



School District No. 54 (BULKLEY VALLEY)

AGENDA REGULAR BOARD MEETING JANUARY 20, 2015 SCHOOL BOARD OFFICE, SMITHERS, BC 7:00PM

- 1) Call to Order
- 2) Opening Remarks
- 3) Adoption of Agenda
- 4) Minutes: Regular Meeting Minutes December 9, 2014
- 5) Administration Report C. van der Mark Report Attached
- 6) Committee Reports
 - a) Community Relations / Education Forum Committee F. Farrell Report Attached
 - b) Operations Committee L. Collingwood Report Attached
 - c) Policy Committee F. Farrell Report Attached
 - d) Trustee Report P. Michell Report Attached
 - Trustee Report B.J. Beaubien Report Attached
 - Trustee Report L. Kearns Report Attached
 - Trustee Report D. Hanson Report Attached
 - Trustee Report F. Farrell Report Attached
 - Trustee Report L. Collingwood Report Attached
- 7) Unfinished Business
- 8) New Business
 - 8.1) Draft 2015 – 2016 School Calendar
 - 8.2) Carbon Neutral Bylaw
- 9) Other Business
 - 9.1) Expenditure Summary – December 31, 2014

10) Reading File

| | |
|---|---|
| December 31, 2014 Enrolment | Ltr. Frm BCSTA Fraser Valley Branch to BCSTA re: Selection of Deputy Chairs and Readers for AGM |
| Ltr Frm: SD46 to BCSTA Board of Directors re: Co-governance MOU | Ltr Frm: SD52 to P. Fassbender re: 2015 Budget |
| Ltr Frm: SD52 to P. Fassbender re: Strike Savings | Ltr Frm: SD61 to M. deJong re: K-12 Funding |
| Ltr Frm: SD85 to P. Fassbender re: BCPSEA Governance Structure | Ltr frm: T. Rezansoff to P. Fassbender re: Adult Learning Announcement |
| BCTELA Presentors – Thank you letters | BCSSA Presentation – Thank you letters |
| Sr. Girls and Jr. Boys – Coaches Thank you letters | |

11) Closing Remarks

12) Next Board Meeting will be held on February 17, 2015 at the School Board Office, in Smithers, BC, commencing 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)
DECEMBER 9, 2014
SCHOOL BOARD OFFICE , SMITHERS BC

PRESENT: Trustees: L. Kearns, F. Farrell, P. Michell, J. Williams, BJ Beaubien, D. Hanson

Remote: L. Collingwood

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 7:00 pm. Trustee Kearns welcomed the guests in attendance.
- The board meeting was turned over to the Secretary Treasurer Dave Margerm.

2. OATH OF OFFICE

- The Trustee Oath of Office was read and all Trustees solemnly affirmed to uphold the oath of office. The signing of the Oaths followed. (Trustee Lara Collingwood was sworn in in Vancouver at the BCSTA Trustee Academy this past weekend as she was unable to attend the December 9th, board meeting in person.)

3. BOARD ELECTIONS

- Secretary Treasurer Dave Margerm explained the Board Election process. Trustee Lara Collingwood will be participating in the board elections via conference call.
- Mr. Margerm requested a motion to appoint Mr. van der Mark and Mr. McDiarmid as scrutineers for the election proceedings.

MOVED/SECONDED : L. Kearns / J. Williams

"That Mr. van der Mark and Mr. McDiarmid be named as scrutineers."

CARRIED

ELECTION OF CHAIRPERSON

- Mr. Margerm opened the floor for nominations for the position of Chairperson and called for nominations.
- Trustee Farrell nominated Trustee Kearns for the position of Chairperson. Trustee Kearns accepted the nomination.
- Trustee Kearns nominated Trustee Farrell for the position of Chairperson. Trustee Farrell accepted the nomination.
- Mr. Margerm called for nominations a second time. Mr. Margerm then called for further nominations a third and last time, and hearing none declared the nominations closed.
- Trustees voted by secret ballot then Mr. van der Mark and Mr. McDiarmid collected the ballots from the Trustees' and left the room to tabulate votes. Upon their return, Mr. Margerm announced that Trustee Kearns was elected to the position of Chairperson.

ELECTION OF VICE CHAIRPERSON

- Mr. Margerm opened the floor for nominations for the position of Vice - Chairperson and called for nominations.
- Trustee Beaubien nominated Trustee Collingwood for the position of Vice-Chairperson. Trustee Collingwood accepted the nomination.

- Trustee Kearns nominated Trustee Farrell for the position of Vice-Chairperson. Trustee Farrell accepted the nomination.
 - Mr. Margerm called for nominations a second time. Mr. Margerm then called for further nominations a third and last time, and hearing none declared the nominations closed.
 - Trustees voted by secret ballot then Mr. van der Mark and Mr. McDiarmid collected the ballots from the Trustees' and left the room to tabulate votes. Upon their return, Mr. Margerm announced that Trustee Farrell was elected to the position of Vice-Chairperson
- **ELECTION OF BCPSEA REPRESENTATIVE**
 - Mr. Margerm opened the floor for nominations for the position of BCPSEA Representative, and called for nominations.
 - Trustee Farrell nominated Trustee Kearns for BCPSEA Representative. Trustee Kearns accepted the nomination.
 - Trustee Hanson nominated Trustee Farrell for BCPSEA Representative. Trustee Farrell accepted the nomination.
 - Mr. Margerm called for nominations a second time. Mr. Margerm then called for further nominations a third and last time, and hearing none declared the nominations closed.
 - Trustees voted by secret ballot a third time; Mr. van der Mark and Mr. McDiarmid collected the ballots from the Trustees and left the room to tabulate votes. Upon their return, Mr. Margerm announced that Trustee Kearns was elected as BCPSEA Representative. Trustee Farrell will be the alternate.
- **ELECTION OF PROVINCIAL COUNCILLOR**
 - Mr. Margerm opened the floor for nominations for the position of BCPSEA Representative, and called for nominations.
 - Trustee Farrell nominated Trustee Collingwood for Provincial Councilor. Trustee Collingwood accepted the nomination.
 - Trustee Williams nominated Trustee Beaubien for Provincial Councilor. Trustee Beaubien accepted the nomination.
 - Trustee Michell nominated Trustee Farrell for Provincial Councilor. Trustee Farrell accepted the nomination.
 - Trustees voted by secret ballot then Mr. van der Mark and Mr. McDiarmid collected the ballots from the Trustees and left the room to tabulate votes. Upon their return, Mr. Margerm announced that there were three (3) votes for Trustee Collingwood and two (2) votes for Trustee Beaubien and Trustee Farrell. Trustee Farrell withdrew his name from this election. Therefore a runoff election was to be conducted between Trustee Beaubien and Trustee Collingwood.
 - Trustees voted by secret ballot. Mr. van der Mark and Mr. McDiarmid collected ballots from Trustees and left the room to tabulate votes. Upon their return, Mr. Margerm announced that Trustee Beaubien was elected the Provincial Councilor representative by acclamation. Trustee Collingwood will be the alternate.
- **ELECTION OF ABORIGINAL EDUCATION COUNCIL REPRESENTATIVE**
 - Mr. Margerm opened the floor for nominations for the position of Aboriginal Education Council Representative, and called for nominations. (Trustee Michell and Trustee Beaubien withdrew their expression of interest for this position.)
 - Trustee Beaubien nominated Trustee Williams for Aboriginal Education Council Representative. Trustee Williams accepted the nomination.
 - Trustee Farrell nominated Trustee Hanson for Aboriginal Education Council Representative. Trustee Hanson accepted the nomination.
 - Trustee Williams nominated Trustee Farrell for Aboriginal Education Council Representative. Trustee Farrell accepted the nomination.
 - Mr. Margerm called for nominations a second time. Mr. Margerm then called for further nominations a third and last time, and hearing none declared the nominations closed.

- Trustees voted by secret ballot. Mr. van der Mark and Mr. McDiarmid collected ballots from Trustees and left the room to tabulate votes. Upon their return, Mr. Margerm announced that Trustee Williams was elected the Aboriginal Education Council representative by acclamation.

MOVED/SECONDED: B.J. Beaubien / D. Hanson

"That all ballots be destroyed."

CARRIED

- Trustee Kearns assumed the Chair as Presiding Officer. Trustee Kearns thanked the Trustees for the confidence shown in his chairing the Board of Education.

4. OPENING REMARKS

- Chairperson Kearns and the newly elected Board of Education Trustees, and senior administration, spent last weekend down in Vancouver at the BCSTA Trustee Academy. Chairperson Kearns disclosed that he feels we have the potential for a great board, with the will to head in the right direction of increasing student achievement. SSS held their annual Carolfest last week and Mr. Matthew Monkman did a wonderful job emceeing the evening.

5. ADOPTION OF AGENDA

- Secretary Treasurer Margerm requested to add an additional agenda item – 10.2 BC School Sports Senior Boys Basketball application.

MOVED/SECONDED F. Farrell / B.J. Beaubien

"That the amended agenda be accepted as presented"

CARRIED

6. ADOPTION OF MINUTES

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

7. ADMINISTRATION REPORT

Student Achievement

- Superintendent Chris van der Mark presented the student achievement report to the Board. Secondary report cards have been sent out and elementary schools will be sent out soon. The November Education Forum took place on November 20, and the focus was "iPads in the Classroom". This past weekend the trustees travelled to Vancouver to attend the annual BC Trustee Academy. In addition, Superintendent van der Mark and Secretary Treasurer Margerm met with their respective associations last week while in Vancouver.

District Based Initiatives

- Superintendent Chris van der Mark, presented the district based initiatives to the Board. The PLC/NOII committee met on November 24th for their first meeting of the year. Faye Brownlie will be returning on January 14 to work with our teacher leaders and teachers collaborating, co-planning and sharing their practices. Schools have been using their early Thursday to engage in more focused collaboration and learning. Lake Kathlyn school continues to be in conversations with the Office of the Wet'suwet'en regarding a potential partnership to support students in that school. Carolfest was held on Dec 3 and once again was an exceptional showcase of school and district spirit and community. Big thanks to the organizers and the maintenance department for pulling it all together. Silverthorne Elementary and Twain Sullivan co-hosted an elementary volleyball tournament on November 18. Thank you to all the teachers' sponsors and volunteers for making this event possible.

School Based Initiatives

- Superintendent Chris van der Mark presented the school based initiatives to the Board. SSS Sr. Girls and Boys Volleyball teams just recently returned from BC Provincials Championships, and enjoyed their experience immensely. The SSS drama and music programs will be presenting "The Giver" on December 12 & 13. Christmas concerts will be taking place in the next couple weeks.

Field Trip Proposals

- The following fields trip has 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.

MOVED/SECONDED F. Farrell / J. Williams

"To approve the proposed field trip, "Return to Vimy 2017: Amsterdam & France" in principle, subject to supplying an updated list of participants; proof travel accommodation; method of travel and final travel itinerary to the Board prior to December 2016."

- Trustee Farrell thought this would be a wonderful trip and hopes that they reach their fundraising goal to be able to go. Trustee Hanson asked what the requirements that the board should be looking at to approve a field trip like this one. Assistant Superintendent McDiarmid provided the trustees a brief explanation on field trip requirements and approvals.

CARRIED

- 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

MOVED/SECONDED D. Hanson / P. Michell

"To approve the proposed field trip to Europe on March 26 to April 6, 2015."

CARRIED

8.a) COMMUNITY RELATIONS / EDUCATION FORUM COMMITTEE

- Education Forum Chairperson Farrell highlighted the Nov 20th Education Forum on "iPads in the Classroom". Chairperson Farrell noticed he accidentally omitted Ms. Janna Fox in his report. Ms. Shirley White spoke about a student who liked to work near a furnace with high noise level, when asked why he was there the student said he felt comfortable working there. Education is about being comfortable. We will be having more education forums in the New Year.

8.b) OPERATIONS COMMITTEE REPORT

- No report this month.

8.c) POLICY COMMITTEE REPORT

- No report this month.

8.d) TRUSTEE REPORT

- No reports this month.

9. UNFINISHED BUSINESS

- There was no Unfinished Business.

10. NEW BUSINESS

- **10.1 – Superintendent's Report** - Superintendent van der Mark presented a power point presentation on Student Achievement. Mr. van der Mark highlighted a number of areas that SD54 have improved on over the past year.

MOTION / SECOND: P. Michell / J. Williams

"That the Superintendent's Report be approved as presented."

- Trustee Michell, appreciated the separation of the aboriginal students out of the number provided by the ministry.

CARRIED

- **10.2 – BC School Sports Senior Boys Basketball application.** Superintendent van der Mark explained to the board that currently HSS does not have enough students to make a senior boys basketball team. SSS is in the same boat. This joint team application to BC School Sports will allow HSS and Students to play on a joint same team.

MOTION / SECOND: F. Farrell / D. Hanson

"To approve the joint application from Houston Secondary School and Smithers Secondary School to apply to BC School Sports to have one Senior Boys Basketball team."

- Trustee Farrell asked if this is permanent is a "one off". Mr. van der marked stated that this would be for this year only. Trustee Hanson asked if travel will be a concern for practices. Mr. van der Mark said it would be up to the student to manage travel to practices but they would travel with the team to games and tournaments. Trustee Farrell reminded that Board about the transportation of teams' policy that was adopted previously. Mr. van der Mark clarified that teams travel together and the Board does not have a policy on transportation to practices.

CARRIED

11. OTHER BUSINESS

- 11.1 – Expenditure Summary for the period ended November 30, 2014 was included in Trustee Board packages.

12. READING FILE

| | |
|--|--|
| 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 |

MOVED/SECONDED: D. Hanson / F. Farrell

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

CARRIED

13. CLOSING REMARKS

- In closing Chairperson Kearns comment on senior basketball team coming up with one team and commended them for finding a way for everyone to play. Chairperson Kearns asked Trustee Williams to speak about her thoughts on Carolfest. Trustee Williams said that usually it is the SSS seniors doing to the walk in but this year the seniors from SSS requested at HSS walk up with them. For the first time HSS walked up with SSS students. It took the students from Smithers to make this happen.
- Chairperson Kearns wished everyone a very merry and safe Christmas.

14. NEXT BOARD MEETING

- The next School Board meeting will be held on January 20, 2015 at the School Board Office in Smithers at 7:00 pm.

15. ADJOURNMENT

- The meeting was adjourned at 8:51pm.

Les Kearns
Chairman of the Board

Dave Margerm
Secretary Treasurer

SCHOOL DISTRICT 54 (Bulkley Valley)

REPORT FROM ADMINISTRATION

to the
Board of Education
January 20, 2015

Student Achievement

- **Kindergarten Registration:** Kindergarten registration for September 2015 will take place during the week of February 16-20, 2015 at all SD54 elementary Schools for entry into school in September 2015 for children who will be five (5) years old on or before December 31, 2015. If you have any questions, please call your neighbourhood elementary school.
- **Foundation Skills Assessment (FSA):** Grade 4 and grade 7 students across the District will be writing the FSA by the end of February. The FSA is a snapshot in time of the child's learning. The District monitors the ongoing performance of students on various measures over the course of their schools years and the FSA is but one piece of the larger picture of each child.

Innovation / Initiatives

- **Faye Brownlie Leadership Academy:** On January 14, 15, & 16 Faye Brownlie joined SD#54 for some in-service regarding effective teaching and learning strategies SD54 teachers co-planned and led lessons for their peers and guests. We are delighted to have our teachers collaborating, sharing and demonstrating their outstanding teaching practice. Special thanks to the teachers at Walnut Park (Ms. Campbell, Ms. McAulay, Mr. Anderson, Ms. Goble, Ms. MacDonald, Ms. Davey, Ms. Forbes, and Ms. van der Mark) and from Smithers Secondary (Ms. Monkman, Ms. Devison, Mr. Audet, Ms. White, Mr. Wilson) for their leadership, initiative and willingness to open their classrooms and share their practice. Ms. Brownlie will be back in SD54 in March and we look forward to more co-planning and co-teaching.
- **Professional Learning Community:** Teachers in the Bulkley Valley continue to demonstrate outstanding professionalism through self-initiated learning groups with a focus on improving teaching and learning. Their second meeting of the year will be held on Monday, January 26 and will now be moving to Walnut Park Training Centre to accommodate the large number of participants.
- **District Trades:** We are wrapping up the first millwright program in the district and the Houston Secondary shop will now be transformed into a training center for the electrical program. Professional Cook 1 will also run out of Houston Secondary starting second semester.

District Based Initiatives

- **Early Development Instrument (EDI) Training** – Kindergarten teachers from across the District met at Walnut Park to train on the “on-line” version of the EDI. Ms. Susan Kinkela, kindergarten teacher at Walnut Park, has represented the District for all EDI matters and led the training session. The EDI has become a regular feature in SD54 and it is important to remember that it is a “population or large group measure” not an individual child or diagnostic measure. The instrument assesses children’s readiness to learn at school in five domains:

SCHOOL DISTRICT 54

(Bulkley Valley)

- Physical health and well-being
 - Social competence
 - Emotional maturity
 - Language and cognitive development, and
 - Communication skills and general knowledge
- **January Education Forum:** Will take place on Thursday, January 22, 2015 at 5pm at the SBO and will focus on computer coding. If you heard about the Hour of Code last year, you might know it made history. In one week, 15 million students tried computer science! This Ed Forum will explain why there is a renewed interest in coding literacy, we will take a look at coding resources available to students and teachers, and give attendees an opportunity to dip their toe in the coding pool themselves. This session will be led by our District Principal of Technology, Matthew Monkman.
 - **Elementary Hockey Academy:** With the opening of the New Ice Arena, we are pleased to launch the expansion of the hockey academy to the grade 6/7 level. This program continues the format begun by Mr. Holland at the high school and is an excellent opportunity to enhance activity and learning. Mr. Lowndes is the teacher for this program.

School Based Initiatives

- **Smithers Secondary Curling:** Congrats go out to the SSS Boys Curling team who won the High School Curling zones last weekend in Prince Rupert. Mr. Glyn Doyle, Mr. Adam Hartnett, Mr. Sean Turney, Mr. Matthew Steventon, Mr. Evan Doyle and coach Mr. Laurence Turney, will be headed to Creston at the end of February to participate in the High School Curling Championships!
- **Smithers Secondary:** Special thanks to Ms. Lytle and the entire theatre/drama/tech crew for their performance of '*The Giver*' presented in December 2014.
- **District Music:** Thanks once again to Ms. Jennifer Higgins and Mr. Mike Doogan-Smith for the Christmas concert. It is remarkable to see the progression of the students over the years and our lives are richer for it!

Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
 - TSE – 80+/- Grade 4-7 students to travel up to Hudson Bay Mountain on February 20 and March 4, 2015 for skiing, snowboarding lessons. All board requirements have been met for this trip.
 - TES – 24+/- Grade 6-7 students to travel up to Hudson Bay Mountain on March 18 and March 25, 2015 for skiing, snowboarding lessons. All board requirements have been met for this trip.
 - HSS – 80 +/- Grade 8-12 students to travel up to Hudson Bay Mountain on February 11 and February 19, 2015 for skiing, snowboarding and mountain safety lessons. All board requirements have been met for this trip.

SCHOOL DISTRICT 54

(Bulkley Valley)

- The following field trips require *final approval* by the Board of Education:
 - **SSS** – 22 Students in Grades 10-12 to travel to New York City, NY for a Broadway Tour from May 12 to May 20, 2015. Approval "in principle" was granted at the November 19, 2013 board meeting. All board requirements have now been met for this trip.
 - **HSS** – 17 Students in Grades 9-12 to travel to Italy, France and Spain from March 28th to April 8, 2015. Approval "in principle" was granted at the March 25, 2014 board meeting. All board requirements have now been met for this trip.

Operations

- The District is in the process of developing enrollment projections for the 2015-2016 school year; these projections must be reported to the Ministry by February 15th.
- Secretary Treasurer, Mr. Dave Margerm and Director Facilities and Maintenance, Mr. Ed. Hildebrandt will also be initiating our annual facilities review for the 2014-2015 school year and will report to the Board in April.
- Mr. Margerm and Mr. Hildebrandt are also conducting facility 'walk-about' in order to prepare plans for facilities upgrades. This information will be used to prepare for our Annual Facility Grants (AFG) submission, annual budget preparation for the 2015-2016 school year and maintenance planning for this upcoming summer
- Assistant Secretary, Ms. Toni Perreault is diligently working on the Amended Budget for submission to the Board in February.

SCHOOL DISTRICT 54
(Bulkley Valley)

COMMUNITY RELATIONS COMMITTEE MEETING
January 6th, 2015 4:00 PM *School Board Office*

| Members | Administration |
|---|--|
| F. Farrell, Chair B, Beaubien Dawn Hanson | C. van der Mark, Superintendent D. Margerm, Secretary Treasurer M. McDiarmid, Assistant Superintendent |
| Regrets: L. Kearns (ex officio) | |

Start: 4:00pm – 4:40pm

REPORT

[Committee Chair, Trustee Farrell outlined the Policy Committee and voting rights as members. The Chair also acknowledged the opportunity for public input and questions at the end of the meeting, provided there was time. If no time was provided then the public could submit their questions or comments in writing to the Secretary Treasurer by Friday of same week.]

The Committee Chair introduced the new trustees to the Community Relations Committee and reviewed the structure and process for committee. Trustee Farrell also reviewed some current items the committee was currently working with: opportunities to work with public, education forums, informing and acknowledging current school district events and successes through newspaper articles, professional development opportunities within school district, Facebook and Twitter accounts.

Date & Time of Next Meeting: February 3rd, 2015

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

SCHOOL DISTRICT 54
(Bulkley Valley)

OPERATIONS COMMITTEE MEETING

Regular

January 6th, 2015

6:00PM

School Board Office

| Voting Members | Administration |
|---|--|
| L. Collingwood, Chair P. Michell, Alternate J. Williams | C. van der Mark, Superintendent D. Margerm, Secretary Treasurer |
| F. Farrell (ex officio) | E. Hildebrandt, Director, Facilities and Maintenance C. Whalen, Transportation & Custodial Supervisor |
| Regrets: L. Kearns | M. McDiarmid, Assistant Superintendent |

Start: 6:10 pm – 7:35 pm

REPORT

[Committee Chair, Trustee Collingwood outlined the Policy Committee and voting rights as members. The Chair also acknowledged the opportunity for public input and questions at the end of the meeting, provided there was time. If no time was provided then the public could submit their questions or comments in writing to the Secretary Treasurer by Friday of same week.]

1. Draft Calendar 2015-2016

Mr. van der Mark outlined new draft calendar for 2015-2016 year. Mr. van der Mark also noted that the September professional development day is on the 18th, but there is an option for Pro-D day to be on 8th, the first day of school, therefore, pushing first day of school to September 9th. He also noted that spring break was scheduled to be two weeks next year as Easter holidays fall in March in 2016, on March 25th & 28th. The Board could look at the option of a one week spring break again for 2016-2017 year if they need to. Issues around the one week spring break are possible lost wages for CUPE and vulnerable students being out of school. ***Committee recommends that the Board adopt the draft 2015-2016 calendar as presented.***

2. Learner support Centre & SBO Downstairs Update

Mr. Margerm outlined the options around the school board basement renovation and the learner support building. Three options were provided: 1) continue to use learner support building (as is or rent out space), 2) renovate SBO basement for LSC staff & close LSC or 3) close Learner Support Centre and move learner support staff to a school. It was also noted that the plan was to move the Aboriginal Education department to Smithers Secondary School in some capacity. This would allow for Aboriginal staff to work more closely with a majority of the Aboriginal students which attend SSS, and this would allow for the option to create an Aboriginal Gathering Space in room 102. It was also noted that future decisions around the Gathering Space in LSC should involve discussions with Aboriginal Education staff due to a need for meeting space and place for resources. Due to issues related to cost,

SCHOOL DISTRICT 54
(Bulkley Valley)

options for generating rental income, and displacement of staff, ***the Committee recommends the option to leave the Learner Support Centre open and rent office space in back to generate rental income to cover costs of running facility.***

Mr. Margerm also reviewed the needed renovations to the school board office. As the school district is not proceeding with major renovations to the downstairs SBO, ***the Committee recommends the district administration proceed with necessary minor renovations to school board office.***

3. Sportsplex Update

Mr. van der Mark updated the Committee on new scaled-down plans (based on just field, walking track and 2 versions involving mezzanine, classrooms, offices, canteen...) that had just arrived from architect. Also a need for a plan/estimate from architects in regards to just a field facility? Mr. van der Mark advised the committee that we were moving forward from concept phase to consultation phase where we would develop models/drawings for display with public and for soliciting donations from industry.

4. 2014-2015 Enrollment & Funding update

Mr. Margerm provided update on 2014-2015 Ministry's December funding re-calculation as per our September 1701 submission. Ministry recalculation reports that school district is down 118 students from same recalculation done last December 2013 and 40 students from projected in February 2014. Basically, the entire decline in funding, due to a drop in enrollment, was compensated for through funding protection and enrollment decline protection funding in the amount of approximately \$1.1 million dollars. Therefore, the projected funding of \$21,753,029 will remain the same despite a decrease of 40 more students.

5. St. Joseph's School letter

Mr. Margerm provided an update on a letter from St. Joseph's School requesting we re-evaluate our policy around transporting musical instruments on school district buses to district music programs. Given the nature and complexity of the request, adjustments necessary to transportation procedures and legal requirements of the Motor Vehicle act (35.09). ***The Committee recommends that the issue go before the Policy Committee for evaluation and resolution and then Policy Committee would report back to the Board. Mr. Margerm will also contact St. Joseph's school to advise them on any Board decision.***

6. I. Ronald, A. Copeland, W. Bucher & E. McInnis Letters Re: Semester PE @ SSS

Mr. Margerm provided an update that three letters have been written to the Board concerned with the Smithers Secondary change in their PE timetabling from linear to semestered. It was noted that Mr. Jaksun has already responded to at least one of the letters explaining the rationale for the change. The Committee also noted that this should still

SCHOOL DISTRICT 54
(Bulkley Valley)

remain an internal issue for Smithers secondary administration and people writing letters should be referred back to school administration for discussion. ***The Committee recommends that letters from the Board be written in response thanking the writers for their concerns and input, but acknowledging that this still should remain at the school level in hope that an explanation or resolution can be provided by administration.***

7. Gideons Letter

Gideons have requested permission to distribute their Youth Testament Consent Cards to grade 5 students. Only students who return these consent cards signed by their parents will receive the Testament. Committee discussed wording around 'access' to Gideon's books versus the word 'distribution.' ***Committee recommends that the Board approve the motion to allow Gideons to inquire if students would like their literature.***

8. Carbon Neutral Bylaw

The Committee recommends the Board approve the Carbon Neutral Bylaw with three readings at the January school board meeting.

Date & Time of Next Meeting: February 3rd, 2015

SCHOOL DISTRICT 54
(Bulkley Valley)

POLICY COMMITTEE MEETING

January 6th, 2015 3:00 PM School Board Office

| | |
|---|--|
| Members | Administration |
| F. Farrell, Chair B, Beaubien Dawn Hanson | C. van der Mark, Superintendent D. Margerm, Secretary Treasurer M. McDiarmid, Assistant Superintendent |
| Regrets: L. Kearns (ex officio) | |

PREVIOUS MEETING OF November 4th, 2014

| Policy | Description | Type | Status |
|--------|-------------------------|----------|--------------|
| 6.420 | Controversial Donations | Revision | Approved |
| | Student Trustee | New | In-Committee |

NEW BUSINESS

| Policy | Description | Type | Consultation |
|--------|---|------|--------------|
| | Introduction discussion to Policy Committee and district policies | | |

Start: 3:02pm - 3:55pm

REPORT

[Committee Chair, Trustee Farrell outlined the Policy Committee and voting rights as members. The Chair also acknowledged the opportunity for public input and questions at the end of the meeting, provided there was time. If no time was provided then the public could submit their questions or comments in writing to the Secretary Treasurer by Friday of same week.]

Trustee Farrell and Mr. Margerm updated the new committee members on past policy amendments: busing transportation, controversial donations, education forums format, student choice, establishing quorums at meetings, IT recovery systems, purchasing policy and student trustees.

In terms of new policy, Mr. Margerm alluded to the need to review the transportation policy of oversized items on school district buses – such as musical instruments.

There was some discussion on which policies to evaluate and the division of policy review.

Date & Time of Next Meeting: February 3rd, 2015

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



School District No. 54 (BULKLEY VALLEY)

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

Trustee Report December 2014 Trustee Academy December 4-6, 2014

I attended the BCSTA Trustee Academy, and the theme this year was "Board Governance". My first workshop was with Laura Tait, Aboriginal District Principal, School District 68, Nanaimo-Ladysmith, Engaging All Leaders with Aboriginal Understandings. The presentation focused on the Aboriginal Learner and how the history relates to Aboriginal people today. She spoke very passionately about her personal experiences, coming from a home that was affected by Residential School. There were excellent group discussions regarding collective ownership, reflective practices, identity, and relationships. We discussed each topic and reflected on how they pertain to the work in our district around Aboriginal Learner student success. She also shared a very informative chart around the Aboriginal Understandings Learning Progression that includes the various topics as: Awareness, Developing, Acquiring and Action/Advocacy. The reflection in our group discussions raised a lot of emotions, which allowed me to leave this workshop with more purpose.

I also attended the presentation on Authentic Leadership Through Ethical Governance. It spoke to the relationship of the Board with the Superintendent and how vital it is to the success of a School District. I believe our District has progressed since my inception. Our District has undergone many changes with each new Administration team, however, we have managed to provide a seamless transition between each new leader in our district. This took a lot of hard work and dedication to ensure that our students remained front and centre of each decision. The presentation included processes that allow districts to succeed, by incorporating: strategic planning, a clear Superintendent evaluation process, briefing notes on district Issues, how the Board supports the Superintendent. All of which are a very intricate part of our district internal processes. I believe our district is in a good place administratively and look forward working with our new trustees, in order to continue with the good work that takes place with the team efforts of our administration and staff.

The Academy witnessed the signing of a Memorandum of Understanding with the BCSTA and the BC Ministry of Education on Co-Governance Relationship. It is considered a document reflecting the shared commitment of both parties to realizing the full value and potential of a co-governed public education system for the benefit of British Columbia students.

We were very happy to hear from our former Superintendent, Rod Allen, Assistant Deputy Minister, Superintendent of Learning, with the Ministry of Education: Learning Transformation and the Role of Trustees. He spoke to how his work is guided by the First Peoples Principals of Learning and how it is incorporated in local districts. There may be times as Trustees that we may find ourselves not knowing and that *"It is OK not to know, but it's not OK not to learn."* He encourages risk taking and innovation that may lead to focused conversations on learning. He also reminded us in his presentation, of a quote we learned from Dr. Russell Bishop: *"What is good for Aboriginal Learners, is good for all learners."* The focus on our Aboriginal Learner Success is Province wide and I am encouraged to hear how, not only our District continues to do good work around this issue, but also through the many presenters at our Academy.

Awitzah, Thank you.

Priscilla Michell,
Trustee



School District No. 54 (BULKLEY VALLEY)

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

Trustee Report December 2014 Trustee Academy December 4-6, 2014

It was a privilege to attend my first Trustee Academy in Vancouver this past December. There were a lot of new trustees in attendance, and everyone seemed to be on the same steep learning curve.

There were a lot of acronyms that everyone seemed pretty fluent in but it didn't take long to catch on to what everything meant and who the major players were in the association. It seemed to me that the BCSTA board is very interested in educating and encouraging both new trustees and incumbents alike.

Our Thursday night key note speaker, Right Honourable Joe Clark, was a highlight of the weekend for me. I found his speech to be inspiring and encouraging, and I think that his steps to good leadership were valuable for all of us trustees. He spoke about authenticity, honesty, open-mindedness. All qualities that I endeavor to possess. Sometimes I feel overwhelmed with this new role of trustee because I feel under-qualified, but this session was encouraging.

Friday morning we had a regional breakfast for the new trustees and it was a chance to meet with our mentor from the BCSTA board. He talked about conflict of interest, policy, good governance and the role of the BCSTA.

Friday afternoon was spent rotating through different sessions. My first session was with Laura Tait on Aboriginal Education. This session was probably the most impactful presentation I attended because it was directly addressing issues that are very relevant in the Bulkley Valley. I learned that I have a lot to learn about the First Nations people that live here and that they make up a large percentage of our population. I learned that their stories matter and one of the first steps to healing is being willing to listen and validating someone by hearing their story. I also learned that aboriginal students soar when they are enriched with an understanding of their own culture. One of the key phrases of the session was *"What is good for all students is not what is best for aboriginal students. But what is best for aboriginal students is good for all students."* I am still trying to wrap my mind around that phrase without it seeming like there is an "us and them" mentality. I would like to see equal learning opportunities for all students, no matter where you come from, but I am sensitive enough to know that we have a long way to go.

In addition to the many informative and well delivered sessions, it was also a really good start to get to know the other trustees that I will be working with. It also gave me a chance to get to know the administration team as well. Superintendent van der Mark, Secretary Treasurer Margerm and Assistant Superintendent McDiarmid were all very encouraging and helpful and told me numerous times that they are there to help, and that no question is a stupid question.

When I was talking to Trustee Kearns about how I felt under qualified he simply told me that a good trustee is made up of two things: 1) Common sense, and 2) wanting what is best for our kids.

I look forward to adjusting to life with my new role and to making a positive difference in the Bulkley Valley.

Respectfully submitted,

Billie Jean Beaubien
School District #54(Bulkley Valley) Trustee



School District No. 54 (BULKLEY VALLEY)

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

Trustee Report December 2014 Trustee Academy December 4-6, 2014

On Dec. 4-6, I attended the British Columbia School Trustee Association's Trustee Academy, entitled "BOARD GOVERNANCE: CHARACTERISTICS OF EFFECTIVE BOARDS OF EDUCATION", in Vancouver.

During this time, I attended the following presentations:

- 1) Statutory Foundations-An explanation of board accountability, governance/legislation, and corporate reporting;
- 2) Understanding board budgets and provincial funding;
- 3) Keynote address-"Why Boards Matter: The Difference You Make!" delivered by The Right Honourable Joe Clark;
- 4) "The Co-Governance Relationship between Government and Boards of Education", presented by our BCSTA president and Educ. Minister Fassbender;
- 5) "Learning Transformation and the Role of Trustees", by Mr. Rod Allen;
- 6) A panel discussion entitled "Who's Who, Who Does What and Why?" with participants from our key education partners;
- 7) "Meeting Skills and Rules 101 and the Stellar Chair";
- 8) Trustee conflict of interest issues;
- 9) "Building Your Board as a Team"-the role of a Trustee;
- 10) "ED's CAFE"-an opportunity for trustees to discuss current issues together;
- 11) Min. Of Educ. presentation regarding accountability and shared services.

The presentations at the Academy were very good and in spite of my 9 years as a trustee I left with new knowledge and ideas.

Anyone seeking additional information on any of these topics will find it on the BCPSEA website.

Respectfully submitted by:

Trustee Les Kearns
School District #54 (Bulkley Valley)



School District No. 54 (BULKLEY VALLEY)

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

Trustee Report December 2014 Trustee Academy December 4-6, 2014

The Trustee Academy was held at the Hyatt Regency Hotel in Vancouver over a packed three days. The event opened with Thursday afternoon sessions on *Statutory Foundations* and *Understanding Board Budgets and Provincial Funding*. *Statutory Foundations* provided a good overview of the School Act and highlighted section content relevant to Trustees. I was astounded to learn that the School Act came into being in 1859, pre-dating Confederation. Co-presenter Dave Duerksen was very clear about advancing the choice agenda for students and the challenge for Boards of Education to not be distracted by 'buildings, busses and budgets' and remain focused on supporting and advancing student achievement. Despite the title, *Understanding Board Budgets* was very interesting! The dynamic presenters (two Secretary-Treasurers) provided great visuals to illustrate spending, demographic trends, revenue and funding gaps. Provincially we are at the bottom of the demographic decline, which should bode well for Districts for future years, but may pose a challenge to the provincial government if funding needs increase. Thursday evening held the highlight of the conference—a speech from Joe Clark on 10 characteristics for success. He was amazingly insightful, well-spoken, funny, and so humble.

Friday opened with a new trustee breakfast meeting and a chance to connect with a BCSTA Board member and fellow newbies. There was discussion on key work and roles of trustees, a great precursor to one of the afternoon sessions—*Authentic Governance through Ethical Leadership* by SD 45 Board Chair and Superintendent. Their session outlined 6 key components to good governance: a district strategic plan, a board workplan/task calendar, delineation of policy and procedure, clear superintendent evaluation process, regular chair/superintendent planning meetings, and fostering a culture of support and growth.

The highlight of Saturday's workshops was *Building Your Board as a Team*. Two of the key points shared were: leadership and having a clear, shared vision and mandate, moved forward by a strategic plan that includes evaluation and reflection; and, accountability/responsibility for every student's learning—"Is it making a difference in the classroom?". The presenters talked about being in the classroom and asking students 3 questions: What are you learning? How are you doing and How do you know? Where do you go next? These are simple yet powerful questions that could be used in any context. As Trustees, do we know what we are working on? How successful are we and how do we know? Where are we headed next?

The 2014 Trustee Academy was a jam packed 3 days. The overall quality of the workshops and speakers was very good and there was a lot of very useful information, particularly for new trustees. I look forward to accessing resources suggested by various speakers and continuing the learning.

Respectfully submitted:

Trustee Dawn Hanson
School District #54 (Bulkley Valley)



School District No. 54 (BULKLEY VALLEY)

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

Trustee Report December 2014 Trustee Academy December 4-6, 2014

The first opportunity of the new Board of Education to convene as a full group was at the 2014 Trustee Academy at the Hyatt Regency Vancouver. This year's December Academy was entitled "Board Governance: Characteristics of Effective Boards of Education".

This year's academy was significant because it offered Trustees an initial opportunity to connect with each other as a board and learn concepts of governance. It also provided an opportunity to connect, or reconnect with fellow trustees throughout the province and lay out the path towards what the next four years will entail.

The first plenary session of the academy was the preconference titled "Statutory Foundations", which gave an overview of governance as it relates to both the legal and budgetary responsibilities. The first presenters offered up legal advice regarding interpreting various aspects of the School Act as it relates to quorums, in camera discussions, as well as conflict of interest interpretations. The legal team for the BCSTA including Chief Council Audrey Ackah offered a blueprint in interpreting the guidelines for all boards to follow. The second preconference session "Understanding board budgets and provincial funding" offered an overview of the makeup of budgets for boards of education, including school act legislation that makes it mandatory to produce balanced budgets. This presentation was conducted by two board secretary treasurers, Larry Paul (SD23 Central Okanagan) and Sterling Olson (SD 83 Okanagan Shuswap). All in all a great initial insight for new board members and great refreshers for seasoned veterans like yours truly.

The opening address included a student choir along with remarks from the President of the BCSTA Teresa Rezanoff. Both noteworthy because they brought some perspective of student learning and the acknowledgement that the provincial body of trustees had a wide number of new faces and new energy. All told in the vicinity of forty percent of boards of education in BC are new trustees.

The closing speaker was, former Prime Minister Joe Clark, who while a man of distinction, showed a folksy demeanor and effervescent wit that livened up the conference ballroom. His record though his life is one admired by most in the audience. In particular, First Nation's trustees, many of whom consider him an ally to their cause. His remarks regarding development reinforced the idea of development only when necessary, obtained through a social license with all stakeholders including local communities and First Nations.

On the second day of the conference, the major event was the signing of the memorandum of understanding between Education Minister Peter Fassbender and BCSTA President Teresa Rezanoff. This agreement included the co-governance role of Trustees and the BCSTA and the Ministry of Education. This clarifies the question of future direction, will BCSTA become an advocacy group, a co-governance group or both.

Another notable report was given by former SD54 Superintendent Rod Allen, who is now the Assistant Deputy Minister of Education/Superintendent of Education. He presented data that showed that the BC education system is not only a leader in Canada but also the World. This declaration was based upon the abundance of data that included all aspects of educational outcomes. In essence, BC is a leader in data and outcomes compared to leading education nations such as South Korea and Finland. Even with the glowing outcomes Allan conceded that much more work needs to be done, which I can agree with.

Amongst the plenary sessions there were two noteworthy ones that I attended, one regarding effective board chairs and a second more in-depth session on conflict of interest. The effective board chair session included a presentation from Eli Mina-Board effectiveness consultant and noted parliamentarian. The session was informative in understanding how to run an effective board through a board chair that both respects the views of all Trustees and stakeholders while fulfilling the need to carry out the business of the board and the School District. I gained much insight while receiving confirmation that OUR school district is and has been in great hands with Chairperson Kearns.

The session on conflict of interest was attention grabbing as Audrey Ackah was able to break down the concept of concern for conflicts by stating that when in doubt, drop out of the decision. It is important to understand that a hint of a lack of objectivity, regardless of reality, is important to address to ensure continual public trust in the system. As a three term trustee, the information was refreshingly informative.

The last day of Academy sessions revolved around addresses from various ministry and educational stakeholders and breakout sessions where our board was able to start the process of jointly discussing who we are and what matters to each person with regard to educational matters. That and our regular Northwest Branch meetings made up the bulk of our discussions.

Respectfully submitted by:

Vice Chair Frank Farrell
School District #54 (Bulkley Valley)

Trustee Report - Lara Collingwood
Trustee Academy 2014-Board Governance: Characteristics of Effective Boards of Education
December 4-6, 2014

The 2014 Trustee Academy was very informative, and the program had lots of relevant information to assist Boards of Education in their efforts to provide good governance. It was amazing to see how many new trustees there were in many boards across the province.

We started the Trustee Academy by attending two pre-conference sessions: 1. *Statutory Foundations* and 2. *Understanding Board Budgets/Provincial Funding*. These sessions provided information the legalities of issues within the school districts, as well as schools district budget processes and explained how provincial funding works. On Thursday evening, we attended an Inspiring opening plenary from the former Prime Minister of Canada, Joe Clark. He shared his stories of triumph and defeat in his life as a politician.

Friday had a combination of large group sessions outlining the importance of co-governance in ensuring our students can be most successful. We have an amazing school system with so many options for students, and these options and opportunities keep growing every year. Trustees play a key role in allowing this transformation to happen.

There were many interesting concurrent sessions to choose from for Friday afternoon. My first concurrent session was *"Meeting Rules 101 and the Stellar Chair"* with Eli Mina, Board Effectiveness Consultant and Registered Parliamentarian. This was a very informative session for me. He provided a self-assessment for trustees, which highlight all of the key characteristics a board chair will possess, in order to run an effective and focused board meeting. Eli reviewed good and bad habits of Rules of Order, Discussion Guidelines, Goals of Shared Decision-Making, Myths about Parliamentary Procedure, Decision-Making Parameters, and he briefly touched on Conflict of Interest. This was a great session, with lots of interesting resources to review if needed in future meetings.

My second concurrent session was *"Promoting Community Engagement: Communications and Media Relations- Connecting with Your Community"* with Victoria Miles, Communications Manager for SD44(North Vancouver). This session focused on the importance of engaging the community, and the process of public participation on large board decisions. This allows boards to move forward with informed decision-making, hearing the concerns and opinions of the public.

Saturday morning was our first official branch meeting as a new board, followed by an opening session with the appropriate topic *"Building Your Board as a Team"*. This outlined the importance of working together to provide an environment that will take our board strengths, and make a difference for the students in our district. The afternoon started with an interactive discussion, exploring the opportunities and challenges of governance, as well as a review of the *Accountability Framework with the Ministry of Education*. The province is trying to maximize efficiencies through shared services.

Overall, this Trustee Academy had lots of great information to allow our trustees to move forward with a greater understanding of our role, and the importance of good governance.

Lara Collingwood
School Board Trustee - SD#54