



**Chilliwack  
School District**

# **THE BOARD OF EDUCATION**

**School District #33 (Chilliwack)**

## **Regular Public Board Meeting**

### **AGENDA**

**November 8, 2016**

**7:00 pm**

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#### **1. CALL TO ORDER – School District Office**

- 1.1. Call to Order - **Welcome and acknowledgment of Stó:lō territory**
- 1.2. Adoption of the Agenda  
(THAT the agenda be adopted as circulated.)
- 1.3. Approval of the Minutes  
(THAT the minutes of the October 18, 2016 meeting be approved as circulated.)

#### **2. PRESENTATIONS**

- 2.1. Sardis Elementary

#### **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. Board Policy 222
- 4.2. Education Policy Advisory Committee Report
  - 4.2.1. Policy 611 - District Magnet Schools, Schools of Choice, and District Programs
  - 4.2.2. Policy 905 - Insurance extension to parent Advisory Council Activities
- 4.3. Audit Committee Report

#### **5. INFORMATION ITEMS**

- 5.1. Strategic Plan Updates
- 5.2. 2017-2018 Capital Plan Update
- 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 November 29, 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, October 18, 2016

**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. Patterson
Trustee	Mr. B. Neufeld
Trustee	Mr. W. Krahn

**Staff Present:**

Superintendent	Ms. E. Novak
Secretary Treasurer	Mr. G. Slykhuis
Assistant Superintendent	Mr. R. Arul-pragasam
Director of Instruction	Mrs. J. Hall
Director of Facilities & Transportation	Mr. A. Van Tassel
Executive Assistant	Ms. C. Meeres

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**1. CALL TO ORDER - School District Office**

**1.1. Call to Order**

The Board Chair called the meeting to order at 7:06 p.m. - **Welcome and Acknowledgment of Traditional Stó:lō Territory.**

**1.2. Adoption of the Agenda**

**177.16** Moved by: Trustee Krahn  
Seconded by: Trustee Coulter

THAT the agenda be approved as circulated.

**CARRIED**

**1.3. Approval of Minutes**

**178.16** Moved by: Trustee Neufeld  
Seconded by: Trustee Krahn

THAT the minutes of the October 4, 2016 meeting be approved as circulated.

**CARRIED**

**2. PRESENTATION - NATASHA BEARD**

Ms. Beard is a doctoral candidate in Human Development, Learning, and Culture in the Faculty of Education at the University of British Columbia. Her present research focuses on the education engagement of children and youth from culturally diverse and disenfranchised backgrounds, alternative education, and developmental psychology, particularly the development of imagination and creativity in children and youth. Natasha presented findings that was based on research with our students from our Ed. Centre, and as it relates to the District's Strategic Plan and Alternate Education Review.

### 3. **PUBLIC PARTICIPATION**

George Pede, Grandparent, and Kevin Klebe, Parent, shared their concerns relating to a recent student incident.

Dave Klyne, former teacher and administrator spoke on student programs in the District.

### 4. **INFORMATION ITEMS**

#### 4.1 **Strategic Plan Update**

Janet Hall provided a strategic plan update as it relates to the following priorities and goals:

	Priority
	Goal
<b>3. Learning Supports and Interventions</b> <ul style="list-style-type: none"> <li>• Model and use evidence-based practices for early intervention and prevention</li> </ul>	Improving student achievement and well-being through high quality instruction. ( <b><i>Instruction</i></b> ) All students to meet or exceed grade level expectations in literacy and numeracy. <ul style="list-style-type: none"> <li>• Align supports within a Response To Intervention and Instruction Framework (Tier 1, 2, 3)</li> <li>• Continue to provide supports and focus to Early Learning</li> <li>• Provide professional learning opportunities that align with evidence-based</li> </ul>

#### 4.2 **Learning Improvement Fund Allocation (LIF)**

Assistant Superintendent Arul-pragasam provided information regarding the Learning Improvement Fund.

#### 4.3 **Cheam Elementary Parking Upgrade**

Allan Van Tassel, Director of Facilities and Transportation provided a presentation to the Board of Education regarding proposed changes to the Cheam Elementary parking area to address concerns and benefit student safety, specifically around parking and transportation of students. The project will include repairs to the pavement, a raised sidewalk and line painting to identify parking stalls. A gate has also been installed at the corner of Banford and Yale Road to allow students an opportunity to exit the busy road sooner.

#### 4.4 **BCSTA Report**

Trustee Neufeld provided a report on the B.C. School Trustees Association.

#### **Motion to Extend Meeting**

179.16

Moved by: Trustee Maahs  
 Seconded by: Trustee Krahn

THAT the meeting be extended to 10:15 p.m.

For: Maahs, Krahn, Dyck, Patterson, McManus  
Opposed: Neufeld, Coulter

#### **4.5 Superintendent's Report**

2016 Superintendent Novak presented her report for October 18, 2016. An update on the District Plan Review was provided including the following important dates:

- October 24 Community Partner Consultation at Alumni Hall, Neighborhood Learning Centre, CSS 1:00 to 2:30 pm
- October 24 Community Consultation at Alumni Hall, Neighborhood Learning Centre, CSS 6:30 to 8:00 p.m.
- October 25 Community Consultation at Sardis Secondary - 6:30 to 8:00 p.m.
- An On-line Survey to be provided for additional staff and parent feedback (TBA)

Superintendent Novak also reported on meetings being held with Middle School Principals with agenda items including changes to the calendar for middle school students and staff because of the change in Provincial Exams, and planning to create a model that would provide additional supports for students at risk.

#### **4.6 Trustee Reports**

##### **Trustee Coulter reported on the following:**

- Attended Chair Vice Chair meetings

##### **Trustee Dyck reported on the following:**

- Attended Chair Vice Chair meetings
- City of Chilliwack award ceremony for Honourable Steven Point and Dr. Gwen Point
- Attended the Fraser Valley Branch Meeting for the School Trustee Association

##### **Trustees McManus reported on the following:**

- Apple Delivery on World Teacher Day
- Tour of Chance Alternate with Troy Gibbs
- Liaison meeting with Chilliwack Middle's Principal and Vice-Principal
- Liaison meeting with Strathcona's Principal and Vice-Principal
- Attended the Fraser Valley Branch Meeting for the School Trustee Association

##### **Trustee Patterson reported on the following:**

- Distributed apples to recognize "World Teacher Day" to the staffs at SSS, Sardis Elementary, AD Rundle, Greendale and Evans Elementary
- Visited Sardis Secondary and met with Administration
- Visited AD Rundle and had a short tour of the school
- Visited Evans Elementary and met with the Principal
- Attended the recognition celebration, by the City, for Steven and Gwen Point
- Met with the Rotary representatives for the "Leader of Tomorrow" Program
- Visited GW Graham to review the Leader of Tomorrow Program with the Principal.
- Attended the Sardis Secondary "Spirit Assembly" where Jack Covey, a long time educator within our School District, was recognized for his incredible volunteer work at SSS
- Attended the 60th Birthday Celebration at Sardis Secondary School on October 13
- Attended the "Audit Committee" meeting yesterday
- Attended the Fraser Valley Chapter Meeting for the School Trustee Association.

##### **Trustee Neufeld had nothing to report**

**Trustee Maahs**

- Delivered apples to my liaison schools
- Attended GW Graham's Principal's Awards
- Attended Audit Committee Meeting

**Trustee Krahn reported on the following:**

- Presented Apples at the Teacher/Staff Appreciation Day on Oct. 5<sup>th</sup>
- Connected with Unsworth Elementary-Learned about the SOAR Program
- Connected with Mount Slesse Middle-Learned about the positive results regarding the District's Transition Team
- Connected with Central Elementary-Learned about the positive initiatives around attendance
- Connected with McCammon Elementary-Learned about the successful partnerships in place to support students
- Fraser Valley Distance Ed-Learned about the complexity of funding and their initiatives around partnerships
- Attended the Audit Committee Meeting to review the Proposal Request around Enterprise Risk Management-Oct.17<sup>th</sup>
- Attended the Fraser Valley Chapter Meeting-Oct. 17<sup>th</sup>

**4.7 October 4, 2016 In-Camera Board Meeting Summary**

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

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

1. Executive Compensation Report
2. Human Resources Report
3. BCPSEA Report

**4.8 Future Board of Education Meeting Date**

**Tuesday, November 8, 2016**

7:00 pm

School District Office

**5. SUPPLEMENTARY PUBLIC PARTICIPATION**

Ed Klettke, CTA Vice-President commented on the pace and quantity of change in education.

Diane Braun, Parent and member of the Safer School Community Program spoke on the Cheam parking lot issue.

Justine, Chair of DPAC spoke on the consultation process, parking concerns at schools sites, and matters related to School Boards.

Dave Klyne, former teacher and administrator spoke on literacy and supports needed for students at risk.

**6. ADJOURNMENT**

The meeting was adjourned at 10:09 p.m.

**CARRIED**

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

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

## BOARD OF EDUCATION

### PRESENTATION

**DATE:** November 8, 2016

**TO:** Board of Education

**FROM:** Sardis Elementary Principal Chuck Bloch, Vice Principal Joanna Kasper, and teachers Audra Schroeder and Karen Demers

**RE:** **SARDIS ELEMENTARY - SARDIS PRIMARY AND INTERMEDIATE TEACHER SUPPORT (SPITS) TEAM**

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### **BACKGROUND**

In an effort to coordinate the work of non-enrolling support teachers at Sardis Elementary, a team was created in 2014 and the acronym SPITS TEAM was coined (“Sardis Primary and Intermediate Teacher Support Team”).

The team consists of teachers whose official responsibilities include Learning Assistance, Resource, English Language Learners/English as a Second Dialect, Education Fund (Reading Support and Learning Assistance), and Early Intervention (from the recent 3-year investment).

The team evaluates the needs of the entire school and responds with just-right/just-in-time interventions. The team divides up the responsibilities.



## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** November 8, 2016  
**TO:** Board of Education  
**FROM:** Evelyn Novak, Superintendent  
**RE:** **POLICY 222 - BOARD COMMITTEES**

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#### RECOMMENDATION

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

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

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**222  
POLICY  
Board Committees**

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**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 of the following:

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

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Cross Ref: Appendix A

Adopted: January 13, 1988

Reviewed: August 3, 2000, October 4, 2016, October 18, 2016, November 8, 2016

Revised: April 26, 1994, January 15, 2008, February 10, 2009, October 12, 2010, February 26, 2013, June 17, 2014, February 3, 2015, November 17, 2015, November 8, 2016

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- 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, Assistant Secretary Treasurer 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 one (1) community member if possible, 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 two (2) times annually. All Trustees will be invited to attend the final meeting with the auditor to review the Audit Findings Report and Audited Financial Statements.

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.
  - To review and confirm the independence of the auditors.
  - 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.
- c) Risk Assessment
  - To monitor key risks that could impact the achievement of District objectives.
- d) Internal Controls
  - To consider the effectiveness of the District's internal financial controls including information technology security and control.
  - To understand the scope of the auditor's review of internal financial controls and obtain reports on significant findings and recommendations together with the response of senior administration.
- e) Financial Statements
  - To review annual financial statements and indicators of financial health considering whether they are complete, consistent with

information known to committee members and reflect appropriate accounting principles.

- To review with the auditor the results of the audit, including any difficulties encountered.
- 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)

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## 222 POLICY Board Committees

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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.

c) Risk Assessment

- To **review monitor key risks to the financial health of the Chilliwack School District that could impact the achievement of District objectives.**

d) Internal Controls

- To consider the effectiveness of the District's internal financial controls including information technology security and control.
- To understand the scope of the auditor's review of internal financial controls and obtain reports on significant findings and recommendations together with the response of senior administration.



e) Financial Statements

- To review annual financial statements and indicators of financial health considering whether they are complete, consistent with information known to committee members and reflect appropriate accounting principles.
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- 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)**

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**222  
POLICY  
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### **SPECIAL AND ADHOC COMMITTEES**

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## **BOARD OF EDUCATION**

### **DECISION REPORT**

**DATE:** November 8, 2016  
**TO:** Board of Education  
**FROM:** Dan Coulter, Trustee  
**RE:** **EDUCATION POLICY ADVISORY COMMITTEE MEETING REPORT**

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#### **RECOMMENDATION**

THAT the Board of Education receive the Education Policy Advisory Committee Meeting Report of October 11, 2016.

# Minutes



## REPORT OF THE EDUCATION POLICY ADVISORY COMMITTEE

*Meeting Held Tuesday October 11, 2016 – 6:30 p.m.  
School District Office*

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<b>Attendance:</b>	Barry Neufeld Dan Coulter Ed Klettke Alyson King Rod Isaac Shana Kirkland Helen Hopkins Cynthia Watson Casey Munro Megan Shields Olivia Jensen Britany Khan Gillian Henessey	Trustee Trustee CTA CPVPA Rep. CUPE CUPE Management Group DPAC DPAC Student, CSS Student, CSS Student, CSS Student, GWG
<b>Staff:</b>	Evelyn Novak Rohan Arul-pragasam Janet Hall Kirk Savage Carrie Pratt	Superintendent Assistant Superintendent Director of Instruction Director of Instruction Executive Assistant
<b>Regrets:</b>	Heather Maahs Sandra Victor	Trustee Aboriginal Education Committee

### 1. CALL TO ORDER

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

### 2. APPROVAL OF AGENDA

Moved by: Helen Hopkins  
Seconded by: Britany Khan

THAT the Agenda be approved as circulated.

**CARRIED**

### 3. APPROVAL OF THE MINUTES

Moved by: Barry Neufeld  
Seconded by: Olivia Jensen

THAT the Minutes of the April 26, 2016 meeting be approved as circulated.

**CARRIED**

#### **4. DRAFT POLICY - FLAGS**

The committee reviewed this DRAFT Policy for the first time and referred it back to staff for revisions before returning to the committee.

#### **5. POLICY 514 - SAFE SCHOOLS (UPDATE FROM BOARD OF EDUCATION)**

The committee received information on this policy as it pertains to recent Ministry of Education changes. No action was required.

#### **6. POLICY 611 – DISTRICT MAGNET SCHOOLS, SCHOOLS OF CHOICE, AND DISTRICT PROGRAMS**

The committee reviewed this policy for the second time and referred it to the Board of Education for approval after discussed amendments.

Moved by: Rod Isaac

Seconded by: Alyson King

THAT Policy 611 - District Magnet Schools, Schools of Choice, and District Programs be referred to the Board of Education for final approval.

#### **7. POLICY 612 – ALTERNATE DELIVERY FOR THE HEALTH CURRICULUM ORGANIZERS OF HEALTH AND CAREER EDUCATION (k-7), HEALTH AND CAREER EDUCATION (8-9), AND PLANNING (10)**

The committee reviewed this policy for the first time and referred it back to staff with recommended changes to be returned to the next meeting.

#### **8. POLICY 905 – INSURANCE EXTENSION TO PARENT ADVISORY COUNCIL ACTIVITIES**

The committee reviewed this policy as part of its standard review process and referred it to the Board of Education.

Moved by: Rod Isaac

Seconded by: Barry Neufeld

THAT the wording contained in Policy 905 - Insurance Extension to Parent Advisory Council Activities be moved into Administrative Regulation 904.2 and THAT the Board of Education move to strike Policy 905.

#### **9. ADJOURNMENT**

**NEXT MEETING – January 31, 2017 – 6:30 P.M.**



## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** November 8, 2016

**TO:** Board of Education

**FROM:** Evelyn Novak, Superintendent

**RE:** **POLICY 611 - DISTRICT MAGNET SCHOOLS, SCHOOLS OF CHOICE, AND DISTRICT PROGRAMS**

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#### RECOMMENDATION

THAT the Board of Education approve Policy 611 - District Magnet Schools, Schools of Choice, and District Programs as presented.

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

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**611  
POLICY  
District Programs & Schools of Choice**

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The Board of Education believes that providing high standard quality educational programs and schools for all students will lead to increased student engagement and achievement. Although the Board believes that catchment schools are central in meeting the educational needs of students, the Board recognizes and encourages the development of choice for students, parents and staff.

**DEFINITIONS:**

**School of Choice** provides a program with a specific educational focus (eg traditional or fine arts), while maintaining the existing school catchment area (as per Board policy 531).

**District Programs** provide a specific education program and will normally have the entire District as a catchment area.

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

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**611  
POLICY**

**~~District Magnet Schools, Schools of Choice and District Programs~~ & Schools of Choice**

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~~The Board of Education believes that providing a high standard of quality educational programs and schools for all students will lead to increased student engagement and achievement higher engagement and students' achievement. The Board recognizes and encourages the development of choice for students, parents and staff. Although the Board strongly believes that catchment neighbourhood schools are central in meeting the educational needs of students,~~ the Board recognizes and encourages the development of choice for students, parents and staff.~~the Board recognizes and encourages the development of choice for students, parents and staff.~~

**DEFINITIONS:**

~~**District Magnet School** provides a specific school wide educational focus (eg traditional or fine arts), that has the entire school district as its catchment area.~~

**School of Choice** provides a program with a specific educational focus (eg traditional or fine arts), while maintaining the existing school catchment area (as per Board policy 531).

**District Programs** provide a specific education program and will normally have the entire District as a catchment area.

~~The Chilliwack School District is committed to providing a high standard of quality educational programs and schools for all students. Although the Board believes the neighbourhood school is central in meeting the educational needs of students, the Board recognizes and encourages the development of choice for students, parents and staff. The Board believes that district magnet schools, schools of choice and district programs, provided in a safe and caring environment will lead to greater satisfaction and student achievement.~~

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Cross Refs: [School Admission & Choice Policy \(531\) and Manual of School Law k-12](http://www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/manual-of-school-law)  
(<http://www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/manual-of-school-law>)  
Elementary School Capacity Review Report, October 2004, Strategic Plan 2004-08, Admission & Choice Policy

Adopted: April 26, 2005  
Reviewed:  
Revised: [October 11<sup>th</sup>, 2016](#)

The Board has an important role in determining the direction of education in the community. The Board can initiate and establish a District Magnet School, Schools of Choice and District Programs. The Board anticipates that parents and/or schools may wish to propose alternative programs or schools of choice. The Superintendent will provide application protocols to initiating groups. The Board, in considering a proposal, will be guided by existing district policies, the principles in Section A and the degree to which proposals meet the criteria described in Section B. District Magnet Schools, Schools of Choice and District Programs require Board approval.

REVISIONS

## **SECTION A: BOARD POLICY, LEGISLATION AND POSITION STATEMENTS**

Any Board decision with respect to Magnet Schools, Schools of Choice or District Programs will be guided by:

- The *School Act*
- The District Strategic Plan
- The District Education Philosophy (101-P)
- Available Resources

## **SECTION B: CRITERIA FOR EVALUATION**

The criteria for evaluation of a proposal will include at least the following:

- Objectives of the program or school
- Philosophy and mission statement
- Uniqueness of the proposal in meeting student intellectual, social or career needs that are not currently being met in other programs or schools
- Educational research supporting the proposal
- Evidence of support
- Availability of resources within the district to initiate and support the program
- Conformity with provincial curricula and where appropriate local curricula
- Commitment to and process for monitoring student achievement in relation to Ministry of Education outcomes

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

---

**611  
POLICY  
District Magnet Schools, Schools of Choice and District  
Programs**

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**DEFINITIONS:**

**District Magnet School** provides a specific school wide educational focus (eg traditional or fine arts), that has the entire school district as its catchment area.

**School of Choice** provides a program with a specific educational focus (eg traditional or fine arts), while maintaining the existing school catchment area (as per Board policy 531).

**District Programs** provide a specific education program and will normally have the entire District as a catchment area.

The Chilliwack School District is committed to providing a high standard of quality educational programs and schools for all students. Although the Board believes the neighbourhood school is central in meeting the educational needs of students, the Board recognizes and encourages the development of choice for students, parents and staff. The Board believes that district magnet schools, schools of choice and district programs, provided in a safe and caring environment will lead to greater satisfaction and student achievement.

The Board has an important role in determining the direction of education in the community. The Board can initiate and establish a District Magnet School, Schools of Choice and District Programs. The Board anticipates that parents and/or schools may wish to propose alternative programs or schools of choice. The Superintendent will provide application protocols to initiating groups. The Board, in considering a proposal, will be guided by existing district policies, the principles in Section A and the degree to which proposals meet the criteria described in Section B. District Magnet Schools, Schools of Choice and District Programs require Board approval.

---

Cross Refs: Elementary School Capacity Review Report, October 2004, Strategic Plan 2004-08, Admission & Choice Policy

Adopted: April 26, 2005  
Reviewed:  
Revised:

**SECTION A: BOARD POLICY, LEGISLATION AND POSITION STATEMENTS**

Any Board decision with respect to Magnet Schools, Schools of Choice or District Programs will be guided by:

- The *School Act*
- The District Strategic Plan
- The District Education Philosophy (101 P)
- Available Resources

**SECTION B: CRITERIA FOR EVALUATION**

The criteria for evaluation of a proposal will include at least the following:

- Objectives of the program or school
- Philosophy and mission statement
- Uniqueness of the proposal in meeting student intellectual, social or career needs that are not currently being met in other programs or schools
- Educational research supporting the proposal
- Evidence of support
- Availability of resources within the district to initiate and support the program
- Conformity with provincial curricula and where appropriate local curricula
- Commitment to and process for monitoring student achievement in relation to Ministry of Education outcomes

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

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**611.1  
ADMINISTRATIVE REGULATION  
District Magnet Schools, Schools of Choice and District  
Programs**

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**PROCEDURES FOR ESTABLISHING A DISTRICT MAGNET SCHOOL,  
SCHOOL OF CHOICE, AND DISTRICT PROGRAMS**

1. Prior to any consideration being made, proposals must:
  - a) have a clearly articulated philosophy and mission statement
  - b) acknowledge parental desire for programs with a particular emphasis
  - c) fulfill a recognized educational need
  - d) conform with collective agreements
  - e) be consistent with Board policy
  - f) be housed in suitable facilities where space permits
  - g) be maintained without transportation assistance from the Board
  - h) be subject to the normal planning schedule established for the district
  - i) articulate a process for assessing student achievement in relation to Ministry of Education outcomes
  
2. Any group seeking to have the Board establish a District Magnet School, School of Choice or District Program should submit an initial proposal to the Board and Superintendent and then work with District administration to develop the philosophical, organizational and/or curricular intent for the proposed District Magnet School, School of Choice or District Program. This would be submitted to the Board for consideration or approval in principle.
  
3. Following Board approval in principle, the Superintendent will establish a Development Team to conduct a feasibility study.

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Cross Refs: Elementary School Capacity Review Report, October 2004, Strategic Plan 2004-08, Admission & Choice Policy

Adopted: April 26, 2005  
Reviewed:  
Revised:



4. The Development Team will consider the following issues in preparing the feasibility report for Board consideration.
  - a) overview of proposed program including uniqueness, need and primary objectives
  - b) student, parent, staff and community support, including enrolment estimates and entrance requirements
  - c) staffing, facility and resource considerations including:
    - if an existing school is to be considered, then consultation with the administration, staff and PAC of that school
    - any additional financial resources required
    - staffing issues
    - marketing plan
    - catchment area issues
    - transportation
    - implementation timeline
5. The Board will provide final approval to the proposal after a review of the feasibility study and in consideration of the criteria outlined in Section B of the policy.
6. Upon Board final approval, the Superintendent will establish an Implementation Team to work towards the establishment of the Magnet School, School of Choice or District Program.

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** November 8, 2016

**TO:** Board of Education

**FROM:** Gerry Slykhuis, Secretary Treasurer

**RE:** **POLICY 905 INSURANCE EXTENSION TO PARENT ADVISORY COUNCIL ACTIVITIES**

---

**RECOMMENDATION:**

THAT the wording contained in Policy 905 - Insurance Extension to Parent Advisory Council Activities be moved into Administrative Regulation 904.2 and THAT the Board of Education move to strike Policy 905.

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

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**905  
POLICY  
Insurance Extension to Parent Advisory Council  
Activities**

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**AVAILABILITY OF LIABILITY INSURANCE COVERAGE:**

1. The school district's insurance coverage through the Schools Protection Program enables third party legal liability insurance coverage to be extended to include Parent Advisory Councils (PAC) and their members.
  - a) where the PAC has been recognized by the Board Policy 904 and
  - b) while they are engaged in activities connected to the school or school district
2. Other risks, such as property loss or damage or embezzlement of PAC funds, are not covered under the Schools Protection Program.
3. PACs have the option to purchase additional liability insurance for their organization from a private insurance carrier.

**COORDINATION OF INSURANCE WITH THE PARENT ADVISORY COUNCIL:**

1. Since insurance coverage is based on the activity being connected with the school district, PACs must solidify insurance coverage for an activity by obtaining the principal's sanction for the activity. Such sanctions may be in verbal or written form (see sample).
2. PACs are directed to communicate to their school principal the details of the organization and operation of their activity.
3. Principals are directed to communicate to their PAC:
  - a) liability risk management practices which the district utilizes with respect to the type of activity planned by the PAC and
  - b) the district's reporting procedures for any incidents which may occur and any claims which may arise (School Protection Program Incident Reports)

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Cross Refs: School Protection Program Principals' Handbook

Adopted: April 22, 1997  
Reviewed:  
Revised: June 26, 2007

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** November 8, 2016  
**TO:** Board of Education  
**FROM:** Walt Krahn, Audit Committee  
**RE:** **AUDIT COMMITTEE REPORT**

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**RECOMMENDATION:**

THAT the Board of Education receive the Audit Committee Meeting Report of October 17, 2016 as presented.

# Minutes



## AUDIT COMMITTEE MEETING

Meeting Held Wednesday, October 17, 2016 – 3:00 p.m.  
School District Office

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### Attendance:

Walt Krahn  
Barry Neufeld  
Bob Patterson  
Heather Maahs

Chair  
Trustee  
Trustee  
Trustee

### Staff:

Evelyn Novak  
Gerry Slykhuis  
Mark Friesen  
Cathy Meeres

Superintendent  
Secretary Treasurer  
Assistant Secretary Treasurer  
Recorder

### 1. CALL TO ORDER

Meeting was called to order at 3:03 p.m.

### 2. APPROVAL OF AGENDA

Mover: Walt Krahn  
Second: Bob Patterson

**THAT the agenda be approved as circulated.**

**CARRIED**

### 3. APPROVAL OF MINUTES

Mover: Heather Maahs  
Second: Walt Krahn

**THAT the minutes of the September 7, 2016 meeting be approved as circulated.**

### 4. ENTERPRISE RISK MANAGEMENT ASSISTANCE

#### 4.1 Review of Proposal from KPMG

The Secretary Treasurer reviewed the Enterprise Risk Management (ERM) Statement of Work as prepared and submitted by KPMG. The Committee agreed upon the

importance of an ERM program but more work is required to ensure we are selecting the best firm to assist in developing a plan. Findings will be reported back to the Committee.

#### **4.2 Next Steps**

- The Secretary Treasurer will further consult with KPMG as to their ERM experience and expertise with School Districts.
- Inquiries will be sent to other Boards and School Districts to see if they have done this and what firm they used.

#### **5. ADJOURNMENT**

Moved: Walt Krahn

Seconded: Bob Patterson

THAT the meeting be adjourned at 3:42 p.m.

DRAFT

## BOARD OF EDUCATION

### INFORMATION REPORT

**DATE:** November 8, 2016  
**TO:** Board of Education  
**FROM:** Maureen Carradice, Director of Human Resources  
**RE:** **STRATEGIC PLAN UPDATES**

The following is a Strategic Plan Update as it relates to the following priorities:

Priority	Enhancing the culture, climate and learning environment to promote a sense of belonging, diversity, well-being and safety. <b>(Social Emotional Wellness)</b>
Goal	To foster a positive, respectful workplace culture and sense of community.
<b>1. Pro D / In-service</b> <ul style="list-style-type: none"> <li>• Provide staff with learning opportunities to enhance an understanding of practices that foster social and emotional competence and well-being</li> </ul>	<ul style="list-style-type: none"> <li>a) Establish a District Wellness Committee with representatives of all employee groups to create a Strategic Plan for staff social emotional wellness</li> <li>b) Create report of current strategies that support staff social emotional wellness</li> <li>c) Provide 3 Pro D sessions for all leaders regarding social emotional wellness</li> <li>d) Utilize BCPSEA resources to support Pro-D In-service</li> </ul>
<b>2. Staff Engagement</b> <ul style="list-style-type: none"> <li>• Support all leaders in understanding staff engagement and its impact.</li> </ul>	<ul style="list-style-type: none"> <li>a) Through District Wellness Committee, create and circulate an electronic anonymous employee satisfaction survey</li> <li>b) Identify factors that will positively impact staff engagement</li> <li>c) All leaders to receive 3 Pro D sessions regarding culture building and staff engagement</li> </ul>

Priority	Aligning and allocating resources, equitably, responsibly and effectively, to support goals and key initiatives. <b>(Resources)</b>
Goal	To align resources to efficiently and effectively execute the strategic plan.
<b>3. Attendance Support</b> <ul style="list-style-type: none"> <li>• To facilitate attendance improvement.</li> </ul>	<ul style="list-style-type: none"> <li>a) Implement a comprehensive attendance support program consistent with provincial initiatives</li> <li>b) Advice and guidance provided to policy development encouraging a culture of positive work attendance</li> </ul>

The Social Emotional Wellness Priority and the Attendance Support strategy within the Resources Priority will be jointly addressed under the umbrella of the Chilliwack School District Wellness, Engagement and

Disability Support (WEDS) program. The overarching goal of the WEDS program is the enhancement of a positive workplace culture in which all staff feel valued and, consequently, missed when absent. WEDS is also aimed at assisting employees in overcoming barriers to attending work regularly and productively.

Broad-based employment research tells us that there are three significant aspects to a positive workplace culture. They are: recognition, opportunities for growth, and fun. In order to identify which of these aspects are functioning successfully within the Chilliwack School District employment culture and which are not successful, an Employee Satisfaction Survey will be crafted, circulated and analyzed to determine specific aspects of the culture that can be enhanced. While specific Chilliwack School District employment data is gathered and analyzed, all leadership staff are being trained in employment engagement strategies and opportunities are being provided for leaders to develop skills in recognizing and engaging all employees.

### **WELLNESS COMMITTEE**

A Committee consisting of support staff employees who are members of CUPE, teachers, managers and principals and vice principals has been formed. It is co-chaired by the district's two (2) Human Resources Managers for Wellness. The purpose of the Committee is to promote health and wellness within the District. The Committee has three (3) primary initial objectives: formation and distribution of an Employee Satisfaction Survey; establishing and collecting a catalogue of the wellness initiatives occurring in the district; and creating a Community Resource Guide. It is anticipated that the Employee Satisfaction Survey will be circulated in January and February 2017 for collection and analysis in March and April 2017. The Committee has begun work on cataloguing wellness activities occurring at schools and sites in the district. A foundation for the Community Resource Guide is being developed at the provincial level and will be enhanced by the Committee with local community resources. The Committee members have enthusiastically embraced the role they have been asked to perform.

### **ATTENDANCE SUPPORT AND DISABILITY MANAGEMENT**

For a number of years, district staff in human resources have been working with unions and individual employees to facilitate returns to work from extended medical absences and to assist employees with disabilities in maintaining attendance at work. The Human Resource Managers for Wellness are assisting employees and medical practitioners in creating return to work programs that include part-time returns, graduated returns and accommodated returns to work. Some examples of the accommodations that have been provided include provision of voice amplifications systems for individuals with voice disabilities and sit/stand work stations for individuals with back injuries. The work that has been done in this area has had a significant impact on minimizing absences and ensuring early returns to work. It is expected that a heightened focus in this area will continue to positively impact attendance.

Chilliwack School District was accepted into the second phase of the provincial attendance support program. The provincial program has provided an overall template for Chilliwack's program as well as providing print resources and staff development presenters.

Since May 2015 all absences for all staff have been registered in the district's absence management system. Baseline data from the past year is currently being analyzed with assistance from the district's software provider, SRB, as well as the district's benefit manager, Morneau Shepell. It is anticipated that absence statistics for all employees, peer groups, schools and sites and for the district as a whole will be finalized by early in 2017. Provincial and district absence averages will also be available by the end of 2016 through B.C. Public School Employers' Association (BCPSEA).



Wellness, Engagement and Disability Support has been presented to all principals and vice principals as well as all managers through two (2) staff development sessions, one (1) of which was presented by a representative of BCPSEA. The role of the supervisor in the WEDS program has been defined as follows. Supervisors will be provided with absence data for those individuals whom they supervise as well as absence averages for each employee group. The Human Resources Department will identify the employees who have the highest rates of absenteeism in the district and will work with supervisors to develop a plan of consultation with those individuals. In consideration of the fact that the supervisor has the closest relationship with staff, supervisors will be asked to meet with those employees with the highest rates of absenteeism in a supportive, helpful manner. The objective of the initial supervisor conversation is to assist employees in identifying when they have excessive rates of absenteeism and assisting them to identify the barriers that are preventing their attendance at work. Supervisors have also been advised that Human Resources will provide information about resources to assist employees in overcoming attendance issues. Should initial supervisory conversations not achieve change in attendance, staff in Human Resources will become involved in counselling and supporting employees to assist them in regular attendance at work.

### **LEADERSHIP DEVELOPMENT**

Two (2) professional development sessions were provided for leadership staff in the fall of 2015 to begin a conversation about the school district's employment culture and to brainstorm effective engagement strategies that are in place in the district. In spring 2016 a session providing information on the impact of employee engagement as well as practical strategies to engage employees was presented to all leaders in the district. Sessions on the supervisor's role in attendance support have also been presented and practical skill development sessions aimed at conducting conversations in relation to attendance concerns as well as other difficult supervisory issues are planned throughout the winter and spring of 2016/2017.

### **NEXT STEPS**

Supervisors will begin conversations with those employees with the highest rates of absenteeism. Human Resources staff will continue to assist in providing resource information to help employees overcome barriers for regular attendance at work. They will also continue to work with disabled employees to create workplace accommodations to maintain individuals' presence at work.

Employee Satisfaction Survey data will be analyzed in order to identify other strategies for implementation to enhance employee engagement in the district.

Attendance averages from the 2015/2016 school year will be used as a basis of comparison with future years to determine the impact of the attendance support program.

## BOARD OF EDUCATION

### INFORMATION REPORT

**DATE:** November 8, 2016  
**TO:** Board of Education  
**FROM:** Gerry Slykhuis, Secretary Treasurer  
**RE:** **2017/18 CAPITAL PLAN – MINISTRY UPDATE**

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Gerry Slykhuis, Secretary Treasurer will review the attached letter received from the Ministry of Education acknowledging receipt of our District's Five-Year Capital Plan. The letter outlines the timing of next steps and funding approval process.



October 25, 2016

Ref: 190993

Evelyn Novak, Superintendent  
Gerry Slykhuis, Secretary-Treasurer  
Board of Education  
School District No. 33 (Chilliwack)  
Email: Evelyn\_Novak@sd33.bc.ca, gerry\_slykhuis@sd33.bc.ca

Dear Ms. Novak and Mr. Slykhuis:

Thank you for your Five-Year Capital Plan Submission received by September 30, 2016.

The Ministry is in the process of reviewing all sixty school districts' submissions to inform the development of our 2017/18 Capital Plan as well as our longer term notional Capital Plan.

The work that you and your staff undertook to identify the priorities for capital investments in each of our capital programs is essential to helping us assess the needs across all school districts and to determine how best to allocate our capital funding.

I wanted to share the timing of next steps with you in our capital planning and funding approval process. Between now and the end of the calendar year, we will be closely assessing all submissions. Our goal is to be prepared to seek priority project funding as part of government's overall fiscal planning in the spring of 2017. Government will consider our request as part of its overall planning and budget building process; which is typically tabled each March on "budget day".

As soon as the priority project funding is confirmed, we will provide each school district with a Capital Plan response letter indicating which projects have been approved to proceed to the next stage of development or delivery. This will enable school districts to maximize the construction season for those projects that will be proceeding to construction in the summer of 2017.

We also intend to release our 2017 Capital Plan Instructions in the spring of 2017 with submissions due at the end of June 2017. This timing better reflects the input from many school districts and allows our staff to meet with their client districts during the summer to ensure a thorough understanding of the priorities prior to building our next Capital Plan.

.../2

Should you have any questions, please do not hesitate to contact me by email at [Mora.Cunningham@gov.bc.ca](mailto:Mora.Cunningham@gov.bc.ca) or by phone at (250) 812-6750.

A full listing of Capital Division staff and contact information can be located on our website at:

<http://www2.gov.bc.ca/assets/gov/education/administration/resource-management/capital-planning/capital-division-contact-list.pdf>

Sincerely,

A handwritten signature in blue ink that reads "Mora Cunningham". The signature is written in a cursive style with a large initial "M".

Mora Cunningham, A/Regional Director  
Capital Delivery Branch

## BOARD OF EDUCATION

### BOARD REPORT

**DATE:** November 8, 2016

**TO:** Board of Education

**FROM:** Barry Neufeld, BCSTA Representative

**RE: BC SCHOOL TRUSTEES' ASSOCIATION REPORT**

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

## BOARD OF EDUCATION

### STAFF REPORT

**DATE:** November 8, 2016  
**TO:** Board of Education  
**FROM:** Evelyn Novak, Superintendent  
**RE:** **SUPERINTENDENT'S REPORT**

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This time is provided for a report from Superintendent Novak.