



School District No. 54 (BULKLEY VALLEY)

AGENDA REGULAR BOARD MEETING

MAY 26, 2026

HOUSTON SECONDARY SCHOOL (LIBRARY), HOUSTON, B.C.
5:30PM

- 1) Call to Order
- 2) Traditional Welcome / Opening Remarks
- 3) Adoption of Agenda
- 4) Minutes: Regular Meeting Minutes – April 28, 2026
Synopsis In-Camera Meeting – April 28, 2026
- 5) Learning Portion: Twain Sullivan Elementary Music Program
- 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 Reports No Report
- 8) Unfinished Business
 - 8.1) 2026 – 2027 Draft Annual Budget
- 9) New Business
 - 9.1) Proposed Letter to Sharon Hartwell – MLA
- 10) Other Business
 - 10.1) Expenditure Summary
- 11) Reading File

Ltr. from HSS re: Invitation to the HSS Commencement Ceremony
Ltr. from. The Terry Fox Foundation re: Fundraising totals for 2025
- 12) Closing Remarks –Next regular Board Meeting will be held on June 23, 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



**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

-
- 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



**SYNOPSIS OF THE
IN - CAMERA MEETING MINUTES
BOARD OF EDUCATION
SCHOOL DISTRICT NO.54 (*Bulkley Valley*)
APRIL 28, 2026
WITSET MULTI-PLEX , WITSET , BC**

The regular meeting was called to order at 6:29pm and the Board resolved to go in-camera.

- The Chairperson asked if there were any corrections to the in-camera meeting minutes of March 17, 2026. There being none, the in-camera meeting minutes of March 17, 2026, were declared approved as presented by the Chairperson.
- Senior Administration reported on routine staffing items, school suspensions.
- Senior Administration reported on a labour relation item.

The Board returned to regular session at 6.39pm.

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REPORT FROM ADMINISTRATION

to the
Board of Education
May 26, 2026

District Based Initiatives

- **District Elementary Track** - Schools are once again preparing their students to participate in the District Track and Field event scheduled for June 12th at the SSS track. We are very happy to continue to organize this large student gathering which showcases the many student athletes we have in the intermediate grades.
- **Professional Learning**- The Indigenous Education department in partnership with the BVTU on May 14-15 hosted Dr. Gillian Judson (SFU faculty and author) and Leona Prince (Indigenous Education leader and author) who spoke on Place, Imagination and learning design. A wonderful day of learning for a large group of teachers and administrators focused on ecological perspectives in classrooms.
- **NOIE Symposium** – The District recently supported a team of teachers and administrators to attend the annual NOIE (Network of Inquiry and Indigenous Education) Symposium in Richmond on May 8th and 9th. The educators were appreciative of the learning and opportunity to connect with district colleagues, as well as provincial and international educators and thought leaders.
- **District Scholarship Presentations** – On May 11-13 a large group of graduating students delivered their District Authority Scholarship presentations to adjudicators. The presentations are powerful and varied representation of the tremendous learning journeys of these students. It is always a pleasure to be witness to the maturity and depth of learning among a selection of our graduates. Thank you, Trustees Graham, Farrell, Williams and Kearns, for your assistance in adjudicating the presentations.
- **Teacher Staffing Update**— SD54 has started the upcoming year's staffing process. Round one of teacher postings closed May 15th and the second round is underway.

Technology and Career Education

- Muheim Career Day is taking place on May 21st, where students will engage with hands-on projects and learn about skilled trades careers.
- A number of elementary classrooms are being supported with the use of hand tools and the mobile 3D printer lab.
- District staff and several SSS students participated on a keynote panel at the Minerals North Conference. The topic was centered on career-oriented learning outside the classroom and was very well attended.
- Grade 8/9 ADST students at SSS will be designing and delivering mentorship workshops to elementary classes from Muheim, Walnut Park, and Telkwa.

Learner Support

- Pro-D -District Principal attended BC Council of Inclusive and Supported Education conference with 2 Learner Support Teachers. Sessions focused on UDL, perspectives on diversity and disability and building inclusive environments. District Service team members are participating in sessions with Gillian Judson and Leona Prince

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- Accessibility- District Principal met with the Northern Accessibility Working Group to review survey results and discuss priorities for the next 3 years of the Accessibility Plan. Draft plan will be reviewed by the Accessibility Committee before being finalized
- Provincial Outreach Programs- Consultants from the Provincial School Outreach Program visited some of our school in the last month (an English Language Learning consultant and a Behaviour Consultant) to support school and district teams. District Partner with the Provincial Outreach Program for Fetal Alcohol Spectrum Disorder attended their annual learning day

School Based Activities

- **Graduation Ceremonies** – Both Secondary Schools are holding their graduation ceremonies soon to celebrate our graduating students. Houston Secondary's celebration is scheduled for Friday, June 13th with Smithers Secondary taking place on Thursday, June 19th.
- **Telkwa Elementary School:**
 - Gr. 6 boys are working on 3-D printing with Scott Richmond
 - Most of our teachers and I will be at SSS to see Gillian and Leona this Friday May 15 for Pro-D. 3 primary teachers will work with Gillian on May 14 for the day as well.
 - Track and Field Practice has taken over Telkwa School!! Every lunch hour T&F practice and also during all PHE classes. Many teachers and admin are coaching with some outside parent help. June 1st will be our school meet at SSS to qualify for the district championship June 12th.
 - Welcome to Kindergarten is happening May 21st afterschool and we will be hosting a parent appreciation breakfast May 22 from 8:10am until 9:10 am performances by our musical students.
 - May 25th Dart assessment
 - May 27th Indigenous author, Maya McKibbin animator and illustrator will be working with all our primary classes
 - May 29th we will be having a Spirit Day starting after recess, with a focus on inclusion, team bonding and outdoor activities! The event will be supported by our very generous PAC, who are also providing an outdoor bbq lunch for all students. (Riverside catering).
- **Muheim Memorial:**
 - Living Roots Farm Trips continue. Staff took part in a Place-Based Learning Session last month at the farm during the April ProD. Students will continue to visit the farm as we wrap-up this year's school-wide initiative. We are aiming to continue with this project next year.
 - District Professional Development Initiatives -Thursday May 14th some of our staff will be joining colleagues from other SD54 elementary schools for a Place-Based Learning session with author and educator, Gillian Judson. On our district Professional Day (May 15th), Gillian Judson will be presenting to our SD54 educators. Leona Prince, author-educator and Director of Instruction for Indigenous Education in SD91, will also be presenting.
 - Muheim classroom activities, presentations and excursions lately include: grades 4-7 collaborative Track & Field PE, Bear Aware presentation, Witsset class buddy activity with Division 12, visits to The Meadows, gymnastics, art gallery visits, pottery lessons, hatching chicks, hikes, neighborhood and community trail walks, mining presentations, hatchery visits.
 - Career Day, May 21st; our committee is busy organizing this school-wide event that will feature about 22 community members who will talk to students about their careers, skills and passions. From 9:10-12:15, all students will attend three career sessions, as they engage in a mini-conference style event.

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- Welcome to K date – Monday, May 25th – new little Marmots and their family members will come by for a visit and orientation, from 1pm-2:45pm.
- Talent Show – May 27th ; a variety of student performances including, singing, dancing, piano, guitar. We will invite our friends from The Meadows to attend as VIP guests.
- Muheim Track Meet -May 29th, for all intermediate students (at SSS).
- Be You/Pride Day – June 10th, Muheim's Pride Day will take place on June 10th. This student-led event will be supported by some family members who will be helping our student committee again this year. Grade 6&7 students keen to help out again this school year.
- **Twain Sullivan:**
 - Northern Spirt Dancers cultural performance for Twain & HSS
 - Mini track meet, Jump Rope for Heart, grade five feast, outdoor learning, Minerals North conference, DART and numeracy assessments
 - ProD - Wild Schools gardening; SEA ProD to further deepen understanding of self-regulation/co-regulation
 - NOIE Indigenous Impact Study focus on student transition from elementary to high school with Passage Projects; trialing student Passage Project presentations to parents and Twain/HSS ISWs, SEAs and teachers
- **Silverthorne:**
 - Silverthorne has had a lot going on this month!
 - We had a few students take part in the community Missoula Theatre production of Hercules.
 - All of our classes are taking advantage of the weather and moving their learning outdoors. We had a focused staff learning session on how we can make the most of outdoor learning.
 - Our 3rd annual Silverthorne Spring Reading Contest is happening from May 11-29. This is a fun and easy way to get parents and students motivated to read more books.
 - We continue to focus on integrating Witsuwit'en language and culture into our daily routines and weaving those together with the Core Competencies in a way that students can understand them.
- **Smithers Secondary School:**
 - Golf, Mt Bike, Girls Soccer, Ultimate and track and field teams all heading to Provincials.
 - Student Leadership activities – Tacky Tourist Day, Adam Sandler day, Anything but a backpack day, colour day, and junior dance.
 - Preparing for the Library/Learning Commons renovation
 - Grade 7 Parent night
 - Grade 7 Orientation visits
 - ICBC Speaker for senior students
 - PARTY program
 - Student Interviews – sample of Grade 8-12
- **Houston Secondary**
 - We have our last elective wheel. Golf, Yoga and Small engine repair are some of the options for kids.
 - Prom is coming up.
 - TEK day is also coming up in May.
 - Girls rugby, track and mountain biking are running right now.
 - We continue with our student run assemblies and our focus on engagement.

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- The Terry Fox Foundation provided the District with a letter outlining the 2025 fundraising results for SD54, as well as the cumulative total raised to date by SD54 students, staff, and parents in support of cancer research. The District would like to extend its sincere appreciation and thanks to all students, staff, families, and community members for their continued generosity, support, and participation in this important cause.

Bulkley Valley School District Donation History Report

Statistics as of March 30, 2026



School Name	City	Total Number of Runs	2025 Fundraising Total	Total Funds Raised to Date
Twain Sullivan Elementary	Houston	26	\$250.45	\$33,725.74
Houston Secondary	Houston	27	\$785.00	\$12,877.24
Silverthorne Elementary	Houston	21	\$115.60	\$11,551.66
Muheim Memorial Elementary	Smithers	28	\$307.00	\$11,629.44
Smithers Secondary	Smithers	14	\$0.00	\$8,066.00
Walnut Park Elementary	Smithers	28	\$300.00	\$13,591.92
Bulkley Valley Learning Centre	Smithers	0	\$0.00	\$0.00
Telkwa Elementary	Telkwa	27	\$1,673.50	\$23,282.20
			\$3,431.55	\$114,724.20

****Statistics include all schools currently open, closed and amalgamated that have participated in Terry Fox School events over our 45-year history.**

Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
 - **HSS – 70+/-** Grade 8-9 students from Houston Secondary to travel to Silverthorne Recreation Site on May 29, 2026. The purpose of this trip is to participate in a Traditional Ecological Knowledge Day. All Board requirements have been met for this trip.
 - **HSS – 25+/-** Grade 10-12 students from Houston Secondary to travel to Mount Harry Davis on two separate occasions (June 8 and June 22, 2026). The purpose of these trips is to support the Outdoor Education and Physical Health Education curriculums. All Board requirements have been met for these trips.
 - **HSS – 25+/-** Grade 10-12 students from Houston Secondary to travel to various local lakes in the Houston, B.C. area (Klinger, Irrigation, Helen lakes) on three separate occasions (May 20, May 27 and June 10, 2026). The purpose of these trips is to support the Outdoor Education and Physical Health Education curriculums. All Board requirements have been met for these trips.

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- **SSS** – 30 +/- SSS Track and Field athletes from Smithers Secondary to travel to Prince Rupert, BC to attend and participate in the 2026 Track and Field Zone Championships during the period of May 22-23, 2026. All Board requirements have been met for this trip.
- **MME** – 35+/- Grade 7 Students from Muheim Elementary School to travel to Rock Nest Ranch on June 3-5, 2026, The purpose of this trip is to take part in the Grade 7 year- end celebrations, community building, health and health and physical fitness. All Board requirements have been met for this trip.
- **SSS – 30 +/- SSS** Ultimate Athletes from Smithers Secondary to travel to Surrey, B.C. to participate in the Ultimate Provincial Championships at the Newton Athletic Park during the period of May 24-27, 2026. . All Board requirements have been met for this trip.
- **WPS** – 120 +/- Grade k-3 students from Walnut Park Elementary School to travel to Rough Acres on June 22, 2026. The purpose of this trip is to take part in the primary year-end celebrations. All Board requirements have been met for this trip.
- **WPS** – 43 +/- Grade 7 students from Walnut Park Elementary School to travel to Rock Nest Ranch on June 8-9, 2026. The purpose of this trip is to support the Physical and Health Education curriculum, foster social responsibility, teamwork and provide students with an opportunity to participate in year-end celebrations. All Board requirements have been met for this trip.
- **WPS** – 23 +/- Grade 6/7 students from Walnut Park Elementary School to travel to the Joe L'Orsa Cabin on June 16-17, 2026. The purpose of this trip is to support the Physical and Health Education curriculum, foster social responsibility, teamwork and provide students with an opportunity to participate in year-end celebrations. All Board requirements have been met for this trip.

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OPERATIONS COMMITTEE MEETING

May 12th, 2026

Regular

3:30 PM

School Board Office

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

The meeting was conducted from 3:30 – 4:00 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 2026-2027 District Budget

Mr. Margerm provided a presentation outlining the current budget as it stands. The budget has been balanced given the last set of cost reductions. The District will send out the Draft 2026-2027 Budget for public consultation until the May Board.

The committee recommends the approval of the third reading of the Draft 2026-2027 Budget.

2. 2026 General Elections - Chief Elections Officer

Mr. Margerm requested that the committee recommend a board resolution to appoint a Chief Elections Officer and Deputy Chief Elections Officer. The Committee recommends following resolution:

Motion: “That pursuant to Section 41(1) and (2) of the Local Government Act, Lauren Smaha-Muir be appointed Chief Election Officer for conducting the 2026 General Local Elections with power to appoint other election officials as required for the administration and conduct of the 2026 General Local Elections; and that Bobbie Kingsmill be appointed Deputy Chief Election Officer for the 2026 general local election.”

3. Draft Board Calendar

Mr. Margerm reviewed the additional Board meeting dates integrated into the 2026-2027 District Calendar. Committee recommends forwarding to Board for review.

Date & Time of Next Meeting: June 9th, 2026 at 3:30 pm

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POLICY COMMITTEE MEETING

May 12th, 2026

5:00 PM

School Board Office

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

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."*

AGENDA

PREVIOUS MEETING OF April 14th, 2026

Policy	Description	Type	Status	Consultation
1.150 1.120	Committee Structures Board Meetings Times	Revisions Revisions	In-Committee In-Committee	Yes No

NEW BUSINESS

Policy	Description	Type	Status	Consultation
Bylaw 1	Trustee Elections Board Policy Framework	Revisions Revisions	In-Committee In-Committee	Yes No

1. Bylaw 1 Trustee Elections

Mr. Margerm advised the committee of the proposed revisions to Bylaw 1 Trustee Elections. Updates to the bylaw are required to comply with current election regulations. A Harris Co. lawyer has provided the necessary revisions to comply with the Elections Act.

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

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2. Board Policy Framework

Mr. Margerm requested the committee review the documents, 2026-02 Joint Sector Call Board Policy Review Presentation and Board Policy Review Report regarding revising board policy structure.

The committee discussed different options for updating board policies. The committee recommends the Board direct senior management to create a draft multi-section framework consisting of minimal overarching policies supported by administrative procedures. This should be provided to the Board for review on an ongoing basis. The Board can work on the new framework section by section in the future. The Board Governance Section should be addressed first in order to have in place by the 2026 October Elections.

Date & Time of Next Meeting: June 9th, 2026 at 5:00 pm.

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