



**REGULAR MEETING MINUTES  
BOARD OF EDUCATION  
SCHOOL DISTRICT NO.54 (Bulkley Valley)  
JANUARY 27, 2026  
SCHOOL BOARD OFFICE, SMITHERS B.C.**

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

**1. CALL TO ORDER**

- The meeting was called to order at 5:34pm.

**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.
- January has been an interesting weather month this year. Chairperson Williams thanked the transportation department for having to make the difficult decisions to cancel runs to keep students safe. She also thanked the bus drivers for safely getting the SD54 students to our schools and back home again every day.
- Chairperson Williams was proud to announce that the "Honouring Our Elders Portrait Legacy Coordinating Team" has been awarded the 2025 BC Reconciliation Award presented by the Office of the Lieutenant Governor and the BC Achievement Foundation. SD54 employees Ms. Millie Gunanoot, Mr. Perry Rath and Ms. Birdy Markert along with Ms. Melanie Morin, will be presented with a print of a canoe paddle designed by artist Stephanie Anderson who is a member of the Likhsilyu "Small Frog" clan of the Witsuwit'en Nation. Assistant Superintendent Fox will also be attending the awards ceremony on behalf of SD54.
- Trustee Graham and Krauskopf sent their regrets.

**3. ADOPTION OF AGENDA**

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

*"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 December 9, 2025 or the synopsis of the in-camera meeting minutes of November 25, 2025. There being none, the regular meeting minutes of December 9, 2025 and the synopsis of the in-camera meeting minutes of November 25, 2025 were declared approved as presented.

## 5. ADMINISTRATION REPORT

- Superintendent McDiarmid presented the student achievement report to the Board. Semester one will be ending soon. Early Kindergarten registration took place the week of January 12-16 at all district primary schools.
- Superintendent McDiarmid presented the district-based initiatives to the Board. There are number of professional learning opportunities being offered by SD54. Early incentive notices will be sent out at the beginning of February. District Vice - Principal Mr. Scott Richmond submitted a report to the Board on the current activities in the Trades and Technology department, second semester offerings and dual-credit courses programs being offered for the 2026-2027 school year. There are lots of winter activities are taking place in all the schools. Mr. McDiarmid wanted to highlight Silverthorne Elementary is prioritizing the issue of extreme absenteeism. Staff are working together to improve attendance, build stronger connections with families, and provide targeted support at school to address learning gaps for students who have missed 40% or more of instructional time. In addition, during December Muheim Elementary Division five gathered over 10 boxes of items to donate to the local shelter and raised over \$2,000 at their student craft fair that was donated to the High Roads Services Society.

### Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
  - **WPS** – 53 +/- Grade 5-6 WPS Students to travel up to Hudson Bay Mountain on multiple occasions in February 2026. The purpose of these trips is to support the Physical Health Education Curriculum and for a fun day of winter outdoor activities. All Board requirements have been met for these trips.
  - **TES** – 22 +/- Grade 5-6 Telkwa Elementary Students to travel up to Hudson Bay Mountain on January 22, 2026. The purpose of this trip is to support the Physical Health Education Curriculum and for a fun day of winter outdoor activities. All Board requirements have been met for this trip.

### 6.a) OPERATIONS COMMITTEE REPORT

- Operations Committee Chairperson Kearns presented the Operations Committee's Report from the January 13, 2026 committee meeting. One item was moved to the Unfinished Business portion of the meeting, and two items were moved to the New Business portion of the meeting.
- Next meeting date Tuesday, February 10, 2026 @ 3:30pm.

### 6.b) POLICY COMMITTEE REPORT

- Policy Committee Chairperson Farrell presented the Policy Committee's report from the January 13, 2026 committee meeting.
- **Policy 1.150 Committee Structures** – Mr. Margerm provided a brief discussion on the possibility of changing committee structure and invited opinions from the Trustees – What would the structure look like? How is the work divided equally? The Trustees had brief discussion around this topic, and it was decided to send the topic back to the Policy Committee for further discussion in committee.
- Next meeting date Tuesday, February 10, 2026 @ 5:00pm.

### 6.c) TRUSTEE REPORTS

- There were no trustee reports this month.

## 7. UNFINISHED BUSINESS

- **7.1) 2026 – 2027 District Calendar Reminder** – Ms. Fox provided a short presentation to the board regarding the previously approved school calendar. Due to the extremely late Labour Day weekend and later start of the 2026/2027 school year, the approved 2026 – 2027 District calendar will have 187 Days in session and 180 Days of Instruction. The Board has previously tried to maintain 181 days of instruction but the 2026/2027 is an exceptional calendar year.

Instructional time on Thursdays will also have to be increased by 10 minutes to make-up the one lost day of instruction.

## **8. NEW BUSINESS**

- **8.1) Draft 2025 -2026 Amended Budget** – The committee recommended that the Board proceed with the first two readings of the 2025 – 2026 Draft Amended Budget Bylaw. Secretary Treasurer presented the draft 2025-2026 Amended Budget to the Board.

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

*“The Board approved the two readings of 2025 - 2026 Amended Budget Bylaw.”*

CARRIED

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- **8.2) Strategic Plan Mid- Year Update** – Superintendent McDiarmid provided the board an update on the progress of the current 2025-2026 Strategic Plan. The year-end update will be done at the June Board of Education meeting.

## **9. OTHER BUSINESS**

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

## **10. READING FILE**

- There were no reading file items this month.

## **11. CLOSING REMARKS**

- The next regular Board Meeting will be held on Tuesday, February 24, 2026, commencing at 5:30 p.m. at the School Board Office in Smithers, BC.

## **13. ADJOURNED**

- The Board meeting was adjourned at 6:36pm.

**Approved by:**

  
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Ms. Jennifer Williams, Chairperson  
of the Board of Education

  
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Mr. Dave Margern  
Secretary Treasurer