



# School District No. 54 (BULKLEY VALLEY)

## AGENDA

**REGULAR BOARD MEETING  
OCTOBER 22, 2013  
SCHOOL BOARD OFFICE  
7:00PM**

- 1) Call to Order
- 2) Opening Remarks
- 3) Adoption of Agenda
- 4) Minutes: Regular Meeting Minutes September 17, 2013  
Synopsis In-Camera Meeting September 17, 2013
- 5) Administration Report C. van der Mark Report Attached
- 6) Committee Reports
  - a) Community Relations / Education Forum Committee L. Collingwood Report Attached
  - b) Operations Committee L. Kearns Report Attached
  - c) Policy Committee F. Farrell Report Attached
  - d) Trustee Report L. Kearns Report Attached
  - e) Trustee Report F. Farrell Report Attached
- 7) Unfinished Business
- 8) New Business
  - 8.1 - Trustee Terms
  - 8.2 - Amended Capital Bylaw
  - 8.3 - LIF and Class Size Report
- 9) Other Business
  - 9.1- Expenditure Summary - September 30, 2013
- 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

11) Closing Remarks

12) Next Board Meeting will be held on November 19, 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)  
SEPTEMBER 17, 2013  
SCHOOL BOARD OFFICE, SMITHERS BC

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

**Regrets:** K. Martinsen

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

### 1. CALL TO ORDER

- The meeting was called to order at 6:00 pm

**MOVED/SECONDED:** L. Collingwood / 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 President Barbel Schroeter - President of CUPE, Local 2145, Ryan Jensen - Editor Interior News and Joel Adams from the Office of the Auditor General. Trustee Martinsen sends her regrets. Trustee Kearns welcomed everyone to the 2013-2014 school year and officially welcomed Mr. Dave Margerm to his new position of Secretary Treasurer. On September 6<sup>th</sup>, Trustee Kearns, Superintendent van der Mark, Assistant Superintendent Mike McDiarmid, Secretary Treasurer – Dave Margerm, Ms. Bachman and Ms. Schroeter participated in the "Welcome Back Tour" and visited all the schools in the district. Mr. Kearns wanted to thank all the maintenance and custodial staff for their work over the summer to get the schools in tip top shape for the new school year.

### 3. ADOPTION OF AGENDA

**MOVED/SECONDED:** L. Collingwood / J. McIntosh

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

CARRIED

### 4. ADOPTION OF MINUTES

- The Chair asked if there were any corrections to the minutes of June 18, 2013; the Synopsis of the In-Camera Meeting minutes June 18, 2013. There being none, the minutes of: June 18, 2013 and the Synopsis of the In-Camera Meeting minutes June 18, 2013 were declared approved as presented.

### 5. ADMINISTRATION REPORT

#### Student Achievement

- Superintendent Chris van der Mark presented the student achievement report to the Board: The new school year started off smoothly with the enrolment above projections coming in over projections. Mr. van der Mark reminded the board of the goals set out in the 2012-2015 Achievement Contract. There also will be a committee made up of SD54

teachers and community partners to continue the conversation on how our reporting of student progress should look. SD54 will also be continuing with Education Forums this year.

### District Based Initiatives

- Superintendent Chris van der Mark presented the district based initiatives to the board: SD54 is pleased to announced the continued partnership with NWCC. We will offer students two new courses this fall: Environmental Monitor Assistant Program (EMAP) and Introduction to Trades. In addition to the two new programs at the NWCC, BVLC is still there and going great with the students, as well Biology 12 is being held at NWCC campus. This is choice and Flexibility in practice at SD54. The Hockey Academy has expanded this year in Smithers, to offer a junior program to grades 8 and 9. Thanks to goes out to Mr. Derek Holland and Mr. Dwayne Anderson for their leadership around the Hockey Academy program. Ms. Faye Brownlie was in the district on September 13 to continue working on literacy with our teachers and teachers from across the Northwest. We are currently finalizing in dates in October for a return visit from Dr. Stuart Shanker with regards to self-regulation. SD54 is continuing to support the Changing Results for Young Readers (CR4YR) program this year with continued guidance from Ms. Lynn Rutley. Last years' results from this program were stunning proving early intervention is very powerful.

### School Based Initiatives

- Superintendent Chris van der Mark presented the school based initiatives to the Board: At SSS, Mr. Rick Hubert has begun a Geodome project that runs on Biomass (compost, manure, woodchips) that will ultimately be able to grow things all year round. For more information please contact SSS. The Elementary Soccer tournament will be held at MME on September 28<sup>th</sup>.

### Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
  - **SSS** – 10-14 Grade 10-12 students to travel to Kidprice Lake on Sept 19-22, 2013. All board requirements have been met for this trip.
  - **LKS** – 23 Grade 6/7 students to travel to Silverking Basin – Joe L'Orsa Cabin on Sept 24/25, 2013. All board requirements have been met for this trip.

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

#### 6.b) OPERATIONS COMMITTEE REPORT

- Chairperson Yaremco presented the Operations Committee's Report from the September 10, 2013 meeting. The operations committee reviewed correspondence received over the summer: 1701 Data Collections 100% completion; SSS Boys Soccer thank you; Telkwa Principal B. Forster appreciation for a Telkwa custodian; reviewed a report from Mr. Ed Hildebrandt about the summer facilities work completed over the summer.

#### 6.c) POLICY COMMITTEE REPORT

- Chairperson Farrell presented the Policy Committee Report from the September 10th, 2013 meeting: The committee discussed the goals for the year; Discussed new policy 6.209 Use of School Facilities by Child Care Providers, this policy will be remain at the committee until more information is provided; New Policy 6.331 Technology Disaster Recovery Plan was introduced as suggested by the Auditor General and will be kept at committee level until more information is presented.

#### 6.d) TRUSTEE REPORT

- There were no Trustee Reports submitted this month.

## **7. UNFINISHED BUSINESS**

- There was no unfinished business.

## **8. NEW BUSINESS**

- **8.1 - 2012 -2013 - Draft Audited 2012 – 2013 Financial Statements** – Chairmen Kearns passed the floor to Mr. Joel Adams from the Office of the Auditor General. Mr. Adams provided an overview of the audit that took place in March and in July and their findings. The opinion looks different than in the past as the statements are now prepared in accordance with Canadian public sector accounting standards (Note 3a). Mr. Adams reported the following:
  - Significant estimates and found no concerns;
  - Internal control – no new issues but called up management letter from previous audit with regards to IT and noted that changes are still on going ;
  - No illegal acts or fraud were found;
  - The current audit plan goes to June 30 2016.
  - The Office of the Auditor General suggested forming an audit committee and the board has discussed it and it will be a part of the operations committee
- Trustee Farrell questioned Mr. Adams on the difference between “Public Sector Accounting Standards” from Canadian Generally Accepted Accounts Principles (GAAP)”. Mr. Adams explained to Trustee Farrell the differences.
- Trustee Kearns questioned Mr. Adams on the note about the internal controls that no internal controls were mentioned. Mr. Adams explained that last year’s internal controls were not resolved. There were no current year internal controls changes they just found just last years unresolved ones.
- Trustee Kearns confirmed with Mr. Adams that no fraud was found but the auditors are making sure that the books are balanced and all monies accounted for. Mr. Adams agreed but stated that the scope of the audit is not looking for fraud and they were not giving an opinion on fraud.
- LK – looking for our value in the auditor 1) Statements are prepared properly 2) Free of Material Misstatement 3) No signs of fraud or other irregularities 4) Internal controls are appropriate and working.
- Mr. Adams stated that the risk of fraud is low because of the SD54 processes that are in place
- Trustee Kearns spoke to the Mr. Adams on the overwhelming process of the audit on the district staff and asked if the staff will have to do this amount of work again next year. Mr. Adam’s responded that the new accounting standards are in place for next year and the work load should be lighter and easier for the district staff.
- Superintendent van der Mark wanted to acknowledge and thank Ms. Toni Perreault’s for her hard work during the audit process and thank Ms. Selena Mill and Ms. Bobbie Kingsmill for support Ms. Perreault during this difficult time.

**MOTION/ SECOND** S. Yaremco / P. Mitchell

***“ The committee recommends that the Board approve the 2012 – 2013 draft audited financial statements as presented”***

CARRIED

- **8.2 - 2013– 2014 Capital Plan** – Chairmen Kearns pass the floor over to Secretary Treasurer Margerm. Mr. Margerm explained that the capital plan is a detailed process that is required to be submitted annually to the Ministry of Education. SD54’s 2013 – 2014 capital plan is similar to last year but the priorities have changed.

**MOTION/ SECOND** S. Yaremco / L. Collingwood

**"To approve the 2013 – 2014 Capital Plan as presented in the amount of \$28,631,606."**

CARRIED

**9. OTHER BUSINESS**

- 9.1 The August 31, 2013 expenditure summary was included in the Trustees Board Packages.

**10. READING FILE**

2013 SD54 – Achievement Plan 2012-2015	Ltr. Frm BCSTA June 10, 2013
Ltr From Ted Beck To John Rustad re: Irrigation Lake	June 30, 2013 Monthly Enrollment
SD08 Ltr to P. Fassbender re: Bargaining	Ombudsperson Report 2012-2013
SD05 K – 12 International Education Reforms	SD05 RE: Cowichan Board of Education
SD08 Ltr to MOE re: Funding Independent Schools to Offer Adult Courses	SD08 Ltr to BCSTA – Proposed Bargaining Structure – Sept 3, 2013
SD08 Ltr to BCSTA – BCSTA Request for Input on Bargaining – June 26, 2013	SD20 Ltr Frm MOE re: Fully Funded Wage Increases
SD23 Ltr to MOE re: Bargaining	SD33 Ltr to MOE re: Provincial Collective Bargaining
SD38 Ltr to MOE re: Bargaining – July 3 <sup>th</sup> , 2013	SD38 Ltr to MOE re: Bargaining Sept 5, 2013
SD39 Ltr to Vancouver MP's re: Canadian Immigration Centres	SD39 Ltr to BCSTA re: Bargaining
SD41 Ltr to MOE re: 2013 International Education Regional Roundtables	SD41 Ltr to Peter Julian MP re: Canadian Immigration Centres
SD41 Ltr to MOE re: Canadian Immigration Centres	SD41 Ltr to MOE re: Negotiations
SD41 Ltr to BCSTA re: Bargaining	SD43 Ltr to MOE re: 2013 International Education Regional
SD46 Ltr to BCSTA re: Bargaining	SD47 Ltr to BCSTA re: Bargaining
SD47 Ltr to MOE re: Bargaining	SD53 Ltr to MOE re: Provincial Bargaining
SD60 Ltr to BCSTA re: Bargaining	SD63 Ltr to MOE re: Bargaining
SD67 Ltr to MOE re: Bargaining June 21, 2013	SD67 Ltr to MOE re: Bargaining June 24, 2013
SD72 Ltr to MOE re: Bargaining	SD72 Ltr to MOE re: Funding Wage Increase
SD73 Ltr to Citizenship and Immigration Canada re: Canadian Immigration Centres	SD73 Ltr to Council of Ministers of Education, Canada
SD75 Ltr to MOE re: Bargaining	SD85 Ltr to MOE re: School District #79
Thank you from Alison Candela	Thank you from Beth Saretsky – Dogwood Winner
Thank from Cassie O'Neil – Dogwood Winner	Thank you from Ian Douglas – Dogwood Winner
Thank you from Linda Enders	Thank you from Megan McLellan – Dogwood Winner
Town of Smithers – Open House – Bike Lane Project	

**MOVED/SECONDED: F. Farrell / L. Collingwood**

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

CARRIED

**11. CLOSING REMARKS**

- In closing, Chairperson Kearns spoke about Steve Richards retirement from School District #54. Trustee Kearns reminded everyone that Mr. Richards has made this board a much better board and accomplished a lot since he arrived in 2006. Trustee Farrell echoed Trustee Kearns sentiments and thanked Mr. Richards for breaking things down to the nuts and bolts for the Trustees. Trustee Kearns read out a letter written by Trustee Mitchell expressing her thoughts of Mr. Richards retiring and wished him in the best in his retirement. Superintendent van der Mark thanked Mr. Richards for his wisdom and wished him the best.
- Mr. Richards thanked everyone for their kind words and reassured the board that they will be in good hands with Mr. Margerm.

**13. NEXT BOARD MEETING**

- The next regularly School Board meeting will be held on October 22<sup>th</sup> , 2013 commencing at 7:00 pm at the School Board Office in Smithers.

#### 14. ADJOURNMENT

- The meeting was adjourned at 7:53pm.

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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)  
SEPTEMBER 17, 2013  
SCHOOL BOARD OFFICE , SMITHERS , B.C.

The regular meeting was called to order at 6:00 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 June 18, 2013. There being none, the In-Camera meeting minutes of June 18, 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 6:58 p.m.



# SCHOOL DISTRICT 54

(Bulkley Valley)

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## REPORT FROM ADMINISTRATION

to the  
Board of Education  
October 22, 2013

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### Student Achievement

- **Faye Brownlie** – On Thursday, November 21, Faye Brownlie returns to work with teachers from SD#54 and across the Northwest. The Thursday evening session is for mentors only, but on Friday the 22, Ms. Brownlie will provide a general Pro-D for all district staff from 9am-12pm. Contact Selena Mill for registration information.
- **Communicating Student Learning**—On Wednesday, October 17, Superintendent van der Mark and Assistant Superintendent McDiarmid met with teacher from across the district to discuss Reporting and Report Cards and their general use and effectiveness. The session was a continuation of an Ed Forum last Spring and provided lively conversation. We will continue this session with parents and teachers as we work toward making of communication of student learning more effective and meaningful. Special thanks to Mr. McDiarmid for leading this session.
- **Early Reading Success (CR4YR)** — On Tuesday, October 8<sup>th</sup>, our early reading project teachers had their first meeting. We are pleased to have every school represented and look forward to hearing their stories again. Thanks to Ms. Lynn Rutley for leading this initiative.
- **Dr. Stuart Shanker** — The district was fortunate to have Dr. Shanker do a repeat visit during his hectic schedule. Dr. Shanker visited First Wave schools (Lake Kathlyn and Silverthorne) and took a moment to pop in on Breakfast and Books at Walnut Park before ending his day with a keynote presentation at the Della Herman theatre. Dr. Shanker's research and insight into child development, trauma and the impact of video games is information every parent must hear. We are delighted to be expanding our self-regulation work to include Walnut Park and Telkwa as well as an initiative at Smithers Secondary led by Ms. Shirley White and Ms. Jana Fox.
- **Network of Innovation and Inquiry**—On Friday, October 11, educators from across the Northwest gathered in Prince Rupert to engage in inquiry related work. The group had a keynote from Kimberly Schonert-Reichl on the social emotional and our group, led by Ms. Nicole Davey brought back some powerful inquiry initiatives.
- **Flu Season**—A reminder to parents that Flu Season is, or will be, upon us. Check Northern Health for more information and helpful information.  
<http://www.northernhealth.ca/YourHealth/PublicHealth/InfluenzaInformation/InfluenzaVaccinationsandClinicListings/Northwest/Smithers.aspx>

# SCHOOL DISTRICT 54

(Bulkley Valley)

## INNOVATION / INITIATIVES

### District Based Initiatives

- **Innovation Awards**—The District is pleased to award innovation grants of up to \$2,000 for the following teacher led initiatives:
  - Silverthorne Elementary: Ms. Jen Moroz (on line learning with RAZ Reading and IKL Math)
  - Smithers Secondary: Rick Hubert (**Biodome**)  
Ms. Heather Lytle/Mr. Mike Doogan –Smith (**Arts Academy**)  
Ms. Shirley White/Ms. Jana Fox- (**Self-Regulation**)  
Ms. Shirley White/Ms. Jana Fox- (**iPad Mini Project**)
  - Lake Kathlyn : **Arts Infusion**
- **New Teacher Induction** – Assistant Superintendent, Mike McDiarmid, met with local president, Karin Bachman and new teachers to continue this program for the 2013-14 school year. 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.
- **New Administrator's Mentorship Program**— This is year two of a District initiative to provide support and training for people new to administration. The District draws on more experienced administrators to work with new members on an informal basis. The larger group meets 4 times over the year with senior district staff.
- **Chamber of Commerce**—The Chamber of Commerce recently hosted a presentation by Spectra Energy. Superintendent van der Mark was able to attend and found the session a clear reminder of the opportunities emerging in the Northwest and re-enforced the importance of the School District working with partners such as NWCC to provide appropriate training opportunities for students.

### School Based Initiatives

- **Muheim District Soccer Tournament** – The Muheim soccer tournament took place on Saturday, September 28 with all elementary schools participating. Sportsmanship and community spirit were all amazing. Thank you to all staff (especially Muheim for hosting), coaches, and students for making this day a success.
- **STAND UP/ERASE BULLYING**— Oct 7/8 – StandUp presentation sponsored by Ministry. Free the Children/Me-to-WE group presented to SSS. They worked with a group of 30 interested students afterwards for two days on creating a SSS specific initiative related to making the school a more inclusive and safer place. Staff from Schools will be attending ERASE training in November.
- **Walnut Park Elementary**—Walnut Park hosted their first monthly Breakfast and Books on Wednesday, October 9. This initiative is a partnership with local community services and to provide food while the school, under the guidance of Ms. Lynn Rutley and Ms. Jo-Anne Goble facilitated the event. Truly a remarkable event and community partnership. Thanks to Trustees Martinsen and Farrell for helping at this event.

# SCHOOL DISTRICT 54

(Bulkley Valley)

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- **Rick Hansen Visit**—Thurs, Oct 3, 2013 – Rick Hansen Spoke for an hour about determination, goal-setting, and how students can make a difference in their lives, their school, and their community. Entire SSS school and WPES Gr 7's were fortunate to have this opportunity. He presented Difference Maker medals to 9 of our staff/students. The he waited around afterwards and signed autographs and took pictures with kids for close to another hour.
- **Jeff Scott Presentation** – A local snowboarder who is now a quadriplegic. Spoke about his challenges and Live It Love It organization.
- **Shelley Moore** – Richmond teaching specialist consulting with SSS staff about ongoing transition to a more inclusive model. She specifically worked with our Special Education department (and staff in general) about differentiating their instruction.
- **Houston Secondary**-- Houston Junior and Senior Girls both won the NW Zone Championships in Vanderhoof last week. Seniors will attend Provincial 7's tournament in late April at UBC. Also, Jamie Beck spent last weekend training with the Canada 7's National team that will be competing in the 2016 Olympic Games. She has been shortlisted for the U-20 National team and will continue training with them when possible through the winter.
- **Remembrance Day Ceremonies**—Schools across the District will be hosting ceremonies on November 8 and we encourage stakeholders to contact their local schools for more information if they wish to attend.
- **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** – 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

- **Enrollment:** The spring projection for the 2013-2014 year was 2,170 FTE (Full-time equivalent). This year's September 1701 report for 2013-2014 shows enrolment at 2,190 FTE which is 20 more FTE than projected.



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

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

## **Education Forum Report** Wednesday , October 9<sup>th</sup> , 2013

### **Dr. Stuart Shanker Presentation**

On Wednesday October 9<sup>th</sup>, School District 54 had their October Education Forum as a presentation by Stuart Shanker at the Della Herman Theatre. This Education Forum was highly attended with a mix of teachers, parents & community members from Smithers, as well as educators from as far away as Haida Gwaii.

Stuart Shanker was taken for a tour of the schools participating in the Self-Regulation pilot project throughout the district during the day. He was very impressed with the "stunning" work the educators have done, as well as the way the students have responded. All students were "on-task", and able to concentrate on their schoolwork.

Different strategies have been used to allow students to keep themselves self-regulated. Some of these strategies include creating an environment with minimal visual, auditory or tactile distractions. Students are also given the tools to monitor their energy and stress levels, and know what activities they need, to return to a learning state.

Teachers from Lake Kathlyn Elementary School, as well as Principal Mark Fehr, from Silverthorne Elementary School, gave fantastic presentations on the excellent work they have done within their classrooms.

Stuart Shanker shared success stories of specific strategies they have used at various schools nationwide. In many situations, the behaviour some troubled students exhibited, was a result of stresses the child was experiencing. By identifying and eliminating these stresses, those trouble students were able to concentrate on learning. Each situation is different, so it helps to hear how the "experts" found innovative strategies to help each student.

The forum was a great success, and showed how much interest there is in the Self-Regulation project. Parents, teachers, students, and administrators are keen to use these self-regulation tools at home and in our classrooms.

Respectfully submitted,

Lara Collingwood  
Community Relations / Education Forum Chair  
School District #54 (Bulkley Valley)

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

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**OPERATIONS COMMITTEE MEETING**  
**REPORT**  
**October 8<sup>th</sup>, 2013 5:00 PM**  
**School Board Office**

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

***The regular meeting convened at 6:20 pm and continued to 6:45 PM.***

**Report**

**1. AFG BYLAW 126645-02 AMMENDMENT**

The members were advised on the amendment to the AFG in the amount of \$90,438. The Ministry initiated an increase to the Capital portion of the AFG from the Operation portion: \$422,045 to \$512,483. There is no change to the total funded AFG amount. ***The committee recommends that the Board give all 3 readings to the amended Bylaw 126645-02.***

**2. COMPENSATION DISCLOSURE**

Mr. Margerm informed the committee that the executive compensation disclosure was submitted, as required, by September to BCPSEA. The report is required for public sector employees earning greater than \$125,000/year.

**3. HSS BUILDING ENVELOPE UPDATE**

The Building Envelope Program at HSS has been completed, with the exception of the exterior painting that will be complete in the spring of 2014.

**4. GIDEONS – YOUTH TESTAMENT DISTRIBUTION**

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.***

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**Date & Time of Next Meeting: November 5<sup>th</sup>, 2013 @ 5 pm**

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

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**POLICY COMMITTEE MEETING**  
**REPORT**

*October 8<sup>th</sup>, 2013      3:00 PM      School Board Office*

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<b>Members</b> Chair, F. Farrell L. Collingwood, L. Kearns (ex officio)	<b>Administration</b> C. van der Mark, Superintendent D. Margerm, Secretary Treasurer M. McDiarmid, Assistant Superintendent E. Hildebrandt, Director, Facilities and Maintenance
<b>Regrets:</b> J. McIntosh	

***The regular meeting convened at 3:00 pm and continued to 4:30PM.***

<b>Policy</b>	<b>Description</b>	<b>Type</b>	<b>Status</b>
6.209	Use of School Facilities by Child Care Providers	New	Out for consultation
6.331	Disaster Recovery	New	Out for consultation

**NEW BUSINESS**

**Student Transportation Policy (11.140)**

Committee would begin process of looking at revisions to policy regarding Mini-bus drivers. Board and administration would like to look into allowing drivers, other than school district staff, being authorized to drive the mini-bus. This revision would not apply to full-size buses. It was noted that Ms. Cathy Whelan and Ms. Barbel Schroeter be invited to consultation meetings in future. Mr. Margerm and Ms. Whelan would be providing input into process and certification for drivers.

**Student Choice Policy (9.950)**

Ms Whelan and Mr. Margerm have expressed concerns about interpretation of current policy, specifically:

- Adjustments/accommodations/allowances to current students and busing runs
- Transportation of students to schools outside catchment areas and the possibility of fees
- After-school transportation and possibility of fees

Mr. Margerm and Ms. Whelan would be providing input into issues outlined in November committee meeting. Committee will work on revisions to policy and consultation should involve some public consultation.

**Trustee Retreat**

Trustees discussed possible dates for trustees retreat. Dates discussed were November 6<sup>th</sup>, 27<sup>th</sup> and December 5-8<sup>th</sup> at Vancouver Academy. Mr. Kearns would check with other trustees.

**C. Date & Time of Next Meeting:**      November 5<sup>th</sup>, 2013 @ 3:00