



Chilliwack
School District

THE BOARD OF EDUCATION

School District #33 (Chilliwack)

Regular Public Board Meeting

AGENDA

December 8, 2015

7:00 pm

1. CALL TO ORDER – School District Office

- 1.1. Call to Order
- 1.2. Welcome and Acknowledgement of Traditional Territory
- 1.3. ***Before we begin, I would like to acknowledge that we are on the traditional territory of the Stó:lō people.***
- 1.4. Adoption of the Agenda
(THAT the agenda be adopted as circulated.)
- 1.5. Approval of the Minutes
(THAT the minutes of the November 24, 2015, meeting be approved as circulated.)

2. PRESENTATIONS

- 2.1.

3. PUBLIC PARTICIPATION

(Items from the floor are limited to 5 minutes per speaker to a maximum of 30 minutes.)

4. ACTION ITEMS

- 4.1. Strategic Plan 2015-2021
- 4.2. Education Policy Advisory Committee Report
 - 4.2.1. Policy 514 – Safe Schools
 - 4.2.2. Policy 906 – Community Use of Facilities
 - 4.2.3. Policy 908 – Historical records Preservation
- 4.3. Policy 222

5. INFORMATION ITEMS

- 5.1. Special Education Report
- 5.2. School Bus Replacement Funding
- 5.3. BCSTA Report
- 5.4. Superintendent's Report
- 5.5. Trustee Reports
- 5.6. Meeting Summary
- 5.7. Future Board of Education Meeting Date January 19, 2016

6. PUBLIC PARTICIPATION

(Items from the floor are limited to 5 minutes per speaker to a maximum of 30 minutes.)

7. ADJOURNMENT



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

Date of Meeting: Tuesday, November 24, 2015
Location: School District Office
Members Present:

| | |
|------------|----------------|
| Chair | Mrs. S. Dyck |
| Vice-Chair | Mr. D. Coulter |
| Trustee | Mr. P. McManus |
| Trustee | Mrs. H. Maahs |
| Trustee | Mr. B. Neufeld |

Regrets:

| | |
|---------|--------------|
| Trustee | Mr. W. Krahn |
|---------|--------------|

Staff Present:

| | |
|-----------------------------|----------------------|
| Superintendent | Ms. E. Novak |
| Secretary Treasurer | Mr. Gerry Slykhuis |
| Director of Human Resources | Mrs. M. Carradice |
| Assistant Superintendent | Mr. R. Arul-pragasam |
| Executive Assistant | Mrs. C. Pratt |

1. CALL TO ORDER - School District Office

1.1. Call To Order

The Board Chair called the meeting to order at 7:08 p.m.

1.2. Welcome and Acknowledgment of Traditional Stò:lō Territory

1.3. Adoption of the Agenda

208.15 Moved By: Trustee Coulter
Seconded By: Trustee Maahs

THAT the agenda be approved as circulated.

CARRIED

1.3. Approval of Minutes

209.15 Moved By: Trustee Coulter
Seconded By: Trustee Neufeld

THAT the minutes of the October 20, 2015 meeting be approved as circulated.

CARRIED

2. PRESENTATION TO THE BOARD

3. PUBLIC PARTICIPATION

4. ACTION ITEMS

4.1. Budget Committee Report

210.15 Moved By: Trustee Coulter
Seconded By: Trustee Maahs

THAT the Board of Education receive the Budget Committee Meeting Report of November 5, 2015 as presented.

CARRIED

4.2. Education Policy Advisory Committee Report

211.15 Moved By: Trustee Neufeld
Seconded By Trustee Coulter

THAT the Board of Education receive the Education Policy Advisory Committee Meeting Report of October 27, 2015.

CARRIED

4.2.1. Policy 508 – Distance Learning Ordinarily Resident

212.15 Moved By: Trustee Neufeld
Seconded By: Trustee Coulter

THAT the Board of Education approve amended Policy 508 – Ordinarily Resident, as presented.

CARRIED

Amendment to the Motion

213.15 Moved By: Trustee Dyck
Seconded By: Trustee Maahs

That the policy be referred back to the committee.

DEFEATED
Opposed: Coulter, McManus, Neufeld
For: Dyck, Maahs

4.2.2. Policy 511 – International Student Program Fee Paying Students

Moved By: Trustee Neufeld
Seconded By: Trustee Coulter

THAT the Board of Education approve amended Policy 511 – International Student Program Fee Paying Students.

214.15 Amendment to the Motion

Moved By: Trustee Coulter
Seconded By: Trustee Neufeld

THAT the policy be approved as presented after two minor amendments.

CARRIED

4.2.3. Policy 520 – Adult Student Fees

215.15 Moved By: Trustee Neufeld
Seconded By: Trustee McManus

THAT the Board of Education approve amended Policy 520 – Adult Student Fees.

CARRIED

4.2.4. Policy 605 – Technology Use

Moved By: Trustee Neufeld
Seconded By: Trustee Coulter

THAT the Board of Education approve amended Policy 605 – Technology Use.

Amendment to the Motion

216.15 Moved By: Trustee Maahs
Seconded By: Trustee Dyck

THAT the second sentence of the first paragraph be removed and the policy be approved as amended.

DEFEATED

For: Maahs, Dyck

Opposed: Neufeld, Coulter, McManus

217.15 Moved By: Trustee McManus
Seconded By: Trustee Dyck

THAT Policy 605 – Technology Use, be referred back to the committee.

CARRIED

**Opposed: Coulter, Maahs
For: Neufeld, Dyck, McManus**

4.2.5. Policy 906 – Community Use of Facilities

218.15 Moved By: Trustee Neufeld
Seconded By: Trustee Coulter

THAT amended Policy 906 – Community Use of Facilities, be referred back to the committee.

CARRIED

4.3. Bylaw – Routine Capital Projects

219.15 Moved By: Trustee Coulter
Seconded By: Trustee Maahs

THAT the Board approve three readings of Capital Project Bylaw No. 126939 at the November 24, 2015 Regular Board Meeting.

CARRIED

220.15 Moved By: Trustee Coulter
Seconded By: Trustee Neufeld

THAT the Board approve first reading of Capital Project Bylaw No. 126939 in the amount of \$710,000.

CARRIED

221.15 Moved By: Trustee Coulter
Seconded By: Trustee McManus

THAT the Board approve second reading of Capital Project Bylaw No. 126939 in the amount of \$710,000.

CARRIED

222.15 Moved By: trustee Coulter
Seconded By: Trustee Neufeld

THAT the Board approve third reading and adoption of Capital Project Bylaw No. 126939 in the amount of \$710,000.

CARRIED

223.15 Moved By: Trustee Coulter
Seconded By: Trustee McManus

THAT the Board approve three readings of Capital Project Bylaw No. 126938 at the November 24, 2015 Regular Board Meeting (vote must be unanimous).

CARRIED

224.15 Moved By: Trustee Coulter
Seconded By: Trustee Neufeld

THAT the Board approve first reading of Capital Project Bylaw No. 126938 in the amount of \$186,000.

CARRIED

225.15 Moved By: Trustee Coulter
Seconded By: Trustee Maahs

THAT the Board approve second reading of Capital Project Bylaw No. 126938 in the amount of \$186,000.

CARRIED

226.15 Moved By: Trustee Coulter
Seconded By: Trustee Neufeld

THAT the Board approve third reading and adoption of Capital Project Bylaw No. 126938 in the amount of \$186,000.

CARRIED

227.15 Moved By: Trustee Coulter
Seconded By: Trustee Neufeld

THAT the Board approve three readings of Capital Project Bylaw No. 127001 at the November 24, 2015 Regular Board Meeting (vote must be unanimous).

CARRIED

- 228.15** Moved By: Trustee Coulter
Seconded By: Trustee Maahs
- THAT the Board approve first reading of Capital Project Bylaw No. 127001 in the amount of \$444,000.
- CARRIED**
- 229.15** Moved By: Trustee Coulter
Seconded By: Trustee McManus
- THAT the Board approve second reading of Capital Project Bylaw No. 127001 in the amount of \$444,000.
- CARRIED**
- 230.15** Moved By: Trustee Coulter
Seconded By: Trustee Neufeld
- CARRIED**
- THAT the Board approve third reading and adoption of Capital Project Bylaw No. 127001 in the amount of \$444,000.
- CARRIED**
- 4.4. Local School Calendar 2015-2016 Amendment**
- 231.15** Moved By: Trustee Coulter
Seconded By: Trustee McManus
- THAT the Board of Education approves the amended 2015-2016 Local School Calendar as per the Ministry required support plan for 10 hours non-instructional time for Curriculum Implementation on Monday, February 22, 2016 and Monday, April 25, 2016.
- CARRIED**
- 5. INFORMATION ITEMS**
- 5.1. Quarterly Financial Report**
- Secretary Treasurer Gerry Slykhuis presented the 2014-2015 Quarterly Financial Report – July 1, 2015-September 30, 2015.
- 5.2. BCSTA Report**
- BCSTA Representative Barry Neufeld provided an update about the BC School Trustees Association.
- 5.3. Superintendent's Report**
- Superintendent Novak provided information about the Grade One Book Giveaway in support of Literacy through the Canadian Children's Book Centre. The Long Service Recognition will be hosted on November 30th, recognizing more than 120 employees hired from 1969-1989. This provides an opportunity for the Board and staff to recognize and thank these long serving individuals. Superintendent Novak provided information on the Transportation Review which is in the information gathering stages through an external consultant. Details around the Curriculum Implementation were outlined. SD33 will be provided with the equivalent of 56 teacher days x \$350/day for TOC costs to plan

the 2-day/10 hour in-service time for teachers. Planning and decision-making will reflect a joint partnership embedding the core values of learner-led collaboration. The expectation is that districts and locals will work together in a teacher-led collaborative way to develop a plan that is mutually respectful and reflects local contexts

Executive and CTA will work together with smaller planning teams to plan for the facilitators who will lead school staff on February 22 and April 25 chosen as the 2 days of Curriculum Implementation in-service.

The revised draft of the Strategic Plan will be reviewed by the Board of Education on December 3, 2015.

5.4. Trustee Reports

Trustee Coulter reported on the following:

- Attended weekly Chair/Vice-Chair Planning Meetings
- Attended Remembrance Day Ceremonies at Unsworth and Stò:lò
- Attended film with Jennifer Long's class at GWG, students are going to Peru

Trustee Dyck reported on the following:

- Meeting with Ministry and Board Chairs
- Meeting with Board Chairs and BCSTA
- Attended BCPSEA Workshop
- Meetings with DPAC Chair
- Attended Fraser Valley Branch Meeting highlight Jan Unwind on Graduation Program
- Attended DPAC Meeting (liaison)
- Completed DPAC Constitution and Bylaws with Justine Hodge, Chair
- Meetings with PVPA re salary grid
- Attended East Chilliwack Pac meeting
- Cancelling November 17th Board meeting and rescheduling
- Board planning meetings

Trustee McManus reported on the following:

- Assisted with interviews for the Apprenticeship program (via Colin Mitchell)
- Attended Superintendent performance review session
- Attended Child & youth committee meeting, as School Board Representative
- Chaired Budget Committee Meeting at SBO
- Attended Conversation 2016 breakfast meeting for CYC
- Attended Promontory Elementary Remembrance Day Ceremony
- Met with David Jimmie, Chief & CEO of Squiala First Nation, to discuss/learn more about the school he helped establish at Squiala three years ago
- Attended Rosedale Traditional Community School PAC Meeting

Trustee Maahs reported on the following:

- Attended LME Remembrance Day Ceremony
- Attended funeral of Community Member
- Attended fundraiser
- Met with CTA President

Trustee Neufeld reported on the following:

- Honoured to lay the wreath at the cenotaph downtown
- Mentioned that the Museum has made a \$1000 donation to SD33
- Attended CHC Meeting, shared highlights

5.5. October 20, 2015 In-Camera Board Meeting Summary

Trustees: Silvia Dyck, Heather Maahs, Dan Coulter, Paul McManus, Barry Neufeld, Walt Krahn

Staff: Evelyn Novak, Gerry Slykhuis, Rohan Arul-pragasam, Maureen Carradice, Carrie Pratt

1. Human Resources Report
2. BCPSEA Report
3. Reception for Committee Members

5.6. Future Board of Education Meeting Date

Tuesday, December 8, 2015

7:00 pm

School District Office

6. SUPPLEMENTARY PUBLIC PARTICIPATION

CTA President, Leanne Clarke shared her thoughts on the new curriculum and its implementation.

John Edwards, Trustee Candidate, shared his thoughts about the district's direction regarding supports to students for drug and alcohol issues. He also commented on the positive direction regarding technology in the District.

7. ADJOURNMENT

232.15 Moved By: Trustee Coulter
Seconded By: Trustee McManus

THAT the meeting be adjourned at 8:51 p.m.

CARRIED

Board Chair

Secretary-Treasurer

BOARD OF EDUCATION

DECISION REPORT

DATE: December 8, 2015
TO: Board of Education
FROM: Evelyn Novak, Superintendent
RE: **STRATEGIC PLAN 2015 – 2021**

RECOMMENDATION

THAT the Board of Education approve the Strategic Plan 2015 - 2021 as presented.

BOARD OF EDUCATION

DECISION REPORT

DATE: December 8, 2015
TO: Board of Education
FROM: Barry Neufeld, Trustee
RE: **EDUCATION POLICY ADVISORY COMMITTEE MEETING REPORT**

RECOMMENDATION

THAT the Board of Education receive the Education Policy Advisory Committee Meeting Report of December 1, 2015.



REPORT OF THE EDUCATION POLICY ADVISORY COMMITTEE

*Meeting Held Tuesday December 1, 2015 – 6:30 p.m.
School District Office*

| | | |
|--------------------|---|---|
| Attendance: | Barry Neufeld Dan Coulter Heather Maahs Lynda-Lee Saunier Ed Kletke Rod Isaac Justine Hodge Julia Nord-Leth Susan Hoogeveen Brianna Payne Emily Clarke Dylan Murray Catherine Petek | Trustee Trustee Trustee Business Manager, CSS CTA CUPE DPAC Student, CSS Student, CSS Student, SSS Student, SSS Student, GWG Student, CSS |
| Staff: | Evelyn Novak Janet Hall Kirk Savage Nathan Ngieng Carrie Pratt | Superintendent Director of Instruction Director of Instruction District Principal, Student Services Executive Assistant |
| Regrets: | Iain Gardner Greg Nelmes Tiffany Duhault Rose Greene | CPVPA Rep CPVPA Rep Student, GWG Stó:lõ |

1. CALL TO ORDER

Trustee Barry Neufeld called the meeting to order at 6:33 p.m.

2. APPROVAL OF AGENDA

Moved By: Dan Coulter
Seconded By: Justine Hodge

THAT the Agenda be approved as circulated.

CARRIED



3. APPROVAL OF THE MINUTES

Moved by: Dan Coulter
Seconded by: Brianna Payne

THAT the Minutes of the October 27, 2015 meeting be approved.

CARRIED

4. POLICY 514 – SAFE SCHOOLS

The committee reviewed this policy as part of its standard review process.

Moved by: Dan Coulter
Seconded by: Emily Clarke

THAT Policy 514 – Safe Schools be amended as per committee feedback and referred to the Board of Education for approval.

CARRIED

5. POLICY 524 – PHYSICAL RESTRAINT OF STUDENTS

The committee reviewed this policy as part of its standard review process.

Moved by: Dan Coulter
Seconded by: Brianna Payne

That Policy 524 – Physical Restraint of Students be referred back to staff for revisions before returning to the committee for a 2nd review.

6. POLICY 607 – PLACEMENT OF SPECIAL NEEDS STUDENTS

The committee reviewed this policy as part of its standard review process.

Moved by: Rod Isaac
Seconded by: Justine Hodge

THAT Policy 607 – Placement of Special Needs Students be referred back to staff for revisions based on committee feedback.

7. POLICY 612 – ALTERNATIVE DELIVERY FOR THE HEALTH CURRICULUM

The committee reviewed the policy as part of its standard review process.

Moved by: Dan Coulter
Seconded by: Brianna Payne

THAT Policy 612 – Alternative Delivery for the Health Curriculum be referred back to staff with the recommendations returned to the committee following reference to the new curriculum.



8. POLICY 906 – COMMUNITY USE OF FACILITIES

The committee reviewed the policy for the 3rd time.

Moved by: Rod Isaac
Seconded by: Brianna Payne

THAT Policy 906- Community Use of Schools be amended as agreed to by the committee and referred to the Board of Education for approval.

9. POLICY 908 – HISTORICAL RECORDS PRESERVATION

The committee reviewed this policy as part of its standard review process.

THAT Policy 908 – Historical Records Preservation be amended and referred to the Board of Education for approval.

10. Moved By: Ed Klettke Seconded By: Emily Clarke

THAT the meeting be adjourned at 8:50 p.m.

DRAFT

BOARD OF EDUCATION

DECISION REPORT

DATE: December 8, 2015
TO: Board of Education
FROM: Barry Neufeld, Trustee
RE: **POLICY 514 – SAFE SCHOOLS**

RECOMMENDATION

THAT the Board of Education approve amended Policy 514 – Safe Schools as presented.

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

**514
POLICY
Safe Schools**

The Board is committed to providing safe schools and a positive climate for all members of the school community in which each member will be able to develop fully to their potential.

In accordance with the *Canadian Charter of Rights and Freedom*, the *British Columbia Human Rights Code* and the district's collective agreements, the Board of Education values all of its students and employees without discrimination.

The Board expects members of the school community to treat others with respect and courtesy and to conduct themselves in a manner worthy of the respect of others in order to promote a safe and positive school climate.

Cross Refs: Policy 501 - Student Behaviour, Policy 515 - Weapons, Policy 501 - Student Discipline and Suspension, Ministry of Education – Safe, Caring & Orderly Schools

Adopted: September 10, 1996
Reviewed:
Revised: February 22, 2005, October 26, 2010, December 8, 2015

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

**514
POLICY
Safe Schools**

The Board believes it is their responsibility to provide safe schools and a positive climate for all members of the school community in which each member will be able to develop fully to their potential. Although members of the school community seldom become involved in behavior that has a negative effect on the school climate, such instances occur. When such instances occur and are in violation of the Safe Schools policy, the Board recognizes the need for intervention.

In accordance with the *Canadian Charter of Rights and Freedom, the British Columbia Human Rights Code* and the district's collective agreements, the Board of Education values all of its students and employees without discrimination "*because of the race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age of that person or that group or class of persons.*"

The Board expects members of the school community to treat others with respect and courtesy and to conduct themselves in a manner worthy of the respect of others in order to promote a safe and positive school climate. This includes resolving conflict in a nonviolent and responsible manner, respecting the property of others and not having any involvement with illegal substances.

The Board shall consider the conduct of any member of the school community that adversely affects school climate to be a breach of the Safe Schools Policy warranting appropriate forms of intervention and/or disciplinary action.

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

**514
POLICY
Safe Schools**

The Board ~~believes it is their responsibility~~ is committed to providing safe schools and a positive climate for all members of the school community in which each member will be able to develop fully to their potential. ~~Although members of the school community seldom become involved in behavior that has a negative effect on the school climate, such instances occur. When such instances occur and are in violation of the Safe Schools policy, the Board recognizes the need for intervention.~~

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The Board expects members of the school community to treat others with respect and courtesy and to conduct themselves in a manner worthy of the respect of others in order to promote a safe and positive school climate. ~~This includes resolving conflict in a nonviolent and responsible manner, respecting the property of others and not having any involvement with illegal substances.~~

~~The Board shall consider the conduct of any member of the school community that adversely affects school climate to be a breach of the Safe Schools Policy warranting appropriate forms of intervention and/or disciplinary action.~~

Cross Refs: Policy 501 - Student Behaviour Policy, Policy 515 - Weapons Policy, Policy 501 - Student Discipline and Suspension Policy, Ministry of Education – Safe, Caring & Orderly Schools

Adopted: September 10, 1996

Reviewed:

Revised: February 22, 2005, October 26, 2010, December 8, 2015

BOARD OF EDUCATION

DECISION REPORT

DATE: December 8, 2015
TO: Board of Education
FROM: Barry Neufeld, Trustee
RE: **POLICY 906 – COMMUNITY USE OF FACILITIES**

RECOMMENDATION

THAT the Board of Education approve amended Policy 906 – Community Use of Facilities as presented.

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

**906
POLICY
Community Use of Facilities**

The Board believes that community use of facilities may provide additional opportunities and activities for students and community, and recognizes the value of community involvement for students. School facilities and sites are provided for the education of public school students. The Board recognizes that district facilities are available for use by others during non-school hours, and as part of its stewardship function, the Board believes it has a responsibility to provide opportunities for community use of facilities.

The Board has established the following principles related to Community Use of Facilities.

1. Delivery of public education services to the district's students shall have priority.
2. All costs of administering and providing community use shall be conducted on a cost recovery basis.
3. School district facilities will not be used by groups or organizations where activities are not compatible with the values and beliefs of the school district.
4. Schools will not be used for any individual's municipal campaign purposes.
5. All users of the Board's facilities will be treated equitably and fairly.

Cross Refs: Policy 920 – Smudging, Policy, Policy 422 – Smoke/Tobacco and E-Cigarette (Vapour) – Free Environment

Adopted: February 28, 1979
Reviewed: January 24, 2006
Revised: June 28, 1994, December 8, 2015

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

**906
POLICY
Community Use of Facilities**

School facilities and sites are provided for the education of public school students. However, the Board recognizes that district facilities are available for use by others during non-school hours. The Board also recognizes that, as part of its stewardship function, it has a responsibility to provide opportunities for community use of facilities.

The Board has established the following principles related to Community Use of Facilities.

1. Delivery of public education services to the district's students shall have priority.
2. All costs of administering and providing community use shall be conducted on a cost recovery basis.
3. School district facilities will not be used by groups or organizations where activities are not compatible with the values and beliefs of the school district.
4. All users of the Board's facilities will be treated equitably and fairly.

Cross Refs: Board Smoking Policy, 2004-2008 Strategic Plan

Adopted: February 28, 1979
Reviewed: January 24, 2006
Revised: June 28, 1994

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

**906
POLICY
Community Use of Facilities**

The Board believes that community use of facilities may provide additional opportunities and activities for students and community, and recognizes the value of community involvement for students. School facilities and sites are provided for the education of public school students. The Board recognizes that district facilities are available for use by others during non-school hours, and as part of its stewardship function, the Board believes it has a responsibility to provide opportunities for community use of facilities.

The Board has established the following principles related to Community Use of Facilities.

1. Delivery of public education services to the district's students shall have priority.
2. All costs of administering and providing community use shall be conducted on a cost recovery basis.
3. School district facilities will not be used by groups or organizations where activities are not compatible with the values and beliefs of the school district.
4. Schools will not be used for any individual's municipal campaign purposes.
- 4.5. All users of the Board's facilities will be treated equitably and fairly.

Cross Refs: Policy 920 – Smudging, Policy, Policy 422 – Smoke/Tobacco and E-Cigarette (Vapour) – Free Environment

Adopted: February 28, 1979
Reviewed: January 24, 2006
Revised: June 28, 1994

BOARD OF EDUCATION

DECISION REPORT

DATE: December 1, 2015
TO: Board of Education
FROM: Barry Neufeld, Trustee
RE: **POLICY 908 – HISTORICAL RECORDS PRESERVATION**

RECOMMENDATION

THAT the Board of Education approve amended Policy 908 – Historical Records Preservation as presented.

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

**908
POLICY
Historical Records Preservation**

The Board of Education values the significant role that public schools have played and will continue to play in the culture and history of our community. To ensure the history of the public school system is preserved for posterity, the Board agrees that items and records deemed of historical significance be donated to the appropriate organization to be catalogued, preserved and available for access by interested parties.

FINAL

Cross Refs:

Adopted: October 26, 1999
Reviewed: January 24, 2006
Revised: December 8, 2015

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

**908
POLICY
Historical Records Preservation**

The Board of Education believes that public schools have played and will continue to play a significant role in the culture and history of our community. To ensure the history of the public school system is preserved for posterity, the Board agrees that items and records deemed of historical significance be donated to the Chilliwack Museum and Historical Society to be catalogued, preserved and available for access by interested parties.

ORIGINAL

Cross Refs: Retention of Records 806(P)

Adopted: October 26, 1999
Reviewed: January 24, 2006
Revised:

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

**908
POLICY
Historical Records Preservation**

The Board of Education ~~believes-values the significant role~~ that public schools have played and will continue to play ~~a significant role~~ in the culture and history of our community. To ensure the history of the public school system is preserved for posterity, the Board agrees that items and records deemed of historical significance be donated to the ~~Chilliwack Museum and Historical Society~~ appropriate organization to be catalogued, preserved and available for access by interested parties.

REVISIONS

Cross Refs: ~~Retention of Records 806(P)~~

Adopted: October 26, 1999
Reviewed: January 24, 2006
Revised: December 8, 2015

BOARD OF EDUCATION

DECISION REPORT

DATE: December 8, 2015
TO: Board of Education
FROM: Evelyn Novak, Superintendent
RE: **POLICY 222 – BOARD COMMITTEES**

RECOMMENDATION

THAT the Board of Education approve amended Policy 222 – Board Committees as presented.

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

**222
POLICY
Board Committees**

EDUCATION POLICY ADVISORY COMMITTEE

The Board of Education believes consultation with employee partner groups and community partner groups is an essential part of policy development.

The Board also recognizes and accepts its responsibility to approve policy.

The Education Policy Advisory Committee (EPAC) mandate shall be to advise the Board on matters related to education policy. The committee shall report directly to the Board.

The committee shall 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:

- Chilliwack Principals' and Vice Principals' Association (CPVPA);
- Chilliwack Teachers' Association (CTA);
- Canadian Union of Public Employees' Local 411 (CUPE);
- District Parent Advisory Committee (DPAC);
- Aboriginal Community; and
- Management Group.

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

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

BUDGET COMMITTEE

The Budget Committee will provide input and feedback to the Board on matters related to the preparation and monitoring of the district's annual budget.

The Budget Committee will consist of three (3) trustee representatives and one (1) representative from each the following:

- Chilliwack Principals' and Vice Principals' Association (CPVPA);

Cross Ref: Appendix A

Adopted: January 13, 1988

Reviewed: August 3, 2000

Revised: April 26, 1994, January 15, 2008, February 10, 2009, October 12, 2010, February 26, 2013, June 17, 2014, February 3, 2015

- Chilliwack Teachers' Association (CTA);
- Canadian Union of Public Employees' Local 411 (CUPE);
- District Parent Advisory Committee (DPAC);
- Aboriginal Community;
- Management Group; and
-
- Up to two (2) Community Representatives.

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

The Superintendent of Schools, Secretary-Treasurer, Director of Finance and a recording secretary will act as resources to the committee.

The Budget Committee will meet at least four (4) times per school year with additional meetings scheduled at the direction of the Chair of the Committee as circumstances require.

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

The Budget Committee will carry out the following responsibilities:

- a) Preparation of Preliminary Budget
 - To review plans for public consultation into the budget planning process.
 - To review enrollment and staffing projections.
 - To review preliminary budget documents.
 - To provide input to the Board of Education on the Board's preliminary annual budget.

- b) Budget Monitoring
 - To review quarterly financial statements relative to the annual budget.
 - To review revisions to the preliminary annual budget prior to the preparation of the amended annual budget.
 - To provide input to the Board of Education on the amended annual budget.

AUDIT COMMITTEE

The primary purpose of the Audit Committee is to assist the Board in fulfilling its oversight responsibilities by overseeing the internal control environment, reviewing the financial statements and the external audit process. The Committee is advisory to the Board. The Audit Committee shall have direct communication channels with the external auditor to discuss and review issues

within its mandate. The Audit Committee makes its recommendations directly to the Board.

The Committee shall consist of three (3) Trustees, and **at least** one (1) community member who is financially literate in these processes. A motion and vote is required for all committee decisions with the quorum being any two, trustees and/or community member.

The Committee shall meet with the external auditors as it deems appropriate to fulfill its duties but no less than four (4) times.

Minutes of meetings shall be taken by the corporate secretary or his/her delegate.

The Audit Committee will carry out the following responsibilities:

- a) Selection of Auditor
 - To review and participate in a public tendering process to identify a financial auditor for the school district.
 - To provide a recommendation to the Board of Education regarding the appointment or discharge of the auditor.
 - To review the performance of the auditor.
- b) Audit
 - To approve the auditor terms of engagement.
 - To review the auditor's proposed audit scope and approach.
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 - To meet with the auditor, both prior to the commencement of the audit and post audit, to discuss any matters that the Audit Committee or the auditors believe should be discussed.
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- To review with the auditors and senior administration matters that are required to be reported to the Board of Education.
- To report financial statements to the Board of Education.

f) Compliance

- To review audit observations and/or any findings by any regulatory agency.
- To review financial procedures and ensure compliance.
- To report annually to the Board of Education on the outcome of the financial audit.

SPECIAL AND ADHOC COMMITTEES

The Board will provide terms of reference for such committees including purpose, membership, timelines and dissolution.

THE BOARD OF EDUCATION WILL SUPPORT EACH COMMITTEE IN SHOWING APPRECIATION AND RECOGNIZING ITS MEMBERS ANNUALLY.

BOARD OF EDUCATION School District #33 (Chilliwack)

222 POLICY Board Committees

EDUCATION POLICY ADVISORY COMMITTEE

The Board of Education believes consultation with employee partner groups and community partner groups is an essential part of policy development.

The Board also recognizes and accepts its responsibility to approve policy.

The Education Policy Advisory Committee (EPAC) mandate shall be to advise the Board on matters related to education policy. The committee shall report directly to the Board.

The committee shall 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:

- Chilliwack Principals' and Vice Principals' Association (CPVPA);
- Chilliwack Teachers' Association (CTA);
- Canadian Union of Public Employees' Local 411 (CUPE);
- District Parent Advisory Committee (DPAC);
- Aboriginal Community;
- Management Group; and
- Students.

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

BUDGET COMMITTEE

The Budget Committee will provide input and feedback to the Board on matters related to the preparation and monitoring of the district's annual budget.

The Budget Committee will consist of three (3) trustee representatives and one (1) representative from each the following:

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Cross Ref: Appendix A

Adopted: January 13, 1988

Reviewed: August 3, 2000

Revised: April 26, 1994, January 15, 2008, February 10, 2009, October 12, 2010, February 26, 2013, June 17, 2014, February 3, 2015

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

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 - To review quarterly financial statements relative to the annual budget.
 - To review revisions to the preliminary annual budget prior to the preparation of the amended annual budget.
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The primary purpose of the Audit Committee is to assist the Board in fulfilling its oversight responsibilities by overseeing the internal control environment, reviewing the financial statements and the external audit process. The Committee is advisory to the Board. The Audit Committee shall have direct communication channels with the external auditor to discuss and review issues within its mandate. The Audit Committee makes its recommendations directly to the Board.

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THE BOARD OF EDUCATION WILL HOST AN ANNUAL RECEPTION FOR COMMITTEE MEMBERS.

ORIGINAL

BOARD OF EDUCATION School District #33 (Chilliwack)

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

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

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BOARD OF EDUCATION

INFORMATION REPORT

DATE: December 8, 2015

TO: Board of Education

FROM: Nathan Ngieng, District Principal – Student Services

RE: **SPECIAL EDUCATION REVIEW - UPDATE**

BACKGROUND

The Board of Education has requested a regular update of actions and strategies taken relative to the Special Education Review received by the Board in February 2013. The information in the report is provided as it relates to updates in the relevant Recommendations outlined in the Special Education Review.

Recommendation 2

The district should promptly form a Special Education Review Working Committee. Suggested that the Working Committee be small for the initial functions needed and not include anyone but district employees.

Update

- **Working Committee**
 - Has been in place for over 2.5 years (first meeting on April 24, 2013).
 - The committee has met 2 times this year. At the meeting in September 2015, the final analysis of the parent poll was examined. At the November 2015 meeting, we discussed the work being done to revisit and revise our SPED filing procedures to assist with the transition of students between schools.

Recommendation 3

The configuration of the school-based Resource Teacher model needs reconsideration and most especially enhanced in-service support.

Update

- **Resource Teacher Training**
 - The Learning Services staff has developed a training plan for Resource Teachers, Learning Assistance Teachers and Counselors, which began September 2013. This year, we have scheduled 5 training sessions for this group, which will focus on topics specific to their roles in school. These topics will cover areas such as IEPs, assessment, instructional approaches and transitions.

- We continue to work on strategies and supports to ensure that our specialist teachers have Level B Certification. We offered a Level B Certification in-service in June 2015 with Dr. Amaral, a registered psychologist with UBC, and finished the 24 hours of certification this past September. In total, 16 teachers were certified through the Level B training.
 - We continue to support Resource Teachers with the district wide implementation of the WIAT-4 achievement assessment. School Psychologists have offered a weekly afterschool session to support the scoring and interpretation of results.
 - The Resource Teacher Online Learning Series has been offered again. We currently have 10 teachers enrolled. This is facilitated by our Low Incidence Coordinator, Galen Soon, and is based on the modules produced by BC CASE.
 - There will be a Field Study SFU Diploma program, focused on Diverse Learners. This cohort is scheduled to begin in January of this year. This is a collaborative effort between SFU and the School District.
- **Increasing Low Incidence/Autism Support**
 - SET-BC consultant presented at the November professional day and is scheduled to present again in February in Chilliwack. His session in November focused on technology for struggling readers and writers. In February, there will again be a technology focus, with sessions on the use of Kurzweil and BoardMaker
 - Coordination of meetings with early learning agencies by our coordinators for Student Services to facilitate better transitions for students with special needs into Kindergarten. This year, we will continue our partnership with the Child Development Centre, along with developing our relationship with Sto:lo Health. These meetings will take place in March.
 - We will be coordinating yearly meetings with Nursing Support Services to ensure we understand the medical needs of students coming into our district every year.
 - Partnership with outside organizations to deliver Autism Specific Training. This year, we will be offering a POPARD Training in April. The training will be facilitated by our POPARD Consultant and will be a week long Introduction to Autism Workshop.

Recommendation 4

Other districts and the Ministry have recently recognized the challenges faces by administrators when planning for the efficient and effective use of EA time.

Update

- **EA Allocation Model**
 - The SPED working committee continues to be involved in further discussion around the Global Allocation model. Last year, they examined examples of the survey used by other districts to determine levels of support to schools in supporting students with special needs.
 - This area was set as a priority for this year as we develop a plan for in-service around planning and allocation based on the needs students at the classroom, school and district level.

Recommendation 5

Category H is problematic. Chilliwack has shown due diligence in following Ministry 1701 reporting rules. This is a legal obligation and the district is commended for following them carefully. However, it may be that Chilliwack is missing some opportunity to claim some "H" children. If so these children would generate discrete funding that might at least mitigate the "drawing away" of services (especially EA) that is reported has definitely been observed. Following rules is necessary and the district has already consulted with Ministry staff about this problem. The district should continue to examine whether or not funding can be claimed for children where children meet in-school criteria for "H" but are

on the waiting lists for outside agency services, and where children are not referred to outside services because parents choose not to.

Update

- **Category H: Students that require intensive behavior support and/or have serious mental illness**
 - Collaborative planning involving relevant community partners has taken place regarding supporting students requiring intensive behavioural supports. District Principal for Student Services has met with local lead pediatricians, team leader for CYMH and the manager for MCFD to facilitate collaborative opportunities for school teams to meet with our outside agencies.
 - For the 2015/2016 year, we have designated 349 students in category H (Requires Intensive Behaviour Intervention or Serious Mental Illness). This is an increase of 89 designations from the previous year, and a two-year increase of 205. A large number of these designations were again identified at the secondary and alternate level. This increase continues to reflect increased awareness at the school level of the requirements for the designation and concentrated efforts by staff to apply for category H designation to support students.
 - Training for counseling and support staff on developing contact logs and conducting file reviews has been set as a priority for this school year.
 - We continue to look for joint community agency learning opportunities, such as the Practice to Support Program Modules. This past November, we had a number of school district staff participate in the Collaborative Planning Session, hosted by MCFD and in the CYMH and Substance Use Collaborative Local Action Team.

Recommendation 7

The Working Committee should consider the formation of a Student Services Advisory Committee.

Update

- The Special Education Advisory Committee was established and held its first meeting on September 25th, 2013.
 - **Mandate**
 - The Special Education Advisory Committee will provide information and recommendations to the Superintendent and the Director of Instruction for Learning Services.
 - **Terms of Reference**

The committee will:

 - Work within the guidelines of the Ministry of Education document; Special Education Services: A Manual of Policies, Procedures and Guidelines (2011), as well as within the goals of the District Mission Statement, Strategic Plan, District Achievement Contract, and Special Education Review recommendations.
 - Receive presentations, explore issues, and develop recommendations for priorities and needs related to students with special needs and vulnerable learners.
 - Foster public education, parent information and advocacy for students with special needs and vulnerable learners.
- The committee has met 1 time this year (October 19th).

- At the first meeting for this year (October 19th), the committee received a presentation on the progress being made towards the recommendations in Dr. Carter's report and on the work of the Working Committee.
- Next meeting is scheduled for December 14 and will focus on the parent poll results.

Recommendation 8

Speech Language Services are very stretched in the district (even with recent additions). The addition of speech aides has been greeted very positively and appears to not only allow more direct intervention with needy children; it frees the SLP to do more investigative/diagnostic/prescriptive work. I recommend that the district move as quickly as practical to have one speech aide per SLP and I strongly recommend this idea.

Update

- The Speech and Language Department currently consists of 5.9 FTE Speech and Language Pathologists and 4 FTE Speech and Language Assistants.
- All vacancies were filled for the current school year.
- A request for an Augmentative and Alternative Communication (AAC) position was made and approved for the 2015/2016 school year. This position has been filled and the teacher has assessed the communication needs at the elementary, middle and secondary levels. A schedule of support has now been created to assist in the effective implementation of communication tools and technology for the 33 students referred for AAC support with communication challenges.

Recommendation 9

School Psychology Services are very stretched in the district. Chilliwack's ratio of psychologist to enrollment is very low (while it varies greatly, a general standard is 1:3,000). Sponsoring Intern Psychologists from UBC is commendable and should continue but at a minimum; the district should add 1 FTE psychologist as soon as possible. Waiting lists are chronically long, frustrate parents and staff (and cause many parents to pay for outside evaluations). District incidence rates that are low in some areas are probably at least in part a result of insufficient psychology assessment service (and therefore the district is missing funding) and has unusually low incidence rates in some unfunded 1701 categories. I strongly recommend this idea.

Update

- All School Psychologist positions have been filled this year.
- There was additional work done through the summer by our school psychologists to help reduce the waitlist for assessments. An additional 8-10 assessments were completed during this time.
- The department helped to facilitate the transition to a new Level B testing protocol and continues to support this through weekly afterschool sessions.
- An intern from the University of Calgary will be starting in January.

Recommendation 10

District planned and sponsored in-service needs to target key areas of special education need.

Update

- The task sub-committee sent a simple poll to Principals, Vice-Principals, Teachers, Educational Assistants and Student Services Staff requesting input for concrete areas for in-service.
- Requested training was embedded into monthly training sessions for Resource Teachers, Learning Assistance Teachers, Educational Assistants, Counselors and Child and Youth Care Workers.
- On-site training was provided to a number of schools this year. Topics included trauma informed practice, self-regulation and non-violent crisis intervention.
- On-site individual coaching has been provided to new Resource Teachers at elementary, middle and secondary schools.
- EA training will continue this year. Conversations were held with CUPE and modules were revamped to occur 20 times this year, in 1hr sessions. To date, the response to the sessions has been positive, with about 40 staff signed up for each session.
- Resource Teacher, Learning Assistance Teacher, Counsellor and Child and Youth Care Worker training addressing needs identified by staff continues this year

Recommendation 11

Morale: *All districts are encountering morale problems associated with special education loads. This is true for classroom teachers who struggle with class composition, size and the supervision of EAs, EAs who deal often very closely with many children with serious learning and physical needs, itinerants who struggle to keep up with the demands placed upon them, and the administrative, clerical and other support staff who help keep it all running. There are morale issues around these in Chilliwack as there are in all districts. Demands appear to constantly rise along with expectations while resources appear insufficient and time never really stretches! There is no way to minimize this but to continue to support each other and share that everyone is “doing the best with what they have.” I am impressed with how hard people in Chilliwack not only work, but how hard they try on behalf of children. I would love this to be communicated with the system – I have been often impressed and sometimes moved by what I have seen.*

Update

- The District Principal for Student Services is a member of the District Health and Safety Committee and is working with the committee on a commitment to improve staff health and wellness including mental well-being.
- Safety Planning and Non-Violent Crisis Intervention training provided annually and on site throughout the year underscores the need for EAs to be allowed a debriefing period after a critical incident with a student. This is important for staff wellness.
- District EA Training has will continue for the 15/16 school year. These sessions have been opened up to more EAs (up to 40 spots per session)
- District staff have been involved in the the discreet EA afterschool collaboration sessions.
- District Principal for Student Services has been available to answer questions at bi-monthly trainings and has facilitated a session of the EA Training.

Recommendation 14

Beginning in June 2013, conduct a regular (but very simple) poll of the parents of students with special education needs as to their satisfaction with services and also asking them to identify areas in need of

attention. This should be a short and very simple poll and a fine model has been used with good effect in Delta for many years.

Update

- Parent poll was revised with input from the Special Education Working Committee and Advisory in May 2015.
- Parent poll was created and distributed for parent feedback in May 2015.

Recommendation 15

Transitions of student files appear problematic in some cases. All elementary and middle schools should internally review (as directed by the principal) the procedures by which the files of students with special needs (and especially their IEPs) are moved to receiving schools. Receiving schools should be diligent in ensuring that the files are not only received but also read (especially the IEPs) by special education and classroom teachers in a thorough and timely manner.

Update

- MyEdBC implementation has started at the beginning of the 2014/2015 school year. Coordinators for Student Services have been involved in the training for the Student Services module.
- Transition processes have been set as a priority for the 2015/2016 school year. A task group within the working committee will be providing input around a district-wide process around student transitions.
- Work has been done with our RT/LAT and Counsellor groups to build better consistency with our filing practices.

BOARD OF EDUCATION

INFORMATION REPORT

DATE: December 8, 2015

TO: Board of Education

FROM: Gerry Slykhuis, Secretary Treasurer

RE: **SCHOOL BUS REPLACEMENTS**

Secretary Treasurer Gerry Slykhuis will share information received from the Ministry of Education regarding school bus replacements in our District.

BACKGROUND:

Each year, the Minister approves school bus replacements based on the latest school bus capital plan and supporting documentation submitted in the fall. This year, our District's Capital Plan submission included a request for \$447,930 to replace 3 – 84 passenger busses.

In 2014/15, the Ministry of Education allocated \$9,079,795 to school bus replacements across the province. This year, only \$3,370,337 in funding was available. Priority was given to those Districts with the greatest need based on the following criteria.

1. Providing a bus when there is unfulfilled school bus service need (new route).
2. Replacing buses that are non-operational (collision/fire loss replacements).
3. Replacing buses with the highest mileage and therefore greatest risk of failure.

Recently, we have received notification from the Ministry of Education, Planning and Major Projects Division (attached) advising us that they are unable to fund our requests for school bus replacements this fiscal year. The main impact of this will be increased maintenance costs, as we will now be keeping our three oldest buses, rather than three new buses with warranties.

According to the Ministry correspondence they will allow us to carry forward our requests to next year, and they are anticipating a larger program that will address a greater number of requests.

The following table details the school bus replacement funding received by our District in the previous three years:

| Year | Bus Replacement(s) | Funding Allocation |
|-----------|---|--------------------|
| 2012-2013 | 2 – 42 passenger wheelchair buses | \$217,316 |
| 2013-2014 | 1 – 42 passenger wheelchair bus 1 – 84 passenger bus | \$250,531 |
| 2014-2015 | 1 – D (80+RE) passenger bus | \$146,293 |

BOARD OF EDUCATION

BOARD REPORT

DATE: December 8, 2015

TO: Board of Education

FROM: Barry Neufeld, BCSTA Representative

RE: BC SCHOOL TRUSTEES' ASSOCIATION REPORT

This time is provided to discuss matters related to the British Columbia School Trustees' Association (BCSTA).

BOARD OF EDUCATION

STAFF REPORT

DATE: December 8, 2015
TO: Board of Education
FROM: Evelyn Novak, Superintendent
RE: **SUPERINTENDENT'S REPORT**

This time is provided for a report from Superintendent Novak.

MEETING SUMMARY

In-Camera Meeting – November 24, 2015

Trustees: Silvia Dyck, Dan Coulter, Paul McManus, Heather Maahs, Barry Neufeld

Staff: Evelyn Novak, Gerry Slykhuis, Maureen Carradice, Rohan Arul-pragasam, Carrie Pratt

Regrets: Walter Krahn

1. Land Acquisition
2. BCPSEA Submission - Exempt Staff Compensation
3. Parent Concern
4. CSS Project Update
5. Human Resources Report
6. Reception for Committee Members