



**REGULAR MEETING MINUTES
BOARD OF EDUCATION
SCHOOL DISTRICT NO.54 (Bulkley Valley)
APRIL 28, 2026
WITSET MULTI – PLEX, WITSIT B.C.**

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

1. CALL TO ORDER

- The meeting was called to order at 5:26 pm.

2. TRADITIONAL WELCOME / OPENING REMARKS

- SD54 Employee Ms. Millie Gunanoot who's Tradition Name is To Nitadiye – which directly translates to 'One who walks in water' welcomed the Board of Education to the unceded traditional territory of the Laksilyu – Small Frog Clan, home of the Witsuwit'en Nation.

3. ADOPTION OF AGENDA

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

"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 March 17, 2026 or the synopsis of the in-camera meeting minutes of March 17, 2026. There being none, the regular meeting minutes of March 17, 2026 and the synopsis of the in-camera meeting minutes of March 17, 2026 were declared approved as presented.

5. ADMINISTRATION REPORT

- Superintendent McDiarmid presented the District update to the Board. 16 District Authority Scholarships have been allocated to SD54 this year. Scholarship presentations will take place on May 12-14, 2026. Superintendent McDiarmid and Assistant Superintendent Fox travelled to Vancouver with three SD54 educators to attend the 2026 BCSSA Spring Conference. Ms. Neto, Ms. MacDonald and Ms. Erickson delivered 1 ½ hour breakout session presenting their respective programs working with students and teachers in our district. The latest PLC session was held on April 13th where teachers gathered for professional reflection and awareness. Ms. Judy Halbert and Ms. Linda Kaser will join the year end PLC meeting on May 21st.
- Superintendent McDiarmid presented the district-based initiatives to the Board. Adventures in Health Care showcase will take place again this year on May 26/27. Mr. Richmond and two SSS Students will be members of the

keynote speaker panel at the Minerals North Conference in May . The panel will focus on “*Career Pathways Beyond the Pit.*” Welcome to Kindergarten date are set and the respective schools are planning their events. *Ready, Set Learn – Toddler Event* at Kiddie Park will take place on June 18. The Inclusive Education Department just received completed an audit with the Ministry of Education. The District will be implementing the recommendations that outlined by the audit team.

- Superintendent McDiarmid presented the school-based initiatives to the Board. Schools had a lot going on this month! Each division from Telkwa Elementary travelled to and competed in the Lakes District Performing Arts Festival last Friday, April 17th. Muheim’s staff went to Living Roots Family Farm on the Non-Instructional Day to engage in Plant-Based Learning and to reflect on class farm trips. Houston Secondary hosted a Community Connections Night during Parent Teacher Interviews which had community groups set up booths in the foyer. Everything from recreational organizations to people with job opportunities for students.

Field Trip Proposals

- The following field trip has been approved by the Assistant Superintendent:
 - **SSS – 17 +/-** Grade 8-12 Drama students from Smithers Secondary to travel New Westminster, B.C. to take part in the BC National Theatre School Dramafest from April 29 to May 3, 2026. 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 April 14, 2026 committee meeting. Two items were moved to the New Business portion of the meeting.
- Next meeting date Tuesday, May 12, 2026 @ 3:30pm.

6.b) POLICY COMMITTEE REPORT

- Policy Committee Chairperson Farrell presented the Policy Committee's Report from the April 14, 2026 committee meeting.
- **Policy # 1.150 Committee Structures** – The committee recommended revising the policy to include language allowing the committee to exist on an ad hoc or as-need basis

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

"That the Board approve the amended draft policy 1.150 Committee Structures as outlined."

CARRIED

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- **Policy # 1.120 Board Meeting Times and Policy #1.160 Annual Board Elections** – The committee recommended revising the policy 1.120 Board Meeting Times and Policy 1.160 Annual Board Elections to include language allowing boarding meetings to accommodate different times, ventures or hybrid meetings.

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

"That the Board approve the amended draft policy 1.120 Board Meetings Times and Policy 1.160 Annual Board Elections as outlined."

CARRIED

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- Next meeting date Tuesday, May 12, 2026 @ 5:00pm.

6.c) TRUSTEE REPORTS

- Trustee Williams, Kearns and Farrell submitted their trustee reports from the 2026 BCSTA AGM that they attended on behalf of the Board of Education.

7. UNFINISHED BUSINESS

- No Unfinished business this month.

8. NEW BUSINESS

- **8.1) 2026 – 2027 Draft Annual Budget** - Secretary Treasurer Margerm – provided an overview of the draft 2026 – 2027 Annual Budget. The strategic plan has been instrumental in developing the 2026-2027 Annual Budget. The final draft 2026-2027 Budget presentation and public stakeholder consultation opportunities will be provided in May.
- The committee recommended proceeding with the first two readings of the Draft 2026-2027 Budget Bylaw submitted at the April Committee meeting.

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

"That the Board proceed with the first two readings of the 2026 - 2027 Annual Budget Bylaw."

CARRIED

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- **8.2) Capital Plan Bylaw – Capital Plan 2026 – 2027** – Secretary Treasurer Margerm provided a brief overview of where the \$1,572,500 in Capital Bylaw Funds will be spent.
 - The operations committee recommended that the 2026-2027 Capital Plan Bylaw No. 25/26-CP-SD54-01 be approved in three readings.
 - Chairperson Williams asked for unanimous consent to do all three-reading tonight for 2026-2027 Capital Plan Bylaw No. 26/27-CP-SD54-01. Unanimous consent was given.

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

"The Board approved the three readings of 2026 - 2027 Capital Plan Bylaw No. 26/27-CP-SD54-01."

CARRIED

9. OTHER BUSINESS

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

10. READING FILE

- No reading files this month

11. CLOSING REMARKS

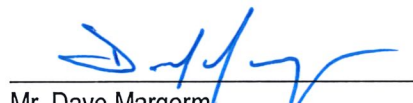
- The next regular Board Meeting will be held on Tuesday, May 26, 2026, commencing at 5:30 p.m. at the Houston Secondary School Library, in Houston, BC.

12. ADJOURNED

- The Board meeting was adjourned at 6:28pm.

Approved by:


Ms. Jennifer Williams, Chairperson
of the Board of Education


Mr. Dave Margerm
Secretary Treasurer

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