



School District No. 54 (BULKLEY VALLEY)

**AGENDA
REGULAR BOARD MEETING
SEPTEMBER 22, 2026
SCHOOL BOARD OFFICE - SMITHERS B.C.
5:30PM**

- 1) Call to Order
- 2) Traditional Welcome / Opening Remarks
- 3) Adoption of Agenda
- 4) Minutes: Regular Meeting Minutes – June 23, 2026
Synopsis In-Camera Meeting – June 23, 2026
- 5) 2025-2026 Draft Audited Financial Statements
- 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 No Report
- 8) Unfinished Business
- 9) New Business
 - 10.1) Framework for Enhanced Student Learning (FESL)
 - 10.2) 2027 – 2028 Minor Capital Plan
 - 10.3) Summer Capital Projects Update
- 10) Other Business
- 11) Reading File
- 12) Closing Remarks – Upcoming Board of Education Meetings:
 - New Trustee Swearing in Ceremony will be held on October 27, 2026, at the School Board Office in Smithers
 - Next regular Board Meeting will be held on November 17, 2026, at the School Board Office in Smithers
- 14) Adjournment
- 15) 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)
JUNE 23, 2026
SCHOOL BOARD OFFICE, SMITHERS, B.C**

PRESENT: Trustees: J. Williams, L. Kearns, P. Michell, F. Farrell, K. Graham, J. Krauskopf

Regrets: F. Krishan

Staff: M. McDiarmid – Superintendent
J. Fox – Assistant Superintendent
D. Margerm – Secretary Treasurer
L. Smaha-Muir – Incoming Secretary Treasurer
B. Kingsmill – Recording Secretary

1. CALL TO ORDER

- The meeting was called to order at 5:30pm.

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.

3. ADOPTION OF AGENDA

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

"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 May 26, 2026 or the synopsis of the in-camera meeting minutes of May 26, 2026. There being none, the regular meeting minutes of May 26, 2026 and the synopsis of the in-camera meeting minutes of May 26, 2026 were declared approved as presented.

5. ADMINISTRATION REPORT

- Superintendent McDiarmid highlighted some of the district initiatives report to the Board. The Ready Set Learn Toddler Fair took place on June 18. This was a collaborations between multiple local agencies. The district will have 13 students taking a university - credit courses next year with focus areas including financial account, economics, business , management and psychology, while also achieving high school credits.
- Superintendent McDiarmid highlighted some of the school-based initiatives to the Board. Silverthorne Elementary took the entire school to Rough Acres for a day of outdoor experiential learning. Telkwa Elementary took the whole school to Robin Creek Dairy. The primary students enjoyed exploring dairy cow barn, viewed the robotics, and

heavy machinery. The Intermediate students also toured the entire facility with an emphasis on robotics and how they are used for milking the cows. The whole school was treated to lunch at the farm supported by the TES PAC. SSS students were paired with local elementary students and completed ADST projects. The entire Walnut Park Elementary School population biked through town! Twain Sullivan Elementary students attended the BC Parks and A Rocha Fossil beds where they were treated to guided tours of the fossil beds. Students were also invited to visit the District of Houston council chambers. Muheim hosted a Family Appreciation Coffee, Tea and Treats event. Every school has been in the district has been very very busy... especially the local fire departments who have been creating spray parks at the local elementary schools to the delight of the students on the hot days!

Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
 - **SSS – 5 +/-** SSS Track and Field athletes in Grades 8-12 from Smithers Secondary to travel to Langley, BC to attend and participate in the 2026 Track and Field Zone High School Provincial Championships during the period of June 3-7, 2026. All Board requirements have been met for this trip.
 - **SSS – 44 +/-** Junior and Senior Concert Band students from SSS in Grades 8-12 to travel to Prince Rupert, BC to attend and participate in the Seafest Parade. 2026 during the period of June 12-16, 2026. All Board requirements have been met for this trip.
 - **SSS – 21 +/-** Grade 10-12 students from SSS to take part in Airsoft Games Adventures at the Smithers Airsoft Fields on Jollymore Road in Smithers, BC. The purpose of this trip is to take part in their class year-end celebration, supporting the Physical Literacy Curriculum and community building. All Board requirements have been met for this trip.
 - **SSS – 15 +/-** Grade 8-12 SSS students to travel to Tyhee Lake Provincial Park to June 16, 2026 to take part in their year-end celebration and BBQ. This trip will also support the Physical Literacy and Lifeskills curriculum. All Board requirements have been met for this trip.
 - **SIL – 106 +/-** Grade K-3 students from Silverthorne to travel to Rough Acres on June 23, 2026. The purpose of this trip is to take part in outdoor experiential learning. All Board requirements have been met for this trip.

6.a) OPERATIONS COMMITTEE REPORT

- Chairperson Williams presented the Operations Committee's Report from June 9, 2026 committee meeting. Two items were moved to the New Business portion of the meeting.
- **Smithers Community Recreation Association:** Mr. McDiarmid spoke to the Board regarding a letter received from the Smithers Community Recreation Association, in which they inquired whether the District would be interested in partnering on an indoor recreation facility. He asked whether the Board would be willing to make the land available for the project, noting that any arrangement would need to be cost neutral to the School District.

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

"That the Board direct the Operations Committee to write a positive letter of support to the Smithers Community Recreation Association. "

CARRIED

- Next meeting date Tuesday, September 15, 2026 @ 3:30pm.

6.b) POLICY COMMITTEE REPORT

- Policy Committee Chairperson Farrell presented the Policy Committee's Report from the June 9, 2026 committee meeting.
- **Policy 6.930 Unexpected Health Emergencies** – The Committee recommended that the Board approve the presented draft policy.

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

"That the Board approve the draft Policy 6.930 Unexpected Health Emergencies as outlined."

CARRIED

- **Policy Framework Review** – Mr. Margerm provided an overview to the Board of BCSTA's requested that Boards review and redesign their policy framework. A significant number of Board policies would be moved into Administrative Procedures, which would make the policies easier for the Board to manage. The Committee recommended the Board consider approving the new policy format:
 1. approving new board governance policies (including but not limited to a Foundational Strategic Board Policy, Role of Board, Role of Trustee, and Role of Superintendent); and
 2. approving the new draft framework in order that Mr. Margerm and Ms. Smaha-Muir can continue with developing and revising current board policies and administrative procedures.

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

"That the Board request that the new Policy 3, Policy 4 and Policy 5 be sent out for stakeholder consultation as outlined."

CARRIED

- Next meeting date Tuesday, June 9, 2026 @ 5:00pm.

6.c) TRUSTEE REPORTS

- Trustee Farrell submitted his trust report from his attendance to the Indigenous Education Council meeting held on June 8, 2026.

7. UNFINISHED BUSINESS

- No Unfinished Business this month.

8. NEW BUSINESS

- **8.1 District Strategic Plan Review Update** – Mr. McDiarmid presented the annual Strategic Plan review to the board.

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

"That the Board approve the annual Strategic Plan Update as presented."

CARRIED

- 8.2) 2027 – 2028 Major Capital Plan Resolution - The Operations Committee recommended the approval of the 2027-2028 Major Capital Plan application. Secretary Treasurer Margerm presented the capital plan for Major Capital that will be submitted to the Ministry Capital Branch.

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

"That the Board resolves to approve the draft 2027-2028 Major Capital application as presented."

CARRIED

9. OTHER BUSINESS

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

10. READING FILE

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

"That the information contained in the Trustee Reading File be received and filed."

CARRIED

12. CLOSING REMARKS

- Chairperson Williams wanted acknowledge a number of 'lasts' at tonight's board meeting. This will be Trustee Krauskopf's last official board meeting. She thanked him for his eight years (two terms) of service on the Board of Education. Mr. Margerm – Secretary Treasurer, this was his last official board meeting. Mr. Margerm has been with the District for 31 years, 13 years as Secretary Treasurer which equates to 130 total board meetings . She thanked him for his service and guidance to the District during the many different roles he held during his 31-year tenure.
- The next regular Board Meeting will be held on Tuesday, September 22, 2026, commencing at 5:30 p.m. at the School Board Office, in Smithers, BC.

13. ADJOURNED

- The Board meeting was adjourned at 6:31pm.

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*)
JUNE 23, 2026
HOUSTON SECONDARY SCHOOL – HOUSTON B.C.**

The regular meeting was called to order at 5:00pm and the Board resolved to go in-camera.

- The Chairperson asked if there were any corrections to the in-camera meeting minutes of May 26, 2026. There being none, the in-camera meeting minutes of May 26, 2026, were declared approved as presented by the Chairperson.
- Senior Administration reported on routine staffing items, school suspensions.
- The Operations Committee brought forward labour management and advocacy matters to the Board for discussion and resolution.

The Board returned to regular session at 5:15pm.

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REPORT FROM ADMINISTRATION

to the
Board of Education
September 22, 2026

- **School start update** - We are very pleased with the start to the school year with schools and departments reporting a smooth start up. All classrooms are up and running but we remain in a delicate staffing situation- unexpected leaves can be challenging to fill. Currently we have one temporary teaching assignment posted that would fall in this category.

Student Achievement

- **Foundation Skills Assessment (FSA)** — The annual Provincial literacy and numeracy assessment will begin in October. As always, this is a snapshot and one small piece of a student's ongoing assessment, which provides insights into instructional practice. There will always be some year-to-year cohort fluctuations, but our students continue to perform well on the Provincial assessment. School Principals and Vice Principals will be assisting with the administration and marking of the exams.

Innovation / Initiatives

District Based Initiatives

- **Professional Learning Program:**
 - Ms. Jana Fox – Assistant Superintendent, with support from school and District administrators and teacher leaders, are organizing the professional learning program this school year. Professional Learning opportunities reflecting the Strategic Plan goals will be offered through various workshops, collaborative sessions, and in the Professional Learning Community gatherings throughout the year. Ms. Fox is also working in collaboration with the District Helping Teacher, Mrs. MacDonald, to assist new and experienced teachers in their professional learning goals.
- **GROW Grant Funds:**
 - Schools and teachers are once again encouraged to submit proposals for the *Growth through Reflection, Opportunity, and Wonder (GROW) Grant* to access funds to support innovative and collaborative approaches to learning. Successful applications are inquiry based, support school and district goals, and are up to \$2,000.
- **Parent teacher meetings** – Are scheduled for October 21 & 22, 2026. Please contact your local school for their schedule and sign-up procedures.
- **District Elementary Soccer Tournament** – The event will take place on Friday, October 9th at the Chandler Park field. Grade 4, 5, 6, & 7 students will participate in this daylong event. We appreciate Muheim Elementary School for coordinating this event.

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- **National Day for Truth and Reconciliation/Orange Shirt Day September 30** - District schools will be participating in a variety of activities and proudly wearing their orange t-shirts to learn about and help raise awareness of the history of residential schools in Canada.

School Updates and Initiatives

➤ **Muheim:**

- Welcomed new students from various parts of BC, including Haida Gwaii and Bella Coola.
- Staff Pro D on September 8 included self-regulation and wellness, district and school growth review, staff collaboration with our School Code of Conduct, review of Numeracy and Literacy initiatives as well as conversation around continuing with our school-wide Land & Place Based learning experiences in our community as well as at Living Roots Family Farm.
- The school is learning a song about Terry Fox, written and performed by Bryan Adams. We will play the song as students participate in our Muheim Terry Fox Run on Thursday, September 17th. First Responders from Smithers have been invited to join in the fun.
- Spirit Day, Red Day to honour Terry Fox and Canadian Pride.
- Truth & Reconciliation Assembly, Orange Shirt Day; MME will have students drumming, presenting and sharing. MME's special guest and community friend will be joining the assembly. School Trustees are welcome to join MME students and staff, for the September 29th assembly at 9:30am.
- Open House for families on September 24th, 5-6pm.

➤ **Walnut Park Elementary:**

- WPS has had a great start-up. We are carrying the momentum of last year and focusing on building our school community and culture through targeted and intentional work. The key things students are focusing on are: Growing - personal development, Connecting - building positive relationships, and Contributing - giving back to the school and the larger community.
- New kindergarten play space that is getting built. Phase one was put in with tables, a playhouse, and a kitchen. The teachers have brought in some smaller "earth based" manipulatives (rocks & sticks essentially), but WPS is looking at adding bigger natural features in the future once they get a feel for how it is being used.

➤ **Telkwa Elementary:**

- TES a strong start with X-country training happening Wed/Fri at lunch with Mr. Rode and Mr. Hersee.
- Soccer practice Monday at lunch with parent volunteers and Mr. Hersee.
- Choir practice just starting up with Mr. Anderson.
- Whole School Terry Fox Hike to Morrice Mountain Nordic Trails September 22.
- Open house with community partners and meet the teacher night Wednesday September 23 from 5-6 pm.
- PAC continuing to support our hot lunch program twice a week (Monday's and Friday's).
- Breakfast program running everyday with Ms. Mellroy and includes two (2) hot breakfasts.
- Friday's will be a paid option alternating with pizza and then a sandwich from Riverside.
- Ms. Macdonald will be in building on Thursday September 24th to guide our staff with adoption of MathUp supporting our Numeracy goal for our School Growth Plan.

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➤ Houston Secondary

- Good start up at HSS- Teachers and students reconnecting early in the year.
- HSS has a Spirit day coming up, which is a great HSS tradition.
- Terry Fox run activities.
- Orange shirt day with learning targeted towards Truth and Reconciliation.
- Elective wheel is going with six (6) week choices for our students. Inquiry, outdoor education, woodworking and acting are some of the choices for the 1st rotation.
- Our TAG (homeroom) has expanded to 30 minutes a week. The goal is to strengthen the connection between the TAG teacher and a group of students. Students are cross grade so they will be with that teacher for five (5) years. It also allows us to cover important topics that are sometimes missed in the curriculum. Online safety, mental health, etc.

Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
 - **TSE** – 150 +/- Grade 4-7 students from Twain Sullivan Elementary to travel to Owen Lake Rec Site on October 2, 2026. The purpose of this trip is for the students to learn to recognize the role of Indigenous knowledge so they become connected to the land and Indigenous culture. All Board requirements have been met for this trip.
 - **SSS** – 120 +/- Grade 8 students from SSS to hike up to Crater Lake on Hudson Bay Mountain on September 17, 2026. The purpose of this trip is to support the outdoor education curriculum and community building. All Board requirements have been met for this trip.
 - **SSS** – 20 +/- Senior Boys Soccer Students from SSS to travel to Prince George, BC on September 25-26, 2026. The purpose of this trip is to take part in a High School Soccer Tournament at DP Todd Secondary School. All Board requirements have been met for this trip.
 - **SSS** – 120 +/- Grade 8 students from SSS to hike up to Crater Lake on Hudson Bay Mountain on September 17, 2026. The purpose of this trip is to support the outdoor education curriculum and community building. All Board requirements have been met for this trip.
 - **SSS** – Grade 9-12 SSS students from will participate in the following field trips:

Excursion Date	Destination	Purpose	# of Students
Sept 18,23, 25, Oct 2	Lake Kathlyn	Canoeing Skills	27 +/-
Sept 22, 2026	Crater Lake	Hiking and Experiential Education	9 +/-

All Board requirements have been met for these trips.

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OPERATIONS COMMITTEE MEETING

September 15th, 2026

Regular
3:30 PM

School Board Office

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

The meeting was conducted from 3:31pm -3:55pm

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 School District Financial Statements

Draft 2025-2026 Financial Statements were provided to the committee. Ms. Smaha-Muir updated the committee that the financial statements are just being finalized and will be presented and discussed at the September Board meeting. Ms. Smaha-Muir updated the committee on the financial position of the school district as per the financial statements. The auditor plans to express an unqualified opinion. The auditor will also provide a verbal report at the September Board meeting with a presentation from the Secretary Treasurer.

The committee recommends the approval of the Draft 2025 – 2026 Financial Statements as presented.

2. 2026 Framework for Enhancing Student Learning (FESL)

Mr. McDiarmid advised that he would be providing a report on the Framework for Enhanced Student Learning at the September Board meeting.

The committee recommends the approval of the 2026 Framework for Enhancing Student Learning Report as presented.

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3. 2027-2028 Minor Capital Plan Resolution

Ms. Smaha-Muir updated the committee on the 2027-2028 proposed Minor Capital application for the Ministry Capital Infrastructure Branch and would review with the board at the September Board meeting.

The committee recommends approval of the Draft 2027-2028 Minor Capital Plan as presented.

4. 2026 Summer Facilities Report

Ms. Smaha-Muir presented the Summer Facilities Report to the committee.

5. Board Authority/ Authorized (BAA) Courses

Ms. Fox updated the committee on nine (9) proposed Board Authority/ Authorized BAA courses – three (3) courses at Houston Secondary School and six (6) courses at Smithers Secondary School. There is a recommendation from the committee to approve the nine (9) Board Authority/ Authorized courses.

The committee recommends the Board approve all of the nine (9) Board Authority / Authorized courses as presented.

Date & Time of Next Meeting: November 24, 2026 at 3:30pm

SCHOOL DISTRICT 54

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POLICY COMMITTEE MEETING

September 15th, 2026

1:00 PM

School Board Office

Voting Members	Administration
F. Farrell, Chair P. Michell, Alternate J. Williams (ex officio)	M. McDiarmid, Superintendent L. Smaha-Muir, 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."*

REPORT

PREVIOUS MEETING OF June 9th, 2026

Policy	Description	Type	Status	Consultation
6.930	<i>Unexpected Health Emergencies – Consultation Complete Board Policy Framework</i>	Revisions	In-Committee	Yes
		Revisions	In-Committee	No

NEW BUSINESS

Policy	Description	Type	Status	Consultation
3, 4, 5	<i>Role of Board, Trustee, Superintendent</i>	New	In-Committee	Yes
1	<i>Foundation Statement</i>	New	In-Committee	Yes
2	<i>Policy Development & Change</i>	Revisions	In-Committee	Yes
NA	<i>Board Policy Framework</i>	Revisions	In-Committee	Not Required

1. Policy 3 Role of the Board, Policy 4 Role of the Trustee, and Policy 5 Role of the Superintendent

The District has completed public consultation for the new policies.

Recommendation: *The committee recommends the Board approve the draft policies: Policy 3 Role of the Board, Policy 4 Role of the Trustee, and Policy 5 Role of the Superintendent as presented.*

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2. Policy Framework Review

As per the Board's request, Ms. Smaha-Muir updated the committee on draft work done to review and redesign the policy framework. The framework presented, based on the BCSTA Policy Review Report, proposed that a significant number of the policies, more relevant to specific regulations or processes, be moved to an administrative procedure (AP) format. This would leave a relatively minimal number of overarching governance policies more related to Board purview and subsequent approval. This process also helps to review and clean up many current policies in an efficient manner.

Recommendation: The committee recommends the Board consider approving these new governance policies to send out for public consultation:

- 1. Policy 1 Foundation Statement***
- 2. Policy 2 Policy Development & Change***

Date & Time of Next Meeting: November 24th, 2026 at 5:00 pm.