



**Chilliwack  
School District**

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

**AGENDA**

**January 14, 2020**

**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 December 10, 2019 Special Regular Board Meeting – Elections and the December 10, 2019 Regular Board Meeting be approved as circulated.)

**2. PRESENTATION**

- 2.1. Strategic Plan Update: Continuing Education – Ford Mountain

**3. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING THE AGENDA**

**4. ACTION ITEMS**

- 4.1. 2020 – 2021 Local School Calendar: Public Feedback
- 4.2. Policy Manual Review

**5. INFORMATION ITEMS**

- 5.1. Recording of Public Board Meetings
- 5.2. BCSTA Report
- 5.3. Trustee Reports
- 5.4. Meeting Summaries: Committee of the Whole & In-Camera
- 5.5. **Next Board of Education Meeting: January 28, 2020 at 7:00 p.m.**

**6. PUBLIC PARTICIPATION – QUESTIONS CONCERNING THE AGENDA**

## 7. ADJOURNMENT



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

**Date of Meeting:** Tuesday, December 10, 2019

**Location:** School District Office

**Members Present:**

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

**Staff Present:**

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

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

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

Secretary Treasurer Gerry Slykhuis called the meeting to order at 6:30 p.m.

**1.2. Adoption of the Agenda**

**303.17** Moved by: Trustee Mumford  
Seconded by: Trustee Coulter

THAT the agenda be adopted as circulated.

**CARRIED**

**2. ACTION ITEMS**

**2.1. 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.

Trustee Swankey was nominated to the position of Board Char and declined the nomination.

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

Trustee Coulter was elected Board Chair.

**304.17** Moved by: Trustee Maahs  
Seconded by: Trustee Coulter

THAT the ballots for the election of the Board Chair be destroyed.

**CARRIED**

**2.2. Election of Board Vice Chair**

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

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

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

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

Trustee Swankey was elected Board Vice Chair.

**2.3. Election of BCPSEA Representative and Alternate**

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

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

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

Trustee Mumford was elected BCPSEA Representative.

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.

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

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

Trustee Furgason was nominated for the position of BCSTA Provincial Councilor and declined the nomination.

Trustee Reichelt was nominated for the position of BCSTA Provincial Councilor and accepted the nomination.

There were no further nominations. Trustee Reichelt was acclaimed BCSTA Provincial Councilor.

Trustee Swankey was nominated for the position of BCSTA Provincial Councilor Alternate and accepted the nomination.

Trustee Furgason was nominated for the position of BCSTA Provincial Councilor Alternate and declined the nomination.

There were no further nominations. Trustee Swankey was acclaimed BCSTA Provincial Councilor Alternate.

**3. MOTION TO DESTROY BALLOTS**

**305.17** Moved by: Trustee Mumford  
Seconded by: Trustee Swankey

THAT the ballots for the elections of Board Vice Chair, BCPSEA Representative and Alternate, and BCSTA Provincial Council Representative and Alternate be destroyed.

**CARRIED**

**4. ADJOURNMENT**

The meeting adjourned at 6:52 p.m.

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Board Chair

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Secretary-Treasurer



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

**Date of Meeting:** Tuesday, December 10, 2019

**Location:** School District Office

**Members Present:**

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

**Staff Present:**

Acting Superintendent	Mr. R. Arul-pragasam
Secretary Treasurer	Mr. G. Slykhuis
Acting Assistant Superintendent	Ms. J. Hall
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 7:02 p.m. - **Welcome and Acknowledgment of Traditional Stó:lō Territory.**

**1.2. Adoption of the Agenda**

**306.19** Moved by: Trustee Maahs  
Seconded by: Trustee Furgason

THAT the agenda be adopted as circulated.

**CARRIED**

**1.3. Approval of the Minutes**

**307.19** Moved by: Trustee Swankey  
Seconded by: Trustee Neufeld

THAT the minutes of the November 26, 2019 Regular Public Board Meeting be approved as circulated.

**CARRIED**  
**Abstained: Mumford**

2. **PRESENTATION: STRATEGIC PLAN UPDATE – ENHANCING MENTAL HEALTH LITERACY (STUDENT SUMMIT)**

Nicole Hallberg, (Healthy Schools Program, Community Nurse), Jessica Adams-Louporet (CSS, Vice Principal), Cathy Preibisch (District Mental Health Team, Counsellor) and the Summit planning team shared information about the recent mental health summit where 130 students came together to increase their understanding about mental health and left with an action plan for sharing their learning at their schools.

<b>Priority</b>	Improving student achievement and well-being through high quality instruction (Instruction)
<b>Goal</b>	To enhance personal and social responsibility.
<b>Strategy</b>	Enhance Mental Health Literacy among all staff and students in the school district with the goal of supporting student success K - 12

3. **PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING AGENDA ITEMS**

The Chair called for comments and/or questions from the public regarding agenda items.

No comments or questions were received.

4. **ACTION ITEM**

4.1. **Student Transportation Fees**

308.19 Moved by: Trustee Neufeld  
Seconded by: Trustee Furgason

THAT the Board of Education approve the annual increase of student transportation user fees based on the previous 12 months Canadian Consumer Price Index (CPI). The rate will be adjusted in April of each year and be effective with the upcoming school year.

**CARRIED**

5. **INFORMATION ITEMS**

5.1. **BCSTA Report**

Matters related to the British Columbia School Trustees' Association (BCSTA) were discussed.

5.2. **Trustee Reports**

**Trustee Maahs reported on the following:**

- Merry Christmas.

**Trustee Furgason reported on the following:**

- SSS performance of Mamma Mia.

**Trustee Reichelt reported on the following:**

- Trustee Academy.

- SSS performance of Mamma Mia.

**Trustee Mumford reported on the following:**

- Merry Christmas.
- Strathcona Book Fair.

**Trustee Neufeld reported on the following:**

- SSS performance of Mamma Mia.

**Trustee Swankey reported on the following:**

- Merry Christmas.
- Thank you to staff.
- BCSTA Trustee Academy.

**Trustee Coulter reported on the following:**

- Happy Holidays.

**5.3. Meeting Summaries****November 26, 2019 Committee of the Whole Meeting Summary**

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

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

1. Holiday Card Signing
2. Trustees to Chair Facility Naming and Re-Naming Committees
3. Rationale for School Fundraising
4. Chilliwack Official Community Planning: Sardis Community Plan
5. Red Light Runners: Board Nest Steps
6. Board Self Evaluation: Date
7. Policy 233: Recording of Regular Public Meetings

**November 26, 2019 In-Camera Meeting Summary**

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

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

1. HR Report
2. BCPSEA Report
3. Strategic Plan: Staffing
4. Ratification of Collective Agreement: CUPE
5. Exempt Staff Compensation
6. Budget Committee: Community Member
7. Review of Process re. Policy 606: Challenges to the Use of Learning Resources

**5.4. Next Board of Education Meeting Date**

**Tuesday, January 14, 2020**  
**7:00 p.m.**



**School District Office**

**6. PUBLIC PARTICIPATION – QUESTIONS CONCERNING AGENDA ITEMS**

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

No questions were received.

**7. ADJOURNMENT**

The meeting was adjourned at 7:51 p.m.

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Board Chair

\_\_\_\_\_  
Secretary-Treasurer

**Appendix A: Trustee Activities**

**Trustee Coulter:**

- C/VC Meetings.
- Superintendent Evaluation.

**Trustee Mumford:**

- November 27: Attended Cheam Elementary PAC Meeting.
- November 29: Spoke with parents of gifted children regarding current gifted program initiatives.
- December 2: Met with Promontory families for discussion on bus routes.
- December 5: Read to families of students at Strathcona Book Fair (thank you Mr. Lister).

**Trustee Reichelt:**

- November 27: Cheam Elementary PAC Meeting.
- November 28 – 30: BCSTA Trustee Academy.
- December 2: C/VC Meeting.
- December 3: Chilliwack Child and Youth Committee.
- December 4: Transmountain Pipeline Information Session.
- December 7: Mamma Mia at SSS.
- December 9: C/VC Meeting.

**Trustee Swankey:**

- November 28 – 30: Attended the BCSTA Trustee Academy in Vancouver.
- December 2: Attended CSS PAC meeting.
- December 4: Attended Vedder Elementary School's Christmas Lunch at Tzeachten Hall.
- December 4: Attended Robertson Elementary PAC meeting.

## BOARD OF EDUCATION

### PRESENTATION

**DATE:** January 14, 2020

**TO:** Board of Education

**FROM:** Rohan Arul-pragasam, Acting Superintendent

**RE:** **STRATEGIC PLAN UPDATE: CONTINUING EDUCATION – FORD MOUNTAIN**

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<b>Priority</b>	Strengthening meaningful relationships within and across schools, district and community to support success for students. <b>(Community &amp; Culture)</b>
<b>Goal</b>	To foster, develop and enhance quality partnerships to improve student experiences and learning outcomes.
<b>Strategy</b>	<b>Develop a Framework for Supporting Youth and Adults That Have Not Received Their Dogwood Diploma</b> Continue to review partnership with the Ford Mountain Correctional Facility to ensure the continuing education program funded by the district provides opportunities for adults to obtain their adult dogwood diplomas.

#### **BACKGROUND:**

- Continuing Education Teacher Doug Fraser will go over the Adult Dogwood Graduation Program that is currently being offered as a Continuing Education class during the day at Ford Mountain Correctional Centre (FMCC), a medium security protective custody facility managed by BC Corrections.
- This specially designed program meets the needs of adult learners requiring a Grade 12 Adult Dogwood Diploma through self-paced day classes held four days a week.

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** January 14, 2020

**TO:** Board of Education

**FROM:** Rohan Arul-pragasam, Acting Superintendent

**RE:** **2020 – 2021 LOCAL SCHOOL CALENDAR**

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#### **RECOMMENDATION:**

THAT the Board of Education approve the Draft 2020 – 2021 Local School Calendar as outlined for feedback from employees, parents and the public.

#### **BACKGROUND:**

Since 2014-2015, following provincial legislation introduced in 2012 requiring school districts to determine the year calendar, the Local School Calendar in Chilliwack has included a 2-week spring break.

In order to accommodate a 2-week spring break and meet the legislated minimum Ministry of Education Instructional Hours, the District has been required to add time to each school day, resulting in going beyond the Hours of Work for teachers as defined by the Collective Agreement. Elementary teachers have varied around 25.5 weekly instructional hours, which is above the 25 Hours of Work as defined by the Collective Agreement. Middle/Secondary teachers have had additional weekly Hours of Work as well, hovering around 28, above the 27.5 hours as defined by the Collective Agreement.

This required modification to the Collective Agreement, including Articles D.22.5, D 23.1 and D 23.2. Modification to the Collective Agreement, must be negotiated each year and a Letter of Understanding (LOU) signed between the Board of Education and the Chilliwack Teachers' Association (CTA) if a 2-week spring break is supported. The LOU has also included the continued opportunity for Teachers Teaching on Call (TTOCs) to attend Curriculum Implementation Days and Professional Development Days.

A LOU was signed after the implementation of 2018 – 2019 Local School Calendar with modifications to the Collective Agreement including Articles D.22.5; D 23.1; D 23.2, as well as paying TTOCs to attend three non-instructional days for curriculum implementation. This was two days in 2019 - 2020 as the amended calendar regulation does not include professional days for curriculum implementation. In addition, typically, the school district has added additional time to 10-month

Canadian Union of Public Employees (CUPE) staff in order for them to recoup lost wages for the additional spring break days.

For the 2017 – 2018 school year, the Board of Education approved a 2-week spring break without a LOU, which resulted in a grievance initiated by the CTA. A resolution of the grievance resulted in a settlement agreement that was signed by the British Columbia Public School Employers' Association/the Board of Education of School District No. 33 (Chilliwack) (the "Employer") and the British Columbia Teachers' Federation/the Chilliwack Teachers' Association (the "Union") on March 7, 2019. The agreement required the Board of Education and the CTA to meet as soon as possible to discuss the possible amendments to the School Calendar for the 2019 – 2020 school year, including all provisions of Article D.22.2. If the parties were not able to come to an agreement by April 30, 2019, the disagreement would have been referred to an arbitrator responsible for rendering a decision no later than May 31, 2019.

The School District and the CTA met on numerous occasions during the month of April 2019 and came to the resolution on partial implementation of article D.22.2.c.

*D.22.2 - The annual salary established for employees covered by this agreement shall be payable in respect of the teacher's regular work year. The regular work year shall include:*

- a. no fewer than five (5) days for professional development;*
- b. no fewer than one (1) year-end administrative day;*
- c. one (1) full day and two (2) early dismissals after instruction of three hours for student assessment/evaluation and parent/teacher consultation for each formal reporting period.***

Current and past practice in SD33 is for schools to annually use 4 hours of Early Dismissals that are scheduled throughout the year to be used for parent/teacher consultation. This is considered Instructional Time by the Ministry and can then be included in the calculation of Instructional Hours for the purpose of meeting the requirements of Hours of Instruction. As a result, using the same definition, additional early dismissal times will be included in the calculation of Instructional Hours as per the School Calendar Regulation.

The Settlement agreement requires the Board of Education and the CTA to meet every November to discuss the school calendar for each subsequent school year. The discussion will generally identify the parameters of the school year and, in particular, whether a 2-week Spring Break is contemplated.

If, by December 31 of every year, the parties have not reached agreement on the necessary amendments to the collective agreement in order to implement the calendar, each party will set out a proposed calendar. The difference will be resolved by Troubleshooter Elaine Doyle on the basis that she will select which model will be utilized. Troubleshooter Doyle's decision will be made on an expedited basis.

As per the School Calendar Regulation, a Board must make public a proposed school calendar one month before submitting it to the Ministry prior to March 31. During the consultation period, a Board must provide parents and representatives of employees of the Board the opportunity to comment on the proposed calendar. Therefore, the Local School Calendar, which the Board approves, should be posted on the district website by early February in order to provide the required opportunity for employee, parent and public feedback.

## **PROPOSED 2020 – 2021 CALENDAR DETAILS:**

The proposed Local School Calendar for 2020 – 2021 is the recommendation to the Board of Education after two meetings with the CTA and includes a 1-week Spring Break, which will go to an arbitrator for resolution as a result of the Settlement Agreement and/or Article D.22.1.

*D.22.1* - The regular work year for teachers shall be the school calendar provision of the School Act and Regulations. If either party believes there is a conflict between the School Act and Regulations, and this Article, pursuant to Article A.9, the parties shall meet to negotiate a mutually acceptable alternative that is not in conflict with the School Act and Regulations.

	One Week SB			Two Week SB			Two Week SB plus one R & A day (D.22.2.c)		
	Elementary	Middle	Secondary	Elementary	Middle	Secondary	Elementary	Middle	Secondary
Ministry Required Hours of Instruction	878	952	952	878	952	952	878	952	952
Ministry Required Minutes of Instruction	52680	57120	57120	52680	57120	57120	52680	57120	57120
Days of Instruction	182	182	182	177	177	177	176	176	176
Req Minutes per day of Instruction	289.45	313.85	313.85	297.63	322.71	322.71	299.32	324.55	324.55
Rounded Up To Meet Hours	290	314	314	298	323	323	300	325	325
Daily Recess (15 Elementary and Middle)	15	15		15	15		15	15	
Secondary Breaks, Change Periods			12			12			12
Proposed 2020-2021 Teaching Minutes Per Day	305	329	326	313	338	335	315	340	337
Contractual Limits Per Teaching Minutes Per Day	300	330	330	300	330	330	300	330	330
Minues per day over contract	-5	1	4	-13	-8	-5	-15	-10	-7
2019-2020 Teaching Minutes Per Day	308	336	336	308	336	336	308	336	336

- ✓ The above table shows the calculation of teacher instructional minutes per day for a 1-week spring break; 2-week spring break; and a 2-week spring break with the inclusion of one "Reporting and Assessment Day" as per Article D.22.2.c.
- ✓ The table above has been the starting point for conversation between the District and the CTA Leadership team.
- ✓ Also attached please see the draft local school calendar for the 2020 – 2021 school year.
- ✓ The 2020 – 2021 School Year begins following the September Labour Day weekend on Tuesday, September 8, 2020. The school year ends on Thursday June 24, 2020 for students with an Administrative Day for staff on Friday, June 25, 2020.
- ✓ All three options do not include the 6<sup>th</sup> School Based Staff Development Pro-D day as there are not enough days in the school year. The 6<sup>th</sup> School Based Staff Development Pro-D day has been a long-standing practice in our school district.
- ✓ As per past practice, Middle Schools are included in the Secondary Hours of Instruction requirements, which provide flexibility for Middle School teachers with additional team time for collaboration. These hours of instruction for Middle Schools also provide for a 15 min. recess/day for students, which are not classified as instructional time by the Ministry but are included in the calculations for Hours of Work for Middle School teachers.

- ✓ All three options result in going beyond the Hours of Work for teachers as defined by the Collective Agreement, although in option 1 this only impacts elementary Hours of Work for teachers (over by 5 minutes per day).
- ✓ This can easily be remedied by reducing recess time at elementary schools by 5 minutes for the 2020-2021 school year.
- ✓ In the past years the district has lost 1500 minutes of instructional time for students with the addition of the extra week during spring break but recouped less minutes with the addition of time over the year.

# SCHOOL CALENDAR 2020-2021

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

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

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

OCTOBER						
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25	26	27	28	29	30	31

NOVEMBER						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER						
S	M	T	W	T	F	S
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27	28	29	30	31		

JANUARY						
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31						

FEBRUARY						
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28						

MARCH						
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21	22	23	24	25	26	27
28	29	30	31			

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

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

Instructional

Non-Instructional

Vacation

Statutory Holiday

Administrative Day



## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** January 14, 2020  
**TO:** Board of Education  
**FROM:** Rohan Arul-pragasam, Acting Superintendent  
**RE:** **POLICY MANUAL REVIEW**

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#### **RECOMMENDATION:**

THAT the Board of Education direct the Acting Superintendent to initiate a formal process to review and ensure that district policies and regulations are up to date, and aligned with the *School Act*, Regulations and Orders in Council, and Ministerial Orders.

#### **BACKGROUND:**

The Chilliwack Board of Education is responsible for formulating policies under which the district functions, then delegating the operational responsibility for implementing them to the Superintendent and staff. The Chilliwack Board of Education has an extensive collection of bylaws, policies, board regulations and administrative regulations to support governance and operations within the district.

An analysis of existing bylaws, policies and board regulations was completed at the end of 2019 in order to identify areas for review in order to: provide greater clarity; pinpoint policies that are no longer current; and/or assess board and administrative regulations that are primarily operational in nature.

The analysis identified policies and regulations that fall into three areas: policy or regulations that the Board needs to retain, address currency, clarity and redundancies; policy or regulation duplicates/conflicts with the *School Act*, Ministerial Orders, Collective Agreements and established District Procedures; and policy or regulations that are under revision or areas where new policy is required.



## SD #33 Policy Analysis

		Retain , Address Currency, Clarity and Redundancies			Policy or Regulations duplicates/confli cts with School Act, Ministerial Orders, Collective Agreements, Established District Procedures		Under revision or new policy needed
Policy Number and Name	Placeholder for New Policy Number and Name	Current Policy retain as is	Content current, minor updating suggested, for Regulations, address some within policy or policy guidelines.	Detailed revisions	Abandon /Archive	Establish as an administrative procedure	In development or to be developed
<b>Bylaws</b>							
<a href="#">Bylaw 1 - Board Operating Procedures</a>							
<a href="#">Bylaw 2 - Trustee Elections</a>							
<a href="#">Bylaw 3 - Indemnification</a>							
<a href="#">Bylaw 4 - Appeal Procedure</a>							
<b>100 School District</b>							
100 Policy: School District Legal Status							
101 Policy: District Aim, Beliefs and Motto							
<b>200 Board</b>							
200 Policy Development							
201 Suspension of Policies and Board Approved Regulations							
202 Administration in Policy Absence							
203 General Powers and Duties of the Board							
204 Governance Principles							
205 Code of Ethics for Trustees							

206 Duties of Chair and Vice Chair							
207 Electronic Participation by Trustees							
208 Board Member Oath-Affirmation of Office							
209 Election of Trustees to Board Positions							
210 Inaugural Meeting							
211 Regular Public Meetings							
212 In-Camera Meetings							
213 Special Meetings							
214 Planning Meetings							
215 Rules of Order							
216 Motions							
217 Debate							
218 Voting							
219 Conflict of Interest							
220 Public Participation							
221 Delegations and Representations							
222 Board Committees							
222.1 BR Board Committees							
222.1 BR Board Committees - Audit Committee							
222.1 BR Board Committees - Budget Committee							
223 Liaison Trustee							
224 External Representation							
225 Board - Superintendent Relationship							
226 Board Self-Evaluation							
227 Trustee Remuneration							
228 Trustee Expenses							
229 Trustee Electronic Communication Support							
231 School Calendar							
232 Trustee Bursary							
233 Recording of Regular Public Meetings							
233.1 BR - Recording of Regular Public Meetings	Need to discuss						
234 Budget Monitoring and Reporting							
234.1 Administrative Regulation: Budget Monitoring and Reporting	Existing Administrative Regulation						

235 Accumulated Operating Surplus							
235.1 Administrative Regulation: Accumulated Operating Surplus	Existing Administrative Regulation						
236 Committee of the Whole	Requires some discussion						
222 Board Committees & Trustee Assignments - Appendix A	Appendix						
223 Liaison Trustee - Appendix A	Appendix						
224 External Representation - Appendix A	Appendix						
226 Board Self-Evaluation - Appendix A	Appendix						
226 Board Self-Evaluation - Appendix A Fillable	Appendix						
<b>300 Administration</b>							
300 Policy: Leadership Appointments and Assignments	Requires some discussion						
300.1 Administrative Regulation: Leadership Appointments and Assignments	Existing Administrative Regulation						
300.2 Board Regulation: School Administrative Entitlements	Requires some discussion						
304.1 Board Regulation: Role Description: Superintendent of Schools							
306.1 Board Regulation: Superintendent's Evaluation							
307 Policy: Supervision and Evaluation of Principals and Vice Principals							
307.1 Administrative Regulation: Principal/Vice Principal Performance Appraisal	Existing Administrative Regulation						
<b>400 Personnel</b>							
400 Policy: District Code of Conduct							
401 Policy: Staff Conflict of Interest							
401.1 Administrative Regulation: Staff Conflict of Interest	Existing Administrative Regulation						
402 Policy: Respectful Workplace							
402.1 Administrative Regulation: Respectful Workplace - Definitions and Responsibilities	Existing Administrative Regulation						
402.2 Administrative Regulation: Respectful Workplace - Reporting, Investigation and Resolution Procedures	Existing Administrative Regulation						
403 Policy: Police Information Check - Volunteers							
403.1 Administrative Regulation: Police Information Check - Volunteers	Existing Administrative Regulation						
404 Policy: Whistleblower Protection							
404.1 Administrative Regulation: Whistleblower Protection	Existing Administrative Regulation						
407.1 Administrative Regulation: Leave of Absence Public or Civic Duty	Existing Administrative Regulation						
411.2 Administrative Regulation: Teacher Release for Presenting in-Service	Existing Administrative Regulation						
411.3 Administrative Regulation: Principals' and Vice Principals' Annual Conference	Existing Administrative Regulation						
413.1 Administrative Regulation: Teacher Appointments	Existing Administrative Regulation						
416 Policy: Exchange Teaching	Requires some discussion						
416.2 Administrative Regulation: Department of National Defence Nominations	Existing Administrative Regulation						

416.3 Administrative Regulation: In-Province Exchange Programs for Administrators	Existing Administrative Regulation							
422 Policy: Smoke Tobacco-Free Environment								
423.2 Administrative Regulation: Communicable Diseases	Existing Administrative Regulation							
424 Policy: Child Abuse and Neglect								
424.1 Administrative Regulation: Reporting Child Abuse and Neglect	Existing Administrative Regulation							
426 Policy: Employee Recognition								
426.1 Administrative Regulation: Employee Recognition	Existing Administrative Regulation							
428 Policy: Expenses								
428.1 Administrative Regulation: Expenses	Existing Administrative Regulation							
430 Policy: Staffing Allocations								
430.1 Administrative Regulation: Teacher Allocations - Elementary Schools	Existing Administrative Regulation							
430.2 Administrative Regulation: Teacher Allocations - Middle & Secondary Schools	Existing Administrative Regulation							
430.3 Administrative Regulation: Position of Special Responsibility	Existing Administrative Regulation							
430.4 Administrative Regulation: Clerical Staff Ratios	Existing Administrative Regulation							
430.5 Administrative Regulation: Library Assistant Ratios - Secondary	Existing Administrative Regulation							
430.6 Administrative Regulation: Business Manager Ratios	Existing Administrative Regulation							
430.7 Administrative Regulation: Supervision Assistant Ratios	Existing Administrative Regulation							
432 Policy: Unauthorized Personnel								
<b>500 Students</b>								
500 Policy: Drugs and Alcohol								
500.1 Administrative Regulation: Drugs and Alcohol	Existing Administrative Regulation							
501 Policy: Student Behaviour								
501.1 Administrative Regulation: Student Discipline and Suspension	Existing Administrative Regulation							
501.2 Administrative Regulation: Student Behaviour -Sexual Harassment	Existing Administrative Regulation							
502 Policy: Student Search and Seizure								
503 Policy: Interrogation or Interviewing of Students by Police in Schools								
503.1 Administrative Regulation: Interrogation of Students by Police	Existing Administrative Regulation							
504 Policy: Ordinarily Resident and Non-Resident Students								
504.1 Administrative Regulation: Ordinarily Resident and Non-Resident Students	Existing Administrative Regulation							
506 Policy: Administering Medications to Students								
506.1 Administrative Regulation: Information on the Medical Alert Form	Existing Administrative Regulation							
507 Policy: Student Records								
507.1 Administrative Regulation: Student Records	Existing Administrative Regulation							

507.2 Administrative Regulation: Information for Non/Co-Custodial	Existing Administrative Regulation						
508 Policy: Distance Learning Ordinarily Resident							
510 Policy: Financial Awards							
510.1 Administrative Regulation: District / Authority Awards	Existing Administrative Regulation						
511 Policy: International Student Program							
511.1 Administrative Regulation: International Student Program	Existing Administrative Regulation						
512 Policy: Supervision of Students							
512.1 Administrative Regulation: Supervision of Students during Noon Intermission	Existing Administrative Regulation						
513 Policy: Student Safety Equipment	Requires some discussion						
514 Policy: Safe Schools							
514.1 Administrative Regulation: Safe Schools	Existing Administrative Regulation						
515 Policy: Weapons	Requires some discussion						
516 Policy: Sharing Information by Child and Youth Care Workers							
516.1 Administrative Regulation: Sharing Information by Child and Youth Care Workers	Existing Administrative Regulation						
517 Policy: Health-Promoting Schools							
518 Policy: Distribution of Information or Materials							
518.1 Administrative Regulation: Distribution of Information or Materials	Existing Administrative Regulation						
519 Policy: Dispute Resolution							
519.1 Administrative Regulation: Dispute Resolution	Existing Administrative Regulation						
520 Policy: Adult Student Fees	Requires some discussion						
521 Policy: Challenge for Credit	Requires some discussion						
521.1 Administrative Regulation: Challenge for Credit	Existing Administrative Regulation						
522 Policy: Equivalency							
522.1 Administrative Regulation: Equivalency	Existing Administrative Regulation						
523 Policy: School Fees							
523.1 Administrative Regulation: School Fees	Existing Administrative Regulation						
524 Policy: Physical Restraint of Students							
524.1 Administrative Regulation: Physical Restraint and Seclusion	Existing Administrative Regulation						
525 Policy: Support for Student Education Programs							
525.1 Administrative Regulation: Support for Student Education Programs	Existing Administrative Regulation						
526 Policy: Allergic Shock - Anaphylaxis							
526.1 Administrative Regulation: Anaphylaxis Guidelines	Existing Administrative Regulation						
527 Policy: Acceleration							

527.1 Administrative Regulation: Acceleration	Existing Administrative Regulation						
530 Policy: Home School							
530.1 Administrative Regulation: Home School Guidelines	Existing Administrative Regulation						
531 Policy: School Admission and Choice							
531.1 Administrative Regulation: School Admission and Choice	Existing Administrative Regulation						
532 Policy: Extra Curricular School Sports							
533 Policy: Maintenance of Order							
534 Policy: Student Dress Guidelines							
534.1 Administrative Regulation: Student Dress Guidelines	Existing Administrative Regulation						
Menstrual Products							
<b>600 Instructional Educational Programs</b>							
601 Policy: Learning Resources	Requires some discussion						
601.1 Administrative Regulation: Selection of Learning Resources	Existing Administrative Regulation						
602 Policy: Conducting Research							
602.1 Administrative Regulation: Guidelines Conducting Research Studies in Schools	Existing Administrative Regulation						
603 Policy: BAA Courses							
603.1 Administrative Regulation: BAA Courses	Existing Administrative Regulation						
604 Policy: Library Learning Commons							
604.1 Administrative Regulation: Library Learning Commons	Existing Administrative Regulation						
604.2 Administrative Regulation: Role of the Teacher Librarian in the Library Learning Commons							
605 Policy: Technology Use							
605.1 Administrative Regulation: Technology Use	Existing Administrative Regulation						
605.2 Administrative Regulation: Social Media	Existing Administrative Regulation						
606 Policy: Challenges to the use of Learning Resources							
606.1 Administrative Regulation: Procedures for Dealing with Challenged Materials	Existing Administrative Regulation						
607 Policy: Placement of Special Needs Students							
607.1 Administrative Regulation: Placement of Special Needs Students	Existing Administrative Regulation						
608 Policy: Assistance Dogs							
608.1 Administrative Regulation: Assistance Dogs in Schools	Existing Administrative Regulation						
610 Policy: Pets-Animals in the Classroom							
610.1 Administrative Regulation: Pets-Animals in the Classroom	Existing Administrative Regulation						
611 Policy: District Programs and Schools of Choice							
611.1 Administrative Regulation: District Magnet Schools, Schools of Choice	Existing Administrative Regulation						

612 Policy: Alternate Delivery in the Physical and Health Education (K-10), and Planning 10 Curricula							
612.1 Administrative Regulation: Alternate Delivery for Personal Planning	Existing Administrative Regulation						
613 Policy: Special Academies							
613.1 Administrative Regulation: Specialty Academies	Existing Administrative Regulation						
623 Policy: Student Field Experiences							
623.1 Administrative Regulation: Student Field Experiences	Existing Administrative Regulation						
627 Policy: Physical Activity							
628 Policy: French Immersion							
628.1 Administrative Regulation: French Immersion	Existing Administrative Regulation						
Policy 629: Career Programs							
<b>700 Support Services</b>							
701 Policy: Occupational Health and Safety							
701.1 Administrative Regulation: Agricultural Lime	Existing Administrative Regulation						
701.2 Board Regulation: Bus Driver Medicals							
701.3 Administrative Regulation: Buildings and Grounds	Existing Administrative Regulation						
701.4 Administrative Regulation: Occupational Health and Safety	Existing Administrative Regulation						
702 Policy: First Aid							
702.1 Administrative Regulation: First Aid	Existing Administrative Regulation						
703.3 Administrative Regulation: Vandalism	Existing Administrative Regulation						
703.4 Administrative Regulation: Vandalism and Theft	Existing Administrative Regulation						
703.5 Administrative Regulation: Access to Buildings	Existing Administrative Regulation						
703.6 Administrative Regulation: Vandalism	Existing Administrative Regulation						
704 Policy: Violence Prevention							
704.1 Administrative Regulation: Reporting Incidents of Violence	Existing Administrative Regulation						
707.1 Administrative Regulation: Equipment Replacement	Existing Administrative Regulation						
708 Policy: Emergency Closure							
708.1 Administrative Regulation: Bomb Threat	Existing Administrative Regulation						
708.3 Administrative Regulation: Emergency Closure	Existing Administrative Regulation						
709 Policy: Purchasing							
709.2 Administrative Regulation: Purchasing	Existing Administrative Regulation						
709.5 Administrative Regulation: Sales Calls and Demonstrations	Existing Administrative Regulation						
710 Policy: Transportation							
710.1 Administrative Regulation: Transportation-Eligibility Conditions and Registration	Existing Administrative Regulation						



710.2 Administrative Regulation: Transportation-Operating Instructions	Existing Administrative Regulation						
710.3 Administrative Regulation: Transportation-Students with Special Needs	Existing Administrative Regulation						
710.4 Administrative Regulation: Transportation - Registration and Fees	Existing Administrative Regulation						
710.5 Administrative Regulation: Vehicles on Board Property	Existing Administrative Regulation						
710.9 Administrative Regulation: District Vehicle Accidents	Existing Administrative Regulation						
710.10 Administrative Regulation: Use of School District Vehicles	Existing Administrative Regulation						
711 Policy: Rental Vehicles	Existing Administrative Regulation						
711.1 Administrative Regulation: Rental Vehicles							
712.2 Administrative Regulation: Printing and Duplicating Services	Existing Administrative Regulation					5	
712.3 Administrative Regulation: Production Facilities	Existing Administrative Regulation						
712.5 Administrative Regulation: Telephone Service	Existing Administrative Regulation						
713.3 Administrative Regulation: Proof of Loss Claims	Existing Administrative Regulation						
714 Policy: Computer Use, Management and Configuration							
714.1 Administrative Regulation: Computer Use, Management and Configuration	Existing Administrative Regulation						
715 Policy: Websites							
715.1 Administrative Regulation: Websites	Existing Administrative Regulation						
716 Policy: Video Surveillance							
716.1 Administrative Regulation: Video Surveillance	Existing Administrative Regulation						
717 Policy: Trespassing							
717.1 Administrative Regulation: Trespassing	Existing Administrative Regulation						
718 Policy: Anti-Idling							
719 Policy: Environment							
<b>800 Business Services</b>							
802.2 Board Regulation: Authorized Signatures							
803 Policy: Acquisition and Disposal of Real Estate							
803.1 Administrative Regulation: Acquisition and Disposal of Real Estate	Existing Administrative Regulation						
805.1 Administrative Regulation: School Funds	Existing Administrative Regulation						
806 Policy: Opening and Closing of Schools							
806.1 Board Regulation: Opening and Closing of Schools							
809 Policy: Naming and Re-Naming of Facilities							
809.1 Board Regulation: Naming and Re-Naming of Facilities							
809.9 Administrative Regulation: Construction Contracts,Bidding and Awards	Existing Administrative Regulation						
809.10 Administrative Regulation: Allocation of Capital Equipment Funds	Existing Administrative Regulation						

900 Community Relations								
902 Policy: Volunteers								
902.1 Administrative Regulation: Volunteers	Existing Administrative Regulation							
903 Policy: DPAC								
<a href="#">903.1 Administrative Regulation: DPAC</a>	Existing Administrative Regulation							
904 Policy: School PACs								
904.1 Administrative Regulation: School PACs	Existing Administrative Regulation							
904.2 Administrative Regulation: Insurance Extension to PAC Activities	Existing Administrative Regulation							
906 Policy: Community Use of Facilities								
906.1 Administrative Regulation: Community Use of Facilities	Existing Administrative Regulation							
907 Policy: Education, Business and Community Partnerships								
907.1 Administrative Regulation: Education, Business and Community Partnerships	Existing Administrative Regulation							
908 Policy: Historical Records Preservation								
908.1 Administrative Regulation: Historical Records Preservation	Existing Administrative Regulation							
910 Policy: Advertising in Schools								
910.1 Administrative Regulation: Advertising in Schools	Existing Administrative Regulation							
911 Policy: Community Schools	Requires some discussion							
911.1 Administrative Regulation: Community Schools	Existing Administrative Regulation							
918 Policy: Fundraising								
918.1 Administrative Regulation: General Guidelines for Fundraising	Existing Administrative Regulation							
919 Policy: Relations with Independent Schools								
919.2 Administrative Regulation: Services for Handicapped Students	Existing Administrative Regulation							
920 Policy: Smudging								
920.1 Administrative Regulation: Smudging	Existing Administrative Regulation							
921 Policy: Neighbourhood Learning Centres	Requires some discussion							
922 Policy: Flags								

## BOARD OF EDUCATION

### INFORMATION REPORT

**DATE:** January 14, 2020  
**TO:** Board of Education  
**FROM:** Gerry Slykhuis, Secretary Treasurer  
**RE: RECORDING OF PUBLIC BOARD MEETINGS**

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The Secretary Treasurer will provide information on the legal implications of editing or suspending the recording of public Board meetings.

#### **BACKGROUND:**

At the November 26, 2019 Regular Public Board Meeting a motion was passed that the Board of Education seek a legal opinion regarding Policy 233: Recording of Regular Public Meetings and Board Regulation 233.1: Recording of Regular Public Meetings.

Policy 233 states that, “the Board, at its sole discretion, may video record all or any portion of Board Meetings held in public” and “The video recording of any public meeting of the Board of Education or other video recorded Board meeting produced by the District is the exclusive property of the District to be used at the Board’s discretion.” Legal advice upholds this: there is no requirement for the district to provide recorded meetings. Nor is there anything preventing the district from suspending a recording or editing one.

The issue of the recordings being live and the legal issues should anything defamatory or confidential be made by a member of the public and then live-streamed was also discussed with legal counsel. Although the district’s liability would be somewhat limited because a school board trustee or employee was not the person making the statement, the district could still be held partially liable because the district would be the publisher of such a statement. The idea of recording and delaying the streaming would allow for the editing of any statements of this nature.

Currently, policy does not identify who would decide to suspend or edit a recording. It is recommended that the Board review the policy with regard to this.

## **MEETING SUMMARIES**

### **Committee of the Whole Meeting – December 10, 2019**

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

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

1. Policy Manual Review and Next Steps
2. Superintendent's Breakfast December 12
3. BCSTA Budget
4. Canada Energy Regulator Hearing: Board Next Steps
5. Timing of the Next In-Camera Meeting

### **In-Camera Meeting – December 10, 2019**

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

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

1. HR Report
2. BCPSEA Report
3. 2020 – 2021 Local School Calendar
4. Review of Process re. Policy 606: Challenges to the Use of Learning Resources