



**REGULAR MEETING MINUTES
BOARD OF EDUCATION
SCHOOL DISTRICT NO.54 (*Bulkley Valley*)
NOVEMBER 25, 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: M. McDiarmid – Superintendent of Schools
J. Fox – Assistant Superintendent
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.
- Chairperson Williams heard that we are around the 50th anniversary of Carolfest . It's a long standing traditional in the district and it's the official start of the holiday season. Carolfest will be sent December 3, 2025 , showtimes at 5pm & 6pm.
- Trustee Michell sent her regrets.

3. ADOPTION OF AGENDA

Chairperson Williams requested that the November 25, 2025 agenda be amended as follows:

- 1) Renumber the agenda items beginning with item #8 and continuing through the remainder of the document;
- 2) Item 9.3 – Policy 1.10 Trustee Representation (corrected agenda item number 8.3) be removed from the agenda

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

"That the amended agenda be accepted as amended."

CARRIED

4. ADOPTION OF MINUTES

- The Chairperson asked if there were any corrections to the regular meeting minutes of the October 28, 2025 or the synopsis of the in-camera meeting minutes of October 28, 2025. There being none, the regular meeting minutes of October 28, 2025 and the synopsis of the in-camera meeting minutes of October 28, 2025 were declared approved as presented.

5) ADMINISTRATION REPORT

- Superintendent McDiarmid presented the district current activities to the Board. Senior Administration attended the BCSSA Fall Conference in Vancouver recently where the focus was on compassionate care and navigating leadership in challenging times. The District Professional Learning Community held their first gathering on November 3rd. Twain Sullivan will be hosting the elementary playdate at the Houston Secondary School on November 28th.
- Superintendent McDiarmid presented the district initiatives to the Board. Superintendent McDiarmid and Assistant Superintendent Fox are meeting with school administrators to discuss their progress with their professional learning goals. The Level 1 Welding Foundation Trade program is now right around the corner. Registrations are higher than they have ever been.
- Superintendent McDiarmid presented the school-based initiatives report to the Board. November was once again a busy month for our students and staff. Mr. McDiarmid highlighted Muheim Memorial continued community engagement. They visited the Meadows Assisted Living Facility and visited the local radio station where they recorded an informational spot on Indigenous Veteran's Day. Twain Sullivan Elementary has daily activities scheduled during each day of the week for the students. All district school's held Remembrance Day Ceremonies during the week of November 3rd -7th. Carolfest will be held on December 3, 2025. Show times are 5:00pm & 7:00pm. Christmas concert preparation have started. Elementary Volleyball teams have been busy practicing for the District playdate.

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.

6.a) OPERATIONS COMMITTEE REPORT

- Operations Committee Chairperson Kearns presented the Operations Committee's Report from the November 18, 2025 committee meeting. Two (2) items were moved to the New Business portion of the meeting.
- Next meeting date Tuesday, January 13, 2025 @ 3:30pm

6.b) POLICY COMMITTEE REPORT

- Policy Chairperson Farrell presented the Policy Committee's Report from the November 18, 2025 committee meeting.
- **Policy 6.930 Unexpected Health Emergencies** – This is a required a required policy by the Ministry of Education and Child Care. The committee recommended the Board approve the draft Policy 6.930 Unexpected Health Emergencies be sent out for stakeholder consultation.

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

"That the Board resolves to approve that the Draft Policy 6.930 Unexpected Health Emergencies be sent out for stakeholder consultation as outlined."

CARRIED

- Next meeting date Tuesday, January 13, 2025 @ 5:00pm

6.c) TRUSTEE REPORTS

- Trustee Farrell submitted his Trustee report regarding his participation at the BCPSEA Provincial Council meeting.

7. UNFINISHED BUSINESS

- There is no unfinished business this month.

8. NEW BUSINESS

- **8.1) District Class Size Report:** Superintendent McDiarmid presented the District Class Size Data Report to the Board for review. The Operations Committee recommended that the Board approve the class size data report as presented.

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

"That the Board resolves to approve the District Class Size Data as presented.

CARRIED

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- **8.2) Annual Facilities Review:** Secretary Treasurer Margerm provided the Annual Facility Report to the Board.

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

"That the Board resolves to approve the Annual Facilities Review as presented. The report supports the plan to prioritization of the following projects:

- *Flexible learning classroom spaces*
- *Building envelopes*
- *HVAC and mechanical systems*
- *Washrooms and kitchen facilities "*

CARRIED

9. OTHER BUSINESS

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

10. READING FILE

- There were no ready file items this month.


11. CLOSING REMARKS

- The next regular Board Meeting will be held on December 9, 2025, commencing at 5:30 p.m. at The School Board Office in Smithers, BC.

12. ADJOURNED

- The Board meeting was adjourned at 6:13pm.

Approved by:



Ms. Jennifer Williams, Chairperson
of the Board of Education



Mr. Dave Margerm
Secretary Treasurer