



**Chilliwack  
School District**

## **THE BOARD OF EDUCATION**

**School District #33 (Chilliwack)**

### **Regular Public Board Meeting**

**(Live Streamed; Attendees may be recorded)**

## **AGENDA**

**November 12, 2024**

**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. Reading and Approval of the Minutes  
(THAT the minutes of the October 8, 2024 Regular Board Meeting be approved as circulated.)

#### **2. PRESENTATION**

- 2.1. Strategic Plan Update: International Education

#### **3. INFORMATION ITEMS**

- 3.1. Budget Advisory Committee Report (Minutes)
- 3.2. Budget Advisory Committee Report (Quarterly Financial Report)
- 3.3. Trustee Written Reports
- 3.4. BCSTA Report
- 3.5. Indigenous Education Council Report

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

#### **5. ACTION ITEMS**

- 5.1. Signing Authority Resolution

#### **6. MEETING SUMMARIES**

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

**8. SUPERINTENDENT'S UPDATE**

**9. ADJOURNMENT**

9.1. Next Board of Education Meeting: December 10, 2024 at 5:30pm



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

**Date of Meeting:** Tuesday, October 8, 2024

**Location:** School District Office

**Members Present:**

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

**On Leave:** Trustee Heather Maahs

**Staff Present:**

Superintendent	Rohan Arul-pragasam
Secretary Treasurer	Simone Sangster
Assistant Superintendent	Paula Jordan
Assistant Superintendent	Kirk Savage
Assistant Superintendent	David Manuel
Assistant Secretary Treasurer	Mark Friesen
Director of Facilities and Transportation	Allan Van Tassel
Executive Assistant	Talana McNally

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**1. CALL TO ORDER**

**1.1. Call to Order**

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

**1.2. Adoption of the Agenda**

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

THAT the agenda be adopted as circulated.

**CARRIED**

**1.3. Approval of the Minutes**

**123.24** Moved by: Trustee Swankey  
Seconded by: Trustee Bondar

THAT the minutes of the September 17, 2024 Regular Board Meeting be approved as circulated.

**CARRIED**

**2. INFORMATION ITEMS****2.1. Budget Timelines and Financial Reporting**

In accordance with Policy 610 Financial Planning and Reporting, the budget timeline was reviewed and shared with the Board for information

**2.2. BCSTA Report**

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

**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. Indigenous Education Council (IEC) Update**

Assistant Superintendent David Manual provided an update on behalf of the Indigenous Education Advisory Committee (IEAC), noting the creation of a subcommittee to draft new Terms of Reference aligned with the legislated IEC. The draft has been reviewed by the IEAC and sent to the Ministry for review and feedback.

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

- No comments/questions concerning the agenda were received

**4. ACTION ITEMS****4.1. Eligible School Site Proposal (ESSP) - Revised**

**124.24** Moved by: Trustee Swankey  
Seconded by: Trustee Bondar

THAT the Board of Education approve the revised resolution as outlined in the agenda package.

**CARRIED**

**5. MEETING SUMMARIES**

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

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

- General comments regarding welcome
- Questions regarding membership and operation of IEAC

**7. SUPERINTENDENT’S REPORT**

The Superintendent provided updates on student enrolment, FSA administration, and October 10<sup>th</sup> World Mental Health Day.

**8. ADJOURNMENT**

The meeting was adjourned at 5:56 p.m.

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

**Tuesday, November 12, 2024  
5:30 p.m.  
School District Office**

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Board Chair

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Secretary-Treasurer

## BOARD OF EDUCATION

### PRESENTATION

**DATE:** November 12, 2024

**TO:** Board of Education

**FROM:** David Manuel, Director of Instruction

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

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

#### **Goal: Literacy**

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

#### **Goal: Numeracy**

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

#### **Goal: Human & Social Development**

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

#### **Goal: Transitions**

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



Chilliwack  
School District



## Program Update

- November 2024 -





# Our Conversation

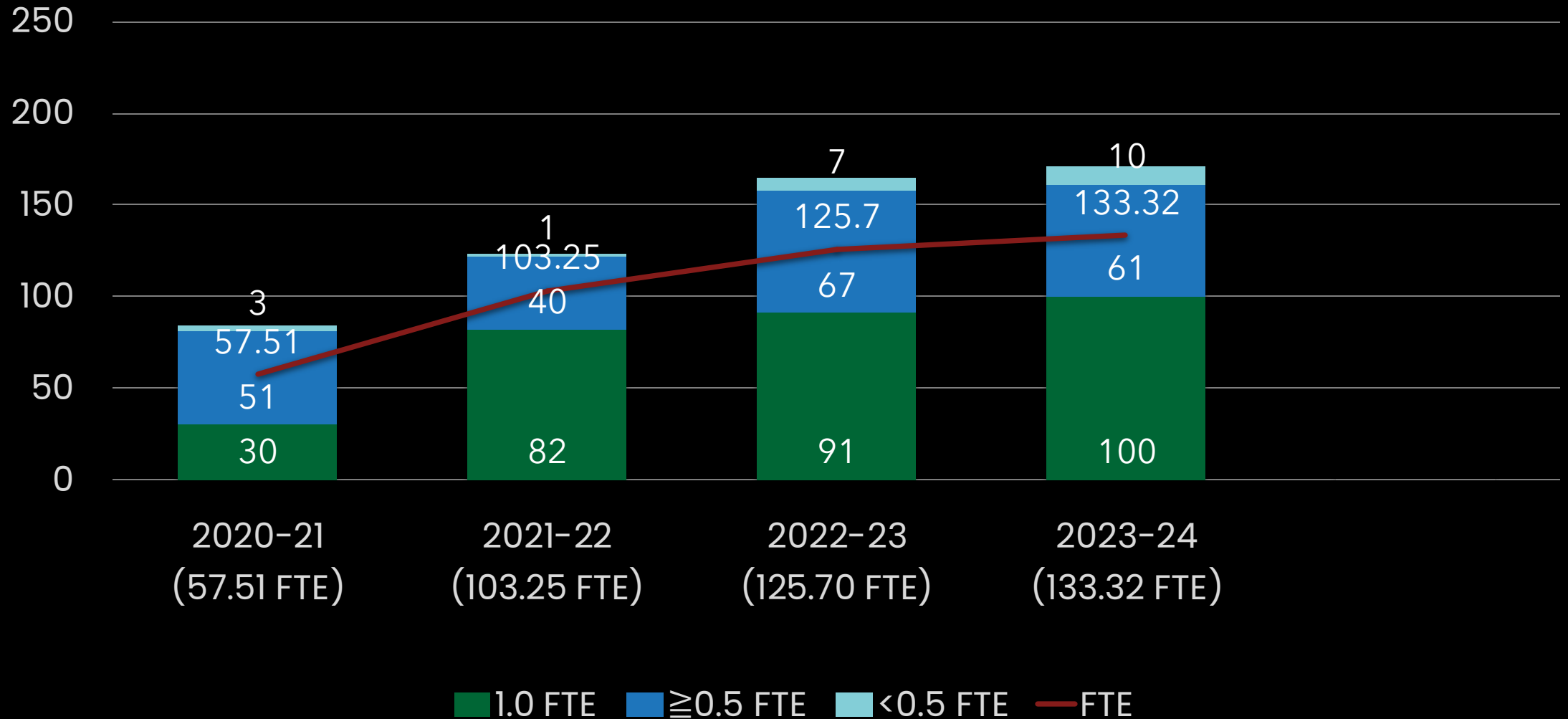
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Where were we?

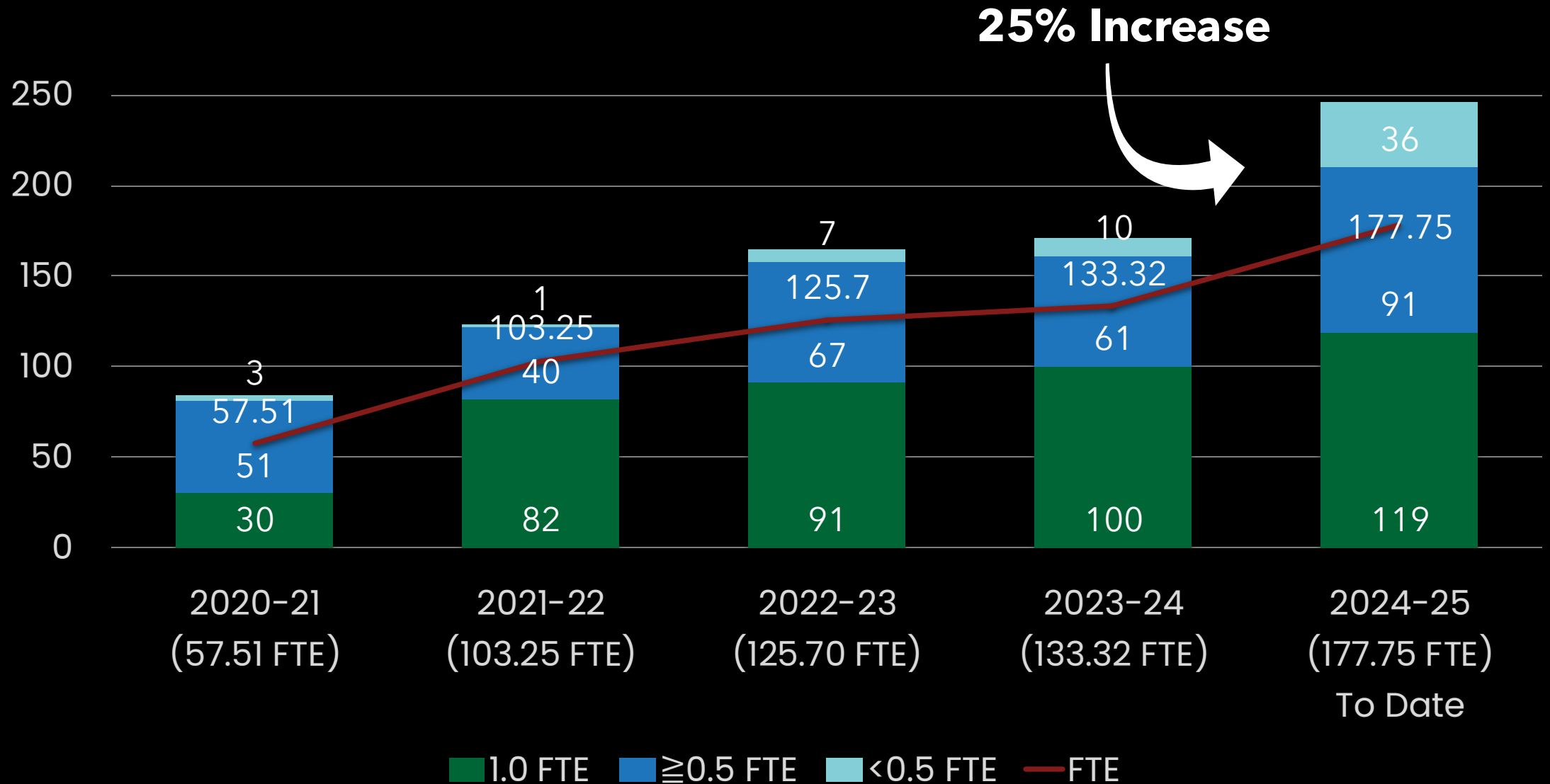
Where are we?

Where are we going?

# Where were we?



# Where are we?





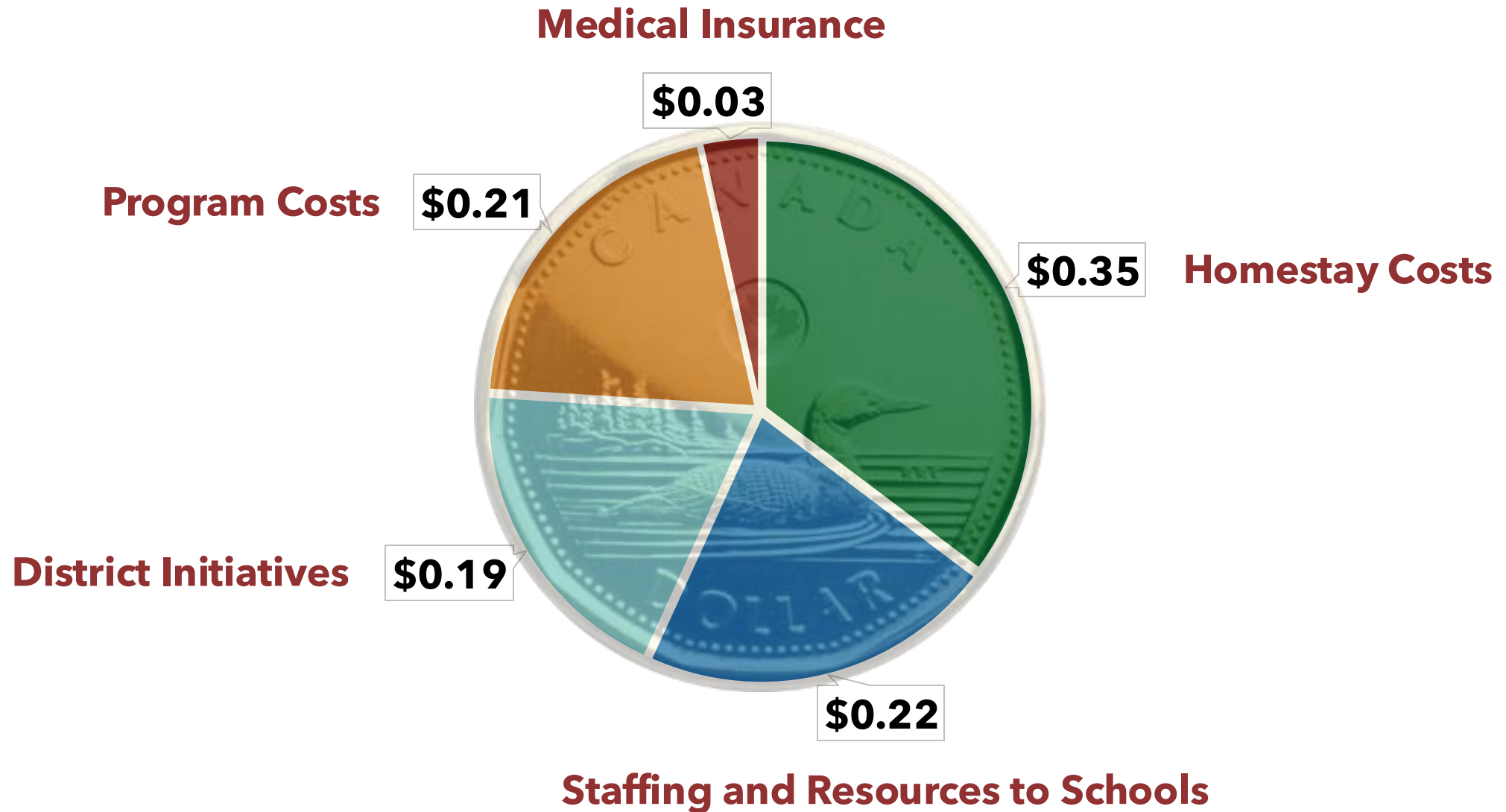
# Where are we?

- ✓ Exceptional HS Team
- ✓ Student/HS Family Orientation
- ✓ Global Ambassador Program
- ✓ Grade 8 Programs
- ✓ 10+ New Partnerships
- ✓ Program of Choice

# Where are we?

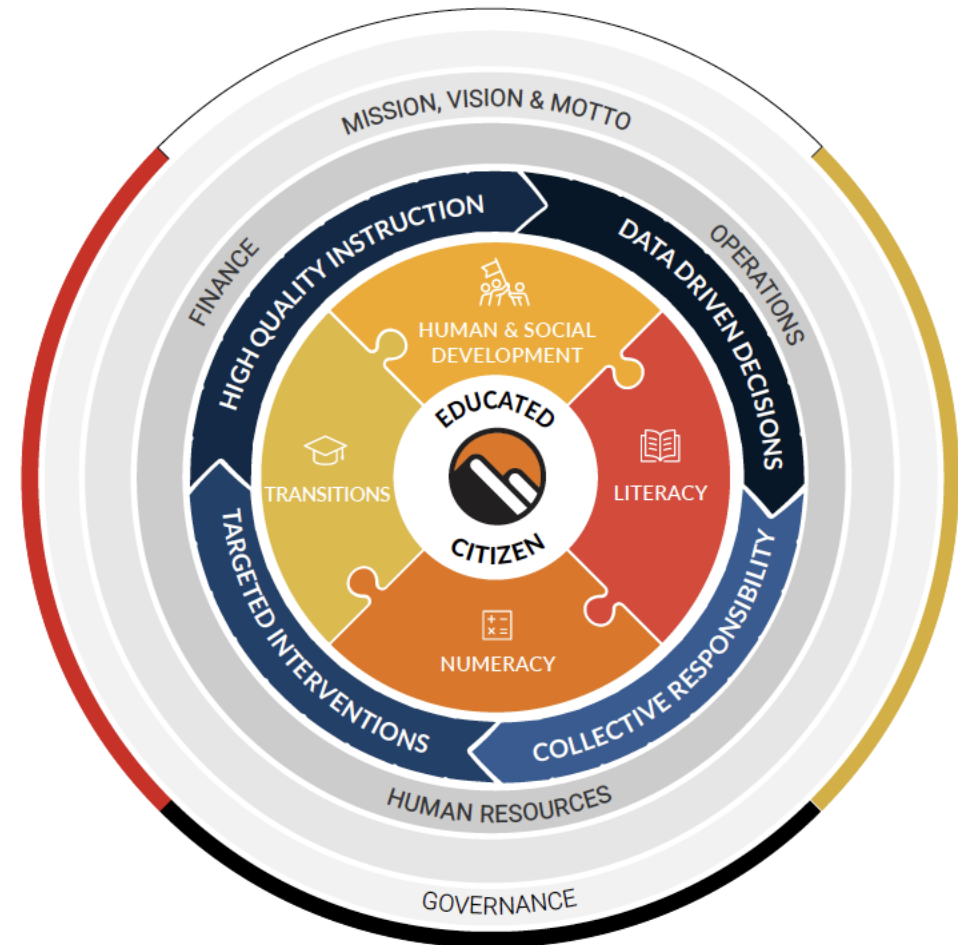


# Where are we?



# Syós:ys lets'e th'ále, lets'emó:t

- **Human and Social Development**
  - Cultural
  - Truth, Reconciliation and Healing
- **Literacy and Numeracy**
  - Academic
- **Transitions**
  - School Culture



# Where are we going?



- Continued growth of the program.
- Ongoing review/refinement of processes and systems.
- Strategic growth in new markets while exploring new opportunities and supporting current partners.
- Opportunities for ISP students to experience and learn about indigenous culture and teachings.



# Program Review

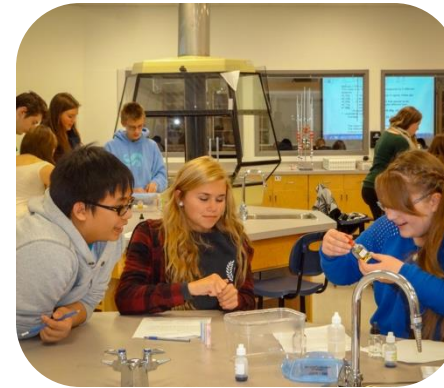
## Recruitment Strategy



## Homestay Program



## Educational Program



## Student Experience



## ISP Staff Experience





**Thank you**

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From the ISP team!

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## **BOARD OF EDUCATION**

### **INFORMATION REPORT**

**DATE:** November 12, 2024  
**TO:** Board of Education  
**FROM:** David Swankey, Budget Advisory Committee Chair  
**RE:** **BUDGET ADVISORY COMMITTEE MINUTES**

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The Board of Education will receive the Budget Advisory Committee Minutes of November 7, 2024.

# Minutes



Chilliwack  
School District

## REPORT OF THE BUDGET ADVISORY COMMITTEE

Meeting Held Thursday, November 7, 2024 – 4:00 p.m.

School District Office

### Attendance:

Committee Members: David Swankey  
Richard Procee  
Reid Clark  
Tracey O'Hara  
Nicole Driscoll  
Jessica Clarke  
Niki Wiens  
Bulvant Singh  
Finny Bicycle  
Olivia Bedard  
Eliza Massey Gashi  
Vicky Cho

Trustee (Chair)  
Trustee  
CTA  
CUPE  
CPVPA  
DPAC  
Management Group  
Community Rep  
Student Rep – IHS  
Student Rep – SSS  
Student Rep – CSS  
Student Rep – CSS

### Staff:

Simone Sangster  
Mark Friesen  
Ashley Joiner

Secretary Treasurer  
Assistant Secretary Treasurer  
Executive Assistant (Recorder)

### Regrets:

Rohan Arul-pragasam  
Heather Maahs  
Loren Muth

Superintendent  
Trustee  
IEAC

### Absent:

Kevin Josephson  
TBD

Manager of Financial Reporting and Analytics  
Student Rep – GWG

### 1. Call to Order

The Chair called the meeting to order at 4:02 p.m. – Welcome and Indigenous Land Acknowledgement.

### 2. Approval of Agenda

THAT the agenda be approved by unanimous consensus.

**CARRIED**

3. **Approval of Minutes**

THAT the minutes of the May 9, 2024 meeting be approved by unanimous consensus.

**CARRIED**

4. **Introduce Committee and Staff Members**

Trustee Swankey reviewed the committee's partner representation for 2024/25 and meeting attendees introduced themselves.

5. **Review Committee Orientation – Terms of Reference, Meeting Agenda Schedule**

The Secretary Treasurer provided an overview of the Committee's Terms of Reference, Charter, and outlined the scheduled meeting dates and agenda items for the upcoming year.

6. **Present Budget Timelines/Financial Reporting**

The 2024/25 Budget Timelines were reviewed by the Secretary Treasurer explaining the Amended and Preliminary budget items to be brought to the Budget Advisory Committee and then to the Board of Education prior to meeting Ministry deadlines.

7. **Review FSDA: Review of 2023/24 Year-end Results**

The Assistant Secretary Treasurer presented an overview of the 2023/24 Financial Discussion & Analysis report. The FSDA explains the 2023/24 year-end results and is a supplementary report to the 2023/24 audited financial statements.

8. **September Quarterly Financial Report**

The Assistant Secretary Treasurer presented the Quarterly Financial Report for the quarter ended September 30, 2024. Revenue and expense items were reviewed, and an explanation of the significant variances was provided. This report is based on the Preliminary Budget.

9. **Adjournment**

The meeting was adjourned 5:16 p.m.

## BOARD OF EDUCATION

### INFORMATION REPORT

**DATE:** November 12, 2024

**TO:** Board of Education

**FROM:** Simone Sangster, Secretary Treasurer

**RE:** **BUDGET ADVISORY COMMITTEE REPORT**

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The Board of Education will receive the September 2024 Quarterly Report and Written Financial Report as presented to the Budget Advisory Committee on November 7, 2024.

# Chilliwack School District

## Quarterly Financial Report - July 1, 2024 to September 30, 2024

OPERATING FUND	Year-to-Date Jul 1, 2024 to Sep 30, 2024				
	PRELIMINARY				
	July to Sep ACTUALS	June 30, 2025 PROJECTED ACTUALS	ANNUAL BUDGET 2024- 2025	Variance Favorable (Unfavorable)	Variance %
<b>REVENUE</b>					
Provincial Grants, Ministry of Education	21,059,322	184,043,412	181,330,551	2,712,861	1.5%
LEA/Direct Funding From First Nations	323,158	3,231,576	2,791,232	440,344	15.8%
Provincial Grants, Other	33,200	267,382	200,000	67,382	33.7%
International Student Tuition	361,220	3,000,000	2,380,803	619,197	26.0%
Other Revenue	458,502	1,065,975	534,317	531,658	99.5%
Rentals & Leases	75,668	300,000	150,000	150,000	100.0%
Investment Income	352,191	1,483,151	1,513,989	(30,837)	-2.0%
<b>Total Revenue</b>	<b>22,663,261</b>	<b>193,391,496</b>	<b>188,900,892</b>	<b>4,490,604</b>	<b>2.4%</b>
<b>EXPENSE</b>					
Salaries					
Teachers	8,189,103	79,476,445	78,037,190	(1,439,255)	-1.8%
Principals & Vice-Principals	2,238,695	9,810,658	10,128,207	317,549	3.1%
Education Assistants	1,874,772	17,140,771	17,809,164	668,393	3.8%
Support Staff	3,544,167	16,952,443	17,502,434	549,991	3.1%
Other Professionals	1,011,374	4,432,093	4,812,098	380,005	7.9%
Substitutes	886,011	8,856,164	8,224,054	(632,110)	-7.7%
Total Salaries	17,744,121	136,668,574	136,513,147	155,427	-0.1%
Employee Benefits	4,528,064	34,722,215	34,943,434	221,219	0.6%
Total Salary & Benefits	22,272,186	171,390,789	171,456,581	65,792	0.0%
Services & Supplies	4,855,166	19,625,764	19,762,388	136,624	0.7%
<b>Total Expense</b>	<b>27,127,351</b>	<b>191,016,553</b>	<b>191,218,969</b>	<b>202,417</b>	<b>0.1%</b>
<b>Net Revenue (Expense)</b>	<b>(4,464,090)</b>	<b>2,374,943</b>	<b>(2,318,078)</b>	<b>4,693,021</b>	<b>-202%</b>
School Surpluses Included	525,783	525,783	525,783	-	
Indigenous Ed Surplus Included	-	-	-	-	
Other	30,000	30,000	30,000	-	
Capital Asset Purchases	(947,000)	(947,000)	(947,000)	-	
Transfer from Capital Reserves	-	-	-	-	
<b>Surplus (Deficit) for Year</b>	<b>(4,855,307)</b>	<b>1,983,726</b>	<b>(2,709,295)</b>	<b>-</b>	<b>-</b>

# Chilliwack School District

## Quarterly Financial Report - July 1, 2024 to September 30, 2024

OPERATING FUND	Year-to-Date Jul 1, 2024 to Sep 30, 2024				
	PRELIMINARY				
	July to Sep	June 30, 2025	ANNUAL	Variance	
	ACTUALS	PROJECTED	BUDGET 2024-2025	Favorable (Unfavorable)	Variance %
SERVICE & SUPPLIES BREAKDOWN:					
Services	1,598,094	5,195,368	5,117,328	78,040	1.5%
Student Transportation	10,451	61,437	50,800	10,637	20.9%
Professional Development & Travel	286,829	1,174,268	1,365,760	(191,492)	-14.0%
Rentals & Leases	-	-	25,200	(25,200)	-100.0%
Dues & Fees	229,543	490,191	362,900	127,291	35.1%
Insurance	59,323	368,993	349,308	19,685	5.6%
Supplies	2,344,310	9,699,086	9,836,592	(137,506)	-1.4%
Utilities	326,616	2,636,421	2,654,500	(18,079)	-0.7%
Total Services & Supplies	4,855,166	19,625,764	19,762,388	- 136,624	-0.7%



Chilliwack  
School District

# Quarterly Financial Report September 30, 2024

October 28, 2024

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

This report is based on our Preliminary Budget which creates some significant variances due to financial changes that have occurred since it was prepared. Future Quarterly Reports will be based on the Amended Budget and will be more in line with current realities.

The Projected Actuals budget has been trended to correspond with how we anticipate costs and revenues to be incurred.

## REVENUES

**Provincial Grants, Ministry of Education** – September enrolment was higher than Spring projections which is what the preliminary budget was based on. Thus, government grants are projected to exceed the preliminary budget figure.

**LEA/Direct Funding From First Nations** – The Preliminary Budget amount was based on 2022-23 enrolment numbers. When the enrolment numbers for 2023-24 were finalized in June, they were higher, this will be reflected in our Amended Budget.

**Provincial Grants, Other** – This is Skilled Trades BC funding which is not consistent through the year. The Careers Department expects to exceed the Preliminary Budget revenue amount.

**International Students** – International revenues are up significantly from last year partly due to increased FTE 184 vs 141 and partly due to a tuition increase of \$1000 per year.

## REVENUES continued

**Rental & Leases** – The CSS gym was opened for rentals this summer which added revenue. The BC election added more one time revenue. We are projecting a large increase over the preliminary budget, but not at the rate of the first quarter.

**Investment Income** – Interest rates average 4.85% for the first three months of the year, versus 5.50% for the same period last year. The Preliminary budget assumed a 4.30% interest rate for 2024-25, however with the October 23 Bank of Canada rate cut of 0.5%, it now appears interest revenue for the year will be lower than anticipated.

## WAGES & BENEFITS

**Teachers** – Enrolment numbers came in higher than projected in the Preliminary budget, requiring the district to hire additional teachers, resulting in an estimated additional wage cost of \$950,000. In addition the average teacher wage as calculated in September came in higher than estimated in the Preliminary budget adding \$275,000 in additional teacher labour cost. We are working on finalizing the enrolment effect and this increase will be reflected in the Amended Budget.

**Principals & Vice-Principals** – The budgeted 3% wage increase for PVP, along with some performance-based increases, will be applied to actual wages starting in November.

**Education Assistants** – Spending on EA's has increased from \$1,697,052 last year to \$1,874,772 this year through September. Even with the large increase in EA spending, we are projecting to come in under budget. However this is the normal pattern for EA spending as Student Services adds EA's through the fall as the need is determined. District educators are working to refine the district's EA allocations.

**Support Staff** – Support staff spending is up 7.4% from last year compared to a budgeted increase of 7.9%.

**Other Professionals** – The budgeted wage increase for excluded staff does not get applied to actual wages until November.

**Substitutes** – The delayed filling of positions in September can lead to a higher rate of substitutes usage in September versus filled positions.

**Employee Benefits** – Benefits are tracking to budget quite closely. The budgeted excluded wage increase will also increase benefit expenses when it comes through.

SERVICES & SUPPLIES

**Services** are projecting close to budget and are \$56,000 (3.4%) less than the same point last year.

**Professional Development & Travel** expenses are below budget. In our model we trend the expenses to try to accurately predict spending patterns, however for some categories like Professional Development and Dues and Fees there is too much irregularity in a small sample size to match every year.

**Dues & Fees** are tracking higher than budget. Much of these additional fees come from UFV career courses which indicates that more students are taking more career courses than was projected.

**Supplies** spending is projecting to come in close to budget.

**Utilities** are tracking to come in close to budget.

OTHER ITEMS

**School Surpluses Included** – With our school-based budgeting, we allow schools to carry over any prior year surplus. This is added to our year end reserves but gets transferred out for the schools to use in the current year.

**Indigenous Ed Surplus** – The supplemental Indigenous Ed funding is targeted, and any surplus is treated similarly to school surpluses. It is added to our year end reserves but gets transferred out for Indigenous Programs to use in the current year.

**Capital Asset Purchases** – This is for purchases of capital equipment, vehicles, and portables.

# TRUSTEE REPORT

Trustee: David Swankey

Report Date: November 6<sup>th</sup>, 2024

## 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.*

- Oct 4<sup>th</sup> – Visited Tyson, Watson, Sardis Elementary, Vedder Middle to acknowledge World Teacher Day.
- Oct 7<sup>th</sup> – Attended Board Authority Authorized (BAA) Committee mtg as board liaison.
- Oct 7<sup>th</sup> – Participated in Chilliwack Restorative Justice (CRJ) AGM.
  - Partnership between CRJ and the Chilliwack School District was highlighted with attention to the positive impact of the Circle's Programs.
- Oct 8<sup>th</sup> – Attended Chilliwack Child & Youth Committee (CYC) mtg as board liaison
  - [Xyólheméylh](#) was highlighted in the programming presentation
- Oct 9<sup>th</sup> – Visited Kw'yeqel South Campus
  - Staff provided a tour of the facilities and shared some of the challenges and limitations of the space.
  - Presented to students on the role of boards of education and of trustees in BC.
- Oct 15<sup>th</sup> – Attended MSMS PAC Mtg.
- Oct 15<sup>th</sup> – Attended Board Learning Session.
  - <https://sd33.bc.ca/board-strategic-learning-sessions-2024-2025>
- Oct 17<sup>th</sup> – Attended Xwelítem Siyáya: Allyship and Reconciliation Building at UFV.
- Oct 22<sup>nd</sup>-24<sup>th</sup> – Attended BC Association for Child Development and Intervention (BCACDI) Conference
  - Wave 8 EDI Data for Chilliwack was presented as an indicator of positive outcomes from investments in early learning by the school district and local community partners.
  - The CYSN service model review timeline was discussed in anticipation of recommendations and possible changes in Spring 2025. The impact for public education was highlighted.
- Oct 24<sup>th</sup> – Attended DPAC Mtg.
  - [FamilySmart](#) presented as a community based, low barrier, resource for district families.
- Oct 28<sup>th</sup> – Chaired BCSTA Bylaw Review Committee mtg.
  - Committee recommendations from Phase 2 of our work are being prepped for the Board of Directors.
  - Recommendations may be presented to membership at AGM 2025.
- Oct 28<sup>th</sup> – Attended Board Authority Authorized (BAA) Committee mtg as board liaison.
  - Annual review cycle of existing BAA courses is well under way.
  - Proposed new courses are under review and will be referred to the board for consideration.
- Oct 29<sup>th</sup> – Attended BCPSEA presentation of renewed conflict of interest guidelines.
  - An updated resource guide has been circulated with all members of the board.
  - Questions may be directed to our BCPSEA Board Rep or our Regional Rep.
- Oct 30<sup>th</sup> – Attended UFV Dean's Speaker Series as a member of their External Advisory Committee.
- Nov 5<sup>th</sup> – Participated in strategic planning discussions with Middle School Students from across the district.
  - <https://www.sd33.bc.ca/strategic-plan-refresh-2024-2025>
- Nov 5<sup>th</sup> – Attended Superintendent's update.

## UPCOMING EVENTS OF INTEREST TO THE BOARD

- Nov 21<sup>st</sup>-23<sup>rd</sup> 2024 – BCSTA Academy
  - <https://bcsta.org/event-info/trustee-academy/>
- Dec 12<sup>th</sup>-14<sup>th</sup> 2024 – FNEC Annual Education Conference
- Jan-Dec 2024 – Xwelítem Siyáya: Allyship and Reconciliation Building facilitated by UFV
  - <https://www.ufv.ca/peace-and-reconciliation/allyship-building-program/>
- Feb 5<sup>th</sup>-6<sup>th</sup> 2025 – Annual Canadian Health and Wellbeing in Developmental Disabilities Conference
  - <https://www.healthandwellbeingindd.ca/>
- April 24<sup>th</sup>-26<sup>th</sup> 2025 – BCSTA AGM
- June 19<sup>th</sup>-21<sup>st</sup> 2025 – Inclusion BC Annual Conference
  - [Everybody Belongs 2025](#)

## BOARD OF EDUCATION

### INFORMATION REPORT

**DATE:** November 12, 2024  
**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.

## BOARD OF EDUCATION

### INFORMATION REPORT

**DATE:** November 12, 2024  
**TO:** Board of Education  
**FROM:** David Manuel, Assistant Superintendent  
**RE:** **INDIGENOUS EDUCATION COUNCIL UPDATE**

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#### **BACKGROUND:**

The Indigenous Education Advisory Committee (IEAC) has requested that staff submit the draft Terms of Reference (TOR) to the Ministry of Education and Childcare as part of our transition to becoming the Indigenous Education Council (IEC).

The TOR was submitted, and a meeting was held with the Superintendent of Indigenous Education and his team to discuss key questions. These topics will be shared at the upcoming IEAC meeting on November 12th:

- Is the expectation that all districts will submit draft TOR for approval?
- There was mention of information/training sessions for First Nations; will this be forthcoming?
- Will the ministry continue to provide financial support for the IEC?
- It was noted that conferences will be scheduled for IEAC members; do we have more information on this?
- What is the expected timeline for our transition to the IEC?

The ministry team provided some initial responses to these questions and indicated that they will review our TOR in relation to current legislation. They will send their feedback once the review is complete.

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** November 12, 2024  
**TO:** Board of Education  
**FROM:** Simone Sangster, Secretary Treasurer  
**RE:** **SIGNING AUTHORITY RESOLUTION**

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#### **RECOMMENDATION:**

THAT the Board of Education approve the Signing Authority resolution as attached.

#### **BACKGROUND:**

The Board of Education has *Policy 620 Signing Authorities*, which sets rules for who can officially sign for the school district. Historically, this policy has helped oversee financial and contractual decisions, providing necessary oversight and accountability.

Occasionally, external partners or regulatory bodies need a more formal statement, also called a Board of Directors Resolution, which confirms that specific individuals have been given signing authority. This extra step may be required when outside organizations need stronger assurance that the Board has explicitly approved who can sign on the district's behalf.

#### **Reason for Current Request:**

The request for a Board of Directors Resolution is to make sure that the Board's delegation of signing authority meets the expectations of specific partners or stakeholders. While the existing policy covers this delegation, the resolution will provide a formal, board-approved endorsement, offering extra assurance to outside parties. This resolution will:

- Meet requests or legal requirements from external partners.
- Align with any legal or regulatory standards beyond the district's internal policy.
- Strengthen the governance framework by clearly showing the Board's support for delegated signing authority.

#### **Implications:**

Approving this resolution will not change the current Signing Authorities Policy. Instead, it will add a formal, board-approved statement to help meet external requirements, ensuring ongoing partnerships and compliance with any necessary documentation.



**THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK)  
SIGNING AUTHORITY RESOLUTION**

WHEREAS from time to time the Board of Education of School District No. 33 (Chilliwack) is required to apply signatures to formal legal and other documents which documents must be signed by authorized signatories;

AND WHEREAS the board of education has adopted Policy 620 identifying the authorized signatories in various circumstances, including as follows: “For contracts and other legal documents requiring two officers of the Board, the signing officers shall be any two of the following: the Superintendent of Schools, the Secretary Treasurer or the Assistant Secretary Treasurer”;

IT IS RESOLVED THAT the Board of Education authorizes and approves the following officers to sign, execute, endorse and deliver contracts and other legal documents:

Superintendent	Rohan Arul-pragasam
Secretary Treasurer	Simone Sangster
Assistant Secretary Treasurer	Mark Friesen

I certify this to be a true copy of the resolution for the designation of staff with signing authority adopted by The Board of Education of School District No. 33 (Chilliwack) on this **12<sup>th</sup>** day of **November, 2024**.

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Simone Sangster, Secretary-Treasurer  
The Board of Education of School District No. 33 (Chilliwack)

## **MEETING SUMMARIES**

### **In-Camera Meeting – October 8, 2024**

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

On Leave: Heather Maahs

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

1. HR Report
2. BCPSEA Report
3. Property Update
4. Public Sector Executive Compensation Report
5. Community Communications Report

### **Board Strategic Learning Session – October 15, 2024**

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

On Leave: Heather Maahs

Staff: Rohan Arul-pragasam, Kirk Savage, David Manuel, Paula Jordan, Simone Sangster, Nicole Driscoll, Shawna Peterson, Joanne Robertson, Salvina Sharp, Karen Allan, Hollie Redden, Talana McNally

1. Early Learning Collaboration (ELC) Project Update
2. Competency Based IEP (CBIEP)