



**REGULAR MEETING MINUTES  
BOARD OF EDUCATION  
SCHOOL DISTRICT NO. 54 (BULKLEY VALLEY)  
MAY 15, 2018  
HOUSTON SECONDARY SCHOOL, HOUSTON BC**

**PRESENT:** Trustees: F. Farrell, J. Williams, P. Michell, L. Kearns, B.J. Beaubien, D. Hanson

**Regrets:** L. Collingwood

**Staff Regrets:** M. McDiarmid – Assistant Superintendent

**Staff:** C. van der Mark – Superintendent  
D. Margerm – Secretary Treasurer  
T. Bancroft – Director of Facilities and Maintenance  
B. Kingsmill – Recording Secretary

**1. CALL TO ORDER**

- The meeting was called to order at 7:04pm.

**2. TRADITIONAL WELCOME / OPENING REMARKS**

- Chairperson Williams acknowledged that we are gathered on the home of the Wit'suwit'en Nation, traditional territory of the Likhsilya – Small Frog Clan.
- Chairperson Williams welcomed all guests present. Trustee Collingwood sent her regrets. Chairperson Williams commented that it has been a busy month in the district but the highlight for her was the District Scholarship presentations. It showcased how diverse and talented the students in the district are. Chairperson Williams also passed out the Trustee Long Service Awards to Trustee Priscilla Michell and Trustee Kearns. Both Trustees have been trustees for 4 terms of being trustee. Trustee Farrell, Williams and Hanson were presented their awards at the BCSTA AGM in April.

**3. ADOPTION OF AGENDA**

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

*"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 April 17, 2018 or the synopsis of the in-camera meeting minutes of April 17, 2018 and of May 1, 2018. There being none, the regular meeting minutes of April 17, 2018 and the synopsis of the in-camera meeting minutes of April 17, 2018 and May 1, 2018 were declared approved as presented.

**5.) LEARNING**

- HSS/TSE Principal Craig McAulay and Vice Principal Dwayne Anderson, and teachers Jeneanne Kallstrom and Ted Beck presented a report about the K – 12 Campus Initiatives currently taking place in Houston.

## 6. ADMINISTRATION REPORT

- Superintendent van der Mark presented the student achievement report to the Board. SSS theatre and band students presented "**Chicago**" April 20-22, 2018. Chairperson Williams and Superintendent van der Mark and Assistant Secretary Perreault attended a regional education funding review meeting in Smithers at the beginning of the month. The District Authority Scholarships presentations have wrapped up for this year. The presentations were of a wide variety and a great showcase of skills from some of our students. SSS student Chantal Gammie has been recruited to the TRU women's soccer team for next year.
- Superintendent van der Mark presented the innovations and initiatives report to the Board. Year - end celebrations will take place on June 13<sup>th</sup> this year where we will be recognizing retirees and long service employees. The final learning round took place on April 30<sup>th</sup> and May 1<sup>st</sup>. Ms. Faye Brownlie joined the sessions and also provided keynote addresses in Houston and in Smithers. Changing Results for ALL Learners wrapped up their final collaborative inquiry session recently. KMBR Architects were in Smithers for a discussion on the possibilities when planning educational spaces and facilities. District elementary track meet will take place on Friday, June 1, 2018. Ready, Set Learn took place the week of April 23<sup>rd</sup> to 27<sup>th</sup>. Educators and administration joined others from around the province in Vancouver on May 10-12 for the annual Network of Inquiry and Innovation learning conversation. Ministry staff from the "Wonderlab" project were in Smithers last week working with and teaching SD54 staff about the project and asking them to provide feedback on low-fidelity prototypes and design their own service experiences. Assistant Superintendent McDiarmid, District Principal of Learner Support Ms. van der Mark and Counselors Ms. Laskowski and Ms. Grewal participated in a provincial panel discussion on Mental Health.
- Superintendent van der Mark presented the school based initiatives report to the Board. Graduations ceremonies are coming up and will be held on June 15<sup>th</sup> at HSS and June 23<sup>rd</sup> at SSS.

### Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
  - **HSS** – 13 +/- Grade 10-12 students from Houston Secondary School to travel to Rock Nest Ranch on multiple occasions in May 2018. The purpose of this trip is to practice their paddling skills for their upcoming trip to Nanika – Kidprice Provincial Park. All Board requirements have been met for these trips.
  - **HSS** – 13 +/- Grade 10-12 students from Houston Secondary School to travel to Nanika – Kidprice Provincial Park on June 1 – 4, 2018. The purpose of this trip is to support PE and outdoor education curriculum. All Board requirements have been met for this trip.
  - **SSS** – 8 +/- Grade 9-12 students from Smithers Secondary School to travel to Vancouver, BC on May 15-16, 2018 to participate in #BCTech Summit 2018 Youth Innovation Day. All Board requirements have been met for this trip.
  - **SIL** – 42 +/- Grade 3-5 students from Silverthorne Elementary School to travel to Fort St. James National Historic Site on June 18-19, 2018. The purpose of this trip is to increase awareness of First Nation's culture and history. All Board requirements have been met for this trip.

### Operations

- Secretary Treasurer Margerm presented the administration operations report to the Board. SD54 will be with renting a portion of the Lake Kathlyn School property to a local early child-care provider. The Ministry of Education promotes the use of vacant facilities to support early childhood care and education while the Board considers the future of surplus property. SD54 has received a playground grant of \$105,000 to support a new playground. The maintenance department and school staff will be working on a plan to install this playground by March 2019.

### **7.a) OPERATIONS COMMITTEE REPORT**

- Operations Chairperson Kearns presented the Operations Committee's Report from the May 1<sup>st</sup>, 2018 committee meeting.
- Next Meeting Tuesday, June 5<sup>th</sup>, 2018 @ 3:00pm.

### **7.b) POLICY COMMITTEE REPORT**

- On behalf of Policy Committee Chairperson Michell, Trustee Farrell presented the Policy Committee's Report from the May 1<sup>st</sup>, 2018 committee meeting.
- **International Travel – Policy 11.400** – The Policy Committee recommended that this Board approve this policy as outlined.

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

*"That the Board approve Policy 11.400 – International Travel as outlined."*

CARRIED

- **Communicating Student Learning Policy – 9.970** – It was recommended the Policy Committee recommended that proposed draft policy # 9.970 be sent out for stakeholder consultation.

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

*"That the Board approve that the draft Policy 9.970 Communicating Student Learning be sent out for Stakeholder consultation."*

CARRIED

- Next Meeting Tuesday, June 5<sup>th</sup>, 2018 @ 5:00pm

### **7.c) TRUSTEE REPORTS**

- Trustee Williams and Farrell submitted their reports from the BCSTA AGM.

### **8. UNFINISHED BUSINESS**

- **8.1) 2018-2019 Annual Budget Bylaw** - Secretary Treasurer Margerm presented the second public presentation of the Draft 2018 – 2019 Annual Budget to the Board and as to the public in attendance.

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

*"That the Board approves to allow public comments on the 2018 – 2019 Annual Budget Bylaw during the second public presentation."*

CARRIED

- The operations committee recommended that the Board proceed with the third reading of the 2018-2019 Annual Budget Bylaw.

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

*"That the Board proceeds with the third reading for the 2018- 2019 Budget Bylaw."*

CARRIED

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**ANNUAL BUDGET BYLAW**

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 54 (BULKLEY VALLEY) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2018/2019 pursuant to section 113 of the School Act, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 54 (Bulkley Valley) Annual Budget Bylaw for fiscal year 2018/2019.
3. The attached Statement 2 showing the estimated revenue and expense for the 2018/2019 fiscal year and the total budget bylaw amount of \$25,946,070 for the 2018/2019 fiscal year was prepared in accordance with the Act.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2018/2019.

READ A FIRST TIME THE 17th DAY OF APRIL, 2018;  
READ A SECOND TIME THE 17th DAY OF APRIL, 2018;  
READ A THIRD TIME, PASSED AND ADOPTED THE 15th DAY OF May, 2018;

NO SIGNATURE REQUIRED  
Chairperson of the Board

(Corporate Seal)

NO SIGNATURE REQUIRED  
Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 54 (Bulkley Valley) Annual Budget Bylaw 2018/2019 adopted by the Board the 15th DAY OF May, 2018.

NO SIGNATURE REQUIRED  
Secretary Treasurer

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**9. NEW BUSINESS**

- **2018 – 2019 – Capital Bylaw**
  - 8.1) 2018-2019 Capital Bylaw - The operations committee recommended that the 2018-2019 Capital Plan Bylaw No. 18/19-CP-SD54-01 be approved in three readings.
  - Chairperson Williams asked for unanimous consent to do all three reading tonight for 2018 – 2019 Capital Plan Bylaw No.18/19-CP-SD54-01. Unanimous consent was given.

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**MOTION: *It was moved by Trustee Beaubien and seconded by Trustee Hanson.***

*"The Board approves the 2018 - 2019 Capital Plan Bylaw No. 18/19-CP-SD54-01."*

CARRIED

**SCHOOL DISTRICT #54  
(Bulkley Valley)**

**CAPITAL BYLAW NO. 18/19-CP-SD54-01  
CAPITAL PLAN 2018-19**

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A BYLAW by the **Board of Education of School District No.54 (Bulkley Valley)** (hereinafter called the "Board") to adopt a Capital Plan of the Board pursuant to Sections 143 (2) and 144 (1) of the *School Act*, R.S.B.C. 1996, c. 412 as amended from time to time (called the "Act").

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved the Board's Capital Plan.

NOW THEREFORE the Board agrees to the following:

- (a) authorizes the Secretary-Treasurer to execute project agreements related to the expenditures contemplated by the Capital Plan;
- (b) upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete each Project substantially as directed by the Minister;
- (c) observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project(s); and,
- (d) maintain proper books of account, and other information and documents with respect to the affairs of the Project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

1. The Capital Bylaw of the Board approved by the Minister that specifies the supported projects in the Ministry's letter of **March 26<sup>th</sup>, 2018** from the **2018-19 Capital Plan** is hereby adopted.
2. This Bylaw may be cited as School District No. 54 (Bulkley Valley) Capital Bylaw No. **18/19-CP-SD54-01**

READ A FIRST TIME THE 15<sup>th</sup> DAY OF May, 2018;  
READ A SECOND TIME THE 15<sup>th</sup> DAY OF May, 2018;  
READ A THIRD TIME, PASSED AND ADOPTED THE 15<sup>th</sup> DAY OF May, 2018;

CORPORATE SEAL

**NO SIGNATURE REQUIRED**  
Board Chair

**NO SIGNATURE REQUIRED**  
Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. No. 54 (Bulkley Valley) Capital Bylaw No. **18/19-CP-SD54-01** adopted by the Board the 15<sup>th</sup> DAY OF May, 2018.

**NO SIGNATURE REQUIRED**  
Secretary-Treasurer

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**10. OTHER BUSINESS**

- 10.1) The April 30, 2018 expenditure summary was provided to the Trustees.

**11. READING FILE**

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

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

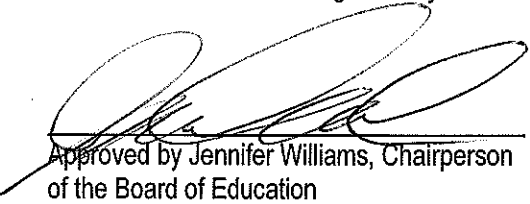
CARRIED

**12. CLOSING REMARKS**

- The next regularly scheduled School Board meeting will be held on Tuesday, June 19<sup>th</sup>, 2018 commencing at 7:00 pm at the at the School Board Office in Smithers, BC.

**13. ADJOURNED**

- The Board meeting was adjourned at 8:46pm.

  
Approved by Jennifer Williams, Chairperson  
of the Board of Education

  
Dave Margem  
Secretary Treasurer