

# Agenda



**Committee of the Whole Meeting**  
**May 16, 2017, 1:00 – 3:00 pm**  
**District Education Office, 33046 – 4<sup>th</sup> Avenue, Mission, BC**

1.	CALL TO ORDER		
	<i>The Board Chair will acknowledge that this meeting is being held on Traditional Territory.</i>		
2.	ADOPTION OF AGENDA		
3.	DELEGATIONS/PRESENTATIONS		
4.	UNFINISHED BUSINESS		<u>Page</u>
5.	STAFF REPORTS		
	5.1 2017-2018 Preliminary Budget	Discussion	1
6.	NEW BUSINESS		
7.	MINUTES OF PREVIOUS MEETING		
	7.1 Committee of the Whole Meeting Minutes: May 9, 2017	Action	3
8.	INFORMATION ITEMS		
9.	ADJOURNMENT		

**Mission Public School District**  
**School Based FTE Staffing Summary - 2017/2018 Budget**

12-May-17	Enrollment	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.	Other (assistants, coordinators, youth care, advisors)	Total Student / Classroom Staffing	Secretary, Business Manager/ Coordntr	Student Superv.	BSW		Total
						LST	SPED	Additional Prep	Counsellor	Librarian	Sub Total								
<b>Elementary</b>																			
Albert McMahon	380	1.3	0.7	2.0	17.30	1.00	2.00	0.94		1.00	4.94	12.86		35.10	1.11	1.29	1.75	4.15	41.25
Cherry Hill	258	1.0	0.0	1.0	13.00	0.80	1.00	0.57		0.80	3.17	8.57	0.50	24.74	1.00	0.71	1.50	3.21	28.95
Christine Morrison	416	1.4	0.6	2.0	19.00	1.40	1.00	1.00		1.00	4.40	4.29		27.69	1.40	1.00	1.75	4.15	33.84
Deroche	74	1.0	0.0	1.0	4.00	0.50	0.40	0.10		0.40	1.40	1.43	0.25	7.08	0.89	0.39	0.75	2.03	10.11
Dewdney	152	0.8	0.2	1.0	7.80	0.40	0.60	0.39		0.40	1.79	4.29	0.50	14.38	0.89	0.36	1.00	2.25	17.63
ESR	376	1.3	0.7	2.0	15.30	1.10	1.00	0.79		1.00	3.89	5.71		24.90	1.11	0.71	1.63	3.45	30.35
Hatzic	287	1.1	0.9	2.0	12.10	0.80	0.60	0.57		0.80	2.77	4.29		19.16	1.00	0.71	1.38	3.09	24.25
Hillside	400	1.2	0.8	2.0	18.20	1.00	0.10	0.94		1.00	3.04	2.14		23.38	1.11	0.71	1.63	3.45	28.83
Mission Central	246	1.0	0.0	1.0	14.00	1.00	1.00	0.76		0.60	3.36	5.71	0.50	23.57	1.00	1.07	1.63	3.70	28.27
Silverdale	102	0.7	0.3	1.0	5.00	0.40	0.10	0.00		0.40	0.90	2.86	0.25	9.01	0.89	0.80	1.00	2.69	12.70
West Heights	235	1.0	0.0	1.0	12.00	1.00	1.00	0.61		0.60	3.21	4.29	0.50	20.00	1.00	0.57	1.50	3.07	24.07
Windebank	341	1.2	0.8	2.0	15.20	1.00	1.00	0.52		1.00	3.52	6.43	0.50	25.65	1.11	0.86	1.65	3.62	31.27
Allocated				0.0					4.70		4.70			4.70				0.00	4.70
	3267	13.0	5.0	18.0	152.90	10.40	9.80	7.19	4.70	9.00	41.09	62.86	3.00	259.35	12.51	9.18	17.17	38.86	316.21
<b>Middle</b>																			
Hatzic	684	2.0	0.0	2.0	29.286	1.500	3.250		1.500	1.000	7.250	10.214	1.500	48.25	3.00	1.71	4.63	9.34	59.59
Heritage Park	613	2.0	0.0	2.0	27.143	1.500	3.250		1.500	1.000	7.250	13.357	1.500	49.25	3.00	1.29	6.13	10.42	61.67
	1297	4.0	0.0	4.0	56.429	3.000	6.500	0.000	3.000	2.000	14.500	23.571	3.000	97.50	6.00	3.00	10.76	19.76	121.26
<b>Secondary</b>																			
Mission	1334	3.6	0.4	4.0	60.143	3.000	5.800		3.000	1.000	12.800	21.214	3.750	97.907	6.00	1.43	6.25	13.68	115.587
	1334	3.6	0.4	4.0	60.143	3.000	5.800	0.000	3.000	1.000	12.800	21.214	3.750	97.907	6.00	1.43	6.25	13.68	115.587
<b>Other</b>																			
Fraserview	105	1.0	0.0	1.0	5.000	0.500			0.400		0.900	1.571		7.471	1.00	0.14	1.00	2.14	10.611
Riverside	52	1.0	0.0	1.0	5.900				0.200		0.200	0.786		6.886	1.00		0.88	1.88	9.766
Summit	105	1.0	0.0	1.0	4.000	0.400	0.100		0.400		0.900	0.786		5.686	2.00			2.00	8.686
	262	3.0	0.0	3.0	14.900	0.900	0.100	0.000	1.000	0.000	2.000	3.143	0.000	20.043	4.00	0.14	1.88	6.020	29.063
<b>Total</b>	<b>6160</b>	<b>23.6</b>	<b>5.4</b>	<b>29.0</b>	<b>284.372</b>	<b>17.300</b>	<b>22.200</b>	<b>7.190</b>	<b>11.700</b>	<b>12.000</b>	<b>70.390</b>	<b>110.786</b>	<b>9.750</b>	<b>474.798</b>	<b>28.51</b>	<b>13.75</b>	<b>36.06</b>	<b>78.320</b>	<b>582.118</b>

**Mission Public School District**  
**School Based FTE Staffing Summary - 2017/2018 Budget**

12-May-17	Senior Leadership	Non-Enrolling Teachers					Classroom Support		Other Support Staff					Total	
		ESP, SLP, Psych, Hearing, Vision, Helping Teachers	ESD / Tech Resource	Ab Ed Librarian	ELL	Subtotal	Youth Care Workers, ALW, Ed Assist.	Subtotal	Other Mgmt	Supervisors	Admin Support	Trades, Techs, Labour, Driver.	BSW		Subtotal
Administration	2.000		0.800			0.800		0.800	2.000		2.857		0.380	5.237	8.037
Finance	1.000					0.000		0.000	2.000		5.000			7.000	8.000
Human Resources	1.000					0.000		0.000	2.500		1.000			3.500	4.500
Student Services	1.000	13.800			5.000	18.800	21.357	40.157						0.000	41.157
Aboriginal Education			1.000	0.500		1.500	15.700	17.200	1.000		0.829			1.829	19.029
International						0.000		0.000	2.000		2.000			4.000	4.000
Information Technology & Innovation						0.000		0.000	2.000	1.000		3.000		6.000	6.000
Theatre						0.000		0.000	1.000					1.000	1.000
Facilities						0.000		0.000	1.000	3.000	1.000	11.125	0.380	16.505	16.505
Grounds						0.000		0.000		1.000		2.400	0.050	3.450	3.450
Transportation						0.000		0.000	1.000	2.000	0.714	11.625	0.130	15.469	15.469
						0.000		0.000						0.000	0.000
						0.000		0.000						0.000	0.000
	5.000	13.800	1.800	0.500	5.000	21.100	37.057	58.157	14.500	7.000	13.400	28.150	0.940	63.990	127.147
School Based FTE														582.118	
Total FTE														709.265	

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

# Minutes



**Committee of the Whole Meeting**  
**May 9, 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  
Director, Student Services, Carolynn Schmor  
Director, Technology and Innovation, Colleen Hannah  
District Principal, Joe Heslip  
Assistant Secretary Treasurer, Derek Welsh

**Absent:**

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 1:02 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**

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

**3. Delegations/Presentations**

**4. Unfinished Business**

**4.1 Draft Board of Education Responsibilities Policy**

The Secretary Treasurer advised that no further comments were received.

**MOVED and Seconded that the *Board of Education Responsibilities* policy be forwarded to the May 23, 2017 Board meeting for approval.**  
**CARRIED**

**4.2 Draft Trustee Code of Ethical Conduct Policy**

The Secretary Treasurer advised that no further comments were received.

The Committee noted that the previously approved amendments were not included in the draft policy.

Behaviour	amend: Trustees will endeavor to work cooperatively...
Decision Making	delete: Trustees will vote with honest conviction....

**MOVED and Seconded that the *Trustee Code of Ethical Conduct* policy as amended be forwarded to the May 23, 2017 Board meeting for approval.**

**CARRIED**

#### 4.3 Draft Respectful Schools and Codes of Conduct Policy

The Secretary Treasurer advised that the procedures for the revised policy have not yet been completed, and as such, recommended that the *Respectful Schools and Codes of Conduct* policy be referred back to staff to be presented to the Board once the procedures related to the amended policy are drafted. The Secretary Treasurer advised that the report would be presented to the Committee in the 2017/2018 school year.

### 5. Staff Reports

#### 5.1 Student Transportation – Potential changes to Busing: 2017/18

The Committee considered the proposed changes to the Transportation Policy, discussing the fee for courtesy riders, and the walk limits for schools.

The Committee discussed:

- The need for a procedure/process for students that do not register as required to be warned to register, and eventually refused service if they fail to register after repeated warnings;
- The need for a process to provide complementary service for vulnerable students;
- Reducing the elementary walk limits, requesting information on the cost impact of reducing the walk limits to 3 (or 3.2 or 3.5 km);
- That the policy include the provision for a safe route to school, and if no safe route is available and students are within the walk limits, they be provided complementary service;
- Charging more than the \$200 previously charged for busing as providing busing for courtesy riders is a convenience not a necessity. The \$400 fee was preferred and that it be capped per family (similar to the Abbotsford fee structure).

**MOVED and Seconded that the transportation report be referred back to staff for more research based on the discussion, and returned to the May 23, 2017, Regular Board meeting for consideration**

**CARRIED**

#### 5.2 2017-2018 Annual Facilities Grant Expenditure Plan

The Committee discussed the process for determining the priority projects that are on the list.

The Committee also questioned the need for replacing the roofing on Mission Secondary if there is the intent to replace the school in the near future. The Superintendent advised that the status of the building replacement is uncertain, as it is not in the long range plan at this time.

**MOVED and Seconded 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.**

**CARRIED**

## 5.3 2017-2018 Preliminary Budget

Staff presented and discussed the draft staffing plan, and school enrolment information, and provided updated sheets to the Committee and participants.

Discussion included:

Aboriginal Education Principal funded from non-targeted funding.

Unequal distribution of admin time in rural schools - proposed more time at Deroche in order to stabilize/support teachers – proposed .2 admin time at Dewdney for music program.

Would like to see an increase in secretarial time at small schools to provide before / after school secretary support.

Formula base a good starting point for allocating time, but need to adjust for individual school needs.

The need for quality portables.

Staff are working to maintain the early learning programs in the schools, despite the space constraints.

Discussion – future decision points

- Increasing secretarial support at small schools to provide a minimum of 15 minutes before and after school bells to provide better support for students and parents.
- The allocation of administration time / teaching time for Administrators in rural schools.
- Reducing secretarial support at Riverside College.
- Maintaining greater number of Councilor positions.

## 6. **New Business**

### 7. **Minutes of Previous Meetings**

**MOVED and Seconded that the Committee of the Whole Meeting Minutes dated April 18, 2017 be approved as presented.**

**CARRIED**

### 8. **Information Items**

#### 8.1 Curriculum Update

Staff provided a verbal update on meetings regarding the new Curriculum implementation, and new report card templates, and reading levels targets for students.

Discussed student assessments, Fraser Institute assessments, and changes to FSAs.

#### 8.2 District Parent Advisory Council

The meeting minutes for April are attached to the Agenda.

Discussion included:

Update on MSS Awards / student recognition

Parent Education Night successfully held on Tuesday May 3<sup>rd</sup>.

# Minutes



**9. Adjournment**

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

The meeting adjourned at 3:50 pm.

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Chairperson

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Secretary Treasurer