

Public Board of Education Meeting Agenda



January 23, 2024
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 January 23, 2024, Public Meeting of the Board of Education be approved.

2.1. Adoption of Minutes

THAT the minutes of the December 19, 2023, Public Meeting of the Board of Education be approved as presented.

2.2. In-Camera Meeting Report

THAT the report of the December 19, 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

5.1.1 Strategic Planning (Cheryl presentation)

5.2. Secretary-Treasurer Report

5.2.1 Financial Update Report

5.2.2 Save the Dates

BCSTA Northern Interior Branch AGM – February 2-3, 2024

BCSTA Provincial Council – February 23, 2024 (Virtual)

BCSTA AGM – April 18-21, 2024

5.3. Committee Reports

5.2.3 Finance & Facilities and Transportation Committee

“Learning, Growing, and Belonging Together”

THAT the DRAFT school calendars for 2024-25 be distributed for review and feedback.

THAT the Board of Education of School District No. 27 (Cariboo-Chilcotin) approve an amendment to the 2023/2024 Minor Capital Plan to include an emergent project.

5.2.4 Policy Committee

– The January committee was cancelled.

5.2.5 Education Committee

THAT senior staff engage in focused conversations with school staff and stakeholders to surface initial responses and potential additional considerations to inform the Board's next steps and provide a written report to the Board of Education for further discussion and decision.

5.4. Trustees

5.2.6 Trustee Kohut

5.5. Liaison / Representation

6 Information (Reading File)

7 Adjournment

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

8 Public Comments

Public Board of Education Meeting Minutes



December 19, 2023 (6:30 p.m.)

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

TEAMS: Willow Macdonald, Linda Martens, Michael Franklin.

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 Operations, Ross Kendell, Executive Assistant Jodi Symmes.

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.

O2023.12.19-01

Moved: Trustee Forbes
Seconded: Trustee Delainey
CARRIED

2.1 Adoption of Minutes

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

O2023.12.19-02

Moved: Trustee Delaney
Seconded: Trustee Forbes
CARRIED

2.2 In-Camera Meeting Report

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

O2023.12.19-03

Moved: Trustee Forbes
Seconded: Trustee Kohut
CARRIED

3. Presentation - None

4. Delegation - None

“Learning, Growing, and Belonging Together”

5. Reports

5.1 [Superintendent's Report](#)

5.2 [Secretary-Treasurer](#)

Please note correction: the Capital Projects purchase is a Notices of Direct Award vs Notices of Intent.

This award, and the notice of intent, have been posted on BC Bid.

5.2.1 Financial Disclosure Act

5.3 Committee Reports

Finance & Facilities and Transportation Committee:

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

O2023.12.19-04

Moved: Trustee Patenaude
Seconded: Trustee Macdonald
CARRIED

Policy Committee:

- No recommendations were brought forward.

Education Committee:

- No recommendations were brought forward.

5.4 Trustees

- Trustee Macdonald

5.5 Liaison / Representation - None

6. Information (Reading File) - None

7. Adjournment

The meeting adjourned at 7:08 p.m.

8. Public Comments

An opportunity was provided for public comments pertaining to items on 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:	December 19, 2023
TRUSTEE PRESENT:	Ciel Patenaude, Angie Delainey, Anne Kohut, Mary Forbes.
TRUSTEE ATTENDING VIA TEAMS:	Willow Macdonald, Linda Martens, Michael Franklin.
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 – 5:30 p.m. and acknowledgment of traditional territory.
2. Agenda and Minutes
 - 2.1. Approval of Agenda
 - 2.2. Adoption of Minutes
3. Action Items
4. Discussion Items
 - 4.1 Partner meeting update
5. Information Items
 - 5.1. Staffing and Recruitment update
 - 5.2. BCPSEA AGM
 - 5.3. Liaison Meeting – February 9, 2024
6. Adjournment – 5:49 p.m.

TO: Board of Education

FROM: Chris van der Mark

DATE: January 23, 2024

RE: Superintendent's Report

Happy New Year!

Welcome back. We hope students, staff and families were able to enjoy some time together and get re-charged for the second half of the year.

We've been fortunate with a fairly mild winter so far, but that can change. Big thanks to our facilities and transportation teams for all of their efforts to keep sites warm and the fleet functioning!

THANK YOU

Last Wednesday, our day started with the discovery of a broken water main on the Columneetza site. By the time of the discovery, buses and kids were already en route. Nevertheless, transportation and the school worked with TRU to redirect to the TRU Campus so kids could be warm while parents were contacted so return home could be planned. Given the challenges, it worked pretty well. Meanwhile, the operations crew was working with the City, supported by Triple P and Curt Morben Contracting to isolate and fix the leak. By early evening we were able to communicate a regular day for Thursday. We appreciate the patience of families given this interruption and we are very appreciative of the efforts by all to manage the situation as best as possible.



STRATEGIC PLANNING FOR LEARNER SUCCESS

As noted in committee, and a bit later this evening, SD27 is embarking in its planning cycle for strategic plan review and development. Last week, Deputy Superintendent led the admin team through a discussion highlighting the role of school leadership in school and community engagement.

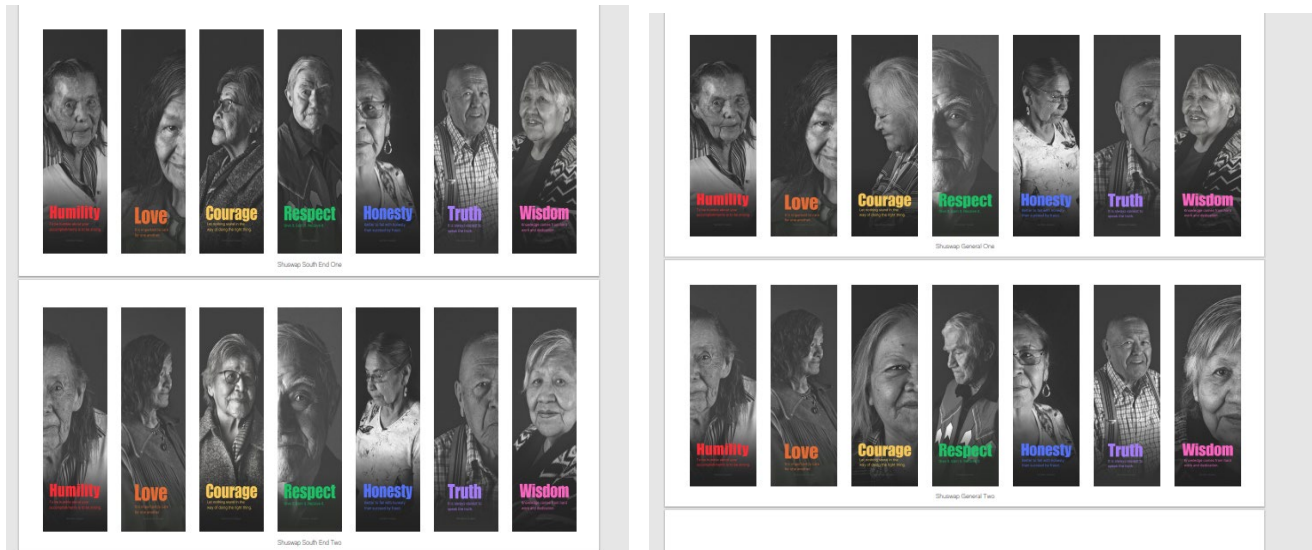
SECWPEMC LANGUAGE COURSE

SD27 sponsored staff interested in participating in a Secwepemc language course, offered through the Outdoor Learning Store. Staff from across the district, including members of the “Learning, Growing, and Belonging Together”

senior team and Trustee Martens participated in the first session of 6 on Monday, January 15.

INDIGENOUS LANGUAGE AND CULTURE ELDER POSTERS

Through Mr. Gustafson's leadership, the school district has developed a stunning set of posters highlighting Indigenous elders from across the nations. This project has been long in the works and is visibly powerful in our schools.



SD27 LEARNING SERIES

In February, SD27 will welcome back our critical learning partners, Carole Fullerton, Jo Chrona, Leyton Schnellert and Dylan William as part of the February NID, as well as the ongoing leadership and learning development. We look forward to continuing to go deeper in our work.

PARTNER LIAISON MEETINGS

On February 8-9, Chair Patenaude, Superintendent van der Mark, and Secretary-Treasurer Hooker will be at the Ministry partner meetings with leadership from all 60 districts.

FITNESS AND CONDITIONING 11 COURSE

We are running Fitness and Conditioning 11 in the district in February and March in a unique format. Students will meet all the outcomes of the Ministry curriculum and the first part of industry certification as a fitness instructor. The course will run on 4 consecutive Saturdays in February and March with independent study by participants in between the sessions. It will be led by Canadian Fitness Education instructor Kim Colgate and teacher Cheryl Lenardon. There is high interest in the opportunity with a waitlist already in place after 1 day of advertising it.

GYM HEROES

Gym Heroes is a four-session program offered by Foundry and Studio 20 fitness to introduce youth 12 -24 to types of fitness classes. We have a number of Skyline students registered. Deputy Superintendent Cheryl Lenardon is supporting at the sessions and leading two of them.

TO: Board of Education

FROM: Brenda Hooker, Secretary-Treasurer

DATE: January 23, 2024

RE: Secretary-Treasurer Report

OVERVIEW

As we head into the second half of our fiscal, Finance heads into its busy period preparing budgets, monitoring spending, and submitting Ministry reports. Facilities is busy with the onset of winter weather along with initiating new projects and finalizing the annual facility grant and surplus projects.

COLUMNEETZA DAYCARE PROJECT UPDATE

The District has assembled a great team of architects, consultants and contractors who are working collaboratively on this community project. We are also thankful for the support from the City of Williams Lake and the Ministry. On a recent tour of the facility, we could really see the progress and how things are taking shape. The District has also officially selected the Women's Contact Society as the operator of the facility.



“Learning, Growing, and Belonging Together”

100 MILE JR – SITE DISPOSALS PROCESS UPDATE

A package of the necessary information was submitted to the Ministry of Education and Child Care and approval was given for the District to initiate local conversations regarding potential public uses for the sites.

The District issued a Request for Interest (RFI) process to gauge the interest and readiness in the 100 Mile area for proposed uses for the properties. The RFI was posted on December 21st and remained open until January 17th 2024.

Next steps are under consideration.

2023-2024 FINANCE UPDATE

A quarterly financial report for the Board is next on the agenda.

The Ministry of Education and Child Care (MOECC) provided the updated funding announcement on December 20th. There were no surprises or changes to per-student rates. A minor change was also released by MOECC on Jan 16th.

However, as previously discussed, our student enrollment was less than estimated last February. This translates into a reduction in operating revenue of approximately \$700,000. Although, with less students than estimated, we also have less expenses. Despite the reduction in revenues, our initial projections indicate that the District will record a surplus at the end of the 2023-2024 Fiscal Year.

A draft 23/24 Amended Annual budget will be presented at the February 6th Finance and Facilities meeting. Currently, we are doing an in-depth analysis of revenue and expenses along with aligning our expenses to appropriate Ministry criteria. The review will adjust the numbers from the current initial projections as we engage in continuous improvement in our financial processes.

2024-2025 ENROLLMENT PROJECTIONS

The District 24/25 enrollment projections are due to MOECC on February 15th. Staff has started to gather the student numbers upon which we build the 2024/2025 Annual Budget.

CAPITAL PROJECTS

Work is continuing on the fire alarm, network and security upgrade projects.

As well, the District has a Request For Proposals (RFP) posted on BC Bid for the four building envelope projects. The RFP closes in early February.

In addition, the emergency HVAC project at Peter Skeen Ogden has been tendered and awarded so the work is underway.

SCHOOL DISTRICT NO. 27 (Cariboo-Chilcotin)
OPERATING FUND - VARIANCE ANALYSIS FROM ANNUAL BUDGET TO AMENDED BUDGET
FORECASTED TO JUNE 30, 2024

	2022-23 PRIOR YEAR ACTUALS	2023-24 ANNUAL BUDGET	2023-24 AMENDED BUDGET	VARIANCE (Annual vs Amended) \$	VARIANCE (Annual vs Amended) %
OPERATING FUND					
REVENUE					
Provincial Grants					
Ministry of Education / Other Provincial	56,089,625	60,441,548	59,860,841	(580,707)	-1.0%
Tuition	4,650	18,000	13,750	(4,250)	-30.9%
Other Revenue	2,670,739	2,988,770	3,070,001	81,231	2.6%
Rentals and Leases	88,360	105,000	105,230	230	0.2%
Investment Income	885,511	350,000	600,000	250,000	41.7%
TOTAL OPERATING REVENUE	59,738,885	63,903,318	63,649,822	(253,496)	-0.4%
EXPENSES					
Salaries					
Teachers	19,855,919	21,253,453	20,404,499	(848,954)	-4.2%
Principals/Vice-Principals	5,146,879	5,931,471	5,830,541	(100,930)	-1.7%
Educational Assistants	3,273,876	3,818,385	3,812,977	(5,408)	-0.1%
Support Staff	8,357,128	9,163,643	9,159,575	(4,068)	0.0%
Other Professionals	1,968,664	2,307,250	2,057,894	(249,356)	-12.1%
Substitutes	1,257,644	1,467,671	1,409,253	(58,418)	-4.1%
Total Salaries	39,860,110	43,941,873	42,674,739	(1,267,134)	-3.0%
Employee Benefits	8,706,433	9,399,482	9,056,058	(343,424)	-3.8%
Total Salaries and Benefits	48,566,543	53,341,355	51,730,797	(1,610,558)	-3.1%
Services and Supplies					
Services	876,835	1,944,515	1,780,171	(164,344)	-9.2%
Student Transportation	84,828	174,500	202,066	27,566	13.6%
ProD and Travel	895,636	649,355	845,934	196,579	23.2%
Rentals & Leases	306,240	50,000	197,733	147,733	74.7%
Dues and Fees	275,920	114,000	187,126	73,126	39.1%
Insurance	170,177	224,000	209,049	(14,951)	-7.2%
Interest	0	0	0	0	0.0%
Supplies	4,397,782	3,702,310	3,769,577	67,267	1.8%
Utilities	1,523,095	1,580,000	1,509,493	(70,507)	-4.7%
Total Services and Supplies	8,530,513	8,438,680	8,701,149	262,469	3.0%
TOTAL OPERATING EXPENSES	57,097,056	61,780,035	60,431,946	(1,348,089)	-2.2%
Surplus Appropriation	-	0	0	0	
Transfer to Local Capital	(4,753,430)	(1,601,283)	(1,601,283)	0	
Tangible Capital Assets Purchased	(302,671)	(522,000)	(522,000)	0	
TOTAL OPERATING SURPLUS (DEFICIT), for the year	(2,414,272)	0	1,094,593		
OPERATING SURPLUS (DEFICIT), start of year	6,782,513	4,368,241	4,368,241		
OPERATING SURPLUS (DEFICIT), end of year	\$ 4,368,241	\$ 4,368,241	\$ 5,462,834		

TO: Board of Education

FROM: Trustee Anne Kohut

DATE: January 23, 2024

RE: Trustees Report

On December 21, I attended the Holiday Concert at Tatla Lake School. Eighteen students gave their best effort to showcase their talent. Carols, readings, and music from all grades were enjoyed by an appreciative audience that came from 4 communities to support the school and to get in the spirit of Christmas.

I was impressed by all the students but especially the senior students who were very involved in the performances. They played background on their recorders even though they had just started to learn how to play them. When I mentioned how impressed I was to the principal, Kimberley Ikebuchi, she stated that they are exceptional in their engagement. In fact, Mike Tudor the director at Gavin Lake, sent her a thank you letter about how well the students behaved, did their chores, and participated in all the activities.

Kudos to Kimberley Ikebuchi, her staff, and her students for their great efforts.

Respectfully submitted,
Trustee Anne Kohut