



# School District No. 54 (BULKLEY VALLEY)

## AGENDA REGULAR BOARD MEETING OCTOBER 22, 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 – September 24, 2024  
Synopsis In-Camera Meeting – September 24, 2024
- 5) Learning Portion: Traditional Land Acknowledgement Learning
- 6) Administration Report M. McDiarmid Report Attached
- 7) Committee Reports:
  - a) Operations Committee L. Kearns Report Attached
  - b) Policy Committee K. Graham Report Attached
  - c) Trustee Reports No Report
- 8) Unfinished Business
- 9) New Business
  - 9.1) Surplus Management
- 10) Other Business
  - 10.1) Expenditure Summary
- 11) Reading File
- 12) Closing Remarks –Next regular Board Meeting will be held on November 26, 2024 at the School Board Office in Smithers, B.C., commencing at 7:00 p.m.
- 13) Adjournment
- 14) 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/board-policy-handbook/>



**REGULAR MEETING MINUTES  
BOARD OF EDUCATION  
SCHOOL DISTRICT NO.54 (*Bulkley Valley*)  
SEPTEMBER 24, 2024  
SCHOOL BOARD OFFICE, SMITHERS B.C.**

**PRESENT:** Trustees: F. Farrell, L. Kearns, J. Krauskopf, K Graham  
Trustee Regrets: F. Krishan, J. Williams, 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 7:00 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 Gidmt'en – Bear Wolf Clan.
- Vice Chairperson Kearns welcomed everyone to present to the first official meeting of the year. Trustee's Williams, Michell and Krishan sent their regrets. September 23 to September 27 is Truth and Reconciliation week here at the school district. On September 30 schools will be closed for National Truth and Reconciliation Day.

**3. ADOPTION OF AGENDA**

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

*"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 25, 2024 or the synopsis of the in-camera meeting minutes of June 25, 2024. There being none, the regular meeting minutes of June 25, 2024 and the synopsis of the in-camera meeting minutes of June 25, 2024 were declared approved as presented.

**5) 2023 – 2024 Draft Audited Financial Statements.**

- **5.1) 2023-2024 Draft Financial Statements** – The Operations committee recommended the Board approve the audited Draft 2023-2024 Financial Statements as presented.
- Mr. Steve Kietzmann from Vohora LLP provided an unqualified opinion of the 2023 – 2024 Audited Financial Statements.
- Secretary Treasurer Margerm provided a financial recap of the 2023 – 2024 school year to the Board and guests present.

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

*"That the Board approve the 2023 – 2024 Audited Financial Statements as presented."*

CARRIED

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## **6 ) ADMINISTRATION REPORT**

- Superintendent McDiarmid presented the district update to the Board. Mr. McDiarmid spoke about this year's school start up and commented that the District is in a very tight staffing situation. Schools have updated their Code's of Conduct to reflect the Provincial direction on personal electronic devices.
- 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. District Staff took part in the Totem Pole raising at the new community daycare and family services building in Wiset. The Trades and Technology program is up and running for the 2024-2025 school year. Lots of new initiatives that aligns with the District new strategic plan. The Early Literacy Portfolio Assessment has been purchased and will be rolling out soon. Professional Development and Teacher Mentorship programs have an exciting year ahead. Lots of learning opportunities planned for SD54 staff for 2024-2025. Innovation Grant applications are now being accepted. Successful applications are inquiry based, support school and district goals.
- Superintendent McDiarmid presented the school-based initiatives report to the Board. District Elementary Soccer Tournament will take place on Friday, October 4, 2024. National Day for Truth and Reconciliation / Orange Shirt Day is on September 30, 2024. District schools will all be participating in a number of different ways to learn about and help raise awareness of the history of residential schools in Canada. There is a lot going on in our schools during the month of September ! Terry Fox Runs, meet the teacher nights, choir practices, athletic teams have started up and cross country running. Plus much much more! Parent teacher meetings will take place on October 23 and 24 this year. Contact your students' school for more information.

### **Field Trip Proposals**

- The following field trips have been approved by the Assistant Superintendent:
  - **TSE** – 40 students from Twain Sullivan Elementary to travel to Fulton River Hatchery on September 27, 2024. The purpose of this trip is to study the migration patterns of salmon. All Board requirements have been met for this trip.
  - **HSS** – 96 students from HSS in grades 8-9 to travel to Fulton River Hatchery on September 27, 2024. The purpose of this trip is to study the migration patterns of salmon. All Board requirements have been met for this trip.
  - **TSE** – 170 students from Twain Sullivan Elementary to Owen Lake on October 11, 2024. The Purpose of this trip is to learn about fall food harvesting / preserving, tracking and trapping animals. All Board requirements have been met for this trip.
  - **TES** – 130 Students from Telkwa Elementary in grades K-7 to travel to Crater Lake on Hudson Bay Mountain on September 17, 2024. The purpose of this trip is to take part in the annual Terry Fox Run and build school connectedness. All Board requirements have been met for this trip.

- **HSS** – 27 Outdoor Education Students from HSS in grades 8-9 to travel to Dunalter Lake on September 27, 2024. The purpose of this trip is to participate in flatwater canoeing. All Board requirements have been met for this trip.
- **SSS** – 40 Musical Theatre / Senior Drama students from SSS to travel to Prince George during the period of October 1-2, 2024. The purpose of this trip is to attend the "**Little Shop of Horrors**" production. All Board requirements have been met for this trip.

The following field trip requires approval **IN-PRINCIPAL** by the Board of Education:

- **SSS** –20 +/- Grade 9-11 SSS Senior Language students to travel to Berthierville, Quebec in late February 2025 for one week. Departure and return dates are subject to flight schedules. The purpose of this trip is to take part in an Experience Canada Language and Culture Exchange.

Final Board approval will be subject to the sponsor teacher providing a final travel itinerary (including dates) and finalized list of students. The sponsor teacher will be required to request final approval from the Board during the December 2024 regular board meeting.

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

*"That the Board approve the proposed field trip in principle to Berthierville, Quebec February 2025 as outlined."*  
**CARRIED**

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

- Operations Committee Chairperson Kearns presented the Operations Committee's Report from the September 10, 2024 committee meeting. Three (3) items were moved to the New Business portion of the meeting and One (1) item was moved to the Unfinished Business portion of the meeting.
- Next meeting date Tuesday, October 8, 2024 @ 5:00pm

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

- Policy Committee Chairperson Graham presented the Policy Committee's Report from the September 10, 2024 committee meeting.
- Policy 6.338 Personal Electronic Device Use – The committee recommended that the Board approve the Draft Policy 6.338 Personal Electronic Device use as presented.

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

*"That the Board approve the draft Policy 6.338 Personal Electronic Device Use as presented."*  
**CARRIED**

- Next meeting date Tuesday, October 8, 2024 @ 4:00pm

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

- There were no trustee reports this month.

#### **8. UNFINISHED BUSINESS**

- 8.1) 2024-2028 District Strategic Plan – Superintendent McDiarmid presented the final draft of the 2024-2028 District Strategic Plan report to the board.

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

*"That the Board approve the 2024-2028 District Strategic Plan as presented."*

CARRIED

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## **9. NEW BUSINESS**

- **9.1) 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.
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**MOTION: It was moved by Trustee Graham and seconded by Trustee Krauskopf.**

*"That the Board approve Framework for Enhancing Student Learning report as presented."*

CARRIED

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- **9.2) 2025 – 2026 Minor Capital Plan** – Secretary Treasurer Margerm provided the 2025-2026 Minor Capital Plan to the board for approval
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**MOTION: It was moved by Trustee Graham and seconded by Trustee Krauskopf.**

*"That the Board approve the 2025 – 2026 Minor Capital Plan as presented."*

CARRIED

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

## **10. OTHER BUSINESS**

- No other business this month.

## **11. READING FILE**

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

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

CARRIED

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## **12. CLOSING REMARKS**

- The next regular Board Meeting will be held on October 22, 2024, commencing at 7:00 p.m. at The School Board Office in Smithers, BC.

## **13. ADJOURNED**

- The Board meeting was adjourned at 8:40pm.

Approved by:

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Ms. Jennifer Williams, Chairperson  
of the Board of Education

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Mr. Dave Margerm  
Secretary Treasurer

DRAFT



**SYNOPSIS OF THE  
IN - CAMERA MEETING MINUTES  
BOARD OF EDUCATION  
SCHOOL DISTRICT NO.54 (*Bulkley Valley*)  
SEPTEMBER 24, 2024  
SCHOOL DISTRICT OFFICE, SMITHERS, BC**

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The regular meeting was called to order at 6:26 pm and the Board resolved to go in-camera.

- The Vice - Chairperson asked if there were any corrections to the in-camera meeting minutes of June 25, 2024. There being none, the in-camera meeting minutes of June 25, 2024 was declared approved as presented by the Vice – Chairperson.
- Senior Administration reported on routine staffing items, school suspensions and a real property item.

The Board returned to regular session at 6:38pm.

# SCHOOL DISTRICT 54

(Bulkley Valley)

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## REPORT FROM ADMINISTRATION

to the  
Board of Education  
October 22, 2024

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### Innovation / Initiatives

#### District Based Initiatives

- **Class Size-** Now that enrollment numbers are finalized, the District is now able to review class size and composition data. Class sizes have remained relatively the same, and contractual remedy situations also remained about the same.
- **Professional Learning Program** – Once again, SD54 has engaged with experts in education to support professional growth. Thanks to the district staff for arranging these activities.
  - **Numeracy** – Approximately 25 elementary teachers completed 2 sessions with Carole Fullerton. The intermediate session focused on continuing the assessment work from the previous year, while the primary session was centered on exploring mathematical thinking and competency-based, problem-solving strategies. About 20 educators attended Carole's evening dinner session, an optional professional learning activity. The teacher feedback has been positive and they found the learning very helpful. This professional learning guides the school-based numeracy teams' next steps for supporting the numeracy assessment and learning for their students. Each school has been provided with TTOC time to support numeracy development. Sandra McAulay will provide professional learning in the spring to further support elementary numeracy teaching and assessment.
  - **Mentorship** – Leone MacDonald, the District Mentorship Teacher, has been connecting with new teachers, as well as teachers requesting additional supports. With school principals, she will coordinate the support plans for teachers in the Mentorship Program. Some retired and current teachers will also provide mentorship support. In addition to one-to-one support, Leone will also offer workshops for all teachers focused on writing learning summaries and using Spaces, as well as in-school support to effectively utilize DART, numeracy assessments, and the Early Learning Portfolio.
  - **Literacy** - The District hosted Faye Brownlie in the last week of September. Approximately 30 teachers attended a session over the course of 2 days focused on utilize the results of the DART literacy assessment to inform teacher practice. School-based numeracy teams will continue working with DART and support literacy learning for the remainder of the. The District has provided each school with TTOCs to support this initiative.
  - **Professional Learning Community (PLC)** – Once again, the SD54 PLC is starting up. The PLC planning team of administrators and teachers have met and decided to focus on learning that fosters student focused and collaborative inquiry. Teachers who have successfully applied for the Inquiry/Innovation Grant will receive a \$2,000 grant to support their learning and will also actively participate in the PLC.

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- **Learner Support** – A variety of training and workshops will be offered by the Learner Support Department. They include POPEY, POPARD, Non-Violent Crisis Intervention training, ELL to support English Second Language learners, Applied Suicide Intervention Skills Training, and Self-Regulation training for support staff.
  - **Indigenous Education** – Bystander training will be offered to all district staff on the November Pro-D.
  - **Media & Information Literacy** – In the Spring, Scott Richmond will be offering professional learning for how to critically engage with information, navigate the online environments safely and responsibly, and interact confidently with digital technologies.
  - **School Improvement Plans** — Schools have been working on and will be submitting their annual plan of improvement. Schools have considerable flexibility in developing their plans providing they support the overarching District Strategic plan goals. The plans are required to be displayed on school websites.
  - **Professional Development Day** – On Friday, October 25, school staff will be participating in the Provincial professional development day. There will be a wide variety of professional learning taking place.

In addition to the many provincial learning opportunities, staff will be involved in a variety of local Pro-D sessions: online POPARD training (teachers and support staff learning together), teachers collaborating on Literacy and writing, teachers from Telkwa who will be presenting at WPS – topic is UFLI (a literacy program)

- **Parent Teacher Interviews**- This week students are dismissed early to accommodate parent teacher interviews (October 23-24). We encourage parents to take advantage of the opportunity to hear directly from their child's teacher about their progress. Please contact your school for meeting times.
- **Forest Discovery Day**- On October 9<sup>th</sup>, 18 students from SSS and HSS spent the day on Hudson Bay Mountain learning about various careers in the Forest Industry. Opportunity was provided by SD 54 Careers, West Fraser and BC Council of Forest Industries.

### School Based Initiatives

- **District Elementary Cross-Country Run** - Our elementary schools participated in this run on October 10 along with students from independent schools from across the Bulkley Valley. It was a great day of physical activity with participation from all of our elementary schools. Rerouting some of the runners due to bear activity seemed to be the only hiccup!
- **District Soccer Tournament** - After several weeks of practice, school teams participated in the annual soccer tournament on October 4<sup>th</sup>. This year's event was a success with many happy participants and spectators.
- **Secondary School Extra-Curricular Sports** - Soccer, volleyball, cross country running and swimming are all taking place with many students appreciating the opportunity to grow their skills and compete.
- **Safe teen at HSS**- In the last few weeks, HSS teachers have done Safe teen with all of our grade 8, 9, and 10 students. It is usually a 1.5-day program. Through a combination of TTOC support from Ms. Markert and reshuffling of staffing, we were able to release our Safe teen trained teachers to make it happen.

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A really valuable program for our younger students. It is also really helpful to have our staff trained to administer the program. That way they know the students and are able to dive deeper as there is already a foundational relationship.

## Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
  - **SSS** – 11 Grade 9-11 Leadership students from SSS to travel to Abbotsford, BC during the period of October 23-28, 2024. The purpose of this trip is to attend the Provincial Leadership All Board requirements have been met for this trip.

# SCHOOL DISTRICT 54

(Bulkley Valley)

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## OPERATIONS COMMITTEE MEETING

Regular

October 8<sup>th</sup>, 2024

5:00 PM

School Board Office

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

This meeting was conducted from 5:02 – 5:50 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. Surplus Management

Mr. Margerm outlined the Surplus Management policy and briefing note. The committee discussed the policy contingency thresholds and plans for the use of surplus in conjunction with minor capital applications, appropriating surplus for future projects and restricted capital applications. The Committee provided guidance on surplus management and asked Mr. Margerm to come to board meeting with the discussed expenditure proposals and resulting outline of surplus framework for approval.

#### 2. September Enrollment vs Projected Update

Mr. Margerm updated the committee on the September 30<sup>th</sup> funding snapshot for current district enrollment. The actual snapshot enrollment, as compared to projected enrollment, shows a reduction from 1925 to 1923 FTE. The enrollment snapshot will determine annual Ministry funding for the district which will be reconciled in December.

#### 3. Strategic Plan Release

Mr. McDiarmid advised the Committee that the School District’s new Strategic Plan would be publicly released after the consultation and final revisions.

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#### 4. Board Work Plan

Mr. Margerm provided a draft copy of the annual Board Plan for 2024-2025 for discussion. The Board plan should be presented to the Board for their information.

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**Date & Time of Next Meeting: November 12<sup>th</sup>, 2024 at 5 pm**

# SCHOOL DISTRICT 54

(Bulkley Valley)

## POLICY COMMITTEE MEETING

October 8<sup>th</sup>, 2024

4:00 PM

School Board Office

<b>Voting Members</b>	<b>Administration</b>
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>	

**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 September 10<sup>th</sup>, 2024

Policy	Description	Type	Status	Consultation
6.338	Personal Electronic Device Use (McDiarmid) Indigenous Acknowledgement (Fox)	Revision	In-Committee	Yes

## NEW BUSINESS

Policy	Description	Type	Status	Consultation
	No agenda Items <i>(The Board has chosen to work with Indigenous Land Acknowledgement at the October Board Meeting)</i>			

No business was conducted.

**Date & Time of Next Meeting: November 12<sup>th</sup>, 2024 at 4:00 pm.**

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