



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

AGENDA

December 5, 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. Reading and Approval of the Minutes
(THAT the minutes of the November 7, 2023 Regular Board Meeting be approved as circulated.)

2. PRESENTATIONS

- 2.1. Delegation Presentation: Project Aim
- 2.2. Strategic Plan Update – 90-day Cycle

3. INFORMATION ITEMS

- 3.1. Trustee Written Reports
- 3.2. Board Performance Review Report
- 3.3. BCSTA Report

4. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING THE AGENDA

5. ACTION ITEMS

- 5.1. 2024-2027 Three Year School Calendar
- 5.2. Bylaw 5 – Board Meeting Procedures (Revised)
- 5.3. Policy 161 – Education Policy Advisory Committee (Amendment)

5.4. Policy Renovation Project – Policies to be Repealed

5.4.1. Policy 524 – Physical Restraint and Seclusion of Students in School Settings

5.4.2. Policy 704 – Violence Prevention

5.4.3. Policy 716 – Video Surveillance

6. MEETING SUMMARIES

7. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING THE AGENDA

8. SUPERINTENDENT’S UPDATE

9. ADJOURNMENT

9.1. Next Board of Education Meeting: January 23, 2023 at 5:30pm



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

Date of Meeting: Tuesday, November 7, 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 Superintendent	Paula Jordan
Assistant Superintendent	Kirk Savage
Assistant Superintendent	Dave Manuel
Assistant Director of HR	Rachael Green
Director of Facilities and Transportation	Allan Van Tassel
Executive Assistant	Lisa Champagne
Executive Assistant	Talana McNally
Audio-Video/Desktop Foreman	Mark Bakker

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

195.23 Moved by: Trustee Reid
Seconded by: Trustee Swankey

THAT the agenda be adopted as circulated.

NO VOTE

196.23 Moved by: Trustee Swankey

Seconded by: Trustee Westerby

THAT the agenda be amended to move item 4.2 to the bottom of action items.

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

197.23 Moved by: Trustee Reid
Seconded by: Trustee Swankey

THAT the agenda be adopted as circulated.

CARRIED

1.3. Approval of the Minutes

198.23 Moved by: Trustee Westerby
Seconded by: Trustee Swankey

THAT the minutes of the October 10, 2023 Regular Board Meeting be approved as circulated.

CARRIED

2. INFORMATION ITEMS

2.1. Budget Advisory Committee Minutes

The Board of Education received the Budget Advisory Committee Minutes from October 26, 2023.

2.2. Budget Advisory Committee Report

Assistant Superintendent David Manuel joined meeting at 5:37pm

The Board of Education received the September 2023 Quarterly Report and Written Financial Report as presented to the Budget Advisory Committee on October 26, 2023.

2.3. Trustee Written Reports

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

2.4. Policy Analysis Update

The Board of Education received an update on the Policy Analysis Review.

2.5. BCSTA Report

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

3. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING THE AGENDA

- Process request on how Partner groups can bring forward ideas for future policies
- Clarification on Policy 120 Board Authority, Roles and Responsibilities

4. ACTION ITEMS

4.1. 2024 – 2027 Draft Three Year School Calendar

199.23 Moved by: Trustee Bondar
Seconded by: Trustee Westerby

THAT the Board approve the outlined feedback process for the 2024-2027 three-year Local School Calendar for employees, parents, guardians, and caregivers.

CARRIED

4.2. Bylaw 5 – Board Meeting Procedures (Revised)

200.23 Moved by: Trustee Maahs
Seconded by: Trustee Westerby

THAT Bylaw 5 – Board Meeting Procedures (Revised) be referred to a committee of the whole.

DEFEATED

For: Maahs

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

201.23 Moved by: Trustee Bondar
Seconded by: Trustee Westerby

THAT the Board approve first reading of Bylaw 5 – Board Meeting Procedures (REVISED).

NO VOTE

202.23 Moved by: Trustee Reichelt
Seconded by: Trustee Bondar

THAT the Board refer first reading of Bylaw 5 – Board Meeting Procedures (Revised) to the next Public Board Meeting.

NO VOTE

203.23 Moved by: Trustee Procee
Seconded by: Trustee Maahs

THAT the motion be amended to refer Bylaw 5 – Board Meeting Procedures to the Committee of the Whole before being presented at the next Public Board Meeting.

DEFEATED

For: Maahs, Procee

Opposed: Bondar, Reichelt, Reid, Westerby

Abstained: Swankey

204.23 Moved by: Trustee Reichelt
Seconded by: Trustee Bondar

THAT the Board refer first reading of Bylaw 5 – Board Meeting Procedures (Revised) to the next Public Board Meeting.

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

Meeting Recessed at 7:12 pm
Meeting called back to order at 7:22 pm

4.3. Policy Renovation Project – Policies to be Reaffirmed

4.3.1. Policy 530 Leadership Appointments and Assignments

205.23 Moved by: Trustee Bondar
Seconded by: Trustee Westerby

THAT the Board of Education reaffirm Policy 530 Leadership Appointments and Assignments as presented.

CARRIED

4.3.2. Policy 545 Respectful Workplace

206.23 Moved by: Trustee Bondar
Seconded by: Trustee Reid

THAT the Board of Education reaffirm Policy 545 Respectful Workplace as presented.

NO VOTE

207.23 Moved by: Trustee Westerby
Seconded by: Trustee Bondar

THAT the policy be amended to read “The Board of Education is committed to ensuring a respectful workplace and is committed to upholding the rights of employees to work in an environment free from harassment including discriminatory harassment, sexual harassment, bullying or violence.”

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

208.23 Moved by: Trustee Bondar
Seconded by: Trustee Reid

THAT the Board of Education reaffirm Policy 545 Respectful Workplace as presented.

CARRIED

4.4. Policy Renovation Project – Policies to be Repealed

4.4.1. Policy 502 Student Search and Seizure

209.23 Moved by: Trustee Westerby
Seconded by: Trustee Bondar

THAT the Board of Education repeal Policy 502 Student Search and Seizure.

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

4.4.2. Policy 503 Interrogation or Interviewing of Students by Police in School Settings

210.23 Moved by: Trustee Bondar
Seconded by: Trustee Westerby

THAT the Board of Education repeal Policy 503 Interrogation or Interviewing of Students by Police in School Settings.

NO VOTE

211.23 Moved by: Trustee Swankey
Seconded by: Trustee Bondar

THAT Policy 503 Interrogation or Interviewing of Students by Police in School Settings be referred back to staff pending review.

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

212.23 Moved by: Trustee Reichelt
Seconded by: Trustee Bondar

THAT the repeals of Policies 524, 704, 716 be referred to the December Board Meeting.

CARRIED

5. MEETING SUMMARIES

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

6. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING AGENDA ITEMS

- Bylaw 5
- Committee of the Whole
- Bylaw 5 proposed amendments
- Partner Group participation in Public Participation
- Secretary-Treasurer role with Board of Education
- Public Participation

7. SUPERINTENDENT’S REPORT

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

8. ADJOURNMENT

The meeting was adjourned at 8:25 p.m.

8.1. Next Board of Education Meeting Date

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

Board Chair

Secretary-Treasurer

BOARD OF EDUCATION

DELEGATION PRESENTATION

DATE: December 5, 2023

TO: Board of Education

FROM: Miel Bernstein, Director – Project AIM
Elina Kurahashi, Director – Project AIM

RE: MENSTRUAL EQUITY

BACKGROUND:

Project AIM will deliver a presentation how including education around menstruation and menstrual equity along with barrier-free access to menstrual products contributes to reducing the stigma around menstruation.

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

BOARD OF EDUCATION

PRESENTATION

DATE: December 5, 2023

TO: Board of Education

FROM: David Manuel, Assistant Superintendent
Kirk Savage, Assistant Superintendent
Paula Jordan, Assistant Superintendent
Rohan Arul-pragasam, Superintendent

RE: STRATEGIC PLAN UPDATE – 90-DAY CYCLE UPDATE

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

Goal: Literacy

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

Goal: Numeracy

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

Goal: Human & Social Development

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

Goal: Transitions

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



Literacy

- [Elementary Literacy Collaboration](#)
- [Middle School Project with Leyton Schnellert](#)
@ [Chilliwack Cultural Centre](#)



Numeracy

- [FSA with Care](#)
 - Marking, participation
- [School Story: Leary IAT Numeracy Collaboration](#)



Human and Social

- [Our Journey to Truth and Reconciliation](#)
- [Truth & Reconciliation - CMS](#)
- [Indigenous Veterans Day & Remembrance Day - Central Elem.](#)
- [Family of Schools Training](#)
- [IDEA Committee](#)



Transitions

- [Accessibility Act](#)
- [Grad Coaches](#)
- [Early Learning & Childcare Hub](#)
- [Robertson Elementary - Early Learning and Childcare Hub](#)



Next Cycle...

- *Planning and Training for Safety*
- *Functional Behaviour Assessment (FBA) - Trauma Informed Practice*
- *Student Engagement*
- *Secondary Literacy*
- *Robertson Strat Plan Story*
- *Competency Based Inclusive Education Plans (CBIEP)*
- *District Resource Team (DRT)*
- *SNAP and K SNAP*

BOARD OF EDUCATION

INFORMATION REPORT

DATE: December 5, 2023
TO: Board of Education
FROM: Willow Reichelt, Board Chair
RE: **BOARD PERFORMANCE REVIEW REPORT**

In May and June of this year, the Board of Education undertook our annual Board Performance Review. Each trustee filled out the attached self-evaluation rubric, and trustees also discussed the results.

There was agreement amongst trustees that we have work to do, but most trustees felt we were moving in the right direction. There was broad agreement that enthusiasm for and commitment to our roles was an area of strength, along with a willingness to ask questions. Board cohesion continues to be an area of concern.

During our discussion, most trustees felt that our current self-evaluation method is not as useful as we would like it to be. We plan to look at what other districts are doing and to possibly look at free outside facilitation services for this process that are provided by BCSTA.

Board Performance Evaluation Rubric				
	Ineffective Board - 0 means as bad as it can get	Effective Board - 5 means as good as it gets	SCORE 0-5	Rationale
1	Gets bogged down in small details. Micromanages the Superintendent and staff. Operates on the ground floor and does not attend to long-term goals.	Acts in a proactive, planned, sophisticated and creative way. Is strategically focused, making room for the staff to excel. Operates from the balcony.		
2	Tolerates low commitment levels. Members are there because they have to be there, out of duty and obligation. They often miss meetings or fail to keep their promises.	Fosters genuine enthusiasm and commitment for the job. Members are there because they truly want to be there. They consistently keep their promises and deliver quality work.		
3	Accepts management’s proposals without questioning. Embraces the status quo and blocks change. The opponents overpower the proponents.	Is conscientious and takes the time to carefully examine and scrutinize proposals. Questions the status quo and is open to new ideas. Benefits from both the critics and the creators.		
4	Fragmented. Is driven by narrow interests and personal agenda. Has a win-lose culture: It’s you against me. Narrow majority decisions are common. Meetings feel like a combat zone.	Cohesive. Works as a team, while celebrating the diversity of talents and views. Has a win-win culture: It’s you and me against the problem. Narrow majority decisions are rare. Meetings feel like a construction zone.		
5	Is impatient and shows little interest in learning or making informed decisions. Board members talk more than they listen.	Has an appetite for learning from its members, staff, consultants and the community. Board members listen more than they talk.		
6	Builds dependencies on key leaders. Delegates duties without clear deliverables and deadlines. Works hard but is not productive.	Constantly expands its leadership base. Delegates duties, with clear deliverables and deadlines, to officers, staff and committees. Works smart and hard.		
7	Maintains a slow, monotonous and boring pace. Performs routine, predictable and menial work.	Keeps a dynamic and engaging pace, with exciting progress and quality decisions made.		

Board Performance Evaluation Rubric				
	Ineffective Board - 0 means as bad as it can get	Effective Board - 5 means as good as it gets	SCORE 0-5	Rationale
8	Allows dominant members to control agendas. Quieter members – together with their ideas, knowledge and skills – are left behind.	Gives members equal opportunities to influence decisions and provides them with the tools and knowledge to excel. Brings out the best in members and celebrates their successes.		
9	Provides unclear directions and poor leadership to the professional staff and does not demand excellence of them.	Provides thoughtful and credible direction to the professional staff. Fosters a staff culture that promotes and rewards excellence.		
10	Is arrogant and detached from the community and ignores its input, or capitulates to vocal minorities.	Is in touch and in tune with the community and listens to its input. Provides quality leadership and keeps the community informed.		
	GRAND TOTAL	Add the numbers in the right-hand column: Minimum = 0 Maximum = 50	0	

TRUSTEE REPORT

Trustee: Willow Reichelt

Report Date: December 5, 2023

Since October, I have had the opportunity to visit all of my liaison schools (CSS, Central, East Chilliwack and Evans). It's so important for trustees to do school visits. Most importantly, we get to see lots of valuable learning taking place. We also get to experience the different ways each school creates community and hear about the successes and challenges at each school. This helps us be more informed in our decision making.

Wishing all Chilliwack students, families and staff a wonderful holiday season!

TRUSTEE REPORT

Trustee: David Swankey

Report Date: Nov 30th, 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.

- Nov 9th – Chaired BCSTA Fraser Valley Branch Meeting at Mission Secondary School
- Nov 9th – Attended Remembrance Day Ceremony at Leary Elementary
- Nov 11th – Attended [Stó:lō Veterans' Remembrance Day Ceremony](#) at Coqualeetza Longhouse
- Nov 13th – Attended CHWK Pride/GSN/CYHC Sponsored Film Screening at Chilliwack Curling Club
- Nov 14th – Participated in Board Learning Session
 - <https://sd33.bc.ca/board-strategic-learning-sessions-2023-2024>
- Nov 15th – Attended Abbotsford Foundation Recognition for National Philanthropy Day
- Nov 16th – Attended BCSTA Learning Series – Planning for Student Success
- Nov 20th – Attended Chilliwack School District Accessibility Committee Mtg
- Nov 20th – Attended Sardis Secondary School PAC Mtg
- Nov 21st – Participated in MCFD Symposium Speaker Series
 - <https://engage.gov.bc.ca/children-youth-support-needs/symposium/>
 - <https://www.eventbrite.ca/cc/children-and-youth-with-support-needs-2804659>
- Nov 23-25 – Attended BCSTA Academy
 - <https://bcsta.org/event-info/trustee-academy/>
 - Chaired BCSTA Fraser Valley Branch Meeting as branch president.
 - Nominations are now open for FV Branch AGM (see upcoming events included below)
- Nov 26th – Chaired BCSTA Bylaw Review Committee Mtg.
- Nov 28th – Met with District Superintendent
- Nov 28th – Participated in MCFD Symposium Speaker Series
 - <https://engage.gov.bc.ca/children-youth-support-needs/symposium/>
 - <https://www.eventbrite.ca/cc/children-and-youth-with-support-needs-2804659>
- Nov 29th – Participated in Board All-Partners Mtg
- Nov 29th – Attended Chilliwack Townhall with Premier Eby
- Nov 30th – Participated in MCFD Symposium Speaker Series
 - <https://engage.gov.bc.ca/children-youth-support-needs/symposium/>
 - <https://www.eventbrite.ca/cc/children-and-youth-with-support-needs-2804659>

UPCOMING EVENTS OF INTEREST TO THE BOARD

- Nov 30th-Dec 2nd – 27th Annual FNEESC Education Conference
 - <http://www.fnesc.ca/conference/>
- Jan 27th – FV Branch is hosting a BCSTA facilitated a full-day Learning Session in Chilliwack
 - Working agenda includes presentations from FNEESC, MoECC & RCYBC
 - Registration now open
- Jan 29th – BCSTA Fraser Valley Branch AGM in Maple Ridge
- April 18th-21st – BCSTA AGM

BOARD OF EDUCATION

INFORMATION REPORT

DATE: December 5, 2023
TO: Board of Education
FROM: Margaret Reid, BCSTA Representative
RE: BCSTA REPORT

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

BOARD OF EDUCATION

DECISION REPORT

DATE: December 5, 2023
TO: Board of Education
FROM: Rohan Arul-pragasam, Superintendent
RE: **2024 – 2027 THREE YEAR SCHOOL CALENDAR**

RECOMMENDATION:

THAT the Board of Education approve the 2024-2027 Three Year School Calendar as presented.

BACKGROUND:

The Chilliwack School District and the Chilliwack Teachers' Association have agreed on a three-year calendar framework. The calendar sets out winter and spring breaks, as well as school closure days, including District-Wide Professional Days and Assessment Evaluation Days. The Chilliwack School District has incorporated a school calendar that has included a 2-week spring break since the 2014-2015 school year.

The local school calendars for the school years 2024-25 through 2026-27 in School District #33 (Chilliwack) will include the following:

- A Two-week Spring Break.
- One Administration Day.
- Six Professional Days, including a School Based Professional Day.
One of the remaining five professional days (excluding the provincial day), or the cumulative professional activities during the year amounting to one day will be focused on enhancing Indigenous student achievement and integrating Indigenous world views and perspectives into learning environments.
- Three Days for Student Assessment/Evaluation and Parent/Teacher Consultation. These days will support student assessment/evaluation and parent/teacher consultation as per the Collective Agreement.
- Please find included draft calendars, including all the above details and days school is not in session for 2024-25 through 2026-27 school years.
- As a result of the modification to the Collective Agreement, a Letter of Understanding (LOU) will be signed between the Board of Education and the Chilliwack Teachers' Association (CTA) before the final calendar is submitted to the Ministry of Education and Child Care before the deadline, March 30, 2024.

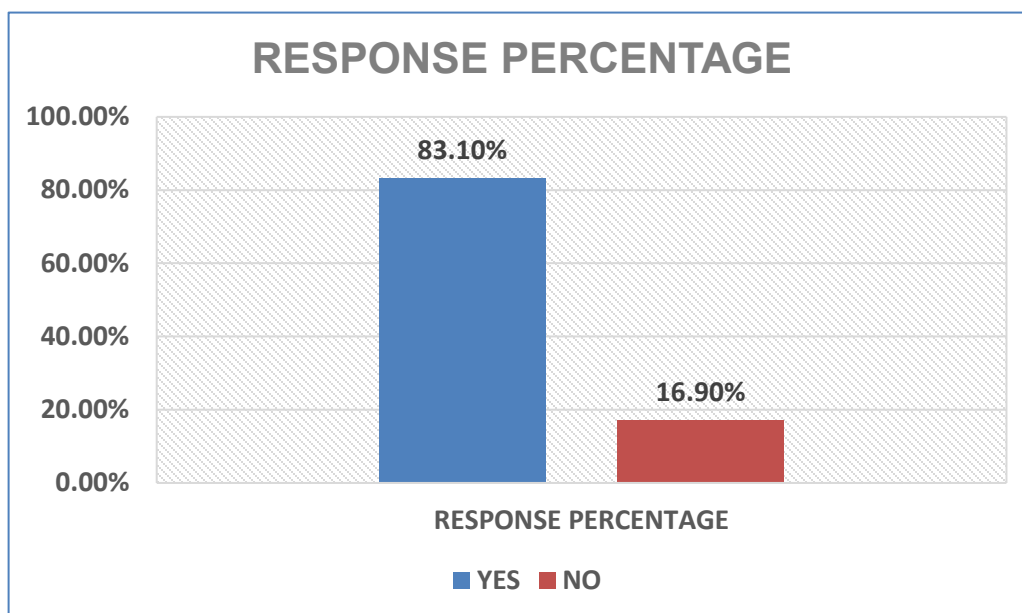
As per Section 87.01 (7) of the School Act and School Calendar Regulations, the Board of Education made the proposed school calendar available to parents of students and representatives of employees of the Board of Education for feedback from November 8, 2023 to November 27, 2023.

2024 – 2027 Calendar Survey Results Summary:

- 911 members of our school community took part in the survey.
- As indicated from the comments, over 80% of those surveyed support the proposed three-year school calendar.
- Compared to the 2023-24 school calendar survey, a slightly higher percentage of participants support a three-year school calendar with a two-week spring break.

ANSWER CHOICES	RESPONSE PERCENTAGE	NUMBER OF RESPONSES
Parent/Guardian/Caregiver	80.79%	736
Employee - Teacher	11.09%	101
Employee - Support	5.60%	51
Employee - Excluded	1.21%	11
Grandparent of a student	0.33%	3
Student	0.22%	2
Other (please specify)	0.77%	7
		911

Number Supporting The Draft 2023-24 School Calendar		
ANSWER CHOICES	RESPONSE PERCENTAGE	NUMBER OF RESPONSES
YES	83.10%	757
NO	16.90%	154
		911





Days in Session	187
Number of Instructional Days	177
Number of Non-Instructional Days	10
Schools Open	September 3
NON-INSTRUCTIONAL DAY #1 (Pro-D Day)	September 27
Truth and Reconciliation Day – Statutory Holiday	September 30
Thanksgiving Day - Statutory Holiday	October 14
Early Dismissal Day #1	October 18
NON-INSTRUCTIONAL DAY #2 (Pro-D Day)	October 25 (Provincial)
NON-INSTRUCTIONAL DAY #3 (A&E Day #1)	November 1
NON-INSTRUCTIONAL DAY #4 (Pro-D Day)	November 8
Remembrance Day - Statutory Holiday	November 11
Last Day of School before Christmas Holidays	December 20
Christmas Holidays	December 23 to January 3
Schools Reopen after Christmas Holidays	January 6
NON-INSTRUCTIONAL DAY #5 (A&E Day #2)	January 24
NON-INSTRUCTIONAL DAY #6 (Pro-D Day)	February 14
Family Day - Statutory Holiday	February 17
Early Dismissal Day #2	February 28
Last Day of School before Spring Vacation	March 14
Spring Vacation Period	March 17 – March 28
Schools Reopen after Spring Vacation	March 31
Good Friday - Statutory Holiday	April 18
Easter Monday - Holiday	April 21
NON-INSTRUCTIONAL DAY #7 (Pro-D Day)	April 25 (CTA)
NON-INSTRUCTIONAL DAY #8 (Pro-D Day)	May 16
Victoria Day - Statutory Holiday	May 19
NON-INSTRUCTIONAL DAY #9 (A&E Day #3)	May 30
Last Day for Students / Early Dismissal #3	June 26
Administrative Day	June 27

2024/2025 DRAFT SCHOOL CALENDAR

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

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

Please Note - Easter Monday and Boxing Day are not observed statutory

JULY						
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AUGUST						
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SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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DECEMBER						
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JANUARY						
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FEBRUARY						
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APRIL						
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MAY						
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JUNE						
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NOTES:

- School Reopens = Sep 3
- NID #1 (District/SB) = Sep 27
- Thanksgiving Day = Oct 14
- NID #2 (Provincial) = Oct 25
- NID #3 (A&E Day 1) = Nov 1
- NID #4 = Nov 8
- Remembrance Day = Nov 11
- Last day in December = Dec 20
- First Day Back in January = Jan 6
- NID #5 (A&E Day 2) = Jan 24
- NID #6 = Feb 14
- Family Day = Feb 17
- Spring Break = Mar 17-28
- Good Friday = April 18
- Easter Monday = April 21
- NID #7 = April 25 CTA Day
- NID #8 = May 16
- Victoria Day = May 19
- NID #9 (A&E Day 3) = May 30
- Last Day for Students = June 27

DAYS IN SESSION 187
INSTRUCTIONAL DAYS 177

2025/2026 DRAFT SCHOOL CALENDAR

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

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

Please Note - Easter Monday and Boxing Day are not observed statutory

JULY						
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NOTES :

- School Reopens = Sep 2
- NID #1 (District/SB) = Sep 29
- Thanksgiving Day = Oct 13
- NID #2 (Provincial) = Oct 24
- NID #3 (A&E Day 1) = Nov 3
- NID #4 = Nov 10
- Remembrance Day = Nov 11
- Last day in December = Dec 19
- First Day Back in January = Jan 5
- NID #5 (A&E Day 2) = Jan 23
- NID #6 = Feb 13
- Family Day = Feb 16
- Spring Break = Mar 16-27
- Good Friday = April 3
- Easter Monday = April 6
- NID #7 = April 24 (CTA Day)
- NID #8 = May 15
- Victoria Day = May 18
- NID #9 (A&E Day 3) = May 29
- Last Day for Students = June 25

JANUARY						
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JUNE						
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DAYS IN SESSION 187
INSTRUCTIONAL DAYS 177

2026/2027 DRAFT SCHOOL CALENDAR

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

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

SEPTEMBER						
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OCTOBER						
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Please Note - Easter Monday and Boxing Day are not observed statutory

NOVEMBER						
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NOTES:

- School Reopens = Sep 8
- NID#1 (District/SB) = Oct 9
- Thanksgiving Day = Oct 12
- NID #2 (Provincial) = 23
- Remembrance Day = Nov 11
- NID #3 (A&E Day 1) = Nov 6
- NID #4 = Nov 27
- Last day in December = Dec 18
- First Day Back in January = Jan 4
- NID #5 (A&E Day 2) = Jan 22
- NID #6 = Feb 12
- Family Day = Feb 15
- Spring Break = Mar 15-26
- Good Friday = March 26
- Easter Monday = March 29
- NID #7 = April 30
- NID #8 = May 14
- NID #9 (A&E Day 3) = May 28
- Victoria Day = May 17
- Last Day for Students = June 24

JANUARY						
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FEBRUARY						
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DAYS IN SESSION 183
INSTRUCTIONAL DAYS 173

BOARD OF EDUCATION

DECISION REPORT

DATE: December 5, 2023

TO: Board of Education

FROM: Simone Sangster, Secretary Treasurer

RE: **BYLAW 5 – BOARD MEETING PROCEDURES (REVISED), WITHDRAWAL REQUEST**

RECOMMENDATION:

THAT the Board approve first reading of Bylaw 5 – Board Meeting Procedures.

BACKGROUND:

At the November 7, 2023 meeting of the Board of Education, Trustee Bondar made a motion to revise Bylaw 5. This motion was stated by the chair and discussed by Trustees. After some discussion by the Trustees, a motion to table this motion or “refer first reading” until the December 5 meeting was carried.

In the interim between meetings, several trustees provided comments on the Bylaw to the Secretary Treasurer that indicate differences of opinion on several elements of the Bylaw. Therefore, the Bylaw revision requires further consideration by the board. The mover has indicated they will request to withdraw the motion to revise Bylaw 5 at the board meeting.

BYLAW 5 BOARD MEETING PROCEDURES

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

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

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

NOW THEREFORE the Board enacts as follows:

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

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

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

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

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

2. Annual Special Meeting and Election of Board Officers

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

3. Meetings of the Board - General Provisions

- 3.1. Annually, the Board of Education will determine the schedule of Board meetings for the following school year.
- 3.2. All meetings will begin with an acknowledgement of Traditional Stó:lō Territory.
- 3.3. A quorum of the Board is a majority of the Trustees holding office at the time of the meeting.
- 3.4. Any Trustee with a conflict of interest shall immediately declare so and follow the guidelines in Policy 131 Trustee Conflict of Interest.
- 3.5. At the appointed time for commencement of a meeting, the presiding officer will ascertain that a quorum is present before proceeding to the business of the meeting. If a quorum has not been made within one-half hour after the appointed time, the meeting shall stand adjourned until the next meeting date or until another meeting has been called in accordance with this Bylaw.
- 3.6. In the event both the Chair and Vice Chair are absent, a chair will be decided by drawing of lots of those trustees willing to have their name stand.

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

4. Regular Public Meetings

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

- 4.2. The Chair will ensure that a draft agenda and notice of meeting is prepared in consultation with the Vice Chair, the Superintendent and the Secretary Treasurer. Proposed items may be requested to be on the draft agenda in one of the following ways:
 - 4.2.1. By notifying the Board Chair, Vice Chair or Superintendent eleven (11) days prior to the board meeting.
 - 4.2.2. By notice of motion at a previous meeting within the trustee's written report.
 - 4.2.3. As a request from a committee of the Board.
- 4.3. Where a Trustee has proposed an item for the agenda and it has not been included, the Chair will advise the Trustee and provide reasons.
- 4.4. The proposed agenda and supporting documentation will be posted on the district website on Friday afternoon prior to the meeting. Written notice of each meeting, together with the proposed agenda, will be provided to each Trustee by email using the school district provided email account at least 24 hours prior to the agenda being made public.
- 4.5. The order of business at regular Board meetings shall be:
 - 4.5.1. call to order, acknowledgement and inclusion statement
 - 4.5.2. adoption of agenda
 - 4.5.3. reading and approval of minutes
 - 4.5.4. strategic presentations/delegations
 - 4.5.5. reports
 - 4.5.5.1. ~~written~~ Board Advisory and Working Committee written reports and/or minutes
 - 4.5.5.2. Trustee written reports
 - 4.5.5.3. information item reports
 - 4.5.6. public participation: ~~comments and/or questions concerning the agenda~~
 - 4.5.7. action items
 - 4.5.8. meeting summaries
 - 4.5.9. public participation: ~~comments and/or questions concerning the agenda~~
 - 4.5.10. superintendent update
 - 4.5.11. adjournment
- 4.6. An addition or deletion to the agenda, or change to the order of business, may be proposed by any Trustee at the adoption of the agenda. Any addition to the agenda, or change to the order of business, shall require a majority vote.
- 4.7. Trustee Reports
 - 4.7.1. Trustees will prepare a short, written report regarding their liaison and representation assignments.
- 4.8. A regular meeting will stand adjourned at three hours after its commencement unless a resolution is passed by a majority vote to extend the hour of adjournment.
- 4.9. Minutes of the proceedings of regular meetings will be stored in digital format certified as correct by the Secretary Treasurer or other employee designated by the Board under the *School Act*, and signed by the Chair or other member presiding at the meeting or at the next meeting at which the minutes are adopted.

- 4.9.1. The minutes of the regular public meeting will be open for inspection at all reasonable times.
- 4.9.2. Copies and extracts will be made available in accordance with the *School Act*.
- 4.10. If the Secretary Treasurer is unable to attend the meeting, another employee must be appointed by Board motion to serve as acting Secretary Treasurer to record motions and their disposition.
- 4.11. In accordance with the *School Act*, the Chair may expel from the meeting a person, other than a Trustee, that the Chair considers is conducting themselves improperly.
 - 4.11.1. A majority of the Trustees present at a meeting of the Board may expel a Trustee from the meeting for improper conduct.

5. Public Participation in the Public Meeting

- 5.1. Communication with the public is extremely important. The public Board meeting is the formally designated means of transacting Board business. Two public participation periods are therefore provided solely as a means for ensuring that community members ~~who are present in the audience~~ have an opportunity to ~~provide-ask questions and/ or provide comments and/or ask questions~~ about business or issues pertaining to the Board agenda provided those questions or comments do not amount to defamation or statements contrary to section 7 of the Human Rights Code.
- 5.2. The public participation periods are open to questions and/ or comments ~~and/or questions~~ from the public concerning the agenda.
 - 5.2.1. Each public participation period will ~~generally~~ be allotted fifteen minutes.
 - 5.2.2. Members of the public may submit questions and/ or comments for the Board in writing, through one of the following means:
 - (i) via email to board@sd33.ca with the subject line Public Participation Question;
 - or
 - (ii) during the board meeting through the form available at the board meeting.
 - ~~5.2.2. Speakers must identify themselves before speaking.~~
 - 5.2.3. Individuals will be limited to one question and/ or comment per person, per public participation period. Such item when read should not exceed a total of two minutes per speaker.
 - 5.2.4. Questions and/ or comments will be asked in order of submission.
 - 5.2.5. The board chair has discretion to call questions out of order. The writer of any question and/ or comment ruled out of order will be contacted and the item will be brought to the next in-camera board meeting.
 - ~~5.2.4. Individuals Persons addressing the Board~~ are reminded that, when requests or questions are directed to the Board, actions or answers to many questions may be deferred pending Board consideration.
 - 5.2.6. _____
 - ~~5.2.5. The Chair may indicate another means of response if question cannot be answered at the ~~time~~meeting.~~
 - 5.2.7. Questions and/or comments should be submitted by no later than 30 minutes before the start of the meeting for item 4.5.6 and no later than the start of the final public participation period item for 4.5.9.

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

Adopted: February 8, 2022

Amended: February 7, 2023, September 12, 2023

- 5.3. Community members who have other comments or questions are encouraged to contact Trustees or the Superintendent or, if desired, to appear as a formal delegation on the Board agenda in accordance with section six of this Bylaw.
- 5.4. Matters currently under negotiation or litigation, or related to personnel or student circumstances, are not permitted and will not be addressed in the public participation periods.
- 5.5. The Chair shall have the authority to terminate the remarks of any individual who does not adhere to this Bylaw.

6. Delegations

- 6.1. Delegations comprised of an individual or groups of students, parents, teachers and others are welcome at regular meetings.
- 6.2. Delegations that wish to appear before the Board shall submit a request in writing to the Secretary Treasurer ten days prior to the meeting, outlining the item(s) they wish to present and naming a spokesperson.
- 6.3. A maximum of ten minutes will be allowed for each delegation to make a presentation.
- 6.4. The Secretary Treasurer will review the delegation request at the agenda review meeting and, if accepted, will then make the appropriate arrangements for the delegation to appear.
- 6.5. A delegation accepted to appear before the Board may present written material to the Board which must be provided at least five working days prior to the meeting for inclusion on the Board agenda.
- 6.6. The Board will hear the delegation's presentation and the Trustees may ask questions for clarification. The Board will ordinarily take the presentation under advisement and will take action after due deliberation, usually at a subsequent meeting.
- 6.7. If circumstances warrant, the Board may receive such individuals or delegations "in-camera".

7. In-camera Board Meetings

- 7.1. If, in the opinion of the Board, the public interest so requires, persons other than Trustees may be excluded from a meeting.
- 7.2. Unless otherwise determined by the Board, the following matters shall be considered in an in-camera meeting:
 - 7.2.1. salary claims and adjustments and consideration of requests of employees and Board officers with respect to collective bargaining procedures;
 - 7.2.2. accident claims and other matters where Board liability may arise;
 - 7.2.3. legal opinions respecting the liability or interest of the Board;

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

Adopted: February 8, 2022

Amended: February 7, 2023, September 12, 2023

- 7.2.4. the conduct, efficiency, discipline, suspension, termination or retirement of employees;
 - 7.2.5. medical reports;
 - 7.2.6. matters pertaining to individual students including the conduct, discipline suspension or expulsion of students;
 - 7.2.7. staff changes including appointments, transfers, resignations, promotions and demotions;
 - 7.2.8. purchase of real property including the designation of new sites, consideration of appraisal reports and accounts claimed by owners, determination of Board offers and expropriation procedures;
 - 7.2.9. lease, sale or exchange of real property prior to finalization thereof;
 - 7.2.10. matters pertaining to the safety, security or protection of Board property; and
 - 7.2.11. such other matters where the Board decides that the public interest is best served.
- 7.3. If the Secretary Treasurer is unable to attend the meeting, another employee must be appointed by Board motion to serve as acting Secretary Treasurer for the purpose of the meeting, to record motions and their disposition.
- 7.4. No Trustee shall disclose to the public the proceedings of an in-camera meeting unless a resolution has been passed at the in-camera meeting to allow such disclosure, except such as might be necessary to enforce the conflict of interest provisions of the *School Act*.
- 7.5. The Board will prepare a meeting summary listing the general nature of the matters discussed. The in-camera meeting summary will be presented at the next regular public meeting of the Board.
- 7.6. The Chair will ensure a draft agenda and notice of an in-camera meeting is prepared in consultation with the Vice Chair, the Superintendent and the Secretary Treasurer. Proposed items may be requested to be on the draft agenda in one of the following ways:
- 7.6.1. By notifying the Board Chair, Vice Chair or Superintendent eleven (11) days prior to the meeting.
 - 7.6.2. By notice of motion at the previous meeting.
 - 7.6.3. As a request from a committee of the Board.
- 7.7. Where a Trustee has proposed an item for the agenda and it has not been included, the Chair will advise the Trustee and provide reasons.
- 7.8. The proposed agenda and supporting documentation will be provided to each Trustee by email using the school district provided email account at least 48 hours prior to the meeting.
- 7.9. The order of business at in-camera meetings shall be:
- 7.9.1. call to order
 - 7.9.2. meeting attendance
 - 7.9.3. adoption of agenda
 - 7.9.4. approval of minutes
 - 7.9.5. information items
 - 7.9.6. action items
 - 7.9.7. adjournment

- 7.10. A change to the order of business may be proposed by any Trustee at the adoption of the agenda. Any addition or deletion to the agenda, or change to the order of business, shall require a majority vote.
- 7.11. An in-camera meeting shall adjourn or recess at least 15 minutes before the regular public meeting and shall not exceed a total of 2 hours unless a resolution is passed by a majority vote to extend the hour of adjournment.

8. Special Meetings

- 8.1. Special meetings are any Board meetings held between the regularly scheduled meetings.
- 8.2. A special public or special in-camera meeting of the Board may be called by the Chair or, upon written request by a majority of the Trustees, will be called by the Secretary Treasurer.
- 8.3. The agenda and supporting documentation will be provided to each Trustee by email using the school district provided email account at least 48 hours prior to the meeting.
- ~~8.3.1.~~ Unless delivery of a written notice and the agenda ~~may be is~~ waived by a majority vote of Trustees holding office, ~~given provided~~ all reasonable steps have been taken to notify all Trustees of the meeting.

8.4. A Public participation period of five minutes with procedures outlined in item 5.2 shall be provided.

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

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

9. Electronic Participation by Trustees

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

READ A FIRST TIME THE 12th day of September 2023
READ A SECOND TIME THE 12th day of September 2023
READ A THIRD TIME AND ADOPTED THE 12th day of September 2023

Board Chair

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

Adopted: February 8, 2022

Amended: February 7, 2023, September 12, 2023

Secretary Treasurer

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

Adopted: February 8, 2022

Amended: February 7, 2023, September 12, 2023

BOARD OF EDUCATION

DECISION REPORT

DATE: December 5, 2023
TO: Board of Education
FROM: Rohan Arul-pragasam, Superintendent
RE: **POLICY 161: EDUCATION POLICY ADVISORY COMMITTEE**

RECOMMENDATION:

THAT the Board of Education amend Policy 161 – Education Policy Advisory Committee.

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.

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

On December 8, 2020, Policy 161- Education Policy Advisory Committee was reaffirmed. At that time, we utilized the existing policy manual index to determine the policy sections the Education Policy Advisory Committee (EPAC) would provide guidance to the Board of Education. As the policy analysis comes to a close, it is timely to revise the information in Policy 161 – Education Policy Advisory Committee, based on the new policy manual structure.

POLICY 161 EDUCATION POLICY ADVISORY COMMITTEE

The Board of Education values consultation as an important part of policy development. The Board also recognizes and accepts its responsibility to approve policy.

The Education Policy Advisory Committee (EPAC) mandate is to advise the Board on matters related to education policy under Policies ~~200500 – Partner & Community Relations~~ Students, 600 – Instructional Education Programs and ~~300900 – Community Relations~~ Students, Instruction & Programs. The committee is advisory in nature and reports directly to the Board through the chair of the committee.

The committee may seek the advice of other resources and expertise in the conduct of its work.

The committee will consist of three (3) trustees (*one to serve as Chair and one as Vice-Chair*), the Superintendent and two (2) representatives from each of the following groups. Any trustee may attend committee meetings as an observer.

- Chilliwack Principals' and Vice Principals' Association (CPVPA)
- Chilliwack Teachers' Association (CTA)
- Canadian Union of Public Employees Local 411 (CUPE)
- District Parent Advisory Committee (DPAC)
- Indigenous community
- Management group

The Superintendent will work with secondary school principals to ensure there is student representation on the Education Policy Advisory Committee.

The chair's responsibility is to encourage the participation of each member and to present minutes of the meetings.

The chair of EPAC and the Superintendent will meet twice each school calendar year to determine the requirement of committee meetings.

A motion and vote are required for any committee recommendations, with the quorum being any eight members.

Minutes of committee meetings will be prepared and provided to the Board at public Board meetings following committee meetings.

POLICY 161 EDUCATION POLICY ADVISORY COMMITTEE

The Board of Education values consultation as an important part of policy development. The Board also recognizes and accepts its responsibility to approve policy.

The Education Policy Advisory Committee (EPAC) mandate is to advise the Board on matters related to education policy under Policies 200 – Partner & Community Relations, and 300 – Students, Instruction & Programs. The committee is advisory in nature and reports directly to the Board through the chair of the committee.

The committee may seek the advice of other resources and expertise in the conduct of its work.

The committee will consist of three (3) trustees (*one to serve as Chair and one as Vice-Chair*), the Superintendent and two (2) representatives from each of the following groups. Any trustee may attend committee meetings as an observer.

- Chilliwack Principals' and Vice Principals' Association (CPVPA)
- Chilliwack Teachers' Association (CTA)
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- Management group

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The chair of EPAC and the Superintendent will meet twice each school calendar year to determine the requirement of committee meetings.

A motion and vote are required for any committee recommendations, with the quorum being any eight members.

Minutes of committee meetings will be prepared and provided to the Board at public Board meetings following committee meetings.

BOARD OF EDUCATION

DECISION REPORT

DATE: December 5, 2023

TO: Board of Education

FROM: Paula Jordan and David Manuel, Assistant Superintendents

RE: **POLICY 524: PHYSICAL RESTRAINT AND SECLUSION OF STUDENTS IN SCHOOL SETTINGS**

RECOMMENDATION:

THAT the Board of Education repeal [Policy 524 - Physical Restraint and Seclusion of Students in School Settings](#).

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, and with consultation with the partner groups, Policy 524 is operations in nature and is made redundant by updated Administrative Procedure 485.

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

**524
POLICY
Physical Restraint and Seclusion of Students in School
Settings**

The Board of Education believes in creating and maintaining learning environments that are inclusive and safe for all students and adults. It is an expectation that all school staff implement effective supports, practices and interventions to prevent and de-escalate potentially unsafe situations.

Physical restraint is defined as the method of restricting another person's freedom of movement or mobility in order to secure and maintain the safety of the person and/or the safety of others. Physical restraint is an extraordinary emergency procedure and will not be used as punishment, discipline or treatment.

Seclusion is the involuntary confinement of a person, alone in a room, enclosure or space, which the person is physically prevented from leaving. Seclusion is an extraordinary emergency procedure and will not be used as punishment, discipline or treatment.

In promoting the rights of all students to be safe and treated with dignity, physical restraint or seclusion is to be used only in exceptional circumstances where a student's behaviour poses imminent danger of serious physical harm to self or others and where less restrictive interventions have been ineffective in de-escalating the situation.

Cross Refs: Provincial Guidelines – Physical Restraint and Seclusion in School Settings, British Columbia Ministry of Education June 3, 2015

Adopted: January 27, 1998
Reviewed:
Revised: February 22, 2005, March 8, 2016

ADMINISTRATIVE PROCEDURE 485 USE OF PHYSICAL RESTRAINT OR SECLUSION OF STUDENTS

The District is responsible for maintaining a safe, secure environment for students and staff. It is expected that school personnel implement preventative, pro-active and positive supports and interventions that are non-punitive and grounded in the foundational understanding that behaviour is communication. These supports and interventions make the use of seclusion and physical restraint unnecessary in most circumstances.

As per British Columbia Ministry of Education Provincial Guidelines on [Physical Restraint and Seclusion in School Settings](#), this procedure outlines the limited situations where staff members are authorized to physically restrain or seclude students as an emergency measure of last resort, when alternate methods of defusing a situation have failed and the student is in imminent danger of causing harm to self or others.

Definitions

- Physical Restraint – a method of restricting another person’s freedom of movement or mobility in order to secure and maintain the imminent safety of the person or the imminent safety of others. The term physical restraint does not apply in the following situations:
 - The provision of gentle physical guidance or prompting of a student when teaching a skill, redirecting attention or providing comfort.
 - A temporary, gentle touch on a student’s arm, shoulder or back for the purpose of guiding a student to a safe location.
- Seclusion – the involuntary confinement of a person, alone in a room, enclosure or space that the person is physically prevented from leaving. The term seclusion does not apply in the following situations:
 - When a student has personally requested to be in a different/secluded location/space.
 - When a student is outside of the regular classroom for a calm or quiet break if these breaks are behaviour strategies that are proactive and are part of the student’s daily routine.

Plans for Student and Staff Safety

In cases where an individual student could potentially cause harm to self or others, an Escalation Indicator Response Plan (EIRP) and Individual Safe Work Instruction (ISWI) should be collaboratively developed with the principal, teacher(s), support staff, parent(s)/guardian(s)/caregiver(s) and, when appropriate, District Staff, outside professionals and/or the student. Consider information from assessment reports if available.

These plans should include:

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



- The student's triggers, patterns of escalation and appropriate adult responses.
- Direct instructions to staff for how to work safely with the student when they are escalated.

To support student learning:

- A Positive Behaviour Support Plan or Behaviour Intervention Plan is created to describe the competencies the student needs to develop in order to communicate their needs safely, and the strategies that will be used to teach these competencies. These strategies may be listed in a student's Competency Based Individualized Education Plan (CBIEP).

It is the principal's responsibility to ensure that any staff likely to be in contact with the student such as teachers, education assistants, bus drivers, clerical, custodians and all replacement staff read the EIRP and ISWI and understand the importance of adhering to this plan for their own and others' safety.

It is the principal's responsibility to ensure that staff who require training to support the student have access to training at the next available opportunity.

A review/revision of prevention/intervention strategies/plans must occur in cases where there is:

- Re-occurring incidents of escalation causing harm.
- Repeated use of physical restraint or seclusion for an individual student.
- Multiple use of physical restraint or seclusion occurring within the same classroom.
- Repeated use of physical restraint or seclusion by an individual staff member.

Guidelines For Physical Restraint

1. The District recommends a "hands off" approach as the best practice when dealing with students who are experiencing dysregulation. It is expected that school personnel implement preventative, pro-active and positive supports and interventions that are non-punitive and grounded in the foundational understanding that behaviour is communication. Physical restraint must be used only in exceptional circumstances where a student is in imminent danger of causing serious harm to self or others.
2. Physical restraint will only be employed until the imminent danger or serious harm to self or others has dissipated.
3. Any time physical restraint is necessary a [Seclusion and Restraint Data Reporting Form](#) must be filed out on the day that it occurs with the District Principal of Student Services. The parents/guardians/caregivers must also be informed about the use of restraint as soon as possible and prior to the student leaving school.
4. Physical restraint must be conducted in a safe manner by staff who are trained in the proper methods of physical restraint. This training will ensure:

- 4.1 Student's breathing is not restricted.

Related Legislation: Provincial Guidelines – Physical Restraint and Seclusion in School Settings, British Columbia, Ministry of Education, June 3, 2015

Adopted: January 27, 1998

Amended: March 5, 2007; November 27, 2018; February 20, 2019

- 4.2 Student is not in a prone position (facing down on their stomach).
- 4.3 Student is not in a supine position (on their back, face up).
- 4.4 Mechanical restraint devices are never used.
5. Training sessions in positive behaviour support planning, trauma informed responses, non-violent crisis intervention, conflict de-escalation techniques and planning for student and staff safety are offered to school personnel on a regular basis.
6. The need for staff to be trained in the use of physical restraint for a student will be determined during the EIRP Plan development. This plan is developed in consultation with trained district staff, school administration, school staff and the parent(s)/guardian(s)/caregiver(s) and when appropriate outside professionals.

Guidelines for Seclusion

1. The space used for seclusion must not jeopardize the student's health and safety – emotionally or physically. Seclusion should only be employed in exceptional circumstances where a student is in imminent danger of causing serious harm to self or others.
2. Seclusion will only be employed until the imminent danger of serious harm to self or others has dissipated.
3. Any time seclusion is necessary a [Seclusion and Restraint Data Form](#) must be filed with the District Principal of Student Services. Parents/Guardians/Caregivers must be informed about the use of seclusion as soon as possible and prior to the student leaving school.
4. A student must never be unsupervised and locked into a room.
5. Any room that is to be used for seclusion must have an observation window and the student must be under continuous visual observation. The student's behaviour must be noted at regular intervals by the observing adult to gather information that may be helpful for their plan, and/or to note when the student has returned to a state of regulation and is ready to re-connect with their team.
6. The space used for seclusion will be shared with the parent(s)/guardian(s)/caregiver(s).
7. The IERP/ISWI and all other health and safety policies will be followed including WorkSafe BC Regulations.

Debrief and Response to Incidents of Physical Restraint and Seclusion

- If restraint or seclusion is required more than once, prevention/intervention strategies will be reviewed in a meeting with school personnel. If revisions are required, the EIRP/ISWI will be amended and signed by members of the team.
- All instances of restraint or seclusion will be reviewed by the District Principal of

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(CHILLIWACK)
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Student Services on a monthly basis.

Application and Review of Procedure

The school district administration will ensure that employees are made aware of this administrative procedure and provide any necessary training or resources to uphold these expectations.

Employees should report any concerns or violations of this administrative procedure to their immediate supervisor or the appropriate designated authority within the school district.

Regular review of the Administrative Procedure will occur to ensure alignment with current research and practices.

DRAFT

BOARD OF EDUCATION

DECISION REPORT

DATE: December 5, 2023
TO: Board of Education
FROM: Rachael Green, Assistant Director, Human Resources
RE: **POLICY 704: VIOLENCE PREVENTION**

RECOMMENDATION:

THAT the Board of Education repeal [Policy 704 - Violence Prevention](#).

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, and with consultation with employee partner groups, Policy 704 is operations in nature and is made redundant by updated Administrative Procedure 460.

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

**704
POLICY
Violence Prevention**

The Board recognizes that violence in our society is a threat to the well being of all persons in our schools. This includes students, staff, contractors, volunteers and other members of the public.

The Board acknowledges its responsibility to provide a safe and secure environment safe from threats, acts of violence and harassment in any form.

The Board has completed an assessment to determine the nature and extent of the risk of injury through violence and will continue to monitor reported incidents and reassess existing procedures, policies and workplace arrangements to reduce risk.

They will ensure that all persons exposed to a risk of violence who are on school property or involved in a school program are aware of this policy and trained in appropriate response strategies.

Acts of violence committed against any person are to be reported to the principal or supervisor as soon as possible for investigation and resolution. Where staff members are involved see regulation 704.1AR.

Acts of violence may be reported to the police.

Cross Refs: WCB Regulations, Student Behaviour Policy, Safe Schools Policy, Weapons Policy, Reporting Incident of Violence Regulation

Adopted: January 25, 2000
Reviewed:
Revised:

ADMINISTRATIVE PROCEDURE 460 REPORTING INCIDENTS OF VIOLENCE

The purpose of this procedure is to outline the District's prevention, response and reporting procedures that address workplace violence, as required by WorkSafe BC regulation. Workplace violence is not accepted nor tolerated.

ROLES AND RESPONSIBILITIES

School District

- Ensure that workplace violence response procedures and work arrangements are established and implemented.
- As necessary ensure that site-based teams receive assistance to support them at their site.

Supervisor (Principal/Manager)

- Review submitted workplace violent incident reports.
- Complete a workplace violence risk assessment.
- Ensure that workers have been made aware of the workplace violence prevention practices including information when working with a person with a history of violence.

Worker

- Report all instances of workplace violence.
- Participate in workplace violence information, instruction, or training opportunities.
- Follow safe work instructions and give feedback where deviation from the instructions are necessary.

PROCEDURES TO ADDRESS WORKPLACE VIOLENT INCIDENTS

1. When an incident of workplace violence directed towards a worker occurs, the following steps must be followed:
 - a. Affected worker reports the incident to the supervisor.
 - b. Supervisor initiates an investigation.
 - c. Supervisor leads the response planning. This can include the creation, or review and updating of response plans and/or safe work instructions. The investigation consists of completing the review section of the violent incident report and a workplace violence risk assessment.
2. Action taken to resolve reported incidents should be made known to the affected worker as soon as possible.
3. Completed violent incident reports should be sent to the School District Health and Safety Manager.
4. Summary information from violent incident reports should be recorded. Information recorded should include: date, time, type of incident, source (ie, student, staff members,

Related Legislation: Nil

Related Contract Article: Nil

Cross Refs: WCB Regulation, Student Behaviour Policy, Safe Schools Policy, Weapons Policy, Reporting Incident of, Violence Regulation

Adopted: January 25, 2000

Amended: xxxx

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

- parent, etc.), and the action taken by the subject. Data collected will be analysed by the District Health and Safety manager on an ongoing basis and aggregate data will be provided to the district safety committee each month the committee meets.
5. Summary information should also be taken on sources of violence. This information will be shared by the District Health and Safety manager to Student Services in order to advise principals, managers and other staff as necessary, of past incidents and to consider additional supports and interventions.
 6. Where the perpetrator of violence is a member of the public, whether known or unknown, violent incident reports should be referred to police when intent to harm is evident.

INTERNAL DOCUMENTS

- [Workplace Violence Response \(Program Manual\)](#)

DRAFT

BOARD OF EDUCATION

DECISION REPORT

DATE: December 5, 2023
TO: Board of Education
FROM: Rachael Green, Assistant Director, Human Resources
RE: **POLICY 716: VIDEO SURVEILLANCE**

RECOMMENDATION:

THAT the Board of Education repeal [Policy 716 - Video Surveillance](#).

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 716 is operations in nature and is made redundant by updated Administrative Procedure 475.

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

**716
POLICY
Video Surveillance**

For reasons of enhancing the safety of students, staff and others on school premises and school buses, and deterring destructive acts, the Board authorizes the use of video surveillance equipment on School District property. Such surveillance is authorized when circumstances show that it is necessary for safety, or security of property and the benefit of surveillance outweigh its impact on the privacy of those observed.

In dealing with surveillance of students, the Board recognizes both its legal obligation to provide appropriate levels of supervision in the interests of student safety and the fact that students have privacy rights that are reduced but not eliminated while the students are under the supervision of the school. Video surveillance, like other forms of student supervision, must be carried out in a way that respects student privacy rights.

Cross Refs: Freedom of Information & Protection of Privacy Legislation

Adopted: April 23, 2002
Reviewed:
Revised:

ADMINISTRATIVE PROCEDURE 475 VIDEO SURVEILLANCE

BACKGROUND

This procedure describes the District's practices and expectations in relation to the use of video surveillance on school lands, facilities and buses in compliance with Section 74.01 of the *School Act* and the provisions of the *Freedom of Information and Protection of Privacy Act (FIPPA)*.

The District recognizes both that it has obligations with respect to staff and student safety, and that video surveillance impacts individual privacy. The District utilizes video surveillance for the purposes of ensuring the safety of staff and students, to protect personal property, and to protect District property against vandalism, theft and other destructive acts. The District endeavours to use video surveillance in a manner that is respectful of individual privacy.

PROCEDURES

1. Surveillance Implementation:

Before installing and operating a new video surveillance system in school facilities or on school lands:

- 1.1. The Superintendent or their designate will produce or cause to be produced a report documenting the reasons why surveillance is being considered, citing (if applicable) any specific incidents of property loss, safety or security breaches justifying the implementation of surveillance, identifying any less intrusive alternatives that have been considered and why they would not be an adequate alternative to surveillance, and setting out the methods that will be used to minimize the privacy impact of the surveillance initiative.
- 1.2. If surveillance is to be used within a school facility or on school land, the District will provide notice of its plans to the applicable parent advisory council. In accordance with and as required under 74.01 of the *School Act*, the District shall obtain the approval of the parent advisory council before proceeding with implementation of the surveillance system.
- 1.3. Where the District deems it appropriate, the District may undertake consultations with other affected groups or individuals about the implementation of surveillance, such as students, parents, staff or members of the community.

2. Use of Surveillance

- 2.1. The District utilizes surveillance for the purposes of safety and property protection.
- 2.2. Surveillance is not used to routinely monitor student or employee productivity or performance.

- 2.3. Surveillance recordings may be accessed and viewed on an exceptional basis if and when required to investigate incidents raising concerns about personal safety, damage to property, or a contravention of law or school rules or policies or to investigate incidents of misconduct.

3. Equipment and Signage

- 3.1. The District utilizes video surveillance systems, including cameras and equipment necessary to record and view video and audio footage (“Surveillance Equipment”).
- 3.2. The District may use video analytics software to enhance the ability of Surveillance Equipment to detect unusual motion and activity and/or to limit the collection of footage.
- 3.3. Camera/Recorder placement will be subject to approval by the building administrator (Principal or building supervisor) or their designate (“Facility Administrator”) at the time of placement, and will be placed with a view to minimizing the privacy-related impacts of the surveillance.
- 3.4. Access to Surveillance Equipment, including cameras, viewing and storage devices will be limited to authorized District employees or contracted service providers. In the ordinary course, such access is limited to the Facility Administrator or contracted service providers engaged in install or maintain Surveillance Equipment.
- 3.5. Surveillance is not to be ordinarily used in locations where appropriate confidential or private activities/functions are routinely carried out (e.g., bathrooms, private conference/meeting rooms). Any exceptions must be authorized by the Superintendent (or their delegate) on the grounds that no other supervision option is feasible and that the need is pressing and outweighs the privacy interest of the student or other person likely to be observed. Surveillance of such locations may not be authorized on an ongoing basis.
- 3.6. The District shall post notices in areas where Surveillance Equipment is in use, which shall include the title and contact information for a District employee who can be contacted with questions or concerns about the use of surveillance.

4. Covert Surveillance

- 4.1. Covert surveillance (i.e. surveillance without notice) will only be used in exceptional circumstances where compelling reasons for its use exist, such as criminal activity or other serious misconduct, significant property loss, safety or security issues.

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- 4.2. Covert surveillance may be authorized by the Superintendent for the purposes of a specific investigation after assessing the availability of alternative investigation methods and will be strictly limited in scope and duration to that which is necessary to achieve a specific, identified objective.
- 4.3. Covert surveillance will not be authorized on an ongoing basis.

5. Security and Disclosure

- 5.1. All computer and/or recording media shall be password protected, encrypted, and stored in a secure area away to prevent unauthorized disclosure or public access. Access to such equipment will be limited to the Facility Administrator.
- 5.2. The District shall keep and maintain a log of all access to the Surveillance Equipment and recordings. Logs will be retained for a minimum period of ninety days.
- 5.3. Recordings may never be sold, publicly viewed, or distributed in any other fashion except as provided for by this Administrative Procedure or as authorized or required by court order, subpoena or other applicable laws.
- 5.4. The District reserves the right to make footage available to police to assist in police investigations as authorized by *FIPPA*.

6. Viewing of Recordings

- 6.1. Playback devices used to view or listen to video footage will be located in secure areas where monitoring or viewing equipment is not accessible to third parties or the public.
- 6.2. The District shall only use and disclose video footage to the extent it is authorized or permitted to do so under *FIPPA*.
- 6.3. In the ordinary course, access to video footage shall be limited to the Facility Administrator or contracted service providers engaged to install or maintain the Video Equipment.
- 6.4. Employees, Students and parents may request access to video footage in which they appear, and access shall be provided in accordance with *FIPPA*. If an employee or student is facing any disciplinary action, they may authorize their union representation or other advocate to also view the recording.
- 6.5. The District reserves the right to refuse to provide access to footage where doing so would unreasonably interfere with the privacy of another individual.
- 6.6. The District may share footage with its legal counsel and insurers for the purposes responding to claims or complaints that may be made or to third parties where necessary to carry out investigations.

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7. Retention of Recordings

- 7.1. Recordings are ordinarily destroyed within 60 days of creation, but may be retained longer if needed for legal, administrative, operational, disciplinary or investigation purposes. The Facility Administrator is responsible for making decisions about the retention of footage.
- 7.2. The District retains footage for a one year period if it is used to make a decision that significantly affects an individual in accordance with the requirements of *FIPPA*.
- 7.3. Where footage may be relevant to a legal claim involving the District or third parties, the District's practice is to retain footage for up to two years or until the relevant limitation period has expired in order to ensure relevant evidence is preserved as needed.

8. Review

- 8.1. Each Facility Administrator is responsible for the proper implementation and control of the surveillance system.
- 8.2. The Superintendent or designate shall conduct a review at least annually to ensure that this Administrative Procedure is being adhered to on the use of video surveillance in the District.
- 8.3. The Board conducts an annual review of its video surveillance systems in accordance with the requirements of section 74.01(3) of the School Act.

MEETING SUMMARIES

In-Camera Meeting – November 7, 2023

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

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

1. HR Report
2. BCPSEA Report
3. PVP Recruitment/Selection Plan
4. Board Annual Performance Review 2022-2023
5. Property Update
6. Governance Role of the Board of Education

Special In-Camera Meeting – November 9, 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. Legal Matter

Board Learning Session – November 14, 2023

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

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

Regrets: Carin Bondar

1. Literacy and Numeracy Framework