

Board of Education Meeting (open to the public)

Agenda



School Presentation

Board of Education Meeting
February 16, 2016, 6:30 pm
Cherry Hill Elementary, 32557 Best Avenue, Mission, BC

1. CALL TO ORDER

The Board Chair will acknowledge that this meeting is being held on Traditional Territory.

2. ADOPTION OF AGENDA

3. APPROVAL OF MINUTES

Page

3.1 Board of Education Meeting Minutes, January 19, 2016 Action 1

4. REPORTING OUT FROM IN-CAMERA MEETING(S)

5. EDUCATION COMMITTEE

5.1 Report – Trustee Loffler Information 4

5.2 2016-2017 School District Calendar Action 5

5.3 Amended Annual Budget Bylaw Action 7

5.4 Policy #25: Respectful Schools Harassment and Anti-Bullying Action 24

5.5 District Parent Advisory Council Update Information 31

6. COMMITTEE/TRUSTEES REPORTS

7. QUESTION PERIOD

Questions asked must be related to items discussed on the Agenda. Personnel, land and legal issues will not be discussed.

8. ADJOURNMENT

Board of Education Meeting
January 19, 2016, 6:30 pm
Fraserview Learning Centre, 32444 7th Avenue, Mission, BC

Members Present:

Chair Rick McKamey	Superintendent Bill Fletcher
Vice-Chair Tracy Loffler	Secretary Treasurer Wayne Jefferson
Trustee Randy Cairns	Assistant Superintendent Randy Huth
Trustee Shelley Carter	Executive Assistant Tracy Orobko (Recorder)
Trustee Jim Taylor	

Absent:

Director of Instruction, Curriculum/Assessment, Larry Jepsen

1. Call to Order

The meeting was called to order at 6:30 p.m. by the Board Chairperson. The Chair thanked Matsqui First Nations for the use of their traditional territory for the meeting and recognized that we are on Sto:lo Traditional Territory. The Chair further acknowledged that Kwantlen, Leq'a:mel and Scowlitz First Nations also hold traditional territory within the School District boundaries.

2. Adoption of Agenda

Item 6.2: The Board Chair acknowledged the additional revised handout available.

MOTION (SC/TL)

THAT the Agenda be approved as circulated.

CARRIED

3. Approval of Minutes

MOTION (SC/TL)

THAT the Board of Education meeting minutes of December 15, 2015, be approved as presented.

CARRIED

4. Reporting Out From In-Camera Meeting

- Nothing was reported out

5. Chair of the Board

The Board Chair introduced the matter.

MOTION (TL/RC)

THAT the Board of Education approve the 2016 Trustee Committee / School Liaison Appointments as presented.

CARRIED

6. Education Committee

Trustee Loffler reported on the January 5, 2016 Education Committee meeting: Presentation from C. Novotny (FV Regional Library), “it’s a Crime not to read” – a partnership with the RCMP where members will attend schools reading to grade 3 students (English and French both available).

A curriculum update was provided and a presentation was made by teacher librarians, Ann Titford, Heather Brooks and Jennifer Lane on the Siwal Si’wes digital library: a platform for digital resources for educators to access aboriginal resources in addition to working on a digital learning commons for everyone; JEAC (Joint Education Advisory Committee), met working collaboratively on the new curriculum; Policy #41 Protection of Confidential Information, was shared; and French Immersion boundaries plan was shared with stakeholders.

MOTION (SC/JT)

THAT the Board of Education received the Education Committee Report for information.

CARRIED

French Immersion Catchment Boundaries 2016-2017

Asst. Superintendent, R. Huth spoke to the importance of establishing two balanced French Immersion schools with similar bell schedules and referred to the revised handout. The next steps involve a letter being sent home by the end of the week. Discussion ensued.

The Board thanked parents for their input and feedback during the collaborative process and staff for their work to resolve the matter of long term solution.

MOTION (RC/TL)

THAT the Board of Education adopt the Superintendent of School’s recommendation to implement the attached Elementary French Immersion school catchment boundaries for Ecole Christine Morrison and Ecole Mission Central for the 2016-2017 school year ensuring the Board’s education goals and guiding principles for the two dual-track schools are also met.

CARRIED

Policy #41: Protection of Confidential Information

MOTION (RC/SC)

THAT the Board of Education receive proposed policy #41, *Protection of Confidential Information*, for information and approval to begin the next step of forwarding it to the stakeholders: District Parent Advisory Council (“DPAC”), Principals’ and Vice-Principals’ Association (“PVPA”), Canadian Union of Public Employees (“CUPE”), and the Mission Teachers’ Union (“MTU”) for review and input on the School District website for thirty (30) days.

CARRIED

District Parent Advisory Council Update

The next District Parent Advisory Council is scheduled for January 25th at 7:00 pm in the Library at Mission Secondary School.

7. Committee/Trustee Reports

The Chair and Trustees reported on:

- MTU Social;

- French immersion discussions;
- Chinese delegates;
- Siwal Si'wes on Tuesday. Acting District Principal, Joe Heslip chaired the meeting (cultural days in schools); aboriginal enhancement schools network; inquiry based projects; family schools of dinner; aboriginal gardens at Mission Central; and
- Recruitment process for Superintendent and Secretary Treasurer is ongoing.

8. Question Period

Questions asked must be related to items discussed on the Agenda and related to the Agenda. Personnel, land and legal issues will not be discussed.

A question was asked regarding French Immersion and the process to change timetables to the school. Answer: *School Act S. 87.01* - required to be used for the regulation around the calendar changes. The Superintendent will continue with consultation at schools and the MTU, and could be implemented for the 2016/2017 school year.

A question was asked regarding French Immersion balancing and a timeline for either success or failure of balancing. Answer: Boundaries are reviewed on a regular basis, not just French Immersion. The only word the Board knows is 'success'; efforts have been made to improve Mission Central. The Board is committed to two successful equitable dual track schools. The District of Mission Council is also working towards creating success.

A question was asked regarding taking into consideration special situations ie: special needs. Is there room for special needs for consideration under the amendment? Answer: the motion tonight puts a definite line for kindergarten students for 2016 onward. There are policies for specific matters. The language does not state that in no way there would be hard lines for special circumstances. Past policies have not been struck down.

A question was asked if the letter for parents has been written and if so, would staff consider framing the language as an opportunity to re-balance the two schools. School of Champions group continue to work actively on school grounds (and area) improvements.

A question was asked as to how the liaison and membership appointments are made. Answer: the list is sent out to Trustees who are asked to provide their first/second choices. It then falls on the Board Chair's shoulders to balance out. All Trustees are welcome to attend any one of the liaison schools/committee meetings.

9. Adjournment

MOTION (JT/SC)

THAT the meeting adjourn at 7:44 pm.

CARRIED

Chairperson

Secretary Treasurer

ITEM 5.1 Information

TO: Board of Education
FROM: Education Committee
SUBJECT: Report – Trustee Loffler

Recommendation

THAT the Board of Education receive Trustee Loffler’s verbal Education Committee report for information.

ITEM 5.2 Action

TO: Board of Education
FROM: Education Committee
SUBJECT: 2016-2017 School District Calendar

Recommendation

THAT the Board of Education approve the proposed draft 2016-2017 School District calendar as presented, for implementation for the next school year following the one month notice period required by the *School Act*, Section 87.01(7).

Background/Rationale

The Board of Education approved at its last Regular Board meeting on January 19, 2016, the following motion:

“THAT the Board of Education adopt the Superintendent of School’s recommendation to implement the attached Elementary French Immersion school catchment boundaries for Ecole Christine Morrison and Ecole Mission Central for the 2016-2017 school year ensuring the Board’s education goals and guiding principles for the two dual-track schools are also met.”

With approval of the above motion, the Board has directed staff to create one uniform school calendar for next year to ensure the education goals and guiding principles expressed in the above motion are met.

As required by the School Calendar Regulations, staff has conducted the expected consultations as required under Section 5 of the Regulations and as required by Section 6 will be providing the thirty (30) days advance notice of the new proposed calendar before submission to the Ministry of Education on our School District website.

The proposed 2016-2017 School District calendar is attached to the Agenda.

2016/2017 School District Calendar

Schools Opening Day for Students	Tues. Sept. 6, 2016
Non Instructional Day	Fri. Sept. 23, 2016
Thanksgiving	Mon. Oct. 10, 2016
Provincial Professional Development Day	Fri. Oct. 21, 2016
Non Instructional Day	Mon. Oct. 24, 2016
Remembrance Day	Fri. Nov. 11, 2016
½ Day Assessment/Evaluation (PM only, Elementary, Middle, Secondary)	Thurs. Nov. 10, 2016
Parent/Student/Teacher Conferences (Elementary, Middle, Secondary)	Fri. Nov. 25, 2016
Last Day before Winter Break	Fri. Dec. 16, 2016
Schools Reopen	Tues. Jan 3, 2017
Family Day	Mon. Feb. 13, 2017
Provincial Professional Development Day	Fri. Feb. 17, 2017
½ Day Assessment/Evaluation (Elementary PM only)	Fri. Feb. 24, 2017
Parent/Student/Teacher Conferences (Elementary only)	Fri. Mar. 10, 2017
Spring Break	Mar. 13 - 24, 2017
Schools Reopen	Mon. Mar. 27, 2017
Good Friday.....	Fri. Apr. 14, 2017
Easter Monday	Mon. Apr. 17, 2017
½ Day Assessment/Evaluation (Middle, Secondary)	Thurs. Apr. 13, 2017
Parent/Student/Teacher Conferences (Middle, Secondary)	Fri. Apr. 28, 2017
Non Instructional Day	Fri. May 19, 2017
Victoria Day	Mon. May 22, 2017
Last Day of School for Students (Elementary, Middle, Secondary)	Thurs. June 29, 2017
Administrative Day	Fri. June 30, 2017

ITEM 5.3 Action

TO: Board of Education
FROM: Budget Committee
SUBJECT: Amended Annual Budget Bylaw

Recommendation

THAT the Board of Education approve the required three (3) readings for the Amended Annual Budget Bylaw 2015-2016 be carried out at one meeting of the Board.

Background/Rationale Information

In accordance with the requirements of the *School Act*, before it is passed, a Bylaw of the Board of Education ("Board") must be given three (3) distinct readings. The Board may not give a Bylaw more than two (2) readings at any one meeting unless the members of the Board who are present at the meeting unanimously agree to give the Bylaw all three readings at that meeting.

A reading of a Bylaw may, if a written or printed copy of a Bylaw is in the possession of each Trustee and is available to each member of the public in attendance at the meeting at which the Bylaw is to be read, must consist of a description of the Bylaw by (a) its title, and (b) a summary of its contents. If these copies are not available to Trustees and the public, then the Bylaw must be read out in full at each reading of the Bylaw.

Each Trustee and each member has a printed copy of the Amended Annual Budget Bylaw 2015-2016. Printed copies will be made available to the public at the regular meeting of the Board on February 16th. Therefore, a summary of the Bylaw will be provided for each reading.

The 2015-2016 Amended Annual Budget Bylaw is based on actual enrolments. The 2015-2016 preliminary budget presented in June 2015 was based on projected enrolments.

Recommendation

THAT the Board of Education give first reading of the Amended Annual Budget Bylaw 2015-2016 as attached. The total budget amount for the 2014-2015 fiscal year is \$64,913,246.

Recommendation

THAT the Board of Education give second reading of the Amended Annual Budget Bylaw 2015-2016 as attached. The total budget amount for the 2014-2015 fiscal year is \$64,913,246.

Recommendation

THAT the Board of Education give third reading of the Amended Annual Budget Bylaw 2015-2016 as attached. The total budget amount for the 2014-2015 fiscal year is \$64,913,246.

Amended Annual Budget

School District No. 75 (Mission)

June 30, 2016

School District No. 75 (Mission)

June 30, 2016

Table of Contents

Bylaw	1
Amended Annual Budget - Revenue and Expense - Statement 2	2
Amended Annual Budget - Changes in Net Financial Assets (Debt) - Statement 4	4
Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund - Schedule 1	5
Amended Annual Budget - Operating Revenue and Expense - Schedule 2	6
Schedule 2A - Amended Annual Budget - Schedule of Operating Revenue by Source	7
Schedule 2B - Amended Annual Budget - Schedule of Operating Expense by Source	8
Schedule 2C - Amended Annual Budget - Operating Expense by Function, Program and Object	9
Amended Annual Budget - Special Purpose Revenue and Expense - Schedule 3	11
Schedule 3A - Amended Annual Budget - Changes in Special Purpose Funds	12
Amended Annual Budget - Capital Revenue and Expense - Schedule 4	14

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

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 75 (MISSION) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2015/2016 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 Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 75 (Mission) Amended Annual Budget Bylaw for fiscal year 2015/2016.
3. The attached Statement 2 showing the estimated revenue and expense for the 2015/2016 fiscal year and the total budget bylaw amount of \$64,913,246 for the 2015/2016 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2015/2016.

READ A FIRST TIME THE 16th DAY OF FEBRUARY, 2016;

READ A SECOND TIME THE 16th DAY OF FEBRUARY, 2016;

READ A THIRD TIME, PASSED AND ADOPTED THE 16th DAY OF FEBRUARY, 2016;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 75 (Mission) Amended Annual Budget Bylaw 2015/2016, adopted by the Board the 16th DAY OF FEBRUARY, 2016.

Secretary Treasurer

School District No. 75 (Mission)

Statement 2

Amended Annual Budget - Revenue and Expense
Year Ended June 30, 2016

	2016 Amended Annual Budget	2016 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	5,894,500	5,736,500
Adult	7,000	2,000
Total Ministry Operating Grant Funded FTE's	5,901,500	5,738,500
Revenues	\$	\$
Provincial Grants		
Ministry of Education	56,428,180	54,293,930
Other	222,719	202,719
Tuition	1,630,000	1,181,225
Other Revenue	2,191,547	2,027,837
Rentals and Leases	135,000	135,000
Investment Income	100,000	80,000
Amortization of Deferred Capital Revenue	2,700,395	2,622,681
Total Revenue	63,407,841	60,543,392
Expenses		
Instruction	50,077,202	47,962,583
District Administration	2,327,134	2,343,201
Operations and Maintenance	9,862,186	9,367,974
Transportation and Housing	1,002,505	1,068,509
Debt Services		8,920
Total Expense	63,269,027	60,751,187
Net Revenue (Expense)	138,814	(207,795)
Budgeted Allocation (Retirement) of Surplus (Deficit)	618,756	
Budgeted Surplus (Deficit), for the year	757,570	(207,795)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	757,570	(207,795)
Budgeted Surplus (Deficit), for the year	757,570	(207,795)

School District No. 75 (Mission)
 Amended Annual Budget - Revenue and Expense
 Year Ended June 30, 2016

	2016 Amended Annual Budget	2016 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	55,517,404	53,559,932
Operating - Tangible Capital Assets Purchased	1,644,219	325,000
Special Purpose Funds - Total Expense	4,164,579	3,785,345
Capital Fund - Total Expense	3,587,044	3,405,910
Total Budget Bylaw Amount	64,913,246	61,076,187

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)

Amended Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2016

	2016 Amended Annual Budget	2016 Annual Budget
	\$	\$
Surplus (Deficit) for the year	<u>138,814</u>	<u>(207,795)</u>
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(1,644,219)	(325,000)
From Deferred Capital Revenue	<u>(2,367,258)</u>	<u>(1,093,793)</u>
Total Acquisition of Tangible Capital Assets	<u>(4,011,477)</u>	<u>(1,418,793)</u>
Amortization of Tangible Capital Assets	<u>3,587,044</u>	<u>3,396,990</u>
Total Effect of change in Tangible Capital Assets	<u>(424,433)</u>	<u>1,978,197</u>
Acquisitions of Prepaid Expenses	(200,000)	(150,000)
Use of Prepaid Expenses	<u>191,236</u>	<u>150,000</u>
	<u>(8,764)</u>	<u>-</u>
(Increase) Decrease in Net Financial Assets (Debt)	<u>(294,383)</u>	<u>1,770,402</u>

School District No. 75 (Mission)

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
Year Ended June 30, 2016

	Operating Fund	Special Purpose Fund	Capital Fund	2016 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	1,507,249		26,764,193	28,271,442
Changes for the year				
Net Revenue (Expense) for the year	1,025,463		(886,649)	138,814
Interfund Transfers				
Tangible Capital Assets Purchased	(1,644,219)		1,644,219	-
Net Changes for the year	<u>(618,756)</u>	-	<u>757,570</u>	138,814
Budgeted Accumulated Surplus (Deficit), end of year	888,493	-	27,521,763	28,410,256

School District No. 75 (Mission)

Schedule 2

Amended Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2016

	2016 Amended Annual Budget	2016 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	54,016,210	52,157,996
Other	200,925	180,925
Tuition	1,630,000	1,181,225
Other Revenue	460,732	400,220
Rentals and Leases	135,000	135,000
Investment Income	100,000	80,000
Total Revenue	56,542,867	54,135,366
Expenses		
Instruction	46,183,375	44,447,990
District Administration	2,327,134	2,343,201
Operations and Maintenance	6,004,390	5,700,232
Transportation and Housing	1,002,505	1,068,509
Total Expense	55,517,404	53,559,932
Net Revenue (Expense)	1,025,463	575,434
Budgeted Prior Year Surplus Appropriation	618,756	
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(1,644,219)	(325,000)
Other		(250,434)
Total Net Transfers	(1,644,219)	(575,434)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 75 (Mission)

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2016

	2016 Amended Annual Budget	2016 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	53,381,041	51,490,815
AANDC/LEA Recovery	(154,732)	(110,220)
Other Ministry of Education Grants		
Pay Equity	725,901	725,901
Carbon Tax Rebate	50,000	37,500
FSA	14,000	14,000
Total Provincial Grants - Ministry of Education	54,016,210	52,157,996
Provincial Grants - Other	200,925	180,925
Tuition		
Continuing Education	230,000	206,225
Offshore Tuition Fees	1,400,000	975,000
Total Tuition	1,630,000	1,181,225
Other Revenues		
LEA/Direct Funding from First Nations	154,732	110,220
Miscellaneous		
Pay for Service - Riverside	40,000	35,000
District of Mission - Clarke Theatre	110,000	110,000
Transportation Fees	116,000	105,000
Other	40,000	40,000
Total Other Revenue	460,732	400,220
Rentals and Leases	135,000	135,000
Investment Income	100,000	80,000
Total Operating Revenue	56,542,867	54,135,366

School District No. 75 (Mission)

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Source
Year Ended June 30, 2016

	2016 Amended Annual Budget	2016 Annual Budget
	\$	\$
Salaries		
Teachers	22,655,500	23,135,600
Principals and Vice Principals	3,194,200	3,000,100
Educational Assistants	4,781,700	4,409,300
Support Staff	5,844,490	5,602,490
Other Professionals	1,723,713	1,638,313
Substitutes	2,064,531	1,157,585
Total Salaries	40,264,134	38,943,388
Employee Benefits	10,377,901	10,001,423
Total Salaries and Benefits	50,642,035	48,944,811
Services and Supplies		
Services	1,628,568	1,498,786
Student Transportation	17,350	17,350
Professional Development and Travel	389,400	380,000
Rentals and Leases	3,350	3,500
Dues and Fees	86,150	77,800
Insurance	159,000	192,000
Supplies	1,702,601	1,468,935
Utilities	888,950	976,750
Total Services and Supplies	4,875,369	4,615,121
Total Operating Expense	55,517,404	53,559,932

School District No. 75 (Mission)

Amended Annual Budget - Operating Expense by Function, Program and Object
 Year Ended June 30, 2016

	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	18,065,400	878,300	46,000	324,300		1,597,900	20,911,900
1.03 Career Programs	657,300		28,800	227,200		10,800	924,100
1.07 Library Services	847,400						847,400
1.08 Counselling	602,300						602,300
1.10 Special Education	2,158,300	114,200	4,121,500	352,490		185,600	6,932,090
1.30 English Language Learning	225,900						225,900
1.31 Aboriginal Education	98,900	99,100	585,400	31,800		20,456	835,656
1.41 School Administration		2,102,600		1,175,300	122,600	47,000	3,447,500
1.62 Off Shore Students				61,100	126,700	31,000	218,800
1.64 Other					139,700		139,700
Total Function 1	22,655,500	3,194,200	4,781,700	2,172,190	389,000	1,892,756	35,085,346
4 District Administration							
4.11 Educational Administration					466,400		466,400
4.40 School District Governance					86,213		86,213
4.41 Business Administration				275,400	612,400	11,000	898,800
Total Function 4	-	-	-	275,400	1,165,013	11,000	1,451,413
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				45,200	91,600	6,900	143,700
5.50 Maintenance Operations				2,636,000	6,000	131,800	2,773,800
5.52 Maintenance of Grounds				177,900			177,900
5.56 Utilities							-
Total Function 5	-	-	-	2,859,100	97,600	138,700	3,095,400
7 Transportation and Housing							
7.41 Transportation and Housing Administration				25,800	72,100		97,900
7.70 Student Transportation				512,000		22,075	534,075
Total Function 7	-	-	-	537,800	72,100	22,075	631,975
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	22,655,500	3,194,200	4,781,700	5,844,490	1,723,713	2,064,531	40,264,134

School District No. 75 (Mission)

Amended Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2016

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2016 Amended Annual Budget	2016 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	20,911,900	5,448,700	26,360,600	909,520	27,270,120	26,881,700
1.03 Career Programs	924,100	223,840	1,147,940	189,270	1,337,210	972,340
1.07 Library Services	847,400	223,550	1,070,950		1,070,950	1,076,470
1.08 Counselling	602,300	158,910	761,210	5,500	766,710	770,630
1.10 Special Education	6,932,090	1,770,490	8,702,580	101,400	8,803,980	8,361,570
1.30 English Language Learning	225,900	59,640	285,540	5,400	290,940	273,210
1.31 Aboriginal Education	835,656	209,890	1,045,546	179,329	1,224,875	1,135,250
1.41 School Administration	3,447,500	872,680	4,320,180	271,700	4,591,880	4,294,440
1.62 Off Shore Students	218,800	48,180	266,980	375,400	642,380	501,070
1.64 Other	139,700	26,930	166,630	17,700	184,330	181,310
Total Function 1	35,085,346	9,042,810	44,128,156	2,055,219	46,183,375	44,447,990
4 District Administration						
4.11 Educational Administration	466,400	136,410	602,810	57,500	660,310	704,480
4.40 School District Governance	86,213	20,991	107,204	60,500	167,704	171,704
4.41 Business Administration	898,800	228,520	1,127,320	371,800	1,499,120	1,467,017
Total Function 4	1,451,413	385,921	1,837,334	489,800	2,327,134	2,343,201
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	143,700	35,100	178,800	69,700	248,500	223,030
5.50 Maintenance Operations	2,773,800	708,140	3,481,940	1,075,000	4,556,940	4,208,552
5.52 Maintenance of Grounds	177,900	46,600	224,500	85,500	310,000	291,900
5.56 Utilities	-	-	-	888,950	888,950	976,750
Total Function 5	3,095,400	789,840	3,885,240	2,119,150	6,004,390	5,700,232
7 Transportation and Housing						
7.41 Transportation and Housing Administration	97,900	25,130	123,030	7,200	130,230	95,080
7.70 Student Transportation	534,075	134,200	668,275	204,000	872,275	973,429
Total Function 7	631,975	159,330	791,305	211,200	1,002,505	1,068,509
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	40,264,134	10,377,901	50,642,035	4,875,369	55,517,404	53,559,932

School District No. 75 (Mission)

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2016

	<u>2016 Amended Annual Budget</u>	<u>2016 Annual Budget</u>
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	2,411,970	2,135,934
Other	21,794	21,794
Other Revenue	1,730,815	1,627,617
Total Revenue	<u>4,164,579</u>	<u>3,785,345</u>
Expenses		
Instruction	3,893,827	3,514,593
Operations and Maintenance	270,752	270,752
Total Expense	<u>4,164,579</u>	<u>3,785,345</u>
Budgeted Surplus (Deficit), for the year	<u>-</u>	<u>-</u>

School District No. 75 (Mission)

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2016

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year		223,322	43,751	90,570	589,357		43,505	37,690	
Add: Restricted Grants									
Provincial Grants - Ministry of Education	270,752	1,078,975	15,873			192,000	29,400	95,793	380,909
Other				35,000	1,600,000				
	270,752	1,078,975	15,873	35,000	1,600,000	192,000	29,400	95,793	380,909
Less: Allocated to Revenue	270,752	1,302,297	59,624	35,000	1,680,000	192,000	72,905	133,483	380,909
Deferred Revenue, end of year	-	-	-	90,570	509,357	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education	270,752	1,302,297	59,624			192,000	72,905	133,483	380,909
Provincial Grants - Other									
Other Revenue				35,000	1,680,000				
	270,752	1,302,297	59,624	35,000	1,680,000	192,000	72,905	133,483	380,909
Expenses									
Salaries									
Teachers		862,300							
Principals and Vice Principals								39,200	
Educational Assistants		171,500				120,400			232,200
Support Staff	60,919								
	60,919	1,033,800	-	-	-	120,400	-	39,200	232,200
Employee Benefits	20,306	268,497				31,300		9,800	59,909
Services and Supplies	189,527		59,624	35,000	1,680,000	40,300	72,905	84,483	88,800
	270,752	1,302,297	59,624	35,000	1,680,000	192,000	72,905	133,483	380,909
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 75 (Mission)

Amended Annual Budget - Changes in Special Purpose Funds
 Year Ended June 30, 2016

	Service Delivery Transformation	BEST	District Literacy	SWIS	CORE	TOTAL
	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	36,352	20,000	12,281	21,794	3,534	1,122,156
Add: Restricted Grants						
Provincial Grants - Ministry of Education						2,063,702
Other						1,635,000
	-	-	-	-	-	3,698,702
Less: Allocated to Revenue	-	-	12,281	21,794	3,534	4,164,579
Deferred Revenue, end of year	<u>36,352</u>	<u>20,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>656,279</u>
Revenues						
Provincial Grants - Ministry of Education						2,411,970
Provincial Grants - Other				21,794		21,794
Other Revenue			12,281		3,534	1,730,815
	-	-	12,281	21,794	3,534	4,164,579
Expenses						
Salaries						
Teachers						862,300
Principals and Vice Principals						39,200
Educational Assistants						524,100
Support Staff						60,919
	-	-	-	-	-	1,486,519
Employee Benefits						389,812
Services and Supplies			12,281	21,794	3,534	2,288,248
	-	-	12,281	21,794	3,534	4,164,579
Net Revenue (Expense)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

School District No. 75 (Mission)

Amended Annual Budget - Capital Revenue and Expense
 Year Ended June 30, 2016

	2016 Amended Annual Budget			2016 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Amortization of Deferred Capital Revenue	2,700,395		2,700,395	2,622,681
Total Revenue	2,700,395	-	2,700,395	2,622,681
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	3,587,044		3,587,044	3,396,990
Interest Payment				
Capital Lease			-	8,508
Capital Loan			-	412
Total Expense	3,587,044	-	3,587,044	3,405,910
Net Revenue (Expense)	(886,649)	-	(886,649)	(783,229)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	1,644,219		1,644,219	325,000
Capital Lease Payment			-	211,315
Capital Loan Payment			-	39,119
Total Net Transfers	1,644,219	-	1,644,219	575,434
Other Adjustments to Fund Balances				
Total Other Adjustments to Fund Balances	-	-	-	
Budgeted Surplus (Deficit), for the year	757,570	-	757,570	(207,795)

ITEM 5.4 Action

TO: Board of Education
FROM: Education Committee
SUBJECT: Policy #25: Respectful Schools Harassment and Anti-Bullying

Recommendation

THAT the Board of Education approve the proposed amended Policy #25: *Respectful Schools Harassment and Anti-Bullying* policy for adoption and implementation.

Background/Rationale

Amendments to this policy were originally brought to the Education Committee on May 5, 2015. After discussion at that meeting, it was deemed more work was to be done in reviewing the Policy and its inclusiveness of protection for all groups working in and around the School District.

The Board Policy Development Committee met on January 26, 2016 and made amendments. The proposed draft amended policy was presented to stakeholders at the February 2, 2016 Education Committee meeting.

Respectful Schools Harassment and Anti-Bullying

The Board of Education mandates the purpose of this policy is to ensure to all students, staff, volunteers, parents, contractors, elected officials and employees who work and attend Mission Public Schools are provided with an educational or work environment which is free from any form of discrimination, harassment or bullying. It is also the Board's expectation that all parties will be treated with dignity and respect. The policy also underlines the seriousness of inappropriate behaviours in our schools or work sites. The Board strongly urges all parties to work toward the elimination of harassment or inappropriate behaviours. It is further declared the Board believes there is no acceptable level of inappropriate behavior or actions by any party.

In the context of this policy, the person filing a complaint shall be referred to as the complainant and the alleged harasser (sometimes referred to as bully) shall be referred to as the respondent.

This policy shall apply to all Mission Public School buildings, worksites, vehicles, and includes areas like cafeterias, sport fields, gyms, events, or any other school activity. This policy also covers harassment (at times referred to as bullying) that happens away from the school setting or workplace or by way of social or electronic media if it has a negative effect on school or work relationships.

The Board of Education believes violation of any prohibited grounds of discrimination under the code, will not be tolerated.

Types of School Environment Harassment

1. Harassment (at times referred to as bullying) within the Human Rights Code

- Race
- Place of origin
- Colour
- Ancestry
- Political belief – in employment only, employment ads. and membership in a union or occupational association
- Religion
- Age (if you're 19 and above)
- Sex (Including pregnancy and childbirth)
- Sexual orientation
- Marital status
- Family status
- Criminal or summary convictions – in employment only
- Physical disability (Including dependence on alcohol or drugs, HIV & Aids)
- Mental disability
- Retaliation (taking action against a person who complained to the Tribunal, was named in a complaint, was a witness, or helped someone with a complaint)

2. Harassment (at times referred to as bullying) outside of the Human Rights Code

Harassment is any comment or conduct that is known, or ought reasonably to be known to be unwelcome, which serves no legitimate school or work related purpose and which:

- Denies individual dignity and respect
- Detrimentally affects students or employees within the school environment
- Has adverse job related consequences

Bullying is typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation.

3. Poisoned School/Work Environment

Where there is a focused pattern of behaviour or a broader systemic problem that exists and is tolerated, participated in, or condoned by those employees, students or others in the school district, and that created an environment that harasses or causes persons in the environment to be treated with disrespect or discrimination as prohibited by 1 and 2 above, and the administration participates and/or condones and/or takes no action to end the harassment, it shall be acknowledged as a poisoned school/work environment.

While the following is not an exhaustive list, harassment (at times referred to as bullying) under all definitions may include:

- Verbal abuse or threats
- Unwelcome remarks, jokes, innuendoes or taunting about a person's body, attire, age, marital status, ethnic or national origin, religion, sexual orientation, mental characteristics, etc.
- Displaying pornographic, racist, or other offensive or derogatory pictures
- Practical jokes which cause awkwardness or embarrassment
- Unwelcome invitations or requests, whether indirect or explicit or intimidation
- Leering or other gestures
- Unnecessary physical contacts such as touching, patting, pinching, punching
- Physical assault
- Abuse of authority
- Social media abuse or harassment

Guidelines for Dealing with Harassment (at times referred to as bullying)

- Keep a record (noting dates, times, locations, witnesses and number of incidences).
- Advise the respondent to stop, or have someone else advise him or her verbally or in writing.
- To initiate a complaint, or for information, contact: your principal, district superintendent, union representative or school counselor.

These are only guidelines and should not prohibit complaints being made that have failed to follow any or all of the above.

Complaint Procedure

An investigation will take place immediately, commencing in all cases no later than ten days subsequent to a complaint. This may include interviews of the complainant, the respondent and any witnesses, with information being shared in confidence by the administrative investigator or an independent investigator assigned to the policy, with persons deemed necessary. Interview time and location will recognize the need to maintain confidentiality.

1. Procedure for Dealing with Complainant

- Listen to complaint
- Take the matter seriously
- Find out what the complainants expectation is (what do they want to have happen)
- Obtain permission to go forward (if appropriate)

- Explain what is going to happen next (depends on expectations)
- Contact administrator responsible for policy to initiate investigation

2. Procedure for Dealing with Respondent

- Administrator/councilor to talk to respondent
- Advise of the right of union representation for bargaining unit
- Advise of right to provide explanation and to be given proper consideration of those explanations
- Advise not to discuss the matter with anyone outside the complaint (this includes electronic or social media)
- Discuss the allegation(s)
- Listen to the respondent
- Talk about aspects of retaliation
- Determine a plan of action
- Inform both parties, their supervisors, parents and the administrator responsible for the policy.

3. Procedure for Dealing with Poisoned School Environment

- A complainant, administrator/manager, or a co-worker, or fellow student, or any combination thereof may initiate a complaint:
- Contact school principal, manager or administrator responsible for the policy, who will initiate an investigation
- There may be a requirement for involvement of higher levels of management or administration and the union to set up an action plan.

The administrator responsible for the policy or the district superintendent may identify a poisoned school/work environment through either a series of complaints or through ongoing monitoring in a school or workplace setting after an individual complaint has been resolved.

This policy in no way denies an individual the right to access legal counsel, or in the case of criminal situations, the aid of police and justice services.

(The policy should have a trained designated administrator or in case of perceived conflict an independent investigator to perform investigations. The Superintendent or designated administrator will provide education to employees and students so all in the Mission School District understand the policy and impacts of harassment/bullying in schools and workplaces.)

Date of Board Approval: June 2013

Date Amended:

Board of Education Meeting (Regular) February 16, 2016



ITEM 5.5 Information

TO: Board of Education
FROM: Education Committee
SUBJECT: District Parent Advisory Council Update

The report from the January 25, 2016 meeting is attached to the Agenda.

The next District Parent Advisory Council meeting is scheduled for February 29, 2016 at 7:00 pm at Heritage Park Middle School.

DPAC Report

Attendance

The January 25 DPAC meeting was held at Ecole Mission Secondary and was well attended with representation from: parents, teachers/ MTU representatives, and District senior management. The following schools had representatives present: Heritage, Mission Secondary, Albert McMahan, Hatzic, Deroche, Hillside Traditional, ESR, Christine Morrison and Cherry Hill.

Guest Speaker

Jim Pearce, principal of Ecole Mission Secondary provided DPAC attendees with a tour of popular “hangout” spots where students spend their time, as well as some of the specific academic wings of the school. He explained how the school leadership strives to “ensure success for all” which means being creative, adaptive, and collaborative in approaches with students to keep them engaged with learning. The benefits of having one secondary school are: wider array of course offerings, teachers instructing within their own specialty/major, teachers providing more in-depth lessons, additional sports offered, and a larger Honours Program. Along with more students have been a few challenges, such as large orders for grad gear and many mid-terms/final exams to be given. Teachers are busy learning provincially mandated computer systems (My Ed), as well as new curriculum changes.

Issues Raised by Parents

1. DPAC member from Deroche Elementary expressed concern about the many staffing changes that have occurred since the beginning of the school year. She expressed worry about the effects of this constant transition upon students, especially the more vulnerable children.
2. DPAC members from several schools have been advised of lengthy delays for students logging into computers which has been frustrating for teachers, as well as the children. Jim Pearce and Bill Fletcher explained how this is an issue with regard to access points and increase in traffic. DPAC is interested in finding out more information from District senior management about how these issues may be resolved and where funding may be obtained.

Ongoing Business

1. DPAC working towards a district wide education night. More information to follow at February 29 DPAC meeting.

Next DPAC meeting is February 29, 2016 at 7:00pm. Location Heritage Park Middle School.