



**Chilliwack
School District**

THE BOARD OF EDUCATION

School District #33 (Chilliwack)

Regular Public Board Meeting

AGENDA

April 30, 2019

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 April 9, 2019 Regular Public Board be approved as circulated.)

2. PRESENTATION

- 2.1. 2019 – 2020 Public Budget Presentation

3. ACTION ITEMS

- 3.1. 5-Year Capital Plan Bylaw – 2019-2020: 3rd Reading
- 3.2. Policy 211: Regular Public Meetings
- 3.3. Policy 212: In-Camera Meetings
- 3.4. Policy 213: Special Meetings
- 3.5. Policy 214: Planning Meetings
- 3.6. Policy 205: Code of Ethics for Trustees
- 3.7. Policy 236: Committee of the Whole

4. INFORMATION ITEMS

- 4.1. Trustee Remuneration Advisory Committee Report
- 4.2. BCSTA Report
- 4.3. Trustee Reports
- 4.4. Meeting Summary
- 4.5. **Next Board of Education Meeting: May 14, 2019 – 7:00 p.m.**

5. PUBLIC PARTICIPATION – QUESTIONS CONCERNING THE AGENDA

6. ADJOURNMENT



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

Date of Meeting: Tuesday, April 9, 2019

Location: School District Office

Members Present:

Chair	Mr. D. Coulter
Vice-Chair	Ms. W. Reichelt
Trustee	Dr. D. Furgason
Trustee	Mrs. H. Maahs
Trustee	Mr. J. Mumford
Trustee	Mr. B. Neufeld
Trustee	Mr. D. Swankey

Staff Present:

Acting Superintendent	Mr. R. Arul-pragasam
Secretary Treasurer	Mr. G. Slykhuis
Acting Assistant Superintendent	Mr. K. Savage
Acting Assistant Superintendent	Ms. J. Hall
Executive Assistant	Ms. D. Vogel

1. CALL TO ORDER - School District Office

1.1. Call to Order

The Board Chair called the meeting to order at 7:05 p.m. - **Welcome and Acknowledgment of Traditional Stó:lō Territory.**

1.2. Adoption of the Agenda

75.19 Moved by: Trustee Neufeld
Seconded by: Trustee Swankey

THAT the agenda be adopted as circulated.

CARRIED

1.3. Approval of the Minutes

76.19 Moved by: Trustee Maahs
Seconded by: Trustee Neufeld

THAT the minutes of the March 12, 2019 Regular Public Board meeting be approved as circulated.

CARRIED

2. **PRESENTATION – STRATEGIC PLAN UPDATE: CAREER EDUCATION**

Helen Plummer and Heather Elliott provided an overview of the ongoing redesign of the Career Education and Applied Design, Skills and Technology K-12 Model as it relates to the Strategic Plan and the following priority:

Priority	Aligning and Allocating Resources
Goal	Align Resources to support strategic plan
Strategy	5. Re-envision Career Education in the Chilliwack School District -create a vision to support the successful implementation of the new Career Education Curriculum. -to review and redesign District Career Education resources and services to support the renewed vision.

3. **ACTION ITEMS**

3.1. **Budget Committee Report**

77.19 Moved by: Trustee Mumford
Seconded by: Trustee Neufeld

THAT the Board of Education receive the Budget Committee Meeting Report of April 4, 2019 as presented.

CARRIED

3.2. **5-Year Capital Plan Bylaw – 2019-2020**

78.19 Moved by: Trustee Maahs
Seconded by: Trustee Mumford

1. THAT the Board approve three readings of Capital Project Bylaw No. 2019/20-CPSD33-01 at the April 9, 2019 Regular Board Meeting. (*vote must be unanimous*)

FAILED

For: Coulter, Furgason, Maahs, Mumford, Reichelt, Swankey
Opposed: Neufeld

79.19 Moved by: Trustee Swankey
Seconded by: Trustee Mumford

2. THAT the Board approve first reading of Capital Project Bylaw No. 2019/20-CPSD33-01 (attached).

CARRIED

For: Coulter, Furgason, Maahs, Mumford, Reichelt, Swankey
Opposed: Neufeld

80.19 Moved by: Trustee Reichelt
Seconded by: Trustee Mumford

3. THAT the Board approve second reading of Capital Project Bylaw No. 2019/20-CPSD33-01 (attached).

CARRIED

For: Coulter, Furgason, Maahs, Mumford, Reichelt, Swankey
Opposed: Neufeld

3.3. **Policy: Informed Parental Consent**

- 81.19** Moved by: Trustee Maahs
Seconded by: Trustee Neufeld

THAT the Board of Education , via the Superintendent, draft a policy entitled “Informed Parental Consent,” in accordance with the *Statement of Education Policy Order (Mandate for the School System)* – *Authority of the School Act*, section 169 (3).

FAILED

For: Furgason, Maahs, Neufeld

Opposed: Coulter, Mumford, Reichelt, Swankey

5. INFORMATION ITEMS

5.1 Preliminary Budget Assumptions – 2019-2020

Secretary Treasurer Gerry Slykhuis and Assistant Secretary Treasurer Mark Friesen provided an overview of the Preliminary Budget Assumptions for the 2019/20 fiscal year.

5.2 BCSTA Report

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

5.3 Trustee Reports

Trustee Furgason reported on the following:

- March 13 – Donor Recognition Dinner.
- April 3 – DPAC/PAC Appreciation Dinner.
- April 4 – Budget Committee.

Trustee Mumford reported on the following:

- March 13 – GW Graham Liaison Visit.
- March 13 – Annual Donor Recognition Dinner.
- April 3 – DPAC/PAC Appreciation Dinner.
- April 4 – Budget Committee.

Trustee Neufeld reported on the following:

- April 4th Budget Committee.
- April 4 – Budget Committee.

Trustee Reichelt reported on the following:

- March 13 – Donor Recognition Dinner.
- March 14 – toured Chilliwack Community Cupboard.
- April 1 – attended CSS PAC meeting.
- April 2 – attended CCY Committee. CCY presents conversation on Chilliwack's children on May 3 at the NLC with a focus on outdoor learning.
- April 4 – Budget Committee.

Trustee Swankey reported on the following:

- March 13 – attended SD33 Donor Recognition Dinner.
- April 3 – attended the DPAC/PAC Appreciation Dinner.
- April 4 – attended SD33's leadership team meeting.
- April 4 – attended SD33's budget committee meeting.
- April 6 – attended the FV Regional Science Fair at UFV's Abbotsford Campus.
- April 9 – joined Robertson and Ed Centre students for a trail build at Lexw Qwo:m.

- April 9 – visited the Ed Centre.

Trustee Maahs reported on the following:

- Attended Donor Recognition Dinner.
- Attended DPAC/PAC Appreciation Dinner.

Trustee Coulter reported on the following:

- Attended Donor Recognition Dinner.
- Attended DPAC/PAC Appreciation Dinner.
- Aboriginal Education Committee.
- Tour of Bernard Elementary – Steps of Success Program.
- Tour of Sardis Secondary.

5.4 March 12, 2019 In-Camera Board Meeting Summary

Trustees: Dan Coulter, Willow Reichelt, Darrell Furgason, Heather Maahs, Jared Mumford, Barry Neufeld, David Swankey

Staff: Rohan Arul-pragasam, Gerry Slykhuis, Kirk Savage, Donna Vogel

1. Collective Bargaining: CTA & CUPE
2. Human Resources Report

5.5 Next Board of Education Meeting Date

**Tuesday, April 30, 2019
7:00 pm
School District Office**

6. QUESTION PERIOD ON AGENDA ITEMS

The Chair called for questions from the public regarding agenda items.

Questions were received regarding:

- April 30 Budget Presentation at Regular Public Board Meeting.

7. ADJOURNMENT

The meeting was adjourned at 8:58 p.m.

Board Chair

Secretary-Treasurer

BOARD OF EDUCATION

DECISION REPORT

DATE: April 30, 2019
TO: Board of Education
FROM: Gerry Slykhuis, Secretary Treasurer
RE: **FIVE-YEAR CAPITAL PLAN BYLAW NO. 2019/20-CPSD33-01 – FINAL READING**

RECOMMENDATION:

THAT the Board approve third (final) reading and adoption of Capital Project Bylaw No. 2019/20-CPSD33-01 (attached).

BACKGROUND:

In June 2018, the District submitted a 5 year Capital Plan with the following categories:

- Seismic Mitigation Program (SEM)
- Expansion Program (EXP)
- Replacement Program (REP)
- School Enhancement Program (SEP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

School districts' annual Five-Year Capital Plan submissions are used to inform the selection of priority capital projects for the Ministry's following fiscal year. They also provide the Ministry insight into future year priorities that are used in the Three-Year Fiscal Plan and longer term capital planning.

In accordance with Section 142(5) of the School Act, the Ministry provides each school district a written response to their annual Five-Year Capital Plan submission once the assessment of all submissions are complete and funding for fiscal 2019/20 is announced by the Ministry.

The Ministry response letter (attached) indicates the supported projects and direction as to the next steps and timing for advancing project development.

The Board of Education is required to adopt a single Capital Project Bylaw (attached) for its approved 2019/20 Five-Year Capital Plan before the Ministry will issue the Certificate of Approval (COA) enabling the School District to draw capital funds for the Routine Capital projects.

CAPITAL BYLAW NO. 2019/20-CPSD33-01
CAPITAL PLAN 2019/20

A BYLAW by the Board of Education of School District No. 33 (Chilliwack) (hereinafter called the "Board") to adopt a Capital Plan of the Board pursuant to sections 143 (2) and 144 (1) of the *School Act*.

WHEREAS in accordance with provisions of the *School Act*, the Minister of Education (hereinafter called the "Minister") has approved the Capital Plan of the Board.

NOW THEREFORE the Board agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute Project Agreement(s) related to the expenditures contemplated by the Capital Plan;
- (b) Upon ministerial approval to proceed, commence the Project(s) and proceed diligently and use its best efforts to complete each Project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the Project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the Project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2019/20 Capital Plan as approved by the Minister, to include the supported project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent dated March 1, 2019, is hereby adopted.
- 2. This Bylaw may be cited as School District No. 33 (Chilliwack) Capital Bylaw No. 2019/20-CPSD33-01.

READ A FIRST TIME THE 9th DAY OF APRIL 2019;

READ A SECOND TIME THE 9th DAY OF APRIL 2019;

READ A THIRD TIME, PASSED AND ADOPTED THE 30th DAY OF APRIL 2019.

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 33 (Chilliwack) Capital Bylaw No. 2019/20-CPSD33-01 adopted by the Board the 30th day of April, 2019.

Secretary-Treasurer



March 1, 2019

Ref: 208254

To: Secretary-Treasurer and Superintendent
School District No. 33 (Chilliwack)

Capital Plan Bylaw No. 2019/20-CPSD33-01

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2019/20

This letter is in response to your School District's 2019/20 Annual Five-Year Capital Plan submission, submitted to the Ministry prior to June 30, 2018, and provides direction for advancing supported and approved capital projects.

The Ministry has reviewed all 60 school districts' Annual Five-Year Capital Plan submissions to determine priorities for available capital funding in the following programs:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- School Enhancement Program (SEP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

Please note that all school districts are required to keep project approval information confidential until after the Province has issued News Releases to the public on March 6th. Additionally, school districts receiving approval and funding specifically from the Playground Equipment Program (PEP) are required to keep that project information confidential until further written notice from the Ministry of Education.

Below you will see the major capital projects supported to proceed with Project Definition Reports (PDRs) as well as minor capital projects from the Ministry's 2019/20 annual capital programs that are approved for funding and are able to proceed to procurement.

**Ministry of
Education**

Capital Management Branch
Resource Management
Division

Mailing Address:
PO Box 9151 Stn Prov Govt
Victoria BC V8W 9H1

Location:
5th Floor, 620 Superior St
Victoria BC V8V 1V2

MAJOR CAPITAL PROJECTS (SMP, EXP)

New Projects

Project #	Project Name	Project Type	Next Steps
127799	Chilliwack Elementary Site	Site Acquisition	Submit required documentation to Ministry staff so the site can be purchased as soon as possible after Apr 1, 2019.
127797	G.W. Graham Secondary	Addition	Submit draft PDR to Planning Officer by Nov. 30, 2019.
127798	Northside Middle (UFV property)	Renovation & Gym Expansion	Submit draft PDR to Planning Officer by Jun. 30, 2019.
127796	Vedder Elementary	Addition	Submit draft PDR to Planning Officer by Sep. 30, 2019.

Support for the development of a PDR for Northside Middle (UFV property) is conditional based on the following scope parameters:

- Minor renovations to the existing facility to allow it to function as a middle school;
- Maintenance of the heating plant;
- Parking lot and ground work upgrades;
- Furniture and Equipment requirements;
- Construction of a gymnasium in alignment with Ministry Area Standards.

If there are any questions about scope and budget parameters, particularly for Northside Middle, please consult your Regional Director or Planning Officer to ensure the PDR is in alignment with Ministry expectations.

Note: A PDR should normally be expected to be finalized within two months following the draft PDR deadlines noted above. After a draft PDR is submitted to the Ministry, follow-up meetings will be scheduled by your respective Regional Director or Planning Officer to confirm scope, schedule, and budget details and the terms of project approval for the projects listed above. Also note that Capital Project Funding Agreements (CPFA) are not issued until after PDRs and all other required supporting documentation is received, reviewed and approved for funding by the Ministry.

All projects that the Ministry expects to be under PDR development, and have not already been received, are listed above – if a project is not listed, then the Ministry is not supporting the project and is not expecting a PDR.

MINOR CAPITAL PROJECTS (SEP, CNCP, BEP, PEP, BUS)**New projects for SEP, CNCP, BEP, PEP**

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Unsworth Elementary	PEP - New - Standard Playground Equipment	\$90,000	Proceed to design, tender & construction. To be completed by March 31, 2020.
McCammon Elementary	SEP - Building Enclosure Upgrades - Roof Upgrades/Replacement	\$400,000	Proceed to design, tender & construction. To be completed by March 31, 2020.
Sardis Secondary	SEP - Health and Safety Upgrades - Dust Collector Upgrades	\$637,000	Proceed to design, tender & construction. To be completed by March 31, 2020.
Sardis Elementary	Building Envelope Upgrades	TBD	BC Housing will contact you regarding next steps in project development.

New projects for BUS

Existing Bus Fleet #	New Bus Type	Amount Funded by Ministry	Next Steps & Timing
5334	D (80+RE) with 0 wheelchair spaces	\$175,311	Proceed to ordering the school bus(es) between March 15, 2019 and April 30, 2019 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org
3331	D (80+RE) with 0 wheelchair spaces	\$175,311	Proceed to ordering the school bus(es) between March 15, 2019 and April 30, 2019 from the list of approved vendors available through the Bus Standing

			Offer portal on the ASTSBC website at http://www.astsbcc.org
3332	D (80+RE) with 0 wheelchair spaces	\$175,311	Proceed to ordering the school bus(es) between March 15, 2019 and April 30, 2019 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org

Note: An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board related obligations associated with the approved Routine Capital projects for the 2019/20 fiscal year as listed above.

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Plan Bylaw No. provided at the beginning of this document) for its approved 2019/20 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning/capital-bylaws>

The Capital Bylaw and the APFA must be signed, dated and emailed to Ministry Planning Officer Damien Crowell at Damien.Crowell@gov.bc.ca as soon as possible. At this time the Ministry will issue Certificates of Approvals as defined in the APFA.

With the 2019/20 Capital Plan process now complete, the Capital Plan Instructions for the upcoming 2020/21 Annual Five-Year Capital Plan submission process (with supplementary intake spreadsheets) will be provided within the next few weeks. These plans are to be submitted to the Ministry no later than June 30, 2019.

Please contact your respective Regional Director or Planning Officer as per the [Capital Management Branch Contact List](#) with any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process.

Sincerely,



Joel Palmer, Executive Director
Capital Management Branch

pc: Ryan Spillett, Director, Capital Projects Unit, Capital Management Branch
Michael Nyikes, Director, Capital Programs Unit, Capital Management Branch
Damien Crowell, Planning Officer, Capital Management Branch
Rob Drew, Regional Director, Capital Management Branch
Travis Tormala, Planning Officer, Capital Management Branch

BOARD OF EDUCATION

DECISION REPORT

DATE: April 30, 2019
TO: Board of Education
FROM: Rohan Arul-pragasam, Acting Superintendent
RE: **POLICY 211: REGULAR PUBLIC MEETINGS**

Acting Superintendent Rohan Arul-pragasam will review proposed revisions to Policy 211: Regular Public Meetings.

RECOMMENDATION:

THAT the Board approve Policy 211: Regular Public Meetings as revised.

BOARD OF EDUCATION School District #33 (Chilliwack)

211 POLICY Regular Public Meetings

1. Regular Board meetings will begin with an acknowledgement of Traditional Stó:lō Territory.
 2. The Board of Education shall determine annually the schedule of regular Board meetings for the following school year.
 3. A quorum of the Board is a majority of the trustees holding office at the time of the meeting.
 4. At the appointed time for commencement of a meeting the presiding officer shall ascertain that a quorum is present before proceeding to the business of the meeting. If a quorum has not been made within one-half hour after the appointed time, the meeting shall stand adjourned until the next meeting date or until another meeting has been called in accordance with this policy.
 5. In the event both the Chair and Vice Chair are absent the trustees that are present shall appoint a trustee to Chair the meeting.
 6. After a meeting has commenced, if notice is drawn to a lack of quorum, the presiding officer shall adjourn the meeting to the next regular meeting date or to another meeting called in accordance with this policy.
 7. The agenda and notice of meetings shall be prepared under the direction of the Chair in consultation with the Vice Chair, the Superintendent and the Secretary-Treasurer. Written notice of each meeting, together with the proposed agenda, must be given at least 48 hours in advance to each trustee by delivery to the place designated by the trustee. Non-receipt by a trustee shall not void the proceedings. Proposed agenda items must be submitted nine days prior to a meeting unless they pertain to emergent issues.
 8. The proposed agenda and supporting documentation will be posted on the district website on Friday afternoon prior to the meeting.
-

Cross Refs:

Adopted: January 15, 2008

Reviewed:

Revised: October 12, 2010, October 23, 2012, September 19, 2017, February 26, 2019

9. The order of business at regular Board meetings shall be:
 - a) approval of agenda
 - b) approval of minutes
 - c) presentation
 - d) action items
 - e) information items
 - f) in-camera meeting summary
 - g) public participation
 - h) adjournment
10. A change to the order of business may be proposed by any trustee and shall require a majority vote.
11. Minutes of the proceedings of meetings shall be stored in digital format certified as correct by the Secretary-Treasurer or other employee designated by the Board under the *School Act*, and signed by the Chair or other member presiding at the meeting or at the next meeting at which the minutes are adopted.
12. The minutes of the regular public meeting shall be open for inspection at all reasonable times.
13. A meeting shall stand adjourned at three hours after its commencement unless a resolution is passed by a majority vote to extend the hour of adjournment.
14. The meetings shall be open to the public.
15. If the Secretary-Treasurer is unable to attend the meeting, another employee must be appointed as acting Secretary-Treasurer, for the purpose of the meeting, to record motions and their disposition.
16. The Chair or other member presiding at a meeting may expel from the meeting a person, other than trustee, that the Chair or other member presiding at the meeting considers guilty of improper conduct. A majority of the trustees present at a meeting of the Board may expel a trustee from the meeting for improper conduct.

BOARD OF EDUCATION

DECISION REPORT

DATE: April 30, 2019
TO: Board of Education
FROM: Rohan Arul-pragasam, Acting Superintendent
RE: **POLICY 212: IN-CAMERA MEETINGS**

Acting Superintendent Rohan Arul-pragasam will review proposed revisions to Policy 212: In-Camera Meetings.

RECOMMENDATION:

THAT the Board approve Policy 212: In-Camera Meetings as revised.

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

**212
POLICY
In-Camera Meetings**

1. If, in the opinion of the Board, the public interest so requires, persons other than trustees may be excluded from a meeting.
2. If the Secretary-Treasurer is unable to attend the meeting, another employee must be appointed as acting Secretary-Treasurer, for the purpose of the meeting, to record motions and their disposition.
3. No trustee shall disclose to the public the proceedings of a closed meeting unless a resolution has been passed at the closed meeting to allow such disclosure, except such as might be necessary to enforce the conflict of interest provisions of the *School Act*.
4. The Board shall prepare a meeting summary containing a statement as to the general nature of the matters discussed and the general nature of the decisions reached at a meeting. The meeting summary shall be presented at the next regular public meeting of the Board and shall be open for inspection at all reasonable times.
1. The agenda and notice of meetings shall be prepared under the direction of the Chair in consultation with the Vice Chair, the Superintendent and the Secretary-Treasurer. Written notice of each meeting, together with the proposed agenda, must be given at least 48 hours in advance to each trustee by delivery to the place designated by the trustee. Non-receipt by a trustee shall not void the proceedings. **Proposed agenda items must be submitted nine days prior to a meeting unless they pertain to emergent issues.**
5. Unless otherwise determined by the Board, the following matters shall be considered in an in-camera meeting:
 - a) salary claims and adjustments and consideration of requests of employees and Board officers with respect to collective bargaining procedures;
 - b) accident claims and other matters where Board liability may arise;

Cross Refs:

Adopted: January 15, 2008
Reviewed:
Revised: October 12, 2010

- c) legal opinions respecting the liability or interest of the Board;
 - d) the conduct, efficiency, discipline, suspension, termination or retirement of employees;
 - e) medical reports;
 - f) matters pertaining to individual pupils including the conduct, discipline suspension or expulsion of pupils, truancy and indigent pupils;
 - g) staff changes including appointments, transfers, resignations, promotions and demotions;
 - h) purchase of real property including the designation of new sites, consideration of appraisal reports and account claimed by owners, determination of Board offers and expropriation procedures;
 - i) lease, sale or exchange of real property prior to finalization thereof;
 - j) matters pertaining to the safety, security or protection of Board property;
 - k) such other matters where the Board decides that the public interest is best served.
6. In the event both the Chair and the Vice Chair are absent the trustees present shall appoint a trustee to Chair the meeting.
7. A meeting shall adjourn or recess at least 15 minutes before the regular public meeting and shall not exceed a total of 2 hours unless a resolution is passed by a majority vote to extend the hour of adjournment.

BOARD OF EDUCATION

DECISION REPORT

DATE: April 30, 2019
TO: Board of Education
FROM: Rohan Arul-pragasam, Acting Superintendent
RE: **POLICY 213: SPECIAL MEETINGS**

Acting Superintendent Rohan Arul-pragasam will review Policy 213: Special Meetings.

RECOMMENDATION:

THAT the Board re-approve Policy 213: Special Meetings as presented.

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

**213
POLICY
Special Meetings**

1. A special meeting of the Board may be called by the Chair or, upon written request by a majority of the trustees, may be called by the Secretary-Treasurer. No business other than that for which the meeting was called shall be conducted at the meeting.
2. Written notice of a special meeting and an agenda shall be given to each trustee at least 48 hours in advance of the meeting. Delivery of a written notice and the agenda may be waived by a majority vote, provided all reasonable steps have been taken to notify all trustees of the meeting. Non-receipt by a trustee shall not void the proceedings.
3. If the Secretary Treasurer is unable to attend the meeting, another employee must be appointed as acting Secretary Treasurer, for the purpose of the meeting, to record motions and their disposition.

Cross Refs:

Adopted: January 15, 2008
Reviewed:
Revised:

BOARD OF EDUCATION

DECISION REPORT

DATE: April 30, 2019
TO: Board of Education
FROM: Rohan Arul-pragasam, Acting Superintendent
RE: **POLICY 214: PLANNING MEETINGS**

Acting Superintendent Rohan Arul-pragasam will review proposed revisions to Policy 214: Planning Meetings.

RECOMMENDATION:

THAT the Board approve Policy 214: Special Meetings as revised.

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

**214
POLICY
Planning Meetings**

Planning meetings shall be convened as necessary throughout the year. The Chair, Vice Chair and Superintendent shall develop the agenda for these meetings. **Proposed agenda items must be submitted nine days prior to a meeting unless they pertain to emergent issues.**

Cross Refs:

Adopted: January 15, 2008
Reviewed: March 12, 2019
Revised:

BOARD OF EDUCATION

DECISION REPORT

DATE: April 30, 2019
TO: Board of Education
FROM: Rohan Arul-pragasam, Acting Superintendent
RE: **POLICY 205: CODE OF ETHICS FOR TRUSTEES**

Acting Superintendent Rohan Arul-pragasam will review proposed revisions to Policy 205: Code of Ethics for Trustees.

RECOMMENDATION:

THAT the Board approve Policy 205: Code of Ethics for Trustees as revised.

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

**205
POLICY
Code of Ethics for Trustees**

As a Board of Education Member I will:

1. Listen.
2. Respect the opinion of others.
3. Recognize the integrity of my predecessors and associates and the merit of their work.
4. Make no disparaging remarks, in or out of the Board meetings, about other members of the Board ~~or their opinions~~.
5. Express my honest and most thoughtful opinions frankly in Board meetings.
6. Participate fully in Board action.
7. **Respect** ~~Abide by~~ majority decisions of the Board.
8. Respect the confidential business of the Board.
9. Consider myself a trustee of public education and do my best to protect it, conserve it and advance it,; giving to ~~the children of my community~~ educational **opportunities** ~~facilities~~ that are as complete and adequate as possible.
10. Consider it an important responsibility of the Board to **set and** interpret the school district aims, ~~methods~~ and attitudes to the community.
11. Earnestly try to interpret the needs and attitudes of the community.
12. **Advocate for** ~~Attempt to procure~~ adequate financial support for the district.

Cross Refs:

Adopted: January 22, 1991

Reviewed:

Revised: August 3, 2000, January 15, 2008

13. Represent the entire District rather than individual electors, patrons or groups.
14. Not use the schools or any part of the school program for my own personal advantage, or for the advantage of my friends or supporters.

Code of Ethics Sanctions:

15. A breach of confidentiality of Board business or a disclosure of confidential information from a Committee of the Whole or In-Camera board meeting may result in the imposition of sanctions on the offending trustee. Sanctions may include the issuance of a censure, a removal from committees and exclusion from meetings or such other sanction as the Board considers appropriate.
16. Prior to imposing sanctions, the Board will ensure it follows a fair process, including due notice of the alleged misconduct and a fair opportunity to respond.
17. A concern over alleged breach of confidentiality or breach of the Code of Ethics for Trustees may be raised by an individual Trustee, the Superintendent of Schools or the Secretary-Treasurer at an in camera meeting of the Board.
18. If the Board concludes, by majority vote, that a breach of confidentiality or other breach of the Code of Ethics for Trustees may have occurred, the Board may direct the conduct of an investigation. For that purpose, the Board may direct the Secretary-Treasurer to retain an independent investigator for the purposes of determining whether a breach of confidentiality or other breach of the Code of Ethics for Trustees occurred and by whom.
19. The Independent investigator shall conduct an investigation and submit a report of findings to the Board Chair and the Superintendent of Schools.
20. The Board Chair shall present the report of the independent investigator at an in camera meeting of the Board. If the report concludes that a breach of confidentiality or other breach of the Code of Ethics for Trustees has occurred, the Trustee or Trustees responsible shall be provided the opportunity to provide any further relevant information to the Board prior to the Board's deliberation.
21. The Trustee or Trustees who are the subject the alleged breach of confidentiality or breach of the Code of Ethics for Trustees shall not participate in any deliberations with respect to the matter nor shall they remain in the room while the matter is debated.

BOARD OF EDUCATION

DECISION REPORT

DATE: April 30, 2019
TO: Board of Education
FROM: Rohan Arul-pragasam, Acting Superintendent
RE: **POLICY 236: COMMITTEE OF THE WHOLE**

Acting Superintendent Rohan Arul-pragasam will review Policy 236: Committee of the Whole.

RECOMMENDATION:

THAT the Board approve Policy 236: Committee of the Whole as presented.

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

**236
POLICY
Committee of the Whole**

1. The Committee of the Whole will make recommendations to the Board of Education for consideration and decision.
2. All trustees are members of the Committee of the Whole.
3. Committee of the Whole meetings are not open to the public.
4. The agenda and notice of meetings shall be prepared under the direction of the Chair in consultation with the Vice Chair, the Superintendent and the Secretary-Treasurer. Written notice of each meeting, together with the proposed agenda, must be given at least 48 hours in advance to each trustee. Non-receipt by a trustee shall not void the proceedings.
5. Minutes of the proceedings of meetings shall be stored in digital format certified as correct by the Secretary-Treasurer or other employee designated by the Board under the School Act, and signed by the Chair or other member presiding at the meeting or at the next meeting at which the minutes are adopted.
6. The Board shall prepare a meeting summary containing a statement as to the general nature of the matters discussed. The meeting summary shall be presented at the next regular public meeting of the Board.
7. In the event both the Chair and the Vice Chair are absent the trustees present shall appoint a trustee to Chair the meeting.

Cross Refs:

Adopted:
Reviewed:
Revised:

BOARD OF EDUCATION

INFORMATION REPORT

DATE: April 30, 2019

TO: Board of Education

FROM: Walt Krahn, Committee Chair

RE: **Trustee Remuneration Advisory Committee Report**

MANDATE:

The aim of the Committee was to review the remuneration and expense policies for the Chilliwack Board of Education and provide a recommendation to be received by the Board at a Public Board Meeting. Committee members were charged with considering current Board Policies 227: Trustee Remuneration and 228: Trustee Expenses, as well as the elimination of the federal tax-free portion of current remuneration.

MEMBERSHIP:

The Ad Hoc Trustee Remuneration Committee was comprised of the following voting members:

- Two former Board of Education members: Walt Krahn (Chair) and Silvia Dyck (Vice Chair).
- Two DPAC representatives: Michelle McGrath (DPAC Vice Chair) and Jessica Clarke (DPAC Treasurer).
- Two community members: Don Davis and Glenn Froese.

MEETING DATES:

The Trustee Remuneration Advisory Committee met on April 8 and April 23, 2019.

BACKGROUND:

The following table provides a 2018 summary of remuneration in the 10 BC School Districts with between 10,000 and 20,000 enrolment.

	Medium-Sized Districts				SD33 Rate	% of Average	% of Median
	High Rate	Low Rate	Average	Median			
Trustee	\$ 25,344	\$ 15,000	\$ 20,401	\$ 20,701	\$ 19,293	95%	93%
Vice-Chair	\$ 26,542	\$ 16,000	\$ 21,605	\$ 22,003	\$ 20,258	94%	92%
Chair	\$ 28,001	\$ 17,000	\$ 23,096	\$ 23,303	\$ 21,223	92%	91%

Until January 1, 2019, up to one third of provincial and municipal elected officials' total compensation was tax exempt. Federal legislation passed in 2017 eliminated this tax exemption effective January 1, 2019. This change results in substantive changes to after tax compensation for provincial and municipal elected officials. An increase in remuneration of 8.3% would compensate Trustees for the difference in take home pay by bringing remuneration back to the level it was at are prior to the change in legislation.

RECOMMENDATIONS:

1. Move all trustees to 95% of the medium size BC school district average.
2. Increase remuneration for all trustees by 8.3%.
3. Continue the annual July 1 cost of living increase.
4. Attendance at the British Columbia School Trustees Association Annual General Meeting will be costed from the General Governance Budget rather than individual Trustees' Professional Development Accounts.
5. Revise Policy 227: Trustee Remuneration as per the recommendations that are adopted by the Board.
6. Clarify and revise Items #1, #3 and #10 of Policy 228: Trustee Expenses.
7. Trustees are responsible for their own extended health and pension benefits (extension of item #5 in Policy 228: Trustee Expenses).
8. Adjusted trustee remuneration will become effective January 1, 2019.
9. Establish a timeline for the next review(s) of trustee remuneration and expenses as per Policy 200: Development of Policies and Regulations – "The Board shall review its policies annually and will endeavor to review any policy within five years."

The table below provides a comparison of current trustee remuneration with the remuneration recommended by the Trustee Remuneration Committee.

	Current Stipend	Adjust to 95% ⁽¹⁾	Adjust for Average Tax Change (8.3%)	Adjusted Total Stipend	% Increase
Trustee	\$19,293	\$88	\$1,609	\$20,990	8.8%
Vice Chair	\$20,258	\$267	\$1,704	\$22,229	9.7%
Chair	\$21,223	\$718	\$1,821	\$23,762	12.0%

⁽¹⁾ 95% of the average stipends paid by the ten (10) medium sized (enrolment between 10,000 and 20,000) BC school districts

BOARD OF EDUCATION

BOARD REPORT

DATE: April 30, 2019

TO: Board of Education

FROM: David Swankey, BCSTA Representative

RE: BC SCHOOL TRUSTEES' ASSOCIATION REPORT

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

MEETING SUMMARY

In-Camera Meeting – April 9, 2019

Trustees: Dan Coulter, Willow Reichelt, Darrell Furgason, Heather Maahs, Jared Mumford, Barry Neufeld, David Swankey

Staff: Rohan Arul-pragasam, Gerry Slykhuis, Tamara Ilersich, Donna Vogel

1. Vacant Properties
2. PVP Recruitment/Selection Process
3. Five-Year Capital Plan – Preliminary 2020-2021
4. Collective Bargaining: CUPE