



# School District No. 54 (BULKLEY VALLEY)

## AGENDA REGULAR BOARD MEETING SEPTEMBER 26, 2017 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 20, 2017  
Synopsis In-Camera Meeting – June 20, 2017
- 5) Administration Report C. van der Mark Report Attached
- 6) Committee Reports
  - a) Operations Committee F. Farrell Report Attached
  - b) Policy Committee B. Beaubien Report Attached
  - c) Trustee Report No Reports
- 7) Unfinished Business
- 8) New Business
  - 8.1) 2016 – 2017 Draft Financial Statements
- 9) Other Business
- 10) Reading File
  - 10.1) See Appendix "A"
- 11) Closing Remarks - Next Board Meeting will be held in October 17, 2017 at the School Board Office, in Smithers, B.C., commencing at 7:00 p.m.
- 12) Adjournment
- 13) Public Remarks\*\*

### NOTES:

**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.

**\*\*Public Remarks:** This item is intended to provide an opportunity to members of the public to make comments to the Board.



**APPENDIX "A"**  
**TRUSTEE READING FILE**  
**SEPTEMBER 26, 2017**

Ltr. Frm. BCSTA to Minister Bennett re: The UN Declaration on the Rights of Indigenous Peoples as the Framework for Reconciliation
Ltr. Frm. BCSTA to Minister Fleming re: ABED Motions and Initiatives
Ltr. Frm. BCSTA to Minister Darcy & Fleming re: BCSTA AGM motion on mental health
Ltr. Frm. BCSTA to Deputy Minister MacDonald re: BCSTA AGM Policy Change Motions and Actions
Ltrs Frm. BCSTA to Minister James re : Flexibility and Resourcing for School District Management
Ltr. Frm. BCSTA to Minister Hussen re: Federal Funding for Support Services for Immigrant Families
Ltr. Frm. BCSTA to Minister Trevena re: Consultations Before BC Ferries Schedule Changes
Ltr. Frm. BCSTA to Minister Mark re: Increased Educational Assistant Training Place at Post- Secondary Institutions
Ltr. Frm. BCSTA to Minister Bains re: CASL
Ltr. Frm. BCSTA to Minister Fleming re: SD83 Board
Ltr. Frm. BCSTA to Minister Fleming re By-Elections
Ltr. Frm. BCSTA to Prime Minister Trudeau re: National Statutory Holiday Honouring the First Nations, Inuit and Metis People of Canada
Ltr. Frm. CPF re: Invite to Fana Soro
June 30, 2017 Enrollment
Ltr. Frm. Lifesaving Society re: Swim to Survive Program
Ltr. to the Town of Smithers re: Response to Letter Dated May 12, 2017
Ltr. Frm. Partner Presidents to Minister Fleming re: School Facility Needs and Solutions
Ltr. Frm. SD08 to Minister Fleming & James re: \$10 per Day Child Care Plan
Ltr. Frm. SD23 to Minister Fleming re: Congratulations and Invitation
Ltr. Frm. SD52 to Minister Fleming re: Mental Health Services
Ltr. Frm. SD52 to Minister Fleming re: PRMS Visit
Ltr. Frm. Terry Fox Foundation re: Fundraising Report
Ltr. Frm. J. Siemens re: Thank you District Authority Scholarship
Ltr. Frm. N. Monkman re: Thank you District Authority Scholarship
Ltr. Frm. SD52 to Minister Fleming re: Classroom Enhancement Fund



REGULAR MEETING MINUTES  
BOARD OF EDUCATION  
SCHOOL DISTRICT NO. 54 (BULKLEY VALLEY)  
JUNE 20, 2017  
SCHOOL BOARD OFFICE, SMITHERS 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  
T. Bancroft – Incoming Director Facilities & Maintenance  
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 Gidm't'en – Bear Wolf Clan.
- Chairperson Kearns welcomed all guests present. Chairperson Kearns acknowledged Ms. Ilona Weiss – Outgoing BVTU President and Ms. Deb Schwarz – Outgoing CUPE President and that this would be their last meeting representing their members.
- On June 14<sup>th</sup> the District held our year-end celebration where there were hugs, tears and congratulations to all those staff retiring. Chairperson Kearns also attended the HSS graduation ceremonies and commented that all the students looked quite dapper in their caps and gowns. One of the highlights was three graduating students "Passing the Light of Education" to three Kindergarten students. Congratulations to all the HSS graduating students.
- Three former SD54 students have each won a \$1,000 Youth Work in Trades Award provided by the Ministry of Education and the Industry Training Authority. To be eligible these students must have been registered with the ITA as a youth apprentice, graduated with a Grade 12 Dogwood, completed a number of specified courses and maintained a C+ average or better and report a total of at least 900 hours with the ITA. Congratulations to Scott Dawson, Philip Gust and Allan Haar. Chairperson Kearns also wanted to congratulate former Houston student Avery Bell for being crowned the "King of Cabinet Making of Canada."

**3. ADOPTION OF AGENDA**

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

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

CARRIED

**4. ADOPTION OF MINUTES**

- The Chairperson asked if there were any corrections to the minutes of May 16, 2017 or the synopsis of the in-camera meeting minutes of May 16, 2017. There being none, the minutes of May 16, 2017 and the synopsis of the in-camera meeting minutes of May 16, 2017 were declared approved as presented.

## 5. ADMINISTRATION REPORT

- Superintendent van der Mark notified the Board about the upcoming administration changes that will be taking place for the 2017/2018 school year and introduced Mr. Tim Bancroft as incoming Director of Facilities and Maintenance. Mr. van der Mark also wanted to express his gratitude to Mr. Ed Hildebrandt for everything he has done for the students and staff of SD54. Mr. Hildebrandt knew how to stretch a dollar to make our buildings look good, and better for the students.
- Superintendent van der Mark presented the student achievement report to the Board. Mr. van der Mark had the opportunity to travel to Whitehorse with the Ministry Outreach Team to work with the Yukon Ministry of Education.
- Superintendent van der Mark presented the district based initiatives report to the Board. The SD54 year-end celebration was held on June 14, 2017 where long service employees and this year's retirees were honoured. The District elementary track meet took place on June 2. St. Joseph's School took home the small school trophy and Muheim Elementary took home the large school trophy. The PLC/NOII teacher leaders met on June 5<sup>th</sup> for their last meeting of the year. Vancouver Island University thanked SD54 teacher sponsors, Chris Lukasek and Craig McAulay for supporting their practicum teachers at HSS. SD54 will be changing their bell schedules for next year. Secondary Schools will start at 8:45am and elementary schools will start at 9:00am. Graduation ceremonies have started to take place. HSS had theirs on June 16<sup>th</sup> and SSS will have theirs on June 24<sup>th</sup>. SSS Girls' soccer team won the Northwest Zones this year! SSS dominated the NW Track and Field Zones and sent 12 athletes to the provincials where some outstanding results occurred, for instance, SSS Grade 8 student Logan Unruh won a gold in javelin! HSS Girls Rugby placed fifth at the Tier 1 provincial championships. Their highest placing so far. SSS held their annual athletics banquet on June 14<sup>th</sup>. The bi-annual Elder Murals were unveiled at SSS on June 8<sup>th</sup>. Mabel Forsythe and Rose-Mary Fox were selected to have their portraits done by SSS students Megan Randall and Emerenne Saefkow. Ms. Pesce's grade 4/5 class won an award from the Retired Teachers' Association for their year-long buddy program with the seniors from the Meadows. Also at MME, Grade 7 FI student Melissa Pesch won first place at the 34<sup>th</sup> annual Concours d'art oratoire. Ava McDougall, Grade 6 FI student also was a provincial finalist.

### 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 in a celebration of learning and exposure to the Nisga'a Culture. All Board requirements have been met for this trip.
  - **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.

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

*"The Board approves the proposed field trip to New York **IN PRINCIPAL** as outlined."*

CARRIED

- **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.

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

*"The Board approves the proposed field trip to Venice, Paris and Barcelona **IN PRINCIPAL** as outlined."*

CARRIED

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

- There was no June Operations Committee meeting.
- Next Meeting Tuesday, September 12<sup>th</sup>, 2017.

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

- Policy Chairperson Beaubien presented the Policy Committee's Report from the June 6, 2017 committee meeting.
- The committee recommends that Policy 6.320 – French Language Program be sent out for consultation again.

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

*"That the Board approves that the draft Policy 6.320 – French Language Program be sent out for public consultation again."*

CARRIED

- Next Meeting Tuesday, September 12, 2017

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

- Trustee Kearns submitted a trustee report summarizing his trip to Terrace to attend the BCPSEA Spring Regional Meeting.

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

- There was no unfinished business this month.

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

- 8.1) 2017-2018 Capital Bylaw - The operations committee recommended that the 2017-2018 Capital Plan Bylaw No. 17/18-CP-SD54-01 be approved in three readings.
- Chairperson Kearns asked for unanimous consent to do all three reading tonight for 2017 – 2018 Capital Plan Bylaw No.17/18-CP-SD54-01. Unanimous consent was given.

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

***"The Board approves the 2017- 2018 Capital Plan Bylaw No. 17/18-CP-SD54-012."***

CARRIED

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- 8.2) Achievement Plan 2017 - 2020 – Superintendent van der Mark presented the Board with an achievement update.
  - 8.3) September 2017 Board of Education Meeting

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

***"The Board approves to amend the 2017 – 2018 School Calendar to reflect the change of the September Board meeting date to September 26<sup>th</sup>, 2017."***

CARRIED

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**9. OTHER BUSINESS**

- The May 31, 2017 expenditure summary was included in the Trustee Board packages.

**10. READING FILE**

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

***"The Board directs senior staff to reply to the Town of Smithers letter dated May 12<sup>th</sup>, 2017, and address the four points outlined in their motion."***

1 abstained  
6 Approved  
CARRIED

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

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

CARRIED

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**11. CLOSING REMARKS**

- Chairperson Kearns addressed the outgoing Union presidents and thanked them for the job they did representing their members and their interactions with the Board. He wished everyone a safe and fun summer.
- The next regularly scheduled School Board meeting will be held on Tuesday, September 26, 2017 commencing at 7:00 pm at the School Board Office in Smithers.

**12. ADJOURNED**

- The Board meeting was adjourned at 8:18pm.

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Approved by Les Kearns, Chairperson  
of the Board of Education

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Dave Margern  
Secretary Treasurer

DRAFT

# SCHOOL DISTRICT 54

(Bulkley Valley)

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## REPORT FROM ADMINISTRATION

to the  
Board of Education  
September 26, 2017

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### District Update

- We are very pleased with the start to the year. Across the province districts have had significant challenges filling positions, but SD54 has emerged pretty well with it really looking like a pretty normal fall. The District continues to show tremendous strides in making the BC Education Plan a reality through our focus on choice, flexibility and personalization led by quality educators. 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 Mr. Dwayne Anderson join our admin team as VP at Houston Secondary/Twain Sullivan. Ms. Nicole Davey has taken over as Principal at Walnut Park and Ms. Janna Delany is now Vice-Principal at Walnut Park.
- This past August, the SD54 admin team spent some time team building by spending a couple days camping in the beautiful Nass Valley, where they were able to work together as well as enjoy the guided tour into the volcano crater and other fabulous Nass Valley landmarks. It is often difficult to find time to get people together and we forget to take advantage of the local natural beauty. Special thanks to our Nisga'a friends for being such amazing hosts.
- **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 another significant overhaul of their remaining shop space, creating another useable learning space from cluttered storage. Muheim Elementary has had their bathrooms updated and at Smithers Secondary, the foods room had a partial renovation, a new accessible bathroom installed and a significant gymnasium revitalization. These are just a few of the more visible improvements.
- **Boil Water Advisory**—Though inconvenient, schools have had no issues with the protracted water service issues. Schools continue to have signage on fountains and faucets and have requested parents to send in beverages or boiled water for consumption. Maintenance has been providing bottled water to schools and classroom teachers have been able to access it for students as required. The School District thanks parents for their patience and understanding while the Town works to lift the boil water advisory.

### Student Achievement

- **Revised FSA**— This school year the Ministry has redesigned and updated the FSA test for Grades 4 and 7 students. This includes the timing of the tests, as the test will be administered at the start of the school year beginning in early October to November.
- **Curriculum Discussion**—The K-9 curriculums were fully implemented last school year and the 10-12 curriculums are in draft forms for pilot use this year. They will be fully implemented for the fall of 2018.



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- **Communicating Student Learning**— This school year all of our elementary schools will be moving to our new Freshgrade platform to help with our communicating student learning program. Parents should be receiving monthly personalized information from their child's teacher about student progress. Teachers from across the district have been accessing training opportunities being offered through our technology department.

## Innovation / Initiatives

### District Based Initiatives

- **NWCC Partnerships**—SD54 continues to work with NWCC to offer dual credit opportunities for students. This fall, the Millwright program is being offered out of the trades' space at Houston Secondary, while Hairdressing is being run out of the former BVLC site in Smithers. We are excited to have students from both Houston and Smithers accessing these programs. This year, SD54 will have a record number of students accessing skills and trades based opportunities, while continuing to offer the full academic fare people are familiar with, as well as tremendous arts and athletics offerings. We continue to be proud that a small district such as ours can diversify and be responsive to the changing needs of our students.
- **Changing Results 4 ALL Learners**—SD54 is embarking on an ambitious inquiry project to engage all k-9 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 \$2,000.

### School Based Initiatives

- **Orange Shirt Day September 30<sup>th</sup>** - Once again this year, District Schools will be proudly wearing their orange t-shirts to support "Orange Shirt Day" to help raise awareness of residential schools students and share the story of Phyllis Webstad. Contact your child's school for more information.
- **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** – Hosted their annual "Pie Night" on September 20th.
- **Elementary District Soccer**—This year's tourney will be held @ Muheim on Saturday, September 29th. Contact your child's school for more information.

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- **SSS Sports Academies** – The Gryphons Basketball Academy is up and running for grades 9-12 students and we are very excited by the increased enrolment and general enthusiasm from participating students. Once again, this course runs before school and has no impact on student timetables. This joins the already established Hockey Academy as another option for students.

## Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
  - **SSS** – 20 +/- Grade 9-12 students from Smithers Secondary School to travel to Vancouver on September 14-19, to attend the annual Bard on the Beach Shakespeare Festival. All Board requirements have been met for this trip.
  - **SSS** – 14 +/- Grade 10-12 Outdoor Ed students from Smithers Secondary School travel to Nanika-Kidprice Lake on three separate occasions to take part in multi-day canoe trip. All Board requirements have been met for this trip.
  - **HSS** – 15 +/- Grade 11 +12 First Nations Studies 12 students from Houston Secondary to travel to Lava Bed Memorial Provincial Park on October 3, 2017. This trip is to learn about the Nisga'a lava beds and traditions of the Nisga'a people.

## OPERATIONS

- **Enrollment** - Current enrollment for the 2017-2018 year is approximately 2000 students; this is compared to a spring projected enrollment of 1985 students. The '1701' enrollment for 2016-2017 was 2012.6 FTE and a headcount of 2076 students. A confirmed enrollment will be provided in October once the '1701' enrollment report has been finalized.

**School District 54  
(Bulkley Valley)**

**OPERATIONS COMMITTEE MEETING  
Regular**

**September 12, 2017**

**5:00 PM**

**School Board Office**

<b>Voting Members</b>	<b>Administration</b>
F. Farrell, Chair J. Williams, Alternate P. Michell  L. Kearns (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**

**1. Auditors report on 2016-2017 Draft Financial Statements**

Committee was joined by Mr. Steve Kietzmann of Carlyle Shepherd. 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 2016-2017 draft financial statements. Mr. Margerm presented the committee with summary of 2016-2017 Draft Financial Statements. ***The Committee recommends the Board approve the audited Draft 2016-2017 Financial Statements as presented.***

**2. Summer Maintenance Update**

Mr. Margerm updated the committee on the completion of summer projects around the district. Capital improvements included:

SSS: - Gym floor & bleachers, Foods room upgrade, new dust extraction system for woods room, new bathroom, and roofing.

HSS: - Air handling and heating systems upgrade and metal shop upgrade.

Muheim: - New bathrooms.

Silverthorne: - Flooring and painting.

Telkwa: - Improvements to DDC system.

Learner Support: - Roofing.

BVLC: - Renovations for hairdressing.

**3. Walnut Park Update**

Mr. Margerm updated the committee on the Walnut Park new school project. The Ministry of Education has asked for a new geotechnical soils report, to be included in the PDR, which tests the prospective location of the new school. The PDR will be revised for any new costing adjustments and resubmitted to the Ministry.

**School District 54  
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**4. Boil water advisory**

Schools have advised that there is currently no need for extra water to be provided by district. Students and staff have been bringing their own water so far. The district/schools can provide bottled water if necessary.

**5. Staffing update**

Mr. van der Mark provided a brief staffing update to the committee.

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**Date & Time of Next Meeting: October 3<sup>rd</sup>, 2017**

**School District 54  
(Bulkley Valley)**

**POLICY COMMITTEE MEETING**

*September 12<sup>th</sup>, 2017*

*7:00 PM*

*School Board Office*

Voting Members	Administration
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>	

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

Policy	Description	Type	Consultation
6.320	French Immersion - Out for consultation	Revision	Yes

**NEW BUSINESS**

Policy	Description	Type	Consultation
	French Immersion – Out for Consultation	Revision	Yes
	School Maintenance - Out for consultation	New	Yes
	Superintendent Evaluation <i>BN-P-1</i> (Margerm)	Revision	No

**1. French Immersion**

The second consultation period for the revisions to the French Language Programs Policy 6.320 has elapsed with no input. ***The committee recommends that draft policy 6.320 French Language Programs be approved as provided.***

**2. Maintenance of School Order**

The consultation period for the revisions to the Maintenance of School Order Policy 6.150 has elapsed with no input. ***The committee recommends that draft policy 6.150 Maintenance of School Order be approved as provided.***

**3. Superintendent Evaluation**

The committee discussed revisions to Policy 2.125 Superintendent Assessment, and ***recommends the approval of the new draft Policy 2.125 Superintendent Evaluation as outlined.***

**Date & Time of Next Meeting: October 3<sup>rd</sup>, 2017**

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