



**School District No. 54 (BULKLEY VALLEY)**

**AGENDA  
REGULAR BOARD MEETING  
DECEMBER 9, 2014  
SCHOOL BOARD OFFICE  
7:00PM**

- 1) Call to Order
- 2) Oath of Office
- 3) Board Elections
- 4) Opening Remarks
- 5) Adoption of Agenda
- 6) Minutes: Regular Meeting Minutes November 18, 2014  
Synopsis In-Camera Meeting November 18, 2014
- 7) Administration Report C. van der Mark Report Attached
- 8) Committee Reports
  - a) Community Relations / Education Forum Committee F. Farrell Report Attached
  - b) Operations Committee P. Michell No Report
  - c) Policy Committee L. Collingwood No Report
  - d) Trustee Report  No Report
- 9) Unfinished Business
- 10) New Business
  - 10.1- Superintendent's Report
- 11) Other Business
  - 11.1- Expenditure Summary – November 30, 2014

**12) Reading File: (Receive and File)**

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|--|--|
| Royal Canadian Legion; Annual Military Service Recognition Book      | Ltr frm: SD20 to P. Fassbender re: Strike Saving                 |
| Ltr frm: SD68 to P. Fassbender, M. deJong re: Teacher Education Fund | Ltr to . S. White re: Bussing Policy                             |
| November Enrolment Report  | Ltr to Trustees Frm. P. Fassbender re: Elections Congratulations |

- 13) Closing Remarks
- 14) Next Board Meeting will be held on January 20, 2015 at the School Board Office at 7:00 p.m.
- 15) Adjournment
- 16) 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)  
NOVEMBER 18, 2014  
SCHOOL BOARD OFFICE, SMITHERS, BC

**PRESENT:** Trustees: F. Farrell, L. Collingwood, P. Michell, K. Martinsen, S. Yaremco

**Regrets:** L. Kearns, J. McIntosh

**Staff:** C. van der Mark – Superintendent of Schools  
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 6:05pm

**MOVED/SECONDED:** L. Collinwood / P. Michell

*"That the Board meeting move In-Camera."*

CARRIED

- The Board returned to Regular session at 7:00pm.

**2. OPENING REMARKS**

- On behalf of Chairperson Kearns, Vice-Chairperson Farrell welcomed our guests. Trustee Kearns and Trustee McIntosh sent their regrets. Vice-Chairperson Farrell thanked everyone who attended the moving Remembrance Day celebrations in our communities. Vice Chairperson Farrell congratulated those who were elected, reelected or acclaimed in the municipal election. He commented that he is looking forward to working with the new Board of Education for the next four years.

**3. ADOPTION OF AGENDA**

**MOVED/SECONDED:** K. Martinsen / P. Michell

*"That the agenda be accepted as presented."*

CARRIED

**4. ADOPTION OF MINUTES**

- The Vice-Chairperson asked if there were any corrections to the minutes of October 21, 2014; the Synopsis of the In-Camera Meeting minutes October 21, 2014. There being none, the minutes of: October 21, 2014 and the Synopsis of the In-Camera Meeting minutes October 21, 2014 were declared approved as presented.

**5. ADMINISTRATION REPORT**

- Superintendent van der Mark- Sent his congratulations to Trustees Farrell, Collingwood, Kearns, Michell and to Ms. Billie Jean Beaubien, Ms. Dawn Hanson, and Ms. Jennifer Williams for being elected or acclaimed as school board trustees. Mr. van der Mark thanked all the schools for their moving Remembrance Day ceremonies.

## Student Achievement

- Superintendent van der Mark presented the student achievement report to the board: The District's conversation about communicating student learning has continued with elementary school parents and with some selected classrooms at the high schools; Interim report cards for the high schools have been sent home and formal elementary school report cards scheduled to be sent home on December 12 for most of the elementary schools; We were very fortunate to have teachers Teresa Monkman, Elaina Devison, Jo-Anne Goble and Cindy Miller present at the BCTELA Provincial Non-Instructional Day in Vancouver; The BCSSA conference took place on Nov 13-14 in Vancouver where Ms. Donna Schelter with Susan Close presented some of their work, in addition Superintendent van der Mark and Assistant Superintendent McDiarmid led a break out session highlighting the work and direction SD54 has taken over the past 3 years with a focus on professional practice, self-regulation and innovation; The BCSTA trustee academy will take place the first week of December.

## District Based Initiatives

- Superintendent van der Mark presented the district based initiatives to the board: The next Education Forum will be held on November 20<sup>th</sup> featuring the pilot project " iPads in the Classroom"; PLC/NOI first session will be held on Nov 24 where this year's focus will be Andy Hargreaves '**Uplifting Leadership**'; The P/VP mentorship program continues this year, supporting 1<sup>st</sup> and 2<sup>nd</sup> year administrators matching them up with experienced administrators; The elementary volleyball tournament will be scheduled for Thursday, November 27<sup>th</sup> in Houston.

## School Based Initiatives

- Superintendent van der Mark presented the school based initiatives to the board: Carolfest will be held on December 3<sup>rd</sup> at SSS; Walnut Park held their first Breakfast in Books this month; HSS held their first "Junk Yard Wars"; There will be a Arts Festival on Nov 27-28 at SSS with school from across the NW participating; The Sr. Girls and Sr. Boys Volleyball team won their respective zones and will be travelling to provincials in the near future. Good Luck!

## Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
  - LKS – 23 +/- Grade 6-7 students will travel to Hudson Bay Mountain to participate in Ski and Snowboarding on December 12, January 16 and February 20. All Board requirements have been met for this trip.
  - Superintendent van der Mark presented to the Board the slideshow that the superintendent and assistant superintendent presented at the BCSSA breakout session. The power point outlined who SD54 is, where we came from, where we are now, how we got here and where we are planning to go.

## 6.a) COMMUNITY RELATIONS/ EDUCATION FORUM COMMITTEE

- Trustee Farrell presented the Community Relations Committee report from the November 4<sup>th</sup> meeting: The committee discussed the board profile and communications. Mr. van der Mark discussed the possibility of a dedicated monthly column in the local newspapers.

## 6.b) OPERATIONS COMMITTEE REPORT

- Chairperson Michell presented the Operations Committee's Report from the November 4<sup>th</sup>, 2014 meeting; Superintendent van der Mark discussed with the committee the cost figures for the proposed basement renovations and provided further information on the proposed sports complex fundraising and planning. Administration is in discussion with the Town of Smithers over a financial contribution towards the town ice rink in expectations of solidifying ice time and priority for SSS and Elementary hockey programs. The committee received a Notice of Development Variance Permit letter from the Town of Smithers. Capital Bussing Bylaw #126824 will allow the district to purchase five new buses at the prescribed amount of \$532,644:

- Vice Chairperson Farrell asked for unanimous consent to do all three reading tonight for Capital Project Bylaw #126824 . Unanimous consent was given.

MOTION/ SECONDED P. Michell / L. Collingwood

**" The committee recommends that the Board give all 3 readings to the Capital Project Bylaw #126824."**

CARRIED

**CAPITAL PROJECT BYLAW 126824**

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 a capital plan of the Board.

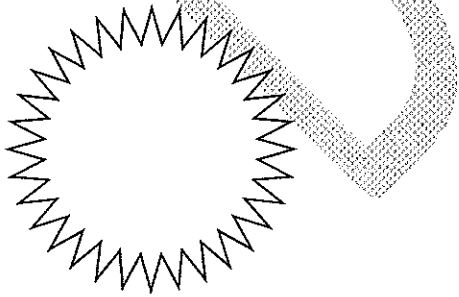
NOW THEREFORE the Board agrees to the following:

- (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 (where required);
- (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 \$532,644.95 for Project No. 126824 is hereby adopted.
2. This Bylaw may be cited as "School District No. 54 (Bulkley Valley) Capital Project Bylaw No. 126824.

READ A FIRST TIME THE 18 NOVEMBER 2014.  
 READ A SECOND TIME THE 18 NOVEMBER 2014.  
 READ A THIRD TIME, PASSED AND ADOPTED THE 18 NOVEMBER 2014.



\_\_\_\_\_  
 XXXXXX  
 Board Chair

\_\_\_\_\_  
 XXXXXX  
 Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 54 (Bulkley Valley) Capital Project Bylaw No. 126824 adopted by the Board the 18 NOVEMBER 2014 .

\_\_\_\_\_  
 XXXXX  
 Secretary-Treasurer

- Mr. van der Mark reported that the LIF / Education Fund has been completed with consultation with the BVTU; The BVTU Agreement and Memorandum of Understanding between BCSPEA and the BCTF have also now been finalized.

**6.c) POLICY COMMITTEE REPORT**

- Chairperson Collingwood, presented the Policy Committee Report from the November 4<sup>th</sup>, 2014 meeting:
- Policy 6.420 Voluntary Donation to Public Education Program Policy –

**MOVED/SECONDED:** L. Collingwood / S. Yaremco

***“ To recommend the proposed amended language as outline to Policy 6.420 Voluntary Donation.”***

CARRIED

- The committee also recommends that the high schools submit a list of voluntary donations to high schools for scholarship or bursaries to keep apprised of donators.
- The committee discussed the letter from Ms. S. White with regards to the updated transportation policy. The committee recommended that the policy stand as is. Secretary Treasurer Margerm confirmed the response letter has been written and delivered to Ms. White.

**6.d ) TRUSTEE REPORT**

- Trustee and BCPSEA representative Kearns submitted his report from the BCPSEA Fall Symposium held on October 22-24, 2014. Trustee Yaremco submitted her report from the Provincial Council Meetings she attended on October 24<sup>th</sup> and 25<sup>th</sup>.

**7. UNFINISHED BUSINESS**

- No unfinished business was submitted this month.

**8. NEW BUSINESS**

- No new business was submitted this month.

**9. OTHER BUSINESS**

- 9.1) The October 31, 2014 expenditure summary was included in the Trustees Board Packages.

**10. READING FILE**

**MOVED/SECONDED:** L. Collingwood / P. Michell

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

CARRIED

**12. CLOSING REMARKS**

Vice Chairperson Farrell declared that this would be the last meeting of this Board. We have three outgoing trustees: Ms. Sheryl Yaremco, Ms. Kim Martinsen and Ms. Judy McIntosh. He wanted to thank those outgoing trustees for their co-operations and for the balanced board; they all came together for student achievement. Trustee Farrell reminisced that Trustee McIntosh was the first trustee to congratulate him after he was first elected. Trustee Farrell thanked Trustee McIntosh for all her years of service to the board and to the students.

**12. NEXT BOARD MEETING**

- The next regularly schedule School Board meeting will be held on December 9, 2014 commencing at 7:00 pm at the School Board Office in Smithers.

**13. ADJORNED**

- The Board meeting was adjourned at 7:45pm .

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Frank Farrell  
Vice- Chairman of the Board of Education

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Dave Margerin  
Secretary Treasurer

DRAFT



SYNOPSIS  
OF  
IN-CAMERA MEETING  
SCHOOL DISTRICT #54 (Bulkley Valley)  
NOVEMBER 18, 2014  
SCHOOL BOARD OFFICE , SMITHERS , B.C.

The regular meeting was called to order at 6:05 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 October 21, 2014. There being none, the In-Camera meeting minutes of October 21, 2014 declared approved as presented by the Chairperson.
- Administration reported on routine staffing issues.
- The Operations Committee reported on: Real property issues and financial operations matters.

The Board returned to regular session at 6:22 p.m.

**SCHOOL DISTRICT 54**  
*(Bulkley Valley)*

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**REPORT FROM ADMINISTRATION**

to the  
Board of Education  
December 9, 2014

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**Student Achievement**

- **Report Cards** – Secondary schools have already sent out this year's first report card and elementary report cards will be going out shortly. Please remember to contact your child's teacher if you have any questions regarding their progress.
- **Education Forum** – On Thursday, November 20, our Education Forum was held at the School Board Office and the focus was the use of technology in classrooms. Cheryl Becker, Shirley White and Jana Fox shared their pilot work with iPads in classrooms. A key message included the idea of “tools not toys” as technology is used to enhance and deepen the learning experience.
- **BCSTA**—On December 4, 5 & 6 senior staff and trustees attended the BC School Trustees Association meetings in Vancouver.
- **BCSSA/BCASBO Leaders Meeting** - Superintendent van der Mark and Secretary Treasurer Margerm attended a meeting of their respective associations with Deputy Minister David Byng, Rod Allen and David Albany from the Global Educators Leadership Program.
- **Superintendent's Report on Achievement:** See presentation.

**Innovation / Initiatives**

**District Based Initiatives**

- **PLC/NOIL** - On Monday, November 24<sup>th</sup>, we kicked off our first Professional Learning Community/ Network of Innovation and Inquiry. We had our largest opening group ever (next meeting will need to be at WPE) and the group had rich conversations about teaching, learning and leadership over a 3 hour dinner meeting. Special thanks to Mary Brise, Dwayne Anderson, Shirley White, and Jana Fox for their leadership.
- **Faye Brownlie** – On Wednesday, January 14 Ms. Brownlie will return to work in SD54. This session continues to build the capacity of our teacher leaders as we have more and more teachers collaborating, co-planning and sharing their practice. Ms. Brownlie's final visit will be the week of March 9-14.
- **Collaboration Time**— Schools in the Bulkley Valley have been using the early Thursday dismissal time to engage in collaboration and learning. Schools have been having quality conversations. Administration and teacher leaders have also provided materials that has included Aboriginal Education and Self-Regulation. January's conversation will build on Faye Brownlie's visit.



# SCHOOL DISTRICT 54

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- **Lake Kathlyn and The Office of the Wetsuet'en** - Principal Andrew Bond has been continuing the conversation with the Office of the Wetsuet'en regarding potential partnerships and additional strategic supports to students.
- **Carolfest 2014** – This year's Carolfest was on Wednesday, December 3rd, and was again an exceptional showcase of school and district spirit and community. It is a wonderful way to bring in December. A special thanks to district maintenance for their work, to all the school directors, accompanists, and volunteers who make this possible, and to Mr. Matthew Monkman for being the MC.
- **Elementary Volleyball** – On Thursday, November 18 Silverthorne Elementary and Twain Sullivan co-hosted the elementary volleyball event. Thanks to those schools and all teacher sponsors and volunteers for making this event possible, and to HSS for donating their gymnasium!

## School Based Initiatives

- **Volleyball**— SSS Sr. Girls and Sr. Boys have recently returned from competing at the BC Championships. Both teams enjoyed the experience immensely. Thank you for representing our community.
- **Smithers Secondary**—The drama, theatre and music programs are pleased to offer "*The Giver*" performance which will run December 12 & 13. Tickets available at Mountain Eagle Books, Spee Dee Interior Stationary and SSS.

## Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
  - SSS – 19 +/- Grade 10-12 outdoor ed students will travel to Lake Kathlyn and Seymour Lake on multiple occasions for ice skating and winter safety instruction. All board requirements have been met for this trip.
  - SSS – 19 +/- Grade 10-12 outdoor ed students will travel to the Harold Price Cabin on January 15-17, 2015. All board requirements have been met for this trip.
  - SSS – 40 +/- Grade 10-12 students to travel up to Hudson Bay Mountain on December 18 and January 8 for skiing, snowboarding and mountain safety lessons. All board requirements have been met for this trip.
  - SSS – 80 +/- Grade 8 & 9 students to travel up to Hudson Bay Mountain on multiple occasions between January and March 2015 for skiing and snowboarding. All board requirements have been met for this trip.
  - SIL – 77 +/- Grade 4-7 students to travel up to Hudson Bay Mountain on December 19, 2014 for skiing and snowboarding. All board requirements have been met for this trip.
- The following field trips require approval *in-principle* by the Board of Education:
  - **SSS – 40 +/-** Students in Grades 10-12 to participate in "Return to Vimy 2017" with travel to Amsterdam and France between April 5 – April 16, 2017 to visit historically significant locations with key significance to Canadian and world history.

## SCHOOL DISTRICT 54

(Bulkley Valley)

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- The following field trips require *final approval* by the Board of Education:
  - **SSS** – 39 +/- Students in Grades 9-12 to travel to Europe (Paris, Venice, Florence, Rome, Sorrento and Pompeii) From March 26 to April 6, 2015. Approval "in principle" was granted at the November 19, 2013 board meeting. All board requirements have now been met for this trip



## *School District No. 54 (BULKLEY VALLEY)*

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

### **Education Forum Report November 20<sup>th</sup>, 2014 "I-pads in the Classroom"**

On Thursday November 20<sup>th</sup>, at 5pm , our monthly Education Forum delved into "I-pads in the classroom" . Our presenters Shelia White and Sheryl Becker gave examples of students using I-pads in achieving positive learning experiences in a wide range of areas including mathematics quizzing and gaming, blogging along shooting a video presentation of scientific principles through student narration.

The presentation answered a few questions regarding suitable educational apps that educators are using along with using specifically I-pads for the ability to access Apple T.V. The presentation also showed how students can create their own educational program and both work independently and in collaboration with the class. Congrats to the students and educators and the district who provided funding for the purchase of the I-pads.

Frank Farrell  
Education Forum Chair  
School District #54 (Bulkley Valley)