



**THE BOARD OF EDUCATION  
School District #33 (Chilliwack)  
Regular Public Board Meeting  
(Recorded)  
AGENDA  
April 7, 2020  
7:00 pm**

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**1. CALL TO ORDER – Zoom Video Conference**

- 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 March 10 Regular Board Meeting be approved as circulated.)

**2. PRESENTATION**

- 2.1. 2020 – 2021 Public Budget Presentation

**3. ACTION ITEM**

- 3.1. Policy 211: Regular Public Meetings & Policy 220: Public Participation – Temporary Suspension

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

**5. ACTION ITEMS**

- 5.1. 2020 – 2021 5 Year Capital Plan Bylaw
- 5.2. 2020 – 2021 Local School Calendar

**6. INFORMATION ITEMS**

- 6.1. Budget Committee Report
- 6.2. BCSTA Report
- 6.3. Trustee Reports

6.4. Meeting Summaries: Committee of the Whole & In-Camera

6.5. **Next Board of Education Meeting: April 28, 2020 at 7:00 p.m.**

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

**8. ADJOURNMENT**



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

**Date of Meeting:** Tuesday, March 10, 2020

**Location:** School District Office

**Members Present:**

Chair	Mr. D. Coulter
Vice-Chair	Mr. D. Swankey
Trustee	Dr. D. Furgason
Trustee	Mr. B. Neufeld
Trustee	Ms. W. Reichelt

**Regrets:**

Trustee	Mr. J. Mumford
Trustee	Mrs. H. Maahs

**Staff Present:**

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

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

**1.1. Call to Order**

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

**1.2. Adoption of the Agenda**

**59.20** Moved by: Trustee Neufeld  
Seconded by: Trustee Reichelt

THAT the agenda be adopted as circulated.

**60.20** Moved by: Trustee Coulter  
Seconded by: Trustee Furgason

THAT the agenda be amended to remove item 4.1 2020 – 2021 Local School Calendar.

**CARRIED**

**61.20** Moved by: Trustee Neufeld  
Seconded by: Trustee Reichelt

THAT the agenda be adopted as amended.

**CARRIED**

**1.3. Approval of the Minutes**

**62.20** Moved by: Trustee Reichelt  
 Seconded by: Trustee Furgason

THAT the minutes of the February 11 Regular Public Board Meeting be approved as circulated.

**CARRIED**

**2. PRESENTATION: STRATEGIC PLAN UPDATE – ACHIEVEMENT/STUDENT SUCCESS**

Acting Superintendent Rohan Arul-pragasam and Acting Assistant Superintendents Janet Hall and Kirk Savage provided an update on achievement and student success as they relate to the Strategic Plan.

<b>Priority</b>	Improving student achievement and well-being through high quality instruction.
<b>Goal</b>	All students meet or exceed grade level expectations in literacy and numeracy.

**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 ITEMS**

**4.1. Board/Authority Authorized (BAA) Courses**

**63.20** Moved by: Trustee Neufeld  
 Seconded by: Trustee Reichelt

1. THAT the Board of Education approve the Board/Authority Authorized Course: Home Renovation & Repair 11.
2. THAT the Board of Education approve the Board/Authority Authorized Courses: HSCeP Sessions in Applied Psychology 10, 11 and 12.
3. THAT the Board of Education approve the Board/Authority Authorized Course: Instrumental Survey 12.
4. THAT the Board of Education approve the Board/Authority Authorized Courses: Sustainable Vegetable Production 10, 11 and 12.

**CARRIED**

**5. INFORMATION ITEMS**

**5.1. Vedder Elementary Addition**

Secretary Treasurer Gerry Slykhuis presented information on the recent approval of a 10-classroom addition to Vedder Elementary School.

**5.2. BCSTA Report**

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

**5.3. Trustee Reports**

**Trustee Furgason reported on the following:**

- Board Dinner with CUPE Executive.
- McCreary Centre Adolescent Health Survey Analysis.

**Trustee Reichelt reported on the following:**

- Principal Vice Principal Hiring Committee.

**Trustee Coulter reported on the following:**

- Aboriginal Education Advisory Committee
- McCammon Traditional Concert – Medicine Songs.

**5.4. Meeting Summaries**

**February 11, 2020 Committee of the Whole Meeting Summary**

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

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

1. Presentation: My Ed Portal
2. Data Dashboard
3. Long Term Service Recognition
4. Administrative Regulation 300.1: Leadership Appointments and Assignments
5. Maintenance Staff Appreciation
6. CUPE Meeting

**February 28, 2020 Committee of the Whole Meeting Summary**

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

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

1. Presentation: Strategic Plan
2. Trustee Slide Show: BCSTA AGM
3. Bowls of Hope Annual Dinner/Auction – May 1, 2020
4. Athletics Gala

**February 11, 2020 In-Camera Meeting Summary**

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

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

- 1. HR Report
- 2. BCPSEA Report
- 3. Policy 205: Code of Ethics for Trustees
- 4. Acting Superintendent Feedback on Board Evaluation

**February 28, 2020 In-Camera Meeting Summary**

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

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

- 1. HR Report
- 2. BCPSEA Report
- 3. Health and Safety Update
- 4. Fraser Valley Distance Education School Update
- 5. 2020 – 2021 Local School Calendar
- 6. Acting Superintendent Feedback on Board Evaluation

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

**Tuesday, April 7, 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 8:53 p.m.

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Board Chair

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

## **Appendix A: Trustee Activities**

### **Trustee Swankey:**

- February 12: Attended the CSS Aboriginal Education Department Screening of Picking Up the Pieces: The Making of the Witness Blanket at GWG.
- February 13: Attended the ADR Arts and Tech Cohort Info Session at MSMS.
- February 18: Attended Chair/Vice Chair meeting.
- February 18: Attended the special meeting of the board.
- February 24: Attended Chair/Vice Chair meeting.
- February 28: Attended the BCSTA's Chair/Vice Chair meeting to review newly introduced legislation to update the School Act.
- February 28: Attended the BCSTA's Legislative Committee Meeting in preparation for AGM.
- March 2: Attended Chair/Vice Chair meeting.
- March 3: Attended the Mini Med School on access to children and youth health at CSS's NLC.
- March 9: Attended Chair/Vice Chair meeting.

### **Trustee Reichelt:**

- February 12: Witness Blanket film at GWG.
- February 13: ADR Cohort parent info night.
- February 14: CYC Conversation on Children planning meeting.
- February 20: CUPE dinner.
- February 21 to 22: BCSTA Provincial Council.
- February 24: Tyson PAC meeting.
- March 2: PVP Hiring Committee.
- March 4: PVP Hiring Committee.
- March 5: PVP Hiring Committee.
- March 5: School Naming Committee.
- March 6: CYC discussion of McCreary survey.
- March 9: PVP Hiring Committee.
- March 9: Inclusive Education Advisory Committee.

**BOARD OF EDUCATION**  
**PRESENTATION REPORT**

**DATE:** April 7, 2019  
**TO:** Board of Education  
**FROM:** Gerry Slykhuis, Secretary Treasurer  
**RE:** **2020 – 2021 PUBLIC BUDGET PRESENTATION**

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This will be a presentation of the 2020 – 2021 Budget. Please review the recording of the Board meeting that will be posted [here](#) on the district website immediately following the meeting.



## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** April 7, 2020

**TO:** Board of Education

**FROM:** Dan Coulter, Chair

**RE:** **POLICY 211: REGULAR PUBLIC MEETINGS & POLICY 220: PUBLIC PARTICIPATION – TEMPORARY SUSPENSION**

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#### **RECOMMENDATION:**

THAT the Board temporarily suspend Policy 211: Regular Public Meetings & Policy 220: Public Participation due to the requirement for physical distance during the COVID-19 pandemic.

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

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**211  
POLICY  
Regular Public Meetings**

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

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Cross Refs:

Adopted: January 15, 2008

Reviewed:

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

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

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

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**220  
POLICY  
Public Participation**

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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 agenda.

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 period.

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.

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Cross Refs: [Policy 211: Regular Public Meetings](#), [Policy 221: Delegations and Representatives](#)

Adopted: January 22, 1991  
Reviewed: August 3, 2000  
Revised: February 13, 2018, February 26, 2019

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** April 7, 2020  
**TO:** Board of Education  
**FROM:** Gerry Slykhuis, Secretary Treasurer  
**RE:** **FIVE-YEAR CAPITAL PLAN BYLAW NO. 2020/21-CPSD33-01**

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Gerry Slykhuis, Secretary Treasurer will review the attached letter received by the Ministry of Education in response to the Board of Education's Five-Year Capital Plan.

#### **RECOMMENDATION:**

1. THAT the Board approve three readings of Capital Project Bylaw No. 2020/21-CPSD33-01 at the April 7, 2020 Regular Board Meeting.  
*(vote must be unanimous)*
2. THAT the Board approve first reading of Capital Project Bylaw No. 2020/21-CPSD33-01 (attached).
3. THAT the Board approve second reading of Capital Project Bylaw No. 2020/21-CPSD33-01 (attached).
4. THAT the Board approve third reading and adoption of Capital Project Bylaw No. 2020/21-CPSD33-01 (attached).

#### **BACKGROUND:**

In June 2019, the District submitted a 5-Year Capital Plan with the following categories:

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

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

In accordance with Section 142(5) of the School Act, the Ministry provides each school district a written response to their annual Five-Year Capital Plan submission once the assessment of all submissions are complete and funding for fiscal 2020/21 is announced by the Ministry.

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

The Board of Education is required to adopt a single Capital Project Bylaw (attached) for its approved 2020/21 Five-Year Capital Plan before the Ministry will issue the Certificate of Approval (COA) enabling the School District to draw capital funds for the Routine Capital projects.

**CAPITAL BYLAW NO. 2020/21-CPSD33-01**  
**CAPITAL PLAN 2020/21**

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

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

NOW THEREFORE the Board agrees to do the following:

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

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2020/21 Capital Plan as approved by the Minister, to include the supported project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent dated March 5, 2020, is hereby adopted.
- 2. This Bylaw may be cited as School District No. 33 (Chilliwack) Capital Bylaw No. 2020/21-CPSD33-01.

READ A FIRST TIME THE 7<sup>th</sup> DAY OF APRIL 2020;

READ A SECOND TIME THE 7<sup>th</sup> DAY OF APRIL 2020;

READ A THIRD TIME, PASSED AND ADOPTED THE 28<sup>th</sup> DAY OF APRIL 2020.

\_\_\_\_\_  
Board Chair

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

I HEREBY CERTIFY this to be a true and original School District No. 33 (Chilliwack) Capital Bylaw No. 2020/21-CPSD33-01 adopted by the Board the 7<sup>th</sup> day of April, 2020.

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



March 5, 2020

Ref: 218161

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

**Capital Plan Bylaw No. 2020/21-CPSD33-01**

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2020/21

This letter is in response to your School District's 2020/21 Annual Five-Year Capital Plan submission, submitted to the Ministry prior to June 30, 2019, and provides direction for advancing supported and approved capital projects.

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

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

Below you will see the major capital projects supported to proceed with Concept Plans\* as well as minor capital projects from the Ministry's 2020/21 annual capital programs that are approved for funding and are able to proceed to procurement.

\*Concept Plan approval is a new step required before a Project Definition Report (PDR) will be supported. Your respective Regional Director or Planning Officer will provide you with more information if you have major capital projects supported to proceed to a Concept Plan.



### MAJOR CAPITAL PROJECTS (SMP, EXP)

There are no new major capital projects supported to proceed to concept plan or business case.

### Projects in Development from Previous Years

Project #	Project Name	Project Type
127797	G.W. Graham Secondary	Addition

Note: If you do not see your major capital project(s) listed in the table(s) above the Ministry does not support the development of a concept plan or business case.

### MINOR CAPITAL PROJECTS (SEP, CNCP, BEP, PEP, BUS)

#### New projects for SEP, CNCP, BEP, PEP

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Vedder Middle	BEP - Building Envelope Upgrades	TBD	BC Housing will contact you regarding next steps in project development.
Chilliwack Integrated Arts & Technology Secondary	SEP - Building Enclosure Upgrades - Roof replacement	\$881,664	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.
Chilliwack Integrated Arts & Technology Secondary	SEP - Mechanical Upgrades - HVAC and related system upgrades	\$333,505	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.
Chilliwack Integrated Arts & Technology Secondary	SEP - Electrical Upgrades - Electrical System upgrades	\$284,831	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.
Robertson Elementary	PEP - New - Universally Accessible Playground Equipment	\$125,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.

**New projects for BUS**

Existing Bus Fleet #	New Bus Type	Amount Funded by Ministry	Next Steps & Timing
4331	D (80+RE) with 0 wheelchair spaces	\$177,903	Proceed to ordering the school bus(es) between March 4, 2020 and May 4, 2020 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsb.org">http://www.astsb.org</a>
4332	D (80+RE) with 0 wheelchair spaces	\$177,903	Proceed to ordering the school bus(es) between March 4, 2020 and May 4, 2020 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsb.org">http://www.astsb.org</a>
5332	D (80+RE) with 0 wheelchair spaces	\$177,903	Proceed to ordering the school bus(es) between March 4, 2020 and May 4, 2020 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsb.org">http://www.astsb.org</a>
5333	D (80+RE) with 0 wheelchair spaces	\$177,903	Proceed to ordering the school bus(es) between March 4, 2020 and May 4, 2020 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsb.org">http://www.astsb.org</a>

A10330	D (80+RE) with 0 wheelchair spaces	\$177,903	Proceed to ordering the school bus(es) between March 4, 2020 and May 4, 2020 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsb.org">http://www.astsb.org</a>
A6330	D (80+RE) with 0 wheelchair spaces	\$177,903	Proceed to ordering the school bus(es) between March 4, 2020 and May 4, 2020 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsb.org">http://www.astsb.org</a>
A8332	A2 UNDER 6350KG (1-24) with 3 wheelchair spaces	\$98,976	Proceed to ordering the school bus(es) between March 4, 2020 and May 4, 2020 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsb.org">http://www.astsb.org</a>
New Request	D (80+RE) with 0 wheelchair spaces	\$177,903	Proceed to ordering the school bus(es) between March 4, 2020 and May 4, 2020 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsb.org">http://www.astsb.org</a>
New Request	D (80+RE) with 0 wheelchair spaces	\$177,903	Proceed to ordering the school bus(es) between March 4, 2020 and May 4, 2020 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsb.org">http://www.astsb.org</a>



New Request	D (80+RE) with 0 wheelchair spaces	\$177,903	Proceed to ordering the school bus(es) between March 4, 2020 and May 4, 2020 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsbcc.org">http://www.astsbcc.org</a>
New Request	D (80+RE) with 0 wheelchair spaces	\$177,903	Proceed to ordering the school bus(es) between March 4, 2020 and May 4, 2020 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsbcc.org">http://www.astsbcc.org</a>

Note: An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board related obligations associated with the approved Minor Capital Projects for the 2020/21 fiscal year as listed above.

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Plan Bylaw No. provided at the beginning of this document) for its approved 2020/21 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:

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

The Capital Bylaw and the APFA must be signed, dated and emailed to Ministry Planning Officer Ravnit Aujla at [Ravnit.Aujla@gov.bc.ca](mailto:Ravnit.Aujla@gov.bc.ca) as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.

With the 2020/21 Capital Plan process now complete, the Capital Plan Instructions for the upcoming 2021/22 Annual Five-Year Capital Plan submission process (with supplementary intake spreadsheets) will be provided within the next few weeks. These plans are to be submitted to the Ministry no later than June 30, 2020.

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

Sincerely,



Joel Palmer, Executive Director  
Capital Management Branch

pc: Rachelle Ray, Director, Capital Projects Unit, Capital Management Branch  
Michael Nyikes, Director, Capital Programs Unit, Capital Management Branch  
Ravnit Aujla, Planning Officer, Capital Management Branch  
Rob Drew, Regional Director, Capital Management Branch  
Rosa Cutler, Planning Officer, Capital Management Branch

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** April 7, 2020  
**TO:** Board of Education  
**FROM:** Rohan Arul-pragasam, Acting Superintendent  
**RE:** **2020 – 2021 LOCAL SCHOOL CALENDAR**

**RECOMMENDATION:**

THAT the Board of Education approve the 2020-2021 Local School Calendar as presented.

**BACKGROUND:**

On February 20, 2020, Arbitrator Elaine Doyle reviewed submissions from Board of Education and the Chilliwack Teachers' Association (CTA) and rendered the following decision regarding the 2020-2021 school calendar.

	<b>Two Week SB plus one R &amp; A day (D.22.2.c)</b>		
	<b>Elementary</b>	<b>Middle</b>	<b>Secondary</b>
<b>Ministry Required Hours of Instruction</b>	<b>878</b>	<b>952</b>	<b>952</b>
<b>Ministry Required Minutes of Instruction</b>	52680	57120	57120
<b>Days of Instruction</b>	176	176	176
<b>Req Minutes per day of Instruction</b>	299.32	324.55	324.55
<b>Rounded Up To Meet Hours</b>	300	325	325
<b>Daily Recess (15 Elementary and Middle)</b>	15	15	
<b>Secondary Breaks, Change Periods</b>			12
<b>Proposed 2020-2021 Teaching Minutes Per Day</b>	315	340	337
<b>Contractual Limits Per Teaching Minutes Per Day</b>	<b>300</b>	<b>330</b>	<b>330</b>
<b>Minutes per day over contract</b>	<b>15</b>	<b>10</b>	<b>7</b>
<b>2019-2020 Teaching Minutes Per Day</b>	308	336	336
<b>2020 -2021 Teaching Minutes Per Day</b>	<b>315</b>	<b>340</b>	<b>337</b>

**The local school calendar for 2020-2021 will include a two-week spring break (March 15-26, 2021) and one (1) full day for student assessment/evaluation and parent/teacher consultation for the school year.**

In order to meet Ministry requirements for student instructional time as per the Calendar Regulation, this agreement would increase the maximum weekly teacher instructional time as follows: elementary teacher time will increase by 75 minutes, middle school teacher time will increase by 50 minutes and secondary teacher time will increase by 35 minutes.

As a result of the modification to the Collective Agreement which includes Articles D.22.5, D 23.1 and D 23.2., a Letter of Understanding (LOU) will have to be signed between the Board of Education and the Chilliwack Teachers' Association (CTA).

### **2020 – 2021 Calendar Survey Results Summary:**

- A total of 3,320 responses were received.
- 65% of respondents (2,172) **did not** support the draft calendar with a 1-week spring break, a reduction of elementary recess time to 10 minutes from 15 minutes, etc.
- 35% of respondents (1,148) supported the draft calendar.
- 2,601 identified as parents (many of whom may be teachers).
- 398 identified as teachers.
- 247 identified as CUPE.
- 296 identified as "other," including students, grandparents, etc.
- Respondents were only able to complete the survey once from the same browser or email address.
- The **school district has more than 14,000 students** so, presumably, the majority of parents **did not complete the survey**. The Board will have to consider different options for collecting feedback for the 2021-2022 school calendar given the low participation rates.
- The majority of reasons cited **against** were along the lines of the 2-week spring break allowing students and staff more to rest and re-energize, and providing for important family time including vacations.
- Many were also concerned about the proposal to reduce recess time along with having a 1-week break.
- Those in **favour** of the calendar cited hardships in having students out for 2 weeks and the need for students to have more time in school.

### **Vulnerable Student and Family Data:**

Although a decision has been rendered by Arbitrator Elaine Doyle, it is worthy to note that a school calendar that includes a two-week spring break has a profound impact on vulnerable families that

require consistency and supports in their lives. This includes single parent families and low income parents having the ability to work during the 2nd week of spring break, and the opportunity for vulnerable students to obtain much needed supports from their local school communities during the 2nd week of spring break (e.g., access to food programs, academic and social/emotion supports and interventions, external agency supports working with schools, etc.).

The Chilliwack School District continues to use two data sets to ascertain the vulnerability index in their neighbourhood communities and schools. Listed below are the factors considered in calculating the vulnerability index in school communities. Note that individual vulnerability school indexes will not be disclosed but it is key to note that the Chilliwack School District **has many local communities with a high vulnerability index.**

#### **Index #1 – Social Service Index:**

This index is calculated by the Ministry of Education and the Ministry of Children & Family Development.

**Social Service Index =  $[a+2*b+c]/d$ ;** where

a= Family on Income Assistance Only

b= Family on Income Assistance and Child in Care

c = Child in Care Only

d= Total enrollment

#### **Index #2 – Socio Economic Indicator:**

This index is calculated by the district based on Baragar enrollment analysis data, which includes data from the Provincial Birth Registry current and historic files, and Canada Revenue Agency's current and historic Child Tax Benefit and Child Care Credit data bases.

Factors for consideration:

1. % Population Without a High School Diploma
2. % Single Parent Families In The School Community
3. % Households with Income less than \$30,000
4. % Transiency
5. % Parents Unemployed



## **BOARD OF EDUCATION**

### **INFORMATION REPORT**

**DATE:** April 7, 2020  
**TO:** Board of Education  
**FROM:** Jared Mumford, Budget Committee Chair  
**RE:** **BUDGET COMMITTEE REPORT**

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The Board of Education received the Budget Committee Report of April 2, 2020.

# Minutes



## REPORT OF THE BUDGET COMMITTEE

Meeting Held Thursday, April 2, 2020 – 4:00 p.m.

Remotely via Zoom

### Attendance:

Committee Members:	Jared Mumford Darrell Furgason Willow Reichelt Daisy Dai Andrew Unruh Heather Attridge Allan Van Tassel Gail Point Ed Klettke Tatiana Hochstetter	Chair Trustee Trustee Community Rep Community Rep DPAC Management Group Ab Ed Advisory Committee CTA Student Rep – SSS
Staff:	Rohan Arul-pragasam Gerry Slykhuis Mark Friesen Talana McInally	Acting Superintendent Secretary Treasurer Assistant Secretary Treasurer Executive Assistant (Recorder)
Regrets:	Michelle McGrath Dale Obirek Reid Clark Gabe D'Archangelo Mace MacGowan Muskan Gill	DPAC CUPE CTA CPVPA Student Rep –CSS Student Rep – SSS
Also in Attendance:	David Swankey Heather Maahs Barry Neufeld	Trustee Trustee Trustee

### 1. Call to Order

Chair Mumford called the meeting to order at 4:04 p.m.

### 2. Approval of Agenda

Mover: Willow Reichelt  
Second: Allan Van Tassel

THAT the agenda be approved as circulated.

CARRIED

### 3. **Approval of Minutes**

Mover: Darrell Furgason  
Secunder: Willow Reichelt

THAT the minutes of the January 23, 2020 meeting be approved as circulated.

CARRIED

### 4. **Preliminary Budget Assumptions 2020/21**

Secretary Treasurer, Gerry Slykhuis and Assistant Secretary Treasurer, Mark Friesen reviewed the proposed budget assumptions to be used in developing the 2020/21 Preliminary Budget as follows:

- a) **Enrolment Projections** – An increase of 255 K-12 students is projected; however, Distance Ed and Continuing Ed K-12 students are reduced to zero, while Adult Ed enrolment is projected to continue to decline.
- b) **Revenue Projections** – Per-student Operating Grant amounts for 2020/21 will increase by 1.23% for Regular/CE/Alternate, and .45% to 1.42% for Special Needs. Aboriginal Ed will increase by 3.45%. There is once again no increase to the per-student amount for Distance Learning. Enrolment revenues, rate changes and other Ministry funding was reviewed amounting to an overall increase in revenue of \$2 million.
- c) **Spending Priorities** – Anticipated District staffing changes were identified showing an overall net decrease of 7.5 FTE's, 7.2 of which is due to FVDES. Support Staff, Exempt, PVP, and Trustee wage increases for 20/21 are all at the rate of 2.0%. The Teacher wage increases have not been identified at this time as the collective agreement is not yet ratified. Capital spending priorities include vehicles, hardware and software. Other cost changes include an increase in utilities, international recruitment, and costs for the ADR Arts Cohort. Gerry Slykhuis, Secretary Treasurer reviewed the 19/20 Amended Budget Reserve Summary.

The Preliminary budget will be brought back to the Committee on May 7<sup>th</sup> and then to the Board for first reading on May 12, 2020.

### 5. **Overview of Public Budget Presentation**

The Secretary Treasurer and Assistant Secretary Treasurer shared the public presentation with the Committee for their review and feedback. In addition to the budget projections, this years' presentation will focus on how we get our funding, how we allocate our funding, budget risks, 3-year budget, and what makes a budget better. It will be recorded remotely on April 7, 2020 at 7:00 p.m. during the Regular Board meeting, and posted afterwards. Any questions before or after the recording can be submitted to Donna\_Vogel@sd33.bc.ca.

### 6. **Plan Appreciation Dinner for Committee**

Discussions were had around what the committee would like to do in lieu of an appreciation dinner from the Board given the pandemic. Everyone agreed to put this on hold with intent to plan something early next school year.

7. **Adjournment**

The meeting was adjourned at 5:13 p.m.

DRAFT

## **MEETING SUMMARIES**

### **Committee of the Whole Meeting – March 10, 2020**

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

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

1. Board Retreat Planning
2. Proposed Policy Session: April 15, 2020 8:30 a.m. – 12:00 p.m.
3. Chilliwack Child and Youth Annual Conversation Sponsorship
4. BCSTA Update: School Act Amendments
5. DPAC – PAC Appreciation Dinner April 1: Agenda
6. Reporting Policy Update
7. April 7 COW Board In-Service: Topic

### **In-Camera Meeting – March 10, 2020**

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

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

1. HR Report
2. BCPSEA Report
3. 2020 – 2021 Local School Calendar
4. PVP Appointments
5. Strategic Staffing