

School District No. 52 (Prince Rupert)
634 Sixth Avenue East, Prince Rupert, BC V8J 1X1
Phone: 250-624-6717 Fax: 250-624-6517
www.sd52.bc.ca



Board of School Trustees

Brian Johnson	250-627-5580	bjohnson@sd52.bc.ca
Bart Kuntz	250-624-2278	buntz@sd52.bc.ca
Tina Last (Chair)	250-627-7260	tlast@sd52.bc.ca
Barry McDonald	250-628-9906	bmcDonald@sd52.bc.ca
Janet Mirau (Vice-Chair)	250-627-7021	jmirau@sd52.bc.ca
Louisa Sanchez	250-624-6989	lsanchez@sd52.bc.ca
Russell Wiens	250-627-8417	wiens@sd52.bc.ca

Board Office/Management Team

Eric Mercer, Superintendent of Schools	250-627-0772	emercer@sd52.bc.ca
Leah Robinson, Assistant Superintendent	250-627-0773	leah@sd52.bc.ca
Kim Morris, Secretary-Treasurer	250-627-0774	kmorris@sd52.bc.ca
Peter Edwards, Director of Finance	250-627-0775	jpe@sd52.bc.ca
Frank Shale, Director of Operations	250-624-4841	frank@sd52.bc.ca
Linda Hikida, District Principal-Student Support Services	250-624-0929	lhikida@sd52.bc.ca
Debbie Leighton-Stephens, District Principal-Aboriginal Education	250-627-1536	dls@sd52.bc.ca
Wendy Atchison, Human Res. Assistant (8:00 am-4:00 pm)	250-627-0780	wendy@sd52.bc.ca
Carrie Coley, Executive Secretary (8:30 am to 4:30 pm)	250-627-0781	carriec@sd52.bc.ca
Carole Emes, Central Callout Clerk and Payroll, Support Staff (7:00 am to 3:00 pm)	250-627-0778	kelsey@sd52.bc.ca
Pat Neibergall, Payroll - Teaching (1:00 pm to 4:30 pm)	250-627-0779	pneibergall@sd52.bc.ca
Leslie Peloquin, Accounts Payable and Flight Passes (8:30 am to 11:30 am)	250-627-0777	accountspayable@sd52.bc.ca

Callout - All Employees: 250-627-8037

Maintenance/Transportation/Technology Team

500 Hays Cove Circle, Prince Rupert, BC V8J 3W1

Phone: 250-624-4841 Fax: 250-624-8168

Frank Shale, Director of Operations	cell: 250-624-1617	frank@sd52.bc.ca
Dave Salyn, Foreman - Maintenance	cell: 250-627-6758	dsalyn@sd52.bc.ca
Al Eisbrenner, Foreman - Custodial	cell: 250-627-6760	aeisbren@sd52.bc.ca
Dave Doucette, Computer Technician	cell: TBA	douce@sd52.bc.ca
Donna Thomson, Computer Technician	cell: 250-627-6606	dthomson@sd52.bc.ca
TBA - Teacher - Technology Support		TBA
Jason Wick, Teacher - CHSS Technology Support	250-624-5031	wickj@sd52.bc.ca
Sean Rumble, Teacher - PRSS Technology Support	250-624-6757	srumble@sd52.bc.ca

Student Support Services Team

825 Conrad Street, Prince Rupert, BC V8J 3B8

Phone: 250-627-7959 Fax: 250-624-6572

Linda Hikida, District Principal-Student Support Services	250-624-0929 cell: 250-627-9835	lhikida@sd52.bc.ca
Elisa Bomben, Student Support Services Secretary I	250-624-0925	ebomben@sd52.bc.ca
Donna Morse-Smith, Student Support Services Secretary I	250-624-6776	morsed@sd52.bc.ca
Mallory Burton, SET BC - Regional Coordinator	250-624-0945	mburton@sd52.bc.ca
Pearl Dashwood, Childcare Worker - Speech	250-624-0926	pdashwood@sd52.bc.ca
Joyce Dundas, Elementary Counsellor	250-624-0927	jdundas@sd52.bc.ca
Rod Hikida, SET BC Region 6 Co-ordinator - Teacher	TBA	rhikida@sd52.bc.ca
Tracey Jones, Speech Pathologist	250-624-0924	tram@sd52.bc.ca
Jit Khaira, Teacher of Deaf and Hard of Hearing	250-624-0930	pkhaira@sd52.bc.ca
Sue Neilson, Occupational Therapist	250-624-0937	sneilson@sd52.bc.ca
Leslie Peloquin, SET BC - Secretary (1:00 pm - 4:00 pm)		lpeloquin@sd52.bc.ca
Mary Saiki, Childcare Worker - Speech	250-624-0935	msaiki@sd52.bc.ca
Karen Coultish, CCW/Amplification Assistant		TBA

Curriculum Support Team

825 Conrad Street, Prince Rupert, BC V8J 3B8

Phone: 250-627-7959 Fax: 250-624-6572

Leah Robinson, Assistant Superintendent	250-627-0773	leah@sd52.bc.ca
Mike Crawford, Teacher - Career Education Consultant	250-624-5031(ext.234)	mcrawford@sd52.bc.ca
Anne Dopson, Teacher - Reading Consultant	250-624-0939	adopson@sd52.bc.ca
Christine Franes, Teacher - ESL/ELD and Early Learning		cfranes@sd52.bc.ca
Kristi Tillman, Teacher - Elementary Band (District)	cell: 250-622-9829	ktillman@sd52.bc.ca

Aboriginal Education Services Team www.sd52.bc.ca/fnes

317 Ninth Avenue West, Prince Rupert, BC V8J 2S6

Phone: 250-627-1536 Fax: 250-627-1443

Debbie Leighton-Stephens, District Principal - Aboriginal Education	ext. 222	dls@sd52.bc.ca
Fran Colussi, Secretary, Aboriginal Education	ext. 221	franc@sd52.bc.ca
Marilyn Bryant, Teacher - Aboriginal Education Program Resource	ext. 223	marilynb@sd52.bc.ca
Roberta Edzerza, Aboriginal Counsellor	250-624-0928	roberta@sd52.bc.ca
Colleen Pudsey, Teacher - LUCID Support (0.2 FTE)	tba	cpudsey@sd52.bc.ca

Schools**Prince Rupert Secondary School**

417 Ninth Avenue West, Prince Rupert, BC V8J 2S9

Phone: 250-624-6757 Fax: 250-627-1348

Sheila Wells, Principal	cell: 250-622-7550	swells@sd52.bc.ca
Kevin Leach, Vice-Principal	cell: 250-627-6512	kleach@sd52.bc.ca
Nancy Vaudry, Secretary		nvaudry@sd52.bc.ca
Jackie Kydd, Secretary		jkydd@sd52.bc.ca

December 9, 2008 Inaugural Board Meeting Results

Elected Positions			
Chair	Tina	LAST	tlast@sd52.bc.ca
Vice-Chair	Bart	KUNTZ	bkuntz@sd52.bc.ca
BCSTA Provincial Council	R Louisa	SANCHEZ	lsanchez@sd52.bc.ca
BCSTA Provincial Council Alternate	A Russell	WIENS	wiens@sd52.bc.ca
BCPSEA Representative Council Member	R Terri-Lynne	HUDDLESTONE	thuddleston@sd52.bc.ca
BCPSEA Representative Council Member Alternate	A Louisa	SANCHEZ	lsanchez@sd52.bc.ca

Committee Representation			
Performing Arts Centre	R Russell	WIENS	wiens@sd52.bc.ca
Performing Arts Centre (Alternate)	A Janet	BEIL	jbeil@sd52.bc.ca
Liaison with City of Prince Rupert	R Tina	LAST	tlast@sd52.bc.ca
Liaison with City of Prince Rupert	R Bart	KUNTZ	bkuntz@sd52.bc.ca
Aboriginal Education Council	R Louisa	SANCHEZ	lsanchez@sd52.bc.ca
Aboriginal Education Council (Alternate)	A Leonard	ALEXCEE	lalexcee@sd52.bc.ca
District Parent Advisory	R Terri-Lynne	HUDDLESTONE	thuddleston@sd52.bc.ca
District Parent Advisory (Alternate)	A Louisa	SANCHEZ	lsanchez@sd52.bc.ca
District Technology	R Janet	BEIL	jbeil@sd52.bc.ca
District Technology	R Russell	WIENS	wiens@sd52.bc.ca
Municipal Drug Strategy	R Leonard	ALEXCEE	lalexcee@sd52.bc.ca
Municipal Drug Strategy	R Louisa	SANCHEZ	lsanchez@sd52.bc.ca
Canadian Parents for French	R Janet	BEIL	jbeil@sd52.bc.ca
District Improvement Team	R Bart	KUNTZ	bkuntz@sd52.bc.ca
District Improvement Team	R Terri-Lynne	HUDDLESTONE	thuddleston@sd52.bc.ca
Primary Steering Committee	R Louisa	SANCHEZ	lsanchez@sd52.bc.ca
Intermediate Steering Committee	R Louisa	SANCHEZ	lsanchez@sd52.bc.ca
Finance and Building Committee	R Russell	WIENS	wiens@sd52.bc.ca
Finance and Building Committee	R Janet	BEIL	jbeil@sd52.bc.ca
Policy Committee	R Russell	WIENS	wiens@sd52.bc.ca
Policy Committee	R Terri-Lynne	HUDDLESTONE	thuddleston@sd52.bc.ca

R = Representative
A = Alternate

School Liaison Appointments			
Conrad Elementary School	Russell	WIENS	wiens@sd52.bc.ca
Charles Hays Secondary School	Tina	LAST	tlast@sd52.bc.ca
Hartley Bay Elementary Junior Secondary School	Leonard	ALEXCEE	lalexcee@sd52.bc.ca
Lach Klan Elementary Junior Secondary School	Janet	BEIL	jbeil@sd52.bc.ca
Lax Kxeen Elementary School	Terri-Lynne	HUDDLESTONE	thuddleston@sd52.bc.ca
Pacific Coast School	Louisa	SANCHEZ	lsanchez@sd52.bc.ca
Pineridge Elementary School	Terri-Lynne	HUDDLESTONE	thuddleston@sd52.bc.ca
Port Edward Elementary School	Janet	BEIL	jbeil@sd52.bc.ca
Prince Rupert Secondary School	Bart	KUNTZ	bkuntz@sd52.bc.ca
Roosevelt Park Community School	Louisa	SANCHEZ	lsanchez@sd52.bc.ca
Ecole Westview Elementary School	Russell	WIENS	wiens@sd52.bc.ca

Air Canada Corporate Air Pass Instructions

Prepared by: Kim Morris

Date: December 11, 2007

A APPLICATION: All Employees, Consultants & Presenters:

- 1 Check *availability* of flights by phoning Quadra Travel at 624-2215 or logging on to www.aircanada.ca
(NOTE: *do not book your flight at this point*)
- 2 Decide on itinerary (ie. date and time of flight/s)
- 3 Print and complete travel warrant (found at www.sd52.bc.ca/Publications & Forms/SD52 District Forms/Travel Warrant)
- 4 Submit travel warrant (and personal cheque if booking personal travel) for approval to:
 - School budget: school principal
 - or
 - District budget: senior manager (Eric Mercer, Bill Ford, Kim Morris, Linda Hikida, Debbie Leighton-Stephens or Frank Shale)
 - or
 - Personal: Leslie Peloquin at SBO 627-0777
- 5 Wait for e-mail confirmation of travel itinerary from Quadra Travel

B APPROVAL: School Principals, Senior Managers and Leslie Peloquin

- 1 Receive travel warrant from employee
- 2 Authorize by signing travel warrant, completing budget code and assigning a travel warrant number
- 3 Copy travel warrant by fax to:
 - Quadra Travel 250-624-3059
 - and
 - Leslie Peloquin at SBO 250-624-6517
- 4 Send any cheques to Leslie Peloquin at SBO if employee personal travel through internal mail
DO NOT AUTHORIZE TRAVEL WARRANT FOR PERSONAL TRAVEL UNLESS ACCOMPANIED BY PERSONAL CHEQUE

C BOOKING: Quadra Travel

- 1 Receive fully authorized faxed travel warrant from schools or SBO
- 2 Book flight
- 3 Update SD52 Corporate Flight Pass database
- 4 E-mail itinerary to SD52 employee
- 5 Invoice SD52 monthly for \$47.70 or \$26.50 processing fee attention: Leslie Peloquin

D PAYMENT TO QUADRA: Leslie Peloquin

- 1 Receive copies of all fully authorized travel warrants from schools and district senior managers and make second copy
- 2 Receive monthly Corporate Flight Pass database report detailing flights booked from Kim
- 3 Receive monthly invoice from Quadra Travel
- 4 Match all Quadra monthly invoice items to a travel warrant and attach to invoice
- 5 Match all database report items to travel warrant and attach to report
- 6 Forward personal cheques to Accounts Receivable: Carole Emes
- 7 Kim to authorize invoice for payment to Quadra Travel
- 8 Add invoice to accounts payable batch for payment
- 9 Return database report with attached travel warrant copies to Kim

E ANALYSIS: Kim Morris

- 1 Monitor database throughout month
- 2 Produce database report to Leslie at month end
- 3 Receive verified database report with attached travel warrant copies from Leslie
- 4 Analyze for:
 - completed travel warrants
 - personal travel reimbursements received
 - journal entry to correctly code use of flight pass credits
 - follow up other flight carriers if used
 - savings
- 5 Review process with schools, managers, Leslie and Quadra Travel
- 6 Recommend to continue program or not after one year



TRAVEL AUTHORIZATION

School District No. 52 (Prince Rupert)

634 Sixth Avenue East, Prince Rupert, BC V8J 1X1
Tel: 250-624-6717 Fax: 250-624-6517

Travel Warrant #: _____

Date: _____

Quadra Travel: 624-2215(p) 624-3059(f)
North Pacific: 627-1341(p) 627-8307(f)

School/Site/Dept: _____

This will authorize: _____
(name of person traveling – use name as on identification)

Contact info.: _____
email address phone number fax number

Aeroplan #: _____
******Please note: If your name on your Aeroplan card is different than on your identification, please advise Quadra Travel when booking trip.******

to travel:

From: _____ Date: _____
(city)

To: _____ Airline: _____
(city)

From: _____ Date: _____
(city)

To: _____ Airline: _____
(city)

Purpose of trip: _____

Charge to:

Name: _____ Budget Code: _____

Address: _____ Recoverable: yes no

If yes, please include payment.

office use only

Authorized by: _____
(Signature)

Pmt. received: yes no

(Name: please print)

Init.: _____

*** If recoverable travel, cheque payable to School District No. 52 must be attached in the amount of \$262.13 (one way) or \$519.18 (return) before trip is authorized. Travel agent will not book flights until receipt of an approved travel authorization form.**