

Public Board of Education Meeting Agenda



October 27, 2025
6:30 p.m.
School District Office

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

- 1.1. Call to Order

2. Approval of Agenda

THAT the agenda for October 27, 2025, Public Meeting of the Board of Education be approved.

- 2.1. Approval of Minutes

THAT the minutes of September 22, 2025, Public Meeting of the Board of Education be approved as presented.

- 2.2. Consent Items

THAT the report of September 22, 2025, In-Camera Meeting of the Board of Education be approved as presented.

3. Delegation / Presentations

- 3.1 None

4. Reports on Progress

- 4.1.1 Superintendent Reports

- 4.2 Acting Secretary-Treasurer Reports

- 4.2.1 Capital - Food Infrastructure Program Minor Capital

THAT In accordance with provisions under section 142 (4) of the School Act, the Board of Education of School District No. 27 (Cariboo Chilcotin) hereby approves the proposed Capital Plan (Minor Capital Food Infrastructure Programs) for 2026/27, as provided on the Capital Plan Summary for 2026/27 submitted to the Ministry of Education and Child Care.

- 4.2.2 Operational - Transportation Services School Start-up Report

- 4.2.3 Long Range Facilities Plan - Renewal Process

- 4.3 Committee of the Whole Report([link report](#))

THAT the Board of Education receives the Committee of the Whole Report, and any recommendations contained therein, be approved as presented.

5. New Business – None.

6. Trustees' Report – None.

7. Question and Comment Period

8. Adjournment

Public Board of Education Meeting Minutes



September 22, 2025 (6:30 p.m)

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

TEAMS: Linda Martens.

Regrets:

Staff: Superintendent Cheryl Lenardon, Acting Secretary-Treasurer Russell Horswill, Director of Human Resources Taryn Aumond, Directors of Instruction Sean Cameron, Grant Gustafson, Hattie Darney, Director of Operations Marc Loewen, Executive Assistant Jodi Symmes.

1. Kúkwpi7 Sellers brought the Territorial acknowledgement, who was thanked by the Chair Delainey.

Call to Order 6:36 p.m.

2. Approval of Agenda

THAT the agenda for September 22, 2025, Public Meeting of the Board of Education be approved.

2025.09.22-01

Moved: Trustee Coates
Seconded: Trustee Forbes

2.1 Adoption of Minutes

THAT the report of June 23, 2025, In-Camera Meeting of the Board of Education be approved as presented.

2025.09.22-02

Moved: Trustee Coates
Seconded: Trustee Kohut

2.2 In-Camera Meeting Report

THAT the report of June 23, 2025, In-Camera Meeting of the Board be approved as presented.

2025.09.22-03

Moved: Trustee Coates
Seconded: Trustee Kohut

3. Delegation / Presentation

3.1. Esk'etemc Delegation

Kukpi7 Robbins and Director of Education Dubry brought forward Esk'etemc's concerns from the Cariboo-Chilcotin School Response Plan, as well as a request for a written response to the questions raised. A document outlining their request was left for the Board.

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4. Reports on Progress

4.1. Financial Auditor's Report, Financial Statements, and Financial Statement Disclosure & Analysis Report (FSD&A)

THAT the Board of Education School District No. 27 (Cariboo-Chilcotin) approves the 2024/2025 Audited Financial Statements as presented.

2025.09.22-04

Moved: Trustee Kohut
Seconded: Trustee Macdonald

4.2 Superintendent Reports

4.2.1 Approval of Board and Superintendent Joint Work Plan

THAT the Board of Education approves the Board and Superintendent working plan for the 2025-26 year.

2025.09.22-05

Moved: Trustee Kohut
Seconded: Trustee Coates

4.2.2. Review of FESL Snapshot Report and Updated District Plan for Learner Success for submission

THAT the Board of Education receives and submits the Enhancing Student Learning Report.

2025.09.22-06

Moved: Trustee Kohut
Seconded: Trustee Macdonald

4.2.3 Educational – Program Start-up Report

4.3 Acting Secretary-Treasurer Reports

4.3.1 Minor Capital Plan Presentation

In accordance with provisions under section 142 (4) of the School Act, the Board of Education of School District No. 27 (Cariboo Chilcotin) hereby approves the proposed Capital Plan (Minor Capital Programs) for 2026/27, as provided on the Capital Plan Summary for 2026/27 submitted to the Ministry of Education and Child Care.

2025.09.22-07

Moved: Trustee Macdonald
Seconded: Trustee Kohut

4.3.2 Capital – Annual Facility Grant Report (Summer Projects)

Update on the percentage of the projects completed, and they will be done by the end of March 2026, the physical year-end.

4.4 Committee of the Whole Report

THAT the Board of Education receives the Committee of the Whole Report, and approves any recommendations contained therein.

2025.09.22-08

Moved: Trustee Forbes
Seconded: Trustee Coates

5. New Business – None

6. Trustees' Report – None

7. Question and Comment Period

The Board received questions and comments regarding bullying and racism, facility upgrades, and clarification of non-instructional time.

8. Adjournment at 8:06 p.m.

Russell Horswill
Acting - Secretary-Treasurer

Angie Delainey
Chair

Agenda Item: 2.2

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

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

DATE:	September 22, 2025
TRUSTEE PRESENT:	Angie Delainey (Chair), Anne Kohut, Mary Forbes, Michael Franklin, Willow Macdonald, Melissa Coates.
TRUSTEE ATTENDING VIA TEAMS:	Linda Martens.
REGRETS:	
STAFF PRESENT:	Superintendent Cheryl Lenardon, Acting Secretary-Treasurer Russell Horswill, Director of Human Resources Taryn Aumond, Directors of Instruction Sean Cameron, Grant Gustafson, Hattie Darney, Director of Operations Marc Loewen, Executive Assistant Jodi Symmes.

1. Opening by Chair
 - 1.1. Call to Order – 5:00 p.m. and acknowledgment of traditional territory.
2. Agenda and Minutes
 - 2.1. Approval of Agenda
 - 2.2.1 In-Camera Meeting Approval of Minutes
 - 2.2.2 Committee of the Whole - In-Camera
3. Action Items
4. Discussion Items
 - 4.1. Briefing Note received
 - 4.2. Financial Auditors' Report
5. Information Items
 - 5.1. Property Update
 - 5.1.1 Land Disposition Completion Update
 - 5.1.2 Staffing Update – School Start-up staffing report
 - 5.1.3 Briefing Note received
 - 5.2 Trustee Information
6. Adjournment

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TO: Board of Education

FROM: Cheryl Lenardon, Superintendent of Schools

DATE: October 27, 2025

RE: Item 4.1.1 - Superintendent's Report

INFORMATION

Outdoor Learning Leadership Conference 2025

A team from Cariboo-Chilcotin School District attended the Outdoor Learning Leadership Conference hosted in Banff, Alberta. Dancing Water Sandy, Crystal Dawn Langton, Sari Small, and Cheryl Lenardon represented the district at the national conference. Cariboo-Chilcotin School District was recognized and celebrated as a leading district with Superintendent Lenardon providing one of the keynote speeches, on system-wide implementation of outdoor learning, cross-curriculum integration, and the alignment of place-based and outdoor learning with First Peoples Principles of Learning, Compassionate Systems Leadership, BC Early Years Framework, and the provincial Mental Health Strategy. The keynote presentation is included for reference, and staff will provide a more detailed update on the conference and actions arising from the learning at a future date.



Take Me Outside Day/Week October 20-24

TMO Canada hosted a full week of events and learning opportunities, and teachers across the district registered and planned their own excursions and activities. Schools are sharing learning opportunities as focus area posts and school news items.



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Student Enrollment

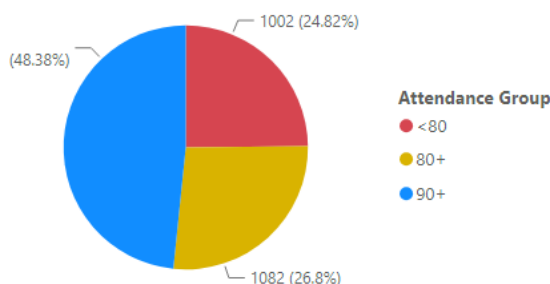
The District has verified and submitted the initial 1701 submission for the 2025/2026 school year and is currently waiting for the Ministry of Education and Child Care to complete preliminary verification. The final submission is expected to be completed over the next two weeks.

Based on the preliminary submission, the District has a headcount of 4,445 with a total FTE of 4444. This is a decline in enrolment and aligns with the long-term trend for the district and the majority of the province. Staff are reviewing data at the school level and will be able to provide further details to the board.

Student Attendance

Student attendance continues to be a focus area of the district and board. Schools are using the FNEsc (First Nation Education Steering Committee) Toolkit as the primary resource for discussing the importance of attendance, intervention, and support. The district is using the FNEsc benchmark of 90% attendance as a goal for all students. At present, 48.4% of students are meeting this goal, with an additional 26.8% of students attending 80% or greater. The district total for students meeting the 80% threshold for attendance across district is 75.2%.

Attendance Breakdown District



LEAP (Local Education Agreement Platform) Community Report Deployment

The next iteration of the codeveloped reporting solution, LEAP, has been completed and is being implemented with local First Nations. Reports and functionality based on LEA and direct feedback from educational staff at local Nations. New reports provide a combination of student-level reports and aggregated reports for sharing at the Chief and Council level for LEA updates. Current reports cover demographics, attendance, math enrollment, English enrollment, assessment data, and student withdrawals. Esk'etemc, Williams Lake First Nation, Xatsull is directly involved with development and using all reporting features of the solution.

Sample screenshots provided below. Figure 1.1 is full attendance dashboard with results for single or combined First Nations In Community results, all district results, combined First Nations In Community, and all Indigenous students. Figure 1.2 is Math participation showing course

distribution for In Community students at the grade 10, 11, and 12 levels. Grade 12 students are not required to have math.

Figure 1.1

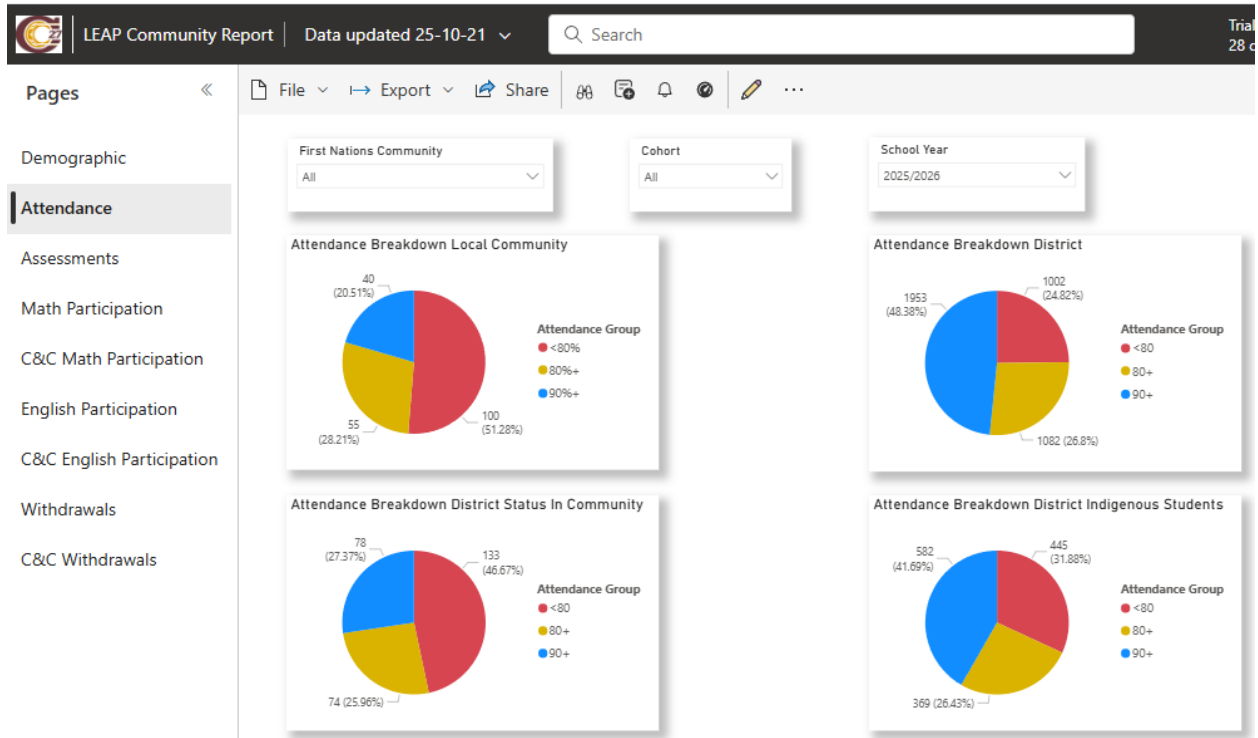
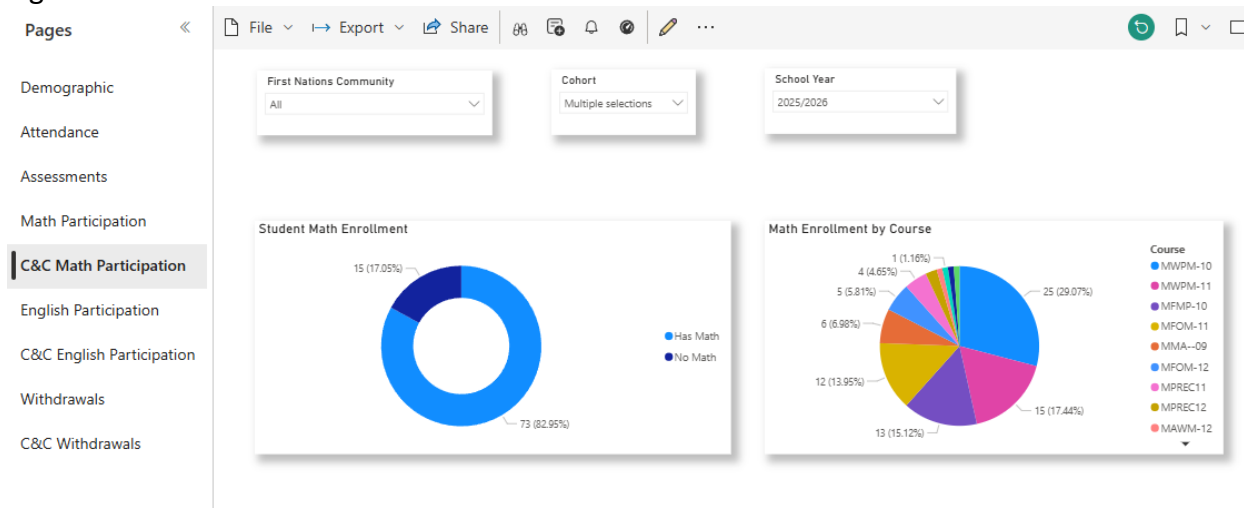


Figure 1.2



RECOMMENDATION

None. For information only.

TO: Board of Education

FROM: Russell Horswill, Acting Secretary-Treasurer

DATE: October 27, 2025

RE: Item 4.2.1 - 2026-2027 Minor Capital (Food Infrastructure Program) Submission

BACKGROUND

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

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

Proposed Food Infrastructure Projects are required to focus on minor upgrades such as:

- Refrigerated vehicles to support the delivery of prepared meals from centralized kitchen facilities to schools.
- The purchase and installation of new or used kitchen equipment (e.g. refrigerators, freezers, dishwashers, stoves, ovens, etc.)
- Electrical, plumbing and ventilation upgrades to accommodate the installation of commercial kitchen equipment.
- Improvements to ensure kitchens meet local health authority requirements.
- Equipment and infrastructure to support traditional food gathering and preparation (e.g. fishing equipment, smokehouses, non-fur trapping equipment).
- Food storage (refrigerated or dry storage).

Staff are recommending that a \$50,000 renovation to the Mountainview Elementary School kitchen be pursued for the 2026/27 Food Infrastructure Program.

RECOMMENDATION

It is recommended that the Board of Education pass the following resolution:

In accordance with provisions under section 142 (4) of the *School Act*, the Board of Education of School District No. 27 (Cariboo Chilcotin) hereby approves the proposed Capital Plan (Minor Capital Food Infrastructure Programs) for 2026/27, as provided on the Capital Plan Summary for 2026/27 submitted to the Ministry of Education and Child Care.

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Report run: Thursday, September 25, 2025
Run By: # Marcus Loewen

Submission Summary

Submission Summary:	Minor 2026/2027 2025-10-01 FIP
Submission Type:	Capital Plan
School District:	Cariboo-Chilcotin (SD27)
Open Date:	2025-04-07
Close Date:	2025-10-01
Submission Status:	Draft

Submission Category	Sum Total Funding Requested
SEP	\$50,000
Total	\$50,000

SEP					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested
1	171488	Mountview Elementary	Food Infrastructure (SEP)	Renovation to Mountview Elementary kitchen	\$50,000
Submission Category Total:					\$50,000

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TO: Board of Education

FROM: Russell Horswill, Acting Secretary-Treasurer
Ben Bennison, Operations Manager, Transportation

DATE: October 27, 2025

RE: Item: 4.2.2 - Transportation Department School Start-up Report

Overview

Minor changes to routes continue to optimize busing as the transportation department continues to look for ways to improve going forward.

With the changes completed in early 2024 and the minor routing changes in the fall of 2025, the transportation department successfully implemented rider placements, fully implemented the software, and automated notifications.

These minor route changes will continue to help improve the district's ability to ensure routes are where they need to be to get kids to school as efficiently and safely as possible.

Driver shortages continue to present challenges, particularly in our outlying areas.

- One driver shortage led to the elimination of a run, with hours redistributed to an existing driver to ensure continued service.

With the resignation of a driver at the start of the 2025/26 school year, the district reduced the Williams Lake area by one run. This allowed a review of the route, and all students from the affected route area were reassigned to multiple nearby routes, leading to increased efficiency. This change extended one of the driver's route times, while still showing some savings in hours, as well as one less unit on the road.

While the September start-up presented challenges, the Transportation Department successfully implemented several key operational improvements:

- Service disruptions have been minimized.
- Centralized stops and aligned AM/PM routes have simplified daily operations.
- Staffing adjustments have maintained service continuity in spite of shortages.

Routes are more efficient and better aligned with policy. The transportation department. Will continue to monitor route performance, respond to community feedback, and adjust operations as needed to maintain safe and efficient student transportation.

RECOMMENDATION

None. Information only.

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TO: Board of Education, Regular Meeting

FROM: Russell Horswill, Acting Secretary-Treasurer

DATE: October 27, 2025

RE: Item 4.2.3 - Long Range Facilities Plan Renewal Process

BACKGROUND

The Ministry of Infrastructure Capital Plan instructions states “A comprehensive Long-Range Facilities Plan (LRFP) should guide board of education decisions regarding capital asset management and capital plan submissions, both in terms of facility operations and educational programming. The content of each LRFP developed by boards is fully expected to vary, as it will be dependent on the unique circumstances of individual school districts currently and in the future.” Annually, the Board is required to submit capital plans to the Ministry of Education and Child Care. Major projects are submitted by June 30th each year, and minor projects by September 30th.

The current long-range facility plan is outdated and does not comply with the Capital Plan Manual instructions on content. As a result, a plan to revise the plan has been developed that will allow the June 2026 capital plan submission to be guided by the recommendations. The project plan estimated schedule is:

Description	Estimated Start	Estimated Completion
Phase 1 – Workplan & Document Review	April, 2025	August 31, 2025
Phase 2 – Site Visits	June 1, 2025	July 31, 2025
Phase 3 – Develop Draft LRFP	July 15, 2025	December 31, 2025
Phase 4 – Public Engagement	January 31, 2026	February 28, 2026
Phase 5 – Present LRFP and Project Completion	March 1, 2026	March 31, 2026

The level of public engagement to develop the report has not been determined. Certain communities within the school district will have unique interests pertaining to school infrastructure, which will need to be understood before finalizing the LRFP. It is envisioned that the report will identify potential surplus school sites for Board consideration, will include information on Childcare Centres, and will indicate what impact the 10-year enrolment projects will have on school needs.

RECOMMENDATION

None. Information only.

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