



**THE BOARD OF EDUCATION
School District #33 (Chilliwack)
Regular Public Board Meeting
(Recorded)
AGENDA
December 8, 2020
7:00 pm**

1. CALL TO ORDER – Zoom Webinar

- 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 November 24, 2020 Regular Board Meeting be approved as circulated.)

2. PRESENTATIONS

- 2.1. Strategic Plan Update: Data Integration
- 2.2. Strategic Plan Update: Vedder Elementary Expansion

3. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING THE AGENDA

4. ACTION ITEMS

- 4.1. Appointment of City of Chilliwack: Board of Education By-Election
- 4.2. Policy Renovation Project: Sections 100 & 200

5. INFORMATION ITEMS

- 5.1. COVID-19 Update
- 5.2. BCSTA Report
- 5.3. Meeting Summaries
- 5.4. **Next Board of Education Meeting: January 12, 2021 at 7:00 p.m.**

6. PUBLIC PARTICIPATION – QUESTIONS CONCERNING THE AGENDA

7. ADJOURNMENT



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

<u>Date of Meeting:</u>	Tuesday, November 24, 2020	
<u>Location:</u>	Zoom Webinar	
Members Present:	Chair	Ms. W. Reichelt
	Vice-Chair	Mr. J. Mumford
	Trustee	Dr. D. Furgason
	Trustee	Mr. J. Mumford
Regrets:	Trustee	Mr. D. Coulter
	Trustee	Mrs. H. Maahs
	Trustee	Mr. B. Neufeld
Staff Present:	Interim Superintendent	Mr. R. Arul-pragasam
	Secretary Treasurer	Mr. G. Slykhuis
	Assistant Superintendent	Ms. P. Jordan
	Assistant Superintendent	Mr. K. Savage
	Director of Facilities & Transportation	Mr. A. Van Tassel
	Director of Instruction (Acting)	Mr. D. Manuel
	Principal	Ms. B. Haller
	Principal	Mr. J. Edgcombe
	Principal	Mr. S. Wallace
	Program Consultant	Ms. J. Carroll
	Audio-Video/Desktop Foreman	Mr. M. Bakker

1. CALL TO ORDER – Zoom Webinar

1.1. Call to Order

The Board Chair called the meeting to order at 7:01 p.m. – **Welcome, Acknowledgment of Traditional Stó:lō Territory and Diversity Statement**

Additional Statements:

Over the past week, members of the public have seen comments on social media that were disrespectful and discriminatory, particularly toward people in the Asian-Canadian community and people with diverse abilities. These comments by individual trustees are not reflective of the views of the Board as a whole and do not represent the type of behaviour that is promoted or tolerated in our classrooms.

The Chilliwack Board of Education is committed to creating safe and inclusive schools for all children, families and staff members regardless of race, ethnicity, religion, sex, ability, socioeconomic status, sexual orientation or gender identity.

Any decisions regarding further action by the Board of Education will follow board policy and take place in a future in-camera meeting.

During the in-camera meeting that took place earlier today, the Chilliwack Board of Education made the decision to exclude Trustee Barry Neufeld from the remaining in camera meetings in the 2020-2021 school year. This action was taken due to two serious incidents:

1. Trustee Neufeld publicly disclosed confidential information that had been discussed at an in-camera meeting.
2. Trustee Neufeld refused to recuse himself from an Board in-camera meeting where an issue was discussed that he had a pecuniary interest in.

These incidents were violations of Section 58 of the School Act, Section 3 of Board Policy 212: In-Camera Meetings and Section 8 of Board Policy 205: Code of Ethics for Trustees.

1.2. Adoption of the Agenda

294.20 Moved by: Trustee Mumford
Seconded by: Trustee Furgason

THAT the agenda be adopted as circulated.

CARRIED

1.3. Approval of the Minutes

295.20 Moved by: Trustee Mumford
Seconded by: Trustee Furgason

THAT the minutes of the November 3, 2020 Regular Public Board Meeting be approved as circulated.

CARRIED

2. PRESENTATIONS

2.1. Strategic Plan Update: K-12 Integrated Arts and Technology Road Map

Brooke Haller, Jim Edgcombe, Scott Wallace and Janet Carrol provided a presentation on the implementation of Integrated Arts & Technology K-12 at three schools: FG Leary Elementary, AD Rundle Middle School Cohort and Imagine High Integrated Arts and Technology Secondary.

Priority	Improving student achievement and well-being through high quality instruction (Instruction).
Goal	To increase students' abilities to apply critical, creative and reflective thinking.

Strategy	Establish New Integrated Arts & Technology School: Create a world class school for Chilliwack students at the secondary level in the area of integrated arts and technology.
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2.2. **Strategic Plan Update: G. W. Graham Addition**

Gerry Slykhuis and Al Van Tassel provided an update on the G.W. Graham Secondary Addition. Sarah Bjornson and Annerieke van Hoek, Architects – studio**HuB** architects ltd. – presented on the project design as it relates to the Strategic Plan:

Priority	Aligning and allocating resources, equitably, responsibly and effectively, to support goals and key initiatives. (Resources)
Goal	Align resources to efficiently and effectively execute the strategic plan

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

Comments/Questions were received regarding the following:

- Trustee Neufeld's social media comments.
- Arts & Technology streams.
- GWG addition and its impact on District capacity.
- Board proposal to the Energy Board regarding Trans Mountain Pipeline expansion.
- Gender neutral washrooms.

4. **ACTION ITEMS**

4.1. **2021 – 2022 Local School Calendar**

Trustees Reichelt and Swankey recused from the meeting.

296.20 Moved by: Trustee Furgason
Seconded by: Trustee Mumford

THAT the Board of Education approve the Draft 2021–2022 Local School Calendar Framework (Options One and Two) as outlined for feedback from employees, parents and the public.

CARRIED

4.2. **Request for COVID-19 Special Purpose Funding**

Trustees Reichelt and Swankey returned to the meeting.

297.20 Moved by: Trustee Swankey
Seconded by: Trustee Mumford

THAT the Board of Education send a letter to the Minister of Education, the Provincial Minister of Finance, and the MLAs for Chilliwack and Chilliwack – Kent, requesting that the 2021 Provincial Budget include special purpose funding to support the COVID-19 related costs of supporting learning for K-12 students in the 2021-2022 school year.

CARRIED

5. INFORMATION ITEMS**5.1. COVID-19 Update**

Interim Superintendent Rohan Arul-pragasam, Assistant Superintendents Paula Jordan and Kirk Savage, and Director of Instruction David Manuel provided an update on COVID-19 in the Chilliwack School District.

Board Chair Reichelt read the following statement regarding masks in schools:

Infection prevention and exposure control measures help create safe environments by reducing the spread of communicable diseases like COVID-19. It is critical that we keep our community safe from COVID-19, which will keep our schools safe. Personal protective equipment, such as wearing a mask IN PUBLIC PLACES, will act as a barrier and help stop the spread of droplets from a person's mouth and nose while talking, laughing, yelling singing, coughing or sneezing. Masks are now required for everyone in all public indoor settings and workplaces.

Schools and classrooms are not public places and are controlled environments, BUT staff and students in a cohort may choose to wear a mask in the classroom. It is expected that Middle/Secondary students and staff wear a mask outside their learning groups.

5.2. BCSTA Report

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

5.3. Meeting Summaries**November 3, 2020 Committee of the Whole Meeting Summary**

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

Staff: Rohan Arul-pragasam, Gerry Slykhuis

1. Remembrance Day
2. Communication with Fraser Health

November 3, 2020 In-Camera Meeting Summary

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

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

1. BCPSEA Report
2. 2021 – 2022 Local School Calendar (Trustees Reichelt and Swankey recused themselves from the Calendar discussion and vote)
3. Strategic Staffing Plan

4. Trustee Conduct 1
5. Trustee Conduct 2 (The Board of Education condemns the private comments made by Trustee Neufeld on October 2, 2020 toward Trustee Reichelt. These comments would be inappropriate for anyone to make.)

5.4. Next Board of Education Meeting Date

**Tuesday, December 8, 2020
7:00 p.m.
Zoom Webinar**

6. PUBLIC PARTICIPATION – QUESTIONS CONCERNING AGENDA ITEMS

Questions were received regarding the following:

- Board opposition to the Trans Mountain Pipeline route.
- Delays in contract tracing and Fraser Health communication.
- Trauma informed practice.
- Trustee Neufeld’s social media comments.
- Masks in classrooms.
- Transition students.
- Octet system.

7. BOARD STATEMENT

The Board has accepted Trustee Coulter’s resignation. The Board wishes him well as MLA for Chilliwack and the District will be having a by-election (date TBD in February).

8. ADJOURNMENT

The meeting was adjourned at 9:39 p.m.

Board Chair

Secretary-Treasurer

Appendix A: Trustee Activities**Trustee Mumford:**

- November 4: Call, Amanda McPherson, Executive Director CRJYAA /Middle School Prog.
- November 4: Call, Brenda Calendino, Dist. Principal Student Services (CRJYAA)
- November 5: Climate Change & Community Impact SHIFT Collaborative
- November 9: Chair / Vice-Chair Meeting
- November 10: Policy Review #4
- November 16: Chair / Vice-Chair Meeting
- November 16: Meeting Athletic Staff
- November 17: Policy Review #5

Trustee Reichelt:

- November 4: Observed the Resiliency Program at Central Elementary
- November 4: Interview with ChillTV
- November 5: BCSTA Fraser Valley Branch Meeting
- November 9: Chair/Vice Chair Meeting
- November 9: GWG visit
- November 9: Inclusive Education Advisory Committee
- November 9: Packing hampers for Extra FARE
- November 10: Board Policy Review session
- November 13: Unsworth Elementary visit (observed ACT assessment)
- November 16: Chair/Vice Chair Meeting
- November 16: Packing hampers for Extra FARE
- November 17: Board Policy Review session
- November 18: Local Education Agreement signing ceremony
- November 19: Local Education Agreement signing ceremony
- November 19: BCSTA Board Chairs meeting
- November 20: Interviews with CBC TV, CBC Radio, CTV and Global
- November 22: Interview with News 1130
- November 23: Chair/Vice Chair Meeting
- November 23: Packing hampers for Extra FARE
- November 24: Unsworth PAC Meeting
- November 24: CHC virtual event for National Addictions Awareness Week

Trustee Swankey:

- November 4: Attended Imagine High Virtual Townhall
- November 4: Participated in call with CTA re: partners meeting
- November 5: Attended BCSTA Fraser Valley Branch meeting
- November 10: Attended district wide Remembrance Ceremony
- November 10: Attended Board Policy Working Session
- November 13: Attended BCSTA Legislative Committee meeting
- November 16: Visited Sardis Secondary
- November 17: Attended Board Policy Working Session
- November 18: Attended LEA Signing Ceremony
- November 19: Attended LEA Signing Ceremony
- November 24: Attended CER Route Hearing with DPAC

BOARD OF EDUCATION
PRESENTATION REPORT

DATE: December 8, 2020

TO: Board of Education

FROM: Rohan Arul-pragasam, Interim Superintendent, Paula Jordan, Assistant Superintendent, Kirk Savage, Assistant Superintendent, David Manuel, Director of Instruction

RE: **STRATEGIC PLAN UPDATE – DATA INTEGRATION**

Rohan Arul-pragasam, Paula Jordan, Kirk Savage and David Manuel will provide a presentation on Data Integration as it relates to the Strategic Plan:

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.
Strategy	Model and use evidence-based practices for early intervention and prevention

BOARD OF EDUCATION

PRESENTATION REPORT

DATE: December 8, 2020

TO: Board of Education

FROM: Gerry Slykhuis, Secretary Treasurer
Al Van Tassel, Director of Facilities and Transportation

RE: **STRATEGIC PLAN UPDATE – VEDDER ELEMENTARY ADDITION**

Gerry Slykhuis and Al Van Tassel will provide an update on the Vedder Elementary Addition.

Patrick May, Architect – m3architecture, will present on the project design as it relates to the Strategic Plan:

Priority	Aligning and allocating resources, equitably, responsibly and effectively, to support goals and key initiatives. (Resources)
Goal	Align resources to efficiently and effectively execute the strategic plan

BOARD OF EDUCATION

DECISION REPORT

DATE: December 8, 2020

TO: Board of Education

FROM: Gerry Slykhuis, Secretary Treasurer

RE: TRUSTEE BY-ELECTION AND APPOINTMENT OF CHIEF ELECTION OFFICER

RECOMMENDATION

THAT the Board of Education authorize the City of Chilliwack to conduct the Board of Education, School District No. 33 (Chilliwack) by-election to take place on February 13, 2021 per the terms set out in our agreement. AND THAT pursuant to [Section 54](#) (4) of the Local Government Act, Jacqueline Morgan be appointed Chief Election Officer for conducting the 2021 school trustee by-election with power to appoint other election officials as required for the administration and conduct of the 2021 school trustee by-election.

INFORMATION

Dan Coulter, School Board Trustee, was sworn in as the MLA for Chilliwack on November 24, 2020 and has subsequently resigned from the Board. Legislation requires that a by-election be held in order to fill the vacated position.

In accordance with "[Election Procedures Bylaw 2008, No. 4520](#)" and School District No. 33 "[Bylaw 2 Trustee Elections](#)", the Chilliwack School Board has entered into an Agreement with the City of Chilliwack to conduct its elections and by-elections.

The School Board must notify the municipal council within 30 days after a vacancy occurs. City Council must appoint a Chief Election Officer within 30 days of receiving our notice. The Chief Election Officer must set a general voting day to be on a Saturday no later than 80 days after the date they are appointed.

In consideration of the holidays that fall within this timeframe and in order to accommodate the nomination period, advance voting, and allow ample time to train election staff, the City of Chilliwack is recommending that the Board of Education consider February 13th as the date for this by-election.

The tentative time lines for the By-Election are as follows:

- **Election Period** – December 2, 2020 to February 12, 2021
- **Nomination Period** – December 29, 2020 @ 9:00 am to January 15, 2021 @ 4:00 pm
- **Campaign Period** – January 20, 2021 to February 12, 2021
- **Advanced Polls** – February 3 & 10, 2021 from 8:00am – 8:00pm
- **General Voting Day** – Saturday, February 13, 2021

In a regular election, the election costs are shared with the City of Chilliwack. When a by-election is held for a school trustee, the school board is required to pay 100% of the costs. The cost to hold the last by-election in 2015 was approximately \$51,000.

BOARD OF EDUCATION

DECISION REPORT

DATE: December 8, 2020
TO: Board of Education
FROM: Rohan Arul-pragasam, Interim Superintendent
RE: **POLICY RENOVATION PROJECT – SECTIONS 100 AND 200**

RECOMMENDATION:

THAT the Board of Education approve the following policies as attached:

- Policy 120: Board Authority, Roles and Responsibilities
- Policy 121: Duties of the Chair and Vice-Chair
- Policy 160: Board Committees
- Policy 161: Education Policy Advisory Committee
- Policy 162: Budget Advisory Committee
- Policy 163: Audit Working Committee
- Policy 168: Trustee Liaison
- Policy 169: Trustee Representation

Further, THAT the Board abandon existing policies and regulations (found [HERE](#)) as they are made redundant by the new policies:

- Policy 201: Suspension of Policies and Board Approved Regulations
- Policy 202: Administration in Policy Absence
- Policy 203: General Powers and Duties of the Board
- Policy 204: Governance Principles
- Policy 206: Duties of Chair and Vice Chair
- Policy 222: Board Committees
- Board Regulation 222.1: Board Committees
- Policy 223: Liaison Trustee
- Policy 224: External Representation

Further, THAT the Board abandon existing policies (found [HERE](#) and [HERE](#)) that duplicate information in Board policy, the School Act, School Regulation and/or Ministerial orders and, as such, are redundant:

- Policy 100: School District Legal Status
- Policy 214: Planning Meetings

- Policy 231: School Calendar
- Policy 226: Board Self-Evaluation

Further, THAT the Board abandon the appendices to Policies 222: Board Committees, 223: Liaison Trustee and 224: External Representation (found [HERE](#)) in favour of publication of the information contained in them on the district website.

and finally:

THAT the Board abandon Policy 208: Board Member Oath – Affirmation of Office (found [HERE](#)) in favour of establishing the content contained therein as an Administrative Procedure.

BACKGROUND:

The Chilliwack Board of Education is responsible for formulating policies under which the district functions, and keeping policies current and functional. The Board 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 regulations that duplicate/conflict with the School Act, Ministerial Orders, Collective Agreements and established district procedures that ought to be abandoned; and
- Policy or regulations that are operational in nature and should be established as Administrative Procedures.

At its January 14, 2020 meeting, the Board directed the 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.

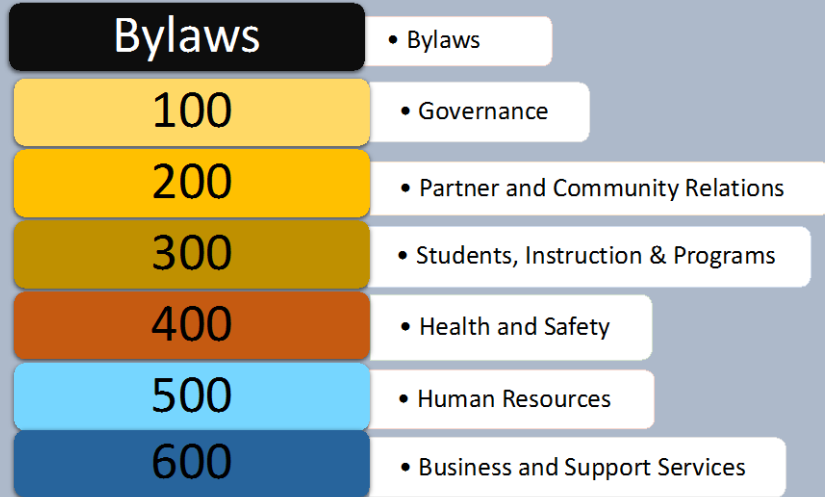
The work around this task commenced in March, 2020 and was interrupted due to COVID-19, resuming in September 2020. Subsequent to six working sessions with the Board, the initial grouping of governance policy is presented for Board approval.

Work will continue on governance policies over the next two months and, as revisions are made, those policies will be brought forward. Once the governance section is complete, work will continue on subsequent policy sections. In accordance with current policy, the Board will have the benefit of the Education Policy Advisory Committee (EPAC) to advise the Board on matters related to education policy under Policies 500 – Students, 600 – Instructional-Education Programs and 900 – Community Relations.

The tentative new policy structure is:



TENTATIVE POLICY NUMBERING SYSTEM



POLICY 120 BOARD AUTHORITY, ROLES AND RESPONSIBILITIES

The Board of Education has, as its primary role, the governance of the school district and the commitment to student achievement. The Board fulfills this role, in part, through the development and implementation of a strategic plan that establishes a vision, mission and goals to direct resources and align the work of staff.

The Board also has a foundational responsibility to competently protect the interests, image and credibility of the school district, to ensure its financial viability and to act in accordance with all applicable laws, regulations and policies.

The Board's authority is established within the *School Act* and its regulations. The rights, powers, duties and liabilities of the Board rest only with the legally constituted Board, and not with committees of trustees or individual trustees.

The Board exercises its authority and responsibilities through the development of policy and the establishment of a balanced annual budget.

Guidelines

1. The Board represents the community, makes decisions with the benefit of the whole district in mind and is accountable to the community.
2. The Board will operate in an open and transparent manner, and debate on agenda items will be conducted within Board meetings.
3. The Board functions as a corporate Board and speaks with one voice.
4. The Board establishes a long-term vision, provides clear direction through policy and monitors results through reporting from staff through the Superintendent.
5. Accountability for the day-to-day operations of the district and policy implementation is delegated to the Superintendent.
6. The Board acts in the interests of all learners in the district, advocating for students, their learning and their well-being in the Board's work with the community, the municipality and the province.
7. The Board promotes confidence in publicly-funded education through its communications about the goals and achievements of the Board.

POLICY 121 DUTIES OF THE CHAIR AND VICE-CHAIR

The role of the Board of Education Chair is critical in ensuring effective meeting processes and in setting the tone of the Board. The Chair is also most often the appointed public face of the Board, serving as its primary spokesperson. The Chair also serves as the Board's representative at events, hearings and meetings with other governing bodies and organizations. When trustees elect the Board Chair, they are choosing not only the person who will conduct their official meetings, but the person who will represent them to their education partners and the general public.

The Board Chair is an equal, with no more power or authority than any other trustee. Although the Chair assumes a leadership role, they must adhere to the Board's directions and may not act unilaterally.

The Chair works closely with the Superintendent to ensure that the direction of the Board is understood and works with the Board to present and clarify any concerns of the administration.

Specific responsibilities of the Chair include:

- Prepare the agenda and notice of meetings in consultation with the Vice-Chair, the Superintendent and the Secretary-Treasurer.
- Preside over the Board's deliberations, and enforce appropriate procedures and parliamentary processes for all regular and special meetings of the Board.
- Facilitate the Board self-evaluation process in accordance with Board policy.
- Facilitate the evaluation of the Superintendent in accordance with Board policy.
- Appoint Board representatives to all internal committees and liaison responsibilities in consultation with trustees.
- Initiate district long term planning in consultation with the Superintendent and trustees.
- Facilitate annual goals and objectives in collaboration with trustees and the Superintendent.
- Sign all Board correspondence.
- Represent the Board as necessary.

Specific responsibilities of the Vice-Chair include:

- Preside over the Board's deliberations, and enforce appropriate procedures and parliamentary processes for all in-camera meetings of the Board.
- Assume all duties of the Chair in their absence.
- Coordinate and facilitate partner group meetings.
- Participate in planning the agenda and notice of meetings.

POLICY 160 BOARD ADVISORY COMMITTEES

Committees may be created to advise the Board on specific matters as determined by the Board. Committees are advisory only and committee members serve in a voluntary capacity and will not be compensated for their services.

Standing committees provide an opportunity to engage with key employee and partner groups in areas of Board governance on an ongoing basis.

Special and Ad Hoc committees are formed for time-limited, specific purposes. When the purpose or goal of the committee has been accomplished, the committee is retired. The Board will provide terms of reference for special and ad hoc committees that will include purpose, membership, timelines and dissolution.

All committees are supported by the following:

- A statement of the committee's mandate and/or terms of reference that establishes the committee's role.
- Membership on the committee, if the Board desires certain qualifications and/or experiences as a pre-condition for appointment to a committee.
- Other matters as determined by the Board.

Guidelines

1. The following provisions govern the appointment, term of office and removal of members of committees, unless otherwise provided in such policy governing the committee.
 - 1.1. The Board will appoint a member(s) to a committee consistent with policy and any membership qualifications as specifically set out in the committee's policy.
 - 1.1.1. Membership by organization – In cases where the Board has determined membership on a committee will be by partner groups, the partner group will be requested to submit nominees for vacancies.
 - 1.1.2. Community members – Where community representation is required, the committee chair will work with administration on a process for advertising for interested candidates in local newspapers and the school district website.
 - 1.1.3. Application form – Any community member applying to be a member of a committee will complete an application form.
 - 1.1.4. Selection process – The Board will review all applications and make the final selection for community representation.

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- 1.2. A committee member who is appointed by the Board is entitled to remain a committee member for a two-year term. Members may be reappointed for one additional two-year term, after which time they must reapply.
 - 1.2.1. The Board may exercise its discretion to remove a committee member at any time.
 - 1.2.2. The Board will address all pending vacancies in a reasonable period of time.
2. The Board will support each committee by showing appreciation and acknowledging their work annually.

POLICY 161 EDUCATION POLICY ADVISORY COMMITTEE

The Board of Education values consultation as an important part of policy development. The Board also recognizes and accepts its responsibility to approve policy.

The Education Policy Advisory Committee (EPAC) mandate is to advise the Board on matters related to education policy under Policies 500 – Students, 600 – Instructional-Education Programs and 900 – Community Relations. The committee is advisory in nature and reports directly to the Board through the chair of the committee.

The committee may seek the advice of other resources and expertise in the conduct of its work.

The committee will consist of three (3) trustees (*one to serve as Chair and one as Vice-Chair*), the Superintendent and two (2) representatives from each of the following groups. Any trustee may attend committee meetings as an observer.

- Chilliwack Principals' and Vice Principals' Association (CPVPA);
- Chilliwack Teachers' Association (CTA);
- Canadian Union of Public Employees Local 411 (CUPE);
- District Parent Advisory Committee (DPAC);
- Indigenous community; and
- Management group.

The Superintendent will work with secondary school principals to ensure there is student representation on the Education Policy Advisory Committee.

The chair's responsibility is to encourage the participation of each member and to present minutes of the meetings.

The chair of EPAC and the Superintendent will meet twice each school calendar year to determine the requirement of committee meetings.

A motion and vote are required for any committee recommendations, with the quorum being any eight members.

Minutes of committee meetings will be prepared and provided to the Board at public Board meetings following committee meetings.

POLICY 162 BUDGET ADVISORY COMMITTEE

The Board of Education values consultation as an important part of budget development and monitoring. The Board also recognizes and accepts its responsibility to approve the annual budget. The Budget Advisory Committee is advisory in nature and reports directly to the Board through the chair of the committee.

The Budget Advisory Committee will consist of three (3) trustee representatives (*one to serve as Chair and one as Vice-Chair*) and one (1) representative from each of the following groups. Any trustee may attend committee meetings as an observer.

- Chilliwack Principals' and Vice Principals' Association (CPVPA);
- Chilliwack Teachers' Association (CTA);
- Canadian Union of Public Employees Local 411 (CUPE);
- District Parent Advisory Committee (DPAC);
- Indigenous community;
- Management group; and
- Up to two (2) community representatives.

The Superintendent will work with secondary school principals to ensure there is student representation on the committee.

The chair's responsibility is to encourage the participation of each member and to present minutes of the meeting at a subsequent Board meeting.

The Budget Advisory Committee will meet at least four (4) times per school year with additional meetings scheduled at the direction of the chair of the committee as circumstances require.

A motion and vote are required for any committee recommendations, with the quorum being any six members.

Minutes of meetings will be prepared and provided to the Board of Education at public Board meetings following committee meetings.

The Budget Advisory Committee provides input to the Board on matters related to:

1. The *Preliminary Annual Budget*
 - 1.1. Review plans for public consultation into the budget planning process.
 - 1.2. Review enrollment and staffing projections.
 - 1.3. Review preliminary budget documents.
 2. Budget Monitoring
 - 2.1. Review quarterly financial results relative to the annual budget.
 - 2.2. Review revisions to the preliminary annual budget prior to the preparation of the amended annual budget.
 - 2.3. Provide input to the Board of Education on the amended annual budget.
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Related Legislation: School Act [RSBC 1996, Part 6, Division 1, Section 65 (2)]

Related Contract Article: CTA Collective Agreement Article A.5 (2)

Adopted: January 13, 1988

Amended: April 26, 1994, January 15, 2008, February 10, 2009, October 12, 2010, February 26, 2013, June 17, 2014, February 3, 2015, November 17, 2015, November 8, 2016, October 3, 2017, June 18, 2019

Amended: xxxxx

POLICY 163 AUDIT WORKING COMMITTEE

The Board of Education is committed to financial oversight, with understanding and interpreting the district audit being integral to good governance. The Board also recognizes and accepts its responsibility to approve the annual financial statements.

The Audit Working Committee mandate is to assist the Board in fulfilling its financial oversight responsibilities. The committee is advisory in nature and reports directly to the Board through the Chair of the committee.

The Audit Working Committee will have direct communication channels with the external auditor to discuss and review issues within its mandate.

The committee will consist of three (3) Trustees (*one to serve as Chair and one as Vice-Chair*) and up to two (2) community members who are financially literate in these processes. Any trustee may attend committee meetings as an observer.

The chair's responsibility is to encourage the participation of each member and to present minutes of the meeting at a subsequent Board meeting.

The committee will meet with the external auditors as it deems appropriate to fulfill its duties but not less than two (2) times annually. Committee members will be invited to attend the final audit presentation by the auditors to review the Audit Findings Report and Audited Financial Statements.

A motion and vote are required for any committee recommendations, with the quorum being any three members.

Minutes of meetings will be prepared and provided to the Board at a Board meeting following committee meetings.

The Audit Working Committee will carry out the following responsibilities:

1. Selection of Auditor
 - 1.1. Review and participate in a public tendering process to identify a financial auditor for the school district.
 - 1.2. Provide a recommendation to the Board regarding the appointment or release of the auditor.
 - 1.3. Review the performance of the auditor.

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2. Audit
 - 2.1. Review the auditor terms of engagement.
 - 2.2. Review the auditor's proposed audit scope and approach.
 - 2.3. Review and confirm the independence of the auditors.
 - 2.4. Meet with the auditor, both prior to the commencement of the audit and post audit, to discuss any matters that the committee or the auditors believe should be discussed.
3. Risk Assessment
 - 3.1. Comment upon key risks that could impact the achievement of district objectives.
4. Internal Controls
 - 4.1. Understand the scope of the auditor's review of internal financial controls and obtain reports on significant findings and recommendations together with the response of senior administration.
 - 4.2. Consider and make recommendations on the effectiveness of the district's internal financial controls including information technology security and control.
5. Financial Statements
 - 5.1. Review annual financial statements and indicators of financial health considering whether they are complete, consistent with information known to committee members and reflect appropriate accounting principles.
 - 5.2. Review with the auditor the results of the audit, including any difficulties encountered.
 - 5.3. Review with the auditors and senior administration matters that are required to be reported to the Board.
 - 5.4. Provide comment upon the financial statements to the Board.
6. Compliance
 - 6.1. Review audit observations and/or any findings by any regulatory agency.
 - 6.2. Review financial procedures and ensure compliance.

POLICY 168 TRUSTEE LIAISON

The Board of Education believes that liaison assignments for individual trustees provide an opportunity for increased communication between trustees and school communities.

The purpose of trustee liaison assignments is to:

- Provide increased opportunity for trustees to become acquainted with schools;
- Act on behalf of the Board when a Board representative is desired at school functions;
- Provide opportunity for increased communication between trustees and residents of the community; and
- Advise the Board Chair or the Superintendent of any emerging issues at assigned schools or sites.

Guidelines

1. Assignment of a trustee to a liaison area consisting of a group of schools, special programs and/or district operations will usually be rotated as follows:
 - 1.1. Elected to office: first rotation from December of election year to June 30 of the school year.
 - 1.2. Second and subsequent rotations from July 1 until June 30.
 - 1.3. Final rotation from July 1 until the end of term.

POLICY 169 TRUSTEE REPRESENTATION

The Board of Education may assign trustees to represent the Board within the community through trustee assignments to local organizations and committees.

Representation must align with the district vision, mission and values.

Representation does not commit the Board to any expenditures or ongoing funding.

Representation is of a non-voting nature, save for procedural matters. Representatives will not participate in voting on substantive matters unless the Board has provided direction to the representative.

BOARD OF EDUCATION

INFORMATION REPORT

DATE: December 8, 2020
TO: Board of Education
FROM: Rohan Arul-pragasam, Interim Superintendent
RE: COVID-19 UPDATE

Interim Superintendent Rohan Arul-pragasam and other members of senior administration will provide an update on COVID-19 in the Chilliwack School District.

MEETING SUMMARIES

Committee of the Whole Meeting – November 24, 2020

Trustees: Willow Reichelt, Jared Mumford, Darrell Furgason, Barry Neufeld, David Swankey

Staff: Rohan Arul-pragasam, Gerry Slykhuis

1. Holiday Cards
2. Board Meetings with Partners
3. Meetings with City of Chilliwack
4. Meetings with Chilliwack MLAs
5. Masks in Schools
6. By-Election Dates

In-Camera Meeting – November 24, 2020

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

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

1. HR Report
2. BCPSEA Report
3. Whistleblower Protection Policy
4. 2021 – 2022 Local School Calendar
5. Assistant Superintendent Contract
6. Trustee Conduct
 - Trustee Neufeld recused himself for this item.
7. Board Statement About Recent Facebook Comments