



School District No. 54 (BULKLEY VALLEY)

AGENDA REGULAR BOARD MEETING DECEMBER 6, 2022 SCHOOL BOARD OFFICE - SMITHERS B.C. 7:00PM

- 1) Call to Order
- 2) Traditional Welcome / Opening Remarks
- 3) Adoption of Agenda
- 4) Minutes: Regular Meeting Minutes – November 15, 2022
Synopsis In-Camera Meeting – November 15, 2022
- 5) Administration Report M. McDiarmid Report Attached
- 6) Committee Reports:
 - a) Operations Committee L. Kearns Report Attached
 - b) Policy Committee F. Farrell Report Attached
 - c) Trustee Report No Report
- 7) Unfinished Business
- 8) New Business
 - 8.1) Surplus Management
 - 8.2) 2023 / 2024 and 2024 / 2025 Draft School Calendars
- 9) Other Business
 - 9.1) Expenditure Summary
- 10) Reading File

Ltr. Frm: Indigenous Education Council re: Luncheon Invitation
--
- 11) Closing Remarks –Next regular Board Meeting will be held on January 24, 2023 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)
NOVEMBER 15, 2022
SCHOOL BOARD OFFICE, SMITHERS B.C.**

PRESENT: Trustees: J. Williams, L. Kearns, F. Krishan, K. Graham, J. Krauskopf
Via Zoom: F. Farrell
Trustee Regrets: P. Michell
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 7:00pm.

2. TRADITIONAL WELCOME / OPENING REMARKS

- Chairperson Trustee Williams acknowledged that we are gathered on the home of the Wit'suwit'en Nation, traditional territory of the Gidmt'en – Bear Wolf Clan.
- Chairperson Williams welcomed everyone to the first official meeting of the board. Welcome to our new board member Trustee Graham. Trustee Williams is looking forward to the next four years with the new Board of Education. Trustee Michell sent her regrets.
- Chairperson Williams then handed the meeting over to Secretary Treasurer Margerm

3. BOARD ELECTIONS

- Secretary Treasurer Dave Margerm explained the Board Election as per Board Policy 1.160 Annual Board Elections.
- Mr. Margerm requested a motion to appoint Mr. McDiarmid and Mr. Monkman as scrutineers for the election proceedings.

MOTION: It was moved by Trustee Williams and seconded by Trustee Graham.

“That Mr. McDiarmid and Mr. Monkman be named as scrutineers.”

CARRIED

- **ELECTION OF CHAIRPERSON**
 - Mr. Margerm informed the Board that expression of interest was received from Trustee Williams.
 - Mr. Margerm opened the floor for nominations for the position of Chairperson and called for nominations.
 - Mr. Margerm called for nominations a second time. Mr. Margerm then called for further nominations a third and last time, and hearing none declared the nominations closed.
 - Mr. Margerm announced that Trustee Williams was elected the Chairperson by acclamation.

- **ELECTION OF VICE CHAIRPERSON**
 - Mr. Margerm informed the Board that expression of interest was received from Trustee Kearns.
 - Mr. Margerm opened the floor for nominations for the position of Vice - Chairperson and called for nominations.
 - Mr. Margerm called for nominations a second time.
 - Mr. Margerm then called for further nominations a third and last time, and hearing none declared the nominations closed.
 - Mr. Margerm announced that Trustee Kearns was elected the Vice - Chairperson by acclamation.

- **ELECTION OF BCPSEA REPRESENTATIVE**
 - Mr. Margerm informed the Board that expression of interest was received from Trustee Kearns and Trustee Williams.
 - Mr. Margerm opened the floor for nominations for the position of BCPSEA Representative, and called for nominations.
 - Trustee Williams withdrew her expression of interest.
 - Mr. Margerm called for nominations a second time. Mr. Margerm then called for further nominations a third and last time, and hearing none declared the nominations closed.
 - Mr. Margerm announced that Trustee Kearns was elected to the position of BCPSEA Representative by acclamation.

- **ELECTION OF BCSTA PROVINCIAL COUNCILOR**
 - Mr. Margerm informed the Board that expression of interest was received from Trustee Farrell.
 - Mr. Margerm opened the floor for nominations for the position of BCSTA Provincial Councilor, and called for nominations.
 - Mr. Margerm called for nominations a second time. Mr. Margerm then called for further nominations a third and last time, and hearing none declared the nominations closed.
 - Mr. Margerm announced that Trustee Farrell was elected the BCSTA Provincial Councilor by acclamation.

- **ELECTION OF INDIGENOUS EDUCATION COUNCIL REPRESENTATIVE**
 - Mr. Margerm informed the Board that expression of interest was received no expression of interest.
 - Trustee Williams nominated Trustee Graham. Trustee Graham accepted the nomination.
 - Mr. Margerm opened the floor for nominations for the position of Indigenous Education Council Representative, and called for nominations.
 - Mr. Margerm called for nominations a second time.
 - Mr. Margerm then called for further nominations a third and last time, and hearing none declared the nominations closed.
 - Mr. Margerm announced that Trustee Graham was elected the Indigenous Education Council representative by acclamation.

- Trustee Williams assumed the Chair as Presiding Officer.

4. ADOPTION OF AGENDA

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

"That the agenda be accepted as presented."

CARRIED

5. ADOPTION OF MINUTES

- The Chairperson asked if there were any corrections to the regular meeting minutes of September 27, 2022 or the synopsis of the in-camera meeting minutes of September 27, 2022. There being none, the regular meeting minutes of September 27, 2022 and the synopsis of the in-camera meeting minutes of September 27, 2022 were declared approved as presented.

6. ADMINISTRATION REPORT

- Superintendent McDiarmid presented activities happening around the district to the Board. Two SD54 employees were both finalists for a Premier Award in Education this year. Ms. Birdy Markert won the award in her respective category. On November 14th, staff gathered to participate in an Indigenous education professional development session lead by Ms. Leona Prince and Ms. Carolyn Roberts. The PLC/NOII community held their first session of the year in early November. Senior Administration and Principals attended the BCSSA Fall conference in Vancouver. Local CUPE bargaining will commence in early December.
- Superintendent McDiarmid presented the District initiatives report to the Board. Ms. Krall, Ms. Bolton and Ms. Neto lead a session for lead teachers in a session around the redesigned K-12 performance standards. Ms. von Seydlitz and Mr. Mark Fehr will be leading the Physical Literacy Initiative again this year. 12 Innovation grants were handed out to our Teachers who are pursuing inquiry projects to improve learning for all students. Each innovation project has to have a direct correlation to goals from the District Strategic Plan. Fall Professional Growth Conversations have begun with our Administrators. The District is in the process of opening the Hasadini Preschool which is a pilot program for Indigenous children. The District has also started working on an Environmental Scan which will determine what the early learning and childcare needs are for the district. In Houston, the District is working with Houston Links to Learning and Thomas Robinson Consulting to open a "Just B4" preschool program at Silverthorne Elementary.
- Superintendent McDiarmid presented the school-based initiatives report to the Board. Carolfest will be held on the evening of December 7th, more information to follow. Remembrance Day Ceremonies were held across the district on November 10th.

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 17-20, 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.
- **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 – 35 +/-** 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.

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

“That the Board approve the proposed trip to Cuba during the period of May 15 - May 24, 2023 as presented.”

CARRIED

7. UNFINISHED BUSINESS

- There was no unfinished business this month.

8. NEW BUSINESS

8.1) Class Size Reports - Superintendent McDiarmid provided current class sizes across the district. HSS & SSS class sizes have increased this year while historically they remained low. The District is working through class composition pressures in a couple of schools currently.

8.2) Enrollment Reports – Secretary Treasurer Margerm provided a synopsis of the 1701 Report that was submitted on September 30, 2022. 20 FTE students higher FTE than projected in the spring enrollment projections. We are expecting to have over 2,000 students this school year, which is the highest level seen for many years.

8.3) Annual Facility Report – Secretary Treasurer Margerm provided the Annual Facility Report to the Board.

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

“That the Board request that senior administration continue the process of upgrading facilities in terms of:

- a. Flexible learning spaces***
- b. Building envelopes***
- c. Classrooms places”***

CARRIED

9. OTHER BUSINESS

- November expenditure summary was provided to the Trustees in their November board packages.

10. READING FILE

- There were no items in the reading file this month.

11. CLOSING REMARKS

- Closing Remarks –The 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. Next Committee meetings will be held next Tuesday, November 22 at 4pm and 5 pm. Committee assignments will be sent out tomorrow to the Board.

13. ADJOURNED

- The Board meeting was adjourned at 8:27pm.

Approved by:

Approved by Jennifer Williams, Chairperson
of the Board of Education

Dave Margerm
Secretary Treasurer

DRAFT



**SYNOPSIS OF THE
IN - CAMERA MEETING MINUTES
BOARD OF EDUCATION
SCHOOL DISTRICT NO.54 (*Bulkley Valley*)
NOVEMBER 15, 2022
SCHOOL DISTRICT OFFICE, SMITHERS, BC**

The regular meeting was called to order at 6:00 pm and the Board resolved to go in-camera.

- The Chair asked if there were any corrections to the in-camera meeting minutes of September 27, 2022. There being none, the in-camera meeting minutes of September 27, 2022 was declared approved as presented by the Chairperson.
- Senior Administration reported on routine staffing and labour relations matters.

The Board returned to regular session at 6:18pm.

SCHOOL DISTRICT 54

(Bulkley Valley)

REPORT FROM ADMINISTRATION

to the
Board of Education
December 6, 2022

Current Activities

- **Perry Rath** – the BC Art Teacher's Association just recently awarded SSS Arts teacher Perry Rath with the Excellence in Art Education Award. Mr. Rath has been with the District for nearly 20 years and has always strived to create a welcoming and inclusive classroom. Congratulations Mr. Rath – very well deserved!

District Activities

- **Houston Bussing** – The District is currently investigating the need for student transportation from Silverthorne to Houston Secondary.
- **Carol Fest** - On Wednesday Dec.7th this year's **Carol Fest** will be held in person at Smithers Secondary. We have a full return to the carolfest program with choirs from all schools and band students performing to a full live audience. We anticipate the performances will be excellent and a great evening for all who attend.
- **District Elementary Volleyball**- Grade 6/7 students from across the District attended the elementary volleyball game day hosted at HSS/Twain in Houston on November 25th. Thanks to the host schools and the organizers.
- **2023 Kindergarten Registration** – This year registration will be taking place January 16-20, 2023 for the September 2023 school year. Please contact your local school for more details.

Innovation / Initiatives

District Based Initiatives

- **BCSTA** – Board of Education members, Secretary Treasurer Margerm and Superintendent McDiarmid attended the BC School Trustees Association Trustee Academy held on December 1st– 3rd, 2022 in Vancouver. Participants commented that there were excellent presenters who provided three days of engaged learning. Thank you to Trustees for your participation and engagement.

School Based Initiatives

Christmas Activities

- **Walnut Park** - Walnut Park have split the divisions for the Christmas concert, half of the divisions will perform at 4:30pm and the other half at 6:30pm to be held at the Christian Reform Church. At school the week before the holiday they have a holiday spirit week with a different event each day. Ugly sweater day, door decorating, etc.

SCHOOL DISTRICT 54

(Bulkley Valley)

- **Twain / HSS –**
 - Twain - Christmas concert on Dec 13th at 7pm with coffee/refreshments for families leading up to the event. This is a move to regain some of the loss of community and school proximity during the pandemic. (dress rehearsal open to seniors at 10:45am while in session)
 - HSS: Grad staff hockey tradition continues on Dec 15th.
Turkey lunch and talent show on Dec 16th.
- **Silverthorne** - Ms. Lea's grade three class is providing a secret fun day on December 15th with hot chocolate, hotdogs, activities and sleigh rides.
- **Muheim** - Christmas Craft Fair - Dec. 8th All classes will be making crafts and selling them at an Open House Craft Fair that will take place in our school from 4pm-6pm. We will be selling baked goods and have a cake raffle as well. Proceeds from this event will go to Community Cancer Care Team, a local group committed to offering support to Bulkley Valley cancer patients and their families in need of support.
Winter Concert - Dec. 15th (noon show and 6pm show)

All classes will be performing a winter/Christmas-themed song for families. Our Muheim Witsuwit'en drummers will open our show, followed by English as well as French performances. Guests are asked to donate non-perishable items that we will donate to community organizations in need of our support.
- **Smithers Secondary –** Upcoming activities: Band Concert – Dec 13th, SSS Talent Show – Dec. 16th. Student leadership group is organizing fun activities everyday during the final week of school. The Library will be having activities for the 12 Days of December leading up to the break.
- **BVEC Secondary** - Will be collecting items for a Christmas hamper. Our annual paint week is December 5th to 9th when we take some time to paint a wide variety of images. There will be a variety of festivities that week as well as some prizes. These paintings are then hung in our room to brighten up the space.
- **BVEC Elementary –** Will be having a virtual class on December 14th in which students will share their art work, stories and family traditions for the winter holidays. We will also be learning about other celebrations around the world.
- **Telkwa:** Christmas concert set for Tuesday Dec.13. We have a large choir (43 in total) who will be participating in Carolfest as well as our Christmas concert. They have two performances scheduled for parents to attend – 1:30pm & 6:30pm. The concert will even have a 'dad' band who will be part of our concert by linking (part of the narrating) in between each of our class performance.
- **SSS Soccer –** The team recently returned from attending the Senior Boys AA Soccer Provincial Championships in Burnaby. This was a young team with a large number of players in grade 8 and 9 competing against teams made up of all senior players. They lost four 4 of the five matches but were all close games within 2/3 goals per game. Strong, persistent play from all younger players was noted by the two coaches Dan Imhof and Ben Weinstein.

SCHOOL DISTRICT 54

(Bulkley Valley)

- **SSS - Volleyball** – The Senior AA Volleyball Students from Smithers Secondary will be travelling to Merritt to participate in the BC School Sports AA Girls Volleyball Championships November 29 – December 4th . VB- Merritt
- **HSS & SSS Swim Team** - This year the High School Swimming Provincial's were again held in Richmond BC from Nov 18-19th. Alison Emberley from HSS in grade 12, placed 29th in the 50 free, 50 back and 100 free. Zach Durnin, from SSS in Grade 10 swam four personal best times and made two consolation finals in the 100m free and 100m IM. Zach placed 12th in the province in both events! It was a very positive and meaningful experience for both athletes to represent the North at the Provincial Championship's. Mr. Dustin Hersee (SSS Vice Principal) was very proud of the work they put in training two times per week to prepare for the meet.

Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
 - **SSS** – 12 +/- Grade 12 Senior AA Volleyball students from Smithers Secondary to travel to Merritt B.C. on November 29-December 4, 2022. The purpose of this trip is for the students to participate in the BC School Sports AA Girls Volleyball Championships. All Board requirements have been met for this trip.
 - **TSE** – 170 +/- Grade 4-7 students from Twain Sullivan Elementary to travel to Irrigation Lake on February 16, 2023. The purpose of this trip is to support the TEX Curriculum and for a fun day of winter outdoor activities. All Board requirements have been met for this trip.

Operations

- **WPS Totem Pole** – Dan Yunkws continues to carve the Walnut Park Elementary Totem Pole. Completion of carving is planned for late spring. The raising of the pole is being planned for the summer of 2023.

SCHOOL DISTRICT 54

(Bulkley Valley)

OPERATIONS COMMITTEE MEETING

Regular

November 22, 2022

5:00 PM

School Board Office

Voting Members	Administration
L. Kearns, Chair F. Krishan J. Williams (ex officio)	M. McDiarmid, Superintendent D. Margerm, Secretary Treasurer M. Monkman, Assistant Superintendent
Regrets P. Michell	

The meeting occurred from 5:03 pm to 5:53 pm.

Welcome: *Before we begin, I would like to acknowledge that we are gathered here today on the home of the Wit'suwit'en Nation, traditional territory of the Gidmt'en - Bear Wolf Clan."*

REPORT

1. Surplus Management

Mr. Margerm reviewed the policy 6.700 - Surplus Management and also provided current financial information on the state of the District surplus accounts. The surplus currently sits at approximately \$1.91 million - \$3.13 million above recommended surplus policy. The Committee discussed the information provided in the briefing note concerning the proposed plans for surplus spending and the expected appropriation amounts necessary. Proposed surplus allocations included discussions regarding capital upgrades (such as learning commons, building envelopes, energy efficiency), trades and technology, furniture, vehicle and outdoor learning environments.

- 1.1. Motion:** *The Board resolves to approve maintaining the accumulated surplus contingency level at a threshold of \$2 million.*
- 1.2. Motion:** *The Board resolves to approve an allocation of up to \$1 million towards the 2022-2023 proposed surplus appropriation as presented.*
- 1.3. Motion:** *The Board resolves to approve an allocation of up to \$1.675 million towards the 2023-2024 proposed surplus appropriation as presented.*

SCHOOL DISTRICT 54

(Bulkley Valley)

2. Calendar

Mr. McDiarmid provided an update on the Draft 2023-2024, 2024-2025 District Calendars. It works out that the next two years work easily within the expected 181 - 183 days and with a two-week spring break holiday. Non-instructional days are also continuing to be attached to long weekends.

Motion: The Board resolves to accept the Draft 2023-2024, 2024-2025 District Calendars as recommended and request that they be sent out for public consultation.

Date & Time of Next Meeting: January 10th, 2023 @ 5:00pm.

SCHOOL DISTRICT 54

(Bulkley Valley)

POLICY COMMITTEE MEETING

November 22, 2022

4:00 PM

School Board Office

Voting Members	Administration
F. Farrell, Chair J. Krauskopf, Alternate K. Graham J. Williams (ex officio)	M. McDiarmid, Superintendent D. Margerm, Secretary Treasurer M. Monkman, Assistant Superintendent
Regrets	

The meeting was conducted from 4:03 pm – 4:48 pm

Welcome: *“Before we begin, I would like to acknowledge that we are gathered here today on the home of the Wit’suwit’en Nation, traditional territory of the Gidmt’en - Bear Wolf Clan.”*

REPORT

PREVIOUS MEETING OF September 13th, 2022

Policy	Description	Type	Status	Consultation
AP	Trustee Manual	New	In-committee	Complete

NEW BUSINESS

Policy	Description	Type	Status	Consultation
11.310 6.340	Travel Expenses Purchasing	Revision Revision	In-committee In-committee	Yes Yes

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

SCHOOL DISTRICT 54

(Bulkley Valley)

1. Policy 11.310 – Travel Expenses

Committee discussed Policy 11.310 – Travel Expenses and the option of splitting the policy in to a more succinct policy and supporting administrative procedure. Revisions have tried to minimize the number of specific rates embedded into a policy that change on a frequent basis. In addition, this would allow for more timely updates to administrative procedures and the specific details concerning travel expenses.

Motion: Committee recommends the Board accept revisions to Policy 11.310 Travel Expenses as presented and send out for public consultation.

2. Policy 6.340 – Purchasing

Committee discussed the Policy 6.340 - Purchasing and the proposed revisions to purchase order limits. Given the increasing rate of inflation and cost for supplies and services, senior management have proposed increasing the District purchase order threshold to \$2,000/purchase. Schools are having to incur greater costs and subsequent purchase orders for equivalent supplies or services. Maintenance already has this threshold in place given the significant cost of their department's purchases.

Motion: Committee recommends the Board accept revisions to Policy 6.340 Purchasing as presented and send out for public consultation.

Date & Time of Next Meeting: January 10th, 2023 @ 4:00pm.

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