

Agenda

Committee of the Whole Meeting

May 30, 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 Page
 - 3.1 Forest Friday Program – Terra Warmerdam, Teacher Silverdale Information 1
 - 3.2 Field Trip Application: La Paz, Baja Peninsula –
Jim Pearce, Principal, École Mission Senior Secondary School Action 2
 - 3.3 Field Trip Application: Quebec – Linda Ziefflie, Principal, and
Mme Lani Vetter, enseignante, immersion française, française,
Langue seconde, École Heritage Park Middle School Action 12
4. UNFINISHED BUSINESS
5. STAFF REPORTS
 - 5.1 2017-2018 Preliminary Budget Discussion 17
 - 5.2 2017-2018 Fee Schedule Action 20
 - 5.3 2018-2019 Capital Budget Submission/Long-Range Facility Plan Action 23
6. NEW BUSINESS
7. MINUTES OF PREVIOUS MEETING
 - 7.1 Committee of the Whole Meeting Minutes: May 16, 2017 Action 26
8. INFORMATION ITEMS
 - 8.1 Curriculum Update (*Standing Item*)
 - 8.2 District Parent Advisory Council (*Standing Item*)
 - 8.3 April Enrolment Charts 29
9. ADJOURNMENT

ITEM 3.1 Information

TO: Committee of the Whole
FROM: Assistant Superintendent of Schools
SUBJECT: Forest Friday Program

Terra Warmerdam, Teacher, Silverdale Elementary, will be making a presentation on the *Forest Friday Program*.

**Extended or International Travel
Application Form**

Date Submitted: May 2017

1. Sponsoring School: École Mission Secondary School

2. Destination: La Paz, Baja Pennisula

3. Departure and arrival times: Depart Vancouver Thursday, June 29th, 2018
Arrive Vancouver Thursday, July 6th, 2018

(exact time to be confirmed)

4. Dates of Excursion and Number of Instructional Days Used (if any):

Thursday, June 29th, 2018 until Thursday, July 6th, 2018
No instructional days used.

5. Description of Activity (name of event if known; program/team involved; etc):

Day 1 - Thursday, June 29th, 2018 - Depart from Vancouver, BC and arrive in La Paz

The group will arrive at the Cabo International Airport (SJD) where they will be greeted by our drivers. The group will then be driven by 12-seater passenger vans, a beautiful 2.5 hour ride, to La Paz where the ship, the MV Adventure, is docked. Once onboard, the program will begin with a safety and orientation briefing, accommodation assignment, followed by the first of many authentic Mexican suppers. We will anchor for the night in a quiet bay at the entrance to the Sea of Cortez.

DAY 2 – 7 - Friday, June 30th, 2018 - Wednesday, July 5, 2018

We begin our journey exploring areas in the Sea of Cortez. Some of the islands to be explored include Isla Espiritu Santos, Isla San Francisco, Isla San Jose, Isla Partida and mainland Baja. Due to wind, tide, current and sea conditions, accessibility of some of the areas may be limited or simply not possible.

PLANNED ACTIVITIES:

Snorkeling - Crystal clear waters offer an amazing diversity of undersea life. The Sea of Cortez is known as the world's largest aquarium offering world class snorkeling.

Kayaking - Kayak through mangrove lagoons, over coral reefs, and in quiet bays. The kayaks are amateur "sit-on" type boats that are made of high impact plastic, requiring no previous kayak experience. They should not be confused with the seagoing type.

Desert Island Nature Hikes - Explore and venture through many different environments. Hike through cactus forests observing the flora and fauna and the amazing adaptations they have made to the harsh environment. Take a walk back in time as layers of fossilized rock beds reveal the area's geological past. Visit actively mined salt pans and beachcomb along miles of sandy white beaches.

Marine Life Encounters - The Sea of Cortez is known for its abundance of marine life. Observe and interact with some of the largest whales on earth. Marvel at the antics of hundreds of dolphins as they escort us on our journey. Explore a sea lion habitat where males jostle for dominance and females nurture their young. Discover an array of bird types that can be found wading, nesting and feeding along the shoreline or soaring high above looking for their next meal. Explore at low tide, where life beneath the sea is exposed for a very short period of the day, revealing some of the most bizarre, yet beautiful marine life imaginable.

Evening Activities - As the sun sets and the night falls upon us one of the most beautiful things you can do is stargaze. When possible, we will also set up the "nightlight" to observe the food chain in action. This is also the time we take to work on the Expedition Workbook/Logbook.

Cultural Interactions - As part of the expedition it is important to blend both educational and cultural experiences. We accomplish this by visiting remote communities and working alongside fishermen and scientists in the wildlife conservation programs. We may also spend a late afternoon playing volleyball with the remote communities we visit.

Wildlife Conservation - Designed into the program are two wildlife conservation projects; a sea turtle monitoring program and assisting a whale shark scientist with their research. Both projects offer hands-on experience and the opportunity to assist in the collection of data on a global level. The projects are based on date of trip, weather conditions and the scientist availability.

Day 7 - Wednesday, July 5, 2018

We arrive back at the docks, in La Paz, at approx. 4:00 pm and spend the afternoon shopping. For dinner, we will venture out to one of the local restaurants.

DAY 8 - Thursday, July 6, 2018 – Depart from La Paz and arrive in Vancouver, BC

6. Number and Grade Level of Students: 16 grade 11 and 12 students

7. Plans for curricular/instruction/assignment make-up:

No instructional time will be missed.

8. Names of Supervisors:

Lindsay Colosie (Biology and Environmental Science Teacher, MSS)
Jim Davies (Science/Math Teacher, MSS)

9. Outline past experiences of supervisors(s):

This will be Mrs. Colosie's first trip to a foreign destination with students. However, she has experience in supervising local field trips and has experience travelling with her own four young children including a trip with them to Mexico.

Mr. Davies has taken groups of high school students on trips with Panterra Eco-Expeditions at least 12 times since 2000 including 9 trips to La Paz.

10. Method of Travel and Name of Carrier(s):

West Jet Air
Arrangements to be made by Panterra Eco-Expeditions, Sidney, BC (250) 655-1915

11. APPROPRIATE FUNDRAISING PRACTICES

- a) **Total cost per pupil for the package excursion, based on 16 students and 2 staff:** \$3595/student maximum

Package costs includes:

- airfare
- accommodation
- in-country travel
- most meals
- travel insurance

Cost does not include:

- Day 1 and Day 8 meals while in transit & Day 7 evening meal out
- Spending money & personal expenses

- b) **Pupil required to pay:** 100% less that which is fundraised

- c) **Source of funds when there is a difference between a & b:** fundraising to be coordinated by parent committee.

d) **Total supervising staff is required to pay:** There will be no cost for the supervising staff as the touring company will finance the cost of 1 chaperone for every 8 students.

e) **Total cost of the excursion:** 16 X \$3595 = \$57,520

f) **Name of travel agency and contact:**

Lela Sankeralli, Panterra Eco-Expeditions
9601 Sixth Street, Sidney, BC, V8L 2W1
Phone: (250) 655-1915
Email: info@panterra.com

g) **Other agencies:** N/A

12. APPROPRIATE LIABILITY COVERAGE

a) **Arrangements will be made through travel agent for:**

- i) **accident insurance – YES**
- ii) **health insurance – YES**
- iii) **cancellation insurance – YES**

13. Emergency Response Plans/First Aid arrangements in place:

Panterra Eco-Expeditions will provide additional in-country emergency contacts and information. A satellite phone is available on the “MV Adventure” and supervisors will have cell phones with them. Students will be provided with the names and phone numbers of local emergency contact numbers. Parents will be provided with emergency contact information for us, as well as be provided with a regular contact number to get hold of us.

The Sea of Cortez is a very sheltered area subject to very calm conditions. The “MV Adventure” is equipped with all necessary safety equipment including life jackets, first aid supplies and life boats. All ship personnel, along with Mr. Davies, have valid first aid certification. The ship will remain within 4 – 7 hours of La Paz at all times and in case of urgent emergencies, the boat can radio for more immediate assistance.

Medical forms will be filled in by students with allergy information and special needs.

14. APPROPRIATE ACCOMADATION ARRANGEMENTS

Description of the accommodation arrangements:

Accomodations will be aboard the "MV Adventure". The "MV Adventure" is a 117' aluminum hull ship. As a certified passenger vessel, all crew, vessel paperwork, safety and navigation equipment meet the legal requirements under the "Nacional de Seguridad Maritima" laws. The multiple decks are ideal for wildlife viewing and accomodations are private staterooms with upper/lower single berths, double occupancy, vanity, sink and drawers and cupboard space to unpack in. Each stateroom will be occupied by either two females or two males with no co-ed accommodation. Shared shower/bathroom facilities for each gender are separate to the staterooms. See attached ship layout for more information.

15. APPROPRIATE SUPERVISION ARRANGEMENTS

a) Supervisor to student ratio: 1 to 8

b) Strategies planned to assure the safety and appropriate supervision of the students:

No unsupervised travel or activities will be permitted. The students will only leave the ship on supervised expeditions to the surrounding research sites. A 10:00 pm curfew will be enforced on the ship requiring students to be in their staterooms after that time. On the last day, students will be permitted to do some shopping in La Paz and eat at a local restaurant but will be supervised at all times and restricted to staying on the malecon. We will follow the Mission Secondary School Field Study Guidelines and Regulations. These include the prohibition of drinking, drugs and smoking. Partaking in such activities will mean the automatic termination of the students' participation in the trip at his or her own cost.

16. Provisions regarding proof of citizenship or immigration status:

Students will be required to obtain a valid Canadian passport, if they do not already have one.

17. APPROPRIATE PARENT INPUT

a) Parents surveyed regarding their support for the trip – Yes

A letter will be sent home with interested students, to be returned indicating that the student had parental support before the application process can be started.

b) Parents will be asked to contribute their time or funds – Yes

Parents will be asked to help with fundraising, as a parent fund raising committee will be formed.

18. APPROPRIATE STUDENT ACCESS

a) Qualifying factors required of participating students:

- Student of Mission Secondary School
- Enrolled in or has already taken Biology 11 or Environmental Science 12
- Current academic achievement is at an acceptable level (No F/C-)
- Attitude, effort and work habits are at an acceptable level (No N's)
- No unexcused absences (No classes skipped)
- No suspensions or withdrawals from school events due to disciplinary reasons
- Should be able to swim
- Parental permission
- Completed application form

b) Students excluded because of inability to pay – No

Sufficient time has been allotted to allow students the opportunity to fund raise.

c) Arrangements made for students who require financial assistance:

A fundraising campaign has been planned for the students to participate in. However, the amount of funds raised is determined by the students' willingness to take advantage of fundraising strategies.

19. ALL STUDENTS MUST FOLLOW THE SCHOOL CODE OF CONDUCT ON THE TRIP.

20. SIGNATURES FOR THE APPLICATION

Principal: _____

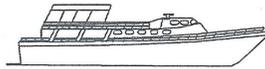
Teacher Sponsor(s): _____

Board / Approval : _____

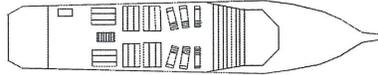
Date: _____

DISCOVER THE WORLD OF PANTERRA

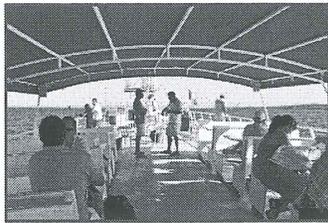
The MV Adventure – Ship Layout



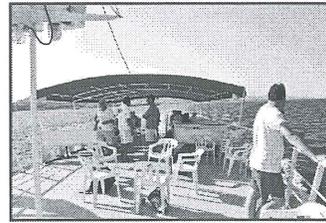
THE UPPER DECK



The upper deck is ideal for wildlife viewing, relaxing with cocktails and hors d'oeuvres, watching sunrises and sunsets, and general group gatherings.



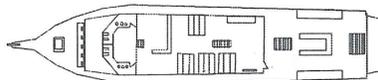
Half the upper deck is covered so guests can be sheltered from the sun.



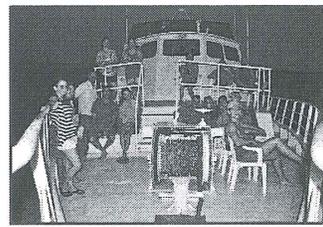
The other half is not covered so guests can enjoy the sun.

THE MAIN DECK

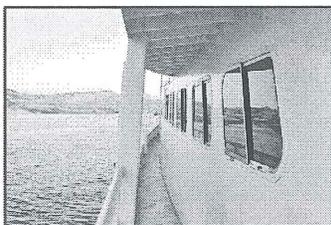
(from Bow to Stern)



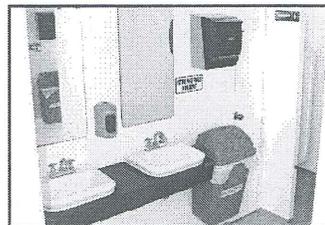
The bow offers a spacious area for a spectacular view of the sea and wildlife.



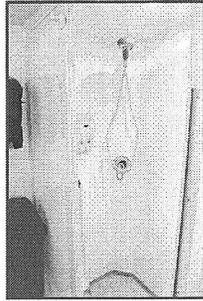
Comfortable seating provides for a relaxing experience while underway.



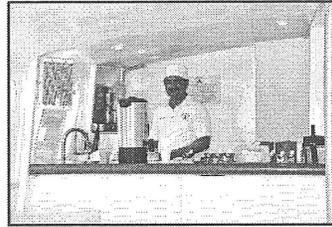
The companionway allows easy access to the bathrooms/showers, salon and stern.



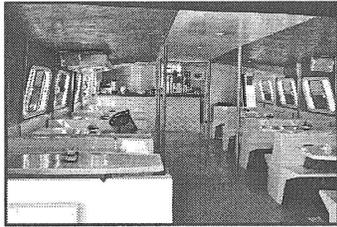
There are 2 separate bathroom facilities, one set for men and one set for women.



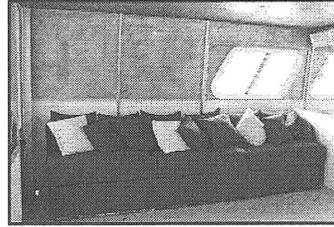
Two showers are conveniently located in each bathroom facility.



Omar, the ships chef, prepares a variety of international dishes. However, his specialty is Mexican cuisine and each day offers fresh meats, vegetables, fruits and flavors from around the world. We won't even mention his fresh seafood dishes!



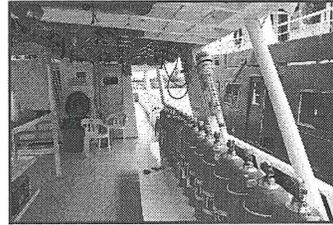
The salon is spacious, comfortable and inviting.



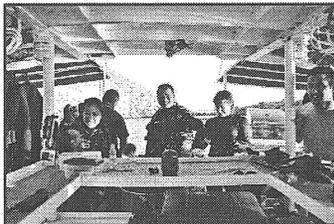
The entertainment area offers the comfort of home.



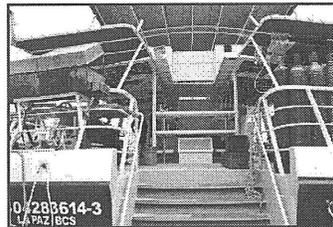
A flat screen TV can be used to review the photos shot of the day or to offer presentations.



The aft deck is designed for diving and snorkeling with benches and storage bins for guests.



Thoughtfully designed to accommodate the needs of divers and snorkelers.



Steps from the aft deck leading down to the swim grid makes it easy for getting on and off the ship.

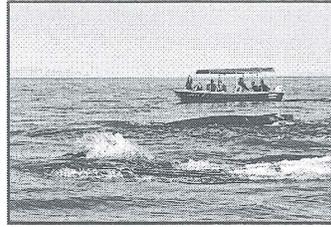
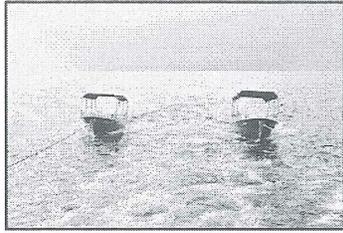


The swim grid also features 2 dive ladders.



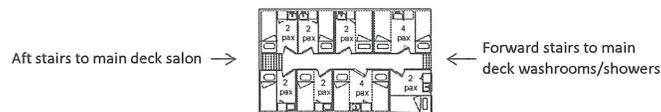
Ideally designed for divers and snorkellers.

SHIP TO SHORE TRANSPORT - pangas

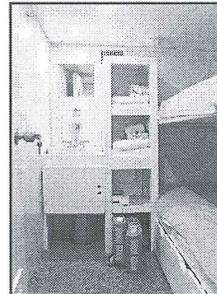


The MV Adventure tows 2 x 28' pangas complete with lifejackets and 4 stroke engines to minimize the noise of the engines during close up encounters with the wildlife.

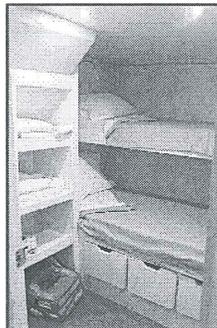
THE LOWER DECK – accommodations



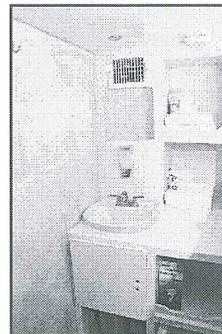
Stairs leading from the main deck salon to the lower deck cabins.



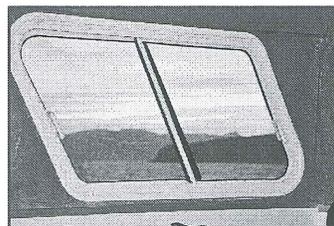
The staterooms come equipped with air conditioning, sink, vanity, drawers and cupboards for unpacking your belongings.



Each stateroom bunk has its own plug ins, reading lamp and the mattresses are made of memory foam.



Sink, vanity and cupboards.



Imagine going to work every day with a view like this from your office window.

Looking forward to sharing my office with you, see you onboard!

ITEM 3.3 Action

TO: Committee of the Whole
FROM: Linda Ziefflie, Principal, Heritage Park Middle School
SUBJECT: Field Trip Application: Quebec

Recommendation

THAT the Field Trip Application be reviewed and forwarded to the June 20, 2017 Public Board meeting for approval.

Background:

Approximately thirty-five (35) Grade 8/9 French program students are participating with four (4) teachers supervising.

The date of travel: June 24 – 31, 2018.

The total cost: \$65,188.

The cost per student: \$1,856.

The field trip organizers have coordinated a group insurance medical plan and have discussed an emergency plan.

Further details are outlined on the attached field trip application.

Attachments:

A. Field Trip Application

Field Trip Application Long Trip



For trips involving 4-5 days within BC and Washington State, or, any travel outside BC but within Canada. Approved by Superintendent or designate.

Date Submitted: May 25, 2017

1. Sponsoring School(s): École Heritage Park Middle School
2. Destination: Quebec City and Region
3. Departure and arrival times: June 24, 2018 - 8:30 am ; arrive 11:00 Eastern Time
4. Dates of Excursion and Number of Instructional Days Used (if any): June 24-31, 2018, "4" days, but
5. Description of activity (name of event if known; program/team involved; etc): A historical, cultural language tour of Quebec and its region students not in session?
6. Number and Grade Level of Students: 35-40 Grade 8-9 French Program Students
7. Plans for curricular/instruction/assignment make-up: Students should not be missing classes.
8. Names of Supervisors (indicate whether parent or teacher): Lani Vetter, Mylene Normandin, Greg McNeill, Frank Chan - teachers
9. Outline past experiences of supervisor(s) / coach(es): Past trip to Quebec, 2016, coaching of basketball trips locally & internationally, coaching of local school & community teams
10. Method of Travel and Name of Carrier(s): Plane - Air Canada, bus - Bright Spark Tours
11. Appropriate Funding Practices
 - a) What is the total per pupil cost for the excursion? \$ 1799.00 + 57.00 baggage fees
 - b) Of the total per pupil cost, how much is each pupil required to pay? \$ 1856.00
 - c) What is the source of funds when there is a difference between (a) & (b)?
 - d) How much is each supervising staff required to pay? Baggage fees of \$57.00
 - e) What is the total cost of the excursion? \$ 65,188.00
 - f) If a tour or travel agency has been used to assist in the arrangements, what is the name of that agency?
Who is the contact person? Bright Spark Tours, Scott Munro

g) If other agencies are contributing to costs of the excursion, please identify agencies and their estimated contributions.

12. Appropriate Liability Coverage

a) Have arrangements been made to assure that all students and supervising staff have:

- i) Accident insurance? extra is available through Brightspark
- ii) Health insurance? extra is available through Brightspark
- iii) Cancellation insurance? Available through Brightspark

13. Describe the Emergency Response Plans / First Aid arrangements in place.

All teachers have had past first aid training, the company guide is trained, SD75 processes and protocols will be in place

14. Appropriate Accommodation Arrangements

Describe the accommodation arrangements. (If your students are being billeted, a contact name is needed for each billet.)

We would stay in Hotel Plaza Ste foy.

15. Appropriate Supervision Arrangements

a) What is the ratio of supervisor/student? 1:8, 75, plus a guide

b) What strategies have the supervisors / coaches planned to assure the safety and appropriate supervision of the students?

Students will be numbered and counted, grouped appropriately, meeting places, maps and contact information will be clear and available to all.

16. If traveling out of the country, what provisions have been made regarding proof of citizenship or immigration status?

17. Appropriate Parent Input

a) Have parents been surveyed regarding their support for this trip? (Give details)

Yes letters home have been sent to verify interest.

b) Will parents be asked to contribute either time or funds? (Please explain)

Parents will be asked to contribute funds. Time will be encouraged but optional.

18. Appropriate Student Access

a) What are the qualifying factors (if any) required of participating students?

Students must be in good academic and behavioral standing in the school. They must be enrolled in a French language program (Core, Intensive or Immersion.)

b) Have any students been excluded because of an inability to pay? Some may be, but other future options are offered with the ministry of education.

c) What arrangements have been made for students who require financial assistance? Some fundraising may be undertaken by parents. Bursary and exchange options are available for other programs.

d) If substitute time is required, how will the cost be borne?

If the calendar is similar to this year, no TOC will be required.

(Note: The following does not need to be completed for Athletic Competition Trips)

19. Appropriate Use of Instructional / Learning Time

a) What specific section of the curriculum is related to this excursion?

French language communication for all French, Core competencies of personal and social responsibility, Social Studies 9-Canadian nation building

b) What are the learning outcomes planned for this excursion?

Students will use target language to comprehend and interact. Students will understand Canadian nation building and the role of culture in identity.

c) How will the students' success in achieving the outcomes be measured?

Student participation in multiple workshops will show comprehension of language and content.

Field Trip Application Long Trip



d) Describe the educational preparation students will receive prior to the excursion.

Team-building (personal and social responsibility of core competencies) - Lunch hour and after school meetings to practice/learn/engage in what the experience will be, in-class (language instruction).

e) What follow-up educational activities are planned for the students?

Students will continue in French language instruction in class, and post-trip evaluation from students, as well as a post-trip afterschool meeting to evaluate, validate and consider future trips.

f) What monitoring activities are planned during the excursion to assure that students are achieving the educational experience intended?

There will be 4 teachers plus a guide who will be present and engaged with students in the learning activities at historical and cultural sites. Constant "checking in" and communication with students will occur.

20. Appropriate Use of Staff Time

a) What evidence is there that the supervising staff has the expertise to assist the students in the educational outcomes intended?

Mylene Normandin & Lani Vetter are French immersion teachers and Frank Chant Greg McNeill are coaches who have team travelling experience that help ensure diverse & informed perspectives. As well Greg McNeill has past French language experience.

b) If students regularly assigned to supervising staff will not be participating in the excursion, what measures have been taken to assure that the quality of instruction these children will receive during staff absence is suitable?

We are planning this trip on dates in which no student will miss instructional time with these teachers. If at year end a student needs extra time, we would work to pre-empting that with careful monitoring of time and success earlier in the year.

21. Signatures for the Application

Principal: [Signature]

Teacher Sponsor(s): [Signature] [Signature]

Superintendent (or Designate) Approval: _____

Date: _____

NOTE: A copy of the proposed itinerary of student activities and schedules MUST be provided with the application.

ITEM 5.1 Discussion

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

The attached draft 2017/18 Preliminary Budget was provided to the Committee of the Whole at the May 23, 2017 meeting for discussion and consideration.

The Committee will resume discussion at the meeting.

Attachment:

- A. Draft 2017/18 Preliminary Budget



2017/18 Preliminary Budget Draft

May 23, 2017

	2017/18 Preliminary	2016/17 Amended	\$ Change	% Change
OPERATING REVENUE				
Grants				
Ministry of Education - Operating Grants	57,057,905	55,266,975	1,790,930	3.24%
Other Ministry of Education Grants	1,101,051	1,099,451	1,600	0.15%
Provincial Grants - Other	240,925	250,925	(10,000)	-3.99%
Total Grants	58,399,881	56,617,351	1,782,530	3.15%
Tuition	2,164,500	2,060,500	104,000	5.05%
Other Revenue	379,896	379,896	-	0.00%
Rentals & Leases	190,000	215,000	(25,000)	-11.63%
Investment Income	110,000	110,000	-	0.00%
TOTAL OPERATING REVENUE	61,244,277	59,382,747	1,861,530	3.13%
OPERATING EXPENSE				
Salaries				
Teachers	24,581,398	23,805,500	775,898	3.26%
Principals and Vice-Principals	3,450,772	3,377,983	72,789	2.15%
Education Assistants	5,541,900	5,232,000	309,900	5.92%
Support Staff	6,357,620	6,039,020	318,600	5.28%
Other Professionals	1,903,245	1,659,010	244,235	14.72%
Substitutes	2,034,350	1,996,300	38,050	1.91%
Total Salaries	43,869,285	42,109,813	1,759,472	4.18%
Employee Benefits	10,795,980	10,635,851	160,129	1.51%
Total Salaries and Benefits	54,665,265	52,745,664	1,919,601	3.64%
Services and Supplies				
Services	1,604,393	1,750,768	(146,375)	-8.36%
Student Transportation	22,500	22,500	-	0.00%
Professional Development and Travel	428,500	402,100	26,400	6.57%
Rentals & Leases	1,000	1,000	-	0.00%
Dues & Fees	85,100	89,800	(4,700)	-5.23%
Insurance	200,000	184,000	16,000	8.70%
Supplies	2,083,024	2,069,158	13,866	0.67%
Utilities	1,179,590	1,188,732	(9,142)	-0.77%
Total Services and Supplies	5,604,107	5,708,058	(103,951)	-1.82%
Capital Assets Purchased	58,615	1,503,847	(1,445,231)	-96.10%
TOTAL OPERATING EXPENSE	60,327,987	59,957,569	370,418	0.62%
Prior Year Unrestricted Surplus	0	574,822	(574,822)	
Projected Operating Surplus/(Deficit)	916,291	0	916,290	

2017/18 Projected Surpluses:

Contingency Fund	612,443
Unallocated	916,291
	<u>1,528,734</u>
Internally Restricted - Benefit Plans	282,910
Internally Restricted - Schools	100,000

**2017/18 Preliminary Budget Draft
Recommendations For Discussion
May 23, 2017**



Description	Amount	Budget(s) affected
Technology plan	500,000	Local Capital
CEF funding deficit (specialist teachers)	400,000	Teacher
Halq'emeylem teachers at HMS/HPMS (2 FTE)	187,500	Teacher
Temporary district admin for recruiting	80,000	PVP
Facility enhancements	150,000	Local Capital
Facilities equipment	75,000	Local Capital
White fleet	60,000	Local Capital
Solar panels	55,000	Local Capital
DP ABED to Operating (3 yr transition?)	45,000	PVP
International EA at MSS (1 FTE)	38,000	EA
Speech/language pathologist assistant	38,000	EA
Dewdney renovations	30,000	Local Capital
Exempt group wage increases (PSEC approved)	23,900	Other prof
Youth care workers - 30 to 35 hrs for 4 FTE	20,000	Support
Program for hungry children (Deroche/Chehalis)	10,000	Supplies
LGBTQ2S community needs	10,000	Services
Additional contract occupational therapist time (.1 FTE)	10,000	Services
	<u>1,732,400</u>	

The following updates are already reflected in the budget:

Teacher increase due to PVP admin time increase (+2.2 FTE)	209,000	Teacher
BSW (+1.7 FTE)	99,450	Support
HR Support	79,870	Other prof
Math mentor teacher (.8 FTE)	75,000	Teacher
NHS (+1.4 FTE)	46,200	Support
School secretaries (+.5 FTE)	24,188	Support
	<u>533,708</u>	

ITEM 5.2 Action

TO: Committee of the Whole
FROM: Assistant Superintendent of Schools
SUBJECT: 2017-2018 Fee Schedule

Recommendation:

THAT the 2017-2018 Fee Schedule be received and forwarded to the June 20, 2017, Public Board meeting as presented.

Summary:

This information assists families in planning their child(ren's) education.

Background:

The Board of Education reviews and approves this schedule annually.

Public Consultation:

At the end of each school year, this annual fee schedule is presented to the public prior to implementation for the following school year.

A copy of the previous year's fee schedule, with revisions reflected, is attached to the Agenda.

Implementation:

Each School will be provided with a copy of the updated schedule on a timely basis.

Attachments:

- A. 2017-2018 Fee Schedule**
- B. 2016-2017 Fee Schedule – *With tracked changes***



2016-17 Fee Schedule

	HMS	HPMS	MSS
Athletic Contract (members of athletic teams only)			
Grade 7	\$35.00	\$35.00	
Grade 8	\$75.00	\$75.00	
Grade 10-12	\$125.00	\$125.00	\$125.00
Band Rental (outside agency)	-	-	-
Cafeteria Uniform Purchase	-	-	30.00
Coaching (optional)			
Level 1 manuals and certification	-	\$50.00	-
Football Fee	Grade 8 \$300.00	Grade 8 \$300.00	Sr. Varsity \$300.00 Jr. Varsity \$300.00
Graduation Fee (Grade 12's only attending Commencement Ceremony)	-	-	\$60.00
Hockey Academy Fee (includes referee fees and ice time)	\$60.00	-	-
Package (optional)			
Roadrunner Pkg. (APP/Planner, locker, ID) non-refundable	\$25.00	\$25.00	\$25.00
Textbook Deposit (refundable at withdrawal upon return of textbooks)	\$100.00	\$100.00	\$100.00
Food Safe Certificates (Grade 10, 11 and 12 optional)			\$25.00
	-	-	-
			-
			-
			-
Yearbook (optional)	\$50.00	\$50.00	\$50.00
Lacrosse Academy Fee			\$525.00



2016-17 Fee Schedule

	HMS	HPMS	MSS
Athletic Contract (members of athletic teams only)			
Grade 7	\$35.00	\$35.00	
Grade 8	\$75.00	\$75.00	
Grade 9 10-12	\$125.00	\$125.00	\$125.00
Band Rental (outside agency)	-	-	-
Cafeteria Uniform <u>Purchase</u> Rental (refundable deposit upon return)	-	-	50.00 <u>30.00</u>
Coaching (optional) Level 1 manuals and certification	-	\$50.00	-
Football Fee	Grade 8 \$250 <u>300.00</u>	Grade 8 \$250 <u>300.00</u>	Sr. Varsity \$300.00 Jr. Varsity \$250 <u>300.00</u>
Graduation Fee (Grade 12's only attending Commencement Ceremony)	-	-	\$60.00
Hockey Academy Fee (monthly) <u>(includes referee fees and ice time)</u>	\$60.00	-	-
Package (optional) <u>Roadrunner Pkg. (APP/Planner, locker, ID) non-refundable</u> Student Planner \$10.00 Locker Rental \$10.00 Student ID Card \$5.00	\$25.00	\$25.00	\$25.00
Textbook Deposit (refundable at withdrawal upon return of textbooks)	\$100.00	\$100.00	\$100.00
Tourism <u>Food Safe</u> Certificates (Grade <u>10</u> , 11 and 12 optional) Super Host: Fundamental Super Host: Customers with disabilities Super Host: Service across cultures Serving It Right Food Safe	-	-	\$20 <u>25.00</u> - - - -
Yearbook (optional)	\$50.00	\$50.00	\$50.00
<u>Lacrosse Academy Fee</u>			<u>\$525.00</u>

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ITEM 5.3 Action

TO: Board of Education
FROM: Secretary Treasurer
SUBJECT: 2018-2019 Five Year Capital Plan

Recommendation:

THAT the 2018-2019 Five Year Capital Plan dated June 2017 be reviewed and forwarded to the June 20, 2017 Board meeting for consideration.

Executive Summary:

The Ministry of Education directed School Districts to develop five year capital plans. The capital plans should eventually be based on a Long Range Facilities Plan (LRFP). This Mission Public School District's LRFP is currently being developed, and is expected to be finalized shortly. Once the draft plan is prepared, it must be sent to the Province for approval, prior to Board approval.

The 2018-2019 five year capital plan is to be submitted to the Province by June 30, 2016. The plan is put together considering the draft LRFP.

Background:

Mission Public School District is required to submit a five-year capital plan to the Minister of Education. The School Act requires the School District to prepare a capital plan that sets out proposed sites and facilities and the renovation of existing facilities, other than plans for local capital projects or the annual facility projects. The capital plan must include the amount of financial resources needed for the projects.

All capital funding programs (with the exception of the Annual Facility Grant (AFG)) are to be included in the submission. These programs are:

- SMP - Seismic Mitigation Program
- EXP - New Schools, Additions, Site Acquisition
- REP - School Replacement
- BEP - Building Envelope
- SEP - School Enhancement Program
- CNCP - Carbon Neutral Capital Program
- BUS - Bus Replacement & Inventory

A new Project Request Fact Sheet (PRFS) must be submitted if projects are for seismic upgrades, additions to schools, replacement schools or new schools within the first three years of the five year capital plan submission.

Only building envelope projects currently on the Ministry list can be submitted under the BEPs program; Albert McMahon and Dewdney are on this list. Other building envelope projects would be submitted under the School Enhancement Program.

Options:

The 2017/2018 Five Year Capital Plan must be submitted to the Ministry before June 30th, 2017. The plan is based on the draft LRFP that is currently being developed.

Analysis and Impact:

This report provides details on projects to submit to the Province to fund capital for the school district. At this point it provides basic information on what projects could be considered acceptable by the Province. Failure to submit the plan to the Province by June 30th 2017 may compromise the District's ability to access capital funds to improve existing facilities.

Strategic Priority:

MPSD Strategic Priorities identifies the need to be economically sustainable, including developing short and long-term plans for the optimal use of School District assets and resources. The LRFP assists with establishing priorities for the optimal use of assets. The Capital Plan helps achieve the goals of the LRFP.

Policy, Regulation, Legislation:

The Province is regulating the form and manner to prepare and submit requests for funding for capital improvements for school district facilities. This report provides the information in a format that is summarized for board use and is not in the format that the Province requires.

Public Consultation:

Section 142 (2) of the *School Act* requires the School District to review and consider any community plans prepared that include any part of the School District and to consult with those local governments that prepared those community plans. School District staff met with the District of Mission in 2016 to review development activity within the District of Mission to consider the potential impact of this development on school enrolment.

Information from the District of Mission indicates that significant development is occurring in the Hatzic and Albert McMahon catchment areas. These schools exceed 100% utilization, and as such, realigning the catchment areas, expanding these schools, or building a new school in the central area is expected to be needed in the near future.

Staff also met with the Fraser Valley Regional District regarding the growth plans around the rural schools. Both rural schools have significant capacity for growth at this time.

Once the LRFP draft is complete, it will be brought to a committee of the whole meeting for consultation with stakeholder groups.

Implementation:

If the report is approved at the June Board meeting, the plan will be input into the Province's system set up to capture and collate the capital plan requests of school districts.

The Ministry will provide a written response to the five year capital plan submission once the assessment of all submissions is complete and the funding for fiscal year 2018/19 is announced. Once the Province has reviewed the plans, and advised, the District will prepare any necessary bylaws for approved capital projects, and initiate the projects if possible for construction in July / August 2018.

Attachment:

A. Mission Public School District #75 - 2018 / 2019 to 2022 / 2023 Five Year Capital Plan

Appendix "A"
Mission Public School District #75
Five Year Capital Plan 2018/2019 - 2022/2023
May 25, 2017

			2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
SMP - SEISMIC MITIGATION							
1	Mission Secondary - shop wing only. Risk = High 3					tbd	
NEW SCHOOL, ADDITIONS, & SITE ACQUISITION (EXP)							
1	McMahon Addition					tbd	
2	Mission Secondary Addition						tbd
SCHOOL REPLACEMENT (REP)							
1	Hatzic Elementary						tbd
BUILDING ENVELOPE PROGRAM (BEP)							
1	McMahon Elementary	<i>(Information provided by Ministry)</i>				\$1,900,000	
2	Dewdney Elementary	<i>(Information provided by Ministry)</i>					\$600,000
SCHOOL ENHANCEMENT PROGRAM (SEP)							
1	Silverdale Elem	East wall building envelope and roof above	\$490,000				
2	Mission Sec	Replace 20T CU-2 condensing unit including plenum modifications over admin and 15T CU-3 condensing unit over library	\$290,000				
3	Heritage Park Middle	Replace condensing units main clrms/ admin (A wing)		\$205,000			
4	Hatzic Middle	Replace roof section H (2B)		\$425,000			
5	West Heights Elem	Replace old furnaces with unit ventilators			\$260,000		
6	Edwin S. Richards Elem	Replace roof sections A (7), I (6), S (9) and T (6A)			\$340,000		
7	Hatzic Middle	Replace roof sections K (3) and Z (1)			\$570,000		
8	Hatzic Middle	Replace roof section B (2A)				\$245,000	
9	Mission Sec	Replace 70T condensing unit B wing				tbd	
CARBON NEUTRAL CAPITAL PROGRAM (CNCP)							
1	Dewdney Elem	Replace boiler and DHW	\$345,000				
2	West Heights Elementary	Upgrade exterior wall and parking lights to LED	\$13,000				
3	Hatzic Middle	Upgrade exterior wall and parking lights to LED	\$42,000				
BUS REPLACEMENT PROGRAM (BUS)							
1	Bus Replacement	No busses qualify for replacement at this time					Costs are assigned by the Ministry as per the provincial contract

Committee of the Whole Meeting (open to the public)

Minutes



Committee of the Whole Meeting

May 16, 2017 1:00 pm

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

Members Present:

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

Staff Present:

Superintendent Angus Wilson
 Secretary Treasurer Corien Becker
 Assistant Superintendent Larry Jepsen
 Assistant Secretary Treasurer Derek Welsh
 Director, Student Services, Carolynn Schmor
 Director, Technology and Innovation, Colleen Hannah
 District Principal, Joe Heslip (part)
 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 1:00 pm by the Acting Chairperson. The Chair acknowledged the meeting was being held on Stó:lō Territory. There are four First Nation Bands within the boundaries of the Mission School District: Leq:a'mel, Sq'èwlets, Kwantlen, and Matsqui First Nations.

2. Adoption of Agenda

One Additional Item:

8.1 Information Item: Superintendent: Award Summit Learning

MOVED and Seconded that the Agenda be adopted as amended.

CARRIED

3. Delegations/Presentations

4. Unfinished Business

5. Staff Reports

5.1 2017-2018 Preliminary Budget

The Secretary Treasurer introduced the School Based Staffing Summary. There may still be a few revisions resulting from upcoming meetings with CUPE and principals.

The reduction of clerical support at Riverside from two to one is ongoing and the budget may return reflecting it as remaining as two as it requires a larger review of workload issues. More information will be provided for further conversation at the May 30th committee meeting.

A summary of non-school based staffing enrolment was provided.

Staff has undertaken a review of district-related and other support positions; the spreadsheets are presented for information.

The Board will be receiving comparison data at a public Board meeting when the budget is presented.

It was pointed out that page two of the spreadsheets should be revised to read, “non-school based FTE...”.

A question was asked regarding Fraserview/Riverside/Summit enrolments and funding. Fraserview students are fully funded. The numbers represented are placeholders. The monthly enrolment for summit is much higher. The spreadsheets represent ‘guestimates’ as Fraserview and Summit students arrive throughout the year. These numbers are only FTEs, not headcount; clerical supports are based on headcount.

Trustee Cairns joined the meeting at 1:15 pm.

It was suggested that the decision regarding staffing at Riverside be determined as soon as possible to sustain services there mitigating risk in losing clerical support to other postings; continuity factor.

A question was asked regarding the District Principal, Aboriginal Education, to which it was confirmed the role is listed under “Other Management”.

Concerns raised:

- Budget process and trends: The Board entered the School District in a high debt/deficit situation and drastic cuts were made. Now, it is seeing an upswing in non-student contact positions. The District is growing as a result of how drastic cuts were made before; a stated fear of accumulating debt. was expressed and the existing trend;
- Increase in school administrative time; perception is it has been conducted without philosophical discussion with Trustees;
- District level: When you add positions, you are adding “in perpetuity” (ie: I.T. Manager) – *counter statement whereby there has been a reduction to a district principal position*;
- At some point, the returns become diminished and growth is no longer warranted;
- Caution warned on monies being spent on technology.

Staff confirmed they will be gathering more data and will be providing the Board with statistics comparing prior years. Right now, it is simply data to use as a starting point.

A question was asked relating to LST and student services. Discussion ensued. Any increases have been made due to a need at a particular school. Some categories of required support were clarified.

Concerns were raised regarding principals and workloads.

Clarification was made regarding “Total Admin”, “Total Student/Classroom Staffing” columns. All equate to the “Total School Based Staffing” column.

It was indicated that today’s presentation is what staff anticipates recommending.

A question was asked regarding staffing levels for elementary schools: knowing there will be an increase of 22 and knowing the district will be in violation of teaching in September, is it going to be reflected at some point? (*The bucket of funding for remedies*).

Response: These numbers reflect people, not dollars.

Discussion ensued:

- Student input: The Supt. will be meeting with MSS to discuss student involvement; a proposal was made that aboriginal student leadership be included too;
- Annual Facilities Grant, local capital, solar arrays;
- Local capital vs. Annual Facilities Grant;
- Funding for an ITA approved facility;
- Moving of engineering dept. to facilities – is out of local capital and has been budgeted. The Asst. Secretary Treasurer offered to obtain an update on tendering.

6. New Business

7. Minutes of Previous Meetings

A concern was raised regarding the format of summary minute taking from the last meeting and clarification sought.

Response: Defining of summary minutes only; salient points. It was clarified that some conversations do not actually give direction and the purpose is to give direction stemming from the meetings.

MOVED and Seconded that the Committee of the Whole Meeting Minutes dated May 9, 2017 be approved as presented.

CARRIED

8. Information Items

8.1 Summit Learning Centre – Comic Strip Concept Contest - TELUS

A student who entered a contest on behalf of Summit, won a \$3,000 prize for the school and a personal \$500 prize; Summit is seeking a Trustee(s) to participate in a formal Telus presentation. Interested Trustee(s) were asked to contact Principal, Lynn Cummings, directly. Trustee Taylor is the liaison and agreed to participate.

Next Budget meetings:

Tuesday, May 23rd @ 1:00 pm

Tuesday, May 30th (1:00 – 6:00 pm) – bigger conversation on “what’s in what’s out”.

9. Adjournment

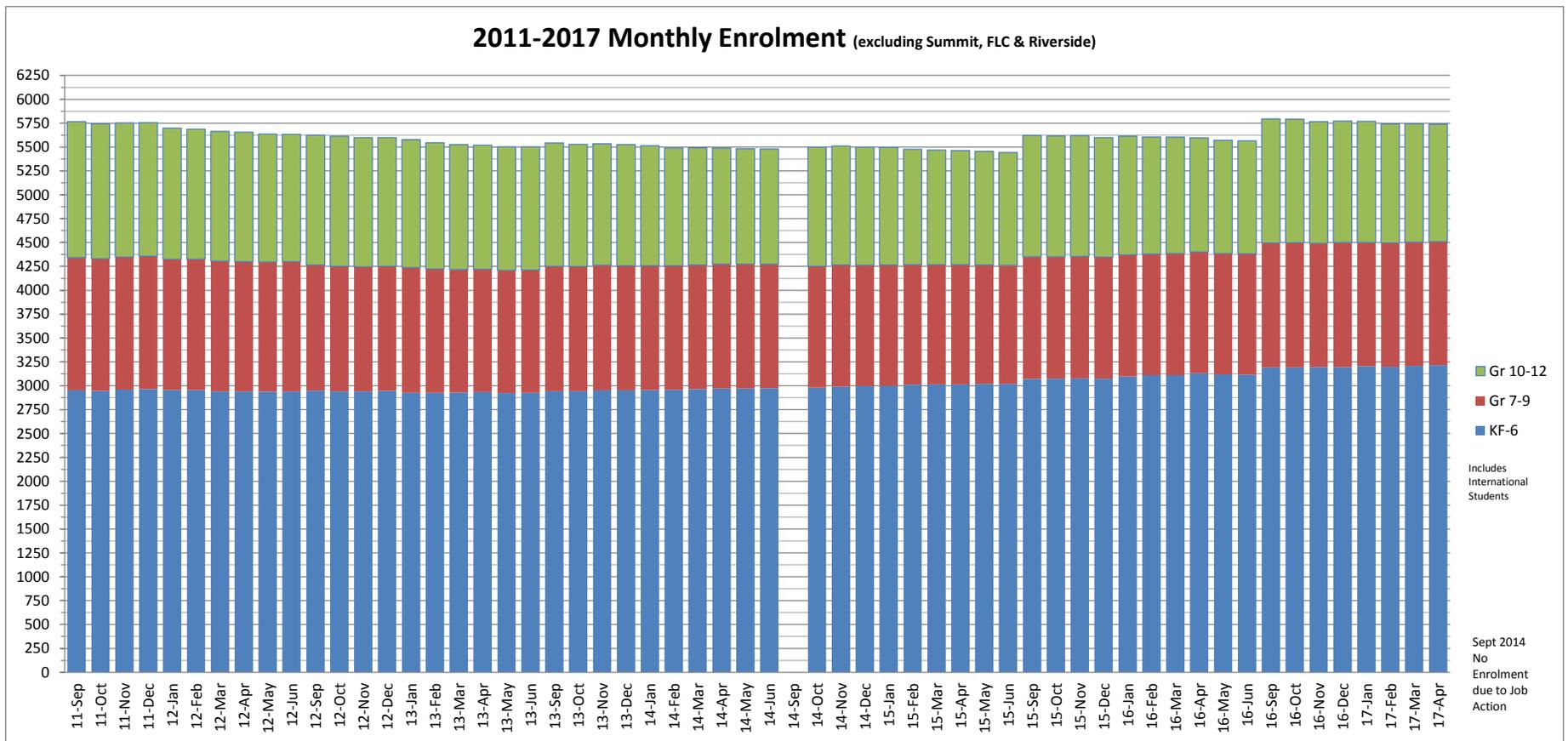
Moved and Seconded to adjourn the meeting.

CARRIED

The meeting adjourned at 2:05 pm.

Chairperson

Secretary Treasurer



2011-2017 Monthly Enrolment (excluding International students, Summit, FLC & Riverside)

