

# Public Board of Education Meeting Agenda



September 24, 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 September 24, 2024, Public Meeting of the Board of Education be approved.*

### 2.1. Adoption of Minutes

*THAT the minutes of the June 25, 2024, Public Meeting of the Board of Education be approved as presented.*

### 2.2. In-Camera Meeting Report

*THAT the report of the June 25, 2024, In-Camera Meeting of the Board of Education be approved as presented.*

3. Presentation – None.

4. Delegation – None.

## 5. Reports

### 5.1. Superintendent Report

5.1.1. Superintendent Report September 2024

5.1.2. District Plan for Learner Success 2024 Draft Report

### 5.2. Secretary-Treasurer Report

5.2.1. MNP 2023-2024 Audit Findings Review

5.2.2. ST & Finance Dept Financial Statement Overview

[Link](#) to Audited Financial Statements School District 27 – June 30, 2024

[Link](#) to Financial Statements Discussion and Analysis – June 30, 2024

[Link](#) to 2023-2024 Audited Financial Statements Presentation

*THAT the Board of Education School District No. 27 (Cariboo-Chilcotin) approve the draft 2023/2024 Financial Statements and accompanying documents.*

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**5.2.3.** 2024-2025 Minor Capital Response

**5.2.4.** 2025-2026 Minor Capital Submission

***THAT*** the Board of Education approves the minor capital submission for 2025-26.

### **5.3. Committee Reports**

**5.3.1 Finance & Facilities and Transportation Committee**

*Recommendations to Board noted in Secretary-Treasurer report.*

**5.3.2 Policy Committee**

*No meeting in September.*

**5.3.3 Education Committee**

*No recommendations were brought forward.*

### **5.4. Trustees**

**5.4.1 Chair update - verbal**

### **5.5. Liaison / Representation**

## **6. Information (Reading File)**

**6.1.** Code of Conduct Letter – Ministry of Education and Child Care

**6.2.** Demolition of McLeese Lake School – CRD Letter of Support

## **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



June 25, 2024 (6:30 p.m.)

**Trustees in Attendance:** Ciel Patenaude (Chair), Angie Delainey, Anne Kohut, Mary Forbes, Willow Macdonald (left at 6:50 p.m.).

**TEAMS:** Linda Martens.

**Regrets:** Michael Franklin.

**Staff:** Superintendent Chris van der Mark, Secretary-Treasurer Brenda Hooker, Deputy Superintendent Cheryl Lenardon, Directors of Instruction Sean Cameron, Anita Richardson, Wendell Hiltz, 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 June 25, 2024, Public Meeting of the Board of Education be approved.*

O2024.06.25-01

Moved: Trustee Macdonald  
Seconded: Trustee Kohut  
**CARRIED Unanimously**

## Adoption of Minutes

*THAT the minutes of the May 28, 2024, Public Meeting of the Board of Education be approved as presented.*

O2024.06.25-02

Moved: Trustee Macdonald  
Seconded: Trustee Forbes  
**CARRIED Unanimously**

## 2.1 In-Camera Meeting Report

*THAT the report of the May 28, 2024, In-Camera Meeting of the Board be approved as presented.*

O2024.06.25-03

Moved: Trustee Forbes  
Seconded: Trustee Macdonald  
**CARRIED Unanimously**

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**Motion** to amend the Agenda: 4. Delegation to move to 3. Presentation in the agenda.  
**CARRIED Unanimously**

3. **Delegation CCPVPA** – The CCPVPA spoke to their letter in the reading file expressing their anger and frustration with a former administrator who claimed to have knowledge in representing them and their position. He does not. Much has changed in SD27 and the CCPVPA are fully supportive of the changes and their integral role. (See Reading File)

4. **Presentation** – School Innovation Grant

**Horse Lake** – Murrey Helmer, presented the Innovation Grant "Baking and Building" Program. This grant was brought forward as a way to assist with students who were having trouble keeping focus. The teachers have seen a change in students' confidence, public speaking, math skills, problem-solving and critical thinking.

**Nesika** – Melissa Therrien presented "Soft Starts in Elementary Classrooms." Runs about 15 minutes of the school day. Soft starts are activities in which students engage in self-chosen self-directed activities. Ms. Therrien has noticed that the morning activities help to relieve anxiety and open the amygdala so they can learn for the day. Social-emotional learning, relationship building, and unstructured play are all areas that the students are benefiting from.

5. **Reports**

5.1 **Superintendent's Report**

Superintendent van der Mark provided his final Report 😊 He paid special thanks to the first responders and staff who were on the scene of the bus accident. He also shared highlights of the progress the School District has made while acknowledging there is still much to do. It is critical that we do not revert to some of the old practices that led us to where we were 5 years ago.

Trustee Forbes asked for a moment of silence and was recognized for the passing of the good Samaritan who died while trying to assist the bus accident at the accident scene.

5.2 **Secretary-Treasurer Report**

5.2.1 **Financial Update, Operating Surplus, and Local Capital**

***THAT the Board of Education approves moving \$2,250,000 from Operating Surplus to Local Capital as part of the 2023/2024 Fiscal Year End.***

O2024.06.25-04

Moved: Trustee Macdonald  
Seconded: Trustee Kohut  
**CARRIED Unanimously**

***THAT the Board of Education approves reallocating priorities within Local Capital and transferring any available Operating Surplus into Local Capital as part of the 2023/2024 Fiscal Year End.***

O2024.06.25-05

Moved: Trustee Forbes  
Seconded: Trustee Delainey  
**CARRIED Unanimously**

### 5.2.2 Revised 2024/25 Minor Capital Plan (Letter, Bylaw)

*THAT the Board of Education approve Capital Bylaw No. 2024-25-CPSD27-02 in three readings with unanimous consent at the June 25, 2024, Public Board Meeting.*

O2024.06.25-06

Moved: Trustee Delainey  
Seconded: Trustee Kohut  
**CARRIED Unanimously**

*THAT the Board of Education approve Capital Bylaw No. 2024-25-CPSD27-02 Submission be read the first time this 25th day of June 2024.*

O2024.06.25-07

Moved: Trustee Delainey  
Seconded: Trustee Forbes  
**CARRIED Unanimously**

*THAT the Board of Education approve Capital Bylaw No. 2024-25-CPSD27-02 Submission be read the **second** time this 25th day of June 2024.*

O2024.06.25-08

Moved: Trustee Delainey  
Seconded: Trustee Forbes  
**CARRIED Unanimously**

*THAT the Board of Education approves Capital Bylaw No. 2024-25-CPSD27-02 Submission be read the **third** time this 25th day of June 2024.*

O2024.06.25-09

Moved: Trustee Macdonald  
Seconded: Trustee Delainey  
**CARRIED Unanimously**

### 5.3 Committee Reports

#### 5.3.1 Finance & Facilities and Transportation Committee:

*THAT the Board of Education accepts the Transportation changes to be implemented for September 2024 and the ongoing optimization and alignment with Policy and AP 770.*

O2024.06.25-10

Moved: Trustee  
Seconded: Trustee

Opposed  
Trustee Martens

In Favor:  
Trustee Delainey  
Trustee Kohut  
Trustee Macdonald  
Trustee Patenaude

Abstain  
Trustee Forbes

**MOTION CARRIED**

A follow-up discussion with the Board related to information brought forward by Trustee Forbes from her meeting with the parents of Mile 108 School.

These discussions brought forth Trustee Martens and Forbes with a request for community consultation meetings for families to have an opportunity to ask further questions.

***THAT School District No. 27 (Cariboo-Chilcotin) Annual Budget Bylaw for fiscal year 2024-2025 in the amount of \$77,558,144 be read the **third** time this 25th day of June 2024.***

O2024.06.25-11

Moved: Trustee Macdonald  
Seconded: Trustee Forbes  
**CARRIED Unanimously**

***THAT the Board of Education of School District No. 27 (Cariboo-Chilcotin) approves the proposed Five-Year Major Capital Plan to be submitted for 2025/2026 to the Ministry of Education and Child Care.***

O2024.06.25-12

Moved: Trustee Forbes  
Seconded: Trustee Delainey  
**CARRIED Unanimously**

***THAT the Board approves the publication of all school fee schedules for the 2024-2025 school year.***

O2024.06.25-13

Moved: Trustee Kohut  
Seconded: Trustee Forbes  
**CARRIED Unanimously**

**Motion** to amend the Agenda: 5.3.3 Education Committee to be moved to 5.3.2 in the agenda.

**CARRIED Unanimously**

**5.3.2 Education Committee:**

***THAT the Board of Education approves the PSO French Immersion Europe field trip in principle with final approval in January 2025, pending confirmation of details prior to the trip.***

O2024.06.25-14

Moved: Trustee Kohut

Seconded: Trustee Macdonald  
**CARRIED Unanimously**

*THAT the Board of Education approves the PSO Costa Rica field trip in principle with final approval in January 2025, pending confirmation of details prior to the trip.*

O2024.06.25-15

Moved: Trustee Forbes  
Seconded: Trustee Kohut  
**CARRIED Unanimously**

### 5.3.3 Policy Committee:

*THAT the Board of Education adopts Policy 390 and new AP 390.*

O2024.06.25-16

Moved: Trustee Patenaude  
Seconded: Trustee Kohut  
**CARRIED Unanimously**

### 5.4 Trustees – None

### 5.5 Liaison / Representation – None

## 6. Information (Reading File)

[CCPVPA letter](#)  
[District of 100 Mile House – Bus Concerns](#)

## 7. Adjournment

The meeting adjourned at 8:48 p.m.

## 8. Public Comments

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

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Brenda Hooker  
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".*

<b>DATE:</b>	June 25, 2024
<b>TRUSTEE PRESENT:</b>	Ciel Patenaude (Chair), Angie Delainey, Willow Macdonald (Chair), Anne Kohut, Mary Forbes.
<b>TRUSTEE ATTENDING VIA TEAMS:</b>	Linda Martens.
<b>REGRETS:</b>	Michael Franklin.
<b>STAFF PRESENT:</b>	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, 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. None.
4. Discussion Items
  - 4.1. Code of Conduct Policy Debrief
  - 4.2. Trustee Code of Conduct
  - 4.3. BN
  - 4.4. BN
  - 4.5. Superintendent – Lessons Learned
5. Information Items
  - 5.1. Staffing Update
  - 5.2. Property Update
6. Adjournment – 6:21 p.m.

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## Briefing Note



**TO:** Board of Education

**FROM:** Cheryl Lenardon, Superintendent

**DATE:** September 24, 2024

**RE:** Superintendent Report September 2024

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### **INFORMATION**

The 2024-2025 school year has started and there are many changes and updates to provide to the Board of Education. The Superintendent's report to the Board outlines those and the start up activities district and school staff have been engaged in to begin the year in a good way aligned with the strategic priorities of the Board.

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## Walking Together Into the 2024-2025 School Year in Cariboo-Chilcotin School District No. 27 Superintendent Report to the Board of Education September 2024

### Happy New Year!

The 2024-2025 school year has started with very intentional activities and changes to bring the Cariboo-Chilcotin School District community into the priorities of the next multi-year District Plan for Learner Success: collective responsibility, instructional capacity, inclusive learning environments, Indigenous learning and culture, and place-based learning.

### Leadership Retreat

The District leadership team of senior staff, principals and vice-principals, and managers spent three days together this summer to build team and understanding and commitment to the District key focus areas, and prepare for the year. We walked the talk and spent time in activities and meetings outside and exploring compassionate Systems Leadership practices. Topics included Ministry of Education and Child Care directions, SD27 District Plan for Learner Success and Collective Responsibility Framework, restorative practice, professional boundaries training at school recycling and composting, We also opened the conversation in our district about education in an Artificial Intelligence world with a presentation by Dr. Alec Couros from the University of Regina. Highlights were the high level of shared leadership in presenting and leading sessions and experiential learning about local traditional culture and knowledge. This dedicated time together will serve us well moving forward as a leadership team.



### New Teacher Support Program with CCTA

We are very excited about the work done with the Cariboo-Chilcotin Teachers Association to create a comprehensive program of support for new teachers. We have a number of new colleagues including teachers just beginning their careers, new to the Cariboo and BC, or teaching on a letter of permission. Many of them were able to join us for two days prior to the start of the school year to set them up for success with workshops led by



CCTA, district staff, principals, and teachers. In addition to the valuable information and resources gained, was the opportunity to build community and a network to wrap around our new team members and continue through the year.

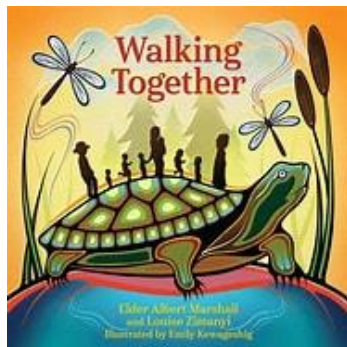
The program also entails the assignment of in-school buddies, mentorship by retired teachers, release days for visitations and co-teaching, and funds for classroom resources. This collaboration between the District and CCTA enhances the experience for new teachers and their students and supports recruitment and retention.

### **District Day**

We held our [District Day](#) on September 3 which saw more than 800 SD27 staff, including educators, support staff, operations, transportation, custodial, human resources, IT, finance, payroll, and administrative staff gathered at schools with all sites connected virtually for the morning. We were welcomed to the traditional and unceded territories the school district is on by Williams Lake First Nation Chief Sellars, Xení Gwet'in Chief William, and Ulkatcho Chief Price who shared what they wanted staff to know as we began serving their children and families in this school year. Monique Gray Smith was the keynote speaker for the morning and emphasized Indigenous traditional knowledge and values, relationship with others and nature, and trauma-informed practice. Teams had time to talk during the morning and had lunch together (many outside for BBQs and picnics) before spending the afternoon preparing to bring the key themes to life in their schools and departments over the first days and weeks of the new year.



### **First Days of School for Staff, Students, Families**



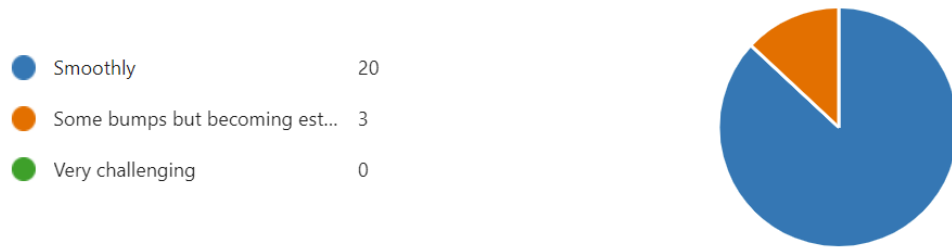
We couldn't be prouder of the way schools welcomed their staff, students, and families to the 2024-2025 school year. There was an intentional effort to slow down and take the time to build community, establish expectations and routines, and get to know everyone. There were many positive examples including staff wearing their orange shirts on the first day, whole schools starting outside in circle with drumming and song, smudging, name tags, school walks, grade assemblies, outdoor team-building games, family welcome barbecues and other events. The theme of [walking together for the success of all Cariboo-Chilcotin learners](#), inspired by the book [Walking Together](#) by Dr. Albert D. Marshall and

Louise Zimanyi, illustrated by Emily Kewageshig, permeated our start up.

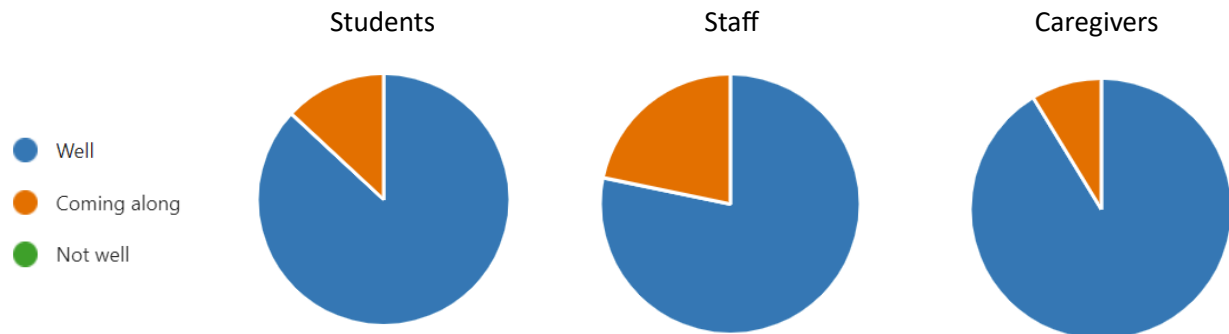
### **Device Use in Schools**

A change for this school year is the [provincial policy](#) requiring school codes of conduct to explicitly address restriction of cell phones and digital devices in schools. Our schools have each updated their codes of conduct, reviewed codes of conduct with students and staff, and distributed them to caregivers. Principals have provided feedback on the implementation of the changes in the first weeks of school:

Overall how is your implementation of the cell phone/device restriction at your school going?



How are students/staff/caregivers adjusting?



### Learning Series

The District and CCTA partner on providing an absolutely first-class professional learning series. We have exceptional BC, Canadian, and global educational leaders bringing their expertise to our staff through professional development days, classroom learning rounds, and other opportunities for engagement. This year is no different: [SD 27 2024-2025 Learning Series](#). We are investing thoughtfully in the instructional capacity of our educators to enhance student learning and success.



### Helping Teachers Reimagined

The District is working with learning series partners Faye Brownlie and Carole Fullerton to reimagine how helping teachers are utilized in the district. The work of helping teachers will be directly connected to the learning series and learning rounds. We started the year by administering a survey to collect data directly from teachers on their needs and comfort with district tasks and assessments. This will inform the support that is provided by helping teachers. Updates will be provided to the Board throughout the year as the model evolves and changes with emerging needs.

### Learning Rounds

Learning Rounds continue to be an exceptional opportunity for learning series partners to step directly into the classroom and work alongside our staff and students. Learning Rounds facilitators Faye Brownlie, Carole Fullerton, and Bryan Gidinski will be in the district this year. Working with the Cariboo-Chilcotin Teachers Association, we have revised the application process for teachers wishing to host a learning round. The new requirement is for hosting teachers to create a school team and commit to sharing learning with people inside and outside their school. The first set of rounds is September 24 and features Bryan and Carole in 100 Mile area schools.

### **Principal Leadership Series**

Dylan Wiliam will be joining the District three times this school year. During his visits he will be facilitating a 3-part leadership series, designed specifically SD 27 principals and vice-principals, on using research to guide school and system improvement. Dylan will lead principals through process of identifying an area of improvement, designing a plan for change, and process for monitoring impact. Improvement planning from the leadership series will be integrated into school plans. Principals will be sharing plans and results with the Board.

### **Data Warehouse Project – Cariboo Information Management System (CIMS)**

The District worked with Softlanding to completely a design solution for collecting and presenting information to staff. The District now has a fully automated data warehouse that collects and creates displays of historical information on all key metrics in the district plan and utilized by our staff. The warehouse is connected to online reports created with PowerBI. Access to high quality information will increase knowledge we have about students and will also reduce manual data tasks allowing time to be spent on higher value tasks.

### **School Security Upgrades**

The District consulted with Safer Schools consultants in association with the Ministry of Education and Child Care to modernize school security based on best practices across the sector. Operations and IT have created a roadmap for school security upgrades. All schools were upgraded with new alarm and keyless access system for primary doors in phase 1. Phase 2 is underway with upgrading of PA systems, classroom communication solutions, and camera systems. All systems will be integrated providing staff and students the highest level of security with additional monitoring and alerts for proactive site monitoring.

**TO:** Board of Education

**FROM:** Cheryl Lenardon, Superintendent

**DATE:** September 24, 2024

**RE:** District Plan for Learner Success 2024 Draft Report

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## **BACKGROUND**

2023-2024 was the final year of our three-year strategic plan. An annual report on plan progress is required to be submitted to the Ministry of Education and Child Care.

## **INFORMATION**

The draft report of progress on the District Plan for Learner Success in the 2023-2024 school year for Cariboo-Chilcotin School District has been prepared using the template provided by the Ministry of Education and Child Care. The Board will review the draft prior to it being finalized and submitted.

The Enhancing Student Learning Report must present, for the purpose of public transparency and assurance, the disaggregated student achievement data required in the Enhancing Student Learning Reporting Order (Reporting Order), including information relating to the board's approach to continuous improvement of student achievement, such as summaries of successes and strategic engagement processes and an outline of strategic and operational adaptations, and be submitted to the Ministry by October 1 as a PDF and district website link.

The provincial template provides graphs showing the provincial and district comparators for at least three years for a number of measures each disaggregated for all students, Indigenous students, Indigenous students on-reserve, Indigenous students off-reserve, students with disabilities and diverse abilities, and children and youth in care. There are no values included for the charts, so we have added tables for each with the percentages. Local data may be added. We have included a number of sets specific to our district that help tell the story of student achievement and experience at school. An analysis is to be provided of the evidence of intellectual development, human and social development, and career development. Also to be addressed are current strategic plan priorities, successes for the past year, areas for growth, strategic engagement, next steps, and alignment for successful implementation.

Superintendent Lenardon will make a presentation on the highlights of the report. These will include the trends in achievement data over the past three to five years which show some improvements in many areas and other areas with variability or drops from the previous year. Some of these mirror provincial trends. Others represent change over time in our district related to efforts we have made. There remains an equity gap between the

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results for all students and groups of students including Indigenous students, students with disabilities and diverse abilities, and children and youth in care although there are incidences when cohorts of these students surpass average results.

There are a number of successes to celebrate from the past year and some areas for growth that are continuing or emerging for the current year that will be addressed in the upcoming District Plan for Learner Success 2024-2027. The report and presentation will highlight these.

**LINK** to Draft Annual Report District Plan for Learners Success

**RECOMMENDATION.**

***THAT the Board of Education receive and submit the Enhancing Student Learning Report.***

**TO:** Board of Education

**FROM:** Brenda Hooker, Secretary-Treasurer

**DATE:** September 24, 2024

**RE:** Secretary-Treasurer Report

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## **OVERVIEW**

The summer has flown by in a blur. Finance is excited to present our draft 2023/2024 Financial Statements tonight. Facilities were extremely busy with getting as much done as possible on all of the Capital and AFG projects. Transportation rolled out the RFID cards for riders and began implementing the bus changes finalized in June 2024. As acknowledged, communications from the Operations department can and will improve.

## **COLUMNEETZA DAYCARE / CAFETERIA PROJECT UPDATE**

The daycare/meeting room project is finalizing the interior finishings on the daycare floors. Work on the vestibule to access the upper floor is well underway. The project should be fully complete by December 31, 2024. Ongoing consultant meetings and tours of the facility have occurred. We are working on preparing an agreement for the facility operator so that they can begin the licensing process and staffing.

We were thrilled to receive occupancy of the Cafeteria/Classroom portion of the project prior to the start of school. Below is the new Foods room.



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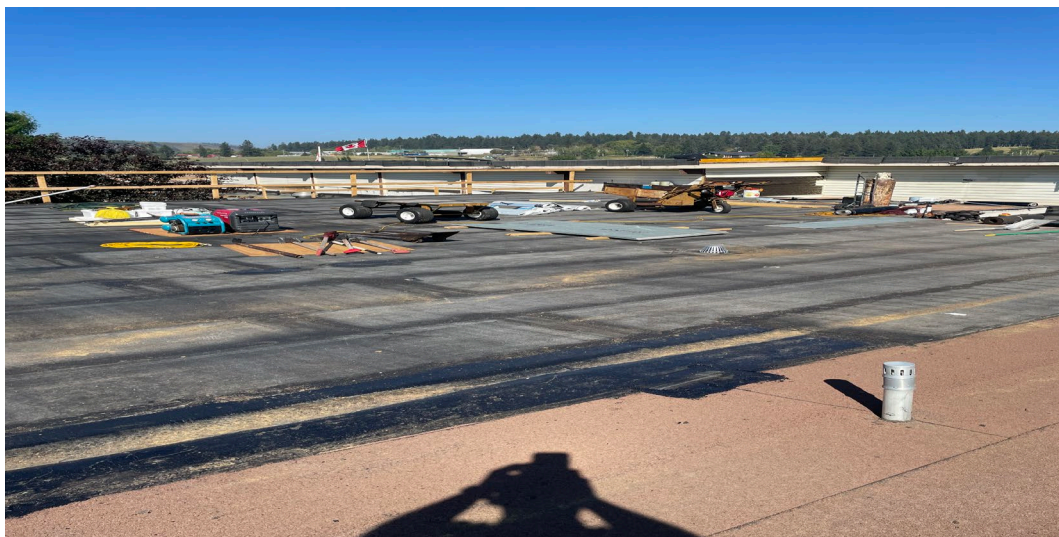


## **CAPITAL PROJECTS**

The building envelope project at Forest Grove Elementary is 80% complete.



The four minor capital roofing projects are also about 80% complete.



The kitchen renovation project at 150 Mile Elementary will be finished by the end of October.

The playground for Lac La Hache Elementary has been installed and is nearing 100% complete.



The minor capital HVAC upgrade for Tatla Lake Elementary project about 75% finished.

The PSO emergency boiler replacement is 100% complete.

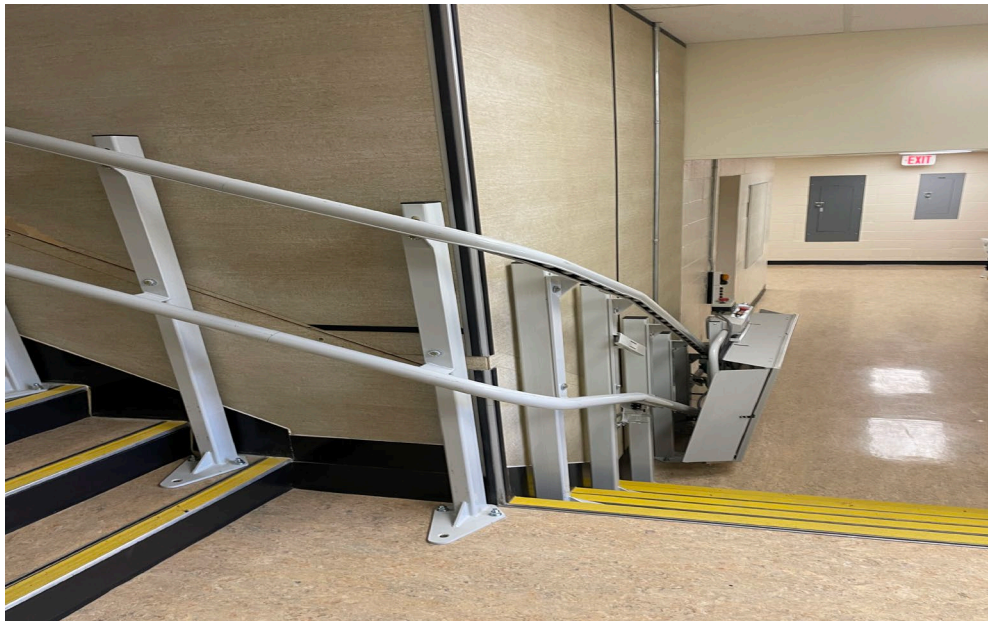


Work is also underway for FIP kitchen repairs at Lake City Secondary, some equipment has been removed and others recertified.

## **MINISTRY RESTRICTED CAPITAL**

The Ministry has approved the District's request to access the remainder of the restricted capital for ongoing security and accessibility improvements. Phase 1 of the security upgrade is 100% done. Phase 2 of the Mile 108 Elementary School ramp is nearing completion and is 90% complete. Phase 2 of the Fire Alarm upgrades is complete, and we are working on testing and clearing deficiencies.

This is the new interior lift at Mile 108:



## **AFG CAPITAL PROJECTS**

The planned DDC upgrades have started and are 25% done. The HVAC, furnace and pump projects are 100% complete. Cataline had asbestos abatement and new flooring installed in the hallways. Naghtaneqed has new flooring in two classrooms. Cataline also had its stair lift replaced. PSO elevator modernization will start this fall as will landscaping and irrigation at Columneetza. Exterior painting occurred at Cataline, Marie Sharpe and Columneetza



### **MINOR CAPITAL REQUESTS**

Submitted for Board approval later in the agenda.

### **CHILD CARE CAPITAL REQUESTS**

We are thrilled that we received funding approval to relocate and renovate the below portable to create new after-school spaces at Chilcotin Rd Elementary.



## **BUS REPLACEMENT**

For our 24/25 requests, we have received 3 of the 5 ordered.

In 25/26 we are requesting 13 buses, two of which are smaller electric buses. These will be pilot units to see how they function in our climate. One will be for use in the Williams Lake area and the other in 100 Mile House. Manager Bennison has done extensive research into the usage of electric buses in the province and is ready to add a couple to the fleet.



# School District No. 27 (Cariboo-Chilcotin)

2024 Audit Findings  
Report to the Board of Education  
June 30, 2024

D. Kane Fraser, CPA, CA  
T: 778.412.4200  
E: d.kane.fraser@mnp.ca



Wherever business takes you



# Overview

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We are pleased to submit to you this Audit Findings Report (the "Report") for discussion of our audit of the financial statements of School District No. 27 (Cariboo-Chilcotin) (the "School District") as at June 30, 2024 and for the year then ended. In this report we cover those significant matters which, in our opinion, you should be aware of as members of the Board of Education.

As auditors, we report to the Board of Education on the results of our examination of the financial statements of the School District as at and for the year ended June 30, 2024. The purpose of this Report is to assist you, as members of the Board of Education, in your review of the results of our audit.

This Report is intended solely for the information and use of the Board of Education and management and should not be distributed to or used by any other parties than these specified parties.

We appreciate having the opportunity to meet with you and to respond to any questions you may have about our audit, and to discuss any other matters that may be of interest to you.

## Engagement Status

We have substantially completed our audit of the financial statements of the School District which has been carried out in accordance with Canadian generally accepted auditing standards and are prepared to sign our Independent Auditor's Report subsequent to completion of the following procedures:

- Receipt of the signed management representation letter;
- Discussion of subsequent events with the Board of Education;
- The Board's review and approval of the financial statements.

No significant limitations were placed on the scope or timing of our audit.

## Independent Auditor's Report








We expect to have the above procedures completed and to release our Independent Auditor's Report on September 24, 2024.

Unless unforeseen complications arise, our Independent Auditor's Report will provide an unmodified opinion to the Board of Education of the School District. A draft copy of our proposed Independent Auditor's Report has been included with this report. The matters disclosed in the Independent Auditor's Report are discussed further in the relevant sections of the Report.




# Audit Reporting Matters

Our audit was carried out in accordance with Canadian generally accepted auditing standards, and included a review of all significant accounting and management reporting systems, with each material year end balance, key transaction and other events considered significant to the financial statements considered separately.

## Significant Audit, Accounting and Reporting Matters

Area	Comments	
	<b>Changes from Audit Service Plan</b>	There were no deviations from the Audit Service Plan previously presented to you.
	<b>Final Materiality</b>	Final materiality used for our audit was \$2,500,000 for June 30, 2024.
	<b>Identified or Suspected Fraud</b>	While our audit cannot be relied upon to detect all instances of fraud, no incidents of fraud, or suspected fraud, came to our attention in the course of our audit.
	<b>Identified or Suspected Non-Compliance with Laws and Regulations</b>	Nothing has come to our attention that would suggest any non-compliance with laws and regulations that would have a material effect on the financial statements.
	<b>Matters Arising in Connection with Related Parties</b>	No significant matters arose during the course of our audit in connection with related parties of the School District.
	<b>Going Concern</b>	No events or conditions were identified that may cast significant doubt on the entity's ability to continue as a going concern.
	<b>Auditor's Views of Significant Accounting Practices, Accounting Policies and Accounting Estimates</b>	<p>The application of Canadian public sector accounting standards allows and requires the School District to make accounting estimates and judgments regarding accounting policies and financial statement disclosures.</p> <p>As auditors, we are uniquely positioned to provide open and objective feedback regarding your School District's accounting practices.</p>



Area	Comments	
		The accounting policies used by the School District are appropriate and have been consistently applied.
	Financial Statement Disclosures	The disclosures made in the notes to the financial statements appear clear, neutral and consistent with our understanding of the entity and the amounts presented in the financial statements.
	Significant Deficiencies in Internal Control	While our review of controls was not sufficient to express an opinion as to their effectiveness or efficiency, no significant deficiencies in internal control have come to our attention.
	Matters Arising From Discussions with Management	There were no significant matters discussed, or subject to correspondence, with management that in our judgment need be brought to your attention.

## Significant Risk Areas and Responses

Significant Risk Area	Response and Conclusion
<p data-bbox="193 1014 584 1045">Management Override of Controls</p> <p data-bbox="193 1081 763 1144">There is an assumption in every audit that there is a risk of management override of controls.</p>	<p data-bbox="824 1014 1411 1178">We tested management override of controls through journal entry testing and unpredictable audit procedures. Overall, based on completed procedures, we did not identify any instances of management override of controls.</p>

## Other Areas

Area	Comments
Auditor Independence	We confirm to the Board of Education that we are independent of the School District. Our letter to the Board of Education discussing our independence is included as part of the additional materials attached to this report.
Management Representations	We have requested certain written representations from management, which represent a confirmation of certain oral representations given to us during the course of our audit. This letter, provided by management, has been included as additional material to this report.

Area	Comments
Summary of Significant Differences	A few significant differences were proposed to management with respect to the June 30, 2024 financial statements. A summary of significant differences has been included with this report.

# Summary of Significant Differences

## Significant Unadjusted Differences

Differences Noted	Items Affected	Statement of Financial Position	Statement of Operations
To adjust ARO liability for contingency and inflation.	Amortization	\$ (126,611)	\$ 126,611
To adjust for unrecorded benefits surplus.	Wages	\$ (471,813)	\$ 471,813
<b>Total Unadjusted Differences (Income Effect)</b>			<b>\$ 598,424</b>

We appreciate having the opportunity to meet with you and respond to any questions you may have about our audit, and to discuss any other matters that may be of interest to you.

Sincerely,

*MNP LLP*

Chartered Professional Accountants

encls

**TO:** Board of Education

**FROM:** Brenda Hooker, Secretary-Treasurer

**DATE:** September 24, 2024

**RE:** Draft Financial Statements for 2023-2024

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## **BACKGROUND**

As reviewed at the Finance, Facilities and Transportation Committee meeting annually the District is required to submit audited financial statements to the Minister by September 29<sup>th</sup> each year.

## **DISCUSSION**

The 2023-24 audit has gone very smoothly as a result of the hard work of Manager Wallin and his whole team. It is time-consuming work to wrap up the previous year's end in preparation for the audit.

Some information contained in the documents to highlight:

- The 23/24 consolidated surplus is \$1.42 M. The operating surplus is expected to show a deficit of (\$ 1.99 M).
- The deficit is due to the Board motion passed in June 2024 where approval was given to move \$2.25 M from Operating Surplus into Local Capital (see Note 21).
- The total transfer from Operating to Local Capital is \$2.75 M
- Note on accounting for capital multi-year lease of computers (\$138 k)
- We are required to report on any potential liabilities (land, legal)
- Management letter relating to other processes
- The Accumulated Operating Surplus totals \$2.4 M which is split into Unrestricted and Internally Restricted categories (also Note 21)

**Policy 630** (Accumulated Operating Surplus) sets guidelines for reserve fund levels:

- Accumulated Operating Surplus may be subject to internal restrictions as directed by the Board. The target Accumulated Operating Surplus balance, net of internal restrictions, is established in the range of 2-4% of operating expenses.

Consistent with policy, the 23/24 Unrestricted Surplus is 1.7 M which is approximately 2.7% of operating expenses. The Internally Restricted Surplus is \$0.7 M which is the total of funds allocated to statutory commitments. As discussed in June 2024, Finance is shifting surplus dollars from operating to local capital. This shift is for transparency and to be able to track our multi-year capital projects that are self-funded.

Reflected in the Accumulated Surplus Note 21, the Local Capital is broken out for transparency, and accountability and to reflect the application of resources to the strategic priorities of the Board. With the 23-24 transfers into Local Capital, the balance is now \$9.3 M. Note 21 highlights funds set aside for 12 local capital projects which reflect the priorities set by the Board in June.

Another item we would like to draw to everyone's attention is the rising staffing and benefit costs.

Teacher staffing costs increased by \$600 K between the amended budget and the fiscal year end.

The reasons for this are twofold. We continued to hire throughout the year, which is great news, but we also saw increasing staff on sick leave and temporary reductions. Which often means that we are paying two employees for the same FTE.

For the benefit-cost expense, we saw a 1.23 M increase between the amended budget and the year-end. There are multiple reasons for this significant increase:

- Increased staffing costs mean increased benefit costs,
- The employee groups eligible for benefits have expanded,
- Any employee working a .4 FTE is entitled to full benefits so there are situations where we were also paying double benefits for 1 FTE,
- There is a provincial trend of rising benefit costs, which has surprised most Districts,
- Our WorkSafe rates increased after the amended budget was finalized,
- And our amended budget projections did not fully capture and forecast the above reasons.

Processes have since been put into place to allow for better analysis of staffing and benefits during the amended budget process to prevent these types of variances in the 2024/2025 Fiscal Year.

We would like to acknowledge and thank the audit team from MNP.

## **RECOMMENDATION**

***THAT the Board of Education approve the draft 2023/2024 Financial Statements and accompanying documents.***

# Snapshot 2023-2024

## SCHOOL DISTRICT #27 FINANCIAL STATEMENTS

**Operating Revenue - \$ 63.94 million**  
**Less: Operating Expenses - \$ 62.51 million**  
**Net Revenue (Deficit) - \$ 1.42 million**

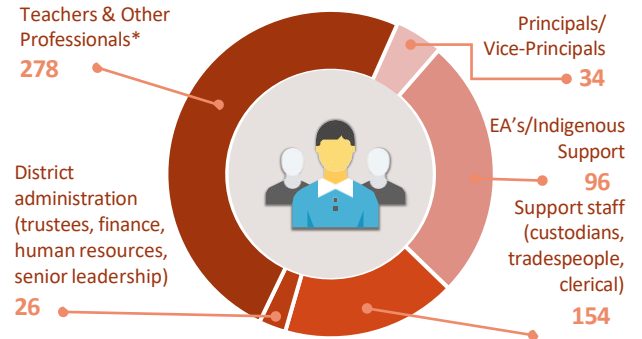
### Where the money comes from

#### Revenues



### Our staff team

#### 588 FTE's



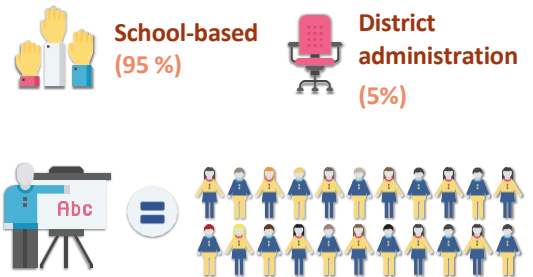
The total # of employees is 900 and includes P/T, TTOC's, casual & leaves.

### Where the money goes

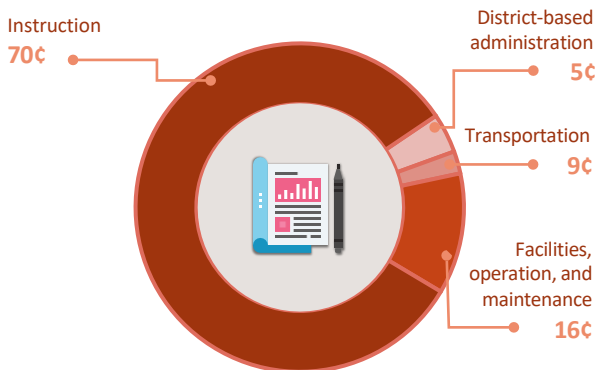
#### Expenditures



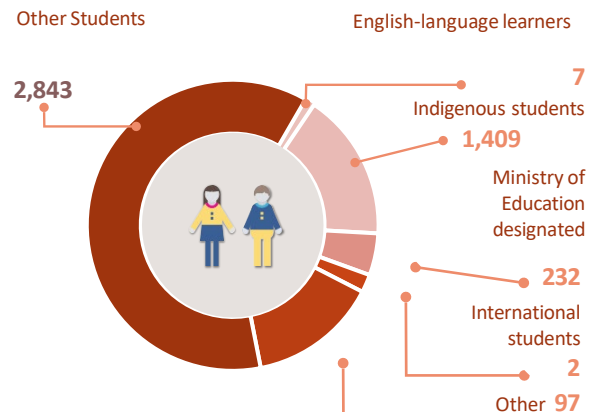
#### \$62.5 million of operating expenses



### How each dollar is spent



### FTE Students 4590



 **\$13,619**  
one student total spent



Enrolment is projected to have negative or low growth over next 10 years

### Core French & Immersion

Bonjour!

**372 FTE students**

were enrolled in French programming in 2023



### VIVE LE FRANCAIS!!

#### Inclusive learning



**\$7.14 million spent**

(2023-2024)



Fluid and flexible learning spaces in schools; including several unique programs

#### Regular program completion rates



**79% approx.**

(2022-23)

High School graduation levels are increasing within our five-year range.

#### Post Secondary pathways



**198 students**

participated in pathways & partnerships programs in 2021-2022

#### Class size-composition



**\$4.37 million**

to restore collective agreement class size and composition language in 2023-2024 resulting in 24 additional teachers to enhance learning.

### Our schools



- 12** Elementary schools
- 7** Elementary/Junior Secondary Schools
- 1** Middle School
- 2** Secondary schools
- 2** Continuing/alternate education centers

*School District #27 has 12 urban schools and 12 rural schools.*

### Capital Investments



**\$1,000,000**

Security/Accessibility Upgrades



**\$1,800,000**

School Roof Replacements



**\$1,800,000**

Daycare Upper Floor (started)

**\$ 800,000**

one Building Envelope retrofit and 5 new buses

*The above improvements are completed, board approved or MECC funded capital projects started in 23/24 Fiscal Year.*

### Engaging our community



Public Board of Education and committee meetings



Website visitors



Parent Advisory Councils

*Ongoing community partnerships and consultation for budgets, LRFP, strategic planning, boundary, transportation, and catchment consultations*



Providing public education to students in:

**3 larger municipalities and 6 outlying areas**

(Williams Lake, 100 Mile House, 150 Mile House, Anahim Lake, Alexis Creek, Big Lake, Horsefly, Likely, Lac La Hache and Tatla Lake)

**First Nation Communities**

(Secwépemc, Tsilhqot'in & Dakelh First Nations)

#### Our Mission:

Ensuring all students have meaningful learning experiences, empowering them to succeed in an ever-changing world

**TO: Board of Education**  
**FROM: Brenda Hooker, Secretary-Treasurer**  
**DATE: September 24, 2024**  
**RE: Child Care Capital Funding - Update**

**BACKGROUND**

The Board approved a 2024/2025 Minor Capital submission for the May 15<sup>th</sup> deadline requesting funding to move and renovate a portable for after-school care at Chilcotin Rd Elementary. On June 18<sup>th</sup> the ST had a conversation with Capital – Child Care about additional information needed to support the Chilcotin Rd project. The rectification information was provided, and further conversations with Capital – Child Care occurred over the summer and fall.

**INFORMATION**

SD 27 is excited to report that we received notification on September 17, 2024, that our funding request was approved. The District had requested \$304,150.00 to create 20 new child care spaces.

**New Minor Capital Child Care Projects**

Facility Name	Program Project Description	Amount Funded by Ministry	Number of new spaces	Next Steps & Timing
Chilcotin Road Elementary	CC Conversion – School Age Care	\$304,150	20	Proceed to design, tender & construction. To be completed as outlined in the Funding Agreement.

**RECOMMENDATION**

None. Information only.



September 17, 2024

Ref: 301709

To: Secretary-Treasurer and Superintendent  
School District No. 27 (Cariboo-Chilcotin)

Re: Ministry Response to the Child Care Minor Capital Plan Submission for 2024/25

This letter is in response to your School District's 2024/25 Child Care Minor Capital Plan submission and provides direction for advancing approved child care minor capital projects.

The Ministry has reviewed all Child Care Minor Capital Plan submissions to determine priorities for available capital funding. The following table identifies minor capital projects that are approved for funding and can proceed to procurement:

**New Minor Capital Child Care Projects**

Facility Name	Program Project Description	Amount Funded by Ministry	Number of new spaces	Next Steps & Timing
Chilcotin Road Elementary	CC Conversion – School Age Care	\$304,150	20	Proceed to design, tender & construction. To be completed as outlined in the Funding Agreement.

**A Funding Agreement accompanies this Response Letter which outlines specific obligations associated with the approved Minor Capital project for the 2024/25 fiscal year as listed above.**

**There is no requirement by the Ministry of Education and Child Care for Boards of Education to adopt a Capital Bylaw for supported Child Care Capital Plans.**

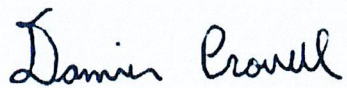
**All funding recipients are required to keep this information confidential and within their organization until otherwise advised.**

**Please note:** projects that have been completed and licensed for the proposed child care spaces prior to signing the Funding Agreement are not eligible for funding. Additionally, any costs incurred prior to entering into a Funding Agreement are not eligible for funding (excluding consulting services incurred up to 12 months prior to signing the Funding Agreement, which may be eligible up to a maximum of 15% of the overall provincial funding amount).



Follow-up meetings will be scheduled by the Child Care Capital Planning team to discuss the funding agreement you received for each supported project. Please contact your respective Regional Director or Planning Officer as per the [Capital Management Branch Contact List](#) with any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process.

Sincerely,

A handwritten signature in black ink that reads "Damien Crowell". The signature is written in a cursive, slightly slanted style.

Damien Crowell, Executive Director  
Capital Management Branch

pc: Mary-Anne North, Regional Director – Child Care, Capital Management Branch

**TO:** The Board of Education – Public Board Meeting

**FROM:** Brenda Hooker, Secretary-Treasurer

**DATE:** September 24, 2024

**RE:** 2025-26 Minor Capital Submission

---

## **BACKGROUND**

The School Act provides that the Minister of Education and Child Care may require a Board of Education to prepare and submit a capital plan for its school district to the Ministry. Under this authority, the Ministry has established that capital plans will be submitted annually for its review.

The capital plan must set out particulars for each capital project that a board proposes to undertake during a period specified by the Minister, with five years as the requested period for Government capital planning purposes. A key requirement for the submitted capital plan is an estimate of the capital funding that would be required for each proposed capital project.

Thus, each year the district submits minor and major capital requests to the Ministry that require additional funding beyond the Annual Facilities Grant (AFG). Major Capital requests are typically for large projects like the replacement of Marie Sharpe Elementary. Minor Capital typically involves newer school buses, HVAC upgrades, energy savings projects, playgrounds, and roofing etc.

Similar to last year, the submission deadline dates are as follows:

- AFG – May 17<sup>th</sup> - **submitted**
- Major Capital – June 30<sup>th</sup>, 2024 – **submitted**
- Minor Capital (SEP, CNCP, PEP, BUS) – deadline September 29, 2024 – in this briefing note

Acting Director of Facilities Loewen, Manager of Operations & Transportation Bennison and I have prepared a list of our top priorities for minor capital items requests for the September 29<sup>th</sup> submission deadline.

## **DISCUSSION**

The SD27 minor capital request will include:

- 13 buses, 2 of which are smaller electric buses
- Columneetza Gym HVAC replacement under CNCP-\$850 K
- Mountainview Elementary Playground under PEP - \$195 K
- Building Envelope project at 100 Mile Elementary under SEP- \$1.4 M
- PSO/Horse Lake – kitchen upgrades under the new FIP - \$50 K each

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- Security/PA & Data upgrades at 3 schools under SEP - \$850 K
- Renovate at portable at 100 Mile Elementary for Childcare under the Minor Capital CC - \$ 335 K

Districts are requested to provide multiple items in each category, so SD27 will also be submitting additional options in each category.

- Under PEP, we will also submit for new playgrounds at Horsefly and Likely Elementary Schools
- Under SEP, we will also submit a \$1.7 million dollar request for an HVAC replacement project for Marie Sharpe Elementary, an accessible washroom at Mile 108 and a building envelope project at Lac La Hache
- Under CNCP, we will request a boiler replacement at Mountain View Elementary and electric charger infrastructure for the busses

Our priority request projects are bundled to maximize the minor capital funding opportunities.

In addition to any approved Minor Capital requests, Facilities also utilizes AFG and Local Capital funding to support emergent projects.

### **RECOMMENDATION**

***THAT the Board of Education approve the Minor Capital Submission for 2025-26.***

## Submission Summary

<b>Submission Summary:</b>	Minor 2025/2026   2024-09-30   MAIN - K12
<b>Submission Type:</b>	Capital Plan
<b>School District:</b>	Cariboo-Chilcotin (SD27)
<b>Open Date:</b>	2024-04-08
<b>Close Date:</b>	2024-09-30
<b>Submission Status:</b>	Draft

Submission Category	Sum Total Funding Requested
BUS	\$2,394,584
SEP	\$5,300,000
PEP	\$585,000
CNCP	\$1,400,000
<b>Total</b>	<b>\$9,679,584</b>

BUS					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested
1	159484	Transportation	Replacement	Bus to be replaced for mechanical reasons. See inspection report. Max force motor	\$247,082
2	167928	Transportation	Replacement	In need of replacement age and KM's	\$178,993
3	167926	Transportation	Replacement	Will have all KM's on it very soon is aged out.	\$184,649
4	167925	Transportation	Replacement	Bus is still working daily KM's steadily going up and aged out.	\$184,649
5	163401	Transportation	Replacement	Bus replacement, first move to electric	\$157,770
6	163400	Transportation	Replacement	age and km's 1 of 2 electric	\$157,770
7	167933	Transportation	Replacement	age and km's	\$184,649
8	167934	Transportation	Replacement	age and km's	\$184,649
9	167929	Transportation	Replacement	Very close to age and KM's this has been a bush road bus its whole life	\$175,777
10	167930	Transportation	Replacement	age and kms	\$184,649
11	167931	Transportation	Replacement	Age and KM's	\$184,649
12	167932	Transportation	Replacement	age and km's	\$184,649
13	167935	Transportation	Replacement	age and km's	\$184,649

## Submission Summary

					Submission Category Total:	<b>\$2,394,584</b>
CNCP						
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested	
1	155367	Lake City Secondary	HVAC (CNCP)	<p>Lake City Secondary - Columneetza Campus Gymnasium HV-1 Full Replacement and Modernization</p> <p>According to our preliminary analysis, the proposed retrofit at Columneetza should be budgeted at \$850,000 and would result in a GHG reduction of 19 etCO2.. This project is a priority but it could be phased over multi years.</p> <p>The gymnasium at Lake City Secondary Columneetza is currently ventilated and conditioned via a constant volume 18,000 CFM single zone Air Handling Unit (AHU). The proposed retrofit includes the full replacement of the AHU including demand based variable airflow. The existing unit was installed in 1970 and based on the VFA Asset Overview lifespan of 25 years is well beyond its expected service life.</p>	\$850,000	
2	155366	Mountview Elementary	HVAC (CNCP)	boiler replacement, currant boiler is near end of life it is the only boiler within the facility, the new proposal would include redundancy	\$500,000	
3	167984	Lake City Secondary	Electrical (CNCP)	two charging stations and infrastructure to support new mini electric busses.	\$50,000	
					Submission Category Total:	<b>\$1,400,000</b>
PEP						
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested	
1	167885	Mountview Elementary	Replacement (PEP)	Replacing an older, wooden playground with a new accessible play structure, inspection this fall showed signs of rot and safety concerns. Consultation has happened at the school level.	\$195,000	
2	151962	Horsefly Elem-Jr Secondary	Replacement (PEP)	not to current standards, no replacement part available	\$195,000	
3	159335	Likely Elem-Jr Secondary	Replacement (PEP)	Not to Current Standards, older wooden structure that needs to be brought up to accessibility standards and safer play criteria. The community of Likely is a smaller, rural community and a new playground would be a community asset.	\$195,000	
					Submission Category Total:	<b>\$585,000</b>



# Submission Summary

SEP					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested
1	167893	100 Mile House Elementary	Exterior Wall Systems (SEP)	The District would do a building envelope projects at 100 Mile Elementary School. The project would include replacing all the windows & doors, upgrading the insulation, replacing the siding, repairing any rot and damage	\$1,400,000
2	155498	Various	Electrical (SEP)	Bundled Project - 850,000  This is a project to update the data and electrical wiring at our two high schools and Columneetza Jr-Sec. The project could be supplemented with AFG if only able to be partially supported. This project is a priority as it will facilitate better data access, increased security capability and PA systems that work so we can have 2 way communication with each classroom and space in the schools. At present we do not have functioning PA systems which is a security concern especially during hold/secure and lockdown incidents	\$850,000
3	167894	Lac La Hache Elementary	Exterior Wall Systems (SEP)	The District would do a building envelope projects at Lac La Hache Elementary School. The project would include replacing all the windows & doors, upgrading the insulation, replacing the siding, repairing any rot and damage. The building is in definite need of an upgrade and will not be scheduled for replacement in the next 20 years.	\$500,000
4	167895	Marie Sharpe Elementary	HVAC (SEP)	The Marie Sharpe Elementary HVAC system is the next system on our list to be replaced. The HVAC system and boilers are at end of life and require replacement	\$1,700,000
5	167992	Mile 108 Elementary	Plumbing	bathroom replacement for lower floor open concept /accessibility. Currant bathroom construction is not able to provide accessibly and is at end of life	\$850,000
Submission Category Total:					<b>\$5,300,000</b>

# Submission Summary

<b>Submission Summary:</b>	Minor 2025/2026   2024-09-30   MAIN - CC
<b>Submission Type:</b>	Capital Plan
<b>School District:</b>	Cariboo-Chilcotin (SD27)
<b>Open Date:</b>	2024-04-08
<b>Close Date:</b>	2024-09-30
<b>Submission Status:</b>	Draft

Submission Category	Sum Total Funding Requested
CC - Conversion (Minor)	\$334,565
<b>Total</b>	<b>\$334,565</b>

CC - CONVERSION (MINOR)					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested
1	166227	100 Mile House Elementary	School Age Care (CC - Conversion (Minor))	The project would entail moving an underused portable to a location where it is serviced, adding the required restroom and sinks and renovating so the facility can meet licensing requirements. The size of the portable will allow for 20 seats. The school based administration would like the new space to be indigenous focused with appropriate cultural and language decor and styling.	\$334,565
Submission Category Total:					<b>\$334,565</b>

# Finance and Facilities & Transportation Committee Meeting Report



September 10, 2024 (4:18 p.m. – 5:38 p.m.)

<b>Trustees in Attendance:</b>	Angie Delainey (Chaired Mtg.), Mary Forbes, Anne Kohut.
<b>Public:</b>	5 - community member joined online Ruth Lloyd – Member of the press
<b>TEAMS:</b>	Ciel Patenaude, Linda Martens, Willow Macdonald.
<b>Regrets:</b>	Michael Franklin.
<b>Staff:</b>	Superintendent Cheryl Lenardon, Secretary-Treasurer Brenda Hooker, Directors of Education - Sean Cameron, Anita Richardson, Wendell Hiltz, Director of Human Resources - Taryn Aumond, Ben, Paul, Marcus, Executive Assistant Jodi Symmes.

Agenda Item	Notes	Action
Acknowledgment of Traditional Territory		
1. June 11, 2024, Committee Report	The committee reviewed the report and recommended no changes.	None.
2. Enrollment Update	<p>Superintendent Lenardon provided an update on the district's enrollment as of September 5, 2024, for the committee.</p> <p>Key point:</p> <ul style="list-style-type: none"> <li>Total enrollment for the district is 4702, we anticipate this number to decrease slightly when the final 1701 is submitted to the Ministry.</li> <li>Although all students have been placed, and classes are compliant for size and average, our elementary schools are very full.</li> <li>SOC – 91 requests filled, with 43 pending. Unfortunately, the ability to approve these pending requests does not look hopeful as the schools that have been requested are full, but we continue to try.</li> </ul>	None. Information only.
3. Draft 2023-24 Financial Statement	<p>Secretary-Treasurer Hooker presented the draft 2023-2024 Financial Statements.</p> <p>Key point:</p> <ul style="list-style-type: none"> <li>The 23/24 consolidated surplus is \$1.42 M. The operating surplus is expected to show a deficit of <b>(\$1.99 M)</b>.</li> </ul>	<b>RECOMMENDATIONS:</b> <b>THAT</b> the Board of Education School District No. 27 (Cariboo-Chilcotin) approve the draft 2023/2024 Financial Statements and accompanying documents.

“Learning, Growing, and Belonging Together”



Agenda Item	Notes	Action
	<ul style="list-style-type: none"> <li>• The deficit is due to the Board motion passed in June 2024 where approval was given to move \$2.25 M from the Operating Surplus into Local Capital (see Note 21).</li> <li>• The total transfer from Operating to Local Capital is \$2.75 M</li> <li>• Note on accounting for capital multi-year lease of computers (\$138k)</li> <li>• We are required to report on any potential liabilities (land, legal)</li> <li>• Management letter relating to other processes</li> <li>• The Accumulated Operating Surplus totals \$2.4 M which is split into Unrestricted and Internally Restricted categories (also Note 21)</li> </ul>	
4. Transportation Update	<p>Superintendent Lenardon provided an update on the Transportation changes that were implemented over the summer of 2024.</p> <p>Key Points:</p> <ul style="list-style-type: none"> <li>• 1886 registered bus riders,</li> <li>• 300 pending applications for eligible catchment riders, which were received when the second intake was opened,</li> <li>• 166 courtesy riders granted legacy status,</li> <li>• 423 applications for new courtesy rider seats, of which</li> <li>• 368 are not yet processed,</li> <li>• 55 placed courtesy riders.</li> </ul> <p>The board and staff have received numerous complaints from the public. Public complaints have been made to locally elected officials, the Ministry of Education and Child Care, and Premier Eby.</p> <p>Themes of complaints include:</p> <ul style="list-style-type: none"> <li>• Safety concerns with students walking to bus stops or school</li> <li>• Timelines being too fast</li> <li>• Poor communication</li> <li>• Delays in approvals and release of application process</li> <li>• Delays or quality and personalization of responses</li> </ul>	<p><b>Amendment to the Agenda</b>  <i>To move Transportation Update to Item 4, in the agenda to allow for people who are in the gallery and online for only this topic to not have to wait until the end of the meeting.</i></p> <p><b>RECOMMENDATION:</b>  None. For information only.</p>

Agenda Item	Notes	Action
	There were questions and discussion on the number of stops, cost savings and communication gaps. Comments and concerns sent to <a href="mailto:Transportation.info@sd27.bc.ca">Transportation.info@sd27.bc.ca</a> will be reviewed.	
5. 2025/26 Minor Capital Plan Submission	Secretary-Treasurer Hooker presented the 2025/26 Minor Capital Plan Submission. Key Points: <ul style="list-style-type: none"> <li>• 7 buses, with funding to be determined,</li> <li>• Columneetza Gym HVAC replacement under CNCP-\$850 K</li> <li>• Horsefly Playground under PEP - \$195 K</li> <li>• Building Envelope project at 100 Mile Elementary under SEP- \$1.4 M</li> <li>• PSO/Horse Lake – kitchen upgrades under the new FIP - \$50 K each</li> <li>• Security/PA &amp; Data upgrades at 3 schools under SEP - \$850 K</li> <li>• Renovate at portable at 100 Mile Elementary for Childcare under the</li> <li>• Minor Capital CC - \$ 335 K</li> </ul>	<p><b>Amendment to the Agenda</b> <i>Move 2025/26 Minor Capital Plan Submission to Item 5 in the agenda.</i></p> <p><b>RECOMMENDATION:</b> <b>THAT</b> the Board moves to accept the minor capital submission for 2025-26.</p>

Proposed Future Meeting Dates

MEETING	DATE	TIME	LOCATION
Finance/Facilities Committee	October 8, 2024	4:15 p.m.	Board Office
Finance/Facilities Committee	November 12, 2024	4:15 p.m.	Board Office
Finance/Facilities Committee	December 10, 2024	4:15 p.m.	Board Office
Finance/Facilities Committee	January 7, 2025	4:15 p.m.	Board Office
Finance/Facilities Committee	February 11, 2025	4:15 p.m.	Board Office
Finance/Facilities Committee	<b>No Mtg. in March</b>		
Finance/Facilities Committee	April 15, 2025	4:15 p.m.	Board Office
Finance/Facilities Committee	May 14, 2025	4:15 p.m.	Board Office
Finance/Facilities Committee	June 11, 2025	4:15 p.m.	Board Office

# Education Committee Meeting Report



**September 11, 2024 (4:00 p.m. – 5:24 p.m.)**

**Trustees in Attendance:** Anne Kohut (Chaired Mtg.)

**TEAMS:** Linda Martens (4:15 pm)

**Regrets:** Michael Franklin, Ciel Patenaude, Mary Forbes, Willow Macdonald.  
Superintendent Cheryl Lenardon, Secretary-Treasurer Brenda Hooker, Directors of Instruction Sean Cameron, Wendell Hiltz and Anita Richardson, David Julius – Lake City Secondary, and Executive Assistant Jodi Symmes.

**Staff:**

Agenda Item	Notes	Action		
<b>Acknowledgment of Traditional Territory</b>				
1. June 12, 2024, Report	The committee reviewed the report and recommended no changes.	None.		
2. Annual Enhancing Student Learning Report	<p>Superintendent Lenardon walked through the key elements of the annual <i>Enhancing Student Learning Report</i> template with the committee including student achievement trends and the actions planned under the key focus areas already confirmed by the Board for the next <i>District Plan for Learner Success</i> (strategic plan).</p> <ul style="list-style-type: none"> <li>• Collective Responsibility,</li> <li>• Instructional Capacity,</li> <li>• Inclusive Learning Communities,</li> <li>• Indigenous Culture &amp; Learning,</li> <li>• Place-Based Learning.</li> </ul> <p>Discussion and input with the committee assist with the ongoing development of the report before it is presented to the Board and submitted to the Ministry.  <a href="#">[Link to presentation]</a></p>	<b>Recommendation:</b> None. Information only.		
<b>3. Proposed Future Meeting Dates</b>				
	<b>MEETING</b>	<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
	Education Committee	October 9, 2024	4:00 p.m.	Board Office
	Education Committee	November 13, 2024	4:00 p.m.	Board Office
	Education Committee	December 11, 2024	4:00 p.m.	Board Office
	Education Committee	January 8, 2025	4:00 p.m.	Board Office
	Education Committee	February 12, 2025	4:00 p.m.	Board Office
	Education Committee	<b>No Mtg. in March</b>		
	Education Committee	April 16, 2025	4:00 p.m.	Board Office
	Education Committee	May 15, 2025	4:00 p.m.	Board Office
	Education Committee	June 12, 2025	4:00 p.m.	Board Office



September 6, 2024

Ref: 301382

Ciel Patenaude, Board Chair  
School District No. 27 (Cariboo-Chilcotin)  
**Email: [ciel.patenaude@sd27.bc.ca](mailto:ciel.patenaude@sd27.bc.ca)**

Dear Ciel Patenaude:

In 2023, the Ministry of Education and Child Care and the BC School Trustees Association (BCSTA) partnered with a sector advisory committee to co-develop voluntary Provincial Criteria Guidelines for school trustee codes of conduct. The intent of this project was to provide trustees with clarity on their roles and responsibilities respecting conduct, to optimize their ability to deliver educational programs, and to support safe and inclusive schools and workplaces. The Ministry and BCSTA requested that boards work collaboratively to update their codes of conduct in accordance with Guidelines by April 30, 2024.

I am writing to thank you and your board for taking leadership in aligning your Code of Conduct to the Provincial Guidelines and incorporating best practices. Your participation in this initiative supports effective school board governance and allows trustees to focus on serving and meeting the needs of students in the district.

The BCSTA will continue to support school trustees through ongoing education and training opportunities. If you have any questions or concerns, please contact Suzanne Hoffman by email at [shoffman@bcsta.org](mailto:shoffman@bcsta.org).

Again, I am grateful for your support and your leadership as we work towards continuous improvement in K-12 education and governance.

Sincerely,

Rachna Singh  
Minister

cc: Cheryl Lenardon, Superintendent, School District No. 27 (Cariboo-Chilcotin)

File: 0400-80-SD27

September 5, 2024

**VIA EMAIL:** [info@sd27.bc.ca](mailto:info@sd27.bc.ca)

Chair Ciel Patenaude and Trustees  
Cariboo-Chilcotin School District  
350 North 2<sup>nd</sup> Avenue  
Williams Lake, BC V2G 1Z9

Dear Chair and Trustees:

Re: Demolition of McLeese Lake School

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As the Cariboo Regional District Director for the McLeese Lake area, I am writing to support the Cariboo-Chilcotin School District in requesting that the Ministry of Education provide funding for the expeditious demolition of the old McLeese Lake School.

The school has been vandalized over the years since its closure, and local residents have advised me that this includes people accessing the interior of the building. Due to the age of the school, it can be assumed that it contains asbestos, which adds to my concerns about the safety of the current situation.

It is because of these circumstances, and on behalf of my McLeese Lake constituents, that I support the demolition of the school and deem it prudent for the Ministry of Education to provide funding to ensure that this can happen as soon as possible.

Thank you for providing the opportunity to support this important initiative. It is my hope that you will be successful in obtaining the needed funding.

Yours truly,



Director Steve Forseth  
Electoral Area "D"

*building communities together*