

Board of Education Meeting (Public)

Agenda



Board of Education Public Meeting
May 15, 2018 at 6:30pm
Riverside College, 33919 Dewdney Trunk Road, Mission

Page

1. CALL TO ORDER
The Board Chair will acknowledge that this meeting is being held on Traditional Territory.
2. ADOPTION OF AGENDA
3. DELEGATIONS/ PRESENTATIONS
4. UNFINISHED BUSINESS
 - 4.1 Draft Reserve Funds Policy Action 1
5. STAFF REPORTS
 - 5.1 Budget Update Information 4
 - 5.2 Worksafe BC Pace Review Information 5
6. NEW BUSINESS
7. MINUTES OF PREVIOUS MEETINGS
 - 7.1 Board of Education Public Meeting Minutes, April 17, 2018 Action 6
8. INFORMATION ITEMS
 - 8.1 Raising Digitally Responsible Youth Info Session, May 22, 2018 Information 10
9. CORRESPONDENCE
 - 9.1 SD75 Ltr to Minister Rob Fleming re: Capital Funding to Build New Schools Information 11
 - 9.2 SD 67 Ltr to Minister Rob Fleming re: Employer Health Tax Information 13
10. COMMITTEE MINUTES/ LIAISON REPORTS
11. ANNOUNCEMENTS
12. QUESTION PERIOD
Questions asked must be related to items discussed on the Agenda. Labour, Land, and Legal issues will not be discussed.
13. ADJOURNMENT

Board of Education Meeting (Public)

May 15, 2018



ITEM 4.1 Action

TO: Board of Education File No. 1020.20.#505 Reserve Funds Policy
FROM: Committee of the Whole
SUBJECT: Reserve Funds Policy

Recommendation:

THAT the Draft Reserve Funds Policy be approved.

Summary:

In 2017, the Province issued the Financial Governance and Accountability Framework for School Districts. The District has started the process to incorporate the recommendations from the report, but more work is needed. The March committee meeting considered the full scope of the framework, and referred the surplus policy, the capacity building, and the audit committee recommendations to the April committee meeting for discussion.

Background:

The detailed report on Financial Governance and Accountability recommends that School Districts incorporate processes that are considered good practices for Financial Governance and Accountability for School District operations. The recommendations include adopting a policy with respect to the use of annual operating surplus funds by June 30, 2018.

Analysis and Impact:

The 2017/2018 Budget - operating revenue calculations for the contingency portion of the policy:
1% = \$615,088; 2% = \$1,230,175; 5% = \$3,075,438

Policy, Regulation, Legislation:

The policy is to provide guidance to staff as they review any annual operating surplus, to guide recommendations for the placement of the surplus funds into reserves.

Public Participation:

The draft policy was presented to the Committee of the Whole on April 10, 2018 and it was renamed as the Reserve Funds policy. The Board approved the policy in principle on April 17, 2018, and referred it for further public comment. No further comments have been received.

Implementation:

May 15, 2018 – final approval

Attachments:

- a) Draft Reserve Funds policy

Section:	Finance	
Title:	Reserve Funds Policy	505

Purpose

To guide the accumulation and use of annual operating surplus funds.

Policy

The School District strives to expend the annual operating budget as planned.

When the annual operating budget is not fully expended at the end of the school year, resulting in an annual operating surplus, the unexpended funds will be accumulated and used in accordance with the guidelines established with this policy.

In June, a review of the projected operating surplus and recommendations for potential restricted operating reserves shall be presented to the Board for consideration for the annual financial statement reporting. Any allocation of surplus funds will be confirmed by the Board with the annual financial statements.

Guidelines

1. Contingency Reserve:
 - 1.1. Surplus funds shall first be used to establish a contingency reserve for emergency purposes.
 - 1.2. The contingency reserve shall have an accumulation target of 2% of total annual operating revenues.
 - 1.3. The contingency reserve may accumulate to a maximum of 5% of total annual operating revenues.
 - 1.4. The contingency reserve should maintain a minimum balance of 1% of total annual operating revenues.

2. Restricted Operating Reserve:
 - 2.1. Once the contingency reserve reaches the target accumulation (2% of revenue), additional surplus funds may be placed into a restricted operating reserve for a specific purpose for use within the next three school years.

3. Local Capital:
 - 3.1. Once the contingency reserve reaches the target accumulation (2% of revenue), additional surplus funds may be placed into local capital for a specific identified purpose for use within the next three school years.

- 4. Unrestricted Reserve:
 - 4.1. Once surplus funds have been set aside for the contingency reserve, restricted reserve, or local capital, any additional surplus funds shall be held in an unrestricted operating reserve.
- 5. Board approval is required to draw from the contingency, restricted, local capital, or unrestricted reserves with the annual or amended budget bylaw, or by board resolution if immediate action is necessary.
- 6. Funds held in the contingency reserve shall be used to cover an operating deficit, if necessary.

Date of Original Board Approval: _____, 2018

Date Amended:

Legal Reference:

Cross Reference:

DRAFT

ITEM 5.1 Information

File No. 8010.20,2018/2019

To: Board of Education
From: C. Becker, Secretary Treasurer
Subject: Budget Update

Summary:

On May 8 staff introduced the draft 2018/2019 budget to the Committee of the Whole, and direction from this meeting was provided to staff to prepare the budget bylaw. The Finance department is currently preparing the Bylaw for presentation at a second budget meeting scheduled for May 29 2018 at 6 pm in the Board Room.

The capital budget will also be amended to include the following capital items that the Province has approved.

1. The Mission Public School District received information on Thursday May 10, 2018 that the Province of BC will fund the bus replacement for the second bus that involved in a motor vehicle incident.
2. The school district will also be receiving \$90,000 for a new playground at Deroche School.

The agreements for the capital improvements for 2018/2019 will be amended to include these items. If required, the bylaw amendment to add these projects to the capital program will be returned in June.

ITEM 5.2 Information

File No. 4500.60.2018 Worksafe BC Pace Review

To: Board of Education
From: C. Becker, Secretary Treasurer
Subject: Worksafe BC Pace Review

Summary:

In March and April 2018, the School District participated in a Pace Review with Worksafe BC. Following the review, the School District entered into a compliance agreement with Worksafe, which requires the School District to undertake work to bring the program into compliance.

We have until June 15, 2018 to submit a work plan to address the deficiencies noted in the review, and then until February 2019 to complete the required work. We are also required to provide Worksafe with a status report every two weeks, as such, the work on the plan is underway. In addition, we are currently recruiting a Manager of Health, Safety and Wellness.

To address the deficiencies, the draft plan includes the following:

1. Orientation and training for employees;
2. Working with the Joint Health and Safety Committees at each site to be compliant with the legislation;
3. Dissolving the District Health and Safety Committee as it is not compliant with the legislation and possibly changing the format to something that is compliant, or alternately, applying for a variance from Worksafe;
4. Site specific safe work procedures;
5. Drafting, approving, and orienting staff on all the required policies and procedures.

Board of Education Meeting - Public

Minutes



Board of Education Meeting - Public

Date & Time

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

Members Present:

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

Staff Present:

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

Partner Groups Present:

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

Guests:

1. CALL TO ORDER

The meeting was called to order at 6:36 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

Ms. Gerwal, Principal of Albert McMahon introduced Chelsea Reist, Nathan Reist, Lisa Taylor, and Paul Nguyen who are teachers at the school. The presentation focused on the school's literacy initiatives that include creative games and workbooks to engage students in acquiring their reading and writing skills.

4. Unfinished Business

No unfinished business presented.

5. Staff Reports

5.1 Capital Bylaw 18/19-CP-SD75-01

That the following resolutions be approved:

MOVED and Seconded that the required three (3) readings for Capital Bylaw No. 18/19-CP-SD75-01 be carried out at one meeting.

CARRIED

MOVED and Seconded that the first reading of Capital Bylaw No. 18/19-CP-SD75-01, a bylaw for the 2018/2019 Capital Plan, be approved.

CARRIED

MOVED and Seconded that the second reading of Capital Bylaw No. 18/19-CP-SD75-01 be approved.

CARRIED

MOVED and Seconded that the third and final reading of Capital Bylaw 18/19-CP-SD75-01 be approved.

CARRIED

The Secretary Treasurer reported that capital bylaw includes the list of five capital projects approved by the Ministry of Education. This includes the funding for a replacement bus that was written-off in a motor vehicle accident and was not included in the original submission.

The Superintendent noted that there are calculation errors with the Expansion Projects grand total as well as the School Replacement Projects grand total found on page 7 of the agenda.

5.2 Reserve Funds Policy - Draft

MOVED and Seconded that the Draft Reserve Funds Policy be approved in principle; and

THAT the Reserve Funds Policy be circulated for public comment and returned with any comments received to the May Committee of the Whole meeting for further consideration.

CARRIED

BCSTA has been working with the Province on recommendations for Financial Governance and Accountability Framework for School Districts. This policy provides guidance on the review of any annual operating surplus funds and recommendations for the placement of the surplus funds into reserves.

The draft policy was presented to the Committee of the Whole on April 10, 2018 and it was renamed as the Reserve Funds Policy.

5.3 District of Mission/ SD 75 for Clarke Theatre and Community Gym Funding Agreement

MOVED and Seconded that the Clarke Theatre and Community Gym Funding Agreement for the 2017-2018 and 2018-2019 school years be approved; and

THAT the Secretary Treasurer be authorized to sign the agreement for the School District.

CARRIED

The funding agreement will provide Mission Public Schools financial support with the operating costs of the Clarke Theatre and the Community Gym at Heritage Park for the next two years. The District of Mission and Mission Public Schools started the process of reviewing the Operating Agreement and staff is hoping to bring it back for review in the next year for further discussion.

5.4 SD #75 (Mission) Quarterly Financial Report- March 31, 2018

The financial summary report is provided as information. Everything is tracking on schedule. At this point, it appears there will be some form of a surplus. In May staff will be bringing forward the draft 2018/19 budget and it will include a rough estimate for the surplus. The Financial Summary Report

attachment is generated from the financial statement system and it provides a high level overview of the district's financial standings year-to-date.

5.5 Reporting out from April 17, 2018 Closed meeting

The Superintendent reported that personnel matters were discussed during the Closed Board meeting.

6. New Business

6.1 Silverdale Elementary – School Programming

The public has expressed concerns that Silverdale is to become a School of Choice. The Superintendent provided clarification that there have been discussions about the potential for a unique program offering which is not to be confused with a School of Choice.

Two terms require clarification are:

School of Choice means an elementary school other than the neighbourhood school that parents choose to have their child(ren) attend.

Program of Choice means a School District initiated program approved by the Board and designated to run in one or more school sites.

There is exploration by the Principal of Silverdale to offer a science, technology, engineering and art or applied mathematics (STEAM) focused program.

It was recommended this topic be forwarded to the next CoTW meeting.

7. Minutes of Previous Meetings

MOVED and Seconded that the Board of Education Public meeting minutes dated March 13, 2018 be approved.

CARRIED

8. Information Items

The information items outlined below are provided as information.

8.1 BCPSEA NewsLink Express re: Board Chair Confirmed

8.2 SD #75 (Mission) March News Release

9. Correspondence

The correspondence items outlined below are provided as information. The Board Chair referred to page 35 of the agenda noting that it provides a meeting schedule for the public to meet with Mission's Mayor and Council to discuss neighbourhood parks.

9.1 BCSTA Letter to Minister re: *New Strategic Plan for Aboriginal Education*

9.2 SD 69 (Qualicum) Letter to Minister re: *Payroll Tax*

9.3 SD 69 (Qualicum) Letter re: *Got Privilege Campaign*

9.4 District of Mission Memorandum re: *Neighbourhood Park Meetings*

10. Committee Minutes/ Liaison Reports

No committee minutes presented. Trustees reported on the following:

Minutes



- Trustee McKamey spoke at Deroche Elementary regarding environmental matters. The students will be releasing Chum into the stream near the school this Friday April 20, 2018 at 10:15am.
- Trustee Carter completed a conference call with Elections Engagements committee. More information to be presented at the upcoming BCSTA AGM.
- Trustee Taylor completed some budget reading to prepare for upcoming budget meetings, environmental work and meetings with First Nation bands.
- Trustee Cairns attended the Siwal Si'wes meeting, a funeral at Chehalis for a former graduate, and visited Dewdney Elementary School to check out the Solar panels.
- Trustee Loffler attended the regional Skills Competition at UFV in Chilliwack, the Regional Funding Model review meeting, the Siwal Si'wes meeting and the open house at Riverside College.

11. Announcements

12. Question Period

Q. Is there a timeline for the program of choice at Silverdale?

R: There have been some exploratory conversations at the school's staff meetings to determine what the focus will be. There is discussion to have the program available as an offering in September 2019.

13. Adjournment

MOVED and Seconded that the Board adjourn the meeting.

CARRIED

The meeting adjourned at 7:40 pm.

Chairperson

Secretary Treasurer

Raising Digitally Responsible Youth



May 22, 2018

6:30pm – 8:30pm

**Heritage Park Middle School
in the Cafetorium**

**For Parents of School-Aged
Children**

With society heading in a direction of being constantly connected to technology, what do we need to know as parents to protect our kids and teach them responsible and appropriate use of technology? The parameters of rules and expectations that you put in place at home will undoubtedly guide their behaviour in the years to come. Please join us for an informative presentation which will cover the following topics and more! **PARENTS: Do not miss this free event!**

- **Social Media Update** – The most current apps & trends in their social media lives
- **Pick Your Battles!** – You will have to balance the yin with the yang, promote independence whilst taking a strong stance on certain subjects
- **Current Research** – Brain development & technology, violent video games
- **Digital Footprint and Reputation** – With their future approaching, recruiters and employers are taking note – what will they find?
- **Tips & Tricks to Use at Home**

Please rsvp by email to: aleksandra.zwierzchowska@mpsd.ca to reserve your seat!

May 4th, 2018

Honourable Rob Fleming
Minister of Education
PO Box 9045 Stn Prov Govt
Victoria, BC V8W 9E2

Minister Fleming:

The Board of Education for Mission Public Schools would like to express its concern for the slow and enigmatic process of accessing capital to build new schools. While you may be aware that Mission is a growing district, you may not be aware that its growth is in fact greater than Surrey's on a per capita basis. Our space issues are exacerbated by several factors: first, the restored language has limited many class sizes and thus pushed us to open many more classrooms to accommodate the Collective Agreement; second, a decade ago the district went through the long and difficult process of closing, selling, repurposing, amalgamating, and reconfiguring our schools, which was the fiscally responsible thing to do - and we are now effectively being punished for it; and third, a growth in overall population that not only strains our physical capacity but also our parking lots, buses, student services and beyond.

While we are aware that growth is a 'good problem', we have a number of elementary schools with no space when a child moves to the new subdivisions going up in the neighbourhood, and our Senior Secondary now has 11 portables adjacent to a school designed for 1200 students that now houses nearly 1400. While we love Mission Senior Secondary and its amazing staff, we are asking them to create 21st century learning opportunities in a building that dates to before the Korean War. Another older building in our district has a similar story; Hatzic Elementary was built in 1911 as a country school, and currently is faced with a massive development boom and has no seats available at most grades.

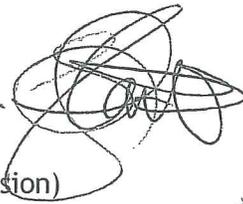
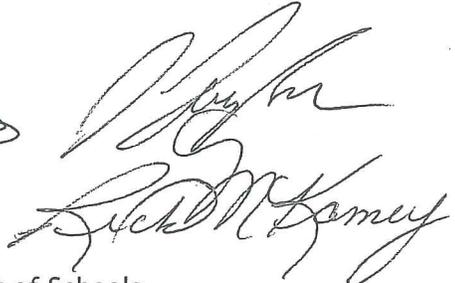
We know there are many demands on the Ministry for capital funds, and we would certainly advocate for an increased quantum in this area. In the interim, however, we are frustrated in part that we cannot discern by what process large capital grants are allocated; it seems that Mission is 'forgotten' with no indication of a timeline for major building replacement or extensions. We are further frustrated that Mission 'played by the rules', being fiscally cautious, and now has to contend with further pressures on its schools. In addition, we know that there can be a tremendously long delay time even once a funding announcement is made; sometimes it is more than a decade before a building comes to fruition. A further collateral issue in this process in SD75 has been our removal of community learning partners from our buildings, who in turn are finding difficulty with acquiring new space in Mission, challenging both our partnerships and their ability to support the people of Mission.

In summary, we would request the following:

1. Consideration of a new process for triggering capital projects in the education sector;
2. Clarity in such a process;
3. Specifically for Mission, we are hoping for a timeline on replacing our Senior Secondary, putting an expansion on Albert McMahon Elementary, a replacement for Hatzic Elementary School, and an eventual new school in the Cedar Valley area.

We would like to extend an invitation to you to visit our terrific district first hand, to see the amazing work our staff is doing, and to understand the general pressure they and our community work under. Should you or your staff have further questions about Mission, its projected growth and business development, its school organisation, or any other aspect of our community please contact us for further discussion. We thank you for your work on behalf of all students in British Columbia and your consideration of this letter.

Sincerely,


Board of Education
School District 75 (Mission)

EC

- A Wilson, Superintendent of Schools
- C Becker, Secretary Treasurer
- B D'eith, MLA
- S Gibson, MLA
- D Davies, Education Critic
- R Hawes, Mayor, District of Mission
- Student Leadership, MSS
- DPAC, Mission
- J Nikolic, MTU
- F Howell, CUPE 593
- B Barber, MPVPA



**BOARD OF EDUCATION
SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)**

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E-mail: bbidlake@summer.com

Website: www.sd67.bc.ca

Office of the Chair of the Board

File No.: 00480-20

OPR: SECTR

April 30, 2018

The Honorable Rob Fleming
Minister of Education
PO Box 9045, Stn Gov
Victoria, BC V8W 9E2

Dear Minister Fleming,

At the regular Board of Education meeting of School District No. 67 (Okanagan Skaha) held on the 23rd of April the following motion was passed unanimously;

THAT the Board of Education write a letter to the Minister of Education regarding funding concerns

The trustees specifically noted the immediate need to bring to your attention the unfunded increases created by the New Employer Health Tax (transitional and ongoing costs of implementation at \$350,000 to \$390,000/annum); the salary cost increase for Principals/Vice Principals and Exempt staff (average increase of 2%); the annual rate of inflation (currently calculated at 1.6%); exorbitant electricity costs (we are unable to tender as the City of Penticton and District of Summerland hold monopolies on this utility costing over \$300,000/yr.); and Technology costs that should be treated as a utility.

This District like many others across the Province has spent over ten years cutting supplies, resources and services to our students. Two years ago, if not for the Rural Education Enhancement Funds we would have had to close three of our schools in order to submit a balanced budget to the Ministry (one was closed).

The Board of Education appreciates that you have always been a strong advocate of the K-12 Public Education system. In fact, during that stressful time in 2016 you demonstrated your passion through your attendance at the public meetings in our District.

We appreciate that the Ministry is looking at the Funding Allocation Review model, however, these issues are in quantum and not necessarily in how funds are allocated. We feel very strongly that when costs are mandated by the government, they should be funded by the government. We must address these currently unfunded increases as this inadequacy only serves to move our District rapidly backwards yet again, in forcing our trustees to make challenging decisions that could have a negative effect on students in our classrooms.

Thank you for your immediate attention to this matter.

Yours Truly,

A handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Bill Bidlake
Chair

LV:bjr

Cc: Board of Education
The Honourable, Carole James, Minister of Finance and Deputy Premier
Mr. Dan Ashton, MLA
Ms. Linda Larson, MLA
Leslea Woodward, President, OSTU
Roberta Hormes, Unit Chair, CUPE Local 523
Lisa Edwards, President, OSPVPA
All Boards of Education