



School District No. 54 (BULKLEY VALLEY)

AGENDA REGULAR BOARD MEETING APRIL 25, 2023 WITSET MULTI-PLEX – WITSET, B.C. 7:00PM

- 1) Call to Order
- 2) Traditional Welcome / Opening Remarks
- 3) Adoption of Agenda
- 4) Minutes: Regular Meeting Minutes – March 21, 2023
Synopsis In-Camera Meeting – March 21, 2023
- 5) Administration Report M. McDiarmid Report Attached
- 6) Committee Reports:
 - a) Operations Committee L. Kearns No Report
 - b) Policy Committee F. Farrell No Report
 - c) Trustee Report No Report
- 7) Unfinished Business
- 8) New Business
 - 8.1) 2023 – 2024 Draft Annual Budget
- 9) Other Business
 - 9.1) Expenditure Summary
- 10) Reading File

Ltr. Frm. Houstain & Granisle RCMP Victim Services re: HSS Kitchen Facility
Ltr. Frm. HSS re: Invitation to the 2023 Commencement Ceremony
- 11) Closing Remarks –Next regular Board Meeting will be held on May 30, 2023 at Houston Secondary School in Houston 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)
MARCH 21, 2023
SCHOOL BOARD OFFICE, SMITHERS B.C.**

PRESENT: Trustees: F. Farrell, J. Williams, K. Graham, L. Kearns, F. Krishan

VIA Zoom: J. Krauskopf, 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 7:01pm.

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 Gidmt'en – Bear Wolf Clan.
- Chairperson Williams welcomed everyone present and wished everyone a happy spring as of yesterday. She also commented that it is nice to have some extra light in the evening. She extended a cautionary note to watch out for the kiddos biking or playing on the streets now that it is getting nicer outside.

3. ADOPTION OF AGENDA

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

"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 February 28, 2023 or the synopsis of the in-camera meeting minutes of February 28, 2023. There being none, the regular meeting minutes of February 28, 2023 and the synopsis of the in-camera meeting minutes of February 28, 2023 were declared approved as presented.

5. ADMINISTRATION REPORT

- Superintendent McDiarmid presented the district update to the Board. The District has 18 District Authority Scholarships to award this year. Presentations will be the week of May 15th, 2023. Student led conferences coming up on April 19th & 20th.

- Superintendent McDiarmid presented the district-based initiatives to the Board. The school basketball season has just recently wrapped up. The SSS Jr. Boys had a very impressive season this year. On March 24th the Elementary Basketball playday will take place at SSS and WPS. The SSS Musical Theatre Class is currently performing the popular musical "Mamma Mia" to sold out shows. By public demand, one more additional showing was added on March 22. The Concours d'art Oratorie will take place on March 22, 2023 at the old church. Neurodiversity week took place the week of March 13th. The annual Skills Canada Competition was held in Terrace with six students from the district participating. Everett Himech placed first in welding and will be attending the provincial competition in April. It was also recently confirmed that the welding foundations course will once again run at HSS in January 2024. Telkwa Elementary had 31 choir students place first place in the Burns Lake music festival !

Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
 - **HSS** – 4 +/- Grade 11-12 students from Houston Secondary School to travel to Terrace, BC to take part in the Skills Canada Competition between March 2 & 3, 2023. All Board requirements have been met for this trip.
 - **SSS** – 2 +/- Grade 11-12 students from Smithers Secondary School to travel to Terrace, BC to take part in the Skills Canada Competition between March 2 & 3, 2023. All Board requirements have been met for this trip.
 - **TSE** – 35 +/- Grade 6-7 students from Twain Sullivan Elementary to travel to Prince Rupert, BC on May 24-26, 2023. The purpose of this trip is to student Northwest Indigenous cultures, financial literacy, physical education and local governments. All Board requirements have been met for this trip.
- For information only – trip details have now been finalized:
 - **SSS** – 35 +/- Concert, Jazz Band and Choir Students in grades 10-12 from Smithers Secondary School to travel to Cuba on April 10 – April 19, 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.

6.a) OPERATIONS COMMITTEE REPORT

- Operations Committee Chairperson Kearns presented the Operations Committee's Report from the March 14, 2023 committee meeting. Two items were moved to the New Business portion of the meeting.
- **Amended 2022 – 2023 Capital Plan – Additional Funding:** The Committee recommended proceeding with all three readings for the 2022 – 2023 Capital Bylaw No. 22/23-CPSD54-01 Amended, that registers Ministry capital funding in the amount of \$200,000 and internal District funding of \$150,000.

Chairperson Williams asked for unanimous consent to do all three-readings tonight for 2022 – 2023 Capital Bylaw No. 22/23-CPSD54-01 Amended. Unanimous consent was given.

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

"The Board approved the three readings of 2022 – 2023 Capital Bylaw No. 22/23-CP-SD54-01 Amended."

CARRIED

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- **Calendar – Board Meetings** – The committee recommended that the Board approve that movement of the May 2023 Board meeting from May 23rd to May 30th, 2023.

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

"That the Board approve movement of the May Board of Education Meeting from May 23, 2023 to May 30, 2023 "

CARRIED

- **Official Community Plan Amendment** – The committee requested that the District send a letter to the Town Council exempting Heritage Park Site (#2) and Dogwood Park Site (#5) from Bylaw 1951 – Parks and Open Spaces because their proximity to SD54 Schools.
- Next meeting date Tuesday, May 9, 2023 @ 5:00pm.

6.b) POLICY COMMITTEE REPORT

- Policy Committee Chairperson Farrell presented the Policy Committee's report from the March 14, 2023 committee meeting.

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- **Policy 9.700 Weapons at School** – The committee recommended that board approve the draft Policy 9.700 Weapons at School and for it to be sent out for stakeholder consultation.

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

"That the Board approve the draft revisions of Policy 9.700 Weapons at School be approved and be sent out for stakeholder consultation as outlined. "

CARRIED

- **Policy 6.510 District Annual Planning Cycle** – Committee recommended that Board delete Policy 6.510 District Annual Planning Cycle.

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

"That the Board approve the deletion of Policy 6.510 District Annual Planning Cycle. "

CARRIED

Next meeting date Tuesday, May 9, 2023 @ 4:00pm.

6.c) TRUSTEE REPORTS

- Trustee Farrell and Chairperson Williams submitted their trustee reports for their recent trips to Vancouver for meetings on behalf of the Board of Education. Trustee Williams added that at the BCPSEA AGM in January it was voted to that next year's AGM (January 2024) be moved to the Zoom platform.

7. UNFINISHED BUSINESS

- There was no unfinished business this month.

8. NEW BUSINESS

- **8.1) 2023 – 2024 Capital Plan Bylaw** - The Committee recommended proceeding with all three readings for the 2023-2024 Capital Plan Bylaw No. 23/24-CP-SD54-01 that registers Ministry capital funding of \$1,789,298.

Mr. Margerm provided an overview of where the funds will be spent from the 2023-2024 Capital Plan Bylaw.

Chairperson Williams asked for unanimous consent to do all three-reading tonight for 2023-2024 Capital Plan Bylaw No. 23/24-CP-SD54-01. Unanimous consent was given.

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

"The Board approved the three readings of 2023-2024 Capital Plan Bylaw No. 23/24-CP-SD54-01."

CARRIED

- **8.2) 2023 Trustee Stipends** - The Operations Committee had requested that Mr. Margerm provide an overview of provincial trustee stipends to the Board for discussion at the March Board Meeting.

Mr. Margerm provided a provincial overview of the annual Trustee Stipend for the Board. Mr. Margerm highlighted that out of 57 district who reported, 46 of them pay higher stipends to the board chair and 50 of them pay higher stipends to the vice chair. 52 districts pay their trustees higher stipends than SD54. Based on student population, SD54 is second to last in the reported trustee stipend pay scale. Mr. Margerm informed the Trustees that a lot of districts have not enacted their raises this cycle. The negotiated labour rate increases for all employees for this year and then next two years were also highlighted.

If the board does not pass a resolution to change the policy rate based on the CPI, Trustees will receive a 6.9 % increase as of July 1, 2023.

The trustees had a chance to discuss this policy at length. Trustee Kearns provided a historical back ground of the trustee remuneration policy.

The Trustees made no recommendations to the Board in regards to a trustee stipend increase. Following current policy, this allows for a 6.9% increase to the trustee stipend as of July 1, 2023.

9. OTHER BUSINESS

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

10. READING FILE

- There were no reading file items this month.

11. CLOSING REMARKS

- The next regular Board Meeting will be held on Tuesday, April 25, 2023, commencing at 7:00 p.m. at the Witset Multi – Plex in Witset, BC.

13. ADJOURNED

- The Board meeting was adjourned at 7:46pm.

Approved by:

Ms. Jennifer Williams, Chairperson
of the Board of Education

Mr. Dave Margerm
Secretary Treasurer

DRAFT



**SYNOPSIS OF THE
IN - CAMERA MEETING MINUTES
BOARD OF EDUCATION
SCHOOL DISTRICT NO.54 (*Bulkley Valley*)
MARCH 21, 2023
SCHOOL DISTRICT OFFICE, SMITHERS, BC**

The regular meeting was called to order at 6:31 pm and the Board resolved to go in-camera.

- The Chair asked if there were any corrections to the in-camera meeting minutes of February 28, 2023. There being none, the in-camera meeting minutes of February 28, 2023 was declared approved as presented by the Chairperson.
- Senior Administration reported on routine staffing items, school suspensions and labour relations matters.

The Board returned to regular session at 6:35pm.

SCHOOL DISTRICT 54

(Bulkley Valley)

REPORT FROM ADMINISTRATION

to the
Board of Education
April 25, 2023

District Update

- **Staffing** - District staff have been working on staffing for the 2023-2024 school year based on enrolment projections. The process also includes the Classroom Enhancement Fund (CEF) which deals with the return of 2001 CA language. Tentatively, we believe staffing levels will be very similar to the past year with no significant change in enrollment.
- **Strategic Plan**- As the District moves through budgeting and staffing for next year, priorities in the strategic plan are providing direction. Support for vulnerable students, professional development and mentorship for teachers, social emotional support for students, outdoor learning, physical literacy and flexible learning are all being supported for next year. Updated and modernized classrooms and learning spaces is also a priority but will be funded through the district surplus.
- **District / Authority Scholarships** – SD54 has 18 District / Authority Scholarships to award this year. Presentations have been scheduled for the week of May 15th -19th, 2023. If trustees are interested in participating in the adjudication process, please contact Mr. Monkman.
- **BCSSA Spring Forum** – Some District Administrators spent Thursday April 20th through Saturday April 22nd in Vancouver. They were working with their colleagues on topics centered around Indigenous worldviews and spent some time meeting with the Rural Education Advisory Group. A great few days of in professional learning.
- **Professional Development Day** - On our most recent pro-d day (Thursday April 14th) schools engaged in a wide variety of professional learning activities. We had a group of Houston teachers visiting iCount in Witset to collaborate with teachers and learn about integrating Indigenous pedagogy and ways of knowing and doing. We also had a number of schools where individual teachers were leading professional learning activities for their colleagues. District learner support teachers were gathering together in Telkwa and a number of teachers participated in a range of zoom webinars, including one provided by the BVTU on planning.
- **Professional Learning Numeracy Series** – The District is pleased to welcome back Ms. Sandra McAulay here April 26-27 to work with 14-15 teachers on Numeracy/Problem Solving.

Innovation / Initiatives

Student Based Initiatives

- **Graduation Ceremonies** – Graduation dates for Houston Secondary and Smithers Secondary are June 16th, 2023 and June 22nd, 2023 respectively.

SCHOOL DISTRICT 54

(Bulkley Valley)

- **Student Led Conferences-** On April 19/20 teachers arranged the annual student led conferences with parents. The sessions went well with parents attending their local school.
- **District Elementary Track Meet** - The planning is currently underway for the annual event which is scheduled to take place Friday, June 9th at the Smithers Secondary track.
- **Concours d'art oratoire 2023** – The annual French public speaking contest was recently held and the grade 6 and 7 Muheim Elementary winners qualified to attend the provincial competition on May 6th in Surrey. Good luck at the Provincials!

Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
 - **HSS** – 1 Grade 12 student from Houston Secondary School to travel to Abbotsford, BC to take part in the Provincial Skills Canada Competition between April 18 & 20, 2023. All Board requirements have been met for this trip.
 - **MME** – 45 +/- Grade 6-7 students from Muheim Memorial Elementary to participate in a two-day Outdoor Ed Survival Challenge on March 25-26, 2023. The purpose of this trip is to support the PE and Outdoor Ed curriculums and practice social responsibility. All Board requirements have been met for this trip.
 - **MME** – 30 +/- Grade 7 students from Muheim Memorial Elementary to travel to Camp Morice in Fort St, James, BC on June 10-13, 2023 . The purpose of this trip is to support the PE, social studies and Outdoor Ed curriculums and practice social responsibility. In addition, to participate in their grade 7-year end celebrations. All Board requirements have been met for this trip.

Operations

- **TES** - Telkwa Elementary School renovation of the interior learning commons and multi-purpose room has now been completed. The maintenance department is continuing to progress on the exterior upgrade. Senior management is currently planning the second phase of the Telkwa project which includes: clerical and administrator office space, kitchen canteen, student bathrooms, and a new floor in the old library space.
- **SES** - Aqua North Plumbing is continuing to complete the second and final phase of the Silverthorne HVAC upgrade. HVAC and DDC systems are also continuing to be upgraded at Smithers Secondary in the foods room.
- **Transportation** - Management is working with the insurance company for the replacement bus that was damaged by sliding off the road on Hudson Bay Mountain.