

Public Board of Education Meeting Agenda



October 22, 2024
6:30 p.m.
School District Office

1. Election of Officers of the Board

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

MOTION to appoint Superintendent Lenardon and Director of Human Resources Aumond as scrutineers.

1. Board Chair
2. Board Vice-Chair
3. BCSTA Provincial Council Board Representative
4. BCSTA Provincial Council Alternate Board Representative
5. BCPSEA Board Representative
6. BCPSEA Board Alternate Representative

The newly elected Chair assumes the chair.

THAT the Board of Education direct the Secretary-Treasurer to destroy all ballots used in the election of the Officers of the Board immediately following the adjournment of the meeting.

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

2.1 Call to Order

3. Approval of Agenda

THAT the agenda for the October 22, 2024, Public Meeting of the Board of Education be approved.

3.1 Adoption of Minutes

THAT the minutes of the September 24, 2024, Public Meeting of the Board of Education be approved as presented.

3.2 In-Camera Meeting Report

THAT the report of the September 24, 2024, In-Camera Meeting of the Board of Education be approved as presented.

“Learning, Growing, and Belonging Together”

4 Presentation – None.

5 Delegation – None.

6 Reports

6.1 Superintendent Report

6.1.1 District Plan For Learner Success Update

6.1.2 Indigenous Education Council

6.2 Secretary-Treasurer Report

6.2.2 Meeting Date Change

THAT the Board hold the regular meetings of the Board on the fourth Monday of the month for the remainder of the 2024-2025 school year.

6.3 Committee Reports

6.3.1 Finance & Facilities and Transportation Committee

No meeting in September.

6.3.2 Policy Committee

No meeting in September.

6.3.3 Education Committee

No meeting in September.

6.4 Trustees

6.4.1 Chair update - verbal.

6.5 Liaison / Representation

7 Information (Reading File)

8 Adjournment

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

9 Public Comments

Public Board of Education Meeting Minutes



September 24, 2024 (6:30 p.m.)

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

TEAMS: Linda Martens, Willow Macdonald.

Regrets:

Staff: Superintendent Cheryl Lenardon, Secretary-Treasurer Brenda Hooker, Directors of Instruction Sean Cameron, Anita Richardson, Wendell Hiltz, Director of Human Resources, Taryn Aumond, Acting Director of Operations, Marc Loewen, 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 September 24, 2024, Public Meeting of the Board of Education be approved.

O2024.09.24-01

Moved: Trustee Delainey
Seconded: Trustee Forbes
CARRIED Unanimously

Adoption of Minutes

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

O2024.09.24-02

Moved: Trustee Forbes
Seconded: Trustee Kohut
CARRIED Unanimously

2.1 In-Camera Meeting Report

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

O2024.09.24-03

Moved: Trustee Delainey
Seconded: Trustee Kohut
CARRIED Unanimously

3. Delegation – None.

“Learning, Growing, and Belonging Together”

4. Presentation – None.

5. Reports

5.1 Superintendent Report

5.1.1 [Superintendent Report September 2024](#)

The Superintendent provided Trustees with an overview of her report and responded to Trustee questions.

5.1.2 [District Plan for Learner Success 2024 Draft Report](#)

The Superintendent reviewed the 2024 Draft District Plan with the Trustees.

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

O2024.09.24-04

Moved: Trustee Delainey
Seconded: Trustee Kohut
CARRIED Unanimously

5.2 Secretary-Treasurer Report

Secretary-Treasurer Hooker gave an overview of her report and highlighted the hard work completed by the Finance, Facilities and Transportation departments over the summer.

5.2.1 [MNP 2023-2024 Audit Findings Review](#)

Steven Gibbs provided the Board and the public with an overview of the MNP Audit Report and the draft 2023-24 Financial Statements and notes.

MNP has provided the Cariboo-Chilcotin School District 27 with a clean Audit Report.

5.2.2 **ST & Finance Dept Financial Statement Overview**

Secretary-Treasurer Hooker reviewed the operating schedules and accompanying reports to the Financial Statements.

[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 approve the draft 2023/2024 Financial Statements and accompanying documents.

O2024.09.24-05

Moved: Trustee Forbes
Seconded: Trustee Kohut
CARRIED Unanimously

5.2.3 **2024-2025 Minor Capital Response**

Staff advised that the District has received confirmation that the 2024-2025 Minor Capital Child Care request to create new spaces at Chilcotin Road Elementary School has been approved. The Board will receive \$304,150.00

to create 20 new child care spaces. The portable renovation will be complete by Spring Break 2025.

5.2.4 2025-2026 Minor Capital Submission

Staff presented a Briefing Note summarizing the District's 2025-26 Minor Capital requests under the various funding envelopes.

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

O2024.09.24-06

Moved: Trustee Forbes
Seconded: Trustee Franklin
CARRIED Unanimously

5.3 Committee Reports

5.3.1 Finance & Facilities and Transportation Committee:

Action: Recommendations arising from the committee meeting were dealt with in the Secretary -Treasurer section of the agenda.

5.3.2 Education Committee:

No recommendations were brought forward.

5.3.3 Policy Committee:

No meeting in September.

5.4 Trustees

5.4.1 Chair update – verbal update.

5.5 Liaison / Representation – None

6. Information (Reading File)

6.1 [Code of Conduct Letter](#) – Ministry of Education and Child Care

The Minister's letter expresses appreciation for the work the Board did around the Trustee Code of Conduct.

6.2 [Demolition of McLeese Lake School](#) – CRD Letter of Support

Action: Secretary-Treasurer Hooker will add the CRD letter of support to 2025-26 Major Capital submission seeking funding to demolish the former McLeese Lake Elementary School.

7. Adjournment

The meeting adjourned at 7:57 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

DRAFT

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

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

DATE:	September 24, 2024
TRUSTEE PRESENT:	Ciel Patenaude (Chair), Angie Delaine, Anne Kohut, Mary Forbes, Michael Franklin.
TRUSTEE ATTENDING VIA TEAMS:	Linda Martens (5:23), Willow Macdonald.
REGRETS:	
STAFF PRESENT:	Superintendent Cheryl Lenardon, Secretary-Treasurer Brenda Hooker, Directors of Instruction – Sean Cameron, Wendell Hiltz, Anita Richardson, Director of Human Resources Taryn Aumond, Acting Director of Operations, Marc Loewen, Executive Assistant Jodi Symmes.

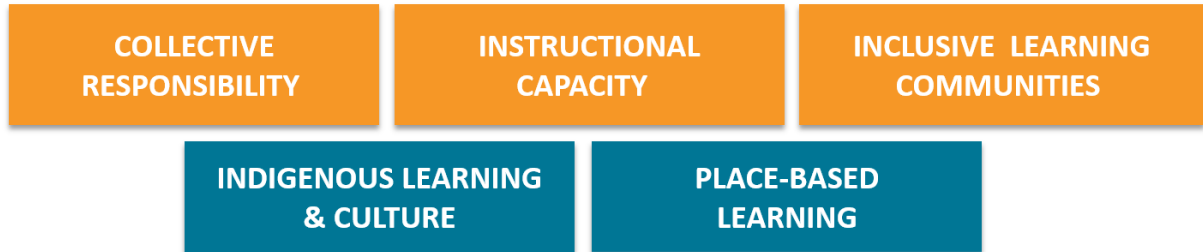
1. Opening by Chair
 - 1.1. Call to Order – 5:23 p.m. and acknowledgment of traditional territory.
2. Agenda and Minutes
 - 2.1. Approval of Agenda
 - 2.2. Adoption of Minutes
3. Action Items
 - 3.1. Board Chair – verbal update
4. Discussion Items
 - 4.1. Briefing Note Provided
 - 4.2. Briefing Note Provided
 - 4.3. MNP Audit Preview
5. Information Items
 - 5.1. Staffing Update
 - 5.2. Teacher Bargaining
 - 5.3. Briefing Note Provided
6. Adjournment – 6:19 p.m.

“Learning, Growing, and Belonging Together”



Walking Together in the 2024-2025 School Year in Cariboo-Chilcotin School District No. 27

Superintendent Report to the Board of Education October 22, 2024



Key Focus Areas for Enhancing Learner Success

Student Enrollment

The District has verified and submitted initial 1701 submission for 2024/2025 school year and is currently waiting for the Ministry of Education and Child Care to complete preliminary verification. The final submission is expected to be completed over the next two weeks.

Based on the preliminary submission, the District has a head count of 4579 with a total FTE of 4548.6250. Compared to last year’s enrollment the District is down 54 students based on head count.

School principals and District Data Manager Tracy Becker did an exceptional job with the 1701 process this year.

Non-enrolling Teacher Ratios for the District

We are in compliance with respect to our required ratios of non-enrolling teachers to student fte:

Category	Ratio	FTE	Actual
Teacher Librarians	552.2	8.292	8.2
Counsellors	693	6.608	9.857*
Learning Assistance	432	10.600	
Special Education Resource	268.7	17.041	
ELL	59.5	0.000	
Total LA, Spec. Ed., ELL		27.641	27.862

We continue to recruit for 3 full-time counsellor positions. We have reached an agreement with the CCTA to utilize Tiny Eye Counselling services to continue to provide additional support to our rural schools for this school year.

The HR team is working hard to fill the last of our enrolling vacancies.

Children and Youth In Care

Monitoring and intentional support to ensure the success of children and youth in care (CYIC) is an important part of our District Plan For Learner Success. CYIC are a group of students with fluid custody conditions.

There is a dedicated CYIC contact at each school in the district in accordance with [AP 303](#). At this time all the contacts are principals or vice-principals. They are responsible for monitoring such things as attendance (which continues to be a district focus this year), contacts with families and students as well as student progress, conduct, and well-being.

The District is better set up to monitor and support CYIC with our new data warehouse and information management system. There is a dashboard for principals to check to ensure the care status of each CYIC is known and at least monthly records of face-to-face check-in and service and support as needed is recorded. Improved system-level monitoring is also enabled: currently, there are 56 CYIC in SD 27 schools, and we are able to see that the percentage of students in this group meeting the standard of 90% attendance is 50 % compared to 47.67% for students in general. We will report on the outcomes for this group monthly as other information, including district assessment and report card data, becomes available in our review cycle.

September 30: Orange Shirt Day and National Day for Truth and Reconciliation Day

Schools throughout the District engaged in purposeful learning the last week of September to honour Orange Shirt Day and National Day for Truth and Reconciliation Day. See the posts they shared [here](#).



PVP Meeting October 2

We held our October principals and vice-principals meeting at two different locations linked virtually. Chilcotin Road Elementary School hosted PVP from the Williams Lake area and schools in the West. Peter Skene Ogden Secondary hosted the 100 Mile Area PVP. It was a great opportunity for PVP to visit another site and for the host schools to share some of the things they are proud of. We will repeat this format again this year at different schools. Continuing to walk the talk on getting outside, PVP ended lunch with fresh air and reflection on their learning with a partner walk and talk.



World Teachers' Day

World Teachers' Day is held internationally on October 5 to celebrate the work of teachers. In Cariboo-Chilcotin School District we recognize that the core relationship of education is between the teacher- student- caregivers. We also recognize that teachers have incredible support here from all the staff, especially at the school level, who wrap around and support that relationship and the work of teaching and learning. We extend a big thank you to teachers and the colleagues who make their work possible and hope they enjoyed the BC apples.



First Nations Education Council Meeting

The first meeting of the First Nations Education Council (FNEC) was held on October 7. [First Nations Education Council \(sd27.bc.ca\)](https://www.sd27.bc.ca). It was a full day of re-connecting since our last meeting in June, sharing information about the start-up of the year, Orange Shirt and National Day for Truth and Reconciliation learning and observances, school cultural plans, budget, and most significantly, reviewing the new terms of reference for Indigenous Education Councils under [provincial legislation](#). It was a positive first meeting of the year and we look forward to the ongoing collaboration with the nations as rightsholders as we improve for equity of outcomes for Indigenous learners.

Ed Collective Dinner October 17

The current year cohort and last year cohort of new teachers were invited to a dinner to connect with each other, District leadership, and CCTA.

The intention was to check in, share experiences and ideas, and continue to develop support networks which are essential for the development and well-being of our newest colleagues.



Cariboo-Chilcotin
Ed Collective



The dinner was attended by several teachers from across the district. CCTA Professional Development Chair, and second year teacher himself, Dustin Hubner, facilitated activities to create connection that were also take-aways for use in classrooms. The event was supported by Nara Riplinger who is the lead in the District for teacher mentorship and in her first year in her new role as Vice-Principal. The event was part of the [program of new teacher supports](#) developed with the CCTA. We are already thinking about our next event.

Take Me Outside Day/Week October 21-25

October 23 is [Take Me Outside For Learning Day](#). TMO Canada is hosting a full week of events and learning opportunities and teachers across the district are registered and planning their own excursions and activities. If you are at any of our schools next week expect to see even more than usual activity outdoors.



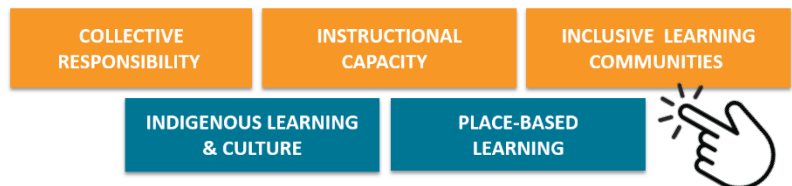
Professional Development Day October 25, 2024

October 25 is a professional development day in SD 27. It was scheduled in consultation with the Cariboo-Chilcotin Teachers Association (CCTA) to coincide with the Provincial Specialist Day to allow our teachers to participate in learning activities here and around BC. Locally Brian Gidinski and Ronda Ziakris, facilitators of our [2024-2025 Learning Series](#), are presenting on Writing and Trauma-Informed Practice: Circle of Courage respectively. Additional sessions hosted by the CCTA include T̓silhqot'ın Culture and Sweat, Esk'etemc Cultural Learning, Learning About Traditional Medicines, Responding to Incidents of Racism and Discrimination, and Learning in the Primary Years. There continues to be a high level of professionalism in the district around these days.



District Focus Areas

Schools have contributed images and descriptions to help share the story of how the key focus areas of the District are coming to life across SD 27. These examples may be viewed on the [district website](#).



TO: Board of Education
FROM: Sean Cameron, Director of Instruction
DATE: October 22, 2024
RE: District Plan For Learner Success Update

BACKGROUND

The success, achievement and well-being of all students are the core business of the Cariboo-Chilcotin School District. At each Board meeting throughout the school year, staff will present data sets as outlined in the District Plan for Learner Success.

INFORMATION

In October, the primary data set for review is student attendance. Provided below are two attendance data sets pulled from the local district data system. The data set in Figure 1.1 provides the full-year attendance summary as of October 17, 2024. Each grade is broken into two categories, students meeting the target of attending 90% or greater (on track) and students below this threshold. This measure is based on the total days in session at the time the report is run. At present, the number of students outside the target is concerning and an ongoing focus for school staff.

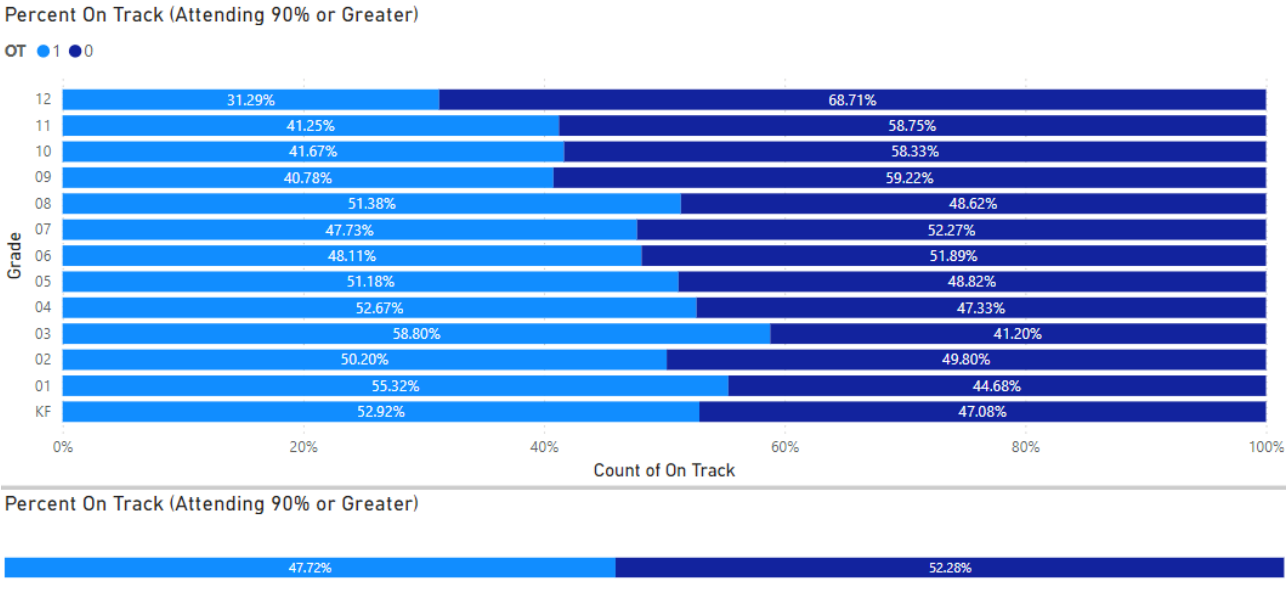
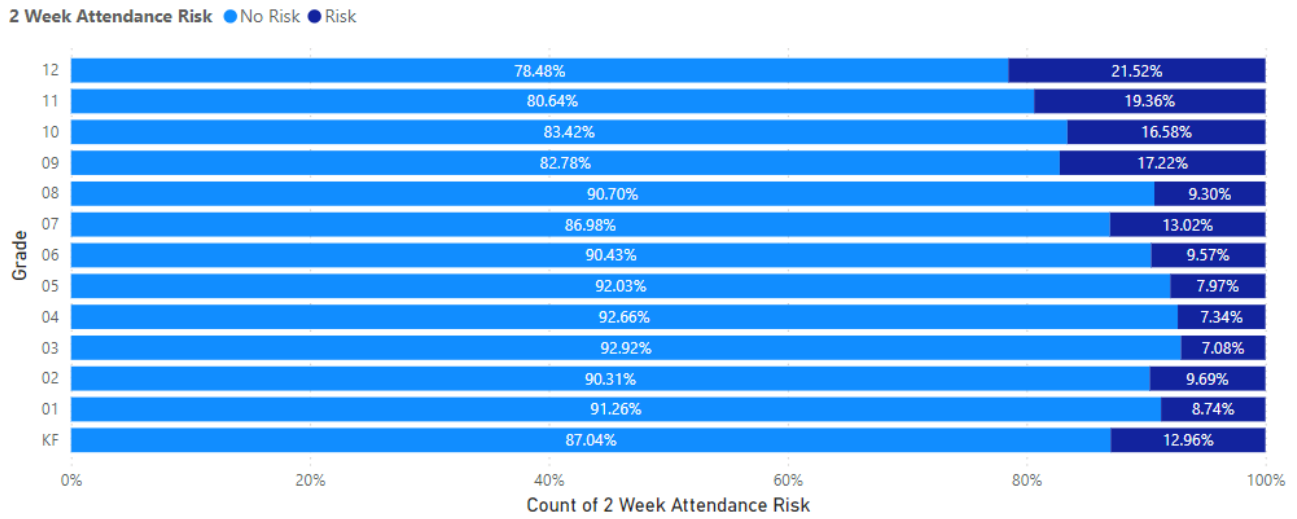


Figure 1.1 – Full Year Attendance

The chart in Figure 1.2 provides a more optimistic view of attendance based on a recent snapshot. The below chart provides attendance based on the last 2 weeks with an allowance of 3 absences. The current sample is slightly skewed by a short week connected “Learning, Growing, and Belonging Together”

to the Thanksgiving holiday, but the number of students meeting the target attendance is 40% improved when viewed through the 2-week lens.

Count of Two Week Attendance Risk (Missing 3 or more days in 2 weeks)



Count of Two Week Attendance Risk (Missing 3 or more days in 2 weeks)



Figure 1.2 – Two Week Attendance

Schools use both data sets along with student level data to inform progress with ongoing attendance initiatives. Attendance is a key data set in the District and School Plans for Learner Success.

The Board will be provided with another update on attendance at the November public meeting along with available assessment data.

RECOMMENDATION

None. For information only.

BRIEFING NOTE

TO: Board of Education

FROM: Sean Cameron, Director of Instruction

DATE: October 22, 2024

RE: Indigenous Education Council Changes

BACKGROUND

In June 2024, Ministerial Order M217 Indigenous Education Council Order (IEC Order) was passed and came into effect for the 2024 / 2025 school year. This order requires all boards of education in BC to establish and maintain an Indigenous Education Council (IEC).

Full details of the order and requirements for boards are available online: [Indigenous Education Council](#).

INFORMATION

Prior to the IEC order coming into effect, districts in BC had various models for Indigenous representation. Cariboo-Chilcotin School District utilized a committee of the board titled First Nations Education Council (FNEC). The structure and utilization of FNEC aligns with most of the required items for an IEC and provides the District with an excellent starting point.

A key change from the previous FNEC model with the new IEC is that the council is no longer a committee of the board. Boards are required to facilitate the creation of the IEC, but once established, the IEC exists as a stand-alone body and may create its own rules related to inviting non-voting guests to attend IEC meetings, consistent with the *School Act* and the IEC Order.

A board must establish the IEC and procedures for appointing the members of the IEC, which must be consistent with the IEC Order and any rules made by the IEC pursuant to section 87.005(a) of the School Act.

Cariboo-Chilcotin School District will use the existing FNEC structure and membership to guide the creation of the IEC. District Principal Grant Gustafson facilitated a preliminary review of the IEC order and terms of reference at the October FNEC meeting. Creating the terms of reference and IEC structure will be the focus of the November FNEC meeting. Once the IEC is established, it will replace the existing FNEC committee, including corresponding terms of reference.

RECOMMENDATION

None. For information only.

“Learning, Growing, and Belonging Together”

TO: Board of Education

FROM: Brenda Hooker, Secretary-Treasurer

DATE: October 22, 2024

RE: Secretary-Treasurer Report

OVERVIEW

Things remain busy for Operations. Our larger capital projects are nearing completion, Finance successfully prepared and submitted our quarterly report. There has been some staff turnover in payroll and finance; however, new staff are in place and training has begun.

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.

CAPITAL PROJECTS

The building envelope project at Forest Grove Elementary is 95% complete with just some doors, hardware, a couple of windows and deficiencies to address.



The four minor capital roofing projects are also about 90% complete.

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

“Learning, Growing, and Belonging Together”

The playground soft surfacing for Lac La Hache has arrived and installation should be complete by early next week.



The minor capital HVAC upgrade for the Tatla Lake Elementary project is about 90% 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 now 100% complete. Phase 2 of the Fire Alarm upgrades is complete, and we are working on testing and clearing deficiencies.

AFG CAPITAL PROJECTS

On average, we are about 75% complete on planned AFG projects.

CHILD CARE CAPITAL REQUESTS

We are thrilled that we received approval to both relocate and renovate the below portable to create new, permanent after-school spaces at Chilcotin Rd Elementary. We have also been given approval to open the spaces at a temporary location in the school until the renovations are complete. The portable will be relocated to the permanent site on October 25, 2024, and the renovations will begin. The temporary license has been applied for.



TRANSPORTATION

The Transportation Department has 38 bus runs plus the weekly dorm run in the Williams Lake area, 17 bus runs in 100 Mile and a total of 3110 students riding the busses. All of the courtesy rider requests that fit within Board policy have been accommodated. We continue to receive concerns from some of the affected families. Staff is continuing to communicate with jurisdictions and partners to express our willingness to support walkability initiatives.

MULTI-YEAR FINANCIAL PLAN

The Ministry of Education and Childcare (MOECC) brought a new Financial Planning and Reporting Policy into provincial legislation for July 1, 2021. The provincial policy requires all districts to have an Accumulated Surplus Operating Policy, a Financial Planning and Reporting Policy and publish annually a 3-year Multi-Year Financial Plan (MYFP).

These requirements stem from the provincial work around financial accountability and creating alignment with the Framework for Enhancing Student Learning Framework.

SD27 has developed and revised its policies to be fully compliant. It is our understanding that SD27 was one of 18 Districts to complete the required MYFP last year. However, the Board should be aware that our 2024-2026 MYFP is now due. There was conflicting information from MECC as to when the report was required to be submitted. Previously the district submitted the MYFP in November.

Time to gather, prepare and analyze and publish a meaningful and robust document is needed. This document will also incorporate the Districts' new Strategic Priorities. The Ministry has been advised that the District's second MYFP will be submitted by the end of November.

The draft 3-year plan will be brought to the November 12, 2024 - Finance and Facilities Committee meeting. The Multi-Year Financial Plan will then be brought to the November 26, 2024, Public Board of Education meeting for approval.

BRIEFING NOTE



TO: Board of Education

FROM: Cheryl Lenardon, Superintendent

DATE: October 22, 2024

RE: Request to Change Meeting Dates

BACKGROUND

In accordance with Procedural Bylaw B2702, regular meetings of the Board shall be held at least once a month on the fourth Tuesday of the month, at 6:30 pm in months that school is in session or upon such other day or at such other hour as the Board may decide.

The Board approved Regular Board meeting dates for the current school year:

MEETING	Current Date	Proposed Date	TIME	LOCATION
In-Camera Board Meeting Public Board Meeting	Tuesday, November 26, 2024	Monday, November 25, 2024	5:00 p.m. 6:30 p.m.	Board Office
In-Camera Board Meeting Public Board Meeting	Tuesday December 17, 2024	Monday, December 16, 2024	5:00 p.m. 6:30 p.m.	Board Office
In-Camera Board Meeting Public Board Meeting	Tuesday January 28, 2025	Monday, January 27, 2025	5:00 p.m. 6:30 p.m.	Board Office
In-Camera Board Meeting Public Board Meeting	Tuesday February 25, 2025	Monday, February 24, 2025	5:00 p.m. 6:30 p.m.	Board Office
In-Camera Board Meeting Public Board Meeting	Tuesday March 11, 2025	Monday, March 10, 2025	5:00 p.m. 6:30 p.m.	Board Office
In-Camera Board Meeting Public Board Meeting	Tuesday April 29, 2025	Monday, April 28, 2025	5:00 p.m. 6:30 p.m.	Board Office
In-Camera Board Meeting Public Board Meeting	Tuesday May 27, 2025	Monday, May 26, 2025	5:00 p.m. 6:30 p.m.	Board Office
In-Camera Board Meeting Public Board Meeting	Tuesday June 24, 2025	Monday, June 23, 2025	5:00 p.m. 6:30 p.m.	Board Office

ISSUE

There is a request from Trustee Delainey to move the regular Board meeting from Tuesday to Monday evenings. Bylaw B2702 allows for the Board to decide on a different day. An amendment to the Bylaw would not be required but could be addressed at a later time.

“Learning, Growing, and Belonging Together”

An alternative date would need to be selected for April 2024 due to the Easter Monday holiday. (Note: we have adjustments in December and March due to Christmas and Spring breaks.)

RECOMMENDATION

THAT the Board hold the regular meetings of the Board on the fourth Monday of the month for the remainder of the 2024-2025 school year.