



School District No. 54 (BULKLEY VALLEY)

**AGENDA
REGULAR BOARD MEETING
NOVEMBER 15, 2022
SCHOOL BOARD OFFICE, SMITHERS, B.C.
7:00PM**

- 1) Call to Order
- 2) Traditional Welcome / Opening Remarks
- 3) Board Elections
- 4) Adoption of Agenda
- 5) Minutes: Regular Meeting Minutes – September 27, 2022
Synopsis In-Camera Meeting – September 27, 2022
- 6) Administration Report M. McDiarmid Report Attached
- 7) Unfinished Business
- 8) New Business
 - 8.1) Class Size Reports
 - 8.2) Enrollment Reports
 - 8.3) Annual Facilities Review
- 9) Other Business
 - 9.1) Expenditure Summary
- 10) Reading File
- 11) Closing Remarks –Next regular Board Meeting will be held on December 6, 2022 at the School Board Office in Smithers B.C., commencing at 7:00 p.m.
- 12) Adjournment
- 13) Public Remarks**

NOTES:

****Public Remarks:** Just a reminder to everyone that this portion of the meeting is intended to provide an opportunity for members of the public to make comments to the Board. Public remarks must be relevant to items on the approved board agenda. The Board will listen respectfully to comments but not respond to questions during this time.

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. (Board Policy # 1.190)

https://www.sd54.bc.ca/apps/pages/index.jsp?uREC_ID=1098428&type=d&pREC_ID=1358978



**REGULAR MEETING MINUTES
BOARD OF EDUCATION
SCHOOL DISTRICT NO.54 (*Bulkley Valley*)
SEPTEMBER 27, 2022
SCHOOL BOARD OFFICE, SMITHERS B.C.**

PRESENT: Trustees: F. Farrell, L. Kearns, F. Krishan, J. Williams,
Trustee Regrets: P. Michell, J. Krauskopf
Trustee Absence: E. Quinlan
Staff: M. McDiarmid – Superintendent
M. Monkman – Assistant Superintendent
D. Margerm – Secretary Treasurer
B. Kingsmill – Recording Secretary

1. CALL TO ORDER

- The meeting was called to order at 7:00 pm.

2. TRADITIONAL WELCOME / OPENING REMARKS

- Chairperson Williams acknowledged that we are gathered on the home of the Wit'suwit'en Nation, traditional territory of the Gidm't'en – Bear Wolf Clan.
- Chairperson Williams welcomed everyone to present. Chairperson welcomed everyone back to the start of the new school year & last meeting. Sept 30 know the meaning of the orange shirt

3. ADOPTION OF AGENDA

MOTION: *It was moved by Trustee Farrell and seconded by Trustee Kearns.*

"That the agenda be accepted as presented."

CARRIED

4. ADOPTION OF MINUTES

- The Chairperson asked if there were any corrections to the regular meeting minutes of the June 28, 2022 or the synopsis of the in-camera meeting minutes of June 28, 2021 or the special in-camera meeting minutes of September 7, 2022. There being none, the regular meeting minutes of June 28, 2022 and the synopsis of the in-camera meeting minutes of June 28, 2022 and September 7, 2022 were declared approved as presented.

5) 2021 – 2022 Draft Audited Financial Statements.

- **5.1) – 2021-2022 Draft Financial Statements** – The Operations committee recommended the Board approve the audited Draft 2021-2022 Financial Statements as presented.
- Mr. Steve Kietzmann from Carlyle Shepherd & Co. provided an unqualified opinion of the 2021 – 2022 Audited Financial Statements.

- Secretary Treasurer Margerm provided a financial recap of the 2021 – 2022 school year.

MOTION: It was moved by Trustee Kearns and seconded by Trustee Krishan.

"That the Board approve the 2021 – 2022 Audited Financial Statements as presented."

CARRIED

6) Trustee Recognition Presentation

- Secretary Margerm presented the following trustees with certificates and pins in recognition of their service to public education and local governance:
 - Trustee Jennifer Williams – Two Terms
 - Trustee Frank Farrell – Four Terms
 - Trustee Les Kearns – Five Terms
 - Trustee Pricilla Michell – Five terms (absent from public presentation)

7. ADMINISTRATION REPORT

- Superintendent McDiarmid presented the district update to the Board. Mr. McDiarmid spoke about the bus incident that took place at SSS. Everyone is thankful for the two students who took charge when they noticed the bus driver was in distress. Mr. McDiarmid also updated the board how the school start up went and that effective October 1st, 2022 Ms. Bev Forster will move into the Principal of Early Learning position and Ms. Jana Fox will move into the Principal of Silverthorne Elementary position.
- Superintendent McDiarmid presented the student achievement report to the Board. The FSA's will begin in October. Once again, the FSA's are just one snapshot of our students ongoing assessments.
- Superintendent McDiarmid presented the district-based initiatives to the Board. The District was granted \$250k through the Student and Family Affordability Fund. These funds are used to improve students' access to nutritional good and to support families with affordability concerns. Ms. Cindy Miller is leading the professional learning program and teacher mentorship program this year with the help of Ms. Mary Neto. 15 New teachers gathered in late August for their first pro-d event. Innovation grants of up to \$2k are being provided again this year.
- Superintendent McDiarmid presented the school based and initiatives report to the Board. The District elementary soccer / cross country run will be happening on September 24th and October 13th respectfully. National Day for Truth and Reconciliation Day will be recognized on September 30th and our schools will be participating in a variety of activities throughout the week leading up to September 30th. Parent / teacher meetings are scheduled for October 19th and 20th this year. Telkwa Elementary took the entire school community up to Crater Lake! In doing so, the school raised over \$2k for the Terry Fox Foundation.

Field Trip Proposals

- The following field trip has been approved by the Assistant Superintendent:
 - TSE – 46 +/- grade 4 students from Twain Sullivan Elementary to travel to the Fulton Ricer Hatchery in Granisle on September 28, 2022. The purpose of this trip is to study the migration pattern of salmon. All Board requirements have been met for this trip.

8.a) OPERATIONS COMMITTEE REPORT

- Operations Committee Chairperson Kearns presented the Operations Committee's Report from the September 13th, 2022 committee meeting. Two items were moved to the New Business portion of the meeting.
- Land Acknowledgement Plaque. The operations committee recommended that Mr. Monkman confer with the Indigenous Council and School District Indigenous Department to provide a proposal and discuss options for land acknowledgement plaques to be displayed at school district facilities.

MOTION: *It was moved by Trustee Kearns and seconded by Trustee Krishan.*

"The Board direct Mr. Monkman to confer with the Indigenous Council and School District Indigenous Department to provide a proposal and discuss options for land acknowledgement plaques to be displayed at school district facilities."

CARRIED

- Next meeting date Tuesday, November 22nd, 2022 @ 5:00pm

8.b) POLICY COMMITTEE REPORT

- Policy Committee Chairperson Krishan presented the Policy Committee's report from the September 13th, 2022 committee meeting. The committee recommended that the Board approve the draft version of the Trustee Manual as presented.

MOTION: *It was moved by Trustee Krishan and seconded by Trustee Farrell.*

"The Board approved the draft version of the Trustee Manual as presented."

CARRIED

- Next meeting date Tuesday, November 22nd, 2022 @ 3:00pm

8.c) TRUSTEE REPORTS

- There were no trustee reports this month.

9. UNFINISHED BUSINESS

- There was no unfinished business this month.

10. NEW BUSINESS

- **10.1) Framework for Enhancing Student Learning (FESL) Report** - Mr. McDiarmid presented the FESL report to the board. This report synthesizes, assesses and compares data sources against educational or achievement outcomes.

MOTION: *It was moved by Trustee Farrell and seconded by Trustee Kearns.*

"The Board approved Framework for Enhancing Student Learning report as presented."

CARRIED

- **10.2) Summer Capital Project Update** - Secretary Treasurer Margerm provided an update to the Board on all of the summer projects that took place over the summer.

11. OTHER BUSINESS

- No other business this month.

12. READING FILE

MOTION: *It was moved by Trustee Kearns and seconded by Trustee Krishan.*

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

CARRIED

12. CLOSING REMARKS

- Chairperson Williams mentioned that this is the last meeting of the current Board of Education. She thanked everyone for their hard work and diligence over the past four years and wished all the candidates best of luck in the upcoming trustee election in Smithers.
- The New Trustee Swearing in Ceremony will take place on October 25th, 2022 and the next regular Board Meeting will be held on November 15, 2022, commencing at 7:00 p.m. at The School Board Office in Smithers, BC.

13. ADJOURNED

- The Board meeting was adjourned at 8:31pm.

Approved by:

Ms. Jennifer Williams, Chairperson
of the Board of Education

Mr. Dave Margerm
Secretary Treasurer



**SYNOPSIS OF THE
IN - CAMERA MEETING MINUTES
BOARD OF EDUCATION
SCHOOL DISTRICT NO.54 (*Bulkley Valley*)
SEPTEMBER 27, 2022
SCHOOL DISTRICT OFFICE, SMITHERS, BC**

The regular meeting was called to order at 6:25 pm and the Board resolved to go in-camera.

- The Chair asked if there were any corrections to the in-camera meeting minutes of June 28, 2022 and the special in-camera meeting minutes of September 7, 2022. There being none, the in-camera meeting minutes of June 28, 2022 and September 7, 2022 were declared approved as presented by the Chairperson.
- Senior Administration reported on routine staffing and labour relations matters.

The Board returned to regular session at 6:45pm.

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REPORT FROM ADMINISTRATION

to the
Board of Education
November 15, 2022

Current Activities

- **Premier's Awards in Education-** Congratulations to Ms. Rolanda Lavallee and Ms. Birdy Markert who were both finalists for the annual Premier's Awards in Education. Both nominees attended the awards ceremony in Victoria with Superintendent Mike McDiarmid last month. This is a great personal achievement and the District is very proud to have two finalists from our small northern school district. Ms. Markert won the award in her category.
- **Indigenous Focused Professional Learning-** On the November 14th Pro-d day, the staff had the pleasure of listening to and working with Leona Prince and Carolyn Roberts, provincially recognized leaders in Indigenous Education. '*Decolonizing the Classroom*' was the focus of Ms. Roberts' presentation and exploring her new book "*Be a Good Ancestor*" was the focus of Ms. Prince's presentation. A valuable day of learning which will support our efforts in working with our Indigenous students and families. Thanks to the Indigenous Education department and the BVTU for jointly arranging this great day of learning.
- **PLC/NOII—SD54** kicked off the first Professional Learning Community session on November 7th with the first meeting at the Telkwa Elementary School. This initial meeting started our conversation on inquiry and innovation in the district. The meeting was a great adult learning situation with participants very happy to attend the first in person session since the start of the pandemic.
- **Administrator Fall Professional Development** – Superintendents and Principals recently attended the BCSSA fall conference in Vancouver focused on teaching and learning. The two days were great professional development and time with Provincial educational leaders. Principals were very grateful for the opportunity.
- **Bargaining-** Local CUPE bargaining is set to commence this week. Thank you to the CUPE for its professional approach in bargaining preparation.

District Based Initiatives

- **Teacher Assessment Leads** – Recently, Administrators Julie Krall, Mary Neto and Karolina Bolton guided a group of lead teachers from each school through the redesigned k-12 performance standards. They will meet with these teachers through this school year and the teachers will then support their schools through the process.
- **Physical Literacy Initiative** - Two teachers have stepped forward to coordinate school Physical Literacy Leads in meeting and implementing the physical literacy assessment tool at elementary schools. We are grateful to have Antje vonSeydlitz from Telkwa Elementary and Mark Fehr from Silverthorne Elementary leading this important work. They recently completed assessment of all grade 2 and 6 classes and are currently tabulating the data for distribution to schools.

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- **Innovation Grants** - We received an overwhelming number of applications for grants this year and rather than distributing seven (7) grants of \$2,000 each, recipients have agreed to share the \$14,000 total across 12 projects. It is tremendous to have such renewed interest from teachers in pursuing inquiry to improve learning for all students. Each innovation project has a direct correlation to goals from the District Strategic Plan. Grants are awarded to: Brennan Anderson, Antje vonSeydlitz from Telkwa Elementary; Cody Lind, Tanya Margerm, Erin Williamson, from Twain Sullivan Elementary; Emma (Nixon) Hoffman, Eric Dufresne, Amanda Forstbauer, from Muheim Memorial Elementary; Leone MacDonald, Clare Gordon, from Walnut Park Elementary; Helen Erickson from Smithers Secondary; and Sean Levenson from BVLC.
- **Fall Professional Growth Conversations** - It is the time of year when Superintendent McDiarmid and Assistant Superintendent Monkman are meeting with school administration to discuss progress with their professional learning goals. We have been very impressed with our Administrators focus and professional approach to their ongoing development.
- **Early Learning Update-** The District is in the process of opening the Hasadindi Preschool (translated to Sunny Day Preschool). This pilot program will be a Pre-K program for Indigenous children. The District has posted and filled the preschool position and we are currently in the process of licensing the Walnut Park Strong Start room so we can run the program 3 days a week. The District has also partnered with the Child Development Centre to run their Infant to 5-year-old play group which will run on the alternate days that the Hasadindi Preschool runs.

As a part of the new early learning funding, the District has started working on an Environmental Scan that will be carried out throughout the 2022-2023. The scan will determine what the early learning and childcare needs are for the district.

Just B4 – Working with Houston Links to Learning and Thomas Robinson Consulting, the District has filled the preschool position and has begun registration for the program. The Just B4 preschool will begin on November 21st at Silverthorne Elementary.

School Based Initiatives

- **Carolfest** - School music programs are planning this seasonal event for the evening of December 7th. Details on show times and ticket availability will be forthcoming later this month.
- **Remembrance Day Ceremonies-** Schools recognized Remembrance Day on Nov.10th with a wide variety of gatherings and many creative ways to honour the day.

Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
 - **SSS/HSS – 2 +/-** Grade 11-12 Swim Team students from Smithers Secondary and Houston Secondary to travel to Richmond B.C. on November 7-20, 2022. The purpose of this trip is for the students to participate in the High School Provincial Championships. All Board requirements have been met for this trip.

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- **SSS** – 6 +/- Grade 10-12 students from Smithers Secondary to travel to West Vancouver on November 18-20, 2022. The purpose of this trip is to support the robotics curriculum by testing and refining semester-long robotics projects while participating in the Annual VEX Competition. All Board requirements have been met for this trip.
- The following field trip requires final approval by the Board of Education:
 - **SSS** – 43 +/- Concert, Jazz Band and Choir Students in grades 10-12 from Smithers Secondary School to travel to Cuba on May 15- May 24, 2023. The purpose of this trip is to take part in the "*Educational Performance – Tour de Cuba*". All Board requirements have been met for this trip.