facility Inspection Reports in accordance with Ministry of Education & Childcare requirements. The contract must contain:~~

- ~~A description of the direct and indirect costs for which the license holder is responsible and shall clearly state that these costs are subject to annual increases in accordance with duly issued notifications of increases in the direct and indirect costs incurred by the District.~~
- ~~An agreement by the license holder to comply with this policy and all other applicable policies;~~
- ~~A provision describing how the agreement can be terminated by the board or license holder, whereby the termination notification shall not be less than 3 months;~~
- ~~An allocation of responsibility to ensure adequate insurance is in place to protect the interests of the board;~~
- ~~A statement that the agreement can only be amended in writing, signed by the board and the license holder;~~
- ~~A requirement for the license holder to maintain appropriate standards of performance; and~~
- ~~A requirement that the license holder must at all times maintain the required license to operate a childcare facility.~~

PREAMBLE

The Board of Education supports the use of its property by licensed child care providers, provided the property is not required for K-12 educational needs, early learning programs, or extra-curricular activities, does not disrupt or interfere with the provision of educational activities, and does not result in increased costs to the Prince Rupert School District.

POLICY

The Board of Education is supportive of the positive community benefits that occur when appropriate district spaces or sites are utilized by non-profit, licensed child care providers.

OBJECTIVES

1. Maximize the positive use of the District's vacant spaces or sites to serve community needs, when available and appropriate.
2. Make appropriate spaces or sites in the District available to non-profit licensed child care providers, if financial and operating conditions are met.

References:

5240-10 Use of Board Property as a Licensed Childcare Facility
Ministerial Order M326 – The Child Care Order
School Act 85.1-85.4

Policy No. 1140
Date Approved:
Date Amended: 19-Oct-2023

1140 Communicating Student Learning & Reporting Policy

Student Reporting - Communicating Student Learning to Parents

The Board of Education recognizes that communication among students, parents, teachers and administrators fosters positive relations and encourages student academic and social growth.

Further, the Board recognizes that there are many different ways of reporting to parents and encourages the use of non-traditional methods of reporting student progress and achievement that support the tenets of formative, growth based learning. These include, for example, the use of student portfolios (digital or otherwise), criterion referenced assessment outcomes, student-led conferences and demonstrations of learning through student projects.

The Board encourages school communities to examine, and propose alternate forms of ~~K-9~~ reporting that could potentially better demonstrate student growth over time than past reporting practices. Proposed forms of reporting that enhance student awareness of his/her academic and social-emotional growth as well as more clearly communicate student improvement to parents are encouraged.

References:

Ministerial Order 191/94, the Progress report Order
Ministerial Order 192/94, the Provincial Letter Grades Order
Ministerial Order 295/95, the Required Areas of Study Order
Regulation 265/89, the School regulation
1140-10 – Student Reporting Regulation

Policy No. **1350**
Date Approved: **September 10, 2013**
Date Amended: **21-February-2023**

1350 Medications for Students

POLICY

Where a student requires medication during school activities, the school principal is responsible for the administration of such medication. It is the responsibility of the parent or guardian to bring the matter to the attention of the principal.

Except in emergency situations, and subject to the requirements of the Anaphylaxis Regulation, no employee of the Board shall administer medication or supervise the self-administration of medication unless it is carried out in accordance with the Medication for Students Regulation.

The Board recognizes that a student may be absent from school for a few days during the implementation of the medication administration plan.

It is recognized that the medication to be administered should not normally require any special skill or knowledge on the part of the school principal or designate.

REFERENCES

[1350-10 - - Medication for Students Regulation](#)

[1350-10A - - Request for Administration of Medication at School - Form](#)

[1350-10B - - Student Medical Alert - Form](#)

[1380 Anaphylaxis Policy](#)

[1380-10 – Anaphylaxis Regulation](#)

[4110-60 Emergency Preparedness – Medical Emergency Response Regulation](#)

Policy No. **2310**
Date Approved: **October 18, 2022**

2310 Protection of Students and Maintenance of Order Policy

In accordance with School Act Section 177, the Board of Education authorizes principals, teachers, secretaries, and custodians in its employ to make directions and to follow such courses of action as deemed appropriate for the protection of students and maintenance of order.

The order of authority under this authorization is as follows:

1. School principal, and in the event of absence,
2. Designate, and in the event of absence,
3. Teacher, and in the event of absence,
4. Secretary, and in the event of absence,
5. Custodian.

School Act, Section 177 states:

1. A person must not disturb or interrupt the proceedings of a school or an official school function.
2. A person who is directed to leave the land or premises of a school by a principal, vice principal, director of instruction or a person authorized by the board to make that direction
 - a) Must immediately leave the land and premises, and
 - b) Must not enter on the land and premises again except with prior approval from the principal, vice principal, director of instruction or a person who is authorized by the board to give that approval.
3. A person who contravenes subsection (1) or (2) commits an offence.
4. A principal, vice principal or director of instruction of a school or a person authorized by the board may, in order to restore order on school premises, require adequate assistance from a peace officer.

References:

School Act, Section 177

2310-10 – Opening and Closing of Schools Regulation

2310-20 – Responsibility for School Premises Regulation