



# School District No. 54 (BULKLEY VALLEY)

## AGENDA REGULAR BOARD MEETING SEPTEMBER 20, 2016 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 21, 2016  
Synopsis In-Camera Meeting – June 21, 2016
- 5) Administration Report C. van der Mark Report Attached
- 6) Committee Reports
  - a) Community Relations / Education Forum Committee D. Hanson Report Attached
  - b) Operations Committee J. Williams Report Attached
  - c) Policy Committee L. Collingwood Report Attached
  - d) Trustee Report No Attached
- 7) Unfinished Business
- 8) New Business
  - 8.1) 2015 – 2016 Draft Audited Financial Statements
- 9) Other Business
- 10) Reading File
  - 10.1) See Appendix "A"
- 11) Closing Remarks - Next Board Meeting will be held on October 18, 2016 at the School Board Office in Smithers, 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.



## School District No. 54 (BULKLEY VALLEY)

### APPENDIX "A" TRUSTEE READING FILE SEPTEMBER 20, 2016

2015 – 2016 Annual Report of the Ombudsperson
Ltr. Frm. CPF re: Loss of Teacher Classroom
Ltr. Frm. C.Zacharuk MOF to T. Rezansoff re: Elected Governance ref 350800
Ltr. Frm.Dze L K'ant Friendship Centre Society re: Requesting Letter of Support
Ltr. Frm. J.Maccarone, QESBA to T. Rezansoff re: Thank you
Ltr. Frm. J. Wilson – Raybould MOH to T. Rezansoff re: Section 43 of the Criminal Code
Ltr. Frm. NDTA to SD68 Board of Education re: Restorative Budget 2016-17
Ltr to MOE M Bernier Frm. SD54 re: Restricted Capital for TSE Boiler
Ltr. Frm. M.Bernier to T.Rezansoff re: Funding Increase – Capital Project reference 187847
Ltr. Frm. M.Bernier to T.Rezansoff re: AGM Ref 187483
Ltr. Frm. M. Bernier to T.Rezansoff re: April 26 letter to C. Clark ref 187446
Ltr. Frm. M. Bernier to T. Rezansoff re: Rural Education Fund Announcement
Ltr. Frm. M. Bernier to T. Rezansoff re: MOE Presentation at AGM ref 187898
Ltr. Frm. Prov-Mgt Partners to M. Bernier re: Support Changes to Provincial Assessm of Student Learning
Ltr. Frm. C. Cadieux MOCFD to T. Rezansoff re: Child prov and child protection service ref 228389
Ltr. Frm. SD05 to M.Bernier, S.Cadie, M. Dockendorf re: Strong Start Area Standards and Capacity Utilization
Ltr. Frm. SD05 to N. Gludovatz re: Support for the FPSE Open the Door Campaign
Ltr. Frm SD46 to M. Bernier re: REEF Funding
Ltr. Frm. SD57 to M. Bernier re: Admin Savings
Ltr. Frm. SD68 DPAC re: Impact Statement re restorative Budget
Ltr. Frm. SD72 to M. Bernier re: Rural Education Enhancement Fund
Ltr. Frm. SD73 to M. Bernier re: Student Transportation Fund
Ltr. Frm. T. Lake , M. Bernier to T. Rezansoff re: response to additional mental health support ref 1050649
Ltr. Frm. T. Rezansoff to C. Clark re: Prov response to child poverty
Ltr. Frm. T. Rezansoff to M. Bernier re: recognition of increased spending on capital projects
Ltr. Frm. T. Rezansoff to M. Bernier re: return of elected board to SD83
Ltr. Frm. T. Rezansoff to R. de Begro re: BCPSEA Committee on EA Certification
Ltr. Frm. SD46 to M. Bernier re: Thank you
Ltr. Frm. SD68 to M. Bernier re: Restorative Budget
Ltr. Frm. R. Price re: Thank you
Ltr. Frm. T. Monkman re: Thank you
Ltr. Frm. T.Beck re: Thank you
Ltr. Frm. D.Byng MOE to T.Rezansoff re: AGM Res. 187506
June 2016 Enrolment



REGULAR MEETING MINUTES  
BOARD OF EDUCATION  
SCHOOL DISTRICT NO. 54 (BULKLEY VALLEY)  
JUNE 21, 2016  
SCHOOL BOARD OFFICE, B.C.

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

Regrets: L. Collingwood

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

**1. CALL TO ORDER**

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

**2. TRADITIONAL WELCOME / OPENING REMARKS**

- Chairperson Kearns acknowledged that we are gathered on the home of the Wit'suwit'en Nation, traditional territory of the Gidmt'en.
- Chairperson Kearns welcomed all guests present. Trustee Collingwood sent her regrets. Chairperson Kearns recognized that June 21<sup>st</sup> is National Aboriginal Day and schools around the district have been taking part in many activities to celebrate the Aboriginal culture and people. Mr. Kearns attended the HSS Commencement ceremony and reported that it was absolutely wonderful once again this year. He thanked the staff and parents for all the hard work pulling it together. Mr. Kearns also attend the ceremony held at SSS on June 17<sup>th</sup> recognizing the Orlando tragedy and he thanked Mr. Rath, the GSA Alliance, the students and staff for organizing this emotional ceremony.

**3. ADOPTION OF AGENDA**

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

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

CARRIED

**4. ADOPTION OF MINUTES**

- The Chair asked if there were any corrections to the minutes of May 17, 2016 or the synopsis of the in-camera meeting minutes of May 17, 2016. There being none, the minutes of May 17, 2016 and the synopsis of the in-camera meeting minutes of May 17, 2016 were declared approved as presented.

**5. ADMINISTRATION REPORT**

- Superintendent van der Mark announced that there have been some administration changes for the 2016 – 2017 school year. Ms. Kirsten Froese has been hired as the new Principal at Telkwa Elementary School, Ms. Bev Forster is the new Principal at Muheim Memorial, Mr. Andrew Bond is the new Principal at Walnut Park Elementary, Ms. Julie Krall is the new Principal at Silverthorne Elementary. Mr. Mark Fehr and his family will be relocating to Indonesia. Ms. Michelle Iacobucci is relocating with her family in the Kootney's. Mr. Jim Cameron and Mr. Stephen Lockwood will be retiring after lengthy careers with SD54. Mr. van der Mark extended his appreciation to WPS to LKS and the transition team for the BBQ meet and greet that was held at WPS welcoming LKS students and families.

- Superintendent van der Mark presented the student achievement report to the Board. SSS students Ellena Schuffert (Grade 12) and Rachel Cuell (Grade 9) took part in the Canada Wide Science Festival in Montreal recently. Ms. Cuell won silver by studying the possible impacts of climate change on lichen communities that grow on pine trees with her project "*Climate Change: Time to be Enlivened*". Five District Dogwood Scholarships were handed out last week at the HSS commencement ceremony and an additional 14 will be handed out this weekend at the SSS commencement ceremony. The May education forum was held in Houston on May 24<sup>th</sup> and the topic was on social media and internet safety.
- Superintendent van der Mark presented the district based initiatives report to the Board. Today is national Aboriginal day and many activities have been happening around the district to celebrate Aboriginal culture. SD54 year-end celebration will take place on June 22 where we will be recognizing retirees and employees will be awarded long service pins. The District Elementary track meet took place on June 3 and St. Joseph's won the small school award and Muheim won the large school trophy. The Frozen North Ice Cream stand is open for business, we appreciate the Chamber of Commerce and NWCC for their partnership in this venture. PLC/NOI educators held their last meeting of the year last week. Their inquiry work this year was guided by the visit of Yong Zhao and a review of his book, "*World Class Learners*." SD54 is happy to announce that the innovation program for teachers and students will continue into the 2016-2017 school year.
- Superintendent van der Mark presented the school based initiatives report to the Board. HSS held their commence ceremony on June 10th and SSS will hold theirs this Saturday, June 25<sup>th</sup>. SSS Girls Soccer recently competed at the BC's and placed 14<sup>th</sup>. SD54 had many students participate in the Provincial Track and Field championships recently. Many of our athletes achieved personal bests in their respective disciplines. SSS held their annual Athletic Banquet last week.

### **Field Trip Proposals**

- TES – 100 +/- Grade K-7 Students from Telkwa Elementary School to travel to Tyhee Lake on June 27, 2016 to take part in the year-end school celebration. All Board requirements have been met for this trip.
- TSE – 48 +/- Grade 5-7 Students from Twain Sullivan to travel to Rough Acres Bible Camp on June 21, 2016 to take part in their year-end class celebration. All Board requirements have been met for this trip.
- TSE – 48 +/- Grade K-3 Students from Twain Sullivan to travel to Rough Acres Bible Camp on June 23, 2016 to take part in their year-end class celebration. All Board requirements have been met for this trip.
- TSE – 46 +/- Grade 3-5 Students from Twain Sullivan to travel to Rough Acres Bible Camp on June 20, 2016 to take part in their year-end class celebration. All Board requirements have been met for this trip.
- SIL – 30 +/- Grade 5-6 Students from Silverthorne Elementary to travel to Rough Acres Bible Camp on June 23-24, 2016 to take part in their year-end class celebration. All Board requirements have been met for this trip.
- LKS – 44 +/- Grade 4-7 Students from Lake Kathlyn Elementary to travel to Rough Acres Bible Camp on June 15, 2016 to take part in their year-end class celebration. All Board requirements have been met for this trip.
- LKS – 41 +/- Grade 4-7 Students from Lake Kathlyn Elementary to travel to Rough Acres Bible Camp on June 14, 2016 to take part in their year-end class celebration. All Board requirements have been met for this trip.
- WPS – 110 +/- Grade K-3 Students from Walnut Park Elementary School to travel to Tyhee Lake on June 17, 2016 to take part in the year-end school celebration. All Board requirements have been met for this trip.

### **6.a) COMMUNITY RELATIONS/ EDUCATION FORUM COMMITTEE**

- Community Relations / Education Forum Committee Chairperson Hanson presented the Community Relations / Education Forum Committee's Report from the June 7, 2016 committee meeting. The Achievement Contact being presented later in the meeting will be the June Education forum.
  - Next Meeting Tuesday, September 13, 2016 @ 4:00pm.

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

- Operations Chairperson Williams presented the Operations Committee's Report from the June 7, 2016 committee meeting.

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

*"The Board approve the Capital Bylaw 15/16-CP-SD54-01 in three readings for all three capital grants."*

- Chairperson Kearns asked for unanimous consent to do all three reading tonight for the *Capital Bylaw 15/16-CP-SD54-01*. Unanimous consent was given.

CARRIED

**CAPITAL BYLAW NO. 2015-2016-CP-54-01  
CAPITAL PLAN 2016-2017**

A BYLAW by the Board of Education of School District No. 54 (Bulkley Valley) (hereinafter called the "Board") to adopt a Capital Plan of the Board pursuant to Sections 143 (2) and 144 (1) of the *School Act*, R.S.B.C. 1996, c. 412 as amended from time to time (called the "Act").

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved the Board's Capital Plan on June 21<sup>st</sup>, 2016

NOW THEREFORE the Board agrees to the following:

- authorizes the Secretary-Treasurer to execute project agreements related to the expenditures contemplated by the Capital Plan;
- upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete each Project substantially as directed by the Minister;
- observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project(s); and,
- maintain proper books of account, and other information and documents with respect to the affairs of the Project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- The Capital Bylaw of the Board approved by the Minister that specifies the supported projects in the Ministry's letter of approval **May 24<sup>th</sup>, 2016** from the 2016-2017 Capital Plan is hereby adopted.
- This Bylaw may be cited as School District No. 54 (Bulkley Valley) Capital Bylaw No. **2016-2017-CP-54-01**.

READ A FIRST TIME THE 21<sup>st</sup> DAY OF June, 2016;  
READ A SECOND TIME THE 21<sup>st</sup> DAY OF June, 2016  
READ A THIRD TIME, PASSED AND ADOPTED THE 21<sup>st</sup> DAY OF June, 2016

CORPORATE SEAL

NO SIGNATURE REQUIRED  
Board Chair

NO SIGNATURE REQUIRED  
Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 54 (Bulkley Valley) Capital Bylaw No. **2016-2017-CP-54-01** adopted by the Board the 21<sup>st</sup> DAY OF June, 2016.

NO SIGNATURE REQUIRED  
Secretary-Treasurer

- Next Meeting Tuesday, September 13, 2016 @ 5:00pm.

**6.c) POLICY COMMITTEE REPORT**

- On behalf of Policy Committee Chairperson Collingwood, Secretary Treasurer Margerm presented the Policy Committee Report from the June 7, 2016 committee meeting.

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

*"The Board approve the amended Policy # 6.130 – Emergency School Closure as outlined."*

CARRIED

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

*"The Board approve the recommendation to delete Policy # 6.150 - General Safety."*

CARRIED

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

*"The Board approve the recommendation to delete Policy # 6.190 - District Assessment"*

CARRIED

- Next Meeting Tuesday, September 13, 2016 @ 3:00pm.

**6.d ) TRUSTEE REPORTS**

- Trustees Williams submitted her Trustee report on her trip to the BCSTA AGM in April.

**7. UNFINISHED BUSINESS**

- 7.1) 2016-2017 Annual Budget Bylaw: The operations committee recommended that the 2016-2017 Annual Budget be approved in three readings.

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

*"The Board proceed with the third reading for the 2016- 2017 Budget Bylaw."*

**ANNUAL BUDGET BYLAW**

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 54 (BULKLEY VALLEY) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2016/2017 pursuant to section 113 of the School Act, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 54 (Bulkley Valley) Annual Budget Bylaw for fiscal year 2016/2017.
3. The attached Statement 2 showing the estimated revenue and expense for the 2016/2017 fiscal year and the total budget bylaw amount of \$25,003,414 for the 2016/2017 fiscal year was prepared in accordance with the Act.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2016/2017.

READ A FIRST TIME THE 17th DAY OF MAY, 2016;  
READ A SECOND TIME THE 17th DAY OF MAY, 2016;  
READ A THIRD TIME, PASSED AND ADOPTED THE 21 DAY OF JUNE, 2016;

NO SIGNATURE REQUIRED  
Chairperson of the Board

(Corporate Seal)

NO SIGNATURE REQUIRED  
Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 54 (Bulkley Valley) Annual Budget Bylaw 2016/2017 adopted by the Board the 21 DAY OF JUNE, 2016.

NO SIGNATURE REQUIRED  
Secretary Treasurer

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## 8. NEW BUSINESS

- **8.1) Achievement Plan** - The 2016-2019 achievement plan was presented by Superintendent van der Mark.

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

*"To approve the 2016 – 2019 School District #54 Achievement Plan"*

CARRIED

**8.2) Rural Education Enhancement Fund** – Superintendent van der Mark provided the Board with an overview of the Rural Education Fund and how it applies or does not apply to SD54. D. Hanson, recused due to conflict of interest.

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

*"That the Board not pursue the Rural Strategy Funds for Lake Kathlyn School based on the closure consultation process deeming Lake Kathlyn surplus to the educational needs of the District."*

CARRIED

## 9. EXPENDITURE SUMMARY

- The May 31, 2016 expenditure summary was included in the Trustee Board packages.

## 10. READING FILE

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

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

CARRIED

## 11. CLOSING REMARKS

- On behalf of the Board of Education Chairperson Kearns wished everyone a safe, relaxing summer. Trustees were asked to keep August 30<sup>th</sup>, 2016 open for a Summer Board of Education meeting if necessary.
- The next regularly scheduled School Board meeting will be held on September 20, 2016 commencing at 7:00 pm at the School Board Office in Smithers.

## 12. ADJORNED

- The Board meeting was adjourned at 8:27pm .

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Approved by Les Kearns, Chairperson  
of the Board of Education

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Dave Margem  
Secretary Treasurer



SYNOPSIS  
OF  
IN-CAMERA MEETING  
SCHOOL DISTRICT #54 (Bulkley Valley)  
JUNE 21, 2016  
SCHOOL BOARD OFFICE, SMITHERS B.C.

The regular meeting was called to order at 6:00pm and the Board resolved to go in-camera.

- The Chair asked if there were any corrections to the In-Camera meeting minutes of May 17, 2016. There being none, the In-Camera meeting minutes of May 17, 2016 declared approved as presented by the Chairperson.
- Administration reported on routine staffing issues.
- The Operations Committee reported on a labour relations matter.
- The Reading File was received and filed.

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



# SCHOOL DISTRICT 54

(Bulkley Valley)

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## REPORT FROM ADMINISTRATION

to the  
Board of Education  
September 20, 2016

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### Student Achievement

- **2016-2017 School Year** – We have had a very smooth start to the new school year. 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.
- **k-9 Curriculum Discussion**—Implementation of the new curriculum is now underway. School administrators received an in-service on supporting and supervising the new curriculum as a part of the admin retreat prior to the start of the school year. Teachers are working with the new curriculum now and have also had their first school based collaboration time to work on the new curriculum. All reports thus far have been positive.
- **Communicating Student Learning**— Four of five elementary schools will be moving (or have already adopted) to a "communicating student learning" program for reporting to parents. These schools will not be issuing formal reports throughout the year with letter grades. Instead, they will be regularly communicating informally with parents throughout the year and they will issue a summative report at the end of the year. Parents will be able to request a letter grade if they wish. As this program expands the district will be providing support and guidance as to what the new expectations will be.

### INNOVATION / INITIATIVES

#### District Based Initiatives

- **Jiangsu Summer Exchange** – This past August, 16 students and 3 adults from Jiangsu, China visited the Bulkley Valley as a part of the continued relationship with the Jiangsu Province that began with 20 of our students visiting China last Fall. Though it was a quick visit, we believe our guests were treated to a unique, Canadian experience and we look forward to continuing to develop this relationship. A special thanks to Ms. Heather Lee and Mr. Hans Saefkow for facilitating the tour for these students. Thanks also to Mr. Doogan-Smith and Ms. Leslie McCurrah for providing other educational activities. We would also like to thank our students (especially those who drove in from Houston) for coming out to make the trip special. Jessica Eills, Hanna Eills, Julie Kramner, Janel Trottier, Jared Lytle, Hannah Pow, Emerin Saefkow, Alannah Markert, Amber Whalen and Josh de Jong.
- **Reading Assessment (Intermediate)** – Intermediate teachers across the district will be coming together for learning conversations around reading assessments from grades 4-7. Having teachers learn together and work together on key assessment areas such as reading is powerful learning for teacher and provides better consistency within and across schools for learners. The format will be very similar to that used last year with k-3 teachers which was very well received and provided the initiative for this next phase.

# SCHOOL DISTRICT 54

(Bulkley Valley)

- **Innovation Funds** – Schools and teachers are once again 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.
- **Trades & Skills Opportunities** – The District continues to offer a variety of trades and skills options for students. The Electrical program is being run at the Houston Trades facility and EMAP is running at the Smithers NWCC Campus. Students from both SSS and HSS are taking advantage of these unique offerings. Both schools are also offering Intro to Trades at the grade 10-11 level.
- **New Trades Coordinator** – SD54 is pleased to welcome Mr. Andrew de Boer to the position of Trades Coordinator. Mr. de Boer has extensive experience in k-12 public education, including many years as careers and trades coordinator.

## 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 night recently.
- **Walnut Park** – Will be hosting their annual "Pie Night" on September 20<sup>th</sup>.
- **SSS** – Is running a Basketball Leadership Academy for grades 9-11 students. This is a 4 credit course that may be used as an elective or PE credit.

## Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
  - **SSS - 30 +/-** Grade 9-12 Students from Smithers Secondary School will be travelling to Vancouver on September 19-23 to attend Bard on the Beach Shakespeare Festival. All Board requirements have been met for this trip.

## Operations

- **Enrolment** – Enrolment is showing a decline of 22 students versus projected student numbers from February. We are expecting more to enroll in BVEC as the time goes on. Elementary enrolment is generally down and high school enrolment has increased. A final enrolment report will be provided in October after the September 1701 has been completed.



School District No. 54  
(Buttley Valley)

**AGENDA**  
**COMMUNITY RELATIONS COMMITTEE MEETING**  
September 13<sup>th</sup>, 2016      4:00 PM      School Board Office

Voting Members	Administration
D. Hanson, Chair L. Collingwood, Alternate F. Farrell  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."*

**AGENDA**

**Education Forum Update**

**Date & Time of Next Meeting: October 4<sup>th</sup>, 2016 at 4 pm**

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



**OPERATIONS COMMITTEE MEETING**  
**Regular**

**September 13<sup>th</sup>, 2016**

**5:00PM**

**School Board Office**

<b>Voting Members</b>	<b>Administration</b>
J. Williams, Chair B. Beaubien, Alternate P. Michell  L. Kearns (ex officio)	C. van der Mark, Superintendent D. Margerm, Secretary Treasurer
<b>Regrets:</b>	M. McDiarmid, Assistant Superintendent E. Hildebrandt, Director, Facilities and Maintenance

The meeting was conducted between 5:03 pm and 6:29 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."*

**Agenda**

**1. Auditors report on 2015-2016 Draft Financial Statements**

The Committee was joined by Mr. Steve Kietzmann of Carlyle Shepherd. Mr. Margerm presented the Committee with a summary of 2015-2016 Draft Financial Statements. 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 2015-2016 draft financial statements. Mr. Kietzmann also thanked the staff for their support during the audit process. ***The Committee recommends the Board approve the audited Draft 2015-2016 Financial Statements as presented.***

**2. Capital Plan**

Mr. Margerm updated the Committee on Draft 2016-2017 District Capital Plan to be submitted to the Ministry by September 30, 2016. ***The Committee recommends the Board approve the Draft 2016-2017 District Capital Plan as presented.***

**3. Summer Maintenance Update**

Mr. Margerm updated the Committee on the completion of summer projects around the District. Capital improvements included:

- SSS - theatre entrance, fascia, removal of portables, cleaned compound
- HSS - roofing
- Twain - boiler and water systems
- Walnut - classroom renovations, new kitchen, structural foundation
- Muheim - painting, flooring
- Telkwa - new bathroom, air handler systems
- Maintenance - drainage & compound

**4. Transportation Funding Adjustment**

Mr. Margerm provided an update on an August Ministry announcement of extra transportation funding provided to districts. SD54 is eligible for up to \$163,737. A report to the Ministry applying for the extra funding is due by September 30<sup>th</sup>, 2016.

**5. Administrative Savings Report Update**

Mr. Margerm provided an update on the two administration savings reports submitted in the past three months. The first report was on planned savings for 2016-2017 year, and second report was on actual savings for the past 2015-2016 year. Both reports were approved by the Ministry.

**6. General Start-up Information**

Mr. van der Mark provided an update on school start-ups. All school start-ups seemed to be going well. Walnut Park was specifically noted as having a smooth beginning, and noted the new additions: kitchen and classroom renovations.

**7. Facilities Review**

Mr. Margerm provided an update on the transition of the annual facilities review to the fall instead of the spring. A facilities review will be provided to the Board by November. Likely, the focus will be on the Houston school facilities.

**8. Smithers Town Request for Trail Access**

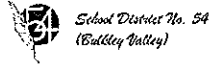
Mr. Margerm provided an update on a request from the Town of Smithers to create a path for the Smithers community trail through Smithers Secondary School. The committee directed Mr. Margerm to investigate possible issues such as legal, liability, financial responsibility, maintenance and then report to Committee in October.

**9. School Reporting Plans**

Changes to the reporting process are under way for schools and will be dealt with by the Community Relations Committee and through education forums for informing parents.

**Date & Time of Next Meeting: October 4<sup>th</sup>, 2016 @5:00pm**

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**REPORT**

**POLICY COMMITTEE MEETING**

**September 13<sup>th</sup>, 2016**

**3:00 PM**

**School Board Office**

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

The meeting was conducted between 3:03 pm and 3:34 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."*

**PREVIOUS MEETING OF June 7<sup>th</sup>, 2016**

Policy	Description	Type	Status
6.130	Student Trustee	New	In-Committee
6.140	Emergency School Closure	Revision	Approved
6.150	Fire Drills	Revision	Approved
6.190	General Safety	Revision	Approved
6.210	District Assessment	Revision	Approved
	Vandalism of School Board Property	Revision	Approved

**NEW BUSINESS**

Policy	Description	Type	Consultation
6.310	Tobacco and Vapour Products	Revision	Yes
4.380	Sexual Orientation and Gender Identity	Revision	Yes

**6.310 Tobacco and Vapour Products**

New changes to the Tobacco and Vapour Control Regulation laws require the Board to amend policy in regards to adding 'vapour products' language. Recommended draft copy of amended policy is attached.

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

#### **4.310 Sexual Orientation and Gender Identity**

Committee discussed whether the exact language of `gender identity` and `sexual orientation` was necessary, or was the intent of the current language, `sexual and `gender diversity` is acceptable. In, addition, should this new language be required in the district anti-bullying policy? Mr. Margerm will amend policy language to include specifically required language and try to provide more specific directions from Ministry. Mr. Margerm will report to Committee in October.

**Next Meeting: October 4<sup>th</sup>, 2016 at 3 pm**

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