

# Committee of the Whole - Public Meeting

# Minutes



## Committee of the Whole Meeting

June 12, 2018 at 3:30 PM

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

### Members Present:

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

### Staff Present:

Superintendent Angus Wilson  
Secretary Treasurer Corien Becker  
Assistant Superintendent Larry Jepsen  
Principal Wade Peary  
Executive Assistant Aleksandra Zwierzchowska (Recorder)

### Partner Groups Present:

District Parent Advisory Committee, Principal Vice-Principal Association, Mission Teachers' Union, Canadian Union of Public Employees and Stave Falls Community Association.

### Guests:

#### 1. CALL TO ORDER

The meeting was called to order at 3:30 pm by the 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 addition: Item 7.3 – International Field Trip to China

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

**CARRIED**

#### 3. Delegations/Presentations

##### 3.1 Junior Drag Racing Activity – Riverside College

**MOVED and Seconded that the request for a Junior Drag Racing Activity at Riverside be discussed and forwarded to the June 19, 2018 Public Board meeting for approval.**

**CARRIED**

In order for Riverside College and Mission Secondary School to participate in the Junior Drag Racing Activity, a Letter of Support is required by June 27, 2018, as well as, approval from the Board.

#### 4. Unfinished Business

##### 4.1 Possible Expansion Riverside College

The Secretary Treasurer referred to page 8 of the Riverside Report which outlines information about Option A-1 and includes significant expansion of the North West side of the property. The cost of the expansion would be approximately \$800,000.

Option A-2 is presented on page 9 of the report which includes adding onto the existing building. The cost for this option is approximately \$400,000

Option A-3 is presented on page 10 of the report and consists of a steel roof and chain link fence to be used as an outdoor space.

The information presented in the report are exploratory options. Principal Peary of Riverside College has been discussing adding more programs. If there is a plan to grow the school's programs, the school district needs to ensure that future programming is not compromised. At this point, the school district has only reviewed the attached options.

It was noted that the lease for the electrical program at Riverside was renewed for another year.

#### 4.2 Installation of Cameras at Riverside College

**MOVED and Seconded that the following resolution be forwarded to the June 19, 2018 Board of Education meeting for consideration:**

**That up to seven (7) cameras be installed at Riverside College for monitoring the inside of the school, including the entrances to the building, and the back outside areas where the remainder of the maintenance staff park the white fleet vehicles.**

#### **CARRIED**

Riverside College has noted an increase in foot traffic; the cameras would provide additional safety and security. A motion was passed at the District Parent Association Committee meeting in May supporting the installation of the cameras. In accordance with the *School Act*, the school requires the Board's approval.

#### 4.3 Worksafe Update

The Secretary Treasurer met with Worksafe two weeks ago with the draft plan. A small extension was granted while Worksafe prepares their feedback. The school district recruited a Health & Safety Manager to start on June 29, 2018. Conversations took place with both Unions about the District H&S Committee.

#### 4.4 2018-2019 Board Meeting Schedule

**MOVED and Seconded that 2018-2019 Committee of the Whole/ Board of Education Meeting Schedules be reviewed and forwarded to the June 19, 2018 Public Board Meeting for consideration.**

#### **CARRIED**

The inaugural meeting will happen November 20, 2018, this information will be added to the meeting schedule. With the election moved to October versus November, the current Board will meet four times before the new Board is sworn in.

#### 4.5 Motion to BCSTA Provincial Council

**MOVED and Seconded that the Committee of the Whole forward the following to the Public Board meeting for consideration to submit to BCSTA Provincial Council:**

**That BCSTA be requested to develop policy guidelines and templates for preventing, and/or addressing discrimination, harassment, and poisoned work environments of Boards of Education and individual Trustees.**

#### **CARRIED**

The purpose of this motion is to engage BCSTA in developing a policy explicit to the Boards of Education. All Board members expressed their support with this item.

#### 4.6 Vending Machines

At one point, the school district issued a procedure outlining the items allowed in vending machine. While visiting various school sites, Trustees noticed that vending machines are stocked with sugary snacks and beverages. Another complaint is that during fundraising events, a sign is displayed on the vending machine stating that the machine is out of order.

The Superintendent will report at a future meeting what items are actually offered in the school vending machines. The Assistant Superintendent reminded the Committee that there are new teachers and concerns surrounding nutrition need to be reiterated to the principals in September. The Board recommended revisiting this item in September.

## 5. Staff Reports

### 5.1 2018 School Trustee Elections

**MOVED and Seconded that the following resolutions be reviewed and forwarded to the June Board Meeting for consideration:**

1. **That the following appointments for the 2018 Mission School District Fraser Valley Rural Area School Trustee Election be approved:**
  - a. **Jamie Schween, Chief Election Officer**
  - b. **Pam Loat, Deputy Election Officer**
  - c. **Christina Mooney, Deputy Chief Election Officer**
2. **That the following appointments for the 2018 District of Mission School Trustee Election be approved:**
  - a. **Mike Younie, Chief Election Officer**
  - b. **Jennifer Russell, Deputy Chief Election Officer**
3. **That the Secretary Treasurer be authorized to execute the agreements with the District of Mission and the Fraser Valley Regional District for the conduct of the trustee elections on behalf of School District #75 (Mission).**
4. **That the three readings and adoption of Bylaw No 2018-4, a Bylaw to establish various procedures and requirements to be applied in the conduct of general school elections and other trustee elections, be considered at one meeting.**
5. **That Bylaw No 2018-4, a Bylaw to establish various procedures and requirements to be applied in the conduct of general school elections and other trustee elections, be read three times, and approved.**

### **CARRIED**

The Bylaw must be approved by August but the Board does not meet during the summer months; therefore, it will need to be approved at the Public meeting on June 19, 2018. The District of Mission (DoM) and the Fraser Valley Regional District manage the entire election process. The Secretary Treasurer confirmed with the DoM that the names on the ballot are listed in alphabetical order.

### 5.1a) Limiting of Trustee official duties prior to the election

This item was covered in other conversations during the meeting and further discussion is not necessary.

### 5.2 Draft Budget, Monitoring and Reporting Policy

**MOVED and Seconded that the draft Budget, Monitoring and Reporting policy be reviewed and forwarded to the June 19, 2018 Board meeting for consideration.**

## **CARRIED**

The Financial Governance and Accountability framework recommends that Boards of Education develop a budget, monitoring and reporting policy by June 30, 2018. The draft policy may have some tweaks once staff exercise the outlined guidelines. In addition, it is wise for the school district to have an audit committee. The Committee of the Whole can schedule special meetings that focus on financial processes.

No comments on the draft policy were provided by the Committee partner groups.

### 5.3 2019-2020 Five Year Capital Plan

**MOVED and Seconded that the 2019-2020 Five Year Capital Plan dated June 2018 be reviewed and forwarded to the Public Board meeting on June 19, 2018.**

## **CARRIED**

The plan is based on the draft Long Range Facilities Plan and other capital needs identified by the facilities department. The summary of the plan detailing the amount of financial resources is outlined on page 43 of the agenda package. The 2019-2020 five-year capital plan is to be submitted to the Ministry of Education by June 30, 2018.

### 5.4 Trustee Remuneration

**MOVED and Seconded that staff be directed to review the compensation system for Trustee remuneration and report to the Board in September for consideration of amendments to the remuneration system for the incoming Board.**

## **CARRIED**

The Board decided to bring this item back to the Committee of the Whole meeting in September.

### 5.5 Internal Audit Recommendations

**MOVED and Seconded that the Committee consider the information presented regarding internal audit planning.**

## **CARRIED**

At this time the internal audit recommendations are presented as information. Staff have met with the auditors about seeking input on the internal audit areas that require improvement. The finance department is lacking manpower to complete such work. This item will be brought back with the amended budget for further discussion.

### 5.6 Pace of Innovation and Change

The Superintendent shared a handout titled: Strategic Plan Implementation which provided a summary of IT projects completed in 2018. In addition, the following information was highlighted:

- All staff and students have an Office 365 account
- Training has been offered to staff on Office 365, Windows 10 and Laptop use
- 16 training sessions offered to provide opportunities to learn about Office 365 and Windows 10
- Additional training will be offered in the last week of August

The Superintendent needs to consult with the two unions regarding the implementation and pace of innovation.

## 6. New Business

### 6.1 Motion re the placement of a Community Police Office at the Leisure Centre

**MOVED and Seconded that the Board of Education recommend the District of Mission consider the placement of a community police office at the Mission leisure centre.**

### **CARRIED**

This recommendation was brought forward by a partner group at the Committee of the Whole meeting. The motion will be forwarded to the Public meeting on June 19, 2018.

## 7. Information Items

The following items are presented as information.

### 7.1 2011-2017 Monthly Enrolment Charts

### 7.2 May Enrolment Charts

### 7.3 International Field Trip to China

A request was made for staff to update the field trip application with the level of first aide certification for all coaches.

## 8. Adjournment

**MOVED and Seconded that the Board adjourn the meeting.**

### **CARRIED**

The meeting adjourned at 5:58 pm.

Original Signed by Tracy Loffler

Chair, Board of Education

September 18, 2019

Date

Original Signed by Corien Becker

Secretary Treasurer

September 18, 2019

Date