

# Committee of the Whole Meeting - Public

# Minutes



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

**Members Present:**

Vice Chair Tracy Loffler  
Trustee Randy Cairns  
Trustee Jim Taylor  
Trustee Shelley Carter

**Staff Present:**

Superintendent Angus Wilson  
Secretary Treasurer Corien Becker  
District Principal of Technology and Innovation, Colleen Hannah  
Facilities Manager, Ray Seifert  
Executive Assistant Aleksandra Zwierzchowska (Recorder)

Absent: Trustee Rick McKamey

**Partner Groups Present:**

DPAC – Laura Wilson, Cyndi Polovina  
PVPA – Brian Barber  
MTU – Janise Nikolic and Shannon Bowsfield  
CUPE – George Forsythe

**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**

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

**3. Delegations/Presentations**

**4. Unfinished Business**

**4.1 Stave Falls Update**

The Superintendent shared information regarding an upcoming Special Committee of the Whole meeting regarding Stave Falls Elementary. It was noted that another group meet with the Superintendent and Secretary Treasurer earlier this week.

**Q: Question R: Response**

Q: Are these individuals members of the Stave Falls Association?

R: No, however, they share the same vision of re-opening the school.

A clarification was made that the purpose of this meeting is not to discuss re-opening the school, but an opportunity to collect data. We need to determine how to collect this data, what will the format look like, and the target audience including potential enrolment of students from Silverdale and Whonnock.

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## 5. Staff Reports

### 5.1 Human Resources Update

The Superintendent started the discussion by reporting on the following data:

#### **TEACHING**

As of September 30, 2017 total teacher FTE is 380, up 51 FTE from September 30, 2016.

Current vacancies not included in the above FTE as of September 30, 2017:

- 10 full-time positions (this includes 1.5 FTE psychologist positions);
- 3 part-time positions;

Hired 110 TTOCs in the last calendar year, and we are recruiting on a daily basis.

Current TTOC composition:

- 10 TTOC on contract positions
- 24 TTOCs on the Regular list, of the 24, 2 retired teachers
- 9 part-time teachers on the Regular list
- 42 TTOCs on the Limited list, of the 42, 9 retired teachers
- 9 part-time teachers on the Limited list
- 52 TTOCs on the Inactive List
- 2 Uncertified TTOCs

#### **SUPPORT STAFF**

Hired 82 support staff in the last calendar year, recruiting on a daily basis, breakdown by classification:

- 6 Aboriginal Liaison Workers
- 8 Building Service Workers
- 4 Bus Drivers
- 1 Carpenter
- 40 Education Assistants
- 1 Electrician
- 1 Information Technologist
- 1 Plumber
- 2 Secretaries
- 18 Supervision Assistants

Current casual composition by classification:

- 4 Aboriginal Liaison Workers
- 12 Building Service Workers
- 7 Bus Drivers
- 43 Education Assistants
- 7 Secretaries

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- 2 Strong Start Coordinators
- 28 Supervision Assistants

### Current Internal Postings:

- 5 term Education Assistant positions
- 4 temp Education Assistant positions
- 1 full-time term Secretary position
- 1 part-time (20 hrs/wk) Secretary position

### Current external postings:

- 1 Kitchen Assistant position
- 11 Supervision Assistant positions

### Currently recruiting for the following casual positions:

- Education Assistants
- Supervision Assistants
- Building Service Workers
- Bus Drivers
- Secretaries

### **To note:** already experience shortages in the 17/18 school year in the following areas:

- TTOCs
- Education Assistants
- Supervision Assistants
- Bus Drivers
- Building Service Workers

It was noted by the Superintendent that the Human Resource department is working long days to deal with the related workload.

Q: What impact does this have on Student Services?

R: It is affecting all staff; however, we are doing better than most districts.

Q: Any idea of the score of teachers who are leaving in comparison to joining the District?

R: We have gained more than we have lost. During the Mentorship meeting we learned that teachers who have joined the District are not brand new to teaching, they came from other districts.

Q: Can we employ professionals who do not have a teaching degree with a Letter of Permission?

R: The Collective Agreement poses limitations; as long as there is a teacher who is on call, we cannot offer the call to a substitute.

### 5.2 Student Absenteeism Update

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The Superintendent distributed a handout titled, “Attendance Review, Item 5.2 – Attachment A” and cautioned that this is raw data which has not been fully verified. The purpose of information is to start a discussion rather than to jump to conclusions. The following information was reported:

- Increase in absenteeism into late Middle School and consequently Secondary;
- Broadly speaking, grades 8-10 are the most problematic, but of course there are issues at all levels;
- The report outlined in the attachment is based on students who are absent for 20 days or more in the school year. This does not include illness, field trips, or other ‘**excused**’ **absences**, but rather those students that failed to attend on a significant number of days. 20 is a more or less arbitrary amount at which it is generally held that notable impacts are felt in academic success;
- All schools have identified a process by which they make contact with families when a student is absent without an excuse;
- Suspension is rarely effective. Meetings with a VP, then the Principal are typical responses, as well as enlisting the service of counsellors and other support personnel.
- There is no ‘official’ policy on what number of absences trigger what response.

Attendance is a key focus of MSS this year, and is ‘on the radar’ of a number of schools this year. Some key concepts:

- All cases are individual and unique;
- While each case is unique, there is no overarching plan to address the issue;
- Some issues, like school culture, are school controllable;
- Some issues, like socio-economic factors, are non-controllable;
- On paper, Mission has many of the structures that support good attendance – schools within schools, broad ability to personalize learning, magnet/focus schools and academies, skilled teachers, and so on.

Q: When reviewing severe absenteeism, how does a standing granted work?

R: Standing granted still exist, however, this measure is usually applied in very unusual circumstances.

Q: Are students missing an entire day? One block? Two blocks?

R: For Middle and High School students, the calculation was completed by taking the number of absences and dividing that number by four.

Q: Is there any connection that a teacher’s absenteeism is related to student absenteeism?

R: It can be factor; however, this is more an issue that relates to work load and human resources.

Additional comments noted:

- A recommendation was made that the District further investigate the reason behind an excused absence;
- There is a lack of extra curriculum activities; specifically sports related ones;
- Look to Fraserview’s bottom-line attendance policy for examples on procedure;

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- Brain storm ideas with other departments like Aboriginal Education;
- The Board requested reporting on student absenteeism every three months.

## 5.3 Class Size & Composition Update

The Superintendent handed out copies of the Class Size and Composition Calculation form. The form will be used by principals when meeting with teachers to determine a remedy for a class violation. Once completed, the form will be provided to the Human Resource Director to determine if appropriate staffing can be found for the school. This process will occur several times throughout the year as circumstances can change.

Clarification was requested regarding the remedy options:

- a. Prep Time  
Q: How does this help with student learning?  
R: This could mean that the teacher uses this time to provide a more thorough and planned lesson.
- b. Additional Non Enrolling- learning support or a helping teacher;
- c. Additional Co-Teaching- teaching aide meaning two people can be teaching or one teacher can assist a student one on one while the other teaches the rest of the students;
- d. Other (Requires Local Agreement) - other compensation such as professional development or extra pay.

## 5.4 Major Projects Update

Ray Seifert, Facilities Manager, spoke to the major facilities projects that are underway. The Secretary Treasurer spoke to the other major projects.

**Two more items were added to the list of projects:**

10. Waste Management Program
11. Hatzic Middle School

Fraser Valley Regional District is introducing the waste program that was implemented in Metro Vancouver several years ago. The program should be active in September 2018 and the regulations for the program are contingent on what is outlined by Fraser Valley Regional District.

Q: How will garbage and compost arrive at the final destination?

R: Custodians will be responsible for removing bags from bins just as they are now. The District will need to contract a waste disposal company for the removal of waste.

Q: Will each classroom have all the necessary bins? Will compost get removed nightly?

R: Four containers will sit in the hallway and it will be the student's responsibility to dispose trash in the appropriate bin. The compost will be regulated as needed, at this time it is unclear who will be responsible for the removal.

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Concerns were raised regarding the plan for completion of the Health and Safety Manual.

Q: Can the District consider hiring a contractor to complete the Health and Safety manual? This is something we need in place.

R: The initial plan was to have the OHS Manager handle this project. We still intend on hiring someone to assist in the HR department so the original plan can take place.

Q: What is the timeline for completion?

R: The District received authorization for a six-month budget to allow for this project; the deadline is June 2018.

A new topic on the list was brought to question and clarification was requested regarding the timeline for new portables.

Q: Why are the new portables being delayed until mid-October?

R: The delay is on the end of the supplier, not with the School District.

Solar Panels:

Q: Is the RFP finalized and when will it be issued?

R: It will be issued Friday October 6, 2017.

Hatzic Middle School Asbestos Removal Update:

Small removal was completed during last year's winter break in the west wing of the building. During spring break, workers removed ceiling tiles from section 300 of the building and completed the remainder of this section in the summer.

## 6. New Business

### 6.1 Board Direction & Strategic Plan 2017-18

Trustee Carter mentioned that there used to be a Business Committee where Board members had the opportunity to talk prior to bringing all matters to the Committee of the Whole.

Comments:

- Does not mean the topics would not be brought forward to the CoTW, it would give the Board and opportunity to gather consensus;
- Meeting should happen early August with some philosophical guidelines to have a vision rather than bringing them up as matters arise;
- Conflict is that we embarked on being open and transparent; Boards strategize and plan but then you bring it to the public for scrutiny. Gives the board opportunity to strategize and narrow down the topic for discussion;
- We do not have a platform for a fulsome discussion;
- Partner groups comments:
  - If the meeting is related to strategic planning, then it's more powerful to bring all dimensions together;

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**MOVED and Seconded that the conclusion time for the Committee of the Whole meeting be extended to 6:10PM.  
CARRIED**

## 6.2 Riverside College Advisory Committee Terms of Reference (ToR)

The Board began discussion regarding the presented Terms of Reference report. It was noted that:

- Confusion was raised whether or not it was necessary to apply the Terms of Reference to a sub-committee;
- The outlined Terms of Reference presents too much structure for a sub-committee. The purpose of this committee is to brainstorm and bring ideas back to the Committee of the Whole;

Staff looked to the Board Meeting Policy for guidance and this is the rationale for presenting the Terms of Reference.

Q: What approach would the Board like to take on this matter?

R: Seeing how this is a sub-committee of the Committee of the Whole, perhaps the Terms of Reference needs to be reconstructed to meet the needs of a sub-committee.

R: In this circumstance, the sub-committee would hold a Special Committee of the Whole meeting.

It was suggested that a friendly amendment is made to the original motion that was presented at the last Public meeting:

- Change the original meeting date to occur prior to November 30<sup>th</sup>, 2017;
- Change the motion to be a special meeting of the Committee of the Whole rather a Sub-committee of the Whole.

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

**MOVED and Seconded that the Committee of the Whole Meeting Minutes dated September 12, 2017 be approved as presented.  
CARRIED**

## **8. Information Items**

### 8.1 Curriculum Update (Standing Item)

No curriculum updates were presented.

### 8.2 District Parent Advisory Council (Standing Item)

No DPAC items were presented.

## **9. Adjournment**

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

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The meeting adjourned at 6:10 pm.

Certified Correct:

Original Signed by Rick McKamey

Vice-Chair, Board of Education

Original Signed by Corien Becker

Secretary Treasurer

December 12, 2017

Date

December 12, 2017

Date