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**REGULAR MEETING MINUTES  
BOARD OF EDUCATION  
SCHOOL DISTRICT NO.54 (*Bulkley Valley*)  
APRIL 23, 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 7:04pm.

**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. Chairperson Williams sent the Board's condolence to the community and commented that she was disappointed that the Board meeting wasn't in Witset for this month's meeting. The Witset community is very welcoming to the Board and it also signals the start of Spring.

**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 March 12, 2024. There being none, the regular meeting minutes of March 12, 2024.

**5. ADMINISTRATION REPORT**

- Superintendent McDiarmid presented the district update report to the Board. District Authority Scholarship presentations will take place the week of May 21<sup>st</sup>. This year the District has 16 - \$1,250 vouchers to award. The PLC met on April 11 for another evening of professional reflection and awareness. The year-end celebration will be held in May, date to be announced shortly. SD54 will be participating in the WorksBC Job Fair on Thursday, April 25<sup>th</sup>.
- Superintendent McDiarmid presented the district-based initiatives to the Board. Student Led Conferences were held on April 17 & 18. The Trades department visited PIR on March 13<sup>th</sup> Students got to get hands on experience working

in forestry related trades. Mr. Richmond has been working with and supporting elementary teachers with trades-type projects. Ready Set Learn will take place at all of our elementary schools the week of May 6-8.

- Superintendent McDiarmid presented the school-based initiatives to the Board.
  - ✓ **Smithers Secondary**
    - SSS Theatre and Music Students performed the musical "*Much Ado About Nothing*" to packed audiences last week. Always a community favourite.
    - Safeteen for Grade 8s
    - Literacy 10 Assessments
    - Track and Field, Girls Soccer, Golf team
    - Musical – Much Ado About Nothing
    - School Wide Learning Focus – The Power of Words
    - Continued focus on "Phone free" activities and creative stations
    - Course Fair – Student Course Selection – Beginning to build the timetable
    - Grade 7 Transitions meetings and visits
    - NID – most teachers are attending the ADHD workshop and some are doing personal choice learning.
  - ✓ **Houston Secondary**
    - HSS students are in the process of organizing a "LipDub", the first one since 2010.
    - The HSS prom will happen in May and will be a video dance party!
    - Secondary schools have been holding their course selection process over the past couple of weeks.
  - ✓ **Twain Sullivan**
    - Missoula Theatre April 22nd to 26th with performances on April 27th
    - On the April 19<sup>th</sup> Pro -D teachers and SEAs are attending sessions in Smithers (ADHD & Non-violent crisis intervention) and collaboration
  - ✓ **Walnut Park**
    - Students are taking part in the 3 on 3 basketball program that Rich Audet is running after school.
    - Breakfast and books coming up next week. Parents are invited to come in, have breakfast and read with or take part in a story being read to a group.
    - We are continuing with our school goal of belonging and building community by turning our kind thoughts into actions.
    - Our staff are taking part in a variety of Pro-d opportunities:
      - The ADHD workshop put on by Stephanie Capyk.
      - Collaborating on implementing some of the strategies suggested by Adrienne Gear, Carole Fullerton and Jo Boaler.
      - Watching a youtube video by Jonathan Haidt. He has a new book that just came out called "The Anxious Generation". The video is titled smart phones vs smart kids.  
<https://www.youtube.com/watch?v=yVg4ARIINVg> It looks at the decrease in play vs the increase in phone use in our students.
  - ✓ **Telkwa School**
    - Had an Easter Egg hunt put on by the PAC when we returned from Spring Break.
    - Held soup day as Division 2 helps to prepare and make soup that the whole school can enjoy.
    - Last week, the younger classes planted seeds to get ready for the outdoor garden.
    - We are starting up track and field practices next week and will be having a mini-meet at the end of May
    - All classes have been busy practicing for our assembly next week which focuses on the Core Competencies surrounding Critical and Creative Thinking. There will be 2 plays performed by the oldest divisions while the younger classes created chants and songs to perform.
    - Next Tuesday, Rob Stiles will be here to run wheelchair basketball clinics with all classes.
    - In early May, the choir will start back up as part of a project with Walnut Park under Mr. Anderson.
    - During the Professional development Day, Teachers collaborating with teacher candidates and some are collaborating together with a focus on outdoor ed. Others will be learning about the Large Language Model and working with Carol Fullerton- numeracy.

✓ **Silverthorne Elementary School**

- Holding the Spring Reading Challenge where this school wide initiative in which students are encouraged to read 15 books and draw a picture of their favourite part of the book.
- The Silverthorne book fair raised \$2,000.
- One hundred healthy meals on an average are served per day to our growing students.
- Staff took part in a professional learning session about self-regulation.
- School Psychologist – Stephanie Capyk came and facilitated two Pro-d sessions with all of the staff on PDA.

✓ **Muheim Memorial Elementary School**

- FI regional Speech Competition took place in March. MME had several students who received 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> place finishes in both of the Grade 6 and 7 categories.
- Students will be taking part in the Outdoor Ed. Overnight Challenge.
- James Madam shared some of his art pieces as well as lead some art sessions for intermediate students.
- Ms. Young and Mrs. Neiser's classes continue to visit the Zoller Farm as a part of their innovation project.
- Staff members participated in the following Pro-D sessions – ADHD, Self Regulation , First Aid , NVCI, Fine Arts , Coding and Core Competencies Assessment.

**Field Trip Proposals**

- The following field trip has 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.

- **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** – 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.

### 6.a) OPERATIONS COMMITTEE REPORT

- Operations Committee Chairperson Kearns presented the Operations Committee's Report from the April 9, 2024 committee meeting. One item was moved to the Unfinished Business portion and one item was moved New Business portion of the meeting.
- Next meeting date Tuesday, May 14, 2024 @ 5:00pm.

### 6.b) POLICY COMMITTEE REPORT

- Policy Committee Chairperson Graham presented the Policy Committee's Report from the April 9, 2024 committee meeting. One item was moved New Business portion of the meeting.
- **Policy 6.175 Challenge of Learning Resources** – Committee recommended that draft policy 6.175 Challenge of Learning Resources be approved as outlined.

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

*"That the Board approved draft policy 6.175 Challenge of Learning Resources as outlined."*

CARRIED

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- **Indigenous Acknowledgement** – The Committee recommended that the Indigenous Acknowledgement be forwarded to the Indigenous Council for review and input.

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

*"That the Board requests that Ms. Fox – Assistant Superintendent take the current Territory Acknowledgement to the Indigenous Council for review and input on any revision required."*

CARRIED

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- **Policy 1.180 Trustee Code of Conduct** – The committee reviewed the current policy and found that it meets the new requirements, and no changes are recommended.
  - Next meeting date Tuesday, May 14, 2024 @ 4:00pm.

### 6.c) TRUSTEE REPORTS

- There were no Trustee reports this month.

### 7. UNFINISHED BUSINESS

- 7.1) **Capital Plan Bylaw – Capital Plan 2024 – 2025** – Secretary Margerm provided a brief overview of where the \$2,048,800 in Capital Bylaw Funds will be spent.
- The operations committee recommended that the 2024-2025 Capital Plan Bylaw No. 24/25-CP-SD54-01 be approved in three readings.
- Chairperson Williams asked for unanimous consent to do all three-reading tonight for 2024-2025 Capital Plan Bylaw No. 24/25-CP-SD54-01. Unanimous consent was given.

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

*“The Board approved the three readings of 2024 - 2025 Capital Plan Bylaw No. 24/25-CP-SD54-01.”*

CARRIED

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### 8. NEW BUSINESS

- 8.1) **2024 – 2025 Draft Annual Budget** - Secretary Treasurer Margerm – provided an overview of the draft 2024 – 2025 Annual Budget. The strategic plan has been instrumental in developing the 2024-2025 Annual Budget.
- Mr. Margerm expanded that this is budget time of year – a process which started in March. Stakeholder input will be received by the Board in May.
- Senior Administration recommended that the Board do the first two readings of the draft budget now and in May Mr. Margerm will provide a final draft budget report to the board for the third reading.
  - At this point the District has proposed a balanced budget based on requested needs; though, this recognizes an operation annual deficit of \$775,575 inclusive of \$632,575 operations deficit and \$143,000 capital spending to transferred to operations.
  - Appropriated from surplus list including: capital investments; classroom support; additional capital maintenance personnel; and an additional administration position.

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

*“That the Board proceed with the first two readings of the 2024 - 2025 Annual Budget Bylaw.”*

CARRIED

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- 8.2) **Bylaw 3 – Complaints and Appeals** – The policy committee recommended the Board approve revisions as presented by Bylaw # 3 Complaints and Appeals with three readings.
- Secretary Treasurer Margerm provided an overview of this Bylaw. BCSTA and the Ministry of Education and Childcare requested that Boards review their current Trustee Codes of Conduct policy and provided criteria for codes of conduct for school trustees. The code of conduct criteria is meant to support board by providing trustees with a clear understanding of roles and expectations on conduct, as well as approaches to investigate breaches of conduct, determine consequences and restore relationships. It will help ensure boards have the necessary tools and resources to focus decisions on the best interest of students.
- Chairperson Williams asked for unanimous consent to do all three-reading tonight for Bylaw 3 – Complaints and Appeals. Unanimous consent was given.

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

*“The Board approved the three readings of Bylaw 3 – Complaints and Appeals.”*

CARRIED

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**9. OTHER BUSINESS**

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

**10. READING FILE**

- There were no reading file items this month.

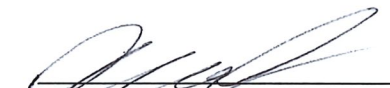
**11. CLOSING REMARKS**

- The next regular Board Meeting will be held on Tuesday, May 28, 2024, commencing at 7:00 p.m. at the Houston Secondary School in Houston, BC.

**12. ADJOURNED**

- The Board meeting was adjourned at 7:59pm.

Approved by:

  
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Ms. Jennifer Williams, Chairperson  
of the Board of Education

  
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Mr. Dave Margern  
Secretary Treasurer