

**School District #75 (Mission)**

**Public Meeting of the Committee of the Whole Minutes**

**June 4, 2019, 3:30 pm**

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

**Members Present:** Board Chair, Tracy Loffler  
Trustee, Shelley Carter  
Vice Chair, Randy Cairns  
Trustee, Rick McKamey  
Trustee, Julia Renkema  
Superintendent of Schools, Angus Wilson  
Secretary Treasurer, Corien Becker  
Assistant Superintendent, Larry Jepsen  
Assistant Secretary Treasurer, Derek Welsh  
Director of Student Services, Carolynn Schmor  
District Principal of Aboriginal Education, Joseph Heslip  
Executive Assistant, Aleksandra Zwierzchowska (Recorder)

**Others Present:** K-12 District Virtual Teacher Librarian - Jennifer Lane,  
Teacher Librarians: Leslie Caine, Shawna Cariou, and Janet Kaszonyi. Teachers: Chelsea Reist, Nathan Reist and Rhona Macintosh. District Vice-Principal for Aboriginal Education - Vivian Searwar, Principal Linda Ziefflie, Principal Susan McLeod, MTU Vice President - Ryan McCarty, Speech/  
Language Pathologist - Gina McCarty, and PAC Member – Dionne Hairsine.

**2. ADOPTION OF AGENDA**

MOVED and Seconded the Agenda be adopted as amended.

**CARRIED**

Three agenda items were re-ordered. The changes include reordering of the following items:

- 4.4 Learning Resource Policy
- 5.1 Inclusive Playgrounds
- 5.2 Strategic Plan

## 4. CURRICULUM UPDATE

### 4.1 Teacher Librarian Presentation

The K-12 District Virtual Teacher Librarian introduced Teacher Librarians Mrs. Caine of Ecole Christine Morrison, Mrs. Cariou of Ecole Mission Secondary School, and Mrs. Kaszonyi of Cherry Hill. The Teacher Librarians provided a presentation highlighting the different curriculum support and learning initiatives happening in school libraries across the district.

The Board thanked the teacher Librarians for their time and efforts with the evolution of school libraries.

### 4.2 Joyful Literacy Presentation

The Assistant Superintendent provided a brief overview about the Joyful Literacy initiative happening in the School District and introduced Mr. Riest and Mrs. Riest. A presentation was provided highlighting the different activities and games that students engage in which are related to letter and sound recognition. It was noted that a big part of Joyful Literacy is tracking and assessing each student's progress and providing early intervention to students that require extra help.

Mrs. Macintosh demonstrated some of the games that are used in her classroom and thanked the School District for providing her class with a budget to purchase supplies to support student learning related to Joyful Literacy.

In summary the Teachers expressed that classrooms are in need of parent volunteers who can assist inside and outside of the classroom with extending the success of Joyful Literacy. Other challenges include time and budget constraints.

The Board thanked the presenters for their time and efforts with the Joyful Literacy initiative.

### 4.3 Teacher Survey

The K-12 District Virtual Teacher Librarian noted that this is the third year that the School District has surveyed teachers for input on professional development. The survey is shared with teachers and any Staff members who may spend time in a classroom.

### 4.4 Learning Resource Policy

MOVED and Seconded that the Draft Learning Resource Policy be reviewed, referred to partner groups for consultation, and returned to the September Committee of the Whole meeting for further consideration.

### **CARRIED**

The Secretary Treasurer advised that the K-12 Teacher Librarians worked on developing the revised draft policy and procedure. One challenge was not being able to compile a district resource directory; however, each school site will have one directory of resources available at their school. The K-12 Teacher Librarian provided an overview on the draft Learning Resources Policy.

The Board Chair advised that next steps include soliciting the public for feedback and including the policy on the agenda in September for final review and approval. Once the policy is approved, the old policy will be rescinded.

## **5. UNFINISHED BUSINESS**

### **5.1 Inclusive Playgrounds - Feasibility and Cost**

The Director of Student Services shared information about the various options for building inclusive school playgrounds. The Superintendent advised that the Board can implement a plan that can fund one to two schools per year to re-build/ adapt the playground.

Clarification was requested about PACs fundraising for a playground and the process for park installation by the facilities department. The Secretary Treasurer recommended that the PAC schedule a meeting to discuss these questions in-person.

The Board requested a copy of the PPT provided by the Director of Student Services.

### **5.2 Strategic Plan**

The Board Chair explained that the next step is for the Board to schedule a meeting to review the recommendations and determine how to incorporate them into the plan.

## **6. STAFF REPORTS**

### **6.1 Draft Annual 2019/2020 Budget**

MOVED and Seconded that the following resolutions forwarded to the June 18, 2019 Board meeting for consideration:

THAT the required three (3) readings and adoption of School District No. 75 (Mission) Annual Budget Bylaw for fiscal year 2019/2020 be carried out in one meeting.

THAT School District No. 75 (Mission) Annual Budget Bylaw for fiscal year 2019/2020 be approved as read a first time.

THAT School District No. 75 (Mission) Annual Budget Bylaw for fiscal year 2019/2020 be approved as read a second time.

THAT School District No. 75 (Mission) Annual Budget Bylaw for fiscal year 2019/2020 be approved as read a third time and finally adopted.

### **CARRIED**

The Assistant Secretary Treasurer provided an overview of the draft annual budget. A snap shot of the 2019-20 Preliminary Operating Budget is outlined on page 66 of the agenda. One notable change with Operating Revenue is that the Ministry confirmed \$300,000 in funding for the DL grad transitio. The allocation of the AB ED targeted funds have been finalized by the District Principal of AB ED. Under the Supplies for the Operating Expense Changes, there is an offset for increased funding and wage increase for two additional AB ED teachers.

A question was asked about the Rental & Leases under Services and Supplies line on page 66. The Assistant Secretary Treasurer explained that the cost did not decrease by much with the Electrical Program moving back to Riverside because there was a cost increase for laptop leases.

The Assistant Secretary Treasurer confirmed that the School District is running a balanced budget.

A discussion ensued regarding the summary of additional needs and prioritizing the installation of the Special Needs washroom at Albert McMahon. Staff confirmed that the work is being prioritized.

A question was asked about the literacy programs that were on the additional needs list? The Assistant Superintendent advised that staff have found other creative ways to save on costs and opportunities to implement literacy programs.

A question was asked about including the contingency fund on the summary of additional needs. The Secretary Treasurer explained that a contingency fund is required in order to manage operations in case of an emergency and it is included in the summary so that Staff do not lose sight of it.

A request was made by DPAC for information of capital expenditures YTD for Stave Falls.

6.2 Draft Five Year Capital Plan

MOVED and Seconded that the 2020-2021 Five Year Capital Plan dated June 2019 be reviewed and forwarded to the June 18, 2019 Board meeting for consideration.

**CARRIED**

The Secretary Treasurer provided an overview of the projects included in the five-year capital plan and noted that the cost for the School Enhancement Agreement #6 Mission Central has changed to \$330,000.

A conversation ensued regarding Ecole Mission Senior Secondary School. The Ministry needs to complete a seismic assessment of the property to determine if it will be categorized as an expansion or a replacement. The expansion could include approximately a dozen classrooms. The Ministry would have to consider the cost and benefit related to an expansion versus a replacement giving the current circumstances.

6.3 2019-2020 School Growth Plans

MOVED and Seconded THAT the 2019-2020 school growth plans be reviewed and forwarded to the June 18, 2019 Public Board meeting for consideration.

**CARRIED**

The Superintendent advised that Albert McMahon Elementary & Hatzic Middle requested extensions. West Heights received an exemption for this year. The Board Chair provided the Executive Assistant with a list of grammar and spelling errors which will be updated for the Public Board meeting.

A suggestion was provided to include the enhancement agreement pillars into the SGP in the future.

6.4 2019-2020 Board Meeting Schedule

MOVED and Seconded that the 2019-2020 Committee of the Whole/ Board of Education Meeting Schedules be reviewed and forwarded to the June 18, 2019 Public Board Meeting for consideration, as amended.

**CARRIED**

It was requested that Stave Falls Elementary trade places with Windebank Elementary for the Public Board meeting.

6.5 Stave Falls Elementary Update

The Principal of Stave Falls confirmed that Elena Di Giovanni will be the Principal for the school in September 2019. Brandon Gabriel will be creating the owl logo for the school and will be collaborating with a team of volunteers with logo design.

A comment was provided regarding a large lift in the parking lot of the school. The Director of Facilities advised that the lift belongs to the roofing company and a second lift may be onsite soon. The lift is too large to store at the facilities yard. Caution tape may be added.

A request was made to include capital expenditures for Stave Falls possibly at the Public Board meeting.

**8. MINUTES OF PREVIOUS MEETINGS**

8.1 Committee of the Whole meeting minutes, May 7, 2019

MOVED and Seconded that the Committee of the Whole minutes dated May 7, 2019 be approved as amended.

**CARRIED**

To amend item 3.1 to include Ecole Mission Central as the school that organized the ADST inquiry project.

**10. ADJOURNMENT**

MOVED and Seconded that the Board adjourn the meeting.

The meeting adjourned at 6:05 pm.

Certified Correct:

*Original Signed by Tracy Loffler*

*Original Signed by Corien Becker*

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Chair, Board of Education

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Secretary Treasurer