

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

April 9, 2019, 3:30 pm  
District Education Office, 33046 4th Avenue, Mission, BC

**Pages**

<b>1. CALL TO ORDER</b>			
	<i>The Board Chair will acknowledge that this meeting is being held on Traditional Territory.</i>		
<b>2. ADOPTION OF AGENDA</b>			
<b>3. DELEGATIONS/PRESENTATIONS</b>			
3.1 Youth Dialogues on Opioids			
	Principal Linda Ziefflie and Students of Heritage Park Middle		
<b>4. CURRICULUM</b>			
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<b>5. UNFINISHED BUSINESS</b>			
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<b>7. NEW BUSINESS</b>			
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<b>8. MINUTES OF PREVIOUS MEETINGS</b>			
8.1 Special Committee of the Whole, February 19, 2019	Action		16 - 18

8.2 Committee of the Whole, March 5, 2019 Action 19 - 23

**9. INFORMATION ITEMS**

9.1 Sp CotW - Preliminary Budget Discussions

Tuesday April 23, 2019, 3:30 - 6:00 pm and Tuesday April 30, 2019, 3:30  
- 6:00 pm (Tentatively Scheduled)

9.2 DPAC Meeting Minutes, March 11, 2019 24 - 26

9.3 Teaching Social Skills to Kids with ASD with Harley Lang 27

**10. ADJOURNMENT**

**ITEM 4.1      Action**

**File No. 2000.2700**

TO:                Committee of the Whole  
FROM:            L. Jepsen, Assistant Superintendent  
SUBJECT:        Board Authority Authorized Courses

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**Recommendation**

**THAT the following Board / Authority Authorized courses be reviewed and forwarded to the May Board meeting for consideration:**

**Basketball 11 and 12 – Training, Competing and Officiating**  
**Business Law**  
**Criminology 12**  
**CSW 12A, CSW 12B, 12C**  
**ELL Level 2 Course and ELL Level 3 Course**  
**Football 11 and 12**  
**Hockey 11 and 12**  
**HS 2B, 2C**  
**HS 12A**  
**Lacrosse 11 and 12**  
**Leadership 11**  
**Peer Tutoring 11 and 12**  
**Post-Secondary Preparation**  
**Psychology 11 and 12**  
**Rugby 11 and 12**  
**Self-Efficacy 11 and 12**  
**Volleyball Intelligence and Officiating 11**  
**Yearbook 11 and 12**

**Background:**

Board/Authority Authorized Courses (BAA courses) are offered by schools to respond to the local needs of the schools and their communities while providing choice and flexibility for students. BAA courses are authorized by Boards/Authorities according to requirements set by the Ministry of Education.

**Legislation:**

*School Act sections 85(2) and 168 (2) (b)*

**Attachments:**

Printed copies will be provided to the Board as a separate attachment but will not be included in the printed agenda. The BAA courses will be available on the website and emailed as a separate attachment with the agenda.

**ITEM 6.1      Action**

**File No. 7610.50**

TO:                Committee of the Whole  
FROM:            C. Becker, Secretary Treasurer  
SUBJECT:        February 2019 Regular Financial Summary

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**Recommendation:**

That the February 28, 2019 Financial Summary Report be reviewed and forwarded to the Regular Meeting on April 16, 2019 for information.

**Background:**

Good financial governance recommends that governance boards monitor budgets and financial reports regularly, and at a minimum, quarterly each year. The Board should regularly review financial statements that provide information on the expenses to-date and the projected expenses to the end of the year. Preparing these financial reports will require the development of new reporting processes and formats.

In the interim, staff have extracted a report from the financial system that can be printed every month, providing details on all operating expenses to-date. The report is a consolidated report of all operating activities that are currently tracked in the operating fund and the special purpose funds. The capital transactions are provided separately in this document.

**Analysis and Impact:**

The report is provided as of February 28, 2019 to ensure all applicable expenses were processed. The March transactions will not be finalized until April 15<sup>th</sup>. The budgets have also been adjusted for the carryforward of the school-based funds from last year and reconciles to the Amended Budget. Information for consideration:

- The expenses appear to be tracking at or above the budget, and as such, expenses will be tightly controlled and monitored for the rest of the year.
- The budget is the amended budget approved in February.
- Budgets are calculated and processed on an annual basis. The actual to budget % comparisons are based on the amount spent as at October 31st as compared to the total budget.
  - For the most part, the instruction costs are expensed at approximately 10% a month September to June, approximately 60% YTD.
  - Most administrative costs are expensed over 12 months with approximately 67% expensed at Feb 28, although some secretarial support is expensed over 10.5 months.

The following charts include the year-to-date actual information on the Annual Facilities Grant, the Local Capital Fund, and the Bylaw Capital.

## Annual Facilities Grant – March 31, 2019

### AFG Funding

Deferred Capital from PY	\$	66,446
Bylaw Capital for CY	\$	976,998
SP Revenue for CY	\$	249,513
<b>Total Funding Available</b>	<b>\$</b>	<b>1,292,957</b>
2018-19 AFG Spend YTD	\$	981,373
2018-19 Outstanding PO's	\$	357,081
<b>2017-18 Estimated AFG Remaining</b>	<b>\$</b>	<b>(45,496)</b>

## Local Capital Summary – March 31, 2019

Project	Opening	Reclass	Appropriate *	YTD Expense	Balance
Bus Fleet	(47,983)		14,248	33,734	(0)
Classroom Furniture Replacement	(50,000)		25,000		(25,000)
Dewdney Renovations	29,258	(29,258)			-
Facilities Equipment	(84,301)			4,751	(79,550)
Ferndale	(62,332)		1,112	61,220	0
MSS Science Labs	25,216	(25,216)		0	0
Photocopiers	(81,629)		61,629		(20,000)
Portables	(555,807)		154,592	305,809	(95,406)
Riverside Upgrades	(100,000)		100,000		-
School Improvements	(175,813)			98,508	(77,305)
Solar Panels	(6,065)		1,806	4,259	(0)
Stave Falls	89,537	(89,537)		0	0
Technology Improvements	(276,044)			-	(276,044)
Telecom Systems	(31,271)				(31,271)
Unallocated	(392,075)	159,581	110,633		(121,861)
White Fleet	(99,028)	(15,571)		114,599	-
Workorder Systems	(130,980)		130,980		(0)
<b>TOTAL</b>	<b>(1,949,319)</b>	<b>-</b>	<b>600,000</b>	<b>622,882</b>	<b>(726,437)</b>

\* Appropriation to Operating Fund per 18/19 Amended Budget, pending Board Resolution

**Bylaw Capital Summary – March 31, 2019**

<b>Project</b>	<b>Budget</b>	<b>Expense To Date</b>	<b>Outstanding PO's</b>	<b>Budget Remaining</b>	<b>Draws To Date</b>
Bus	296,062	296,062	-	-	296,062
Deroche - Playground	90,000	90,000	-	-	90,000
Dewdney - Boiler	345,000	205,587	29,135	110,279	345,000
HMS/WH - LED lighting	55,000	14,998	-	40,002	55,000
MSS - HVAC	290,000	23,929	102,616	163,455	290,000
MSS - Roofing (17/18)	232,518	195,474	20,734	16,311	232,518
Silverdale - Roofing	490,000	335,897	51,680	102,423	490,000
West Heights - Roofing	-	317,652	160,947	(478,599)	-
	<b>1,798,580</b>	<b>1,479,598</b>	<b>365,111</b>	<b>(46,129)</b>	<b>1,798,580</b>

**Strategic Priority:**

The strategic plan addresses the Board’s goal to be fiscally responsible. Reviewing the financial activity of the organization on a regular basis will ensure the board has oversight.

**Policy, Regulation, Legislation:**

The Province has provided support resources for School District’s on Financial Governance and Accountability. Regular oversight and review of financial information is an integral part of the Board’s responsibility. Putting policy in place to support this oversight will be an integral part of meeting the Board’s responsibility.

**Public Participation:**

The presentation of this financial information is within the inform category of the IAP2 framework of public participation.

**Implementation:**

No action is required. However, a section will be added to the website for monthly financial reports.

**Attachments:**

Financial Summary Report – February 28, 2019

FINANCIAL SUMMARY REPORT

FEBRUARY 28, 2019

	BUDGET	ACTUAL	DIFFERENCE	ACTUAL TO BUDGET
=====				
REVENUE				
REVENUE	69,834,848.71-	42,862,956.21-	26,971,892.50-	61.38%
AFG	249,512.00	664,072.35	414,560.35-	266.15%
	-----	-----	-----	-----
	69,585,336.71-	42,198,883.86-	27,386,452.85-	60.64%
	=====	=====	=====	=====
INSTRUCTION				
REGULAR INSTRUCTION	38,869,472.64	20,325,863.10	18,543,609.54	52.29%
CAREER PREPARATION	1,415,600.00	915,346.74	500,253.26	64.66%
LIBRARY SERVICES	1,088,403.72	699,771.99	388,631.73	64.29%
COUNSELLING	1,336,220.00	831,517.84	504,702.16	62.23%
SPECIAL EDUCATION	8,132,210.00	6,525,319.62	1,606,890.38	80.24%
ENGLISH AS A 2ND LANGUAGE	684,380.00	481,634.21	202,745.79	70.38%
ABORIGINAL EDUCATION	1,455,190.00	893,271.77	561,918.23	61.39%
BUSINESS ADMINISTRATION	5,333,210.00	3,389,768.69	1,943,441.31	63.56%
SUMMER SCHOOL	0.00	18,422.64	18,422.64-	0.00%
OFF SHORE STUDENTS	847,750.00	633,400.64	214,349.36	74.72%
OTHER	213,190.00	162,551.36	50,638.64	76.25%
	-----	-----	-----	-----
	59,375,626.36	34,876,868.60	24,498,757.76	58.74%
	=====	=====	=====	=====
ADMINISTRATION				
EDUCATIONAL ADMINISTRATION	1,049,510.00	667,869.58	381,640.42	63.64%
SCHOOL DISTRICT GOVERNANCE	180,313.00	137,231.18	43,081.82	76.11%
BUSINESS ADMINISTRATION	1,602,741.00	1,120,780.85	481,960.15	69.93%
	-----	-----	-----	-----
	2,832,564.00	1,925,881.61	906,682.39	67.99%
	=====	=====	=====	=====
OPERATIONS & MAINTENANCE				
BUSINESS ADMINISTRATION	699,127.00	458,035.08	241,091.92	65.52%
MAINTENANCE OPERATIONS	5,257,500.00	3,373,534.54	1,883,965.46	64.17%
MAINTENANCE OF GROUNDS	523,100.00	321,276.56	201,823.44	61.42%
UTILITIES	1,134,000.00	587,698.87	546,301.13	51.83%
	-----	-----	-----	-----
	7,613,727.00	4,740,545.05	2,873,181.95	62.26%
	=====	=====	=====	=====
TRANSPORTATION & HOUSING				
BUSINESS ADMINISTRATION	130,900.00	87,570.83	43,329.17	66.90%
STUDENT TRANSPORTATION	1,001,082.26	525,131.40	475,950.86	52.46%
	-----	-----	-----	-----
	1,131,982.26	612,702.23	519,280.03	54.13%
	=====	=====	=====	=====
	-----	-----	-----	-----
	1,368,562.91	42,886.37-	1,411,449.28	-3.13%
	=====	=====	=====	=====

**ITEM 6.2      Information**

TO:                Committee of the Whole  
FROM:            J. Marshall, Transportation Manager  
SUBJECT:        Bus Driver Training

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**Summary:**

The following information is an update on efforts related to a plan for improved and continuous bus driver training in the School District:

- Currently I am working on putting together a Transportation Driver Training Manual. The hope is to have this manual approved and in place for September 2019. This manual will be continuously reviewed and updated. The Driver Training Manual will be reviewed with all current Bus drivers at the beginning of each school year.
- All new hires will be given 40 hours of on the job training, at which time this manual will be reviewed with them. This is an addition of 20 hours currently given to all new drivers.
- Upon approval I would like to provide a Defensive Driving or Winter Driving course to all drivers at the Pro-D in October. This would be offered by an outside company at a cost of approximately \$2000.

**ITEM 6.3 Information**

TO: Committee of the Whole  
FROM: S. McLeod, Principal  
SUBJECT: Stave Falls Update

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**Summary:**

The official opening ceremony for Stave Falls Elementary School is scheduled for Wednesday September 4, 2019. In addition, Stave Falls Elementary will be hosting a Homecoming event in partnership with Mission Community Days. This event is scheduled for September 27, 2019. The School District is in the process of sharing the Save-the-Dates with partner groups and community groups.

Year to Date Operating Expenses – Stave Falls Elementary

**Mar 31, 2019**

	<b>2018-19 YTD</b>
	<b>Mar 31, 2019</b>
Salaries	89,891.93
Benefits	17,482.57
Services	2,187.42
Supplies	304.95
Utilities	9,253.12
<b>Total</b>	<b>119,119.99</b>

Facilities progress Update

Facilities are working on the interior paint and storage removal. The audio-visual room is complete and ready for IT to convert the space into a Server Room.

1. Interior Lighting Control is 90% complete.
2. Audio Visual Room is 100% complete
3. Building Automation Controls Version 3 Hardware Upgrade and VAV Rebuild 85% complete
4. IT communication room preparation 30%
5. Interior Painting 50%
6. Interior Cleaning 40% complete
7. Storage removal 40%
8. Flooring preparation and carpet removal 65%
9. Exterior Lighting Replacement 75% complete
10. Ventilation System Cleaning at 85% complete
11. Grounds (Site Preparation) 25% complete

April Update from Principal Sue McLeod:

- We have had 2 meet and greets over Spring Break: “Leprechaun Traps” at SFES and Cops for Cancer Kick off at Hayward Lake. We will be scheduling another one after Easter.
- We conducted tours from childcare operators and the selection process is in progress. When the process is complete, the successful candidate will be announced
- A posting for Principal of Stave Falls Elementary has been uploaded to Make a Future and shared through various social media sites
- Our registration numbers are below

Registration as of April 4, 2019. Total students coming to Stave next year = 34

K= 9  
Gr 1=4  
Gr 2 = 3  
Gr 3 = 6  
Gr 4 = 5  
Gr 5 = 3  
Gr 6 = 4

9 current Silverdale students (not included in this total) reside in Stave Falls catchment and have applied for Cross boundary into Silverdale next year

**Attachments:**

1. Save-the-Dates information



# Mission Public Schools

Official Opening Ceremony for  
Stave Falls Elementary

## SAVE THE DATES

The official opening ceremony for Stave Falls  
Elementary School is Wednesday, September 4, 2019.  
Ceremony start time to be determined.

In addition to the official ceremony, Stave Falls Elementary is hosting a Homecoming event on September 27, 2019. This event will be partnered with Mission Culture Days. More information about both events will be updated on the school's website ([stavefalls.mpsd.ca](http://stavefalls.mpsd.ca)) as it becomes available.

**ITEM 6.4      Information**

**File No. 1120.42/45**

TO:                Committee of the Whole  
FROM:            C. Becker, Secretary Treasurer  
SUBJECT:        Trades & Training and Trustee Remuneration Committee Update

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**Summary:**

- An advertisement was published in the Mission City Record on March 22, 2019 for both committees.
- The information is displayed on the district website as a feature story and pushed to all school websites and district departments. As well, the information is displayed under the News & Announcement page on the district website.
- The information was shared with the District of Mission.
- The information was shared with the Mission Chamber on the members portal and will be emailed in their Newsletter.
- An email was shared with the Mission Rotary about the Trustee Remuneration Task Force.
- The office has received 4 completed Trades Training Committee applications. No applications have been submitted for the Trustee Remuneration Task Force, however, there has been some inquiry.

**ITEM 6.5      Action**

TO:                Board of Education  
FROM:            A. Wilson, Superintendent  
SUBJECT:        Summit Learning Centre

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**Recommendation**

**That the following resolution be forwarded to the April 16, 2019 Board meeting for consideration.**

**Resolution:**

**That the Elementary component of the Summit Learning Centre distance education program be cancelled effective June 30, 2019.**

**Rationale:**

The number of elementary children enrolled in the distance learning program at Summit Learning Centre has consistently declined year over year. The projection for elementary students at Summit is expected to decline further in 2019/2020. Currently, the revenue for the Elementary program just covers the cost of providing the program, and does not contribute to the common costs of the organization.

**Background**

Recently, senior management met with Summit Administration to discuss the issue and challenges of continuing to support an elementary distance learning program at Summit Learning Centre.

During the meeting, it was shared that K-6 enrolment numbers have been a concern over the past several years. As of February 28, 2019, K-3 enrolment was 19 students and grades 4-6 was 20 students. These are low numbers given that students are home-schooled. The teacher's role is to provide support to parents who carry out curriculum delivery. Factors for the decline include program delivery, the amount of face to face time compared to neighbouring districts, and increased competition.

The costs associated with the K-6 program aren't limited to enrolment concerns. There are additional costs including clerical, educational assistant, and learning resources that are committed to the program. As well, the program receives an ArtSmarts budget of \$40,000 a year, which is primarily used by the K-6 students. It was also noted that the current elementary learning resources, if dispersed, may provide another classroom space.

If a decision were made to eliminate the K-6 program, current students could attend Abbotsford's distance learning program or enroll in one of our elementary schools. It was noted that parents often move between online schools and don't necessarily commit to Summit Learning for their entire educational program.

The loss of these students and the possible reduction of a teacher, a secretary, an E.A., ArtSmarts Budget, Learning Resources Budget, Classroom rental opportunity etc., would need a full financial analysis for budget considerations. A preliminary financial analysis follows:

Financial Summary

**Summit Elementary (K-6) Program Review**

Mar 26, 2019

	<b>FTE</b>			<b>18/19</b>	<b>Estimated</b>	<b>FTE Estimated</b>
	<b>Loss</b>	<b>Rate</b>	<b>\$</b>	<b>1701</b>	<b>Retention</b>	<b>To Leave</b>
				<b>FTE</b>	<b>%</b>	<b>District</b>
<b>Revenue Reduction</b>						
K-6 Sep Enrolment Loss	-31	6,100	(189,100)	41	25%	31
K-6 Feb Enrolment Loss	-7	3,050	(21,350)	9	25%	7
K-6 May Enrolment Loss	-4	2,033	(8,132)	5	25%	4
			<u>(218,582)</u>			
<b>Expense Reduction</b>						
Teachers	-1	95,570	(95,570)			
EA	-1	36,200	(36,200)			
Clerical	-0.5	51,200	(25,600)			
Allotments			(10,000)			
Art Smarts			(40,000)			
Learning Resources			(15,000)			
			<u>(222,370)</u>			
<b>Net Gain (Loss)</b>			<b>3,788</b>			

\* 1701 count for May is projected  
 \* 67% of K-6 kids live in Mission (per MyEd extraction data - Mar 26, 2019)

**ITEM 7.1      Action**

TO:                Committee of the Whole  
FROM:            A. Wilson, Superintendent of Schools  
SUBJECT:        Request for Morning Daycare in Schools

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**Recommendation:**

**That the Board consider the following Resolution:**

**That the Board direct staff to conduct a survey of parents regarding the need for morning childcare in Mission and to return the results to the June Committee of the Whole meeting.**

**Summary**

At the March DPAC meeting, the attendees discussed supporting a survey of parents regarding the need for morning daycare in Mission Schools. The Board received an email from a parent, suggesting that it is the School District's responsibility to prepare a survey regarding childcare and that it is the School District's responsibility to organize morning daycare in Mission Schools.

This would need to be followed by an analysis of current space availability, conversion potential of space to be appropriate for daycare, and possibly addition of portables or temporary spaces to school grounds. Access to external funding services for these spaces would also be researched. Finally, a review of any administrative or structural impacts would need to be considered.

Currently, the School District supports Childcare operators in most of our schools. The School District does not provide nor coordinate the provision of childcare as this is outside the direct mandate of providing education to students. As such, it is imperative that the Board consider the request and advise if this is a project that the Board would like the organization to take on.

**ITEM 7.2      Information**

TO:                Committee of the Whole  
FROM:            A. Wilson, Superintendent of Schools  
SUBJECT:        Menstrual Products in Schools

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**Summary:** School District 40 (New Westminster) recently passed a motion to provide free feminine hygiene products to students. This has prompted further conversations throughout the province on this issue. The Superintendent will provide a verbal update and provincial perspective on the issue of providing menstrual products to students.

**Background:** Mission Public Schools currently provides free products on request, but also has coin operated machines installed in washrooms. This practice is common across the province – both free and at cost products are available. In some schools free products are available at counselling centres and at others in the main office. In either case, it does require the student to request access.

Recent provincial conversations may provide a number of options for the Board to consider.

**ITEM 7.3      Information**

TO:                Committee of the Whole  
FROM:            R. Cairns, Vice-Chair  
SUBJECT:        Inclusion Walkway

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**Recommendation:**

That Mission Public Schools paint the entrance area in front of the Administration Building as an 'Inclusion Walkway' (rainbow colours) similar to many crosswalks and sidewalks in other communities.

**Rationale:**

This would indicate the Board of Education's support of SOGI 123 and human rights for all students and employees. It also continues the philosophy of public education for safe, inclusive school environments for everyone and valuing people for who they are. Reference: Policies 25 (Respectful Schools), 26 (Sexual Minority/Sexual Orientation), and 29 (Safe, Caring, and Healthy Schools)

**Analysis and Impact:**

The approximate cost for this, labour and materials, is \$2000 for the front entrance. Painting the rear area in addition would be a similar or slightly lower cost.

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

February 19, 2019, 2:30 pm  
District Education Office, 33046 4th Avenue, Mission, BC

**Members Present:** Board Chair Tracy Loffler  
Vice Chair Randy Cairns  
Trustee Rick McKamey  
Trustee, Julia Renkema

**Members Absent:** Trustee Shelley Carter

**Staff Present:** Superintendent of Schools, Angus Wilson  
Secretary Treasurer, Corien Becker  
Assistant Superintendent, Larry Jepsen  
Director of Student Services, Carolynn Schmor  
District Principal of Aboriginal Education, Joseph Heslip  
Executive Assistant Aleksandra Zwierzchowska (Recorder)

**Others Present:** Principal Linda Ziefflie, MPVPA  
Principal Lynn Cummings, MPVPA  
CUPE President Faye Howell, and  
Principal of Innovation Colleen Hannah.

**2. ADOPTION OF AGENDA**

MOVED and Seconded that the Agenda be adopted as presented.

**CARRIED**

**3. UNFINISHED BUSINESS**

**3.1 YTD Comparison Information - Dec 31, 2018**

An amended copy of the year-to-date comparisons was distributed at the start of the meeting. The year-to-date figures outlined in the agenda include the Special Purpose which may be confusing as the budget discussions have focused on operating funds. As such, an amended copy was prepared. An overview was provided to the Committee regarding year-to-date comparisons.

### 3.2 International Program Summary

The Secretary Treasurer advised that there is one accounting change related to the operating expense and how it was recorded on the balance sheet. It is now recorded on the income statement which has a zero-affect change.

Q: What positions are included in the salaries line for Support Staff?

A: Two Clerical staff, Home-Stay Coordinator, Manager, one Education Assistant, International Support Teacher, and the Assistant Superintendent oversees the department at a senior level.

Q: Why has the average tuition fee decreased?

A: The fees themselves have not changed, the change reflects an accounting adjustment. In the past, medical fees were accounted on the balance sheet. At the end of the year, there are adjustments that may affect the final figure.

### 3.3 Amended Budget 2018/19

MOVED and Seconded that the Budget Bylaw be presented at a Special Committee of the Whole for final review and consideration.

#### **CARRIED**

The Secretary Treasurer advised that the report cover has not changed since the last meeting on February 13, 2019.

A question was asked regarding funding for remedy. Clarification was provided that funding comes from the Classroom Enhancement Fund.

## **8. ADJOURNMENT**

MOVED and Seconded that the Board adjourn the meeting.

#### **CARRIED**

The meeting adjourned at 3:31 pm.

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Chairperson

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Secretary Treasurer

**School District #75 (Mission)**

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

**March 5, 2019, 3:30 pm**

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

**Members Present:** Board Chair, Tracy Loffler  
Vice-Chair, Randy Cairns  
Trustee, Julia Renkema

**Members Absent:** Trustee, Shelley Carter  
Trustee, Rick McKamey

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

**Others Present:** Indigenous Mentor Teacher - Peggy Janicki, Counsellor -  
Dan Theissen, Laura Wilson, MTU President - Janise  
Nikolic, MTU VP - Ryan McCarty, CUPE President Faye  
Howell, Principal Wade Peary, DPAC Co-Chair - Chantel  
Morvay-Adams, and Principal Susan McLeod.

**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**

MOVED and Seconded that the Agenda be adopted as presented.

**CARRIED**

A request was made to re-order item 7.2 and move it up to item 4.2. The Director of Student Services distributed additional handouts related to the update on the Mental Health Symposium.

### **3. DELEGATIONS/PRESENTATIONS**

### **4. CURRICULUM**

#### **4.1 Monthly Curriculum Update**

The District Principal of Aboriginal Education introduced Peggy Janicki, Indigenous Mentor Teacher who provided a presentation on her involvement with Aboriginal Education initiatives in the School District.

The Director of Student Services and the Assistant Superintendent provided information on the Level B assessment for French Immersion students, MSS Competency, Career Education Plans for grades 7-12, Art Workshop for Elementary Teachers, and the Transition Fair.

#### **Item 4.2 - Mental Health Symposium Update**

The Director of Students Services provided an overview on the Mental Health Symposium which focused on mental health initiatives in schools.

Q: How will Staff involve students' feedback regarding the mental health curriculum?

A: A meeting is scheduled for tomorrow (March 6, 2019) to begin the planning stages.

A comment was made that Child and Youth Mental Health Day is happening on May 7, 2019.

DPAC made a request to be included on any updates regarding mental health initiatives in the School District.

### **5. UNFINISHED BUSINESS**

#### **5.1 Feedback on FMR recommendations**

The Board Chair referred to the handout that was distributed at the start of the meeting.

For question one, the Board commented on recommendations 1,2,5,6,8,19 and 20 as important items to the School District.

The Board emphasized that recommendations 6 and 8 are a priority for the School District. Other recommendations that the School District would like implemented sooner are 1,2,5,9 and 15.

The Board agreed that recommendations 6 and 8 are the most complex to implement.

## 6. STAFF REPORTS

### 6.1 2019-2020 District Calendar - Draft

MOVED and Seconded that 2019-2020 School Calendar be forwarded to the Public Board Meeting on March 12, 2019.

#### **CARRIED**

The Superintendent advised that District staff have met to discuss the calendar and established preliminary dates. Clarification was provided that all instructional hours are included.

### 6.2 Stave Falls Elementary Update

Principal Sue McLeod provided an update on advertisement efforts and advised that there is approximately 40 students registered to attend the school.

### 6.3 Riverside College

Principal Wade Peary provided an update on the curriculum initiatives happening at Riverside College.

A question was asked regarding the trade sampler. Clarification was provided that the trades sampler is a semester long program and that the school needs more registrations to proceed.

A comment was provided that Riverside College and Summit Learning Centre are the only two options in the School District for Continuing Education.

## 7. NEW BUSINESS

### 7.1 BC Tripartite Education Agreement

The Superintendent provided an overview of the Tripartite Education Agreement and advised that Leq;a'mel is interested in a Local Education Agreement (LEA). Once the draft LEA is available, the agreement will be shared with the SD.

What is our responsibility to provide access to sports, arts, and other extra curriculum activities?

The School District needs to plan busing around the sports schedule to provide adequate access.

Clarification was provided that the Student Transportation Application deadline has been extended to March 31, 2019.

Will this agreement factor in Education Assistants that provide transportation to students?

All transportation options are being discussed.

## 7.2 Early Years Grant Proposal

The Assistant Superintendent advised the Committee that the School District will receive approximately \$200,000 in grant monies to support children and families in Mission.

## 7.3 Trades Training Advisory Committee

MOVED and Seconded that the terms of reference for a Trades Training Advisory Committee be reviewed and forwarded to the March Board meeting for consideration.

### **CARRIED**

A question was asked why teachers are not included as potential Committee members?

The terms of reference is presented as a draft and nothing has been finalized. Clarification was provided that MTU would have to agree that the Board would be selecting the teacher for the Committee.

What are the parameters for selecting the three members at large?

There would be a call for proposals for people to apply for these positions.

A question was asked why there is only one Board member on the Committee?

The Board meeting procedures specifies one Board member minimum. All Trustees can attend the meeting. Lastly, all the Committee's recommendations are brought to the Board for consideration.

A recommendation was brought forward to change the number meetings per year. The Board agreed that the Committee shall meet once every three (3) months. In addition, the Board agreed on a two-year term for the Committee and that the Committee shall report to the Board no later than June each year. A draft copy of the minutes is to be submitted to the Board 30 days following the meeting. Approved minutes are to be submitted to the Board office 30 days following approval.

7.4 Trustee Remuneration Task Force

MOVED and Seconded that the terms of reference for the Trustee Remuneration Task Force be reviewed and submitted to the March Board meeting for consideration.

**CARRIED**

In September, the Board requested staff to determine a review process for Trustee remuneration and obtain input from outside the organization. The draft terms of reference is presented for review and consideration.

The Board requested that the terms of reference be updated to provide clarification that the positions are voluntary without pay.

**10. ADJOURNMENT**

MOVED and Seconded that the Board adjourn the meeting.

**CARRIED**

The meeting adjourned at 5:54 PM.

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Chairperson

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Secretary Treasurer

**DPAC Meeting Minutes March 11, 2019**  
**Held at ES Richards Elementary School**

**Meeting Commenced:** 7:01pm

**Meeting Facilitator:** Chantelle Morvay-Adams

**Attendees Present:** (See Bottom)

Acknowledgement that the meeting takes place within the traditional, ancestral, unceded and shared territories of the Leq'á:mel, Matheqwí, Qwó:ltl'el and Sq'éwlets peoples.

**Adoption of January Minutes:**

*Motion to discuss by Laura, Candace Seconds* No changes.

*Motion to adopt minutes as presented by Destinee, Lori Seconds*

**Adoption of Agenda:**

*Motion to discuss March Agenda by Laura, Second Candace*

Changes to March Agenda : Presentation postponed due to presenters not in attendance.

*Motion to accept updated March agenda by Laura, Lori Seconds.*

**Correspondence:**

- Email from Rick Hansen Foundation
- Racing with Autism National Tour Info

**Superintendent's Report: Angus Wilson:**

- Snow Days - minimal negative feedback received
- Grad Program presentation - online BC Grad Program at Provincial Website.
- BC School Sport AGM- 4 people attending on SD75 behalf to vote on sports team requirements
- Teacher Shortage/Hiring progress update- Agreement in place to use uncertified teachers during shortages(extremely rare), an additional HR person has been hired, targeted marketing to education fairs, brought student teachers in from UNBC, incentives to teachers coming into district
  - Throughout Fraser Valley districts there are shortages in French, Science, Math

**Chair's Report:**

- High school fighting/incidents at Mission Leisure Centre skate park - ongoing discussions between MSS/MLC/RCMP Liaison - MSS VP attending MLC/Macs etc. during lunch break to increase supervision - District of Mission staff have been included in ongoing discussions and planning
- Samantha Strange - Sexual Education for your children - Parent presentation was great with approximately 30 in attendance. A second date will be planned for May.
- SOGI123 Info night was well attended and helped to dispel myths about this new resource for educators

- Funding Model Review - committee meetings are in progress and moving forward

**Treasurer's Report:**

- Chequing Account:
  - Opening Balance: \$3,553.53
  - Closing Balance: \$3,553.53
- Gaming Account:
  - Opening Balance: \$4,270.12
  - Closing Balance: \$3,884.67
  - \$96.70 Leisure Centre - Room Rental came out*
  - Outstanding: \$60 Deroche Travel Reimbursement, \$300 S. Strange Presentation*
  - \$250 - MACL Presentation - Balance Remaining \$3274.67*

**Communications Report: No report given**

**Ongoing Items:**

- Parent Education Seminars
  - April - Cathy McMillan - Dyslexia BC Founder - Presentation - The Big Picture - Rethinking Dyslexia - 52min film - \$200

*Lori Motions to book Cathy McMillan for April 4, 2019 at \$200. Sheneal second. Vote. Passes Unanimously.*

- May - Samantha Strange - Booking a second presentation

*Lori motions to book Samantha Strange for a second presentation for a TBD date in May for \$300. Laura seconds. Vote. Passes unanimously*

- Discussion regarding bringing a bigger name such as George Couros and Alyson Schafer to spend our Gaming Grant from this year. After discussion it was decided to do further investigation into some options for presenters on mental health. Further discussion at the April DPAC meeting.
- Bylaw and Constitution Updates - to be discussed at April DPAC Meeting

**New Business:**

- Providing Roberts Rule for SD75 PACs - Dionne Hairsine presenting
  - 5 Options available - Roberts Rules 11th Edition and Roberts Rules for Dummies are two best options- both may be valuable to PAC members
  - Available for purchase from Black Bond with 20% discount
  - 21 copies needed - one per PAC, 3 copies for DPAC executive

*Motion to spend \$770 plus tax to purchase 21 copies of Roberts Rules 11th Edition and Roberts Rules for Dummies from Black Bond Books at Mission Junction from Destiny, second from Laura. Vote. Passes unanimously.*

- Before School Care Update - Maureen Sinclair, Director, Parks and Recreation, emailed Julie Bond that they are prepared to consider the request but are not yet in a position to be seeking operating funding. There are a number of considerations and capacity questions that we will need to review first off and this will take some time.
  - Julie will gather more information about interest level of local parents.
- Stave Falls Elementary Re-opening - current enrollment is 43 students - mostly primary aged. Catchment set as old Stave Falls Catchment. Opening moving forward on schedule.
- Districts Requirements according to law and human rights code on providing a seat at a specific school vs. in the district - the school district is obligated to provide a school program not a specific seat location. A designation will not limit the school, it may affect what class they are placed in. Physical space is usually the main limitation when students are not enrolled in their catchment school mid-term.

**Adjournment:**

Motion to adjourn by Destiny, second by Lori. Adjourned at 9:32pm.

Next Meeting: April 8, 2019 at West Heights Elementary

**Attendees:**

*Christine Morrison: Chantelle Morvay-Adams; Cherry Hill: Shannon Duplissie, Julie Bond; HPMS: Sheneal Anthony; Albert McMahon: Cheryl Blondin, Kerridan Dougan; MSS: Dionne Hairsine; HMS: Lori McComish, Candace Koch; ESR: Kirstin Heise, Sharon Widdows (Principal); Dewdney Destiny Cunningham; Mission Central: Laura Jenkins; Angus Wilson, Laura Wilson, ECD, MPSD; Gina McCarty, MTU; Randy Cairns, Trustee*

MISSION DISTRICT PARENT ADVISORY  
COUNCIL AND MISSION ASSOCIATION FOR  
COMMUNITY LIVING PROUDLY PRESENT:

TEACHING SOCIAL  
SKILLS TO KIDS  
WITH ASD  
WITH HARLEY LANG

KIDS NEED SOCIAL SKILLS TO BUILD FRUITFUL  
RELATIONSHIPS THAT HELP THEM LEARN AND  
THRIVE IN THEIR COMMUNITY., ATTENDEES  
WILL LEARN COMMONLY TAUGHT SOCIAL  
SKILLS AND INTERVENTIONS FOR CHILDREN  
LIVING WITH AUTISM SPECTRUM DISORDER.

WHEN: APRIL 10, 2019 6:30-8:30PM

WHERE: MISSION LIBRARY-33247 2ND AVENUE

RSVP: KERRIDAN.DOUGAN@MACL.BC.CA OR CALL  
(604) 826-9080 EXT. 280 TO RESERVE A SPOT!



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