

School District No. 54 (BULKLEY VALLEY)



**REGULAR MEETING MINUTES
BOARD OF EDUCATION
SCHOOL DISTRICT NO.54 (Bulkley Valley)
JUNE 24, 2025
SCHOOL BOARD OFFICE – SMITHERS, B.C.**

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

1. CALL TO ORDER

- The meeting was called to order at 5:30pm.

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.
- Chairperson Williams's personal reflection on the land. Chairperson Williams reflected on the new Traditional Welcome format that developed by the Board and School District Partners this year, it has meant a lot to her. Reflecting on her time in nature has brought her inner peace.

3. ADOPTION OF AGENDA

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

"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 May 27, 2025 or the synopsis of the in-camera meeting minutes of May 27, 2025. There being none, the regular meeting minutes of May 27, 2025 and the synopsis of the in-camera meeting minutes of May 27, 2025 were declared approved as presented.

5.) LEARNING PORTION:

- **SD54's 4-Year Education Technology Plan – presented by Mr. Scott Richmond.** Why do we need plan? – Not only because it is a Ministry Requirement but technology is changing so quickly for everyone. The plan is built using SD54's core values plus the strategic plan. Priorities – Student Learning, Professional Learning, Access to Educational Technology. AI Guidelines for Educators (including all staff and students) is outlined in the document. A Professional Development Series being developed for next year on AI Literacy

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

"That the Board approve the 4-Year Education Technology Plan as presented."

CARRIED

6. ADMINISTRATION REPORT

- Superintendent McDiarmid presented the district update report to the Board. Teacher staffing is nearly completed for the 2025-2026 school year. SD54 may enter the summer with some unfilled positions.
- Superintendent McDiarmid presented the district initiatives report to the Board. The District held its retirement recognition party on June 16. This year we had three (3) CUPE Employees, six (6) teachers and two (2) excluded staff retire. SD54 schools are celebrating Nation Indigenous Peoples Day throughout the week with various events and activities. Ms. Fox – Assistant Superintendent attended the Witset Graduation on behalf of SD54 on June 12th. It was a well-attended and successful community event. The Early Learning program wrapped up their Welcome to Kindergarten at each site. Early Literacy Assessments have been completed, this will give the District a baseline of data for our primary K-2 students. Ready Set Learn events have also been completed. This summer CCRR will host a weekly Pop Up and Play Events. There are lots of exciting programs happening in the Career Education department next year. Welding Foundations will be hosted at SSS; Hairstylist; Professional Cook and Electrician programs at CMC in Terrace. Also confirmed for next year Introduction to Healthcare Practices; ECE and Nail Technician. There is an increase in students wanting to take University Credit courses. 17 elementary classes accessed ADST curriculum support through a range of formats. SpacesEDU will be expanding to include grades 8-12 next year. MagicSchool AI pilot project is almost complete. The draft version of the District's Framework for Generative AI has been completed and is currently gathering feedback prior to finalization. A Professional development series on AI in the Classroom is being planned for next school year.
- Superintendent McDiarmid presented the school-based initiatives to the Board. Graduation ceremonies took place in Houston and Smithers in June. All district schools were very busy with year-end events and programming for their students.

Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
 - **SSS** – 5 +/- Grade 8-12 Track and Field students from Smithers Secondary School to travel to Langley, BC on June 5-8, 2025 to participate in the BC Provincial Track and Field Championships. All Board requirements have been met for this trip.
 - **SSS** – 139 +/- Grade 8 students from Smithers Secondary School to travel to Tyhee Lake on June 13, 2025. The purpose of this trip is to take part in the Grade 8 year-end celebrations, outdoor education, community building and health and physical fitness. All Board requirements have been met for this trip.
 - **SSS** – 18 +/- Grade 8-12 Smithers Secondary School students to travel to Burnaby, BC on May 26-31, 2025 to participate in the BC Provincial Soccer Championships. All Board requirements have been met for this trip.
 - **WPS** – 150 +/- Grade K-3 students from Walnut Park Elementary to travel to Rock Nest Ranch on June 23, 2025. The purpose of this trip is to take part in the Primary year-end celebrations, community building, health and physical fitness. 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 June 10, 2025 committee meeting. One item was moved to the Unfinished Business and two items moved to the New Business portions of the meeting.
 - **Board / Authority Authorized Course** – Assistant Superintendent Fox presented the board with three BAA Applications for the following proposed SSS courses for the 2025/2026 school year located at CMC:
 - 1) Nail Technician 12A – Foundations of Nail Technology
 - 2) Nail Technician 12B – Advanced Techniques and Enhancements
 - 3) Nail Technician 12C – Salon Industry Practices
 - The committee recommended the Board approve all of the three Nail Technology 12 A, B, C courses as presented.
-

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

"That the Board approve the BAA Applications for the proposed Nail Technician Courses (12A,12B,12C) as outlined."

CARRIED

- Next meeting date Tuesday, September 9, 2025 @ 3:30pm.

7.b) POLICY COMMITTEE REPORT

- There was no Policy Committee meeting in June.
- Next meeting date Tuesday, September 9, 2025 @ 5:00pm.

7.c) TRUSTEE REPORTS

- Trustee Krishan submitted a trustee report on his attendance at the SSS Pride Day on June 6, 2025.

8. UNFINISHED BUSINESS

- **8.1) Draft 2025 - 2026 Annual Budget Bylaw:** The Operations Committee recommended that the Board proceed with the third reading of the Draft 2025-2026 Annual Budget Bylaw.
 - Secretary Treasurer Margerm provided an overview of the budget process over the past three months. Budget is the same as outlined in May. There was no other feedback from stakeholders. There is a proposed operational deficit for the 2025/2026 school year due to rising costs. Reductions in the budget have been spread-out over-all departments without effecting student learning.
-

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

"That the Board approves the third reading of Draft 2025-2026 Annual Budget Bylaw as presented. "

CARRIED

9. NEW BUSINESS

- **9.1) District Strategic Plan Review Update** – Mr. McDiarmid presented the annual Strategic Plan update to the board.
-

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

"That the Board approve the annual Strategic Plan Update as presented."

CARRIED

9.2) 2026 – 2027 Major Capital Plan Resolution - The Operations Committee recommended the approval of the 2026-2027 Major Capital Plan application. Secretary Treasurer Margerm presented the capital plan for Major Capital that will be submitted to the Ministry Capital Branch.

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

"That the Board resolves to approve the draft 2026-2027 Major Capital application as presented."

CARRIED

10. OTHER BUSINESS

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

11. READING FILE

- There was no reading file this month.

12. CLOSING REMARKS

- The next regular Board Meeting will be held on Tuesday, September 23, 2025, commencing at 5:30 p.m. at the School Board Office in Smithers, BC.

14. ADJOURNED

- The Board meeting was adjourned at 6:49pm.

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*)
JUNE 24, 2025
SCHOOL DISTRICT OFFICE, SMITHERS, BC**

The regular meeting was called to order at 5:02 pm and the Board resolved to go in-camera.

- The Chairperson asked if there were any corrections to the in-camera meeting minutes of May 27, 2025. There being none, the in-camera meeting minutes of May 27, 2025 was declared approved as presented by the Chairperson.
- Senior Administration reported on routine staffing items and school suspensions.

The Board returned to regular session at 5:08pm.

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REPORT FROM ADMINISTRATION

to the
Board of Education
September 23, 2025

- **School start update** - We are very pleased with the start to the school year with schools and departments reporting a smooth start up. All classrooms are up and running but we remain in a very tight staffing situation. As in other years, the District remains short of certified teachers and support staff which might mean reassigning support when covering absences.

Student Achievement

- **Foundation Skills Assessment (FSA)** — The annual Provincial literacy and numeracy assessment will begin in October. As always, this is a snapshot and one small piece of a student's ongoing assessment. There will always be some year-to-year cohort fluctuations, but our students continue to perform well on the Provincial assessment. Ms. Bev Forster and Ms. De-Anna Lea will be assisting with the administration and marking of the exams.

Innovation / Initiatives

District Based Initiatives

- **Early Learning - Primary Years Update:**
- We're in our second year of Early Literacy Assessment data collection, with continued support for teachers in using results to guide instruction. Schools are increasingly adopting research-based strategies for phonemic awareness and fluency, with UFLI showing strong outcomes where fully implemented.
 - This year, we're promoting the Joyful Literacy Site for diverse instructional strategies, reviewing the Ministry's 'Learning in the Primary Years' document, and initiating work on an Early Literacy Framework.
 - A Community of Practice (COP) will offer Pro-D and support framework development. It's also an EDI year.
 - Early Learning & Childcare:
 - ECEBC is operating a before/after school program at Muheim. All elementary schools—except Telkwa—now host third-party childcare.
 - Just B-4 is reviewing a high volume of applications in Houston, with potential for two cohorts.
 - ECCE Dual Credit has launched, with added experiential learning in childcare centres and through service providers. We're continuing collaboration with CCRR and CDC to offer an Early Learning COP.
- **Professional Learning program/Teacher Mentorship program:**
- Ms. Jana Fox, with support from Ms. Cynthia Dufresne, Ms. Leone MacDonald, Mr. Dwayne Anderson, and Mr. Sean Levenson, are organizing the professional learning program this school year. They have arranged for several learning opportunities focused on literacy, numeracy, and Indigenous worldviews happening in various workshops, collaborative session, and in the Professional Learning Community gatherings throughout the year. Ms. Fox is also directing the teacher mentorship program. She, Ms. MacDonald, and many skilled mentor teachers throughout the district assist new teachers in their professional learning in an ongoing basis throughout the year.

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➤ Collaborative Inquiry Grant Funds:

- Schools and teachers are once again encouraged to submit proposals for innovative and collaborative approaches to learning. Successful applications are inquiry based, support school and district goals, and are up to \$2,000. This year, two grants will be reserved for educators exploring numeracy learning in secondary schools.

➤ Innovation Funds :

- Schools and teachers are once again encouraged to submit proposals for innovative approaches to learning. Successful applications are inquiry based, support school and district goals, and are up to \$2,000.

➤ Trades and Technology

✓ Career Education:

- Career programs across the district are underway, with students engaged in hairstyling, electrical, business, early childhood education, and healthcare.
- Programs scheduled for semester two include nail technician, welding, and a new digital and graphic design offering from SFU. We secured three seats for SD54 students in a provincial cohort of 24. Two students from HSS are already confirmed.
- A two-day field trip to KSM Seabridge is planned for early October. Students will participate in eight different career sessions, working alongside professionals to solve challenges in mining and exploration. Forty students from both secondary schools have applied, and 25 will be selected in the coming weeks.

✓ Artificial Intelligence:

- A resource site is being developed to support AI literacy in SD54 schools. Teachers will have access to lesson plans, how-to guides, visuals, parent communications, professional development opportunities, and guidance on assessment.
- A public-facing website is also in development to help parents and stakeholders better understand School District 54's direction and actions regarding artificial intelligence.

➤ Parent teacher meetings - Scheduled for Oct.22/23 this year. Please contact your local school for their schedule and sign-up procedures.

➤ District Elementary Soccer Tournament – The event will take place on Thursday, September 25th at the Chandler Park field. Grade 4, 5, 6, & 7 students will participate in this daylong event.

➤ National Day for Truth and Reconciliation/Orange Shirt Day September 30 - District schools will be participating in a variety of activities and proudly wearing their orange t-shirts to learn about and help raise awareness of the history of residential schools in Canada.

School Updates and Initiatives

➤ Muheim

- Terry Fox Run & Cops for Cancer will be held on Sept 16th
- Numeracy Initiatives as core academic focus
- School-Wide Innovation Project: Place-Based Learning with a focus on a framework for ethical engagement, integrating the five Rs of Indigenous philosophy: relationship, respect, reciprocity,

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responsibility and relevance. As a school, MME will plan engaging and meaningful activities with the Zoller family and classes will take turns buddying up and visiting the Zoller Farm. While on the farm, students will practice land acknowledgment, they will give back by helping on the farm, they will learn the boat and help care for animals, and they will learn about aspect of Witsuwit'en protocols as well as language.

- Open House on Sept 18th 5:30pm – 6:30pm
- Soccer has started (grades 4-7), Tournament at Chandler Park Sept 25th
- Cross Country will begin practices (Grades 3-7)
- Muheim Orange Shirt Say is Sept. 29 & Truth & Reconciliation Assembly in on Sept. 29th
- October 21-23rd Book Fair – coincides with Family-Teacher interviews
- WELCOME to our YMCA before & after school care.
- Improvements to school: new doors, general fix-ups, new floors, new accessible bathroom with large shower and other supportive amenities
- PAC organizing a Caffeination Station outside the front of our building starting at 8:30 to introduce themselves to families.

➤ Twain Sullivan:

- Enthusiastic and collaborative new staff who are already working to connect with families and build their practice, as well as school culture
- previous students and staff have settled back into routines
- creation of detailed and effective programing in-place for vulnerable students
- Art Therapy sessions with JJ will begin later this month
- Grade 7s, supported by Clint Endacott, organised and led the Toonie for Terry Fox run
- Jen Hagen from Wild Schools connected with teachers so that she could support them in adding Indigenous outdoor learning opportunities to TEK day and embedding this throughout the year; Ellen Faubert will also work with teachers

➤ Walnut Park Elementary:

- We are focused on creating a calm, respectful, and structured school environment.
- School-wide routines have been refined, including:
Entry/exit procedures (e.g., shoes off on the door mat), Hallway expectations (quiet, calm movement), Classroom transitions (lining up, quiet, respectful)
These routines are especially beneficial for students who struggle with self-regulation, providing them with consistency and clear expectations.
- ✓ Professional Learning & Literacy Instruction:
 - We are building a school-wide literacy approach across primary and intermediate grades:
Primary Grades (K–3): Continuing with the UFLI program from last year.
Intermediate Grades (4–7): Last school year - identified a significant need for structured reading instruction.
- ✓ Staff are engaging in Science of Reading professional learning:
 - Weekly sessions on Thursdays Early Collab Days
 - Full-day sessions on the October and November NID days
- ✓ Implementation plan:
 - Differentiated reading/skill groups three times per week
 - All grade 4-7 teachers + SEAs will have groups at the same time
 - Groups are based on assessments and shift
- ✓ New Staff Support

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- We have several new teachers who are new to elementary and/or grade level. Ms. MacDonald has been integral in helping these teachers develop structures in their classes. Also, Ms. MacDonald has been doing a masterful job helping these teachers with math instruction.
- ✓ School-Wide Learning Theme
 - We are continuing our work with the book "Be a Good Ancestor" into our school-wide learning and discussions with students.
- ✓ Extracurricular Activities & Events
 - Elementary Soccer and Cross-Country Running practices are underway.
 - Meet the Teacher Night – September 24
 - Terry Fox Run – September 26

➤ Telkwa Elementary:

- Strong start at TES with X-country training happening Wed/Fri at lunch with Mr. Rode and Mr. Hersee
- Soccer practice Mon at lunch with Parent volunteer Grace Utz and Mr. Hersee
- Choir practice has begun with Mr. Anderson
- School Terry Fox Hike to Crater Lake Sept 23rd
- Meet the teacher tonight from 6-7pm
- PAC continuing to support our hot lunch program twice a week,
- Breakfast program running everyday with Ms. Mellroy

➤ Smithers Secondary:

- This Thursday, we are having a workshop on developing Learning Intentions specifically using the numeracy and literacy assessment word bank we developed last year. We will begin with the words themselves and then models of how the words are being used to create clear learning intentions directly linked to the cycle of assessment.
Below is the learning intention for the teacher activity that we will be doing:
I can create a clear, purposeful learning intention that guides my students learning.
To do this I will....
Synthesize key content and competencies (word bank) from the curriculum.
- Next Thursday is our Gryphon Assembly. We will be celebrating our Grad class, and our Grad class will be welcoming in the new Gr. 8 Gryphons and new students. It is also a colour day by grade and there will be student and staff challenges.

➤ Houston Secondary

- HSS had a welcome back pancake breakfast for Twain and HSS.
- Welcome back BBQ and baseball game at HSS. HSS used one of their blocks during the 1st week. Was good to have staff and students reconnecting after the summer. Relationships are a strength at HSS and this event continued to build on our strengths.
- In regards to our school goals, HSS is continuing to work on our learner profile with a focus on student engagement.
- Spirit day and HSS spirit day dance was Sept. 18th.
- Upcoming for September is our Terry Fox run and our orange shirt day activities.

➤ Silverthorne Elementary

- Silverthorne is off to a great start this year! We are grateful to be fully staffed with certified teachers in every classroom!

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- Silverthorne welcomed their families back with a Meet the Teacher Ice Cream Sandwich night in which they were able to share their new Schoolwide Theme for the year:
 - RISK - Ready; Independent; Safe; Kind
- Silverthorne has a school goal focusing on improving our fundamentals of Literacy and are excited to move forward this year!

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Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
 - **TSE** – 170 students from Twain Sullivan Elementary to travel to Owen Lake on October 3, 2025. The purpose of this trip is to develop local ecological knowledge and to learn about fall food harvesting. All Board requirements have been met for this trip.
 - **SBO** – 20 +/- students from Houston Secondary and Smithers Secondary Schools to travel to KSM Seabridge Gold Mine Site, 65 kilometers northwest of Stewart, BC on October 9-10, 2025. The purpose of this trip is to explore the wide range of career opportunities relating to the development of mines and the mining industry. All Board requirements have been met for this trip.
 - **TES** – 132 students from Telkwa Elementary to travel to Crater Lake on Hudson Bay Mountain on September 23, 2025. 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** – 75 students from HSS in grades 8-9 to travel to Fulton River Hatchery on September 26, 2025. The purpose for this trip is to study land-based learning, Indigenous culture and migration patterns of salmon. All Board requirements have been met for this trip.
 - **SSS** – 12 Sr. Girls Volleyball Athletes from SSS in grades 11/12 to travel to Kamloops, BC on September 18-21, 2025. The purpose for this trip is for the Senior Girls Volleyball team to participate in a volleyball tournament at TRU. All Board requirements have been met for this trip.

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OPERATIONS COMMITTEE MEETING

September 16th, 2025

Regular
3:30 PM

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 – 3:50 pm

Acknowledgement: *“Before we begin, I would like to acknowledge that we are gathered here today on the unceded traditional territory of the Gidmt’en - Bear Wolf Clan, home of the Wit’suwit’en Nation.”*

REPORT

1. Draft 2024-2025 School District Financial Statements

Draft 2024-2025 Financial Statements were provided to the committee. Mr. Margerm updated the committee that the financial statements are just being finalized and will be presented and discussed at the September Board meeting. Mr. Margerm updated the committee on the financial position of the school district as per the financial statements. The auditor plans to express an unqualified opinion. The auditor will also provide a verbal report at the September Board meeting with a presentation from the Secretary Treasurer. There is a recommendation from the committee to approve the Draft 2024-2025 Financial Statements once presented.

2. Framework for Enhancing Student Learning (FESL)

Mr. McDiarmid advised that he would be providing a report on the Framework for Enhanced Student Learning at the September Board meeting.

3. 2026-2027 Minor Capital Plan Resolution (Margerm)

Mr. Margerm updated the committee that the Director of Facilities and Mr. Margerm were completing the proposed application for Minor Capital Plan for the Ministry Capital Infrastructure Branch and would review with the board at the September Board meeting. There is a recommendation from the committee to approve the Draft 2026-2027 Minor Capital Plan once presented.

Date & Time of Next Meeting: October 7th, 2025 at 3:30 pm

POLICY COMMITTEE MEETING

September 16th, 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	

Acknowledgement: *"Before we begin, I would like to acknowledge that we are gathered here today on the unceded traditional territory of the Gidmt'en - Bear Wolf Clan, home of the Wit'suwit'en Nation."*

AGENDA

PREVIOUS MEETING OF June 10th, 2025

Policy	Description	Type	Status	Consultation
	No Agenda Items			

NEW BUSINESS

Policy	Description	Type	Status	Consultation
1.200	Superintendent Evaluation (McDiarmid/Margerm) Response to Unexpected Health Emergencies	Revision New	In-Committee In-Committee	Yes Yes

Date & Time of Next Meeting: October 7th, 2025 at 5:00 pm.

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



TRUSTEE REPORT
Indigenous Education Council Meeting
May 21-22, 2025

On May 21-22 I attended the Indigenous Council event in Prince George . The event was meant for members of the council to meet and visit Nusdeh Yoh Elementary .

Day one we met with Gretchen Woodman a facilitator and owner of Wayfair Consulting where we were guided through team building exercises that were focused getting a better understanding of each other and the work of the council. Moreover, we were given a presentation with Birdy Markert - District Principal Indigenous Education at SD54, with regard to the Indigenous Education council and the mandate that guides us.

On day two we visited Nusdeh Yoh Elementary where we were given a guided tour by Jennifer Pighin District Vice Principal Indigenous Education Department Language and Culture SD57 Prince George. She guided us through the school, beginning with an introduction in the common room. From there we visited a class that offered Indigenous Education included pelts of various trapped animals and also the processed skin of a Salmon. From there we visited the cafeteria where the cook briefed us about cooking for the student body and the work that goes into it. He even mentioned the students acquiring a liking for Buttered Chicken. Throughout the visit we saw numerous Indigenous art and artifacts. We ended the tour portion of the day with a guided tour of the Smoke House situated at an outdoor segment within the school. The Smoke House built by students and staff was cost approximately \$3,000 dollars and offered a great example of a lasting punctual project that serves the school community in the long run.

The end of the morning we had a Regular Indigenous Council meeting. This meeting preceded our departure back to Smithers in the afternoon

My thanks to SD 57 Prince George and the Staff of Nusdeh Yoh, Vice Principal Pighin who is Wet'suwet'en and Gitdumden , along with the Indigenous Education Council for supporting this visit

Respectfully Submitted,
Frank Farrell
Trustee