



School District No. 54 (BULKLEY VALLEY)

AGENDA REGULAR BOARD MEETING JANUARY 26, 2021 ELECTRONIC FORMAT VIA: ZOOM 7:00PM

- 1) Call to Order
- 2) Traditional Welcome / Opening Remarks
- 3) Adoption of Agenda
- 4) Minutes: Regular Meeting Minutes – December 8, 2020
- 5) Administration Report M. McDiarmid Report Attached
- 6) Committee Reports:
 - a) Operations Committee L. Kearns Report Attached
 - b) Policy Committee F. Farrell Report Attached
 - c) Trustee Report No Reports
- 7) Unfinished Business
- 8) New Business
 - 8.1) 2020 – 2021 Amended Annual Budget
 - 8.2) 2021 – 2022 Draft School Calendar
- 9) Other Business
- 10) Reading File

Ltr. Frm. BCPVPA to BCSTA re: Thank you – 2020 – A year like no other
Ltr. Frm. BCSTA to K. Cavers – Moms Against Racism re: Racist School Assignment
Ltr. Frm. BCSTA to BCPSEA re: Labour Market Partnership Report
Ltr. Frm. Community Cancer Care Team re: Thank you – Dec 2020
Ltr. Frm. SD54 to Ms. Heather Lee re: Congratulations on Provincial Award
Ltr. Frm. Ms. S. Li to SD54 re: Thank you – District Authority Scholarship Award
Ltr. Frm. Mr. P. Rath re: Thank you – Rainbow Sidewalk at SSS
Ltr. Frm. SD05 to Minister Whiteside re: FSA's
Ltr. Frm. SD19 to BCSTA re: Letter of Thanks – Trustee Academy
Ltr. Frm. SD42 to Minister Whiteside re: Congratulations
Ltr. Frm. SD69 to Minister Whiteside re: Cancellation of FSA's for 2020-2021
Ltr. Frm. SD72 to Minister Whiteside re: Vaccination Priority

- 11) Closing Remarks –Next regular Board Meeting will be held on February 23, 2021 at the School Board Office in Smithers B.C., commencing at 7:00 p.m.
- 12) Adjournment
- 13) Public Remarks**

NOTES:

****Public Remarks:** Just a reminder to everyone that this portion of the meeting is intended to provide an opportunity for members of the public to make comments to the Board. Public remarks must be relevant to items on the approved board agenda. The Board will listen respectfully to comments but not respond to questions during this time.

Delegations: This item is intended to provide an opportunity to members of the public to make a presentation to the Board. Individuals wishing to be included on the agenda must submit a written request to the Secretary Treasurer at least one week prior to the meeting stating the subject of their presentation and including any background information to be considered by the Board. (Board Policy # 1.190)

https://www.sd54.bc.ca/apps/pages/index.jsp?uREC_ID=1098428&type=d&pREC_ID=1358978



REGULAR MEETING MINUTES
BOARD OF EDUCATION
SCHOOL DISTRICT NO. 54 (BULKLEY VALLEY)
DECEMBER 8, 2020
ELECTRONIC FORMAT VIA: ZOOM

PRESENT: Trustees: F. Farrell, J. Williams, L. Kearns, J. Krauskopf, F. Krishan, P. Michell

Trustee Absence: E. Quinlan

Staff: M. McDiarmid – Superintendent
M. Monkman – Assistant Superintendent
D. Margerm – Secretary Treasurer
B. Kingsmill – Recording Secretary

1. CALL TO ORDER

- The meeting was called to order at 7:00pm.

2. TRADITIONAL WELCOME / OPENING REMARKS

- Chairperson Williams acknowledged that we are gathered on the home of the Wit'suwit'en Nation, traditional territory of the Gidmt'en – Bear Wolf Clan and the Likhsilya – Small Frog Clan.
- Chairperson Williams welcomed all guests present to the last board meeting of the calendar year. She began by recapping 2020 as the most unusual year but acknowledged that a lot of learning came out of it. She thanked Assistant Superintendent Monkman and all of the SD54 Technology department for their ongoing tech support during the pandemic.
- Chairperson Williams then handed the meeting over to Secretary Treasurer Margerm

3. BOARD ELECTIONS

- Secretary Treasurer Dave Margerm explained the Board Election as per Board Policy 1.160 Annual Board Elections.
- Mr. Margerm requested a motion to appoint Mr. McDiarmid and Mr. Monkman as scrutineers for the election proceedings.

MOTION: It was moved by Trustee Williams and seconded by Trustee Kearns.

“That Mr. McDiarmid and Mr. Monkman be named as scrutineers.”

CARRIED

- Mr. Margerm outlined to the Board that this year any voting will be handled by Electronic Ballot set up through the Zoom platform. Once the votes are completed, Mr. McDiarmid will pass the name of the winner to Mr. Margerm via text.

- **ELECTION OF CHAIRPERSON**

- Mr. Margerm informed the Board that expression of interest was received from Trustee Williams.
- Mr. Margerm opened the floor for nominations for the position of Chairperson and called for nominations.
- Mr. Margerm called for nominations a second time. Mr. Margerm then called for further nominations a third and last time, and hearing none declared the nominations closed.
- Mr. Margerm announced that Trustee Williams was elected the Chairperson by acclamation.

- **ELECTION OF VICE CHAIRPERSON**

- Mr. Margerm informed the Board that expression of interest were received from Trustee Farrell and Trustee Kearns.
- Mr. Margerm opened the floor for nominations for the position of Vice - Chairperson and called for nominations.
- Mr. Margerm called for nominations a second time. Mr. Margerm then called for further nominations a third and last time, and hearing none declared the nominations closed.
- Trustees voted VIA Zoom Polling.
- Mr. Margerm announced that Trustee Kearns was elected the Vice Chairperson by ballot voting.

- **ELECTION OF BCPSEA REPRESENTATIVE**

- Mr. Margerm informed the Board that expression of interest was received from Trustee Kearns and Trustee Williams.
- Trustee Williams withdrew her expression of interest.
- Mr. Margerm opened the floor for nominations for the position of BCPSEA Representative, and called for nominations.
- Mr. Margerm called for nominations a second time. Mr. Margerm then called for further nominations a third and last time, and hearing none declared the nominations closed.
- Mr. Margerm announced that Trustee Kearns was elected to the position of BCPSEA Representative by acclamation

- **ELECTION OF BCSTA PROVINCIAL COUNCILOR**

- Mr. Margerm informed the Board that expression of interest was received from Trustee Farrell.
- Mr. Margerm opened the floor for nominations for the position of BCSTA Provincial Councilor, and called for nominations.
- Mr. Margerm called for nominations a second time. Mr. Margerm then called for further nominations a third and last time, and hearing none declared the nominations closed.
- Mr. Margerm announced that Trustee Farrell was elected the BCSTA Provincial Councilor by acclamation.

- **ELECTION OF INDIGENOUS EDUCATION COUNCIL REPRESENTATIVE**

- Mr. Margerm informed the Board that expression of interest was received from Trustee Krishan.
- Mr. Margerm opened the floor for nominations for the position of Indigenous Education Council Representative, and called for nominations.
- Mr. Margerm called for nominations a second time. Mr. Margerm then called for further nominations a third and last time, and hearing none declared the nominations closed.
- Mr. Margerm announced that Trustee Krishan was elected the Indigenous Education Council representative by acclamation.

MOTION: *It was moved by Trustee Williams and seconded by Trustee Krauskopf.*

"That all electronic ballots be destroyed."

CARRIED

- Trustee Williams assumed the Chair as Presiding Officer.

4. ADOPTION OF AGENDA

MOTION: *It was moved by Trustee Michell and seconded by Trustee Kearns.*

"That the agenda be accepted as presented."

CARRIED

5. ADOPTION OF MINUTES

- The Chairperson asked if there were any corrections to the regular meeting minutes of November 24, 2020 or the synopsis of the in-camera meeting minutes of November 24, 2020. There being none, the regular meeting minutes of November 24, 2020 and the synopsis of the in-camera meeting minutes of November 24, 2020 were declared approved as presented.

6. ADMINISTRATION REPORT

- Superintendent McDiarmid presented the District achievement report to the Board. Mr. Perry Rath, SSS Teacher was awarded the 'Excellence in Education' from the Smithers Chamber of Commerce and Ms. Heather Lee, SSS Drama Teacher was also recently awarded the 'Simpson and Lynds Distinguished Service Award.'
- Superintendent McDiarmid presented the student achievement report to the Board. Secondary schools have issued their first report cards of the year while elementary schools have been communicating student learning through regular communication with parents and guardians. Early Kindergarten registration for the 2021-2022 school year will take place the week of January 18-22, 2021.
- Superintendent McDiarmid presented the District initiatives report to the Board. Trustees and senior administration took part in their Annual BC School Trustees Academy on November 27-28, 2020 via Zoom. The Week of Code 2020 began on December 7th and schools are encouraged to introduce Computational Thinking and Coding activities to students and teachers.
- Superintendent McDiarmid presented the school-based initiatives report to the Board. Mr. McDiarmid highlighted all the activities happening at each one of SD54 schools for the month of December.

7.a) OPERATIONS COMMITTEE REPORT

- There was no Operations Committee meeting this month.
- Next Meeting Tuesday, January 12th, 2021.

7.b) POLICY COMMITTEE REPORT

- There was no Policy Committee meeting this month.
- Next Meeting Tuesday, January 12th, 2021.

7.c) TRUSTEE REPORTS

- Trustee's Krishan, Farrell and Williams all submitted reports from their participation in the BCSTA Fall Trustee Academy. Trustee Farrell congratulated Trustee Williams on her appointment of Chairperson of the BCSTA Northwest Branch.

8. UNFINISHED BUSINESS

- There was no unfinished business this month.

9. NEW BUSINESS

- There was no new business this month.

CARRIED

10. OTHER BUSINESS

- There was no other business this month.

11. READING FILE

MOTION: *It was moved by Trustee Farrell and seconded by Trustee Krauskopf.*

"That the information contained in the Trustee Reading File be received and filed."

CARRIED

12. CLOSING REMARKS

- Closing Remarks – Chairperson Williams wished everyone happy holidays and stay safe during the holidays. The next regular Board Meeting will be held on January 26, 2021 at the School Board Office in Smithers B.C., commencing at 7:00 p.m.. **NOTE:** Location &/or meeting delivery is subject to current Provincial Health Orders in place.

13. ADJOURNED

- The Board meeting was adjourned at 7:23 pm.

Approved by Jennifer Williams, Chairperson
of the Board of Education

Dave Margerm
Secretary Treasurer

SCHOOL DISTRICT 54

(Bulkley Valley)

REPORT FROM ADMINISTRATION

to the
Board of Education
January 26, 2021

Student Achievement

- **Completion Rates** - SD54 continues to show improvement in some categories in its high school completion rates. The Ministry is reporting Aboriginal completion rates for 2019/20 at 67.9% which continues a trend of long-term improvement in results. Overall district completion rates for 2019/20 dropped slightly to 76.7%. Given our relatively small student population, a very small number of students can have a significant impact on these rates. Last spring during the pandemic we had a difficult time reengaging our students at the alternate program – BVLC and we were expecting a dip in results. Regardless, the District remains pleased with the trend line, though there is much work still to do.
- **End of Semester** - As the end of semester one approaches, please ensure you have been in contact with your child's teachers to ensure you are up to date on any missing and or required items connected to their learning and course completion.
- **Kindergarten Registration 2021-22:** Kindergarten registration for the 2021/2022 school year took place at all SD54 elementary school from January 18-22, 2021. Due to COVID, parents had the ability to complete registration remotely this year. Also of note was the end of Kindergarten registration at Twain Sullivan Elementary as it moves to an intermediate grade configuration for the fall.
- **Contact North** - Starting in February, Houston Secondary School will be hosting a new post-secondary support program. Modeled after a successful program in Northern Ontario, this program provides space, equipment and support for students taking post-secondary courses through any University online program. Adults and secondary age students are eligible to access the program. The school district is supplying a portable behind HSS for the program.
- **Canadian Sports School** - In September the district was approached by Engage Sport North in Prince George. Our district already had a connection with this organization as they deliver the Ministry of Health's Physical Literacy initiative in elementary schools- they are visiting all of our elementary schools this week. Their proposal was to create a Canadian Sport School in the northwest with Smithers being the selected location. Canadian Sport Schools are funded by federal sports bodies including Own the Podium and the Canadian Paralympic Committee. Students apply and if successful spend the afternoons throughout the school year engaged in training specific to their sport goals along with flexible access to their academic courses. The program will bring facilities and equipment investment along with national level training expertise to our students while allowing them to remain in their home community.

SCHOOL DISTRICT 54 (Bulkley Valley)

Innovation / Initiatives

District Based Initiatives

- **Dr. Layton Schnellert & Collaboration Learning Rounds** – Starting in mid-February SD#54 is pleased to offer Professional Learning for educators led by Dr. Leyton Schnellert. These workshops will focus on competency-based instruction including 'disciplinary literacy'. Sessions will include backwards design, planning, equity, diversity, assessment and FPPL. (First Peoples Principals of Learning) Sessions are geared for teachers of Grades 5-12 and ideally, participants will choose to form a partnership/team in order to observe in partner classrooms in the 2 weeks between sessions.
- **Early Notice Incentive Program** - School District #54 offers a financial incentive to teachers and administrators who are planning to retire, to give us notice in writing on, or before, April 1, 2021. This notice is valuable in order to better plan and meet our staffing requirements. Early notice incentive letters will go out next week.
- **Coast Mountains College Partnerships** - In semester 2 several of our Coast Mountain College opportunities for secondary students are starting up. Electrical, Intro to Health and Esthetics all begin in February. Again, we would like to thank the ongoing partnership CMC has provided for SD54 and the opportunities for students.

School Based Initiatives

- **Robotics** – Normally our Robotics students attend competitions in the lower mainland each year towards the end of their courses. This year, the students will be participating in a virtual competition slated for January 23rd.

Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
 - **SSS** – 50 +/- Grades 9 students from Smithers Secondary School to travel up to Hudson Bay Mountain on January 14th, 2021. The purpose of this trip is to support the physical and health education curriculum, healthy living and community building.
 - **HSS** – 50 +/- Grades 8-12 students from Houston Secondary School to travel up to Hudson Bay Mountain on two separate occasions: February 19, 2021 and March 12, 2021. The purpose of this trip is to support the physical and health education curriculum, healthy living and community building.

Operations

- **2021–2022 Annual Facility Grant** - The 2021-2022 Annual Facility Grant (AFG) planning process will now started. This will determine how approximately \$550,000 is allocated to support the district facilities. As part of this process the District will be evaluating the feasibility and options for capital upgrades and improvements to SD54 facilities.

SCHOOL DISTRICT 54
(Bulkley Valley)

OPERATIONS COMMITTEE MEETING
Regular

January 12th, 2021

5:00 PM

School Board Office

Voting Members	Administration
L. Kearns, Chair J. Krauskopf, Alternate P. Michell J. Williams (ex officio)	M. McDiarmid, Superintendent D. Margerm, Secretary Treasurer M. Monkman, Assistant Superintendent
Regrets	

The meeting was conducted from 5:10-6:31 pm.

Welcome: *"Before we begin, I would like to acknowledge that we are gathered here today on the home of the Wit'suwit'en Nation, traditional territory of the Gidmt'en - Bear Wolf Clan."*

AGENDA

1. Mr. Margerm presented the December recalculation of funding as part of draft 2020-2021 Amended Budget. The December recalculation provides a decrease to funding of \$245,637 due to a decrease of 11 student FTE and a decrease to special education funding. The final amended budget, including expenses, will be discussed at the February meetings.
Motion: *It is recommended that the Board proceed with the first two readings of the 2020-2021 Draft Amended Budget Bylaw.*

2. Houston School Reconfiguration Update

Mr. Monkman provided a verbal update on proposed plans for the reconfiguration of Silverthorne and Twain Sullivan Elementary Schools. Given the current COVID environment and restrictions on assemblies, it was decided not to proceed with a public meeting to gather input from public stakeholders. Alternatively, public input will be accepted on-line and presentations will be provided on the District webpage. A draft schedule for transition to a primary/early learning school and an intermediate school has been created. This includes meetings for staff input and appointment and transition of resources and necessary renovations by maintenance department.

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3. COVID Update

Mr. Monkman provided an update on the COVID environment within the school system. Currently it remains much the same as Dr. Bonnie Henry and the Ministry have made no discernable changes to the current policy. The first two weeks have shown lower attendance at schools. There has been an increase in exposures within the Houston community over the holidays. Parents choosing not to send their children to school after the holiday break will not be provided an educational program from teachers unless they suffer from an illness.

4. Draft 2021-2020 District Calendar

Mr. Monkman updated the committee on issues pertaining to the draft 2021-2022 District Calendar and provided several scenarios for discussion. Mr. Monkman provided a “days of instruction” narrative to support calendar discussions (eg. 181 days of instruction annually would derive calendar). The Board would deliberate on the number of instructional days per year to set the calendar. Other factors discussed:

- planning calendar for just next year
- average days in session comparison to other districts
- last days in June and length of summer holiday
- time in session for vulnerable or indigenous students
- loss of past school time due to COVID
- union discussions RE: instructional days in August

Motion: It is resolved that the one-week calendar option recommended by senior management be distributed for public consultation.

Date & Time of Next Meeting: February 9th, 2021.

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(Bulkley Valley)

POLICY COMMITTEE MEETING

January 12th, 2021

3:00 PM

School Board Office

Voting Members	Administration
F. Farrell, Chair F. Krishan, Alternate	M. McDiarmid, Superintendent D. Margerm, Secretary Treasurer M. Monkman, Assistant Superintendent
J. Williams (ex officio)	
Regrets: E. Quinlan	

The meeting was conducted from 3:06 – 4:10 pm.

Welcome: *"Before we begin, I would like to acknowledge that we are gathered here today on the home of the Wit'suwit'en Nation, traditional territory of the Gidmt'en - Bear Wolf Clan."*

REPORT

PREVIOUS MEETING OF November 10th, 2020

Policy	Description	Type	Status	Consultation
1.300	Strategic Plan	New	In-committee	Yes
	New District Logo			
1.180	Trustee Code of Conduct	Revision	In-committee	Yes
4.100	Employee Recognition	Revision	In-committee	No
4.200	Employee and Family Assistance Program	Deletion	In-committee	No
4.320	Complaints concerning Employees	Revisions	In-committee	Yes
4.360	Employees Leaving School Premises during work hours	Deletion	In-committee	No
4.390	Retirement – Non-Teaching Employees	Deletion	In-committee	No
4.400	Arbitration & Grievance Settlement	Deletion	In-committee	No
4.500	Principal & Vice-Principal Hiring	Deletion	In-committee	No
5.260	Exchange Leaves	Deletion	In-committee	No

NEW BUSINESS

Policy	Description	Type	Status	Consultation
1.180	Trustee Code of Conduct	Revision	In-committee	Yes
1.170	Trustee Remuneration	Revision	In-committee	Yes
	Child Care Facilities	New	In-committee	Yes

Type: New, Revision, Deletion
 Status: In-committee, on-going, approved
 Consultation Yes, Not required, Complete, Rejected

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Policy 1.180 - Trustee Code of Conduct

Committee members were provided more examples of policy language. Committee discussed possible revisions to update the current policy. Revisions include clarification language relating to trustee resignation, investigation, censure process, ethical conduct, professional expectations, decorum, social media conduct, appropriate public relations, fiduciary duty, legal authority, conflict of interest, confidentiality and a complaint process of a trustee. Draft language will be provided at next policy committee meeting.

Recommendation: Committee recommends senior administration proceed with drafting revised language for updating policy and administrative procedures based on committee discussions.

Policy 1.170 – Trustee Renumeration

Committee discussed the removal of specific procedural language within the policy and generating an administrative procedure to support the policy.

Motion: Committee recommends the Board approve revised policy language and the inclusion of an administrative procedure.

Policy 10.300 - Child Care Facilities & Operations

Legislation now requires that school districts provide a policy relating to the operation of child care facilities on district property. A briefing note provided expectations for creating a district policy. Draft language will be provided at next policy committee meeting.

Recommendation: Committee recommends senior administration proceed with drafting new language for creating new policy and any administrative procedures.

Date & Time of Next Meeting: February 9th, 2021 at 3 pm

Type: New, Revision, Deletion
Status: In-committee, on-going, approved
Consultation: Yes, Not required, Complete, Rejected