



**THE BOARD OF EDUCATION  
School District #33 (Chilliwack)  
Regular Public Board Meeting  
AGENDA  
November 27, 2018  
7:00 pm**

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

- 1.1. Call to Order - **Welcome and acknowledgment of Stó:lō territory**
- 1.2. Adoption of the Agenda  
(THAT the agenda be adopted as circulated.)
- 1.3. Approval of the Minutes  
(THAT the minutes of the October 2, 2018 Regular Public Board meeting and November 13, 2018 Inaugural Regular Public Board meeting be approved as circulated.)

**2. QUESTION PERIOD**

**3. PRESENTATIONS**

- 3.1. GW Graham – Graham X
- 3.2. Strategic Plan Update: Mental Health Literacy – Enhancing the Pathway Through Care for Youth

**4. ACTION ITEMS**

- 4.1. Budget Committee Report

**5. INFORMATION ITEMS**

- 5.1. BC Tripartite Education Agreement
- 5.2. Quarterly Financial Report
- 5.3. Budget Timelines/Financial Reporting
- 5.4. Board Committees
- 5.5. BCSTA Report
- 5.6. Trustee Reports

5.7. Meeting Summary

5.8. **Next Board of Education Meeting: December 11, 2018 – 7:00 p.m.**

**6. QUESTION PERIOD ON AGENDA ITEMS**

**7. ADJOURNMENT**



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

**Date of Meeting:** Tuesday, October 2, 2018

**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
Acting Secretary Treasurer	Mr. M. Friesen
Director of Facilities & Transportation	Mr. A. Van Tassel
Executive Assistant	Ms. D. Vogel

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

**1.1. Call to Order**

The Board Chair called the meeting to order at 7:00 p.m. - **Welcome and Acknowledgment of Traditional Stó:lō Territory.**

**1.2. Adoption of the Amended Agenda**

**135.18** Moved by: Trustee Coulter  
Seconded by: Trustee Patterson

THAT the agenda be approved as amended.

**CARRIED**

**1.3. Approval of Minutes**

**136.18** Moved by: Trustee Krahn  
Seconded by: Trustee Dyck

THAT the minutes of the September 18, 2018 Regular Public Board meeting be approved as circulated.

**CARRIED**

**1.4. Appointment of Acting Secretary Treasurer**

**137.18** Moved by: Trustee Krahn  
Seconded by: Trustee Maahs

THAT Mark Friesen be appointed Acting Secretary Treasurer in the absence of Gerry Slykhuis.

**CARRIED**

**2. QUESTION PERIOD**

The Chair called for questions from the public.

No questions were received.

**3. ACTION ITEMS**

**3.1. Trustee Professional Development**

**138.18** Moved by: Trustee Neufeld  
Seconded by: Trustee Maahs

THAT the Board of Education approve Trustee Neufeld's Professional Development expenses.

**DEFEATED**

**For: Maahs, Neufeld**

**Opposed: Coulter, Dyck, Krahn, McManus, Patterson**

**4.2 601 Policy: Learning Resources**

**139.18** Moved by: Trustee Maahs  
Seconded by: Trustee Neufeld

THAT the Board of Education obtain a legal opinion on the revised Policy 601: Learning Resources.

**DEFEATED**

**For: Maahs, Neufeld**

**Opposed: Coulter, Dyck, Krahn, McManus, Patterson**

**5. INFORMATION ITEMS**

**5.1 Policy 228: Trustee Expenses**

As per Policy 200: Policy Development, the Superintendent and Secretary Treasurer will review Policy 228: Trustee Expenses and bring options for consideration to the Board of Education.

**5.2 Enrolment Updates**

Assistant Superintendent Rohan Arul-pragsam presented an enrollment report as of October 1, 2018.

**5.3 Cancellation of October 16, 2018 Regular Board Meeting**

Board Chair Paul McManus presented information regarding the absence of substantive items on the Agenda for the October 16, 2018 Regular Board meeting and, as per Policies 206: Duties of Chair and Vice Chair and 211: Regular Public Meetings, announced that the meeting would be cancelled.

#### **5.4 BCSTA Report**

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

#### **5.5 Superintendent's Report**

Superintendent Evelyn Novak reported on the following:

- Professional learning opportunities for district staff.
- Communicating student learning – K to 5.
- Thank you to the Board of Education.

#### **5.6 Trustee Reports**

**Trustee Coulter reported on the following:**

- Attended the September 26 Blanketing and Naming Ceremony for Sandra Victor, who was honoured for her 30+ years of service to students of the Cheam First Nation.

**Trustee Krahn reported on the following:**

- September 21 – attended Cheam Elementary School's Back to School BBQ.
- September 23 – attended the Victory Church Sunday Service with Leslie Waddington to acknowledge and thank the Church members for their very generous gift of 250 hoodies to the students of Chilliwack Central.
- Attended two Planning Sessions with Senior Admin.
- September 24 – toured the renovated Learning Services site on Prairie Central.
- September 27 – attended the Superintendent's Performance Review.

**Trustee Patterson reported on the following:**

- Toured the updated Learning Services site on September 24.
- Attended my last Chilliwack Healthier Community Meeting on Sept. 25.
- Will be dropping by a number of schools on October 3 to recognize World Teachers' Day.

#### **5.7 September 18, 2018 In-Camera Board Meeting Summary**

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

Staff: Evelyn Novak, Gerry Slykhuis, Rohan Arul-Pragasam, Tamara Ilersich, Donna Vogel

1. Human Resources Report
2. BCPSEA Report
3. Property Update
4. Trustee Professional Development

#### **5.8 Next Board of Education Meeting Date**

**Tuesday, November 6, 2018  
7:00 pm**

**School District Office**

**6. QUESTION PERIOD ON AGENDA ITEMS**

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

A question was received regarding the October 5, 2018 Professional Development Day.

**7. ADJOURNMENT**

The meeting was adjourned at 8:49 p.m.

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Board Chair

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Secretary-Treasurer



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

**Date of Meeting:** Tuesday, November 13, 2018

**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
Executive Assistant	Ms. D. Vogel

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**1. CALL TO ORDER – SCHOOL DISTRICT OFFICE**

**1.1. Call To Order**

Secretary Treasurer Gerry Slykhuis called the meeting to order at 7:00 p.m.

**2. TRUSTEE OATH OF OFFICE**

Trustee Coulter took his Oath of Office and signed documents.  
Trustee Furgason took his Oath of Office and signed documents.  
Trustee Maahs took her Oath of Office and signed documents.  
Trustee Mumford took his Oath of Office and signed documents.  
Trustee Neufeld took his Oath of Office and signed documents.  
Trustee Reichelt took her Oath of Office and signed documents.  
Trustee Swankey took his Oath of Office and signed documents.

**3. ACTION ITEMS**

**3.1. Election of Board Chair**

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

Trustee Coulter was nominated for the position of Board Chair and accepted the nomination. There were no further nominations. Trustee Coulter was acclaimed Board Chair.

**3.2. Election of Board Vice Chair**

Board Chair Coulter called for nominations for the position of Board Vice Chair.

Trustee Maahs was nominated for the position of Board Vice Chair and accepted the nomination.

Trustee Reichelt was nominated for the position of Board Vice Chair and accepted the nomination.

Trustee Reichelt was elected Board Vice Chair.

**3.3. Election of BCPSEA Provincial Representative and Alternate**

Board Chair Coulter called for nominations for the position of BCPSEA Representative.

Trustee Maahs was nominated for the position of BCPSEA Representative and accepted the nomination.

Trustee Mumford was nominated for the position of BCPSEA Representative and accepted the nomination.

Trustee Mumford was elected BCPSEA Representative.

Board Chair Coulter called for nominations for the position of BCPSEA Representative Alternate.

Trustee Maahs was nominated for the position of BCPSEA Representative Alternate and accepted the nomination. There were no further nominations. Trustee Maahs was acclaimed BCPSEA Representative Alternate.

**3.4. Election of BCSTA Provincial Councilor and Alternate**

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

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

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

**3.5. Motion to Destroy the Ballots**

148.18

Moved By: Trustee Neufeld  
Seconded By: Trustee Swankey

THAT the ballots for the elections of November 13, 2018 be destroyed.

**CARRIED**



6. **ADJOURNMENT**

The meeting was adjourned at 7:29 p.m.

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Board Chair

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Secretary-Treasurer

## BOARD OF EDUCATION

### PRESENTATION

**DATE:** November 27, 2018

**TO:** Board of Education

**FROM:** Chuck Lawson, Principal, G.W. Graham  
Teachers Ken Larsen, Erin Hartfield, David Simington, Courtenay See,  
Louis Abraham, Marijke Campbell

**RE:** **GRAHAM X**

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#### **BACKGROUND:**

Graham X started this year at G.W. Graham Secondary School with 130 students enrolled in the program. Graham X is a cross-curricular, place-based and outdoor learning program that offers students the chance to experience our local environment. Students learn the curriculum of various courses through the lens of hands-on experiences. Students in Graham X develop an understanding of personal and social responsibility, working collaboratively, and thinking critically to explore issues and ideas associated with different topics in our community.

## BOARD OF EDUCATION

### PRESENTATION

**DATE:** November 27, 2018

**TO:** Board of Education

**FROM:** David Manuel, District Principal Special Education  
Brenda Calendino, District High Incidence Coordinator  
Cathy Preibisch, Counsellor  
Alyson King, Homebound & Alternate Support Coordinator  
Jessica Adams-Loupret, Vice Principal, Chilliwack Secondary

**RE:** **STRATEGIC PLAN UPDATE** – Implement a vision for enhancing mental health literacy and social emotional learning in the Chilliwack School District

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#### **BACKGROUND:**

Awareness of mental health and mental illness is rising across Canada. In the Chilliwack School District, we have embarked on a plan to enhance mental health literacy from K-12, ensuring that young people have the knowledge, attitudes and competencies to help themselves and others if necessary. Mental Health literacy has four components:

1. Understanding how to optimize and maintain good mental health
2. Understanding mental disorders and their treatments
3. Decreasing stigma
4. Enhancing self-seeking efficacy

#### **Goal:**

To increase Mental Health Literacy (MHL) and Social and Emotional Learning (SEL) for students, staff and parents across the district using a coordinated system-wide approach.

#### **Objectives:**

1. To increase MHL among the student services team as district leaders
2. To increase MHL among all principals and vice principals as school leaders
3. To provide Grade 9 teachers with training and resources to support the delivery of MHL within the Physical and Health Education 9 curriculum
4. To establish a team of “MHL/SEL champions” for each school (elementary and middle) who have the understanding and resources to develop a school-wide strategy for their site
5. To provide training in MHL and SEL for all education assistants
6. To provide ongoing specialized staff training and resources in MHL and SEL: Resource Teachers, Learning Assistance Teachers, Counsellors, Child and Youth Care Workers, Education Assistants, Inclusion Support teachers, In-house Alternate teachers

*Partners in Learning!*

7. To provide all SD 33 staff with the opportunity to complete the self-paced online UBC course on MHL
8. To provide opportunities for SD 33 parents to be aware of mental health concerns using MHL training and resources

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** November 27, 2018  
**TO:** Board of Education  
**FROM:** Willow Reichelt, Acting Budget Committee Chair  
**RE:** **BUDGET COMMITTEE REPORT**

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**RECOMMENDATION:**

THAT the Board of Education receive the Budget Committee Meeting Report of November 21, 2018 as presented.

## REPORT OF THE BUDGET COMMITTEE

Meeting Held Wednesday, November 21, 2018 – 4:30 p.m.

School District Office

### Attendance:

Committee Members:	Willow Reichelt TBD Glenn Froese Francesa Shannahan TBD Dale Obirek Ed Klettke Jessica Clarke Allan Van Tassel Sarah Thompson Olivia Gregg Sierra Jensen	Trustee (Acting Chair) Ab Ed Advisory Committee Community Rep Community Rep CPVPA CUPE CTA DPAC Management Group Student Rep – CSS Student Rep – GWG Student Rep – GWG
Staff:	Rohan Arul-pragasam Gerry Slykhuis Mark Friesen Cathy Meeres	Acting Superintendent Secretary Treasurer Assistant Secretary Treasurer Executive Assistant (Recorder)
Regrets:	Jared Mumford Darrell Furgason Amy Mebesius	Committee Chair Trustee Student Rep – CSS
Also in Attendance:	David Swankey	Trustee

### 1. Call to Order

Chair Reichelt called the meeting to order at 4:36 p.m. Welcome and Acknowledgment of Traditional Stó:lō Territory.

### 2. Approval of Agenda

Mover: Glenn Froese  
Secunder: Dale Obirek

THAT the agenda be approved as circulated.

CARRIED

3. **Approval of Minutes**

Mover: Al Van Tassel  
Secunder: Jessica Clarke

THAT the minutes of the May 3, 2018 meeting be approved as circulated.

CARRIED

4. **Committee Representation - Introductions**

Willow Reichelt, Acting Chair, reviewed the committee's partner representation for 2018/19 and introductions were made.

5. **Committee Orientation**

The Assistant Secretary Treasurer, Mark Friesen reviewed the Committee's Terms of Reference and the meeting dates and agenda items for the year. A review of Policy 234, Budget Monitoring and Reporting.

6. **Review of 2017/18 Year-end results**

The Secretary Treasurer reviewed the Quarterly Financial Report of July 1, 2017 – June 30, 2018 identifying and explaining any significant variances in revenue and expenses. The Assistant Secretary Treasurer provided an explanation of the Services and Supplies Breakdown.

The Secretary Treasurer provided an overview of the Reserve Summary including an explanation of unrestricted and restricted reserves. At June 30, 2018 the District shows an overall balance of approximately \$5.5 million in unrestricted reserves and \$62 million in restricted reserves.

7. **Budget Timelines/Financial Reporting**

The 2018/19 Budget Timelines were reviewed by the Assistant Secretary Treasurer explaining the Amended and Preliminary budget items to be brought to the Budget Committee and then to the Board of Education prior to meeting Ministry deadlines.

8. **September Quarterly Financial Report**

The Secretary Treasurer presented the Quarterly Financial Report of September 30, 2018 reviewing the revenue and expense items and providing an explanation of the significant variances. This report is based on the Preliminary Budget. The Assistant Secretary Treasurer provided a breakdown on Services and Supplies.

9. **Adjournment**

The meeting was adjourned at 5:47 p.m.

## BOARD OF EDUCATION

### INFORMATION REPORT

**DATE:** November 27, 2018

**TO:** Board of Education

**FROM:** Janet Hall, Director of Instruction

**RE:** **BRITISH COLUMBIA TRIPARTITE EDUCATION AGREEMENT**

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#### **BACKGROUND:**

Janet Hall, Director of Instruction, will provide background on the British Columbia Tripartite Education Agreement and its implications for the Chilliwack School District.

A renewed BC Tripartite Education Agreement: Supporting First Nation Student Success (BCTEA) was signed by Canada, British Columbia and the First Nations Education Steering Committee in July 2018.



## **BOARD OF EDUCATION**

### **INFORMATION REPORT**

**DATE:** November 27, 2018  
**TO:** Board of Education  
**FROM:** Gerry Slykhuis, Secretary Treasurer  
**RE: QUARTERLY FINANCIAL REPORT**

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The Secretary Treasurer will present the Quarterly Financial Report – September 30, 2018.

# Chilliwack School District

## Quarterly Financial Report - July 1, 2018 to September 30, 2018

OPERATING FUND	Year-to-Date Jul 1, 2018 to Sep 30, 2018				ANNUAL BUDGET 2018-2019
	Y-T-D BUDGET 2018/19	July to Sep ACTUALS	Variance Favourable (Unfavourable)	%	
<b>REVENUE</b>					
Provincial Grants, Ministry of Education	14,292,539	14,403,023	110,484	0.8%	125,611,675
LEA/Direct Funding From First Nations	192,254	174,838	(17,416)	-9.1%	1,922,541
Provincial Grants, Other	12,000	7,500	(4,500)	-37.5%	120,000
Offshore Tuition Fees	141,100	275,713	134,613	95.4%	1,411,000
Other Revenue	152,781	179,285	26,504	17.3%	340,120
Rentals & Leases	87,500	93,567	6,067	6.9%	350,000
Investment Income	105,000	119,447	14,447	13.8%	348,740
<b>Total Revenue</b>	<b>14,983,174</b>	<b>15,253,373</b>	<b>270,199</b>	<b>1.8%</b>	<b>130,104,076</b>
<b>EXPENSE</b>					
Salaries					
Teachers	5,531,846	5,840,622	(308,776)	-5.6%	53,587,091
Principals & Vice-Principals	1,826,058	1,852,027	(25,969)	-1.4%	7,304,229
Education Assistants	742,419	774,546	(32,127)	-4.3%	9,507,757
Support Staff	2,056,968	2,408,020	(351,051)	-17.1%	11,866,247
Other Professionals	734,297	727,380	6,917	0.9%	2,937,189
Substitutes	898,379	531,642	366,737	40.8%	8,033,807
Total Salaries	11,789,967	12,134,236	(344,269)	-2.9%	93,236,320
Employee Benefits	2,644,417	2,485,200	159,216	6.0%	21,858,263
Total Salary & Benefits	14,434,384	14,619,437	(185,053)	-1.3%	115,094,583
Services & Supplies	3,251,247	4,225,116	(973,869)	-30.0%	15,895,674
<b>Total Expense</b>	<b>17,685,631</b>	<b>18,844,553</b>	<b>(1,158,922)</b>	<b>-6.6%</b>	<b>130,990,257</b>
<b>Net Revenue (Expense)</b>	<b>(2,702,457)</b>	<b>(3,591,180)</b>	<b>(888,723)</b>		<b>(886,181)</b>

# Chilliwack School District

## Quarterly Financial Report - July 1, 2018 to September 30, 2018

OPERATING FUND	Year-to-Date Jul 1, 2018 to Sep 30, 2018				ANNUAL BUDGET 2018-2019
	Y-T-D BUDGET 2018/19	July to Sep ACTUALS	Variance Favourable (Unfavourable)	%	
<b>SERVICE &amp; SUPPLIES BREAKDOWN:</b>					
Services	906,426	1,647,648	(741,222)	-81.8%	4,268,408
Student Transportation	2,124	272	1,852	87.2%	10,000
Professional Development & Travel	221,612	178,676	42,936	19.4%	1,043,581
Rentals & Leases	6,158	-	6,158	100.0%	29,000
Dues & Fees	70,755	76,659	(5,904)	-8.3%	333,191
Insurance	137,000	14,546	122,454	89.4%	327,000
Supplies	1,603,189	1,983,815	(380,626)	-23.7%	7,549,497
Utilities	303,983	323,499	(19,516)	-6.4%	2,334,997
<b>Total Services &amp; Supplies</b>	<b>3,251,247</b>	<b>4,225,116</b>	<b>(973,869)</b>	<b>-30.0%</b>	<b>15,895,674</b>

## **BOARD OF EDUCATION**

### **INFORMATION REPORT**

**DATE:** November 27, 2018  
**TO:** Board of Education  
**FROM:** Gerry Slykhuis, Secretary Treasurer  
**RE: BUDGET TIMELINE AND FINANCIAL REPORTING**

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The Secretary Treasurer will review the Budget Timeline and Financial Reporting for 2018/19.

# Budget Timeline and Financial Reporting 2018/19



Quarterly Reports 2018/19	To Budget Committee	To Board of Education	Ministry Deadline
September 30 <sup>th</sup> Quarterly Report	November 21	November 27	
December 31 <sup>st</sup> Quarterly Report	January 17	January 29	
March 31 <sup>st</sup> Quarterly Report	May 9	May 14	

Amended Annual Budget 2018/19	To Budget Committee	To Board of Education	Ministry Deadline
Amended Annual Budget Review	January 17		
Amended Budget Approval – 1 <sup>st</sup> Reading		January 29	
Amended Budget Approval – 2 <sup>nd</sup> & 3 <sup>rd</sup> Reading		February 12	
Amended Annual Budget due to MoEd (MoEd funding by mid-December)			February 28

Preliminary Budget 2019/20	To Budget Committee	To Board of Education	Ministry Deadline
<b>GOVERNMENT FUNDING ANNOUNCEMENT – MID-MARCH</b>			
Preliminary Budget Assumptions – Superintendent’s Meeting April 4			
Preliminary Budget Assumptions	April 4	April 9	
<b>PUBLIC BUDGET PRESENTATION – APRIL 30 (during public Board meeting)</b>			
Preliminary Budget Review	May 9		
Annual Budget Approval – 1 <sup>st</sup> Reading		May 14	
Annual Budget Approval – 2 <sup>nd</sup> & 3 <sup>rd</sup> Reading		May 28	
Annual Budget due to MoEd			June 30

## BOARD OF EDUCATION

### INFORMATION REPORT

**DATE:** November 27, 2018  
**TO:** Board of Education  
**FROM:** Dan Coulter, Chair  
**RE: BOARD COMMITTEES**

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Dan Coulter, Board Chair, will provide an update on Trustee representation on Board Committees.

## BOARD OF EDUCATION

### BOARD REPORT

**DATE:** November 27, 2018

**TO:** Board of Education

**FROM:** David Swankey, BCSTA Representative

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

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

## **MEETING SUMMARY**

### **In-Camera Meeting – October 16, 2018**

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

Staff: Evelyn Novak, Gerry Slykhuis, Tamara Ilersich, Donna Vogel

1. Property Purchase
2. Public Sector Executive Compensation Report
3. HR Report
4. BCPSEA Report

### **Special In-Camera Meeting – November 1, 2018**

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

Staff: Gerry Slykhuis

5. Superintendent Medical Leave
6. Human Rights Complaint