



# School District No. 54 (BULKLEY VALLEY)

## AGENDA REGULAR BOARD MEETING FEBRUARY 24, 2026 SCHOOL BOARD OFFICE - SMITHERS B.C. 5:30PM

- 1) Call to Order
- 2) Traditional Welcome / Opening Remarks
- 3) Adoption of Agenda
- 4) Learning Portion: Growing in Community - A Living Roots Farm Partnership
- 5) Minutes: Regular Meeting Minutes – January 27, 2026  
Synopsis In-Camera Meeting – January 27, 2026
- 6) Administration Report M. McDiarmid Report Attached
- 7) Committee Reports:
  - a) Operations Committee L. Kearns Report Attached
  - b) Policy Committee F. Farrell Report Attached
  - c) Trustee Report F. Farrell Report Attached
- 8) Unfinished Business
  - 8.1) 2025-2026 Amended Annual Budget
- 9) New Business
  - 9.1) Board Authority / Authorized (BAA) Courses
- 10) Other Business
  - 10.1) Expenditure Summary
- 11) Reading File  

Ltr. to SSS Band Parents from: The Board of Education – Cancellation of Proposed 2026 Cuba Trip
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- 12) Closing Remarks –Next regular Board Meeting will be held on March 17, 2026 at the School Board Office in Smithers B.C., commencing at 5:30 p.m.
- 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](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*)  
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 Likhshilyu " 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 Margerm  
Secretary Treasurer



**SYNOPSIS OF THE  
IN - CAMERA MEETING MINUTES  
BOARD OF EDUCATION  
SCHOOL DISTRICT NO.54 (*Bulkley Valley*)  
JANUARY 27, 2026  
SCHOOL DISTRICT OFFICE, SMITHERS, BC**

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The regular meeting was called to order at 4:59 pm and the Board resolved to go in-camera.

- The Chairperson asked if there were any corrections to the in-camera meeting minutes of November 25, 2025. There being none, the in-camera meeting minutes of November 25, 2025 were declared approved as presented by the Chairperson.
- Senior Administration reported on routine staffing items, school suspensions and labour relation items.
- Superintendent McDiarmid made a presentation to the Board.

The Board returned to regular session at 5:31pm.

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## REPORT FROM ADMINISTRATION

to the  
Board of Education  
February 24, 2026

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### District Update

- **District / Authority Scholarships** – We have received notification from the Ministry that the district has 16 scholarships available for distribution this year. Application packages have already been sent to the high schools and presentations will be scheduled for May 11-13, 2026, Deadline for applications is April 24th, 2026. Trustees interested in participating in the adjudication process are encouraged to notify Ms. Fox.
- **Professional Learning:**
  - ProD Days – District leaders, BVTU, and CUPE provided several ProD opportunities on the February 13<sup>th</sup> ProD Day
  - Professional Learning Community Series (PLC) - The last PLC session was held on the evening of February 2nd. Many educators came together to explore how student agency and student voice can be a meaningful part of our practice. We explored some literature from Shane Safirs' book, Pedagogies of Voice, to help inform our learning conversations.

### Innovation / Initiatives

#### District Based Initiatives

- **Pink Shirt Day!** - On Wednesday, February 25<sup>th</sup>, schools across the district will be wearing their pink shirts, and holding a variety of activities to ERASE bullying!
- **Inclusive Education**
  - Hosted a Learner Support Teacher meeting with a focus on processes and tracking both services provided and student progress.
  - Arranged for a Teacher for the Deaf & Hard of Hearing to consult with school teams supporting students with significant hearing loss
  - Supported Compassionate Systems Awareness workshop attendance for district staff (District Mentor Teacher, District Counsellor, Indigenous District Resource Teacher, District Principal of Inclusive Education, and District Principal of Indigenous Education).
  - Hosted a Pro-D session on Supporting Healthy Eating - This was jointly planned with a Child & Youth Mental Health Clinician, a Northern Health Dietitian, and one of our District Counsellors. Session provided information about health eating, supporting students, and what to look for with disordered eating. Relationships with community partners were further developed. All Inclusive Education District staff attended.
  - District SLP lead further learning on Augmentative and Assistive Communication use and other language supports with an Education Assistant.
  - Gathered and shared resources on responding to traumatic events for staff and families.

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- **Career and Trades**
  - Nail Technician students will begin their semester-long program at Coast Mountain College in February. This immersive program includes running a student-led nail salon in the spring, and will prepare them to write the BC Beauty Council Exam.
  - A large group of welders from both HSS and SSS will start their 27 week-long Foundations program in February. Upon completion, these students will complete all of their first-year theoretical and training hours and will be eligible to jump right into a second-year apprenticeship.
  - Electrical Foundations students will begin their semester-long program in February in Terrace. These students will also satisfy their first-year theory and training hours to enter an apprenticeship in their second year.
  - A small group of students from HSS have begun their dual-credit Graphic Design program through SFU. These credits are transferable to most post-secondary schools in BC.
  - Hairstylist students are halfway through their intensive 40-week program in Terrace.
  - Projections for District Career Education programs next year include: nail technician, hairstylist, electrical, heavy-duty mechanic, plumbing, sprinkler fitter, pipefitter, business, healthcare, early childhood education, graphic design, game design/development, and a variety of industrial and construction-related training and certification.

## School Based Initiatives

- **Muheim**
  - February ProD: staff engaged in a variety self-directed as well as district initiatives including: Numeracy Assessment, UFLI & Phonemic Awareness, Dyslexia Canada's BC Learning Progressions, Bilingual Place-based Learning K-7, The Digital Classroom, Learning Progressions ELA/Math, AI Literacy, Supporting Children & Youth Post Trauma, Compassionate Systems, Place-Based Learning, Healthy Food Inservice, Food-Safe Training
  - MME Clubs/Sports: Games Club, Shrek Club, Crochet/Knitting, Theatre Club, Basketball groups (4/5 and 6/7), Basketball Play Day Friday, February 27, in Houston
  - We are excited to announce the Muheim Memorial Elementary School Science Fair, which will take place on Thursday, February 26 & 27. This annual event is an opportunity for students to showcase their creativity, innovation, and scientific inquiry. Families and guests welcome to view projects from 12:30-1pm in our library.
  - Lunar New Year celebrated with Dragon Parade & drumming, 100 Day celebrations in primary classes, Black History Month activities/lessons in classes
  - Living Roots Farm visits continue with two classes at a time bussing to location about twice each month; students engage in farm chores, animal care, making jam, canning, drumming, land acknowledgements and gratitude circle
  - Primary class visit Meadows assisted living regularly (reading, singing and board games)
  - CARNAVAL de Muheim Week; assembly, pancake breakfast and Carnival stations on Friday, Feb. 20 (maple taffy, box hockey, games, hot chocolate, photo booth). We are grateful for the support of Muheim families, SSS students and staff.
  - Pink Shirt Day Assembly, Wednesday, February 25th at 10:50am; family members of students presenting/performing welcome to attend

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- **Twain Sullivan Elementary**
  - ProD Activities -  
February 13: Popard, WildSchools, Numeracy, Writing, Supporting Youth Post Trauma, Learning Progressions, Food Talk  
February 19: All staff learning with Stephanie Cpyk to help identify why a student may not be engaged and provides strategies such as scaffolding skills to assist them.
  - Twain & HSS will host the elementary basketball playday on February 27 organized by Clint Endacott and Lloyd Curley.
  - Twain choir (led by Lloyd Curley) are practicing for the arts festival as part of district arts organized by Brennan Anderson.
  - All teachers are using schoolwide writing criteria and we are seeing improvements in student writing.
  
- **Telkwa Elementary**
  - Pro-d- Several teachers attended the session with Jenn Moroz at SSS. Ted Owens worked with SPACES and intermediate collaboration with a teacher.
  - Brennan Anderson continues to work with our choir and Muheim's for their performance at the Lakes District Festival of Performing Arts in April (whole school will travel to Burn's Lake). He is also working on a smaller project for CBC with another group of our music students.
  - PAC had a BINGO and dinner fundraiser at the school. Night, 5-8pm which I plan to attend.
  
- **Houston Secondary**
  - On the pro-d day we had a session with our teachers regarding engagement, which fits with our school goal and learner profile.
  - Basketball season just ended. We had a junior team and a few senior players that joined the Christian school team. It was good to see the interested senior students get to play, even though we didn't have enough for a team.
  - Our student workshops hosted in partnership with the friendship centre have continued, our most recent workshops were birch bark hide tanning, processing porcupine quills for jewelry work and making rawhide boxes using hides processed earlier in the year.
  - Student leadership hosted a black light dance and had different spirit dress up days last week and are planning for pink shirt day.
  
- **Smithers Secondary**
  - Completing the YDI with grades 9-12 and have planned for the Satisfaction Survey in a few weeks.
  - Getting ready for course selection in the second week of March, and winter sports are starting to wind down.
  - Wrestlers at Provs right now.
  - The Provincial Ski & Snowboard Championships will be held at Hudson Bay Mountain on March 2-4, 2026. Good luck to all the SD54 athletes!
  
- **Silverthorne Elementary**
  - Celebrated Literacy Week with a Morning Mystery Reader each day (staff or students who read a short excerpt during announcement time). Students enjoyed guessing who the reader was each day. We also had our RCMP Liaison Officer as a guest reader in each class, we had a story walk set up outside, and classes took part in a variety of fun reading activities throughout the week.
  - Skating is in full swing, with classes going to the rink weekly. This is exciting for many students as it is their first time on skates!

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- Our grade 3 classes continue to prepare for their dramatic stage production which will take place before spring break.
- Preparing for our Kindness Day Assembly on February 25.
- On the Professional Development Day, we had teachers and staff taking part in many different learning opportunities including Supporting Students in Making Healthy Eating Choices and Supporting Children and Youth Post Trauma. Along with a concerted focus on ensuring our students have their basic academic pieces in place, we have an ever growing need to be equipped to help students and families with support in all areas of life.

## Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
  - **TES** – 120+/- Grade k-7 students from Telkwa Elementary School to travel to Burns Lake, BC on April 17, 2026. The purpose of this trip is to participate in the Lakes District Performing Arts Festival and to support the music curriculum. All Board requirements have been met for this trip.
  - **MME** – 54+/- Grade 6-7 students from Muheim Elementary School to travel up to Hudson Bay Mountain on three separate occasions (March 4, March 18 and April 9, 2026). The purpose of these trips is to support the physical literacy curriculum. All Board requirements have been met for these trips.
  - **WPS** – 29+/- Grade 7 students from Walnut Park Elementary School to travel up to Hudson Bay Mountain on three separate occasions (March 5, March 19 and April 8, 2026). The purpose of these trips is to support the physical literacy curriculum. All Board requirements have been met for these trips.
  - **SSS** – 16 +/- Senior Drama / Theatre Tach students from Smithers Secondary to travel Prince Rupert, BC to attend and participate in the 2026 Northwest Zone Drama Festival on February 20-23, 2026. All Board requirements have been met for this trip.

# SCHOOL DISTRICT 54

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## OPERATIONS COMMITTEE MEETING

*Regular*

**3:30 PM**

February 10<sup>th</sup>, 2026

School Board Office

Voting Members	Administration
L. Kearns, Chair K. Graham, Alternate  J. Williams (ex officio)	M. McDiarmid, Superintendent D. Margerm, Secretary Treasurer
<b>Regrets</b> F. Krishan	J. Fox, Assistant Superintendent

The meeting was held between 3:30 pm - 4:05 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. Draft 2025-2026 Amended Budget

Mr. Margerm reviewed the briefing note provided for the Draft 2025-2026 Amended Budget. There were decreases in total operating revenue and other grant funds creating a reduction of \$366,182, as compared to projected. Projected expenses decreased by \$188,428. This results in reduction in net revenue of \$177,754. After capital adjustments, the operational deficit is \$289,820.

Mr. Margerm also noted that there were adjusting entries still to come to account for the Ministry approval for \$245,000 to be charged to the restricted capital account for the hydro project at Telkwa. The restricted capital application, with planned appropriations from a COA capital project that was completed by the maintenance department, should result in a balanced budget.

***Motion: Committee recommends the Board approve the third reading of the Draft 2025-2026 Amended Budget as presented.***

#### 2. Draft Budget Timelines

Mr. Margerm updated the committee on the budgeting schedule outlined in briefing-note 2.

#### 3. Houston Secondary Structural Funding

Mr. Margerm updated the committee on a new structural capital project at Houston Secondary School that is necessary. The project involves two phases: firstly, fixing particular structural fixtures in the school crawlspace to support the floor beams. Rusting and erosion has compromised some of the fixtures and flooring and warrant replacement. Costing for the first phase is estimated at \$450,000. The second phase requires the ground to be re-engineered and concrete surfacing to create drainage and radon mitigation systems. Phase two is estimated at \$800,000. The Infrastructure Department has approved, in theory, emergent capital funding to support phase one so it can begin in the summer of 2026. An application for SEP funding of \$800,000 will also be brought forward to the board this June as part of the 2027-2028 capital year.

**Date & Time of Next Meeting: April 14<sup>th</sup> 2026 at 3:30 pm**

# SCHOOL DISTRICT 54

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## POLICY COMMITTEE MEETING

February 10<sup>th</sup>, 2026

**5:00 PM**

*School Board Office*

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

The meeting was conducted from 5:02 pm – 6:10 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 January 13<sup>th</sup>, 2026

Policy	Description	Type	Status	Consultation
1.150	<i>Committee Structures Policy reconfigurations</i>	Revisions	In-Committee In-Committee	Yes No

### NEW BUSINESS

Policy	Description	Type	Status	Consultation
1.150	<i>Committee Structures</i>	Revisions	In-Committee	Yes
1.120	<i>Board Meetings</i>	Revisions	In-Committee	Yes

#### **1.150 Committee Structures**

The committee continued discussions around possible alternatives to regular policy committee meetings being conducted once a month. Given there is not a perceived need for monthly policy committee, the option of conducting meetings on an ad-hoc or as-required basis was discussed. The committee also discussed how board equity and trustee workload could be maintained by switching the committees halfway through the working year. The Committee also considered that the annual trustee elections could occur in June rather than December in order to match the trustee committee cycle with the school calendar year. This would also make it easier to divide the committees over a year and not require an in-person meeting in December for elections of board positions which may support the option of winter meetings being on-line.

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

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*The committee recommends the Board discuss the option of revising policy committee meetings to a "as-required" basis, switching the operations and policy committee members halfway through the year, and move the December Board elections to June.*

## **1.120 Board Meetings**

The committee discussed options for the possibility of moving board meeting times to earlier in the day, at least for winter period. The reason for the discussion is due to possible safety issues arising from night driving in winter conditions. Several scenarios were discussed including on-line meetings or hybrid meetings. It was recommended that the Committee continue discussing alternatives at the April committee meeting.

**Date & Time of Next Meeting: April 14<sup>th</sup>, 2026 at 5:00 pm.**

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



**TRUSTEE REPORT**  
**Indigenous Education Council Meeting**  
**February 3, 2026**

On Tuesday, February 3rd, I attended the School District 54 Indigenous Education Council meeting, followed later that afternoon and evening by a joint gathering of the three Boards of Education at the Prestige Hudson Bay Lodge.

At the regular quarterly Indigenous Education Council meeting, representatives of Indigenous groups in the district focused on the regular business reports and in addition delved into data regarding school attendance district wide for both Indigenous and Non – Indigenous students. From the data, there is a level of absenteeism that draws the attention of stakeholders. Our district is at an advantage as our student numbers can be more readily tracked and thereby providing more direct strategies in providing necessary support. Engagement is important and students need to be understood both at home and at school to help in their educational achievement. Work is continuing, and I am confident and hopeful of successful outcomes.

Later the three Boards, School District 54 Board of Education, Kyah Wiget Education Society, and the Indigenous Education Council met at Prestige Hudson Bay to share a meal and engage as a group discussion and gain a better understanding of each other and their roles. Firstly, there was a general introduction of each participant, what is in their heart and what Indigenous Education means to each one of them. After dinner we resumed with a team building exercise that included one on one exchanges answering each other's responses to questions about themselves. All-in all great exchanges and insight in the roles of each educational group.

Thanks to SD54 indigenous Education Principal Birdy Markert, Facilitator Grechen Woodman and fellow Trustee and IEC Chair Michell.

Respectfully Submitted,  
Frank Farrell  
Trustee