



**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.
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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.
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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