



**AGENDA**

**REGULAR BOARD MEETING  
NOVEMBER 19, 2013  
SCHOOL BOARD OFFICE  
7:00PM**

- 1) Call to Order
- 2) Opening Remarks
- 3) Adoption of Agenda
- 4) Minutes: Regular Meeting Minutes October 22, 2013  
Synopsis In-Camera Meeting October 22, 2013
- 5) Administration Report C. van der Mark Report Attached
- 6) Committee Reports
  - a) Community Relations / Education Forum Committee L. Collingwood No Report
  - b) Operations Committee S. Yaremco Report Attached
  - c) Policy Committee F. Farrell Report Attached
  - d) Trustee Report L. Collingwood Report Attached
- 7) Unfinished Business
- 8) New Business
- 9) Other Business
  - 9.1- Expenditure Summary – October 31, 2013
- 10) Reading File

Ltr. Fr. Minister McRae re: Cooperative Gains	Ltr. To. Groundbreakers Agricultural
October 31, 2013 Enrollment	SD05 – Media Release re: CUPE Wage increase
SD23 Ltr. to MOE re: Cooperative Gains	SD28 - Ltr. To Select Standing Committee Re: Finance and Government Services
SD42 Ltr to MOE re: Bargaining	SD70 – Ltr to MOE re: CUPE wage increase
SD85 Ltr to MOE re: Cooperative Gains Savings Plan	SSS – Cianna Pawluk Nov 2013
Ltr frm: The Royal Canada Legion – Military Service Recognition Book	

- 11) Closing Remarks
- 12) Next Board Meeting will be held on December 10, 2013 at the School Board Office 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)  
OCTOBER 22, 2013  
SCHOOL BOARD OFFICE, SMITHERS BC

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

### 1. CALL TO ORDER

- The meeting was called to order at 6:05 pm

**MOVED/SECONDED:** F. Farrell / J. McIntosh

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

CARRIED

- The Board returned to Regular session at 7:06pm.

### 2. OPENING REMARKS

- Chairperson Kearns welcomed our guests: Karin Bachman-BVTU; Ryan Jensen - Editor Interior News; Katherine Dow from CFTK - TV. Trustee Martinsen, Trustee Michell and Assistant Superintendent send their regrets. Chairperson Kearns wanted to draw everyone attention to the latest UNBC's Newsletter where is highlights 2013 graduates from the Bulkley Valley. There were: 5 graduates from Houston; 1 from Telkwa and 10 from Smithers, including out Walnut Park Vice Principal Nicole Davey; and 4 from Moricetown. Jasmine Parhar and Alastair McLellan were also the recipients of the UNBC Scholars Award. Congratulations to them all. Chairperson Kearns attended the Dr. Stuart Shanker presentation at SSS in October and what stuck out in his mind was the two schools that are participating in the First Wave program. Chairperson Kearns thinks that the staffs in those two schools are on the cutting edge on what they are doing around self-regulation. Dr. Shanker was very complementary of the staff and what they were doing. Congratulations to Ms. Teresa Oulton who was awarded "Educator of the Year" award by the Houston Chamber of Commerce. In addition, Ms. Oulton shaved off all of her hair because the students at Twain Sullivan Elementary raised over \$4,000 for the Terry Fox Foundation.

### 3. ADOPTION OF AGENDA

- Chairperson Kearns requested that there be an amendment to the agenda to include 8.4 CUPE Savings Plan.

**MOVED/SECONDED** F. Farrell / S. Yaremco

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

CARRIED

### 4. ADOPTION OF MINUTES

- The Chair asked if there were any corrections to the minutes of September 17, 2013; the Synopsis of the In-Camera Meeting minutes September 17, 2013. There being none, the minutes of: September 17, 2013 and the Synopsis of the In-Camera Meeting minutes September 17, 2013 were declared approved as presented.

## 5. ADMINISTRATION REPORT

### Student Achievement

- Superintendent Chris van der Mark presented the student achievement report to the Board: On Friday October 18<sup>th</sup>, Mr. van der Mark, Mr. McDiarmid and Mr. Margerm took part in the first totem pole raising ceremony held in Moricetown in over 35 years. This totem pole, carved by Rob Austin represents the healing, pain and perseverance of those who attended residential schools. SD54 is proud to announce that three of the District's teachers were recognized by the Smithers Chamber of Commerce. Mr. Mike Doogan-Smith was awarded the Major Contributor to Arts and Culture award, while Mr. Holger Rode and Ms. Shirley Neilsen were awarded the Technology/Innovation Award for there "Rode to Math Learning" program. Ms. Brownlie returns to the district on the November Pro D day to continue her work with our educators on early literacy; Continuing on one of our spring education forums, Administration met with teachers from across the district to discuss Reporting and Report Cards and their general use and effectiveness; Ms. Lynn Rutley led the first Early Reading Success ( CR4YR) meeting in of the year; Dr. Stuart Shanker returned to the district and toured the First Wave schools and presented at the Della Herman Theatre in the evening. We are expanding our self-regulation work to include WPS, Telkwa Elementary School and SSS; Educators from across the northwest gathered in Prince Rupert to attend the first Network of Invocation and Inquiry seminar of the year; Just a reminder , flu season is upon us, check out Northern Health website for some helpful information on staying healthy.

### District Based Initiatives

- Superintendent Chris van der Mark presented the district based initiatives to the board: Innovation grants were handed out recently. Grants up to \$2,000 were handed out to Silverthorne Elementary School, Smithers Secondary School and Lake Kathlyn; SD54 is pleased to announced the return of the New Teacher Induction whereby first and second year teachers received additional help to support their professional goals; The New Administrator's Mentor Program continues this year to support new administration in the district; Superintendent van der Mark attended a Chamber of Commerce presentation by Spectra Energy and confirmed the importance of SD54 working with partners such as NWCC to provide appropriate training opportunities for students.

### School Based Initiatives

- Superintendent Chris van der Mark presented the school based initiatives to the Board: MME held the District Soccer tournament on Sept 28<sup>th</sup> with all elementary schools participating. Sportsmanship and community spirit were all amazing, thank you to all the staff, coaches and students for making it a success; On Oct 7/8 there was a Children/ME to WE group presentation and workshop to help make school more inclusive and safer place; School staff will be attending ERASE training in November once again this year; In partnership with Smithers Community Services, WPS hosted their first Breakfast and Books last week; Mr. Rick Hansen spoke to SSS and WPS students about determination, goal-setting and how students can make a difference. He also presented Difference Maker medals to 9 students and staff who are making a difference; Local Snowboarder Jeff Scott spoke to SSS students about his challenges as a quadriplegic through the Live it Love it organization; Ms. Shelly Moore a Richmond teaching specialist, worked with SSS staff in regards to ongoing transition to more inclusive model; The Houston Jr. and Sr. Rugby girls teams on the NW Zone Championships in Vanderhoof!; Jamie Beck from Houston is getting looked for the national rugby team; Remembrance Day Ceremonies will be held at all schools in the District on November 8<sup>th</sup> we encourage everyone to attend these ceremonies.

### Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
  - **SSS** – 18 +/- Grade 10-12 students to travel to Blue Lake Trail on Oct 4-5, 2013. All board requirements have been met for this trip.
  - **SSS** – 18 +/- Grade 10-12 students to travel to Lyon McCabe Trail on Oct 18/19, 2013. All board requirements have been met for this trip.

## Operations:

- Secretary Treasurer Margerm provided an update on current enrollment figures for the District. Spring projections were 2170 FTE, but as of the September 30, 2013 1701 report 2190 FTE was reported. An increase of 20 FTE.

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

- Community Relations / Education Forum Chair, Lara Collingwood provided an overview on Dr. Stuart Shanker's recent visit back to SD#54 and provided an overview of Dr. Shanker's evening presentation on self-regulation. Trustee Collingwood received positive feedback from teachers on the session with Dr. Shanker and also liked that Dr. Shanker provided examples of cases with solutions. Trustee Collingwood was surprised about how "Screen Time" affects our students.

### 6.b) OPERATIONS COMMITTEE REPORT

- Chairperson Yaremco presented the Operations Committee's Report from the October 8, 2013 meeting. The operations committee reviewed information from Mr. Margerm with regards to the 2012 Compensation disclosure submitted to the ministry; correspondence received from The Gideons :

MOVED/SECONDED

S. Yaremco / J. McIntosh

***" The Committee recommend that the Board approve the motion to allow The Gideon's to inquire if Students, with parental permission, could have access to their literature."***

CARRIED

- The HSS envelope project is almost completed with the exterior painting to be completed in the spring

### 6.c) POLICY COMMITTEE REPORT

- Chairperson Farrell presented the Policy Committee Report from the October 8th, 2013 meeting: The committee discussed existing policy 11.140 Student Transportation with regards to revision of policy regarding mini-bus drivers. This policy will stay in committee for further review and inquiry. 9.950 Student Choice Policy was also reviewed. This policy will remain in committee for further review and will be revisited at the November committee meeting. The committee also discussed the proposed trustee retreat.

### 6.d) TRUSTEE REPORT

- Trustee Reports were submitted by Trustee Kearns on his trip to the Northwest District Branch meeting in Haida Gwaii and Trustee Farrell submitted his report on Walnut Park's Books and Breakfast Campaign. Trustee Judy McIntosh also spoke of her time at the Northwest District Branch meeting. Trustee McIntosh was impressed by the overall experience at the NW District Meeting. She was amazed at finally getting over there and getting into the schools and realizing you are literally in the middle of nowhere. The people of Haida Gwaii learn to get along and get done what needs to get done, it's a "do or die" situation.

## 7. UNFINISHED BUSINESS

- There was no unfinished business.

## 8. NEW BUSINESS

- **8.1 - Trustee Terms** – There is a Provincial Council Motion on the floor to extend trustee terms from three to four terms to match the municipal election cycle. Trustee Farrell informed the board that most provinces have the four year cycle for trustee teams and commented that there is no use to stay at the current 3 year term. Trustee McIntosh added that it is a practical idea, holding an election our self very expensive. Chairpersons Kearns directed Trustee Collingwood to agree to the motion on behalf of SD54 at the Provincial Council Meeting being held in Vancouver on October 26, 2013.

- **8.2 – Amended Capital Bylaw**

Mr. Margerm explained that the Bylaw change was due to the government shifting \$90,438 from the Operations portion of the AFG to the Capital portion of AFG. This raises the Capital ARG grant to \$512,483.

- Chairman Kearns asked for unanimous consent to do all three reading tonight for Bylaw # 126645-02. Unanimous consent was given.

MOTION/ SECOND S. Yaremco / F. Farrell

***“ The committee recommends that the Board give all 3 readings to the amended Bylaw 126645-02.”***

CARRIED

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**SCHOOL DISTRICT #54  
(Bulkley Valley)  
CAPITAL PROJECT AMENDMENT BYLAW NO. 126645-02**

A BYLAW by the Board of Education of School District No. 54 (hereinafter called the "Board") to amend a Capital Project of the Board pursuant to Sections 143 (3) and 144 (1) of the *School Act*, R.S.B.C. 1996, c. 412 as amended from time to time (called the "Act").

WHEREAS by Capital Bylaw No. **126645** the Board adopted capital bylaw specifying a total maximum allocation of **\$422,045**.

AND WHEREAS the Minister of Education has approved an additional maximum allocation of **\$90,438** for Project No. **126645** (2013-2014 AFG) to the capital plan.

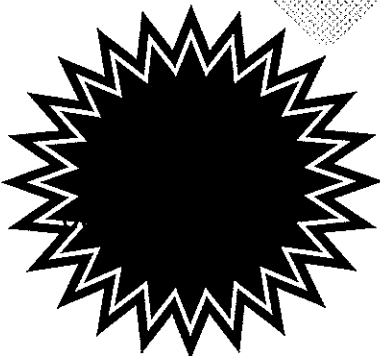
NOW THEREFORE the Board enacts as follows:

1. The Capital Amendment Bylaw of the Board specifying a total maximum allocation of **\$512,483** is hereby adopted.
2. This Bylaw may be cited as School District No. 54 (Bulkley Valley) Capital Amendment Bylaw No. **126645-02**.

READ A FIRST TIME THE 22 DAY OF OCTOBER, 2013;

READ A SECOND TIME THE 22 DAY OF OCTOBER, 2013;

READ A THIRD TIME, PASSED AND ADOPTED THE 22 DAY OF OCTOBER, 2013.



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

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

I HEREBY CERTIFY this to be a true and original School District No. 54 (Bulkley Valley) Capital Amendment Bylaw No. 126645-02 adopted by the Board the 22 day of OCTOBER, 2013.

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

- **8.3 – Learning Improvement Fund and Class Size Report** – Last year was the first year of the LIF to alleviate class sizes and composition. Mr. van der mark provided an overview on the composition of the current SD54 classes. LIF funds will be increased in the 2014-2015 school year. Mr. Vandermark stressed that accurate spring planning is critical. 12.5% off the top of LIF goes toward CUPE.
- **8.4 - CUPE Savings Plan** – Secretary Treasurer Dave Margerm spoke to the CUPE savings plan. The government has negotiated a CUPE Union a raise of 3.5% over three different times. The government requires a report by School District on how School District will achieve these savings. School District #54 will be reducing expenditures and any funds not covered by expense reduction will be taken from the surplus funds.

MOTION/SECONDED: S. Yaremco / J. McIntosh

*“ To approve that the Savings Plan for 2013-2014 be achieved through the use of surplus funds.”*

CARRIED

**9. OTHER BUSINESS**

- 9.1 The September 30, 2013 expenditure summary was included in the Trustees Board Packages.

**10. READING FILE**

Ltr from N. Charlton re: Thank you	Ltr from Gideons International re: Youth Testaments
Ltr. from SD33 to MOE re: Local Gov't Elections	Ltr from SD39 to MLS's re: Select Standing Committee
Ltr. from SD39 to MOE re: Bargaining	Ltr from SD43 re: HR Announcement
Ltr from SD43 to MOE re: Bargaining	Ltr from SD46 to MOE re: Select Standing Committee
Ltr from SD47 to MOE re: Savings Plan Development	Ltr from SD52 to MOE re: Funding Wage Increases
Ltr from SD52 to MOE re: Role of Boards	Ltr from SD61 to MOE re: Savings Plan Development
Ltr from SD75 to MOE re: Bargaining	September 30, 2013 Enrolment Figures
Ltr from Step Up re: Thank you	BCTF – Select Standing Committee on Finance and Government Services

MOVED/SECONDED: L. Collingwood / F. Farrell

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

CARRIED

**11. NEXT BOARD MEETING**

- The next regularly School Board meeting will be held on November 19<sup>th</sup>, 2013 commencing at 7:00 pm at the School Board Office in Smithers.

**12. RECESS**

- The meeting was recessed at 8:15pm.
- The meeting was returned to order at 8:20pm

MOVED/SECONDED: F. Farrell / J. McIntosh

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

CARRIED

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

**13. ADJORNED**

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

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Les Kearns  
Chairman of the Board of Education

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Dave Margem  
Secretary Treasurer

DRAFT





**SYNOPSIS  
OF  
IN-CAMERA MEETING  
SCHOOL DISTRICT #54 (Bulkley Valley)  
OCTOBER 22, 2013  
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 September 17, 2013. There being none, the In-Camera meeting minutes of September 17, 2013 declared approved as presented by the Chairperson.
- Administration reported on routine staffing issues.
- The Operations Committee reported on: Labour relations matters and real property issues.

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

The regular meeting returned from recess at 8:20 p.m. and the Board resolved to go in-camera.

- The Board discussed questions provided by the BCSTA.

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

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

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**REPORT FROM ADMINISTRATION**

to the  
Board of Education  
November 19, 2013

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**Student Achievement**

- **Community Update:** With the recent announcements regarding two local mills (Houston and Moricetown), School District #54 knows its schools will continue to be vibrant places of learning, supporting students in various ways. We are confident the communities will move forward.
- **Report Cards:** Secondary report will have gone home by now and elementary report cards will be going home by December 6. Please contact your child's teacher(s) if you have any questions regarding his/her progress.
- **Curricula Update:** The Ministry is pleased to advise you that draft redesigned curricula for several areas are now available for review. See: [www.curriculum.gov.bc.ca](http://www.curriculum.gov.bc.ca) <<http://www.curriculum.gov.bc.ca>>  
More curricular areas will be added as they are available. Functionality will be added to this website over time as well (e.g., viewing big ideas by grade; adding instructional examples). We look forward to feedback from the educational community. More information will be forthcoming regarding a variety of field review processes. There is much more to come on curriculum, assessment, communicating student learning and graduation requirements, but you will see developments in these areas as the year progresses.
- **Enhancement Agreement:** The District is delighted to have participated in the second signing of the Enhancement Agreement on Thursday, November 14. This event marks our continued commitment to Aboriginal student success in SD#54.

**INNOVATION / INITIATIVES**

**District Based Initiatives**

- **Education Forum:** This month's Education Forum features our partnership with NWCC and happens on Monday, November 25.
- **Professional Learning Community/Network of Innovation and Inquiry:** Our first session was held last Monday. One of the largest groups ever! Great discussion based on Hattie's, *Visible Learning for Teachers*. These are outstanding conversations from 4:30-7:30 that demonstrate why Bulkley Valley teachers continue to lead the way!
- **Faye Brownlie Nov 21-22:** Ms. Brownlie's next session is November 21-22. Thursday, the 21<sup>st</sup>, she will work with the mentor group only, in the Walnut Park Training Room from 5-8pm. On Friday the 22<sup>nd</sup> (NID) she will do a District-wide Pro-D (potentially at Hudson Bay Lodge) from 9-12pm.

# SCHOOL DISTRICT 54

(Bulkley Valley)

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- **Principals & Vice Principals Mentorship:** The district continues its work supporting administration by pairing first and second year administration with experienced admin, and facilitating learning through four evening meetings across the year.
- **Fall School Learning Conversations:** Over the past week Superintendent van der Mark and Assistant Superintendent McDiarmid have been meeting with school administration to discuss progress with school goals.

## School Based Initiatives

- **Carolfest 2013 :** This year's Carolfest will take place on Wednesday, December 4<sup>th</sup> with showings at 5:00 and 7:30. 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.
- **Walnut Park:** Hosted their second Breakfast and Books event. This partnership with community services has been a remarkable addition to their school. Thanks to staff, retired staff, volunteers and parents for making this day possible.
- **Walnut Park:** On Monday, October 21, 2013, Mrs. Wilson and Ms. Cavallin from Forestry joined us for our assembly to present prizes from the poster contest held during National Forestry week. Adelle Neto won the primary prize and Aleigha Young- Lowery won the intermediate prize. The top overall winner was Tanny Taylor, Gr. 6, who won a 20 minute helicopter ride. Walnut Park was also awarded the plaque for the top elementary school that participated in events in the community forest. The prize was awarded to Walnut Park students for their curiosity, great questions, manners and high level of engagement.
- **Twain Sullivan:** Hosted their kindergarten "Learning Festival" on November 14<sup>th</sup>. Ms. Margerm facilitates this opportunity for families to learn together.
- **Smithers Secondary:** Mr. Audette's Physics classes participated in their annual Trebuchet contest. Things got a little medieval as students, in fashionable style, launched projectiles across the field!
- **Smithers Secondary:** This year, the newly created Arts Academy will be putting on the musical at Christmas. This year's musical is "Thoroughly Modern Millie". Contact SSS for ticket info.
- **FACEBOOK--** Find us as School District 54 (Bulkley Valley) or [contact-sd54@sd54.bc.ca](mailto:contact-sd54@sd54.bc.ca)

## Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
  - **SSS – 40 +/-** Grade 9-12 Fine Arts students to travel to Prince George to attend Theatre Northwest "The Buddy Holly Story" production on Nov 28-29, 2013. All board requirements have been met for this trip.
- The following field trips require approval *in-principle* by the Board of Education:
  - **SSS – 26 +/-** Students in Grades 9-12 to Travel to Continental Europe on March 18-28, 2015 to expand on social studies curriculum.
  - **SSS – 30** Students in Grades 9 -12 to Travel to New York for a Broadway Tour on May 18-25, 2015.

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

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**OPERATIONS COMMITTEE MEETING**  
November 5<sup>th</sup>, 2013 - 5:00 PM  
School Board Office

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

*The regular meeting convened at 6:05 pm and continued to 7:15 pm.*

**Operations Committee – Regular Meeting**

- 1. 2014-2015 Calendar (BN-R-1)**  
Create committee of stakeholders, and up to three (3) trustees from different geographical regions to discuss and consult on 2014-2015 calendars. Recommendations from this sub-committee will be made to Operations Committee will be made by February 2014. Committee will consider, but not restricted to, decreasing instructional days while maintaining instructional time and utilizing Thursday afternoons. The information outlined in the Cooperative Gains Savings Plan will not be considered by the 2014-2015 Calendar Committee.  
*Motion: It is recommended to form a calendar committee represented by up to 3 trustees from different regions within the district, district administration and different community and educational stakeholders to provide recommendations on the 2014-2015 Calendar to the School Board Operations Committee by February 2014.*
- 2. West Fraser Mill Closure (BN-R-2)**  
Mr. Margerm provided general information from briefing note. It was agreed that District cannot predict the effects of mill closure on enrollment at this point. District will also monitor situation with regards to enrolment decreases.
- 3. Moricetown Mill Closure (BN-R-3)**  
Mr. Margerm provided general information from briefing note. It was agreed that District cannot predict the effects of mill closure on enrollment at this point. District will also monitor situation with regards to enrolment decreases.
- 4. Office of the Wet'suwet'en Letter (Letter)**  
Write a response letter to the Office of Wet'suwet'en sharing the School Board's concern with this booking oversight, but School Board does not set the dates for Smithers Secondary graduation date. The Board will work with the Office of Wet'suwet'en and district administration to generate a positive resolution.

**Date & Time of Next Meeting: January 7<sup>th</sup>, 2014 @ 5:00pm**

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

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**Report**

**POLICY COMMITTEE MEETING**

*November 5<sup>th</sup>, 2013*

*3:00 PM*

*School Board Office*

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

***The regular meeting convened at 3:00 pm and continued to 4:45 PM.***

Policy	Description	Type	Status
6.331	Disaster Recovery	New	In-committee
11.140	Student Transportation	Revision	In-committee

**NEW BUSINESS**

**Student Transportation Policy (11.140)**

The Committee was updated by Mr. Margerm that Ms. Whalen and Mr. Margerm will be updating policy with regards to non-employees becoming mini-bus drivers and the orientation and documentation required for this process. The Policy Committee will be updated when this is complete.

**Student Choice Policy (9.950)**

Mr. Margerm provided information associated with issues and discussion points related to transportation catchment area, extra travel destinations, student changes and accommodations. Discussion points centered around three points:

1. ***Busing Services:*** i.e. - what services are provided, what services are required, what services are extra and should fees be included, no change in routes provided (accommodations), is policy clear, refer to policy?
2. ***Information:*** - # of students involved, specific information around routes with issues (Ms. Whalen and Mr. Margerm to provide). Include samples of other district's policy.
3. ***Catchment Areas:*** - big enough issue, within catchment area or external transfers, in general or just an issue this year, options for catchment issues, fee paying possibilities?

Mr. Kearns notes that decisions based on these issues should be based around Board's 5 Principles. A subcommittee should be created to discuss these issues and provide recommendations to Policy Committee in January. This would include D. Margerm, C. Whalen, Trustees L. Collingwood & F. Farrell and other trustees that would like to join.

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

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*Motion: - to approve the that the Board form a subcommittee to discuss the current issues related to the Student Choice Policy and report recommendations to the Policy committee in January 2014.*

C. Date & Time of Next Meeting: January 7<sup>th</sup>, 2014 @ 3:00 pm