

Public Board of Education Meeting Agenda



March 10, 2025
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 March 10, 2025, Public Meeting of the Board of Education be approved.

- 2.1. Adoption of Minutes

THAT the minutes of the February 24, 2025, Public Meeting of the Board of Education be approved as presented.

THAT the minutes of the March 3, 2025, Special Public Meeting of the Board of Education be approved as presented.

- 2.2. In-Camera Meeting Report

THAT the report of the February 24, 2025, In-Camera Meeting of the Board of Education approved as presented.

3. Presentations – None.

4. Delegation – None.

5. Reports

- 5.1. Superintendent

- 5.1.1 Honour Song initiative

- 5.1.2 Field trip final approval

THAT the Board of Education provide final approval for the Peter Skene Ogden French Immersion Europe field trip from March 14 to 31, 2025.

THAT the Board of Education provide final approval for the Peter Skene Ogden Costa Rica field trip from March 16 to 26, 2025.

THAT the Board of Education provide final approval for the Lake City Secondary Italy Greece band Tour field trip from March 12 to 23, 2025.

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5.2. Acting Secretary-Treasurer / Manager of Finance

5.2.1 Amended Budget 24/25

[Link to the Amended Annual Budget](#)

*THAT School District No. 27 (Cariboo-Chilcotin) Amended Annual Budget Bylaw for the fiscal year 2024-2025 in the amount of \$83,059,255 be read a **third** time this 10th day of March 2025.*

5.2.2 Transportation and Bus Registration Updates

5.2.3 Save the Dates

BCSTA Annual AGM - April 24-26, 2025

5.3. Committee Reports - None.

5.4. Trustees Report - None

5.5. Liaison - None.

6. Information (Reading File) - None.

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



February 24, 2025 (6:30 p.m.)

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

TEAMS: Linda Martens, Willow Macdonald.

Regrets: Secretary Treasurer Brenda Hooker

Staff: Superintendent Cheryl Lenardon, Director of Human Resources Taryn Aumond; Directors of Instruction; Wendell Hiltz, Sean Cameron, Grant Gustafson, and 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

Call to Order

2. **Approval of Agenda**

THAT the agenda for the February 24, 2024, Public Meeting of the Board of Education be approved.

2025.02.24-01

Moved: Trustee Forbes
Seconded: Trustee Kohut

Adoption of Minutes

THAT the minutes of the January 27, 2025, Public Meeting of the Board of Education be approved as presented.

2025.02.24-02

Moved: Trustee Kohut
Seconded: Trustee Forbes

2.1 In-Camera Meeting Report

THAT the report of the January 27, 2025, In-Camera Meeting of the Board be approved as presented.

2025.02.24-03

Moved: Trustee Franklin
Seconded: Trustee Forbes

3. **Presentation** – None.

4. **Delegation** – None.

5. **Reports**

5.1 Superintendent Report

5.1.2 Building System Upgrade

Director Cameron and System Administrator Riley provided the Board of Education an
“Learning, Growing, and Belonging Together”

overview of the building system upgrade that has recently been completed in the district. Upgrades involve all aspects of the core building system including intruder alarms, fire alarms, access control, security cameras, phones, and PA systems.

Cariboo Information Management System

Director Cameron provided the Board of Education with an overview of the work that has been completed designing and building a custom data warehouse and reporting solution.

Director Gustafson presented to Board of Education how Cariboo Information management System (CIMS) is being used to enhance partnership with local First Nations Bands with a local education agreement (LEA) in place. Staff at Bands are provided with direct access to the system and are co-creating the reports used to support student achievement.

5.1.3 Enrollment Projections

Projected enrollment for the 2025-2026 school year as submitted to the Ministry of Education and Child Care was reviewed.

5.2 Secretary-Treasurer Report /Manager of Finance

5.2.1 2024/2025 Fiscal and Funding Update

The Board of Education was briefed by Finance Manager Wallin on the current fiscal position of the District including the recalculated funding amounts.

5.2.2 Save the Dates

BCSTA Partner Liaison Meeting – March 7, 2025

5.3 Committee Reports

5.3.1 Finance & Facilities Committee meeting

Report. Approved.

5.3.2 Policy Committee

Report. Approved.

5.3.3 Education Committee

Report. Approved.

School Calendar

THAT the Board of Education approve 2025-2026 and 2026-2027 school calendars as presented.

O2025.02.24-04

Moved: Trustee Forbes
Seconded: Trustee Kohut

5.4 Trustees

5.5 Liaison / Representation – None

6. Information (Reading File) – None

7. Adjournment

The meeting adjourned at 8:04 p.m.

O2025.02.24-05

Moved: Trustee Kohut
Seconded: Trustee
Franklin

8. Public Comments

Comments were received from the public.

Cheryl Lenardon
Acting - Secretary-Treasurer

Angie Delainey
Chair

Special Public Board of Education Meeting Minutes



March 3, 2025 (5:00 p.m.)

Trustees in Attendance: Anne Kohut.

TEAMS: Angie Delaine (Chair), Linda Martens, Willow Macdonald, Michael Franklin, Mary Forbes.

Regrets: Secretary Treasurer Brenda Hooker, Director Taryn Aumond.

Staff: Superintendent Cheryl Lenardon, Directors of Instruction; Wendell Hiltz, Sean Cameron, Grant Gustafson, and Paul Wallin, Manager of Finance, 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

Call to Order

2. **Approval of Agenda**

THAT the agenda for the March 3, 2024, Public Meeting of the Board of Education be approved.

O2025.03.03-01

Moved: Trustee Forbes
Seconded: Trustee Kohut

3. **Presentation** – None.

4. **Delegation** – None.

5. **Reports**

5.1 Amended Budget 24/25

[Link to the Amended Annual Budget](#)

*THAT School District No. 27 (Cariboo-Chilcotin) Amended Annual Budget Bylaw for the fiscal year 2024-2025 in the amount of \$83,059,255 be read a **first** time this 3rd day of March 2025.*

O2025.03.03-02

Moved: Trustee Forbes
Seconded: Trustee Macdonald

*THAT School District No. 27 (Cariboo-Chilcotin) Amended Annual Budget Bylaw for the fiscal year 2024-2025 in the amount of \$83,059,255 be read the **second** time this 3rd day of March 2025.*

O2025.03.03-03

Moved: Trustee Macdonald
Seconded: Trustee Forbes

5.2 Trustees Report – None

5.3 Liaison / Representation – None

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6. Information (Reading File) – None

7. Adjournment

The meeting adjourned at 5:06 p.m.

O2025.03.03-04

Moved: Trustee Macdonald

Seconded: Trustee Martens

8. Public Comments

Cheryl Lenardon
Acting - Secretary-Treasurer

Angie Delainey
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:	February 24, 2025
TRUSTEE PRESENT:	Angie Delainey (Chair), Anne Kohut, Mary Forbes, Michael Franklin.
TRUSTEE ATTENDING VIA TEAMS:	Linda Martens, Willow Macdonald
REGRETS:	Brenda Hooker.
STAFF PRESENT:	Superintendent Cheryl Lenardon, Director of Human Resources Taryn Aumond; Directors of Instruction Sean Cameron, Wendell Hiltz and Grant Gustafson, and 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
 - 3.1 Appointment of Acting Secretary-Treasurer
 - 3.2 Briefing Note provided
4. Discussion Items
 - 4.1. Briefing Note provided
 - 4.2. Amended Budget 2024-2025
 - 4.3. Annual Budget 2025-2026
5. Information Items
 - 5.1. Report on BCPSEA
 - 5.2. Briefing Note provided
 - 5.3. Briefing Note provided
 - 5.4. Briefing Note provided
 - 5.5. Property Update
 - 5.6. Staffing Update
 - 5.7. Communications Protocol

Recess called at 6:09 pm. The In-Camera meeting reconvened at 8:14 p.m.

6. Adjournment – 8:54 p.m.



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

Superintendent Report to Board of Education

March 10, 2025



Key Focus Areas for Enhancing Learner Success

Kukpi7 Sellars School Author Tour

Key Focus Area: Indigenous Learning and Culture

Kukpi7 Sellars of Williams Lake First Nation and local author is touring all schools sharing his experience of writing Dipnetting with Dad and Hockey with Dad. Through his tour he hopes to inspire young students and have them unlock their writing skills. His hope is also to have easily accessible Indigenous content for the students of SD 27. Kukpi7 Sellars is visiting 20 schools over 9 days. During his visits, numerous students will be gifted copies of his book. The tour is organized by the Indigenous Education department, Vice-Principal Dancing Water Sandy.



Horse Lake Elementary students enthralled by Kukpi7 Sellars

Honour Song Project

Key Focus Area: Indigenous Learning and Culture

This project was inspired by a local Chief sharing his experience in another district, where the entire school joined in welcoming and honoring him in song. Cariboo-Chilcotin School District will teach all students the Honour Song for the territory their school is situated on. Over the next few weeks, the appropriate knowledge keepers will be visiting schools, teaching the song, and providing the teachings behind the song. The Indigenous Education Department is respecting protocol and is gaining the teachings of the song from the families who created the songs. Those teachings will also be shared. The PVP group were also recently



Marie Sharpe hosted the first session to learn the Honour Song and drumming.

gifted the teachings of the Honour Song. We want to thank the WLFN cultural team, Tsilhqot'in, and Dakelh knowledge keepers who will play a huge role in bringing the teachings to SD 27 students and staff. The group will tour the schools, bringing with them the district drum set that was created with images representing all of the local First Nation communities.

Indigenous Education department Vice-principal Dancing Water Sandy will present to the Board on this district-wide initiative she is leading.

Additional Indigenous Education Department Updates

Key Focus Area: Indigenous Learning and Culture

The annual **Indigenous Role Model contest** is in full swing. This year there are 30 contestants, which may be the highest participation ever. Students have already completed essay writing and public speaking workshops. The next step is to submit their application packages for judging. The Role Model crowning ceremony is scheduled for May 22 at Lake City Secondary.

School District #27 has been invited to participate in the **Okanagan Mainline Regional Indigenous Education (OMRIE) Student Summit**. This year's event will be held in Kamloops on May 1 and 2. The theme of this year's conference is Anti-Racism. It will be a wonderful opportunity for Indigenous youth leaders to speak their voices and share their thoughts.

Indigenous students district-wide in grades 10-12 can explore Thompson Rivers University (TRU) on an upcoming **university visit field trip** to Kamloops. Students will have experiences with numerous departments at TRU, highlighting many of the different post-secondary options that are available. The tour will also include supports available to students and housing options.

OCC Field Trip Supervisor Training

Key Focus Area: Place-Based Learning

As we promote outdoor and community-based learning as an expected part of all students' regular school experience, we are actively building capacity for safe and effective learning opportunities. We have partnered with Outdoor Council of Canada (OCC) to deliver certification training for educators as field leaders and principals as trip supervisors. Topics such as planning valuable experiential learning activities and risk management will enhance learning in our district.

Over a six-hour day of training and an additional six hours of community of practice work, including case studies and using OCC models and resources, SD 27 principals and vice-principals have begun what will be ongoing work together toward better trips and activities for learners. The principals and vice-principals were enthusiastic and reflective as participants.

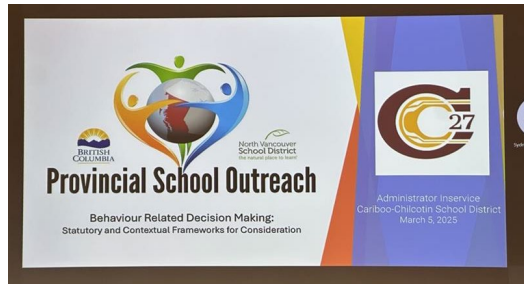


Teacher leader Rob Cook leads a breakout session of the OCC trip supervisor certification series.

Our very own teacher leader Rob Cook is an OCC instructor and helped co-present the series with Superintendent Lenardon and OCC leaders. He will lead field leader courses for us in hiking and winter activities next year. We will take our theme of walking together out onto the land in the beautiful Cariboo-Chilcotin in a better way because of this collective learning.

Provincial School Outreach (PSO) Program

Key Focus Area: Inclusive Learning Environments



We have just had Director Vince White and Vice-Principal Sydney Harrison from the Provincial School Outreach Program (PSO) join us in the district for three days. The district leadership and PSO teams met to talk about the context of the district school needs and to plan ahead of meetings with school leaders and school visits.

On this first visit to the district, the PSO team and district staff met with the PVP at Columneetza, Peter Skene Ogden and Lake City Secondary Schools and 100 Mile Elementary. During the school visits, the PSO and district team led conversations about student conduct, school culture and successes and needs from the perspectives of PVP. This was an opportunity for the team from the PSO to gain insight to issues that PVP are dealing with. The decision to begin with the secondary schools aligns with the current focus of the district directors working as a team to support school leaders in their work administering codes conduct.

Vince and Sydney also presented to the entire PVP group last week. During the meeting, Vince and Sydney outlined services and supports that PSO can provide including connecting external professionals with schools to support students with diverse abilities in rural and remote school communities.

There are secondary and elementary schools already interested in working with the PSO on the reciprocal relationship between school climate and culture and student behavior. The directors of instruction as a team are looking forward to an ongoing relationship with the Provincial School Outreach program to enhance safe and caring school communities.

Recruitment Events

Key Focus Area: Instructional Capacity

Love where you live. Love what you do. Feel supported in your career. These are the key messages of our recruitment campaign. Our HR team, often accompanied by principals, senior staff, and teachers, are attending and hosting in-person and virtual recruitment opportunities across Canada. Recently, HR Manager Jen Loewen held teacher candidate socials in Williams Lake and 100 Mile to connect with student teachers completing practicums in the district to build relationships, share information and opportunities, and answer questions.

We invest in supporting bringing pre-service teachers coming to the district to hopefully attract them to stay and begin their careers with us. We also know we will benefit from their energy and current pedagogical training. It is a win-win, and we are happy to take the time to connect with them at these events.

Kirk McLean and Canucks Organization Visit

Key Focus Area: Inclusive Learning Environments



Floor hockey at Columneetza

Columneetza teacher Tanner Gainer reached out to connect with the Canucks organization through Safer Schools Together to bring floor hockey opportunities for students to his school. Grant Gustafson, for the Indigenous Education Department and Carol Doherty and Heather Auger with the District Youth Community Connections program, will help grow this out across the schools of the district to engage as many students as possible in floor hockey supported by the Canucks. The Canucks generously provide

equipment and visits such as this one which included Nesika elementary.

This is the beginning of what will be an ongoing partnership to create connections to school and sport for students who might otherwise not have these opportunities. Prevention through connection is the goal.



Fin at Nesika

BC Lions Visit

Key Focus Area: Place-Based Learning

The BC Lions visited a number of schools in the district, bringing with them an energetic message about responsible stewardship of the land and resources in the beautiful province they live in. Chilcotin Road Principal Doug Brown shared that the assembly, including ways students can help conserve energy and be safe, was an excellent learning opportunity for students.



BC Lions at Chilcotin Road Elementary

District Calendars for 2025-2026 and 2026-2027

The placement of the non-instructional days for professional development for each of the two calendars approved by the Board at the February 24, 2025, public meeting has been confirmed with the Cariboo-Chilcotin Teachers Association. The 2025-2026 and 2026-2027 calendars will be submitted to the Ministry of Education and Child Care in accordance with the calendar regulation and published on the website.

Key Focus Areas of our District Plan for Learner Success

Schools continue to contribute powerful images and descriptions to help share the story of how the key focus areas of the District are coming to life across the Cariboo-Chilcotin. These examples may be



viewed on the [district website](http://www.sd27.bc.ca) [www.sd27.bc.ca]. Scrolling item on news items or on the top bar of the *home page* → *Our District* → *District Plan for Learner Success* → *Key Focus Areas for Enhancing Student Success.*]

BRIEFING NOTE

TO: Board of Education

FROM: Cheryl Lenardon, Superintendent

DATE: March 10, 2025

RE: Item: 5.1.2 - Final Approval of International field Trips

BACKGROUND

Peter Skene Ogden Secondary is planning a French Immersion extracurricular field trip to Europe from March 14 to 31, 2025. Principal Caitlin Currie and teacher lead Chloe Bjelde presented their trip plan and answered trustee questions at an Education Committee Meeting.

The Board approved the trip in principle at the June 12, 2024, Board meeting. [Link Field Trip details](#)

Peter Skene Ogden Secondary is planning an extracurricular field trip to Costa Rica from March 16 to 26, 2025. Principal Caitlin Currie and teacher lead Tai St. Pierre presented their trip plan and answered trustee questions at an Education Committee Meeting.

The Board approved the trip in principle at the June 12, 2024, Board meeting. [Link Field Trip details](#)

Lake City Secondary is planning an extracurricular Band field trip to Italy and Greece from March 12 to 23, 2025. Principal Curt Levens and teacher lead Laura Eilers presented their trip plan and answered trustee questions at an Education Committee Meeting.

The Board approved the trip in principle at the June 14, 2023, Board meeting. [Link Field Trip details](#)

DISCUSSION

International trips receive initial approval from the Board up to a year in advance. Final approval is required prior to departure in recognition of emergent circumstances, such as travel advisories. There are no new developments that would impact these trips.

RECOMMENDATION

THAT the Board of Education provide final approval for the Peter Skene Ogden French Immersion Europe field trip from March 14 to 31, 2025.

THAT the Board of Education provide final approval for the Peter Skene Ogden Costa Rica field trip from March 16 to 26, 2025.

THAT the Board of Education provide final approval for the Lake City Secondary Italy Greece band Tour field trip from March 12 to 23, 2025.

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TO: Board of Education

FROM: Cheryl Lenardon, Acting Secretary-Treasurer

DATE: March 10, 2025

RE: Item: 5.2.1 - Amended Budget 24/25

BACKGROUND

Since the Ministry updated the funding announcement on Jan 28, 2025, Finance has been working on an amended budget. The amended budget is projecting a balanced budget.

DISCUSSION

Significant items to note in the amended budget are:

1. Enrollment is down from **4,595** to **4,568**.
2. Overall, we have a net increase of **\$129,012** to the Operating Portion of our Annual Budget with the details of the changes below:
 - Student Enrollment has decreased from the Feb 2024 forecast which will reduce Operating Revenue by \$238,899.
 - Funding for an increased number of students with unique needs has increased Operating Revenue by \$318,650.
 - Teacher Salary Differential funding resulted in an increase of Operating Revenue of \$49,260.
3. The Labour Settlement Funding as part of the public sector bargaining. The funding for 24/25 is **\$566,345**. (Funding announced in June 2024)
4. Additionally, on the Special Purpose Funds Portion the Classroom Enhancement Fund Allocation was increased by **\$372,787**.

We are projecting an operating surplus of **\$57,237**. (Balanced – no change in amount since Feb 2025 Board Meeting Update)

The total budget allocation for the amended totals **\$83,059,255**.

At the February Board of Education meeting, we reviewed the Financial Projection report which provided information on financial projections to the end of June 2025.

It is important to note that the amended budget is updated based on the information known at the time it was created. The numbers will change based on the events that occur up to June 30, 2025.

The Financial Projection report is developed based on the following:

- Revenue anticipated (includes the January 2025 Interim Operating Grant confirmation) and actual expenses incurred to January 31, 2024.
- For consistency and ease of understanding, will follow the format of the Ministry of Education's Annual Budget forms.

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- 10-month expenses (i.e., teacher salaries) are typically 5/10 or 50% (September to January) of anticipated expenses.
- 12-month expenses (i.e., business administration) are approximately 7/12 or 58.3% (July to January) of anticipated expenses.
- Some expenses occur on an annual basis such as equipment leases and software licenses. The technology budget, for example, may contain budget items expensed early in the budget cycle, and is therefore not an indication of monthly spending.

Schedule 2:

- Outlines total projected Operating revenue and expenses.
- The district is projecting a surplus of **\$57,237** as of June 30, 2025. This amount will fluctuate based on actual revenue received and expenses incurred over the next six (5) months.
- The Budgeted Prior-Year Surplus Appropriation of \$630,763 includes internally restricted funding, which is the targeted Indigenous Education Carryover Surplus.

Schedule 2A:

- Lists all revenue sources.
- Total revenue has increased from the Annual Budget by **\$415,163** and shows a total projected revenue of \$65,208,080.
- Based on the September 30 enrolment numbers and the January 2025 Interim Operating Grant summary, the Operating Grant increased by **\$129,012** from the spring 2024 Estimated Operated Grant.
- With lower interest rates, and a change in our investment income allocation formula, we are seeing a decrease in our investment income on the operating side of **\$300,000** (Schedule 2A), but an increase in investment income of **\$203,359**. (on the Schedule 4) Overall, we are projecting a net decrease in investment income of **\$105,191**. (as shown on Statement 2)

Schedule 2B:

- Lists all Operating expenses by object – employee salary group, benefits, supplies and services.
- Total operating expense is \$65,150,843 which is an increase from the Annual Budget of \$1,327,557 less \$630,763 of Carryover Surplus, equals \$696,794 Net Increase in Expenses in our Amended Budget

Schedule 2C:

- Lists all Operating expenses by program (i.e., Instruction, District Administration, etc.) and object (salary, benefits, supplies)
- The Operating expenses on Schedule 2B and 2C total the same amount of \$65,150,843. They are just shown in a different format and expense categories which is part of the complexity of school district accounting.

2024/2025 AMENDED ANNUAL BUDGET BYLAW PROCESS

As the Board of Education is aware, the 2024/25 Amended Annual Budget Bylaw must be approved by the Board and submitted to the Ministry of Education by March 28, 2025.

[Link to the Amended Annual Budget](#)

RECOMMENDATION

*THAT School District No. 27 (Cariboo-Chilcotin) Amended Annual Budget Bylaw for the fiscal year 2024-2025 in the amount of **\$83,059,255** be read a **third** time this 10th day of March 2025.*

TO: Board of Education

FROM: Sean Cameron / Ben Bennison

DATE: March 10, 2025

RE: Item: 5.2.2 - Transportation Updates and Bus Registration

INFORMATION

On March 3 the bus registration window for the 2025-2026 school year opened. This registration window will be open until April 30 and is only for students defined as eligible riders based on school catchment and walk limits. Registrations gathered during this time will provide the student data to guide route designs and adjustments for the coming school year. These students will also be first placed during student seat assignment.

The registration process is completely online this year with automated parent and caregivers' responses confirming receipt of registration. The registration system is connected to the district data warehouse solution, allowing parents with data not matching in MyEd to also be contacted to update information. The online process also includes reading and acknowledging the transportation protocols. As of March 7, almost 1000 registrations have been received and acknowledged for parents and caregivers.

For any family without access to the online form, support is provided by schools or the transportation department. For anyone that requires it, a paper registration can be provided.

The district will utilize three bus registration waves this year, ensuring the routes are designed thoughtfully and parents and caregivers are provided with information in a timely manner.

Registration Timeline 2025-2026:

- Wave 1 (March 1 – April 30): Core data set to adjust routes for 2025-26 school year. First placement of student seats. All parents and caregivers will be provided with update on seat assignment by June 30 or earlier.
- Wave 2 (May 1 – July 6): Data to guide final adjustments to routes. Second window of seat placement. Seats only assigned to wave two after all students in the first wave have been placed. Parents and caregivers will be notified by the end of August.
- Wave 3 (July 6 – Sep 30): Data collected during this time will not be used to adjust routes and seats will be assigned based on existing space. Courtesy riders can submit registrations during this time but will not be processed until Aug-Sep. Courtesy rider applications will be processed by end of October with all parent and caregivers notified. Confirmation may occur earlier if route has space for all eligible riders.

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RECOMMENDATION

None. For information only.