

Board of Education Meeting (Public)

Agenda



6:15 pm Tour - Streamside Outdoor Education Site *Everyone Welcome

Board of Education Meeting

April 25, 2017, 6:30 pm

Deroche Elementary School, Library, 10340 N. Deroche Road, Deroche, BC

1. CALL TO ORDER
The Board Chair will acknowledge that this meeting is being held on Traditional Territory.
2. ADOPTION OF AGENDA
3. DELEGATIONS/PRESENTATIONS
4. UNFINISHED BUSINESS Page
 - 4.1 Draft Physical Restraint and Seclusion Policy Action 1
 - 4.2 Draft Recruitment and Hiring Policy Action 9
5. STAFF REPORTS
 - 5.1 Draft IT Strategic Plan 2017 to 2020 Action 15
 - 5.2 Field Trip Application: San Diego, USA – J. Pearce, Principal, Mission Secondary School Football Program Action 29
 - 5.3 Field Trip Application: France and Spain – J. Pearce, Principal Mission Secondary School Action 40
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12. QUESTION PERIOD
Questions asked must be related to items discussed on the Agenda. Labour, Land, and Legal issues will not be discussed.
13. ADJOURNMENT

ITEM 5.1 Action

TO: Board of Education
FROM: Superintendent of Schools
SUBJECT: Draft Policy - Physical Restraint and Seclusion

Recommendation:

THAT the amended draft *Physical Restraint and Seclusion* policy be approved in principle, and that the public feedback process be initiated;

AND THAT any recommended revisions from the public feedback be returned to a future Committee of the Whole Meeting for consideration.

Summary:

The draft Physical Restraint and Seclusion policy was presented to the Board for consideration in November 2016. The draft policy was referred to the public and partner groups for comment. The referral comments are summarized in the public consultation section. The policy has been significantly revised from the November version to simplify the language in the policy.

A further review was conducted at the February 28, 2017 at the Committee of the Whole meeting where further edits were proposed.

The revised draft policy was further presented at the March 7th and April 4th Committee of the Whole meetings.

The administrative procedures that guide implementing the policy were also presented for the Board's review.

Background:

Policies provide the direction and guidelines necessary to deliver governance and services, and information for all who may be interested in, or connected with, the operation of the School District.

The Province had identified issues with the use of physical restraint in schools and provided recommendations for school district's to develop an appropriate policy. Staff conducted additional research on policies being used in other school districts and the needs of the Mission Public School District, and developed a policy for the Board's consideration. Public feedback and additional staff review completed the development of the policy.

Analysis and Impact:

The new policy clarifies when physical restraint or seclusion may be used to ensure the safety of staff, the student, or other students.

Strategic Priority:

The review aligns with the direction of the draft Strategic Plan to *Review, revise and create policy and committee structures that contribute to effective governance and operational direction. Policies will be reviewed and revised ensuring transparent participation.*

Policy, Regulation, Legislation:

The Ministry of Education created guidelines to help Boards maintain safe learning environments for all children and adults. They were developed in consultation with an advisory committee whose members included representatives from Inclusion BC, the Family Support Institute, the BC Council of Parent Advisory Committees, the BC School Trustees' Association, the BC Association of School Psychologies and the BC Council of Administrators of Special Education. Further information is attached to the Agenda.

Public Consultation:

The comments were received. Appropriate amendments to the policy and procedure were made, and are included in the documents presented.

Implementation:

Final Approval – Board meeting May/June 2017

Staff Orientation – June/September 2017

MPSD Website – June/September 2017

PAC Notification – June/September 2017

Attachments:

- A. Physical Restraint and Seclusion Policy
- B. Physical Restraint and Seclusion Procedure
- C. Form AP180-14.1 draft physical restraint and seclusion report

Section:	Health and Safety	
Title:	Physical Restraint and Seclusion	180

Purpose

To outline the responsibility of providing a safe environment, and when necessary, to manage instances where a students' aggressive or violent behaviour may harm the student, staff or other students.

Policy

The School District is responsible for providing a safe, personally secure, and respectful working and learning environment for all employees and all students. Threats or acts of aggressive or violent behaviour by students compromise this environment.

The School District will structure the learning environment and learning supports in order to prevent or minimize aggressive or violent student behaviour.

When behaviour interventions are not working, and when a student's aggressive or violent behaviour is escalating to the point of compromising the safety of themselves or others, trained staff members may need to use physical restraint and/or seclusion to de-escalate the aggressive or violent behaviour.

There may be situations where physical restraint may be appropriate even though more moderate measures to de-escalate the behaviour have not been used (example: a student in the act of causing harm to another person).

Any employee acting reasonably (whether trained or not) may need to use reasonable force to protect students, other persons, or themselves from an imminent assault or serious physical harm.

Restraint and seclusion are to be used *only* as the last option and *only* until such time as the risk of serious harm to self or others is eliminated.

Physical restraint or seclusion is not to be used as an intervention or treatment procedure.

Respecting student's rights, maintaining student dignity and the safety of all involved is paramount.

Appropriate School District staff, the Superintendent, and the students' parents will be informed in a timely manner of any use of physical restraint or seclusion.

The use of physical restraint and seclusion must be handled in accordance with relevant provincial legislation and the School District's administrative procedures.

Date of Original Board Approval:

Date Amended:

Cross Reference: [Administrative Procedures: 180-1](#)

Administrative Procedure



Section:	Health and Safety	
Title:	Physical Restraint and Seclusion Procedure	180-1

Purpose

The Board established a policy outlining the responsibility of providing a safe work environment, and when necessary, to use physical restraint and seclusion where a student's aggressive or violent behaviour may harm the student, staff or other students. This procedure outlines how physical restraint or seclusion will be managed.

General Guidelines

1. Physical Restraint and Seclusion should be used only as a last option when all other strategies for de-escalating the student's aggressive or violent behaviour have been tried.
2. *Physical Restraint* and *Seclusion* may only be used as a last option for securing safety when behaviour interventions have not worked and the harmful actions or threats continue to escalate.
3. *Physical Restraint* and *Seclusion* is only used until such time as the risk of serious harm to self or others is eliminated.
4. *Physical Restraint* and *Seclusion* may never be used as a punishment, discipline or to force compliance in an educational learning setting.

Definitions:

Physical Restraint is a "method of forcibly restricting, confining or controlling another person's freedom of movement or mobility, whether by use of an intervener's body, an object, or a medication."

Table 1: Restraints and Acceptable Use

	Not a Restraint	Restraint
Acceptable if compliant with this policy	<ul style="list-style-type: none"> • Handholding (person is free to let go) • Directing a person to stay in a position (e.g. seated) or place (e.g. in the room) • Blocking a person from hitting another • Blocking a person from self-injury (e.g. using a pillow as a barrier) • Directing a person to an incompatible behaviour (such as leaving the area or holding something) • Positioning one's self or an object between a person and a potential target 	<ul style="list-style-type: none"> • Holding a student's hands to avoid self-injury • Holding a student's arms to keep them from striking someone • Moving a person to a safe space by physically directing his body
Never Acceptable	<ul style="list-style-type: none"> • Striking a person 	<ul style="list-style-type: none"> • Mechanical restraints (usable only by police) • Use of medication against the person's will • Intentionally inducing pain or physical aversion

Seclusion is the “involuntary confinement of a person alone in a room, enclosure, or space which the person is physically prevented from leaving”.

Table 2: Seclusion and Acceptable Use

	Not Seclusion	Seclusion
Acceptable if compliant with this policy	<ul style="list-style-type: none"> • Student leaves a space of own accord and is not immediately permitted to re-enter • Student is left alone in a space (with observation from a distance) while potential targets leave • Student is asked to go home, in abidance with other MPSD policy • Student is directed to a safe/calming area • Student is permitted to go outside or to an open space • Student is directed to office, medical area or similar for additional support • Potential targets lock themselves down from the inside of a secure area 	<ul style="list-style-type: none"> • Student is held in a room or space by being locked in • Student is held in a room by staff barring doorway or holding door knob/handle • Barricading a person into a space using objects
Never Acceptable	<ul style="list-style-type: none"> • Leaving a person unsupervised • Sending a person out of the school without abiding other MPSD policies. 	<ul style="list-style-type: none"> • Tying a person to an object that keeps them away from others

Procedures

The restraint or seclusion process involves four basic steps: *Physical Restraint or Seclusion, notification, debriefing, written documentation, and follow-up.*

1. *Physical Restraint or Seclusion* should:
 - Be conducted using calm, reassuring verbal and nonverbal communication with the student in the student’s primary language or mode of communication by trained school personnel who are present at all times.
 - Be done using the least amount of physical force to protect the student and the restrainer.
 - Never be conducted in a manner that could, in any way, cause harm to a student.
 - Have the least amount of disturbance to others.
 - Be in the presence of another adult when practical.
 - Be implemented in a space that is made as safe and dignified as possible for the student.
 - Ensure any student placed in seclusion is being continuously observed by an adult who is physically present throughout the period of seclusion. This observing could be done indirectly, such as through a mirror or window, if direct supervision is not possible.
 - Ensure all health and safety policies or regulations including WorkSafe BC regulations are followed.
 - Be discontinued once the risk of serious harm to self or others is eliminated.

Note: Non-trained personnel may be required to use reasonable physical force to restrain a student when the student threatens serious physical harm to the student or others, and trained personnel are not immediately available.

2. Notification of the *Physical Restraint or Seclusion*:

Notification must be made to the Principal, Parents/Guardian, Director of Student Services or Assistant Superintendent, and the Superintendent or designate as soon as possible after an incident and always prior to the end of the school day on which the incident has occurred.

3. Debriefing meetings must:

- Be designed to re-establish and maintain a safe learning environment.
- Occur shortly after a student has been restrained or secluded, with the staff involved and students who witnessed the restraint or seclusion.
- Occur with concerned parents, school personnel, parents or guardians of the student and where possible with the student, to discuss the restraint or seclusion incident, to examine what happened/caused the incident, and to determine what could be changed in the future and what strategies are needed to prevent the reoccurrence – to make use of physical restraint or seclusion unnecessary.

4. Written Documentation and follow-up:

- Using the Restraint and Seclusion Report Form, provide as much information as possible on the restraint or seclusion. Note the time and location of the incident, names of all people involved or that have witnessed the incident, and written statements that lead to and describe the incident and the resolution.
- All parents/guardians of the student and, where appropriate, students must be consulted in the development of positive behaviour supports and interventions, behaviour plans, and emergency or safety plans. The student's behaviour plan, and emergency or safety plan that is developed must be attached to the student's IEP and reviewed regularly, at least annually.
- Notify the director of student services of the restraint or seclusion of a student prior to the end of the school day on which the incident occurred.
- Review and revise prevention/intervention strategies when the repeated use of physical restraint and seclusion occurs for an individual student, multiple use of physical restraint and seclusion within the same classroom, or physical restraint and seclusion is repeatedly used by an individual.
- Additional community supports and resources will be engaged whenever appropriate or available.
- The circumstances may require a further internal or external investigative process, as determined by the Superintendent or Director of Student Services.

Note: Non-trained personnel acting reasonably to physically restrain a student to contain an imminent threat of assault or serious physical harm will not be subject to discipline for their use of physical restraint.

Approved by the Superintendent

Date Approved:

Physical Restraint and Seclusion Report Form



Student Name:	Date of Report:
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Teacher/Class:	School:
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Nature of Restraint/Seclusion:	Date of Incident:
	Start/End of Incident:

Staff Members Involved:

Witnesses:

1. Describe the antecedents that lead to the use of restraint/seclusion including: location, what happened first, who else was present, and under what social and environmental conditions.

2. Describe the problem behaviour of the student that lead to the use of the restraint/seclusion. Describe the imminent physical harm to themselves, others or property.

3. Describe the procedures used in the attempt to de-escalate the student prior to using restraint/seclusion.

4. Describe the incident of restraint/seclusion, and the student response after the incident.

Physical Restraint and Seclusion Report Form



5. What methods did or did not work in the situation?

6. Describe any follow-up with the student after the restraint/seclusion, including what was said or done?

7. Were parents/guardians informed? By Whom? What follow-up with parents is required?

8. What interventions can be used to prevent another case like this?

9. Is further follow-up required? (IEP meeting, de-briefing meeting, staff training, additional evaluation, Safety Plan)

10. Follow-up meeting date:

Date:

Time:

Location:

Form Completed by:

Name:

Date:

Form Distribution: Original: Student file Copies: Superintendent, Student Services

ITEM 4.2 Action

TO: Board of Education
FROM: Superintendent of Schools
SUBJECT: Draft Policy – Recruitment and Hiring

Recommendation:

THAT the amended draft *Recruitment and Hiring* policy be approved in principle, and that the public feedback process be initiated;

AND THAT any recommended revisions from the public feedback be returned to a future Committee of the Whole Meeting for consideration.

Summary:

The attached draft of the Recruitment and Hiring policy is a further revision of the policy that was considered March 7, 2017. The revised policy includes the matrix, and adds the requirement for Board approval of short-listed candidates for the Principal and Vice-principal positions. The policy was again reviewed at the April 4, 2017 Committee of the Whole meeting.

Background:

The current policy provides direction for hiring exempt staff, and although authority is delegated to the Superintendent for hiring staff, the current policy directs that the Board must approve the final decision for hiring senior staff and education leaders.

The proposed policy includes the addition of the requirement for Board approval of short-listed candidates provides a procedural difficulty for recruitment that typically occurs during the summer months, when the Board does not meet. As such, the policy drafted an option for consideration to ensure the recruitment activities occur in a timely manner. In addition, as the language and direction has changed significantly with the addition of the table, the body of the policy and guidelines were updated to reflect these changes.

Analysis and Impact:

The draft revised policy includes significant changes from those reviewed on March 7, 2017, and as such, it warrants an additional review at the committee of the whole, prior to beginning the public process.

Strategic Priority:

The Strategic Plan directs the review and revision of policies to contribute to effective governance and operational direction and for policies to be reviewed and revised ensuring transparent participation.

Policy, Regulation, Legislation:

The BC *School Act* governs the Mission Public School District. The policies of Mission Public School District must be consistent with the *School Act*. The School Board must also comply with the *Public Sector Employers Act*, which provides authority to the BC Public School Employers' Association (BCPSEA). BCPSEA provide direction to School Boards regarding exempt staff compensation, performance reviews, and exempt staff contracts. BCPSEA does not currently provide policy direction for recruitment or hiring.

Public Consultation:

The consideration of the policy at the Committee of the Whole meeting will begin the public participation in the review of the policy.

Implementation:

Public Consultation review period – April/May, 2017

Committee of the Whole review – May, 2017

Final Approval – Board meeting June 20, 2017

Attachments:

A. Draft Recruitment and Hiring Policy

B. Recruitment, Selection and Termination of Educational Leaders and Business Management Staff policy

Section:	Human Resources	
Title:	Recruitment and Hiring	430

Purpose

To outline the goals, roles, and responsibilities for recruiting and hiring School District employees.

Policy

The School District will strive to recruit and hire highly qualified employees in order to provide exceptional leadership, educational services, and support services for the School District.

The School District will not permit any discriminatory processes or practices to influence the recruitment and hiring process, and will use processes that provide for the fair and equitable treatment of all candidates.

The Board of Education is responsible for the recruitment and selection of the Superintendent, subject to the requirements for a superintendent outlined in the *School Act*.

The Superintendent is responsible for the recruitment and selection of all principals and vice-principals, and other management exempt positions.

The Board approves the short-listed candidates for senior staff positions and for principals and vice-principals, prior to interviewing.

The Superintendent is responsible for the process to recruit and select all other positions for the School District, in accordance with any collective agreements with the School District.

General Guidelines

1. Senior Staff

- 1.1. The Superintendent will report senior staff vacancies to the Board and the Board may provide input on recruitment criteria for the position, prior to the recruitment being initiated.
- 1.2. The Superintendent will request input from stakeholders on recruitment criteria for the position, including students when appropriate, prior to the recruitment being initiated.
- 1.3. The Superintendent will submit for Board approval the candidate(s) short-list.
- 1.4. The Superintendent approves the hiring of the successful candidate.
- 1.5. Whenever possible, all recruitment processes will be conducted during the school year. During the summer months, in extenuating circumstances, a special Board meeting may be called to initiate the recruitment process.
- 1.6. Senior staff includes the Assistant Superintendent, Secretary Treasurer, Director of Instruction or other similar education director position(s).

2. Principals and Vice-Principals

- 2.1. The Superintendent will report principal and vice-principal vacancies to the Board and the Board may provide input on recruitment criteria for the position, prior to the recruitment being initiated.
- 2.2. The Superintendent will request input from stakeholders on recruitment criteria for the position, including students when appropriate, prior to the recruitment being initiated.
- 2.3. The Superintendent will submit for Board approval the candidate(s) short-list.
- 2.4. The Superintendent approves the hiring of the successful candidate.
- 2.5. Whenever possible, all recruitment processes will be initiated during the school year. During the summer months the process may be modified in accordance with Section 3, in order to ensure positions are filled in a timely manner.
- 2.6. The Superintendent approves school assignments and will provide a report to the Board, informing of the changes in assignments.
- 2.7. The Superintendent may delegate some or all of these responsibilities to other exempt staff.

3. Recruitment and Reporting Process

3.1. Input into selection criteria

- 3.1.1. During the school year, the Superintendent will report to the Board, and the Board will have the opportunity to provide input on recruitment criteria for senior staff, and principals and vice-principals.
- 3.1.2. For principal and vice-principal positions, each June the Superintendent will report to the Board any potential vacancies anticipated over the summer months and to solicit Board input on recruitment criteria for the vacancies.
- 3.1.3. For unanticipated principal and vice-principal vacancies during the summer months, the Superintendent will gather recruitment criteria input from individual Trustees via electronic means, and the Superintendent will compile and approve the recruitment criteria. **Board approval of the recruitment criteria is waived during the summer months.** In September, the Superintendent will report to the Board on the recruitment criteria used for these unanticipated vacancies.

3.2. Short-list Approval

- 3.2.1. During the school year, the Superintendent will submit to the Board the candidate(s) short-list for approval.
- 3.2.2. For principal and vice-principal positions, each June the Superintendent will report to the Board on candidate(s) short-lists for interviewing in the summer months.
- 3.2.3. For unanticipated principal and vice-principal vacancies during the summer months, the Superintendent will gather input on the candidate(s) short-list from individual Trustees via electronic means, and the Superintendent will approve the short-list. **Board approval of the candidate(s) short-list is waived during the summer months.** In September, the Superintendent will report to the Board on any short-lists the Superintendent approved during the summer months.

- 3.3. The Superintendent will establish a recruitment process that provides for multiple stakeholder involvement.

- 3.4. The Superintendent will establish a recruitment process for all other positions that provides for an unbiased and objective process.
- 3.5. The Superintendent will provide a report to the Board informing of the appointment of the successful candidates for all senior staff, principal, and vice-principal positions, outlining the skills, experience and past performance of the selected candidate.
- 3.6. The Superintendent will advise the Board on all other exempt staff appointments.

4. Hiring Matrix and Stakeholder Participation

Position Recruited	Recruitment Criteria Input	Shortlisting Approval	Potential Interviews	Hiring Approval	Additional Interview
Superintendent	Board, Senior Staff, PVPA, DPAC, MTU, CUPE, Aboriginal Rep	Board	Board	Board	Senior Staff, PVPA, DPAC, MTU, CUPE, Aboriginal Rep
Senior Staff	Board, Superintendent, Senior Staff, PVPA, DPAC, MTU, CUPE, Aboriginal Rep	Superintendent and Board	Trustee, Superintendent, Senior Staff, PVPA	Superintendent	DPAC, MTU, CUPE, Aboriginal Rep, Direct Reports
Principals, Vice Principals	Board, Senior Staff, PVPA, School Staff, School PAC, Student Council, Aboriginal Rep	Superintendent and Board	Trustee, Superintendent, Assistant Superintendent, PVPA	Superintendent	School PAC MTU, CUPE, Aboriginal Rep, Student Council, Direct Reports
Other Exempt Staff	Superintendent, Senior Staff, Direct Reports	Senior Staff	Senior Staff, PVP	Superintendent, Assistant Superintendent, or Secretary Treasurer	Direct Reports
All Other Staff	Manager, other Managers	Manager	Exempt Staff, Supervisor	Manager	

Date of Original Board Approval: September 2008 (Policy 16)

**Date Amended: January 2012
2017**

Legal Reference:

Cross Reference:

Recruitment, Selection and Termination of Educational Leaders and Business Management Staff

The Board of Education is committed to employing the best staff available for leadership positions.

Superintendent of Schools

The Board of Education has sole responsibility for all aspects of employment of the superintendent subject to legal requirements.

The board may seek assistance from the secretary-treasurer or outside advisors with respect to matters relating to employment of the superintendent.

Senior Staff Selection

Senior staff (defined for the purpose of this policy as secretary-treasurer, assistant superintendent, and associate superintendent of human resources) shall be selected and appointed by the board from a shortlist of candidates submitted by the superintendent. In shortlisting candidates, the superintendent will take into account any criteria established by the board and may request input from trustees and other education stakeholders. The superintendent may provide advice to the board with respect to a preferred candidate.

Senior Staff Termination of Employment

Decisions to terminate or not renew the contracts of senior staff are made by the board on recommendation of the superintendent, subject to and in accordance with the requirements of such contracts.

Recruitment/Selection/Appointment of Other Educational and Business Leaders

The superintendent is responsible for recruitment and selection of educational and business management staff, subject to board approved regulations. The superintendent will report vacancies to the board and the board will have an opportunity to discuss recruitment and selection of candidates with the superintendent before selections are made. The appointment of the successful candidate will be submitted to the board for approval and the board will be provided with a report that includes a rationale for the appointment outlining the skills, experience and past performance of the selected candidate so that it has the necessary information to approve the recommendation. The superintendent may delegate some or all of these responsibilities to other exempt staff.

Assignments

The superintendent is responsible for decisions on assignments and will keep the board informed of changes in assignments between schools.

Termination of Other Educational and Business Leaders

The superintendent is authorized to make the decision to terminate or not renew the contracts of other exempt staff in positions of leadership in accordance with any requirements of such contracts. The superintendent shall report any such decisions and their rationale to the board. The affected staff member may within a reasonable period of time request a meeting with the board and the board, after hearing from the employee and the superintendent, on a 2/3 vote may overturn the decision of the superintendent.

Date of Board Approval: September 2008

Date Amended: January 2012

ITEM 5.1 Action

TO: Board of Education
FROM: Colleen Hannah – District Principal, Innovation and Technology
SUBJECT: Information Technology Strategic Plan 2017-2020

Recommendation:

THAT the 2017 to 2020 Information Technology Strategic Plan be approved in principle, and that the public consultation process be initiated.

Summary:

The Information Technology Strategic Plan 2017 – 2020 is the product from a detailed and methodical review of the Mission Public School District (MPSD) Information Technology (IT) infrastructure and software that supports the education and business processes of MPSD. The Consultants (Opus Consulting), with input from a steering committee, completed a detailed analysis of the state of MPSD information technology, a review of the current direction for information technology in the education sector, and developed a plan for improving the IT infrastructure and software to support the organization. This information is documented in the IT Strategic Plan.

The plan provides a framework for implementing the improvements over the next few years.

Background:

The January 2017 the School District 75 IT review began with the purpose to create an IT Strategic Plan that will eliminate the risk level and dysfunction that we are currently in and create a responsive, collaborative, multimedia environment for staff, teachers and students. This new infrastructure will deliver access to modern global education resources that support the new K-12 curriculum.

The Review and Strategic Plan was done through Opus Consulting. The review involved meetings with teachers and staff throughout the district at 9 meetings. In addition, the Technology Committee, consisting of members from CUPE, MTU, MPVPA, Senior Administration have been an active part in the creation and review of the IT Strategic Plan.

Options:

1. Approve the IT strategic plan in principle as presented,
2. Modify the time lines for implementing the IT strategic plan, and then approve in principle,
3. Refer the IT strategic plan back to staff for further review and analysis

Analysis and Impact:

The review identified significant issues with the current information technology, and recommends updates and improvements over the next 4 years, resulting in a complete change of IT infrastructure, WIFI, staff devices, and student devices. It also recommends updates to software programs and Educational environment. Supporting these physical changes will be a comprehensive IT In-service model.

Estimated Financial impact:

Capital Costs over 4 years	-	\$2,175,000
Increased operational Maintenance and Software over 4 years	-	\$ 343,500*

* this is currently dispersed throughout schools and district and needs

Strategic Priority:

The Board's Strategic Priorities for 2016 – 2018 includes the following:

Plan for Technology

The Board recognizes the need for a plan to address the acquisition and use of technology to support the School District.

Goal:

In a fiscally responsible manner, use technology to provide more efficient support for student learning and more efficient business processes.

Action:

Develop a plan to upgrade and expand the use of technology in order to enhance student learning and improve business processes. The plan must include funding and implementation.

Policy, Regulation, Legislation:

A significant legislative requirement that applies to MPSDs use technology is the Freedom of Information and Protection of Privacy Act. The review identified a number of improvements needed to the SDs use of technology in order to be compliant with this legislation. In order to implement the improvement, upgrades to both IT hardware and software is needed.

In addition, IT updates are needed in order to implement elements of the new curriculum.

Public Participation:

The development of the IT Strategic Plan was developed in consultation with a Technology Committee that was comprised of a cross section of School District employees. The draft plan was introduced at a Committee of the Whole meeting. Once approved in principle, the plan will be put out for formal public input and feedback. Comments from the public feedback process will be returned to a Committee of the Whole for consideration prior to returning the IT Strategic Plan to the Board for final approval. In the meantime, elements of the IT Strategic Plan will be presented and discussed during the budget deliberation process.

Implementation:

Approval in Principle – Board meeting April 2017

Public consultation / review period – May, 2017

Committee of the Whole review – June, 2017

Final Approval – June, 2017

Staff Orientation, MPSD Website, PAC Notification – June/September 2017

Attachments:

A. Draft Information Technology Strategic Plan



Information Technology Review

IT Strategic Plan 2017 to 2020

March 2017

Prepared for: Mission Public School District #75

Prepared by: OPUS Consulting Group Ltd.

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Scan Date: 2017-02-24

Project Objective

1. To perform a review of the SD75 Board's Network and Educational Information Technology Infrastructure as it pertains to:
 - a. computer hardware
 - b. system hardware
 - c. system applications
 - d. security protection
 - e. business services
 - f. software applications
2. Identify gaps and opportunities for the use of technology in a sustainable and long term manner to better support:
 - a. the delivery of educational programs
 - b. business processes
3. Identify improvements that should be made to optimize the use of technology to support educational and business processes, so that Mission Public School District becomes a leader in the use of technology that supports K-12 education in a fiscally responsible.
4. Be at the forefront of educational innovation.

Project Deliverables

Documents delivered by this project will include:

1. IT Configuration and Inventory Report
2. 3 to 5 year IT Strategic Plan
3. IT Gap Analysis
4. Tactical Implementation Plan

This document is the IT Strategic Plan 2017 to 2020.

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Background

The viability of the IT Strategic Plan for 2017 to 2020 rests on using industry-standard methodologies and structures in the evaluation, planning, and implementation stages. This process ensures that all aspects of future IT Services are examined, balanced and prioritized to fit the organization. Researched based IT management models have been used to prepare this plan to ensure a solid administrative base for this changing world.

As recorded in the IT Review Configuration and Inventory Report dated 31 January 2017, most of the technology base and the software programs currently delivered by the School District internal infrastructure are several years old and at high risk of failure. Management, staff and teachers believe the delivery of services and functionality to be slow and unreliable.

Over the last 5 years, SD75 departments have taken advantage of new 'cloud applications' to upgrade functions such as HR/ Payroll and Accounting. Taking advantage of the recent BC Ministry of Education NGN upgrade, Mission Public Schools District has been able to deliver most of the basic administrative functions in this fashion by relegating the internal computers, systems and network to a gateway function to the Internet. The BC Government delivers the MyEdBC student information system to school districts in the same way.

In large part, capital investment has been avoided and operating costs have risen slowly from the subscriptions to those application services. This approach is not necessarily incorrect; indeed 'Cloud' applications represent very good value and also avoid the expense of a large internal staff creating and running programs as well as infrastructure.

The new IT Strategic Plan will be implemented in stages over the four year period to manage the project activities and investment required. This stepped-approach was chosen because the replacement of the central infrastructure, upgrades to software programs, and the replacement of computers in all schools is disruptive if attempted too quickly and is more expensive than can be supported in a single year. Further, the project requires extensive training and support through Professional Learning opportunities for all educational stakeholders of the Mission Public School District to facilitate the effective use of new technology and the functional changes that come with it.

Executive Summary

The primary objective, over the next 4 years, is to continue to expand the role that ‘subscribed-cloud- based’ application services play in the deliver up-to-date IT services. An emphasis will be on improving services that directly improve student learning. The District understands that not all services can be migrated to the Cloud.

In order to take advantage of new applications that will achieve the vision and goals of the organization, the current infrastructure on the school and administrative sites must first be replaced with modern systems and network technologies.

Goals for onsite improvements in schools include upgraded and universal WIFI networks serving a new population of modern workstations for use by staff and students. This creates a responsive, collaborative, multimedia environment for staff, teachers and students. This new infrastructure will deliver access to modern global education resources that support the new K-12 curriculum.

IT Strategy

The delivery of educational and administrative services rely heavily on Information Technology in the 21st Century. The IT solutions that will be recommended as a result of this process are always changing rapidly.

A Strategic Plan is a process that:

- Assesses the needs and resources of the organization
- Defines the environment to be addressed
- Creates a prioritized list of goals and objectives
- Designs coordinated strategies to achieve those goals
- Measures and evaluates the outcome of the activities taken to achieve the goals

The IT Strategic Plan contains the following eight elements.

1) Vision

The Mission Public School District vision for IT Services can be stated as:

- 1) Technology is a positive component in creating a successful learning environment.
- 2) We actively promote and support the use of technology in the district at all levels.
- 3) We will provide in-service to employees in the effective use of the technological tools and software.
- 4) We will create an environment that is device friendly and allows for universal access.

2) SWOT Analysis

The environmental scan for February 2017 for the IT Services is shown below.

<p>Strengths</p> <p>2006 Design is Good 4 Member Technical Team NGN Network Base Student Growth New Senior Staff</p>	<p>Weaknesses</p> <p>Obsolete Equipment Old entries in AD Lack of IT Training No IT management No central IT budget Little Policy</p>
<p>Opportunities</p> <p>New Policy and Procedure New Financial Planning New Admin Support New Curriculum New Technology Apps</p>	<p>Threats</p> <p>Operational failures Lack of Belief Network Bottlenecks Electrical power</p>

3) IT Mission Statement

In a fiscally responsible manner, use technology to provide more effective support for student learning and more efficient business services.

There are four primary initiatives that ensure the Vision and Mission are achieved:

1. Modernizing classroom and school site technology that enrich the learning environment. A universal network of workstations delivering highly interactive collaborative programs connected to reliable, high speed services and applications, including the Internet will be established.
2. Standardizing the delivery of IT equipment and services across all sites reducing the complexity and cost of IT. The platform will deliver the full range of educational and administrative functions regardless of location.
3. WIFI will become the primary network connection for workstations in all district sites. All sites will have increased WIFI speed, coverage, and reliability.
4. The organization will facilitate improved IT management and services including the hiring of additional IT staff, training and in-service, resource acquisition and replacement, as well as security and the appropriate use of IT.

4) Priorities

The following priorities have been identified in creating the strategies and action plans.

1. Modernize and improve the internal IT infrastructure.
2. All staff are offered the opportunity to access IT In-Service on a continual basis.
3. Improve the responsiveness of all operations that deliver IT Services. This will include the automation of information updates and records management for staff and students, improved response times for physical infrastructure and staff services, and the introduction of a new Service Desk toolset and management system.
4. Development of policy and operational management of IT to ensure the long-term fiscally-responsible viability of district technology.
5. Standardize technology throughout the district.

5) Strategies

- 1) The new IT Service design will build on the strengths of the current design. Windows Servers and the Active Directory will control the access to, maintenance and security of the data and applications in the SD75 network.
- 2) Automated integration of the Active Directory with the applications that are the sources of staff and student identities will greatly reduce the manual effort to populate and direct the IT Services.
- 3) Use new technologies such as hyper-converged server and storage appliances to reduce operational and financial overhead and free staff resources to support the primary goal of improving student learning.
- 4) Use the power of the new NGN data network connections to reduce the complexity of IT at school sites and remove staff-movement IT usage issues.
- 5) The cost, size and timeframe to upgrade the IT Services are reduced and made manageable by centralizing, automating and standardizing application services, school IT environment and the devices used to access the IT services at all sites across the School district.
- 6) Use new WIFI technologies to replace the cabled data networks and deliver comprehensive IT Service capability at all sites.
- 7) Introduce a technology refresh cycle to ensure all components of the IT Service delivery platform are kept up to a coordinated level of compatible service function.
- 8) Design and implement a new IT in-service model within the School District. This will be available for Staff, teachers, students and IT Staff according to their requirements.

6) Rationale for the Strategies Chosen

- 1) The basic foundation for delivery of the modernized learning environment is the integrity and integration of the central Active Directory. The new central IT Service Windows platform will be upgraded and entries that prevent efficient Active Directory integration will be removed with all the applications including but not limited to MyEdBC, SRB AtrieveERP and security and file management functions.
- 2) All departments with an identity role must work to automate administrative processes into the integrated directory. Additional professional services and software contracts may be needed to complete this.
- 3) A new learning environment that enables personalization, flexibility, collaboration and communication through appropriate software must be identified, procured and implemented to deliver function to the new school site technology.
- 4) Improved wireless classroom networks need to be deployed along with modern computers for students, staff and teachers. The goal is to deliver a learning environment that is 'Always On – Always Available – Always Responsive'.
- 5) A new IT in-service model will improve the effective use of new Technologies. Success will not be achieved if no-one uses the new IT.

7. Goals and Objectives

The following goals have been set for achievement by 2020.

1) The Technology Refresh Cycle¹ for the IT infrastructure and peripheral devices is:

Assets	Refresh Cycle
Workstations	4 years
Servers	5 years
Wireless	6 years
Switches	10 years
Software	Updated within 1 year maintenance cycles

This cycle will be reviewed annually to ensure the refresh continues to support the goals of the IT Strategic Plan.

¹Multifunctional Devices and some printers are not part of this refresh cycle as Multifunction printing is under contract to Ricoh Canada.

- 2) All school classrooms have standard workstations for students and teachers, supported by modern Wi-Fi technology that is designed for the School District's learning and administrative environment.
- 3) The IT in-service model delivers basic knowledge to all teachers and staff.
- 4) IT department provides managed services and support at all sites.
- 5) Financial resource plans that achieve the long term IT capability to support the improvement of student learning are created by the School District.
- 6) The goals of the Strategic Plan for IT will be reviewed and adjusted annually.

8) Evaluation Criteria

All successful IT Strategic Plans contain an evaluation process that reviews the effectiveness of both the planning process itself and the activities undertaken therein to achieve the Mission, Vision as well as Goals and Objectives of the plan in the time frame chosen.

The following guiding questions will be asked:

- 1) Are there observable differences in Student Learning?²
- 2) Has the reliability and uniformity of IT service improved?
- 3) Are IT services being optimized for automated integration?
- 4) Are there more modern workstations in classrooms for teachers and for student use as set out by the targets and refresh cycles?
- 5) Is there an improved response time for IT installations that require integration of service departments?
- 6) Do the SD75 staff and teachers know how to use IT resources?
- 7) Is their targeted ongoing IT in-service to improve participation of staff in learning IT and services?
- 8) Are there policies and procedures in place to govern IT services, purchases, security and usage?
- 9) Are the policies and procedures being regularly reviewed for effectiveness?
- 10) Is the IT service being reviewed regularly to ensure that it continues to meet the needs of the changing education system?
- 11) Are the budgetary needs the District IT being met?
- 12) Is there a consistent District IT budget to meet the refresh criteria?

²Criteria will be developed

Phase 3 IT Review - Immediate Action Plan (Gap Analysis)

The immediate actions will define the items and methodology to upgrade IT Services. This is the Phase 3 Gap Analysis of the IT Review process being conducted by Opus Consulting.

Detailed design and procurement choices are scheduled in the Opus Consulting IT Review project in Phase 4, producing the Tactical Implementation Plan.

The main elements in the immediate actions plans are infrastructure items, administrative changes, software standardization, and the integration of choice for school environments.

1. IT Infrastructure
 - a) Upgrade Data Centre servers and power
 - i) Identify options and procurement vehicle
 - ii) Prepare functional specifications
 - iii) Shortlist candidate programs and vendors
 - b) Central Windows Server Platform installed at Ferndale IT Facilities site
 - c) Data Protection (Backups) installed - professional services
 - d) Active Directory Cleanup achieved – professional services
 - e) Centralize, expand and modernize File services for all staff and teachers
 - i) professional services to integrate
 - f) Disaster Recovery Site installed at School Board Office
 - i) professional services
 - g) eMail and Office platform
 - i) Send eMail to Cloud - Office365
 - ii) Upgrade MS Office to 2016 version
- 2) Active Directory Integration with AtrieveERP, MyEdBC, School Environment software
- 3) WIFI Network Upgrade pilot sites chosen
- 4) Policy and Procedures introduced as a management framework
- 5) Legislation and regulation compliance achieved by adding security rules
- 6) Workstation standards - Admin , School, Classroom configurations active for delivery to pilot sites
 - a) Identify options and procurement vehicle
 - b) Prepare functional specification
 - c) Shortlist candidate product and vendors
- 7) Planning completed for telephone system upgrade to Unified Communication system
 - a) Identify options and procurement vehicle
 - b) Prepare functional specification
 - c) Shortlist candidate product and vendors

IT Review Project Phase 3 gap analysis functions that will be led by Opus Consulting include:
Software Standardization and Integration

- 1) List applications that work – e.g. AtrieveERP, Exchange, MS Office
- 2) List Applications that will be replaced e.g. Alexandria LMS, Adobe Contribute
- 3) For Applications that stay:
 - a) List features that need be added, can be added or improved
 - b) AD Integration and automation identified
 - c) Policy and Procedures that will help standardize processes, systems, services and use
 - d) Identify costs to upgrade
- 4) For Applications that will go:
 - i) Identify replacement options and procurement vehicle
 - ii) Prepare functional specification
 - iii) Shortlist candidate programs and vendors
- 5) Plan a new IT Training methodology and structure
- 6) Plan a new IT support structure for schools and teachers
- 7) Draft a new Service Catalogue for goal clarity

To provide an understanding of the context of the IT Strategy Plan and the Phase 3 Gap Analysis, the items and steps that will follow on from the Phase 3 work are

Phase 4 IT Review – Tactical Implementation Planning

Planning functions that will be led by Opus Consulting include:

- 1) Design a new IT architecture to deliver IT Services to all sites
- 2) Design the new Active Directory structure
- 3) Build Project Plan to upgrade infrastructure
- 4) Build Project Plan to upgrade current applications
- 5) Build Project Plan to pilot the new school environment solutions
- 6) Build Project Plan to design the new IT Training service methodology and service

ITEM 5.2 Action

TO: Board of Education
FROM: Superintendent of Schools
SUBJECT: Field Trip Application: San Diego, USA – Jim Pearce, Principal
 Mission Secondary School Football Program

Recommendation

THAT the Field Trip Application submitted by Mission Secondary School for thirty (30) students to travel to San Diego, California, USA, from August 27, 2017 to September 3, 2017, be approved as presented.

Background:

Mission Secondary School holds a rich tradition of traveling with their team to the San Diego area practicing and playing games. This request is not unusual to past years.

Approximately thirty (30) Grade 11/12 students are participating with six (6) teachers and one (1) parent supervising.

The date of travel: August 27 – September 3, 2017.

The total cost: \$60,000; cost per student: \$1500; cost per supervising staff member: \$500.

The field trip organizers have coordinated a group insurance medical plan and have discussed an emergency plan. Principal Pearce will be the primary contact person in Canada and will be available 24/7 during the trip.

Further details are outlined on the attached documents.

Attachments:

- A. Field Trip Application
- B. Alaska Airlines Itinerary
- C. Five Star Tours and Charter Bus Itinerary
- D. Town and Country Resort and Convention Centre Itinerary

Field Trip Application Extended or International Travel



For trips greater than 5 days within Canada, or, any travel outside of Canada and Washington State. Approved by the Board of Education.

NOTE: Fundraising MUST NOT commence until the application has been approved in principle by the Board.

Date Submitted: March 29/17

1. Sponsoring School(s): Mission Senior Secondary
2. Destination: San Diego
3. Departure and Arrival times: Aug 27 – Sept 3
4. Dates of Excursion and Number of Instructional Days Used (if any): Aug 27 – Sept 3 (0)
5. Description of Activity (name of event if known; program/team involved; etc) Football team practicing and Playing a football game
6. Number and Grade Level of Students: 11/12 (30 students approximately)
7. Plans for Curricular / Instruction / Assignment make-up: N/A
8. Names of Supervisors (names and indicate whether parent or teacher): 6 teachers 1 parent
9. Outline Past Experiences of Supervisor(s) /coach(es): Many years of supervising and organizing trips.
10. Method of Travel and Name of Carrier(s): Alaska Air and 5 Star Coachline
11. Appropriate Funding Practices
 - a) What is the total per pupil cost for the excursion? \$1,500
 - b) Of the total per pupil cost, how much is each pupil required to pay? \$1,500
 - c) What is the source of funds when there is a difference between (a) & (b)? N/A
 - d) How much is each supervising staff required to pay? \$500
 - e) What is the total cost of the excursion? \$60,000
 - f) If a tour or travel agency has been used to assist in the arrangements, what is the name of that agency?
Who is the contact person?
N/A

g) If other agencies are contributing to costs of the excursion, please identify agencies and their estimated contributions.

N/A

12. Appropriate Liability Coverage

a) Have arrangements been made to assure that all students and supervising staff have:

i) accident insurance? Must provide proof of insurance

ii) health insurance? Must provide proof of insurance

iii) cancellation insurance? Must provide proof of insurance

13. Appropriate Accommodation Arrangements

Describe the accommodation arrangements. (If your students are being billeted, a contact name is needed for each billet.)

Town and Country Hotel, Hotel Circle, San Diego

14. Appropriate Supervision Arrangements

a) What is the ratio of supervisor/student? 7:1

b) What strategies have the supervisors / coaches planned to assure the safety and appropriate supervision of the students?

Busy itinerary. All outings are supervised.

15. If traveling out of the country, what provisions have been made regarding proof of citizenship or immigration status?

Proof of passports

16. Appropriate Parent Input

a) Have parents been surveyed regarding their support for this trip? (Give details)

Yes. Parent meetings.

b) Will parents be asked to contribute either time or funds? (Please explain)

Yes, parents are involved in fundraising activities.

17. Appropriate Use of Instructional / Learning Time N/A

a) What specific section of the curriculum is related to this excursion?

b) What are the learning outcomes planned for this excursion?

c) How will the students' success in achieving the outcomes be measured?

d) Describe the educational preparation students will receive prior to the excursion.

e) What follow-up educational activities are planned for the students?

f) What monitoring activities are planned during the excursion to assure that students are achieving the educational experience intended?

18. Appropriate Use of Staff Time N/A

a) What evidence is there that the supervising staff has the expertise to assist the students in the educational outcomes intended?

b) If students regularly assigned to supervising staff will not be participating in the excursion, what measures have been taken to assure that the quality of instruction these children will receive during staff absence is suitable?

Field Trip Application Extended or International Travel



19. Appropriate Student Access

a) What are the qualifying factors (if any) required of participating students?

Be on the football team

b) Have any students been excluded because of an inability to pay? _____ 6

c) What arrangements have been made for students who require financial assistance?

Our fundraising activities have been set up to help players raise money for the trip

d) If substitute time is required, how will the cost be borne?

N/A

(NOTE: Please attach a copy of the itinerary.)

20. Signatures for Application

Principal: _____

Teacher Sponsor(s): _____

Board/Superintendent (or Designate) Approval: _____

Date: _____

NOTE: A copy of the proposed itinerary of student activities and schedules MUST be provided with the application. If required, the Board will request the final itinerary three months prior to the trip.

San Diego 2017

Sunday Aug 27		Flight to SD from Bellingham Alaska Air
		Pizza at Hotel (Town and Country Resort and Convention Center)
Monday Aug 28	AM	Practice 9:30 – 12:00
	PM	Mission Beach Surf lessons
	Eve	Mall (food court)
Tuesday Aug 29	AM	Practice 9:30 – 12:00
	PM	Sea World
	Eve	Old Town
Wednesday Aug 30	AM	Practice 9:30 – 12:00
	PM	Air Craft Carrier Museum
	Eve	San Diego Padres Game @ Petco Field
Thursday Aug 31	AM	Practice 9:30 – 12:00
	PM	Mission Beach
	Eve	Mall
Friday Sept 1	AM	Team Meetings
	PM	Team meal (buffet)
	Eve	Game
Saturday Sept 2	AM	Sleep In
	PM	SDSU Game at Qualcomm Stadium
	Eve	Hotel
Sunday Sept 3		Flight SD to Bellingham Alaska Air

Hi Tracy

I am organizing and running the trip. The other adults coming are:

Brroke Jakobs	Teacher SD 75
Glen Roberts	Coach and Teacher SD 75
Mike Schneider	Coach and Teacher SD 75
Brent Thompson	Coach and Teacher SD 75
Garrin Mang	Coach and Parent of a player

Two other coaches and Glen Roberts wife may also be coming.

Jim will be our contact person at home. Parents or Jim can get a hold of me 24/7 while we are away. I encourage all the players to get a USA cell phone plan too so it's easy for them to stay in touch with their family.

I do set up a group insurance medical plan which the parents must purchase and show me proof of purchase.

I have included our hotel, charter bus, and flight information. Parents are responsible for taking and picking up their children in Bellingham.

As far as an emergency plan, we are 15 minutes away from the airport and have a bus at our beck and call. But let me know what things you would like to see in an emergency plan.

This is our fourth time doing this trip and has been awesome!

Please let me know if you need anything else.

Danny Jakobs

Mission Secondary School

Head Coach Varsity Football Team

daniel.jakobs@mpsd.ca

Subject: Fw: Your group fare agreement: ZUKLSJJ

From: Danny Jakobs ([REDACTED])

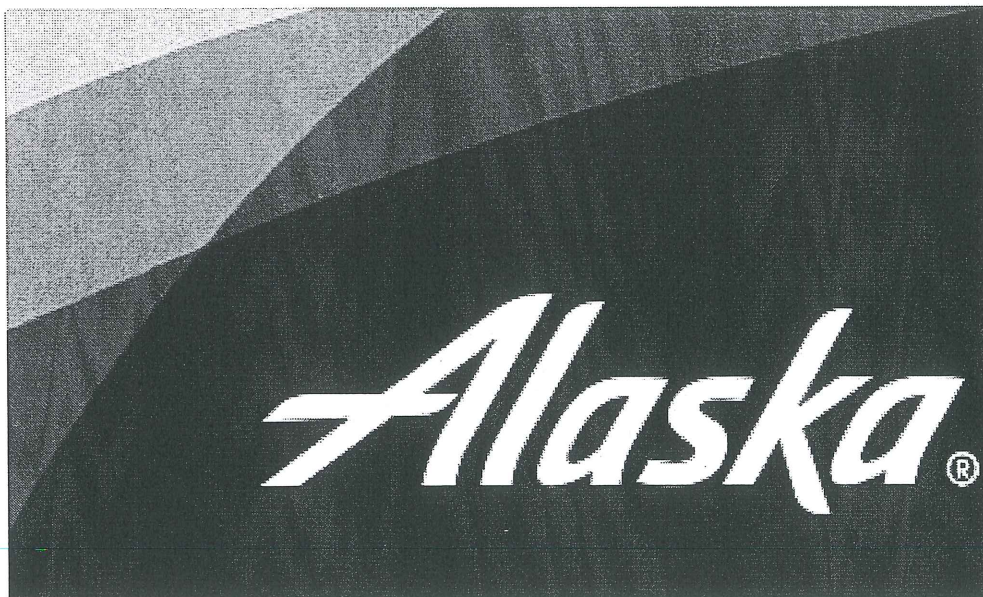
To: daniel.jakobs@mpsd.ca;

Date: Tuesday, April 4, 2017 9:02 AM

On Tuesday, April 4, 2017 9:01 AM, Danny Jakobs <dannyjjakobs@yahoo.ca> wrote:

Hi,
I was wondering if I could add more seats to our group?
Thanks
Danny Jakobs

Your Alaska Airlines group travel



Group travel

March 08, 2017

Thank you for selecting Alaska Airlines
for group travel.

Contact: Danny
Phone: 604 556 6214
Email: dannyjjakobs@yahoo.ca

Group name: Mission Secondary School Football
Group ID number: ZUKLSJJ
Total number in group: 35

Horizon Air As
Alaskahorizon

Bellingham, Wa
August 27, 2017
07:00 AM

August 27, 2017
07:40 AM

AS0514

Seattle,
Washington
August 27, 2017
09:55 AM

San Diego, Ca
August 27, 2017
12:36 PM

K14N4

AS0487

San Diego, Ca
September 3,
2017
1:35 PM

Seattle,
Washington
September 3,
2017
4:19 PM

K14N4

AS2490

Operated By
Horizon Air As
Alaskahorizon

Seattle,
Washington
September 3,
2017
6:15 PM

Bellingham, Wa
September 3,
2017
6:55 PM

K14N4

CONFIRMATION CODE:
OWCTLJ

Number in party: 23
Per Person Base Fare
excluding Taxes: \$281.00 USD


Group fare agreement

Fare details: Fare shown is base fare only in the currency indicated above. All applicable taxes, PFC(s), fees and surcharges are separate from the fare and must be collected at time of ticketing. The rate of exchange at the time of ticketing will be used and may affect the base fare equivalent quoted at booking. Estimated taxes provided at booking are based on ticketing in the US.

Payment & ticketing: Ticketing must be completed no later than June 28, 2017. Payment must be received by the ticketing date or group space will be canceled. Payment to the Group Desk must be by a single credit card. Group Desk contact and office hours.

Conditions: This agreement covers group travel only. A group is ten (10) or more passengers traveling together to the same destination. In the event the group does not meet this minimum, or passengers do not travel with the group, they will be considered individual travelers and must be ticketed at the otherwise applicable fare (in which case all fare rules and blackout dates apply).

Names: Names must be entered prior to payment/ticketing. Names and secure flight information must be submitted online. Name changes can be made free of charge up to 3 days prior to

Subject: Fw: Transportation Quote Summary from Five Star Tours
From: Danny Jakobs ()
To: daniel.jakobs@mpsd.ca;
Date: Tuesday, April 4, 2017 9:00 AM

On Wednesday, March 1, 2017 12:22 PM, Five Star Tours Charter Bus Company <noreply@ridebitsapp.com> wrote:

Five Star Tours & Charter Bus Company

Quotation #: X7AAHW

Dear Danny,

We thank you for considering Five Star Tours and Charter Bus Company to accommodate all of your San Diego transportation needs. Our goal at Five Star Tours is not earn your business just once but to impress you that we are your first choice for all your transportation needs. We have one of the largest San Diego Charter Buses selection to accommodate all your transportation needs. Below is a summary of your quote request

Reservation Summary		
Pickup Date: Sun - Aug 27 2017 9:00 AM	Service Hours: N/A	# of Passengers: 49
Service: Charter Services	Vehicle Type: 49 pax Luxury Motor coach	Estimated Distance: 0.00 miles
Passengers: Danny Jakobs, dannyjakobs@yahoo.ca, 6045566214		
Pickup: San Diego, CA		

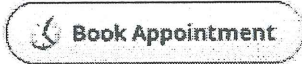
Dropoff:
San Diego, CA

Customer/ Trip Notes:
 Danny Jakobs Email dannyjakobs@yahoo.ca Phone Number 6045566214 Date of Service Aug 27 to Sept 3 Service Request School group. Need a quote for service. We have used you twice in the past. *****Here is our schedule for the week so you can get me an exact quote. Aug 27 Airport pickup to Town and Country Hotel Circle Aug 28 9am to 6pm in San Diego Aug 29 9am to 6pm in San Diego Aug 30 9am to 4pm in San Diego Aug 31 9am to 6pm in San Diego Sept 1 3pm to Midnight in San Diego Sept 2 No bus needed Sept 3 Airport from Town and Country Thanks Danny Jakobs

Item	Estimate	Amount
One way transfer Service in San Diego* 8/27/17 (SAN-HTL)		\$385.00
9 Hr Service in San Diego*8/28/17 (9-6pm)		\$1,000.00
9 Hr Service in San Diego*8/29/17(9-6pm)		\$1,000.00
7Hr Service in San Diego*8/30/17(9-4pm)		\$860.00
9 Hr Service in San Diego*8/31/17(9-6pm)		\$1,000.00
9 Hr Service in San Diego*9/1/17(3-12am)		\$1,000.00
One way transfer Service in San Diego*9/3/17 (HTL-SAN)		\$385.00
	Sub-Total	\$5,630.00
	Tips	\$281.50
	Total	\$5,911.50

The fares quoted above are inclusive of PUC tax, gratuity can be added up on your discretion which is recommended at 6 to 10% of the total price quoted. Please note prices listed above might be subject to a fuel surcharge depending on where fuel price maybe on date of trip. This quote is valid for up to 30 days.

Five Star Tours & Bus Charter Company has been operating in San Diego County for ove 35 years. We are a reliable charter bus/ shuttle company that specializes in providing superior customer service with safe and dependable staff and equipment. We understand our clients and passenger needs and we strive to not only meet but to exceed them!
 All vehicles are operated by professional, uniformed driver that provide safe and reliable service for you and your guests. We are fully licensed, insurance and permitted to operate in the USA. Five Star Tours & Bus Charter Company is in compliance with all Federal & State regulations and is audited yearly by CHP with a "satisfactory" rating. (the highest in the industry)
 Make it Easy and Book a Sales Consultation to answer any of your questions:



To see pictures and amenities of our equipment, please click here

Service Deposits

A non-refundable deposit of \$100.00 per service per vehicle is due in order to reserve your service.

Final Payments

The final balance is due in advance seven days prior to the departure date. All monies are non-refundable after final payment is received. NO EXCEPTIONS!



TOWN AND COUNTRY RESORT & CONVENTION CENTER | 500 HOTEL CIRCLE NORTH | SAN DIEGO, CA 92108

CONTRACT

Wednesday, March 15, 2017

GROUP NAME: Mission Secondary
 CONTACT: Danny Jakobs
 TITLE: Teacher
 ADDRESS: 32939 – 7th Avenue
 Mission, BC V2V 2C5
 Canada
 E-MAIL: daniel.jakobs@mpsd.ca
 PHONE: (604) 556 - 6214

Once this contract is accepted, we will remove from our inventory and consider sold to you for your use room nights pursuant to the following arrival and departure pattern:

August 27, 2017 - September 3, 2017

	Sun 08/27	Mon 08/28	Tue 08/29	Wed 08/30	Thu 08/31	Fri 09/01	Sat 09/02
Regency Tower 2 Queen	10	10	10	10	10	10	10
Total Room Nights: 70	Check-in: 3:00PM		Check-out: 11:00AM				

Rates for your meeting are confirmed as follows:

Room	Single Rate	Double Rate	Triple Rate	Quad Rate
Regency Tower 2 Queen	110	110	110	110

CONCESSIONS:

We are pleased to offer the following concessions:

- Parking has been waived for the group. Will not require parking.
- Hotel service fee has been waived for the group.

Room rates quoted above are subject to tax, which is currently 10.5%, and the California Tourism Assessment Fee, which is currently 0.6%, and the San Diego Tourism District Assessment, which is currently 2%, and are commissionable to [Hotel Planner] at 10% of revenue (excluding taxes and the California Tourism Assessment Fee) generated from room rates on room nights within the pattern set forth above actually occupied by your attendees and paid for at the full contract rate. Commission will be paid after your Master Account is settled in full.

Group is solely responsible for informing attendees of Fees and California Tourism Assessment Fee and San Diego Tourism Marketing District Assessment and taxes thereon, and that they are separate from and in addition to room rate and taxes; Group may not lump these items into any category such as room rate or room plus tax rate in any printed, promotional or other material.

Organization Authorized Initials _____

Sales Authorized Initials _____

ITEM 5.3 Action

TO: Board of Education
FROM: Superintendent of Schools
SUBJECT: Field Trip Application: France and Spain – Jim Pearce, Principal, Mission Secondary School

Recommendation

THAT the Field Trip Application submitted by Mission Secondary School for thirty-five (35) students to travel to France and Spain from March 16, 2018 to March 26, 2018, be approved as presented pending fundraising abilities.

Background:

This will be the fourth trip that Mission Secondary School has undertaken to Europe and this request is not unusual to past years.

Approximately thirty-35 (35) Grade 11/12 students will be participating with five (5) teachers supervising.

The date of travel: March 16, 2018 – March 26, 2018.

The total cost is approximately: \$133,000;

The cost per student: \$3800 in addition to lunches and occasional dinners/personal expenses.

The cost to staff: Will have their trips financed by the students at a 10:1 ratio through the tour company however, they may also fundraise to decrease the overall cost to the students.

The field trip organizers have coordinated travel insurance through the travel agent, *Barry or Gail Wilson, STS Tours*.

Further details are outlined on the attached document.

Attachment:

A. Field Trip Application

**Extended or International Travel
Application Form**

Date Submitted: May 2017

- 1. Sponsoring School:** École Mission Secondary School
- 2. Destination:** France and Spain
- 3. Departure and arrival times:** Depart Vancouver Friday March 16, 2018
Arrive Vancouver Monday March 26, 2018

(exact time to be confirmed summer of 2017)

4. Dates of Excursion and Number of Instructional Days Used (if any):

Friday March 16 (evening) until Monday March 26, 2018 (Spring Break)
No instructional days used.

5. Description of Activity (name of event if known; program/team involved; etc):

- Day 1 Friday, March 16 Depart from Vancouver, BC.
- Day 2 Saturday, March 17 Arrive Paris, France.
- Day 3 Sunday, March 18 Full day in Paris.
- Day 4 Monday March 19 Full day in Versailles.
- Day 5 Tuesday March 20 Full day in the Loire Valley
- Day 6 Wednesday, March 21 Full day in Paris.
- Day 7 Thursday, March 22 Fly to Madrid.
- Day 8 Friday, March 23 Full day in Madrid.
- Day 9 Saturday, March 24 Full day in Segovia.
- Day 10 Sunday March 25 Full day in Madrid.
- Day 11 Monday March 26 Depart for home

6. Number and Grade Level of Students: 35 grade 11 and 12 students

7. Plans for curricular/instruction/assignment make-up:

No instructional time will be missed.

8. Names of Supervisors:

Alison Fyles	(French/English/Yearbook Teacher MSS)
Jacque Blaschek	(French/Comm Rec Teacher MSS)
Suzette Izbicki	(SpanishTeacher MSS)
Danny Jakobs	(PE/French Teacher MSS)

9. Outline past experiences of supervisors(s):

This is Ms Blaschek's fourth trip with Mission Secondary. She took students to France and Amsterdam in 2008, France and Spain in 2010 and France and Spain again in 2014. She speaks French and has traveled in France and Spain, specifically to the proposed sites to be visited. Ms Blaschek also regularly organizes field trips in her position as Community Recreation teacher. This involves taking 40-60 students hiking, backpacking for several days, snowboarding, river rafting and rock climbing.

Mrs Izbicki has taken students to Europe on two separate occasions (France and Spain), and she speaks French and Spanish.

This is Ms Fyles first time taking students to France and Spain, however she is an avid traveler, she lived and worked in France for two years (specifically the Loire Valley which is a part of the trip). She speaks French fluently and this is her 4th trip to France. She will be participating in the Global Education trip with MSS to Fiji this summer as well.

Mr Jakobs has 25 years of experience chaperoning high school students on sports trips. He has also participated on two school trips to Europe and organized 4 athletic trips to San Diego, CA. He studied in France for a year, speaks French and is an avid traveler in his personal time.

10. Method of Travel and Name of Carrier(s):

Air (Carrier TBA)
Arrangements to be made by STS Tours, Surrey, BC (604) 538-2853

11. APPROPRIATE FUNDRAISING PRACTICES

- a) **Total cost per pupil for the package excursion, based on 40 students and 4 staff:** \$3800 maximum

Package costs includes:

- airfare
- accommodation
- in-country travel
- breakfasts and some suppers
- entry fees
- tips
- insurance

Trip does not include:

- lunch and some suppers
- personal expenses

- b) **Pupil required to pay:** 100% less that which is fundraised
- c) **Source of funds when there is a difference between a & b:** fundraising to be coordinated by parent committee.
- d) **Total supervising staff is required to pay:** Supervising staff will have their trips financed by the students at a 10 to 1 ratio through the tour company, however they may also fund raise to decrease the overall cost to the students.
- e) **Total cost of the excursion:** 35 X \$3800 = \$133 000
- f) **Name of travel agency and contact:**

Barry or Gail Wilson, STS Tours
#204 –1736 152nd Street, Surrey, BC V4A 4M4
Phone: (604) 538-2853
Email: ststours@telus.net

- g) **Other agencies:** N/A

12. APPROPRIATE LIABILITY COVERAGE

a) Arrangements will be made through travel agent for:

- i) accident insurance – YES**
- ii) health insurance – YES**
- iii) cancellation insurance – YES**

13. Emergency Response Plans/First Aid arrangements in place:

Travel agent to provide additional in-country emergency contacts and information.
Medical forms to be filled in by students with allergy information and special needs.
Parents will provide emergency contact information for us, as well as be provided with a contact number to get a hold of us.

All four supervisions will have cell phones with them, including a European cell phone and local contact number. Students will be provided with the names and phone numbers of all hotels, as well as the local emergency contact numbers.

14. APPROPRIATE ACCOMADATION ARRANGEMENTS

Description of the accommodation arrangements:

Hotels

15. APPROPRIATE SUPERVISION ARRANGEMENTS

a) Supervisor to student ratio: 1 to 9

b) Strategies planned to assure the safety and appropriate supervision of the students:

No unsupervised travel will be permitted. All shopping and tours are booked and supervised. We will have in-country cell phones and phone cards for the supervisors. We will hold regular group meetings throughout the day and participate in shared meals for the purposes of debriefing and updating. Evenings will have a strictly enforced curfew, and we will follow the Mission Secondary School Field Study Guidelines and Regulations. These include the prohibition of drinking, drugs and smoking. Partaking in such activities will mean the automatic termination of the students' participation in the trip at his or her own cost.

16. Provisions regarding proof of citizenship or immigration status:

Students will be required to obtain a valid Canadian passport, if they do not already have one.

17. APPROPRIATE PARENT INPUT

a) Parents surveyed regarding their support for the trip – Yes

A letter will be sent home with interested students, to be returned indicating that the student had parental support before the application process can be started.

b) Parents will be asked to contribute their time or funds – Yes

Parents will be asked to help with fundraising, as a parent fund raising committee will be formed.

18. APPROPRIATE STUDENT ACCESS

a) Qualifying factors required of participating students:

- FSL student in grade 11 or 12, Spanish 11 or 12, French Immersion 11 or 12 at the time of the trip
- Student of Mission Secondary School
- Current academic achievement is at an acceptable level (No F/C-)
- Attitude, effort and work habits are at an acceptable level (No Ns)
- No unexcused absences (No classes skipped)
- No suspensions or withdrawals from school events due to disciplinary reasons
- Parental permission
- Completed application form

b) Students excluded because of inability to pay – No

Sufficient time has been allotted to allow students the opportunity to fund raise.

c) Arrangements made for students who require financial assistance:

A fundraising campaign has been planned for the students to participate in. However, the amount of funds raised is determined by the students' willingness to take advantage of fundraising strategies.

19. ALL STUDENTS MUST FOLLOW THE SCHOOL CODE OF CONDUCT ON THE TRIP.

20. SIGNATURES FOR THE APPLICATION

Principal: _____

Teacher Sponsor(s): _____

Board / Approval : _____ **Date:** _____

ITEM 5.4 Action

TO: Board of Education
FROM: Secretary Treasurer
SUBJECT: District of Mission / School District – Draft Joint Use Agreement

Recommendation:

THAT the Draft Joint Use Agreement made between the Mission Public School District and the District of Mission dated May 1, 2017, be approved as presented.

Summary:

In October 2016, the Board deferred action on the motion to return the function of booking public use of School District facilities to the School District, pending the re-negotiation of the long-term usage agreement, resulting in a revised agreement consistent with the School District's primary objective of providing education while supporting community use of School District facilities, equipment and fields.

The new agreement is for a five (5) year term, with the ability to terminate, extend, or continue on a month to month basis if not renewed, extended, or replaced with a new agreement.

Background:

Over the years, the School District has worked in cooperation with the District of Mission for the purpose of developing, constructing, operating and maintaining parks and recreation lands and facilities for parks and recreation purposes, and to organize and administer public recreation programs.

In 1979, a formal agreement was signed ensuring the School District made buildings and grounds available for community use when such use does not conflict with the operation of regular school activities. At the time this was signed in good faith for the use of facilities for the maximum benefit for the entire community.

Over the years, the School District approved subsequent five (5) year term agreements.

In early 2016, the Board approved a motion to remove the booking function for community groups to use School District facilities from the joint use agreement, and bring the task back into the School District. In October 2016, the Board postponed any action on the motion until the end of the 2016/2017 school year, providing staff the opportunity to negotiate and make a recommendation to the Board for a long-term usage agreement.

Analysis and Impact:

The District of Mission and the School District agree it is in each party's best interest to work cooperatively as partners to enhance the services that each organization provides to its constituents. The revised agreement reflects this cooperative approach to supporting the community.

Both the District of Mission and the School District receive benefit from using the other agency's facilities. The new turf field is excluded from the agreement as all users of this facility are required to pay a user fee at this time. Staff is currently analyzing the benefit provided to each agency, which will be provided in a future report.

The Joint Use Agreement does not address the complex operating environment of Heritage Park Middle School and Theatre. A separate agreement will be negotiated to address these more complex details in the upcoming months.

The revised agreement increases the administrative fee that the District of Mission retains for the booking function from 12% to 15%. The effect of this change is calculated as follows based on the 2016 fees collected.

Booking Function

User Group Revenue from use of School District Facilities

User Group Revenue in 2016	\$20,414
Administrative Fee – 15%	<u>(3,062)</u>
Net Revenue to MPSD	<u>\$17,352</u>

Note: increasing the administrative fee from 12% to 15% reduces the revenue by \$612.

If the School District was to bring the booking function back into the School District, additional staff support would be required at a cost of approximately \$10,000, reducing the net revenue to approximately \$10,000.

Strategic Priority:

Any agreement negotiated shall align with the Board of Education’s Strategic Plan to maintain effective governance and operational direction.

Policy, Regulation, Legislation:

Both the District of Mission and the Mission Public School District is authorized to enter into the agreement, in accordance with the *Local Government Act* and the *British Columbia School Act*.

Public Consultation:

The agreement is presented and the public engagement process is to inform the public on the agreement and to display the cooperative approach by both entities.

Implementation:

The District of Mission is required to approve the agreement and is tentatively scheduled for the May 1, 2017 Council meeting.

Attachments:

1. Joint Use Agreement

DISTRICT OF MISSION / SCHOOL DISTRICT NO.75 (MISSION)

JOINT USE AGREEMENT

THIS AGREEMENT is made this ___ day of _____, 2017.

BETWEEN:

District of Mission
8645 Stave Lake Street
Box 20
Mission, BC V2V 4L9

(Hereinafter referred to as the "District")

AND: The Board of Education
School District No.75 (Mission)
33046 4th Avenue
Mission, BC V2V 1S5

(Hereinafter referred to as the "Board")

Together referred to as "the Parties" or separately as "Party";

WHEREAS: The Board is the registered owner of certain lands and premises used for public school purposes in that portion of School District No. 75 (Mission);

AND WHEREAS: The District is the registered owner of the Mission Leisure Centre at 7650 Grand Street, Mission, BC which is operated by the District, and which, together with other lands and premises, is used for public recreation;

AND WHEREAS: The District and the Board agree it is in each Party's best interest to work co-operatively as partners whenever and wherever possible to enhance the services that each organization provides to its constituents;

AND WHEREAS: The District and the Board wish to enter into an Agreement regarding the joint use of those facilities identified in Schedule A;

AND WHEREAS this agreement will not contravene the Local Government Act or the School Act;

NOW THEREFORE the Board and the District hereby agree as follows:

TERM AND TERMINATION

1. The term of this Agreement shall commence on the 1st day of May 2017 unless changed and/or cancelled in accordance with the provisos included herein.
2. This Agreement will be for a period of FIVE (5) YEARS unless terminated by either Party.

3. Termination may be initiated by either Party upon giving 120 days' notice in writing to the other Party.
4. The term of the Agreement may be extended in writing by both Parties.
5. At the expiration of the term of the Agreement, it shall be deemed to continue month to month on the same terms and conditions contained in the Agreement until such time as the Agreement is terminated by written notice, extended by written notice, or replaced with a new Agreement.
6. This Agreement replaces and supersedes the Agreement entered into by the Parties and dated September 30th, 2004.

AGREEMENT ADMINISTRATION

7. This Agreement will be administered by the Secretary-Treasurer (or designate) for the Board and by the Director of Parks & Recreation and Culture (or designate) for the District, or by such others as either Party may determine from time to time.
8. A Committee to be known as the "Operations Committee", comprised of two staff representatives of the District and two staff representatives of the Board, shall be established following execution of this Agreement to oversee the operation of the Agreement. The Operations Committee shall meet in July following the end of the school season and mid-year in January, and with other meetings being scheduled at the request of either Party. This arrangement shall be reviewed annually.
9. Issues related to building security, supervision, damages, schedules and other concerns will be addressed by each Party as soon as reasonably practical.
10. Any amendments to the intent of the Agreement will be addressed by the Parties and referred to the Board and the District for ratification as required.

FEES OVERHEAD COSTS

11. The Parties agree not to charge the other Party for the use of their facilities, with the exception of fees charged to community user groups.
12. Any additional direct overhead costs will be passed along to user groups. The parties may charge the other in the event that there are additional costs associated with the use, for example the costs of an additional lifeguard will be charged to school groups if pool attendance requires an additional lifeguard to be on shift, or the cost of additional custodian services for events outside of regular school hours.

RECIPROCAL USE OF FACILITIES

13. Each party to this Agreement will make its buildings, grounds and related equipment available for use by the other party on a first priority basis after the space requirements for its own programs have been met in accordance with the joint operating regulations attached hereto as Schedule B.

14. Each party will provide the particular facility to the other in the condition which that facility would normally be provided to any other user in the ordinary course of programming: facilities will be made available on an “as is” basis.
15. The Parties agree to use the facilities in accordance with this agreement, the District by-laws, District policy, Parks, Recreation & Culture policies and Board policies and procedures governing use of such facilities.
16. The Parties agree that facility usage, subject to availability, will not be unjustly withheld.

DISTRICT USE OF BOARD FACILITIES

17. The Board agrees that the District shall upon request, have the use of those school facilities identified in Schedule A for community and after school use, or for use by the District of Mission, in accordance with School District No.75 (Mission) Policies and related procedures, as amended from time to time.
18. The Board agrees that, except as otherwise provided herein, the said school facilities shall be available for use by the District on instructional days, between the hours of 5 pm and 10 pm and on non-instructional days between the hours of 8 am and 10 pm when the facilities are not being used for school based programs.
19. Use of the school facilities on non-instructional days shall be subject to the approval of the Board's Secretary Treasurer, or designate.
20. The Parties agree that the District shall handle the scheduling of Board Facilities for all community use and non-school after school functions.
21. The Parties agree that the District shall obtain user agreements from all community user groups, for booked Board facilities in accordance with Schedule B.
22. The Parties agree that the District shall provide a user agreement to the Board for the District's use of booked Board facilities in accordance with Schedule B.
23. The Parties agree that the District shall collect all revenues for community use of Board facilities in accordance with the Boards' Fee Schedule for Community and After School Use of Schools procedure, and further, the District shall establish the necessary procedures to ensure the efficient collection of said revenues.
24. The District agrees to remit to the Board by June 30 each year the revenues collected in the previous twelve months, net of a 15% administration fee to be retained by the District as compensation for the revenue collection services, and to also provide the Board with a summary report of the revenues received. The books of account may be reviewed by a Board representative at any time, and will be maintained in a fashion consistent with generally accepted accounting practices.
25. In the event of a user group cancelling their rental, the District shall whenever possible provide a minimum of 7 days' notice to the Board.

BOARD USE OF DISTRICT FACILITIES

26. The District agrees that the Board shall, upon request, have the use of those District facilities identified in Schedule A and lying within the District of Mission for educational purposes and/or school programs in accordance with District of Mission Parks, Recreation & Culture Facility Rentals Policy, as amended from time to time.
27. The District agrees that, except as otherwise provided herein, the said District facilities shall be available for use by the Board on instructional days between the hours of 8 am and 3 pm. Use of District facilities on non-instructional days shall be subject to the approval of the Director of Parks, Recreation & Culture, or designate.
28. The Parties agree that the District shall obtain user agreements from all School user groups for booked District facilities, in accordance with Schedule B.
29. The Parties agree that the District shall obtain a user agreement from the Board for Board use of booked District facilities in accordance with Schedule B.
30. In the event of a school program cancellation the Board shall whenever possible provide 7 days' notice, but no less than 24 hours to the District.

DEVELOPMENT

31. The Parties will share long range and medium range plans with the other party in order to optimally develop joint facilities.
32. Planners of schools, parks, recreation and cultural facilities shall collaborate so as to maximize the use of facilities by locating them conveniently for patrons. Planners shall design and locate facilities so as to minimize maintenance costs and avoid duplication of facilities and allow flexible community access.
33. Wherever feasible, the Parties will make land purchases on adjoining sites to support the development of joint facilities, and consult each other on land purchases in such a manner to maintain established procedures of confidentiality.
34. If concurrent development is not possible, consultation between the Parties shall occur in order to facilitate the orderly development of the integrated site.
35. The Parties agree to strive for consistency in development standards for new and renovated facilities which are intended for joint use, with such standards to be at least the minimum necessary to meet the community's needs.
36. The Parties will participate in joint capital projects or other facility projects where appropriate and desirable, and in such circumstances a site-specific joint agreement may be developed for the project.
37. The Parties agree to explore the possibilities of joint development with third parties, where a three party partnership would result in a facility which improves service delivery by the District and the Board, and results in greater benefit to the community, keeping in mind current District and Board policies.
38. After appropriate consultation, the Parties may agree on the naming of joint school park sites.

39. The Parties agree to retain an inventory of facilities and improvements that are implemented in partnership with each other, and these improvements shall be listed on Schedule C, This information will be used to support future maintenance and facility improvement decisions of the Parties.

INDEMNIFICATION

40. The District and the Board hereby agree to indemnify and save harmless each the other from and against any and all manner of liability, actions, causes of action, prosecutions, claims, fines, demands, damages, losses, costs or expenses for property damage, personal injury including death, in any way occurring, or for breach of any bylaw, statute, regulation and by whomsoever made, brought or prosecuted, which either Party may sustain or be put to, in any manner based upon, occasioned by, or attributable to the execution of this Agreement, or arising out of any conduct of the Parties, its agents, invitees, or servants, or arising out of the occupation or use of the facility.

41. The Parties shall each maintain in effect for the term of this Agreement comprehensive general liability insurance or equivalent self-insurance in the sum of at least \$5,000,000 per occurrence, in respect of any prosecution, injury or death to one or more persons, or property damage occurring on or about the facility and attributable to the execution of this Agreement, or arising out of any conduct of the Parties, its agents, invitees, or servants, or arising out of the occupation or use of the facility. The Parties further agree to name the other party as an additional named insured on their insurance policy, and provide a certificate confirming such insurance coverage if requested by the other party.

DISPUTE RESOLUTION

42. The Parties agree to discuss problems that arise from the execution of this Agreement, and to act in good faith to resolve any problems that may arise.

COMMUNICATIONS

43. Each party will support the distribution, circulation and posting of material promoting the activities and events of the joint use partners in a timely manner, within the parameters set out in each party's respective policies for sponsorship and advertising.

44. On joint development projects and concurrent development projects the respective communications staff representing each party shall collaborate on press releases and official ceremonies planning.

45. Where an incident occurs within the facility during use by the user party no contact with the media or the public will occur without notification of the senior officials of both parties.

MISCELLANEOUS

Waiver

46. No term, condition, covenant or other provision herein shall be considered to have been waived by either Party unless such waiver is expressed in writing by the Party. Any such waiver shall not be construed as a waiver of any other portion of this Agreement.

Remedies Cumulative

47. No remedy conferred upon or reserved to any Party is exclusive of any remedy herein or provided by law, but such remedy shall be cumulative and shall be in addition to any other remedy herein or hereafter existing at law, in inequity or by statute.

INTERPRETATION

Entire Agreement

48. This Agreement constitutes the entire agreement between the Parties and shall not be modified or amended except by a written document duly executed and delivered by the Parties hereto or by their successors, permitted assigns, or authorized agents.

Severability

49. If any section of this Agreement or any part of a section is found to be unlawful or unenforceable, that part or section, as the case may be, shall be considered separate and severable and the remaining parts or sections, as the case may be shall not be affected thereby and shall be enforceable to the fullest extent permitted by the law.

Enactments

50. Where in this Agreement there is a reference to an enactment of Mission, the Province of British Columbia or Canada, that reference shall include a reference to any subsequent enactment of like effect, and unless the context otherwise requires, all statutes referred to herein are enactments of Mission, the Province of British Columbia or Canada.

IN WITNESS WHEREOF the Parties have executed this Agreement as of the date first written above.

DISTRICT OF MISSION

Mayor, District of Mission

Witnessed by: *(print name)*

Director of Corporate Administration

Witnessed by: *(print name)*

**BOARD OF EDUCATION
SCHOOL DISTRICT NO.75 (MISSION)**

Chair, Board of Education

Witnessed by: *(print name)*

Secretary Treasurer

Witnessed by: *(print name)*

Schedule A

Joint Use Facilities

District of Mission

School District No. 75 (Mission)

Mission Leisure Centre

- Pool
- Gymnasium
- North and South Arenas
- Curling Club (off season)
- Multi-Purpose Rooms
- Conference Room
- Racquet Courts
- Fitness Studio
- Weight Room
- Youth Lounge

Mission Activity Centre

- Subject to availability

Mission Rotary Sports Park*

- Grass Fields
- Field House

Centennial Park

- Lacrosse Box
- Tennis Courts
- Disc Golf Course
- Outdoor Gym

Fraser River Heritage Park

- Picnic Shelter
- Gazebo

Griner Park

Other neighbourhood parks subject to approval

Elementary School Gymnasiums

- Albert McMahon
- Cherry Hill
- École Christine Morrison
- Hatzic Elementary
- École Mission Central
- Silverdale
- West Heights
- Windebank
- Edwin S. Richards
- Hillside
- Deroche
- Dewdney

Middle School Gymnasiums & Classrooms

- Hatzic
- Heritage Park

High School Gymnasiums

- Mission Secondary

Fraserview Gymnasium and Classrooms

Riverside College Classrooms

School Sports Fields

*This agreement does not include the artificial turf field (ATF) at the Mission Rotary Sports Park. All users of the ATF are required to pay for field rental as per the DOM Annual Fees and Charges By-Law.

The Heritage Park Community Gymnasium and the Clarke Theatre are not part of this agreement. They are included in the Heritage Park Operating and Maintenance Agreement.

Schedule B

Joint Operating Regulations

1. Booking Community Group use of Board facilities:

- a. Each School will notify the District of planned school use of the facilities for the upcoming school year, no later than April 1st.
- b. The District will consider user group interest for school facilities and will submit to each school no later than June 1st each year the community use requests for the school for the following school year. The Principals will review the community use requests and will advise the District on the booked use ideally before the end of June but in no case later than September 1st.
- c. If future school plans change that may necessitate cancelling or rescheduling a District booked use, the school will notify to the District Booking Clerk ideally a minimum of 7 days' notice, but in no case less than 24 hours' in advance.

2. User Agreements:

- a. Community User Group Agreements must include the following:
 - i. Organization Name, Name of responsible person; Name of facility, date and times time of use;
 - ii. Cost for facility per use;
 - iii. Indemnification of the School District and the District of Mission;
 - iv. Liability insurance coverage of \$3,000,000 per occurrence, naming School District #75 and the District of Mission as additional named insured;
 - v. A process for the restitution and repairs of damage to facilities or equipment;
 - vi. Notice of no liquor, tobacco, or illegal drugs on school property;
 - vii. Cancellation refunds – only if seven days' notice provided before the event per Clause 25;
 - viii. Notice of requirement to comply with all directives from School District staff in the event of an emergency or emergency exercise.
- b. School Group user agreements must provide the following:
 - i. School Name, Name of responsible person, Name of facility, date and times of use;
 - ii. Indemnification of the District of Mission included in this agreement;
 - iii. Liability insurance coverage included in this agreement;
 - iv. Notice of no liquor, tobacco, or illegal drugs on District property;
 - v. School groups are to provide seven days' notice for all cancellations. Failure to provide notice may result in loss of future access to DOM facilities.
 - vi. A process for the restitution and repairs of damage to facilities or equipment;
 - vii. Cancellation refunds for additional charges – only if 24 hours' notice is provided before the event per clause 25;
 - viii. Notice of requirement to comply with all directives from DOM staff in the event of an emergency or emergency exercise.

- c. User Agreements must include the requirement for restitution and repairs of damage as follows:
- i. It shall be the responsibility of the user to make restitution for the repair of damage to a facility and its equipment or any property missing from the facility which may occur as a result of a scheduled program. The facility shall be inspected before use by the user group and the owner to determine the condition of the facility and the equipment prior to use where feasible.
 - ii. The owner party shall review and advise the user party of damage or loss within three working days after use. Sufficient notice shall consist of sending an e-mail to the user's designated representative identifying the facility, permit number, date of detection, name of the inspector, area or areas involved, description of damage and estimate and / or fixed costs of repair or property replacement.
 - iii. Except as otherwise mutually agreed, the user party shall not cause repairs to be made to any building or item of equipment which are owned by the other party. The owner party agrees to make such repairs within the estimated and / or fixed costs agreed by the other parties from time to time. The user party agrees to reimburse the owner party at the estimated and / fixed costs agreed upon receipt of an invoice for those cost.

Schedule C

Inventory of Facilities and Improvements Implemented in Partnership

1. Heritage park – included in the Heritage Park Operating and Maintenance Agreement
2. Tennis courts at Hatzic Middle School off of Moffat
3. Ball diamond at Mission Secondary off of Grand Street

DRAFT

ITEM 6.1 Action

TO: Board of Education
FROM: Trustee Taylor
SUBJECT: Riverside College – Electrical Program

Recommendation:

THAT the Mission Public School District offer a Construction Electrician Program (also referred to as a Construction Electrician Foundation Program) out of Riverside College commencing in the fall of 2017. That this program operate as a Riverside College satellite program housed in a section of the shop wing of Hatzic Middle School.

Background:

For three years the current Board of Trustees has supported, both philosophically and financially, previous Boards' commitment to building a viable, local trades training center. Numerous Board motions over the last several years have reconfirmed this commitment to offering youth in Mission a viable pathway to well paid, in demand employment. Training aimed at guiding students along the path to becoming certified electricians is a corner stone for a viable trades training facility.

In past years, slow School District program approvals have impeded the recruitment and registration process at Riverside College. It has also undermined the public perception of the Board's firm commitment to operating a first class trades training facility. This motion is intended to make it crystal clear that the Board enthusiastically embraces Riverside College and to give Staff direction to expedite the establishment of this program.

Board of Education Meeting (open to the public)

Minutes



Board of Education Meeting

March 28, 2017 6:30 pm

Hatzic Middle School – 34800 Dewdney Trunk Road, Mission, BC

Members Present:

Acting Chair Tracy Loffler

Trustee Randy Cairns

Trustee Shelley Carter

Trustee Jim Taylor

Staff Present:

Superintendent Angus Wilson

Secretary Treasurer Corien Becker

Assistant Superintendent Larry Jepsen (part)

Executive Assistant Tracy Orobko (Recorder)

Absent: Chair Rick McKamey

1. Call to Order

The meeting was called to order at 6:44 pm by the Acting Chairperson. The Chair acknowledged the meeting was being held Sto:lo Territory. There are four First Nation Bands within the boundaries of the Mission School District: Leq:a'mel First Nation, Sq'ewlets First Nation, Kwantlen First Nation, and Matsqui First Nation.

Regrets: Board Chair Rick McKamey

2. Adoption of Agenda

One additional item:

6.1 New Business – Trustee Taylor: Stave Falls Elementary School

MOVED and Seconded that the Agenda be approved as amended.

CARRIED

The Assistant Superintendent joined the meeting at 6:52 pm.

3. Delegations/Presentations

4. Unfinished Business

Rescind Policy #17: Catchment Areas, Cross Boundary Applications and Programs of Choice

MOVED and Seconded that the Catchment Areas, Cross Boundary Applications and Programs of Choice policy #17 be rescinded.

CARRIED

5. Staff Reports

Draft Board of Education Responsibilities Policy

The Secretary Treasurer introduced the policy.

MOVED and Seconded that the draft Board of Education Responsibilities policy be approved in principle, and that the public feedback process be initiated;

AND THAT any recommended revisions from the public feedback be returned to a future Committee of the Whole Meeting for consideration.

CARRIED

Draft Trustee Code of Ethical Conduct Policy

The Secretary Treasurer introduced the policy. It was noted revisions discussed at the February 28th Committee of the Whole meeting have inadvertently been missed. The Secretary Treasurer reassured the Board that the revisions will be corrected.

MOVED and Seconded that the draft Trustee Code of Ethical Conduct policy be approved in principle and that the public feedback process be initiated;

AND THAT any recommended revisions from the public feedback be returned to a future Committee of the Whole Meeting for consideration.

CARRIED

Draft Respectful Schools and Codes of Conduct Policy

The Secretary Treasurer introduced the policy. The draft policy complies with Provincial direction. It was noted to address administrative procedure that ensures conduct within the workplace is included.

MOVED and Seconded that the draft Respectful Schools and Codes of Conduct policy be approved in principle and that the public feedback process be initiated;

AND THAT any recommended revisions from the public feedback be returned to a future Committee of the Whole Meeting for consideration along with the administrative procedures that incorporates the remaining processes from the current Policy #25 – Respectful Schools, Harassment and Anti-Bullying Policy.

CARRIED

Draft Recruitment and Hiring Policy

The Secretary Treasurer provided a verbal update. At the March 7th Committee of the Whole meeting, recommended changes were made and were proposed to move forward to the public meeting for approval in principle. Following the committee meeting, as Staff reviewed the draft policy, significant changes were made. The revised policy will be brought to an upcoming Committee of the Whole meeting with partner groups for a final preview prior to submission to the Board for approval in principle.

Appointment of Auditor

The Secretary Treasurer recommended appointing KPMG LLP for one final year prior to conducting a Request for Proposal next year.

MOVED and Seconded that KPMG LLP be appointed as the external auditor for the School District's Financial Statement Audit for the year ending June 30, 2017;

AND THAT a public Request for Proposals be issued for Annual Financial Statement Auditing Services beginning with the 2017/2018 School Year.

CARRIED

Capital Bylaw No. 17/18-CP-SD75-01

THAT the Board approve the following resolutions:

MOVED and Seconded that the required three (3) readings for Capital Bylaw No. 17/18-CP-SD75-01 be carried out at one meeting.

CARRIED

MOVED and Seconded that the first reading of Capital Bylaw No. 17/18-CP-SD75-01, a bylaw for the 2017/2018 Capital Plan, be approved.

CARRIED

MOVED and Seconded that the second reading of Capital Bylaw No. 17/18-CP-SD75-01, a bylaw for the 2017/2018 Capital Plan, be approved.

CARRIED

MOVED and Seconded that the third and final reading of Capital Bylaw 17/18-CP-SD75-01, a bylaw for the 2017/2018 Capital Plan, be approved.

CARRIED

Reporting out from the Closed Meeting

The Superintendent reported on the March 28th Closed Board meeting: Personnel and Property Matters.

- Stave Falls Elementary: No decision will be made to sell, lease, or open as a school during the 2017 calendar year as further data will be gathered.
- Stave Falls Elementary Property will be discussed as a future special Committee of the Whole meeting; and interested parties will be notified of the date.

6. New Business

Stave Falls Elementary School

The Acting Chair read the motion distributed at the commencement of the Board meeting.

Trustee Taylor addressed the motion regarding pre-registration solicitation. The motion to conduct a pre-registration survey is not a guarantee that the Board will consider reopening the school. The pre-registration survey process would be similar to the process used for the Fine Arts curriculum, and French Immersion programs. The Board makes no commitment on action once collected.

Concerns were raised that the process regarding the Stave Falls School has moved from a “discussion of sale, to leasing, to re-opening”. Further concerns include: Financial implication, and potential impact on other schools within the district.

MOVED and Seconded that the Board conduct a pre-registration for Stave Falls Elementary School. The pre-registration include the years 2017/18, 2018/19 and 2019/20. The pre-registration be open online and in person at the Board office for the entire month of April 2017. Data from this pre-registration will be presented to a Committee of the Whole meeting in May 2017 and then brought to the May 2017, public Board meeting to help Trustees consider the financial viability of reopening Stave Falls Elementary.

AMENDMENT #1

MOVED and Seconded that the Board conduct a pre-registration for Stave Falls Elementary School.
CARRIED

AMENDMENT #2

MOVED and Seconded that the Board conduct a pre-registration for Stave Falls Elementary School. The pre-registration include up to a three (3) year period.
CARRIED

MOVED and Seconded that the Stave Falls Elementary School matter be referred to a Special Committee of the Whole meeting to take place in either May or June, 2017.

CARRIED

7. Minutes of Previous Meeting

Question: Was the prior letter and motion sent to the BC School Trustees' Association regarding the election of Trustees within six months of being vacated?

Answer: The correspondence was submitted however, it is unlikely SD75's submission will be added to the BCSTA AGM Agenda as similar motions have already been submitted by other districts and added to the Agenda.

MOVED and seconded that the Board of Education meeting minutes of February 21, 2017, be approved as presented.

CARRIED (Abstained: Trustee Taylor – was not present at the February 21, 2017 Board meeting)

8. Information Items

District Parent Advisory Council Update

A report was attached to the Agenda. The Superintendent indicated revisions were made at last evening's DPAC meeting: "Sometimes we open a school but buses were unable to run..."

9. Correspondence

Received for information:

January 30, 2017: School District No. 5 (Southeast Kootenays) – *Regional Rural Education*

February 25, 2017: BC School Trustees' Association – *Recruitment/Retention of Northern Districts*

February 27, 2017: School District No. 28 (Quesnel) – *Rural Education*

March 14, 2017: Ministry of Education – *Funding Announcement for Rural Teacher Recruitment*

March 13, 2017: School District No. 5 (Southeast Kootenay) – *Letter to School District No. 43 (Coq.)*

March 13, 2017: School District No. 23 (Central Okanagan) – *Core Funding for Aboriginal Education*

March 13, 2017: School District No. 5 (Southeast Kootenay) – *Letter in Support of SD61 (Victoria)*

March 13, 2017: School District No. 5 (Southeast Kootenay) – *Funding for child and Youth Mental Health*

March 13, 2017: School District No. 5 (Southeast Kootenay) – *Supplementary Funding Announcements*

March 13, 2017: School District No. 20 (Kootenay-Columbia) – *Rural Education Strategy*

March 15, 2017: Ministry of Education – *Estimated Operating Grants for 2017/18*

March 20, 2017: BC School Trustees' Association – *Full Funding for Supreme Court Decision*

10. Committee Minutes/Liaison Reports

Committee of the Whole Meeting minutes: February 14, 2017

Committee of the Whole Meeting minutes: February 28, 2017

Trustees Reported on:

- Air Cadets Speech Competition at Heritage Park
- LGBTQ2S Presentation at Heritage Park
- Aboriginal Student Volunteer Acknowledgement
- Fraser Valley BC School Trustees' Branch – Elections Engagement Committee Work

- Phone calls and conversations with Community Members from Stave Falls
- Stave River and Possible Hands-on Field Work
- Mission's Tier 1 Boys' Bantam Hockey Team landed first place in the Provincial Championships during Spring Break. Many of the players attend Hatzic Middle's Hockey Academy; the team was commended by other organizations on their sportsmanship conduct.
- The Lieutenant Governor will be visiting the School District attending events at Hatzic Middle, Edwin S. Richards, Fraserview and Summit Learning Centres.

11. 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.

Question: Has there been this many people at other Board meetings?

Response: Yes

Question: We had been told in the past you were not leaning towards the lease agreement. What changed?

Response: It is not that it has changed; it has slowed down. Staff is looking at bringing information and data to the Board; we are exploring a lease option; Staff is still exploring and gathering information.

Question: Why can't we know who the lease is with?

Response: At this time, the district is exploring. It is not in that party's interest to publicize their name. The other proponent had a stronger business case and proposal than that of the Stave Falls Association.

Question: Will you be collecting data in April still?

Response: The issue has been referred to a Specific Committee of the Whole meeting where the Stave Falls Community Association members will be invited.

Question: How important is the public's opinion in the decision?

Response: All decisions of the Board are decisions of the Board. All community members are entitled to give their opinions including at Committee of the Whole meetings. The Board takes all information under consideration.

The key work of the Board is student achievement through community engagement; this separates Boards from staff.

Question: Regardless of proposals, some feel confident in speaking that the ultimate goal is to reopen the school as an SD75 school - regardless of community proposals. Will the decision to collect additional data be made at another meeting?

Response: The decision to collect data was referred to a special Committee of the Whole meeting. Staff has provided some information tonight and it is the intent to gather more at the Committee of the Whole meeting. The School District has slowed the process down - not making any decision until the end of 2017. The Committee of the Whole provides the opportunity to gather more information. This will be an ongoing opportunity.

Question: When will the Special Committee meeting take place? We have an emerging crunch for space in this district and there will be space issues in September regardless. When are you looking at that?

Minutes



Response: The special meeting will happen in May or June. A number of factors impact any decision regarding the school building. First and foremost, regardless of space issues, the district would not be able to have the Stave Falls facility ready for September. It was been closed for approx. nine years, and would need to be upgraded to current building codes. Management is currently gathering data for staffing. Budget meetings are planned; opening schools is not just turning a lock. It takes time.

12. Adjournment

**MOVED and seconded that the meeting adjourn at 7:54 pm.
CARRIED**

Chairperson

Secretary Treasurer

ITEM 8.1 Information

TO: Board of Education
FROM: Secretary Treasurer
SUBJECT: Student Transportation – Potential Changes to Busing for 2017/2018

Background:

At the April 18, 2017 Committee of the Whole meeting, Staff provided a report on their review to date of busing options for the 2017/2018 school year.

The Province provided additional funding to school district's last September if they eliminated fees for eligible students being bused to their catchment or local school. Mission Public School District eliminated all bus fees which resulted in an increase in courtesy riders.

Upon review of surrounding districts, many continued to charge fees for courtesy riders. In addition, school districts conducted reviews and reduced walk limits for students attending their catchment school.

As bus registration commences May 1st, the attached is a letter which will be disseminated following the public Board meeting.

Staff will be providing Board members with a report at the May 9, 2017 Committee of the Whole meeting.

Attachment:

- A. Correspondence to Parents/Guardians

April 25, 2017

Dear Parents/Guardians:

RE: Potential Changes to Busing for the 2017/2018 School Year

At the May 9, 2017, Committee of the Whole Meeting, the Board of Education will be discussing potential changes to the student transportation program for the 2017/2018 school year.

Topics for discussion will include:

1. Enforcement of current walk limits:
 - Elementary: 4.0 km;
 - Middle and Secondary: 4.8 km
 - a. Includes providing priority access to the bus for students outside of the walk limits before courtesy riders
2. Enforcement of registration requirements:
 - This may result in students not being picked up if they have not registered.
3. Reducing walk limits:
 - Comparing Mission School District walk limits to surrounding School District's;
 - identifying a reduction of walk limits in other School Districts
4. Fees for courtesy riders for:
 - a. Students busing from inside the walk limits to their catchment school;
 - b. Students busing to a school of choice;
 - c. Students busing to a cross boundary school - unless the School District requires the student to attend the out of catchment school.

Parents will be advised of any decision the Board makes regarding busing changes for September as more information becomes available.

The Mission Public School District will begin accepting Bus Registrations for the 2017/2018 school year on May 1, 2017. Please refer to the Mission School District Website at www.mpsd.ca for the on-line Bus Registration process.

For more information, please contact:

Jodi Marshall, Manager, Student Transportation
Mission Public School District

Jodi.marshall@mpsd.ca

Board of Education Meeting (Public)

April 25, 2017



ITEM 8.2 Information

TO: Board of Education
FROM: Secretary Treasurer
SUBJECT: Budget Timelines

Recommendation

THAT the Secretary Treasurer's proposed Budget Committee of the Whole meeting dates be received for information.

The following dates are provided in order to guide the development of the preliminary budget for 2017/2018. Detailed information and direction will be provided as the budget process progresses. These meetings are open to everyone.

Tuesday, May 9, 2017
1:00 – 6:00 pm

Monday, May 29, 2017 - **Tentative**
3:30 – 6:30 pm

Tuesday, May 30, 2017
1:00 – 6:00 pm

Monday, June 12, 2017 - **Tentative**
3:30 – 6:30 pm

Tuesday, June 13, 2017
1:00 – 6:00 pm

REPORT out of DPAC Meeting, March 27th 2017

Location: Dewdney Elementary School

Introduction of Dewdney Elementary School by Sue McLeod, Principal.

Correspondence: BC Teacher Magazine, Bank Statement, Agenda for School Board Meeting**Adoption of Minutes****Adoption of Agenda****Superintendent's Report**

- △ In the planning process for school usages for next year. Class composition is a big piece (only allowed up to 3 IEP's per class); they are having meetings with the MTU to work out the details. Example: International Students – do they count as ELL's? In tough situations, compensations may need to be made (extra release time, other allowances) to allow more than 3 IEP's. (Must be negotiated.)
- △ 'Modular Educational Facilities' will be needed at schools that are already at capacity.
- △ 3 already ordered. There may be a problem with supply of these as most Districts will be ordering several MEF's (a.k.a. portables)
- △ Some non-District users (community service providers) in schools may need to be moved as the classrooms are needed by students
- △ The government has provided some money to compensate for class size and composition
- △ The District will do the best job it possibly can by September 2017
- △ "Out in Schools" was presented to counsellors and administrative staff
- △ Safety of all students is paramount. A bathroom policy may be coming – would a forum be useful in educating parents about it? One parent said the students don't generally have issues about it, it is the parents that have reservations/fears. Another said a forum may be useful to make sure that there is clear communication on the matter so that no unnecessary backlash occurs by quietly implementing a policy.

Chair's Report:

- △ DPAC received an email from Stave Falls Community Association asking for our help with regards to their ongoing efforts to have the Board of Education re-open Stave Falls Elementary School. Cyndi has gathered information on the phone from Julia Renksma of the Association, from Joanne Anderson of BCCPAC and from Superintendent Wilson of MPSD. In addition, our constitution was reviewed to determine what assistance is allowed in this case. Is anyone able to help out on this project? No takers. - Cyndi to discuss with the executive to determine if there is an opportunity for DPAC to be helpful, aligned with our purpose as set out in the constitution.

Treasurers Report:

- △ Bank balances reported by Cyndi from the received statement

Communications Report:

- △ no report

Committee of the Whole Report:

- △ Laura Wilson updated us on the last meetings. Refinement of multiple policies continues in the District, some going back to COTW, some to the Board for approval. Framework for enhancing student learning; curriculum connections site.

Parent Education Committee Update:

Sheneal has found information for a speaker for this fall, Gabor Mate, author of "Hold Onto Your Kids". Discussion ensued about whether or not it was responsible to tie next year's executive to a large budget item like this. Since there is no down payment to book him, Sheneal is to find dates and times available at the Clarke Theatre and find out if the speaker is available any of those nights. It was also agreed that we can plan to charge \$10 per ticket

as he is a very well-attended speaker. There also may be some appetite from other community groups to partner with us in putting the event on (cost-sharing).

HOC Movie Committee:

- ⤴ There has been a complaint about the lack of Pre-Release Info. This information is available online and by Twitter feed.
- ⤴ Need to have some redundancy in this committee, please step forward to volunteer to train with Raymond. If it comes to no one being willing to train and Raymond steps down, we will not be able to continue with the District Movie License next year.
- ⤴ Destiny is considering training on it. Any others?

New Items:

Round table of what's going on at schools around the District

Ongoing Items

- ⤴ Parent Event Poster draft - Karah to send to Sheneal and Cyndi for review before having copies made.

AGM to vote new executive in MAY: invite your friends, volunteer! Stand for a position!

Draw winner: Heather Burke

Meeting adjourned

Upcoming events:

Next Committee of the Whole meeting: 3:30PM April 4th 2017 at School Board Office

Next DPAC Meeting: 7:00PM April 24th, 2017 at Hatzic Elementary School

Parent Education Event at the Clarke Theatre May 3rd, 2017 at 7:00PM "Calm, Alert & Learning: An Introduction to Self-Regulation Theory" with Speaker Paula Jurczak of the MEHRIT Centre.

Contact us at: DPAC@mpsd.ca Web site: dpac.mpsd.ca.

Executive:

Past President: Nikki Hawes

Chair: Cyndi Polovina dpac@mpsd.ca

Vice Chair: Trisha Hansen-Bell

Secretary: Karah McLean

Treasurer: Jessica Weismiller

Communications: Clare Seeley

Members at Large: Sheneal Anthony, Destiny Cunningham, Raymond Kwong

Attendance:

ESR: Sheneal Anthony, Raymond Kwong; Heritage Park: Karah McLean; Hatzic Elementary: Heather Burke; Hillside: Cyndi Polovina, Riverside: Laura Wilson; Dewdney: Destiny Cunningham, Raven Arcand; Windebank: Michelle Masse; Albert McMahan Niki Rosche; West Heights: Ilona Schmidt; Sue McLeod Principal of Dewdney Elementary; Superintendent Angus Wilson.



MISSION DPAC PRESENTS: CALM, ALERT & LEARNING

by Dr. Stuart Shanker

An Introduction to Self Regulation Theory,
presented by Paula Juczak

MAY 3RD 2017 7 PM

Doors open at 6:30PM at the Clarke Theatre

Register for free tickets at <https://goo.gl/19nadl>

EVENT DETAILS

Mission DPAC is pleased to present Paula Juczak, Self-Regulation Consultant for the MEHRIT Centre. Decades of research have shown that self-regulation is the foundation of healthy human development; adaptive coping skills; positive parenting; learning; safe and caring schools; and vibrant communities.

ABOUT PAULA

Paula is a Registered Clinical Counselor and Registered Social Worker. She works with infants, children, adolescents, parents and professionals in her clinic, schools, hospitals and mental health settings. Additionally, Paula is a Special Needs Consultant and DIR Floor time Training Leader providing therapy, consultation, training and workshops locally and internationally.

Free Event.

Food bank donations welcome.

Free On-Site Childcare

An
Introduction to
Self-Regulation
Theory

PRESENTED BY MISSION DPAC

MAY 03 2017

WEDNESDAY

7PM

Dr. Stuart Shanker's

CALM,
ALERT &
LEARNING

Presented
by **PAULA
JURCZAK**

**DOORS OPEN AT
6:30PM**

FREE EVENT

more information at:

dpac.mpsd.ca

Free on-site child care

Food bank donations welcome

Register for free tickets at
<https://goo.gl/19nadi>

Board of Education Meeting (Public)

April 25, 2017



ITEM 9 Information

TO: Board of Education
FROM: Secretary Treasurer
SUBJECT: Correspondence

Attachments:

- 9.1 March 31, 2017: School District No. 42 (Maple Ridge-Pitt Meadows) – *FSA Reporting*
- 9.2 April 4, 2017: School District No. 69 (Qualicum) – *\$10 / Day Child Care Plan*



March 31, 2017

The Honourable Mike Bernier
Room 134, Parliament Buildings
Victoria, British Columbia V8V 1X4

Dear Minister Bernier,

Re: Follow up regarding FSA reporting

First let me take this opportunity to thank you and Ministry staff once again for your advocacy in obtaining Treasury Board approval on the South Albion School Project. As I mentioned at the announcement, our board is very appreciative of all the efforts made by yourself, MLAs Bing and Dalton, and ministry staff in particular on this file.

You may recall we had a brief conversation about FSA reporting on that day. I conveyed to you at the time our board's concern about our students' limited participation in FSA testing, and noted that this lack of participation is a direct response to the way in which some outside organizations have been using the results to rate and rank schools.

At the time, I also shared with you a recommendation on how the concern could potentially be addressed. The recommendation I presented to you received support both from our local Maple Ridge Teachers' Association and from the BCTF president before I shared it with you.

Thank you again for your commitment to forwarding our recommendation to the appropriate committee for consideration. My intent in this correspondence is to formalize our recommendation on this subject.

We agree both the Ministry and our district can benefit from the new FSA testing to assess how we are doing as a district, and how our students are doing individually. As long as the results are not collected or reported on a school-by-school basis, we know our teachers' association will encourage rather than discourage student participation. The resulting increase in student participation will produce far more valid data than is currently available.

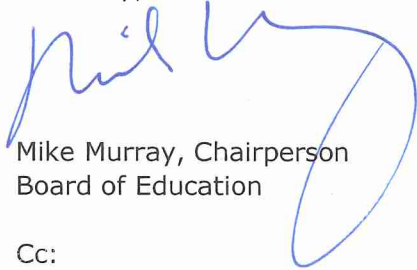
Consequently, we are suggesting that a revised FSA reporting model be recommended to the Ministry of Education's advisory group on provincial assessment in which school districts are required to:

- conduct the new foundational skills assessment, collate the data and report district-wide results to the Ministry;
- make individual student results available to parents on request; and
- not collect or publish the data on a school-by-school basis.

As mentioned during our meeting, we are hopeful the advisory committee on FSA reporting will be reconvened soon to consider this approach along with its other recommendations to the Ministry on this important subject.

We look forward to hearing any feedback the Ministry or committee may wish to provide and would be happy to discuss the subject further at your convenience.

Sincerely,



Mike Murray, Chairperson
Board of Education

Cc:

Board of Education of School District No. 42 (Maple Ridge-Pitt Meadows)
Mr. George Serra, President, Maple Ridge Teachers' Association
Mr. Dave Byng, Deputy Minister of Education
Ms. Theresa Rezansoff, President, BC School Trustees Association
BCSTA for distribution to all Boards of Education
MLA Doug Bing
MLA Marc Dalton



SCHOOL DISTRICT No.69 (QUALICUM)

April 4, 2017

Honourable Mike Bernier
Minister of Education
Via email: mike.bernier.mla@leg.bc.ca

Honourable Mike de Jong, Q.C.
Minister of Finance and House Leader
Via email: Mike.dejong.mla@leg.bc.ca

Dear Ministers Bernier and DeJong:

At its recent meeting of March 28, 2017, the Board of Education of School District 69 (Qualicum) passed the following motion:

THAT the Board of Education of School District 69 (Qualicum) write a letter in support of the \$10aDay Child Care Plan to the Ministry of Education and the Ministry of Finance (copied to usual) requesting that the Province fully support and fund the \$10aDay Child Care Plan.

The cost of childcare in BC remains a major economic and family stress point for BC families. The provision of quality, affordable childcare would reduce family stress, improve the ability of families to work, increase respect for Early Childhood Educators and could contribute to significant economic activity in BC. 30 BC school districts as well as many other organizations, businesses and individuals have endorsed and supported \$10aDay Child Care Plan.

We hope the government will support and fund this initiative of the Early Childhood Educators of BC and the Coalition of Child Care Advocates of BC.

Sincerely,

Eve Flynn
Board Chair

c: SD69 Board of Education
Rollie Koop, Superintendent of Schools
Ron Amos, Secretary Treasurer
Norberta Heinrichs, President, Mount Arrowsmith Teachers' Association
Andrea Button, President, District Parent Advisory Council
Troy Forster, President, CUPE Local 3570
BC Boards of Education (via BCSTA)
Michelle Stilwell, MLA, Parksville-Qualicum
Scott Fraser, MLA, Alberni-Pacific Rim

File: 0530-10

Committee of the Whole Meeting (open to the public)

Minutes



Committee of the Whole Meeting

March 7, 2017 3:30 pm

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

Members Present:

Acting Chair Tracy Loffler
Trustee Randy Cairns
Trustee Shelley Carter
Trustee Jim Taylor

Staff Present:

Superintendent Angus Wilson (part)
Secretary Treasurer Corien Becker
Assistant Superintendent Larry Jepsen
Director of Student Services Carolynn Schmor
District Principal, Aboriginal Education Joe Heslip
Executive Assistant Tracy Orobko (Recorder)

Absent: Committee Chair, Rick McKamey

Partner Groups Present:

CUPE: Janet Chambers, Faye Howell
DPAC: Laura Wilson
MTU: Amber Chung, Anna Heavenor

1. CALL TO ORDER

Trustee Loffler expressed regrets on behalf of Trustee McKamey who was unable to attend the meeting and reminded the committee the Superintendent will arrive at approximately 4:00 pm.

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

2. Adoption of Agenda

MOVED and seconded that the Agenda be adopted as presented.
CARRIED

3. Delegations/Presentations

N/A

4. Unfinished Business

4.1 Draft Physical Restraint and Seclusion Policy

The Director of Student Services and the Secretary Treasurer provided background on revisions made pursuant to discussions at the last meeting.

A concern was raised regarding the omission of an overriding statement stating or reference to staff acting in good faith". The concern is that employees could receive discipline if they use physical restraint without the having the appropriate training; would like to see protection for staff if they are acting reasonably and felt that they needed to use physical restraint for the protection of themselves or other students.

Discussion:

- Only "trained staff members may need to use..." - What about office staff? Bus drivers?
- "acting in good faith" vs. "last resort";
- Training for all staff (including BSWs and Bus Drivers);

- Collective Agreement language identifying members/staff;
- Professional development opportunities vs. in-service training;
- Human Resources involvement with training;
- Avoid “mandated” training; do not want staff members feeling obligated to take training
- “0” tolerance for lack of or incomplete documentation.
- two different types of training:
 - Orientation to all staff regarding this specific policy; and
 - Employees interested in non-violent crisis intervention training.

The Superintendent joined the meeting at 4:11 pm.

Summary Direction:

Add a *Good Samaritan* type phrase that would protect staff acting reasonably from disciplinary action.

Do not add directive regarding staff training in the policy or procedure: Staff should be invited to training.

Bring the revised policy back to the COTW meeting in April.

MOVED and Seconded that the draft Physical and Seclusion Policy be amended and forwarded to the April 2017 Committee of the Whole meeting for review.

CARRIED

4.2 Draft Recruitment and Hiring Policy

The Superintendent referred to the new hiring matrix and provided rationale for the criteria development or input on “potential” interviews – If, for example, the district has an Acting Principal, and the determination is to make them Principal, an interview process is not required.

- The grey zone of the matrix is decisions made by the Superintendent;
- Note: the need to add *CUPE* to the matrix on the “Principals, Vice-Principals” line for other interviews;
- The mechanism for Student Council input is yet to be determined.

Questions were asked regarding Board oversight/*School Act* regulations. Each School District is different depending on size/scale of the District.

Comments were made to add *Board* to the matrix under “Shortlisting Approval\Senior Staff”, and “Shortlisting Approval\Principals, Vice-Principals”.

It was proposed to add wording regarding the Superintendent’s need for emergent ‘appointments’. The Secretary Treasurer clarified the wording will be added.

CUPE wished to have it recorded and expressed objection to senior staff being present in their interview processes, as happened in the past.

Enhancement Agreement – discussed adding representation on the matrix; J. Heslip will provide the Superintendent with Sq’èwlets language regarding hiring processes.

Summary:

- Shortlisting Approval:
 - Senior Staff: Superintendent and Board;
 - Principals/VPs: Superintendent and Board;
- *CUPE* and Aboriginal representation to be added to other interviews;

MOVED and Seconded that the draft Recruitment and Hiring policy be amended and forwarded to the March 2017 Board meeting for consideration.

CARRIED

5. Staff Reports

5.1 Quarterly Financial Report

The Secretary Treasurer introduced and reviewed the report attached to the Agenda and indicated she is open to inquiries and questions, or emails after reviewed.

6. New Business

N/A

7. Minutes of Previous Meetings

MOVED and Seconded that the Committee of the Whole Meeting Minutes dated February 28, 2017 be approved as presented.

CARRIED

Trustee Loffler exited the meeting at 5:26 pm. Trustee Carter assumed the role of committee Chair for the duration of the meeting.

Comment: The unions would like their voices recorded, and those voices from other public participants.

Response: The Secretary Treasurer advised that minutes capture the general sentiments of the meeting and provide direction; minutes are not a verbatim recording of the meeting or a recording of who made comments or asked questions; the minutes balance the general direction of the conversation for the consideration of any motions or direction.

Question: Is a requirement to indicate who moves and seconds motions?

Response: Once a motion is moved, it is owned by the board, and not by the mover or seconder, as such, recording this information is irrelevant. Omitting names eliminates any sense of ownership by the mover. Parliamentarians recommend refraining from recording movers and seconds from motions in the minutes.

Question: It is not a requirement to indicate who has passed or opposed a motion?

Response: It is not a requirement. Trustees may ask that their vote opposing a motion be recorded. The District records votes of opposition when it is not unanimous. This practice has been in place and the Regular Board meeting minutes are available for review at any given time.

Comment: There is no requirement to record members of the public.

Response: Staff will consider options for recording public participants in the minutes.

8. Information Items

8.1 Curriculum Update

L. Jepsen, C. Schmor and J. Heslip referred to the Agenda and provided a PowerPoint presentation on the annual plan for *Framework for Enhancing Student Learning* which included:

- Spirals of Inquiry;
- Curriculum Connections;
- Siwal Si'wes Digital Library;

Minutes



- Elementary Virtual Learning Commons;
- Video on Pink Shirt Day / Residential School Tour;
- Canoe magazine;
- Jump Math, collaboration days, literacy, numeracy, self-assessment of core competencies and technology priorities.

Closing comments included:

- Positive feedback provided to staff who have collaborated for the sake of the district;
- Technological influence on jobs;
- Collaboration days;
- Access to trades;
- Senior Staff's collaborative approaches;
- Express thanks to J. Lane for her efforts.

8.2 District Parent Advisory Council

L. Wilson reported on two upcoming events:


March 29, 2017 @ 6:30 pm: *Resiliency and how early childhood adversity has long-life impact.*
Register online via Eventbrite.

May 3, 2017 @ 7:00 pm: *Calm, Alert and Learning.*
Location: Clarke Theatre

9. **Adjournment**

Moved and seconded to adjourn the meeting.
CARRIED

The meeting adjourned at 6:00 pm.



Chairperson



Secretary Treasurer

Committee of the Whole Meeting (open to the public)

Minutes



Committee of the Whole Meeting

April 4, 2017 3:30 pm

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

Members Present:

Acting Chair Tracy Loffler
Trustee Randy Cairns
Trustee Shelley Carter
Trustee Jim Taylor

Staff Present:

Superintendent Angus Wilson (part)
Secretary Treasurer Corien Becker
Assistant Superintendent Larry Jepsen
Director of Student Services Carolynn Schmor
District Principal, Innovation and Technology Colleen Hannah
Executive Assistant Tracy Orobko (Recorder)

Absent:

Committee Chair, Rick McKamey

Partner Groups Present:

CUPE: President, George Forsythe and Faye Howell
DPAC: Laura Wilson
MTU: President, Amber Chung
PVPA: President, Brian Barber (part)

1. CALL TO ORDER

Trustee Loffler expressed regrets on behalf of Trustee McKamey who was unable to attend the meeting.

The meeting was called to order at 3:34 pm by the Acting 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

Two Additions:

6.1 New Business: Staffing Update (A. Chung)

6.2 New Business: Special Committee of the Whole meeting date regarding Stave Falls Elementary

MOVED and Seconded that the Agenda be adopted as amended.

CARRIED

3. Delegations/Presentations

It was reported that Principal, Fraserview Learning Centre, Kevin Watrin, and Executive Director, Diana Muntigl (Lifetime Learning), made an outstanding presentation at last week's Columbia Institute Conference in Vancouver as guest of Trustee Randy Cairns. It was proposed to invite them to present their information to an upcoming Committee of the Whole meeting.

4. Unfinished Business

4.1 Draft Physical Restraint and Seclusion Policy

The Director of Student Services provided an update on recent revisions.

Discussion ensued on administrative procedures and appropriate paperwork regarding incidents. The Director of Student Services indicated there will be a formal rollout to Staff.

MOVED and seconded that the amended *Physical Restraint and Seclusion* policy be reviewed and forwarded to the April 2017 Regular Board meeting for approval in principle.

CARRIED

4.2 Draft Recruitment and Hiring Policy

The Superintendent provided an update on revisions made highlighting the importance of expediting summer recruitment to fill vacancies for September, as well as ensuring aboriginal staff involvement.

MOVED and Seconded that the draft *Recruitment and Hiring* policy be amended and forwarded to the April 2017 Board meeting for consideration.

CARRIED

5. Staff Reports

5.1 Draft IT Strategic Plan 2017 - 2020

The District Principal, Innovation and Technology introduced the IT Strategic Plan and the work leading up to the review. The ultimate goal is to use technology at all district levels. Staff is considering effective tools to move forward leveraging technology and software.

The posting for the IT Manager position was disseminated yesterday.

Question: Is there any differing needs that have to be looked at for the two rural schools?

Response: There should not be anything at all. The challenging issues before were with the PLN network. It has been much more stable since using Next Gen network.

Further work:

- Developing policy and procedure creating a digital environment for students;
- Strengthening WiFi ability;

Comments, questions and concerns were addressed.

The Assistant Superintendent joined the meeting at 4:32 pm.

Administrative procedures regarding technology will be developed in due course.

The IT Strategic Plan will eventually be made public however it is the desire to bring it to the Board seeking direction due to the financial implications. The Secretary Treasurer will prepare a report with costs and estimates of timelines for an upcoming public Board meeting. It was agreed to bring it forward for approval in principle and out to public on the website for 30 days.

MOVED and Seconded that the IT Strategic Plan 2017-2020 be brought to the April Public Board Meeting for consideration and approval in principle.

CARRIED

6. New Business

Principal, Brian Barber joined the meeting at 4:40 pm.

Staffing Update – MTU President, Amber Chung

The MTU President requested an update on staffing for next year.

- The district has hired retired principal, Brian Tucker on a part-time contract until the end of school year to assist with teacher recruitment;
- Class size/compensation – ongoing; placement/allotment of portables are a work in progress;
- First round of postings – April 15;
- aStaffing meetings start in April;

The district is at risk of losing staff with surrounding districts recruiting specialist positions as well. More detailed information will be presented during budget deliberations.

Special Committee of the Whole Meeting Date - June 6, 2017

The Superintendent will be inviting the Stave Falls Community Association along with other interested parties.

Budget Proposed Meeting dates: May 8 – 12 (three days @ 3:30 – 6pm); May 29 – June 2 (two days).

June 20: Final Budget Bylaw to the Board.

7. Minutes of Previous Meetings

MOVED and Seconded that the Committee of the Whole Meeting Minutes dated March 7, 2017 be approved as presented.

CARRIED

8. Information Items

8.1 Curriculum Update

The Assistant Superintendent provided a core competency update and upcoming events including the trip to Chilliwack on April 12th for in-service on Numeracy/Literacy Jump Math.

GEAC has not been as active this year due to the Supreme Court Ruling in November.

Counselors and Youth workers did a suicide prevention risk assessment training with the START team from Fraser Health.

8.2 February 2012 – 2017 Enrolment Charts

Provided in the Agenda for information.

8.3 District Parent Advisory Council

May 3, 2017 @ 7:00 pm: *Calm, Alert and Learning.*

Location: Clarke Theatre

The annual executive election will be held in May.

Minutes



9. Adjournment

Moved and seconded to adjourn the meeting.

CARRIED

The meeting adjourned at 5:15 pm.

A handwritten signature in cursive script, appearing to read "J. Miller", is written above a horizontal line.

Chairperson

A handwritten signature in cursive script, appearing to read "C. B.", is written above a horizontal line.

Secretary Treasurer

ITEM 11.1 Announcement

TO: Board of Education
FROM: Superintendent of Schools
SUBJECT: Notice of Special Committee of the Whole Meeting – Stave Falls Elementary

Background:

At the March 28, 2017 Public Board meeting, the Board of Education stated that Stave Falls Elementary would neither be 'opened, sold, or leased' during the 2017 calendar year. The Board asked staff to summarize information on the Stave Falls School for consideration and discussion.

Public Consultation:

The School District will host a Special Committee of the Whole meeting to discuss the Stave Falls School and consider the information.

Date: June 6, 2017
Time: 6:00 pm
Location: Fraserview Learning Centre
 32444 - 7th Avenue

Staff will prepare a presentation with information for the benefit of the Board and public to assist the Board of Education with their future consideration of this facility.

Notice of the meeting was disseminated to the community effective April 11, 2017.

Analysis and Impact:

Any decisions made regarding the future of Stave Falls Elementary, will impact many interested parties. Any decision of the Board will take into consideration staff information, demographics, and financial implications, ensuring the best interests of the students, families and staff of the School District have been carefully measured.

Strategic Priority:

It is the desire of Staff to ensure the review and decision regarding Stave Falls Elementary aligns with the direction of the School District.

Policy, Regulation, Legislation:

The Ministry of Education through the *School Act* has specific guidelines surrounding school closure, sale and/or re-opening of school sites. In addition, there are *School Act* guidelines and local policy with respect to the use of school facilities.

*Note: As a regularly scheduled Committee of the Whole meeting was originally set for 3:30 pm on June 6th, that meeting has been cancelled.