

## Committee of the Whole Meeting

May 23, 2017 1:00 pm

District Education Office, 33046 – 4<sup>th</sup> Avenue, Mission, BC

### Members Present:

Acting Chair Tracy Loffler  
Board Chair 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  
District Principal, Joe Heslip  
Executive Assistant Tracy Orobko

### Partner Groups Present:

CUPE: George Forsythe, Faye Howell  
DPAC: Cyndi Polovina, Laura Wilson  
MTU: Amber Chung, Anna Heavenor

## 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 Additional Item:

8.1 Information Item: Joint Use Agreement with the District of Mission

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

**CARRIED**

## 3. Delegations/Presentations

## 4. Unfinished Business

## 5. Staff Reports

### 5.1 2017-2018 Preliminary Budget

The Secretary Treasurer provided a handout and introduced the general operating budget. This budget does not address special purpose funds ie: restoring contract language.

Goal today is to walk through the budget and have staff members clarify certain items. This is provided for information only.

If any questions, the committee was requested to send in to staff by Friday and they can be answered next Tuesday. The ST provided line by line explanations. Updates already made to the budget: BSW, HR Support, math mentor teacher, Noon hour support, school secretaries (formula based calculations).

Assistant Superintendent reflected on the Math mentor teacher and purpose.

School secretarial time has been reviewed and accounted for. This is based on a review of some of the larger schools, adjusting secretarial support to be better aligned.

Noon hour support is formula driven and have also taken into account crossing guard supports. There is an ability to adjust based on unique circumstances.

Occupational therapist increase: .1 FTE additional contract time to better assist students with complex medical needs - looking at increasing ½ day to meet the needs of the kids.

Question was asked about budget amounts/totals to which the Secretary Treasurer indicated the wishlist is \$1.7 million. We have a surplus of \$916,290.

Discussion ensued regarding when the SD will know the surplus for next year to which staff indicated they could not answer that. When the amount is realized, staff will come back to the Board for release(s) of funds.

Discussion ensued regarding LGBTQ2S and the process for attaining funds at the school level. Gay/Straight alliance at the school will make some decisions.

The Secretary Treasurer and Staff reviewed line by line recommendations for discussion.

Program for hungry children (Deroche/Chehalis): Discussion ensued around existing programs at Chehalis and the need to enhance the program.

Youth Care Worker: Proposed to be moved up to 35 hours/week. Q: If recommended, do the increased designations offset the costs? Staff indicated it would be hard to judge at this time - would have to look at a calendar one year from now. There are more comparisons that could be made.

Dewdney renovations are upfront one-time costs but overall, will have a financial benefit (rent of \$30K).

MTU joined the meeting at 1:38 pm.

Speech/language Path. Assistant: SD is fully staffed in speech/language dept. on the teaching side. However, similar to OT referrals, there are more needs in the school than what the SD is able to provide. An SLPA could assist with classroom help and in investment in kids. This is a proactive approach. The position would be a 1.0 FTE EA (25.5 hours/week).

International EA at MSS: Challenges have been expressed. Would like to find an EA with Korean language.

Discussion ensued around the International Program's operating costs/expenses. The ST confirmed monies flow through the operating budget. It was proposed that this would make good conversation to have possibly at amended budget – using international funds for just the program or the whole department.

Two components of budget scenario: International program and rental groups in our system. Looking at removing all tenants out of the HPMS Annex. A potential loss of \$55K.

Funding sources next year may change when relying on sources such as International and rental revenues. The SD will not run as “growth at all costs”.

District Principal Aboriginal Education: Changes to how the salary is funded must entail a transition plan. Discussion ensued on past practice whereby operating went to targeted due to enrolment issues.

Solar Panels: One (not all buildings). A question was asked if the approved \$10K previously allocated, has been spent. Staff confirmed the Facilities Dept. is conducting a long-range facility plan and does

not think the money was used. This \$55K may incorporate an additional \$10K. Discussion ensued on the bid process. Staff confirmed they have not yet spent money on a consultant. Conversations with partner groups is key; setting cost efficient energy examples for kids.

White Fleet Replacing two vehicles. Next year, would like to review district use of all vehicles. A proposal was made to develop policy on vehicles / district manager use.

Facilities Equipment: Carpentry equipment; tools; skyjack lifts; auto scrubbers; snowplow. Adding each year will help offset a larger challenge down the road.

Facility Enhancements: Maintenance budgets are used for facilities in current state; it is not for adding new equipment; new windows. Staff would like to create a budget line for each school to determine what they need for improvements in order to support enhancements. This would create a line item for each school. Concerns were raised regarding oversight and accountability of funds. The starting line will equate to \$5K per school. Clarification was provided whereby funds would only be used for enhancements. If PACs wish to fundraise install costs would fall into this category.

Discussion ensued around equipment and supplies purging. Staff is holding conversations with schools.

Concerns were raised regarding the sharing of financial information by Administrators at the school level; some staff have never seen the school's budget. If there are no processes yet, would like to see them in place. *Duly noted.*

Discussion ensued around the movement of facilities to Ferndale: Still ongoing. Phase 3 will be happening this summer.

CUPE exited the meeting at 2:36 pm.

A proposed central station of supplies was discussed. It will cost time to do inventory. Some desks are coming back into use due to increased classrooms.

Temporary District Admin.: The SD is conducting aggressive recruitment and will continue to do so in to meet future needs; recruitment / retention of teachers. This would be a .6 category – not a permanent position. HR staff are there late at night and still not reaching targets. Paperlog comes with recruitment. We have a volume problem with HR. Discussion ensued on the qualifications of the position. Staff feels strongly that it should be someone with an educational background.

Halq'emeylem Teachers: Staff would like to see this language spoken in the buildings and in our community; an actual academic program that is vigorous and vital. Two language teachers - one in each of the middle schools with an eventual look at secondary school. Staff are aware of individuals qualified for the teaching positions. Discussion ensued regarding 2 vs. 1 teacher. As phased in, this is an implementation year. These positions are for both middle schools. Each school's schedule is different and does not allow for one person to attend both. Halq'emeylem is Coast Salish and is recognized by Universities.

CEF funding deficit (specialist teachers): Shortfall to implement restored language. We have applied for these funds from the ministry. We are obligated to fund this.

Technology Plan: Phased implementation; some purchased, some leased. Challenge is leases are in perpetuity. However, the SD will receive a robust infrastructure that maintains itself; looking at a four year cycle. Total cost is \$2.3 to 2.5 Million to renew computer systems.

The committee requested a prioritization of budget items from staff for the next meeting.

# Minutes



A suggestion was made to reduce cost of Clarke Theatre to 23.5%.

A Riverside College query was made.

**6. New Business**

Discussion ensued regarding the signing of the Joint Use Plan.

**7. Minutes of Previous Meetings**

**8. Information Items**

**9. Adjournment**

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

**CARRIED**

The meeting adjourned at 3.25 pm.

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Chairperson

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Secretary Treasurer