

# Board of Education Meeting (Public)

# Agenda



**Board of Education Public Meeting**  
**April 17, 2018 at 6:30pm**  
**Albert McMahon Elementary, 32865 Cherry Avenue, Mission BC**

	<b>Page</b>
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	
5. STAFF REPORTS	
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6. NEW BUSINESS	
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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	

# Board of Education Meeting (Public)

## April 17, 2018



**ITEM 5.1      Action**

TO:                Board of Education  
 FROM:            Secretary Treasurer  
 SUBJECT:        Capital Bylaw 18/19-CP-SD75-01

File No. 6000.20.2018-2019 Capital Bylaw

**Recommendation**

**That the following resolutions be approved:**

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

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

**THAT the second reading of Capital Bylaw No. 18/19-CP-SD75-01 be approved.**

**THAT the third and final reading of Capital Bylaw 18/19-CP-SD75-01 be approved.**

**Background:**

The Ministry of Education (“Ministry”) reviewed all Five-Year Capital Plan submissions across the participating 60 School Districts to determine priorities for available capital funding in the programs. The School District submitted a detailed report outlining the capital funding needs for the School District. Subsequent to the submission bus #5750 was involved in motor vehicle accident, and was written off. Additional funding was provided for the bus replacement.

**Analysis and Impact:**

The Ministry confirmed its support with the following projects:

<b>CAPITAL PROJECTS</b>			
Silverdale	School Enhancement – Roofing Repair	\$490,000	Proceed to design, tender and construction and complete by March 2019
Mission Secondary	School Enhancement – Mechanical - HVAC	\$290,000	Proceed to design, tender and construction and complete by March 2019
Dewdney	CNCP - Boiler	\$345,000	Proceed to design, tender and construction and complete by March 2019
Hatzic Middle & West Heights	CNCP – LED Lighting	\$55,000	Proceed to design, tender and construction and complete by March 2019
Bus replacement Fleet # 5750	New Bus D(80+RE)	\$141,580	Proceed to ordering

**Policy, Regulation, Legislation:**

The approved Ministry supported and funded capital projects are included in this bylaw.

In accordance with the requirements of the *School Act*, a Bylaw of the Board must be given three (3) distinct readings. The Board must not give a Bylaw more than two (2) readings at any one meeting unless the members of the Board who are present at the meeting unanimously agree to give the Bylaw all three (3) readings at that meeting.

A copy of the Bylaw is attached.

**Public Consultation:**

If a written or printed copy of a Bylaw is in the possession of each Trustee and is available to each member of the public in attendance at the meeting at which the Bylaw is to be read, a reading of a Bylaw may describe the Bylaw by (a) its title, and (b) a summary of contents.

*If these copies are not available to Trustees and the public, then the Bylaw must be read out in full at each reading of the Bylaw.*

Each Trustee and member of the public will receive a printed copy of the Capital Bylaw No. 18/19-CP-SD75-01 at the meeting.

**Attachments:**

- A. Capital Bylaw 18/19-CP-SD75-01
- B. Capital Response Letter dated March 28, 2018
- C. Five-Year Capital Plan 2018/2019 – 2022/2023, as amended to include school replacements

**SCHOOL DISTRICT NO. 75 (Mission)**

**CAPITAL PLAN 2018/19**

**BYLAW No. 18/19-CP-SD75-01**

A Bylaw of the Board of Education of School District No. 75 (Mission) (hereinafter called the "Board") to adopt a Capital Plan of the Board pursuant to Sections 143 (2) and 144 (1) of the *School Act*, R.S.B.C. 1996, c. 412 as amended from time to time (called the "Act").

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved the Board's Capital Plan.

The Board:

- (a) authorizes the Secretary-Treasurer to execute project agreements related to the expenditures contemplated by the Capital Plan;
- (b) upon approval to proceed, will commence the Project and proceed diligently and use its best efforts to complete each Project substantially as directed by the Minister;
- (c) will observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project(s); and,
- (d) will maintain proper books of account, and other information and documents with respect to the affairs of the Project(s), as may be prescribed by the Minister.

The Board, in open meeting assembled, enacts as follows:

- 1. The Capital Bylaw of the Board approved by the Minister that specifies the supported projects in the Ministry's letter of March 28, 2018 from the 2018/19 Five-Year Capital Plan as summarized in Schedule 1 attached to and forming part of this bylaw, is hereby adopted.
- 2. This Bylaw may be cited as School District No. 75 (Mission) Capital Bylaw No. 18/19-CP-SD75-01.

READ A FIRST TIME THE \_\_\_\_ DAY OF APRIL, 2018;  
 READ A SECOND TIME THE \_\_\_\_ DAY OF APRIL, 2018;  
 READ A THIRD TIME, PASSED AND ADOPTED THE \_\_\_\_\_ DAY OF APRIL, 2018.

**CORPORATE SEAL**

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 75 (Mission) Capital Bylaw No. 18/19-CP-SD75-01 adopted by the Board the \_\_ day of April, 2018.

\_\_\_\_\_  
Secretary-Treasurer

**SCHOOL DISTRICT NO. 75 (Mission)**

**CAPITAL PLAN 2018/19**

**BYLAW No. 18/19-CP-SD75-01**

**Schedule 1**

<b>Capital Projects</b>			
Silverdale	School Enhancement – Roofing Repair	\$490,000	Proceed to design, tender and construction and complete by March 2019
Mission Secondary	School Enhancement – Mechanical - HVAC	\$290,000	Proceed to design, tender and construction and complete by March 2019
Dewdney	CNCP - Boiler	\$345,000	Proceed to design, tender and construction and complete by March 2019
Hatzic Middle & West Heights	CNCP – LED Lighting	\$55,000	Proceed to design, tender and construction and complete by March 2019
Bus replacement Fleet # 5750	New Bus D(80+RE)	\$141,580	Proceed to ordering



March 28, 2018

Ref: 202070

To: Secretary-Treasurer and Superintendent  
School District No. 75 (Mission)

**Re: Amendment No. 1 - Ministry Response to the Annual Five-Year Capital Plan Submission for 2018/19**

This is an amendment to the March 26, 2018, letter (Ref: 201086) in response to your School District's Annual Five-Year Capital Plan submission for 2018/19 that was sent to the Ministry on June 30, 2017, and provides direction as to the next steps for advancing your 2018/19 capital projects.

The Ministry reviewed all 60 school districts' Annual Five-Year Capital Plan submissions to determine priorities for available capital funding in the following programs:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Building Envelope Program (BEP)
- School Enhancement Program (SEP)
- Carbon Neutral Capital Program (CNCP)
- Bus Acquisition Program (BUS)

The Ministry is pleased to advise you of support for advancing project development or delivery of the following capital projects for your School District for 2018/19:

<b>SCHOOL PROJECT(S)</b>			
<b>School Name</b>	<b>Program - Project Type – Project Description</b>	<b>Amount Funded by Ministry</b>	<b>Next Steps &amp; Timing</b>
Silverdale Elementary	SEP – Building Enclosure – Roofing repair	\$490,000	Proceed to design, tender & construction and complete by March 31, 2019
Mission Secondary	SEP – Mechanical - HVAC	\$290,000	Proceed to design, tender & construction and complete by March 31, 2019
Dewdney Elementary	CNCP - Boiler	\$345,000	Proceed to design, tender & construction and complete by March 31, 2019
Hatzic Middle and West Heights Elementary	CNCP – LED Lighting	\$55,000	Proceed to design, tender & construction and complete by March 31, 2019

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**Ministry of Education**

Capital Management Branch  
Resource Management and Executive Financial Office  
Division

Mailing Address:  
PO Box 9151 Stn Prov Govt  
Victoria BC V8W 9H1

Location:  
5<sup>th</sup> Floor, 620 Superior St  
Victoria BC V8V 1V2

BUS PROJECT(S)			
Existing Bus Fleet #	New Bus Type	Amount Funded by Ministry	Next Steps & Timing
5750	D (80+RE) 0 Wheelchair Spaces	\$141,580 (This amount is remaining balance for replacing damaged Type D bus)	Proceed to ordering the school bus(es) <b>between April 2, 2018 and May 11, 2018</b> from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsbcc.org">http://www.astsbcc.org</a>

Follow-up meetings will be scheduled by your respective Regional Director or Planning Officer to confirm scope, schedule, budget and the terms of project approval for the projects listed above. **No work or expenditures may proceed without a signed Capital Project Funding Agreement (CPFA), Annual Program Funding Agreement (APFA), or other formal authorization from the Ministry.**

The Type D bus identified above was not contained in the original response letter sent March 26, 2018, to the Board of Education's Annual Five-Year Capital Plan submission.

As a reminder, the requirement for the Boards of Education to adopt a Capital Bylaw for each individual capital project has been eliminated, and instead, the Board is to adopt a single Capital Bylaw for its approved 2018/19 Five-Year Capital Plan, in accordance with s. 143 of the *School Act*. For additional information, please visit the Capital Bylaw website at:

<http://www2.gov.bc.ca/gov/content/education-training/administration/resource-management/capital-planning/capital-bylaws>

With the 2018/19 Five-Year Capital Plan approvals now completed by the Ministry, you can expect to receive the Capital Plan Instructions for the upcoming 2019/20 Annual Five-Year Capital Plan submission process (with supplementary intake spreadsheets) by early April 2018. The deadline for those capital project submissions will be June 30, 2018, which will be considered for funding support by the Ministry for the 2019/20 fiscal year.

Should you have any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process, please do not hesitate to contact your respective Regional Director or Planning Officer at the [Capital Management Branch Contact List](#).

Sincerely,



Joel Palmer, Executive Director  
Capital Management Branch

pc: Ryan Spillett, Director Capital Projects, Capital Management Branch  
Michael Nyikes, Director Capital Programs Unit, Capital Management Branch  
Damien Crowell, Planning Officer, Capital Management Branch  
Mora Cunningham, Regional Director, Capital Management Branch  
Nancy Dube, Planning Officer, Capital Management Branch

<b>SEISMIC MITIGATION PROGRAM PROJECTS</b>				
<b>Project Priority</b>	<b>Facility Name</b>	<b>Project Code</b>	<b>Project Description</b>	<b>Total</b>
1	Mission Secondary	SMP	Seismic mitigation to shop wing (block 1)	\$ 5,000,000
<b>GRAND TOTAL</b>				<b>\$ 5,000,000</b>

<b>EXPANSION PROJECTS</b>				
<b>Project Priority</b>	<b>Facility Name</b>	<b>Project Code</b>	<b>Project Description</b>	<b>Total</b>
1	Mission Secondary	ADD	8 classroom addition to accommodate increasing enrolment	\$ 16,000,000
2	Albert McMahon Elementary	ADD	8 classroom addition to accommodate increasing enrolment	\$ 6,000,000
3	Hatzic Elementary - Site acquisition	SITEACQ	Site acquisition for the replacement of Hatzic Elementary school (40K/450)	\$ 6,500,000
<b>GRAND TOTAL</b>				<b>\$ 22,000,000</b>

<b>SCHOOL REPLACEMENT PROJECTS</b>				
<b>Project Priority</b>	<b>Facility Name</b>	<b>Project Code</b>	<b>Project Description</b>	<b>Total</b>
1	Hatzic Elementary	REPL	Replace aging school (1911)	\$ 18,000,000
2	Mission Secondary	REPL	Replacing secondary from 1,250 to 1,700 capacity	\$ 55,000,000
<b>GRAND TOTAL</b>				<b>\$ 18,000,000</b>

<b>BUILDING ENVELOPE PROGRAM PROJECTS</b>				
<b>Project Priority</b>	<b>Facility Name</b>	<b>Project Code</b>	<b>Project Description</b>	<b>Total</b>
1	ALBERT MCMAHON ELEMENTARY	BEP	Building envelope repair	\$ 1,900,000
2	DEWDNEY ELEMENTARY	BEP	Building envelope repair	\$ 600,000
<b>GRAND TOTAL</b>				<b>\$ 2,500,000</b>

**SCHOOL ENHANCEMENT PROGRAM PROJECTS**

Project Priority	Facility Name	Project Code	Project Description	Total
1	Silverdale Elem	SEP	East wall building envelope remediation including the roof section over	\$ 490,000
2	Mission Secondary	SEP	Replace the condensing units (administration and library areas)	\$ 290,000
3	Heritage Park Middle	SEP	Replace condensing units (main classroom and administration)	\$ 205,000
4	Hatzic Middle	SEP	Replace roof (section H)	\$ 425,000
5	West Heights Elem	SEP	Replace gas fired with 3 new hot water	\$ 260,000
6	Edwin S. Richards Elem	SEP	Replace roof (sections A)	\$ 340,000
7	Hatzic Middle	SEP	Replace roof (sections K)	\$ 570,000
8	Hatzic Middle	SEP	Replace roof (sections B)	\$ 245,000
9	Mission Secondary	SEP	Replace the condensing unit	\$ -
<b>GRAND TOTAL</b>				<b>\$ 2,825,000</b>

**CARBON NEUTRAL CAPITAL PROGRAM PROJECTS**

Project Priority	Facility Name	Project Code	Project Description	Total
1	Dewdney Elem	CNCP	Replace boiler and domestic hot water	\$ 345,000
2	West Heights Elem	CNCP	LED lighting fixtures (exterior wallpacks & Parking Lot Lights)	\$ 13,000
3	Hatzic Middle	CNCP	LED lighting fixtures (exterior wallpacks & Parking Lot Lights)	\$ 42,000
<b>GRAND TOTAL</b>				<b>\$ 400,000</b>

**SCHOOL BUS REPLACEMENT PROGRAM PROJECTS**

Model Year	Current Bus Type	Replacement Bus	Issue Description	Additional Comments



## Corporate Policy Manual



<b>Section:</b>	<b>Finance</b>	
<b>Title:</b>	<b>Reserve Funds Policy</b>	<b>505</b>

### 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



**Implementation:**

The District of Mission is required to approve the agreement as well.

**Attachments:**

- a. Funding Agreement
- b. Funding Allocation Reconciliation

### Clarke Theatre and Community Gymnasium Funding Agreement

**BETWEEN:**                    **District of Mission**  
(hereinafter called the “DOM”)

**AND:**                         **Mission School District #75**  
(hereinafter called the “School District”)

The DOM and the School District hereby understand and agree to the following funding for the operation of the Clarke Theatre and Community Gym for the 2017-2018 and 2018-2019 school years:

1. The DOM agrees to provide the School District with a total contribution of \$100,000 in each of the 2017-2018 and the 2018-2019 school years to offset costs to for the Clarke Theatre and the Community Gym, as outlined in attachment #1.
2. The School District agrees to provide a total contribution of \$80,000 in each of the 2017-2018 and the 2018-2019 school years to offset costs to operate the Clarke Theatre, as outlined in attachment #1.
3. The School District and the DOM agree that any excess funding over operating expenses will be held in a restricted reserve by the School District for future operating costs, repairs and / or maintenance for the Theatre or the Community Gym. Annually, both parties will review the operating budget and approve any planned draws from the restricted reserve.
4. The School District will continue to retain the Theatre Manager as previously agreed, and the Theatre Manager remains an employee of the School District.
5. If the current Theatre Manager should leave the position, the parties agree that the new Theatre Manager shall be mutually agreed to.
6. The School District will continue to maintain the status quo at the Theatre respecting issues related to the care and upkeep of the Theatre.
7. All theatre equipment installed in or used by the Theatre remain in the Theatre for the school years that are the subject of this funding agreement.
8. The School District and the DOM agree to review the Heritage Park Centre Operating Agreement and consider recommended revisions before June 30, 2019.

DATED at Mission, B.C. this \_\_\_\_ day of \_\_\_\_\_, 2018

SIGNED

ON BEHALF OF THE DISTRICT OF MISSION

ON BEHALF OF THE MISSION SCHOOL DISTRICT # 75

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## Heritage Park - Clark Theatre / Community Gym Analysis - January 2018

	Actual	Actual	Actual	Actual	Actual	Average		Budget	Budget
Clarke Theatre Financial Summary	2012-13	2013-14	2014-15	2015-16	2016-17	3 yr	5 yr	2017-2018	2018-2019
MPSD use / UFV				24	38				
Community / Business Use				189	163				
Total Use	0	0	0	213	201				
Community / Business Use				88.7%	81.1%				
<b>Operating</b>									
<b>Revenue</b>									
Rental Fees	\$ (60,491)	\$ (54,675)	\$ (59,798)	\$ (67,025)	\$ (50,516)	\$ (59,113)	\$ (58,501)	\$ (58,000)	\$ (60,000)
	(60,491)	(54,675)	(59,798)	(67,025)	(50,516)	(59,113)	(58,501)	(58,000)	(60,000)
<b>Expenses</b>									
Salary	126,807	121,755	125,488	133,903	139,078	132,823	129,406	140,470	141,870
Benefits	20,302	19,900	21,990	22,822	22,772	22,528	21,557	23,000	23,230
Supplies & Services	16,794	17,073	15,615	25,073	28,494	23,061	20,610	28,780	29,070
Direct Theatre programing costs	163,903	158,728	163,093	181,798	190,344	178,412	171,573	192,250	194,170
<b>Net Programing Cost</b>	<b>103,412</b>	<b>104,053</b>	<b>103,295</b>	<b>114,773</b>	<b>139,828</b>	<b>119,299</b>	<b>113,072</b>	<b>134,250</b>	<b>134,170</b>
Cleaning & Utility Costs - Theatre	30,101	32,308	31,855	29,467	31,344	30,889	31,015	31,660	31,970
Building Supplies & Services									
Cleaning & Utility Costs - Gym	12,599	13,522	13,333	12,333	13,119	12,928	12,981	13,250	13,390
<b>Net Operating Deficit</b>	<b>146,112</b>	<b>149,883</b>	<b>148,483</b>	<b>156,573</b>	<b>184,291</b>	<b>163,116</b>	<b>157,068</b>	<b>179,160</b>	<b>179,530</b>
<b>Capital</b>									
Provincial / Fed Govt Grants	-	(73,620)	-	-	-	-	(14,724)	-	-
Theatre Mtce / upgrades exp	44,317	49,484	22,786	-	-	7,595	23,317	-	-
Capital Deficit	44,317	(24,136)	22,786	-	-	7,595	8,593	-	-
<b>Total Direct Cost</b>	<b>190,429</b>	<b>125,747</b>	<b>171,269</b>	<b>156,573</b>	<b>184,291</b>	<b>126,894</b>	<b>121,666</b>	<b>179,160</b>	<b>179,530</b>
<b>District of Mission Contribution</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>	<b>110,000</b>	<b>35,000</b>	<b>60,000</b>	<b>50,000</b>	<b>100,000</b>	<b>100,000</b>
<b>Mission Public Schools Contribution</b>	<b>155,429</b>	<b>90,747</b>	<b>136,269</b>	<b>46,573</b>	<b>149,291</b>	<b>110,711</b>	<b>115,662</b>	<b>80,000</b>	<b>80,000</b>
<b>From (to) Theatre Reserve</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (840)</b>	<b>\$ (470)</b>
<b>Other Building Costs</b>									
<b>Theatre - Proportional Cost (6.89% of total square footage)</b>									
Utilities	9,541	10,983	10,560	9,954	11,145	10,553	10,437	11,260	11,370
Cleaning	20,560	21,325	21,295	19,513	20,199	20,336	20,578	20,400	20,600
	30,101	32,308	31,855	29,467	31,344	30,889	31,015	31,660	31,970
<b>Community Gymnasium - Proportional Cost (2.88% of space)</b>									
Utilities	3,993	4,597	4,420	4,166	4,665	4,417	4,368	4,710	4,760
Cleaning	8,606	8,925	8,913	8,167	8,454	8,511	8,613	8,540	8,630
	12,599	13,522	13,333	12,333	13,119	12,928	12,981	13,250	13,390
<b>Total</b>	<b>42,700</b>	<b>45,830</b>	<b>45,188</b>	<b>41,800</b>	<b>44,463</b>	<b>43,817</b>	<b>43,996</b>	<b>44,910</b>	<b>45,360</b>
<b>Total Building Operations</b>									
Hydro	82,277	93,541	99,662	91,823	99,110	96,865	93,283	100,100	101,100
Gas	39,764	45,084	33,624	27,433	43,036	34,698	37,788	43,470	43,900
Water / Sewer	12,205	16,746	15,307	17,966	14,890	16,054	15,423	15,040	15,190
Garbage / Recycling	4,208	4,007	4,644	7,215	4,697	5,519	4,954	4,740	4,790
<b>Total Utilities</b>	<b>138,453</b>	<b>159,377</b>	<b>153,237</b>	<b>144,437</b>	<b>161,733</b>	<b>153,136</b>	<b>151,448</b>	<b>163,350</b>	<b>164,980</b>
BSW - Salary	241,966	244,182	247,335	227,955	244,932	240,074	241,274	247,380	249,850
BSW Benefits	56,387	65,263	61,684	55,197	48,177	55,019	57,341	48,660	49,150
<b>Total Cleaning</b>	<b>298,353</b>	<b>309,444</b>	<b>309,018</b>	<b>283,152</b>	<b>293,108</b>	<b>295,093</b>	<b>298,615</b>	<b>296,040</b>	<b>299,000</b>
	<b>\$436,806</b>	<b>\$468,821</b>	<b>\$462,255</b>	<b>\$427,589</b>	<b>\$454,841</b>	<b>\$448,228</b>	<b>\$450,063</b>	<b>\$459,390</b>	<b>\$463,980</b>
BSW 2015/2016	5.25 FTE								
BSW 2016/2017	5.75 FTE								
BSW 2017/2018	6.18 FTE	(short staffed based on formula allocation)							

Note: UFV pays a per sq mtr rate of \$57.97. Annual cost is \$140,925.07 in 2017. UFV owns & occupies 18% of the building & 37% of the lands

**ITEM 5.4 Information Item**

TO: Board of Education  
FROM: Secretary Treasurer  
SUBJECT: Financial Summary Report – March 31, 2018

File No. 7610.50.2018-03-31

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The Financial Summary for the school year-to-date ending March 31, 2018 is provided for information.

**Background:**

Good financial governance recommends that governance boards monitor budgets and financial reports regularly, and at a minimum, quarterly each year. Ideally, the Board should review quarterly financial statements that provide information on the expenses to-date, and the projected expenses to the end of the year.

Preparing these financial reports requires the development of new reporting processes and formats. In the interim, staff have extracted a report from the financial system that can be printed regularly, providing a summary of all operating expenses to-date. The report is a consolidated report of all operating activities that are currently tracked in the operating fund and the special purpose funds.

The capital transactions will be included in future reports, due to the complexity with recording and accounting for capital transactions.

**Analysis and Impact:**

The report is provided as of March 31, 2018, and reflects the amended budget approved in January 2018.

Information for consideration with the review.

- Budgets are calculated and processed on an annual basis. The actual to budget % comparisons are based on the amount spent as at March 31, 2018 as compared to the total budget.
  - For the most part, the instruction costs are expensed at approximately 10% a month, and should be at 70% as at March 31.
  - Most administrative costs are expensed over 12 months with approximately 75% expensed at March 31, although some secretarial support is expensed over 10.5 months.
- Most expenses appear to be tracking on budget, with the following noted exceptions.
  - The overall expenses are less than 70%, although some areas exceed the 70% - specifically, Counselling, Special Education, offshore students, and other. Staff are currently reviewing expense coding to ensure employee expense codes are applied to the correct g/l's. A few coding errors were recently corrected. Overall instruction costs tracking below budget, and finance staff are not concerned with the specific overages.
  - With many teacher shortages this year and the inability to find TTOCs to replace the vacant teacher, every principal and vice-principal has filled in for teachers in classrooms this year. We note that some schools are significantly more challenged with unfilled vacancies than other schools, and senior administration is developing an action plan to address the issue. Although the unfilled vacancies that are covered by administrators

has resulted in reductions to instructional costs, it comes with the delay of administrative duties performed by the principals and vice-principals, and the risk of compromising the effectiveness of administrators. Most administrators are now working excessively long hours during the week and/or weekends in order to complete necessary administrative duties.

- Due to some of the shortages, a few teachers will be owed time at the end of the year. Once the cost of this owed time is determined in June, it will be expensed, and held as a payable for next year.
- Administrative costs are tracking close to 75% of budget, as of March 31. No concerns have been identified.
- Overall Operations and Maintenance are close to the 75% of budget as of March 31, with the exception of Grounds. The increased costs in grounds is expected due to the extensive additional work needed to clean up after the December/January ice storms.
- Transportation is tracking under budget. We have a number of bus driver shortages this year, and as such, the Transportation manager has needed to drive often. As such, these operating costs are expected to be under budget. The need to drive more frequently than anticipated is affecting the completion of management related duties, and resulting in additional hours worked.

**Strategic Priority:**

The strategic plan addresses the Board's goal to be fiscally responsible. Reviewing the financial activity of the organization on a regular basis will ensure the board has oversight.

**Policy, Regulation, Legislation:**

The Province has provided information for School District's on Financial Governance and Accountability. Regular oversight and review of financial information is an integral part of the Board's responsibility. Putting policy in place to support this oversight will be an integral part of meeting this responsibility.

**Public Participation:**

The presentation of this financial information is within the inform category of the IAP2 framework of public participation.

**Implementation:**

No action is required.

**Attachments:**

- a. Financial Summary Report – March 31, 2018

FINANCIAL SUMMARY REPORT

MARCH 31, 2018

	BUDGET	ACTUAL	DIFFERENCE	ACTUAL TO BUDGET
=====				
REVENUE				
REVENUE	68,292,830.31-	49,426,617.31-	18,866,213.00-	72.37%
AFG	249,512.00-	249,512.00-	0.00	100.00%
	-----	-----	-----	-----
	68,542,342.31-	49,676,129.31-	18,866,213.00-	72.48%
	=====	=====	=====	=====
INSTRUCTION				
REGULAR INSTRUCTION	36,427,564.61	22,431,304.33	13,996,260.28	61.58%
CAREER PREPARATION	1,578,410.00	1,092,713.52	485,696.48	69.23%
LIBRARY SERVICES	1,228,361.43	809,615.66	418,745.77	65.91%
COUNSELLING	1,205,030.00	927,514.89	277,515.11	76.97%
SPECIAL EDUCATION	8,643,710.00	7,576,862.61	1,066,847.39	87.66%
ENGLISH AS A 2ND LANGUAGE	764,540.00	471,348.24	293,191.76	61.65%
ABORIGINAL EDUCATION	1,443,418.00	917,210.51	526,207.49	63.54%
BUSINESS ADMINISTRATION	5,059,800.00	3,463,022.88	1,596,777.12	68.44%
OFF SHORE STUDENTS	719,852.50	516,841.82	203,010.68	71.80%
OTHER	199,230.00	159,423.33	39,806.67	80.02%
	-----	-----	-----	-----
	57,269,916.54	38,365,857.79	18,904,058.75	66.99%
	=====	=====	=====	=====
ADMINISTRATION				
EDUCATIONAL ADMINISTRATION	885,310.00	640,344.60	244,965.40	72.33%
SCHOOL DISTRICT GOVERNANCE	174,313.00	126,847.54	47,465.46	72.77%
BUSINESS ADMINISTRATION	1,548,806.00	1,166,094.21	382,711.79	75.29%
	-----	-----	-----	-----
	2,608,429.00	1,933,286.35	675,142.65	74.12%
	=====	=====	=====	=====
OPERATIONS & MAINTENANCE				
BUSINESS ADMINISTRATION	453,990.00	327,953.50	126,036.50	72.24%
MAINTENANCE OPERATIONS	4,789,186.00	3,491,397.59	1,297,788.41	72.90%
MAINTENANCE OF GROUNDS	453,700.00	404,313.39	49,386.61	89.11%
UTILITIES	1,192,200.92	804,383.14	387,817.78	67.47%
	-----	-----	-----	-----
	6,889,076.92	5,028,047.62	1,861,029.30	72.99%
	=====	=====	=====	=====
TRANSPORTATION & HOUSING				
BUSINESS ADMINISTRATION	130,900.00	93,623.31	37,276.69	71.52%
STUDENT TRANSPORTATION	893,744.00	598,646.57	295,097.43	66.98%
	-----	-----	-----	-----
	1,024,644.00	692,269.88	332,374.12	67.56%
	=====	=====	=====	=====
	750,275.85-	3,656,667.67-	2,906,391.82	487.38%
	=====	=====	=====	=====

# Board of Education Meeting (Public)

## April 17, 2018



### **ITEM 5.5      Verbal Report**

TO:                Board of Education  
FROM:            Superintendent  
SUBJECT:        Reporting out from Closed Board meeting

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The Superintendent will report out on matters discussed during the Closed Board meeting.

**ITEM 6.1      Discussion**

TO:                Board of Education  
FROM:            Superintendent  
SUBJECT:        Silverdale Elementary- School Programming

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The Superintendent will provide clarification about the programming curriculum at Silverdale Elementary.

## Board of Education Meeting - Public

# Minutes



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

**Members Present:**

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

**Staff Present:**

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

### 1. CALL TO ORDER

The meeting was called to order at 6:31 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. Condon, Principal of Windebank Elementary, introduced Ms. Smith, one of the teachers at the school. The presentation will include highlights from students about the Spirit Squad initiative, which enhances student's engagement to establish a stronger school culture. Students presented a few points about the Spirit Squad initiative including what they enjoyed most about it.

### 4. Unfinished Business

#### 4.1 Stave Falls Elementary School, Options for Consideration and Proposed Motion

The Chair stated that the Board has been considering information regarding the Stave Falls School.

A motion was brought forward by Trustee Cairns.

**MAIN MOTION**

**MOVED and Seconded 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.**

**AMENDMENT #1**

**MOVED and Seconded that the school open in 2018.**

**DEFEATED**

**AMENDMENT #2**

**MOVED and Seconded to add the following wording, 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.**

**CARRIED**

## **AMENDED MOTION**

**MOVED and Seconded 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;**

**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.**

**CARRIED**

Trustee Taylor stated that the additional wording added to the motion is extracted from Option 5, which is outlined on page 2 of the agenda. This amendment provides a more complete description on where the plan is going and gives staff clear direction.

Trustee Cairns expressed concerns about committing to any figures. This is one of the options that was drafted by staff and there is more support for this amendment.

Trustee McKamey stated that opening the school in 2019 allows the necessary time for staff to develop a good and strong plan for reopening the school.

Trustee Carter stated she understands the passion expressed by the public as Dewdney Elementary struggled with similar challenges. She encourages the public to stay in touch with the board and keep the communication channels open.

Trustee Loffler agrees with the points shared tonight. Based on the information outlined in the Stave Falls Elementary School Board Report, if 104 students are enrolled in the school and we factor in the related costs to reopen the school, it would take approximately 35 years to pay back these costs. We have the funds available in the contingency but spending this money means taking away from other resources in the district. Graduation rates are declining including the Aboriginal Education graduation rates. Students are not being designated early enough. How will opening the school affect Silverdale? The school closed with 106 students. The timing is not right; the school district is in need of more resources. As an advocate for the entire school district there are concerns how this will affect programs in the district.

Trustee Taylor supports having a school available in the neighbourhood; this is good for the community. There is a concern with putting a child on the bus for 45 minutes.

**MOVED and Seconded 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;**

**AND THAT 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.**

#### **AMENDMENT #1**

**MOVED and Seconded to add the word cultural after forestry.**

**CARRIED**

#### **AMENDED MOTION**

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

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

**AND THAT 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,**

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

**CARRIED**

This motion is based off information that was presented on page 3 of the agenda report outlined under other considerations. Having a daycare at Dewdney has proven to contribute significantly to the school's enrolment.

## **5. Staff Reports**

### **5.1 2018/2019 School District Calendar and Distributed Learning Calendar**

**MOVED and Seconded 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.**

**CARRIED**

In accordance with the regulations outlined by the Ministry of Education, a Board must prepare a school calendar for each school calendar year. Following the Board's approval, the 2018/2019 school calendars will be submitted to the Ministry of Education.

The Superintendent stated that bordering school districts are considering changing to a one-week Spring Break.

## 5.2 Policy #120 – Access to Information and Protection of Privacy and Personal Information

**Moved and Seconded 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.**

### **CARRIED**

The draft policy has been shared at the February 6 and March 6, 2018 Committee of the Whole meetings. No feedback was received from the committee or the public. As such, this is presented to the Board for approval.

## 5.3 Policy #150 Health and Safety

**MOVED and Seconded that the Health and Safety policy be approved.**

### **CARRIED**

Staff have been working on H&S program and have recommended a policy as part of the health and safety program. The inclusion of the policy provides clear direction to the organization. The draft policy has been shared at the February 6, 2018 and March 6, 2018 Committee of the Whole meetings. No feedback was received from the committee or the public.

Trustee Cairns would like district staff to receive more training than just e-training. It is important that staff is trained appropriately.

## 5.4 Budget Priorities

**MOVED and Seconded 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.**

### **AMENDMENT #1**

**MOVED and seconded to add bullet number eight (8) to read, ensure that funding is available to open Stave Falls Elementary school in September 2019.**

### **CARRIED**

## **AMENDED MOTION**

**MOVED and Seconded 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.**
8. **Ensure that funding is available to open Stave Falls Elementary school in September 2019.**

## **CARRIED**

The budget will be developed and presented over the next two months. The listed priorities are based on comments received at the March 6, 2018 Committee of the Whole meeting. In addition to the strategic plan, the listed priorities will help guide the development of the budget.

Trustee Taylor stated the amendment is a housekeeping item. Stave Falls Elementary School was not included in the list as the motion to reopen the school was passed at this meeting and item should be included as a priority.

Trustee Loffler is pleased to see bullets for dealing with overcrowding at schools, as well as, transitioning students from Elementary to Middle School, and Middle School to High School.

## **5.5 Reporting Out from February 20<sup>th</sup> and March 13<sup>th</sup> Closed Meetings**

The Superintendent reported out on two Closed meetings:

- 1) February 20, 2018 meeting - personnel and governance items were discussed; and
- 2) March 13, 2018 meeting - governance, personnel, and student matters were discussed.

## **6. New Business**

No new business presented.

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

**MOVED and Seconded that the Board of Education Public meeting minutes dated February 20, 2018 be approved as presented.**

## **CARRIED**

## **8. Information Items**

The following items are shared as information:

1. Item 8.1 - Enrolment data for Mission Public Schools from February 2012 to February 2018

## 2. Item 8.2 – Employer Health Tax (EHT)

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). 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 Secretary Treasurer stated that school districts did not receive correspondence from the Ministry that they will increase funding. Therefore, the increased cost will come from the regular budget.

## 3. Ministry of Education – Budget 2018 Overview, February 2018

## 9. Correspondence

### 9.1 Letter from the Victoria School District to Ministry of Education regarding surveys

The letter emailed to Minister Rob Fleming addresses concerns about surveys issued to School Boards by the Ministry.

## 10. Community Minutes / Liaison Reports

No community minutes presented.

Trustees reported on the following:

- Attending the Special Committee of the Whole re: Stave Falls Elementary
- Meeting with the District of Mission
- Attending First Nations meeting which included discussion about enhance agreements
- Attending Ms. Gibson going away at Hatzic Middle School
- Attending the funeral for Mr. Schmor, a former teacher
- Attending the SOGI presentation at MSS

## 11. Announcements

The Chair reminded everyone that Spring Break is three days away.

## 12. Questions

1. What does the Board foresee for the future with children going without services/ resources due to the lack in funding?

As this item was not discussed during the meeting, the Chair recommended that this question be redirected to DPAC.

2. How would the daycare operate at Stave Falls Elementary?

At Dewdney Elementary, a daycare provider rents a space from the school district; we have no control over their business model.

3. How is the board going to promote the reopening school?

# Minutes



By opening the school in 2019 versus 2018, staff will have more time to revisit catchments and to hire the appropriate staff.

- 4. What will the school district put in place to ensure the school is promoted?

Staff has a lot of work to complete. It is in staff's best interest to put together a concrete plan. We cannot be specific as a plan needs to be developed.

Staff will be meeting this Thursday to start the planning conversation.

- 5. Once you pass a motion, can the motion be reversed?

Staff will be acting on the direction, however, the Board is a political body, political bodies change and the direction can change. Staff will be moving forward with the direction outlined the approved motions.

### 13. Adjournment

**MOVED and Seconded to adjourn the meeting.**

**CARRIED**

The meeting adjourned at 7:44 pm.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary Treasurer

**2018-03**

March 26, 2018

By E-mail: One Page

## BCPSEA Board Chair Confirmed

Further to the inaugural meeting of the British Columbia Public School Employers' Association (BCPSEA) Board of Directors on March 20, 2018, the Board elected the following Directors as Chair and Vice Chair:

- Chair            Alan Chell, Trustee, School District No. 19 (Revelstoke) — Okanagan Region
- Vice Chair    Michael Marchbank, President and CEO, Fraser Valley Health Authority.

In accordance with article 7.7 of the BCPSEA Bylaws, BCPSEA took forward the Board's selection as Chair to the Minister of Finance, as the Minister responsible for the *Public Sector Employers Act* and Chair of the Public Sector Employers' Council, for her consideration and confirmation.

We are pleased to advise that, by letter received today, the Minister has confirmed the selection of Alan Chell as Chair.

The next meeting of the BCPSEA Board of Directors is scheduled for April 19.

### Questions

If you have any questions, please contact Kristi Furtney, Administration Coordinator (604 730 4508, [kristif@bcpsea.bc.ca](mailto:kristif@bcpsea.bc.ca)).

## Committee of the Whole Meeting Highlights – March 6, 2018

### Curriculum Update

The Superintendent reported that the district is considering offering summer school. This plan is still in a preliminary stage, as core courses need to be determined and further discussion is required.

The Principal for École Mission Secondary School presented the idea for a possible linear timetable change. Currently, grade 10 students are on a linear timetable while grade 11 and 12 students are on a semester timetable. There are benefits and disadvantages to either option. Further discussion will happen at an upcoming PAC meeting and the discussion will come back to the April CoTW meeting.

### Options for Stave Falls

As requested by the Committee during the last meeting, Staff brought forward three options for the Stave Falls School, along with other considerations. Trustee Taylor presented one additional option. The committee discussed the options and forwarded them to the Public Board Meeting on March 13, 2018.

### Financial Governance & Accountability

In 2017, the Province issued the Financial Governance & Accountability framework, which recommends that School Districts incorporate good financial practices. Some of the recommended processes are being implemented, but more work is necessary. The topic will return for consideration at the April CoTW meeting.

### K-12 Education Funding Model Review

The Ministry of Education has appointed a panel of experts to assist with reviewing the funding model for K-12 public education, and receive input on the new model. This panel will consult with key education stakeholders during the spring of 2018. Mission Public Schools is proud to announce Superintendent Wilson is one of the seven panel members.

## Board of Education Meeting Highlights – March 13, 2018

### Stave Falls Elementary School

The Board approved a motion to open the Stave Falls School as a K-6 Elementary School with an outdoor, forestry, and cultural program of choice focus in September 2019. The approval also included developing a plan for repairs by April 30, 2018 to bring the building to a useable condition, funding for the immediate repairs to the school to come from the contingency and local capital reserve, and to include the remaining budget of \$802,750 to open the school in the 2018/ 2019 budget. The Board also approved a motion to actively search for a daycare operator to provide childcare services at the school.

To minimize the impact of the decision to open the Stave Falls School on Silverdale School the Board approved developing and promoting a program of choice at Silverdale, as well as searching for a daycare operator to provide childcare services at Silverdale.

### [2018/2019 School District Calendar](#)

The School District is required to submit the general and distributed learning calendars for 2018/2019 to the Province by March 31, 2018. The 2018-19 school district calendar was approved by the Board for submission to the Province, and is now available on the district website. To view the calendar attachments, [click here](#).

### [Policy Work](#)

The Board approved the following policies that are now available on the district website. Click the hyperlink for full details.

[Policy #120 – Access to Information and Protection of Privacy and Personal Information](#)

[Policy #150 - Health and Safety](#)

### [2018/2019 Budget Priorities List](#)

The following Budget Priorities are based on comments received at the March 6, 2018 Committee of the Whole meeting. Bullet number 8 (eight) was added as an amendment during the Public Board meeting after the Board passed the motion to open Stave Falls School. The listed priorities will help guide the development of the 2018-19 budget.

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.
8. Ensure that funding is available to open Stave Falls Elementary school in September 2019.

### [Employer Health Tax](#)

The 2018 /2019, British Columbia Budget introduced the elimination of Medical Services Plan (MSP) premiums by January 1, 2020, replacing the premiums with an Employer Health Tax (EHT). As the Mission Public School District has payroll greater than \$1.5 million (2017/2018 - \$49+ million) MPDSD will be required to pay 1.95% on total payroll effective January 1, 2019.

## Meeting Schedule

Meeting Title	Date and Time	Meeting Purpose	Location
Regular Committee of the Whole Meeting	April 10, 2018 at 3:30pm	General Topics	School Board Office
Board of Education – Public Meeting	April 17, 2018 at 6:30pm	Board passes motions	Albert McMahon Elementary
Regular Committee of the Whole Meeting	May 1, 2018 at 3:30pm	General Topics	School Board Office
Board of Education – Public Meeting	May 15, 2018 at 6:30pm	Board passes motions	Riverside College and Trades Centre
Regular Committee of the Whole Meeting	June 5, 2018 at 3:30pm	General Topics	School Board Office
Board of Education – Public Meeting	June 19, 2018 at 6:30pm	Board passes motions	Deroche Elementary

Meeting minutes are posted to the district website under Board Agendas and Minutes, once approved.

Meetings are open to the public, and the public is encouraged to attend. Agendas are posted online the Friday prior to the meeting. For more information, please contact the School Board Office directly or visit [www.mpsd.ca](http://www.mpsd.ca).



March 16, 2018

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

Dear Minister Fleming,

**RE: A new Ministry of Education Strategic Plan for Aboriginal Education**

Let me first begin by commending the day-to-day work of Deputy Minister Scott MacDonald and his team regarding Aboriginal Education. Not a meeting goes by without the Deputy Minister noting the need for equity of results for ALL students in BC as well as the shared responsibility with school districts to ensure our students of Aboriginal descent are provided realistic opportunities for success no matter where they reside or attend school. Initiatives such as the new equity scan for school districts will be of great assistance in making this happen.

I do, however, want to bring to your attention BCSTA's desire to see an overarching, long-range strategic plan for Aboriginal Education brought into place as soon as possible. In November 2015, the Office of the Auditor General for BC released its report on Aboriginal education for the province, and we all committed to fulfilling the identified goals, including a unified approach to addressing concerns and targets. While we applaud the current work being done at both the provincial and local levels, we believe Aboriginal students will be best served by a comprehensive plan that guides all parties both now and into the future. It is the long-range vision, unifying goals and accountability found in a well-focused strategic plan that our members are looking for.

BCSTA is committed to working with you and our other education partners to bring such a plan into place in the near future. We acknowledge the work already done in this regard as well as your desire to establish a fresh approach reflective of your government's commitments. Please call on us to work with you to ensure a visionary strategic plan for Aboriginal Education is launched as soon as reasonably possible.

Sincerely,

A handwritten signature in blue ink that reads "G B Swan". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

**Gordon Swan**  
*President*  
 BC School Trustees Association

cc: Scott MacDonald, *Deputy Minister of Education*  
 BCSTA Member Boards of Education



## Vancouver Island School Trustees' Association (VISTA)

c/o School District 69 (Qualicum); PO Box 430; Parksville, BC; V9P 2G5

March 16, 2018

Honourable Rob Fleming  
Minister of Education  
1020 Hillside Avenue  
Victoria, BC V8T 2A3

via e-mail: [EDUC.Correspondence@gov.bc.ca](mailto:EDUC.Correspondence@gov.bc.ca)

Dear Minister Fleming:

On behalf of the members of the Vancouver Island School Trustees' Association (VISTA) I want to thank you very much for attending the VISTA 2018 Spring Conference in Victoria on March 2<sup>nd</sup>.

VISTA members appreciated hearing from you on the budget and the various education issues that are so important to Boards of Education in knowing how best to support their districts to enhance student learning. Trustees also greatly appreciated your taking questions at the end of your remarks.

During the business meeting portion of the conference held on Saturday, March 3<sup>rd</sup>, trustees passed the following motion:

*THAT the President of the Vancouver Island School Trustees' Association be requested to write a letter to the Minister of Education to express grave concern over the imposition of the payroll tax on school districts and;*

*THAT, as per the Minister's invitation on March 2<sup>nd</sup>, express Boards' interest to work with the Ministry of Education to find a quick resolution to ensure no education dollars are used for such a tax and;*

*THAT the Ministry of Education work to ensure school districts are exempt from the payroll tax.*

As you have already heard from our provincial organization, this payroll tax will have substantial financial implications for districts who have been struggling for the past 10 years to maintain excellent learning environments for students with inadequate funding by the previous government. You have always been a strong advocate for public education and we urge you to work with BC Boards of Education to ensure that school districts are exempt from this new tax so that no education dollars have to be redirected to cover that cost.

Sincerely,

Eve Flynn, President

cc: VISTA Members  
Gordon Swan, President, BCSTA

SD61 (Greater Victoria)  
SD62 (Sooke)  
SD63 (Saanich)  
SD64 (Gulf Islands)  
SD68 (Nanaimo-Ladysmith)  
SD69 (Qualicum)

SD70 (Alberni)  
SD71 (Comox Valley)  
SD72 (Campbell River)  
SD79 (Cowichan Valley)  
SD84 (Vancouver Island West)  
SD85 (Vancouver Island North)



## SCHOOL DISTRICT No.69 (QUALICUM)

March 19, 2018

Board of Education and Senior Staff  
 School District 75 (Gold Trail)  
 PO Box 250, 400 Hollis Road  
 Ashcroft, BC V0K 1A0

Dear Trustees/Senior Staff:

The Board of Education of School District 69 (Qualicum) would like to commend the work your district has undertaken to stimulate conversation with your campaign 'Got Privilege?'

There is wide spread acknowledgement that the colour of someone's skin and ethnicity can create barriers in our society. It is a natural extension of this discussion to acknowledge that others have benefitted because of their skin colour.

Though this campaign may have stimulated some uncomfortable discussion, it is a role for school boards to embrace these powerful foundational issues and provide the platform for debate for our young critical thinkers. It helps create the space for individuals to reflect on their own roles and how best we can address racism, both collectively and individually.

Thank you for being Leaders in Learning.

Yours truly,

Eve Flynn  
 Board Chair

c: Rollie Koop, Superintendent of Schools  
 Gillian Wilson, Assistant Superintendent of Schools  
 BC Boards of Education (via BCSTA)

File: 0530-01



Please join Mayor Randy Hawes and members of Council to discuss neighbourhood parks. Dialogues have been scheduled throughout Mission to allow residents an opportunity to provide feedback on their local parks.

All sessions begin at 7:00 pm and end no later than 9:00 pm

<b>Date</b>	<b>Location</b>	<b>Parks to be Discussed</b>
April 23, 2018	Windebank School	Fenn Park, Bailey Park, College Heights Park, Knight Park, Jack Wade Park
April 30, 2018	Albert McMahan School	Griner Park, Tunbridge Common, Lightbody Park, Gary McDonald, Ogle Park, Tom Jones Park, Lightburn Park, Stewart Park, Jack Wade Park
May 1, 2018	West Heights School	Kinsmen West, Blott Park, Windebank Creek Park, Stewart Park, Dr. Hume Park
May 3, 2018	École Mission Central Elementary School	Downtown, Lane Creek, 7th Avenue Sports Court, Kinsmen East Park
May 15, 2018	Hatzic Elementary School	Hatzic Park
May 16, 2018	Fire Hall #2	Stave Falls Park - undeveloped
May 17, 2018	Silverdale School	Silverdale Park, Wren Park