



School District No. 54 (BULKLEY VALLEY)

AGENDA REGULAR BOARD MEETING MAY 25, 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 – April 27, 2021
Synopsis In-Camera Meeting – April 27, 2021
- 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 Report
- 7) Unfinished Business
7.1) 2021-2022 Draft Annual Budget
- 8) New Business
8.1) Capital Blylaw
- 9) Other Business
9.1) Expenditure Summary – May 18, 2021
- 10) Reading File

Ltr to D. Alfred re: Congratulations
Ltr. frm. BCCPAC to BCSTA re: Invitation to the Parent Education Conference
Ltr. to B. Markert re: Thank you
Ltr. frm. SD05 to Ministers Robinson and Whiteside re: Funding in SPED
Ltr. frm. SD08 to M. Roberts re: Thank you
Ltr. frm. SD08 to BCSTA re: 2021 BCSTA AGM
Ltr. frm. SD19 to BCSTA re: 2021 BCSTA AGM
Ltr. frm. SD74 to BCSTA re: 2021 BCSTA AGM

- 11) Closing Remarks –Next regular Board Meeting will be held on June 22, 2021 in Houston, BC, at Silverthorne Elementary School commencing at 7:00 p.m.

***NOTE:** Location &/or meeting delivery is subject to current Provincial Health Orders in place.

- 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)
APRIL 27, 2021
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 7:01 pm.

2. TRADITIONAL WELCOME / OPENING REMARKS

- Chairperson Williams Kearns 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 everyone to the zoom meeting, and explained that under normal circumstances we would be holding this meeting in Witset. Unfortunately, this is the 3rd year in a row that we have been unable to have our meeting there. The Board always enjoys going to Witset for the April board meetings and hopefully, next year we will be able to continue that tradition.

3. ADOPTION OF AGENDA

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

"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 April 23, 2021. There being none, the regular meeting minutes of April 23, 2021 were declared approved as presented.

5. ADMINISTRATION REPORT

- Superintendent McDiarmid presented the Student Achievement updates to the Board. Houston had a COVID exposure between April 7-13th. Staffing for the 2021 – 2022 school year has begun. 20 District /Authority Scholarships will be handed out again this year and the presentations will take the week of May 10th – 14, 2021. BCSSA Spring Forum was held via zoom on April 22nd. Teachers and district administration listened to Kevin Lamoureau a nationally recognized speaker on Reconciliation. The strategic plan is providing direction for budgeting and staffing for next year. The MOH's Physical Activity / Physical Literacy in Schools initiative is moving forward in the district elementary schools.

- Superintendent McDiarmid presented the student-based innovations and initiatives report to the Board. Graduation ceremonies are planned for June 11th and June 26th in Houston and Smithers respectively. Student Led Conferences took place on April 22nd & 23rd. The District Track Meet will be different again this year with individual schools holding their own events adhering to COVID rules.

Field Trip Proposals

- The following field trip requires approval by the Board of Education:
 - **WPS – 53 +/-** Grade 6/7 Students from Walnut Park Elementary to travel to the Smithers Rod and Gun Club on May 26, 2021. The purpose of this trip is to support the Career Education, Outdoor Education curriculum and for a proper introduction to gun safety and proper operation of firearms. Licensed instructors and RCMP members will be onsite to lead and instruct the students. All Board requirements have been met for this trip.

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

"That the proposed field trip to the Smithers Rod and Gun Club be approved as outlined."

CARRIED

Operations:

- Secretary Treasurer Margerm provided a report of the Silverthorne Daycare Project to the Board. Senior Administration is hoping to have the June Board meeting in Houston so the Trustees can have a tour of the new facility at Silverthorne.

6.a) OPERATIONS COMMITTEE REPORT

- Operations Committee Chairperson Kearns presented the Operations Committee's Report from the April 13th, 2021 committee meeting. One item will be moved to the New Business portion of the current board meeting.
- Next meeting date Tuesday, May 11th, 2021 @ 5:00pm

6.b) POLICY COMMITTEE REPORT

- Policy Committee Chairperson Farrell presented the Policy Committee's report from the April 13th, 2021 committee meeting.
- **Policy 1.180 Trustee Code of Conduct** – The Committee recommended that the draft Policy 1.180 Trustee Code of Conduct be approved as outlined.

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

- *Trustee Michell noted that the draft policy had title errors on bullets # 9 & # 10. Number 10 title should be "Conflict of Interest". Secretary Treasurer Margerm agreed and said the p would be changed to reflect the corrected title.*

"That the Board approve the amended draft Policy 1.180 Trustee Code of Conduct be approved as outlined."

CARRIED

Next Meeting Tuesday, May 11th, 2021 @ 3:00pm

6.c) TRUSTEE REPORTS

- There were Trustee Reports submitted by Trustee Farrell, Krishan, Kearns and Williams this month. Krishan – Indigenous Council Delores Alfred – Language worker - & BCSTA re: zoom meetings.

7. UNFINISHED BUSINESS

- There was no unfinished business this month.

8. NEW BUSINESS

- 8.1) 2021 – 2022 Draft Annual Budget - The Operations Committee recommended that the Board proceed with the first two readings of the Draft 2021-2022 Annual Budget Bylaw.
- Mr. Margerm provided an overview if the 2021 – 2022 Annual Draft Budget and how the Strategic Plan is guiding the creation of the annual balanced budget. One focal point was that possibility of appropriating funds out of surplus to cover COVID costs that will not be covered by the government (Approx. \$300k) next school year . (Current COVID year expenses are approximately \$900k). Surplus will be addressed in October with the Board once the current years Financial Statements are finalized.

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

“That the Board proceed with the first two readings of the 2021 - 2022 Annual Budget Bylaw.”

CARRIED

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- 8.2) **Annual School Calendar Policy-** Mr. McDiarmid provided an overview of a proposed calendar policy that identifies Board priorities for school district calendars. Identifying priorities will increase transparency with the public when calendars are created and approved. The Board and District staff have consistently put emphasis on vulnerable learners, instructional days rather than instructional minutes, non-instructional day placement and set a minimum of instructional days in a school year to support students. Administration is looking for guidance from the Board to make this process more public. Valuable information was shared and provided by the Trustees to Administration.

9. OTHER BUSINESS

- 9.1) The April 30, 2021 expenditure summary was provided to the Trustees.

10. READING FILE

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

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

CARRIED

11. CLOSING REMARKS

- Closing Remarks – Next regular Board Meeting will be held on May 25, 2021, commencing at 7:00 p.m. The meeting location or meeting delivery method will be subject to current Provincial Health Orders in place.

12. ADJOURNED

- The Board meeting was adjourned at 8:03 pm.

Approved by:

Ms. Jennifer Williams, Chairperson
of the Board of Education

Mr. Dave Margerm
Secretary Treasurer

DRAFT



**SYNOPSIS OF THE
IN - CAMERA MEETING MINUTES
BOARD OF EDUCATION
SCHOOL DISTRICT NO.54 (*Bulkley Valley*)
APRIL 27, 2021
ELECTRONIC FORMAT VIA: ZOOM**

The regular meeting was called to order at 6:01 pm and the Board resolved to go in-camera.

- The Chair asked if there were any corrections to the in-camera meeting minutes of March 23rd, 2021. There being none, the in-camera meeting minutes of March 23rd, 2021 were declared approved as presented by the Chairperson.
- Administration reported on routine staffing items and school suspensions.
- The Board Chairperson and Senior Administration reported on a variety of legal matters.

The Board returned to regular session at 6:45pm.

SCHOOL DISTRICT 54

(Bulkley Valley)

REPORT FROM ADMINISTRATION

to the
Board of Education
May 25, 2021

Innovation / Initiatives

District Based Initiatives

- **District Elementary Track-** Schools are arranging to hold their own track and field events this year and students are already training and recording their results in a variety of events.
- **NOII** – On May 12/13th the Networks of Inquiry and Indigenous Education held its annual symposium via zoom. There were teams and individuals from all over the province in attendance and two of the presenters and facilitators were Administrators of SD54 – Jana Fox and Nicole Davey. It was a rich two days of learning and our staff represented us well at this provincial meeting.
- **Capstone Presentations** – Presentations are currently underway at our secondary schools. These presentations are the culmination of the student's mandatory Career Life 12 course and are a report of the individual's learning journey in some topic or area of focus. Generally, students select an area of expertise or passion they have developed over the years such that the Capstones are very similar to the District Scholarship presentations we have seen over the years.
- **Smithers Secondary Performance** – Heather Lee (Drama), Jordan Daviel (Music) and Hans Saeflow (Theatre Tech) organized an amazing production of the musical, Oliver! Despite COVID, students worked long hours to learn scripts and the musical score along with building a full set and costuming for the musical. While the performance was recorded for parents and community to view, Heather did organize for some staff to attend each night (observing COVID 19 protocols) for the students to present to a live audience which enhanced their experience greatly. Congratulations to all involved!
- **District Scholarship Presentations** – During the week of May 10th, 19 graduating students delivered their District Authority Scholarship Presentations to adjudicators. The presentations were a powerful and varied representation of the tremendous learning journeys of these students. Included were examples of athletics, music, academics, applied skills and we are seeing the influence of the new curriculum through students using the language of the Core Competencies and the Design Thinking process. Thank you to Trustees Kearns, Williams, Farrell and Krishan for finding the time to attend as adjudicators.
- **Pro-d Recognition** – Recently, the District distributed briefcase styled bags with the new logo, to recognize teachers who booked two or more professional development sessions through our District Curriculum teacher Sandra McAulay. 55 teachers received the gift, which is a remarkable number of teachers taking advantage of professional development opportunities the District is providing.

SCHOOL DISTRICT 54

(Bulkley Valley)

- **Administration Changes**— We are happy to make the announcements that:

Mr. Dwayne Anderson will be the new Principal at Muheim Elementary, effective August 1, 2021.

The now vacant position of Vice-Principal at Houston Secondary/Twain Sullivan Elementary is posted with a closing date of June 3rd.

- **Teacher Staffing Update**— SD#54 has started the upcoming year's staffing process. Round one of teacher postings closed May 25th and positions will be awarded shortly thereafter.

Student Based Initiative

- **Graduation Ceremonies** – Both Secondary Schools are holding their graduation ceremonies soon to celebrate our graduating students while observing the provincial health guidelines for safety during COVID-19. In each case the schools are planning a ceremony where students will be presented with their diploma while a live or recorded video of the event can be made available to a wider audience.

Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
- **WPS - 42+/-** Grade 7 students from Walnut Park Elementary to travel to Tyhee Lake on June 11, 2021. The purpose of this trip is to take part in the year-end celebrations and to support the Outdoor Ed curriculum. All Board requirements have been met for this trip.

SCHOOL DISTRICT 54

(Bulkley Valley)

OPERATIONS COMMITTEE MEETING

Regular

May 11th, 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 5:07 pm – 5:45 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.”*

REPORTS

1. Draft 2021-2022 Budget

Mr. Margerm provided an overview of the 2021-2022 Draft Budget to Committee. The presentation will be presented at a regular public meeting on May 25th, 2021.

The 2021-2022 Draft Budget and Powerpoint presentation will be provided to the public on the district web page after the regular committee meeting. Public electronic input on the budget will be accepted up until the Board Meeting.

Motion: Committee recommends proceeding with the third reading of the 2021-2022 Budget Bylaw at the May board meeting unless more time is required to deliberate; the third reading would then be postponed until the June board meeting.

2. AFG Budget

Mr. Margerm updated the committee on the 2021-2022 AFG spending plan in the Draft 2021-2022 Budget presentation.

Date & Time of Next Meeting: June 8th, 2021 @ 5:00pm.

SCHOOL DISTRICT 54

(Bulkley Valley)

POLICY COMMITTEE MEETING

May 11th, 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 3:03 pm to 3:55 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 9th, 2021

Policy	Description	Type	Status	Consultation
1.180 6.910	Trustee Code of Conduct District Calendar	Revision New	In-committee	Complete

NEW BUSINESS

Policy	Description	Type	Status	Consultation
10.300 6.910 6.750	Child Care Facilities District Calendar Whistleblower – Public Interest Disclosure Act	New New New	In-committee In-committee In-Committee	Yes-Complete Yes Yes

Policy 10.300 Child Care Facilities

Committee was advised that there was no public input provided during the consultation period. Committee asked for a few revisions concerning consistent order of items particular items.

Motion: *Committee recommends the Board approve the revisions to draft Policy 10.300 Child Care Facilities.*

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

SCHOOL DISTRICT 54

(Bulkley Valley)

Policy 6.900 District Calendar

Mr. McDiarmid provided draft language for a District Calendar Policy for discussion. Draft language outlines general parameters and administrative procedures for the annual development of the district calendar. Committee recommends sending draft policy language in briefing note to the Board for discussion.

Policy 6.750 Whistleblower – Public Interest Disclosure

Mr. Margerm provided draft language for the Government required policy for Public Interest Disclosure (Whistleblower). This policy is required and recommended language has been provided by BCPSEA given its complexity and legal requirements.

Motion: Committee recommends the Board approve the draft Policy 6.750 Whistleblower – Public Interest Disclosure

Date & Time of Next Meeting: June 8th, 2021 at 3 pm

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