



# School District No. 54 (BULKLEY VALLEY)

## AGENDA REGULAR BOARD MEETING SEPTEMBER 25, 2018 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, 2018  
Synopsis In-Camera Meeting – June 19, 2018
- 5) New Business – Part I
  - 5.1) 2017 – 2108 Draft Financial Statements
- 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
- 8) Unfinished Business
- 9) New Business – Part II
  - 8.1) Walnut Park New Replacement School Capital Project Bylaw
  - 8.2) Fulton Avenue Disposal Bylaw
- 10) Reading File

June 30, 2018 Enrolment Figures
Ltr. Frm. BCSTA re: Membership Renewal
Ltr. Frm. BCSTA to Minister Darcy/Conroy/Dix re: Creation of a Student Centered Mental Health Strategy
Ltr. Frm. BCSTA to Minister Conroy/Taylor re: endorse of Collaboration with the Coalition for Healthy School Food
Ltr. Frm. BCSTA to Minister Darcy/Conroy/Dix re: Program to Support Student Health Literacy and Needs for Vulnerable Youth
Ltr. Frm. BCSTA to Minister Dix re: Endorsement of Collaboration with the Coalition for Healthy School Food
Ltr. Frm. BCSTA to Minister Ralston/Sims re: Request to Ensure Internet Connectivity in all BC Communities
Ltr. Frm. BCSTA to Minister Dix/James re: Resources to meet the Recommendations on the Recon. For Indigenous Peoples
Ltr. Frm. BCSTA to Minister Trevena re: Free Ferry Travel for all Public School Students to School Events
Ltr. Frm. BCSTA to Ministry Philpott re: Support for Matching Federal Funding of K-12
Ltr. Frm. SD05 to Minister Fleming re: MBSS Repairs
Ltr. Frm. SD05 to Minister McNeil re: Nova Scotia's Decision to Abolish Locally Elected School Districts
Ltr. Frm. SD46 to Minister Fleming re: Funding Model Review
Ltr. Frm. SD61 to MOE & MCSTA re: Request for Steering Committee for New Funding Formula
Ltr. Frm. SD67 to MOE re: Funding Classroom Enhancement Overhead Costs
Ltr. Frm. SD69 to Minister Mark re: Support Staff Training
Ltr. Frm. Minister Vasey to BCTF re: Increasing Opportunities for Teacher Training
Ltr. Frm BCTF to Minister Fleming re: Teacher-Led Mentorship
Ltr. Frm. BCCPAC to BCTF re: Member Resolutions

11) Closing Remarks - Next Board Meeting will be held on October 16, 2018 at the School Board Office in Smithers B.C., commencing at 7:00 p.m.

12) Adjournment

13) 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)  
JUNE 19, 2018  
SCHOOL BOARD OFFICE, SMITHERS BC**

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

**Via Conference Call:** L. Keams

**Staff:**  
C. van der Mark – Superintendent  
M. McDiarmid – Assistant Superintendent  
D. Margerm – Secretary Treasurer  
T. Bancroft – Director of Facilities and Maintenance  
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 all guests present and commented on what a busy month it has been at SD54. From the new WPS school announcement, grad weekends and track and field events. Chairperson Williams also attended the HSS Grad ceremony and commented that she really enjoyed it once again this year. The administration knows how to make it meaningful for everyone with the continued passing of the candle from graduating grade 12 students to Kindergarten students.

**3. ADOPTION OF AGENDA**

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

*"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 15, 2018 or the synopsis of the in-camera meeting minutes of May 15, 2018. There being none, the regular meeting minutes of May 15, 2018 and the synopsis of the in-camera meeting minutes of May 15, 2018 were declared approved as presented.
- Chairperson Williams presented two long services awards. One to Trustee Collingwood, for her two term long service award as a trustee and the second was to Superintendent van der Mark for his 10 years of service with SD54.

**5. ADMINISTRATION REPORT**

- Superintendent van der Mark presented the student achievement report to the Board. Graduation ceremonies are taking place, the administration wishes the grads to have a safe and happy celebration. Ms. Liliانا Pesce will be the new Vice-Principal of MME commencing August 1, 2018. Consultation meetings have been taking place about the Neighbourhood Learning Center (NLC) at the Walnut Park project. SD54 staffing has almost been completed for the

2018-2019 school year. Mr. van der Mark has been fielding calls from the media with regards to the perceived "teacher shortage crisis" and outlined some important facts about this subject to the Board.

- Superintendent van der Mark presented the innovations and initiatives report to the Board. Year - end celebrations took place on June 13<sup>th</sup> this year where we recognized retirees and long service employees. District elementary track meet took place on Friday, June 1, 2018. On Monday June 18<sup>th</sup>, the PLC/NOII group met for the final time of the year.
- Superintendent van der Mark presented the school based initiatives report to the Board. The Smithers Secondary Girls soccer team won the NW Zones and the BC AA Championships. SSS dominated the NW track and field zones and sent a number of athletes to the BC's. Houston Girls Rugby attended the Rugby Provincials recently. The 7's placed 5<sup>th</sup> and the 15's placed 8<sup>th</sup>. SSS Athletics banquet took place last week to hand out year-end awards and say good bye and good luck to the graduating students.

### **Field Trip Proposals**

- The following field trips have been approved by the Assistant Superintendent:
  - **WPS** – 123 +/- Grade K-3 students from Walnut Park Elementary School to travel to Tyhee Lake on June 22, 2018. The purpose of this trip is to take part in the primary year-end picnic and celebrations. All Board requirements have been met for this trip.
  - **SSS** – 15 +/- Leadership students in grades 8-12 from Smithers Secondary School to travel to Tyhee Lake on June 15-17, 2018. The purpose of this trip is to take part in year-end leadership campout. All Board requirements have been met for this trip.
  - **SSS** – 120 +/- Grade 8 students from Smithers Secondary School to travel to Tyhee Lake on June 21, 2018. The purpose of this trip is to participate in a school year-end celebration. All Board requirements have been met for this trip.
  - **SSS** – All Grade 8 - 12 students from Smithers Secondary School to participate in a school wide outdoor activity day on June 13, 2018. All Board requirements have been met all excursions planned for the respective field trips.

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

- **SD54** – 25 +/- Grades 11 students to participate in an exchange to Gaoming, China during spring break 2019 . (March 16-24, 2019). 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 Colingwood.**

*"The Board approves the proposed student exchange to Gaoming, China **IN PRINCIPAL** as outlined."*

CARRIED

### **Operations**

- Secretary Margerm presented the operations report to the Board. SD54 is currently in the design phase for the new Walnut Park Elementary School project. There have been consultation meetings throughout May and June to receive public and staff input on design and possible NLC space. There will likely be another public consultation meeting in July.

### **7.a) OPERATIONS COMMITTEE REPORT**

- Operations Chairperson Kearns presented the Operations Committee's Report from the June 5th, 2018 committee meeting.
- **2018 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 Hanson.**

*"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 2018 general local elections with power to appoint other election officials as required for the administration and conduct of the 2018 general local elections; and that Bobbie Kingsmill, Human Resources Administrator, be appointed Deputy Chief Election Officer for the 2018 general local election."*

CARRIED

- **Capital Plan 2019 – 2020** - The committee recommended the Board approve the draft 2019-2020 Capital Plan as presented

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

*"That the Board approve the 2019-2020 Capital plan as presented."*

CARRIED

- Next Meeting Tuesday, September 11<sup>th</sup>, 2018 @ 3:00pm.

#### **7.b) POLICY COMMITTEE REPORT**

- Policy Committee Chairperson Michell presented the Policy Committee's Report from the June 5<sup>th</sup>, 2018 committee meeting.
- **Accumulated Surplus Policy 6.700** – The Policy Committee recommended that this Board approve this policy as outlined.

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

*"That the Board approve Policy 6.700 – Accumulated Surplus as outlined."*

CARRIED

- Next Meeting Tuesday, September 11<sup>th</sup>, 2018 @ 5:00pm

#### **7.c ) TRUSTEE REPORTS**

- Trustee Hanson submitted her report from the BCSTA AGM.

#### **8. UNFINISHED BUSINESS**

- There was no unfinished business this month.

#### **9. NEW BUSINESS**

- 9.1) Achievement Report – Superintendent van der Mark presented the Board with an achievement update.

## 10. OTHER BUSINESS

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

## 11. 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

## 12. CLOSING REMARKS

- Tentative August Board meeting ( if required ) will be held on August 21<sup>st</sup>, 2018
- Chairperson Williams wished everyone a safe and fun summer.
- The next regularly scheduled School Board meeting will be held on Tuesday, September 25, 2018 commencing at 7:00 pm at the at the School Board Office in Smithers, BC.

## 13. ADJOURNED

- The Board meeting was adjourned at 8:33pm.

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Approved by Jennifer Williams, Chairperson  
of the Board of Education

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Dave Margern  
Secretary Treasurer

DRAFT



**SYNOPSIS  
OF  
IN-CAMERA MEETING  
SCHOOL DISTRICT #54 (Bulkley Valley)  
JUNE 19, 2018  
SCHOOL BOARD OFFICE, SMITHERS B.C.**

The regular meeting was called to order at 6:04pm and the Board resolved to go in-camera.

- The Chair asked if there were any corrections to the In-Camera meeting minutes of May 15, 2018. There being none, the In-Camera meeting minutes of May 15, 2018 declared approved as presented by the Chairperson.
- Administration reported on routine staffing matters and school suspensions.
- The Operations Committee reported on a real property matter and labour relations matters.

The Board returned to regular session at 6:14pm.

DRAFT

# SCHOOL DISTRICT 54

(Bulkley Valley)

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## REPORT FROM ADMINISTRATION

to the  
Board of Education  
September 25, 2018

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### District Update

- We are very pleased with the start to the year. Once again, across the province, we are seeing some challenges posed by the restored collective agreement language, especially with regards to specialty positions. SD54 has fared relatively well, though we have also had increased challenges. The District continues to make significant strides as the transformation of education continues through the re-designed curriculum and graduation program. We are excited by the continued efforts to increase choice and flexibility for students across our system. We have some outstanding learning lined up for our educators this Fall/Spring and look forward to creating ever-increasing opportunities for engagement.
- **Administration Changes** — As noted last June, we are happy to have Ms. Barbara Turney in her new role as Principal at Telkwa Elementary. Ms. Kirsten Froese has taken on her new role as Vice-Principal of BVEC and we are pleased to welcome Ms. Liliana Pesce as Vice-Principal at Muheim Elementary.
- **School Projects** — As always, we have seen some great work done on our facilities this summer. Houston Secondary once again received a lot of work, including a gym floor reno. Twain Sullivan has had a significant washroom renovation to accommodate students with special needs and Smithers Secondary has had a renovation to promote collaboration across classrooms and teachers. Of course, significant planning continues regarding the Walnut Park re-build.
- **Municipal Elections**—SD54 is pleased to welcome the following Trustees through acclamation in their respective electoral zones:

Zone 1 – Lake Kathlyn / Evelyn/Moricetown (Wiset) – Ms. Priscilla Michell

Zone 3 – Telkwa / Quick - We would like to welcome Edward Quinlan who won the Telkwa electoral zone by acclamation.

Zone 4 – Houston – Jennifer Williams and Les Kearns

We wish all candidates in Zone 2 – Smithers/Driftwood/Glentanna, the very best in the upcoming election.

Trustee Candidates Forum will be held on Thursday, October 4th, 2018 at 7:00pm at the School Board Office.

# SCHOOL DISTRICT 54

(Bulkley Valley)

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## 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

- **Coast Mountain College Partnerships**—Following another successful year of program partnerships that included new offerings in Hairdressing, we are pleased to see an expanded offering in the Intro to Health Program in Smithers, as well as a Spring offering in Houston. The Spring semester will also see an Aesthetics course for the first time. We continue to be proud that a small district such as ours can diversify and be responsive to the changing needs of our students.
- **Trades and Skills Development**—SD#54 is pleased to welcome back Mr. Tom Butz in the skills coordinator role. Mr. Butz will continue the work started by Andy de Boer, who retired last Spring.
- **Changing Results 4 ALL Learners** — SD#54 will be continuing the project started last year, which engaged almost every elementary teacher in the district. We look forward to hearing about the collaboration and inquiry from our dedicated teachers as we continue to push the achievement plateau and ensure that all students walk the stage with dignity, purpose and options.
- **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 \$2000.

### School Based Initiatives

- **HSS & TSE Open House** - Houston Secondary and Twain Sullivan hosted a combined "campus" open house this past week.
- **SSS** – Smithers Secondary hosted their meet the teacher event for grade 8 parents.
- **Walnut Park** – Will hosted their annual "Pie Night" on September 18th.
- **Elementary District Soccer** — This year's tourney will be held @ Muheim on Saturday, September 29th. Contact your child's school for more information.

# SCHOOL DISTRICT 54

(Bulkley Valley)

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## Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
  - **HSS** – 75 +/- Grade 8-9 students from Houston Secondary to travel to Rock Nest Ranch on September 6-7, 2018. The purpose of this trip is to develop social responsibility and team building. All Board requirements have been met for this trip.
  - **SSS** – 14 +/- Outdoor Ed students in grades 8-12 from Smithers Secondary School to travel to Nanika – Kidprice Lake September 25, 2018. The purpose of this trip is to support the Outdoor Ed curriculum. All Board requirements have been met for this trip.
  - **SSS** – 18 +/- Outdoor Ed students in grades 8-12 from Smithers Secondary School to travel to Silverking Trail & the Joe L'Orsa Cabin on October 24-26, 2018. The purpose of this trip is to support the Outdoor Ed curriculum. All Board requirements have been met for this trip.
  - **SSS** – 18 +/- Outdoor Ed students in grades 8-12 from Smithers Secondary School to travel to Piper Down Rec Site on December 6-7, 2018. The purpose of this trip is to support the Outdoor Ed curriculum. All Board requirements have been met for this trip.

## Operations

- **Enrollment** - Current enrollment for the 2018-2019 year is approximately 1939 FTE students; this is compared to a spring projected enrollment of 1991 FTE students. The decrease of 52 FTE is greatly due to the BVEC students that will enroll over the year. The '1701' enrollment for 201-2018 was 1974 FTE and a headcount of 2037 students. A confirmed enrollment will be provided in October once the '1701' enrollment report has been finalized.
- **Summer Maintenance Work** - Mr. Bancroft, Mr. Young and the maintenance crew have worked hard over the summer completing several projects. An outline of specific projects will be provided.
- **Walnut Park New Replacement School Update** - Currently KMBR Architects has proposed a design and schematic layout of the property. (Graphics will be provided). This design schematic will outline the required placement of the pre-load for the school facilities. Most of the specific internal design plans can be revised if necessary, given budgeted spatial parameters. KMBR is planning to tender the pre-load construction as of this week.

OPERATIONS COMMITTEE MEETING  
Regular

September 11<sup>th</sup>, 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."*

**AGENDA**

**1. Auditors Opinion 2017-2018 Draft Financial Statements**

Committee was joined by conference call by Mr. Steve Kietzmann of Carlyle Shepherd CPA firm. Mr. Kietzmann made comments on the financial statements. He noted that, in their opinion, Carlyle Shepherd would be issuing an unqualified and positive opinion of the 2017-2018 draft financial statements. Mr. Margerm presented the committee with summary of Draft 2017-2018 Financial Statements. ***The Committee recommends the Board approve the audited Draft 2017-2018 Financial Statements as presented.***

**2. Walnut Park New Replacement School Capital Project Bylaw**

Mr. Margerm outlined a need for the Board to approve a capital bylaw for the Walnut Park Elementary School replacement. ***The Committee recommends that the Board approve the three readings for the Walnut Park Replacement School Capital Plan Bylaw.***

**3. Fulton Property (old BVLC property) Disposal Bylaw**

Mr. Margerm outlined a need for the Board to approve a capital bylaw for the Disposal of the Fulton Ave. property. ***The Committee recommends that the Board approve the three readings for the Disposition of the Fulton Ave. Property Bylaw.***

**4. NLC Public Input Recommendations**

Mr. Margerm provided an update on results from the spring public NLC consultation for Walnut Park. The input highlighted priorities of extra multipurpose/trades/maker space, extra gym space, daycare, kitchen, community office and itinerant space, enhanced foyer and educational collaboration space. These recommendations have been passed on to the architects for the purposes of school schematic design proposals.

**POLICY COMMITTEE MEETING**  
**September 11<sup>th</sup>, 2018**      **5:00 PM**      **School Board Office**

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

**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 5<sup>th</sup>, 2018**

<b>Policy</b>	<b>Description</b>	<b>Type</b>	<b>Status</b>	<b>Consultation</b>
	Accumulated Surplus Policy	New	Approved	Yes
	Policy & AP Framework		On-going	Not required

**NEW BUSINESS**

Revisions

<b>Policy</b>	<b>Description</b>	<b>Type</b>	<b>Status</b>	<b>Consultation</b>
9.970	Reporting & Grading Policy - Draft	New	In-Committee	Yes
	Policy & AP Framework		On-going	Not required

**1. Reporting & Grading Policy 9.970**

The Reporting & Grading Policy was sent out for public consultation, and SD54 has received no input or feedback on the new policy. It is recommended that draft Policy 9.970 be sent to the Board for approval.

**Date & Time of Next Meeting: 5 pm – October 2<sup>nd</sup>, 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**

### **National Trustee Gathering on Aboriginal Education and CSBA Congress 2018**

**July 4-7, 2018**

I attended this 4 day conference in Halifax NS in July. The first two days were the Gathering on Aboriginal Education and the last two days were the CSBA Congress, it was a busy conference with lots of speakers and workshops.

Day 1 and 2 had many speakers, some were well known locally, and some well-known nationally such as Senator Dan Christmas. Most of the topics were mainly around Mi'kmaq heritage and reconciliation. Although I grew up in this region, ABED was not part of the curriculum at the time, so this was interesting to me. There were two activities that will have a lasting impact on me. The Blanket exercise is something everyone should be part of at some point. It would take a very long time to write down how it works so feel free to ask me about it if you have never experienced it. The other was a workshop I was in with Darren Googoo. He talked about the education system in the First Nations community where he grew up (Membertou, Cape Breton). The progression they have made through the years was good to hear. He was a very engaging speaker and covered a lot of topics that weren't technically part of his talk. This is where I learned something very valuable. The nuances of words. The best example I can give for this is, we all say "I'm a representative of something" but if we are willing to stand behind our words we should be saying "I'm a representative for something". He said if you won't make yourself be accountable for what you're saying in your position then it shouldn't be said at all. One word changes the meaning of everything.

Day 3 and 4 were just as busy with the Congress. We heard from Floyd Martens, President of CSBA. Blye Frank, Dean Faculty of Education UBC, Stan Kutcher, Mental Health Literacy, and many others. One morning was devoted to a cross Canada check-in with SBA Presidents. One point of interest, the French/English speaking provinces Ontario and New Brunswick are having issues finding qualified teachers for French Immersion. The parents have been petitioning boards to hire more French teachers but there is a shortage even in the Quebec. The big elephant in the room was the disbandment of School Boards in NS. It was not talked about for the first 3 days. During cross Canada check-in New Brunswick talked about how their government disbanded them years ago but have now been reinstated. The NS government should be looking at their neighbours to see how well it work for them.

Connecting with trustee's from across Canada gave me a whole new perspective on how our province views education and within that our School District. BC is a very forward-thinking province with its curriculum. Many provinces do not have any mandated Aboriginal content and what they do have is not learner based. Special Education and IEP's are also not supported to the extent that they are in BC. Based on the workshops I attended the first 2 days of the conference, the eastern provinces (Ontario, Quebec, New Brunswick, PEI and Nova Scotia) are about 6 years behind SD54 in ABED completion rates. Also all the other provinces still have a high rate of leaving school certificates for those who have designations amongst the entire school populations. I came away from this conference knowing our District is on the right track and is leading in many areas nationally and within our own province.

There are many aspects of the meeting I didn't cover. The full agenda can be found on CSBA's website. If you would like to know more, please come talk to me sometime.

Respectfully submitted by,  
Trustee Jennifer Williams