



THE BOARD OF EDUCATION
School District #33 (Chilliwack)
Regular Public Board Meeting
(Recorded)
AGENDA
April 13, 2021
7:00 pm

1. CALL TO ORDER – Zoom Webinar

- 1.1. Call to Order – **Welcome, Acknowledgment of Traditional Stó:lō Territory and Diversity Statement**
- 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 9, 2021 Regular Board Meeting be approved as circulated.)

2. PRESENTATION

- 2.1. 2021 – 2022 Public Budget Presentation

3. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING THE AGENDA

4. ACTION ITEM

- 4.1. Policy Renovation Project: Policy 192 – Trustee Communication and Resources & Policy 140 – Board/Superintendent Relationship

5. INFORMATION ITEMS

- 5.1. Budget Advisory Committee Report
- 5.2. Board Self Evaluation
- 5.3. COVID 19 Update
- 5.4. BCSTA Report
- 5.5. Meeting Summaries
- 5.6. **Next Board of Education Meeting: April 27, 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, March 9, 2021
<u>Location:</u>	Zoom Webinar
Members Present:	Chair Ms. W. Reichelt Vice-Chair Mr. J. Mumford Trustee Dr. C. Bondar Trustee Dr. D. Furgason Trustee Mrs. H. Maahs Trustee Mr. D. Swankey
Regrets:	Trustee Mr. B. Neufeld
Staff Present:	Interim Superintendent Mr. R. Arul-pragasam Secretary Treasurer Mr. G. Slykhuis Assistant Secretary Treasurer Mr. Mark Friesen Assistant Superintendent Ms. P. Jordan Assistant Superintendent Mr. K. Savage Director of Instruction Mr. D. Manuel 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 7:02 p.m. – **Welcome, Acknowledgment of Traditional Stó:lō Territory and Diversity Statement**

1.2. Adoption of the Agenda

84.21 Moved by: Trustee Bondar
Seconded by: Trustee Mumford

THAT the agenda be adopted as circulated.

CARRIED

1.3. Approval of the Minutes

85.21 Moved by: Trustee Swankey
Seconded by: Trustee Bondar

THAT the minutes of the February 23, 2021 Special Regular and Regular Public Board Meetings be approved as corrected.

CARRIED

2. PRESENTATION

2.1. Strategic Plan Update: Assessment of Comprehension & Thinking (ACT) Deeper Review

Director of Instruction David Manuel, District Principal Helen Plummer, District Literacy Coordinator Hollie Redden and District Curriculum Support Teacher – Literacy Nikita Tournier provided a presentation on Assessment of Comprehension and Thinking (ACT) Deeper Review.

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	Evidence Based Literacy Practices: model and use evidence-based practices for literacy.

3. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING THE AGENDA

Comments/Questions were received regarding the following:

- No comments or questions were received.

4. ACTION ITEM

4.1. Special Purpose Funding for Continuing Education in Provincial Correctional Centres

86.21 Moved by: Trustee Swankey
Seconded by: Trustee Mumford

THAT the Board of Education request the Minister of Education and the Minister of Public Safety and Solicitor General allocate sustained special purpose funding to provide year-round educational services to correctional facilities being supported by public school districts.

CARRIED

5. INFORMATION ITEMS

5.1. COVID-19 Update

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

5.2. BCSTA Report

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

5.3. Meeting Summaries

February 23, 2021 Committee of the Whole Meeting Summary

Trustees: Willow Reichelt, Jared Mumford, Darrell Furgason, Heather Maahs, David Swankey

Staff: Rohan Arul-pragasam, Gerry Slykhuis

1. Inclusive Education Advisory Committee: Terms of Reference
2. Budget Discussions

February 23, 2021 In-Camera Meeting Summary

Trustees: Willow Reichelt, Jared Mumford, Heather Maahs, David Swankey

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

1. HR Report
2. BCPSEA Report
3. Court Case
4. Motion to Censure

February 23, 2021 Special In-Camera Meeting Summary

Trustees: Willow Reichelt, Jared Mumford, Darrell Furgason, Heather Maahs, David Swankey

Staff: Gerry Slykhuis

1. Superintendent Evaluation

5.4. Next Board of Education Meeting Date

**Tuesday, April 13, 2021
7:00 p.m.
Zoom Webinar**

6. PUBLIC PARTICIPATION – QUESTIONS CONCERNING AGENDA ITEMS

Questions were received regarding the following:

- Supports for students unable to return to school in September.
- Octet system for next year.
- Funding for continuing education at correctional centres.

7. ADJOURNMENT

The meeting was adjourned at 7:59 p.m.

Board Chair

Secretary-Treasurer

Appendix A: Trustee Activities

Trustee Reichelt:

- February 25: BCSTA Fraser Valley Branch Meeting.
- February 26: Board Meeting with DPAC.
- March 1: PVP Hiring Committee.
- March 1: Chair/Vice Chair Meeting.
- March 2: PVP Hiring Committee.
- March 2: Board Policy Review.
- March 3: PVP Hiring Committee.
- March 3: Board Partners Meeting re: Mission, Vision, Values.
- March 8: Chair/Vice Chair Meeting.
- March 8: Packing hampers for Extra FARE.
- March 9: Provincial Board Chairs Meeting.

BOARD OF EDUCATION

PRESENTATION

DATE: April 13, 2021

TO: Board of Education

FROM: Gerry Slykhuis, Secretary Treasurer
Mark Friesen, Assistant Secretary Treasurer

RE: PUBLIC BUDGET PRESENTATION

On behalf of the Budget Advisory Committee, Gerry Slykhuis and Mark Friesen will provide an overview of the School District's financial information and budget development process. The presentation will include service and program priorities as the Board considers the 2021/2022 Operating Budget.

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

BOARD OF EDUCATION

DECISION REPORT

DATE: April 13, 2021

TO: Board of Education

FROM: Rohan Arul-pragasam, Interim Superintendent

RE: **POLICY RENOVATION PROJECT: POLICY 192 – TRUSTEE COMMUNICATION AND RESOURCES & POLICY 140 – BOARD/SUPERINTENDENT RELATIONSHIP**

RECOMMENDATION:

THAT the Board approve the following policies as attached:

- Policy 192 Trustee Communication and Resources
- Policy 140 Board – Superintendent Relationship

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

- Policy 229 Trustee Electronic Communication Support
- Policy 225 Board – Superintendent Relationship

BACKGROUND:

These policy revisions continue the work that was commenced last year to enhance district policy in order to provide greater clarity, identify policies that are no longer current and/or assess board and administrative regulations that are primarily operational in nature.

The work around this task commenced in March 2020 and was interrupted due to COVID-19, resuming in September 2020. Work will continue on governance policies over the coming months and, as revisions are made, those policies will be brought forward. Board bylaws will be reviewed and updated as needed as part of this process.

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

Bylaws	• Bylaws
100	• Governance
200	• Partner and Community Relations
300	• Students, Instruction & Programs
400	• Health and Safety
500	• Human Resources
600	• Business and Support Services

POLICY 192 TRUSTEE COMMUNICATION AND RESOURCES

The Board of Education provides resources for Trustees to fulfill their responsibilities and maintain regular communication.

Equipment provided to Trustees will remain the property of the school district and will be returned to the school district upon completion of the Trustee's term of office.

Guidelines

1. The school district shall provide Trustees with a laptop computer and necessary supplies. Other equipment needs will require Board approval through the budget process.
 - 1.1 All trustee computers will be formatted with a complete suite of productivity tools and will be preconfigured to securely connect to the school district's wireless networks and computing services. The installation, set-up, maintenance and operational costs are the responsibility of the school district.
2. Trustees shall receive \$600.00 per year to help offset external communication fees associated with their responsibilities.
3. At the end of the Trustee's term of office, the Trustee may purchase equipment at the depreciated book value as determined by the Secretary-Treasurer.
 - 3.1. To ensure compliance with Board contracts and security practices, all Board licensed software and service connectivity shall be removed from equipment at the end of the term before any purchased equipment is transferred to the trustee.

POLICY 140 BOARD – SUPERINTENDENT RELATIONSHIP

An effective working relationship between the Board and the Superintendent is critical to the operation of the school district.

The Board designates the Superintendent as its Chief Executive Officer and delegates to the Superintendent the authority and responsibility to manage the operations of the district in accordance with the policies of the Board. The Board maintains responsibility for the final approval of policy, the district Strategic Plan and the Annual Budgets; the Board will normally proceed in these areas based on recommendations from the Superintendent.

The Superintendent is the principal contact between the Board and the staff, and will act as the spokesperson for the staff insofar as school district operations are concerned.

The Superintendent will assist the Board in reaching sound judgments and establishing policies, and will provide the Board with relevant facts, information and reports necessary to keep the Board adequately informed.

The Board shall refer all complaints regarding personnel or programs to the Superintendent for appropriate investigation and action.

The Board shall take actions related to the employment, discipline or dismissal of employees only upon the recommendation of the Superintendent.

The Superintendent shall act within the bounds of the *School Act* and other governing legislation, Board policies and the Board approved role description for the Superintendent.

Trustees shall respect the authority of the Superintendent of Schools granted by the *School Act* and by delegation from the Board, and shall respect the Superintendent's and their staff's responsibility to manage and operationalize policies and directions which have been established and evaluated by the Board.

BOARD OF EDUCATION

INFORMATION REPORT

DATE: April 13, 2021
TO: Board of Education
FROM: Jared Mumford, Budget Advisory Committee Chair
RE: **BUDGET ADVISORY COMMITTEE REPORT**

The Board of Education received the Budget Advisory Committee Report of April 8, 2021.

Minutes



REPORT OF THE BUDGET COMMITTEE

Meeting Held Thursday, April 8, 2021 – 4:00 p.m.

Remotely – via Zoom

Attendance:

Committee Members:	Darrell Furgason Heather Maahs Ed Klettke Dale Obirek Heather Attridge Verna Dandenault Allan Van Tassel Andrew Unruh Daisy Dai Eliza Telford Erica Byhre	Trustee/Chair (Acting) Trustee CTA CUPE DPAC Metis Rep and AEAC Co-Chair Management Group Community Rep Community Rep Student Rep – GWG Student Rep – SSS
Staff:	Rohan Arul-pragasam Gerry Slykhuis Mark Friesen Talana McInally	Interim Superintendent Secretary Treasurer Assistant Secretary Treasurer Executive Assistant (Recorder)
Regrets:	Jared Mumford Gail Point Gabe D'Archangelo Noah Hawkenson Mace MacGowan	Chair Ab Ed Advisory Committee (AEAC) CPVPA Student Rep – SSS Student Rep –CSS
Also in Attendance:	David Swankey Carin Bondar Danielle Bennett Mike McKay	Trustee Trustee CTA Special Advisor to Ministry of Education

1. **Call to Order**

Chair Furgason called the meeting to order at 4:03 p.m.

2. **Approval of Agenda**

Mover: Heather Maahs

Seconder: Dale Obirek

THAT the agenda be approved as circulated.

CARRIED

3. **Approval of Minutes**

Mover: Dale Obirek
Secunder: Daisy Dai

THAT the minutes of the January 21, 2021 meeting be approved as circulated.

CARRIED

4. **Introductions & Policy Updates**

Chair Furgason led introductions in the group as well as the trustee committee changes. Recent policy updates were noted including the change in the committee's name from Budget Committee to Budget Advisory Committee, and the change in policy numbers from Policy 222 – Board Committees and Board Regulation 222.1 – Board Committees to [Policy 160 – Board Committees](#), [Policy 162 – Budget Advisory Committee](#) and [Policy 163 – Audit Working Committee](#).

5. **Preliminary Budget Assumptions 2021/22**

Secretary Treasurer, Gerry Slykhuis, reviewed the proposed budget assumptions to be used in developing the 2021/22 Preliminary Budget as follows:

- a) **Enrolment Projections** – An increase of 194 K-12 students is projected, Distance Ed and Continuing Ed K-12 students are expected to increase slightly, and Adult Ed enrolment suggests no change.
- b) **Budget Pressures** – Anticipated revenues and expenses for 21/22 was detailed including labour settlement funding of \$1.8m while wage and collective agreement increments decrease the budget by \$2.2m. Other notable changes include \$1m in COVID funded staffing that will not be receiving next year, employee benefits expense of \$800k, and substitute costs of \$239k. The total changes for next year add up to a \$1.8m deficit.
- c) **Proposed Savings** – Some of the proposed savings for next year to balance the budget are: changes to the Secondary Admin Formula (\$281k), Secondary Support Positions (\$384k), Departmental Budget cuts (\$200k), Contract TOCs (\$206k), and Bus Fee changes (\$200k).

The Preliminary budget will be brought back to the Committee on April 29th and then to the Board for first reading on May 11, 2021

6. **Reserve Summary**

Mark Friesen, Assistant Secretary Treasurer, reviewed the 20/21 Amended Budget Reserve Summary showing a budgeted balance of \$5,029,008. These reserves meet the Outstanding Major Capital Commitments (Stitó:s School Project and Vedder Elementary Addition) of \$5,028,301. The reserves for 21/22 after paying off these capital commitments is budgeted at \$707.

7. **3- Year Budget & FSDA**

Mark Friesen outlined the 3-year Budget planning process. This plan will help the district to plan for future changes, and will be brought back to the committee in detail at the April 29th, 2021 meeting. A reminder about the 2019/20 Financial Statement Discussion Analysis paper posted on our [website](#), and feedback was welcomed as we prepare the 2020/21 FSDA.

8. **Overview of Public Budget Presentation**

The Secretary Treasurer shared the public presentation agenda with the Committee for their review and feedback. In addition to the budget projections, this year's presentation will focus on how we get our funding, how we allocate our funding, budget pressures, proposed savings, and the 3-year budget. It will be recorded remotely on April 13, 2021 at 7:00 p.m. during the Regular Board meeting, and posted to the website the following week. Any questions before or after the recording can be submitted to Talana at talana_mcinally@sd33.bc.ca.

9. **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.

10. **Adjournment**

The meeting was adjourned 5:14 p.m.

The next meeting will be Thursday, April 29, 2021 at 4:00 p.m. via ZOOM

BOARD OF EDUCATION

INFORMATION REPORT

DATE: April 13, 2021

TO: Board of Education

FROM: Willow Reichelt, Board Chair

RE: **BOARD SELF-EVALUATION REPORT**

The Board tried out a new self-evaluation tool this year (see below). All trustees filled out the rubric individually and then attempted to discuss the results. There was consensus among trustees that the area of greatest weakness for the board is point 4 (working together as a team). Although it was difficult to agree on areas of strength, the average score was highest for point 2 (being committed to the job).

	Ineffective Board 0 means as bad as it can get	Effective Board 5 means as good as it gets	Score 0 - 5
1.	Gets bogged down in small details. Micromanages the Superintendent and staff. Operates <i>on the ground floor</i> and does not attend to long-term goals.	Acts in a proactive, planned, sophisticated and creative way. Is strategically focused, making room for the staff to excel. Operates <i>from the balcony</i> .	
2.	Tolerates low commitment levels. Members are there because they <i>have</i> to be there, out of duty and obligation. They often miss meetings or fail to keep their promises.	Fosters genuine enthusiasm and commitment for the job. Members are there because they truly <i>want</i> to be there. They consistently keep their promises and deliver quality work.	
3.	Accepts management’s proposals without questioning. Embraces the status quo and blocks change. The opponents overpower the proponents.	Is conscientious and takes the time to carefully examine and scrutinize proposals. Questions the status quo and is open to new ideas. Benefits from both the critics and the creators.	
4.	Fragmented. Is driven by narrow interests and personal agenda. Has a win-lose culture: <i>It’s you against me</i> . Narrow majority decisions are common. Meetings feel like a combat zone.	Cohesive. Works as a team, while celebrating the diversity of talents and views. Has a win-win culture: <i>It’s you and me against the problem</i> . Narrow majority decisions are rare. Meetings feel like a construction zone.	
5.	Is impatient and shows little interest in learning or making informed decisions. Board members talk more than they listen.	Has an appetite for learning from its members, staff, consultants and the community. Board members listen more than they talk.	
6.	Builds dependencies on key leaders. Delegates duties without clear deliverables and deadlines. Works hard but is not productive.	Constantly expands its leadership base. Delegates duties, with clear deliverables and deadlines, to officers, staff and committees. Works smart and hard.	
7.	Maintains a slow, monotonous and boring pace. Performs routine, predictable and menial work.	Keeps a dynamic and engaging pace, with exciting progress and quality decisions made.	
8.	Allows dominant members to control agendas. Quieter members – together with their ideas, knowledge and skills – are left behind.	Gives members equal opportunities to influence decisions and provides them with the tools and knowledge to excel. Brings out the best in members and celebrates their successes.	
9.	Provides unclear directions and poor leadership to the professional staff and does not demand excellence of them.	Provides thoughtful and credible direction to the professional staff. Fosters a staff culture that promotes and rewards excellence.	
10.	Is arrogant and detached from the community and ignores its input, or capitulates to vocal minorities.	Is in touch and in tune with the community and listens to its input. Provides quality leadership and keeps the community informed.	
	GRAND TOTAL	Add the numbers in the right-hand column: Minimum = 0 Maximum = 50	

BOARD OF EDUCATION

INFORMATION REPORT

DATE: April 13, 2021
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 – March 9, 2021

Trustees: Willow Reichelt, Jared Mumford, Carin Bondar, Darrell Furgason, Heather Maahs, David Swankey

Staff: Rohan Arul-pragasam, Gerry Slykhuis

1. Trustee Committee Assignments
2. Partner Group Meetings

In-Camera Meeting – March 9, 2021

Trustees: Willow Reichelt, Jared Mumford, Carin Bondar, Darrell Furgason, Heather Maahs, David Swankey

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

1. HR Report
2. BCPSEA Report
3. Budget Planning 2021 – 2022
4. PVP Appointments
5. Trustee Conduct