SCHOOL DISTRICT NO. 52 (PRINCE RUPERT)

AGENDA

REGULAR OPEN SCHOOL BOARD MEETING
MEETING HELD AT BOOTH MEETING ROOM
AND ON ZOOM
Tuesday, November 17, 2026- 7:00 P.M.

1. **Adoption of Agenda**

2. **Presentation(s)**:
   - 2.1

3. **Approval of the Minutes of the**
   - 3.1 Open Board Meeting Held on October 20, 2026 (p. 3)
   - 3.2 Special Open Board Meeting Held on November 2, 2026 (p. 8)
   - 3.3 Open Board Meeting Held on November 3, 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 October 20, 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. 11)
     - 6.1.2 Upcoming Projects/Learning/Other

7. **Secretary-Treasurer's Report**
   - 7.1 Statement of Operations October 2026 (p. 12)
   - 7.2 October 2026 Operations Department Reports (p. 14)
   - 7.3 October 2026 Information Technology Department Report (p. 15)

8. **Committee Reports**
   - 8.1 Finance & Building Committee **(Trustees Beil, Dalton, Horne)**

8.2 Framework for Enhancing Student Learning **(Trustees Buchanan, Denton)**

8.3 Provincial Council **(Trustees Horne, Denton)**

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

8.4.1 November 10, 2026 Meeting minutes (p. 16)

8.4.2 Policies for Approval
- 8.4.2.1 1110 – Learning Resources Policy (p. 17)
- 8.4.2.2 1130 – Student Support Policy (p. 18)
- 8.4.2.3 1210 – Student Registration and Catchment Area (Elementary) Policy (p. 19)

8.4.3 Policies for Review
- 8.4.3.1 5220 – Use of School Grounds and Equipment Policy (p. 20)
- 8.4.3.2 6140 – Role of the Trustee and Trustee Code of Conduct Policy (p. 21)

8.5 District Technology Steering Committee **(Trustee Horne)**

9. **Old Business**

9.1 Childcare Facility Name

10. **Other**

11. **Information Items**

11.1 Professional Development Day, November 20, 2026
11.2 BCSTA Trustee Academy, November 26-28, 2026
11.3 Board of Education Meeting, December 15, 2026
11.4 Winter Break, December 21, 2026 to January 1, 2027

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

13. **Adjournment**

SCHOOL DISTRICT NO. 52 (PRINCE RUPERT)

MINUTES

REGULAR OPEN SCHOOL BOARD MEETING
MEETING HELD IN THE BOOTH MEETING ROOM
Tuesday, October 20, 2026 – 7:00 P.M.

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

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

Regrets: J. Horne

Chair Toye acknowledged that the meeting is being held on traditional Ts'msyen territory. The meeting was called to order at 7:01 p.m.

1. **Adoption of Agenda**

Motion 20261020-1.0
Dalton / Beil — "Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that the Agenda is approved as presented."

Carried

2. **Presentation**

The Superintendent, Andrew Samoil introduced Ben Barak & students to present on the EV project. Students have been asking to build go carts since 2019. They made several gas powered go carts and applied to the competitions but were not successful in their applications. Then last year someone dropped out of the competition and SD52 was offered the spot. This was a student led project with the support of teachers. They learned a lot about what goes into building an EV go cart. They also enjoyed the trip and sightseeing adventures while they were away.

Trustees thanked them for their presentation and are happy to see them enjoy this valuable experience.

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

3.1 Open Board Meeting held September 29, 2026

Motion 20261020-3.1
Beil / Dalton — "Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that the minutes of the open Board meeting held September 29, 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 September 29, 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 20261020-4.0		
Beil Maier	"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."	**Carried**

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

The Superintendent reported on behalf of Director of Instruction, jean Marogna that enrolment is 1725 as of October 2026. The continued decline is concerning. There are 41 students less from the beginning of September until October. C

6.1.1.1 Enrolment graph

Review of graph and trends.

6.1.2 Upcoming Projects/Learning/Other

Superintendent Andrew Samoil reported that release time for staff to meet has begun. Shannon Fraser is our new literacy assistant who is working with our students at Roosevelt and Conrad. The Ministry mandated the K-3 literacy screening this year.

FSAs start next week for Grade 4 & 7 student. FNESC has said to encourage as many students as possible to write these exams as it is a good indicator as to how Indigenous students are doing.

French Immersion total enrolment is 167 students.

Mental Health and wellness. The Ministry has developed a tool kit to train staff on electric kick scooters. The main theme is to promote safe use of these devices.

Seismic upgrade at PRMS. All steel doors are in and 2 windows left.

Environmental reports show that they are doing very well at the site and are doing due diligence.

The Superintendent attended the Regional Education Advisory. There is a great demand for infant and toddler care.

The recent DPAC meeting was successful.

P/VP meetings are ongoing, and they regularly review administrative procedures and policies.

Great shake out drill.

Early Learning & Child Care:

Conrad is going to be piloting a year-round childcare program. Twelve students are scheduled to still be at the school on the Pro-D day on Friday. An application has been submitted for before and after school programs at the NLC space at the new middle school.

Indigenous Education:
Director of Instruction, Roberta Edzerza reported on her trip to Japan with the language authority. It was a very aggressive itinerary for the Language Authority who were able to attend. The Elders want their language on signs in a proper way on land and water. They underestimated the size of the Alta gas Vessel. It is going to make its way to these waters in March. The vessel name is Gisigwilgwelk (Northern Lights).

Superintendent Samoil would like to thank you to Louisa Sanchez for the many years she has served on the Board and all the work she has done for our students. Additionally, thank you to board chair Kate Toye for her leadership over the years and all she has done for students and staff.

7. **Secretary Treasurer's Report**

7.1 Statement of Operations September 2026
The Director of Finance presented the Statement of Operations and answered questions from Trustees. There is an unfavourable variance in other revenue. Part of that is due to including things in the preliminary budget such as the school trust fund. The $150,000 school trust was removed from the school trust fund and moved to operating revenue. Interest income is expected to not grow as fast as we are spending our school childcare funds. Expenditures by program report shows a total of 87% of budget remaining. The large interest income is because we received the money upfront for the new daycare. Capital projects typically are repaid after the money has been spent.

7.2 September 2026 Operations Department Report
The Director of Finance/ Operations presented the Operations report and answered questions from Trustees.

7.3 September 2026 Information Technology Department Report
The Director of Finance/ Information Technology presented the Information Technology report and answered questions from Trustees.

8. **Committee Reports**

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

8.2 Framework for Enhancing Student Learning **(Trustees Horne, Toye)**
Has not met

8.3 Provincial Council **(Trustees Horne, Sanchez)**
Has not met

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

8.4.1 October 13, 2026, meeting

Chair Toye presented the minutes of the October 13, 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 1110 – Learning Resources Policy
8.4.3.2 1130 – Student Support Policy
8.4.3.3 1210 – Student Registration and Catchment Area (Elementary) Policy
8.4.3.4 5220 – Use of School Grounds and Equipment Policy
8.4.3.5 6140 – Role of the Trustee and Trustee Code of Conduct Policy

Motion 20261020-8.4.3		
Maier Beil	"Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that the 1110 – Learning Resources Policy, 1130 – Student Support Policy and 1210 – Student Registration and Catchment Area (Elementary) Policy be sent for review."	**Carried**

Motion 20260929-8.4.3.2		
Maier Dalton	"Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that policy 5220 – Use of School Grounds and Equipment Policy and 6140 – Role of the Trustee and Trustee Code of Conduct Policy be moved to next month's meeting."	**Carried**

8.5 District Technology Steering Committee
Has not met

9 Old Business
None

10 Other
10.1 Trustee Recognition – Presentation of plaques to outgoing trustees. Louisa Sanchez has served on the board for 24 years. Chair Toye has served on the board for 8 years. Congratulations to new trustees coming on board.

11 Information Items:
11.1
Professional Development Day, October 23, 2026
Chair Toye noted that the Professional Development Day is on October 23, 2026

11.2
Board of Education Meeting, (Elections), November 3, 2026
Chair Toye noted that the next Board of Education Meeting for Elections is on November 3, 2026.

11.3
Remembrance Day, November 11, 2026

Chair Toye noted that Remembrance Day is November 11, 2026.

11.4

Board of Education Meeting, November 17, 2026.

Chair Toye noted that the Board of Education meeting is on November 17, 2026.

10 10 Minute Question and Answer Period

Q: The Report of students, was there a different practice in place to cause the steep decline?

A: Every school has students who come and register and then disappear or change schools etc. Numbers can get out of skew. Some students wait to hear if they will be accepted into private school and then leave once accepted. Staff will be looking into this to figure out why there is such a difference.

11 Adjournment

Chair Toye adjourned the meeting at 8:01 p.m.

SCHOOL DISTRICT NO. 52 (PRINCE RUPERT)

MINUTES

SPECIAL OEPN SCHOOL BOARD MEETING
MEETING HELD VIA ZOOM
Monday, November 2, 2026 – 7:30 P.M.

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

Staff Present: A. Samoil, G. Mezibroski, T. Dickens, J. Marogna, R. Edzerza

Regrets: L. Sanchez

Chair Toye acknowledged that the meeting is being held on traditional Ts'msyen territory. The meeting was called to order at 7:34 p.m.

1. **Adoption of Agenda**

Motion 20261102-1.0		
Maier Dalton	"Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that the Agenda is approved as presented."	**Carried**

2. **Naming of the Middle School**

Motion 20261102-3.0		
Horne Beil	"Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that the board approve the name Wiileeksm Laxa School for the new school ."	**One in favor 3 against Defeated**

Motion 20261102-3.0		
Horne Beil	"Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that the board approve the name Wiileeksm Laxa Middle School for the new school ."	**Carried**

A discussion occurred with Git Waas drumming group regarding the use of that name. The board discussed the names and preferences. The third name was never brought forward by the language authority but suggested by the Git Waas drumming group. The first two names are the ones that the committee strongly feels represents the territory. The Board chair requested the drum group come with a name at the meeting with them.

The three names proposed are:

1. Wileeksm Laxa (Big Storm)
2. Gatgyedm Baask (Strong Wind)
3. Kiguum Waas (Children of the rain)

3. **Adjournment**

Chair Toye adjourned the meeting at 7:53 p.m.

SCHOOL DISTRICT NO. 52 (PRINCE RUPERT)

MINUTES

SPECIAL OPEN SCHOOL BOARD MEETING
SCHOOL BOARD OFFICE
Tuesday, November 3, 2026- 7:00 P.M.

Trustees Present: J. Beil, J. Horne, D. Dalton, K. Maier, M. Denton, K. Beach, K. Buchanan

Staff Present: A. Samoil, G. Mezibroski, T. Dickens, J. Marogna

Regrets:

Call to Order

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

1. **Adoption of Agenda**

Motion 20261103-1.0a		
Dalton Beil	"Be it resolved by the Board of Education of School District No. 52 (Prince Rupert) that the agenda be approved as presented."	**Carried**

The Oath of Office was read out loud by all Trustees together.

2. **Elections**

2.1 Election of Board Chair

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

Name	Nominated by	Acceptance
Kristy Maier	Danielle Dalton	Yes

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

Trustee Maier assumed the Chair.

2.2 Election of other officers

2.2.1 Election of Vice Chair

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

Name	Nominated by	Acceptance
Janet Beil	Danielle Dalton	Yes

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

2.2.2 Election of BCSTA Provincial Council Member

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

Name	Nominated by	Acceptance
James Horne	Danielle Dalton	Yes

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

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

Name	Nominated by	Acceptance
Mary Denton	Janet Beil	Yes

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

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

Name	Nominated by	Acceptance
Danielle Dalton	Janet Beil	Yes

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

2.2.5 Election of BCPSEA Bargaining Representative Council Member Alternate
The Chair called for nominations for the position of BCPSEA Representative Council Alternate.

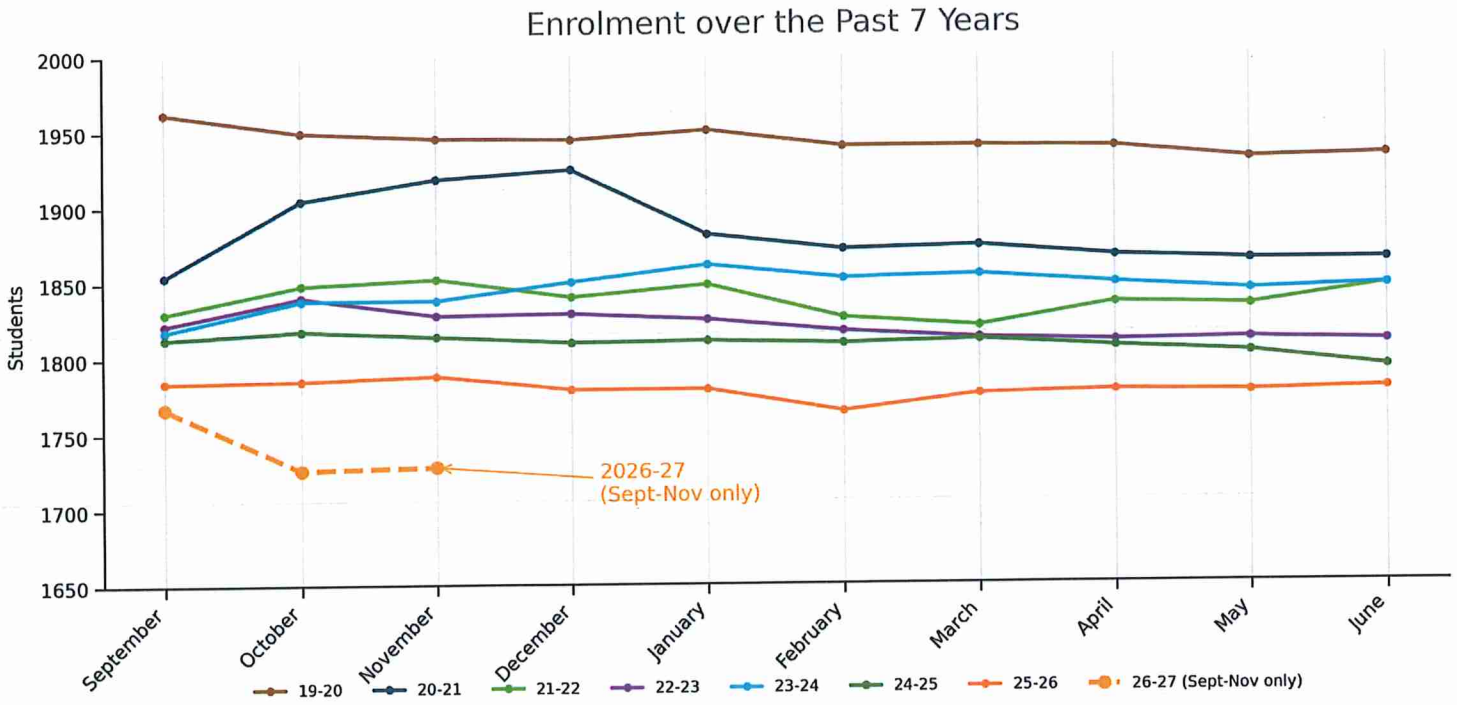
Name	Nominated by	Acceptance
Karen Buchanan	James Horne	Yes
Katie Beach	Mary Denton	Yes

No other nominations were received after three calls, and Trustee Beach was elected BCPSEA Representative Council Alternate by majority vote.

The vote was 3 for Buchanan, 3 for Beach. Chair Maier was the tie breaker vote in favour of Katie Beach.

2.3 Board of Education Assignments
The Chair asked trustees to submit their preference for the available assignments.

3. **Adjournment**
Chair Maier adjourned the meeting at 7:25 pm.



Note: 2026-27 enrolment data available through November 2026 only.

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

OPERATING FUND	YTD Budget 2026/27	Jul - Oct ACTUALS	Variance Favourable (Unfavour-able)	%	ANNUAL BUDGET 2026/27
REVENUE					
Provincial Grants, MECC	5,859,813	5,859,813	-	0.0%	27,439,823
LEA Funding From First Nations	277,226	277,226	-	0.0%	1,386,131
Provincial Grants, Other	6,497	6,497	-	0.0%	32,483
International Student Tuition	18,500	18,500	-	0.0%	58,190
Other Revenue	82,284	14,054	(68,230)	-82.9%	246,851
Rentals & Leases	62,033	75,360	13,327	21.5%	186,100
Interest Income	48,000	95,229	47,229	98.4%	144,000
Total Revenue	**6,354,353**	**6,346,679**	**(7,674)**	**-0.1%**	**29,493,578**
EXPENSE					
Salaries					
Teachers	2,250,254	2,240,485	9,769	0.4%	11,251,269
Principals & Vice-Principals	703,127	598,674	104,453	14.9%	2,109,382
Education Assistants	559,241	439,972	119,269	21.3%	2,556,530
Support Staff	738,611	649,657	88,954	12.0%	2,456,462
Other Professionals	681,323	701,753	(20,430)	-3.0%	2,043,970
Substitutes/Replacements	267,670	321,950	(54,280)	-20.3%	1,174,412
Total Salaries	5,200,226	4,952,491	247,735	4.8%	21,592,025
Employee Benefits	1,247,884	1,168,362	79,522	6.4%	5,175,389
Total Salary & Benefits	6,448,110	6,120,853	327,257	5.1%	26,767,414
Services & Supplies	778,327	666,153	112,174	14.4%	3,461,675
Total Expense	**7,226,437**	**6,787,006**	**439,431**	**6.1%**	**30,229,089**
Net Revenue (Expense)	**(872,084)**	**(440,327)**	**431,757**		**(735,511)**
Indigenous Ed Surplus Included	-	-	-		
Drawn from Reserves	-	-	-		795,511
Capital Asset Purchases	-	-	-		(60,000)
Surplus (Deficit) for Year	**(872,084)**	**(440,327)**	**431,757**		**-**

Fund : 0 Operating

PR	TITLE	Oct	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
Function : 1 Instruction							
02	Regular Instruction	861,763.40	2,396,821.66	10,085.72	12,688,217	10,291,395	81
03	Career Preparation		81.08		6,275	6,194	99
07	Library Services	86,881.74	150,628.99		654,644	504,015	77
08	Counselling	65,480.43	137,345.00		305,871	168,526	55
10	Special Education	646,975.12	1,073,742.29		5,161,092	4,087,350	79
30	English Language		150.00		0	-150	0
31	Aboriginal Education	197,007.99	400,166.98		2,159,556	1,759,389	81
41	Business Admin	216,834.56	755,696.13		2,777,495	2,021,799	73
TOTAL FOR Function - 1		2,074,943.24	4,914,632.13	10,085.72	23,753,150	18,838,518	79
Function : 4 District							
11	Education Admin	51,177.03	197,821.34		595,052	397,231	67
40	Governance	13,598.93	81,552.92		310,929	229,376	74
41	Business Admin	88,191.79	384,519.36	1,328.01	1,183,362	798,843	68
TOTAL FOR Function - 4		152,967.75	663,893.62	1,328.01	2,089,343	1,425,449	68
Function : 5 Maintenance & Operations							
41	Business Admin	23,881.19	86,815.25		332,132	245,317	74
50	Plant Maintenance	282,626.21	916,407.94	88,756.40	2,883,371	1,966,963	68
52	Maintenance Of Grounds	9,437.48	27,376.19		142,363	114,987	81
56	Utilities	24,778.43	90,173.52		641,670	551,496	86
TOTAL FOR Function - 5		340,723.31	1,120,772.90	88,756.40	3,999,536	2,878,763	72
Function : 7 Transportation							
41	Business Admin	458.96	1,909.18		5,928	4,019	68
70	Student Transportation	38,598.60	85,798.30		381,132	295,334	77
TOTAL FOR Function - 7		39,057.56	87,707.48	0.00	387,060	299,353	77
TOTAL FOR Fund - 0		2,607,691.86	6,787,006.13	100,170.13	30,229,089	23,442,083	78
GRAND TOTAL		2,607,691.86	6,787,006.13	100,170.13	30,229,089	23,442,083	78

PRINCE RUPERT School District No. 52

OPERATIONS DEPARTMENT
K. MacIlroy Director of Operations

Monthly Report to the Board

OCTOBER 2026

Facilities: The new Middle school is now electrically energized and natural gas has been hooked up. The building is now in a lock up state. Salt has been delivered for the upcoming winter season. A local snow removal contractor has been awarded for the 2026/2027 calendar year. The Commercial kitchen is now producing 564 meals daily. 78 work orders were completed throughout the district. Halloween crew reported no Incidents district wide.

Custodial: Regular routine cleaning. New environmentally friendly cleaning chemicals have been added to the custodial inventory along with a new improved biodegradable Garbage bag. No increase cost to the district. Custodians will also be doing a filter media inventory for the upcoming new year.

Energy & Conservation: All HVAC systems are monitored by SD 52 and a local contractor that assists in the programming. Recent power bumps have interrupted the heating schedule which takes some time to correct. Overall, our systems are functioning as they should with adjustments done daily.

Transportation: 8 In town and 6 Out of town trips. All 5 Buses are currently going Through a pre inspection check list by SD staff and our local and out of town Mechanical contractor. CVSE inspection is Nov 20th.

Health &Safety: Regular school and district meetings take place monthly. Safety concerns from district committees are entered into Help Desk and are carried out ASAP.

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IT Board Meeting Report
Nov 2026

1. PRMS / CHSS Wi-Fi Access Point Replacement - Complete
   Wi-Fi access point replacement at PRMS and CHSS is complete. The upgrades improve wireless coverage, reliability, and network performance, with staff reporting better connectivity.

2. Hartley Bay Equipment Replacement and Upgrades
   The IT team spent four days at Hartley Bay replacing aging network switches, wiring, and Wi-Fi access points. The team also configured six new smartboards purchased by the school and installed security camera surveillance equipment to support school security.

3. CHSS / Roosevelt Device Upgrades - Complete
   All devices at CHSS and Roosevelt have been upgraded to Windows 11.

4. Backup UPS for Booth Main Server Room
   The backup uninterruptible power supply (UPS) for the main servers has been successfully replaced. The new system supports a controlled shutdown during a power outage, reducing the risk of software corruption caused by an abrupt loss of power.

Report prepared by
Paramjit Khaira

School District No. 52 (Prince Rupert)
Policy Committee
Tuesday, November 10, 2026
4:45 pm

MINUTES

In Attendance : Andrew Samoil
Kristy Maier
Galina Mezibroski
Tamara Dickens

The meeting was called to order at 4:55 p.m.

1. Policies for Approval
    a. 1110 – Learning Resources Policy
    b. 1130 – Student Support Policy
    c. 1210 – Student Registration and Catchment Area (Elementary) Policy

The committee would like to bring policies 1110, 1130 and 1210 to the board for approval.

2. Policies for Review
    a. 5220 – Use of School Grounds and Equipment Policy
    b. 6140 – Role of the Trustee and Trustee Code of Conduct Policy

The committee would like to bring a recommendation to the board to delete policy 5220 and move to a regulation. The committee would like to bring policy 6140 to the board for review. The committee would like to bring policy 6290 – Trustee code of conduct to the December committee meeting.

3. Other Business

    None

Meeting Adjourned 5:14 p.m.

Next Meeting: Monday, December 7, 2026

Policy No. ***1110***
Date Approved: ***February 13, 2018***
Date Amended: ***December 18, 2023***

1110 Learning Resources Policy

In accordance with the School Act and the Ministry of Education Learning Resources Policy, the Board of Education "may only use learning resources that the board considers appropriate, are specified in an educational program guide or are recommended by the Ministry of Education." This policy and the accompanying regulations clarify the roles and responsibilities of the Board of Education regarding the selection of learning resources.

The Board supports resource-based learning and encourages teachers to utilize a range of educational media and resources. For the purpose of this statement of policy, the term "learning resource" will refer to any person or material that is used for formal or informal teaching/learning purposes.

The primary objective of learning resources is to support, enrich, and help implement an educational program. The Board delegates the responsibility for the recommendation and selection of learning resources to the Superintendent of Schools in accordance with district criteria.

~~The Superintendent (or designate) and school principals are responsible for ensuring that the approved criteria are known and appropriately applied. The responsibility for vetting recommended resources rests with school principals.~~

Any student, parent or guardian ~~employee~~ of the school district may formally challenge the appropriateness of learning resources used in the district's educational programs (see 1110-30 – Review of Instructional Materials Regulation).

REFERENCES

Ministerial Order 333/99, the Educational Program Guide Order; section 5.
School Act, Section 168 (2) (e)
Ministry of Education Policy, Learning Resources Policy Statement, July 1, 2017
1110-10 Learning Resource Regulation
1110-30 Review of Instructional Materials Regulation
1115 Board Authorized Courses Policy
1115-10 Board Authorized Courses Regulation
Focused Education Resources (formerly BC ERAC) Learning Resources

Policy No. ***1130***
Date Approved: ***June 11, 2019***
Date Amended: ***June 20, 2022***
Position Responsible for updates:

1130 Student Support Policy

The Board of Education is committed to providing all students with an education program that best suits their needs and enables them to achieve their maximum potential in a safe, caring and welcoming environment. Culturally relevant programs and services provide the foundation for healthy students and communities. The Board supports an inclusive education system in which all students are fully participating members in a school community.

The unique needs of individuals and the challenges of a small, remote school district are taken into account when providing support services to students. The Board supports courageous, engaging and personalized learning for all students that inspires success for all students. Where additional services and support for students are needed, decisions are made in consultation with parents, students (when appropriate) and members of the school-based team.

~~Culturally relevant programs and services provide the foundation for healthy students and communities. The Response to Instruction Framework incorporates a flexible continuum of school-wide strategies for all students, targeted supports and intensive supports.~~

~~The Universal Instructional Design Framework brings together many school district initiatives to provide multiple avenues of access to curriculum, instruction, and assessment. Services and support focus on multiple pathways to success and multiple ways of defining success.~~

~~Within these Frameworks students receive maximum benefit from their education program, in accordance with the objectives of Provincial curricula, Board approved programs and school programs.~~

References:

- Ministry of Education Policy: Special Education
- Ministry of Education Policy: K-12 Funding, Special Needs

Policy No. ***1210***
Date Approved: ***January 11, 2011***
Date Amended: ***17-May-22***
Position Responsible for updates: Secretary-Treasurer

1210 Student Registration and Catchment Area (Elementary) Policy

It is in the best interest of students that enrolment in schools and assignment to programs occur in a systematic, equitable and educationally beneficial fashion. School district students are generally expected to attend their neighborhood school according to catchment areas defined by the Board of Education. There must, however, be a balance between school attendance based on designated catchment areas and attendance at a school, for good reasons, as a non-catchment child.
As outlined in the School Act, students will be enrolled in schools and assigned to programs with respect to:

- Age;
- School catchment area;
- Residence location;
- Statutory entitlement; and
- The availability of space, facilities and instructional resources.

Catchment areas are defined by the Board and may be amended.

Space permitting, students may attend a school outside their catchment area. Parents or guardians may request a cross-boundary transfer for their elementary student or students to attend another school in accordance with district regulations.

Related Policies and Regulations:
Regulation 1210-10 Student Registration and Catchment Area (Elementary)

Policy No. ***5220***
Date Approved: ***October 18, 2022***

5220 Use of Schools Grounds and Equipment Policy

The Board supports the use of schools, grounds, and equipment for organized student and teacher activities, at the discretion of the school principal.

Board property may also be used for the provision of childcare programs by either the Board or by licensed third-party child care providers between the hours of 7:00 am and 6:00 pm on weekdays.

The use of board- owned property by licensed child care providers must not disrupt or interfere with space required for K-12 education programs, early learning programs, or extra-curricular activities.

If changes to the use of Board property for childcare are being considered, the Superintendent must assess community need for childcare and will ensure that the district's partner groups have been consulted.

Other personal or group use of schools, grounds, and equipment is subject to the Regulations accompanying this policy.

References:
5220-10 Use of Schools, Grounds and Equipment Regulation

Policy No. ***6140***
Date Approved: ***10-Jun-2014***
Date Amended: ***15-Jan-2024***

6140 Role of the Trustee ~~and Trustee Code of Conduct~~ Policy

POLICY

~~The Role of the Board is to govern and to set policy for the school district. The School Act gives no individual authority to trustees. The day-to-day administration of the education programs and the conduct of the school operations is the responsibility of the Superintendent of Schools and district staff.~~

~~As members of the corporate Board, trustees are accountable to the public for the collective decisions of the Board and for the delivery and quality of educational services. A trustee must serve the community as an elected representative; however, the trustee's primary responsibility is to make decisions in the best interest of the district as a member of a corporate Board. A trustee will not allow any private interest to influence their conduct in public matters and will comply with the requirements of the School Act that relate to conflict of interest.~~

~~Trustees will conduct themselves in an ethical and business-like manner. Specifically, trustees will:~~

1. ~~Abide by the policies of the Board and all applicable legislation and regulations, including the *School Act* and the Oath of Office.~~
2. ~~Strive to instill the community's trust in the public education system by carrying out their duties in an open and collaborative manner.~~
3. ~~Base decisions on all available facts and vote their honest and unbiased conviction in every case.~~
4. ~~Recognize their duty is to represent and advocate for the best interests of all learners in the school district.~~
5. ~~Do everything possible to maintain the integrity, confidence, and dignity of the office of trustee and not use their position for personal advantage or the advantage of friends and/or family.~~
6. ~~Trustees shall work with fellow board members in a spirit of harmony & cooperation and be respectful of differences of opinion. Trustees shall refrain from engaging in unwarranted criticism, from making unjustified personal attacks on the reputation or~~

views of other trustees or staff, or taking private action that could compromise the integrity or authority of the Board. Trustees shall observe proper decorum & encourage full, open & courteous discussions in all matters with other trustees. Information that may be of potential concern should not be concealed or withheld.

7. Be aware that the public has a greater interest in the opinion of an elected official and use discretion at all times to minimize the impression that an individual trustee's statements reflect the corporate opinion of the Board.

8. Respect and abide by the majority decisions made by the Board.

9. Recognize that as individuals, trustees have no authority outside the meetings of the Board unless specifically delegated by the Board. Trustees may speak about what the Board has decided in a public meeting and individuals may state the reason for their vote.

10. Declare any conflict of interest and not participate in, vote on, or exert influence on, a decision in which the trustee has a conflict of interest, as outlined in the Conflict of Interest Policy.

11. Respect confidentiality and not divulge the contents of closed (in-camera) meetings, recognizing that a disclosure could seriously harm the Board's ability to conduct its business.

Trustees are elected in accordance with the *Local Government Act*. The British Columbia School Act prescribes eligibility requirements for running for the office of school trustee. The Board of Education of School District No. 52 is a corporate body elected by citizens of Prince Rupert.

The role of the trustee is to contribute to the board as it carries out its legislated mandate. The oath of office taken by each trustee when they assume office binds that person to work diligently and faithfully in the cause of public education. A trustee must first and foremost be concerned with the interests of the school board.

The Board of Education is a corporation. The decisions of the board in a properly constituted meeting are those of the corporation. The School Act gives no individual authority to trustees. As members of the corporate board, trustees are accountable to the public for the collective decisions of the board, and for the delivery and quality of educational services. A trustee must serve the community as an elected representative, but the trustee's primary task is to act as a member of the corporate board. School board trustees collectively and individually have a public duty to carry out their responsibilities

and the work of the board in good faith and with reasonable diligence. Trustees have one overarching responsibility – a shared public duty to advance the work of the school board. A trustee's fiduciary duties are owed to the school board (not to themselves, their family or friends) which is, in turn, accountable to the electorate.

The trustee must balance the governance role with the respective role participating in decision making that benefits the whole district while representing the interest of their community.

A trustee who is given corporate authority to act on behalf of the board may carry out duties individually but only as an agent of the board. In such cases, the actions of the trustee are those of the board, which is then responsible for them. A trustee acting individually has only the authority and status of any other citizen of the district.

Trustee Rights

Within the parameters of board policy and bylaws, trustees have a right to:

1. Voice opinions and perspectives in an open and respectful manner, and have such opinions and perspectives respected by fellow trustees and district staff;
2. Represent the interests of their constituents while maintaining a district-wide perspective;
3. Vote on issues free from pressure or lobbying by other trustees and/or district staff;
4. Receive remuneration and expense allowances as determined by the board and in compliance with the *School Act;*
5. Be provided with an orientation session when newly elected;
6. Request and receive information from the superintendent of schools or designate pertinent to district policy and operations; previous, current or pending board or board committee activities; and any other legitimate assistance pertaining to the role of the trustee or the business of the board; and,
7. Atten well-organized and purposeful meetings.

Trustee Roles and Responsibilities

Within the parameters of board policy and bylaws, trustees have a responsibility to: Make a prescribe oath of office,

1. Attend meetings of the board; participate in, and contribute to, the decisions of the board in order to provide the best solutions possible for the education of children within the district. Those trustees interested will have the opportunity to Chair the open and closed Committee of the Whole meetings on a rotational basis.

Note: The School Act indicate, 52 (2) If a trustee is continuously absent from board meetings for a period of three (3) consecutive months, unless the absence is because of illness or with the leave of the board, the office of the member is deemed to be vacant and the person who held the office is disqualified from holding office as a trustee until the next general school election.

2. Be aware of and knowledgeable about the issues that require board decisions and attend orientation sessions for new trustees conducted by district staff and the B.C. School Trustees' Association (BCSTA).
3. Commit to the importance of the public education system in a democratic society.
4. Adhere to the direction of the chair of the board, and chair of a board committee, while attending meetings.
5. Adhere to confidentiality requirements regarding personnel and property issues as well as other matters discussed and determined at in-camera meetings.
6. Respect that the chair of the board or appropriate district staff communicate on behalf of the board and when making statements to the media, PACs or employee groups make it clear that these are individual statements only and not necessarily the opinion of the board.
7. Become familiar with district policies, meeting agendas and reports in order to participate in board business.
8. Support a majority vote of the board to advance the work of the board and monitor progress to ensure decisions are implemented.
9. Refer governance queries, issues and problems not covered by board policy to the board for corporate discussion and decision.
10. Refer administrative matters to the superintendent.
11. Trustee contacts with staff shall be through the superintendent.
12. The trustee, upon receiving a complaint or an injury from a parent, staff member or community member about operations, will refer the parent, staff member, or community member back to the teacher, principal, or district office personnel and will inform the superintendent of this action.
13. Keep the board and the superintendent informed in a timely manner of all matters coming to their attention that might affect the district.
14. Provide the superintendent with counsel and advice, giving the benefit of the trustee's judgement, experience and familiarity with the community.
15. Attend external committee meetings or meetings as a board representative, as assigned, and report to the board in a timely manner.
16. When delegated responsibility, will exercise such authority within the defined terms of the reference in a responsible and effective way.

17. Participate in board/trustee development sessions so that the quality of leadership and service in the district can be enhanced.
18. Strive to develop a positive and respectful learning and working culture both within the board and the district.
19. Continue to carry out duties with integrity and responsibility during an election period.
20. Become familiar with, and adhere to, the Trustee Code of Conduct.

Board Development

As a result of elections, the board may experience changes in membership. To ensure continuity and facilitate a smooth transition from one board to the next following an election, trustees must be adequately briefed concerning existing board policy and practice, statutory requirements, initiatives and approved plans.

The board believes an orientation program is necessary for effective trusteeship.

1. The district will offer an orientation program for all trustees following an election that provides information on:
    a. Role of the trustee and the board;
    b. Organizational structures and procedures of the district;
    c. Board policy, agendas and minutes;
    d. Existing district initiatives, annual reports, budgets, financial statements and long-range plans;
    e. District programs and service;
    f. Board's function as an appeal body;
    g. Statutory and regulatory requirements, including responsibilities with regard to conflict of interest; and
    h. Trustee remuneration and expenses.
2. The district will provide financial support for trustees to attend British Columbia School Trustees Association (BCSTA) sponsored orientation seminars.
3. The board chair and superintendent are responsible for ensuring the development and implementation of the district's orientation program for trustees. The superintendent shall ensure each trustee has access to the Board Policy Handbook and Administrative Procedures Manual at the organizational meeting following a general election or at the first regular meeting of the board following a by-election.

REFERENCES

- ***BC School Act***
- **School Act, Trustee Oath of Office Regulation**
- **Policy 6130, Role of the Board Policy**
- **Policy 6260, Conflict of Interest Policy**
- **Policy 6310, Role of the Superintendent Policy**
- **Policy 6510, Board Communications Policy**