



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

**AGENDA  
REGULAR BOARD MEETING  
NOVEMBER 17, 2015  
SCHOOL BOARD OFFICE, SMITHERS, B.C.  
7:00PM**

- 1) Call to Order
- 2) Opening Remarks
- 3) Adoption of Agenda
- 4) Minutes: Regular Meeting Minutes – October 20, 2015  
Synopsis In-Camera Meeting – October 19, 2015
- 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 B. J. Beaubien Report Attached
  - d) Trustee Report L. Kearns Report Attached
  - e) Trustee Report L. Kearns Report Attached
  - f) Trustee Report B. J. Beaubien Report Attached
- 7) Unfinished Business
- 8) New Business
- 9) Other Business
  - 9.1) Expenditure Summary – October 31, 2015

10) Reading File

Ltr. Frm. A.Attal re: MyEd BC	Ltr. Frm. R. Braam re: Bussing
Ltr. Frm C. Bryshun re: Walcott Rd Bussing	October 31, 2015 Enrolment
Ltr. Frm. SCSA re: Thank you	Ltr. Frm. SD08 to Minister Bernier re: Welcome
Ltr. Frm. SD23 to M.Bernier re: MyED BC Performance	Ltr. Frm. SD23 to T. Stone re: Fines for Fail to Stop for School Buses
Ltr. Frm. SD43 to Finance Committee re: Budget 2016 Consultations	Ltr. Frm. SD72 to T. Stone re: Safety for School Children
Ltr. Frm. SD91 to S.Auton re: Fail to Stop for a School Bus	

- 11) Closing Remarks
- 12) Next Board Meeting will be held on December 8, 2015 at the School Board Office, in Smithers B.C., commencing at 7:00 p.m.
- 14) Adjournment
- 15) 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)  
OCTOBER 20, 2015  
SCHOOL BOARD OFFICE, SMITHERS, B.C.

**PRESENT:** Trustees: F. Farrell, B.J. Beaubien, J. Williams, D. Hanson, P. Michell  
Regrets: L. Kearns, L. Collingwood  
Staff: C. van der Mark – Superintendent of Schools  
M. McDiarmid – Assistant Superintendent of Schools  
B. Kingsmill – Recording Secretary

**1. CALL TO ORDER**

- The meeting was called to order at 7:01pm

**2. OPENING REMARKS**

- Vice Chairperson Farrell spoke about the first bus safety / traffic awareness day in Houston on October 10<sup>th</sup>. The RCMP and SD54 set up two locations around Silverthorne Elementary and Houston Secondary. Trustee Kearns and Trustee Williams handed out bus safety cards to the vehicles that passed through with the message "***When the bus stops, you stop.***" Trustee Collingwood, Kearns and Mr. Margem send their regrets for tonight's meeting. Coast Mountain School District # 82 lost a long standing and valued school trustee recently. Trustee Gary Turner passed away and SD54 would like to send our condolences to Mr. Turner's family, to the Board and Thornhill residents in which he served.

**3. ADOPTION OF AGENDA**

MOVED/SECONDED J. Williams / B.J. Beaubien

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

CARRIED

**4. ADOPTION OF MINUTES**

- The Vice-Chair asked if there were any corrections to the minutes of September 22, 2015; the Synopsis of the In-Camera Meeting minutes September 22, 2015. There being none, the minutes of September 22, 2015 and the Synopsis of the In-Camera Meeting minutes of September 22, 2015 were declared approved as presented.

**5. ADMINISTRATION REPORT**

**Student Achievement**

- Superintendent van der Mark presented the student achievement report to the Board. Dr. Yong Zhao visited and presented to the District on September 24 & 25. Dr. Zhao did a good job challenging the adults and students. His message that every child is good at something is a pretty powerful message. The District has started it's conversations about the new K-9 Curriculum implementation for the 2016-17 school year. Just a reminder flu season is upon us, visit the Northern Health website for information on how to stay healthy this winter.

**Innovations / Initiatives**

## District Based Initiatives

- Superintendent van der Mark presented the innovations and initiatives report to the Board. SD54 will be sending 20 students and 4 chaperons to China in late November for an educational and cultural exchange. Assistant Superintendent McDiarmid is once again working with the BVTU on the New Teacher Induction program. First year teachers receive additional prep time and second year teachers receive additional pro-d funds to support their professional goals as set out in the program. The NOII had their first meeting in September as a part of Dr. Zhao's visit. Their next meeting will be held on November 9<sup>th</sup>. Ms. Monica Strimbold provided an opportunity in October for all schools to have teacher leaders received training on "Maker Days". Attendees were very engaged. Trustee Williams attended "Marker Days", and she arrived when the groups had to pick a design and create it. She found it very interesting to watch teachers from all around the area working together. Unfortunately she was not able to stay to the end to see how their projects turned out. On Oct 15<sup>th</sup>, the School District transportation department and the RCMP began a campaign on Houston to help remind motorists to be cautious and safe where school buses are concerned. *"When the bus stops YOU stop."*

## School Based Initiatives

- Superintendent van der Mark presented the school based initiatives to the Board. Muheim Elementary hosted the annual soccer tournament on September 26. Thank you to all the parents and staff who help to put on this fun but chilly day. The cross country run took place on October 8<sup>th</sup>. Thank you to St. Joe's school for being the lead school and organizing this day. On Oct 1-3, the SSS Drama/Theatre department hosted a regional Arts Festival. Remembrance Days Ceremonies will once again take place at all schools across the district this year. Please contact the school for more information.

## Operations

- **Enrolment Update:** Superintendent van der Mark updated the Board on the September 30 1701 enrolment "snap shot" calculation. Enrolment was reported at 2067.125 FTE. This is down 12.875 FTE from the March projections. This translates into approximately \$100,000 less in funding.

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

- Trustee Farrell presented the Community Relations Committee report from the October 6, 2015 meeting:
  - **Newspaper Article** – Mr. McDiarmid observed that there have been no responses from the public and questioned where the newspaper article may be the most efficient vehicle for communication with the public.

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

*"It was recommended that the District proceed with alternate options of newsletters, social media or web pages as a means to promote SD54 activities."*

CARRIED

- **SportsPlex Notes**– The notes from the SportsPlex forum have been dispersed to the Trustees. Trustee Kearns has spoken with two representatives from Houston informing them that the SportsPlex project has been "shelved" for the time being.

MOVED/SECONDED F. Farrell / J. Williams

*"The Board recommends creating an email replying to people that left email addresses at the forum thanking them for participation and notifying them that the SportsPlex project has been suspended for now."*

CARRIED

- **September Education Forum-** Trustee Farrell highlighted Dr. Yong Zhao's visit in September. Trustee Farrell said it was a great eye opening event and was impressed with wide variety of stakeholders that were in attendance. Thank you to Dr. Zhao and the organizers.
- **October Education Forum -** Will be held on October 27<sup>th</sup> at 5pm at the School Board Office. The focus will be on the reporting practices from two pilot schools and a continuation of our personalized learning conversation.

**Discussion:**

➤ Trustee Hanson – Dr. Zhao will be the key note speaker at the Trustee Winter Academy. It would interesting to hear from students and teachers on what they learned from Dr. Zhao.

**6.b) OPERATIONS COMMITTEE REPORT**

- On behalf of Chairperson Collingwood, Vice Chairperson Priscilla Michell presented the Operations Committee's Report from the October 6, 2015 meeting. The committee discussed the following items:
  - **LIF & Ed Fund Update:** Mr. van der Mark provided a verbal update of the 2015-2016 LIF and Ed Fund.
  - **Capital Plans:** Mr. Margerm outlined the three capital plans that are required for submission to the committee.

MOVED/SECONDED: P. Michell / J. Williams

***"It is resolved that the School Board approve the 2015-2016 District Capital Plan application to the Ministry of Education as presented."***

**Discussion:**

- Trustee Hanson – Is all three being submitted at the same time?
- Mr. van der Mark - Yes.
- Trustee Hanson - What is the replacement criteria for the school buses?
- Mr. van der Mark – That will be a question for Mr. Margerm.
- Trustee Hanson – 5 year capital plan , is constructed by maintenance. How does is come together?
- Mr. van der Mark – Yes through Mr. Hildebrandt.
- Trustee Hanson -This is a part of the AFG?
- M. van der Mark – Yes, this is a wish list.
- Trustee Hanson – Is the AFG separate or is this the same. Is this is a separate application for smaller capital plan? Is the AFG the same every year?
- Mr. van der Mark – It is based on the size of the district.
- Trustee Hanson – 2015 -16 Routine Capital Plan Submission, is this just a summary?
- Mr. van der Mark – Yes

CARRIED

- **Gideon's request:** The Gideon's have request permission to distribute their Youth Testaments Consent Cards to grade 5 students once again this year.

MOVED/SECONDED: P. Michell / J. Williams

***"To approve The Gideon's to inquire if students would like their literature."***

CARRIED

- **Curriculum Implementation:** Mr. van der Mark introduced that BC's K-9 curriculum will be changing for September 2016. The transition plan for the new curriculum will be rolled out through this school year.
- **School Calendar 2016-2017:** Initial discussions in regards to the 2016-2017 District Calendar has begun. Broader consultation with community stakeholders will begin shortly.

**Discussion:**

- Mr. van der Mark – The conversations start with the BVTU as they have specific contract language with regards to the calendar.
- Trustee Hanson – When does it have to be submitted?
- Mr. van der Mark – we are looking to approve it in February and must be submitted to the Ministry by the end of March.

**6.c) POLICY COMMITTEE REPORT**

- Policy Committee Chairperson Farrell presented the Policy Committee Report from the October 6, 2015 meeting. The committee discussed the following items:
  - **Traditional Welcome:** No progress since the September meeting. More information will be provided at the next committee meeting.
  - **Trips – International or external to District:** – Mr. Margerm outlined to the committee some concerns arising in regards to guidelines surrounding international travel. Mr. Margerm and Mr. McDiarmid will draft language for the Administration Manual.
  - **Trustee Pro-D – Policy 1.185** - Mr. Margerm outlined the revisions to the Trustee Pro-D Policy 1.185 in the 2014-2015 year to the committee.

MOVED/SECONDED

F. Farrell / D. Hanson

***“The Committee recommends a revision to Policy 1.185 reflecting that the Board will sponsor trustees attending both the BCSTA AGM & Conference and Academy in their first year, and the Board will sponsor one of the two annual BCSTA events in the second, third and fourth year of the trustee’s term, with the exception of the Board Chair who will be sponsored to attend both BCSTA events.”***

**Discussion:**

- Trustee Michell – It doesn't make sense to me that you would make trustees to choose one or the other . The academy is more of a Pro-D learning event, the AGM is an important event where we vote on motions. As trustees we should be open to attend these functions, discuss important motion that affect our students. I don't see the benefit requiring the trustees to choose one of the other. I see you are allowing the trustees to use the Pro-D funds but there are other options for Pro – D that we could attend. I want to hear why this motion is coming forward and very am very disappointed to hear it. We have very limited options and now to restrict it further.
- Trustee Farrell – the spirt behind this motion, with the trustees travelling to all these events is the budget , the trustees can go to a provincial event every year. If the trustees want to go to the other they can. The trustees would be missing 2 out of 8 conferences. Trustees can attend every event . I appreciate that trustees have to be informed and partake to make informed decisions. To have the best of both worlds, with a manageable budget. Trustees have to write reports and share information. Ensure we are running a proper budget and attend events.
- Trustee Williams – no one will argue that this District is not financially responsible, we promote it for our teachers, senior staff , We would be missing 3 out of 8 events not the two previously mentioned. To take away our Pro-d for a board that is trying to make educated decisions for the SD, I don't think is a wise choice. The more information I get the more informed I am.
- Trustee Beaubien – Trustee Kearns suggested that if we didn't go to BCSTA events we could bring people here. But thinking about it if we go to events we can talk to provincial trustees. I agree with Trustee Williams and Michell.
- Trustee Farrell – Pro-d hasn't been used a lot previously.
- Trustee Michell – it speaks for the amount of initiatives we create to leaners success. It opens up more opportunities for us to see other Districts that are successful that we bring it back. The AGM, is important that the whole board is there. It is

important to have those discussions while we are there. Gives us the opportunity to gel as a board, collaborating is so important.

- Trustee Hanson –bring learning opportunities here as teachers and support staff are here. Inviting neighbouring Districts, other Boards would benefit from this as well. Spend the money a similar amount to target opportunity for board cohesion without having to travel. \$1,500 times 7 is a lot of money and can be used for a learning opportunities. You look at what teachers are allotted is approx. \$200 . \$2,000 per trustee is quite generous.
- Trustee Michell –I don't want the focus to be us as a board collaborating, it should be us collaborating with other boards. We could do shared costs of some of the initiatives, if we feel we need to meet with specialists.

Approved 2  
Opposed 3  
**MOTION DEFEATED**

#### **6.d ) TRUSTEE REPORT**

- Trustees Kearns, Farrell, Williams, Hanson and Michell submitted their trustee reports from their trip to the Northwest Trustee Branch meeting on September 25- 26, 2015.

#### **7. UNFINISHED BUSINESS**

- No unfinished business was submitted this month.

#### **8. NEW BUSINESS –**

**8.1) LIF / Ed Fund –** Superintendent van der Mark presented the to the Board and guests the Learning Improvement / Education Fund annual report. Highlights include:

- Class size maximums:
  - Kindergarten maximum = 22 - Actual 19.6
  - Grade's 1-3 maximum = 24 - Actual 20.7
  - Grade's 4-12 maximum = 30 - Actual Grades 4-7 = 23.7 Grades 8-12 = 23.1
- No Exceptions – Grades 4-12 you can go over 30 students but the superintendent has to approve and provide a remedy to pay the teacher. We have "7" non- exempt classes over 30 ( Adult Ed , DL, Alternative, Work Study, Drama, Music, Planning 10 , Board authorized leadership course).
- Key changes – No more averages. No specific legislative requirement for classes with more than 3 IEP's. Consultation now a part of general obligation of principals and teachers. Not limited to students with special needs. Organization of classes an consultation. Teacher has a duty to advise principle regarding the organization of classes. P/VP shall consult with teacher assigned to school regarding organization of classes. SD54 consulted in the spring, resulting in the LIF to be applied to WPS, SSS,TSE,TEL, HSS, District Literacy Collaboration, and District psychologist.
- SD54 received \$457k in LIF funds including the Ed Fund 20% maximum to go to CUPE and 80% min to the BCTF. \$418.k (91%) has already been allocated to BCTF positions.
- SD54 has received more funding but it came with less flexibility. It is working out fairly well.
- During the fall consultations, SIL, LKS and MME received some funding.
- It is critical that spring planning is accurate.

#### **9. EXPENDITURE SUMMARY**

- The September 30, 2015 expenditure summary was included in the Trustee Board packages.

#### **10. READING FILE**

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

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

**CARRIED**

**11. CLOSING REMARKS**

- Vice Chairperson Farrell warned everyone that the snow is coming soon, be safe out there.

**11. NEXT BOARD MEETING**

- The next regularly schedule School Board meeting will be held on November 17, 2015 commencing at 7:00 pm at the School Board Office in Smithers.

**12. ADJORNED**

- The Board meeting was adjourned at 8:04pm.

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Frank Farrell  
Vice Chairman of the Board of Education

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Chris van der Mark  
Superintendent of Schools

DRAFT



SYNOPSIS  
OF  
IN-CAMERA MEETING  
SCHOOL DISTRICT #54 (Bulkley Valley)  
OCTOBER 19, 2015  
SCHOOL BOARD OFFICE, SMITHERS, B.C.

The regular meeting was called to order at 6:24p.m. and the Board resolved to go in-camera.

- The Chair asked if there were any corrections to the In-Camera meeting minutes of September 22, 2015. There being none, the In-Camera meeting minutes of September 22, 2015 declared approved as presented by the Chairperson.
- The Operations Committee reported on property matters and labour relations matters.

The Board returned to regular session at 7:37 p.m.

DRAFT

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(Bulkley Valley)

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## REPORT FROM ADMINISTRATION

to the  
Board of Education  
November 17, 2015

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- **Remembrance Day Ceremonies** - Thank you to all of our schools for their moving ceremonies to pay respect to those who have sacrificed so much for our country.
- **MyEd BC** - Through Ms. Nora Kerr and her team, the District continues to make the transition to the new data system.

### Student Achievement

- **Ministry Curriculum Implementation** - Parents will be aware of the recent Ministry announcement allocating 10 hours of instructional time to be dedicated to release time for teachers from the current school year calendar. Legislation has recently passed to allow calendars to be adjusted to accommodate this change. The District appreciates that an adjustment to the calendar may cause some inconvenience to parents and other stakeholders, but please know that the District and the local teacher's union (BVTU) are committed to maximizing the learning afforded in the 10 hours while minimizing the disruption to students and parents.
- **District Curriculum Implementation** - On December 8, the District will be having it's second meeting of teacher leaders, as they continue digging into the new curriculum. We are pleased to be joined on this occasion by Maureen Dockendorf, Superintendent of the Early Years and Jan Unwin, Superintendent of Graduation Transitions. Ms. Dockendorf and Ms. Unwin facilitate curriculum conversations across the province and we are delighted to have them join us in the Bulkley Valley.
- **AG Report on Aboriginal Education** - Recently, the Auditor General issued a report on the success of Aboriginal students in BC. The report outlines several key recommendations to the province going forward. In the Bulkley Valley, we are proud to have made the success of Aboriginal students a key priority. While we continue to have work to do, we are regularly demonstrating significant improvement on key literacy indicators, grade-to-grade transition data and graduation results.
- **Report Cards** - Secondary Schools have already sent home Interim Reports. Most elementary schools will send a formal report card home by December 4<sup>th</sup>, 2015. Please contact your child's teacher if you have any question about his/her progress.
- **'Kids Have Stress Too'** - On October 23, 2015 the Learner Support Centre partnered with Supported Child Development Program to offer training on, '*Kids Have Stress Too*', to education assistants throughout the district. The workshop allowed the participants to learn how to recognize stress in children, practice age-appropriate stress-management techniques that help teach children to relax and become more resilient, and learn effective ways to promote positive emotional development and self-regulation.

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- **Non-Violent Crisis Intervention Training** - On October 23, 2015, Ms. Audrey MacKinnon from our Learner Support Center offered training on Non-Violent Crisis Intervention to teachers, education assistants and Aboriginal support workers. The training, which is offered several times a year to individuals and school teams, equips staff with proven strategies for safely defusing anxious, hostile, or violent behavior at the earliest possible stage.
- **Fetal Alcohol Spectrum Disorder (POPFASD) Training** - On November 20, 2015, Ms. Jane Smith, from our Learner Support Center is hosting a one day workshop on proven strategies for engaging students with Fetal Alcohol Spectrum Disorder (POPFASD) in effective learning activities. The workshop, through our district partnership with Provincial Outreach Program, will take place at the Walnut Park Training Centre and will be open to teachers, education assistants and support staff.
- **Professional Development Opportunities** - Through our district partnership with Special Education Technology- British Columbia (SET-BC) and in collaboration with Kristina Willing, BVTU District Professional Development Representative, dates have been set for the following professional development opportunities for teachers: Digital Citizen Workshop, November 20, 2015; Introduction to UDL January 14, 2016, February 11, 2016, and March 10, 2016 (one hour virtual sessions); Free Apps to Support Learning, April 22, 2016; and, Practical Ways to Access and Use ARC-BC Materials, April 22, 2016.
- **BCSSA** - On November 19-20 Assistant Superintendent McDiarmid will be taking a small SD#54 team to the BCSSA's (Superintendent's Association) Fall Conference. Sessions include international experts in education as well as "made in BC" expertise.
- **BCSTA Winter Academy** - On November 26-27, Trustees will be at their annual winter Pro-D, and many are looking forward to once again seeing Yong Zhao, who is the keynote speaker for this provincial assembly.

## INNOVATION / INITIATIVES

### District Based Initiatives

- **Education Forum** - October's Education Forum highlighted the journey elementary schools have been on with regards to better methods of communicating student learning. A special thanks to Mr. Bond and Ms. Iacobucci for sharing their respective school stories.
- **Grizzly's Den** - As covered in the Interior News, SD#54 is delighted to be partnering with the Chamber of Commerce and NWCC on an entrepreneurial endeavor where students vie for the rights to a local business opportunity. Will the Grizzly's support their venture?
- **Find Your Fit** – On November 9<sup>th</sup>, WorkBC's "Find Your Fit Tour" returned to Smithers Secondary once again this year. Students from grade 6-12 learned about in-demand careers in our region through hands on activities. Hundreds of our students went through the stations and interacted with a wide variety of technology.

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- **Regional Shoulder Tappers** – Recently, District Trades Coordinator Monica Strimbold and Assistant Superintendent McDiarmid attended a Ministry organized regional trades meeting. It was a good day of learning and sharing. Most importantly, it is nice to know that our District gets provincially highlighted for some of the innovative work we have been doing in trades.
- **Professional Learning Community/Network of Innovation and Inquiry** - Our first session was held on Monday, November 9<sup>th</sup> at the School Board Office. This year, teachers are diving deeper into teaching and learning through Yong Zhao's, *'World Class Learners'* and by sharing powerful inquiry projects with colleagues across the district and across the region. As always, SD#54 educators exceeded expectations with more than 25% of our teachers giving up their Monday evening to engage in powerful learning conversations.
- **Principals & Vice Principals Mentorship** - The District continues its work supporting administration by pairing first and second year administrators with experienced administrators and facilitating learning through four evening meetings across the year.
- **Elementary Volleyball** - The annual Elementary Volleyball event is scheduled for Thursday, November 27 in Houston.

## School Based Initiatives

- **Carolfest 2015** - This year's Carolfest will take place on Wednesday, December 2<sup>nd</sup>, with showings at 5:00pm and 7:30pm. We would encourage everyone to attend. It is always a fine showing of district talent and guaranteed to put you in the Christmas spirit. Tickets will be available through school choirs. Trustees are asked to contact Jaksun Grice as soon as possible if they require tickets as they will not last.
- **Houston Secondary** - HSS held their second annual "Junk Yard Wars" event where students competed in a project based learning event where their supplies came literally from the scrap heap! Contact HSS for more information.
- **Friday Night Live** - Smithers Secondary School held their annual "kick-off" of brilliant student skits on Friday, November 13. As always, fantastic entertainment and inspired performances by the students.
- **SSS Cross Country Running** – SSS had over 30 students (grades 8-12) come out this fall to participate on the Cross Country Running Team. Junior boys, the junior girls and the senior boys all won Zone banners! 18 athletes went to the Provincial Championships. Our junior boys and girls were young teams and both placed mid-pack in the results. They have lots of potential and almost all of them will be juniors again next year and should move up the ranks. Our senior boys placed third in the province (out of 28 teams) in a very competitive category. They have been training hard since grade 8 and have improved every year. This team included Hamish Woods (grade 12) and Ryan Williams, Seton Kriese, Jaydin Haskins, Derrick Thummerer, Alex Weme, and David and Robert Charette (all grade 11). The boys were thrilled with the result, and as most of them are in grade 11, they are already planning their training to improve on this year's performance.

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## **Field Trip Proposals**

- The following field trips have been approved by the Assistant Superintendent:
  - **SSS** – 30 +/- Grade 10-12 Outdoor Ed Students from Smithers Secondary School to travel to the Smithers Rod and Gun Club on November 17- 19 to take part in firearms safety and gun use lessons. This excursion is to support the curriculum for the Outdoor Education program at SSS.
  - **SSS** – 25 +/- Grade 8-12 Drama Students from Smithers Secondary School to travel to Prince George on three different occasions to attend three (3) Theatre Northwest productions during the 2015-2016 school year.

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**COMMUNITY RELATIONS COMMITTEE MEETING**  
November 3<sup>rd</sup>, 2015      4:00 PM      *School Board Office*

<b>Voting Members</b>	<b>Administration</b>
F. Farrell, Chair B.J. Beaubien D. Hanson L. Kearns (ex officio)	C. van der Mark, Superintendent D. Margerm, Secretary Treasurer M. McDiarmid, Assistant Superintendent
<b>Regrets:</b>	

**Report**

**No report**

**C. Date & Time of Next Meeting: January 5<sup>th</sup>, 2016**

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

**SCHOOL DISTRICT 54**  
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**OPERATIONS COMMITTEE MEETING**  
*Regular*

November 3<sup>rd</sup>, 2015

5:00PM

School Board Office

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

**Meeting Time: 5:03 - 6:02 pm**

**REPORT**

**1. 2016-2017 Draft Calendar**

Mr. van der Mark provided background information about spring break options in the 2016-2017 Draft Calendar. One version had spring break in 2<sup>nd</sup> full week in March 2017 and the other option had spring break in 3<sup>rd</sup> full week. The NID's would be negotiated between the Superintendent's Office and the BVTU.

Due to the late Easter in April (weekend of April 16<sup>th</sup>), the issue of 1 week vs. 2 week spring break arises again. Historically the District has attached the two week spring break to Easter with the loss of only 3 instructional days. Easter in late April would mean the loss of 5 days. The BVTU is currently surveying members to determine if there is interest to move 2 NID's into August which would result in loss of only 3 instructional days. BVTU must approve the 2 NID's outside the bookends as they are part of the Collective Agreement. Otherwise the loss of 5 days may be detrimental to CUPE staff and the historical Board practice of trying to keep students in school for the week.

Others questions raised were around the possibility that families may find it easier to plan travel during 2 week spring break rather than miss school or to plan for daycare providers. There may also be cost implications for Admin Savings Plan to employing CUPE for the extra week.

**2. Routine Capital Funding Update & Capital Bylaw**

Mr. Margerm updated the Committee that the School District will receive \$398,200 in funding for the Routine Capital Plan submission. This grant is meant to fund new DDC and air-handling systems at Telkwa and Silverthorne Elementary Schools to increase energy efficiency. The total project was \$663,600, and therefore, the District received 60% of the project funding. The state of subsequent 40% funding is has not been determined. For this

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reason, Mr. Margerm has asked Mr. Hildebrandt to look into whether the District can renovate one school at a time rather than purchase all materials first and utilize the subsequent unsecured 40% for labour in next fiscal year. ***The Committee recommends that the Board approve the Routine Capital Bylaw for \$398,200 with three readings at the November Board Meeting.***

### 3. SBO Renovations Update

Mr. Margerm updated the Committee on the progress on the SBO renovations. Mr. Hildebrandt has hired contractors and plans to begin work on November 9<sup>th</sup>. The renovations will likely take place until Christmas break.

### 4. MyEd Update & Secondary Report Card Change

Mr. Margerm updated the Committee on progress of MyEd. The 1701 report has now been completed by Ms. Kerr and secondary report cards have to be extended by one week due to the MyEd downtime. Mr. Margerm thanked Ms. Kerr for all her work training in the spring, data conversion in August and her work with clerical in September in starting up the schools and the 1701 report.

### 5. Ms. Bryshun Letter: Walcott Rd. bussing letter

Mr. Margerm provided background for letter from Ms. Bryshun outlining her bussing request for services down Walcott Road. There are now 13 students on Walcott Road and on the other side of Walcott bridge. Ms. Whalen is working on a plan to provide service to Walcott Road, if possible. This is conditional upon the Highways Department maintaining the road in winter, and other routes being consolidated to provide the savings. These students and families are designated in the Community of Telkwa, yet historically this road has been in the catchment area of Houston. It is important to note that catchment areas are not necessarily enforced currently as students have the freedom to apply for any school.

### 6. Section 149, Meeting School Bus –Draft Letter

A draft of a letter has been prepared for the Attorney General & Minister of Justice to express the District's concerns over escalating vehicle infractions and safety with school busses. The draft letter also acknowledges a need for increasing the fines for school bus violations. ***The Committee recommends that the draft letter be accepted and sent to the Attorney General & Minister of Justice.***

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Date & Time of Next Meeting: January 5<sup>th</sup>, 2016

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

**POLICY COMMITTEE MEETING**  
*November 3<sup>rd</sup>, 2015      3:00 PM      School Board Office*

<b>Voting Members</b>	<b>Administration</b>
F. Farrell, Chair B. Beaubien D. Hanson  L. Kearns (ex officio)	C. van der Mark, Superintendent D. Margerm, Secretary Treasurer M. McDiarmid, Assistant Superintendent
<b>Regrets:</b>	

**Meeting time: 3:04-3:54**

**Report**

**PREVIOUS MEETING OF October 6<sup>th</sup>, 2015**

Policy	Description	Type	Status
	Student Trustee	New	In-Committee
11.290	Traditional Welcome (Trustee Farrell)	New	
1.185	Trips – International or external to district	Revision	Yes
	Trustee Pro-D	Revision	No

**NEW BUSINESS**

Policy	Description	Type	Consultation
11.290	Traditional Welcome (Trustee Farrell)	New	No
	Trips – International or external to district	Revision	Yes

**1. Field Trips: Out-of Province/International**

Committee discussed revisions to Policy 11.290 and made a few wording changes. **Committee recommends proceeding to public consultation with revised draft policy.**

**2. Traditional Welcome**

Trustee Farrell contacted Ms. Markert requesting a template for a respectful traditional welcome. Trustee Farrell will wait to receive the template from Ms. Markert, hopefully by next committee meeting. Some discussion on bringing the topic to 'Hotstove' in December; it was decided against as the Committee was not sure if information will be provided in time and whether there will be time to discuss at December meetings.

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