

**Committee of the Whole Meeting**  
**May 30, 2017 1:00 pm**  
**District Education Office, 33046 – 4<sup>th</sup> Avenue, Mission, BC**

**Members Present:**

Chair Tracy Loffler  
Trustee Rick McKamey  
Trustee Randy Cairns  
Trustee Shelley Carter  
Trustee Jim Taylor

**Staff Present:**

Superintendent Angus Wilson  
Secretary Treasurer Corien Becker  
Assistant Superintendent Larry Jepsen  
Assistant Secretary Treasurer Derek Welsh  
Director, Student Services,Carolynn Schmor  
Director, Technology and Innovation, Colleen Hannah  
Executive Assistant Tracy Orobko

**Partner Groups Present:**

CUPE: George Forsythe, Faye Howell  
DPAC: Cyndi Polovina, Laura Wilson  
MTU: Amber Chung, Anna Heavenor  
PVPA: Brian Barber, Jim Pearce (part)

**1. CALL TO ORDER**

The meeting was called to order at 1:05 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**

One Amendment:

3.1 *Forest Friday Program*: Moved down the Agenda allowing time for the teacher presenter, Terra Warmerdam, Teacher at Silverdale.

**MOVED and Seconded that the Agenda be adopted as amended.**  
**CARRIED**

**3. Delegations/Presentations**

3.1 *Moved down the Agenda*

3.2 Field Trip Application: La Paz, Baja Peninsula – J. Pearce, Principal, Mission Secondary

Principal Pearce presented the field trip: Fully guided 10 day tour over summer break conducting environmental studies. The group is motivated to fundraise; there will be two instructors travelling with the group. Further details found in the application package.

It was proposed to change the recommendation to “approval in principle” and a question was asked regarding levels of first aid training.

**MOVED and Seconded that the Field Trip Application be reviewed and forwarded to the June 20, 2017 Public Board meeting for approval in principle.**  
**CARRIED**

3.2 Field Trip Application: Quebec – L. Ziefflie, Principal, and Mme Lani Vetter, enseignante, immersion française, française, Langue seconde, École Heritage Park Middle School

Principal Ziefflie introduced instructional leader for languages, Lani Vetter who introduced the field trip for cultural and linguistic experiences. These trips support retention of students in the program.

It was proposed to change the recommendation to “approval in principle” and a question was asked regarding levels of first aid training. It was further requested to receive a more detailed daily itinerary prior to approval in principle.

**MOVED and Seconded that the Field Trip Application be reviewed and forwarded to the June 20, 2017 Public Board meeting for approval in principle.**

**CARRIED**

## Unfinished Business

### 5. Staff Reports

#### 5.1 2017-2018 Preliminary Budget

The Secretary Treasurer highlighted one change on page 18: *Projected Operating Surplus/(Deficit)* – from \$916,291 to \$892,391. The Superintendent provided a handout: *2017/18 Preliminary Budget Draft Recommended for Discussion* and proceeded to highlight each area of priority.

Top five:

- Technology Plan
- Halq'emeylem Teachers (x2)
- Dewdney Renovations
- Facilities Equipment
- Youth Care Workers – 30 – 35 hrs for 4 FTE

CEF = Classroom Enhancement Funding

SD has requested the Province fund specialist teachers. If not funded, the SD will have to review the numbers as then \$400K will not be included within the budget.

#### Discussion turned to the Clarke Theatre:

A handout was provided. The SD has agreed to leave the Clarke Theatre in the budget and will be a *next agreement* priority.

Agreed to include \$110K (Operating grant – District of Mission), on the budget with the hopes that the DoM will pick up that piece. Clarification was sought around the DoM funding. Discussion ensued around the rental fees – Community and operating grant.

Salary expense was clarified of the SD employee.

A question was asked about *Supplies & Services*: Does \$20K include hydro, cleaning, repairs? A: It would be costs directly related to the Clarke Theatre.

Clarification was made: Main page is operating costs. Not special purpose funds. Revenue from ticket sales is included in the operating revenue.

A comment was made expressing an interest in knowing what the cost of janitorial breakdown, cost/benefit ratio in the future. Currently the accounting does not capture the breakdown of costs for the Theatre.



Staff needs to conduct a space utilization plan so the School District can reach a fair allocation. This will form part a new agreement.

#### Property sales:

SD submitted a request to dispose of the properties however, has not received any correspondence from the Ministry to date. This may take up to two years. The two properties could never be re-opened (Nicomen and Cade Barr). To date, Ministry has not even asked questions. Funds would be used as restricted capital. A quarter of it may not be, but the SD will not know until it hears back from the Ministry.

#### Electrical:

Still in planning phases and to date, there are no figures with certainty. Principal Peary had done preliminary calculations based on Riverside's reserve funds. It is expected the SD will bring a full accounting back at the time of the amended budget in February, 2018.

Committee members reminded staff the Board passed a motion, indicating it would have a program to be housed in an ITA approved facility for September. The use of Riverside's reserve funding caused concern. It was confirmed there will be some district support and there are grant funds. It was confirmed the SD will have an electrical program for September as long as there are students. Tentatively at this point, it should be proceeding.

#### External Management and Project Costs:

Management costs of capital programs run through the Facilities Dept. The SD does have consultants. Consultant fees year-to-date: \$22K (11 for operational projects; 11 for capital projects) operating budget includes approx. \$15K.

Questions were asked regarding consultants. Due to workload pressures, one consultant has taken the place of managers who used to work in the SD. This avenue is more cost effective than hiring a full-time employee; SD contracts out for work that is unable to be provided internally. Discussion ensued regarding consultant fees; cost comparisons and RFPs.

RFP = Request for Proposal

The ST indicated RFPs generally enter into longer terms (ie: up to 5 years) providing stability. The SD has essentially been operating that way. Changing contractors in the middle of the work can be challenging. RFPs will be going out in the Fall.

It was confirmed there are other contractors to date and would have to look into them. It was further confirmed this is not the only contractor the SD has had; Concerns raised regarding specifically targeting one contractor and some indicated they would rather the committee focus 'across the board' views rather.

#### BCSTA Costs:

- Annual membership: \$34,633;
- Conferences: \$4800;
- Budget includes \$40K for dues and fees;
- Business meetings: \$3000
- Trustee Pro-D: \$1500.

The budget includes other related costs as well.

Q: Hotels included? The ST indicated she would have to conduct a more detailed analysis.

The ST will be working on a Trustee travel/business policy. Currently, there are no parameters or accountability.

At the last Provincial Council meeting, a directive was given that BCSTA memberships be increased by the recent price index.

Confirmation was provided that Trustees are funded from existing budgets; part of the funding formula.

Comments of confusion were expressed as to how items get on 'the list'.

Committee returned to the Superintendent's handout: Provided an overview of his list of priorities.

Concerns raised how the 'Halq'emeylem teachers' item was presented. The Superintendent offered to bring information to the next meeting.

Clarification was made around CEF. It may get paid for by the Ministry. Fraser Cascade shortfall is \$900K; some districts have too much \$. CEF is needed in order to restore language, the District needs CEF.

Questions were asked regarding Q: Halq'emeylem – could it not be split to be put into one school? A: How does it impact long range?

The Superintendent indicated that all items listed under the top five are categorized all the same.

The committee was informed of a recent initiative for next year: School Snack Program including Deroche, West Heights, Cherry Hill and Windebank – free snacks next year.

Questions regarding Halq'emeylem teachers: The SD would have to put out a posting(s) and are aware of several qualified individuals. Both middle schools are aware of potential reality.

Comments made that Trustees asked for a priority list but that one item does not belong – solar panels – as the Board made it clear we would instal a solar panel. A finite amount was not set on it and that the Board's intent was clear it would have a viable solar array implemented next year and will come down to Board debate if needed.

Discussion ensued around Halq'emeylem, enrolment, Ab. Ed. funding, and CUPE Aboriginal language workers who are conducting language presentations. This course would meet full academic program recognized by post-secondary institutions (similar to Japanese / French).

Discussions have occurred with the District Principal, Aboriginal Education, regarding a program for hungry children; the Halq'emeylem teachers, and ensuring the Deroche community that they are getting fair opportunity. Targeted funds cannot be used for a teacher.

Discussion ensued regarding greater need for occupational therapy for incoming Kindergarten kids.

The Secretary Treasurer read a list of priorities:

- Would change Halq'emeylem teachers from two to one;
- Reduce facility enhancements from \$150K to \$75k;
- White fleet: could reduce from two to one but if need be, could eliminate both.

Technology is still the single most urgent issue to the Secretary Treasurer: Network security; contingency plans; business continuity plans – are discussions amongst BCASBO memberships.

There is no expected timeline of notification of receiving CEF funding. The ST has not received any indication to date.

Raw increases get dealt with on September 30<sup>th</sup> (1701s). Budget shortfall also are a result of discovered complications in each Local's language. The Ministry has a contingency fund.

Discussion ensued on technology fund reduction; student devices and technology needs for special needs students.

Concerns were expressed regarding the technology plan approval prior to hiring of the I.T. Manager and the hiring of an I.T. Manager.

The Ministry has provided a commitment for funding eight portables.

Discussion ensued around families and technology support. The sub-committee has considered steps and critical pieces. The next 2 -3 years - adding labs and devices and pieces for special education.

It was agreed that not everything has to be funded in September. There will be considerations made during the amended budget phase.

The committee Chair asked if partner groups have further input.

- Face enhancements;
- Equipment – Have fallen behind with equipment - major expenditure to replace; has been neglected over time; white fleet needs to be an ongoing project;
- Dewdney renovations – good intentions for another user group;
- Confusion on the technology plan and Manager hire.

Responses:

- I.T. Manager will save money over time;
- Dewdney Elementary space clarified: Revenue generates \$30K annually - *in perpetuity*.
- Tech plan @ MSS – A 'must' to have infrastructure for students to go global. Have to answer your "why". To have it supports educational infrastructure. Educational journey.
- The SD is also evicting some user groups due to space issues.

The SD has become dependent on revenue streams that are subject to change. Comments referencing the International Department and an assessment of the program: it is not a profit centre per se. The benefit is somewhat less than what the School District would receive for funding for from the Province.

The committee recessed at 3:08 pm.

The committee reconvened at 3:20 pm.

### 3.1 Forest Friday Program – Terra Warmerdam, Teacher, Silverdale Elementary, Jen Lane, K-12 Teacher Librarian, Curriculum Support, Mrs. Mallow, Parent

The program assists in improving mental health through access to nature. Mrs. Mallow, a parent, discussed her child's experience in nature, and physical exercise.

#### Budget Conversation Resumed

Comments were made to see the ST's list. Priorities from MTU are things that service students. All items on the list impact students; technology – we have to have it. A question was asked regarding the possibility of taking out a loan on a project as big as the technology plan is.

Response:

- Leasing option is essentially doing that; funding phases of technology. The leasing option explored provides a 'kick back' and will save approximately \$400K.

Questions were asked regarding the occupational therapist - \$10K line on budget, students bring in that funding, is there an obligation to have a certain staffing level? When a student has a need, there is never enough. The Ministry sees it as when they provide \$7300/student, it includes the broad support.

A question was asked when the Board will have its 50 page book for budget to which it was confirmed there will not be one this year.

Discussion needs to occur regarding 1:1 needs of special needs students.

The proposal is for two Halq'emeylem teachers but could have one. The idea is to have one at each middle school. If every gr. 7 were to take Halq'emeylem, Options and considerations were discussed in order to provide a Halq'emeylem program.

Committee Chair indicated if there are more questions, that all are welcome to email staff directly.

The Secretary Treasurer asked the committee for their preferred list of items to be included in the bylaw.

By the 13<sup>th</sup>, need to bring back options for the budget bylaw. This body makes decisions based on recommendations provided to them. It was proposed to step back, make deliberations. The challenge is, in order to pass the bylaw, need it in bylaw format: Must have everything in there, except what is in / out.

Next meeting dates:

Tuesday, June 6<sup>th</sup> 1:00 – 3:00 pm.

Tuesday, June 13<sup>th</sup> 1:00 – whenever

A question was asked if there is any other information needed from staff before next Tuesday. The Superintendent will present requested information regarding the Halq'emeylem item.

A question was asked regarding student input on the budget. The Superintendent is meeting with students from MSS May 31<sup>st</sup>.

## 5.2 2017-2018 Fee Schedule

Revisions:

- Change, "2016-2017" to "2017-2018";
- Add "Grade 9 - \$125" in the "Athletic Contract" box; and
- Change, "(includes referee fees and ice time)" to "(Monthly)"

Discussion ensued costs of football vs. lacrosse.

**MOVED and Seconded that the 2017-2018 Fee Schedule be received and forwarded to the June 20, 2017, Public Board meeting as revised.**

**CARRIED**

## 5.3 2018-2019 Capital Budget Submission/Long-Range Facility Plan

Discussion ensued regarding asbestos in schools; labeling sites; assessment; renovation cost increases; maintenance projects vs. major projects; future development; land swaps for leverage and future school development plan. The Director of Facilities has asked employees to delay vacations.

# Minutes



**MOVED and Seconded that the 2018-2019 Five Year Capital Plan dated, June 2017 be reviewed and forwarded to the June 20, 2017 Board meeting for consideration.**  
**CARRIED**

**6. New Business**

**7. Minutes of Previous Meetings**

**MOVED and Seconded that the Committee of the Whole Meeting Minutes dated May 16, 2017 be approved as presented.**  
**CAR**

**8. Information Items**

**8.1 Curriculum Update (Standing Item)**

*No report at this time.*

**8.2 District Parent Advisory Council (Standing Item)**

*Meeting was held last evening. New executive elected. New Chair: Trisha Hansen-Bell.*

**8.3 April Enrolment Charts**

*Provided in the Agenda.*

**9. Adjournment**

**Moved and Seconded to adjourn the meeting.**  
**CARRIED**

The meeting adjourned at 5:00 pm.

  
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Chairperson

  
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Secretary Treasurer