



**THE BOARD OF EDUCATION  
School District #33 (Chilliwack)  
Regular Public Board Meeting  
(Recorded)  
AGENDA  
February 8, 2022  
5:30 pm**

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**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 January 11, 2022 Regular Board Meeting be approved as circulated.)

**2. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING THE AGENDA**

**3. ACTION ITEMS**

- 3.1. 2022-2023 Local School Calendar
- 3.2. Unsworth Boundary
- 3.3. Education Policy Advisory Committee Report / Policy Renovation Project
  - 3.3.1. Policy 280 – Smudging
  - 3.3.2. Policy 290 – Educational Heritage
  - 3.3.3. Policy 320 – School Admission and Placement
  - 3.3.4. Policy 321 – Ordinarily Resident & Non-Resident Students
  - 3.3.5. Policy 322 – International Student Program
- 3.4. Policy Renovation Project: Policy 131 – Conflict of Interest

*Meeting Break 10 Minutes*

- 3.5. Policy Renovation Project: Bylaw 4: Appeals – 3rd Reading and Adoption

- 3.6. Policy Renovation Project: Bylaw 5: Board Meeting Procedures – 3rd Reading and Adoption
- 3.7. 2021 – 2022 Amended Annual Budget – 3<sup>rd</sup> Reading and Adoption

#### **4. INFORMATION ITEMS**

- 4.1. Quarterly Financial Report
- 4.2. Budget Advisory Committee Report
- 4.3. COVID-19 Update
- 4.4. BCSTA Report
- 4.5. Trustee Written Reports
- 4.6. Meeting Summaries
- 4.7. **Next Board of Education Meeting: March 8, 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, January 11, 2022

**Location:** Zoom Webinar

**Members Present:**

Chair	Mr. J. Mumford
Vice-Chair	Ms. W. Reichelt
Trustee	Dr. C. Bondar
Trustee	Dr. D. Furgason
Trustee	Mrs. H. Maahs
Trustee	Mr. B. Neufeld
Trustee	Mr. D. Swankey

**Staff Present:**

Superintendent	Mr. R. Arul-pragasam
Secretary Treasurer	Mr. G. Slykhuis
Assistant Secretary Treasurer	Mr. M. Friesen
Assistant Superintendent	Ms. P. Jordan
Director of Instruction	Mr. D. Manuel
Executive Assistant	Ms. T. McNally
Audio-Video/Desktop Foreman	Mr. M. Bakker

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**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**

**12.22** Moved by: Trustee Neufeld  
Seconded by: Trustee Reichelt

THAT the agenda be adopted as circulated.

**CARRIED**

**1.3. Approval of the Minutes**

**13.22** Moved by: Trustee Swankey  
Seconded by: Trustee Bondar

THAT the minutes of the December 7, 2021 Regular Board Meeting be approved as circulated.

**CARRIED**

**For: Bondar, Furgason, Maahs, Mumford, Reichelt, Swankey  
Abstained: Neufeld**

- 14.22** Moved by: Trustee Reichelt  
Seconded by: Trustee Furgason

THAT the minutes of the December 7, 2021 Special Regular Board Meeting be approved as circulated.

**CARRIED**

**For: Bondar, Furgason, Mumford, Reichelt, Swankey  
Opposed: Maahs, Neufeld**

- 15.22** Moved by: Trustee Reichelt  
Seconded by: Trustee Bondar

THAT the minutes of the December 13, 2021 Special Regular Board Meeting be approved as circulated with amendment to correct Trustee Mumford calling the meeting to order and not Trustee Reichelt.

**CARRIED**

**For: Bondar, Furgason, Maahs, Mumford, Reichelt, Swankey  
Abstained: Neufeld**

## **2. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING THE AGENDA**

- Consideration of a Special Board Meeting regarding re-opening of schools

## **3. ACTION ITEMS**

### **3.1. Coalition for Healthy School Food**

- 16.22** Moved by: Trustee Mumford  
Seconded by: Trustee Reichelt

THAT the Board of Education support the work of the Coalition for Healthy School Food by formally endorsing the organization and its call for the development of a universal cost-shared School Food program for Canada.

*FURTHER*, in Endorsing the Coalition, the Board of Education would agree with the Coalition's call for the development of a National School Food Program and give permission to list the Chilliwack School District's name, logo and description on the Coalition's website. There is no cost to the Chilliwack School District to be an endorser.

**NO VOTE**

- 17.22** Moved by: Trustee Maahs  
Seconded by: Trustee Neufeld

THAT the motion be postponed until the Board receives information on legal ramifications for endorsing a lobbyist group.

**DEFEATED**

**For: Furgason, Maahs, Neufeld  
Opposed: Bondar, Mumford, Reichelt, Swankey**

**18.22** Moved by: Trustee Mumford  
Seconded by: Trustee Reichelt

THAT the Board of Education support the work of the Coalition for Healthy School Food by formally endorsing the organization and its call for the development of a universal cost-shared School Food program for Canada.

*FURTHER*, in Endorsing the Coalition, the Board of Education would agree with the Coalition's call for the development of a National School Food Program and give permission to list the Chilliwack School District's name, logo and description on the Coalition's website. There is no cost to the Chilliwack School District to be an endorser.

**CARRIED**

**For: Bondar, Mumford, Reichelt, Swankey  
Opposed: Furgason, Maahs, Neufeld**

**3.2. Education Policy Advisory Committee Report / Policy Renovation Project**

**3.2.1. Policy 231 – Advertising in Schools by Commercial Enterprises**

**19.22** Moved by: Trustee Reichelt  
Seconded by: Trustee Bondar

THAT the Board of Education reaffirm Policy 231: Advertising in Schools by Commercial Enterprises - (910 Advertising in Schools) as presented. This policy was presented to the Education Policy Advisory Committee in draft form at its December 13, 2021 meeting.

**NO VOTE**

**20.22** Moved by: Trustee Maahs  
Seconded by: Trustee Neufeld

THAT the policy be amended to rewrite the last sentence to read: "The use of corporate logos are to be avoided."

**DEFEATED**

**For: Furgason, Maahs, Neufeld  
Opposed: Bondar, Mumford, Reichelt, Swankey**

**21.22** Moved by: Trustee Mumford  
Seconded by: Trustee Neufeld

THAT the policy be referred back to the committee to review the language around use of corporate logos and slogans.

**CARRIED**

**For: Furgason, Maahs, Mumford, Neufeld, Reichelt  
Opposed: Bondar, Swankey**

**3.2.2. Policy 240 - Fundraising**

**22.22** Moved by: Trustee Swankey  
Seconded by: Trustee Reichelt

THAT the Board of Education reaffirm Policy 240: Fundraising - (918 Fundraising) as presented. This policy was presented to the Education Policy Advisory Committee in draft form at its December 13, 2021 meeting.

**CARRIED**

**3.2.3. Policy 260 – Community School Society**

**23.22** Moved by: Trustee Swankey  
Seconded by: Trustee Neufeld

THAT the Board of Education reaffirm Policy 260: Community School Society - (911 Community Schools) as presented. This policy was presented to the Education Policy Advisory Committee in draft form at its November 29, 2021 meeting.

**CARRIED**

**3.2.4. Policy 261 – Neighbourhood Learning Centres**

**24.22** Moved by: Trustee Swankey  
Seconded by: Trustee Neufeld

THAT the Board of Education reaffirm Policy 261: Neighbourhood Learning Centres - (921 Neighbourhood Learning Centres) as presented. This policy was presented to the Education Policy Advisory Committee in draft form at its December 13, 2021 meeting.

**CARRIED**

**3.2.5. Policy 280 – Smudging**

**25.22** Moved by: Trustee Swankey  
Seconded by: Trustee Bondar

THAT the Board of Education reaffirm Policy 280 Smudging- (920 Smudging) as presented. This policy was presented to the Education Policy Advisory Committee in draft form at its December 13, 2021 meeting.

**NO VOTE**

**26.22** Moved by: Trustee Reichelt  
Seconded by: Trustee Furgason

THAT the Board refer the policy back to EPAC after receiving recommendations from the Indigenous Education Advisory Committee and staff.

**CARRIED**

**3.2.6. Policy 290 – Educational Heritage**

**27.22** Moved by: Trustee Reichelt  
Seconded by: Trustee Bondar

THAT the Board of Education reaffirm Policy 290 Educational Heritage - (908 Historical Records Preservation) as presented. This policy was presented to the Education Policy Advisory Committee in draft form at its December 13, 2021 meeting.

**NO VOTE**

**28.22** Moved by: Trustee Maahs  
Seconded by: Trustee Furgason

THAT the Board refer the policy back to EPAC to re-include a statement highlighting importance of the history of public schools in our community.

**CARRIED**  
**For: Furgason, Maahs, Mumford, Neufeld**  
**Opposed: Bondar, Reichelt, Swankey**

### **3.3. Policy Renovation Project: Policy 130 – Code of Conduct**

**29.22** Moved by: Trustee Reichelt  
Seconded by: Trustee Bondar

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.

**NO VOTE**

**30.22** Moved by: Trustee Maahs  
Seconded by: Trustee Furgason

THAT the second bullet point under “Procedures to Address Alleged Code of Conduct Breaches” be amended to read:

- Bringing the alleged breach (“Complaint”) in writing to the attention of the Chair of the Board, designate or and the Secretary Treasurer 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 Secretary Treasurer.

and FURTHER, THAT the last bullet point be amended to read:

Complaint resolution options, including:

- A recommendation by the Chair or the Secretary Treasurer if the alleged breach is 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 Board’s or Secretary Treasurer’s recommendation for appropriate action to resolve the complaint.

**DEFEATED**  
**For: Maahs, Neufeld**  
**Opposed: Bondar, Mumford, Reichelt, Swankey**  
**Abstained: Furgason**

**31.22** Moved by: Trustee Furgason  
Seconded by: Trustee Neufeld

THAT the Board refer this policy back for review at a future policy renovation meeting.

**CARRIED**

For: Furgason, Maahs, Mumford, Neufeld  
Opposed: Bondar, Reichelt, Swankey

Meeting break called at 7:23 p.m.  
Meeting called to order at 7:35 p.m.

**32.22** Moved by: Trustee Swankey  
Seconded by: Trustee Bondar

THAT the Board defer Policy items 131 – Conflict of Interest, Bylaw 4 – Appeals, and Bylaw 5 – Board Meeting Procedures to a future meeting.

**CARRIED**

**3.4 2021 – 2022 Amended Annual Budget**

Trustee Neufeld lost power and left meeting noted at 8:03 p.m.

**33.22** Moved by: Trustee Maahs  
Seconded by: Trustee Furgason

THAT the Board of Education approve three readings of 2021-2022 Amended Annual Budget Bylaw in the amount of \$181,012,800. (must be unanimous)

**DEFEATED**

For: Furgason, Maahs  
Opposed: Bondar, Mumford, Reichelt, Swankey

**34.22** Moved by: Trustee Reichelt  
Seconded by: Trustee Swankey

THAT the Board of Education approve the first and second reading of 2021-2022 Amended Annual Budget Bylaw in the amount of \$181,012,800.

**CARRIED**

**4. INFORMATION ITEMS**

**4.1. Long-Range Facilities Plan – Consultation Update**

Gerry Slykhuis, Secretary Treasurer, presented an update to the Draft Long-Range Facilities Plan as well as the findings of the Public Consultation process.

**4.2. COVID-19 Update**

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

**35.22** Moved by: Trustee Swankey  
Seconded by: Trustee Reichelt

THAT the meeting be extended to the conclusion of the agenda items.

**CARRIED**

**4.3. BCSTA Report**



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

**4.4. Budget Advisory Committee Report**

The Board of Education received the Budget Advisory Committee report of January 6, 2022.

**4.5. Trustee Written Reports**

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

**4.6. Meeting Summaries**

**December 7, 2021 In-Camera Meeting Summary**

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

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

Regrets: Darrell Furgason, Heather Maahs

Absent: Barry Neufeld

1. HR Report
2. BCPSEA Report
3. Public Interest Disclosure Act (PIDA) Update
4. Statement of Financial Information (SOFI)
5. CTA Bargaining Update

**January 10, 2021 Special In-Camera Meeting**

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

Staff: Rohan Arul-pragasam, Mark Friesen, Tamara Ilersich, Talana McInally

Absent: Barry Neufeld, Willow Reichelt, David Swankey

1. BCPSEA Survey

**January 4, 2022 Learning Session**

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

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

1. Amended Budget
2. EPAC Policies

**4.7. Next Board of Education Meeting Date**

**Tuesday, February 8, 2022**  
**5:30 p.m.**  
**Zoom Webinar**

**5. PUBLIC PARTICIPATION – QUESTIONS CONCERNING AGENDA ITEMS**

- At-home learning
- Week of preparation (continuation of learning)
- Functional closures
- Mask Exemptions
- Absentee percentages last two days

**6. ADJOURNMENT**

The meeting was adjourned at 8:39 p.m.

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Secretary-Treasurer

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** February 8, 2022  
**TO:** Board of Education  
**FROM:** Rohan Arul-pragasam, Superintendent  
**RE:** **2022 – 2023 LOCAL SCHOOL CALENDAR**

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#### **RECOMMENDATION:**

THAT the Board of Education comply with the consent order outlining the 2022-2023 Local School Calendar.

#### **BACKGROUND:**

On January 21, 2022, Arbitrator Elaine Doyle reviewed submissions from the Board of Education and the Chilliwack Teachers' Association (CTA), and issued a consent order regarding the 2022 – 2023 school calendar. The Board has been advised by legal counsel that the decision of Arbitrator Doyle regarding the 2022 – 2023 calendar is binding on the Board.

The local school calendar for 2022 – 2023 will include a two-week spring break (March 20-31, 2023) and three (3) full days for student assessment/evaluation and parent/teacher consultation for the school year.

In summary, the local school calendar for 2022 – 2023 in School District #33 (Chilliwack) will include the following:

- Total days in session = 186.
- Total days of instruction = 176.
- 2-week Spring Break.
- 1 Administration Day.
- 6 Professional Days, including a School Based Professional Day.  
One of the remaining 5 professional days (excluding the provincial day), or the cumulative professional activities during the year amounting to one day must be focused on enhancing Indigenous student achievement *and* integrating Indigenous world views and perspectives into learning environments (as per the BC Calendar Regulations).
- 1 early dismissal after each of the two written learning updates and after the final summary of learning at the end of the year.

- 3 Days for Student Assessment/Evaluation and Parent/Teacher Consultation. The day will support student assessment/evaluation and parent/teacher consultation as per the Collective Agreement.

In order to meet Ministry requirements for student instructional time as per the Calendar Regulation, this agreement would increase the maximum weekly teacher instructional time as follows: elementary teacher time will increase by 75 minutes, middle/secondary school teacher time will increase by 50 minutes.

As a result of the modification to the Collective Agreement, a Letter of Understanding (LOU) will have to be signed between the Board of Education and the Chilliwack Teachers' Association (CTA).

Please note that the District has met the requirement to garner feedback from employees, parents, and the public as per the School Calendar regulations given that the signed consent order supercedes the School Calendar regulations.

	<b>2022-2023</b>		
	<b>2 Week SB, 9NID, 1AD</b>		
	<b>E</b>	<b>M</b>	<b>S</b>
<b>Ministry Required Hours of Instruction - (Minimum)</b>	<b>878</b>	<b>952</b>	<b>952</b>
<b>Ministry Required Minutes of Instruction - (Minimum)</b>	52680	57120	57120
<b>Days of Instruction</b>	176	176	176
<b>Req Minutes per day of Instruction (Minimum)</b>	299.32	324.55	324.55
<b>Round Up to the nearest ones</b>	300	325	325
<b>Daily Recess (15 Elementary/Middle)</b>	15	15	
<b>Secondary Breaks, Change Periods</b>			15
<b>Proposed 2021-2022 Teaching Minutes Per Day (Minimum)</b>	315	340	340
<b>Contractual Limits Per Teaching Minutes Per Day</b>	<b>300</b>	<b>330</b>	<b>330</b>
<b>Minutes Per Day Over/Under contract (Minimum)</b>	<b>15</b>	<b>10</b>	<b>10</b>

# SCHOOL CALENDAR FORM - GENERAL

## 2022/2023 CALENDAR

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

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

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

### NOTES (optional):

School Reopens = Sep 6  
 T&R Day = Sep 30  
 Thanksgiving Day = Oct 10  
**NID#1(PROVINCIAL) = Oct 21**  
 Remembrance Day = Nov 11  
**NID #2 = Nov 25**  
 Last day December = 16  
 First Day Back in Jan = 3  
**NID #3 = Feb 17 (District)**  
 Family Day = Feb 20  
 Spring Break = Mar 20-24  
 Good Friday = April 7  
 Easter Monday = April 10  
**NID #4 = April 28 (CTA)**  
**NID #5 = May 19**  
 Victoria Day = May 22  
 Last day for Students = Jun 29  
 Admin Day = June 30  
**NID #6 = School Based Day**  
**NID #7 = Assessment & Evaluation (A&E) Day**  
**NID #8 = A&E Day**  
**NID #9 = A&E Day**

JULY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST						
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
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JANUARY						
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29	30	31				

FEBRUARY						
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12	13	14	15	16	17	18
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26	27	28				

MARCH						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY						
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DAYS IN SESSION **186**  
 INSTRUCTIONAL DAYS **176**

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

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** February 8, 2022

**TO:** Board of Education

**FROM:** Rohan Arul-pragasam, Superintendent

**RE:** **BOUNDARY CHANGE – UNSWORTH ELEMENTARY**

#### RECOMMENDATION:

THAT the Board of Education approve that the Unsworth Elementary boundary which was closed March 2017, be reopened to all out of catchment students, as a result of the revised school boundary effective September 2022.

#### BACKGROUND:

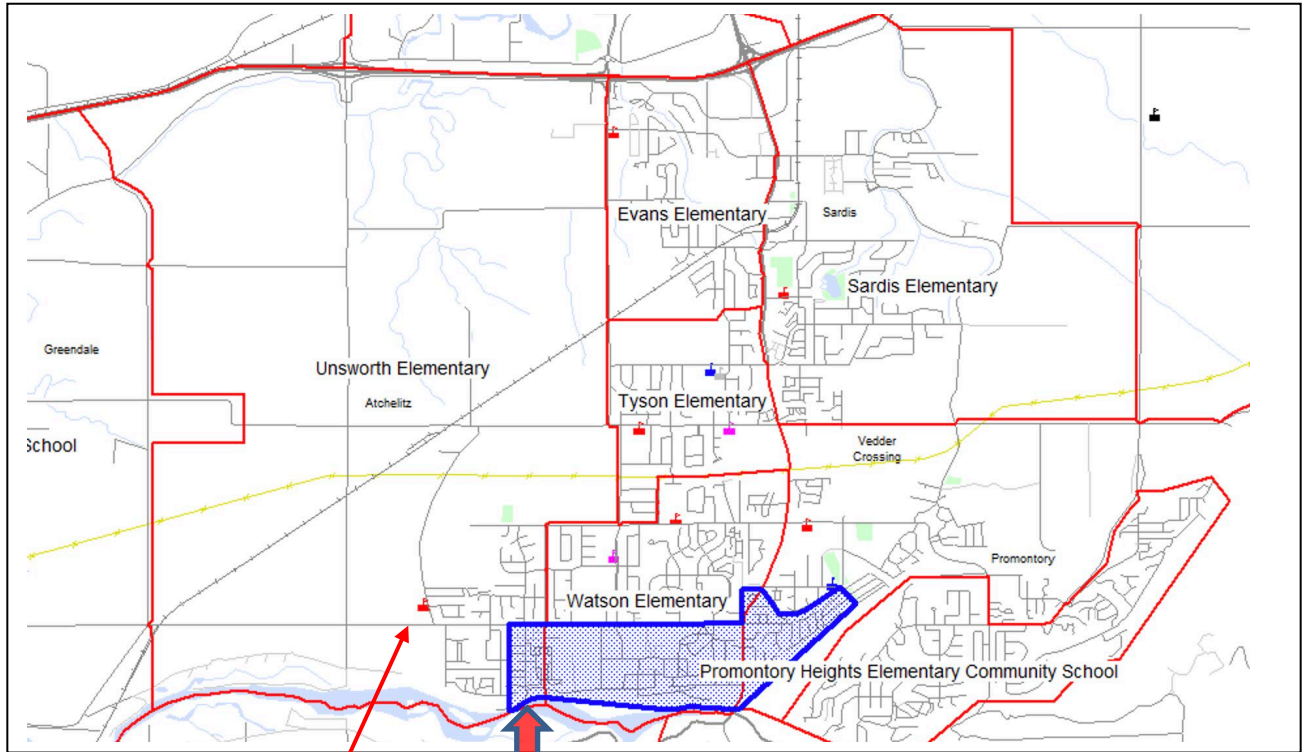
On February 21, 2017, the Board of Education passed a motion to close the Unsworth Elementary school boundary to all out-of-catchment students due to projected increase enrollment at the school. This enrollment increase resulted from increased migration of students to the Chilliwack School District, increased birth rates in the Unsworth catchment, and new housing starts on the south side of Keith Wilson Road and west of Carter Road (Please see the [report from 2017](#)).

On November 9, 2021, the Board of Education [passed a motion](#) to approve a new boundary for Stitó:s Lá:lém totí:lt Elementary/Middle School. The addition of a new school boundary for Stitó:s Lá:lém totí:lt resulted in redrawing a smaller boundary for Unsworth Elementary School. As a result of the reconfigured boundaries on the south side of highway one, Unsworth Elementary School is projected to significantly drop in enrollment moving forward.

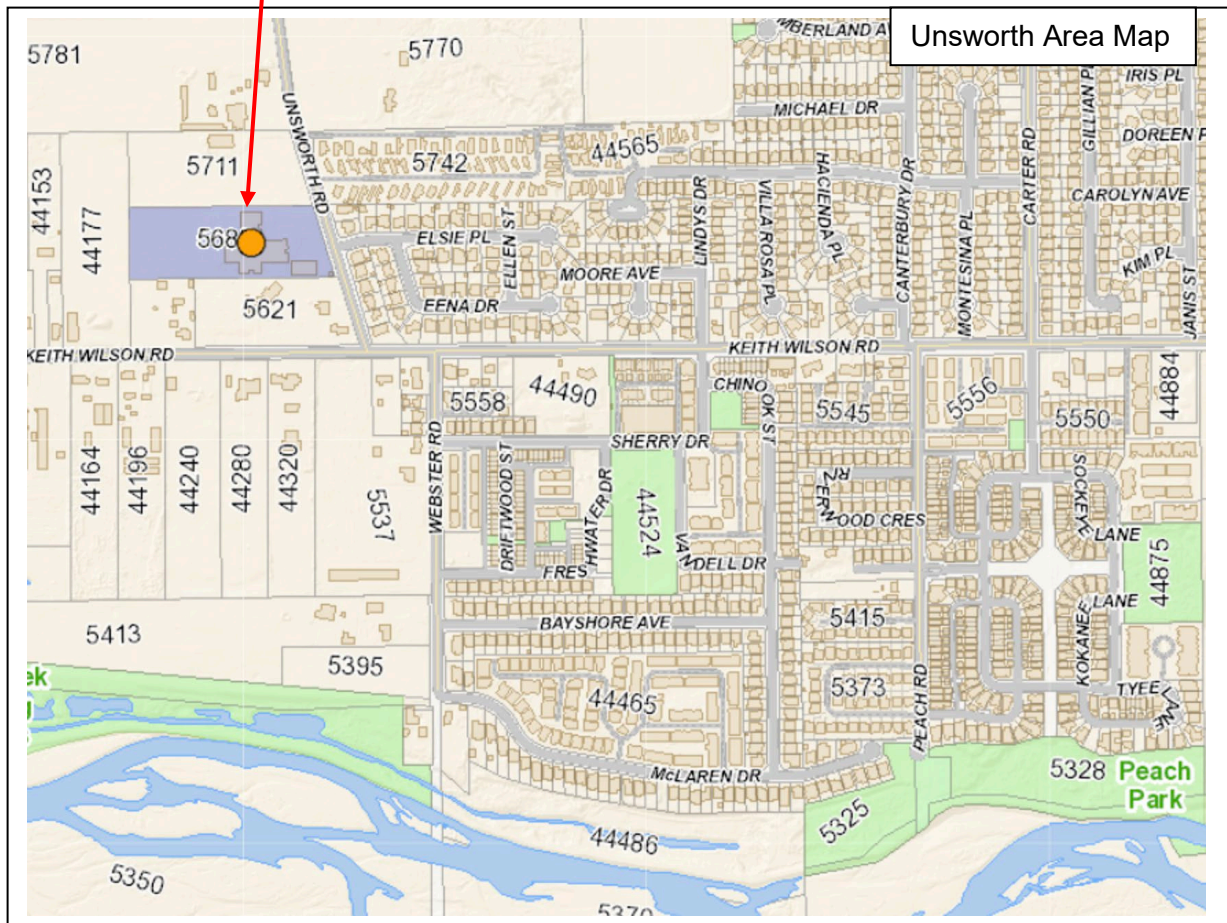
Listed below are the revised projected enrollments at Unsworth Elementary as a result of the new Stitó:s Lá:lém totí:lt Elementary/Middle School boundary, as compared to projected enrollments prior to the boundary reconfiguration.

Revised Enrollment After Boundary Change September 2022					
	2022	2023	2024	2025	2026
<b>Total</b>	295	286	270	250	249

Projected Enrollments Prior To Boundary Change					
	2022	2023	2024	2025	2026
<b>Total</b>	438	459	478	490	497



Unsworth Elementary



## REPORT OF THE EDUCATION POLICY ADVISORY COMMITTEE

Meeting Held January 10, 2022 – 6:00 p.m.

Via Zoom

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<b>Attendance:</b>	David Swankey Willow Reichelt Darrell Furgason Sharon Bernard Noel Sharman Niki Wiens Reid Clark Britt Hailstone Lorie McLaren Loren Muth Meghan Martel Reid Alexis Stollings Ella Chen Mattia De Coene	Trustee Trustee Trustee CPVPA CPVPA Management Group CTA CTA CUPE Indigenous Education AC DPAC Student, SSS Student, CSS Student, CSS
<b>Staff:</b>	Rohan Arul-pragasam Lisa Champagne	Superintendent Executive Assistant

### 1. CALL TO ORDER

Trustee Swankey called the meeting to order at 6:00 p.m.

### 2. APPROVAL OF AGENDA

Moved by: Noel Sharman

Seconded by: Willow Reichelt

THAT the Agenda be approved as circulated.

**CARRIED**

## NEW BUSINESS

### 3. POLICY 320 – SCHOOL ADMISSION AND CHOICE

The committee reviewed this revised policy and suggested changes. Engaged in discussion regarding schools of choice concept as well as verbiage.

It was recommended that staff review Policy 320 – School Admission and Choice considering all feedback from the committee and make adjustments prior to its return to the next Education Policy Advisory Committee meeting.

**CARRIED**



#### 4. POLICY 321 – ORDINARILY RESIDENT & NON-RESIDENT STUDENTS

The committee reviewed this revised policy and suggested changes. Engaged in discussion regarding clarification of terms within policy and verbiage.

It was recommended that staff review Policy 321 – Ordinarily Resident & Non-Resident Students be considering all feedback from the committee and make adjustments prior to its return to the next Education Policy Advisory Committee meeting.

**CARRIED**

6:58 Meghan Martel Reid left meeting

#### 5. POLICY 322 – INTERNATIONAL STUDENT PROGRAM

The committee reviewed this revised policy and suggested changes. Discussion included merging this policy with Policy 321 – Ordinarily Resident & Non-Resident Students and clarification of policies versus administrative procedures. It was requested that the Policy include reference to applicable Administrative Procedure to aid in clarification of terms.

It was recommended that staff review Policy 322 – International Student Program considering all feedback from the committee and make adjustments prior to its return to the next Education Policy Advisory Committee meeting.

**CARRIED**

**ADJOURNMENT 7:18 p.m.**

# Minutes



## REPORT OF THE EDUCATION POLICY ADVISORY COMMITTEE

Meeting Held January 24, 2022 – 6:00 p.m.

Via Zoom

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<b>Attendance:</b>	David Swankey Willow Reichelt Darrell Furgason Sharon Bernard Noel Sharman Niki Wiens Reid Clark Britt Hailstone Jessica Clarke Meghan Martel Reid Alexis Stollings Mattia De Coene	Trustee Trustee Trustee CPVPA CPVPA Management Group CTA CTA DPAC DPAC Student, SSS Student, CSS
<b>Staff:</b>	Rohan Arul-pragasam Lisa Champagne	Superintendent Executive Assistant
<b>Regrets:</b>	Lorie McLaren Loren Muth	CUPE Indigenous Education AC

### 1. CALL TO ORDER

Trustee Swankey called the meeting to order at 6:02 p.m.

### 2. APPROVAL OF AGENDA

Moved by: Alexis Stollings

Seconded by: Niki Wiens

THAT the Agenda be approved as circulated.

**CARRIED**

### OLD BUSINESS

### 3. POLICY 231 ADVERTISING IN SCHOOLS BY COMMERCIAL ENTERPRISES

The committee reviewed this revised policy and suggested changes.

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

**CARRIED**

#### **4. POLICY 280 SMUDGING**

The committee reviewed this revised policy and voted to revert back to previous approved version with a minor punctuation change.

Moved by: Jessica Clarke  
Seconded by: Reid Clark

THAT REVISED Policy 280 – Smudging be referred to the Board of Education for approval.

**CARRIED**

#### **5. POLICY 290 EDUCATIONAL HERITAGE**

The committee reviewed this revised policy and suggested a change in verbiage.

Moved by: Sharon Bernard  
Seconded by: Noel Sharman

THAT REVISED Policy 290 – Educational Heritage be referred to the Board of Education for approval.

**CARRIED**

#### **6. POLICY 320 SCHOOL ADMISSION AND PLACEMENT**

The committee reviewed this revised policy and suggested an additional sentence and requested formatting consistency.

Moved by: Sharon Bernard  
Seconded by: Britt Hailstone

THAT REVISED Policy 320 – School Admission and Placement be referred to the Board of Education for approval.

**CARRIED**

#### **7. POLICY 321 ORDINARILY RESIDENT & NON-RESIDENT STUDENTS**

The committee reviewed this revised policy and suggested a punctuation change.

Moved by: Britt Hailstone  
Seconded by: Jessica Clark

THAT REVISED Policy 321 – Ordinarily Resident & Non-Resident Students be referred to the Board of Education for approval.

**CARRIED**

## **8. POLICY 322 INTERNATIONAL STUDENT PROGRAM**

The committee reviewed this revised policy and suggested a change in verbiage.

Moved by: Sharon Bernard  
Seconded by: Noel Sharman

THAT REVISED Policy 322 – International Student Program be referred to the Board of Education for approval.

**CARRIED**

**ADJOURNMENT 7:13 p.m.**

DRAFT

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** February 8, 2022  
**TO:** Board of Education  
**FROM:** Rohan Arul-pragasam, Superintendent  
**RE:** **POLICY 280: SMUDGING**

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#### **RECOMMENDATION:**

THAT the Board of Education reaffirm Policy 280 Smudging - (920 Smudging) as presented. This policy was presented to the Education Policy Advisory Committee in draft form at its January 24, 2022 meeting.

#### **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 policies 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 280 SMUDGING**

The Board of Education recognizes that smudging is practiced by many nations across Canada and is an important part of shared concepts and teachings based on Indigenous Worldviews. Smudging is the burning of sacred plants, and it is done to begin a new day, to cleanse a space, as part of a prayer, and to begin ceremonies, meetings, and gatherings.

The Board of Education is committed to the ongoing learning that respects the cultural diversity of Indigenous students. In partnership with the Ts'elxweyeqw, Pilalt, and Sema:th tribes, the Board of Education aims to be inclusive and culturally responsive by integrating First Nations, Métis, and Inuit perspectives into school planning and programming. This includes welcoming all students to learn about First Nations, Métis, and Inuit traditions.

Smudging is permitted on school district sites, subject to proper safety measures.

## **POLICY 280 SMUDGING**

The Board of Education recognizes that smudging is practiced by many nations across Canada and is an important part of shared concepts and teachings based on Indigenous Worldviews. Smudging is the burning of sacred plants, and it is done to begin a new day **as part of a prayer, to cleanse a space**, and to begin ceremonies, meetings, and gatherings.

The Board of Education is committed to the ongoing learning that respects the cultural diversity of Indigenous students. In partnership with the Ts'elxweyeqw, Pilalt, and Sema:th tribes, the Board of Education aims to be inclusive and culturally responsive by integrating First Nations, Métis, and Inuit perspectives into school planning and programming. This includes welcoming all students to learn about First Nations, Métis, and Inuit traditions.

Smudging is permitted on school district sites, subject to proper safety measures.

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** February 8, 2022  
**TO:** Board of Education  
**FROM:** Rohan Arul-pragasam, Superintendent  
**RE:** **POLICY 290: EDUCATIONAL HERITAGE**

---

#### **RECOMMENDATION:**

THAT the Board of Education reaffirm Policy 290 Educational Heritage - (908 Historical Records Preservation) as presented. This policy was presented to the Education Policy Advisory Committee in draft form at its January 24, 2022 meeting.

#### **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 policies 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 290 EDUCATIONAL HERITAGE**

The Board of Education recognizes the significant role that public schools have played and will continue to play in the culture and history of our community. The Board supports the retention and preservation of educational artifacts and archival records that document the historical heritage of schooling within the district.

### Guidelines

1. The district will encourage the compilation, collection, restoration and preservation of significant records, major reports, textbooks, school and classroom furnishings and objects, and any other item that has relevance to education in this region since public schools were established in 1870.
2. Items for resale, auction or other disposal are to be screened for heritage value.
3. The district will support the mission of the Chilliwack Museum and Historical Society in maintaining the educational heritage of the area. The curator for the Chilliwack Museum and Archives will judge the value of items for inclusion in its collection.

## **POLICY 290** EDUCATIONAL HERITAGE HISTORICAL RECORDS PRESERVATION

The Board of Education recognizes values the significant role that public schools have played and will continue to play in the culture and history of our community. -The Board supports the retention and preservation of educational artifacts and archival records that document the historical heritage of schooling within the district.

~~values the significant role that public schools have played and will continue to play in the culture and history of our community. To ensure the history of the public school system is preserved for posterity, the Board agrees that items and records deemed of historical significance be donated to the appropriate organization to be catalogued, preserved and available for access by interested parties.~~

### Guidelines

1. The district will encourage the compilation, collection, restoration and preservation of significant records, major reports, textbooks, school and classroom furnishings and objects, and any other item that has relevance to education in this region since public schools were established in 1870.
2. Items for resale, auction or other disposal are to be screened for heritage value.
3. The district will support the mission of the Chilliwack Museum and Historical Society, in maintaining the educational heritage of the area. -The curator for the Chilliwack Museum and Archives will judge the value of items for inclusion in its collections.

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** February 8, 2022  
**TO:** Board of Education  
**FROM:** Rohan Arul-pragasam, Superintendent  
**RE:** **POLICY 320: SCHOOL ADMISSION AND PLACEMENT**

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#### **RECOMMENDATION:**

THAT the Board of Education reaffirm Policy 320 School Admission and Placement - (531 School Admission and Choice) as presented. This policy was presented to the Education Policy Advisory Committee in draft form at its January 24, 2022 meeting.

#### **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 policies 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 320 SCHOOL ADMISSION AND PLACEMENT**

The Board of Education will provide an education program for every school age student who is ordinarily resident in British Columbia. A student is resident in British Columbia if the student and the parents or guardians are ordinarily resident in British Columbia as defined in the Ministry eligibility of students operating grant funding policy.

The admission procedures contained in this policy and regulation do not apply to fee-paying and non-resident students.

Student registration, enrolment and placement in Chilliwack School District is to be guided by the following principles:

### Access to Neighbourhood School

The admissions process should facilitate attendance of students within their catchment area..

### School Placement

The admission process should maximize the student's and parent's ability to indicate the school and educational program which best meets the student's educational needs, subject to the availability of space, programs and resources as determined by the school district.

### Certainty, Stability, Continuity

The admission process should support certainty, stability and continuity for students and families. Siblings will be admitted to the same school wherever possible, subject to the provisions of the *School Act*, Ministry policy, the timelines established by the Board and the wishes of the family.

### Efficient Resource Allocation

The admission process should enable school and district staff to plan the allocation of space and instructional resources to best accommodate demand and minimize adjustments required at the beginning of the school year. When a parent or guardian requests that their student attend a school outside their catchment area, the parent or guardian will be expected to assume responsibility for transportation and any other costs associated with this decision.

The Board will endeavour to provide programs that meet the interests and needs of district students. The Board may need to provide specialized programs at a limited number of sites to meet the diverse needs and preferences of students and their families. The Board is required to

THE BOARD OF EDUCATION  
OF SCHOOL DISTRICT NO. 33  
(CHILLIWACK)  
Policy Manual



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manage its resources in a fiscally responsible manner. Resource allocation should align with the District's core values.

FINAL DRAFT

## POLICY 320 SCHOOL ADMISSION AND **PLACEMENT CHOICE**

~~1. The Board of Education will provide a~~An education program ~~will be provided~~ for every school age student who is ordinarily resident in British Columbia ~~meets the Ministry eligibility requirements for operating grant funding~~ [AC1][AC2]. A student is resident in British Columbia if the student and the parents or guardians are ordinarily resident in British Columbia as defined in the ~~-. All students must provide an official birth certificate and proof of residency upon Ministry eligibility of students operating grant funding policy.~~ registration [AC3].

~~2. The Board may provide for the admission of fee-paying students and non-resident students.~~  
The admission procedures contained in this policy and regulation do not apply to fee-paying and non-resident students.

~~3. Student registration, enrolment and placement in Chilliwack School District is to be guided by the following principles:~~

Access to neighbourhood school [LMC4]

~~The Board of Education supports students attending their catchment area school.~~The admissions process should facilitates attendance of students within their catchment area students.

### School placement

The admission process should maximize the student's and parent's ability to ~~choose~~ **indicate** the school and educational program which best meets the student's educational needs, subject to the availability of space, programs and resources as determined by the school district.

### Certainty, stability, continuity

The admission process should support certainty, stability and continuity for students and families. Siblings will be admitted to the same school wherever possible, subject to the provisions of the *School Act*, Ministry policy, the timelines established by the Board and the wishes of the family.

### Efficient resource allocation

The admission process should enable school and district staff to plan the allocation of space and instructional resources to best accommodate demand and minimize adjustments required at the beginning of the school year. When a parent or guardian requests that their student attend a school outside their catchment area, the parent or guardian will be expected to assume responsibility for transportation and any other costs associated with this decision.

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The Board will endeavour to provide programs that meet the interests and needs of district students. The Board may need to provide specialized programs at a limited number of sites to meet the diverse needs and ~~choices~~ preferences of students and their families. The Board is required to manage its resources in a fiscally responsible manner. Resource allocation should align with the District's core values[LMC5].

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** February 8, 2022  
**TO:** Board of Education  
**FROM:** Rohan Arul-pragasam, Superintendent  
**RE:** **POLICY 321: ORDINARILY RESIDENT & NON-RESIDENT STUDENTS**

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#### **RECOMMENDATION:**

THAT the Board of Education reaffirm Policy 321 Ordinarily Resident & Non-Resident Students - (504 Ordinarily Resident & Non-Resident Students) as presented. This policy was presented to the Education Policy Advisory Committee in draft form at its January 24, 2022 meeting.

#### **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 policies 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 321 ORDINARILY RESIDENT & NON-RESIDENT STUDENTS**

The Board of Education believes that diversity within the student body enriches the educational environment of the Chilliwack School District.

The Board supports the admission of non-resident students subject to the availability of suitable programs, staff, facilities and available space, after providing for resident students from first within the school catchment area, and then resident students from within the district.

## POLICY 321 ORDINARILY RESIDENT & NON-RESIDENT STUDENTS

The ~~Chilliwack~~ Board<sup>[AC1]</sup> of Education believes that diversity within the student body enriches the educational environment of the Chilliwack School District.

The Board supports the admission of non-resident students subject to the availability of suitable programs, staff, facilities and available space, after providing for resident students from ~~first~~<sup>[LMC2]</sup>; within the school catchment area, and then resident students from ~~other~~ within the Chilliwack school catchment areas~~district~~.

~~From Policy 508 Distance Learning Ordinarily Resident:~~ <sup>[AC3]</sup>

~~The Board of Education believes that students who are ordinarily resident in the province of British Columbia should be recognized for eligibility for the purposes of delivering Distributed Learning services.~~

~~A~~<sup>[AC4]</sup> ~~student is considered resident in the province of British Columbia if the student is ordinarily resident in the province and the parent/ guardian of the student is ordinarily resident in British Columbia.~~

~~Notwithstanding the definition offered above, students may be considered temporarily absent from British Columbia for a maximum of two years, yet still retain status as ordinarily resident, as follows:~~

~~a) The parent/guardian remains resident in British Columbia while the student is temporarily absent. This temporary absence is marked by clear documentation that the student will be returning to the parental home at the end of this temporary absence. Some exchange students, athletes competing at elite levels, and students involved in extended travel or self-funded studies overseas could be considered ordinarily resident in British Columbia.~~

~~b) If the student is temporarily absent from the province with the parent/guardian they may be considered ordinarily resident in British Columbia if there is clear evidence that the family will be returning to British Columbia. This evidence might include clear evidence of property ownership, a letter from an employer indicating the commencement or termination of a contract for work, or any other documentation deemed sufficient by the Superintendent or designate.~~

~~An International Student who is regarded as "ordinarily resident" for funding purposes as defined by the Ministry of Education's Policy Document *International Students* is considered ordinarily resident for the purposes of receiving distributed learning services.~~

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** February 8, 2022  
**TO:** Board of Education  
**FROM:** Rohan Arul-pragasam, Superintendent  
**RE:** **POLICY 322: INTERNATIONAL STUDENT PROGRAM**

---

#### **RECOMMENDATION:**

THAT the Board of Education reaffirm Policy 322 International Student Program - (511 International Student Program) as presented. This policy was presented to the Education Policy Advisory Committee in draft form at its January 24, 2022 meeting.

#### **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 policies 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 322 INTERNATIONAL STUDENT PROGRAM**

The Board of Education recognizes that the admission of international students to district schools enhances an understanding of and an appreciation for other cultures on the part of Chilliwack students and students from other countries.

The Board believes that the educational programs and learning environment provided by the school district exists primarily for the benefit of students who reside in Chilliwack. Any provision for enrolment of international students will not be at the expense of students who reside in the Chilliwack School District with respect to space or services.

Students entering Chilliwack schools under the International Student Program shall meet all of the requirements of the International Student Program including paying a fee as authorized by the Board.

## **POLICY ~~323~~322 INTERNATIONAL STUDENT PROGRAM**

The Board of Education ~~believes-recognizes that~~ the admission of international students to district schools enhances an understanding of and an appreciation for other cultures on the part of Chilliwack students and students from other countries. [AC1]

The Board believes that the educational programs and learning environment provided by the school district exists primarily for the benefit of students who reside in Chilliwack. Any provision for enrolment of international students will not be at the expense of students who reside in the Chilliwack School District with respect to space or services. [AC2]

Students entering Chilliwack schools under the International Student Program shall meet all of the requirements of the International Student Program including paying a fee as [authorized set](#) [LMC3] by the Board.

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** February 8, 2022  
**TO:** Board of Education  
**FROM:** Rohan Arul-pragasam, Superintendent  
**RE:** **POLICY RENOVATION PROJECT – POLICY 131 CONFLICT OF INTEREST**

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#### **RECOMMENDATION:**

THAT the Board of Education approve Policy 131 – Conflict of Interest as attached. Further, THAT the Board abandon existing Policy 219 – Conflict of Interest 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 policies presented for Board approval in December 2020.

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 131 TRUSTEE CONFLICT OF INTEREST

A trustee is always required to act in the best interests of the Board as a whole, without regard to their personal interests. Trustees have an obligation to avoid conflicts of interest, to remain in a position to provide an unbiased, even-handed and disinterested consideration of matters that come before the Board. A trustee must never use their position for personal benefit.

Conflicts of interest can arise in a variety of ways, including a direct or indirect pecuniary conflict of interest, a conflict of interest arising by virtue of predetermination of a matter coming before the Board and conflict of interest arising as a result of a personal interest resulting from circumstances or relationships of individual trustees. A pecuniary interest is an interest in a matter that could monetarily affect the trustee and includes an indirect pecuniary interest referred to in the *School Act*.

Trustees need to be vigilant in avoiding engagement in discussion, debate, decision-making or being privy to information that can give rise to actual, or perceived, conflicts of interest.

In accordance with common law, a Trustee is not qualified to vote on a matter in which they have a personal interest that could lead a reasonably well-informed outsider to think that their judgment could be influenced by that interest leading to a reasonable apprehension of bias.

A trustee who has a conflict of interest in a matter before the Board must declare that interest – and not take part in the discussion, vote or attempt in any way to influence the outcome. The declared conflict of interest must be recorded in the Board meeting minutes.

The provisions of the *School Act* regarding disclosure do not apply to a pecuniary interest in any matter that a trustee may have by reason of the trustee having an interest in the matter which is an interest in common with electors generally.

Trustees are responsible to make themselves aware of the requirements of the *School Act*. Should a trustee knowingly contravene the requirements of section 58 of the *School Act*, the courts may declare the trustee's office vacant and require financial restitution.

### Guidelines

1. It is expected that if a Trustee has any conflict of interest in any matter, and is present at a meeting of the Board at which the matter is considered, the trustee shall:
  - 1.1. disclose his/her interest and the general nature of the conflict of interest at the meeting;
  - 1.2. not take part in the discussion of or vote on any question in respect of the matter; and
  - 1.3. not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.
  - 1.4. If the meeting is not open to the public the trustee shall immediately leave the meeting or the part of the meeting during which the matter is under consideration.

# THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Policy Manual

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2. The general nature of every disclosure made at a board or committee meeting open to the public will be recorded in the minutes of the meeting. If the meeting was closed to the public, the fact that a disclosure was made, but not the general nature of the interest, shall be recorded in the minutes of the next open meeting.
3. As there are many individual considerations and variations when considering issues of conflict of interest, individual trustees or Boards of Education may wish to seek external legal advice on such matters. In many situations, the individual circumstances must be considered before a determination of conflict can be made.



## POLICY 131 TRUSTEE CONFLICT OF INTEREST

A trustee is always required to act in the best interests of the Board as a whole, without regard to their personal interests. Trustees have an obligation to avoid conflicts of interest, to remain in a position to provide an unbiased, even-handed and disinterested consideration of matters that come before the Board. A trustee must ~~avoid all conflicts of interest and must~~ never use their position for personal benefit.

Conflicts of interest can arise in a variety of ways, including a direct or indirect pecuniary conflict of interest, a conflict of interest arising by virtue of predetermination of a matter coming before the Board and conflict of interest arising as a result of a personal interest resulting from circumstances or relationships of individual trustees. A pecuniary interest is an interest in a matter that could monetarily affect the trustee and includes an indirect pecuniary interest referred to in the *School Act*.

Trustees need to be vigilant in avoiding engagement in discussion, debate, decision-making or being privy to information that can give rise to actual, or perceived, conflicts of interest.

In accordance with common law, a Trustee is not qualified to vote on a matter in which they have a personal interest that could lead a reasonably well-informed outsider to think that their judgment could be influenced by that interest leading to a reasonable apprehension of bias.

A trustee who has a conflict of interest in a matter before the Board ~~to~~ must declare that interest – and ~~to~~ not take part in the discussion, vote or attempt in any way to influence the outcome. Further, ~~the~~ The declared conflict of interest must be recorded in the Board meeting minutes.

The provisions of the *School Act* regarding disclosure do not apply to a pecuniary interest in any matter that a trustee may have by reason of the trustee having an interest in the matter which is an interest in common with electors generally.

Trustees are responsible to make themselves aware of the requirements of the *School Act*. Should a trustee knowingly ~~not declare a conflict of interest~~ contravene the requirements of section 58 of the *School Act*, the courts may declare the trustee's office vacant and require financial restitution.

### Guidelines

1. It is expected that if a Trustee has any conflict of interest in any matter, and is present at a meeting of the Board at which the matter is considered, the trustee shall:
  - 1.1. disclose his/her interest and the general nature of the conflict of interest at the meeting;
  - 1.2. not take part in the discussion of or vote on any question in respect of the matter; and
  - 1.3. not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.

# THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Policy Manual

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- 1.4. If the meeting is not open to the public the trustee shall immediately leave the meeting or the part of the meeting during which the matter is under consideration.
2. The general nature of every disclosure made at a board or committee meeting open to the public will be recorded in the minutes of the meeting. If the meeting was closed to the public, the fact that a disclosure was made, but not the general nature of the interest, shall be recorded in the minutes of the next open meeting.
3. As there are many individual considerations and variations when considering issues of conflict of interest, individual trustees or Boards of Education may wish to seek external legal advice on such matters. In many situations, the individual circumstances must be considered before a determination of conflict can be made.

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** February 8, 2022  
**TO:** Board of Education  
**FROM:** Rohan Arul-pragasam, Superintendent  
**RE:** **POLICY RENOVATION PROJECT: BYLAW 4 - APPEAL PROCEDURE**

---

#### **RECOMMENDATION:**

THAT the Board approve third reading and adoption 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.

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## **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 7<sup>th</sup> day of December 2021  
READ A SECOND TIME THE 7<sup>th</sup> day of December 2021  
READ A THIRD TIME, RECONSIDERED AND ADOPTED THE 8<sup>th</sup> day of February 2022

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Secretary Treasurer

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** February 8, 2022

**TO:** Board of Education

**FROM:** Rohan Arul-pragasam, Superintendent

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

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#### **RECOMMENDATION:**

THAT the Board approve third reading and adoption 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.

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## 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

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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.

- 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*.

- 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.

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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.

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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 7<sup>th</sup> day of December 2021

READ A SECOND TIME THE 7<sup>th</sup> day of December 2021

READ A THIRD TIME, RECONSIDERED AND ADOPTED THE 8<sup>th</sup> day of February 2022

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Secretary Treasurer

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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

### DECISION REPORT

**DATE:** February 8, 2022  
**TO:** Board of Education  
**FROM:** Gerry Slykhuis, Secretary Treasurer  
**RE:** **2021-2022 AMENDED ANNUAL BUDGET – 3<sup>rd</sup> READING**

---

**RECOMMENDATION:**

THAT the Board of Education approve the 3<sup>rd</sup> reading and adoption of 2021-2022 Amended Annual Budget Bylaw in the amount of \$181,012,800.

Amended Annual Budget

## **School District No. 33 (Chilliwack)**

June 30, 2022

# School District No. 33 (Chilliwack)

June 30, 2022

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

## AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2021/2022 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 33 (Chilliwack) Amended Annual Budget Bylaw for fiscal year 2021/2022.
3. The attached Statement 2 showing the estimated revenue and expense for the 2021/2022 fiscal year and the total budget bylaw amount of \$181,012,800 for the 2021/2022 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2021/2022.

READ A FIRST TIME THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022;

READ A SECOND TIME THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022;

READ A THIRD TIME, PASSED AND ADOPTED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022;

\_\_\_\_\_  
**Chairperson of the Board**

( Corporate Seal )

\_\_\_\_\_  
**Secretary Treasurer**

I HEREBY CERTIFY this to be a true original of School District No. 33 (Chilliwack) Amended Annual Budget Bylaw 2021/2022, adopted by the Board the \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.

\_\_\_\_\_  
**Secretary Treasurer**

# School District No. 33 (Chilliwack)

Statement 2

Amended Annual Budget - Revenue and Expense  
Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	14,480,600	14,171,900
Adult	49,000	58,000
Other	74,125	17,000
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>14,603,725</b>	<b>14,246,900</b>
<b>Revenues</b>	<b>\$</b>	<b>\$</b>
Provincial Grants		
Ministry of Education	162,680,990	154,943,385
Other	150,000	197,404
Tuition	1,590,079	1,490,079
Other Revenue	6,020,840	5,886,782
Rentals and Leases	213,000	302,400
Investment Income	232,500	131,000
Amortization of Deferred Capital Revenue	7,031,930	7,031,930
<b>Total Revenue</b>	<b>177,919,339</b>	<b>169,982,980</b>
<b>Expenses</b>		
Instruction	146,877,986	138,382,404
District Administration	4,866,295	4,652,244
Operations and Maintenance	24,228,215	24,077,991
Transportation and Housing	4,563,030	4,422,790
<b>Total Expense</b>	<b>180,535,526</b>	<b>171,535,429</b>
<b>Net Revenue (Expense)</b>	<b>(2,616,187)</b>	<b>(1,552,449)</b>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>	<b>1,876,235</b>	<b>801,353</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(739,952)</b>	<b>(751,096)</b>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(739,952)	(751,096)
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(739,952)</b>	<b>(751,096)</b>

# School District No. 33 (Chilliwack)

Amended Annual Budget - Revenue and Expense  
Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	153,886,935	147,842,795
Special Purpose Funds - Total Expense	16,685,101	13,729,144
Capital Fund - Total Expense	9,963,490	9,963,490
Capital Fund - Tangible Capital Assets Purchased from Local Capital	477,274	392,856
<b>Total Budget Bylaw Amount</b>	<b>181,012,800</b>	<b>171,928,285</b>

## Approved by the Board

Signature of the Chairperson of the Board of Education	Date Signed
<b>DRAFT</b>	
Signature of the Superintendent	Date Signed
<b>DRAFT</b>	
Signature of the Secretary/Treasurer	Date Signed
<b>DRAFT</b>	



# School District No. 33 (Chilliwack)

Amended Annual Budget - Changes in Net Financial Assets (Debt)  
Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
<b>Surplus (Deficit) for the year</b>	<u>(2,616,187)</u>	<u>(1,552,449)</u>
<b>Effect of change in Tangible Capital Assets</b>		
Acquisition of Tangible Capital Assets		
From Local Capital	(477,274)	(392,856)
From Deferred Capital Revenue	(30,742,006)	(30,742,006)
<b>Total Acquisition of Tangible Capital Assets</b>	<u>(31,219,280)</u>	<u>(31,134,862)</u>
Amortization of Tangible Capital Assets	8,175,882	8,175,882
<b>Total Effect of change in Tangible Capital Assets</b>	<u>(23,043,398)</u>	<u>(22,958,980)</u>
	-	-
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<u><u>(25,659,585)</u></u>	<u><u>(24,511,429)</u></u>

# School District No. 33 (Chilliwack)

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund  
Year Ended June 30, 2022

	<b>Operating Fund</b>	<b>Special Purpose Fund</b>	<b>Capital Fund</b>	<b>2022 Amended Annual Budget</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Accumulated Surplus (Deficit), beginning of year</b>	4,128,691	73,261	70,308,725	<b>74,510,677</b>
<b>Changes for the year</b>				
Net Revenue (Expense) for the year	(1,472,235)		(1,143,952)	<b>(2,616,187)</b>
Interfund Transfers				
Local Capital	(404,000)		404,000	-
<b>Net Changes for the year</b>	<b>(1,876,235)</b>	<b>-</b>	<b>(739,952)</b>	<b>(2,616,187)</b>
<b>Budgeted Accumulated Surplus (Deficit), end of year</b>	<b>2,252,456</b>	<b>73,261</b>	<b>69,568,773</b>	<b>71,894,490</b>

# School District No. 33 (Chilliwack)

Amended Annual Budget - Operating Revenue and Expense  
Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	147,215,766	142,476,537
Other	150,000	150,000
Tuition	1,590,079	1,490,079
Other Revenue	3,030,855	2,901,782
Rentals and Leases	213,000	302,400
Investment Income	215,000	113,500
<b>Total Revenue</b>	<u>152,414,700</u>	<u>147,434,298</u>
<b>Expenses</b>		
Instruction	130,649,316	125,109,691
District Administration	4,866,295	4,652,244
Operations and Maintenance	14,369,802	14,219,578
Transportation and Housing	4,001,522	3,861,282
<b>Total Expense</b>	<u>153,886,935</u>	<u>147,842,795</u>
<b>Net Revenue (Expense)</b>	<u>(1,472,235)</u>	<u>(408,497)</u>
<b>Budgeted Prior Year Surplus Appropriation</b>	<u>1,876,235</u>	<u>801,353</u>
<b>Net Transfers (to) from other funds</b>		
Local Capital	(404,000)	(392,856)
<b>Total Net Transfers</b>	<u>(404,000)</u>	<u>(392,856)</u>
<b>Budgeted Surplus (Deficit), for the year</b>	<u>-</u>	<u>-</u>

# School District No. 33 (Chilliwack)

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source  
Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
<b>Provincial Grants - Ministry of Education</b>		
Operating Grant, Ministry of Education	148,142,785	143,391,556
ISC/LEA Recovery	(2,356,455)	(2,356,455)
Other Ministry of Education Grants		
Pay Equity	864,624	864,624
Funding for Graduated Adults	15,000	20,000
Student Transportation Fund	329,456	329,456
Support Staff Benefits Grant	213,356	213,356
FSA Scorer Grant	7,000	14,000
<b>Total Provincial Grants - Ministry of Education</b>	<b>147,215,766</b>	<b>142,476,537</b>
<b>Provincial Grants - Other</b>	<b>150,000</b>	<b>150,000</b>
<b>Tuition</b>		
International and Out of Province Students	1,590,079	1,490,079
<b>Total Tuition</b>	<b>1,590,079</b>	<b>1,490,079</b>
<b>Other Revenues</b>		
Funding from First Nations	2,356,455	2,356,455
Miscellaneous		
Bus Fees	465,000	415,000
Energy Program	30,000	30,000
Other Miscellaneous	179,400	100,327
<b>Total Other Revenue</b>	<b>3,030,855</b>	<b>2,901,782</b>
<b>Rentals and Leases</b>	<b>213,000</b>	<b>302,400</b>
<b>Investment Income</b>	<b>215,000</b>	<b>113,500</b>
<b>Total Operating Revenue</b>	<b>152,414,700</b>	<b>147,434,298</b>

# School District No. 33 (Chilliwack)

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Object  
Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	65,371,822	63,456,121
Principals and Vice Principals	8,837,422	8,610,912
Educational Assistants	13,740,714	12,698,322
Support Staff	13,781,498	13,570,104
Other Professionals	3,492,153	3,325,945
Substitutes	5,770,605	5,665,242
<b>Total Salaries</b>	<b>110,994,214</b>	<b>107,326,646</b>
<b>Employee Benefits</b>	<b>26,577,624</b>	<b>25,529,901</b>
<b>Total Salaries and Benefits</b>	<b>137,571,838</b>	<b>132,856,547</b>
<b>Services and Supplies</b>		
Services	4,096,221	3,762,493
Student Transportation	34,000	33,000
Professional Development and Travel	1,038,894	911,857
Rentals and Leases	25,000	25,000
Dues and Fees	219,625	326,500
Insurance	310,981	310,981
Supplies	8,374,876	7,410,417
Utilities	2,215,500	2,206,000
<b>Total Services and Supplies</b>	<b>16,315,097</b>	<b>14,986,248</b>
<b>Total Operating Expense</b>	<b>153,886,935</b>	<b>147,842,795</b>

# School District No. 33 (Chilliwack)

Amended Annual Budget - Operating Expense by Function, Program and Object  
Year Ended June 30, 2022

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	52,575,673	768,550	4,500	680,388	-	4,063,398	58,092,509
1.03 Career Programs	83,895	-	-	576,462	56,073	3,157	719,587
1.07 Library Services	1,392,934	78,184	-	23,504	-	96,739	1,591,361
1.08 Counselling	2,126,155	-	-	-	-	19,899	2,146,054
1.10 Special Education	7,056,370	1,023,171	12,329,339	249,331	-	768,018	21,426,229
1.30 English Language Learning	964,598	130,307	-	-	-	7,438	1,102,343
1.31 Indigenous Education	946,587	130,307	1,406,875	10,030	93,455	196,208	2,783,462
1.41 School Administration	-	6,381,135	-	2,505,458	516,619	61,348	9,464,560
1.60 Summer School	125,842	-	-	-	-	-	125,842
1.61 Continuing Education	-	-	-	-	-	-	-
1.62 International and Out of Province Students	99,768	130,307	-	23,069	37,382	-	290,526
1.64 Other	-	-	-	72,501	-	-	72,501
<b>Total Function 1</b>	<b>65,371,822</b>	<b>8,641,961</b>	<b>13,740,714</b>	<b>4,140,743</b>	<b>703,529</b>	<b>5,216,205</b>	<b>97,814,974</b>
<b>4 District Administration</b>							
4.11 Educational Administration	-	-	-	-	726,760	-	726,760
4.40 School District Governance	-	-	-	-	155,953	-	155,953
4.41 Business Administration	-	195,461	-	598,368	1,354,850	9,035	2,157,714
<b>Total Function 4</b>	<b>-</b>	<b>195,461</b>	<b>-</b>	<b>598,368</b>	<b>2,237,563</b>	<b>9,035</b>	<b>3,040,427</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration	-	-	-	82,358	444,859	-	527,217
5.50 Maintenance Operations	-	-	-	6,169,103	-	344,716	6,513,819
5.52 Maintenance of Grounds	-	-	-	729,779	-	-	729,779
5.56 Utilities	-	-	-	-	-	-	-
<b>Total Function 5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,981,240</b>	<b>444,859</b>	<b>344,716</b>	<b>7,770,815</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration	-	-	-	182,728	106,202	-	288,930
7.70 Student Transportation	-	-	-	1,878,419	-	200,649	2,079,068
7.73 Housing	-	-	-	-	-	-	-
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,061,147</b>	<b>106,202</b>	<b>200,649</b>	<b>2,367,998</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>65,371,822</b>	<b>8,837,422</b>	<b>13,740,714</b>	<b>13,781,498</b>	<b>3,492,153</b>	<b>5,770,605</b>	<b>110,994,214</b>

# School District No. 33 (Chilliwack)

Amended Annual Budget - Operating Expense by Function, Program and Object  
Year Ended June 30, 2022

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	58,092,509	13,491,104	71,583,613	6,923,693	78,507,306	75,684,233
1.03 Career Programs	719,587	192,129	911,716	349,297	1,261,013	1,274,000
1.07 Library Services	1,591,361	372,227	1,963,588	136,965	2,100,553	1,897,237
1.08 Counselling	2,146,054	505,195	2,651,249		2,651,249	2,574,846
1.10 Special Education	21,426,229	5,679,144	27,105,373	520,199	27,625,572	25,681,802
1.30 English Language Learning	1,102,343	255,498	1,357,841	27,527	1,385,368	1,337,276
1.31 Indigenous Education	2,783,462	715,377	3,498,839	956,449	4,455,288	3,953,245
1.41 School Administration	9,464,560	2,114,136	11,578,696	148,410	11,727,106	11,687,014
1.60 Summer School	125,842	29,731	155,573	1,200	156,773	99,748
1.61 Continuing Education	-	-	-	10,250	10,250	152,701
1.62 International and Out of Province Students	290,526	64,456	354,982	278,950	633,932	618,090
1.64 Other	72,501	25,630	98,131	36,775	134,906	149,499
<b>Total Function 1</b>	<b>97,814,974</b>	<b>23,444,627</b>	<b>121,259,601</b>	<b>9,389,715</b>	<b>130,649,316</b>	<b>125,109,691</b>
<b>4 District Administration</b>						
4.11 Educational Administration	726,760	146,394	873,154	128,060	1,001,214	986,708
4.40 School District Governance	155,953	8,366	164,319	171,871	336,190	320,838
4.41 Business Administration	2,157,714	467,527	2,625,241	903,650	3,528,891	3,344,698
<b>Total Function 4</b>	<b>3,040,427</b>	<b>622,287</b>	<b>3,662,714</b>	<b>1,203,581</b>	<b>4,866,295</b>	<b>4,652,244</b>
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	527,217	113,035	640,252	228,648	868,900	837,656
5.50 Maintenance Operations	6,513,819	1,589,528	8,103,347	1,895,003	9,998,350	9,992,386
5.52 Maintenance of Grounds	729,779	204,773	934,552	352,500	1,287,052	1,183,536
5.56 Utilities	-	-	-	2,215,500	2,215,500	2,206,000
<b>Total Function 5</b>	<b>7,770,815</b>	<b>1,907,336</b>	<b>9,678,151</b>	<b>4,691,651</b>	<b>14,369,802</b>	<b>14,219,578</b>
<b>7 Transportation and Housing</b>						
7.41 Transportation and Housing Administration	288,930	61,567	350,497	106,150	456,647	445,518
7.70 Student Transportation	2,079,068	541,807	2,620,875	924,000	3,544,875	3,415,764
7.73 Housing	-	-	-	-	-	-
<b>Total Function 7</b>	<b>2,367,998</b>	<b>603,374</b>	<b>2,971,372</b>	<b>1,030,150</b>	<b>4,001,522</b>	<b>3,861,282</b>
<b>9 Debt Services</b>						
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>110,994,214</b>	<b>26,577,624</b>	<b>137,571,838</b>	<b>16,315,097</b>	<b>153,886,935</b>	<b>147,842,795</b>

# School District No. 33 (Chilliwack)

Amended Annual Budget - Special Purpose Revenue and Expense  
Year Ended June 30, 2022

	<u>2022 Amended Annual Budget</u>	<u>2022 Annual Budget</u>
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	13,677,616	10,679,240
Other		47,404
Other Revenue	2,989,985	2,985,000
Investment Income	17,500	17,500
<b>Total Revenue</b>	<u>16,685,101</u>	<u>13,729,144</u>
<b>Expenses</b>		
Instruction	16,228,670	13,272,713
Operations and Maintenance	456,431	456,431
<b>Total Expense</b>	<u>16,685,101</u>	<u>13,729,144</u>
<b>Budgeted Surplus (Deficit), for the year</b>	<u>-</u>	<u>-</u>



# School District No. 33 (Chilliwack)

Amended Annual Budget - Changes in Special Purpose Funds  
Year Ended June 30, 2022

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK
	\$	\$	\$	\$	\$	\$		\$	\$
<b>Deferred Revenue, beginning of year</b>		8,861	2,536	289,381	918,560	-	12,317	23,924	4,819
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education	456,531	501,688				224,000	49,000	145,607	728,611
Other				85,000	2,900,000				
Investment Income				2,500	15,000				
	456,531	501,688	-	87,500	2,915,000	224,000	49,000	145,607	728,611
<b>Less:</b> Allocated to Revenue Recovered	456,531	510,549	2,536	87,500	2,915,000	224,000	61,317	169,531	733,430
<b>Deferred Revenue, end of year</b>	-	-	-	<b>289,381</b>	<b>918,560</b>	-	-	-	-
<b>Revenues</b>									
Provincial Grants - Ministry of Education	456,531	510,549	2,536			224,000	61,317	169,531	733,430
Other Revenue				85,000	2,900,000				
Investment Income				2,500	15,000				
	456,531	510,549	2,536	87,500	2,915,000	224,000	61,317	169,531	733,430
<b>Expenses</b>									
Salaries									
Teachers								50,337	
Principals and Vice Principals									
Educational Assistants		393,657							533,520
Support Staff						168,820	4,046		
Other Professionals									
Substitutes								2,517	
	-	393,657	-	-	-	168,820	4,046	52,854	533,520
Employee Benefits		116,892				55,180	1,322	11,893	148,244
Services and Supplies	456,531		2,536	87,500	2,915,000		55,949	104,784	51,666
	456,531	510,549	2,536	87,500	2,915,000	224,000	61,317	169,531	733,430
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-
<b>Additional Expenses funded by, and reported in, the Operating Fund</b>						15,531	31,067		

# School District No. 33 (Chilliwack)

Amended Annual Budget - Changes in Special Purpose Funds  
Year Ended June 30, 2022

	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Safe Return to School / Restart: Health & Safety Grant	Federal Safe Return to Class Fund
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>	-	387,203	261,725	91,671	22,007	13,403	-	-
<b>Add:</b> Restricted Grants								
Provincial Grants - Ministry of Education	390,638	10,139,916	37,032	219,700	120,482	4,200	348,673	
Other								
Investment Income								
	390,638	10,139,916	37,032	219,700	120,482	4,200	348,673	-
<b>Less:</b> Allocated to Revenue	390,638	10,139,916	37,032	311,371	142,489	17,603	348,673	-
Recovered		387,203	261,725					
<b>Deferred Revenue, end of year</b>	-	-	-	-	-	-	-	-
<b>Revenues</b>								
Provincial Grants - Ministry of Education	390,638	10,139,916	37,032	311,371	142,489	17,603	348,673	
Other Revenue								
Investment Income								
	390,638	10,139,916	37,032	311,371	142,489	17,603	348,673	-
<b>Expenses</b>								
Salaries								
Teachers		8,202,087						
Principals and Vice Principals	91,215							
Educational Assistants								
Support Staff	77,265						184,870	
Other Professionals	10,427							
Substitutes	150,095		28,589					
	329,002	8,202,087	28,589	-	-	-	184,870	-
Employee Benefits	39,292	1,937,829	8,443				53,114	
Services and Supplies	22,344			311,371	142,489	17,603	110,689	
	390,638	10,139,916	37,032	311,371	142,489	17,603	348,673	-
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-
<b>Additional Expenses funded by, and reported in, the Operating Fund</b>	232,571							

**School District No. 33 (Chilliwack)**

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2022

	Seamless Day Kindergarten	After School Sports Initiative	Miscellaneous Grants	TOTAL
	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>	-	43,409	4,985	<b>2,084,801</b>
<b>Add:</b> Restricted Grants				
Provincial Grants - Ministry of Education	35,000	53,591		<b>13,454,669</b>
Other				<b>2,985,000</b>
Investment Income				<b>17,500</b>
	35,000	53,591	-	<b>16,457,169</b>
<b>Less:</b> Allocated to Revenue	35,000	97,000	4,985	<b>16,685,101</b>
Recovered				<b>648,928</b>
<b>Deferred Revenue, end of year</b>	-	-	-	<b>1,207,941</b>
<b>Revenues</b>				
Provincial Grants - Ministry of Education	35,000	97,000		<b>13,677,616</b>
Other Revenue			4,985	<b>2,989,985</b>
Investment Income				<b>17,500</b>
	35,000	97,000	4,985	<b>16,685,101</b>
<b>Expenses</b>				
Salaries				
Teachers				<b>8,252,424</b>
Principals and Vice Principals				<b>91,215</b>
Educational Assistants				<b>927,177</b>
Support Staff	27,450			<b>462,451</b>
Other Professionals				<b>10,427</b>
Substitutes				<b>181,201</b>
	27,450	-	-	<b>9,924,895</b>
Employee Benefits	7,550			<b>2,379,759</b>
Services and Supplies		97,000	4,985	<b>4,380,447</b>
	35,000	97,000	4,985	<b>16,685,101</b>
<b>Net Revenue (Expense)</b>	-	-	-	-
<b>Additional Expenses funded by, and reported in, the Operating Fund</b>				<b>279,169</b>

# School District No. 33 (Chilliwack)

Amended Annual Budget - Capital Revenue and Expense  
Year Ended June 30, 2022

	2022 Amended Annual Budget			2022 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
<b>Revenues</b>				
Provincial Grants				
Ministry of Education	1,787,608		<b>1,787,608</b>	1,787,608
Amortization of Deferred Capital Revenue	7,031,930		<b>7,031,930</b>	7,031,930
<b>Total Revenue</b>	<b>8,819,538</b>	-	<b>8,819,538</b>	8,819,538
<b>Expenses</b>				
Operations and Maintenance	1,787,608		<b>1,787,608</b>	1,787,608
Amortization of Tangible Capital Assets				
Operations and Maintenance	7,614,374		<b>7,614,374</b>	7,614,374
Transportation and Housing	561,508		<b>561,508</b>	561,508
<b>Total Expense</b>	<b>9,963,490</b>	-	<b>9,963,490</b>	9,963,490
<b>Net Revenue (Expense)</b>	<b>(1,143,952)</b>	-	<b>(1,143,952)</b>	(1,143,952)
<b>Net Transfers (to) from other funds</b>				
Local Capital		404,000	<b>404,000</b>	392,856
<b>Total Net Transfers</b>	-	<b>404,000</b>	<b>404,000</b>	392,856
<b>Other Adjustments to Fund Balances</b>				
Tangible Capital Assets Purchased from Local Capital	477,274	(477,274)	-	
<b>Total Other Adjustments to Fund Balances</b>	<b>477,274</b>	<b>(477,274)</b>	-	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(666,678)</b>	<b>(73,274)</b>	<b>(739,952)</b>	(751,096)

## **BOARD OF EDUCATION**

### **INFORMATION REPORT**

**DATE:** February 8, 2022  
**TO:** Board of Education  
**FROM:** Gerry Slykhuis, Secretary Treasurer  
**RE: QUARTERLY FINANCIAL REPORT**

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The Secretary Treasurer will present the Quarterly Financial Report – December 31, 2021.



# DECEMBER QUARTERLY FINANCIAL REPORT

July 1, 2021 – December 31, 2021



# December Quarterly Financial Report

July 1, 2021 –  
December 31, 2021

OPERATING FUND	Year-to-Date Jul 1, 2021 to Dec 31, 2021				AMENDED ANNUAL BUDGET 2021-2022
	Y-T-D BUDGET 2021/22	July to Dec ACTUALS	Variance Favourable (Unfavourable)	%	
<b>REVENUE</b>					
Provincial Grants, Ministry of Education	57,998,586	57,998,586	-	0.0%	147,205,016
LEA/Direct Funding From First Nations	932,582	927,360	(5,222)	-0.6%	2,356,455
Provincial Grants, Other	104,000	110,550	6,550	6.3%	150,000
International Student Tuition	740,934	741,296	362	0.0%	1,590,079
Other Revenue	464,200	454,222	(9,978)	-2.1%	674,400
Rentals & Leases	121,500	129,229	7,729	6.4%	213,000
Investment Income	123,000	119,518	(3,482)	-2.8%	215,000
<b>Total Revenue</b>	<b>60,484,802</b>	<b>60,480,761</b>	<b>(4,041)</b>	<b>0.0%</b>	<b>152,403,950</b>
<b>EXPENSE</b>					
Salaries					
Teachers	26,224,234	26,077,494	146,740	0.6%	65,371,822
Principals & Vice-Principals	4,469,501	4,449,660	19,841	0.4%	8,837,422
Education Assistants	5,277,242	4,909,882	367,360	7.0%	13,740,714
Support Staff	6,342,203	6,082,662	259,541	4.1%	13,781,498
Other Professionals	1,792,146	1,788,170	3,976	0.2%	3,492,153
Substitutes	2,344,263	2,135,958	208,305	8.9%	5,770,605
Total Salaries	46,449,589	45,443,827	1,005,762	2.2%	110,994,214
Employee Benefits	9,772,881	9,478,108	294,773	3.0%	26,577,624
Total Salary & Benefits	56,222,470	54,921,934	1,300,535	2.3%	137,571,838
Services & Supplies	7,785,629	7,202,541	583,088	7.5%	16,315,347
<b>Total Expense</b>	<b>64,008,099</b>	<b>62,124,476</b>	<b>1,883,623</b>	<b>2.9%</b>	<b>153,887,185</b>
<b>Net Revenue (Expense)</b>	<b>(3,523,297)</b>	<b>(1,643,715)</b>	<b>1,879,582</b>	<b>2.9%</b>	<b>(1,483,235)</b>
School Surpluses Included	305,436	305,436	-		763,589
Indigenous Ed Surplus Included	266,346	266,346	-		665,864
20/21 Vehicle Deferral	73,274	73,274	-		73,274
Holdback Funds	178,713	178,713	-		446,782
Capital Asset Purchases	(162,404)	(162,404)	-		(466,274)
<b>Surplus (Deficit) for Year</b>	<b>(2,861,932)</b>	<b>(982,350)</b>	<b>1,879,582</b>		<b>-</b>

# December Quarterly Financial Report

continued

OPERATING FUND	Year-to-Date Jul 1, 2021 to Dec 31, 2021				AMENDED ANNUAL BUDGET 2021-2022
	Y-T-D BUDGET 2021/22	July to Dec ACTUALS	Variance Favourable (Unfavourable)	%	
<b>REVENUE</b>					
Provincial Grants, Ministry of Education	57,998,586	57,998,586	-	0.0%	147,205,016
LEA/Direct Funding From First Nations	932,582	927,360	(5,222)	-0.6%	2,356,455
Provincial Grants, Other	104,000	110,550	6,550	6.3%	150,000
International Student Tuition	740,934	741,296	362	0.0%	1,590,079
Other Revenue	464,200	454,222	(9,978)	-2.1%	674,400
Rentals & Leases	121,500	129,229	7,729	6.4%	213,000
Investment Income	123,000	119,518	(3,482)	-2.8%	215,000
<b>Total Revenue</b>	<b>60,484,802</b>	<b>60,480,761</b>	<b>(4,041)</b>	<b>0.0%</b>	<b>152,403,950</b>



# December Quarterly Financial Report

continued

OPERATING FUND	Year-to-Date Jul 1, 2021 to Dec 31, 2021				AMENDED ANNUAL BUDGET 2021-2022
	Y-T-D BUDGET 2021/22	July to Dec ACTUALS	Variance Favourable (Unfavourable)	%	
<b>EXPENSE</b>					
Salaries					
Teachers	26,224,234	26,077,494	146,740	0.6%	65,371,822
Principals & Vice-Principals	4,469,501	4,449,660	19,841	0.4%	8,837,422
Education Assistants	5,277,242	4,909,882	367,360	7.0%	13,740,714
Support Staff	6,342,203	6,082,662	259,541	4.1%	13,781,498
Other Professionals	1,792,146	1,788,170	3,976	0.2%	3,492,153
Substitutes	2,344,263	2,135,958	208,305	8.9%	5,770,605
Total Salaries	46,449,589	45,443,827	1,005,762	2.2%	110,994,214
Employee Benefits	9,772,881	9,478,108	294,773	3.0%	26,577,624
Total Salary & Benefits	56,222,470	54,921,934	1,300,535	2.3%	137,571,838
Services & Supplies	7,785,629	7,202,541	583,088	7.5%	16,315,347
<b>Total Expense</b>	<b>64,008,099</b>	<b>62,124,476</b>	<b>1,883,623</b>	<b>2.9%</b>	<b>153,887,185</b>

# December Quarterly Financial Report

continued

OPERATING FUND	Year-to-Date Jul 1, 2021 to Dec 31, 2021				AMENDED ANNUAL BUDGET 2021-2022
	Y-T-D BUDGET 2021/22	July to Dec ACTUALS	Variance Favourable (Unfavourable)	%	
<b>Net Revenue (Expense)</b>	<b>(3,523,297)</b>	<b>(1,643,715)</b>	<b>1,879,582</b>	<b>2.9%</b>	<b>(1,483,235)</b>
School Surpluses Included	305,436	305,436	-		763,589
Indigenous Ed Surplus Included	266,346	266,346	-		665,864
20/21 Vehicle Deferral	73,274	73,274	-		73,274
Holdback Funds	178,713	178,713	-		446,782
Capital Asset Purchases	(162,404)	(162,404)	-		(466,274)
<b>Surplus (Deficit) for Year</b>	<b>(2,861,932)</b>	<b>(982,350)</b>	<b>1,879,582</b>		<b>-</b>

# December Quarterly Financial Report

continued

OPERATING FUND	Year-to-Date Jul 1, 2021 to Dec 31, 2021				AMENDED ANNUAL BUDGET 2021-2022
	Y-T-D BUDGET 2021/22	July to Dec ACTUALS	Variance Favourable (Unfavourable)	%	
<b>SERVICE &amp; SUPPLIES BREAKDOWN:</b>					
Services	1,895,476	1,757,784	137,692	7.3%	4,096,471
Student Transportation	16,131	3,406	12,725	78.9%	34,000
Professional Development & Travel	492,879	366,978	125,901	25.5%	1,038,894
Rentals & Leases	-	-	-	100.0%	25,000
Dues & Fees	104,196	94,182	10,014	9.6%	219,625
Insurance	310,981	257,748	53,233	17.1%	310,981
Supplies	3,973,266	3,557,168	416,098	10.5%	8,374,876
Utilities	992,700	1,165,277	(172,577)	-17.4%	2,215,500
<b>Total Services &amp; Supplies</b>	<b>7,785,629</b>	<b>7,202,541</b>	<b>583,088</b>	<b>7.5%</b>	<b>16,315,347</b>



# Quarterly Financial Report December 2021

February 3, 2022

This report is provided in accordance with [Policy 234](#): Budget Monitoring and Reporting Policy and Regulations, “Significant variances between the trended budget and actuals, including all significant revenues and expenses, will be clarified.”

This report is based on our Preliminary Budget which creates some significant variances due to financial changes that have occurred since it was prepared. Future Quarterly Reports will be based on the Amended Budget and will be more in line with current realities.

The year-to-date budget has been trended to correspond with how we anticipate costs and revenues to be incurred.

## REVENUES

No significant variances in Revenue.

## WAGES &amp; BENEFITS

**Teachers** – This variance is fairly close to budget, and will likely be reduced as a number of teachers have a mid-year move to the next salary grid.

**Principals & Vice-Principals** – No significant variance.

**Education Assistants** – Staff vacancies of Indigenous EAs account for \$147,000 of this favourable variance. The remainder is mainly due to budgeted Emergency EA time that has not been deployed yet as well as Leaves Without Pay (LWOP) for staff who have no sick leave remaining.

**Support Staff** – The positive variance is mainly due to the following:

- District clerical vacancies \$48,000
- Other Clerical LWOPs/vacancies \$64,000
- Custodial LWOPs/vacancies \$48,000
- Drivers LWOPs/vacancies \$44,000

**Other Professionals** – No significant variance

**Substitutes** – Our annual budget works out to approximately \$32,000 per school day. We have lost 9 days due to school closures this year resulting in the positive variance.

**Employee Benefits** – The variance in benefits correlates to the positive variance in salaries.

## SERVICES &amp; SUPPLIES

**Services** are lower than budget by \$138,000. Most of this is due to software contracts that have yet to be renewed for the year as well as consulting services that haven't fulfilled their contracts. We expect this to level out closer to year end. Note that the District spent \$11,000 to contract bussing for staff coming from out of town during the floods.

**Student Transportation** has not had many expenses so far this year as the need for contract transportation remains low with fewer trips due to continued COVID-19 restrictions.

**Professional Development & Travel** expenses have been lower than expected due to continued travel restrictions and conferences being held virtually. At the same time, the District had to spend \$37,000 in hotel and travel costs for employees during the floods in November.

**Dues & Fees** are slightly below budget. This can be explained by the timing of when fees become due and when departments choose to pay these fees.

## SERVICES &amp; SUPPLIES Continued

**Insurance** has a positive variance as ICBC has reduced insurance premiums and the district has also received refunds on past premiums in the current year.

**Supplies** spending is 10% lower than where it was expected to be at the end of December.

- Many schools in the district have large equipment and technology replacement budgets that have not yet been spent mostly due to the long delivery times with worldwide supply chain issues.
- Vehicle fuel prices have spiked, but with the closure of schools for 2 weeks this year, the overall spending is tracking close to budget.

**Utilities** are tracking over budget by \$173,000 with the following areas of concern:

- \$120,000 in natural gas costs due to a jump in commodity prices and the extra effort needed to run fresh air through our schools.
- \$35,000 in water and sewage costs which is partly due to more frequent handwashing but also due to timing of billings.
- We expect a \$200,000 increase in annual utility costs going forward to maintain enhanced ventilation in our schools.

## OTHER ITEMS

**School Surpluses Included** – With our school-based budgeting, we allow schools to carry over any prior year surplus. This is added to our year end reserves but gets transferred out for the schools to use in the current year.

**Indigenous Ed Surplus** – The supplemental Indigenous Ed funding is targeted, and any surplus is treated similarly to school surpluses. It is added to our year end reserves but gets transferred out for Indigenous Programs to use in the current year.

**Capital Asset Purchases** – This is for purchases of capital equipment, vehicles, and portables.

## **BOARD OF EDUCATION**

### **INFORMATION REPORT**

**DATE:** February 8, 2022  
**TO:** Board of Education  
**FROM:** Jared Mumford, Budget Advisory Committee Chair  
**RE:** **BUDGET ADVISORY COMMITTEE REPORT**

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The Board of Education will receive the Budget Advisory Committee Report of February 3, 2022.

# Minutes



## REPORT OF THE BUDGET ADVISORY COMMITTEE

Meeting Held Thursday, February 3, 2022 – 4:00 p.m.

Remotely – via Zoom

### Attendance:

Committee Members:	Jared Mumford Heather Maahs Darrell Furgason Danielle Bennett Wendi Omeasoo Niki Wiens Daisy Dai Minjae Seo	Chair Trustee Trustee CTA CUPE Management Group Community Rep Student Representative – SSS
Staff:	Rohan Arul-pragasam Gerry Slykhuis Mark Friesen Talana McInally	Superintendent Secretary Treasurer Assistant Secretary Treasurer Executive Assistant (Recorder)
Regrets:	Jessica Clarke Andrew Unruh	DPAC Community Rep
Absent:	Gabe D'Archangelo Gail Point Miguel Rillera Paloma Hochstetter Jasmine Padgham	CPVPA Indigenous Education Advisory Committee Student Representative – CSS Student Representative – SSS Student Representative – GWG
Also in Attendance:	David Swankey	Trustee

### 1. **Call to Order- Welcome and Indigenous Land Acknowledgement**

Chair Mumford called the meeting to order at 4:02 p.m. – Welcome and Indigenous Land Acknowledgement.

### 2. **Approval of Agenda**

Mover: Danielle Bennett  
Secunder: Wendi Omeasoo

THAT the agenda be approved as circulated.

CARRIED



### 3. **Approval of Minutes**

Mover: Niki Wiens

Secunder: Danielle Bennett

THAT the minutes of the January 6, 2022 meeting be approved as amended.

CARRIED

### 4. **Committee In-Service**

Mark Friesen, Assistant Secretary Treasurer, presented an in-service on how Ministry of Education Operating Grants are calculated and how they compare to rural and metro districts in the province. An explanation of how to review Schedule 2C and a program comparison of this year's amended budget vs 2018/2019 (pre-pandemic year) was reviewed.

### 5. **December Quarterly Financial Report**

The Secretary Treasurer and Assistant Secretary Treasurer reviewed the Quarterly Financial Report as of December 31, 2021. The Quarterly report, based on the Draft Amended Budget, shows a favourable variance of \$1,879,582. Explanations were provided for any material variances.

### 6. **2022/23 Preliminary Budget Timelines**

The Assistant Secretary Treasurer provided information and timelines regarding the Preliminary Budget process.

### 7. **Public Budget Presentation Planning**

The Committee provided the following suggested items to include in the next public budget presentation:

- Inflationary costs information and explanation
- Capital projects and funding
- Descriptions of supplies and services

The draft public budget presentation will be shared with the committee at its April 7<sup>th</sup> meeting and will be presented on Tuesday, April 12, 2022 at 5:30 p.m. during the Public Board meeting.

### 8. **Adjournment**

The meeting was adjourned 4:58 p.m.

## BOARD OF EDUCATION

### INFORMATION REPORT

**DATE:** February 8, 2022  
**TO:** Board of Education  
**FROM:** Rohan Arul-pragasam, Superintendent  
**RE: COVID-19 UPDATE**

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

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# TRUSTEE REPORT

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Trustee: Carin Bondar

Report Date: January 31, 2022

## 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.*

- 04 Jan – Board learning session
- 06 Jan – Budget advisory committee meeting (spectator)
- 11 Jan – CYC monthly meeting
- 11 Jan – In camera meeting
- 11 Jan – regular board meeting
- 13 Jan – BCPSEA discussion call
- 20 Jan – BCPSEA discussion (internal)
- 21 Jan – District Scholarship committee meeting
- 25 Jan – Board learning session
- 27 Jan – BCPSEA AGM 9-12
- 28 Jan – BCPSEA AGM 9-12

## UPCOMING EVENTS OF INTEREST TO THE BOARD

My sustainable fashion students are working on their term assignments, which I will use to create a presentation for my liaison schools, and any other interested groups. This presentation will be about the environmental and social justice impacts of the fashion industry, and will provide some helpful strategies to move forward in a sustainable way.

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# TRUSTEE REPORT

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Trustee: Willow Reichelt

Report Date: February 3, 2022

## KEY ACTIVITIES SINCE LAST BOARD MEETING

*As usual, I will only list the activities that I do in addition to those in common with all trustees.*

- **Jan. 4, 11, 18 and February 1: Chair/Vice Chair Meetings**
- **January 10: Advisory Committee on Inclusive Education**
  - The committee discussed competency-based IEPs, parent communication and sharing, social inclusion and the group norms. Thank you to all committee members for your participation.
- **January 20: Transportation Advisory Committee**
  - We learned about the City's community feedback around the Active Transportation Plan
    - 381 surveys were received; there were 10 pop-up events; hundreds of conversations occurred.
    - Survey highlight: Most people in Chilliwack get around by car, but half of drivers would prefer to walk or bike at least some of the time if there was better infrastructure.
    - Final report will be in late spring/summer 2022
  - E-Scooters
    - Restricted to only multi-use paths
    - Looking at a bylaw requiring similar safety measures as for bikes (helmets, bells, etc.)
  - NextRide 2.0
    - This new technology will allow automatic vehicle location of city busses and allow real-time trip planning.
    - Riders will be able to trip plan with the Transit app or 3<sup>rd</sup>-party providers.
    - Cross-city planning will be enabled.
    - Routes in Chilliwack will be renumbered to avoid confusion when planning trips across multiple cities. There will be an extensive marketing and signage campaign about this prior to the switch.
- **January 24: Education Policy Advisory Committee:** Thank you to all the committee members for your hard work!

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# TRUSTEE REPORT

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Trustee: David Swankey

Report Date: February 3<sup>rd</sup>, 2022

## 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.*

- Jan 4<sup>th</sup> – Attended Board Learning Session <https://sd33.bc.ca/node/549>
- Jan 6<sup>th</sup> – Attended Budget Advisory Committee
- Jan 10<sup>th</sup> – Chaired EPAC meeting
- Jan 13<sup>th</sup> – Attended BCSTA Legislative Committee meeting in preparation for BCSTA PC
- Jan 17<sup>th</sup> – Attended Board Learning Session <https://sd33.bc.ca/node/549>
- Jan 24<sup>th</sup> – Chaired EPAC meeting
- Jan 25<sup>th</sup> – Attended Board Learning Session <https://sd33.bc.ca/node/549>
- Jan 25<sup>th</sup> – Attended K-12 IAT Townhall
- Jan 27<sup>th</sup> – Joined SD33 DPAC for their regular meeting <https://sd33.bc.ca/dpac-meetings-20212022>
- Feb 3<sup>rd</sup> – Attended Budget Advisory Committee

## UPCOMING EVENTS OF INTEREST TO THE BOARD

- February 12<sup>th</sup> – BCSTA Provincial Council Meeting (via Zoom)
- February 23<sup>rd</sup> – BCSTA Fraser Valley Branch AGM (tentative booking)
- March 8<sup>th</sup> – Saleema Noon Parent Presentation is being hosted by DPAC via Zoom
  - PAC's have also booked a limited number of presentations that were available with support from school admin
  - <https://www.saleemanoon.com/workshops/body-science-at-school/>
- April 21<sup>st</sup>-24<sup>th</sup> – BCSTA AGM
  - <https://bcsta.org/event-info/annual-general-meeting/>
- May 26<sup>th</sup>-28<sup>th</sup> – Inclusion BC Conference 'Everybody Belongs'
  - <https://inclusionbc.org/our-services/inclusion-bc-conference/>

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# TRUSTEE REPORT

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Trustee: J Mumford

Report Date: Feb 4 2022

## 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.*

Tuesday, January 4 2022	Board Learning Session (Amended Budget)
Tuesday, January 4 2022	Chair / Vice-Chair Meeting
Wednesday, January 5 2022	Indigenous Education Advisory Committee
Friday, January 7 2022	Board Chairs call / Superintendents, MoE, MoH, Dep PHO
Monday, January 10 2022	Special In-Camera Meeting
Tuesday, January 11 2022	Indigenous Education Advisory Committee
Tuesday, January 11 2022	Chair / Vice-Chair Meeting
Tuesday, January 11 2022	Board Meeting (Chair) - In Camera, Public
Wednesday, January 8 2022	Chilliwack Food Council
Thursday, January 13 2022	CHC Organizational Structure Working Group
Thursday, January 13 2022	BCPSEA Call
Thursday, January 13 2022	Kwiyeqel Secondary Visit
Monday, January 17, 2022	Board Learning Session (Quartet System)
Tuesday, January 18 2022	Chair / Vice-Chair Meeting
Thursday, January 20 2022	BCPSEA Call w/ Trustee Bondar
Thursday, February 3 2022	Budget Advisory Committee

## UPCOMING EVENTS OF INTEREST TO THE BOARD

- **Feb 17, 9am - Fundraiser for Ethan Fleming happening @ RCTS Walkathon w/donations**

## **MEETING SUMMARIES**

### **In-Camera Meeting – January 11, 2022**

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

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

1. PVP Recruitment / Selection Process
2. HR Report
3. BCPSEA Report
4. Secondary School Quarter System
5. Director of HR Contract

### **Learning Session – January 17, 2022**

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

Staff: Rohan Arul-pragasam, Gerry Slykhuis, Kirk Savage, Paula Jordan, Mark Friesen, David Manuel, Brian Fehlauer, Chuck Lawson, Lynnet Schramm

1. Secondary School Quarter System

### **Learning Session – January 25, 2022**

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

Staff: Rohan Arul-pragasam, Gerry Slykhuis, Kirk Savage, Paula Jordan, Mark Friesen, David Manuel

1. 3-Year Budget Planning
2. Literacy
3. Curriculum Framework
4. EPAC Policies