



School District No. 54 (BULKLEY VALLEY)

AGENDA REGULAR BOARD MEETING SEPTEMBER 29, 2020 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 19, 2020
Synopsis In-Camera Meeting – June 19, 2020
- 5) 2019-2020 Draft Audited Financial Statements
- 6) Administration Report M. McDiarmid Report Attached
- 7) Committee Reports:
 - a) Operations Committee L. Kearns Report Attached
 - b) Policy Committee F. Farrell Report Attached
 - c) Trustee Report No Reports
- 8) Unfinished Business
- 9) New Business
 - 9.1) 2020-2021 School Calendar Amendment
 - 9.2) Draft Board of Education Strategic Plan
 - 9.3) Summer Capital Project Update
- 10) Other Business
- 11) Reading File

Ltr. Frm. A. Brooks re: Thank you
Ltr. Frm. BC Teachers Council re: Post Secondary Plans for 2020-2021
Ltr. Frm. BCSS to Minister Fleming/Dix/Beatre re: Safe Return of School Sports
Ltr. Frm. BCSTA to Minister Fleming re: Federal Funding to School Districts
Ltr. Frm. Ministry MacDonald to BCSTA re: Protocol on School District Reserves
Ltr. Frm. Minister Fleming to Board Chairs re: COVID Leadership
Ltr. Frm. SD38 to Minister Fleming re: Study Permit for International Students
Ltr. Frm. SD05 Board to Staff and School Community re: Thank you
Ltr. Frm. SD05 to Graduating Class of 2020
Ltr. Frm. SD42 to Minister Bibeau/Fleming re: Universal Food Program
Ltr. Frm. SD69 to Minister Dix re: Certification request regarding COVID 19 Plan for Return to School
Ltr. Frm. SD69 to Minister to Fleming re: Federal Funding
Ltr. Frm. Minister Fleming to BCSTA re: Federal Funding to School Districts

12) Closing Remarks –Next regular Board Meeting will be held on October 27th, 2020 commencing at 7:00 p.m. at the School Board Office in Smithers.

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. (Board Policy # 1.190) <http://www.sd54.bc.ca/index.php/school-board/board-policy>



**REGULAR MEETING MINUTES
BOARD OF EDUCATION
SCHOOL DISTRICT NO. 54 (BULKLEY VALLEY)
JUNE 16, 2020
SCHOOL BOARD OFFICE, SMITHERS, BC**

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

Regrets: P. Michell, E. Quinlan

Staff Regrets: T. Bancroft – Director Facilities & Maintenance

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 territory of the Gidmt'en – Bear Wolf Clan.
- Chairperson Williams welcomed everyone present. Trustee Michell and Quinlan have sent their regrets. SD54 sent condolences to the Witsset community for the passing of two matriarchs this past weekend.
- Chairperson Williams commented that we made it through another school year. She thanked all the school district employees, school board staff, CUPE, and BVTU, for their dedication this year, especially these last few months. She continued by commenting that this year has been a particularly challenging one. Everyone did their part in making sure the students made it through.

3. ADOPTION OF AGENDA

MOTION: *It was moved by Trustee Farrell 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 May 19, 2020, the synopsis of the In-Camera meeting of May 19, 2020. There being none, the regular meeting minutes of May 19, 2020 the synopsis of the In-Camera meeting of May 19, 2020 were declared approved as presented.

5. ADMINISTRATION REPORT

- Superintendent McDiarmid outlined to the Board that the District has nearly completed the teacher staffing for 2020-2021. There may be some positions that remain unfilled in to the summer but the District continues to receive teacher applications from outside of the District. CUPE staffing for next year is in progress, it is looking like we might see a shortage of bus drivers.
- Superintendent McDiarmid presented the District initiatives report to the Board. The District has successfully transitioned into stage 3 of the Ministry of Education's guidelines. There are a lot of happy kids and engaged teachers who are enjoying the small class sizes. As for September the Ministry will make a decision by August 15th. The PLC/NOII cohort held their last session of the year last week. They had discussions about the blended learning model that has been taking place.
- Superintendent McDiarmid presented the school based initiatives report to the Board. The SSS Athletics Banquet was successfully held last week despite the physical distancing requirements. HSS Grad went ahead on June 12th, it was clear people put in a lot of time and effort into the event. Mr. Ted Beck was chosen by the students to be the staff speaker at the ceremony. Mr. Beck will be retiring this year after being with the District for 30 years! Thank you to the District's technology department for live streaming the event. SSS commencement will take place June 20th. The students will be broken up into three separate ceremonies to receive their diplomas with their parents or guardians.

Operations

- Secretary Treasurer Margerm spoke about the current Silverthorne Elementary School renovations. The Ministry of Children and Family Development has approved funding to support a daycare facility at this location. This will include 48 new childcare spaces: infant, 3-5 years and multi-age before and after school.

6.a) OPERATIONS COMMITTEE REPORT

- Operations Committee Chairperson Kearns presented the Operations Committee's Report from the June 2th, 2020 committee meeting.
- Next meeting date Tuesday, September 15th, 2020 @ 5:00pm

6.b) POLICY COMMITTEE REPORT

- Policy Committee Chairperson Farrell presented the Policy Committee's Report from the June 2, 2020 committee meeting.
- **Policy 6.480 Partial Credit** – The committee recommended deletion of Policy 6.480 Partial Credit.

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

"That the Board approve the deletion of Policy 6.4800 Partial Credit."

CARRIED

- **Policy 4.600 Employees Use of Helmets** – The committee recommended deletion of Policy 4.600 Employees Use of Helmets. An administration policy will be developed to address Employees Use of Helmets.

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

"That the Board approve the deletion of Policy 4.600 Employees Use of Helmets."

CARRIED

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- **Policy 6.140 Fire Drill** – The committee recommended deletion of Policy 6.140 Fire Drill and create an Administrative Procedure for Fire Drills.

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

“That the Board approve the deletion of Policy 6.140 Fire Drill and creation of Administrative Procedure.”

CARRIED

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- **Policy 9.250 Student Detention** – The committee recommended deletion of Policy 9.250 Student Detention.

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

“That the Board approve the deletion of Policy 9.250 Student Detention.”

CARRIED

-
- **Policy 9.210 Student Suspension** – The committee recommended creating an Administrative Procedure for the regulations outlined in Policy 9.120 Student Suspension

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

“That the Board approve the creation of an Administrative Procedure for the regulations outlined in Policy 9.210 Student Suspension.”

CARRIED

Next Meeting Tuesday, September 15th, 2020 @ 3:00pm

6.c) TRUSTEE REPORTS

- There were no trustee reports this month.

7. UNFINISHED BUSINESS

- **7.1) 2020-2021 Draft Annual Budget Bylaw** – The Operations Committee recommended that the Board proceed with the third reading of the Draft 2020-2021 Annual Budget Bylaw. Mr. Margerm commented that there has been no public feedback about the 2020-2021 Draft Annual Budget Bylaw

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

“That the Board proceed with third reading of the 2020 - 2021 Annual Budget Bylaw.”

CARRIED

8. NEW BUSINESS

- **8.1) 2021-2022 Capital Plan** – The operations committee recommended that the Board approve the draft 2021-2022 District Capital Plan as presented.

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

"It is resolved that the Board approve the 2021 - 2022 District Capital Plan application to the Ministry of Education as presented."

CARRIED

9. OTHER BUSINESS

- There is no other Business this month

10. READING FILE

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

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

CARRIED

12. CLOSING REMARKS

- Closing Remarks –Next regular Board Meeting will be held on September 29, 2020, commencing at 7:00 p.m. at the School Board Office in Smithers, B.C.
- Have a great summer and get some rest!

13. ADJOURNED

- The Board meeting was adjourned at 7:42pm.

Approved by:

Jennifer Williams, Chairperson
of the Board of Education

Dave Margern
Secretary Treasurer



SYNOPSIS
OF
IN-CAMERA MEETING
SCHOOL DISTRICT #54 (Bulkley Valley)
JUNE 16, 2020
SCHOOL BOARD OFFICE, SMITHERS B.C.

The regular meeting was called to order at 6:02 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 19th, 2020. There being none, the In-Camera meeting minutes of May 19th, 2020 declared approved as presented by the Chairperson.
- Administration reported on routine staffing matters.
- The Operations Committee reported on a real property matter.

The Board returned to regular session at 6:18pm.

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REPORT FROM ADMINISTRATION

to the
Board of Education
September 29, 2020

District Update

- **School start update** - We are very pleased with the start to the year given the unique circumstances we are in. All of the Staff started with the school year with two days of orientation followed by a gradual entry for students. All schools are now on their regular schedules, and schools have implemented all of the requirements that the District asked for in our return to school plan. While it is fair to say that the staff was collectively a bit anxious in the first few days, most are settling into their routines and their work with students. The largest changes to this start up for students include some structural changes like more students outside for their learning and the staggering of break times. The District was also forced to relocate the BVLC program to the learner support building as Coast Mountain College could not provide adequate space given their COVID guidelines.
- **Administration Changes** — As noted last spring, we have several Administrators that have changed schools this fall. The District also has a new Vice-Principal at Silverthorne Elementary, Ms. Jana Fox. Everyone has gotten off to a good start in their new assignments.

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

- **Trades Programing**— Youth Explore Skills is for a grade 9 cohort. SSS has just begun this course this year and it introduces students to Carpentry, Electrical, Metal Working and Bicycle Mechanics. HSS is also running a course with their Culinary Program.
 - Youth Explore Sampler is for students grade 10-12. This was the 'Intro to trades' Program that until this year was held at the College. This year students will be building 4 mini Greenhouses for their Carpentry portion, they will also learn about Plumbing, Electrical and 1 two-week component with the College. At this time, it is scheduled to be an Automotive component in January.
 - Youth Train in Trades Programs are offered in Houston this year. Welding finished last week and students will have completed their level 1 and 2. In February the Millwright Foundation also run in Houston. We are also in the process of planning to run a Parts and Warehouse Person Foundation from SSS in partnership with Coast Mountain College.

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- A new component to Work Experience has 5 students on every Friday at the Maintenance Yard where they job shadow with a red Seal Trades person of their choice, to learn more about that interest.

- **District Resource Teacher** — Ms. McAulay organized a new teacher professional development session for six 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.

- **District Resource Teacher** - Ms. McAulay has also coordinated some online webinar sessions delivered by world-renowned Literacy teacher, Adrienne Gear. Two of these eight after-school sessions have occurred in September with sixty district educators participating including classroom teachers, teacher librarians, TTOCs, learner support teachers and administrators.

- **Faye Brownlie** - The School district is working on bringing Ms. Brownlie back to the District this school year to offer professional development activities centered around literacy instruction.

- **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 for up to \$2,000.

- **Outdoor Education Fund** - Once again, the District will make available funds for individual schools to apply to, in order to support outdoor educational opportunities. It can be hard for small schools to purchase class sets of equipment and this is a way of supporting these sites.

School Based Initiatives

- **Orange Shirt Day September 30th** - Once again this year, District Schools will be proudly wearing their orange t-shirts to support "Orange Shirt Day" to help raise awareness of the history of residential schools. Contact your child's school for more information.

- **Parent teacher meetings** - Scheduled for Oct. 7/8 this year. With the restriction of reducing the number of adults coming into schools, this year's meeting will be done via telephone or zoom.

Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
 - **WPS** - 54+/- Grade 6 & 7 students from Walnut Park Elementary to travel up to Hudson Bay Mountain on three separate occasions. (December 11, 2020 , February 5 & 26, 2021). The purpose of this trip is to support the PE Curriculum, health living and team building. All Board requirements have been met for this trip.

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OPERATIONS COMMITTEE MEETING
Regular

September 15th, 2020

5:00 PM

School Board Office

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

The meeting was conducted from 5:00 pm – 6:15 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. Auditors Opinion 2019-2020 Draft Financial Statements

Mr. Margerm provided the committee with summary presentation of Draft 2019-2020 Financial Statements. Mr. Margerm also noted that Carlyle Shepherd intends to issue an unqualified and positive opinion of the Draft 2019-2020 Financial Statements.

Motion: *The Committee recommends the Board approve the audited Draft 2019-2020 Financial Statements as presented.*

2. Draft Board Annual Cycle

Mr. McDiarmid provided the draft Annual Board Cycle calendar for input.

3. Walnut Park Capital Project Update

Mr. Margerm provided an update to the Committee noting that at this point the school rebuild remains on schedule. This school capital project is still within budget funding parameters and, consequently, reducing financial risk to the board in the event of cost overruns.

4. COVID Update

Mr. McDiarmid provided an update on school startup with the new Phase 2 COVID regulations. It was generally a good startup; administration is trying to deal with issues and complexities on an ongoing basis. Changes to Government and BCCDC regulations are

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continually being updated; this is creating a challenge for administration. The regional health officers will manage any COVID cases/clusters. The District takes direction from PHO on any cases of COVID and contact tracing. SD54 admin will not receive many details regarding any exposure cases.

5. Local Education Agreement

Mr. Monkman provided an update on the Local Education Enhancement Agreement. Over the course of the 2019-2020 school year, the District and the Kyah Wiget Education Society undertook a renegotiation of the Local Education Agreement. Starting with a very dense compliance document supplied by FNEESC, the two parties engaged in rich conversations about how to best support the learners from Witset who attend SD54. The resulting document provides realistic terms to satisfy the requirements of both parties with the underlying objective of supporting each individual student from Witset with the optimal conditions for learning success.

Due to COVID19, the document could not be signed at the April board meeting in Witset as originally planned. A smaller gathering to sign the document took place at the board office on July 9, 2020. The Board and the Kyah Wiget Education Society will plan a celebration of the new LEA when conditions allow for a larger gathering sometime in the future.

Date & Time of Next Meeting: October 13th, 2020.

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POLICY COMMITTEE MEETING

September 15th, 2020

3:00 PM

School Board Office

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

The meeting was conducted from 3:07 pm – 3:22 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 2nd, 2020

Policy	Description	Type	Status	Consultation
6.480	Partial Credit	Deletion	Approved	No
4.600	Employees Use of Helmets	Deletion	Approved	No
6.140	Fire Drill	Deletion	Approved	No
9.250	Student Detention	Deletion	Approved	No
9.210	Student Suspension	Revision	In-Committee	No

NEW BUSINESS

#	Description	Type	Status	Consultation
1.200	Policy - Superintendent Evaluation	Revision	In-committee	Complete
1.300	Policy - District Strategic Plan	New	In-committee	Complete
1.310	Policy - Administrative Regulations (Draft)	New	In-committee	Yes
1.500	AP - Annual Reports (Draft)	New	In-Committee	No
9.920	Policy -Career Programs & Work Experience	Deletion	In-Committee	No

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

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Policy 1.200 Superintendent Evaluation

The policy revisions have been out for consultation and no input has been received from public stakeholders.

Motion: The Committee recommends the Board approve Policy 1.200 Superintendent Evaluation.

Policy 1.300 District Strategic Plan

The policy revisions have been out for consultation and no input has been received from public stakeholders.

Motion: The Committee recommends the Board approve Policy 1.300 District Strategic Plan

Policy 1.310 Administrative Regulations

Mr. Margerm presented draft policy on the framework for implementing administrative procedures for supporting policy direction and district procedures.

Motion: The Committee recommends that Policy 1.310 Administrative Regulations be sent out for public consultation.

Administrative Procedure 1.500 Annual Reports

Informational Item: Mr. Margerm provided draft language on Administrative Procedure 1.500 Annual Reports.

Policy 9.920 Career Programs & Work Experience

The committee reviewed Policy 9.920 Career Programs & Work Experience.

Motion: Committee recommends deletion of Policy 9.920 Career Programs & Work Experience

Date & Time of Next Meeting: October 13th, 2020 at 3 pm

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