



**REGULAR MEETING MINUTES
BOARD OF EDUCATION
SCHOOL DISTRICT NO.54 (*Bulkley Valley*)
NOVEMBER 26, 2024
SCHOOL BOARD OFFICE, SMITHERS B.C.**

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

Trustee Regrets: J. Krauskopf, P. Michell

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 7:00 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.
- The Board meeting is currently on the Gidm'ten territory and Chairperson Williams lives on the Laksilyu territory. She shared with board that it was the two-year anniversary of a close friend's passing that committee suicide. On this day the sun was peaking over the Telkwa Range and Chairperson Williams thought of her friend because he took her to the Telkwa Range snowmobiling for the first time. This was her connection to the land.
- Chairperson Williams also reminded everyone that December is a busy month: concerts; presents; making food and also time that a lot of people struggle with their mental health. She suggested that everyone take some time to just reflect, to be still and breathe. Do something you enjoy, skiing, read, watching a movie, recharging your mind and ask for help if you are struggling. Mental health should always take priority.
- Trustee Krauskopf and Trustee Michell have sent their regrets.

3. ADOPTION OF AGENDA

MOTION: *It was moved by Trustee Kearns 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 October 22, 2024 or the synopsis of the in-camera meeting minutes of October 22, 2024. There being none, the regular meeting minutes of October 22, 2024 and the synopsis of the in-camera meeting minutes of October 22, 2024 were declared approved as presented.

5) ADMINISTRATION REPORT

- Superintendent McDiarmid present the current activities report to the Board. Thirty (30) SD54 staff participated in Bystander Training during the Indigenous Education Professional Development day in November. The Principals and Vice Principals join the Superintendents in Vancouver for the BCSSA Fall Conference. The District PLC had their first gathering on November 4. The District Elementary Volleyball playdate will take place on November 29 at Houston Secondary School.
- Superintendent McDiarmid presented the district-based initiatives to the Board. Fall Professional Growth Conversations will be taking place with all the Principals and Vice Principals. Lots of excellent initiatives happening in the Trades and Technology department for our students and staff.
- Superintendent McDiarmid presented the school-based initiatives report to the Board. Carofest will be taking place once again this year on December 4th. Show times are 5pm and 7pm. Teachers and CUPE Staff participated in a number of professional development sessions on the November 12th Pro-D day. HSS and SSS Commencement Ceremonies will take place on June 13 and June 19 respectively.

Field Trip Proposal

- 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.
- The following field trip received **final approved** by the Board of Education:
 - **SSS** – 26 +/- Grade 11-12 Drama students from Smithers Secondary to travel to New York City on May 16 – May 25, 2025. The purpose of this trip is for the students to participate in Broadway Theatre tours and workshops. All Board requirements have now been met for this trip.

MOTION: It was moved by Trustee Kearns and seconded by Trustee Krishan.

"That the Board approve the trip to New York City as presented."

CARRIED

6.a) OPERATIONS COMMITTEE REPORT

- Operations Committee Chairperson Kearns presented the Operations Committee's Report from the November 12, 2024 committee meeting. Two (2) items was moved to the New Business portion of the meeting.
- Next meeting date Tuesday, January 14, 2025 @ 5:00pm

6.b) POLICY COMMITTEE REPORT

- Policy Committee Chairperson Graham presented the Policy Committee's Report from the November 12, 2024 committee meeting. Next meeting date Tuesday, January 14, 2025 @ 4:00pm
- **Administrative Policy 6.700 Surplus Management** - The Committee recommended increasing the percentage for internally restricted from four (4) percent to five (5) percent and an increase to unrestricted operation surplus from five (5) percent to six (6) percent. After a short discussion, the Board accepted the recommendation of the Policy Committee to amend the Administrative Policy 6.700 Surplus Management.
- **Administrative Policy 9.970 Communicating Student Learning** - Assistant Superintendent Fox provided a revised draft administrative policy for the Board to review and discussed. After a short discussion, the Board accepted the recommendation of the Policy Committee to amend the Administrative Policy 9.970 Communicating Student Learning.

6.c) TRUSTEE REPORTS

- Trustee Farrell submitted his Trustee report from his recent Provincial Council meetings in Vancouver.

7. UNFINISHED BUSINESS

- There was no unfinished business this month.

8. NEW BUSINESS

- **8.1) District Class Size Report:** Superintendent McDiarmid presented the District Class Size Data Report to the Board for review. The Operations Committee recommended that the Board approve the class size data report as presented.

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

"That the Board resolves to approve the District Class Size Data as presented.

CARRIED

- **8.2) Annual Facilities Review:** Secretary Treasurer Margerm provided the Annual Facility Report to the Board.

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

"That the Board resolves to approve the Annual Facilities Review as presented. The report supports the plan to prioritization of the following projects:

- *Flexible learning and classroom spaces*
- *Building envelopes*
- *HVAC and mechanical systems*
- *Washrooms and kitchen facilities "*

CARRIED

9. OTHER BUSINESS

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

10. READING FILE

- No reading file this month.

11. CLOSING REMARKS

- The next regular Board Meeting will be held on December 10, 2024, commencing at 7:00 p.m. at The School Board Office in Smithers, BC.

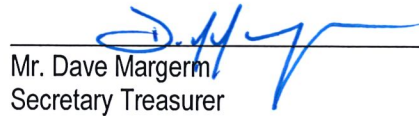
12. ADJOURNED

- The Board meeting was adjourned at 7:55pm.

Approved by:



Ms. Jennifer Williams, Chairperson
of the Board of Education



Mr. Dave Margem,
Secretary Treasurer