

School District #75 (Mission)
Special Committee of the Whole Meeting Minutes

May 14, 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

Staff Present: Superintendent of Schools, Angus Wilson
Assistant Superintendent, Larry Jepsen
Secretary Treasurer, Corien Becker
Executive Assistant, Aleksandra Zwierzchowska (Recorder)
K-12 District Virtual Teacher Librarian Jennifer Lane
Director of Student Services, Carolynn Schmor
District Principal of Aboriginal Education, Joseph Heslip

Others Present: MTU President – Janise Nikolic, MTU VP – Ryan McCarty
Faye, George, Ryan, Janise, Holly, Joe, Carolynn, Jim,
Colleen

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 3.2 – Additional Information

MOVED and Seconded that the Agenda be adopted as amended.

CARRIED

3. STAFF REPORTS

3.1 2019-2020 Preliminary Budget

MOVED and Seconded that the draft preliminary budget information for the 2019-2020 school year be discussed and returned to the May 28, 2019 Special Committee of the Whole for further consideration.

CARRIED

The Assistant Secretary Treasurer referred to page two (2) of the agenda and advised that the Projected Operating Surplus has changed to \$9,558 from the last preliminary budget report.

A question was asked about the transportation funding for First Nations students. The District Principal of Aboriginal Education advised that no new monies are being received by the School District. Funding details were shared with Trustees via email.

Clarification was provided regarding calculation for Teacher Salaries. The School District uses the average teacher salary of approximately \$75,000 to calculate the figure which is submitted to the Ministry.

A question was asked regarding the Principal/ Vice-Principal group appearing in different areas of the budget. Clarification was provided that this group can appear under different functions.

The overview continued summarizing that the only change with the Operating Revenue is with Rental Revenue for classroom leases.

The Secretary Treasurer stated that the School District will be hiring a Payroll Clerk which increased the line cost for Support FTE. With an increase in employees, the SD needs to hire additional support to assist with processing payroll.

In summary, there is approximately \$100,000 in Operating Expense changes from the last meeting. More changes to come as the budget report is in a draft status.

The Assistant Secretary Treasurer provided a summary of the Special Purpose Funds and advised that the Annual Facilities Grant comes from the Ministry. Most of the funds are in the form of Capital and some is received as Special Purpose Funds.

Clarification was provided regarding the Classroom Enhancement Fund. The School District reports on the remedy throughout the year and the Ministry allocates the funds at the end of the school year. It was noted that the amended budget will reflect more accurate figures.

A question was asked about funding for Strong Start and Ready Set Learn. The Ministry provides some funding and the SD is responsible for covering any extra costs. The funding for Ready Set Learn is received from the Ministry goes to the school that offers the program.

A question was asked about the revenue and expenses for the Clarke Theatre. The Assistant Secretary Treasurer stated that the revenue would be included under Rental & Leases and the contribution from the District is recognized under Other Revenue. Staff are discussing the operations of the theatre with the District of Mission.

A comment was provided about the Curriculum Learning Resources for School Supply Budgets for middle schools and the secondary school. The revenue stream for middle schools is very different than the secondary school. MSS has a cafeteria and this is why they are not proportionally receiving a greater reduction. Last year, the secondary school shared a total of \$10,000 with elementary schools allowing each school to receive between \$500-\$1500 to spend on supplies and resources.

The Secretary Treasurer confirmed that Riverside College is budgeted as a standalone item.

Concerns were raised regarding the decrease in the School Supply Budgets and that it directly impacts student learning. The Assistant Superintendent stated that Staff are being mindful of offering a fair amount of funding to all schools for their School Library. As a team, we are trying to work around the reductions to school supply budgets. The goal is to return the budgets back to normal as soon as possible. Staff have been creative with Pro D items which has presented the SD with some savings.

The Board requested a summary of financials for the Clarke Theatre that can be reviewed at the joint meeting with the DoM.

There is an error on page eight of the agenda. The ISP Teacher amount should read \$100,000 not \$200,000.

A discussion ensued regarding the Sp Needs Washroom. The SD received a donation of a lift and the cost may be adjusted. The Board would like to move this item to the top of the priority list. The Secretary Treasurer advised

that this is something that Staff have been pushing for and will advise facilities that this item was brought forward again at this meeting.

3.2 Additional Information

Aboriginal Education Funding

A question was asked about the anticipated revenue for AB ED. The Assistant ST clarified that this is targeted funding and the amount allocated for expenditures is the revenue figure as well.

A question was asked about the items included in contract services. This line item includes any contracted services like catering for events and meetings.

Special Education Funding

A question was asked about the Salary-Teacher for Vision. The Director for Student Services clarified that this line includes 5 teachers and they are not all full time.

Clarification was provided about the Hearing Teacher salary and that it is not reflected accurately. This salary is reported as an average cost across the district.

Trustee McKamey left the meeting at 5:09 pm.

A discussion ensued regarding a preparing a needs budget.

The Assistant Superintendent provided commentary about the district's procedure on absenteeism. We need to consider our messaging regarding missing work and establish how to best support all departments. A request was made to schedule a Special CotW to discuss Health & Wellness. Additional comments were provided regarding having preliminary conversations at the managerial level.

A question was asked about the meaning of a Needs Based Budget. The Secretary Treasured advised that the term is a Zero-Based Budget. You start at zero and add needs on the budget. The exercise allows a manager to understand all the costs.

The Board Chair advised that the IT Update on items set out in the IT Strategic Plan 2017-2020 is provided as information.

5. INFORMATION ITEMS

5.1 Summary of Student Budget Priorities

A suggestion was provided regarding prioritizing the maintenance pieces discovered during the consultation process with the students.

A question was asked about the plan for installing water bottle filling stations in schools. When replacing fountains, the goal is to add a water bottle filling station. The SD allocated additional funds last year so that schools could invest in this initiative.

A question was asked about the redesigned curriculum allowing for the use of digital resources? Digital resources are offered but some students may be unable to access the resources from home. There are challenges with the redesigned curriculum. Parents request the use of text books. There is are many ways to deliver a lesson and each teacher presents different strategies. One strategy is to organize a school fair to demonstrate to parents the different applications for learning in classrooms today.

MOVED and Seconded that meeting be extended until 6:15 pm.

CARRIED

A question was asked about how the music program is supported in the SD. Each school receives a budget and they have oversight on expenditure of their funds. Some PACs have opted to fundraise for music instruments.

A request was made to check in with the 12 Elementary schools to determine if there are any disparities with generic music instruments/supplies.

5.2 International Program Tuition Fees

A question was asked if the increase to international fees will affect the ability to recruit international students. Clarification was provided that Mission offers competitive rates and a quality program. There is no concern about raising rates. Many SDs have increased their rates.

A question was asked about the "recommended" note beside Orientation Week. The Manager for the International Program advised that this includes an ELL assessment, tour of schools, timetabling information and it is very useful for new students.

6. ADJOURNMENT

MOVED and Seconded that the Board adjourn the meeting.

CARRIED

The meeting adjourned at 6:12 pm.

Certified Correct:

Original Signed by Tracy Loffler

Chair, Board of Education

Original Signed by Corien Becker

Secretary Treasurer