

Committee of the Whole Meeting

October 3, 2017 at 3:30pm

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

1. CALL TO ORDER
The Board Chair will acknowledge that this meeting is being held on Traditional Territory.
2. ADOPTION OF AGENDA
3. DELEGATIONS/ PRESENTATIONS
4. UNFINISHED BUSINESS
 - 4.1 Stave Falls Update Information Pg. 1
5. STAFF REPORTS
 - 5.1 Human Resources Update Information Pg. 2
 - 5.2 Student Absenteeism Update Information Pg. 3
 - 5.3 Class Size & Composition Update Information Pg. 4
 - 5.4 Major Projects Update Information Pg. 5
6. NEW BUSINESS
 - 6.1 Board Direction & Strategic Plan 2017-18 Discussion Pg. 6
 - 6.2 Riverside College Advisory Committee Terms of Reference Action Pg. 7
7. MINUTES OF PREVIOUS MEETINGS
 - 7.1 Committee of the Whole Meeting Minutes, September 12, 2017 Action Pg. 20
8. INFORMATION ITEMS
 - 8.1 Curriculum Update – *Standing Item*
 - 8.2 District Parent Advisory Council – *Standing Item*
9. ADJOURNMENT

ITEM 4.1 Information

TO: Committee of the Whole
FROM: Superintendent
SUBJECT: Stave Falls Update

Notice:

Upcoming Special Committee of the Whole meeting to continue further discussion about the future of Stave Falls Elementary.

Meeting Date: Tuesday October 10, 2017
Time: 6pm - TBD
Location: Fraserview Learning Centre
Address: 32444 7th Avenue, Mission BC

ITEM 5.1 Information

TO: Committee of the Whole
FROM: Superintendent
SUBJECT: Human Resources Update

The Superintendent will provide a verbal update on matters related to human resources.

ITEM 5.2 Information

TO: Committee of the Whole
FROM: Superintendent
SUBJECT: Student Absenteeism Update

The Superintendent will provide an update on matters related to student absenteeism.

ITEM 5.3 Information

TO: Committee of the Whole
FROM: Superintendent
SUBJECT: Class Size and Composition

The Superintendent will provide information on matters related to class size and composition.

ITEM 5.4 Information

TO: Committee of the Whole
FROM: Secretary Treasurer
SUBJECT: Major Projects Update

The following information is provided on the major projects and initiatives that are underway.

1. New Portables
 - a. Six portables placed and in use
 - b. Two portables still to be placed and made ready for use. Expect to be delivered mid-October
2. Information Technology Projects
 - a. New servers installed. Moving data to the new servers - 50% complete
 - b. WIFI 75% installed. Albert McMahon is in the testing phase. Expect to turn other schools on in October
 - c. Student carts have been replaced at all schools that have carts, and are in use
 - d. New teacher laptops - pilot project with about 70 teachers – held 4 training sessions to-date
 - e. Working on readying new classrooms, and the portables
 - f. Rolling out Office 365 to students and teachers
3. Riverside Electrical Program – space
 - a. The space was ready mid-September
 - b. The school is readying the space for use
4. Dewdney Elementary Montessori Space
 - a. Construction complete. Waiting for washbasin
 - b. Expect Montessori program to be move into the space in October
5. Solar Panels
 - a. Technical specifications received
 - b. RFP will be issued shortly
6. Boiler replacements
 - a. Mission Central – Boiler and hot water replacement - complete
 - b. Heritage Park – Boiler plant replacement – 75% complete
 - c. ESR - Boiler replacement, lift station upgrade - 75% complete
7. Ferndale Facilities relocation
 - a. Waiting for building permit and changes to engineered drawings
 - b. Planning to begin work in October, with completion in December – move over December break
8. Busing
 - a. Decommissioned bus repaired - an extra spare bus
 - b. No used buses available with the required size / specifications
 - c. New bus ordered. It will be here after the December break. Out of town field trips could be supported in the new year
 - d. Spare drivers being hired
9. Heath and Safety Program
 - a. Work initiated in August
 - b. On hold, pending hiring of support in HR

ITEM 6.1 Board Direction & Strategic Plan for 2017-18

TO: Committee of the Whole
FROM: Secretary Treasurer
SUBJECT: Trustee Shelley Carter

Trustee Carter will discuss items related to Board direction and strategic plans for 2017-18.

Committee of the Whole (Public)

October 3, 2016



ITEM 6.2

To: Committee of the Whole
From: Secretary Treasurer
Subject: Riverside College Advisory Committee Terms of Reference (TOR)

Recommendation:

THAT the draft Riverside College Advisory Committee Terms of Reference be reviewed and forwarded to the October Board meeting for approval.

Summary:

The draft terms of reference for the Riverside College Advisory Committee are presented for consideration, following the Board's resolution in September 2017.

In accordance with the Board Meeting Procedure Policy, Advisory Committees are established by the Board for specific purposes, they must have at least five members that include at least one trustee, members of the public or partner groups, or others as determined by the Board. In addition, the policy requires that all advisory committees operate under terms of reference approved by the Board.

Background:

At the September Board meeting, the Board passed a resolution to create a sub-committee of the Committee of the Whole. The committee would be tasked with discussing and making recommendations of potential new course offerings and short and long-term options for increasing shop space. This report presents the draft terms of reference for consideration.

Options:

Considering the Board Meeting Procedures Policy, the Board has two options for consideration:

1. Review and revise the Terms of Reference and submit to the October meeting for Board approval.
2. Do not form a committee.

Analysis and Impact:

The administrative office would have a small role in supporting the committee. For the most part, the Committee will have minimal impact on the rest of the organization. However, as staff are beginning to work on plans for the facility considering that most of the facilities department will be relocating to Ferndale this fall, it would be prudent to organize a committee to assist with the review process.

The information gathered is expected to impact facilities, and finance. As such, the draft TOR should include staff in order to streamline the review process. If staff is not included on the committee, recommendations would require further review prior to Board approval.

Strategic Priority:

Developing an advisory committee assists the Board in achieving its strategic objectives.

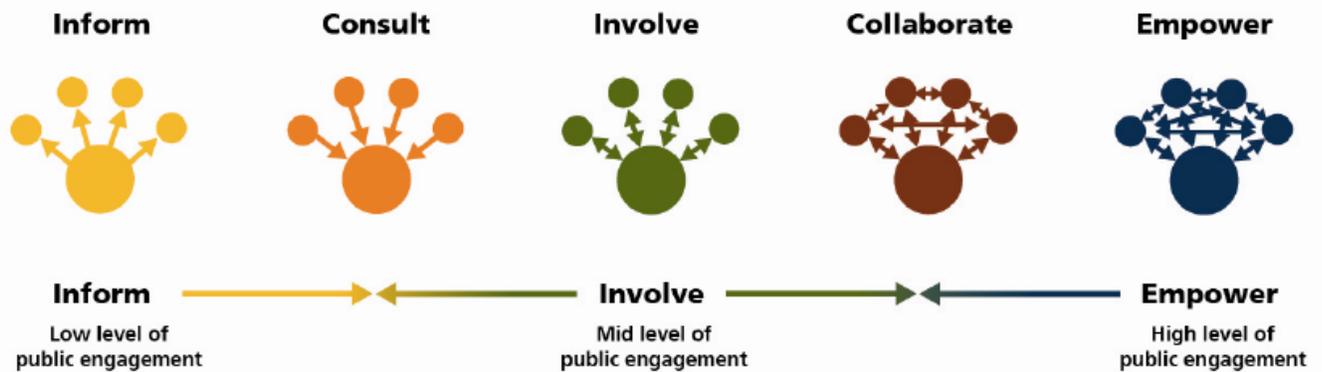
- Being accountable by seeking information to base decisions on informed understanding.
- Being collaborative, by working together.
- Develop short and long-term plans for the optimal use of School District assets and resources.
- To provide effective governance.

Policy, Regulation, Legislation:

The Board Meeting Procedure policy provides for Advisory Committees, subject to the Board approving the Terms of Reference. Please see the attached policy.

Public Participation:

Involving a committee to help provide direction on future decisions of the School District lies in the middle of the IAP2 framework for public engagement – Involve.



Implementation:

October 17	Approval of Terms of Reference
October 18 – 31	Seek members
November	Board appoints Committee members
November – May	Committee becomes Active
May 15, 2018	Last day to report out to the Committee of the Whole

Attachments:

- Riverside College Advisory Committee TOR
- Board Meeting Procedures



Riverside College Advisory Committee Terms of Reference

1. Mandate

The Riverside College Advisory Committee (the “Committee”) is an Advisory Committee to the Board of Education (the “Board”), tasked with reviewing and advising on the opportunities, barriers, and options for the potential growth and expansion of Riverside College’s education programs.

2. Scope of Work

The Committee shall:

- a. Review the current programs offered at Riverside College;
- b. Review the current use and capacity of the Riverside College building and site;
- c. Determine the opportunities and barriers associated with the potential expansion of programs at Riverside College;
- d. Explore and analyze options considering the identified opportunities and barriers;
- e. Report to the Board on its findings, including recommending actions for the potential expansion of Riverside College programs;

3. Membership

- a. Members are appointed by the Board.
- b. The Committee will be comprised of up to nine (9) voting members:
 - one Board representative or alternate;
 - the Principal of Riverside College or alternate;
 - the Superintendent or alternate;
 - the Secretary Treasurer or alternate;
 - two students from Riverside College; and
 - three members at large.
- c. The Committee elects a Chair and Vice Chair at the first meeting.
- d. Committee members shall serve without remuneration.

4. Term

The Term of the Committee shall be for the 2017/2018 School Year.

5. Quorum

Quorum of the Committee is 5 members.

6. Meetings

The committee will meet at least once a month, after 3 pm. Special meetings will be held as required. It is the responsibility of the regular members to arrange for the attendance of an alternate when the regular member cannot attend a meeting.

Any and all Trustees may attend any Committee meeting in accordance with the Board Meeting Procedures Policy.

7. Rules of Procedure

Meetings will be conducted in accordance with the Board meeting procedures policy.

The Committee should attempt to reach decisions by consensus. When consensus cannot be reached, the Committee may choose to vote on a specific course of action or recommendation, or to bring recommendations to the Board noting the lack of consensus of the Committee.

8. Authority

This committee is established by the Board of Education of the Mission Public School District (MPSD) School District #75, in accordance with the Board Meeting Procedures.

The Committee has no delegated authority from the Board and is not empowered to manage property or programs, to direct School District staff, or to communicate with other levels of government on behalf of the Board.

Members (other than Board Members or the Superintendent) do not have the authority to speak publicly (e.g. to the media) on behalf of the Committee unless so directed by the Board.

The Committee will only report on those issues as related to the potential expansion of Riverside College.

9. Staff Support

Other School District staff shall be available from time to time and upon request through the Superintendent to provide technical and periodic administrative support.

10. Minutes

Approved minutes of the meetings are to be submitted to the Board office.

11. Reporting to the Board

The final report from the Committee shall be presented to the Committee of the Whole no later than May 2018.

Approved: Date: _____, Board of Education

Section:	Governance	
Title:	Board Meeting Procedures	50

Purpose

The provisions of this policy outline the conduct and procedures for meetings of the Board of Education and Committees of the Board.

General Policy

The business of the Board of Education will be conducted in accordance with the procedures outlined in this policy in an open and transparent manner whenever possible, with the exception of issues that are to be discussed in a Closed meeting as outlined in this policy.

Procedures

1. Meetings

1.1 Inaugural

- 1.1.1 The inaugural meeting of the Board of Education (the “Board”) will be open to the public and be held on the third Tuesday in November of an election year (every four years);
- 1.1.2 The purpose of the Inaugural meeting is for the Trustees;
 - 1.1.2.1 To make a prescribed oath of office, by oath or solemn affirmation; and
 - 1.1.2.2 To elect the Chairperson (“Chair”) and Vice-Chairperson (“Vice-Chair”) of the Board.
- 1.1.3 The Secretary Treasurer will give notice of the Inaugural meeting.
- 1.1.4 Each Trustee will take the oath of office immediately after the meeting is called to order.
- 1.1.5 The Secretary Treasurer will act as the Chair of the meeting until the Board Chair is elected.

1.2 Organizational

- 1.2.1 The organizational meeting of the Board will be open to the public and be held at the Regular Board meeting in December other than in an election year.
- 1.2.2 The purpose of the organizational meeting is to elect the Chair and Vice-Chair of the Board for the following year.
- 1.2.3 The Secretary Treasurer will give notice of the organizational meeting.
- 1.2.4 The Secretary Treasurer will act as the Chair of the meeting until the Board Chair is elected.

1.3 Regular

- 1.3.1 The purpose of the Regular Board meeting is to conduct the business of the Board.
- 1.3.2 All Regular meetings will be open to the public.
- 1.3.3 Regular Board meetings are held according to a schedule approved by the Board each June, generally to be held at 6:30 p.m. on the third Tuesday of a month.
- 1.3.4 The Board may, by motion, alter the schedule as deemed appropriate.
- 1.3.5 Meetings will not proceed past 9:00 p.m. unless a motion to extend the meeting is passed by a minimum two-thirds (2/3) majority of the Trustees present.

1.4 Special

- 1.4.1 Occasionally, unanticipated or emergent issues require immediate attention and/or action. The Board Chair, the majority of the Trustees in writing, or the Superintendent in consultation with the Chair, may call a Special meeting of the Board.
- 1.4.2 The Board may, by unanimous consent of all the Trustees, waive notice and hold a meeting at any time. Such consent will be noted in the minutes of the meeting.
- 1.4.3 Unless considering an issue that is subject to being dealt with in a Closed meeting, all Special meetings are open to the public.
- 1.4.4 No business other than that for which the meeting was called will be discussed without unanimous consent of the Trustees.
- 1.4.5 All Trustees must be notified at least forty-eight (48) hours in advance of a Special meeting.
- 1.4.6 Whenever practicable, the notice of the meeting should contain an Agenda, as well as supporting documentation for the items to be discussed.

1.5 Committee of the Whole

- 1.5.1 Committee of the Whole meetings are to seek clarification on issues, to obtain input from the public, or to provide information to the public. The Committee of the Whole will make recommendations to the Board for consideration and decision.
- 1.5.2 All Trustees are members of the Committee of the Whole.
- 1.5.3 Unless considering an issue that is subject to being dealt with in a Closed meeting, all Committee of the Whole meetings are open to the public.
- 1.5.4 Committee of the Whole meetings are held according to a schedule approved by the Board each June, generally to be held at 3:30 p.m. on the first Tuesday of a month.
- 1.5.5 Committee of the Whole meetings will not proceed past 6:00 p.m. unless a motion to extend the meeting is passed by a minimum two-thirds (2/3) majority of the Trustees present.

1.6 Closed

- 1.6.1 As per Section 69 of the *School Act*, if, persons other than Trustees may be excluded from a meeting. The Secretary Treasurer or designate must be present at the time that a decision of the Board is rendered and must record any decision.
 - 1.6.2 Unless otherwise determined by the Board, meetings will be closed to the public:
 - 1.6.2.1 For legal issues when confidentiality is necessary;
 - 1.6.2.2 For student and personnel issues where information related to specific identifiable individuals is presented;
 - 1.6.2.3 For property issues where negotiations in the public could harm the interest of the School District;
 - 1.6.2.4 For the provision of services where negotiations in the public could harm the interest of the School District; and
 - 1.6.2.5 To discuss with the Auditor the Auditor's report on the annual financial audit.
 - 1.6.3 The Board will only discuss the matter which gave rise to the Closed meeting.
 - 1.6.4 Closed Board meetings are held as needed, prior to a Regular or Committee of the Whole meeting.
 - 1.6.5 No Trustee or staff will disclose the proceedings of a Closed meeting unless a resolution has been passed at the Closed meeting allowing disclosure of a particular motion or action.
 - 1.6.6 In accordance with Section 72(3) of the *School Act*, the Board will prepare a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions reached at a Closed meeting.
- 1.7 Advisory Committees
- 1.7.1 The Board may establish advisory committees for specific purposes.
 - 1.7.2 Advisory committees must have at least five members comprised of at least one Trustee, members of the public or partner groups, or others as determined by the Board. Any and all Trustees may attend any or all Advisory Committee meetings.
 - 1.7.3 The Advisory Committee members will elect a Chair and Vice Chair at the first meeting of the committee.
 - 1.7.4 A staff member will be appointed by the Superintendent as a staff liaison for the committee.
 - 1.7.5 All advisory committees must operate under terms of reference approved by the Board and the meeting procedures outlined in this policy.

2 Election of Chair and Vice-Chair

- 2.1 At its inaugural meeting following a general local election, and for each organizational meeting in December of the following three years, the Board will elect one of its members to serve as Board Chair and one of its members to serve as Vice-Chair for the following year.
- 2.2 Process for Election of Chair and Vice-Chair:
 - 2.2.1 The Secretary Treasurer will call three times for nomination for the position of Board Chair.

- 2.2.2 Any Trustee may be nominated by any Trustee. No seconder is required.
- 2.2.3 After all nominations have been received the Secretary Treasurer will ask for a motion for nominations to cease.
- 2.2.4 Nominees will be asked in alphabetical order if they accept their nomination.
- 2.2.5 If there is more than one nomination, all nominees will be provided an opportunity to speak to their nomination for the position.
- 2.2.6 The Secretary Treasurer will conduct a vote by ballot (unless a nominee is acclaimed to the position of Chair).
- 2.2.7 If more than two nominations are received, the person receiving a clear majority of votes will be elected Board Chair for the ensuing year.
- 2.2.8 Balloting will continue until one Trustee receives a clear majority of votes. The name of the Trustee receiving the least votes will be dropped from the list of nominees for each succeeding ballot. In the event that two Trustees are tied for the least number of votes and there is not a clear majority of votes, a special ballot will be taken for the purpose of determining which name is to be dropped.
- 2.2.9 If no person receives a clear majority, further ballots will be taken until a clear majority is achieved or if after at least four ballots a tie continues to occur the election will be decided by a lot draw.
- 2.2.10 Upon completion of the voting for the Chair, the Chair will continue with the same process for the election of Vice-Chair.
- 2.2.11 A motion to destroy the ballots following any voting will be requested.

3. Agenda

- 3.1 Items may be placed on the Agenda in one of the following ways:
 - 3.1.1 By notifying the meeting Chair at least seven (7) days prior to the meeting.
 - 3.1.2 By notice of motion at the previous meeting.
 - 3.1.3 As a request from a committee of the Board.
 - 3.1.4 As outlined in items 3.3, 3.4 and 3.5.
- 3.2 The Agenda Setting Committee, consisting of the meeting Chair, Vice-Chair, Superintendent and Secretary Treasurer, will review items and establish the Agenda for each meeting. The Agenda items will be generally set as follows:
 - 3.2.1 Approval of Agenda
 - 3.2.2 Acknowledgment of First Nations Territory
 - 3.2.3 Delegations / Presentations
 - 3.2.4 Unfinished Business
 - 3.2.5 Staff Reports
 - 3.2.8.1 Education
 - 3.2.9.2 Business

- 3.2.6 New Business
- 3.2.7 Minutes of previous meeting(s),
- 3.2.8 Information Items
- 3.2.9 Correspondence
- 3.2.10 Committee Minutes and Liaison Reports
- 3.2.11 Announcements
- 3.2.12 Question Period
- 3.2.13 Adjournment

- 3.3 Issues that require action may arise after the Agenda has been prepared. The meeting Chair will ask for additions to and/or deletions from the Agenda prior to asking for a motion to approve the Agenda. Changes to the Agenda are to be approved by the majority of those Board or Advisory Committee members present.
- 3.4 The meeting will follow the order of business set by the Agenda unless the order is altered or new items are added by agreement of the Board or Committee Members.
- 3.5 During the course of the meeting, the majority of Trustees or Committee members present may request that items be placed before the Board or Committee for discussion and / or action or to provide direction.
- 3.6 The Agenda will be supported by copies of letters, reports, contracts and other materials as are pertinent to the business of the Board or Committee.
- 3.7 The Agenda information package, containing the Agenda and supporting information, will be distributed to each Trustee and Committee members at least four days in advance of meetings.

4 Notice of Meetings

- 4.1 Notice of meetings will be posted on the School District website at least seven (7) days before a regularly scheduled meeting and, if possible, at least forty-eight (48) hours before a Special meeting.
- 4.2 Agendas for meetings that are open to the public will be posted on the School District website at least 48 hours before a meeting.

5 Quorum

- 5.1 A meeting quorum is three (3) of the five (5) Trustees, the majority of the Trustees holding office at the time of the meeting of the Board if less than five (5) Trustees are on the Board, or the majority of Committee members present.
- 5.2 If a quorum is not present thirty (30) minutes after the time appointed for the meeting, then the meeting will stand adjourned to a date to be fixed by the Chair, or until the next scheduled meeting. The Secretary Treasurer or recorder will record the names of the Trustees or Committee members present at the expiration of the thirty minutes.

6 Electronic Participation in Meetings

- 6.1 To ensure quorum is achievable, electronic participation in Board, Committee of the Whole, and Advisory Committee meetings will be supported when voting and non-voting members are unable to attend in person.
- 6.2 Electronic participation includes telephone, video, audio, or other electronic conferencing devices.

7 Rules of Order

- 7.1 In all meetings of the Board, this policy governs points of order and procedures not provided for or specified by the *School Act*. Where there is an inconsistency, the *School Act* will apply. For situations not addressed by the *School Act* or policy, 'Robert's Rules of Order' will prevail.

8 Motions

8.1 Notice of Motion

- 8.1.1 The notice of motion serves to put an item on the Agenda of the next or a future Regular meeting and gives notice to all Trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

8.2 General

- 8.2.1 Before a motion is made, an opportunity will be provided for questions and clarification.
- 8.2.2 All matters for decisions will be by a motion that has been moved and seconded before debating.
- 8.2.3 All comments and discussion are to be addressed to the meeting Chair.
- 8.2.4 Motions are to be phrased in a clear and concise manner to express an opinion or to achieve a result. A preamble does not form part of a resolution.
- 8.2.5 The Chair or recording secretary may request that the mover put the motion in writing.
- 8.2.6 The meeting Chair may divide a motion containing more than one subject if the Chair believes this would produce a fairer or clearer result. The divided motion will be voted on in the form in which it is divided.
- 8.2.7 A motion to table is not debatable other than as to propriety. There is no set time limit.
- 8.2.8 A motion to postpone is debatable. It can be postponed indefinitely or to a certain time.
- 8.2.9 Before the motion is stated by the Chair, a motion may be withdrawn or modified by the mover without the consent of anyone. Once the motion has been stated by the Chair, it belongs to the assembly and a majority vote is needed to withdrawal the motion.
- 8.2.10 An amendment to a motion does not require notice. Only one amendment to an amendment will be allowed. The amending motion must be dealt with before the original amendment is decided. An amendment may not change the intent of the original motion.
- 8.2.11 All motions to amend Board policy will be submitted in writing to the Secretary Treasurer and presented to the Board at the Regular meeting immediately preceding the meeting at which they are to be discussed (Notice of Motion). The written Notice of Motion to amend Board policy will contain the proposed action and rationale.

8.3 Reconsideration and rescinding

- 8.3.1 No motion other than to postpone consideration of a question, or a procedural motion, will be repeated during the school year (July to June) except by the reconsideration or rescinding process.
- 8.3.2 A motion to reconsider cannot be applied to an action that cannot be reversed; for example, entering into a contract.
- 8.3.3 A motion to reconsider a motion must be made within thirty (30) days of the original motion being voted upon and by a member who voted on the prevailing side.
- 8.3.4 No motion can be reconsidered twice in a school year.
- 8.3.5 A motion to rescind will be considered only if a notice has been given at the previous meeting or in the call for the present meeting. A motion to rescind may be moved by any Trustee, regardless of the original vote.

9 Debate

- 9.1 Debate must be strictly relevant to the motion.
- 9.2 No person will speak until recognized by the Chair.
- 9.3 A motion must be made by a Trustee who has the floor while no question on a motion is pending. The maker of the motion, if he/she desires may speak first.
- 9.4 No Trustee will speak for a period in excess of five (5) minutes at one time.
- 9.5 Subject to the discretion of the Chair, no person will speak to a motion more than twice unless a motion to extend the debate is carried, except the mover of the motion who will have the right to reply after all Trustees who wish to speak have spoken.
- 9.6 No Trustee will interrupt another Trustee who has the floor except to raise a point of order or a point of privilege.
- 9.7 A matter of privilege (a matter dealing with the rights or interests of the Board as a whole or of a Trustee personally) may be raised at any time and will be dealt with before resuming business.
- 9.8 Debate may be closed by a motion to end debate. The motion must be seconded, it is not debatable, and it must be passed by a minimum two-thirds (2/3) majority vote.

10 Voting

- 10.1 No decision of the Board will be valid or binding unless voted on during a Regular, Closed, or Special Board meeting.
- 10.2 All Trustees present at a meeting are expected to vote; although, a Trustee must abstain from voting if he/she has a conflict of interest by reason of having a direct pecuniary interest in a vote (*School Act*, Section 58). A Trustee may also abstain from voting if he/she states at the meeting her/his reasons thereon prior to a vote being taken.
- 10.3 Voting will be conducted by a show of hands. Only the results will be recorded, unless a Trustee requests that names be recorded. If a record of names is requested, only negative votes and abstentions will be recorded. Upon request, where a conflict exists, the reason(s) for an abstention will be recorded.
- 10.4 All questions will be decided by a majority of the votes of the Trustees present and voting except as otherwise provided by this policy or the *School Act*.

- 10.5 In the case of a tie vote for and against a motion, the motion fails.
- 10.6 Where an interpretation is required, the question on the motion will be postponed until the following meeting or, if emergent, to the end of the meeting to allow staff to research the appropriate interpretation based on 'Robert's Rules of Order'. The resulting interpretation may require a change to this policy and, if so, this will be done by notice of motion. A notice of motion to update this policy will be made subsequent to the question at hand being dealt with.

11 Public Participation

11.1 Delegations

- 11.1.1 The Board will receive representations and delegations on any subject pertinent to Board business provided the item has been placed on the Agenda.
- 11.1.2 Requests to present will be made in writing to the Secretary Treasurer or designate seven (7) days prior to a board meeting. In order to assist delegations with their presentations, "Guidelines for Delegations", will be made available at the time the request to present is made. Delegations may be referred to a Committee of the Whole or a Closed meeting if necessary.
- 11.1.3 The delegation must identify a contact and spokesperson to present the information to the Board.
- 11.1.4 Regular meeting delegations and presentations will be limited to ten (10) minutes. Information presentations greater than ten (10) minutes will be scheduled for a Committee of the Whole meeting.
- 11.1.5 Any presentations will be taken under advisement. The Board may take action after due deliberation, refer the item to the Committee of the Whole, an advisory committee, or to staff for review or action.
- 11.1.6 At the discretion of the Board, an individual or group may appear before the Board at a Regular meeting without prior notice
- 11.1.7 The Board or Committee reserves the right to limit the number of delegations appearing at a particular meeting.

11.2 Questions

- 11.2.1 Questions that relate to Regular meeting Agenda items may be asked by members of the public and the media. Question period will be restricted to questions only - statements and debate will not be permitted.
- 11.2.2 At the discretion of the Board Chair, questions will be limited to one (1) minute per person.
- 11.2.3 At the discretion of the Board, questions may be answered or referred to staff for review and response. The Board will not debate questions.

11.3 Committees

- 11.3.1 Committee meetings are less formal meetings designed to facilitate greater public participation and discussion on important issues. The meeting Chair will manage the conduct of the committee meetings to support public participation in the discussions.

12 Minutes

- 12.1 The Board will maintain and preserve a record of its proceedings and resolutions. The recording of minutes will include:
 - 12.1.1 Date, time and place of meeting;
 - 12.1.2 Type of meeting (Regular, Special, Closed, Committee of the Whole or Advisory Committee);
 - 12.1.3 Name of meeting Chair;
 - 12.1.4 Names of those Trustees and District Education Office staff in attendance;
 - 12.1.5 Approval of preceding minutes;
 - 12.1.6 Resolutions and recommendations;
 - 12.1.7 Points of order and appeals;
 - 12.1.8 Approval of committee minutes and reports;
 - 12.1.9 Summary of Board liaison appointment reports;
 - 12.1.10 Announcements; and
 - 12.1.11 Trustee declaration pursuant to section 56, 57, or 58 of the *School Act*.
- 12.2 The minutes will:
 - 12.2.1 Be prepared as directed by the Secretary Treasurer;
 - 12.2.2 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
 - 12.2.3 Be the official and sole record of the Board's business, upon adoption by the Board.
- 12.3 The Secretary Treasurer will:
 - 12.3.1 Ensure, upon acceptance by the Board, that appropriate signatures are affixed to the concluding page of the minutes;
 - 12.3.2 Establish and maintain a file of all Board minutes and maintain a record of all motions.
- 12.4 All committees of the Board, unless otherwise directed, will prepare and submit minutes to the Board.
- 12.5 Upon adoption by the Board, the minutes will be open to public scrutiny at the Board office at all reasonable times.
- 12.6 Copies of the minutes adopted by the Board will be added to the School District website.

Date of Board Approval: December 13, 2016

Date Amended:

Legal Reference: School Act, Sections 65 – 72

Committee of the Whole Meeting (open to the public)

Minutes



Committee of the Whole Meeting

September 12, 2017

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

Members Present:

Board Chair Rick McKamey
Trustee Randy Cairns
Trustee Jim Taylor
Trustee Shelley Carter

Staff Present:

Superintendent Angus Wilson
Secretary Treasurer Corien Becker
Assistant Superintendent Larry Jepsen
Assistant Secretary Treasurer Derek Welsh
Director Student Services, Carolynn Schmor
District Principal Technology and Innovation, Colleen Hannah
District Principal Ab Ed, Joe Heslip
Executive Assistant Aleksandra Zwierzchowska (Recorder)

Absent: Vice Chair Tracy Loffler

Partner Groups Present:

DPAC members, PVPA members, MTU members, and CUPE members.

Guests:

Kevin Matheny and four (4) Mission Secondary School students.

1. CALL TO ORDER

The meeting was called to order at 3:35 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

Additions:

6.4 Bus Issues
6.5 Stave Falls Follow-Up Meeting
6.6 Cadets License Agreements

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

3. Delegations/Presentations

3.1 Presentation: Mission Secondary Field Trip Update, Kevin Matheny: Island Nation of Fiji

The Chair introduced the presenter; Kevin Matheny, a Teacher at MSS. Kevin thanked the Board for approving the course and confirmed it was a great success. There were no issues to report all students were well behaved.

A video played followed by pictures taken during the trip. Following the presentation, reflections were made by the students;

- There was a lot of division amongst the male and female villagers;

- There was a connection with the community due to similar beliefs and cultural background;
- Very life changing and eye-opening. The experience was very hands-on which allowed for a different learning perspective and it will be something I can always reflect on;
- Poverty does not dictate how you live; you can still live a happy- fulfilling life with very little.
- Hope that the MSS student body made an impact on the children at a young age with respect to setting examples that all genders are equal.

Q: Is this a first time that the village had seen outside visitors in their community?

R: The village has seen Westerners before, however, this is the first time that someone outside of their village came into their community to build resources.

The Board members acknowledged the students for representing the district on such a positive level and noted how proud they were of them.

4. Unfinished Business

No unfinished business.

5. Staff Reports

5.1 Banking Resolution- Borrowing

Board Chair read the banking resolution outlined in the Agenda and noted that the information presented was a house keeping item. The Board does not have plans to borrow these funds. In addition to reviewing this information at the start of every school year, the Board gives authorization to the Superintendent and the Secretary Treasurer to borrow funds on behalf of the district.

Secretary Treasurer will confirm the date of the Public Board meeting where the Board will base their decision regarding the Banking Resolution.

MOVED and seconded that the Banking Resolution be reviewed and forwarded to an upcoming Public Board meeting.

CARRIED

5.2 Long Range Facility Plan

Board Chair read the Long Range Facility Plan (LRFP) resolution outlined in the Agenda.

Due to an increase in enrolment greater than we anticipated, our forecast might be on the light end. The projections should be reviewed in the next few years. Growth is going to skew the projection; however, items will be prioritized accordingly. A consideration for the Board is to set a cap size for certain schools and perhaps for all elementary schools. This is a discussion for the future.

Q: Is it a common trend for school districts to have a max cap for student capacity?

R: It is helpful to have a plan in motion; the figure of 500 students is a random number. At this time no research has been conducted to support this figure.

The following comments were made during discussion:

- Why is MSS not on the plan for expansion? This item should be communicated with the Ministry as a top priority.

- What considerations can be made at high school level for trade program;
- Albert McMahon should be one of the top three priorities;
- Boundaries need to be revised. If boundaries are going to be a topic of discussion, the boundaries need to be finalized before Christmas. This would allow enough time to plan and order portals for September 2018.
- Is there overuse of one space and underuse of another? Can a portable release enrolment at another school?
- Push for a new High School;
- If a new school is built in Hatzic, where would it be? Would it compromise a public park? What is the value of the land the school is built on currently? So many considerations to take into account;
- As a district we need to review the LRFP plan every two years.

Q: There is a large piece of land cut out in Hatzic; are all future developments being considered in this plan?

R: Yes

Q: Are we considering second floors when expanding schools?

R: Elementary schools have restrictions based on land size. There is a formula that sets out parameters.

The Board cannot approve the plan until the Planning Officer approves the plan. The Plan can be brought to the next Board meeting for further discussion.

Once the plan becomes final, the Secretary Treasure will need to amend the capital plan so that it is consistent with LRFP. The sooner we submit the plan to the Ministry, the sooner we will receive their response. At that time, the Board can begin further discussion.

Secretary Treasurer suggested moving the plan forward with the three priority schools in mind; Mission Secondary, Albert McMahon, and Hatzic. The Board will receive another opportunity to review the plan before it is submitted to the Ministry.

Q: Will there be a long waiting period to hear back?

R: The Planning Officer already had a chance to see the plan as it is available on our website and responded with some feedback. The response process should not take overly long.

5.3 School Opening Report - verbal update provided by the Superintendent:

- Schools that had space two weeks, no longer have space. West Heights is an example;
- Population of growth in Mission has two known movements. One is in the North in Cedar Valley and the other is in the East in Hatzic;
- Dewdney is effectively full. To grow this space we would have to ask Montessori to move;
- Two new portables at MSS, three more to come and logistics are always a huge factor. One at ESR and two at Hillside;

- 200 more students are using the school buses - the district needs 2 - 3 more buses;
- 45 more teachers were hired;
- TOC list was reduced as most of the individuals on the list filled teaching positions;
- Due to growth and class composition requirements, MSS is operating at over capacity;
- Successfully hired two Halq'emeylem teachers

6. New Business

6.1 Student Absenteeism

The Board and the greater committee should consider this topic further. How does the school district handle chronic under attenders and what can be done to decrease absenteeism if it is an issue? The Board requested data for absents greater than 20 days per year. This was easily obtained and supplied for Elementary level but still waiting for data from Middle Schools and High Schools. More data will be collected and presented to the Board.

6.2 Solar Array

Certain factors need to be considered;

- Size,
- Age of panel;
- Productivity;
- How to make it a grid tied system;
- Technical expertise is required;
- Computerized displays to show case benefits;
- School needs to stay informed about the plan and this item should be tied in their lesson plans;
- Huge educational component for students for conserving energy;

Comments were made about bringing forward motions for timelines and particulars.

The district has one facilities manager who is overseeing the growth and class composition issues. Specs and details will be delivered at the Board meeting in October.

6.3 Riverside Shop: Additional Course Space Planning

Propose a plan on growing the facility for the future. What are the possibilities for expansion? How can the Board offer more courses and find suitable space? Can the District partner with other organizations for additional space? Build onto facilities for multi-purpose use? More discussions to take place in the future.

6.4 District Bus Update

Additional buses were not included in the 2017-18 Capital Plan. Two buses are in need of repair. If one is repaired, the district would have a backup bus, however, management is recommending that the district purchase a bus tomorrow. A new bus is approximately \$150K.

A separate conversation is necessary to discuss back up buses for field trips and extra use.

Q: Have we considered purchasing a used bus?

R: The Transportation Manager has been in communication with a Supplier. We are confident that appropriate research was conducted for sourcing a bus. Mission is part of a Purchasing Group; there are a few options available. One bus would not match our fleet while another would not be suitable for the hills of Mission.

Q: Are you requesting the board approves the purchase in principal? Does the Ministry provide guidelines for purchasing a bus and will they pay the district back?

R: A bus is needed today and there are several factors that go into making this decision such as the size of the bus, is it new or used, and what is the most cost effective decision in the long term? Since we did not build this cost into our budget for this school year, the Ministry may or may not reimburse us in the future.

Q: Would we purchase the bus out right?

R: Yes, funds will come out of the reserve.

MOVED and Seconded that the conclusion time for the Committee of the Whole meeting be extended to 6:15PM.

CARRIED

6.5 Stave Falls Follow-Up Meeting

Staff suggested October 10, 2017 at 6:30 PM to commence further discussion. The Board recommended holding the meeting at Fraserview and suggested Silverdale as a back-up option.

6.6 Cadets- License Agreements

Last September there was discussion about the Cadets surrounding the space that group was renting at Heritage Park. Due to certain limitations, staff were in the process of relocating the group to Hatzic Elementary. Unfortunately, the Cadets found a space outside the school district that better suited their needs.

7. Minutes of Previous Meetings

MOVED and Seconded that the Committee of the Whole Meeting Minutes dated June 6, 2017 be approved as presented.

CARRIED

MOVED and Seconded that the Special Public Committee of the Whole Meeting Minutes dated June 13, 2017 be approved as presented.

CARRIED

8. Information Items

8.1 Curriculum Update (Standing Item)

8.2 District Parent Advisory Council (Standing Item)

8.3 June 2017 Enrolment Charts

8.4 DoM – Official Community Plan

8.5 Staff Report, District Principal Innovation & Technology- Verbal Update

Technology Update

Minutes



- Infrastructure has been built;
- Wifi upgrade is being completed school by school with four complete;
- Challenge found with NGN internet as our new system is far more robust system and the ministry needs to upgrade their system;
- Students are in the process of receiving their new Dell products for student carts.

Q: Which schools are receiving the new Dell products?

R: All the schools are receiving these products. Dell will allow parents to purchase these through the buy-out plan. The model of this computer is Dell3189.

Q- Will there be restrictions on accessing certain applications like Netflix?

R- Yes

Q- Is there a plan in place to provide training to teachers on the use of dell computers?

R- Yes, at this time the students are only required to log on.

Innovation Update

- Proud to announce that Mission received the Trees Canada Grant;
- Two experiential field trips will happen on October 6 and 11;
- Currently we have 45 classes that would like attend but do not have enough buses to transport all the classes;
- The current budget for this field trip \$5000; if we had access to another \$5000, we would have the ability to add another day which would allow more classes to participate.

9. Adjournment

Moved and Seconded to adjourn the meeting.

CARRIED

The meeting adjourned at 6:15 pm.

Chairperson

Secretary Treasurer