



**Chilliwack
School District**

THE BOARD OF EDUCATION

School District #33 (Chilliwack)

Regular Public Board Meeting

AGENDA

June 6, 2016

7:00 pm

1. CALL TO ORDER – School District Office

- 1.1. Call to Order
- 1.2. Adoption of the Agenda
(THAT the agenda be adopted as circulated.)
- 1.3. Approval of the Minutes
(THAT the minutes of the May 17, 2016, meeting be approved as circulated.)

2. PRESENTATIONS

- 2.1. GWG Da Vinci Program of Distinction

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. Report of the Audit Committee
- 4.2. Recording of Public Board Meetings

5. INFORMATION ITEMS

- 5.1. Early Intervention Update
- 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 June 21, 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, May 17, 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. W. Krahn
	Trustee	Mr. B. Patterson
	Trustee	Mr. B. Neufeld

Staff Present:	Superintendent	Ms. E. Novak
	Secretary Treasurer	Mr. G. Slykhuis
	Director of Human Resources	Mrs. M. Carradice
	Assistant Secretary Treasurer	Mr. M. Friesen
	Assistant Superintendent	Mr. R. Arul-pragasam
	Executive Assistant	Ms. C. Meeres

1. CALL TO ORDER - School District Office

1.1. Call To Order

The Board Chair called the meeting to order at 7:03 p.m.

1.2. Welcome and Acknowledgment of Traditional Stó:lō Territory

1.3. Adoption of the Agenda

101.16 Moved by: Trustee Krahn
Seconded by: Trustee Neufeld

THAT the agenda be approved as circulated.

CARRIED

1.4. Approval of Minutes

102.16 Moved by: Trustee Maahs
Seconded by: Trustee Coulter

THAT the minutes of the May 3, 2016 meeting be approved as circulated.

CARRIED

2. STUDENT PRESENTATION TO THE BOARD

The Board welcomed Sofia Ngieng who recently presented at the FEAT Kids Event 2016 in North Vancouver. FEAT Kids is similar to TEDxKids, however FEAT Kids focuses on inspiring and captivating adventure talks by kids, for kids. They hope that the event will motivate youth to dream big and become inspired. FEAT KIDS, Fascinating Expedition & Adventure Talks, is an annual day of time-limited presentations. Each presenter speaks for seven minutes; no more, no less, with images. Speakers are invited because of their achievements, and presentation themes focus on an aspect of their expedition. Presentations at the FEAT Kids Event included stories of adventures on land, water and in the air. The video presentations will be available in the next number of weeks on the kids.featcanada.ca website.

3. PUBLIC PARTICIPATION

Ed Klettke, Vice-President CTA, spoke on salaries referencing Schedule 2C of the annual budget.

4. ACTION ITEMS**4.1. Alternate Education Programs, Facilities and Structures Review**

103.16 Moved by: Trustee Maahs
Seconded by: Trustee Krahn

THAT the Board of Education direct staff to redesign the supports, structures and program delivery at District Type 3 Alternate Facilities based on the information and recommendations provided in the Alternate Education Programs, Facilities and Structures Review Report.

CARRIED

4.2. Schedule of Board Meetings 2016 – 2017

104.16 Moved by: Trustee Maahs
Seconded by: Trustee McManus

THAT the Board of Education approve Option 3 – 16 Meetings Schedule of Board Meetings for the 2016-2017 School Year as presented.

CARRIED

4.3. 2016-2017 Budget Approval – 2nd Reading

105.16 Moved by: Trustee Krahn
Seconded by: Trustee Neufeld

THAT the Board of Education approve the second reading of the 2016-2017 Annual Budget Bylaw at the May 17, 2016 Regular Board Meeting in the amount of \$137,534,588.

CARRIED

106.16 Moved by: Trustee Maahs
Seconded by: Trustee Neufeld

THAT the Board of Education approve the third reading and adoption of the 2016-2017 Annual Budget Bylaw at the May 17, 2016 Regular Board Meeting in the amount of \$137,534,588.

CARRIED

4.4. Report of the Education Policy Advisory Committee

107.16 Moved by: Trustee Neufeld
Seconded by: Trustee Maahs

THAT the Board of Education receive the minutes of the Education Policy Advisory Committee Meeting of April 26, 2016.

CARRIED

1.1.1 Policy 519 – Dispute Resolution

108.16 Moved by: Trustee Neufeld
Seconded by: Trustee Coulter

THAT the Board of Education approve Policy 519 – Dispute Resolution as presented.

CARRIED

1.1.2 Policy 607 – Placement of Special Needs Students

109.16 Moved by: Trustee Krahn
Seconded by: Trustee Coulter

THAT the Board of Education approve Policy 607 – Placement of Special Needs Students as presented.

CARRIED

Amendment to the Policy

Moved by: Trustee Maahs
Seconded by:

THAT the 2nd paragraph be amended to say Parents of students with special needs will be consulted in the placement of their child in an education program.

1.1.3 Policy 613 – Specialty Academies

110.16 Moved by: Trustee Neufeld
Seconded by: Trustee Maahs

THAT the Board of Education reaffirm Policy 613 – Specialty Academies as presented.

CARRIED

1.1.4 Policy 903 – District Parents' Advisory Council

111.16 Moved by: Trustee Neufeld
Seconded by: Trustee Coulter

THAT the Board of Education approve Policy 903 – District Parents' Advisory Council as presented.

CARRIED

1.1.5 Policy 904 – School Parent Advisory Councils

112.16 Moved by: Trustee Neufeld
Seconded by: Trustee Krahn

THAT the Board of Education approve Policy 904 – School Parent Advisory Councils as amended.

CARRIED**113.16 Amendment to the Policy**

Moved by: Trustee Maahs
Seconded by: Trustee Coulter

THAT the 1st and 2nd sentence in the first paragraph be alternated.

CARRIED**4.5. Policy 912 – School Planning Councils**

114.16 Moved by: Trustee Neufeld
Seconded by: Trustee Coulter

THAT the Board of Education delete Policy 912 – School Planning Councils as presented.

CARRIED**5. INFORMATION ITEMS****5.1 Transportation Review – Consultant’s Report**

Gerry Slykhuis, Secretary Treasurer presented an overview of the Transportation Review Report regarding the District’s student transportation and fleet services.

5.2 Vehicle Insurance

Gerry Slykhuis, Secretary Treasurer presented information on the Provincial Vehicle Insurance Program.

5.3 BCSTA Report

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

5.4 Superintendent’s Report

Superintendent Novak in her report to the Board of Education, provided information regarding the various professional development opportunities provided to staff on the May 6 Non-Instructional Day. Highlights included information about the CTA sessions around the theme of Teach, Learn, Care (TLC) held at Sardis Secondary, professional development opportunities at the NLC that were focused on Social-Emotional Wellness and Self-Regulation provided through the Child & Youth Committee, and the additional sessions offered to CUPE staff at Rosedale Elementary/Middle Community School. The 2nd part of the Superintendent’s Report noted the Partners in Learning – Collaborative Learning Conference presentations by the ADR and CMS Family of Schools. In addition to information being shared about the work of staff regarding improving student achievement, appreciation was noted by Superintendent Novak for the work of staff around high quality instruction, collaborative processes using data informed decision making, and the innovative ideas being used to support student success. The Board recognized the efforts of staff and was appreciative of the work being done by schools and staff.

5.5 Trustee Reports

Trustee Coulter reported on the following:

- Attended Chair Vice Chair meetings

- Attended BCPSEA Regional meeting
- Attended DPAC/PAC dinner
- Attended Meeting with Mayor and Council
- Attended Aboriginal Education Committee meeting

Trustee Dyck reported on the following:

- Attended Chair Vice Chair meetings
- Attended Bowls of Hope
- Attended dinner with City of Chilliwack
- Attended BCPSEA meeting
- Attended Leaders of Tomorrow Gala
- Attended DPAC/PAC dinner

Trustee McManus reported on the following:

- Attended Chilliwack Bowls of Hope dinner
- Attended DPAC/PAC/Board dinner
- Attended Leaders of Tomorrow Gala
- Attended dinner with Board and City Council
- P/VP consultation meeting with FVDES staff

Trustee Maahs reported on the following:

- Notice of motion: to bring forward on June 6, 2016, a motion to record board meetings and post them online
- Attended DPAC dinner
- Attended BCPSEA regional meeting
- Attended Dinner with City Council and Mayor
- Attended Bowls of Hope fundraiser

Trustee Krahn reported on the following:

- Attended the Bowls of Hope Fundraiser
- Attended the DPAC Appreciation Dinner
- Attended the Rotary's Leaders of Tomorrow Celebration
- Attended a Grad 12 Leadership Meeting at Graham.
- Attended the Board/City Council Meeting.

Trustee Patterson reported on the following:

- Attended the Bowls of Hope Fundraiser
- Attended the Board Dinner Meeting with DPAC/PAC
- Attended and helped coordinate the "Leaders of Tomorrow" GALA at the Chilliwack Cultural Center
- Attended the BCPSEA Regional Meeting in Abbotsford
- Attended the Board Dinner Meeting with the Mayor and Council

5.6 May 3, 2016 In-Camera Board Meeting Summary

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

Staff: Evelyn Novak, Gerry Slykhuis, Rohan Arul-pragasam, Cathy Meeres

1. Teacher Retirement and Retirement Bonus
2. Human Resources Report
3. BCPSEA Report

5.7 Future Board of Education Meeting Date

Monday, June 6, 2016
7:00 pm
School District Office

6. SUPPLEMENTARY PUBLIC PARTICIPATION

An opportunity was provided for public participation.

7. ADJOURNMENT

115.16 Moved by: Trustee Krahn
Seconded by: Trustee Patterson

THAT the meeting be adjourned at 9:42 p.m.

CARRIED

Board Chair

Secretary-Treasurer

BOARD OF EDUCATION

PRESENTATION

DATE: June 6, 2016

TO: Board of Education

FROM: Tammie Chernoff and Stephan Biela, GWG Teachers

RE: **GWG DAVINCI PROGRAM OF DISTINCTION**

BACKGROUND

The da Vinci Program of Distinction is an all-inclusive, grades 7 through 12 opportunity for GW Graham Middle-Secondary students to advance their learning through a personal passion based on the BC Ministry of Education Cross - Curricular competencies: Thinking, Personal & Social and Communication.

Teachers Tammie Chernoff and Stephan Biela along with some of the da Vinci students will present information on this program.

BOARD OF EDUCATION

DECISION REPORT

DATE: June 6, 2016
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 June 1, 2016 as presented.

Minutes



AUDIT COMMITTEE MEETING

Meeting Held Wednesday, June 1, 2016 - 8:00 a.m.
School District Office

Attendance:	Walt Krahn Barry Neufeld Silvia Dyck Tim Holloway Heidi Owen	Chair Vice-Chair (arrived at 8:08 a.m.) Trustee KPMG KPMG
Staff:	Evelyn Novak Gerry Slykhuis Mark Friesen Cathy Meeres	Superintendent Secretary Treasurer Assistant Secretary Treasurer Executive Assistant
Regrets:	Bob Patterson	Trustee

1. CALL TO ORDER

Meeting was called to order at 8:05 a.m.

2. APPROVAL OF AGENDA

Mover: Walt Krahn
Second: Silvia Dyck

THAT the agenda be approved as circulated.

CARRIED

AMENDMENT TO THE AGENDA

Mover: Walt Krahn
Second: Silvia Dyck

THAT Community Representation on Audit Committee be added as agenda item 5.
CARRIED

Mover: Walt Krahn
Second: Silvia Dyck

THAT the agenda be adopted as amended.

CARRIED

3. APPROVAL OF MINUTES

Mover: Walt Krahn

Seconder: Silvia Dyck

THAT the minutes be approved as circulated.

CARRIED

4. INTRODUCTIONS

Introductions were made by individuals in attendance.

5. COMMUNITY REPRESENTATION ON COMMITTEE

The position of Community Representative – Audit Committee was advertised but no responses were received. The Board will be reviewing the structures of the Audit and Budget Committees this summer, so it was decided to hold off on further recruiting.

6. AUDIT PLANNING

Tim Holloway, KPMG, reviewed the audit planning letter outlining the planned scope and timing for the audit of the financial statements of SD33 (Chilliwack) for the year ended June 30, 2016.

For the current period, the following amounts have been determined: Materiality \$3,700,000, Performance Materiality \$2,775,000 (set at 75% of materiality), Audit Misstatement Posting Threshold \$185,000 (set at 5% of materiality). This will be reassessed based on period-end results or new information.

Heidi Owen, KPMP, identified and reviewed the significant risks that, by their nature, require special audit consideration: deferred revenues/capital revenues, school generated funds, tangible capital assets, and salaries/benefits/accruals and employee future benefits. The planned audit approach to each risk area was explained.

District staff will be meeting with KPMG to discuss proposals for implementing internal audit and IT audit programs. Information will be brought to the Committee for consideration at the September meeting.

7. TIMELINES

The timing of the audit and deliverables are as follows:

<u>Topic</u>	<u>Date:</u>
Conduct audit planning	April/May 2016
Present Audit Planning letter to Audit Committee	June 1, 2016
Conduct year-end audit field work	Commence July 25, 2016
Present year-end audit findings letter, including independence communications to the Audit Committee	Week of September 5, 2016
Provide audit opinion on financial statements	Upon acceptance and approval of the financial statements by the Board of Trustees

KPMG will present the year-end audit findings to the Committee on September 7, 2016 and then to the Board at the regular Board meeting scheduled for September 20, 2016.

Tim Holloway, KPMG presented his annual inquiry of the Audit Committee in relation to management's process for identifying and responding to the risks of fraud. Any areas of concern identified will be brought to the Boards attention. He also discussed that many organizations are using a Risk Matrix to assist Boards with risk management.

8. BOARD PRIORITIES

There were no specific Board concerns or priorities identified.

9. ADJORNMENT

Moved: Silvia Dyck

Seconded: Barry Neufeld

THAT the meeting be adjourned at 8:48 a.m.

BOARD OF EDUCATION

DECISION REPORT

DATE: June 6, 2016
TO: Board of Education
FROM: Heather Maahs
RE: **RECORDING OF PUBLIC BOARD MEETINGS**

BE IT SO RESOLVED THAT, the Chilliwack Board of Education commit to record regular public board meetings, for the purposes of posting them online for public viewing.

RATIONALE:

THEREBY, make board meetings more visible and accessible in order to engage the school district partners and public, thus ensuring total transparency.

BOARD OF EDUCATION

INFORMATION REPORT

DATE: June 6, 2016

TO: Board of Education

FROM: Janet Hall, Director of Instruction

RE: **EARLY INTERVENTION AND INSTRUCTION UPDATE**

Jane Ulyot, Early Intervention Coordinator, will present a review of this year's District Early Intervention and Instruction work. This presentation will include updates on Classroom Instruction and In-Service, the K-1 Intervention Pilot Project and Grade 2/3 Early Intervention Classes.



Supporting Learning for ALL Students

Early Literacy Intervention

JUNE 6, 2016

Board of Trustees

2/3 Project

Schools:

- Bernard, McCammon

Focus:

- Reading, writing and basic numeracy
- Skills-based instruction embedded in connected text

Goal:

- Bring students to a place where their literacy skills are consolidated and they are able to be supported in their home school

2015-2016:

- 80 students

K/1 Project

Initial Schools:

- Evans, Little Mountain, FG Leary, Watson, Robertson

New Schools:

- Central, McCammon, Bernard

Focus:

- Intervening early with students who are at-risk

Interventions

Kindergarten:

- Skill development –
Letter Name/Sound
identification, Phonemic
Awareness, Concepts of Print
- Writing
- Talking Tables / Moe The
Mouse
- Fine Motor
- Partner with Speech-
Language Pathologist

Grade One:

- Guided reading
- Writing
- Skill development –
Letter Name/Sound
identification, Phonemic
Awareness, Concepts of Print
- Orton Gillingham

K/1 Project

2013-2014:

- Supported 150 students (** currently in grades 2 and 3)

2014-2015:

- Supported 146 students (** currently in grades 1 and 2)

2015-2016

- Supported 137 students in our original 5 schools
- Supported 70 students in our 3 new schools
- Total of 207 students

Target: Grade 3

School 1:	6/8	75%
School 2:	7/8	86%
School 3:	6/14	43%
School 4:	12/15	75%
School 5:	14/18	78%



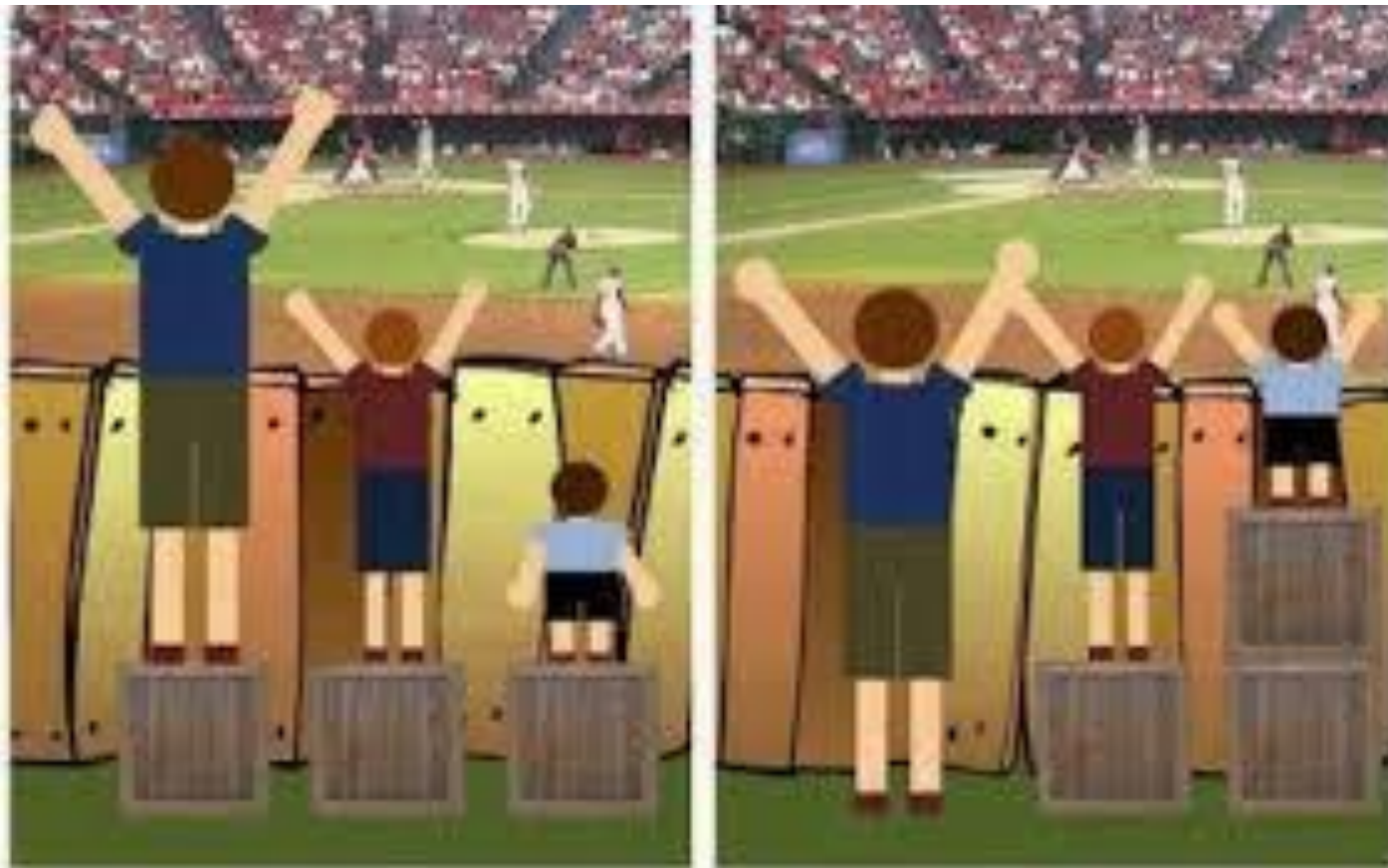
Impact...

- Students are making significant gains
- Fewer referrals to Learning Assistance and the 2/3 program
 - This year, of the 80 students who attended the 2/3 Intervention program, only 2 had also been supported by the K/1 intervention program
- At-risk levels are decreasing by the end of Grade Three



What we've learned...

- Schools who have had the program for three years are much farther ahead.
 - K/1/Intervention teachers work collaboratively
 - Common expectations/language
 - Deeper commitment due to noticeable literacy gains
 - Deeper understanding of best practice literacy instruction
- Time in the program, space and consistency all matter



Fair is not always equal.

What we've learned...

- Finding teachers to fill the positions is difficult
- High turn-over in the past
- A double-dose or even a triple dose is what is working for our struggling learners
 - Double and triple doses work best with consistency in practice
 - Not always changing universal instruction

Support to Schools

- 8 K/1 schools
- 2 2/3 schools
- 4 other schools run intervention programs
- In-school and after school support on:
 - Reading assessment
 - Small group instruction
 - Literacy Centres

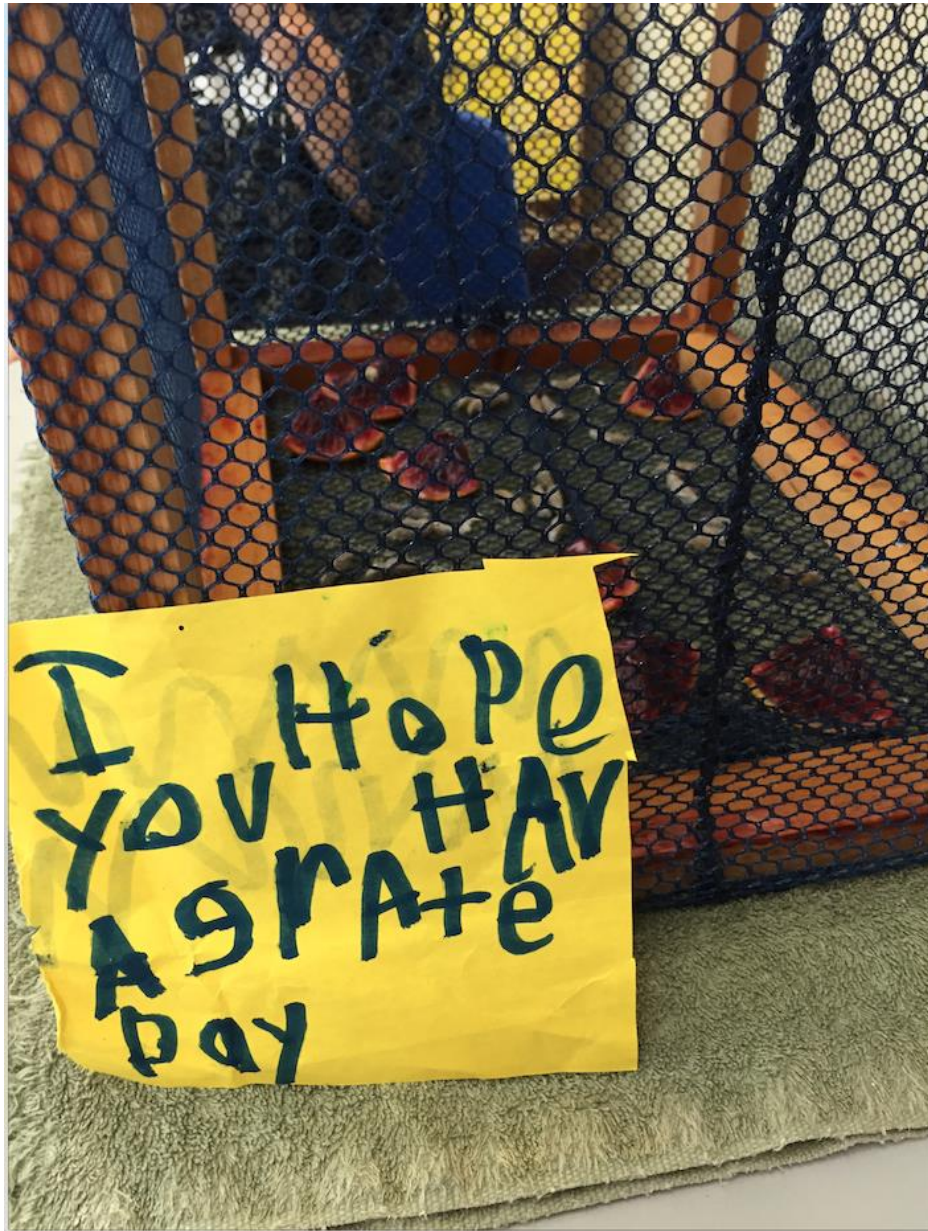
Looking Forward

K/1:

- Maintain the 35% support at the 3 schools new this year
- Review the ePAS data to see where the greatest needs are and assign the 2.0 FTE before the end of June.

All Schools:

- Continued focus on:
 - Team building to provide coherence and balance
 - Balanced Literacy Framework
 - Uninterrupted literacy time (60-180 minutes daily)



BOARD OF EDUCATION

BOARD REPORT

DATE: June 6, 2016

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: June 6, 2016

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 – May 17, 2016

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

Staff: Evelyn Novak, Gerry Slykhuis, Maureen Carradice, Rohan
Arul-pragasam, Cathy Meeres

1. Administration Appointments
2. Exempt Staff Compensation Plan
3. Human Resources Report
4. BCPSEA Report