



**Chilliwack
School District**

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

AGENDA

January 10, 2017

7:00 pm

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 December 6, 2016 Regular Public Board meeting and December 6. 2016 Special Regular meeting be approved as circulated.)

2. PUBLIC PARTICIPATION

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

3. PRESENTATION

- 3.1. Promontory Heights Community School

4. ACTION ITEMS

- 4.1. 2017-2018 Local School Calendar - Approval for Public Feedback
- 4.2. Audit Committee Report

5. INFORMATION ITEMS

- 5.1. Administrative Regulation 628.1 French Immersion
- 5.2. BCSTA Report
- 5.3. Superintendent's Report
- 5.4. Trustee Reports
- 5.5. Meeting Summary
- 5.6. **Future Board of Education Meeting Date January 24, 2017 - 6:30 p.m.**

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, December 6, 2016

Location: School District Office

Members Present:

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

Staff Present:

Superintendent	Ms. E. Novak
Assistant Secretary-Treasurer	Mr. M. Friesen
Director of Instruction	Mr. K. Savage
Executive Assistant	Ms. C. Pratt

1. CALL TO ORDER - School District Office

1.1. Call to Order - Welcome and Acknowledgment of Traditional Stó:lō Territory

The Board Chair called the meeting to order at 7:01 p.m.

1.2. Appointment of Secretary Treasurer

217.16 Moved by: Trustee Krahn
Seconded by: Trustee Patterson

THAT Mark Friesen be appointed Secretary Treasurer for the December 6, 2016 Regular Board Meeting.

1.3. Adoption of the Agenda

218.16 Moved by: Trustee Maahs
Seconded by: Trustee Neufeld

THAT the agenda be approved as circulated.

CARRIED

Approval of Minutes

219.16 Moved by: Trustee Krahn
Seconded by: Trustee Maahs

THAT the minutes of the November 29, 2016 meeting be approved as circulated.

CARRIED

2. PUBLIC PARTICIPATION

An opportunity was provided for public participation.

3. ACTION ITEMS

3.1 May 9, 2017 Board Meeting - Change of Date

220.16 Moved by: Trustee Krahn
Seconded by: Trustee Patterson

THAT the Board of Education amend the Board Meeting Schedule for the 2016-2017 year by moving the May 9th meeting to May 8th.

CARRIED

4. INFORMATION ITEMS

4.1 Strategic Plan Update

Career Program Review:

Director of Instruction Kirk Savage will share the results from the Career Programs Review.

Included is an overview of outcomes to consider as our school district transitions from a traditional model of Career Education to the new K-12 curriculum direction set out by the Ministry of Education.

This Strategic Plan Update relates to the following priorities:

Priority	Aligning and allocating resources, equitably, responsibly and effectively, to support goals and key initiatives. (Resources)
Goal	To align resources to efficiently and effectively execute the strategic plan.
4. Career Program Review	<ul style="list-style-type: none"> a) Establish Committee to create strategy for review b) Complete review c) Consider Recommendations from review

4.2 BCSTA Report

Trustee Neufeld provided an update on the BC School Trustees' Association.

4.3 Superintendent's Report

Superintendent Novak provided a Christmas message to the Board and Staff.

4.4 Trustee Reports

Trustee Coulter had no report.

Trustee Dyck reported on the following:

- Attended Chair Vice Chair Meeting for board planning and board self-evaluation
- Attended City of Chilliwack homelessness forum
- Responded to public and media inquiries

Trustee McManus reported on the following:

- Attended Chilliwack Foundation AGM
- Attended City of Chilliwack homelessness forum
- Attended Child and Youth Committee Meeting

Trustee Patterson reported on the following:

- Attended City of Chilliwack homeless forum

Trustee Maahs reported on the following:

- Attended Cheam Elementary dedication to Martha Wiens with the “Buddy Bench”

Trustee Krahn reported on the following:

- Attended the Homelessness Meeting at the Evergreen Hall on November 30th. The meeting shared many resources currently in place. Resource Personnel also answered many questions from the floor around this important issue.
- Attended and served at the Christmas Turkey Dinner at McCammon Traditional Elementary on December 1st. I want to commend the PAC for their meticulous organization. I was very impressed with the excitement and positive behavior of the students.
- Attended the Breakfast with Santa on Saturday, December 3rd at Chilliwack Central. Great turnout and a fun activity for the entire Central Community.
- Have received several very positive comments around the Long Service Recognition Event.

Trustee Neufeld reported on the following:

- Attended City of Chilliwack homelessness forum and commended District Staff on keeping school sites safe

4.5 November 29, 2016 In-Camera Board Meeting Summary

In-Camera Meeting – November 29, 2016

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

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

1. Grievance Resolution
2. Personnel Matter
3. Supreme Court Decision on BCTF
4. Human Resources Report
5. BCPSEA Report

4.6 Future Board of Education Meeting Date

Tuesday, January 10, 2017

7:00 pm

School District Office

5. SUPPLEMENTARY PUBLIC PARTICIPATION

Leanne Clarke, CTA President, commented on the Strategic Plan Update provided and her concerns about the focus in Career Education on job skills rather than skills and competencies that will better serve students in the future.

6. ADJOURNMENT

The meeting was adjourned at 7:48p.m.

Board Chair

Secretary-Treasurer



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

Date of Meeting: Tuesday, December 6, 2016
Location: School District Office

Members Present:	Chair	Mr. P. McManus
	Vice-Chair	Mr. W. Krahn
	Trustee	Mr. D. Coulter
	Trustee	Mrs. S. Dyck
	Trustee	Mrs. H. Maahs
	Trustee	Mr. B. Neufeld
	Trustee	Mr. B. Patterson
Members Present:	Superintendent	Ms. E. Novak
	Assistant Secretary-Treasurer	Mr. M. Friesen
	Executive Assistant	Mrs. C. Pratt

1. CALL TO ORDER - School District Office

1.1. Call To Order - Welcome and Acknowledgment of Traditional Stò:ló Territory

Assistant Secretary Treasurer Mark Friesen called the meeting to order at 6:33 p.m.

1.2. Appointment of Secretary Treasurer

212.16 Moved by: Trustee Coulter
Seconded by: Trustee Maahs

THAT Mark Friesen be appointed Secretary-Treasurer for the December 6, 2016 Special Regular Board Meeting.

1.3. Adoption of the Agenda

213.15 Moved by: Trustee Krahn
Seconded by: Trustee Coulter

THAT the agenda be adopted as amended.

CARRIED

Amendment of Agenda

214.15 Moved by: Trustee Dyck
Seconded by: Trustee Maahs

THAT Agenda Item 2.4.- Motion to Destroy Ballots, be moved to agenda item 2.5 and replaced by Election of BCPSEA Provincial Representative and Alternate as agenda item 2.4.

CARRIED

215.15 Moved by: Trustee Neufeld
Seconded by: Trustee Patterson

THAT the agenda be approved as amended.

CARRIED

2. Action items

2.1. Election of Board Chair

The Secretary-Treasurer called for nominations for the position of Board Chair.

Silvia Dyck was nominated and accepted the nomination.
Paul McManus was nominated and accepted the nomination.

The votes were counted and Paul McManus was appointed Chair.

2.2. Election of Board Vice Chair

Board Chair Paul McManus called for nominations for the position of Board Vice Chair.

Trustee Dan Coulter was nominated and accepted the nomination.
Trustee Walt Krahn was nominated and accepted the nomination.

The votes were counted and Trustee Krahn was appointed Vice Chair.

2.3. Election of BCSTA Provincial Councilor and Alternate

Board Chair Paul McManus called for nominations for the position of BCSTA Provincial Councilor and Alternate.

Trustee Barry Neufeld was nominated and accepted the nomination. There were no further nominations. Trustee Neufeld was acclaimed BCSTA Provincial Councilor.

Trustee Silvia Dyck was nominated for the position of BCSTA Provincial Councilor Alternate and accepted the nomination. There were no further nominations. Trustee Dyck was acclaimed BCSTA Provincial Councilor Alternate

2.4. Election of BCPSEA Representative and Alternate

Board Chair Paul McManus called for nominations for the position of BCPSEA Representative and Alternate.

Trustee Heather Maahs was nominated for BCPSEA Representative and declined the nomination.

Trustee Silvia Dyck was nominated for BCPSEA Representative and accepted the nomination. There were no further nominations. Trustee Dyck was acclaimed BCPSEA Representative.

Trustee Heather Maahs was nominated as BCPSEA Provincial Representative Alternate and accepted the nomination. There were no further nominations. Trustee Maahs was acclaimed BCPSEA Representative Alternate.

2.5. **Motion to Destroy Ballots**

216.16 Moved by: Trustee Krahn
Seconded by: Trustee Coulter

THAT the ballots for the 2016 Board Elections be destroyed.

CARRIED

7. **ADJOURNMENT**

The meeting adjourned at 6:46 p.m.

Board Chair

Secretary-Treasurer

BOARD OF EDUCATION

PRESENTATION

DATE: January 10, 2017
TO: Board of Education
FROM: Taryn Dixon, Principal
RE: **PROMONTORY HEIGHTS COMMUNITY SCHOOL**

BACKGROUND

Principal Taryn Dixon and Vice Principal Alyson King will present information about the school's approach to mental health supports for students through targeted techniques using mindfulness, self-regulation and anxiety groups.

BOARD OF EDUCATION

DECISION REPORT

DATE: January 10, 2017
TO: Board of Education
FROM: Evelyn Novak, Superintendent
RE: **2017 – 2018 LOCAL SCHOOL CALENDAR FOR PUBLIC FEEDBACK**

RECOMMENDATION:

THAT the Board of Education approves the draft 2017 – 2018 Local School Calendar as outlined, for feedback from employees, parents and public.

BACKGROUND:

In 2014 and 2015 the Board of Education approved the Local School Calendar, which included a 2-week Spring Break.

The 2017-2018 Local School Calendar, as attached, includes the details regarding the allocated Non-Instructional Days, Statutory holidays and 2-week spring break.

As per the School Calendar Regulation, a Board must make public a proposed school calendar one month before submitting it to the ministry. During the consultation period, a board must provide parents and representatives of employees of the Board the opportunity to comment on the proposed calendar.

Following approval by the Board of Education, the proposed Local School Calendar will be posted on the district website to February 10, 2017 with opportunity for employee, parent and public to provide feedback. A summary of the feedback will be provided to the Board of Education at its February 21, 2017 Regular Board Meeting.

A Letter of Understanding with the Chilliwack Teachers' Association is required for elementary teachers to have 25.41 weekly instructional hours, which is above the 25 hours as defined by the Collective Agreement. Middle/secondary teachers have additional weekly instructional hours as well, up to a maximum of 27.83, above the 27.5 hours as defined by the Collective Agreement. The Letter of Understanding would include the continued opportunity for TOC's to attend the Curriculum Implementation Days in 2017/2018.

CALENDAR DETAILS:

The school year for students begins following the September Labour Day weekend on Tuesday, September 5, 2017. The school year ends on June 28, 2018 for students with an Administrative Day for staff on June 29, 2018.

There is a proposed 2-week Spring Break inclusive of March 19 to 29, Good Friday March 30, and Easter Monday April 2. Schools will reopen on April 3, 2018.

The BCTF AGM is March 17 - 20, 2018 and occurs within the planned 2-Week Spring Break.

There are 181 instructional days for students and 189 days in session.

- There are 6 SD33 Non-Instructional Days and 1 Administrative Day, and an additional Curriculum Implementation Day as required by the Ministry for the 2017/2018 school year.

The Ministry requires **947** hours of instruction for Grade 8 to Grade 12 students.

- With 181 instructional days and 314 instructional minutes/day, Grade 8 to Grade 12 students will receive 947 hours of instruction.

The Ministry requires **873** hours of instruction for Grades 1 to Grade 7 students and 853 hours of instruction for Kindergarten students. With 181 instructional days and 290 instructional minutes/day for students, the hours of instruction for Kindergarten to Grade 6 students are 874.

- Grade 7 students in Chilliwack School District are included in Middle Schools and therefore receive 947 hours of instruction, well above the required number of 878.

2017 - 2018 LOCAL SCHOOL CALENDAR

JULY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Instructional
 Non-Instructional
 Vacation
 Statutory Holiday
 Administrative Day

TOTAL INSTRUCTIONAL DAYS = 181 (182 - 1 SCHOOL BASED NON-INSTRUCTIONAL DAY)



2017-2018 Local School Calendar

Days in Session	188	
Number of Instructional Days	181	
	Student Instructional Time	Teacher Instructional Time
Hours of Instruction (Required 873) Grade K-6	874 (290 min/day)	920 (305 min/day including 15 minute recess)
Hours of Instruction (Required 947) Grade 7-12	947 (314 min/day)	947 + breaks (334 min/day including breaks)
Number of Non-Instructional Days	7	
Schools Open	September 5	
NON-INSTRUCTIONAL DAY #1	September 22 (Ministry required - curriculum)	
Thanksgiving Day	October 9	
NON-INSTRUCTIONAL DAY #2	October 20 (Provincial)	
Remembrance Day - Statutory Holiday	November 13	
NON-INSTRUCTIONAL DAY #3	November 24 (In Lieu)	
Schools Close for Christmas Holidays	December 22	
Christmas Holidays	December 25 to January 5	
Schools Reopen after Christmas Holidays	January 8	
Family Day	February 12	
NON-INSTRUCTIONAL DAY #4	February 23 (District)	
Schools Close for Spring Vacation	March 16	
Spring Vacation Period	March 19 - 29	
Good Friday	March 30	
Easter Monday	April 2	
Schools Reopen after Spring Vacation	April 3	
NON-INSTRUCTIONAL DAY #5	April 27 (CTA)	
Victoria Day - Statutory Holiday	May 21	
NON-INSTRUCTIONAL DAY #6	May 18 (In Lieu)	
Last Day for Students	June 28	
Administrative Day	June 29	
NON-INSTRUCTIONAL DAY #7	(Scheduled at each school)	

BOARD OF EDUCATION

DECISION REPORT

DATE: January 10, 2017
TO: Board of Education
FROM: Walt Krahn, Audit Committee
RE: **AUDIT COMMITTEE REPORT**

RECOMMENDATION:

THAT the Board of Education receive the Audit Committee Meeting Report of November 29, 2016 as presented.

Minutes



AUDIT COMMITTEE MEETING

Meeting Held Tuesday, November 29, 2016
School District Office

Attendance:

Walt Krahn
Barry Neufeld
Bob Patterson

Chair
Trustee
Trustee

Staff:

Evelyn Novak
Gerry Slykhuis

Superintendent
Secretary Treasurer

1. CALL TO ORDER

Meeting was called to order at 6:24 p.m.

2. REVIEW OF KPMG PROPOSAL - ENTERPRISE RISK MANAGEMENT ASSISTANCE

An attempt should be made to negotiate a better contract price.

Mover: Bob Patterson

Secunder: Barry Neufeld

THAT the Audit Committee recommends support of the Enterprise Risk Management proposal as submitted by KPMG.

CARRIED

3. ADJOURNMENT

Moved: Bob Patterson

Seconded: Barry Neufeld

THAT the meeting be adjourned at 6:34 p.m.

BOARD OF EDUCATION

INFORMATION REPORT

DATE: January 10, 2017
TO: Board of Education
FROM: Evelyn Novak, Superintendent
RE: **ADMINISTRATIVE REGULATION 628.1 FRENCH IMMERSION**

BACKGROUND:

Due to recent changes in the selection process for Early and Late French Immersion, Administrative Regulation 628.1 has been amended. Attached are the original, revised and final version of this amended administrative regulation.

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

**628.1
ADMINISTRATIVE REGULATION
French Immersion**

The District French Immersion Programs are intended to be inclusive programs, including students with a variety of aptitudes, cultures and backgrounds. Students will be admitted to the District Early French Immersion program at the Kindergarten and Grade One levels, if space is available. Students will be admitted to the District Late French Immersion program at the Grade Six level, if space is available. In cases where the number of applicants exceeds the number of spaces available, a waitlist will be created. See Selection Processes below.

EARLY FRENCH IMMERSION

REGISTRATION

1. The District will endeavor to inform parents about the Early French Immersion program as an alternative education program of choice.
2. The District will hold an information meeting for interested parents/guardians prior to opening the on-line application.
3. Information will be provided to parents regarding the application process.
4. A parent information meeting and deadlines for submitting applications for the District Early French Immersion program shall be scheduled so as to allow sufficient time for decision-making and discussion prior to application.
5. All applicants will be informed in writing as to whether or not they have been accepted in to the District Early French Immersion Program.
6. Parents/guardians will have one week after notification to accept or decline their placement.

Cross Refs: Student Behaviour Policy, Weapons Policy, Student Discipline and Suspension Policy, Ministry of Education - Safe, Caring & Orderly School

Adopted: November 19, 2013
Reviewed: January 20, 2015
Revised: December 19, 2016

STUDENT ELIGIBILITY

1. Parents of Kindergarten and Grade One age children must apply on-line to the Early French Immersion program. Acceptance into the District Early French Immersion program will follow, provided that space exists.
2. Students enter in Kindergarten or Grade One, and they may enter in Grade One up to September 30 of that student's Grade One year, if space is available and placement is appropriate in accordance to an existing wait list.
3. Entry to the program at other than the Kindergarten or Grade One level up to September 30, will be considered only if there is adequate space, if the student is adequately proficient in French and with permission of the principal.
 - a. Parents/guardians can apply directly at District Early French Immersion school,
 - b. French language competency in this case will be determined by the school principal in consultation with district program personnel and appropriate teachers,
 - c. Adequate proficiency is defined in Ministry Policy #96-12 as follows: "...sufficient language skill to permit the student to be able to comprehend instruction in the subjects taught in French, assuming a period of 4 to 8 weeks of adjustment to the program."

SELECTION PROCESS

1. Any parent/guardian may make an on-line application for their child to be enrolled in the District Early French Immersion Program, in early January, the dates to be determined by district administration and advertised to parents.
2. All Kindergarten and Grade One students residing in the City of Chilliwack will be given priority over non-residents.
3. Where applications exceed spaces, placement is made through a random draw from all applicants.
 - a. A lottery system for selection will be used at the Kindergarten and Grade One level,

- b. The draw will be supervised at the School District office by the Director of Instruction, the school principal and one parent representative (e.g. PAC President or designate),
 - c. A waiting list will be maintained of those who are not selected. Within one week of the draw, district personnel will contact all families to advise them of their placement in a Kindergarten or Grade One class or their position on the waitlist,
 - d. Parents/guardians will have one week to accept or decline and then district personnel will make additional selections based on the waitlist, if spaces are made available.
4. Registration will be given in the following priority:
- a. Students who reside within the City of Chilliwack,
 - i. Siblings of students already in the District Early French Immersion Program will be given priority if they are also applying for Early French Immersion, and if the sibling is currently attending École Cheam Elementary, up to Grade Five at time of application,
 - ii. Students who were already enrolled in a French Immersion Program elsewhere, or have demonstrated adequate proficiency in French.
 - b. Out-of-district students.
 - i. Siblings of students already in the District Early French Immersion Program will be given priority if they are also applying for Early French Immersion (and if the sibling is currently attending École Cheam Elementary, up to Grade Five at time of application),
 - ii. Out-of-district students who were already enrolled in a French Immersion Program elsewhere, or have demonstrated adequate proficiency in French.
 - c. Students who were not granted entry in Kindergarten will maintain their place on the waitlist if they decide to apply again in the normal process for Grade One Early French Immersion the following year.
5. Transfers out of the program will be made through a consultation process including the Principal, parents and teachers in agreement that the transfer is in the best interests of the student.

LATE FRENCH IMMERSION

REGISTRATION

1. The District will endeavor to inform parents about the Late French Immersion program of choice.
2. The District will hold information meetings for interested parents/guardians prior to opening the on-line application.
3. Information will be provided to parents regarding the application process.
4. Parent information meetings and deadlines for submitting applications for the District Late French Immersion program shall be scheduled to allow sufficient time for decision-making and discussion prior to application.
5. All applicants will be informed in writing as to whether or not they have been accepted in to the District Late French Immersion Program.
6. Parents/guardians will have one week after notification to accept or decline their placement.
7. District personnel will notify all regular catchment area schools as to the status of Late French Immersion applicants following the processing of applications, and those students will be pre-transitioned to the Late French Immersion home school.

STUDENT ELIGIBILITY

1. Parents of Grade Five age children (entering Grade Six in September) must apply on-line to the District Late French Immersion program. Registration in the District Late French Immersion program will follow, provided that space exists.
2. Students enter in Grade Six, and they may enter in Grade Six up to September 30 of that student's Grade Six year, if space is available and placement is appropriate in accordance to an existing wait list.
3. Entry to the program at other than the Grade Six level up to September 30 will be considered only if there is adequate space, if the student is adequately proficient in French, and with permission of the principal.
 - a. Parents/guardians can apply directly at the District Late French Immersion schools,
 - b. French language competency in this case will be determined by the school principal in consultation with district program personnel and appropriate teachers,

- c. Adequate proficiency is defined in Ministry Policy #96-12 as follows:
“...sufficient language skill to permit the student to be able to comprehend instruction in the subjects taught in French, assuming a period of 4 to 8 weeks of adjustment to the program.”

SELECTION PROCESS

1. Any parent/guardian may make an on-line application for their child to be enrolled in the District Late French Immersion Program, in late January, the dates to be determined by district administration and advertised to parents.
2. All students entering Grade Six residing within the City of Chilliwack will be given priority over non-residents.
3. Where applications exceed places, placement is made through a random draw from all applicants.
 - a. A lottery system for selection will be used at the Grade Six level,
 - b. The placement will be supervised at the School District office by the Director of Instruction, the school principal and one parent representative (e.g. PAC President or designate),
 - c. A waiting list will be maintained of those who are not selected,
 - d. Within one week of the on-line application period closing, district personnel will contact all families to advise them of their placement in a Grade Six class or their position on the waitlist,
 - e. Parents/guardians will have one week to accept or decline and then district personnel will make additional selections based on the waitlist, if spaces are made available. Please note: At this time, an appointment will also be arranged for a short interview between the teacher, student and parents. This part of the process is to help provide further information and to answer questions to help ensure families are confident with their decision.
4. Registration will be given in the following priority:
 - a. Students who reside within the City of Chilliwack,
 - i. Students who reside on the North Side of Chilliwack will be given priority at Strathcona Elementary and students on the South Side will be given priority at Sardis Elementary,
 - ii. Siblings of students already in the District Late French Immersion Program will be given priority if they are also

- applying for Late French Immersion, and if the sibling is currently attending the same District Late French Immersion Elementary School, or the feeder Middle School, up to Grade Seven at time of application,
- iii. Students who were already enrolled in a French Immersion Program elsewhere, or have demonstrated adequate proficiency in French.
- b. Out-of-district students,
- i. Siblings of students already in the Late French Immersion Program will be given priority if they are also applying for Late French Immersion, and if the sibling is currently attending the same District Late French Immersion Elementary School, or the feeder Middle School, up to Grade Seven at time of application.
5. Transfers out of the program will be made through a consultation process including the Principal, parents and teachers in agreement that the transfer is in the best interests of the student.

TRANSPORTATION

Transportation to and from District French Immersion schools is the responsibility of the parent.

SUPPORT SERVICES

Support learning services will be available to District French Immersion students from Kindergarten through grade 7.

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

**628.1
ADMINISTRATIVE REGULATION
French Immersion**

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EARLY FRENCH IMMERSION

REGISTRATION

1. The District will endeavor to inform parents about the Early French Immersion program as an alternative education program of choice.
2. The District will hold an information meeting for interested parents/guardians prior to opening the on-line application.
3. Information will be provided to parents regarding the application process.
4. A parent information meeting and deadlines for submitting applications for the District Early French Immersion program shall be scheduled so as to allow sufficient time for decision-making and discussion prior to application.
5. All applicants will be informed in writing as to whether or not they have been accepted in to the District Early French Immersion Program.
6. Parents/guardians will have one week after notification to accept or decline their placement.

Cross Refs: Student Behaviour Policy, Weapons Policy, Student Discipline and Suspension Policy, Ministry of Education - Safe, Caring & Orderly School

Adopted: November 19, 2013
Reviewed: January 20, 2015
Revised: April 7, 2015

STUDENT ELIGIBILITY

1. Parents of Kindergarten and Grade One age children must apply on-line to the Early French Immersion program. Acceptance into the District Early French Immersion program will follow, provided that space exists.
2. Students enter in Kindergarten or Grade One, and they may enter in Grade One up to September 30 of that student's Grade One year, if space is available and placement is appropriate in accordance to an existing wait list.
3. Entry to the program at other than the Kindergarten or Grade One level up to September 30, will be considered only if there is adequate space, if the student is adequately proficient in French and with permission of the principal.
 - a. Parents/guardians can apply directly at District Early French Immersion school,
 - b. French language competency in this case will be determined by the school principal in consultation with district program personnel and appropriate teachers,
 - c. Adequate proficiency is defined in Ministry Policy #96-12 as follows: "...sufficient language skill to permit the student to be able to comprehend instruction in the subjects taught in French, assuming a period of 4 to 8 weeks of adjustment to the program."

SELECTION PROCESS

1. Any parent/guardian may make an on-line application for their child to be enrolled in the District Early French Immersion Program, in early January, the dates to be determined by district administration and advertised to parents.
2. All Kindergarten and Grade One students residing in the City of Chilliwack will be given priority over non-residents.
3. Where applications exceed spaces, placement is made through a random draw from all applicants.
 - a. A lottery system for selection will be used at the Kindergarten and Grade One level,

- b. The draw will be supervised at the School District office by the Director of Instruction, the school principal and one parent representative (e.g. PAC President or designate),
 - c. A waiting list will be maintained of those who are not selected. Within one week of the draw, district personnel will contact all families to advise them of their placement in a Kindergarten or Grade One class or their position on the waitlist,
 - d. Parents/guardians will have one week to accept or decline and then district personnel will make additional selections based on the waitlist, if spaces are made available.
4. Registration will be given in the following priority:
- a. Students who reside within the City of Chilliwack ,
 - i. Siblings of students already in the District Early French Immersion Program will be given priority if they are also applying for Early French Immersion, and if the sibling is currently attending École Cheam Elementary, up to Grade Five at time of application,
 - ii. Students who were already enrolled in a French Immersion Program elsewhere, or have demonstrated adequate proficiency in French.
 - b. Out-of-district students.
 - i. Siblings of students already in the District Early French Immersion Program will be given priority if they are also applying for Early French Immersion (and if the sibling is currently attending École Cheam Elementary, up to Grade Five at time of application),
 - ii. Out-of-district students who were already enrolled in a French Immersion Program elsewhere, or have demonstrated adequate proficiency in French.
 - c. Students who were not granted entry in Kindergarten will maintain their place on the waitlist if they decide to apply again in the normal process for Grade One Early French Immersion the following year.
5. Transfers out of the program will be made through a consultation process including the Principal, parents and teachers in agreement that the transfer is in the best interests of the student.

LATE FRENCH IMMERSION

REGISTRATION

1. The District will endeavor to inform parents about the Late French Immersion program of choice.
2. The District will hold information meetings for interested parents/guardians prior to opening the on-line application.
3. Information will be provided to parents regarding the application process.
4. Parent information meetings and deadlines for submitting applications for the District Late French Immersion program shall be scheduled to allow sufficient time for decision-making and discussion prior to application.
5. All applicants will be informed in writing as to whether or not they have been accepted in to the District Late French Immersion Program.
6. Parents/guardians will have one week after notification to accept or decline their placement.
7. District personnel will notify all regular catchment area schools as to the status of Late French Immersion applicants following the processing of applications, and those students will be pre-transitioned to the Late French Immersion home school.

STUDENT ELIGIBILITY

1. Parents of Grade Five age children (entering Grade Six in September) must apply on-line to the District Late French Immersion program. Registration in the District Late French Immersion program will follow, provided that space exists.
2. Students enter in Grade Six, and they may enter in Grade Six up to September 30 of that student's Grade Six year, if space is available and placement is appropriate in accordance to an existing wait list.
3. Entry to the program at other than the Grade Six level up to September 30 will be considered only if there is adequate space, if the student is adequately proficient in French, and with permission of the principal.
 - a. Parents/guardians can apply directly at the District Late French Immersion schools,

- b. French language competency in this case will be determined by the school principal in consultation with district program personnel and appropriate teachers,
- c. Adequate proficiency is defined in Ministry Policy #96-12 as follows: "...sufficient language skill to permit the student to be able to comprehend instruction in the subjects taught in French, assuming a period of 4 to 8 weeks of adjustment to the program."

SELECTION PROCESS

1. Any parent/guardian may make an on-line application for their child to be enrolled in the District Late French Immersion Program, in late January, the dates to be determined by district administration and advertised to parents.
2. All students entering Grade Six residing within the City of Chilliwack will be given priority over non-residents.
3. Where applications exceed places, placement is made through a random draw from all applicants..
 - a. A lottery system for selection will be used at the Grade Six level,
 - b. The placement will be supervised at the School District office by the Director of Instruction, the school principal and one parent representative (e.g. PAC President or designate),
 - c. A waiting list will be maintained of those who are not selected,
 - d. Within one week of the on-line application period closing, district personnel will contact all families to advise them of their placement in a Grade Six class or their position on the waitlist,
 - e. Parents/guardians will have one week to accept or decline and then district personnel will make additional selections based on the waitlist, if spaces are made available. Please note: At this time, an appointment will also be arranged for a short interview between the teacher, student and parents. This part of the process is to help provide further information and to answer questions to help ensure families are confident with their decision.
4. Registration will be given in the following priority:
 - a. Students who reside within the City of Chilliwack,

- i. Students who reside on the North Side of Chilliwack will be given priority at Strathcona Elementary and students on the South Side will be given priority at Sardis Elementary,
 - ii. Siblings of students already in the District Late French Immersion Program will be given priority if they are also applying for Late French Immersion, and if the sibling is currently attending the same District Late French Immersion Elementary School, or the feeder Middle School, up to Grade Seven at time of application,
 - iii. Students who were already enrolled in a French Immersion Program elsewhere, or have demonstrated adequate proficiency in French.
 - b. Out-of-district students,
 - i. Siblings of students already in the Late French Immersion Program will be given priority if they are also applying for Late French Immersion, and if the sibling is currently attending the same District Late French Immersion Elementary School, or the feeder Middle School, up to Grade Seven at time of application.
5. Transfers out of the program will be made through a consultation process including the Principal, parents and teachers in agreement that the transfer is in the best interests of the student.

TRANSPORTATION

Transportation to and from District French Immersion schools is the responsibility of the parent.

SUPPORT SERVICES

Support learning services will be available to District French Immersion students from Kindergarten through grade 7.

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

**628.1
ADMINISTRATIVE REGULATION
French Immersion**

~~EARLY VS. LATE FRENCH IMMERSION~~

The District French Immersion Programs are intended to be an inclusive program, including students with a variety of aptitudes, cultures and backgrounds. Students will be admitted to the District Early French Immersion program at the Kindergarten and Grade One levels, if space is available. Students will be admitted to the District Late French Immersion program at the Grade Six level, if space is available. In cases where the number of applicants exceeds the number of spaces available, a waitlist will be created. See Selection Processes below.

EARLY FRENCH IMMERSION

REGISTRATION

1. The District will endeavor to inform parents about the Early French Immersion program as an alternative education program of choice.
2. The District will hold an information meeting for interested parents/guardians prior to opening the on-line application.
3. Information will be provided to parents regarding the application process.
4. A parent information meeting and deadlines for submitting applications for the District Early French Immersion program shall be scheduled so as to allow sufficient time for decision-making and discussion prior to application.
5. All applicants will be informed in writing as to whether or not they have been accepted in to the District Early French Immersion Program.

Cross Refs: Student Behaviour Policy, Weapons Policy, Student Discipline and Suspension Policy, Ministry of Education - Safe, Caring & Orderly School

Adopted: November 19, 2013
Reviewed: January 20, 2015
Revised: [April 7, 2015](#)

6. Parents/guardians will have one week after notification to accept or decline their placement.
7. ~~District personnel will notify all regular catchment area schools as to the status of Early French Immersion applicants following the processing of applications, and those students will be pre-transitioned to the Early French Immersion home school.~~ School.

STUDENT ELIGIBILITY

1. ~~Parents of Kindergarten and Grade One age children must apply on-line to the Early French Immersion program. Acceptance into the District Early French Immersion program will follow, provided that space exists.~~

~~a.1. All students must be registered at their a Chilliwack School District #33 catchment area school will be given priority.~~

2. Students enter in Kindergarten or Grade One, and they may enter in Grade One up to September 30 of that student's Grade One year, if space is available and placement is appropriate in accordance to an existing wait list.
3. Entry to the program at other than the Kindergarten or Grade One levels up to September 30, will be considered only if there is adequate space, if the student is adequately proficient in French and with permission of the principal.
 - a. Parents/guardians can apply directly at District Early French Immersion school.
 - b. French language competency in this case will be determined by the school principal in consultation with district program personnel and appropriate teachers.
 - c. Adequate proficiency is defined in Ministry Policy #96-12 as follows: "...sufficient language skill to permit the student to be able to comprehend instruction in the subjects taught in French, assuming a period of 4 to 8 weeks of adjustment to the program."

SELECTION PROCESS

1. Any parent/guardian ~~from the Chilliwack School District~~ may make an on-line application for their child to be enrolled in the District Early French Immersion Program, ~~during the 1st and 2nd week~~ in early January, the dates to be determined by district administration and advertised to parents.

2. All Kindergarten and Grade One students ~~must be residing in the City of Chilliwack registered at their a Chilliwack School District #33 catchment area school~~ will be given priority over non-residents.

3. Where applications exceed spaces, placement is made through a random draw from all applicants.
 - a. A lottery system for selection will be used at the Kindergarten and Grade One level.
 - b. The draw will be supervised at the School District office by the Director of Instruction, the school principal and one parent representative (e.g. PAC President or designate) of the Chilliwack Parents for French Association.
 - c. A waiting list will be maintained of those who are not selected. Within one week of the draw, district personnel will contact all families to advise them of their placement in a Kindergarten or Grade One class or their position on the waitlist.
 - d. Parents/guardians will have one week to accept or decline and then district personnel will make additional selections based on the waitlist, if spaces are made available. Please note: At this time, an appointment will also be arranged for a short interview (between the teacher, student and parents). This part of the process is to help provide further information and to answer questions to help ensure families are confident with their decision.

4. Registration will be given in the following priority:
 - a. ~~Students who reside within the Chilliwack School District #33 and have a sibling in the District Early French Immersion program (currently enrolled in Early French Immersion at Cheam Elementary);~~ who reside within the City of Chilliwack registered at a their Chilliwack School District #33 area school.
 - i. Siblings of students already in the District Early French Immersion Program will be given priority if they are also applying for Early French Immersion, and if the sibling is currently attending École Cheam Elementary, up to Grade Five at time of application.
 - a. Students who ~~were~~ are already enrolled in a French Immersion Program elsewhere, or have demonstrated adequate proficiency in French.

~~Students who reside within the Chilliwack School District #33 but **do not have a sibling in the District Early French Immersion Program**; are not registered at a **their** Chilliwack School District #33 catchment area school.~~

~~Siblings of students already in the District Early French Immersion Program will be given priority if they are also applying for Early French Immersion (and if the sibling is currently attending École Cheam Elementary, up to Grade Five at time of application);~~

~~b. Out-of-catchment students who were are already enrolled in a French Immersion Program elsewhere, or have demonstrated adequate proficiency in French.~~

~~ii.~~

~~c. Out-of-district students who are already enrolled in a French Immersion Program elsewhere, or have demonstrated adequate proficiency in French;~~

~~d.b. Out-of-district students.~~

~~i. Siblings of students already in the District Early French Immersion Program will be given priority if they are also applying for Early French Immersion (and if the sibling is currently attending École Cheam Elementary, up to Grade Five at time of application).~~

~~e.ii. Out-of-district students who **were** are already enrolled in a French Immersion Program elsewhere, or have demonstrated adequate proficiency in French.;~~

~~f.c. Students **who were** not granted entry in Kindergarten will **be** maintained **their place** on the waitlist if they decide to apply again in the normal process for Grade One Early French Immersion the following year.~~

5. Transfers out of the program will be made through a consultation process including the Principal, parents and teachers in agreement that the transfer is in the best interests of the student.

LATE FRENCH IMMERSION

REGISTRATION

1. The District will endeavor to inform parents about the Late French Immersion program ~~as a program~~ of choice.

2. The District will hold information meetings for interested parents/guardians prior to opening the on-line application.
3. Information will be provided to parents regarding the application process.
4. Parent information meetings and deadlines for submitting applications for the District Late French Immersion program shall be scheduled ~~so as~~ to allow sufficient time for decision-making and discussion prior to application.
5. All applicants will be informed in writing as to whether or not they have been accepted in to the District Late French Immersion Program.
6. Parents/guardians will have one week after notification to accept or decline their placement.
7. District personnel will notify all regular catchment area schools as to the status of Late French Immersion applicants following the processing of applications, and those students will be pre-transitioned to the Late French Immersion home school.

STUDENT ELIGIBILITY

1. Parents of Grade Five age children (entering Grade Six in September) must apply on-line to the District Late French Immersion program. Registration in the District Late French Immersion program will follow, provided that space exists.
 - a. ~~All students must be registered at their a Chilliwack School District #33 catchment area school will be given priority.~~
2. Students enter in Grade Six, and they may enter in Grade Six up to September 30 of that student's Grade Six year, if space is available and placement is appropriate in accordance to an existing wait list.
3. Entry to the program at other than the Grade Six level up to September 30 will be considered only if there is adequate space, if the student is adequately proficient in French, and with permission of the principal.
 - a. Parents/guardians can apply directly at the District Late French Immersion school~~s~~;

- b. French language competency in this case will be determined by the school principal in consultation with district program personnel and appropriate teachers.
- c. Adequate proficiency is defined in Ministry Policy #96-12 as follows: "...sufficient language skill to permit the student to be able to comprehend instruction in the subjects taught in French, assuming a period of 4 to 8 weeks of adjustment to the program."

SELECTION PROCESS

1. Any parent/guardian ~~from the Chilliwack School District~~ may make an on-line application for their child to be enrolled in the District Late French Immersion Program, ~~during the last week of in late January and 1st first week in February~~, the dates to be determined by district administration and advertised to parents.
2. All students entering Grade Six ~~students must be residing within the City of Chilliwack will be given priority over non-residents registered at their a Chilliwack School District #33 catchment area school will be given priority.~~
3. Where applications exceed places, placement is made through a random draw from all applicants. ~~placement is determined by the date and time of placing the application on-line.~~
 - a. A lottery system for selection will be used at the Grade Six level.
 - ~~a.b.~~ The placement will be supervised at the School District office by the Director of Instruction, the school principal and one parent representative (e.g. PAC President or designate) of the Chilliwack Parents for French Association.
 - ~~b.c.~~ A waiting list will be maintained of those who are not selected.
 - ~~c.d.~~ Within one week of the draw on-line application period closing, district personnel will contact all families to advise them of their placement in a Grade Six class or their position on the waitlist.
 - ~~d.e.~~ Parents/guardians will have one week to accept or decline and then district personnel will make additional selections based on the waitlist, if spaces are made available. Please note: At this time, an appointment will also be arranged for a short interview between the teacher, student and parents. This part of the process is to help

provide further information and to answer questions to help ensure families are confident with their decision.

4. Registration will be given in the following priority:

~~a. Students who reside within the Chilliwack School District #33 and have a sibling in the District Late French Immersion program, if they are also applying for the District Late French Immersion program; who reside within the City of registered at a their Chilliwack, School District #33 catchment area school,~~

~~i. Students who reside on the registered at a North Side of Chilliwack school will be given priority at Strathcona Elementary and students on the registered at a South Side school will be given priority at Sardis Elementary,~~

~~ii. Siblings of students already in the District Late French Immersion Program will be given priority if they are also applying for Late French Immersion, and if the sibling is currently attending their catchment area the same District Late French Immersion Elementary School, or the feeder Middle School, up to Grade Seven at time of application,~~

~~a. Students who were are already enrolled in a French Immersion Program elsewhere, or have demonstrated adequate proficiency in French.~~

~~iii. Students who reside within the Chilliwack School District #33 but do not have a sibling in the District Late French Immersion Program; are not registered at a Chilliwack School District #33 their catchment area school,~~

~~Siblings of students already in the District Late French Immersion Program will be given priority if they are also applying for Late French Immersion, and if the sibling is currently attending the catchment area the same District Late French Immersion Elementary School, or the feeder Middle School, up to Grade Seven at time of application,~~

~~i. Out-of-catchment students who were are already enrolled in a French Immersion Program elsewhere, or have demonstrated adequate proficiency in French.~~

~~b. Out-of-district students, who are already enrolled in a French Immersion Program elsewhere, or have demonstrated adequate proficiency in French;~~

~~b.i. Siblings of students already in the Late French Immersion Program will be given priority if they are also applying for Late French Immersion, and if the sibling is currently attending the catchment area the same District Late French Immersion Elementary School, or the feeder Middle School, up to Grade Seven at time of application.~~

~~c. Out-of-district students.~~

5. Transfers out of the program will be made through a consultation process including the Principal, parents and teachers in agreement that the transfer is in the best interests of the student.

TRANSPORTATION

Transportation to and from District French Immersion schools is the responsibility of the parent.

SUPPORT SERVICES

Support learning services will be available to District French Immersion students from Kindergarten through grade 7 on the basis of equality with regular program students.

REVISIONS

BOARD OF EDUCATION

BOARD REPORT

DATE: January 10, 2017

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: January 10, 2017
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 – December 6, 2016

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

Staff: Evelyn Novak, Mark Friesen, Carrie Pratt

1. Emergent Issue
 2. Human Resources Report
 3. BCPSEA Report
-

In-Camera Meeting – December 9, 2016

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

Staff: Evelyn Novak, Gerry Slykhuis, Carrie Pratt

1. Board Self-Evaluation