

Agenda

Committee of the Whole Meeting

January 16, 2017 at 3:30pm

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
 - 3.1 Volunteer Mission Presentation n/a
Sanjay Gulati, Executive Director, Mission Community Services Society
Paul Horn, Instructor, Riverside College
4. CURRICULUM – Standing Item
 - 4.1 Monthly Curriculum Update Information Pg 1
5. UNFINISHED BUSINESS
 - 5.1 Process for Public Involvement – Stave Falls Elementary School Discussion Pg 10
6. STAFF REPORTS
 - 6.1 2017/2018 Amended Budget Action Pg 11
7. NEW BUSINESS
 - 7.1 Committee Membership and Liaison Appointments Action Pg 32
 - 7.2 Board Meeting Highlights- News Release Discussion Pg 35
 - 7.3 Student Transition Plans: Elementary to Middle / Middle to High School Discussion Pg 36
8. MINUTES OF PREVIOUS MEETINGS
 - 8.1 Committee of the Whole Meeting Minutes, December 5, 2017 Action Pg 37
 - 8.2 Committee of the Whole Meeting Minutes, December 12, 2017 Action Pg 41
9. INFORMATION ITEMS
 - 9.1 December Enrolment Charts Information Pg 44
 - 9.2 District Parent Advisory Council, Meeting Minutes, January 8 2018 Information Pg 46
10. ADJOURNMENT

ITEM 4.1 Information

TO: Committee of the Whole
FROM: Assistant Superintendent, Larry Jepsen
SUBJECT: Monthly Curriculum Update – Standing Update

District Staff have been working collaboratively on various curriculum related resources, projects and programs. Each month, the Assistant Superintendent along with District Principals or Staff Leads will come together to present the proceeding items. This month the items outlined below will be presented to the Committee of the Whole:

1. The Framework for Joyful Literacy Implementation
2. Learning Resources
3. Math Mentor Teacher – *Verbal Update Only*
4. Professional Development – *Verbal Update Only*
5. Student Services
6. Aboriginal Education

Attachments:

- a. The Framework for Joyful Literacy Implementation
- b. Learning Resources – Policies and Procedures outlined by the Ministry of Education
- c. Student Services Update
- d. Aboriginal Education Update

The Framework for Joyful Literacy Implementation

Note: The Framework is based on the prevailing research in an order that promises increased literacy success as quickly as possible. Over the course of the project all elements will be implemented; however, at each presentation/working session the focus will be on adding one or two of the topics in an in-depth way. Individual teachers will have already implemented some of them: Teachers will be encouraged to move at their own pace. At each presentation/working session, strategies will be reviewed and refined based on the expressed needs of the participants.

1. Research Base

It is critical that all strategies recommended in the project be based on reliable and authentic research. While implementation strategies are expected to vary, a thorough examination of the research and regular reference to it is essential.

- Summarizing the current academic research
- Summarizing data in prior implementation projects
- Summarizing gaps in the research and impact on implementation
- Inviting participants to engage in documentation and related processes
- Including brain research in literacy implementation

2. Assessing and Tracking the Alphabet Principle, Phonological Awareness and Sight Words

The most significant literacy progress will be made when individual children's progress in each set of skills is easily accessible and monitored on a weekly basis. As there are numerous sets of skills required over the course of the primary years we will start with the most basic skills and gradually introduce each of the other sets.

- Introducing the Circle Charts and how to use them
- Assessing the alphabet for four-way mastery
- Assessing sight word mastery
- Planning for explicit instruction in each skill set
- Designing games and activities for student practice

3. Shared Reading and Shared Writing as Vehicles for Instruction

- Celebrating the joy of books and reading
- Integrating skill practice with joy
- Focusing on comprehension
- Focusing on the concepts of print
- Linking reading and writing strategies
- Integrating other subject areas into Shared Reading and Shared Writing

4. Fluency Development and Comprehension

Making fluency a critical component of reading instruction right from the beginning

- Implementing a daily fluency lesson
- Understanding the essential components of fluency and comprehension instruction
- Learning how to assess fluency development
- Developing a toolbox of fluency strategies
- Using performance-based poetry strategies

5. The Appropriate Role for Learning Centres

- Incorporating play into the classroom through centres
 - Using centres to support student practice
 - Understanding the limitations of centres
 - Collecting centre ideas: simple but powerful
 - Managing centres so they are maximally effective
6. *Word Study and Word Families*
- Examining teaching routines and strategies
 - Sequencing letter and sound sorts
 - Designing a balanced word study routine
 - Designing independent practice activities
 - Using open-ended routines
7. *The Blitz Strategy: Closing Gaps*
- Choosing students for blitzing
 - Designing in-classroom blitzing
 - Designing cross classroom or whole school blitzing
 - Assess before and after blitzing
 - Finding mature support for blitzing
8. *Daily Schedules that Maximize Progress*
- Determining what is a MUST
 - Setting priorities
 - Integrating subjects
 - Including the BIG ideas in the BC curriculum
 - Keeping the workload manageable
9. *Family Engagement in Partnerships*
- Building partnerships right away
 - Choosing how and when to engage parents
 - Designing strategies that are most likely to work
 - Limiting families to practice and play and joy – not teaching
 - Planning a summer support program
10. *A Dynamic Classroom Environment*
- Creating a child-friendly active-learning environment
 - Providing opportunities for child-initiated play
 - Engaging children in projects and inquiry
 - Encouraging self-regulation
 - Honouring children's work visibly
11. *Self-regulation as an Active Part of the Daily Curriculum*
- Engaging children in the design of their learning experiences
 - Developing a child's ability to control their urges
 - Creating a climate of hope and success
 - Developing traits of sympathy and conscience
 - Teaching, monitoring and mediating social skills
 - Building bridges between ideas, feelings and facts

Learning Resources

Date came into force or revised

July 1, 2017

Status

New

Policy Statement

Boards of education may only use educational resource materials (i.e., learning resources) that the board considers appropriate, specified in an educational program guide, or are recommended by the Minister of Education from time to time. Boards must have policies and procedures for approving the learning resources chosen for use in schools.

Rationale or purpose of the policy

This policy explains changes in how learning resources are chosen and approved in British Columbia school districts. It clarifies the roles and responsibilities of the Ministry of Education and boards with respect to the evaluation and selection of learning resources.

Authority

Under the authority of the [School Act \(PDF\)](#)

Section 168 (2): The minister may make orders for the purpose of carrying out any of the minister's powers, duties or functions under this Act and, without restriction, may make orders...

(e) ... governing educational resource materials in support of educational programs

See Ministerial Order 333/99, the [Educational Program Guide Order](#); section 5.

Policy in full

Boards of education have responsibility for determining how learning resources are chosen for use in schools. Boards must have policies and procedures for choosing learning resources. For curricula implemented from 2016 onwards, most educational program guides will not include a list of Ministry recommended resources. Boards may continue to use learning resources specified in educational program guides published before 2016, as appropriate. For certain courses or grades, the Ministry may still recommend the use of specific learning resources from time to time.

The Ministry of Education no longer conducts evaluation processes to recommend learning resources. This responsibility now rests with boards. Board policies and procedures should include

a process for ensuring the list of recommended learning resources is up to date and aligned with changes in curriculum. This would include adding and removing resources from the list.

Any concerns or challenges to the use of a learning resource should be dealt with at the district level. Boards/authorities should also develop policy and procedures to challenge the use of a learning resource.

Boards may choose to use the services of the Educational Resource Acquisition Consortium (ERAC) to assist them in choosing or approving learning resources. ERAC maintains a collection of evaluated K-12 resources for the BC school system.

Procedures related to policy

Local policies and evaluation procedures for selecting learning resources should involve practicing educators.

The evaluation procedures should establish criteria to ensure that learning resources chosen for use in schools

- support the learning standards or learning outcomes of the curriculum
- assist students in making connections between what they learn in school and real life applications
- are developmentally and age appropriate
- have effective instructional and technical design
- meet the requirements set by copyright and privacy legislation
- are suitable based on social considerations.

Evaluating resources from the perspective of social considerations can be one of the most challenging aspects of the evaluation process. It must take into account many considerations within a context of community, societal values and standards, to determine the suitability of the resource for instructional use in BC schools. Factors to consider may include approaches to multiculturalism, First Nations learning, gender and gender identity, among others.

Educators are best suited for determining the resources that are most appropriate for use in their classrooms. Boards should ensure that their educators are informed of board policy and criteria for the selection of learning resources.

For more information on evaluating learning resources, districts and independent schools may wish to consult with Educational Resource Acquisition Consortium (ERAC).

Student Services

Kindergarten speech and language screening reintroduced:

In order to ensure speech and language concerns are identified and addressed early we screened all the K's whose parents gave us permission to do so. Follow up assessments were recommended for many as well as recommendations for teachers and families to support students learning needs. Direct service will be given to students as well. Catching more than fluency, sometimes SL issues are disguised as behavioral issues. Our results are consistent with our EDI data that show this is an area needing more support for our Mission children.

Interesting article:

https://www.rcslt.org/speech_and_language_therapy/slt_work_settings/justice_slcn/justice_evidence_base2017

KTEA (Kauffman Test of Educational achievement):

New tool for our school based learning specialist teachers to use for 2018. In-service coming for LSTs on Feb 1, 22nd and March 1st.

Current Situation: LSTs use the Wide Range Achievement Test -4th ed. as an academic screener and it will no longer be useable because it has been updated. The WRAT-5 is limited in the academic skill areas assessed and does not have great norms for younger children (5 to 7).

New Situation: The KTEA 3rd ed. is a better more comprehensive assessment, most commonly used in the province, better norms for younger children and can be used to monitor progress.

Student Services Provincially Funded outreach/resource programs update:

ARC BC: since our ARC in-service/training October 24th 2017, we have approved 58 students to access the ARC-BC alternate format materials!! This will hopefully allow these learners to access the curriculum in a format that is best for their learning styles.

SET BC:

Tier 1) We have one classroom based solution (AME) with a focus on digital literacy. 10 laptops and software will be distributed to Cyndie Anderson's class this month.

- SLP in-service ongoing all year for technology they received last year as part of the CNTB (complex needs technology bundle)

Tier 2) We received 5 bundles to support inclusion for our learners. The five bundles went to ISP programs at Mission Central, Hatzic Middle, Windebank, MSS and one to the vision department. All educators were very appreciative of these resources and Donna Gresham has received some lovely emails outlining how the technology was used to include our learners with complex and access needs in group work and class projects.

- LST/ISP in-service in the fall went well
- 2017-2018 Complex Needs Technology bundles: We were approved for: Eye gaze Assessment and Eye Gaze Communication bundles for our Speech Department and an eye pad with CVI apps for the vision department. (technology to arrive in Jan.) This technology will help to build capacity within our specialist departments and can be used on trial basis to assess and evaluate if technology is suitable. The trials may turn into the tier 3 student solution application. (we receive one tier 3 solution/yr)
- 2018- we have UDL, Digital Storytelling and Math apps after school in-service.

Tier 3) Student solution. Smart Brailer for one of our students who is blind and ASD arriving in January.

POPDB:

Allana our outreach consultant will be supporting one of our students this year. She visits once a month and has been an incredible resource for the school team. One of the support staff is currently enrolled in the DB intervener course offered through POPDB. 😊

POPARD:

We have had four student consults to date. (ECM, 2@ WH, CH) and the teams have learned a great deal.

We can process 4 more consults in the new year. Our consultant Seetha is moving out of province, so we will be introduced to our new consultant in Jan.

We hosted two very successful super workshops for our district and outside district staff this fall for 50 plus educators and support staff.

PRCVI:

All the students designated VI are registered with the Provincial Resource Center for the Visually impaired and Donna Gresham is able to borrow specialized resources for our learners.

POPFASD:

LST/IPS in-service this fall was very well received by all. A second session is offered at the Feb Pro-D day.

PIOP (formerly PISP)

2018- CS,DG,SB to attend the district partner meeting Thursday April 26th.

POPEI: Provincial Outreach Program for Early Intervention

2018 – CS to attend the district partner meeting **Monday, March 5th, 2018**. Keynote Speaker Ruth Culham

Definitions

ARC-BC: (Accessible Resource Centre – British Columbia) is a Ministry of Education funded collection of alternate format materials based on recommended resources for the BC K-12 curriculum. It contains digital resources in a variety of formats created for students with perceptual disabilities.

SET-BC: is a Ministry of Education Provincial Resource Program established to assist school districts in educating students whose access to the curriculum is restricted. **SET- BC** has a three tier service delivery model. Requests for technology for individual students are part of the Tier 3 services.

POPDB: Provincial Outreach Program for Students with Deaf blindness

POPARD: Providing consultation, training and support services to all public and independent schools across the province of British Columbia with a primary focus on increasing the capacity of school district staff to support students with autism spectrum disorder (ASD)

PRCVI: The Provincial Resource Centre for the Visually Impaired (PRCVI) is a Ministry of Education Provincial Resource Program established to assist school districts in educating students whose access to learning is restricted due to a visual impairment or blindness.

POPFASD: is a [British Columbia Ministry of Education](#) provincial resource program whose mandate is to increase educators' capacity to meet the educational needs of students with [Fetal Alcohol Spectrum Disorder \(FASD\)](#) through FASD-informed practice that benefits all students.

POIP: Is a website is designed to assist school teams and families in developing meaningful and functional programs for B.C. students with severe cognitive and multiple physical disabilities within

inclusive schools K-12. The strategies, learning modules and other resources in this website are provided to maximize student learning.

POPEI: Provincial Outreach Program for Early Intervention

CNTB: (complex needs technology bundle)

ISP: Inclusive Support Program

LST: Learning Specialist Teachers

Aboriginal Education Curriculum Update:

Over 180 teachers, support staff, and community leaders witnessed the unveiling of “Reconciliation in Mission”, the Documentary, and explored the District’s very own locally developed K-12 residential school curriculum. The Elders featured in the video spoke at the close of the event leaving all with a deeper understanding of the legacy these schools have had on the Indigenous population.

Mission also had the honour of presenting this resource at the 2017 First Nations Education Steering Committee conference at the Westin Bayshore hotel on December 1st. Feedback from both of these events was overwhelmingly positive.

Siwal Si’wes is pleased and proud to have hired a full time Indigenous Mentor Teacher, Peggy Janicki. While Peggy is relatively new to Mission, she has been working in this field for several years. While Peggy currently works .5 FTE towards supporting the Aboriginal Liaison Workers in the schools throughout the district, she also is tasked with assisting K-12 teachers towards Indigenizing the curriculum. Peggy brings with her a wealth of resources, lessons and ideas, including interactive Sto:lo Government lessons. Peggy has already begun an ambitious Math/Weaving partnership with Mission’s Math Mentor, Rebekaah Stenner, and Surrey’s Indigenous Instructional leader, Nadine Mcspaddin. These Indigenous math lessons will include “Jump Math” pedagogy and will also feature web hosted, short videos to assist our teachers in their classrooms virtually.

ITEM 5.1 Discussion

TO: Committee of the Whole
FROM: Trustee Taylor
SUBJECT: Process for Public Involvement – Stave Falls Elementary School

The intent of this discussion is to set a process which will provide complete information and full transparency for the upcoming Special Committee of the Whole meeting. The discussion for process and public involvement in determining the future uses of Stave Falls Elementary School to include:

- a. Scope of Consideration
- b. Information required for full consideration
- c. Timelines for distribution

ITEM 6.1 Action

To: Committee of the Whole
From: Secretary Treasurer
Subject: 2017/2018 Amended Budget

Recommendation:

THAT the draft amended 2017/2018 budget be reviewed and forwarded to the January 23, 2018 Board meeting for consideration.

Summary:

The 2017/2018 Preliminary Budget was approved in June 2017. The 2017/2018 Amended Budget must be approved prior to February 28, 2018. The attached reports include a summary of the proposed 2017/2018 Amended Budget with a comparison to the Preliminary Budget, considering the increased enrolment and the needs in the classrooms due to the enrolment changes and support services, as was reviewed at the December Committee of the Whole meeting. The recommendations submitted at the December meeting have been incorporated into the bylaw, and reflect the funding formula updates from the Province.

The preliminary budget included projections for increases in enrolment and staffing, which have materialized. Changes beyond the original projections include additional teachers and education supports for the increased enrolment. The increased teacher salaries have been offset by a reduction in the average teacher salary, due to retirements and the new teachers recruited at a lower salary; teacher salary costs reduced even with an increase in teachers on staff.

We received confirmation from the Province that the additional CEF funding will be provided to support the restored language and the cost of remedies to teachers for classrooms that exceed the class size and composition restrictions in the restored language.

Summary of Amended Budget Changes:

1. Fifty (50) additional students more than originally budgeted
2. Eleven (11) additional international students more than originally budgeted
3. Funding changes
 - a. Enrolment and teacher funding increase of \$743,254
 - b. Tuition increases of \$207,500
 - c. Total revenue increase \$1,053,834
 - d. The use of special purpose budgets is regulated by the Province, with limited flexibility.
4. Operational changes.
 - a. Education
 - i. Average salary decrease for teachers
 - ii. Additional vice-principal support
 - iii. Additional teachers and support positions – two additional classrooms in September
 - iv. EA Support
 - b. Curriculum
 - i. Additional resources and support for the new curriculum - \$145,000.
 - ii. Youth work in trades curriculum support (1 FTE teacher)

- c. Information Technology
 - i. Increased tech support – (1 FTE, 1 temp)
 - ii. Increased operating budget for leasing desktop computers, tablets, and laptops
 - iii. Software updates - \$150,000.
 - iv. Service desk support – change from temp to permanent - \$15,000, (.6 FTE)
 - d. Administrative Support
 - i. Human resources – Recruiting and OH&S program (1 FTE); clerical support (1 FTE).
 - ii. Student services – additional EA support (1 FTE) - \$50,000; clerical support (.6 FTE).
 - e. Facilities
 - i. Plumber position to permanent - \$38,000 (1 FTE)
 - ii. Increasing part time grounds position hours from 6 months to 12 months - \$33,700
 - iii. Added a painter helper / labourer position - \$27,500 (1 FTE).
 - iv. Additional funding for SOGI program - \$20,000
5. Capital Changes
- a. New Bus – \$150,000
 - b. Capital funds for portables and/or expansion plans - \$300,000
 - c. Additional IT Improvements, including telephone and PA systems - \$300,000
 - d. White Fleet – a second CUBE van and replace 1 service van - \$100,000
 - e. Site improvements at all schools and buildings - \$100,000
 - f. Riverside expansion plans - \$100,000
 - g. Classroom furniture replacement program – \$50,000.
 - h. Server room air-conditioner at MSS - \$30,000.
 - i. Equipment replacement at Facilities - \$15,000
 - j. Additional bus shelter at Albert McMahon – \$12,000
 - k. Additional funding for Solar panels – \$5,000
6. Other
- a. Unused surplus transferred to Contingency Reserve.
 - b. Benefits Surplus transferred to Capital Reserve.

Attachments:

- A. Enrolment Summary Charts
- B. Amended Budget Comparison Summary Page
- C. Budget Bylaw

Enrolment Summary

The following summarizes the changes in the student enrolment from the preliminary budget set in June as of Sept 2017. The changes are reflected in the amended budget.

The international enrolment as of December 2017 is 165. The budget has been amended for the increased international enrolment.

Enrolment Summary of Changes		International	Ministry Funded	Total Students
Jun-17		142.0	5903.375	6045.375
Budgeted		154.0	6006.0	6160.000
Sep-17		149.2	6061.375	6210.575
Sept 1701 Actual	Change from June	7.2	158.0	165.2
Sept 1701 Actual	Change from Budget	(4.8)	55.4	50.6



School Information			Enrolment Summary						Int'l FTE
	Ministry approved Classrooms	Operational Capacity	June 2017 Enrolment FTE	2017/2018 Prelim Projected Student FTE	Sept 2017 Student 1701 FTE	Growth (decrease) from June 2017	Growth (decrease) from projections	% of School Capacity Used	
Elementary									
Albert McMahan	16	360	397	380	375.0	(22)	(5)	104.2%	
Cherry Hill **	16	360	248	258	268.7	21	11	74.6%	3.7
Christine Morrison	16	360	429	416	426.0	(3)	10	118.3%	
Regular				170	182.0				
French Immersion				246	244.0				
Deroche **	6	134	72	74	81.0	9	7	60.4%	
Dewdney	8	180	131	152	155.0	24	3	86.1%	
ESR	15	337	376	376	370.5	(6)	(6)	109.9%	2.5
Hatzic	11	249	295	287	301.0	6	14	120.9%	
Hillside	13	295	356	400	403.3	47	3	136.7%	4.3
Mission Central **	17	383	236	246	249.5	14	4	65.1%	3.5
Regular				144	153.5				
French Immersion				102	96.0				
Silverdale **	8	180	110	102	112.0	2	10	62.2%	1.0
West Heights **	13	291	226	235	240.5	15	6	82.6%	2.5
Windebank **	17	383	318	341	367.3	49	26	95.9%	2.3
	156	3512	3194	3267	3349.8	156	83	95.4%	19.8
Middle									
Hatzic	40	1000	647	684	681.7	35	(2)	68.2%	10.7
Heritage Park	32	800	635	613	627.0	(8)	14	78.4%	3.0
Regular			546	432	527.0				
French			89	181	100.0				
	72	1800	1282	1297	1308.7	27	12	72.7%	13.7
Secondary									
Mission	50	1250	1223	1334	1356.825	134	23	108.5%	115.7
Regular			1174	1276	1300.825				
French			49	58	56				
	50	1250	1223	1334	1356.825	134	23	108.5%	115.7
Subtotal	278	6562	5699	5898	6015.325	316	117	91.7%	149.2
Other									
Fraserview			102.0	105.0	87.0	(15.0)	(18.0)		
Riverside			89.1	52.0	15.875	(73.3)	(36.1)		
Summit			155.3	105.0	92.375	(62.9)	(12.6)		
	0	0	346.4	262.0	195.3	(151.1)	(66.8)	0.00	-
Totals	278	6562	6045.375	6160.0	6210.575	165.2	50.6		149.2



Amended Budget for Fiscal Year 2017/18

January 12, 2018

	2017 / 2018 Amended					2017 / 2018 Preliminary					Change	
	Operating	Special	Operating / Special	Capital	Total	Operating	Special	Operating / Special	Capital	Total	\$	%
OPERATING REVENUE												
Grants												
Ministry of Education - Operating	57,007,104	6,983,586	63,990,690		63,990,690	57,057,905	6,189,531	63,247,436		63,247,436	743,254	1.18%
Other Ministry of Education	1,157,141		1,157,141		1,157,141	1,101,051		1,101,051		1,101,051	56,090	5.09%
Provincial - Other	310,615	50,000	360,615		360,615	245,625	50,000	295,625		295,625	64,990	21.98%
Total Grants	58,474,860	7,033,586	65,508,446	-	65,508,446	58,404,581	6,239,531	64,644,112	-	64,644,112	864,334	1.34%
Tuition	2,372,000		2,372,000		2,372,000	2,164,500		2,164,500		2,164,500	207,500	9.59%
Other Revenue	326,896	1,692,281	2,019,177		2,019,177	379,896	1,692,281	2,072,177		2,072,177	(53,000)	-2.56%
Rentals & Leases	210,000		210,000		210,000	190,000		190,000		190,000	20,000	10.53%
Investment Income	125,000		125,000		125,000	110,000		110,000		110,000	15,000	13.64%
TOTAL OPERATING REVENUE	61,508,756	8,725,867	70,234,623	-	70,234,623	61,248,977	7,931,812	69,180,789	-	69,180,789	1,053,834	1.52%
Amortization of Deferred Capital				2,829,994	2,829,994				2,809,873	2,809,873		
STATEMENT 2 REVENUE	61,508,756	8,725,867	70,234,623	2,829,994	73,064,617	61,248,977	7,931,812	69,180,789	2,809,873	71,990,662	1,053,834	1.52%
OPERATING EXPENSE												
Salaries												
Teachers	24,084,698	4,347,176	28,431,873		28,431,873	24,733,498	3,890,226	28,623,724		28,623,724	(191,850)	-0.67%
Principals and Vice-Principals	3,572,800	96,100	3,668,900		3,668,900	3,486,672	40,800	3,527,472		3,527,472	141,428	4.01%
Education Assistants	5,865,700	413,000	6,278,700		6,278,700	5,622,100	411,700	6,033,800		6,033,800	244,900	4.06%
Support Staff	6,475,840	280,640	6,756,480		6,756,480	6,357,620	152,640	6,510,260		6,510,260	246,220	3.78%
Other Professionals	1,841,913		1,841,913		1,841,913	1,927,445		1,927,445		1,927,445	(85,532)	-4.44%
Substitutes	2,067,802		2,067,802		2,067,802	2,034,750		2,034,750		2,034,750	33,052	1.62%
Total Salaries	43,908,753	5,136,916	49,045,669	-	49,045,669	44,162,085	4,495,366	48,657,451	-	48,657,451	388,218	0.80%
Employee Benefits	10,523,405	1,146,554	11,669,959		11,669,959	10,867,450	1,076,805	11,944,255		11,944,255	(274,296)	-2.30%
Total Salaries and Benefits	54,432,158	6,283,470	60,715,628	-	60,715,628	55,029,535	5,572,171	60,601,706	-	60,601,706	113,923	0.19%
Services and Supplies												
Services	1,737,981		1,737,981		1,737,981	1,641,093		1,641,093		1,641,093	96,888	5.90%
Student Transportation	22,500		22,500		22,500	22,500		22,500		22,500	-	0.00%
Professional Development and Travel	438,000		438,000		438,000	429,400		429,400		429,400	8,600	2.00%
Rentals & Leases	149,040		149,040		149,040	1,000		1,000		1,000	148,040	14804.00%
Dues & Fees	88,100		88,100		88,100	85,100		85,100		85,100	3,000	3.53%
Insurance	206,811		206,811		206,811	200,000		200,000		200,000	6,811	3.41%
Supplies	2,741,202	2,442,397	5,183,599		5,183,599	2,127,004	2,359,641	4,486,645		4,486,645	696,954	15.53%
Utilities	1,192,201		1,192,201		1,192,201	1,179,590		1,179,590		1,179,590	12,611	1.07%
Amortization				3,833,953	3,833,953				3,821,781	3,821,781		
Total Services and Supplies	6,575,834	2,442,397	9,018,232	3,833,953	12,852,185	5,685,687	2,359,641	8,045,328	3,821,781	11,867,109	972,904	12.09%
TOTAL OPERATING EXPENSE	61,007,992	8,725,867	69,733,860	3,833,953	73,567,813	60,715,221	7,931,812	68,647,033	3,821,781	72,468,814	1,086,826	1.58%
Net Operating Surplus (Deficit)	500,764	-	500,764	(1,003,959)	(503,195)	533,756	-	533,756	(1,011,908)	(478,152)	(32,992)	
Budgeted allocation of Surplus	1,728,146		1,728,146		1,728,146	200,244		200,244		200,244	1,527,902	
Allocation to Capital	(2,228,910)		(2,228,910)	2,228,910	-	(734,000)		(734,000)	734,000	-	(1,494,910)	
Projected Operating Surplus/(Deficit)	0	-	0	1,224,951	1,224,951	(0)	-	(0)	(277,908)	(277,908)	0	
	Budgeted Spending			Accounting	Bylaw	Budgeted Spending			Accounting	Bylaw		

Amended Annual Budget

School District No. 75 (Mission)

June 30, 2018

School District No. 75 (Mission)

June 30, 2018

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*NOTE - Statement 1, Statement 3, Statement 5 and Schedules 4A - 4D are used for Financial Statement reporting only.

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 75 (MISSION) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2017/2018 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 75 (Mission) Amended Annual Budget Bylaw for fiscal year 2017/2018.
3. The attached Statement 2 showing the estimated revenue and expense for the 2017/2018 fiscal year and the total budget bylaw amount of \$75,948,813 for the 2017/2018 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2017/2018.

READ A FIRST TIME THE 23rd DAY OF JANUARY, 2018;

READ A SECOND TIME THE 23rd DAY OF JANUARY, 2018;

READ A THIRD TIME, PASSED AND ADOPTED THE 23rd DAY OF JANUARY, 2018;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 75 (Mission) Amended Annual Budget Bylaw 2017/2018, adopted by the Board the 23rd DAY OF JANUARY, 2018.

Secretary Treasurer

School District No. 75 (Mission)

Amended Annual Budget - Revenue and Expense
Year Ended June 30, 2018

	2018 Amended Annual Budget	2018 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	6,186,750	6,128,000
Adult	6,625	7,000
Total Ministry Operating Grant Funded FTE's	6,193,375	6,135,000
Revenues	\$	\$
Provincial Grants		
Ministry of Education	65,147,831	64,348,487
Other	360,615	295,625
Tuition	2,372,000	2,164,500
Other Revenue	2,019,177	2,072,177
Rentals and Leases	210,000	190,000
Investment Income	125,000	110,000
Amortization of Deferred Capital Revenue	2,829,994	2,809,873
Total Revenue	73,064,617	71,990,662
Expenses		
Instruction	58,843,098	57,902,223
District Administration	2,727,529	2,612,848
Operations and Maintenance	10,972,542	10,918,649
Transportation and Housing	1,024,644	1,035,094
Total Expense	73,567,813	72,468,814
Net Revenue (Expense)	(503,196)	(478,152)
Budgeted Allocation (Retirement) of Surplus (Deficit)	1,728,147	200,244
Budgeted Surplus (Deficit), for the year	1,224,951	(277,908)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	1,224,951	(277,908)
Budgeted Surplus (Deficit), for the year	1,224,951	(277,908)

School District No. 75 (Mission)
 Amended Annual Budget - Revenue and Expense
 Year Ended June 30, 2018

	2018 Amended Annual Budget	2018 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	61,007,993	60,715,221
Operating - Tangible Capital Assets Purchased	1,456,000	734,000
Special Purpose Funds - Total Expense	8,725,867	7,931,812
Capital Fund - Total Expense	3,833,953	3,821,781
Capital Fund - Tangible Capital Assets Purchased from Local Capital	925,000	1,000,000
Total Budget Bylaw Amount	75,948,813	74,202,814

Approved by the Board

DRAFT

Signature of the Chairperson of the Board of Education _____ Date Signed _____

Signature of the Superintendent _____ Date Signed _____

Signature of the Secretary Treasurer _____ Date Signed _____

School District No. 75 (Mission)

Amended Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2018

	2018 Amended Annual Budget	2018 Annual Budget
	\$	\$
Surplus (Deficit) for the year	<u>(503,196)</u>	(478,152)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(1,456,000)	(734,000)
From Local Capital	(925,000)	(1,000,000)
From Deferred Capital Revenue	(3,037,653)	(3,444,238)
Total Acquisition of Tangible Capital Assets	<u>(5,418,653)</u>	(5,178,238)
Amortization of Tangible Capital Assets	3,833,953	3,821,781
Total Effect of change in Tangible Capital Assets	<u>(1,584,700)</u>	(1,356,457)
Acquisitions of Prepaid Expenses	(150,000)	(200,000)
Use of Prepaid Expenses	79,203	200,000
	<u>(70,797)</u>	-
(Increase) Decrease in Net Financial Assets (Debt)	<u><u>(2,158,693)</u></u>	(1,834,609)

School District No. 75 (Mission)

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
Year Ended June 30, 2018

	Operating Fund	Special Purpose Fund	Capital Fund	2018 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	2,629,279		28,522,266	31,151,545
Changes for the year				
Net Revenue (Expense) for the year	500,763		(1,003,959)	(503,196)
Interfund Transfers				
Tangible Capital Assets Purchased	(1,456,000)		1,456,000	-
Local Capital	(772,910)		772,910	-
Net Changes for the year	(1,728,147)	-	1,224,951	(503,196)
Budgeted Accumulated Surplus (Deficit), end of year	901,132	-	29,747,217	30,648,349

School District No. 75 (Mission)

Amended Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2018

	2018 Amended Annual Budget	2018 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	58,164,245	58,158,956
Other	310,615	245,625
Tuition	2,372,000	2,164,500
Other Revenue	326,896	379,896
Rentals and Leases	210,000	190,000
Investment Income	125,000	110,000
Total Revenue	61,508,756	61,248,977
Expenses		
Instruction	50,681,839	50,256,275
District Administration	2,522,433	2,576,496
Operations and Maintenance	6,779,077	6,847,356
Transportation and Housing	1,024,644	1,035,094
Total Expense	61,007,993	60,715,221
Net Revenue (Expense)	500,763	533,756
Budgeted Prior Year Surplus Appropriation	1,728,147	200,244
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(1,456,000)	(734,000)
Local Capital	(772,910)	
Total Net Transfers	(2,228,910)	(734,000)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 75 (Mission)

Amended Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2018

	2018 Amended Annual Budget	2018 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	57,007,104	57,057,905
INAC/LEA Recovery	(156,896)	(156,896)
Other Ministry of Education Grants		
Pay Equity	725,901	725,901
Transportation Supplement	188,900	188,900
Economic Stability Dividend	34,000	
Return of Administrative Savings	280,146	280,146
Carbon Tax Grant	50,000	50,000
FSA	13,000	13,000
Skills Training	22,090	
Total Provincial Grants - Ministry of Education	58,164,245	58,158,956
Provincial Grants - Other	310,615	245,625
Tuition		
Continuing Education	269,500	289,500
International and Out of Province Students	2,102,500	1,875,000
Total Tuition	2,372,000	2,164,500
Other Revenues		
LEA/Direct Funding from First Nations	156,896	156,896
Miscellaneous		
Pay for Service - Riverside	35,000	35,000
District of Mission - Clarke Theatre	35,000	110,000
Other	100,000	78,000
Total Other Revenue	326,896	379,896
Rentals and Leases	210,000	190,000
Investment Income	125,000	110,000
Total Operating Revenue	61,508,756	61,248,977

School District No. 75 (Mission)

Amended Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2018

	2018 Amended Annual Budget	2018 Annual Budget
	\$	\$
Salaries		
Teachers	24,084,698	24,733,498
Principals and Vice Principals	3,572,800	3,486,671
Educational Assistants	5,865,700	5,622,100
Support Staff	6,475,840	6,357,620
Other Professionals	1,841,913	1,927,445
Substitutes	2,067,802	2,034,750
Total Salaries	43,908,753	44,162,084
Employee Benefits	10,523,405	10,867,450
Total Salaries and Benefits	54,432,158	55,029,534
Services and Supplies		
Services	1,737,981	1,641,093
Student Transportation	22,500	22,500
Professional Development and Travel	438,000	429,400
Rentals and Leases	149,040	1,000
Dues and Fees	88,100	85,100
Insurance	206,811	200,000
Supplies	2,741,202	2,127,004
Utilities	1,192,201	1,179,590
Total Services and Supplies	6,575,835	5,685,687
Total Operating Expense	61,007,993	60,715,221

School District No. 75 (Mission)

Amended Annual Budget - Operating Expense by Function, Program and Object
 Year Ended June 30, 2018

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	19,834,798	515,700	47,400	323,300		1,848,658	22,569,856
1.03 Career Programs	557,500	120,600	29,000	312,700		2,300	1,022,100
1.07 Library Services	943,700						943,700
1.08 Counselling	965,800						965,800
1.10 Special Education	1,441,200		4,675,800	444,140	123,800	97,500	6,782,440
1.30 English Language Learning	222,900	12,000	366,200				601,100
1.31 Aboriginal Education	118,800	107,700	713,900	32,800		10,000	983,200
1.41 School Administration		2,660,000		1,075,600	112,000	44,100	3,891,700
1.62 International and Out of Province Students			33,400	91,000	130,600		255,000
1.64 Other				14,000	137,700		151,700
Total Function 1	24,084,698	3,416,000	5,865,700	2,293,540	504,100	2,002,558	38,166,596
4 District Administration							
4.11 Educational Administration		120,600		84,000	359,400		564,000
4.40 School District Governance					86,213		86,213
4.41 Business Administration		36,200		288,400	631,400	5,000	961,000
Total Function 4	-	156,800	-	372,400	1,077,013	5,000	1,611,213
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				46,600	186,600	3,000	236,200
5.50 Maintenance Operations				2,932,200		46,000	2,978,200
5.52 Maintenance of Grounds				269,600			269,600
5.56 Utilities							-
Total Function 5	-	-	-	3,248,400	186,600	49,000	3,484,000
7 Transportation and Housing							
7.41 Transportation and Housing Administration				27,200	74,200		101,400
7.70 Student Transportation				534,300		11,244	545,544
Total Function 7	-	-	-	561,500	74,200	11,244	646,944
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	24,084,698	3,572,800	5,865,700	6,475,840	1,841,913	2,067,802	43,908,753

School District No. 75 (Mission)

Amended Annual Budget - Operating Expense by Function, Program and Object
 Year Ended June 30, 2018

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2018 Amended Annual Budget	2018 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	22,569,856	5,315,100	27,884,956	2,014,572	29,899,528	29,479,272
1.03 Career Programs	1,022,100	248,950	1,271,050	307,360	1,578,410	1,333,737
1.07 Library Services	943,700	228,370	1,172,070	40,000	1,212,070	1,180,550
1.08 Counselling	965,800	233,730	1,199,530	5,500	1,205,030	1,108,400
1.10 Special Education	6,782,440	1,691,370	8,473,810	169,900	8,643,710	9,289,360
1.30 English Language Learning	601,100	145,440	746,540	18,000	764,540	615,890
1.31 Aboriginal Education	983,200	234,090	1,217,290	226,128	1,443,418	1,387,080
1.41 School Administration	3,891,700	903,650	4,795,350	195,700	4,991,050	4,914,841
1.62 International and Out of Province Students	255,000	59,590	314,590	430,263	744,853	747,915
1.64 Other	151,700	22,330	174,030	25,200	199,230	199,230
Total Function 1	38,166,596	9,082,620	47,249,216	3,432,623	50,681,839	50,256,275
4 District Administration						
4.11 Educational Administration	564,000	142,810	706,810	178,500	885,310	854,437
4.40 School District Governance	86,213	27,600	113,813	60,500	174,313	174,313
4.41 Business Administration	961,000	226,110	1,187,110	275,700	1,462,810	1,547,746
Total Function 4	1,611,213	396,520	2,007,733	514,700	2,522,433	2,576,496
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	236,200	53,290	289,490	135,700	425,190	427,576
5.50 Maintenance Operations	2,978,200	762,875	3,741,075	966,911	4,707,986	4,837,090
5.52 Maintenance of Grounds	269,600	68,600	338,200	115,500	453,700	403,100
5.56 Utilities	-	-	-	1,192,201	1,192,201	1,179,590
Total Function 5	3,484,000	884,765	4,368,765	2,410,312	6,779,077	6,847,356
7 Transportation and Housing						
7.41 Transportation and Housing Administration	101,400	23,300	124,700	6,200	130,900	134,400
7.70 Student Transportation	545,544	136,200	681,744	212,000	893,744	900,694
Total Function 7	646,944	159,500	806,444	218,200	1,024,644	1,035,094
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	43,908,753	10,523,405	54,432,158	6,575,835	61,007,993	60,715,221

School District No. 75 (Mission)

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2018

	<u>2018 Amended Annual Budget</u>	<u>2018 Annual Budget</u>
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	6,983,586	6,189,531
Other	50,000	50,000
Other Revenue	1,692,281	1,692,281
Total Revenue	<u>8,725,867</u>	<u>7,931,812</u>
Expenses		
Instruction	8,161,259	7,645,948
District Administration	205,096	36,352
Operations and Maintenance	359,512	249,512
Total Expense	<u>8,725,867</u>	<u>7,931,812</u>
Budgeted Surplus (Deficit), for the year	<u>-</u>	<u>-</u>

School District No. 75 (Mission)

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2018

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	Service Delivery Transformation	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year			107,211	35,996	817,736		18,569		
Add: Restricted Grants									
Provincial Grants - Ministry of Education	249,512	226,081				160,000	29,400	98,953	386,475
Other			50,000		1,600,000				
	249,512	226,081	50,000	-	1,600,000	160,000	29,400	98,953	386,475
Less: Allocated to Revenue	249,512	226,081	80,000	35,996	1,600,000	160,000	47,969	98,953	386,475
Deferred Revenue, end of year	-	-	77,211	-	817,736	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education	249,512	226,081		35,996		160,000	47,969	98,953	386,475
Provincial Grants - Other									
Other Revenue			80,000		1,600,000				
	249,512	226,081	80,000	35,996	1,600,000	160,000	47,969	98,953	386,475
Expenses									
Salaries									
Teachers							12,400		
Principals and Vice Principals								41,100	
Educational Assistants		182,000							231,000
Support Staff	56,140					96,500			
	56,140	182,000	-	-	-	96,500	12,400	41,100	231,000
Employee Benefits	18,713	44,081				23,500	3,001	9,250	56,017
Services and Supplies	174,659		80,000	35,996	1,600,000	40,000	32,568	48,603	99,458
	249,512	226,081	80,000	35,996	1,600,000	160,000	47,969	98,953	386,475
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 75 (Mission)

Amended Annual Budget - Changes in Special Purpose Funds
 Year Ended June 30, 2018

	Coding and Curriculum Implementation	Priority Measures	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing	BEST	Riverside Electrical	District Literacy	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	51,638	196,856			20,000	50,000	12,281	1,310,287
Add: Restricted Grants								
Provincial Grants - Ministry of Education			445,945	5,084,161				6,680,527
Other								1,650,000
	-	-	445,945	5,084,161	-	-	-	8,330,527
Less: Allocated to Revenue	51,638	196,856	445,945	5,084,161	-	50,000	12,281	8,725,867
Deferred Revenue, end of year	-	-	-	-	20,000	-	-	914,947
Revenues								
Provincial Grants - Ministry of Education	51,638	196,856	445,945	5,084,161				6,983,586
Provincial Grants - Other						50,000		50,000
Other Revenue							12,281	1,692,281
	51,638	196,856	445,945	5,084,161	-	50,000	12,281	8,725,867
Expenses								
Salaries								
Teachers		157,485		4,177,291				4,347,176
Principals and Vice Principals			55,000					96,100
Educational Assistants								413,000
Support Staff			128,000					280,640
	-	157,485	183,000	4,177,291	-	-	-	5,136,916
Employee Benefits		39,371	45,750	906,870				1,146,553
Services and Supplies	51,638		217,195			50,000	12,281	2,442,398
	51,638	196,856	445,945	5,084,161	-	50,000	12,281	8,725,867
Net Revenue (Expense)	-	-	-	-	-	-	-	-

School District No. 75 (Mission)

Amended Annual Budget - Capital Revenue and Expense
 Year Ended June 30, 2018

	2018 Amended Annual Budget			2018 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Amortization of Deferred Capital Revenue	2,829,994		2,829,994	2,809,873
Total Revenue	2,829,994	-	2,829,994	2,809,873
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	3,833,953		3,833,953	3,821,781
Total Expense	3,833,953	-	3,833,953	3,821,781
Net Revenue (Expense)	(1,003,959)	-	(1,003,959)	(1,011,908)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	1,456,000		1,456,000	734,000
Local Capital		772,910	772,910	
Total Net Transfers	1,456,000	772,910	2,228,910	734,000
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	925,000	(925,000)	-	
Total Other Adjustments to Fund Balances	925,000	(925,000)	-	
Budgeted Surplus (Deficit), for the year	1,377,041	(152,090)	1,224,951	(277,908)

ITEM 7.1 Discussion

TO: Committee of the Whole
FROM: Board Chairperson
SUBJECT: 2017 Trustee Committee and Liaison Appointments

Background Information

Each year the Board of Education reviews the committee and liaison appointments.

The Board Chairperson has provided recommended appointments for discussion. The final appointments will be presented and adopted at the January Regular Board Meeting.

Attachment:

- a. Draft 2018 Trustee Committee and Liaison Appointments

2018 TRUSTEE COMMITTEE AND LIAISON APPOINTMENTS

COMMITTEE	TRUSTEE MEMBERS	ADMINISTRATIVE STAFF MEMBERS
Aboriginal Education Committee	<i>1st: Randy Cairns Alternate: Tracy Loffler</i>	<i>District Principal, Aboriginal Education</i>
BC School Trustees' Association	<i>1st: Shelley Carter Alternate: Tracy Loffler</i>	<i>Superintendent / Secretary Treasurer</i>
BCPSEA Representative Council (BC Public Schools Employers' Association)	<i>1st: Shelley Carter Alternate: Rick McKamey</i>	<i>Secretary Treasurer</i>
Committee of the Whole	<i>Chair: Tracy Loffler VC: Shelley Carter</i>	<i>All Senior Staff</i>
Mission Literacy in Motion	<i>Trustee: Jim Taylor Alternate: Randy Cairns</i>	<i>Assistant Superintendent / Principal (Melinda Dempster)</i>
University of the Fraser Valley Community Council	<i>Trustee: Jim Taylor Trustee: Rick McKamey</i>	<i>Superintendent / Assistant Superintendent / Director of Instruction</i>

Liaison Appointments	Trustee Cairns	Trustee Carter	Trustee Loffler	Trustee McKamey	Trustee Taylor
District of Mission			✓	✓	
Albert McMahon					✓
Cherry Hill					✓
Christine Morrison	✓				
Deroche		✓			
Dewdney		✓			
Edwin S. Richards			✓		
Hatzic Elementary		✓			
Hatzic Middle		✓			
Hillside Traditional				✓	
Heritage Park Middle	✓				
Mission Central	✓				
Mission Secondary			✓		
Silverdale					✓
West Heights					✓
Windebank				✓	
French Immersion	✓				
Fraserview Learning Centre			✓		
Riverside College			✓		
Summit Learning Centre			✓		
Facilities & Transportation		✓			
Board Office & Student Support Services		✓			
International Education				✓	

ITEM 7.2 Discussion

TO: Community of the Whole
FROM: Secretary Treasurer
SUBJECT: Board Meeting Highlights- News Release

The Board meeting highlights – news release to be an additional document summarizing the Public meeting minutes. The news release would be shared with the Mission City Record, Staff, Partner Groups, and posted to the website as a communication article to highlight and share information from Board meetings.

ITEM 7.3 Discussion

TO: Committee of the Whole
FROM: Trustee, Tracy Loffler
SUBJECT: Student Transition Plans: Elementary to Middle / Middle to High School

Recommendation:

That the Committee of the Whole discuss the merits of a Transition Plan for students going from Elementary to Middle School and Middle School to High School.

Rationale:

Data presented by the Superintendent at the June Committee of the Whole meeting indicated that our school district is not doing as well as it could when transitioning students through elementary, middle, and high school. Based on feedback and personal experience, I feel we can do a better job transitioning students if we have a district wide plan/policy/procedure. Further, how we communicate a Transition Plan to parents, students and staff is also of importance.

Committee of the Whole (Public)

Minutes



Committee of the Whole- Special Meeting
December 5, 2017 at 3:30pm
District Education Office, 33046 4th Avenue, Mission, BC

Members Present:
 Chair Rick McKamey
 Trustee Randy Cairns
 Trustee Shelley Carter

Staff Present:
 Superintendent Angus Wilson
 Secretary Treasurer Corien Becker
 District Principal Information and Technology, Colleen Hannah
 Executive Assistant Aleksandra Zwierzchowska (Recorder)

Absent:
 Trustee Jim Taylor
 Trustee Tracy Loffler

1. CALL TO ORDER

The meeting was called to order at 3:41pm 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 additional item:

9.2 Back on Track, Odd Squad Productions

On behalf of Trustee Loffler, the Secretary Treasurer deferred item 7.4 on the agenda to an upcoming meeting in January.

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

3. Delegations/Presentations

No items were brought forward.

4. Curriculum – Standing Item

No items were brought forward.

5. Unfinished Business

No items were brought forward.

6. Staff Reports

6.1 2017 Annual Report / 2016-17 Audited Financial Statements

MOVED and Seconded that the June 30, 2017 Annual Report, including the 2016-2017 financial statements, be reviewed and forwarded to the Regular Board meeting on December 19, 2017.
CARRIED

The Secretary Treasurer referred to the report attached to the agenda and noted it was an overview of the Mission Public School District's accomplishments. The accounting and auditing board has made a

general recommendation to provide more of a discussion with the financial statements. For next year, the goal is to better align the report with the Board's strategies and objectives.

Q: Is this a fluid document? Once it is approved, can it be changed?

R: Yes, it can be changed.

The Board thanked staff for the report and acknowledged that it is an interesting way to present the financial information.

6.2 2016-17 Statement of Financial Information

THAT pursuant to the *Financial Information Act* (the "Act") the Statement of Financial Information be reviewed and forwarded to the Regular Board meeting on December 19, 2017.

CARRIED

The Secretary Treasurer referred to the report outlined in the agenda. The report contains all the necessary information that is required to be included by the *Financial Information Act*. The conversation continued with questions from committee members. The Secretary Treasurer recommended to send her an email to obtain more details regarding vendor costs as she does not have the information available at this meeting.

Q: Are the Statement of Financial Information amounts for payroll indexed?

R: The \$75,000 amount has not been indexed for years.

6.3 Student Absenteeism Update

The Superintendent provided an update to the committee informing them that Mission Secondary School has started an aggressive campaign targeting students with more than four (4) absences. The school is communicating more with the students' parents regarding absences. More information to update later in the school year.

7. **New Business**

7.1 Facilities Upgrades to Washroom / Changeroom Signs

Trustee Cairns read that recommendation outlined in the report. A conversation followed; it was noted that the Board should engage the community and obtain input from all partner groups.

The Secretary Treasurer recommended that this item should be forwarded to the next Committee of the Whole meeting during discussion about the amended budget. It was agreed to forward the recommendation to the upcoming meeting for further discussion.

7.2 Riverside College – Next Steps, January Meeting

The Superintendent noted that last meeting was a great success and with that another meeting was scheduled for January 30th from 3:30pm to 6:00pm. Other time considerations were suggested, however, this time frame seems to have worked well for the current audience.

7.3 Stave Falls – Non Enrolment

The Superintendent provided an estimation of 47 registrations but not all would be enrolled for the 2018-2019 school year. The conversation continued as the Superintendent presented questions emailed on behalf of Trustee Taylor. The following questions came from committee members following the questions presented on behalf Trustee Taylor:

Q: Will some of the Stave Falls registrations take pressure off enrollment at other schools?

R: We haven't examined the information far enough to know.

Q: Can the school district contract Baragar to assist with a boundary review?

R: The Secretary Treasurer suggested completing a demonstration on Baragar capabilities before hiring any contractors.

7.4 Student Transition Plans: Elementary to Middle / Middle to High School

Item to be deferred to January meeting.

8. Minutes of Previous Meetings

8.1 Committee of the Whole Meeting Minutes, October 3, 2017

MOVED and Seconded that Committee of the Whole meeting minutes from October 3, 2017 be approved as amended.

AMENDMENT

To remove the word "facilities" before "workers" on the line that refers to asbestos removal. Facilities workers do not complete this work; contractors are responsible for this work.

CARRIED

8.2 Committee of the Whole – Special Meeting Minutes, October 10, 2017

MOVED and Seconded that Committee of the Whole meeting minutes from October 10, 2017 be approved as presented.

CARRIED

8.3 Committee of the Whole Meeting Minutes, November 7, 2017

MOVED and Seconded that Committee of the Whole meeting minutes from November 7, 2017 be approved as amended.

AMENDMENT:

To remove Superintendent, Angus Wilson from staff present list.

CARRIED

9. Information Items

9.1 District Parent Advisory Council, Meeting Minutes, November 20, 2017

Q: Who is the DPAC Chair?

R: Trisha is the Chair but she is away on medical leave.

9.2 Back on Track Report

The Board Chair referred to the report that was shared at the start of the meeting. It was noted that it was provided as information and that Trustee McKamey will speak to this information at the Public meeting.

10. Adjournment

Moved and Seconded to adjourn the meeting.

Minutes



CARRIED

The meeting adjourned at 4:57pm.

Chairperson

Secretary Treasurer

Committee of the Meeting (Public)

Minutes



Committee of the Whole, Special Meeting
December 12, 2017 at 3:30
District Education Office, 33046 – 4th Avenue, Mission, BC

Members Present:

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

Staff Present:

Superintendent Angus Wilson
 Secretary Treasurer Corien Becker
 Assistant Secretary Treasurer Derek Welsh
 Executive Assistant Aleksandra Zwierzchowska (Recorder)

Absent:

Trustee Shelley Carter

Partner Groups Present:

Members from CUPE, DPAC, and Stave Falls Community Association

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'ewlets, Kwantlen, and Matsqui First Nations.

2. Adoption of Agenda

MOVED and Seconded that the Agenda be adopted as presented.

CARRIED

3. Delegations/Presentations

4. Curriculum – Standing Item

5. Unfinished Business

6. Staff Reports

6.1 2017-18 Amended Budget

Moved and Seconded that the recommendations for the amended 2017/2018 budget be considered and direction be provided for the preparation of the 2017/2018 Amended Budget bylaw.

CARRIED

The Secretary Treasurer referred to the report attached to the agenda as a first draft. After discussing the amended budget with all school district departments, Staff prepared a list of recommendations for the Board to consider before adopting the Bylaw. The Secretary Treasure referred to page eight (8) to review the recommendations for discussion.

It was recommended by the Secretary Treasurer that the School District formally put a policy in place for a contingency plan; one (1) percent is the standard percentage, however, some school districts set aside two (2) to three (3) percent.

Q: Does the province recognize a need for a contingency fund?

R: A contingency fund is a financially responsible decision made by the school district; Boards should have a policy for setting aside reserves.

The discussion continued with a focus on the listed recommendations.

Q: Will the \$30,000 “funding offset – grants tuition” for Riverside College get subtracted from the \$45,000 amount for the “youth work-in-trades” line?

R: Until we design the program, we will not know the particulars. There is no confirmation we will receive the \$30,000 grant.

Comment: The \$45,000 figure for a New Curriculum Support – Technology- Helping Teacher seems very low for this position.

R: The \$45,000 is the estimated impact from now until June 30th 2018.

The Secretary Treasurer continued the discussion listing the remaining recommendations.

Q: Are we adding an additional \$150,000 for technology on top of the amount that has already been set aside?

R: The Secretary Treasurer mentioned that she does not have the exact details in front of her. The School District has left most of IT related items stagnant for over ten (10) years. As a result, we have unexpected upgrades. An example is Hatzic Elementary; the school is in need of a new phone system and the school doesn't have a PA system. On a positive note, we do not anticipate that IT will consume such a high percentage of the 2018-19 budget.

Q: How far along is the School District with repairing some of the drinking fountains that are out of order?

R: The repairs have been a slow process; Staff is hoping to the make the plumber position permanent to assist with the shortage in man power.

The discussion continued and it was recommended that the grounds position be amended to be a 12-month-position. There is already a shortage in manpower with regards to work load; if someone is sick or on vacation, this creates a greater shortage.

It was noted that the line item which refers to SOGI signage should read more than just signage. The Secretary Treasurer suggested replacing the word signage with plan or program.

Q: What is the shortfall if we don't receive the class enhancement funds from the Province?

R: Approximately \$300,000

Q: Why is there a blank beside the “2018-19 impact” next to the Clarke Theatre revenue?

R: A meeting needs to take place between the School District and the District of Mission to draft a new agreement. More information will be presented to the Committee once the meeting is complete.

The Committee of the Whole brought forward additional recommendations which were not mentioned thus far. The following comments were noted:

- A request was made for funding for playgrounds at the Middle Schools. Currently, there is a challenge for DPAC to fundraise at the Middle School level and the Province may not provide funding;
- The Board of Education needs to further investigate how schools are spending allotted funds to establish the potential for playground funds;
- It was recommended that the Superintendent consult with students regarding budget input and needs;

Minutes



Staff plans to present the Bylaw to the Committee of the Whole in January.

6.2 Funding Formula Review - Survey

The Secretary Treasurer requested input from the Board regarding completion of the survey. It was decided unanimously by the Board that they submit one survey rather than one for each individual trustee.

7. **New Business**

8. **Minutes of Previous Meetings**

9. **Information Items**

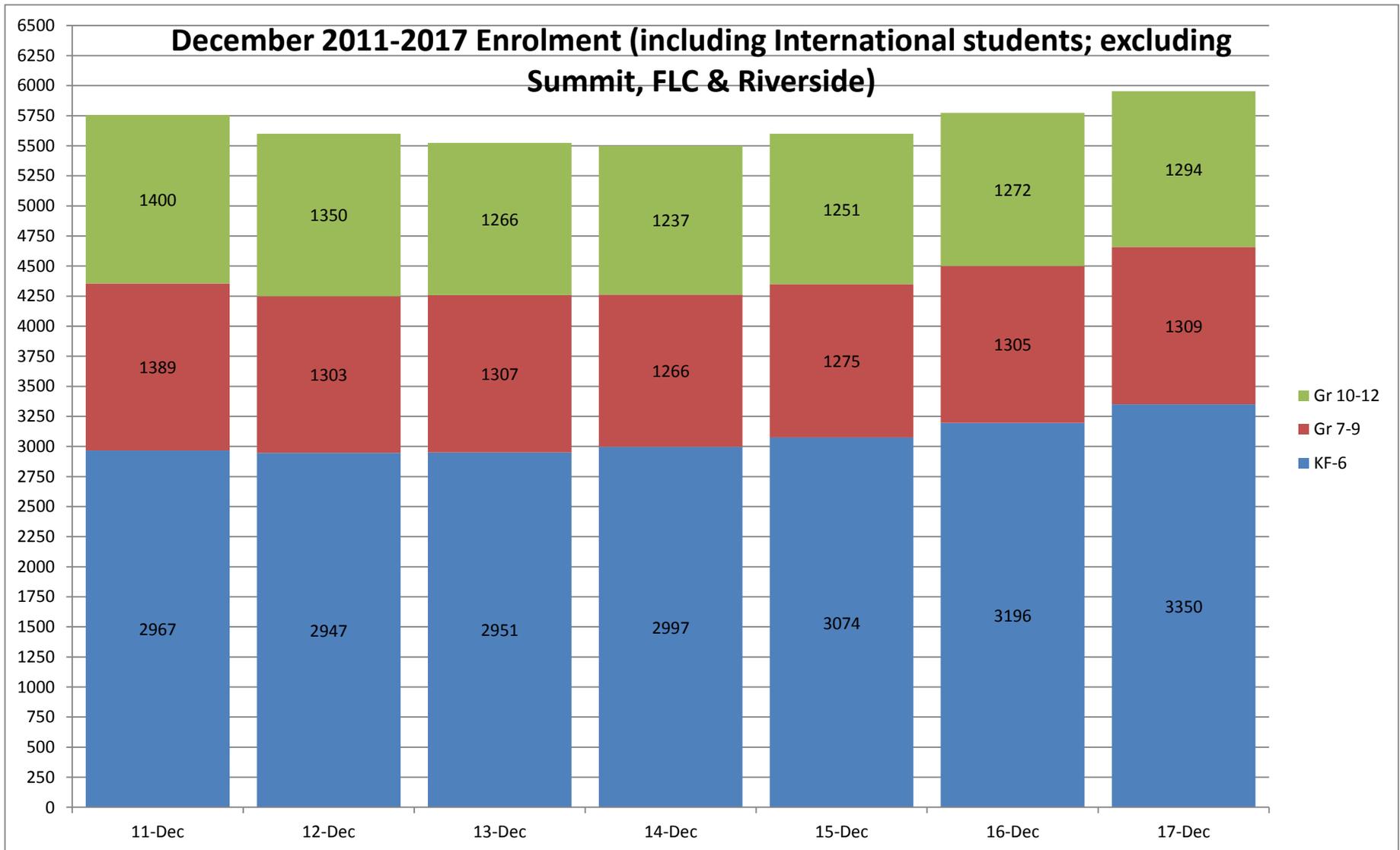
10. **Adjournment**

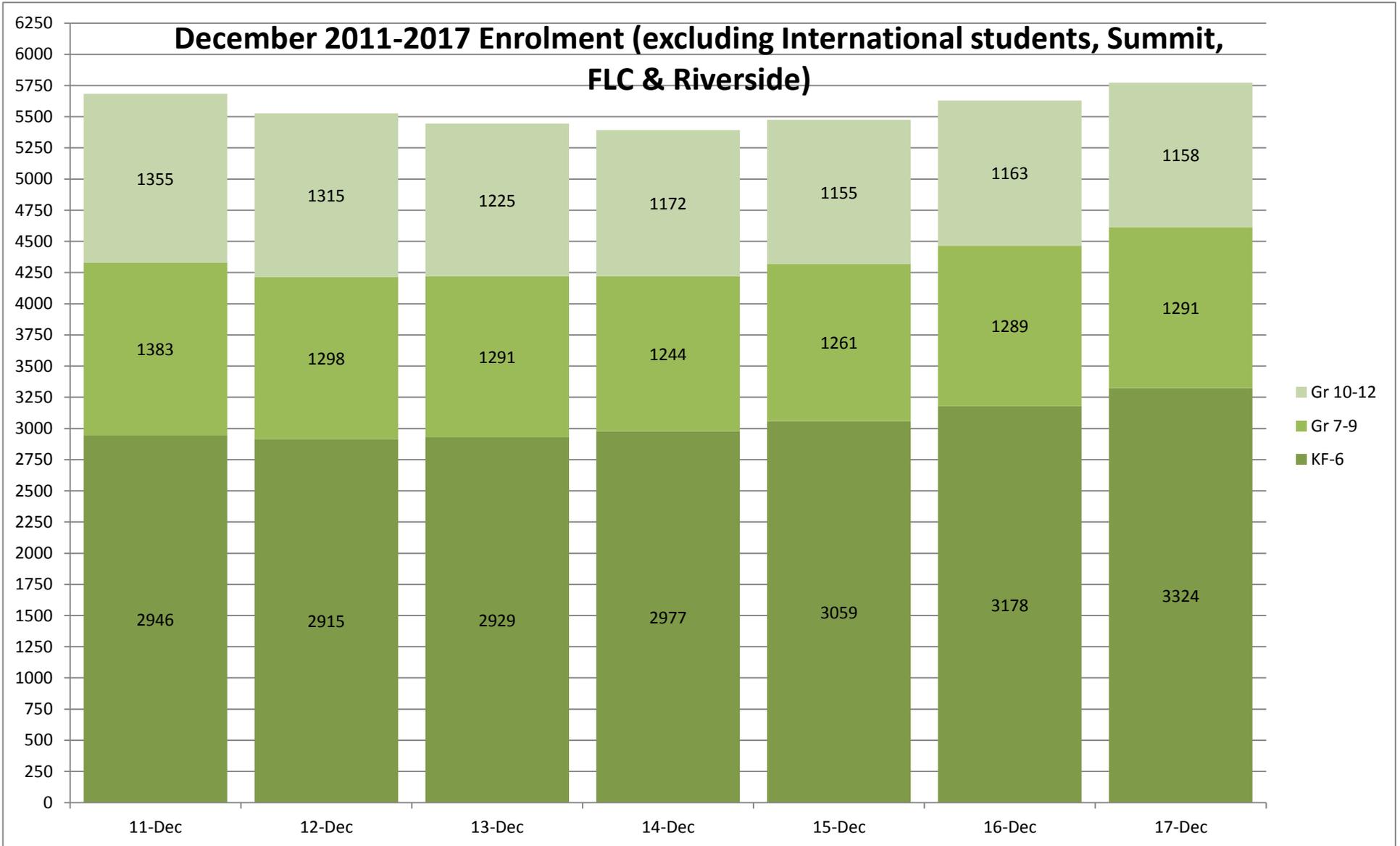
**Moved and Seconded to adjourn the meeting.
CARRIED**

The meeting adjourned at 5:25 pm.

Chairperson

Secretary Treasurer





DPAC Meeting Minutes January 8, 2018
Held at School Board Office

Meeting Commenced: 7:01pm

Announcement: Trisha Hansen- Bell resigned as chair

Meeting Facilitator: Karah Hutchison

Attendees Present: (See Bottom)

Rotary Fundraiser Presentation - Elspeth from Rotary

Abraca Dazzle Magician Fundraiser for Rotary February 18th - 2pm @ Clarke Theatre to support families in Mission - \$25 tickets at Leisure Centre, Sue's Copy Place, and online

Proceeds support local mission families via the Rotary programs which include: Starfish backpack program, Dolly Parton Imagination Library, Rotary Annual Scholarships for Secondary Schools, Circle of Friends - Mission Hospice Society, Camp Jubilee, Challenge Day, Leadership Programs, Christmas Bureau, and Sara for Women)

Adoption of December Minutes:

Lori Motions, Clare Seconds 🗳️ MOTION PASSED

Adoption of Agenda:

Lori motions, Jason Seconds 🗳️ MOTION PASSED

Correspondence:

- ❖ Abraca Dazzle Poster, Prospera Bank Statement, Summary of December Enrollment for MPSD, BOE Meeting Agenda

Superintendents Report:

- ❖ Working with Service Society to create central Volunteer Index
- ❖ Drug awareness and prevention work being done with Mission Hospice Society
- ❖ Hiring more Teachers on Call - 4 full time TOC positions posted and filled internally, 6 positions posted externally
- ❖ Team visiting Alberta, UBC to recruit
- ❖ Principal Tina Phelps from École Christine Morrison Elementary joining HR Team at School Board
- ❖ Shirley Gibson, Principal at Hatzic Middle School to become Principal at École Christine Morrison Elementary
- ❖ Marcello Gabriele VP from Heritage Park Middle School going to Principal at Hatzic Middle School
- ❖ Heritage Park VP posted externally
- ❖ January 24th - 6pm - COTW Special Meeting on Stave Falls Early Registration Results
 - Report on costing to open school and results of pre-registration returns
 - Location TBD

- ❖ Tree and branch cleanup continues after ice storm - no reported significant damage to schools
- ❖ Servers were disrupted by power outages
- ❖ Power Outage during school hours - kids held at school, BC Hydro reports back and decisions are made regarding heating/water safety issues
- ❖ Power outage before school hours - schools held closed until power returns, staff at schools to receive anyone that may show up. Announcements made on websites and via Twitter and Radio Stations

Acting-Chair's Report: Cyndi Polovina

- ❖ Karah Hutchison new Acting Chair due to Trisha Hansen-Bell resignation

Treasurer's Report:

- ❖ Gaming Account Balance Opening: \$9969.11; 4 cheques cleared. New balance \$5466.61
- ❖ Chequing Account - Opening Balance \$1830.21 - Closing Balance \$1753.21

Communications Report: nothing to report

COTW Report: Cyndi Polovina

- ❖ Amended Budget Review
- ❖ 50 additional students enrolled over budgeted; International increase 11 students
 - Total revenue increase \$922, 885 (due to additional students)
- ❖ Required by province some funding will go to - Additional VP Support, additional teacher and support positions
- ❖ Suggestions for the remainder include adding support for new curriculum, improvements to aging IT, telephone and PA systems

Movie Committee Report - no report provided

- ❖ Funds not received from - Mission Central Elementary, Deroche Elementary and Windebank Elementary
- ❖ Money will be remitted for Licence when all schools payment received

Ongoing Items:

- ❖ Parent Education Workshop - February 21, 2018 at MSS Cafeteria - 7pm
- ❖ Colleen Hannah presenting on My Blueprint
- ❖ Sharon Widdows presenting on SOGI
- ❖ Both followed by Q&A
- ❖ Will provide cue cards for question period to manage q&a time
- ❖ Karah will create a poster to distribute to all schools

New Business:

- ❖ Guidelines for Guest Presentations

- New policy to be drafted with guidelines for guest presentations including nonprofits and non-faith based presenters
- ❖ Mail Pick up - volunteer needed - Clare Seeley volunteered to pick up once a week or twice a month
- ❖ After adjournment of the previous meeting an email list was composed to create a Survey Committee of DPAC members. No meeting has yet been held - to be booked at a later date
- ❖ Idea for Parent education Fall event - Screenagers film by Dr. Ruston with possible panel of experts for mental health, behavioral psychologists for discussion/ audience interaction
- ❖ Upcoming fundraiser /round table discussion

Adjournment:

- ❖ Cyndi motions, Jason seconds. 8:31pm

Attendees:

Hillside: Cyndi Polovina; ECD Committee: Laura Wilson; Rotary: Elspeth Bowers; HMS: Heather Burke; HPMS: Jason Elliot; Christine Morrison: Chantelle Morvay Adams; MSS/Hatzic:Lori McComish; MSS/Hatzic: Clare Seeley; Albert McMahon: Cheryl Blondin; ESR: Kirstin Heise; Deroche: Chrystal McCallum; HPMS Karah Hutchison; Superintendent Angus Wilson