



School District No. 54 (BULKLEY VALLEY)

**AGENDA
REGULAR BOARD MEETING
NOVEMBER 25, 2025
SCHOOL BOARD OFFICE - SMITHERS B.C.
5:30PM**

- 1) Call to Order
- 2) Traditional Welcome / Opening Remarks
- 3) Adoption of Agenda
- 4) Minutes: Regular Meeting Minutes – October 28, 2025
Synopsis In-Camera Meeting – October 28, 2025
- 5) Administration Report M. McDiarmid Report Attached
- 6) Committee Reports:
 - a) Operations Committee L. Kearns Report Attached
 - b) Policy Committee F. Farrell Report Attached
 - c) Trustee Report F. Farrell Report Attached
- 7) Unfinished Business
- 8) New Business
 - 9.1) District Class Size Report
 - 9.2) Annual Facilities Review
 - 9.3) Policy 1.100 Trustee Representation
- 10) Other Business
 - 10.1) Expenditure Summary
- 11) Reading File
- 12) Closing Remarks – Upcoming Board of Education Meetings:
 - Next regular Board Meeting will be held on December 9, 2025 at the School Board Office in Smithers.
- 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*)
OCTOBER 28, 2025
SCHOOL BOARD OFFICE, SMITHERS B.C.**

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

Trustee Regrets: P. Michell

Staff: J. Fox – Assistant Superintendent
D. Margerm – Secretary Treasurer
B. Kingsmill – Recording Secretary

Staff Regrets: M. McDiarmid – Superintendent of Schools

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 remarked that it is beautiful in the valley but the leaves are falling fast. On the way to Terrace last weekend with the Trustees, she noticed the Valley was alive. On the return trip home, they noticed a change in seasons. She also realized it's not just where we are but who we are with on the land.
- Chairperson Williams announced and celebrated Mr. Perry Rath's recent achievement in receiving the **Rita L. Irvin Art Teacher Dissemination of Knowledge Award** from the Canadian Society for Education Through Art. Congratulations to Mr. Rath! Trustee Michell sent her regrets.

3. ADOPTION OF AGENDA

MOTION: *It was moved by Trustee Graham 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 September 23, 2025 or the synopsis of the in-camera meeting minutes of September 23, 2025. There being none, the regular meeting minutes of September 23, 2025 and the synopsis of the in-camera meeting minutes of September 23, 2025 were declared approved as presented.

5) LEARNING PORTION – AI in K-12 Implications and Opportunities – Mr. Scott Richmond – District Vice Principal of Trades and Technologies made a presentation to the board.

6) ADMINISTRATION REPORT

- Assistant Superintendent Fox presented the district initiatives to the Board. Enrollment figures are now finalized and they remain relatively the same as past years. SD54 once again this year has arranged for a number of professional development opportunities for the staff for professional growth. School improvement plans has been submitted to which the District strategic goals. The Provincial Professional Development day was held on October 24. Staff participated in a variety of activities. Mr. Richmond provided a report to the board regarding the field trip to the Seabridge KSM Project. 26 Grade 11/12 students travelled to the Seabridge Gold's KSM Project where they participated in a two-day immersive field trip led by a multitude of mining professionals. Students also got to network and interview with the mining officials making connections for their future. A film crew was also present to record this unique, first-of-its-kind student experience. The resulting documentary will be featured at mining conferences across the globe. The Learner Support Center is working with the BC Children's Hospital Mental Health program to access learning opportunities for the staff to support our learners. A number of professional learning opportunities have been planned for the staff such as POPcon with a focus on literacy; SLP Advanced Augmentative and Assistive Communication training; Open Parachute; Pro-D sessions at the Northern Society of Domestic Peace and increased training in Critical Incident Response and Management.
- Assistant Superintendent Fox presented the school-based initiatives report to the Board. District Cross Country Run took place at Riverside on October 16, everyone had fun at this inclusive event! The District Soccer Tournament took place on October 4. The secondary school extra-curricular sports are in full swing. Sr. Boys Soccer won the zone championships this past weekend and will be heading off to Provincials in Burnaby in November. Once again, there are a lot of wonderful activities taking place in our schools!

Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
 - SSS** – 30 +/- Cross Country Running students from SSS from Grade 8-12 to travel to three separate meets as outlined below. All Board requirements have been met for these trips.

DATES	LOCATION
• September 26 – 27, 2025	• Quesnel, BC
• October 4, 2025	• Terrace, BC
• October 17-18, 2025	• Prince Rupert, BC

- BVLC** – 16 +/- students in Grade 10-12 to travel to participate in four separate gold panning and fishing field trips outlined below. All Board requirements have been met for these trips.

DATE	LOCATION
September 24	Telkwa, BC
October 1	Telkwa, BC
October 8	Suskwa (Hazelton, BC)
October 15	ByMAc Park - Houston , BC

- HSS** – 20 +/- Grade 11-12 students from Houston Secondary to travel to Prince George, BC on November 6, 2025. 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.
- SSS** – 12 Sr. Girls Volleyball Athletes from SSS in grades 11/12 to travel to Kamloops, BC on October 24-25, 2025. The purpose for this trip is for the Senior Girls Volleyball team to participate in a volleyball tournament at Duchess Park Secondary School. 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 October 7, 2025 committee meeting. One (1) item was moved to the New Business portion of the meeting.
- Next meeting date Tuesday, November 18, 2025 @ 3:30pm

7.b) POLICY COMMITTEE REPORT

- Policy Chairperson Farrell presented the Policy Committee's Report from the October 7, 2025 committee meeting.
- **Administrative Procedures 1.200-2 Superintendent Evaluation** – The Committee recommended the Board approve the presented revision to the Administrative Procedures 1.200-2 Superintendent Evaluation.

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

"That the Board resolves to approve revisions to the Administrative Procedures 1.200-2 Superintendent Evaluation as outlined."

CARRIED

-
- Next meeting date Tuesday, November 18, 2025 @ 5:00pm

7.c) TRUSTEE REPORTS

- Three Trustees submitted their respective Trustee Reports this month.

8. UNFINISHED BUSINESS

- There is no unfinished business this month.

9. NEW BUSINESS

- **9.1) Surplus Management:** The Operations Committee recommended no appropriation of surplus for additional spending by the Board for the 2025-2026 school year. Secretary Treasurer Margerm presented the Surplus Management Plan and framework to the Board for review.

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

"That the Board resolves that there is no appropriation of surplus for additional spending by the Board for the 2025 – 2026 school year."

CARRIED

10. OTHER BUSINESS

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

11. READING FILE

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

"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 November 25, 2025, commencing at 5:30 p.m. at The School Board Office in Smithers, BC.

13. ADJOURNED

- The Board meeting was adjourned at 7:03pm.

Approved by:

Ms. Jennifer Williams, Chairperson
of the Board of Education

Mr. Dave Margerm
Secretary Treasurer

DRAFT



**SYNOPSIS OF THE
IN - CAMERA MEETING MINUTES
BOARD OF EDUCATION
SCHOOL DISTRICT NO.54 (*Bulkley Valley*)
OCTOBER 28, 2025
SCHOOL DISTRICT OFFICE, SMITHERS, BC**

The regular meeting was called to order at 5:05 pm and the Board resolved to go in-camera.

- The Chairperson asked if there were any corrections to the in-camera meeting minutes of September 23, 2025. There being none, the in-camera meeting minutes of September 23, 2025 were declared approved as presented by the Chairperson.
- Senior Administration reported on routine staffing items and school suspensions.
- The Operations Committee reported on a real property matter.

The Board returned to regular session at 5:12pm.

SCHOOL DISTRICT 54

(Bulkley Valley)

REPORT FROM ADMINISTRATION

to the
Board of Education
November 25, 2025

Current Activities

- **Administrator Fall Professional Development** – Superintendents and several Principals recently attended the BCSSA fall conference in Vancouver focused on compassionate care and navigating leadership in challenging times. The two days were great professional development and time with international educational leaders.
- **PLC/NOII November meeting**- The District PLC had their first gathering on November 3rd. The event was well-attended with over 20 staff members, including teachers, support workers, and administrators, engaging in professional learning conversations.
- **Elementary Volleyball** – Twain Sullivan Elementary School will be hosting the elementary school playday at the Houston Secondary School on November 28th. It is an all-day event that includes teams from both the public and private schools in the Bulkley Valley.

District Based Initiatives

- **Fall Professional Growth Conversations** - It is the time of year when Superintendent McDiarmid and Assistant Superintendent Fox are meeting with school administrators to discuss progress with their professional learning goals. We have been very impressed with our Administrators focus and professional approach to their ongoing development.
- **Trades and Technology Update**
 - Level 1 and Foundation Trades programs are around the corner, and registrations are higher than they've ever been. CMTN has made extra seats available and we're projecting to have 25 seats after initially being allocated 7.

School Based Initiatives

- **Carolfest** - School music programs are planning this seasonal event for the evening of December 3, 2025. Show times are 5:00pm and 7:00pm and people should contact Smithers Secondary for ticket availability.
- **November Pro-d day and upcoming school events:**
 - **Telkwa** – Remembrance TES Choir performed at Walnut Park's Remembrance Day Ceremony and is busy rehearsing for Carol Fest along with our own Christmas concert on Dec 17th.
 - The Volleyball team is practicing twice a week in preparation for their play day at Twain/HSS on November 28th

SCHOOL DISTRICT 54

(Bulkley Valley)

- Wheelchair basketball is happening for all classes this Friday at TES
- Avalanche Canada is presenting to the intermediate classes Nov 27/28
- Piano Heist is doing a school show on the afternoon of November 27th

- **Muheim** – In November:
 - Classes continuing with Place-Based learning experiences at Living Roots Family Farm
 - Numeracy initiatives with whole staff
 - Classes visit the Meadows (2 classes went to Trick-or-Treat, sing and dance for the elders). We invited the residents from the Meadows, and their staff, to attend our Remembrance Day Assembly
 - K/1 teacher working with a primary teacher in Witset and setting up a buddy class collaboration with classes visiting each other and having outdoor learning experiences together
 - Professional Development Day learning included: Place-Based Learning, connecting in community project brainstorming, Numeracy, Restorative Justice, Social-Emotional Learning, UFLI Extensions & Strategies, Assessment Strategies
 - Remembrance Day Assembly: we invited Sonia Palmer, Jimmy Haigh (Indigenous veteran), Meadows friends were among invited guests. Staff member Ms. Topott played bagpipes. Div 2, Ms. Topott's class organized and lead the whole assembly
 - Two MME students spoke at the local radio station about Indigenous Veteran's Day
 - Carolfest practices underway
 - Muheim Primary Indigenous Drum Group practices have started
 - Volleyball practices in preparation for end of month tournament
 - YMCA has hired a second supervisor; more spots have opened up for before & after school care
 - Wheelchair Sports - 2 days this week for all students, 2 sessions per class ("Adapted sports provides awareness, teaches the importance of teamwork, helps to build an inclusive environment and most of all is great fun.")
 - Little Riders: K-Grade 3 that helps kids learn the FUNdamentals of snowboarding
 - MME will be having a student organized Craft Fair and all proceeds will go to High Roads

- **SSS** - Senior Boys V-ball team is off to Provincials in Prince George after advancing from NW Zones on the weekend

- **Silverthorne** – Silverthorne has been working hard on three initiatives that align with our school goals.
 - Teachers have been focusing on implementing a school-wide foundational reading program that makes up a portion of our literacy learning. There is cross-class collaboration with professional learning and implementation of this. Several teachers focused on this during the November 10 Non-instructional day.
 - Teachers have also been working on our new school theme: RISK - We want our students to be READY, INDEPENDENT, SAFE, and KIND. We are working on this across all domains of school life. We are also emphasizing that every decision we make carries some risk, and we want students to learn to be brave and take wise risks.
 - We continue to focus on weaving Witsuwit'en language into our daily life at Silverthorne.
 - These last two are emphasized each day during our morning announcements and are worked into regular life in each of the classes.
 - During November, students have been enjoying having Mr. Toner come in to support teachers with basketball sessions. We had Mr. Brennan Anderson's band, Scout's Honour, perform on

SCHOOL DISTRICT 54

(Bulkley Valley)

Nov 14, and a crew from BC Snowboard was in to do indoor snowboard sessions with our students on Nov 21.

- Lots of good things happening at Silverthorne!

- **Twain-** Twain is hosting the Bulkley Valley volleyball playday on November 28th
 - Lunch Clubs are busy with over fifty students attending the art club so we had to divide the group into two days! These community building activities are run by the SEAs and teachers who volunteer their time.
 - Monday: Drumming, Tuesday: Library Club, Art Club (6/7), Volleyball (4/5), Wednesday: Art Club (4/5), Thursday: Witsuwit'en Language Club, Choir Friday: Volleyball (6/7)
 - ProD: teacher collaboration re writing resources, numeracy planning with Leone, music proD, SEAs a variety of POPARD courses
 - Remembrance Day: A beautiful and solom No Stone Left Alone ceremony.

- **HSS -** The Our Remembrance Day ceremony was very nice. It was student led and in partnership with the legion. The students did a great job.
 - Another highlight was the deer harvesting that happened in partnership with the friendship centre. Students butchered and packaged the deer. They also made deer sausage. Very engaging to all that took part.

Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
 - **SSS** – 18 +/- Grade 8-12 Senior Boys Soccer students from Smithers Secondary School to travel to Burnaby, BC during the period of November 15, 2025 to November 20, 2025 to participate in the AA Boys Soccer Provincials. All Board requirements have been met for this trip.

 - **SSS** – 6 +/- Grade 8-12 Cross Country Running students from Smithers Secondary School to travel to Parksville, BC during the period of October 30, 2025 to November 2, 2025 to participate in the 2025 XC Provincial Championships. All Board requirements have been met for this trip.

 - **TES** – 23 +/- Grade 6-7 students from Telkwa Elementary School to travel up to Hudson Bay Mountain on two separate occasions (Dec 11, 2025 and January 8, 2026). The purpose of these trips is to support the physical literacy curriculum. All Board requirements have been met for these trips.

SCHOOL DISTRICT 54

(Bulkley Valley)

OPERATIONS COMMITTEE MEETING

Regular

3:30 PM

November 18th, 2025

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- 3:48 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. District Class Size Data

Mr. McDiarmid provided a short presentation on district class size data. Overall enrollment is down, but not a significant change in class size averages. It is nothing out of the ordinary that HSS is a bit lower as a secondary school, but this is due to HSS being a small school and trying to support educational programming through course offerings.

2. Facilities Review

Mr. Margerm acknowledged that the annual Facilities presentation would be given at the November Board meeting.

Date & Time of Next Meeting: January 13th, 2026 at 3:30 pm

SCHOOL DISTRICT 54

(Bulkley Valley)

POLICY COMMITTEE MEETING

November 18th, 2025

5:00 PM

School Board Office

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

This meeting was conducted from 5:03 to 5:35 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

PREVIOUS MEETING OF October 7th, 2025

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

NEW BUSINESS

Policy	Description	Type	Status	Consultation
New	<i>Response to Unexpected Health Emergencies</i>	New	In-Committee	Yes

1. Policy 6.930 Unexpected Health Emergencies

Mr. Margerm provided draft language for Policy 6.930 Unexpected Health Emergencies. This is a required policy by the Ministry of Education and Child Care. Draft administrative procedures were also provided as a background document. The committee discussed the draft policy.

Motion: Committee recommends the Board approve the presented draft Policy 6.930 Unexpected Health Emergencies to be sent out for public consultation.

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

SCHOOL DISTRICT 54

(Bulkley Valley)

2. Policy 1.100 Trustee Representation

Trustee Williams raised the agenda item in regards to trustee representation. The proposal is that the Board look at an option of reducing the number of trustees from seven to five. This item will be added to the November Board meeting.

Date & Time of Next Meeting: January 13th, 2026 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."

PO Box 758
Smithers, BC
V0J 2N0
Ph (250) 877-6820

TRUSTEE REPORT BCSTA Provincial Council October 24, 2025

On Friday, October 24, 2025 attended the BCSTA Provincial Council as the councilor for School District 54. The meeting was held between 9am to 12 am and was conducted under the zoom platform. Additionally, I participated in a training session on Monday October 20 as well where I participated in a training session moderated by Gordan Li from the BCSTA. The thrust of the session was to show how your laptop will now be used both as a link and voting platform for the meeting. Previously, you had to vote using your phone. On Friday we had our session that started with the tabling of reports from President Tracey Loffler, CEO report from Trevor Davies along with the various committee reports and meetings of BCSTA executive. Of note were the following:

- BCSTA executive participating in lobby days at the legislature in Victoria
- CSBA concerned with Ontario Minister of Education Paul Calandra threatening to eliminate Publicly elected School Trustees.
- National School Food Program.
- Possibility of a second female knowledge keeper role for the association.
- Action items 2024-2025 BCSTA audited financial statements, Grant status report, 2026-2027 Budget planning, BCSTA affiliated membership fees

Under new business, the association was reviewing the AGM rules of order and had brought two questions up for discussion. Firstly, if more than 4 people were lined up to talk on a motion and nobody on the opposite side would the chair be able to automatically call the question? Secondly, if time ends on Saturday and motions remain, will the remaining motions be decided at a future online date?

Overall, a full agenda and discussion take up the entire 3 hours. There were other questions asked including Why hasn't the BCSTA lobbied to government to have a by-election to elect a new board of education in the Victoria School District? Of note, the proceedings of Provincial Council, along with avenues for feedback on the Budget, can be found on the BCSTA website.

Respectfully submitted by:
Frank Farrell
Trustee