



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

AGENDA

February 7, 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 January 17, 2023 meeting be approved as circulated.)

2. PRESENTATION

- 2.1. International Education Program Update

3. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING THE AGENDA

4. ACTION ITEMS

- 4.1. 2022 – 2023 Amended Annual Budget (Revised): 1st Reading
- 4.2. Schedule of Board Meetings 2022 – 2023 (Revised)
- 4.3. Bylaw 5 – Board Meeting Procedures (Revised)
- 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 380 – Learning Resources
- 4.6. Policy for Parents/Guardians Rights

5. INFORMATION ITEMS

- 5.1. Student and Family Affordability Fund Update
- 5.2. Budget Advisory Committee Report
- 5.3. Quarterly Financial Report
- 5.4. BCSTA Report
- 5.5. Trustee Written Reports
- 5.6. Meeting Summaries
- 5.7. **Next Board of Education Meeting: March 14, 2023 at 5:30pm**

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, January 17, 2023

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
Secretary Treasurer		Simone Sangster
Assistant Secretary Treasurer		Mark Friesen
Director of Facilities and Transportation		Allan Van Tassel
Assistant Superintendent		Paula Jordan
Assistant Superintendent		Kirk Savage
Director of Instruction		Dave Manuel
Executive Assistant		Talana McInally

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

5.23 Moved by: Trustee Bondar
Seconded by: Trustee Maahs

THAT the agenda be adopted as circulated.

CARRIED

1.3. Approval of the Minutes

6.23 Moved by: Trustee Swankey
Seconded by: Trustee Westerby

THAT the minutes of the December 6, 2022 Regular Board Meeting be approved as circulated.

CARRIED

2. PRESENTATION

2.1. Delegation Presentation: Jillian Walsh – Eating Disorders

Jillian Walsh presented information on eating disorders and recovery.

This delegation presentation was granted through Bylaw 5 – Board Meeting Procedures, item # 6 – Delegations.

3. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING THE AGENDA

- No comments or questions were received.

4. ACTION ITEMS

4.1. 2022-2023 Amended Annual Budget – 1st Reading

7.23 Moved by: Trustee Swankey
Seconded by: Trustee Bondar

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

CARRIED

4.2. 2023 -2024 Draft School Calendar Consultation

Trustee Swankey acknowledged conflict of interest and recused himself from discussion on this item.

8.23 Moved by: Trustee Westerby
Seconded by: Trustee Bondar

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

CARRIED

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

4.3. Dyslexia/Learning Disabilities Funding & Policy

9.23 Moved by: Trustee Maahs
Seconded by: Trustee Bondar

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).

NO VOTE

10.23 Moved by: Trustee Swankey
Seconded by: Trustee Bondar

THAT the motion be divided.

CARRIED

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

11.23 Moved by: Trustee Maahs
Seconded by: Trustee Bondar

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.

CARRIED

12.23 Moved by: Trustee Maahs
Seconded by: Trustee Bondar

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).

NO VOTE

13.23 Moved by: Trustee Westerby
Seconded by: Trustee Swankey

THAT motion be amended to read THAT Board of Education request, in writing, that the Ministry of Education and Child Care fund additional early literacy screening interventions and resources.

Meeting break was called at 7:36 p.m.

Meeting called to order at 7:41 p.m.

CARRIED

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

14.23 Moved by: Trustee Westerby
Seconded by: Trustee Swankey

THAT motion be approved as amended.

CARRIED

15.23 Moved by: Trustee Maahs
Seconded by: Trustee Bondar

THAT the agenda be amended to defer items **4.4.1, 4.5.1, 4.5.2** and **4.7.1** to the next Board of Education meeting.

CARRIED

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

4.6. Policy Renovation Project (Partner & Community Relations)

4.6.1. Policy 210 Privacy

16.23 Moved by: Trustee Swankey
Seconded by: Trustee Westerby

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.

CARRIED

5. INFORMATION ITEMS

5.6. Budget Advisory Committee Report

The Board of Education received the Budget Advisory Committee Report of October 7, 2022

5.7. BCSTA Report

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

5.8. Trustee Written Reports

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

- Trustee Maahs' Trustee Written Report informed a Notice of Motion and was included in the agenda package.

5.9. Meeting Summaries

December 6, 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, 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

December 13, 2022 Strategic Learning Session

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

January 10, 2023 Strategic Learning Session

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

5.10. Next Board of Education Meeting Date

**Tuesday, February 7, 2023
5:30 p.m.
School District Office**

6. PUBLIC PARTICIPATION – QUESTIONS CONCERNING AGENDA ITEMS

- Early Learning Assessments

6. ADJOURNMENT

The meeting was adjourned at 8:04 p.m.

Board Chair

Secretary-Treasurer

BOARD OF EDUCATION

PRESENTATION

DATE: February 7, 2023

TO: Board of Education

FROM: David Manuel, Director of Instruction

RE: **STRATEGIC PLAN UPDATE – INTERNATIONAL EDUCATION PROGRAM UPDATE**

District Vice Principal Paul Bernard will provide an update on the International Education Program as part of a continuous improvement cycle and progress updates in reference to Strategic Plan goals.

Goal: Literacy

We are dedicated to ensuring that students are proficient in foundational literacy skills and increase their abilities, confidence and willingness to engage with language to acquire, construct and communicate in meaningful ways from Early Learning Years (pre-K) through to Grade 12.

Goal: Numeracy

We are dedicated to ensuring that all students become proficient in numeracy skills that allow them to create, apply and conceptualize mathematics in real world situations from Early Learning Years (pre-K) through to Grade 12.

Goal: Human & Social Development

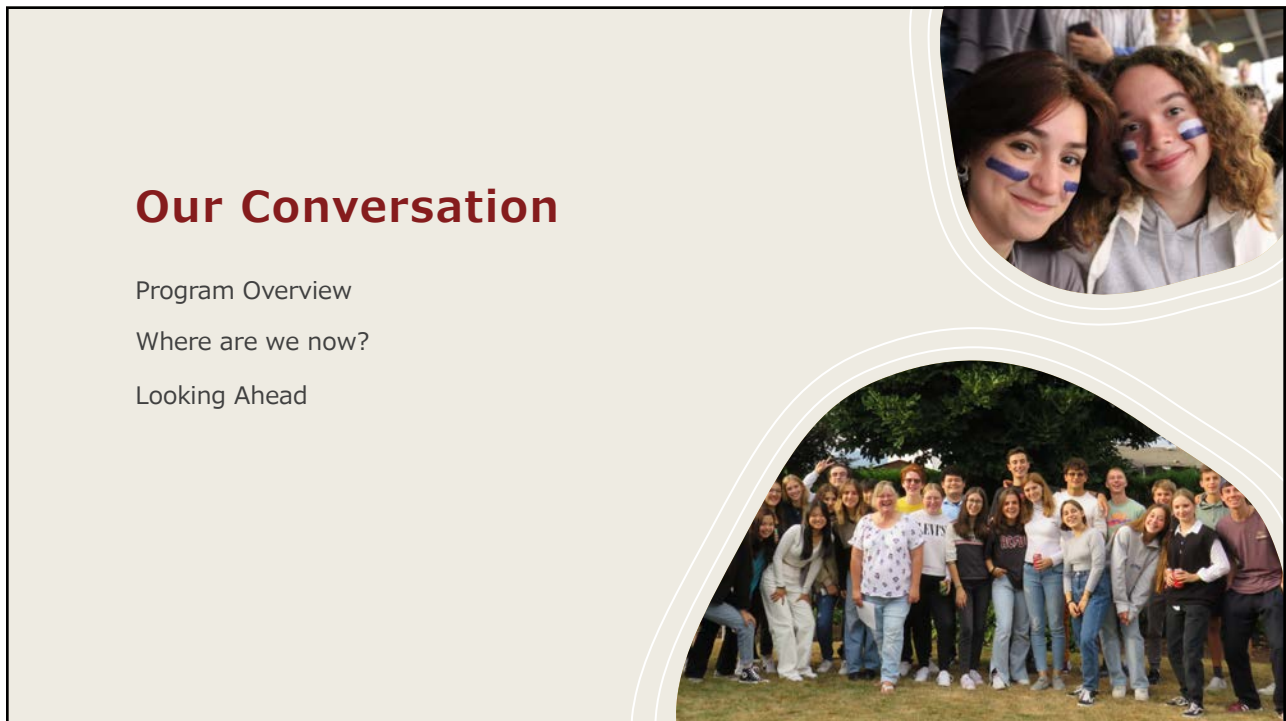
We celebrate diversity, embrace inclusion and foster a sense of belonging to ensure all students thrive. Equity and inclusion are foundational to learning and leading, and are critical to success, wellbeing and fulfillment.

Goal: Transitions

Students experience pivotal transition points throughout their education, from pre-K to Kindergarten, from grade to grade, school to school, and from school to post-secondary or work situations. We acknowledge our responsibility to support all learners, so they successfully complete their education (pre-K through to Grade 12) with a sense of dignity and purpose, and opportunities to meet their goals.



1



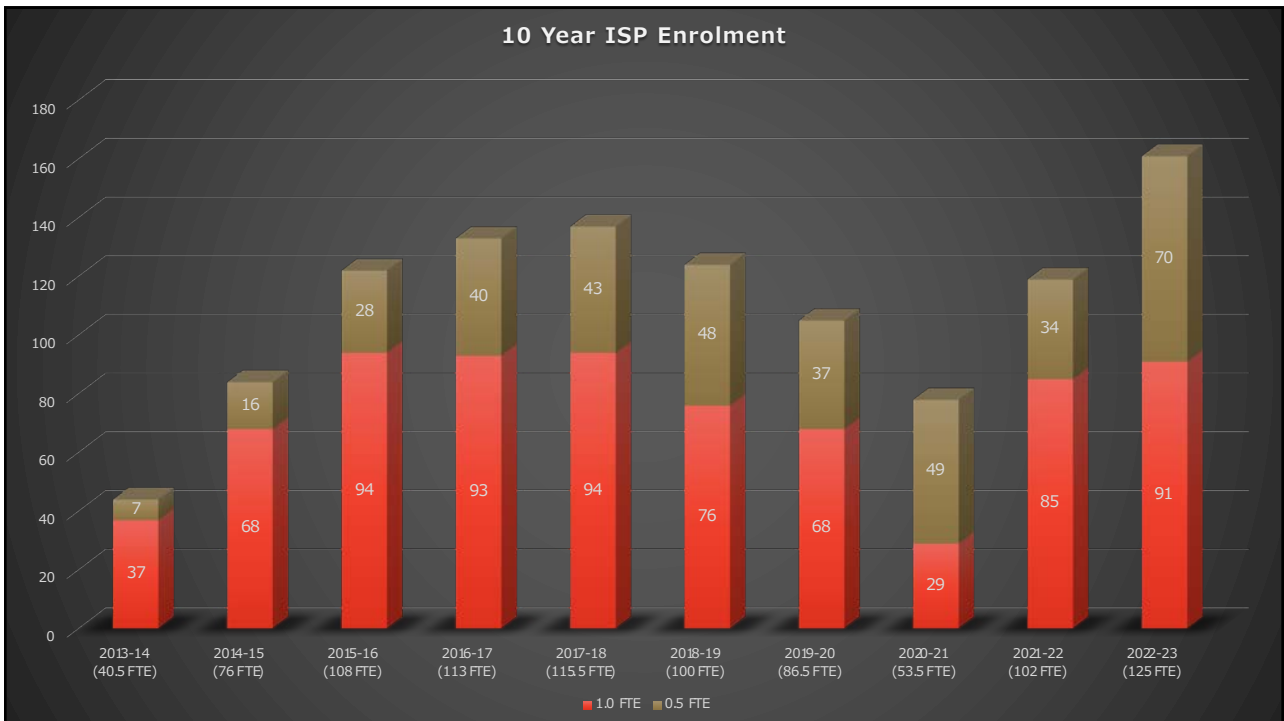
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Program Overview


Our History

- Established in 1994
- Became a District Wide Program in 2003
- Consistent enrolment of 120 – 140 students
- Enrolment has recovered to above post-pandemic levels

3



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Program Overview

The contribution of the ISP to our shared, core values

- Vibrancy
- Perspective
- Depth
- Diversity

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Program Overview

What makes our program so attractive and successful?

- It's all about the relationships
- Chilliwack #1
- In house Homestay Program
- Supportive culture within SD33

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Program Overview

A committed and caring group of professionals – ISP Staff



Paul Bernard
District
Administrator
ISP



Carol Bond
60% Part-time
Administrative
Assistant



Chris Reitsma
40% Part-time
Marketing
Coordinator



Katherine Freimark
Contract
Homestay
Coordinator

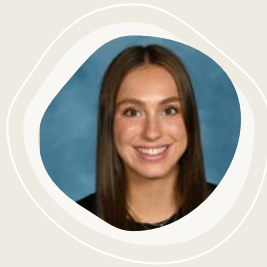
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Program Overview

ISP Student Support – School Coordinators



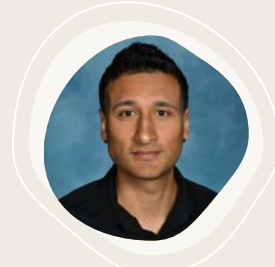
Cori-Anne Klassen
SSS
2 Support
Blocks



Kiana Olafson
IHSS
1 Support
Block

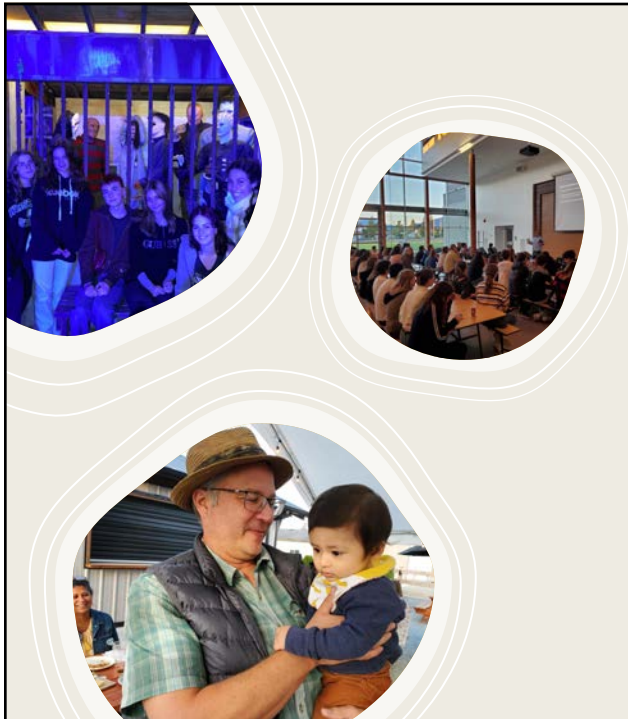


Stephan Biela
GWG
2 Support
Blocks



Ranvir Bhatti
CSS
3 Support
Blocks

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Where are we now?

Enrollment:

91 Full-year	}	161 Total
35 First Semester		
32 Second Semester		
3 short term		
Total FTE = 125.3		

Processing applications for 2023/24

Deep dive into everything ISP to identify challenges, efficiencies, and opportunities

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Looking Ahead

Adhere to a sustainable 5-Year plan while respecting our values

ENROLMENT AND REVENUE

- Increase yearly enrolment by 10 FTE from 2023 – 2028
- Increase in Tuition Fee revenue by 2028
- Yearly evaluation of Tuition and Homestay Fees



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RECRUITING AND ADVERTISING

Markets of Focus

- Brazil, Mexico, Korea (23/24)
- Vietnam, Thailand, Turkey (24/25)

Fairs and Trade Missions

- Attend 8 events (23/24)
- Attend 10 events in (24/25)

Advertising

- Agent publications
- Social Media

Maximize use of our current tools



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HOMESTAY PROGRAM


Foster a Homestay Family Community

Continue our recruiting efforts:

- Secondary Open House Events
- Community Events
- Advertise on local radio, newspapers, social media, and Connect 33



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ADDITIONAL ITEMS

- Maximize use of our data management system True North
- Virtual English Pre-Arrival Assessment and Learning
- Additional cultural and field trip opportunities
- ISP Procedures Manual

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BOARD OF EDUCATION

DECISION REPORT

DATE: February 7, 2023
TO: Board of Education
FROM: Simone Sangster, Secretary Treasurer
RE: **2022-2023 AMENDED ANNUAL BUDGET (REVISED) – 1st READING**

New information from the Ministry of Education and Child Care has impacted the District's amended budget presentation for 2022-2023. This includes how the amended budget report reflects pending revenue and costs from collective bargaining agreements.

The Secretary Treasurer will present the revised 2022-2023 Amended Annual Budget with explanations. As the budget amount in the bylaw has been updated, the budget requires three readings. The amended budget must still be submitted to the Ministry by February 28, 2023. This meeting represents at least the first reading.

The revised amended budget was reviewed with the Board at its January 24, 2023 Learning Session and with the Budget Advisory Committee on February 2, 2023.

RECOMMENDATION:

THAT the Board of Education approve the first reading of the revised 2022-2023 Amended Annual Budget Bylaw in the amount of \$199,749,488.

(Page 3 of the budget document)

Operating Budget Comparison – Summary of what we think will happen

(\$000s)	Revenues	Expenses	Capital	Surplus (Deficit)
Preliminary 22/23 Budget	155,886	(156,334)	(352)	(800)
Changes				
Enrolment	775	(1,891)		(1,116)
Labour Settlement Funding	5,171			5,171
Other MoEd Funding	666 (71)			(71)
Other Revenues	649	(4,189)	(87)	562
Wage/Collective Agree. Incr.		(5,732)		(5,732)
Staffing Changes		1,270		1,270
Contracted Staffing		(302)		(302)
International Program	230	(184)		46
Benefit Rates		175		175
Indigenous Ed.	41	(348)		(307)
Substitutes		(260)		(260)
School Budgets		(637)		(637)
Department Supplies Changes		(98)		(98)
Holdback Funding	0	141		141
Capital	0	0	(145)	(145)
Amended 22/23 Budget	162,681	(164,287)	(497)	(2,103) (5,714)
Indigenous Program Surplus Carry Forward	157,527	(162,744)		625
School Surpluses		(5,218)		917
Budgeted Surplus (Deficit), for the Year				(561) (4,172)

Statement 2 – Amended Annual Budget

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
Budget Bylaw Amount		
Operating - Total Expense	162,744,258	156,334,319
Operating - Tangible Capital Assets Purchased	496,726	
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	5,101,574	554,274
Total Budget Bylaw Amount	199,749,488	184,565,102

RESERVE SUMMARY

Revised for Ministry of Education and Child
Care

(\$000s)	Ending Balance	Ending Balance	Ending Balance	Ending Balance	2022/23 Budget		Budgeted Balance
	Jun.30/19	Jun.30/20	Jun.30/21	Jun.30/22	Surplus (Deficit)	Transfers	Jun.30/23
Unrestricted Operating Surplus	2,208	1,969	1,730	3,568	(5,218)	(496)	(2,146)
Internally Restricted Operating Surplus	763	1,307	2,472	2,183	0	0	2,183
Total Operating Fund Accumulated Surplus	2,971	3,276	4,202	5,751	(5,218)	(496)	37
Unrestricted Local Capital			74	74		496	570
Restricted for Capital Cost Sharing	1,293	2,293	5,028	5,028	0	(5,598)	(570)
Invested in Tangible Assets	65,797	65,834	65,207	64,374	(1,270)	5,598	68,702
Total Capital Fund Surplus	67,090	68,127	70,309	69,476	(1,270)	496	68,702



Amended Annual Budget

School District No. 33 (Chilliwack)

June 30, 2023

School District No. 33 (Chilliwack)

June 30, 2023

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

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 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 \$199,749,489 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

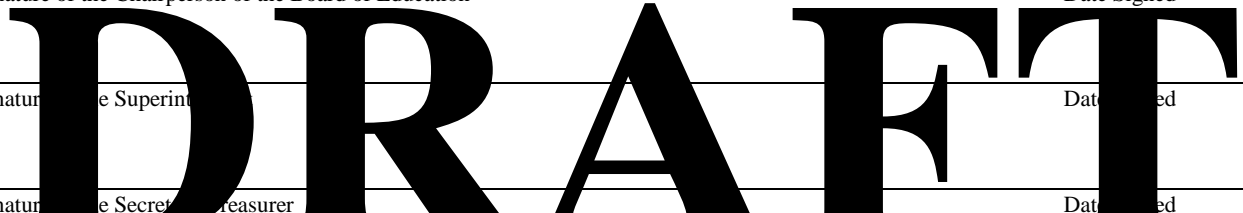
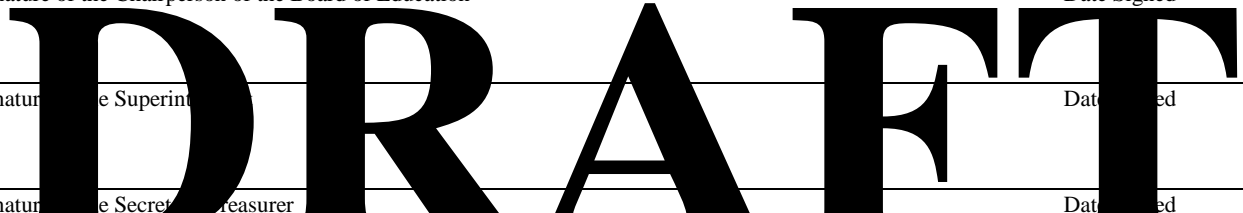
	2023 Amended Annual Budget	2023 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	14,752.500	14,830.600
Adult	38.125	49.000
Other	82.125	74.125
Total Ministry Operating Grant Funded FTE's	14,872.750	14,953.725
Revenues	\$	\$
Provincial Grants		
Ministry of Education and Child Care	168,801,533	165,225,559
Other	266,234	247,404
Federal Grants		2,985,000
Tuition	1,876,625	1,646,625
Other Revenue	6,483,089	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	187,662,783	182,392,551
Expenses		
Instruction	156,737,066	147,484,190
District Administration	5,022,434	5,602,153
Operations and Maintenance	27,359,195	26,237,098
Transportation and Housing	5,032,493	4,687,387
Total Expense	194,151,188	184,010,828
Net Revenue (Expense)	(6,488,405)	(1,618,277)
Budgeted Allocation (Retirement) of Surplus (Deficit)	5,714,880	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	162,744,258	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	199,749,489	184,565,102

Approved by the Board

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

School District No. 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	(6,488,405)	(1,618,277)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Local Capital	(5,598,301)	(554,274)
From Deferred Capital Revenue	(19,935,343)	-
Total Acquisition of Tangible Capital Assets	(25,533,644)	(554,274)
Amortization of Tangible Capital Assets	10,260,553	10,011,357
Total Effect of change in Tangible Capital Assets	(15,273,091)	9,457,083
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	(21,761,496)	7,838,806

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	(5,218,154)		(1,270,251)	(6,488,405)
Interfund Transfers				
Local Capital	(496,726)		496,726	-
Net Changes for the year	(5,714,880)	-	(773,525)	(6,488,405)
Budgeted Accumulated Surplus (Deficit), end of year	36,505	73,261	68,701,569	68,811,335

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	151,092,772	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	157,526,104	155,886,319
Expenses		
Instruction	138,345,834	132,160,329
District Administration	5,022,434	5,145,622
Operations and Maintenance	15,153,380	15,079,693
Transportation and Housing	4,222,610	3,948,675
Total Expense	162,744,258	156,334,319
Net Revenue (Expense)	(5,218,154)	(448,000)
Budgeted Prior Year Surplus Appropriation	5,714,880	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	152,298,541	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	5,344	5,000
Student Transportation Fund	329,456	329,456
Support Staff Benefits Grant	216,448	213,356
FSA Scorer Grant	14,329	7,000
Early Learning Framework (ELF) Implementation	2,026	
Equity Scan Grant	2,381	
Total Provincial Grants - Ministry of Education and Child Care	151,092,772	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	157,526,104	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	13,934,944	13,635,708
Support Staff	14,473,141	14,246,462
Other Professionals	3,629,942	3,649,131
Substitutes	6,433,314	5,988,130
Total Salaries	117,555,586	112,746,315
Employee Benefits	27,841,983	27,233,771
Total Salaries and Benefits	145,397,569	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	162,744,258	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	680,711	-	4,456,685	62,855,151
1.03 Career Programs	87,885	-	-	758,790	58,344	514	905,533
1.07 Library Services	1,430,030	76,218	-	23,504	-	51,751	1,581,503
1.08 Counselling	2,270,637	-	-	-	-	22,739	2,293,376
1.10 Special Education	6,940,808	1,102,436	12,781,862	385,098	-	967,096	22,177,300
1.30 English Language Learning	1,080,588	136,103	-	-	-	6,239	1,222,930
1.31 Indigenous Education	973,086	174,988	1,148,582	10,030	97,240	169,728	2,573,654
1.41 School Administration	-	6,603,726	-	2,507,564	524,454	137,393	9,773,137
1.60 Summer School	117,766	-	-	-	-	-	117,766
1.61 Continuing Education	-	-	-	-	-	-	-
1.62 International and Out of Province Students	104,513	136,103	-	23,069	38,896	-	302,581
1.64 Other	-	-	-	72,501	-	-	72,501
Total Function 1	69,833,312	9,114,830	13,934,944	4,461,267	718,934	5,812,145	103,875,432
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	-	598,368	1,356,628	687	2,091,786
Total Function 4	-	136,103	-	598,368	2,282,246	687	3,017,404
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration	-	-	-	82,358	480,074	-	562,432
5.50 Maintenance Operations	-	-	-	6,457,045	-	416,652	6,873,697
5.52 Maintenance of Grounds	-	-	-	740,080	-	30,574	770,654
5.56 Utilities	-	-	-	-	-	-	-
Total Function 5	-	-	-	7,279,483	480,074	447,226	8,206,783
7 Transportation and Housing							
7.41 Transportation and Housing Administration	-	-	-	177,728	148,688	-	326,416
7.70 Student Transportation	-	-	-	1,956,295	-	173,256	2,129,551
Total Function 7	-	-	-	2,134,023	148,688	173,256	2,455,967
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	69,833,312	9,250,933	13,934,944	14,473,141	3,629,942	6,433,314	117,555,586

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	62,855,151	14,842,638	77,697,789	6,300,971	83,998,760	79,381,560
1.03 Career Programs	905,533	226,090	1,131,623	363,737	1,495,360	1,379,259
1.07 Library Services	1,581,503	376,607	1,958,110	125,554	2,083,664	2,218,765
1.08 Counselling	2,293,376	549,708	2,843,084	-	2,843,084	2,773,785
1.10 Special Education	22,177,300	5,576,353	27,753,653	832,783	28,586,436	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	2,573,654	625,913	3,199,567	1,351,068	4,550,635	4,135,839
1.41 School Administration	9,773,137	2,132,679	11,905,816	245,063	12,150,879	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	302,581	67,927	370,508	429,500	800,008	728,055
1.64 Other	72,501	25,644	98,145	47,200	145,345	136,008
Total Function 1	103,875,432	24,740,738	128,616,170	9,729,664	138,345,834	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	2,091,786	448,523	2,540,309	970,046	3,510,355	3,674,705
Total Function 4	3,017,404	610,465	3,627,869	1,394,565	5,022,434	5,145,622
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	562,432	119,188	681,620	221,120	902,740	870,999
5.50 Maintenance Operations	6,873,697	1,578,675	8,452,372	1,992,580	10,444,952	10,419,529
5.52 Maintenance of Grounds	770,654	200,534	971,188	367,500	1,338,688	1,297,165
5.56 Utilities	-	-	-	2,467,000	2,467,000	2,492,000
Total Function 5	8,206,783	1,898,397	10,105,180	5,048,200	15,153,380	15,079,693
7 Transportation and Housing						
7.41 Transportation and Housing Administration	326,416	71,046	397,462	115,560	513,022	461,529
7.70 Student Transportation	2,129,551	521,337	2,650,888	1,058,700	3,709,588	3,487,146
Total Function 7	2,455,967	592,383	3,048,350	1,174,260	4,222,610	3,948,675
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	117,555,586	27,841,983	145,397,569	17,346,689	162,744,258	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	15,824,001	12,724,488
Other	106,234	47,404
Federal Grants		2,985,000
Other Revenue	3,296,382	
Investment Income	35,000	23,500
Total Revenue	<u>19,261,617</u>	<u>15,780,392</u>
Expenses		
Instruction	18,391,232	15,323,861
District Administration		456,531
Operations and Maintenance	793,268	
Transportation and Housing	77,117	
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
Provincial Grants - Other									
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
Provincial Grants - Other									
Other Revenue				90,000	3,170,000				
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	48,364	51,000	11,250		55,400	1,526,471
Provincial Grants - Other									
Other									
Investment Income									
	390,638	10,685,276	130,572	48,364	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		106,757					
Deferred Revenue, end of year	-	-	-	137,915	-	-	-	-	-
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
Provincial Grants - Other									
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			15,266,849
Provincial Grants - Other				94,263		94,263
Other						2,990,000
Investment Income						35,000
	25,000	19,000	175,000	94,263	-	18,386,112
Less: Allocated to Revenue	25,000	19,000	175,000	106,234	36,382	19,261,617
Recovered						147,945
Deferred Revenue, end of year	-	-	-	-	-	1,365,045
Revenues						
Provincial Grants - Ministry of Education and Child Care	25,000	19,000	175,000			15,824,001
Provincial Grants - Other				106,234		106,234
Other Revenue					36,382	3,296,382
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: February 7, 2023
TO: Board of Education
FROM: Rohan Arul-pragasam, Superintendent
RE: **SCHEDULE OF BOARD MEETINGS 2022 – 2023 - REVISED**

RECOMMENDATION:

THAT the Board of Education approve the revised 2022 – 2023 school year Board of Education meetings and Learning Sessions as attached.

Board Meeting Schedule – 12 meetings

Board Learning Sessions – 13 sessions

BACKGROUND:

An additional Regular Board meeting has been added to allow time for three amended budget readings to be completed before the end of February.

BOARD OF EDUCATION MEETINGS 2022 – 2023



BOARD OF EDUCATION MEETINGS

12 Meetings

1.	September 13, 2022	7.	February 7, 2023
2.	October 11, 2022	8.	February 21, 2023
3.	November 7, 2022 (Oath/Elections)	9.	March 14, 2023
4.	November 8, 2022	10.	April 18, 2023
5.	December 6, 2022	11.	May 9, 2023
6.	January 17, 2023	12.	June 13, 2023

STRATEGIC LEARNING SESSIONS

13 Sessions

1.	September 20, 2022	8.	February 21, 2023
2.	November 24, 2022 (Orientation/Workshop)	9.	March 7, 2023
3.	November 25, 2022 (Orientation/Workshop)	10.	April 11, 2023
4.	November 29, 2022	11.	April 25, 2023
5.	December 13, 2022	12.	May 23, 2023
6.	January 10, 2023	13.	June 6, 2023
7.	January 24, 2023		

2022/23 Board Meeting Calendar

September 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				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 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		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 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				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

January 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			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				

March 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			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 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						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 2023						
Su	Mo	Tu	We	Th	Fr	Sa
	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 2023						
Su	Mo	Tu	We	Th	Fr	Sa
				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	

July 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						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 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		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					
	Board Meetings		Budget Advisory Committee		Audit Working Committee
	Learning Sessions		Trustee Orientation / Workshop		All Partners' Meeting
					Partner Meeting



**Chilliwack
School District**

BOARD OF EDUCATION

DECISION REPORT

DATE: February 7, 2023
TO: Board of Education
FROM: Simone Sangster, Secretary Treasurer
RE: **BYLAW 5 – BOARD MEETING PROCEDURES (REVISED)**

RECOMMENDATION:

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

BACKGROUND:

The attached edits in Bylaw 5 – Board Meeting Procedures are in response to considerations of the order of business at regular Board meetings.

These changes in item 4.5 ensure preceding information from committee and other information reports are received before any action items of the same nature. There is also additional clarity as to where a trustee may propose a notice of motion in item 4.2.2

BYLAW 5 BOARD MEETING PROCEDURES

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

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

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

NOW THEREFORE the Board enacts as follows:

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

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

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

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

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

2. Annual Special Meeting and Election of Board Officers

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

3. Meetings of the Board - General Provisions

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

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

4. Regular Public Meetings

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

- 4.2. The Chair will ensure that a draft agenda and notice of meeting is prepared in consultation with the Vice Chair, the Superintendent and the Secretary Treasurer. Proposed items may be requested to be on the draft agenda in one of the following ways:
 - 4.2.1. By notifying the Board Chair, Vice Chair or Superintendent one week prior to the board meeting.
 - 4.2.2. By notice of motion at a previous meeting within the trustee's written report.
 - 4.2.3. As a request from a committee of the Board.
- 4.3. Where a Trustee has proposed an item for the agenda and it has not been included, the Chair will advise the Trustee and provide reasons.
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- 4.5. The order of business at regular Board meetings shall be:
 - 4.5.1. call to order, acknowledgement and inclusion statement
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 - 4.5.3. reading and approval of minutes
 - 4.5.4. strategic presentations/delegations
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 - 4.5.6. public participation: comments and/or questions concerning the agenda
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 - 4.5.9. public participation: comments and/or questions concerning the agenda
 - 4.5.10. adjournment
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 - 4.7.1. Trustees will prepare a short, written report regarding their liaison and representation assignments.
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- 4.9. Minutes of the proceedings of regular meetings will be stored in digital format certified as correct by the Secretary Treasurer or other employee designated by the Board under the *School Act*, and signed by the Chair or other member presiding at the meeting or at the next meeting at which the minutes are adopted.
 - 4.9.1. The minutes of the regular public meeting will be open for inspection at all reasonable times.
 - 4.9.2. Copies and extracts will be made available in accordance with the *School Act*.

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

Adopted: February 8, 2022
Amended:

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

5. Public Participation in the Public Meeting

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

6. Delegations

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

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

7. In-camera Board Meetings

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

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

8. Special Meetings

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

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

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

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

9. Electronic Participation by Trustees

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

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

READ A FIRST TIME THE 7th day of February 2023
READ A SECOND TIME THE 7th day of February 2023
READ A THIRD TIME AND ADOPTED THE 7th day of February 2023

Board Chair

Secretary Treasurer

BYLAW 5 BOARD MEETING PROCEDURES

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

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

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

NOW THEREFORE the Board enacts as follows:

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

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

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

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

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

2. Annual Special Meeting and Election of Board Officers

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

3. Meetings of the Board - General Provisions

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

- 3.7. After a meeting has commenced, if notice is drawn to a lack of quorum, the presiding officer shall adjourn the meeting to the next regular meeting date or to another meeting called in accordance with this Bylaw.
- 3.8. Meetings of the Board shall be conducted in accordance with this Bylaw and, where the Bylaw is silent, using Robert's Rules of Order, Newly Revised.
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 - 3.9.3. All debateable motions shall be seconded.
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 - 3.11.2. Each Trustee has the right to speak twice on the same question on the same day but cannot make second comments so long as any Trustee who has not spoken on that question desires to speak. No Trustee shall speak for more than three minutes at one time.
 - 3.11.3. Debate may be extended, subject to a motion requiring a majority vote.
- 3.12. A matter of privilege (a matter dealing with the rights or interests of the Board as a whole or of a Trustee personally) may be raised at any time and will be dealt with forthwith before resumption of business.
- 3.13. No Trustee shall interrupt another Trustee who has the floor except to raise a point of order or a point of privilege, or to disclose a conflict of interest.
- 3.14. It is expected that all Trustees present at a duly constituted meeting of the Board will vote on each motion, unless a Trustee has a declared conflict of interest, in which case the Trustee must not vote.
 - 3.14.1. The Board chair shall vote at the same time as other Trustees.
 - 3.14.2. Voting, unless elsewhere stipulated, shall be by show of hands. The record will indicate Trustees in favour, opposed or abstained for each motion.
- 3.15. The Board-approved written minutes are the official record of a meeting.

4. Regular Public Meetings

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

- 4.2. The Chair will ensure that a draft agenda and notice of meeting is prepared in consultation with the Vice Chair, the Superintendent and the Secretary Treasurer. Proposed items may be requested to be on the draft agenda in one of the following ways:
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- 4.3. Where a Trustee has proposed an item for the agenda and it has not been included, the Chair will advise the Trustee and provide reasons.

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Adopted: February 8, 2022

Amended:

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- 6.3. A maximum of ten minutes will be allowed for each delegation to make a presentation.
- 6.4. The Secretary Treasurer will review the delegation request at the agenda review meeting and, if accepted, will then make the appropriate arrangements for the delegation to appear.
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- 7.12. An in-camera meeting shall adjourn or recess at least 15 minutes before the regular public meeting and shall not exceed a total of 2 hours unless a resolution is passed by a majority vote to extend the hour of adjournment.

8. Special Meetings

- 8.1. Special meetings are any Board meetings held between the regularly scheduled meetings.
- 8.2. A special public or special in-camera meeting of the Board may be called by the Chair or, upon written request by a majority of the Trustees, will be called by the Secretary Treasurer.

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

9. Electronic Participation by Trustees

- 9.1. In accordance with the *School Act*, Trustees may participate in or attend a meeting of the Board by telephone or other means of communication, provided that all Trustees and other persons participating in or attending the meeting are able to communicate with each other.
- 9.2. If a Trustee participates in or attends a meeting of the Board by telephone or other means of communication, the Trustee is to be counted for the purpose of establishing a quorum.

READ A FIRST TIME THE 7th day of February 2023
READ A SECOND TIME THE 7th day of February 2023
READ A THIRD TIME AND ADOPTED THE 7th day of February 2023

Board Chair

Secretary Treasurer

BOARD OF EDUCATION

DECISION REPORT

DATE: February 7, 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 as required by law.

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 as required by law, 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 antwo 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.

BOARD OF EDUCATION

DECISION REPORT

DATE: February 7, 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

Minutes



Chilliwack
School District

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.

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 ~~ve~~ 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: February 7, 2023
TO: Board of Education
FROM: Rohan Arul-pragasam, Superintendent
RE: **POLICY 380: LEARNING RESOURCES**

RECOMMENDATION:

THAT the Board of Education reaffirm Policy 380 Learning Resources - ([601 Learning Resources](#) and [606 Challenges to the use of Learning Resources](#)) as presented. This policy was presented to the Education Policy Advisory Committee in its draft form at its December 13th, 2022 and January 23rd, 2023 meetings.

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.

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

Minutes



Chilliwack
School District

REPORT OF THE EDUCATION POLICY ADVISORY COMMITTEE

Meeting Held January 23, 2023 – 6:00 p.m.

Via Zoom

Attendance:	David Swankey Willow Reichelt Teri Westerby Sharon Bernard Noel Sharman Niki Wiens Reid Clark Britt Hailstone Loren Muth Jessica Clarke Meghan Martel Reid Claire Pinckney	Trustee Trustee Trustee CPVPA CPVPA Management Group CTA CTA Indigenous Education AC DPAC DPAC Student, SSS
Staff:	Rohan Arul-pragasam Lisa Champagne	Superintendent Executive Assistant

Regrets: Lorie McLaren, CUPE

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

The Agenda was approved as circulated by consensus.

OLD BUSINESS

3. POLICY 380 LEARNING RESOURCES

The committee reviewed this proposed policy and the discussed changes were made by consensus.

Moved by: Reid Clark

Seconded by: Meghan Martel Reid

Minutes



Chilliwack
School District

THAT REVISED Policy 380 – Learning Resources be referred to the Board of Education for approval.

CARRIED

NEW BUSINESS

4. POLICY 225 VOLUNTEERS

The committee reviewed this proposed policy and suggested changes.

It was recommended that staff review Policy 225 Volunteers considering all feedback from the committee and make adjustments prior to its return to the next Education Policy Advisory Committee meeting.

CARRIED

ADJOURNMENT 7:12 p.m.

DRAFT

POLICY 380 LEARNING RESOURCES

The Board of Education promotes the development of a resource-rich learning environment by providing a wide range of learning resources to support the educational needs of all students and a variety of teaching and learning styles in the school district.

The primary objective of learning resources is to support, enrich and help implement the educational programs of the school.

The Board supports that, in order to meet the needs of students and teachers, it is the responsibility of the professional staff to select and deselect learning resources that support the curriculum, provide a balance on differing points of view and are consistent with the current curriculum and the educational goals of the province, the District and the school.

The Board recognizes that professional staff are also responsible for curating a wide array of materials for students' personal research and recreational reading purposes, and that these materials can also be considered learning resources.

The Chilliwack School District fully supports the Ministry's Policy statement that "Educators are best suited for determining the resources that are most appropriate for use in their classrooms." This extends to resources available throughout the school including the Library Learning Commons.

The Board further acknowledges that learning materials and recreational reading materials may include sensitive content and understands that professional judgment is exercised in evaluating and purchasing these learning materials.

Boards may use resources that are recommended by the BC Ministry of Education or may choose to use the Focused Education Resources Services (FERS). FERS maintains a collection of evaluated K-12 resources recommended for school district use. FERS resources used at the recommended grade levels are generally considered to be exempt from formal challenges as they have already been thoroughly vetted for educational use.

Educators will also need to make use of resources that have not been evaluated by FERS. The Board acknowledges that professional staff will consult a variety of recognized educational, critical, evaluative sources prior to using or purchasing these resources.

Related Legislation: [Ministerial Order 333/99](#), the Educational Program Guide Order; section 5; [BC Ministry of Education Learning Resources Policy \(2017\)](#)

Related Contract Article: Nil

Adopted: February 22, 2005

Amended: February XX, 2023

Selection of Learning Resources:

1. Learning Resources selected fulfill the following social consideration principles:
 - a. Promotes diversity, appropriately representing the status areas of the BC Human Rights Code: race, colour, ancestry, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, and disability
 - b. Incorporates diverse racial backgrounds and lived experiences, demonstrates equity, and reflects Black, Indigenous and People of Colour (BIPOC) voices
 - c. Promotes respect for and understanding of inclusion and diversity in Canadian society
 - d. Provides appropriate context for complex issues and demonstrates an awareness of personal bias
 - e. Emphasizes opportunities for critical thinking
 - f. Ensures resources are current and do not contain discriminatory or stereotypical content, acknowledging that some resources may be used to provide historical context and critical thinking regarding changes in societal norms.
2. Learning resources use appropriate content and language for the intended audience in terms of the developmental age, maturity, and diverse learning needs of the students for whom the resource is intended.
3. Teacher-Librarians and other teachers will use professional judgment, skills and knowledge in selecting content for curriculum learning resources and recreational reading available to students in a school Library Learning Commons.
4. School resources will reflect the Chilliwack School District policies pertaining to values, safe schools, inclusion and respect.
5. Learning resources shall be designed to motivate students and staff to examine their own attitudes and behaviours and to comprehend their own responsibilities, rights, and privileges as participating citizens in our society.
6. Learning resources shall present various sides of controversial issues so that young citizens may have an opportunity to develop, under guidance, the practice of critical analysis and make informed judgements in their daily lives.
7. Learning resource selection is an ongoing process that should include removing materials that are no longer appropriate according to the

- selection criteria to ensure the maintenance of a relevant and respectful collection that meets current scientific or social consideration standards.
8. Learning resources shall be purchased and used in compliance with current copyright and privacy legislation.
 9. Parents/Guardians/Caregivers are Partners in Learning and are encouraged to consult with school staff should they have questions about resources being used.
 10. The principles of freedom to read/listen/view must be protected for students. Teacher-Librarians (TLs) will support reading choice for students. Families who wish students not to read certain topics can have those discussions at home, but it is not the role of the TL to censor choices at the circulation desk.
 11. Teacher-Librarians support reading choice. Students should not be limited in the Library Learning Commons to only books “at their reading level” (such as PM Benchmark/Lexile, etc.). Reading level considerations are best suited to guided reading instruction in the classroom.

Challenge of Learning Resources:

1. The Board recognizes that despite all care taken to select appropriate learning resources for student and teacher use, and despite the qualifications of the professionals who select the learning resources, an objection may be raised to the use and availability of such a resource.
2. No parent/guardian/caregiver or group of parents/guardians/caregivers has the right to determine reading, viewing or listening materials for students other than their own.
3. Parent/Guardians/Caregivers have the right to request that their children not have access to a given item, provided a written request is made to the school principal.
4. Any parent/guardian/caregiver may formally challenge learning resources used where their child is enrolled. The final decision regarding any such challenge shall rest with a Reconsideration Committee. Concerns regarding the use of learning resources must first be addressed and resolved, if possible, at the school level with the staff in question, and in turn the principal. Please refer to the Procedures for Dealing with Challenged Materials for further information regarding the process.

POLICY 380 LEARNING RESOURCES

The Board of Education promotes the development of a resource rich learning environment by values providing a wide range of learning resources to support meet the educational needs of all students and a variety of teaching and learning styles in the school district.

The primary objective of learning resources is to support, enrich and help implement the educational programs of the school through the interaction of professional staff and members of school community.

The Board supports that, in order to meet the needs of students and teachers, it is the responsibility of the professional staff to select and deselect learning resources that support the curriculum, provide a balance on differing points of view, are based on science and fact, and are consistent with the current curriculum, and the educational goals of the province, the District and the school.

The Board recognizes that professional staff, particularly Teacher-Librarians, are also responsible for curating a wide array of materials for students' personal research and recreational reading purposes, and that these materials can also be considered "learning resources."

The Chilliwack School District fully supports the Ministry's Policy statement that "Educators are best suited for determining the resources that are most appropriate for use in their classrooms," and Librarian Learning Commons'.

The Board further acknowledges that learning materials and recreational reading materials may include sensitive content and expects understands that utmost professional judgment is will be exercised in evaluating and purchasing those learning materials.

Boards may use resources that are recommended by the BC Ministry of Education or may choose to use the services of the Focused Education Resources Services (FERS) the Educational Resource Acquisition Consortium (ERAC). ERAC-FERS maintains a collection of evaluated K-12 resources recommended for school district use. FERS resources used at the recommended grade levels are generally considered to be exempt from formal challenges as they have already been thoroughly vetted for educational use.

Educators will also need to make use of resources that have not been evaluated by FERS. The Board acknowledges that professional staff will consult a variety of recognized educational, critical, evaluative sources prior to using or purchasing these resources.

The Board expects and recognizes that **Selection of Learning Resources:**

1. Learning Resources selected fulfill the following social consideration principles:
 - a. Promotes diversity, appropriately representing the status areas of the BC Human Rights Code: race, colour, ancestry, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, and disability
 - b. Incorporates diverse racial backgrounds and lived experiences, demonstrates equity, and reflects Black, Indigenous and People of Colour (BIPOC) voices
 - c. Promotes respect for and understanding of inclusion and diversity in Canadian society
 - d. Provides appropriate context for complex issues and demonstrates an awareness of personal bias
 - e. Emphasizes opportunities for critical thinking
 - f. Ensures resources are current and do not contain offensive or stereotypical content
 - g. Ensures that materials presented as nonfiction are primarily based on science and fact
2. Learning resources use appropriate content and language for the intended audience in terms of the developmental age, maturity, and diverse learning needs of the students for whom the resource is intended.
- 4.3. Teacher-Librarians and other teachers will use professional judgment, skills and knowledge in selecting content for curriculum learning resources and recreational reading available to students in a school Library/Learning Commons.
4. School resources will reflect the Chilliwack School District policies pertaining to values, safe schools, inclusion and respect.
5. Learning resources shall be designed to motivate students and staff to examine their own attitudes and behaviours and to comprehend their own responsibilities, rights, and privileges as participating citizens in our society.
6. Learning resources shall present various sides of controversial issues so that young citizens may have an opportunity to develop, under guidance, the practice of critical analysis and make informed judgements in their daily lives.

7. Learning resources will be subject to continuous evaluation to ensure currency and relevance. Deselection, or “weeding,” is part of maintaining a relevant and respectful collection that meets current scientific or social consideration standards.
- 2.8. Learning resources shall be purchased and used in compliance with current copyright and privacy legislation.
- ~~3. Parents/Guardians are ‘Partners in Learning’ and are encouraged to consult with school staff should they have questions about resources being used.~~
- ~~9. All resources selected for use in schools should meet the required learning standards for the course/grade~~
10. The principles of freedom of to read/listen/view must be protected for students. TLs will support reading choice for students. Families who wish students not to read certain topics can have those discussions at home, but it is not the role of the TL to censor choices at the circulation desk.
11. Teacher-Librarians support reading choice. Students should not be limited in the Library Learning Commons to only books “at their reading level” (such as PM Benchmark/lexile, etc.). Reading level considerations are best suited to guided reading instruction in the classroom.

Challenge of Learning Resources:

1. The Board recognizes that despite all care taken to select appropriate learning resources for students and teacher use, and despite the qualifications of the professional who select the learning resources an objection may be raised to the use and availability of such a resource.
2. No parent/guardian/caregiver or groups of parents/guardians/caregivers has the right to determine reading, viewing or listening materials for students other than their own.
3. Parent/Guardians/Caregivers have the right to request that their children not have access to a given item, provided a written request is made to the school principal.
4. Any parent/guardian/caregiver or employee of the school district may formally challenge learning resources used where their child is enrolled. The final decision regarding any such challenge shall rest with the Reconsideration Committee. Concerns regarding the use of learning resources must first be addressed and resolved, if possible, at the school level with the staff in question, and in turn the principal. Please refer to the Procedures for Dealing with Challenged Materials for further information regarding the process.

ADMINISTRATIVE PROCEDURE 342 SELECTION OF LEARNING RESOURCES

OBJECTIVES:

The Board affirms that it is the responsibility of its professional staff:

1. To provide materials that will support the learning outcomes and enrich the curriculum, taking into consideration the varied interests, abilities, learning styles and maturity levels of the students served.
2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and societal standards.
3. To provide a range of materials on issues so that young citizens may have an opportunity to develop and practice critical analysis in order to make informed judgments in their daily lives.
4. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection.

RESPONSIBILITY:

While selection of learning resources may involve many people (administrators, teachers, students, parents, community persons, resource staff), the responsibility for the selection of school-based learning resources rests with the principal and teaching staff.

CRITERIA:

1. The following criteria will be used as they apply:
 - a) Learning resources shall support and be consistent with the policy directives of the Ministry of Education and Child Care and with the provincially prescribed curriculum.
 - b) Where possible, educators will provide choice in reading materials to promote student interest and personalization as mandated by the BC redesigned curriculum. Social considerations are some of the most challenging criteria with which to evaluate a learning resource. Ideally, BC students should see themselves and their life experiences, as well as their community and society at large, reflected and validated in the learning materials in their classroom (Source: Focused Education Resources).

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



- c) Learning resources should be fair, objective, and free from inappropriate images, bias, propaganda, discrimination and stereotyping, except where a teaching/learning situation requires illustrative material to develop critical thinking about such issues.
 - d) Learning resources shall be representative of the many religious, ethnic, and cultural groups and of their contributions to our national heritage and the world community.
 - e) Learning resources shall be designed to motivate students and staff to examine their own attitudes and behaviours and to comprehend their own duties, responsibilities, rights, and privileges as participating citizens in our society.
 - f) Learning resources shall be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of the students for whom the materials are selected.
 - g) Learning resources should not be used except to meet specific prescribed learning outcomes; for example, to recognize propaganda and its purpose in a given context or to balance an argument.
2. The selection of learning resources on controversial issues will be directed toward maintaining a balanced collection representing various views. Learning resources shall clarify historical and contemporary forces by presenting and analyzing intergroup tension and conflict objectively, placing emphasis on recognizing and understanding social and economic problems.
 3. Emphasis will be placed on the selection of Canadian and local learning resources where appropriate. These resources include learning materials from a variety of media by or about a Canadian person, about a region or event, and/or published or produced in Canada.
 4. Learning resources should be current, interesting, engaging and meet high standards of quality in factual content and presentation.

PROCEDURES:

1. In selecting learning resources, professional personnel will evaluate available resources and curriculum needs and will consult reputable, professionally prepared sources. The actual resource will be examined first-hand whenever possible.
2. Recommendations for purchase may involve administrators, teachers, students, parents, district personnel and community members.

Related Legislation: [Ministerial Order 333/99](#), the Educational Program Guide Order; section 5.

Related Contract Article: Nil

Cross Refs:

Adopted: March 23, 1988

Amended: December 1994; January 2005, Feb 2023

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OF SCHOOL DISTRICT NO. 33
(CHILLIWACK)
Administrative Procedure



3. Gift materials shall be judged by the criteria outlined and shall be accepted or rejected by those criteria.
4. Selection is an on-going process that should include the removal of materials no longer appropriate according to the criteria for the selection of learning.

DRAFT

ADMINISTRATIVE PROCEDURE 355 PROCEDURES FOR DEALING WITH CHALLENGED MATERIALS

Request for Informal Reconsideration:

1. The school receiving a complaint regarding a learning resource by a parent/guardian/caregiver shall try to resolve the issue informally.
2. The principal, teacher-librarian or other appropriate staff member shall explain to the questioner the school's selection procedure and criteria, and the qualifications of those persons selecting the resource.
3. The principal, teacher-librarian or other appropriate staff member shall explain the particular place the questioned resource occupies in the educational program, its intended educational usefulness, and additional information regarding its use, or refer the party to someone who can identify and explain the use of the resource.
4. If the questioner wishes to file a formal challenge, a copy of the district Learning Resources Policy and a Request for Reconsideration of Learning Resources form shall be provided by the principal to the party concerned.

Request for Formal Reconsideration:

Preliminary Procedures:

1. Each school will keep on hand and make available Request for Reconsideration of Learning Resources forms. All formal objections to learning resources must be made on these forms.
2. The Request for Reconsideration of Learning Resources forms shall be signed by the questioner and filed with the principal or designate.
3. The District Officer in charge of curriculum shall be informed of the formal complaint received.
4. The District Officer in charge of curriculum will meet the questioner and attempt to resolve the issue and may refer the challenge to a reconsideration committee for re-evaluation of the resource.
5. Requests for reconsideration of materials in district collections shall be referred to a reconsideration committee.

Reconsideration Committee Process:

1. Upon receipt of a request for formal reconsideration of a learning resource, the principal is responsible for forming a reconsideration committee and setting the date for the first meeting.
2. Membership of the committee should include persons not involved in the school where the dispute has arisen:
 - One (1) school-based administrator selected by the Chilliwack Principals and Vice-Principals Association (CPVPA)
 - One (1) member of the district staff chosen by the Superintendent or designate
 - One (1) teacher chosen by the Chilliwack Teachers' Association (CTA)
 - One (1) teacher-librarian chosen by the Chilliwack Teacher Librarians Association (CTLA)
 - One (1) parent selected by District Parent Advisory Council (DPAC)
 - One (1) student chosen by the student council of a secondary school, when the dispute exists in another secondary school
3. The committee is responsible for naming the chair of the committee at the first meeting.
4. The reconsideration committee may choose to consult district support staff and/or community persons with related professional knowledge.
5. The reconsideration committee shall review the challenged resource and judge whether it conforms to the principles of selection outlined in the District's Learning Resources policy.

Resolution:

1. The reconsideration committee shall:
 - Examine the challenged resource.
 - Determine professional acceptance by reading critical reviews of the resource.

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



- Weigh values and faults and form opinions based on the material as a whole rather than passages or sections taken out of context.
 - Discuss the challenged resource in the context of the educational program.
 - Discuss the challenged item with the individual questioner when appropriate.
 - Prepare a written report based on the criteria in the District Learning Resources Policy.
2. The school principal shall receive a copy of the report.
 3. Written reports, when completed, will include the minutes of the meeting(s) and the rationale for the decision made by the committee, and shall be circulated to the complainant, the Superintendent, the District Officer responsible for curriculum, school principals and teacher librarians.
 4. Once filed, reports will be available for examination by trustees, appropriate personnel, and parents/guardians/caregivers.
 5. The written report shall be discussed by the school principal with the individual questioner if requested.
 6. The decision-making process of the reconsideration committee shall be by consensus and is binding for the district.
 7. Notwithstanding any procedure outlined in this policy, the questioner shall have the right to appeal any decision of the reconsideration committee to the Board of Education as the final review panel.

Guiding Principles:

1. Only learning resources not on the approved list of Focused Education Resources can be challenged.
2. Any parent/guardian/caregiver of the school community may raise objection to learning resources used in the school's educational program despite the fact that the individuals selecting such resources were duly qualified to make the selection, followed the procedures and observed the criteria for selecting learning resources.
3. A challenged learning resource should not be summarily removed from circulation.

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

4. Access to challenged material may be restricted during the reconsideration process by the principal in consultation with the teacher-librarian and/or teacher.
5. The principal should review the selection and objection rules with the teaching staff at least annually. The staff should be reminded that the right to object to learning resources is one granted by the policies enacted by the Board of Education.
5. A parent/guardian/caregiver has the right to determine reading, viewing, or listening matter for only his/her/their own children.
6. Although it is the learning resources which are challenged, the principles of freedom to read/listen/view must be defended as well.
7. The major criterion for the final decision is the appropriateness of the material for its educational use.
8. A decision to sustain a challenge shall not necessarily be interpreted as judgment of irresponsibility on the part of the professionals involved in the original selection and/or use of the material.

BOARD OF EDUCATION

DECISION REPORT

DATE: February 7, 2023
TO: Board of Education
FROM: Heather Maahs, Trustee
RE: **POLICY FOR PARENT/GUARDIAN RIGHTS**

RECOMMENDATION:

THAT the Board of Education write a Parent/Guardian Rights Policy.

BACKGROUND:

The rights of parents and guardians need to be enshrined in policy, recognizing that parents are their child's first educator(s), respecting their parental authority, and recognizing their rights and responsibility to participate in their child's education.

Including but not limited to:

- The right to volunteer in their child's school (in accordance with SD Regulation 902.1)
- The right to access information regarding their child's activities in school
- The right to view all their child's files, to challenge any information, and if necessary, use the appeals process (in accordance with Bylaw 4)
- The right to having full access to all resources, curriculum and/or reading material in schools
- The right to determine what subject matter is appropriate for their child
- The right to be consulted when interventions from outside agencies or regular school activities are being considered
- The right to be provided with letter grades and/or the academic status of their child, upon request
- The right to homeschool their child with support of the school district, in accordance with legislated requirements

The Board will seek DPAC's support in consulting with individual PACS on this new policy.

Rationale:

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

As outlined in the Ministry of Education's document entitled Mandate for School System Province of British Columbia: "*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*

Partners in Learning!

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.”

BOARD OF EDUCATION
INFORMATION REPORT

DATE: February 7, 2023
TO: Board of Education
FROM: Mark Friesen, Assistant Secretary Treasurer
RE: **STUDENT AND FAMILY AFFORDABILITY FUND UPDATE**

On August 29, 2022, the Provincial government announced that it would provide \$60 million in one-time funding to school districts in B.C. to help make back-to-school more affordable for students and their families who are struggling with rising costs of living due to global inflation. For the Chilliwack School District, this resulted in a one-time allocation of \$1.5 million dollars.

The Ministry has been very specific as to what this funding was to be used for, namely food security and family assistance. The District has consulted with Indigenous rights holders, staff, District Parent Advisory Council, and other partner groups as well as the public to garner feedback and ideas as to how best to respond to the needs of students and their families in this regard.

To date, the District has allocated close to \$1 million to meet this mandate. Of this \$1 million, approximately \$420,000 has been spent year to date. A schedule showing these details is attached.

Since the last update to the Board in October 2022, the District has made the following additional allocations:

Middle School Athletic Fees \$36,157

To ensure equity and exposure to sports for all middle school students, the district has waived the participation fees for middle school sports for this year.

Community Cupboard \$10,000

To ensure items such as breakfast foods – eggs, yogurt, canned meat and milk are regularly available to families that access the services.

Free Store \$10,000

To provide additional meats, dairy and whole grains to families accessing the store.

Murray Honda \$20,000

Due to the large response to the company's annual winter coat drive, the District has agreed to provide additional funding to meet this demand.

The remaining amount of just over \$530,000 will be allocated over the course of the year as new initiatives are identified.

Family Affordability - Schedule of Allocations and Spending

Funding from Ministry	\$1,526,471		
Initiatives:	Allocation	Spent	Remaining
Schools	644,730	198,812	445,918
Bowls of Hope	75,000	37,500	37,500
Starfish Backpack Program	55,000	27,500	27,500
Murray Honda (boots/coats)	50,000	25,000	25,000
Chilliwack Youth Health Centre	10,000	5,000	5,000
Memiyelhtel program	10,000	10,000	0
District Initiatives	75,000	62,510	12,490
Total Initiatives to October	919,730	366,322	553,408
MS Athletics fees waived	36,157	32,512	3,645
Community Cupboard	10,000	5,000	5,000
Free Store	10,000	5,000	5,000
Murray Honda - bump up	20,000	10,000	10,000
Total New Initiatives	76,157	52,512	23,645
Total allocations	995,887	418,834	577,053
Remaining to Allocate:	\$530,584		

BOARD OF EDUCATION

INFORMATION REPORT

DATE: February 7, 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 February 2, 2023.

Minutes



REPORT OF THE BUDGET ADVISORY COMMITTEE

Meeting Held Thursday, February 2, 2023 – 4:00 p.m.

School District Office

Attendance:

Committee Members:

David Swankey	Trustee (Chair)
Heather Maahs	Trustee
Richard Procee	Trustee
Reid Clark	Chilliwack Teachers' Association (CTA)
Tracey O'Hara	Canadian Union of Public Employees' (CUPE)
Sean Wicker	Chilliwack Principals' Vice Principals' Association (CPVPA)
Niki Wiens	Management Group
Daisy Dai	Community Representative
Jaxon Sanderson	Student Representative – GWG
Constance Ngo	Student Representative – GWG
Andrea Marin	Student Representative – CSS
Kim Simpson	Student Representative – CSS

Staff:

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

Regrets:

Andrew Unruh	Community Representative
Jessica Clarke	District Parent Advisory Committee (DPAC)
Selina Park	Student Representative – SSS
Mark Friesen	Assistant Secretary Treasurer

Absent:

Gail Point	Indigenous Education Advisory Committee (IEAC)
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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**

The Agenda was approved by unanimous consent.

3. **Approval of Minutes**

Mover: Jaxon Sanderson

Secunder: Richard Procee

THAT the minutes of the January 12, 2023 meeting be approved as amended.

CARRIED

4. **Update on Amended Budget (Ministry Requirements)**

Simone Sangster, Secretary Treasurer, reviewed changes to the amended budget per requirements of the Ministry of Education and Child Care.

5. **Review of December Quarterly Financial Report**

The Secretary Treasurer reviewed the Quarterly Financial Report as of December 31, 2022. The Quarterly report, based on the Draft Amended Budget, shows an unfavourable variance of \$559,620. There was discussion and explanations were provided for any material variances.

6. **Outline of 2023/24 Preliminary Budget Timelines**

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

7. **Review Plans for Public Consultation into the Budget Planning Process**

The committee provided the following input:

- Use concrete examples in the presentation
- Education around how the budget is put together
- Describe Special Purpose Funds
- Share information on assumptions
- Use Infographics on enrolment trends and budget risks around growth

The draft public budget presentation will be shared with the committee at its April 13th meeting and will be presented on Tuesday, April 18, 2023 at 5:30 p.m. during the Public Board meeting.

8. **Adjournment**

The meeting was adjourned 4:51 p.m.

BOARD OF EDUCATION

INFORMATION REPORT

DATE: February 7, 2023
TO: Board of Education
FROM: Simone Sangster, Secretary Treasurer
RE: **QUARTERLY FINANCIAL REPORT**

The Secretary Treasurer will present the Quarterly Financial Report – December 31, 2022.

Chilliwack School District

Quarterly Financial Report - July 1, 2022 to December 31, 2022

OPERATING FUND	Year-to-Date Jul 1, 2022 to Dec 31, 2022				INTERNAL AMENDED ANNUAL BUDGET 2022-2023
	Y-T-D BUDGET 2022/23	July to Dec ACTUALS	Variance Favourable (Unfavourable)	%	
REVENUE					
Provincial Grants, Ministry of Education	61,151,574	61,163,146	11,572	0.0%	156,248,813
LEA/Direct Funding From First Nations	1,056,151	1,056,148	(3)	0.0%	2,640,377
Provincial Grants, Other	64,000	10,000	(54,000)	-84.4%	160,000
International Student Tuition	750,652	899,257	148,605	19.8%	1,876,625
Other Revenue	416,647	361,937	(54,710)	-13.1%	546,330
Rentals & Leases	115,000	118,145	3,145	2.7%	230,000
Investment Income	490,002	548,634	58,632	12.0%	980,000
Total Revenue	64,044,026	64,157,267	113,241	0.2%	162,682,145
EXPENSE					
Salaries					
Teachers	28,003,984	28,069,316	(65,332)	-0.2%	69,833,313
Principals & Vice-Principals	4,634,633	4,577,063	57,570	1.2%	9,250,933
Education Assistants	5,739,200	5,109,779	629,421	11.0%	14,563,452
Support Staff	6,945,082	6,353,769	591,313	8.5%	15,106,635
Other Professionals	1,806,666	1,791,903	14,763	0.8%	3,629,943
Substitutes	2,604,534	2,236,817	367,716	14.1%	6,433,312
Total Salaries	49,734,099	48,138,647	1,595,452	3.2%	118,817,588
Employee Benefits	10,412,429	9,938,149	474,280	4.6%	28,122,983
Total Salary & Benefits	60,146,527	58,076,796	2,069,732	3.4%	146,940,571
Services & Supplies	8,405,973	8,495,926	(89,953)	-1.1%	17,346,689
Total Expense	68,552,500	66,572,722	1,979,778	2.9%	164,287,260
Net Revenue (Expense)	(4,508,475)	(2,415,454)	2,093,018	3.1%	(1,605,115)
School Surpluses Included	366,708	150,000	(216,708)		916,769
Indigenous Ed Surplus Included	250,181	187,636	(62,545)		625,452
Capital Asset Purchases	-	-	-		(496,726)
Surplus (Deficit) for Year	(3,891,586)	(2,077,818)	1,813,765		(559,620)

Chilliwack School District

Quarterly Financial Report - July 1, 2022 to December 31, 2022

OPERATING FUND	Year-to-Date Jul 1, 2022 to Dec 31, 2022				INTERNAL AMENDED ANNUAL BUDGET 2022-2023
	Y-T-D BUDGET 2022/23	July to Dec ACTUALS	Variance Favourable (Unfavour- able)	%	
SERVICE & SUPPLIES BREAKDOWN:					
Services	2,209,311	2,180,509	28,802	1.3%	4,689,747
Student Transportation	15,177	5,756	9,421	62.1%	32,000
Professional Development & Travel	488,623	519,472	(30,849)	-6.3%	1,030,215
Rentals & Leases	-	-	-	100.0%	25,000
Dues & Fees	127,003	134,291	(7,288)	-5.7%	267,774
Insurance	276,500	308,795	(32,295)	-11.7%	276,500
Supplies	4,179,209	4,200,002	(20,793)	-0.5%	8,558,453
Utilities	1,110,150	1,147,102	(36,952)	-3.3%	2,467,000
Total Services & Supplies	8,405,973	8,495,926	(89,953)	-1.1%	17,346,689



Quarterly Financial Report December 2022

We are providing this report in accordance with [Policy 610](#): Financial Planning and Reporting, *“Throughout the fiscal year, management will provide regular reporting which will compare actual and forecasted expenditures to the budget plan.”*

The report compares our Internal Amended Budget year-to-date to the Actual Financial transactions as of December 2022. There are some significant variances due to financial changes that have occurred since the Preliminary Budget was prepared.

The year-to-date budget has been trended to typical annual patterns to show how costs and revenues are anticipated to be incurred throughout the year, which may or may not be evenly spread.

REVENUES

Provincial Grants – the year-to-date revenue has been trended to the expected Provincial grant before adjustment for the wage settlements. Provincial grants according to the budget were \$151 million and the district trended to the budget as of December when the Ministry publishes its first update to revenue estimates for the year. The internal amended budget reflects both differences in actual versus budgeted enrollment and the wage settlement. We expect that revenue will increase to the internal amended budget estimate.

LEA/ Direct Funding from First Nations – this funding is billed monthly and the billings and the preliminary budget are currently based on last year’s amounts. We will finalize the amount in June.

Provincial Grants, Other – these are typically received later in the year, we expect that the amount will be on budget.

REVENUES continued

International Student Tuition – collections have been higher than expected in the preliminary budget due to an increase in the number of students over projections.

Other Revenue – other revenue includes capacity for one-time grants, which have been lower to start the year; transportation fees will be increased in the next quarter by \$30,000 for fees received in advance; and contributions from the City of Chilliwack for costs of maintaining shared facilities such as school fields.

Rental and Leases – this is consistent with the preliminary budget expectations.

Investment income – Interest rates averaged 3.65% for the first six months of the year, which is considerably higher than the level anticipated in the preliminary budget.

SALARIES & BENEFITS

Teachers – teacher costs and budget reflect the net additional costs adjusted in the internal amended budget from the wage settlement in November, higher staffing than budgeted, and savings from vacancies.

Principals & Vice Principals – spending is consistent with budget. The added savings are due to vacancies and grant funding obtained for a district principal.

Education Assistants – the budgeted cost reflects the anticipated cost of the collective settlement in September (approximately 3.5%), once the local agreement has been finalized. Additionally, actual vacancies may be higher than anticipated, which would explain the variance over the 3.5% expected. We will continue to review the lower than budgeted cost. We do not anticipate a positive variance at the end of the year.

Support Staff – the budgeted cost reflects the anticipated cost of the collective settlement in September (approximately 3.5%), once the local agreement has been finalized. Additionally, actual vacancies may be higher than anticipated, which would explain the variance over the 3.5% expected. We will continue to review the lower than budgeted cost. We do not anticipate a positive variance at the end of the year.

Other Professionals – spending is consistent with budget.

Substitutes – the budget reflects an additional expected cost for substitutes this year. The higher costs are likely through the winter months and we do not anticipate a position variance at the end of the year.

Employee Benefits – benefits typically track alongside wages as many benefits are based on wage levels (CPP for instance is calculated as a percentage of salary). Budgeted benefits are higher than actual due to the fact that the EAs and support staff have not yet received anticipated and budgeted salary increases.

SERVICES & SUPPLIES

Services are tracking slightly lower than budget. The use of contracted Educational Psychologists and Speech Language professionals has not been as high as expected.

Student Transportation has not some expenses so far this year as we are starting to see the need to contract out for bussing.

Professional Development & Travel expenses are above budget. The last few years have warranted a decrease in travel and conference budgets as there was a shift to on-line learning. Now with the opening up of travel, we see a lot more in person conferences happening again which means that there is pressure on these budgets.

Dues & Fees are tracking close to budget with some dues being paid at the beginning of the year which skews the year to date actuals higher than budget.

Insurance costs have increased due to additional schools and the rise in pooled claims in the education sector. This increase was not anticipated when the budget was put together.

Supplies are pretty much right on budget. We believe our budget now reflects the increased costs of vehicle fuel that we have experienced this year. School spending appears to be on track as well.

Utilities are tracking close to budget. The one overage we see is with our natural gas heating. There appears to be an increase in natural gas rates so we will be monitoring this for the remainder of the year to see if this will be an added cost pressure for next year's budget.

OTHER ITEMS

School Surpluses – Chilliwack schools are provided a budget from which they may purchase services, supplies and some additional staffing. The District's policy is to allow schools to carryover surpluses and deficits accross years. This supports multiyear planning and removes the incentive to use all of the funding in one particular year, or lose it. Each year, any suplus is included in the district's operating (internally restricted) reserve and may be used the following year.

Indigenous Ed. Surplus – The supplemental funding received for indigenous education is target and must, therefore, be spent for indigenous programs. Any unspent amount is carried over as part of the district's operating (internally restricted) reserve and may be used the following year.

Capital Asset Purchases – Funds designated to be spent on capital equipment, vehicles, and portables are transferred from the operating fund to the capital fund where the value of the asset is recorded once it is purchased. This amount represents the designated transfer that is expected to be completed before the end of the school year.

BOARD OF EDUCATION

INFORMATION REPORT

DATE: February 7, 2023
TO: Board of Education
FROM: Margaret Reid, BCSTA Representative
RE: **BCSTA REPORT**

- 1.) BCSTA Regional branch meeting for the Fraser Valley was held Monday Jan 30th at Irene Kelleher Totí:ltawtxw
 - a. Congratulations to David Swankey for his election to Branch president!
- 2.) BCSTA is inviting trustees to participate in focus groups related to the association's anti-racism work
 - a. Trustees are encouraged to check the dates and times and register if they are available
- 3.) BCSTA's vice-president will be elected February 25 at Provincial Council (PC)
 - a. Nominations are now closed.
 - i. The current nominee is Tracy Loffler- Nominations from the floor may still occur.
 1. Candidate statements will be shared February 9.
- 4.) Provincial Council takes place February 24-25
- 5.) AGM April 27-30
 - a. AGM Motion Forms and Deadlines
 - i. Extraordinary motions | February 15
 - ii. Substantive motions | February 24
 - iii. Late motions | March 27

TRUSTEE REPORT

Trustee: Willow Reichelt

Report Date: February 1, 2023

KEY ACTIVITIES SINCE LAST BOARD MEETING

- **January 16:** Rosedale Traditional visit. Thank you to staff for letting me look in on your classrooms and to principal Brian Fehlauer for the tour!
- **January 16:** Leary Integrated Arts visit. Thank you to principal Brad Driscoll for the tour and to all of the staff who let me pop into your classrooms!
- **January 23:** EPAC meeting. Thank you as always to all of the committee members who contribute valuable suggestions as we work through our policy review process.
- **January 23:** Cheam Elementary visit. Thank you to principal Iain Gardner for meeting with me!
- **January 29:** Chilliwack Chiefs Puck Drop. Trustees Maahs, Reid, Swankey, Westerby and I were able to attend the Chilliwack vs Coquitlam game and drop the puck. It was a lot of fun!

UPCOMING EVENTS OF INTEREST TO THE BOARD

- 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: David Swankey

Report Date: January 31, 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.

- Jan 12th – Chaired SD33 Budget Committee Mtg
- Jan 12th – Attended SD34/Abbotsford Police Department Panel/Townhall re: School Liaison Officer Programs
 - Panel included SD34 trustee and staff representation
 - Discussion followed through on questions raised by the [Office of the Human Rights Commissionaire](#)
- Jan 13th – Met with FV Branch President Carter in anticipation of Branch AGM
- Jan 16th – Attended Board Authority Authorized (BAA) Course Committee as board liaison
- Jan 18th – Met with Chilliwack Restorative Justice Executive Director re: CRJ and SD33
- Jan 19th – Attended SD33 hosted CBIEP presentation
 - <https://learningservices.sd33.bc.ca/resources-parents>
- Jan 23rd – Met with FV Branch Executive to review options for branch based Professional Development
- Jan 23rd – Chaired SD33 EPAC Mtg
- Jan 24th – Attended Board Learning Session
 - <https://sd33.bc.ca/Learning-2022-2023>
- Jan 25th – Attended Board/CTA Partners Mtg
- Jan 25th – Met with DPAC Executive
- Jan 29th – Joined Trustees in attending Chilliwack Chief's home game
- Jan 30th – Attended BCSTA Branch AGM
 - Thank you to SD34 for hosting
 - Thank you to all trustees who put their name forward for elections
 - In advance of the BCSTA AGM we are working to host two FV Branch Mtgs
 - First, to support motions going to AGM from FV Branch
 - Second, to support professional development and motion writing among FV Branch Trustees
- Jan 31st – Attended SD33 Long Service (20+ years) Recognition

UPCOMING EVENTS OF INTEREST TO THE BOARD

- March 1st & 15th – Chilliwack Chamber of Commerce hosted Cultural Safety & Humility Sessions
 - <https://business.chilliwackchamber.com/events/details/cultural-safety-training-introduction-to-indigenous-cultural-safety-humility-len-pierre-1966>
- March 24th-25th – High Ground Civic Governance Conference
 - Early Bird Registration is now open
- 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: February 1st, 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.

- Visited and toured AD Rundle, spoke with the GSA – January 16th
- Visited and spoke with the Chilliwack Middle School GSA - January 19th
- EPAC meeting – January 20th
- Board Learning Session – January 24th
- CTA Board Partner Meeting – January 25th
- BCPSEA AGM – January 26th & 27th
- Heard the CSS and SSS bands practice before their big trip to Disneyland – January 28th
- Attended alongside Trustee Reichelt as she dropped the puck at the Chiefs game – January 29th
- FV BCSTA Branch meeting – January 31st
- White Hatter DPAC Online Cyber Bullying - February 1st

UPCOMING EVENTS OF INTEREST TO THE BOARD

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TRUSTEE REPORT

Trustee: Margaret Reid

Report Date:

KEY ACTIVITIES SINCE LAST BOARD MEETING

- 1.) BCSTA Regional branch meeting for the Fraser Valley was held Monday Jan 30th at Irene Kelleher Totf:Itawtxw
 - a. Congratulations to David Swankey for his election to Branch president!
- 2.) Board education session (Indigenous education and Budget overview) – Jan 24th
- 3.) Board partner meeting- CTA – Jan 25th
- 4.) Nomination Committee Meeting (BCSTA Fraser Valley Branch Elections) – Jan 25th
- 5.) DPAC meeting – Jan 26th
- 6.) Sardis and Chilliwack secondary band- invitation to meet the students and learn about their upcoming trip to Disneyland – Jan 28th
- 7.) Chilliwack Chiefs Board of Education Puck Drop – Jan 29th
- 8.) District long service dinner – Jan 31st
- 9.) Chilliwack Youth Council meeting – Feb 7th

UPCOMING EVENTS OF INTEREST TO THE BOARD

- BCSTA - Provincial Council takes place February 24-25
- AGM April 27-30
- Cultural Safety Training: Introduction to Indigenous Cultural Safety & Humility - Len Pierre – Hosted by Chilliwack Camber of Commerce – March 1st and 15th
- Fraser Valley Cultural Diversity Awards – March 9th
- 2023 BCTEA Annual (Virtual) Meeting on Transportation to Public Schools – Feb 7th

MEETING SUMMARIES

In-Camera Meeting – January 17, 2023

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

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

1. 2023-2024 School Calendar Process
2. HR Report
3. BCPSEA Report
4. Assistant Superintendent Contracts

Strategic Learning Sessions:

Learning Session – January 24, 2023 – Part 1

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

Staff: Rohan Arul-pragasam, Simone Sangster, Brenda Point, Kirk Savage, Paula Jordan, Mark Friesen, David Manuel, Allan Van Tassel, Talana McInally

Guest Speaker: Dr. Keith Carlson

1. Local Indigenous History & The Impact of Colonialism

Learning Session – January 24, 2023 – Part 2

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

Staff: Rohan Arul-pragasam, Simone Sangster, Mark Friesen, David Manuel, Talana McInally

1. Amended Budget Changes and Overview – 2022/2023