



# School District No. 54 (BULKLEY VALLEY)

## AGENDA REGULAR BOARD MEETING NOVEMBER 26, 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 – October 22, 2024  
Synopsis In-Camera Meeting – October 22, 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 F. Farrell Report Attached
- 7) Unfinished Business
- 8) New Business
  - 8.1) District Class Size Report
  - 8.2) Annual Facilities Review
- 9) Other Business
  - 9.1) Expenditure Summary
- 10) Reading File
- 11) Closing Remarks –Next regular Board Meeting will be held on December 10, 2024 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/board-policy-handbook/>



---

**REGULAR MEETING MINUTES  
BOARD OF EDUCATION  
SCHOOL DISTRICT NO.54 (Bulkley Valley)  
OCTOBER 22, 2024  
SCHOOL BOARD OFFICE, SMITHERS B.C.**

---

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

Trustee Regrets: K Graham

Staff: M. McDiarmid – Superintendent  
J. Fox – Assistant Superintendent  
D. Margerm – Secretary Treasurer  
B. Kingsmill – Recording Secretary

**1. CALL TO ORDER**

- The meeting was called to order at 7:12 pm.

**2. TRADITIONAL WELCOME / OPENING REMARKS**

- Chairperson Williams acknowledged that we are gathered on the home of the Witsuwit'en Nation, traditional territory of the Gidmt'en – Bear Wolf Clan. Assistant Superintendent Fox suggested to Chairperson Williams to connect her acknowledgement back to the land. Chairperson Williams then spoke of a hike she was recently on with her dog at the Pine Trail hit by wild fire a couple of years ago. She was amazed by the beauty and stillness of the forest, the ducks that returned and was so proud that the community came together to rebuild the boardwalk that was destroyed by the fire.
- Chairperson Williams welcomed everyone to present, Trustee Graham has sent her regrets. There are number of student's events happening this month. The new Strategic Plan has now been released. The Chairperson is so pleased with the growth of the plan and the unprecedented community engagement in the new plan. She extended a thank you to Superintendent McDiarmid, Assistant Superintendent Fox and Communications Officer Mrs. McDiarmid for their help in gathering and producing the final strategic plan document.

**3. ADOPTION OF AGENDA**

---

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

*"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 September 24, 2024 or the synopsis of the in-camera meeting minutes of September 24, 2024. There being none, the regular meeting minutes of September 24, 2024 and the synopsis of the in-camera meeting minutes of September 24, 2024 were declared approved as presented.

**5) Learning Portion – Traditional Land Acknowledgement** - Assistant Superintendent Fox facilitated a conversation with the Board on how to acknowledge a traditional territory as a board as a whole and individually.

Key Questions to Consider:

- 1) Why acknowledge Witsuwit'en Territory?
- 2) What do we know about Witsuwit'en Territory
- 3) What does it look like to acknowledge Witsuwit'en Territory?
  - o How will this be done as an individual and as a Board?

After a thought provoking and engaging session, the Board will continue their professional learning on Traditional Land Acknowledgements in December.

## **6 ) ADMINISTRATION REPORT**

- Superintendent McDiarmid presented the district-based initiatives to the Board. Class sizes have remained relatively the same as past years. There are and will be a lot of professional learning sessions being offered for SD54 staff this year. The PLC will be starting up again and inquiry/innovation grants will be offered once again to teachers this year. School administration are working on their school improvement plans. Friday, October 25 is the Provincial Professional Development day there are a number of local professional development activities for SD54 teachers. Parent Teacher interviews will take place on October 23 & 24. Students from HSS and SSS took part in Forest Discovery Day on Hudson Bay Mountain
- Superintendent McDiarmid presented the school-based initiatives report to the Board. District elementary cross country run took place on October 10<sup>th</sup>. The district soccer tournament took place on October 4<sup>th</sup>. Secondary schools' extra-curricular sports have all started up. HSS hosted Safe Teen for their grade 8-10's recently.

### **Field Trip Proposal**

- The following field trips have been approved by the Assistant Superintendent:
  - **SSS – 11 Grade 9-11 Leadership students from SSS are travelling to Abbotsford during the period of October 23-28, 2024 to take part in the Provincial Leadership Conference. All Board requirements have been met for this trip.**

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

- Operations Committee Chairperson Kearns presented the Operations Committee's Report from the October 8, 2024 committee meeting. One (1) item was moved to the New Business portion of the meeting.
- Next meeting date Tuesday, November 12, 2024 @ 5:00pm

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

- There was no Policy meeting this month.
- Next meeting date Tuesday, November 12, 2024 @ 4:00pm

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

- There was no trustee reports this month.

## **8. UNFINISHED BUSINESS**

- There was no unfinished business this month.

## **9. NEW BUSINESS**

- **9.1) Surplus Management:** Secretary Treasurer Margem presented the Surplus Management Plan and framework to the Board for review.

---

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

*"That the Board resolves to approve the Surplus Management plan as outlined by Secretary Treasurer Margerm as presented.*

CARRIED

---

**10. OTHER BUSINESS**

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

**11. READING FILE**

- No reading file this month.

**12. CLOSING REMARKS**

- The next regular Board Meeting will be held on November 26, 2024, commencing at 7:00 p.m. at The School Board Office in Smithers, BC.

**13. ADJOURNED**

- The Board meeting was adjourned at 8:31pm.

Approved by:

---

Ms. Jennifer Williams, Chairperson  
of the Board of Education

---

Mr. Dave Margerm  
Secretary Treasurer



**SYNOPSIS OF THE  
IN - CAMERA MEETING MINUTES  
BOARD OF EDUCATION  
SCHOOL DISTRICT NO.54 (*Bulkley Valley*)  
OCTOBER 22, 2024  
SCHOOL DISTRICT OFFICE, SMITHERS, BC**

---

The regular meeting was called to order at 6:30 pm and the Board resolved to go in-camera.

- The Chairperson asked if there were any corrections to the in-camera meeting minutes of September 24, 2024. There being none, the in-camera meeting minutes of September 24, 2024 was declared approved as presented by the Chairperson.
- Senior Administration reported on routine staffing items, school suspensions and a real property item.
- The Board discussed a labour management issue.

The Board returned to regular session at 7:04pm.

# SCHOOL DISTRICT 54

(Bulkley Valley)

---

## REPORT FROM ADMINISTRATION

to the  
Board of Education  
November 26, 2024

---

### Current Activities

- **Indigenous Education November Professional Development** – SD54 had 30 staff members who participated in Bystander Training - how to address racism safely with Jo Rodrigues (18 in Smithers and 12 in Houston). We unpacked our bias - as well as asked ourselves safety questions to ensure safety. We also discussed repair - what does this look like?
- **Administrator Fall Professional Development** – Superintendents and Principals recently attended the BCSSA fall conference in Vancouver focused on teaching and identity. The two days were great professional development and time with Provincial educational leaders. Principals were very grateful for the opportunity.
- **PLC/NOII November meeting**- The District PLC had their first gathering on November 4<sup>th</sup>. About 20 enthusiastic educators from various schools participated in sharing their experiences and ideas for supporting student needs while having a meal together. We also brainstormed possibilities for future PLC learning activities. Our next gathering will be February 3, 2025.
- **Elementary Volleyball** – Twain Sullivan Elementary School will be hosting the elementary school playday at the Houston Secondary School on November 29<sup>th</sup>. It is an all-day event that includes teams from both the public and private schools in the Bulkley Valley. There will be 16 teams in total taking part in 3 separate categories (Grade 5, Grade 6/7 non-competitive, and Grade 6/7 competitive). The volleyball academy students will be responsible for ensuring the day is a success by refereeing, scorekeeping, lines keeping, coaching, and managing the courts (timing and transitions). The elementary tournament is a culmination of the students learning of the rules of volleyball, officiating, and keeping score using the volleyball BC official score sheets. In past years, the students have done an amazing job of creating an organized and professional atmosphere, while also giving the next generation of volleyball players a glimpse into what they are to expect in their high school playing careers.

### District Based Initiatives

- **Fall Professional Growth Conversations** - It is the time of year when Superintendent McDiarmid and Assistant Superintendent Fox are meeting with school administrators to discuss progress with their professional learning goals. We have been very impressed with our Administrators focus and professional approach to their ongoing development.
- **Trades and Technology Update**
  - Level 1 and Foundation Trades programs are around the corner, and registrations are higher than they've ever been. CMTN has made extra seats available and we're projecting to have 25 seats after initially being allocated 7.

# SCHOOL DISTRICT 54

## (Bulkley Valley)

---

- Careers-related initiatives and programs are being prepared for, including:
  - Careers Tour- Prince George to tour medical facilities, learn about health careers at UNBC hospital
  - Industry and Trades Tour (local)- to expose students to the variety of hands-on, industrial, and trades-related fields, particularly for students looking to enter the workforce.
  - Forestry Trades Event – A day of focused, hands-on challenges that simulates a number of red-seal trades in a sawmill/planer environment.
  - RCMP Junior Academy
  - BC Wildfire program
  - CompTIA – a vendor-neutral IT certification platform that offers specializations for in-demand careers in technology: basic IT support, cybersecurity, and networking.
  - CMTN business diploma and courses – shift scheduling of courses to be more conducive to secondary students taking dual-credit courses on campus.
  
- Technology
  - Collaborating with new teachers to support ADST programming
  - ESGI nearing launch – secure platform for delivering and storing assessment data, particularly the early learning portfolio
  - School messenger – information system to streamline and improve home/school communication regarding absences, late arrival. IT nearing launch date for this as well. Houston schools to pilot as soon as possible.
  - Book Creator – Licenses were purchased for interested teachers and a Pro D session was offered November 12th. It was well attended and teachers are excited to get started with this platform.

## School Based Initiatives

- **Carolfest** - School music programs are planning this seasonal event for the evening of December 4<sup>th</sup>, 2025. Show times are 5 and 7 pm and people should contact Smithers Secondary for ticket availability.
  
- **November Pro-d day and upcoming school events:**
  - **Telkwa** – Remembrance Day ceremony was led by all the Grade 6 boys. The K/1 class lead the school in the land acknowledgement, the grade 1/2 class recited a poem and the choir sang a song accompanied by the Muheim choir. On Nov. 12 TES teachers participated in numerous professional development workshops that the District provided. Next week TES has Dance Play up for week long dance sessions and it will cumulate with a whole school dance performance on Friday, November 29. In addition, students have already started to prepare for the Christmas Concert on December 18.
  
  - **Muheim** – Pro-d on Nov. 12 - CUPE & BVTU morning activities. Staff chose professional development that aligned with their learning goals.
    - Bystander Training/Anti-Racism
    - Natalie Brassard Sessions (Neurodiversity)
    - Numeracy (Carol Fullerton) collaborative planning
    - Literacy collaborative planning
    - Early primary collaboration with Place-Based Outdoor Education
    - Fine Arts Collaboration in Telkwa

# SCHOOL DISTRICT 54

## (Bulkley Valley)

---

- 1:30pm -3:00pm Smithers Museum Visit and Tour (Shared Histories Exhibit and Broken Promises Exhibit)
- **SSS** - Staff either went to the Bystander Training, the FASD workshop with Natalie Broussard or completed personal learning.
- **Silverthorne** - The November NID was a time for teachers to drill into areas they wanted to focus on for their specific practice/context. Teachers collaborated around math and language arts, using tech to engage in writing/story creation and several teachers participated in the anti-racism training.
- **Twain**- Wild Schools workshop, Spaces workshop and many staff took part in NVCI & Bystander Training
- **Walnut**- On the pro-d day teachers took part in a number of workshops that were being offered in the District.
  - Bystander / Anti-racism training, Neurodiversity workshop, Book creator and a few also collaborated on Spaces and UFLI.
  - Walnut Park is focusing on kindness and we have two teachers that have created lessons that teachers will be teaching school wide that go along with our goal and use the book "Being a Good Ancestor".
  - WPS also had a really great Remembrance Day Ceremony that was run by the Division 1 class that included the elementary choir's from Telkwa, Muheim and Walnut.
  - WPS has a number of students participating in volleyball and will be sending three (3) teams to the playday in Houston at the end of the month.
  - WPS has shifted how they are doing their winter holiday celebrations. Instead of a concert they will be having an open house with a number of different activities that students and parents can take part in. It will mean that they don't have to limit the number of people that can attend and will be able to accommodate any extended family that would like to attend.
- **HSS** - The SR girls "A" zones was a highly contested event. There were six (6) teams ranging from Houston to Haida Gwaii (Gidgalang Kuuyas Naay Secondary School). The Houston team started the day with wins over Ebenezer and Centennial Christian to win the pool and secure their spot in the semi-finals. Unfortunately, they lost a close match to BVCS in the third set in the semis, and then again to Houston Christian in the Bronze medal game. Ebenezer would go on to win the zone and secure their spot at provincials.
- **2025 Commencement Ceremonies**
  - **HSS Commencement Ceremony** – Will be held on Friday, June 13, 2025
  - **SSS Grad Walk up** – Will be held on June 19, 2025 and Prom will be held on June 21, 2025 with DAF Grad to follow.

# SCHOOL DISTRICT 54

(Bulkley Valley)

---

## Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
  - **HSS** – 20 +/- Grade 11-12 students from Houston Secondary to travel to Prince George, BC on November 20, 2024. The purpose of this trip is for the students to take part in tours of the CNC and UNBC Campuses and receive information on post-secondary programs at each respective institution. All Board requirements have been met for this trip.
  - **WPS** – 54 +/- Grade 4-5 students from Walnut Park Elementary to travel up to Hudson Bay Mountain on four separate occasions. The purpose of these trips is to support the Physical Education and active living curriculum. All Board requirements have been met for these trips.
  - **SSS** – 15 SSS Cross Country Running Athletes to travel to Vancouver, BC between October 30- November 4, 2024 to take part in the Provincial Cross-Country Running Championships. All Board requirements have been met for this trip.
  - **TES** – 24 +/- Grade 4-5 students from Walnut Park Elementary to travel up to Hudson Bay Mountain on three separate occasions. The purpose of these trips is to support the Physical Education and active living curriculum. All Board requirements have been met for these trips.

# SCHOOL DISTRICT 54

(Bulkley Valley)

---

## OPERATIONS COMMITTEE MEETING

Regular

November 12<sup>th</sup>, 2024

5:00 PM

School Board Office

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

This meeting was conducted from 5:00-5:10 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. District Class Size Data**

Mr. McDiarmid updated the committee on current class size data as provided in the briefing note. Lower classes were noted in the community of Houston.

***Motion: The Committee recommends the Board approve the class size data as presented.***

**2. Draft 2025-2026, 2026-2027 District Calendar**

Ms. Fox updated the committee on plans for new draft calendars for 2025-2026 and 2026-2027 years. Ms. Fox will be meeting with BVTU in the next couple weeks. Then Ms. Fox will present calendar options to the Board.

**3. Facilities Review**

Mr. Margerm advised the committee that there would be the annual facilities review presentation at the November Board meeting.

---

Date & Time of Next Meeting: January 14<sup>th</sup>, 2025 at 5 pm

# SCHOOL DISTRICT 54

(Bulkley Valley)

## POLICY COMMITTEE MEETING

November 12<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
Regrets	

The meeting was conducted from 4:00 – 4:15 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 October 8<sup>th</sup>, 2024

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>			

## NEW BUSINESS

Policy	Description	Type	Status	Consultation
6.700	Surplus Management Policy	Revision	In-committee	Yes
9.970	Communicating Student Learning Policy	Revision	In-committee	Yes

### 1. Administrative Policy 6.700 - Surplus Management

The committee was advised on the senior management’s intention to increase the surplus percentages to coincide with holding slightly larger restricted and unrestricted operating surplus reserves. This is due to increased inflation and higher costs. This would involve increasing the percentage for internally restricted from four (4) percent to five (5) percent and an increase to unrestricted operating surplus from five (5) percent to six (6) percent.

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

# SCHOOL DISTRICT 54

(Bulkley Valley)

---

2. **Administrative Policy 9.970 – Communicating Student Learning**

The current administrative policy needs updating to reflect new language and expectations around communicating student learning; some aspects of the current language are obsolete. Teachers have been requesting clarification on current expectations. Ms. Fox has provided revised draft language.

**Date & Time of Next Meeting: January 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



*School District No. 54 (BULKLEY VALLEY)*  
"To empower all learners to live the challenges of a diverse and changing world."

PO Box 758  
Smithers, BC \_\_\_\_\_  
VOJ 2N0  
Ph (250) 877-6820

## **TRUSTEE REPORT**

BCSTA Provincial Council Meetings

October 25-26, 2024

On Friday October 25th- 26<sup>th</sup> I attended the BCSTA Provincial Council on behalf of the Board of SD54. The October event was held at the SFU Morris J Wosk Centre for Dialogue in Vancouver and consisted of three sessions attended by representatives of the 60 school districts along with BCSTA Board of Directors and Administrative Staff including the outgoing CEO Suzanne Hoffman along with the incoming CEO Trevor Davies.

On Friday, the Provincial Council began in earnest with a presentation on Sustainability as part of Board Governance by the BCSTA Climate Action Working Group. The presentation delved into areas such as cost mitigation, mental and physical health and regional differences in the work of Boards of Education towards climate targets of 50% less remissions. This presentation was thought provoking and instilled the need of working with our partners, incorporating indigenous voices and having strategic priorities in climate action plans.

The Saturday session started with our business meeting which included tabling the various reports from our committees and sub-committees, including the Legislative Committee with SD54 Trustee Krishan as a member. Moreover, our BCSTA President, CEO, CSBA representatives along with the Finance Committee made presentations to the congregation. The Finance Committee provided the 2023-24 Audited Budget which offered questioning from my colleague from Burnaby concerning whether a three million budgeted for Unrestricted Capital was wise. The reply was that the fund is in part used for contingency in case of cancellation or risk related to events and programs. The second part of the business session was a general discussion of the possibility and process whereby there would be Student representatives at future BCSTA AGMs. This was an information session, with a robust split discussion between those in favor of participation and those concerned with both the student role and cost in such participation. This session was part of BCSTA adhering to the Motion brought forth in the previous AGM requesting further study. The discussion will continue.

The last session was a presentation by Mike Murray, Coquitlam Trustee and Chair of BCSTA Capital Working Group. He discussed the work of the group in terms of studying and making recommendations in areas such as school life cycle and deferred maintenance, climate change and student population growth. Within the presentation he offered an understanding of the differing needs throughout the province. I learned that no less than six school districts have purchased portable classrooms in the past six months.

Overall, the event, much like the preceding Provincial Election offered a situation where there is a divide between Urban Lower Mainland and the rest of the province with regard to priorities. Also, a change in seating arrangements as no longer were Trustees assigned by District number but by District name, instead of sitting beside Prince George School District 57, Bulkley Valley is assigned between the Burnaby and Boundary School Districts. More information and a synopsis of the Provincial Council can be found on the BCSTA Portal.

Respectfully submitted by,

Frank Farrell  
Trustee