



**Chilliwack
School District**

THE BOARD OF EDUCATION

School District #33 (Chilliwack)

Regular Public Board Meeting

(Recorded)

AGENDA

June 1, 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 May 11, 2021 Regular Board Meeting be approved as circulated.)

2. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING THE AGENDA

3. ACTION ITEMS

- 3.1. 2021 – 2022 Budget Approval – 2nd and 3rd Readings
- 3.2. 2021 – 2022 Five Year Capital Plan Bylaw
- 3.3. Policy Renovation Project: Policies 141, 142, 180, 181, 182 and 191
- 3.4. Policy Renovation Project: Policy 110 – District Mission, Vision and Motto
- 3.5. Policy Renovation Project: Bylaw 1 – Board Bylaw Procedures
- 3.6. Policy Renovation Project: Bylaw 2 – Trustee Elections
- 3.7. Letter re. Accessible British Columbia Act

4. INFORMATION ITEMS

- 4.1. Human Rights Training
- 4.2. Audit Working Committee Report
- 4.3. BCSTA Report
- 4.4. Meeting Summaries

4.5. **Next Board of Education Meeting: June 15, 2021 at 7:00 p.m.**

5. PUBLIC PARTICIPATION – QUESTIONS CONCERNING THE AGENDA

6. ADJOURNMENT



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

Date of Meeting: Tuesday, May 11, 2021

Location: 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. B. Neufeld
Trustee	Mr. D. Swankey

Staff Present:

Interim Superintendent	Mr. R. Arul-pragasam
Secretary Treasurer	Mr. G. Slykhuis
Assistant Secretary Treasurer	Mr. M. Friesen
Assistant Superintendent	Ms. P. Jordan
Assistant Superintendent	Mr. K. Savage
Director of Instruction	Mr. D. Manuel
Executive Assistant	Ms. T. McNally
Audio-Video/Desktop Foreman	Mr. M. Bakker

Observer: Ministry Special Advisor Mr. M. McKay

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

142.21 Moved by: Trustee Neufeld
Seconded by: Trustee Mumford

THAT the agenda be adopted as circulated.

NO VOTE

143.21 Moved by: Trustee Maahs
Seconded by: Trustee Neufeld

THAT the agenda be amended to add Trustee Reports.

DEFEATED

For: Furgason, Maahs, Neufeld
Opposed: Bondar, Mumford, Reichelt
Abstained: Swankey

- 144.21 Moved by: Trustee Neufeld
Seconded by: Trustee Mumford

THAT the agenda be adopted as circulated.

CARRIED

For: Bondar, Mumford, Reichelt, Swankey
Opposed: Furgason, Maahs, Neufeld

1.3. **Approval of the Minutes**

- 145.21 Moved by: Trustee Mumford
Seconded by: Trustee Swankey

THAT the minutes of the April 27, 2021 Regular Board Meeting be approved as circulated.

CARRIED

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

Comments/Questions were received regarding the following:

- Trustee reports policy.

3. **ACTION ITEMS**

3.1. **2021 – 2022 Budget Approval – 1st Reading**

- 146.21 Moved by: Trustee Mumford
Seconded by: Trustee Bondar

THAT the Board of Education approve the first reading of 2021-2022 Annual Budget Bylaw at the May 11, 2021 Regular Board Meeting in the amount of \$171,928,285.

CARRIED

For: Bondar, Maahs, Mumford, Reichelt, Swankey
Opposed: Furgason
Abstained: Neufeld

3.2. **2021 – 2022 Schedule of Board Meetings**

- 147.21 Moved by: Trustee Swankey
Seconded by: Trustee Mumford

THAT the Board of Education approve option three for the 2021 – 2022 school year Board of Education Meetings: 10 Board of Education meetings and 9 Board Learning Sessions.

CARRIED

For: Bondar, Furgason, Maahs, Mumford, Reichelt, Swankey
Abstained: Neufeld

3.3. Board Professional Learning

148.21 Moved by: Trustee Swankey
Seconded by: Trustee Mumford

THAT the Superintendent present options and associated costs for board training provided or recommended by British Columbia's Office of the Human Rights Commissioner at a future public meeting of the Board.

CARRIED

For: Bondar, Furgason, Mumford, Neufeld, Reichelt, Swankey
Opposed: Maahs

3.4. Board Governance Budget

149.21 Moved by: Trustee Swankey
Seconded by: Trustee Mumford

THAT the Board of Education direct the Secretary Treasurer to set aside \$7,000 from the Board Governance Budget, \$1000 from each trustee's professional learning fund, while the cost implications of recommended training from the Office of the Human Rights Commissioner are considered.

NO VOTE

150.21 Moved by: Trustee Furgason
Seconded by: Trustee Neufeld

THAT the motion be amended to read THAT the Board of Education request that each trustee considers donating \$1000 or more from their professional learning fund while the cost implications of recommended training from the Office of the Human Rights Commissioner are considered.

DEFEATED

For: Furgason, Maahs, Neufeld
Opposed: Bondar, Mumford, Reichelt, Swankey

151.21 Moved by: Trustee Swankey
Seconded by: Trustee Mumford

THAT the Board of Education direct the Secretary Treasurer to set aside \$7,000 from the Board Governance Budget, \$1000 from each trustee's professional learning fund, while the cost implications of recommended training from the Office of the Human Rights Commissioner are considered.

CARRIED

For: Bondar, Mumford, Reichelt, Swankey
Opposed: Furgason, Maahs, Neufeld

4. INFORMATION ITEMS**4.1. Budget Advisory Committee Report**

The Board of Education received the Budget Advisory Committee Report of April 29, 2021.

152.21 Moved by: Trustee Mumford
Seconded by: Trustee Bondar

THAT the Board of Education direct staff to investigate the increases to PVP salaries used for non-enrolling positions (as shown on Schedule 2C) and report back to the Board.

Trustee Furgason had left the meeting at 8:53 p.m.

Trustees took a 5 minute break from 8:54 to 9:00 p.m.

Trustee Maahs left the meeting at 9:00 p.m.

CARRIED

4.2. Quarterly Financial Report

The Secretary Treasurer presented the Quarterly Financial Report – March 31, 2021.

4.3. Transportation Fee System Update

The Secretary Treasurer provided an update on the system for collecting Transportation Registration Fees.

4.4. Inclusive Education Committee Terms of Reference

Interim Superintendent Rohan Arul-pragasam presented revised Terms of Reference for the Inclusive Education Advisory Committee for Board consideration.

4.5. 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.

4.6. BCSTA Report

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

4.7. Meeting Summaries

April 27, 2021 Committee of the Whole Meeting Summary

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

Staff: Rohan Arul-pragasam, Gerry Slykhuis, Mark Friesen, Paula Jordan, Kirk Savage, David Manuel, Tamara Ilersich, Allan Van Tassel, Talana McNally

1. Preliminary Strategic Plan Presentation

April 27, 2021 In-Camera Meeting Summary

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

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

1. HR Report
2. BCPSEA Report
3. PVP Assignments
4. Release of Information (Trustee Bondar recused herself from this item)

May 5, 2021 Special In-Camera Meeting Summary

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

Trustee Bondar recused herself from this meeting.

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

Guest: Keith Mitchell

1. Legal Opinion Release of Information

4.8. Next Board of Education Meeting Date

**Tuesday, June 1, 2021
7:00 p.m.
Zoom Webinar**

5. PUBLIC PARTICIPATION – QUESTIONS CONCERNING AGENDA ITEMS

Questions were received regarding the following:

- Inclusive Education Advisory Committee.
- Special Advisor.
- COVID 19 protocols and processes.
- Budget consultations with PACs.

7. ADJOURNMENT

The meeting was adjourned at 9:36 p.m.

Board Chair

Secretary-Treasurer

BOARD OF EDUCATION

DECISION REPORT

DATE: June 1, 2021
TO: Board of Education
FROM: Gerry Slykhuis, Secretary Treasurer
RE: **2021-22 ANNUAL BUDGET – 2nd & 3rd READINGS**

RECOMMENDATION:

1. THAT the Board of Education approve the second reading of 2021-2022 Annual Budget Bylaw at the May 11, 2021 Regular Board Meeting in the amount of \$171,928,285 (attached).
2. THAT the Board of Education approve the third (final) reading of 2021-2022 Annual Budget Bylaw at the May 11, 2021 Regular Board Meeting in the amount of \$171,928,285 (attached).

BACKGROUND:

Included in this package is the Ministry of Education Budget Template document – this is the main budget document and bylaw.

Annual Budget

School District No. 33 (Chilliwack)

June 30, 2022

School District No. 33 (Chilliwack)

June 30, 2022

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

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2021/2022 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 33 (Chilliwack) Annual Budget Bylaw for fiscal year 2021/2022.
3. The attached Statement 2 showing the estimated revenue and expense for the 2021/2022 fiscal year and the total budget bylaw amount of \$171,928,285 for the 2021/2022 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2021/2022.

READ A FIRST TIME THE _____ DAY OF _____, 2021;

READ A SECOND TIME THE _____ DAY OF _____, 2021;

READ A THIRD TIME, PASSED AND ADOPTED THE _____ DAY OF _____, 2021;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 33 (Chilliwack) Annual Budget Bylaw 2021/2022, adopted by the Board the _____ DAY OF _____, 2021.

Secretary Treasurer

School District No. 33 (Chilliwack)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2022

	2022 Annual Budget	2021 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	14,171,900	13,974,900
Adult	58,000	58,000
Other	17,000	8,500
Total Ministry Operating Grant Funded FTE's	14,246,900	14,041,400
Revenues	\$	\$
Provincial Grants		
Ministry of Education	154,943,385	158,381,880
Other	197,404	150,000
Tuition	1,490,079	770,079
Other Revenue	5,886,782	5,650,968
Rentals and Leases	302,400	130,000
Investment Income	131,000	257,500
Gain (Loss) on Disposal of Tangible Capital Assets		627,738
Amortization of Deferred Capital Revenue	7,031,930	7,220,921
Total Revenue	169,982,980	173,189,086
Expenses		
Instruction	138,382,404	141,286,040
District Administration	4,652,244	4,672,449
Operations and Maintenance	24,077,991	23,848,872
Transportation and Housing	4,422,790	3,819,082
Total Expense	171,535,429	173,626,443
Net Revenue (Expense)	(1,552,449)	(437,357)
Budgeted Allocation (Retirement) of Surplus (Deficit)	801,353	801,353
Budgeted Surplus (Deficit), for the year	(751,096)	363,996
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(751,096)	363,996
Budgeted Surplus (Deficit), for the year	(751,096)	363,996

Fund Accounting



Operating Funds

Instruction
School & District
Administration
Operations & Maintenance
Transportation



Capital Funds

For the purpose of
acquiring land, buildings,
and major equipment.



Special Purpose Funds

Funds provided by a third party
for the sole purpose to carry out
a function or activity, e.g. school
generated funds, scholarships,
ministry-designated activities.

School District No. 33 (Chilliwack)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2022

	2022 Annual Budget	2021 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	147,842,795	142,709,655
Special Purpose Funds - Total Expense	13,729,144	20,963,593
Capital Fund - Total Expense	9,963,490	9,953,195
Capital Fund - Tangible Capital Assets Purchased from Local Capital	392,856	542,856
Total Budget Bylaw Amount	171,928,285	174,169,299

Approved by the Board

Signature of the Chairperson of the Board of Education	Date Signed
Signature of the Superintendent	Date Signed
Signature of the Secretary Treasurer	Date Signed

DRAFT

DRAFT - Not Finalized

April 22, 2021 13:30

School District No. 33 (Chilliwack)

Statement 4

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2022

	2022 Annual Budget	2021 Amended Annual Budget
	\$	\$
Surplus (Deficit) for the year	(1,552,449)	(437,357)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Local Capital	(392,856)	(542,856)
From Deferred Capital Revenue	(30,742,006)	(24,053,006)
Total Acquisition of Tangible Capital Assets	(31,134,862)	(24,595,862)
Amortization of Tangible Capital Assets	8,175,882	8,165,587
Net carrying value of Tangible Capital Assets disposed of		(700)
Total Effect of change in Tangible Capital Assets	(22,958,980)	(16,430,975)
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	(24,511,429)	(16,868,332)

School District No. 33 (Chilliwack)

Schedule 2

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2022

	2022 Annual Budget \$	2021 Amended Annual Budget \$
Revenues		
Provincial Grants		
Ministry of Education	142,476,537	138,656,355
Other	150,000	150,000
Tuition	1,490,079	770,079
Other Revenue	2,901,782	2,651,792
Rentals and Leases	302,400	130,000
Investment Income	113,500	231,000
Total Revenue	147,434,298	142,589,226
Expenses		
Instruction	125,109,691	120,778,978
District Administration	4,652,244	4,672,449
Operations and Maintenance	14,219,578	14,000,929
Transportation and Housing	3,861,282	3,257,299
Total Expense	147,842,795	142,709,655
Net Revenue (Expense)	(408,497)	(120,429)
Budgeted Prior Year Surplus Appropriation	801,353	801,353
Net Transfers (to) from other funds		
Local Capital	(392,856)	(542,856)
Other		(138,068)
Total Net Transfers	(392,856)	(680,924)
Budgeted Surplus (Deficit), for the year	-	-



Operating Budget Comparisons

20/21 Amended vs.
21/22 Preliminary

	Revenues	Expenses	Capital/ Transfers	Surplus (Deficit)
Amended 20/21 Budget	\$ 142,589,226	\$(142,709,655)	\$ 120,429	\$ -
Changes				
Enrolment	2,722,531	(1,762,804)		959,727
Labour Settlement Funding	1,992,291			1,992,291
Other MoEd Funding	(894,640)			(894,640)
Other Revenues	104,890			104,890
Wage/Collective Agree. Incr.		(2,125,034)		(2,125,034)
Staffing Changes		8,701		8,701
Covid Funded Staffing		(1,345,676)		(1,345,676)
International Program	720,000	(375,125)		344,875
Benefits		(1,142,842)		(1,142,842)
Substitutes		(239,010)		(239,010)
School Budgets		(3,790)		(3,790)
Other Expenses		541,153		541,153
New School Tfr			138,068	138,068
Proposed Savings	200,000	1,311,287	150,000	1,661,287
Preliminary 21/22 Budget	\$ 147,434,298	\$(147,842,795)	\$ 408,497	\$ -



Capital Expenditures

Preliminary Budget

	Amended Budget 20/21	Revisions	Preliminary Budget 21/22
<u>Capital Expenditures:</u>			
Vehicles	\$356,486	(\$50,000)	\$306,486
Equipment	60,370	0	60,370
Software & Hardware	126,000	(100,000)	26,000
Portables	-	0	0
	\$ 542,856	(\$150,000)	\$392,856



Reserve Summary

2021/22 Preliminary Annual Budget



Reserve Summary	Ending Balance	Ending Balance	Ending Balance	Budgeted Activity 2020/2021		Budgeted Balance	Budgeted Balance
	Jun.30/18	Jun.30/19	Jun.30/20	Surplus	Transfers	Jun.30/21	Jun.30/22
UNRESTRICTED:							
Unrestricted Surplus	5,272,913	2,208,342	1,969,168	138,068	(2,106,529)	707	707
Restricted Local Capital	292,715	1,293,334	2,293,334		2,734,967	5,028,301	0
Gain on Sale of Land				628,438	(628,438)	0	
	5,565,628	3,501,676	4,262,502	766,506	0	5,029,008	707

Outstanding Major Capital Commitments:

Southside School Project	4,528,301
Vedder Elementary Addition Project	500,000
	5,028,301

School District No. 33 (Chilliwack)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2022

	2022 Annual Budget \$	2021 Amended Annual Budget \$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	143,391,556	135,685,685
ISC/LEA Recovery	(2,356,455)	(2,356,455)
Other Ministry of Education Grants		
Pay Equity	864,624	864,624
Funding for Graduated Adults	20,000	40,000
Student Transportation Fund	329,456	329,456
Support Staff Benefits Grant	213,356	213,356
Teachers' Labour Settlement Funding		3,575,689
Early Career Mentorship Funding		290,000
FSA Marking	14,000	14,000
Total Provincial Grants - Ministry of Education	142,476,537	138,656,355
Provincial Grants - Other	150,000	150,000
Tuition		
International and Out of Province Students	1,490,079	770,079
Total Tuition	1,490,079	770,079
Other Revenues		
Funding from First Nations	2,356,455	2,356,455
Miscellaneous		
Distance Ed, Textbook & Course Fees	-	5,000
Bus Fees	415,000	135,000
Energy Program	30,000	30,000
Other Miscellaneous	100,327	125,337
Total Other Revenue	2,901,782	2,651,792
Rentals and Leases	302,400	130,000
Investment Income	113,500	231,000
Total Operating Revenue	147,434,298	142,589,226

School District No. 33 (Chilliwack)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2022

	2022 Annual Budget	2021 Amended Annual Budget
	\$	\$
Salaries		
Teachers	63,456,121	61,720,720
Principals and Vice Principals	8,610,912	8,416,670
Educational Assistants	12,698,322	11,939,833
Support Staff	13,570,104	12,767,032
Other Professionals	3,325,945	3,325,172
Substitutes	5,665,242	5,620,602
Total Salaries	107,326,646	103,790,029
Employee Benefits	25,529,901	23,663,152
Total Salaries and Benefits	132,856,547	127,453,181
Services and Supplies		
Services	3,762,493	3,355,849
Student Transportation	33,000	50,000
Professional Development and Travel	911,857	973,707
Rentals and Leases	25,000	31,500
Dues and Fees	326,500	265,050
Insurance	310,981	308,881
Supplies	7,410,417	7,777,195
Utilities	2,206,000	2,494,292
Total Services and Supplies	14,986,248	15,256,474
Total Operating Expense	147,842,795	142,709,655

School District No. 33 (Chilliwack)

Schedule 2C

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2022

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	51,315,916	673,349	4,500	710,486	-	3,983,578	56,687,829
1.03 Career Programs	83,895	-	-	530,194	56,073	4,732	674,894
1.07 Library Services	1,311,322	85,496	-	-	-	39,161	1,435,979
1.08 Counselling	2,005,057	64,770	-	-	-	17,840	2,087,667
1.10 Special Education	6,740,463	1,035,284	11,294,665	70,169	-	739,180	19,879,761
1.30 English Language Learning	960,403	97,155	-	-	-	4,621	1,062,179
1.31 Indigenous Education	786,264	-	1,399,157	9,839	93,455	143,934	2,432,649
1.41 School Administration	-	6,287,872	-	2,573,559	467,130	94,151	9,422,712
1.60 Summer School	37,744	43,136	-	-	-	-	80,880
1.61 Continuing Education	115,289	-	-	-	-	-	115,289
1.62 International and Out of Province Students	99,768	129,540	-	23,069	37,382	-	289,759
1.64 Other	-	-	-	85,683	-	-	85,683
Total Function 1	63,456,121	8,416,602	12,698,322	4,002,999	654,040	5,027,197	94,255,281
4 District Administration							
4.11 Educational Administration	-	-	-	-	717,066	-	717,066
4.40 School District Governance	-	-	-	-	159,072	-	159,072
4.41 Business Administration	-	194,310	-	589,980	1,283,294	-	2,067,584
Total Function 4	-	194,310	-	589,980	2,159,432	-	2,943,722
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration	-	-	-	82,358	415,241	-	497,599
5.50 Maintenance Operations	-	-	-	6,135,790	-	461,494	6,597,284
5.52 Maintenance of Grounds	-	-	-	691,548	-	-	691,548
5.56 Utilities	-	-	-	-	-	-	-
Total Function 5	-	-	-	6,909,696	415,241	461,494	7,786,431
7 Transportation and Housing							
7.41 Transportation and Housing Administration	-	-	-	182,728	97,232	-	279,960
7.70 Student Transportation	-	-	-	1,884,701	-	176,551	2,061,252
Total Function 7	-	-	-	2,067,429	97,232	176,551	2,341,212
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	63,456,121	8,610,912	12,698,322	13,570,104	3,325,945	5,665,242	107,326,646

DRAFT - Not Finalized

April 22, 2021 13:30

School District No. 33 (Chilliwack)

Schedule 2C

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2022

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2022 Annual Budget	2021 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	56,687,829	13,038,357	69,726,186	5,958,047	75,684,233	73,453,210
1.03 Career Programs	674,894	180,225	855,119	418,881	1,274,000	1,183,807
1.07 Library Services	1,435,979	331,681	1,767,660	129,577	1,897,237	2,004,275
1.08 Counselling	2,087,667	487,179	2,574,846	-	2,574,846	2,459,771
1.10 Special Education	19,879,761	5,216,591	25,096,352	585,450	25,681,802	24,282,279
1.30 English Language Learning	1,062,179	246,471	1,308,650	28,626	1,337,276	1,233,741
1.31 Indigenous Education	2,432,649	643,974	3,076,623	876,622	3,953,245	3,739,142
1.41 School Administration	9,422,712	2,114,002	11,536,714	150,300	11,687,014	11,257,855
1.60 Summer School	80,880	17,668	98,548	1,200	99,748	101,656
1.61 Continuing Education	115,289	27,162	142,451	10,250	152,701	147,336
1.62 International and Out of Province Students	289,759	64,372	354,131	263,959	618,090	429,063
1.64 Other	85,683	25,866	111,549	37,950	149,499	486,843
Total Function 1	94,255,281	22,393,548	116,648,829	8,460,862	125,109,691	120,778,978
4 District Administration						
4.11 Educational Administration	717,066	147,582	864,648	122,060	986,708	1,052,105
4.40 School District Governance	159,072	8,552	167,624	153,214	320,838	371,075
4.41 Business Administration	2,067,584	457,353	2,524,937	819,761	3,344,698	3,249,269
Total Function 4	2,943,722	613,487	3,557,209	1,095,035	4,652,244	4,672,449
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	497,599	111,159	608,758	228,898	837,656	840,824
5.50 Maintenance Operations	6,597,284	1,615,599	8,212,883	1,779,503	9,992,386	9,510,042
5.52 Maintenance of Grounds	691,548	194,488	886,036	297,500	1,183,536	1,155,771
5.56 Utilities	-	-	-	2,206,000	2,206,000	2,494,292
Total Function 5	7,786,431	1,921,246	9,707,677	4,511,901	14,219,578	14,000,929
7 Transportation and Housing						
7.41 Transportation and Housing Administration	279,960	61,108	341,068	104,450	445,518	342,624
7.70 Student Transportation	2,061,252	540,512	2,601,764	814,000	3,415,764	2,914,675
Total Function 7	2,341,212	601,620	2,942,832	918,450	3,861,282	3,257,299
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	107,326,646	25,529,901	132,856,547	14,986,248	147,842,795	142,709,655

DRAFT - Not Finalized

April 22, 2021 13:30

School District No. 33 (Chilliwack)

Schedule 3

Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2022

	2022	2021 Amended
	Annual Budget	Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	10,679,240	17,937,917
Other	47,404	
Other Revenue	2,985,000	2,999,176
Investment Income	17,500	26,500
Total Revenue	13,729,144	20,963,593
Expenses		
Instruction	13,272,713	20,507,062
Operations and Maintenance	456,431	456,531
Total Expense	13,729,144	20,963,593
Budgeted Surplus (Deficit), for the year	-	-

Special Purpose Funds

Summary of Changes

Special Purpose Funds Summary of Changes to Funding			
Fund	2020-21 Amended	Change	2021-22 Preliminary
Annual Facilities Grant	\$456,531	\$0	\$456,531
Learning Improvement Fund	490,428	11,260	501,688
School & Scholarship Funds	3,006,500	(4,000)	3,002,500
Strongstart/Ready Set Learn	224,000	49,000	273,000
French Language (OLEP)	131,292	14,315	145,607
Community Link	722,132	6,479	728,611
Classroom Enhancement Funds	9,447,514	(873,711)	8,573,803
Safe Return to School/Class	6,177,868	(6,177,868)	0
Other	116,782	(116,782)	0
	\$20,773,047	(\$7,091,307)	\$13,681,740

School District No. 33 (Chilliwack)

Schedule 3A

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2022

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
Deferred Revenue, beginning of year			284,059	981,139					
Add: Restricted Grants									
Provincial Grants - Ministry of Education	456,531	501,688			224,000	49,000	145,607	728,611	390,638
Other			85,000	2,900,000					
Investment Income			2,500	15,000					
	456,531	501,688	87,500	2,915,000	224,000	49,000	145,607	728,611	390,638
Less: Allocated to Revenue	456,531	501,688	87,500	2,915,000	224,000	49,000	145,607	728,611	390,638
Deferred Revenue, end of year	-	-	284,059	981,139	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education	456,531	501,688			224,000	49,000	145,607	728,611	390,638
Provincial Grants - Other									
Other Revenue			85,000	2,900,000					
Investment Income			2,500	15,000					
	456,531	501,688	87,500	2,915,000	224,000	49,000	145,607	728,611	390,638
Expenses									
Salaries									
Teachers							50,337		
Principals and Vice Principals									90,678
Educational Assistants		389,271			167,330			533,520	
Support Staff									77,265
Other Professionals									9,602
Substitutes							2,517		154,573
	-	389,271	-	-	167,330	-	52,854	533,520	332,118
Employee Benefits		112,417			56,670		11,860	148,906	39,407
Services and Supplies	456,531		87,500	2,915,000		49,000	80,893	46,185	19,113
	456,531	501,688	87,500	2,915,000	224,000	49,000	145,607	728,611	390,638
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-
Additional Expenses funded by, and reported in, the Operating Fund					38,217	15,531			254,585

School District No. 33 (Chilliwack)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2022

Schedule 3A

	Classroom Enhancement Fund - Staffing	After School Sports Initiative	TOTAL
	\$	\$	\$
Deferred Revenue, beginning of year		47,404	1,312,602
Add: Restricted Grants			
Provincial Grants - Ministry of Education	8,183,165		10,679,240
Other			2,985,000
Investment Income			17,500
	8,183,165	-	13,681,740
Less: Allocated to Revenue	8,183,165	47,404	13,729,144
Deferred Revenue, end of year	-	-	1,265,198
Revenues			
Provincial Grants - Ministry of Education	8,183,165		10,679,240
Provincial Grants - Other		47,404	47,404
Other Revenue			2,985,000
Investment Income			17,500
	8,183,165	47,404	13,729,144
Expenses			
Salaries			
Teachers	6,601,503		6,651,840
Principals and Vice Principals			90,678
Educational Assistants			1,090,121
Support Staff			77,265
Other Professionals			9,602
Substitutes			157,090
	6,601,503	-	8,076,596
Employee Benefits	1,581,662		1,950,922
Services and Supplies		47,404	3,701,626
	8,183,165	47,404	13,729,144
Net Revenue (Expense)	-	-	-
Additional Expenses funded by, and reported in, the Operating Fund			308,333

School District No. 33 (Chilliwack)

Schedule 4

Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2022

	2022 Annual Budget			2021 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Ministry of Education	1,787,608		1,787,608	1,787,608
Gain (Loss) on Disposal of Tangible Capital Assets			-	627,738
Amortization of Deferred Capital Revenue	7,031,930		7,031,930	7,220,921
Total Revenue	8,819,538	-	8,819,538	9,636,267
Expenses				
Operations and Maintenance	1,787,608		1,787,608	1,787,608
Amortization of Tangible Capital Assets				
Operations and Maintenance	7,614,374		7,614,374	7,603,804
Transportation and Housing	561,508		561,508	561,783
Total Expense	9,963,490	-	9,963,490	9,953,195
Net Revenue (Expense)	(1,143,952)	-	(1,143,952)	(316,928)
Net Transfers (to) from other funds				
Local Capital		392,856	392,856	542,856
Transfer to Local Capital for New School			-	138,068
Total Net Transfers	-	392,856	392,856	680,924
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	392,856	(392,856)	-	
Total Other Adjustments to Fund Balances	392,856	(392,856)	-	
Budgeted Surplus (Deficit), for the year	(751,096)	-	(751,096)	363,996



3-Year Projections

Chilliwack School District

Three Year Budget Projection

OPERATING FUND	Annual Projections 2021/22 to 2023/24		
	2021/22	2022/23	2023/24
REVENUE			
Provincial Grants, Ministry of Education	142,476,537	145,299,537	146,886,218
LEA/Direct Funding From First Nations	2,356,455	2,356,455	2,382,844
Provincial Grants, Other	150,000	150,000	150,000
International Student Tuition	1,490,079	2,015,000	2,635,000
Other Revenue	545,327	545,327	545,327
Rentals & Leases	302,400	308,400	314,600
Investment Income	113,500	113,500	113,500
Total Revenue	147,434,298	150,788,219	153,027,489
EXPENSE			
Salaries			
Teachers	63,456,121	64,530,491	65,158,202
Principals & Vice-Principals	8,610,912	8,740,452	8,740,452
Education Assistants	12,698,322	12,934,271	13,085,197
Support Staff	13,570,104	14,222,820	14,365,418
Other Professionals	3,325,945	3,361,335	3,409,515
Substitutes	5,665,242	5,802,454	5,852,780
Total Salaries	107,326,646	109,591,823	110,611,564
Employee Benefits	25,529,901	26,626,671	27,273,988
Total Salary & Benefits	132,856,547	136,218,494	137,885,552
Services & Supplies	14,986,248	15,665,139	16,184,353
Total Expense	147,842,795	151,883,633	154,069,905
Net Revenue (Expense)	(408,497)	(1,095,414)	(1,042,416)
School Surpluses Included	562,483	562,483	562,483
Ab Ed Surplus	233,870	233,870	233,870
Other	5,000	-	-
Capital Asset Purchases	(392,856)	(522,856)	(522,856)
Transfer to Capital Reserves	-	-	-
Surplus (Deficit) for Year	(0)	(821,917)	(768,919)


Chilliwack School District

Three Year Budget Projection

OPERATING FUND	Annual Projections 2021/22 to 2023/24		
	2021/22	2022/23	2023/24
SERVICE & SUPPLIES BREAKDOWN:			
Services	3,762,493	3,938,726	3,971,321
Student Transportation	33,000	33,000	33,000
Professional Development & Travel	911,857	916,857	921,857
Rentals & Leases	25,000	25,000	25,000
Dues & Fees	326,500	326,500	326,500
Insurance	310,981	335,981	346,981
Supplies	7,410,417	7,778,075	8,158,694
Utilities	2,206,000	2,311,000	2,401,000
Total Services & Supplies	14,986,248	15,665,139	16,184,353

3-Year Budget Projections


Changes 2022/23



	Revenues	Expenses	Capital/ Transfers	Surplus (Deficit)
21/22 Preliminary Budget	\$ 147,434,298	\$ (147,842,795)	\$ 408,497	\$ -
<u>Changes (2022/23)</u>				
Enrolment	2,823,000	(1,770,048)		1,052,952
Wage Increases	-	-		-
Benefit Rates	-	(554,997)		(554,997)
New Schools/Space	-	(1,116,985)		(1,116,985)
New Positions	-	(43,490)		(43,490)
Other Revenue	530,921	(262,461)		268,460
Other Expenses	-	(292,857)		(292,857)
Transfers	-	-	(135,000)	(135,000)
2022/23 Projection	<u>\$ 150,788,219</u>	<u>\$ (151,883,633)</u>	<u>\$ 273,497</u>	<u>\$ (821,917)</u>

3-Year Budget Projections

Changes 2023/24



	Revenues	Expenses	Capital/ Transfers	Surplus (Deficit)
2022/23 Projection	\$ 150,788,219	\$ (151,883,633)	\$ 273,497	\$ (821,917)
<u>Changes (2023/24)</u>				
Enrolment	1,613,070	(1,057,260)		555,810
Wage Increases	-	-		-
Benefit Rates	-	(395,443)		(395,443)
New Schools/Space	-	(196,999)		(196,999)
New Positions	-	(43,690)		(43,690)
Other Revenue	626,200	(310,000)		316,200
Other Expenses	-	(182,880)		(182,880)
Transfers	-	-	-	-
2023/24 Projection	<u>\$ 153,027,489</u>	<u>\$ (154,069,905)</u>	<u>\$ 273,497</u>	<u>\$ (768,919)</u>

BOARD OF EDUCATION

DECISION REPORT

DATE: June 1, 2021
TO: Board of Education
FROM: Gerry Slykhuis, Secretary Treasurer
RE: **FIVE-YEAR CAPITAL PLAN BYLAW NO. 2021/22-CPSD33-01**

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. 2021/22-CPSD33-01 at the June 1, 2021 Regular Board Meeting.
(*vote must be unanimous*)
2. THAT the Board approve first reading of Capital Project Bylaw No. 2021/22-CPSD33-01 (attached).
3. THAT the Board approve second reading of Capital Project Bylaw No. 2021/22-CPSD33-01 (attached).
4. THAT the Board approve third reading and adoption of Capital Project Bylaw No. 2021/22-CPSD33-01 (attached).

BACKGROUND:

In June 2020, the District submitted a 5-Year Capital Plan with the following categories:

- Seismic Mitigation Program (SEM)
- Expansion Program (EXP)
- Replacement Program (REP)
- 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 2021/22 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 2021/22 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. 2021/22-CPSD33-01
CAPITAL PLAN 2021/22

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 2021/22 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. 2021/22-CPSD33-01.

READ A FIRST TIME THE 1st DAY OF JUNE 2021;

READ A SECOND TIME THE 1st DAY OF JUNE 2021;

READ A THIRD TIME, PASSED AND ADOPTED THE 1st DAY OF JUNE 2021.

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 33 (Chilliwack) Capital Bylaw No. 2021/22-CPSD33-01 adopted by the Board the 1st day of June, 2021.

Secretary-Treasurer



May 11, 2021

Ref: 246842

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

Capital Plan Bylaw No. 2021/22-CPSD33-01

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2021/22

This letter is in response to your School District's 2021/22 Annual Five-Year Capital Plan submission, submitted to the Ministry prior to July 31, 2020, 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)
- 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)

The following tables identify major capital projects that are supported to proceed to the next stage, if applicable, as well as minor capital projects that are approved for funding and that are able to proceed to procurement.

MAJOR CAPITAL PROJECTS (SMP, EXP, REP, RDP)

New Projects

Project #	Project Name	Project Type	Comments
TBD	East Side Chilliwack Elementary	New School	Project has been supported. Your Regional Director will contact you shortly regarding next steps

Ministry of
Education

Capital Management Branch
Resource Management Division

Mailing Address:
PO Box 9151 Stn Prov Govt
Victoria BC V8W 9H1

Location:
5th Floor, 620 Superior St
Victoria BC V8V 1V2

TBD	Sardis Secondary – Capacity Increase	Addition	Project has been supported. Your Regional Director will contact you shortly regarding next steps
-----	--------------------------------------	----------	--

Follow-up meetings will be scheduled by your respective Regional Director or Planning Officer regarding next steps. Also note that Capital Project Funding Agreements (CPFA) are not issued for Major Capital Projects until after PDRs and all other required supporting documentation is received, reviewed and approved for funding by the Ministry.

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

Below are tables for the minor capital projects that are approved. The first table identifies School Enhancement Program and Carbon Neutral Capital Program that school districts were already made aware of in the initial Capital Plan Response Letter issued in March 2021.

The second and third tables identify additional minor capital projects approved in School Enhancement Program (SEP), Carbon Neutral Capital Program (CNCP), Building Envelope Program (BEP), Playground Equipment Program (PEP), as well as the Bus Acquisition Program (BUS), if applicable.

Projects for SEP, CNCP (from initial Capital Plan Response Letter issued in March 2021)

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Greendale Elementary	CNCP - Energy Systems Upgrade	\$336,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.
Integrated Arts & Technology	SEP - HVAC Upgrades	\$893,936	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.

New projects for SEP, CNCP, BEP, PEP

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
East Chilliwack Elementary	BEP - Building Envelope Upgrades	TBD	BC Housing will contact you regarding next steps in project development.
Vedder Elementary	BEP - Building Envelope Upgrades	TBD	BC Housing will contact you regarding next steps in project development.

McCammon Elementary	BEP - Building Envelope Upgrades	TBD	BC Housing will contact you regarding next steps in project development.
Unsworth Elementary	BEP - Building Envelope Upgrades	TBD	BC Housing will contact you regarding next steps in project development.
Mount Slesse Middle	SEP - HVAC Upgrades	\$526,400	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.
East Chilliwack Elementary	PEP - Universally Accessible Playground	\$165,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.

New projects for BUS

Existing Bus Fleet #	New/Replacement Bus Type	Amount Funded by Ministry	Next Steps & Timing
A6331	C (34-45) with 0 wheelchair spaces	\$130,237	Proceed to ordering the school bus(es) between May 10, 2021 and June 15, 2021 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsb.org
A8331	D (80+RE) with 0 wheelchair spaces	\$178,448	Proceed to ordering the school bus(es) between May 10, 2021 and June 15, 2021 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsb.org
A9331	D (80+RE) with 0 wheelchair spaces	\$178,448	Proceed to ordering the school bus(es) between May 10, 2021 and June 15, 2021 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsb.org

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 2021/22 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 Number provided at the beginning of this document) for its approved 2021/22 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 as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.

With the 2021/22 Capital Plan process now complete, the Capital Plan Instructions for the upcoming 2022/23 Annual Five-Year Capital Plan submission process (using the Ministry's new Capital Asset Planning System (CAPS) online platform) are available at the Ministry's [Capital Planning](#) webpage.

NOTE: School districts' Capital Plan submission deadlines for the 2022/23 fiscal year, using the new CAPS online platform, will be as follows:

- Major Capital Programs (SMP, EXP, REP, RDP, BEP) – July 31, 2021
- Minor Capital Programs (SEP, CNCP, PEP, BUS) – September 30, 2021

Additionally, the Annual Facility Grant (AFG) project requests for the 2021/22 fiscal year are to be submitted using the new CAPS online platform, on or before June 30, 2021.

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,



François Bertrand, Acting Executive Director
Capital Management Branch

pc: Capital Management Branch
Michael Nyikes, Director, Capital Management Branch
Ravnit Aujla, Planning Officer, Capital Management Branch
Rob Drew, Regional Director, Capital Management Branch
Rosa Cutler, Planning Officer, Capital Management Branch
Amanda Austin, Planning Officer, Capital Management Branch

BOARD OF EDUCATION

DECISION REPORT

DATE: June 1, 2021
TO: Board of Education
FROM: Rohan Arul-pragasam, Interim Superintendent
RE: **POLICY RENOVATION PROJECT: POLICIES 141, 142, 180, 181, 182, and 191**

RECOMMENDATION:

THAT the Board approve the following policies as attached:

- Policy 141 Role of the Superintendent
- Policy 142 Superintendent Performance Review
- Policy 180 Board Performance Review
- Policy 181 Trustee Professional Learning (revised since January 26, 2021 approval)
- Policy 182 Trustee Orientation
- Policy 191 Trustee Expenses

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

- Board Regulation 304.1 Role Description: Superintendent of Schools
- Board Regulation 306.1 Superintendent's Evaluation

Further, THAT the Board abandon existing Policy 228: Trustee Expenses (found [HERE](#)) as it is made redundant by the new policy:

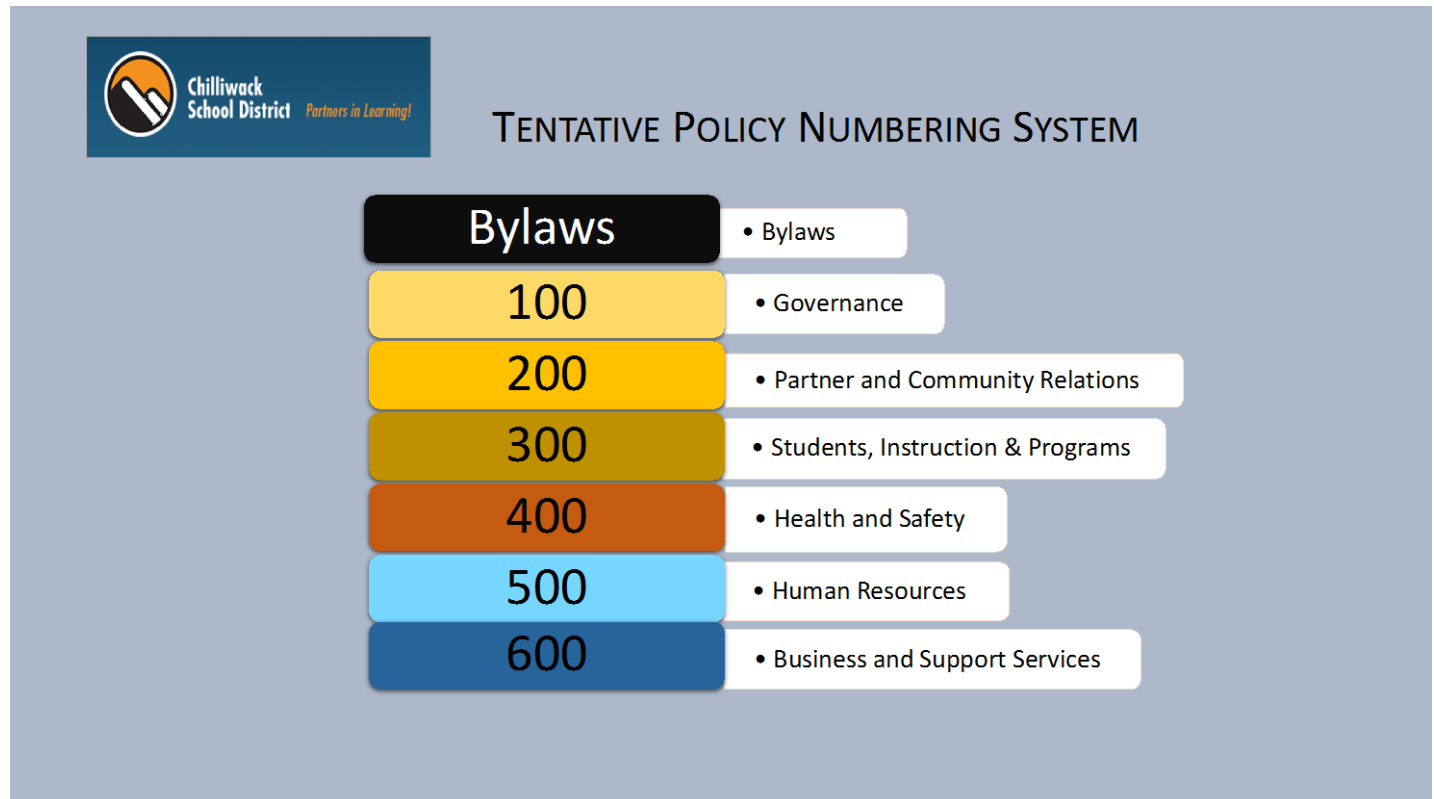
BACKGROUND:

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:



POLICY 141 ROLE OF THE SUPERINTENDENT

The Superintendent of Schools is the Chief Executive Officer of the Board of Education. The Superintendent reports to and is accountable to the Board for the implementation of the Strategic Plan and Board policies, and for providing leadership in educational administration, district planning and instructional programming.

Responsibilities to the Board of Education:

1. Assists the Board in the development of a Strategic Plan, implements the plan as approved and reports regularly on results achieved.
2. Ensures that the Board is fully informed on the operation of the school system and provides information reports as the Board requires.
3. Assists the Board in the development of policies, develops procedures to make these policies operative, and ensures that all policies of the Board are fully and effectively implemented.
4. Provides leadership to assist the Board with the establishment of the annual budget.
5. Develops and implements the Board-approved annual budgets with the support of the Secretary-Treasurer.
6. Supports agenda planning for Board meetings and provides the Board with information that Trustees may require to deal effectively with Board business.
7. Ensures continuous open and transparent communication is maintained between the Board, staff and community partners.
8. Assists the Board in identifying and addressing issues.
9. Attends all meetings of the Board and its committees or arranges for a delegate to attend in the absence of the Superintendent.
10. Ensures that all avenues of conflict resolution have been explored before unresolved matters come to the Board.

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Policy Manual



Relationship with Schools and Community:

11. Establishes and maintains effective personal and professional relationships with a variety of groups in the community on behalf of the District.
12. Visits schools and maintains contact with staff as necessary to be informed of District needs and accomplishments.
13. Promotes good relations with students, parents/guardians/caregivers, staff, First Nations, and community members and organizations, and acts as a spokesperson on District matters as required.
14. Liaises with post-secondary educational institutions including the University of the Fraser Valley.

Responsibility with Ministry of Education:

15. Implements Ministry of Education policy and directives.
16. Ensures that reports and information as may be requested by the Ministry of Education are promptly provided.
17. Performs those duties as specified in the *School Act* and School Regulations of British Columbia.

Leadership and Management:

18. Administers and supervises the educational programs offered by the Board.
19. Collaborates with the Senior Executive Team to coordinate the operation of the District, and delegate functions and responsibilities as required.
20. Carries overall authority and responsibility for all personnel-related matters.
21. Promotes a high standard of collaborative professional leadership.
22. Ensures curriculum development and implementation are achieved in an effective manner.

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Policy Manual



23. Develops and manages the implementation of appropriate operational planning processes.
24. Ensures adequate budget implementation and monitoring processes are in place.
25. Provides for the continuing evaluation of current educational practices in the school system, the development of plans for the improvement of educational services and the use of programs that will ensure the effective implementation of these plans.
26. Ensures that professional development opportunities are available to school district employees to ensure the excellence, efficacy and relevance of current educational practices.
27. Models and promotes a high standard of professional leadership, leadership development, effective relationships and a commitment to ongoing learning throughout the District.

142 SUPERINTENDENT PERFORMANCE REVIEW

The responsibility to review the performance of the Superintendent of Schools on a regular basis is critical to the Board's governance role.

The process of reviewing the performance of the Superintendent is valuable for both the Board and the Superintendent. The review process can enable the Board and the Superintendent to develop a shared understanding regarding their respective roles and accountabilities, the expectations of the Board, the observations of other leaders within the school district and the community, and the success of the Superintendent in fulfilling the requirements of the position.

The Board and the Superintendent may utilize both informal and formal performance review processes to:

- confirm duties and responsibilities
- clarify relationships
- set priorities
- recognize accomplishments
- identify areas for growth
- determine future contract renewal

All processes related to the performance review of the Superintendent must be undertaken by the Board as a corporate body. No trustee, including the Chairperson, shall act as the Board in this matter.

Guidelines

1. The Board and Superintendent will mutually agree upon the processes for informal and formal performance reviews.
2. Informal performance reviews will be completed on an annual basis.
3. A formal, comprehensive performance review will be completed in the third year of the Superintendent's appointment.
4. Following a performance review, the Superintendent will provide a growth plan to address any areas for improvement and growth.

POLICY 180 BOARD PERFORMANCE REVIEW

The Board will review its performance annually to ensure it fulfills its responsibilities to the community. The evaluation will be convened at a scheduled time and place such that all Trustees are present. The evaluation will indicate the Board's strengths and suggested areas for improvement.

The objectives of the review include ensuring that the Board:

- Is accountable to the public and the district, and that the Board meets Statutory requirements.
- Carries out its roles and responsibilities in a satisfactory manner.
- Adheres to Board policy and, where warranted, develops new policy.
- Maintains constructive and effective working relationships with district staff and each other.

Upon final discussion of the results, the Board will report to the public.

POLICY 181 TRUSTEE PROFESSIONAL LEARNING

Fulfillment of Board responsibilities requires Trustees to remain informed and develop their knowledge and skills. Trustees are encouraged to seek, identify and attend seminars, conferences or workshops related to their roles and responsibilities.

The Board shall include funds in the annual governance budget to cover expenses.

Guidelines

1. Trustees have an annual budget allocation of \$2,500 for attendance at relevant professional development opportunities. Unspent professional development funds can be carried over to the next year until the end of the elected term of office. Attendance at British Columbia School Trustees Association Annual General Meetings is reimbursed under a separate budget line
2. District staff will make Trustees aware of learning opportunities available to assist with their professional learning planning. From time to time, group activities with the Board may be recommended.
3. Regarding learning experiences such as seminars, conferences and workshops, Trustees will advise the Board in advance of their intentions, prior to making any commitments.
4. Publications related to a Trustee's duties can be reimbursed from a Trustee's professional learning budget.
5. Reimbursement will be made in accordance with the Trustee Expense Policy.

POLICY 182 TRUSTEE ORIENTATION

The Board is accountable to the public for the success of the school district and that success is directly dependent upon each Trustee's ability to participate meaningfully in Board governance.

The Board and senior leadership team will make every effort to assist new Trustees to become fully informed about their roles and responsibilities. The Superintendent will arrange for the orientation of newly elected Trustees.

Incumbent Trustees are expected to participate in orientation activities to assist their newly elected colleagues.

Guidelines

1. Once elected, the Board Chair, with the assistance of the Superintendent and Secretary-Treasurer, will arrange for a series of meetings with Trustees, the Superintendent and other district staff for the purpose of acquainting the newly elected Trustees with:
 - 1.1. Roles and responsibilities of the Board and individual Trustees.
 - 1.2. Trustee Code of Conduct.
 - 1.3. Statutory and regulatory requirements, including responsibilities with regard to conflict of interest.
 - 1.4. Organizational structure and the roles of the Superintendent and other district staff.
 - 1.5. Policy development process.
 - 1.6. Strategic Plan.
 - 1.7. Board budget process.
 - 1.8. Board Bylaws.
 - 1.9. Board meeting procedures.
 - 1.10. Existing district initiatives, annual reports, budgets, financial statements and long range facility plans.
 - 1.11. Aboriginal Education Enhancement Agreement and Local Education Agreements.
 - 1.12. Diversity and inclusion practices and applicable training.
 - 1.13. Key programs and services in the district.
 - 1.14. The Board's function as an appeal body.
 - 1.15. Other areas as required or requested.
2. Newly elected Trustees will also be encouraged to participate in the New Trustees Academy organized by the British Columbia School Trustees Association.

POLICY 191 TRUSTEE EXPENSES

The Board of Education recognizes that fulfillment of Board responsibilities may require that Trustees incur expenses.

Trustee expense reimbursement parameters and processes are clarified below.

Guidelines

1. Expenses will be reimbursed for attendance at British Columbia School Trustees Association (BCSTA) Annual General Meetings.
2. Reimbursement will be provided for travel expenses incurred but not covered by the BCSTA or the British Columbia School Employers' Association (BCPSEA) for those Trustees elected by the Board as provincial representatives to BCSTA or BCPSEA.
3. Trustees shall submit out of district expenses incurred using the school district expense claim form.
 - 3.1. For out of district trips, the maximum car travel reimbursement will equal the economy class airfare for the equivalent trip.
 - 3.2. Reimbursement of actual costs of ferries, buses or taxis will be based upon receipts submitted.
 - 3.3. Air travel shall be by economy class.
 - 3.4. Trustees are responsible for any travel insurance coverage.
 - 3.5. If a meal or meals are included in a conference package or are pre-paid in some other manner, those meals shall be deducted from any per diem claim made.
 - 3.6. The Board will only reimburse travel costs and hotel lodging for the Trustee.
 - 3.7. The cost of alcohol will not be reimbursed.
 - 3.8. Trustees will be reimbursed in accordance with district rates for exempt employees.
4. Expense claims are to be submitted to the Secretary-Treasurer for payment.
 - 4.1. Any discrepancies regarding the claim will be brought to the Trustee's attention.
 - 4.2. A dispute regarding amounts authorized for reimbursement will be adjudicated by the Board.

BOARD OF EDUCATION

DECISION REPORT

DATE: June 1, 2021

TO: Board of Education

FROM: Rohan Arul-pragasam, Interim Superintendent

RE: **POLICY RENOVATION PROJECT: POLICY 110 – DISTRICT MISSION, VISION AND MOTTO**

RECOMMENDATION:

THAT the Board of Education approve Policy 110 – District Mission, Vision and Motto as attached.

BACKGROUND:

The Chilliwack School District Strategic Plan expires in June 2021. Elected school boards, as part of their governance function, have always had responsibility for creating strategic direction. Successful strategic planning requires that there first be clarity and agreement on the organization's **mission or purpose, vision or a clear, specific, compelling picture** of what the organization will look like at a specific time in the future (one, two or five years), including those few key metrics that define success.

High performing districts have exceptional clarity of **vision**, focusing all district work on the improvement of teaching and learning, clarity about their educational goals, and a clear sense of direction and focus. This common understanding of the **vision** and **mission** of the district needs to be consistent for all staff and partners, and needs to be communicated regularly.

A comprehensive plan consisting of process and timeline of events regarding the strategic planning refresh was presented to and approved by the Chilliwack Board of Education at its September 15, 2020 board meeting. One of the first activities from September to October 2020 was to use the crowdsourcing online platform "Thoughtexchange" to engage our community by asking the following question: "*As we develop our vision for the future, what do you think are the **core values** that should define the School District and guide our actions?*" A summary of information from the "Thoughtexchange" can be found [here](#).

Feedback from the Thoughtexchange forum was considered as the Board of Education reviewed the District's current motto and mission statement that included the district aim and values, and clearly articulated the district **Vision** (*What we do*), **Mission** (*Why we do what we do*), **Motto** (*importance of our partners*), and **Core Values** (*Values that we govern ourselves with and values we govern others with in pursuing our vision*) in a new policy.

The process included garnering authentic feedback from partner groups including the Chilliwack Teachers Association, the Indigenous Education Advisory Committee, the Chilliwack Principals and Vice-Principals Association, CUPE 411 and the District Parent Advisory Committee. The feedback loop included a pre- and post-conversation with all partner groups from March to May 2021 to review and finalize draft Policy110.

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.

POLICY 110 DISTRICT MISSION, VISION AND MOTTO

The Board of Education has adopted the following statements that inform and guide the work of the district:

Mission Statement

We ensure deep learning that engages our heart, head and hands to develop competencies vital for the success of all learners.

Vision Statement

Syós:ys lets'e th'ále, lets'emó:t (One heart, one mind, working together for a common purpose.)

Our Motto: "Partners in Learning"

Students, parents/guardians/caregivers, staff, First Nations, community members and organizations are important members of our education community and partners in learning with the Board of Education. Together we strive to create a culture of mutual respect that supports engagement and collaboration in order to achieve the shared goals outlined in our District Strategic Plan. Collectively we aim to meet the present needs of our students and our community, while remaining flexible to anticipate and respond well to future priorities.

Core Values

We provide a learning and working environment where these core values are central to all that we do:

1. Equity
 - We commit to ensure that everyone receives the required support and experiences they need to be successful and fulfill their potential.
2. Kindness
 - We demonstrate caring, compassion and empathy towards everyone in order to create a spirit of connectedness in our community.
3. Inclusion
 - We believe that meaningful inclusion is a right and we support all learners to feel safe, supported and connected through programming that promotes diversity and personalization.
4. Collaboration
 - With open hearts and minds we listen to each other and work together to achieve our shared goals.
5. Innovation
 - We will continue to be curious, creative and open to new ideas so that we can produce high-quality learning outcomes across the system.

Related Legislation: Nil

Related Contract Article: Nil

Adopted:

Amended:

Amended:

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Policy Manual



Key Terms:

- Deep Learning – Deep learning is defined as the process of acquiring the six global competencies: character, citizenship, collaboration, communication, creativity and critical thinking. These competencies describe the increasing complexity of thinking and problem solving, collaborative skills, self-knowledge and responsibility that underlie character, and the ability to feel empathy and take action that makes one a global citizen.
- Equality vs. Equity – Equality means giving everyone the same resources; equity means giving each student access to the resources they need to learn and thrive.

Related Legislation: Nil
Related Contract Article: Nil
Adopted:
Amended:
Amended:

BOARD OF EDUCATION

DECISION REPORT

DATE: June 1, 2021
TO: Board of Education
FROM: Rohan Arul-pragasam, Interim Superintendent
RE: **POLICY RENOVATION PROJECT: BYLAW 1 – BOARD BYLAW PROCEDURES**

RECOMMENDATION:

1. THAT the Board approve three readings of Bylaw 1 Board Bylaw Procedures (attached).
(*vote must be unanimous*)
2. THAT the Board approve first reading of Bylaw 1 Board Bylaw Procedures.
3. THAT the Board approve second reading of Bylaw 1 Board Bylaw Procedures.
4. THAT the Board approve third reading and adoption of Bylaw 1 Board Bylaw Procedures.

BACKGROUND:

This new Bylaw continues 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. Board bylaws are being reviewed and updated as needed as part of this process.

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Board Bylaws



BYLAW 1 BOARD BYLAW PROCEDURES

A BYLAW OF THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (Chilliwack) (hereinafter called "the Board") to establish Board Bylaws.

WHEREAS the *School Act* provides that the Board may deal with such matters by bylaw.

AND WHEREAS the Board wishes to enact procedures regarding Board Bylaws.

NOW THEREFORE the Board enacts as follows:

This bylaw may be cited as School District No. 33 (Chilliwack) Board Bylaw 1 – Bylaw Procedures.

The definitions contained in the *School Act* shall apply to this bylaw.

1. The following matters shall be dealt with only by bylaw.
 - 1.1. Trustee Elections
 - 1.2. Indemnification
 - 1.3. Student or Parent/Guardian Appeal Procedures
 - 1.4. Adoption of the Annual or Amended Annual Budget
 - 1.5. Referendums
 - 1.6. Capital Bylaws
 - 1.7. Ordinary rules or procedures of the Board and rules relative to the organization of meetings of the Board
 - 1.8. Acquisition or Disposal of Property
2. Bylaws may be adopted, amended and repealed in accordance with the process identified below:
 - 2.1. Written notice will be provided in the agenda package of the meeting where the new bylaw, bylaw amendment or bylaw repeal is to be proposed. The notice will be sent to each Trustee by email, using the school district provided email account, at least 48 hours in advance.
 - 2.2. If no such notice has been given, the proposal may move forward upon unanimous vote of members of the Board present.
 - 2.3. Bylaws shall normally be dealt with in the following stages:
 - 2.3.1. first reading – discussion of the principle of the bylaw
 - 2.3.2. second reading – debate and/or amendment
 - 2.3.3. third reading - consideration and final decision

- 2.4. The Board shall not give a bylaw more than two readings at any one meeting unless the members of the Board who are present at the meeting unanimously agree to give the bylaw all three readings at the meeting.
- 2.5. A bylaw may be withdrawn at any stage with unanimous consent of members of the Board present.
- 2.6. The Secretary-Treasurer shall certify on a copy of each bylaw the readings and the times thereof and the context of any amendment passed.
- 2.7. Bylaws or amendments to bylaws shall be approved by a majority vote of Trustees present.

READ A FIRST TIME xxth day of xx 2021

READ A SECOND TIME THE xxth day of xx 2021

READ A THIRD TIME, RECONSIDERED AND ADOPTED THE xxth day of xx 2021

BOARD OF EDUCATION

DECISION REPORT

DATE: June 1, 2021
TO: Board of Education
FROM: Rohan Arul-pragasam, Interim Superintendent
RE: **POLICY RENOVATION PROJECT: BYLAW 2 – TRUSTEE ELECTIONS**

RECOMMENDATION:

1. THAT the Board approve three readings of Bylaw 2 Trustee Elections (attached).
(vote must be unanimous)
2. THAT the Board approve first reading of Bylaw 2 Trustee Elections.
3. THAT the Board approve second reading of Bylaw 2 Trustee Elections.
4. THAT the Board approve third reading and adoption of Bylaw 2 Trustee Elections.

BACKGROUND:

This new Bylaw continues 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. Board bylaws are being reviewed and updated as needed as part of this process.

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Board Bylaws



BYLAW 2 TRUSTEE ELECTIONS

A BYLAW OF THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (Chilliwack) (hereinafter called "the Board") to provide for the determination of various procedures for the conduct of general school elections and other trustee elections.

WHEREAS under the *School Act* a Board of Education may, by bylaw, determine various procedures and requirements to be applied in the conduct of trustee elections.

In School District No. 33 (Chilliwack), trustee elections are held in the following trustee electoral areas:

Trustee electoral area description:	# of trustees
City of Chilliwack	7
Electoral Area D, Fraser Valley Regional District	
Electoral Area E, Fraser Valley Regional District	
Electoral Area H, Fraser Valley Regional District	

NOW THEREFORE the Board enacts as follows:

This bylaw is cited as School District No. 33 (Chilliwack) Trustee Elections Bylaw 2.

The Board wishes to establish various procedures and requirements under the authority of the *School Act* for trustee elections.

The Board of Education shall be comprised of seven members elected at large throughout the School District under the provisions of the *School Act* and the *Local Government Act*.

The Board has entered into an agreement with the City of Chilliwack and the Fraser Valley Regional District to conduct its elections. Therefore, the Board provides that the bylaws of the local government respecting elections apply to trustee elections.

The Board, in an open meeting of the Board, enacts as follows:

1. Definitions:

The terms used in this bylaw shall have the meanings assigned by the *School Act*, the *Local Government Act*, and the *Local Elections Campaign Financing Act*, except as the context indicates otherwise.

"Board" means the Board of Education of School District No. 33 (Chilliwack);

"by-election" means a trustee election to fill a vacancy on the board in any of the circumstances described in sections 36 of the *School Act*;

“election” means a trustee election; and

“general voting day” means the date on which general voting for a trustee election is to take place, whether part of the general school elections or a by-election.

2. This bylaw applies to both general school elections and by-elections, except as otherwise indicated.
3. Following the filing of nomination papers, the Superintendent will act impartially to make information available to all candidates regarding the school system.
4. The order of names of candidates on the ballot will be determined by lot.
5. In the event of a tie vote after a judicial recount, the tie vote will be resolved by lot in accordance with the *Local Government Act*.

READ A FIRST TIME XXth day of XXX

READ A SECOND TIME THE XXth day of XXX

READ A THIRD TIME, RECONSIDERED AND ADOPTED THE XXth day of XXX

Board Chair

Secretary Treasurer

BOARD OF EDUCATION

DECISION REPORT

DATE: June 1, 2021
TO: Board of Education
FROM: Heather Maahs, Trustee
RE: **LETTER RE ACCESSIBLE BRITISH COLUMBIA ACT**

RECOMMENDATION:

THAT the Board of Education send a letter to both MLAs in Chilliwack requesting that people and children with dyslexia/learning and communication disabilities be included in the new Accessible British Columbia Act, which has not yet received final reading.

RATIONALE:

There is no good reason for excluding people with learning disabilities.

The Federal Accessibility Act includes them:

disability means any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment — or a functional limitation — whether permanent, temporary or episodic in nature, or evident or not, that, in interaction with a barrier, hinders a person's full and equal participation in society. (*handicap*)

<https://laws.justice.gc.ca/eng/acts/A-0.6/page-1.html>

Letter from Dyslexia BC

<https://drive.google.com/file/d/1DDhA9PokEnyQ5Fv3ULyV20R1HPev-z-J/view>

Letter from Disability Alliance BC

<https://disabilityalliancebc.org/wp-content/uploads/2021/05/Disability-Alliance-BC-Review-on-Bill-6.pdf>

The Act which has passed two readings and will go to final after the committee has deliberated this week. No one from any Learning Disabilities was invited to be on the committee.

<https://www.bclaws.gov.bc.ca/civix/document/id/bills/billscurrent/2nd42nd:gov06-1>

And one final piece. This is what no accessibility, no inclusion looks like for people with dyslexia, unaccommodated, unacknowledged.

<https://bcitnews.com/2021/03/08/canadians-with-print-reading-disabilities-see-massive-cut-to-services-during-pandemic/>

The new Bill 6, the British Columbia Accessibility Act, is a good bill and needed, however it has excluded those with learning disabilities. I am greatly concerned about this and in fact I'd go so far as to say it's discriminatory to leave these people out. It has not passed final reading in the house so we still have an opportunity to speak to it.

Dyslexic/learning disabled/communication disabilities don't just magically disappear once students leave school. Yes, they can be greatly helped in their acquisition of skills, however the underlying issues remain. For some, they do not acquire those skills.

Think of an adult purchasing a new vehicle, or mortgage, and being handed a big long contract to read when they don't have the skills. Or having to read a set of drawings with fine print outlying dimensions etc. It is greatly humiliating to lack the skill set in order to read and fully comprehend. There are many easy accommodations that can be provided and are completely acceptable without a great deal of difficulty or expense, they just need to be accessible. Audio books, text to speech and speech to text, pens that actually read words etc. In short, the ease of obtaining and being entitled to these items would also serve to destigmatize them and help educate society.

Too often society makes fun of "dumb jocks," or use inability to read as an insult. Dyslexic people have suffered invisibly and in silence for far too long. It's time for their issues to be accepted as "normal" and that can be accomplished by adding them to this Accessibility Act. To leave them out is just simply wrong.

As mentioned at our meeting with MLA Coulter regarding the Accessibility Act after I had submitted my motion to the Chair and Vice Chair and placed it on Facebook, students with learning disabilities are those we used to call High Incidence in our schools. These are the students who struggle and score below appropriate reading level in our FSAs. These are the students over represented in our alternate programs and schools, in some cases 80%.

There is no good reason for excluding them in this bill.

BOARD OF EDUCATION

INFORMATION REPORT

DATE: June 1, 2021
TO: Board of Education
FROM: Rohan Arul-pragasam, Interim Superintendent
RE: **BC HUMAN RIGHTS CODE TRAINING**

BACKGROUND:

At the May 11, 2021 Chilliwack Board of Education meeting, the Board approved a motion requesting that the Interim Superintendent present options and associated costs for Board training provided or recommended by British Columbia's Office of the Human Rights Commissioner at a future public meeting of the Board.

The Office of the Human Rights Commissioner was contacted on April 25, and subsequently on April 28 and May 11, regarding training for the Board of Education and senior staff in reference to a shared understanding and the application of B.C.'s Human Rights Obligations under law.

On May 13, the B.C. Office of the Human Rights Commissioner confirmed that they can provide training on the protections available under B.C.'s Human Rights Code with an emphasis on service provider responsibilities. Also, it was confirmed that, given that public education is a part of their mandate, the training is free of charge. Given COVID-19 Health and Safety measures, training has been scheduled for the end of June in a virtual environment, which includes a workshop and additional time for Q&A.

The workshops define discrimination under the Code with a particular focus on the characteristics that are protected from discrimination. In British Columbia, these characteristics are protected in certain areas of everyday life and the workshops spend some time reviewing those areas. Finally, the workshops use examples of real human rights complaints to highlight important ways that the Code is applied.

BOARD OF EDUCATION

INFORMATION REPORT

DATE: June 1, 2021
TO: Board of Education
FROM: Heather Maahs, Audit Working Committee Chair
RE: **AUDIT WORKING COMMITTEE REPORT**

The Board of Education received the Audit Working Committee Report of May 25, 2021.

Minutes

Audit Working Committee Meeting
May 25, 2021



Chilliwack
School District

AUDIT WORKING COMMITTEE MEETING

Meeting Held Tuesday, May 25, 2021 – 2:30 p.m.
Remotely – via Zoom

Attendance:	Heather Maahs Darrell Furgason Carin Bondar Don Davis Michael Olson	Chair Trustee Trustee Community Member Community Member
Staff:	Rohan Arul-pragasam Gerry Slykhuis Mark Friesen Talana McInally	Interim Superintendent Secretary Treasurer Assistant Secretary Treasurer Executive Assistant (Recorder)
Also in Attendance:	Tim Holloway Arianna Castonguay David Swankey Kevin Josephson	KPMG KPMG Trustee Manager of Finance

1. CALL TO ORDER – WELCOME & INDIGENOUS LAND ACKNOWLEDGEMENT

Meeting was called to order at 2:31 p.m.

2. APPROVAL OF AGENDA

Mover: Mike Olson

Second: Darrell Furgason

THAT the agenda be approved as circulated.

CARRIED

3. APPROVAL OF MINUTES

Mover: Don Davis

Second: Mike Olson

THAT the minutes of the September 3, 2020 meeting be approved as circulated.

CARRIED

Minutes

Audit Working Committee Meeting
May 25, 2021



Chilliwack
School District

4. **AUDIT PLANNING - KPMG**

Tim Holloway and Arianna Castonguay, KPMG, reviewed the audit planning report outlining the planned scope and timing for the audit of the financial statements of SD33 (Chilliwack) for the year ended June 30, 2021.

Key deliverables and milestones were identified. The Audit Findings Report will be presented to the Audit Working Committee and then to the Board in September.

KPMG Staff exited the meeting at 3:07 p.m.

5. **RISK MANAGEMENT REPORT – DISASTER RECOVERY**

The Assistant Secretary Treasurer provided a status update on the district's response to the Business Continuity Plan (BCP) and Disaster Recovery Plan (DRP) reports as prepared by KPMG last year.

6. **INTERNAL AUDIT UPDATE - FINANCE**

Kevin Josephson, Manager of Finance, provided an update on annual school cash audits, cash handling controls, school support and training strategies, and audit and reporting. He also provided an update to the School Fee Management Software (Rycor) that is being expanded to include 4 pilot elementary schools for September 2021.

7. **FINANCIAL STATEMENT DISCUSSION & ANALYSIS**

The Assistant Secretary Treasurer shared with the committee that the first FSDA was well received, and that the Finance Department will continue providing this supporting document alongside the district's annual Financial Statements.

8. **ADJOURNMENT**

The meeting was adjourned at 3:48 p.m.

MEETING SUMMARIES

Committee of the Whole Meeting – May 11, 2021

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

Staff: Rohan Arul-pragasam, Gerry Slykhuis, Paula Jordan, Kirk Savage, David Manuel, Tamara Ilersich, Talana McNally

Observer: Mr. M. McKay

1. Learning Sessions and Board Meetings
2. Advertising in Schools
3. Policy 110: District Vision, Mission and Motto

In-Camera Meeting – May 11, 2021

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

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

Observer: Mr. M. McKay

1. HR Report
2. BCPSEA Report
3. Teacher Retirement and Retirement Bonus
4. Release of Information
5. Superintendent