



# School District No. 54 (BULKLEY VALLEY)

## AGENDA REGULAR BOARD MEETING APRIL 26, 2022 WISSET MULTI-PLEX , WITSET BC 7:00PM

- 1) Call to Order
- 2) Traditional Welcome / Opening Remarks
- 3) Adoption of Agenda
- 4) Minutes: Regular Meeting Minutes – March 22, 2022  
Synopsis In-Camera Meeting – March 22, 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 No Reports
- 7) Unfinished Business
  - 7.1) Amended 2022 – 2023 School Calendar
- 8) New Business
  - 8.1) Draft 2022-2023 Annual Budget
  - 8.2) 2022 – 2023 Capital Bylaw
- 9) Other Business
- 10) Reading File

Ltr. Frm. BC Chapter of the Coalition for Healthy School Food re: School Food Guidelines
Ltr. Frm. BC School Sports re: Rugby Declaration Memo
Ltr. Frm. BCSTA to SD93 re: Hybrid BCSTA Meetings
Ltr. Frm. BVTU re: Reponse to March 15, 2022 email
Ltr. Frm. BVTU re: Amended Calendar
Ltr. Frm. Minister Farnworth re: Provincial Funding to Improve Access to Ed Program Response
Ltr. Frm. Minister Whiteside to BCSTA re: First Nation Leadership Council
Ltr. Frm. SD05 to Multiple Ministers re: Student Funding in SD05
Ltr. Frm. SD69 to Federal and Provincial Gov't Bodies re: Request for Climate Action Resources
Ltr. Frm. SD69 to Federal and Provincial Gov't Bodies re: Universal K-12 Food Program
Ltr. Frm. BC Electoral Boundaries Commission re: Electoral District Boundaries

- 11) Closing Remarks –Next regular Board Meeting will be held on May 24, 2022 in Houston at the Houston Secondary School Library, commencing at 7:00 p.m.
- 12) Adjournment

**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)  
MARCH 22, 2022  
SCHOOL BOARD OFFICE, SMITHERS BC**

**PRESENT:** Trustees: F. Farrell, L. Kearns, F. Krishan, J. Williams,  
Trustee Regrets: 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 7:02pm.

**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.
- Chairperson Williams welcomed all guests present. Chairperson Williams commented that she felt happy looking through the board package, noticed "normal things" being announced again ie: Sports Banners, overnight field trips, SSS musical theatre production.

**3. ADOPTION OF AGENDA**

**MOTION: *It was moved by Trustee Krishan 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 February 22, 2022 or the synopsis of the in-camera meeting minutes of February 22, 2022. There being none, the regular meeting minutes of February 22, 2022 and the synopsis of the in-camera meeting minutes of February 22, 2022 were declared approved as presented.

**5. LEARNING PORTION:** SD54 Student Physical Literacy initiative presented by teachers Mr. Fehr and Ms. von Seydlitz.

**6. ADMINISTRATION REPORT**

- Superintendent McDiarmid presented a district update to the Board: 17 District / Authority Scholarships will be available for our graduating student to apply for this year. Presentations will take place the week of May 16<sup>th</sup>. Some COVID restrictions have been modified / removed.
- Superintendent McDiarmid presented the district-based initiatives to the Board. Student led conferences will be held in person on March 30 and 31<sup>st</sup>.
- Superintendent McDiarmid presented the school-based initiatives report to the Board. School Basketball has wrapped up for the year. The SSS wrestling team is headed to Nationals in April after winning their zones. The SSS Ski and Snowboard team traveled to Golden BC to take part in the BC High School Provincials and brought home three provincial banners. SSS Grad/ Staff Hockey game will make its return this year. The SSS Musical Theatre is perform a musical adaptation of Twelfth Night "What you Will "on April 8-10<sup>th</sup>, 2022.

### Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
  - **SSS** – Senior Outdoor Education students from Smithers Secondary to take part in the following field trips:

Excursion Date	Destination	Purpose	# of Students
Feb 21-25, 2022	Lake Kathlyn	Ice Rescue Skills	24
March 10, 2022	Hankin Backcountry	Ski/Snowshoe Trip	16
March 31-April 2	Silver King Basin	Hiking Trip	16
May 18-19, 2022	Dennis Lake	Overnight Survival Campout	16
May 23 -June 3, 2022	Lake Kathlyn	Canoe Skills	24
June 8-10, 2022	Nanika Kidprice	Multi-Day Canoe Trip	16

All Board requirements were met for these trips.

### Operations

- **2022-2023 Budget and Staffing** – The staffing process for the 2022-2023 has begun. The District's strategic plan has been guiding senior administration through this process.

#### 7.a) OPERATIONS COMMITTEE REPORT

- Operations Committee Chairperson Kearns presented the Operations Committee's Report from the March 8<sup>th</sup>, 2022 committee meeting.
- Next meeting date Tuesday, April 12<sup>th</sup>, 2022 @ 3:00pm

#### 7.b) POLICY COMMITTEE REPORT

- Policy Committee Chairperson Krishan presented the Policy Committee's Report from the March 8<sup>th</sup>, 2022 committee meeting.
- **Trustee Orientation** - The committee recommended that Mr. Margerm draft a policy based on the previous committee discussions and will bring it to the April committee meeting for review.
- **Board Self Evaluation** – Chairperson Williams, or designate will organize a package for distribution to trustees for the upcoming retreat meeting.

- **Board Reading File** - Mr. Margerm will research whether there are any policies on board reading files in other districts and report to the committee in April.
- Next meeting date Tuesday, April 12th, 2022 @ 3:00pm

### 7.c) TRUSTEE REPORTS

- No Trustee Reports this month

### 8. UNFINISHED BUSINESS

- No unfinished business

### 9. NEW BUSINESS

- **9.1) 2022 Trustee Stipends** – The Committee makes no recommendations to the Board in regards to a trustee stipend increase. This allows for a 2.8% increase to the trustee stipend as of July 1, 2022.

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

*“That the Board NOT accept the 2.8% increase stipend as of July 1, 2022.”*

*Two for ( Krishan / Farrell )  
Two Opposed ( Kearns & Williams)*

***Motion defeated***

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- The Board had a robust discussion on the Trustee stipend increases past and present.

### 10. OTHER BUSINESS

- The Trustees received the March 31, 2022 expenditure report in their package.

### 11. READING FILE

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

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

CARRIED

### 12. CLOSING REMARKS

- Closing Remarks – Next regular Board Meeting will be held on April 26, 2022, commencing at 7:00 p.m. at the Wiset Multi-Plex in Witset , BC.

### 14. ADJOURNED

- The Board meeting was adjourned at 8:10pm.

Approved by:

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Approved by Les Kearns, Vice Chairperson on  
behalf of Jennifer Williams, Chairperson  
of the Board of Education

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Dave Margerm  
Secretary Treasurer



**SYNOPSIS OF THE  
IN - CAMERA MEETING MINUTES  
BOARD OF EDUCATION  
SCHOOL DISTRICT NO.54 (*Bulkley Valley*)  
MARCH 22, 2022  
SCHOO BOARD OFFICE, SMITHERS, BC**

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The regular meeting was called to order at 6:07 pm and the Board resolved to go in-camera.

- The Chair asked if there were any corrections to the in-camera meeting minutes of February 22, 2022. There being none, the in-camera meeting minutes of February 22, 2022 were declared approved as presented by the Chairperson.
- Senior Administration reported on routine staffing items, school suspensions labour relations matters.

The Board returned to regular session at 6:11pm.

# SCHOOL DISTRICT 54

(Bulkley Valley)

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## REPORT FROM ADMINISTRATION

to the  
Board of Education  
April 26, 2022

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### Student Achievement

- **Staffing** - District staff have been working on staffing for the 2022-2023 school year based on enrolment projections. The process also includes the Classroom Enhancement Fund (CEF) which deals with the return of 2001 CA language. Tentatively, we believe staffing levels will be very similar to the past year with a small gain in enrollment.
- **Strategic Plan**- As the District moves through budgeting and staffing for next year, priorities in the strategic plan are providing direction. Support for vulnerable students, professional development and mentorship for teachers, social emotional support for students, outdoor learning, physical literacy and flexible learning are all being supported for next year. Updated and modernized classrooms and learning spaces is also a priority but will be funded through the district surplus.
- **District / Authority Scholarships** – SD54 has 20 District / Authority Scholarships to award this year. Presentations have been scheduled for the week of May 16th -19th, 2022. If trustees can find the time, sitting on the panel is one of the most rewarding experiences that anyone involved in education can have. The presentations are great, and a real showcase of some of our most talented students.
- **The SSS Musical Theatre Class**- Congratulations on performing a musical adaptation of Twelfth Night, *"What You Will"* on April 8, 9, 10th. Student musicians, actors and theatre technicians collaborated to produce a professional quality production. It was tremendous that they were able to perform in front of a live audience once again. Particular acknowledgement goes to drama teacher, Heather Lee, music teacher, Jordan Daviel and theatre technician, Hans Saefkow for their countless hours mentoring these students.
- **BCSSA Spring Forum** – District Administrators spent Thursday April 6<sup>th</sup> through Saturday April 9<sup>th</sup> in Vancouver, working with their colleagues on topics centered around Indigenous worldviews, and mental health and wellness. A great few days of in person learning.
- **Professional Development Day** - On our most recent pro-d day, Thursday April 14<sup>th</sup>, the District once again hosted Kevin Lamoureux. He spent a second session with school staffs as he worked through *"Imagining Schools as Places of Healing through Truth and Reconciliation"*. The staff left the session with many ideas on how to support Indigenous reconciliation in our schools. Thanks to the BVTU who collaborated with the Indigenous department to organize and provide the day for everyone.

# SCHOOL DISTRICT 54

(Bulkley Valley)

## Innovation / Initiatives

### Student Based Initiatives

- **Graduation Ceremonies** – Graduation dates for Houston Secondary and Smithers Secondary are June 17<sup>th</sup>, 2022 and June 25<sup>th</sup>, 2022 respectively.
- **Student Led Conferences**- On March 30/31 teachers arranged the annual student led conferences with parents. The sessions went well with parents attending in person for the first time in two years due to COVID restrictions.
- **District Elementary Track Meet** - The district will be hosting this (previously) annual event for the first time in two years. The planning is currently underway for the event which is scheduled to take place Friday, June 10<sup>th</sup> at the Smithers Secondary track.

### Field Trip Proposals

- The following field trips require approval by the Board of Education:
  - **TSE** – 30 +/- Grade 6 students from Twain Sullivan Elementary School to travel to Hudson Bay Mountain on March 30<sup>th</sup>, 2022 to take part in physical education and for a fun day of winter activities. All Board requirements were met for these trips.
  - **TES** – 41 Grade 4 & 5 students from Telkwa Elementary to travel to K'san on May 6, 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.
  - **TES** – 39 Grade 2,3,4 students from Telkwa Elementary to travel to K'san on May 16, 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.
  - **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 taken on **(AMENDED date) April 12/13** 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.

### Operations

- **Telkwa Elementary Renovation** - The District is currently in the process of renovating the two (2) north classrooms into a new multipurpose and learning commons. The two (2) rooms are being stripped to the studs for a complete revitalization. This is the first phase of a two-part project where the second phase will be movement of the office, restructuring the front foyer and revitalization of the main bathrooms.

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

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**OPERATIONS COMMITTEE MEETING**  
*Regular*

April 12<sup>th</sup>, 2022

5:00 PM

School Board Office

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

*Meeting was conducted from 5:03 pm – 6:09 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**

**1. Draft 2022-2023 Budget**

Mr. Margerm provided the initial draft 2022-2023 Budget and Bylaw to committee. Budget priorities and general highlights were presented to the committee. The draft 2022-2023 Budget and public presentation will be provided in May for consultation.

***Motion: Committee recommends proceeding with the first two readings of the 2022-2023 Budget Bylaw submitted at the April Committee meeting.***

**2. 2022-2023 Capital Plans Response**

The District requires approval for the 2022-2023 Capital Bylaw that registers Ministry capital funding of \$2,128,412 for the following:

Facility Name	Program Project Description	Amount Funded
HSS	CNCP - Foyer Envelope Upgrade	\$400,000
SSS	SEP- Mechanical Upgrade: Foods Room	\$400,656
SES	SEP- HVAC Upgrade (Phase 2)	\$850,000
District	BUS - 3 Buses	\$477,756

***Motion: Given unanimous consent of all trustees, the Committee recommends proceeding with all three readings for the 2022-2023 Capital Bylaw No. 22/23-CP-SD54-01 that registers Ministry capital funding in the amount of \$2,128,412.***

# SCHOOL DISTRICT 54

(Bulkley Valley)

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### 3. Amended 2022-2023 Calendar

Mr. Monkman updated the committee on the Amended 2022-2023 Calendar. There was a need for a change to the September 30<sup>th</sup> National Day for Truth and Reconciliation and an adjustment to the New Year's Day Holiday.

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

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**Date & Time of Next Meeting: May 10<sup>th</sup>, 2022 @5:00pm.**

# SCHOOL DISTRICT 54

(Bulkley Valley)

## POLICY COMMITTEE MEETING

April 12<sup>th</sup>, 2022

3:00 PM

School Board Office

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

The meeting was conducted from 3:03 pm – 3:52 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 March 8<sup>th</sup>, 2022

Policy	Description	Type	Status	Consultation
	Trustee Orientation	New	In-committee	Yes
	Board Self-Evaluation	New	In-committee	Yes
	Board Reading File	New	In-committee	Yes
	Trustee Manual	Revision	In-committee	No

#### NEW BUSINESS

Policy	Description	Type	Status	Consultation
	Video Surveillance	Revision	In-committee	Yes
	Trustee Orientation	New	In-committee	Yes
	Board Reading File	New	In-committee	Yes
	Trustee Manual	Revision	In-committee	No

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

# SCHOOL DISTRICT 54

(Bulkley Valley)

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## 1. Policy 6.430 - Video Surveillance

The Committee discussed the necessary revisions to the video surveillance policy to align the policy with the School Act and changes in FOIPPA Act. Three schools have had upgrades to their video surveillance or are in the process of updates.

***Motion: The Committee recommends the Board approve the draft revisions to Policy 6.430 Video Surveillance.***

## 2. Policy 1.400 - Trustee Orientation

The Committee discussed the revisions to the new draft Trustee Orientation Policy 1.400. The Committee considered options around providing an informational session, prior to their candidacy papers being submitted, for candidates considering running for a trustee position. It was also noted that the board chair or delegate(s) should have the possibility to attend in order to participate.

***Motion: The committee recommends the Board approve the draft Policy 1.400 Trustee Orientation.***

## 3. Board Reading File

The Committee discussed the options around providing direction through policy or administrative procedure for outlining communications regarding the reading file. The Committee supports an administrative procedure outlining general criteria for posting communications to the board reading file; though, the administrative procedure should be flexible enough for some discretion in public communications to the board.

***Recommendation: The Committee recommends Mr. McDiarmid draft language for an administrative procedure for review in the May meeting. This document should outline general parameters around the board reading file and public communication.***

## 4. Trustee Manual

The Committee discussed the possibility of an on-line trustee manual with a paper option as backup. The Committee recommends the online version of the trustee manual provide a general synopsis and supported with reference links instead of inserting actual policy or regulations into the trustee handbook. The BCSTA website should be linked within the trustee handbook. The Trustee Orientation presentation should be considered for a guide to revising the trustee handbook.

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

# SCHOOL DISTRICT 54

(Bulkley Valley)

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***Recommendation: The Committee recommends that the policy committee review the Trustee Orientation presentation and continue to draft the new Trustee Handbook based on the orientation presentation at the next May meeting.***

**Date & Time of Next Meeting: May 10<sup>th</sup>, 2022 at 3 pm**

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