



# School District No. 54 (BULKLEY VALLEY)

## AGENDA REGULAR BOARD MEETING MAY 19, 2020 HOUSTON SECONDARY SCHOOL - LIBRARY, HOUSTON, B.C. 7:00PM

- 1) Call to Order
- 2) Traditional Welcome / Opening Remarks
- 3) Adoption of Agenda
- 4) Minutes: Regular Meeting Minutes – April 21, 2020  
Synopsis In-Camera Meeting – February 25, 2020  
Synopsis In-Camera Meeting – April 21, 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 Draft Annual Budget
- 9) Other Business
  - 9.1) Expenditure Summary – April 30, 2020
- 10) Reading File

Ltr. Frm. BCSTA to Minister Fleming re: COVID 19 Response
Ltr. Frm. BCASBO to BCSTA re: Congratulations to the New Board
BCPSEA Media Release : BCTF Agreement Reached

- 12) Closing Remarks –Next regular Board Meeting will be held on June 16<sup>th</sup>, 2020 commencing at 7:00 p.m. at the School Board Office in Smithers.
- 13) Adjournment
- 14) 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)  
APRIL 21, 2020  
ELECTRONIC MEETING VIA ZOOM**

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

**Staff:** M. McDiarmid – Superintendent  
M. Monkman – 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 6:57pm.

**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 and the Likhsilya – Small Frog Clan.
- Chairperson Williams welcomed everyone and remarked on how many changes we have gone through since our February Board meeting and how COVID-19 has changed every piece of how the district works. Every person who works for the District has had to make changes in what their workday looks like and from what she has been told and have seen everyone has done a fantastic job of seeing us through this. Chairperson Williams thanked everyone at the board office, CUPE and BVTU for the extra time and effort they have put in for the students.

**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 February 25, 2020, the synopsis of the In-Camera meeting of February 25, 2020. There being none, the regular meeting minutes of February 25, 2020 the synopsis of the In-Camera meeting of February 25, 2020 were declared approved as presented.

**5. ADMINISTRATION REPORT**

- Superintendent McDiarmid presented the District initiatives report to the Board. Mr. McDiarmid reviewed the continuation of learning plan that the District has in place during the COVID-19 pandemic. The senior administration has been working on the staffing for the 2020-2021 school year. The District has 21 District Authority Scholarships to award this year. Submission deadline for scholarship applications has been pushed back to Friday, May 8<sup>th</sup>. Presentations will look a bit differently this year but are still scheduled for the week of May 19<sup>th</sup> -22<sup>nd</sup>. The PLC/NOI

are currently on hold right now but the group is exploring other ways of getting together to continue their professional learning.

- Superintendent McDiarmid presented the school based initiatives report to the Board. Commencement ceremonies have been scheduled at HSS on June 12/13 and at SSS on June 19/20 respectively. The senior administration is working with the school administration to find a way for these ceremonies to continue but they will look a bit differently.

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

- Operations Committee Chairperson Kearns presented the Operations Committee's Report from the April 7<sup>th</sup>, 2020 committee meeting.

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- **2020 – 2021 Draft School Calendar** – The committee recommended that the draft amended 2020-2021 School Calendar be approved as outlined.

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

*"That the Board approve the amendment to the draft 2020-2021 School Calendar by moving the last day of school to June 30, 2021."*

CARRIED

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- **2020 – 2021 Draft Trustee Meeting Calendar** – The Trustees were provided with a draft Committee and Board Meeting calendar for the 2020 – 2021 school year. Chairperson Williams brought to the Trustees attention the current Rule of Procedures (Policy 1.120 Board Meeting) which states on bullet number two that "*As a matter of normal practice, convene at 7:00pm on the third Thursday of each month.*"

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

*"That the Board change the Policy 1.120 – Board Meeting - Rule of Procedures to state - As a matter of normal practice, convene at 7:00pm on the **fourth week** of each month".*

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

*"That the Board approve moving the monthly Board of Education meeting to the fourth week of the month on the 2020-2021 School Calendar."*

CARRIED

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- **2019 – 2020 – Trustee Stipend** – The committee recommended that the Board approve a resolution to turn down the annual stipend increase for the 2019-2020 fiscal year.

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

*"That the Board approve a resolution to turn down the annual stipend increase for the 2019-2020 fiscal year."*

CARRIED

Next Meeting: Tuesday, May 5<sup>th</sup>, 2020 @ 5:00pm.

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

- Policy Committee Chairperson Farrell presented the Policy Committee's Report from the April 7<sup>th</sup>, 2020 committee meeting.
- **Policy 1.130 Rules of Procedures** – The committee recommended the draft language for holding electronic meetings be approved as presented.

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

*"That the Board approve the draft Policy 1.130 Rules of Procedures as outlined."*

CARRIED

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Next Meeting Tuesday, May 5<sup>th</sup>, 2020 @ 3:00pm

## **6.c) TRUSTEE REPORTS**

- There were no Trustee Reports this month.

## **7. UNFINISHED BUSINESS**

- **7.1) Surplus Management** – The Operations Committee recommended that Board appropriate \$200,000 from surplus to support capital projects in the 2020-2021 capital year.

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

*"That the Board approve appropriating \$200,000 from Surplus to support capital projects in the 2020-2021 capital year."*

CARRIED

## **8) NEW BUSINESS**

- **8.1) 2020-2021 Capital Plan Bylaw** – The operations committee recommended that the 2020-2021 Capital Plan Bylaw No. 20/21-CP-SD54-01 be approved in three readings.
  - Chairperson Williams asked for unanimous consent to do all three readings tonight for 2020 – 2021 Capital Plan Bylaw No.20/21-CP-SD54-01. Unanimous consent was given.

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

*"The Board approved the three readings of 2020 - 2021 Capital Plan Bylaw No. 20/21-CP-SD54-01."*

CARRIED

## **10. OTHER BUSINESS**

- No other business this month

## **11. READING FILE**

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

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

CARRIED

**12. CLOSING REMARKS**

- Closing Remarks –Next regular Board Meeting will be held on May 19<sup>th</sup>, 2020, commencing at 7:00 p.m. Location to be announced at later date.

**13. ADJOURNED**

- The Board meeting was adjourned at 7:48pm.

Approved by:

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Jennifer Williams, Chairperson  
of the Board of Education

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Dave Margem  
Secretary Treasurer

DRAFT



SYNOPSIS  
OF  
IN-CAMERA MEETING  
SCHOOL DISTRICT #54 (Bulkley Valley)  
FEBRUARY 25, 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 Chairperson asked if there were any corrections to the In-Camera meeting minutes of January 28, 2020. There being none, the In-Camera meeting minutes of January 28, 2020 declared approved as presented by the Vice Chairperson.
- Administration reported on routine staffing matters and presented the student suspension report.
- The Board discussed a real property matters.

The Board returned to regular session at 6:30pm.



SYNOPSIS  
OF  
IN-CAMERA MEETING  
SCHOOL DISTRICT #54 (Bulkley Valley)  
APRIL 21, 2020  
SCHOOL BOARD OFFICE, SMITHERS B.C.

The regular meeting was called to order at 6:30 pm and the Board resolved to go in-camera.

- The Board discussed a labour relations matter.

The Board returned to regular session at 6:40pm.

DRAFT

# SCHOOL DISTRICT 54

(Bulkley Valley)

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## REPORT FROM ADMINISTRATION

to the  
Board of Education  
May 19, 2020

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### Innovation / Initiatives

#### District Based Initiatives

- **Transition to Phase 3 – COVID-19:**

As you know, the Ministry of Education, under the guidance of the Provincial Health Officer, has a Five Stage Plan for schools to return to classroom learning. Our district is currently functioning at Stage 4 of the plan where regular classroom instruction is suspended for most students. Over the next few weeks, we will be moving our schools to Stage 3.

Stage 3 includes in-class learning for kindergarten to grade 7 on a part-time basis and access to in-class learning as needed for grades 8 to 12 on a part-time basis. We began our transition to phase 3 today as we had some Elementary Students in schools. This stage is not a return to regular classroom instruction. Students will be working with teachers in smaller groups and both students and staff will be respecting all physical distancing guidelines. During this stage, remote and online learning will continue to be available to all students. Students do not have to attend classroom instruction that is offered, this is voluntary.

We acknowledge and appreciate the efforts of all our staff who have been adapting to working under the unique conditions brought about by the COVID-19 pandemic. Understand that as we move into Stage 3 it will not be "business as usual" in our school sites. Everyone will have a responsibility to observe physical distancing with others on site, be fastidious in hand washing, avoid touching our faces and be comfortable in reminding one another when necessary to ensure the protection of all. The school district will be adhering to all of the health guidelines provided to us as we invite more students into our classrooms.

- **District / Authority Scholarships** – Applications for District Scholarships have been received and presentations are scheduled for May 20, 22, 25, 26. The majority of these presentations will now be held in the school board office for Smithers Secondary students and at Houston Secondary for the HSS contingent. We look forward to hearing from what looks once again to be a solid group of applicants.

#### Student Based Initiative

- **Graduation Ceremonies** – Both Secondary Schools are presently retooling their graduation ceremonies to both acknowledge and celebrate our graduating students while observing the provincial health guidelines for safety during COVID-19. In each case the schools are planning a ceremony where students will be presented with their diploma with significant family members present (parents or guardian) while a live or recorded video of the event can be made available to a wider audience. These plans are currently underway in consultation with parent and student representatives.

Houston, June 12th  
Smithers, June 20th



# SCHOOL DISTRICT 54

(Bulkley Valley)

## OPERATIONS COMMITTEE MEETING

Regular

May 5<sup>th</sup>, 2020

5:00 PM

School Board Office

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

The meeting was conducted from 5:02-5:46 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."*

### REPORTS

#### 1. Draft 2020-2021 Budget

Mr. Margerm provided an overview of the 2020-2021 Draft Budget to the Committee. The annual budget presentation will be presented at the regular public board meeting on May 19<sup>th</sup>, 2020 in Houston.

The 2020-2021 Draft Budget and Powerpoint presentation will be provided to the public on the District web page after the regular board meeting. Public electronic input on the budget will be accepted up until the June 16<sup>th</sup> Board Meeting.

**Motion:** *Committee recommends proceeding with the first two readings of the 2020-2021 Budget Bylaw at the May Board meeting.*

#### 2. 2020-2021 Draft Annual Facilities Grant

**Information Item:** As presented, Mr. Margerm updated the committee on the current plans for the Annual Facilities Grant for 2020-2021.

# SCHOOL DISTRICT 54

(Bulkley Valley)

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## 3. COVID-19 – Update

**Information Item:** Mr. McDiarmid updated the committee on educational plans concerning COVID-19 related issues. Staff will be required back in schools the by May 15<sup>th</sup>. Students in grades K – 5 will be offered the opportunity to return to school settings on a half-time basis as of May 19<sup>th</sup>. Student attendance will be on a voluntary basis. Provincial Health Officer and Ministry of Education are providing guidelines in terms of student re-entry, including updates on new information on the low-risk nature of young children COVID-19.

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**Date & Time of Next Meeting: June 2<sup>th</sup>, 2020 @ 5:00pm**

# SCHOOL DISTRICT 54

(Bulkley Valley)

## POLICY COMMITTEE MEETING

May 5<sup>th</sup>, 2020

3:00 PM

School Board Office

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

This meeting was conducted from 3:01-4:28 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 April 7<sup>th</sup>, 2020

Policy	Description	Type	Status	Consultation
1.130	Rules of Procedures (Electronic Meetings)	Revision	In-Committee	Yes

### NEW BUSINESS

Policy	Description	Type	Status	Consultation
1.200	Superintendent Evaluation	Revision	In-Committee	Yes
1.300	District Strategic Plan	New	In-Committee	Recommended
6.800	Records Retention & Disposal - Approval	New	In-Committee	Completed
6.900	Animals in Schools - Approval	New	In-Committee	Completed

#### 1. Policy 1.200 Superintendent Evaluation

The Committee discussed the revised draft language concerning the Superintendent Evaluation Policy. The discussion concentrated on the scope of surveys to be utilized in an evaluation process (Section 4.3.2.3). General comments were:

- It was generally agreed that surveys should not be conducted on an anonymous basis.

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

# SCHOOL DISTRICT 54

(Bulkley Valley)

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- If there should be wide-spread surveys, not only of directly supervised staff but also educational staff within schools (Eg. teachers, SEAs?).
- Should wide-spread surveys be conducted for soliciting input on the school district as a whole (rather than specifically for Superintendent) or for the purpose of assessing of the District Strategic Plan? The Superintendent Evaluation could then encompass information from District Strategic Plan.
- Senior administration advised that normal practice in school districts would have evaluation surveys from people that the Superintendent has direct supervision over. In a large organization like the school district, other staff or public can be far removed from the work of the Superintendent and they may therefore be unaware of Superintendent's roles or performance. Input or data from across the organization or public may be useful, but for the assessment of the school district organization as a whole or specifically the Superintendent?

**Motion:** *Committee recommends sending draft Policy 1.200 Superintendent to the board for discussion.*

**2. Policy 1.300 District Strategic Plan**

At the March committee, meeting the committee discussed the draft Policy 1.300 District Strategic Plan.

**Motion:** *Committee recommends sending draft Policy 1.300 District Strategic Plan out for public consultation.*

**3. Policy 6.800 Records Retention and Disposal**

Draft Policy 6.800 was sent out for public consultation, and the District received no public input.

**Motion:** *Committee recommends Board approval of draft Policy 6.800 Records Retention & Disposal.*

**4. Policy 6.900 Animals in Schools**

Draft Policy 6.800 was sent out for public consultation, and the District received input, which was attached with your package.

**Motion:** *Committee recommends Board approval of draft Policy 6.900 Animals in Schools.*

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**Date & Time of Next Meeting: June 2<sup>nd</sup>, 2020 at 3 pm**

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

**Provincial Council Business meeting.**

On Friday April 17<sup>th</sup> at 8:30 AM, I logged into the Provincial Council BCSTA Zoom Business meeting. This meeting was the alternative arrangement for carrying out Provincial Council Business, with the cancellation of AGM 2020 due to Provincial Government restrictions due to the Covid-19 Pandemic.

The Zoom video conference included all 60 Provincial Councillors along with BCSTA Board Directors , Finance Committee members, and BCSTA staff. It was no new platform , as I had participated in a number of Zoom meetings as a Finance Committee member.

From the business aspect of the meeting we passed both the BCSTA 2020-2021 budget , along with the auditors Smythe LLP without restrictions.

The question about the BCSTA AGM 2020 cancellation and the financial aftermath was posed to CEO Mike Roberts. He had indicated that of a anticipated budget of 200 000 dollars, the association was only on the hook for 3000 final costs. This remaining cost included printing fees , and the platform to conduct the 2020 BCSTA Board elections through electronic ballot.

All In all the event was a success, as another example of conducting business through electronic means , due to covid -19 restrictions. Future meetings will be conducted this way , although the 2020 Academy is still scheduled as planned. Of course that is subject to change.

Submitted Respectfully

Frank Farrell

Trustee

Provincial Councillor