



**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

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- 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 Margem
Secretary Treasurer