



# School District No. 54 (BULKLEY VALLEY)

## AGENDA REGULAR BOARD MEETING FEBRUARY 22, 2022 SCHOOL BOARD OFFICE 7:00PM

- 1) Call to Order
- 2) Traditional Welcome / Opening Remarks
- 3) Adoption of Agenda
- 4) Minutes: Regular Meeting Minutes – January 25, 2022  
Synopsis In-Camera Meeting – January 25, 2022
- 5) Administration Report M. McDiarmid Report Attached
- 6) Committee Reports:
  - a) Operations Committee L. Kearns Report Attached
  - b) Policy Committee F. Krishan Report Attached
  - c) Trustee Report F. Farrell Report Attached
- 7) Unfinished Business
  - 7.1) 2021 – 2022 Amended Annual Budget
  - 7.2) 2022 – 2023 Draft School Calendar
- 8) New Business
- 9) Other Business
- 10) Reading File

Ltr. Frm. Ministers Whiteside & Chen to Education Partners re: Child Care Transition to the MOE
Ltr. Frm. BC Teachers Council to Education Partners re: New Teachers Survey
Ltr. Frm. SD61 to Minister Whiteside and Minister of Finance re: Capital Funding for Electric Buses
Ltr. Frm. SD61 to Climate Action Partners re: BV Hydro Net Metering Cap
Eight Letters from Parents &/or Stakeholders regarding the 2022 – 2023 Calendar Consultation
Ltr. Frm. BCSTA to Minister Whiteside re FNLC Letter on FSAs

- 11) Closing Remarks –Next regular Board Meeting will be held on March 22, 2022 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](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*)  
JANUARY 25, 2022  
**ELECTRONIC FORMAT: VIA ZOOM****

**PRESENT:** Trustees: F. Farrell, L. Kearns, F. Krishan, J. Williams, J. Krauskopf, 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 7:03pm.

**2. TRADITIONAL WELCOME / OPENING REMARKS**

- Chairperson Williams acknowledged that we are gathered on the home of the Wit'suwit'en Nation, traditional territories of the Gidmt'en – Bear Wolf Clan and the Likhshilya – Small Frog Clan .
- Chairperson Williams welcomed all guests and commented that she hopes for the School Board Meetings to be back in person soon.

**3. ADOPTION OF AGENDA**

**MOTION: *It was moved by Trustee Kearns and seconded by Trustee Farrell***

*"That the agenda be accepted as presented."*

CARRIED

**4. ADOPTION OF MINUTES**

- The Chairperson asked if there were any corrections to the regular meeting minutes of the December 7, 2021 or the synopsis of the in-camera meeting minutes of December 7, 2021. There being none, the regular meeting minutes of December 7, 2021 and the synopsis of the in-camera meeting minutes of December 7, 2021 were declared approved as presented.

**5. ADMINISTRATION REPORT**

- Superintendent McDiarmid presented the student achievement activities report to the Board: Semester One is ending this week at the high schools. Early Kindergarten registration took place during the week of January 17-21, 2022, which leads us into our preliminary budget conversations for next year.
- Superintendent McDiarmid presented the district-based initiatives to the Board. Ms. Brownlie was back virtually on January 20<sup>th</sup> to offer the next session of professional development focused on literacy. Local teach bargaining will

commence on February 3<sup>rd</sup>, 2022. Early Notice Incentive letters will be sent in the next couple of weeks for teachers and administrators that are planning on retiring this year. Once again, this year we have partnered with Coast Mountain College to have Intro to Health, and a new program Dual Credit Early Childhood Education for our students in semester 2.

- Superintendent McDiarmid presented the school based and initiatives report to the Board. Many of our schools have been enjoying outdoor activities in the snow recently. TSE & HSS held "Snow Palooza" and many schools have been enjoying cross country skiing at the Morice Mountain Nordic Ski Club and Bulkley Valley Nordic Centre.

### **Field Trip Proposals**

- The following field trips have been approved by the Assistant Superintendent:
  - **SSS** – 56 Grade 8-12 Ski and Snowboard students from Smithers Secondary to travel to Hudson Bay Mountain on four separate occasions to take part in team training. These trips will be taken through the month of January 2022. All Board requirements were met for these trips.
  - **MME** – 40 +/- Grade 6/7 students from Muheim Memorial to travel to Hudson Bay Mountain on three separate occasions for a day of skiing and snowboarding. These trips will be take on February 10, March 3 and March 24, 2022. These trips will be to support the PE and promote outdoor education responsibility. All Board requirements were met for these trips.
  - **MME** – 30 +/- Grade 6/7 students from Muheim Memorial to travel to take part in a two-day Outdoor Ed. Bootcamp on two separate occasions. These trips will be take on April 7/8 and June 2/3 , 2022. The purpose of these trips is to support the PR and Outdoor Education Curriculums and social responsibility. All Board requirements were met for these trips.
  - **SSS** - It is also noted that the previously approved Whistler Band Trip has been cancelled by the organizers due to the resurgence of COVID. We hope that 2023 will see the return of this trip.

### **6.a) OPERATIONS COMMITTEE REPORT**

- Operations Committee Chairperson Kearns presented the Operations Committee's Report from the January 11<sup>th</sup>, 2022 committee meeting.
- Next meeting date Tuesday, February 8th, 2022 @ 3:00pm

### **6.b) POLICY COMMITTEE REPORT**

- Policy Committee Chairperson Krishan presented the Policy Committee's Report from the January 11<sup>th</sup>, 2022 committee meeting.
- Policy 6.650 Financial Planning and Reporting – The Committee recommended that the draft Policy 6.650 Financial Planning be sent out for stakeholder consultation.

---

**MOTION: *It was moved by Trustee Krishan and seconded by Trustee Farrell***

*"That the Board approve the draft Policy 6.650 Financial Planning and Reporting be sent out for stakeholder consultation. "*

CARRIED

- Policy 6.700 Accumulated Surplus Management – The Committee recommended that the draft Policy 6.700 Accumulated Surplus Management be sent out for stakeholder consultation.

---

**MOTION: It was moved by Trustee Krishan and seconded by Trustee Farrell**

*“That the Board approve the draft Policy 6.700 Accumulated Surplus Management be sent out for stakeholder consultation. “*

CARRIED

- 
- Next meeting date Tuesday, February 8th, 2022 @ 3:00pm

#### **6.c) TRUSTEE REPORTS**

- Trustee’s Krauskopf, Krishan, Farrell and Williams submitted their Trustee reports from their trip to the BCSTA Trustee Academy that took place on December 2-4, 2022. Trustee Krishan expanded on his report about Ms. Deborah Jeffery from FNEESC. Her presentation at the BCSTA Trustee Academy spoke about “*racism of low expectations*” and the devastation effect it had on Indigenous learners. Her presentation was to the point and meaningful. Trustee Krishan greatly appreciated that.

#### **7. UNFINISHED BUSINESS**

- 7.1 Public Vaccine Requirement Update – Chairperson Williams announced that a public announcement will be made Wednesday, January 26<sup>th</sup>, 2022 regarding a possible vaccine mandate for the employees of SD54.

#### **8. NEW BUSINESS**

- 8.1) 2021 – 2022 Amended Annual Budget – The Operations Committee recommended that the Board Proceed with the first two readings of the 2021 – 2022 Draft Amended Budget Bylaw.
- Secretary Treasurer Margerm presented the amended budget to the Trustees and guests. Actual funding vs planned spending for the year. A more extensive report on spending will be presented in February.

---

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

*“That the Board approve the first two readings of the 2021 – 2022 Draft Amended Budget Bylaw.”*

CARRIED

- 
- 8.2) 2022 – 2023 Draft School Calendar – It was recommended that both draft 2022 – 2023 School Calendars be sent out for stakeholder consultation.
  -

---

**MOTION: It was moved by Trustee Kearns and seconded by Trustee Krishan**

*“That the Board approve the draft 2022 – 2023 School Calendars be sent out for stakeholder consultation. “*

CARRIED

**9. OTHER BUSINESS**

- No Other Business this month.

**10. READING FILE**

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

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

CARRIED

**11. CLOSING REMARKS**

- Chairperson Williams closed the meeting by reiterating that the school calendar process is always a long one. She reminded the Board members that Mr. Monkman has put a lot of time and effort into this and thanked him for his diligence on this project.
- Closing Remarks – Next regular Board Meeting will be held on February 22, 2022, commencing at 7:00 p.m. at the School Board Office in Smithers, BC.

\*NOTE: Location and meeting delivery method will be subject to current Provincial Health Orders in place.

**13. ADJOURNED**

- The Board meeting was adjourned at 7:36pm.

Approved by:

\_\_\_\_\_  
Ms. Jennifer Williams, Chairperson  
of the Board of Education

\_\_\_\_\_  
Mr. Dave Margerm  
Secretary Treasurer



**SYNOPSIS OF THE  
IN - CAMERA MEETING MINUTES  
BOARD OF EDUCATION  
SCHOOL DISTRICT NO.54 (*Bulkley Valley*)  
JANUARY 22, 2022  
ELECTRONIC FORMAT: **VIA ZOOM****

---

The regular meeting was called to order at 6:02 pm and the Board resolved to go in-camera.

- The Chair asked if there were any corrections to the in-camera meeting minutes of December 7, 2022. There being none, the in-camera meeting minutes of December 7, 2022 were declared approved as presented by the Chairperson.
- Senior Administration reported on routine staffing items, school suspensions labour relations matters.

The Board took a recess and moved out of in-camera at 6:56pm

---

The Board returned to the in-camera meeting at 7:43pm

- The Board motioned to accept the in-camera reading file.
- The Board continued to discuss a labour matter.

The Board returned to regular session at 8:14pm.

# SCHOOL DISTRICT 54

(Bulkley Valley)

---

## REPORT FROM ADMINISTRATION

to the  
Board of Education  
February 22, 2022

---

### District Update

- **District / Authority Scholarships** – we have received notification from the Ministry that the district has 17 scholarships available for distribution this year. Application packages will be sent to schools later this month and presentations will be scheduled for the week of May 16<sup>th</sup>. Trustees interested in participating in the adjudication process are encouraged to notify Mr. Monkman.
- **Equity Scan Update**- On Friday Feb. 18<sup>th</sup>, Jana Fox and Birdy Markert met with a small group of teachers to continue the process and starting to unpack the Equity Scan Survey. The goal for the day was to rework the questions for community and student engagement purposes. These surveys will generate data to help develop a district profile with the result of creating positive impacts on Indigenous student achievement.
- **Rapid Tests**- COVID Rapid tests have been distributed to schools for the staff (2 each) and student test kits are on their way. The student kits are set to arrive before spring break.

### Innovation / Initiatives

- **Pink Shirt Day!** - On Wednesday, February 23<sup>th</sup>, 2022 schools across the district and province will put on their pink shirts and stand together as we continue to ERASE bullying!
  - **WPE** - School wide art project: where every student will colour a heart designed by Michelle Stoney. They will link them all together to show that we are all connected.  
Pink Shirt Day Assembly on Tues. Feb. 22: grade 6 and 7 leadership students will lead 2 school wide assemblies showcasing a student-created video "Boomerang of Kindness" featuring grade 6 and 7 students.  
Pink Shirt Spirit Day all students will be wearing pink and take part in individual class activities celebrating kindness, compassion and friendship.
  - **TES** - Is having a whole school zoom on the 23<sup>rd</sup> to present why we wear pink on pink shirt day. Then on Pink Shirt Day we all will wear pink and classrooms do individual activities around the theme.
  - **SES**- During the week leading up to Feb.23<sup>rd</sup>, Silverthorne is practicing a kindness song and will be performing outside as a whole school and wearing pink on Wednesday.
  - **MME** - Heart Day; a class made a book and delivered flowers to Sonia at the Friendship Center on behalf of Muheim school community. Primary class and one intermediate class are working on school announcements about friendship/anti-bullying as well as an interactive bulletin board display wit positive and encouraging messages

# SCHOOL DISTRICT 54

(Bulkley Valley)

---

## District Based Initiatives

- **Faye Brownlie Learning Session** – On February 10<sup>th</sup> SD54 was pleased to continue the learning conversations with our literacy expert Faye. This recent session focused specifically on literacy instruction and assessment. The session was well attended and there were many positive comments about the conversation.
- **Performance Standards-** Administrators Julie Krall and Nicole Davey recently had a group of teachers in to continue their conversation about implementing and trialing the new performance standards coming from the Ministry of Education.

## School Based Initiatives

- **MME- Québec CARNAVAL** at the end of the month (week of celebrating including a tuque and sash dress up day, school-wide art activities, multi-media presentation in each class, skating with Bonhomme at arena and culminating on Friday, Feb 25<sup>th</sup> with an outdoor Carnaval (maple taffy, snow sculptures, horse drawn sleigh rides, music, broomball)
- **TSE- TEK day (Traditional Ecological Knowledge)** – Students spent the day at Irrigation lake where in addition to making fires and ice fishing, they learned about setting snares, saw samples of furs and had some ice rescue demonstrations from Houston Search and Rescue. The weather cooperated wonderfully and the students had an amazing, engaging day of learning.

## Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
  - **HSS** – 50 Grade 8-12 students from Houston Secondary to travel to Hudson Bay Mountain on two separate occasions to take part in physical education and for a fun day of winter activities. These trips will be taken on February 25<sup>th</sup> and March 23<sup>rd</sup>. All Board requirements were met for these trips.
  - **SSS** – 24 +/- Grade 8-12 Ski and Snowboard students from Smithers Secondary School to travel to Golden BC on February 26 to March 3, 2022 to take part in the BC High School Ski and Snowboard Provincials. All Board requirements were met for this trip.
  - **TSE** – 44 +/- Grade 4/5 students from Twain Sullivan Elementary School to travel to K'san on May 4, 2022. The purpose of this trip is to view the new totem pole that is being built and to hear about the stories of the pole by the actual carver. All Board requirements were met for this trip.
  - **WPS** – 29 +/- Grade 7 students from Walnut Park Elementary to travel to K'san on March 7, 2022. The purpose of this trip is to view the new totem pole that is being built and to hear about the stories of the pole by the actual carver. All Board requirements were met for this trip.

**SCHOOL DISTRICT 54**  
*(Bulkley Valley)*

---

**Operations**

- 2022-2023 Projected Enrollment

**SCHOOL DISTRICT 54**  
*(Bulkley Valley)*

---

**OPERATIONS COMMITTEE MEETING**  
*Regular*

February 8<sup>th</sup>, 2022

5:00 PM

School Board Office

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

*The meeting was conducted from 5:00 pm to 5:23 pm by Zoom.*

**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**

**1.     Draft 2021-2022 Amended Budget: Presentation**

Mr. Margerm presented the draft amended budget. Revenues increased, as compared to projections, by a minor amount. Total corresponding expenses have also increased accordingly. Significant increases in expenses were the result of a significant increase in sick-time coverage. The budget remains balanced.

***Motion: Committee recommends that the "Board proceed with the third (3<sup>rd</sup>) reading of the Draft 2021-2022 Amended Budget Bylaw."***

**2.     Ventilation Funding from Federal Government**

Mr. Margerm updated the committee on new ventilation funding that has been received from a Federal grant. SD54 has received \$50,000 in funding to be spent on hepa filters, mechanical and DDC controls or purchasing filters. The District has already the purchase of new hepa filters for educational spaces that are not attached to the central HVAC systems.

# SCHOOL DISTRICT 54

(Bulkley Valley)

---

**3. Calendar Consultation**

Mr. Monkman updated the committee on current input from stakeholders and the public. Responses were overwhelmingly in favour of option #1. There was also subsequent discussion around the placement of professional development days and statutory holidays.

***Motion: Committee recommends that the Board proceed with the approval of the Draft 2022-2023 District Calendar.***

---

**Date & Time of Next Meeting: March 8<sup>th</sup>, 2022.**

# SCHOOL DISTRICT 54

(Bulkley Valley)

## POLICY COMMITTEE MEETING

February 8<sup>th</sup>, 2022

3:00 PM

School Board Office

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

The meeting was conducted from 3:02 – 4:09 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 9<sup>th</sup>, 2021

Policy	Description	Type	Status	Consultation
6.650	Financial Planning and Reporting	New	In-committee	Yes
6.700	Accumulated Surplus Management	Revision	In-committee	Yes

## NEW BUSINESS

Policy	Description	Type	Status	Consultation
	Trustee Orientation	New	In-committee	Yes
	Board Self-Evaluation	New	In-committee	Yes
	Trustee Manual	Revision	In-Committee	Yes

### 1. Trustee Orientation

The Committee discussed the option of creating policy to reflect any board requirements to ensure trustees receive an orientation once joining the board. This should include an administrative procedure providing the specific requirements and presentation to support a policy. The policy and administrative procedure should provide regulations to support both new trustee orientation and form the basis for a review for experienced trustees.

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

# SCHOOL DISTRICT 54

(Bulkley Valley)

---

Orientations should be provided within three months of entering office and should be considered in conjunction with the annual BCSTA Academy if possible. All trustees, whether new or experienced shall participate in the orientation process.

The current trustee orientation presentation, provided in supporting documentation, can be used for the basis of administrative procedures. Noted that there should be a reference to the District Indigenous Council in the orientation.

**Recommendation:** *The Board discuss the recommendation to create policy and administrative procedure for trustee orientation, and send the draft back to committee to develop language for a trustee orientation policy and administrative procedures.*

## 2. Board Self-Evaluation

Committee discussed the prospect of creating a policy outlining a board evaluation or self-assessment practice. This policy and administrative procedure would provide an opportunity for trustees to reflect on their own contribution and the performance the board. The board self-evaluation could also comment on the role of the board chair.

The committee also discussed the frequency of the self-evaluation process. Possible options noted were the end of the first year and again on the 3<sup>rd</sup> or 4<sup>th</sup> year?

An evaluation process could also allow for feedback or recommendation to be passed on to a new board.

Next committee meeting will continue with discussion and have committee members come to the next meeting with recommendations and language for draft policy:

- questions/criteria for board self-evaluation
- questions or criteria for evaluation of the board chair
- parameters for frequency and/or duration
- how this policy can help a new board

**Recommendation:** *The Board arrange for a meeting of the whole at a later date to discuss draft policy and any administrative procedures.*

## 3. Trustee Manual

Committee discussed a review and update of the Trustee Manual. The manual has not been updated for several years.

**Recommendation:** *The committee begin reviewing the Trustee Manual at the March/April meetings and continue to work on individual sections over the long term.*

**Date & Time of Next Meeting: March 8<sup>th</sup>, 2022 at 3 pm**

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



*School District No. 54 (BULKLEY VALLEY)*  
"To empower all learners to live the challenges of a diverse and changing world."

PO Box 758  
Smithers, BC  
V0J 2N0  
Ph (250) 877-6820  
Fax (250) 877-6835

**TRUSTEE REPORT**  
**BCSTA Provincial Council**

Via: ZOOM  
February 12<sup>th</sup>, 2022

On Saturday February 12<sup>th</sup> 2022, I attended the BCSTA Provincial Council Meeting, via Zoom. The meeting was a business meeting which was a brief hour and forty-five minutes considering the only motion was the tabling of the Financial Committees report

There were the usual reports from the President, CEO, along with the CSBA along with the various committee reports.

Stephanie Higginson provided her report which included meetings with the new Deputy Minister and Minister Whiteside. Moreover, she mentioned the BCSTAs plan to encourage more diverse leaders to consider running for the upcoming October School Board Elections. Also mentioning the planning and hopeful return to an in-person AGM.

CEO Suzanne Hoffman tabled her report mentioning the reorganization of the office to better meet the needs of member districts.

The CSBA report mentioned BCSTA Director John Chenoweth scheduled to give a presentation at the National School Board Association AGM In San Diego.

With regard to the Finance Committee report, due to increased use of Zoom and another online platform cost have been reduced. The committee itself have cut their budget in half from 10000 to 5000 dollars due to meeting via zoom. In addition, there was a proposal to increase the expenditure of the 2022 Academy by 56 000 to cover for the new boards of education and to offer a pre-conference to new trustees.

In final the AGM was informative even with its brevity. More information can be found at BCSTA.org or through the HUB.

Respectfully submitted,

Frank Farrell  
Trustee-Provincial Councilor