



School District No. 54 (BULKLEY VALLEY)

**AGENDA
REGULAR BOARD MEETING
JANUARY 28, 2025
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 – December 10, 2024
Synopsis In-Camera Meeting – December 10, 2024
- 5) Administration Report J. Fox Report Attached
- 6) Committee Reports:
 - a) Operations Committee L. Kearns Report Attached
 - b) Policy Committee F. Farrell Report Attached
 - c) Trustee Report No Reports
- 7) Unfinished Business
 - 7.1) Draft 2026-2027 District Calendar
- 8) New Business
 - 8.1) Strategic Plan Review
- 9) Other Business
 - 9.1) Expenditure Summary
- 10) Reading File
- 11) Closing Remarks –Next regular Board Meeting will be held on February 25, 2025 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/apps/pages/index.jsp?uREC_ID=1098428&type=d&pREC_ID=1358978



**REGULAR MEETING MINUTES
BOARD OF EDUCATION
SCHOOL DISTRICT NO.54 (*Bulkley Valley*)
DECEMBER 10, 2024
SCHOOL BOARD OFFICE, SMITHERS B.C.**

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

Trustee Regrets: J. Krauskopf

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 6:40 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 Gidm't'en – Bear Wolf Clan.
- Chairperson Williams said that sometimes a person forgets that the Telkwa Range is there and then one day you will see it. You have to remember to "look". It's been a few months that she has done this. We are surrounded by beauty and unfortunately take it for granted sometimes.
- Trustee Krauskopf sent his regrets.
- Chairperson Williams then handed the meeting over to Secretary Treasurer Margerm

3. BOARD ELECTIONS

- Secretary Treasurer Dave Margerm explained the Board Election as per Board Policy 1.160 Annual Board Elections. Mr. Margerm requested a motion to appoint Mr. McDiarmid and Ms. Fox as scrutineers for the election proceedings.

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

"That Mr. McDiarmid and Ms. Fox be named as scrutineers."

CARRIED

• **ELECTION OF CHAIRPERSON**

- Mr. Margerm informed the Board that expression of interest was received from Trustee Williams.
- Mr. Margerm opened the floor for nominations for the position of Chairperson and called for nominations.
- Mr. Margerm called for nominations a second time.
- Mr. Margerm then called for further nominations a third and last time, and hearing none declared the nominations closed.
- Mr. Margerm announced that Trustee Williams was elected the Chairperson by acclamation.

- **ELECTION OF VICE CHAIRPERSON**
 - Mr. Margerm informed the Board that expression of interest was received from Trustee Graham and Trustee Farrell.
 - Mr. Margerm opened the floor for nominations for the position of Vice - Chairperson and called for nominations.
 - Mr. Margerm called for nominations a second time.
 - Mr. Margerm then called for further nominations a third and last time, and hearing none declared the nominations closed.
 - Trustees voted by secret ballot then Mr. McDiarmid and Ms. Fox collected the ballots from the Trustees and left the room to tabulate the votes.
 - Mr. Margerm announced that Trustee Graham was elected the Vice - Chairperson by ballot voting.

- **ELECTION OF BCPSEA REPRESENTATIVE**
 - Mr. Margerm informed the Board that expression of interest was received from Trustee Kearns and Trustee Williams.
 - Mr. Margerm opened the floor for nominations for the position of BCPSEA Representative, and called for nominations.
 - Trustee Williams withdrew her expression of interest.
 - Mr. Margerm called for nominations a second time.
 - Mr. Margerm then called for further nominations a third and last time, and hearing none declared the nominations closed.
 - Mr. Margerm announced that Trustee Kearns was elected to the position of BCPSEA Representative by acclamation

- **ELECTION OF BCSTA PROVINCIAL COUNCILOR**
 - Mr. Margerm informed the Board that expression of interest was received from Trustee Farrell.
 - Mr. Margerm opened the floor for nominations for the position of BCSTA Provincial Councilor, and called for nominations.
 - Mr. Margerm called for nominations a second time.
 - Mr. Margerm then called for further nominations a third and last time, and hearing none declared the nominations closed.
 - Mr. Margerm announced that Trustee Farrell was elected the BCSTA Provincial Councilor by acclamation.

- **ELECTION OF INDIGENOUS EDUCATION COUNCIL REPRESENTATIVE**
 - Mr. Margerm informed the Board that expression of interest was received from Trust Graham and Trustee Farrell.
 - Trustee Graham withdrew her expression of interest.
 - Mr. Margerm opened the floor for nominations for the position of Indigenous Education Council Representative, and called for nominations.
 - Mr. Margerm called for nominations a second time.
 - Mr. Margerm then called for further nominations a third and last time, and hearing none declared the nominations closed.
 - Mr. Margerm announced that Trustee Farrell was elected the Indigenous Education Council representative by acclamation.

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

"That all ballots be destroyed."

CARRIED

- Trustee Williams assumed the Chair as Presiding Officer.
- Chairperson Williams announced to the board that this is the first year Trustee Kearns has not served as Chair or Vice Chair. He has been a valuable mentor to Trustee Williams, marking a transition in leadership tonight.

4. ADOPTION OF AGENDA

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

"That the agenda be accepted as presented."

CARRIED

5. ADOPTION OF MINUTES

- The Chairperson asked if there were any corrections to the regular meeting minutes of the November 26, 2024 or the synopsis of the in-camera meeting minutes of November 26, 2024. There being none, the regular meeting minutes of November 26, 2024 and the synopsis of the in-camera meeting minutes of November 26, 2024 were declared approved as presented.

6) ADMINISTRATION REPORT

- Superintendent McDiarmid present the current district activities report to the Board. The 2025 Early Kindergarten registration will take place the week of January 20-24, 2025. Carolfest took place on Wednesday, December 4th to two sold out showings. Elementary and Intermediate learning summaries will be sent home on December 20th, 2024.
- Superintendent McDiarmid presented the school-based initiatives report to the Board. There are a lot of fun activities going on in all of SD54 schools in the month of December.

Field Trip Proposal

- The following field trip has been approved by the Assistant Superintendent:
 - **SSS – 30 +/-** SSS Theatre Students to travel to Terrace, BC to take part in the Northwest Zone High School Drama Festival. The students will be traveling between February 13-16, 2025. All Board requirements have been met for this trip.
- The following field trip received **final approval** by Board of Education:
 - **SSS – 20 +/-** SSS Senior Language students in grades 9-11 to travel to Berthierville Quebec during the period of February 15 – 23, 2025. The students will be participating in an Experience Canada Language and Culture Exchange. All Board requirements have now been met for this trip.

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

"That the Board approve the trip to Berthierville, Quebec as presented."

CARRIED

7.a) OPERATIONS COMMITTEE REPORT

- There was no Operations Committee meeting this month.
- Next meeting date Tuesday, January 14, 2025

7.b) POLICY COMMITTEE REPORT

- There was no Policy Committee meeting this month.
- Next meeting date Tuesday, January 14, 2025

7.c) TRUSTEE REPORTS

- Trustee's Williams, Kearns, Farrell and Graham all submitted Trustee Reports this month from their trip to the BCSTA Academy in November. Chairperson Williams commented that this was one of the best Trustee Academy's that she has attended.

8. UNFINISHED BUSINESS

- There was no unfinished business this month.

9. NEW BUSINESS

- **9.1) Draft 2025-2026 and 2026-2027 School Calendars** - Ms. Fox provided a presentation to the board regarding the draft school calendars. Ms. Fox has been in consultation with the BVTU President and the Pro-D Chairpersons and they have provided their feedback on the draft calendars. The goal for tonight is to narrow down to one draft calendar for each year. The Trustee's had good conversations around the calendars.

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

"That the Board resolves to send the draft # 4 of the 2025-2026 school calendar out for stakeholder consultation.
CARRIED

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

"That the Board resolves to delay the 2025 – 2026 calendar decision until administration receives BVTU feedback regarding amended the calendar bookend start date."
CARRIED

10. OTHER BUSINESS

- December 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 January 28, 2025, commencing at 7:00 p.m. at The School Board Office in Smithers, BC.

13. ADJOURNED

- The Board meeting was adjourned at 7:48pm.

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*)
DECEMBER 10, 2024
SCHOOL DISTRICT OFFICE, SMITHERS, BC**

The regular meeting was called to order at 6:23 pm and the Board resolved to go in-camera.

- The Chairperson asked if there were any corrections to the in-camera meeting minutes of November 26, 2024. There being none, the in-camera meeting minutes of November 26, 2024 was declared approved as presented by the Chairperson.
- Senior Administration reported on routine staffing items, school suspensions and labour relation items.

The Board returned to regular session at 6:39pm.

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REPORT FROM ADMINISTRATION

to the
Board of Education
January 28, 2025

Student Achievement

- **End of Semester** - As the end of semester one approaches, please ensure you have been in contact with your child's teachers to ensure you are up to date on any missing and or required items connected to their learning and course completion.
- **Kindergarten Registration 2025-26**: Kindergarten registration for the 2025/2026 school year took place at all SD54 elementary schools from January 20-24, 2025.
- **Strategic Plan** - Trustees will be receiving a mid-year update to the goals in the current strategic plan. The update will be posted to the District webpage for the public to review.

Innovation / Initiatives

District Based Initiatives

- **Professional Learning** – A variety of professional learning opportunities are being offered by SD54.
 - **Learner Support, *Compassion Over Compliance Workshop*** (January 16): Professional learning that challenges traditional compliance-based classroom management by advocating for a compassionate approach to support students known to be defiant.
 - **Numeracy Instruction & Assessment** (January 23 & 24) – Sandra McAulay joins our district once again to share strategies and learning that supports teacher numeracy instruction and assessment. A session for primary teacher teams will be at Silverthorne Elementary and the intermediate teacher session will be at Walnut Park. Mark and a few district administrators have volunteered to release Silverthorne teachers to participate in the afternoon session. This professional learning supports the implementation of the district numeracy assessment.
 - **Professional Learning Community** (February 3) – The PLC participants will be engaging in a book club / literacy circle at the next gathering. The focus of the year's learning is 'student engagement'.
 - **Learner Support** (February 13) – POPFASD Kindergarten Learning Rounds
 - **February 14 Professional Development Day**
 - POPARD Neurodiversity & Complex Needs Workshop
- **Early Notice Incentive Program** - School District #54 offers a financial incentive to teachers and administrators who are planning to retire this year, to give us notice in writing on, or before, April 1, 2025. This notice is valuable in order to better plan and meet our staffing requirements. Early notice incentive letters will go out in February.

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- **Trades and Technology Update from Mr. Scott Richmond – District Vice Principal of Trades and Technology**
 - The District was approved for a provincial grant to expose local secondary students to a wide array of public sector health careers across the northern region. We have connected with Northern Health and are working with them to plan and work out logistics of this project.
 - We have 9 aspiring professional chefs and 15 aspiring carpenters who are starting their level 1 apprenticeship training in February.
 - Our Industry & Trades event was a big success; 20 students from both secondary schools got to meet and greet business owners in the trades and industrial settings, as well as learn about career pathways and get some hands-on experience in a variety of trades.
 - A greater number of Coast Mountain business administration courses will be available for grade 11 and 12 students to take as dual-credit courses in the 2025-2026 school year. The timing of course start and end dates and times have been changed to better align with the District calendar and bell times.
 - The District will be partnering with UVIC to offer a dual-credit course, EDCI 136: Digital Literacy: Digital skills for success in school, work, and life. The course will be a hybrid delivery available to both secondary schools, with the online portion through Dr. Valerie Irvine and locally supported by Scott Richmond.
 - District-supported ADST projects are happening at Telkwa Elementary for intermediate students and ADST 8/9 students at Smithers Secondary.
 - Early learning portfolio is now online and working through ESGI. Scores have been entered and schools and teachers can now easily access patterns, trends, and next steps for individual students using this comprehensive tool.
 - School Messenger will be live next week; HSS and TSE will pilot the platform until IT is confident it can be scaled to the rest of the schools.

- **School Based Activities:**
 - **Telkwa Elementary** - Students at Telkwa have been super busy this month! Kindergarten, gr. 1 and gr. 2 students are Cross-Country skiing every Tuesday and the gr. 6/7 class are going downhill skiing. Four teachers will be attending the numeracy workshops with Sandra McAulay on January 23/24. One of these teachers also met with the district numeracy assessment team to further plan for the roll out of a new numeracy assessment hopefully coming out this fall. Little Riders came to TES to introduce and teach snowboarding skills to the primary classes using 'indoor snowboarding equipment' in the gym. All students participated in a day of Ringette lessons/games. TES will be borrowing their equipment for the next few weeks so they can continue these lessons. Literacy Week is Jan. 27 – 31. TES will start the week off with a Parfait Breakfast & Stories and then end the week with a Parents, Pancakes & Books Breakfast event. During the week students will be playing a school wide game of Literacy Bingo where they will be completing and checking off numerous literacy activities.

 - **Silverthorne Elementary** – Silverthorne PAC has sponsored a program called "Musikgarten" where we have a local music teacher comes in weekly to work with teachers and classes. BC Snowboard was in January 14 and 15 doing sessions with teachers and students in the gym. Classes are going to weekly skating sessions.

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Silverthorne also hosted the District-wide Numeracy Professional Development Day on January 23. Silverthorne also has several reading-based activities coming up as they celebrate literacy week Jan 27-31.

- **Twain Sullivan Elementary-** Chill Day on Thursday, January 23 - activities that teach how to support mental and physical health. The Learning Goal: " *I can choose wellbeing activities that help me to regulate so that I am a focused and calm learner* ".
- **Walnut Park Elementary** - The winter extravaganza before Christmas was a big success! We had many parents and family members attend and it was a great night. There was also a class challenge to bring food items to the food bank and WPS was able to donate a lot of food to the food bank. Upcoming, WPS will have the basketball teams starting to practice. In February, we will have a winter activity day. Teachers from the green house are planning that day. Lots of field trips happening including skating, Nordic and downhill skiing.
- **Muheim Elementary**
Academic Initiatives: several staff are taking part in upcoming Numeracy District Professional Development Day, staff reps continuing to participate in District Assessment Sessions, UFLI Primary Literacy Program, various classes joining MME grade 6/7 classes on Outdoor Ed Place-Based Learning Excursions

Activities: Cross-country skiing, ice-skating, Little Riders FUNdamentals in Snowboarding for primary students, MME nurturing student-led clubs: Theatre Club and Library Club at the moment, Crochet & Knitting Club, Science Fair Clubs to support students as they prepare for Muheim then District Science Fair, basketball has starting for intermediate students and practicing for the Concours- French public speaking event.

Coming Up:

Literacy Week Activities week of January 27, Books & Breakfast (PAC & Community members serve breakfast and family members are welcome to be at MME reading with/to children: 8:30am-9:15am), Flashlight Reading, Dress as a book character day.

CARNAVAL de Muheim- pancake breakfast, photos & dancing with Bonhomme, sash & tuque day, Feb. 28th is BIG Carnaval School Wide Event

PINK shirt Day, Wednesday, February 26 Pink Shirt KINDNESS Assembly, friends from the Meadows as well as our friend Sonia will be invited

Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
 - **HSS** – 46 +/- Grade 8-12 students from Houston Secondary to travel up to Hudson Bay Mountain on January 30 and March 7, 2025. The purpose of these trips is to support the active living curriculum and for a fun day of winter outdoor activities. All Board requirements have been met for these trips.
 - **TSE** – 45 +/- Grade 4 & 5 students from Twain Sullivan Elementary to travel up to Hudson Bay Mountain on March 5 and April 9, 2025. The purpose of these trips is to support the active living curriculum and for a fun day of winter outdoor activities. All Board requirements have been met for these trips.

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- **WPS** – 50 +/- Grade 6 & 7 students from Walnut Park Elementary to travel up to Hudson Bay Mountain on February 13, 27 and April 13, 2025. The purpose of these trips is to support the active living curriculum and for a fun day of winter outdoor activities. All Board requirements have been met for these trips.
- **MME** – 42 +/- Grade 6 & 7 students from Muheim Memorial Elementary to travel up to Hudson Bay Mountain on February 5, 19 and March 5, 2025. The purpose of these trips is to support the active living curriculum and for a fun day of winter outdoor activities. All Board requirements have been met for these trips.
- **SSS** – 45 +/- Grade 8-12 Ski and Snowboard Students from Smithers Secondary to travel to Fort St. James to participate in the High School Ski and Snowboard Zones at Murray Ridge Skill Hill on February 4-6, 2025. All Board requirements have been met for this trip.
- **SSS** – 100 +/- Junior and Senior Concert and Jazz Band Students from Smithers Secondary to travel Prince George, BC to attend and participate in the Fanfare Prince George Ban Festival on April 23-26, 2025. All Board requirements have been met for this trip.

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OPERATIONS COMMITTEE MEETING

Regular

3:30 PM

January 14, 2024

School Board Office

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

The meeting was conducted from 3:33 pm – 4:45

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 2026-2027 District Calendar

Ms. Fox acknowledged that the Board has recommended moving forward with public consultation in regards to the public consultation on Draft 2025-2026 District calendar. The challenge has been finalizing a Draft 2026-2027 District Calendar. This was due to a late start in September, late ending on June 30th, and managing a spring break holiday with Easter weekend attached. The committee discussed the options around a two-week spring break while maintaining 181 instructional days. After discussions, it was recommended moving the proposed three instructional days to last week in March and accommodating the two-week spring break with 180-days of instruction and increasing instructional time on Thursday afternoons to account for the one lost days of instruction.

Motion: The Committee recommends that the Board approve the revised Draft 2026-2027 Calendar as presented and send out for public consultation.

2. Strategic Plan Review

Mr. McDiarmid advised the committee that senior management are putting together the strategic plan review, and Ms. Fox will be reviewing at the board meeting.

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3. Amended Budget

Mr. Margerm advised the committee that the Ministry December recalculation for funding was delayed and will not be announced until January 28th, 2025. Mr. Margerm cannot provide the normal January funding update as part of the 2024-2025 Amended Budget. Mr. Margerm will hopefully be able to advise the committee and board in regards to the overall amended budget in February.

RESCHEDULED DATE

Date & Time of Next Meeting: **February 18th, 2025 at 3:30 pm**

SCHOOL DISTRICT 54

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POLICY COMMITTEE MEETING

January 14th, 2025

5:00 PM

School Board Office

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

The meeting was conducted from 5:00 pm – 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

PREVIOUS MEETING OF November 12th, 2024

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

NEW BUSINESS

Policy	Description	Type	Status	Consultation
	<i>Traditional Welcome Acknowledgement Teacher Survey on Mental Health/Wellness</i>	New	In-committee	Yes

Date & Time of Next Meeting: February 18th, 2025 at 5:00 pm.

1. Traditional Welcome Acknowledgement

Ms. Fox reviewed the work done on draft Indigenous Traditional Welcome Acknowledgement at the trustee retreat December 10th. The committee finalized specific proposed language around the traditional welcome.

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

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Motion: The committee recommends a Board approve the proposed Indigenous traditional acknowledgment in the form of Policy 1.500 Witsuwit'en Territory Acknowledgement and send out for public consultation.

2. BVTU Mental Health Survey

Mr. McDiarmid advised that the BVTU conducted a survey of teachers relating to mental health and wellness. The survey results were submitted to the Superintendent and trustees. The proper process would be to send to the Board as a whole, not solicit individual trustees. Senior staff are not happy with submission method, or the actual survey method. The Superintendent has attempted to meet with the BVTU Union President to discuss.

Mr. McDiarmid outlined several concerns with regards to the validity of the survey: interpreted more as a "job satisfaction survey"; questions are misleading and bias; scope of sample population would seem to be inequitable and prejudice; summary report for BCTF would be inaccurate in part. Mr. McDiarmid will discuss with administrators, yet doubts that teachers have attempted to talk with administrators about their concern.

Motion: Committee recommends the Board write a response letter that the BVTU survey has been read and reviewed.

RESCHEDULED DATE

Date & Time of Next Meeting: February 18th, 2025 at 5:00 pm

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