



**AGENDA  
REGULAR BOARD MEETING  
NOVEMBER 20, 2018  
SCHOOL BOARD OFFICE, SMITHERS, B.C.  
7:00PM**

- 1) Call to Order
- 2) Traditional Welcome / Opening Remarks
- 3) Adoption of Agenda
- 4) Minutes: Regular Meeting Minutes – October 16, 2018  
Synopsis In-Camera Meeting – October 16, 2018
- 5) Learning Portion - Freshgrade
- 6) Board Elections
- 7) Administration Report C. van der Mark Report Attached
- 8) Committee Reports:
  - a) Operations Committee TBA No Report
  - b) Policy Committee TBA No Report
  - c) Trustee Report  No Report
- 9) Unfinished Business
- 10) New Business
  - 10.1) 2018-2019 Facilities Review
- 11) Other Business
  - 11.1) Expenditure Summary – October 31, 2018
- 12) Reading File

Ltr. Frm. BCTF to Minister Fleming & MacDonald re: Grad Requirements - October 18, 2018
Ltr. Frm. Office of the Ombudsperson re: Thank you
Ltr. Frm. SD05 to Minister Fleming re: FSA's
Ltr. Frm. SD37 to Minister Fleming re: Independent Panel for the K-12 Sector Public Education Funding Review
Ltr. Frm. SD46 to SSCFGS re: 2019 – 2020 Provincial Budget Deliverations
Ltr. Frm. The Royal Canadian Legion re: Thank you and the Annual Military Service Recognition Book
Ltr. From. SD57 to Minister Fleming and Minister James re: Funding Review Model
Ltr. From. SD74 to Minister Fleming re: Funding Review Model
Ltr. From. SD74 to Minister Fleming and MacDonald re: Support of BCTF Letter regarding Grad Requirements - First Peoples

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

14) Adjournment

15) Public Remarks\*\*

**NOTES:**

**\*\*Public Remarks:** Just a reminder to everyone that this portion of the meeting is intended to provide an opportunity for members of the public to make comments to the Board. Public remarks should be relevant to items on the approved agenda. The Board will listen respectfully to comments but not respond to questions during this time.

**Delegations:** This item is intended to provide an opportunity to members of the public to make a presentation to the Board. Individuals wishing to be included on the agenda must submit a written request to the Secretary Treasurer at least one week prior to the meeting stating the subject of their presentation and including any background information to be considered by the Board.



REGULAR MEETING MINUTES  
BOARD OF EDUCATION  
SCHOOL DISTRICT NO. 54 (BULKLEY VALLEY)  
OCTOBER 16, 2018  
SCHOOL BOARD OFFICE, SMITHERS BC

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

**Regrets:** P. Michell

**Staff:** C. van der Mark – Superintendent  
M. McDiarmid – Assistant Superintendent  
D. Margerm – Secretary Treasurer  
T. Bancroft – Director of Facilities and Maintenance  
B. Kingsmill – Recording Secretary

**1. CALL TO ORDER**

- The meeting was called to order at 7:02pm.

**2. TRADITIONAL WELCOME / OPENING REMARKS**

- Chairperson Williams acknowledged that we are gathered on the home of the Wit'suwit'en Nation, traditional territory of the Gidmt'en – Bear Wolf Clan.
- Chairperson Williams welcomed all guests present, Trustee Michell sent her regrets. Chairperson Williams was proud to announce that the Houston Chamber of commerce, the educator of the year award was awarded to Mr. Robert Mark from Silverthorne Elementary.

**3. ADOPTION OF AGENDA**

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

*"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 25, 2018 or the synopsis of the in-camera meeting minutes of September 25, 2018. There being none, the regular meeting minutes of September 25, 2018 and the synopsis of the in-camera meeting minutes of September 25, 2018 were declared approved as presented.

**5. LEARNING PORTION**

- **5.1 – Student and Staff Wellness** - District Principal of Learner Support, Cathy van der mark, Helping Teacher Birgit Laskowski, SSS Counselor Kristy Bachman and WellAhead Coach Bryon Robbie presented a report to the Board on their WellAhead project.

## 6. ADMINISTRATION REPORT

- Superintendent van der Mark presented the district update to the Board. District staff travelled to Vancouver last week to take part in a "Making the Right Hire" learning session. Assistant Superintendent McDiarmid and Mr. Matthew Monkman will be travelling to Ontario next week in hopes of attracting new teachers to the District.
- Superintendent van der Mark presented the student achievement report to the Board. SD54 is excited to be learning with Carole Fullerton, a numeracy expert this year. Ms. Fullerton will provide and work with staff in demo-lessons across grade levels and she will also deliver in-service sessions in both Houston and Smithers in November. Dr. David Burns will be in Smithers on Thursday, November 29<sup>th</sup> to talk about how university admissions are changing and how schools and post-secondary institutions can maximize this transition. Schools have submitted their school improvement plans to the District. Schools develop goals to support the overarching District goal of improving completion and success rates for all and specifically Aboriginal students. Superintendent van der Mark represented BC at the national Ed Can Network Cross Country Meeting, in his role of VP of the BCSSA. Mr. McDiarmid will be taking a team to Terrace next week to attend a Ministry session on early learning. Flu season is upon us, please check the Northern Health website for information on staying healthy. The District received a letter recently from the Industry Training Authority (ITA), informing us that the district's registration has increased 19% over the past two years. This increase is due a number of reasons: shop upgrades at HSS; shoulder tapper teachers and the choice and flexibility for our students.
- Superintendent van der Mark presented the District initiatives report to the Board. The Changing Results for ALL Learners, an inquiry project, will be up and running again this year, and extending the group to include Grande 8 and 9's. The PLC/NOII will be holding their first meeting of the year on October 29<sup>th</sup>. This year the primary resource is Dylan Williams, "**Getting the Schools Our Children Need**".
- Superintendent van der Mark presented the school based initiatives report to the Board. The District Soccer Tournament took place on September 29<sup>th</sup>, thank you to MME staff and all the volunteers that made this event such a success. The District X-Country Run took place at Riverside once again this year. Remembrance Day Ceremonies will take place in our schools on Friday, November 9<sup>th</sup>. The Houston Girls 7's Rugby team dominated once again and will be heading to the Provincials in the spring.

### Field Trip Proposals

- The following field trip requires approval by the Board of Education:
  - **SSS** – 92 +/- Concert, Jazz Band and Choir Students in grades 8-12 from Smithers Secondary School to travel to Edmonton, Alberta on April 6 to April 10, 2019. The purpose of this trip is to take part in the Edmonton Cantando Festival. All Board requirements have been met for this trip.

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

*"That the proposed field trip to Edmonton is approved as presented."*

CARRIED

### Operations

- Secretary Treasurer Margerm presented the operations report to the Board – The 1701 Enrollment report has been submitted to the Ministry. The February 2018 projections were 1991 FTE, and the September 1701 report lists an actual FTE of 1949, down 42 student FTE. September 2018 enrollment was also down to 1974 student FTE from September 2017 enrollment which shows an increase of 17 student FTE. The funding recalculation will be published in December 2018. The Walnut Park preload tender has been completed and awarded. This project will begin

immediately and is planned for the next eight weeks. The preload fill will be stored in order to use for backfilling demolition of the old school and provide a base for parking, roads and fields surrounding new school. The proposed new school design was displayed for the Board to view. Another public consultation meeting will take place in the near future.

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

- Operations Chairperson Kearns presented the Operations Committee's Report from the October 2<sup>nd</sup>, 2018 committee meeting.
- Next Meeting Tuesday, November 27<sup>th</sup>, 2018 @ 3:00pm.

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

- On behalf of Policy Committee Chairperson Michell, Board Chairperson Williams presented the Policy Committee's Report from the October 2<sup>nd</sup>, 2018 committee meeting.
- Next Meeting Tuesday, November 27<sup>th</sup>, 2018 @ 5:00pm

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

- There were no trustee reports submitted this month.

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

- There was no unfinished business this month.

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

- **9.1) 2018 – 2019 Class Size report:** Superintendent van der Mark presented to the Board and guests the Class Size Annual Report. Highlights include:
  - Class Sizes
    - Kindergarten maximum 20 – SD54 Actual 17.9
    - Grades 1-3 maximum 22 – SD54 Actual 19.8
    - Grades 4- 12 maximum 27\* – SD54 Grade 4-7 Actual 25.2
    - SD54 Grades 8-12 Actual 21.5
  - \*Depends on class (subject, specialty...)
  - +2 flex factor for grades 4-12
- Key Changes
  - No more than 2 designated students. Language specifies "*designated*" for the purposes of Ministry Funding. Class can have more than 2 designated students but then remedy must be provided.

#### **10. OTHER BUSINESS**

- The September 30, 2018 expenditure summary was included in the Trustee Board packages.

#### **10. READING FILE**

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

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

CARRIED

**12. CLOSING REMARKS**

- Closing Remarks – There will be a New Trustee swearing in ceremony on, Tuesday October 30<sup>th</sup>, 2018, time to be determined. Next regular Board Meeting will be held on November 20, 2018 at the School Board Office in Smithers B.C., commencing at 7:00 p.m.

**13. ADJOURNED**

- The Board meeting was adjourned at 8:54pm.

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Approved by Jennifer Williams, Chairperson  
of the Board of Education

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Dave Margerm  
Secretary Treasurer

DRAFT



**SYNOPSIS  
OF  
IN-CAMERA MEETING  
SCHOOL DISTRICT #54 (Bulkley Valley)  
OCTOBER 16, 2018  
SCHOOL BOARD OFFICE, SMITHERS B.C.**

The regular meeting was called to order at 6:16pm and the Board resolved to go in-camera.

- The Chair asked if there were any corrections to the In-Camera meeting minutes of September 25, 2018. There being none, the In-Camera meeting minutes of September 25, 2018 declared approved as presented by the Chairperson.
- Administration reported on routine staffing and labour relations matters.
- The Operations Committee reported on staffing and labour relations matters.

The Board returned to regular session at 6:38pm.

# SCHOOL DISTRICT 54

(Bulkley Valley)

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## REPORT FROM ADMINISTRATION

to the  
Board of Education  
November 20, 2018

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### Student Achievement

- **Changing Results for ALL Learners (CR4AL)** - The District has completed its first round of collaborative inquiry sessions for teachers from K-9 across the district. This project consists of 4 grade groups, expanding to grade 9 this year. We are pleased to have Ms. Lynn Rutley continue to lead the work with support from Ms. Sandra McAulay and Ms. Jo-Anne Goble.
- **Early Years Transitions** - Assistant Superintendent McDiarmid attended a Ministry of Education regional conference on early learning hosted in Terrace. The focus was on the revised early learning framework. Several community agencies attending this session with district staff.
- **Carole Fullerton & SD54 Collaboration** - SD54 is pleased to welcome numeracy consultant, Carole Fullerton on November 20<sup>th</sup> & 21<sup>st</sup>. Ms. Fullerton will be providing in-service session, demonstration lessons and collaborative lessons with SD54 educators.
- **PLC/NOII** - We held our first Professional Learning Community and Network of Innovation & Inquiry on Monday, October 29<sup>th</sup>. Once again we have close to 40 participants signed up for this 4 part series and we had close to 30 in attendance for the first meeting. Participants shared their thoughts on their inquiry focus for the year and discussed current themes in education.
- **BCSSA Fall Conference - Superintendent** van der Mark and Smithers Secondary Principal, Jaksun Grice attended the annual Superintendent's conference with a focus on mental health and well-being. Keynote speakers included Dr. Bill Howatt, Dr. Evan Adams and Dr. Stanley Kutcher.
- **Safe Schools** - BC Safe School Coordinators' Meeting was held in Richmond on October 22<sup>nd</sup> and 23<sup>rd</sup>, 2018. Cathy van der Mark, District Safe School Coordinator, attended the two-day session with presentations on a number of current topics under the updated ERASE strategy: The Impact of Humbolt on Trauma Response in Schools; Suicide and Self Harm; Real Acts of Caring; Lessons Learned from Colorado After the Legalization of Marijuana; Gangs and Guns, Sexual Misconduct and Safety in Schools; and, Drug Recognition Education. The new ERASE reporting tool has also been launched and can be found on the ERASE website.
- **Erase Training** - On November 14<sup>th</sup> and 15<sup>th</sup>, 2018, five members of the District Safe Schools Team travelled to Terrace for ERASE Level Three Violent Threat Risk Assessment (VTRA) training. Mike McDiarmid, Cathy van der Mark, Barb Turney, Craig McAulay and Jaksun Grice have all been trained previously and attend the training as a refresher. The VTRA training equips district teams with the ability to conduct threat and risk assessments as well as plan for providing interventions necessary to support students at risk of harming themselves or others.



# SCHOOL DISTRICT 54

(Bulkley Valley)

## Innovation / Initiatives

### District Based Initiatives

- **Dr. David Burns** - On Thursday, November 29<sup>th</sup>, SD54 is thrilled to have Dr. David Burns from Kwantlen Polytechnic University (2:30pm @ The Della Herman) share his thoughts on competencies, assessment, capstones, and possibilities for University entrance. Dr. Burns previously led the S3P Surrey Portfolio Project (see [kepi.community](http://kepi.community) for more info).
- **Coast Mountain College & Smithers Secondary**: On November 1<sup>st</sup> CMC held a special presentation at SSS outlining the unique partnership between SD54 and CMC. Parents and students were informed about the opportunities in the trades, academic programming, dual credit opportunities, international study opportunities, health care professions and field school training. Through this partnership, students have a unique opportunity to jump start their post-secondary education while having their tuition paid for while still in high school.
- **Fall School Learning Conversations** - It is the time of year when Superintendent van der Mark and Assistant Superintendent McDiarmid begin meeting with school administration and staff to discuss progress with school goals. We have been very impressed with the continued development of these plans as schools strive to ensure success for every student. Thank you all!
- **SD54 Innovation Funds** - Applications from across the district have come in for access to grants of up to \$2,000 for innovative learning projects. We are reviewing them and will be contacting successful applicants shortly.
- **iTA Conference** - On November 19 and 20 we have our District Trades Coordinator, Tom Butz and two Secondary teachers, Gain Scorer and Scott Richmond attending the annual Career Education Society's annual conference in Richmond. The focus of the conference is the new Applied Design, Skills and technology curriculum (ADST).

### School Based Initiatives

- **Carolfest 2018** - This year's Carolfest will take place on Wednesday, December 5<sup>th</sup>, 2018 with showings at 5:00pm and 7:30pm. We would encourage everyone to attend. It is always a fine showing of district talent and guaranteed to put you in the Christmas spirit. Tickets will be available through school choirs. Trustees are asked to contact Jaksun Grice as soon as possible if they require tickets as they will not last.
- **Houston Secondary Girls Rugby** - The Senior Girls 7's and Junior Girls 7's won their respective zones and will be moving on to the Provincials in May in Burnaby. The Senior 7's won gold in Kamloops out of 15 other provincial teams, at Rugby Fest. While the Junior 7's placed 6<sup>th</sup> out of 17 provincial teams.
- **Smithers Secondary Cross Country Running** – The SSS running team had another successful showing at the BC High School Cross Country Championships in Nanaimo at the beginning of November, where they competed with 1,000 other runners. Many top individual finishes were recorded. Many thanks to Jody Barber for leading this speedy team.

# SCHOOL DISTRICT 54

(Bulkley Valley)

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- **Smithers Secondary School – 2019 Graduation** – SSS administration has adjusted the format and dates of graduation this year. The graduation ceremony will take place on Friday, June 7<sup>th</sup> with the Prom and DAF Grad taking place on Saturday, June 8<sup>th</sup>, 2018. Please contact SSS if you require any further information.

## **Field Trip Proposals**

- The following field trips have been approved by the Assistant Superintendent:
  - **WPS** – 52 +/- grade 7 students from Walnut Park Elementary to travel up to Hudson Bay Mountain on three separate occasions (December 14, 2018, February 15, 2019 and March 8, 2019). The purpose of these trips is to support the PE curriculum and promote healthy living. All Board requirements have been met for this trip.

## **Operations**

- **Walnut Park Consultation** - A public consultation for the Walnut Park capital project was held November 1st in order to allow an opportunity for stakeholders to receive a project update and provide feedback. The site development plan and basic school concept design were well received. The discussion also involved the NLC component; there is still some uncertainty with regards to space allocation given budgetary restrictions – specifically the second multipurpose room. There was good feedback on planning for noise reduction, accessibility, placement of play courts, and transition paths around fields. The general feedback on current school design was very positive.