

# Public Board of Education Meeting Agenda



March 28, 2023  
6:30 p.m.  
School District Office

1. Acknowledgement that the meeting is being held on the traditional and unceded territory of the Northern Secwepemc People

1.1. Call to Order

## 2. Approval of Agenda

*THAT the agenda for the March 28, 2023, Public Meeting of the Board of Education be approved*

### 2.1. Adoption of Minutes

*THAT the minutes of the February 28, 2023, Public Meeting of the Board of Education be approved as presented.*

### 2.2. Closed Meeting Report

*THAT the report of the February 28, 2023, In-Camera Meeting of the Board be approved as presented.*

## 3. Presentation - None

## 4. Delegation - None

## 5. Reports

### 5.1. Superintendent | Secretary-Treasurer

### 5.2. Committee Reports

- Finance & Facilities and Transportation Committee

*THAT the School calendars for 2023/24 - 2024/25 be submitted to the Ministry of Education for approval.*

- Policy Committee - No Policy meeting was held in March.
- Education Committee - No motions arising

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### 5.3 Trustees

- Martens
- Forbes

### 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



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

**MINUTES**

**February 28, 2023**

**District Office – Board Room**

Trustees Present Ciel Patenaude  
Mike Franklin  
Mary Forbes  
Angie Delainey

Attending via Teams Willow Macdonald, Linda Martens, Anne Kohut.

Regrets

Staff Present Chris van der Mark, Superintendent / Acting Secretary-Treasurer  
Cheryl Lenardon, Deputy Superintendent  
Sean Cameron, Director of Instruction  
Cathy van der Mark, Director of Instruction  
Patrick McCarron, Director of Operations  
Jodi Symmes, Executive Assistant

**1. Opening by Chair**

**1.1. Call to Order**

The Chair called the meeting to order at 6:33 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 February 28, 2023 Public Board of Education Meeting be approved as presented.

O2023.02.28-01

Moved: Trustee Delainey  
Seconded: Trustee Forbes

**CARRIED**

**2.2. Approval of Minutes**

THAT the minutes of the January 24, 2023, Public Meeting of the Board of Education be approved as presented.

O2023.02.28-02

Moved: Trustee Forbes  
Seconded: Trustee Franklin

**CARRIED**

**2.3. Receipt of In-Camera Meeting Report**

THAT the report of the January 24, 2023, In-Camera Meeting of the Board be approved as presented.

O2023.02.28-03

Moved: Trustee Forbes  
Seconded: Trustee Franklin  
**CARRIED**

**3. Presentation - None**

**4. Delegation – Medieval Market**

A delegation of Medieval Market volunteers, and staff from Lake City Campus provided the Board of Education with a Power Point Presentation showcasing Medieval Markets growth and achievements over the past 36 years.

**5. Reports**

**5.1. Superintendent | Secretary-Treasurer**

**5.1.1 Amended Budget**

**THAT** School District No. 27 (Cariboo-Chilcotin) Amended Annual Budget Bylaw for fiscal year 2022-2023 in the amount of \$71,132,050 be read a third time this 28th day of February 2023.

O2023.02.28-05

Moved: Trustee Forbes  
Seconded: Trustee Franklin  
**CARRIED**

**5.2. Committee Reports**

**5.2.1. Finance & Facilities and Transportation Committee**

**THAT** the Board of Education proceed with the third reading of the amended budget bylaw at Board Meeting February 28, 2023, regular Board Meeting.

O2023.02.28-06

Moved: Trustee Forbes  
Seconded: Trustee Franklin  
**CARRIED**

**THAT** the DRAFT school calendars for 2023-24 and 2024-25 be sent out for a final consultation.

O2023.02.28-07

Moved: Trustee Forbes  
Seconded: Trustee Franklin

**CARRIED**

**5.2.2. Policy Committee**

**THAT** the Board of Education repeal Policy 5142 Student Safety and Care.

O2023.02.28-08

Moved: Trustee Patenaude  
Seconded: Trustee Franklin

**CARRIED**

**5.2.3. Education Committee**

No motions arising

**5.3 Trustees**

- Martens
- Forbes
- Patenaude
- Delainey

**5.4 Liaison / Representation**

**6. Reading File**

**6.1 Correspondence to the Board**

**7. Adjournment**

The meeting adjourned at 7:31p.m.

**8. Public Comments**

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

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Chris van der Mark  
Acting Secretary-Treasurer

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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: February 28, 2023**

**LOCATION: School Board Office**

**TRUSTEE PRESENT: Ciel Patenaude, Mary Forbes, Angie Delainey, Mike Franklin.**

**TRUSTEE ATTENDING VIA TEAMS: Linda Martens, Anne Kohut, Willow Macdonald.**

**REGRETS:**

**STAFF PRESENT: Superintendent | Acting Secretary-Treasurer Chris van der Mark, Deputy Superintendent Cheryl Lenardon, Directors of Instruction Sean Cameron, Cathy van der Mark, Director of Operations Patrick McCarron, Jodi Symmes, Executive Assistant.**

1. Opening by Chair
  - 1.1. Call to Order – 5:31 p.m. and acknowledgment of traditional territory.
2. Agenda and Minutes
  - 2.1. Approval of Agenda
  - 2.2. Adoption of Minutes
3. Action Items
4. Discussion Items
5. Information Items
  - 5.1. Staffing Update
  - 5.2. Property Update
6. Adjournment – 6:24p.m.

**TO: Board of Education**

**FROM: Chris van der Mark**

**DATE: March 28, 2023**

**RE: Superintendent | Secretary-Treasurer Report**

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## **FINISH STRONG**

We hope staff and families have been able to spend time connecting and refreshing as we head into the last few months of the school year. It is always interesting to hear about the variety of interests people have and they are able to fill time with their passions. Some want more time in the snow before it is gone, while others are chasing the sun or taking road trips with family to visit family. Some only needed a good book, a cup of coffee and a sunny reading nook!

## **RCMP ACADEMY**

The SD27 Careers Department joined with the RCMP and other partners for their-annual RCMP Academy for SD27 students. Students spent the week at the LCSS campus and engaged in a variety of learning, training and scenarios related to aspects of law enforcement. Massive thanks to Mr. Corbett and his team. We look forward to hearing from Mr. Corbett about this program. They are now turning their attention to the Heavy Metal Rocks.

## **BCSSA Spring Forum**

This April the Superintendent's Association will be hosting its annual Spring Conference. The Keynote presenter is Jo Chrona, author of WAYI WAH! Ms. Chrona is also our SD27 Keynote to start the 2023-24 school year in September. Deputy Lenardon has arranged for a team of teachers and administrators, as well as members of the FNEC table to form a larger district team for this event.

## **STAFFING & BUDGET**

Senior Staff reviewed school projections for September over Spring Break as part of the early budget preparation. Elementary schools submit projections and proposed class configuration based on collective agreement (CA) language, while secondary plan based on an enrolling fte allocation. Non- enrolling staffing is driven by District Ratio under the CA. Since 89% of the budget is people, getting this as accurate as possible is important. Beyond budget implications, we continue to explore better service delivery options where possible. We are looking carefully at how and where DL is offered to best align service with

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population. We are also working with school-based administration regarding recommendations from the latest compliance audit where alternate criteria and service delivery were concerned.

Once again, significant work has been done to place School of Choice requests where possible. This process continues to improve.

The other 11% is everything else. Supplies, white fleet, gas, utilities and any other “wish list” items we may have. As discussed in Finance and Facilities, over the past few years, we have been able to add:

Annual IT Lease Commitment	\$500 k
School Supplies and Resources	\$490 k
Learning Initiatives	\$150 k
Mentorship*	\$100 k
Recruitment	\$250 k
Additional Custodial**	\$190 k
Counselling Ratio above CA	\$220 k
Lifts for Exempt and Excluded***	\$180 k
Helping Teachers	\$220 k

This year, we also have considerations for:

White Fleet replacements	\$400 k
Mini Bus for Sport/Extra Curricular (x2)	\$300 k
Learning Initiative increase (1 time)	\$80 k
Exempt and Excluded Lifts (year 2)*	\$240 k
Additional Tech/Wireless Upgrade	\$300 k

Preliminary information for 2023-24 budget planning is positive. The Ministry released the base funding allocation information and there have been increases in student allocations.



<b>Supplement</b>	<b>2023/24 Rate Increase</b>	<b>2023/24 Rates</b>
Basic Allocation (standard, continuing education and alternate schools)	\$740	\$8,625
Basic Allocation (online learning)	\$600	\$6,960
Students with Special Needs – Level 1	\$4,220	\$49,070
Students with Special Needs – Level 2	\$2,000	\$23,280
Students with Special Needs – Level 3	\$1,010	\$11,760
English / French Language Learners	\$150	\$1,735
Indigenous Education	\$145	\$1,710

Based on projections, we will be building a budget on \$60,918,421 for the 2023-24 school year, up from \$55,699,652 this past year. Beyond the per pupil increase, there is also the increased wages through the public sector bargaining settlements. This also does not include special purpose funds such as LINKS, AFG, and other Capital Grants. We also expect a continuation of a fund to support food programs in schools.

We will go into further discussion at the April Finance and Facilities Meeting as we begin the budget build process in earnest.

# Finance and Facilities & Transportation Committee Meeting Report



March 8, 2023 (3:00 p.m. – 4:47 p.m.)

**Trustees in Attendance:** Angie Delainey (Chaired Mtg.) Anne Kohut, Mary Forbes, Mike Franklin, Linda Martens (3:03pm).

**TEAMS:** Willow Macdonald.

**Absent:** Ciel Patenaude.

**Staff:** Superintendent / Acting ST Chris van der Mark, Deputy Superintendent Lenardon, Directors of Instruction Sean Cameron, Anita Richardson, Director of Operations, Patrick McCarron, Executive Assistant Jodi Symmes.

Agenda Item	Notes	Action
Acknowledgment of Traditional Territory		
1. February 14, 2023, Committee Report	The committee reviewed the report and recommended no changes.	None.
2. AFG and Project Updates	Director of Operations, Patrick McCarron provided the committee with an overview presentation on the progress on projects in the District to date, and where the areas of focus will be as we move forward.	None. Information only.
3. IBM Review and IT Priorities	Director of Instruction, Sean Camron, provided the committee with an updated analysis from IBM showing the rapid improvement in SD27. He also gave update on areas of concern and priorities for future planning continue to be improving security across the district and wireless infrastructure across all sites. Addressing these areas requires significant investments in both time and resources. Both items will be brought forward in budget and project planning.	None. Information only.
4. DRAFT Calendar Consultation feedback	Superintendent van der Mark reviewed the feedback on the proposed DRAFT 2023-24/2024/25 calendar. Minor changes to the 2024-25 DRAFT: <ul style="list-style-type: none"> <li>- Some feedback was received on splitting Easter and Spring Breaks. The placement of these is dependent on when Easter falls and can be looked at each calendar cycle.</li> </ul>	Recommended that the DRAFT Calendars be submitted to the Ministry.

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Agenda Item	Notes	Action																
5. Budget Priorities	Superintendent van der Mark reviewed the budget priorities for the district as planning starts for the 2023-24 year. We continue to inject funds into specific areas that ultimately work towards improving learning conditions in schools. We look forward to hearing from stakeholders regarding potential items we may have missed. We are fortunate to be considering enhancements and not reductions.	None. Information only.																
6. 2023/2024 Committee Calendar	The 2023-2024 Committee Calendar has been provided for the committee to review.	None. Information only.																
7. Proposed Future Meeting Dates																		
<table border="1"> <thead> <tr> <th data-bbox="232 709 657 741">MEETING</th> <th data-bbox="665 709 987 741">DATE</th> <th data-bbox="995 709 1166 741">TIME</th> <th data-bbox="1174 709 1437 741">LOCATION</th> </tr> </thead> <tbody> <tr> <td data-bbox="232 751 657 783">Finance/Facilities Committee</td> <td data-bbox="665 751 987 783">April 11, 2023</td> <td data-bbox="995 751 1166 783">3:00 p.m.</td> <td data-bbox="1174 751 1437 783">Board Office</td> </tr> <tr> <td data-bbox="232 793 657 825">Finance/Facilities Committee</td> <td data-bbox="665 793 987 825">May 9, 2023</td> <td data-bbox="995 793 1166 825">3:00 p.m.</td> <td data-bbox="1174 793 1437 825">Board Office</td> </tr> <tr> <td data-bbox="232 835 657 867">Finance/Facilities Committee</td> <td data-bbox="665 835 987 867">June 13, 2023</td> <td data-bbox="995 835 1166 867">3:00 p.m.</td> <td data-bbox="1174 835 1437 867">Board Office</td> </tr> </tbody> </table>			MEETING	DATE	TIME	LOCATION	Finance/Facilities Committee	April 11, 2023	3:00 p.m.	Board Office	Finance/Facilities Committee	May 9, 2023	3:00 p.m.	Board Office	Finance/Facilities Committee	June 13, 2023	3:00 p.m.	Board Office
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# STANDARD SCHOOL CALENDAR 2023-2024

School District #27  
(Cariboo-Chilcotin)



September 23						
Su	M	Tu	W	Th	F	Sa
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October 23						
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29	30	31				

November 23						
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December 23						
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January 24						
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February 24						
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March 24						
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April 24						
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May 24						
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June 24						
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## KEY

-  Parent Teacher Interviews  
(Day shortened by 1 hour)
-  Statutory Holidays\*
-  Vacation Days
-  Pro-D Days  
(Sept. 3 - District Planning Day)
-  Administration Day
-  Last day of classes

\*Easter Monday/Boxing day are not Statutory Holidays but are recognized as such within the collective agreement

## Minimum Hours of Instruction

(as required by School Act)

Kindergarten	853 hours/year
Grades 1 - 7	878 hours/year
Grades 8 - 12	952 hours/year

# STANDARD SCHOOL CALENDAR 2024-2025

School District #27  
(Cariboo-Chilcotin)



September 24						
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October 24						
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February 25						
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March 25						
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## KEY

Parent Teacher Interviews  
(Day shortened by 1 hour)

Statutory Holidays\*

Vacation Days

Pro-D Days  
(Sept. 3 - District Planning Day)

Administration Day

Last day of classes

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## Minimum Hours of Instruction

(as required by School Act)

Kindergarten	853 hours/year
Grades 1 - 7	878 hours/year
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# Education Committee Meeting Report



**March 8, 2023 (4:00 p.m. – 4:54 p.m.)**

**Trustees in Attendance:** Anne Kohut, (Chaired Mtg.) Mary Forbes, Linda Martens.

**TEAMS:** Ciel Patenaude, Mike Franklin.

**Absent:** Angie Delaine, Willow Macdonald.

**Staff:** Deputy Superintendent Lenardon, Director of Instructions Sean Cameron, Executive Assistant Jodi Symmes.

Agenda Item	Notes	Action
Acknowledgment of Traditional Territory		
1. February 14, 2023, Committee Report	The committee reviewed the report and recommended no changes.	None.
2. Careers	<p>District Principal, David Corbett, gave a presentation about Careers department events this spring.</p> <ul style="list-style-type: none"> <li>- Tradesperson Day – an estimated 60 students attended a hands-on day of trades exposure activities at TRU on March 7, 2023. Students engage with trades people, including many former SD27 Career Ed program students. There is tremendous community support for this event.</li> <li>- RCMP Academy – March 11-15, 2023, this year 18 cadets from PSO and WL will attend the academy during Spring break.</li> </ul> <p>The very popular, Heavy Metal Rocks occurs in May.</p>	None. Information only.

**“Learning, Growing, and Belonging Together”**

Agenda Item	Notes	Action																	
<b>3. District Achievement Update</b>	<p>Director of Instruction, Sean Cameron, provided and update on the District Achievement with SD27 specific data. The new data sets had a focus 5-6-year completion rates, and Student Attendance. The attendance shown is the latest 2 week “snapshot” of attendance. 17-30% of students are currently missing 3 or more days of school in a two-week period. If this is averaged out across a school year, it is approximately 36 days, or two months of missed school a year, across all grades.</p> <p>Fantastic discussion from those present. Schools continue to explore ways of improving engagement and attendance.</p>	None. Information only.																	
<b>4. 2023/2024 Committee Calendar</b>	The 2023-2024 Committee Calendar has been provided for the committee to review.	None. Information only.																	
<b>5. Proposed Future Meeting Dates</b>																			
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**TO: Board of Education**

**FROM: Linda Martens**

**DATE: March 28, 2023**

**RE: Trustee Report**

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### **Provincial Council Meeting was held Feb 24-25**

For the fiscal year 2023-2024, a balance draft budget of \$2,955,000 was proposed, which includes a total net increase of \$102,000 from the 2022/2023 budget.

For SD27 2022/23 member fees were \$35,471.78 and will increase to \$36,323.22. Any feedback can be submitted to Mike Franklin which will then be submitted to the BCSTA Finance and Audit Committee prior to Mar 15, 2023.

Provincial Council approved recommended changes to BCSTA's Policy on Travel Increases. Mileage for BCSTA business was raised to .68 km.

By-elections were held.

Vice President is Tracy Loeffler SD75 Mission, Director (left vacant with Tracy moving to the VP position) Allison Watson SD62 Sooke

Next year's February meeting of Provincial Council will be held virtually. No hybrid option. This is a cost savings move.

Motion as presented: That BCSTA request the provincial government fully fund exempt staff compensation based on the new salary grids published by BCPSEA passed.

Motion as amended That BCSTA request the Ministry of Education and Child Care continue the Student and Family Affordability Fund as an annual targeted fund, provided to school districts beyond June 30, 2023 and that the permitted uses of this fund be made less restrictive, to better be able to serve students and families in need, including the possibility of providing or subsidizing transportation, and that a portion of this fund be permitted to be used to cover the cost of administering the fund. passed



**TO: Board of Education**

**FROM: Mary Forbes**

**DATE: March 28, 2023**

**RE: Trustee Report**

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DPAC meet at the PSO site in the south host a training opportunity from Sandy for BCCPAC about the purpose of DPAC. DPAC provides three main services;

- 1.Reviewing School Calendar,
- 2.Reviewing School Plans/Growth Plans/School Goals
- 3.Parent advocacy

Sandy also mentioned that being in tune with FESL, Strategic plans, Facilities Review and Budgets can also be a part of DPAC member education.

DPAC and all public are welcome to attend School Board committee meetings where all these topics and more are addressed each month with schedule available on the SD website.

A member of DPAC attended the 2022 Summit and reported back on the success of networking and opportunities for communal success as a parent network.

DPAC has once again purchased the district wide movie watching licence through ACF.

The next DPAC meeting is June 1<sup>st</sup> in Williams Lake.