



School District No. 54 (BULKLEY VALLEY)

AGENDA

REGULAR BOARD MEETING APRIL 15, 2014 MORICETOWN MULTI-PLEX, MORICETOWN, BC 7:00PM

- 1) Call to Order
- 2) Opening Remarks
- 3) Adoption of Agenda
- 4) Minutes: Regular Meeting Minutes March 25, 2014
Synopsis In-Camera Meeting March 25, 2014
- 5) Administration Report C. van der Mark Report Attached
- 6) Committee Reports
 - a) Community Relations / Education Forum Committee F. Farrell Invitation
 - b) Operations Committee P. Michell Report Attached
 - c) Policy Committee L. Collingwood Report Attached
 - d) Trustee Report No Report
- 7) Unfinished Business
- 8) New Business
 - 8.1 – Instructional Time 2014-2015
- 9) Other Business
 - 9.1- Expenditure Summary – March 31, 2014
- 10) Reading File

Ltr frm: VISTA to: P. Fassbender re: openStudent March 31, 2014 Enrollment Figures	Ltr frm: HSS re: Graduation Invitation
Ltr frm: Peter Cameron to J. Iker re: BCTF Strike Action	Ltr frm: MME re: Concours D'Art Oratoire Invitation Regional Skills Gap Analysis Feb 27, 2014
Ltr frm: SD05 to C. Clark re: Bargaining and BCSC Ruling	Ltr frm: SD46 to P. Fassbender re: BCFT Bargaining
Ltr frm: SD57 to C. Clark and P. Fassbender re: Funding	Ltr frm: SD57 to P. Fassbender re: Stability for Students Action Plan
Ltr frm: SD71 to P. Fassbender re: Funding the BC Ed Plan	Ltr frm: SD71 to T. Stone; M. Corrigan; P. Fassbender re: BC Ferry Services
Village of Telkwa Volunteer Appreciation Invitation	

- 11) Closing Remarks
- 12) Next Board Meeting will be held on May 20, 2014 in Houston at the Silverthorne Elementary School at 7:00 p.m.

13) Adjournment

14) 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)
MARCH 25, 2014
SCHOOL BOARD OFFICE, SMITHERS BC

PRESENT: Trustees: L. Kearns, F. Farrell, P. Michell, L. Collingwood, K. Martinsen, J. McIntosh, S. Yaremco
Regrets: C. van der Mark – Superintendent of Schools
Staff: M. McDiarmid – Assistant Superintendent of Schools
D. Margerm – Secretary Treasurer
B. Kingsmill – Recording Secretary

1. CALL TO ORDER

- The meeting was called to order at 6:00 pm

MOVED/SECONDED: L. Collingwood / J. McIntosh

"That the Board meeting move In-Camera."

CARRIED

- The Board returned to Regular session at 7:04pm.

2. OPENING REMARKS

- On behalf of Chairperson Kearns, Vice Chairperson Farrell welcomed our guests: Karin Bachman - President BVTU, Barbel Schroeter President CUPE Local 2145. Spring is slowing creeping in and School District #54 (Bulkley Valley) had some success on the Provincial Wrestling mat in Prince George recently. From HSS, Leilah Wiebe brought home a gold medal in her weight class and SSS students Jamie Tersago captured gold in the 54 kg weigh class, while Alex Schell won gold in the 47 kg female class. Congratulations to all three of these students and everyone who participated in Prince George.

3. ADOPTION OF AGENDA

- Trustee McIntosh requested to amend the agenda and add an additional Trustee Report - Aboriginal Education Council meeting .

MOVED/SECONDED L. Kearns / J. McIntosh

"That the agenda be accepted as amended."

CARRIED

4. ADOPTION OF MINUTES

- The Vice Chairperson asked if there were any corrections to the minutes of February 18, 2014; the Synopsis of the In-Camera Meeting minutes February 18, 2014. There being none, the minutes of: February 18, 2014 and the Synopsis of the In-Camera Meeting minutes February 18, 2014 were declared approved as presented.

5. ADMINISTRATION REPORT

District Based Initiatives

- Assistant Superintendent Mike McDiarmid presented the district based initiatives to the board: It has been a busy time here in the District; the annual District Elementary Basketball tournament was hosted by Twain Sullivan and Silverthorne this year; The District is happy to announce that we will be awarding twenty \$1,000 District Dogwood Scholarships this year. The presentations will take place during the week of May 12th – 14th; The regional science fair will take place on April 11-12, at NWCC- Smithers; The HSS Shop transformation has started and SD54 is working towards transforming HSS into a college and industry training facility. The Millwright program is already scheduled for this fall and both SD54 students and adults will be able to sign up for this program. We will bussing students out to Houston – more information to come in the near future; We had a number of students participate in the Skills BC competition in Terrace, two of the students will be attending the provincial skills championship; The next Education Forum will be held on April 23 at 5pm the Walnut Park Training Centre. This Education form will be on the School District's expanding trades and skills training programs; the District has begun preliminary work on the staffing for next year; Administration has starting to explore the possibility of an Elementary Hockey Academy, preliminary letters will be sent home this week to gather feedback and parent response; As a result of all the meetings that were held on Communicating Student Learning in the past number of months, the District is now offering the opportunity to elementary schools, classrooms or potentially groups of teachers to engage in a pilot project to start in September, the focus will be ongoing direct contact with parents rather than the traditional report card; SD54 is excited to participate in a Superintendents and Senior Administrators Mission to China whereby seven BC School Districts Participate in a tour of schools in Beijing and Harbin. This mission has a lot of potential benefits for our district.

School Based Initiatives

- Assistant Superintendent Mike McDiarmid presented the school based initiatives to the Board: Telkwa Elementary put on a fantastic performance of "*Princess Whatshername*"; March is Youth Science Month; HSS & SSS both competed in the annual Zone Drama festival recently; SSS Boys Curling team won 3rd place at the Provincial Curling Championships; HSS and SSS both sent wrestlers to the Provincials in Prince George where a number of them brought back gold metals home in their respective weight classes; The Grade 8 Leadership class was out in the community delivering food to local charities and delivered a donation to the Grendel Group from the monies they fundraised.

Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
 - **SSS** – 30 +/- Grade 10-12 Outdoor Education Students to take part in a Winter Camping Expedition to Silvern Lake trailhead on March 28-29, 2014. All Board requirements have been met for this trip.
- The following field trip require approval *in-principal* by the Board of Education:
 - **HSS** – 25 +/- Grade 9-12 Students to travel to Italy, France and Spain to live and learn about the countries cultures and to practice speaking French. The proposed field trip will take place during Spring Break 2015.

MOVED / SECONDED: L. Kearns / K. Martinsen

"To approve the proposed field trip to Europe in-principal to take place during Spring Break 2015."

CARRIED

OPERATIONS:

- Secretary Treasurer Margerm provided the operations report to the Board: 2014-2015 funding numbers have been announced. The District's total funding will be \$21,701,849 which is a decrease of \$330,336 from the current year re-calc. Enrolment upon which this funding is based, is 2,148 FTE students, a decrease of 40.3753 FTE from the current year re-calc – a 1.87% decrease. This is the second year in a row for enrollment reduction. Funding protection is budgeted at \$760,095 for next year.

6.a) COMMUNITY RELATIONS/ EDUCATION FORUM COMMITTEE

- Trustee Farrell presented the March Community Relations report to the Board: The committee discussed the school districts involvement in social media. SD54 already has a Facebook page but recent studies have shown that Twitter is a more relevant communication forum than Facebook now.

MOTION/SECONDED F. Farrell / K. Martinsen

“Recommended that Mr. van der Mark create a District Twitter account.”

CARRIED

- The committee also discussed the lack of signage at the SBO.

MOTION/ SECONDED F. Farrell / K. Martinsen

“Board recommends that Mr. van der mark proceed with organizing a signage for the School Board Office.”

CARRIED

- The committee discussed meeting with the Town of Smithers whereby both parties would be able to share their organizational priorities they believe might be of interest to the other. This meeting proposed meeting is tentatively scheduled for Wednesday April 2, at 6:30pm. Superintendent van der Mark will be making up the agenda and any agenda items should be forwarded to him.

6.b) OPERATIONS COMMITTEE REPORT

- On behalf Chairperson Michell, Trustee Martinsen presented the Operations Committee's Report from the March 4, 2014 meeting; Projected enrollment for the 2014 -2015 school year is estimated at 2148 - a reduction of 1.87% students; The draft 2014 -2015 Calendar was presented to the committee, the CUPE union has noted that it would like considerations to minimize the impact of job loss for their employees during any extended spring break.

MOTION / SECONDED K. Martinsen / J. McIntosh

“To approve that the draft 2014 – 2015 Calendar be adopted as the official 2014 – 2015 Calendar.”

CARRIED

- Trustee Kearns questioned the placement of the September Board Meeting. It is currently scheduled for the fourth Tuesday instead of the third Tuesday. Secretary Margerm responded to the question sighting that the committee meetings are normally held in the second week of September and in addition, the Auditor General will be in house during the end of August. Therefore having a later Board meeting will allow the Administration to have more time to prepare for the committee meetings and Board meeting.
- Quick School Plaque – This will be returned back to the Operations Committee meeting in April when more information is available.

6.c) POLICY COMMITTEE REPORT

- Chairperson Collingwood presented the Policy Committee Report from the March 4th, 2014 meeting: The committee continued their discussion on Policy #9.950 Student Choice. The significant change to this policy is that only eligible students will be allowed on the bus. There was a significant discussion amongst the Trustees on this policy. This policy was revisited by the committee as the Transportation Supervisor, Cathy Whalen had concerns with safety and the complexity of the business system and is spending enormous amounts of time on this complex issue. Committee members Trustee McIntosh stressed that this discussion reflects exactly what the committee has talked about. The committee found themselves getting caught up in emotion and they had to remember what the goal of this policy was.....safety.....is what they all want.
- The committee recommendations
 - 1) There would be no policy changes around the cross-transfer within catchment areas
 - 2) Policy would require the District to know which students are on any bus at any time and require parent authorization for students to travel on busses
 - 3) Recognize the distinction between eligible bussing students (living out of town limits) and non-eligible bussing students (living within town limits). Cross catchment transfers would be deemed as an eligible student. Only eligible students would have access to the district bussing system.
 - 4) Transportation of eligible bussing students would only be to-and-from accepted residence(s)
- This will go back to committee to create language. Then go out for public consultation.
- Vice Chairperson Farrell thanked everyone for their hard work on this policy so far.

MOTION / SECONDED K. Martinsen /S. Yaremco

“Return Policy #9.950 Student Choice, back to committee. “

CARRIED

- NEW Policy - Student Trustee – The committee discussed the need for guiding principles around a policy for student trustee.

6.d) TRUSTEE REPORT

- Trustee Yaremco submitted her Trustee Report from her trip to the February 2014 Provincial Council. Trustee Yaremco wanted to highlight that Minister Fassbender announced that private schools will receive 14 million dollars in funding to assist with their hydro costs and because their enrollment has gone way up.
- **2014 / 2015 BCSTA Draft Budget** – The BCSTA Finance Committee requested that the following questions to be answered by each board:
 - 1) ***If members fees are increased by one and one half percent, to which service areas should the additional fund be allocated (for example: trustee professional development, advocacy, communications, standings committees, branch support, other member services)? Please indicate your Board's priority areas for increase.***

A spirited discussion took place amongst the Trustees. Trustee Farrell asked for accountability of where the money is spent. Trustee Kearns reiterated that school boards are constantly bombarded with increases. A little bit here a little bit there. He didn't think it would take a lot of effort to reduce their budget by \$35k. He suggested the reduction to come from travel or AGM expenses. Trustee Kearns also noted the multiple high priced speakers that are brought in to speak at the AGM. As a Trustee all he wants is to talk to other trustees instead of listening to the high priced speakers. Trustee Kearns would speak against the increase. Trustee Martinsen defend the speakers that are brought in as they are good for new trustees and are valuable to existing trustees who have learned a lot from them. Trustee Kearns responded by saying that he is not saying they should not have a well know speaker come and talk to trustees but the last one had 2 or 3 high priced speakers. He totally agrees about new trustees but there should be some kind of limit to the big names that come in. Reduce the conference budget. Trustee Yaremco wanted to remind everyone that the BCSTA directors have just given themselves a raise. Trustee Farrell's argument was, if there is a cut, he was afraid that the area of advocacy and outreach be cut. Trustee Farrell's proposal would be to increase the member's fees but make recommendations on cutbacks. Trustee McIntosh suggests reducing "branch support". She enjoys speaking to other branch members but feels that BCSTA would be requested to come to a meeting not

automatically come. Trustee Kearns reminded everyone that this is the second year that the executive as received raises.

MOTION/SECONDED: J. McIntosh / S. Yaremco

“The board recommends no increase to membership fees.”

CARRIED
5 Agreed
1 opposed
1 Abstention

2) Due to increasing costs and declining enrollment, if member fees are not increased, services will need to be reduced by \$35,000 to achieve a balanced budget. This assumes that \$50,000 in government grant funds will be used to support the budget. If member fees are not increased, which services areas should be reduced to achieve a balanced budget (for example: trustee professional development advocacy, communication, standing committees, branch support, and other members services)? Please indicate your Board’s priority areas for decreases.

MOTION/SECONDED: S. Yaremco / J. McIntosh

“The Board recommends that the BCSTA reduce in the area Branch Support and director salaries.”

CARRIED
5 agreed
1 opposed
1 Abstention

- Trustee Kearns spoke against this motion. He thinks it is important when they come to the branch meeting. He feels more comfortable reaching out to someone he had previously made a connection with at a branch meeting. And suggests there are other areas that can be cut ie: AGM. Trustee McIntosh responded that she could see if this was an organization that has long term planning. They haven’t proven themselves over time that they can make cuts. Trustee Kearns responded, we all talked about salary increases. That can be used as an example. If we tell people that we don’t want them to come to our branch meeting that would in the end hurt ourselves. The lower mainland has a lot more access to branch support with fewer costs. Trustee McIntosh added that she didn’t say eliminate she said reduce.
- Aboriginal education meeting - Trustee McIntosh spoke of the Aboriginal education meeting that she attended on March 26. There is a lot of positive work going on in our district. Trustee McIntosh wanted to bring everyone’s attention to the recently signed Memorandum of Understanding. All of the parties that signed the Memorandum of Understanding came to together to work on aboriginal education. There is still a lot of excitement around the ***“The Ways of Our Ancestors”*** history book. There are less than 20 copies left from the first printing and lots of pressure to get the second edition cleaned up and ready for the second printing.
- Trustee McIntosh handed out two posters to the Board. On March 28th at noon, Dr. Tyler McCreary will be making a presentation on the Witsuwit’en peoples and on April 1st at the Della Herman Theatre Dr. McCreary and the Witsuwit’en Language and Culture Authority will be showing mini-videos uncovered from 1929 about the Culture of the Witsuwit’en People.

7. UNFINISHED BUSINESS

- There was no unfinished business.

8. NEW BUSINESS

- 8.1) Trustee Remuneration

MOTION/ SECONDED: S. Yaremco / J. McIntosh

" The Board recommends that there is no change to the Trustee Remuneration."

CARRIED

- Trustee Farrell affirmed "we walk the walk and talk the talk". Five (5) years that we have not increased the stipend.

9. OTHER BUSINESS

- 9.1 The February 28, 2014 expenditure summary was included in the Trustees Board Packages.

10. READING FILE

February 28, 2014 Daily Enrolment	Ltr frm SD08 to C.Clark re: SSCFGS
Ltr frm SD20 to P. Fassbender re: Funding	Ltd frm SD22 to P. Fassbender re: Stability for Students
Ltr frm SD23 to T. Rezansoff re: Thank you	Ltr frm SD28 to P. Fassbender re: Stability for Students
Ltr frm SD38 to P. Fassbender re: Correspondence	Ltr frm SD39 to C.Clark re: Bargaining
Ltr frm SD47 to P. Fassbender re: BCSC Ruling and Appeal	Ltr fm SD72 to P. Fassbender re: State of Public Education
Ltr frm SD74 to P. Fassbender re: Correspondence	Ltr frm SD82 to C. Clark re: Correspondence
Ltr frm T. Rezansoff to P. Fassbender re: Correspondence	Thank you Card from Literacy Week 2014
Ltr frm SD68 to P. Fassbender re: Student Stability	

MOVED/SECONDED: L. Kearns / L. Collingwood

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

CARRIED

11. NEXT BOARD MEETING

- The next regularly schedule School Board meeting will be held on April 15th, 2014 commencing at 7:00 pm at the Moricetown Multi-Plex.
- The meeting was recessed at 8:39pm.
- The meeting was returned to order at 8:45pm

MOVED/SECONDED: L. Collingwood / L. Kearns

" That the Board meeting move In-Camera."

CARRIED

- The Board returned to Regular session at 8:51pm.

12. ADJORNED

- The Board meeting was adjourned at 8:51pm.

Frank Farrell
Vice Chairman of the Board of Education

Dave Margerm
Secretary Treasurer



SYNOPSIS
OF
IN-CAMERA MEETING
SCHOOL DISTRICT #54 (Bulkley Valley)
MARCH 25, 2014
SCHOOL BOARD OFFICE , SMITHERS , B.C.

The regular meeting was called to order at 6:00 p.m. and the Board resolved to go in-camera.

- The Chair asked if there were any corrections to the In-Camera meeting minutes of February 18, 2014. There being none, the In-Camera meeting minutes of February 18, 2014 declared approved as presented by the Chairperson.
- Administration reported on routine staffing issues.
- The Operations Committee reported on: Labour relations matters and real property issues.

The Board returned to regular session at 6:56 p.m.

The regular meeting returned from recess at 8:45 p.m. and the Board resolved to go in-camera.

- The Board discussed questions provided by the BCSPEA.

The Board returned to regular session at 8:51 p.m.

SCHOOL DISTRICT 54

(Bulkley Valley)

REPORT FROM ADMINISTRATION

to the
Board of Education
April 15, 2014

District Based Initiatives

- Staffing Process – We are well into the staffing process. We have established a process that ensures that the allocation of staffing and resources is equitable, transparent, sustainable, and student driven. This year has some additional complexities in that reductions do not align with retirements and as such, we will engage in a significant layoff prior to post and fill. Our goal is to allocate the staffing to schools by mid April and to begin the post and fill process by early May.
 - District Dogwood Scholarship – Scholarship packages have begun to arrive as students prepare for their presentations. The District will award 21 \$1000 scholarships this year. We are planning to have presentations the **week of May 14th**. The quality of presentations has continued to rise over the past few years and we look forward to more outstanding grade 12 scholarship candidates.
 - Faye Brownlie – Ms. Brownlie returns to work with teachers on April 28 and 29. The April 28 session is an evening session from 5:30-8:30pm and is open to all staff. April 29 is for the mentor group. We have seen considerable benefit from this work and more teachers are working together to share strategies and improve teaching and learning.
 - On April 29, Ms. Brownlie will also provide an in-service for any interested support staff from 3:30-5pm at the Walnut Park Training Centre room. Support staff should sign up by dropping an e-mail to smill@sd54.bc.ca
 - Education Forum – The focus of this Education Forum will be the School District's expanding trades and skills training programs. At the Forum we will be hearing from Smithers Secondary students who recently competed at the regional Skills Canada contest in Terrace. We will also hear from our District Trades Coordinator, Monica Strimbold, about our current plans for Ace-It programs, and the upcoming Yes 2IT elementary trades opportunity. Ms. Strimbold will also be sharing some of our long term plans for trades programs in general. (Apprenticeships, careers programming, work experience, etc.)
 - PLC/ NOII-- On Monday, April 7, the third session was held of this group of leading learners. The group completed their examination of John Hattie's, Visible Learning for Teachers. Hattie's research provides a profound examination of the essential factors in improving student learning. We are fortunate to have such dedicated professionals engaged in these conversations. Our final meeting will be on May 22, prior to the regional Network Celebration on May.
- Some of this group will be participating in the NOII conference in early May.
- **Trades Competition** - Nico Palumbo recently competed at the Provincial skills competition in Automotive where he placed 4th overall of 13, and missed 3rd by 1 point. The judges were floored that he was only in grade 11 and 16 years old, the youngest competitor in his division.

SCHOOL DISTRICT 54

(Bulkley Valley)

School Based Initiatives

- **HSS** – The Annual Arts Fair was held at Houston Secondary on **Thursday, April 11th**. There was an excellent array of student work on display, including musical and dramatic performances. Thanks to parents for turning out and to the HSS staff for their ongoing support of this event.
- **SSS**- The Smithers Secondary Music program competed in Terrace and produced some outstanding results. On Saturday, April 5th, the entire Band program of Smithers Secondary (120 students) travelled to Terrace to perform at the Pacific Northwest Music Festival Band competition. The results are:
 - SS Jr. Concert Band- Gold award
 - SS Sr. Concert Band Gold award and an invitation to the prestigious Musicfest Canda, the National competition
 - SS Jr. Jazz Band- Gold award and also an invitation to attend Musicfest Canada
 - SS. Sr. Jazz Band- "very high" Gold award (in the words of the adjudicator) and also an invitation to Musicfest Canada
 - SS Jr. Jazz Band also won the McDaniel trophy for most outstanding Jr. Jazz Band
 - SS Sr. Jazz Band also won the Munson trophy for most outstanding Sr. Jazz Band and a \$500.00 cash award

Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
 - **TSE** – 20 +/- Grade 4 Students to travel to Prince Rupert and Ayanish for their class year end field trip on June 9 through June 13, 2014. All Board requirements have been met for this trip.
 - **SSS** – 15 Grade 11/12 Aviation Students to travel to Everett Washington to learn more about the aviation field and career opportunities on June 2 through June 6, 2014. All Board requirements have been met for this trip.
 - **WPS** – 19 Grade 4 Students to Travel to Fort St. James on May 29th and 30th for their year-end trip. All Board requirements have been met for this trip.
 - **LKS** – 33 Grade 6/7 Students to travel to Takysie Lake for their year-end field trip on June 17 through June 20, 2014. All Board requirements have been met for this trip.
 - **SSS** – 50 +/- Grade 8-12 Arts Academy Students to Travel to Prince George to Attend Theater Northwest's production of "**Bemused**" on May 11th and 12th. All Board requirements have been met for this trip.
 - **SSS** – 20 +/- Grade 10-12 Outdoor Education Students to travel to the Babine Mountains Provincial Park for some back country camping and hiking during the period of April 10-12, 2014. All Board requirements have been met for this trip.
 - **SSS** – 14 +/- Grade 10-12 Outdoor Education Students to travel to Nankia –Kidprice to take part in a wilderness canoe and camping trip during the period of May 22-25, 2014. All Board requirements have been met for this trip.
- The following field trip received approval **in-principle** by the Assistant Superintendent:
 - **SSS** – 8 +/- Grade 8-12 Students to travel Vancouver to attend the Aboriginal Youth Conference during the period of May 11 – 14, 2014.

SCHOOL DISTRICT 54

(Bulkley Valley)

OPERATIONS

- **Provincial Labour Update--** As you are aware, the province is engaged in bargaining with the BCTF. While we hope for progress at the bargaining table, the BCTF has conducted a strike vote and is in position to give 72 hour strike notice. If this occurs, the district is working to ensure potential disruption to students is minimized. We understand that Phase One of the proposed strike activity does not include full removal of services, but may include a removal of deemed "administrative" functions such as supervision, meetings with administration and so forth, as per two years ago. The District is making plans to ensure student learning and safety. This will include a plan to cancel recess across the District if 72 hr strike notice is given, as per two years ago. Bus schedules have been re-done in preparation for this possibility and letters will go home to parents if this becomes necessary.



School District No. 54 (BULKLEY VALLEY)

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

PO Box 758
Smithers, BC _____
V0J 2N0
Ph (250) 877-6820
Fax (250) 877-6835

Apr.11th, 2014

Dear Education Forum Participant:

RE: REVISED APRIL EDUCATION FORUM

We would like to invite you, or a member from your organization, to participate in our Education Forum being held on *Wednesday April 30th, 2014*.

The focus of this Education Forum will be the School District's expanding trades and skills training programs.

At the Forum we will be hearing from Smithers Secondary students who recently competed at the Skills Canada contest. We will also hear from our District Trades Coordinator, Monica Strimbold, about our current plans for Ace-It programs, and the upcoming Yes 2IT elementary trades opportunity. Ms. Strimbold will also be sharing some of our long term plans for trades programs in general. (apprenticeships, careers programing, work experience, etc.)

It will be a great learning experience about the many exciting new options for students in our district. Hope to see you there.

April 30th, 2014 - 5pm @ Walnut Park Training Center
Please RSVP Bobbie Kingsmill at bobbie.kingsmill@sd54.bc.ca

Yours in education,

Chris A. van der Mark, Superintendent
SD #54, Bulkley Valley

/bk

cc: Frank Farell, Chair – Education Forum

SCHOOL DISTRICT 54
(Bulkley Valley)

OPERATIONS COMMITTEE MEETING
REGULAR

April 1st, 2014

5:00PM

School Board Office

Members	Administration
P. Michell, Chair K. Martinsen, Alternate S. Yaremco L. Kearns (ex officio) Guest: J. McIntosh, F. Farrell	C. van der Mark, Superintendent D. Margerm, Secretary Treasurer M. McDiarmid, Assistant Superintendent
Regrets:	Regrets: E. Hildebrandt

The regular meeting convened at 5:00 pm and continued to 6:35 pm.

Operations Committee Regular Report

1. AFG Bylaw & Update

Mr. Margerm reviewed the AFG capital bylaw for the 2014-2015 for \$555,288. *It is recommended by committee to provide three readings for AFG capital bylaw and motion to approve the 2014-2015 AFG Capital bylaw.*

2. Public Facilities Review Update

Mr. Margerm outlined the current facilities that are under review: portables, LSC, board office, disposing of properties including Chandler, Quick and BVLC schools. Given that there was a large formal review by Mr. Richards last year, there will be no other formal facility review. The next formal review will be in the 2014-2015 year, after enrollment has been determined in September 2014.

3. High School Shop Grant

Mr. McDiarmid provided information on the progress of HSS shop; the shop has been cleared out and starting to be renovated.

School District 54 received a grant from the BC Construction Assoc. in the amount of \$14,000. The total grant applied for was for approximately \$500,000 to assist with the HSS project. The \$14,000 grant can be held by the BC Construction Association or paid out to school district. More donations may be coming over next few years as it is an ongoing process.

Mr. McDiarmid also noted that the original donation came through Northern Gateway-Enbridge. There was some discussion regarding whether to accept donations from a company engaged in controversial projects. It was also noted by Trustee Michell that as a member of the Witsuwit'en community, she could not support the acceptance of this donation. The topic was deferred to a discussion at the April Board meeting.

SCHOOL DISTRICT 54
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4. Meeting with Town of Smithers Council

Mr. van der Mark reminded the trustees of a dinner meeting on Wednesday, April 2 at 5:30 at Alpenhorn restaurant. A few discussion items were reviewed including reciprocal use agreements, fees, facilities, organizational goals and current events in both jurisdictions.

5. Quick Plaque

It is recommended that the plaque remain with the school district and at some point placed in board room with picture of Quick Elementary.

Date & Time of Next Meeting: May 6th, 2014 @ 5:00pm

SCHOOL DISTRICT 54
(Bulkley Valley)

OPERATIONS COMMITTEE MEETING

April 1st, 2014 5:00 PM

School Board Office

Members	Administration
P. Michell , Chair K. Martinsen (Alternate), S. Yaremco L. Kearns (ex officio)	C. van der Mark, Superintendent D. Margerm, Secretary Treasurer M. McDiarmid, Assistant Superintendent E. Hildebrandt, Director, Facilities and Maintenance
Regrets:	

Agenda

- | | |
|---|---------------|
| 1. AFG Bylaw & update | Bylaw |
| 2. Public Facilities review update | Verbal |
| 3. High school shop grant | BN-R-1 |
| 4. Meeting with Town of Smithers Council | Verbal |
| 5. Quick Plaque
Discussion | |

Date & Time of Next Meeting: May 6th, 2014

SCHOOL DISTRICT 54
(Bulkley Valley)

CAPITAL PROJECT BYLAW NO. 126770

A BYLAW by the Board of Education of School District No. 54 (Bulkley Valley) (hereinafter called the "Board") to adopt a Capital Project.

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved Capital Project No. **126770 (2014-2015 AFG)**.

NOW THEREFORE the Board agrees to the following:

- (a) upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete the Project substantially in accordance with the Project Agreement or as directed by the Minister;
- (b) observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project; and,
- (c) maintain proper books of account, and other information and documents with respect to the affairs of the Project, as may be prescribed by the Minister.

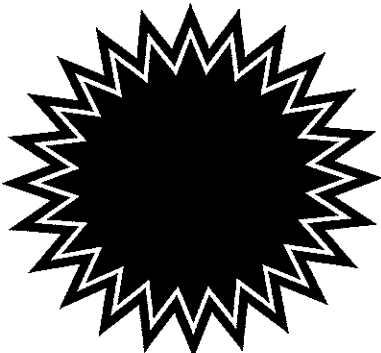
NOW THEREFORE the Board enacts as follows:

1. The Capital Project of the Board approved by the Minister and specifying a maximum expenditure of **\$555,288** for Project No. **126770** is hereby adopted.
2. This Bylaw may be cited as School District No. 54 (Bulkley Valley) Capital Project Bylaw No. 126770

Read a first time the 15th day of April, 2014.

Read a second time the 15th day of April, 2014.

Read a third time, passed and adopted the 15th day of April, 2014.



Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 54(Bulkley Valley) Capital Project Bylaw No. 126770 adopted by the Board the 15th day of April, 2014.

Secretary-Treasurer

SCHOOL DISTRICT 54
(Bulkley Valley)

BRIEFING NOTE
(BN-R-1)

ISSUE: **Houston Secondary High School Shop Grant**

BACKGROUND:

District applied for a grant to help support facility upgrade to Houston Secondary shop. The cleanup and upgrade to the shop is in order to allow Northwest Community College to use the facilities to provide technical training programs.

Ms. Abigale Fulton, from BC Construction Assoc., phone to let us know we received \$14,000 towards HSS shop grant. BC Construction Assoc. would be continuing to fundraise over next 2 years.

The HSS shop has had equipment and supplies removed and is being cleaned in order to make ready for NWCC equipment.

Mr. van der Mark and Mr. McDiarmid will also have verbal update.

RECOMMENDATIONS:

None

REPORT
POLICY COMMITTEE MEETING
April 1th, 2014 3:00 PM School Board Office

Members	Administration
L. Collingwood, Chair J. McIntosh (Alternate) F. Farrell L. Kearns (ex officio)	C. van der Mark, Superintendent D. Margerm, Secretary Treasurer M. McDiarmid, Assistant Superintendent
Regrets:	C. Whalen, Transportation Supervisor

The regular meeting convened at 3:00 pm and continued to 4:32 pm.

REVIEW OF PREVIOUS MEETING OF March 4th, 2014

Policy	Description	Type	Status
11.140	Student Transportation	Revision	On-going
9.950	Student Choice	Revision	In-committee
1.150	Standing Committees	Revision	In-committee
1.1525	Education Forum	Deletion	In-committee
6.330	IT Systems & Information Security - Disaster Recovery	Completed	Approved
6.340	Purchasing Policy	Completed	Approved

OLD Business

Student Choice (9.950): Revisions attached

Through discussions over the past several months, the following significant changes were recommended:

1. *No policy changes around the cross-transfer within catchment areas*
2. *Strike out particular language around dates of application or acceptance*
3. *Edit K-7 language*

Student Transportation (11.140) Revisions attached

Through discussions over the past several months, the following significant changes were recommended:

1. *Policy would require the District know which students are on any bus at any time & require parent authorization for students to travel on busses*
2. *Recognize the distinction between eligible bussing students (living out of town limits) and non-eligible bussing students (living within town limits) Cross catchment transfers would be deemed as an eligible student. Only eligible students would have access to the district bussing system.*
3. *Transportation of eligible bussing students would only be to-and-from accepted residence(s).*
4. *Restrictions on students driving other students - just themselves*
5. *People other than staff can drive district mini-buses*
6. *Medical examination requirements*
7. *Deletion of bus rider rules*

C. Date & Time of Next Meeting: May 6th, 2014 @ 3 pm

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

SCHOOL DISTRICT 54
(Bulkley Valley)

AGENDA
POLICY COMMITTEE MEETING

April 1st, 2014 3:00 PM School Board Office

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

AGENDA

REVIEW OF PREVIOUS MEETING OF March 4th, 2014

Policy	Description	Type	Status
11.140	Student Transportation	Revision	On-going
9.950	Student Choice	Revision	In-committee
	Student Trustee	New	
1.150	Standing Committees	Revision	In-committee
1.1525	Education Forum	Deletion	In-committee

NEW BUSINESS

Policy	Description	Type	Consultation
9.950	Student Choice	Revision	no

C. Date & Time of Next Meeting: May 6th, 2014

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

SCHOOL CHOICE

Policy 9.950

Guiding Principles

Student admission in SD# 54 is to be guided by the following principles:

- Access to neighbourhood school: The admission process will maximize the number of students able to attend their catchment area school in accordance with parent request
- Choice: The admission process will maximize the student's and parent's ability to choose the school and educational program which best meets the student's educational needs
- Certainty, stability, continuity: The admission process will support certainty, stability and continuity for students and families.
- Efficient resource allocation: The admission process will enable school and district staff to plan the allocation of space and instructional resources to best accommodate demand and minimize adjustments required at the beginning of the school year.
- The admission process will also consider the any district transportation necessitated the application.

The board will endeavour to provide programs that meet the interests and needs of district students.

Regulations: Student Admission and School Choice

1. Definitions

- 1.1 "Catchment area child" means a person
 - (a) of school age, and
 - (b) resident in the catchment area of the school
- 1.2 "Continuing student" means a school age student in attendance at the school or a designated feeder school during the previous school year who is expected to continue in the educational program for the succeeding year, but does not include:
 - (i) a non-school district child or
 - (ii) a child who withdraws or transfers from the school or educational program before the end of the previous school year; or
 - (iii) a student who attended during the previous year on a disciplinary transfer.
- 1.3 "Non-catchment area child" means a person
 - (a) of school age,
 - (b) resident in the school district and
 - (c) not resident in the catchment area of the school
- 1.4 "Non-school district child" means a person
 - (a) of school age,
 - (b) resident in British Columbia, and
 - (c) not resident in the school district.

- 1.5 "Place of residence": For purposes of this policy, a student's place of residence is deemed to be that of the student's parent, unless satisfactory evidence is produced that the student's ordinary place of residence during the school year is elsewhere.

2. **Determination of Available Space and Facilities**

Section 74.1 of the *School Act* establishes priorities for enrolment to apply if the board determines that space and facilities are available in a school.

- 2.1 The board of trustees delegates to the Superintendent of Schools or his or her designate, the decisions whether space and facilities are available in individual schools and educational programs for purposes of section 74.1(6) and (7) of the *School Act*.
- 2.2 Decisions will be made in consultation with the principal of the affected school and will be based on program capacity, including consideration of the following factors:
- the operating capacity of the school as defined by the Ministry of Education
 - staff assigned to a school by the district
 - the physical space in which instructional programs operate in the school
 - the ability of the school to provide appropriate educational programs for the applicant and other students
 - the needs of other programs located in the school.
- 2.3 After enrolment of continuing students, if the requisite space and facilities are determined to be available, transfer applications and applications from new students will be accepted in the following priority order:
- catchment area child
 - non-catchment area child
 - non-school district child.
- provided application deadlines and other requirements have been met
- 2.4 If space and facilities are inadequate to accommodate all continuing students, continuing students will be re-enrolled in the following descending order of priority:
- continuing catchment area student
 - continuing non-catchment area student
 - continuing non-school district student.
- 2.5 Waitlists, prioritized by date of application, will be established for those not accepted, to be maintained until 3:00 pm on the third Friday of September.
- 2.6 Applicants for enrolment in Kindergarten will be separately prioritized in accordance with the priorities set out in 2.3.
- 2.7 Applicants for enrollment in French Immersion will be separately prioritized without respect to catchment areas. Transportation of a student outside his/her catchment area will be the responsibility of the home.

3. **Tie-breaking**

- 3.1 When two or more applications have the same priority, priority as between them will be determined by time and date of application.

4. Alternate enrolment process for continuing school district students

4.1 Continuing students are not required to apply. They will be automatically enrolled in the applicable educational program or school, subject to space availability and to meeting program requirements, unless transferred or withdrawn. (Non-school district children are required to submit a School Transfer Application annually.)

5. ~~Dates for Applications to Enroll and Enrolment~~

5.1 ~~The Board has established the following timelines in order to accommodate the registration, enrollment and placement of students in district schools:~~

~~First school day in March—The first date by which School Transfer Applications will be received at schools for the coming school year.~~

~~Last school day in March—The deadline by which a student must submit a School Transfer Application to attend a non-catchment area school in order to be eligible for enrollment in that school.~~

~~Second Friday in June—Deadline by which a newly arrived catchment area student must be registered to be either enrolled or placed on the priority list as per 2.3.~~

~~First Monday after school opening—The date by which a student is removed from the school register if not in attendance by 3:00pm and no prior communication has been received by the school from the parent/guardian.~~

5.2 ~~Late applications will be placed on a separate list and prioritized as set out in section 2.3 up until 3:00pm on the 3rd Friday of September, at which point a determination will be made, and thereafter as they are received if space and facilities are available.~~

6. Commitment

6.1 Applicants may apply for more than one educational program but may only be enrolled in one. When an applicant is offered and accepts enrolment in an educational program (in or out of the school district), applications for all other programs either become invalid or they are placed on a waiting list as per 2.5.

7. Discretionary Acceptance: Suspended or Expelled Non-School District Students

7.1 Enrolment applications from non-school district children may be refused if the child:

- (a) is under suspension from a BC public school or school district, or
- (b) has been refused an educational program by a BC public school board under s. 85(3) of the *School Act* for refusing to comply with the code of conduct and other rules and policies of the board or has failed to apply himself or herself to his or her studies.

7.2 Such applications will be referred to the superintendent or designate for a decision on admission. Admissions may be made subject to terms and conditions. A student who has been admitted under this section are not entitled to the status of a continuing student in the following year unless approved by the school principal or superintendent's designate.

8. Communication

8.1 Application periods and enrolment dates will be communicated to the school communities and to the community at large and may also be communicated to other communities within and outside the school district.

9. Transportation

9.1 Transportation of a student outside his/her catchment area will be the responsibility of the home.

Attendance Areas

Houston

1. **Twain Sullivan Elementary**

All students Grades K – 7 residing on the “bench” area (Mountainview and Westpoint Subdivisions)

All students K – 7 on Hungry Hill and Houston Estates buses

All students K – 7 on bus runs from East of Houston

All students K – 7 on the Owen Lake bus

2. **Silverthorne Elementary**

All students K – 7 residing in the town area other than Mountainview and Westpoint Subdivisions, plus all bus students, K – 7 traveling from the west except the Hungry Hill, Houston Estates and Owen Lake buses

Smithers

1. **Lake Kathlyn Elementary**

All students K – 7 West on Highway 16 from Anderson Road and Scotia Avenue (Golf Course Road) including Moricetown

2. **Walnut Park Elementary**

All students K – 7 residing East along Highway 16 from Manton Road, and on the Walnut Park side of the Highway to the Bulkley River bridge

All students K – 7 living in the area East of the Bulkley River and North of Old Babine Road

All students K – 7 residing in the trailer court on Laidlaw Road

3. **Muheim Memorial Elementary**

All students K – 6 residing East along Highway 16 from Scotia Avenue (Golf Course Road) and on the Muheim side of the highway to the Bulkley bridge

All students K – 7 residing on the Seymour Lake Road and Tatlow Road

All students K – 7 in the triangle bounded by the Bulkley River Bridge East along Highway 16 to Good Road and the Bulkley River (this includes Laidlaw Road and Raymond Road, but not Mountainview Trailer Court)

All students K – 7 residing in the area East of Highway 16 and North of Babine Lake Road up to, but not including Old Babine Road

4. **Telkwa Elementary**

All students K – 7 residing East of Donaldson Road along Highway 16 including Telkwa and continuing East to include students on Quick West Road to the top of the hill before going down to Quick Station

All students K – 7 residing East of, but not including Babine Lake Road on the West and Round Lake Road on the East

All students K – 7 on Round Lake Road and Woodmere Road

5. **Quick Elementary**

~~All students K – 6 residing at Quick Station and East along Highway 16 from the junction of Round Lake Road and Quick West Road~~

~~All students K – 6 residing West of Walcott Road~~

Revised: April 15th, 2014
Adopted: March 25, 2003

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

STUDENT TRANSPORTATION

11.140

POLICY

Transporting students within and without the district is a shared responsibility with the district, parents, employees and volunteers. Regulations with respect to student transportation reflect the need for the safe and efficient transport of students.

1. The use of privately owned vehicles for transporting students is permitted. Specific restrictions and prohibitions apply.
2. The District shall provide mini-busses to both secondary schools.
3. The District shall provide daily School Bus services to district students residing outside of municipal boundaries. Routes and schedules are within the purview of the Board and may change from time to time.
4. Students from private / independent schools within School District 54 may access the district's established bussing services for a fee.

VALUES

1. Our responsibility of safely transporting students within the district and to extra-curricular activities outside the district must be shared with parents and volunteers.

REGULATIONS

GENERAL

These regulations deal with five areas of student transportation.

1. Guiding Principles
2. Routes, scheduling and Fleet Management
3. The use of privately owned and operated vehicles
4. Rental Vehicles
5. The use of mini-busses for extra-curricular travel
6. ~~Bus Rider Rules~~

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

1) Guiding Principles

- a) The district recognizes the distinction between:
 - i) 'eligible' bussing students: students living out of town limits and approved cross-catchment transfers*
 - ii) 'non-eligible' bussing students: living within town limits

Only 'eligible' students would have access to the district bussing system.

* As per section 9.1 of the School Choice Board Policy (9.950), 'Transportation of a student outside his/her catchment area will be the responsibility of the home.' Though, the school district will attempt to accommodate transportation requests due to cross-catchment transfer applications.

- b) Transportation of eligible bussing students would only be to-and-from approved residence(s).
- c) The district is required to know which students are on any bus at any time & require parent authorization for students to travel on busses.

1) Routes, Scheduling & Fleet Management

- a) Routes and schedules are designed to maximize the efficiency of transport operations and may change periodically.
- b) The *Custodial & Transportation Supervisor* has day-to-day responsibility for all matters relating to bussing.
- c) District vehicles may only be driven by district employees after acquiring appropriate licensing and training. The *Custodial & Transportation Supervisor* is responsible for approving all employee licensing.
- d) District vehicles may not be driven by students.

3. The Use of Privately Owned and Operated Vehicles

- a) Principals are responsible for the decisions involving the use of private vehicles at their schools.
- b) Students are not permitted to drive other students to off-site school designated functions and may only drive themselves with the express written consent of school administration and their parent.
- c) Whenever a private vehicle is used for transporting students within or without the district, parents of those students travelling must provide specific permission for their child(ren) to travel in that vehicle.
- d) The use of privately owned or rented 15 passenger vans for outside-the-district, extracurricular student transport is prohibited.

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

- e) The Principal shall ensure that any special safety requirements connected with the trip are met. The *Custodial & Transportation Supervisor* can provide advice and assistance.
- f) The Principal shall ensure that:
- g) The vehicle/owner have in place a minimum of \$1 million worth of Automobile liability Insurance.
- h) The operator has a valid BC driving license appropriate to the class of vehicle being driven. The table below provides the relevant restrictions.

i) Required Drivers License Classification	j) Seating Capacity (including Driver)
k) Class 5	l) Passenger Vehicle up to 10 people
m) Class 4	n) School bus:11 – 24 people (includes Vans)
o) Class 2	p) School bus: over 24 people

- q) The owner of the vehicle confirms that the vehicle is properly licensed, registered and insured and in proper mechanical condition, including but not limited to seasonally appropriate tires and brakes.
- r) Volunteer drivers must be at least 25 years of age and that the following documents are properly completed and filed with the Principal.
 - i. Copy of any rental agreements
 - ii. Insurance coverage
 - iii. Drivers license
 - iv. A current driver's abstract
 - v. Volunteer Driver Application
 - vi. Criminal Record Review

1. The Use of Rental Vehicles

- Vehicles used for the transport of students may only be rented with the prior approval of the *Custodial & Transportation Supervisor* and/or the Secretary Treasurer.
- Vehicles used for the transport of District employees may only be rented with the prior approval of the School Principal. Only the name of the individual on the Rental Agreement is permitted to drive that vehicle.

2. The Use of Mini-Busses for Extra-Curricular Travel

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

- Mini buses are provided to the secondary schools to support curricular and extra-curricular student and school based activities. The busses supplement the transportation provided by volunteers.
- Only people over the age of 25 that are approved by the *Custodial & Transportation Supervisor* may operate the busses. A (minimum) Class 4 BC Drivers License is required to operate the vehicles.
- All operators must undergo a medical examination upon at the ages of: 25, 30, 35, 40, 45, 48, 51, 54, 57, 60, 63 and every year upon reaching the age of 66 to ensure their medical fitness to operate the vehicle (National Safety Code). Costs associated with these medical examinations will be the responsibility of the District.
- The use of the vehicles must be arranged through the school Principal.
- The Principal shall communicate with the *Custodial & Transportation Supervisor*, on a periodic basis, to coordinate appropriate vehicle maintenance.
- Students shall not operate the buses.
- An initial/annual orientation shall be provided to all operators which, at a minimum, will include the following:
 - i. Safety features of the vehicle
 - ii. Emergency procedures
 - iii. Out of district repair procedures
 - iv. Vehicle operating training, including:
 - 1. maximum hours of driving per day
 - 2. assessing road and weather conditions
 - 3. safe handling of the vehicle
- No operator shall exceed 13 hours of driving time per day.
- A driver must not drive after the driver has accumulated 14 hours of on-duty time in a day.
- For all travel (within and without the district), a detailed itinerary and passenger manifest must be provided to the school principal.
- For overnight travel, the Principal shall ensure that the operator has a properly functioning cellular telephone and a list of emergency contact names and telephone numbers.

3. Bus Rider Rules

4.0 General

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

~~These regulations are provided to ensure the safe and orderly operation of the school bus fleet. The safety of the students, staff and volunteers riding on the bus is of paramount concern. Ridership is a privilege and not a right. This privilege may be withdrawn at the discretion of the driver and/or the Principal at any time should there be a violation of these regulations or the safety of the bus passengers is threatened.~~

~~Where unsafe conditions occur due to weather and road conditions, busing may be suspended or cancelled on the recommendation of the Custodial & Transportation Supervisor.~~

~~2.0 Condensed School bus Rules~~

- ~~• The bus driver is the authority at all times~~
- ~~• Follow the driver's directions the first time they are given~~
- ~~• Keep your hands, feet and objects to yourself~~
- ~~• Stay in your seat unless directed to do otherwise~~
- ~~• Talk quietly, using only appropriate language~~
- ~~• Smoking, drugs and alcohol are prohibited~~

- ~~• A permission slip from the Principal is required to ride on a school bus other than your regular bus or get off at a stop other than your regular stop.~~

~~3.0 Discipline Procedure~~

~~Step 1 — The driver gives verbal warning to the offender~~

~~Step 2 — The driver will issue a school bus *Discipline Memo* to the student.~~

~~———— The *Discipline Memo* provides two (2) levels of discipline as follows:~~

- ~~1. acknowledgement signature from parent/guardian before being allowed to ride again.~~
- ~~2. banned from riding bus until Principal's authorization.~~

~~4.0 Detailed Bus Rider Regulations~~

~~4.1 Prior to Loading (on the road and at school)~~

- ~~☛ Be on time at the designated school bus stops.~~
- ~~☛ Stay off the road at all times while waiting for the bus.~~
- ~~☛ Wait until the bus comes to a complete stop and the flashing red lights are on before crossing the road.~~
- ~~☛ Be careful in approaching bus stops.~~
- ~~☛ Bus riders are not permitted to move toward the bus at the school loading zone until the buses have been brought to a complete stop.~~
- ~~☛ Loading and unloading will be permitted at designated bus stops and loading zones only.~~
- ~~☛ All students should wear appropriate clothing to the season to ensure they are adequately protected from the cold in the event of a bus delay or breakdown.~~
- ~~☛ All students shall carry identification while riding the bus.~~

~~4.2 While Riding on the Bus~~

- ~~☛ Keep hands and head inside the bus at all times.~~
- ~~☛ Students shall not open any window without the driver's permission.~~

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

- ~~☞ No weapons of any kind, including knives of any size or shape or other sharp object.~~
- ~~☞ Keep the bus clean — do not litter~~
- ~~☞ No shouting, screaming or any unnecessary loud noise.~~
- ~~☞ Treat the bus equipment with respect. Damage caused by students will be paid for by the student.~~
- ~~☞ Do not touch any equipment, controls or instruments.~~
- ~~☞ Check your space as you leave to ensure you have all of your belongings~~
- ~~☞ Keep the aisle clear.~~
- ~~☞ Older students can assist younger students with safety and comfort~~
- ~~☞ Do not throw any object out the window.~~
- ~~☞ Stay in your seat while the bus is in motion.~~
- ~~☞ No horseplay.~~
- ~~☞ Show courtesy at all times to driver and fellow riders.~~
- ~~☞ Maintain absolute quiet while approaching a railroad crossing.~~
- ~~☞ Follow the driver's instructions at all times.~~
- ~~☞ In case of a road emergency, riders stay in the bus unless directed by the driver.~~
- ~~☞ Refrain from speaking to the driver while the bus is in motion.~~

- ~~☞ No pets or animals without the driver's permission.~~
- ~~☞ The emergency door is to be used only for emergencies.~~
- ~~☞ Permission is required to bring large objects such as musical instruments, school projects, etc. Large objects permitted on the bus must be kept on the floor in front of the rider or on their laps.~~
- ~~☞ Skates with guards may be brought onto the bus and stored at the front of the bus in an area designated by the driver.~~
- ~~☞ Profane language and obscene gestures are not acceptable at any time.~~

4.3 After Leaving the Bus

- ~~☞ Students shall cross the road only while the bus is stationary and when the red lights are flashing. Students shall only cross the road in front of the bus and at least 3 metres in front of the bus and be alert to traffic. Be alert to the danger signal from the driver.~~
- ~~☞ Stay well off the travelled part of the road.~~
- ~~☞ Older students should assist younger students if necessary.~~
- ~~☞ Parents / guardians of students who wish to get off the bus at a stop other than their own must give written permission to the Principal of the school their children attend. Upon receiving this permission, the Principal will issue a permission slip to the student to present to the bus driver.~~

Amended: May 18, 2010
 Amended: September 16, 2008
 Amended: March, 2008
 Amended: June 15, 1999
 Amended: February 18, 1992
 Amended: August 27, 1991
 Amended: September 18, 1990
 Adopted: December 12, 1986

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

SCHOOL DISTRICT 54

(Bulkley Valley)

8.1 Instructional Time - Briefing Note

April 15, 2014

Issue: Instructional Time

2014-15 Calendar has been set with 2 week break. We will ensure legislation regarding instructional time is met. We have yet to confirm what it will look like. On Tuesday, April 8, Mr. McDiarmid, Mr. van der Mark and Chair Kearns met with members of the BVTU to discuss 2 options.

Background:

Early Thursday...

Good discussion around the history, intent, and practice of early Thursday. Proposed options for returning to that purpose or simply extending Thursday through instructional time. As noted previously, we meet the legislative minimum but we do not hit the contractual maximum. BVTU has now admitted that recess IS NOT instructional time.

SD#54 PVP are unanimous in their desire to maintain Thursdays if we can define parameters.

Discussion:

OPTION 1: Extend Thursday

Need to add 20mins per Thursday to make up for 3 lost days due to 2 week Spring Break. Could simply extend day further to 3:00pm.

OPTION 2: Maintain a version of early Thursday

- add the 20 mins as per above
- re-instate parameters/ expectation for use of time by staff
- collaboration
- admin purposes

Recommendation:

Distinct staff will continue working with BVTU to regain accountability for how the early dismissal time is used in a 1 year Letter of Understanding (LOU). If we can get that control, the benefits are massive. If it does not work, we can always extend with contract language.

Fund : GOP General Operating

O	TITLE	APR	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
Function : 1 Instruction							
1	Salaries		9,302,406.44		13,237,785	3,935,379	30
2	Employee Benefits	14.02	2,403,257.82		3,169,335	766,077	24
3	Professional Services	14,869.73	116,516.50		187,444	70,928	38
4	Contracted Services	299.36	29,927.82	80.00	39,519	9,511	24
5	Supplies And Materials	15,661.83	397,351.44	69,504.61	567,784	100,928	18
TOTAL FOR Function - 1		30,844.94	12,249,460.02	69,584.61	17,201,867	4,882,822	28
Function : 4 District Administration							
1	Salaries		512,193.73		622,703	110,509	18
2	Employee Benefits		97,871.28		111,053	13,182	12
3	Professional Services	1,305.66	88,108.30		148,200	60,092	41
4	Contracted Services	478.31	19,458.42		26,000	6,542	25
5	Supplies And Materials	540.90	17,975.56	124.00	27,000	8,900	33
TOTAL FOR Function - 4		2,324.87	735,607.29	124.00	934,956	199,225	21
Function : 5 Operations & Maintenance							
1	Salaries	843.42-	1,101,618.02		1,509,344	407,726	27
2	Employee Benefits		285,492.36		388,229	102,737	26
3	Professional Services	656.42	62,905.44		85,700	22,795	27
4	Contracted Services	3,446.03	43,567.76	6,457.50	62,376	12,351	20
5	Supplies And Materials	67,342.90	584,012.91	60,754.87	799,300	154,532	19
TOTAL FOR Function - 5		70,601.93	2,077,596.49	67,212.37	2,844,949	700,140	25
Function : 7 Transportation & Housing							
1	Salaries		479,044.00		678,213	199,169	29
2	Employee Benefits		124,863.30		190,136	65,273	34
3	Professional Services	169.50	26,161.68		63,500	37,338	59
4	Contracted Services	2.46-	3,176.43		6,500	3,324	51
5	Supplies And Materials	5,908.81	188,199.50		207,000	18,801	9
TOTAL FOR Function - 7		6,075.85	821,444.91	0.00	1,145,349	323,904	28
TOTAL FOR Fund - GOP		109,847.59	15,884,108.71	136,920.98	22,127,121	6,106,091	28