





**REGULAR MEETING MINUTES**  
**BOARD OF EDUCATION**  
**SCHOOL DISTRICT NO. 54 (BULKLEY VALLEY)**  
**MAY 16, 2017**  
**SILVERTHORNE ELEMENTARY SCHOOL, HOUSTON B.C.**

**PRESENT: Trustees:** L. Kearns, F. Farrell, J. Williams, L. Collingwood, P. Michell, B.J. Beaubien  
D. Hanson

**Staff:** C. van der Mark – Superintendent of Schools  
M. McDiarmid – Assistant Superintendent of Schools  
D. Margerm – Secretary Treasurer  
B. Kingsmill – Recording Secretary

**1. CALL TO ORDER**

- The meeting was called to order at 7:00pm

**2. TRADITIONAL WELCOME / OPENING REMARKS**

- Chairperson Kearns acknowledged that we are gathered on the home of the Wit'suwit'en Nation, traditional territory of the Likhsilya – Small Frog Clan.
- Chairperson Kearns welcomed all guests present. Chairperson Kearns spoke about the recent provincial election and how important it is to get out and vote. He also attended the District Authority Scholarships presentations again this year where students competed for \$1,250 scholarships. He said that once again this year the presentations were wonderful and was impressed by the increasingly variety of skills presented by the students. Trustee Farrell commented that there was so much enthusiasm by the students that it gives him hope for the future.

**3. DELEGATION** – Smithers Parents for French

**4. ADOPTION OF AGENDA**

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

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

CARRIED

**5. ADOPTION OF MINUTES**

- The Chairperson asked if there were any corrections to the minutes of April 18, 2017 or the synopsis of the in-camera meeting minutes of April 18, 2017. There being none, the minutes of April 18, 2017 and the synopsis of the in-camera meeting minutes of April 18, 2017 were declared approved as presented.

**6. ADMINISTRATION REPORT**

- Superintendent van der Mark presented the student achievement report to the Board. The SSS drama, theatre and music students presented "*Romeo and Juliet*". In addition, the SSS Band travelled to Cuba. This was Mr. Doogan-Smith's last school trip to Cuba and he was very complementary about the students while in Cuba. The District Authority Scholarships have now wrapped up and the District will be awarding 22 - \$1,250 scholarships. TRU has recruited SSS athlete Jayden Haskins for their cross-country running program. April's Education Forum saw Skill's Canada competitors talk about their experience at the regional and provincial competitions.

- Superintendent van der Mark presented the district based initiatives report to the Board. SD54 year-end celebration will be held on Wednesday, June 14, 2017 where we will be recognizing retirees and long service employees. The District Elementary track meet will take place on Friday, June 2. Senior staff recently attended a meeting in PG to meet a number of international student recruiting agents. Ready, Set, Learn took place in Houston and Smithers elementary schools on May 8-12<sup>th</sup>. Educators and administration from SD54 joined others from around the province on May 11-12 in Vancouver for the NOII annual learning conversation. The PLC/NOII group met on Monday May 16<sup>th</sup> to discuss emerging issues in education, shared inquiry projects and discussed key themes from Pasi Sahlberg's, "Finnish Lessons". Senior administration have begun meeting with schools to review school goals, progress, student success and plans for next year. The District hosted two researchers from Open Road; they visited classrooms and interviewed teachers and students to add to their data as to what is the current education context in BC. The NWCC – Houston Campus has been running a Special Education Certificate program throughout the year and most of their practicum placements have been in our schools.
- Superintendent van der Mark presented the school based initiatives report to the Board. Graduation ceremonies will be held at HSS on June 16<sup>th</sup> and in Smithers on June 24<sup>th</sup>. The HSS Rugby 15's won their zones and will be heading to provincials in Abbotsford. Ms. Becker and the HSS girl's soccer team played in Kitimat in the Single A zones recently. They finished third out of five teams despite getting off to a slow start due to the field conditions. SSS girls won their zones and will be heading to provincials in Nelson.

### Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
  - SIL – 155 +/- Grade K - 7 students from Silverthorne Elementary School to travel to Rough Acres Bible Camp to take part in the year – end school celebrations on June 26, 2017. All Board requirements have been met for this trip.
  - SIL – 23 +/- Grade 4/5 students from Silverthorne Elementary School to travel to Ksan Historical Village on June 19, 2017. All Board requirements have been met for this trip.
  - MME - 28 +/- Grade 7 students from Muheim Memorial Elementary School to travel to Prince Rupert (Prudhomme Lake) and to Metlakatla on June 5-9, 2017. All Board requirements have been met for this trip.

### Operations Report

- Secretary Treasurer Margerm presented the operations report to the Board. The SSS field will remain closed until September 2017 and all other fields in the District, with exception to MME will remain closed until at least May 23<sup>rd</sup>. This is due to extreme winter damage. The District has received approval from the Capital Branch to purchase an extra bus with mechanical lift capabilities.

### 7.a) OPERATIONS COMMITTEE REPORT

- Operations Chairperson Farrell presented the Operations Committee's Report from the May 2, 2017 committee meeting.
  - The Operations committee recommended that the Board approve the Draft 2018-2019 District Capital Plan as outlined.

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

*"The Board approves the 2018- 2019 District Capital Plan as outlined."*

**CARRIED**

- **French Immersion Kindergarten Registration** – Chairperson Kearns informed the Board that Trustee Hanson received legal advice that she is in a Conflict of Interest position because of her daughter's presence in the French Immersion program. Thus she has recused herself and will not be participating in any discussions or decisions regarding the French Immersion program.
- Next Meeting date to be announced.

**7.b) POLICY COMMITTEE REPORT**

- Policy Chairperson Beaubien presented the Policy Committee's Report from the May 2, 2017 committee meeting.
- Next Meeting Tuesday, June 6, 2017 @ 5:00pm

**7.c) TRUSTEE REPORTS**

- Trustee reports were submitted by Trustee Williams, Kearns, Michelle Farrell and Hanson. All Reports summarized their trip to the BCSTA AGM in Richmond in April.

**8. UNFINISHED BUSINESS**

- **8.1) 2017-2018 Annual Budget Bylaw** - Secretary Treasurer Margerm presented the Draft 2017 – 2018 Annual Budget to the Board.
- The operations committee recommended that the Board proceed with the third reading of the 2017-2018 Annual Budget Bylaw.

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

*“That the Board proceeds with the third reading for the 2017- 2018 Budget Bylaw.”*

CARRIED

**ANNUAL BUDGET BYLAW**

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 54 (BULKLEY VALLEY) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2017/2018 pursuant to section 113 of the School Act, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 54 (Bulkley Valley) Annual Budget Bylaw for fiscal year 2017/2018.
3. The attached Statement 2 showing the estimated revenue and expense for the 2017/2018 fiscal year and the total budget bylaw amount of \$26,490,671 for the 2017/2018 fiscal year was prepared in accordance with the Act.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2017/2018.

READ A FIRST TIME THE 18th DAY OF APRIL, 2017;  
 READ A SECOND TIME THE 18th DAY OF APRIL, 2017;  
 READ A THIRD TIME, PASSED AND ADOPTED THE 16th DAY OF May, 2017;

NO SIGNATURE REQUIRED  
 Chairperson of the Board

(Corporate Seal)

NO SIGNATURE REQUIRED  
Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 54 (Bulkley Valley) Annual Budget Bylaw 2017/2018 adopted by the Board the 16<sup>th</sup> DAY OF May, 2017.

NO SIGNATURE REQUIRED  
Secretary Treasurer

**9. NEW BUSINESS**

- There was no new business this month.

**10. OTHER BUSINESS**

- The April 30, 2017 expenditure summary was included in the Trustee Board packages.

**11. READING FILE**

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

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

CARRIED

**12. CLOSING REMARKS**

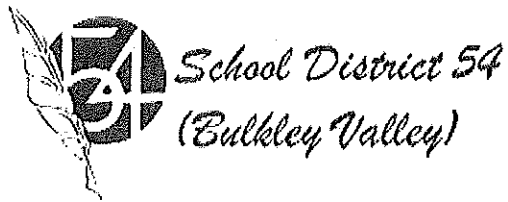
- The next regularly scheduled School Board meeting will be held on Tuesday, June 20, 2017 commencing at 7:00 pm at the School Board Office in Smithers.

**13. ADJOURNED**

- The Board meeting was adjourned at 8:06pm.

Approved by Les Kearns, Chairperson  
of the Board of Education

Dave Margerm  
Secretary Treasurer

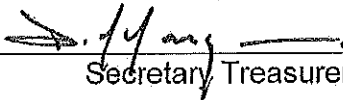


May 16<sup>th</sup>, 2017

That the Board of Education of School District No. 54 (Bulkley Valley) approved the 2018-2019 'District Capital Plans' as defined by, and inclusive of, the expansion, building envelope, replacement, enhancement, bussing and carbon-neutral projects that were outlined on the presented summaries.

*'It is resolved that the School Board approve the 2018-2019 District Capital Plans application to the Ministry of Education as presented.'*

I hereby certify this to be a true copy of the resolution for approval of the 2018-2019 District Capital Plans adopted by the Board of Education, the 16<sup>th</sup> day of May, 2017.

  
Secretary Treasurer



SYNOPSIS  
OF  
IN-CAMERA MEETING  
SCHOOL DISTRICT #54 (Bulkley Valley)  
APRIL 18, 2017  
SILVERTHORNE ELEMENTARY, HOUSTON B.C.

The regular meeting was called to order at 6:11pm and the Board resolved to go in-camera.

- The Chair person asked if there were any corrections to the In-Camera meeting minutes of April 18, 2017. There being none, the In-Camera meeting minutes of April 18, 2017 declared approved as presented by the Vice-Chairperson.
- Administration reported on routine staffing issues and school suspensions.
- The Operations Committee reported on a real property matter.

The Board returned to regular session at 6:29pm.

# SCHOOL DISTRICT 54

(Bulkley Valley)

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## REPORT FROM ADMINISTRATION

to the  
Board of Education  
June 20, 2017

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- **Administration Changes** — as announced in our press release earlier, Mr. Bond will be leaving Walnut Park for a position in Prince George. Both Mr. Bond and his wife, Erin, have been tremendous in their roles with SD54. We wish them the very best! Ms. Nicole Davey will now be Principal of Walnut Park Elementary following 4 years as Vice - Principal and Ms. Janna Delaney will be moving in as the new Vice Principal, after having been the Vice – Principal at Twain Sullivan in Houston. We will be finalizing our search for the Vice - Principal of Houston Secondary/Twain Sullivan Elementary shortly.

### Student Achievement

- **Yukon Learning Session** – at the end of May, Superintendent van der Mark, through the Ministry Outreach Team had the opportunity to work with the Yukon Ministry of Education and system leaders. It was a fascinating opportunity to talk educational change and transformation in another jurisdiction which considering how far we have come in BC and at SD54.

## INNOVATION / INITIATIVES

### District Based Initiatives

- **Year End Celebration** – On Wednesday, June 14, 2017 the district has the chance to honour long service employees and these years' retirees. As always, we are blessed to have such dedicated employees who choose our district.
- **District Elementary Track** - On Friday, June 2nd the Annual Elementary Track Meet was held at SSS. St. Joseph's won the small school trophy and Muheim won the large school trophy for the second year running.
- **PLC/NOII** - on Monday, June 5<sup>th</sup>, teacher leaders met for their final session to discuss emerging issues in education. The group used Pasi Sahlberg's, "*Finnish Lessons*" to compare the high performing jurisdictions of BC and Finland. Great conversations and many takeaways.
- **Vancouver Island University** – reached out to thank SD54 sponsors Chris Lukasek and Craig McAulay for their support with practicum students at the Houston Secondary School.
- **School District #54 Bell Schedule Changes** – Bell changes at all schools have been finalized with Secondary schools starting later at 8:45am and ending at 3:10pm. Elementary schools will be starting at 9:00 am and ending at 3:05pm.

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(Bulkley Valley)

## School Based Initiatives

- **Graduation Ceremonies** – graduation dates for Houston Secondary and Smithers Secondary are June 16<sup>th</sup> and June 24<sup>th</sup>, respectively.
- **Smithers Secondary Girls' Soccer** – the team recently won the Northwest Zones! Unfortunately they were unable to attend the BC's , but still a great season for the girls.
- **Track and Field** – SSS dominated the Northwest zones and sent 12 athletes to the BC's. There were many standout performances and personal bests, but Logan Unruh final javelin throw to win the GOLD for grade 8 girls was amazing!
- **Houston Girls Rugby**—Houston girls continued their regional dominance with another trip to the BC's and a best ever 5<sup>th</sup> place finish. A fantastic result. Well done!
- **SSS Athletics Banquet**—had the chance to attend the re-vamped banquet and was really impressed with the energy and structure of the event and it appeared very much enjoyed by student athletes.
- **SSS Elder Mural** – on June 8<sup>th</sup> SSS hosted their bi-annual "Honouring Our Elders Ceremony" where Mabel Forsythe and Rose-Mary Fox unveiled their portraits that were painted by SSS students Megan Randall ( Grade 12 student) and Emerenne Saefkow ( grade 11 student) respectively. The project honours one elder from the Wet'suwet'en committee and one from the non-Wet'suwet'en community.
- **Muheim Memorial** — Congratulations to Ms. Liliana Pesce's grade 4/5 class for winning an award from the Retired Teachers' Association. They were recognized for their year- long buddy program with the seniors from the Meadows. Great to see our students out in the community and learning with seniors.
- **Muheim Memorial** — the 34<sup>th</sup> annual Concours d'art oratoire (French public speaking contest) provincial competition was held recently. and contest . Muheim's Grade 7 FI student Elissa Pesch won a first place finish and Ava MacDougall , Grade 6 FI student was also a Provincial finalist. Congratulations!

## Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
  - **WPS** – 130 +/- Grade K - 2 students from Walnut Park Elementary School to travel to Tyhee Lake on June 23, to take part in the primary year – end picnic. All Board requirements have been met for this trip.
  - **WPS** – 60 +/- Grade 7 students from Walnut Park Elementary School to travel to Rock Nest Ranch in Houston on June 22-23, to take part in the grade 7 year-end celebrations. All Board requirements have been met for this trip.
  - **SSS** – 18 +/- Grade 9 students from Smithers Secondary School to travel to New Aiyansh on June 26-27, 2017 to take part a celebration of learning and exposure to the Nisga'a Culture. All Board requirements have been met for this trip.

## SCHOOL DISTRICT 54

*(Bulkley Valley)*

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- **WPS** – 21 +/- Grade 3 students from Walnut Park Elementary School to travel to Round Lake on June 22, 2017 to take part in the grade 3 year-end celebrations. All Board requirements have been met for this trip.
- **TES** - 103 +/- Grade K-7 students from Telkwa Elementary School to travel to Tyhee Lake on June 27, 2017 to take part in the school year-end celebrations. All Board requirements have been met for this trip.

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

- **SSS** – 30 +/- drama students in Grades 10 -12 to travel to New York for a Broadway Tour on May 15-22, 2018. Departure date is subject to pending flight schedule from/to Smithers. Board approval will be subject to the required travel documentation being supplied to the board office including the finalized list of students travelling.
- **HSS** – 18 +/- students in Grades 10-12 to travel to Venice, Paris and Barcelona on March 23 – April 2, 2018. Board approval will be subject to the required travel documentation being supplied to the board office including the finalized list of students travelling.

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

**POLICY COMMITTEE MEETING**

*June 6<sup>th</sup>, 2017*

*5:00 PM*

*School Board Office*

<b>Voting Members</b>	<b>Administration</b>
B. Beaubien, Chair L. Collingwood D. Hanson  L. Kearns (ex officio)	C. van der Mark, Superintendent D. Margerm, Secretary Treasurer M. McDiarmid, Assistant Superintendent
<b>Regrets:</b>	

The meeting was conducted between 5:02 – 5:23 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 May 2<sup>nd</sup>, 2017

Policy	Description	Type	Consultation
6.320	Superintendent Evaluation <i>BN-P-1</i> (Margerm)	New	Yes
	Calendar Planning Cycle	New	Yes
	Reporting: Letter Grades	New	Yes
	French Immersion - Out for consultation		
	School Maintenance - Out for consultation		

**NEW BUSINESS**

Policy	Description	Type	Consultation
6.320	French Language Program	Revision	Yes

1. Mr. McDiarmid updated the committee on the French Immersion Policy consultation. Given the great deal of feedback, the policy language has been revised to include priority for siblings entering the French Immersion Program. ***The committee recommends Policy 6.320 be sent out for consultation again.***

**Date & Time of Next Meeting: September 12<sup>th</sup>, 2017**

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**  
**BCPSEA SPRING REGIONAL MEETING**  
May 29<sup>th</sup>, 2017  
Terrace, BC

On Monday, May 29th, I attended the British Columbia Public School Employers' Association (BCPSEA) Spring Regional meeting, held in Terrace. It was one of 9 regional meetings held across the province, to review AGM 2017 feedback, a new bargaining framework for 2019, the Memorandum of Agreement (MoA), between BCPSEA, the British Columbia Ministry of Education (MoE), and the British Columbia Teachers' Federation (BCTF), and to create a vision for 2019 bargaining.

During the day we had presentations, round table talk, and many opportunities to ask questions.

For me, the highlight of the day was to examine the new Coordinated Approach to Bargaining 2019. It stresses the Ministry's obligations for legislative responsibilities, educational transformation, and financial accountability, the Districts' priorities to optimize student learning, and the bargaining objectives which result from this consultative process.

All of these topics are available on the BCPSEA website if you require more information.

Respectfully submitted by:

Trustee Les Kearns  
BCPSEA Representative and  
Chairperson of the Board of Education



## *School District No. 54 (BULKLEY VALLEY)*

### APPENDIX "A" TRUSTEE READING FILE JUNE 20, 2017

May 31, 2017 Enrollment
Ltr. Frm A. Murchoch re French Immersion Enrollment
Ltr. Frm. B. Forsyth re: Policy # 6.320 – French Language
Ltr. Frm. B. Weinstein re: Proposed Changes to Administrative Regulation Policy # 6.320 French Immersion
Ltr. Frm. B. Armstrong re: Proposed French Immersion Registration Changes
Ltrs Frm. Canadian Science Fair Participants re: Thank you
Ltr. Frm. C. Campbell re: French Immersion
Ltr. Frm. Edmision Mehr re: French Immersion Policy
Ltr. Frm. Smithers Chamber of Commerce re: Chamber Award
Ltr. Frm. G. Murdock re: French Immersion Admission
Ltr. Frm. R. Hirshfield re: Request for Tem on Updated FI Policy
Ltr. Frm. Houston Link to Learning re: Canada's 150 Celebration Invitation
Ltr. Frm. J. MacNeil re: Policy#6.320 French Immersion
Ltr. Frm. J. Brooks re: French Immersion Bussing
Ltr. Frm. J. Brooks re: French Immersion Policy #6.320
Ltr. Frm. K. Hooker re: Policy Revision #6.320
Ltr. Frm. K. Campbell re: French Immersion Program
Ltr. Frm. L. Ayles re: French Immersion Funding
Ltr. Frm. Town of Smithers re: French Immersion
Ltr. Frm. E. Mosley re: Muheim Enrollment
Ltr. Frm. N. Skuce re: Policy French Language Program
Ltr. Frm. P. Perestrelo re: French Immersion Program
Ltr. Frm. P. Briennesse re: Policy # 6.320 French Immersion
Ltr. Frm. S. McAulay re: Policy #6.320 French Language Programs
Ltr. Frm. S. Northcott re: French Immersion Policy Changes
Ltr. Frm. S. Staplin re: SD54 French Enrollment Policy
Ltr. Frm. S. Sunshine re: Muheim FI Enrollment
Ltr. Frm. SSS re: Celebration of Learning Invitation
Ltr. Frm. W. Brunham re: French Immersion Program