



REGULAR MEETING MINUTES  
BOARD OF EDUCATION  
SCHOOL DISTRICT NO. 54 (BULKLEY VALLEY)  
FEBRUARY 19, 2013  
SCHOOL BOARD OFFICE , SMITHERS BC

**PRESENT:** Trustees: L. Kearns, F. Farrell, L. Collingwood, J. McIntosh, K. Martinsen  
Regrets: P. Michell, S. Yaremco, C. van der Mark  
Staff: M. McDiarmid – Assistant Superintendent of Schools  
S. Richards – Secretary Treasurer  
B. Kingsmill – Recording Secretary

**1. CALL TO ORDER**

- The meeting was called to order at 6:00pm

**MOVED/SECONDED:** F. Farrell / J. McIntosh

*"That the Board meeting move In-Camera."*

CARRIED

- The Board returned to Regular session at 7:00pm.

**2. OPENING REMARKS**

- Chairperson Kearns welcomed our guests: Percy Hebert from the Interior News, Sara Komadina from CKTV and passed on regrets from Trustee Michell, Trustee Yaremco and Superintendent van der Mark. Trustee Kearns reminded everyone of the March Board Meeting taking place on March 19 at the School Board Office and of the upcoming Trustee Retreat.

**3. ADOPTION OF AGENDA**

**MOVED/SECONDED** F. Farrell / L. Collingwood

*"That the agenda be accepted as presented."*

CARRIED

**4. ADOPTION OF MINUTES**

- The Chair asked if there were any corrections to the minutes of January 15, 2013; the Synopsis of the In-Camera Meeting minutes January 15, 2013. There being none, the minutes of: January 15, 2013 and the Synopsis of the In-Camera Meeting minutes January 15, 2013 were declared approved as presented.

**5. ADMINISTRATION REPORT**

**Student Achievement**

- Assistant Superintendent Mike McDiarmid presented the administration report to the Board. The Big Band Concert was held on February 16, 2013. The High School Curling Team is heading to the provincials during the week of March 4; The SSS Snow Boarding and Ski Team have a number of members participating in the High School Provincials on Hudson Bay Mountain on March 4-6. Good Luck to all the participants!

## • Innovation / Initiatives

- Faye Brownlie returned to the District on Feb 14 & 15<sup>th</sup> to work with educators from all around the Northwest and will return in May for her final session of the year. The next Education Forum will be held on February 25 and the topic this month is Self – Regulation, with Marie Edwards and Mark Fehr presenting.

### District Based Initiatives

- Assistant Superintendent Mike McDiarmid presented the district based initiatives to the board: Kindergarten registration for the next school year will take place on February 18-22; Early Notice Incentive Program for teachers is now in effect; Silverthorne and Twain Sullivan will co-host an elementary basketball event on February 28; FSA's have now been completed by our Grade 4 and 7 students; Satisfaction Survey for grade 4, 7, 10, 12 parents and students is now underway.
- SD54 went through a Special Education Audit in January. Many thanks go out to District Principal Learner Support Services, Leesa Easterday and her team's contribution to the very successful outcome of the Audit.

### School Based Initiatives

- Assistant Superintendent Mike McDiarmid presented the school based initiatives to the Board: February once again is Literacy Month and students from SSS were on Main Street selling newspapers donated by the Interior News to raise funds for local Literacy programs; Mr. Doogan-Smith hosted a two day artist in residence retreat at SSS; Mrs. Davey's class at Walnut Park visited the Bulkley Lodge to read, bake and learn more about the seniors.

### Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
  - **TSE** – 48 Grade 4 -5 students to travel to Hudson Bay Mountain on February 13 and February 27, 2013. All board requirements have been met for this trip.
  - **TSE** – 40 Grade 6 -7 students to travel to Hudson Bay Mountain on March 1 and March 15, 2013. All board requirements have been met for this trip.
- The following field trips require approval "*in principle*" approval by the Board of Education:
  - **MME** – Winners of the French Concour Speech Competition in Grades 6-10 to travel to New Westminster BC in early May 2013.

MOTION/SECOND

J. McIntosh / K. Martinsen

***"To approve the MME field trip to the Concour Speech Competition in May, 2013 , IN PRINCIPLE subject to providing the District of the proposed travel dates and students names who are traveling to Competition. "***

CARRIED

- **MME** – 12-15 Grade 7 students to travel to Quebec and Ontario for their annual French Culture Tour in late May, 2013

**MOTION/SECOND** J. McIntosh / K. Martinsen

***"To approve the MME field trip to Quebec and Ontario in late May 2013 "IN PRINCIPLE", subject to providing the District of the proposed travel dates and student's names who are traveling"***

CARRIED

**OPERATIONS:**

- Secretary Treasurer Steve Richards provided enrolment projections for the 2013-2014 school year. Projections show a 4.3% decrease over 2012-2013. Mr. Richards provided two reasons for this decrease:  
1) Demographic bubble going through the high schools and 2) A decrease in K-3 students.
- The Office of the Auditor General has a number of projects underway involving our District:
  1. IT General Controls Assessment.
  2. 2012 – 2013 Financial Audit.
  3. Summary Financial Statements
- February 15 was "1701 Snapshot" enrolment count day. This count is limited to Distance Learning and Special Needs.

**6.a) COMMUNITY RELATIONS/ EDUCATION FORUM COMMITTEE**

- On behalf of the Education Forum Chairperson Lara Collingwood, Frank Farrell highlighted the January Education Forum on the "Hockey Canada Skills Academies", currently running at SSS and HSS. Students in attendance from HSS were very involved in the hockey academy forum expressing to everyone present what worked and what didn't work this year. Trustee Farrell complimented CKTV on doing a great job reporting on the hockey academy.

**6.b) OPERATIONS COMMITTEE REPORT**

- On behalf of Operations Chairperson Yaremco, Kim Martinsen presented the Operations Committee's Report from the February 5, 2013 meeting. The Operations Committee reviewed information on: Anticipated Cost Pressures (BCASBO); Carbon Neutral Capital Program; Letter from the Minister regarding 1.5% savings plan; Letter from the District of Houston; Employee Demographic Data; Enrolment Projections for the 2013-2014 school year and announced that Administration was able to achieve a \$4,000 savings during the annual fleet insurance renewal.
- Next Meeting March 5, 2013 at 5:00 pm

**6.c) POLICY COMMITTEE REPORT**

- Chairperson Farrell presented the Policy Committee Report from the February 5, 2013 meeting.

**MOTION/SECOND** F. Farrell / J. McIntosh

***"The committee recommends that the Board delete policy 11.300 Student Travel – Supervision, and incorporate it into administrative regulations."***

CARRIED

- The policy committee also reviewed and discussed policy 11.300 Funding Student Athletic Travel and 11.140 Student Transportation. Both policies will be looked at further at the next policy meeting when more information is provided by Administration.
- Next Meeting February 5, 2013 at 3:00pm

## 6.d ) TRUSTEE REPORT

- Trustee Keams submitted his report from the BCPSEA 2013 Annual General Meeting. He offered congratulations to Trustee Yaremco who has been re-elected to the Board of Directors of BCPSEA and Mr. Alan Chell is the new Chairperson of BCPSEA.

## 7. UNFINISHED BUSINESS

- There was no Unfinished Business.

## 8. NEW BUSINESS

- 8.1 ) 2012 – 2013 Amended Annual Budget

MOTION/ SECOND: K. Martinson / J. McIntosh

*"The committee recommends that the Board give 2<sup>nd</sup> and 3<sup>rd</sup> reading of the 2012 – 2013 Amended Annual Budget."*

CARRIED

- 8.2 ) 2013 -2014 DRAFT School Calendar

MOTION/ SECOND: K. Martinsen / L. Collingwood

*"The committee recommends that the draft 2013 – 2014 school calendar be distributed to the stakeholders for consultative input."*

CARRIED

## 9. OTHER BUSINESS

- The January 31, 2013 Expenditure summary was included in the Trustees Board Packages.

## 10. READING FILE

Ltr. Frm Minister Don McCrea re: Savings Plan Jan 23, 13	SD47 Agreement in Committee
Ltr Frm: BCPSEA Agreement in Committee	SD48 Cooperative Gains Mandate
Jan 31, 2013 Monthly Enrollment	SD52 Funding Recalculation
Ltr. Frm BCSTA Metro Branch re: School Calendar Deadlines	SD57 Cooperative Gains Mandate
Ltr Frm. MME PAC Policy Response	SD60 Cooperative Gains Mandate
SD20 Cooperative Gains Mandate	SD62 Cooperative Gains Mandate
SD28 Cooperative Gains Mandate	SD63 Cooperative Gains Mandate
SD33 Cooperative Gains Mandate	SD64 Cooperative Gains Mandate
SD37 Cooperative Gains Savings Plan	SD67 Funding Recalculation
SD39 Motion-Cooperative Gains Mandate	SD68 BCSSA - Cooperative Gains Mandate
SD40 Cooperative Gains Mandate	SD72 Cooperative Gains Mandate
SD42 Recalculated Funding Allocation	SD81 Cooperative Gains Mandate
SD43 Funding Recalculation	SD83 Cooperative Gains Mandate
SD44 Cooperative Gains Mandate	SD84 Cooperative Gains Mandate
SD44 Framework Agreement in Committee	SD92 Cooperative Gains Mandate
SD46 Savings Plan Follow-up	2013-02 From the Legislature

MOVED/SECONDED: F. Farrell / L. Collingwood

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

**11. CLOSING REMARKS**

- In closing Chairperson Kearns reminded the Board members once again that the next board meeting will be on March 19<sup>th</sup> at the School Board Office.

**12. NEXT BOARD MEETING**

- The next School Board meeting will be held on March 19, 2013 at the School Board Office in Smithers at 7:00 pm.

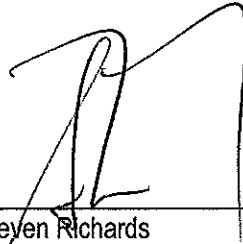
**13. ADJOURNMENT**

- The meeting was adjourned at 7:29 pm.



---

Les Kearns  
Chairman of the Board



---

Steven Richards  
Secretary Treasurer