



School District No. 54 (BULKLEY VALLEY)

AGENDA REGULAR BOARD MEETING OCTOBER 17, 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 – September 26, 2017
Synopsis In-Camera Meeting – September 26, 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 L. Kearns Report Attached
Trustee Report J. Williams Report Attached
- 7) Unfinished Business
- 8) New Business
- 9) Other Business
 - 9.1) Expenditure Summary – September 30, 2017
- 10) Reading File

Ltr. frm. BCSTA to Minister Robinson re: Meeting on supporting school construction projects
Ltr. frm. BCSTA to Minister Fleming re: Request to withhold School FSA results
Ltr. frm. BCSTA to Minister James re: Request for a meeting to Discuss K-12 education funding
September 30, 2017 Enrollment Figures
- 11) Closing Remarks - Next Board Meeting will be held on November 21, 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.



REGULAR MEETING MINUTES
BOARD OF EDUCATION
SCHOOL DISTRICT NO. 54 (BULKLEY VALLEY)
SEPTEMBER 26, 2017
SCHOOL BOARD OFFICE, SMITHERS B.C.

PRESENT: Trustees: L. Kearns, F. Farrell, J. Williams, L. Collingwood, B.J. Beaubien, D. Hanson
Regrets: P. Michell
Staff: C. van der Mark – Superintendent of Schools
M. McDiarmid – Assistant Superintendent of Schools
D. Margerm – Secretary Treasurer
T. Bancroft – 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 and the two new union presidents. Trustee Michell sent her regrets. Chairperson Kearns and senior administration toured SD54 facilities recently and a thank you goes out to Mr. Bancroft and the maintenance staff for all their hard work over the summer to get the facilities in great shape for our students. A new year has now begun and Chairperson Kearns hopes it will be another successful year for everyone.

3. ADOPTION OF AGENDA

- Chairperson Kearns requested that New Business Item 8.2 – NWCC Request be added to the agenda. Chairperson Kearns requested that New Business Item 8.1 – 2016/2017 Draft Financial Statements be addressed first in the meeting.

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

"That the amended agenda be accepted as presented."

CARRIED

4. ADOPTION OF MINUTES

- The Chairperson asked if there were any corrections to the minutes of June 20, 2017 or the synopsis of the in-camera meeting minutes of June 20, 2017. There being none, the minutes of June 20, 2017 and the synopsis of the in-camera meeting minutes of June 20, 2017 were declared approved as presented.

5. ADMINISTRATION REPORT

- Superintendent van der Mark reflected on the new school year start up. Collaboration rounds will continue this year, these learning rounds present outstanding opportunities for educators to share their practice, and learn from others. The District will continue to work on better ways to communicate student learning. Mr. van der Mark highlighted the administrative changes that have taken place for this year. A number of school renovation projects were completed over the summer and Mr. van der Mark thanked the maintenance department for their hard work over the summer. Boil Water Advisory continues within the Town of Smithers. Bottled water has been brought in made available to students and staff. In the spring SD54 we experienced some French Immersion intake challenges, Mr. van der Mark is happy to report that all the four families were placed on the wait list have now be enrollment in French immersion at MME.
- Superintendent van der Mark presented the student achievement report to the Board. The FSA's have be resigned and updated for Grades 4 and 7 this year and will be administered in October / November. The k-9 curriculums were fully implemented last school year and the grade 10-12 curriculums will be fully implemented in the fall of 2018. SD54 elementary schools will be moving to our new Freshgrade platform to help communicate student learning this year. Parents will be receiving more information from the child's school in the near future.
- Superintendent van der Mark presented the district and school based initiatives report to the Board. SD54 continues to work with NWCC to offer dual credit opportunities. Millwright and Hairdressing and Intro to Trades programs will run this year. All k-9 teachers will be working on Changing Results 4 ALL Learners inquiry project this year. Schools and teachers are once again encouraged to apply for innovation grants that support school and district goals. Orange Shirt Day is coming up on September 30th. SD54 schools will be helping to raise awareness of residential school students and share the store of Phyllis Webstad. HSS and TSE hosted a combined "campus" open house this past week. SSS hosted their meeting the teacher even for grade 8's. WPS hosted their annual "Pie Night" on Sept 20 and the Elementary District Soccer tournament will take place Saturday, Sept 30th at MME. SSS Basketball and Hockey Academies are now up and running. The Basketball Academy runs before school and has no impact on student time tables.

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. All Board requirements have been met for this trip.

Operations

- **Enrollment** – Secretary Treasurer Margerm informed the Board that the current enrollment for 2017-2018 school year is approx. 2,000 students; this is compared to a spring projected enrollment of 1985 students. A confirmed enrollment will be provided in October once the '1701" enrollment report has been finalized.

6.a) OPERATIONS COMMITTEE REPORT

- Operations Chairperson Farrell presented the Operations Committee's Report from the September 12, 2017 committee meeting.
 - Next Meeting Tuesday, October 3rd, 2017 @ 5:00pm.

6.b) POLICY COMMITTEE REPORT

- Policy Chairperson Beaubien presented the Policy Committee's Report from the September 12, 2017 committee meeting.
 - The committee recommended that Policy# 6.320 – French Language Programs be approved as amended.

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

"That the Board approves the amended Policy # 6.320 French Language Program as outlined."

CARRIED

- The committee recommended that Policy# 6.150 – Maintenance School Order be approved as outlined.

MOTION: It was moved by Trustee Beaubien and seconded by Trustee Hanson.

"That the Board approves Policy #6.150 Maintenance of School Order as outlined."

CARRIED

- The committee recommended that Policy# 2.123 – Superintendent Evaluations be approved as amended.

MOTION: It was moved by Trustee Beaubien and seconded by Trustee Hanson.

- Trustee Hanson requested that the policy be amended to read the following:
" Each fall, the Superintendent will meet with the Board to seek approval of his/her Annual Growth Plan as well as a review of progress toward the mutually agreed upon goals outlined in the Superintendent growth plan from the previous year."

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

"That the Board approves the amended Policy #2.125 Superintendent Evaluation."

CARRIED

- Next Meeting Tuesday, October 3rd, 2017 @ 7:00pm

6.c) TRUSTEE REPORTS

- There was no trustee reports submitted this month.

7. UNFINISHED BUSINESS

- There was no unfinished business this month.

8. NEW BUSINESS

- **8.1) 2016 – 2017 Draft Audited Financial Statements** - The operations committee recommended that the 2016-2017 Financial Statements be approved by the Board.
 - Dorian Callison from Carlyle Shepherd & Co. provided an unqualified opinion of the 2016–2017 Audited Financial Statements.
 - Secretary Margerm provided a financial recap of the 2016 – 2017 school year.

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

"That the Board approve the 2016 – 2017 Audited Financial Statements as presented. "

CARRIED

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- 8.2) **NWCC Request for letter of support** – The Board met with the NWCC President regarding rebranding and renaming of North West Community College. The College's goal is to revitalize and rebrand the institution.

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

"That the Board authorize senior administration to write a letter of support for NWCC's ongoing work in the community and of the rebranding and name change of the institution."

5 For
2 Opposed
CARRIED

9. OTHER BUSINESS

- There was no other business this month.

10. READING FILE

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

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

CARRIED

11. CLOSING REMARKS

- The next regularly scheduled School Board meeting will be held on Tuesday, October 17, 2017 commencing at 7:00 pm at the School Board Office in Smithers.

12. ADJOURNED

- The Board meeting was adjourned at 8:06pm.

Approved by Les Kearns, Chairperson
of the Board of Education

Dave Margerm
Secretary Treasurer



**SYNOPSIS
OF
IN-CAMERA MEETING
SCHOOL DISTRICT #54 (Bulkley Valley)
SEPTEMBER 26, 2017
SCHOOL BOARD OFFICE, SMITHERS B.C.**

The regular meeting was called to order at 5:58pm and the Board resolved to go in-camera.

- The Chair person asked if there were any corrections to the In-Camera meeting minutes of June 20, 2017. There being none, the In-Camera meeting minutes of June 20, 2017 declared approved as presented by the Vice-Chairperson.
- Administration reported on routine staffing issues and a labour relations matter.
- The Operations Committee reported on a real property matter and a labour relations matter.

The Board returned to regular session at 6:25pm.

SCHOOL DISTRICT 54

(Bulkley Valley)

REPORT FROM ADMINISTRATION

to the
Board of Education
October 17, 2017

Student Achievement

- **Education Minister Visit** — On Thursday, October 12, Education Minister, Rob Fleming, spent time touring some SD54 facilities after a brief meeting with trustees and senior staff. The District highlighted some of the priority capital projects at Walnut Park and in Houston and was treated to some wonderful hospitality and learning in our schools.
- **Foundation Skills Assessment** – This year the FSA (grade 4 & 7) will be conducted in October. The revised provincial reading, writing and numeracy assessment is a snapshot of a child's progress and is just one small piece of much more comprehensive, ongoing assessment.
- **School Improvement Plans** — Schools have once again submitted their annual plan of improvement. Schools have considerable flexibility in developing their goal(s) providing the goal(s) support the overarching district goal of improving completion and success rates for all and specifically Aboriginal students.
- **SD54 Lead Teachers** — Once again we are thrilled to have expanded the roles of our District Curriculum Supporting Teachers. Ms. Jo-Anne Goble and Ms. Sandra McAulay continue to do amazing work in these roles!
- **Ministry Connections with SD54** — Once again we are fortunate to have staff members working closely with the Ministry of Education. District Principal of Innovation and Technology, Matthew Monkman is working with a provincial innovation project called Wonderlab. Assistant Superintendent McDiarmid is once again lending his insights to the BCSSA and the Aspiring Aboriginal Leaders Program. Superintendent van der Mark will be continuing his committee schedule thru the Learning Advisory Board, under the leadership of Suzanne Hoffman, Chief Educator for BC. He is also part of the Ministry Outreach Team for education transformation as well as the Superintendent's representative with BCPSEA and association Vice President.
- **Flu Season** — A reminder to parents that Flu Season is, or will be, upon us. Check Northern Health for more information and helpful information.

<http://www.northernhealth.ca/YourHealth/PublicHealth/InfluenzaInformation/InfluenzaVaccinationsandClinicListings/Northwest/Smithers.aspx>

SCHOOL DISTRICT 54 (Bulkley Valley)

Innovation / Initiatives

District Based Initiatives

- **October Education Forum** — Will be held on Monday, October 23th at 5:00pm and will be held at the NWCC – Smithers Campus. This education forum will focus on two projects that are challenging students to learn outside their classroom space at MME. The first being Ms. Pesce inquiry project about intergenerational relationships. The second project is an Applied Skills and Design Project with Mr. Dufresne's grade 6/7 class.
- **District Collaboration Weeks** -- Building on the work of previous years, teachers from across the district will be co-planning and presenting lessons for other professionals to observe. These sessions are an excellent learning tool for our teachers and a great way to recognize and celebrate some of amazing talent we have in SD54. The first sessions will be Thursday, November 2 in Houston and Friday November 3 in Smithers.
- **Shelley Moore** — BC education consultant, Shelley Moore will be working with SD54 teachers on November 2-3. She will also be providing a keynote on November 3 from 2-5pm at the Della Herman Theatre.
- **PLC/NOII** — SD54 will be hosting the Northwest Regional Network kick off in November in Smithers. We will be joined by Network founders Dr. Linda Kaser and Dr. Judy Halbert as well as teachers from around the region to discuss innovation and inquiry in teaching and learning.
- **BCSSA Fall Conference** — Keynote speaker this year include international education expert, Pahl Sahlberg. Senior staff and school administration will be attending this learning opportunity.

School Based Initiatives

- **Muheim District Soccer Tournament** – The Muheim soccer tournament took place on Saturday, September 29 with all elementary schools participating. The sportsmanship and community spirit were all amazing. Thank you to all staff (especially Muheim for hosting), coaches, and students for making this day a success.
- **Remembrance Day Ceremonies** — Schools across the District will be hosting ceremonies on November 10th and we encourage stakeholders to contact their local schools for more information if they wish to attend.

Field Trip Proposals

- The following field trip has been approved by the Assistant Superintendent:
 - **SSS** – 14 +/- Grade 10-12 Outdoor Ed students from Smithers Secondary School travel to Silverking Basin and Joe L'Orsa Cabin on two separate occasions to take part in multi-day trip. Proposed dates are October 19-21, 2017 and April 26-28, 2018. All Board requirements have been met for these trips.
- International Travel?

SCHOOL DISTRICT 54

(Bulkley Valley)

Operations

- **Enrollment update as of September 30, 2017** - The February 2017 projections were 1985 FTE, and the September 1701 report lists an actual FTE of 1974, down 11 student FTE. It is expected that BVEC will pick up numbers as the year progresses due to the fact the distance education program can enroll new students throughout the year. September 2017 enrollment was also down 39 students FTE from September 2016 enrollment. The funding recalculation will be published in December 2017.
- **K-12 Regular Enrollment Compliance Audit** – SD54 was notified recently that the district will be subject to a K-12 enrollment compliance audit by the Ministry of Education. The Ministry will be looking at the September 29, 2017 Fall Data Collection Report – Form 1701 submitted by the District. SD54 was last enrollment audit was in September 2010.

**School District 54
(Bulkley Valley)**

**OPERATIONS COMMITTEE MEETING
REGULAR**

October 3rd, 2017

5:00 PM

School Board Office

Voting Members	Administration
F. Farrell, Chair J. Williams, Alternate P. Michell L. Kearns (ex officio)	D. Margerm, Secretary Treasurer M. McDiarmid, Assistant Superintendent
Regrets:	C. van der Mark, Superintendent

Meeting Time: 5:03-5:47 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. Draft Calendars for 2018-19, 2019-20, 2020-21

Mr. McDiarmid provided an update on initiating the annual calendar consultation. Last year, it was recommended by the Board that this year's calendar process undergo a process on approving the next three calendar years in principle. ***The committee recommends that the proposed draft calendars for 2018-19, 2019-20, and 2020-21 be sent out for consultation.***

2. TTOC Update

Mr. McDiarmid provided an update on the TTOC shortage in our district. The District is currently hiring uncertified TTOCs and will utilize specific internal CUPE employees to cover classes.

3. Enrollment update

Mr. Margerm provided an update on September 30 enrollment. February 2017 projections were 1985 FTE, and the September 1701 report lists an actual FTE of 1974, down 11 student FTE. It is expected that BVEC will pick up numbers as the year progresses due to the fact the distance education program can enroll new students throughout the year. September 2017 enrollment was also down 39 student FTE from September 2016 enrollment. Current enrollment for each school was also provided.

Date & Time of Next Meeting: Monday November 6th, 2017 @ 5:00pm

**School District 54
(Bulkley Valley)**

POLICY COMMITTEE MEETING

October 3rd, 2017

7:00 PM

School Board Office

Voting Members	Administration
B. Beaubien, Chair L. Collingwood D. Hanson L. Kearns (ex officio)	D. Margerm, Secretary Treasurer M. McDiarmid, Assistant Superintendent
Regrets:	C. van der Mark, Superintendent

Meeting Time: 7:03-7:50 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 September 12th, 2017

Policy	Description	Type	Consultation
6.320	French Immersion – Out for Consultation School Maintenance - Out for consultation Superintendent Evaluation <i>BN-P-1</i> (Margerm)	Revision	Yes

NEW BUSINESS

Policy	Description	Type	Consultation
10.100	School and District Facilities	Revision	Yes
10.110	Facility Rentals	Deletion	Yes
	Student Reporting	New	Yes

1. School and District Facilities Policy 10.100 & Facility Rental Policy 10.110

Mr. Margerm advised the committee only revisions and consolidation of Board Policies 10.100 and 10.110. There was need to update the two policies on rental parameters and revising fee structures. The revisions create an Administrative Procedure 10.100 to provide detailed regulations concerning the rental use and fee structures of the district facilities. ***The committee recommends the deletion of Policy 10.110 Rental Facilities and therefore be sent out for public consultation. The committee also recommends the amendments drafted in the revised Policy 10.100 and therefore be sent out for public consultation.***

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

**School District 54
(Bulkley Valley)**

2. Student Reporting

Mr. McDiarmid updated the committee on new reporting policy that has to be developed. All elementary schools are carrying on with the practice of 'no letter grades'. High school grade 8 is also implementing practice of no letter grades. Mr. McDiarmid is required to update Board on changes to reporting structure and requirements, and he will be working with Board to develop new policy around reporting.

Date & Time of Next Meeting: Monday November 6th, 2017 @ 7pm

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
BCSTA NORTHWEST BRANCH MEETING
SEPTEMBER 15 & 16, 2017
CHARLOTTE CITY, B.C.**

On September 15th & 16nd, I attended the annual fall meeting of the Northwest Branch, in Charlotte City, B.C. The Northwest Branch consists of 6 school districts, #50 Haida Gwaii, #52 Prince Rupert, #54 Bulkley Valley, # 82 Coast Mountain, #87 Stikine, and #92 Nisga'a.

During my time I attended the following meetings/activities/workshops:

- Meet and greet, attended by all delegates.
- Traditional "Welcome to the Territory" by the Old Masset Village and Skidegate Hereditary Chiefs.
- Northwest Branch business meeting which included:
 - a UNBC Haida language and culture program which has 13 adult Haida students
 - a district wide Haida language program which is available from kindergarten up
 - BCPSEA presentations on the summary of the spring regional meetings and a BCPSEA-BCTF collective bargaining update
 - BCSTA presentations on the Professional Learning Committee and the Report to Branches
 - District reports
 - and Branch business reports.
- A guided tour of the Haida Heritage Centre at Kay Linagaay in Skidegate.
- An extensive guided tour and detailed explanation of the 5 house totems located at the Centre. The conference was both informative and entertaining and I appreciate the opportunity to attend but whenever you visit Haida Gwaii the beauty of the area and the culture of the people are always the highlights. For more information please contact me or refer to the BCSTA or BCPSEA webpage.

Respectfully submitted by:

Trustee Les Kearns
BCPSEA Representative and
Chairperson of the Board of Education



School District No. 54 (BULKLEY VALLEY)

"To empower all learners to live the challenges of a diverse and changing world."

**TRUSTEE REPORT
BCSTA NORTHWEST BRANCH MEETING
SEPTEMBER 15 & 16, 2017
CHARLOTTE CITY, B.C.**

I was very fortunate to be able to attend the Branch meeting in Haida Gwaii. It was definitely worth the time it took to travel to and from this beautiful Island.

While there I attended the following:

Traditional welcoming to the Territory from Old Masset Village and Skidegate Hereditary Chiefs.

Host presentation: UNBC language Program, This was a presentation regarding work that has been done and ongoing around aboriginal Language in schools and the benefits to the students.

Pole Tour: This was a highlight for me during this trip. A very well spoken young lady gave a tour of all the poles around the site. It was amazing the stories that accompanied each of them and the meanings behind the figures.

We also had the regular business to attend to: Treasurer report, Presidents report, etc. These reports can be reviewed in the Branch minutes.

The NW Branch Education Committee Representative presented us with the PLC learning guide that will be rolled out at the Trustee Academy in November. This guide will be a valuable training tool to explain and teach trustees the governance model and the responsibilities of boards.

Member reports: The main theme throughout the North West this year is teacher shortage and the challenges associated with that.

I am thankful that I was able to attend these meetings in a place I had never visited before, it is a place steeped in history. I can only hope to return again to continue learning and exploring in this one of a kind place.

Respectfully submitted by,

Trustee Jennifer Williams
Vice - Chairperson of the Board of Education