

Public Board of Education Meeting Agenda



December 19, 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 December 19, 2023, Public Meeting of the Board of Education be approved.

2.1. Adoption of Minutes

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

2.2. In-Camera Meeting Report

THAT the report of the November 28, 2023, In-Camera Meeting of the Board of Education approved as presented.

3. Presentation (s) – None

4. Delegation – None

5. Reports

5.1. Superintendent's Report

5.2. Secretary-Treasurer Report

5.2.1 Financial Disclosure Act

5.3 Committee Reports

5.3.1 Finance & Facilities and Transportation Committee

THAT the Board of Education approves the Statement of Financial Information.

5.3.2 Policy Committee

– No recommendations were brought forward.

5.3.3 Education Committee

– No recommendations were brought forward.

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5.4 Trustees

5.4.1 Trustee Macdonald

5.5 Liaison / Representation

6 Information (Reading File)

7 Adjournment

THAT the public meeting of the Board of Education be adjourned at 8:00 p.m.

8 Public Comments

Public Board of Education Meeting Minutes



November 28, 2023 (6:40 p.m.)

Trustees in Attendance: Ciel Patenaude, Anne Kohut, Mary Forbes, Michael Franklin, Angie Delainey.

TEAMS: Willow Macdonald, Linda Martens.

Regrets:

Staff: Superintendent Chris van der Mark, Secretary-Treasurer Brenda Hooker, Deputy Superintendent Cheryl Lenardon, Directors of Instruction Sean Cameron, Anita Richardson, Wendell Hiltz, Director of Human Resources Taryn Aumond, Director of Operations, Ross Kendell, Executive Assistant Jodi Symmes.

1. Election of Officers of the Board

The Secretary-Treasurer will conduct elections for the following positions:

MOTION to appoint Superintendent van der Mark and Deputy Superintendent Lenardon as scrutineers.

1. Board Chair:

Trustee Ciel Patenaude – nominated, accepted-won by acclamation.

2. Board Vice-Chair:

Trustee Angie Delainey - nominated, accepted-won by acclamation.

Trustee Mike Franklin - 1 nomination for Trustee Franklin - Declined the nomination.

No election was necessary.

3. BCSTA Provincial Council Board Representative:

Trustee Mary Forbes – nominated, accepted-won by acclamation.

4. BCSTA Provincial Council Alternate Board Representative:

Trustee Angie Delainey - nominated, accepted-won by acclamation.

5. BCPSEA Board Representative:

Trustee Linda Martens - nominated, accepted-won by acclamation.

6. BCPSEA Board Alternate Representative

Trustee Willow Macdonald - nominated, accepted-won by acclamation.

The newly elected Chair assumes the chair.

THAT the Board of Education direct the Secretary-Treasurer to destroy all ballots used "Learning, Growing, and Belonging Together"

in the election of the Officers of the Board immediately following the adjournment of the meeting.

O2023.11.28-01

Moved: Trustee Patenaude
Seconded: Trustee Delainey
CARRIED

2. Approval of Agenda

Move to amend the Agenda adding 5.2.2 Surplus Property Update

O2023.11.28-02

Moved: Trustee Patenaude
Seconded: Trustee Delainey
CARRIED

THAT the agenda for the November 28, 2023, Public Meeting of the Board of Education be approved, as amended.

O2023.11.28-03

Moved: Trustee Macdonald
Seconded: Trustee Kohut
CARRIED

2.1 Adoption of Minutes

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

O2023.11.28-04

Moved: Trustee Forbes
Seconded: Trustee Kohut
CARRIED

2.2 In-Camera Meeting Report

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

O2023.11.28-05

Moved: Trustee Franklin
Seconded: Trustee Kohut
CARRIED

3. Presentation - Pro-D Presentation

Nara Riplinger, CCTA PD Chair , provided an update on the Pro-D presentation from October 20, 2023, highlighting the importance and appreciation of having high-caliber speakers, return several times to our district collaborating with our educators and students on bringing these pedagogies to life in the classrooms and teaching community as we move forward as learners and a district.

4. Delegation - None

5. Reports

5.1 Superintendent's Report

5.1.1 IT4K12 -SD27 IBM Presentation

5.2 Secretary-Treasurer

5.2.2 Surplus Property Update

The Secretary Treasurer advised that the Board had declared 2 properties as surplus and the below motion was passed at tonight's in-camera agenda.

THAT the Board of Education for School District #27 (Cariboo Chilcotin) requests permission from MOECC to dispose of the 485 and 495 Cedar Ave properties which initiates the 90-day enhanced referral process.

The Board asks that the Secretary-Treasurer notify the current lease holders on the site to be notified of the School District's plans to apply for Disposition of the Property.

5.3 Committee Reports

Finance & Facilities and Transportation Committee:

THAT the multi-year financial plan be referred to the November 28th, 2023, Public Board meeting for the Board to receive, publish, and submit the plan to the Ministry of Education.

O2023.11.28-07

Moved: Trustee Macdonald
Seconded: Trustee Forbes
CARRIED

THAT the Board of Education for School District #27 approves an application of surplus towards the Columneetza Childcare project in an amount not exceeding \$800,000.

O2023.11.28-08

Moved: Trustee Delainey
Seconded: Trustee Forbes
CARRIED

Policy Committee:

THAT the revised policy 665 be referred to the November 28, 2023, Public Board meeting for adoption.

O2023.11.28-09

Moved: Trustee Delainey
Seconded: Trustee Patenaude
CARRIED

THAT the Board of Education approve the Amended POLICY 610 – PRIVACY, FOIPPA and PIDA with a name change reflective of the additions to the original policy.

O2023.11.28-10

Moved: Trustee Delainey
Seconded: Trustee Patenaude
CARRIED

THAT the Board of Education approves the Repeal of Policy 430 Whistle Blower Protection as this policy now falls within POLICY 610 – PRIVACY, FOIPPA and PIDA.

O2023.11.28-11

Moved: Trustee Delainey
Seconded: Trustee Patenaude
CARRIED

Education Committee:

THAT the Board of Education approves the Columneetza volleyball team trip to Hawaii March 19-27, 2024.

O2023.11.28-12

Moved: Trustee Forbes
Seconded: Trustee Patenaude
CARRIED

5.4 Trustees

- Trustee Martens
- Trustee Forbes

5.5 Liaison / Representation - None

6. Information (Reading File)

6.1 City of Williams Lake – Marie Sharpe Elementary Redevelopment

A request was made from the board for a thank you letter for the City of Williams Lake for their support of the Marie Sharpe redevelopment.

7. Adjournment

The meeting adjourned at 8:02 p.m.

8. Public Comments

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

Brenda Hooker
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:	November 28, 2023
TRUSTEE PRESENT:	Ciel Patenaude, Angie Delainey, Anne Kohut, Mary Forbes, Michael Franklin.
TRUSTEE ATTENDING VIA TEAMS:	Willow Macdonald, Linda Martens.
REGRETS:	
STAFF PRESENT:	Superintendent Chris van der Mark, Secretary-Treasurer Brenda Hooker, Deputy Superintendent Cheryl Lenardon, Directors of Instruction Sean Cameron, Anita Richardson, Wendell Hiltz, Director of Human Resources Taryn Aumond, Director of Operations Ross Kendell, Executive Assistant Jodi Symmes.

1. Opening by Chair
 - 1.1. Call to Order – 5:00 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
 - 4.1 Surplus Property update
 - 4.2 Superintendent Contract
 - 4.3 Superintendent Update
5. Information Items
 - 5.1. Staffing and Recruitment update
 - 5.2. OHS Regulations Update
6. Adjournment – 6:30 p.m.

“Learning, Growing, and Belonging Together”

TO: Board of Education

FROM: Chris van der Mark

DATE: December 19, 2023

RE: Superintendent Report

MERRY CHRISTMAS

As always, this is a busy time of year! Schools have been organizing concerts and performances for students to showcase their talents, while spreading cheer and providing opportunities for families and communities to come together. We are not anticipating the cold snap that we had last year and expect school events to proceed without a hitch! Once again, the Board Office was given a special treat as classes from Cataline came by to sing carols as part of their efforts to collect and share gifts and cheer!



We also understand this can be a challenging time for families. Please take care of yourselves and look after each other. We wish you the very best of the holiday season.

SD27 LEARNING SERIES



We continue to be encouraged by the efforts many schools are making to deliberately engage in learning as part of their efforts to improve student success, under the over-arching goal(s) of the School District. We increasingly see school staff and administration working side by side to review student performance and plan for appropriate improvements in both teaching and learning. We are becoming a culture of learners. Below are some reflections from teachers and admin on their engagement and what it is looking like in their buildings.

“We are working as a team, finding common grounds as departments and branching to make our lessons more inclusive for all our students, considering the access points in the curriculum for the needs and levels of each of our students.”

“improved culture and community feel in the school”

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“Intention at staff meetings – staff sharing about teaching and learning”

“Not only are they using what they have learned, through the on going learning series, they are teaching other staff members and debriefing the processes thoroughly. After each Pro-D session staff members are invited to share at the next staff meeting a key learning experience from whatever session they attended.”

“I am really proud of the staff’s willingness to take learning risks and engage in self-learning to build capacity and further student’s growth.”

“Teacher that hosted Carole’s learning round, as well as those that participated, are giving a share out at my staff meeting .”

We still have a ways to go, but the shift towards a focus on learning has been profound and we appreciate the work of the CCTA in supporting and encouraging ongoing learning opportunities, as well as the administration group for being willing to embrace a more modern, effective view of educational leadership. We look forward to more samples from schools sharing their work and continued engagement going forward.

FRAMEWORK FOR ENHANCING STUDENT LEARNING

SD27, like all school districts in BC can expect to receive its feedback from the Ministry Team on the report we submitted at the end of September.

Review feedback will be sent to both superintendents and board chairs. This feedback will help us begin to consider continued areas of focus and improvement as we look towards next year and throughout our strategic planning cycle.



Merry Christmas!

[Chris van der Mark – Award Recipient - Excellence in Education – District Leadership \(youtube.com\)](https://www.youtube.com/watch?v=...)

TO: Board of Education

FROM: Brenda Hooker

DATE: December 19, 2023

RE: Secretary-Treasurer Report

OVERVIEW

As the majority of the District heads into the winter break, this is a reminder that both Finance and Facilities will be continuing their work.

Facilities often takes advantage of the periods where staff and students are not in our buildings to preform much needed repairs such as replacing flooring. A memo has been issued regarding limited access to our sites during the break that we require staff to honor.

Payroll is also extremely busy during the remainder of 2023, rolling over the calendar year-end and preparing to issue T4's etc.

COLUMNEETZA FIRE UPDATE

The repairs are continuing to move forward. The Project Request Fact Sheet has been submitted to Capital branch which will allow funding to be accessed. We hope to have the full cost of repairs and a revised Major Capital agreement fully approved in January 2024.

100 MILE JR – SITE DISPOSALS PROCESS UPDATE

Key required steps prior to disposal are:

- 1) Confirmation that the property is surplus to the District's needs and written notification provided to the MOECC.
- 2) Verification as to how the property was acquired and supporting legal documentation.
- 3) Broad public consultation to seek input from the public, local governments, and First Nations.
- 4) An appraisal of the fair market value (FMV) of the property.

The Board directed, and staff completed, the above tasks 2 and 4. The Board then passed a motion at its meeting on November 28, 2023, to consider both properties surplus and start the ERP.

A package of the necessary information has been submitted to the Ministry of Education and Child Care. In further discussions with MOECC, approval has been given for the District to initiate local conversations regarding potential public uses for the sites. If there is

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a strong proposed use that would meet both local Indigenous and government needs which is also supported by the Board, the ERP process can be amended by MOECC.

Based on this new information, staff will initiate a Request for Interest (RFI) process to gauge the interest and readiness in the 100 Mile House area for proposed uses for the properties. An RFI will be posted on December 20th and remain open until January 17th 2024.

Staff will speak further to local government and First Nations to ensure that they are aware of the RFI. There will also be notifications in all forms of media and on the District website.

2023-2024 FINANCE UPDATE

The Finance department is also very busy. Our quarterly GRE report was prepared and submitted on Dec 13th. Staff will provide a financial trend update at the January 9th Finance and Facilities Committee meeting. The first quarterly financial report for the Board will be on the January Board meeting agenda.

As well, we will receive the updated MOECC funding announcement on Dec 20th. Analysis and a briefing note on the implications for our amended budget will be presented at the January 9th Finance and Facilities meeting.

BCPSEA

BCPSEA gathered Trustees and staff for a virtual meeting to provide an overview of upcoming bargaining processes. More information to come as we enter into the next round of collective agreement negotiations.

CAPITAL PROJECTS

Two *Notices of Intent* have been posted on BC Bid, both to initiate work on the approved technology network project and for the operator of the daycare. Work is continuing on the fire alarm upgrades, security and PA improvements and the accessibility projects.

TO: Board of Education

FROM: Brenda Hooker, Secretary-Treasurer

DATE: December 19, 2023

RE: Financial Disclosure Act

BACKGROUND

The Province's Financial Disclosure Act at this link https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96139_01 requires elected trustees and Board officials to file a disclosure form annually between January 1 and January 15. The form is: [disclosureform.pdf \(gov.bc.ca\)](#)

This requirement is contained in section 2(3) of the Act (highlighted below) where it refers to a municipal official, who by definition includes a school trustee. In the case of school districts, the appropriate disclosure clerk is the district's Secretary-Treasurer.

The requirement to make written disclosure:

- 2** (1) A person who accepts a nomination for election to office as a Provincial or municipal official must make a written disclosure and file it with the person's nomination papers.
- (2) Promptly after receiving a written disclosure under subsection (1), the person receiving it must send it to the appropriate disclosure clerk.
- (3) A person who is a municipal official, public employee or municipal employee must make and file a written disclosure between January 1 and 15 in each year in which the person is an official or employee.

RECOMMENDATION

None. Reminder for information only.

Finance and Facilities & Transportation Committee Meeting Report



December 5, 2023 (3:00 p.m. – 3:56 p.m.)

Trustees in Attendance:	Mary Forbes (Chaired Mtg.), Willow Macdonald (3:12 pm)
TEAMS:	Linda Martens, Ciel Patenaude.
Regrets:	Angie Delainey, Michael Franklin, Anne Kohut.
Staff:	Deputy Superintendent Cheryl Lenardon, Secretary-Treasurer Brenda Hooker, Director Wendell Hiltz, Director of Human Resources, Taryn Aumond, Director of Operations Ross Kendall. Executive Assistant Jodi Symmes.

Agenda Item	Notes	Action
Acknowledgment of Traditional Territory		
1. November 7, 2023, Committee Report	The committee reviewed the report and recommended no changes.	None.
2. Statement of Financial Information (SOFI)	Secretary-Treasurer Hooker presented the committee with the District's SOFI report for review and approval.	THAT the Board of Education approve the Statement of Financial Information.
3. Daycare Project Update	Secretary-Treasurer Hooker showed photos of and provided the committee with an update on the Columneetza Daycare Project. Possible use of the upper floor for learning and meeting space options were discussed. IUOE inquired if the SD had intentions of running the daycare or food services from the cafeteria. The SD has been very clear since the conception of the project that we have no intention (nor are we required) of running the daycare. It will be bid on by a third-party provider. Similarly, we have no intention (nor are we required) of becoming a food service provider. These services will also be bid on by a third-party service provider.	None. Information only.

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Agenda Item	Notes	Action																													
4. 100 Mile House Jr. Property Update	Secretary-Treasurer Hooker reviewed the process the district must take to Dispose of the 100 Mile House Jr. School property located at 485 and 595 Cedar Ave, 100 Mile House, BC. A follow-up conversation has taken place with the tenant, who has day-care space on site. They have no concerns with the possible sale of the property.	None. Information only.																													
5. Minor Capital Emergency Funding request 2024-25	Secretary-Treasurer Hooker reviewed the District's request and reasoning for Minor Capital Emergency Funding request 2024-25.	None. Information only.																													
6. Proposed Future Meeting Dates																															
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Policy Committee Meeting Report



December 5, 2023 (5:00 p.m. – 5:12 p.m.)

Trustees in Attendance: Mary Forbes (Chaired Mtg.), Willow Macdonald

TEAMS: Linda Martens, Michael Franklin, Ciel Patenaude.

Regrets: Anne Kohut.

Staff: Superintendent Chris van der Mark, Secretary-Treasurer Brenda Hooker, Director of Instruction Wendell Hiltz, Director of Operations Ross Kendall, Executive Assistant Jodi Symmes.

Agenda Item	Notes	Action																													
Acknowledgment of Traditional Territory																															
1. November 7, 2023, Committee Report	The committee reviewed the report and recommended no changes.	None.																													
2. AP 770 Transportation	Secretary-Treasurer Hooker provided the committee with an update on changes to the Independent school courtesy rider fee. The fee will change from \$36.00 to \$50.00. Fees had not been reviewed since 2016. As well, the district will be making small changes to our current routes to provide improved service.	None. For information only.																													
3. Proposed Future Meeting Dates																															
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Education Committee Meeting Report



December 6, 2023 (4:03 p.m. – 5:03 p.m.)

Trustees in Attendance: Anne Kohut, (Chaired Mtg.) Mary Forbes, Willow Macdonald.

TEAMS:

Regrets: Linda Martens, Ciel Patenaude.

Staff: Superintendent Chris van der Mark, Deputy Superintendent Cheryl Lenardon, Secretary-Treasurer Brenda Hooker, Directors of Instruction Sean Cameron, Wendell Hiltz, Anita Richardson and Director of Operations Ross Kendall, Executive Assistant Jodi Symmes.

Agenda Item	Notes	Action		
Acknowledgment of Traditional Territory				
1. November 8, 2023, Committee Report	The committee reviewed the report and recommended no changes.	None.		
2. School Progress Reports	Tatla Elementary, 150 Mile Elementary and Skyline Alternate presented to the Education Committee. Principals (Ikebuchi, Munroe and Auger) from the schools showcased some of the initiatives that are taking place at each site with an emphasis on how they are enhancing belonging and attendance.	None. For information only.		
3. Proposed Future Meeting Dates				
	MEETING	DATE	TIME	LOCATION
	Education Committee	December 6, 2023	4:00 p.m.	Board Office
	Education Committee	January 10, 2024	4:00 p.m.	Board Office
	Education Committee	February 7, 2024	4:00 p.m.	Board Office
	Education Committee	February 27, 2024	4:00 p.m.	Board Office
	Education Committee	April 10, 2024	4:00 p.m.	Board Office
	Education Committee	May 15, 2024	4:00 p.m.	Board Office
	Education Committee	June 12, 2024	4:00 p.m.	Board Office

TO: Board of Education

FROM: Willow Macdonald

DATE: December 19, 2023

RE: Trustees Report

As Ciel was unable to attend the Excellence in Education award ceremony at Government House in Victoria on Oct 19th, I went as the Board Representative for SD27. I want to thank Chris for the invitation for the Board's presence at this ceremony and I showed up (on time), in my very best duds to support our Superintendent and Senior Staff team.

I was so happy to be the girl at the ceremony as we all chatted about the last four years and the work that has been accomplished. Feeling very proud of myself, Chris, and our District, I thought the evening was beautiful, and I was present with my best behaviour. Aside from the Premier and the Lieutenant Governor, many Ministry of Education and Childcare staff were in attendance. Chris was very gracious in introducing me to a few, extolling my hiring virtues.

To Cheryl Lenardon and our whole Senior Team, thank you for your ongoing hard work. The beautiful evening was well deserved, and I look forward to everyone's continued visionary work in SD27. I am grateful to be on the Board of SD27 still.

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