



**AGENDA
REGULAR BOARD MEETING
MAY 15, 2018
HOUSTON SECONDARY SCHOOL, HOUSTON, B.C.
7:00PM**

- 1) Call to Order
- 2) Traditional Welcome / Opening Remarks
- 3) Adoption of Agenda
- 4) Minutes: Regular Meeting Minutes – April 17, 2018
Synopsis In-Camera Meeting – April 17, 2018
Synopsis In-Camera Special Meeting – May 1, 2018
- 5) Learning: K – 12 Campus Initiatives
- 6) Administration Report C. van der Mark Report Attached
- 7) Committee Reports:
 - a) Operations Committee L. Collingwood Report Attached
 - b) Policy Committee P. Michell Report Attached
 - c) Trustee Report J. Williams Report Attached
F. Farrell Report Attached
- 8) Unfinished Business
7.1) 2018 – 2019 Draft Annual Budget Bylaw
- 9) New Business
8.1) 2018 – 2019 Capital Bylaw
- 10) Other Business
9.1) Expenditure Summary – April 30, 2018
- 11) Reading File

April 30, 2018 Enrolment Figures
Ltr. Frm. SD54 to Minister Fleming and Minister James re: Employer Health Tax
Ltr. Frm. SSS Youth Action to Access Smithers re: Thank you
- 12) Closing Remarks - Next Board Meeting will be held on June 19, 2018 at the School Board Office in Smithers B.C., commencing at 7:00 p.m.
- 13) Adjournment
- 14) 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 should be relevant to items on the approved 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.



REGULAR MEETING MINUTES
BOARD OF EDUCATION
SCHOOL DISTRICT NO. 54 (BULKLEY VALLEY)
APRIL 17, 2018
MORICETOWN MULTI - PLEX , WITSET B.C.

PRESENT: Trustees: F. Farrell, J. Williams, P. Michell

Via: Teleconference: L. Kearns

Regrets: L. Collingwood
B.J. Beaubien
D. Hanson

Staff Regrets: T. Bancroft – Director of Facilities and Maintenance

Staff: C. van der Mark – Superintendent
M. McDiarmid – 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 territory of the Likhshilya – Small Frog Clan.
- Chairperson Williams welcomed all guests present. Trustee Collingwood, Beaubien and Hanson send their regrets. Trustee Kearns is joining them meeting via conference call. Chairperson Williams acknowledged the Humboldt Broncos tragedy expressing that this tragedy affects us all as we have our own children, school district student's and coaches travelling all over the province to get to their sporting events. She hopes a tragedy never happens again. Chairperson Williams asked for a moment of silence to remember everyone who lost their lives and to think of all those involved who are still healing.

3. ADOPTION OF AGENDA

MOTION: *It was moved by Trustee Michell 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 March 20, 2018 or the synopsis of the in-camera meeting minutes of March 20, 2018. There being none, the regular meeting minutes of March 20, 2018 and the synopsis of the in-camera meeting minutes of March 20, 2018 were declared approved as presented.

6. ADMINISTRATION REPORT

- Superintendent van der Mark spoke of the Humboldt tragedy. It has been a tough couple of weeks and our thoughts have been with the people of Humboldt. He thanked all the schools and staff for participating in Jersey Day.
- Superintendent van der Mark presented the student achievement report to the Board. District staff have been working on staffing for the 2018-19 school year. SSS Theatre and Band students will be presenting "**Chicago**" April 20-22, 2018. The District will be handing out 21 District Authority Scholarships this year. Presentations will take place the week of May 7-11th. Muheim Memorial had a number of students participate in the District Science Fair recently. The results were: Nicholas Gagnon - Silver Grade 4. Sacha Fluery Allen and Lucia Gardezy - Silver and Tyhee Lake award Grade 4/5; Wren Williston Gold Grade 4, Chloe Williston Gold Grade 7 and is off to the Nationals!
- Superintendent van der Mark presented the innovations and initiatives report to the Board. The PLC/NOII group met on April 9th to share their inquiry projects and discuss education on both the local and international level. A large group of teachers attended the BCSSA Spring Form on April 5th to participate in learning sessions led by Dylan William. Ms. Faye Brownlie will be returning to the district on April 30th and May 1st to work with our teachers. She will also be providing a keynote address in both in Houston and in Smithers. The Changing Results for ALL Learners group will meet for one last time this year at the end of April or early May. NOII educators and administration will be attending a seminar on May 11th & 12th led by Dr.'s Halbert and Kaser. SD54 teacher Jana Fox will be a co-facilitator for this seminar. On the April 20th non-instructional day, District Principal of Aboriginal Education Birdy Markert and her team will be hosting an Indigenous Education Symposium here in the District.
- Superintendent van der Mark presented the school based initiatives report to the Board. Graduations ceremonies are coming up and will be held on June 15th at HSS and June 23rd at SSS. Once again MME students had an excellent showing at this year's Concours (French public speaking contest) event. Mr. Monkman, District Principal of Technology and Invocation is a part of the Ministry's "WonderLab" project, they have now requested that SD54's participation in the prototyping phase. They will be coming up in May to work with some of our staff members during this time.

Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
 - **HSS** – 12 +/- Grade 10-12 students from Houston Secondary School to travel up to Hudson Bay Mountain on April 5, 2018. The purpose of this trip is to support PE curriculum and health living. All Board requirements have been met for this trip.
 - **TSE** – 3 +/- Grade 6-7 students from Twain Sullivan Elementary School travel to Prince Rupert, BC on April 13-14, 2018 to participate in the District Science Fair. All Board requirements have been met for this trip.
 - **SIL** – 19 +/- Kindergarten students from Silverthorne Elementary School to travel to Mountainview Adventures (Telkwa High Road) on June 22, 2018 for a day of horseback riding and wildlife viewing. All Board requirements have been met for this trip.
- The following field trip require approval by the Board of Education:
 - **MME** – 45 +/- Grade 6-7 students from Muheim Memorial Elementary School to travel to the BV Rod and Gun Club on June 14, 2018 to take part in firearm safety training, trap shooting and wilderness navigation. This field trip is to support the Outdoor Ed student curriculum.

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

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

CARRIED

7.a) OPERATIONS COMMITTEE REPORT

- Operations Chairperson Kearns presented the Operations Committee's Report from the April 10th, 2018 committee meeting.
- **Town of Smithers** – The committee recommended that Mr. van der Mark meeting with the CAO for the Town of Smithers to investigate areas of possible future collaborations and priorities. Superintendent van der Mark updated the Board on his initial telephone call with the CAO.
- Next Meeting Tuesday, May 1st, 2018 @ 3:00pm.

7.b) POLICY COMMITTEE REPORT

- Policy Committee Chairperson Michell presented the Policy Committee's Report from the April 10th, 2018 committee meeting.
- **Accumulated Surplus Policy – Policy 6.700** - The committee recommended that Mr. Margerm create a draft version of the surplus policy using the samples suggested for review at the April 17th, 2018 board meeting. Mr. Margerm presented the draft accumulated surplus police #6.700 to the Board as requested by the policy committee.

MOTION: It was moved by Trustee Michell and seconded by Trustee Farrell.

"That the Board approve the draft Policy 6.700 – Accumulated Surplus Policy be sent out for stakeholder consultation."

CARRIED

- **Diversity & Non-Discrimination** – It was recommended by the Policy Committee that the Board adopt the proposed draft language for Administrative Procedures - Diversity & Non – Discrimination and send it out to stakeholders as an information item.
- Next Meeting Tuesday, May 1st, 2018 @ 5:00pm.

7.c) TRUSTEE REPORTS

- There were no Trustee reports submitted this month.

8. UNFINISHED BUSINESS

- There was no unfinished business this month.

9. NEW BUSINESS

- **2018 – 2019 – Draft Annual Budget Bylaw** – Secretary Treasurer Margerm presented a report to the Board on the draft budget.

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

"That the Board proceed with the first two readings of the 2018 - 2019 Annual Budget Bylaw."

CARRIED

10. OTHER BUSINESS

- 10.1) The March 31, 2018 expenditure summary was provided to the Trustees.

11. READING FILE

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

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

CARRIED

12. CLOSING REMARKS

- The next regularly scheduled School Board meeting will be held on Tuesday, May 15, 2018 commencing at 7:00 pm at the at the Houston Secondary School library.

13. ADJOURNED

- The Board meeting was adjourned at 7:53pm.

Approved by Jennifer Williams, Chairperson
of the Board of Education

Dave Margern
Secretary Treasurer

DRAFT



SYNOPSIS
OF
IN-CAMERA MEETING
SCHOOL DISTRICT #54 (Bulkley Valley)
APRIL 17, 2018
MORICETOWN MULTI - PLEX , WISSET B.C.

The regular meeting was called to order at 6:00pm and the Board resolved to go in-camera.

- The Chair asked if there were any corrections to the In-Camera meeting minutes of March 20, 2018. There being none, the In-Camera meeting minutes of March 20, 2018 declared approved as presented by the Chairperson.
- Administration reported on routine staffing matters.
- The Operations Committee reported on a labour relations matter.

The Board returned to regular session at 6:19pm.



**SYNOPSIS
OF
SPECIAL IN-CAMERA MEETING
SCHOOL DISTRICT #54 (Bulkley Valley)
MAY 1, 2018
SCHOOL BOARD OFFICE, SMITHERS B.C.**

The regular meeting was called to order at 4:45pm and the Board resolved to go in-camera.

- Administration reported on a real property matter.

The Board returned to regular session at 4:55pm.

DRAFT

SCHOOL DISTRICT 54

(Bulkley Valley)

REPORT FROM ADMINISTRATION

to the
Board of Education
May 15, 2018

Student Achievement

- **SSS Drama** - Last month the SSS drama, theatre, and music students performed '**Chicago**' to packed houses at the Della Herman Theatre. Once again, the quality of the show was sensational! Thanks to everyone who helped make it such an amazing event.
- **Education Funding Review** – Chairperson Williams, Superintendent van der Mark and Assistant Secretary Treasurer Perreault were joined by district representatives from across the region to discuss and provide feedback for the funding review with a provincial panel. All appreciated the open, honest and candid nature of the discussion. It is a difficult discussion without specific changes to the quantum, but all recognize the challenges of funding across the sector given the varying geography and population of districts.
- **District / Authority Scholarships** – Grade 12 students from Houston Secondary and Smithers Secondary completed their presentations last week over a three day period. They were competing for 21 scholarships for \$1,250 each. The presentations were of a wide variety and a great showcase of skills from some of our best students. An excellent and rewarding three days. Thanks to the trustees for giving up their time to watch these students showcase their learning. We would also like to thank Ms. Kristy Bachman and Ms. Cheryl Becker for helping the students with their presentations and developing the schedule at each respective site.
- **Thompson Rivers University** – TRU has recruited SSS student athlete Chantal Gammie to their women's soccer team.

Innovation / Initiatives

District Based Initiatives

- **Year End Celebration** – On Wednesday, June 13, 2018 we will be recognizing retirees and employees who will be awarded long service pins. This event will take place at Smithers Golf Course from 4:30 – 6:30pm. We encourage everyone to attend to recognize honoured staff members.
- **Learning Collaboration Rounds** – On April 30 and May 1, teachers from across the district participated in the final round of collaboration and demo lessons. They were joined by Ms. Faye Brownlie (international literacy consultant), who also provided keynote addresses in both Houston and Smithers. Once again, we are proud of the commitment to learning shown by our educators.

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- **Changing Results for ALL Learners (CR4AL)** – K- 7 teachers from across the district wrapped up their final collaborative inquiry sessions. This work has allowed teachers to meet with colleagues of similar grades and discuss specific challenges and opportunities related to the work they do in classrooms. Thanks to Ms. Lynn Rutley for facilitating this work and to Ms. Jo-Anne Goble and Ms. Sandra McAulay for supporting the project.
- **KMBR Architects** – SD#54 was happy to host KMBR for a discussion on the possibilities when planning educational spaces and facilities. As the District pursues enhancements for Houston Secondary/Twain, the Learning Commons at Smithers Secondary and the Walnut Park project, it was enlightening to think about benefits of thoughtful space.
- **District Elementary Track** - On Friday, June 1st the Annual Elementary Track Meet will be held at SSS. Contact your local elementary school for more info.
- **Ready, Set, Learn** - During the week of April 23rd to 27th, the District hosted the annual Ready, Set, Learn initiative. Families and their three and four year-olds engaged in play-based early learning activities while finding out about the early learning programs and services offered by the School District and the school. It was a fun filled session of activities, snacks and families leave with a gift bag of resources.
- **Network of Inquiry and Innovation** - Educators and administration from SD54 joined others from around the province on May 10-12 in Vancouver at this annual learning conversation. We were proud to have Ms. Jana Fox selected to facilitate this conference.
- **Innovation/Modernization “Wonderlab”**—The WonderLab is envisioned as a modern physical and virtual learning environment that will enable students to apply the revised curriculum, and allow students and teachers to collaborate. At this stage the WonderLab concept is a hypothesis that needs to be explored from a multitude of perspectives.

Ministry staff from this project spent Friday, May 11, working with and teaching SD54 staff about the project and asking them to provide feedback on low-fidelity prototypes and design their own service experiences. Thanks to Mr. Monkman for his leadership in this project.
- **Mental Health** – Assistant Superintendent McDiarmid, Principal of Learner Support, Ms. Cathy van der Mark and counselors Brigit Laskowski and Inderjit Grewal participated in a provincial panel discussion in Vancouver, sharing the SD54 strategy.

School Based Initiatives

- **Graduation Ceremonies** – Graduation dates for Houston Secondary and Smithers Secondary are June 15th and June 23rd, respectively.

SCHOOL DISTRICT 54

(Bulkley Valley)

Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
 - **HSS – 13 +/-** Grade 10-12 students from Houston Secondary School to travel to Rock Nest Ranch on multiple occasions in May 2018. The purpose of this trip is to practice their paddling skills for their upcoming trip to Nanika – Kidprice Provincial Park. All Board requirements have been met for these trips.
 - **HSS – 13 +/-** Grade 10-12 students from Houston Secondary School to travel to Nanika – Kidprice Provincial Park on June 1 – 4, 2018. The purpose of this trip is to support PE and outdoor education curriculum. All Board requirements have been met for this trip.
 - **SSS – 8 +/-** Grade 9-12 students from Smithers Secondary School to travel to Vancouver, BC on May 15-16, 2018 to participate in #BCTech Summit 2018 Youth Innovation Day. All Board requirements have been met for this trip.
 - **SIL – 42 +/-** Grade 3-5 students from Silverthorne Elementary School to travel to Fort St. James National Historic Site on June 18-19, 2018. The purpose of this trip is to increase awareness of First Nation's culture and history. All Board requirements have been met for this trip.

Operations

- **Lake Kathlyn Elementary School** - School District 54 will be proceeding with renting a portion of the Lake Kathlyn School property to a local early child-care provider. This will generate revenues to support the facility until an application to dispose has been processed and a Ministry response has been received. The Ministry of Education promotes the use of vacant facilities to support early childhood care and education while the Board considers the future of surplus property.
- **Muheim Elementary School** - School District 54 has received a playground grant of \$105,000 to support a new playground at Muheim Elementary School. The maintenance department and school staff will be working on a plan to install this playground by March 2019.

SCHOOL DISTRICT 54

(Bulkley Valley)

OPERATIONS COMMITTEE MEETING

Regular

May 1st, 2018

3:00 PM

School Board Office

Voting Members	Administration
L. Kearns, Chair L. Collingwood, Alternate D. Hanson J. Williams (ex officio)	C. van der Mark, Superintendent D. Margerm, Secretary Treasurer M. McDiarmid, Assistant Superintendent
Regrets:	

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. 2018-2019 Draft Budget

Mr. Margerm provided an overview of the balanced 2018-2019 Draft Budget to the Committee. It will also be presented at a public meeting on Tuesday, May 8th, 2018 and again at the public board meeting on Tuesday, May 15th in Houston. The **Committee recommends proceeding with the third reading of the 2018-2019 Budget Bylaw.**

2. Board Strategic Plan

Mr. van der Mark reviewed the outcomes of the Board's retreat on creating a district vision plan. There were discussions around what works within the school district and where challenges existed. Next steps involve consulting stakeholders and developing goals and actions in strategic areas. The Board may want to arrange for meetings to be held in June, September or October.

3. 21st Century Learning Presentation & Walnut Park School Consultations

Mr. Margerm advised the committee that there will be a 21st Century Design presentation from KMBR Architects on Thursday, May 3rd at 7 pm at SBO. There will also be a public consultation meeting on design concepts for Walnut Park on Thursday, May 17 at 7 pm in the event that there is approval of a replacement school. The District is moving forward with consultations and planning prior to any public announcement.

Date & Time of Next Meeting: 3 pm – June 5th, 2018.

SCHOOL DISTRICT 54

(Bulkley Valley)

POLICY COMMITTEE MEETING

May 1st, 2018

5:00 PM

School Board Office

Voting Members	Administration
F. Farrell, Chair B. Beaubien J. Williams (ex officio)	C. van der Mark, Superintendent D. Margerm, Secretary Treasurer M. McDiarmid, Assistant Superintendent
Regrets: P. Michell	

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'eh - Bear Wolf Clan."*

AGENDA

PREVIOUS MEETING OF April 3rd, 2018

Policy	Description	Type	Status	Consultation
	Accumulated Surplus Policy Diversity & Non-discrimination (SOGI) – AP	New	In-Committee	Yes (in progress) Not required
	Policy & AP Framework	Revised	On-going	Not required

NEW BUSINESS

Revisions

Policy	Description	Type	Status	Consultation
11.400	International Travel Reporting (BN-P-1)	Revision New	In-Committee In-committee	Complete Yes
	Policy & AP Framework		On-going	Not required

- **International Travel Policy 11.400**

Policy 11.400 has gone through broad public consultation with no feedback. **Committee recommends the International Travel Policy 11.400 proceed to the Board for approval.**

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

SCHOOL DISTRICT 54

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- **Communication Student Learning Policy 9.970**

Mr. McDiarmid reviewed the draft Policy 9.970 on Communicating Student Learning which outlines expectations for student reporting. Teachers have been consulted and approve of the language in draft policy and administrative procedures. *The committee recommended that the draft 'Policy 9.970 - Communication Student Learning' be sent out for public consultation.*

Date & Time of Next Meeting: 5 pm – June 5th, 2018

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."

TRUSTEE REPORT

BCSTA AGM 2018

April 26-29, 2018

Richmond, BC

Day 1

Board Chairs meeting: A time for learning how the other district are doing around the province, challenges and successes.

Keynote Speaker:

Dr. Santa Ono, President UNBC

Professor Ono talked about how traditional methods of teaching and learning are being transformed as we prepare our students to meet the challenges of a world very different from the one experienced by their parents and grandparents. He was an engaging speaker with very forward thinking ideas.

Day 2

Northwest Branch AGM

Plenary 1

Eric Termuende co-founder NoW Innovations: the focus of this presentation was around preparing students for the work place and the challenges they face with technology and working independently or a team.

Plenary2

Mike Downie, Film maker, co-creator "*Secret Path*": This was one of the most engaging and emotional talks I have ever been to. I am not able to put into words how touching his story about the road to completing the story "*Secret Path*". His stories with in the story made it come to life. Ask me about it next time you see me.

Concurrent session

Preparing for the Trustee Elections

The session was based around new election bylaws and financial responsibilities for those running.

Day 3

BCSTA AGM

All of day 3 was the business portion of the meeting. The members re-elected Gordon Swan as president, Stephanie Higginson as Vic- Chair and a Board of Directors and voted on 47 motions that were on the floor.

If you have any other questions please visit BCSTA'S website.

Respectfully submitted by,

Trustee Jennifer Williams
Board Chairperson



School District No. 54 (BULKLEY VALLEY)

"To empower all learners to live the challenges of a diverse and changing world."

TRUSTEE REPORT

BCSTA AGM 2018

April 26-29, 2018

Richmond, BC

From Thursday April 26th to Sunday April 29th I attended the 114th BCSTA AGM Held in the Sheraton Airport Hotel in Richmond, BC. The theme for the event was entitled "Working together for successful student transitions".

Once I arrived at the locale for the AGM I immediately attended the BCSTA Finance committee meeting as a committee member. We were briefed on the report that would be voted upon at the Provincial Council Meeting on Saturday.

From there I attended the opening ceremonies which included guest speaker. Santo Ono the Dean of the University of British Columbia. Dr. Ono discussed the potential of the university in reaching out to those that weren't necessarily accepted in the past. Righting the wrongs towards many disenfranchised including indigenous communities and other institutions with a common cause. Moreover, Ono announced more construction plans that envisioned to seriously increasing the student housing opportunities at the university.

The Friday morning session started with our Northwest Branch breakfast meeting. Amongst the item discussed was to forgo an election for a Branch President until the following year. From there, and after President Gordon Swan's remarks, was Eric Termuende, Co-Founder of NoW Innovations. Termuende offered a changing vision of workplace culture in a social media world.

Perhaps the most moving presentation given in recent memory was one given by Mike Downie, Filmmaker and Co-Creator of, Secret Path. He along with his brother the late Gord Downie shared story of an Ojibway boy who died while trying return to his home after escaping from his residential school. Truly moving as both the story of the boy and Downie is interwoven in emotion. After that presentation we were given a treat of Nisga'a Dancers performing a number of songs in their traditional language.

I was fortunate to be able to attend a plenary session on mental health and wellbeing in the school system. What was refreshing was the discussion was based upon a pilot project in which SD 54 was involved.

It was from there where the business of electing a new board of directors was in full swing. The Friday afternoon forum was followed by speeches and voting on Saturday. Gordon Swan returned as President with three new directors. 44 Motions along with 3 late motions were voted on. Most noteworthy was the motion to request that the voting age for Trustee Elections be changed from 18 to 16.

Finally I attended a breakfast with Branch Presidents, Committee Chairs and designate, along with the new Board of Directors of The BCSTA.

Respectfully submitted by,

Trustee Frank Farrell