



School District No. 54 (BULKLEY VALLEY)

AGENDA REGULAR BOARD MEETING APRIL 22, 2025 WITSET MULTI-PLEX, Witset B.C.

5:30PM*

(*Please note new meeting time)

- 1) Call to Order
- 2) Traditional Welcome / Opening Remarks
- 3) Adoption of Agenda
- 4) Minutes: Regular Meeting Minutes – March 11, 2025
Synopsis In-Camera Meeting – March 11, 2025
- 5) Delgation: Bulkley Valley Teachers Union (BVTU)
- 6) Administration Report M. McDiarmid Report Attached
- 7) Committee Reports:
 - a) Operations Committee L. Kearns Report Attached
 - b) Policy Committee F. Farrell Report Attached
 - c) Trustee Report J. Williams Report Attached
- 8) Unfinished Business
- 9) New Business
 - 9.1) 2025-2026 Draft Annual Budget
 - 9.2) Capital Plan Bylaw – Capital Plan 2025-2026
- 10) Other Business
 - 10.1) Expenditure Summary
- 11) Reading File

Ltr. from HSS re: Invitation to the HSS Commencement Ceremony
- 12) Closing Remarks –Next regular Board Meeting will be held on May 27, 2025 at Houston Secondary School – Houston, B.C. commencing at 5:30 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/apps/pages/index.jsp?uREC_ID=1098428&type=d&pREC_ID=1358978



**REGULAR MEETING MINUTES
BOARD OF EDUCATION
SCHOOL DISTRICT NO.54 (*Bulkley Valley*)
MARCH 11, 2025
SCHOOL BOARD OFFICE, SMITHERS B.C.**

PRESENT: Trustees: J. Williams, K. Graham, P. Michell, J. Krauskopf, F. Farrell, F. Krishan
Regrets: L. Kearns
Staff: M. McDiarmid – Superintendent of Schools
F. Fox – Assistant Superintendent of Schools
D. Margerm – Secretary Treasurer
B. Kingsmill – Recording Secretary

1. CALL TO ORDER

- The meeting was called to order at 5:31pm.

2. TRADITIONAL WELCOME / OPENING REMARKS

- Chairperson Williams acknowledged that we are gathered here today on the unceded traditional territory of the Gidmt'en – Bear Wolf Clan, home of the Witsuwit'en Nation on this beautiful spring day.
- Chairperson Williams's personal reflection on the land - Trustee Krauskopf commented that he is enjoying the longer days, and hearing the birds singing again.
- Trustee Kearns sent his regrets

3. ADOPTION OF AGENDA

MOTION: *It was moved by Trustee Michell 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 February 25, 2025 or the synopsis of the in-camera meeting minutes of February 25, 2025. There being none, the regular meeting minutes of February 25, 2025 and the synopsis of the in-camera meeting minutes of February 25, 2025 were declared approved as presented.

5. ADMINISTRATION REPORT

- Superintendent McDiarmid presented the district update report to the Board. 15 - \$1,250 District Authority Scholarships have been allocated to SD54 this year. Scholarship presentations will take place on May 12-14, 2025.
- Superintendent McDiarmid presented the district-based initiatives to the Board. Student Led Conferences will be held on April 16 & 17. Please contact your students' school to book your interview time.

- Superintendent McDiarmid presented the school-based initiatives to the Board. SSS Ski and Snowboard team travelled to Quesnel to participate in the Provincial High School School Championship in February. The Girls Snowboarding team brought home the provincial banner! Congratulations to everyone involved!

Operations

- Superintendent McDiarmid presented the Operations Report to the board. The 2025 – 2026 Budget and Staffing process has now started. The strategic plan has been guiding decision making through this process. The District is projecting a slight decrease in students which means budgets and staffing levels will remain more or less the same as the current school year.

6.a) OPERATIONS COMMITTEE REPORT

- There was no Operations Committee meeting this month.
- Next meeting date Tuesday, April 8, 2025 @ 3:30pm.

6.b) POLICY COMMITTEE REPORT

- There was no Policy Committee meeting this month.
- Next meeting date Tuesday, April 8, 2025 @ 5:00pm.

6.c) TRUSTEE REPORTS

- Trustee's Farrell and Krauskopf submitted Trustee Reports this month.

7. UNFINISHED BUSINESS

- There was no unfinished business this month.

8. NEW BUSINESS

- **8.1) Trustee Stipends** – Trustees were provided a written report in their March board packages on Policy 1.170-Trustee Annual Stipends.

Mr. Margerm outlined that if the board does not pass a resolution to change the policy rate based on the CPI, Trustees will receive a 2.5 % increase as of July 1, 2025.

The Trustees had a wholesome conversation regarding this policy.

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

"THAT the Board approve to follow Board Policy 1.170 and accept the 2.5% increase to trustee stipends as of July 1, 2025."

5 - For
1 - Against

CARRIED

Following current policy, this allows for an 2.5% increase to the trustee stipend as of July 1, 2025.

9. OTHER BUSINESS

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

11. READING FILE

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

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

CARRIED

12. CLOSING REMARKS

- The next regular Board Meeting will be held on Tuesday, April 22, 2025, commencing at 5:30 p.m. at Witset Multi-Plex in Witset, BC.

13. ADJOURNED

- The Board meeting was adjourned at 5:57pm.

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*)
MARCH 11, 2025
SCHOOL DISTRICT OFFICE, SMITHERS, BC**

The regular meeting was called to order at 4:59 pm and the Board resolved to go in-camera.

- The Chairperson asked if there were any corrections to the in-camera meeting minutes of February 25, 2025. There being none, the in-camera meeting minutes of February 25, 2025 was declared approved as presented by the Chairperson.
- Senior Administration reported on routine staffing items and school suspensions.
- The Superintendent presented an annual report to the Board.

The Board returned to regular session at 5:14pm.

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REPORT FROM ADMINISTRATION

to the
Board of Education
April 22, 2025

District Update

- **District / Authority Scholarships** – We have received notification from the Ministry that the district has 15 scholarships available for distribution this year. Application packages have already been sent to the high schools and presentations will be scheduled for May 12-14, 2025. Deadline for applications is April 25th, 2025. Trustees interested in participating in the adjudication process are encouraged to notify Ms. Fox.
- **Provincial Bargaining**- Superintendent McDiarmid has been selected to be one of three Superintendents to participate in Provincial bargaining with BCPSEA while they negotiate a new collective agreement with the BCTF.
- **Professional Learning Series (PLC)** - The last PLC session was held on Monday, April 7, 2025. Teachers gathered for professional reflection and awareness. Another night of insightful learning with SD54 colleagues. The next PLC gathering will be the year-end celebration on May 26, 2025.

Innovation / Initiatives

District Based Initiatives

- **Career, Trades and Technology Update:**
 - Welding Foundations is confirmed for SSS in February 2026.
 - Piping Foundations (plumbing, sprinkler, steamfitting) is confirmed for HSS in September of 2026.
 - Nail Technician program via CMTN is tentatively scheduled for February 2026.
 - Intro to Health and Early Childhood & Care Education (ECCE) will be offered again in the Fall of 2025.
 - There is much higher interest from students to take business administration as dual credit.
 - Professional Development session on AI will be happening on April 21 at SSS.
 - MagicSchool AI is being piloted by a group of educators and administrators to determine suitability for next school year across the district.
 - A draft Framework for Generative AI in SD54 is being completed and will be submitted for board approval in the coming weeks.
 - School Messenger, a platform to support improvements in attendance-related communications has been rolled out across schools this last week.

School Based Initiatives and Professional Development Activities

- **SSS:**
 - Many teachers are attending the writing workshop on Monday, April 21, 2025.
 - As part of our work toward our school goal, we used a different approach with the Lit and Num 10 assessments. All teachers in the school did a specifically designed lesson to help prepare the Gr. 10s, but also to have all the students in the school using the skill set necessary for the 10 and 12

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assessments. We did both assessments in the same week, and had all the grade 10s do them at the same time. We created friendlier environments with snacks, and we mostly kept students together with their first block classmates to help with familiarity. We will be interested to see the results. Our initial observation is that we noticed that far more students took the full time to complete, and that students seemed to dig in and complete the whole assessment rather than leaving early. We will be measuring the results against past years to see if our efforts so far are making a difference.

- Course selection – we are inputting course requests and will hopefully be ready to begin the timetabling process by the end of this week.
- Lots of Leadership activities this week for Easter.

- **Walnut Park Elementary:**

- Working on our school goals to strengthen reading abilities and kindness.
- The Primary teachers are focusing on using UFLI to improve reading for their students.
- The Intermediates teachers are currently running collaborative literature circles for all of our students. Students choose a book of their choice and then get to discuss their books while reflecting on what they have read.
- Working on the school goal of showing kindness we are using the book. "**Be a Good Ancestor**" Our current page of the book focusses on using kind words as an act of kindness.
- All primary students working on a "Kind Part of Me." Project. The project has students focusing on how they use their body to show kindness. For example, "I use my hands to help people", or another favourite "I use my spine to stand up for people"
- Ms. Faubert has been collaborating with Primary teachers. She has been teaching a lesson on land acknowledgement in many of the school's primary classrooms.
- School wide pancake breakfast. We all ate together in the gym and had a few 'minute to win it games' for all ages (including staff). It was a special event and helped build our school community.

- **Telkwa Elementary School**

- The school choir is paired up with the Muheim choir and they performed and were adjudicated at the Burns Lake Performing Arts Festival on Tuesday, April 15 and they received a Gold Standing! Congratulations to the choir performers and directors (Mr. Anderson and Ms. L'Orsa)!
- Staff will be participating in various professional development activities offered by the District (AI in Education, Science of Reading) as well as some self-directed pro-d (a course in ADHD, literacy collaboration).
- Leone MacDonald has been in twice for some Thursday profession development, the focus has been Struggling Writers & Number Sense/Place Value.
- Teachers are planning activities around Earth Day and the whole school will be planting trees with PIR
- Gearing up for track – looking for volunteers to help coach.



Telkwa & Muheim
Elementary Choir

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- **Twain Sullivan Elementary**
 - Professional Development activities include: Wild Schools, developing numeracy resources, fine arts pottery.
 - School activities: FireSmart learning, Missoula theatre

- **Muheim Elementary School**
 - Some of the professional development plans of staff members include:
 - attending the sessions offered at SSS (AI, Writing)
 - developing numeracy lessons/units
 - on-line work with Autism learning sessions
 - A great big CONGRATULATIONS is in order for Mr. Anderson, Ms. Lorsa and the Telkwa-Muheim Senior Choir Collaboration. The trip to Burns Lake was one with great joy, learning, pride and memory-building and a GOLD standing for their performance of two songs: "**Skye Boat Song & Someone Handed me the Moon**".
 - Collaboration/planning outdoor ed/place-based learning activities, Scholastic Book Fair & Student-Led Conferences.
 - Bridge-building competitions in intermediate classes lead by engineer Allan Kindrat.
 - Muheim Science Fair was a big success and some students went on to share projects at the regional fair at SSS.
 - Five (5) intermediate students from our Grade 6/7 French Immersion class presented their public speaking speech at the event organized by CPF at the Old Church. Students who have received special recognition will go on to compete in the provincial competition in Vancouver.
 - Muheim will be participating in Town Spring Clean-Up.
 - Circus School, May 8 & 9; all classes will participate in circus school sessions over the course of two days. Three circus performers from Québec will be here to lead this experience.
 - Career Day, May 15; our committee is busy organizing this school-wide event that will feature about 22 community members who will talk to students about their careers/passions.
 - Current Clubs at Muheim: Chess Club, Library Club, Kindness Club

- **HSS:**
 - HSS student Adam Franz has been selected/identified by Bobsled & Skeleton Canada as a potential future athlete. Adam attended the RBC Olympic athlete identification camp over spring break where he met or exceeded all of the minimum standards for the Canadian Men's Bobsled Team. These fitness standards are usually for men in their 20s, but Adam achieved them as a 16-year-old. This is an amazing accomplishment and the following should be noted:

Adam is the youngest athlete ever identified by Bobsled & Skeleton Canada. He has been invited to the Calgary training center at the end of the month to start his onboarding program.

The HSS Fitness Room has been key to Adam's development. Adam has been a regular morning trainee since grade 8 and is in the weight room every morning during morning drop-in workout. Adam has also taken Strength & Conditioning every year in his timetable.

Having a good facility like we have at HSS is key to the development of our students. Adam is the perfect example of what is possible if schools have top-notch facilities that allow students to pursue their dreams/passions/goals. The investment we have made at HSS in our fitness facility has resulted in students participating in fitness training and fitness and conditioning courses at a higher level than regular PE.

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- HSS has been going through the annual course selection process over the past two (2) weeks. Students are well informed of their options and will be selecting courses today. Always an exciting time for students and staff looking forward to next year!
- Local artist James Madam has been in the school the past few weeks putting on carving workshops. Students are really enjoying learning about carving and Indigenous Art.
- Houston Community Services and HSS have partnered to provide workshops to our grade 8/9 students on Gender Based Violence. We just completed our second workshop in the series yesterday. We will be hosting a couple more over the next few months.

Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
 - **TSE** – 44 +/- Grade 5 students from Twain Sullivan Elementary School to travel to Fort. St. James National Historical Site on June 13, 2025. The purpose of this trip is to support the social studies curriculum. All Board requirements have been met for this trip.
 - **HSS** – 20 +/- Grade 9-12 Outdoor Education students from Houston Secondary to travel to Nourse Creek on April 30, 2025. The purpose of this trip is to support the Physical Health Education curriculum. All Board requirements have been met for this trip.

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OPERATIONS COMMITTEE MEETING

Regular

3:30 PM

April 8th, 2025

School Board Office

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

This meeting was conducted from 3:33 pm – 4:30 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. Draft 2025-2026 District Budget

Mr. Margerm provided the initial draft 2025-2026 Budget and Bylaw to committee. Budget priorities and general highlights were presented to the committee. The Draft 2025-2026 Budget and public stakeholder consultation opportunities will be provided in May. Information on changes to revenues were provided and outlined an increase in funding for the 2025-2026 year of \$208,353, based on January 2025 funding. An overview of proposed surplus appropriation was also discussed. At this point, there is a estimated \$606,493 deficit and appropriation from unrestricted surplus to support operations and capital spending. The committee recommends the deficit be reduced to include only a VP and half time junior alternate teaching position. Capital appropriation from surplus can be determined in October 2025 in accordance with board policy and after the 2024-2025 fiscal year is complete and the surplus (deficit) for the year is defined.

Motion: Committee recommends Mr. Margerm proceed with reducing the deficit to approximately \$240,000.

Motion: Committee recommends proceeding with the first two readings of the 2024-2025 Budget Bylaw submitted at the April Committee meeting.

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2. Bylaw Approval for 2025-2026 Capital Plan Response Letter

The district needs approval for the 2025-2026 Capital Bylaw that registers Ministry capital funding of \$1,332,500 for the following:

Facility Name	Program Project Description	Amount Funded
HSS	SEP – Roofing Upgrade	\$500,000
SSS	SEP – Learning Commons Upgrade	\$700,000
HSS	FIP – Kitchen and Equipment Upgrades	\$450,000

Motion: Given unanimous consent of all trustees, the Committee recommends proceeding all three readings for the 2025-2026 Capital Bylaw No. 2025/26-CP-SD54-01 that registers Ministry capital funding of \$1,332,500.

Date & Time of Next Meeting: May 13th, 2025 at 3:30 pm

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POLICY COMMITTEE MEETING

April 8th, 2025

5:00 PM

School Board Office

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

The meeting was held from 5:00 pm - 5:47 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 February 18th, 2025

Policy	Description	Type	Status	Consultation
1.500	<i>Witsuwit'en Territory Acknowledgement consultation</i>	New	In-committee	Yes
1.120	<i>Board Meetings</i>	Revision	In-Committee	Yes

NEW BUSINESS

Policy	Description	Type	Status	Consultation
1.200	<i>Superintendent Evaluation</i>	Revision	In-committee	Yes
11.140	<i>Student Transportation</i>	Revision	In-Committee	Yes

1. Policy 1.200 Superintendent Evaluation

Trustee Williams raised the topic of revising Policy 1.200 and supporting administrative procedures to clarify the process and criteria for superintendent’s evaluation. This is to help clarify expectations, timelines and expected format of evaluation.

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

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Discussions resulted in a recommendation from the committee to outline an evaluation framework that provides the following:

- a) an opportunity for the Board and Superintendent to meet, review and come to an understanding on timelines, parameters and process for evaluation.
- b) an opportunity for a wholesome discussion between the Board and Superintendent to discuss the Superintendent's results, response to the evaluation process and allow for Board feedback.
- c) a final report or presentation to Board for approval.

Mr. Margerm will draft revised language to policy and administrative procedures for presentation at the next policy meeting.

2. Policy 11.140 Student Transportation

Ms. Fox requested clarifying changes to student transportation policy concerning students driving themselves or others to educational programs. There is a need for clarity that students should not be driving themselves or others in private vehicles as part of educational programs.

Recommendation: Draft policy language will be provided to committee in May for discussion and approval.

Date & Time of Next Meeting: May 13th, 2025 at 5:00 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."

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TRUSTEE REPORT
Partner Liaison Meeting
March 6, 2025
Radisson Vancouver Airport

Board Chairs Meeting – March 6, 2025

Location: Radisson Vancouver Airport Hotel | **Time:** 8:45 AM – 4:00 PM

- **Key Topics & Discussions:**
 - **Managing Difficult Conversations** (Two sessions) – Led by Gina Niccoli-Moen.
 - **Trustee Panel on Bargaining** – Insights from key trustees.
 - **Infomercials on Working Groups:** Capital, Climate Action, Bylaw Review, Anti-Racism, Comprehensive School Health, Rural & Remote Networks, Inclusion & Accessibility.
 - **Networking & Facilitated Conversations** – Led by the Board of Directors.

Annual Partner Liaison Meeting – March 7, 2025

Location: Radisson Vancouver Airport | **Time:** 8:30 AM – 3:30 PM

- **Morning Sessions:**
 - **Ministry Updates & Priorities** – Presented by Deputy Minister Kaye Krishna.
 - **Management Foundation Standards – Panel Q&A** – Discussion on leadership implementation.
 - **Framework for Enhancing Student Learning** – Annual review of education strategies.
 - **Student Safety** – Updates on student well-being and trends from Safer Schools Together.
- **Afternoon Sessions:**
 - **First Nations Education** – Distinction based approached overview, Indigenous education strategies and teacher recruitment.
 - **Cyber Security** – Insights into privacy risks, threats, and resilience strategies.
 - **Closing Remarks** – Deputy Minister Kaye Krishna concludes the event.

This two-day event provides essential updates, discussions, and networking opportunities for education leaders.

If you have any question about the items above, please reach out to me.

Respectfully submitted by,
Jennifer Williams
Board Chairperson