

Board of Education Public Meeting
Tuesday March 13, 2018 at 6:30 PM
Windebank Elementary, 33570 11th Avenue, Mission BC

Page

1.	CALL TO ORDER		
	<i>The Board Chair will acknowledge that this meeting is being held on Traditional Territory.</i>		
2.	ADOPTION OF AGENDA		
3.	DELEGATIONS/ PRESENTATIONS		
4.	UNFINISHED BUSINESS		
	4.1 Stave Falls Elementary School		
	– Options for Consideration	Information	1
	– Proposed Motion	Action	5
5.	STAFF REPORTS		
	5.1 2018 - 2019 School District Calendar and Distributed Learning Calendar	Action	33
	5.2 Policy #120 Access to Information	Action	39
	5.3 Policy #150 Health and Safety	Action	42
	5.4 Budget Priorities	Action	44
	5.6 Reporting out from February 20 th and March 13 th Closed Meetings	Information	--
6.	NEW BUSINESS		
7.	MINUTES OF PREVIOUS MEETINGS		
	7.1 Board of Education Public Meeting Minutes, February 20, 2018	Action	54
8.	INFORMATION ITEMS		
	8.1 Enrolment Charts	Information	59
	8.2 Payroll Tax	Information	61
	8.3 Ministry of Education – Budget 2018 Overview	Information	65
9.	CORRESPONDENCE		
	9.1 Letter from Victoria SD to Ministry of Education re: Surveys	Information	75
10.	COMMITTEE MINUTES/ LIAISON REPORTS		
11.	ANNOUNCEMENTS		
12.	QUESTION PERIOD		
	<i>Questions asked must be related to items discussed on the Agenda. Labour, Land, and Legal issues will not be discussed.</i>		
13.	ADJOURNMENT		

ITEM 4.1 Information

TO: Board of Education
FROM: Committee of the Whole
SUBJECT: Stave Falls Elementary School

Summary:

The Board has been considering information regarding the Stave Falls Elementary for the past few months, and has received a significant amount of feedback and comments from the Stave Falls community, as well as a few other segments of the School District. The following options are presented to the Board for discussion and consideration.

Background:

School District No 75 solicited comments from the public regarding the potential disposition of the Stave Falls Elementary School, and has reviewed and considered comments from the public and other options.

The following options are based on the information contained within the attached report, and the consideration of comments from the February 27, 2018 Committee of the Whole meeting.

Recommendation:

The following options for the Stave Falls Elementary School are presented for consideration:

- Option 1** THAT School District No. 75 proceed with disposing of the Stave Falls School.
- Option 2** THAT School District No. 75 discontinue the process to dispose of the Stave Falls School, and continue to hold the school for possible use in the future.
- Option 3** THAT the School District initiate the reopening of the Stave Falls School for September 1, 2018;
- AND THAT the repairs needed to bring the building to a useable condition begin immediately;
- AND THAT the budget of \$860,000 funded from the contingency reserve and the local capital reserve, to make the necessary repairs to the building, to set up the building to be used as a school, and to obtain the necessary educational resources be approved;
- AND THAT the remaining budget of \$74,200 be included in the 2018/2019 budget.

Option 4

THAT the School District initiate the partial reopening of the Stave Falls School for September 1, 2018;

AND THAT the repairs needed to bring the building to a useable condition begin immediately;

AND THAT the budget of \$300,000 funded from the 2017/2018 amended budget and local capital reserve and \$49,975 from the contingency reserve to make the necessary repairs to the building, to set up one-half of the building to be used as a school, and to obtain the necessary educational resources, be approved;

AND THAT the remaining budget of \$280,575 be included in the 2018/2019 budget, including any funding needed to come from the contingency reserve and the local capital reserve.

Option 5

That the School District initiate the reopening of the Stave Falls School for September 1, 2019

AND THAT a plan to complete the repairs needed to bring the building to a useable condition be developed by April 30, 2018;

AND THAT a budget of \$132,000 funded from the contingency reserve and the local capital reserve for some of the immediate repairs to the building, be approved;

AND THAT the remaining budget of \$802,570 be included in the 2018/2019 budget, including any funding needed to come from the contingency reserve and the local capital reserve.

Rationale / Notes for Option 4

Figures used are from the report to the Committee of the Whole dated February 27, 2018

	2017/2018	2018/2019	Notes
Building	\$ 254,000	-	* contingency fund not included
Electronic Set UP	\$ 32,625	\$ 57,825	
Other Set Up	\$ 62,750	\$ 62,750	*Adjusted for ½ student population
New Bus		\$ 160,000	*No bussing expansion required 2018

Partial opening would allow for:

- Rural school funding in 2019
- Daycare lease payments early in 2019
- On site administration to determine exact school needs and growth plan
- On site administration to coordinate potential focus program with staff and community
- On site administration to coordinate daycare lease and plan interface with school
- Division of interior repairs expenses into two or three years
- Division of Learning Resource set up into two or three years
- A clear show of Board commitment to the community of Stave Falls

Other considerations:

The outdoor program of choice and the subsequent location of daycare services at the Dewdney Elementary School have attracted a significant number of students to Dewdney Elementary. A few suggestions have been made that the Stave Falls School could take on a similar program. The approach seems to be sound to attract students from the urban core to the programs in the rural school. As such, the following is presented for consideration.

To support the success of opening the Stave Falls School and help enrolment reach sufficient numbers to be successful:

- 1. That the Stave Falls School be opened with a focus on an outdoor/forestry program of choice; and
- 2. That The School District actively search for an early childhood / daycare operator to provide daycare services at Stave Falls School;

To minimize the negative consequences of the decision to open the Stave Falls School on the Silverdale School and to help increase enrolment at Silverdale School,

- 1. that the School District develop and promote a program of choice at Silverdale, and
- 2. that the School District search for an early childhood/daycare operator to provide daycare services within the Silverdale School.

Analysis and Impact:

No additional analysis has been conducted on the above options.

Policy, Regulation, Legislation:

The School act provides the authority for a School District regarding the opening and closing of a school, subject to the orders of the Minister of Education. If a decision is reached to reopen Stave Falls Elementary School, the School District must notify the Ministry.

Establishment and closure of schools

- 73 (1) A board may
 - (a) subject to the orders of the minister, open, close or reopen a school permanently or for a specified period of time, and
 - (b) temporarily close a school building if the health or safety of the students is endangered.
- (2) The board may operate more than one school in a single building or location.

School Opening and Closure Order

Opening of Schools

- 2 If a board decides to open a new school or to reopen a previously closed school under section 73 of the School Act, the board must, without delay, provide the Ministry with written notification of the decision containing the following information:
 - (a) the school's name,
 - (b) the school's facility number,
 - (c) the school's address, and
 - (d) the date on which the school will open or reopen.

Public Participation:

The School District has held a number of open committee meetings to gather public feedback regarding the Stave Falls School.

Implementation:

1. COTW – March 6, 2018

Attachments:

- a. Stave Falls Elementary School – Report to Committee of the Whole – February 27, 2018

ITEM 4.1 Action

TO: Board of Education
FROM: Trustee Randy Cairns
SUBJECT: Stave Falls Elementary School – Proposed Motion

THEREFORE BE IT RESOLVED

THAT Stave Falls School be opened as a K-6 Elementary School with an outdoor, forestry, and cultural program of choice focus in September 2019.

Rationale:

There has been much discussion during the consulting process from many individuals and partner groups, also interest from District of Mission, Stave West, First Nations and others. In my view having this school with an outdoor, cultural program of choice allows the participation of these groups to support this focus. Opening in September 2019 allows time for full enrolment kindergarten to six, for district administration the time to plan and hire school administration and teachers with the qualifications and desire to support the program and learning outcomes.

I believe it gives time to properly refurbish the facility to school district standards, and to have a comprehensive district boundary review, and meet other requirements such as bussing over two budget cycles. In my opinion, this will facilitate a stable and sustainable school going forward. It will also allow staff to explore expressions of interest, such as daycare and facilitate earlier if feasible.

Stave Falls Elementary School

Report to

Committee of the Whole

February 27, 2018

Contents

Background 3

Stave Falls Elementary School - Options..... 4

Pre-registration and Enrolment Projections 5

Projected Operating Budget 7

Transportation – Busing Students..... 9

Other Revenue 11

Repairs and Maintenance - Opening Stave Falls School for Use 12

School Start-up Costs 13

Boundary / Catchment Review 14

 Risk Assessment - Silverdale Elementary School 14

Additional Considerations..... 16

Summary 18

Appendix 1 – Chronology of Board Direction and Decisions 20

Appendix 2 – Financial Comparisons 22

Appendix 3 – Detailed Building Upgrades Costing..... 24

Appendix 4 – School Set up Costing Details..... 27

Background

In the 2007/2008 school year, there were 115 students attending Stave Falls Elementary and 164 students attending Silverdale Elementary. In March 2008, the Mission Public School District passed Bylaw 2008-03 to close Stave Falls Elementary School and revised the Silverdale Elementary School catchment to include the students residing in the Stave Falls area of Mission.

The enrolment in Silverdale Elementary declined in subsequent years, along with all other catchment areas in the Mission Public School District. In 2016, the School District saw an increase in the number of students attending schools in Mission. This is consistent with the enrolment projections from 2008, where 2014 was the low point in student enrolment with increases in the following years. The current enrolment projections are increasing more than originally projected, due to significant growth in certain areas of the community.

In 2016, the Mission Public School District initiated a public process as it considered disposing of four closed schools including the Stave Falls Elementary School. During the process of public notifications, the Stave Falls Community Association submitted a proposal to support opening the school for community use. The Board considered this proposal, in addition to other proposals from other proponents, and directed staff to continue to investigate lease options with another tenant.

The Stave Falls Community Association and other members of the public objected to this action, reporting to the school district that there were sufficient school aged children within the Stave Falls area to warrant reopening the school. The Association advocated for the opening of the school, as they believe it to be in their children's interest to obtain an elementary school education in their community.

The School Board subsequently passed a motion to conduct a pre-registration process, and Staff presented the pre-registration results to the Committee of the Whole meeting on January 24, 2018. The committee also had a preliminary review of a report regarding upgrades needed to the Stave Falls School.

The discussion from the January 2018 meeting indicated that the board needed additional information before reaching a decision regarding the Stave Falls School. In addition, a preliminary draft of this report and the building maintenance / start-up costs were reviewed on February 13, 2018. This report provides additional information for the Board's consideration.

See Appendix 1 for a chronology of events regarding the Stave Falls School.

Stave Falls Elementary School - Options

Currently, the School District is considering two options regarding the Stave Falls School:

1. Disposing of the Stave Falls School
2. Reopening the Stave Fall School

It is important to note that other options could be considered. These include:

3. Repurposing the Stave Falls School for another School District use
4. Leasing the Stave Falls School to a tenant – full or partial lease
5. Keeping Stave Falls School closed – in its current state
6. Keeping the land and removing the school building

This report provides information to assist with the decision of potentially reopening the Stave Falls School as per the pre-registration resolution, providing costing and other information for consideration.

It is important to note that to-date the School District has heard from many residents of the Stave Falls area. This report identifies and outlines potential impacts and changes to the Silverdale School and its catchment area, and possibly changes for consideration with respect to the Steelhead area. As such, additional consultation is recommended prior to finalizing any changes to the school catchment boundaries if the decision to reopen the Stave Falls School is made. As the formal boundary review will begin this spring, it would be an opportune time to undertake these consultations.

Pre-registration and Enrolment Projections

The pre-registration for Stave Falls School indicates that if Stave Falls was reopened as a K-7 school, just over 50 students would attend in 2018/2019 and just over 60 students would attend in 2019/2020. The Community Association felt that the registration process did not capture all the possible students from the Stave Falls area. It is also unlikely that the pre-registration obtained a realistic count of potential students from the Maple Ridge School District. In comparing the pre-registration information with the enrolment projections from 2008, it does suggest that the student count from the pre-registration is light.

The following table includes information on both Stave Falls and Silverdale schools. The first column is the actual and projected enrolments for Silverdale. Reopening the Stave Falls School will require changes to the Silverdale catchment and decrease the student enrolment at Silverdale. The Silverdale enrolment projections should be decreased if the Stave Falls school reopens.

The second column is the enrolment projections prepared using the Baragar enrolment projection module in 2008. It shows a steady decline in enrolment projected until 2014, and then a steady increase, returning to almost the same enrolment as when the school was closed.

The final three columns are based on the pre-registration information. The middle column is the actual information from the pre-registration, and the final two columns are modified enrolment projections to develop a budget forecast for the Stave Falls School. The fourth column increases the pre-registration information by a factor of 1.4 as an estimate that not all parents interested in Stave Falls actually registered. The fifth column is adjusted by an additional factor of 1.4 to consider that if the school offered a program of choice (a magnet program), more students would attend, mostly from the Maple Ridge School District. Both modified enrolment projections are comparable to the projections originally generated in 2008, although they may be optimistic as an increase of 40% is significant.

On a further note, the Stave Falls School has eight classrooms and has an estimated operating capacity of 180 students (a nominal capacity of 195 students).

Enrolment Projections Summary

Year	Silverdale Enrolment (actual & Estimates) 1	Stave Falls		Stave Falls	
		2008 Estimated Student Enrolment 2	Stave Falls Pre- Registered Students 3	Stave Falls Adjusted Pre- Registration Estimate 4	Stave Falls Adjusted Pre- Registration with Program Estimate 5
2008	164	106			
2009	140	102			
2010	135	90			
2011	137	85			
2012	118	76			
2013	107	75			
2014	103	74			
2015	104	80			
2016	107	84			
2017	112	85			
2018/2019	113	90	53	74	104
2019/2020	125	92	62	87	122
2020/2021	124	98	67	94	132
2021/2022	135	99	67	94	132
2022/2023	142	101	68	95	133
2023/2024	143		64	90	126

1. Silverdale 2018 - 2024 estimates - 2018 Baragar projections

2. Stave Falls 2008-2023 estimates - 2008 Baragar projections

3. Stave Falls pre-registrations

4. Stave Falls pre-registration - increased by 40% to 2023-24

5. Stave falls pre-registration - increased additional 40% - potential program of choice

Projected Operating Budget

The revenue and expense projections for the Stave Falls School is based on the projected enrolment and the anticipated staffing levels considering the estimated class sizes from the enrolment projections. The following table provides a reasonable projection of the estimated budgets (current costs) for the Stave Falls Elementary School.

Stave Falls - Draft Budget Projections			
Projected Student Enrolment	53	74	104
OPERATING REVENUE			
Ministry of Education			
Enrolment Based Funding	382,554	534,132	750,672
Special Needs Funding	57,190	79,850	122,600
Salary Differential Supplement (Teacher)	5,809	8,111	12,481
Pay Equity Supplement (Support)	5,679	7,929	14,572
Small Community Supplement (begins in 2nd year)	162,400	162,400	162,400
Total Revenue	613,632	792,422	1,062,725
OPERATING EXPENSE			
Salaries			
Teachers	222,864	304,581	408,584
Principals and Vice-Principals	109,774	109,774	109,774
Education Assistants	25,380	50,760	76,140
Support Staff	66,339	76,664	95,577
Substitutes	6,000	10,000	22,961
Total Salaries	430,357	551,779	713,036
Employee Benefits	100,230	128,509	166,066
Total Salaries and Benefits	530,587	680,288	879,102
Services and Supplies			
Services	2,200	2,600	2,900
Student Transportation	150	209	294
Professional Development and Travel	1,000	1,000	1,000
Supplies	10,000	14,000	17,000
Utilities	21,300	21,300	21,300
Total Services and Supplies	34,650	39,109	42,494
Total Expenses	565,237	719,397	921,596
Net Operating Surplus (Deficit)	48,395	73,025	141,128
Less: Projected District Administration Overhead Costs	69,665	89,963	120,650
Net Contribution to Capital / Reserves	(21,270)	(16,938)	20,478
<i>Revenue projections based on average per student for Dewdney, Deroche, and Silverdale</i>			

The budgets are based on the second year of operation, when the additional rural funding is in place. The budgets for the first year of operation would be in a deficit, as the rural school funding of \$162,400 is not in effect until the second year.

The budgets would cover the general operating costs of the school and would also cover some of the District overhead costs. When the school enrolment reaches approximately 100 students, it would be contributing to capital needs. Capital projects include local capital programs, transportation needs, information technology, and some building enhancements. If a school is unable to contribute to its proportional share of overhead costs or capital / reserve costs, the deficit must be covered by other schools.

To test for reasonableness, the calculations were compared to the 2016/2017 actual financial information. The following table shows this comparison with Deroche, Dewdney, and Silverdale, the three smaller rural schools in the School District.

We note that Deroche receives more support through the Aboriginal Education department and less direct Education Assistant Support. The Aboriginal Department is included in the District costs, which is shared with all schools based on revenues per school. As such, it appears that Deroche has a strong financial performance for 2016/2017. This may not be completely accurate. In 2017 /2018 Deroche has more support and this financial performance is expected to decline.

The comparison is based solely on the number of students. It does not consider that Deroche, Dewdney and Silverdale are K – 6 schools, and the pre-registration for Stave Falls was for K – 7.

Appendix 2 provides more information on the financial comparisons of all schools.

Mission Public School District								
2016 / 2017 Financial Analysis of Schools								
	Enrolment	STATEMENT REVENUE	TOTAL OPERATING EXPENSE	Net Operating Surplus (Deficit)	Allocation of District Costs	Contribution to Capital / Reserves	% of Revenue	per student
Deroche	77	781,061	(660,866)	120,195	(80,629)	39,566	5.07%	514
Dewdney	131	1,303,611	(1,029,232)	274,379	(149,125)	125,254	9.61%	956
Silverdale	108	1,092,062	(1,004,004)	88,058	(120,664)	(32,606)		
Stave Falls	53	613,632	(565,237)	48,395	(69,665)	(21,270)		
Stave Falls	74	792,422	(719,397)	73,025	(89,963)	(16,938)		
Stave Falls	104	1,062,725	(921,596)	141,129	(120,650)	20,479	1.93%	197

Note: the financial information for both Deroche and Silverdale appear to have anomalies. The Finance Department is conducting a more detailed review of the financial information to ensure the data is correct moving forward.

Transportation – Busing Students

Opening Stave Falls Elementary school will require a change to the busing service provided to students. The following table summarizes the busing requirements for the students that submitted pre-registration applications, and two extrapolations considering the increased enrolment projections. The summary identifies students from the Steelhead area of Mission, as some people have suggested that this area could be included in the Stave Falls Elementary School catchment. The students identified as needing busing is in line with the current policy walk limits. Staff note that the roads in the Stave Falls area are rural roads and have not been reviewed for walking safety.

If busing is provided to the pre-registered students in accordance with the School District’s Transportation Services policy, two students would be bused to Stave Falls School. If the pre-registration numbers are adjusted as per the enrolment projections summary chart, three or four additional students are estimated to receive busing service.

Stave Falls - Busing Need Analysis								
		Pre Registration		Estimate 4		Estimate 5		
		Sept	Sept	Sept	Sept	Sept	Sept	
		2018	2019	2018	2019	2018	2019	
K - 6	SF < 3.2 km	38	36	52	63	74	70	Walk
	SF > 3.2 km	2	2	3	4	4	4	Bus
	Steelhead	4	5	6	9	8	10	?? Busing
	Other MPSD	3	6	4	11	6	12	
	Out of District	2	6	3	11	4	12	
		49	55	68	98	96	108	
K - 7	SF < 3.2 km	42	43	58	69	82	84	Walk
	SF > 3.2 km	2	2	3	3	4	4	Bus
	Steelhead	4	5	6	7	8	10	?? Busing
	Other MPSD	3	6	4	5	6	12	
	Out of District	2	6	3	3	4	12	
		53	62	74	87	104	122	
<i>The two students > 3.2 km are 3.2 and 3.7 km from Stave Falls Elementary School</i>								

When the District altered the boundary of a school catchment in the past, students were able to continue to attend the school they were enrolled in prior to the change, and to receive busing service to the school. The School District has not typically forced students to attend the revised catchment school.

When the Stave Falls School was in operation prior to its closure, two buses serviced the School – one in the north side of the catchment, and one in the south side. Currently, Silverdale School is served by two buses – one for Stave Falls and one for the rest of the Silverdale catchment.

The small number of children needing busing to Stave Falls in accordance with the policy suggests that busing could be eliminated for the Stave Falls School. However, this is not possible due to the need to bus students to the middle and secondary schools. If the Stave Falls school opens, at least one additional bus is needed, and possibly two. The final determination would be made once enrolment is confirmed and bus routes are established.

Currently there are no spare buses available for a new bus route. As such, new buses would need to be purchased. The following chart summarizes the estimated budget cost per bus. The capital cost is an additional one-time set up cost per bus and is dependent on the decisions regarding grandfathering to current schools, and busing needs considering safe walk routes.

The operating costs are included in the District Administration Overhead Costs and are reflected in the draft budget projections in the previous section.

New Bus Costs - Per Bus	
Capital Cost - one time	\$160,000
Annual Operating Cost	
Driver	\$ 35,000
Insurance	1,500
Fuel	5,900
Maintenance	5,200
	<u>\$ 47,600</u>

Other Revenue

The School District has received expressions of interest from groups interested in offering day care services out of the Stave Falls School, should the school be reopened. In reviewing the enrolment at Dewdney Elementary it is apparent that the addition of the daycare program and the implementation of the outdoor education program have assisted Dewdney Elementary in expanding the school's enrolment. It is reasonable to project that the addition of a daycare and a unique education program or a program of choice at the Stave Falls School could also attract additional students from other MPSD catchments and even other school districts.

Dewdney Enrolment Review							
	Current Catchment	To Other Mission Schools	Dewdney Catchment	From Other MPSD Catchment	From Other School District	Total Dewdney Enrolment	
2013/2014	77	-21	56	13		69	
2014/2015	83	-25	58	15		73	
2015/2016	82	-33	49	45		94	
2016/2017	77	-23	54	75	2	131	
2017/2018	88	-23	65	86	4	155	

The current fee for commercial use of School District property is \$1,220 per month per classroom. The daycare operator at the Dewdney School pays this rate, operating for 12 months of the year and providing revenue to MPSD of approximately \$14,500 a year per classroom.

Staff note that a daycare operator must comply with licensing requirements of Fraser Valley Health. Minor renovations may be required to ensure the space is suitable for a daycare, if a daycare operates in the Stave Falls School. The revenue generated by a daycare would be included in the net budget of additional administrative costs.

There would also be the opportunity for additional revenue for use of the school from the community. However, the revenue from this source would be minimal. The rate for community use is \$15 to \$30 per hour depending on what is being used, plus any additional labour costs.

On the flip side, if the school was not reopened, and the District considered leasing the entire building out, a commercial lease could generate approximately \$150,000 a year in revenue. The essential repairs would still need to be completed, and it would take approximately 7 years of lease revenue to cover the required upgrades to the building. In addition, if the District intended on leasing the building to another entity, this would require prior approval from the Province.

Repairs and Maintenance - Opening Stave Falls School for Use

The following recommended budget for building maintenance provides the cost estimates for the essential work needed to open the school, as well as a budget for maintenance work that could be delayed for a few months until after the school is opened or deferred further. Staff considered the comments from the previous meeting and identified some costs that could be delayed or deferred, such as carpet replacement and painting. Some of the skylight replacements could be deferred to a later date, however, at least one of the skylights is leaking, even with a cover.

Based on experience with other schools, staff note that although painting and carpet replacement could be delayed, we expect that work orders would be submitted to have the carpet removed and rooms painted once staff are in the school. At this point staff are not recommending reducing the budget for building maintenance further. See Appendix 3 for detailed costing breakdown.

As noted in previous reports, some of the cost estimates need further review and updating once detailed repair work begins. A few cost estimates are outstanding, such as an updated seismic review, obtaining a cost estimate for shutters, and inspection and repairs to the septic system. The summary of anticipated essential repairs to open Stave Falls School is still a very high-level estimate. At this point, staff do not anticipate that the District of Mission's building inspection department would require any upgrades to meet the current building code.

Staff are recommending a minimum budget of \$305,520 to bring the Stave Falls School to a useable condition, which includes a 20% contingency for unanticipated costs. Additional costs of up to approximately \$58,000 would be needed within a short-time period after opening, and possibly up to an additional \$800,000 of upgrades that could be deferred for 3 to 10 years after opening. Many of the delayed and deferred costs could be funded from the Annual Facilities Grant, regular maintenance activities (flooring and lighting upgrades), and through Capital project funding from the Province (such as the roof replacement). The essential costs would be needed regardless of the use of the building – school or lease tenant.

Stave Falls School - Building Repairs / Preparations for Use				
	Total Estimate	Essential	Delayed 6 mo to 1 yr	Deferred 3 - 10 yrs
Architectural	\$ 431,500	\$151,500	\$ 48,500	\$231,500
Civil	82,300	19,500	-	62,800
Mechanical	308,000	21,000	-	287,000
Electrical	152,600	62,600	-	90,000
	\$ 974,400	\$254,600	\$ 48,500	\$671,300
Contingency	194,880	\$ 50,920	\$ 9,700	\$134,260
	\$1,169,280	\$305,520	\$ 58,200	\$805,560

School Start-up Costs

In addition to the costs to bring the Stave Falls School building to a state suitable for occupancy, there are additional costs related to reinstating educational services in the building. Considering the comments from the February committee meeting, staff reviewed the estimates and have additional information for consideration, and updated cost estimates where appropriate. This following table is a revised summary of the additional costs needed to set up a functioning public school.

The set-up costs are one-time costs to equip the school with materials and supplies, and to purchase a new bus. The inventory of desks in storage is complete, and both student and staff desks can be sourced from inventory. The desks in inventory do not contain asbestos.

The original budget estimate indicated that the laptop cart could be delayed, but in reviewing this with elementary school principals, this is not correct. Both a laptop cart and an iPad cart are needed to support assessments, career education, my blueprint and other classroom uses. As such, these have been included as essential for education purposes.

School Related Set up costs - Summary				
	Total Estimate	Essential	Delayed 6 mo to 1 yr	Deferred 3 - 10 yrs
Information Technology	\$ 130,300	\$ 106,350	\$ -	\$ 23,950
Rooms / school set up	9,000	8,000	1,000	-
Buses	320,000	160,000	-	160,000
Library Resources	100,000	50,000	-	50,000
Education Resources	97,500	67,500	15,000	15,000
	\$ 656,800	\$ 391,850	\$ 16,000	\$ 248,950

Although the draft budget includes delaying or deferring some of the cost of education materials, this is contrary to the approach used with other schools where staff are actively working to put more education resources into the hands of students and teachers.

Appendix 4 provides details on the set-up costs, including notes on the information technology upgrades. Currently schools receive internet access via the NGN network. If the Stave Falls School is opened, NGN would provide the high-speed internet connection to the school, regardless of what is available in the area through other service providers. The budget estimate for the Information Technology needs are relatively accurate budget projections based on experience with the technology upgrades that the District has implemented over the past few months.

Boundary / Catchment Review

Opening the Stave Falls School will affect the catchment boundaries for other schools. The following table provides a preliminary review of the catchment areas that will or could be affected by opening the Stave Falls School. If a decision is made to reopen the Stave Falls School, the school catchment boundary review that is scheduled to begin in the next few weeks will include the requirement to determine the catchment boundary for the school, and the resulting impact on other schools.

Silverdale / Stave Falls / Steelhead Catchment Review					
	Silverdale	Albert McMahon	Choice (H, CM, ESR, Dw)	Other	Total
Silverdale	43		18	13	74
Stave Falls	23		7	6	36
Steelhead		9	10	3	22
West Mission	14	2	30	5	51
MPSD - other	32				32
	112	11	65	27	215

Risk Assessment - Silverdale Elementary School

The most significant risk to the Mission Public School District if the Stave Falls School opens would be the impact on enrolment at Silverdale School. The following is a summary of the current class composition of the Silverdale School.

Silverdale - 2017 / 2018 Enrolment								
Div	K	1	2	3	4	5	6	Total
1						5	21	26
2					21	5		26
3			9	12				21
4		16	4					20
5	16	3						19
	16	19	13	12	21	10	21	112

While the actual impact cannot be predicted, the review of the enrolment impact on the Silverdale School considers that students from the Stave Falls area will most likely attend the reopened school, as opposed to continuing to attend Silverdale. The review considers the impact if all students from the Stave Falls area currently attending Silverdale change to the Stave Falls School. The projected enrolment change uses the same ratio as the current enrolment trend.

If the Stave Falls School is opened, Silverdale School would be expected to have enrolment of less than 100 students until the 2021/2022 school year. At this point, enrolment is anticipated to continue to grow in the Silverdale area. The Silverdale School has a nominal capacity of 220 students, and an operating capacity of 180 students; one classroom is for the Strong Start program.

Silverdale Enrolment Projection				
	Current Catchment	Stave Falls Students	Without Stave Falls	Divisions
2017/2018	112	23		5
2018/2019	112	23	89	4
2019/2020	124	25	99	5
2020/2021	124	25	99	5
2021/2022	135	28	107	5
2022/2023	142	29	113	5
2023/2024	143	29	114	5
2024/2025	147	30	117	5
2025/2026	150	31	119	5
2026/2027	157	32	125	6
2027/2028	161	33	128	6

Additional Considerations

In order to support reaching a decision regarding the potential reopening of the Stave Falls Elementary School, it is imperative that any other information that could affect the outcome of the decision be considered. This section summarizes comments and information gathered through this review process.

1. Adding an additional school will increase the administrative overhead costs of the organization. The costs include school administration, and additional overhead that includes support from IT, facilities, student services, and Aboriginal Education. The expectation is that the increased costs would be proportional to the estimate in the budget and would not negatively affect other schools nor relieve other schools of their proportional cost of overhead expenses. Essentially, the additional school should be cost neutral on administrative overhead once the school reaches 100 students.
2. All schools have minimum staffing levels for music, library services, and learning support resources. Regardless of the number of students in the School, these services are required. At 50 – 100 students, this is a .5 -.6 FTE non-classroom teacher.
3. Counsellor and Learning support services are assigned to schools based on student needs. The reassignment of counseling and learning support time to the Stave Falls School will result in reductions at other schools, unless additional positions are hired.
4. Overall, the annual surplus (funds available for Capital and Reserves after operating and overhead costs) are expected to be reduced until Stave Falls reaches approximately 100 students. This would be applicable to Silverdale as well, if Silverdale's enrolment fell below 100 students. Once the 100-student threshold is reached, the funding available for Capital and Reserves is expected to stabilize. Staff note that the Deroche School does not have the same conditions.
5. The funding for Capital and Reserves is currently driving the technology infrastructure upgrades. Once the new IT infrastructure is in place, there will be less funding left over after operating expense – the \$2,618,427 figure will be reduced. This is because some of the technology upgrades involve leasing computer equipment, to set up an ever-greening program and to keep technology current. This transfers the capital costs to operating costs.
6. More efficient school operations will put more funds into additional educational resources. Adding an additional school to the fixed operating costs leaves fewer resources for educational resources. However, there is no mechanism to determine what the right balance is. It is worth noting that there are offsetting impacts when adding fixed costs to the overall cost of operations. As noted in Appendix 2 – Financial Comparisons, although an important consideration, financial performance should not be the only determinate in evaluating the provision of services.

7. Over the past few years, the organization reduced services to cover operating deficits. This meant postponing upgrades to technology and other education resources. With the recent growth in student enrolment and with the deficit covered, the School District made a strategic decision to expand support for student learning. The educators in the school district are pleased that additional funds have been put into educational resources and technology. They are excited about the direction we are taking and would like to ensure this momentum continues, which is particularly important as we implement the new curriculum; the total cost associated with the new curriculum is not known at this time. While opening the Stave Falls School would not necessarily reverse this direction or reduce funding, any risk of reduced funding for educational resources is an area of concern for staff. The hope would be that this interest be considered, recognizing the need to balance the multiple interests of stakeholders.
8. Currently, the school district spends approximately \$20,000 a year on utilities and basic maintenance activities for the Stave Falls School.
9. Staff express concern with the concept of Stave Falls being a K to 7 school, rather than the K to 6 structure that is in all other elementary schools. A kindergarten to grade 7 school would appear to support students moving to the Maple Ridge school district after grade 7, rather than continuing with the middle school and secondary school in Mission.

Summary

This report provides details to support a decision with respect to the Stave Falls Elementary School. It is not an exhaustive report, nor is it intended to support one action over another. The information provided is intended to support the discussion and decision regarding the possible reopening of the Stave Falls School.

The following chart provides the summary of costs to reopen Stave Falls and to set it up as a school. The costs include the anticipated funding shortfall, considering that in the first year the funding for a rural school is not provided.

Stave Falls School - Start-up Costs				
	Total Estimate	Essential	Delayed 6 mo to 1 yr	Deferred 3 - 10 yrs
Building Maintenance	\$ 1,169,280	\$ 305,520	\$ 58,200	\$ 805,560
Set Up Cost	656,800	391,850	16,000	248,950
Anticipated funding shortfall (first year only)	162,400	162,400		
	\$ 1,988,480	\$ 859,770	\$ 74,200	\$ 1,054,510

Funding the minimum costs to open the Stave Falls School can be accomplished using some of the available reserves and surplus funds. Most of these funds would need to come from the contingency reserve as opposed to local capital, as most of the maintenance work is operating in nature. Some of the deferred costs could also be covered from the local capital reserve or other facilities funding such as AFG, in future years.

At this time, the Finance Department has not reviewed the long-term projections or the financial risks beyond the first year. In addition, a detailed boundary review has not been completed. Staff are in the process of initiating this review.

If direction is given to open the school, staff will begin the process of planning to complete the work necessary to open the building. As direction has been provided to complete essential repairs, staff will begin the process to replace gutters and make the essential repairs to the roof. This work is expected to be complete during the summer months in 2018.

The following table indicates that the School District would have the resources needed to open the school by utilizing funds from the contingency reserve and the local capital funds. If the intent is to have the school open for September 2018, work on the building would need to begin immediately. As such, the School District would need to fund as much as possible from the contingency and local capital funds. The impacts of this could be considered in more detail with the 2018/2019 budget development.

Financing Stave Falls Start-up - if a September 2018 start up

Available Reserve Funds	Projected	Essential	Delayed	Balance
	Balance		6 mo to 1 yr	
Unrestricted operating surplus	\$ 901,133	\$ 568,370	\$ 74,200	\$ 258,563
Local Capital Reserve				
expansion plans	352,125	131,400	-	220,725
available for other projects	402,075	160,000	-	242,075
Balance of available reserve funds	\$ 1,655,333	\$ 859,770	\$ 74,200	\$ 721,363
Essential and Delayed			\$ 933,970	
<i>* note: not all building maintenance is capital - most of the minimum cost is operating</i>				

As the board has also indicated consideration of opening the School with a September 2019 start date, the following information indicates the budget and a preliminary plan to spread the work over the next year and a half. This could enable spreading the costs over the budgets for the next two years, rather than funding the work exclusively from the contingency. Once a decision is reached, pertinent information will be included in future budgets.

Financing Stave Falls Start-up - if a September 2019 start up

	2017/2018	2018/2019	2019/2020	Total
Building				
Roof	\$ 69,000	\$ -	\$ -	\$ 69,000
Civil	19,500			19,500
Mechanical	21,000			21,000
Remaining Architectural		82,500	48,500	131,000
Electrical		62,600		62,600
Contingency	21,900	29,020	9,700	60,620
	131,400	174,120	58,200	363,720
Start up				
Information Technology		106,350		106,350
Rooms / school set up			9,000	9,000
Buses		160,000		160,000
Library Resources			50,000	50,000
Education Resources			82,500	82,500
Funding shortage (first year only)			162,400	162,400
	-	266,350	303,900	570,250
	131,400	440,470	362,100	933,970
Funding Source				
Capital Works	131,400			131,400
Contingency		440,470		440,470
Contingency			362,100	362,100
	\$ 131,400	\$ 440,470	\$ 362,100	\$ 933,970

Appendix 1 – Chronology of Board Direction and Decisions

- March 2008 Stave Falls Elementary School Closure Bylaw approved – closed July 1, 2008
- Feb 2016 Notice provided regarding potential disposition of School, soliciting comments on:
- a. The disposal of the properties, and/or;
 - b. Interest in acquiring any of the sites.
- Feb 2017 The Board considered comments from the public, options, and proposals, and directed staff to move forward in negotiations with a proponent interested in leasing the building
- March 2017 Public Board Meeting - Stave Falls Elementary School
- MOVED and Seconded that the Board conduct a pre-registration for Stave Falls Elementary School. The pre-registration include the years 2017/18, 2018/19 and 2019/20. The pre-registration be open online and in person at the Board office for the entire month of April 2017. Data from this pre-registration will be presented to a Committee of the Whole meeting in May 2017 and then brought to the May 2017, public Board meeting to help Trustees consider the financial viability of reopening Stave Falls Elementary.*
- AMENDMENT #1*
- MOVED and Seconded that the Board conduct a pre-registration for Stave Falls Elementary School.*
- CARRIED*
- AMENDMENT #2*
- MOVED and Seconded that the Board conduct a pre-registration for Stave Falls Elementary School. The pre-registration include up to a three (3) year period.*
- CARRIED*
- MOVED and Seconded that the Stave Falls Elementary School matter be referred to a Special Committee of the Whole meeting to take place in either May or June, 2017.*
- CARRIED*
- April 2017 Announcement of Special COTW meeting to discuss Stave Falls School
Date: June 6, 2017
Time: 6:00 pm
Location: Fraserview Learning Centre
32444 - 7th Avenue
- June 2017 Special Committee of the Whole meeting held to discuss the Stave Falls School
- October 2017 Special Committee of the Whole meeting held to discuss the Stave Falls School
- October 2017 Public Board Meeting
- 6.1 Preliminary Student Registration – Stave Falls Elementary

MOVED and Seconded that a preliminary registration for a potentially reopened Stave Falls School will take place between November 20, 2017 to December 15, 2017;

AND THAT the registration will be available for both on-line and paper submissions;

AND THAT registration will be open to all children eligible for public education in British Columbia who fall within the acceptable age ranks for kindergarten to grade 7 in the school years 2018-19, 2019-20, 2020-21;

AND THAT registration forms will be patterned from the registration form currently used by the District but, if necessary, modified to provide information on anticipated home address and current school attended.

CARRIED

January 2018 Special Committee of the Whole meeting - to review Pre-registration results

Appendix 2 – Financial Comparisons

The following table provides a preliminary financial analysis of each school. The calculated capital contribution per student and the percent of revenue calculation provides a marker that can be compared to the financial performance of each school. The Finance Department has prepared this analysis, firstly to ensure all expenses are coded correctly, and secondly, to ensure each school principal can monitor and manage the financial performance of the school.

The ability to review financial performance can help ensure long-term financial viability of educational programs. Although a valuable performance indicator, financial performance is just one of many factors used to evaluating programs. Program effectiveness measures should also be considered when making programming decisions. Most effectiveness measures, such as graduation rates, reading and math skill levels, or meeting social obligations are not related to financial performance.

From a financial perspective, larger schools are generally more efficient, although this is not always a linear relationship as demonstrated with the financial review of the Mission Schools. The financial perspective does not factor in issues or perspectives that are unique to neighborhoods, such as proximity to services, school organization, or building efficiencies.

Some schools have unique characteristics that make it unreasonable to compare, such as the unique educational challenges at Fraserview and Riverside. These two schools operate independently, yet both are linked to the services provided at the high school. The financial performance of these schools could be consolidated with the contribution from Mission Secondary to determine the efficiency of the secondary system.

Other schools that appear to have anomalies in the financial system are Deroche, Hatzic Elementary, and Silverdale. Deroche appears to have an abnormally high financial performance indicator, while Hatzic Elementary and Silverdale appear to have abnormally low financial performance indicators. Finance staff will be reviewing the expense allocation codes to determine if expenses have been coded correctly. As such, the allocation of financial costs to individual schools should not be considered to be 100% accurate. However, the information does provide a preliminary measure in determining financial performance.

Appendix 2 – continued

Mission Public School District								
2016 / 2017 Financial Analysis of Schools								
	Enrolment	STATEMENT REVENUE	TOTAL OPERATING EXPENSE	Net Operating Surplus (Deficit)	Allocation of District Costs	Contribution to Capital / Reserves	% of Revenue	per student
Albert McMahon	389	\$ 3,461,674	\$ (2,749,755)	\$ 711,918	\$ (452,245)	\$ 259,673	7.50%	668
Cherry Hill	250	2,198,582	(1,738,224)	460,358	(287,046)	173,311	7.88%	693
Christine Morrison	437	3,503,086	(2,675,714)	827,372	(459,493)	367,880	10.50%	842
Deroche	77	781,061	(660,866)	120,195	(80,629)	39,566	5.07%	514
Dewdney	131	1,303,611	(1,029,232)	274,379	(149,125)	125,254	9.61%	956
ESR	384	3,125,365	(2,382,446)	742,919	(409,808)	333,111	10.66%	867
Hatzic Elem	291	2,339,430	(2,033,321)	306,109	(305,993)	116	0.00%	0
Hillside	365	2,725,275	(2,104,843)	620,432	(357,799)	262,634	9.64%	720
Mission Central	230	1,976,972	(1,841,986)	134,987	(257,419)	(122,432)		
Silverdale	108	1,092,062	(1,004,004)	88,058	(120,664)	(32,606)		
West Heights	233	2,017,110	(1,671,688)	345,422	(263,207)	82,215	4.08%	353
Windebank	316	2,619,015	(2,018,995)	600,020	(343,005)	257,015	9.81%	813
HMS	655	5,627,885	(4,742,996)	884,890	(734,944)	149,946	2.66%	229
HPMS	646	5,775,265	(5,259,538)	515,726	(729,249)	(213,522)		
MSS	1369	11,501,495	(8,944,308)	2,557,187	(1,506,007)	1,051,179	9.14%	768
Fraserview	100	1,155,906	(1,002,267)	153,639	(150,982)	2,657	0.23%	27
Summit	NA	986,977	(912,322)	74,655	(129,591)	(54,936)		
Riverside	NA	1,133,867	(1,067,280)	66,587	(129,220)	(62,633)		
Total Schools		53,324,639	(43,839,784)	9,484,855	(6,866,428)	2,618,427		
District		6,088,385	(12,954,812)	(6,866,428)				
Total		\$ 59,413,023	\$ (56,794,596)	\$ 2,618,427				
Allocation of District costs based on a percentage of total per student funding and special needs funding								

Appendix 3 – Detailed Building Upgrades Costing

Stave Falls School - Building Cost Analysis - Opening Stave Falls				
	Estimate	Essential	Delayed 6 mo to 1 yr	Deferred 3 - 10 yrs
Architecture				
Exterior				
Minor trim repairs	7,500	6,500	1,000	
Windows / seals (Exterior)	17,500	17,500		
	25,000	24,000	1,000	-
Structural				
1 Seismic Restraints				
	-	-	-	-
Roof				
Roof Repairs	20,000	20,000		
2 Storm Drainage	35,000	35,000		
New Roof	175,000			175,000
Replace Snow guards	6,500	6,500		
Seal Roof - snow guards	2,500	2,500		
Replace Skylights	19,500	5,000		14,500
Replace Benches	2,500			2,500
	261,000	69,000	-	192,000
Interior				
Repair flooring joints	5,500	5,500		
Replace carpets in classrooms	27,000	5,000	22,000	
Replace carpets in admin/common	10,500			10,500
3 Gym Floor	5,000			5,000
cleaning	9,500	9,500		
	57,500	20,000	22,000	15,500
Walls				
Repairs	7,500	7,500		
Repaint Walls	35,500	10,000	25,500	
	43,000	17,500	25,500	-
Ceilings				
Repair/replace damaged T-bar panels	3,500	3,500		
	3,500	3,500	-	-
Doors & Frames				
Replace broken hardware	8,500	5,000		3,500
Weather Stripping	4,500			4,500
Keying	2,500	1,000		1,500
	15,500	6,000	-	9,500
Windows				
4 Exterior Roll Shutters				
	-	-	-	-

Appendix 3 – continued

Stave Falls School - Building Cost Analysis - Opening Stave Falls				
	Estimate	Essential	Delayed 6 mo to 1 yr	Deferred 3 - 10 yrs
Architecture				
Millwork				
cleaning & repairs	3,500	2,000		1,500
Shelving supported	1,500	1,500		
	5,000	3,500	-	1,500
Miscellaneous				
Fire extinguisher	5,500	3,000		2,500
Washroom accessories	4,500	2,500		2,000
	10,000	5,500	-	4,500
Boiler				
Room separation	3,500			3,500
Dampers (fusible links)	7,500	2,500		5,000
	11,000	2,500	-	8,500
	431,500	151,500	48,500	231,500
Civil				
Storm flush & inspecton (Grounds Department)	3,800	1,000		2,800
Pavement repair	10,000			10,000
Sewage system review	3,000	3,000		
- Dozing & flow equalization	2,500	2,500		
- Aerators & Filters	10,000	10,000		
- Grinder Pump - per pump	3,000	3,000		
Playground - if opened as a school	50,000			50,000
	82,300	19,500	-	62,800
Mechanical				
Water (Potable water well pumps and pressure system)	28,000	5,000		23,000
Heating System (Repairs & Replacement of Heating Control Valve)	190,000	10,000		180,000
Ventilation Upgrade & (Duct Cleaning)	90,000	6,000		84,000
	308,000	21,000	-	287,000
Electrical				
5 Exterior parking lights	24,000	24,000		
Exterior building lights	16,000	16,000		
Testing emerg equipment	3,000	3,000		
Test and repair exiting lighting	1,000	1,000		
Fire Alarm Testing	5,000	5,000		
Receptical replacement (GFI Recepticals where required)	3,600	3,600		
Sewer plant devices (Control Panel Replacement)	5,000	5,000		
6 DDC & Interior Lighting (Control Systems)	95,000	5,000		90,000
	152,600	62,600	-	90,000
	974,400	254,600	48,500	671,300

Appendix 3 – continued

Stave Falls School - Building Cost Analysis - Opening Stave Falls			
NOTES			
1 Report to determine scope and costs			
2 Gutter & Downpipe Replacement			
3 Once sheeting is removed floor will be assessed for refinishing			
4 Required for Site Security - significant building damage when school was open, due to location			
5 Old light standards vandalized and damaged beyond useful life			
6 \$5000 Temporary Repair, may not be sufficient			

Appendix 4 – School Set up Costing Details

School Related Set-up Cost Detail				
	Estimate	Essential	Delayed 6 mo to 1 yr	Deferred 3 - 10 yrs
Information Technology				
1 Gym sound system	2,100			2,100
Projection Screen for Gym	2,700			2,700
2 Phone System (phones only no lines run)	1,600	1,600		
Multifunctional Device (Photocopier/Fax/Printer/Scanner)	1,600	1,600		
3 Laptops, Cart and Printer	12,900	12,900		
3 iPads and Cart	12,700	12,700		
Network Switch - Hardwired devices/MFD/Access Points	3,200	3,200		
4 WIFI access points - incl support and licensing cost	6,400	6,400		
5 Computers and peripherals for Itinerant staff, library & Office	9,100	7,800		1,300
Teacher laptops & peripherals	7,500	3,750		3,750
6 PA/Bell System	26,800	26,800		
Internet Install - re establish link to NGN	3,800	3,800		
Firewall and switch - required for NGN	4,300	4,300		
Server, UPS and licensing - required for IT system	5,400	5,400		
7 Wiring for Technology - all cables need to be replaced due to age	16,100	16,100		
8 Projectors and Screens for classrooms	10,300			10,300
security cameras	3,800			3,800
	130,300	106,350	-	23,950
Set Up				
Signage	2,000	1,000	1,000	
BSW set up	5,000	5,000		
Office set up	2,000	2,000		
	9,000	8,000	1,000	-
Bus				
New Buses	320,000	160,000		160,000
Education Based Resources				
Library	100,000	50,000	-	50,000
Classroom resources				
Reading books	20,000	20,000		
PM Benchmark Kit	500	500		
JUMP Math	2,000	2,000		
Other Resources	75,000	45,000	15,000	15,000
	97,500	67,500	15,000	15,000
	656,800	391,850	16,000	248,950
Notes:				
1	in wall amplifier, speakers, and mounting - not including installation charges			
2	3 in office 1 in library 1 in staff room and 2 pod office phones			
3	essential for district supported web based tools for career ed and Office 365 etc			
4	essential for mobile devices as part of Strategic plan and support for education			
5	Administration, Secretary, Library, staff room, LST, 2 for Itinerant			
6	speakers in classrooms and outside of building, 1 per room common areas, 3 outside for safety			
7	currently the cables are CAT4 and all need upgrading			
8	required to utilize the mobile devices and resources provided by district			

ITEM 5.1 Action

TO: Board of Education
FROM: Superintendent
SUBJECT: 2018/2019 School District Calendar and Distributed Learning Calendar

Recommendation

THAT the 2018/2019 School District Calendar be approved for submission to the Ministry of Education and implementation for the 2018/2019 school year; and

THAT the 2018/2019 Distributed Learning Calendar be approved for submission to the Ministry of Education and implementation for the 2018/2019 school year.

Summary

Section 87.01 (2) of the British Columbia *School Act* states: A Board must, in accordance with the regulations of the minister, prepare a school calendar for each school in its school district for each school calendar year.

Following Board approval, the 2017/2018 School Calendars will be submitted to the Ministry of Education pursuant to the BC *School Act*.

Details – 2018/2019 Calendar

	<u>Total Days</u>
Weekdays – September to June	<u>215</u>
Statutory Holidays	10
Winter and Spring Breaks	<u>17</u>
Days in Session	<u>188</u>
Non-Instructional Days (Pro D)	5
Assessment (2 half days)	1
Administrative Days	<u>1.5</u>
Total Instructional days	<u>180.5</u>

Attachments:

- A. 2018/2019 Local School District Calendar
- B. 2018/2019 Report to the Ministry - School District Calendar
- C. 2018/2019 Report to the Ministry - Distributed Learning

2018 / 2019 School District Calendar

September	Tuesday September 4, 2018	Schools Open – ½ Day for Students – Students attend AM only (All Schools) (Organizational ½ Day)
	Friday September 21, 2018	Non Instructional Day – Students not in session (District Professional Development Day)
October	Friday October 5, 2018	Non Instructional Day – Students not in session (Curriculum Implementation Day)
	Monday October 8, 2018	Thanksgiving
	Friday October 19, 2018	Non Instructional Day - Students not in session (Provincial Professional Development Day)
November	Friday November 9, 2018	Non Instructional ½ Day – Students attend AM only (Middle / Secondary) (Assessment/ Evaluation)
	Monday November 12, 2018	Stat Holiday in Lieu of Remembrance Day
	Friday November 23, 2018	Non Instructional ½ Day – Students attend AM only (Elementary) (Assessment/ Evaluation)
December	Friday December 7, 2018	Non Instructional Day – Students not in session (All Schools) (P/T Conferences)
	Dec 24, 2018 – Jan 4, 2019	Winter Break
January	Monday January 7, 2019	Schools reopen after Winter Break
February	Friday February 15, 2019	Non Instructional Day - Students not in session (District Professional Development Day)
	Monday February 18, 2019	Family Day
March	Friday March 1, 2019	Non Instructional ½ Day – Students attend AM only (Elementary only) (Assessment / Evaluation)
	Friday March 1, 2019	Non Instructional Day – Students not in session (Secondary, Middle only) (P/T Conferences)
	Friday March 15, 2019	Non Instructional Day - Students not in session (Elementary only) (P/T Conferences)
	March 18 – March, 29 2019	Spring Break
April	Monday April 1, 2019	Schools reopen after Spring Break
	Friday April 12, 2019	Non Instruction ½ day – Students attend AM only (Secondary, Middle only) (Assessment/ Evaluation)
	Friday April 19, 2019	Good Friday
	Monday April 22, 2019	Easter Monday
May	Friday May 17, 2019	Non Instructional Day - Students not in session (District Professional Development Day)
	Monday May 20, 2019	Victoria Day
June	Thursday June 27, 2019	Last Day of School for all Students
	Friday June 28, 2019	Non Instructional Day – Students not in session (Administrative Day)

SCHOOL CALENDAR FORM - GENERAL

For All School Types Except Distributed Learning Schools

Before completing this form, read the **School Calendar Form Completion Instructions**.

Please note, this Excel form includes six sheets along the bottom of the screen:

- (1) 'Calendar Information' - *REQUIRED*
- (2) 'District and School Information' - *REQUIRED*
- (3) '2018-19 Calendar' - *REQUIRED*
- (4) '2019-20 Calendar' - *OPTIONAL*
- (5) '2020-21 Calendar' - *OPTIONAL*
- (6) '2018-19 SAMPLE' - *DEMONSTRATION PURPOSES*

CALENDAR INFORMATION

District Contact Information:

Provide a contact person for this calendar submission.

Name:

Position:

Phone:

Email:

Number of Days:

Provide a count of how many 'Days In Session' and 'Days of Instruction' will be provided each school year.

	Days In Session	Days of Instruction
2018-19	<input type="text" value="188"/>	<input type="text" value="180"/>
2019-20	<input type="text"/>	<input type="text"/>
2020-21	<input type="text"/>	<input type="text"/>

Number of Hours of Instruction:

Provide a count of how many 'Hours of Instruction' will be offered each school year (by grade level).

	K	1 to 7	8 to 12
2018-19	<input type="text" value="852"/>	<input type="text" value="881"/>	<input type="text" value="950"/>
2019-20	<input type="text"/>	<input type="text"/>	<input type="text"/>
2020-21	<input type="text"/>	<input type="text"/>	<input type="text"/>

For questions about this form, please call (250) 387-8037.
When complete, submit this form to educ.schoolcalendars@gov.bc.ca.

SCHOOL CALENDAR FORM - GENERAL

2018/2019 CALENDAR

INSTRUCTIONS: Using the Fill Colour tool, highlight the Non-Instructional days and Vacation Periods with the colours in the legend.



- Instructional
- Non-Instructional
- Vacation Period
- Statutory Holiday

NOTES (optional):

JULY						
S	M	T	W	T	F	S
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- Instructional
- Non-Instructional
- Vacation Period
- Statutory Holiday



SCHOOL CALENDAR FORM - DISTRIBUTED LEARNING

For Distributed Learning Schools Only

Before completing this form, read the **School Calendar Form Completion Instructions**.

Please note, this Excel form includes six sheets along the bottom of the screen:

- (1) 'Calendar Information' - *REQUIRED*
- (2) 'District and School Information' - *REQUIRED*
- (3) '2018-19 Calendar' - *REQUIRED*
- (4) '2019-20 Calendar' - *OPTIONAL*
- (5) '2020-21 Calendar' - *OPTIONAL*
- (6) '2018-19 SAMPLE' - *DEMONSTRATION PURPOSES*

CALENDAR INFORMATION

District Contact Information:

Provide a contact person for this calendar submission.

Name:	<input type="text" value="Aleksandra Zwierzchowska"/>
Position:	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>

Number of Days:

Provide a count of how many 'Days In Session' will be provided each school year.

	Days In Session
2018-19	<input type="text" value="188"/>
2019-20	<input type="text"/>
2020-21	<input type="text"/>

For questions about this form, please call (250) 387-8037.
When complete, submit this form to educ.schoolcalendars@gov.bc.ca



Ministry of
Education

SCHOOL CALENDAR FORM - DISTRIBUTED LEARNING

2018/2019 CALENDAR

INSTRUCTIONS: Using the Fill Colour tool, highlight the Other Days In Session and Vacation Periods with the colours in the legend.



- Days Available For Instruction
- Non-Instructional
- Vacation Period
- Statutory Holiday

NOTES (optional):

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- Days Available for Instruction
- Other Days in session
- Vacation Period
- Statutory Holiday



Ministry of Education

ITEM 5.2 Action

TO: Board of Education
FROM: Committee of the Whole
SUBJECT: Policy #120 - Access to Information and Protection of Privacy and Personal Information

Recommendation

THAT the *Access to Information and Protection of Privacy and Personal Information policy* be approved;

AND THAT policy #41 Protection of Confidential Information be rescinded.

Summary:

The draft Access to Information and Protection of Privacy and Personal Information policy provides guidance on the requirements to comply with the *Freedom of Information and Protection of Privacy Act* (the *Act*). The Policy confirms the Head of the Organization and the FIPPA Officer, as outlined in the *Act*.

Background:

The current policy references the *Personal Information Protection Act* (PIPA) which sets legislation for the private sector. The public sector is required to comply with the *Freedom of Information and Protection of Privacy Act*. Staff have reviewed the existing policy, and are recommending changes to the policy so that guiding principles reflect the legislation applicable to the School District.

Analysis and Impact:

The revised policy complies with the requirements of the *Act* to identify the Head of the organization, and the Privacy Officer. The policy also provides guidance to employees with respect to the duties and obligations arising from the legislation.

Policy, Regulation, Legislation:

Policy #41 Protection of Confidential Information

Public Participation:

This policy was first introduced to Board members and partner groups (CUPE, MTU, DPAC, PVPA) in draft at the February 6, 2018 Committee of the Whole meeting. Following the meeting, email communication was shared with partner groups requesting feedback, no comments were received. The draft policy was presented for a second time at the March 6, 2018 Committee of the Whole meeting. There has been no feedback on the policy.

Implementation:

1. MPSD Website – March 2018
2. Staff Orientation – April 2018

Attachments:

- a. Policy #120 Access to Information and Protection of Privacy and Personal Information
- b. Policy #41 Protection of Confidential Information – to be rescinded.

Corporate Policy

Section:	Administration	
Title:	Access to Information and Protection of Privacy and Personal Information	120

Purpose

In accordance with the *School Act* and the *Freedom of Information and Protection of Privacy Act (FIPPA)*, the School District as a public entity may be requested to provide information on School District activities to members of the public. The School District is also required under the FIPPA legislation to ensure that personal information is protected.

Policy

The School District must protect the personal information in its custody and/or control from unauthorized access, collection, use, disclosure, and disposal. Any personal information shall be collected, used, and disclosed only in accordance with the FIPPA and/or other applicable legislation.

Requests for information not routinely released must be submitted to the FIPPA Officer of the School District through a request for information.

The Superintendent is designated as the Head of the School District for the purposes of FIPPA.

The Secretary Treasurer is designated as the FIPPA Officer and is responsible for the administration of FIPPA, this policy, and associated procedures.

Guidelines

In meeting the School District's obligations of protecting privacy and personal information in its custody and/or control, management will maintain a program and develop procedures to:

- Inform students, parents, employees, volunteers, and third-party service providers of why and how it collects, uses, and discloses of their personal information, obtain their consent when required, and protect their private and personal information through responsible information management practices;
- Ensure information is collected, used and disclosed in accordance with FIPPA;
- Ensure personal information is held in Canada, unless approved in accordance with FIPPA;
- Ensure record-keeping practices comply with the privacy requirements in FIPPA and other relevant legislation;
- Provide training to employees on FIPPA to ensure all employees understand their responsibility regarding the legislation;
- Answer questions from individuals and address any privacy concerns.
- Receive and respond to requests for information in accordance with the *Act*.

Date of Original Board Approval: May 17, 2016 (Policy #41)

Date Amended:

Legal Reference: (Freedom of Information and Protection of Privacy Act)

Cross Reference: (procedures – being developed)

PROTECTION OF CONFIDENTIAL INFORMATION

Belief Statement

The Board recognizes the need to protect personal and sensitive information of individuals in Mission Public Schools. All employees dealing with such matter shall adhere to guidelines and protections of information under the jurisdiction of the *Personal Information Protection Act*,

The responsibilities will be to ensure this information is known only to those authorized to have access and processes are in place to prevent loss or public exposure.

Date of Board Approval: May 17, 2016

Date Amended:

ITEM 5.3 Action

TO: Board of Education
FROM: Committee of the Whole
SUBJECT: Health and Safety

Recommendation

THAT the *Health and Safety* policy be approved.

Summary:

A Board Policy is recommended to provide the governance oversight of the health and safety program.

Background:

Staff are in the process of updating / developing the health and safety program, including the work safe procedures to meet the Worksafe BC program requirements. A Board policy is recommended as part of the program. The policy is based on policies from other health and safety programs.

Analysis and Impact:

The inclusion of a governance policy in the health and safety program demonstrates leadership for the program, and supports the full implementation of the program. The program will be developed as it is a Worksafe BC requirement. The inclusion of the policy, provides for clear direction to the organization.

Policy, Regulation, Legislation:

Worksafe BC regulation.

Public Participation:

This policy was first introduced to Board members and partner groups (CUPE, MTU, DPAC, PVPA) in draft at the February 6, 2018 Committee of the Whole meeting. Following the meeting, email communication was shared with partner groups requesting feedback, no comments were received. The draft policy was presented for a second time at the March 6, 2018 Committee of the Whole meeting. There has been no feedback on the policy.

Implementation:

1. MPSD Website – March 2018
2. Staff Orientation – April 2018

Attachments:

- a. #150 Health and Safety Policy

Section:	Health and Safety	
Title:	Health and Safety	150

Purpose

To outline the responsibility of providing a healthy and safe work environment.

Policy

The School District is responsible for providing a healthy and safe work environment for all employees, volunteers, workers of other employers, as well as students and the public, and is therefore committed to providing a healthy and safe work environment.

In fulfilling this commitment to protect both people and property it shall be the responsibility of management to develop and maintain adequate standards and procedures for the elimination and control of physical and health related hazards. Work performed at the School District must be done with due consideration of the health and safety of all people. As such, management will maintain a Health and Safety Program consisting of policies, procedures, programs, equipment, training, and other resources, backed by regular inspections and ongoing supervision & support.

It shall be the responsibility of every supervisory employee to ensure the people under their supervision are properly trained and knowledgeable about their duties and shall promote strict observance to safe work procedures and applicable legal and regulatory requirements. Supervisors are responsible to provide instruction to their workers and to ensure work is done without undue risk. Foreseeable hazards must be identified and communicated to workers in order to prevent injury and occupational illness.

It is the duty of every employee to follow safe work procedures and regulations and to promote positive attitudes towards accident prevention. Workers observing unsafe or harmful conditions must report these to their supervisor immediately.

Knowledge of health and safety matters is of critical importance to all employees, therefore regular training must be a cornerstone of the School District's Health and Safety Program.

All employees have the right to refuse unsafe work.

Date of Original Board Approval:

Date Amended:

Legal Reference: (Workers Compensation Act, Worksafe BC)

Cross Reference: ([Worksafe Procedures 150-xxx](#))

ITEM 5.4 Action

TO: Board of Education
FROM: Secretary Treasurer
SUBJECT: Budget Priorities

Recommendation

THAT the 2018/2019 budget be developed with the following priorities:

- 1. Continue to advance the technology upgrades within the School District;**
- 2. Continue to provide additional resources and support to advance the new Curriculum;**
- 3. Ensure resources are available for Student Services that supports the individual educational needs of students;**
- 4. Continue to expand the supports for Aboriginal Education, recognizing the unique needs of both on-reserve, and off-reserve Aboriginal students;**
- 5. Ensure students are afforded a well-rounded participation and input process;**
- 6. Ensure the plan provides options to address the overcrowding at École Mission Secondary School;**
- 7. Ensure a plan and funding is available to support students transitioning from Elementary to Middle School, from Middle School to High school, or to a program of studies at Summit, Fraserview, or Riverside College.**

Summary:

The budget will be developed over the next two months for consideration in May and June. The budget priorities in addition to the strategic plan will guide the development of the budget.

Background:

The budget will be developed and presented for consideration over the next few months. It must be approved prior to June 30, 2018. The budget considers the growth anticipated throughout the district, as well as the special projects and initiatives that are underway, such as the upgrades to technology, and the implementation of the redesigned curriculum.

The Aboriginal Education department recommends incorporating budgeting priorities to consider the unique needs of on-reserve and off-reserve Aboriginal students. The needs of Aboriginal students are different that the needs of non-Aboriginal students, as evidenced by the current graduation rates of Aboriginal students. To ensure staff have the Boards focus in mind as the plan in put together, it is best to review this direction as the budget work begins.

Analysis and Impact:

Specific impacts will be addressed during the budget deliberation process.

Policy, Regulation, Legislation:

n/a

Public Participation:

The priorities list was produced at the March 6, 2018 Committee of the Whole meeting, which allowed for partner groups and the public to provide recommendations for the budget process as well. The Superintendent of Schools will be initiating consultation with students for consideration as well.

Implementation:

The budget timeline is attached.

Attachments:

- a. Strategic plan
- b. Budget Timeline

Section:	Foundation	
Title:	Board of Education Strategic Priorities (2016-2018)	5

Mission Public School District serves a diverse student population, aiming to inspire learning through inclusive high quality learning environments so that every student can reach their full potential.

INTRODUCTION

The Mission Board of Education is responsible for the governance of the Mission Public School District (MPSD). This responsibility includes setting the operating and governance framework for the organization. Good governance practices recommend identifying and communicating priorities for an organization through a strategic plan.

In the fall of 2015, the Board of Education initiated the process of creating a strategic plan to set direction for the School District and guide decisions over the next three years. Through the process, the Board committed to focus on student learning, and to keep student learning at the forefront of Board decision-making.

The pages that follow reflect the Boards' understanding of the current state of MPSD, and the priorities to best serve our students in the coming years. The Board values the collaborative working relationships that are growing among all education partners, parents, and the community. The Board will continue to nurture these relationships by providing opportunities for meaningful dialogue and collaboration as we move forward with our goal of providing high quality inclusive learning environments that will result in greater success for our students.

**Mission Public School District
~ Board of Education**



BOARD OF EDUCATION STRATEGIC PRIORITIES (2016 – 2018)

OUR VALUES

As we lead the Mission Public School District, we will:

ACCOUNTABLE

- Be transparent in our decision-making.
- Seek information in order to base decisions on an informed understanding.
- Accept ownership of the results of our decisions.
- Establish processes to review key decisions so that we may better understand and learn from the outcomes we achieve.
- Make every effort to fulfill our promises and commitments.

ETHICAL

- Engage in principle-based decision-making.
- Demonstrate an unbiased, open, honest, non-judgmental, trustworthy and balanced approach.
- Act in accordance with the ethical professional standards and values that we have agreed upon.
- Acknowledge the un-ceded ancestral territory of the Sto:lo people

COLLABORATIVE

- Work together in an open-minded way that is respectful of other perspectives and points of view.
- Be receptive to new ideas and provide opportunities for two-way dialogue.
- Make every effort to engage in clear open communication.
- Ask for feedback and be open to suggestions. We will seek opportunities to listen to and involve others in decision-making.

COMPASSIONATE

- Have empathy for others.
- Seek to understand and respect various cultural perspectives and divergent points of view.
- Be caring, supportive, sympathetic, and respectful.

STRATEGIC PRIORITIES

The Board identified six strategic priorities for 2016 – 2018. With this Strategic Plan, the Board directs the development of plans and programs for the 2016/2017 and 2017/2018 school years to help achieve the goals.

The Superintendent is tasked with leading to the School District's administration in the development of plans and programs that align with these priorities and the identified actions.

1. A FRAMEWORK FOR LEARNING

Student learning is the central focus of the School District. In accordance with the Ministry of Education's Mandate for the School System, we want to provide our students with an educational environment that nurtures the development of an Educated Citizen.

Goal:

The development of citizens who are:

- thoughtful, able to learn and to think critically, and who can communicate information from a broad knowledge base;
- creative, flexible, self-motivated, and who have a positive self-image;
- capable of making independent decisions;
- skilled and who can contribute to society generally, including the world of work;
- productive, who gain satisfaction through achievement and who strive for physical well-being;
- co-operative, principled, and respectful of others regardless of differences;
- aware of the rights and prepared to exercise the responsibilities of an individual within the family, the community, Canada, and the world.

To support this, the School District encourages multiple pathways to graduation and post-secondary options.

Actions:

In collaboration with education leaders and partners, develop a 3-5 year implementation plan for the new curriculum that includes:

- full implementation of the [Aboriginal Enhancement Agreement](#) by 2019;
- respecting and implementing the [First Peoples' Principles of Learning](#);
- equitable access to resources to support the development of the Educated Citizen through the redesigned curriculum;
- quality assessment¹ in accordance with the Ministry of Education that informs meaningful instruction. School-based, School District and provincially developed assessment will provide information for students and families which reflects student progress and achievement.

In collaboration with education leaders and partners, develop a strong support system considering the needs of students that includes:

- effective services and initiatives that support our Aboriginal Enhancement Agreement Goals (1. Honouring Culture, 2. Meaningful Contributions, 3. Positive Learning Experiences, 4. Looking to the Future);



- a sense of belonging and ensuring successful transition for Aboriginal students;
- information in order to inform, understand, and develop support plans when students are struggling to achieve;
- a process to support a student's education program when assessments indicate that support is necessary to advance student learning;
- engaging the entire spectrum of learners with the design and implementation of rigorous academic programs and co-curricular opportunities;
- striving for inclusion by providing all students equitable access to learning, achievement and the pursuit of excellence in all aspects of their school experience.

(Source: Special Education Services: A manual of policies, procedures and guidelines).

2. HUMAN RESOURCES TO SUPPORT STUDENT LEARNING

Employees bring the skills and talents that will move us closer to achieving our goal for student learning. Students benefit from working with well-trained educators, support staff, and leaders.

Goal:

We have engaged, well-educated, and committed employees to support student learning.



Actions:

To support School District employees through:

- effective recruitment, retention, and succession planning strategies;
- a program of collaboratively developed on-going professional development for educators, leaders, and education support staff;
- supporting all employees with health and wellness initiatives;
- provision and funding of time for teachers to collaborate and implement new initiatives; and
- strong, productive working relationships with employees, unions, and employee groups.



3. PLAN FOR TECHNOLOGY

The Board recognizes the need for a plan to address the acquisition and use of technology to support the School District.

Goal:

In a fiscally responsible manner, use technology to provide more effective support for student learning and more efficient business services.

Action:

Develop a plan to upgrade and expand the use of technology in order to enhance student learning *and* improve business processes. The plan must include funding and implementation.



4. COMMUNICATION AND ENGAGEMENT

Effective communication, both internal and external to the School District, and effective public engagement is critical for success in all areas of the organization.

Goal:

To enhance the School District’s communication and public engagement processes.

Actions:

Develop a communication plan that outlines key communication objectives and strategies for the School District including specifying the way in which the website, social media and traditional media will be used.

Develop a public participation process for decision making to more effectively engage with students, staff, parents, employee organizations, and the general public. Consider the IAP2 spectrum of public participation.

IAP2 Spectrum of Public Participation



5. ECONOMIC SUSTAINABILITY

The Board works diligently to ensure fiscal responsibility attaining a balanced budget.

Goal:

To maintain a healthy financial position and at the same time provide the resources necessary to support student learning and effective School District operations.

To ensure School District assets are readily available to support student learning.

Actions:

Using an open and transparent process, develop an annual balanced budget that provides for efficient operations, enhanced student learning, while achieving the objectives of the new curriculum.

Develop short and long-term plans for the optimal use of School District assets and resources. This includes identifying emerging demographic changes that will affect both the affordability and sustainability of School District assets and resources.

6. GOVERNANCE

The Board is dedicated to providing effective Governance for the Mission Public School District recognizing the responsibility we have to the public and education partners.

The Board is committed to working strategically and cooperatively with the Superintendent, recognizing the need for productive working relationships.

Ultimately, the Board must make decisions and be held accountable for those decisions.

Goal:

To provide effective governance for the Mission Public School District, by working with and listening to our education partners.

To ensure that the School District needs are held paramount in the co-governance model with the BC Ministry of Education.

Actions:

Review, revise and create policy and committee structures that contribute to effective governance and operational direction. Policies will be reviewed and revised ensuring transparent participation.

Roles and responsibilities will be clear and articulated to match the values of the Board of Education.



End Notes:

Framework for Learning: Assessment and Curriculum.

ⁱ According to the Ministry of Education, Assessment and curriculum are interconnected. Provincial exams and classroom assessments are being redesigned to align with new curriculum content. Equally importantly, our new provincial graduation exams will align not only with new curriculum, but with research on best practice, which highlights student centered and personalized ways of learning. Exams will continue to be rigorous and based on learning standards evaluating student achievement, core competencies, essential learning and literacy and math skills. However, more flexibility will be introduced into the assessment process wherever possible.

Quality assessment is fair, transparent, meaningful and responsive to all learners

- Focuses on all three components of the curriculum model – knowing, doing, understanding
- provides ongoing descriptive feedback to students
- is ongoing, timely, specific, and embedded in day to day instruction
- provides varied and multiple opportunities for learners to demonstrate their learning
- involves student in their learning
- promotes development of student self-assessment and goal setting for next steps in learning
- allows for a collection of student work to be gathered over time to provide a full profile of the learner and learning
- communicates clearly to the learner and parents where the student is, what they are working towards and the ways that learning can be supported

Source: Ministry of Education

Date of Board Approval: December 13, 2016

Date Amended:

Budget Timelines – 2018 / 2019 Preliminary Annual Budget

Date	Action	Responsible
March 6	COTW - budget direction: Review preliminary enrolment estimates Identify partner group priorities Identify Board priorities (in addition to strategic plan)	Board / Angus / Corien
March	Identify operational priorities for each school and function: Education, Student Services, Aboriginal Education, Facilities, Transportation, IT, HR, Finance, District	Finance / Principals / Managers
	Consult with Students	Angus
	Initiate development of draft revenue and expenditure plan	Finance
	Finalize enrolment estimates	Principals
April	Pull all budget data / information together	Finance
	Review draft school budget plans with each Principal	Angus / Corien / Derek
	Prepare draft of budget documents	Finance
	Preliminary review of draft consolidated plan, identify final revisions	Principals, Managers
	Identify issues and options, and prepare reports for the board	Angus / Corien / Derek
May 8 May 29	COTW Meetings Public notices, Information on website <i>Board direction considering the presentation and feedback</i>	Board Corien / Derek / Angus
June 5	Budget Bylaw – Preliminary review at COTW	Board
June 19	Budget Bylaw – Adopted, copy sent to the Ministry	Board

Board of Education Meeting - Public

Minutes



Board of Education Meeting - Public
February 20, 2018 at 6:30pm
West Heights Elementary, 32065 Van Velzen Avenue, Mission, BC V2V 4J7

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
 Executive Assistant Aleksandra Zwierzchowska (Recorder)

Absent:

Assistant Superintendent Larry Jepsen

1. CALL TO ORDER

The meeting was called to order at 6:33 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 adopted as presented.

CARRIED

3. Delegations/Presentations

Darran Forrest, Principal of West Heights Elementary introduced Dr. Dhaliwal who made a power point presentation about the Applied Design, Skills and Technologies curriculum at the school.

Following the power point presentation, a group of students demonstrated the electronics and modular robotics objects found in the schools Innovation Lab trolley.

4. Unfinished Business

No unfinished business items were presented.

5. Staff Reports

5.1 Camera Installation – Albert McMahon

MOVED and Seconded that the Board of Education approve up to eight (8) cameras to be installed at Albert McMahon elementary school monitoring the outside entrances to the building, and the outside areas where vandalism and loitering occur.

CARRIED

The Superintendent noted that Albert McMahon has been impacted by vandalism. The request for cameras was presented at the February 6, 2018 Committee of the Whole meeting. It is a requirement that the school Parent Advisory Committee approve the installation of cameras prior to the Board's approval. In addition, an annual review is required to assess if the installation and operation of the video surveillance cameras are accomplishing the set out purpose.

The School is t-shaped; to assist with coverage around the entire perimeter, one camera would be installed at the front, one on each side of the building, and the remainder in the back. If an existing light is not currently installed, then one would be installed with the camera.

5.2 Budget Timeline

MOVED and Seconded that the timeline for the 2017-2018 Preliminary Budget be approved.

CARRIED

The Secretary Treasurer prepared the proposed timeline for the 2017/2018 preliminary budget process; this item has not been shared with the Committee of the Whole as this document is in a preliminary process. It was noted that the Superintendent will consult with Middle and High school students regarding input on the budget.

5.3 Appointment of Auditor

MOVED and Seconded that KPMG LLP be appointed as the external auditor for the School District's Financial Statement Audit for the year ending June 30, 2018.

CARRIED

Last March the Board approved that KPMG be the appointed auditor. An authorized accounting firm must audit the school district's financial statements and in accordance with the legislation, the Board must approve the appointment of the Auditor for the year ending June 30, 2018.

It was noted that the names of the other firms who submitted a proposal is confidential for competition reasons.

5.4 Reporting out from Closed Board Meeting

The Superintendent reported that the Closed meeting did not complete. An announcement will be made at subsequent Public meeting.

6. New Business

6.1 Essential Repairs to Stave Falls School

MAIN MOTION

MOVED and Seconded that MPSD immediately begin building integrity and essential building maintenance required to protect the public investment in the Stave Falls Elementary School building.

This work will be expedited to ensure building preparation will be completed on a timeline that could accommodate school start up in September 2018 should the Board so decide.

AMENDMENT

MOVED and Seconded that the following line be deleted, *“This work will be expedited to ensure building preparation will be completed on a timeline that could accommodate school start up in September 2018 should the Board so decide.”*

CARRIED, Trustee Taylor Opposed

AMENDED MOTION

MOVED and Seconded that MPSD immediately begin building integrity and essential building maintenance required to protect the public investment in the Stave Falls Elementary School building.

CARRIED

Trustee Taylor - Speaking to the second part of the motion, in order for contracts to be issued in a timely manner, the process would need to start immediately.

Trustee Cairns – Concerned with the timeline and that it could take away from current facility projects.

Trustee McKamey – Expressed concerns with the timeline and would like the work to be completed in a timely fashion but September 2018 gives tight deadlines.

Trustee Carter – The time will come where the Board will debate necessary timelines.

Trustee Loffler – Speaking on the main motion, would like avoid placing the Board in an awkward position.

7. Minutes of Previous Meetings

MOVED and Seconded that the Public meeting minutes dated January 23, 2018 be approved as presented.

CARRIED

8. Information Items

The following items were shared as information:

- Enrolment data for Mission Public Schools from January 2012 to January 2018;
- A letter regarding a motion to request Trustee Neufeld to resign from the Chilliwack SD;
- A letter from Quesnel SD written to the Ministry of Education regarding rural enhancement requests;
- The Superintendent reported that there is a meeting held by DPAC tomorrow at Mission Secondary at 7pm. The meeting will provide information on Sexual Orientation and Gender Identity.

9. Correspondence

No correspondence presented at this time.

10. Liaison Reports

Trustees reported on:

- Touring Stave Falls Elementary School
- Attending the following:
 - Special Committee of the Whole regarding Riverside College,
 - Leq:a'mel alternate summit,
 - BC School Trustee Association (BCSTA) Aboriginal Education Committee,
 - Siwal Se' Wes meeting at Leq:a'mel,
 - LGBTQ+ stage at Heritage Park,
 - Fraser Valley Branch meeting,
 - Upcoming a meeting with parent to discuss Dry Grad,
 - Grade 9 parent meeting at Mission Secondary School,
 - BCSTA Provincial Council,
 - Riot to reading,
- Meeting with a number of constituents one on one,
- Meeting with Kwantlen First Nations,
- Meeting with BC Ombudsperson who is working on a PR campaign,
- Luncheon at Christine Morrison Elementary honouring elders,
- Special thank you to the volleyball coaches and principals who attend the games to cheer on all the students.

11. Question Period

Q: What would the Superintendent consult with students about?

R: Last year due to timeline constraints, the Superintendent met with high school students regarding budget recommendations and input. That information was then shared with the Committee of the Whole. This year the Superintendent will consult with students at the Middle and Secondary levels.

The Board Chair informed the public that the Board ran out of time and did not complete the Closed meeting. The Closed meeting will resume following the Public meeting.

Minutes



12. Adjournment

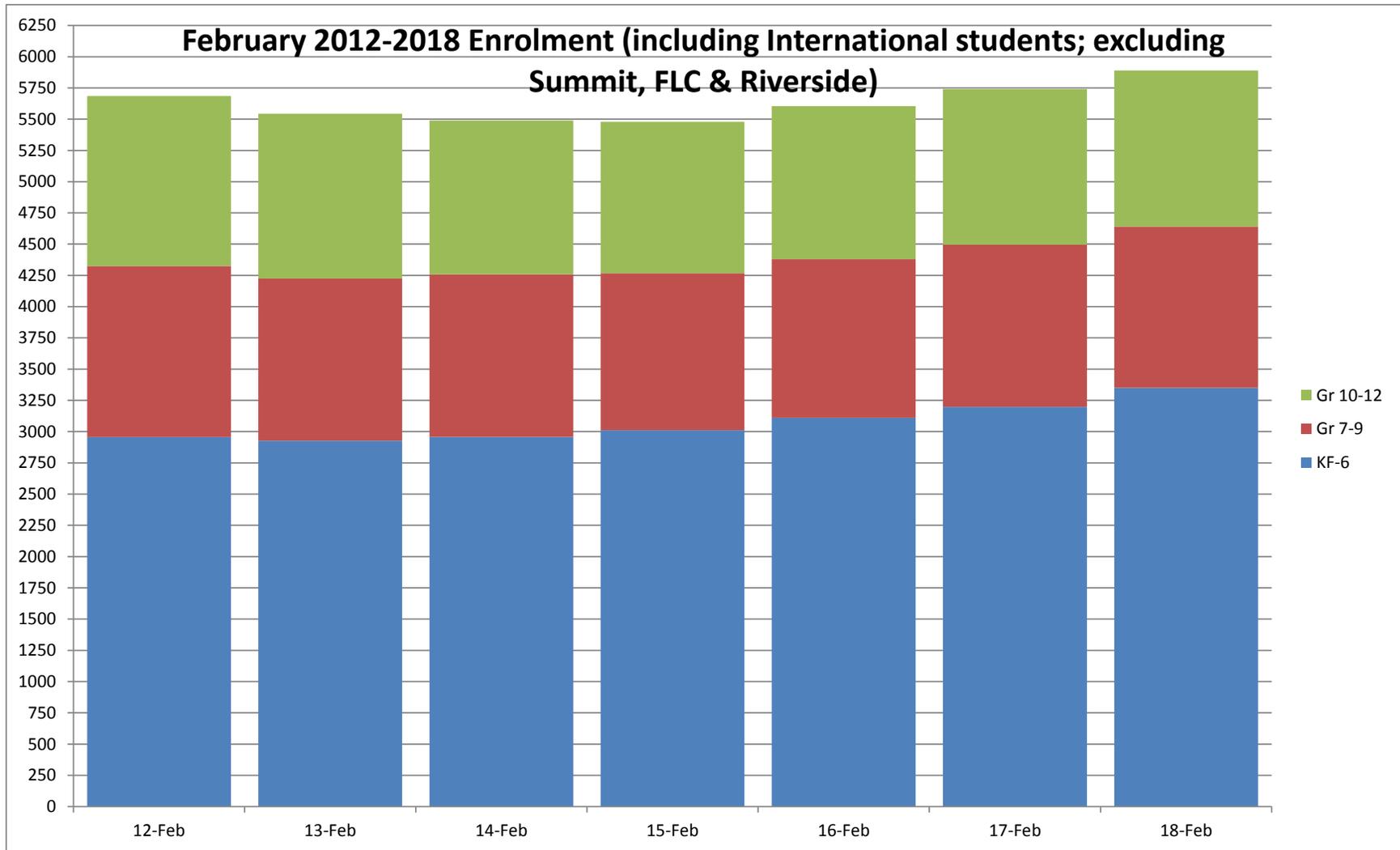
MOVED and Seconded to adjourn the meeting.

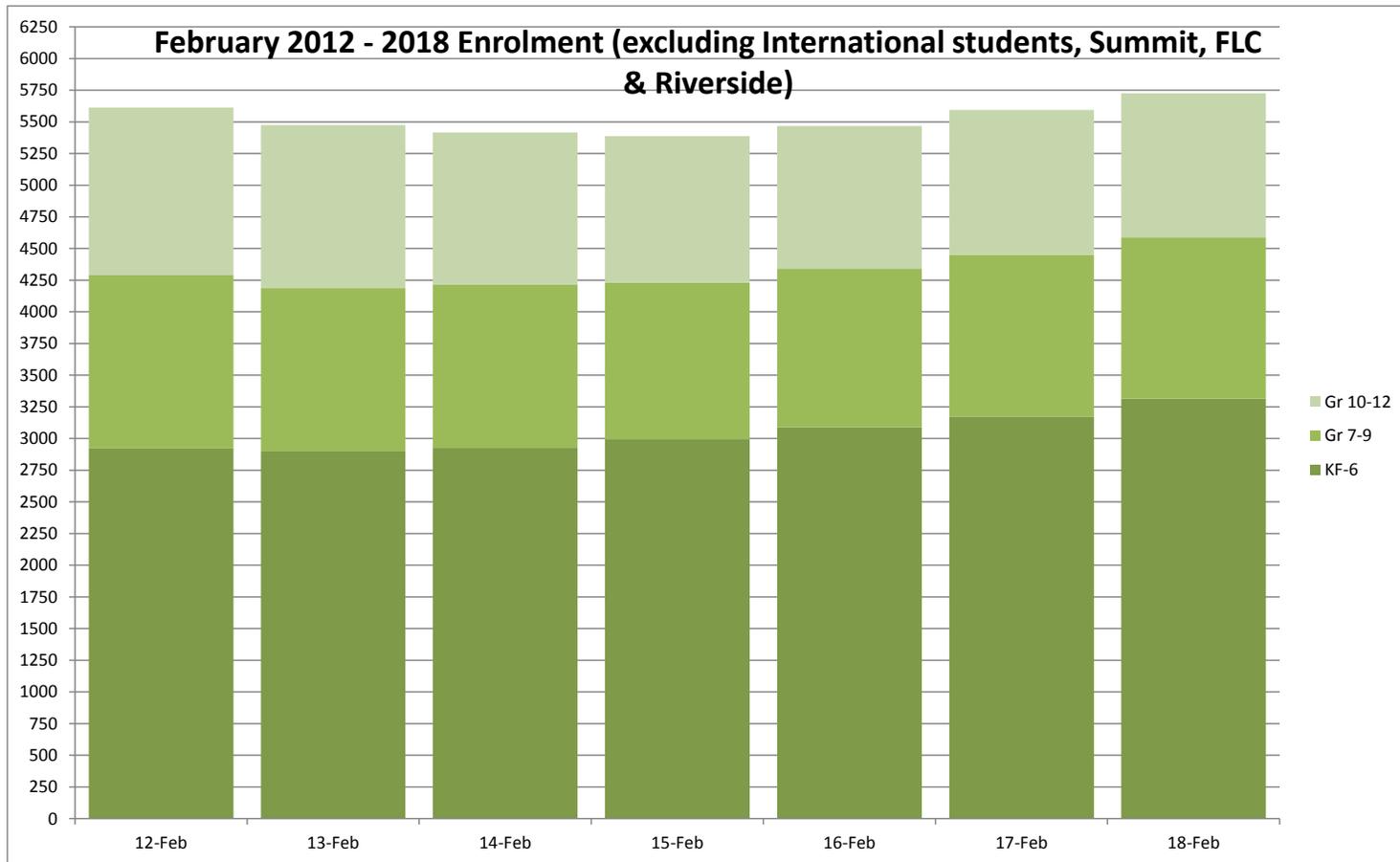
CARRIED

The meeting adjourned at 7:50 pm.

Chairperson

Secretary Treasurer





Board of Education Meeting (Regular)

March 13, 2018



ITEM 8.2 Information

TO: Board of Education
 FROM: Secretary Treasurer
 SUBJECT: Employer Health Tax

Summary

The 2018/2019 British Columbia Budget introduces the elimination of Medical Services Plan (MSP) premiums by January 1, 2020, replacing the premiums with an Employer Health Tax (EHT).

The elimination of the MSP premiums is to be phased out by January 1, 2020. The EHT or Payroll Tax is to be in place January 1, 2019. As the Mission Public School District has payroll greater than \$1.5 million (2017/2018 - \$49+ million) MPSD will be required to pay 1.95% on total payroll effective January 1, 2019. The change from MPS premiums to a payroll tax will increase the benefit costs for the school district by \$203,000 a year. The following summarizes the impact of the change.

IMPACT OF MSP PREMIUM REDUCTION VS. IMPLEMENTATION OF EMPLOYER HEALTH TAX					
		Annual Cost			
		2017/18	2018/19	2019/20	2020/21
MSP Premiums					
July 1 to Dec 31		\$ 376,276	\$ 188,138	\$ 188,138	-
January 1, to June 30		188,138	188,138	-	-
Total MSP Premiums		564,414	376,276	188,138	-
EHT					
July 1, to Dec 31, EHT Cost		-	-	478,196	478,196
January 1, to June 30, EHT Cost		-	478,196	478,196	\$ 478,196
Total EHT Cost		-	478,196	956,391	956,391
Annual Budget		564,414	854,471	1,144,529	956,391
Annual Budget change from prior year			\$290,058	\$290,058	(\$188,138)
MSP Cost (prior to reduction of premiums)		752,552	752,552	752,552	752,552
Increased Cost (Savings) pre MSP changes		(\$188,138)	\$101,920	\$391,977	\$203,839
Total cost increase 2017/18 to 2020/21 from original MSP Costs					\$ 509,598

Attachment:

A. Medical Services Plan Tax Measures and EHT from the Budget and Fiscal Plan, 2018/19-2020/21

Employer Health Tax of 1.95 Per Cent of Payroll Introduced

The government will introduce legislation in 2018 to implement an employer health tax on employers' payroll starting in the 2019 calendar year. To protect small businesses, the tax will not apply to employers with payroll under \$500,000. Employers with payroll over \$1.5 million will pay the maximum rate of 1.95 per cent on their total payroll. For employers with payroll between \$500,000 and \$1.5 million, the tax rate will phase in gradually until it reaches 1.95 per cent at \$1.5 million in total payroll.

Table 2.2 Employer Health Tax Effective January 1, 2019

Annual BC Payroll	Annual Tax	Tax as a Per Cent of Payroll
\$500,000 or less	\$0	0.00%
\$750,000	\$7,313	0.98%
\$1,000,000	\$14,625	1.46%
\$1,250,000	\$21,938	1.76%
\$1,500,000	\$29,250	1.95%
	\$29,250 plus	
	1.95% of payroll	
Over \$1,500,000	over \$1.5 million	1.95%

The tax legislation will include clear rules regarding the frequency of installment payments and defining how payroll amounts are to be aggregated among associated businesses prior to applying deductions and tax rates. Subject to legislative approval, the tax is effective January 1, 2019.

Medical Services Plan (MSP) Premiums Eliminated January 1, 2020

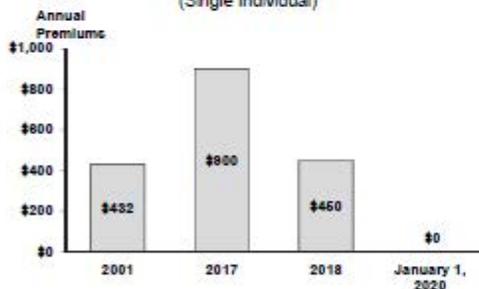
MSP premiums are regressive, expensive and a significant administrative and compliance burden for families, businesses and government.

In *Budget 2017 Update*, MSP premiums were reduced by 50 per cent for all families effective January 1, 2018. This reduction results in annual savings of up to \$450 for single individuals and up to \$900 for families.

The 50 per cent reduction accomplishes half of this government's commitment to eliminate premiums completely within four years. Therefore, as a final step, effective January 1, 2020, the remaining MSP premiums will be eliminated.

Including the 50 per cent reduction, once premiums are fully eliminated single individuals will see total annual savings of up to \$900 and families up to \$1,800.

MSP Premiums Eliminated January 1, 2020
(Single Individual)



Employer Health Tax

MSP premium elimination will be funded through the implementation of an employer health tax. The new payroll tax will be designed to help protect small businesses. Further details about the new tax can be found on page 74.

MSP Task Force Interim Report

To ensure MSP premium elimination would be accomplished in the best way possible, the government announced in *Budget 2017 Update* that it would establish a task force of experts to provide advice and recommendations on how best to replace MSP premium revenue.

On November 2, 2017, the Minister of Finance announced the members of the Task Force. The Task Force is comprised of Dr. Lindsay Tedds (Chair), Paul Ramsey and David Duff.

Citizens, businesses and interested parties were encouraged to share their ideas about ways to replace the MSP premium revenue through the MSP Task Force engagement website by January 31, 2018.

On February 1, 2018, the Task Force provided an interim report to the Minister. In summary, the interim report indicates:

- The Task Force received over 1,500 submissions from individuals and 26 submissions from stakeholder groups through a public engagement website and met in person with various groups;
- A common theme of the input received was the expectation that MSP premium revenue would be replaced with a combination of personal income tax and a new payroll tax, as was done in Ontario when they eliminated health care premiums; and
- There were several additional measures suggested, including changes to corporate income tax and corporate tax expenditures; PST (including moving to a value-added tax); taxes on sugary drinks and junk food, alcohol, tobacco and cannabis; and property taxes, including replacing the home owner grant with an income-tested program delivered through the income tax system.

While the Task Force has not made final decisions, it recommended that:

- There be no phase-out of MSP or phase-in of measures to replace the revenue, but rather that they be done all at once;
- That reasonable notice be given to provide for transition; and
- That the revenue be replaced by a combination of measures to mitigate negative impacts.

The interim report also indicated that the Task Force is leaning towards a final recommendation that would include a personal income tax surcharge, a small payroll tax and one or more additional measures discussed above. Its recommendation would generate about \$1.3 billion — enough to replace the remaining 50 per cent of MSP revenues.

The full interim report can be found on the MSP Task Force website at <https://engage.gov.bc.ca/msptaskforce/>.

Next Steps

With *Budget 2018*, the government has announced its plan to eliminate MSP premiums. Its decision was informed by the MSP Task Force's interim report, in particular, eliminating premiums all at once (as opposed to phasing them out over time), as well as providing advance notice of the changes.

The government intends that the MSP Task Force will continue its work, presenting its final report on March 31, 2018, as planned. The province will benefit from receiving the Task Force's analysis and recommendations to inform future efforts to improve the progressivity, fairness and competitiveness of the tax system.

Ministry of Education

Budget 2018 Overview

February 2018

Ministry of Education - Budget 2018

Table of Contents

<i>Budget 2018 Funding Announcements (3-Year Total)</i>	2
<i>Budget 2018 Operating Funding Announcements (3-Year Total)</i>	3
<i>Budget 2018 Capital Funding Announcements (3-Year Total)</i>	4
Appendix A – Excerpt from Ministry of Finance <i>Budget 2018</i>	6
Appendix B – Resource Summary and Major Capital Projects.....	7
Appendix C - Comparison of 2018/19 Budget to Prior Year (\$000).....	9

Ministry of Education - Budget 2018

Budget 2018 Funding Announcements (3-Year Total)

\$Billion	2018/19	2019/20	2020/21	TOTAL
<i>Budget 2017 Update Operating Budget</i>	6.206	6.237	6.237	
<i>Budget 2018 Funding Lifts</i>	0.135	0.137	0.137	0.409
Operating Budget	\$6.341B	\$6.374B	\$6.374B	
Capital Budget	\$0.483B	\$0.622B	\$0.652B	\$1.757B

Key Messages

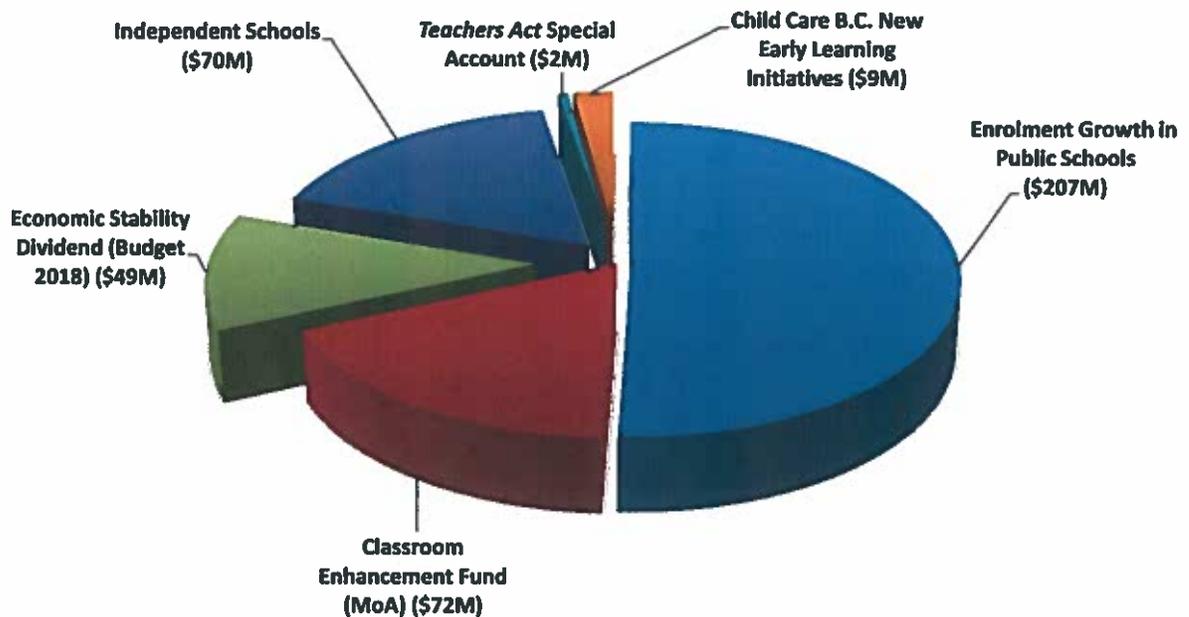
- *Budget 2018* provides the Ministry of Education with an increase of \$409M in operating funding over the next three years. This includes:
 - \$207M for actual and projected enrolment growth in public schools;
 - \$72M in funding under the Classroom Enhancement Fund for 200 more teachers;
 - \$70M in independent school funding;
 - \$49M for the *Economic Stability Dividend*;
 - \$9M for an initial investment in new early learning initiatives to support Government's Child Care B.C. initiative; and,
 - \$2M for the *Teachers Act* Special Account.
- *Budget 2018* also includes \$1.8B in provincial capital funding for priority projects over the next three years. This funding includes:
 - \$541M to accelerate the Seismic Mitigation Program;
 - \$693M to invest in expansion and replacement projects in school districts across the Province;
 - \$508M to invest in asset rehabilitation and maintenance, and;
 - \$15M to implement the annual \$5M Playground Equipment Program.

Ministry of Education - Budget 2018

Budget 2018 Operating Funding Announcements (3-Year Total)

- BC's total operating budget for education is **\$6.34B** in fiscal year 2018/19
- *Budget 2018* provides the Ministry of Education a **\$409M** lift in operating funding

Budget 2018 Operating



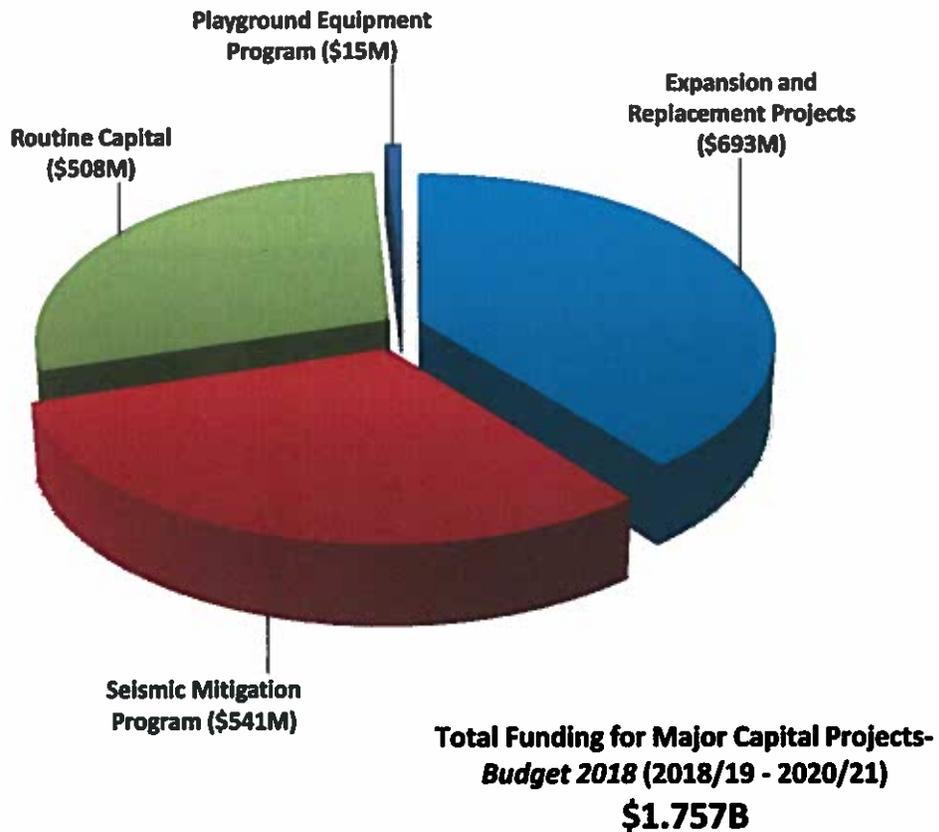
**Total Funding Increases for K-12 Sector -
Budget 2018 (2018/19 - 2020/21)
\$409M**

Ministry of Education - Budget 2018

Budget 2018 Capital Funding Announcements (3-Year Total)

- BC's total capital budget for education is **\$483M** in fiscal year 2018/19
- *Budget 2018* provides the Ministry of Education **\$1.8B** in capital funding

Budget 2018 Capital



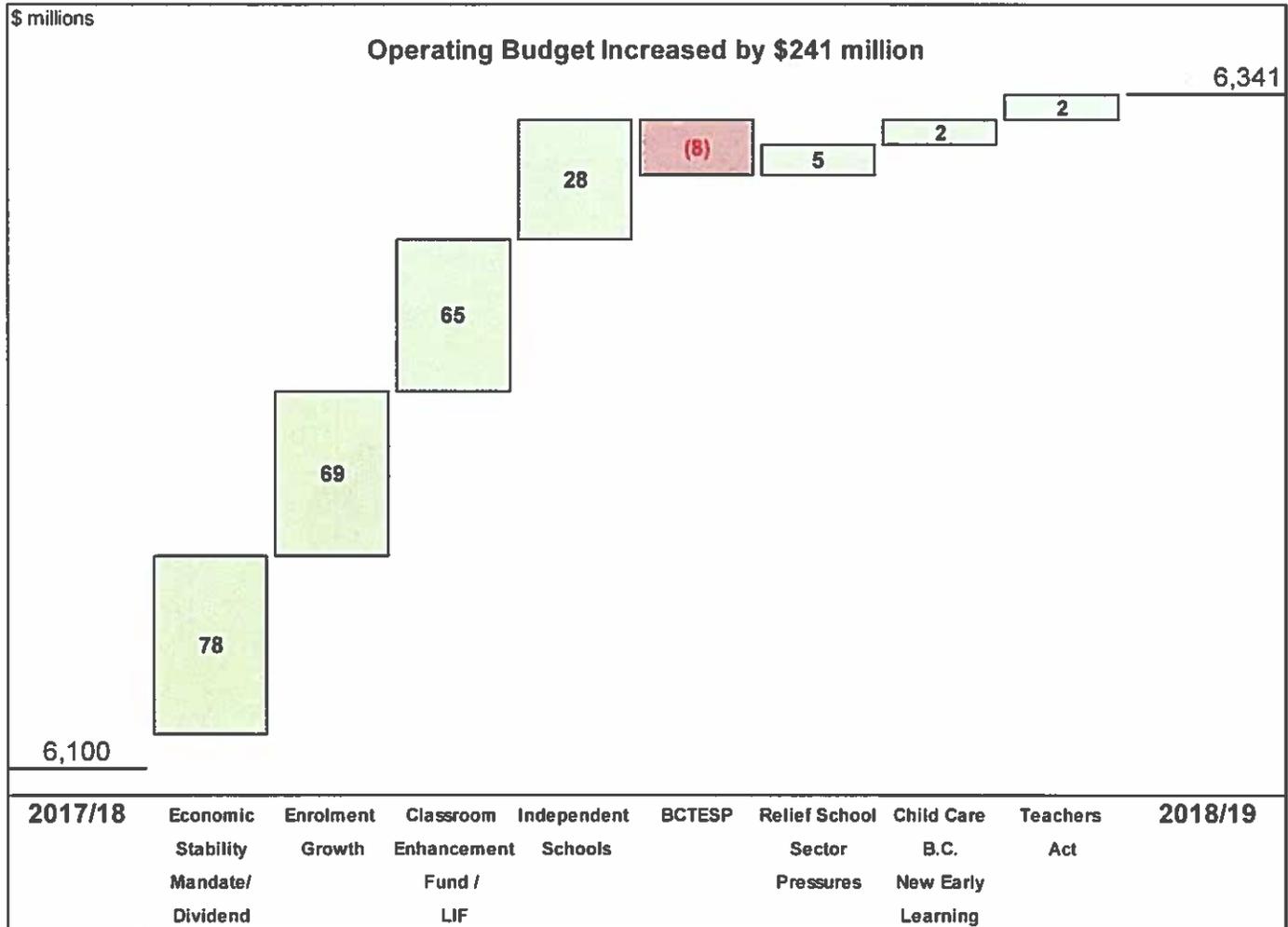
K-12 Capital Spend

	\$Million	2018/19	2019/20	2020/21	3 year total
Total Capital Expenditure in K-12		557	678	766	2,001
Provincially funded		\$483M	\$622M	\$652M	\$1,757M

Ministry of Education - Budget 2018

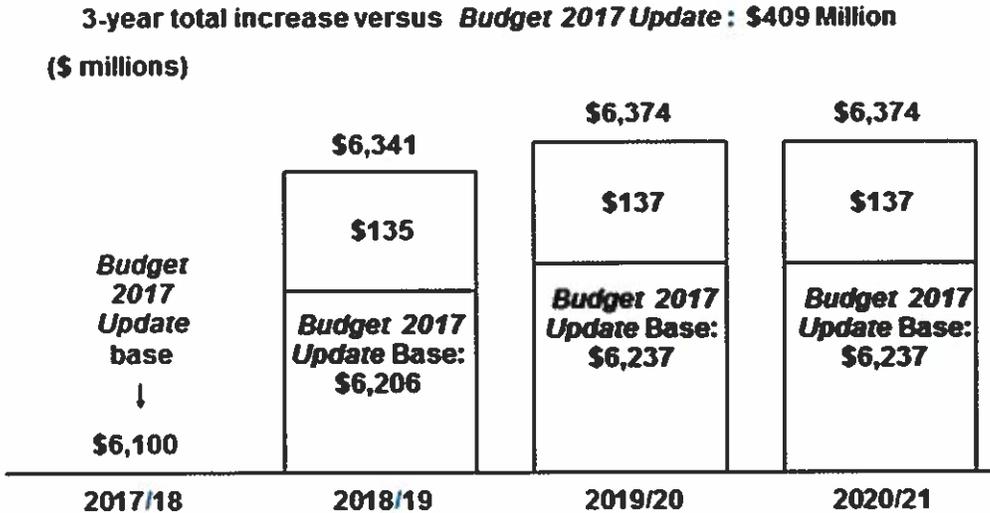
2017/18 to 2018/19 Operating Budget Changes

Includes funding lifts from *Budget 2018*, as well as other funding changes from previous Budgets.



**Appendix A – Excerpt from Ministry of Finance *Budget 2018*
Three Year Fiscal Plan**

Ministry of Education Funding Increases: *Budget 2018*



Excerpt from Ministry of Finance Budget 2018 Three Year Fiscal Plan

Additional Teachers for K-12 Education

Including the amounts added in the *Budget 2017 Update*, a total of \$376 million annually was allocated to the Ministry of Education’s base budget to meet the obligations of the November 2016 Supreme Court of Canada decision on class size and composition. Given that there are 60 school districts, each with different contract language, negotiations to arrive at the appropriate number of personnel to be hired and the estimated costs have been ongoing and have added to those costs.

While the original estimate was that 3,500 new teachers would be needed, that number has now increased to over 3,700. Therefore an additional \$24 million per year has been added for Classroom Enhancement Fund costs (\$72 million over three years), bringing the total to \$400 million per year. This is in addition to funding added to the ministry’s budget to pay for enrolment growth projected in the 2018/19 school year, along with other funds to pay for independent school pressures and the third Economic Stability Dividend for all unionized workers in the K-12 system. The total funding added to the Ministry of Education in *Budget 2018* is shown in the chart above.

Ministry of Education - Budget 2018

Appendix B – Resource Summary and Major Capital Projects

The Resource Summary is the Ministry's three year budget plan as presented in the Service Plan.

Core Business Area	2017/18 Restated Estimates ¹	2018/19 Estimates	2019/20 Plan	2020/21 Plan
Operating Expenses (\$000)				
Public Schools	5,525,163	5,754,473	5,788,457	5,788,277
Independent Schools	398,500	426,300	426,300	426,870
Transfers to Other Partners	86,475	76,307	76,477	76,552
Executive and Support Services	44,238	45,540	46,302	45,837
British Columbia Training and Education Savings Program Special Account	38,001	30,001	30,001	30,001
Teachers Act Special Account	7,620	8,130	6,477	6,477
Total	6,099,997	6,340,751	6,374,014	6,374,014
Ministry Capital Expenditures (Consolidated Revenue Fund) (\$000)				
Executive and Support Services	924	828	2	2
Capital Plan (\$000)				
Public Schools	523,657	483,205	621,609	651,732

¹For comparative purposes, amounts shown for 2017/18 have been restated to be consistent with the presentation of the 2018/19 Estimates.

*Further information on program funding and vote recoveries is available in the [Estimates and Supplement to the Estimates](#).

Ministry of Education - Budget 2018

Major Capital Projects (over \$50 million)

Major Capital Projects (over \$50 million)	Targeted Completion Date (Year)	Project Cost to Dec 31, 2017 (\$ millions)	Estimated Cost to Complete (\$ millions)	Approved Anticipated Total Capital Cost of Project (\$ millions) ¹
Centennial Secondary	2018	\$47M	\$14M	\$61M
Under the Ministry's Seismic Mitigation Program, School District No. 43 (Coquitlam) completed a seismic replacement of the existing Centennial Secondary with a 1,250-student-capacity school on its current site located in Coquitlam. The replacement of Centennial Secondary completed in 2016. Work is continuing on the demolition of the old school, construction of a Neighborhood Learning Centre (NLC), and installation of playfields and landscaping. It is estimated the improvements will cost \$61 million and be complete in 2018.				
Kitsilano Secondary	2018	\$58M	\$7M	\$65M
Under the ministry's Seismic Mitigation Program, School District No. 39 (Vancouver) is adding a new wing, seismically upgrading and completely restoring the existing 1,500-student-capacity school on the current site. The project met the major milestone of opening the first wing by October 2015. Restoration and seismic upgrade continues on the heritage portion. It is estimated that the improvements will cost \$65million and be complete in 2018.				
Salish Secondary (Site 215) [former Clayton North]	2018	\$42M	\$13M	\$55M
Under the ministry's Expansion Program, School District No. 36 (Surrey) is building a new 1,500-student-capacity secondary school in the Clayton neighbourhood in Surrey. Enrolment in this part of the Surrey School District has grown substantially in recent years, and the new school will alleviate pressures at other district secondary schools, particularly Lord Tweedsmuir, which is operating over its current capacity. It is estimated that the new school will cost \$55 million and be complete in 2018.				
Grandview Heights Secondary (Site 177)	2020	\$1M	\$60M	\$61M
Under the ministry's Expansion Program, School District No. 36 (Surrey) is building a new 1,500-student-capacity secondary school in the Grandview neighbourhood in Surrey. Enrolment in this part of the Surrey School District has grown substantially in recent years, and the new school will alleviate pressures at other district secondary schools, particularly Earl Marriot Secondary and Semiahmoo Secondary, which are operating over their current capacities. It is estimated that the new school will cost \$61 million and be complete in 2020.				
New Westminster Secondary	2021	\$5M	\$102M	\$107M
Under the ministry's Replacement Program, School District No. 40 (New Westminster) is building a replacement 1,900-student-capacity secondary school on its current site located in New Westminster. The replacement of New Westminster Secondary is estimated to cost \$107 million and be complete in 2021.				
Willoughby Slope Secondary	2019	\$6M	\$49M	\$55M
Under the ministry's Expansion Program, School District No. 35 (Langley) is building a new 1,500-student-capacity secondary school in the Willoughby neighbourhood in Langley. Enrolment in this part of the Langley School District has grown substantially in recent years, and the new school will alleviate pressures at other district secondary schools, particularly R. E. Mountain Secondary, which is operating over its current capacity. It is estimated that the new school will cost \$55 million and be complete in 2019.				
Handsworth Secondary	2021	\$0M	\$62M	\$62M
Under the ministry's Seismic Mitigation Program, School District No. 44 (North Vancouver) is building a replacement 1,400-student-capacity secondary school on its current site located in North Vancouver. The replacement is estimated to cost \$62 million and be complete in 2021.				

¹ Approved Anticipated Total Capital Cost includes all risk reserves and escalation.

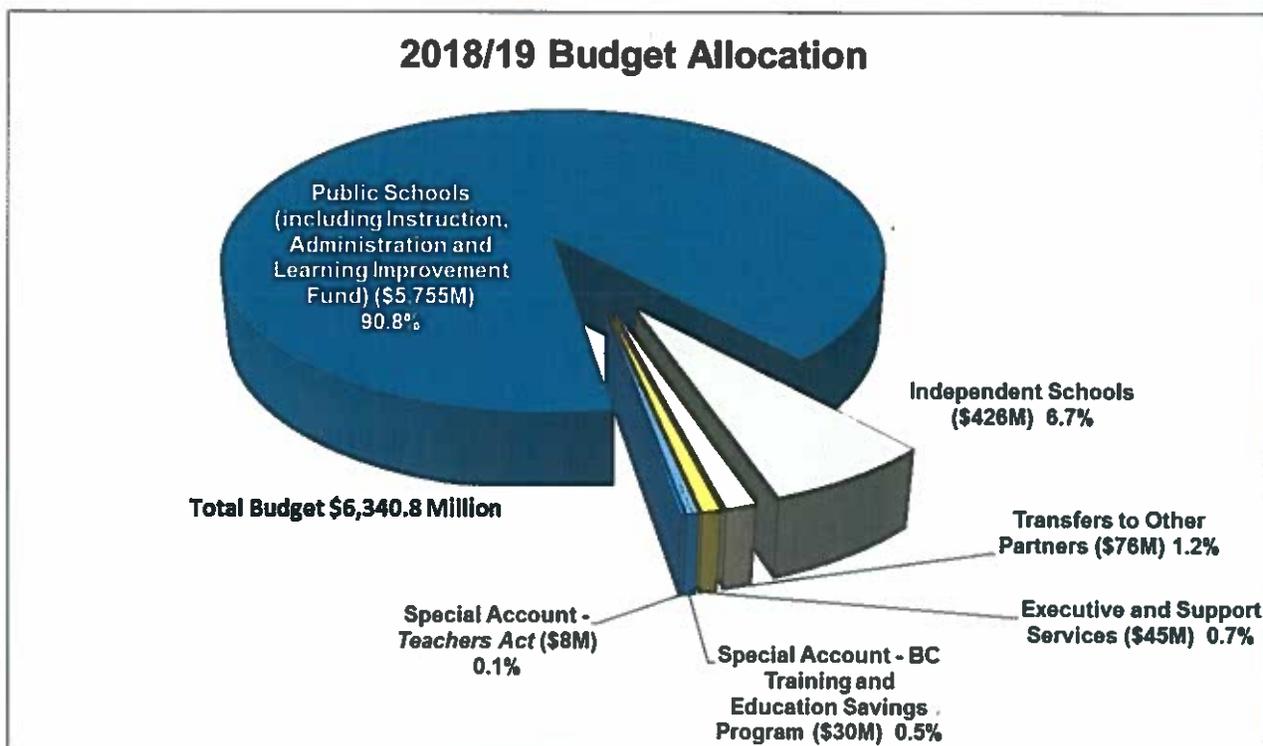
Ministry of Education - Budget 2018

Appendix C - Comparison of 2018/19 Budget to Prior Year (\$000)

	2017/18 Estimates (Restated)***	2018/19 Estimates	Change \$	Change %
Public Schools	5,525,163	5,754,473	229,310	4.2
Independent Schools	398,500	426,300	27,800	7.0
Transfers to Other Partners	86,475	76,307	(10,168)*	-11.8
Executive and Support Services	44,238	45,540	1,302	2.9
Ministry Operations	6,054,376	6,302,620	248,244	4.1
BC Training and Education Savings Program Special Account	38,001	30,001	(8,000)**	-21.1
Teachers Act Special Account	7,620	8,130	510	6.7
Total	6,099,997	6,340,751	240,754	3.9

*As funding for NGN directly benefits public schools, *Budget 2018* moves this program to being reported under the Public Schools sub-vote, and as a result, causes a decrease in Transfers to Other Partners.

** The 2018/19 budget in the Special Account is intended to represent the expected uptake of the program by children born in 2012. When estimates on program uptake are revised, this amount may increase during the fiscal year.



***Note, figures for 2017/18 represent amounts from 2017/18 Estimates. They are not necessarily representative of actual Ministry of Education investment in 2017/18.



BOARD OF EDUCATION

*Chair: Edith Loring-Kuhanga Vice-Chair: Tom Ferris
Trustees: Elaine Leonard, Diane McNally, Deborah Nohr, Peg Orcherton
Rob Paynter, Jordan Watters, Ann Whiteaker*

**SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)
556 BOLESKINE ROAD, VICTORIA, BC V8Z 1E8
PHONE (250) 475-4106 FAX (250) 475-4112**

February 14, 2018

via email: educ.minister@gov.bc.ca

The Honourable Rob Fleming
Minister of Education
PO Box 9045, STN PROV GOVT
Victoria, B.C. V8W 9E2

Re: Surveys from the Ministry

Dear Minister Fleming,

The Board has asked that I write to you with respect to surveys that School Boards receive from the Ministry.

As you are aware, recently the Ministry sent out a survey to Board Chairs on input regarding the funding formula review. We very much appreciate the opportunity to provide input. We also recognize that the Ministry has been proactive in its approach to the review and we are looking forward to providing input when further opportunities become available.

Our Board, however, is concerned that the survey format was not sufficiently accessible to all trustees. While certainly we understand that the Chair of a Board is an appropriate person to provide formal feedback on behalf of the Board, we believe that the survey questions should be accessible and sent to all trustees. In the current circumstances, the limited accessibility of the particular survey limited our ability to provide informed input from the Board as a whole.

Therefore, we would respectfully request that in future that copies of surveys be sent (or made readily accessible to Chairs to forward) to all trustees. We would also appreciate if the recent funding review survey questions could be sent to all trustees.

To be clear, we welcome the opportunity for input and appreciate your commitment to consultation, particularly in the current funding review. Our concern is associated with the format and restrictions on the survey. Thank you for your time.

Sincerely,

A handwritten signature in black ink, appearing to read "Edith Loring-Kuhanga".

Edith Loring-Kuhanga
Board Chair
Greater Victoria School District

Cc: Board of Education
Piet Langstraat, Superintendent of Schools
BCSTA