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**REGULAR MEETING MINUTES  
BOARD OF EDUCATION  
SCHOOL DISTRICT NO.54 (Bulkley Valley)  
JUNE 28, 2022  
SCHOOL BOARD OFFICE, SMITHERS BC**

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

**VIA ZOOM:** F. Krishan,

**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 7:01pm.

### 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 everyone to the last board meeting of the year. June has been very busy for everyone. Trustee's and senior administration travelled to Witset for a business feast celebrating the signing of the Local Education Agreement and the development of the new logo. Thank you goes out to Trustee Michell and Ms. Birdy Markert for organizing and welcoming us. Both high schools had their grad ceremonies and Trustees were present to see the students cross the stage. Congratulations to all the retirees who will be leaving the District this year. The longest serving retiree had 34 years of service!

### 3. ADOPTION OF AGENDA

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

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

CARRIED

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### 4. ADOPTION OF MINUTES

- The Chairperson asked if there were any corrections to the regular meeting minutes of the May 24, 2022 or the synopsis of the in-camera meeting minutes of May 24, 2022. There being none, the regular meeting minutes of May 24, 2022 and the synopsis of the in-camera meeting minutes of May 24, 2022 were declared approved as presented.

## 5. ADMINISTRATION REPORT

- Superintendent McDiarmid presented the district update to the Board: Staffing for next year is almost complete. We may enter the summer with some vacancies. The Ready Set Learn program was held in our elementary schools over the last few weeks.
- Superintendent McDiarmid presented the District based initiatives to the Board: Nineteen (19) staff members retired this year. We thank them all for their service to our students.
- Superintendent McDiarmid presented the student-based initiatives to the Board: Graduation ceremonies took place at both High Schools in June. The Time Capsule that was sealed in 2000 was opened at SSS on June 15<sup>th</sup>. It was the first time the entire SSS student population came together in two years. National Indigenous Peoples Day was celebrated at all schools on June 21<sup>st</sup>. It was a very busy day across the district.

### Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
  - **SIL** – 57 +/- Grade 3 Students from Silverthorne Elementary to travel to Tyhee Lake, In Telkwa B.C. on June 28, 2022. The purpose of this trip is to hold an end of year transition celebration. All Board requirements have been met for this trip.
  - **SSS** – 20 +/- Grade 8-11 students from SSS to travel to Tyhee Lake on June 17, 2022. The purpose of this trip is to study riparian ecosystems and lake habitats. All Board requirements have been met for this trip.
  - **TES** – 42 +/- Kindergarten and Grady 4/5 students from Telkwa Elementary to hike up to Crater Lake on June 23, 2022. The purpose of this trip is to build school community and to support the PE and Outdoor Education curriculum. All Board requirements have been met for this trip.

The following field trip requires approval by the Board of Education:

- **SSS** – 43 +/- Grade 10-12 SSS Sr. Concert Band and SSS Sr. Jazz Band Students travelling to Havana Cuba to take part in Education Performance Tour to Cuba the during the period of May 15<sup>th</sup> – May 24<sup>th</sup> , 2023. Departure and return dates are subject to flight schedules. Board approval will be subject to the required travel documentation being supplied to the board office including the finalized list of students travelling.

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

*“That the Board approve the proposed field trip to Cuba in May 2023 as outlined.”*

The Trustee had a fulsome discussion about students travelling out of country during the current pandemic. Even though this trip is nine (9) months away the Trustees felt that all students travelling should have to provide Medical Travel Insurance in addition to COVID travel insurance.

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

*“That the Board amend the motion on the floor to include the Medical Travel Insurance requirement. “*

CARRIED

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

"That the Board approve the proposed field trip ***IN PRINCIPAL*** to Cuba in May 2023 as outlined with proof of medical insurance provided to the board by September 15<sup>th</sup> for final approval."

CARRIED

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**6.a) OPERATIONS COMMITTEE REPORT**

- Operations Committee Chairperson Kearns presented the Operations Committee's Report from the June 14<sup>th</sup>, 2022 committee meeting. Two items were moved to the New Business portion of the meeting.
- **2022 General Elections** - The committee recommended that Secretary Treasurer Dave Margerm and Bobbie Kingsmill, Human Resources Administrator be appointed Chief Elections Officer and Deputy Chief Election's officer respectively.

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

*"The approves that pursuant to Section 41(1) and (2) of the Local Government Act, Dave Margerm, Secretary Treasurer, be appointed Chief Election Officer for conducting the 2022 general local elections with power to appoint other election officials as required for the administration and conduct of the 2022 general local elections; and that Bobbie Kingsmill, Human Resources Administrator, be appointed Deputy Chief Election Officer for the 2022 general local election."*

CARRIED

- Next meeting date Tuesday, September 13<sup>th</sup>, 2022 @ 5:00pm

**6.b) POLICY COMMITTEE REPORT**

- Policy Committee Chairperson Krishan presented the Policy Committee's Report from the June 14<sup>th</sup>, 2022 committee meeting.
- Policy 1.400 Trustee Orientation – The committee recommended that the draft Policy 1.400 Trustee Orientation be approved as presented.

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

*"That the Board approve the draft Policy 1.400 Trustee Orientation as presented. "*

CARRIED

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- **Policy 6.430 Video Surveillance** – The committee recommended that the draft Policy 6.430 Video Surveillance be approved as presented.

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

*"That the Board approve the draft Policy 6.430 Video Surveillance as presented. "*

CARRIED

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- **Trustee Handbook** – The committee requested that Mr. Margerm complete the final two sections concerning finances and capital and provide a draft copy of the complete document with revisions to the committee in September.
- Next meeting date Tuesday, September 13<sup>th</sup>, 2022 @ 3:00pm

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

- Trustee Farrell submitted a trustee report this month. Trustee Farrell thanked everyone who participated in the Witset feast. Trustee Krishan spoke about the feast and his interaction with Sharon Redford, Indigenous Education Support Worker, who will be retiring from the District this year.

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

- There was no unfinished business this month.

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

- 8.1) Strategic Plan Review - Superintendent McDiarmid provided a year end Strategic Plan update.
- 8.2) 2023 – 2024 Capital Plan Review – Mr. Margerm provided a review of the capital plan submission to the board. The operations committee recommended to approve the Draft 2023-2024 District Major and Minor Capital plan as outlined.

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

*“That the Board approve the Draft 2023-2024 District Major Capital Plan as presented.”*

CARRIED

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

*“That the Board approve the Draft 2023-2024 District Minor Capital Plan as presented.”*

CARRIED

#### **9. OTHER BUSINESS**

- 9.1) The expenditure summary was provided to the Trustees.

#### **10. READING FILE**

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

*“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 September 27, 2022, commencing at 7:00 p.m. at the School Board Office in Smithers, BC.
- Chairperson Williams thanked everyone for the work that was completed this past year.

**12. ADJOURNED**


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

Approved by:



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Approved by Jennifer Williams, Chairperson  
of the Board of Education



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Dave Margem  
Secretary Treasurer