



# School District No. 54 (BULKLEY VALLEY)

## AGENDA REGULAR BOARD MEETING APRIL 23, 2024 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 – March 12, 2024
- 5) Administration Report M. McDiarmid Report Attached
- 6) Committee Reports:
  - a) Operations Committee L. Kearns Report Attached
  - b) Policy Committee K. Graham Report Attached
  - c) Trustee Report No Report
- 7) Unfinished Business
  - 7.1) Capital Plan Bylaw – Capital Plan 2024-2025
- 8) New Business
  - 8.1) 2024 – 2025 Draft Annual Budget
  - 8.2) Bylaw No.3 Complaints & Appeals
- 9) Other Business
  - 9.1) Expenditure Summary
- 10) Reading File
- 11) Closing Remarks –Next regular Board Meeting will be held on May 28, 2024 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](https://www.sd54.bc.ca/apps/pages/index.jsp?uREC_ID=1098428&type=d&pREC_ID=1358978)



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**REGULAR MEETING MINUTES  
BOARD OF EDUCATION  
SCHOOL DISTRICT NO.54 (Bulkley Valley)  
MARCH 12, 2024  
SCHOOL BOARD OFFICE, SMITHERS B.C.**

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

**Regrets:** J. Krauskopf

**Staff:** M. McDiarmid – Superintendent  
                          F. Fox – 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. Trustees Krauskopf sent his regrets. Chairperson Williams wanted to acknowledged all the volunteers that help our students in all of their extracurricular activities such as field trips, sports teams and drama productions. All of the volunteers are in integrated part of our student's success and without them these activities would not happen.

**3. ADOPTION OF AGENDA**

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

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

**CARRIED**

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**4. ADOPTION OF MINUTES**

- The Chairperson asked if there were any corrections to the regular meeting minutes of the February 27, 2024 or the synopsis of the in-camera meeting minutes of February 27, 2024. There being none, the regular meeting minutes of February 27, 2024 and the synopsis of the in-camera meeting minutes of February 27, 2024 were declared approved as presented.

**5.) LEARNING PORTION:** Silverthorne Growth Plan – Assistant Superintendent Jana Fox told the story of Silverthorne's "story'ish" from the perspective of the book "Ish" written by Peter Reynolds.

## **6. ADMINISTRATION REPORT**

- Superintendent McDiarmid presented the district update report to the Board. District Authority Scholarships have been released. This year the District has 16 - \$1,250 vouchers to award. Presentations have been scheduled for May 21-23. The PLC met on March 11 for another evening of professional reflection and awareness.
- Superintendent McDiarmid presented the district-based initiatives to the Board. Student Led Conferences are scheduled for April 17 & 18. The Trades department will be visiting PIR on March 13<sup>th</sup> to get hands on experience working in forestry related trades.
- Superintendent McDiarmid presented the school-based initiatives to the Board. SSS Ski/Snowboard team did outstanding at the High School Provincial Championships at Sun Peaks. They brought home three provincial banners!

### **Field Trip Proposals**

- The following field trip has been approved by the Assistant Superintendent:
  - **MME – 45 +/-** Grade 6-7 students from Muheim Memorial Elementary to participate in a two-day Outdoor Ed Survival Challenge on April 25-26, 2024. 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.

### **Operations**

- **2024 - 2025 Budget and Staffing** – Secretary Treasurer Margerm updated the board on the status of 2024-2025 budget and staffing project. The strategic plan has been guiding decision making throughout this process, and this will continue as we develop the new strategic plan. The District is projecting a slight decrease in students and which means budgets and staffing levels will remain more or less the same as the current school year.

### **7.a) OPERATIONS COMMITTEE REPORT**

- No operations committee report this month.
- Next meeting date Tuesday, April 9, 2024 @ 5:00pm.

### **7.b) POLICY COMMITTEE REPORT**

- No Policy Committee report this month
- Next meeting date Tuesday, April 9, 2024 @ 4:00pm.

### **7.c) TRUSTEE REPORTS**

- Trustee Farrell submitted a Trustee report this month.

## **8. UNFINISHED BUSINESS**

- There was no unfinished business this month.

## **9. NEW BUSINESS**

- 9.1) Trustee Stipends – Trustees were provided a written report in their March board packages on Policy 1.170- Trustee Annual Stipends.

Mr. Margerm outlined that if the board does not pass a resolution to change the policy rate based on the CPI, Trustees will receive a 4 % increase as of July 1, 2024.

The Trustees had a wholesome conversation regarding this policy.

The Trustees made no recommendations to the Board in regards to a trustee stipend increase. Following current policy, this allows for an 4% increase to the trustee stipend as of July 1, 2024.

- **9.2) SSS Washrooms – Mechanical Spending Resolution** – Secretary Treasurer Margerm provided an overview of the project that was originally approved by the board as a part of the 2024-2025 Capital Plan. As the District has not received correspondence from the Ministry as of yet, purchase orders over \$250,000 require approval from the Board. The District will be receiving a School Enhancement Program grant that will cover this project.

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

*“That the Board move to approve the purchase order for \$297,080 to Aqua North Plumbing for the renovation of the Smithers Secondary washroom upgrade. “*

CARRIED

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**10. OTHER BUSINESS**

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

**11. READING FILE**

- There were no reading file items this month.

**12. CLOSING REMARKS**

- The next regular Board Meeting will be held on Tuesday, April 23, 2024, commencing at 7:00 p.m. at the Witset Multiplex in Witset, BC.

**13. ADJOURNED**

- The Board meeting was adjourned at 7:35pm.

Approved by:

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Ms. Jennifer Williams, Chairperson  
of the Board of Education

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Mr. Dave Margerm  
Secretary Treasurer

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## REPORT FROM ADMINISTRATION

to the  
Board of Education  
April 23, 2024

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### District Update

- **District / Authority Scholarships** – We have received notification from the Ministry that the district has 16 scholarships available for distribution this year. Application packages have already been sent to the high schools and presentations will be scheduled for May 21st, 22nd, and 23rd. Deadline for applications is April 26th, 2024. Ms. Fox is looking for Trustees interested in participating in the adjudication process during the mornings of May 22 & 23.
- **Professional Learning Series (PLC)** - The last PLC session was held on Monday, February 27, 2023. Teachers gathered for professional reflection and awareness. Another night of insightful learning with SD54 colleagues. The next PLC gathering will be on March 11th.
- **Professional Learning Series (PLC)** - The last PLC session was held on Monday, April 22, 2024. Teachers gathered for professional reflection and awareness. Another night of insightful learning with SD54 colleagues. The next PLC gathering will be the year-end celebration in May.
- **WorkBC Job Fair** – SD54 will be participating in the community job fair at the Royal Canadian Legion on April 25 from 10am – 3pm.

### Innovation / Initiatives

#### District Based Initiatives

- **Student Led Conferences** – Will be held on April 17 and 18. Please contact your child's school to arrange an interview time.
- **Trades and Technology** - On March 13th students went to Pacific Inland Resources. This day included concentrated sessions where senior students get hands-on experiences working in forestry-related trades.
- **Ready Set Learn** – This annual event will take place at all of the District's elementary schools between May 6 – 8, 2024. This is an early learning initiative designed to provide children and their parents/caregivers with an opportunity to participate in a series of play-based learning activities within school or community settings. This is geared for children 3-4-year olds as well as 5-year olds not attending kindergarten in the fall. Please pre-register at your local elementary school.

#### School Based Initiatives

- **SSS** - The SSS Theatre / Music students will be performing the musical "*Much Ado About Nothing*" on April 18-21, 2024 at the Della Herman Theatre. These performances are always sold out and a community favourite.

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- **HSS happenings:**
  - Student Leadership is in the process of organizing a LipDub. HSS did their first one in 2010 and another 5 or 6 years ago. These are always tons of fun and the students are starting to get excited.
  - Spring Prom will be held in May. For the second year in a row, student leadership has done the work to organize a video dance party.
  - HSS Outdoor Ed is going to be having a busy spring. 7 excursions requiring SBO level approval will be happening in the next month and a half.
  - HSS held course fair presentations and course selection over the past two weeks. It is looking like strong interest once again in the Trades programs (both district level and school level), in addition to in-house athletics (volleyball academy & strength and conditioning).

## Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
  - **SSS** – 150 +/- Grade 8-9 students from Smithers Secondary School to travel to Tyhee Lake on June 19, 2024. The purpose of this trip is to take part in the Grade 8/9 year-end celebrations, outdoor education, community building and health and physical fitness. All Board requirements have been met for this trip.
  - **SSS** – 28 +/- Theatre Students to travel to New Westminster, BC to take part in the BC National Theatre School Provincial Drama Festival on May 2-5, 2024. All Board requirements have been met for this trip.
  - **SSS** – 21 +/- grade 8/9 students from SSS to travel to Hazelton, BC on May 6, 2024 for an introduction to rock-climbing. The purpose of this trip is to support the Active Living Curriculum. All Board requirements have been met for this trip.
  - **MME** – 38 Grade 7 students from Muheim Memorial Elementary to travel to Lakelse Lake Provincial Park and visit the Nisga'a Lava Bed Memorial Park on June 10-13, 2024. The purpose of this trip is to take part in the class year end celebrations which supporting the Social Studies curriculum and learning more about the local Indigenous culture. All Board requirements have been met for this trip.
  - **HSS** – Grade 9-12 Outdoor Education students from HSS will participate in the following field trips during semester two:

Excursion Date	Destination	Purpose	# of Students
April 30, 2024	Irrigation Lake	Canoeing	15
May 3, 2024	Irrigation Lake	Canoeing	15
May 7, 2024	Klinger Lake	Canoeing	15
May 9 - 10, 2024	Poplar Lake Rec Site	Camping & Canoeing	15
May 24, 2024	Palisades Hike	Experiential Education / Hiking	15
May 29 – 31, 2024	Joe L'Orsa Cabin	Camping & Experiential Education	15
June 7, 2024	China Nose Hike	Experiential Education / Hiking	15

All Board requirements have been met for these trips.

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- **WPS** – 52 +/- Grade 7 students from Walnut Park Elementary to travel to Rock Nest Ranch on June 13-14, 2024. The purpose of this trip is to take part in the Grade 7 year-end celebrations, community building, health and physical fitness. All Board requirements have been met for this trip.
- **SSS** – 21 Grade 9-12 students from Smithers Secondary to travel to Prince George, BC on May 21-24, 2024. The purpose of this trip is to take part in the Northern Tech Tour where the students will explore new forms of technology and see how their future careers can be in the tech industry. All Board requirements have been met for this trip.

## Operations

- **2024 - 2025 Budget and Staffing** - Currently the District staff is working through the budget and staffing for next school year. The strategic plan has been guiding decision making throughout this process, and this will continue as we develop the new strategic plan. The District is projecting a slight decrease in students and which means budgets and staffing levels will remain more or less the same as the current school year.

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## OPERATIONS COMMITTEE MEETING

**Regular**  
**5:00 PM**

April 9<sup>th</sup>, 2024

School Board Office

Voting Members	Administration
L. Kearns, Chair F. Krishan, Alternate  J. Williams (ex officio)	M. McDiarmid, Superintendent D. Margerm, Secretary Treasurer J. Fox, Assistant Superintendent
<b>Regrets</b> P. Michell	

The meeting was conducted from 5:00 – 5:45 pm

**Acknowledgement:**      *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. Draft 2024-2025 Budget**

Mr. Margerm provided the initial draft of 2024-2025 Annual Budget and Bylaw to the committee. Budget priorities and general highlights were presented to the committee. The Draft 2024-2025 Annual Budget and public stakeholder consultation opportunities will be provided in May. Information on changes to revenues were provided. An overview of proposed surplus appropriation was also discussed. At this point, there is a planned \$633,000 appropriation from unrestricted surplus to support operations.

***Motion: Committee recommends proceeding with the first two readings of the 2024-2025 Budget Bylaw submitted at the April Committee meeting.***

**2. 2024-2025 Capital Plans Response**

The District needs approval for the 2024-2025 Capital Bylaw that registers Ministry capital funding of \$2,048,800 for the following:

Facility Name	Program Project Description	Amount Funded
SSS	SEP – Washroom Upgrade	\$750,000
SSS	SEP- Roofing Upgrades	\$550,000
Twain Sullivan	CNCP – Exterior Building Envelope	\$450,000
Telkwa	PEP – Accessible Playground	\$195,000
MES/TSE	FIP – Kitchen Equipment	\$103,800

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*Motion: Given unanimous consent of all trustees, the Committee recommends proceeding all three readings for the 2024-2025 Capital Bylaw No. 2024/25-CP-SD54-01 that registers Ministry capital funding of \$2,048,800.*

**3. SSS Bathroom Capital Update**

A general contractor, Aqua North, has been awarded the Smithers Secondary Washroom upgrade that will happen this summer. Aqua North will also provide the mechanical and plumbing trades as well. The cost for the project is expected to be approximately \$1 million.

**4. SSS Field Update**

Mr. Margerm updated the Committee that the Town of Smithers was contacted to inquire if their organization will work on the SSS field. At this point the Town responded that they do not have the personnel resources to work on our field. As an alternative, the District will try to engage Koralta Construction to look over the SSS field while they are here this spring to deal with the Walnut Park field. Field maintenance is a challenge for most school districts given a lack qualified people to maintain field structures.

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**Date & Time of Next Meeting: May 14<sup>th</sup>, 2024 at 5:00 pm**

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## POLICY COMMITTEE MEETING

April 9<sup>th</sup>, 2024

4:00 PM

School Board Office

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

The meeting was conducted from 4:00 - 4:30 pm.

**Acknowledgement:**        *“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 Feb 20<sup>th</sup>, 2024

Policy	Description	Type	Status	Consultation
6.175 AP Bylaw 3	Challenge of Learning Resources Selection of Learning Resources Policy Complaints Appeals (Postponed until February)	Revision New Revision	In-committee In-committee In-committee	Yes Yes Yes

## NEW BUSINESS

Policy	Description	Type	Status	Consultation
6.175	Challenge of Learning Resources (Margerm) - Approval	Revision	In-committee	Yes
	Indigenous Acknowledgement (Williams)	Revision	In-committee	Yes
1.180	Trustee Code of Conduct (Margerm)	Revision	In-Committee	Yes
Bylaw 3	Complaints Appeals (Margerm)	New	In-Committee	No
	Cell Phones (McDiarmid)	New	In-Committee	Yes

### 1) Policy 6.175 Challenge of Learning Resources

The public consultation period has ended and there was no public input to be consider by the Committee.

**Motion: Committee recommends the Board approve revisions to Policy 6.175 Challenge of Learning Resources as presented.**

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

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## 2) Indigenous Acknowledgement

Trustee Williams brought up a request to consider updating the Board's Indigenous Acknowledgement for meetings. It was noted that the language used in acknowledgements has evolved over the past five years.

*It is recommended that the Indigenous Acknowledgement be forwarded to the Indigenous Council for review and input. Ms. Fox will follow up with Council at the next Indigenous meeting.*

## 3) Policy 1.180 Trustee Code of Conduct

Mr. Margerm updated the Committee that the Ministry and BCSTA have provided direction to require school districts to make sure Trustee Code of Conduct Policy meets the new requirements. The committee discussed the current Trustee Code of Conduct Policy and found that it meets the new requirements, and no changes are recommended.

## 4) Bylaw 3 – Complaints and Appeals

Mr. Margerm provided the Committee with requested revisions based on Ministry requirements for an appeals bylaw. The committee discussed the bylaw revisions and made recommendations.

*Motion: Committee recommends the Board approve revisions as presented for Bylaw #3 Complaints & Appeals with three readings.*

## 5) Cell Phone Policy

Mr. McDiarmid updated the Committee on the current Ministry direction concerning cell phone use in schools. At this point the District is waiting to hear from the Ministry on expectations around policy on cell phone use.

**Date & Time of Next Meeting: May 14<sup>th</sup>, 2024 at 4:00 pm.**

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