

**School District #75 (Mission)
Public Meeting of the Committee of the Whole
Agenda**

**September 11, 2018, 3:30 pm
District Education Office, 33046 4th Avenue, Mission, BC**

Pages

1. CALL TO ORDER			
	<i>The Board Chair will acknowledge that this meeting is being held on Traditional Territory.</i>		
2. ADOPTION OF AGENDA			
3. DELEGATIONS/PRESENTATIONS			
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10.	ADJOURNMENT		

ITEM **4.1**

File No. 1120.10 September

TO: Committee of the Whole
FROM: L. Jepsen, Assistant Superintendent of Schools
SUBJECT: Monthly Curriculum Update

The monthly curriculum highlights include: early learning day agenda, curriculum planning calendar, professional development planning for 2018-19 and information about trauma recovery in children and adolescents.

MPSD 2018 Early Learning Day

THE GEN Z (Post-Millennial) Learner –
Who are these students and how can we support their learning?

Presented by Kiran Sidhu



Friday, September 7th, Fraserview Learning Centre

Agenda:

8:30-8:45 Coffee/Refreshments

8:45-9:00 Welcome, Introductions, Shape of the Day

9:00-12:00 **Kiran Sidhu: GEN Z, Sensory Processing & Stressors**

12:00-12:45 Lunch (provided)

1:00-2:30 **Kiran Sidhu: Executive Function, Resiliency and Self-Care**

(See presentation details on next page)

Presentation Synopsis:

This workshop will examine the change in lifestyles of children, comparing millennials of the past to our current Generation Z students. It becomes critical for all educators to understand how environmental influences and change in lifestyles have created different learners. These learners come with many unique strengths and curiosities, and yet struggle in the constructs of a classroom and the stressors that are associated with this environment. Understanding these stressors through better self-awareness and self-management from us and for our students will foster increased opportunity to engage our Gen Z learners.

To help us understand the Gen Z learner, this workshop will include:

- Who are our Generation Z Students and how are they different from Millennials?
A glimpse into the past to help us understand the present
- What are the stressors that our Gen Z students are experiencing?
Sensory Processing, ACES and Anxiety
- How does this impact executive functioning and metacognitive skills necessary for learning?
Understanding the brain and stress

BREAK

- Executive Functions...How can we foster these critical skills in our young students
Is it because they can't, or is it because they won't...You decide
- How to support big emotions in the moment
Introducing the I CARE Response

LUNCH

- How to fill a student's bucket of resiliency to help them manage future stressors.
Fostering Prosocial Skills, Growth Mindset and the "YES" Brain
- Self-Compassion: Taking care of the SELF before taking care of the other.
Empathy and compassion for the SELF

2018 / 2019 School District Calendar and Professional Learning Opportunities

Month	Date	Time	Workshop title	Location
August	Thursday, August 23 & Friday, August 24		JUMP Math	Heritage Park Staff Dining Room
	Thursday, Friday Aug 23 and 24th	8:30-2:30pm	Scholantis Website - for Schools to complete school web sites – Riverside (Clerical and Admin)	Riverside Learning Lab
	August 27 – 31	8:30 – 10am 10:30am - 12	Windows 10/O365 all staff – Riverside – 2 sessions per morning 8:30 and 10:30	Riverside Learning Lab
	Aug 27 – 31	1 – 2:30pm	Scholantis Teacher Website Learning Opportunity –Riverside – 1 session per afternoon 1 – 2:30 pm	Riverside Learning Lab
	August- 27-31 2018		POPARD Introduction to ASD week long course hosted in Mission SBO large Board Room	
September	September 4, 2018		Schools Open – ½ Day for Students – Students attend AM only (All Schools) (Organizational ½ Day)	
	September 4, 2018	2:00-4:00	TL Destiny Training	SBO Boardroom
	September , 2018	8:30-3:30	TL Destiny Training	SBO Boardroom
	September 7, 2018	8:30-3:00	Early Learning Day (K teachers and StrongStart)	Fraserview (tentative)
	September 10, 2018	3:30-4:30	Tech Time – Topic – Windows 10 and Office 365 – online and at Riverside 1 hour	Riverside Learning Lab
	September 17	8:30-11:30	TL Learning Session (am)	SBO Boardroom (tentative)
	Monday Sept 17	3:30 – 4:30	Tech Time – Topic – Windows 10 and Office 365	Riverside Learning Lab
	Monday Sept 17	8:30- 2:30	Elementary Tech Coaches – Scholantis and WIn 10/O365	Riverside Learning Lab
	Friday September 21, 2018		Non Instructional Day – Students not in session (District Professional Development Day)	
	Friday Sept 21 st -, 2018		Tentative date: POPARD super workshop: Self-Regulation Skills for Schools. (Day 1 of 2)	MSS
	Tuesday, Oct. 2-October 4th		Aboriginal Transition Meetings	
	Thursday, October 4 th	8:30-3:00	Joyful Literacy Pro-D (all day) (50 educators, 6 K-6 schools)	HPMS Cafetorium
	Thursday, October 4th	Evening	French Immersion Retreat (pm)	Off site
October	Friday October 5, 2018		Non Instructional Day – Students not in session (Curriculum Implementation Day)	
	Friday, October 5	8:30-3:00	Joyful Literacy Pro-D (all day)(50 educators, 6 K-6 schools)	HPMS Cafetorium
	Friday, October 5		French Immersion Retreat (all day)	Off site
	Friday Oct. 5 th ,2018		<ul style="list-style-type: none"> SET BC Project Based Learning ½ in service (10-30 ppl) SET BC will take care of registration time:9am-12pm (confirmed) 	
	Friday, Oct. 5 th , 2018		Tentative date: POPARD super workshop: Self-Regulation Skills for Schools.(not approved yet)	MSS
	Monday October 8, 2018		Thanksgiving	

	Thursday, October 11th		Designing Core French Learning Experiences: Embedding Literacy Strategies	Mission Central
	October 19 th , 2018		<i>Tentative date: POPARD super workshop: Self-Regulation Skills for Schools.</i>	
	Friday October 19, 2018		Non Instructional Day - Students not in session (Provincial Professional Development Day)	
	Monday, October 22nd	8:30-11:30	TL Learning Session (AM)	SBO Boardroom (tentative)
	Monday Oct 22	3:30-4:30	<i>Tech Time – Topic – Scholantis Teacher Tools- online and at Riverside</i>	<i>Riverside Learning Lab</i>
	Oct 29th	3:30-4:30	<i>Tech Time – Topic – Scholantis Teacher Tools</i>	<i>Riverside Learning Lab</i>
November	Friday November 9, 2018		Non Instructional ½ Day – Students attend AM only (Middle / Secondary) (Assessment/ Evaluation)	
	Monday November 12, 2018		Stat Holiday in Lieu of Remembrance Day	
	Wednesday, November 14	3:30-6:00	<i>Professional Learning Series presents Sonny McHalsie (May in-lieu opportunity)</i>	
	Friday November 23, 2018		Non Instructional ½ Day – Students attend AM only (Elementary) (Assessment/ Evaluation)	
	Monday, November 26		TL Learning Session (AM)	
	Monday November 26	3:30-4:30	<i>Tech Time – Topic – Scholantis Teacher Tools - online and at Riverside</i>	<i>Riverside Learning Lab</i>
	Thursday, November 29 th	3:30-5:00	Designing Core French Learning Experiences: Developing Oral Communication Skills	Mission Central
December	Friday December 7, 2018		Non Instructional Day – Students not in session (All Schools) (P/T Conferences)	
	Dec. 12 th : 8:30-3:00 12 th : 3:00-7:30 Dec 13 th : 8:30-3:00		Joyful Literacy (25 educators Wed, Wed pm, 25 educators Thurs)	HPMS Cafetorium & SBO
	Dec 24, 2018 – Jan 4, 2019		Winter Break	
January	Monday January 7, 2019		Schools reopen after Winter Break	
	Tuesday, January 14	8:30-11:30	TL Learning Session (AM) (Presenter: Ron Darvin, Digital Literacy)	SBO Boardroom
	Tuesday January 14	8:30-11:30	Elementary Tech Coaches and IT teachers to join TL group in am	SBO Boardroom
	Tuesday, January 22-24 22 nd : 3:00-7:30 23/24: 8:30-3:00		Joyful Literacy Pro-D (Tuesday pm, 25 educators Wed, 25 educators Thurs)	HPMS Cafetorium & SBO Boardroom
	Thursday, January 31 st		Designing Core French Learning Experiences: Assessing Competencies	Mission Central
	-Feb. 14 th 1-3pm hosted SD 33 Chilliwack		<ul style="list-style-type: none"> Tools to Support Sensory Processing BC will take care of registration (after school) Not hosting, this is in SD 33 Chilliwack 	
	Monday, February 11	8:30-11:30	TL Learning Session (AM)	SBO Boardroom (tentative)
	Tuesday, Feb.12-February 14 th		<i>Aboriginal Transition Meetings</i>	
February	Friday February 15, 2019		Non Instructional Day - Students not in session (District Professional Development Day)	
	Friday, February 15		<ul style="list-style-type: none"> POPEI K-3 (tentative) Tier 2: Effective strategies for Implementation of AAC devices within whole group classroom activities. (K-7 teachers and EA's) Feb. 15th 1pm-3pm (confirmed) 	
	Monday February 18,		Family Day	

	2019			
	Thursday, February 28th	3:30-5:00	Designing Core French Learning Experiences: Embedding the Core Competencies	Mission Central
March	Friday March 1, 2019		<i>Non Instructional ½ Day – Students attend AM only (Elementary only) (Assessment / Evaluation)</i>	
	Friday March 1, 2019		<i>Non Instructional Day – Students not in session (Secondary, Middle only) (P/T Conferences)</i>	
	Friday March 15, 2019		<i>Non Instructional Day - Students not in session (Elementary only) (P/T Conferences)</i>	
	March 18 – March, 29 2019		Spring Break	
April	Monday April 1, 2019		Schools reopen after Spring Break	
	Monday, April 8th	8:30-11:30	TL Learning Session (AM)	SBO Boardroom (tentative)
	Thursday, April 11 th		<ul style="list-style-type: none"> Tools to Support Self-Reflection and Assessment SET BC will take care of registration. (10-30 ppl) time given to SD 75 is 1-3 pm ? Does this work? 	
	Friday, April 12th		BCLCA Conference in Parksville, Core French/Immersion teachers (Inclusion in teaching languages)	
	Thursday April 18, 2019		<i>Non Instruction ½ day – Students attend AM only (Secondary, Middle only) (Assessment/ Evaluation)</i>	
	Friday April 19, 2019		Good Friday	
	Monday April 22, 2019		Easter Monday	
	Thursday, April 25, 2018	3:30-5:00	Designing Core French Learning Experiences: Embedding Indigenous Perspectives	Mission Central
	Tuesday, April 30-May 2 April 30 th : 3:00-7:30 May 1 & 2: 8:30-3:00		Joyful Literacy Pro-D (Tuesday pm, 25 educators Wed, 25 educators Thurs)	HPMS Cafetorium & SBO Boardroom
	Monday, May 6th	8:30-11:30	TL Learning Session	SBO Boardroom (tentative)
May	Thursday, May 9th	3:30-5:00	Designing Core French Learning Experiences: Integrating Authentic Resources	Mission Central
	Friday May 17, 2019		<i>Non Instructional Day - Students not in session (District Professional Development Day)</i>	
	Monday May 20, 2019		Victoria Day	
	Thursday, May 30th	8:30-3:00	Joyful Literacy Pro-D (50 educators, all day)	HPMS Cafetorium
	Monday, June 3rd	8:30-11:30	TL Learning Session	SBO Boardroom (tentative)
June	Thursday June 27, 2019		Last Day of School for all Students	
	Friday June 28, 2019		<i>Non Instructional Day – Students not in session (Admin Day)</i>	

Dates TBD:

- 1) Overview of Eye Gaze Technology (SLP, OT, PT, TSVI) 5-25 ppl
- 2) AAC Feature Matching (SLP, District Specialist) 5-25 ppl
- 3) Tools to Support Braille Note Touch (TSVI) 2-20 ppl
- 4) Strategies for school teams to build in support of our nonverbal or minimally verbal students 10-25 Teachers/EA/ISP/specialists
- 5) ARC in service do we want this again?
- 6) POPARD Student Cooperation Training- SCT (conditional approval in progress)

October 5th Possibilities:

Topic/Presenter	AM	PM	Grade Range	Participant #, Type	Contact	Location
Confirmed:						
Project Based Learning (SET-BC)	✓	X	K-12	30 max (Ts, EAs)	DG	Rm 217 MSS
Rebecca Bathurst-Hunt (Inquiry)	✓	✓	K-9	?	LJ, JL	MSS Cafeteria
Core Competencies (Julie Bertrand)	✓ 7-12	✓ K-6	K-12	? (Ts)	LJ, SN, JL	AM: Bandroom MSS PM: Bandroom MSS
Joyful Literacy	✓	✓	K-2	6 schools (50 Ts)	LJ, JL	HPMS Cafetorium
French Immersion Retreat	✓	✓	K-12	20 (Ts)	SN	Harrison Hot Springs
Rebekaah Stenner	✓	✓	K-6	20-30	RS	Classroom MSS (Intro or refresher)
Kiran Sidhu (Self Regulation/Social Emotional Learning)	✓	✓	SS-Gr.6	? (Ts, YCWs, Counsellors, IS P EAs)	LJ, CS, JL, SB, DM	Staff Dining Room HPMS
Sonny McHalsie (Bad Rock Tour)	✓	✓	K-12	25-30	JH, PG	All day. off site
Competency-based IEP	X	✓	K-12	?	CS, SB, SM	SBO Boardroom
myBlueprint	✓ (7-12)	✓ (K-6)	K-6, 7-12	Unlimited (webinar)	JL (7-12 SGill in lab?) (K-6 Help?)	MSS Lab + Online (one-hour sessions) Rm 223 & Rm 225 (project on screen?)
Stefan Stipp (Humanities/Inquiry)	✓ 7-12 Socials	✓ 7-12 Socials	7-12 or 10-12?	?	LJ, JL, LC	MSS Socials all day? Can be open 7-12. Check in September. Sending outline.
Marc Garneau & Chris Hunter (Math/Science)	X	✓	7-12 or 10-12?	?	LJ, RS, CA	Follow-up call in fall LJ, RS, CA

May in-lieu possibilities:

Topic/Presenter	Date/Time	Cost	Grade Range	Participant #, Type	Contact	Location
Jo Chrona	February?		K-12		JH, PJ	HPMS Cafeteria?
Kwik Wexwelhp Healing Village	January 18 (Full Day)		K-12	MASS AMIGOS + specific mentor Ts	JH, PJ, LJ	Off site (NOTE: NOT an IN-Lieu as this is during Instructional time.)
Sonny McHalsie	Nov.14, 3:30–6:00		K-12		JH, PJ, LJ	ClarkeTheatre/Cafetorium
Stefan Stipp	?		7-12		LJ, JL	
Marc Garneau & Chris Hunter (Math)	2x 2.5 hour sessions Fall/Spring (not Tues.)	\$400.00/visit	10-12	Math/Science 7-12 Ts	SN	
Jennifer Delvecchio (IBL)	?	\$400-800.00	K-12	Ts	LJ, JL	
Continuous Assessment (Karen Fadum/Joe Tong)	Jan/February (Wed. Only)		K-12	Admin pm and after school for Ts (whole group then break out groups K-6, 7-12?)	SN	
Trevor MacKenzie (Inquiry)	Saturday?		K-12		LJ, JL	
Dr. Chuck Geddes	Late Spring?		K-12	Global or schools interested in becoming TIP schools	CS	
French Series	6 x 1.5 hour sessions (4 of 6 for May in-lieu)		5-12	Core French	SN	

Teachers, School Staff, Educators

Educators and school staff play a significant role in the lives of children and youth. However, when these children are struggling with the residual effects of trauma and multiple ACEs, it can be very challenging. Children with complex trauma are often disruptive, have significant development delays, struggle to form relationships, and often exhibit challenging behaviours. In an already full and diverse classroom, these needs can be overwhelming.

The good news: we have seen real and effective change when schools have embraced and woven-in the concepts of trauma-informed practice into their classrooms. Teachers are at the forefront of learning and can provide a safe place and a sounding board, being a trusted adult to provide guidance. When educators adopt such practices as mindfulness, social-emotional learning, or trauma-sensitive approaches; all of the students benefit. ***Many schools see improvement not just in emotions and behaviour, but also in academics.*** This is a win-win for everyone.

Please consider membership with us as an individual or as a school group. With the help of our experienced clinicians and trainers, a growing online community, and new resources released each month, you can get the support you need. We commit to provide timely and helpful resources, case examples, blog posts, videos, and other materials to support you in your important role.

Clinical Director

Chuck Geddes, PhD Reg. Psychologist Chilliwack, British Columbia, Canada Dr. Geddes is a Registered Psychologist working with kids and families in British Columbia. As part of the community of professionals working with children who have experienced attachment disruptions and trauma, (he hopes) that the sharing of thoughts and ideas related to the care of these children will help (everyone involved) in this work.

Dr. Chuck Geddes, R. Psych



[The Complex Trauma Resources Team](http://www.complexttrauma.ca)
www.complexttrauma.ca

Our staff comes from the fields of psychology, social work, and counselling — we provide education, training, and clinical services.

Dr. Chuck Geddes has worked extensively in the fields of Child and Youth Mental Health and Child Welfare over the past 15 years, serving in various clinical roles including supervision of staff and interns. He completed his PhD at Colorado State University and MA at California State University, Fullerton. Dr. Geddes became interested in the role of complex trauma in children's neurological development through the work of The Child Trauma Academy, Dan Siegel and others. He developed the Complex Care and Intervention (CCI) program as a way to embed a trauma-focused therapeutic perspective into the care of children in the foster system. Dr. Geddes provides education and training to social workers, foster parents, and mental health clinicians across the province of British Columbia. Helping adoptive parents who adopt children from traumatic backgrounds is another area of growing interest. Chuck and his wife have three sons of college age, one of whom has special needs. In his spare time Chuck will often be found hiking, biking, or playing old-timer hockey.

Interest in complex trauma:

I love how the last 10 years of developmental brain science has shed light on what we once saw as absolutely intractable problems in children. I get excited to see a team of caregivers around a child begin

to understand trauma principles, apply them in a creative fashion, and rejoice as they see children and youth respond, grow, and heal.

In-person Training and Workshops

Our CTR Clinical Team provides training and workshops for all types of caregivers of traumatized children. We often provide training for foster and adoptive parents, child welfare systems (including both mainstream and Aboriginal agencies), family service agencies, and mental health staff. **We have also developed workshops for schools looking to implement Trauma-Informed Practices.**

Topics include:

- Understanding Complex Trauma
- Viewing Behaviour Through 7 Developmental Domains
- Improving Self-Regulation
- Decreasing Hyperarousal Through Sensory and Calming Activities
- Coaching Kids Through Common Stressors
- Deepening Attachment
- PEACE in the Classroom: Self-Regulation Strategies for Schools
- Principles and Implementation of How to Be a Trauma-Informed School
- Trauma-Informed Practice
- Caring for the Caregiver

Keynote : Facilitating Complex Trauma Recovery in Children and Adolescents Dr. Chuck Geddes Dr. Chuck Geddes designed the Complex Care and Intervention (CCI) Program for children who have experienced significant trauma or maltreatment and who exhibit substantial emotional, behavioural, and interpersonal difficulties. CCI is offered through the Ministry for Children and Family Development. The program integrates approaches based on an understanding of how experiences of attachment disruption, neglect, family violence, and traumatic events affect neurological development, emotions, thinking, and behaviour. Dr. Geddes will address the need to take a systematic approach to assessing and planning interventions to address complex developmental trauma. Chuck Geddes is a psychologist and the Clinical Director of Complex Trauma Resources based in Chilliwack, BC. He has worked extensively in the fields of child and youth mental health and child welfare over the past 15 years, serving in various clinical roles. Dr. Geddes became interested in the role of complex trauma in children's neurological development through the work of The Child Trauma Academy, Dan Siegel, and others. He provides education and training to social workers, foster parents, and mental health clinicians across BC.

Session for CYC Chillwack in 2015

Helping Kids Heal from Complex Trauma: Key Learnings from the Complex Care and Intervention (CCI) program - Chuck Geddes , Registered Psychologist "Begin to understand trauma principles, apply them in a creative fashion."

ITEM **5.1**

File No. 1120.10 September

TO: Committee of the Whole
FROM: A. Wilson, Superintendent of Schools
SUBJECT: Vending Machines Updates

The Superintendent will provide a brief overview of the number and contents of vending machines around the School District, as well potential plans for this year in relation to Healthy Schools.

ITEM 5.2

File No. 1120.10

TO: Committee of the Whole
 FROM: A. Wilson, Superintendent of Schools
 SUBJECT: Student Suspensions

Superintendent will discuss student suspensions within the Mission School District, as well as, review the data outlined in the matrix below.

District	Up to 5 day	10	>10	Prescriptive	Comment
Surrey	Principal	District	District	No	SSRC triggered in some but not all 6+
New Westminster	Principal	District	District	No (Limits on K-7)	6+ days precluded K-7; 6+ triggers 'DRC'
Saanich	Principal	Principal	Principal	No	6+ day triggers 'SRC'
Haida Gwaii	Principal	Principal	District	Yes	6-10 Days District Suspension; 10+ Board Suspension
Abbotsford	Principal	Principal	Principal	No	Internal and External Review Process 6+
Mission	Principal	Principal	Principal (District)	Yes	DRC triggered some over 6+ required for 20+ day. District consultation over 10 days

Pertinent *School Act* points:

- Access to education limited after 16
- PVP, Director, or Superintendent may suspend students
- No parameters on duration etc of suspension
- Student must follow code of conduct
- Boards must hear any appeals within 45 days of receiving the appeal

Attachments:

1. MPSD 2018-19 Suspension Stats

DRC & Out-of-School Suspension Statistics 2017-2018

DRC:

2011-2012	20	M-13	F-7
2012-2013	24	M-19	F-5
2013-2014	26	M-20	F-6
2014-2015	38	M-33	F-5
2015-2016	23	M-16	F-7
2016-2017	23	M -20	F-3
2017-2018	44	M-37	F-7

DRC Breakdown by School:

F.V. L.C	M-3
HM/S	M-15 F-4
HPM/S	M-12 F-2
MM/S	M-4 F-
1	
C.Morrison	M-1
Hatzic Elem.	M-2

Suspensions:

2011-2012	286	M-217	F-69
2012-2013	266	M-203	F-63
2013-2014	342	M-250	F-92
2014-2015	304	M-229	F-75
2015-2016	445	M-346	F-99
2016-2017	421	M-356	F-65
2017-2018	424	M -331	F-93

Suspensions Breakdown by School:

A McMahon	20	HM/S	140
C Morrison	14	R/S	0
Cherry Hill	16	HPM/S	85
Deroche	3	MM/S	87
Dewdney	7		
FVLC	17		
ESR	0		
Hatzic Elem.	12		
Hillside	0		
M Central	0		
W Heights	6		
Windebank	8		
Silverdale	9		

<i>Breakdown:</i>	{ Students only 1 suspension: 209 Students with 2 suspensions:56 Students with 3 suspensions:19 Students with 4 suspensions:6 Students with 5 suspensions:2 Students with 6 suspensions:2 Students with 7+ suspensions:0 }	(424 total suspensions)
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Designated students suspended: 159

Designated students w/DRC's: 14

Non-Designated students suspended: 264

cc: Angus Wilson
Joseph Heslip
Larry Jepsen

NOTE: This data is compiled from the suspension recorded on MyEd and letters.

ITEM **6.1**

File No. 1120.10 September

TO: Committee of the Whole
FROM: A. Wilson, Superintendent of Schools
SUBJECT: School Opening

The Superintendent will report on the opening week of school, including enrolment, space at various schools, and staffing.

ITEM 6.2

File No. 2500.2018 Summer Programs

TO: Summer Learning Update
FROM: A. Wilson, Superintendent of Schools
SUBJECT: 2018 Summer Learning Update

The following report was prepared by Principal M.Brogan

A total of 11 fails out of 85 total class enrollments. This is an 87% pass rate, which I think is relatively strong considering where the bulk of these students were during the regular school year. It should also be noted that there were also a couple of students who withdrew earlier in their courses. In general, there was a lot of positive feedback from students, staff and parents regarding how the summer program went.

In point form, here are some general positives and suggestions we discussed as a team to keep in mind for next year.

What worked well according to our team:

- Overall, we had a strong team which helped things run smoothly
- Our day to day scheduling was well organized
- The team worked well together, communicated well and had all the necessary support from administration
- The times and lengths of the classes were generally appropriate
- The final achievement range felt appropriate and fair
- The way we did breaks (as needed), worked well
- Class sizes were good
- Overall there was a strong positive experience felt by staff
- In general, the students seemed to embrace the summer school program which led to many students being successful in their courses

Recommendations for next year:

- Begin enrollment earlier and ensure all district members (ie: administrative assistants) at all 3 schools have common understanding of standards and purpose (ie: strict 35% rule to be eligible to take part in summer school which should be clearly communicated by all schools)
- Have staff make calls to homes where students failed before summer school begins so that late enrollment can be minimized
- All schools need to get report cards out earlier; students who enrolled a week into summer school were much less successful than others (M.S.S. did not get theirs out until the Friday which was already 4 days into the program. This caused issues for students trying to enter the program late)
- Email or call interim reports; many parents didn't receive paper interim's because students did not give them to parents
- Next year we should include academic Math courses such as Foundations + Pre-Calculus Math 10, Pre-Calculus Math 11
- Parents should sign a form indicating that they will not be allowed to pull their children out of class for "Special Events" such as family vacations

ITEM 6.3

File No. 11100.10 Stave Falls Elementary

TO: Board of Education
FROM: A. Wilson, Superintendent of Schools
SUBJECT: Stave Falls Elementary School Reopening Update

A. Progress report on the Stave Falls Elementary School Building reopening.

1. Interior Lighting Control is at 85% complete.
2. Building Automation Controls Version 3 Hardware Upgrade and VAV Rebuild 80% complete.
3. Exterior Cleaning and painting 90% of this year's work is complete.
4. Exterior Lighting Replacement 75% complete.
5. Ventilation System Cleaning at 85% complete.
6. Grounds (Site Preparation) 25% complete.
7. Interior Clean up at 15%.

Future Work to be completed this Fall.

1. Water Service to be replaced under driveway roundabout.
2. Heating Control Valves all will be replaced.
3. Ventilation System cleaning will be 100% complete.
4. All Roofing Repairs to be completed this fall plus
 - a. Removal of rotten roof decking timbers then those areas reroofed.
 - b. A new snow and ice stop system to be installed.
 - c. Gutters and Downpipes
 - d. Some new fascia boards to be installed where needed.

Once all ceiling work is completed and roofing repairs are effective with no more leaks later this fall the suspended ceilings will be reinstalled before Christmas.

- B. The following write-up is from the first newsletter issued on September 5, 2018 to interested parents and stakeholders. In addition, information about the reopening school will be posted on the District's website <http://www.mpsd.ca/Schools/SO2019/Pages/default.aspx>.

September 5, 2018 NEWSLETTER

Hello all! My name is Sue McLeod, (susan.mcleod@mpsd.ca) and I am thrilled to be the first principal of MPSD's new outdoor focus school in Mission. The property at Stave Falls elementary is absolutely breathtaking and an ideal location for Mission's forest school. I wandered up there on the first day of school and began dreaming of the endless learning possibilities. I must admit, that I am just learning how to manage the website - here is where I give a huge shout out to all the secretaries - and hope it will become a focal point of information as we move along in this journey. There is a place to subscribe to it which will put you on our mailing list to receive updates, I have started to tweet (first for me) and hope to BLOG. Until then, feel free to email me directly or call me.

Our facilities crew have already painted the structure and are preparing to install some shiny new roof. We will see them often over the course of this school year as they work hard to ensure our school is ready for September 2019. It will be here before we know it! I have been meeting people who wish to support us in a

variety of ways in the program planning and development of the school. I am enjoying being a part of the Stave West Planning group and collaborating with them, the District of Mission, the Universities and local community groups in the area. If you pre-registered last year, I will be contacting you to help us create the best school it can be.

As beautiful as the outside of the building is, we know the heart of a school community is what happens inside and in this case - outside, too :) I already sense such an enthusiasm and commitment to our school.

If you are wondering about me - I have been teaching in this district since 1992. I began my career as a high school and elementary music teacher and moved through several teaching experiences including learning support, elementary school classroom teaching from Grade 4-7, Vice Principal at Albert McMahon and Principal at Deroche. Outdoor education is my passion and I have been including it in my teaching for many years. I am so proud of being part of a district who recognizes the value of outdoor education and to work and learn from so many colleagues who are taking kids outside. Most recently, I came from Dewdney Elementary school. Alongside the community, families and staff, we initiated the first outdoor education program of choice, aka C.O.R.E. (Community Outdoor Recreation and Environmental Education program). We love our gardens, greenhouse, educational naturescape, wetland learning center and teepee. It has been an amazing journey and has prepared me for this new adventure with all of you... I must confess though, that I have so much more to learn and recognize that we all need each other to build a great team.

I look forward to working with all of you in creating a school that reflects a vision for outdoor education, honouring our first people's principles of learning and prepares children for the 21st century. Thank you for being a part of this school's history.

Committee of the Whole Meeting

September 11, 2018



ITEM **6.4**

File No: 6000.10.2018 Budget Bylaw

To: Committee of the Whole
From: C. Becker, Secretary Treasurer
Subject: 2018 Budget Bylaw (Revision Sept 2018)

Recommendation:

That the revised 2018 / 2019 Preliminary Budget Bylaw be reviewed and forwarded to the September Board meeting for consideration.

Summary:

The 2018/2019 Annual Budget Bylaw approved in June 2018 requires a revision and resubmission to the Province.

Background:

The 2018/2019 Annual Budget Bylaw approved in June considered the budget estimates for the school year based on the information available at the time. This included the budget estimate for the year for the CEF funding. The Province rejected the budget bylaw as they have not approved the full CEF funding for 2018/2019, and as such, the Province requires that we remove the additional CEF funding that exceeds the amount approved.

The full CEF funding will be incorporated into the Amended Budget that will be considered in December / January.

Options:

Removing the unapproved revenue, and not the additional expenses would leave the budget in a deficit position, as the School District does not have sufficient funds in surplus to cover the funding shortage. As such, the corresponding expenses related to the CEF funding are also removed.

The Board must approve the revised budget as the Province has rejected the bylaw approved in June. Failure to approve a bylaw may impact funding for the school year.

Analysis and Impact:

The Committee of the Whole meetings reviewed the budget information in May, and the Board approved the bylaw in June. The changes from the budget approved in June are summarized below.

As both the revenues and expenses related to the restored language are reduced, there is no impact on other operating budget items.

2018 / 2019 Preliminary Budget Revision - Comparison

	Original Special Budget	Total Budget	Revised Special Budget	Revised Total Budget	Change
Provincial Operating Grants	\$ 7,270,414	\$66,889,771	\$6,057,457	\$65,676,814	(\$1,212,957)
Teacher Salaries	4,640,851	29,722,671	3,697,504	28,779,324	(943,347)
Principals & Vice Principals	156,800	3,990,700	99,400	3,933,300	(57,400)
Support Staff	243,672	7,267,782	219,000	7,243,110	(24,672)
Substitutes	104,000	2,240,562	108,994	2,245,556	4,994
Benefits	1,290,261	12,001,120	1,135,099	11,845,958	(155,162)
Supplies	2,090,329	4,586,494	2,052,959	4,549,124	(37,370)

Strategic Priority:

The Budget Bylaw assists in meeting the Boards objectives regarding economic sustainability in that the budget is balanced. It also allocates resources for technology and student learning, as per the plan.

Policy, Regulation, Legislation:

The Province regulates the preparation of the Budget Bylaw. As such, the Budget Bylaw is presented in the format required by the Ministry.

Public Participation:

The recommendations for the Annual Budget were reviewed at the Committee of the Whole with staff and the partner organizations.

Implementation

1. Provide a revised copy of the Bylaw to the Ministry
2. Update budget information in the general ledger
3. Review the approved budget with managers and principals and implement

Attachments:

1. Revised Preliminary Budget for Fiscal Year 2018/2019 – Comparison dated August 2018
2. Budget Bylaw

Preliminary Budget for Fiscal Year 2018/19

August 20, 2018

	2018 / 2019 Preliminary					2017 / 2018 Amended					Change	
	Operating	Special	Operating / Special	Capital	Total	Operating	Special	Operating / Special	Capital	Total	\$	%
OPERATING REVENUE												
Grants												
Ministry of Education - Operating	59,619,357	6,057,457	65,676,814		65,676,814	57,007,104	6,983,586	63,990,690		63,990,690	1,686,124	2.63%
Other Ministry of Education	824,891		824,891		824,891	1,157,141		1,157,141		1,157,141	(332,250)	-28.71%
Provincial - Other	281,034	-	281,034		281,034	310,615	50,000	360,615		360,615	(79,581)	-22.07%
Total Grants	60,725,282	6,057,457	66,782,739	-	66,782,739	58,474,860	7,033,586	65,508,446	-	65,508,446	1,274,293	1.95%
Tuition	2,376,500		2,376,500		2,376,500	2,372,000		2,372,000		2,372,000	4,500	0.19%
Other Revenue	335,000	1,680,000	2,015,000		2,015,000	326,896	1,692,281	2,019,177		2,019,177	(4,177)	-0.21%
Rentals & Leases	137,000		137,000		137,000	210,000		210,000		210,000	(73,000)	-34.76%
Investment Income	145,000		145,000		145,000	125,000		125,000		125,000	20,000	16.00%
TOTAL OPERATING REVENUE	63,718,782	7,737,457	71,456,239	-	71,456,239	61,508,756	8,725,867	70,234,623	-	70,234,623	1,221,616	1.74%
Amortization of Deferred Capital			-	2,798,435	2,798,435			-	2,829,994	2,829,994		
STATEMENT 2 REVENUE	63,718,782	7,737,457	71,456,239	2,798,435	74,254,674	61,508,756	8,725,867	70,234,623	2,829,994	73,064,617	1,221,616	1.74%
OPERATING EXPENSE												
Salaries												
Teachers	25,081,820	3,697,504	28,779,324		28,779,324	24,084,698	4,347,176	28,431,873		28,431,873	347,451	1.22%
Principals and Vice-Principals	3,833,900	99,400	3,933,300		3,933,300	3,572,800	96,100	3,668,900		3,668,900	264,400	7.21%
Education Assistants	6,096,900	424,500	6,521,400		6,521,400	5,865,700	413,000	6,278,700		6,278,700	242,700	3.87%
Support Staff	7,024,110	219,000	7,243,110		7,243,110	6,475,840	280,640	6,756,480		6,756,480	486,630	7.20%
Other Professionals	1,945,613		1,945,613		1,945,613	1,841,913		1,841,913		1,841,913	103,700	5.63%
Substitutes	2,136,561	108,994	2,245,556		2,245,556	2,067,802		2,067,802		2,067,802	177,753	8.60%
Total Salaries	46,118,904	4,549,399	50,668,303	-	50,668,303	43,908,753	5,136,916	49,045,669	-	49,045,669	1,622,634	3.31%
Employee Benefits	10,710,859	1,135,099	11,845,958		11,845,958	10,523,405	1,146,554	11,669,959		11,669,959	175,999	1.51%
Total Salaries and Benefits	56,829,763	5,684,498	62,514,261	-	62,514,261	54,432,158	6,283,470	60,715,628	-	60,715,628	1,798,633	2.96%
Services and Supplies												
Services	1,716,306		1,716,306		1,716,306	1,737,981		1,737,981		1,737,981	(21,675)	-1.25%
Student Transportation	22,500		22,500		22,500	22,500		22,500		22,500	-	0.00%
Professional Development and Travel	425,800		425,800		425,800	438,000		438,000		438,000	(12,200)	-2.79%
Rentals & Leases	230,228		230,228		230,228	149,040		149,040		149,040	81,188	54.47%
Dues & Fees	88,100		88,100		88,100	88,100		88,100		88,100	-	0.00%
Insurance	181,665		181,665		181,665	206,811		206,811		206,811	(25,146)	-12.16%
Supplies	2,496,165	2,052,959	4,549,124		4,549,124	2,741,202	2,442,397	5,183,599		5,183,599	(634,475)	-12.24%
Utilities	1,097,200		1,097,200		1,097,200	1,192,201		1,192,201		1,192,201	(95,001)	-7.97%
Amortization			-	4,034,976	4,034,976			-	3,833,953	3,833,953		
Total Services and Supplies	6,257,964	2,052,959	8,310,923	4,034,976	12,345,899	6,575,834	2,442,397	9,018,232	3,833,953	12,852,185	(707,309)	-7.84%
TOTAL OPERATING EXPENSE	63,087,727	7,737,457	70,825,184	4,034,976	74,860,160	61,007,992	8,725,867	69,733,860	3,833,953	73,567,813	1,091,324	1.56%
Net Operating Surplus (Deficit)	631,055	-	631,055	(1,236,541)	(605,486)	500,764	-	500,764	(1,003,959)	(503,195)	130,292	
Budgeted allocation of Surplus	263,945		263,945		263,945	1,728,146		1,728,146		1,728,146	(1,464,202)	
Allocation to Capital	(895,000)		(895,000)	895,000	-	(2,228,910)		(2,228,910)	2,228,910	-	1,333,910	
Projected Operating Surplus/(Deficit)	0	-	0	(341,541)	(341,541)	0	-	0	1,224,951	1,224,951	0	
	Budgeted Spending			Accounting	Bylaw	Budgeted Spending			Accounting	Bylaw		

Annual Budget

School District No. 75 (Mission)

June 30, 2019

School District No. 75 (Mission)

June 30, 2019

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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. 75 (MISSION) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2018/2019 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. 75 (Mission) Annual Budget Bylaw for fiscal year 2018/2019.
3. The attached Statement 2 showing the estimated revenue and expense for the 2018/2019 fiscal year and the total budget bylaw amount of \$76,605,160 for the 2018/2019 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 2018/2019.

READ A FIRST TIME THE 18th DAY OF SEPTEMBER, 2018;

READ A SECOND TIME THE 18th DAY OF SEPTEMBER, 2018;

READ A THIRD TIME, PASSED AND ADOPTED THE 18th DAY OF SEPTEMBER, 2018;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 75 (Mission) Annual Budget Bylaw 2018/2019, adopted by the Board the 18th DAY OF SEPTEMBER, 2018.

Secretary Treasurer

School District No. 75 (Mission)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2019

	2019 Annual Budget	2018 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	6,321,000	6,186,750
Adult	8,000	6,625
Total Ministry Operating Grant Funded FTE's	6,329,000	6,193,375
Revenues	\$	\$
Provincial Grants		
Ministry of Education	66,501,705	65,147,831
Other	281,034	360,615
Tuition	2,376,500	2,372,000
Other Revenue	2,015,000	2,019,177
Rentals and Leases	137,000	210,000
Investment Income	145,000	125,000
Amortization of Deferred Capital Revenue	2,798,435	2,829,994
Total Revenue	74,254,674	73,064,617
Expenses		
Instruction	59,687,683	58,843,098
District Administration	2,712,933	2,727,529
Operations and Maintenance	11,392,083	10,972,542
Transportation and Housing	1,067,461	1,024,644
Total Expense	74,860,160	73,567,813
Net Revenue (Expense)	(605,486)	(503,196)
Budgeted Allocation (Retirement) of Surplus (Deficit)	263,945	1,728,147
Budgeted Surplus (Deficit), for the year	(341,541)	1,224,951
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(341,541)	1,224,951
Budgeted Surplus (Deficit), for the year	(341,541)	1,224,951

School District No. 75 (Mission)

Annual Budget - Revenue and Expense
Year Ended June 30, 2019

	2019 Annual Budget	2018 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	63,087,727	61,007,993
Operating - Tangible Capital Assets Purchased	895,000	1,456,000
Special Purpose Funds - Total Expense	7,737,457	8,725,867
Capital Fund - Total Expense	4,034,976	3,833,953
Capital Fund - Tangible Capital Assets Purchased from Local Capital	850,000	925,000
Total Budget Bylaw Amount	<u>76,605,160</u>	<u>75,948,813</u>

Approved by the Board

DRAFT

Signature of the Chairperson of the Board of Education _____ Date Signed _____

Signature of the Superintendent _____ Date Signed _____

Signature of the Secretary Treasurer _____ Date Signed _____

School District No. 75 (Mission)

Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2019

	2019 Annual Budget \$	2018 Amended Annual Budget \$
Surplus (Deficit) for the year	(605,486)	(503,196)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(895,000)	(1,456,000)
From Local Capital	(850,000)	(925,000)
From Deferred Capital Revenue	(2,496,998)	(3,037,653)
Total Acquisition of Tangible Capital Assets	(4,241,998)	(5,418,653)
Amortization of Tangible Capital Assets	4,034,976	3,833,953
Total Effect of change in Tangible Capital Assets	(207,022)	(1,584,700)
Acquisitions of Prepaid Expenses	(200,000)	(150,000)
Use of Prepaid Expenses	200,000	79,203
	-	(70,797)
(Increase) Decrease in Net Financial Assets (Debt)	(812,508)	(2,158,693)

School District No. 75 (Mission)Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2019

	2019 Annual Budget \$	2018 Amended Annual Budget \$
Revenues		
Provincial Grants		
Ministry of Education	60,444,248	58,164,245
Other	281,034	310,615
Tuition	2,376,500	2,372,000
Other Revenue	335,000	326,896
Rentals and Leases	137,000	210,000
Investment Income	145,000	125,000
Total Revenue	63,718,782	61,508,756
Expenses		
Instruction	52,406,508	50,681,839
District Administration	2,590,363	2,522,433
Operations and Maintenance	7,023,395	6,779,077
Transportation and Housing	1,067,461	1,024,644
Total Expense	63,087,727	61,007,993
Net Revenue (Expense)	631,055	500,763
Budgeted Prior Year Surplus Appropriation	263,945	1,728,147
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(895,000)	(1,456,000)
Local Capital		(772,910)
Total Net Transfers	(895,000)	(2,228,910)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 75 (Mission)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2019

	2019 Annual Budget	2018 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	59,619,357	57,007,104
DISC/LEA Recovery	(175,000)	(156,896)
Other Ministry of Education Grants		
Pay Equity	725,901	725,901
Transportation Supplement	188,900	188,900
Economic Stability Dividend		34,000
Return of Administrative Savings		280,146
Carbon Tax Grant	50,000	50,000
FSA	13,000	13,000
Skills Training	22,090	22,090
Total Provincial Grants - Ministry of Education	60,444,248	58,164,245
Provincial Grants - Other	281,034	310,615
Tuition		
Continuing Education	409,000	269,500
International and Out of Province Students	1,967,500	2,102,500
Total Tuition	2,376,500	2,372,000
Other Revenues		
LEA/Direct Funding from First Nations	175,000	156,896
Miscellaneous		
Pay for Service - Riverside	20,000	35,000
District of Mission - Clarke Theatre	100,000	35,000
Other	40,000	100,000
Total Other Revenue	335,000	326,896
Rentals and Leases	137,000	210,000
Investment Income	145,000	125,000
Total Operating Revenue	63,718,782	61,508,756

School District No. 75 (Mission)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2019

	2019 Annual Budget	2018 Amended Annual Budget
	\$	\$
Salaries		
Teachers	25,081,820	24,084,698
Principals and Vice Principals	3,833,900	3,572,800
Educational Assistants	6,096,900	5,865,700
Support Staff	7,024,110	6,475,840
Other Professionals	1,945,613	1,841,913
Substitutes	2,136,561	2,067,802
Total Salaries	46,118,904	43,908,753
Employee Benefits	10,710,859	10,523,405
Total Salaries and Benefits	56,829,763	54,432,158
Services and Supplies		
Services	1,716,306	1,737,981
Student Transportation	22,500	22,500
Professional Development and Travel	425,800	438,000
Rentals and Leases	230,228	149,040
Dues and Fees	88,100	88,100
Insurance	181,665	206,811
Supplies	2,496,165	2,741,202
Utilities	1,097,200	1,192,201
Total Services and Supplies	6,257,964	6,575,835
Total Operating Expense	63,087,727	61,007,993

School District No. 75 (Mission)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2019

	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	21,073,120	619,000	46,400	329,200		1,971,500	24,039,220
1.03 Career Programs	605,900	123,100	29,600	323,400		1,700	1,083,700
1.07 Library Services	961,200						961,200
1.08 Counselling	998,500						998,500
1.10 Special Education	1,265,300		4,884,900	568,810	127,300	71,300	6,917,610
1.30 English Language Learning	75,700	12,300	374,900				462,900
1.31 Aboriginal Education	102,100	110,800	727,000	33,300		10,000	983,200
1.41 School Administration		2,845,600		1,133,900	114,300	32,200	4,126,000
1.62 International and Out of Province Students			34,100	96,400	133,100		263,600
1.64 Other				14,000	139,000		153,000
Total Function 1	25,081,820	3,710,800	6,096,900	2,499,010	513,700	2,086,700	39,988,930
4 District Administration							
4.11 Educational Administration		123,100		87,000	355,500		565,600
4.40 School District Governance					86,213		86,213
4.41 Business Administration				305,800	722,500	5,000	1,033,300
Total Function 4	-	123,100	-	392,800	1,164,213	5,000	1,685,113
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				85,700	192,000	3,000	280,700
5.50 Maintenance Operations				3,152,200		33,700	3,185,900
5.52 Maintenance of Grounds				295,300			295,300
5.56 Utilities							-
Total Function 5	-	-	-	3,533,200	192,000	36,700	3,761,900
7 Transportation and Housing							
7.41 Transportation and Housing Administration				26,700	75,700		102,400
7.70 Student Transportation				572,400		8,161	580,561
Total Function 7	-	-	-	599,100	75,700	8,161	682,961
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	25,081,820	3,833,900	6,096,900	7,024,110	1,945,613	2,136,561	46,118,904

School District No. 75 (Mission)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2019

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2019 Annual Budget	2018 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	24,039,220	5,446,439	29,485,659	1,766,191	31,251,850	29,899,528
1.03 Career Programs	1,083,700	256,640	1,340,340	297,360	1,637,700	1,578,410
1.07 Library Services	961,200	225,890	1,187,090	40,000	1,227,090	1,212,070
1.08 Counselling	998,500	234,660	1,233,160	5,500	1,238,660	1,205,030
1.10 Special Education	6,917,610	1,709,140	8,626,750	149,900	8,776,650	8,643,710
1.30 English Language Learning	462,900	110,370	573,270	18,000	591,270	764,540
1.31 Aboriginal Education	983,200	229,760	1,212,960	329,460	1,542,420	1,443,418
1.41 School Administration	4,126,000	912,340	5,038,340	181,700	5,220,040	4,991,050
1.62 International and Out of Province Students	263,600	59,350	322,950	398,088	721,038	744,853
1.64 Other	153,000	21,590	174,590	25,200	199,790	199,230
Total Function 1	39,988,930	9,206,179	49,195,109	3,211,399	52,406,508	50,681,839
4 District Administration						
4.11 Educational Administration	565,600	134,610	700,210	178,400	878,610	885,310
4.40 School District Governance	86,213	27,600	113,813	60,500	174,313	174,313
4.41 Business Administration	1,033,300	232,340	1,265,640	271,800	1,537,440	1,462,810
Total Function 4	1,685,113	394,550	2,079,663	510,700	2,590,363	2,522,433
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	280,700	60,930	341,630	150,700	492,330	425,190
5.50 Maintenance Operations	3,185,900	808,700	3,994,600	929,265	4,923,865	4,707,986
5.52 Maintenance of Grounds	295,300	74,200	369,500	140,500	510,000	453,700
5.56 Utilities	-	-	-	1,097,200	1,097,200	1,192,201
Total Function 5	3,761,900	943,830	4,705,730	2,317,665	7,023,395	6,779,077
7 Transportation and Housing						
7.41 Transportation and Housing Administration	102,400	22,300	124,700	6,200	130,900	130,900
7.70 Student Transportation	580,561	144,000	724,561	212,000	936,561	893,744
Total Function 7	682,961	166,300	849,261	218,200	1,067,461	1,024,644
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	46,118,904	10,710,859	56,829,763	6,257,964	63,087,727	61,007,993

School District No. 75 (Mission)

Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2019

	2019	2018 Amended
	Annual Budget	Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	6,057,457	6,983,586
Other		50,000
Other Revenue	1,680,000	1,692,281
Total Revenue	7,737,457	8,725,867
Expenses		
Instruction	7,281,175	8,161,259
District Administration	122,570	205,096
Operations and Maintenance	333,712	359,512
Total Expense	7,737,457	8,725,867
Budgeted Surplus (Deficit), for the year	-	-

School District No. 75 (Mission)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2019

	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			100,000	817,736					
Add: Restricted Grants									
Provincial Grants - Ministry of Education	249,512	231,069			160,000	29,400	98,953	389,950	292,193
Other			50,000	1,600,000					
	249,512	231,069	50,000	1,600,000	160,000	29,400	98,953	389,950	292,193
Less: Allocated to Revenue	249,512	231,069	80,000	1,600,000	160,000	29,400	98,953	389,950	292,193
Deferred Revenue, end of year	-	-	70,000	817,736	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education	249,512	231,069			160,000	29,400	98,953	389,950	292,193
Other Revenue			80,000	1,600,000					
	249,512	231,069	80,000	1,600,000	160,000	29,400	98,953	389,950	292,193
Expenses									
Salaries									
Teachers						12,400			
Principals and Vice Principals							42,000		57,400
Educational Assistants		186,300						238,200	
Support Staff	56,140				95,500				67,360
Substitutes									108,994
	56,140	186,300	-	-	95,500	12,400	42,000	238,200	233,754
Employee Benefits	18,713	44,769			23,000	2,914	8,820	57,168	58,439
Services and Supplies	174,659		80,000	1,600,000	41,500	14,086	48,133	94,582	
	249,512	231,069	80,000	1,600,000	160,000	29,400	98,953	389,950	292,193
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 75 (Mission)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2019

	Classroom Enhancement Fund - Staffing	BEST	TOTAL
	\$	\$	\$
Deferred Revenue, beginning of year		20,000	937,736
Add: Restricted Grants			
Provincial Grants - Ministry of Education	4,606,380		6,057,457
Other			1,650,000
	4,606,380	-	7,707,457
Less: Allocated to Revenue	4,606,380	-	7,737,457
Deferred Revenue, end of year	-	20,000	907,736
Revenues			
Provincial Grants - Ministry of Education	4,606,380		6,057,457
Other Revenue			1,680,000
	4,606,380	-	7,737,457
Expenses			
Salaries			
Teachers	3,685,104		3,697,504
Principals and Vice Principals			99,400
Educational Assistants			424,500
Support Staff			219,000
Substitutes			108,994
	3,685,104	-	4,549,398
Employee Benefits	921,276		1,135,099
Services and Supplies			2,052,960
	4,606,380	-	7,737,457
Net Revenue (Expense)	-	-	-

School District No. 75 (Mission)

Annual Budget - Capital Revenue and Expense
Year Ended June 30, 2019

	2019 Annual Budget			2018 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Amortization of Deferred Capital Revenue	2,798,435		2,798,435	2,829,994
Total Revenue	2,798,435	-	2,798,435	2,829,994
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	4,034,976		4,034,976	3,833,953
Total Expense	4,034,976	-	4,034,976	3,833,953
Net Revenue (Expense)	(1,236,541)	-	(1,236,541)	(1,003,959)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	895,000		895,000	1,456,000
Local Capital			-	772,910
Total Net Transfers	895,000	-	895,000	2,228,910
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	850,000	(850,000)	-	
Total Other Adjustments to Fund Balances	850,000	(850,000)	-	
Budgeted Surplus (Deficit), for the year	508,459	(850,000)	(341,541)	1,224,951

ITEM **6.5**

File No. 1020.10.150

TO: Committee of the Whole
FROM: C. Becker, Secretary Treasurer
SUBJECT: Health and Safety Policy #150 – 2018/19

Recommendation:

That the Health and Safety Policy #150 be reviewed and forwarded to the September 18, 2018 Public Board meeting for consideration.

Summary:

A corporate Health and Safety Policy is required by Worksafe BC for the District's health and safety program. The policy must be reviewed and signed off annually. The policy was updated to ensure all the Worksafe BC requirements are incorporated into the policy. Annually, senior staff will review and sign off on the policy for inclusion in the health and safety manual, and posting of health and safety bulletin boards. If staff identify changes that are needed to the policy during the annual review, it will be returned to the Board for consideration.

Background:

Staff are in the process of updating / developing a robust health and safety program, including the work safe procedures to meet the Worksafe BC program requirements. A Corporate Health and Safety policy is required with the program. The policy is based on the Worksafe BC requirements.

Analysis and Impact:

The inclusion of a governance policy in the health and safety program demonstrates leadership for the program and supports the full implementation of the program. The inclusion of the policy, provides for clear direction to the organization.

Policy, Regulation, Legislation:

Worksafe BC regulation.

Public Participation:

This policy was first introduced to Board members and partner groups (CUPE, MTU, DPAC, PVPA) in draft at the February 6, 2018 Committee of the Whole meeting. Following the meeting, email communication was shared with partner groups requesting feedback, no comments were received. The draft policy was presented for a second time at the March 6, 2018 Committee of the Whole meeting. There was no feedback on the policy.

The revised policy has not been circulated for additional comment as it will be presented and reviewed by all Joint Occupational Health and Safety Committees over the next few months, as the full health and safety program is developed.

Implementation:

1. MPSD Website – September 2018
2. All Health and Safety Bulletin Boards – September 2018

Attachments:

1. Health and Safety Policy #150 – 2018/2019

Section:	Health and Safety	
Title:	Health and Safety Policy – 2018 / 2019	150

Purpose

To outline the responsibility of providing a healthy and safe work environment.

Policy

The School District is committed to promoting a safe and healthy workplace and environment for all employees, volunteers, workers of other employers, as well as students and the public, and to establish and maintain safe working practices through proper procedures and direction.

Safety is everyone's responsibility. It rests with all levels of management and each employee. This includes establishing and maintaining high standards of maintenance of facilities and equipment, as well as ensuring that physical and health hazards are guarded against or eliminated, and employees are properly trained and supervised in safe work procedures.

1) Managements' Responsibility:

- a) To provide a safe work environment;
- b) To establish and maintain adequate standards, policies, procedures, work practices and maintenance of building and equipment;
- c) To ensure that all supervisors are instructed and trained in safe work practices;
- d) To ensure applicable changes to Workers Compensation Board regulations are incorporated into the District Health and Safety program.

2) Supervisors' Responsibility

- a) To ensure the health and safety of all workers under the direct supervision of the supervisor;
- b) To ensure that the workers under his or her direct supervision are made aware of all known or reasonably foreseeable health and safety hazards in the area where they work;
- c) To consult and cooperate with the joint health and safety committee;
- d) To ensure the health and safety of all workers under the direct supervision of the supervisor;
- e) To ensure that the workers under his or her direct supervision are made aware of all known or reasonably foreseeable health and safety hazards in the area where they work;

3) Employees' Responsibility

- a) To follow all safe work procedures and OHS regulations;
- b) To promote a positive attitude towards accident prevention;
- c) To correct all hazards and unsafe conditions;
- d) To report immediately to a supervisor when observing unsafe acts/ conditions.

Knowledge of health and safety matters is of critical importance to all employees, therefore regular training must be a cornerstone of the School District's Health and Safety Program.

All employees have the right to refuse unsafe work.

Date of Original Board Approval: March 13, 2018

Date Reviewed / Amended: September 2018

Legal Reference: *Workers Compensation Act, Worksafe BC*

Cross Reference: *Occupational Health and Safety Manual*

ITEM 6.6 Action

File No. 7210.60

TO: Board of Education
FROM: C. Becker, Secretary Treasurer
SUBJECT: Banking Resolution - Borrowing

Recommendation:

That the following resolution be forwarded to the Public Board meeting on September 18, 2018 for consideration:

THAT the Superintendent and Secretary Treasurer be authorized to borrow on behalf of Mission Public School District (School District #75) from the Scotia Bank for the 2018 / 2019 operating year:

- a) \$1,500,000 for an Operating Line of Credit**
- b) \$750,000 for a revolving term / Scotia leasing**

Background/Rationale:

The Bank of Nova Scotia requires an updated resolution for the operating line of credit and the leasing program every school year.

Committee of the Whole

September 11, 2018



ITEM 6.7

File No: 1100.15

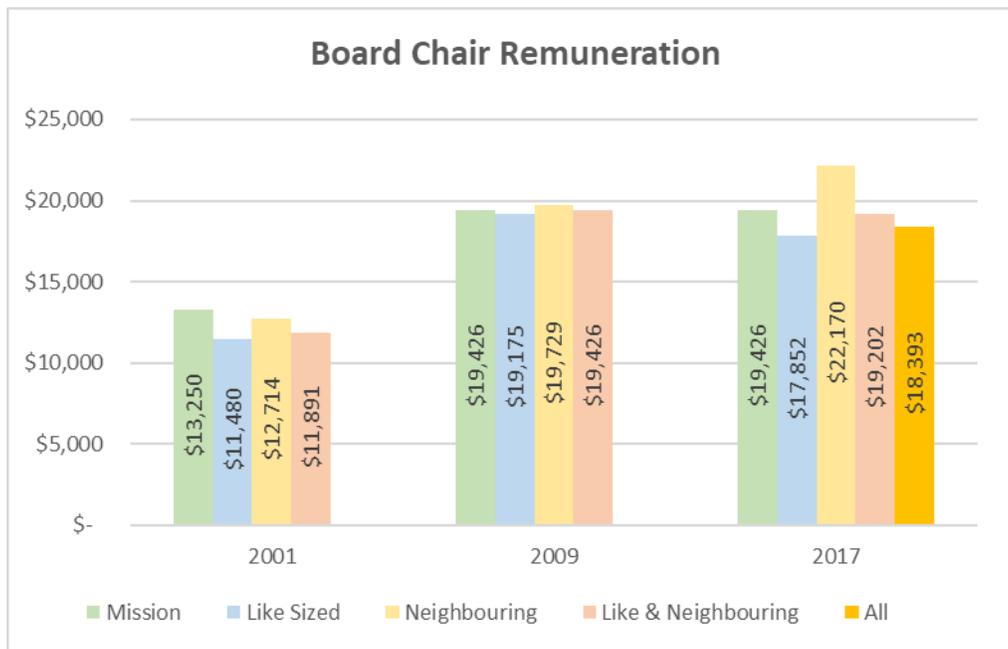
To: Committee of the Whole
 From: C. Becker, Secretary Treasurer
 Subject: Trustee Remuneration Information

This report provides information regarding Trustee remuneration at the Mission Public School District.

The following table summarizes the current remuneration provided to Trustees, and the averages of remuneration provided to other school districts, sorted by like sized districts, and by neighbouring districts.

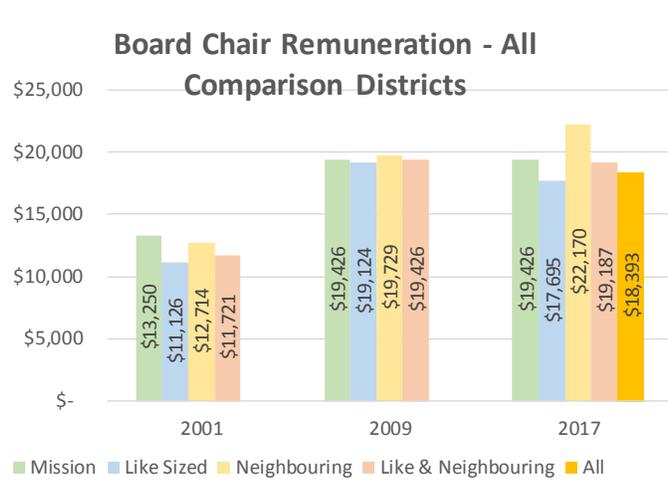
December 2017 Trustree Remuneration				
	Mission	Like Sized School Districts	Neighbouring School Districts	All Comparative School Districts
Board Chair	19,426	17,852	22,170	19,202
Vice Chair	17,611	16,245	20,731	17,647
Trustee	16,392	14,786	19,192	16,163

Trustee compensation rate changes occurred in 2001, and again in 2009. There have been no adjustments since 2009. The following graphs show the rate comparisons for 2001, 2009, and 2017 prior to any rate adjustment. The 2001 and 2009 graphs include the rate adjustments that were approved in these years.

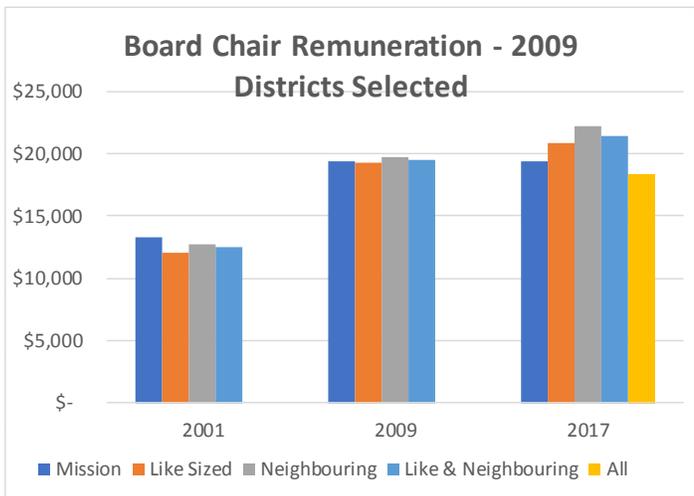


The results of the comparisons are affected by the School Districts selected for comparison, as demonstrated with the following graphs. The Districts used for the comparisons are listed on the next page.

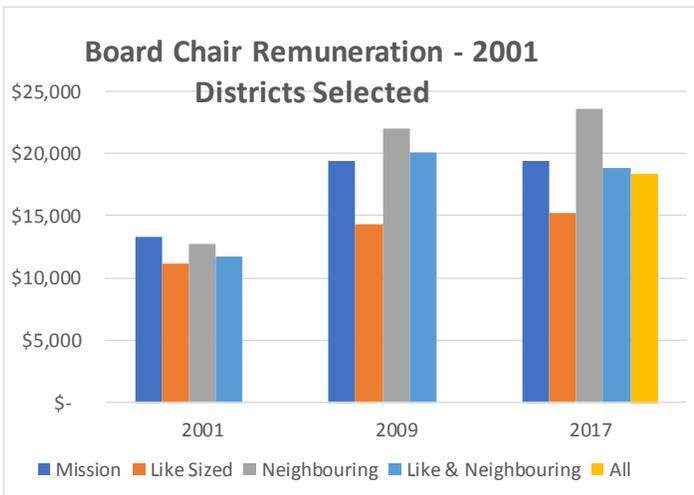
Board Chair Remuneration - All Comparison Districts			
	2001	2009	2017
Mission	\$13,250	\$19,426	\$19,426
Like Sized	\$11,126	\$19,124	\$17,695
Neighbouring	\$12,714	\$19,729	\$22,170
Like & Neighbouring	\$11,721	\$19,426	\$19,187
All			\$18,393



Board Chair Remuneration - 2009 Comparison Districts			
	2001	2009	2017
Mission	\$13,250	\$19,426	\$19,426
Like Sized	\$12,059	\$19,314	\$20,877
Neighbouring	\$12,714	\$19,729	\$22,170
Like & Neighbouring	\$12,452	\$19,502	\$21,465
All			\$18,393



Board Chair Remuneration - 2001 Comparison Districts			
	2001	2009	2017
Mission	\$13,250	\$19,426	\$19,426
Like Sized	\$11,126	\$14,280	\$15,205
Neighbouring	\$12,714	\$22,020	\$23,612
Like & Neighbouring	\$11,721	\$20,085	\$18,808
All			\$18,393



Summary of School Districts included in the rate analysis.

Like Sized Districts		
2017 Comparison	2009 Comparison	2001 Comparisons
SD05 (Southeast Kootenay)		SD05 (Southeast Kootenay)
SD22 (Vernon)	SD22 (Vernon)	
SD27 (Cariboo-Chilcotin)		SD27 (Cariboo-Chilcotin)
SD40 (New Westminster)	SD40 (New Westminster)	
SD45 (West Vancouver)	SD45 (West Vancouver)	
SD60 (Peace River North)	SD60 (Peace River North)	
SD63 (Saanich)	SD63 (Saanich)	SD63 (Saanich)
SD67 (Okanagan Skaha)		SD67 (Okanagan Skaha)
SD71 (Comox Valley)		
		SD72 (Campbell River)
SD79 (Cowichan Valley)		
Neighbouring Districts		
2017 Comparison	2009 Comparison	2001 Comparisons
SD33 (Chilliwack)	SD33 (Chilliwack)	SD33 (Chilliwack)
SD34 (Abbotsford)	SD34 (Abbotsford)	SD34 (Abbotsford)
SD35 (Langley)	SD35 (Langley)	
SD42 (Maple Ridge-Pitt Meadows)	SD42 (Maple Ridge-Pitt Meadows)	SD42 (Maple Ridge-Pitt Meadows)
SD78 (Fraser-Cascade)	SD78 (Fraser-Cascade)	

Attachment:

- a) Report to June 12, 2018 Committee of the Whole meeting

ITEM 5.4 Action

File No. 1100.15

TO: Committee of the Whole
 FROM: C. Becker, Secretary Treasurer
 SUBJECT: Trustee Remuneration

Recommendation

THAT staff be directed to review the compensation system for Trustee remuneration and report to the Board in September for consideration of amendments to the remuneration system for the incoming Board.

Summary:

The federal government is introducing a new income tax rule that will apply as of the start of 2019.

The change affects the non-accountable expense allowance portion of remuneration for school trustees and other elected officials. A few school districts and municipal councils are amending their compensation to offset the increased taxes that will be payable when the taxation rule changes.

With the election of a new Board scheduled for October 20, 2018, it is an ideal time to review the compensation for Trustees, and either approve a compensation structure for the incoming Board, or make a recommendation for any changes to the compensation. The changes would consider research conducted and considered by the current Board, providing the opportunity for a less biased review of the remuneration system.

Analysis and Impact:

While the report for September will provide more information, including a survey of remuneration to other boards of education, the following provides a preliminary review of the impact of the change.

Current annual compensation rates (in effect since at least 2011):

	Chair	Vice-Chair	Trustee
Remuneration	12,951.36	11,741.28	10,928.52
Expense Allowance	6,474.72	5,869.80	5,463.48
Total Compensation	19,426.08	17,611.08	16,392.00
estimated impact of tax change (20% tax)	(1,294.94)	(1,173.96)	(1,092.70)

Policy, Regulation, Legislation:

Administrative Procedure #513 provides a structure for the review of Board remuneration. Staff note that the compensations rates have not changed since at least 2011, and as such, a fulsome review is warranted.

Public Participation:

Providing a detailed review in September, will allow the opportunity for public consultation or even public participation in the review of Trustee compensation.

Attachment: Revenue Canada Notice

Allowances for Members of Legislative Assemblies and Certain Municipal Officers

Notice to the Reader - This measure has received Royal Assent.

Budget 2017 proposes the full amount of non-accountable allowances for work-related expenses received by certain municipal officers and members of legislative assemblies will be included in income for tax purposes, for the 2019 and subsequent years.

1. Generally, how are non-accountable allowances for work-related expenses treated for tax purposes?

Generally, a non-accountable allowance paid to an employee is considered a taxable benefit and is included in income for tax purposes.

2. Currently, are non-accountable allowances for work-related expenses received by members of legislative assemblies and certain municipal officers included in computing their income for tax purposes?

Within a certain limit, an income tax exemption is currently available for non-accountable allowances for work-related expenses received by the following officials:

- elected members of provincial and territorial legislative assemblies and offices of incorporated municipalities;*
- officers, elected by popular vote, of municipal utilities boards, commissions, corporations or similar bodies; and*
- members of public or separate school boards or of similar bodies governing a school district.*

3. What is the proposed change to the tax treatment of these non-accountable allowances paid to members of legislative assemblies and certain municipal officers?

For 2019 and subsequent taxation years, Budget 2017 proposes that the full amount of the non-accountable allowances paid to these officials will be included in income.

4. Where can I get more information on the proposed changes?

The CRA is committed to providing taxpayers with up-to-date information. The CRA encourages taxpayers to check its webpages often. All new forms, policies, and guidelines will be posted as they become available.

In the meantime, please consult the Department of Finance Canada's Budget 2017 documents for details.

<https://www.canada.ca/en/revenue-agency/programs/about-canada-revenue-agency-cra/federal-government-budgets/budget-2017-building-a-strong-middle-class/allowances-members-legislative-assemblies-certain-municipal-officers.html>

Date modified: 2018-04-20

ITEM **6.8**

File No. 1120.10 September

TO: Committee of the Whole
FROM: Superintendent of Schools
SUBJECT: BC School Sports

In May 2018 at the BC School Sports (BCSS) AGM a vote was held which forbids 'playing up' in which a grade 9 plays on a grade 10 team from a different school. This effectively removes our grade 9s from play in many sports.

In June, we wrote to BCSS and received a one-year reprieve for football. The Superintendent will report on updates regarding other sports and our ability to have grade 9s play with MSS.

Committee of the Whole

September 11, 2018



ITEM **7.1**

File No: 1100.15

To: Committee of the Whole
From: J. Taylor, Trustee
Subject: Trustee Remuneration

Motion:

That remuneration for Trustees remain unchanged for the 2018-2019 school year.

Rationale:

It is important that trustees set an example of directing funding to areas where it has a direct impact on student learning. With the recent down turn in the real estate market and drop in expected enrolment current funding will be stretched to meet objectives already set by the Board. This motion will also allow the issue of Trustee remuneration to be discussed publicly during the election period and provide a background for the newly appointed Board to make further determinations on this issue.

ITEM **7.3**

File No. 1120.10 September

TO: Committee of the Whole
FROM: Trustee Carter
SUBJECT: Honouring Clare Clemo

To discuss commemorating Ms. Clemo, a long-time employee of MPSD.

ITEM 7.4

File No. 1120.10 September

TO: Committee of the Whole
FROM: Trustee Loffler
SUBJECT: BC Budget 2019 Consultation

Finance Committee announces Budget 2019 Consultation



LEGISLATIVE ASSEMBLY
of BRITISH COLUMBIA

August 24, 2018

Media Release

Finance Committee announces Budget 2019 Consultation

VICTORIA – The all-party Select Standing Committee on Finance and Government Services has announced its Budget 2019 consultation process.

The consultation will open on Monday, Sept. 17, 2018, and close on Monday, Oct. 15, 2018, at 5 p.m. (Pacific time).

British Columbians can provide their ideas for the next provincial budget by speaking with the committee in person or by telephone at a public hearing, by providing a written, audio or video submission, or by filling out an online survey. The committee must release its report by Nov. 15. “This consultation is a great opportunity for British Columbians to share their priorities for Budget 2019,” said Bob D’Eith, committee chair. “In renewing our consultation outreach, we are encouraging more British Columbians to participate, including Indigenous organizations, community-based groups and first-time participants.

“The committee appreciates hearing directly from British Columbians on a broad range of issues and topics,” said Dan Ashton, deputy chair. “We work collaboratively to review all the input and make recommendations for the upcoming provincial budget.”

Registration for public hearings will open on Friday, Sept. 7 at 9 a.m. (Pacific time) via the committee’s website: <https://www.leg.bc.ca/cmt/finance>

The committee will hold public hearings in 14 communities throughout the province:

Dawson Creek (Sept. 17)
Prince George (Sept. 18)
Smithers (Sept. 18)
Masset (Sept. 19)
Campbell River (Sept. 20)
Vancouver (Sept. 24)
Cranbrook (Sept. 25)
Trail (Sept. 25)
Nelson (Sept. 26)
Kamloops (Sept. 26)
Kelowna (Sept. 27)
Esquimalt (Oct. 9)
Mission (Oct. 10)
Surrey (Oct. 11)

British Columbians may also request to participate via teleconference opportunities by calling 1 877 428-8337 toll-free in B.C. from 9 a.m. onward on Friday, Sept. 7. Open-mic opportunities will also be available at public hearings.

The members of the committee are:

Bob D'Eith, MLA Maple Ridge-Mission (chair);
Dan Ashton, MLA Penticton (deputy chair);
Jagrup Brar, MLA Surrey-Fleetwood;
Stephanie Cadieux, MLA Surrey South;
Mitzi Dean, MLA Esquimalt-Metchosin;
Sonia Furstenau, MLA Cowichan Valley;
Ronna-Rae Leonard, MLA Courtenay-Comox;
Peter Milobar, MLA Kamloops-North Thompson; and
Tracy Redies, MLA Surrey-White Rock.

For further information:

Jennifer Arril
Committee Clerk
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T 250-356-2933
Toll Free in BC 1-877-428-8337
Fax: 250-356-8172
FinanceCommittee@leg.bc.ca

Committee of the Whole – Special Public Meeting

Minutes



Committee of the Whole – Special Public Meeting
May 29, 2018 at 6:00 – 9:00pm
District Education Office, 33046 – 4th Avenue, Mission, BC

Members Present:

Chair Tracy Loffler
Trustee Rick McKamey
Trustee Randy Cairns
Trustee Jim Taylor
Trustee Shelley Carter

Staff Present:

Superintendent Angus Wilson
Secretary Treasurer Corien Becker
District Principal Student Services Carolyn Schmor
Assistant Secretary Treasurer Derek Welsh
Executive Assistant Aleksandra Zwierzchowska (Recorder)

Partner Groups Present:

District Parent Advisory Committee, Principal Vice-Principal Association, Mission Teachers' Union, Canadian Union of Public Employees and Stave Falls Community Association.

Guests:

1. CALL TO ORDER

The meeting was called to order at 6:01 pm by the Chairperson. The Chair acknowledged the meeting was being held on Stó:lō Territory. There are four First Nation Bands within the boundaries of the Mission School District: Leq:a'mel, Sq'èwlets, Kwantlen, and Matsqui First Nations.

2. Adoption of Agenda

MOVED and Seconded that the Agenda be adopted as presented.

CARRIED

3. Staff Reports

3.1 2018-2019 Draft Annual Budget

The Secretary Treasurer provided an overview of the budget document that shares the financial plan for the 2018-19 school year. Last year's goal was to create a cohesive annual budget document to share as much information about the district's financial plan as possible.

Page seven (7) of the report provides a summary of enrolment at the different schools. Student Spaces Available reflects the number students we can accept at each elementary school for the 2018-19 school year. There are a total of 342, elementary student spaces available across the school district.

Page eight (8) provides information on the school districts operating revenue. Note that the Transportation Supplement did not increase. There is no indication from the Ministry that they will increase this amount.

The LEA/ Direct Funding from First Nations is an estimation. Generally this amount has been increasing over the past few years.

Q: The salaries for Education Assistants have increased. How is this calculated?

R: There is a rating scale based on student's needs. The district uses a format which provides staff with a PDA score. Lastly, staff calculates the number of hours.

Q: Has the district recognized new students in the determining supports for students.

R: If there is a new student with special needs, we do an intake meeting. The family will also complete a form to provide the school district with necessary information.

It was noted that Christian Valley School in Mission is canceling grade 11 and 12. This may affect enrolment for next school year.

All the changes that were recommended at the last Committee meeting are outlined on page 10 and have been included in the Preliminary Budget for the Fiscal Year 2018/ 19. A summary of the operating revenue and expenses is outlined on page 11 which summarizes the changes between this school year and estimations for the next year.

3.1a) 2018-2019 Preliminary Budget Bylaw

The format for the budget bylaw is outlined by the Ministry. The annual budget must be approved by bylaw, and submitted to the Ministry of Education before June 30 each year.

Q: Where in the budget bylaw is funding for designated students?

R: This is included in the revenue issued by the Ministry of Education. In order to provide a detailed breakdown, the school district would need to calculate this information manually.

The school district set aside funding to replace white fleet vehicles. How do we ensure that the new vehicles align with Policy #23 Environmental Sustainability?

The Board can provide direction with purchasing specific economically-friendly vehicles.

The District Principal of Student Services provided an overview about elementary students receiving speech support. There are approximately 3346 elementary students in the district, of that total 720 students receive speech support. Many students could use more speech support and some students do not make the list. From a provincial level, there are no standards for offering speech support. The standards are set by the school district.

Q: Does the school district have a plan for supplying more devices for students with special needs?

R: Student Services has purchased 50 more iPads that will be used by ISP and LSD teachers. The school district is looking at adding more laptops.

The Secretary Treasurers encouraged the Committee to review the information and email her with additional questions. If the Committee is satisfied with the budget bylaw, it can be forwarded to the Public meeting.

MOVED and Seconded that the 2019/ 2020 Budget Bylaw be forwarded to the Public Board meeting on June 19, 2018.

CARRIED

Minutes



4. Adjournment

MOVED and Seconded that the Board adjourn the meeting.

CARRIED

The meeting adjourned at 6:44 pm.

Chairperson

Secretary Treasurer

Committee of the Whole - Public Meeting

Minutes



Committee of the Whole Meeting

June 5, 2018 at 3:30 PM

District Education Office, 33046 – 4th Avenue, Mission, BC

Members Present:

Chair Tracy Loffler
Trustee Rick McKamey
Trustee Randy Cairns
Trustee Jim Taylor
Trustee Shelley Carter

Staff Present:

Superintendent Angus Wilson
Secretary Treasurer Corien Becker
Assistant Superintendent Larry Jepsen
Principal Jim Pearce
K-12 District Virtual Teacher Librarian Jennifer Lane
Teacher Librarian Megan Ross
Teacher Librarian Kristi Johnston
Indigenous Mentor Teacher Peggy Janicki
Principal Kevin Watrin
Principal Marcello Gabriele
Principal Linda Zieffle
Counsellor Dan Thiessen
Executive Assistant Aleksandra Zwierzchowska (Recorder)

Partner Groups Present:

District Parent Advisory Committee, Principal Vice-Principal Association, Mission Teachers' Union, Canadian Union of Public Employees and Stave Falls Community Association.

Guests:

1. CALL TO ORDER

The meeting was called to order at 3:30pm by the Chairperson. The Chair acknowledged the meeting was being held on Stó:lō Territory. There are four First Nation Bands within the boundaries of the Mission School District: Leq:a'mel, Sq'èwlets, Kwantlen, and Matsqui First Nations.

2. Adoption of Agenda

One addition: 7.2 Vending Machines

MOVED and Seconded that the Agenda be adopted as amended.

CARRIED

3. Delegations/Presentations

3.1 International Travel Application: Chile – École Mission Secondary School

MOVED and Seconded that the International Travel Application for Chile be reviewed and forwarded to the June 19, 2018 Public Board meeting for approval.

CARRIED

The Principal of École Mission Secondary School advised the committee that approximately 30 students from grades 11 and 12 will be traveling to Chile for a Global Education Course. The trip will include building a community centre/ learning centre in Puerto Aldea.

Is it being approved in principle? No, it is being forwarded to the June Public Board meeting.

3.2 International Travel Application: China – École Mission Secondary School

MOVED and Seconded that the International Travel Application for China be reviewed and forwarded to the June 19, 2018 Public Board meeting for approval.

CARRIED

The Principal of École Mission Secondary School advised the committee that this opportunity was introduced to the school through the international department. Students will travel to China for reciprocal travel with our international partner. There is no course associated to this trip; educational and athletics elements are included as part of the itinerary.

A request was made to provide the Board with more information about travel insurance, airline carrier names, and travel experience of supervising teachers.

3.3 High Risk Field Trip: Paddle Expo, Rendall Park – École Mission Secondary School

MOVED and Seconded that the High Risk Field Trip for Rendall Park be reviewed and forwarded to the June 19, 2018 Public Board meeting for approval.

CARRIED

The Superintendent advised the committee that this field trip is a new experience to the school district and it is being presented here today to address any questions.

The Indigenous Mentor Teacher reviewed the details outlined on the High Risk Field Trip application form and advised that this field trip is happening in partnership with other school districts. A maximum of 15 students from grades 10-12 will participate on this trip.

4. Curriculum Update – Standing Item

4.1 Monthly Curriculum Update

The Assistant Superintendent announced the Joyful Literacy Project completed last Tuesday. The school district successfully completed all the curriculum initiatives planned for this school year. The Curriculum Planning Team has grown from 3-4 members to 13 members.

The K-12 District Virtual Teacher Librarian introduced Teacher Librarians Kristi Johnston and Megan Ross. The presentation included Curriculum Highlights accomplished at all the district elementary schools throughout the 2017-18 school year. The presentation is available online on the Curriculum website.

4.2 Draft Learning Resources Policy

The draft policy requires additional revising and should be forwarded to another Committee meeting in the fall.

The K-12 District Virtual Teacher Librarian provided an overview on the process for preparing the draft policy. In addition to revising the policy, the school district needs to revise the Challenge Policy.

The new policy was shared with all Teacher Libraries who examined the existing procedure, discussed the new policy, established a guiding vision and worked through selection process of resources with the Educational Resource Acquisition Consortium (ERAC).

This item will be brought back to another Committee meeting in the fall.

5. Unfinished Business

5.1 BAA – Self Efficacy

Principal Watrin provided the Board a copy of the Personal Development Passport which is used by the students as a guide to complete the Self Efficacy course. The course was reviewed and discussed at several school-staff meetings. It is intended to be self-paced. The teacher leads the course, however, the principal is assisting students with making connections to course lessons.

Counsellor Dan Thiessen advised that one of the assignments students need to complete is defining the definition of Self Efficacy and describing how it can apply to their life. This assignment is intended to be a strength based approach where students acknowledge their own skills.

Q: Is this course available to students in grades 11 and 12?

R: There are three (3) levels to the course. Only the grade 10 course needs to be approved to the Ministry's format. The core of the Personal Development Passport would be used for all three levels.

5.2 Student Safety

Trustee Loffler has brought this item forward as the community has expressed concerns with student safety specifically at École Mission Secondary School. This is an opportunity to look at this item more closely.

The Superintendent shared a conversation with the RCMP Liaison of École Mission Secondary School, who reported that the school district is experiencing common issues.

Suspension Stats at École Mission Secondary School

	2011	2012	2013	2014	2015	2016
Out of School Suspensions	78	58	190	161	80	81
In School Suspensions	18	34	58	65	60	56

The following comments were provided to the Committee with regards to views about student safety:

Principal Zefflie of Heritage Park Middle School advised that staff have done a good job with building relationships with students. There are students who are battling with mental health issues and addictions. The students are coming to administrators and asking for help. The data may be higher, but the data does not provide you with particulars. There is a concern with the marijuana edibles. We need more counselling support. A suggestion was made to have a policing unit at the leisure centre.

Principal Gabrielle of Hatzic Middle School explained that data is a good tool to establish a benchmark, but hesitant that data tells the true story. Data can be skewed by discipline versus suspension. The staff at our school like to work with the families. There are times where students need to be removed from the building, however, that is not the case for every situation. The Principal is more concerned with the social media element. This issue is on the rise. Schools are safe. Staff like to take an effective approach: work together, work with our staff, and work with our counsellors.

Principal Pearce of École Mission Secondary School invites all members of the community to stop by the school for a personal tour. Staff focus on offering a safe learning environment. There is an orderly nature present at the school. The focus for administrators is attendance. Once a student is present, school staff can engage them.

President Nikolic of the Mission Teachers' Union commented on the reconfiguration of the three high schools. The reconfiguration has allowed for social development and extra opportunities. Students at the middle school level have a sense of belonging. Prior to the reconfiguration middle school

students struggled to fit in at the high schools. Now they have the opportunity to be the leaders of their schools.

Q: Can DPAC offer the schools any assistance with this issue?

R: Advise parents to contact the school principal directly and take a proactive approach. Posting things on social media does not address the issue. Be an advocate for the school district.

Trustees have informed the public to email principals or district staff with their concerns. It was noted that no emails have been received about this item. The Board is pleased with how the school district is handling issues and further discussion is unnecessary.

5.3 Growth and Capacity

Deeper analysis on this item can be presented at the September meeting. A boundary review is necessary. This item may overlap with the outgoing Board and the new Board. Nothing is being postponed as the students are not moving catchments until September 2019. The Board is not making a decision right away. There is a great deal to complete with the enrolment projections at the elementary school level.

MOVED and Seconded to extend the meeting for 10 minutes.

CARRIED

The Committee agreed that the following items will be forwarded to the meeting on June 12, 2018:

- Worksafe Update
- Installation of Cameras at Riverside College
- 2018-2019 Board Meeting Schedule
- Motion to BCSTA Provincial Council
- Vending Machines

6. **Minutes of Previous Meetings**

MOVED and Seconded that the Committee of the Whole meeting minutes dated May 1, 2018 be approved.

CARRIED

MOVED and Seconded that the Special Committee of the Whole meeting minutes dated May 8, 2018 be approved.

CARRIED

7. **Information Items**

The attachments supplied in this section of the agenda are presented as information items. The Board Chair advised the Committee that a Special meeting is being held on June 12, 2018.

- 9.1 District Parent Advisory Council, Annual General Minutes dated May 14, 2018
- 9.2 Independent Review Panel – Report out on What We Heard from School Districts
- 9.3 Special Committee of the Whole, June 12, 2018

8. **Adjournment**

Minutes



MOVED and Seconded that the Board adjourn the meeting.

CARRIED

The meeting adjourned at 6:02 pm.

Chairperson

Secretary Treasurer

Committee of the Whole - Public Meeting

Minutes



Committee of the Whole Meeting

June 12, 2018 at 3:30 PM

District Education Office, 33046 – 4th Avenue, Mission, BC

Members Present:

Chair Tracy Loffler
Trustee Rick McKamey
Trustee Randy Cairns
Trustee Jim Taylor
Trustee Shelley Carter

Staff Present:

Superintendent Angus Wilson
Secretary Treasurer Corien Becker
Assistant Superintendent Larry Jepsen
Principal Wade Peary
Executive Assistant Aleksandra Zwierzchowska (Recorder)

Partner Groups Present:

District Parent Advisory Committee, Principal Vice-Principal Association, Mission Teachers' Union, Canadian Union of Public Employees and Stave Falls Community Association.

Guests:

1. CALL TO ORDER

The meeting was called to order at 3:30 pm by the Chairperson. The Chair acknowledged the meeting was being held on Stó:lō Territory. There are four First Nation Bands within the boundaries of the Mission School District: Leq:a'mel, Sq'èwlets, Kwantlen, and Matsqui First Nations.

2. Adoption of Agenda

One addition: Item 7.3 – International Field Trip to China

MOVED and Seconded that the Agenda be adopted as amended.

CARRIED

3. Delegations/Presentations

3.1 Junior Drag Racing Activity – Riverside College

MOVED and Seconded that the request for a Junior Drag Racing Activity at Riverside be discussed and forwarded to the June 19, 2018 Public Board meeting for approval.

CARRIED

In order for Riverside College and Mission Secondary School to participate in the Junior Drag Racing Activity, a Letter of Support is required by June 27, 2018, as well as, approval from the Board.

4. Unfinished Business

4.1 Possible Expansion Riverside College

The Secretary Treasurer referred to page 8 of the Riverside Report which outlines information about Option A-1 and includes significant expansion of the North West side of the property. The cost of the expansion would be approximately \$800,000.

Option A-2 is presented on page 9 of the report which includes adding onto the existing building. The cost for this option is approximately \$400,000

Option A-3 is presented on page 10 of the report and consists of a steel roof and chain link fence to be used as an outdoor space.

The information presented in the report are exploratory options. Principal Peary of Riverside College has been discussing adding more programs. If there is a plan to grow the school's programs, the school district needs to ensure that future programming is not compromised. At this point, the school district has only reviewed the attached options.

It was noted that the lease for the electrical program at Riverside was renewed for another year.

4.2 Installation of Cameras at Riverside College

MOVED and Seconded that the following resolution be forwarded to the June 19, 2018 Board of Education meeting for consideration:

That up to seven (7) cameras be installed at Riverside College for monitoring the inside of the school, including the entrances to the building, and the back outside areas where the remainder of the maintenance staff park the white fleet vehicles.

CARRIED

Riverside College has noted an increase in foot traffic; the cameras would provide additional safety and security. A motion was passed at the District Parent Association Committee meeting in May supporting the installation of the cameras. In accordance with the *School Act*, the school requires the Board's approval.

4.3 Worksafe Update

The Secretary Treasurer met with Worksafe two weeks ago with the draft plan. A small extension was granted while Worksafe prepares their feedback. The school district recruited a Health & Safety Manager to start on June 29, 2018. Conversations took place with both Unions about the District H&S Committee.

4.4 2018-2019 Board Meeting Schedule

MOVED and Seconded that 2018-2019 Committee of the Whole/ Board of Education Meeting Schedules be reviewed and forwarded to the June 19, 2018 Public Board Meeting for consideration.

CARRIED

The inaugural meeting will happen November 20, 2018, this information will be added to the meeting schedule. With the election moved to October versus November, the current Board will meet four times before the new Board is sworn in.

4.5 Motion to BCSTA Provincial Council

MOVED and Seconded that the Committee of the Whole forward the following to the Public Board meeting for consideration to submit to BCSTA Provincial Council:

That BCSTA be requested to develop policy guidelines and templates for preventing, and/or addressing discrimination, harassment, and poisoned work environments of Boards of Education and individual Trustees.

CARRIED

The purpose of this motion is to engage BCSTA in developing a policy explicit to the Boards of Education. All Board members expressed their support with this item.

4.6 Vending Machines

At one point, the school district issued a procedure outlining the items allowed in vending machine. While visiting various school sites, Trustees noticed that vending machines are stocked with sugary snacks and beverages. Another complaint is that during fundraising events, a sign is displayed on the vending machine stating that the machine is out of order.

The Superintendent will report at a future meeting what items are actually offered in the school vending machines. The Assistant Superintendent reminded the Committee that there are new teachers and concerns surrounding nutrition need to be reiterated to the principals in September. The Board recommended revisiting this item in September.

5. Staff Reports

5.1 2018 School Trustee Elections

MOVED and Seconded that the following resolutions be reviewed and forwarded to the June Board Meeting for consideration:

1. **That the following appointments for the 2018 Mission School District Fraser Valley Rural Area School Trustee Election be approved:**
 - a. **Jamie Schween, Chief Election Officer**
 - b. **Pam Loat, Deputy Election Officer**
 - c. **Christina Mooney, Deputy Chief Election Officer**
2. **That the following appointments for the 2018 District of Mission School Trustee Election be approved:**
 - a. **Mike Younie, Chief Election Officer**
 - b. **Jennifer Russell, Deputy Chief Election Officer**
3. **That the Secretary Treasurer be authorized to execute the agreements with the District of Mission and the Fraser Valley Regional District for the conduct of the trustee elections on behalf of School District #75 (Mission).**
4. **That the three readings and adoption of Bylaw No 2018-4, a Bylaw to establish various procedures and requirements to be applied in the conduct of general school elections and other trustee elections, be considered at one meeting.**
5. **That Bylaw No 2018-4, a Bylaw to establish various procedures and requirements to be applied in the conduct of general school elections and other trustee elections, be read three times, and approved.**

CARRIED

The Bylaw must be approved by August but the Board does not meet during the summer months; therefore, it will need to be approved at the Public meeting on June 19, 2018. The District of Mission (DoM) and the Fraser Valley Regional District manage the entire election process. The Secretary Treasurer confirmed with the DoM that the names on the ballot are listed in alphabetical order.

5.1a) Limiting of Trustee official duties prior to the election

This item was covered in other conversations during the meeting and further discussion is not necessary.

5.2 Draft Budget, Monitoring and Reporting Policy

MOVED and Seconded that the draft Budget, Monitoring and Reporting policy be reviewed and forwarded to the June 19, 2018 Board meeting for consideration.

CARRIED

The Financial Governance and Accountability framework recommends that Boards of Education develop a budget, monitoring and reporting policy by June 30, 2018. The draft policy may have some tweaks once staff exercise the outlined guidelines. In addition, it is wise for the school district to have an audit committee. The Committee of the Whole can schedule special meetings that focus on financial processes.

No comments on the draft policy were provided by the Committee partner groups.

5.3 2019-2020 Five Year Capital Plan

MOVED and Seconded that the 2019-2020 Five Year Capital Plan dated June 2018 be reviewed and forwarded to the Public Board meeting on June 19, 2018.

CARRIED

The plan is based on the draft Long Range Facilities Plan and other capital needs identified by the facilities department. The summary of the plan detailing the amount of financial resources is outlined on page 43 of the agenda package. The 2019-2020 five-year capital plan is to be submitted to the Ministry of Education by June 30, 2018.

5.4 Trustee Remuneration

MOVED and Seconded that staff be directed to review the compensation system for Trustee remuneration and report to the Board in September for consideration of amendments to the remuneration system for the incoming Board.

CARRIED

The Board decided to bring this item back to the Committee of the Whole meeting in September.

5.5 Internal Audit Recommendations

MOVED and Seconded that the Committee consider the information presented regarding internal audit planning.

CARRIED

At this time the internal audit recommendations are presented as information. Staff have met with the auditors about seeking input on the internal audit areas that require improvement. The finance department is lacking manpower to complete such work. This item will be brought back with the amended budget for further discussion.

5.6 Pace of Innovation and Change

The Superintendent shared a handout titled: Strategic Plan Implementation which provided a summary of IT projects completed in 2018. In addition, the following information was highlighted:

- All staff and students have an Office 365 account
- Training has been offered to staff on Office 365, Windows 10 and Laptop use
- 16 training sessions offered to provide opportunities to learn about Office 365 and Windows 10
- Additional training will be offered in the last week of August

The Superintendent needs to consult with the two unions regarding the implementation and pace of innovation.

6. New Business

6.1 Motion re the placement of a Community Police Office at the Leisure Centre

MOVED and Seconded that the Board of Education recommend the District of Mission consider the placement of a community police office at the Mission leisure centre.

CARRIED

This recommendation was brought forward by a partner group at the Committee of the Whole meeting. The motion will be forwarded to the Public meeting on June 19, 2018.

7. Information Items

The following items are presented as information.

7.1 2011-2017 Monthly Enrolment Charts

7.2 May Enrolment Charts

7.3 International Field Trip to China

A request was made for staff to update the field trip application with the level of first aide certification for all coaches.

8. Adjournment

MOVED and Seconded that the Board adjourn the meeting.

CARRIED

The meeting adjourned at 5:58 pm.

Chairperson

Secretary Treasurer