

# Public Board of Education Meeting Agenda



May 23, 2023  
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 May 23, 2023, Public Meeting of the Board of Education be approved*

### 2.1. Adoption of Minutes

*THAT the minutes of the April 25, 2023, Public Meeting of the Board of Education be approved as presented.*

### 2.2. Closed Meeting Report

*THAT the report of the April 25, 2023, In-Camera Meeting of the Board be approved as presented.*

## 3. Presentation(s) - None

## 4. Delegation - None

## 5. Reports

### 5.1. Superintendent | Secretary-Treasurer

### 5.2. Committee Reports

- Finance & Facilities and Transportation Committee

*THAT the Board of Education Board of Education proceed with the first two (2) readings of the Annual Budget Bylaw at the May 23rd, 2023, Board Meeting.*

“Learning, Growing, and Belonging Together”

**THAT** School District No. 27 (Cariboo-Chilcotin) Annual Budget Bylaw for fiscal year 2023-2024 in the amount of \$76,308,259 be read a first time this 23<sup>rd</sup> day of May 2023.

**THAT** School District No. 27 (Cariboo-Chilcotin) Annual Budget Bylaw for fiscal year 2023-2024 in the amount of \$76,308,259 be read a second time this 23<sup>rd</sup> day of May 2023.

**THAT** the Board approve the proposed school fee schedules for the 2023-2024 school year.

- **Policy Committee**

**THAT** the Board of Education approve Policy No. 5125 Student Records be renamed to Policy 365 Student records, with revised language.

**THAT** the Board approve the amended the Board of Education approve amended Policy 330.

- **Education Committee** – No recommendations brought forward

**5.3 Trustees**

- Kohut
- Forbes
- Delainey
- Patenaude

**5.4 Liaison / Representation**

**6. Reading File - None**

**6.1. Correspondence to the Board**

**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



April 25, 2023 (6:30 p.m. – 7:42 p.m.)

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

**TEAMS:** Willow Macdonald.

**Regrets:** Mike Franklin, Linda Martens, Angie Delaine.

**Staff:** Superintendent / Acting ST Chris van der Mark, Deputy Superintendent Cheryl Lenardon, Directors of Instruction Sean Cameron, Anita Richardson, Cathy van der Mark, Director of Human Resources Taryn Aumond, Director of Operations, Patrick McCarron, Executive Assistant Jodi Symmes.

## 1. Opening by Chair

### 1.1. Call to Order

Board Chair called the meeting to order at 6:31p.m. and acknowledged that the meeting was being held on the traditional and unceded territory of the Northern Secwepemc (Shuswap) People.

## 2. Agenda and Minutes

### 2.1. Approval of Agenda

***THAT** the agenda for the April 25, 2023, Public Meeting of the Board of Education be approved.*

O2023.04.25-01

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

### 2.2. Adoption of Minutes

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

O2023.04.25-02

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

### 2.3. Receipt of In-Camera Meeting Report

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

“Learning, Growing, and Belonging Together”

O2023.04.25-03

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

### 3. Presentation:

#### 3.1. CCTA – Member Survey Review (10 mins)

- Presentation by Ms. Amy Kolinsky, and Ms. Hill, CCTA President with the highlights from the Member Survey Review that was completed in February 2023.
- Reviewed some of the pressures their members are facing/feeling
- Clear connection between member efficacy and site-based relationships with administration
- Clear appreciation of the improved relationship between the CCTA and Staff/ Board. Open communication.
- CCTA would like to continue to do this survey, possible at an earlier time of the year.

#### 3.2. Careers Department – RCMP Academy (10 mins)

- Nikki Berreth, Manager of Communications and Careers gave a presentation on this years' RCMP Academy.
- Students got to take in a variety of scenarios.
- 17 graduated – Of the 17, 5 were from PSO and one of the 100 Mile House Detachment RCMP members presented these 5 girls with their certificates.
- The group was a much more cohesive at the end of the Academy, and confident.
- Thanks to all for supporting this work.

### 4. Delegation - None

### 5. Reports

#### 5.1. Superintendent | Secretary-Treasurer

##### 5.1.1 Capital Bylaw

***THAT the Board of Education proceed with three readings of the Capital Bylaw.***

O2023.04.25-04

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

***THAT School District No. 27 (Cariboo-Chilcotin) Capital Bylaw No. 2023/24-CPSD27-01 in the amount of \$1,794,920 be read a **FIRST** time this 25th day of April 2023.***

**THAT** School District No. 27 (Cariboo-Chilcotin) Capital Bylaw No. 2023/24-CPSD27-01 in the amount of \$1,794,920 be read a **SECOND** time this 25th day of April 2023.

**THAT** School District No. 27 (Cariboo-Chilcotin) Capital Bylaw No. 2023/24-CPSD27-01 in the amount of \$1,794,920 be read a **THIRD** time this 25th day of April 2023.

O2023.04.25-07

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

## 5.2. Committee Reports

- Finance & Facilities and Transportation Committee

**THAT** the Board of Education Board of Education proceed with three readings of the Capital Bylaw.

O2023.04.25-08

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

- Policy Committee  
No Policy meeting was held in March.
- Education Committee

**THAT** the Board of Education approve the Board/Authority Authorized Course, Equine Studies 10 as an elective offering in School District 27 at Anahim Lake Elm / Sec School.

O2023.04.25-09

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

## 5.3 Trustees

- Forbes
- Delainey

## 5.4 Liaison / Representation - **None**

## 6. Reading File

### 6.1 Correspondence to the Board - **None**

## 7. Adjournment

The meeting adjourned at 7:42 p.m.

## 8. Public Comments

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

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Chris van der Mark  
Acting Secretary-Treasurer

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Ciel Patenaude  
Chair

DRAFT

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

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

<b>DATE:</b>	April 25, 2023
<b>TRUSTEE PRESENT:</b>	Ciel Patenaude, Angie Delainey, Anne Kohut, Mary Forbes.
<b>TRUSTEE ATTENDING VIA TEAMS:</b>	Willow Macdonald.
<b>REGRETS:</b>	Linda Martens, Mike Franklin.
<b>STAFF PRESENT:</b>	Superintendent   Acting Secretary-Treasurer Chris van der Mark, Deputy Superintendent Cheryl Lenardon, Directors of Instruction Sean Cameron, Anita Richardson, Cathy van der Mark, Director of Human Resources Taryn Aumond, Director of Operations Patrick McCarron, Executive Assistant Jodi Symmes.

1. Opening by Chair
  - 1.1. Call to Order – 5:33 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 Staffing
5. Information Items
  - 5.1. Staffing Update
  - 5.2. Compliance Audit
6. Adjournment – 5:55 p.m.

**TO: Board of Education**

**FROM: Chris van der Mark**

**DATE: May 23, 2023**

**RE: Superintendent | Secretary-Treasurer Report**

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## **CONGRATULATIONS**

As we move towards the end of another school year, there is much to celebrate. We have seen schools and students fully return to the engagement opportunities that we perhaps took for granted. Similarly, we have seen adults return to and access engagement opportunities. It matters, and you will see some of those highlights below. Most importantly however, June is a month where we get to celebrate and recognize the Indigenous Role Models and the Grad classes of 2023. Thank you to all who contribute to this learning journey. The Grad ceremonies will occur before our final Board Meeting, and we want to wish you all a safe and joyous celebration.

## **COLUMNEETZA FIRE UPDATE**

Big thanks to the administration and staff of Columneetza for managing the events following the fire in the cafeteria. Special thanks to the Williams Lake Fire Department for their quick response, as well as to Cool Clear Water, FreshCo and Save On Foods for their support on a very hot day.

## **ROLE MODEL CELEBRATION**

The SD 27 annual Indigenous Role Model Celebration will begin at 4:30 pm on Thursday, June 1 at Lake City Secondary. All the student candidates will be recognized, and current Role Models Paige Romaniuk and Angus Paul will crown the new 2023 Role Models. This program has a long history with SD 27 and the First Nation Education Council, and the celebration is a very special event for the role models, their families, and invited guests.

## **CULTURAL WEEK AT NAGHTANEQED**

District Principal Grant Gustafson, Director Anita Richardson, and Deputy Superintendent Cheryl Lenardon had the pleasure of attending a day of Naghtaneqed School's 36<sup>th</sup> annual Culture Week. Language and Culture Teacher June Williams was the lead in organizing a very full week of hands-on learning opportunities including beading, medicine bags, rope making, archery, survival skills, sweat lodge, wild potato harvesting, gill net fishing, gaff hook making, traditional cooking, smoking, and preserving deer meat, medicine hike, lehal, drumming, singing, and other hands-on learning opportunities with Xeni Gwet'in First

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Nation community members. Thanks also to our tech department (Matt Abel and Shubham Vaghela) who were out at Naghtaneqed as well during cultural week.

### **BCCAISE (BC Council of Administrators of Inclusive Support in Education)**

A team of educators and admin joined Director Cathy van der Mark at this yearly conference. Feedback has been tremendous as much of the learning re-enforced the work SD27 has been doing as we continue to become a more inclusive and supportive learning community.

### **BC MENTAL HEALTH CONFERENCE**

Principals Kimberley Ikebuchi and Holly Zurak joined Deputy Superintendent Cheryl Lenardon at the Ministry of Education's Mental Health in Schools Conference in Richmond May 2 and 3. The theme was connection and speakers included Monique Gray Smith, Kimberly Schonert-Reichl, Michael Ungar, a Student Voice panel, and Dr. Bonnie Henry among others speaking to social-emotional learning. The team looks forward to sharing their learning with colleagues and contributing to planning for future mental health initiatives in the district.

### **BC SUPERINTENDENTS' ASSOCIATION SPRING CONFERENCE**

The senior team were joined by teachers, admin, and members of the FNEC table (including trustees). The Keynote was Jo Chrona (our speaker next year) who shared highlights from Wayi Wah, as well as a guided a conversation around the new indigenous graduation requirements.

### **BC SCHOOL TRUSTEES AGM**

SD27 trustees joined colleagues from the other 60 districts for a multi-day conference that culminated in their Saturday working session where they debate and pass motions to ultimately guide and help system improvement. Their reports are attached.

### **NETWORK OF INQUIRY AND INDIGENOUS EDUCATION**

A large team of teachers and admin from across the district were in Richmond from May 11-13, learning from provincial leads examining best and promising practices. Keynotes included Dustin Louie, Leona Prince, Jo Chrona and Monique Grey Smith. Participants were really engaged and energized with good purpose and intent. As always, Monique reminded us to go forth with gratitude and hope. Members of this group will share with the Board at a later date, as well as at their year-end celebration with their colleagues.

### **UBC COMMUNITY FIELD EXPERIENCE**

Five teacher candidates from the UBC Teacher Education Program secondary cohort have completed the first of three weeks experiencing what it is like to live and work in SD27. They are engaged in activities at Scout Island, and Tatla and Alexis Creek Schools where

they are contributing their talents, passions, and work. This is a recruitment opportunity for us with these students but also through the presentation to the full cohort on campus leading up to the CFE. Six candidates from the elementary cohort will be with us in June.

### **NEW SPACES/DAYCARE PROJECT HAS BEGUN**

There is lots of work happening both inside and outside at the former dorm site. Outside, ground prep for the play areas. Inside, work has been ongoing for abatement, prior to the construction phase. Massive thanks to all partners for helping make this project a reality for the School District and the communities we serve!



### **NEW CCTA EXECUTIVE**

Congratulations to those members elected to the CCTA executive for the coming year in the respective roles. Thanks, and congratulations to Ms. Jessica Hill (President), Ms. Anna Donaldson (Vice-President) and Ms. Nara Riplinger (Pro-D) for returning to their key roles, not only within the local union, but also in the partnerships with SD27.

Thanks to Tracy Walton, Marianne Okrainetz, Robert Fahoum, Marissa Ball and Sandra Scott for their previous work on the executive.

# FINANCE AND FACILITIES & TRANSPORTATION COMMITTEE AGENDA



**May 9, 2023 – 3:00 p.m.**

## **WELCOME AND ACKNOWLEDGEMENT**

*This meeting is being held on the traditional and unceded territory of the Secwépemc People.*

1. April 11, 2023, Meeting Report
2. Budget
3. School Fees
4. Emergency Planning
5. Security Systems
6. Capital Project Request: New Marie Sharpe “Concept”
7. Future Meeting Dates:

<b>MEETING</b>	<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
Finance/Facilities Committee	June 13, 2023	3:00 p.m.	Board Office

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# Finance and Facilities & Transportation Committee Meeting Report



April 11, 2023 (3:00 p.m. – 4:10 p.m.)

**Trustees in Attendance:** Angie Delainey (Chaired Mtg.) Anne Kohut, Mike Franklin.

**TEAMS:** Willow Macdonald, Mary Forbes.

**Regrets:** Ciel Patenaude, Linda Martens.

**Staff:** Superintendent / Acting ST Chris van der Mark, Deputy Superintendent Cheryl Lenardon, Directors of Instructions Sean Cameron, Director of Human Resources, Taryn Aumond. Executive Assistant Jodi Symmes.

Agenda Item	Notes	Action		
Acknowledgment of Traditional Territory				
1. March 14, 2023, Committee Report	The committee reviewed the report and recommended no changes.	None.		
2. Budget - Yearly Projections - 2023-2024 Development	Superintendent van der Mark provided a snapshot of the yearly projections and the outline for the 2023 – 2024 Budget development. Trustees appreciated the new graphic developed by our incoming Secretary-Treasurer, Ms. Hooker.	None. Information only		
3. 2022/23 Annual five Year Capital Plan submission	Superintendent van der Mark provided an overview of the Minor Capital grant requiring a bylaw to be passed in order to accept the funding.	Recommendation that the Board of Education proceed with three readings of the Capital Bylaw		
4. District Intrusion System	Director of Instruction Sean Cameron provided an update to the committee on the current state of the Districts intrusion systems, and the proposed plan moving forward.	None. Information only.		
5. Proposed Future Meeting Dates				
	<b>MEETING</b>	<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
	Finance/Facilities Committee	May 9, 2023	3:00 p.m.	Board Office
	Finance/Facilities Committee	June 13, 2023	3:00 p.m.	Board Office

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**TO: Finance, Facilities & Transportation**

**FROM: Chris van der Mark**

**DATE: May 9, 2023**

**RE: Budget Development 2023-24**

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**BACKGROUND**

Preliminary information for 2023-24 budget planning is positive. The Ministry released the base funding allocation information and there have been increases in student allocations. Based on projections, we will be building a budget on \$60,918,421 for the 2023-24 school year, up from \$55,699,652 this past year. Beyond the per pupil increase, there is also the increased wages through the public sector bargaining settlements.

Special purpose funds such as LINKS, AFG, and other Capital Grants. We also expect a continuation of a fund to support food programs in schools.

<b>2023-24 Op Block</b>	CEF	LIF	LINK	AFG (Op portion)	Pay Equity	Transportation	<b>Feeding Futures (NEW)</b>	<b>Labour Settlement</b>
<b>60,918,421</b>	4,356,939	230,585	719,732	311,807	665,837	739,024	<b>637,732</b>	

The labour settlement for bargaining units is fully funded. We have yet to hear if PSEC will fund the lifts for excluded and exempt staff, as they did in 2022-23. This additional funding was unexpected and appreciated, but it is not guaranteed to continue for the remaining 2 years. The 2023-24 which could exceed 7% with COLA.

**DISCUSSION**

**Staffing:** HR continues to work hard hiring. We are far ahead of last year with the first two rounds of posting already completed. We have no planned reductions in staffing. We have some re-allocations/additions of administration.

**VP Trades and Careers:** This is a new position to provide succession planning and transition of this highly successful program.

**Human Resources Generalist:** We continue to rebuild our business department, including this addition to continue building capacity.

**Director of Instruction- Child Care, Early Learning and Inclusive Education:** This position replaces the oversight of Inclusive Education left vacant by a retirement and adds the emerging portfolios of Child Care and Early learning.

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These administrative additions are cost neutral through re-allocation of existing administration positions and new Ministry funding for the Child Care portfolio.

### Continuing Priorities

As mentioned earlier, once staffing is allocated, the other 11% is everything else. Supplies, white fleet, gas, utilities and any other “wish list” items we may have. As discussed in Finance and Facilities, over the past few years, we have been able to add:

Annual IT Lease Commitment	\$500 k
School Supplies and Resources	\$490 k
Learning Initiatives	\$150 k
Mentorship*	\$100 k
Recruitment	\$250 k
Additional Custodial**	\$190 k
Counselling Ratio above CA	\$220 k
Lifts for Exempt and Excluded***	\$180 k
Helping Teachers	\$220 k
	<b>\$2.4 M</b>

These will be maintained.

**This year (2023-24)**, we have been working with the Finance Team to also find funds for new requests:

White Fleet replacements	\$400 k
<b>Mini Bus for Sport/Extra Curricular (x2)</b>	<b>\$300 k</b>
Learning Initiative increase (1 time)	\$80 k
Exempt and Excluded Lifts (year 2)*	\$240 k
Additional Tech/Network Upgrade	\$700 k
Careers/Trades Supplement	\$30k
	<b>\$1.7 M</b>

Additionally, we have also encountered escalating costs for high priority projects such as:

Fire security systems	\$150 k (year 2 above AFG)
Alarm security systems	\$400 k (above AFG)
School PA systems	\$150 k (year 1)
	<b>\$700 k</b>

Based on initial budget development, these last three projects, and potentially the mini-bus purchases, will be funded from surplus.

## **Other Surplus Considerations**

The budget overview shows that we have continued to show increased financial efficiency while increasing core services. We continue to have significant historical elements resulting from a long practice of deferring maintenance. We will need to continue planning for use of the accumulated surplus. An intended use of a portion of the surplus is to be available to support unique elements of a potential new school build (Marie Sharpe). We will also want to consider:

1. Fully funding from the 2023-24 year, rather than over multiple years, the:
  - a. Fire alarm system upgrades (\$1M)
  - b. Security system upgrades (\$400)
  - c. PA systems at schools (\$250)

Total funding needed to complete these projects in the next fiscal year: \$1.65 M (approx.)

2. Move \$3 M from operating surplus to local capital in order to fast track some of the most urgent facility projects not able to be captured under AFG.

***See budget presentation.***

## **RECOMMENDATION**

**THAT** the Board of Education proceed with the first two (2) readings of the Annual Budget Bylaw at the May 25<sup>th</sup>, 2023, Board Meeting.

**TO: Finance, Facilities & Transportation**

**FROM: Chris van der Mark**

**DATE: May 9, 2023**

**RE: School Fees**

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## **BACKGROUND**

BOARD POLICY: [Policy 325 – School Fees](#)

The Board of Education of School District No. 27 (Cariboo-Chilcotin) will provide curricular instruction, activities, programs, and resource materials free of charge to school age students subject to exceptions authorized by the School Act. Deposits may be required for educational resource materials and fees charged for optional supplementary materials, musical instruments, costs associated with specialty academies and trades programs, and other purposes defined by the School Act or Ministerial Order. The Board will annually approve and publish the schedule of deposits and fees to be charged in the following school year by schools. The Board will ensure fees and deposits will not become a barrier to student participation in required activities or programs by requiring each school to clearly communicate the process for waiving a school fee in the case of financial hardship.

Changes this year include:

- Supplies up \$5 to \$35
- Aquatics down \$75 to \$50

## **RECOMMENDATION**

THAT the Board approve the publication of all school fee schedules for the 2023-2024 school year.

1. Planners: No Fees.
2. Supplies: Thirty-five Dollars (\$35.00). Optional Participation in a bulk order.
3. Artists Fees: No Fees.
4. Hockey Academy: Two Hundred Dollars (\$200.00).
5. Aquatics Program: Fifty Dollars (\$50).

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**TO: Finance, Facilities & Transportation**

**FROM: Anita Richardson**

**DATE: May 9, 2023**

**RE: Emergency Response Plan**

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## **BACKGROUND**

Being prepared for various types of emergencies, both natural and human caused, that can occur while school is in session is important for the well-being of students and staff. To be prepared, employees must have a solid working knowledge of the emergency plans and have a current plan readily available to them.

The SD27 Emergency Response Plans located around the district are considerably out of date. Employees are not always aware of where to find them or what is contained in them. As such, it became a priority to create a modernized emergency response plan which contains procedures for the broad variety of emergencies that may occur while school is in session and have the up-to-date plans readily available in classrooms, offices, and workspaces across the district.

We have only recently been able to dedicate the time to providing the necessary updates.

## **DISCUSSION**

Over the current and previous school year, our emergency response plan was reviewed by members of the senior team and the maintenance department to look at outdated, deficient, or unclear procedures. Emergency response plans from other districts were consulted for further clarity on procedures as well as gaps in our plan. This information was collated into a draft emergency response plan and has been used to gather further feedback and input from the Principal's and Vice-Principal's, the IUOE executive, and the CCTA executive. Updates were made after these consultations. The draft plan is also currently being reviewed by the District Joint Occupational Health and Safety Committee and may receive further updates.

The new emergency response plan will be ready for implementation for September 2023, and we will host sessions at our August retreat with Directors, Principals and Vice-Principals to familiarize them with the plan and provide guidance on the required elements for their accompanying school/site specific emergency plans.

All employees will review the details of the emergency response plan and site-specific plans with their site-based leadership at the start of every school year.

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The improved format of the emergency response plan will allow for more efficient updates, and it will become practice to review and update the plan on a yearly basis. Copies of the plan will be available in the office and utilized rooms of every school in the district as well as in key accessible locations in our other work sites.

**RECOMMENDATION**

None. For information only.

**TO: Finance, Facilities & Transportation**

**FROM: Sean Cameron & Patrick McCarron**

**DATE: May 9, 2023**

**RE: District Intrusion System**

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## **BACKGROUND**

District intrusion system refers to the alarm system that notifies a monitoring company and district staff of break-ins or unexpected entrance to our facilities. All district sites are required to have a reliable alarm system.

## **DISCUSSION**

Over the last three months the IT department has been researching product options for alarm panel upgrades. Our team contacted numerous school districts across BC and vendors directly. The majority of districts we contacted are currently using the same DSC alarm panel as SD 27. A number of the districts, including SD 39 and 34, have upgraded to newer version of DSC panel called “DSC Neo.” Three of the districts we contacted are using a product called Bosch. Bosch is the product recommended by the local alarm installation company O-Netrix.

The current DSC panel is incredibly reliable from a hardware perspective but does not allow for modern remote management. The system is designed to be managed at the site level leading to limitations noted in the background section of shared codes and compromised codes. This appears to be most used panel in BC and is used by trusted district partners like WLFN. This is the panel that is being installed in all current and new builds by WLFN. WLFN has less staff and buildings so site management of the panel is not a problem, and they are choosing the product based on the reliability of the hardware.

The new DSC Neo product has more modern features than the classic panel but does not have auto arming capability and has limitations with remote management. DSC is planning to release a new enterprise panel in 2024 that will include all the features the district has listed as requirements. DSC is owned by the same parent company as Kantech and has direct integration with this product for keyless entry. The large market share of DSC across BC explains the high utilization of Kantech by districts for keyless entry. DSC has the ability to work with all keyless entry solutions utilizing third party integration.

The Bosch system is a new product offering in Canada after years of existence in USA. This product is used by SD 51, SD 23, and SD 67. Bosch supports all the identified requirements for SD 27. Integration with keyless entry is supported by this product. The product distributor and O-Netrix recommended not using Salto as a keyless entry solution.

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The primary concern with moving forward with Bosch is the low market utilization in the BC education sector.

In our research it also became prevalent the majority of districts still operate within silos between IT and Operations. In all districts we contacted the decision and responsibility for alarms and keyless entry was the operations department with little involvement from other departments and district leadership.

The high-level estimate to update all the alarm panels and sensors in the district is \$383,500.

### **RECOMMENDATION**

None. For information only.

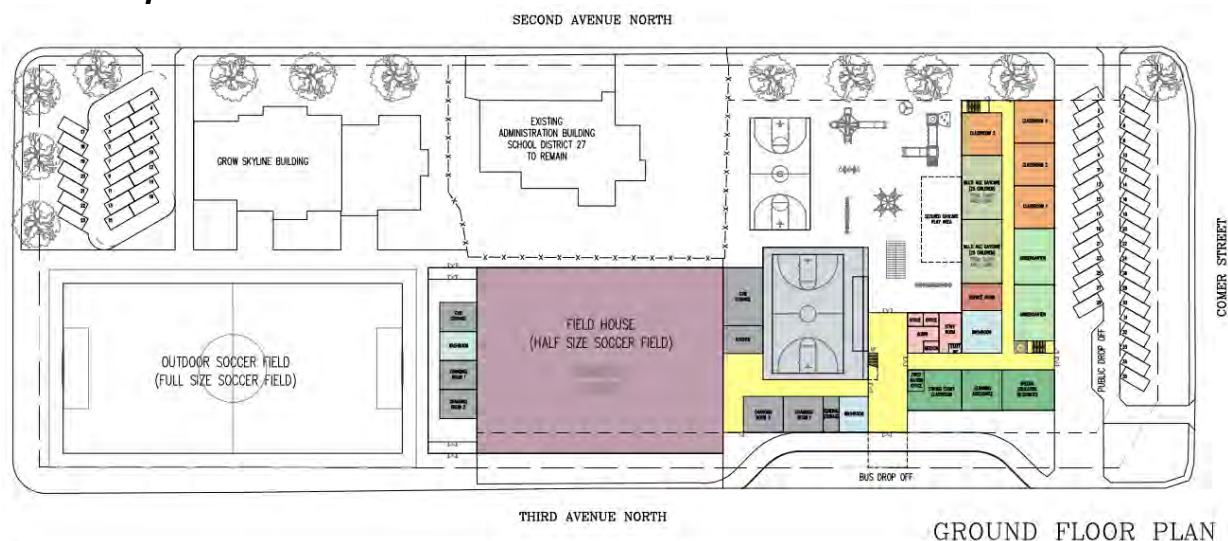
**TO:** Finance, Facilities & Transportation  
**FROM:** Chris van der Mark  
**DATE:** May 9, 2023  
**RE:** Capital Projects: Marie Sharpe

## BACKGROUND

SD27 continues to work with the Ministry Capital Team to have Marie Sharpe qualify for new school funding. We have had excellent support, but it is challenging given the growing populations of other areas, seismic upgrades, and general demands for capital projects (health, education) due to aging infrastructure.

## DISCUSSION

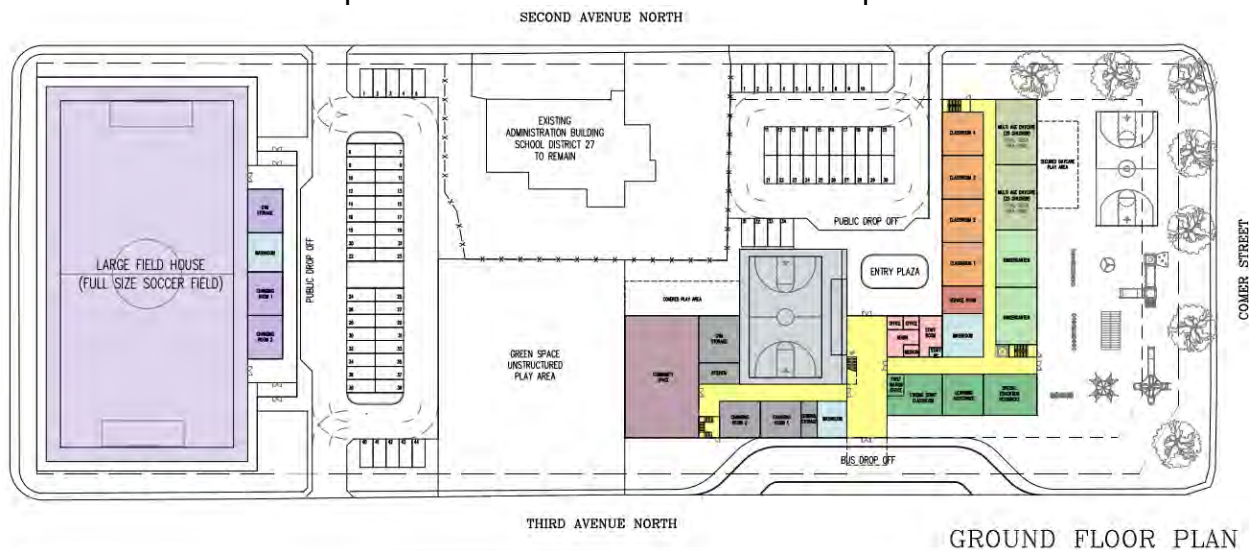
Our past several submissions have featured a simple replacement request on the existing site. We have been working hard with partners to find potential avenues of joint interest and support to think “bigger” in terms of community use and partnership. One consideration is to seek partners to support a “Fieldhouse” or covered turf venue, building on some of the existing community support for this need. ***Any enhancements beyond funding provided by the ministry for school specific replacement based on enrolment and usage would require additional revenue sources.***



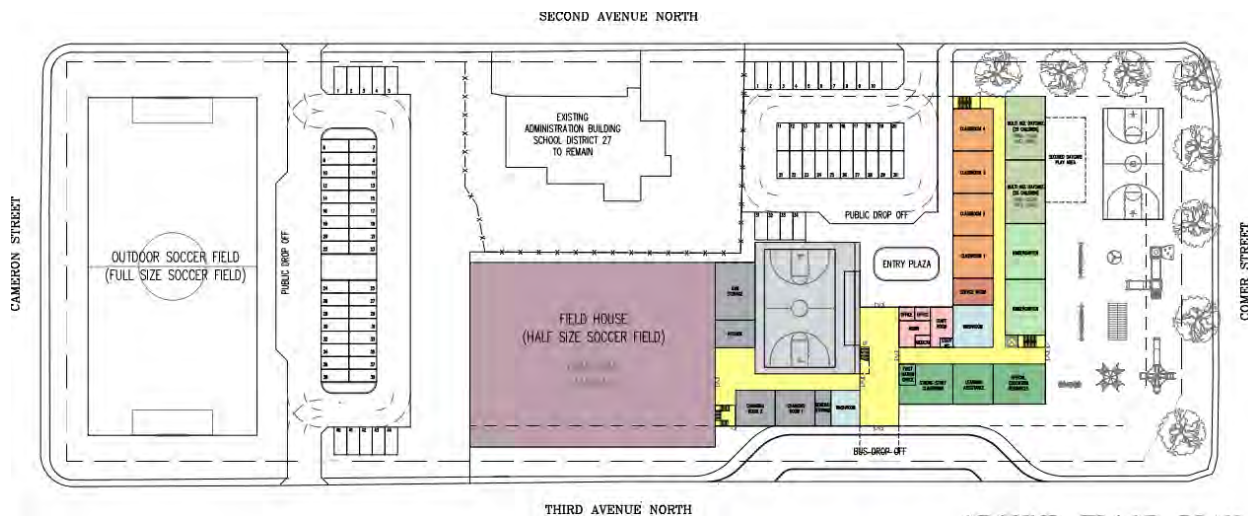
While attractive, some may consider the smaller Fieldhouse (60 x 40) not adequate. Working within the site footprint, it may be possible to have a larger Fieldhouse, but this would require the elimination of the GROW/Skyline building. This should not be problematic

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as the DL component (Skyline) is being relocated to a more central location, and ideally, new vibrant classroom space for alternate students could be part of a new build.



Under this concept, an option could include the half-size Fieldhouse and a full outside surface as well.



All scenarios include the administrative office staying on its current site. It would be cost prohibitive to use capital funds to create a new administrative office.

We will continue to engage with community partners as appropriate. We have had tremendous support from WLFN on our general applications to date and plan to engage with other organizations as well.

## **RECOMMENDATION**

None. Information only.





# 2023- 2024 Budget MAY 2023

SCHOOL DISTRICT NO. 27 (CARIBOO-CHILCOTIN)

# Agenda

Where do we get our funding?

How do we allocate our funding?

Budget Priorities

Funding Per FTE - Historical Data

Reserve Summary

Budget Risks

Budget Timelines

What makes a budget more robust?

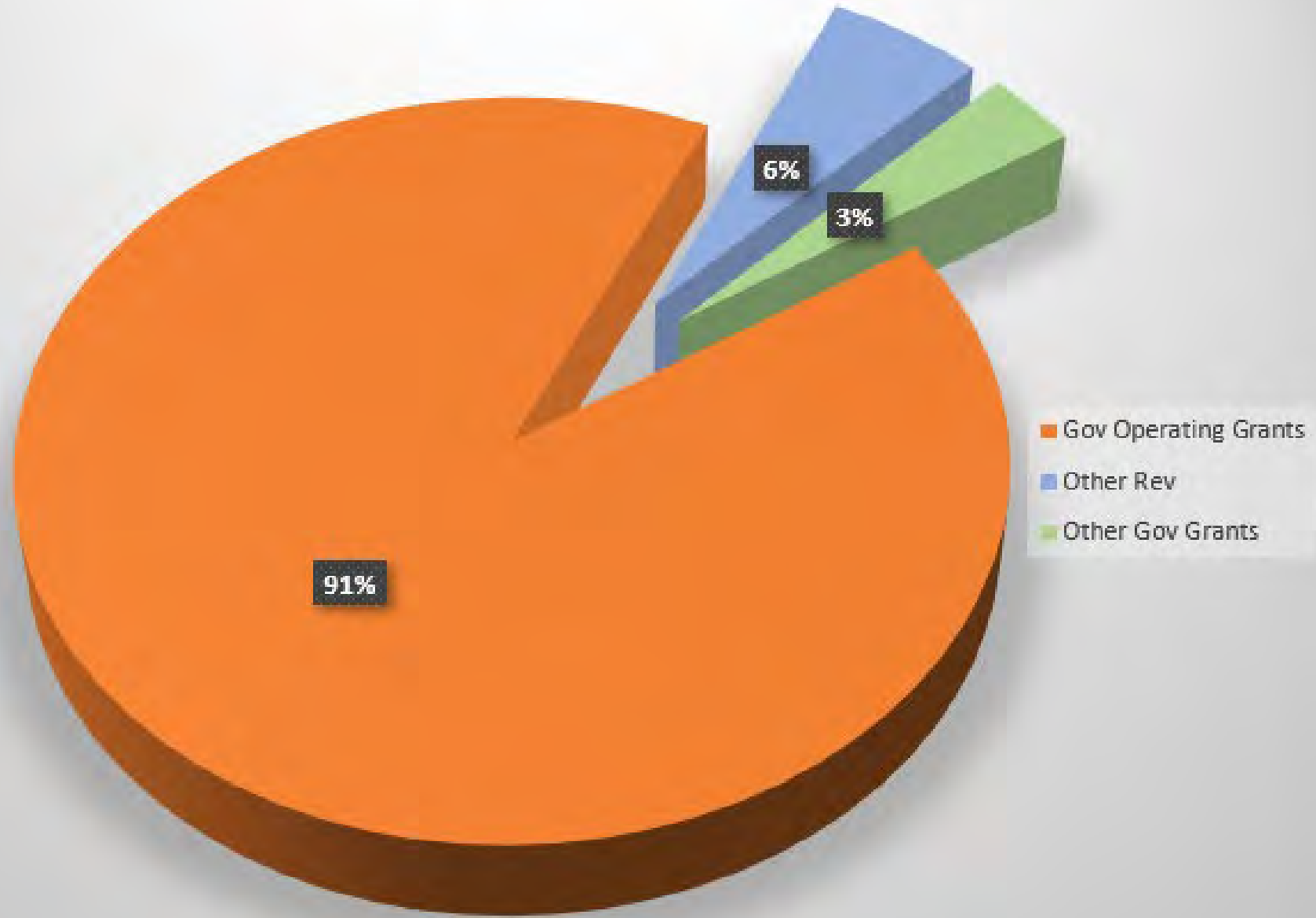
2023-2024 Budget Projections



Where do we get our funding?

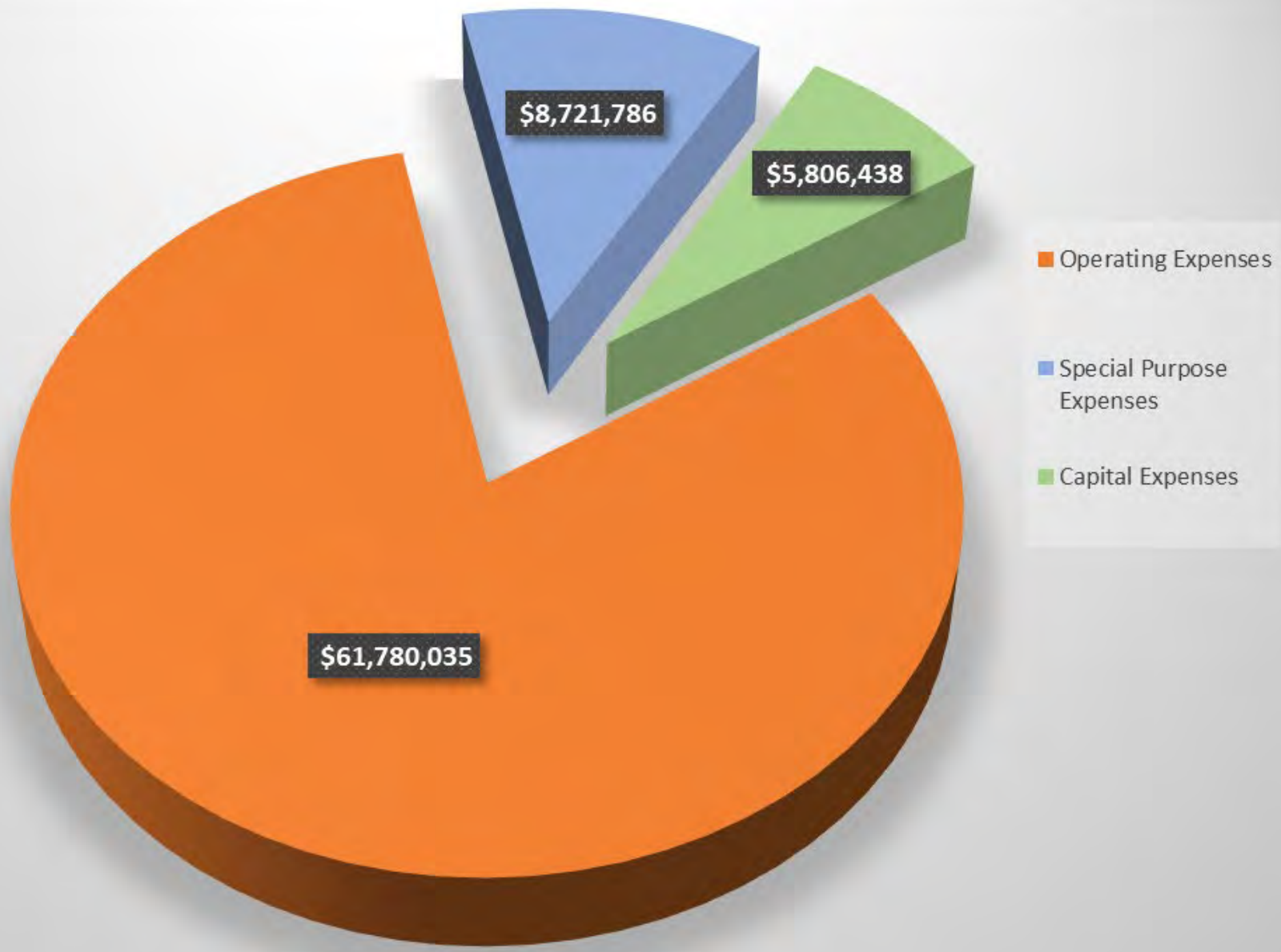
2023-2024  
Operating  
Revenues  
\$63.9 Million

Schedule 2A



2023-2024  
Budgeted  
Bylaw  
Expenditures  
\$76.3 Million

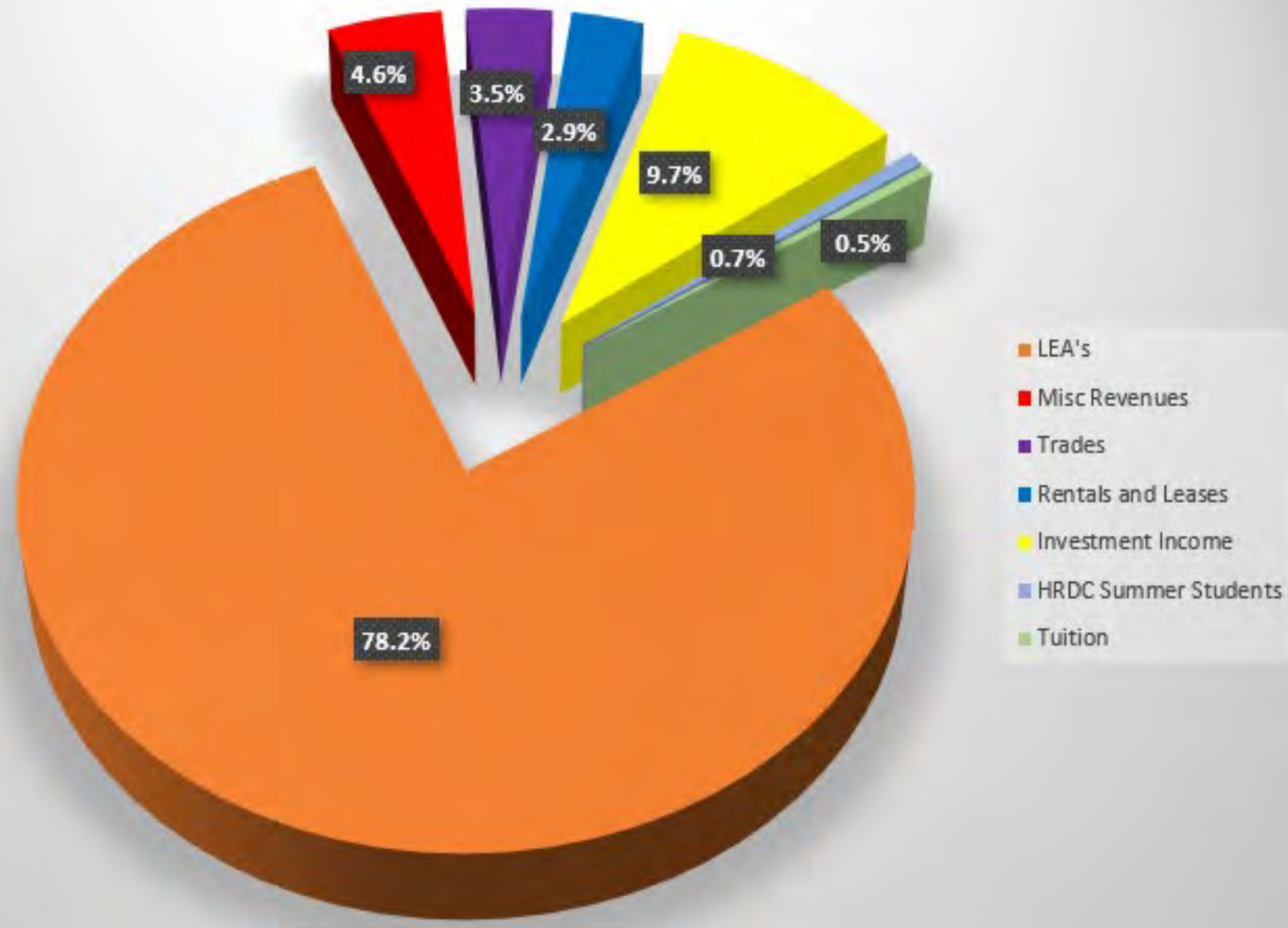
Statement 2



# Where do we get our funding?

2023-2024  
Other Revenues  
\$3.6 Million

Schedule 2A



# Other Funds



## Operating Budget

- Student Supports
- Instruction
- Administration
- Maintenance / Transportation



## Special Purpose Funds

- Specific Time Frame (1-2 years)
- Specific Function
  - School Trust Fund
  - Annual Facilities Grant
  - Community Links



## Capital Budget

- Buildings
- Land Improvements
- Equipment
- Site Purchases





# How do we allocate our funding?

Teacher Allocations are made according to collective agreement and additional need.

*For example, one of our elementary schools has 310 students and 13.3 FTE classroom teachers*

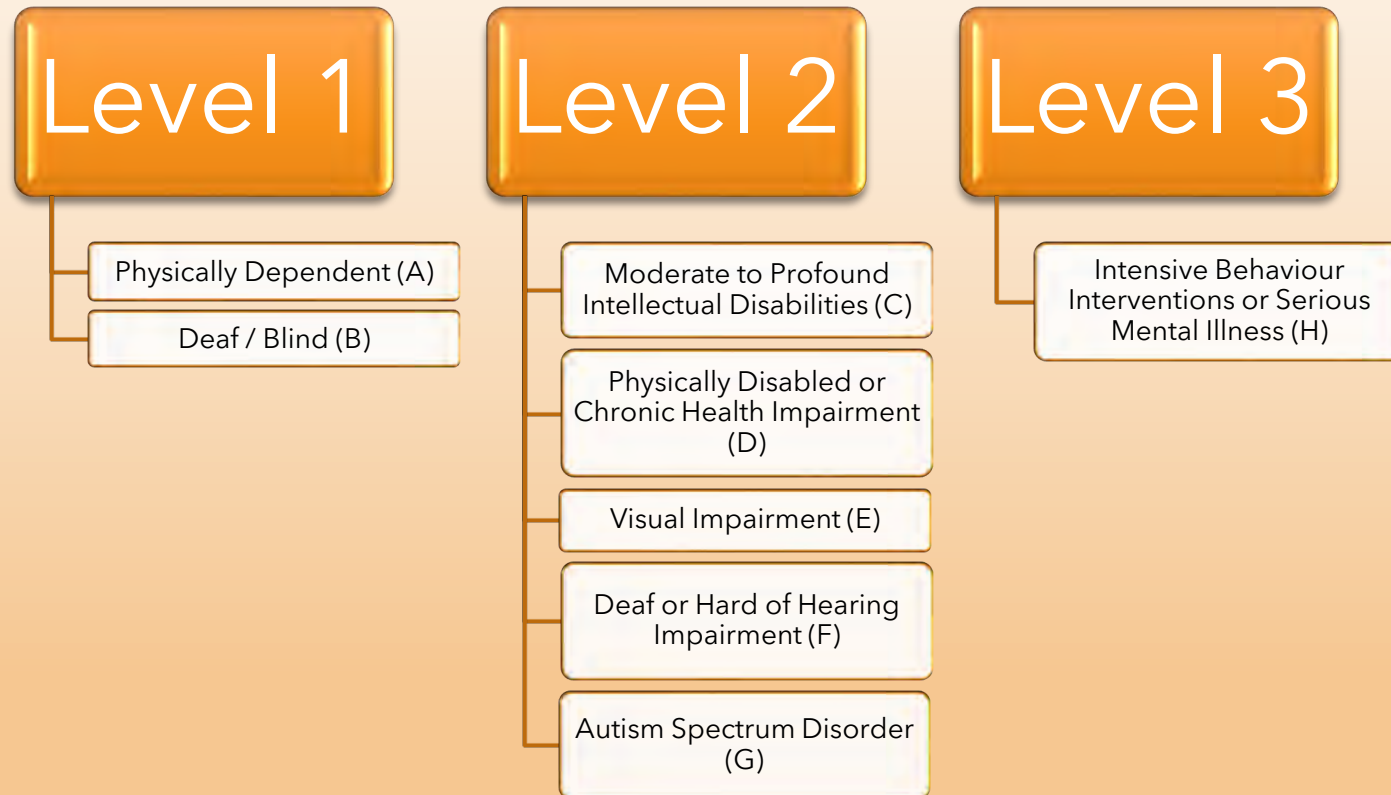
FTE	Position
2.14	Learning Assistance/Special Ed. Resource/ELL
0.60	Librarian/Technology
0.74	Preparation Time
1.3	Administration



# How do we allocate our funding?

## Special Needs - Allocations

---



# How do we allocate our funding?

## Clerical Support Staff – according to Collective Agreement

Upon ratification, the District will establish baseline allocations for schools based on the following:

Category 1 13 hrs/wk	Category II 17.5 hrs/wk	Category III 28 hrs/wk	Category IV 35 hrs/wk	Category V 94.5 hrs/wk	Category VI 105 hrs/wk
Anahim Lake	Forest Grove	Chilcotin Rd	Cataline	PSO	LCS – Columneetza
Alexis Creek	Horsefly	Mountview	Nesika		LCS - WL
Dog Creek	Skyline	Horse Lake	100 Mile		
Naghtaneqed	DL	Marie Sharpe			
Lac La Hache		Mile 108			
Likely		150 Mile			
Big Lake					
Tatla Lake					

Upon ratification a fund of thirty-five (35) hours per week shall be established to address emergent or variable situations.

Allocation of this fund shall be in consultation between the union and the employer.

Allocations will be made as part of the Spring staffing cycle.

Once allocations are set, there will not be reductions in September, unless the position becomes vacant. Any adjustments will be made by October 15.



# How do we allocate our funding?

## School Administrator Allocations

---

Elementary Schools WL and 100MH	
Less than 300 Students	0.8 - 1.0
300+ Students	1.1 - 1.3
Secondary Schools in WL and 100 MH	
	1.75 - 4.0
Rural	
	.20 - .40





How do we allocate our funding?

Support Staff-  
Custodial Staff

Secondary	
School	Allocation Hours per week
LCSS-C	180
LCSS-WL	180
PSO	160
Rural	
Alexis	25
Anahim	30
Big Lake	10
Dog Creek	12.5
Forest Grove	20
LLH	13
Likely	15
Naghtaneqed	12
Tatla	15

Elementary	
School	Allocation Hours per week
100 MH	70
150 MH	50
Cataline	60
Chilcotin	50
GROW	20
Horsefly	22.5
Horse Lake	40
Marie Sharpe	50
Mile 108	50
Mountview	40
Nesika	50

Other	
Location	Allocation Hours per week
100 MH Transportation	10
Administration	25
WL Maintenance	20

# Budget Priorities Continuing Priorities

	2023-2024
Annual IT Lease Commitment	\$522,000
School Supplies and Resources	\$490,000
Learning Initiatives	\$150,000
Mentorship	\$100,000
Recruitment	\$250,000
Additional Custodial	\$190,000
Counselling Ratio above CA	\$220,000
Lifts for Exempt and Excluded	\$180,000
Helping Teachers	\$220,000
<b>Total</b>	<b>\$2,322,000</b>

# Budget Priorities Additional Priorities:

-New Funding Requests

-One Time Additional  
Funding Requests

<b>New Funding Requests</b>	<b>2023-2024</b>
White Fleet Replacements	\$400,000
Mini-Bus for Sport/Extra Curricular (x2)*	\$300,000
Learning Initiative Increase	\$80,000
Exempt and Excluded Lifts (Year 2)	\$240,000
Additionally, Tech/Network Upgrade	\$700,000
Careers/Trades Supplement	\$30,000
<b>Total</b>	<b>\$1,750,000</b>
<b>Additional Funding Requests</b>	
Fire Alarm Security System*	\$150,000 (Year 2 above AFG)
Alarm Security Systems*	\$400,000 (Above AFG)
School PA Systems*	\$150,000 (Year 1)
<b>Total</b>	<b>\$700,000</b>

\*could be paid from surplus as one-time money if necessary

# Funding Per FTE

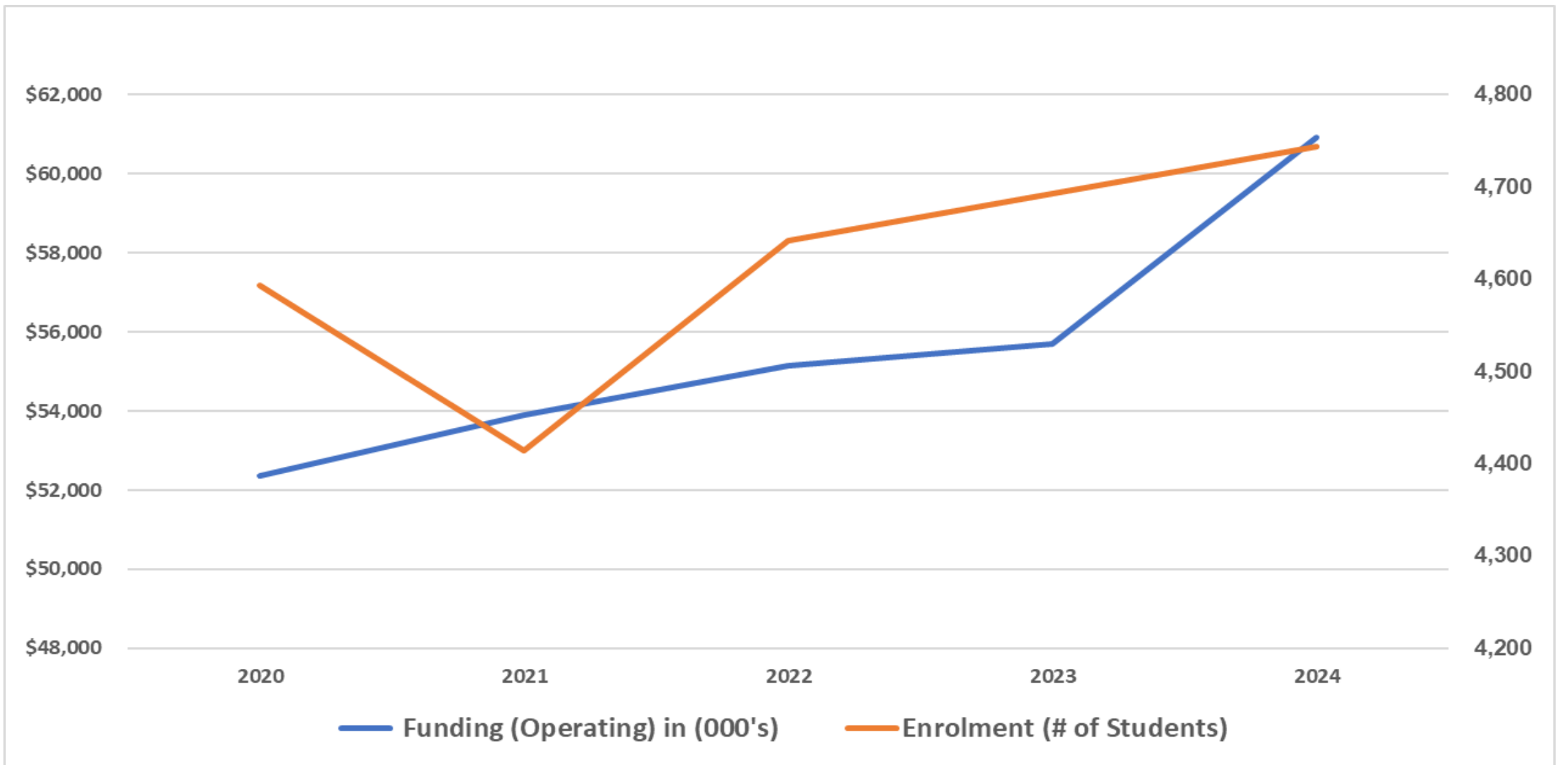
Grant Type	2023-2024 Budget	2022-2023	2021-2022	2020-2021
Regular/CE/Alternate	\$8,625	\$7,885	\$7,885	\$7,560
Distributed Learning	\$6,960	\$6,360	\$6,360	\$6,100
Adult Education	\$5,505	\$5,030	\$5,030	\$4,823
Level 1 Special Needs	\$49,070	\$44,850	\$44,850	\$43,000
Level 2 Special Needs	\$23,280	\$21,280	\$21,280	\$20,400
Level 3 Special Needs	\$11,760	\$10,750	\$10,750	\$10,300
English Lang. Learning	\$1,735	\$1,585	\$1,585	\$1,520
Indigenous Education	\$1,710	\$1,565	\$1,565	\$1,500
Home School	\$250	\$250	\$250	\$250
Course Challenges	\$270	\$246	\$246	\$236

Revenues - Operating Grants

SCHOOL DISTRICT NO. 27 (CARIBOO-CHILCOTIN)

# Special Education Funding

Grant Type	Budget 2023-2024
Level 1 Special Needs	\$294,420
Level 2 Special Needs	\$4,644,360
<b>TOTAL FUNDING</b>	<b>\$4,938,780</b>
Total Expenditures	\$6,544,937



# Funding and Enrolment - Historical

SCHOOL DISTRICT NO. 27 (CARIBOO-CHILCOTIN)

# Reserve Summary

	Budget 2024	Fcst 2023	Actual 2022	Actual 2021
<b>Operating Fund</b>				
Restricted -School Based	300,000	300,000	333,396	491,772
Restricted -First Nations	350,000	350,000	439,608	387,320
* <b>Unrestricted Surplus</b>	<b>7,209,509</b>	<b>7,209,509</b>	<b>6,009,509</b>	<b>4,042,705</b>
<b>Total Operating Surplus</b>	<b>7,859,509</b>	<b>7,859,509</b>	<b>6,782,513</b>	<b>4,921,797</b>
<hr/>				
Special Purpose Funds (Restricted)	15,000	15,000	15,000	15,000
<hr/>				
<b>Capital Fund</b>				
* <b>Local Capital (Future Capital Purchases)</b>	<b>4,477,084</b>	<b>4,477,084</b>	<b>4,477,084</b>	<b>3,277,085</b>
Invested in Tangible Capital Assets (Amort)	10,919,021	9,545,000	15,753,401	17,500,198
<b>Total Capital Surplus</b>	<b>15,396,105</b>	<b>14,022,084</b>	<b>20,230,485</b>	<b>20,777,283</b>
<hr/>				
<b>Total SD27 Accumulated Surplus</b>	<b>23,270,614</b>	<b>21,896,593</b>	<b>27,027,998</b>	<b>25,714,080</b>
<hr/>				
<b>* Unrestricted Spending</b>				
<hr/>				
<b>Other Potential Funding Sources</b>				
<hr/>				
<b>Restricted MECC Capital Fund</b>				
Additions /Removals	-	806,243	428,980	-
<b>Restricted MECC Capital Fund</b>	<b>2,654,991</b>	<b>2,654,991</b>	<b>1,848,748</b>	<b>1,419,768</b>



# Budget Risks

---

- Collective Agreements
- Enrolment
- Government Funding
- Average Wage Costs
- Regulatory Decisions
- Budget Estimates / Forecasts
- Inflation
- Weather
- Sick Leaves/ Absences
- Utilities



# Budget Timeline

Sept 30  
Student  
Count

Oct. - Jan.  
Budgets are reviewed and amended to reflect the  
Sep. 30<sup>th</sup> students count, current staffing, and any  
additional updated budget information.

Jan - Feb  
Amended budget to  
Finance Committee for  
review and to Board for  
three readings.

Preliminary  
Budget and Bylaw  
due to MOE  
By Feb. 28

Oct > Nov > Dec > Jan > Feb > Mar > April > May > June

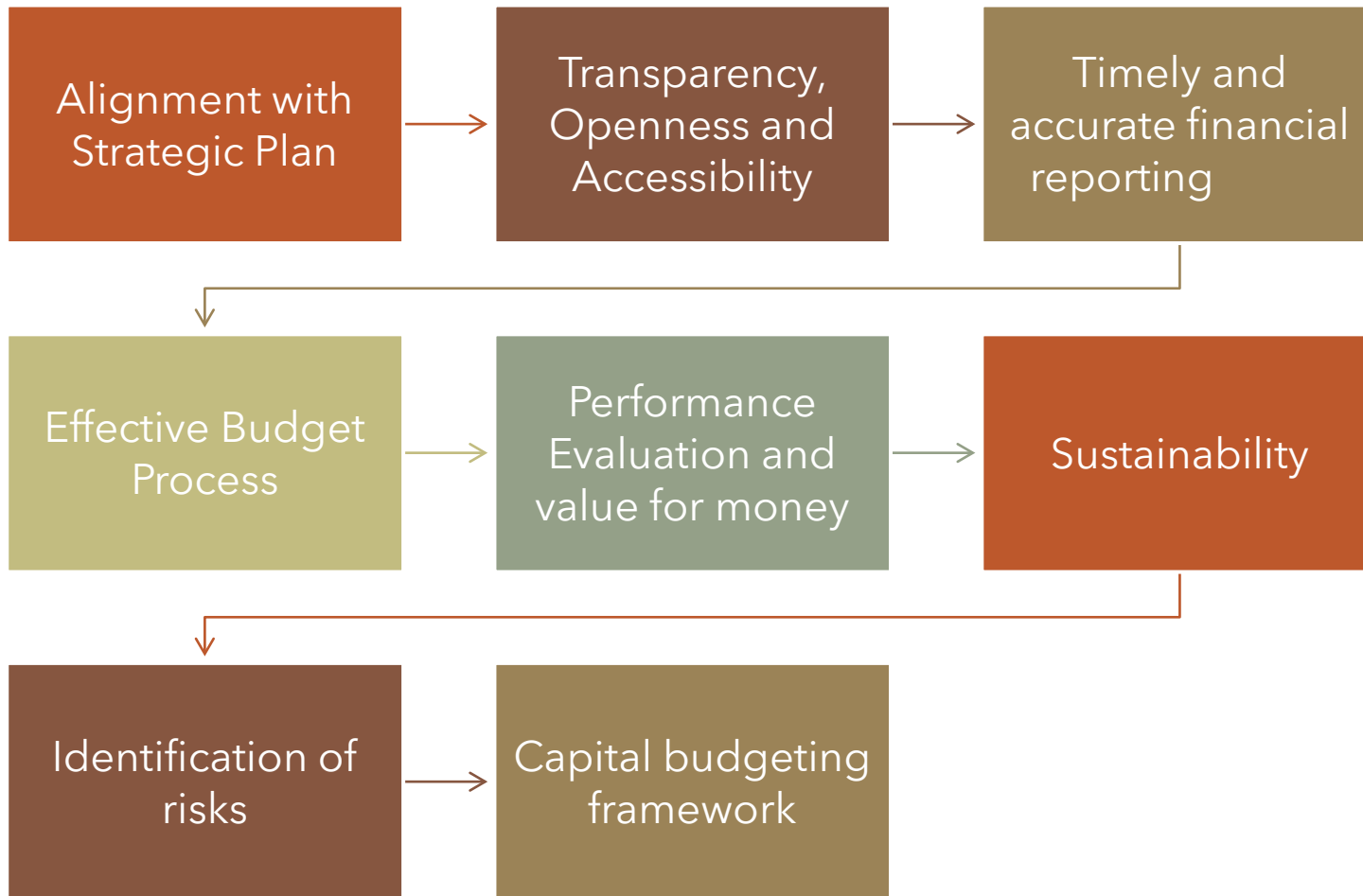
Nov - Mar  
Preliminary Budget Planning begins for the next school year

Apr - June  
To Board for  
three readings

Mar - Apr  
To Finance Committee, Staff,  
and Public for review.

Preliminary  
Budget  
due to MOE  
By June 30

Preliminary



What makes a budget more robust?



# Questions / Comments

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Chris Van der Mark,  
Superintendent & Acting Secretary Treasurer

Paul Wallin CPA, CGA,  
Manager of Finance

Annual Budget

## **School District No. 27 (Cariboo-Chilcotin)**

June 30, 2024

# School District No. 27 (Cariboo-Chilcotin)

June 30, 2024

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\*NOTE - Statement 1, Statement 3, Statement 5, Schedule 1 and Schedules 4A - 4D are used for Financial Statement reporting only.

## ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 27 (CARIBOO-CHILCOTIN) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2023/2024 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 27 (Cariboo-Chilcotin) Annual Budget Bylaw for fiscal year 2023/2024.
3. The attached Statement 2 showing the estimated revenue and expense for the 2023/2024 fiscal year and the total budget bylaw amount of \$76,308,259 for the 2023/2024 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2023/2024.

READ A FIRST TIME THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023;

READ A SECOND TIME THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023;

READ A THIRD TIME, PASSED AND ADOPTED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023;

---

Chairperson of the Board

( Corporate Seal )

---

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 27 (Cariboo-Chilcotin) Annual Budget Bylaw 2023/2024, adopted by the Board the \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.

---

Secretary Treasurer

# School District No. 27 (Cariboo-Chilcotin)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	4,740,500	4,719,875
Adult	3,625	9,625
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>4,744,125</b>	<b>4,729,500</b>
<b>Revenues</b>	<b>\$</b>	<b>\$</b>
Provincial Grants		
Ministry of Education and Child Care	68,083,934	62,710,531
Other	279,100	172,853
Tuition	18,000	14,000
Other Revenue	3,788,770	4,061,534
Rentals and Leases	105,000	99,000
Investment Income	350,300	525,300
Gain (Loss) on Disposal of Tangible Capital Assets		30,707
Amortization of Deferred Capital Revenue	2,746,657	2,930,058
<b>Total Revenue</b>	<b>75,371,761</b>	<b>70,543,983</b>
<b>Expenses</b>		
Instruction	51,939,574	49,637,402
District Administration	3,101,481	2,696,850
Operations and Maintenance	13,396,459	12,311,245
Transportation and Housing	6,248,462	5,897,759
Debt Services	21,000	12,000
<b>Total Expense</b>	<b>74,706,976</b>	<b>70,555,256</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>664,785</b>	<b>(11,273)</b>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	664,785	(11,273)
<b>Budgeted Surplus (Deficit), for the year</b>	<b>664,785</b>	<b>(11,273)</b>



# School District No. 27 (Cariboo-Chilcotin)

Annual Budget - Revenue and Expense

Year Ended June 30, 2024

	<b>2024</b>	2023 Amended
	<b>Annual Budget</b>	Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	<b>61,780,035</b>	58,614,599
Operating - Tangible Capital Assets Purchased	<b>1,601,283</b>	576,794
Special Purpose Funds - Total Expense	<b>8,721,786</b>	7,976,825
Capital Fund - Total Expense	<b>4,205,155</b>	3,963,832
<b>Total Budget Bylaw Amount</b>	<b>76,308,259</b>	71,132,050

## Approved by the Board

---

Signature of the Chairperson of the Board of Education

Date Signed

---

Signature of the Superintendent

Date Signed

---

Signature of the Secretary Treasurer

Date Signed

# School District No. 27 (Cariboo-Chilcotin)

Statement 4

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
<b>Surplus (Deficit) for the year</b>	<b>664,785</b>	<b>(11,273)</b>
<b>Effect of change in Tangible Capital Assets</b>		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(1,601,283)	(576,794)
From Deferred Capital Revenue	(3,434,893)	(5,958,357)
From Leases	(500,000)	(721,000)
<b>Total Acquisition of Tangible Capital Assets</b>	<b>(5,536,176)</b>	<b>(7,256,151)</b>
Amortization of Tangible Capital Assets	4,184,155	3,951,832
Net carrying value of Tangible Capital Assets disposed of	-	238,040
<b>Total Effect of change in Tangible Capital Assets</b>	<b>(1,352,021)</b>	<b>(3,066,279)</b>
	-	-
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<b>(687,236)</b>	<b>(3,077,552)</b>

# School District No. 27 (Cariboo-Chilcotin)

Schedule 2

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education and Child Care	60,316,548	55,786,859
Other	125,000	20,000
Tuition	18,000	14,000
Other Revenue	2,988,770	3,161,534
Rentals and Leases	105,000	99,000
Investment Income	350,000	525,000
<b>Total Revenue</b>	<b>63,903,318</b>	<b>59,606,393</b>
<b>Expenses</b>		
Instruction	43,629,595	42,152,294
District Administration	3,101,481	2,696,850
Operations and Maintenance	9,650,497	8,802,145
Transportation and Housing	5,398,462	4,963,310
<b>Total Expense</b>	<b>61,780,035</b>	<b>58,614,599</b>
<b>Net Revenue (Expense)</b>	<b>2,123,283</b>	<b>991,794</b>
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets Purchased	(1,601,283)	(576,794)
Other	(522,000)	(415,000)
<b>Total Net Transfers</b>	<b>(2,123,283)</b>	<b>(991,794)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

# School District No. 27 (Cariboo-Chilcotin)

Annual Budget - Schedule of Operating Revenue by Source  
 Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
<b>Provincial Grants - Ministry of Education and Child Care</b>		
Operating Grant, Ministry of Education and Child Care	60,918,421	55,699,652
ISC/LEA Recovery	(2,825,534)	(2,825,534)
Other Ministry of Education and Child Care Grants		
Pay Equity	665,837	665,837
Funding for Graduated Adults	2,829	
Student Transportation Fund	739,024	739,024
Support Staff Benefits Grant	27,764	-
FSA Scorer Grant	8,187	8,187
Early Learning Framework (ELF) Implementation	669	669
NGN-PLNET Nemiah Valley	36,000	36,000
Labour Settlement Funding	743,351	1,463,024
<b>Total Provincial Grants - Ministry of Education and Child Care</b>	<b>60,316,548</b>	<b>55,786,859</b>
<b>Provincial Grants - Other</b>	<b>125,000</b>	<b>20,000</b>
<b>Tuition</b>		
International and Out of Province Students	18,000	14,000
<b>Total Tuition</b>	<b>18,000</b>	<b>14,000</b>
<b>Other Revenues</b>		
Funding from First Nations	2,825,534	2,825,534
Miscellaneous		
Other Revenues	118,736	196,500
Trades TRU	-	75,000
HRDC - Summer Students	24,500	24,500
Miscellaneous	20,000	40,000
<b>Total Other Revenue</b>	<b>2,988,770</b>	<b>3,161,534</b>
<b>Rentals and Leases</b>	<b>105,000</b>	<b>99,000</b>
<b>Investment Income</b>	<b>350,000</b>	<b>525,000</b>
<b>Total Operating Revenue</b>	<b>63,903,318</b>	<b>59,606,393</b>

# School District No. 27 (Cariboo-Chilcotin)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object  
Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	21,253,453	20,387,947
Principals and Vice Principals	5,931,471	5,411,646
Educational Assistants	3,818,385	3,860,753
Support Staff	9,163,643	8,508,480
Other Professionals	2,307,250	2,189,550
Substitutes	1,467,671	1,399,384
<b>Total Salaries</b>	<b>43,941,873</b>	<b>41,757,760</b>
<b>Employee Benefits</b>	<b>9,399,482</b>	<b>8,807,070</b>
<b>Total Salaries and Benefits</b>	<b>53,341,355</b>	<b>50,564,830</b>
<b>Services and Supplies</b>		
Services	1,944,515	1,803,000
Student Transportation	174,500	155,000
Professional Development and Travel	649,355	641,000
Rentals and Leases	50,000	30,000
Dues and Fees	114,000	104,000
Insurance	224,000	215,000
Supplies	3,702,310	3,650,297
Utilities	1,580,000	1,451,472
<b>Total Services and Supplies</b>	<b>8,438,680</b>	<b>8,049,769</b>
<b>Total Operating Expense</b>	<b>61,780,035</b>	<b>58,614,599</b>

# School District No. 27 (Cariboo-Chilcotin)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	16,897,644	1,630,162	214,286	353,908	-	1,442,000	20,538,000
1.03 Career Programs		308,227		72,964	27,704		408,895
1.07 Library Services	478,724		-	164,711			643,435
1.08 Counselling	686,527						686,527
1.10 Special Education	2,320,218		2,702,284	171,963	96,481	-	5,290,946
1.20 Early Learning and Child Care							-
1.30 English Language Learning	88,653	16,482				-	105,135
1.31 Indigenous Education	781,687	138,702	901,815	39,797			1,862,001
1.41 School Administration		3,224,570		1,377,758		10,671	4,612,999
1.62 International and Out of Province Students							-
1.64 Other				20,000		15,000	35,000
<b>Total Function 1</b>	<b>21,253,453</b>	<b>5,318,143</b>	<b>3,818,385</b>	<b>2,201,101</b>	<b>124,185</b>	<b>1,467,671</b>	<b>34,182,938</b>
<b>4 District Administration</b>							
4.11 Educational Administration		613,328		57,558	304,070		974,956
4.20 Early Learning and Child Care							-
4.40 School District Governance				61,511	142,994		204,505
4.41 Business Administration				239,497	698,503		938,000
<b>Total Function 4</b>	<b>-</b>	<b>613,328</b>	<b>-</b>	<b>358,566</b>	<b>1,145,567</b>	<b>-</b>	<b>2,117,461</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration				-	400,631		400,631
5.50 Maintenance Operations				3,691,686	245,834		3,937,520
5.52 Maintenance of Grounds				94,000	265,137		359,137
5.56 Utilities							-
<b>Total Function 5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,785,686</b>	<b>911,602</b>	<b>-</b>	<b>4,697,288</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration				-	125,896		125,896
7.70 Student Transportation				2,818,290			2,818,290
7.73 Housing							-
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,818,290</b>	<b>125,896</b>	<b>-</b>	<b>2,944,186</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>21,253,453</b>	<b>5,931,471</b>	<b>3,818,385</b>	<b>9,163,643</b>	<b>2,307,250</b>	<b>1,467,671</b>	<b>43,941,873</b>

# School District No. 27 (Cariboo-Chilcotin)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	20,538,000	4,205,011	24,743,011	818,393	25,561,404	24,684,821
1.03 Career Programs	408,895	88,938	497,833	213,000	710,833	239,688
1.07 Library Services	643,435	140,004	783,439	82,256	865,695	886,248
1.08 Counselling	686,527	153,634	840,161	-	840,161	789,876
1.10 Special Education	5,290,946	1,161,717	6,452,663	92,274	6,544,937	6,362,931
1.20 Early Learning and Child Care	-	-	-	-	-	-
1.30 English Language Learning	105,135	24,273	129,408	7,000	136,408	144,091
1.31 Indigenous Education	1,862,001	408,144	2,270,145	288,015	2,558,160	2,712,507
1.41 School Administration	4,612,999	1,026,765	5,639,764	501,523	6,141,287	6,013,952
1.62 International and Out of Province Students	-	-	-	10,000	10,000	14,363
1.64 Other	35,000	5,870	40,870	219,840	260,710	303,817
<b>Total Function 1</b>	<b>34,182,938</b>	<b>7,214,356</b>	<b>41,397,294</b>	<b>2,232,301</b>	<b>43,629,595</b>	<b>42,152,294</b>
<b>4 District Administration</b>						
4.11 Educational Administration	974,956	245,557	1,220,513	126,000	1,346,513	1,395,719
4.20 Early Learning and Child Care	-	-	-	-	-	-
4.40 School District Governance	204,505	35,405	239,910	110,000	349,910	313,589
4.41 Business Administration	938,000	214,058	1,152,058	253,000	1,405,058	987,542
<b>Total Function 4</b>	<b>2,117,461</b>	<b>495,020</b>	<b>2,612,481</b>	<b>489,000</b>	<b>3,101,481</b>	<b>2,696,850</b>
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	400,631	99,196	499,827	168,500	668,327	677,064
5.50 Maintenance Operations	3,937,520	865,655	4,803,175	1,920,400	6,723,575	6,204,287
5.52 Maintenance of Grounds	359,137	77,958	437,095	66,500	503,595	469,322
5.56 Utilities	-	-	-	1,755,000	1,755,000	1,451,472
<b>Total Function 5</b>	<b>4,697,288</b>	<b>1,042,809</b>	<b>5,740,097</b>	<b>3,910,400</b>	<b>9,650,497</b>	<b>8,802,145</b>
<b>7 Transportation and Housing</b>						
7.41 Transportation and Housing Administration	125,896	27,758	153,654	1,500	155,154	206,168
7.70 Student Transportation	2,818,290	619,539	3,437,829	1,705,479	5,143,308	4,648,142
7.73 Housing	-	-	-	100,000	100,000	109,000
<b>Total Function 7</b>	<b>2,944,186</b>	<b>647,297</b>	<b>3,591,483</b>	<b>1,806,979</b>	<b>5,398,462</b>	<b>4,963,310</b>
<b>9 Debt Services</b>						
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>43,941,873</b>	<b>9,399,482</b>	<b>53,341,355</b>	<b>8,438,680</b>	<b>61,780,035</b>	<b>58,614,599</b>



# School District No. 27 (Cariboo-Chilcotin)

Annual Budget - Special Purpose Revenue and Expense  
Year Ended June 30, 2024

	<b>2024</b>	2023 Amended
	<b>Annual Budget</b>	Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education and Child Care	<b>7,767,386</b>	6,923,672
Other	<b>154,100</b>	152,853
Other Revenue	<b>800,000</b>	900,000
Investment Income	<b>300</b>	300
<b>Total Revenue</b>	<b>8,721,786</b>	7,976,825
<b>Expenses</b>		
Instruction	<b>8,309,979</b>	7,485,108
Operations and Maintenance	<b>311,807</b>	421,069
Transportation and Housing	<b>100,000</b>	70,648
<b>Total Expense</b>	<b>8,721,786</b>	7,976,825
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	-

# School District No. 27 (Cariboo-Chilcotin)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2024

	Annual Facility Grant	Learning Improvement Fund	Aboriginal Education Technology	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>	-	-	22,000	3,500	640,000	67,200	70,000	70,000	100,000
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	311,807	230,585				224,000	41,650	113,936	724,660
Provincial Grants - Other									
Other					800,000				
Investment Income				300					
	311,807	230,585	-	300	800,000	224,000	41,650	113,936	724,660
<b>Less:</b> Allocated to Revenue	311,807	230,585	5,000	300	800,000	291,200	111,650	183,936	824,660
<b>Deferred Revenue, end of year</b>	-	-	<b>17,000</b>	<b>3,500</b>	<b>640,000</b>	-	-	-	-
<b>Revenues</b>									
Provincial Grants - Ministry of Education and Child Care	311,807	230,585	5,000			291,200	111,650	183,936	824,660
Provincial Grants - Other									
Other Revenue					800,000				
Investment Income				300					
	311,807	230,585	5,000	300	800,000	291,200	111,650	183,936	824,660
<b>Expenses</b>									
Salaries									
Teachers									
Principals and Vice Principals									
Educational Assistants		190,891				200,471		155,810	577,922
Support Staff									
Other Professionals									
Substitutes									
	-	190,891	-	-	-	200,471	-	155,810	577,922
Employee Benefits		39,694				43,441		28,126	121,738
Services and Supplies	311,807		5,000	300	800,000	47,288	111,650	-	125,000
	311,807	230,585	5,000	300	800,000	291,200	111,650	183,936	824,660
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-

# School District No. 27 (Cariboo-Chilcotin)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2024

	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Student & Family Affordability	ECL Early Care & Learning	School Food Programs	Nenqayni
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>	-	-	100,000	100,000	10,000	150,000	-	-	35,000
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	621,939	3,735,000		55,000	11,250		40,000	637,232	353,127
Provincial Grants - Other									
Other									
Investment Income									
	621,939	3,735,000	-	55,000	11,250	-	40,000	637,232	353,127
<b>Less:</b> Allocated to Revenue	621,939	3,735,000	100,000	155,000	21,250	150,000	35,000	637,232	353,127
<b>Deferred Revenue, end of year</b>	-	-	-	-	-	-	<b>5,000</b>	-	<b>35,000</b>
<b>Revenues</b>									
Provincial Grants - Ministry of Education and Child Care	621,939	3,735,000	100,000	155,000	21,250	150,000	35,000	637,232	353,127
Provincial Grants - Other									
Other Revenue									
Investment Income									
	621,939	3,735,000	100,000	155,000	21,250	150,000	35,000	637,232	353,127
<b>Expenses</b>									
Salaries									
Teachers		3,040,669							177,305
Principals and Vice Principals									13,000
Educational Assistants	359,524								42,224
Support Staff	56,520		48,000						
Other Professionals	90,728								
Substitutes					14,000				
	506,772	3,040,669	48,000	-	14,000	-	-	-	232,529
Employee Benefits	115,167	694,331	11,000		2,250				65,340
Services and Supplies			41,000	155,000	5,000	150,000	35,000	637,232	55,258
	621,939	3,735,000	100,000	155,000	21,250	150,000	35,000	637,232	353,127
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-

**School District No. 27 (Cariboo-Chilcotin)**

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2024

	Artists in Schools	CCWRAP	Health Promoting School Card	TOTAL
	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>	-	132,519	30,000	<b>1,530,219</b>
<b>Add:</b> Restricted Grants				
Provincial Grants - Ministry of Education and Child Care				<b>7,100,186</b>
Provincial Grants - Other	11,500			<b>11,500</b>
Other				<b>800,000</b>
Investment Income				<b>300</b>
	11,500	-	-	<b>7,911,986</b>
<b>Less:</b> Allocated to Revenue	11,500	122,600	20,000	<b>8,721,786</b>
<b>Deferred Revenue, end of year</b>	<b>-</b>	<b>9,919</b>	<b>10,000</b>	<b>720,419</b>
<b>Revenues</b>				
Provincial Grants - Ministry of Education and Child Care				<b>7,767,386</b>
Provincial Grants - Other	11,500	122,600	20,000	<b>154,100</b>
Other Revenue				<b>800,000</b>
Investment Income				<b>300</b>
	11,500	122,600	20,000	<b>8,721,786</b>
<b>Expenses</b>				
Salaries				
Teachers		50,000		<b>3,267,974</b>
Principals and Vice Principals				<b>13,000</b>
Educational Assistants		30,000		<b>1,556,842</b>
Support Staff				<b>104,520</b>
Other Professionals				<b>90,728</b>
Substitutes				<b>14,000</b>
	-	80,000	-	<b>5,047,064</b>
Employee Benefits		17,600		<b>1,138,687</b>
Services and Supplies	11,500	25,000	20,000	<b>2,536,035</b>
	11,500	122,600	20,000	<b>8,721,786</b>
<b>Net Revenue (Expense)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# School District No. 27 (Cariboo-Chilcotin)

Annual Budget - Capital Revenue and Expense  
Year Ended June 30, 2024

	2024 Annual Budget			2023 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
<b>Revenues</b>				
Gain (Loss) on Disposal of Tangible Capital Assets			-	30,707
Amortization of Deferred Capital Revenue	2,746,657		2,746,657	2,930,058
<b>Total Revenue</b>	<b>2,746,657</b>	<b>-</b>	<b>2,746,657</b>	<b>2,960,765</b>
<b>Expenses</b>				
Amortization of Tangible Capital Assets				
Operations and Maintenance	3,434,155		3,434,155	3,088,031
Transportation and Housing	750,000		750,000	863,801
Debt Services				
Capital Lease Interest		21,000	21,000	12,000
<b>Total Expense</b>	<b>4,184,155</b>	<b>21,000</b>	<b>4,205,155</b>	<b>3,963,832</b>
<b>Net Revenue (Expense)</b>	<b>(1,437,498)</b>	<b>(21,000)</b>	<b>(1,458,498)</b>	<b>(1,003,067)</b>
<b>Net Transfers (to) from other funds</b>				
Tangible Capital Assets Purchased	1,601,283		1,601,283	576,794
Capital Lease Payment		522,000	522,000	415,000
<b>Total Net Transfers</b>	<b>1,601,283</b>	<b>522,000</b>	<b>2,123,283</b>	<b>991,794</b>
<b>Other Adjustments to Fund Balances</b>				
Principal Payment				
Capital Lease	501,000	(501,000)	-	
<b>Total Other Adjustments to Fund Balances</b>	<b>501,000</b>	<b>(501,000)</b>	<b>-</b>	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>664,785</b>	<b>-</b>	<b>664,785</b>	<b>(11,273)</b>

# POLICY COMMITTEE AGENDA



May 9, 2023 – 5:00 p.m.

## WELCOME AND ACKNOWLEDGEMENT

*This meeting is being held on the traditional and unceded territory of the Secwépemc People.*

1. February 14, 2023, Committee Report
2. [Policy 5125](#) – Student Records – **Amendment**
3. [Policy 330](#) – Enrollment in Educational Program – **Amendment**

4. Future Meeting Dates:

MEETING	DATE	TIME	LOCATION
Finance/Facilities Committee	June 13, 2023	3:00 p.m.	Board Office

“Learning, Growing, and Belonging Together”



**POLICY COMMITTEE MEETING REPORT**

**February 14, 2023 (4:00 p.m. – 4:21 p.m.)**

**Trustees in Attendance:** Mary Forbes (Chaired Mtg), Anne Kohut, Ciel Patenaude.

**TEAMS:** Linda Martens, Mike Franklin, Willow Macdonald.

**Absent:**

**Staff:** Superintendent – Acting ST Chris van der Mark, Deputy Superintendent Cheryl Lenardon, Instructional Directors Sean Cameron, Cathy van der Mark, Anita Richardson, Executive Assistant Jodi Symmes.

Agenda Item	Notes	Action		
Acknowledgment of traditional territory				
1. January 10, 2023, Policy Committee Meeting Report	The committee reviewed the report and recommended no changes.	None.		
2. Student Safety and Care (5142)	Deputy Superintendent Lenardon recommended repeal of Policy 5142 Student Safety and Care.  This Policy does not fit with the current framework which distinguishes between governance and operational.  Development of DRAFT AP 542 Student Illness or Injury at School was provided for information.	Recommends Policy 5142 Student Safety and Care be repealed by the Board.		
<b>3. Future Meeting Dates:</b>				
	<b>MEETING</b>	<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
	Policy Committee	March 7, 2023	5:00 p.m.	Board Office
	Policy Committee	April 11, 2023	5:00 p.m.	Board Office
	Policy Committee	May 9, 2023	5:00 p.m.	Board Office
	Policy Committee	June 13, 2023	5:00 p.m.	Board Office

**TO: Policy Committee**

**FROM: Cathy van der Mark**

**DATE: May 9, 2023**

**RE: Policy 5125 Students Record**

---

### **BACKGROUND**

The Students Record policy has been updated and an administrative procedure has been created to outline the District responsibilities that align with the legislative and Ministry of Education and Child Care requirements.

### **DISCUSSION**

Staff has revised existing policy to reflect current requirements. The Policy has also been renumbered to reflect the new SD27 Policy format.

Additional information related to this policy is contained within the **AP 365** Student Records and File Management.

### **RECOMMENDATION**

THAT Policy No. 5125 Student Records be renamed Policy 365 Student Records with the revised language.





## **POLICY 365 – STUDENT RECORDS**

The Board shall establish and maintain appropriate student records, establish procedures for the storage, retrieval, appropriate use, and accessibility of the records, and ensure the confidentiality of the information and the privacy of students and their families.

### Reference:

- AP 365 Student Records and File Management



## **RATIONALE:**

To provide appropriate instruction and educational services, the District maintains information on students and their families. Pertinent information in these records shall be readily available to appropriate school personnel, be accessible to the parents or legal guardians of school-age students or to the student in accordance with legislation yet will be guarded as confidential information.

The records shall also be available with proper authorization, to a person planning for the delivery of, or delivering health, social, or support services to the student, or to the Board's insurer to the extent necessary to meet any claims being made against the insurance provided to the Board by that insurer. Such records are released on the understanding that the person receiving such information shall not disclose it except for the purpose intended.

The Superintendent or designate shall ensure the proper administration of student records in accordance with legislated requirements, as well as the need for efficient and safe collection and retention of student information.

### **1. Definitions**

A Permanent Student Record (PSR) consists of:

- 1.1 the most recent Ministry form entitled "Permanent Student Record", and
- 1.2 all documents required to be listed as inclusions on the form entitled "Permanent Student Record" completed in accordance with the Ministry's "Permanent Student Record Completion Instructions," which are in effect at the time of the completion

In additions to the PSR, a student's record (minimally) includes:

- 1.3 the student progress reports for the two most recent years, or a copy of the Transcript of Grades issued by the Ministry
- 1.4 a written record of letter grades where letter grades are not set out in a student progress report for a student in grade 4, 5, 6, or 7
- 1.5 the student's current IEP if any.

### **2. Procedures**

#### **2.1 Elements of Student Files**

A General Student File (as part of the student record) shall be established and maintained for each student enrolled in the public education system. The student file



will contain copies of current records used in the planning and administration of the student's education program. When necessary, a Confidential Student File will also be established and maintained to hold documents that are confidential or contain sensitive information. The student record consists of all information collected or maintained by the District pertaining to the student but does not include notes prepared by and for the exclusive use of a teacher or administrator.

- 2.1.1 The General Student File shall contain but not be limited to:
  - 2.1.1.1 Demographic information including legal name, birthdate, legal guardianship, citizenship, and visa information if applicable, and other information as required by the Ministry.
  - 2.1.1.2 A copy of school progress and achievement history
  - 2.1.1.3 Individual Educational Plans/Student Learning Plans
  - 2.1.1.4 Medical information
  - 2.1.1.5 Court orders as indicated by legal alert
  - 2.1.1.6 Other legal documents (i.e., name change or immigration document)
  - 2.1.1.7 A reference to the location of any information that is being maintained outside the file.
  
- 2.1.2 The Confidential Student File shall contain but not be limited to:
  - 2.1.2.1 Assessments reports prepared by Psychologist, Speech-Language Pathologist, Health Authority, medical professionals, etc.
  - 2.1.2.2 Confidential reports
  - 2.1.2.3 Documentation containing sensitive information
  - 2.1.2.4 Documentation required to meet criteria for Ministry of Education and Child Care special education designation
  - 2.1.2.5 School-Based Team referrals and meeting notes

Working files held by administrators, teachers and Support Services Staff that contain student information must be destroyed when they are no longer directly connected to the student's educational programming. Confidential reports must not be copied and placed in a working file. Recommendations from assessments reports can be copied and placed in a working file. Although working files are not considered part of a student's record, contents of the file can be requested under FOIPPA.



## 2.2 File Management

The principal is responsible for the establishment, maintenance, security, and access of a record (including hard copy and digital) for each student registered in their school.

- 2.2.1 Any information placed on a student's record must be done so with the knowledge:
  - 2.2.1.1 That the student, and their parent/guardian, as defined in the School Act, have access to all information contained in the student record
  - 2.2.1.2 That the information is considered to be official documentation of the District
- 2.2.2 The principal shall determine which school staff shall be authorized to access a student's record. As a guideline, staff access is to be limited to teachers and support staff in direct contact with the student or staff with direct responsibility for the maintenance of student records.
- 2.2.3 As students and parents have access to the student files, care is to be taken to ensure that only appropriate documents are retained. The principal shall be responsible for the periodic culling of information from student records that have expired or are no longer of use to the school.
- 2.2.4 Disposal of student information shall be done in a way that preserves confidentiality such as confidential shredding.
- 2.2.5 The principal is responsible for the creation and annual review of specific school-level student record procedures to ensure clear communication is provided regarding staff roles and responsibility staff which include, but are not limited to, registration, receiving student records, transferring student records, file management and storage of student records.

## 2.3 Transfer of Student Files

- 2.3.1 When a student transfers from one **SD 27 school to another SD27** school the original student records (consisting of Permanent Student Record Form, General Student File and, if applicable, the Confidential Student File) will be sent to the principal of the receiving school.
- 2.3.2 When a student transfers from one **B.C. public school to another**, upon request, the original student record (consisting of Permanent Student Record Form and the General Student File) will be sent to the principal of the receiving school through a secure digital transfer or Registered Mail. When a parent has provided a signature for the consent to release a Confidential Student File, this file will be also be sent to the



principal of the receiving school through a secure digital transfer or Registered Mail.

- 2.3.3 When a student is leaving the B.C. public school system to enroll in an **independent school, or a school outside the province**, upon request, a copy of the student record (including of Permanent Student Record Form, two most recent years of Student Progress Reports, and the current Student Learning Plan/IEP) will be sent to the receiving principal through a secure digital transfer or Registered Mail.
- 2.3.4 The original Permanent Student Record and related documents shall be maintained at the sending school.

## 2.4 Storage of Student Record

- 2.4.1 The Permanent Student Records and Official Transcripts must be retained by the District for 55 years after a student has withdrawn or graduated from school.
  - 2.4.1.1 Elementary – For students who have withdrawn or become inactive, Permanent Student Record Card must be kept at the school until the individual reaches the age of 15 years old and then sent to the Board office for permanent storage.
  - 2.4.1.2 Secondary - For students who have withdrawn or become inactive, Permanent Student Record Card must be kept at the school for three years and then sent to the Board office for permanent storage.
  - 2.4.1.3 Graduated - the Permanent Student Record shall be stored at the school until the individual reaches 22 years of age then shall be forwarded to the Board Office for permanent storage. Transcripts are to be attached to the Permanent Student Record.
- 2.4.2 A student's General File shall be retained until a student reaches the age of 22 unless there are reasonable grounds to conclude that such records are to be maintained for a longer period (e.g., allegations of sexual abuse, accidents, or legal proceedings).
  - 2.4.2.1 Elementary - For students who have withdrawn or become inactive the file shall be stored at the school until the individual reaches, or would have reached, 15 years of age and then forwarded to the board Office where they will be stored until the individual reaches 22 years of age and then shall be destroyed in a confidential manner.
  - 2.4.2.2 Secondary - For students who have withdrawn or become inactive the file shall be stored at the school until the individual



reaches, or would have reached, 22 years of age and then shall be destroyed in a confidential manner.

2.4.2.3 Graduated – the file shall be stored at the school until the individual has reached 22 years of age and then shall be destroyed in a confidential manner.

2.4.3 A student's Confidential File must be retained by the District for 55 years after a student has withdrawn or graduated from school. Documents retained in the Confidential File after an individual has withdrawn or graduated will be as per the inclusions required on the PSR.

2.4.3.1 Elementary - For students who have withdrawn or become inactive, the file shall be stored at the school for the remainder of the school year then forwarded to the Student Support Services for permanent storage.

2.4.3.2 Secondary - For students who have withdrawn or become inactive the file shall be stored at the school for the remainder of the school year then forwarded to the Student Support Services for permanent storage.

2.4.3.3 Graduated – The file shall be forwarded to Student Support Services for permanent storage.

**Links:**

[Authority: School Act, sections 79 \(3\) and 168 \(2\)\(t\) and \(k\) \(gov.bc.ca\)](#)

[Permanent Student Record Instructions - Province of British Columbia \(gov.bc.ca\)](#)

[Authority: School Act, sections 79 and 168 \(2\) \(gov.bc.ca\)](#)

**TO: Policy Committee**

**FROM: Cheryl Lenardon**

**DATE: May 9, 2023**

**RE: Review of Policy 330 - Enrollment in an Educational Program**

---

### **BACKGROUND**

Policy 330 Enrollment in an Educational Program was reviewed and updated in January 2020. A review of the actual catchment areas and bussing is under way and the Board will receive an update on that process. In the meantime, there are changes required to the policy to reflect Nature Kindergarten not running as a School of Choice program and provide some annual flexibility in the application due date for School of Choice.

### **RECOMMENDATION**

THAT the Board of Education approve amended Policy 330.



## **POLICY 330 – ENROLLMENT IN AN EDUCATIONAL PROGRAM**

In accordance with the School Act, the Board of Education must provide free of charge an educational program to school age students resident in British Columbia. The Superintendent or designate will establish school catchment areas and provide direction and oversight to District staff regarding enrollment in accordance with the guidelines in this policy.

In accordance with the School Act, a person may enroll in an educational program provided by a Board of Education and attend any school in British Columbia if;

- a. the person is of school age;
- b. the person is ordinarily resident in British Columbia; and,
- c. the Board (or designate) providing the educational program determines that space and facilities are available for the person at the school in which the educational program is made available.

### **Guidelines**

#### **1. Enrollment in Catchment Area School**

Catchment area means the geographical area established as the attendance area for a school or a school program.

- a. Students are expected to attend their catchment area school, subject to availability of space. Every reasonable attempt will be made to accommodate students at the school serving their catchment area.
- b. In the event that there is no space available at a student's catchment area school, transportation will be provided by the District to the closest available school.

#### **2. Enrollment in Non-Catchment Area School**

Non-catchment area school means any school located outside a student's normal catchment area.



- a. Parents/Guardians who wish to register their child in a non-catchment area school must register their child at their catchment area school and then submit a completed **School of Choice Application**. Applications can be found on the District [website](#)
- b. Parents/guardians of students who attend a non-catchment area school wishing to transfer their child back to their catchment area school for September should submit a **School of Choice Application** no later than **the date communicated by the District for submission of School of Choice applications**.
- c. All **School of Choice Applications** will be date/time stamped and parents/guardians will be notified of the status of their application no later than the second week of September.
- d. Placement in a non-catchment area school is based on availability of space and if granted, considered a permanent placement for the school year.
- e. Detailed information about the appeal process will be provided to applicants whose requests are denied.
- f. Students attending non-catchment schools will be grandfathered in for subsequent years, depending on availability of space.
- g. **The District will not provide transportation for students who choose to attend a school outside of their catchment.**

### 3. Enrollment in French Immersion

French Immersion programs are intended for non-French speaking students who wish to develop a high level of proficiency in both official languages. Enrollment in French Immersion will be based on the following priority placement:

**Priority 1** – Returning Students

**Priority 2** – Siblings of French Immersion Students (same school)

**Priority 3** – All other students

- a. Parents/Guardians who wish to enroll their child in French Immersion must register their child at their catchment area school and then submit a
-

completed ***School of Choice Application***. Applications can be found on the District website and must be submitted to the District Office by **the date communicated by the District for that year.**

- b. In the event that there are more siblings than available spaces, Priority 2 students will be accepted on a lottery basis.
- c. Placement of Priority 3 students into French Immersion will be based on a lottery system.

DRAFT

# EDUCATION COMMITTEE AGENDA



**May 10, 2023 – 4:00 p.m.**

## **WELCOME AND ACKNOWLEDGEMENT**

*This meeting is being held on the traditional and unceded territory of the Secwépemc People.*

1. April 12, 2023, Committee Report
2. Changing Results for Young Learners – Presentation
3. Heavy Metal Rocks – Presentation
4. Early Learning
5. Accessible BC
6. Strategic Plan Reflections
7. Future Meeting Dates:

<b>MEETING</b>	<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
Education Committee	June 14, 2023	4:00 p.m.	Board Office

**“Learning, Growing, and Belonging Together”**

# Education Committee Meeting Report



April 12, 2023 (4:02 p.m. – 6:27 p.m.)

**Trustees in Attendance:** Anne Kohut, (Chaired Mtg.) Mary Forbes, Mike Franklin.

**TEAMS:** Willow Macdonald.

**Regrets:** Ciel Patenaude.

**Staff:** Superintendent / Acting ST Chris van der Mark, Deputy Superintendent Cheryl Lenardon, Directors of Instructions Sean Cameron, Anita Richardson, Executive Assistant Jodi Symmes.

Agenda Item	Notes	Action
Acknowledgment of Traditional Territory		
1. March 8, 2023, Committee Report	The committee reviewed the report and recommended no changes.	None.
2. School Plans	<p><b>Forest Grove Elementary</b> Principal, Ty Lytton, provided a presentation on how the school has implemented its plan with a focus on instructional capacity and place-based learning. Proximity to the local curling rink, and many lakes allows the students and teachers to take advantage of lots of outdoor activities. This allows the students to have some unique opportunities. The school is approximately a 10min drive from <a href="#">Eliza Archie Memorial School</a>. This allows the students and teachers to learn from local Indigenous communities on a firsthand basis. Significant engagement of staff with numeracy initiatives and use of manipulatives.</p> <p><b>Ecole Nesika Elementary</b> Principal, Holly Zurak, Vice-Principal Dwayne Benvin provided a presentation on their schools focus on Indigenous Learning, and Place Based Learning. Ensuring that the students' feel safe and included is a top priority. <a href="#">Learning the First Peoples Principles</a> is important for students and teaching staff at Nesika. Students are doing hands on learning, including beading and drumming. Meeting with local Indigenous leaders within the community to learn stories, and songs has been something that the students have fully embraced. The staff have a book club going on, reading <a href="#">Wayi Wah!</a> as well as many other pieces of learning.</p>	None. Information only.

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Agenda Item	Notes	Action
<b>3. Recruitment</b>	<p>Superintendent van der Mark provided an update on the strategies that the district has been taking to recruit teachers.</p> <ul style="list-style-type: none"> <li>- Recruitment fairs</li> <li>- Collaboration with CCTA</li> <li>- Incentives</li> </ul> <p>CCTA President Jessica Jill, and Amy Kolinsky presented the results of a member's survey that has been developed in the district with the assistance of the BCFT research centre.</p> <ul style="list-style-type: none"> <li>- The survey took place in February 2023. This survey is something that the CCTA would like to complete yearly to see where the changes are.</li> <li>- Survey shows significant challenges teachers face in their roles</li> <li>- Survey shows concerns with potential burnout</li> <li>- Survey shows good relationships developing between staff and admin</li> <li>- CCTA acknowledged that a number of things are outside of the control of the SD and are part of wider, systemic issues.</li> </ul>	<p>None. Information only.</p>
<b>4. Catchment / Bussing</b>	<p>Superintendent van der Mark provided an update on the current state of the district catchments and bussing. With the implementation of Transfinder, we have been able to determine that our processes or failure to follow the, is part of the problem. At the time of this report, over half of the South end students are being bussed to schools that are outside of their catchment.</p> <p>A letter will be sent to School of Choice families to remind them they are required to arrange for the pick-up/drop off their children.</p>	<p>None. Information only.</p>
<b>5. GROW</b>	<p>Superintendent van der Mark reviewed proposed changes that are being looked at for the Distant Learning we have in the district.</p>	<p>None. Information only.</p>
<b>6. Board Authorized Course</b>	<p>Director of Instruction, Richardson brought a BAA forward for the committee to review. Although this course is created for Anahim Lake, it could be implemented at rural school.</p>	<p>THAT the Board of Education approve the Board/Authority Authorized Course, Equine Studies 10 as an elective offering in School District 27 at Anahim</p>

Agenda Item	Notes	Action														
		Lake Elm / Sec School.														
<b>7. Proposed Future Meeting Dates</b>																
<table border="1"> <thead> <tr> <th data-bbox="219 415 656 447">MEETING</th> <th data-bbox="662 415 992 447">DATE</th> <th data-bbox="998 415 1170 447">TIME</th> <th data-bbox="1177 415 1448 447">LOCATION</th> </tr> </thead> <tbody> <tr> <td data-bbox="219 455 656 487">Education Committee</td> <td data-bbox="662 455 992 487">May 10, 2023</td> <td data-bbox="998 455 1170 487">4:00 p.m.</td> <td data-bbox="1177 455 1448 487">Board Office</td> </tr> <tr> <td data-bbox="219 495 656 527">Education Committee</td> <td data-bbox="662 495 992 527">June 14, 2023</td> <td data-bbox="998 495 1170 527">4:00 p.m.</td> <td data-bbox="1177 495 1448 527">Board Office</td> </tr> </tbody> </table>					MEETING	DATE	TIME	LOCATION	Education Committee	May 10, 2023	4:00 p.m.	Board Office	Education Committee	June 14, 2023	4:00 p.m.	Board Office
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DRAFT

**TO: Education Committee**

**FROM: Cathy van der Mark**

**DATE: May 10, 2023**

**RE: Early Learning**

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## **BACKGROUND**

As part of our Transfer Under Agreement with Ministry of Education and Child Care, we continue to be actively involved in Early Learning Programs across the district:

**Strong Start Early Learning Centres and Outreach programs** – Providing high quality school or community based early learning parent/family participation programs for children who are not yet eligible for kindergarten. We continue to have seven programs operating at ten school sites: four centers offer programming five days per week and three outreach programs offering one, two or three days of programming.

**Ready, Set, Learn (RSL)** – Fostering positive connections between families, schools and local community agencies, RSL funding supports programming, professional development, and District participation at community based early years events and outreach programs.

- RSL Playgroups are encouraged in schools where families do not have access to StrongStart Centers or programs. We have play groups at five of our rural schools.
- Professional development for support staff and primary teachers is offered at least twice per school year focusing on the BC Early Learning Framework.
- Our Early Learning Coordinator organizes and/or participates in District/Community events in both 100 Mile and Williams Lake: Three-Year-Old Round Up, Family Festival, Children’s Festival, Winter Festival, Health Fairs, and Shipwrecked.

**Changing Possibilities for Young Children** – Implementing on-going collaborative professional learning among early learning educators across schools and communities to support social-emotional learning outcomes for children in the early learning years (birth through age eight). We are currently in our third year of participation in this project.

During the 2022-2023 school year, school districts in BC engaged in an Environmental Scan to assist the Ministry of Education and Child Care with understanding the landscape of early learning and child care programs on school district property as well as provide

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baseline data to support a planned, integrated approach to strengthen capacity in schools and districts to grow early learning and child care on school grounds, while planning for increased access to affordable, quality child care. A final report, as a result of the Environmental Scan, is due to the Ministry of Education and Child Care on July 15, 2023. The report will provide information on the Early Learning and Child Care programs indicated above, an inventory of licensed programs on school district property, an overview of workforce challenges, a summary of the work of the Early Learning Planning Tables (100 Mile and Williams Lake) and a review of current District policies that support early learning and child care programs.

- SD 27 has eight child care sites operated by third party providers: four private providers and four Not for Profit providers
  - Two sites provide before school care
  - All sites provide after school care
  - Two sites provide all day care
  - Four sites are open during school closures during the school year
  - Three sites are open during the summer months

### **RECOMMENDATION**

None. Information only.



**TO: Education Committee**

**FROM: Cathy van der Mark**

**DATE: May 10, 2023**

**RE: Accessible BC**

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## **BACKGROUND**

On September 1, 2022, The *Accessible BC Act* came into force. As of September 1, 2023, prescribed organization, including school districts, must be in compliance.

The Act aims to increase all persons' ability to meaningfully participate in their communities by attempting to remove barriers through the development of accessibility standards. To do so, the Act requires certain organizations, including school districts and independent schools, to make their organization more accessible. Key objectives are:

- Increase meaningful participation in communities
- Develop standards for improved services delivery in areas such as education, transportation, employment opportunities.
- Harmonization with other jurisdictions, including federal requirements

The Act mandates that provincial school districts and independent schools must develop:

- An accessibility committee;
- An accessibility plan; and,
- A tool to receive feedback on accessibility

Organizations have been provided permission to partner with other similar organizations when developing a committee, a plan, and a feedback mechanism. As such, school districts in the northern region of BC have been working together to form an advisory committee that will develop an accessibility plan aimed at removing barriers in school districts and increase meaningful participation for all who interact with our organizations. Each of the school districts represented in the Northern BC School District Accessibility Plan will have their own mechanism for feedback from their communities. Partnering with other districts in this work ensure we are able meaningfully fulfill our obligation to have the Accessibility Advisory Committee represent the diversity of the population in BC as well as support smaller districts in this work.

## **RECOMMENDATION**

None. Information only.

Reference:

- *Accessible BC Act: Guidance for the K-12 Sector; Harris and Company LLP, March 1, 2023.*
- [Accessible British Columbia Act \(gov.bc.ca\)](http://gov.bc.ca)

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**TO: Education Committee**

**FROM: Chris van der Mark/Cheryl Lenardon**

**DATE: May 10, 2023**

**RE: Strategic Plan Reflections**

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## **BACKGROUND**

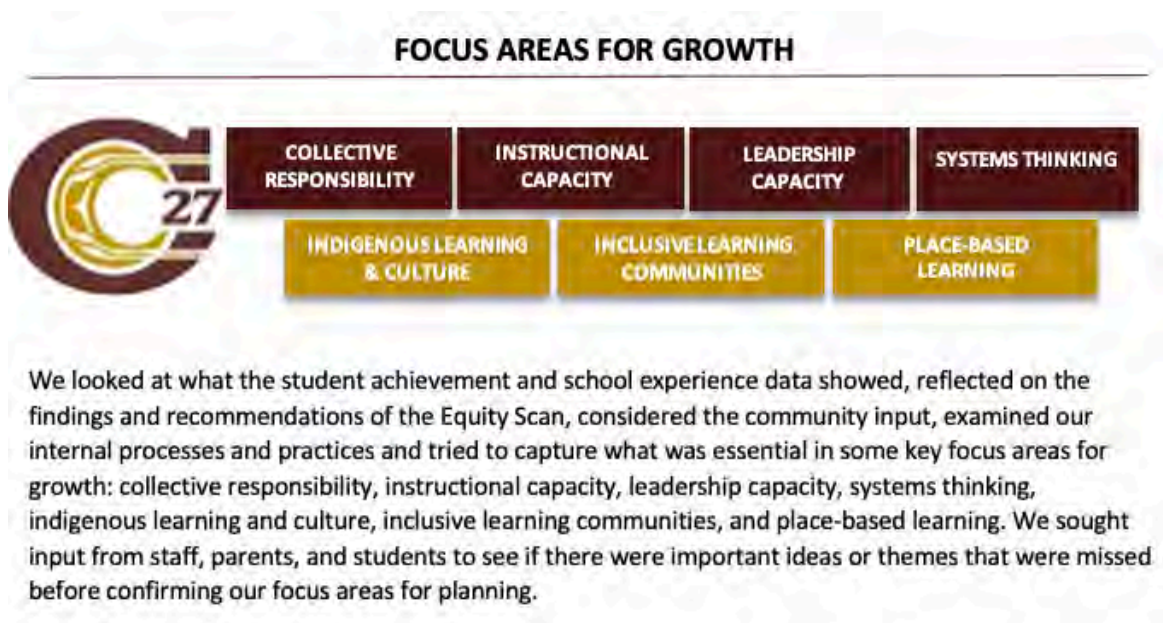
As we enter the final year of our 3-year plan, it is important to reflect on some of the work that has been done to date.

SD27 created a robust and ambitious plan as part of a general overhaul of organizational and educational function. By all accounts, the efforts to modernize, align and build capacity across the organization were timely.

We also often seem to overlook that this work was done throughout the pandemic.

## **DISCUSSION**

We were able to identify 7 core focus areas.



We have remarkable evidence of growth across all domains, and many of these examples have been shared with the Board through school plan, learning initiatives and other

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presentations. Most significantly, we continue to see improvement with regards to student success and completion.

***See presentation.***

**RECOMMENDATION**

None. Information only.

**TO: Board of Education**

**FROM: Anne Kohut**

**DATE: May 23, 2023**

**RE: Trustee Report**

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Comments from the BCSTA AGM, April 27, 2023

Dennis Thomas spoke about Indigenous ways of doing things and learning. He sang and drummed a song that his uncle, Chief Dan George, had composed. His uncle advocated for resiliency and purpose in life. Dennis Thomas commented on the fact that Indigenous people could not have performed drumming and singing like this just a few years ago. How true. We have come a long way since then and have many miles to go yet.

An impactful speech was given by Jodi Wilson-Raybould. She said that education had been used as a tool of oppression. Having taught for INAC on reserve, I could see looking back why she thought that. After travelling across Canada, she was proud to be Indigenous, proud to be Canadian, and noticed there had been a massive shift in understanding first Nations. She also stated that decisions have been made with false assumptions of colonialism and that the best leaders persevere.

A session on racism taught me that it is not what I say to someone of colour or a different ethnicity but how that person perceived or felt about what was said.

There were many other excellent speakers, but I was impressed with these specific sessions.

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**“Learning, Growing, and Belonging Together”**

**TO: Board of Education**

**FROM: Mary Forbes**

**DATE: May 23, 2023**

**RE: Trustee Report**

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### **BCSTA pre- conference:**

#### **Keith Baldrey-Media Award Winner**

Keith commented on getting the message out, dealing with a complex media world. Mentioned the Surrey portable where they are being double decker due to lack of space even at two-year-old schools. As soon as a school is built it is full in Surrey. The covid centralized information product was successful in BC, John Horgan allowed Bonnie Hendry to do her job without stealing her thunder. This format works also for education, allow people to do their jobs. Now it's "the David Ebi show" where he attends and directs everything.

Keith has a famous bookshelf that during zoom meetings he added BC authors and now gets book sent to him regularly from local authors to be a part of his famous background.

#### **Kindree Draper PSEC**

(Public Sector Employers Council Secretariat) Role in BC Centralized Bargaining Model and the K-12 Sector. Corporate Relations Director.

The Centralized Model of PSEC is the envy of other provinces.

Three mandates of Gov't;

- Public Services we depend on
- Improving Health Care
- Strong economic recovery that includes everyone

When communicating with public;

"This is a complex process, and I can understand how you want to be a part of the solution, but we need to allow the conversations to happen at the table where we put the needs and outcomes of kids first where we work as a team"

#### **Ken Hoff SD43 & Ritinder Matthew SD36 - Communicating effectively**

Reviewed a series of "What not to do" including;

- No such thing as off the record
- There is no such thing as no comment-explain why you cannot comment.
- Never off the cuff- ask to reschedule

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-Don't speculate

And "What to do";

- Just say what you want to say then stop
- Don't be afraid to repeat messages
- Get background information before doing interview

### **BCSTA AGM:**

**Minister Rachel Singh** - Proud of the new funding for fresh local food in schools so children are fed and ready to learn.

**Jody Wilson-Raybould**: keynote speaker last night encouraged all of us to be "inbetweeners" a new way of looking at being an ally to indigenous matrilineal lives.

**Nathan Ngieng-Abbotsford SD** - Student Voice- a panel of students answering questions "A school is only as affirming as its least affirming person" Eli R. Green.

### **BRAVE SPACE**

A student panel spoke to ways of making school a better place for learning included not testing but instead finding other ways to evaluate learning, with less clinical learning environments and more individualized plans for each student.

For the second question students discussed preconceived expectations or placed on "brown" students. That some components are more represented than others; Pride, Indigenous & Sikh are well represented while other minorities like Latin countries are not visible. Sexism is also really big issue in schools; students target each other as well as teachers will have diminished expectations for females.

The third question asked about indigenization and decolonization students appreciated the increased visibility of indigenous content who previously were marginalized and institutionalized. More indigenous teachers would improve the experience and reconciliation. Each student spoke about content and field trips that included indigenous content.

One student felt it was writing content and needed passionate teachers to connect with passionate students. Suggest we incorporate indigenous content into every class, it feels generalized and performance based in higher grades. Recommended a book "Street Data". Not just room for improvement but a whole world of improvement. School should not be about grades, but about genuine deeper learning and content confidence. Success is being heard and appreciated as a person, not as a student or a function.

High school has negative mental health pressures where students have to be there rather than want to be there. Teachers can have thin skins and do not want to be criticized and are performing feedback but not truly receiving it. School is about finding out about yourself and your passion, not memorizing content. Adults need to be as engaged as students for full student success. Seeing caring teachers provide support to students who need it also

supports and builds respect in the observing students. The students who stated their favorite subject later revealed it was a favorite teacher who inspired a favorite content.

They encouraged us to remove the hierarchy and create true equity.

**TO: Board of Education**

**FROM: Angie Delainey**

**DATE: May 23, 2023**

**RE: Trustee Report**

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I attended the BC School Trustee Academy April 27-29, themed Level Up - Strategies for Student Success. There was a good selection of sessions to attend. The ones that stuck with me the most were on Governance and our roles and responsibilities as elected officials. Below are notes straight from the slides:

#### Governance - Roles & Responsibilities

Q: What is Governance in Public Education in BC?

- school boards governance is the strategic, data-based oversight of a school district structures and systems designed to ensure continuous improvement in student growth and achievement
- the School Act states "A board is responsible for the improvement of student achievement in the district"

What does Advocacy mean?

- promoting the role and necessity of boards of education
- champion of public education
- establishing credibility within and beyond community

Governance Reminders:

- you ran as a politician; you govern as a corporate board
- the balcony, not the dance floor
- the why, the what (Staff is the how)

Our Keynote speaker was:

Yong Zhao who is a Foundation Distinguished Professor in the School of Education at the University of Kansas and a professor in Educational Leadership at the Melbourne Graduate School of Education in Australia. He was very entertaining and enthusiastic! His presentation was funny as heck, and it was a pleasure to listen to his opinions.

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**TO: Board of Education**

**FROM: Ciel Patenaude**

**DATE: May 23, 2023**

**RE: Trustee Report**

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## **BCSTA AGM**

From April 27-30, I joined my SD27 colleagues and those from around the province for our yearly AGM. There were wide-ranging speakers such as local media personality, Keith Baldrey, to the Honorable Jody Wilson-Raybould. We were also treated to stories with powerful student voice and challenged to transform education further by Yong Zhao.

BC, like SD 27 has moved forward, but there is much more to be done.

I also had the chance to share SD27 progress with the other Boards of the Northern Interior Branch. Recruitment and retention is front and center on everyone's mind right now. Thank you to our HR team for the work they are doing.

## **May 2, Meeting with the City of Williams of Lake**

I was able to join Vice Chair Delainey and Superintendent van der Mark in an informal meeting with the City to discuss areas of mutual interest, specifically potential support for a new Marie Sharpe.

We look forward to further conversations.

Respectfully submitted,

Ciel Patenaude, Board Chair