

Agenda

Committee of the Whole Meeting

May 9, 2017, 1:00 pm

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

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

3. DELEGATIONS/PRESENTATIONS

4. UNFINISHED BUSINESS

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6. NEW BUSINESS

7. MINUTES OF PREVIOUS MEETING

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8. INFORMATION ITEMS

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9. ADJOURNMENT

ITEM 4.1 Action

TO: Committee of the Whole
FROM: Superintendent of Schools
SUBJECT: Policy – Board of Education Responsibilities

Recommendation:

THAT the *Board of Education Responsibilities* policy be forwarded to the May 23, 2017 Regular Board meeting for approval.

Executive Summary:

The attached draft of the Board of Education Responsibilities policy is a revision of the School Board Powers and Duties policy. The revised policy restructures the policy into the format being used for other policies, including the purpose, and revised policy statement, with guidelines.

Background:

The current policy provides direction for the Mission Public School District, as outlined in the *School Act*. The revised policy updates this direction to provide greater clarity for the Board and the public.

Analysis and Impact:

The revised policy does not materially alter the direction outlined in the School Board Powers and Duties policy however it does alter the language to better reflect what the scope of the Board from the lens of responsibilities rather than powers.

Strategic Priority:

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

Policy, Regulation, Legislation:

The policies of Mission Public School District must be consistent with the *School Act*. The policy highlights the primary responsibilities of the Board.

Public Consultation:

This policy was first introduced to Board members and partner groups (CUPE, MTU, DPAC, PVPA) in draft at the February 28, 2017 Committee of the Whole meeting. It was presented to the Board of Education at the March 28, 2017 Regular Board meeting where it received approval to initiate public consultation. The policy remained on the School District's website for feedback for thirty (30) days. There has been no feedback.

Implementation:

Approval in Principle – Board meeting March 28, 2017
Public Consultation review period – March 29 – April 28, 2017
Committee of the Whole review – May 9, 2017
Final Approval – Board meeting May 23, 2017

Attachment:

A. Board of Education Responsibilities Policy

Section:	Foundation	
Title:	Board of Education Responsibilities	20

Purpose

To summarize the responsibilities of the Board of Education of the Mission Public School District.

Policy

The Board of Education of the Mission Public School District provides the governance direction and oversight for the activities of the School District in accordance with the specified powers delegated to the School District by the *School Act*. This includes:

- ensuring the Mission Public Schools provide students with the opportunity for quality public education.
- setting education policies that reflect the aspirations of the community, considering the overall provincial guidelines.
- being accountable to parents, taxpayers, the community and the Province for the public education system for students in the Mission Public School District, including:
 - accountability for the implementation of provincial and local education programs,
 - student access and achievement,
 - employee performance, and
 - the fiscally responsible provision of services.
- securing adequate funding to support quality public education in Mission.

Corporate Board

The Board of Education of School District No. 75 (Mission) is a publicly elected group of five Trustees, elected for a four year term. Four Trustees are elected from the District of Mission electoral area and one Trustee is elected from the Fraser Valley Regional District.

Trustees elected or appointed in accordance with the *School Act* form a corporation under the name “Board of Education, School District No. 75 (Mission)” also known as the Mission Public School District (MPSD).

The Board, as a body, holds the rights, powers, duties and liabilities as prescribed in the *School Act*.

General Guidelines

The Board:

- carries out legislated responsibilities as set forth in the *School Act*.
- sets direction for the School District, reflecting community values.

- sets policy and bylaws to support its goals and provide a framework for the superintendent of Schools to fulfill his/her responsibilities.
- provides direction for communication with education partners and community at large.
- is responsible to oversee and review the governance and administration of the School District quarterly, or other regular basis.

Date of Original Board Approval: September 2008 (Policy 3)

Date Amended:

Legal Reference: School Act, Part 6, Division 2 - Powers and Duties
Provincial Policy: "Mandate for the School System in the Province of British Columbia" approved by Order in Council 1280/89

Cross Reference: Policy 40, Board Member Roles and Responsibilities

DRAFT

ITEM 4.2 Action

TO: Committee of the Whole
FROM: Superintendent of Schools
SUBJECT: Policy – Trustee Code of Ethical Conduct

Recommendation:

THAT the *Trustee Code of Ethical Conduct* policy be forwarded to the May 23, 2017 Regular Board meeting for approval.

Executive Summary:

The attached Trustee Code of Ethical Conduct policy is a revision of the Trustee Code of Ethics policy. The revised policy restructures the policy into the format being used for other policies, including the purpose, and revised policy statement, with ethical conduct commitments for Trustees.

Background:

The current policy provides direction for the ethical conduct of Mission Public School District Trustees, as outlined in the *School Act*. The revised policy updates this direction to provide greater clarity for the Board and the public.

Analysis and Impact:

The revised policy does not materially alter the direction for the ethical conduct of Trustees, however, it does alter the language to better reflect the conduct expected from each Trustee.

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 policies of Mission Public School District must be consistent with the *School Act*. The policy highlights the need for ethical conduct of Trustees to support good governance.

Public Consultation:

The policy was first introduced to Board members and partner groups (CUPE, MTU, DPAC, PVPA) in draft at the February 28, 2017 Committee of the Whole meeting. It was presented to the Board of Education at the March 28, 2017 Regular Board meeting where it received approval to initiate public consultation. The policy remained on the School District's website for feedback for thirty (30) days. There has been no feedback.

Implementation:

Approval in Principle – Board meeting March 28, 2017
Public Consultation review period – March 29 – April 28, 2017
Committee of the Whole review – May 9, 2017
Final Approval – Board meeting May 23, 2017

Attachment:

A. Draft Trustee Code of Ethical Conduct Policy

Section:	Governance	
Title:	Trustee Code of Ethical Conduct	30

Purpose

To provide guidance and direction for the ethical behaviour and professionalism of Trustees in the fulfilment of their roles and responsibilities.

Policy

Critical trust is invested in the Board by the electorate to govern the affairs and business of the Mission Public School District. Recognizing this, the Trustees commit to conducting the business of the Board in a fair, respectful, and professional manner. This commitment includes using respectful authority and decorum when interacting with other trustees, staff, partner groups, and the community, or when representing the Board of Education or the Mission Public School District.

Trustees will uphold the commitments of the Code of Ethical Conduct policy, and will address any violation of the Code by a Trustee at a closed meeting of the Board.

Ethical Conduct Commitments

Trustees will fulfill their roles and responsibilities as a Trustee of the School District considering the following ethical conduct commitments.

Behaviour:

- Trustees are expected to use respectful behaviour in all School District and community interactions. Trustees are expected to use behaviour that is not disrespectful of others or their opinions.
- Trustees are expected to maintain decorum during all meetings, respecting the protocols of the meeting process and the authority of the Board Chair.
- Trustees will endeavor to work with a spirit of harmony and cooperation in spite of differences of opinion.

Decision making process:

- Trustees are expected to give the opinions and objectives of other trustees, staff, partner groups, and the public, their respect and full consideration.
- Trustees are expected to conclude discussions and reach decisions, only after considering all available information and opinions for each situation. Trustees shall remain open to altering a perspective or an opinion after considering other information received in the discussion process. Trustees shall not have an unreasonable bias or closed mind to an issue.
- Trustees must encourage full and open discussions in all matters. Trustees must not dismiss or disregard others when they submit an opinion that is different or contradicts their own opinion.
- Trustees must not withhold or conceal matters or information from other Trustees that would be of concern to the School District.
- Trustees must cast their vote with honest conviction, and not be influenced by a partisan bias of any kind.

Communications:

- After decisions are reached, Trustees are expected to abide by, uphold, and support the final majority decision of the board. Trustees must not undermine the decisions of the Board, even if the Trustee was opposed to a decision.
- Trustees must not discuss the confidential business of the Board outside of a board or committee meeting.

Conflicts of Interest:

- Trustees are expected to adhere to all applicable legislation regarding conflicts of interest, including the *School Act, Part 5, Conflict of Interest*, and to avoid any actual, perceived, or potential conflicts of interest whenever possible.
- Trustees are expected to declare any conflicts of interests to the Board.
- Trustees are expected to be excused from participating in the decision making process if they are involved in a conflict of interest situation which could compromise the integrity of the School District.

Personal Gain:

- Trustees must not use the schools, any part of the school program, or their position as a Trustee, for personal advantage or for the advantage of friends or family.
- Trustees must declare any gifts received by virtue of holding the office of Trustee of the Board of Education.

Trustee Acknowledgment

Upon being elected to a term as a Trustee for the Mission School District, at the Inaugural Board Meeting, Trustees will be asked to commit to this Code of Ethical Conduct.

Date of Original Board Approval: September 2008 (Policy #5)

Date Amended:

Legal Reference: School Act, Part 5, Conflicts of Interest

Cross Reference: Trustee Election Protocol Administrative Procedure

ITEM 4.3 Action

TO: Committee of the Whole
FROM: Superintendent of Schools
SUBJECT: Policy – Respectful Schools and Codes of Conduct

Recommendation:

THAT the *Respectful Schools and Codes of Conduct* policy be forwarded to the May 23, 2017 Regular Board meeting for approval.

Executive Summary:

School Boards have been directed to include in Codes of Conduct a statement that harassment or discrimination based on sexual orientation or gender identity or expression will not be tolerated. The Respectful Schools, Harassment and Anti-discrimination policy and the Code of Conduct policy are combined, and amended to include this direction. The new policy is in the new policy format, including the purpose of the policy, a revised policy statement, and guidelines.

Background:

The Respectful Schools and Code of Conduct policy directs how codes of conduct are to be developed, based on inclusion, respect, and dignity. It considers Ministerial Order M276/07 regarding codes of conduct, and explicitly outlines what is required in code of conduct policies. The Board policy was revised to include the direction from the Respectful Schools policy to eliminate the duplication.

The draft policy was considered at the February 28, 2017 Committee of the Whole Meeting. While the committee indicated support for moving the revised policy forward, there is hesitation to support approving the policy and rescinding Policy #25 – Respectful Schools, Harassment and Anti-Bullying Policy until the administrative processes are incorporated into the related procedures.

Analysis and Impact:

The updated policy provides direction for all school codes of conduct, considering the respectful schools, harassment and anti-bullying directive. The policy will require most schools to significantly revise their codes of conduct. The employee code of conduct will also need revision.

Policy, Regulation, Legislation:

The policies of Mission Public School District must be consistent with the *School Act* and Provincial direction.

MPSD currently has a policy statement to address sexual orientation or gender identify in the Boards Sexual Minority – Sexual Orientation – Gender Identity – Anti-Homophobic policy, which is far more explicit than the statement in the Code of Conduct. However, the Province has advised that the School District must still also include the Code of Conduct policy a statement on sexual orientation or gender identity or expression.

Public Consultation:

The policy was first introduced to Board members and partner groups (CUPE, MTU, DPAC, PVPA) in draft at the February 28, 2017 Committee of the Whole meeting. It was presented to the Board of Education at the March 28, 2017 Regular Board meeting where it received approval to initiate public consultation. The

policy remained on the School District's website for feedback for thirty (30) days. There has been no feedback.

Implementation:

Approval in Principle – Board meeting March 28, 2017

Public Consultation review period – March 29 – April 28, 2017

Committee of the Whole review – May 9, 2017

Final Approval – Board meeting May 23, 2017

Attachments:

A. Respectful Schools and Codes of Conduct

Section:	Administration	
Title:	Respectful Schools and Codes of Conduct	112

Purpose

To provide direction for employee and student Codes of Conduct in accordance with the *Provincial Standards for Codes of Conduct Order* and *Worksafe BC regulation*.

Policy

The School District is responsible for providing safe, personally secure, and respectful working and learning environments for all employees and all students.

The School District will structure the learning and operating environments to support a safe, personally secure, and respectful environment that is free from harassment, bullying, and discrimination, and where the individual differences of all employees and all students are valued and respected.

The School District will not condone or tolerate any harassing or discriminatory behaviour that undermines dignity, self-esteem or respect of any person interacting with the School District, including members of the public, parents, employees or students.

The School District will not condone or tolerate any harassing, bullying, or discriminatory behavior directed to any person that interacts with the School District due to the persons' race, colour, ancestry, place of origin, religion, political affiliation, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or that group or class of persons.

The School District supports respectful schools and a respectful workplace through codes of conduct to guide the behavior of students and employees.

General Guidelines

1. The Board, employees, and students share the responsibility of maintaining a safe, personally secure, and respectful environment that is free from harassment or discrimination.
2. Student Codes of Conduct:
 - a. Each school must develop a student code of conduct.
 - b. The code of conduct must be developed in consultation with employees, parents and students.
 - c. The code of conduct must include:
 - i. A purpose statement that provides the rationale for the code of conduct, focusing on providing a safe, caring, respectful, and orderly school environment;
 - ii. A statement regarding acceptable behaviours;
 - iii. A statement regarding unacceptable behaviours, including bullying, cyberbullying, harassing intimidation, threatening or violent behavior; include unacceptable discriminatory behaviours with respect to the prohibited grounds

- set out in section 7 and 8 of the Human Rights Code, as well as sexual orientation, gender identity or expression;
- iv. A statement that the student code of conduct is applicable while at school, at a school-related activity, or in other circumstances that would have an impact on the school environment;
 - v. A statement specifying consequences for unacceptable behaviour. The consequences must consider the students ages, maturity, or special needs and
 - 1. focus on consequences that are restorative rather than punitive; and
 - 2. include special considerations for students with special needs who are unable to comply with the code of conduct due to disability of an intellectual, sensory, emotional or behavioural nature.
 - vi. A procedure for investigating any reported violations of the code of conduct.
 - vii. Reasonable steps to prevent retaliation against a student who has filed a complaint of a breach of the code of conduct.
- d. The code of conduct must be:
- i. Displayed in a prominent place in the school
 - ii. Available to the public;
 - iii. Distributed to students, parents of students, and employees of the school at the beginning of every school year;
 - iv. Be provided to new students and employees who transfer to the school partway through the year.
- e. The code of conduct must be reviewed annually to assess the effectiveness of the code in addressing school safety issues.
3. Employee Code of Conduct
- a. The School District must develop an employee code of conduct
 - b. The code of conduct must be developed in consultation with the District Joint Occupational Health and Safety Committee, the Mission Teachers Union (MTU) and the Canadian Union of Public Employees Local 593 (CUPE).
 - c. The code of conduct must be consistent with the collective agreements between School District No. 75 (Mission), and MTU and CUPE.
 - d. The code of conduct must include:
 - i. A purpose statement that provides the rationale for the code of conduct, focusing on providing a safe and healthy work environment;
 - ii. A statement regarding acceptable behaviour;
 - iii. A statement regarding unacceptable behaviours, including bullying, cyberbullying, harassing intimidation, threatening or violent behavior; include unacceptable discriminatory behaviours with respect to the prohibited grounds set out in section 7 and 8 of the Human Rights Code, as well as sexual orientation, gender identity or expression;
 - iv. A statement regarding a safe work environment and compliance with the *Workers Compensation Act* and regulations;
 - v. A statement that the code of conduct is applicable while at work, at a work-related activity, or in other circumstances that would have an impact on the work environment;
 - vi. A statement specifying consequences for unacceptable behaviour.
 - vii. A procedure for investigating and dealing with any reported violations of the code of conduct.

- viii. Reasonable steps to prevent retaliation against an employee who has filed a complaint of a breach of the code of conduct.
- e. The code of conduct must be:
 - i. Available to the public;
 - ii. Distributed to all employees;
- f. The code of conduct must be reviewed annually, considering the steps taken to prevent or minimize workplace bullying and harassment, the reporting procedures, and the processes used to deal with incidents and complaints.

Date of Original Board Approval: Code of Conduct - February 2009 (Policy 19)
Respectful Schools, Harassment and Anti-bullying - June 2013 (Policy 25)

Date Amended: , 2017

Legal Reference: *Provincial Standards for Codes of Conduct Order – (M276/07)*
Workers Compensation Act – Section 115
OHS Regulation

Cross Reference: [Sexual Minority Policy](#)
[Respectful Workplace Procedure](#)
[Employee Code of Conduct](#)
[Specific School Code of Conduct](#)

ITEM 5.1 Action

TO: Committee of the Whole
 FROM: Superintendent of Schools
 SUBJECT: Transportation Services – Potential Changes to Busing: 2017-2018

Recommendation:

THAT the Superintendent’s recommendation be forwarded to the May 23, 2017, Regular Board meeting for approval:

THAT walk limits for middle and secondary schools be reduced to 4.0 kms;

AND THAT the School District impose a fee for all courtesy riders in addition to enforcing walk limits.

Transportation - Busing walk limits and fees comparison

Staff has been reviewing busing options for the 2017/2018 school year, with the intent of providing notice to parents in May. In 2016, the Province provided additional funding to school district’s if they eliminated fees for eligible students being bused to their catchment or local school. MPSD eliminated all bus fees, which resulted in many courtesy riders catching buses. Most other school districts are charging for courtesy riders.

A few other school districts reduced the walk limits for children attending their catchment school. The following summary is provided for consideration.

	<u>Walk Limits</u>			Courtesy Rider Fee
	Elementary	Middle	High	
Mission	4.0	4.8	4.8	\$ -
Chilliwack	3.0	4.0	4.0	\$ 250
Abbotsford	3.2	3.2	4.0	\$ 400 (\$600/family max)
	K – 3	4 – 12		
Maple Ridge	4.0	4.8		\$ 315

Considering the above information, staff explored options for implementing fees for courtesy riders, and reducing walk limits. The school impacted the most with a walk limit reduction and busing is Heritage Park.

Heritage Park

- Currently there are 119 students bused to and from HPMS ranging from 1.3 – 4.6 kms.
- If walk limits were lowered to 4.0 kms and are based on current numbers, 50 students would be bused to and from HPMS. This is in addition to 21 students from Cedar Valley/Fraser Cr. A total of 71 students.
- 48 students currently riding would no longer be eligible for busing to HPMS.
- Free busing has increased ridership.
- The initial intent of busing to HPMS was to accommodate Grade 7 students being moved into middle school and specifically for students living west of Wren Street.

- Due to no policy being established surrounding this intent and with free busing, ridership has dramatically increase to point where we had to add a second bus.
- The second bus is a decommissioned bus which according to the Ministry, is not to be used for a regular Bus Route. It is only to be used as a spare and for field trips.

2. Currently there are 107 cross boundary student riders:

Albert McMahan	1
Dewdney	11
ESR	28
Hatzic Elementary	6
HMS	29
Fraserview	13
HPMS	5
Mission Central	2
Riverside	11
Silverdale	1

At this point, we are uncertain as to how many of the 107 cross boundary students would be eligible for Income Waivers.

Currently there are 1220 bus students:

Albert McMahan	15	-	1 Special Needs; 1 x-boundary; 3 courtesy – within walk limits; 3 eligible riders; 7 eligible-outside walk limits
Christine Morrison	5	-	3 Special Needs; 1 District Placement; 1 courtesy – within walk limits
Deroche	50	-	50 eligible riders
Dewdney	41	-	11 x-boundary; 30 eligible riders
ESR	29	-	1 Special Needs; 28 School of Choice – will bus fees apply? <i>How long will ESR students be grandfathered in due to school reconfiguration?</i>
Fraserview	13	-	13 Program of Choice – will bus fees apply?
Hatzic Elem	56	-	6 x-boundary; 50 eligible riders
HMS	509	-	3 Special Needs; 29 x-boundary; 477 eligible riders
HPMS	119	-	10 Special Needs; 5 x-boundary; 104 courtesy-within walk limits
Mission Central	43	-	2 cross-boundary; 41 all eligible based on housing location
MSS	270	-	11 Special Needs; 47 eligible riders; 16 courtesy – within walk Limits; 196 eligible – outside walk limits
Riverside	11	-	11 Program of Choice – will bus fees apply?
Silverdale	51	-	1 x-boundary; 50 eligible riders
West Heights	6	-	1 Special Needs; 5 District Placement
Windebank	2	-	2 Special Needs

Current breakdown of 1220 bus students by category:

• Special Needs	-	32
• District Placement	-	6
• Cross Boundary	-	55
• School of Choice	-	28
• Program of Choice	-	24
• Eligible Riders	-	707

- Courtesy (within walk limits) - 124
- Eligible (outside walk limits) - 203
- Housing Location - 41

Whether or not to charge bus fees to all elementary, middle and high school students will be determined through the information given above. Keep in mind a number of students may be eligible for an Income Wavier.

3. Importance for establishing a boundary cut-off point for HPMS students:

- Families would rather their child walk to the bus stop than to school because it is closer.
- This causes buses to be over capacity.
- No room left for students the bus was intended to transport.
- We need to be able to tell HPMS families living within the suggested 4 km walk limit there is NO courtesy ride available.
- The current 119 HPMS bus students represent 3 buses. Only one bus was intended for this route.
- By establishing a boundary cut-off point we will be able to follow through with the original plan of having one bus route.

4. Importance for establishing a policy to leave students behind at a morning bus stop:

- If they are not registered the bus manifest is incorrect and the driver is liable.
- Parents have been informed there is no bus available and send their children to the bus stop taking the seat of an eligible rider.
- When the bus is over-full due to unregistered/ineligible riders we have to leave eligible riders at their bus stop while re-routing other buses to pick them up. This causes students to be late for school and the office having to deal with unhappy parents over the situation.
- Parents have been denied busing for their child for various reasons. However, knowing we do not leave any child behind in the morning, and only needing a morning bus ride, have intentionally dropped their child off at the bus stop.
- Without establishing a policy surrounding 'leave no student behind' and the 'boundary cut-off point' it would be futile to change the walk limits for HPMS students.

5. Current 'safe walk paths' are established through the Transportation Department when creating Bus Routes and is at the discretion of the Transportation Manager.

DISCUSSION POINTS

1. Should MPSD reduce walk limits? Such as reducing the walk limits for middle schools to 4 kms to be more in-line with other School Districts?
2. Should MPSD charge a fee for Courtesy and Cross Boundary rides and will fees apply to all students in elementary, middle and high school?
 - School of Choice
 - With-in the walk limits
3. Should MPSD establish a boundary cut-off point for HPMS students? Example:
 - Living West of Hurd Street, outside of the 4 km limit, would be eligible for busing.
 - Living East of Hurd Street, within the 4km walk limit, would not be eligible for busing.
 - An exception to this rule would be students who live in Native or Low Income Housing on Cedar Valley Connector and in the Fraser Crescent area.

- Students living on Cedar Valley Connector and in the Fraser Crescent area are within the 4 km walk limit but due to unique circumstances busing has always been provided.
4. Should MPD establish a policy for 'leaving students behind' at a morning bus stop if they are:
- Not registered and
 - Live within the walk limits
 - Cross Boundary?

Should PMSD establish 'safe walk paths' to each school for students living within the walk limits in order to determine if and when exemption from bus fees will apply?

ITEM 5.2 Action

TO: Committee of the Whole
FROM: Secretary Treasurer
SUBJECT: 2017-2018 Annual Facilities Grant Expenditure Plan

Recommendation:

THAT the draft Annual Facility Grant Expenditure Plan for 2017-2018 be reviewed and forwarded to the May 23, 2017 Regular Board meeting for approval.

Summary:

The Ministry of Education will provide an Annual Facility Grant (“AFG”) allocation of \$110.496 million in 2016/17 to fund maintenance and repairs of capital infrastructure in school districts. This year, the funding will be made up of \$23.496 million from the Ministry’s operating budget and \$87.0 million from Government’s capital funding allocation.

Background:

Annual Facility Grants are paid to Boards of Education. Each Board is encouraged to develop a long-term maintenance plan that articulates a Board’s strategy in regard to maintaining or improving the condition of facilities within its inventory of capital assets.

Analysis and Impact:

This annual grant helps maintain and improve capital assets. With aging buildings and grounds, this resource is a key element in sustainability.

Strategic Priority:

The long-term maintenance plan supports the School District’s strategic plan for the development of optimal use of assets and resources ensuring assets are readily available to support student learning.

Policy, Regulation, Legislation:

Section 1 (1) of the *School Act* provides definitions of annual facility grant, annual facility expenditure and annual facility project. The amount of a Board’s annual facility grant is calculated by the Ministry of Education using a formula based on student enrolment and average of age of facilities, with an adjustment made for unique geographic factors. There are 12 categories of eligible annual facility grant expenditures.

Public Consultation:

At the end of each school year, Boards of Education must report on actual Annual Facility Grant expenditures as part of their audited financial statements. The Ministry may request further details with respect to annual facility projects and annual facility expenditures for a given school year.

Implementation:

Each School District is required to submit an AFG Expenditure Plan for 2017/18 to their district’s Ministry Planning Officer following Board approval.

Attachments:

- A. Ministry of Education Correspondence: April 7, 2017**
- B. 2017/2018 Expenditure Plan April 1, 2017 – March 31, 2018**



April 7, 2017

VIA EMAIL
Ref: 193811

To: All Secretary-Treasurers
All School Districts

Re: 2017/18 Annual Facility Grant

The Ministry of Education will provide an Annual Facility Grant (AFG) allocation of \$110.496 million in 2016/17 to fund maintenance and repairs of capital infrastructure in school districts. This year, the AFG funding allocation will be made up of \$23.496 million from the Ministry’s operating budget and \$87.0 million from Government’s capital funding allocation. (Please see attached 2016/17 Annual Facility Grant Allocation table.)

In 2017/18, \$2.0 million will again be allotted from the operating portion of the AFG funding allocation to support Capital Asset Management Services (CAMS). School districts are expected to utilize the facility condition assessment information for their facilities in the CAMS database to help guide their AFG spending decisions.

Each school district must provide the Ministry with an AFG Expenditure Plan for 2017/18, using the AFG template provided.

The template requires all work using AFG funds planned between April 1, 2017, and March 31, 2018, to be identified by facility. (Please note that work using any AFG funds carried over from 2016/17 should not be included in the AFG Expenditure Plan for 2017/18.) School districts must now include more specific CAMS VFA database information, as appropriate for each AFG project. Please refer to the Instructions tab within the attached Expenditure Plan Template for details.

Notably, the Actual Cost column, coloured in blue, is not to be used in the initial submission of the AFG Expenditure Plan. School districts must submit this additional information after March 31, 2017, when the value of completed AFG work for individual facilities is fully known.

This year’s net AFG operating allocation of \$21.496 million (\$23.496 million less the CAMS contribution) will be paid to school districts in one installment in July 2016. Each school district will be granted a single Certificate of Approval (COA) for its portion of the \$87.0 million capital allocation. A standard capital bylaw will not be required by the ministry prior to the issue of the COA. In accordance with Provincial Treasury policy, draws against the COA should not occur until capital project expenditures have been made.

.../2

School districts are requested to submit their AFG Expenditure Plan to their planning officer as soon as possible. School districts will receive their COA for AFG as soon as they have submitted the required spending plan. Please contact your planning officer if you have any questions regarding the new AFG Expenditure Plan template.

School districts are encouraged to maximize all AFG spending for capital-related maintenance work that meets the criteria for capitalization and to follow the AFG policy, which can be found at the following link:

<http://www2.gov.bc.ca/gov/topic.page?id=478C400B42B14DCBAC27CBA0E659863F>

Please be reminded that all such planned AFG work must be completed by March 31, 2018, when the COA will expire.

For your reference, the 2017/18 Annual Facility Grant Allocation table is also posted on the Ministry's capital planning website, at:

<http://www2.gov.bc.ca/gov/topic.page?id=DEDC8587EAC34EEB96A41583B7C0BB2D>

Thank you for your attention to the requirements around the allocation and use of AFG funding.

Sincerely,



Ryan Spillett
Executive Director, Capital Delivery

Attachments: 2017-18 AFG Spending Plan Template
2017-18 AFG Allocation

pc: All Superintendents of Schools
All Regional Directors, Capital Management Branch
All Planning Officers, Capital Management Branch

2017/18 Annual Facility Grant Allocation

School District	Total AFG	Capital Portion	Operating Portion			Total Allocation to Districts
			Gross	Withheld (CAMS)	Net	
5 Southeast Kootenay	1,349,697	1,062,700	286,997	24,430	262,567	1,325,267
6 Rocky Mountain	920,842	725,036	195,806	16,667	179,139	904,175
8 Kootenay Lake	1,314,852	1,035,264	279,588	23,799	255,789	1,291,053
10 Arrow Lakes	293,710	231,256	62,454	5,316	57,138	288,394
19 Revelstoke	307,414	242,046	65,368	5,564	59,804	301,850
20 Kootenay-Columbia	911,726	717,858	193,868	16,502	177,366	895,224
22 Vernon	1,676,605	1,320,095	356,510	30,347	326,163	1,646,258
23 Central Okanagan	3,693,367	2,908,016	785,351	66,851	718,500	3,626,516
27 Cariboo-Chilcotin	1,466,098	1,154,350	311,748	26,537	285,211	1,439,561
28 Quesnel	842,258	663,162	179,096	15,245	163,851	827,013
33 Chilliwack	2,146,986	1,690,455	456,531	38,861	417,670	2,108,125
34 Abbotsford	3,254,228	2,562,255	691,973	58,902	633,071	3,195,326
35 Langley	3,198,757	2,518,579	680,178	57,898	622,280	3,140,859
36 Surrey	11,108,205	8,746,172	2,362,033	201,064	2,160,969	10,907,141
37 Delta	2,891,974	2,277,030	614,944	52,346	562,598	2,839,628
38 Richmond	3,899,266	3,070,133	829,133	70,578	758,555	3,828,688
39 Vancouver	10,524,842	8,286,858	2,237,984	190,502	2,047,482	10,334,340
40 New Westminster	1,109,265	873,393	235,872	20,078	215,794	1,089,187
41 Burnaby	4,378,006	3,447,075	930,931	79,243	851,688	4,298,763
42 Maple Ridge-Pitt Meadows	2,433,709	1,916,209	517,500	44,051	473,449	2,389,658
43 Coquitlam	5,359,445	4,219,822	1,139,623	97,007	1,042,616	5,262,438
44 North Vancouver	2,945,252	2,318,979	626,273	53,310	572,963	2,891,942
45 West Vancouver	1,257,454	990,071	267,383	22,760	244,623	1,234,694
46 Sunshine Coast	924,519	727,931	196,588	16,734	179,854	907,785
47 Powell River	578,118	455,188	122,930	10,464	112,466	567,654
48 Sea to Sky	898,889	707,751	191,138	16,270	174,868	882,619
49 Central Coast	283,542	223,250	60,292	5,132	55,160	278,410
50 Haida Gwaii	519,146	408,756	110,390	9,397	100,993	509,749
51 Boundary	533,063	419,713	113,350	9,649	103,701	523,414
52 Prince Rupert	637,859	502,226	135,633	11,545	124,088	626,314
53 Okanagan Similkameen	591,835	465,988	125,847	10,712	115,135	581,123
54 Bulkley Valley	666,198	524,539	141,659	12,058	129,601	654,140
57 Prince George	3,137,805	2,470,588	667,217	56,795	610,422	3,081,010
58 Nicola-Similkameen	591,756	465,926	125,830	10,711	115,119	581,045
59 Peace River South	1,343,762	1,058,027	285,735	24,322	261,413	1,319,440
60 Peace River North	1,405,975	1,107,011	298,964	25,449	273,515	1,380,526
61 Greater Victoria	3,810,598	3,000,319	810,279	68,973	741,306	3,741,625
62 Sooke	1,583,977	1,247,163	336,814	28,670	308,144	1,555,307
63 Saanich	1,438,191	1,132,377	305,814	26,032	279,782	1,412,159
64 Gulf Islands	487,350	383,721	103,629	8,821	94,808	478,529
67 Okanagan Skaha	1,262,554	994,087	268,467	22,853	245,614	1,239,701
68 Nanaimo-Ladysmith	2,613,085	2,057,443	555,642	47,298	508,344	2,565,787
69 Qualicum	937,488	738,142	199,346	16,969	182,377	920,519
70 Alberni	995,926	784,154	211,772	18,027	193,745	977,899
71 Comox Valley	1,648,001	1,297,573	350,428	29,829	320,599	1,618,172
72 Campbell River	1,237,443	974,315	263,128	22,398	240,730	1,215,045
73 Kamloops/Thompson	3,300,686	2,598,834	701,852	59,743	642,109	3,240,943
74 Gold Trail	656,782	517,125	139,657	11,888	127,769	644,894
75 Mission	1,173,413	923,901	249,512	21,239	228,273	1,152,174
78 Fraser-Cascade	504,461	397,193	107,268	9,131	98,137	495,330
79 Cowichan Valley	1,806,213	1,422,143	384,070	32,693	351,377	1,773,520
81 Fort Nelson	303,856	239,245	64,611	5,500	59,111	298,356
82 Coast Mountains	1,449,714	1,141,449	308,265	26,240	282,025	1,423,474
83 North Okanagan-Shuswap	1,610,390	1,267,960	342,430	29,148	313,282	1,581,242
84 Vancouver Island West	372,511	293,301	79,210	6,743	72,467	365,768
85 Vancouver Island North	697,793	549,416	148,377	12,630	135,747	685,163
87 Stikine	285,699	224,948	60,751	5,171	55,580	280,528
91 Nechako Lakes	1,361,133	1,071,704	289,429	24,637	264,792	1,336,496
92 Nisga'a	255,387	201,082	54,305	4,623	49,682	250,764
93 Conseil scolaire francophone	1,306,511	1,028,697	277,814	23,648	254,166	1,282,863
Provincial Total	110,495,587	87,000,000	23,495,587	2,000,000	21,495,587	108,495,587

Annual Facilities Grant (AFG) - Expenditure Plan April 1, 2017 - March 31, 2018

Attachment B

District: **75** **Mission**

Name	Email	Phone
Ray Seifert	ray.seifert@mpsd.ca	604-826-7375

Submission Date (YYYY/MM/DD):

Facility Code	Facility Name	Description of Work	Estimated Cost	AFG Category	Comments	CAMS VFA Database				Actual Cost	
						Requirement ID#	New or Replacement	% of System Replaced	New System Quantity		
7575028	Albert McMahon Elementary	Replacing 2 sewage lift pumps	\$ 32,000	Mechanical System Upgrade	New pumps tested & controls proven		Replacement				
7575029	Christine Morrison Elementary	Flooring Replacement - Room 156,135,134,133	\$ 5,000	Facility Upgrade	Carpet tile to be installed in these EA Rooms	REQ-368494	Replacement	9.2			
7575029	SITE - Christine Morrison Elementary	Playing field drainage improvement	\$ 14,674	Site Upgrade	Including play ground area	REQ-368569	Replacement	13			
7575006	Dewdney Elementary	Flooring Replacement - Hallway (ramp + 111)	\$ 5,000	Facility Upgrade	non skid surface on ramp	REQ-365250	Replacement	2.9			
7575006	Dewdney Elementary	Flooring Replacement - Gen Office +Principal	\$ 5,000	Facility Upgrade	carpet to be replaced by vinyl sheet goods	REQ-369253	Replacement	7			
7575006	Dewdney Elementary	HVAC - DDC VAV replacement	\$ 31,000	Mechanical System Upgrade	Version 3	REQ-366399	Replacement	43			
7575006	SITE - Dewdney Elementary	Repaving asphalt play area	\$ 20,000	Site Upgrade	Including drainage improvements	REQ-365186	Replacement	100			
7575015	Edwin S. Richards Elementary	SBS - Roof Area 5	\$ 101,000	Roof Replacement	Including a Slope Package		Replacement	100			
7575015	Edwin S. Richards Elementary	SBS - Roof Area 8	\$ 29,000	Roof Replacement		REQ-368957	Replacement	100			
7575015	Edwin S. Richards Elementary	SBS - Roof Area 2	\$ 19,000	Roof Replacement	Including a Slope Package		Replacement	100			
7575011	Ferndale	Version 3 hardware upgrade	\$ 21,000	Mechanical System Upgrade	V2 - V3 conversion & installation of 16 SATs	REQ-357028	Replacement	35			
7575011	SITE - Ferndale	Paving asphalt access ramp to gym storage	\$ 17,000	Site Upgrade	Light standard to be removed	REQ-365594	Replacement	25			
7575025	Fraserview Learning Centre	Exterior Stucco Repair	\$ 4,000	Facility Upgrade			Replacement	2.6			
7575025	Fraserview Learning Centre	Exterior Painting	\$ 30,000	Facility Upgrade				65			
7575025	SITE - Fraserview Learning Centre	Parking lot paving	\$ 10,000	Site Upgrade	Replacing parking lot asphalt behind the gym	REQ-367831	Replacement	10			
7575001	Hatzic Elementary	Exterior Painting	\$ 40,000	Facility Upgrade	Extensive building prep	REQ-371979	Replacement	100			
7575001	Hatzic Elementary	Exterior Stucco Repair	\$ 10,000	Facility Upgrade		REQ-371978	Replacement	100			
7575022	Hatzic Middle	Suspended ACT Renewal	\$ 156,000	Asbestos Abatement	Remediation and replacement of containing ACT	REQ-368770	Replacement	11			
7575022	Hatzic Middle	Parking lot - Vehicle Markings	\$ 5,000	Site Upgrade							
7575022	Hatzic Middle	Exterior Painting	\$ 15,000	Facility Upgrade	NW walls & canopies	REQ-777137	Replacement				
7575022	Hatzic Middle	Installation of SAT & RHT sensors	\$ 21,000	Mechanical System Upgrade	DDC feedback from reheat & radiation heating coils		New		88		
7575022	Hatzic Middle	Replacing exterior wall packs	\$ 15,000	Electrical System Upgrade	Installing LED fixtures	REQ-354777	Replacement	100			
7575022	Hatzic Middle	Replacing small gym lamping	\$ 3,000	Electrical System Upgrade	Installing LED fixtures	REQ-354768	Replacement	100			
7575022	Hatzic Middle	Installation of new VFD for AHU 5, 6, 7	\$ 12,000	Mechanical System Upgrade			New		6		
7575022	SITE - Hatzic Middle	1 Inground garbage container	\$ 3,000	Site Upgrade	1 Installation		New		1		
7575022	SITE - Hatzic Middle	Re + Re faulty parking lot curbs	\$ 5,000	Site Upgrade	Parking lot barriers to replace curbs	REQ-368365	Replacement	3.4			
7575033	Heritage Park Middle	Replacing under sized refrigeration lines	\$ 34,000	Mechanical System Upgrade	2016/2017 Replaced condensing unit requirement	REQ-362055	Replacement	5			
7575033	Heritage Park Middle	Version 3 hardware upgrade	\$ 90,000	Mechanical System Upgrade	V2 - V3 conversion	REQ-361763	Replacement	21			
7575033	Heritage Park Middle	Rewiring intruder alarm system	\$ 11,000	Facility Upgrade	Existing wiring undersized	REQ-353830	Replacement	8.3	15		
7575007	SITE - Mission Central Elementary	2 Inground garbage containers	\$ 6,000	Site Upgrade	2 installations		New		2		
7575014	Mission Secondary	SBS - Roof Area - MJS 5	\$ 25,000	Roof Replacement		REQ-368293	Replacement	100			
7575014	Mission Secondary	SBS - Roof Area - MJS 1	\$ 32,000	Roof Replacement	Including a Slope Package	REQ-368289	Replacement	100			
7575014	Mission Secondary	SBS - Roof Area - MJS 8	\$ 24,000	Roof Replacement		REQ-368296	Replacement	100			
7575014	Mission Secondary	SBS - Roof Area - MSS 1A	\$ 54,000	Roof Replacement	Including a Slope Package	REQ-346593	Replacement	100			
7575014	Mission Secondary	SBS - Roof Area - MSS 10	\$ 25,000	Roof Replacement		REQ-368284	Replacement	100			
7575014	Mission Secondary	SBS - Roof Area - MJS 4	\$ 108,000	Roof Replacement		REQ-368292	Replacement	100			
7575014	Mission Secondary	Parking Lot - Vehicle Markings	\$ 4,000	Site Upgrade							
7575014	Mission Secondary	Exterior Painting	\$ 11,000	Facility Upgrade	Completion of 1) Courtyard walls						
7575014	Mission Secondary	Breaker replacement	\$ 9,000	Electrical System Upgrade	Ground fault rely & solid state hybrid voltage sensor		Replacement	6.5			
7575014	Mission Secondary	Floor resurfacing	\$ 19,500	Facility Upgrade	Gym B preparation & resurfacing	REQ-372149	Replacement	100			
7575014	SITE - Mission Secondary	Replace asphalt roadway	\$ 35,000	Site Upgrade	From 7th Ave - B Wing	REQ-368354	Replacement	12.6			
7575501	Board Office	Exterior Lighting Control on to DDC System	\$ 3,000	Electrical System Upgrade	Two Exterior Lighting systems to be controlled		New		2		
7575920	Windebank Elementary	Glazed roof openings	\$ 22,000	Facility Upgrade	2 new front entrance sky lights		New		2		
7575920	Windebank Elementary	Rewiring intruder alarm system	\$ 6,000	Facility Upgrade	Existing wiring undersized	REQ-353065	Replacement	17.3			
7575018	West Heights Elementary	Replacing exterior wall packs	\$ 5,000	Electrical System Upgrade	Installing LED fixtures	REQ-351223	Replacement	100			
			Total Estimated Cost	\$ 1,152,174						Total Actual Cost	\$ -
			Total AFG Allocation	\$ 1,152,174						Total AFG Allocation	\$ 1,152,174
			Variance	\$ -						Variance	\$ 1,152,174

ITEM 5.3 Discussion

TO: Committee of the Whole
FROM: Secretary Treasurer
SUBJECT: 2017-2018 Preliminary Budget

The attached spreadsheets reflect preliminary staffing and enrolment estimates for the 2017/2018 school year.

The staffing numbers will be impacted during other decisions made during the budget process as well as restored language ratio requirements.

Attachments:

- A. School Based FTE Staffing Summary – 2017/2018 Budget Discussion**
- B. School Enrolment Projections Summary – 2017/2018 Budget Discussion**

Mission Public School District
 School Based FTE Staffing Summary - 2017/2018 Budget Discussion - May 9, 2017

Attachment A

	Administration			Student and Classroom Staffing								Other Support Staffing				Total School Based Staffing	
	Admin Time	Teach Time	Total Admin	Enrolling Teachers	Non-enrolling Teachers					Ed. Assist.	Total Student / Classroom Staffing	Sec / Business	Student Superv.	BSW	Total		
					Learning Assistance / support	Additional Prep	Counsellor	Librarian	Sub Total								
Elementary																	
Albert McMahon	1.3	0.7	2.0	17.30	1.10	0.94		1.00	3.04	12.86	33.20	1.23	1.14	1.60	3.97	39.17	
Cherry Hill	1.0	0.0	1.0	13.00	0.80	0.57		0.80	2.17	8.57	23.74	1.00	0.71	1.50	3.21	27.95	
Christine Morrison	1.4	0.6	2.0	18.40	1.40	1.00		1.00	3.40	4.29	26.09	1.40	1.00	1.80	4.20	32.29	
Deroche	1.0	0.0	1.0	4.00	0.40	0.10		0.40	0.90	1.43	6.33	0.89	0.39	0.80	2.08	9.41	
Dewdney	0.8	0.2	1.0	7.80	0.40	0.39		0.40	1.19	4.29	13.28	0.89	0.36	1.00	2.25	16.53	
ESR	1.3	0.7	2.0	15.30	1.10	0.79		1.00	2.89	5.71	23.90	1.11	0.71	1.60	3.42	29.32	
Hatzic	1.1	0.9	2.0	12.10	0.80	0.57		0.80	2.17	4.29	18.56	1.00	0.71	1.40	3.11	23.67	
Hillside	1.2	0.8	2.0	18.20	1.10	0.94		1.00	3.04	2.14	23.38	1.23	0.71	1.60	3.54	28.92	
Mission Central	1.0	0.0	1.0	14.00	0.80	0.76		0.60	2.16	5.71	21.87	1.00	0.93	1.60	3.53	26.40	
Silverdale	0.6	0.4	1.0	4.60	0.40	0.17		0.40	0.97	2.86	8.43	0.89	0.80	1.00	2.69	12.12	
West Heights	1.0	0.0	1.0	12.00	0.60	0.61		0.60	1.81	4.29	18.10	1.00	0.57	1.50	3.07	22.17	
Windebank	1.2	0.8	2.0	14.20	1.00	0.52		1.00	2.52	6.43	23.15	1.11	0.86	1.70	3.67	28.82	
	12.9	5.1	18.0	150.90	9.90	7.36	0.00	9.00	26.26	62.86	240.02	12.75	8.89	17.10	38.74	296.76	
Middle																	
Hatzic	2.0	0.0	2.0	29.286	4.858			1.571	1.000	7.429	10.214	46.929	3.000	1.710	4.600	9.31	58.239
Heritage Park	2.0	0.0	2.0	27.143	4.858			1.571	1.000	7.429	13.357	47.929	3.000	1.290	6.100	10.39	60.319
	4.0	0.0	4.0	56.429	9.716	0.000		3.142	2.000	14.858	23.571	94.858	6.000	1.430	10.700	19.700	118.558
Secondary																	
Mission	3.6	0.4	4.0	60.143	8.714			3.000	1.000	12.714	21.214	94.071	6.000	1.430	6.300	13.73	111.801
	3.6	0.4	4.0	60.143	8.714	0.000		3.000	1.000	12.714	21.214	94.071	6.000	1.430	6.300	13.730	111.801
Other																	
Fraserview	1.0	0.0	1.0	8.000				0.400		0.400	1.571	9.971	1.000	0.140	0.900	2.04	13.011
Riverside	1.0	0.0	1.0	5.800				0.200		0.200	0.786	6.786	1.000		0.900	1.90	9.686
Summit	1.0	0.0	1.0	4.000				0.400		0.400	0.786	5.186	2.290			2.29	8.476
	3.0	0.0	3.0	17.800	0.000	0.000		1.000	0.000	1.000	3.143	21.943	4.290	0.140	1.800	6.230	31.173
Total	23.5	5.5	29.0	285.272	28.330	7.360	7.142	12.000	54.832	110.786	450.890	29.040	11.890	35.900	78.400	558.290	

School Information

Enrolment Summary

Composition Information

	Nominal Capacity	Operational Capacity	2016/2017 March Enrolment	Ministry approved Classrms	Other rooms	Avail. Rooms *	Total Students	Growth (decrease)	Divs	Student spaces Available	Divisions exceeding composition limits	Avail Rooms	Out of Catchment	SPED / High	ELL	Sev IB	Ab Ed	Int'l	% SPED / ESL / IB	% Ab
Elementary																				
Albert McMahon	390.00	360.00	403.00	16.00	3.00	19.00	380.00	(23.00)	18.00	36.00	10.00	1.00	55.00	40.00	28.00	1.00	37.00	5.00	18.16%	9.74%
Cherry Hill **	390.00	360.00	254.00	16.00		16.00	258.00	4.00	13.00	32.00	6.00	3.00	34.00	22.00	10.00	3.00	57.00		13.57%	22.09%
Christine Morrison	390.00	360.00	426.00	16.00	5.00	21.00	416.00	(10.00)	19.00	33.00	3.00	2.00	99.00	25.00		2.00	72.00		6.49%	17.31%
Regular							170.00		8.00	16.00	3.00		26.00	21.00		2.00				
French Immersion							246.00		11.00	17.00			73.00	4.00						
Deroche **	145.00	134.00	72.00	6.00	1.00	7.00	74.00	2.00	4.00	12.00		3.00		2.00		2.00	51.00		5.41%	68.92%
Dewdney	195.00	180.00	132.00	8.00	4.00	12.00	152.00	20.00	8.00	47.00	3.00	4.00	68.00	18.00	6.00	4.00	28.00		18.42%	18.42%
ESR	365.00	337.00	379.00	15.00	1.00	16.00	376.00	(3.00)	16.00	21.00		0.00		23.00	2.00	2.00	34.00		7.18%	9.04%
Hatzic	270.00	249.00	297.00	11.00	2.00	13.00	287.00	(10.00)	13.00	6.00		0.00	42.00	17.00	1.00	1.00	38.00		6.62%	13.24%
Hillside	320.00	295.00	361.00	13.00	4.00	17.00	400.00	39.00	19.00	25.00		(2.00)		5.00	28.00		19.00	4.00	8.25%	4.75%
Mission Central **	415.00	383.00	232.00	17.00	4.00	21.00	246.00	14.00	14.00	80.00	2.00	7.00	41.00	17.00	4.00	4.00	70.00		10.16%	28.46%
Regular							144.00		8.00	41.00	2.00		29.00	17.00	1.00	3.00				
French Immersion							102.00		6.00	39.00			12.00	0.00	3.00	1.00				
Silverdale **	195.00	180.00	106.00	8.00	3.00	11.00	102.00	(4.00)	5.00	22.00	2.00	6.00	15.00	8.00	6.00		18.00		13.73%	17.65%
West Heights **	315.00	291.00	225.00	13.00	3.00	16.00	235.00	10.00	12.00	32.00	7.00	4.00	24.00	23.00	15.00	3.00	48.00		17.45%	20.43%
Windebank **	415.00	383.00	321.00	17.00	3.00	20.00	330.00	9.00	15.00	14.00	0.00	5.00	55.00	20.00	5.00	3.00	61.00		8.48%	18.48%
Regular							301.00		14.00	14.00			55.00	19.00	5.00	3.00				
Core French							29.00		1.00					1.00						
	3805.00	3512.00	3208.00	156.00	33.00	189.00	3256.00	48.00	156.00	360.00	33.00	33.00	433.00	220.00	105.00	25.00	533.00	9.00	10.75%	16.37%

School Information
Enrolment Summary
Composition Information

	Nominal Capacity	Operational Capacity	2016/2017 March Enrolment	Ministry approved Classrooms	Other rooms	Available Rooms *	Total Students	Growth (decrease)	Divs.	Student spaces Available	Divisions exceeding composition limits	Available classrooms	Out of Catchment	SPED / High	ESL / ESD	Sev IB	Aboriginal Ed	International	% SPED / ESL / IB	% Ab
Middle																				
Hatzic	1000.00	1000.00	656.00	40.00		40.00	684.00	28.00	29.00			11.00	43.00	74.00	28.00	10.00	110.00	12.00	16.37%	16.08%
Heritage Park	925.00	925.00	640.00	37.00	6.00	43.00	613.00	(27.00)	27.00			16.00	66.00	76.00	35.00	6.00	132.00	3.00	19.09%	21.53%
Regular			550.00				432.00													
French			90.00				181.00													
	1925.00	1925.00	1296.00	77.00	6.00	83.00	1297.00	1.00	56.00	0.00	0.00	27.00	109.00	150.00	63.00	16.00	242.00	15.00	17.66%	18.66%

Secondary

Mission	1250.00	1250.00	1239.00	50.00	5.00	55.00	1345.00	106.00	61.00			(6.00)	0.00	175.00	59.00	7.00	202.00	130.00	17.92%	15.02%
Regular			1190.00				1287.00													
French			49.00				58.00													
	1250.00	1250.00	1239.00	50.00	5.00	55.00	1345.00	106.00	61.00	0.00	0.00	(6.00)	0.00	175.00	59.00	7.00	202.00	130.00	17.92%	15.02%

Other

	Head count		FTE																		
Fraserview		96.00	116.00				105.00	(11.00)	8.00						22.00	13.00	31.00	43.00		62.86%	40.95%
Riverside		98.00	51.88				52.00	0.13	5.40									16.00		0.00%	30.77%
Summit		457.00	126.25				105.00	(21.25)										40.00		0.00%	38.10%
	0.00	553.00	242.25			0.00	262.00	(32.25)	8.00	0.00	0.00	0.00	0.00	0.00	22.00	13.00	31.00	83.00	0.00	25.19%	31.68%

Totals	6980.00	7240.00	5985.25			327.00	6160.00	122.75	281.00	360.00	33.00	54.00	542.00	567.00	240.00	79.00	1060.00	154.00	0.72	0.82
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* Classrooms include multipurpose rooms, but excludes computer rooms that are not able to be reconfigured, or are too small.

* Available spaces is based on the class size maximums and the divisions specified, considering composition

** Includes a Strong Start program

Ministry Reporting Reconciliation

Less: International Students	<u>(154.00)</u>			
Ministry funded enrolment	<u>6,006.00</u>			
February 2017 Projections:	<u>6,006.00</u>	<u>325.00</u>	<u>397.00</u>	<u>1,110.00</u>
Difference	<u>-</u>	<u>242.00</u>	<u>(157.00)</u>	<u>79.00 (50.00)</u>

Nominal Capacity

K	20
1 - 6	25

Operational Capacity

K	19
1 - 6	23
High	25

Committee of the Whole Meeting (open to the public)

Minutes



Committee of the Whole Meeting

April 18, 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
Secretary Treasurer Corien Becker
Assistant Superintendent Larry Jepsen
Executive Assistant Tracy Orobko (Recorder)

Absent:

Board Chair Rick McKamey

Partner Groups Present:

CUPE: George Forsythe
DPAC: Cyndi Polovina
MTU: Amber Chung, Anna Heavenor

Guests:

Danny Jakobs, Teacher, Mission Secondary School
Tom Nguyen, Vice-Principal, Mission Secondary School

1. CALL TO ORDER

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

One Deletion; two Additions:

5.2 – Addition: District of Mission / School District – Draft Joint Use Agreement

6.2 – Deletion: Riverside College

6.2 – Addition: Field Trip Application: France and Spain – Danny Jakobs and Tom Nguyen

MOVED and Seconded that the Agenda be adopted as amended.

CARRIED

3. Delegations/Presentations

4. Unfinished Business

4.1 Transportation Services

The Superintendent provided background on last September's Ministry changes to bus fees and referred to the *Discussion Points* at the back of the handout provided by the Secretary Treasurer.

Ridership increases result from:

- Cancellation of bus fees in September;
- Entitlement of ridership has increased;
- Busing students that are within walking distance;

- School reconfiguration two years ago, students who previously attended MSS are now attending HPMS.

Some districts have reduced walk limits to 4.0 kms. SD75's is 4.8 kms.

Discussion ensued around pocket areas of the community and public transit.

Staff is seeking direction regarding rider fees for courtesy riders. Staff will review the reduction of walk limits from 4.8 to 4.0 kms to offset the impact of the removal of user fees. Any changes impacting families will trigger notification to families in May.

*The District cannot charge fees for students outside of walk limits attending catchment schools. Most of the impact will affect cross boundary, schools and programs of choice students.

Risks of remaining status quo: safety, manifests, and CVSE legislation.

Reordering of Agenda: *For the sake of time, the committee agreed to move to Items 6.1 and 6.2 next.

6. New Business

6.1 Field Trip Application: San Diego, USA – Danny Jakobs, Educator and Coach, Mission Secondary School Football Program

Danny Jakobs presented the field trip highlighting events of the trip.

It was agreed safety planning is prudent not just in the airport but also in and around areas of stay.

MOVED and Seconded that the Field Trip Application be reviewed and forwarded by the Committee of the Whole to the April 25, 2017 Public Board meeting for approval.

CARRIED

6.2 Field Trip Application: France and Spain – Danny Jakobs, Educator and Tom Nguyen, Vice-Principal, Mission Secondary School

MOVED and Seconded that the Field Trip Application be reviewed and forwarded by the Committee of the Whole to the April 25, 2017 Public Board meeting for approval in principle.

CARRIED

5. Staff Reports

5.1 Staffing Update

The Superintendent provided an update on staffing levels. Senior teams will be visiting schools to ensure classrooms are suitable for use prior to staff signing off on classroom size/composition. Moving forward, staff will have a better determination of staffing needs next week.

Earlier budget discussions included a review of the Occupational Health and Safety position. Crystal Ozaraci, HR Coordinator, CUPE, will be working solely for the benefit of OH&S/ Employee wellness. Backfilling her duties for approximately six (6) months will be the Board's Executive Assistant, Tracy Orobko.

Question was asked about closed schools and if the Ministry will look at those for use.

Response: It has been the Ministry's philosophy that it is more efficient to keep schools open vs. opening new schools. There is more interest in maintaining existing schools adding to resources rather than locating new resources.

5.2 District of Mission / School District – Draft Joint Use Agreement

The Secretary Treasurer reported on the negotiation of a draft Joint Use Agreement with the District of Mission and provided highlights:

- Five (5) year term with a carry-forward clause;
- District of Mission will retain the bookings of facilities;
- District of Mission will retain a 15% administration fee (School District retains 85% revenue);

A full report will be presented to the Board at the April 25th Public Board meeting with a copy of the agreement forming the Agenda.

The agreement is separate and apart from the Heritage Park Complex/Clarke Theatre agreement.

6. Minutes of Previous Meetings

MOVED and Seconded that the Committee of the Whole Meeting Minutes dated April 4, 2017 be approved as presented.

CARRIED

7. Information Items

8.1 Notice of Special Committee of the Whole Meeting

The Superintendent provided a summary of the event. Staff will be providing information to the Board. Other organizations, groups and individuals are welcome to be added to the Agenda. This is an exploratory conversation meeting. Staff is viewing this as an open process. Not to suggest one action over another.

Date: June 6, 2016

Time: 6:00 pm

Location: Fraserview Learning Centre

It was proposed action be made to enact a plan to keep speakers on time.

8.2 March 2012 – 2017 Enrolment Charts

Presented for information.

7.3 Special Committee of the Whole Meeting Dates – Budget

A review of proposed dates was conducted as there are conflicts with calendars. Mondays are challenging however, Tuesdays seemed best for all groups. It was agreed, the earlier the start time, the better.

It was agreed to cancel Monday, May 8th.

May 9: 1:00 pm start – *This meeting will be limited information and will focus primarily on staffing.*

7.4 Curriculum Update – Standing Item

The Assistant Superintendent reported that a team of teachers and admin. attended a full day in-service in Chilliwack last week who is piloting a numeracy assessment program. School Districts were represented from BC and other provinces.

Minutes



8.5 District Parent Advisory Council

Calm, Alert and Learning – An Introduction to Self-Regulation Theory.

Date: May 3, 2017

Time: 7:00 pm

Where: Clarke Theatre

*This event is open to everyone and would be beneficial for educators. Free childcare is available.

8. Adjournment

Moved and seconded to adjourn the meeting.

CARRIED

The meeting adjourned at 5:26 pm.

Chairperson

Secretary Treasurer

DPAC Meeting, April 24th 2017
Location: Hatzic Elementary School

Meeting commenced at 7:03 PM – Welcome!

Introduction of Hatzic Elementary by Beth-Anne Cullen, Principal.

Attendees Present: (see far bottom)

Correspondence: BC Teacher Magazine, Bank Statement, Agenda for School Board Meeting, Committee of the Whole Agenda

Adoption of Minutes: Laura motioned; Michelle seconded; Vote: Unanimous approval.

Request to add presentation by student from MSS - added to agenda.

Adoption of Agenda: Lori motioned; Clare seconded; Vote: Unanimous Approval.

Student presentation: by honours student from MSS: Would like to see Equal recognition for academic awards and sports to be given out for the high school students once again, like Heritage Park once did when it was a High School.

- Important for students to be recognized, but currently there are only paper certificates and i.e. ‘principals list’ is given out during report cards, at the class level.
- Considers this to be an impact on students' drive to work harder (why bother?, no one notices, etc.)
- Currently MSS has awards for ‘In-Class Awards’, however considers this to be too general, as one class may have more honour students so a student with 95% below a 97% student may not get recognized in one class, however a student with 85% will be recognized in the other class.
- Student in question has already brought the issue to the Principal, with no feedback.
- Concerns that there may be more focus on sports and not enough on art + academics
- Parents and students did not pick the amalgamation of high schools, why are the students being punished for it?
- Recognition by an attendee that while we do not have awards at the high school there is a principals list and AP classes which were not available before.
- Angus: Schools do not have to provide awards and ceremonies, but when they do they should be balanced.
- At this time the major issue is that there are many more bodies to recognize, unable to organize the awards and not enough volunteers to make this happen.
- Angus will talk to the principal of MSS and see what can be done as those students + Parents from Heritage are feeling burnt.

Superintendent’s Report:

- Lieutenant Governor visited for a tour that ended at Fraserview/Summit Learning
- Working with Architects at MSS - 5 portables are going in near the baseball diamond
- 2 new from last year are joining them
- \$0 is available but there is talk of a plan for a new building for MSS.
- At this time staffing is being worked on
- BCSTA meeting – 1/3 of motions had to do with Aboriginal education

Chair Report:

- Stave Falls Discussion on June 6th 2017 at the COTW meeting at Fraserview at 6:30 pm.
- Cyndi has done some follow up on the Stave Falls issue, but the truth is someone with more time would be able to gather even more information. So if you are willing to help out, please let

me know.

- Cyndi sought clarification about the format of the meeting and passed this information along to the SFCA. The SFCA has asked for (and been given) 10 minutes' time on our May 29th agenda to update you all on their efforts. There also will be time for up to 20 minutes of discussion.

Treasurer's report:

- Nothing spent: Chequing: \$1747.95, Gaming: \$4890.33; Budgeted \$2000 for May event

Communications Report:

- Event on May 3rd (See below for details)

Committee of the Whole Report: (Split between Cyndi + Laura)

Laura (April 4th):

- Draft on physical restraint and seclusion policy going to the Board for approval – public feedback is open May 2017 – see mpsd.ca for the policy
- Recruitment and Hiring policy – also in public feedback (May 2017) on website
- Draft IT Strategic Plan 2017 to 2020 - Technology Infrastructure must be dealt with before other gains can be made - \$\$\$ needed to change; goal to identify gaps and opportunities for the use of technology in a sustainable and long term manner to better support the delivery of educational programs and business processes in the District.
- Curriculum update New Report cards for Middle Schools

Cyndi (April 18th):

- With new class sizes coming in there will most definitely be an addition of 22 – 23 elementary school classes (approx \$2.2 million in teachers) in Mission.
- A new joint use agreement between MPSD and DOM has been signed with regards to user groups in schools after hours.
- There will be a special COTW meeting held to address the Stave Falls Community Association's request for MPSD to re-open Stave Falls Elementary School.
- Busing: With the elimination of busing fees, more students started riding the bus. We do not have enough buses, so measures need to be taken to reduce ridership of courtesy riders, (for which we are allowed to charge fees). The Board is gathering information to determine what is the best way to solve the issue and this will be brought to a future Board meeting for a vote. There are currently 124 courtesy riders in MPSD.
- Two field trips were approved in principle.

Ongoing Items:

- 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. Over 100 people have pre-registered.
- Should we tentatively book Gabor Mate for Oct? Yes.
- Sheneal looking at Clarke /Gabor availability for tentative date to have a Fall presentation.

New Business:

- Student Safety - There is some responsibility for the school to protect a child until they get to their home. Any and all issues must be reported to the students school to ensure that the student will be safe. Even incidents outside of school grounds/ time can warrant school suspension if it could impact student safety. Any issue that a student has at one school is kept in records and referenced if a new issue arises. Districts respect other districts disciplining of a student to ensure student body safety as a whole. Suspended students still have a right to an education.

- Draw prize awarded

Meeting adjourned: 9:05 PM

Upcoming events:

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.

School Board Meeting: 3:30PM April 25th, 2017 at Deroche Elementary School

Next DPAC Meeting: 7:00PM May 29th, 2017 at Silverdale Elementary School

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: Katy Brookes; Hillside: Cyndi Polovina, Riverside: Laura Wilson; Windebank: Michelle Masse; Albert McMahon: Niki Rosche; MSS: Clare Seeley, Margo Huppee, Lori McComish; West Heights: Elisa Williams; Mission Central: Trisha Hansen-Bell; Christine Morrison: Karen Thompson; Beth-Anne Cullen, Principal of Hatzic Elementary; Superintendent Angus Wilson.