



School District No. 54 (BULKLEY VALLEY)

AGENDA

REGULAR BOARD MEETING APRIL 16, 2013 MORICETOWN MULTI-PLEX 7:00PM

- 1) Call to Order
- 2) Opening Remarks
- 3) Adoption of Agenda
- 4) Minutes: Regular Meeting Minutes March 19, 2013
Synopsis In-Camera Meeting March 19, 2013
- 5) Administration Report C. van der Mark Report Attached
- 6) Committee Reports
 - a) Community Relations / Education Forum Committee L. Collingwood No Report
 - b) Operations Committee S. Yaremco Report Attached
 - c) Policy Committee F. Farrell Report Attached
 - d) Trustee Report No Report
- 7) Unfinished Business
- 8) New Business
- 9) Other Business
 - 9.1- Expenditure Summary – March 31, 2013
- 10) Reading File

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| C.Whalen – Note of Appreciation | Heart and Stroke Foundation |
| Laurence Turney – SSS High School Curling Team | March 31, 2013 Enrollment Report |
| Praise-a-Reader | Ms. Perry Rath, 2013 Policy 4.380 |
| SD39 Provincial Holdback Funds | SD42 – 2013-2014 Public Education Budget |
| SD73 Ministry of Education – Communication | Skills Canada – Student Award Winners |
| Skills Canada – Student Participants | The Gideon's International |

- 11) Closing Remarks
- 12) Next Board Meeting will be held on May 21, 2013 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 19, 2013
SCHOOL BOARD OFFICE , SMITHERS BC

PRESENT: Trustees: L. Kearns, F. Farrell, L. Collingwood, J. McIntosh, K. Martinsen, P. Michell, S. Yaremco

Staff:
C. van der Mark – Superintendent of Schools
M. McDiarmid – Assistant Superintendent of Schools
S. Richards – Secretary Treasurer
B. Kingsmill – Recording Secretary

1. CALL TO ORDER

- The meeting was called to order at 6:02pm

MOVED/SECONDED: S. Yaremco / J. McIntosh

"That the Board meeting move In-Camera."

CARRIED

- The Board returned to Regular session at 7:02pm.

2. OPENING REMARKS

- Chairperson Kearns welcomed our guests: Percy Hebert from the Interior News; Kristina Willing on behalf of the BVTU; Barbel Schroder CUPE President; Mr. Jaksun Grice VP of SSS; SSS Trades teachers; Skills Canada Student Winners and their families; Delegation presenter Patrick Witwicki, Executive Director, Association des Francophones et Francophiles du Nord-Ouest .
- Mr. Kearns asked Mr. Grice to introduce the trades teachers and students in attendance and to speak about the Skills Canada Competition that students participated in. Mr. Brayden Fulljames received a gold medal in the carpentry competition and Mr. William helps won a silver metal medal in carpentry. Mr. Fulljames will be heading off to the Provincial Skills Canada competition to represent SSS. Mr. Kearns thanked all of the people that helped the students achieve these awards.

3. DELEGATION : AFFNO Association des Francophones et Francophiles du Nord-Ouest.

- Mr. Patrick Witwicki provided an overview of AFFNO organization and requested the Board to consider the benefits of a secondary French Immersion program .

4. ADOPTION OF AGENDA

MOVED/SECONDED F. Farrell / J. McIntosh

"That the agenda be accepted as presented."

CARRIED

5. ADOPTION OF MINUTES

- The Chair asked if there were any corrections to the minutes of February 19, 2013; the Synopsis of the In-Camera Meeting minutes February 19, 2013. There being none, the minutes of: February 19, 2013 and the Synopsis of the In-Camera Meeting minutes February 19, 2013 were declared approved as presented.

6. ADMINISTRATION REPORT

District Based Initiatives

- Superintendent Chris van der Mark presented the district based initiatives to the board: 21 District Dogwood Scholarships will be awarded this year in SD54; Staffing has begun for the 2013-2014 year; Administration changes effective August 1, 2013 will be: Andrew Bond will be the new Principal of Lake Kathlyn; Julie Krall will be moving to HSS as Vice Principal; Regional science fair will be held on April 5-6; Grade 4's will be going to Moricetown for the Annual Learning Feast in Moricetown on March 20; March Education forum was on Self-regulation; PLC – held its third meeting of the year; Faye Brownlie is returning on May 2-3 to work with our Literacy group; 20 Students attended the Skills Canada event on March 8 in Terrace, two students brought home medals.

School Based Initiatives

- Superintendent Chris van der Mark presented the school based initiatives to the Board: Anti-Bullying Day on February 27th, every school in the district was involved. Thanks to Telkwa Elementary for their flash mob; WPS held its second Family math night; March is youth science month; SSS/HSS both participated in the Drama zones; SSS will be going to the BC Drama Festival to compete once again this year; SSS Curling team placed 5th in the high school province competition; SSS Sccoop has been nominated for the Special Section category in this year's BC/Yukon Community Newspaper Awards.

Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
 - TES – 21 Grade 6 & 7 Students travelling up to Hudson Bay Mountain on March 6, 13 and 20th.
 - WPS – 50 Grade 7 Students travelling up to Hudson Bay Mountain on March 7, 14 and 20th.
 - SSS – 135 Grade 9 Students travelling up to Hudson Bay Mountain on February 20 and March 13.
 - SSS – 150 Grade 8 Students travelling up to Hudson Bay Mountain on March 6, 2013
 - WPS – 62 Elementary Band Students in Grade 6 & 7 are travelling to Terrace to take part in the Northwest Music Festival on April 5, 2013.
 - SSS – 30 Grade 8-10 Students travelling around North West BC with their Quebec SEVAC exchange students.
 - SSS – 15 Grade 10-12 students will be travelling to Silverking Basin between the dates of April 25-27, 2013.
 - LKS – 21 Grade 6-7 students will be travelling to Haida Gwaii between the dates of June 19 -25, 2013.
- The following field trips require approval *in-principle* by the Board of Education:
 - SSS – 25 Grade 9-12 Students travelling to Summerland BC to take part in the Goodwill Shakespeare Festival May 8- 14, 2013.

MOTION/SECOND K. Martinsen / F. Farrell

"To approve the SSS field trip to Summerland BC, IN PRINCIPLE subject to providing the District means of travel and students names who are traveling."

CARRIED

- The following field trips require *approval* by the Board of Education:
 - **Silverthorne Elementary** – 21 Grade 6 & 7 Students travelling to Victoria, May 24-31, 2013. All Board requirements have been met for this trip;

MOTION/SECOND J. McIntosh / F. Farrell

"To approve the Silverthorne Elementary School field trip to Victoria between the dates of May 24-31, 2013."

CARRIED

- **Twain Sullivan** – 19 Grade 4 Students travelling to Haida Gwaii , June 10-14, 2013. All Board Requirements have been met for this trip.

MOTION/SECOND S. Yaremco / L. Collingwood

"To approve the Twain Sullivan Elementary School field trip to Haida Gwaii between the dates of June 10-14, 2013."

CARRIED

OPERATIONS:

- Secretary Treasurer Steve Richards spoke of the 2013-2014 funding just announced by the Ministry of Education and how it will affect SD54.

7.a) COMMUNITY RELATIONS/ EDUCATION FORUM COMMITTEE

- Education Forum Chairperson Lara Collingwood, highlighted the February Education Forum on the Self- Regulation.

7.b) OPERATIONS COMMITTEE REPORT

- Operations Chairperson Yaremco, presented the Operations Committee's Report from the March 5, 2013 meeting. The Operations Committee reviewed information on: Effective Cash Management ; OAG IT General Controls Audit; Custodial Pro-D; CNAR 2012; Pacific Carbon news update; K-9 Cross Enrolment; Facilities Review will be held on 2012-2013 April 29 and April 30 ; Office of the Attorney General Audit; 2013 Roofing Tender; Special Education Compliance Audit ; AFG 2013; 2012-2013 Capital Plan Update; OAG Summary Financial Statements Update;
- Trustee Stipends – Policy 1.170 Trustee Remuneration; 2009 was the last year that this policy has been reviewed. Each Trustee spoke to the stipends policy.

MOTION / SECOND S. Yaremco / L. Collingwood

" The committee recommends that the increase be applied consistent with Policy 1.170"

MOTION-DEFEATED

MOTION / SECOND L. Collingwood / S. Yaremco

" To refer Policy 1.170 Trustee Remuneration back to policy committee to be re-updated. "

CARRIED

- Next Meeting April 9, 2013 at 5:00 pm

7.c) POLICY COMMITTEE REPORT

- On behalf of Chairperson Farrell Trustee Collingwood presented the Policy Committee Report from the February 5, 2013 meeting.

MOTION/SECOND L. Collingwood / J. McIntosh

"The committee recommends that the Board approve the deletion of policy 9.235 Bullying / Intimidation subject to consultative feedback from stakeholders."

CARRIED

MOTION/SECOND L. Collingwood / F. Farrell

"The committee recommends that the Board direct administration to distribute draft policy 9.190 Student Use of Helmets for consultation."

CARRIED

MOTION/SECOND L. Collingwood / S. Yaremco

"The committee recommends that the Board direct administration to distribute draft policy 4.600 Employee Use of Helmets for consultation."

CARRIED

MOTION/SECOND L. Collingwood / S. Yaremco

"The committee recommends that the Board approve deletion of policy 4.330 Health Examination without consultation."

CARRIED

MOTION/SECOND L. Collingwood / J. McIntosh

"The committee recommends that the Board approve the revised draft policy 4.380 Gender Equity / Non Discrimination."

CARRIED

- The policy committee also reviewed and discussed Policy 11.300 Student Athletic Travel and decided to keep this policy in committee for further changes.
- Next Meeting April 9, 2013 at 3:00pm

7.d) TRUSTEE REPORT

- Trustee Collingwood submitted her report from the Provincial Council Meeting held on Feb 22 and 23rd, 2013 in Vancouver.
- Trustee Farrell submitted his report from the Renewal Northwest Conference held on March 14, 2013 in Smithers.

8. UNFINISHED BUSINESS

- There was no Unfinished Business.

9. NEW BUSINESS

- 9.1) 2013 -2014 DRAFT School Calendar – Superintendent van der Mark presented the draft calendar and explained the calendar consultation process, feedback received and impacts resulting from different calendar scenarios.

MOTION/ SECOND: J. McIntosh / S. Yaremco

"The committee recommends approval of the 2013 – 2014 school calendar as presented."

CARRIED

10. OTHER BUSINESS

- The February 28, 2013 Expenditure summary was included in the Trustees Board Packages.

11. READING FILE

| | |
|---|---|
| BC Hydro Book Donation – Feb 2013 | SD28 Holdback Allocation Funds |
| BVTU – Commencement of Local Bargaining | SD39 Funding Recalculation |
| District of Houston – Feb 2013 | SD41 Immigration Letter |
| February 28, 2013 - Monthly Enrolment | SD43 Funding Independent Schools for Non-Graduated Adults |
| SD23 Budget Pressures 2013-2014 | SD61 Funding Holdback |
| SD23 Conflict of Interest Guidelines | SD68 Poverty Reduction Program for BC |
| SD28 CUPE Wage Increase | |

MOVED/SECONDED: S. Yaremco/ F. Farrell

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

CARRIED

12. CLOSING REMARKS

- In closing Chairperson Kearns thanked everyone for attending.

13. NEXT BOARD MEETING

- The next School Board meeting will be held on April 16, 2013 commencing at 7:00 pm. Location to be announced in the near future.

14. ADJOURNMENT

- The meeting was adjourned at 8:14 pm.

Les Kearns
Chairman of the Board

Steven Richards
Secretary Treasurer



SYNOPSIS
OF
IN-CAMERA MEETING
SCHOOL DISTRICT #54 (Bulkley Valley)
MARCH 19, 2013
SCHOOL BOARD OFFICE, SMITHERS BC

The regular meeting was called to order at 6:02 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 19, 2013. There being none, the In-Camera meeting minutes of February 19, 2013 declared approved as presented by the Chairperson.
- Administration reported on routine staffing issues. Secretary Treasurer Recruitment campaign update and real property matters.
- The Operations Committee reported on: personnel items; labour relations matters and general correspondence.
- The Bargaining Committee reported on current bargaining information.

The Board returned to regular session at 6:55 p.m.

SCHOOL DISTRICT 54

(Bulkley Valley)

REPORT FROM ADMINISTRATION

to the
Board of Education

April 16, 2013

INNOVATION / INITIATIVES

District Based Initiatives

- **LEA**—The District is proud to participate in the signing of the Local Enhancement Agreement at the Moricetown Multiplex today. Just another great sign of the positive relationship our district has with the Moricetown Community.
- **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. 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 May 2 and 3. May 2 is an evening session 5:30-8:30 for all interested educators and May 3 is a focused session with the teacher leadership group.
- **On May 2, Ms. Brownlie** will also provide an in-service for any interested support staff from 2:30-4pm at the Walnut Park Webcast room. Support staff should sign up by dropping an e-mail to bobbie.kingsmill@sd54.bc.ca
- **Education Forum** – Our next education forum will be on April 23rd and is on the Young Readers Program. Cyndy Hooper and Lynn Rutley will be taking us through the work they have done this year with a group of primary teachers. The focus of the program was on how to elevate student's success with reading. The session will be interesting and informative and another great example of the work our teachers do.
- **Elementary Band**—Last week the District Elementary Band participated in the regional festival and came away with silver! Congratulations to all and to Ms. Higgins for her work inspiring and developing our young musicians.

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.

SCHOOL DISTRICT 54

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Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
 - **SSS** – 38 Grade 10-12 students to travel to Silverking Basin on April 25, 2013. All board requirements have been met for this trip.
 - **WPS** – 23 Grade 4 students to travel to Ft. St. James on June 4th and 5th. All board requirements have been met for this trip.
 - **HSS** – 10 Grade 10-12 students to travel on a weekly basis during the months of May and June as a part of their Angling class.
 - **HSS** – 15 Grade 10-12 students to travel to Irrigation Lake on a weekly basis during the months of May and June as a part of their Outdoor Education class.

- The following field trips require final approval by the Board of Education:
 - **MME** – 8 +/- Students to travel to New Westminster, BC on May 3rd - to May 6th for the French Concor Provincial Speaking Competition. Approval "*in principle*" was granted on February 19, 2013. All board requirements have now been met for this trip

Operations:

- **School District Facilities Review** – There will be public presentations regarding the current and future use of School District facilities. The review is undertaken to share and discuss information about our District's school facilities including: enrolment; enrolment trends; capacity utilization; costs and asset management issues. **HOUSTON - Twain Sullivan Elementary School** April 29, 2013 @ 7:00 pm and **SMITHERS - School Board Office** April 30, 2013 @ 7:00 pm .

SCHOOL DISTRICT 54
(Bulkley Valley)

COMMITTEE REPORT
OPERATIONS COMMITTEE MEETING OF
April 9, 2013

In attendance:

Committee Members: Chair: S. Yaremco, K. Martinsen, P. Michell
Administration: S. Richards, Secretary Treasurer, C. van der Mark, Superintendent; M. McDiarmid, Asst. Superintendent; E. Hildebrandt, Supervisor of Operations
Trustees: (non voting) F. Farrell
Regrets:
Ex Officio: L. Kearns
Guests:

The meeting convened at 5:10 and moved *in-camera* to discuss items relating to property, personnel and labour relations. The committee returned to regular session at approximately 5:40 PM and discussed the following issues.

REPORT:

1. BYLAW 126583 CNCP

Mr. Richards provided the committee with a bylaw for the 2013-2014 Carbon Neutral Capital Program in the amount of \$ 9,765.00. He noted that this was the second year of government's response to complaints regarding the use of district funds for the Pacific Carbon Trust. *The committee recommends that the Board give all 3 readings to Bylaw 126583.*

2. PEBT LTD PLAN

Administration provided the committee a memorandum from the Public Education Benefits Trust which noted that, based on actuarial results, the core LTD benefit level will increase from 60% to 66.67%.

3. AFG BYLAW 126645

Mr. Richards provided the committee with a bylaw for the capital portion of the 2013-2014 AFG funding in the amount of \$422,045. *The committee recommends that the Board give all 3 readings to Bylaw 126645.*

4. Roofing Tender

The committee reviewed a summary of bids received for the annual Roofing projects.

5. HSS Drainage Concept (BEP)

Mr. Richards and Mr. Hildebrandt provided some background on the drainage work which will be implemented in association with the BEP at the HSS gymnasium.

6. OAG Work in Progress

The committee reviewed a briefing note which highlighted 'work in progress' by the Auditor General of BC. Of particular interest were projects involving the Pacific Carbon Trust and Governance Structures of school districts in BC.

7. Bulkley Valley School Days

The committee discussed correspondence regarding this book noting that the district had not authorized re-printing by a third party but that, given the book's historical value, the district should undertake its reprinting.

SCHOOL DISTRICT 54
(Bulkley Valley)

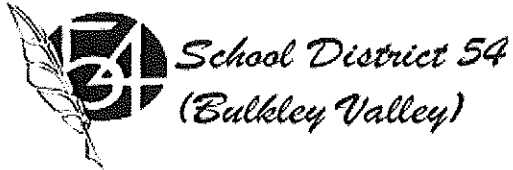
8. Draft Budget 2013 – 2014

A preliminary draft of the budget was presented to the committee for review. Mr. Richards highlighted some key challenges and noted that at present, there was a deficit of approximately \$122K. Administration will continue refining the budget and will have a draft final version for the committee at its next meeting in May.

The committee adjourned at 6:15PM.

Date & Time of Next Meeting: May 7, 2013 5:00 PM

Submitted by: S. Yaremco, Chairperson



COMMITTEE REPORT
POLICY COMMITTEE MEETING
April 9, 2013 3:00 PM – SBO

In attendance:

Committee Members: Chair: F. Farrell, L. Collingwood, J. McIntosh
Ex officio Les Kearns
Trustees (non-voting)
Regrets J. McIntosh
Administration: S. Richards, Secretary Treasurer; C. van der Mark, Superintendent
Guests:

REPORT:

1. The committee discussed policy implications of French Immersion programming in the district. Mr. van der Mark highlighted a wide variety of staff and program considerations and implications. The committee noted that there was no policy currently in place and wasn't required.

The meeting adjourned at approximately 3:45 pm.
Date and time of Next Meeting: May 7, 2013 at 3:00 PM.
Submitted by: F. Farrell, Chairperson, Policy Committee