



THE BOARD OF EDUCATION
School District #33 (Chilliwack)
Regular Public Board Meeting
(Recorded)
AGENDA
December 7, 2021
5:30 pm

1. CALL TO ORDER – Zoom Webinar

- 1.1. Call to Order – **Welcome, Acknowledgment of Traditional Territory and Diversity Statement**
- 1.2. Adoption of the Agenda
(THAT the agenda be adopted as circulated.)
- 1.3. Approval of the Minutes
(THAT the minutes of the November 9, 2021 Regular Board Meeting be approved as circulated.)

2. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING THE AGENDA

3. ACTION ITEMS

- 3.1. EPAC Meeting Report
- 3.2. Policy Renovation Project: Policies 220, 221, 230, 270
- 3.3. Policy Renovation Project: Policies 170, 191
- 3.4. Policy Renovation Project: Policy 130 – Code of Conduct

Meeting Break 10 Minutes

- 3.5. Policy Renovation Project: Bylaw 4: Appeals
- 3.6. Policy Renovation Project: Bylaw 5: Board Meeting Procedures

4. INFORMATION ITEMS

- 4.1. Flood Update
- 4.2. COVID-19 Update
- 4.3. BCSTA Report

4.4. Trustee Written Reports

4.5. Meeting Summaries

4.6. **Next Board of Education Meeting: January 11, 2022 at 5:30 p.m.**

5. PUBLIC PARTICIPATION – QUESTIONS CONCERNING THE AGENDA

6. ADJOURNMENT



**MINUTES OF THE REGULAR MEETING
The Board of Education
School District #33 (Chilliwack)**

Date of Meeting: Tuesday, November 9, 2021

Location: Zoom Webinar

Members Present:	Chair	Ms. W. Reichelt
	Vice-Chair	Mr. J. Mumford
	Trustee	Dr. C. Bondar
	Trustee	Mrs. H. Maahs
	Trustee	Mr. D. Swankey
Regrets:	Trustee	Dr. D. Furgason
Absent:	Trustee	Mr. B. Neufeld
Staff Present:	Superintendent	Mr. R. Arul-pragasam
	Secretary Treasurer	Mr. G. Slykhuis
	Assistant Secretary Treasurer	Mr. M. Friesen
	Director of Facilities and Transportation	Mr. A. Van Tassel
	Assistant Superintendent	Ms. P. Jordan
	Assistant Superintendent	Mr. K. Savage
	Director of Instruction	Mr. D. Manuel
	Executive Assistant	Ms. T. McNally
	Audio-Video/Desktop Foreman	Mr. M. Bakker

1. CALL TO ORDER – Zoom Webinar

1.1. Call to Order

The Board Chair called the meeting to order at 5:31 p.m. – **Welcome, Acknowledgment of Traditional Territory**

1.2. Adoption of the Agenda

269.21 Moved by: Trustee Mumford
Seconded by: Trustee Swankey

THAT the agenda be adopted as circulated.

CARRIED

1.3. Approval of the Minutes

270.21 Moved by: Trustee Swankey
Seconded by: Trustee Bondar

THAT the minutes of the October 5, 2021 Regular Board Meeting be approved as circulated.

CARRIED

2. PRESENTATION: STRATEGIC PLAN UPDATE

Assistant Superintendents Kirk Savage, Paula Jordan, and Director of Instruction David Manuel provided an update regarding progress made on the four-goal areas of our Strategic Plan.

3. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING THE AGENDA

- Indigenous Education Advisory Committee representation

4. ACTION ITEMS

4.1. Boundary Review

271.21 Moved by: Trustee Mumford
Seconded by: Trustee Bondar

THAT the Board of Education approve the boundary for Stitó:s Lá:lém totí:lt Elementary / Middle School as outlined below in preparation for school opening September 2022.

CARRIED

4.2. Long Range Facilities Plan (LRFP) – Consultation & Approval Process

272.21 Moved by: Trustee Mumford
Seconded by: Trustee Swankey

THAT the Board of Education approve the Long-Range Facilities Plan Approval and Consultation Process as presented.

CARRIED

Meeting break was called at 6:13 p.m.
Meeting was called to order at 6:23 p.m.
Trustee Maahs left the meeting during the break

5. INFORMATION ITEMS

5.1. Budget Advisory Committee Report

The Board of Education received the Budget Advisory Committee Report of November 4, 2021.

5.2. Quarterly Financial Report

The Secretary Treasurer presented the Quarterly Financial Report – September 30, 2021.

5.3. Long Range Facilities Plan (LRFP) – Draft Review

The Secretary Treasurer presented the draft Long-Range Facilities Plan 2021-2025 for feedback.

5.4. COVID-19 Update

Superintendent Rohan Arul-pragasam provided an update on COVID-19 as it relates to the Chilliwack School District.

5.5. BCSTA Report

Matters related to the British Columbia School Trustees' Association (BCSTA) were discussed.

5.6. Trustee Written Reports

Trustees submitted written reports listing key activities they've attended since the last board meeting as well as upcoming events.

5.7. Meeting Summaries

October 5, 2021 In-Camera Meeting Summary

Trustees: Willow Reichelt, Jared Mumford, Carin Bondar, Darrell Furgason, Heather Maahs, Barry Neufeld, David Swankey

Staff: Rohan Arul-pragasam, Gerry Slykhuis, Tamara Ilersich, Talana McNally

Special Advisor: Mr. M. McKay

1. HR Report
2. BCPSEA Report
3. Exempt Compensation

October 26, 2021 Learning Session

Trustees: Willow Reichelt, Carin Bondar, Darrell Furgason, Heather Maahs, Barry Neufeld, David Swankey

Staff: Rohan Arul-pragasam, Gerry Slykhuis, Kirk Savage, Paula Jordan, David Manuel, Allan Van Tassel, Tamara Ilersich

1. Foundational Underpinnings (RTI)
2. Seamless Day Program

November 3, 2021 Special In-Camera Meeting Summary

Trustees: Jared Mumford, Carin Bondar, Darrell Furgason, Heather Maahs, Barry Neufeld

Staff: Rohan Arul-pragasam, Gerry Slykhuis, Tamara Ilersich, Talana McInally

Recused: Willow Reichelt, David Swankey

1. Vaccine Mandate

November 8, 2021 Special In-Camera Meeting Summary

Trustees: Willow Reichelt, Jared Mumford, Carin Bondar, Darrell Furgason, Heather Maahs, Barry Neufeld, David Swankey

Staff: Rohan Arul-pragasam, Gerry Slykhuis, Tamara Ilersich, Talana McInally

1. Vaccine Mandate Communication

5.8. Next Board of Education Meeting Date

Tuesday, December 7, 2021

5:30 p.m.

Zoom Webinar

6. PUBLIC PARTICIPATION – QUESTIONS CONCERNING AGENDA ITEMS

- HVAC systems in portables
- Reconfiguring grades to assist with capacity issues
- MERV 13 filters and air handling
- Max capacity of inter-class gatherings
- Stito:s Registration
- District COVID exposure rate
- Vaccine clinics in schools

6. ADJOURNMENT

The meeting was adjourned at 6:53 p.m.

Board Chair

Secretary-Treasurer

BOARD OF EDUCATION

DECISION REPORT

DATE: December 7, 2021
TO: Board of Education
FROM: David Swankey, Committee Chair
RE: **EDUCATION POLICY ADVISORY COMMITTEE MEETING REPORT**

RECOMMENDATION:

THAT the Board of Education receive the Education Policy Advisory Committee Meeting Reports of November 1, and November 15, 2021.

REPORT OF THE EDUCATION POLICY ADVISORY COMMITTEE

Meeting Held Monday, November 1 – 6:00 p.m.

Via Zoom Meeting

Attendance:	David Swankey Willow Reichelt Darrell Furgason Noel Sharman Niki Wiens Reid Clark Britt Hailstone Lorie McLaren Jessica Clarke Meghan Martel Reid Loren Muth William Jacobs Alexis Stollings Ella Chen Mattia De Coene	Trustee and Committee Chair Trustee (Vice Chair) Trustee CPVPA Management Group CTA CTA CUPE DPAC DPAC (As Alternate) Tzeachten First Nation, IEAC Student, Imagine High Student, SSS Student, CSS Student, CSS
Staff:	Rohan Arul-pragasam Rachel Reimer	Superintendent Executive Assistant
Regrets	Sharon Bernard	CPVPA

1. CALL TO ORDER

Committee Chair David Swankey called the meeting to order at 6:02 p.m.

2. APPROVAL OF AGENDA

Moved by: Reid Clark

Seconded by: Britt Hailstone

THAT the Agenda be approved as circulated.

3. POLICY 220 PARENT ADVISORY COUNCILS (PAC)

The committee reviewed the draft policy and suggested changes.

The committee recommended an amendment to the policy title from Parents Advisory Council to Parent Advisory Councils.

It was recommended that staff review Policy 220: Parent Advisory Councils (PAC), considering all feedback from the committee, prior to its return to the Education Policy Committee (EPAC).

4. POLICY 231 DISTRICT PARENT ADVISORY COUNCIL (DPAC)

The committee reviewed the draft policy and suggested changes.

There was a recommended addition made to the policy by DPAC, to be reviewed by staff.

It was recommended that staff review Policy 231: District Parent Advisory Councils (DPAC), considering all feedback from the committee, prior to its return to the Education Policy Committee (EPAC).

5. POLICY 230 BUSINESS AND COMMUNITY PARTNERSHIPS

The committee reviewed the draft policy and suggested changes.

There was a recommended addition made to the policy to be reviewed by staff.

It was recommended that staff review Policy 230: Business and Community Partnerships, considering all feedback from the committee, prior to its return to the Education Policy Committee (EPAC).

6. POLICY 270 COMMUNITY USE OF FACILITIES

The committee reviewed the draft policy and suggested changes.

There was some discussion regarding the verbiage in the policy.

It was recommended that staff review Policy 270: Community Use of Facilities, considering all feedback from the committee, prior to its return to the Education Policy Committee (EPAC).

7. Adjournment 7:30 p.m.

REPORT OF THE EDUCATION POLICY ADVISORY COMMITTEE

Meeting Held November 15, 2021 – 6:00 p.m.

Via Zoom

Attendance:	David Swankey Willow Reichelt Sharon Bernard Noel Sharman Niki Weins Lorie McLaren Jessica Clarke Meghan Reid Loren Muth Finley Despina Alexis Stollings William Jacobs	Trustee Trustee CPVPA CPVPA Management Group CUPE DPAC DPAC Indigenous Education Advisory Committee Student, GWG Student, CSS Student, Imagine High
Staff:	Rohan Arul-pragasam Kirk Savage Rachel Reimer	Superintendent Assistant Superintendent Executive Assistant

1. CALL TO ORDER

Trustee Swankey called the meeting to order at 6:01 p.m.

2. APPROVAL OF AGENDA

Moved by: Meghan Reid

Seconded by: Jessica Clarke

THAT the Agenda be approved as circulated.

CARRIED

3. POLICY 220 – PARENT ADVISORY COUNCILS

The committee reviewed this revised policy and referred it to the Board of Education for approval after suggested changes.

Moved by: Sharon Bernard

Seconded by: Lorie McLaren

THAT REVISED Policy 220: Parent Advisory Councils be referred to the Board of Education for approval.



CARRIED

4. POLICY 221 – DISTRICT PARENT ADVISORY COUNCIL

The committee reviewed this revised policy and referred it to the Board of Education for approval after suggested changes.

Moved by: Jessica Clarke
Seconded by: Meghan Reid

THAT REVISED Policy 221: District Parent Advisory Council be referred to the Board of Education for approval.

CARRIED

5. POLICY 230 - BUSINESS AND COMMUNITY PARTNERSHIPS

The committee reviewed this revised policy and referred it to the Board of Education for approval after suggested changes.

Moved by: Sharon Bernard
Seconded by: Loren Muth

THAT REVISED Policy 230: Business and Community Partnerships be referred to the Board of Education for approval.

6. POLICY 270 – COMMUNITY USE OF FACILITIES

The committee reviewed this revised policy and referred it to the Board of Education for approval after suggested changes.

Moved by: Lorie McLaren
Seconded by: Noel Sharman

THAT REVISED Policy 270: Community Use of Facilities be referred to the Board of Education for approval.

CARRIED

7. POLICY 231 – ADVERTISING IN SCHOOLS

The committee reviewed this draft policy and suggested changes regarding the verbiage and tone. There were discussions around what should be included in the policy.

It was recommended that staff review Policy 231- Advertising in Schools considering all feedback from the committee and make adjustments prior to its return to the next Education Policy Advisory Committee meeting.

8. POLICY 240 – FUNDRAISING

The committee reviewed this draft policy and suggested changes. There were discussions around the verbiage in the policy. The committee had questions and conversation around whether Vice Principals/Administration should be included in the third paragraph of the policy.

It was recommended that staff review Policy 240 – Fundraising considering all feedback from the committee and make adjustments prior to its return to the next Education Policy Advisory Committee meeting.

9. POLICY 260 – COMMUNITY SCHOOLS

The committee reviewed this draft policy and suggested changes. There were conversations around what should be included in the policy.

It was recommended that staff review Policy 260 – Community Schools considering all feedback from the committee and make adjustments prior to its return to the next Education Policy Advisory Committee meeting.

10. ADJOURNMENT 7:20 p.m.

BOARD OF EDUCATION

DECISION REPORT

DATE: December 7, 2021
TO: Board of Education
FROM: Rohan Arul-pragasam, Superintendent
RE: **POLICY 220: PARENTS' ADVISORY COUNCILS**

RECOMMENDATION:

THAT the Board of Education reaffirm Policy 220: Parents' Advisory Councils (PAC) - (904 School PACS) as presented. This policy was presented to the Education Policy Advisory Committee in draft form at its November 1, and 15, 2021 meetings.

BACKGROUND:

These policy revisions continue the work that was commenced last year to enhance district policy in order to provide greater clarity, identify policies that are no longer current and/or assess board and administrative regulations that are primarily operational in nature.

Now that the governance section is complete, work will continue on subsequent policy sections. In accordance with current [Policy 161](#), the Board will have the benefit of the Education Policy Advisory Committee (EPAC) to advise the Board on matters related to education policy under Policies 500 – Students, 600 – Instructional-Education Programs and 900 – Community Relations (Policy 200 and 300 sections under the new policy structure).

The new policy structure is:

Bylaws
100 – Governance
200 – Partner & Community Relations
300 – Students, Instruction & Programs
400 – Health & Safety
500 – Human Resources
600 – Business & Support Services

POLICY 220 PARENTS' ADVISORY COUNCIL

The Board of Education believes that parents/guardians/caregivers are important members of our educational community and partners in learning with the Board of Education. Their involvement, engagement, and consultation is integral to meet the present needs of our students and our community.

The Board of Education recognizes Parents' Advisory Councils as autonomous bodies and values their positive contribution to education in the school district. Through its elected officers, a Parents' Advisory Council may advise the board, the principal and staff of a school respecting any matter relating to the school.

Each school shall encourage parents/guardians/caregivers to form a duly constituted Parents' Advisory Council. Upon receipt of the completed constitution and bylaws, the Board shall formally recognize this organization as the official school's parents' advisory council.

BOARD OF EDUCATION

DECISION REPORT

DATE: December 7, 2021
TO: Board of Education
FROM: Rohan Arul-pragasam, Superintendent
RE: **POLICY 221: DISTRICT PARENT ADVISORY COUNCIL**

RECOMMENDATION:

THAT the Board of Education reaffirm Policy 221: District Parent Advisory Council (DPAC) - (903 DPAC) as presented. This policy was presented to the Education Policy Advisory Committee in draft form at its November 1, and 15, 2021 meetings.

BACKGROUND:

These policy revisions continue the work that was commenced last year to enhance district policy in order to provide greater clarity, identify policies that are no longer current and/or assess board and administrative regulations that are primarily operational in nature.

Now that the governance section is complete, work will continue on subsequent policy sections. In accordance with current [Policy 161](#), the Board will have the benefit of the Education Policy Advisory Committee (EPAC) to advise the Board on matters related to education policy under Policies 500 – Students, 600 – Instructional-Education Programs and 900 – Community Relations (Policy 200 and 300 sections under the new policy structure).

The new policy structure is:

Bylaws

- 100 – Governance
- 200 – Partner & Community Relations
- 300 – Students, Instruction & Programs
- 400 – Health & Safety
- 500 – Human Resources
- 600 – Business & Support Services

POLICY 221 DISTRICT PARENTS' ADVISORY COUNCIL

Representing parents/guardians/caregivers' voices in the District, the District Parents' Advisory Council (DPAC) plays a legislated advisory role in helping the District achieve the goals of its District Strategic Plan. The Board will seek the advice of the DPAC, as a recognized partner in learning, on matters relating to education in the school district.

The Board will provide the DPAC an annual grant, to a maximum of \$2,000.00, to support members attending the BCCPAC conference.

DRAFT

Related Legislation: School Act [RSBC 1996, Part 2, Division 2, Section 8.4 & 8.5]

Related Contract Article: Nil

Adopted: May 11, 1993

Amended: June 28, 1994

Amended: February 28, 2006

Amended: April 26, 2016

Amended: xxxxx

BOARD OF EDUCATION

DECISION REPORT

DATE: December 7, 2021
TO: Board of Education
FROM: Rohan Arul-pragasam, Superintendent
RE: **POLICY 230: BUSINESS AND COMMUNITY PARTNERSHIPS**

RECOMMENDATION:

THAT the Board of Education reaffirm Policy 230 Business and Community Partnerships - (907 Education, Business and Community Partnerships) as presented. This policy was presented to the Education Policy Advisory Committee in draft form at its November 1, and 15, 2021 meetings.

BACKGROUND:

These policy revisions continue the work that was commenced last year to enhance district policy in order to provide greater clarity, identify policies that are no longer current and/or assess board and administrative regulations that are primarily operational in nature.

Now that the governance section is complete, work will continue on subsequent policy sections. In accordance with current [Policy 161](#), the Board will have the benefit of the Education Policy Advisory Committee (EPAC) to advise the Board on matters related to education policy under Policies 500 – Students, 600 – Instructional-Education Programs and 900 – Community Relations (Policy 200 and 300 sections under the new policy structure).

The new policy structure is:

Bylaws
100 – Governance
200 – Partner & Community Relations
300 – Students, Instruction & Programs
400 – Health & Safety
500 – Human Resources
600 – Business & Support Services

POLICY 230 BUSINESS AND COMMUNITY PARTNERSHIPS

Cooperative business and community involvement with our schools can strengthen and enhance the quality of education provided to our students. All business and community partnerships must align with the values and inclusion statement of our district.

The primary objective of these partnerships must be to enhance educational opportunities for students.

DRAFT

BOARD OF EDUCATION

DECISION REPORT

DATE: December 7, 2021
TO: Board of Education
FROM: Rohan Arul-pragasam, Superintendent
RE: **POLICY 270: COMMUNITY USE OF FACILITIES**

RECOMMENDATION:

THAT the Board of Education reaffirm Policy 270 Community Use of Facilities - (906 Community Use of Facilities) as presented. This policy was presented to the Education Policy Advisory Committee in draft form at its November 1, and 15, 2021 meetings.

BACKGROUND:

These policy revisions continue the work that was commenced last year to enhance district policy in order to provide greater clarity, identify policies that are no longer current and/or assess board and administrative regulations that are primarily operational in nature.

Now that the governance section is complete, work will continue on subsequent policy sections. In accordance with current [Policy 161](#), the Board will have the benefit of the Education Policy Advisory Committee (EPAC) to advise the Board on matters related to education policy under Policies 500 – Students, 600 – Instructional-Education Programs and 900 – Community Relations (Policy 200 and 300 sections under the new policy structure).

The new policy structure is:

Bylaws
100 – Governance
200 – Partner & Community Relations
300 – Students, Instruction & Programs
400 – Health & Safety
500 – Human Resources
600 – Business & Support Services

POLICY 270 COMMUNITY USE OF FACILITIES

Community use of facilities may provide additional opportunities and activities for students and the community.

School facilities and sites are provided for the education of public-school students. The Board may make district facilities available for use by others during non-school hours, and as part of its stewardship function.

The Board has established the following principles related to community use of facilities:

1. Delivery of public education services to the district's students shall have priority.
2. All aspects of administering and providing community use shall be conducted on a cost recovery basis.
3. School district facilities will not be used by groups or organizations where activities are not compatible with the values and beliefs of the school district.
4. Schools will not be used for any individual's campaign purposes.
5. All users of the Board's facilities will be treated equitably and fairly.

BOARD OF EDUCATION

DECISION REPORT

DATE: December 7, 2021
TO: Board of Education
FROM: Rohan Arul-pragasam, Superintendent
RE: **POLICY RENOVATION PROJECT: POLICIES 170 and 191**

RECOMMENDATION:

THAT the Board approve the following policies as attached:

- Policy 170 Recording of Board Meetings
- Policy 191 Trustee Expenses

Further, THAT the Board abandon existing Policy 228: Trustee Expenses, and Policy 233: Recording of Regular Public Meetings (found [HERE](#)) as they are made redundant by the new policies.

BACKGROUND:

These policy revisions continue the work that was commenced last year to enhance district policy in order to provide greater clarity, identify policies that are no longer current and/or assess board and administrative regulations that are primarily operational in nature.

The work around this task commenced in March 2020 and was interrupted due to COVID-19, resuming in September 2020. Work will continue on governance policies over the coming months and, as revisions are made, those policies will be brought forward. Board bylaws will be reviewed and updated as needed as part of this process.

Once the governance section is complete, work will continue on subsequent policy sections. In accordance with current policy, the Board will have the benefit of the Education Policy Advisory Committee (EPAC) to advise the Board on matters related to education policy under Policies 500 – Students, 600 – Instructional-Education Programs and 900 – Community Relations (Policy 200 and 300 sections under the new policy structure).

POLICY 170 RECORDING OF BOARD MEETINGS

Regular Public meetings of the Board may be audio-visually recorded; however, there are no legal requirements for the Board to record its meetings and/or make the recordings available to the public.

The official audio or video recording of any public meeting of the Board is the Board's exclusive property and is to be used solely at its discretion. Recordings of Regular Public Board meetings will be stored and available for a one-year period after a general school election.

The official record of a Board meeting is the Board-approved written minutes.

The recording of Board Meetings is subject to the following guidelines:

Guidelines

1. The agenda for the Regular Public Board Meeting will contain a notification that all or a portion of the meeting is being recorded.
 - 1.1. Staff of the Chilliwack School District who are invited to speak or present at a meeting do so with the understanding that they may be recorded.
 - 1.2. Signage will be posted to ensure that attendees or participating members of the public are aware that the meeting is being recorded and will be shared publicly and archived by the Board.
 - 1.3. Wherever possible, if a member of the public wishes to present to the Board but would prefer not to be visible on the live-stream or recording of the meeting, consideration will be given to alternatives to accommodate that request.
2. There shall be no recording of tablet screens or digital resources used at the Board of Education table, excluding public presentation materials.
3. While it is the Board's intent to live stream and make available recorded Regular Public Board meeting proceedings, the Board, at its discretion, may:
 - 3.1. Discontinue the recording of a meeting at any time at the discretion of the Board Chair, if recording is creating any impediment to conducting the meeting in an efficient or orderly fashion; or
 - 3.2. Withhold posting of a recording of a meeting, or a portion of a meeting in order to avoid possible legal liability to the Board, the District and District employees. In such an instance, legal advice will be sought as necessary.
4. The recording may contain a notification disclaiming responsibility for statements made by those in attendance at the meeting.

POLICY 191 TRUSTEE EXPENSES

The Board of Education recognizes that fulfillment of Board responsibilities may require that Trustees incur expenses.

Trustee expense reimbursement parameters and processes are clarified below.

Guidelines

1. Expenses will be reimbursed for attendance at British Columbia School Trustees Association (BCSTA) Annual General Meetings.
2. Reimbursement will be provided for travel expenses incurred but not covered by the BCSTA or the British Columbia School Employers' Association (BCPSEA) for those Trustees elected by the Board as provincial representatives to BCSTA or BCPSEA.
3. Trustees shall submit out of district expenses incurred using the school district expense claim form.
 - 3.1. For out of district trips, the maximum car travel reimbursement will equal the economy class airfare for the equivalent trip.
 - 3.2. Reimbursement of actual costs of ferries, buses or taxis will be based upon receipts submitted.
 - 3.3. Air travel shall be by economy class.
 - 3.4. Trustees are responsible for any travel insurance coverage.
 - 3.5. If a meal or meals are included in a conference package or are pre-paid in some other manner, those meals shall be deducted from any per diem claim made.
 - 3.6. The Board will only reimburse travel costs and hotel lodging for the Trustee.
 - 3.7. The cost of alcohol will not be reimbursed.
 - 3.8. Trustees will be reimbursed in accordance with district rates for exempt employees.
4. Expense claims are to be submitted to the Secretary-Treasurer for payment.
 - 4.1. Any discrepancies regarding the claim will be brought to the Trustee's attention.
 - 4.2. A dispute regarding amounts authorized for reimbursement will be adjudicated by the Board.

BOARD OF EDUCATION

DECISION REPORT

DATE: December 7, 2021
TO: Board of Education
FROM: Rohan Arul-pragasam, Superintendent
RE: **POLICY RENOVATION PROJECT – POLICY 130 CODE OF CONDUCT**

RECOMMENDATION:

THAT the Board of Education approve Policy 130 – Code of Conduct as attached. Further, THAT the Board abandon existing Policy 205 – Code of Ethics for Trustees (found [HERE](#)) as it is made redundant by the new policy.

BACKGROUND:

The revision of policies continues the work that was commenced last year to enhance district policy in order to provide greater clarity, identify policies that are no longer current and/or assess board and administrative regulations that are primarily operational in nature.

The work around this task commenced in March, 2020 and was interrupted due to COVID-19, resuming in September 2020. Subsequent to two additional working sessions with the Board, the above policy supplements the initial grouping of governance policy presented for Board approval in December 2020.

As per the Ministerial Order No. M147, the attached Policy 130 – Code of Conduct is a revision of Board Policy 205 “Code of Ethics for Trustees” after the Board obtained and considered input from the school community.

The new policy structure is:

Bylaws

- 100 – Governance
- 200 – Partner & Community Relations
- 300 – Students, Instruction & Programs
- 400 – Health & Safety
- 500 – Human Resources
- 600 – Business & Support Services

POLICY 130 TRUSTEE CODE OF CONDUCT

Public confidence in, and respect for the Board is enhanced by adopting and adhering to a Trustee Code of Conduct.

Trustees recognize that as representatives of a diverse community, trustees and members of the School District community may hold different views on matters related to the Board's business. The Code of Conduct aims to promote the respectful and lawful expression of such points of view if done in a manner consistent with this Code of Conduct.

Integrity and Dignity of Office

- Trustees will carry out their duties faithfully, diligently and in a manner that will inspire public confidence in the ability and integrity of the Board.
- Trustees will conduct themselves in an appropriate, professional, and respectful manner when carrying out their duties.

Civil Behaviour and Decorum

- Trustees will act with decorum and be respectful of other trustees, staff, students, partner groups and the public at all times.
- Trustees will not make remarks that disparage other members of the Board, employees of the district or recognized partner groups.
- Trustees will acknowledge the differing points of view of other Trustees, staff, students and the public and will endeavor to work with other Trustees and staff of the Board in a spirit of respect, openness, courtesy, and co-operation.

Confidentiality

- Trustees will keep confidential any information disclosed or discussed in-camera, unless required to divulge such information by law or authorized by the Board to do so.
- Trustees will not divulge confidential information, including personal information about an identifiable individual.
- Trustees will not disclose information subject to solicitor-client privilege that they become aware of because of their position, except when required by law or authorized by the Board to do so.

Related Legislation: School Act [RSBC 1996, Part 6, Division 1, Section 65 (2)]

Related Contract Article:

Adopted: January 13, 1988

Amended: April 26, 1994, January 15, 2008, February 10, 2009, October 12, 2010, February 26, 2013, June 17, 2014, February 3, 2015, November 17, 2015, November 8, 2016, October 3, 2017, June 18, 2019

Amended: xxxxx

- No Trustee shall use confidential information for either personal gain or to the detriment of the Board.

Decision Making

- Decision making authority rests with the Board, and no Trustee has any individual authority other than that delegated by the Board.
- Trustees will be diligent in familiarizing themselves with all materials provided in advance of meetings in order to make informed and credible decisions.
- Trustees will keep an open mind and base decisions upon all available facts.
- Trustees will accept the decisions of the Board and support any proposed actions in the implementation of a decision, regardless of holding an opposing position in debate or casting an opposition vote.
- A Trustee should be able to explain the rationale for a resolution passed by the Board. A Trustee may respectfully state their position on a resolution provided it does not in any way undermine the implementation of the resolution.

Expressing Opinions

- When individual Trustees express their opinions in public through whatever forum, they must make it clear that they are not speaking on behalf of the Board.

Compliance with Legislation

- Trustees are elected to discharge the duties and obligations imposed upon them by law, and in particular, by the *School Act* and associated *Regulations and Ministerial Orders*.
- Trustees will comply with the *Freedom of Information and Protection of Privacy Act*, the *British Columbia Human Rights Code*, the *Labour Relations Code* and any other relevant legislation.

Procedures to Address Alleged Code of Conduct Breaches

- It is essential to establish and maintain clear, fair, and effective processes in response to allegations of Breach of the Trustee Code of Conduct. Those processes include:
- bringing the alleged breach (“Complaint”) in writing to the attention of the Chair of the Board or designate within 30 days of the alleged breach occurring. There may be exceptional circumstances which allow for an extension of the 30-day timeline. If an allegation is made against the Chair, the matter shall be managed by the Vice Chair.
- the complaint must include the name of the Trustee who is alleged to have breached the Code; (ii) the alleged breach or breaches of the Code; (iii) information as to when the breach came to the Complainant's attention;(iv) the grounds for the belief by the Complainant that a breach of the Code has occurred; and (v) the names and contact information of any witnesses to the breach or any other persons who have relevant information regarding the alleged breach.
- options to allow for consideration of an alleged breach even if the complainant withdraws the complaint.
- providing all Trustees, including the subject of the alleged complaint, a copy of the Complaint within seven (7) days of receiving it.
- Complaint resolution options, including:
 - a recommendation by the Chair not to proceed on the complaint.
 - agreement that an informal resolution is appropriate.
 - initiation of an investigation process, conducted with procedural fairness, concluding with the preparation and presentation of a report of the investigation's findings in a timely manner for the board's consideration.
 - decision by the board (excluding the subject of the complaint) on the chair's recommendation for appropriate action to resolve the complaint.

BOARD OF EDUCATION

DECISION REPORT

DATE: December 7, 2021
TO: Board of Education
FROM: Rohan Arul-pragasam, Superintendent
RE: **POLICY RENOVATION PROJECT: BYLAW 4 - APPEAL PROCEDURE**

RECOMMENDATION:

1. THAT the Board approve three readings of Bylaw 4 Appeal Procedure (attached).
(vote must be unanimous)
2. THAT the Board approve first, second and third readings of Bylaw 4 Appeal Procedure.

BACKGROUND:

This new Bylaw continues the work that was commenced last year to enhance district policy in order to provide greater clarity, identify policies that are no longer current and/or assess board and administrative regulations that are primarily operational in nature. Board bylaws are being reviewed and updated as needed as part of this process.

BYLAW 4 APPEAL PROCEDURE

A BYLAW OF THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (Chilliwack) (hereinafter called "the Board") to establish the procedure for appeals under Section 11 of the School Act.

WHEREAS Section 11 of the School Act and School Act Regulation 24/08 provides that a parent/guardian/caregiver and/or student in the School District may appeal a decision of an employee or employees of the Board if that decision significantly affects the education, health or safety of the student;

WHEREAS the Board wishes to enact the process for the conduct of such appeals;

AND WHEREAS the Board believes that the resolution of concerns is best addressed at the point the concern occurred and appeals will generally not be heard unless the appellants have made efforts to resolve the issue with the decision-maker;

NOW THEREFORE the Board enacts as follows:

This bylaw may be cited as School District No.33 (Chilliwack) Appeal Procedure Bylaw 4.

The definitions contained in the School Act shall apply to this bylaw.

Fairness Principles

1. Students/parents/guardians/caregivers can expect fairness in the appeals process, including:
 - 1.1. the right to be heard,
 - 1.2. the right to adequate notice and timely receipt of relevant information,
 - 1.3. being provided with reasons for decisions,
 - 1.4. an impartial decision maker,
 - 1.5. a respectful process, free from retaliation, and
 - 1.6. confidentiality throughout the process.

Decisions Which May Be Appealed

2. The Board of Education recognizes the right of a student and/or parent/guardian/caregiver of a student under Section 11 of the School Act to appeal a decision of an employee of the Board where such decision significantly affects the education, health or safety of the student.
3. A "decision" for the purposes of this bylaw includes the failure of an employee to make a decision.
4. Examples of grounds for appeal include, but are not limited to:
 - 4.1. disciplinary suspension from school;

- 4.2. suspension from an educational program, if no other educational program is provided by the board;
- 4.3. expulsion from an educational program;
- 4.4. refusal to offer an educational program to a student who is sixteen (16) years of age or older;
- 4.5. requirement to complete all or part of an educational program by distributed learning, or in an alternate program, as a disciplinary measure, where space and facilities are available in a school;
- 4.6. exclusion from school for a health condition;
- 4.7. failure to provide an Individual Education Plan to a student with special needs;
- 4.8. failure to offer to consult with a parent/guardian/caregiver regarding the placement or Individual Education Plan of a student with special needs;
- 4.9. denial of an educational program by failure to take action in respect of a complaint of bullying, intimidation, harassment, racism or threat or use of weapons or violence by one or more students against another student; and
- 4.10. any other decision that, in the opinion of the Board, significantly affects the education, health or safety of a student.

Refusal to Hear Appeals

5. The Board may refuse to hear an appeal where:
 - 5.1. the appeal has not been filed within a reasonable time of the decision being appealed;
 - 5.2. the student or parent/guardian/caregiver appealing the decision has not first discussed the decision being appealed with any persons identified by the Board; or
 - 5.3. the Board determines that the decision does not significantly affect the student's education, health or safety, including school placement.

Before Filing an Appeal

6. Before an appeal is filed, it is the Board's expectation that the student and/or parent/guardian/caregiver will discuss (present the concern verbally) the issue in dispute in a constructive manner with those responsible at the school or district level.
 - 6.1. The Board encourages the use of the following steps before an appeal is filed:
 - Step 1: The student and/or parent/guardian/caregiver will discuss the issue with the teacher/employee who made the decision.
 - a. The teacher/employee will review information and will inform the parent/guardian/caregiver of their decision within one week.
 - Step 2: Should the decision in 7.1.1 be unsatisfactory, the student and/or parent/guardian/caregiver will discuss the issue with the principal where the decision was made at the school level, or the responsible administrator, where the decision was made at the district level; and
 - a. The principal or administrator will review information and will make a decision within one week.
 - Step 3: The student and/or parent/guardian/caregiver will discuss the issue with the Superintendent and/or administrator(s) appointed by the Superintendent.
 - a. The Superintendent or administrator will review information and will make a decision within one week.

- 6.2. The Principal's/Administrator's/ Superintendent's decision at Step 2 or 3, will be provided in writing, with reasons for the decision, along with a copy of the Board Appeal Procedure Bylaw 4.
 - 6.3. Notwithstanding the above, an appellant may file a formal appeal at any point in the process.
7. In order to facilitate resolution of an issue, the district can provide the services of an uninvolved staff member as a navigator and/or provide interpretive services.

Time Limit for Filing an Appeal

8. An appeal must be filed within thirty (30) days of the date the student or parent/guardian/caregiver was informed of the final decision in accordance with section 8 above.
 - 8.1. If the student or parent/guardian/caregiver initiating the appeal (the "appellant") can demonstrate that there are reasonable grounds to extend this time limit, the Board will consider same.
9. Upon receipt of the notice of appeal, it will be immediately forwarded to the Board, and the appellant will be notified of same.

Filing an Appeal

10. An appeal shall be initiated by filing a notice of appeal in writing with the Secretary Treasurer.
 - 10.1. The notice of appeal shall include the following information:
 - 10.2. the name, address, email address (if applicable), and telephone phone number of the appellant, including the student's name, school, grade level;
 - 10.3. a description of the decision that is being appealed and its effect on the education, health or safety of the student;
 - 10.4. the name of the employee who made the decision;
 - 10.5. the date the appellant was informed of the decision being appealed;
 - 10.6. the grounds of the appeal and the action requested; and
 - 10.7. the steps that the appellant has taken to discuss the matter directly with the person who made the decision or with other school or district employees.
11. The district will provide assistance with preparing an appeal if requested
 - 11.1. An Appeal Form is available, but not mandatory, provided the information in 12 is provided.
12. Upon receipt of the appeal, the appellant will be provided with details regarding:
 - 12.1. confidentiality and information-sharing;
 - 12.2. a description of how appeal will be conducted, such as an in-person hearing, through written submissions, or both;
 - 12.3. how and to whom appeal submissions can be made and a main, neutral contact person;
 - 12.4. who (what position(s), name of committee) will conduct the review, and how the district ensures an unbiased decision maker will be assigned; and

- 12.5. any time limits within the appeal process such as when an individual must submit all evidence to be considered on appeal, or time limits for a response to a request for additional information.
13. Where the appellant is a student under the age of nineteen (19) years, the Board shall provide a copy of the notice of appeal to the parent/guardian/caregiver (s) of the student.
14. The Secretary-Treasurer will, upon receiving the notice of appeal, notify the Board, the Superintendent, and the employee whose decision is being appealed.
15. The Superintendent may appoint a person to be responsible for carrying out the responsibilities of the Superintendent under this Bylaw.

Pre-Hearing Procedure

16. The Secretary-Treasurer or their designate is responsible for reviewing the notice of appeal and for communicating with the appellant and others on matters related to the appeal.
17. Where, in the opinion of the Secretary-Treasurer, the appeal does not comply with the requirements for an appeal established under this Bylaw or Section 11 of the School Act (e.g. it is not a decision of an employee which significantly affects the student's education, health or safety; the appeal was not filed in a timely manner), the Secretary-Treasurer shall refer the preliminary matter to the Board for a determination.
 - 17.1. The Board may ask for written submissions from the appellant and/or the Superintendent on the preliminary matter.
18. The Board shall notify the appellant and the Superintendent of any preliminary decision it may make, including a refusal to hear the appeal.
 - 18.1. The Board will make a preliminary decision, if required, within 10 working days of receipt of the appeal.
 - 18.2. The Board's preliminary decision not to hear an appeal is final.
19. The Board shall inform appellants of the preliminary decision, provide reasons for the decision and where the decision is not favourable to the appellant, provide information about the next level of appeal.
20. Where, in the opinion of the Secretary-Treasurer, there is no preliminary matter to be determined, arrangements will be made for the hearing of the appeal by the Board.
21. Prior to the date established for the hearing of the appeal, the Superintendent will provide a report to the Board regarding the matter under appeal. The appellants and the employee whose decision is being appealed shall receive a copy of this report.
22. The Board may, prior to the Board hearing the appeal or at any other time, require the appellant discuss the decision being appealed with persons directed by the Board.
23. The Board may make any interim decision it considers necessary pending the disposition of the appeal.

Board Hearing

24. The Board may hold an oral hearing in respect of the appeal and/or may decide the appeal based upon written submissions. Oral hearings, and sessions to consider written materials will be held in an in-camera session.
 - 24.1. The Board shall advise the appellant, the Superintendent and the employee whose decision is being appealed, whether the appeal will be determined based upon written submissions and/or an oral hearing and on any directions established for the hearing of the appeal, including the time frame for oral and/or written submissions.
25. Where the Board decides to hold an oral hearing, the appellant, the Superintendent and the employee whose decision is being appealed, shall be provided with written notice of the date, time and location of the hearing. The correspondence will outline the purpose of the hearing which is to provide:
 - 25.1. an opportunity for the parties to make representations in support of their respective positions to the Board. This information may include medical, psychological, and educational data and may be presented by witnesses. The information may be both written and verbal;
 - 25.2. the Board with the means to receive information and to review the facts of the dispute; and,
 - 25.3. a process through which the Board can reach a fair and impartial decision.
26. The Superintendent and/or designate(s) will have an opportunity to explain the decision, the reasons for the decision and to respond to information presented by the appellant.
27. The appellant will have an opportunity to respond to the information presented by the Superintendent or designate(s).
28. The Board will have the opportunity to ask questions or request clarification from both parties.
 - 28.1. No cross examination of the parties shall be allowed, however, the Board may ask questions of any person appearing at the appeal hearing.
29. The Board shall consider any requests for adjournments in relation to the hearing of appeals and will notify the parties in writing of their decision regarding the adjournment.
30. The Board may adjourn the hearing at any time to obtain additional information where it considers such information would assist the Board in determining the appeal. If the Board requires additional information or clarification in order to make its decision, both parties to the appeal will be requested to return to the hearing for the required information.
31. During the appeal process, the appellant may be accompanied by an advocate, support person and/or interpreter/translator.
32. Notes of the proceedings, excluding Board deliberations, will be recorded for the purpose of the Board's records.

Decision

33. The Board shall make any decision that it considers appropriate in respect of the matter that is being appealed and any preliminary matters.

34. The Board shall decide the appeal based on the oral and/or written submissions presented to it and any other information obtained by the Board in accordance with this Bylaw.
35. The Board must make a decision within 45 days from the date the notice of appeal was received.
36. The Board shall promptly notify the appellant, the Superintendent and the employee whose decision was appealed of the decision of the Board and shall provide written reasons for the decision within five days of the conclusion of the Board hearing.
37. An appellant may have a right to appeal a decision of the Board made under this Bylaw to the Student Appeals Branch of the Ministry of Education.

Postal Address: Registrar, Student Appeals
Ministry of Education, Student Appeals Branch
PO Box 9146 Stn Prov Govt,
Victoria, BC V8W 9H1

Email EDUC.studentappeals@gov.bc.ca
Telephone 1-877-387-8037 or 250-387-8037
Website <https://www2.gov.bc.ca/gov/content/education-training/k-12/support/student-disputes-and-appeals>

READ A FIRST TIME THE 7th day of December 2021
READ A SECOND TIME THE 7th day of December 2021
READ A THIRD TIME, RECONSIDERED AND ADOPTED THE 7th day of December 2021

Board Chair

Secretary Treasurer

BOARD OF EDUCATION

DECISION REPORT

DATE: December 7, 2021

TO: Board of Education

FROM: Rohan Arul-pragasam, Superintendent

RE: **POLICY RENOVATION PROJECT: BYLAW 5 – BOARD MEETING PROCEDURES**

RECOMMENDATION:

1. THAT the Board approve three readings of Bylaw 5 Board Meeting Procedures (attached).
(*vote must be unanimous*)
2. THAT the Board approve first, second and third readings of Bylaw 5 Board Meeting Procedures.

Further, THAT the Board abandon existing policies (found [HERE](#)) as they are made redundant by the new policies after the third reading of Bylaw 5 Board Meeting Procedures:

- Policy 201: Suspension of Policies and Board Approved Regulations
- Policy 207: Electronic Participation by Trustees
- Policy 209: Election of Trustees to Board Positions
- Policy 210: Inaugural Meeting
- Policy 211: Regular Public Meetings
- Policy 212: In-Camera Meetings
- Policy 213: Special Meetings
- Policy 215: Rules of Order
- Policy 216: Motions
- Policy 217: Debate
- Policy 218: Voting
- Policy 220: Public Participation
- Policy 221: Delegations and Representations
- Policy 236: Committee of the Whole

BACKGROUND:

This new Bylaw continues the work that was commenced last year to enhance district policy in order to provide greater clarity, identify policies that are no longer current and/or assess board and administrative regulations that are primarily operational in nature. Board bylaws are being reviewed and updated as needed as part of this process.

BYLAW 5 BOARD MEETING PROCEDURES

A BYLAW OF THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (Chilliwack) (hereinafter called "the Board") to establish Board meeting procedures.

WHEREAS the *School Act* provides that the Board may deal with such matters by bylaw.

AND WHEREAS the Board wishes to enact meeting procedures to ensure that meetings shall be conducted in a democratic and expeditious manner, with an intent to serve students and the public.

NOW THEREFORE the Board enacts as follows:

This bylaw may be cited as School District No. 33 (Chilliwack) Board Meeting Procedures Bylaw 5.

1. Oath of Office, Inaugural Meeting and Election of Board Officers

- 1.1. A person elected or appointed as a Trustee must take a prescribed oath of office, by oath or solemn affirmation, within the timelines outlined in the *School Act*, before taking their seat on the Board.
- 1.2. After the general local election of Trustees, the Secretary Treasurer will convene a first meeting of the Board as soon as possible and, in any event, within 30 days from the date that the new Board begins its term of office.
- 1.3. The Secretary Treasurer will call the meeting to order and will preside until a Chair has been elected.
- 1.4. The Secretary Treasurer will announce the results of Trustee elections and confirm that all Trustees have taken the oath of office, or will administer or cause the oath of office to be administered.
- 1.5. The Secretary Treasurer will call for nominations for the position of Board Chair.
 - 1.5.1. Trustees may not nominate themselves.
 - 1.5.2. Nominations do not require a seconder.
 - 1.5.3. After each nomination, the Secretary Treasurer will request that each candidate accept or decline their nomination.
 - 1.5.4. Once nominations are closed, Trustees, who have accepted a nomination, may address their colleagues for two minutes.
 - 1.5.5. Trustees who are not elected for one office may accept a nomination for another office.
- 1.6. The Secretary Treasurer will then conduct a vote by secret ballot. The Secretary Treasurer may designate one or more staff members as scrutineers to count the ballots. A person

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72] and [Local Elections Campaign Financing Act, Section 47(1)(a)] and Local Government Elections Regulation

Adopted: xxxx
Amended:

receiving a clear majority of votes cast shall be elected Board Chair. If no person receives a majority, further ballots will be taken.

- 1.6.1. If more than two candidates are on a ballot and no majority is reached, then candidate/s with one vote will be eliminated from the next ballot.
 - 1.6.2. In the event of a 3-2-2 vote the Trustees with two votes will be on a separate ballot and the winner will be included in a final ballot with the Trustee who received three votes.
 - 1.6.3. The Secretary Treasurer will declare the duly elected Chair of the Board for the ensuing year and will vacate the Chair.
 - 1.6.4. All ballots shall be destroyed by motion of the Board.
- 1.7. Upon assuming the chair, the Board Chair will call for nominations for Vice-Chair, and then for the BCSTA Provincial Councilor and BCPSEA representative (and their alternates) for the ensuing year and will conduct each election in the same manner as described in 1.5 and 1.6 above.
 - 1.8. The Chair and Trustees serve at the pleasure of the Board or until the annual special meeting in the following December.

2. Annual Special Meeting and Election of Board Officers

- 2.1. In the years when no inaugural meeting is required, an annual special meeting of the Board will be held no later than the second Tuesday in December. The Secretary Treasurer will preside as Chair at the meeting to elect a chair as per 1.5 and 1.6 above. When the Board Chair is elected, the Chair will then proceed as per 1.7 above.

3. Meetings of the Board - General Provisions

- 3.1. Annually, the Board of Education will determine the schedule of Board meetings for the following school year.
- 3.2. All meetings will begin with an acknowledgement of Traditional Stó:lō Territory.
- 3.3. A quorum of the Board is a majority of the Trustees holding office at the time of the meeting.
- 3.4. Any Trustee with a conflict of interest shall immediately declare so and leave the meeting or the part of the meeting during which the matter is under consideration.
- 3.5. At the appointed time for commencement of a meeting, the presiding officer will ascertain that a quorum is present before proceeding to the business of the meeting. If a quorum has not been made within one-half hour after the appointed time, the meeting shall stand adjourned until the next meeting date or until another meeting has been called in accordance with this Bylaw.
- 3.6. In the event both the Chair and Vice Chair are absent, a chair will be decided by drawing of lots of those trustees willing to have their name stand.

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72] and [Local Elections Campaign Financing Act, Section 47(1)(a)] and Local Government Elections Regulation

Adopted: xxxx
Amended:

- 3.7. After a meeting has commenced, if notice is drawn to a lack of quorum, the presiding officer shall adjourn the meeting to the next regular meeting date or to another meeting called in accordance with this Bylaw.
- 3.8. Meetings of the Board shall be conducted in accordance with this Bylaw and, where the Bylaw is silent, using Robert's Rules of Order, Newly Revised.
- 3.9. A motion, when introduced, brings business before the meeting.
 - 3.9.1. The presiding officer may divide a motion containing more than one subject and it will be voted on in the form in which it is divided.
 - 3.9.2. A replacement or substitute motion or an amendment should be worded in a concise, unambiguous, and complete form and, if lengthy or complex, should be provided in writing. Staff can provide assistance with wording, if requested.
 - 3.9.3. All debateable motions shall be seconded.
- 3.10. Wherever possible, requests for information are to be addressed prior to the question being considered.
- 3.11. Debate shall be strictly relevant to the question before the meeting and the presiding officer will advise speakers when violating this rule.
 - 3.11.1. Speakers shall be recognized by the Chair and will address remarks to the Chair.
 - 3.11.2. Each Trustee has the right to speak twice on the same question on the same day but cannot make second comments so long as any Trustee who has not spoken on that question desires to speak. No Trustee shall speak for more than three minutes at one time.
 - 3.11.3. Debate may be extended, subject to a motion requiring a majority vote.
- 3.12. A matter of privilege (a matter dealing with the rights or interests of the Board as a whole or of a Trustee personally) may be raised at any time and will be dealt with forthwith before resumption of business.
- 3.13. No Trustee shall interrupt another Trustee who has the floor except to raise a point of order or a point of privilege, or to disclose a conflict of interest.
- 3.14. It is expected that all Trustees present at a duly constituted meeting of the Board will vote on each motion, unless a Trustee has a declared conflict of interest, in which case the Trustee must not vote.
 - 3.14.1. The Board chair shall vote at the same time as other Trustees.
 - 3.14.2. Voting, unless elsewhere stipulated, shall be by show of hands. The record will indicate Trustees in favour, opposed or abstained for each motion.
- 3.15. The Board-approved written minutes are the official record of a meeting.

4. Regular Public Meetings

- 4.1. Regular Board meetings shall be open to the public.

- 4.2. The Chair will ensure that a draft agenda and notice of meeting is prepared in consultation with the Vice Chair, the Superintendent and the Secretary Treasurer. Proposed items may be requested to be on the draft agenda in one of the following ways:
 - 4.2.1. By notifying the Board Chair, Vice Chair or Superintendent one week prior to the board meeting.
 - 4.2.2. By notice of motion at a previous meeting.
 - 4.2.3. As a request from a committee of the Board.
- 4.3. Where a Trustee has proposed an item for the agenda and it has not been included, the Chair will advise the Trustee and provide reasons.
- 4.4. The proposed agenda and supporting documentation will be posted on the district website on Friday afternoon prior to the meeting. Written notice of each meeting, together with the proposed agenda, will be provided to each Trustee by email using the school district provided email account at least 24 hours prior to the agenda being made public.
- 4.5. The order of business at regular Board meetings shall be:
 - 4.5.1. call to order, acknowledgement and inclusion statement
 - 4.5.2. adoption of agenda
 - 4.5.3. approval of minutes
 - 4.5.4. presentations
 - 4.5.5. public participation: comments and/or questions concerning the agenda
 - 4.5.6. action items
 - 4.5.7. information items
 - 4.5.8. written Board Advisory and Working Committee reports and/or minutes
 - 4.5.9. Trustee reports
 - 4.5.10. in-camera meeting summary
 - 4.5.11. public participation: comments and/or questions concerning the agenda
 - 4.5.12. adjournment
- 4.6. An addition or deletion to the agenda, or change to the order of business, may be proposed by any Trustee at the adoption of the agenda. Any addition to the agenda, or change to the order of business, shall require a majority vote.
- 4.7. Trustee Reports
 - 4.7.1. Trustees will prepare a short, written report regarding their liaison and representation assignments.
- 4.8. A regular meeting will stand adjourned at three hours after its commencement unless a resolution is passed by a majority vote to extend the hour of adjournment.
- 4.9. Minutes of the proceedings of regular meetings will be stored in digital format certified as correct by the Secretary Treasurer or other employee designated by the Board under the *School Act*, and signed by the Chair or other member presiding at the meeting or at the next meeting at which the minutes are adopted.
 - 4.9.1. The minutes of the regular public meeting will be open for inspection at all reasonable times.
 - 4.9.2. Copies and extracts will be made available in accordance with the *School Act*.

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72] and [Local Elections Campaign Financing Act, Section 47(1)(a)] and Local Government Elections Regulation

Adopted: xxxx
Amended:

- 4.10. If the Secretary Treasurer is unable to attend the meeting, another employee must be appointed by Board motion to serve as acting Secretary Treasurer to record motions and their disposition.
- 4.11. In accordance with the *School Act*, the Chair may expel from the meeting a person, other than a Trustee, that the Chair considers is conducting themselves improperly.
 - 4.11.1. A majority of the Trustees present at a meeting of the Board may expel a Trustee from the meeting for improper conduct.

5. Public Participation in the Public Meeting

- 5.1. Communication with the public is extremely important. The public Board meeting is the formally designated means of transacting Board business. Two public participation periods are therefore provided solely as a means for ensuring that community members who are present in the audience have an opportunity to provide comments and/or ask questions about business or issues pertaining to the Board agenda.
- 5.2. The public participation periods are open to comments and/or questions from the public concerning the agenda.
 - 5.2.1. Each public participation period will generally be allotted fifteen minutes.
 - 5.2.2. Speakers must identify themselves before speaking.
 - 5.2.3. Individuals will be limited to a total of two minutes per speaker.
 - 5.2.4. Persons addressing the Board are reminded that, when requests or questions are directed to the Board, actions or answers to many questions may be deferred pending Board consideration.
 - 5.2.5. The Chair may indicate another means of response if a question cannot be answered at the time.
- 5.3. Community members who have other comments or questions are encouraged to contact Trustees or the Superintendent or, if desired, to appear as a formal delegation on the Board agenda in accordance with section six of this Bylaw.
- 5.4. Matters currently under negotiation or litigation, or related to personnel or student circumstances, are not permitted and will not be addressed in the public participation periods.
- 5.5. The Chair shall have the authority to terminate the remarks of any individual who does not adhere to this Bylaw.

6. Delegations

- 6.1. Delegations comprised of an individual or groups of students, parents, teachers and others are welcome at regular meetings.
- 6.2. Delegations that wish to appear before the Board shall submit a request in writing to the Secretary Treasurer ten days prior to the meeting, outlining the item(s) they wish to present and naming a spokesperson.
- 6.3. A maximum of ten minutes will be allowed for each delegation to make a presentation.

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72] and [Local Elections Campaign Financing Act, Section 47(1)(a)] and Local Government Elections Regulation

Adopted: xxxx
Amended:

- 6.4. The Secretary Treasurer will review the delegation request at the agenda review meeting and, if accepted, will then make the appropriate arrangements for the delegation to appear.
- 6.5. A delegation accepted to appear before the Board may present written material to the Board which must be provided at least five working days prior to the meeting for inclusion on the Board agenda.
- 6.6. The Board will hear the delegation's presentation and the Trustees may ask questions for clarification. The Board will ordinarily take the presentation under advisement and will take action after due deliberation, usually at a subsequent meeting.
- 6.7. If circumstances warrant, the Board may receive such individuals or delegations "in-camera".

7. In-camera Board Meetings

- 7.1. If, in the opinion of the Board, the public interest so requires, persons other than Trustees may be excluded from a meeting.
- 7.2. Unless otherwise determined by the Board, the following matters shall be considered in an in-camera meeting:
 - 7.2.1. salary claims and adjustments and consideration of requests of employees and Board officers with respect to collective bargaining procedures;
 - 7.2.2. accident claims and other matters where Board liability may arise;
 - 7.2.3. legal opinions respecting the liability or interest of the Board;
 - 7.2.4. the conduct, efficiency, discipline, suspension, termination or retirement of employees;
 - 7.2.5. medical reports;
 - 7.2.6. matters pertaining to individual students including the conduct, discipline suspension or expulsion of students;
 - 7.2.7. staff changes including appointments, transfers, resignations, promotions and demotions;
 - 7.2.8. purchase of real property including the designation of new sites, consideration of appraisal reports and accounts claimed by owners, determination of Board offers and expropriation procedures;
 - 7.2.9. lease, sale or exchange of real property prior to finalization thereof;
 - 7.2.10. matters pertaining to the safety, security or protection of Board property; and
 - 7.2.11. such other matters where the Board decides that the public interest is best served.
- 7.3. If the Secretary Treasurer is unable to attend the meeting, another employee must be appointed by Board motion to serve as acting Secretary Treasurer for the purpose of the meeting, to record motions and their disposition.
- 7.4. No Trustee shall disclose to the public the proceedings of an in-camera meeting unless a resolution has been passed at the in-camera meeting to allow such disclosure, except such as might be necessary to enforce the conflict of interest provisions of the *School Act*.

- 7.5. The Board will prepare a meeting summary listing the general nature of the matters discussed. The in-camera meeting summary will be presented at the next regular public meeting of the Board.
- 7.6. The Chair will ensure a draft agenda and notice of an in-camera meeting is prepared in consultation with the Vice Chair, the Superintendent and the Secretary Treasurer. Proposed items may be requested to be on the draft agenda in one of the following ways:
 - 7.6.1. By notifying the Board Chair, Vice Chair or Superintendent one week prior to the meeting.
 - 7.6.2. By notice of motion at the previous meeting.
 - 7.6.3. As a request from a committee of the Board.
- 7.7. Where a Trustee has proposed an item for the agenda and it has not been included, the Chair will advise the Trustee and provide reasons.
- 7.8. The proposed agenda and supporting documentation will be provided to each Trustee by email using the school district provided email account at least 48 hours prior to the meeting.
- 7.9. The order of business at in-camera meetings shall be:
 - 7.9.1. call to order
 - 7.9.2. meeting attendance
 - 7.9.3. adoption of agenda
 - 7.9.4. approval of minutes
 - 7.9.5. information items
 - 7.9.6. action items
 - 7.9.7. adjournment
- 7.10. A change to the order of business may be proposed by any Trustee at the adoption of the agenda. Any addition or deletion to the agenda, or change to the order of business, shall require a majority vote.
- 7.11. Any Trustee with a conflict of interest shall immediately declare so and leave the meeting or the part of the meeting during which the matter is under consideration.
- 7.12. An in-camera meeting shall adjourn or recess at least 15 minutes before the regular public meeting and shall not exceed a total of 2 hours unless a resolution is passed by a majority vote to extend the hour of adjournment.

8. Special Meetings

- 8.1. Special meetings are any Board meetings held between the regularly scheduled meetings.
- 8.2. A special public or special in-camera meeting of the Board may be called by the Chair or, upon written request by a majority of the Trustees, will be called by the Secretary Treasurer.
- 8.3. The agenda and supporting documentation will be provided to each Trustee by email using the school district provided email account at least 48 hours prior to the meeting.

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72] and [Local Elections Campaign Financing Act, Section 47(1)(a)] and Local Government Elections Regulation

Adopted: xxxx
Amended:

8.3.1. Delivery of a written notice and the agenda may be waived by a majority vote of Trustees holding office, provided all reasonable steps have been taken to notify all Trustees of the meeting.

8.4. No business other than that for which the meeting was called shall be conducted at the meeting unless waived unanimously by all Trustees present.

8.5. If the Secretary Treasurer is unable to attend the meeting, another employee must be appointed by Board motion as acting Secretary Treasurer for the purpose of the meeting, to record motions and their disposition.

9. Electronic Participation by Trustees

9.1. In accordance with the *School Act*, Trustees may participate in or attend a meeting of the Board by telephone or other means of communication, provided that all Trustees and other persons participating in or attending the meeting are able to communicate with each other.

9.2. If a Trustee participates in or attends a meeting of the Board by telephone or other means of communication, the Trustee is to be counted for the purpose of establishing a quorum.

READ A FIRST TIME THE 7th day of December 2021

READ A SECOND TIME THE 7th day of December 2021

READ A THIRD TIME, RECONSIDERED AND ADOPTED THE 7th day of December 2021

Board Chair

Secretary Treasurer

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72] and [Local Elections Campaign Financing Act, Section 47(1)(a)] and Local Government Elections Regulation

Adopted: xxxx
Amended:

BOARD OF EDUCATION

INFORMATION REPORT

DATE: December 7, 2021

TO: Board of Education

FROM: Allan Van Tassel, Director of Facilities and Transportation
Gerry Slykhuis, Secretary Treasurer

RE: **FLOOD UPDATE**

The Director of Facilities & Transportation and the Secretary Treasurer will provide an update on the impacts of the Fraser Valley flooding and road conditions as it relates to the District.

BOARD OF EDUCATION

INFORMATION REPORT

DATE: December 7, 2021
TO: Board of Education
FROM: Rohan Arul-pragasam, Superintendent
RE: COVID-19 UPDATE

Superintendent Rohan Arul-pragasam will provide an update on COVID-19 in the Chilliwack School District.

TRUSTEE REPORT

Trustee: Jared Mumford

Report Date: December 7, 2021

KEY ACTIVITIES SINCE LAST BOARD MEETING

List of key dates/activities related to the Trustee role, including school visits and school initiatives/events, committee attendance, conference attendance, etc.

November 3 2021	Master of Ceremonies - Community Food Hub Reveal & Dedication
November 3 2021	Special In-Camera Meeting
November 4 2021	Budget Advisory Committee
November 8 2021	BCSPSEA Report Review Call
November 8 2021	Restorative Justice & Youth Advocacy Assoc. Meeting
November 9 2021	IEAC Meeting
November 9 2021	Chair / Vice-Chair Meeting
November 9 2021	Board Meeting (Vice-Chair) - In Camera, Public
November 10 2021	Chilliwack Food Council Meeting
November 15 2021	Special In-Camera Meeting
November 16 2021	Chilliwack Community Food Hub - Write Program Details
November 16 2021	Chair / Vice-Chair Meeting
November 16 2021	Policy Review #22
November 16 2021	Restorative Justice & Youth Advocacy Assoc. Meeting
November 22 2021	Phone Call - Special Investigator
November 23 2021	CHC Meeting (Co-Chair)
November 23 2021	Board Learning Session
November 25 2021	CHC Virtual Information Session - Families & Friends of Subst. Affected
November 29 2021	Restorative Justice & Youth Advocacy Assoc. AGM
November 30 2021	Chair / Vice-Chair Meeting
December 2-4 2021	BCSTA Trustee Academy
December 7 2021	Chair / Vice-Chair Meeting

UPCOMING EVENTS OF INTEREST TO THE BOARD

TRUSTEE REPORT

Trustee: Willow Reichelt

Report Date: November 30, 2021

KEY ACTIVITIES SINCE LAST BOARD MEETING

List of key dates/activities related to the Trustee role, including school visits and school initiatives/events, committee attendance, conference attendance, etc.

I will only list a couple highlights and will not list things most board members attended (Learning Sessions) or regular parts of my job (CVC meeting, etc.).

- November 12: Community Safety Governance Committee. We heard about the services offered by Fraser Health, including a Rapid Response Team. The need for detox support in Chilliwack was acknowledged by everyone present.
- November 15 and 29: EPAC. Thank you to all of the committee members for your hard work going through our policy manual and offering your feedback.

UPCOMING EVENTS OF INTEREST TO THE BOARD

- If you haven't already done so, I encourage all board members to review the slide deck about 5-11 vaccinations: https://news.gov.bc.ca/files/Immunization_of_Children.pdf
- The provincial and federal governments are matching donations for flood relief. That means that every \$1 donation becomes \$3. Here is the link to donate: <https://donate.redcross.ca/page/94172/donate/1?locale=en-CA>

TRUSTEE REPORT

Trustee: David Swankey

Report Date: December 1st, 2021

KEY ACTIVITIES SINCE LAST BOARD MEETING

- Nov 15th – Chaired EPAC meeting via Zoom
- Nov 16th – Attended Board Policy Working Session
- Nov 23rd – Attended Board Learning Session <https://sd33.bc.ca/node/549>
- Nov 25th – Joined SD33 DPAC for their regular meeting
- Nov 29th – Chaired EPAC meeting via Zoom

UPCOMING EVENTS OF INTEREST TO THE BOARD

- Dec 3rd – International Day of Persons with Disabilities
 - BC Self Advocacy Foundation, Community Ventures Society, Inclusion BC and the Port Moody Heritage Society are hosting a virtual launch of their exhibit, “Inclusion: The Journey to Community”
 - <https://events.r20.constantcontact.com/register/eventReg?oeidk=a07eituxghj499a9d32&oseq=&c=&ch>
- April 21st-24th – BCSTA AGM
 - <https://bcsta.org/event-info/annual-general-meeting/>
- May 26th-28th – Inclusion BC Conference ‘Everybody Belongs’
 - <https://inclusionbc.org/our-services/inclusion-bc-conference/>

MEETING SUMMARIES

In-Camera Meeting – November 9, 2021

Trustees: Willow Reichelt, Jared Mumford, Carin Bondar, Darrell Furgason, Heather Maahs, Barry Neufeld, David Swankey

Staff: Rohan Arul-pragasam, Gerry Slykhuis, Tamara Ilersich, Talana McInally

1. Defer Agenda

Special In-Camera Meeting – November 15, 2021

Trustees: Willow Reichelt, Jared Mumford, Carin Bondar, David Swankey

Staff: Rohan Arul-pragasam, Gerry Slykhuis, Tamara Ilersich, Talana McInally

Regrets: Heather Maahs, Barry Neufeld

Absent: Darrell Furgason

1. Trustee Conduct

Learning Session – November 23, 2021

Trustees: Willow Reichelt, Carin Bondar, Heather Maahs, Jared Mumford, David Swankey

Staff: Rohan Arul-pragasam, Gerry Slykhuis, Kirk Savage, Paula Jordan, David Manuel, Allan Van Tassel, Tamara Ilersich, Brenda Point

1. Calls to Action