



**REGULAR MEETING MINUTES  
BOARD OF EDUCATION  
SCHOOL DISTRICT NO. 54 (BULKLEY VALLEY)  
SEPTEMBER 29, 2020  
SCHOOL BOARD OFFICE, SMITHERS, BC**

**PRESENT: Trustees:** F. Farrell, L. Kearns, F. Krishan, J. Williams, J. Krauskopf

**Attending by Zoom:** P. Michell - Trustee  
M. Monkman – Assistant Superintendent

**Regrets:** E. Quinlan

**Staff Regrets:** T. Bancroft – Director Facilities & Maintenance

**Staff:** M. McDiarmid – Superintendent  
D. Margerm – Secretary Treasurer  
B. Kingsmill – Recording Secretary

**1. CALL TO ORDER**

- The meeting was called to order at 7:01pm.

**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 Gidmt'en – Bear Wolf Clan.
- Chairperson Williams welcomed everyone present. Trustee Quinlan sent his regrets.
- Chairperson Williams declared that by all accounts it was a successful school startup, in spite of all the extra COVID regulations. She went on by reminding everyone that all the regular day activities still have to happen within the District as well despite COVID. Senior staff, Board office staff, the PVP, Teachers and CUPE all have their regular responsibilities to complete on top of COVID regulations to follow, she thanked everyone for multi-tasking.

**3. ADOPTION OF AGENDA**

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

*"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 June 19, 2020, the synopsis of the In-Camera meeting of June 19, 2020. There being none, the regular meeting minutes of June 19, 2020 the synopsis of the In-Camera meeting of June 19, 2020 were declared approved as presented.

**5) 2019 – 2020 Draft Audited Financial Statements.**

- **5.1) – 2019-2020 Draft Financial Statements** – The Operations committee recommended the Board approve the audited Draft 2019-2020 Financial Statements as presented.

- Secretary Treasurer Margerm provided a financial recap of the 2019 – 2020 school year.
- Mr. Steve Kietzmann from Carlyle Shepherd & Co. provided an unqualified opinion of the 2019 – 2020 Audited Financial Statements.

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

*“That the Board approve the 2019 – 2020 Audited Financial Statements as presented. ”*

CARRIED

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## **6. ADMINISTRATION REPORT**

- Superintendent McDiarmid presented District updates to the Board. The administration is very pleased with the start of the year given the unique circumstances. All SD54 staff participated in COVID 19 orientations followed by a gradual entry for students which included a safety orientation. There were a number of Administration changes that took place over the summer. The District is also proud to announce Ms. Jana Fox is the new Vice – Principal of Silverthorne Elementary.
- Superintendent McDiarmid presented the Student Achievement report to the Board. The annual Provincial Reading, Writing and Literacy assessment (FSA's) have been tentatively rescheduled to January 2021.
- Superintendent McDiarmid presented the district-based initiatives report to the Board. The Trades program is up and running again this year. The Youth Explore Skills program, a new course at SSS this year for Grade 9's to explore Carpentry, Electrical, Metal Working and Bicycle Mechanics. HSS is also running this course with their Culinary Program. Youth Explore Sampler is for students in grades 10-12. This course was previously “The Into-to Trades Course.” Youth Train in Trades Program will be offered in Houston this year. The Millwright Foundation will be running in Houston in February. At SSS in partnership with CMC, currently in the works the planning of a Parts and Warehouse Person Foundation course. Something new this year, is to have work experience for five (5) SD54 students to job shadow a Red Sealed Trades person at the SD54 maintenance yard. SD54's District Resource Teacher Ms. Sandra McAulay has been working with our new teachers already this year and has coordinated online webinar sessions with world-renowned literacy teacher, Adrienne Gear. The District is working on bringing back Ms. Faye Brownlie to build on her previous professional development sessions on around literacy. Innovations Funds are available to teachers once again this year. The District will once again make available funds for individual schools to apply to, in order to support outdoor education opportunities.
- Superintendent McDiarmid presented the school-based initiatives report to the Board. Orange Shirt Day will be recognized on Wednesday, September 30<sup>th</sup>. Parent Teacher meetings are schedule for October 7 & 8 this year via telephone or zoom calls.

## **Field Trip Proposals**

- The following field trips have been approved by the Assistant Superintendent:
  - **WPS - 54+/-** Grade 6 & 7 students from Walnut Park Elementary to travel up to Hudson Bay Mountain on three separate occasions. (December 11, 2020, February 5 & 26, 2021). The purpose of this trip is to support the PE Curriculum, health living and team building. All Board requirements have been met for this trip.

**7.a) OPERATIONS COMMITTEE REPORT**

- Operations Committee Chairperson Kearns presented the Operations Committee's Report from the September 15<sup>th</sup>, 2020 committee meeting.
- Next meeting date Tuesday, October 13<sup>th</sup>, 2020 @ 5:00pm

**7.b) POLICY COMMITTEE REPORT**

- Policy Committee Chairperson Farrell presented the Policy Committee's Report from the September 15<sup>th</sup>, 2020 committee meeting.
- **Policy 1.200 Superintendent Evaluation** – The committee recommended the board approve Policy 1.200 Superintendent Evaluation.

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

*"That the Board approve the draft Policy 1.200 Superintendent Evaluation as outlined. "*

5 in Favour  
1 Opposed

**CARRIED**

- **Policy 1.300 District Strategic Plan** – The committee recommended approval of Policy 1.300 District Strategic Plan.

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

*"That the Board approve the draft Policy #1.300 District Strategic Plan as outlined. "*

**CARRIED**

- **Policy 1.310 Administrative Regulations** – The committee recommended the draft Policy 1.310 Administrative Regulations be sent out for public consultation.

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

*"That the Board approve that the draft Policy 1.310 Administrative Regulations be sent out for public consultation as outlined."*

**CARRIED**

- **Policy 9.920 Career Programs & Work Experience** – The committee recommended deletion of Policy 9.920 Career Programs & Work Experience.

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

*"That the Board approve the deletion of Policy 9.920 Career Programs & Work Experience."*

**CARRIED**

Next Meeting Tuesday, October 13<sup>th</sup>, 2020 @ 3:00pm

### 7.c) TRUSTEE REPORTS

- There were no trustee reports this month.

### 8. UNFINISHED BUSINESS

- There were no trustee reports this month.

### 9. NEW BUSINESS

- **9.1) 2020-2021 – School Calendar Amendment** – due to the mandated COVID Safety Orientations and delayed start for the students, senior administration has to move the Professional Development Day that was originally scheduled on September 8<sup>th</sup>, 2020 to another day within the school year.

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

*“That the Board approve the draft Amended 2020 – 2021 School Calendar as outlined.”*

CARRIED

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- **9.2) Draft Board of Education Strategic Plan:**

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

*“That the Board approve that the draft 2020-2021 Board of Education Strategic Plan be sent out for public consultation.”*

CARRIED

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- **9.3) Summer Capital Project Update** - Secretary Treasurer Margerm provided an update to the Board on all of the summer projects that took place over the summer.

### 10. OTHER BUSINESS

- There is no other Business this month

### 11. READING FILE

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

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

CARRIED

### 12. CLOSING REMARKS

- Closing Remarks –Next regular Board Meeting will be held on October 27, 2020, commencing at 7:00 p.m. at the School Board Office in Smithers, B.C.

### 13. ADJOURNED

- The Board meeting was adjourned at 8:31pm.

Approved by:

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke at the end.

Jennifer Williams, Chairperson  
of the Board of Education

A handwritten signature in blue ink, featuring a stylized 'D' and 'M' followed by a long horizontal stroke.

Dave Margerm  
Secretary Treasurer