



School District No. 54 (BULKLEY VALLEY)

AGENDA REGULAR BOARD MEETING SEPTEMBER 24, 2019 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 18, 2019
Synopsis In-Camera Meeting – June 18, 2019
- 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 E. Quinlan Report Attached
- 7) Unfinished Business
- 8) New Business
 - 8.1) 2018 – 2019 Draft School District Financial Statements
 - 8.2) Facilities Update – Summer Projects Review
- 9) Other Business
- 10) Reading File

Ltr. Frm. BC Confederation of PACs re: BC 2019 BCCPAC Member Resolutions
Ltr. Frm. BCSTA re Thank you
Ltr. Frm. BCTF to Board Chairs re: Brief to the Select Standing Committee on Finance and Gov't Services
Ltr. Frm. Coast Mtn Teachers Federation to SD82 re: Funding Model Review
Ltr. Frm. Commissioner of Official Languages re: Cuts to Provincial Budgets
Ltr. Frm. Health Canada to BCSTA re: Response to Vaping products resolution
Ltr. Frm. Mister Fleming to Board Chairs re: Year in Review
Ltr. Frm. Minister of Childern and Family re: Childcare BC New Spaces Fund
Ltr. Frm. SD08 to Minister Fleming re: Resources Support for Implementarion of the New Revised Curriculim
Ltr. Frm. SD36 to Minister Fleming re: Menstrual Products
Ltr. Frm. SD38 to Gov' Serv. Select Standing Committee re: 2020 Budget Consultation
Ltr. Frm. SD60 to Minister Fleming re: Report of the Funding Model Review Panel
Ltr. Frm. SD82 to Coast Mtn Teachers Federation re: Ministry's Funding Review Model
Ltr. Frm. Vancouver Island University re: Student Placements 2018-2019
Ltr. Frm. Smithers Secondary School re: 2019 Legacy Project Ceremony Invitation

- 11) Closing Remarks –Next regular Board Meeting will be held on October 22, 2019 in Smithers at the School Board Office, commencing at 7:00 p.m.
- 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)
JUNE 18, 2019
SCHOOL BOARD OFFICE, SMITHERS B.C.

PRESENT: Trustees: F. Farrell, L. Kearns, F. Krishan, P. Michell. J. Williams
Regrets: E. Quinlan, J. Krauskopf
Staff: M. McDiarmid – Superintendent
C. van der Mark – Assistant Superintendent
D. Margerm – Secretary Treasurer
T. Bancroft – Director Facilities & Maintenance
B. Kingsmill – Recording Secretary

1. CALL TO ORDER

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

2. TRADITIONAL WELCOME / OPENING REMARKS

- Vice - 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 Williams welcomed all guests present. Trustee Krauskopf and Quinlan sent their regrets. Chairperson Williams commented that we have made it through another year and both commencement ceremonies have now been completed. She wanted to thank the teachers in the district for the wonderful jobs they do. In addition she thanked all the support staff that make it possible for the teachers to do their jobs. Every employee group in the district contributes to the success of our students.

3. ADOPTION OF AGENDA

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

"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 May 21, 2019 or the synopsis of the in-camera meeting minutes of May 21, 2019. There being none, the regular meeting minutes of May 21, 2019 and the synopsis of the in-camera meeting minutes of May 21, 2019 were declared approved as presented.

5. ADMINISTRATION REPORT

- Superintendent McDiarmid announced the Administration changes that recently took place. Effective August 1, 2019, Mr. Dustin Hersee will assume the position of Vice – Principal of Smithers Secondary School and Mr. Matthew Monkman will assume the position of Assistant Superintendent. Teacher staffing for the 2019-2020 School Year is nearly complete. Mr. McDiarmid thanked Ms. Cathy van der Mark for her leadership, expertise and support over the

past few months in the board office. The local teacher's collective agreement bargaining is almost complete. There was a minor edit that needed to be completed. Mr. McDiarmid commented on how gracious the BVTU was agreeing to the minor adjustment. The bargain session was a good exercise with honest and open dialogue between the local and the Board.

- Superintendent McDiarmid presented the District initiatives report to the Board. The Grade 5 Feast took place on Wednesday, May 29th. The District elementary track meet took place at SSS on Friday, June 7th. On Friday May 31st, the PLC/NOII group met for their final regional session of the year. Muheim Elementary took home the large school trophy and Bulkley Valley Christian took home the small trophy.
- Superintendent McDiarmid presented the school based initiatives report to the Board. The Houston Girls Rugby 15's completed another trip to the Provincials in May. They once again had a very good showing against schools that practice year round. Thank you to Coach Rob Mark and all the volunteers. The SSS annual athletic banquet was held recently. MME grade 4/5 students and residents from the Meadows Assisted Living presented an original theatrical performance entitled "Project Memory" on June 4th. It was a profound and rewarding experience for everyone involved. MME was also the recipient of the BC Retired Teachers' Association 2019 Golden Star Award for their "Buddy Program" with the Meadows Assisted Living residents.

Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
 - **TES** - 130+/- Grade K-7 students from Telkwa Elementary School to travel to Tyhee Lake on June 24th, 2019. The purpose of this trip is to take part in the school wide year-end celebrations. All Board requirements have been met for this trip.
 - **TES** - 24+/- Grade 6-7 students from Telkwa Elementary School to travel to Tyhee Lake on June 24th – June 25th, 2019. The purpose of this trip is to take part in their year-end celebration of learning. All Board requirements have been met for this trip.
 - **SSS** - 125+/- Grade 8 students from Smithers Secondary School to travel to Tyhee Lake on June 25th, 2019. The purpose of this trip is to take part in the school year-end celebrations. All Board requirements have been met for this trip.
 - **TSE** - 25+/- Grade 5-6 students from Twain Sullivan Elementary School to travel to Rough Acres Bible Camp on June 24th, 2019. The purpose of this trip is to take part in the school year-end celebrations. All Board requirements have been met for this trip.

The following field trip requires approval *in principle* by the Board of Education:

- **SSS** – 27 +/- Grade 10-12 SSS Sr. Concert Band and SSS Sr. Jazz Band Students travelling to Cuba to take part in a Arts in Cuba: Cultural Exchange and Performance Program the during the period of April 4th – April 12th, 2020. Departure date is subject to pending flight schedule from/to Smithers. Board approval will be subject to the required travel documentation being supplied to the board office including the finalized list of students travelling.

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

"THAT the Board approve in principle the proposed field trip to Cuba on April 4-12th, 2020"

CARRIED

Board Authority Course Applications

- Assistant Superintendent van der Mark presented two Board Authorized Course Applications to the Board:
 1. Leadership 12
 2. Psychology 12

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

"THAT the Board approve the proposed Board Authorized Courses as outlined."

CARRIED

6.a) OPERATIONS COMMITTEE REPORT

- Operations Chairperson Kearns presented the Operations Committee's Report from the June 4th, 2019 committee meeting.
- **Capital Plan 2020 – 2021** - The committee recommended the Board approve the draft 2020-2021 Capital Plan as presented

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

"That the Board approve the 2020-2021 Capital plan as presented."

CARRIED

- Next Meeting Tuesday, September 10th, 2019.

6.b) POLICY COMMITTEE REPORT

- There was no policy committee this month.
- Next Meeting Tuesday, September 10th, 2019.

6.c) TRUSTEE REPORTS

- Trustee Krishan submitted his Trustee Report from the Indigenous Education Council meeting that he attended on June 11, 2019.

7. UNFINISHED BUSINESS

- **7.1) 2019-2020 Draft Annual Budget Bylaw** – The Operations Committee recommended that the Board proceed with the third reading of the Draft 2019-2020 Annual Budget Bylaw.

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

"That the Board proceeds with the third reading for the 2019- 2020 Budget Bylaw."

CARRIED

8. NEW BUSINESS

- **8.1) Achievement Report** – Superintendent McDiarmid presented the Board with the annual achievement update.

9. OTHER BUSINESS

- The May 31, 2019 expenditure summary was included in the Trustee Board packages.

10. READING FILE

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

"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 September 24th, 2019 at the School Board Office in Smithers B.C., commencing at 7:00 p.m.
- Chairperson Williams thanked senior staff and the school board office staff for their work over the year and congratulated the Trustees on making through the year. There was a lot of learning and a lot of moving ahead accomplished this year.

13. ADJOURNED

- The Board meeting was adjourned at 7:44pm.

Approved by:

Jennifer Williams, Chairperson
of the Board of Education

Dave Margerm
Secretary Treasurer



SYNOPSIS
OF
IN-CAMERA MEETING
SCHOOL DISTRICT #54 (Bulkley Valley)
JUNE 18, 2019
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 asked if there were any corrections to the In-Camera meeting minutes of May 21, 2019. There being none, the In-Camera meeting minutes of May 21, 2019 declared approved as presented by the Chairperson.
- Administration reported on routine staffing and labour relations matters.
- The Operations Committee reported on a labour relations update and real property matters.

The Board returned to regular session at 6:37pm.

SCHOOL DISTRICT 54

(Bulkley Valley)

REPORT FROM ADMINISTRATION

to the
Board of Education
September 24, 2019

District Update

- We are very pleased with the start to the year. Once again we are seeing teacher positions across the Province going unfilled, particularly in Northern districts and in specialty positions. In this climate, SD54 has done very well. All of our teacher vacancies were filled with certified teachers although we started the year with a TTOC in one classroom. The District continues to make significant strides as the transformation of education continues through the re-designed curriculum and graduation program. We are excited by the continued efforts to increase choice and flexibility for students across our system. We have some outstanding learning lined up for our educators this Fall/Spring and look forward to creating ever-increasing opportunities for engagement.
- **Administration Changes** — As noted last June, we are happy to have Mr. Dustin Hersee in his new role as Vice-Principal of Smithers Secondary. The District has also reintroduced an excluded staff position in the technology department. This position will assume some of the responsibilities that Mr. Monkman used to perform prior to him becoming Assistant Superintendent.

Student Achievement

- **Foundation Skills Assessment (FSA)** — The annual Provincial Reading, Writing and Literacy assessment will begin in October. As always, this is a snapshot and one small piece of a student's ongoing assessment. There will always be some year-year cohort fluctuations, but our students continue to perform well on the Provincial assessment.

Innovation / Initiatives

District Based Initiatives

- **Coast Mountain College Partnerships**—Following another successful year of program partnerships, we are pleased to see continued opportunities like the Intro to Health Program, Carpentry, and Professional Cook all happening in Smithers. In addition, we also have our Intro to Trades program occurring in both Smithers and Houston this fall. The Spring semester in Houston will see a number of new courses in Pipefitting. Several trades will be offered through a partnership with the Piping Industry College of BC and Coast Mountain College. We continue to be proud that a small district such as ours can diversify and be responsive to the changing needs of our students.
- **Changing Results 4 ALL Learners** — SD54 will be continuing the project started two years ago, which has engaged almost every elementary teacher in the district. We look forward to hearing about the collaboration and inquiry from our dedicated teachers as we continue to push the achievement plateau and ensure that all students walk the stage with dignity, purpose and options.

SCHOOL DISTRICT 54

(Bulkley Valley)

- **Carole Fullerton** - The School district is pleased to welcome back Carole Fullerton on September 26/27. She is a passionate mathematician who has taught in elementary and secondary classrooms in British Columbia and Ontario in both English and French. Ms. Fullerton has given many presentations at Canadian, US, and international conferences on mathematical thinking, visualizing, and reasoning. In our district she will be hosting a session for k-5 teachers, 6-10 teachers and a district wide workshop. We expect all sessions to be well attended as we had excellent feedback from last year's sessions with her.
- **Innovation Funds** — Schools and teachers are once again to encouraged to submit proposals for innovative approaches to learning. Successful applications are inquiry based, support school and district goals, and are for up to \$2000.
- **Outdoor Education Fund**- This school year the District will make available funds for individual schools to apply to, in order to support outdoor educational opportunities. It can be hard for small schools to purchase class sets of equipment, etc. so this is a way of supporting these sites.

School Based Initiatives

- **HSS & TSE Open House** - Houston Secondary and Twain Sullivan hosted a combined "campus" open house on September 19th.
- **SSS** – Smithers Secondary hosted their meet the teacher event on September 19th.
- **SSS** – 2019 Legacy Projects committee will host their elder portrait unveiling on Friday, October 4th. This year legacy portraits will be of Antoinette Austin – painted by Lindsey Pierce and Bill Goodacre – Painted by Jessica Nelson. Please contact SSS for more information.
- **Walnut Park Elementary** – Hosted their annual "Pie Night" on Wednesday, September 18th.
- **Silverthorne Elementary** – Meet the teacher and spaghetti dinner night was held on Wednesday, September 18th
- **Telkwa Elementary School** – Meet the teacher night was held on Thursday, September 19th.
- **Elementary District Soccer** — this year's tourney will be held @ Muheim on Saturday, September 28th. Contact your child's school for more information.
- **Orange Shirt Day September 30th** - Once again this year, District Schools will be proudly wearing their orange t-shirts to support "Orange Shirt Day" to help raise awareness of residential schools students and share the story of Phyllis Webstad. Contact your child's school for more information.
- **Girls Ruby Zones** – will take place on Saturday, October 5th in Houston.
- **District Cross Country Run** – will take place on Thursday October 24th.

SCHOOL DISTRICT 54

(Bulkley Valley)

Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
 - **SSS** - 25+/- Grade 9-12 students from Smithers Secondary School to travel to Vancouver during the period of September 12-19, 2019. The purpose of this trip is to take part in the annual Bard on the Beach Shakespeare Festival. All Board requirements have been met for this trip.

Operations

- **Enrollment** - Initial September district reporting for student enrollment provides a headcount of 1982 students. Spring budget projections estimated student enrolment of 1947 full-time equivalent (FTE). Adjusting for the headcount to FTE secondary reduction, we will expect to be close to projected FTE after the September 30th enrolment snapshot. Another more accurate enrollment & budget update will be provided in October.
- **Summer Maintenance Work** - Once again, the Maintenance department completed several projects over the summer. A discussion of the particulars will be outlined in the New Business portion of the board meeting.
- **Walnut Park New Replacement School Update** - Last spring, the Walnut Park School replacement project was been pushed ahead by one year and is now scheduled to begin construction in April 2020. The project will be tendered in January/February 2020. The Ministry is currently undergoing an application to the Provincial Treasury Department for extra funding to support the current design.
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SCHOOL DISTRICT 54
(Bulkley Valley)

OPERATIONS COMMITTEE MEETING
Regular

September 10th, 2019

5:00 PM

School Board Office

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

The meeting was conducted from 5:09pm -6:02 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. Auditors Opinion 2018-2019 Draft Financial Statements

The Committee was joined [conference call] by Mr. Steve Kietzmann of Carlyle Shepherd CPA firm. Mr. Kietzmann made comments on the audited financial statements. He noted that, in their opinion, Carlyle Shepherd would be issuing an unqualified and positive opinion of the Draft 2018-2019 Financial Statements. Mr. Margerm provided the committee with summary presentation of Draft 2018-2019 Financial Statements.

Motion: ***The Committee recommends the Board approve the audited Draft 2018-2019 Financial Statements as presented.***

2. Draft Board Annual Cycle

Mr. McDiarmid updated the Committee on a draft 2019-2020 Annual Board Work Plan. This will be an evolving working document to outline the upcoming year for the Board. ***The Committee recommends the Board adopt this as part of the Board annual cycle process.***

3. David Albury Visit

Mr. McDiarmid updated the Committee that Mr. David Albury, an internationally recognized leader in change and innovation, will be coming to the Bulkley Valley on October 17th and will provide an evening session for trustees from 6-8 pm. Discussions with Mr. Albury should help to support current Board strategic planning. Trustees are invited to participate.

Date & Time of Next Meeting: October 8th, 2019 at 5 pm

SCHOOL DISTRICT 54

(Bulkley Valley)

POLICY COMMITTEE MEETING

September 10th, 2019

3:00 PM

School Board Office

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

The Meeting was conducted from 3:02 pm – 4:10 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 June 4th, 2019

	None		
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NEW BUSINESS

Policy	Description	Type	Status	Consultation
1.200	Superintendent Evaluation	Revision	In-Committee	Yes
6.800	Environmental Sustainability	New	In-Committee	Yes
9.980	Menstrual Products to Students	New	In-Committee	Yes

Policy 1.200 Superintendent Evaluation

No new information was provided with the exception of the BCSTA Guidelines for Performance Planning and Review Process noted in the supporting documents. Trustee Krishan will provide more examples of policy in the October meeting. Mr. McDiarmid will provide draft language for the Superintendent review process. Additionally, Mr. McDiarmid proposed the Superintendent review occur in January of each year.

Policy 6.800 Environmental Sustainability

Mr. McDiarmid and Mr. Margerm proposed this new policy as a means to guide an environmental sustainable direction for the district and support schools in their environmental activities. Mr. McDiarmid noted that this policy should be very general in nature and allow the schools the flexibility to conduct a wide array of environmental activities or goals. Other factors including generating extra costs and complexity should also be considered. Policy may want to consider language around educational

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

SCHOOL DISTRICT 54

(Bulkley Valley)

programming for environmental sustainability. Mr. Margerm provided supporting documents outlining current school-specific environmental activities. Mr. Quinlan has drafted a document outlining his view of supporting environmental sustainability in SD54. Mr. Margerm and Ms. Williams will review the document as a resource prior to drafting the new policy.

Policy 9.980 Menstrual Products for Schools

The Committee discussed the Ministerial Order requiring free menstrual products to be available to students by December 2019.

Motion: *The Committee recommends the Board approve the proposed language for draft Policy 9.980 Menstrual Products for Schools and send out for consultation.*

Date & Time of Next Meeting: October 8th, 2019 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 2019 BCSTA AGM April 25-28, 2019

Having the opportunity to attend the BCSTA AGM with my colleagues on the board helped me deepen my understanding of the myriad ways that policy can be influenced. Additionally, the presentations were all highly informative, from former MP and first woman Leader of the Opposition Deborah Grey's discussion of the importance of communication to Gabrielle Scrimshaw's exploration of the notion that "[a]nger is a catalyst, not a sustainable way of being," in her journey through life, business, and academia overcoming incredible odds as an Indigenous woman who grew up in poverty in rural Canada.

While there were standard presentations on the Province and budgeting for education, as well as performance of students in schools in relation to other education systems, it was sessions from consultants such as Eli Mina's on board responsibilities and the author Monique Gray Smith's talk on what reconciliation means which provided the greatest opportunity for learning. These learning opportunities broadened my understanding of how to address nuanced problems within the context of the board, and also helped situate the work we do as trustees in the broader context of societal change, imperative issues for public servants who provide governance direction to allocating the resources of a school district.

Being engaged in discussing and voting on the various motions put forth by trustees from other districts provided fruitful debate and was an educational experience. While this process is vital to the performance of the BCSTA, it also served as an instructional experience for the importance of bringing forth well-formed, carefully-worded motions for policy adjustments at the provincial level. It was an honour being a part of this democratic process and reaffirmed my excitement for and dedication to serving the public in the education sector. Feeling more familiar with the various moving parts of the education system after serving my first year I am excited to see what the future holds; here's to being another year with the board, and the fantastic admin and staff who make all of this happen!

Cordially yours,

Edward Quinlan
Trustee