



School District No. 54 (BULKLEY VALLEY)

AGENDA REGULAR BOARD MEETING NOVEMBER 24, 2020 SCHOOL BOARD OFFICE, SMITHERS B.C. 7:00PM

- 1) Call to Order
- 2) Traditional Welcome / Opening Remarks
- 3) Adoption of Agenda
- 4) Minutes: Regular Meeting Minutes – October 27, 2020
Synopsis In-Camera Meeting – October 27, 2020
Synopsis Special In-Camera Meeting – November 17, 2020
- 5) Administration Report M. McDiarmid Report Attached
- 6) Committee Reports:
 - a) Operations Committee L. Kearns Report Attached
 - b) Policy Committee F. Farrell Report Attached
 - c) Trustee Report F. Farrell Report Attached
- 7) Unfinished Business
- 8) New Business
 - 8.1) 2020 – 2021 Facilities Review
- 9) Other Business
 - 9.1) Expenditure Summary – November 30, 2020
- 10) Reading File

| |
|--|
| Ltr. frm. BCSTA to Minister James re: Congratulatory on an Incredible Career in Politics |
| Ltr. frm. BCSTA to Renzo Del Negro re: Appreciation for Dedication to Public Education |
| Ltr. frm. SD05 to BCSTA re: School Land Site Acquisitions |
| Ltr. frm. SD28 to Minister Fleming re: Cancellation of the FSA 2020-2021 |
| Ltr. frm. SD52 to Teacher Qualification Service re: Delays in Teacher Qualifications |
| Ltr. frm. BCSSA to BCPSEA re: Letter of Appreciation |
| Ltr. frm. SD72 to Minister Fleming re: FSA's |

- 11) Closing Remarks –Next regular Board Meeting will be held on December 8th, 2020 commencing at 7:00 p.m. at the School Board Office in Smithers. **NOTE:** Location &/or meeting delivery is subject to current Provincial Health Orders in place.
- 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. (Board Policy # 1.190) <http://www.sd54.bc.ca/index.php/school-board/board-policy>



REGULAR MEETING MINUTES
BOARD OF EDUCATION
SCHOOL DISTRICT NO. 54 (BULKLEY VALLEY)
OCTOBER 27, 2020
SCHOOL BOARD OFFICE, SMITHERS, BC

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

Regrets: E. Quinlan

Staff Regrets: T. Bancroft – Director Facilities & Maintenance

Staff: M. McDiarmid – Superintendent
M. Monkman – Assistant Superintendent
D. Margerm – Secretary Treasurer
B. Kingsmill – Recording Secretary

1. CALL TO ORDER

- The meeting was called to order at 7:01pm.

2. TRADITIONAL WELCOME / OPENING REMARKS

- Chairperson Williams acknowledged that we are gathered on the home of the Wit'suwit'en Nation, traditional territory of the Gidmt'en – Bear Wolf Clan.
- Chairperson Williams started off the meeting by commenting on the new Walnut Park build and how much it has changed in only one year. By all accounts the contract is only staying within the time allotment but also staying within budget. Ms. Williams also thanked the hard work of the board office staff for putting implementing the District's new Atrieve computer system. Ms. Williams thanked Ms. Perreault and Ms. Kingsmill for spearheading this initiative.

3. ADOPTION OF AGENDA

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

"That the agenda be accepted as presented."

CARRIED

4. ADOPTION OF MINUTES

- The Chairperson asked if there were any corrections to the regular meeting minutes of September 29, 2020, the synopsis of the In-Camera meeting of September 29, 2020. There being none, the regular meeting minutes of September 29, 2020 the synopsis of the In-Camera meeting of September 29, 2020 were declared approved as presented.

5. ADMINISTRATION REPORT

- Superintendent McDiarmid presented District updates to the Board. Mr. McDiarmid outlined the current staffing in place. Due to COVID some operational items have been reduced i.e.: student athletic events. The Draft Strategic Plan has been sent out for community feedback. This District has been receiving a lot of positive feedback on our new District logo. On Thursday, Oct 29th the staff at the Houston schools are invited to participate in a discussion about grade reconfigurations at the Houston elementary schools.

- Superintendent McDiarmid presented the Student Achievement report to the Board. SD54 employees participated in a number of professional development activities on the professional development day last week. Seven teacher applicants were awarded Innovation grants. Check the Northern Health website for information on being safe through the upcoming flu season.
- Superintendent McDiarmid presented the district and school-based initiatives report to the Board. The PLC/ NOII cohort will be kicking off their meetings later in the year. The District Soccer Tournament and Cross-Country Run have both been cancelled due to COVID. Remembrance Day Ceremonies will take place this year in each school. They will look a bit different this year but the meaning will be the same.

Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
 - **SSS – 17 +/-** Grade 10-12 students from Smithers Secondary School to travel up to Dennis Lake Forest Recreation Site on two separate occasions. (October 29-30, 2020 and November 5-6, 2020). The purpose of this trip is to support the Outdoor Ed Curriculum. All Board requirements have been met for this trip.

6.a) OPERATIONS COMMITTEE REPORT

- Operations Committee Chairperson Kearns presented the Operations Committee's Report from the October 13th, 2020 committee meeting.
- **Rainbow Sidewalk at SSS** - The committee recommended the Board respond to the Gender-Sexuality Alliance group at SSS and support the painting of a Rainbow Sidewalk at Smithers Secondary.

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

"That the Board approve and support the painting of a Rainbow Sidewalk at Smithers Secondary."

CARRIED

- Next meeting date Tuesday, November 10th, 2020 @ 5:00pm

6.b) POLICY COMMITTEE REPORT

- Policy Committee Chairperson Farrell presented the Policy Committee's Report from the October 13th, 2020 committee meeting.

Next Meeting Tuesday, November 10th, 2020 @ 3:00pm

6.c) TRUSTEE REPORTS

- There were no trustee reports this month.

7. UNFINISHED BUSINESS

- There were no trustee reports this month.

8. NEW BUSINESS

- **8.1) Surplus Management** – The committee recommended that the Board approve a resolution to allocate up to \$700,000 from the District surplus towards a new SSS food and apprenticeship preparation facility.

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

"That the Board approve to allocate up to \$700,000 from the District Surplus towards a new SSS foods and apprenticeship preparation facility."

CARRIED

- **8.2) Enrolment Figures for the 2020 – 2021 School Year** - Secretary Treasurer Margerm provided a over view of the September 30, 2020, 1701 report that is required by Ministry. Original budget indicated 1,943 students but the actual total came in at 1,932 students down – 11. Which equates to a funding reduction of approx. \$89k. Another enrolment calculation will be captured in February 2021.

9. OTHER BUSINESS

- There is no other Business this month

10. 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

11. CLOSING REMARKS

- Closing Remarks –Next regular Board Meeting will be held on November 24, 2020, commencing at 7:00 p.m. at the School Board Office in Smithers, B.C.

12. ADJOURNED

- The Board meeting was adjourned at 7:52pm.

Approved by:

Jennifer Williams, Chairperson
of the Board of Education

Dave Margerm
Secretary Treasurer



**SYNOPSIS
OF
IN-CAMERA MEETING
SCHOOL DISTRICT #54 (Bulkley Valley)
OCTOBER 27, 2020
SCHOOL BOARD OFFICE, SMITHERS B.C.**

The regular meeting was called to order at 6:02 pm and the Board resolved to go in-camera.

- The Chair asked if there were any corrections to the In-Camera meeting minutes of September 28th, 2020. There being none, the In-Camera meeting minutes of September 18th, 2020 declared approved as presented by the Chairperson.
- Administration reported on routine staffing.
- The Board Chairperson reported on a Board organizational matter.

The Board returned to regular session at 6:11pm.



SYNOPSIS OF
SPECIAL IN-CAMERA MEETING
SCHOOL DISTRICT #54 (Bulkley Valley)
NOVEMBER 17, 2020
VIA: ZOOM

The regular meeting was called to order at 3:59 pm and the Board resolved to go in-camera.

- The Board Chairperson reported on a Board organizational matter.

The Board returned to regular session at 5:23pm.

DRAFT

SCHOOL DISTRICT 54

(Bulkley Valley)

REPORT FROM ADMINISTRATION

to the
Board of Education
November 24, 2020

Current Activities

- **Houston Elementary configuration/ Facilities review-** Unfortunately, this upcoming public meeting had to be postponed due to new COVID-19 provincial guidelines. A meeting date will be set for January for this in-person discussion in Houston.
- **BCSSA Fall Conference** – Superintendents and a few Principals attended the annual Superintendent's fall conference via Zoom. An excellent two-day experience focused on Equity and Compassion in Education. The conference featured high profile educational leaders, including author Shane Safir.
- **Learning portion of Board Meeting-** This month we were going to take a walking tour of the expanded shops and new science labs at Smithers Secondary. We will reschedule this visit to the next in-person Board meeting.

District Based Initiatives

- **Teacher Leads for Indigenous Education** – Just recently the Indigenous Education department began a new two-year initiative to recruit and empower teachers from a variety of schools to act as lead teachers for Indigenous curriculum and support. The first few days of training were highly educational and well received.
- **Fall Professional Growth Conversations** - It is the time of year when Superintendent McDiarmid and Assistant Superintendent Monkman are meeting with school administration to discuss progress with their professional learning goals. We have been very impressed with our Administrators focused and professional approach to their ongoing development.

School Based Initiatives

- **Carolfest** - This year's Carolfest has been cancelled due to the COVID-19 restrictions.
- **Athletic Events** – Unfortunately, school sports teams this year have been unable to participate in games or competitions with other regional opponents. Some of our teams have been creative and provided some internal competition which has been much appreciated by the student athletes.

SCHOOL DISTRICT 54

(Bulkley Valley)

Field Trip Proposal

- The following field trip has been approved by the Assistant Superintendent:
 - **SIL** – 38 +/- Grades 1-2 and 3-4 students from Smithers Silverthorne Elementary School to travel to Irrigation Lake on December 15, 2020. The purpose of this trip is to support the Science Curriculum (life cycle of fish) and for a day of ice fishing and being in the outdoors. All Board requirements have been met for this trip.

SCHOOL DISTRICT 54

(Bulkley Valley)

OPERATIONS COMMITTEE MEETING

Regular

November 10th, 2020

5:00 PM

School Board Office

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

The meeting was conducted from 5:00 – 5:50 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

1. 2020-2021 Facilities Review

Mr. Margerm provided a presentation on the annual 2020-2021 Facilities Review. The Committee discussed the proposal for a reconfiguration if the two elementary schools in Houston to create primary & intermediate schools.

Motion: The Committee recommends accepting the 2020-2021 Facilities Review as presented.

Date & Time of Next Meeting: January 12th, 2021.

SCHOOL DISTRICT 54

(Bulkley Valley)

POLICY COMMITTEE MEETING

November 10th, 2020

3:00 PM

School Board Office

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

The meeting was conducted from 3:07 pm- 4:45 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 October 13th, 2020

| Policy | Description | Type | Status | Consultation |
|--------|-------------------------|----------|--------------|--------------|
| 1.180 | Trustee Code of Conduct | Revision | In-committee | Yes |

NEW BUSINESS

| Policy | Description | Type | Status | Consultation |
|--------|---|-----------|--------------|--------------|
| 1.300 | Strategic Plan | New | In-committee | Yes |
| | New District Logo | | | |
| 1.180 | Trustee Code of Conduct | Revision | In-committee | Yes |
| 4.100 | Employee Recognition | Revision | In-committee | No |
| 4.200 | Employee and Family Assistance Program | Deletion | In-committee | No |
| 4.320 | Complaints concerning Employees | Revisions | In-committee | Yes |
| 4.360 | Employees Leaving School Premises during work hours | Deletion | In-committee | No |
| 4.390 | Retirement – Non-Teaching Employees | Deletion | In-committee | No |
| 4.400 | Arbitration & Grievance Settlement | Deletion | In-committee | No |
| 4.500 | Principal & Vice-Principal Hiring | Deletion | In-committee | No |
| 5.260 | Exchange Leaves | Deletion | In-committee | No |

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

SCHOOL DISTRICT 54

(Bulkley Valley)

Policy 1.300 Strategic Plan

Mr. Monkman updated the Committee on public feedback that had been received on the Strategic Plan Policy. Overall the feedback was positive.

Motion: The Committee recommends the approval of Policy 1.300 Strategic Plan.

New District Logo

Mr. Monkman provided an update on the new district logo. A media communication has been drafted and be released. The original art work is currently being digitalized.

Policy 1.180 Trustee Code of Conduct

Mr. Margerm provided a BCSTA document, BCSTA Rights and Responsibilities, to the Committee. The BCSTA resource provides some direction on trustee code of conducts. The Committee will revisit the code of conduct discussion in January.

Policy 4.100 Employee Recognition

Motion: The Committee recommends Mr. Margerm remove the procedural rules section to create an administration procedure.

Policy 4.200 Employee and Family Assistance Program

Motion: The Committee recommends that Policy 4.200 be deleted.

Policy 4.320 Complaints concerning Employees

This policy has already been revised and amended. There is no need for this policy to be reviewed.

Policy 4.360 Employees Leaving School Premises during work hours

Motion: The Committee recommends that Policy 4.360 be deleted.

Policy 4.390 Retirement – Non-Teaching Employees

Motion: The Committee recommends that Policy 4.390 be deleted.

Policy 4.400 Arbitration & Grievance Settlement

Motion: The Committee recommends that Policy 4.400 be deleted.

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

SCHOOL DISTRICT 54

(Bulkley Valley)

Policy 4.500 Principal & Vice-Principal Hiring

Motion: The Committee recommends that Mr. Margerm be directed to revise the policy section to include the concepts of transparency and fairness. In addition, the procedural rules should be removed from policy and generate an administrative procedure.

Policy 5.260 Exchange Leaves

Motion: The Committee recommends that Policy 5.260 be deleted.

Date & Time of Next Meeting: January 12th, 2021 at 3 pm

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 Provincial Council October 24, 2020

On Saturday October 24, I attended the Provincial Council meeting of the BCSTA via zoom communication in Smithers. Normally, meetings would be held in Vancouver, at the Wosk Centre, starting on the Friday. However, our COVID protocol has prevented such in person events. Ultimately, the event was condensed to a Saturday business meeting.

The format of the meeting was similar to other Provincial Council Meetings. President Stephanie Higginson spoke, Along with CEO Mike Roberts. Each spoke about the adjustments that were made in relation to spending and activities due to the pandemic we are presently experiencing. One note that I was able to grasp from the presentations was while in the short-term meetings will be through Zoom and other platforms there is still planning in the longer term for events and activity post COVID. While subject to change, starting with the April AGM pre-planning is still going ahead as Vice-president Carolyn Broady delivered the Canadian School Boards Association report which provided national perspective of the impact of COVID.

The next presentations were given by representatives of the BCSTA standing committees. Of note was Finance Committee presentation outlining budget planning and the call for feedback from boards across the province. The April 2020 AGM marked the end of my three-year term on the committee, along with others. I would like to thank the BCSTA president for the opportunity to serve on the committee as I feel that I gained enormous insight on the good work the Association has done for member boards.

From there we were a discussing and voting on motions. One motion that was noteworthy was 9.6 – That BCSTA advocate to the Ministry of Education for additional funding for districts to support teachers with Letters of Permission and non-certified teachers on call by providing resources such as classroom management assistance, educational assistants and professional development.

In a capsule, this October's Provincial Council was informative and engaging as the Zoom meeting offered interaction and insight as we continue on towards the times we are in . I was happy to say that I was able to perform my civic duty on the same day as October 24, 2020 was election day in British Columbia.

Respectfully submitted,

Frank Farrell
Trustee