



Public Meeting of the Board of Education
School District No. 27 (Cariboo-Chilcotin)

October 25, 2022

6:30 p.m. – School District Office

1. Opening by Board Chair – Acknowledgement that the meeting is being held on the traditional and unceded territory of the Northern Secwepemc People.

- 1.1. Call to Order

2. Agenda and Minutes

- 2.1. Approval of Agenda

THAT the agenda of the October 25, 2022, Public Board of Education Meeting be approved as presented.

- 2.2. Approval of Minutes

THAT the minutes of the September 27, 2022, Public Board of Education Meeting be approved as presented.

- 2.3. In-Camera Meeting Report

THAT the report of the In-Camera meeting of September 27, 2022, be approved as presented.

3. Presentation

Lake City Secondary Field Trip

4. Delegations - none

5. Reports

- 5.1. Superintendent | Secretary-Treasurer

- 5.2. Committee Reports

- 5.2.1. Policy Committee

THAT the Board repeal Policy 6141.7 Course Development.

5.2.2. Finance & Facilities and Transportation Committee
No recommended motions arising.

5.2.3. Education Committee

THAT the Board approve the 2023 Europe Field Trip application contingent on travel advisories and Ellison Travel and Tours contingency plan for incidents.

5.3. Trustees

5.4. Liaison / Representation

6. Reading File

6.1. Correspondence to the Board

7. Adjournment

THAT the public meeting of the Board of Education be adjourned at _____ p.m.

8. Public Comments



Open Meeting of the Board of Education
School District No. 27 (Cariboo-Chilcotin)

MINUTES

September 27, 2022
District Office – Board Room

Trustees Present Ciel Patenaude
Anne Kohut
Angie Delainey
Mary Forbes
Linda Martens
Alexis Walch
Willow Macdonald

Attending via
Teams

Regrets

Staff Present Chris van der Mark, Superintendent / Acting Secretary-Treasurer
Cheryl Lenardon, Assistant Superintendent
Sean Cameron, Director of Instruction
Anita Richardson, Director of Instruction
Cathy van der Mark, Director of Instruction
Taryn Aumond, Director of Human Resources
Patrick McCarron, Manager Facilities and Maintenance
Jodi Symmes, Executive Assistant

1. Opening by Chair

1.1. Call to Order

The Chair called the meeting to order at 6:32 p.m. and acknowledged that the meeting was being held on the traditional and unceded territory of the Northern Secwepemc (Shuswap) People.

2. Agenda and Minutes

2.1. Approval of Agenda

THAT the agenda of the September 27, 2022, Public Board of Education Meeting be approved as presented.

O2022.09.27-01

Moved: Trustee Forbes
Seconded: Trustee Martens
CARRIED

2.2. Approval of Minutes

THAT the minutes of the June 28, 2022, Public Meeting of the Board of Education be approved as presented.

O2022.09.27-02

Moved: Trustee Forbes
Seconded: Trustee Martens
CARRIED

2.3. Receipt of In-Camera Meeting Report

THAT the report of the June 28, 2022, In-Camera Meeting of the Board be approved as presented.

O2022.09.27-03

Moved: Trustee Kohut
Seconded: Trustee Martens
CARRIED

3. Presentation - none

4. Delegation - none

5. Reports

5.1. Audited Findings Report – MNP

5.2 2021-2022 Audited Financial Statements

THAT the 2021-2022 Audited Financial Statements be approved as presented.

O2022.09.27-04

Moved: Trustee Macdonald
Seconded: Trustee Kohut
CARRIED

5.3 Superintendents Report

Brief review of the year kick-off review of District Day, and the first session of the Learning Series.

5.4 Committee Report

5.4.1 Policy Committee Report – None

5.4.2 Finance and Facilities & Transportation Committee

THAT the Board approve the allocation of \$1.2M from the operating surplus to local capital.

O2022.09.27-05

Moved: Trustee Macdonald
Seconded: Trustee Delainey
CARRIED

THAT the Board approve the minor capital submission for 2023-24.

O2022.09.27-06

Moved: Trustee Kohut
Seconded: Trustee Delainey
CARRIED

5.4.3 Education Committee

5.4.3.1 Framework for Enhancing Student Learning: Report (See Presentation)

THAT Framework for Enhancing Student Learning Report be approved as presented.

O2022.09.27-07

Moved: Trustee Macdonald
Seconded: Trustee Kohut
CARRIED

5.5 Trustees

Trustee Martens – Informed the Board members of that Forest Grove Elementary School has won 1st Place for the 20-21 “[Return-it School](#)” program. This is Forest Groves second year in a row to win. They students have won \$5,000.00 to contribute to their school funds.

5.6 Liaison / Representation

6 Reading File

6.1 Correspondence to the Board

6.1.1 Williams Lake Field Naturalists – Letter to the Board

6.1.2 Notice of Public Hearing – District of 100 Mile House

6.1.3 CRD WL Notice of Public Hearing

7 Adjournment

The meeting adjourned at 7:47p.m.

8 Public Comments

An opportunity was provided for public comments pertaining to the agenda.

Chris van der Mark
Acting Secretary-Treasurer

Ciel Patenaude
Chair



In-Camera Meeting Notes provided pursuant to Section 72 (3) of the *School Act*:

"A board must prepare a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions reached at a meeting from which persons other than trustees or officers of the board, or both, were excluded, and the record must be open for inspection at all reasonable times by any person, who may make copies and extracts on payment of a fee set by the board".

DATE: September 27, 2022

LOCATION: School Board Office

TRUSTEE PRESENT: Ciel Patenaude, Mary Forbes, Anne Kohut, Angie Delainey, Alexis Walch, Linda Martens.

TRUSTEES ATTENDING VIA TEAMS: Willow Macdonald.

STAFF PRESENT: Acting Secretary-Treasurer Chris van der Mark, Assistant Superintendent Cheryl Lenardon, Directors of Instruction Sean Cameron, and Cathy van der Mark, Director of Human Resources Taryn Aumond, Manager of Facilities & Transportation Patrick McCarron, Executive Assistant Jodi Symmes.

1. Opening by Chair
 - 1.1. Call to Order – 4:30 p.m. and acknowledgment of traditional territory.
2. Agenda and Minutes
 - 2.1. Approval of Agenda
 - 2.2. Adoption of Minutes
3. Action Items
 - 3.1 Superintendent-Acting Secretary-Treasurer Compensation
4. Discussion Items
 - 4.1. MNP Audit Preview
 - 4.2 Surplus Property Update
 - 4.3 Fuel Theft (100 Mile)
5. Information Items
 - 5.1. Excluded Staffing Updates
 - 5.2. BCSTA Voting System Review
6. Adjournment – 5:45p.m.



Briefing Note

TO: Board of Education

FROM: Chris van der Mark

DATE: October 25, 2022

RE: Superintendent | Secretary-Treasurer Report

ELECTIONS

Congratulations to Mike Franklin for his election in Zone 6 on October 15!

The final Board Meeting of the current term is this evening, where they will conclude any business discussed at the October Committee Meetings. The new Board of Education will be sworn in on November 22, 2022, at the regular Board Meeting.

LEADERSHIP SERIES

We have started year three of our district series designed to engage informal and formal leaders in a broader discussion of leading in education. 40 educators from across the district, including some site-based administration joined senior staff at Signal Point on Monday, October 24 to begin this year's event. This year's reading selections include: *Ensouling Our Schools* and *Creating the Schools Our Children Need*. It is remarkable and inspiring that our educators will dedicate this time in the evening to engage in these passionate and critical conversations.

INNOVATION GRANTS

The call has gone out for staff/schools to submit proposals for projects that enhance teaching and learning. Successful applicants can get up to \$2000. Projects are then presented at the Education Committee in the Spring. These presentations have been a highlight for the Board over the past 2 years. We look forward to this year's inspirations.

BCSSA FALL CONFERENCE

Most of the Senior Team will be gathering in Vancouver for the annual conference (Nov 3-4). Key speakers include Dr. Leyton Schnellert (who we work closely with) and Jo Chrona.



BCSTA TRUSTEE ACADEMY

SD27 trustees and senior leadership will join trustees from around the province in Vancouver Dec 1-3, where they help set the stage and provide orientation for new trustees. A keynote speaker is Shelley Moore, who you will also recognize from our learning series.

FOUNDATION SKILLS ASSESSMENT (Finance and Facilities)

There has been some debate over the years regarding the inappropriate and inaccurate use of the data to “rank” schools, however the assessment (designed by teachers) provides key information that can be used to inform instruction, especially since the assessment is now done early in the year.

First Nations rightsholders, Indigenous organizations, and many education partners have expressed the importance of FSA results in supporting our most vulnerable learners and advancing our commitment to reconciliation. The FSA provides an important line of sight into the learning trajectories for Indigenous students and other student groups. With multi-partner consultation, the FSA aligns with BC’s redesigned curriculum and the components of literacy and numeracy are measured in all provincial assessments.

It is important to realize that the FSAS is a “snapshot” of a moment in time, reflecting expected performance based on the previous year. In SD#27, staff have been working hard to better align the FSA with the regular, ongoing assessment that teachers do every day, providing a far more rounded picture of the literacy and numeracy

ENROLMENT UPDATE (Finance and Facilities)

As noted last month, we continue to see a steady increase in enrolment. Our HR team has done a phenomenal job working with schools to fill positions, with all enrolling classes being filled. HR also continues to hire to build capacity in the casual ranks of TTOC’s and support staff.

Despite the increase in students, the District has also been able to meet, or is in the process of meeting non-enrolling ratios as set out in the Collective Agreement.

Grade Max	Actual Average 22-23
K = 20	K = 18.4
Gr 1-3 = 22	Gr 1-3 = 20.2
Gr 4-7 = 30	Gr 4-7 = 22.9
Gr 8-12 = 30	Gr 8-12 = 24.3



Category	Ratio	FTE	Actual
Teacher Librarians	552.2	8.553	7.934
Counsellors	693	6.815	9.664
Learning Assistance Special Education	432	10.933	
Resource	268.7	17.577	
ELL	59.5	0.571	
Total LA, Spec. Ed., ELL		29.082	29.919

We have no violations for class size or composition at elementary. We have some secondary (very few) situations that will require remedy.

Planning processes are clearly getting a bit better each year.

RECOMMENDATION

None. For information only.



POLICY COMMITTEE MEETING

AGENDA

October 11, 2022 – 3:00 p.m.

WELCOME AND ACKNOWLEDGEMENT

This meeting is being held on the traditional and unceded territory of the Secwépemc People.

- 1. September 13, 2022, Policy Committee Meeting Report – meeting canceled**
- 2. Repeal No. 6141.7 Course Development**
- 3. Healthy Schools Policy Update**
- 4. Future Meeting Dates:**

MEETING	DATE	TIME	LOCATION
Policy Committee	October 11, 2022	3:00 p.m.	Board Office
Policy Committee	November 8, 2022	3:00 p.m.	Board Office
Policy Committee	December 13, 2022	3:00 p.m.	Board Office
Policy Committee	January 10, 2023	3:00 p.m.	Board Office
Policy Committee	February 14, 2023	3:00 p.m.	Board Office
Policy Committee	March 14, 2023	3:00 p.m.	Board Office
Policy Committee	April 11, 2023	3:00 p.m.	Board Office
Policy Committee	May 9, 2023	3:00 p.m.	Board Office
Policy Committee	June 13, 2023	3:00 p.m.	Board Office



Briefing Note

TO: Policy Committee
FROM: Cheryl Lenardon
DATE: October 11, 2022
RE: Repeal No. 6141.7 Course Development

BACKGROUND

[Policy 6141.7 Course Development](#) was adopted in 2011 to set out the process for development of Locally Developed Courses for Grades K-9 and Board/Authority Authorized (BAA) courses for Grade 10-12. The BC [Board/Authority Authorized Course Order](#) issued in 2004 was revised in June 2018 with changes coming into effect in 2021.

DISCUSSION

The Ministry of Education [Board/Authority Authorized \(BAA\) Courses Requirements and Procedures Guidebook](#), updated in 2019, provides in detail the process, components, and templates for BAA courses. We have local [Administrative Procedure 380 Board/Authority Authorized Courses](#) with the timelines and details for our district. The concept of course development K-9 is no longer relevant given the redesigned curriculum. Schools have flexibility to teach within the learning areas, big ideas, and competencies of the provincial curriculum.

RECOMMENDATION

Repeal. The process and requirements are addressed well in the provincial order, guidebook, and local AP 380.



Briefing Note

TO: Policy Committee
FROM: Cheryl Lenardon
DATE: October 11, 2022
RE: Healthy Schools Policy Update

BACKGROUND

Policy 5141.1 Health Promoting Schools

District [Policy 5141.1 Health Promoting Schools](#) was developed in 2006 based on the 2005 Ministry of Education and Ministry of Health Guidelines for Food and Beverage Sales in BC Schools. The guidelines were mandated in 2008 and revised in 2010 and 2013. These changes have not been addressed by our policy. It is clear that neither our existing policy, nor the provincial guidelines, are being followed in our schools with any consistency.

Current provincial mandated guidelines: [Guidelines for Food & Beverage Sales in B.C. Schools \(gov.bc.ca\)](#)

The consultation process on draft 2022 Draft BC School Food Guidelines occurred in the Spring. We expect new guidelines to come into effect this year. We will need to do a significant amount of work to be compliant and have a systemic approach to food sold, offered, or served in SD27 schools.

DISCUSSION

As we seek input from schools and move to modernize this policy, what are the top three priorities/values trustees would like to see reflected in this policy development?

RECOMMENDATION

None at this time.



**FINANCE COMMITTEE
AND
FACILITIES & TRANSPORTATION COMMITTEE
MEETING AGENDA**

October 11, 2022 – 4:00 p.m.

WELCOME AND ACKNOWLEDGEMENT

***This meeting is being held on the traditional and unceded territory of
the Secwépemc People.***

- 1. September 13, 2022, Meeting Report**
- 2. A look back**
- 3. Enrolment and Staffing**
- 4. Foundation Skills Assessment (FSA)**
- 5. New Space Grant (Daycare)**
- 6. Future Meeting Dates:**

MEETING	DATE	TIME	LOCATION
Finance/Facilities Committee	October 11, 2022	5:00 p.m.	Board Office
Finance/Facilities Committee	November 8, 2022	5:00 p.m.	Board Office
Finance/Facilities Committee	December 13, 2022	5:00 p.m.	Board Office
Finance/Facilities Committee	January 10, 2023	5:00 p.m.	Board Office
Finance/Facilities Committee	February 14, 2023	5:00 p.m.	Board Office
Finance/Facilities Committee	March 14, 2023	5:00 p.m.	Board Office
Finance/Facilities Committee	April 11, 2023	5:00 p.m.	Board Office
Finance/Facilities Committee	May 9, 2023	5:00 p.m.	Board Office
Finance/Facilities Committee	June 13, 2023	5:00 p.m.	Board Office



**FINANCE AND FACILITIES & TRANSPORTATION COMMITTEE
MEETING REPORT**

September 13, 2022 (4:04p.m. – 4:37p.m.)

In Attendance: Ciel Patenaude, Anne Kohut, Mary Forbes, Linda Martens

TEAMS: Angie Delainey, Willow Macdonald

Absent: Alexis Walch

Staff: Superintendent and Acting ST Chris van der Mark, Assistant Superintendent Cheryl Lenardon, Directors of Instruction Sean Cameron, Cathy van der Mark, Manager of Facilities and Transportation Patrick McCarron, Director of Human Resources, Taryn Aumond, Executive Assistant Jodi Symmes

Agenda Item	Notes	Action
Acknowledgment of Traditional Territory		
1. June 14, 2022, Committee Report	The committee reviewed the report and recommended no changes.	None.
2. Start Up and Staffing	Superintendent van der Mark reviewed the District start-up, and staffing. Expect to have an increase in enrollment, not as high as last year, but an increase.	Provided for information.
3. Annual Facilities Grant and Summer Projects Update	Superintendent van der Mark provided a recap of some of the projects that were undertaken this summer. <ul style="list-style-type: none">• 108 Geo-thermal Upgrade• Dog creek playground and furnace• Board Office envelope• Paving Nesika• Big Lake: Paint, sidewalks, Boiler• Horsefly Boiler upgrade• 100 Mile sidewalk• Forest Grove flooring• Chilcotin Road flooring (6 classes)• Marie Sharpe Classroom• Architect tender re Daycare Project• LED upgrades at Horse Lake, PSO and Mile 108• Nemiah shed demolition• Fire Alarm review (1.85 million over 3 years)• 69 buses outfitted with tablets (routes/student info)<ul style="list-style-type: none">○ Training for drivers	Provided for information.



Briefing Note

TO: Finance and Facilities Committee

FROM: Chris van der Mark

DATE: October 11, 2022

RE: A Look Back, Ahead of the Election

BACKGROUND

The current Board of Education has overseen tremendous change during their 4-year term. Although 6 trustees will be returning, we should take a moment to reflect on some of the key accomplishments of this Board.

ISSUE

The key role of the Board of Education is governance.

The Board of Education has nearly completely recreated the governance structure in SD#27, including but not limited to:

- Board by-laws and procedures
- Establish committees (Finance and Facilities, Policy, Education)
- Revised updated nearly all of the old policy manual
 - Supported staff in movement of policy to administrative procedure where appropriate

Better governance structures have also resulted in improved performance in most if not all features of the organization.

- Massive financial improvement (significant surplus being used to support improvements across the district)
- Improved planning and review
- Improved budget cycle
- Modernization of technology across the district
- Modernization of payroll and HR systems
- Creation of mentorship programs
- Creation of recruitment incentives
- Renewed focus on learning through the Strategic Plan



Most significantly, despite many challenges, this board has also seen some of the best completion/graduation success results in the history of the district, especially for indigenous students.

It should also be noted that these accomplishments have been achieved despite being in a pandemic for 2 1/2 years, during which SD#27 continued all core services, while often going above and beyond.

Our results are still not where we want them and we still have a long way to go, but this Board has laid a tremendous foundation for the District to build on into the future.

RECOMMENDATION

None. Information only and THANK YOU!



Briefing Note

TO: Finance and Facilities Committee

FROM: Chris van der Mark

DATE: October 11, 2022

RE: Enrolment and Staffing

BACKGROUND

Enrolment has continued to climb in SD27, and this is always a good trend, though it does create additional staffing pressures as we strive to meet collective agreement language while providing appropriate services for students.

ISSUE

Projections continue to be fairly accurate, with significant growth in several locations. The District has worked to ensure we are efficient with human resources. In areas where schools are at capacity, the school district has arranged transportation to the nearest school with available space.

The school district has prioritized enrolling positions, and these have almost entirely been filled. There have been challenges with regards to language positions (French Immersion and Indigenous) and other specialty positions such as shops. We are expecting potentially 10 positions filled by people under letters of permission (LOP). It should be noted that across the province there is a noted shortage. In the 13 districts that make the northern chapter, there are at least 140. After Prince George, North Peace, and SD#27, most are significantly smaller than SD#27 with a greater need. We have done quite well, largely due to tremendous work from our HR team.

We also continue to recruit in support staff positions such as EA's, custodial and transportation.

We will continue to post and demonstrate best efforts for non-enrolling positions in order to meet district ratios. Where necessary, we may need to provide remedy.

There may be changes to the ratios before the end of the month.



SD#27	Proj.	30-Sep	Diff.
Forest Grove Elem.	82	85	3
Horsefly Elem/Jr.	60	62	2
Marie Sharpe Elem.	244	234	-10
One H. Mile House Elem.	283	320	37
Likely Elem/Jr.	22	26	4
Big Lake Elem.	37	40	3
One-Fifty Mile House Elem.	209	207	-2
Lac La Hache Elem.	27	29	2
Chilcotin Road Elem.	204	206	2
Mountview Elem.	173	184	11
Anahim Lake Elem/Jr.	29	36	7
Cataline Elem.	292	313	21
Naghtaneqed Elem/Jr.	13	10	-3
G.R.O.W/DL	60	63	3
Horse Lake Elem.	205	199	-6
Mile 108 Elem.	144	150	6
Nesika Elem.	296	301	5
Tatla Lake Elem/Jr.	28	25	-3
Dog Creek Elem/Jr.	9	5	-4
Alexis Creek Elem/Jr.	33	28	-5
PSO Secondary	552	540	-12
LCS - Columneetza Campus	735	788	53
Skyline Alternate School	30	23	-7
LCS - Williams Lake Campus	748	831	83
	4515	4705	190



Briefing Note

TO: Finance and Facilities Committee

FROM: Chris van der Mark

DATE: October 11, 2022

RE: Foundation Skills Assessment (FSA)

BACKGROUND

This month, schools will once again proceed with the annual administration of the FSA for the 2022/23 school year. The grade 4 and grade 7 FSA provide information on the development of literacy and numeracy in student.

ISSUE

There has been some debate over the years regarding the inappropriate and inaccurate use of the data to “rank” schools, however the assessment (designed by teachers) provides key information that can be used to inform instruction, especially since the assessment is now done early in the year.

First Nations rightsholders, Indigenous organizations, and many education partners have expressed the importance of FSA results in supporting our most vulnerable learners and advancing our commitment to reconciliation. The FSA provides an important line of sight into the learning trajectories for Indigenous students and other student groups. With multi-partner consultation, the FSA aligns with BC’s redesigned curriculum and the components of literacy and numeracy are measured in all provincial assessments.

It is important to realize that the FSAS is a “snapshot” of a moment in time, reflecting expected performance based on the previous year. In SD#27, staff have been working hard to better align the FSA with the regular, ongoing assessment that teachers do every day, providing a far more rounded picture of the literacy and numeracy development of children.

RECOMMENDATION

None. Information only.



Briefing Note

TO: Finance and Facilities Committee
FROM: Chris van der Mark
DATE: October 11, 2022
RE: Daycare Project Update

BACKGROUND

Last March, SD#27 was awarded \$3M as part of a proposed 119 seat daycare to be developed in the old Columneetza dorms (basement and ground floors).

ISSUE

Mr. Mccarron and Mr. Cameron have been meeting through the summer to engage a project architect (Chernoff Thompson Architects) as part of the design phase and have recently reviewed the bids of potential lead contractors (all local).

The Project Architect engaged in a search for a Construction Manager at Risk, which will become the general contractor.

We are optimistic that construction may be able to begin in March of 2023, barring any unforeseen issues.

RECOMMENDATION

None. Information only.



EDUCATION COMMITTEE MEETING

AGENDA

October 12, 2022 – 4:00 p.m.

WELCOME AND ACKNOWLEDGEMENT

This meeting is being held on the traditional and unceded territory of the Secwépemc People.

1. September 14, 2022, Education Committee Report
2. International Field Trip Europe Application review - Update
3. Learning Series
4. Future Meeting Dates:

MEETING	DATE	TIME	LOCATION
Education Committee	October 12, 2022	4:00 p.m.	Board Office
Education Committee	November 9, 2022	4:00 p.m.	Board Office
Education Committee	December 14, 2022	4:00 p.m.	Board Office
Education Committee	January 11, 2023	4:00 p.m.	Board Office
Education Committee	February 15, 2023	4:00 p.m.	Board Office
Education Committee	March 15, 2023	4:00 p.m.	Board Office
Education Committee	April 12, 2023	4:00 p.m.	Board Office
Education Committee	May 10, 2023	4:00 p.m.	Board Office
Education Committee	June 14, 2023	4:00 p.m.	Board Office



EDUCATION COMMITTEE MEETING REPORT

September 14, 2021 (4:00 – 5:17p.m.)

Trustees in Attendance: Anne Kohut, Linda Martens, Mary Forbes,

Attending via Teams: Alexis Walch, Willow Macdonald, Angie Delaney

Absent: Ciel Patenaude

Staff: Superintendent Chris van der Mark, Assistant Superintendent Cheryl Lenardon, Directors of Instruction Sean Cameron, Cathy van der Mark, and Executive Assistant Jodi Symmes

Agenda Item	Notes	Action
Acknowledgement of Traditional Territory		
1. June 15, 2022, Committee Report	The committee reviewed the report and recommended no changes.	None.
2. Strategic Plan Update - FESL Reporting	Assistant Superintendent Lenarden provided an update on the Districts Draft FESL report.	THAT the Board approve the FESL report as presented at the September 27 Board Meeting.
3. Sep. 6 - District Learning Day	Superintendent van der Mark provided an update on this year's District Learning day. We were joined for a morning of learning by Monique Gray Smith and Phillis Webstad as we continue our learning on our path of Truth and Reconciliation.	Information only.
4. 2022 – 2023 Learning Series	Superintendent van der Mark provided an update on these years planned Learning series. In later in September, educational experts Leyton Schnellert, Carole Fullerton, and Shelley Moore.	Information only.



Proposed Future Meeting Dates:

MEETING	DATE	TIME	LOCATION
Education Committee	September 14, 2022	4:00 p.m.	Board Office
Education Committee	October 12, 2022	4:00 p.m.	Board Office
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Education Committee	May 10, 2023	4:00 p.m.	Board Office
Education Committee	June 14, 2023	4:00 p.m.	Board Office



Briefing Note

TO: Education Committee
FROM: Cheryl Lenardon
DATE: October 12, 2022
RE: International Field Trip Update

BACKGROUND

At the January 25, 2022, Board Meeting approval was granted in principle for the March 2023 Netherlands, Belgium, and France Field trip for Lake City Secondary – WL. The Board requested further information be provided as planning progressed. The school has submitted additional documentation at this time.

DISCUSSION

In consideration of [Policy 340](#) and the updated information provided by the school, does the Education Committee have concerns or questions about the details of the trip?

RECOMMENDATION

Approval by Board subject to review in the case of changes to circumstances, conditions, or trip plans prior to the trip.



Application Date:					
School:					
Submitted by:		Sponsor Teacher:			
Departure Date: (month/day/year)		Time:			
Return Date: (month/day/year)		Time:			
Anticipated total number of students		Males:		Females:	
Total Number of Supervisors*: <i>*In a co-educational overnight trip, there must be co-ed supervision</i>		Males:		Females:	
Destination:					
Purpose of Trip:					
Curriculum Relatedness and Proposed Learning Outcomes:					
Students Requiring Additional Support – Provide Support Plan:					
Method of communication during the trip:					
Staff Member cell phone:					
TRANSPORTATION DETAILS:					
Private Vehicle(s):		School Bus:		Other: (please specify):	
ACCOMMODATION / MEAL ARRANGEMENTS (if applicable):					

Personal information contained on this form is collected under the authority of the School Act, for the purpose of participating in school trips. If you have any questions about this form, please contact your school principal.



Contingency Plan (should situations dictate a change in logistics):

Emergency Plan (for injury or illness of students):

Total Cost of Trip:

Cost Charge Per Pupil:

Principal's Risk Assessment:
(As per SD#27 Admin Manual)

LOW:

MEDIUM:

HIGH:

Risk Assessment Notes:

PLAN TO MANAGE RISKS:

Approval Required:
(Please check One)

Principal

Superintendent

Board of Education

Sponsor Teacher Signature

Principal's Signature of Approval

Superintendent or Designate Approval

Board Approval Date

Note: The Principal is responsible for ensuring that planning, safety procedures and authorization for the trip are in place.

Personal information contained on this form is collected under the authority of the School Act, for the purpose of participating in school trips. If you have any questions about this form, please contact your school principal.



FIELD TRIP CHECKLIST

(All Documentation below is to be attached to Field Trip Application Form when submitting for approval)

Done	N/A	Forms and Required Documentation
<input type="checkbox"/>	<input type="checkbox"/>	Field Trip Application Form
<input type="checkbox"/>	<input type="checkbox"/>	Parental Consent Form
<input type="checkbox"/>	<input type="checkbox"/>	Business Waiver Form (i.e. Ski Hills, Pools)
<input type="checkbox"/>	<input type="checkbox"/>	Trip Itinerary
<input type="checkbox"/>	<input type="checkbox"/>	Student / Volunteer Participant List (Supply to Principal)
<input type="checkbox"/>	<input type="checkbox"/>	If more than one vehicle is being used a list of drivers and students in each vehicle (Supply to Principal)
<input type="checkbox"/>	<input type="checkbox"/>	Liability / Cancellation Insurance Policy: (If applicable)

Personal information contained on this form is collected under the authority of the School Act, for the purpose of participating in school trips. If you have any questions about this form, please contact your school principal.

**LAKE CITY SECONDARY SCHOOL
11 DAY PERFORMING TOUR TO
THE NETHERLANDS, BELGIUM & FRANCE
MARCH 9 – 19, 2023
(ET # 24-23)**

Updated Itinerary – May 11, 2022

COVID-19 Requirements: The destination, suppliers, attractions or venues you visit on your tour may have restrictions in place that you will be required to follow including, but not limited to, proof of vaccination and government issued photo ID, masking and/or other protocols. It is the responsibility of all participants to be in possession of the correct proof of vaccination for your trip. Restrictions and requirements for all destinations are subject to change at any time prior to departure or during your trip and you may be denied entry/boarding and returned home at your expense. Travel Insurance options are available and are highly recommended to minimize financial loss. More details can be found at <https://travel.gc.ca> and <https://www.ellisontravel.com/sherpa>

Ellison Travel & Tours is committed to planning travel for our clients based on the [#SAFETRAVELS](#) protocols set out by the World Travel & Tourism Council (WTTC). For details visit www.ellisontravel.com/safetravels

Note: It is the responsibility of all participants to be in possession of the correct documentation needed to meet the entry requirements (e.g. COVID-19 testing or vaccination, insurance, etc.) of your destination and return to Canada. Failure to do so will result in participants being denied entry/boarding and returned home at the expense of the individual. Please check entry and transit requirements before you make a deposit. You may be required to travel to another city or province to obtain the correct documents. At the current time, please be advised that there is a destination on your itinerary which may/will require you to show proof of travel medical insurance (Belgium)

Restrictions and requirements for all destinations, as well as re-entry requirements for Canada, are subject to change at any time.

~ **Canadian Citizens require a valid passport.** Authorities at your destination require that Canadian passports are valid for **THREE MONTHS** beyond your return date. Ellison Travel & Tours recommends passports are valid for a minimum 6 months beyond your return date.

~ **Non-Canadian travellers:** Please contact Ellison Travel & Tours by filling in this request form: <https://www.ellisontravel.com/documentation>. We will provide information on the entry and transit and/or visa requirements. It is the responsibility of the traveller to have the correct travel documents for your trip.

~ **Persons 18 years of age & under:** when travelling with a school or other organized group under adult supervision you must travel with witnessed letters of consent from a parent/guardian.

~ **ArriveCAN app - All Travellers** who are leaving, and re-entering Canada will need to complete the information in the app. For more information including how to download the ArriveCAN app or create an account, please visit <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19/arrivecan.html>

****NEW – European Travel Information and Authorization System (ETIAS)** will be launched in Spring 2023. Many travellers including Canadian passport holders will be required to complete the ETIAS visa waiver in order to travel to the Schengen Zone (European Union). Further details will be provided as they become available**

Day 1 – Thursday March 9 – TO VANCOUVER

- 12:00pm - **locally chartered coach** arrives at the school for loading of luggage and instruments
 - board coach and depart to **Richmond, BC**
 - a motorcoach safety briefing including the use of seat belts when available, will be completed prior to departure (always use seat belts when available and locate the emergency exits if your coach changes during your tour)
 - *a stop will be made enroute to purchase dinner and stretch legs at the discretion of your group leader and driver*
- 7:30pm - estimated arrival at the **hotel** in Richmond; check in for **1 night**
 - retire to your rooms for the evening

Day 2 – Friday March 10 – DEPARTURE TO AMSTERDAM

B/M

- **breakfast** included at the hotel followed by check-out
- **locally chartered coach** arrives for loading of luggage and equipment
- board coach and depart to **Vancouver International Airport, International Departures**
- on arrival meet your **Ellison Travel & Tours representative**
- 10:30am - check in at the **airline counter**
 - *groups are requested to check in at least 3 hours prior to scheduled departure; especially with instruments*
- 1:30pm - scheduled departure on **Air France #379** from **Vancouver, BC to Paris, France**
 - **meals** served inflight at the discretion of the airline

Day 3 – Saturday March 11 – ARRIVAL AMSTERDAM

M/D

- **meal** served on board the aircraft prior to landing
- 8:15am - scheduled arrival at **Paris Charles de Gaulle International Airport**; proceed to your connecting gate
- 10:20am - scheduled departure on **KLM #1230** from **Paris, France to Amsterdam, Netherlands**
- 11:45am - scheduled arrival at **Amsterdam Schiphol International Airport**
 - *remember to change watches to local time of destination*
 - proceed through Passport Control, collect luggage and instruments and proceed through Customs
 - meet your **local tour manager** in the Arrivals Hall who will be with you throughout the tour
 - proceed to your **locally chartered coach with instrument trailer** for loading of luggage and instruments (including rental instruments)
 - board and transfer to the Dutch countryside
 - time to purchase lunch
 - arrive at the **traditional Dutch village Zaanse Schans** for a visit
 - this little village consists of relocated old wooden houses and windmills which recreate the look of an 18th/19th century Dutch town; it has a beautiful collection of windmills, traditional houses, shops and warehouses
 - your visit will include a demonstration of a **clog maker**, a visit of the **cheese farm** and an inside visit of a **Dutch windmill**
 - visit ends; depart to **Amsterdam or area**
 - arrive at your **accommodation** and check in for **2 nights**
 - **group dinner**
 - after dinner retire to your rooms to recover from jet lag

Day 4 – Sunday March 12 – AMSTERDAM

B/D

- **breakfast** included at your accommodation
- load coach with instruments and board
- depart to **Anne Frank House (note: tickets extremely difficult to obtain; subject to availability – an alternative attraction will be offered if tickets unavailable)**
- this is the hiding place Otto Frank found for his family, the van Pels family, and Fritz Pfeffer, during the Nazi Occupation of Holland...it kept them safe for 25 months, until it was raided by Nazi forces, tragically close to the end of the war
- time to purchase lunch in chaperoned groups
- depart to **workshop location** for a clinic with a Dutch director
- workshop ends; transfer to **Westerkerk Church (or similar)**
- arrival; set up and warm up
- **afternoon performance**

- performance ends; pack up
- depart to dinner location
- **group dinner**
- dinner ends; depart to the dock
- enjoy an evening **Amsterdam Canal Cruise**
- the best way to discover the beauty of the historical heart of Amsterdam, a district made of 100 kilometers of canals, 90 islands and 1,500 bridges; highlights include the 17th century canal district with its tall, elegant canal houses
- depart to your accommodation
- arrive and retire to your rooms
- lights out

Day 5 – Monday March 13 – THE HAGUE & ANTWERP

B/D

- **breakfast** included at your accommodation followed by check-out
- load coach with luggage and instruments followed by boarding
- depart to **The Hague**, the seat of the Dutch Government and the Royal Family (60 kms; est. drive time 1 hour)
- arrive and meet your **local guide** for a **city tour**
- highlights of the tour include the Peace Palace, Parliament and Knight's Hall, Maurishuis and King Willem-Alexander's Working Palace
- visit ends; depart for a visit to **Scheveningen**, Hollands most popular seaside town with its long beaches overlooking the North Sea (5.5kms; est. drive time 20 mins)
- time to purchase lunch and explore the beach, Pier and boulevards in chaperoned groups
- board coach and continue to **Antwerp** (130kms; est. drive time 2 hours)
- arrive at **St. Augustine Church (or similar)**
- set up; warm up
- **performance begins**
- performance ends; pack up and load coach
- board your coach and transfer to your **accommodation**
- arrive and check in for **1 night**
- **group dinner**
- dinner ends; explore the area with your tour manager
- return back to the hotel and retire to your rooms
- lights out

Day 6 – Tuesday March 14 – ANTWERP TO GHENT TO YPRES

B/D

- **breakfast** included at your accommodation followed by check out
- load coach with luggage and instruments
- board your coach and depart for **The Ruien Underground Tour**
- arrive and check in for your **guided visit**
- a professional guide will take you to the darkest corners of the underground water system; the walk continues in the semi-darkness along covered streams, fortifications and drains; the vaults from the Middle Ages reveal their secrets at each step
- *alternatively - arrive at **Chocolate Nation**, the world's largest Belgian chocolate museum; everything, simply everything, revolves around Belgian chocolate, with as many possibilities in Chocolate Nation as there are chocolate tastes*
- visit ends
- board coach and depart to the medieval town of **Ghent** (65kms; est. drive time 1 hr 15 mins)
- arrive with time to purchase lunch in chaperoned groups
- Ghent is known as a student town due to the Ghent University; it has a remarkable well preserved (car free) medieval historic centre; highlights of the city include the canals, St. Bavo Cathedral, City Hall, Gravensteen Castle, Old Grasleu Harbor, Saint Michael's Bridge, St. Nicholas Church and the Belfry of Ghent
- arrive at the dock and enjoy a **Ghent Canal Cruise**
- late afternoon departure to **Ypres** (80kms; est. drive time 1.5 hours)
- arrive at your **accommodation** and check in for **2 nights**
- **group dinner**

- 7:15pm - conclude dinner and walk as a group to the **Menin Gate** – this ceremony takes place every night, rain or shine, in honour of the thousands of soldiers who went to the front, never to return. The gate is inscribed with the names of 54,896 Commonwealth soldiers who perished during World War I and have no known final resting place (you are invited to lay a commemorative wreath in their honour during tonight’s ceremony)
- **note:** students laying wreaths (max. 2 students) must be onsite by 7:30pm; it is recommended that everyone arrive by 7:30 in order to secure a good spot to watch the ceremony (also possible to perform as part of the ceremony – max. 2 pieces, max. 6 mins., appropriate repertoire – upon request)
- 8:00pm - ceremony begins
- 8:15pm - gather as a group and walk back to your hotel after the ceremony or walk around the village in chaperoned groups
- return to your accommodation
- arrive and retire to your rooms for the evening
- lights out

Day 7 – Wednesday March 15 – YPRES SALIENT

B/D

- **breakfast** included at your accommodation
- today is dedicated to the Canadian involvement in the Ypres Salient during the First World War
- arrive at **In Flanders Fields Museum** and check-in for a **self-guided tour** of this excellent, interactive museum where the events of the war in and around Ypres and the experiences of individual soldiers come alive
- time to purchase lunch in chaperoned groups
- this afternoon meet your **local specialized guide** and board your coach for an Ypres-Salient tour
- visit **Essex Farm Commonwealth War Cemetery at Boezinge**, for a stop to visit the John McCrae Memorial and bunker – John McCrae was a native of Guelph, Ontario, who served as a medical officer with the Canadian Army during World War I – in 1915 he composed the famous poem “In Flanders Fields” during a break in the fighting near Ypres
- continue to St. Julien
- standing like a sentinel, the poignant **St. Julien Memorial monument** remembers the Canadians who died during the heroic stand of the young soldiers during the first gas attacks of the First World War; the Brooding Soldier watches the direction the gas first appeared.
- continue to visit the **Tyne Cot Cemetery and Memorial**
- this cemetery is the burial ground for the allied soldiers who perished at the Ypres Salient and is the largest Commonwealth cemetery, containing the graves of 11,953 soldiers of various nationalities, including Canadians; during your visit be sure to examine the surrounding stone wall which is the memorial to the missing Commonwealth soldiers who were unable to be inscribed on the Menin Gate
- return to **Ypres** for **dinner**
- after dinner load coach with instruments
- depart to **Saint George Memorial Church Ypres (or similar)**
- arrival; set up and rehearsal
- **performance begins**
- performance ends; pack up
- return to your hotel
- arrive and retire to your rooms for the evening
- lights out

Day 8 – Thursday March 16 – TO VIMY AND PARIS

B/D

- **Reminder – have you completed the information in your ArriveCAN app?**
- **breakfast** included at your accommodation followed by check out
- load coach with luggage and instruments
- depart to **Vimy** (71kms; est. drive time 1 hr 15 mins)
- arrive at the **Canadian National Memorial Park at Vimy Ridge** for your **self-guided tour** of the **trenches** and visit the famous **Vimy Monument**. *There are student guide-interpreters located throughout the site and available to provide interpretive information. Interpretation to various parts of the site including the tunnels; based on a first come first serve basis*
- of all the sites on your tour, Vimy Ridge needs the least introduction, as this is where many historians feel Canada became a nation; early on the morning of April 9th 1917 the Canadian Forces, after weeks of

- extensive preparation, and fighting for the first time as a single unit, were able to take the Ridge from German hands, which was something that their Allies had failed to do repeatedly up to this point
- continue to **Paris** stopping en route with time to purchase lunch
- arrive **Paris – City of Light** and meet your **local guide**
- enjoy a **panoramic city tour** including photo stops
- tour ends; transfer to your accommodation
- arrive and check in for **3 nights**
- say goodbye to your driver (end of touring coach & trailer; rental instruments return to Amsterdam)
- **group dinner**
- after dinner explore the area with your Tour Manager in chaperoned groups
- return to the hotel and retire to your rooms
- lights out

Day 9 – Friday March 17 - PARIS

B/D

- **breakfast** included at your accommodation
- you will have use of **RER & Paris Metro tickets** for travel today
- take the RER to **Versailles** (not open on Mondays)
- estimated time of arrival into the town of Versailles - location of the **Château de Versailles**, considered to be the most sumptuous castle in Europe which was built by the Sun King, Louis XIV, however it will forever be associated with the last queen of France, the doomed Marie Antoinette
- meet as a group and proceed to **Group Entrance B** at the Chateau to meet **professional guides** and collect **whisper headsets**
- enjoy a **90-minute tour**
- visit ends; enjoy lunch in the town of Versailles in chaperoned groups
- return to Paris on the RER
- this afternoon make your way to the **Louvre Museum**
- arrive and check in for your **group reservation**
- located in the former castle and later royal palace of the French kings, under the Glass Pyramid, is home to one of the largest and most valuable art collections in the world - masterpieces from the Ancient World like the Winged Victory and Venus de Milo, and works by the greatest artists of all time like Michelangelo, Raphael and Rembrandt, and of course Da Vinci's Mona Lisa
- visit ends; make your way to the restaurant
- arrive at the **restaurant**
- **group dinner**
- after dinner depart to the **Eiffel Tower**
- enjoy **entry to the top of the Eiffel Tower** (timed entry tickets subject to availability)
- visit ends; return to your accommodation
- arrive and retire to your rooms for the evening
- lights out

Day 10 – Saturday March 18 - PARIS

B/D

- **breakfast** included at your accommodation
- you will have use of **Paris Metro tickets** for travel today
- enjoy the day exploring all that Paris has to offer in chaperoned groups with the assistance of your tour manager
- *option: travel by RER to Disneyland Paris for the day with a 2-park pass – additional costs*
- stroll through the **Tuileries Gardens** – Paris' most centrally located park which connects the Louvre to the Arc de Triomphe via the Champs Elysees through the Place de Concorde
- walking along **"the Champs"** you will find a variety of restaurants and cafes to purchase lunch in as well as worldwide affordable chain stores like Zara, Gap, Sephora (the chain's flagship store) The Virgin Megastore as well as upscale brands including Louis Vuitton, Cartier, Hugo Boss and Louis Pion
- explore Paris in chaperoned groups for the remainder of the afternoon
- head to the heart of Parisian shopping – the Haussmann-Opera district with the famous Galeries Lafayette (founded in 1912) and nearby Printemps department stores
- some may wish to take a tour of the Opera Garnier, home of the legendary "Phantom"; those interested in sculpture will want to visit the Rodin Museum; fans of Impressionist artists will want to visit the Musee d'Orsay housed in a former train station

- arrive at **Nos Ancetres les Gaulois** (or similar)
- **farewell dinner**; located in the heart of Old Paris for more than 50 years, a very festive and quirky place , where we come to have fun, sing and share unforgettable moments in the company of a very warm team
- dinner ends; return to your accommodation
- arrive and retire to your rooms; pack for tomorrow's departure

Day 11 – Sunday March 19 – DEPARTURE TO CANADA

B/M

- **Reminder – have you completed the information in your ArriveCAN app?**
- **breakfast** included at your accommodation followed by check out
- load **locally chartered coach** with luggage and instruments and board
- depart for **Charles de Gaulle International Airport**
- 7:10am - arrive and check in at the **Air France airline counter**
- say goodbye to your tour manager
- *groups are requested to check in at least 3 hours prior to scheduled departure; especially with instruments*
- 10:10am - scheduled departure on **Air France #374 from Paris, France to Vancouver, BC**
- **meals** served inflight at the discretion of the airline
- 12:20pm - scheduled arrival at **Vancouver International Airport, International Arrivals**
- *remember to change watches to local time of destination*
- proceed through Passport Control, collect luggage and clear Canadian Customs
- locate your **locally chartered coach**; load luggage and instruments and board
- depart to **Williams Lake**
- *stops will be made for breaks and meals en route at the discretion of the driver and group leader*
- estimated arrival at **Lake City Secondary School**
- WELCOME HOME!

**B - Breakfast / pB – Packed Breakfast / L – Lunch / pL – Packed Lunch / D - Dinner /
M – Airline Meal / S – Snack - denote meals included in tour cost**

Please advise your group leader in advance of any allergy and/or dietary restriction, so that we can advise our suppliers of the request. Not every location may be able to accommodate allergy and/or meal requirements for unique circumstances.

Itinerary is tentative and subject to final confirmation

Student SCHOLARSHIPS are available from Ellison Travel and our valuable partners. See our website <https://www.ellisontravel.com/scholarships/> for more details.

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Field Trip ID

FT-1015

FieldTripName *

Europe Trip Spring Break 2023

School

Lake City Secondary ✕ 🔍

Application Date

10/3/2022 📅

Destination *

The Netherlands, Belgium and France

Departure Date

3/9/2023 12:33 PM 📅

Return Date

3/19/2023 12:33 PM 📅

Number Of Students

42

Number Of Supervisors

6

Total Cost of Trip (\$)

\$ 235,200.00

Cost to Each Student (\$)

\$ 5,600.00

Comments about Student Costs

Students have been paying monthly. The Cost of the trip can

Funding Sources

SOF Gift Cards, Purdys, Silent Auction, Medieval Market and

What each Student needs to bring

Instrument

Students Requiring Support (support plan provided to principal)

N/A Yes

Student Training (Preparation)

We are constantly talking about different aspects of the trip.

Lead Teacher

Laura Eilers

Method of Communication

Phone and Email. I will have my Cell Phone with me the entire tim

Supervisory Arrangements

Students will be put into 'chaperone groups' and will have

Transportation Details

Other ×

Transportation Comments

Bus and Airplane

Emergency Plan

I will have an updated phone tree and send it out to parents.

Contingency Plan

We have booked with Ellison Travel and Tours (the company

Field Trip Activities

Select or search options

Other Activities

International band trip

Series of off-site trips

Information About Trip (Additional Comments)

Please see itinerary

Accommodation / Meal Arrangements

We will be staying at local hotels during our stay (2-4 kids

Parent Permission Form Due Date

M/D/YYYY



Staff Member Cell Phone

778-998-0763

Learning Goals (or cocurricular connections)

We will be immersed in the culture and music in each of the

Risks

Potential Known Risks

Select or search options

Other Risks

Plan to Manage Risks

Talk to the students and their about what is on the itinerary,

Approvals

Level of Approval Required

Board of Education

Risk Level *

High 

Principal Approval

Approved

Principal Approval Date

—

Superintendent Approval



Superintendent Approval Date

10/5/2022 

Board Chair Approval



Board Chair Approval Date

M/D/YYYY 

Field Trip Status

Submit



Briefing Note

TO: Education Committee

FROM: Chris van der Mark

DATE: October 12, 2022

RE: Learning Rounds

BACKGROUND

Schools participated in the first sessions where consultants worked with teachers and students in classrooms. Dr. Leyton Schnellert, Shelley Moore and Carole Fullerton all spent time in SD#27 classrooms with staff and students.

DISCUSSION

Today we would like to share what that experience was like from two of our schools in the south end who worked with Carole Fullerton on numeracy strategies.

- Horse Lake Elementary
- 100 Mile Elementary

RECOMMENDATION

None. For information only.