



School District No. 54 (BULKLEY VALLEY)

**AGENDA
REGULAR BOARD MEETING
SEPTEMBER 27, 2022
SCHOOL BOARD OFFICE - SMITHERS B.C.
7:00PM**

- 1) Call to Order
 - 2) Traditional Welcome / Opening Remarks
 - 3) Adoption of Agenda
 - 4) Minutes: Regular Meeting Minutes – June 28, 2022
Synopsis In-Camera Meeting – June 28, 2022
Synopsis In-Camera Meeting – September 7, 2022
 - 5) 2021-2022 Draft Audited Financial Statements
 - 6) Trustee Recognition Presentation
 - 7) Administration Report M. McDiarmid Report Attached
 - 8) Committee Reports:
 - a) Operations Committee L. Kearns Report Attached
 - b) Policy Committee F. Krishan Report Attached
 - c) Trustee Report No Report
 - 9) Unfinished Business
 - 10) New Business
 - 10.1) Framework for Enhancing Student Learning (FESL)
 - 10.2) Summer Capital Project Update
 - 11) Other Business
 - 12) Reading File
- Ltr. Frm. The Ombudsperson of British Columbia re: Quarterly Report January 1- March 31, 2022
- 13) Closing Remarks – Upcoming Board of Education Meetings:
 - New Trustee Swearing in Ceremony – October 25, 2022
 - Next regular Board Meeting will be held on November 15, 2022 at the School Board Office in Smithers
 - 14) Adjournment
 - 15) 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*)
JUNE 28, 2022
SCHOOL BOARD OFFICE, SMITHERS BC**

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

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

"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 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 15th. 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 21st. 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 15th – May 24th , 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.

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 15th for final approval."

CARRIED

6.a) OPERATIONS COMMITTEE REPORT

- Operations Committee Chairperson Kearns presented the Operations Committee's Report from the June 14th, 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 13th, 2022 @ 5:00pm

6.b) POLICY COMMITTEE REPORT

- Policy Committee Chairperson Krishan presented the Policy Committee's Report from the June 14th, 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

-
- **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

- **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 13th, 2022 @ 3:00pm

6.c) TRUSTEE REPORTS

- Trustee Farrell submitted a trustee report this month. Trustee Farrell thanked everyone who participated in the Witsset 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:

Approved by Jennifer Williams, Chairperson
of the Board of Education

Dave Margem
Secretary Treasurer



**SYNOPSIS OF THE
IN - CAMERA MEETING MINUTES
BOARD OF EDUCATION
SCHOOL DISTRICT NO.54 (*Bulkley Valley*)
JUNE 28, 2022
SCHOOL DISTRICT OFFICE, SMITHERS, BC**

The regular meeting was called to order at 6:30 pm and the Board resolved to go in-camera.

- The Chair asked if there were any corrections to the in-camera meeting minutes of May 24, 2022. There being none, the in-camera meeting minutes of May 24, 2022 were declared approved as presented by the Chairperson.
- Senior Administration reported on routine staffing items.

The Board returned to regular session at 6:39pm.



**SYNOPSIS OF THE
IN - CAMERA MEETING MINUTES
BOARD OF EDUCATION
SCHOOL DISTRICT NO.54 (*Bulkley Valley*)
SEPTEMBER 7, 2022
SCHOOL BOARD OFFICE, SMITHERS BC**

The regular meeting was called to order at 5:00 pm and the Board resolved to go in-camera.

- The Board of Education discussed a real property matter.

The Board returned to regular session at 5:20 pm.

SCHOOL DISTRICT 54

(Bulkley Valley)

REPORT FROM ADMINISTRATION

to the
Board of Education
September 27, 2022

District Update

- **School start update** - We are very pleased with the start to the school year with a return to all pre-COVID activities. All of the staff in Houston and all of the elementary schools in Smithers attended a fantastic half day presentation by Ms. Birgit Laskowski focusing on trauma informed practice. Although the topic was a difficult one, there were many complements from teachers about what a good learning experience it was.
- **Administration Changes**- The District also has a new Principal of Early Learning, Ms. Bev Forster. Ms. Forster's new full-time position was made possible through a grant from the Ministry of Education and the Federal Government. Through this new position, the District will be conducting a community needs assessment and work towards expanding and improving the early learning programs.

Student Achievement

- **Foundation Skills Assessment (FSA)** — The annual Provincial Reading, Writing and Literacy assessment will begin in October. As always, this is a snapshot and one small piece of a student's ongoing assessment. There will always be some year - year cohort fluctuations, but our students continue to perform well on the Provincial assessment.

Innovation / Initiatives

District Based Initiatives

- **Student and Family Affordability Fund**— The District and schools are currently meeting with their stakeholders to seek feedback about how to distribute the one time \$250,000 grant that the school district has received. The funds are to be used to improve students' access to nutritional food and to support families with affordability concerns in this time of inflation.
- **Professional Learning program/Teacher Mentorship program** - Ms. Cindy Miller is organizing the professional learning program this school year. She has arranged for several learning opportunities that will happen throughout the year. Ms. Miller is also directing the teacher mentorship program. She along with Ms. Mary Neto (our new Vice-Principal at Muhiem) has already delivered a new teacher professional development session for fifteen of our new teachers in late August. She is also in the process of recommending some mentor teachers to work with the new teachers in an ongoing basis throughout the year.
- **Innovation Funds** — Schools and teachers are once again to encouraged to submit proposals for innovative approaches to learning. Successful applications are inquiry based, support school and district goals, and are up to \$2,000.

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School Based Initiatives

- **District Elementary Soccer / Cross Country Run** - These two district events are going ahead this year, soccer game day on Sept.24th and the run will happen on Oct.13th. Please contact your local school about their participation.
- **National Day for Truth and Reconciliation/Orange Shirt Day September 30th** - District Schools will be participating in a variety of activities and proudly wearing their orange t-shirts to learn about and help raise awareness of the history of residential schools in Canada. Contact your child's school for more information.
- **Parent teacher meetings** - Scheduled for Oct.19/20 this year. Please contact your local school for their schedule and sign up procedures.

Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
 - **TSE – 46 +/-** Grade 4 students from Twain Sullivan Elementary to travel to the Fulton River Hatchery in Granisle, B.C. on September 28, 2022. The purpose of this trip is to student the migration pattern of salmon. All Board requirements have been met for this trip.

SCHOOL DISTRICT 54

(Bulkley Valley)

OPERATIONS COMMITTEE MEETING

Regular

September 13th, 2022

5:00 PM

School Board Office

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

The meeting was conducted from 5:03-5:35 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. 2021-2022 School District Financial Statements

Mr. Margerm updated the committee that the financial statements are just being finalized and will be presented and discussed at the September Board meeting. The auditor plans to express an unqualified opinion. The auditor will also provide a verbal report at the September Board meeting.

Mr. Margerm also discussed that the school district finances resulted in a planned deficit of \$577,427 (Operational deficit of \$335,304 and a capital fund deficit of \$242,123). These deficits were planned due to increased spending on capital projects as per board resolutions at the surplus meeting in October 2021.

Motion: *The Board resolve to approve the Draft Audited 2021-2022 Financial Statements as presented.*

2. Walnut Park Capital Project – Financial Update

Mr. Margerm updated the committee on the financial situation of the Walnut Park rebuild project. The Walnut Park School rebuild project is essentially complete. There are a few deficiencies being completed and the remaining holdback to Koralta will be released soon.

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Walnut Park Rebuild Project Financials:

Planned	
MoE Funding	\$ 29,172,343
MCFD Funding	\$ 2,488,888
SD Funding	\$ 2,360,000
Total	\$ 34,021,231

Actual	
MoE Funding	\$ 29,172,343
MCFD Funding	\$ 2,488,888
SD Funding	\$ 60,000
Total	\$ 31,721,231

Project Surplus \$ **2,300,000**

The surplus will remain as part of the cumulative school district restricted surplus.

3. Framework for Enhancing Student Learning – FESL

Mr. McDiarmid advised that he would be providing a report on the Framework for Enhanced Student Learning at the September Board meeting.

4. COVID Update (McDiarmid)

Mr. McDiarmid advised that the Ministry direction for Communicable Disease regulations were updated as of August 25, 2022. In general, current direction is to not come to school if sick, clean and disinfect facilities at least once a day, wash hands regularly, promote respiratory etiquette, respect personal space, keep update to date with current vaccinations and masks are optional.

5. Board and Committee meetings Fall schedule

Mr. Margerm outlined the fall schedule for the board:

September 27 th , Tuesday	Board meeting
October 4 th , Tuesday	Trustee Candidates Forum
October 15 th , Saturday	Trustee Elections
October 25 th , Tuesday	Swearing-in Ceremony, Trustee Orientation Meeting
November 15 th , Tuesday	November Board Meeting, Board Elections
November 22 nd , Tuesday	December Committee Meeting
November 30-December 3 rd	BCSTA Trustee Academy
December 6 th , Tuesday	December Board Meeting

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6. Land Acknowledgement Plaque

Chair Williams raised the idea of promoting land acknowledgment plaques in all schools based on a recommendation and documentation from Trustee Krishan. It was noted that Houston Secondary has a plaque in place already, and the committee discussed the option of placing land acknowledgment plaques within all facilities. The option of noting different clans on the plaque was also considered.

Motion: Committee recommends that Mr. Monkman confer with the Indigenous Council and School District Indigenous Department to provide a proposal and discuss options for land acknowledgment plaques to be displayed at school district facilities.

Date & Time of Next Meeting: November 22nd, 2022 @ 5:00pm.

SCHOOL DISTRICT 54

(Bulkley Valley)

POLICY COMMITTEE MEETING

September 13th, 2022

3:00 PM

School Board Office

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

The meeting was conducted from 3:03-3:11 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 June 14th, 2022

Policy	Description	Type	Status	Consultation
6.650	Trustee Orientation	New	In-committee	Complete
6.700	Video Surveillance	Revision	In-committee	Complete
AP	Trustee Manual	New	In-committee	No

NEW BUSINESS

Policy	Description	Type	Status	Consultation
AP	Trustee Manual	New	In-committee	No

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

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(Bulkley Valley)

1. Trustee Manual

The Committee discussed the new sections added to the Trustee Manual: Finance, Capital and Indigenous sections.

Motion: Committee recommends the Board approve draft version of the Trustee Manual as presented.

Date & Time of Next Meeting: November 22, 2022 @ 3:00pm.

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