



**Chilliwack
School District**

THE BOARD OF EDUCATION

School District #33 (Chilliwack)

Regular Public Board Meeting

AGENDA

February 12, 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 January 29, 2019 Regular Public Board be approved as circulated.)

2. QUESTION PERIOD

3. PRESENTATION

- 3.1. Strategic Plan Update: Fraser Valley Distance Education

4. ACTION ITEMS

- 4.1. Public Consultation on Integrated Arts School
- 4.2. Policy 204: Governance Principles
- 4.3. Policy 220: Question Period
- 4.4. 2018 – 2019 Amended Annual Budget: 2nd and 3rd Readings
- 4.5. Terms of Reference: Trustee Remuneration Committee

5. INFORMATION ITEMS

- 5.1. Appointment of Financial Auditor
- 5.2. 428.1 Administrative Regulation: Expenses
- 5.3. 709.2 Administrative Regulation: Purchasing
- 5.4. BCSTA Report
- 5.5. Trustee Reports

5.6. Meeting Summary

5.7. **Next Board of Education Meeting: February 26, 2019 – 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, January 29, 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. B. Neufeld
Trustee	Mr. D. Swankey

Regrets: Trustee Mr. J. Mumford

Staff Present:

Acting Superintendent	Mr. R. Arul-pragasam
Secretary Treasurer	Mr. G. Slykhuis
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 7:08 p.m. - **Welcome and Acknowledgment of Traditional Stó:lō Territory.**

1.2. Adoption of the Agenda

23.19 Moved by: Trustee Reichelt
Seconded by: Trustee Maahs

THAT the agenda be approved as circulated.

CARRIED

1.1. Approval of the Minutes

24.19 Moved by: Trustee Neufeld
Seconded by: Trustee Swankey

THAT the minutes of the January 15, 2019 Regular Public Board meeting be approved as circulated.

CARRIED

2. QUESTION PERIOD

The Chair called for questions from the public.

Questions were received regarding:

- Mental health awareness in the District.
- School lock down procedures and student mental health.
- Lock downs and hold & secure in school – notification of independent schools and childcare centres.
- Agriculture Safety Days.
- Delegations to the Board of Education.
- Accessibility of Early French Immersion.
- Updates on Middle School Reconfiguration.
- Nutritional guidelines in schools.
- Construction at GW Graham Secondary.
- Freedom of Information.
- Use of Round Up on school fields.
- Opportunities for gifted children in the District.
- Linking Early and Late French Immersion.
- Reserving seats in the Board Room for meetings.
- Board responses to parent letters.

3. **PRESENTATION – STRATEGIC PLAN UPDATE: STUDENT ACHIEVEMENT DATA**

Acting Superintendent Rohan Arul-pragasam provided a report on student achievement data as it relates to the Strategic Plan and the following priority:

Priority	Improving student achievement and well-being through high quality instruction. (Instruction)		
Goal	All students to meet or exceed grade level expectations in literacy and numeracy.		
Outcome/Measure	Description	Baseline Value	Target Value
	Graduation Rates	Current District & School Graduation Rates	Achievement At or Above Provincial Average

BACKGROUND – SIX-YEAR COMPLETION RATES:

The District Six-Year Completion Rates are updated to include 2017/2018 data.

Student graduation rates are one of the Ministry of Education's key measures of educational success. The Six-Year Completion and Graduation Rates are calculated by:

- The percent of students who graduated with a British Columbia Certificate of Graduation or British Columbia Adult Graduation Diploma within six years from the first time they enroll in Grade 8, adjusted for migration in and out of British Columbia. A six-year rate provides students with an additional year beyond the five years required to move through Grades 8-12.
- The cohort is fluid, which means students leave and enter the cohort at any time, and each year the cohort count is verified on September 30 when the Ministry requests enrollment counts from school districts.
- The Chilliwack completion rate also includes students from other school districts that took one or more courses at the Fraser Valley Distance Education school after their grade 12 year, which makes them part of the Chilliwack graduation cohort.
- The count includes all students – residents and non-residents.

- The rate includes Dogwood Diplomas and Adult Dogwood Diplomas and excludes Evergreen Certificates.
- Evergreen Certificates (School Completion Certificates) can only be awarded to a students if they are students with special needs who have an IEP and who are enrolled in an educational program that is not designed to meet the graduation requirements set out in Ministerial Order 302/04, the Graduation Program Order.
- The Ministry also calculates an out-migration factor to take into consideration students who leave the province (student who leave the province are not accounted for as other provinces do not have the same information system, so no tracking of student transfers).
 - The Ministry estimates outmigration using a likelihood of migration. This is a measurement of the likelihood that a student will leave BC after entering a cohort AND will be out of BC in the last year of that cohort.
 - Because the Ministry cannot state with certainty which students actually out migrated (left the province), they use an estimate. To do this, they create a proxy group of students in Grades 2 through 4 to provide a basis for our outmigration estimate. These students, who are in the same district and present in the same school year as the students in the actual cohort, provide a reasonably sound basis for estimating actual outmigration because primary students cannot drop out.
- Overall the Chilliwack School District graduation rates have increased 4% over the last six years (from 78% to 82%) and 13% over the last twenty-one years (from 69% to 82%).
- Graduation rates for Aboriginal students have increased even more substantially, by 22% over the last six years and 24% over the last twenty-one years.
- The Chilliwack School District's Aboriginal student six-year completion rates are 10% higher than the province wide average for the 2017/18 school year.
- The District is extremely proud of this significant accomplishment and particularly the improvement for Aboriginal students, whose results are now within 3% of all students after lagging by 21% only six years ago in 2012/2013. The District aims to close this gap in the coming years.
- This improvement in student success is a direct result of a strategic focus by everyone in our school community including students, parents, teachers, District Office staff, support staff, community partners and our Board of Education, which developed both a vision and a strategic plan, setting the stage for improved student outcomes and success.
- An in-depth overview of actions and strategies that have contributed to the increasing six-year completion rates will be presented to the Board of Education at a future meeting along with the rest of the District achievement data.

4. ACTION ITEMS

4.1. Student Achievement Data Audit

25.19 Moved by: Trustee Maahs
Seconded by: Trustee Furgason

THAT the Board of Education instruct the Superintendent to do a review or audit of discrepancies that occurred regarding the ministry changes from "all students" to "writers only" and how it was missed.

26.19 Moved by: Trustee Neufeld
Seconded by: Trustee Maahs

THAT the Board of Education amend the motion to read "instruct the Superintendent to do an external audit of discrepancies that occurred regarding the ministry changes from "all students" to "writers only" and how it was missed."

CARRIED

For: Coulter, Furgason, Maahs, Neufeld, Reichelt
Abstained: Swankey

- 27.19 Moved by: Trustee Neufeld
Seconded by: Trustee Maahs

THAT the Board of Education instruct the Superintendent to do an external audit of discrepancies that occurred regarding the ministry changes from “all students” to “writers only” and how it was missed.

DEFEATED

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

4.2. **Budget Committee Report**

- 28.19 Moved by: Trustee Reichelt
Seconded by: Trustee Swankey

THAT the Board of Education receive the Budget Committee Meeting Report of January 17, 2019 as presented.

CARRIED

4.3. **2018 – 2019 Amended Annual Budget: 1st Reading**

- 29.19 Moved by: Trustee Maahs
Seconded by: Trustee Neufeld

THAT the Board of Education approve three readings of 2018-2019 Amended Annual Budget Bylaw in the amount of \$158,828,055.

DEFEATED

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

- 30.19 Moved by: Trustee Neufeld
Seconded by: Trustee Furgason

THAT the Board of Education approve the first reading of 2018-2019 Amended Annual Budget Bylaw in the amount of \$158,828,055.

CARRIED

4.4. **Trustee School Liaison**

- 31.19 Moved by: Trustee Furgason
Seconded by: Trustee Maahs

THAT the Board of Education assign Liaison Schools to Trustee Barry Neufeld.

DEFEATED

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

4.5. **Trustee Remuneration**

- 32.19 Moved by: Trustee Furgason
Seconded by: Trustee Maahs

THAT the Board of Education increase the annual stipend for SD33 Trustees to \$25,000.

33.19 Moved by: Trustee Neufeld
Seconded by: Trustee Maahs

THAT the Board of Education strike an Ad Hoc Ad Hoc Committee of community members to recommend a new annual stipend for trustees and report to the board by the first Board meeting in March 2019.

CARRIED

5. INFORMATION ITEMS

5.1 Quarterly Financial Report

Secretary Treasurer Gerry Slykhuis presented the Quarterly Financial Report – December 31, 2018.

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:

- Visited F.G. Leary Elementary, Strathcona Elementary and Greendale Elementary.
- Visited Chilliwack Middle School.
- Visited the former UFV site.
- Attended BCSTA/BCPSEA Trustee Orientation.

Trustee Neufeld reported on the following:

- Visited Cultus Lake Elementary.
- Visited new alternate program at Fraser Valley Distance Education.
- Attended the Child & Youth Mental Health Committee meeting.

Trustee Reichelt reported on the following:

- Visited Watson Elementary.
- Attended Yarrow Elementary PAC and toured school.
- Attended Budget Committee
- Tour of former UFV site.
- Attended Special Needs Advisory Committee meeting.
- Visited Robertson Elementary.
- Attended the CSS Hairstyling Graduation.
- Attended Ivan Coyote event.
- Attended BCSTA/BCPSEA Trustee Orientation.

Trustee Swankey reported on the following:

- Visited Little Mountain Elementary.
- Toured the new mid-town school site.
- Attended the City's Transportation Advisory Committee meeting – discussion of the problem of cars not obeying the school bus stop procedure.
- Attended Ivan Coyote event.
- Attended the BCSTA/BCPSEA Trustee Orientation.
- Attended Rosedale PAC meeting – discussion of the breakfast program that is supported by parents and volunteers.

Trustee Maahs reported on the following:

- Visited: Sardis Elementary, Vedder Middle and Ford Mountain Correctional Centre.
- Attended Special Education Advisory Committee meeting.
- Attended Budget Committee meeting.

Trustee Coulter reported on the following:

- Attended Chair/Vice Chair meetings.
- Attended Ivan Coyote event.

5.4 January 15, 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, Tamara Ilersich, Donna Vogel

1. School Act Section 15: Hearing
2. Student Achievement Data
3. Property Update
4. Human Resources Report
5. BCPSEA Report

5.5 Next Board of Education Meeting Date

Tuesday, February 12, 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:

- Publication of responses to questions raised in question period that cannot be answered during the Board meeting.
- Data collection by the Ministry of Education regarding students with special needs.
- Having a DPAC member on the Ad Hoc Trustee Remuneration Committee.
- Budget figure for election recount.
- Students writing FSA examinations.
- Fraser Institute school rankings.
- Size of the District as an employer in Chilliwack.

Motion to Extend Meeting

34.19 Moved by: Trustee Swankey
Seconded by: Trustee Coulter

THAT the Board of Education extend the meeting by 30 minutes in order to allow for public participation via Question Period.

CARRIED
Abstained: Furgason

QUESTION PERIOD ON AGENDA ITEMS CONTINUED

- Budget for the Aboriginal Education Department.
- Progress articles regarding District FSA results.

7. **ADJOURNMENT**

The meeting was adjourned at 10:03 p.m.

Board Chair

Secretary-Treasurer

BOARD OF EDUCATION

PRESENTATION

DATE: February 12, 2019

TO: Board of Education

FROM: Diane Chapman, Vice Principal Fraser Valley Distance Education School

RE: **STRATEGIC PLAN UPDATE – FRASER VALLEY DISTANCE EDUCATION SCHOOL (FVDES)**

Diane Chapman, Vice Principal of FVDES, will provide an update on Distance Learning in the Chilliwack School District as it relates to the Strategic Plan and the following priority:

Priority	Strengthening meaningful relationships within and across schools, district and community to support success for students. (Community & Culture)
Goal	To foster, develop and enhance quality partnerships to improve student experiences and learning outcomes.
Strategy	8. Renewed Vision for Distance Learning at SD33 <ul style="list-style-type: none">• Implement renewed vision for Distance Learning in the Chilliwack School District, with a focus on serving Chilliwack students.

BACKGROUND:

1. Background on FVDES to provide the context.
2. Changes to FVDES in 2017 – 2018.
3. Current status and update for FVDES.
4. Next Steps.

BOARD OF EDUCATION

DECISION REPORT

DATE: February 12, 2019
TO: Board of Education
FROM: Gerry Slykhuis, Secretary Treasurer
RE: **INTEGRATED ARTS SCHOOL OF CHOICE - PUBLIC CONSULTATION**

RECOMMENDATION:

THAT the Board of Education approve the public consultation meetings and agenda as presented.

BACKGROUND:

The Chilliwack School District purchased the former University of the Fraser Valley (UFV) site at 45635 Yale Road. This site is 5.68 acres and includes 3 buildings totaling 71,872 square feet. The site will require some renovations and the construction of a gymnasium before it can be used as a school.

At it's meeting on January 15, 2019, the Board of Education gave approval in principle to a new Integrated Arts school of choice for grades 8-12 and a public consultation process to assist in developing a vision for the new school.

The Secretary Treasurer will present the proposed Public Consultation meeting information and agenda for Board approval. Any final approval will not occur until after public consultation meetings have taken place.

BOARD OF EDUCATION

DECISION REPORT

DATE: February 12, 2019
TO: Board of Education
FROM: Rohan Arul-pragasam, Acting Superintendent
RE: **POLICY 204: GOVERNANCE PRINCIPLES**

RECOMMENDATION

THAT the Board of Education approve revised Policy 204: Governance Principles as presented.

BOARD OF EDUCATION School District #33 (Chilliwack)

204 POLICY Governance Principles

1. The Board is a corporate board and speaks with one voice.
2. The Board establishes long-term vision and provides clear direction through policy to indicate action and monitors results.
- ~~3. The Board is responsible for the 'what' not the 'how'.~~
- ~~4.3. The Superintendent is the single official link to the Board.~~ Accountability for the day-to-day operations of the district and policy implementation is delegated to the Superintendent.
- ~~5.4.~~ The Board represents the community, makes decisions with the good of the whole district in mind and is accountable to the community.
- ~~5.~~ The Board will operate in an open and transparent manner for its public.
- ~~6.~~ Board business will only be carried out at Board Meetings.
- ~~6.7.~~ Trustees will come to Board Meetings with open minds and with no pre-determined opinions.

Cross Refs:

Adopted: January 15, 2008

Reviewed:

Revised: February 12, 2019

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

**204
POLICY
Governance Principles**

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7. Trustees will come to Board Meetings with open minds and with no pre-determined opinions.

Cross Refs:

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

BOARD OF EDUCATION

DECISION REPORT

DATE: February 12, 2019
TO: Board of Education
FROM: Rohan Arul-pragasam, Acting Superintendent
RE: **POLICY 220: QUESTION PERIOD**

RECOMMENDATION

THAT the Board of Education approve revised Policy 220: Question Period as presented.

BOARD OF EDUCATION School District #33 (Chilliwack)

220 POLICY

Question Period Public Participation

The Board of Education believes that communication with the public is extremely important. The public Board meeting is the formally designated means of transacting Board business. ~~OneTwo public question~~public participation periods ~~isare~~ therefore provided solely as a means for ensuring that community members who are present in the audience have an opportunity to ask questions about business or issues pertaining to the Board.

The ~~first question period at the beginning of the Board meeting is open to questions concerning the school district. The second question~~public participation period at the end of the Board meeting is open to questions concerning the school district~~restricted to questions regarding items on the agenda of the current meeting.~~

Speakers must identify themselves before speaking. The public participation period ~~Each of the two public question periods~~ will be a maximum duration of ~~fortythirty~~ minutes. Individual speakers will be limited to one question at a time and a total of two minutes per question. The Chair will indicate another means of response, if the questions cannot be answered at the time.

Community members who have other comments or questions are encouraged to contact Trustees or the Superintendent or, if desired, to arrange a formal presentation on the Board agenda. In general, Board policy indicates that questions or concerns are best handled as near the location of the issue as possible.

Matters currently under negotiation or litigation, or related to personnel will not be discussed in the public question periods.

The Chair shall have the authority to terminate the remarks of any individual who does not adhere to this policy.

Persons addressing the Board are reminded that although requests or questions may be directed to the Board, actions or answers to many questions may be deferred pending Board consideration.

Cross Refs: [Policy 211 Regular Public Meetings](#)

Adopted: January 22, 1991
Reviewed: August 3, 2000
Revised: February 13, 2018, February 12, 2019

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

**220
POLICY
Public Participation**

The Board of Education believes that communication with the public is extremely important. The public Board meeting is the formally designated means of transacting Board business. One public participation period is therefore provided solely as a means for ensuring that community members who are present in the audience have an opportunity to ask questions about business or issues pertaining to the Board.

The public participation period at the end of the Board meeting is open to questions concerning the school district.

Speakers must identify themselves before speaking. The public participation period will be a maximum duration of forty minutes. Individual speakers will be limited to one question at a time and a total of two minutes per question. The Chair will indicate another means of response, if the questions cannot be answered at the time.

Community members who have other comments or questions are encouraged to contact Trustees or the Superintendent or, if desired, to arrange a formal presentation on the Board agenda. In general, Board policy indicates that questions or concerns are best handled as near the location of the issue as possible.

Matters currently under negotiation or litigation, or related to personnel will not be discussed in the public question periods.

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Cross Refs: [Policy 211 Regular Public Meetings](#)

Adopted: January 22, 1991
Reviewed: August 3, 2000
Revised: February 13, 2018, February 12, 2019

BOARD OF EDUCATION

DECISION REPORT

DATE: February 12, 2019
TO: Board of Education
FROM: Gerry Slykhuis, Secretary Treasurer
RE: **2018-2019 AMENDED ANNUAL BUDGET – 2nd & 3rd READING**

The Secretary Treasurer will present the 2018-2019 Amended Annual Budget for approval by the Board.

RECOMMENDATION:

THAT the Board of Education approve the second and third (final) reading of 2018-2019 Amended Annual Budget Bylaw in the amount of \$158,828,055.

(Page 3 of the budget document)

Amended Annual Budget

School District No. 33 (Chilliwack)

June 30, 2019

School District No. 33 (Chilliwack)

June 30, 2019

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*NOTE - Statement 1, Statement 3, Statement 5 and Schedules 4A - 4D are used for Financial Statement reporting only.

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK)
(called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2018/2019 pursuant
to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 33 (Chilliwack)
Amended Annual Budget Bylaw for fiscal year 2018/2019.
3. The attached Statement 2 showing the estimated revenue and expense for the
2018/2019 fiscal year and the total budget bylaw amount of \$158,828,055 for the 2018/2019 fiscal
year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board
for the fiscal year 2018/2019.

READ A FIRST TIME THE _____ DAY OF _____, 2019;

READ A SECOND TIME THE _____ DAY OF _____, 2019;

READ A THIRD TIME, PASSED AND ADOPTED THE _____ DAY OF _____, 2019;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 33 (Chilliwack)
Amended Annual Budget Bylaw 2018/2019, adopted by the Board the _____ DAY OF _____, 2019.

Secretary Treasurer

School District No. 33 (Chilliwack)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2019

	2019 Amended Annual Budget	2019 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	13,717,224	13,612,000
Adult	74,875	100,688
Other	84,750	61,000
Total Ministry Operating Grant Funded FTE's	13,876,849	13,773,688
Revenues	\$	\$
Provincial Grants		
Ministry of Education	142,860,253	135,547,890
Other	190,000	196,295
Tuition	1,337,500	1,411,000
Other Revenue	6,443,439	5,331,411
Rentals and Leases	350,000	350,000
Investment Income	528,000	370,740
Amortization of Deferred Capital Revenue	6,853,885	6,847,544
Total Revenue	158,563,077	150,054,880
Expenses		
Instruction	124,832,366	120,902,923
District Administration	4,599,109	4,436,685
Operations and Maintenance	23,963,566	22,966,742
Transportation and Housing	3,951,514	3,752,775
Total Expense	157,346,555	152,059,125
Net Revenue (Expense)	1,216,522	(2,004,245)
Budgeted Allocation (Retirement) of Surplus (Deficit)	4,986,168	2,148,681
Budgeted Surplus (Deficit), for the year	6,202,690	144,436
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	6,202,690	144,436
Budgeted Surplus (Deficit), for the year	6,202,690	144,436

School District No. 33 (Chilliwack)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2019

	2019 Amended Annual Budget	2019 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	134,836,374	130,990,257
Special Purpose Funds - Total Expense	12,659,878	11,315,652
Capital Fund - Total Expense	9,850,303	9,753,216
Capital Fund - Tangible Capital Assets Purchased from Local Capital	1,481,500	1,262,500
Total Budget Bylaw Amount	158,828,055	153,321,625

Approved by the Board

DRAFT

Signature of the Chairperson of the Board of Education _____ Date Signed _____

Signature of the Superintendent _____ Date Signed _____

Signature of the Secretary Treasurer

Date Signed

DRAFT - Not Finalized

January 10, 2019 9:56

School District No. 33 (Chilliwack)

Statement 4

Amended Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2019

	2019 Amended Annual Budget	2019 Annual Budget
	\$	\$
Surplus (Deficit) for the year	1,216,522	(2,004,245)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Local Capital	(1,481,500)	(1,262,500)
From Deferred Capital Revenue	(7,264,046)	(2,699,197)
Total Acquisition of Tangible Capital Assets	(8,745,546)	(3,961,697)
Amortization of Tangible Capital Assets	8,062,695	7,965,608
Total Effect of change in Tangible Capital Assets	(682,851)	4,003,911
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	533,671	1,999,666

School District No. 33 (Chilliwack)

Schedule 1

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
Year Ended June 30, 2019

	Operating Fund	Special Purpose Fund	Capital Fund	2019 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	7,179,930	73,261	60,745,750	67,998,941
Changes for the year				
Net Revenue (Expense) for the year	(2,504,668)		3,721,190	1,216,522
Interfund Transfers				
Local Capital	(1,481,500)		1,481,500	-
Other	(1,000,000)		1,000,000	-
Net Changes for the year	(4,986,168)	-	6,202,690	1,216,522
Budgeted Accumulated Surplus (Deficit), end of year	2,193,762	73,261	66,948,440	69,215,463

School District No. 33 (Chilliwack)

Schedule 2

Amended Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2019

	2019 Amended Annual Budget	2019 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	127,199,950	125,611,675
Other	170,000	120,000
Tuition	1,337,500	1,411,000
Other Revenue	2,774,256	2,262,661
Rentals and Leases	350,000	350,000
Investment Income	500,000	348,740
Total Revenue	132,331,706	130,104,076
Expenses		
Instruction	112,629,019	110,043,802
District Administration	4,599,109	4,436,685
Operations and Maintenance	14,098,574	13,187,707
Transportation and Housing	3,509,672	3,322,063
Total Expense	134,836,374	130,990,257
Net Revenue (Expense)	(2,504,668)	(886,181)
Budgeted Prior Year Surplus Appropriation	4,986,168	2,148,681
Net Transfers (to) from other funds		
Local Capital	(1,481,500)	(1,262,500)
Other	(1,000,000)	
Total Net Transfers	(2,481,500)	(1,262,500)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 33 (Chilliwack)

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2019

	2019 Amended Annual Budget	2019 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	127,783,782	126,116,136
DISC/LEA Recovery	(2,292,396)	(1,922,541)
Other Ministry of Education Grants		
Pay Equity	864,624	864,624
Funding for Graduated Adults	200,000	120,000
Transportation Supplement	329,456	329,456
Economic Stability Dividend	82,000	
Carbon Tax Grant	108,000	90,000
FSA Scoring	14,000	14,000
Benefit Funding	110,484	
Total Provincial Grants - Ministry of Education	127,199,950	125,611,675
Provincial Grants - Other	170,000	120,000
Tuition		
International and Out of Province Students	1,337,500	1,411,000
Total Tuition	1,337,500	1,411,000
Other Revenues		
LEA/Direct Funding from First Nations	2,292,396	1,922,541
Miscellaneous		
Energy Program	30,000	30,000
Print Shop	40,000	65,000
Distance Ed, Textbook & Course Fees	5,000	5,000
Bus Fees	120,000	120,000
Other Miscellaneous	286,860	120,120
Total Other Revenue	2,774,256	2,262,661
Rentals and Leases	350,000	350,000
Investment Income	500,000	348,740
Total Operating Revenue	132,331,706	130,104,076

School District No. 33 (Chilliwack)

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2019

	2019 Amended Annual Budget	2019 Annual Budget
	\$	\$
Salaries		
Teachers	58,003,574	53,587,091
Principals and Vice Principals	7,531,441	7,304,229
Educational Assistants	10,229,168	9,507,757
Support Staff	12,332,357	11,866,247
Other Professionals	2,956,998	2,937,189
Substitutes	4,959,316	8,033,807
Total Salaries	96,012,854	93,236,320
Employee Benefits	22,011,148	21,858,263
Total Salaries and Benefits	118,024,002	115,094,583
Services and Supplies		
Services	4,680,924	4,268,408
Student Transportation	9,700	10,000
Professional Development and Travel	1,156,448	1,043,581
Rentals and Leases	24,000	29,000
Dues and Fees	377,060	333,191
Insurance	209,000	327,000
Supplies	7,798,243	7,549,497
Utilities	2,556,997	2,334,997
Total Services and Supplies	16,812,372	15,895,674
Total Operating Expense	134,836,374	130,990,257

School District No. 33 (Chilliwack)

Schedule 2C

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2019

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	46,393,475	1,005,088	2,551	590,624		3,344,352	51,336,090
1.03 Career Programs	89,685			502,138	73,971	2,735	668,529
1.07 Library Services	1,457,654	45,012		108,329		47,580	1,658,575
1.08 Counselling	2,091,364	190,833				9,357	2,291,554
1.10 Special Education	6,357,520	215,454	9,082,971	67,364		613,577	16,336,886
1.30 English Language Learning	884,403	92,978				3,099	980,480
1.31 Aboriginal Education	394,865		1,143,646		73,971	58,993	1,671,475
1.41 School Administration	-	5,658,366		2,404,755	316,171	78,796	8,458,088
1.60 Summer School	98,172	16,749					114,921
1.61 Continuing Education	87,381						87,381
1.62 International and Out of Province Students	149,055	113,305		21,403		3,472	287,235
1.64 Other				99,882	92,395		192,277
Total Function 1	58,003,574	7,337,785	10,229,168	3,794,495	556,508	4,161,961	84,083,491
4 District Administration							
4.11 Educational Administration					777,510		777,510
4.40 School District Governance					137,942		137,942
4.41 Business Administration		193,656		620,535	1,032,715	9,862	1,856,768
Total Function 4	-	193,656	-	620,535	1,948,167	9,862	2,772,220
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				76,419	373,094		449,513
5.50 Maintenance Operations				5,395,348		472,177	5,867,525
5.52 Maintenance of Grounds				717,043			717,043
5.56 Utilities							-
Total Function 5	-	-	-	6,188,810	373,094	472,177	7,034,081
7 Transportation and Housing							
7.41 Transportation and Housing Administration				141,023	79,229		220,252
7.70 Student Transportation				1,587,494		315,316	1,902,810
Total Function 7	-	-	-	1,728,517	79,229	315,316	2,123,062
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	58,003,574	7,531,441	10,229,168	12,332,357	2,956,998	4,959,316	96,012,854

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January 10, 2019 9:56

School District No. 33 (Chilliwack)

Schedule 2C

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2019

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2019 Amended Annual Budget	2019 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	51,336,090	11,746,155	63,082,245	6,307,124	69,389,369	68,447,696
1.03 Career Programs	668,529	162,060	830,589	560,031	1,390,620	1,258,173
1.07 Library Services	1,658,575	382,890	2,041,465	135,423	2,176,888	2,071,060
1.08 Counselling	2,291,554	525,187	2,816,741		2,816,741	2,619,325
1.10 Special Education	16,336,886	4,000,924	20,337,810	688,394	21,026,204	19,981,261
1.30 English Language Learning	980,480	221,696	1,202,176	62,454	1,264,630	1,071,010
1.31 Aboriginal Education	1,671,475	437,884	2,109,359	706,593	2,815,952	2,793,814
1.41 School Administration	8,458,088	1,813,489	10,271,577	228,252	10,499,829	10,586,119
1.60 Summer School	114,921	25,915	140,836	2,406	143,242	113,736
1.61 Continuing Education	87,381	20,497	107,878	9,000	116,878	115,289
1.62 International and Out of Province Students	287,235	63,325	350,560	332,650	683,210	635,019
1.64 Other	192,277	44,242	236,519	68,937	305,456	351,300
Total Function 1	84,083,491	19,444,264	103,527,755	9,101,264	112,629,019	110,043,802
4 District Administration						
4.11 Educational Administration	777,510	131,624	909,134	159,950	1,069,084	1,067,517
4.40 School District Governance	137,942	4,684	142,626	261,946	404,572	361,845
4.41 Business Administration	1,856,768	394,735	2,251,503	873,950	3,125,453	3,007,323
Total Function 4	2,772,220	531,043	3,303,263	1,295,846	4,599,109	4,436,685
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	449,513	90,767	540,280	761,870	1,302,150	796,655
5.50 Maintenance Operations	5,867,525	1,303,514	7,171,039	1,943,175	9,114,214	9,021,696
5.52 Maintenance of Grounds	717,043	152,170	869,213	256,000	1,125,213	1,034,359
5.56 Utilities	-		-	2,556,997	2,556,997	2,334,997
Total Function 5	7,034,081	1,546,451	8,580,532	5,518,042	14,098,574	13,187,707
7 Transportation and Housing						
7.41 Transportation and Housing Administration	220,252	48,670	268,922	106,220	375,142	401,070
7.70 Student Transportation	1,902,810	440,720	2,343,530	791,000	3,134,530	2,920,993
Total Function 7	2,123,062	489,390	2,612,452	897,220	3,509,672	3,322,063
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	96,012,854	22,011,148	118,024,002	16,812,372	134,836,374	130,990,257

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January 10, 2019 9:56

School District No. 33 (Chilliwack)

Schedule 3

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2019

	2019 Amended Annual Budget	2019 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	8,942,695	8,148,607
Other	20,000	76,295
Other Revenue	3,669,183	3,068,750
Investment Income	28,000	22,000
Total Revenue	12,659,878	11,315,652
Expenses		
Instruction	12,203,347	10,859,121
Operations and Maintenance	456,531	456,531
Total Expense	12,659,878	11,315,652
Budgeted Surplus (Deficit), for the year	-	-

School District No. 33 (Chilliwack)

Schedule 3A

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2019

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK
	\$	\$	\$	\$	\$	\$		\$	\$
Deferred Revenue, beginning of year		3,474	21,481	212,852	1,446,113	14,386	19,657		114,220
Add: Restricted Grants									
Provincial Grants - Ministry of Education	456,531	488,102				224,000	49,000	131,292	706,022
Provincial Grants - Other									
Other				60,000	3,300,000				
Investment Income				3,000	25,000				
	456,531	488,102	-	63,000	3,325,000	224,000	49,000	131,292	706,022
Less: Allocated to Revenue	456,531	491,576	21,481	63,000	3,525,000	238,386	68,657	131,292	820,242
Deferred Revenue, end of year	-	-	-	212,852	1,246,113	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education	456,531	491,576	21,481			238,386	68,657	131,292	820,242
Provincial Grants - Other									
Other Revenue				60,000	3,500,000				
Investment Income				3,000	25,000				
	456,531	491,576	21,481	63,000	3,525,000	238,386	68,657	131,292	820,242
Expenses									
Salaries									
Teachers								35,874	
Principals and Vice Principals							24,450		
Educational Assistants									569,024
Support Staff		372,947				165,731			
Substitutes								1,816	
	-	372,947	-	-	-	165,731	24,450	37,690	569,024
Employee Benefits		118,629				51,609	5,069	8,329	133,471
Services and Supplies	456,531		21,481	63,000	3,525,000	21,046	39,138	85,273	117,747
	456,531	491,576	21,481	63,000	3,525,000	238,386	68,657	131,292	820,242
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 33 (Chilliwack)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2019

Schedule 3A

	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing and Remedies	After School Sports Initiative	Miscellaneous Grants	TOTAL
	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year		98,019	94,817	14,366	2,039,385
Add: Restricted Grants					
Provincial Grants - Ministry of Education	438,837	6,177,674			8,671,458
Provincial Grants - Other			20,000		20,000
Other					3,360,000
Investment Income					28,000
	438,837	6,177,674	20,000	-	12,079,458
Less: Allocated to Revenue	438,837	6,275,693	114,817	14,366	12,659,878
Deferred Revenue, end of year	-	-	-	-	1,458,965
Revenues					
Provincial Grants - Ministry of Education	438,837	6,275,693			8,942,695
Provincial Grants - Other			20,000		20,000
Other Revenue			94,817	14,366	3,669,183
Investment Income					28,000
	438,837	6,275,693	114,817	14,366	12,659,878
Expenses					
Salaries					
Teachers		5,082,030			5,117,904
Principals and Vice Principals	165,188				189,638
Educational Assistants					569,024
Support Staff	57,996				596,674
Substitutes	154,053				155,869
	377,237	5,082,030	-	-	6,629,109
Employee Benefits	48,254	1,193,663			1,559,024
Services and Supplies	13,346		114,817	14,366	4,471,745
	438,837	6,275,693	114,817	14,366	12,659,878
Net Revenue (Expense)	-	-	-	-	-

School District No. 33 (Chilliwack)

Schedule 4

Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2019

	2019 Amended Annual Budget			2019 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Ministry of Education	6,717,608		6,717,608	1,787,608
Amortization of Deferred Capital Revenue	6,853,885		6,853,885	6,847,544
Total Revenue	13,571,493	-	13,571,493	8,635,152
Expenses				
Operations and Maintenance	1,787,608		1,787,608	1,787,608
Amortization of Tangible Capital Assets				
Operations and Maintenance	7,620,853		7,620,853	7,534,896
Transportation and Housing	441,842		441,842	430,712
Total Expense	9,850,303	-	9,850,303	9,753,216
Net Revenue (Expense)	3,721,190	-	3,721,190	(1,118,064)
Net Transfers (to) from other funds				
Local Capital		1,481,500	1,481,500	1,262,500
Transfer to Local Capital for New School		1,000,000	1,000,000	
Total Net Transfers	-	2,481,500	2,481,500	1,262,500
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	1,481,500	(1,481,500)	-	
Total Other Adjustments to Fund Balances	1,481,500	(1,481,500)	-	
Budgeted Surplus (Deficit), for the year	5,202,690	1,000,000	6,202,690	144,436

BOARD OF EDUCATION

DECISION REPORT

DATE: February 12, 2019

TO: Board of Education

FROM: Rohan Arul-pragasam, Acting Superintendent

RE: **TRUSTEE REMUNERATION ADVISORY COMMITTEE – TERMS OF REFERENCE**

RECOMMENDATION

THAT the Board of Education approve the Trustee Remuneration Advisory Committee Terms of Reference as presented.

BOARD OF EDUCATION

BOARD REPORT

DATE: February 12, 2019
TO: Board of Education
FROM: Heather Maahs, Audit Committee Chair
RE: **APPOINTMENT OF EXTERNAL AUDITOR**

This time is provided to announce the successful tender for External Auditor for a five-year term effective with the 2018-2019 fiscal year.

BOARD OF EDUCATION

INFORMATION REPORT

DATE: February 12, 2019
TO: Board of Education
FROM: Gerry Slykhuis, Secretary Treasurer
RE: **428.1 ADMINISTRATIVE REGULATION - EXPENSES**

The Secretary Treasurer will present Administrative Regulation 428.1 for information.

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

**428.1
ADMINISTRATIVE REGULATION
Expenses**

Staff requests for expense reimbursement require pre-approval by the individual's supervisor. For the purpose of authorization of expenses, the Board Chair is considered the supervisor for the Superintendent of Schools.

JOINT FUNDS:

Reimbursement of expenses approved through joint funds with employee groups shall be governed by the committees responsible for those funds. All reimbursements must adhere to Board policy and regulations.

REIMBURSEMENT PROCEDURE:

Expenses will be reimbursed after the expense has been incurred using forms available from the Financial Services Department. The following allowances shall be used.

MEAL ALLOWANCES/EXPENSES:

Per Diem

Breakfast	\$ 10.00 11.00
Lunch	17.00
Dinner	24.50 25.00
Maximum per diem	\$ 51.50 53.00

These amounts include gratuities and any taxes levied.

For partial days, the specific meals purchased will be used. If a meal or meals are included in a conference package or are pre-paid in some other manner, those meals shall be deducted from the per diem.

Within the district, meals must be authorized by the budget manager for the specific account charged and must fall within the per diem guidelines. Meal expenses outside the district must be within the per diem rates or be supported by receipts and approved by the budget manager. The reimbursement request or receipt must be accompanied by a list of persons in attendance.

Cross Refs: Board Policy 228, Teachers' Collective Agreement

Adopted: October 28, 1981

Reviewed:

Revised: June 14, 1994, January 1997, April 14, 1998, January 8, 2002, July 01, 2002, September 21, 2004, October 11, 2005, June 5, 2006, June 25, 2007, December 1, 2008, July 1, 2011, April 2013, February 13, 2018, February 12, 2019

Costs for alcohol will not be reimbursed.

TRAVEL COSTS:

Kilometers driven in a private vehicle on Board business will be reimbursed at the rate of ~~5558~~¢ per kilometer starting from your place of employment. For out-of-district trips, the maximum car travel reimbursement will equal the economy class airfare for the equivalent trip.

Reimbursement of actual costs of ferries, buses or taxis will be based upon receipts submitted.

Air travel shall be by economy class. All purchase bonuses, or other gifts of purchase, are the property of the school district.

Employees are responsible for their own medical and any additional travel insurance coverage.

Reimbursement of mileage and insurance costs for teachers are covered in the collective agreement and may differ from this policy.

LODGING EXPENSES:

The Board shall reimburse lodging costs based on receipts submitted. Wherever possible, when travelling in British Columbia, accommodation should be arranged in hotels/motels listed in the Business Travel Guide published by the BC government, at the government rate. Receipts must be attached for all lodging expenses, including hotel invoices.

In cases where there is not a charge for accommodation (e.g. home of a friend or relative), a claim for \$20 per night may be made.

EXTENDED STAYS OR TRAVELLING WITH COMPANIONS:

The Board will only reimburse travel costs and hotel lodging for the employee.

GIFTS & HONORARIA:

There may be, from time to time, a need for an employee to incur other kinds of expenses such as hosting and/or gifts for others. The actual costs of such expenses will be reimbursed on the approval of the supervisor.

PURCHASE CARDS:

Purchase cards are for district business and may not be used for personal expenses. Purchase cards are expected to be used wherever possible for all business related expenses instead of personal credit cards.

ANNUAL REVIEW:

All per diem and other cost rates will be reviewed annually.

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

**428.1
ADMINISTRATIVE REGULATION
Expenses**

Staff requests for expense reimbursement require pre-approval by the individual's supervisor. For the purpose of authorization of expenses, the Board Chair is considered the supervisor for the Superintendent of Schools.

JOINT FUNDS:

Reimbursement of expenses approved through joint funds with employee groups shall be governed by the committees responsible for those funds. All reimbursements must adhere to Board policy and regulations.

REIMBURSEMENT PROCEDURE:

Expenses will be reimbursed after the expense has been incurred using forms available from the Financial Services Department. The following allowances shall be used.

MEAL ALLOWANCES/EXPENSES:

Per Diem

Breakfast	\$ 11.00
Lunch	17.00
Dinner	<u>25.00</u>
Maximum per diem	\$53.00

These amounts include gratuities and any taxes levied.

For partial days, the specific meals purchased will be used. If a meal or meals are included in a conference package or are pre-paid in some other manner, those meals shall be deducted from the per diem.

Within the district, meals must be authorized by the budget manager for the specific account charged and must fall within the per diem guidelines. Meal expenses outside the district must be within the per diem rates or be supported by receipts and approved by the budget manager. The reimbursement request or receipt must be accompanied by a list of persons in attendance.

Cross Refs: Board Policy 228, Teachers' Collective Agreement

Adopted: October 28, 1981

Reviewed:

Revised: June 14, 1994, January 1997, April 14, 1998, January 8, 2002, July 01, 2002, September 21, 2004, October 11, 2005, June 5, 2006, June 25, 2007, December 1, 2008, July 1, 2011, April 2013, February 13, 2018, February 12, 2019

Costs for alcohol will not be reimbursed.

TRAVEL COSTS:

Kilometers driven in a private vehicle on Board business will be reimbursed at the rate of 58¢ per kilometer starting from your place of employment. For out-of-district trips, the maximum car travel reimbursement will equal the economy class airfare for the equivalent trip.

Reimbursement of actual costs of ferries, buses or taxis will be based upon receipts submitted.

Air travel shall be by economy class. All purchase bonuses, or other gifts of purchase, are the property of the school district.

Employees are responsible for their own medical and any additional travel insurance coverage.

Reimbursement of mileage and insurance costs for teachers are covered in the collective agreement and may differ from this policy.

LODGING EXPENSES:

The Board shall reimburse lodging costs based on receipts submitted. Wherever possible, when travelling in British Columbia, accommodation should be arranged in hotels/motels listed in the Business Travel Guide published by the BC government, at the government rate. Receipts must be attached for all lodging expenses, including hotel invoices.

In cases where there is not a charge for accommodation (e.g. home of a friend or relative), a claim for \$20 per night may be made.

EXTENDED STAYS OR TRAVELLING WITH COMPANIONS:

The Board will only reimburse travel costs and hotel lodging for the employee.

GIFTS & HONORARIA:

There may be, from time to time, a need for an employee to incur other kinds of expenses such as hosting and/or gifts for others. The actual costs of such expenses will be reimbursed on the approval of the supervisor.

PURCHASE CARDS:

Purchase cards are for district business and may not be used for personal expenses. Purchase cards are expected to be used wherever possible for all business related expenses instead of personal credit cards.

ANNUAL REVIEW:

All per diem and other cost rates will be reviewed annually.

BOARD OF EDUCATION

INFORMATION REPORT

DATE: February 12, 2019
TO: Board of Education
FROM: Mark Friesen, Assistant Secretary Treasurer
RE: **709.2 ADMINISTRATIVE REGULATION - PURCHASING**

The Assistant Secretary Treasurer will present Administrative Regulation 709.2 for information.

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

**709.2
ADMINISTRATIVE REGULATION
Purchasing**

PURCHASING OBJECTIVES

The following objectives for School District procurement activity for goods, services and construction are based on the principles of fair and open public sector procurement: competition, value for money, transparency and accountability.

The primary function of the Purchasing Department is to assist Schools and Departments in obtaining the goods and services they require at the best value for their money, while ensuring that all acquisitions are consistent with policy, applicable legislation, and terms and conditions of Federal and Provincial trade agreements.

All purchases of goods and/or services may be processed via one of the following four methods of acquisition:

- 1) Purchase Order
- 2) Purchasing Card (PCard)
- 3) Online
- 4) Reimbursement of purchases made with personal funds

All purchase orders must be created through the SDS accounting system. Purchase orders do not have to be created if using a purchase card, ordering on-line with a credit card, or if using personal funds. However, in all cases, the purchase must be approved by the site supervisor prior to the goods or services being acquired.

PURCHASING LIMITS AND AUTHORIZATIONS

All purchases made by District personnel using funds held in district accounts are covered by the following procedures.

School/Department Purchases

Schools and departments may make purchases of up to \$5,000 per transaction either on a purchase order or through the use of a District Purchasing Card (PCard) subject to limitations as outlined in the Specialized Equipment section.

Cross Refs: NWPTA (New West Partnership Trade Agreement)

Adopted: May 23, 1979

Reviewed:

Revised: May, 2012, January 9, 2013

Items where the value is greater than \$5,000 must be purchased through the purchasing department.

Administrative Officers and Department Managers must undertake an informal competitive bidding process (through school/department staff or with the assistance of the purchasing department) for purchases of individual items with a value greater than \$2,500 but less than \$25,000. Formal competitive bidding guidelines must be followed, as outlined below, for items over \$25,000.

Informal Method:

- District personnel purchasing items valued between \$2,500 and \$25,000 **MUST** get three written quotations, at a minimum.
- Schools are encouraged to get quotations on items with a value less than \$2,500 as this can result in significant savings to the school.

Formal Method:

- Where the value is greater than \$25,000 competitive pricing must be obtained by means of a solicitation of public bids. This process will be done by the Purchasing Department in consultation with the school/department.

Purchase orders up to \$1,000 are to be authorized and released to the vendor(s) at the school/department level. Purchase orders between \$1,000 and \$9,999 are to be reviewed, authorized and released to the vendor(s) by the Purchasing Department. Purchase orders exceeding \$10,000 must be reviewed, authorized and released by the Director of Finance or designate.

Purchasing Card (PCard) orders may be processed by card holders up to the limits on their individual cards. PCard orders exceeding the set limits must be approved by the Director of Finance or designate. Please refer to the "Purchase card Program User Guide" for specific regulations around the use of purchase cards.

Online orders may be processed by authorized staff up to \$1,000, and up to \$2,500 for Administrative Officers. Online orders exceeding the \$1,000 limit must be authorized, and the vendor notified, by the school's Administrative Officer or designated Approver.

It is the responsibility of the Administrative Officer to ensure that good value is obtained. Schools wishing to take advantage of competitive pricing may submit requests to the Purchasing Department for purchases of any value.

- The Administrative Officer or delegate must authorize all requests from schools.

Administrative, Educational and Operations Department Purchases

The following exceptions will apply to the general rules listed above for Administrative, Educational or Operations Departments (Maintenance, Custodial, Transportation, Purchasing, Finance, Human Resources, etc.):

Purchases of a recurring nature throughout the year may be made through Standing/Open Orders to a maximum of \$10,000 **per year** in consultation with the Purchasing Department. Any Standing/Open Order exceeding the \$10,000 limit must be closed, and a new one issued.

Standing/Open Purchase Order: A standing/open order is a purchase order which has been issued to a vendor for goods or services of a recurring nature, and against which specified purchases may be made for a specified period of time. When repeated purchases of the same type of supply items or services are expected, multiple purchase orders may be eliminated by submitting one purchase requisition to establish a standing/open order.

Recurring purchases totaling more than \$25,000 must be publicly tendered by the Purchasing Department.

Any department wishing to take advantage of competitive pricing may submit requests to the Purchasing Department for purchases of any value.

SPECIALIZED PURCHASES

Purchase of Specialized or Used Equipment

In the interest of standardization, economy of scale, and efficiency, supporting departments (i.e. Maintenance, IT) must be consulted on all specialized purchases to ensure value, consistency and operational supportability. Equipment and other purchases made without consultation may not be supported.

Type of Purchase	Approval required from
Appliances	Director Finance or Designate and/or Heating Foreman
Audio Visual, TV's	Director of Finance or Designate and/or Tech Foreman
Building Modifications & Maintenance	Director of Operations and/or Manager of Maintenance
Computer Hardware, Software, Peripherals and Projectors	Director of Instruction/IT Foreman
Land and/or Buildings	Board of Education through Secretary Treasurer
Office and School furniture	Director of Finance or Designate
Photocopiers, printers, faxes	Director of Finance or Designate
Playgrounds, outdoor furniture	Director of Operations and/or Director of Finance or Designate

Purchasing Cards	Director of Finance and/or Manager of Finance
Recycling	Custodial Manager and/or Director of Finance or Designate
Special/Unique	Director of Finance or Designate
Telephone Service and Cell Phones	Director of Finance or Designate
Vehicles	Director of Operations
Waste disposal	Custodial Manager and/or Director of Finance or Designate

Electrical and Electronic Equipment

Appliances, Audio Visual, electrical and electronic equipment should be purchased through the Purchasing Department to ensure that CSA standards, repair and maintenance, energy conservation considerations and District standardization policies are met. (eg. Refrigerators, Stoves, Projectors, TV's, VCR's, DVD's, PA Systems, etc.)

Computer Equipment

Computer equipment must be purchased through the Purchasing Department to ensure that District standardization policies are met. (eg. Laptops, Desktops, Servers, Printers, Peripherals). Requests for upgrade or addition of minor peripherals (ie hard drives, computer memory, USB "thumb" drives, extension cables, headphones, etc.) to existing computer equipment can be placed directly with the District computer technicians department via a work order. District technicians can offer assistance with selection based on personal requirements and compatibility.

Software

All core software (i.e. operating systems, office productivity (MS Office), antivirus, network security, etc) must be requested and/or purchased through the IT Department via a web-work order. All other software must be acquired through the Purchasing Department. The IT Department must be consulted before acquiring any software application to determine suitability and compatibility with existing or future District technology infrastructure.

Land and Buildings

The purchase or acquisition or disposal of land and property requires Board of Education approval through the office of the Secretary Treasurer.

Furniture

Furniture should be purchased through the Purchasing Department in order to ensure that repair and maintenance considerations and the District standardization policies are met.

Photocopiers, Printers and Faxes

Photocopiers, printers, etc., must be purchased through the Purchasing Department in order to ensure that repair and maintenance considerations and the District standardization policies are met.

Purchasing Cards

The District uses purchasing cards as an efficient way to handle a variety of transactions. The Finance Department issues the cards, and there are standard limits for daily, monthly and per item transactions. These can be adjusted to meet the needs of the school or department.

Used Equipment

Where the purchase of used equipment is advantageous, the purchase should be handled through normal purchasing procedures. If the used equipment is subject to repair and maintenance by another department, the equipment must be inspected/examined by that department, to determine whether the maintenance and repair considerations outweigh the value of the purchase.

Purchases of Items from outside of Canada

Due to potential problems with CSA approval, warranties, customs clearance, duty, brokerage and AMPS legislation, all supplies and equipment should be purchased from Canadian suppliers, unless the required item is not available in Canada, in which case the purchase should be made through the Purchasing Department.

Supplier Relations:

In all procurement activities, School District Staff shall meet the legal and ethical requirements for competitive bidding by:

- Keeping competition open and fair in determining whether the supplier's product meets specifications and the educational needs of the District.
- Making suppliers aware of the competitive requirements of the District's purchasing policy, and avoiding the appearance of making a commitment to purchase where competitive pricing is to be obtained.
- In all cases refusing any personal gift or advantage of any kind.
- Refraining from soliciting funds or materials from vendors where there is any possibility of any connection (perceived or real) to a purchase.
- Respecting the confidences of all suppliers whenever possible with the understanding that the School District is subject to the Freedom of Information and Protection of Privacy legislation.
- Representing the School District in a courteous and professional manner.

- Procuring goods and services with due regard for our environment.
- Providing reasonable opportunities for qualified suppliers and contractors to seek the School District's business.

Purchases on Behalf of Staff

Employees may not use the School District letterhead, purchase order or purchasing card to obtain personal goods or services, or to acquire discounts or sales exemptions for personal purchases. In addition, items purchased for the School District are not to be sold to staff except as allowed by the due process specified under the Sale of Obsolete Assets section.

Purchases from Staff

Schools and Departments shall not purchase supplies or services from staff. While in most circumstances supplies or services are offered with the best of intentions, issues of conflict of interest (**or perceptions of conflict of interest**) and issues of supplier access make such purchases inadvisable. The only acceptable exception might be a purchase from a legitimate business (i.e. The School District is only one of many customers, and proper Purchasing procedures have been followed).

Contracts

Schools and support departments should not enter into any verbal and/or written contractual agreement(s) without consulting the Secretary Treasurer or the Director of Finance.

Administrative Officers and Business Managers are not legal signing authorities for the School District, and cannot, therefore, legally bind the School District into any contract.

Sale or Disposal of Obsolete or Surplus Assets:

- Equity in school and other equipment belongs to the School District as a whole. Surplus equipment shall be turned in to the Maintenance, IT or Purchasing departments for reassignment or disposal. However, a School or Department may transfer the old equipment, at a negotiated amount, to another school.
- Surplus items that are no longer useful within the School District but are in saleable condition shall be listed and put out to bid or public auction. The Manager of Maintenance shall manage the sale of such items.
- All items that are beyond a reasonable economic repair or which have no value at sale shall be disposed of as scrap. The Manager of Maintenance shall arrange disposal after exploring all recycling options and using the most environmentally sensitive means available.

- Occasionally, offers may be received on individual items awaiting disposal. Where these items have a realizable sale value of under \$200, the offer may be considered and decided by the Secretary-Treasurer in consultation with the Manager of Maintenance. For items with a value above \$200, the sale shall be by competitive bid or auction.
- Proceeds from the sale of surplus assets shall be applied against the costs of conducting the sale. Any net profit will be applied to the Local Capital Reserve.

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

**709.2
ADMINISTRATIVE REGULATION
Purchasing**

PURCHASING OBJECTIVES

The following objectives for School District procurement activity for goods, services and construction are based on the principles of fair and open public sector procurement: competition, value for money, transparency and accountability.

Schools and Departments should endeavor to obtain the goods and services they require at the best value for their money, while ensuring that all acquisitions are consistent with policy, applicable legislation, and terms and conditions of Federal and Provincial trade agreements. **All** purchases made by District personnel using funds held in District accounts are covered by the following procedures.

PURCHASING METHODS

Purchases of goods and/or services can be processed by using one of the following methods:

1) Purchase Order

The purchase order is a written commitment to a vendor contracting for the supply of supplies, services or equipment. It is authorized by the site supervisor and then created through the District's accounting program.

- Purchase orders over \$1,000 will be reviewed, authorized and released to the vendor(s) by the Finance Department.
- Purchase orders exceeding \$10,000 must be reviewed, authorized and released by the Assistant ST or designate.

2) Purchasing Card (PCard)

Purchase Cards are an efficient way to handle a variety of transactions and are to be used in line with the limits on the cardholder's individual cards.

- The PCard may only be used by the person named on the front of the card.
- The maximum amount per transaction is \$5,000.

Cross Refs: NWPTA (New West Partnership Trade Agreement)

Adopted: May 23, 1979

Reviewed:

Revised: May, 2012, January 9, 2013, February 12, 2019

- Purchases exceeding the set limits must be approved by the Assistant ST or designate.
- The Finance Department may make a recommendation to use a PCard instead of issuing a PO when that is determined to be the most appropriate approach.
- Cardholders should refer to the Program User Guide for specific regulations around the use of purchase cards.
- Cardholders must submit a monthly PCard statement, including receipts for individual purchases, to their supervisor (or designate) for approval.

3) **Reimbursement of Purchases made with Personal Funds**

This option is designed for employees that do not have access to a district PCard. Any one purchase should not exceed \$1,000.

4) **Petty Cash**

These funds are to be used primarily to purchase low value miscellaneous consumable supplies of an emergent nature. The petty cash system should not be used to circumvent the established purchasing procedures.

5) **Approved Vendor Accounts**

Schools or departments can request to have vendor purchases put on account whereby the school district will be invoiced monthly by the vendor for purchases made throughout the month. Vendor accounts are approved and maintained at the discretion of Finance and the vendor. All purchases must be approved by the department manager or school administrator. Invoices must be approved and forwarded to Finance in a timely manner.

6) **Contracts or Service Agreements**

A Contract or Service Agreement is used to purchase goods or services to be supplied over a period of time at a fixed or negotiated price (i.e. equipment leases, garbage disposal/recycling, etc.) or for the ongoing maintenance of certain types of equipment (i.e. photocopiers, specialized equipment, etc.).

A Service Agreement may also be used when a contractor is needed to provide a service at a district site (i.e. cafeteria services, academy coaches or other individuals working directly with students under the supervision of a teacher).

- A [District Service Agreement](#) is used for high risk contracts (of any value) or for contracts over \$1,000 in value.
- Schools and support departments should not enter into any verbal and/or written contractual agreement(s) without consulting the Secretary Treasurer or the Assistant ST.
- Administrative Officers and Managers are not legal signing authorities for the School District and therefore, cannot legally bind the School District into any contract.

7) **Tendering Process**

Request for Proposals (RFP), Request for Tenders (RFT) and Request for Quotations (RFQ) are formal competitive bidding documents and processes used for larger dollar value purchases where it is considered to be in the District's interest to incur the additional time and cost involved to:

- Access value added offers from qualified vendors.
- Support fair and open bidding competition.
- Utilize quantitative, qualitative and objective analysis for vendor selection and award.

When tendering services, the subsequent contract should be for a fixed term (e.g. 5 years) to ensure that the service remains competitive. Existing contracts should be reviewed to determine if tendering is required. Tender notices are published through BCBid at www.bcbid.gov.bc.ca

PURCHASING GUIDELINES

Specialized Purchases

All purchases (regardless of value) are subject to limitations as outlined in the Specialized Purchases Section (Appendix A). Approval is also required by the site supervisor or manager.

Dollar Value Limits on Purchases of Goods and Services

Estimated Lifetime Value (*) of the Purchase	Minimum Action to be Taken	Purchasing Method
Up to \$25,000	At discretion of the site supervisor or designate (Schools are encouraged to get multiple quotations on items with a value over \$5,000 as this can result in significant savings to the school.)	PCard (up to \$5,000) Purchase Order, Contract or Service Agreement, Vendor Account
Between \$25,000 and \$75,000	Three (3) written quotations from vendors.	Purchase Order, Contract or Service Agreement
Over \$75,000	Tender Process through BC Bid	Contract or Service Agreement

*** Lifetime Value**

Purchases are based on the lifetime value of the purchase. This is the total cost of performing the intended function over the lifetime of the task. For example, a \$5,000 annual contract over 5 years = \$25,000 total lifetime value.

Dollar Value Limits on Construction

Less than \$100,000	At discretion of the Director of Facilities & Transportation.
\$100,000 to \$200,000	Minimum of three (3) written quotes from vendors.
Over \$200,000	Tender Process is followed using BC Bid that provides open access to all interested vendors.

Exceptions

Exceptions to the **three (3) written quotations** are only permitted when time constraints will not allow time for the competitive bid process in instances such as;

- When supplies, services and equipment are urgently required for the delivery of education;
- To avoid significant financial loss through damage to facilities and equipment, or;
- Where safety or operational needs require urgent attention.

With respect to these exceptions, the Assistant Secretary Treasurer, Director of Facilities & Transportation, with the approval of the Secretary Treasurer, may obtain direct quotations from suppliers and award the contract.

New West Partnership Trade Agreement (NWPTA)

Under this agreement construction is defined as: A construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, the supply of products and materials, the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures of a building, structure or other civil engineering or architectural work, but does not include professional consulting services related to the construction contract unless they are included in the procurement. The foregoing are stated as minimum actions to be taken and do not prohibit more extensive price acquisition activity.

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- Making suppliers aware of the competitive requirements of the District's purchasing policy, and avoiding the appearance of making a commitment to purchase where competitive pricing is to be obtained.

- In all cases refusing any personal gift or advantage of any kind.
- Refraining from soliciting funds or materials from vendors where there is any possibility of any connection (perceived or real) to a purchase.
- Respecting the confidences of all suppliers whenever possible with the understanding that the School District is subject to the Freedom of Information and Protection of Privacy legislation.
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- Equity in school and other equipment belongs to the School District as a whole. Surplus equipment shall be turned in to the Maintenance, or IT departments for reassignment or disposal. However, a School or Department may transfer the old equipment, at a negotiated amount, to another school.
- Surplus items that are no longer useful within the School District but are in saleable condition shall be listed and put out to bid or public auction. The Director of Facilities shall manage the sale of such items.
- All items that are beyond a reasonable economic repair or which have no value at sale shall be disposed of as scrap. The Manager of Facilities

shall arrange disposal after exploring all recycling options and using the most environmentally sensitive means available.

Occasionally, offers may be received on individual items awaiting disposal. Where these items have a realizable sale value of under \$200, the offer may be considered and decided by the Secretary-Treasurer in consultation with the Director of Facilities. For items with a value above \$200, the sale shall be by competitive bid or auction.

- Proceeds from the sale of surplus assets shall be applied against the costs of conducting the sale. Any net profit will be applied to the Local Capital Reserve.

APPENDIX A

SPECIALIZED PURCHASES

Purchase of Specialized or Used Equipment

In the interest of standardization, economy of scale, and efficiency, supporting departments (i.e. Maintenance, IT) must be consulted on all specialized purchases to ensure value, consistency and operational supportability. Equipment and other purchases made without consultation may not be supported.

Type of Purchase	Approval required from
Appliances	Director of Facilities or Heating Foreman
Audio Visual, TV's	Manager of Technology or IT Foreman
Building Modifications & Maintenance	Director of Facilities or Manager of Facilities
Computer Hardware, Software, Peripherals and Projectors	Manager of Technology or IT Foreman
Land and/or Buildings	Board of Education through Secretary Treasurer
Office and School furniture	Director of Facilities or Manager of Facilities
Photocopiers and printers	Director of Instruction or Manager of Technology
Playgrounds, outdoor furniture	Director of Facilities or Manager of Facilities
Purchasing Cards	Assistant ST or Manager of Finance
Recycling	Manager of Facilities
Special/Unique	Discuss with Assistant ST
Telephone Service and Cell Phones	Manager of Technology
Vehicles	Director of Facilities
Waste disposal	Manager of Facilities

Electrical and Electronic Equipment

Appliances, Audio Visual, electrical and electronic equipment should be purchased through the Facilities Department to ensure that CSA standards, repair and maintenance, energy conservation considerations and District standardization policies are met. (e.g. Refrigerators, Stoves, Projectors, TV's, DVD's, PA Systems, etc.)

Computers and Accessories

Schools may buy items off of the IT price list (on SharePoint) directly from the vendors listed. Special orders must be approved by IT. Replacement of computers covered under the Computer Evergreen Program must be done in consultation with IT.

Apple Products

Schools may buy iPads off of the IT price list direct from Apple (not purchase card). All purchases of Apple computers must be approved by IT.

Software

All core software (i.e. operating systems, office productivity (MS Office), antivirus, network security, etc.) must be requested and/or purchased through the IT Department via a web-work order. All other software may be acquired directly by a school/department. The IT Department must be consulted before acquiring any software application to determine suitability and compatibility with existing or future District technology infrastructure.

Mobile/Cloud Based Apps

Schools may purchase single mobile apps. Schools may also request access to purchase apps in volume. Cloud based apps must have a Privacy Impact Assessment on file.

Land and Buildings

The purchase or acquisition or disposal of land and property requires Board of Education approval through the office of the Secretary Treasurer.

Furniture

Furniture should be purchased through the Facilities Department in order to ensure that repair and maintenance considerations and the District standardization policies are met. Small items that aren't part of the standard office or classroom can be purchased directly by the school/department.

Photocopiers and Printers

Photocopiers, printers, etc., must be purchased through the IT Department in order to ensure that repair and maintenance considerations and the District standardization policies are met.

Used Equipment

Where the purchase of used equipment is advantageous, the purchase should be handled through normal purchasing procedures. If the used equipment is subject to repair and maintenance by another department, the equipment must

be inspected/examined by that department, to determine whether the maintenance and repair considerations outweigh the value of the purchase.

Purchases of Items from outside of Canada

Due to potential problems with CSA approval, warranties, customs clearance, duty, brokerage and AMPS legislation, all supplies and equipment should be purchased from Canadian suppliers, unless the required item is not available in Canada, in which case the request should be reviewed by the Finance Department before proceeding.

BOARD OF EDUCATION

BOARD REPORT

DATE: February 12, 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 – January 29, 2019

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

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

1. Student Achievement Data Audit
2. Audit Committee Report
3. Appointment of Financial Auditor
4. Suspend Regular Recording of Votes
5. Superintendent Medical Leave
6. Appointment of Acting Assistant Superintendents
7. HR Report