



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

**AGENDA**

**October 10, 2023**

**5:30 pm**

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**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 September 12, 2023 Regular Board Meeting and the September 26, 2023 Special Regular Meeting be approved as circulated.)

**2. INFORMATION ITEMS**

- 2.1. Budget Timelines and Financial Reporting
- 2.2. BCSTA Report
- 2.3. Trustee Written Reports

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

**4. ACTION ITEMS**

- 4.1. Capital Plan Bylaw No. 2023/24-CPSD33-02
- 4.2. Policy Renovation Project – Policies to be Reaffirmed
  - 4.2.1. Policy 550 – Employee Recognition
- 4.3. Policy Renovation Project – Policies to be Repealed
  - 4.3.1. Policy 307 – Supervision and Evaluation of Principals and Vice Principals
  - 4.3.2. Policy 401 – Staff Conflict of Interest
  - 4.3.3. Policy 428 – Expenses

4.3.4. Policy 708 – Emergency Closure

4.3.5. Board Regulation 701.2 – Bus Driver Medicals

**5. MEETING SUMMARIES**

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

**7. SUPERINTENDENT’S UPDATE**

**8. ADJOURNMENT**

8.1. Next Board of Education Meeting: November 7, 2023 at 5:30pm



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

**Date of Meeting:** Tuesday, September 12, 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
Assistant Director of HR	Rachael Green
Executive Assistant	Talana McInally

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**1. CALL TO ORDER**

**1.1. Call to Order**

The Board Chair called the meeting to order at 5:32 p.m. – **Welcome, Acknowledgment of Traditional Territory and Diversity Statement**

**1.2. Adoption of the Agenda**

**156.23** Moved by: Trustee Swankey  
Seconded by: Trustee Reid

THAT the agenda be amended to move item 3.1 and 3.2 to the beginning of the meeting and be adopted as circulated.

**CARRIED**

**1.3. Approval of the Minutes**

157.23 Moved by: Trustee Bondar  
Seconded by: Trustee Westerby

THAT the minutes of the June 27, 2023 Regular Board Meeting be approved as circulated.

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

**2. PRESENTATION****2.1. Strategic Plan Presentation: FESL Report**

The senior leadership team led a presentation regarding the Framework for Enhancing Student Learning (FESL) report as part of a continuous improvement cycle and progress updates in reference to Strategic Plan goals.

**3. INFORMATION ITEMS****3.1. Trustee Renumeration**

Policy 190 states that trustee remuneration will be adjusted annually effective July 1st each year. The adjustment will reflect the Canadian Consumer Price Index (CPI) established for July of each year for the previous 12 months.

	Previous Rate	New Rate	Total Increase
<b>Trustee</b>	\$24,170	\$24,847	\$677
<b>Vice Chair</b>	\$25,597	\$26,314	\$717
<b>Chair</b>	\$27,362	\$28,128	\$766

**3.2. Audit Working Committee Report**

The Board of Education received the Audit Working Committee Report of September 7, 2023.

Tim Holloway, Lead Audit Engagement Partner – KPMG, presented his findings of the District's 2022-23 Audited Financial Statements.

**3.3. BCSTA Report**

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

**3.4. Trustee Written Reports**

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

**3.5. Superintendent’s Report**

The Superintendent provided an update on key items and events in the district since the last public board meeting.

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

- October 6<sup>th</sup> – District Wide Truth and Reconciliation Event
- FESL Report

**5. ACTION ITEMS**

**5.1. 2022/2023 Audited Financial Statements & FSDA**

**158.23** Moved by: Trustee Maahs  
Seconded by: Trustee Bondar

THAT the Board approve the 2022-2023 Audited Financial Statements as presented.

**CARRIED**

**5.2. Framework for Enhancing Student Learning (FESL) Report**

**159.23** Moved by: Trustee Bondar  
Seconded by: Trustee Westerby

THAT the Board of Education approve the Framework for Enhancing Student Learning Report to be submitted to the Ministry by September 30, 2023.

**CARRIED**

**5.3. Annual Five-Year Capital Plan, 2024/2025 – Revised Minor Capital Plan for Bus Acquisition Requests**

**160.23** Moved by: Trustee Swankey  
Seconded by: Trustee Westerby

THAT the Board of Education of School District No. 33 (Chilliwack), in accordance with provisions under section 142(4) of the School Act, approve the proposed revised Minor Capital Programs in the Five-Year Capital Plan for 2024/25, as provided on the Five-Year Capital Plan Summary outlined in the attached document.

**CARRIED**

**5.4. Bylaw 5 – Board Meeting Procedures (Revised)**

**161.23** Moved by: Trustee Bondar  
Seconded by: Trustee Reid

THAT the Board approve three readings of Bylaw 5 – Board Meeting Procedures (Revised).

**CARRIED**

162.23 Moved by: Trustee Bondar  
Seconded by: Trustee Westerby

THAT the Board approve first, second and third readings and adoption of Bylaw 5 – Board Meeting Procedures.

**CARRIED**

**5.5. Policy 181 Trustee Professional Learning (Revised)**

163.23 Moved by: Trustee Westerby  
Seconded by: Trustee Bondar

THAT the Board of Education approve revised Policy 181 – Trustee Professional Learning as attached.

**CARRIED**

**5.6. Policy Renovation Project – Policies to be Reaffirmed**

**5.6.1. Policy 520 Public Interest Disclosure**

164.23 Moved by: Trustee Swankey  
Seconded by: Trustee Westerby

THAT the Board of Education reaffirm Policy 520 Public Interest Disclosure as presented.

**CARRIED**

**5.7. Policy Renovation Project – Policies to be Repealed**

**5.7.1. Policies 432 Unauthorized Personnel, 506 Administering Medications to Students, 507 Student Records, 516 Sharing Information by Youth Care Workers with School Principals, 526 Allergic Shock (Anaphylaxis), 701 Occupational Health and Safety**

165.23 Moved by: Trustee Bondar  
Seconded by: Trustee Reid

THAT the Board of Education repeal the following policies: 432 Unauthorized Personnel, 506 Administering Medications to Students, 507 Student Records, 516 Sharing Information by Youth Care Workers with School Principals, 526 Allergic Shock (Anaphylaxis), 701 Occupational Health and Safety.

**CARRIED**

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

**6. MEETING SUMMARIES**

Meeting summaries were provided listing In-Camera and/or Special In-Camera items since the last Regular Public Board Meeting.

**7. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING AGENDA ITEMS**

- No comments or questions were received

**8. ADJOURNMENT**

The meeting was adjourned at 7:44 p.m.

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

**Tuesday, October 10, 2023  
5:30 p.m.  
School District Office**

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

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



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

**Date of Meeting:** Tuesday, September 26, 2023

**Location:** Zoom Webinar

**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
Executive Assistant	Talana McNally
Audio-Video/Desktop Foreman	Mark Bakker

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**1. CALL TO ORDER**

**1.1. Call To Order**

The Board Chair called the meeting to order at 3:30 p.m. – Welcome, Acknowledgment of Traditional Territory and Diversity Statement.

**1.2. Adoption of the Agenda**

**166.23** Moved by: Trustee Swankey  
Seconded by: Trustee Reid

THAT the agenda be adopted as circulated.

**CARRIED**

**2. ACTION ITEMS**

**2.1. Annual Five-Year Capital Plan, School Food Infrastructure Plan for 2024-25**

**167.23** Moved by: Trustee Maahs  
Seconded by: Trustee Westerby

THAT the Board of Education of School District No. 33 (Chilliwack), in accordance with provisions under section 142 (4) of the School Act, the Board of Education of School



District No. 33 (Chilliwack) hereby approves the proposed Five-Year Capital Plan (Minor Capital Programs) for 2024/25, as provided on the Five-Year Capital Plan Summary for 2024/25 submitted to the Ministry of Education and Child Care.

**CARRIED**

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

- Thank-you for work on the School Food Infrastructure Plan

**4. ADJOURNMENT**

The meeting adjourned at 3:42 p.m.

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Board Chair

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

## BOARD OF EDUCATION

### INFORMATION REPORT

**DATE:** October 10, 2023  
**TO:** Board of Education  
**FROM:** Simone Sangster, Secretary Treasurer  
**RE:** **BUDGET TIMELINE AND FINANCIAL REPORTING 2023/24**

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In accordance with [Policy 610 Financial Planning and Reporting](#), we have reviewed the budget timeline which we are sharing with the board attached for information.

# Budget Timeline and Financial Reporting 2023/24



Activity	Type	To Budget Committee	To Board of Education	Ministry Deadline
September 30 <sup>th</sup> Quarterly Report	Quarterly Report	October 26	November 7	
<b>2023-24 GOVERNMENT FUNDING ANNOUNCEMENT – MID-DECEMBER</b>				
Amended Annual Budget, Review	Amended Budget	January 11	January 16*	
Amended Budget Approval – 1 <sup>st</sup> Reading	Amended Budget		January 23	
December 31 <sup>st</sup> Quarterly Report	Quarterly Report	February 8	February 13	
Amended Budget Approval – 2 <sup>nd</sup> & 3 <sup>rd</sup> Readings	Amended Budget		February 13	
Amended Annual Budget due to MoECC	Amended Budget			February 28
<b>2024-25 GOVERNMENT FUNDING ANNOUNCEMENT – MID-MARCH</b>				
2024-25 Budget Assumptions	Budget	April 4		
Budget Assumptions & Multi-Year Budget Planning	Budget		April 9*	
<b>PUBLIC BUDGET PRESENTATION</b>	Budget		April 16	
Draft Budget Review	Budget	May 9		
March 31 <sup>st</sup> Quarterly Report	Quarterly Report	May 9	May 14	
Budget Approval – 1 <sup>st</sup> Reading	Budget		May 14	
Budget Approval – 2 <sup>nd</sup> & 3 <sup>rd</sup> Reading	Budget		June 11	
Annual Budget due to MoECC	Budget			June 30

\* Board Learning Session

## **BOARD OF EDUCATION**

### **INFORMATION REPORT**

**DATE:** October 10, 2023  
**TO:** Board of Education  
**FROM:** Margaret Reid, BCSTA Representative  
**RE: BCSTA REPORT**

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

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# TRUSTEE REPORT

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Trustee: David Swankey

Report Date: Oct 4<sup>th</sup>, 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.*

- Sept 18<sup>th</sup> – Attended Chilliwack School District Accessibility Committee Mtg
- Sept 19<sup>th</sup> – Participated in Board Learning Session
  - <https://sd33.bc.ca/board-strategic-learning-sessions-2023-2024>
- Sept 20<sup>th</sup> – Attended Strathcona Open House & BBQ
- Sept 21<sup>st</sup> – Attended Leary Open House & BBQ
- Sept 26<sup>th</sup> – Met with BCSTA staff to review plans for FV Branch Learning Session
- Sept 26<sup>th</sup> – Attended Special Mtgs of the Board
- Sept 26<sup>th</sup> – Attended FV Child Development Centre AGM
- Sept 27<sup>th</sup> – Chaired BCSTA Bylaw Review Committee Mtg.
- Sept 27<sup>th</sup> – Attended Promontory Elementary PAC Mtg.
- Sept 28<sup>th</sup> – Chaired BCSTA Legislative Committee Mtg.
- Sept 28<sup>th</sup> – Attended SD33 DPAC Mtg
- Sept 29<sup>th</sup> – Joined District Staff in prep for World Teacher Day
- Sept 30<sup>th</sup> – Attended Orange Shirt Day Pow wow at CSS
- Oct 3<sup>rd</sup> – Attended Board Governance Session
- Oct 3<sup>rd</sup> – Attended BCSTA Virtual Learning Session
- Oct 3<sup>rd</sup> – Attended Chilliwack Restorative Justice AGM

## UPCOMING EVENTS OF INTEREST TO THE BOARD

- Oct 19<sup>th</sup>-22<sup>nd</sup> – BCEdAccess hosted Education Conference “AdvoCon 2023”
  - <https://bcedaccess.com/advocon2023/>
- Nov 23<sup>rd</sup>-26<sup>th</sup> – BCSTA Academy
- Nov 30<sup>th</sup>-Dec 2<sup>nd</sup> – 27<sup>th</sup> Annual FNEESC Education Conference
  - <http://www.fnesc.ca/conference/>
- Jan 27<sup>th</sup> – FV Branch is hosting a BCSTA facilitated a full-day Learning Session in Chilliwack
  - Working agenda includes presentations from FNEESC, MoECC & RCYBC
- April 18<sup>th</sup>-21<sup>st</sup> – BCSTA AGM

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** October 10, 2023  
**TO:** Board of Education  
**FROM:** Simone Sangster, Secretary Treasurer  
**RE:** **CAPITAL PLAN BYLAW NO. 2023/24-CPSD33-02**

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Simone Sangster, Secretary Treasurer will review the attached letter received by the Ministry of Education in response to the Board of Education's Five-Year Capital Plan.

#### **RECOMMENDATION:**

1. THAT the Board approve three readings of Capital Project Bylaw No. 2023/24-CPSD33-02 at the October 19, 2023 Regular Board Meeting.  
*(vote must be unanimous)*
2. THAT the Board approve first reading of Capital Project Bylaw No. 2023/24-CPSD33-02 (attached).
3. THAT the Board approve second reading of Capital Project Bylaw No. 2023/24-CPSD33-02 (attached).
4. THAT the Board approve third reading and adoption of Capital Project Bylaw No. 2023/24-CPSD33-02 (attached).

#### **BACKGROUND:**

In June 2023, the District submitted a Capital Plan with the following categories:

- Expansion Program (EXP)
- School Enhancement Program (SEP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

School districts' annual Capital Plan submissions are used to inform the selection of priority capital projects for the Ministry's following fiscal year. They also provide the Ministry insight into future year priorities that are used in the Three-Year Fiscal Plan and longer-term capital planning.

In accordance with Section 142(5) of the [School Act](#), the Ministry provides each school district a written response to their annual Five-Year Capital Plan submission once the assessment of all submissions are complete and funding for fiscal 2023/24 is announced by the Ministry.

The Ministry response letter (attached) indicates the supported projects and direction as to the next steps and timing for advancing project development.

The Board of Education is required to adopt a single Capital Project Bylaw (attached) for its approved 2023/24 Capital Plan before the Ministry will issue the Certificate of Approval (COA) enabling the School District to draw capital funds for the Routine Capital projects.



September 15, 2023

Ref: 293335

To: Secretary-Treasurer and Superintendent  
School District No. 33 (Chilliwack)

**Capital Plan Bylaw No. 2023/24-CPSD33-02**

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2023/24

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This letter is in response to your School District's 2023/24 Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs and provides direction for advancing supported and approved capital projects. **Please see all bolded sections below for information.**

The Ministry has reviewed all 60 school districts' Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs to determine priorities for available capital funding in the following programs:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Site Acquisition Program (SAP)
- Rural District Program (RDP)
- School Enhancement Program (SEP)
- **School Food Infrastructure Program (FIP)\***
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

**\*Note: The FIP is a new program commencing in fiscal year 2023/24. FIP project requests are required to be submitted as part of the capital plan submissions that are due on June 30, 2023. School districts will be advised of approved FIP projects in early fall via an amended 2023/24 Capital Plan Response letter. Further information regarding the scope of the program, program criteria, and eligible projects will be included in the 2024/25 Capital Plan Instructions.**

The following tables identify major capital projects that are supported to proceed to the next stage, if applicable, as well as minor capital projects that are approved for funding and can proceed to procurement.



## **MAJOR CAPITAL PROJECTS (SMP, EXP, REP, SAP, RDP)**

### **New Projects**

Project #	Project Name	Project Type	Comments
154949	New Chilliwack Elementary Site	Site Acquisition	Project has been supported for planning. Your Regional Director will contact you regarding next steps.

### **Projects in Development from Previous Years**

Project #	Project Name	Project Type	Comments
150204	New East Side Elementary	New School	Final Project Development Report (PDR) with Ministry for funding approval

Follow-up meetings will be scheduled by your respective Regional Director or Planning Officer regarding next steps. Also, note that Capital Project Funding Agreements (CPFA) are not issued for Major Capital Projects until after the Business Case and all other required supporting documentation is received, reviewed, and approved for funding by the Ministry.

## **MINOR CAPITAL PROJECTS (SEP, CNCP, BEP, PEP, BUS)**

Below are tables for the minor capital projects that are approved. The table identifies School Enhancement Program (SEP), Carbon Neutral Capital Program (CNCP), Building Envelope Program (BEP), Playground Equipment Program (PEP), as well as the Bus Acquisition Program (BUS), if applicable.

### **New projects for SEP, CNCP, BEP, PEP**

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
McCammon Elementary	SEP - Roofing Upgrades	\$350,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Strathcona Elementary	SEP - Roofing Upgrades	\$460,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Strathcona Elementary*	CNCP - HVAC Upgrades	\$616,658	Proceed to design, tender & construction. To be completed by December 31, 2023.

Bernard Elementary	PEP – Accessible Playground Equipment	\$195,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Chilliwack Secondary	FIP – Kitchen Equipment	\$25,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
A D Rundle Middle, Bernard Elementary, Cheam Elementary, Chilliwack Central Elementary Community School, Chilliwack Middle, Chilliwack Secondary, Cultus Lake Community School, East Chilliwack Elementary, Evans Elementary, G W Graham Secondary, Greendale Elementary, Imagine High Arts and Technology, Leary Integrated Arts & Technology Elementary, Little Mountain Elementary, McCammon Elementary, Mount Slesse Middle, Promontory Heights Community Elementary, Robertson Elementary, Rosedale Traditional Community,	FIP – Delivery Vehicle	\$140,000	Proceed to design, tender & construction. To be completed by March 31, 2024.

<b>Sardis Elementary, Sardis Secondary, Stitos Elementary, Strathcona Elementary, Tyson Elementary, Unsworth Elementary, Vedder Elementary, Vedder Middle, Watson Elementary, Yarrow Community School</b>			
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*\*Funded in part by Canada through the Ventilation Improvement Fund (VIF). Please see accompanying APFA for details*

**New projects for BUS**

<b>Existing Bus Fleet #</b>	<b>New/Replacement Bus Type</b>	<b>Amount Funded by Ministry</b>	<b>Next Steps &amp; Timing</b>
A6334	D (80+RE) with 0 wheelchair spaces	\$247,082	Proceed to ordering the school bus(es) between April 3rd and May 15th, 2023 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsb.org">http://www.astsb.org</a>
A9333	D (80+RE) with 0 wheelchair spaces	\$247,082	Proceed to ordering the school bus(es) between April 3rd and May 15th, 2023 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsb.org">http://www.astsb.org</a>
New Route	D (80+RE) with 0 wheelchair spaces	\$247,082	Proceed to ordering the school bus(es) between April 3rd and May 15th, 2023 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsb.org">http://www.astsb.org</a>

New Route	D (80+RE) with 0 wheelchair spaces	\$247,082	Proceed to ordering the school bus(es) between April 3rd and May 15th, 2023 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsbc.org">http://www.astsbc.org</a>
New Route	D (80+RE) with 0 wheelchair spaces	\$247,082	Proceed to ordering the school bus(es) between April 3rd and May 15th, 2023 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsbc.org">http://www.astsbc.org</a>

**An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board related obligations associated with the approved Minor Capital Projects for the 2023/24 fiscal year as listed above.**

**In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Bylaw Number provided at the beginning of this document) for its approved 2023/24 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:**

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning/capital-bylaws>

**The Capital Bylaw and the APFA must be signed, dated, and emailed to Ministry Planning Officer Nathan Whipp at [Nathan.Whipp@gov.bc.ca](mailto:Nathan.Whipp@gov.bc.ca) as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.**

As the 2023/24 Capital Plan process is now complete, the Capital Plan Instructions for the upcoming 2024/25 Annual Five-Year Capital Plan submission process (using the Ministry’s Capital Asset Planning System (CAPS) online platform) will be available on the Ministry’s [Capital Planning](#) webpage by April 1<sup>st</sup>, 2023.

NOTE: School districts’ Capital Plan submission deadlines for the 2024/25 fiscal year, using the CAPS online platform, will be as follows:

- **June 30, 2023** – Major Capital Programs (SMP, EXP, REP, RDP, SAP, BEP); Minor Capital Programs (FIP).
- **September 30, 2023** – Minor Capital Programs (SEP, CNCP, PEP, BUS).

The staggered deadlines are intended to provide the Ministry with input required to initiate planning for the next budget cycle, while enabling school districts additional time and flexibility to plan over the summer. School districts may wish to provide Major and Minor Capital submissions by the June 30, 2023 deadline.

Additionally, the Annual Facility Grant (AFG) project requests for the 2023/24 fiscal year are to be submitted using the CAPS online platform, on or before May 31, 2023.

As a school district with a School Site Acquisition Charge (SSAC) scheme in place, please also be advised that the eligible school site requirement set out in the final resolution of the Board of Education in accordance with s. 574(5) of the Local Government Act, is duly accepted by the Ministry as part of the Board's approved capital plan for 2022/23.

The Board should forthwith adopt a bylaw setting the School Site Acquisition Charges for the School District, as s. 575(3) of the Local Government Act prescribes that a SSAC may only come into effect 60 days (inclusive of weekends and holidays) after that bylaw is adopted by a board of education. At that point, local government may commence the collection of an applicable per dwelling unit charge from residential developers on behalf of a board.

Please contact your respective Regional Director or Planning Officer as per the [Capital Management Branch Contact List](#) with any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process. Specific questions about SSAC should be directed to Travis Tormala, Regional Director.

Sincerely,

A handwritten signature in blue ink that reads "Damien Crowell". The signature is written in a cursive, flowing style.

Damien Crowell, A/Executive Director  
Capital Management Branch

pc: Geoff Croshaw, A/Director, Major Capital Projects, Capital Management Branch  
Micheal Nyikes, Director, Minor Capital Programs and Finance Unit, Capital Management Branch

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** October 10, 2023  
**TO:** Board of Education  
**FROM:** Rohan Arul-pragasam, Superintendent  
**RE:** **POLICY 550: EMPLOYEE RECOGNITION**

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#### **RECOMMENDATION:**

THAT the Board of Education reaffirm Policy 550 Employee Recognition ([426 - Employee Recognition](#)) as presented.

#### **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, 300 – Students, Instruction & Programs, and 600 – Business & Support Services** Policy sections. We are currently in the process of completing the **400 – Health & Safety** and **500 – Human Resources** Policy sections.

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 550 EMPLOYEE RECOGNITION**

The Board recognizes the valuable contribution made by all District employees and supports the recognition of services they provide. Recognizing employee's contributions and achievements is integral to maintaining a positive and productive working environment and employee recognition is a way to celebrate employees on a formal basis.

On an annual basis, the Board will host an employee recognition reception where employees will be formally honoured for the following achievements:

- Employees of the school district who have provided 20 years of service to the District.
- Retiring employees who have a minimum of 10 years of service in the District.

Principals, Vice Principals, Managers, Executive Staff and Trustees are encouraged to regularly acknowledge the contribution of employees through informal recognition and conversation.

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

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**426  
POLICY  
Employee Recognition**

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The Board values and promotes a culture of employee recognition in the Chilliwack School District. The Board recognizes the valuable contribution made by all employees of the District to students and their learning.

On an annual basis, the Board will formally honor regular employees of the school district who have provided continuous long service to the students of the district.

The Board also believes in honoring those employees who are retiring from the district and will provide an annual celebration for retirees.

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Cross Refs:

Adopted: September 10, 1991  
Reviewed  
Revised: April 7, 2015



## **ADMINISTRATIVE PROCEDURE 525 EMPLOYEE RECOGNITION**

The Board will host an annual reception for all employees including teachers, support staff, principals and vice principals, managers and executive members who are being recognized for the following achievements:

- **Long Service Recognition** – All employees who have attained 20 years of service in the Chilliwack School District. Long service employees will be provided with a gift valued at no greater than \$200.
- **Retirement Recognition** - All retiring regular employees including teachers, support staff, principals and vice principals, managers and executive members who have a minimum of 10 years of service in the Chilliwack School District. Retiring employees will be provided with a gift valued at no greater than \$250.

The Superintendent, in consultation with the Board, shall be responsible for planning the employee recognition reception.

The reception will be conducted as a social event and will include refreshments. Employees will be invited to bring a guest to the event and their Principal or Manager will also be invited to attend.

### **Ongoing Site-Based Recognition**

Principals, Vice Principals, Managers, Executive Staff and Trustees are encouraged to regularly acknowledge the contribution of employees through informal recognition and conversation.

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** October 10, 2023

**TO:** Board of Education

**FROM:** Rachael Green, Asst. Director, Human Resources

**RE:** **POLICY 307: SUPERVISION AND EVALUATION OF PRINCIPALS AND VICE PRINCIPALS**

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#### RECOMMENDATION:

THAT the Board of Education repeal [Policy 307 – Supervision and Evaluation of Principals and Vice Principals](#).

#### 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, 300 – Students, Instruction & Programs, and 600 – Business & Support Services** Policy sections. We are currently in the process of completing the **400 – Health & Safety** and **500 – Human Resources** Policy sections.

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 307 Supervision and Evaluation of Principals and Vice Principals is operations in nature and is made redundant by updated Administrative Procedure 505.

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

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**307**

**POLICY**

**Supervision and Evaluation of Principals and Vice Principals**

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The Superintendent shall be responsible for developing and implementing a process and procedures for the continuous supervision and periodic evaluation of principals and vice principals. There will be a clear separation of supervision, which is a continuous process focusing on the professional growth of principals and vice principals, and evaluation, a process providing for accountability and assessing the competence of principals and vice principals as need arises.

In the case of principals, the responsibility for acting as a formal supervisor and evaluator rests with the superintendent designate; in the case of vice principals, the responsibility normally rests with their principal but consideration can be given to having another principal or superintendent designate evaluate.

**Supervision:** Supervision shall emphasize a continuous supportive relationship between the supervisor and relevant principals and vice principals, and among principal and vice principal peer partners or colleagues.

**Evaluation:** Evaluation shall be carried out when principals and vice principal are in a probationary appointment, where cause for concern in performance has arisen with respect to a principal and vice principal, or when requested by the principal or vice principal. In cases where there is cause for concern, the supervisor and principal or vice principal should be informed three months in advance to determine a mutually agreeable time for starting the evaluation process and the duration of the cycle.

Evaluation shall be carried out using the Principal/Vice Principal Performance Appraisal Template. The Template shall be regularly reviewed by the Board, with opportunities provided for principal and vice principal input and consultation.

Opportunities for the involvement and input of the principal or vice principal being evaluated during the evaluation process shall be provided by the evaluator.

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Cross Refs: *School Act/Regulations*

Adopted: June 8, 1993  
Reviewed: July 15, 1997  
Revised: April 12, 1994, May 28, 2019

## ADMINISTRATIVE PROCEDURE 505 PRINCIPAL/VICE PRINCIPAL LEADERSHIP DEVELOPMENT AND PERFORMANCE APPRAISAL FRAMEWORK

The Principal / Vice Principal Leadership Development and Performance Appraisal Framework fosters a comprehensive and holistic approach to ongoing performance coaching. It ensures that school leaders are well supported by providing formal and informal opportunities for feedback, dialogue and ongoing professional learning. School leaders are empowered to:

- Engage with their supervisors in frequent and meaningful dialogue about their performance.
- Consider the supports they need to achieve their performance goals.
- Identify ways in which they can enhance their professional growth.
- Enable effective leadership and positive learning environments for students and staff.

The procedure, which includes a formal evaluation process and an informal growth and development framework, is in alignment with the District's core values, the BCPVPA *Leadership Standards for Principals and Vice-Principals*, the BCSSA *The Spirit of Leadership* competencies and the FNEC *First Peoples Principles of Learning*. This growth-oriented process facilitates strengthened leadership practice and professional accountability.

### Definitions

- SD33 Core Values – “*We provide a learning and working environment where these core values are central to all that we do*”.
  - Equity – We commit to ensure that everyone receives the required support and experiences they need to be successful and fulfill their potential.
  - Kindness – We demonstrate caring, compassion and empathy towards everyone in order to create a spirit of connectedness in our community.
  - Inclusion – We believe that meaningful inclusion is a right and we support all learners to feel safe, supported and connected through programming that promotes diversity and personalization.
  - Collaboration – We develop strong relationships and achieve the shared goals in our Strategic Plan through a framework of trust and respect.
  - Innovation – We will continue to be curious, creative and open to new ideas so that we can produce high-quality learning outcomes across the system.
- BCPVPA [\*Leadership Standards for Principals and Vice Principals in British Columbia\*](#) – Consists of four leadership domains and nine leadership standards that Principals and Vice Principals must address to promote learning, achievement and success for all students.
- BCSSA [\*The Spirit of Leadership\*](#) – Consists of five competencies that outline what leaders Know, Do and Understand to support learning.
- FNEC [\*First Peoples Principles of Learning\*](#) – Consists of nine principles that embed Indigenous ways of knowing into leadership practice.

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

## Administrative Procedure

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- Performance Appraisal – a formal evaluation process focused on assessing the competence of principals and vice principals during the probationary period and as outlined in the procedures section below.
- 360-Degree Feedback Review – a process whereby performance evaluations are collected from supervisors, staff, peers and other stakeholders (such as students, parents and partner groups).
- Educational Leadership Growth Plan – a structured individual and personalized annual performance plan focused on continuous professional learning and leadership development.

### **Performance Appraisal – Formal Evaluation**

The Performance Appraisal is a formal evaluation process that assesses and guides the growth and development of principals and vice principals within the four leadership domains and nine leadership standards as outlined in the *BCPVPA Leadership Standards for Principals and Vice-Principals in British Columbia*.

The formal Performance Appraisal will take place in the following circumstances:

- All vice-principals during their 24-month probationary period.
- All principals appointed from outside the district during their 24-month probationary period.
- When there is cause for concern and an appraisal is requested by the Superintendent or designate.
- At the request of any principal or vice-principal within three months of the date of request.
- All principals and vice-principals who have never engaged in a formal appraisal process.

Principals and vice principals must complete a successful Performance Appraisal to move off probation.

### **Procedure**

1. The supervisor and principal/vice principal will meet to review the Performance Appraisal document and evaluation methods for data collection before the evaluation process takes place.
2. Data will be collected from multiple sources, including direct observation, feedback conversations with the principal/vice-principal, artifacts and examples of work, and non-anonymous 360-degree feedback from key stakeholders where appropriate (senior leaders, peers, staff, parents and students).
3. The supervisor and principal/vice principal will meet to review the formal Performance Appraisal report and sign off. Each party will retain a copy of the report.
4. The supervisor will provide the Superintendent or designate with a copy of the report for information and to Human Resources for record keeping.

### **360-degree Feedback Review – Informal Evaluation**

360-degree feedback is a way for leaders to understand their strengths and weaknesses, using the constructive feedback of others who work with them the most. The process can assist leaders in enhancing self-awareness and self-regulation by comparing their perceptions with those of others to identify gaps, blind spots, and biases that may affect their performance and relationships.

360-degree feedback reviews will take place in the following circumstances:

- As a method of data collection for the Performance Appraisal evaluation during the 24-month probationary period (where appropriate).
- Within the first five years of appointment from vice principal to principal, where the Performance Appraisal completed during the probationary period was as a vice principal.
- As a method of data collection to inform the Educational Leadership Growth Plan.
- When there is cause for concern, and an appraisal is requested by the Superintendent or designate.
- At the request of any principal or vice-principal within three months of the date of request.

### **Procedure**

1. The supervisor and principal/vice principal will meet to review the 360-degree feedback review process and standard questions that could be included on the survey.
2. The principal/vice principal selects appropriate questions related to their desired areas of professional growth, including the option to include personalized questions.
3. The supervisor and principal/vice principal will agree on the stakeholder groups to request feedback.
4. The electronic and confidential survey will be sent to the target audience via the office of the Assistant Superintendents.
5. Once completed, the survey results will be reviewed by the supervisor and principal/vice principal and analyzed for areas of opportunity and development.

### **Educational Leadership Growth Plan – Individual Performance Plan**

The Professional Growth Plan provides a supportive framework for leadership development with a focus on formative self-assessment and self-reflection, to assist with identifying areas of growth and to foster continuous professional learning. This structured process will occur annually once a Principal or Vice Principal has had a successful Performance Appraisal (formal evaluation).

The Educational Leadership Growth Plan should include:

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



- A focus on one BCPVPA leadership domains/standards of the individual's choosing, alongside a continued focus on the "Instructional Leadership" domain.
- A focus on BCPVPA leadership standards of the individuals choosing that will align with the identified leadership domain.
- One to three professional goals aligned with the area(s) of focus for the year, taking into consideration personal areas of development identified, the District Strategic Plan and the school's growth plan.
- Actions that will be taken during the year to attain the identified goals.

## **Procedure**

At the start of each school year, the principal or vice principal will be responsible for developing their own Educational Leadership Growth Plan.

1. Once the Growth Plan is drafted, the supervisor and principal/vice principal will meet to review the plan and agree upon the process and timeline for the year.
2. The principal or vice principal will update the Growth Plan regularly, ensuring a portfolio of evidence is included.
3. The supervisor and the principal/vice principal will meet at least biannually to review the progress of the Growth Plan.
4. The final meeting will include an opportunity for reflection and feedback on the goals that were set.

## **NOTE**

- The responsibility for acting as a formal supervisor and evaluator rests with the superintendent designate for principals.
- The responsibility for acting as formal supervisor and evaluator usually rests with the principal for vice principals, however consideration can be given to having another principal or superintendent designate evaluate.
- Actions set for goals in the formal evaluation or growth plan should include measurable and observable indicators that provide evidence of whether or not goals have been achieved. These indicators should be both qualitative and quantitative.
- The principal/vice-principal will need to collect baseline data as goals are developed, and as strategies and actions are implemented, to measure achievement.

## **SUPPORTING INTERNAL DOCUMENTS**

- [Chilliwack Principal Vice Principal Performance Appraisal Template](#)
- [Annual Educational Leadership Growth Plan Template](#)
- [Chilliwack School District Leadership Framework](#)

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** October 10, 2023  
**TO:** Board of Education  
**FROM:** Rachael Green, Asst. Director, Human Resources  
**RE:** **POLICY 401: STAFF CONFLICT OF INTEREST**

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#### **RECOMMENDATION:**

THAT the Board of Education repeal [Policy 401 – Staff Conflict of Interest](#).

#### **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, 300 – Students, Instruction & Programs, and 600 – Business & Support Services** Policy sections. We are currently in the process of completing the **400 – Health & Safety** and **500 – Human Resources** Policy sections.

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 401 – Staff Conflict of Interest is made redundant by updated Administrative Procedure 545.



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

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**401  
POLICY  
Staff Conflict of Interest**

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Subject to any employee's rights under a collective agreement, legislation, or statutory regulation, employees of the school district shall not place themselves in a position of conflict of interest. Employees are expected to carry out their duties and responsibilities professionally and impartially and to anticipate and avoid conflicts of interest. The Board has an obligation to maintain the public's trust and confidence. It is important that all employees be seen as acting in the best interests of students.

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Cross Refs:

Adopted: April 27, 2004  
Reviewed:  
Revised:

## **ADMINISTRATIVE PROCEDURE 545 STAFF CONFLICT OF INTEREST**

The purpose of this procedure is to outline the District's expectations for all employees to act in a manner that will enhance its reputation for honesty, integrity and reliability and to ensure services are carried out in the best interest of students. As such, employees of the District shall not place themselves in a position of conflict of interest and must carry out their duties and responsibilities professionally and impartially and to anticipate and avoid conflicts of interest.

While the District recognizes the right of public service employees to be involved in activities as citizens of the community, conflict must not exist between employees' private interests and the discharge of their job-related duties. Upon accepting a position in the District, employees must arrange their private affairs in a manner that will prevent conflicts of interest, or the perception of conflicts of interest, from arising.

### **Definitions**

- Conflict of Interest – when an employee's personal or financial interests interfere with their professional responsibilities and obligations to the school district and/or where the employment relationship is used to personally benefit or provide an inappropriate personal advantage. A conflict of interest may involve financial gain, preferential treatment, bias, or the potential for undue influence.
- Financial Conflict of Interest – an activity which might reasonably be perceived as using the employment relationship for inappropriate financial advantage.
- Non-Financial Conflict of Interest – situations where an employee's personal relationships, affiliations, or non-financial interests may interfere or appear to interfere with their ability to perform their duties objectively and impartially.
- Family Member – includes a spouse or relative.

### **Financial Conflicts of Interest**

Financial interests which may give rise to a conflict of interest may include, but are not limited to, investments, ownership interests, employment outside the school district, and contracts with vendors or service providers.

Employees are not permitted to:

- use the District's property, information or position for personal gain.
- engage in any outside business or activity that is detrimental to the District.

Employees are not permitted to tutor or provide other private professional services for students unless they conform to the following guidelines:

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Related Legislation: British Columbia Freedom of Information and Protection of Privacy Act, Public Interest Disclosures Act

Related Contract Article: BCTF Members Guide

Adopted: April 27, 2004

Amended: xxxx

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



## Administrative Procedure

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1. That the students are not enrolled in the employee's worksite(s).
2. Normally teachers on call (TOC's) and casual employees are not limited by restrictions in #1 above unless they are assigned to that worksite on a regular basis.
3. That the tutoring will not take place on Board property.

Other examples of financial conflicts of interest include:

- Engaging in activities outside of regular employment duties, during regular working hours or at the work site, that either involves or promotes the employee's business, an organization in which the employee has a financial interest, or that of family member, partner / business associate or close friend.
- Promoting the employee's personal business or professional services to students.
- Using school district facilities, materials and equipment for external business purposes.
- Approving purchase orders for the District where an employee has a financial or other interest in those goods and/or services.
- Involvement in a process or a decision that would result in a direct financial benefit to the employee, an organization in which the employee has a financial interest, or a family member, partner, business associate or close friend.

### **Non-Financial Conflicts of Interest**

Employees must not use their position to make a decision or effectively influence a decision benefiting a family member, partner, business associate or close friend.

Examples of non-financial conflicts of interest include:

- Hiring or influencing the hiring of persons falling into one or more of the categories identified above.
- Being a member of a selection committee that will place or hire persons identified above.
- Supervising or evaluating an employee who is a family member.
- Requesting a replacement worker who is a family member
- Giving or accepting gifts that may be perceived as potentially influencing decisions or compromising impartial decision-making.
- Engaging in situations that may lead to favoritism, preferential treatment, or compromise the integrity of the school district.

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Related Legislation: British Columbia Freedom of Information and Protection of Privacy Act, Public Interest Disclosures Act

Related Contract Article: BCTF Members Guide

Adopted: April 27, 2004

Amended: xxxx

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



## Administrative Procedure

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### **Process to Apply for a Determination or Exception**

1. When an employee becomes aware of a potential conflict of interest, they are required to request a determination in writing from the Superintendent (or designate) before engaging in the activity.
2. The Superintendent or designate will evaluate the disclosure and if there is a conflict or potential conflict, will determine if an exception may be granted with appropriate measures in place to manage the conflict or potential conflict.
3. If an exception is granted, it will be documented in writing, specifying any conditions or restrictions that apply.
4. In cases where a conflict or potential conflict cannot be resolved through an exception, the employee may be required to recuse themselves from specific decisions, responsibilities, or employment relationships that would create or appear to create a conflict.

### **Confidential Information**

Employees must ensure that confidential information received as a result of employment with the District remains confidential, and is not to be divulged to anyone other than individuals authorized to receive such information. This includes confidential information received verbally, or in written or electronic form. Employees must not use or disclose such confidential information for their personal benefit, for the benefit of organizations in which the employee has a financial interest, or for the benefit of family members or others with whom the employee has a personal relationship.

Refer to Policy 210 – Privacy and Administrative Procedure 255 – Privacy Management Program for additional information and expectations of District employees regarding privacy and personal information.

### **Enforcement and Reporting:**

Violations of this administrative procedure may result in disciplinary action, which could include verbal or written warnings, mandatory training, suspension, or termination, depending on the severity of the offense.

Employees should report any concerns or violations of this administrative procedure to their immediate supervisor or the appropriate designated authority within the school district. The District will not retaliate against anyone who reports in good faith suspected unethical conduct, potential or actual violations of this Procedure, or violation of laws or regulations.

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Related Legislation: British Columbia Freedom of Information and Protection of Privacy Act, Public Interest Disclosures Act

Related Contract Article: BCTF Members Guide

Adopted: April 27, 2004

Amended: xxxx

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



## Administrative Procedure

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For suspected violations falling under the *Public Interest Disclosures Act*, refer to Policy 520 – Public Interest Disclosures and Administrative Procedure 510 – Public Interest Disclosures for further information and direction on reporting serious or systemic issues of wrongdoing without risk of retaliation.

Any knowingly false, frivolous, malicious or reckless allegations of concerns or violations will be subject to appropriate remedial consequences, up to and including disciplinary action.

DRAFT

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Related Legislation: British Columbia Freedom of Information and Protection of Privacy Act, Public Interest Disclosures Act

Related Contract Article: BCTF Members Guide

Adopted: April 27, 2004

Amended: xxxx

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** October 10, 2023  
**TO:** Board of Education  
**FROM:** Rachael Green, Asst. Director, Human Resources  
**RE:** **POLICY 428: EXPENSES**

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#### **RECOMMENDATION:**

THAT the Board of Education repeal [Policy 428 – Expenses](#).

#### **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, 300 – Students, Instruction & Programs, and 600 – Business & Support Services** Policy sections. We are currently in the process of completing the **400 – Health & Safety** and **500 – Human Resources** Policy sections.

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 428 Expenses is recommended for repeal because it is made redundant by revised Administrative Procedure 530.

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

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**428  
POLICY  
Expenses**

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The Board of Education expects all employees to use excellent business practices and apply these in a consistent manner.

The Board of Education recognizes that the nature of the duties of some Board employees requires them to travel within and outside the school district. In addition, the Board of Education supports employee participation in conferences, seminars and other programs that contribute to their professional growth and recognizes that there are expenses associated with this participation.

The Board of Education delegates the authority to the Superintendent to reimburse employees for approved expenditures in accordance with the attached regulation and schedule of reimbursements.

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Cross Refs: *School Act*, Board Policy 229

Adopted: October 28, 1981

Reviewed:

Revised: June 14, 1994, February 10, 2009

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## ADMINISTRATIVE PROCEDURE 530 EXPENSES

Staff requests for expense reimbursement require pre-approval by the individual's supervisor. For the purpose of authorization of expenses, the Board Chair is considered the supervisor for the Superintendent of Schools.

### **Joint Funds:**

Reimbursement of expenses approved through joint funds with employee groups shall be governed by the committees responsible for those funds. All reimbursements must adhere to Board policy and regulations.

### **Reimbursement Procedure:**

Expenses will be reimbursed after the expense has been incurred using forms available from the Financial Services Department. The following allowances shall be used.

### **Meal Allowances/Expenses:**

#### **Per Diem**

Breakfast     \$ 11.00  
Lunch    17.00  
Dinner 25.00  
Maximum per diem     \$53.00

These amounts include gratuities and any taxes levied.

For partial days, the specific meals purchased will be used. If a meal or meals are included in a conference package or are pre-paid in some other manner, those meals shall be deducted from the per diem.

Within the district, meals must be authorized by the budget manager for the specific account charged and must fall within the per diem guidelines. Meal expenses outside the district must be within the per diem rates or be supported by receipts and approved by the budget manager. The reimbursement request or receipt must be accompanied by a list of persons in attendance.

Costs for alcohol will not be reimbursed.

### **Travel Costs:**

Kilometers driven in a private vehicle on Board business will be reimbursed the current rate prescribed by the CRA unless otherwise stated in a collective agreement. For out-of-district trips, the maximum car travel reimbursement will equal the economy class airfare for the equivalent trip.

Reimbursement of actual costs of ferries, buses or taxis will be based upon receipts submitted.

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Related Legislation: Nil

Related Contract Article: Teachers' Collective Agreement

Adopted: October 28, 1981

Amended: June 14, 1994; January 1997; April 14, 1998; January 8, 2002; July 01, 2002; September 21, 2004;  
October 11, 2005; June 5, 2006; June 25, 2007; December 1, 2008; July 1, 2011; April 2013; February 13,  
2018; February 26, 2019



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

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Air travel shall be by economy class. All purchase bonuses, or other gifts of purchase, are the property of the school district.

Employees are responsible for their own medical and any additional travel insurance coverage.

Reimbursement of mileage and insurance costs for teachers are covered in the collective agreement and may differ from this policy.

## **Lodging Expenses:**

The Board shall reimburse lodging costs based on receipts submitted. Wherever possible, when travelling in British Columbia, accommodation should be arranged in hotels/motels listed in the Business Travel Guide published by the BC government, at the government rate. Receipts must be attached for all lodging expenses, including hotel invoices.

In cases where there is not a charge for accommodation (e.g. home of a friend or relative), a claim for \$20 per night may be made.

## **Extended Stays or Travelling with Companions:**

The Board will only reimburse travel costs and hotel lodging for the employee.

## **Gifts & Honoraria:**

There may be, from time to time, a need for an employee to incur other kinds of expenses such as hosting and/or gifts for others. The actual costs of such expenses will be reimbursed on the approval of the supervisor.

## **Purchase Cards:**

Purchase cards are for district business and may not be used for personal expenses. Purchase cards are expected to be used wherever possible for all business related expenses instead of personal credit cards.

## **Annual Review:**

All per diem and other cost rates will be reviewed annually.

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Related Legislation: Nil

Related Contract Article: Teachers' Collective Agreement

Adopted: October 28, 1981

Amended: June 14, 1994; January 1997; April 14, 1998; January 8, 2002; July 01, 2002; September 21, 2004; October 11, 2005; June 5, 2006; June 25, 2007; December 1, 2008; July 1, 2011; April 2013; February 13, 2018; February 26, 2019

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** October 10, 2023  
**TO:** Board of Education  
**FROM:** Rachael Green, Asst. Director, Human Resources  
**RE:** **POLICY 708: EMERGENCY CLOSURE**

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#### **RECOMMENDATION:**

THAT the Board of Education repeal [Policy 708 – Emergency Closure](#).

#### **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, 300 – Students, Instruction & Programs, and 600 – Business & Support Services** Policy sections. We are currently in the process of completing the **400 – Health & Safety** and **500 – Human Resources** Policy sections.

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 708 Emergency Closure is recommended for repeal because it is made redundant by revised Administrative Procedure 470.

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

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**708  
POLICY  
Emergency Closure**

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It is the policy of the Board to keep schools and other district facilities open on all days of normal operation. Should inclement weather or other emergencies threaten student or staff safety, the Superintendent, with the advice of staff, shall determine whether or not a closure is warranted, and put into effect necessary procedures during these circumstances.

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Cross Refs: *School Act*

Adopted: March 26, 1991  
Reviewed: October 6, 1997  
Revised: November 20, 1995

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## ADMINISTRATIVE PROCEDURE 470 EMERGENCY CLOSURE

The purpose of this procedure is to provide guidelines with respect to the emergency closure of schools or district facilities because of inclement weather or other emergency. While service to students and parents is a priority and schools will be kept open as much as is reasonably possible, School District No. 33 (Chilliwack) recognizes its obligation to consider student and staff safety when determining if an emergency closure is required. In such circumstances, decisions on the opening or closure of school district facilities are made by the Superintendent of Schools in consultation with management and supervisory staff who will advise on the general condition of buildings and accessibility to sites.

### PROCEDURES

Should it become necessary to close a school or district facility because of inclement weather or other emergency, the Superintendent may order the closing of any or all schools or facilities so affected in accordance with the following procedures:

#### Activities Outside of Regular Instructional or Facility Hours:

1. Schools or facilities closed during normal hours of operation will also be closed for all activities outside of these hours on the day of closure.

#### Closure of All School and Facilities for Students and Employees

1. If in all schools and district facilities are closed for both students and employees, the announcement will be reported after 6:00 a.m. or as soon as practicable.
2. The District will provide an announcement to 3 local radio stations and the School District website and continue to share up-to-date information for the duration of the closure.
3. The Superintendent will put into effect an appropriate employee communication plan.
4. Employees designated by the Superintendent for emergency services will be expected to report to work.

#### Closure of All or Some Schools for Students Only:

1. If all or some schools are closed for students only, the announcement will be reported after 6:00 a.m. or as soon as practicable.
2. The District will provide an announcement to local radio stations and the School District website and continue to share up-to-date information for the duration of the closure.
3. The Superintendent will put into effect an appropriate employee communication plan.

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Related Legislation: Nil

Related Contract Article: Nil

Cross Refs: *School Act*, Board Policy, CTA Collective Agreement, CUPE Collective Agreement

Adopted: March 26, 1991

Amended: October 6, 1997; December 15, 1997; January 9, 2001; November 27, 2007

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

## Administrative Procedure

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4. Every reasonable attempt will be made by employees to attend their normal work locations. Employees unable to attend will contact their immediate supervisor for direction.

### **Closure of Some Schools or Facilities for Student and Employees:**

1. If some but not all schools or facilities are closed to students and employees, the announcement will be reported after 6:00 a.m. or as soon as practicable.
2. The District will provide an announcement to local radio stations and the School District website and continue to share up-to-date information for the duration of the closure.
3. The Superintendent will put into effect an appropriate employee communication plan.
4. Employees may not be expected to report to the closed facility but may be reassigned to other open facilities. Employees' supervisors will provide appropriate direction.

### **Closure of Roads:**

1. If appropriate authorities close a road or local conditions make travel unsafe or impossible between an employee's residence and normal work site, it is the employee's responsibility to contact their immediate supervisor, or, if the immediate supervisor is unavailable, Human Resources to indicate their absence.

### **Schools Open For Students But No Bus Transportation Provided:**

1. If some or all schools remain open to students but bus transportation will not be provided, the announcement will be reported after 6:00 a.m. or as soon as practicable.
2. The District will provide an announcement to local radio stations and the School District website.
3. Employees are expected to report to their normal work locations.

### **Employee Procedures:**

1. Where a school or site remains open to employees but the appropriate authority's close roads and make it impossible for an employee to attend their normal work site or an alternate site designated by a supervisor, that employee will be paid as if they worked their regular day.
2. In accordance with the collective agreements, and no road closure by appropriate authorities, all employees are expected to be in attendance when a school or site is closed for students only.

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Related Legislation: Nil

Related Contract Article: Nil

Cross Refs: *School Act*, Board Policy, CTA Collective Agreement, CUPE Collective Agreement

Adopted: March 26, 1991

Amended: October 6, 1997; December 15, 1997; January 9, 2001; November 27, 2007

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

3. If an employee does not attend work under subsection 7.2, they will be considered to be on personal leave without pay and are expected to report their absence to their immediate supervisor.
4. Regular and contract employees not required by the Board to report to work on any day the Superintendent closes a facility for employees will be paid as if they had worked their regular day.
5. Regular and contract employees required by the Board to work for emergency reasons when all other employees are not required to work (during closures) will be provided at the discretion of the Board, time in lieu of, or paid double time for the time worked at the discretion of the Board. **Emergency designated staff are expected to be at the school 30 minutes prior to normal assembly time and remain for a minimum of 30 minutes. Non-school based Emergency designate staff will report to their regular site.**
6. Casual employees required by the Board to work will be paid their regular rate of pay for hours worked. School principals or their designate and management staff who have been identified by the superintendent as essential, to ensure student and employee safety and building security, are expected to report for work. No additional pay will be provided for these employees. Vacation requests by employees on any day of closure which requires employees to be at work will only be honoured if the employee had previously arranged, with the approval of the employee's supervisor, such vacation time.

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** October 10, 2023  
**TO:** Board of Education  
**FROM:** Rachael Green, Asst. Director, Human Resources  
**RE:** **BOARD REGULATION 701.2: BUS DRIVER MEDICALS**

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#### **RECOMMENDATION:**

THAT the Board of Education repeal [Board Regulation 701.2 – Bus Driver Medicals](#).

#### **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, 300 – Students, Instruction & Programs, and 600 – Business & Support Services** Policy sections. We are currently in the process of completing the **400 – Health & Safety** and **500 – Human Resources** Policy sections.

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 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](#), and Ministry of Education and Child Care Policies and published information in the revised Board Policy Manual.

Board Regulation 701.2 Bus Driver Medicals is made redundant by Transport Canada and [RoadSafetyBC](#) regulations and procedures.

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

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**701.2  
BOARD REGULATION  
Bus Driver Medicals**

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The Board may at any time and at its expense, require a bus driver to take the medical examination required for a Class 2 driver's license.

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Cross Refs: Collective Agreement

Adopted: June 28, 1978  
Reviewed: May 11, 2007  
Revised:



## MEETING SUMMARIES

### **In-Camera Meeting – September 12, 2023**

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

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

1. HR Report
2. BCPSEA Report
3. Policy 142 – Superintendent Performance Review
4. Superintendent Compensation

### **Board Learning Session – September 19, 2023**

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

Staff: Rohan Arul-pragasam, Simone Sangster, Paula Jordan, Dave Manuel, Kirk Savage, Sean Wicker, Shawna Peterson, Salvina Sharp, Jessica Adams-Louporet, Talana McInally

1. Updated Reporting Policy
2. Inclusive Competency IEP Update

### **Special Regular Meeting – September 26, 2023**

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

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

1. Annual Five-Year Capital Plan, School Food Infrastructure Plan for 2024-25

### **Special In-Camera Meeting – September 26, 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. Property Update