



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

AGENDA

May 9, 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 April 18, 2023 meeting be approved as circulated.)

2. PRESENTATIONS

- 2.1. Delegation Presentation: School Based Mentoring Program
- 2.2. Mémiyelhtel Presentation

3. INFORMATION ITEMS

- 3.1. Budget Advisory Committee Report
- 3.2. Education Policy Advisory Committee Report
- 3.3. Quarterly Financial Report
- 3.4. BCSTA Report
- 3.5. Trustee Written Reports

4. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING THE AGENDA

5. ACTION ITEMS

- 5.1. 2023 – 2024 Preliminary Budget – 1st Reading
- 5.2. Schedule of Board Meetings

5.3. Chilliwack Youth Health Centre Rent Relief Extension

5.4. Policy Renovation Project

5.4.1. Policy 315 – Weapons

5.4.2. Policy 517 – Health-Promoting Schools

5.4.3. Policy 520 – Adult Student Fees

5.4.4. Policy 532 – Extra Curricular School Sports

5.4.5. Policy 602 – Conducting Research

6. MEETING SUMMARIES

7. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING THE AGENDA

8. ADJOURNMENT

8.1. Next Board of Education Meeting: June 13, 2023 at 5:30pm



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

Date of Meeting: Tuesday, April 18, 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 | Rohan Arul-pragasam |
| Secretary Treasurer | Simone Sangster |
| Assistant Secretary Treasurer | Mark Friesen |
| Assistant Superintendent | Paula Jordan |
| Assistant Superintendent | Kirk Savage |
| Assistant Superintendent | Dave Manuel |
| Director of Facilities and Transportation | Allan Van Tassel |
| 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

20.23 Moved by: Trustee Swankey
Seconded by: Trustee Bondar

THAT the agenda be adopted as circulated.

CARRIED

1.3. Approval of the Minutes

21.23 Moved by: Trustee Westerby

Seconded by: Trustee Bondar

THAT the minutes of the March 14, 2023 Regular Board Meeting be approved as circulated.

CARRIED

2. PRESENTATION

2.1. Public Budget Presentation

The Secretary Treasurer and Assistant Secretary Treasurer provided an overview of the School District's budget development process and budget assumptions.

Comments and Questions from the public were received as follows:

- Enrolment assumptions for students with categories
- Accumulated surplus and effect on district programs
- Capital funding for future school expansions
- Bussing costs
- Affordability fund

2.2. Strategic Plan: 90-Day Cycle Update

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

Meeting Recessed at 6:41 pm

Meeting called back to order at 6:47 pm

3. INFORMATION ITEMS

3.1. Budget Advisory Committee Report

The Board of Education received the Budget Advisory Committee minutes of the April 13, 2023 meeting.

3.2. Education Advisory Committee Report

The Board of Education received the Education Policy Advisory Committee minutes of February 13, 2023 and March 6, 2023 at which the following policy was recommended to be reaffirmed:

- Policy 291: Environmental Stewardship

3.3. Accessible BC Act Update

The Superintendent provided an update to the Accessible BC Act as well as an overview of the regulation, requirements, committee structure, accessibility plan and feedback as it pertains to work being done at our district.

3.4. BCSTA Report

Trustee Reid provided an update on matters related to the BCSTA.

3.5. Trustee Written Reports

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

4. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING THE AGENDA

- No comments or questions were received

5. ACTION ITEMS**5.1. 2023-2024 Capital Plan Bylaw**

39.23 Moved by: Trustee Swankey
Seconded by: Trustee Bondar

1. THAT the Board approve three readings of Capital Project Bylaw No. 2023/24-CPSD33-01 at the April 18, 2023 Regular Board Meeting.
(*vote must be unanimous*)

CARRIED

39.23 Moved by: Trustee Bondar
Seconded by: Trustee Westerby

2. THAT the Board approve first, second and third reading of Capital Project Bylaw No. 2023/24-CPSD33-01 (attached).

CARRIED**5.2. Policy Renovation Project****5.2.1. Policy 291 – Environmental Stewardship**

43.23 Moved by: Trustee Swankey
Seconded by: Trustee Bondar

THAT the Board of Education reaffirm Policy 291 Environmental Stewardship - (719 Environment) as presented. This policy was presented to the Education Policy Advisory Committee in its draft form at its February 13 and March 6, 2023 meeting.

CARRIED**For: Bondar, Procee, Reichelt, Reid, Swankey, Westerby****Opposed: Maahs****5.2.2. Policy 510 – Financial Awards**

43.23 Moved by: Trustee Bondar
Seconded by: Trustee Reid

THAT the Board of Education repeal Policy 510 Financial Awards.

CARRIED

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

5.2.3. Policy 521 – Challenge for Credit & Policy 522 - Equivalency

43.23 Moved by: Trustee Bondar
Seconded by: Trustee Westerby

THAT the Board of Education repeal Policy 521 – Challenge for Credit and Policy 522 - Equivalency.

CARRIED

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

6. MEETING SUMMARIES

March 14, 2023 In-Camera Meeting

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

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

1. HR Report
2. BCPSEA Report
3. Strategic Staffing Plan

March 16, 2023 Special In-Camera Meeting

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

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

1. Trustee Conduct

April 11, 2023 Board Learning Session Part 1

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, Mark Friesen, Allan Van Tassel, Talana McInally

1. 2023-24 Preliminary Budget Assumptions

April 11, 2023 Board Learning Session Part 2

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

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

1. Equity and Anti-Racism Presentation

7. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING AGENDA ITEMS

- Wheelchair accessible busses
- Budget Presentation appreciation

8. ADJOURNMENT

The meeting was adjourned at 8:00 p.m.

7.1. Next Board of Education Meeting Date

**Tuesday, May 9, 2023
5:30 p.m.
School District Office**

Board Chair

Secretary-Treasurer

BOARD OF EDUCATION

DELEGATION PRESENTATION

DATE: May 9, 2023
TO: Board of Education
FROM: Cheryl Moore, Big Brothers Big Sisters of the Fraser Valley
RE: **SCHOOL BASED MENTORING PROGRAM**

BACKGROUND:

Cheryl Unger is the Program Manager for Big Brothers Big Sisters of the Fraser Valley and will present about the Chilliwack In-School Mentoring Program, Human Service Career Enrichment Program and Afterschool Group Program.

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



Big Brothers
Big Sisters

BOARD OF EDUCATION CHILLIWACK SCHOOL DISTRICT

Chilliwack In-School Mentoring
&
Human Service Career Enrichment Program
&
Afterschool Group Program

Program Manager: Cheryl Unger

IGNITING POTENTIAL...

Kaeden's mom says "Matt was instrumental in Kaeden graduating high school. There was a time he wouldn't even go to school. Matt played a huge role. Matt has been exactly what I wanted: a man to show my son how to be a man. He has kept every appointment - even the week he got married."



BBBS CHILLIWACK SCHOOL-BASED PROGRAMMING

- **Adult In-School Mentoring** (since 2010)

Total # of children mentored to date: 210 x 28 hours per yr = 5,880 volunteer hrs

- **Teen Mentoring** (since 2010)

Total # of children mentored to date: 325 x 28 hours per yr = 9,100 volunteer hrs

- **Human Service Career Enrichment Program** (since 2015)

Total # of youth mentored to date: 562 x 184 program hours total for all 3 yrs = 746 youth
hrs invested

- **Afterschool Group Programming** (since 2012)

Total # of children mentored to date: 289 kids x 14 hours per group = 4,046 hrs
kids benefitted from programming

CHILLIWACK PARTNERSHIP SCHOOLS

Active Matches in Chilliwack Schools this Year

Elementary Schools

TOTAL # of Students matched = 29 Students

Benard - 1 match

Robertson - 3 matches

Watson – 2 matches

Vedder - 18 matches

East Chilliwack - 2 matches

Little Mountain - 4 matches

Middle Schools:

TOTAL # of Students matched = 4 Students

Chilliwack Middle – 2 matches

A D Rundle Middle - 2 matches

HSCEP (Chilliwack Secondary): TOTAL # of youth = 42 Students

Afterschool Group Programs: TOTAL # of youth = 13 Students

Central (Fall 2022) & Watson (Winter 2023)

**Current # of Children Served
in 2022/2023 School Year in
SD No. 34:**

88 Students

CHALLENGES

Pandemic Impact:

- Recruiting Volunteers - Increase adult recruitment
 - Elementary and High Schools are not all close together
- Caseload Capacity – increase funding to add program hours to meet need



VALUE-ADDED PROGRAMMING

- Creating Developmental Relationships

- Express Care
- Providing Support
- Challenging Growth
- Share Power
- Expand Possibilities



- Building intentional connections with healthy adult mentors
- Providing social emotional support and life skill development



QUICK RECAP

School Based Mentoring programs aim to:

- Increase Social Emotional Competence
- Increase Mental Health & Well-Being
- Provide Educational Engagement & Employment Readiness
(including increase school attendance and graduation rates)



BOARD OF EDUCATION

PRESENTATION

DATE: May 9, 2023
TO: Board of Education
FROM: David Manuel, Assistant Superintendent
RE: **MÉMIYELHTEL PROGRAM**

BACKGROUND:

David Manuel, Assistant Superintendent, Brenda Point, District Principal of Indigenous Education, and Breanna Miller, Youth Services Manager from Mémiyelhtel will present about the Mémiyelhtel Program.

Breanna Miller, Youth Services Manager Stó:lō Service Agency (Health) will be using storytelling, from a current youth in the program, to share about the work in the Mémiyelhtel program. She will present general information about the program, and then preface “Delmar” by referencing the attached referral we received for him when he was first referred to the program. Furthermore, she will share a video clip that highlights Delmar’s journey with the program, as supported by his Intensive Support and Resource Worker (ISRW), Nick.

REFERRAL INFORMATION

Reason(s) for referral (presenting issues/risk factors), including current/previous interventions and supports (be specific):

Presenting Issues - Delmar lives with his grandma and he is disrespecting her, bullying her, not following the rules, drinking, skipping school, and his grandma is at a loss for how to help him.

Delmar would benefit from traditional teachings, coming of age/growing into adulthood, respect for his elders, etc. Him and his grandma have expressed interest in the Aboriginal Mentorship program because he doesn't have any positive (males specifically) role models in his life.

Risk factors.- associates with other high risk youth, Delmar is known to drink underage and be intoxicated often, he has a learning disability and ADHD, and is involved with youth probation.

Mémiyelhtel



Helping Youth Be Well



The ultimate goals of the program are to support youth to have:

- Life Promotion
- A Strong Sense of Identity
- Self Love and Acceptance
- Ongoing Resilience & Perseverance



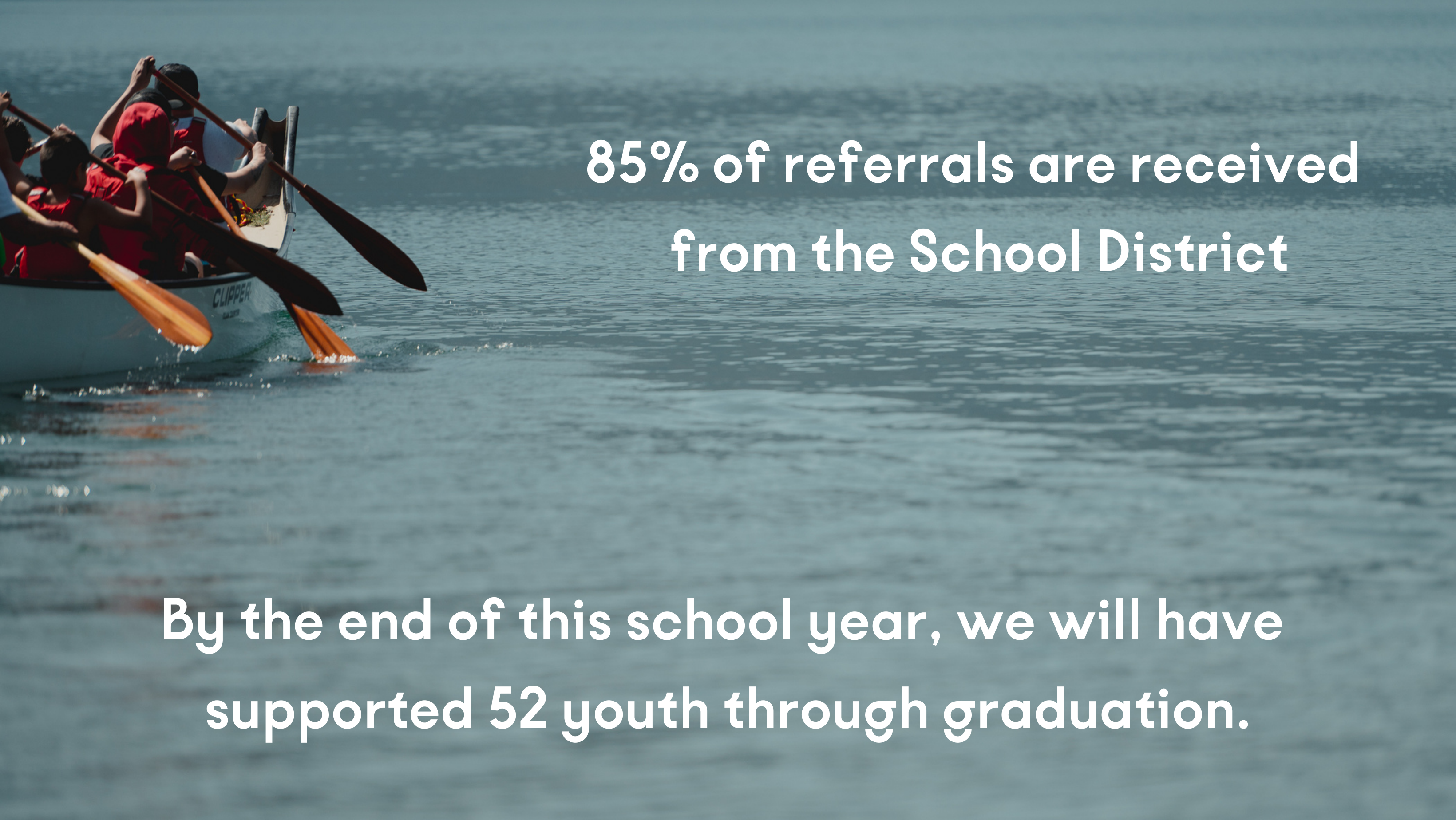
Engagement, positive relationships and connection are pivotal to the Mémijelhtel program. We strive to make each of our interactions with youth meaningful and use this to serve as foundation for their future trajectories.



The program is guided by our cultural teachings. The Mémíyelhtel program is Indigenous led, not just Indigenous inspired.

Since the implementation of the Mémihelhtel program in the Chilliwack School District, the average rate of Indigenous students graduating from high school has increased from 55% to **77%**





**85% of referrals are received
from the School District**

**By the end of this school year, we will have
supported 52 youth through graduation.**



This is Delmar

BOARD OF EDUCATION

INFORMATION REPORT

DATE: May 9, 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 May 4, 2023.

Minutes



REPORT OF THE BUDGET ADVISORY COMMITTEE

Meeting Held Thursday, May 4, 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) |
| Jessica Clarke | District Parent Advisory Committee (DPAC) |
| Daisy Dai | Community Representative |
| Jaxon Sanderson | Student Representative – GWG |

Staff:

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

Regrets:

| | |
|-----------------|---|
| Andrew Unruh | Community Representative |
| Nicole Driscoll | Chilliwack Principals' Vice Principals' Association (CPVPA) |
| Gail Point | Indigenous Education Advisory Committee (IEAC) |
| Niki Wiens | Management Group |
| Constance Ngo | Student Representative – GWG |

Absent:

| | |
|---------------|------------------------------|
| Selina Park | Student Representative – SSS |
| Fiona Mjekiqi | Student Representative – CSS |

1. Call to Order

Chair Swankey called the meeting to order called the meeting to order at 4:06 p.m. – Welcome and Indigenous Land Acknowledgement.

2. Approval of Agenda

The Agenda was approved by unanimous consent.

3. **Approval of Minutes**

The minutes of the April 13, 2023 meeting were approved by unanimous consent.

4. **Debrief of Public Budget Presentation**

Committee members were given time to provide feedback on the Public Budget Presentation held April 18, 2022 during the Regular Board meeting. The following feedback was provided:

- Good attendance at the Public Budget Presentation
- Graphs were informative
- More details would be helpful
- The presentation was approachable for the public
- There were lots of great questions asked

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

The Secretary Treasurer and Assistant Secretary Treasurer presented the March Quarterly Financial Report indicating a favourable variance to budget of \$3,859,913. Of this amount, \$437,816 is in the Indigenous Ed budget and \$641,738 pertains to school budgets.

6. **Overview of Preliminary Budget 2023-24**

The Secretary Treasurer and Assistant Secretary Treasurer presented the 2023-24 Annual Budget showing an annual budget amount of \$213,172,760.

The Secretary Treasurer reviewed Operating budget comparisons for the 22-23 Amended vs. 23-24 Preliminary budgets. Included in the budget is collective agreement wage increases of \$6,600,000 which reflects a 5.5% increase and 1.25% Cost of Living Allowance. The Operating budget will be balanced through the utilization of \$1,700,000 from Indigenous Ed and School surplus carryforwards as well as \$1,400,000 of unrestricted reserves.

The 2023-24 budget will be presented to the Board of Education on May 9, 2023 for first reading.

7. **Overview of 3-Year Projections**

The Secretary Treasurer provided an overview of the 3-year budget projections.

8. **Adjournment**

The meeting was adjourned 5:38 p.m.

BOARD OF EDUCATION

INFORMATION REPORT

DATE: May 9, 2023
TO: Board of Education
FROM: David Swankey, Education Policy Advisory Committee Chair
RE: **EDUCATION ADVISORY POLICY COMMITTEE REPORT**

The Board of Education will receive the Education Policy Advisory Committee minutes of April 17, 2023:

- Policy 315: Weapons



REPORT OF THE EDUCATION POLICY ADVISORY COMMITTEE

Meeting Held April 17, 2023 – 6:00 p.m.

Via Zoom

| | | |
|--------------------|---|---|
| Attendance: | David Swankey Willow Reichelt Teri Westerby Sharon Bernard Noel Sharman Britt Hailstone Tracy O’Hara Matt Kohanik Loren Muth Katie Bartel Jessica Clarke Claire Pinckney | Trustee Trustee Trustee CPVPA CPVPA CTA CUPE CUPE Indigenous Education AC DPAC DPAC Student, SSS |
| Staff: | Rohan Arul-pragasam Lisa Champagne David Manuel Brenda Calendino | Superintendent Executive Assistant Assistant Superintendent District Principal of Student Services |

Regrets: Niki Wiens, Management Group

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

THAT the Agenda be approved as circulated by consensus.

CARRIED

OLD BUSINESS

3. POLICY 313 SAFE SCHOOLS

The committee reviewed this revised policy and suggested changes.

It was recommended that staff review Policy 313 – Safe Schools considering all feedback from the committee and make adjustments prior to its return to the next Education Policy Advisory Committee meeting.

CARRIED



4. POLICY 310 STUDENT EXPECTATIONS, RIGHTS AND RESPONSIBILITIES

The committee reviewed this revised policy and suggested changes.

It was recommended that staff review Policy 310 – Student Expectations, Rights and Responsibilities considering all feedback from the committee and make adjustments prior to its return to the next Education Policy Advisory Committee meeting.

CARRIED

NEW BUSINESS

5. POLICY 314 SUBSTANCE ABUSE

The committee reviewed this revised policy and suggested changes.

It was recommended that staff review Policy 314 – Substance Abuse considering all feedback from the committee and make adjustments prior to its return to the next Education Policy Advisory Committee meeting.

CARRIED

1. POLICY 315 WEAPONS

The committee reviewed this revised policy and suggested changes.

Moved by: Loren Muth
Seconded by: Sharon Bernard

THAT REVISED Policy 315 – Weapons be referred to the Board of Education for approval.

CARRIED

ADJOURNMENT 7:29 p.m.

BOARD OF EDUCATION

INFORMATION REPORT

DATE: May 9, 2023
TO: Board of Education
FROM: Simone Sangster, Secretary Treasurer
RE: QUARTERLY FINANCIAL REPORT

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

Chilliwack School District

Quarterly Financial Report - July 1, 2022 to March 31, 2023

| OPERATING FUND | Year-to-Date Jul 1, 2022 to Mar 31, 2023 | | | | INTERNAL AMENDED ANNUAL BUDGET 2022-2023 |
|--|--|---------------------|------------------------------------|-------------|--|
| | Y-T-D BUDGET 2022/23 | July to Mar ACTUALS | Variance Favourable (Unfavourable) | % | |
| REVENUE | | | | | |
| Provincial Grants, Ministry of Education | 109,624,416 | 109,643,081 | 18,665 | 0.0% | 156,248,813 |
| LEA/Direct Funding From First Nations | 1,848,264 | 1,848,259 | (5) | 0.0% | 2,640,377 |
| Provincial Grants, Other | 136,640 | 147,140 | 10,500 | 7.7% | 160,000 |
| International Student Tuition | 1,313,641 | 1,532,618 | 218,977 | 16.7% | 1,876,625 |
| Other Revenue | 483,853 | 649,015 | 165,162 | 34.1% | 546,330 |
| Rentals & Leases | 172,500 | 188,267 | 15,767 | 9.1% | 230,000 |
| Investment Income | 735,003 | 917,088 | 182,085 | 24.8% | 980,000 |
| Total Revenue | 114,314,317 | 114,925,469 | 611,152 | 0.5% | 162,682,145 |
| EXPENSE | | | | | |
| Salaries | | | | | |
| Teachers | 48,918,649 | 48,729,081 | 189,568 | 0.4% | 69,833,313 |
| Principals & Vice-Principals | 6,761,284 | 6,678,082 | 83,202 | 1.2% | 9,250,933 |
| Education Assistants | 9,986,873 | 9,076,729 | 910,144 | 9.1% | 14,563,452 |
| Support Staff | 11,193,221 | 10,038,453 | 1,154,768 | 10.3% | 15,106,635 |
| Other Professionals | 2,641,136 | 2,650,034 | (8,898) | -0.3% | 3,629,943 |
| Substitutes | 4,508,247 | 4,234,878 | 273,369 | 6.1% | 6,433,312 |
| Total Salaries | 84,009,411 | 81,407,256 | 2,602,154 | 3.1% | 118,817,588 |
| Employee Benefits | 19,180,696 | 18,375,718 | 804,979 | 4.2% | 28,122,983 |
| Total Salary & Benefits | 103,190,107 | 99,782,974 | 3,407,133 | 3.3% | 146,940,571 |
| Services & Supplies | 12,877,431 | 13,035,802 | (158,371) | -1.2% | 17,346,689 |
| Total Expense | 116,067,538 | 112,818,776 | 3,248,762 | 2.8% | 164,287,260 |
| Net Revenue (Expense) | (1,753,221) | 2,106,694 | 3,859,913 | | (1,605,115) |
| School Surpluses Included | 641,738 | | (641,738) | | 916,769 |
| Indigenous Ed Surplus Included | 437,816 | | (437,816) | | 625,452 |
| Capital Asset Purchases | - | - | - | | (496,726) |
| Surplus (Deficit) for Year | (673,667) | 2,106,694 | 2,780,359 | | (559,620) |

Chilliwack School District

Quarterly Financial Report - July 1, 2022 to March 31, 2023

| OPERATING FUND | Year-to-Date Jul 1, 2022 to Mar 31, 2023 | | | | INTERNAL AMENDED ANNUAL BUDGET 2022-2023 |
|--|--|------------------------|---|--------------|--|
| | Y-T-D BUDGET 2022/23 | July to Mar ACTUALS | Variance Favourable (Unfavour- able) | % | |
| SERVICE & SUPPLIES BREAKDOWN: | | | | | |
| Services | 3,393,696 | 3,808,006 | (414,310) | -12.2% | 4,689,747 |
| Student Transportation | 23,259 | 28,312 | (5,053) | -21.7% | 32,000 |
| Professional Development & Travel | 748,801 | 747,923 | 878 | 0.1% | 1,030,215 |
| Rentals & Leases | 25,000 | 36,879 | (11,879) | -47.5% | 25,000 |
| Dues & Fees | 194,629 | 222,785 | (28,156) | -14.5% | 267,774 |
| Insurance | 276,500 | 309,638 | (33,138) | -12.0% | 276,500 |
| Supplies | 6,340,626 | 6,145,731 | 194,895 | 3.1% | 8,558,453 |
| Utilities | 1,874,920 | 1,736,528 | 138,392 | 7.4% | 2,467,000 |
| Total Services & Supplies | 12,877,431 | 13,035,802 | (158,371) | -1.2% | 17,346,689 |



Quarterly Financial Report March 2023

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 March 2023. There are some variances due to financial changes that have occurred since the Amended Budget was approved.

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, Ministry of Education and Child Care – these are tracking to budget. We have started to receive Provincial the funding for collectively bargained support staff wage increases. The Provincial revenue we have received to March tracks to our internal amended budget, given historic patterns of receiving funds.

International Student Tuition – We continue to exceed the number of international students we projected by about 9 students which should result in \$130,000 in revenue that is over budget for the year.

Other Revenue – Other revenue is higher because of receipt of unbudgeted items including an additional \$118,000 from Fortis for the energy saving program, and we received a salary recovery of \$68,000 from the BCTF this year for expenses incurred in 2021-22.

**REVENUES
(continued)**

Rental and Leases – rentals are slightly higher due to a one-time rental to film production company.

Investment income – We budgeted interest rates at 2.5% and the rates have been at about 4.0% this fiscal year. As a result, interest income through March 2023 is \$182,000 higher than budget expected, and we anticipate ending the year \$240,000 above budget

SALARIES & BENEFITS

Teachers – We are on budget for our largest expense .

Principals & Vice Principals – We are slightly underbudget due to timing of leaves .

Education Assistants – The collectively bargained wage increases for staff in the CUPE group including EA's (\$490,000) and support staff (\$542,000) are being paid in May, therefore the March numbers do not include these wage increases. Throughout the year, we have also experienced a higher than expected level of unfilled positions, due to leaves and challenges in recruitment. We will analyze this variation in more detail over the coming months.

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 – Expense through March is on budget.

Substitutes – For the nine months to March substitute costs are approximately \$200,000 higher than for the same period last year however the amended budget was increased by nearly \$500,000. Given this pattern, we anticipate being under budget by about \$300,000 for the year.

Employee Benefits– Actual expenses for the nine months to March are lower than expected in the budget partly due to benefits (\$258,000) on the outstanding wage increase that are outstanding.

**SERVICES &
SUPPLIES**

Services are \$400,000 higher than YTD budget due to higher than anticipated election expenses (\$42,000), MyEd BC / Next Generation Network costs (\$63,000) and International Commissions and Services (\$20,000).

Maintenance services are \$155,000 over budget due to challenges with increasing costs for supplies and contract services in all areas, as well as expenses for unplanned repairs. One specific example is the abnormal cold spell this winter causing frozen water lines and water damage to buildings. The water damage created significant repairs for 3 of our schools and small repairs for others.

SERVICES & SUPPLIES (continued)

Transportation software and vehicle repairs are over by \$36,000; human resources legal, labour relations and recruitment costs exceed budget by \$55,000 partly due to contract negotiations and continuing investment in recruitment.

Student Transportation is over budget, see Supplies below for further discussion.

Professional Development & Travel expenses are on budget.

Rental and Leases – are over budget due to short term bus leases. Buses were leased due to delayed shipment of buses.

Dues & Fees appear over budget, however we expect that this is a timing difference as spending on these categories happens earlier in the year, for instance our insurance bill is paid earlier in the year.

Insurance costs, as mentioned in the December report, 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 – While supplies costs across the district are tracking below budget, we are experiencing costs about \$150,000 higher than budget for our bus fleet due to unexpected bus breakdowns, increased parts prices and an increase in field trips.

Utilities – Overall utility costs are below budget to the end of March with heating fuel gas costs trending above budget (\$123,000) while electricity is trending below (\$94,000). Garbage collection and water & sewer are near 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.

BOARD OF EDUCATION

INFORMATION REPORT

DATE: April 18, 2023
TO: Board of Education
FROM: Margaret Reid, BCSTA Representative
RE: BCSTA REPORT

Margaret Reid, BCSTA Representative, will provide a BCSTA update.

TRUSTEE REPORT

Trustee: David Swankey

Report Date: May 3, 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.

- April 13th – Chaired BCSTA Legislative Committee to review late motions submitted for AGM 2023
- April 13th – Chaired SD33 Budget Committee Mtg
- April 17th – Chaired SD33 Education Policy Advisory Committee Mtg
- April 18th – Met with Fraser Valley Branch Past-President to review 2022/2023 FV Branch Reporting for AGM
- April 19th – Attended BCSTA Training Session in anticipation of AGM
- April 24th – Attended DPAC hosted presentation from Kim Barthel
- April 25th – Attended Board Learning Session
 - <https://sd33.bc.ca/Learning-2022-2023>
- April 26th – Attended Board/Student Engagement Dinner and Presentation
- April 27-30th – Attended BCSTA AGM
 - Chaired FV Branch Mtg Friday Morning as Branch President. A proposed work plan is being developed by the Exec in the coming weeks and will be circulated with members. Considerations informing that work plan were reviewed that morning and were circulated in the meeting agenda for feedback.
 - Chaired BCSTA Legislative Mtg to review and finalize late motions for consideration on Saturday. Reviewed the final oral-report delivered to the assembly as committee chair.
 - Three motions were submitted by the Chilliwack Board of Education (See [February 21st Mtg Agenda](#)). All three motions were considered and carried by the assembly on Saturday, helping to inform the work and the advocacy of the association in the coming year.
- May 1st – Attended Anti-Racism in Public Education Workshop
- May 2nd – Attended SD33 Hosted Athletics Acknowledgment Gala

UPCOMING EVENTS OF INTEREST TO THE BOARD

- May 12th-13th – 2023 Public Education Conference – “Responding to Hate in our Communities.”
- July 3rd-5th – CSBA Congress 2023
 - <https://www.cdnsba.org/>
- Oct 19th-22nd – BCEdAccess hosted Education Conference “AdvoCon 2023”
- Nov 30th-Dec 2nd – 27th Annual FNESC Education Conference
 - <http://www.fnesc.ca/conference/>

TRUSTEE REPORT

Trustee: Teri Westerby

Report Date: May 4th 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.

- April 17th – EPAC Meeting
- April 25th – Board Learning Session ELL Support Model & Elementary Literacy
- May 1st – ACIE Meeting
- May 2nd & 3rd - Mental Health in Schools Conference

UPCOMING EVENTS OF INTEREST TO THE BOARD

- May 12th & 13th - BCTF Public Education Conference - Responding to hate in our schools and communities

BOARD OF EDUCATION

DECISION REPORT

DATE: May 9, 2023
TO: Board of Education
FROM: Simone Sangster, Secretary Treasurer
RE: **2023-24 ANNUAL BUDGET – 1ST READING**

RECOMMENDATION:

THAT the Board of Education approve the first reading of 2023-2024 Annual Budget Bylaw at the May 9, 2023 Regular Board Meeting in the amount of \$213,172,760.

BACKGROUND:

Included in this package is the Ministry of Education and Childcare Budget Template document – this is the main budget document and bylaw for 1st reading.

Annual Budget

School District No. 33 (Chilliwack)

June 30, 2024

School District No. 33 (Chilliwack)

June 30, 2024

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

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2023/2024 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 Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 33 (Chilliwack) Annual Budget Bylaw for fiscal year 2023/2024.
3. The attached Statement 2 showing the estimated revenue and expense for the 2023/2024 fiscal year and the total budget bylaw amount of \$213,172,760 for the 2023/2024 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2023/2024.

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) Annual Budget Bylaw 2023/2024, adopted by the Board the _____ DAY OF _____, 2023.

Secretary Treasurer

School District No. 33 (Chilliwack)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2024

| | 2024 Annual Budget | 2023 Amended Annual Budget |
|---|-----------------------|-------------------------------|
| Ministry Operating Grant Funded FTE's | | |
| School-Age | 14,983.700 | 14,752.500 |
| Adult | 20.000 | 38.125 |
| Other | 90.625 | 82.125 |
| Total Ministry Operating Grant Funded FTE's | 15,094.325 | 14,872.750 |
| Revenues | \$ | \$ |
| Provincial Grants | | |
| Ministry of Education and Child Care | 188,947,217 | 168,801,533 |
| Other | 200,000 | 266,234 |
| Tuition | 2,170,000 | 1,876,625 |
| Other Revenue | 6,197,551 | 6,483,089 |
| Rentals and Leases | 250,000 | 230,000 |
| Investment Income | 1,215,000 | 1,015,000 |
| Amortization of Deferred Capital Revenue | 9,909,668 | 8,990,302 |
| Total Revenue | 208,889,436 | 187,662,783 |
| Expenses | | |
| Instruction | 172,346,985 | 156,737,066 |
| District Administration | 5,225,136 | 5,022,434 |
| Operations and Maintenance | 30,185,595 | 27,359,195 |
| Transportation and Housing | 5,115,044 | 5,032,493 |
| Total Expense | 212,872,760 | 194,151,188 |
| Net Revenue (Expense) | (3,983,324) | (6,488,405) |
| Budgeted Allocation (Retirement) of Surplus (Deficit) | 3,003,305 | 5,714,880 |
| Budgeted Surplus (Deficit), for the year | (980,019) | (773,525) |
| Budgeted Surplus (Deficit), for the year comprised of: | | |
| Operating Fund Surplus (Deficit) | | |
| Special Purpose Fund Surplus (Deficit) | | |
| Capital Fund Surplus (Deficit) | (980,019) | (773,525) |
| Budgeted Surplus (Deficit), for the year | (980,019) | (773,525) |

School District No. 33 (Chilliwack)

Annual Budget - Revenue and Expense
Year Ended June 30, 2024

| | 2024 Annual Budget | 2023 Amended Annual Budget |
|---|-----------------------|-------------------------------|
| Budget Bylaw Amount | | |
| Operating - Total Expense | 179,796,583 | 162,744,258 |
| Special Purpose Funds - Total Expense | 19,484,878 | 19,261,617 |
| Capital Fund - Total Expense | 13,591,299 | 12,145,313 |
| Capital Fund - Tangible Capital Assets Purchased from Local Capital | 300,000 | 5,598,301 |
| Total Budget Bylaw Amount | 213,172,760 | 199,749,489 |

Approved by the Board

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

School District No. 33 (Chilliwack)

Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2024

| | 2024 | 2023 Amended |
|---|----------------------|---------------|
| | Annual Budget | Annual Budget |
| | \$ | \$ |
| Surplus (Deficit) for the year | (3,983,324) | (6,488,405) |
| Effect of change in Tangible Capital Assets | | |
| Acquisition of Tangible Capital Assets | | |
| From Local Capital | (300,000) | (5,598,301) |
| From Deferred Capital Revenue | (3,443,427) | (19,935,343) |
| Total Acquisition of Tangible Capital Assets | (3,743,427) | (25,533,644) |
| Amortization of Tangible Capital Assets | 11,189,687 | 10,260,553 |
| Total Effect of change in Tangible Capital Assets | 7,446,260 | (15,273,091) |
| | - | - |
| (Increase) Decrease in Net Financial Assets (Debt) | 3,462,936 | (21,761,496) |

School District No. 33 (Chilliwack)

Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2024

| | 2024 Annual Budget | 2023 Amended Annual Budget |
|--|-----------------------|-------------------------------|
| | \$ | \$ |
| Revenues | | |
| Provincial Grants | | |
| Ministry of Education and Child Care | 170,085,727 | 151,092,772 |
| Other | 200,000 | 160,000 |
| Tuition | 2,170,000 | 1,876,625 |
| Other Revenue | 3,207,551 | 3,186,707 |
| Rentals and Leases | 250,000 | 230,000 |
| Investment Income | 1,180,000 | 980,000 |
| Total Revenue | 177,093,278 | 157,526,104 |
| Expenses | | |
| Instruction | 153,318,724 | 138,345,834 |
| District Administration | 5,225,136 | 5,022,434 |
| Operations and Maintenance | 16,914,547 | 15,153,380 |
| Transportation and Housing | 4,338,176 | 4,222,610 |
| Total Expense | 179,796,583 | 162,744,258 |
| Net Revenue (Expense) | (2,703,305) | (5,218,154) |
| Budgeted Prior Year Surplus Appropriation | 3,003,305 | 5,714,880 |
| Net Transfers (to) from other funds | | |
| Local Capital | (300,000) | (496,726) |
| Total Net Transfers | (300,000) | (496,726) |
| Budgeted Surplus (Deficit), for the year | - | - |

School District No. 33 (Chilliwack)

Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2024

| | 2024 Annual Budget | 2023 Amended Annual Budget |
|---|-----------------------|-------------------------------|
| | \$ | \$ |
| Provincial Grants - Ministry of Education and Child Care | | |
| Operating Grant, Ministry of Education and Child Care | 168,730,453 | 152,298,541 |
| ISC/LEA Recovery | (2,640,377) | (2,640,377) |
| Other Ministry of Education and Child Care Grants | | |
| Pay Equity | 864,624 | 864,624 |
| Funding for Graduated Adults | 5,000 | 5,344 |
| Student Transportation Fund | 329,456 | 329,456 |
| Support Staff Benefits Grant | 220,285 | 216,448 |
| FSA Scorer Grant | 14,329 | 14,329 |
| Early Learning Framework (ELF) Implementation | | 2,026 |
| Equity Scan Grant | | 2,381 |
| February supplemental special education enrolment | 503,040 | |
| Labour Settlement Funding | 2,058,917 | |
| Total Provincial Grants - Ministry of Education and Child Care | 170,085,727 | 151,092,772 |
| Provincial Grants - Other | 200,000 | 160,000 |
| Tuition | | |
| International and Out of Province Students | 2,170,000 | 1,876,625 |
| Total Tuition | 2,170,000 | 1,876,625 |
| Other Revenues | | |
| Funding from First Nations | 2,640,377 | 2,640,377 |
| Miscellaneous | | |
| Bus Fees | 353,894 | 333,050 |
| Energy Program | 30,000 | 30,000 |
| Other Miscellaneous | 183,280 | 183,280 |
| Total Other Revenue | 3,207,551 | 3,186,707 |
| Rentals and Leases | 250,000 | 230,000 |
| Investment Income | 1,180,000 | 980,000 |
| Total Operating Revenue | 177,093,278 | 157,526,104 |

School District No. 33 (Chilliwack)

Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2024

| | 2024 Annual Budget | 2023 Amended Annual Budget |
|-------------------------------------|-----------------------|-------------------------------|
| | \$ | \$ |
| Salaries | | |
| Teachers | 77,158,117 | 69,833,312 |
| Principals and Vice Principals | 9,654,663 | 9,250,933 |
| Educational Assistants | 16,885,671 | 13,934,944 |
| Support Staff | 16,220,419 | 14,473,141 |
| Other Professionals | 3,946,286 | 3,629,942 |
| Substitutes | 6,892,178 | 6,433,314 |
| Total Salaries | 130,757,334 | 117,555,586 |
| Employee Benefits | 31,873,105 | 27,841,983 |
| Total Salaries and Benefits | 162,630,439 | 145,397,569 |
| Services and Supplies | | |
| Services | 4,515,399 | 4,689,747 |
| Student Transportation | 33,000 | 32,000 |
| Professional Development and Travel | 1,222,860 | 1,030,215 |
| Rentals and Leases | 25,000 | 25,000 |
| Dues and Fees | 268,433 | 267,774 |
| Insurance | 353,849 | 276,500 |
| Supplies | 8,227,603 | 8,558,453 |
| Utilities | 2,520,000 | 2,467,000 |
| Total Services and Supplies | 17,166,144 | 17,346,689 |
| Total Operating Expense | 179,796,583 | 162,744,258 |

School District No. 33 (Chilliwack)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

| | 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 | 62,203,728 | 603,777 | | 756,534 | | 4,704,755 | 68,268,794 |
| 1.03 Career Programs | 93,817 | | | 883,304 | | 548 | 977,669 |
| 1.07 Library Services | 2,101,011 | 80,696 | | 26,339 | | 55,244 | 2,263,290 |
| 1.08 Counselling | 2,289,752 | | | | | 24,274 | 2,314,026 |
| 1.10 Special Education | 7,724,537 | 1,181,616 | 15,620,086 | 506,445 | | 1,096,407 | 26,129,091 |
| 1.30 English Language Learning | 1,248,891 | | | | | 6,660 | 1,255,551 |
| 1.31 Indigenous Education | 1,397,873 | 144,099 | 1,265,585 | 11,423 | 103,804 | 181,184 | 3,103,968 |
| 1.41 School Administration | | 7,356,277 | | 2,802,658 | 641,175 | 135,991 | 10,936,101 |
| 1.60 Summer School | | | | | | | - |
| 1.61 Continuing Education | | | | | | | - |
| 1.62 International and Out of Province Students | 98,508 | 144,099 | | 27,110 | 41,521 | | 311,238 |
| 1.64 Other | | | | 85,200 | | | 85,200 |
| Total Function 1 | 77,158,117 | 9,510,564 | 16,885,671 | 5,099,013 | 786,500 | 6,205,063 | 115,644,928 |
| 4 District Administration | | | | | | | |
| 4.11 Educational Administration | | | | | 741,409 | | 741,409 |
| 4.40 School District Governance | | | | | 185,542 | | 185,542 |
| 4.41 Business Administration | | 144,099 | | 684,380 | 1,473,154 | 733 | 2,302,366 |
| Total Function 4 | - | 144,099 | - | 684,380 | 2,400,105 | 733 | 3,229,317 |
| 5 Operations and Maintenance | | | | | | | |
| 5.41 Operations and Maintenance Administration | | | | 92,948 | 557,697 | | 650,645 |
| 5.50 Maintenance Operations | | | | 7,260,785 | | 468,794 | 7,729,579 |
| 5.52 Maintenance of Grounds | | | | 978,875 | | 32,637 | 1,011,512 |
| 5.56 Utilities | | | | | | | - |
| Total Function 5 | - | - | - | 8,332,608 | 557,697 | 501,431 | 9,391,736 |
| 7 Transportation and Housing | | | | | | | |
| 7.41 Transportation and Housing Administration | | | | 200,895 | 201,984 | | 402,879 |
| 7.70 Student Transportation | | | | 1,903,523 | | 184,951 | 2,088,474 |
| Total Function 7 | - | - | - | 2,104,418 | 201,984 | 184,951 | 2,491,353 |
| 9 Debt Services | | | | | | | |
| Total Function 9 | - | - | - | - | - | - | - |
| Total Functions 1 - 9 | 77,158,117 | 9,654,663 | 16,885,671 | 16,220,419 | 3,946,286 | 6,892,178 | 130,757,334 |

School District No. 33 (Chilliwack)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

| | Total Salaries | Employee Benefits | Total Salaries and Benefits | Services and Supplies | 2024 Annual Budget | 2023 Amended Annual Budget |
|---|--------------------|-------------------|-----------------------------|-----------------------|--------------------|----------------------------|
| | \$ | \$ | \$ | \$ | \$ | \$ |
| 1 Instruction | | | | | | |
| 1.02 Regular Instruction | 68,268,794 | 16,389,608 | 84,658,402 | 6,328,836 | 90,987,238 | 83,998,760 |
| 1.03 Career Programs | 977,669 | 269,966 | 1,247,635 | 361,087 | 1,608,722 | 1,495,360 |
| 1.07 Library Services | 2,263,290 | 548,860 | 2,812,150 | 125,554 | 2,937,704 | 2,083,664 |
| 1.08 Counselling | 2,314,026 | 563,066 | 2,877,092 | | 2,877,092 | 2,843,084 |
| 1.10 Special Education | 26,129,091 | 6,833,531 | 32,962,622 | 591,463 | 33,554,085 | 28,586,436 |
| 1.30 English Language Learning | 1,255,551 | 306,449 | 1,562,000 | 23,788 | 1,585,788 | 1,535,552 |
| 1.31 Indigenous Education | 3,103,968 | 698,319 | 3,802,287 | 1,256,555 | 5,058,842 | 4,550,635 |
| 1.41 School Administration | 10,936,101 | 2,483,471 | 13,419,572 | 242,813 | 13,662,385 | 12,150,879 |
| 1.60 Summer School | - | - | - | 9,000 | 9,000 | 153,111 |
| 1.61 Continuing Education | - | - | - | 2,250 | 2,250 | 3,000 |
| 1.62 International and Out of Province Students | 311,238 | 70,476 | 381,714 | 493,325 | 875,039 | 800,008 |
| 1.64 Other | 85,200 | 22,989 | 108,189 | 52,390 | 160,579 | 145,345 |
| Total Function 1 | 115,644,928 | 28,186,735 | 143,831,663 | 9,487,061 | 153,318,724 | 138,345,834 |
| 4 District Administration | | | | | | |
| 4.11 Educational Administration | 741,409 | 142,863 | 884,272 | 192,660 | 1,076,932 | 1,065,106 |
| 4.40 School District Governance | 185,542 | 14,658 | 200,200 | 159,564 | 359,764 | 446,973 |
| 4.41 Business Administration | 2,302,366 | 521,474 | 2,823,840 | 964,600 | 3,788,440 | 3,510,355 |
| Total Function 4 | 3,229,317 | 678,995 | 3,908,312 | 1,316,824 | 5,225,136 | 5,022,434 |
| 5 Operations and Maintenance | | | | | | |
| 5.41 Operations and Maintenance Administration | 650,645 | 124,026 | 774,671 | 297,609 | 1,072,280 | 902,740 |
| 5.50 Maintenance Operations | 7,729,579 | 1,970,093 | 9,699,672 | 1,966,600 | 11,666,272 | 10,444,952 |
| 5.52 Maintenance of Grounds | 1,011,512 | 251,983 | 1,263,495 | 392,500 | 1,655,995 | 1,338,688 |
| 5.56 Utilities | - | - | - | 2,520,000 | 2,520,000 | 2,467,000 |
| Total Function 5 | 9,391,736 | 2,346,102 | 11,737,838 | 5,176,709 | 16,914,547 | 15,153,380 |
| 7 Transportation and Housing | | | | | | |
| 7.41 Transportation and Housing Administration | 402,879 | 96,919 | 499,798 | 122,550 | 622,348 | 513,022 |
| 7.70 Student Transportation | 2,088,474 | 564,354 | 2,652,828 | 1,063,000 | 3,715,828 | 3,709,588 |
| Total Function 7 | 2,491,353 | 661,273 | 3,152,626 | 1,185,550 | 4,338,176 | 4,222,610 |
| 9 Debt Services | | | | | | |
| Total Function 9 | - | - | - | - | - | - |
| Total Functions 1 - 9 | 130,757,334 | 31,873,105 | 162,630,439 | 17,166,144 | 179,796,583 | 162,744,258 |

School District No. 33 (Chilliwack)

Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2024

| | 2024 | 2023 Amended |
|---|----------------------|---------------|
| | Annual Budget | Annual Budget |
| | \$ | \$ |
| Revenues | | |
| Provincial Grants | | |
| Ministry of Education and Child Care | 16,459,878 | 15,824,001 |
| Other | | 106,234 |
| Other Revenue | 2,990,000 | 3,296,382 |
| Investment Income | 35,000 | 35,000 |
| Total Revenue | 19,484,878 | 19,261,617 |
| Expenses | | |
| Instruction | 19,028,261 | 18,391,232 |
| Operations and Maintenance | 456,617 | 793,268 |
| Transportation and Housing | | 77,117 |
| Total Expense | 19,484,878 | 19,261,617 |
| Budgeted Surplus (Deficit), for the year | - | - |

School District No. 33 (Chilliwack)

Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2024

| | Annual Facility Grant | Learning Improvement Fund | Scholarships and Bursaries | School Generated Funds | Strong Start | Ready, Set, Learn | OLEP | CommunityLINK | Classroom Enhancement Fund - Overhead |
|--|-----------------------|---------------------------|----------------------------|------------------------|--------------|-------------------|---------|---------------|---------------------------------------|
| | \$ | \$ | \$ | \$ | \$ | | \$ | \$ | \$ |
| Deferred Revenue, beginning of year | | | 318,699 | 908,431 | | | | | |
| Add: Restricted Grants | | | | | | | | | |
| Provincial Grants - Ministry of Education and Child Care | 456,617 | 638,668 | | | 224,000 | 49,000 | 152,261 | 764,105 | 427,537 |
| Other | | | 90,000 | 2,900,000 | | | | | |
| Investment Income | | | 5,000 | 30,000 | | | | | |
| | 456,617 | 638,668 | 95,000 | 2,930,000 | 224,000 | 49,000 | 152,261 | 764,105 | 427,537 |
| Less: Allocated to Revenue | 456,617 | 638,668 | 95,000 | 2,930,000 | 224,000 | 49,000 | 152,261 | 764,105 | 427,537 |
| Deferred Revenue, end of year | - | - | 318,699 | 908,431 | - | - | - | - | - |
| Revenues | | | | | | | | | |
| Provincial Grants - Ministry of Education and Child Care | 456,617 | 638,668 | | | 224,000 | 49,000 | 152,261 | 764,105 | 427,537 |
| Other Revenue | | | 90,000 | 2,900,000 | | | | | |
| Investment Income | | | 5,000 | 30,000 | | | | | |
| | 456,617 | 638,668 | 95,000 | 2,930,000 | 224,000 | 49,000 | 152,261 | 764,105 | 427,537 |
| Expenses | | | | | | | | | |
| Salaries | | | | | | | | | |
| Teachers | | | | | | | 55,631 | | |
| Principals and Vice Principals | | | | | | | | | |
| Educational Assistants | | 505,186 | | | | | | 593,132 | |
| Support Staff | | | | | 177,498 | | | | 70,438 |
| Other Professionals | | | | | | | | | 10,936 |
| Substitutes | | | | | | | 2,782 | | 253,684 |
| | - | 505,186 | - | - | 177,498 | - | 58,413 | 593,132 | 335,058 |
| Employee Benefits | | 133,482 | | | 46,502 | | 13,494 | 155,003 | 68,309 |
| Services and Supplies | 456,617 | | 95,000 | 2,930,000 | | 49,000 | 80,354 | 15,970 | 24,170 |
| | 456,617 | 638,668 | 95,000 | 2,930,000 | 224,000 | 49,000 | 152,261 | 764,105 | 427,537 |
| Net Revenue (Expense) | - | - | - | - | - | - | - | - | - |

School District No. 33 (Chilliwack)

Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2024

| | Classroom Enhancement Fund - Staffing | First Nation Student Transportation | Early Childhood Education Dual Credit Program | ECL Early Care & Learning | Feeding Futures Fund | TOTAL |
|--|---|---|---|---------------------------------|----------------------------|-------------------|
| | \$ | \$ | \$ | \$ | \$ | \$ |
| Deferred Revenue, beginning of year | | 137,915 | 85,000 | | | 1,450,045 |
| Add: Restricted Grants | | | | | | |
| Provincial Grants - Ministry of Education and Child Care | 11,694,575 | | | 175,000 | 1,769,556 | 16,351,319 |
| Other | | | | | | 2,990,000 |
| Investment Income | | | | | | 35,000 |
| | 11,694,575 | - | - | 175,000 | 1,769,556 | 19,376,319 |
| Less: Allocated to Revenue | 11,694,575 | 137,915 | 85,000 | 175,000 | 1,655,200 | 19,484,878 |
| Deferred Revenue, end of year | - | - | - | - | 114,356 | 1,341,486 |
| Revenues | | | | | | |
| Provincial Grants - Ministry of Education and Child Care | 11,694,575 | 137,915 | 85,000 | 175,000 | 1,655,200 | 16,459,878 |
| Other Revenue | | | | | | 2,990,000 |
| Investment Income | | | | | | 35,000 |
| | 11,694,575 | 137,915 | 85,000 | 175,000 | 1,655,200 | 19,484,878 |
| Expenses | | | | | | |
| Salaries | | | | | | |
| Teachers | 9,412,907 | | | | | 9,468,538 |
| Principals and Vice Principals | | | | 142,412 | | 142,412 |
| Educational Assistants | | | | | | 1,098,318 |
| Support Staff | | | | | | 247,936 |
| Other Professionals | | | | | 93,154 | 104,090 |
| Substitutes | | | | | | 256,466 |
| | 9,412,907 | - | - | 142,412 | 93,154 | 11,317,760 |
| Employee Benefits | 2,281,668 | | | 32,588 | 21,202 | 2,752,248 |
| Services and Supplies | | 137,915 | 85,000 | | 1,540,844 | 5,414,870 |
| | 11,694,575 | 137,915 | 85,000 | 175,000 | 1,655,200 | 19,484,878 |
| Net Revenue (Expense) | - | - | - | - | - | - |

School District No. 33 (Chilliwack)

Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2024

| | 2024 Annual Budget | | | 2023 Amended Annual Budget |
|--|--|------------------|--------------------|-------------------------------|
| | Invested in Tangible Capital Assets | Local Capital | Fund Balance | |
| | \$ | \$ | \$ | \$ |
| Revenues | | | | |
| Provincial Grants | | | | |
| Ministry of Education and Child Care | 2,401,612 | | 2,401,612 | 1,884,760 |
| Amortization of Deferred Capital Revenue | 9,909,668 | | 9,909,668 | 8,990,302 |
| Total Revenue | 12,311,280 | - | 12,311,280 | 10,875,062 |
| Expenses | | | | |
| Operations and Maintenance | 2,401,612 | | 2,401,612 | 1,884,760 |
| Amortization of Tangible Capital Assets | | | | |
| Operations and Maintenance | 10,412,819 | | 10,412,819 | 9,527,787 |
| Transportation and Housing | 776,868 | | 776,868 | 732,766 |
| Total Expense | 13,591,299 | - | 13,591,299 | 12,145,313 |
| Net Revenue (Expense) | (1,280,019) | - | (1,280,019) | (1,270,251) |
| Net Transfers (to) from other funds | | | | |
| Local Capital | | 300,000 | 300,000 | 496,726 |
| Total Net Transfers | - | 300,000 | 300,000 | 496,726 |
| Other Adjustments to Fund Balances | | | | |
| Tangible Capital Assets Purchased from Local Capital | 300,000 | (300,000) | - | |
| Total Other Adjustments to Fund Balances | 300,000 | (300,000) | - | |
| Budgeted Surplus (Deficit), for the year | (980,019) | - | (980,019) | (773,525) |

BOARD OF EDUCATION
DECISION REPORT

DATE: May 9, 2023
TO: Board of Education
FROM: Rohan Arul-pragasam, Superintendent
RE: **SCHEDULE OF BOARD MEETINGS 2023 – 2024**

RECOMMENDATION:

THAT the Board of Education approve the following option for the 2023 – 2024 school year Board of Education meetings and Learning Sessions

Board Meeting Schedule – 10 meetings

Board Learning Sessions – 12 sessions

BOARD OF EDUCATION MEETINGS 2023 – 2024



BOARD OF EDUCATION MEETINGS

10 Meetings

| | | | |
|----|---------------------------------|-----|-------------------|
| 1. | September 12, 2023 | 6. | February 13, 2024 |
| 2. | October 10, 2023 | 7. | March 12, 2024 |
| 3. | November 7, 2023 | 8. | April 16, 2024 |
| 4. | December 5, 2023 (Elections) | 9. | May 14, 2024 |
| 5. | January 23, 2024 | 10. | June 11, 2024 |

STRATEGIC LEARNING SESSIONS

12 Sessions

| | | | |
|----|--------------------|-----|-------------------|
| 1. | September 19, 2023 | 7. | February 20, 2024 |
| 2. | October 17, 2023 | 8. | March 5, 2024 |
| 3. | November 14, 2023 | 9. | April 9, 2024 |
| 4. | December 12, 2023 | 10. | April 23, 2024 |
| 5. | January 16, 2024 | 11. | May 21, 2024 |
| 6. | January 30, 2024 | 12. | June 4, 2024 |

2023/24 Board Meeting Calendar



| September 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 |

| October 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 | | | | |

| November 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 | | |

| December 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 | | | | | | |

| January 2024 | | | | | | |
|--------------|----|----|----|----|----|----|
| 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 2024 | | | | | | |
|---------------|----|----|----|----|----|----|
| 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 | | |

| March 2024 | | | | | | |
|------------|----|----|----|----|----|----|
| 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 2024 | | | | | | |
|------------|----|----|----|----|----|----|
| 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 2024 | | | | | | |
|----------|----|----|----|----|----|----|
| 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 2024 | | | | | | |
|-----------|----|----|----|----|----|----|
| 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 2024 | | | | | | |
|-----------|----|----|----|----|----|----|
| 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 2024 | | | | | | |
|-------------|----|----|----|----|----|----|
| 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 (E=Evening, D= Day)

| | | | | | | | |
|--|-------------------|--|---------------------------|--|-------------------------------|-------------------------|-----------------------------|
| | Board Meetings | | Budget Advisory Committee | | All Partners' Meeting* | | Student Engagement Meeting* |
| | Learning Sessions | | Audit Working Committee* | | Partner Meeting (individual)* | *Tentative Date Options | |

BOARD OF EDUCATION

DECISION REPORT

DATE: May 9, 2023
TO: Board of Education
FROM: Willow Reichelt, Board Chair
RE: **CHILD YOUTH HEALTH CENTRE (CYHC) RENT RELIEF EXTENSION**

RECOMMENDATION:

THAT the Board of Education extend the end-date of the rent relief provided to the Child Youth Health Centre (CYHC) to December 31, 2023 (previously June 30, 2023).

BACKGROUND:

At its June 14, 2022 Regular Board Meeting, the board passed the following motion:

“THAT the Board of Education provide rent relief to the Child Youth Health Centre (CYHC) by suspending its rental charges for a maximum of one-year, effective September 2022, while they work through funding constraints.

The District will charge its regular rental fee to CYHC on or before the completion of the school year, aligned with its practice of providing low rent to all of its partners who continue to provide supports and services to students.”

On April 21, 2023, the CYHC Program Director and President emailed the Board Chair with the following request:

“As you and the Board of Education know, the Chilliwack Youth Health Centre plays an important role in the mental health care of students. As you likely are also aware, CYHC is in a precarious funding situation. We are hopeful that we might come under the FoundryBC umbrella sometime in the near future, that would resolve many of our issues. It would allow us to pay building occupancy.

In the meantime, we are asking the Board of Education to forgive all building rental costs at the NLC until the end of 2023.

Thank-you for your consideration.”

BOARD OF EDUCATION

DECISION REPORT

DATE: May 9, 2023
TO: Board of Education
FROM: Rohan Arul-pragasam, Superintendent
RE: **POLICY 315: WEAPONS**

RECOMMENDATION:

THAT the Board of Education reaffirm Policy 315 Weapons - ([515 Weapons](#)) as presented. This policy was presented to the Education Policy Advisory Committee in its draft form at its April 17, 2023 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.

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

The new policy structure is:

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

POLICY 315 WEAPONS

The Board recognizes its responsibility to provide a secure and safe environment for members of the school community. The Board considers the possession or use of a weapon on or near school property or during school sponsored functions and activities as a serious threat to the safety and security of students and staff and is strictly prohibited.

Any student found to have used or be in possession of a weapon will be subject to appropriate disciplinary action and/or criminal charges.

Definitions:

“Weapon” means any firearm, whether loaded or unloaded; any chemical, substance, device, or instrument designed as a weapon or through its use capable of threatening or producing bodily harm or death; or any device or instrument that is used to threaten, intimidate, or cause bodily harm or death. This includes replicas and toys or bringing weapons on site for protection for the purpose of threatening, intimidating or causing harm to any person.

Notwithstanding the foregoing, items worn for religious purposes or implements used for other purposes may be brought to school with the prior permission of the Principal or designate and under conditions stipulated by the Principal or designate.

POLICY 315 WEAPONS

The Board recognizes its responsibility to provide in ensuring a secure and safe environment for members of the school community. The Board considers the possession or use of a weapon on or near school property or during school sponsored functions and activities as a serious threat to the safety and security of students and staff and is strictly ~~The possession of any instrument designed to inflict injury or to intimidate another person, or the use of any instrument for the purpose of inflicting injury or intimidating another person, is~~ prohibited.

Any student found to have used or be in possession of a weapon will be subject to appropriate disciplinary action and/or criminal charges.

~~All school personnel who believe that such a threat exists shall take appropriate action.~~

Definitions:

“Weapon” means any firearm, whether loaded or unloaded; any chemical, substance, device, or instrument designed as a weapon or through its use capable of threatening or producing bodily harm or death; or any device or instrument that is used to threaten, intimidate, or cause bodily harm or death. This includes replicas and toys or bringing weapons on site for protection for the purpose of threatening, intimidating or causing harm to any person.

Notwithstanding the foregoing, items worn for religious purposes or implements used for other purposes may be brought to school with the prior permission of the Principal or designate and under conditions stipulated by the Principal or designate.

BOARD OF EDUCATION

DECISION REPORT

DATE: May 9, 2023
TO: Board of Education
FROM: Rohan Arul-pragasam, Superintendent
RE: **POLICY 517 – HEALTH PROMOTING SCHOOLS**

RECOMMENDATION:

THAT the Board of Education repeal Policy 517 Health Promoting Schools.

BACKGROUND:

The work on the policy manual commenced in March 2020 to enhance district policies to provide greater clarity, identify policies that are no longer current and assess board and administrative regulations that are primarily operational in nature. The policy manual work was suspended briefly due to the global pandemic and resumed in September 2020.

We have now completed the **100 – Governance, 200 – Partner & Community Relations, 600 – Business & Support Services**, and most of the **300 – Students, Instruction & Programs Policy sections**, except for five policies that are currently being reviewed by the Education Policy Advisory Committee.

The new policy structure is as follows:

Bylaws

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

Based on our analysis, policy 517 Health-Promoting Schools has no currency and is duplicated in the Government of British Columbia website documentation. Policy Manual review core principle provides guidance that the Board does not duplicate information embedded in the [School Act](#), [School Act Regulations And Orders In Council](#), [School Act Ministerial Orders](#), Ministry of Education and Child Care and [Government of B.C. Policies and published information](#) in the revised Board Policy Manual.

**BOARD OF EDUCATION
School District #33 (Chilliwack)**

**517
POLICY
Health-Promoting Schools**

The Board of Education believes that healthy and active students are better able to learn and that school practices can have a positive influence on students' health. Food and beverage alternatives offered in schools will meet Ministerial guidelines for healthy choices. Schools will implement programs that support regular physical activity for students.

The Board also believes that educating and promoting healthy lifestyles for students is a responsibility shared with parents, the health sector and the community. Schools will work cooperatively with families and the community to strengthen and build connections and services to nurture healthy and active lifestyles.

Cross Refs: [Guidelines for Food and Beverage Sales in BC Schools \(2013\)](#),
[Daily Physical Activity K to Grade 12 Program Guide 2011](#)

Adopted: January 15, 2008
Reviewed:
Revised: November 12, 2014

BOARD OF EDUCATION

DECISION REPORT

DATE: May 9, 2023
TO: Board of Education
FROM: Rohan Arul-pragasam, Superintendent
RE: **POLICY 520 – ADULT STUDENT FEES**

RECOMMENDATION:

THAT the Board of Education repeal Policy 520 Adult Student Fees.

BACKGROUND:

The work on the policy manual commenced in March 2020 to enhance district policies to provide greater clarity, identify policies that are no longer current and assess board and administrative regulations that are primarily operational in nature. The policy manual work was suspended briefly due to the global pandemic and resumed in September 2020.

We have now completed the **100 – Governance, 200 – Partner & Community Relations, 600 – Business & Support Services**, and most of the **300 – Students, Instruction & Programs Policy sections**, except for five policies that are currently being reviewed by the Education Policy Advisory Committee.

The new policy structure is as follows:

Bylaws

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

Based on our analysis, policy 520 Adult Student Fees has no currency and is duplicated in Ministry policies ([Adult Funding](#)). Policy Manual review core principle provides guidance that the Board does not duplicate information embedded in the [School Act](#), [School Act Regulations And Orders In Council](#), [School Act Ministerial Orders](#), Ministry of Education and Child Care and Government of B.C. Policies and published information in the revised Board Policy Manual.

**BOARD OF EDUCATION
School District #33 (Chilliwack)**

**520
POLICY
Adult Student Fees**

The Board believes learning is a lifelong pursuit.

All citizens of British Columbia are entitled to complete a secondary school graduation at no cost. The Board's priority is service to school age students as defined in the *School Act*.

The Board may provide an educational program to an adult who has already completed high school graduation from Chilliwack or any other jurisdiction. Where Ministry Funding is not provided, course fees may apply.

Cross Refs: Adult Graduation Policy Ministry of Education

Adopted: November 26, 1996

Reviewed:

Revised: October 26, 2004, October 23, 2007, April 22, 2015, November 17, 2015

BOARD OF EDUCATION

DECISION REPORT

DATE: May 9, 2023
TO: Board of Education
FROM: Rohan Arul-pragasam, Superintendent
RE: **POLICY 532 – EXTRA CURRICULAR SCHOOL SPORTS**

RECOMMENDATION:

THAT the Board of Education repeal Policy 532 Extra Curricular School Sports.

BACKGROUND:

The work on the policy manual commenced in March 2020 to enhance district policies to provide greater clarity, identify policies that are no longer current and assess board and administrative regulations that are primarily operational in nature. The policy manual work was suspended briefly due to the global pandemic and resumed in September 2020.

We have now completed the **100 – Governance, 200 – Partner & Community Relations, 600 – Business & Support Services**, and most of the **300 – Students, Instruction & Programs Policy sections**, except for five policies that are currently being reviewed by the Education Policy Advisory Committee.

The new policy structure is as follows:

Bylaws

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

Based on our analysis, policy 532 Extra Curricular School Sports has no currency and provides no direction. Policy Manual review core principle provides guidance that the Board does not duplicate information embedded in the [School Act](#), [School Act Regulations And Orders In Council](#), [School Act Ministerial Orders](#), Ministry of Education and Child Care and [Government of B.C. Policies and published information](#) in the revised Board Policy Manual.

**BOARD OF EDUCATION
School District #33 (Chilliwack)**

**532
POLICY
Extra Curricular School Sports**

The Board of Education recognizes the importance of athletics on students' health and achievement and believes that extracurricular activities can enhance student engagement.

Cross Refs: BC School Sports

Adopted: October 28, 2008

Reviewed:

Revised: February 23, 2016

BOARD OF EDUCATION

DECISION REPORT

DATE: May 9, 2023
TO: Board of Education
FROM: Rohan Arul-pragasam, Superintendent
RE: **POLICY 602 – CONDUCTING RESEARCH STUDIES IN SCHOOLS**

RECOMMENDATION:

THAT the Board of Education repeal Policy 602 Conducting Research Studies in Schools.

BACKGROUND:

The work on the policy manual commenced in March 2020 to enhance district policies to provide greater clarity, identify policies that are no longer current and assess board and administrative regulations that are primarily operational in nature. The policy manual work was suspended briefly due to the global pandemic and resumed in September 2020.

We have now completed the **100 – Governance, 200 – Partner & Community Relations, 600 – Business & Support Services**, and most of the **300 – Students, Instruction & Programs Policy sections**, except for five policies that are currently being reviewed by the Education Policy Advisory Committee.

The new policy structure is as follows:

Bylaws

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

Policy 602, Conducting Research Studies in Schools, has been replaced by an updated Administrative Procedure, making the policy redundant. So, the recommendation is to repeal policy 602.

**BOARD OF EDUCATION
School District #33 (Chilliwack)**

**602
POLICY
Conducting Research Studies in Schools**

The Board supports conducting research studies in schools that lead to benefits for students, education generally, or to provide information on appropriate social issues related to learning.

Cross Refs: [602.1 AR](#)

Adopted: April 24, 2001
Reviewed:
Revised: November 12, 2014

ADMINISTRATIVE PROCEDURE 345 GUIDELINES FOR CONDUCTING RESEARCH STUDIES IN CHILLIWACK SCHOOLS

All persons wishing to conduct research in Chilliwack schools must complete an Application for Permission to Conduct Research and submit this, together with the required documentation to the Office of the Superintendent for review.

1. REVIEW

1.1. Review may be applied for in three categories:

- Full review for thesis research or major projects.
- Expedited review of minor research projects (e.g., fulfilling requirements to do research for a course-based master's degree).
- Request to post information in schools to recruit research participants outside of school hours and off school property.

1.2. On receipt of an application, the proposed research study will be reviewed by the Office of the Superintendent for the following:

- Relevance: research will contribute to the field of educational practice.
- Risks and benefits for participants: sufficient information to allow for a sound decision to be made on behalf of students and families, including sensitivity of questions, and the methodology used.
- Privacy: adequate provision for confidentiality or anonymity, including storage and eventual disposal of data collected.
- Commercial assessments: sufficient technical information about the validity and reliability of the instrument to make a decision about use.
- Intrusiveness: amount of classroom time required, staff involvement, or requests for other special arrangements.
- Scope: proposed contact group, number of participants and schools or district offices involved.
- Timing: sensitivity to busy periods of the school year, such as year-end, exam period, or during major assessments.

1.3. If permission is given:

- Researchers with projects that are acceptable upon review may contact principals or managers for permission to seek consent from study participants.
- Permission carries no implication for commitment from schools, staff, students, or parents/guardians/caregivers.
- Parents/guardians/caregivers that make individual decisions to participate in research activities without district or school sanction will do so outside of school hours and premises.

2. CRIMINAL RECORD CHECK

Related Legislation: Nil

Cross Reference: Form 345A: Application for Permission to Conduct Research

Adopted: April 24, 2001

Amended: xxxx

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

Administrative Procedure



- 2.1. Applicants who are not district employees and who will have direct contact with students must undergo a criminal record check and submit the report to the Office of the Superintendent prior to conducting research.

3. FREE AND INFORMED CONSENT

- 3.1. To ensure informed consent, sufficient and explicit information about the nature and purpose of the research will be given to parents/guardians/caregivers.
- 3.2. Consent may be obtained through information sent home to parents/guardians/caregivers with the option to have the student not participate, except for cases where the research procedures involve contact with students on an individual basis. In this case, informed written consent from parents/guardians/caregivers must be obtained.
- 3.3. Participating students must be informed that their involvement is voluntary and that they may withdraw from participation at any time.

4. RESULTS

- 4.1. Researchers will submit a report of the results to the Office of the Superintendent upon completion.
- 4.2. Researchers will make results available to participants upon request.

5. ONGOING CONTACT

- 5.1. Researchers will advise the Office of the Superintendent in a timely manner if:
 - the research extends beyond one year.
 - adverse incidents or unintended negative consequences occur.
 - there are changes to the scope or nature of the project.

MEETING SUMMARIES

In-Camera Meeting – April 18, 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. HR Report
2. Capital Plan Priorities

Board Learning Session – April 25, 2023

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

Staff: Rohan Arul-pragasam, Simone Sangster, Kirk Savage, Paula Jordan, David Manuel, Shawna Peterson, Karen Allan, Nicole Driscoll

1. Elementary Literacy Collaboration (ELC) Assumptions
2. ELL Support Model