

Public Board of Education Meeting Agenda



December 16, 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 December 16, 2024, Public Meeting of the Board of Education be approved.

2.1. Adoption of Minutes

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

2.2. In-Camera Meeting Report

THAT the report of the November 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. Draft School Calendar

THAT the Board of Education should approve the draft 2025-2026 and 2026-2027 school calendars for circulation and feedback.

5.1.2. School Plans for Learner Success Approval

THAT The Board of Education approve submitted school plans as presented.

5.2. Secretary-Treasurer Report

5.2.1. Election By-Law

THAT the Board of Education of School District 27 (Cariboo Chilcotin) allow all three readings of the Trustee Elections and By-Elections Bylaw No. B2707-1 at its meeting on December 16, 2024.

“Learning, Growing, and Belonging Together”

THAT the Board of Education of School District 27 (Cariboo Chilcotin) give first, second and third readings of the Trustee Elections and By-Elections Bylaw No. B2707-1.

THAT the Board of Education of School District 27 (Cariboo Chilcotin) appoint Judy Felker as Chief Election Officer and Jodi Symmes as Deputy Election Officer for the By-Election for Trustee Electoral Area No. 4 (Cariboo Regional District F) effective December 17, 2024.

5.2.2. Statement of Financial Information (SOFI)

THAT the Board of Education of School District No. 27 (Cariboo-Chilcotin) approve the 2024 Statement of Financial Information.

5.2.3. Quarterly Financial Report

5.3 Committee Reports

5.3.1 Finance & Facilities and Transportation Committee

5.3.2 Policy Committee

No meeting in November.

5.3.3 Education Committee

5.4 Trustees

5.5 Liaison / Representation - None

6 Information (Reading File)

7 Adjournment

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

8 Public Comments

Public Board of Education Meeting Minutes



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

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

TEAMS: Linda Martens.

Regrets: Ciel Patenaude.

Staff: Superintendent Cheryl Lenardon, Secretary-Treasurer Brenda Hooker, Directors of Instruction Sean Cameron, Anita Richardson, Wendell Hiltz, 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 November 25, 2024, Public Meeting of the Board of Education be approved.

O2024.11.25-01

Moved: Trustee Macdonald
Seconded: Trustee Kohut
CARRIED Unanimously

Adoption of Minutes

THAT the minutes of the October 22, 2024, Public Meeting of the Board of Education be approved as presented.

O2024.11.25-02

Moved: Trustee Kohut
Seconded: Trustee Forbes
CARRIED Unanimously

2.1 In-Camera Meeting Report

THAT the report of the October 22, 2024, In-Camera Meeting of the Board be approved as presented.

O2024.11.25-03

Moved: Trustee Kohut
Seconded: Trustee Forbes
CARRIED Unanimously

“Learning, Growing, and Belonging Together”

3. Delegation CCPVPA – None.

4. Presentation – None.

5. Reports

5.1 Superintendent Report

5.1.1 District Plan for Learner Success 2024 Draft Report

The plan will guide the district's work from 2024 to 2027. The approved document will be posted on the District website for employees and their families to reference.

THAT the Board of Education approve the 2024-2027 District Plan for Learner Success.

O2024.11.25-04

Moved: Trustee Forbes
Seconded: Trustee Macdonald
CARRIED Unanimously

5.1.2 School Plans

THAT The Board of Education approve submitted school plans as presented.

O2024.11.25-05

Moved: Trustee Macdonald
Seconded: Trustee Kohut
CARRIED Unanimously

5.2 Secretary-Treasurer Report

5.2.1 Multi-Year Financial Plan

THAT the Board of Education approve the 2025-2027 Multi-Year Financial Plan as presented.

O2024.11.25-06

Moved: Trustee Forbes
Seconded: Trustee Kohut
CARRIED Unanimously

5.3 Committee Reports

5.3.1 Finance & Facilities and Transportation Committee:

The recommendation is noted in the Secretary-Treasurer report.

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 BCSTA Local Priorities

The Board Chair requests input from the Trustees on our district priorities for an upcoming BCSTA meeting. Details will be sent by email.

5.5 Liaison / Representation – None

6. Information (Reading File)

7. Adjournment

The meeting adjourned at 7:33 p.m.

8. Public Comments

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

A reminder that comments must directly relate to tonight's agenda.

Brenda Hooker
Secretary-Treasurer

Angie Delainey
Chair

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

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

DATE:	November 25, 2024
TRUSTEE PRESENT:	Angie Delainey (Chair), Anne Kohut, Mary Forbes, Michael Franklin, Willow Macdonald.
TRUSTEE ATTENDING VIA TEAMS:	Linda Martens.
REGRETS:	Ciel Patenaude.
STAFF PRESENT:	Superintendent Cheryl Lenardon, Secretary-Treasurer Brenda Hooker, Directors of Instruction – Sean Cameron, Wendell Hiltz, Anita Richardson, Acting Director of Operations, Marc Loewen, Executive Assistant Jodi Symmes.

1. Opening by Chair
 - 1.1. Call to Order – 5:01 p.m. and acknowledgment of traditional territory.
2. Agenda and Minutes
 - 2.1. Approval of Agenda
 - 2.2. Adoption of Minutes
3. Action Items
4. Discussion Items
 - 4.1. Briefing Note Provided
 - 4.2. Briefing Note Provided
 - 4.3. Briefing Note Provided
5. Information Items
 - 5.1. By-Election Chief Officer – Update
 - 5.2. Staffing Update
 - 5.3. Briefing Note Provided
 - 5.4. Property Update
6. Adjournment – 6:12 p.m.

“Learning, Growing, and Belonging Together”

TO: Board of Education

FROM: Cheryl Lenardon, Superintendent

DATE: December 16, 2024

RE: DRAFT School Calendars 2025-2026 and 2026-2027

BACKGROUND

The [School Calendar Regulation](#) sets out the requirements for school calendars:

The following information is prescribed in respect of a school calendar.

- (a) the number and dates of the days in session;
- (b) the number and dates of each day of instruction;
- (c) the vacation periods and the dates of statutory holidays;
- (d) the dates of each non-instructional day;
- (e) the number of hours of instruction offered to students in each grade.

The following are the prescribed minimum hours of instruction that a board must offer to students enrolled in the schools.

- (a) 853 hours of instruction for students in kindergarten;
- (b) 878 hours of instruction for students in grades 1 to 7;
- (c) 952 hours of instruction for students in grades 8 to 12.

Consultation: a board must make publicly available a school calendar that it proposes to submit to the minister at least one month before the date the school calendar must be submitted to the minister.

The board must provide an opportunity to

- (a) the parents of the students enrolled in each school to which the proposed school calendar is to apply, and
- (b) representatives of employees of the board assigned to the school
to provide comments to the board with respect to the school calendar made publicly available as above.

INFORMATION

Public consultation following approval of draft for circulation:

- CCTA liaison - December 17, 2024
- IUOE liaison – January
- Survey of Exempt Staff -December 17 to January 15
- Principals to gather feedback at January PAC meetings
- Principals to gather feedback from students as appropriate in January
- Email to all staff and parents after the December Board Meeting with a follow-up in mid-January inviting them to provide feedback in a survey.

Feedback to be synthesized for review by Education Committee on February 12 for potential recommendation to Board for approval of calendar at February 24 Board Meeting.

RECOMMENDATION

THAT the Board approve the draft 2025-2026 and 2026-2027 School calendars for circulation and feedback.

DRAFT 1 SCHOOL CALENDAR FORM - GENERAL

2025/2026 CALENDAR

INSTRUCTIONS: Using the Fill Colour tool, highlight the Non-Instructional days and Vacation Periods with the colours in the legend.



- Instructional
- Non-Instructional
- Vacation Period
- Statutory Holiday

Please note - Boxing Day and Easter Monday are not observed statutory holidays in British Columbia.

NOTES (optional): 181 Days in Session

JULY						
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- Instructional
- Non-Instructional
- Vacation Period
- Statutory Holiday

DRAFT 1 SCHOOL CALENDAR FORM - GENERAL

2026/2027 CALENDAR

INSTRUCTIONS: Using the Fill Colour tool, highlight the Non-Instructional days and Vacation Periods with the colours in the legend.



- Instructional
- Non-Instructional
- Vacation Period
- Statutory Holiday

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NOTES (optional): 180 Days in Session

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Ministry of
Education and
Child Care

TO: Board of Education

FROM: Sean Cameron, Director of Instruction

DATE: December 16, 2024

RE: School Plans for Learner Success

ISSUE

The Board is required to approve school plans annually.

BACKGROUND

Schools are required to create an annual plan that is submitted to the board for approval. Plans outline focus areas for the school over the coming year. School Plans in the Cariboo-Chilcotin School District are required to align with the district plan and Framework for Enhancing Student Learning, with all schools reporting on Literacy, Numeracy, and Human and Social Development. Schools are provided with a template, and school principals facilitate the creation of school-level plans through conversations with staff.

DISCUSSION

Plans submitted in November were reviewed and approved by the Board. Schools are continuing to revise and update plans. Plans noted below have either been approved or are pending approval.

Plans Approved

Forest Grove Elementary	Mountview Elementary
Horsefly Elem-Jr Secondary	Columnetza Junior Secondary
Marie Sharpe Elementary	Anahim Lake Elem-Jr Secondary
100 Mile House Elementary	Cataline Elementary
Likely Elem-Jr Secondary	Naghtaneqed Elem-Jr Secondary
Big Lake Elementary	Nesika Elementary
150 Mile Elementary	Tatla Lake Elem-Jr Secondary
Chilcotin Road Elementary	Lake City Secondary

Plans for Approval

Mile 108 Elementary
Alexis Creek Elem/Secondary
Skyline Alternate School

Plans for future approval:

Lac La Hache Elementary
Peter Skene Ogden Secondary
Horse Lake Elementary

“Learning, Growing, and Belonging Together”

Graduation Routes Other Ways
PSO Outback Storefront

RECOMMENDATION

THAT The Board of Education approve submitted school plans as presented.

TO: Board of Education Public Meeting

FROM: Brenda Hooker, Secretary-Treasurer

DATE: December 16, 2024

RE: School Trustee By-Election

BACKGROUND

As previously communicated to the Board, Trustee Patenaude has provided official notification of her intent to resign from her Trustee role to the Secretary-Treasurer. The effective date of the resignation was the close of business on November 30, 2024.

Section 51 of the School Act (highlighted below) indicates the legislative details around a resignation:

Resignation from office

- 51 (1) A trustee may resign from office by giving written notice to the secretary treasurer of the board.
- (2) The secretary treasurer must notify the board of a resignation at its next meeting after the resignation is received or, if there are no other trustees on the board, the secretary treasurer must notify the minister.
- (3) A resignation is irrevocable after it is given to the secretary treasurer and is effective from the date a successor takes office or at an earlier date stated in the resignation.

Based on the resignation, the Board will be required to host a by-election to fill the vacancy per section 36 of the School Act as noted below:

By-elections

- 36 (1) Except as permitted under subsection (2), an election must be held to fill a vacancy on a board that occurs in any of the following circumstances:
- (a) a person elected or appointed as trustee dies before taking office or a trustee dies while holding office;
- (b) a trustee resigns under section 51;

In order to host the required by-election, the Board must pass a Trustee Election Bylaw and appoint a Chief Election Officer within 30 days of the resignation.

Section 36(3) of the School Act (highlighted below) requires the Board to appoint a Chief Election Officer for the by-election.

- (3) Within 30 days after a vacancy occurs for which an election is to be held, the board must do the following:
- (a) in the case of a trustee election required to be conducted by the board, appoint a chief election officer;
- (b) in the case of a trustee election required to be conducted by a municipality, notify the municipal council of the election;
- (c) for an election under paragraph (a) or (b), notify the minister of the election.

Staff is bringing forward a recommendation to retain an external Chief Election Officer and is suggesting Judy Felker who has experience in two previous elections and recently served as the District Deputy Chief Election Officer for the BC Provincial Election.

“Learning, Growing, and Belonging Together”

An election bylaw with a timeline and official appointment of the Chief Election Officer and Deputy Chief Election Officer are presented for consideration below. Please note that the timeline requires all three readings of the bylaw at tonight's meeting and unanimous consent. Staff proposes that March 8, 2025, is the byelection date.

RECOMMENDED:

Staff is recommending that the following three motions be supported.

Motion:

***THAT** the Board of Education of School District 27 (Cariboo Chilcotin) allow all three readings of the Trustee Elections and By-Elections Bylaw No. B2707-1 at its meeting on December 16, 2024.*

Motion:

***THAT** the Board of Education of School District 27 (Cariboo Chilcotin) give first, second and third readings of the Trustee Elections and By-Elections Bylaw No. B2707-1.*

Motion:

***THAT** the Board of Education of School District 27 (Cariboo Chilcotin) appoint Judy Felker as Chief Election Officer and Jodi Symmes as Deputy Election Officer for the By-Election for Trustee Electoral Area No. 4 (Cariboo Regional District F) effective December 17, 2024.*

BOARD OF EDUCATION OF SCHOOL DISTRICT 27 (CARIBOO-CHILCOTIN)



BYLAW B2707-1 TRUSTEE ELECTION AND BY-ELECTIONS

A bylaw to provide for the determination of various procedures for the conduct of general school elections and other trustee elections.

PREAMBLE

Under the School Act, the Board of Education may, by bylaw, determine various procedures and requirements to be applied in the conduct of trustee elections.

In School District No. 27 (Cariboo-Chilcotin), under Section 37 of the School Act, trustee elections in the following trustee electoral areas are the responsibility of the following authorities:

TRUSTEE ELECTORAL AREA (TEA)	GENERAL TEA DESCRIPTION (REFER TO TRUSTEE ELECTORAL AREA ORDER FOR SPECIFICS)	NO. OF TRUSTEES	AUTHORITY
TEA One	Cariboo Regional District Area H and parts of G & L	One (1)	Board of Education
TEA Two	Most of Cariboo Regional District Area G, part of L surrounding Green Lake, and Thompson Nicola Regional District Area E to 70 Mile, conforming with the southern boundaries of SD27	One (1)	Board of Education
TEA Three	District of 100 Mile House	One (1)	District of 100 Mile House
TEA Four	Cariboo Regional District Area F	One (1)	Board of Education
TEA Five	Cariboo Regional District Area E and part of D that lies within the boundaries of SD27	One (1)	Board of Education
TEA Six	City of Williams Lake	One (1)	Council of the City of Williams Lake
TEA Seven	Cariboo Regional District Areas J & part of K that lie within the boundaries of SD27	One (1)	Board of Education

Trustee elections that are the responsibility of the Board may be conducted by the Board directly or by a local government under an agreement with the Board made pursuant to section 38(4) of the School Act.

The Board of Education, in an open meeting of the board, enacts the following:

1. *Definitions*

The terms used shall have the meanings assigned by the *School Act*, the *Local Government Act*, and the *Local Elections Campaign Financing Act*, except as the context indicates otherwise.

- 1.1.** “Board” or “School Board” means the Board of Education of School District No. 27 (Cariboo-Chilcotin).
- 1.2.** “By-Election” means a trustee election to fill a vacancy on the school board in any of the circumstances in section 36 of the *School Act*.
- 1.3.** “Election” means a trustee election.
- 1.4.** “General Voting Day” means the date on which general voting for a trustee election is to take place, whether as part of the general school elections or a by-election.
- 1.5.** “Minister” means the Minister of Education.

2. *Application*

This bylaw applies to general school elections, by-elections, and trustee elections carried out by other authorities, except as otherwise indicated.

3. *Order of Names on the Ballot*

The order of names of candidates on the ballot will be arranged alphabetically.

4. *Resolution of Tie Votes after Judicial Recount*

In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with the *Local Government Act*.

5. *Number of Nominators Required*

For certainty, the minimum number of qualified nominators for a trustee candidate is two.

6. *Website Access to Candidate Nomination Documents and Campaign Financing Disclosure Statements*

- 6.1.** The Board authorizes public access, during regular office hours at the Board’s office, to nomination documents of trustee candidates by Internet or other electronic means from the time the documents are delivered until 30 days after the declaration of the election results.
- 6.2.** The Board will make available to the public for inspection, without charge, during the regular office hours of the Board’s head office, the trustee candidates’ campaign financing disclosure statements and supplementary reports, other than a mailing address or residential address of a significant contributor, until 5 years after general voting day for the election to which the trustee’s campaign financial disclosure statements and supplementary reports relate either by providing:

6.2.1. Access by internet, or

6.2.2. A copy of that information for inspection.

6.3. The Board will, on request, provide a copy or other record of trustee candidates' campaign financing disclosure statements and supplementary reports for as long as they are required to be available to the public under section 6.2 for a fee of \$0.50 per printed side of a page.

6.4. All persons or organizations requesting information under section 6 will be advised not to use personal information included in the copy or other record except for a purpose permitted under the Local Elections Campaign Financing Act. The Board may require the persons or organizations requesting the service to satisfy the Board that the purpose for which the personal information is collected is permitted by section 63 of the Local Elections Campaign Financing Act and/or require the person or organization to sign a statement to this effect.

7. *Application of Local Government Bylaws*

7.1. In Trustee Electoral Area 3, the election bylaws of the District of 100 Mile House apply to trustee elections conducted by the District of 100 Mile House, except for bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.

7.2. In Trustee Electoral Area 6, the election bylaws of the Council of the City of Williams Lake apply to trustee elections conducted by the Council of the City of Williams Lake, except for bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.

8. *Required Advance Voting Opportunities*

The following additional provisions apply to those trustee elections that the school board conducts on its own behalf except where the Board has adopted a local government bylaw to apply to the trustee election.

8.1. Unless the Board is exempted from the requirement by Order of the Minister of Education, an advance voting opportunity will be held on the 10th day before general voting day.

8.2. Unless the Board is exempted from the requirement for a second advance voting opportunity by Order of the Minister of Education, or unless s. 8.3 applies, a second advance voting opportunity will be held on:

8.2.1. in Trustee Electoral Area 3, a municipal TEA, the date specified in the bylaws of the District of 100 Mile House

8.2.2. in Trustee Electoral Area 6, if the Council of the City of Williams Lake conducts all or a part of the trustee election, the date specified in the bylaws of the Council of the City of Williams Lake as they may be amended from time to time.

8.3. In Trustee Electoral Areas one (1), two (2), four (4), five (5), and seven (7), where the populations of the trustee electoral area are 5,000 or less, the required advance voting opportunity will be held on the tenth day before general voting day and no other advance voting opportunity will be held, except any that are established by the chief election officer.

8.4. *Additional Advance Voting Opportunities*

The Chief Election Officer is authorized to establish additional advance voting opportunities for each TEA where the Board conducts the Election on its own behalf and to designate the voting places and establish the date and voting hours of these voting opportunities.

8.5. *Additional General Voting Opportunities*

The Chief Election Officer is authorized to establish additional general voting opportunities for general voting day for each TEA where the Board conducts the Election on its own behalf and to designate the voting places and voting hours within the limits set out in the Local Government Act for such voting opportunities.

9. *Mail Ballot Voting*

9.1. Subject to the Local Government Act, voting and registration may be done by mail for:

9.1.1. persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity;

9.1.2. persons who expect to be absent from the trustee electoral area on general voting day and at the times of all advance voting opportunities or

9.1.3. persons who reside in a specified area of the jurisdiction for which the election is being held that is more than 75 kilometres from the closest voting place at which they are entitled to vote.

9.1.4. *Application Procedure*

a) A person wishing to vote by mail ballot shall apply by giving their name and address to the chief election officer or to the person designated by the chief election officer.

9.1.5. Upon receipt of a request for a mail ballot, the chief election officer or designate shall, between the first day of advanced voting and 4:00 p.m. on the Thursday two days before general voting day:

a) make available to the applicant a mail ballot package as specified in section 110(7) of the Local Government Act, together with a statement advising the elector that the elector must meet one or more of the mail ballot criteria specified in section 9.1 of this bylaw and that they must attest to such fact; and

- b) immediately record and, upon request, make available for inspection:
 - i. the name and address of the elector to whom the mail ballot package was issued; and
 - ii. the number of the voting division in which the person is registered as an elector, or “new elector”, if that person is not on the register of electors.

9.2. Voting Procedures

9.2.1. To vote using a mail ballot, the elector shall mark the ballot in accordance with the instructions contained in the mail ballot package provided by the chief election officer.

9.2.2. After marking the ballot, the elector shall:

- a) place the ballot in the secrecy envelope provided and seal the secrecy envelope;
- b) place the secrecy envelope in the certification envelope, and complete and sign the certification printed on such envelope, and then seal the certification envelope;
- c) place the certification envelope, together with a completed elector registration application, if required, in the outer envelope, and then seal the outer envelope;
- d) mail, or have delivered, the outer envelope and its contents to the chief election officer at the address specified so that it is received no later than the close of voting on general voting day.

9.3. Ballot Acceptance or Rejection

9.3.1. Until 4:00 pm. on the Thursday two days before general voting day, upon receipt of the outer envelope and its contents, the chief election officer or designate shall immediately record the date of such receipt and shall then open the outer envelope and remove and examine the certification envelope and the completed elector registration application, if applicable, and if satisfied as to:

- a) the identity and entitlement to vote of the elector whose ballot is enclosed;
- b) the completeness of the certification; and
- c) the fulfilment of the requirements of section 70 of the Local Government Act in the case of a person who is registering as a new elector;

the chief election officer or designate shall mark the certification envelope as “accepted” and shall retain in his custody all such certification envelopes in order to deal with any challenges made in accordance with section 9.5 of this bylaw.

9.3.2. The unopened certification envelopes shall remain in the custody of the chief election officer or designate until 4:00 p.m. on the Thursday two days before

general voting day, at which time the secrecy envelopes shall be opened in the presence of at least one other person, including any scrutineers present.

9.4.3 At 4:00 p.m. on the Thursday two days before general voting day, the chief election officer or designate shall place all secrecy envelopes received up until that time into a ballot box specified for such purpose, where such secrecy envelopes were received from persons whose right to vote using a mail ballot has not been challenged, or where such challenge has been resolved and the challenged person permitted to vote.

9.4.4 Where an outer envelope and its contents are received by the chief election officer or designate between 4:00 p.m. on the Thursday two days before general voting day and the close of voting on general voting day, the provisions of section 9.4.1 of this bylaw with regard to ballot acceptance shall apply and the chief election officer or designate shall retain such envelopes in their possession until the close of voting and at that time shall open such certification envelopes in the presence of at least one other person, including any scrutineers present, and place the secrecy envelope containing the ballot into the ballot box containing the other unopened secrecy envelopes.

9.4.5 As soon as possible after all of the secrecy envelopes have been placed in the ballot box designated for that purpose, the ballot box shall be opened under the supervision of the chief election officer or designate and in the presence of at least one other person and any scrutineers present, the secrecy envelopes shall be opened and the ballots contained therein counted in accordance with the provisions of the Local Government Act.

9.4.6 Where:

- a) upon receipt of an outer envelope, the chief election officer is not satisfied as to the identity of the elector whose ballot is enclosed; or
- b) in the case of a person required to complete an application for registration as an elector, such application has not been completed in accordance with section 70 of the Local Government Act; or
- c) the outer envelope is received by the chief election officer or designate after the close of voting on general voting day,
- d) The certification envelope shall remain unopened, and the chief election officer shall mark such envelope as “rejected” and shall note the reasons.

therefor, and the ballot contained therein shall not be counted in the election.

9.4. Challenge of Elector

9.4.1. A person exercising the right to vote under the provisions of this bylaw may be challenged in accordance with and on the grounds specified in section 126 of the

Local Government Act until 4:00 pm on the Thursday two days before general voting day.

- 9.4.2.** The provisions of sections 126(2) to (5) inclusive of the Local Government Act shall apply where a challenge of an elector using a mail ballot has been made.

9.5. *Elector's Name Already Used*

- 9.5.1.** Where, upon receiving a request for a mail ballot, the chief election officer determines that another person has voted or has already been issued a mail ballot in the elector's name, the provisions of section 127 of the Local Government Act shall apply, so far as applicable.

9.6. *Replacement of Spoiled Ballot*

- 9.6.1.** Where an elector unintentionally spoils a mail ballot before returning it to the chief election officer, the elector may request a replacement ballot by advising the chief election officer or designate of the ballot spoilage and by mailing or otherwise delivering by any appropriate means, the spoiled ballot package in its entirety to the chief election officer or designate.
- 9.6.2.** The chief election officer shall, upon receipt of the spoiled ballot package, record such fact and proceed in accordance with section 9.2.2 of this bylaw.

10. *By-Elections*

- For elections held at times other than a general school board election, the procedures are outlined in Part 4, Division 3 of the *School Act*.
- Advance Voting Opportunities, including mail balloting, voting places, and voting hours, will be decided by the Chief Election Officer.

Use of Provincial List of Voters:

Pursuant to section 76 of the *LGA*, the Board authorizes that the Provincial list of voters shall be the register of resident electors. Pursuant to section 69 of the *LGA*, the Board authorizes the Chief Election Officer to decide if electors not on the provincial electors list are able to register at the time of voting.

11. *Repeal*

School District No. 27 (Cariboo-Chilcotin) Trustee Elections Bylaw No. B2707, dated December 16, 2024, is hereby repealed.

12. *Title*

This Bylaw may be cited as "School District No. 27 (Cariboo-Chilcotin) Trustee Election and By-Election Bylaw No. B2707-1".

READ A FIRST TIME THE 16th DAY OF DECEMBER 2024;

READ A SECOND TIME 16th DAY OF DECEMBER 2024;

READ A THIRD TIME, PASSED AND ADOPTED 16th DAY OF DECEMBER 2024.

Angie Delainey
Board Chair

Brenda Hooker
Secretary-Treasurer

DRAFT

2024-25 BY-ELECTION KEY DETAILS



#	EVENT	DATE
1	Received Resignation	November 30, 2024
2	Appoint a Chief Election Officer	December 16, 2024
3	Inform the Ministry of Education	December 17, 2024
4	Inform the BC Chief Electoral Officer of the Election	December 17, 2024
5	Chief Election Officer will set a General Voting Day (no later than 80 days be on a Saturday)	March 8, 2025
6	Election Period Begins	January 22, 2025 @ 9:00 a.m.
7	Last Date to Adopt Election Bylaw(s) School Trustee Elections	December 30, 2024
8	Nomination Period Ends and Declaration of Candidates	January 31, 2025 @ 4:00 p.m.
9	Candidate Nomination Withdrawal Deadline	January 31, 2025, until 4:00 p.m.
10	Election Period Ends	January 31, 2025, until 4:00 p.m.
11	Campaign Period Begins	February 1, 2025
12	Required Advance Voting Days	TBD
13	General Voting Day and End of Campaign Period	March 8, 2025
14	Last Day to Declare Official Election Results	March 12, 2025
15	Disclosure Documents Filing Deadline	May 30, 2025
16	Disclosure Documents LATER Filing Deadline	June 29, 2025

Briefing Note



TO: Board of Education

FROM: Brenda Hooker, Secretary-Treasurer

DATE: December 16, 2024

RE: Statement of Financial Information (SOFI)

BACKGROUND

Each year, the School District must submit the Statement of Financial Information within six months of a District's fiscal year-end as part of the legislative requirements to align with the *Budget Transparency and Accountability Act, the Financial Information Act and Regulations* respecting public accounts reporting.

The report is prepared based on guidance for those public government reporting entities required to disclose certain financial information.

The Statement of Financial Information was prepared for submission in December and will be submitted once approved. ([See attached](#))

As per the Financial Information Act Regulation Schedule 1, section 9, the Board must review and approve the Statement of Financial Information.

RECOMMENDATION

THAT the Board of Education of School District No. 27 (Cariboo-Chilcotin) approve the 2024 Statement of Financial Information.

“Learning, Growing, and Belonging Together”

SD 27 Operating Financial Report - July 1 2024 to December 31, 2024

Operating Revenue	Actuals Dec 2024	Fcst Actual to Jun 2024	Amended Annual Budget	% of budget received	# of Months	
Ministry of Education: Operating						Revenues will be higher than budgeted due to enrollment change
Grants	\$ 41,640,893	\$ 59,744,755	\$59,549,319	69.9%	12	
Tuition	13,750	13,750	\$13,750	100.0%	12	
Other Revenue	2,709,329	3,515,990	3,409,458	79.5%	12	
Rentals	113,729	131,639	105,230	108.1%	12	
Interest	530,125	606,834	600,000	88.4%	12	Interest Income increasing as rates have held higher
Total Operating Revenue	\$ 45,007,826	\$ 64,012,968	\$63,677,757	70.7%		Revenues are higher than budgeted
<hr/>						
Operating Expense	Actual	Fcst Actuals	Amended Annual Budget	% of budget expended	# of Months	
Salaries						
Teachers	14,500,033	20,693,396	20,176,169	71.9%	10	
Principals and Vice-Principals	3,824,998	5,143,850	5,731,033	66.7%	12	
Educational Assistants	2,560,586	3,657,982	3,689,514	69.4%	10	
Support Staff	6,617,838	9,129,194	9,302,388	71.1%	10	
Other Professionals	1,602,651	2,136,868	2,055,496	78.0%	12	
Substitutes (TOC's)	951,736	1,358,367	1,409,252	67.5%	10	
	30,057,842	42,119,657	42,363,852	71.0%		Overall slightly lower than budgeted
<hr/>						
Employee Benefits	6,966,666	9,745,120	8,936,474	78.0%	12	Higher than forecast
Total Salaries and Benefits	\$37,024,508	\$51,864,777	\$51,300,326	72.2%		
<hr/>						
Services and Supplies	6,594,008	9,027,758	9,002,951	73.2%	12	Overall will be very close to February forecast
Total Operating Expenses	\$43,618,516	\$60,892,535	\$60,303,277	72.3%		
Accumulated Surplus - Jul 1	\$4,368,241	\$4,368,241	\$4,368,241			
Capital Purchases from Operating	-\$186,218	-\$537,256	-\$537,256	34.7%	12	Full asset purchases are recorded at yr end
Operating Net Revenue (Expense)	\$1,203,092	\$2,583,177	\$2,837,224			
Application of Local Capital	-\$1,067,967	-\$1,637,224	-\$1,637,224			
Net Changes for the Year	\$135,125	\$945,953	\$1,200,000			
Accumulated Surplus - June 30	\$4,503,366	\$5,314,194	\$5,568,241			

Notes to SD27 Operating Financial Report:

Overall the District revenues are higher than forecast in the amended budget however our expenses are also higher. This report and the March GRE report to the Ministry both indicate a small operating surplus. The numbers presented here are a snapshot to the end of March. At the June board meeting, the finance department will present an in-depth forecast report to the Board ahead of the finalized financial statements.

Public Board of Education Meeting Minutes



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

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

TEAMS: Linda Martens.

Regrets: Ciel Patenaude.

Staff: Superintendent Cheryl Lenardon, Secretary-Treasurer Brenda Hooker, Directors of Instruction Sean Cameron, Anita Richardson, Wendell Hiltz, 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 November 25, 2024, Public Meeting of the Board of Education be approved.

O2024.11.25-01

Moved: Trustee Macdonald
Seconded: Trustee Kohut
CARRIED Unanimously

Adoption of Minutes

THAT the minutes of the October 22, 2024, Public Meeting of the Board of Education be approved as presented.

O2024.11.25-02

Moved: Trustee Kohut
Seconded: Trustee Forbes
CARRIED Unanimously

2.1 In-Camera Meeting Report

THAT the report of the October 22, 2024, In-Camera Meeting of the Board be approved as presented.

O2024.11.25-03

Moved: Trustee Kohut
Seconded: Trustee Forbes
CARRIED Unanimously

“Learning, Growing, and Belonging Together”

3. Delegation CCPVPA – None.

4. Presentation – None.

5. Reports

5.1 Superintendent Report

5.1.1 District Plan for Learner Success 2024 Draft Report

The plan will guide the district's work from 2024 to 2027. The approved document will be posted on the District website for employees and their families to reference.

THAT the Board of Education approve the 2024-2027 District Plan for Learner Success.

O2024.11.25-04

Moved: Trustee Forbes
Seconded: Trustee Macdonald
CARRIED Unanimously

5.1.2 School Plans

THAT The Board of Education approve submitted school plans as presented.

O2024.11.25-05

Moved: Trustee Macdonald
Seconded: Trustee Kohut
CARRIED Unanimously

5.2 Secretary-Treasurer Report

5.2.1 Multi-Year Financial Plan

THAT the Board of Education approve the 2025-2027 Multi-Year Financial Plan as presented.

O2024.11.25-06

Moved: Trustee Forbes
Seconded: Trustee Kohut
CARRIED Unanimously

5.3 Committee Reports

5.3.1 Finance & Facilities and Transportation Committee:

The recommendation is noted in the Secretary-Treasurer report.

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 BCSTA Local Priorities

The Board Chair requests input from the Trustees on our district priorities for an upcoming BCSTA meeting. Details will be sent by email.

5.5 Liaison / Representation – None

6. Information (Reading File)

7. Adjournment

The meeting adjourned at 7:33 p.m.

8. Public Comments

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

A reminder that comments must directly relate to tonight's agenda.

Brenda Hooker
Secretary-Treasurer

Angie Delainey
Chair

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

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

DATE:	November 25, 2024
TRUSTEE PRESENT:	Angie Delainey (Chair), Anne Kohut, Mary Forbes, Michael Franklin, Willow Macdonald.
TRUSTEE ATTENDING VIA TEAMS:	Linda Martens.
REGRETS:	Ciel Patenaude.
STAFF PRESENT:	Superintendent Cheryl Lenardon, Secretary-Treasurer Brenda Hooker, Directors of Instruction – Sean Cameron, Wendell Hiltz, Anita Richardson, Acting Director of Operations, Marc Loewen, Executive Assistant Jodi Symmes.

1. Opening by Chair
 - 1.1. Call to Order – 5:01 p.m. and acknowledgment of traditional territory.
2. Agenda and Minutes
 - 2.1. Approval of Agenda
 - 2.2. Adoption of Minutes
3. Action Items
4. Discussion Items
 - 4.1. Briefing Note Provided
 - 4.2. Briefing Note Provided
 - 4.3. Briefing Note Provided
5. Information Items
 - 5.1. By-Election Chief Officer – Update
 - 5.2. Staffing Update
 - 5.3. Briefing Note Provided
 - 5.4. Property Update
6. Adjournment – 6:12 p.m.

“Learning, Growing, and Belonging Together”

TO: Board of Education

FROM: Cheryl Lenardon, Superintendent

DATE: December 16, 2024

RE: DRAFT School Calendars 2025-2026 and 2026-2027

BACKGROUND

The [School Calendar Regulation](#) sets out the requirements for school calendars:

The following information is prescribed in respect of a school calendar.

- (a) the number and dates of the days in session;
- (b) the number and dates of each day of instruction;
- (c) the vacation periods and the dates of statutory holidays;
- (d) the dates of each non-instructional day;
- (e) the number of hours of instruction offered to students in each grade.

The following are the prescribed minimum hours of instruction that a board must offer to students enrolled in the schools.

- (a) 853 hours of instruction for students in kindergarten;
- (b) 878 hours of instruction for students in grades 1 to 7;
- (c) 952 hours of instruction for students in grades 8 to 12.

Consultation: a board must make publicly available a school calendar that it proposes to submit to the minister at least one month before the date the school calendar must be submitted to the minister.

The board must provide an opportunity to

- (a) the parents of the students enrolled in each school to which the proposed school calendar is to apply, and
- (b) representatives of employees of the board assigned to the school
to provide comments to the board with respect to the school calendar made publicly available as above.

INFORMATION

Public consultation following approval of draft for circulation:

- CCTA liaison - December 17, 2024
- IUOE liaison – January
- Survey of Exempt Staff -December 17 to January 15
- Principals to gather feedback at January PAC meetings
- Principals to gather feedback from students as appropriate in January
- Email to all staff and parents after the December Board Meeting with a follow-up in mid-January inviting them to provide feedback in a survey.

Feedback to be synthesized for review by Education Committee on February 12 for potential recommendation to Board for approval of calendar at February 24 Board Meeting.

RECOMMENDATION

THAT the Board approve the draft 2025-2026 and 2026-2027 School calendars for circulation and feedback.

DRAFT 1 SCHOOL CALENDAR FORM - GENERAL

2025/2026 CALENDAR

INSTRUCTIONS: Using the Fill Colour tool, highlight the Non-Instructional days and Vacation Periods with the colours in the legend.



- Instructional
- Non-Instructional
- Vacation Period
- Statutory Holiday

Please note - Boxing Day and Easter Monday are not observed statutory holidays in British Columbia.

NOTES (optional): 181 Days in Session

JULY						
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- Instructional
- Non-Instructional
- Vacation Period
- Statutory Holiday

DRAFT 1 SCHOOL CALENDAR FORM - GENERAL

2026/2027 CALENDAR

INSTRUCTIONS: Using the Fill Colour tool, highlight the Non-Instructional days and Vacation Periods with the colours in the legend.



- Instructional
- Non-Instructional
- Vacation Period
- Statutory Holiday

Please note - Boxing Day and Easter Monday are not observed statutory holidays in British Columbia.

NOTES (optional): 180 Days in Session

JULY						
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- Instructional
- Non-Instructional
- Vacation Period
- Statutory Holiday



Ministry of
Education and
Child Care

TO: Board of Education

FROM: Sean Cameron, Director of Instruction

DATE: December 16, 2024

RE: School Plans for Learner Success

ISSUE

The Board is required to approve school plans annually.

BACKGROUND

Schools are required to create an annual plan that is submitted to the board for approval. Plans outline focus areas for the school over the coming year. School Plans in the Cariboo-Chilcotin School District are required to align with the district plan and Framework for Enhancing Student Learning, with all schools reporting on Literacy, Numeracy, and Human and Social Development. Schools are provided with a template, and school principals facilitate the creation of school-level plans through conversations with staff.

DISCUSSION

Plans submitted in November were reviewed and approved by the Board. Schools are continuing to revise and update plans. Plans noted below have either been approved or are pending approval.

Plans Approved

Forest Grove Elementary	Mountview Elementary
Horsefly Elem-Jr Secondary	Columnetza Junior Secondary
Marie Sharpe Elementary	Anahim Lake Elem-Jr Secondary
100 Mile House Elementary	Cataline Elementary
Likely Elem-Jr Secondary	Naghtaneqed Elem-Jr Secondary
Big Lake Elementary	Nesika Elementary
150 Mile Elementary	Tatla Lake Elem-Jr Secondary
Chilcotin Road Elementary	Lake City Secondary

Plans for Approval

Mile 108 Elementary
Alexis Creek Elem/Secondary
Skyline Alternate School

Plans for future approval:

Lac La Hache Elementary
Peter Skene Ogden Secondary
Horse Lake Elementary

“Learning, Growing, and Belonging Together”

Graduation Routes Other Ways
PSO Outback Storefront

RECOMMENDATION

THAT The Board of Education approve submitted school plans as presented.

TO: Board of Education Public Meeting

FROM: Brenda Hooker, Secretary-Treasurer

DATE: December 16, 2024

RE: School Trustee By-Election

BACKGROUND

As previously communicated to the Board, Trustee Patenaude has provided official notification of her intent to resign from her Trustee role to the Secretary-Treasurer. The effective date of the resignation was the close of business on November 30, 2024.

Section 51 of the School Act (highlighted below) indicates the legislative details around a resignation:

Resignation from office

- 51 (1) A trustee may resign from office by giving written notice to the secretary treasurer of the board.
- (2) The secretary treasurer must notify the board of a resignation at its next meeting after the resignation is received or, if there are no other trustees on the board, the secretary treasurer must notify the minister.
- (3) A resignation is irrevocable after it is given to the secretary treasurer and is effective from the date a successor takes office or at an earlier date stated in the resignation.

Based on the resignation, the Board will be required to host a by-election to fill the vacancy per section 36 of the School Act as noted below:

By-elections

- 36 (1) Except as permitted under subsection (2), an election must be held to fill a vacancy on a board that occurs in any of the following circumstances:
- (a) a person elected or appointed as trustee dies before taking office or a trustee dies while holding office;
- (b) a trustee resigns under section 51;

In order to host the required by-election, the Board must pass a Trustee Election Bylaw and appoint a Chief Election Officer within 30 days of the resignation.

Section 36(3) of the School Act (highlighted below) requires the Board to appoint a Chief Election Officer for the by-election.

- (3) Within 30 days after a vacancy occurs for which an election is to be held, the board must do the following:
- (a) in the case of a trustee election required to be conducted by the board, appoint a chief election officer;
- (b) in the case of a trustee election required to be conducted by a municipality, notify the municipal council of the election;
- (c) for an election under paragraph (a) or (b), notify the minister of the election.

Staff is bringing forward a recommendation to retain an external Chief Election Officer and is suggesting Judy Felker who has experience in two previous elections and recently served as the District Deputy Chief Election Officer for the BC Provincial Election.

“Learning, Growing, and Belonging Together”

An election bylaw with a timeline and official appointment of the Chief Election Officer and Deputy Chief Election Officer are presented for consideration below. Please note that the timeline requires all three readings of the bylaw at tonight's meeting and unanimous consent. Staff proposes that March 8, 2025, is the byelection date.

RECOMMENDED:

Staff is recommending that the following three motions be supported.

Motion:

***THAT** the Board of Education of School District 27 (Cariboo Chilcotin) allow all three readings of the Trustee Elections and By-Elections Bylaw No. B2707-1 at its meeting on December 16, 2024.*

Motion:

***THAT** the Board of Education of School District 27 (Cariboo Chilcotin) give first, second and third readings of the Trustee Elections and By-Elections Bylaw No. B2707-1.*

Motion:

***THAT** the Board of Education of School District 27 (Cariboo Chilcotin) appoint Judy Felker as Chief Election Officer and Jodi Symmes as Deputy Election Officer for the By-Election for Trustee Electoral Area No. 4 (Cariboo Regional District F) effective December 17, 2024.*

BOARD OF EDUCATION OF SCHOOL DISTRICT 27 (CARIBOO-CHILCOTIN)



BYLAW B2707-1 TRUSTEE ELECTION AND BY-ELECTIONS

A bylaw to provide for the determination of various procedures for the conduct of general school elections and other trustee elections.

PREAMBLE

Under the School Act, the Board of Education may, by bylaw, determine various procedures and requirements to be applied in the conduct of trustee elections.

In School District No. 27 (Cariboo-Chilcotin), under Section 37 of the School Act, trustee elections in the following trustee electoral areas are the responsibility of the following authorities:

TRUSTEE ELECTORAL AREA (TEA)	GENERAL TEA DESCRIPTION (REFER TO TRUSTEE ELECTORAL AREA ORDER FOR SPECIFICS)	NO. OF TRUSTEES	AUTHORITY
TEA One	Cariboo Regional District Area H and parts of G & L	One (1)	Board of Education
TEA Two	Most of Cariboo Regional District Area G, part of L surrounding Green Lake, and Thompson Nicola Regional District Area E to 70 Mile, conforming with the southern boundaries of SD27	One (1)	Board of Education
TEA Three	District of 100 Mile House	One (1)	District of 100 Mile House
TEA Four	Cariboo Regional District Area F	One (1)	Board of Education
TEA Five	Cariboo Regional District Area E and part of D that lies within the boundaries of SD27	One (1)	Board of Education
TEA Six	City of Williams Lake	One (1)	Council of the City of Williams Lake
TEA Seven	Cariboo Regional District Areas J & part of K that lie within the boundaries of SD27	One (1)	Board of Education

Trustee elections that are the responsibility of the Board may be conducted by the Board directly or by a local government under an agreement with the Board made pursuant to section 38(4) of the School Act.

The Board of Education, in an open meeting of the board, enacts the following:

1. *Definitions*

The terms used shall have the meanings assigned by the *School Act*, the *Local Government Act*, and the *Local Elections Campaign Financing Act*, except as the context indicates otherwise.

- 1.1.** “Board” or “School Board” means the Board of Education of School District No. 27 (Cariboo-Chilcotin).
- 1.2.** “By-Election” means a trustee election to fill a vacancy on the school board in any of the circumstances in section 36 of the *School Act*.
- 1.3.** “Election” means a trustee election.
- 1.4.** “General Voting Day” means the date on which general voting for a trustee election is to take place, whether as part of the general school elections or a by-election.
- 1.5.** “Minister” means the Minister of Education.

2. *Application*

This bylaw applies to general school elections, by-elections, and trustee elections carried out by other authorities, except as otherwise indicated.

3. *Order of Names on the Ballot*

The order of names of candidates on the ballot will be arranged alphabetically.

4. *Resolution of Tie Votes after Judicial Recount*

In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with the *Local Government Act*.

5. *Number of Nominators Required*

For certainty, the minimum number of qualified nominators for a trustee candidate is two.

6. *Website Access to Candidate Nomination Documents and Campaign Financing Disclosure Statements*

- 6.1.** The Board authorizes public access, during regular office hours at the Board’s office, to nomination documents of trustee candidates by Internet or other electronic means from the time the documents are delivered until 30 days after the declaration of the election results.
- 6.2.** The Board will make available to the public for inspection, without charge, during the regular office hours of the Board’s head office, the trustee candidates’ campaign financing disclosure statements and supplementary reports, other than a mailing address or residential address of a significant contributor, until 5 years after general voting day for the election to which the trustee’s campaign financial disclosure statements and supplementary reports relate either by providing:

6.2.1. Access by internet, or

6.2.2. A copy of that information for inspection.

6.3. The Board will, on request, provide a copy or other record of trustee candidates' campaign financing disclosure statements and supplementary reports for as long as they are required to be available to the public under section 6.2 for a fee of \$0.50 per printed side of a page.

6.4. All persons or organizations requesting information under section 6 will be advised not to use personal information included in the copy or other record except for a purpose permitted under the Local Elections Campaign Financing Act. The Board may require the persons or organizations requesting the service to satisfy the Board that the purpose for which the personal information is collected is permitted by section 63 of the Local Elections Campaign Financing Act and/or require the person or organization to sign a statement to this effect.

7. *Application of Local Government Bylaws*

7.1. In Trustee Electoral Area 3, the election bylaws of the District of 100 Mile House apply to trustee elections conducted by the District of 100 Mile House, except for bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.

7.2. In Trustee Electoral Area 6, the election bylaws of the Council of the City of Williams Lake apply to trustee elections conducted by the Council of the City of Williams Lake, except for bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.

8. *Required Advance Voting Opportunities*

The following additional provisions apply to those trustee elections that the school board conducts on its own behalf except where the Board has adopted a local government bylaw to apply to the trustee election.

8.1. Unless the Board is exempted from the requirement by Order of the Minister of Education, an advance voting opportunity will be held on the 10th day before general voting day.

8.2. Unless the Board is exempted from the requirement for a second advance voting opportunity by Order of the Minister of Education, or unless s. 8.3 applies, a second advance voting opportunity will be held on:

8.2.1. in Trustee Electoral Area 3, a municipal TEA, the date specified in the bylaws of the District of 100 Mile House

8.2.2. in Trustee Electoral Area 6, if the Council of the City of Williams Lake conducts all or a part of the trustee election, the date specified in the bylaws of the Council of the City of Williams Lake as they may be amended from time to time.

8.3. In Trustee Electoral Areas one (1), two (2), four (4), five (5), and seven (7), where the populations of the trustee electoral area are 5,000 or less, the required advance voting opportunity will be held on the tenth day before general voting day and no other advance voting opportunity will be held, except any that are established by the chief election officer.

8.4. *Additional Advance Voting Opportunities*

The Chief Election Officer is authorized to establish additional advance voting opportunities for each TEA where the Board conducts the Election on its own behalf and to designate the voting places and establish the date and voting hours of these voting opportunities.

8.5. *Additional General Voting Opportunities*

The Chief Election Officer is authorized to establish additional general voting opportunities for general voting day for each TEA where the Board conducts the Election on its own behalf and to designate the voting places and voting hours within the limits set out in the Local Government Act for such voting opportunities.

9. *Mail Ballot Voting*

9.1. Subject to the Local Government Act, voting and registration may be done by mail for:

9.1.1. persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity;

9.1.2. persons who expect to be absent from the trustee electoral area on general voting day and at the times of all advance voting opportunities or

9.1.3. persons who reside in a specified area of the jurisdiction for which the election is being held that is more than 75 kilometres from the closest voting place at which they are entitled to vote.

9.1.4. *Application Procedure*

a) A person wishing to vote by mail ballot shall apply by giving their name and address to the chief election officer or to the person designated by the chief election officer.

9.1.5. Upon receipt of a request for a mail ballot, the chief election officer or designate shall, between the first day of advanced voting and 4:00 p.m. on the Thursday two days before general voting day:

a) make available to the applicant a mail ballot package as specified in section 110(7) of the Local Government Act, together with a statement advising the elector that the elector must meet one or more of the mail ballot criteria specified in section 9.1 of this bylaw and that they must attest to such fact; and

- b) immediately record and, upon request, make available for inspection:
 - i. the name and address of the elector to whom the mail ballot package was issued; and
 - ii. the number of the voting division in which the person is registered as an elector, or “new elector”, if that person is not on the register of electors.

9.2. Voting Procedures

9.2.1. To vote using a mail ballot, the elector shall mark the ballot in accordance with the instructions contained in the mail ballot package provided by the chief election officer.

9.2.2. After marking the ballot, the elector shall:

- a) place the ballot in the secrecy envelope provided and seal the secrecy envelope;
- b) place the secrecy envelope in the certification envelope, and complete and sign the certification printed on such envelope, and then seal the certification envelope;
- c) place the certification envelope, together with a completed elector registration application, if required, in the outer envelope, and then seal the outer envelope;
- d) mail, or have delivered, the outer envelope and its contents to the chief election officer at the address specified so that it is received no later than the close of voting on general voting day.

9.3. Ballot Acceptance or Rejection

9.3.1. Until 4:00 pm. on the Thursday two days before general voting day, upon receipt of the outer envelope and its contents, the chief election officer or designate shall immediately record the date of such receipt and shall then open the outer envelope and remove and examine the certification envelope and the completed elector registration application, if applicable, and if satisfied as to:

- a) the identity and entitlement to vote of the elector whose ballot is enclosed;
- b) the completeness of the certification; and
- c) the fulfilment of the requirements of section 70 of the Local Government Act in the case of a person who is registering as a new elector;

the chief election officer or designate shall mark the certification envelope as “accepted” and shall retain in his custody all such certification envelopes in order to deal with any challenges made in accordance with section 9.5 of this bylaw.

9.3.2. The unopened certification envelopes shall remain in the custody of the chief election officer or designate until 4:00 p.m. on the Thursday two days before

general voting day, at which time the secrecy envelopes shall be opened in the presence of at least one other person, including any scrutineers present.

9.4.3 At 4:00 p.m. on the Thursday two days before general voting day, the chief election officer or designate shall place all secrecy envelopes received up until that time into a ballot box specified for such purpose, where such secrecy envelopes were received from persons whose right to vote using a mail ballot has not been challenged, or where such challenge has been resolved and the challenged person permitted to vote.

9.4.4 Where an outer envelope and its contents are received by the chief election officer or designate between 4:00 p.m. on the Thursday two days before general voting day and the close of voting on general voting day, the provisions of section 9.4.1 of this bylaw with regard to ballot acceptance shall apply and the chief election officer or designate shall retain such envelopes in their possession until the close of voting and at that time shall open such certification envelopes in the presence of at least one other person, including any scrutineers present, and place the secrecy envelope containing the ballot into the ballot box containing the other unopened secrecy envelopes.

9.4.5 As soon as possible after all of the secrecy envelopes have been placed in the ballot box designated for that purpose, the ballot box shall be opened under the supervision of the chief election officer or designate and in the presence of at least one other person and any scrutineers present, the secrecy envelopes shall be opened and the ballots contained therein counted in accordance with the provisions of the Local Government Act.

9.4.6 Where:

- a) upon receipt of an outer envelope, the chief election officer is not satisfied as to the identity of the elector whose ballot is enclosed; or
- b) in the case of a person required to complete an application for registration as an elector, such application has not been completed in accordance with section 70 of the Local Government Act; or
- c) the outer envelope is received by the chief election officer or designate after the close of voting on general voting day,
- d) The certification envelope shall remain unopened, and the chief election officer shall mark such envelope as “rejected” and shall note the reasons.

therefor, and the ballot contained therein shall not be counted in the election.

9.4. Challenge of Elector

9.4.1. A person exercising the right to vote under the provisions of this bylaw may be challenged in accordance with and on the grounds specified in section 126 of the

Local Government Act until 4:00 pm on the Thursday two days before general voting day.

- 9.4.2.** The provisions of sections 126(2) to (5) inclusive of the Local Government Act shall apply where a challenge of an elector using a mail ballot has been made.

9.5. *Elector's Name Already Used*

- 9.5.1.** Where, upon receiving a request for a mail ballot, the chief election officer determines that another person has voted or has already been issued a mail ballot in the elector's name, the provisions of section 127 of the Local Government Act shall apply, so far as applicable.

9.6. *Replacement of Spoiled Ballot*

- 9.6.1.** Where an elector unintentionally spoils a mail ballot before returning it to the chief election officer, the elector may request a replacement ballot by advising the chief election officer or designate of the ballot spoilage and by mailing or otherwise delivering by any appropriate means, the spoiled ballot package in its entirety to the chief election officer or designate.
- 9.6.2.** The chief election officer shall, upon receipt of the spoiled ballot package, record such fact and proceed in accordance with section 9.2.2 of this bylaw.

10. *By-Elections*

- For elections held at times other than a general school board election, the procedures are outlined in Part 4, Division 3 of the *School Act*.
- Advance Voting Opportunities, including mail balloting, voting places, and voting hours, will be decided by the Chief Election Officer.

Use of Provincial List of Voters:

Pursuant to section 76 of the *LGA*, the Board authorizes that the Provincial list of voters shall be the register of resident electors. Pursuant to section 69 of the *LGA*, the Board authorizes the Chief Election Officer to decide if electors not on the provincial electors list are able to register at the time of voting.

11. *Repeal*

School District No. 27 (Cariboo-Chilcotin) Trustee Elections Bylaw No. B2707, dated December 16, 2024, is hereby repealed.

12. *Title*

This Bylaw may be cited as "School District No. 27 (Cariboo-Chilcotin) Trustee Election and By-Election Bylaw No. B2707-1".

READ A FIRST TIME THE 16th DAY OF DECEMBER 2024;

READ A SECOND TIME 16th DAY OF DECEMBER 2024;

READ A THIRD TIME, PASSED AND ADOPTED 16th DAY OF DECEMBER 2024.

Angie Delainey
Board Chair

Brenda Hooker
Secretary-Treasurer

DRAFT

2024-25 BY-ELECTION KEY DETAILS



#	EVENT	DATE
1	Received Resignation	November 30, 2024
2	Appoint a Chief Election Officer	December 16, 2024
3	Inform the Ministry of Education	December 16, 2024
4	Inform the BC Chief Electoral Officer of the Election	December 16, 2024
5	Chief Election Officer will set a General Voting Day (no later than 80 days be on a Saturday)	March 8, 2025
6	Election Period Begins	January 22, 2025 @ 9:00 a.m.
7	Last Date to Adopt Election Bylaw(s) School Trustee Elections	December 16, 2024
8	Nomination Period Ends and Declaration of Candidates	January 31, 2025 @ 4:00 p.m.
9	Candidate Nomination Withdrawal Deadline	January 31, 2025, until 4:00 p.m.
10	Election Period Ends	January 31, 2025, until 4:00 p.m.
11	Campaign Period Begins	February 1, 2025
12	Required Advance Voting Days	TBD
13	General Voting Day and End of Campaign Period	March 8, 2025
14	Last Day to Declare Official Election Results	March 12, 2025
15	Disclosure Documents Filing Deadline	May 30, 2025
16	Disclosure Documents LATER Filing Deadline	June 29, 2025

Briefing Note



TO: Board of Education

FROM: Brenda Hooker, Secretary-Treasurer

DATE: December 16, 2024

RE: Statement of Financial Information (SOFI)

BACKGROUND

Each year, the School District must submit the Statement of Financial Information within six months of a District's fiscal year-end as part of the legislative requirements to align with the *Budget Transparency and Accountability Act, the Financial Information Act and Regulations* respecting public accounts reporting.

The report is prepared based on guidance for those public government reporting entities required to disclose certain financial information.

The Statement of Financial Information was prepared for submission in December and will be submitted once approved. ([See attached](#))

As per the Financial Information Act Regulation Schedule 1, section 9, the Board must review and approve the Statement of Financial Information.

RECOMMENDATION

THAT the Board of Education of School District No. 27 (Cariboo-Chilcotin) approve the 2024 Statement of Financial Information.

“Learning, Growing, and Belonging Together”

SD 27 Operating Financial Report - July 1 2024 to December 31, 2024

Operating Revenue	Actuals Dec 2024	Fcst Actual to Jun 2024	Amended Annual Budget	% of budget received	# of Months	
Ministry of Education: Operating						Revenues will be higher than budgeted due to enrollment change
Grants	\$ 41,640,893	\$ 59,744,755	\$59,549,319	69.9%	12	
Tuition	13,750	13,750	\$13,750	100.0%	12	
Other Revenue	2,709,329	3,515,990	3,409,458	79.5%	12	
Rentals	113,729	131,639	105,230	108.1%	12	
Interest	530,125	606,834	600,000	88.4%	12	Interest Income increasing as rates have held higher
Total Operating Revenue	\$ 45,007,826	\$ 64,012,968	\$63,677,757	70.7%		Revenues are higher than budgeted
<hr/>						
Operating Expense	Actual	Fcst Actuals	Amended Annual Budget	% of budget expended	# of Months	
Salaries						
Teachers	14,500,033	20,693,396	20,176,169	71.9%	10	
Principals and Vice-Principals	3,824,998	5,143,850	5,731,033	66.7%	12	
Educational Assistants	2,560,586	3,657,982	3,689,514	69.4%	10	
Support Staff	6,617,838	9,129,194	9,302,388	71.1%	10	
Other Professionals	1,602,651	2,136,868	2,055,496	78.0%	12	
Substitutes (TOC's)	951,736	1,358,367	1,409,252	67.5%	10	
	30,057,842	42,119,657	42,363,852	71.0%		Overall slightly lower than budgeted
Employee Benefits	6,966,666	9,745,120	8,936,474	78.0%	12	Higher than forecast
Total Salaries and Benefits	\$37,024,508	\$51,864,777	\$51,300,326	72.2%		
<hr/>						
Services and Supplies	6,594,008	9,027,758	9,002,951	73.2%	12	Overall will be very close to February forecast
Total Operating Expenses	\$43,618,516	\$60,892,535	\$60,303,277	72.3%		
Accumulated Surplus - Jul 1	\$4,368,241	\$4,368,241	\$4,368,241			
Capital Purchases from Operating	-\$186,218	-\$537,256	-\$537,256	34.7%	12	Full asset purchases are recorded at yr end
Operating Net Revenue (Expense)	\$1,203,092	\$2,583,177	\$2,837,224			
Application of Local Capital	-\$1,067,967	-\$1,637,224	-\$1,637,224			
Net Changes for the Year	\$135,125	\$945,953	\$1,200,000			
Accumulated Surplus - June 30	\$4,503,366	\$5,314,194	\$5,568,241			

Notes to SD27 Operating Financial Report:

Overall the District revenues are higher than forecast in the amended budget however our expenses are also higher. This report and the March GRE report to the Ministry both indicate a small operating surplus. The numbers presented here are a snapshot to the end of March. At the June board meeting, the finance department will present an in-depth forecast report to the Board ahead of the finalized financial statements.

Finance and Facilities & Transportation Committee Meeting Report



December 10, 2024 (4:15 p.m. – 5:11 p.m.)

Trustees in Attendance:	Michael Franklin (Chaired Mtg.), Mary Forbes, Anne Kohut.
TEAMS:	Angie Delainey, Linda Martens, Willow Macdonald.
Regrets:	Anita Richardson.
Staff:	Superintendent Cheryl Lenardon, Secretary-Treasurer - Brenda Hooker, Director of Education - Sean Cameron, Wendell Hiltz, Director of Human Resources - Taryn Aumond, Acting Director of Operation - Marcus Loewen, Assistant Operations Manager Benjamin Bennison, Executive Assistant Jodi Symmes.

Agenda Item	Notes	Action
Acknowledgment of Traditional Territory		
1. November 12, 2024, Committee Report	The committee reviewed the report and recommended no changes.	None.
2. Transportation Update	Acting Director of Operations Marc Loewen and Manager of Transportation Manager Ben Bennison updated the committee on the community engagement meetings held on December 3rd and 5th. The consultations were collaborative conversations and brought forth ideas that Transportation is considering. <ul style="list-style-type: none"> - Concerns were raised by IUOE that were not responded to in this forum. 	None. Information only.
3. Transportation Department Seasonal Activities	Acting Director of Operations Marc Loewen and Transportation Manager Ben Bennison gave the committee an overview of participation in community events that have kept the bus garage busy over the last few weeks.	None. Information only.
4. Statement of Financial Information (SOFI)	Secretary-Treasurer Hooker reviewed the 2024 SOFI report. This report is a legislative requirement for all School Districts on government reporting entities.	Recommendation: <i>THAT the Board of Education of School District No. 27 (Cariboo-Chilcotin) approve the 2024 Statement of Financial Information.</i>
5. 24/25 MECC Recalculated Funding Announcement	Secretary-Treasurer Hooker provided the committee with an update on the revised timeline for the fall funding announcement and what it means for the district.	None. Information only.

“Learning, Growing, and Belonging Together”

Agenda Item	Notes	Action
6. Columneetza Childcare Project	<p>Secretary-Treasurer Hooker brought forward a letter that was provided at the request of CCRHD relating to a proposed contribution to the new spaces project.</p> <p>Chilcotin Cariboo Regional Hospital District and CRD staff requested that a letter regarding a funding contribution be submitted to the CCRHD.</p> <p>Childcare seats allocated to the district will be available for all Cariboo-Chilcotin staff. There were questions about when the intake will open. Once construction is complete, we will have a better idea. When this information is known, it will be widely communicated.</p>	None. Information only.

Proposed Future Meeting Dates

MEETING	DATE	TIME	LOCATION
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	No Mtg. in March		
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



December 11, 2024 (4:00 p.m. – 4:35 p.m.)

- Trustees in Attendance:** Anne Kohut (Chaired Mtg.), Mary Forbes, Michael Franklin,
- TEAMS:** Linda Martens, Willow Macdonald, Secretary-Treasurer Brenda Hooker
- Regrets:** Director of Human Resources – Taryn Aumond.
- Staff:** Superintendent - Cheryl Lenardon, Directors of Instruction - Sean Cameron, Anita Richardson, Wendell Hiltz, Principal Heather Auger, Executive Assistant Jodi Symmes.

Agenda Item	Notes	Action		
Acknowledgment of Traditional Territory				
1. November 13, 2024, Report	The committee reviewed the report and recommended no changes.	None.		
2. Draft School Calendar	Superintendent Lenardon brought forward two draft calendars for the 2025/2026 and 2026/2027 School years for review by the committee. Once the calendars have been approved by the Board of Education, they will be sent for consultation to a wide group of stakeholders to ensure feedback is received by as many groups as possible.	Recommendation: <i>The Board of Education approve the draft 2025-2026 and 2026-2027 school calendars for circulation and feedback.</i>		
3. Skyline Alternate School – Student Voice and Learning Update	<p>Director of Instruction Cameron introduced Principal Heather Auger and two students to showcase two of the school's projects. Students Mars and Drakus demonstrated how Skyline students created the decorations on display in the Board Office for the holiday season. They led the trustees through the creation of an ornament and toured the trustees to see the decorations on display.</p> <p>A second project described was Skyline students' weekly visit to Boitanio Park to bring food and hot beverages to people in need. Students have enjoyed the community connections they have made and invite others to join them.</p>	None. Information only.		
4. Proposed Future Meeting Dates				
	MEETING	DATE	TIME	LOCATION
	Education Committee	January 8, 2025	4:00 p.m.	Board Office
	Education Committee	February 12, 2025	4:00 p.m.	Board Office
	Education Committee	No Mtg. in March		
	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