



**THE BOARD OF EDUCATION
School District #33 (Chilliwack)
Regular Public Board Meeting
(Live Streamed and Recorded)**

AGENDA

January 17, 2023

5:30 pm

1. CALL TO ORDER – School District Office

- 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 December 6, 2022 Meeting be approved as circulated.)

2. PRESENTATION

- 2.1. Delegation Presentation: Jillian Walsh, RD, RP – Eating Disorders in Schools

3. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING THE AGENDA

4. ACTION ITEMS

- 4.1. 2022 – 2023 Amended Annual Budget
- 4.2. 2023 -2024 Draft School Calendar Consultation
- 4.3. Dyslexia/Learning Disabilities Funding & Policy
- 4.4. Policy Renovation Project (Business & Support Services Section 600)
 - 4.4.1. Policy 620 – Signing Authorities (revised)
- 4.5. Policy Renovation Project (Education Policy Advisory Committee)
 - 4.5.1. Policy 382 – Library Learning Commons
 - 4.5.2. Policy 312 – Supervision of Students
- 4.6. Policy Renovation Project (Partner & Community Relations)
 - 4.6.1. Policy 210 – Privacy

4.7. Policy Renovation Project (Students, Instruction and Programs)

4.7.1. Policy 341 – Trustee Bursary

5. INFORMATION ITEMS

5.1. Budget Advisory Committee Report

5.2. BCSTA Report

5.3. Trustee Written Reports

5.4. Meeting Summaries

5.5. **Next Board of Education Meeting: February 7, 2023 at 5:30 p.m.**

6. PUBLIC PARTICIPATION – QUESTIONS CONCERNING THE AGENDA

7. ADJOURNMENT



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

Date of Meeting: Tuesday, December 6, 2022

Location: School District Office

Members Present:

Chair	Willow Reichelt
Vice-Chair	Carin Bondar
Trustee	Heather Maahs
Trustee	Richard Procee
Trustee	Margaret Reid
Trustee	David Swankey
Trustee	Teri Westerby

Staff Present:

Superintendent	Rohan Arul-pragasam
Secretary Treasurer	Gerry Slykhuis
Director of Facilities and Transportation	Allan Van Tassel
Assistant Superintendent	Paula Jordan
Assistant Superintendent	Kirk Savage
Director of Instruction	Dave Manuel
Executive Assistant	Lisa Champagne

1. CALL TO ORDER

1.1. Call to Order

The Board Chair called the meeting to order at 5:30 p.m. – **Welcome, Acknowledgment of Traditional Territory**

1.2. Adoption of the Agenda

182.22 Moved by: Trustee Bondar
Seconded by: Trustee Reid

THAT the agenda be adopted as circulated.

CARRIED

1.3. Approval of the Minutes

183.22 Moved by: Trustee Westerby
Seconded by: Trustee Swankey

THAT the minutes of the November 7, 2022 Inaugural Meeting and the November 8, 2022 Regular Board Meeting be approved as circulated.

CARRIED

2. PRESENTATION

2.1. Strategic Plan: 90-Day Cycle Update

The senior leadership team provided an update on the 90-Day Cycle as part of a continuous improvement cycle and progress updates in reference to Strategic Plan goals.

2.2. Delegation Presentation: Terry Brown – Grants Available to Students & Parents

Terry Brown presented information regarding grants available to students and parents/guardians.

3. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING THE AGENDA

- FSA testing
- Action Item 4.2 Policy Renovation Project – Policy Abandonment

4. ACTION ITEMS

4.1. Policy Renovation Project (Business and Support Services Section 600)

4.1.1. Policy 620 Signing Authorities (Board Regulation 802.2 Authorized Signatures)

184.22 Moved by: Trustee Bondar
Seconded by: Trustee Westerby

THAT the Board of Education approve Policy 620 – Signing Authorities and abandon Board Regulation 802.2 Authorized Signatures.

CARRIED

4.2. Policy Renovation Project – Policy Abandonment

4.2.1. Governance; Students, Instructions & Programs; Partner and Community Relations

185.22 Moved by: Trustee Swankey
Seconded by: Trustee Maahs

THAT the Board of Education abandon Board Regulation 233.1 Recording of Regular Board Meetings.

CARRIED

186.22 Moved by: Trustee Swankey
Seconded by: Trustee Bondar

THAT the Board of Education abandon the following policies:

518 Policy: Distribution of Information or Materials
527 Policy: Acceleration
530 Policy: Home School

CARRIED

187.22 Moved by: Trustee Maahs
Seconded by: Trustee Bondar

THAT the Board of Education abandon the following policies:

902 Policy: Volunteers
919 Policy: Relations with Independent Schools
922 Policy: Flags

NO VOTE

188.22 Moved by: Trustee Swankey
Seconded by: Trustee Maahs

THAT 902 Policy: Volunteers be divided from the original motion.

CARRIED

**For: Maahs, Reichelt, Reid, Swankey, Westerby
Opposed: Procee
Abstained: Bondar**

189.22 Moved by: Trustee Maahs
Seconded by: Trustee Bondar

THAT the Board of Education abandon the following policies:

919 Policy: Relations with Independent Schools
922 Policy: Flags

CARRIED

190.22 Moved by: Trustee Maahs
Seconded by: Trustee Bondar

THAT the Board of Education abandon 902 Policy: Volunteers

NO VOTE

191.22 Moved by: Trustee Westerby
Seconded by: Trustee Swankey

THAT 902 Policy: Volunteers be referred to the Educational Policy Advisory Committee.

CARRIED

**For: Maahs, Reichelt, Reid, Swankey, Westerby
Opposed: Procee
Abstained: Bondar**

4.2.2. Business & Support Services

192.22 Moved by: Trustee Swankey
Seconded by: Trustee Bondar

THAT the Board of Education abandon the following Board Regulations:

806.1 Opening and Closing of Schools
809.1 Naming and Re-Naming of Schools

CARRIED

193.22 Moved by: Trustee Westerby
Seconded by: Trustee Bondar

THAT the Board of Education abandon the following policies:

714 Policy: Computer Use, Management and Configuration
715 Policy: Websites
718 Policy: Anti-Idling

CARRIED

5. INFORMATION ITEMS

5.1. BCSTA Report

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

5.2. Trustee Written Reports

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

5.3. Meeting Summaries

November 8, 2022 In-Camera Meeting Summary

Trustees: Willow Reichelt, Carin Bondar, Heather Maahs, Richard Procee, Margaret Reid, David Swankey, Teri Westerby

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

1. PVP Recruitment/Selection Plan
2. HR Report
3. BCPSEA Report

November 24, 2022 Strategic Learning Session: Trustee Orientation

Trustees: Willow Reichelt, Carin Bondar, Heather Maahs, Richard Procee, Margaret Reid, David Swankey, Teri Westerby

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

1. Governance Fundamentals
2. Technology Updates and Training

November 24, 2022 Strategic Learning Session: Trustee Orientation

Trustees: Willow Reichelt, Carin Bondar, Heather Maahs, Richard Procee, Margaret Reid, David Swankey, Teri Westerby

Staff: Rohan Arul-pragasam, Gerry Slykhuis, Simone Sangster, Talana McInally

1. Robert's Rules of Order & Responsible Governance

November 29, 2022 Board Learning Session:

Trustees: Willow Reichelt, Carin Bondar, Heather Maahs, Richard Procee, Margaret Reid, David Swankey, Teri Westerby

Staff: Rohan Arul-pragasam, Gerry Slykhuis, Lisa Champagne

1. Protocols

5.4. Next Board of Education Meeting Date

**Tuesday, January 17, 2023
5:30 p.m.
School District Office**

6. PUBLIC PARTICIPATION – QUESTIONS CONCERNING AGENDA ITEMS

- Flag Policy
- Mental Health in Schools
- Signing Authority Policy

6. ADJOURNMENT

The meeting was adjourned at 7:31 p.m.

Board Chair

Secretary-Treasurer

BOARD OF EDUCATION

DELEGATION PRESENTATION

DATE: January 17, 2023
TO: Board of Education
FROM: Jillian Walsh, Community Member
RE: **EATING DISORDERS**

Jillian Walsh will present information on eating disorders and recovery.

This delegation presentation is granted through [Bylaw 5 – Board Meeting Procedures](#), item # 6 – Delegations.



FIRST, DO NO HARM

EATING DISORDERS IN SCHOOLS



1

Hi! I'm Jillian Walsh, RD, RP.

A Family-Centred Eating Disorder Eating Disorder Care Provider helpful Canadian families support their child through eating disorder recovery.

- 1 Founder and Clinical Lead of Change Creates Change Eating Disorder Care
- 2 Has worked with hundreds of families in both public and private eating disorder programs across Canada



2

WHAT IS AN EATING DISORDER?

“ A complex mental health concern with physical manifestations that involves negative thoughts and behaviours towards food, weight and body shape. These can negatively impact one’s health, emotions and ability to function in important areas of life.”



3

WHAT WE KNOW

- 1** Eating disorder recovery takes, on average, 2-7 years
- 2** 1 in 2 individuals with eating disorders will fully recover from their illness
- 3** Early intervention **AND** early change are key predictors of eating disorder recovery



4

STATISTICS

During the global pandemic:

- In Canada, new cases of Anorexia Nervosa (AN) in children and adolescents increased by 60%
- Hospitalizations from AN increased by 150%
- Median age of onset has decreased significantly



Agostino, H., Burstein, B., Moubayed, D., Taddeo, D., Grady, R., Vyver, E., Dimitropoulos, G., Dominic, A., & Coelho, J.S. (2021). Trends in the incidence of new-onset anorexia nervosa and atypical anorexia nervosa among youth during the COVID-19 pandemic in Canada. *JAMA Network Open*, 4(12).

5

STATISTICS

- In 2018, about 70% of teen girls in Canada had dieted.
- Teens who diet may be up to 92% more likely to develop an eating disorder.
- Teens with poor body image are 68% more likely to develop an eating disorder.



Raffoul, A., Leatherdale, S.T., & Kirkpatrick, S.I. (2018). Dieting predicts engagement in multiple risky behaviours among adolescent Canadian girls: A longitudinal analysis. *Canadian Journal of Public Health*, 109(1), 61-69. <https://doi.org/10.17269/s41997-018-0025-x>.

Rohde, P., Stice, E., & Marti, N. (2014). Development and predictive effects of eating disorder risk factors during adolescence: Implications for prevention efforts. *International Journal of Eating Disorders*, 48(2), 187-198. <https://doi.org/10.1002/eat.22270>.

6

THE OTTAWA DISORDERED EATING SCREEN FOR YOUTH

ODES-Y Screening Tool (Obeid et al., 2019)

Are you concerned about a child or youth's wellbeing?

ASK THEM:

Over the past 3 months, has your weight and/or shape influenced how you think about (judge) yourself as a person? **(YES/NO)**

Over the past 6 months, have you fasted (skipped at least 2 meals in a row) or eaten what other people would regard as an unusually large amount of food (e.g. a quart of ice cream) given the circumstance and experienced a loss of control (felt like you couldn't stop eating or control how much you were eating)? **(YES/NO)**

Tick each box where youth provided answer bolded in orange →

2 ticked boxes indicates a positive screen for an eating disorder.

www.changecreateschange.com

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7

HOW SCHOOLS CAN HELP

- Arrange training for teachers, counsellors and admin re: prevention of EDs and detection of EDs (minimum 4 hours)
- Organize education session/workshop for parents and caregivers re: prevention and detection of EDs (minimum 90 minutes)
- Conduct 1:1 initial screening via school counsellor using ODES-Y

8

BOARD OF EDUCATION

DECISION REPORT

DATE: January 17, 2023
TO: Board of Education
FROM: Simone Sangster, Secretary Treasurer
RE: **2022-2023 AMENDED ANNUAL BUDGET – 1st READING**

The Secretary Treasurer will present the 2022-2023 Amended Annual Budget for Board consideration and approval. The Amended Budget requires three readings, which must be completed by February 28, 2023 so that the Amended Budget can be filed with the Ministry by the deadline. This meeting represents at least the first reading.

The Amended Budget was also presented for review and input to the board at the January 12th Budget Advisory Committee meeting.

The Board of Education's January 24th, 2023 Learning Session will also include some time to review the 2022-2023 Amended Budget.

RECOMMENDATION:

THAT the Board of Education approve the first reading of 2022-2023 Amended Annual Budget Bylaw in the amount of \$201,292,491.

(Page 3 of the budget document)

A high-angle photograph of a business meeting. A man in a grey suit is leaning over a white table, pointing at a line graph on a document. A woman in a dark blue top is seated at the table, looking at the same document. Another person's arm in a light blue shirt is visible in the upper right, also looking at the documents. The table is covered with various documents, including one titled "Financial plan of company development" with "Table No. 10" and another with "Table No. 11". A laptop is open on the table. The background is a plain white wall.

2022-2023 AMENDED BUDGET Budget Review

“The Board of Education has a duty to govern the district in a fiscally responsible manner, while supporting the priorities and strategies of its Strategic Plan. .”

[Board Policy 610](#)
Financial Planning and Reporting

BUDGET ADVISORY COMMITTEE

TERMS OF REFERENCE

The Budget Advisory Committee provides input to the Board on matters related to:

1. **The Preliminary Annual Budget**
 - 1.1. Review plans for public consultation into the budget planning process.
 - 1.2. Review enrollment and staffing projections.
 - 1.3. Review preliminary budget documents.

2. **Budget Monitoring**
 - 2.1. Review quarterly financial results relative to the annual budget.
 - 2.2. Review revisions to the preliminary annual budget prior to the preparation of the amended annual budget.
 - 2.3. Provide input to the Board of Education on the amended annual budget.



Sept 30
Student
Count



Oct-Jan

Budgets are reviewed & amended to reflect the Sep 30th student count, current staffing, and any events that impact the budget



Jan - Feb

Amended Budget discussed with Budget Advisory Committee, and to the Board of Education for 3 readings



We are here



Amended Budget and Bylaw due to MoEd by **Feb 28**

Amended Current Year



Oct

Nov

Dec

Jan

Feb

Mar

Apr

May

June

Jul

Nov - Feb

Preliminary budget planning begins for the next school year including input from staff and the Board



Mar - Apr

Budget Assumptions to Budget Advisory Committee, the Board, staff and public for review and input on significant budget contractions and/or expansions



May - Jun

To Board of Education for 3 readings



Preliminary Budget due to MoEd by **Jun 30**



Preliminary Next Year

AMENDED BUDGET 2022/23

Key Dates



STATEMENT 2 – AMENDED ANNUAL BUDGET

School District No. 33 (Chilliwack)

Amended Annual Budget - Revenue and Expense
Year Ended June 30, 2023

Statement 2

	2023 Amended Annual Budget	2023 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	164,287,260	156,334,319
Special Purpose Funds - Total Expense	19,261,617	15,780,392
Capital Fund - Total Expense	12,145,313	11,896,117
Capital Fund - Tangible Capital Assets Purchased from Local Capital	5,598,301	554,274
Total Budget Bylaw Amount	201,292,491	184,565,102



HIGHLIGHTS FROM BUDGET ADVISORY COMMITTEE

- Regular enrollment was 82 FTE less than preliminary projections. At the same time, Special Needs enrollment increased by 70 FTE
- Wage & Settlement Funding
- Early Learning District Principal (Grant)
- Schools & Indigenous Ed Surplus Carry Forward
- Capital Cost Sharing

REVENUE CHANGES

(\$000s)

	Operating Grant	Other MoEd Funding	Other Revenue	Total Revenues
Enrolment	\$ 816			\$ 816
Labour Settlement Funding	5,171	-		5,171
Other MoEd Funding	(71)	\$ -		(71)
Other Revenues				
International Students			\$ 230	230
ITA Funding			(40)	(40)
Tripartite Transportation Income			(91)	(91)
Investment Income			705	705
Rental Income			13	13
Other Income			63	63
	\$ 5,916	\$ -	\$ 880	\$ 6,796

WAGES & BENEFIT CHANGES

(\$000s)

	Teachers	EAs	Support	PVP / Other Prof	Subs	Benefits	Total Sal & Ben
<u>Wages & Benefits:</u>							
Enrolment	\$ 755	\$ 750	\$ -	\$ -	\$ -	\$ 401	\$ 1,906
Staffing Changes	(284)	(451)	60	(358)	-	(238)	(1,270)
Holdback Funding	(113)	-	-	-	-	(27)	(141)
Wage/Collective Agree. Incr.	3,148	629	633	325	214	783	5,732
Indigenous Ed.	(34)	-	-	-	(6)	(9)	(49)
School Budgets	407	-	196	-	-	140	743
Budget Adjustments	7	-	(30)	(15)	-	(8)	(46)
Staff Replacement Increases	-	-	-	-	237	23	260
Benefit Rate Changes	-	-	-	-	-	(175)	(175)
	\$ 3,886	\$ 928	\$ 860	\$ (48)	\$ 445	\$ 889	\$ 6,960

SUPPLIES & SERVICES CHANGES

(\$000s)

	Services	Transportation	Pro-D & Travel	Utilities	Dues & Fees	Insurance	Supplies	Total Serv. & Suppl.
Supplies & Services:								
School Budgets:								
Enrolment and Division decreases							\$ (15)	\$ (15)
Allocated to staffing							(523)	(523)
School Surpluses increase in use	\$ 103	\$ 6	\$ 20				288	417
International Student increases							122	122
Indigenous Ed funding increases	5	1	20				371	397
One Time Project Costs:								
Staff Recruiting Contract	35							35
Integrated Arts Consultant	20							20
Utilities recovery				\$ (25)				(25)
Cessna renovations							87	87
District Budgets:								
SLP & Pysch Ed contracts	302							302
International Student Recruiting	60						2	62
Careers enrolment					\$ (77)		4	(73)
Curriculum adjustments	49		(60)				16	5
Fuel for busses							104	104
Other	33		6		2		36	77
	\$ 607	\$ 7	\$ (14)	\$ (25)	\$ (75)	\$ -	\$ 492	\$ 992

CAPITAL EXPENDITURES

	Priorities	Savings	Preliminary Budget	Amended Budget
Deferred from 20/21 & 21/22:				
Transit Van-Electrical	\$ 61,000		\$ 61,000	\$ 57,000
Transit Van-Grounds	68,000		68,000	68,000
Transit Van-Carpentry	73,274		73,274	89,000
Scissor Lift	0		0	15,000
Scheduled:				
1.5 Ton Truck with Blade	104,000	\$ (104,000)	0	0
Bobcat	86,000		86,000	85,000
Truck-Maintenance	55,000		55,000	51,000
Auto Scrubbers x 3	65,000		65,000	65,000
Thumb Attachment for Backhoe	9,000		9,000	9,000
Scissor Lift Trailer	15,000		15,000	16,000
Sander	7,000		7,000	7,000
Bus Hoist	115,000		115,000	108,000
Sub-Total	658,274	(104,000)	554,274	570,000
Tfr from Local Capital for Deferred Vehicles	(202,274)		(202,274)	(73,274)
	\$ 456,000	\$ (104,000)	\$ 352,000	\$ 496,726

OPERATING BUDGET COMPARISON - Summary

	Revenues	Expenses	Capital	Surplus (Deficit)
Preliminary 22/23 Budget	\$ 155,886,319	\$ (156,334,319)	\$ (352,000)	\$ (800,000)
Changes				
Enrolment	775,118	(1,891,175)		(1,116,057)
Labour Settlement Funding	5,171,213			5,171,213
Other MoEd Funding	(70,597)			(70,597)
Other Revenues	649,402	(87,480)		561,922
Wage/Collective Agree. Incr.		(5,731,856)		(5,731,856)
Staffing Changes		1,270,108		1,270,108
Contracted Staffing		(302,020)		(302,020)
International Program	230,000	(183,678)		46,322
Benefit Rates		174,990		174,990
Indigenous Ed.	40,690	(348,308)		(307,618)
Substitutes		(260,095)		(260,095)
School Budgets		(636,518)		(636,518)
Department Supplies Changes		(97,504)		(97,504)
Holdback Funding	-	140,595		140,595
Capital	-	-	(144,726)	(144,726)
Amended 22/23 Budget	\$ 162,682,145	\$ (164,287,260)	\$ (496,726)	\$(2,101,841)
Indigenous Program Surplus Carry Forward				625,452
School Surpluses				916,769
Budgeted Surplus (Deficit), for the Year				\$ (559,620)

RESERVE SUMMARY

	Ending Balance Jun.30/19	Ending Balance Jun.30/20	Ending Balance Jun.30/21	Ending Balance Jun.30/22	2022/23 Budget		Budgeted Balance Jun.30/23
					Surplus (Deficit)	Transfers	
Unrestricted Surplus	2,208,342	1,969,168	1,729,699	3,641,106	(559,620)	(73,274)	3,008,212
Restricted Local Capital	1,293,334	2,293,334	5,028,301	5,028,301	0	(5,028,301)	0
	3,501,676	4,262,502	6,758,000	8,669,407	(559,620)	(5,101,575)	3,008,212

Per [Policy 611 – Accumulated Operating Surplus](#): “The Board will attempt to maintain a contingency reserve of 3.5 percent of annual operating expenses.”

$$\text{Current Reserve: } \frac{\$3,008,212}{\$164,287,260} = 1.87\%$$

When districts are looking at new school builds, the Ministry of Education and Child Care will often look to surpluses for contribution to the project.



FUND ACCOUNTING

Operating Funds



Instruction
School & District Administration
Operations & Maintenance
Transportation

Special Purpose Funds



Funds provided by a third party for the sole purpose to carry out a function or activity, e.g. school generated funds, scholarships, ministry-designated activities.

Capital Funds



For the purpose of acquiring land, buildings, and major equipment.

SPF CHANGES FROM PRELIMINARY BUDGETS

Special Purpose Funds Summary of Changes to Funding			
<u>Fund</u>	2022-23 Preliminary	Change	2022-23 Amended
Annual Facilities Grant	\$ 456,531	\$ 86	\$ 456,617
Learning Improvement Fund	518,027	\$ -	518,027
School Trust & Scholarship Funds	3,008,500	16,500	3,025,000
Early Learning Funds	273,000	\$ 285,650	558,650
French Language (OLEP)	167,965	4,658	172,623
Community Link	728,611	-	728,611
Classroom Enhancement Funds	10,530,554	675,932	11,206,486
Mental Health Initiatives	-	51,000	51,000
Family Affordability	-	1,526,471	1,526,471
Other	-	94,263	94,263
	\$ 15,683,188	\$ 2,654,560	\$ 18,337,748

CAPITAL FUND CHANGES

Capital Fund Summary of Changes			
<u>Expenditure</u>	2022-23 Preliminary	Change	2022-23 Amended
Net Amortization Expense	\$ 1,170,277	\$ 99,974	\$ 1,270,251
Tangible Capital Assets - <u>Purchased from Local Capital</u>			
Capital Cost Sharing	-	5,028,301	5,028,301
Capital Expenditures	554,274	15,726	570,000
	\$ 554,274	\$ 5,044,027	\$ 5,598,301

Amended Annual Budget

School District No. 33 (Chilliwack)

June 30, 2023

School District No. 33 (Chilliwack)

June 30, 2023

Table of Contents

Bylaw	1
Amended Annual Budget - Revenue and Expense - Statement 2	2
Amended Annual Budget - Changes in Net Financial Assets (Debt) - Statement 4	4
Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund - Schedule 1	5
Amended Annual Budget - Operating Revenue and Expense - Schedule 2	6
Schedule 2A - Amended Annual Budget - Schedule of Operating Revenue by Source	7
Schedule 2B - Amended Annual Budget - Schedule of Operating Expense by Object	8
Schedule 2C - Amended Annual Budget - Operating Expense by Function, Program and Object	9
Amended Annual Budget - Special Purpose Revenue and Expense - Schedule 3	11
Schedule 3A - Amended Annual Budget - Changes in Special Purpose Funds	12
Amended Annual Budget - Capital Revenue and Expense - Schedule 4	15

*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 2022/2023 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the 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 2022/2023.
3. The attached Statement 2 showing the estimated revenue and expense for the 2022/2023 fiscal year and the total budget bylaw amount of \$201,292,491 for the 2022/2023 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 2022/2023.

READ A FIRST TIME THE _____ DAY OF _____, 2023;

READ A SECOND TIME THE _____ DAY OF _____, 2023;

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

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 33 (Chilliwack) Amended Annual Budget Bylaw 2022/2023, adopted by the Board the _____ DAY OF _____, 2023.

Secretary Treasurer

School District No. 33 (Chilliwack)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2023

	2023 Amended Annual Budget	2023 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	14,749,500	14,830,600
Adult	38,125	49,000
Other	82,125	74,125
Total Ministry Operating Grant Funded FTE's	14,869,750	14,953,725
Revenues	\$	\$
Provincial Grants		
Ministry of Education and Child Care	174,063,808	165,225,559
Other	160,000	247,404
Federal Grants	3,260,000	2,985,000
Tuition	1,876,625	1,646,625
Other Revenue	3,223,089	2,931,123
Rentals and Leases	230,000	217,260
Investment Income	1,015,000	298,500
Amortization of Deferred Capital Revenue	8,990,302	8,841,080
Total Revenue	192,818,824	182,392,551
Expenses		
Instruction	157,993,084	147,484,190
District Administration	5,670,560	5,602,153
Operations and Maintenance	26,970,899	26,237,098
Transportation and Housing	5,059,647	4,687,387
Total Expense	195,694,190	184,010,828
Net Revenue (Expense)	(2,875,366)	(1,618,277)
Budgeted Allocation (Retirement) of Surplus (Deficit)	2,101,841	800,000
Budgeted Surplus (Deficit), for the year	(773,525)	(818,277)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(773,525)	(818,277)
Budgeted Surplus (Deficit), for the year	(773,525)	(818,277)

School District No. 33 (Chilliwack)

Amended Annual Budget - Revenue and Expense
Year Ended June 30, 2023

	2023 Amended Annual Budget	2023 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	164,287,260	156,334,319
Special Purpose Funds - Total Expense	19,261,617	15,780,392
Capital Fund - Total Expense	12,145,313	11,896,117
Capital Fund - Tangible Capital Assets Purchased from Local Capital	5,598,301	554,274
Total Budget Bylaw Amount	201,292,491	184,565,102

Approved by the Board

Signature of the Chairperson of the Board of Education	DRAFT	Date Signed
Signature of the Superintendent		Date Signed
Signature of the Secretary Treasurer		Date Signed

School District No. 33 (Chilliwack)

Amended Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2023

	2023 Amended Annual Budget	2023 Annual Budget
	\$	\$
Surplus (Deficit) for the year	<u>(2,875,366)</u>	<u>(1,618,277)</u>
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Local Capital	<u>(5,598,301)</u>	<u>(554,274)</u>
Total Acquisition of Tangible Capital Assets	<u>(5,598,301)</u>	<u>(554,274)</u>
Amortization of Tangible Capital Assets	<u>10,260,553</u>	<u>10,011,357</u>
Total Effect of change in Tangible Capital Assets	<u>4,662,252</u>	<u>9,457,083</u>
	<u>-</u>	<u>-</u>
(Increase) Decrease in Net Financial Assets (Debt)	<u><u>1,786,886</u></u>	<u><u>7,838,806</u></u>

School District No. 33 (Chilliwack)

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
Year Ended June 30, 2023

	Operating Fund	Special Purpose Fund	Capital Fund	2023 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	5,751,385	73,261	69,475,094	75,299,740
Changes for the year				
Net Revenue (Expense) for the year	(1,605,115)		(1,270,251)	(2,875,366)
Interfund Transfers				
Local Capital	(496,726)		496,726	-
Net Changes for the year	(2,101,841)	-	(773,525)	(2,875,366)
Budgeted Accumulated Surplus (Deficit), end of year	3,649,544	73,261	68,701,569	72,424,374

School District No. 33 (Chilliwack)

Amended Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2023

	2023 Amended Annual Budget	2023 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	156,248,813	150,616,311
Other	160,000	200,000
Tuition	1,876,625	1,646,625
Other Revenue	3,186,707	2,931,123
Rentals and Leases	230,000	217,260
Investment Income	980,000	275,000
Total Revenue	162,682,145	155,886,319
Expenses		
Instruction	139,317,664	132,160,329
District Administration	5,084,363	5,145,622
Operations and Maintenance	15,558,352	15,079,693
Transportation and Housing	4,326,881	3,948,675
Total Expense	164,287,260	156,334,319
Net Revenue (Expense)	(1,605,115)	(448,000)
Budgeted Prior Year Surplus Appropriation	2,101,841	800,000
Net Transfers (to) from other funds		
Local Capital	(496,726)	(352,000)
Total Net Transfers	(496,726)	(352,000)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 33 (Chilliwack)

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2023

	2023 Amended Annual Budget	2023 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	157,469,754	151,553,330
ISC/LEA Recovery	(2,640,377)	(2,356,455)
Other Ministry of Education and Child Care Grants		
Pay Equity	864,624	864,624
Funding for Graduated Adults	5,000	5,000
Student Transportation Fund	329,456	329,456
Support Staff Benefits Grant	213,356	213,356
FSA Scorer Grant	7,000	7,000
Total Provincial Grants - Ministry of Education and Child Care	156,248,813	150,616,311
Provincial Grants - Other	160,000	200,000
Tuition		
International and Out of Province Students	1,876,625	1,646,625
Total Tuition	1,876,625	1,646,625
Other Revenues		
Funding from First Nations	2,640,377	2,356,455
Miscellaneous		
Bus Fees	333,050	424,300
Energy Program	30,000	30,000
Other Miscellaneous	183,280	120,368
Total Other Revenue	3,186,707	2,931,123
Rentals and Leases	230,000	217,260
Investment Income	980,000	275,000
Total Operating Revenue	162,682,145	155,886,319

School District No. 33 (Chilliwack)

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2023

	2023 Amended Annual Budget	2023 Annual Budget
	\$	\$
Salaries		
Teachers	69,833,312	65,946,888
Principals and Vice Principals	9,250,933	9,279,996
Educational Assistants	14,563,453	13,635,708
Support Staff	15,106,634	14,246,462
Other Professionals	3,629,942	3,649,131
Substitutes	6,433,314	5,988,130
Total Salaries	118,817,588	112,746,315
Employee Benefits	28,122,983	27,233,771
Total Salaries and Benefits	146,940,571	139,980,086
Services and Supplies		
Services	4,689,747	4,082,524
Student Transportation	32,000	25,000
Professional Development and Travel	1,030,215	1,044,238
Rentals and Leases	25,000	25,000
Dues and Fees	267,774	343,046
Insurance	276,500	276,100
Supplies	8,558,453	8,066,325
Utilities	2,467,000	2,492,000
Total Services and Supplies	17,346,689	16,354,233
Total Operating Expense	164,287,260	156,334,319

School District No. 33 (Chilliwack)

Amended Annual Budget - Operating Expense by Function, Program and Object
 Year Ended June 30, 2023

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	56,827,999	885,256	4,500	712,424	-	4,456,685	62,886,864
1.03 Career Programs	87,885	-	-	782,138	58,344	514	928,881
1.07 Library Services	1,430,030	76,218	-	24,493	-	51,751	1,582,492
1.08 Counselling	2,270,637	-	-	-	-	22,739	2,293,376
1.10 Special Education	6,940,808	1,102,436	13,361,981	382,196	-	967,096	22,754,517
1.30 English Language Learning	1,080,588	136,103	-	-	-	6,239	1,222,930
1.31 Indigenous Education	973,086	174,988	1,196,972	10,450	97,240	169,728	2,622,464
1.41 School Administration	-	6,603,726	-	2,609,502	524,454	137,393	9,875,075
1.60 Summer School	117,766	-	-	-	-	-	117,766
1.61 Continuing Education	-	-	-	-	-	-	-
1.62 International and Out of Province Students	104,513	136,103	-	24,051	38,896	-	303,563
1.64 Other	-	-	-	75,590	-	-	75,590
Total Function 1	69,833,312	9,114,830	14,563,453	4,620,844	718,934	5,812,145	104,663,518
4 District Administration							
4.11 Educational Administration	-	-	-	-	751,809	-	751,809
4.40 School District Governance	-	-	-	-	173,809	-	173,809
4.41 Business Administration	-	136,103	-	654,065	1,356,628	687	2,147,483
Total Function 4	-	136,103	-	654,065	2,282,246	687	3,073,101
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration	-	-	-	93,236	480,074	-	573,310
5.50 Maintenance Operations	-	-	-	6,749,245	-	416,652	7,165,897
5.52 Maintenance of Grounds	-	-	-	770,329	-	30,574	800,903
5.56 Utilities	-	-	-	-	-	-	-
Total Function 5	-	-	-	7,612,810	480,074	447,226	8,540,110
7 Transportation and Housing							
7.41 Transportation and Housing Administration	-	-	-	184,967	148,688	-	333,655
7.70 Student Transportation	-	-	-	2,033,948	-	173,256	2,207,204
Total Function 7	-	-	-	2,218,915	148,688	173,256	2,540,859
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	69,833,312	9,250,933	14,563,453	15,106,634	3,629,942	6,433,314	118,817,588

School District No. 33 (Chilliwack)

Amended Annual Budget - Operating Expense by Function, Program and Object
 Year Ended June 30, 2023

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2023 Amended Annual Budget	2023 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	62,886,864	14,849,426	77,736,290	6,300,971	84,037,261	79,381,560
1.03 Career Programs	928,881	233,542	1,162,423	363,737	1,526,160	1,379,259
1.07 Library Services	1,582,492	376,607	1,959,099	125,554	2,084,653	2,218,765
1.08 Counselling	2,293,376	549,708	2,843,084	-	2,843,084	2,773,785
1.10 Special Education	22,754,517	5,708,994	28,463,511	832,783	29,296,294	27,585,765
1.30 English Language Learning	1,222,930	288,834	1,511,764	23,788	1,535,552	1,392,427
1.31 Indigenous Education	2,622,464	637,913	3,260,377	1,351,068	4,611,445	4,135,839
1.41 School Administration	9,875,075	2,157,542	12,032,617	245,063	12,277,680	12,262,214
1.60 Summer School	117,766	28,345	146,111	7,000	153,111	163,652
1.61 Continuing Education	-	-	-	3,000	3,000	3,000
1.62 International and Out of Province Students	303,563	67,927	371,490	429,500	800,990	728,055
1.64 Other	75,590	25,644	101,234	47,200	148,434	136,008
Total Function 1	104,663,518	24,924,482	129,588,000	9,729,664	139,317,664	132,160,329
4 District Administration						
4.11 Educational Administration	751,809	152,237	904,046	161,060	1,065,106	1,051,308
4.40 School District Governance	173,809	9,705	183,514	263,459	446,973	419,609
4.41 Business Administration	2,147,483	454,755	2,602,238	970,046	3,572,284	3,674,705
Total Function 4	3,073,101	616,697	3,689,798	1,394,565	5,084,363	5,145,622
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	573,310	119,188	692,498	221,120	913,618	870,999
5.50 Maintenance Operations	7,165,897	1,642,980	8,808,877	1,992,580	10,801,457	10,419,529
5.52 Maintenance of Grounds	800,903	207,874	1,008,777	367,500	1,376,277	1,297,165
5.56 Utilities	-	-	-	2,467,000	2,467,000	2,492,000
Total Function 5	8,540,110	1,970,042	10,510,152	5,048,200	15,558,352	15,079,693
7 Transportation and Housing						
7.41 Transportation and Housing Administration	333,655	71,046	404,701	115,560	520,261	461,529
7.70 Student Transportation	2,207,204	540,716	2,747,920	1,058,700	3,806,620	3,487,146
Total Function 7	2,540,859	611,762	3,152,621	1,174,260	4,326,881	3,948,675
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	118,817,588	28,122,983	146,940,571	17,346,689	164,287,260	156,334,319

School District No. 33 (Chilliwack)

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2023

	<u>2023 Amended Annual Budget</u>	<u>2023 Annual Budget</u>
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	15,930,235	12,724,488
Other		47,404
Federal Grants	3,260,000	2,985,000
Other Revenue	36,382	
Investment Income	35,000	23,500
Total Revenue	<u>19,261,617</u>	<u>15,780,392</u>
Expenses		
Instruction	18,675,420	15,323,861
District Administration	586,197	456,531
Total Expense	<u>19,261,617</u>	<u>15,780,392</u>
Budgeted Surplus (Deficit), for the year	<u>-</u>	<u>-</u>

School District No. 33 (Chilliwack)

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2023

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK
Deferred Revenue, beginning of year	\$ 129,580	\$ 1,244	\$ 2,536	\$ 318,699	\$ 1,178,431	\$ 22,134	34,056	\$ 20,777	\$ 5,748
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	456,617	518,027				224,000	49,000	172,623	728,611
Other				90,000	2,900,000				
Investment Income				5,000	30,000				
	456,617	518,027	-	95,000	2,930,000	224,000	49,000	172,623	728,611
Less: Allocated to Revenue									
Recovered	586,197	519,271	2,536	95,000	3,200,000	246,134	83,056	193,400	734,359
Deferred Revenue, end of year	-	-	-	318,699	908,431	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	586,197	519,271	2,536			246,134	83,056	193,400	734,359
Federal Grants				90,000	3,170,000				
Other Revenue									
Investment Income				5,000	30,000				
	586,197	519,271	2,536	95,000	3,200,000	246,134	83,056	193,400	734,359
Expenses									
Salaries									
Teachers								52,731	
Principals and Vice Principals									
Educational Assistants		404,808							556,581
Support Staff						169,857			
Other Professionals									
Substitutes		5,384						2,637	
	-	410,192	-	-	-	169,857	-	55,368	556,581
Employee Benefits		109,079				50,025		12,691	142,310
Services and Supplies	586,197		2,536	95,000	3,200,000	26,252	83,056	125,341	35,468
	586,197	519,271	2,536	95,000	3,200,000	246,134	83,056	193,400	734,359
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 33 (Chilliwack)

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2023

	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	Federal Safe Return to Class / Ventilation Fund	Seamless Day Kindergarten	Student & Family Affordability
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year		41,188		273,425	51,762	3,691	207,071	49,800	
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	390,638	10,685,276	130,572		51,000	11,250		55,400	1,526,471
Other									
Investment Income									
	390,638	10,685,276	130,572	-	51,000	11,250	-	55,400	1,526,471
Less: Allocated to Revenue	390,638	10,685,276	130,572	77,117	102,762	14,941	207,071	105,200	1,526,471
Recovered		41,188							
Deferred Revenue, end of year	-	-	-	196,308	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	390,638	10,685,276	130,572	77,117	102,762	14,941	207,071	105,200	1,526,471
Federal Grants									
Other Revenue									
Investment Income									
	390,638	10,685,276	130,572	77,117	102,762	14,941	207,071	105,200	1,526,471
Expenses									
Salaries									
Teachers		8,559,506							
Principals and Vice Principals	95,272								
Educational Assistants									
Support Staff	70,438							93,578	
Other Professionals	10,945								
Substitutes	149,798		105,242						
	326,453	8,559,506	105,242	-	-	-	-	93,578	-
Employee Benefits	40,015	2,125,770	25,330					11,622	
Services and Supplies	24,170			77,117	102,762	14,941	207,071		1,526,471
	390,638	10,685,276	130,572	77,117	102,762	14,941	207,071	105,200	1,526,471
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 33 (Chilliwack)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2023

	JUST B4	SEY2KT (Early Years to Kindergarten)	ECL Early Care & Learning	After School Sports Initiative	Miscellaneous Grants	TOTAL
	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year				11,971	36,382	2,388,495
Add: Restricted Grants						
Provincial Grants - Ministry of Education and Child Care	25,000	19,000	175,000	94,263		15,312,748
Other						2,990,000
Investment Income						35,000
	25,000	19,000	175,000	94,263	-	18,337,748
Less: Allocated to Revenue	25,000	19,000	175,000	106,234	36,382	19,261,617
Recovered						41,188
Deferred Revenue, end of year	-	-	-	-	-	1,423,438
Revenues						
Provincial Grants - Ministry of Education and Child Care	25,000	19,000	175,000	106,234		15,930,235
Federal Grants						3,260,000
Other Revenue					36,382	36,382
Investment Income						35,000
	25,000	19,000	175,000	106,234	36,382	19,261,617
Expenses						
Salaries						
Teachers						8,612,237
Principals and Vice Principals			147,037			242,309
Educational Assistants						961,389
Support Staff						333,873
Other Professionals						10,945
Substitutes						263,061
	-	-	147,037	-	-	10,423,814
Employee Benefits			27,963			2,544,805
Services and Supplies	25,000	19,000		106,234	36,382	6,292,998
	25,000	19,000	175,000	106,234	36,382	19,261,617
Net Revenue (Expense)	-	-	-	-	-	-

School District No. 33 (Chilliwack)

Amended Annual Budget - Capital Revenue and Expense
Year Ended June 30, 2023

	2023 Amended Annual Budget			2023 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Ministry of Education and Child Care	1,884,760		1,884,760	1,884,760
Amortization of Deferred Capital Revenue	8,990,302		8,990,302	8,841,080
Total Revenue	10,875,062	-	10,875,062	10,725,840
Expenses				
Operations and Maintenance	1,884,760		1,884,760	1,884,760
Amortization of Tangible Capital Assets				
Operations and Maintenance	9,527,787		9,527,787	9,272,645
Transportation and Housing	732,766		732,766	738,712
Total Expense	12,145,313	-	12,145,313	11,896,117
Net Revenue (Expense)	(1,270,251)	-	(1,270,251)	(1,170,277)
Net Transfers (to) from other funds				
Local Capital		496,726	496,726	352,000
Total Net Transfers	-	496,726	496,726	352,000
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	5,598,301	(5,598,301)	-	
Total Other Adjustments to Fund Balances	5,598,301	(5,598,301)	-	
Budgeted Surplus (Deficit), for the year	4,328,050	(5,101,575)	(773,525)	(818,277)

BOARD OF EDUCATION

DECISION REPORT

DATE: January 17, 2023

TO: Board of Education

FROM: Rohan Arul-pragasam, Superintendent

RE: **2023 – 2024 DRAFT SCHOOL CALENDAR CONSULTATION**

RECOMMENDATION:

THAT the Board of Education approve the Draft 2023 – 2024 School Calendar as outlined for feedback from employees, parents/guardians/caregivers, and the public.

BACKGROUND:

The local school calendar for 2023 – 2024 school year will include a two-week spring break (March 18-28, 2024) and three (3) full days for student assessment/evaluation and parent/teacher consultation for the school year. In summary, the local school calendar for 2023 – 2024 in School District #33 (Chilliwack) will include the following:

- Total Days in session = 188.
- Total Days of instruction = 178.
- Two-week Spring Break.
- One Administration Day.
- Six Professional Days, including a School Based Professional Day. One of the remaining five professional days (excluding the provincial day), or the cumulative professional activities during the year amounting to one day will be focused on enhancing Indigenous student achievement *and* integrating Indigenous world views and perspectives into learning environments (as per the BC Calendar Regulations).
- One Early Dismissal after each of the two written learning updates and after the final summary of learning at the end of the year.
- Three days for Student Assessment/Evaluation and Parent/Teacher Consultation. These days will support student assessment/evaluation and parent/teacher consultation as per the Collective Agreement.

As per Section 87.01 (7) of the School Act and School Calendar Regulations, a Board of Education must make a proposed school calendar available to parents of students and representatives of employees of the Board of Education for feedback, at least one month prior to submission of the calendar to the Minister on March 31st.

Therefore, the proposed Local School Calendar, approved by the Board for feedback by employees, parents/guardians/caregivers, and the public will be:







- posted on the district website from January 18th to February 15th with a link to an online survey,
- online survey e-mailed to all parents/guardians/caregivers,
- information regarding survey advertised in the Progress Newspaper,
- information regarding the online survey e-mailed to all school sites to share with parents/guardians/caregivers and staff via school newsletters,
- copies of the survey will be made available at the Board office for parents/guardians/caregivers who prefer to provide feedback on paper.

CHILLIWACK SCHOOL DISTRICT

2023/2024 DRAFT SCHOOL CALENDAR

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						
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		

LEGEND	
	Instructional
	Non-Instructional
	Vacation Period
	Statutory Holiday
	National Day for Truth and Reconciliation
	Administration Day

SEPTEMBER						
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

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				

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

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
					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						

- CALENDAR INFORMATION**
- School Reopens = Sep 5
 - Thanksgiving Day = Oct 9
 - NID#1 (PROVINCIAL) = Oct 20
 - NID #2 = Nov 10
 - Last day in December = 22
 - First Day Back in January = 8
 - NID #3 = Feb 16 (District)
 - Family Day = Feb 19
 - Spring Break = Mar 18-29
 - Good Friday = March 29
 - Easter Monday = April 1
 - NID #4 = April 26 (CTA)
 - NID #5 = May 17
 - Victoria Day = May 20
 - Last day for Students = June 27
 - NID #6 = School Based Day (To be scheduled and published once the school calendar is approved)
 - NID #7,#8,#9 = Assessment and Evaluation Days (To be scheduled and published once the school calendar is approved)

JANUARY						
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			

FEBRUARY						
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		

MARCH						
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						

APRIL						
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				

MAY						
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	

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 **188**
INSTRUCTIONAL DAYS **178**



**Chilliwack
School District**

2023 - 2024 LOCAL SCHOOL CALENDAR SURVEY

We invite our community to provide feedback on our DRAFT Local School Calendar for the 2023 - 2024 school year. This survey will remain open from January 18 - February 15, 2023.

- **DRAFT 23 24 Calendar**

1. I am a:

- Parent/Guardian/Caregiver
- Employee - Teacher
- Employee - Support
- Employee - Excluded
- Grandparent of a student
- Student
- Other (please specify)

2. I support the proposed DRAFT 2023 - 2024 Local School Calendar

- Yes
- No

3. Please tell us why you support or do not support the proposed calendar.

4. Additional comments, questions or concerns:



Chilliwack
School District

Inviting Feedback: DRAFT 2023 - 2024 Local School Calendar

The Chilliwack Board of Education wishes to ensure that parents, employees, students, community members and partners are aware of the DRAFT 2023 - 2024 Local School Calendar. We invite you to complete a short survey to provide feedback.



Chilliwack Board of Education

To view the proposed calendar and access the survey, visit

www.sd33.bc.ca or scan the **QR code**.



QR Code

The survey is open **January 18, 2023 - February 15, 2023.**

BOARD OF EDUCATION

DECISION REPORT

DATE: January 17, 2023
TO: Board of Education
FROM: Heather Maahs, Trustee
RE: **DYSELXIA/LEARNING DISABILITIES FUNDING & POLICY**

RECOMMENDATION:

THAT the Board of Education request, in writing, that the Ministry of Education and Child Care allocate direct funding to the special needs category Q so that students with learning disabilities can have better access to resources,

and

THAT the Board of Education request, in writing, that the Ministry of Education and Child Care move toward making Policy to facilitate screening readers starting in Kindergarten, ensuring structured literacy is accessed in all schools (including mainstream, distributed learning and special education classrooms).

BACKGROUND:

This motion and rationale are advised by [Dyslexia BC](#), and by approving this motion, the Chilliwack Board of Education is taking a collective approach to increasing student success rates in public education.

Dyslexia and other learning disabilities (LD) are present in every classroom across the province.

Early intervention and access to resources is imperative for LD/Dyslexic students to reach their potential. In order to do this effectively, school districts need to start screening in kindergarten and using the Science of Reading (structured literacy). In February last year, the Ontario Human Rights Commission released a report on "The Right to Read; Public inquiry into human rights issues affecting students with reading disabilities;" BC has the exact same themes present, and we need to start moving deeper towards supporting fulsome, inclusive classrooms for learners with LD/Dyslexia.

By writing this letter, we are calling on the Ministry to: bring back a funded category for LD/Dyslexic students so that Districts are in a place where they can provide special needs services to our students within the UDL practice. Policy and direction from the Ministry so that a change to curriculum and instruction changes to evidence-based practice which includes structured literacy and literacy screening starting in kindergarten. Policy for screening and to use best practices (including structured

literacy) will support so this is done effectively and in a fashion that is similar across districts to ensure continuity and accountability in benchmark development that support the academic success of all students.

Benefits:

1. The system will flag reading disabilities and struggling students earlier;
2. Remediation for reading disabilities and struggling readers will be earlier;
3. Increased potential for all learners to reach their potential;
4. Less need for full diagnosis (Psycho Educational Assessments) to institute supports;
5. Cost savings overall and with an outcome of increased graduation rates as well as mental health, self-agency and self-regulation for students and families with students with learning disabilities

BOARD OF EDUCATION

DECISION REPORT

DATE: January 17, 2023
TO: Board of Education
FROM: Simone Sangster, Secretary Treasurer
RE: **POLICY 620: SIGNING AUTHORITIES (REVISED)**

RECOMMENDATION:

THAT the Board of Education approve revised Policy 620 – Signing Authorities as attached.

POLICY 620 SIGNING AUTHORITIES

1. Other than specific signing authorities articulated within this policy, the Secretary Treasurer in consultation with the Superintendent of Schools (“Superintendent”), is authorized to manage appropriate signing authorities for all departments and schools and establish clear administrative procedures regarding contracts and other legal documents requiring a single signature.

District Corporate Seal

2. Authority to affix the District Corporate Seal is restricted to the Superintendent and the Secretary Treasurer for use on corporate documentation including budgets, exempt staff contracts and property documents.

Signing Officers

3. The signing officers for execution of all documents requiring the district corporate seal shall be the Chair of the Board, or in the absence of the Chair, the Vice Chair; the Secretary Treasurer, or in the absence of the Secretary Treasurer, the Assistant Secretary Treasurer; and the Superintendent.

4. The Secretary Treasurer in consultation with the Superintendent, is authorized to specify through an administrative procedure, legal documents that require signatures of two officers of the Board.

5. For contracts and other legal documents requiring two officers of the Board, the signing officers shall be any two of the following: the Superintendent of Schools, the Secretary Treasurer or the Assistant Secretary Treasurer.

Electronic Signatures

6. The signatures on system produced cheques shall carry the electronic signatures of the Secretary Treasurer and a designated manager within the finance department.

7. The signature on system-produced purchase orders shall carry the electronic signature of the Secretary Treasurer.

POLICY 620 SIGNING AUTHORITIES

~~The Board designates the Superintendent of Schools (“Superintendent”) as its Chief Executive Officer and delegates to the Superintendent, the authority to establish the district’s signing authorities in consultation with the Secretary Treasurer~~

~~1. Other than specific signing authorities articulated within this policy, the Secretary Treasurer in consultation with the Superintendent of Schools (“Superintendent”), is authorized to manage appropriate signing authorities for all departments and schools and establish clear administrative procedures regarding same, contracts and other legal documents requiring a single signature.~~

District Corporate Seal

~~2. Authority to affix the District Corporate Seal is restricted to the Superintendent and the Secretary Treasurer for use on corporate documentation including budgets, exempt staff contracts and property documents.~~

Signing Officers

~~3. The signing officers for execution of all documents requiring the district corporate seal shall be the Chair of the Board, or in the absence of the Chair, the Vice Chair; the Secretary Treasurer, or in the absence of the Secretary Treasurer, the Assistant Secretary Treasurer; and the Superintendent.~~

Documents Requiring an Officer of the Board

~~4. The Secretary Treasurer in consultation with the Superintendent, is authorized to specify through an administrative procedure, legal documents that require signatures of two officers of the Board.~~

~~5. For contracts and other legal documents requiring an two officers of the Board, the signing officers shall be any two of the following: the Superintendent of Schools, the Secretary Treasurer or the Assistant Secretary Treasurer.~~

Electronic Signatures

~~6. The signatures on system produced cheques shall carry the electronic signatures of the Secretary Treasurer and a designated manager within the finance department.~~

~~7. The signature on system-produced purchase orders shall carry the electronic signature of the Secretary Treasurer.~~

Minutes



REPORT OF THE EDUCATION POLICY ADVISORY COMMITTEE

Meeting Held May 30, 2022 – 6:00 p.m.

Via Zoom

Attendance:

David Swankey	Trustee
Willow Reichelt	Trustee
Sharon Bernard	CPVPA
Noel Sharman	CPVPA
Niki Wiens	Management Group
Britt Hailstone	CTA
Lorie McLaren	CUPE
Loren Muth	Indigenous Education AC
Jessica Clarke	DPAC
Meghan Martel Reid	DPAC
Ella Chen	Student, CSS
Mattia De Coene	Student, CSS

Staff:

Rohan Arul-pragasam	Superintendent
Lisa Champagne	Executive Assistant

Regrets: Alexis Stollings, Student, SSS

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

Moved by: Jessica Clarke

Seconded by: Meghan Martel Reid

THAT the Agenda be approved as circulated.

CARRIED

OLD BUSINESS

3. POLICY 382 LIBRARY LEARNING COMMONS

The committee reviewed this revised policy and suggested punctuation, capitalization and grammatical changes.

Moved by: Britt Hailstone

Seconded by: Megan Martel Reid

THAT “future-oriented” and “continuous” be removed from the first sentence of Policy.

CARRIED

Minutes



Chilliwack
School District

Moved by: Britt Hailstone
Seconded by: Jessica Clarke

THAT AMENDED Policy 382 – Library Learning Commons be referred to the Board of Education for approval

CARRIED

NEW BUSINESS

4. POLICY 312 SUPERVISION OF STUDENTS

The committee reviewed this policy and there was discussion regarding student supervision exceptions. It was clarified by staff that this will be addressed in the Administrative Procedure Manual.

Moved by: Loren Muth
Seconded by: Jessica Clarke

THAT Policy 312 – Supervision of Students be referred to the Board of Education for approval.

CARRIED

ADJOURNMENT 6:22 p.m.

BOARD OF EDUCATION

DECISION REPORT

DATE: January 17, 2023
TO: Board of Education
FROM: Rohan Arul-pragasam, Superintendent
RE: **POLICY 382: LIBRARY LEARNING COMMONS**

RECOMMENDATION:

THAT the Board of Education reaffirm Policy 382 Library Learning Commons - ([604 Library Learning Commons](#)) as presented. This policy was presented to the Education Policy Advisory Committee in its draft form at its May 11, 2022 meeting.

BACKGROUND:

These policy revisions continue the work that was commenced in 2020 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 382 LIBRARY LEARNING COMMONS

The Library Learning Commons (LLC) are physical and virtual learning hubs of schools where students and staff collaborate on inquiry, project/problem-based learning experiences, experimentation, and innovation to enhance critical thinking, creativity, and communication.

Library Learning Commons resources and programming will include social consideration principles of promoting diversity and human rights, incorporating diverse racial backgrounds and lived experiences, demonstrating equity, reflecting First Nations and BIPOC voices, and providing an appropriate context for complex issues all while highlighting the importance of having an awareness of personal bias.

Library Learning Commons should feature dynamic programming in order to foster innovative and inclusive opportunities to support student learning and success.

POLICY 382 LIBRARY LEARNING COMMONS

~~The Board of Education believes that a school Library Learning Commons is an essential component of student learning and achievement. It is the goal of the Board to create equitable access, resources, staffing and budgets across school sites.~~

~~The Library Learning Commons (LLC) are future-oriented physical and virtual learning hubs of schools where students and staff collaborate on continuous inquiry, project/problem-based learning experiences, experimentation, and innovation to enhance critical thinking, creativity, and communication.~~

~~Library Learning Commons resources and programming will include social consideration principles of promoting diversity and human rights, incorporating diverse racial backgrounds and lived experiences, demonstrating equity, reflecting of First Nations and BIPOC voices, and providing an appropriate context for complex issues all while highlighting the importance of having an awareness of personal bias.~~

~~The Board believes that school Library Learning Commons should feature flexible spaces and dynamic programming in order to foster innovative and inclusive opportunities to support for student learning, and success achievement.~~

BOARD OF EDUCATION

DECISION REPORT

DATE: January 17, 2023
TO: Board of Education
FROM: Rohan Arul-pragasam, Superintendent
RE: **POLICY 312: SUPERVISION OF STUDENTS**

RECOMMENDATION:

THAT the Board of Education reaffirm Policy 312 Supervision of Students - ([512 Supervision of Students](#)) as presented. This policy was presented to the Education Policy Advisory Committee in its draft form at its May 11, 2022 meeting.

BACKGROUND:

These policy revisions continue the work that was commenced in 2020 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 312 SUPERVISION OF STUDENTS

The Board expects all students to be supported by adult supervision at all times. The principal will ensure that the school code of conduct is regularly reviewed with students and parents/guardians/caregivers.

School personnel are expected to act as reasonable and prudent adults in providing for the safety of students, and conscientious supervision of students is mandatory at all times, including during all co-curricular and extra-curricular field trips.

Levels of supervision will take into consideration the number of children, the activity being supervised, the age of the students, the configuration of the area to be supervised and the enforcement of safety rules.

During school hours or while engaging in school sponsored activities, students will be released only with parent/guardian/caregiver permission.

Parents/Guardians/Caregivers will be advised of school sponsored activities occurring after regular school hours and will be informed that students will be dismissed from the activity in a manner similar to a regular dismissal.

POLICY 312 SUPERVISION OF STUDENTS

~~The Board, its principals, vice-principals, its teachers and staff have a responsibility to supervise students in attendance at school.~~

~~The Board expects all students to be under assigned adult supervision at all times when they are in school, on school grounds during school operating hours, engaged in school-sponsored activities or while being transported in school arranged transportation. Parents will be advised of the school's operating hours and when supervision is normally provided for students. Parents will also be advised of any unique circumstances or specific program requirements.~~

The Board expects all students to be supported by adult supervision at all times. The principal will ensure that The Board through its schools' Code of Conduct will ensure that the school code of conduct rules including those addressing safety are regularly reviewed with students and parents/guardians/caregivers.

School personnel are expected to act as reasonable and prudent adults in providing for the safety of students, and conscientious supervision of students is mandatory at all times, including during all co-curricular and extra-curricular field trips.

~~Supervisors are justified in using reasonable physical restraint measures as long as the force used does not exceed what is appropriate under the circumstances, there is no intent to injure the child and the supervisor acts in good faith.~~

Levels of supervision will take into consideration the number of children, the activity being supervised, the age of the students, the configuration of the area to be supervised and the enforcement of safety rules.

During school hours or while engaging in school sponsored activities, students will be released only with parent/guardian/caregiver permission.

Parents/Guardians/Caregivers will be advised of school sponsored activities occurring after regular school hours and will be informed that students will be dismissed from the activity in a manner similar to a regular dismissal.

Minutes



REPORT OF THE EDUCATION POLICY ADVISORY COMMITTEE

Meeting Held December 12, 2022 – 6:00 p.m.

Via Zoom

Attendance:	David Swankey	Trustee
	Willow Reichelt	Trustee
	Teri Westerby	Trustee
	Sharon Bernard	CPVPA
	Noel Sharman	CPVPA
	Niki Wiens	Management Group
	Reid Clark	CTA
	Britt Hailstone	CTA
	Lorie McLaren	CUPE
	Jessica Clarke	DPAC
	Maddy Goertzen	Student, CSS
	Linda Barito	Student, CSS
	Claire Pinckney	Student, SSS
Staff:	Rohan Arul-pragasam	Superintendent
	Gerry Slykhuis	Secretary Treasurer
	Lisa Champagne	Executive Assistant

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

Moved by: General Consensus

THAT the Agenda be approved as circulated.

CARRIED

NEW BUSINESS

3. POLICY 210 PRIVACY

The committee reviewed this draft policy and suggested changes.

Moved by: Trustee Teri Westerby

Seconded by: Niki Wiens

THAT revised Policy 210 Privacy be referred to the Board of Education for approval.

CARRIED

4. POLICY 380 LEARNING RESOURCES

The committee reviewed this revised policy and suggested changes.

It was recommended that staff review Policy 380 Learning Resources considering all feedback from the committee and make adjustments prior to its return to the next Education Policy Advisory Committee meeting.

CARRIED

ADJOURNMENT 7:24 p.m.

DRAFT

BOARD OF EDUCATION

DECISION REPORT

DATE: January 17, 2023
TO: Board of Education
FROM: Rohan Arul-pragasam, Superintendent
RE: **POLICY 210: PRIVACY**

RECOMMENDATION:

THAT the Board of Education approve Policy 210 - Privacy as presented. This policy was presented to the Education Policy Advisory Committee in its draft form at its December 13, 2022, meeting.

BACKGROUND:

The Provincial Government recently approved an [Order in Council](#) which will bring into force [Freedom of Information and Protection of Privacy Act](#) (FOIPPA) section 36.2 - Privacy Management Programs and section 36.3 - Mandatory Privacy Breach Notifications on February 1, 2023.

First announced as part of the [fall of 2021 amendments](#) to FOIPPA, as of February 1st public bodies must:

1. Notify individuals and the Office of the Information and Privacy Commissioner (OIPC) when there has been a privacy breach that could result in significant harm, such as identity theft or financial loss.
2. Put into place a privacy management program to encourage accountability and transparency in how public bodies manage and protect personal information.

Policy 210 – Privacy and Accompanying Administrative Procedures ensures that district staff uphold the privacy, confidentiality, and appropriate use of personal information in compliance with the School Act, British Columbia Freedom of Information and Protection of Privacy Act (FIPPA).

POLICY 210 PRIVACY

The Board, District and all staff shall uphold the privacy, confidentiality, and appropriate use of personal information in compliance with the *School Act*, British Columbia *Freedom of Information and Protection of Privacy Act (FIPPA)* and the District's privacy policies and procedures by adhering to the following principles:

- being open and transparent about the purposes for which personal information may be collected and used by the District.
- collecting and using personal information only as necessary to carry out the District's authorized programs and activities.
- sharing personal information internally with staff only on a need to know basis, as outlined in the District's administrative procedures.
- sharing personal information with third parties only with the knowledge and consent of affected individuals, unless otherwise authorized or required under *FIPPA*, the *School Act* or other applicable laws.
- ensuring personal information is protected against unauthorized access, use, disclosure, loss, or destruction.
- complying with *FIPPA* and District procedures for the accuracy, protection, use, disclosure, storage, retrieval, correction, and appropriate use of personal information.

The Board strives to be open and transparent with the community about its programs and activities and has processes in place to support the timely response to access requests submitted under *FIPPA* and the proactive release of information of interest to the community.

The Secretary Treasurer is responsible to act as Privacy Officer for the District and may designate this responsibility to other School District personnel. The Privacy Officer is responsible for ensuring compliance with the District's privacy policies and administrative procedures, *FIPPA* and the *School Act*.

The District will respond to and, where appropriate, investigate, all complaints that it receives under this policy.

Definitions:

- Personal Information – any recorded information about an identifiable individual that is within the control of the District and includes information about any student or staff. Personal information does not include an individual's business contact information.
- Staff – the employees, contractors, and volunteers of the District.
- Records – any paper or electronic media used to store or record information, including all paper and electronic records, books, documents, photographs, audio or visual

Related Legislation: Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. Part 3; School Act, R.S.B.C. 1996, c. 412 sections 9, 79(3); Student Records Disclosure Order(M14/91)

Related Contract Article: Nil

Adopted: xxxx

Amended: xxxx

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



recordings, computer files, email and correspondence; but does not include a computer program or other mechanism that produces records.

DRAFT

Related Legislation: Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. Part 3; School Act, R.S.B.C. 1996, c. 412 sections 9, 79(3); Student Records Disclosure Order(M14/91)

Related Contract Article: Nil

Adopted: xxxx

Amended: xxxx

POLICY 210 PRIVACY

The Board, District and all staff shall uphold the privacy, confidentiality, and appropriate use of personal information in compliance with the *School Act*, British Columbia *Freedom of Information and Protection of Privacy Act (FIPPA)* and the District's privacy policies and procedures by adhering to the following principles:

- being open and transparent about the purposes for which personal information may be collected and used by the District.
- collecting and using personal information only as necessary to carry out the District's authorized programs and activities.
- sharing personal information internally with staff only on a need to know basis, [as outlined in the District's administrative procedures.](#)
- sharing personal information with third parties only with the knowledge and consent of affected individuals, unless otherwise authorized or required under *FIPPA*, the *School Act* or other applicable laws.
- ensuring personal information is protected against unauthorized access, use, disclosure, loss, or destruction.
- complying with *FIPPA* and District procedures for the accuracy, protection, use, disclosure, storage, retrieval, correction, and appropriate use of personal information.

The Board strives to be open and transparent with the community about its programs and activities and has processes in place to support the timely response to access requests submitted under *FIPPA* and the proactive release of information of interest to the community.

The Secretary Treasurer is responsible to act as Privacy Officer for the District and may designate this responsibility to other School District personnel. The Privacy Officer is responsible for ensuring compliance with the District's privacy policies and administrative procedures, *FIPPA* and the *School Act*.

The District will respond to and, where appropriate, investigate, all complaints that it receives under this policy.

Definitions:

- Personal Information – any recorded information about an identifiable individual that is within the control of the District and includes information about any student or staff. Personal information does not include an individual's business contact information.
- Staff – the employees, contractors, and volunteers of the District.
- Records – any paper or electronic media used to store or record information, including all paper and electronic records, books, documents, photographs, audio or visual

Related Legislation: Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. Part 3; School Act, R.S.B.C. 1996, c. 412 sections 9, 79(3); Student Records Disclosure Order(M14/91)

Related Contract Article: Nil

Adopted: xxxx

Amended: xxxx

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



recordings, computer files, email and correspondence; but does not include a computer program or other mechanism that produces records.

DRAFT

Related Legislation: Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. Part 3; School Act, R.S.B.C. 1996, c. 412 sections 9, 79(3); Student Records Disclosure Order(M14/91)

Related Contract Article: Nil

Adopted: xxxx

Amended: xxxx

ADMINISTRATIVE PROCEDURE 4XX.1 PERSONAL INFORMATION MANAGEMENT PROGRAM

The District expects all staff to follow information management practices that ensure compliance with the Freedom of Information and Privacy Policy Act (*FIPPA*) and other applicable laws. Staff are responsible for:

- making reasonable efforts to familiarize themselves with *FIPPA* and the District's privacy policies and administrative procedures, which includes participating in privacy training offered by the District.
- following responsible information management practices to ensure that the District collects, uses, and discloses personal information in compliance with *FIPPA* and other applicable laws.
- protecting personal information against unauthorized collection, use, and disclosure, including limiting the sharing of sensitive personal information on a need-to-know basis.
- following procedures that facilitate the appropriate release of records within the District's custody or control in response to access requests received from members of the community under *FIPPA*.
- following District procedures for the completion of Privacy Impact Assessments (PIAs).
- reporting privacy breaches in accordance with District procedures.

Definitions

- Consent – express written consent to the collection, use or disclosure of personal information.
- Personal Information – any recorded information about an identifiable individual that is within the control of the District and includes information about any student or staff. Personal information does not include an individual's business contact information.
- Privacy Breach – the theft or loss of, or the collection, use or disclosure of personal information not authorized by *FIPPA*, and includes cyber and ransomware attacks and other situations where there are reasonable grounds to believe that any such unauthorized activities have taken place or there is a reasonable belief that they will take place.
- Privacy Impact Assessments - an in-depth review of any new or significantly revised initiative to ensure that all collection, use, disclosure, protection and processing of personal information by the District is compliant with *FIPPA*.
- Privacy Officer – the Secretary Treasurer or designate.
- Records – any paper or electronic media used to store or record information, including all paper and electronic records, books, documents, photographs, audio or visual recordings, computer files, email and correspondence; but does not include a computer program or other mechanism that produces records.

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

Administrative Procedure Manual

- Staff – the employees, contractors, and volunteers of the District.

Purposes for Collecting Personal Information

The purpose for which personal information is collected will be communicated at or before the time the information is collected, unless otherwise permitted or required by *FIPPA*.

Personal information about students and their parents/guardians/caregivers is authorized under the British Columbia *School Act* for the purposes of delivering and administering educational programs and activities. These purposes include:

- Registration, enrollment, and transfer of students.
- Providing and delivering educational programs and services.
- Accommodations for students with disabilities and diverse abilities. Accommodating students with special needs.
- Communicating with students and responding to inquiries or complaints.
- Preparing and providing assessments of student performance.
- Supervising and ensuring the safety and security of the District (such as the use of video surveillance).
- Investigating and responding to accidents, safety events, misconduct and similar incidents.
- Ensuring compliance with applicable District bylaws, policies, administrative procedures and other laws.
- Completing all required reports and filings to the Ministry of Advanced Education and Skills Training.

Personal information of prospective, current, and former staff may be collected for purposes of managing and administering the employment relationship. These purposes include:

- Hiring and recruitment.
- Managing and administering the employment relationship.
- Communicating with authorized union representatives.
- Administering employment compensation and benefits.
- Evaluating performance and managing disciplinary incidents.
- Supervising and ensuring the safety and security of the District (such as the use of video surveillance).
- Investigating and responding to accidents, safety events, misconduct, and similar incidents.
- Ensuring compliance with applicable school District policies and procedures, and other applicable laws.

Collection, Use and Disclosure of Personal Information

Personal information that is collected, utilized and disclosed will be limited to the following principles:

- The personal information is related to and necessary in order to carry out the District's programs and activities or for other purposes authorized by *FIPPA*.
- The personal information is collected by fair, lawful and transparent means, including collecting the personal information directly from the individual, except where otherwise authorized by *FIPPA*.
- Individuals are informed of the purposes for which their personal information is being collected, the legal authority for collecting it, and the name and contact information of someone at the District who can answer questions about the collection and use of the information.
- Internal and external use and sharing of personal information is limited to what is required and authorized by *FIPPA* or consented to by the individual.
- Personal information is used or disclosed only for the purpose for which it was collected, except with the individual's consent or as otherwise required or permitted by *FIPPA* or other laws.

Securing Personal Information

Personal information is protected by ensuring there are reasonable security safeguards in place which are appropriate to the sensitivity of the information. Such security safeguards shall include consideration of physical security, organizational security and electronic security.

All staff have a duty to protect the privacy and security of personal information collected and used by the District as part of their ongoing employment responsibilities, including complying with the District's privacy policy and procedures.

Training will be provided to all staff to ensure they have the requisite knowledge and to ensure compliance with this procedure and *FIPPA*.

Retention of Personal Information

Personal information will be retained for as long as necessary to satisfy its applicable operational, instructional, financial, and legal needs. Personal information that is no longer required for either administrative, operational, financial, legal, or historical purposes shall be securely destroyed in a confidential manner in accordance with District policies and approved record retention procedures.

Accuracy and Correction

Reasonable efforts shall be made to ensure the accuracy of the personal information that the District collects and uses in the course of performing their duties. Individuals have the right to request the correction of their personal information, and the District will receive and respond to such requests in accordance with *FIPPA* and the District's policies and procedures.

Access to Information

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

Administrative Procedure Manual



The District will make information available to the public as permitted or required under *FIPPA*. The Privacy Officer shall designate records that will be made available to the public without the need to make a formal request in accordance with *FIPPA*.

FIPPA provides all individuals with the right to request access to records in the District's custody or control by making a written request to the Privacy Officer. Requests must provide sufficient detail to allow the District to identify the records being requested. Individuals unable to make written requests should contact the Privacy Officer for assistance. Requests seeking access to information on behalf of another individual must be accompanied by an express written consent signed by the person whose information has been requested.

The Privacy Officer will then:

1. Acknowledge receipt of the request.
2. Determine whether information is routinely accessible.
3. Log the request, create a file and track records.
4. Determine whether fees are applicable or whether there will be a delay in responding and will proceed to notify the applicant of same.
5. Refer the request to the area responsible for the information to conduct a search for responsive records.
6. Determine whether information in the records falls under any exceptions in *FIPPA*.
7. Prepare a letter of response and records for disclosure to the applicant.

The District reserves the right to assess fees for processing access requests where permitted under *FIPPA*. No fees will be assessed for staff time in processing if it takes less than 3 hours of staff time to process a request, nor will fees be assessed when individuals make a request that is limited to records containing their own personal information.

The fees applicable to the processing of access requests are set out in Schedule 1 of the *Freedom of Information and Protection of Privacy Regulation*:
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/155_2012#Schedule1

Complaints and Inquiries

Questions or complaints about the District's privacy information management practices should be directed to the Privacy Officer at privacy@sd33.bc.ca. Response to all complaints will be in writing.

ADMINISTRATIVE PROCEDURE 4XX.2 PRIVACY IMPACT ASSESSMENTS

The *Freedom of Information and Protection of Privacy Act (FIPPA)* requires that Privacy Impact Assessments (PIAs) are conducted on any new or significantly revised initiative in order to identify and mitigate privacy risks that may arise and ensure that the privacy of individuals are appropriately protected.

Definitions

- Initiative – any enactment, system, project, program or activity of the District.
- Personal Information – any recorded information about an identifiable individual that is within the control of the District and includes information about any student or staff. Personal information does not include an individual's business contact information.
- Privacy Impact Assessment (PIA) – an in-depth review of any new or significantly revised initiative to ensure that the collection, use, disclosure, protection and processing of personal information by the District is compliant with *FIPPA*.
- Privacy Officer – the Secretary Treasurer or designate.
- Staff – the employees, contractors and volunteers of the District.
- Supplemental Review – an enhanced process for reviewing the privacy and data security measures in place when an initiative involves the storage of personal information outside of Canada.

Scope & Responsibility

This procedure applies to all new and significantly revised initiatives of the District.

Departments and management employees are responsible for planning and implementing new or significantly revised initiatives in accordance with the requirements of this procedure.

Responsibilities of the Privacy Officer

The Privacy Officer is responsible for ensuring that all PIAs and supplemental reviews are completed in accordance with the requirements of *FIPPA* and this procedure.

Responsibilities of All School District Staff

Any staff responsible for developing or introducing a new or significantly revised initiative that involves or may involve the collection, use, disclosure, or processing of personal information by the District must report that initiative to the Privacy Officer at an early stage of its development.

All staff will cooperate with the Privacy Officer and provide all requested information needed to complete the PIA and Supplementary Review, if deemed necessary.

The Role of the Responsible Employee

The Responsible Employee is the employee who is responsible for overseeing an initiative and will be indicated as such in the PIA. The Responsible Employee will:

- Ensure that new and significantly revised initiatives for which they are the responsible for are referred to the Privacy Officer for completion of a PIA.
- Support all required work necessary for the completion and approval of the PIA.
- Be familiar with and ensure that the initiative is carried out in compliance with the PIA.
- Request that the Privacy Officer make amendments to the PIA when required.

Initiatives involving the Storage of Personal Information outside of Canada

Employees may not engage in, or enter into a binding commitment to participate in, any new or significantly revised initiative that involves the storage of personal information outside of Canada until the Privacy Officer has completed and approved a PIA and supplemental review.

The Privacy Officer is responsible for determining whether a supplemental review is required in relation to any initiative.

The Privacy Officer is responsible for reviewing and approving all supplemental reviews and will consider the following risk factors:

- the likelihood that the initiative will give rise to an unauthorized, collection, use, disclosure or storage of personal information.
- the impact to an individual of an unauthorized collection, use, disclosure or storage of personal information.
- whether the personal information is stored by a service provider.
- where the personal information is stored.
- whether the Supplemental Review sets out mitigation strategies proportionate to the level of risk posted by the initiative.

Approval of a supplemental review by the Privacy Officer shall be documented in writing.

Contact Information

Questions or comments about this procedure may be addressed to the Privacy Officer.

ADMINISTRATIVE PROCEDURE 4XX.3 CRITICAL INCIDENT AND PRIVACY BREACH

The purpose of this procedure is to set out the District's process for responding to significant privacy breaches and to comply with its obligations under the *Freedom of Information and Protection of Privacy Act (FIPPA)*.

Definitions

- Personal Information – any recorded information about an identifiable individual that is within the control of the district and includes information about any student or staff. Personal information does not include an individual's business contact information.
- Privacy Breach – the theft or loss of, or the collection, use or disclosure of Personal Information not authorized by *FIPPA*, and includes cyber and ransomware attacks and other situations where there are reasonable grounds to believe that any such unauthorized activities have taken place or there is a reasonable belief that they will take place.
- Privacy Officer – the Secretary Treasurer or designate.
- Records – any paper or electronic media used to store or record information, including all paper and electronic records, books, documents, photographs, audio or visual recordings, computer files, email and correspondence. Does not include a computer program or other mechanism that produces records.
- Staff – the employees, contractors, and volunteers of the School District.

Responsibility of the Privacy Officer

The Privacy Officer is responsible for ensuring compliance with this procedure.

Responsibilities of Staff

All staff must, without delay, report all actual, suspected or expected privacy breach incidents of which they become aware in accordance with this procedure. If there is any question about whether an incident constitutes a privacy breach or whether the incident has occurred, staff should consult with the Privacy Officer.

All staff must fully cooperate in any investigation or response to a privacy breach incident. Any staff who knowingly refuses or neglects to report a privacy breach in accordance with this procedure may be subject to discipline.

Privacy Breach Response

1. Report and Contain

Upon discovering or learning of a privacy breach, all staff shall:

- Immediately report the breach to the Privacy Officer.
- Take any immediately available actions to stop or contain the breach, such as by:
 - isolating or suspending the activity that led to the breach
 - taking steps to recover personal information, records or affected equipment.
- Preserve any information or evidence related to the breach in order to support the district's incident response.

The Privacy Officer shall then implement all available measures to stop or contain the breach. Containing the breach shall be the first priority of the response, and all staff are expected to provide their full cooperation with such initiatives.

2. Assessment and Containment

The Privacy Officer shall take steps to contain the privacy breach by:

- Identifying the type and sensitivity of the personal information involved.
- Assessing the cause.
- Determining if additional steps are required to contain the breach.
- Identifying the individuals affected, or whose personal information may have been involved in the breach.
- Determining or estimating, if possible, the number of affected individuals and compiling a list of such individuals.
- making preliminary assessments of the types of harm that may flow from the breach.

The Privacy Officer, without delay, will assess whether the privacy breach could reasonably be expected to result in significant harm to individuals. This determination shall be made with consideration of the following categories of harm or potential harm:

- bodily harm
- humiliation
- damage to reputation or relationships
- loss of employment, business, or professional opportunities
- financial loss
- negative impact on credit record

- damage to, or loss of, property
- the sensitivity of the personal information involved
- the risk of identity theft

3. Notification

If the Privacy Officer determines that the privacy breach could reasonably be expected to result in significant harm to individuals, then the Privacy Officer shall make arrangements to:

- report the privacy breach to the Office of the Information and Privacy Commissioner.
- provide notice of the privacy breach to affected individuals, unless the Privacy Officer determines that providing such notice could reasonably be expected to result in grave or immediate harm to an individual's safety, physical or mental health, or threaten another individual's safety or physical or mental health.

If the Privacy Officer determines that the privacy breach does not give rise to a reasonable expectation of significant harm, then the Privacy Officer may still proceed with notification to affected individual if it is determined that notification would be in the public interest or if a failure to notify would be inconsistent with the district's obligations or undermine public confidence in the district.

Notifications of a privacy breach shall be made as soon as reasonably possible. If any law enforcement agencies are involved in the privacy breach incident, then notification may also be undertaken in consultation with such agencies.

4. Prevention

The Privacy Officer shall complete an investigation into the causes of each privacy breach incident reported under this procedure and shall implement measures to prevent recurrences of similar incidents.

Contact Information

Questions or comments about this procedure may be addressed to the Privacy Officer at privacy@sd33.bc.ca.

BOARD OF EDUCATION

DECISION REPORT

DATE: January 17, 2023
TO: Board of Education
FROM: Rohan Arul-pragasam, Superintendent
RE: **POLICY 341: TRUSTEE BURSARY**

RECOMMENDATION:

THAT the Board of Education abandon Policy 341 Trustee Bursary - ([232 Trustee Bursary](#)).

BACKGROUND:

Staff presented this policy to the Education Policy Advisory Committee for consideration at its April 11, 2022, meeting. At that meeting, the committee recommended that Policy 341 - Trustee Bursary (Policy 232-Trustee Bursary) be suspended until after the Board of Education elections occurring in November 2022. At its public meeting on June 14, 2022, the Board of Education approved a motion to suspend Policy 341 Trustee Bursary - (232 Trustee Bursary).

This policy is currently not implemented. No prior information is available, and it is key to note that this policy came in fruition November 2010. The last student award was in 2011, and the value of the award was \$400. Given that there has been only one bursary awarded and that there is no evidence this policy has been implemented since 2011, it is recommended that this policy be abandoned.

BOARD OF EDUCATION School District #33 (Chilliwack)

232 POLICY Trustee Bursary

In support of the district's aim to provide opportunities beyond graduation, trustees may contribute to an annual student bursary for one graduating student from each of the three high schools. A process for selection will be reviewed annually by the Trustee Bursary Committee.

Criteria: The Trustee Bursary will be offered to one graduating student from each of the three high schools (Chilliwack Secondary, Sardis Secondary and GW Graham Middle-Secondary Schools) to assist in the pursuit of post secondary education/training at the University of the Fraser Valley.

Students will apply in writing by March 4th of each year indicating:

- Current academic standing
- Future educational goals
- Summary of community, extra curricular & volunteer service
- A short story about personal determination and work ethic
- Statement of financial need

Applications should be forwarded to Trustee Bursary Committee c/o School District Administration Office, 8430 Cessna Drive, Chilliwack BC V2P 7K4.

Selection: A committee of two trustees, assigned annually by the Board Chair, and assisted by school-based educational staff, will review applications and select successful students. Presentations will be made by trustees at the school's awards ceremonies.

Payment: Funds will be held at the School District Office and will be paid to the successful students upon proof of registration in a post-secondary institution or apprenticeship program. Students will have two years following graduation to collect the funds. Unclaimed awards will be returned to the Trustee Bursary for distribution the following year.

Cross Refs:

Adopted: May 13, 2008, November 23, 2010
Reviewed:
Revised:

BOARD OF EDUCATION

INFORMATION REPORT

DATE: January 17, 2023
TO: Board of Education
FROM: David Swankey, Budget Advisory Committee Chair
RE: **BUDGET ADVISORY COMMITTEE REPORT**

The Board of Education will receive the Budget Advisory Committee Report of January 12, 2023.

Minutes



REPORT OF THE BUDGET ADVISORY COMMITTEE

Meeting Held Thursday, January 12, 2023 – 4:00 p.m.

School District Office

Attendance:

Committee Members:

David Swankey	Trustee (Chair)
Heather Maahs	Trustee
Richard Procee	Trustee
Danielle Bennett	Chilliwack Teachers' Association (CTA)
Tracey O'Hara	Canadian Union of Public Employees' (CUPE)
Niki Wiens	Management Group
Daisy Dai	Community Representative
Jaxon Sanderson	Student Representative – GWG
Constance Ngo	Student Representative – GWG
Karma Franklin	Student Representative – CSS
Fiona Mjekiqi	Student Representative – CSS
Selina Park	Student Representative – SSS

Staff:

Rohan Arul-pragasam	Superintendent
Simone Sangster	Secretary Treasurer
Mark Friesen	Assistant Secretary Treasurer
Kevin Josephson	Manager of Financial Reporting and Analytics
Talana McInally	Executive Assistant (Recorder)

Regrets:

Andrew Unruh	Community Representative
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Absent:

Gabe D'Archangelo	Chilliwack Principals' Vice Principals' Association (CPVPA)
Jessica Clarke	District Parent Advisory Committee (DPAC)
Gail Point	Indigenous Education Advisory Committee (IEAC)

1. Call to Order

Chair Swankey called the meeting to order at 4:01 p.m. – Welcome and Indigenous Land Acknowledgement.

2. **Approval of Agenda**

THAT the agenda be approved as circulated.
(*unanimous consent*)

CARRIED

3. **Approval of Minutes**

Mover: Danielle Bennett
Secunder: Tracey O'Hara

THAT the minutes of the October 27, 2022 meeting be approved as circulated.

CARRIED

4. **Committee Representation Update**

New staff and members to the committee were introduced and the Secretary Treasurer outlined the Terms of Reference for the committee.

5. **Amended Budget Cycle / Key Dates**

Mark Friesen, Assistant Secretary Treasurer, provided information and timelines regarding the Amended Budget process.

6. **2022/2023 Amended Annual Budget Review**

The Assistant Secretary Treasurer provided an overview of the Amended Budget in comparison to the Preliminary Budget. Explanation was provided for any significant changes to the budget since the Preliminary Budget was approved last Spring. T

The Amended Budget of \$201,292,491 will be presented to the Board of Education on January 17, 2023 for first reading.

7. **Adjournment**

The meeting was adjourned 5:12 p.m.

TRUSTEE REPORT

Trustee: Heather Maahs

Report Date: Jan 11th

NOTICE OF MOTION

THAT the Board of Education write a **PARENT/GUARDIAN RIGHTS** Policy.

Parental rights need to be enshrined in policy

This policy will also encompass the deleted policies, Volunteering and Home Schooling.

Rationale:

https://www2.gov.bc.ca/assets/gov/education/administration/legislation-policy/legislation/schoollaw/d/oic_128089.pdf

As outlined in the Ministry of Education's document entitled Mandate for Public Education,

"Parents have the right and responsibility to participate in the process of determining the educational goals, policies and services provided for their children. They have a primary responsibility to ensure that children are provided with the healthy and supporting environment necessary for learning. They have a responsibility to help shape and support the goals of the school system and to share in the tasks of educating their young."

TRUSTEE REPORT

Trustee: Willow Reichelt

Report Date: January 10, 2023

KEY ACTIVITIES SINCE LAST BOARD MEETING

- **December 8:** Leary Winterpalooza. The students did a great job caroling, and I got to eat popcorn (my favourite food).
- **December 15:** Cultus Lake Christmas Concert: The students persevered through technical difficulties and put on a great show!
- **January 9:** Vedder Elementary Visit: I got a tour of the school and got to see all sorts of great learning going on. The Vedder addition has created lots of flexible spaces and allowed for creative projects—for example, a writing room and a multipurpose room that was currently being used for working with clay with a visiting artist. I heard about the 90-day cycle literacy goal and saw reading groups in action. Thank you to Principal Wagner and Vedder staff and students for welcoming me into your school.

UPCOMING EVENTS OF INTEREST TO THE BOARD

- I have a BCSTA Board Chairs call on January 16. I will send a call summary to trustees via email.
- I will be attending the BCSTA Board Chairs and Joint Partners meetings on February 9 and 10. I will send notes to trustees via email.

TRUSTEE REPORT

Trustee: Bondar

Report Date: Jan 12

KEY ACTIVITIES SINCE LAST BOARD MEETING

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

- November 18: Speaker at 'Beautiful You' Friday night event for girls at GWG
- December 1-3: BCSTA Trustee Orientation and Trustee Academy
- December 6: Chair Vice-Chair weekly meeting
- December 8: Turkey Lunch at Bernard Elementary
- December 13: Learning Session: Competency Based IEP and FSA
- January 3: Chair/Vice-Chair weekly meeting
- January 10: IEAC Meeting
- January 10: Chair/Vice-Chair weekly meeting
- January 10: Board Learning Session, Small group instruction
- January 12: Follow up discussion w Trustee Westerby on previous delegation presentation (Terry Brown)

UPCOMING EVENTS OF INTEREST TO THE BOARD

- February, 2023: Keynote Speaker @ Invasive Species Council of BC AGM
- Sustainable Fashion event, March 1 at UFV Abbotsford
- Girls in STEM Interactive workshop, tentatively scheduled for Saturday May 6. More information coming soon.

TRUSTEE REPORT

Trustee: Margaret Reid

Report Date: Jan 11th

KEY ACTIVITIES SINCE LAST BOARD MEETING

List of key dates/activities related to the Trustee role, including school visits and school initiatives/events,

- Site tour and admin meeting with Chilliwack Senior - December 12th
- CTA Partner Meeting - December 13th
- Board Learning Session – Competency Based IEPS - December 13th
- Streams Multicultural Holiday dinner – December 19th
- Board Learning Session – Small Group Learning- Jan 10th
- Chilliwack Youth Council Meeting – Jan 10th

UPCOMING EVENTS OF INTEREST TO THE BOARD

- DPAC Meeting- January 26th via Zoom
- Fraser Valley BCSTA Branch Meeting – January 30th
- BCSTA Provincial Council – February 24, 25th
- Transportation Advisory council – First Meeting – Feb 23rd

TRUSTEE REPORT

Trustee: David Swankey

Report Date: January 11, 2023

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.

- Dec 1st-3rd – Attended BCSTA Academy
- Dec 3rd – Attended Parliamentary Association of BC (PABC) Learning Session & AGM
 - Highlights included a presentation from Parliamentarian Eli Mina looking at a common-sense approach to the rules of order, and a presentation addressing norms, practices, and principles to consider when holding meetings online or via hybrid formats.
- Dec 6th – Joined Robertson Elementary for their seasonal Pancake Breakfast
- Dec 12th – Chaired SD33 EPAC Mtg
 - Committee reconvened following the inaugural meeting of the board in November
- Dec 13th – Attended Board Learning Session
 - <https://sd33.bc.ca/Learning-2022-2023>
- Dec 13th – Attended Board/Partner Mtg with CTA
 - This concluded initial meetings with all partners hosted on November 28th
- Dec 15th – Attended District All-Leaders meeting
- Dec 16th – Visited Imagine Secondary for their performance of The Jabberwocky
- Jan 5th – Attended Ministry Framework Review Working and Planning Session
 - Committee members will be visiting School Districts throughout the province this spring, reviewing and discussing alignment between school district strategic plans and the FESL report.
- Jan 7th – Attended public office networking
 - Event included trustees, councilors, mayors, and MLAs from throughout the FV region
- Jan 10th – Attended Board Learning Session
 - <https://sd33.bc.ca/Learning-2022-2023>
- Jan 10th – Joined Imagine Secondary PAC for their regular monthly meeting

UPCOMING EVENTS OF INTEREST TO THE BOARD

- Jan 30th – BCSTA FV Branch AGM
 - Hosted by SD34 Abbotsford at Irene Kelleher Toti:ltawtw Elementary
- March 24th-25th – High Ground Civic Governance Conference
- April 27th-30th – BCSTA AGM
 - AGM extraordinary motion deadline – February 15
 - AMG substantive motion deadline – February 24
- July 3rd-5th – CSBA Congress 2023
 - <https://www.cdnsba.org/>

TRUSTEE REPORT

Trustee: Teri Westerby

Report Date: January 7th 2023

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.

- EPAC Meeting - December 12th
- CTA Partner Meeting - December 13th
- Board Learning Session – Competency Based IEPS - December 13th
- ACIE Meeting - January 9th
- Visiting the Sardis Secondary PAC – Jan 9th
- Visiting AD Rundle as Liason – Jan 16th

UPCOMING EVENTS OF INTEREST TO THE BOARD

- BCPSEA AGM **January 26-27, 2023** at the Coast Coal Harbour Hotel.
- Fraser Valley BCSTA Branch Meeting – Date: Monday, January 30th 545pm – 9pm at Irene Kelleher Toti:ltawtxw - 2540 Eagle Mountain Drive, Abbotsford
- **BCSTA Board Chairs Meeting, Secretary-Treasurers Meeting, All Superintendent Meeting on**
Date: February 9, 2023 - **Location:** Hyatt Regency, Vancouver - <https://bcsta.org/event-info/board-chairs-partners-liaison-meeting/>
-
- On Feb. 16th, 2023, The CSS GSA is hosting a collaborative district-wide Pride Dance, and Creative Showcase in the Fraser Valley. All 2SLGBTQIA+ students and allies from all SD33 high schools are welcome.

Tickets will go on sale for this event in early January.

If you are able to help set up/tear down or chaperone, please send an email to christina_billingham@sd33.bc.ca. Snacks will be provided!

Also, if you have any students who may want to contribute to the Creative Showcase, look for the Call For Submissions.

MEETING SUMMARIES

In-Camera Meeting – December 6, 2022

Trustees: Willow Reichelt, Carin Bondar, Heather Maahs, Richard Procee, Margaret Reid, David Swankey, Teri Westerby

Staff: Rohan Arul-pragasam, Gerry Slykhuis, Lisa-Marie Champagne

1. HR Report
2. Statement of Financial Information (SOFI) Report
3. Principal / Vice Principal Assignments
4. BCPSEA Report
5. Exempt / PVP Compensation
6. Principal – Vice Principal Appointments

Strategic Learning Sessions:

Learning Session – December 13, 2022

Trustees: Willow Reichelt, Carin Bondar, Heather Maahs, Richard Procee, Margaret Reid, David Swankey, Teri Westerby

Staff: Rohan Arul-pragasam, Gerry Slykhuis, Kirk Savage, Paula Jordan, David Manuel, Brenda Calendino, Jessica Adams-Loupret

1. FSA – Administer with Care
2. Competency Based IEPs

Learning Session – January 10, 2023

Trustees: Willow Reichelt, Carin Bondar, Heather Maahs, Richard Procee, Margaret Reid, David Swankey, Teri Westerby

Staff: Rohan Arul-pragasam, Simone Sangster, Kirk Savage, Paula Jordan, David Manuel

1. Small Group Instruction
2. Athletics Update