

# Agenda

Committee of the Whole Meeting  
January 31, 2017, 3:30 pm  
District Education Office, 33046 – 4<sup>th</sup> Avenue, Mission, BC

1.	CALL TO ORDER		
	<i>The Board Chair will acknowledge the meeting is being held on Traditional Territory.</i>		
2.	ADOPTION OF AGENDA		
3.	DELEGATIONS/PRESENTATIONS		<u>Page</u>
4.	UNFINISHED BUSINESS		
5.	STAFF REPORTS		
5.1	2016/2017 Amended Budget: Presentation by the Secretary Treasurer; Review of Enrolment Revenue; Forecasts; Additional Budget Requests; Draft Budget Bylaw	Action	1
5.2	2017/2018 Preliminary Budget: Priorities; Direction from the Board; Budget Timeline Meeting Schedule	Action	13
6.	NEW BUSINESS		
7.	MINUTES OF PREVIOUS MEETING		
7.1	Committee of the Whole Meeting Minutes: January 10, 2017	Action	14
8.	INFORMATION ITEMS		
8.1	Curriculum Update	Information	18
9.	ADJOURNMENT		

**ITEM 5.1      Action**

To:                Committee of the Whole  
From:             Secretary Treasurer  
Subject:          2016/2017 Amended Budget

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**Recommendation:**

**THAT the recommendations for the amended 2016/2017 budget be considered and direction be provided for the preparation of the 2016/2017 Amended Budget bylaw.**

**Summary:**

The 2016/2017 Preliminary Budget was approved in June 2016. The 2016/2017 Amended Budget must be approved prior to February 28, 2017. The attached budget summarizes the changes to the Preliminary Budget considering the changes to enrolment and the needs in the classrooms, as well as support services. After considering all the required changes due to enrolment increases, there is approximately \$1,118,126 that can be allocated to other services. Staff prepared a list of recommended use for these funds considering the feedback and comments from staff throughout the organization.

As the amended budget must be approved before February 28, two additional meetings are needed. The first to consider the draft bylaws, including the budgets for the special purpose funds, and to provide any further direction if needed, and the second to approve the bylaws. The options for an additional meeting are a COTW on February 14<sup>th</sup> and then adoption on February 21<sup>st</sup>, or a COTW on Feb 14<sup>th</sup> or Feb 21<sup>st</sup>, and then adoption at a Special Board meeting before February 28<sup>th</sup>.

The preliminary budget included projections for increases in enrolment and staffing, which for the most part have materialized. Changes beyond the original projections include additional teachers and education supports. These costs have been primarily offset by a reduction in the average teacher salary, due to retirements.

**Amended Budget Discussion:**

1. Enrolment changes (see charts)
2. Funding changes
  - a. Enrolment and student funding increase of \$814,234
  - b. Tuition increases of approximately \$280,000
  - c. Net increase of funding of \$1,131,734
  - d. Special Purpose Funds are budgeted separately, and are not presented in this report. The use of special purpose budgets is regulated by the Province, with limited flexibility.
    - i. Note: \$563,000 interim measures = 12 FTE teacher supports
3. Operating expenditure changes
  - a. Education
    - i. Additional teachers (3 FTE) and EA supports (2 FTE)
    - ii. Average salary decrease for teachers
    - iii. Additional principal and vice-principal supports (DP Tech, VP Windebank)

- iv. As per the Board's previous direction to fund the Principal of Aboriginal Education from the operating budget rather than the aboriginal education special purpose funds, staff recommends that this change be transitioned over four years with one quarter of the 2016/2017 budget funded from the operating budget. This would provide an additional \$35,000 for aboriginal education for the remaining months of the 2016/2017 year.
  
- b. Curriculum
  - i. Progress has been made with improving curriculum supports.
  - ii. No budget changes are recommended at this time.
  - iii. The preliminary budget provided additional support for teacher collaboration time, learning resources, and professional development. These funds have been committed.
  
- c. Information Technology
  - i. Is the number one issue identified by employees.
  - ii. A formal review of the school district's information technology is in progress. An external consulting group is leading the review, guided by a staff committee.
  - iii. The review is identifying the need for significant capital upgrades to the IT infrastructure.
  - iv. The review has identified the need for IT management. In order to lead the anticipated recommendations from the review, a management position is recommended to be hired prior to implementation. The final report is expected in April, which will be presented to the Board to inform the 2017/2018 Preliminary Budget deliberation.
  
- d. Facilities
  - i. Long Range Facility Plan
    - 1. The development of a Long-range Facility Plan is in progress. The Province requires this to support the annual capital budget for facility upgrades. The final report is expected in April, which will be presented to the Board for the 2017 / 2018 Preliminary Budget deliberation.
    - 2. Staff recommends incorporating a plan for solar panels at Deroche and Dewdney in this plan. This may cost an additional \$10,000 to incorporate this into the plan. Reasons for these schools at this time:
      - a. no natural gas is available at these two schools – higher energy cost, greater greenhouse gas emissions.
      - b. greater opportunity for grant funding support from the Fraser Valley Regional District, the Federal Government, and First Nation communities.
    - 3. Some schools are nearing capacity. With anticipated changes to class size composition, additional classrooms (portables) in a number of schools in 2017/2018 will be needed. As such, staff recommends allocating \$300,000 for new portables. The facilities plan is expected to speak to some of this need.
    - 4. The plan to complete the relocation of the facilities department to Ferndale exceeded the budget – the lowest response to the tender was \$315,000. There is approximately \$140,000 remaining in the local capital reserve for this project. At least \$200,000 is required to complete this project. Staff recommended transferring an additional \$225,000 to local capital to support this project.

- ii. Work order back log
  - 1. Over 1000 work orders are in progress for maintenance and building enhancements. Eight of the work orders are from 2014, and 213 are from 2015.
  - 2. If 4 hours are needed for each work order, two people would need to be assigned to these tasks for two years to clear the backlog. It is difficult to get a handle on the actual level of support needed for general building maintenance and regular site enhancements with this backlog. The backlog of work is frustrating the schools.
- iii. Additional classrooms were opened due to the increases in enrolment. Increased janitorial services from 2015/2016 were included in preliminary budget. When the amended budget is approved, 80 additional hours will be adjusted to permanent BSW positions (equivalent to two full time employees).
- iv. Additional labourer support is needed in the facilities department. While more labourer positions are needed, staff recommends that one full time labourer position be added to the work force. Currently, there are no full time labourer positions. Casual labourers are called in when needed, and used for temporary postings in the winter and spring breaks and in the summer months.

#### 4. Administrative Support

- i. Two new technology programs have been added to assist with managing the workload of support staff. The school cash program will allow for on-line registration and payments at the schools, and an automated leave management and dispatch system will allow for electronic reporting and approval of absences, and dispatching casual and on call staff - for teachers, EA's and Admin support.
- ii. A few additional hours in admin support in the schools were included in the preliminary budget. While additional assistance was requested, implementing the school cash program is expected to resolve most of the work load issues at the schools. If the amended budget is approved, some of the temporary hours will be adjusted to permanent hours.
- iii. The Occupational Health and Safety Program needs support. The program is seriously deficient and needs regular support to put a proper program in place and to provide the necessary training and support for both staff and management.

#### 5. Capital

- a. Information Technology
  - i. Due to the significant deficiencies, and primary concern from staff, the recommendation is to put as much as possible into fixing the IT systems, and advancing the hardware and software needed to provide better support in the classrooms.
- b. School Improvements
  - i. Funds are recommended to be added to address the work order back log.
- c. Portables
  - i. With the changes anticipated for the 2017/2018 year for enrolment, and the changes to class composition that are expected to impact the ability of schools to purchase new portables, staff recommend ordering three portables before the end of the year.

d. Facilities and Grounds Equipment

- i. There is no program in place to replace aging equipment in facilities. Staff recommend allocating some funds for equipment, including grounds, and school janitorial equipment.
- ii. Increased funding is recommended to complete the relocation of the facilities department to Ferndale.

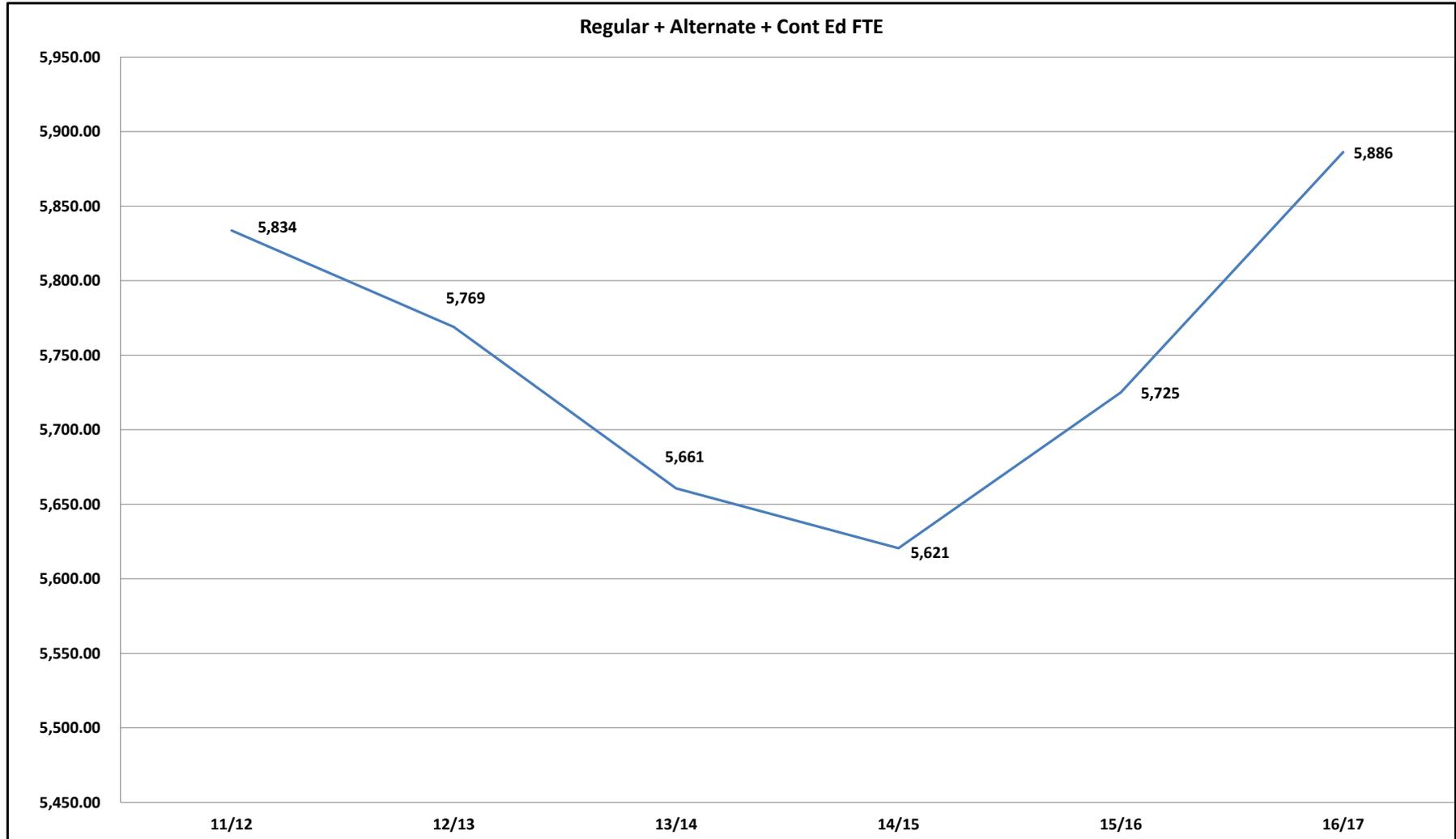
**Attachments:**

**A. Enrolment Changes Charts**

2016-17 Amended Budget  
Mission Public Schools

ENROLMENT TRENDS

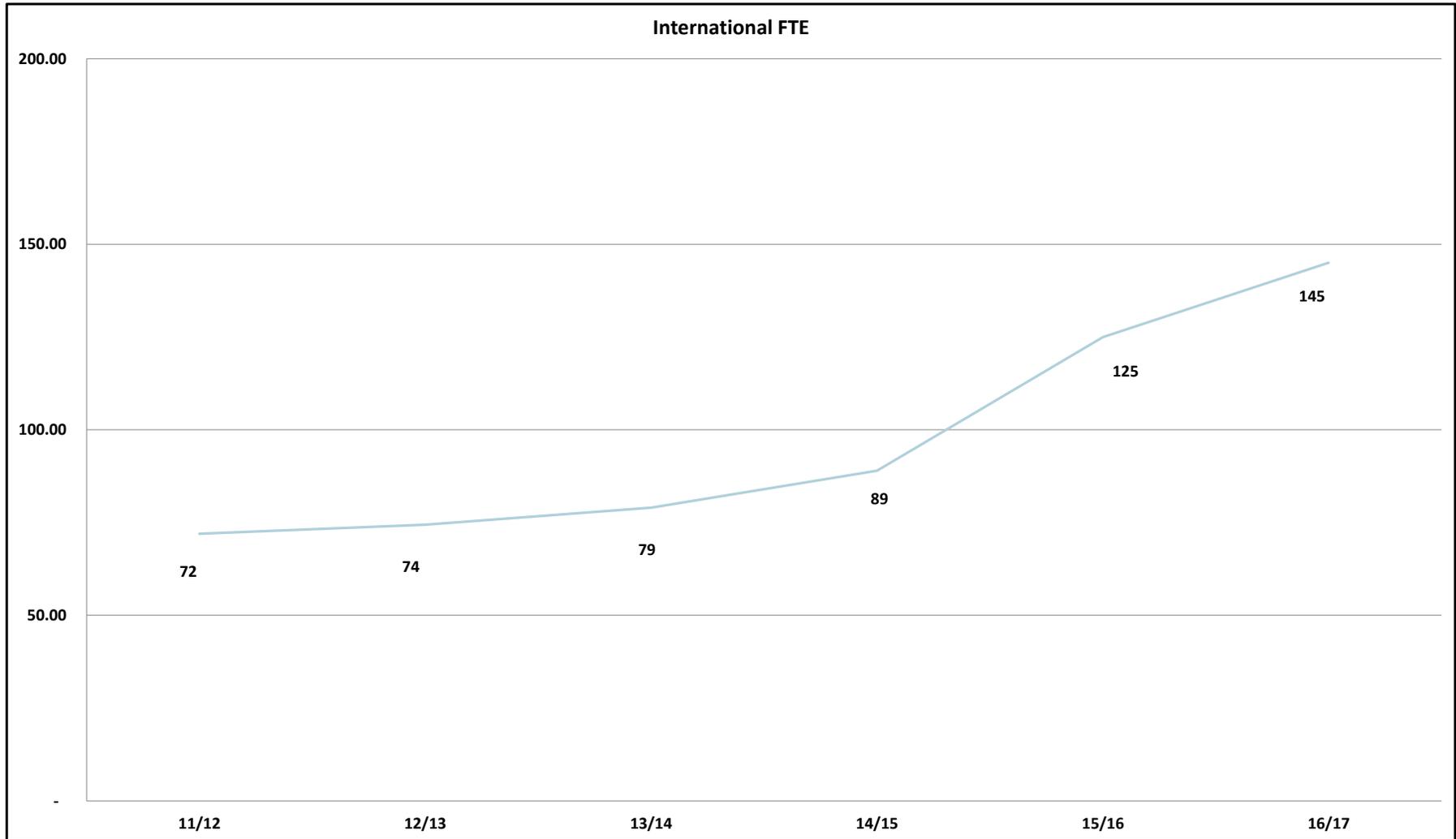
Jan 31, 2017



**2016-17 Amended Budget  
Mission Public Schools**

**ENROLMENT TRENDS**

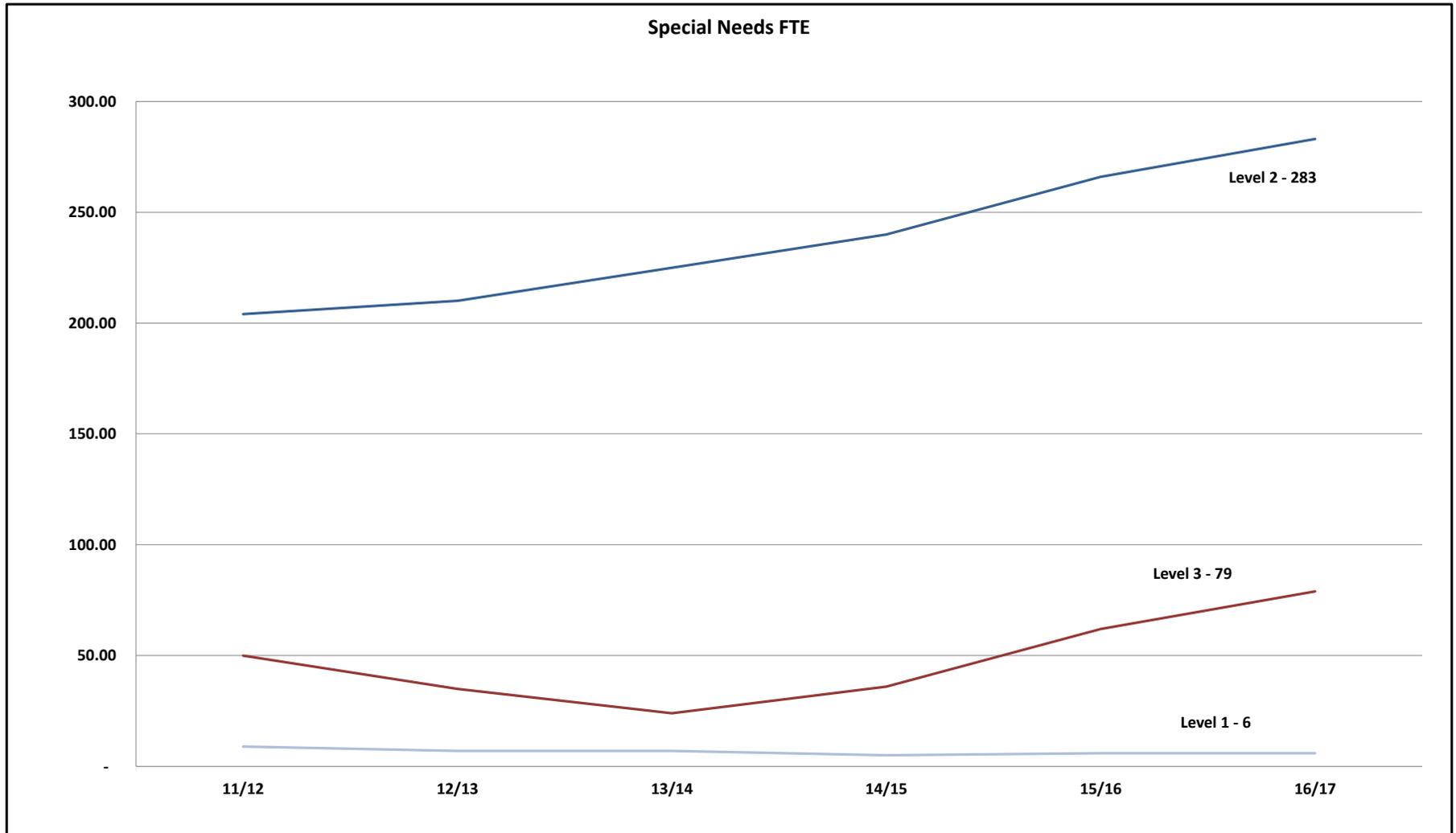
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**2016-17 Amended Budget  
Mission Public Schools**

**ENROLMENT TRENDS**

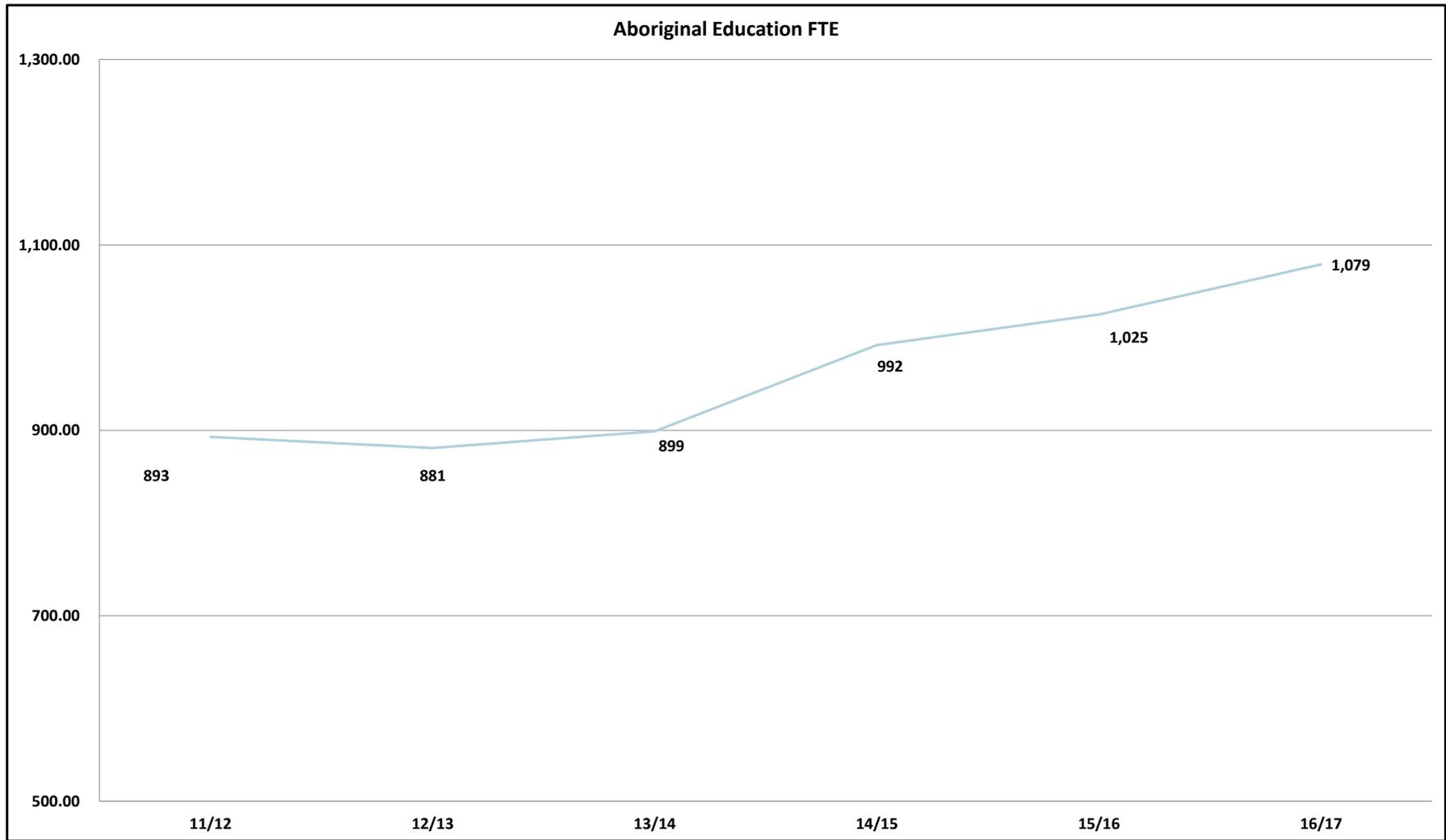
Jan 31, 2017



**2016-17 Amended Budget  
Mission Public Schools**

**ENROLMENT TRENDS**

Jan 31, 2017





# 2016/17 Amended Budget Draft

Jan 31, 2017

	2016/17 Amended	2016/17 Preliminary	\$ Change	% Change
<b>OPERATING REVENUE</b>				
Grants				
Ministry of Education - Operating Grants	55,266,975	54,413,283	853,692	1.57%
Other Ministry of Education Grants	1,101,615	1,141,073	(39,458)	-3.46%
Provincial Grants - Other	250,925	200,925	50,000	24.88%
<b>Total Grants</b>	<b>56,619,515</b>	<b>55,755,281</b>	<b>864,234</b>	<b>1.55%</b>
Tuition	2,060,500	1,780,000	280,500	15.76%
Other Revenue	377,732	480,732	(103,000)	-21.43%
Rentals & Leases	215,000	135,000	80,000	59.26%
Investment Income	110,000	100,000	10,000	10.00%
<b>TOTAL OPERATING REVENUE</b>	<b>59,382,747</b>	<b>58,251,013</b>	<b>1,131,734</b>	<b>1.94%</b>
<b>OPERATING EXPENSE</b>				
Salaries				
Teachers	23,781,300	23,943,900	(162,600)	-0.68%
Principals and Vice-Principals	3,377,983	3,017,000	360,983	11.96%
Education Assistants	5,232,000	5,161,200	70,800	1.37%
Support Staff	6,021,920	6,054,590	(32,670)	-0.54%
Other Professionals	1,639,010	1,716,313	(77,303)	-4.50%
Substitutes	1,996,200	1,989,635	6,565	0.33%
<b>Total Salaries</b>	<b>42,048,413</b>	<b>41,882,638</b>	<b>165,775</b>	<b>0.40%</b>
Employee Benefits	10,620,421	10,679,171	(58,750)	-0.55%
<b>Total Salaries and Benefits</b>	<b>52,668,834</b>	<b>52,561,809</b>	<b>107,025</b>	<b>0.20%</b>
Services and Supplies				
Services	1,703,268	1,450,768	252,500	17.40%
Student Transportation	22,500	17,350	5,150	29.68%
Professional Development and Travel	402,000	382,500	19,500	5.10%
Rentals & Leases	1,000	3,350	(2,350)	-70.15%
Dues & Fees	89,800	86,150	3,650	4.24%
Insurance	184,000	191,000	(7,000)	-3.66%
Supplies	1,994,158	1,769,354	224,804	12.71%
Utilities	1,188,732	1,153,732	35,000	3.03%
<b>Total Services and Supplies</b>	<b>5,585,458</b>	<b>5,054,204</b>	<b>531,254</b>	<b>10.51%</b>
Capital Assets Purchased	560,000	635,000	(75,000)	-11.81%
<b>TOTAL OPERATING EXPENSE</b>	<b>58,814,292</b>	<b>58,251,013</b>	<b>563,279</b>	<b>0.97%</b>
Prior Year Unrestricted Surplus	574,822	-	574,822	
Decrease (Increase) to Contingency	(25,151)	-	(25,151)	
<b>Projected Operating Surplus/(Deficit)</b>	<b>1,118,126</b>	<b>(0)</b>	<b>1,118,126</b>	

<b>2016/17 Projected Surpluses:</b>	
Contingency Fund	593,827
Unallocated	1,118,126
	<u>1,711,953</u>
Internally Restricted - Benefit Plans	282,910
Internally Restricted - Schools	100,000

**Risk Outlook**  
**2016/17 and 2017/18**

Jan 31, 2017

Category	2016-17 Impact	2017-18 Impact	Details
Revenue - International			Reliance on International program contribution
Revenue - Operating			Realizing projected enrolment increases
Revenue - Other		(75,000)	Clark Theatre - Continued support from DOM
Revenue - Rentals			Reduction of rental revenue due to growth
Teacher		(303,000)	Full year impact of additions mid-year in 2016-17
PVP		(95,000)	Full year impact of additions mid-year in 2016-17
PVP			Regional salary model implementation
Support		(114,769)	Full year impact of additions mid-year in 2016-17
Support			Difficult to add supp/admin due to admin savings mandate
Other Professionals		(241,250)	Full year impact of additions mid-year in 2016-17
Other Professionals			Regional salary model implementation
Substitutes			Substantial impact of variances
Supplies			New curriculum resource requirements
Utilities			NGN cost alloctions, weather
Local Capital			Technology - Additional needs
Local Capital		(500,000)	Additional portables
Local Capital	(150,000)		Absorb design costs for projects MOE does not fund
Surplus/Deficit		(574,822)	Assume no projected surplus available for 2017-18
	<u>(150,000)</u>	<u>(1,903,841)</u>	

## LOCAL CAPITAL BUDGET

Jan 31, 2017

<b>Capital Item</b>	<b>Department</b>	<b>Reason</b>	<b>Amount</b>
Technology	IT	Infrastructure, computers, software	410,000
Technology	IT	Reclass part of infrastructure budget to operating	(85,000)
White Fleet	Facilities	Replace van #12 and van #9, transit vehicle for IT	100,000
Photocopiers	Various	Estimate 7-8 replacements	75,000
Telecom	Schools	Phone system replacements	30,000
MSS Science Lab	MSS	Part of MSS reconfig project	30,000
<b>Sub-Total</b>			<b>560,000</b>
<b>TOTAL</b>			<b>560,000</b>

**2016/17 Amended Budget Draft  
Recommendations For Discussion**

Jan 31, 2017



Description	Priority	Amount	Budget(s) affected	Incl?
Counsellor @ MSS - .32 FTE (.8 FTE x .4 yr)		30,400	Teacher	
Labourer - .4 FTE (1 FTE x .4 yr)		22,000	Support	
DP ABED to Operating (yr 1 of 4 yr transition)		35,000	PVP	
IT Manager (May hire)		25,000	Other Professionals	
OH&S Coordinator - .4 FTE (1 FTE x .4 yr)		37,500	Other Professionals	
Solar energy added to LR facility plan scope		10,000	Services	
Facilities Equipment		140,000	Local Capital	
Grounds Equipment		25,000	Local Capital	
School improvements (Security, Safety)		175,000	Local Capital	
Portables		300,000	Local Capital	
Ferndale Phase 3/3A		225,000	Local Capital	
Technology improvements		93,226	Local Capital	
		<u>1,118,126</u>		

**ITEM 5.2    Action**

To:                Committee of the Whole  
From:             Secretary Treasurer  
Subject:          **2017/2018 Preliminary Budget**

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**Recommendation:**

**THAT Board direction be provided for the preparation of the 2017/2018 Preliminary Budget with respect to priorities and meeting timelines.**

**Rationale:**

The 2017/2018 Preliminary Budget must be approved and submitted to the Ministry of Education by June 30, 2017. Enrolment projections for 2017/18 must be provided to the Ministry of Education by Feb 15, 2017, and this will serve as the starting point for preliminary budget preparation. Management anticipates further changes to enrolment and classroom needs, as well as support services. In addition, the final outcome of the negotiations related to the recent Supreme Court of Canada decision will have a significant impact on budget preparation, in terms of additional potential funding, and also in terms of impact on staffing structure, classroom capacity, and other areas to be identified.

Direction from the board is requested concerning any priorities that should be considered at this time, and a budget timeline meeting schedule will need to be finalized in order to ensure a final approved budget can be submitted to the Ministry by June 30, 2017.

# Committee of the Whole Meeting

## January 31, 2017



### ITEM 7.1      **Action**

TO:                Board of Education  
FROM:            Secretary Treasurer  
SUBJECT:        Approval of Minutes

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### **Recommendation**

**THAT the Minutes of the Committee of the Whole meeting held on January 10, 2017, be approved as presented.**

### **Attachment:**

A. January 10, 2017 Committee of the Whole Minutes

## Committee of the Whole Meeting (open to the public)

# Minutes



**Committee of the Whole Meeting**  
**January 10, 2017 3:30 pm**  
**District Education Office, 33046 – 4<sup>th</sup> Avenue, Mission, BC**

**Members Present:**

Chair Rick McKamey  
 Vice-Chair Tracy Loffler  
 Trustee Randy Cairns  
 Trustee Shelley Carter

**Staff Present:**

Superintendent Angus Wilson  
 Secretary Treasurer Corien Becker  
 Assistant Superintendent Larry Jepsen  
 Executive Assistant Tracy Orobko (Recorder)

**Participants:**

Director of Student Services - Carolyn Schmor  
 District Principal, Ab. Education - Joe Heslip  
 DPAC - Destiny Cunningham  
 President, CUPE - George Forsythe,  
 President, MTU - Amber Chung  
 MTU – Jodie Amaya

**Absent:** Trustee Jim Taylor

**Call to Order**

The meeting was called to order at 3:33 pm by the Board Chairperson.

**Adoption of Agenda**

**MOVED and seconded to adopt the Agenda as presented.**

**CARRIED**

1. 2017 Trustee Committee and Liaison Appointments

The Board Chair provided a summary. Questions were asked regarding committee representation and Auditor General requirements. Financial reporting will be brought to the Board on a regular basis which will be open and transparent.

Discussion ensued regarding the University of the Fraser Valley.

It was agreed to switch the BCPSEA representation: Trustee Carter, first representative; Trustee McKamey, alternate.

Agreement reached to move forward the item to the January 24<sup>th</sup> Regular Board meeting.

2. Catchment Areas, Cross-Boundary, Schools of Choice, and Programs of Choice Policy

The Secretary Treasurer will email the revised policy together with administrative procedures prior to the issuance of the January 24<sup>th</sup> Regular Board meeting Agenda.

Questions were asked and clarification was provided regarding the COTW and administrative procedures: As governing body, the Board approves policy; staff administers administrative procedures.

If the Board is dissatisfied with an administrative procedure at a public Board meeting, then it can and will be brought back to a COTW meeting for further discussion. Discussion ensued on the policy approval / administrative procedures processes including partner group input.

### 3. Physical Restraint and Seclusion Policy – Status / Update

The Secretary Treasurer reported on the status to date. Both the policy and administrative procedure will be brought to the January 24<sup>th</sup> Regular Board meeting.

### 4. Solar Arrays Correspondence: MLA Simon Gibson

If the Board wishes to move ahead, the School District will have to move to an RFP process. At the January 31<sup>st</sup> COTW meeting, there is intent to bring the amended budget for review. If the Board believes this is high on the priority list, they will proceed. Discussion ensued on options and better insulating facilities. Discussion ensued on sustainability and staff ability.

A question was asked for staff's recommendation. The Secretary Treasurer will bring back information to the January 31<sup>st</sup> COTW for the budget deliberation process discussion.

### 5. District of Mission Development Application

The Secretary Treasurer has reviewed a subdivision application that may impact the School District. Due to bus requirements, there must be reassurances of adequate walking ability; municipality needs to provide safe routes to get to schools. The Secretary Treasurer wishes to ensure that development is consistent with what the OCP indicates. A recent OCP amendment included a residential development just east of City Hall. Students would have to walk 3.8 kms to Albert McMahon Elementary. Development activity is going to add pressure on enrolment. Changes resulting from the recent Supreme Court decision means added pressures already.

Discussion ensued around boundary reviews and facility use at Ferndale.

### 6. Ministry Community Meeting: January 17

Superintendent reported on the Ministry's visit to Abbotsford to talk about reporting and assessment.

### 7. Board/Authority Authorized Course: Self-Efficacy 10, 11, 12

Principal Kevin Watrin, and Educators, James Martyn and Sandra Norum provided handouts on the course that is in the development stages; provided an overview of the program to date:

- Self-regulate / Self-manage
- Encompasses psychology for students to build self-confidence
- Connecting with students
- Would like to offer the course in early Spring.

Questions were asked and comments were made regarding enrolment, participation and benefits to students. MSS building a social emotional classroom; development of the district resource team.

Psychology/social work pieces are already in place as it is the nature of the job; the Pro-D trip to North Vancouver was helpful and provided additional confidence in carrying out the course.

G. Forsythe and D. Cunningham exited the meeting at 5:36 pm.

### 8. Curriculum Update

Assistant Superintendent introduced his curriculum team and referred to the Joyful Literacy Summit handout.

# Minutes



District Principal, Aboriginal Education, Joe Heslip, acknowledged the meeting was being held on unceded ancestral territory and provided information on upcoming curriculum connections events. Dates are yet to be confirmed. February 3<sup>rd</sup> is the deadline for further submissions (art, articles, etc.) for the next Canoe issue.

Discussion ensued regarding not only vulnerable learners, but also those students at the top of the class and future plans to enrich learning for those students. Honours math at middle school? The transition between middle / high school is a struggle for many students. Carolynn Schmor would like to sit in on those conversations as well. In the 'bigger' picture, student do well in high school but struggle in university.

**MOVED and seconded to extend the meeting at 6:00 pm**

9. District Parent Advisory Council

A Report was attached to the Agenda.

**10. Adjournment**

**MOVED and seconded that the meeting adjourn at 6:06 pm.**

**CARRIED**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary Treasurer

**ITEM 8.1      Information**

TO:                Education Committee  
FROM:            Amber Chung, President, Mission Teachers' Union  
SUBJECT:        Curriculum Update

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A verbal update will be provided at the meeting.