

**School District #75 (Mission)
Public Meeting of the Committee of the Whole
Agenda**

**March 3, 2020, 3:30 pm
District Education Office, 33046 4th Avenue, Mission, BC**

			Pages
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.	CURRICULUM		
4.1	Monthly Curriculum Update		1 - 2
5.	UNFINISHED BUSINESS		
6.	STAFF REPORTS		
6.1	Equity Scan Monthly Update	Information	3
6.2	Aboriginal Report - How Are We Doing?	Information	4
6.3	2020-21 District Calendar Draft	Action	5 - 6
6.4	Boundary Survey Update	Information	7
6.5	Novel Coronavirus (COVID-19)	Information	8
7.	NEW BUSINESS		
7.1	Cost Cutting Ideas	Discussion	9
7.2	Meetings with local First Nations Bands	Action	10
7.3	2020/2021 BCSTA Draft Budget	Action	11 - 34
8.	MINUTES OF PREVIOUS MEETINGS		
8.1	Special Committee of the Whole Meeting Minutes, February 4, 2020		35 - 38
8.2	Regular Committee of the Whole Meeting Minutes, February 4, 2020		39 - 42
8.3	Special Committee of the Whole Meeting Minutes, February 11, 2020		43 - 45

9. INFORMATION ITEMS

10. ADJOURNMENT

ITEM 4.1 Information

TO: Committee of the Whole
FROM: K. Alvarez, Assistant Superintendent
SUBJECT: Curriculum Update - ADST

1. Summary:

BC's redesigned curriculum includes a new course called Applied Design, Skills, and Technologies (ADST) from K-12. A short presentation on ADST and an update on the work being done to support implementation will be provided by Mentor Teacher Frank Chan.

2. Background:

We are preparing our learners to become educated citizens in a rapidly changing world. The Ministry of Education explains that the "ability to design, make, acquire, and apply skills and technologies is important in the world today and key in the education of citizens for the future."

Design thinking is central to the ADST curriculum. It includes the ability to understand the context of a challenge, creatively generate possible solutions, and think critically to analyze and choose appropriate solutions for the context. In order to move from design to final product, students need to develop skills and utilize technologies appropriate for their age level. We are supporting teachers (particularly in elementary) to implement ADST and use a variety of tools to do so.

3. Options:

4. Analysis and Impact:

a. Strategic Plan Alignment

Honouring Culture & Territory – embed Indigenous worldviews and perspectives.

Future Orientation – students are flexible, adaptable, and resilient; learning environments provide contemporary tools to assist learning and skill development; promoting environmental stewardship and sustainability.

Student Centred Learning – positive learning experiences; provide choice; students and teachers collaborate.

Effective Learning Environments – welcoming, healthy, and safe learning environments.

Quality Teaching and Leadership – highly competent staff in all positions; teachers adapt to the rapidly changing educational environment and needs of students; teachers act as guides and coaches for all students.

b. Enhancement Agreement

c. Funding Guidelines, Costing & Budget Impact

d. Policy, Legislation, Regulation

e. Organizational Capacity

- f. Risks
 - i. Organizational
 - ii. Reputational
 - iii. Strategic
- g. Benefits
 - i. Organizational
 - ii. Reputational
 - iii. Strategic

5. Public Participation:

6. Implementation:

ADST has been implemented K-12, along with the rest of the redesigned curriculum.

7. Attachments:

ITEM 6.1 Information

TO: Committee of the Whole
FROM: A. Wilson, Superintendent of Schools
SUBJECT: Equity Scan

Summary:

The Superintendent will provide an update on the Equity Scan.

ITEM 6.2 Information

TO: Committee of the Whole
FROM: V. Searwar, Acting District Principal of Indigenous Education
SUBJECT: Aboriginal Report – How Are We Doing?

1. Summary:

Vivian Searwar, Acting District Principal of Siwal Si'wes Indigenous Education will share findings of the 2018-2019 Ministry Report "How are we doing?" as well as a brief synopsis of current staffing, learning opportunities, school events, partnerships and recent initiatives offered by Siwal Si'wes.

2. Attachments:

- a. [Aboriginal Report 2014/15 – 2018/19, How Are We Doing? SD 75 \(Mission\)](#)

ITEM 6.3 Action

File No. 1310.10

TO: Committee of the Whole
FROM: A. Wilson, Superintendent of Schools
SUBJECT: 2020-2021 District Calendar - DRAFT

Recommendation

THAT the draft 2020-2021 District Calendar be considered for review and forwarded to the Public meeting on March 10, 2020.

1. Summary:

The draft 2020/2021 calendar was shared with all principals as well as Mission unions. The draft calendar is presented for review by the Committee of the Whole before being forwarded to the Public Board meeting. While the calendar is very similar to last year's, it should be noted that the shorter year requires an extension of one minute a day at the secondary level and two minutes a day at middle school.

2. Background:

3. Options:

4. Analysis and Impact:

- a. Strategic Plan Alignment
- b. Enhancement Agreement
- c. Funding Guidelines, Costing, & Budget Impact
- d. Policy, Legislation, Regulation

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

Following Board approval, the attached 2019/2020 District Calendar will be submitted to the Ministry of Education pursuant to the BC *School Act*.

- e. Organizational Capacity
- f. Risks
 - i. Organizational
 - ii. Reputational
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- g. Benefits
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5. Public Participation:

Review and discuss at the Committee of the Whole – March 3, 2020

6. Implementation:

7. Attachments:

- a. 2020-2021 District Calendar - DRAFT

2020-2021 School District Calendar

September	Tuesday September 8, 2020	Schools Open – ½ Day for Students – Students attend AM only (All Schools) (Organizational ½ Day)
	Friday September 25, 2020	Non Instructional Day – Students not in session (District Professional Development Day)
October	Monday October 12, 2020	Thanksgiving
	Friday October 23, 2020	Non Instructional Day - Students not in session (Provincial Professional Development Day)
November	Friday November 6, 2020	Non Instructional ½ Day – Students attend AM only (Secondary, Middle only) (Assessment/ Evaluation)
	Wednesday November 11, 2020	Stat Holiday Remembrance Day
	Friday November 20, 2020	Non Instructional ½ Day – Students attend AM only (Elementary) (Assessment/ Evaluation)
December	Friday Dec 4 (OR MOVE TO NOV?)	Non Instructional Day – Students not in session (All Schools) (P/T Conferences)
	Dec 21, 2020 – Jan 3, 2021	Winter Break
January	Monday January 4, 2021	Non Instructional Day – Students not in session (All Schools) (District Professional Development Day)
	Tuesday January 5, 2021	Schools reopen after Winter Break
February	Friday February 12, 2021	Non Instructional Day - Students not in session (District Professional Development Day)
	Monday February 15, 2021	Family Day
	Friday, February 26, 2021	Non Instructional ½ Day – Students attend AM only (Elementary only) (Assessment / Evaluation)
	Friday, February 26, 2021	Non Instructional Day – Students not in session (Secondary, Middle only) (P/T Conferences)
March	Friday, March 12, 2021	Non Instructional Day - Students not in session (Elementary only) (P/T Conferences)
	March 15 – March 26, 2021	Spring Break
	March 29, 2021	Schools reopen after Spring Break
April	Friday April 2, 2021	Good Friday
	Monday April 5, 2021	Easter Monday
	Friday April 16, 2021	Non Instructional ½ day – Students attend AM only (Secondary, Middle only) (Assessment/ Evaluation)
May	Friday May 21, 2021	Non Instructional Day - Students not in session (District Professional Development Day)
	Monday May 24, 2021	Victoria Day
June	Tuesday June 29, 2021	Last Day of School for all Students
	Wednesday June 30, 2021	Non Instructional Day – Students not in session (Administrative Day)

ITEM 6.4 Information

TO: Committee of the Whole
FROM: A. Wilson, Superintendent of Schools & C. Becker, Secretary Treasurer
SUBJECT: Boundary Survey Update

1. Summary

The following summarizes a progress update on the School District Boundary Surveys:

- All surveys have been shared with the Educational Community by email and on social media on February 20, 2020. Email distribution includes all staff and partner groups.
- Principals were requested to share the main survey with staff, parents, and school PACs.
- All targeted surveys were shared with the associated school principal to also share with staff, parents, and school PACs.
- A feature story banner is displayed on the homepage requesting that the public complete the survey.
- All surveys are listed on the website. To view this information, [click here](#).

The below summarizes responses for all surveys as of February 27, 2020.

Boundary Catchment Review SD 75 (Mission):	660 Responses
Windebank and Mission Central Catchments:	32 Responses
Durieu/ Dewdney/ Hatzic Catchments:	37 Responses
Albert McMahon and Cherry Hill Catchments:	63 responses
Steelhead Catchment:	14 Responses

Another reminder will be issued on Wednesday March 11, 2020 requesting that responders complete the survey. The deadline to close the survey is scheduled for March 20, 2020.

2. Background:

3. Options:

4. Analysis and Impact:

- a. Strategic Plan Alignment
- b. Enhancement Agreement
- c. Funding Guidelines, Costing & Budget Impact
- d. Policy, Legislation, Regulation
- e. Organizational Capacity
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5. Public Participation:

6. Implementation:

7. Attachments:

ITEM 6.5 Information

TO: Committee of the Whole
FROM: A. Wilson, Superintendent of Schools
SUBJECT: Novel Coronavirus (COVID-19)

1. Summary

The Superintendent will provide an update on the Novel Coronavirus (COVID-19). As information is shared by the province, School District staff will update this information on the district website. Visit www.mpsd.ca, [Our District > COVID-19 for additional information and resources.](#)

2. Background:

3. Options:

4. Analysis and Impact:

- a. Strategic Plan Alignment
- b. Enhancement Agreement
- c. Funding Guidelines, Costing & Budget Impact
- d. Policy, Legislation, Regulation
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5. Public Participation:

6. Implementation:

7. Attachments:

ITEM 7.1 Discussion

TO: Committee of the Whole
FROM: J. Renkema, School Trustee
SUBJECT: Cost Cutting Ideas

1. Summary:

To provide the opportunity to discuss cost cutting ideas to incorporate into the way we conduct business every day.

2. Background:

During our recent amended budget discussions, we talked, extensively, about how to cut costs to prevent going into an operating deficit. I suggested that cost saving measures should become ingrained in our budget and daily decision-making processes.

3. Options:

4. Analysis and Impact:

- a. Strategic Plan Alignment
- b. Enhancement Agreement
- c. Funding Guidelines, Costing & Budget Impact
- d. Policy, Legislation, Regulation
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5. Public Participation:

6. Implementation:

7. Attachments:

ITEM 7.2 Action

TO: Committee of the Whole
FROM: R. Cairns, Vice-Chair
SUBJECT: Meetings with local First Nations Bands

Recommendation

THAT the following motion be considered and forwarded to the Public meeting on March 10, 2020:

THAT the Board of Education Mission Public Schools endeavor to meet with local First Nations Bands on an annual basis.

1. Rational:

This helps the Board have dialogue with Bands to ensure we are fulfilling our obligations on governance and education with our indigenous partners. It shows our commitment to reconciliation, United Nations Declaration on the Rights of Indigenous People's, the Tripartite agreement among others. It also is a venue for those Nations to receive information from us and for us to hear their expectations on education for their children.

2. Background:

3. Options:

4. Analysis and Impact:

- a. Strategic Plan Alignment
- b. Enhancement Agreement
- c. Funding Guidelines, Costing, & Budget Impact
- d. Policy, Legislation, Regulation
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5. Public Participation:

6. Implementation:

7. Attachments:

ITEM 7.3 Action

TO: Committee of the Whole
FROM: S. Carter, School Trustee
SUBJECT: 2020/ 2021 BCSTA Draft Budget

Recommendation

THAT the 2020/ 2021 BCSTA Draft Budget be considered and forwarded to the Public Board Meeting on March 10, 2020.

1. Summary:

At the February 22, 2020 BCSTA Provincial Council (PC) meeting, the PC Committee presented information related to the 2020/ 2021 Draft Budget. The information is presented today to gather feedback from partner groups.

2. Background:

3. Options:

4. Analysis and Impact:

- a. Strategic Plan Alignment
- b. Enhancement Agreement
- c. Funding Guidelines, Costing, & Budget Impact
- d. Policy, Legislation, Regulation
- e. Organizational Capacity
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5. Public Participation:

6. Implementation:

7. Attachments:

- a. BCSTA 2020/ 2021 Draft Budget report

PROVINCIAL COUNCIL MEETING: February 22, 2020

8.1 BCSTA 2020/2021 Draft Budget

SUBMITTED BY: *Board of Directors*

BE IT RESOLVED:

That Provincial Council receive the BCSTA Draft 2020/2021 Budget and provide feedback to the Finance & Audit Committee prior to March 20, 2020.

BACKGROUND:

At the October 2019 Provincial Council meeting, the Finance & Audit Committee reviewed several factors expected to impact BCSTA's 2020/2021 operating budget and requested input for development of the budget draft. As shown on page seven of the budget draft, factors that have impacted the development of the 2020/2021 draft budget are as follows:

- Audio-visual, speaker and meal costs for AGM 2021 have increased approximately \$6,000.
- Audio-visual, pre-conference, speaker and meal costs for the 2020 Trustee Academy have increased approximately \$18,000.
- Board of Director honouraria, in total, has increased approximately \$1,000, based on Vancouver's CPI.
- A total projected increase of \$8,000 is recommended for the *Board Chairs' Meeting* budget line to support speaker costs and rising hotel and meal costs.
- Lease costs will increase by \$1,000 in 2020/2021.
- The *Equipment Maintenance* budget line has been increased \$5,000 to accommodate an increase in hardware and software costs, including replacement of BCSTA's network switches in 2020/2021.
- The *Salaries/Benefits* budget line has been increased \$29,000 to offset a projected salary-grid increase of two percent, movement on the salary grid, a projected increase in benefit costs and an increase to the contract support budget line.

The 2020/2021 cost pressures noted above have been offset as follows:

- FTE Student enrollment, based on interim data provided by the Ministry of Education in December 2019, increased by 5,179 FTE students as of September 30, 2019. Member fees, which are based on FTE student enrollment, are increased \$7,128 as a result.
- The inflationary member fee increase for 2020/2021, based on the most recent five-year average of the Vancouver Consumer Price Index of 1.67 percent, totals \$34,531 for 2020/2021. This inflationary increase will be fully funded from the 2018/2019 year-end surplus, per Provincial Council resolution.
- BCSTA has signed contracts with conference hotels for events through to December 2022. This has enabled the Association to mitigate the effects of inflation on hotel room and meal costs.
- The interest revenue budget line has been increased by \$4,000 to reflect a slight improvement in interest rates.

8.1 BCSTA 2020/2021 DRAFT BUDGET

- The Association reduced its projected salary costs by opting to hire a Media Relations & Design Specialist in 2018/2019 rather than a Director, Strategic Initiatives. Net savings as a result of 2018/2019 and 2019/2020 staffing changes total approximately \$32,000.
- An allocation of \$10,000 in government grant funds has been allocated to each of the *AGM* and *Academy* revenue budget lines.

The Finance & Audit Committee, Board of Directors and staff remain committed to the prudent fiscal management of member dollars and while being focused on cost-saving measures, continue to look for ways to enhance services and improve support provided to member boards of education.

For instance, in 2019/2020 (the current fiscal year) BCSTA changed its online meeting platform to Zoom, which has improved BCSTA's ability to hold online meetings as well as mixed-format meetings where some of the attendees join meetings remotely. This has enabled BCSTA to maintain existing budget lines for the Board of Directors and standing committees despite increased travel, hotel, and meal costs. It has also kept costs for ad hoc committees and working groups to a minimum.

In 2019/2020, BCSTA also implemented an online [Motion and Resolution Database](#), enabling boards of education and branches to research past Provincial Council and Annual General Meeting (AGM) motions. Similarly, the Association is developing an expense claim submission database that will streamline the expense submission process, enabling trustees to submit expense claims and copies of receipts online. The Association anticipates that use of an online expense submission process will be of benefit not only to trustees, but to the Association as well. With an easier submission process, expense claims are expected to be submitted earlier and/or more often, resulting in more accurate financial data which the Board of Directors, standing committees and staff use for decision-making purposes, including management of individual budget lines, throughout the fiscal year.

Additionally, BCSTA has been able to support the work of Boards of Education by providing a Leadership Development Series, which has been fully funded by the Ministry of Education. BCSTA received funding for a Leadership Development Series in 2018/2019 and is currently building on the work conducted in the last fiscal year with additional funds secured from the Ministry in 2019/2020.

In response to member feedback, the Association has also created a number of working groups, including a Mental Health Working Group, a Capital Working Group and an Inclusive Education Working Group. Ad hoc committees created in 2019/2020 include the Ad Hoc Committee on BCSTA Branch Structures and the Ad Hoc Committee on BCSTA Directors' Terms of Office.

In 2019/2020, the Legislative Committee has taken on the additional tasks of reviewing BCSTA's bylaws with regard to establishing BCSTA's standing committees, as well as a review of the timing of BCSTA's events. In 2019/2020, the Finance & Audit Committee is undertaking a carbon footprint audit of the Association using the services of an external consultant. The purpose of the audit is to determine what steps BCSTA can take to reduce its carbon footprint and to investigate the feasibility of purchasing carbon offsets. This work is currently underway.

8.1 BCSTA 2020/2021 DRAFT BUDGET

Consistent with its responsibility to develop a budget that meets the needs of member boards balanced with consideration for the value of member board investment, the Finance & Audit Committee has developed a balanced budget draft for 2020/2021, with the entire annual inflationary member fee increase funded from BCSTA's 2018/2019 year-end surplus. As shown in Appendix I, changes in member fees for 2020/2021 are therefore solely the result of changes in FTE students.

The *BCSTA 2020/2021 Draft Budget* has been submitted to the February 2020 Provincial Council for receipt only. The final budget will be adopted by the April 2020 Provincial Council. Councillors are encouraged to provide the Finance & Audit Committee with any feedback they may have on the budget draft prior to March 20, 2020. Feedback can be submitted to:

BCSTA Finance & Audit Committee
c/o Jodi Olstead, Director, Finance & Human Resources
BC School Trustees Association
4th Floor, 1580 West Broadway
Vancouver, BC V6J 5K9

jolstead@bcsta.org

BCSTA 2020/2021 Budget

BCSTA 2020/2021 Budget

Budget Cycle

Following BCSTA's budget cycle, illustrated on page nine, the Finance & Audit Committee requested feedback from the October 2019 Provincial Council to assist in preparing BCSTA's 2020/2021 draft budget. The first budget draft is presented to the February 2020 Provincial Council for review and will ultimately be adopted by the April 2020 Provincial Council.

Budget Considerations

At the October 2019 Provincial Council meeting, the Finance & Audit Committee reviewed a number of factors that are expected to impact BCSTA's 2020/2021 operating budget. Those factors have been updated, where applicable, based on additional information available as of December 31, 2019:

1. Member Fees

Student Full-Time Equivalent (FTE) enrolment data as of September 30 of each year, as provided by the Ministry of Education, is used to calculate BCSTA member fees for the following year, based on fee formulas set by the Provincial Council in 1995 and updated in 1999. However, the Ministry of Education is currently undertaking a Funding Model Review. If funding will no longer be based on FTE student enrolment and the Ministry of Education therefore no longer collects FTE student enrolment data, BCSTA's fee formulas will need to be updated. Once the structure of the new funding model is known, the Finance & Audit Committee will undertake a review of BCSTA's fee formulas and will provide its recommendations to BCSTA's Board of Directors and Provincial Council.

All 60 boards of education are members of BCSTA in the 2019/2020 fiscal year and it is anticipated that BCSTA will have full membership in 2020/2021 as well. Should there be member board withdrawal in 2020/2021, member equity may be used to fund the resultant loss of fee revenue. As member fee withdrawal would therefore not affect BCSTA's 2020/2021 operating budget, the estimated member fee increase for 2020/2021, based solely on changes to the interim FTE student enrolment data, totals \$7,128. As shown in Appendix I, the interim FTE student enrollment count increased by 5,179 students as of September 30, 2019.

Additionally, in accordance with the February 2017 Provincial Council directive "that BCSTA member fees be increased each year by the amount of the most recent five-year average of the Vancouver Consumer Price Index (CPI) as of January 1 of each year", member fees are increased by 1.67 percent for 2020/2021. This increase totals \$34,531, as shown in Appendix I, and will be used, in part, to increase BCSTA's contract support capacity. Increased capacity will better enable BCSTA to be flexible, adaptive, and responsive to change, and ultimately, to better meet the emergent needs of member boards of education.

BCSTA 2020/2021 Budget

BCSTA Member Fees are therefore increased a total of \$41,659 in 2020/2021:

FTE student enrollment (based on interim Ministry of Education data)	\$ 7,128
Inflationary member fee increase	<u>34,531</u>
Total member fee increase	<u>\$ 41,659</u>

2. Member Equity

The February 2017 Provincial Council directed that annual inflationary member fee increases, as shown under item one above, be supported by any unbudgeted year-end surplus arising in the fiscal year preceding adoption of BCSTA's annual budget. As BCSTA's 2018/2019 fiscal year ended with a surplus of \$295,115, the 2020/2021 inflationary member fee increase of \$34,531 will be fully funded. The only changes in fees for individual boards of education will therefore be solely the result of changes in FTE students. As shown under item one above and in Appendix I, this amount is \$7,128.

The Finance & Audit Committee conducts an annual review of member equity in relation to BCSTA's contractual obligations. Should total member equity exceed the amount required to meet all of BCSTA's contractual obligations, the Board of Directors may elect to:

- a. restrict the surplus for the Board's future use, including implementation of work needed to fulfill the Board's annual strategic plan, based on direction and/or feedback from the membership
- b. undertake a specific, unbudgeted project or projects
- c. reduce member fees, and/or
- d. reduce registration fees for AGM or Academy

Member Equity may also be used to offset emergent, unbudgeted expenses and to compensate for the loss of revenue for the first year of member board withdrawal from the Association.

In 2018/2019, the Board of Directors elected to reduce AGM registration fees and restrict the remaining surplus (in excess of BCSTA's contractual obligations) to fulfill its annual strategic plan in 2019/2020 and in future years.

3. Interest Revenue

This budget line was increased by \$4,000 in 2019/2020 to reflect a slight increase in interest rates. An additional \$4,000 increase to this budget line is included in the 2020/2021 budget draft based on an additional slight improvement in interest rates.

4. BCSTA Event Contracts

BCSTA has signed hotel contracts for BCSTA events through to December 2022. This will enable BCSTA to keep the cost of hotel room nights and meal costs for Academy, Provincial Council and Annual General Meetings at a minimum. Additionally, these contracts will ensure that rooms are available at conference hotels for registrants attending these events.

BCSTA 2020/2021 Budget

5. AGM

The *AGM* expense budget line has been increased as a result of rising meal and speaker costs for the event; however, meal costs have been kept as low as possible by entering into multiple-year contracts with conference hotels, as shown in *Item 4. BCSTA Event Contracts* above.

6. Academy

The *Academy* budget line will require an increase to support projected increases in meal, audio-visual, pre-conference costs. Similar to AGM expenses, costs for meals have been kept as low as possible by entering into multiple-year contracts with hotels, as shown in *Item 4. BCSTA Event Contracts* above.

Additionally, as speaker costs were higher than projected in 2019/2020 and as they continue to increase, a correction to this budget line will be required in 2020/2021.

7. Provincial Council

The *Provincial Council* budget line was increased \$2,000 in 2019/2020 to more accurately reflect actual costs. No increase to this budget line is projected for 2020/2021.

8. Board of Directors

In 2011/2012, the Board of Director Honouraria Review Committee recommended that Board of Director honouraria be automatically increased each year by the most recent five-year rolling average of Vancouver's CPI. An increase of \$1,000 to this budget line for Board of Director honouraria is therefore recommended for 2020/2021.

9. Standing Committees

As a means of reducing meeting costs, committees use an online, rather than in-person, meeting format whenever feasible. Cost savings are also achieved by holding mixed-format meetings.

No changes to any of the standing committee budget lines are projected for 2020/2021.

10. Board Chairs' Meeting

This budget line has not previously included speaker costs; however, as BCSTA has been hiring speakers for the Board Chairs' Meeting, this budget line has been overspent as a result. An increase will therefore be required to show the inclusion of speaker costs, as well as rising hotel and meal costs.

11. In-District/Professional Development Services

Feedback from member boards has identified *In-District/Professional Development Services* as a priority member service. Currently, based on uptake of services provided to individual member boards, no change to this budget line is recommended for 2020/2021. However, the Finance & Audit Committee is carefully monitoring this budget line, should an increase be required in the future.

BCSTA 2020/2021 Budget

12. Building

As BCSTA's lease agreement with SD39 (Vancouver) expired on August 31, 2019, the December 1, 2018 Provincial Council authorized BCSTA's Board of Directors to enter into a new lease agreement effective September 1, 2019, consistent with the lease location criteria provided to Provincial Council.

Based on research conducted by the Finance & Audit Committee, tasked with the assignment by the Board of Directors, BCSTA's most economic lease option was to remain at its current location. The Board of Directors therefore resolved that BCSTA negotiate a new lease agreement with the Vancouver School Board for a new lease term commencing September 1, 2019. The Association subsequently entered into a new lease agreement with SD39 (Vancouver) for a nine-year term. At that time, BCSTA's lease rate was increased to market rates. This annual increase of \$8,000 for the first three years of the term was applied as follows:

- \$7,000 increase in 2019/2020 (\$8,000/year x 10/12 months)
- \$1,000 increase in 2020/2021 (\$8,000/year x 2/12 months)

This budget line will therefore require a \$1,000 increase in 2020/2021.

13. Depreciation

The *Depreciation* budget line is affected by BCSTA's capital asset purchases. These assets are replaced on an as-needed basis so that equipment is not replaced until such time as it becomes problematic, fails or becomes obsolete.

This budget line will be affected in 2019/2020 by:

- the 2017/2018 information technology infrastructure update that included the replacement of all of BCSTA's workstations and servers, server backup hardware, server backup software, and database software. Each of the systems replaced had either become problematic, obsolete or had otherwise failed
- leasehold improvements for construction of an additional enclosed office in 2017/2018
- full depreciation of BCSTA's photocopier in 2018/2019 and subsequent replacement of the photocopier in 2019/2020 (although the photocopier was fully depreciated in 2018/2019, BCSTA had planned to defer its replacement until 2020/2021; however, failure of the copier in 2019/2020 required that it be replaced in the 2019/2020 fiscal year)

As a result of these offsetting factors, no change to this budget line will be required in 2020/2021.

14. Financial

No increase to this budget line is projected for 2020/2021.

BCSTA 2020/2021 Budget

15. Equipment Maintenance

This budget line was reduced a total of \$9,000 in 2018/2019, taking into consideration the projected decrease in contractor fees; however, with an increase in equipment and software costs in 2019/2020, this budget line was increased \$4,000. An additional \$5,000 increase to this budget line is recommended for 2020/2021 to support further increases in equipment and software costs, including costs for the replacement of BCSTA's network switches in 2020/2021.

16. Salaries/Benefits

BCSTA's staff salary grid increases have been tied historically to teacher salary negotiations. As the teachers' current collective agreement expired on June 30, 2019, and as a new collective agreement has not yet been negotiated, any increase to teachers' salaries for the 2019/2020 and 2020/2021 fiscal years are not yet known. The increase to BCSTA's staff salary grid for 2019/2020 and 2020/2021 have therefore been estimated at two-percent, consistent with the 2019 [Public Sector Bargaining Mandate](#) wage increase of two percent per year for three years. The 2019/2020 two-percent salary-grid increase was included in BCSTA's 2019/2020 budget. The 2020/2021 two-percent salary-grid increase will result in an increase to the *Salaries/Benefits* budget line of approximately \$22,000.

Should the teacher-negotiated salary increase vary from two-percent for either 2019/2020 or 2020/2021 in advance of adoption of BCSTA's 2020/2021 operating budget, the budget draft will be adjusted to account for the difference, subject to approval by the Board of Directors for any increase in excess of two percent, up to the increase provided to the teachers.

Other factors expected to impact this budget line in 2020/2021 are:

- Movement on the staff salary grid, estimated at \$18,000
- 2018/2019 and 2019/2020 staffing changes, which will result in a \$32,000 net decrease in projected costs:
 - BCSTA did not fill the position of Director, Strategic Initiatives in 2018/2019; instead, it hired a Media Relations & Design Specialist
 - a new Director, Education Services was hired in 2019/2020
 - the Technical Writer & Website Specialist was promoted to the Director, Communications in 2019/2020
- As shown on page two under *Item 1. Member fees*, \$20,000 from the annual inflationary member fee increase for 2020/2021 has been allocated to the contract support budget line to enable BCSTA to build its capacity to provide timely and flexible support to address emergent member needs
- Changes in benefit costs are estimated at \$1,000 despite a known increase in benefit costs in 2020 and a projected increase in benefit costs in 2021. This is due to an offsetting decrease in benefit costs resulting from the elimination of Medical Services Plan Premiums.*

*Note: MSP premiums have been replaced by the Employers' Health Tax (EHT). As BCSTA does not meet the salary threshold for EHT, it is exempt.

BCSTA 2020/2021 Budget

For 2020/2021, a \$29,000 increase to the Salaries/Benefits budget line is therefore recommended:

Two percent salary grid increase	\$ 22,000
Movement on the staff salary grid	18,000
Projected increase in benefit costs	1,000
Increase in contract support	20,000
Less: Net reduction resulting from staffing changes	< 32,000 >
Total estimated increase to <i>Salary/Benefits</i>	<u>\$ 29,000</u>

17. Grants

BCSTA has received a number of grants, the details of which are reported out annually to the Fall Provincial Council.

The Finance & Audit Committee and Board of Directors are mindful of the importance of making impactful use of grant funds received by the Association, within the parameters restricting the use of those funds. In accordance with restrictions placed on individual grants received, these funds have been used to undertake specific projects, including:

- support for boards to attend rural education regional meetings
- support for BCSTA's Annual General Meeting and/or Academy
- support for trustee learning opportunities
- support for trustee leadership development
- development of the *Trustee Learning Guide*
- development of an online version of *the Guide to Schools' Legislation*

Although BCSTA has been reducing its reliance on government grants to support its annual operating budgets, with increasing costs and decreased attendance projected for AGM and Academy in 2020/2021, an allocation of \$10,000 in grant funds has been included to each of these two revenue budget lines for 2020/2021.

BCSTA 2020/2021 Budget

Budget Impact Summary

As shown on pages one through six, BCSTA is facing cost pressures in a number of budget lines in 2020/2021, summarized as follows:

- Speaker and meal costs for AGM 2021 have increased approximately \$6,000.
- Audio-visual, pre-conference, speaker and meal costs for the 2020 Trustee Academy have increased approximately \$18,000.
- Board of Director honouraria, in total, has increased approximately \$1,000, based on Vancouver's CPI.
- A total projected increase of \$8,000 is recommended for the *Board Chairs' Meeting* budget line to support speaker costs and rising hotel and meal costs.
- Lease costs will increase by \$1,000 in 2020/2021.
- The *Equipment Maintenance* budget line has been increased \$5,000 to accommodate an increase in hardware and software costs, including replacement of BCSTA's network switches in 2020/2021.
- The *Salaries/Benefits* budget line has been increased \$29,000 to offset a projected salary-grid increase of two percent, movement on the salary grid, a projected increase in benefit costs and an increase to the contract support budget line.

The 2020/2021 cost pressures noted above have been offset as follows:

- FTE Student enrollment, based on interim data provided by the Ministry of Education in December 2019, increased by 5,179 FTE students as of September 30, 2019. Member fees, which are based on FTE student enrollment, are increased \$7,128 as a result. This information may change when final student FTE data is provided by the Ministry of Education in early 2020.
- The inflationary member fee increase for 2020/2021, based on the most recent five-year average of the Vancouver Consumer Price Index of 1.67 percent, totals \$34,531 for 2020/2021. This inflationary increase will be fully funded from the 2018/2019 year-end surplus, per Provincial Council resolution.
- BCSTA has signed contracts with conference hotels for events through to December 2022. This has enabled the Association to mitigate the effects of inflation on hotel room and meal costs.
- The interest revenue budget line has been increased by \$4,000 to reflect a slight improvement in interest rates.
- Medical Service Plan (MSP) premiums have been replaced by the Employers' Health Tax (EHT). As BCSTA does not meet the threshold for the EHT, it is exempt. This reduction in benefit costs will partially offset projected increases in other benefit costs.
- The Association reduced its projected salary costs by opting to hire a Media Relations & Design Specialist in 2018/2019 rather than a Director, Strategic Initiatives. Net savings as a result of 2018/2019 and 2019/2020 staffing changes total approximately \$32,000.
- An allocation of \$10,000 in government grant funds has been allocated to each of the *AGM* and *Academy* revenue budget lines.

Budget details are shown on pages 11 through 18 of this budget draft.

BCSTA 2020/2021 Budget

Impact on Member Fees and Member Services

Member fees are affected each year by changes in FTE students*; annual inflationary increases to maintain or improve service levels; use of member equity to offset annual inflationary member fee increases; and approved increases or decreases to specific budget lines that would impact the budget as a whole. For instance, in 2008/2009 BCSTA eliminated the position of Associate Executive Director and decreased BCSTA's staff complement from 12.6 to 11.6 FTEs. Were the Association to reinstate this or another staff position, costs may exceed what is provided for by member fees under the existing or new fee formula plus those provided for by the annual inflationary member fee increase. Should members/member needs require the Association to increase its staff complement, a member fee increase may therefore be required.

For 2020/2021, the Finance & Audit Committee has prepared a balanced draft budget that includes an **inflationary member fee increase of 1.67 percent**, in accordance with the February 2017 Provincial Council directive to apply an annual member fee increase equivalent to the most recent five-year rolling average of the Vancouver CPI, as of January 1 of each year.

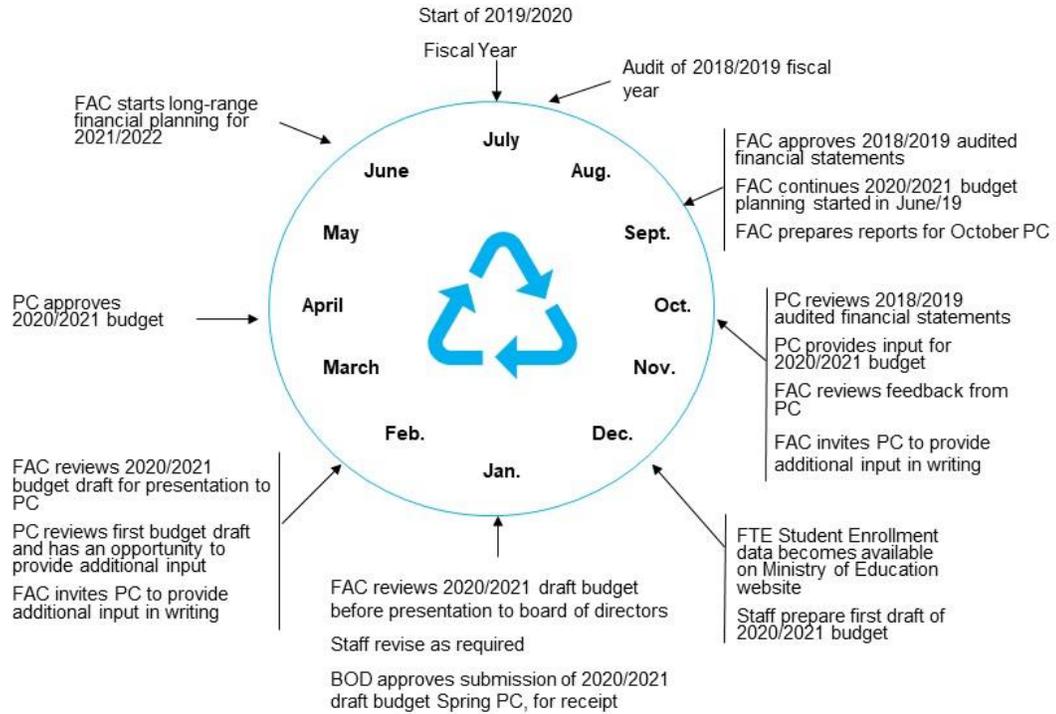
Also, in accordance with direction from the February 2017 Provincial Council, as shown on pages two and seven, and in Appendix I, the inflationary member fee increase for 2020/2021 will be fully funded from BCSTA's 2018/2019 year-end surplus. The only changes in fees for individual boards of education will therefore be solely the result of changes in FTE students.

*Note: As shown under item *I. Member Fees* on page one, the Ministry of Education is currently undertaking a Funding Model Review. As BCSTA's fee formulas are based on FTE student enrollment and as the new funding model will no longer be based on FTE student enrollment, the Ministry of Education will no longer be collecting FTE student enrollment data. BCSTA's fee formulas will therefore need to be updated once the structure of the new funding model is known.

BCSTA 2020/2021 Budget



2020/2021 Budget Cycle



BCSTA 2020/2021 Budget

BCSTA Categories and Fee Formulas

At the February 1995 Provincial Council meeting, a new method for calculating BCSTA member fees was adopted. The purpose of adopting the new schedule was to eliminate distortions under the prior methodology caused by enrollment fluctuations. The new method was based on a set range of FTEs and fees for each of four categories. At the February 2001 Provincial Council, Category 4 was adjusted to address an inequity and a fifth category was added. The categories and corresponding ranges are:

<u>Category</u>	<u>Range of FTEs</u>	<u>Range of Fees</u>
1	0 – 4,000	\$ 4,000 – 28,000
2	4,001 – 10,000	\$28,000 – 38,000
3	10,001 – 30,000	\$38,000 – 65,000
4	30,001 – 75,000	\$65,000 – 80,000
5	75,001 – 125,000	\$80,000 – 95,000

Using these ranges, the following fee formulas were calculated:

Category 1	Fees = $(\$6.10 \times \text{FTEs} + 2,600) \times 0.9955$
Category 2	Fees = $(\$1.45 \times \text{FTEs} + 21,750) \times 0.9955$
Category 3	Fees = $(\$1.33 \times \text{FTEs} + 23,400) \times 0.9955$
Category 4	Fees = $(\$0.3333 \times \text{FTEs} + 55,000)$
Category 5	Fees = $(\$0.30 \times \text{FTEs} + 57,500)$

This method provides for a straight-line relationship between FTEs and fees, with costs per FTE student decreasing as the number of FTE students increase. When fee adjustments are applied, this relationship remains constant for each category and the integrity of the prescribed formulas is maintained.

For instance, in 2004/2005 and 2005/2006, the Provincial Council approved a two-percent increase to member fees, and in 2006/2007 a one-percent member fee increase was approved. These increases were consecutively applied to, and consequently changed, the fee formulas to the following:

Category 1	Fees = $(\$6.10 \times \text{FTEs} + 2,600) \times 1.0462$
Category 2	Fees = $(\$1.45 \times \text{FTEs} + 21,750) \times 1.0462$
Category 3	Fees = $(\$1.33 \times \text{FTEs} + 23,400) \times 1.0462$
Category 4	Fees = $(\$0.3333 \times \text{FTEs} + 55,000) \times 1.0508$
Category 5	Fees = $(\$0.30 \times \text{FTEs} + 57,500) \times 1.0508$

Thus, the fee formulas set by the February 1995 and 2001 Provincial Councils remain constant over time. They are increased or decreased, based on member needs, by adjusting the multiplier to the formula for each category.

BCSTA 2020/2021 Budget

TOTAL REVENUE AND EXPENDITURE SUMMARY

TOTAL REVENUE

(All amounts are in thousands of dollars)

Item	Budget 2018/19	Budget 2019/2020	Budget 2020/2021	Dollar Change
Member Fees	2022	2060	2102	+ 42
AGM	216	209	211	+ 2
Interest	82	86	90	+ 4
Academy	264	209	229	+ 20
Grant Admin/ Entrepreneurial	12	13	13	--
<u>Total</u>	<u>2596</u>	<u>2577</u>	<u>2645</u>	<u>+ 68</u>

TOTAL EXPENDITURES

(All amounts are in thousands of dollars)

Item	Budget 2018/19	Budget 2019/20	Budget 2020/21	Dollar Change
Core Services	970	923	956	+ 33
Office	282	292	298	+ 6
Salaries	1344	1362	1391	+ 29
<u>Total</u>	<u>2596</u>	<u>2577</u>	<u>2645</u>	<u>+ 68</u>

BCSTA 2020/2021 Budget

CORE BUDGET REVENUE

(All amounts are in thousands of dollars)

R – REVENUE					
No.	Item	Budget 2018/19	Budget 2019/20	Budget 2020/21	Dollar Change
R1	Member Fees*	2022	2060	2102	+ 42
R2	AGM*	216	209	211	+ 2
R3	Interest*	82	86	90	+ 4
R4	Academy*	264	209	229	+ 20
R5	Grant Administration/ Entrepreneurial	12	13	13	--
	Total	2596	2577	2645	+ 68

R1. *Member Fees* is **increased \$42,000** in 2020/2021. This reflects an increase of approximately \$7,128 resulting from an increase in student enrollment of 5,179 FTE students as well as an inflationary member fee increase of \$34,531, based on the most recent five-year average of the Vancouver Consumer Price Index, or 1.67 percent.

As the inflationary member fee increase for 2020/2021 will be fully funded from the 2018/2019 year-end surplus, in accordance with Provincial Council resolution, the only changes in fees for 2020/2021 will be solely the result of changes in FTE students, as shown in Appendix I.

R2. The *AGM* budget line is **increased \$2,000** to reflect the grant allocation of \$10,000 to partially offset speaker costs for this event. This \$10,000 increase in revenue is offset by a projected decrease in attendance and therefore AGM registration fees, consistent with historical experience for the third year in an election cycle.

R3. *Interest* is **increased \$4,000** to reflect a slight increase in interest rates.

R4. The *Academy* budget line is **increased \$20,000** to reflect an increase in registration fees needed to offset increased meal, audio-visual, pre-conference, and speaker costs in particular, projected for 2020/2021. The increase in registration fees is offset by a \$10,000 allocation of government grant funds.

BCSTA 2020/2021 Budget

CORE BUDGET EXPENDITURES

(All amounts are in thousands of dollars)

PROGRAM A: CORE SERVICES

A1 – ADVOCACY					
No.	Item	Budget 2018/19	Budget 2019/20	Budget 2020/21	Dollar Change
A1(a)	Advocacy Services	71	71	71	--
A1(b)	CSBA	40	40	40	--
A1(c)	AGM*	184	194	200	+ 6
A1(d)	Provincial Council	96	98	98	--
A1(e)	Board of Directors*	94	95	96	+ 1
A1(f)	Finance & Audit Committee	10	10	10	--
A1(g)	Professional Learning Committee	18	18	18	--
A1(h)	Indigenous Education Committee	26	26	26	--
A1(i)	Legislative Committee	2	2	2	--
A1(j)	Branch Support	17	17	17	--
	Total	558	571	578	+ 7

A1(c). The AGM budget line is **increased \$6,000** to reflect an increase in meal and speaker costs.

A1(e). In 2006/2007, the Board of Director Honouraria Review Committee recommended that Board of Director honouraria be reviewed annually, with increases to be based on Vancouver's CPI.

In 2011/2012, the Review Committee recommended that cost-of-living increases, based on the most recent five-year rolling average of Vancouver's CPI, be applied annually to Board honouraria to ensure that:

- budget issues do not arise in future years resulting from a need to implement large increases required to bring honouraria amounts in line with market levels, and
- that trustees with an interest in serving on the Board of Directors will not be excluded from doing so for financial reasons.

Based on the Vancouver Consumer Price Index (CPI) average of 1.67 percent for 2014 through 2018, this budget line is **increased \$1,000** for 2020/2021.

BCSTA 2020/2021 Budget

Recommended Board of Director Honouraria increases for 2020/2021 are:

President:	\$ 17,019	to	\$ 17,303/year	=	\$284/year
Vice-President:	\$ 8,508	to	\$ 8,650/year	=	\$142/year
Director:	\$ 6,078	to	\$ 6,180/year	=	\$102/year

BCSTA 2020/2021 Budget

CORE BUDGET EXPENDITURES

(All amounts are in thousands of dollars)

A2 - TRUSTEE AND BOARD SERVICES					
No.	Item	Budget 2018/19	Budget 2019/20	Budget 2020/21	Dollar Change
A2(a)	Academy*	252	192	210	+ 18
A2(b)	In-District/Pro-D Services	45	45	45	--
A2(c)	Board Chairs' Meeting*	20	20	28	+ 8
A2(d)	Communications/Publications	30	30	30	--
A2(e)	Legal Counsel	65	65	65	--
	Total	412	352	378	+ 26

- A2(a). The *Academy* budget line is **increased \$18,000** to reflect increased meal, audio-visual, and pre-conference costs and to correct for increased speaker costs incurred in 2019/2020 and projected for 2020/2021. As shown on page six under item 17. *Grants*, an allocation of \$10,000 in grant funds will be used to offset these increased costs.
- A2(c). The *Board Chairs' Meeting* budget line is **increased \$8,000** to reflect the inclusion of speaker costs as well as rising hotel and meal costs.

TOTAL CORE SERVICES (A1 – A2)	970	923	956	+ 33
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BCSTA 2020/2021 Budget

OFFICE EXPENDITURES

(All amounts are in thousands of dollars)

PROGRAM B: OFFICE SUPPORT

B - OFFICE OPERATIONS					
No.	Item	Budget 2018/19	Budget 2019/20	Budget 2020/21	Dollar Change
B1	Building*	128	135	136	+ 1
B2	Equipment Maintenance*	61	65	70	+ 5
B3	Office Administration	19	19	19	--
B4	Financial	54	54	54	--
B5	Depreciation	20	19	19	--
	Total	282	292	298	+ 6

- B1. BCSTA's lease costs were increased \$8,000/year, effective September 1, 2019, in alignment with market rates at the start of the new lease term. As BCSTA's fiscal year starts on July 1, this budget line was increased \$7,000, rather than \$8,000, in 2019/2020 based on the application of the lease rate increase for a ten-month period. The *Building* budget line therefore requires an additional **increase of \$1,000** in 2020/2021.

2019/2020 lease rate increase: \$8,000 x 10 of 12 months (Sep/19 – June/20) = \$ 6,667
 2020/2021 lease rate increase: \$8,000 x 2 of 12 months (July/20 – Aug/20) = 1,333
 Total increase in lease costs: \$ 8,000

- B2. The *Equipment Maintenance* budget line is **increased \$5,000**, based on a projected increase in hardware and software costs, including the replacement of BCSTA's network switches in 2020/2021.

BCSTA 2020/2021 Budget

STAFF SALARIES

(All amounts are in thousands of dollars)

S – STAFF SALARIES					
No.	Item	Budget 2018/19	Budget 2019/20	Budget 2020/21	Dollar Change
S1	Total Salaries/Benefits*	1344	1362	1391	+ 29
TOTAL POSITIONS (FTEs)		10.8	10.8	10.8	--

- S1. As shown on pages five and six under *Item 16. Salaries/Benefits*, this budget line is **increased \$29,000** in 2020/2021 to address a number of offsetting factors:
- A staff salary grid increase estimated at two percent, or \$22,000, consistent with the 2019 [Public Sector Bargaining Mandate](#)
 - movement on the staff salary grid, an increase of approximately \$18,000
 - net savings of \$32,000 resulting from 2018/2019 and 2019/2020 staffing changes, which include:
 - the 2018/2019 decision to replace a full-time Communications’ position rather than hire a Director, Strategic Initiatives
 - 2019/2020 replacement of the Director, Education Services
 - 2019/2020 promotion of the Technical Writer & Website Specialist to the Director, Communications
 - the total increase in benefit costs is estimated at \$1,000 resulting from 2020 increases and 2021 projected increases, offset by a decrease in benefit costs resulting from the elimination of Medical Services Plan Premiums and its replacement with the Employers’ Health Tax (EHT). As BCSTA does not meet the salary threshold for EHT, it is exempt.
 - a \$20,000 increase to the contract support budget line, as shown on page two under *Item 1. Member fees*, enabling BCSTA to build capacity for providing timely and flexible support to meet emergent member needs

TOTAL CORE EXPENDITURES (PROGRAMS A, B, and S)	2596	2577	2645	+ 68
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BCSTA 2020/2021 Budget

GRANT ADMINISTRATION AND ENTREPRENEURIAL ACTIVITY

(All amounts are in thousands of dollars)

Item	Budget 2018/19	Budget 2019/20	Budget 2020/21	Dollar Change
<u>Revenue</u>				
Grants	--	--	--	--
Contracts	12	13	13	--
Total	12	13	13	--
<u>Expenditures</u>				
Grants	--	--	--	--
Contracts	--	--	--	--
Total	--	--	--	--
Net Contribution	12	13	13	--

APPENDIX I
2020/2021 BCSTA FEE REVENUE COMPARED TO 2019/2020 FEE REVENUE
(Annual Inflationary Member Fee Increase of 1.67%)

No.	School District	Total	Total	Difference	Category	2019/2020	2020/2021	Difference	1.67%	Total
		FTE Pupils	FTE Pupils			Fees	Fees	(based on	Member Fee	2020/2021
		Sep 30/18	Sep 30/19			(1.36% Inc.)	(0% Inc.)	FTE changes)	Increase*	Member Fees
5	Southeast Kootenay	5,544.31	5,670.81	126.5	2	35,023.65	35,239.31	215.66	588.50	35,827.81
6	Rocky Mountain	3,268.50	3,310.44	41.9	1	26,498.07	26,798.84	300.77	447.54	27,246.38
8	Kootenay Lake	4,682.44	4,791.88	109.4	2	33,554.34	33,740.91	186.57	563.47	34,304.38
10	Arrow Lakes	456.44	461.19	4.8	1	6,330.37	6,364.44	34.07	106.29	6,470.73
19	Revelstoke	1,032.63	1,007.56	(25.1)	1	10,462.70	10,282.95	(179.75)	171.73	10,454.68
20	Kootenay-Columbia	3,935.44	3,980.06	44.6	1	31,281.26	31,601.30	320.04	527.74	32,129.04
22	Vernon	8,418.13	8,525.50	107.4	2	39,922.89	40,105.94	183.05	669.77	40,775.71
23	Central Okanagan	22,679.10	23,056.19	377.1	3	62,975.03	63,564.68	589.65	1,061.53	64,626.21
27	Cariboo-Chilcotin	4,695.94	4,592.31	(103.6)	2	33,577.36	33,400.70	(176.66)	557.79	33,958.49
28	Quesnel	2,975.81	2,971.69	(4.1)	1	24,398.96	24,369.38	(29.58)	406.97	24,776.35
33	Chilliwack	13,668.22	13,851.41	183.2	3	48,884.72	49,171.16	286.44	821.16	49,992.32
34	Abbotsford	19,627.75	19,609.81	(17.9)	3	58,203.63	58,175.58	(28.05)	971.53	59,147.11
35	Langley	20,554.25	20,890.00	335.8	3	59,652.40	60,177.41	525.01	1,004.96	61,182.37
36	Surrey	71,483.13	72,522.25	1,039.1	4	93,087.11	93,496.12	409.01	1,561.39	95,057.51
37	Delta	15,352.69	15,491.16	138.5	3	51,518.72	51,735.24	216.52	863.98	52,599.22
38	Richmond	19,412.00	19,661.69	249.7	3	57,866.26	58,256.70	390.44	972.89	59,229.59
39	Vancouver	48,955.38	48,679.63	(275.8)	4	84,220.11	84,111.57	(108.54)	1,404.66	85,516.23
40	New Westminster	6,578.19	6,484.25	(93.9)	2	36,786.19	36,626.05	(160.14)	611.66	37,237.71
41	Burnaby	23,434.31	23,875.41	441.1	3	64,155.95	64,845.69	689.74	1,082.92	65,928.61
42	Maple Ridge-Pitt Meadows	14,567.50	14,815.63	248.1	3	50,290.92	50,678.91	387.99	846.34	51,525.25
43	Coquitlam	30,655.25	30,888.81	233.6	4	77,017.11	77,109.04	91.93	1,287.72	78,396.76
44	North Vancouver	15,125.88	15,317.00	191.1	3	51,164.05	51,462.91	298.86	859.43	52,322.34
45	West Vancouver	6,916.50	6,996.94	80.4	2	37,362.94	37,500.07	137.13	626.25	38,126.32
46	Sunshine Coast	3,256.06	3,270.00	13.9	1	26,408.87	26,508.83	99.96	442.70	26,951.53
47	Powell River	2,055.75	2,487.81	432.1	1	17,800.40	20,899.10	3,098.70	349.01	21,248.11
48	Sea to Sky	5,044.19	5,158.44	114.3	2	34,171.05	34,365.82	194.77	573.91	34,939.73
49	Central Coast	264.75	222.13	(42.6)	1	4,955.61	4,649.91	(305.70)	77.65	4,727.56
50	Haida Gwaii	461.13	448.06	(13.1)	1	6,363.98	6,270.30	(93.68)	104.71	6,375.01
51	Boundary	1,249.63	1,238.31	(11.3)	1	12,018.99	11,937.86	(81.13)	199.36	12,137.22
52	Prince Rupert	1,993.88	1,967.13	(26.8)	1	17,356.65	17,164.80	(191.85)	286.65	17,451.45
53	Okanagan-Similkameen	2,337.00	2,290.25	(46.8)	1	19,817.49	19,482.20	(335.29)	325.35	19,807.55
54	Bulkley Valley	1,947.75	1,943.63	(4.1)	1	17,025.84	16,996.26	(29.58)	283.84	17,280.10
57	Prince George	13,021.00	13,092.00	71.0	3	47,872.66	47,983.68	111.02	801.33	48,785.01
58	Nicola-Similkameen	2,061.19	2,046.28	(14.9)	1	17,839.40	17,732.50	(106.90)	296.13	18,028.63
59	Peace River South	3,576.75	3,621.81	45.1	1	28,708.80	29,031.98	323.18	484.83	29,516.81
60	Peace River North	6,052.63	6,121.06	68.4	2	35,890.22	36,006.89	116.67	601.32	36,608.21
61	Greater Victoria	19,507.44	19,647.72	140.3	3	58,015.51	58,234.86	219.35	972.52	59,207.38
62	Sooke	10,832.31	11,113.63	281.3	3	44,450.21	44,890.09	439.88	749.66	45,639.75
63	Saanich	7,082.50	7,122.25	39.8	2	37,645.93	37,713.70	67.77	629.82	38,343.52
64	Gulf Islands	1,735.75	1,476.69	(259.1)	1	15,505.41	13,647.45	(1,857.96)	227.91	13,875.36
67	Okanagan Skaha	5,825.38	5,710.88	(114.5)	2	35,502.81	35,307.61	(195.20)	589.64	35,897.25
68	Nanaimo-Ladysmith	14,022.25	14,284.75	262.5	3	49,438.31	49,848.78	410.47	832.47	50,681.25
69	Qualicum	4,095.63	4,153.44	57.8	2	32,553.95	32,652.51	98.56	545.30	33,197.81
70	Alberni	3,734.44	3,806.00	71.6	1	29,839.71	30,352.95	513.24	506.89	30,859.84
71	Comox Valley	8,277.38	8,551.88	274.5	2	39,682.94	40,150.90	467.96	670.52	40,821.42
72	Campbell River	5,463.31	5,464.31	1.0	2	34,885.57	34,887.27	1.70	582.62	35,469.89
73	Kamloops/Thompson	14,591.25	14,831.50	240.3	3	50,328.06	50,703.74	375.68	846.75	51,550.49
74	Gold Trail	1,090.25	1,102.38	12.1	1	10,875.98	10,962.93	86.95	183.08	11,146.01
75	Mission	6,072.50	6,145.00	72.5	2	35,924.10	36,047.70	123.60	602.00	36,649.70
78	Fraser-Cascade	1,738.44	1,678.94	(59.5)	1	15,524.68	15,097.96	(426.72)	252.14	15,350.10
79	Cowichan Valley	8,061.32	8,144.42	83.1	2	39,314.62	39,456.27	141.65	658.92	40,115.19
81	Fort Nelson	684.00	670.50	(13.5)	1	7,962.41	7,865.59	(96.82)	131.36	7,996.95
82	Coast Mountains	4,101.50	4,140.31	38.8	2	32,563.97	32,630.13	66.16	544.92	33,175.05
83	N. Okanagan-Shuswap	6,364.03	6,431.06	67.0	2	36,421.10	36,535.37	114.27	610.14	37,145.51
84	Vancouver Island West	464.13	474.38	10.3	1	6,385.50	6,459.01	73.51	107.87	6,566.88
85	Van. Island North	1,372.00	1,289.88	(82.1)	1	12,896.65	12,307.66	(588.99)	205.54	12,513.20
87	Stikine	145.13	151.06	5.9	1	4,121.20	4,204.52	83.32	70.22	4,274.74
91	Nechako Lakes	3,555.69	3,478.56	(77.1)	1	28,557.74	28,004.61	(553.13)	467.68	28,472.29
92	Nisga'a	374.25	373.44	(0.8)	1	5,740.93	5,735.10	(5.83)	95.78	5,830.88
93	Francophone Ed. Auth.	6,117.94	6,228.19	110.3	2	36,001.56	36,189.51	187.95	604.36	36,793.87
TOTALS		542,650.25	547,829.64	5,179.39		2,060,603.55	2,067,731.25	7,127.70	34,531.11	2,102,262.36

*Note: As the inflationary member fee increase of 1.67 percent will be fully funded from the 2018/2019 year-end surplus, in accordance with Provincial Council resolution, this increase will not be included in 2020/2021 member fee invoices.

Table 2B: Enrollment-Based Funding*
(includes Regular and Continuing Education, Distributed Learning, and Alternate Schools)

Maximum Fee per Provincial Council Resolution PC80/88:
5% of 2020/2021 total fees: \$ 105,113.12

Minimum Fee per Provincial Council Resolution PC80/88:
0.2% of 2020/2021 total fees \$ 4,204.52

School District #75 (Mission)
Special Committee of the Whole Meeting Minutes

February 4, 2020, 1:00 pm
District Education Office, 33046 4th Avenue, Mission, BC

Members Present: Board Chair, Tracy Loffler
Vice - Chair, Randy Cairns
Trustee, Shelley Carter
Trustee, Rick McKamey
Trustee, Julia Renkema

Staff Present: Superintendent of Schools Angus Wilson
Secretary Treasurer Corien Becker
Assistant Superintendent, Karen Alvarez
Assistant Secretary Treasurer, Derek Welsh
Director of Student Services Carolynn Schmor
Acting District Principal of Aboriginal Education, Vivian Searwar
Executive Assistant Aleksandra Zwierzchowska (Recorder)

Others Present: Janise Nikolic - MTU President, Ryan McCarty MTU VP, Faye Howell – CUPE President, Dionne Hairsine - DPAC, Linda Ziefflie – Principal/ PVPA, and Lynn Cummings - Vice-Principal/ PVPA.

1. CALL TO ORDER

The meeting was called to order at 1:00 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. UNFINISHED BUSINESS

3.1 Amended Budget 2019/2020

MOVED and Seconded that the Amended budget be reviewed and discussed, including options to reduce the budget and avoid a projected deficit.

CARRIED

MOVED and Seconded that the Board direct Staff to prepare the Amended Budget Bylaw to include the identified cost savings items less the salary of AB ED PVP;

and include the savings amounts for Uncommitted Local Capital, Substitute Costs, SOGI, and ELL Program.

CARRIED

The Secretary Treasurer mentioned that since the last meeting (January 28, 2020) additional information was requested regarding the Indigenous Education Program and the International Education Program. This information is included in the agenda package. An additional handout was distributed regarding 2019-20 Aboriginal Education Program Costs vs Budget.

A separate request was provided by CUPE requesting a list of contracted services. The School District has many small contracts and this information will take some time to collect.

The International Program Contribution vs Budget is dated fiscal year to December 2019. A question was asked about the position of the International Department in June/ July 2020. Staff will have to prepare a schedule for a future meeting.

A discussion ensued regarding the salary of AB ED PVP positions coming out of targeted funding. The School District moved away from using targeted funding for these positions. If the funds came out of targeted funding it would negatively impact AB ED students. The Secretary Treasurer advised that this was only a suggestion and the amount can be removed off the cost savings list. In doing that, the remaining balance would come from Local Capital.

This item will be discussed at the next Aboriginal Advisory Council Gathering.

A comment was provided regarding exempt staff positions/ hours. The Secretary Treasurer is working on a formula to determine what needs to be considered for admin supports. This mechanism will demonstrate where some changes can be considered.

A question was asked about the SD purchasing or leasing photocopiers. All photocopiers are currently owned. For the renewal, the SD would need to lease.

A discussion ensued regarding MTU's Report on School District #75 Deficit and how some of the suggestions can assist with cost savings. For

example, eliminating colour photocopies, adjusting the mileage reimbursement, and considering in-house arbitration and investigations at the School level.

A question was asked about the Cost Savings listed for Supplies/ Services for Summit & Riverside. For Summit, the savings are related to the Arts Smarts Program. For Riverside, there will be a reduction in the School's Supplies Budget by 15%.

The School District needs to control spending between now and June 2020. The Budget By-law needs to be adopted for February 28, 2020. Decisions and direction need to be provided to meet the needs of the amended budget by-law.

Another motion can be prepared for the Public meeting for cost savings and further reduction on SD spending.

Moving forward updates will be provided at upcoming meetings regarding the financial position of the budget. Another meeting has been scheduled for February 11, 2020 at 4:00 pm to review the Budget Bylaw.

4. MINUTES OF PREVIOUS MEETINGS

4.1 Special Committee of the Whole Meeting Minutes, January 28, 2020

An amendment was requested to revise the statement provided by Trustee Renkema regarding her budget concerns. The statement captured in the minutes didn't reflect the essence of what was stated.

Amended statement to read, "Trustee Renkema stated that she expressed, over the months, her concerns of the budget (19/20) and feels it has been ignored. She requested that the Board and senior staff do more work together and share all information going forward."

Trustee Cairns commented on the original statement outlined on page 14 of the agenda package, "Not sure what is meant by the statement. In my view the Board works closely with Staff. The Board requests information and Staff are proactive in providing information of any issues we should have concerns about."

5. ADJOURNMENT

MOVED and Seconded that the Board adjourn the meeting.

CARRIED

The meeting adjourned at 2:37 pm.

Chairperson

Secretary Treasurer

School District #75 (Mission)
Public Meeting of the Committee of the Whole Minutes
February 4, 2020, 3:30 pm
District Education Office, 33046 4th Avenue, Mission, BC

Members Present: Board Chair, Tracy Loffler
Vice-Chair, Randy Cairns
Trustee, Shelley Carter
Trustee, Rick McKamey
Trustee, Julia Renkema

Staff Present: Superintendent of Schools, Angus Wilson
Secretary Treasurer, Corien Becker
Assistant Superintendent, Karen Alvarez
Director of Student Services,Carolynn Schmor
Acting District Principal of Indigenous Education, Vivian Searwar
Executive Assistant, Aleksandra Zwierzchowska (Recorder)

Others Present: Indigenous Mentor Teacher/ MTU Aboriginal Chair – Peggy Janicki, School Principal/ PVPA Representative – Linda Ziefflie, School Principal/ PVPA Representative – Lynn Cummings, MTU President – Janise Nikolic, MTU VP – Ryan McCarty, and DPAC – Dionne Hairsine.

2. ADOPTION OF AGENDA

MOVED and Seconded that the Agenda be adopted as presented.

CARRIED

It was noted that item 7.1 is being presented by the entire Board of Education.

3. DELEGATIONS/PRESENTATIONS

3.1 The Secret Pocket

Peggy Janicki, Indigenous Mentor Teacher shared the story behind The Secret Pocket. Peggy's mother, Mary attended a residential school and had sewn a pocket into her petticoat so she could steal and hide food in a secret pocket. The University of the Fraser Valley has honoured this story by sewing a secret pocket into a graduation stole to present each student at convocation.

Peggy received permission from UFV to allow Mission Public Schools to carry out the tradition. Inside the pocket of the stole would be the story behind The Secret Pocket and the Halq'emeylem word "mi'emhoel" meaning "blanket" and "pocket that is filled". Should the SD proceed, a formal acknowledgement should be issued to UFV. This would align with Coast Salish Laws.

The Board welcomed the idea and asked if there were any monetary commitments associated with the initiative. MTU advised that they support the initiative and will present a motion at their next meeting regarding financial support. The Board advised that it will be difficult to provide any contribution for this year's convocation, however, it will be discussed for future budgets.

4. CURRICULUM

4.1 Early Learning Framework

The Assistant Superintendent provided a presentation on the revised Early Learning Framework, Play Today: BC Handbook, and Let's Play!

5. UNFINISHED BUSINESS

5.1 Boundary Review - Revised Draft Survey Questions

The survey questions are presented for consideration and final review.

A request was presented to add for consideration by "the Board" in last sentence of the opening statement.

A question was asked how the information will be shared: word of mouth, social media, district and school websites.

It was recommended that question six include an option to "avoid overcapacity".

6. STAFF REPORTS

6.1 Equity Scan Monthly Update

The Superintendent reported that the meeting opened with an opportunity for every member to get to know one another on a personal level. External members to the organization provided comments about the feeling of everyone coming together to address equity of Indigenous Students. All the members felt they were contributing in some form. Another meeting is scheduled for March 5, 2020.

6.2 Indigenous Language Education Policy

The Superintendent advised that this a first draft of the policy and merely a starting point. A comment was provided that the Strategic Plan, Enhancement Agreement and Equity Scan can be reference in the policy.

A question was asked about the Ministry owning the IRP. Clarification was provided that Seabird First Nations did all the work to complete the plan. It belongs to them and they received approval from the Ministry.

The draft policy will be shared with Indigenous Communities and at the next Aboriginal Council Gathering. The policy will be referred back to the Committee of the Whole.

6.3 Summit Enrolment Analysis

At the November Committee of the Whole, the committee requested information about the number of students in the district who returned to a regular classroom and the number of students that are "out of district".

It was noted that the K-9 program has 2 teachers and the 10-12 level has 3 teachers. Confirmation was provided that additional supports are also provided to the students that require them.

7. **NEW BUSINESS**

7.1 Board Assessment and Effectiveness

This item is being presented to advise partner groups that the Board will be engaging in a Board assessment.

Reference was made to the Auditor General's Report from 2013. Since then, the Board has engaged assessments on many occasions during Closed meetings.

One resource that be used to assist with the review is, "A guide for BC School Boards" produced by BCSTA. A recommendation was provided that BCSTA can also facilitate a Board Effectiveness Review if the Board wishes.

7.2 Strategic Plan Monitoring and Reporting

Based on some of the conversations that were shared at the BCSTA Learning Session, an email will be shared with the Board to establish a process for monitoring and reporting out on the Strategic Plan.

The Board will forward this item to a future meeting.

8. MINUTES OF PREVIOUS MEETINGS

8.1 Committee of the Whole Meeting Minutes, January 14, 2020

MOVED and Seconded that the Committee of the Whole minutes dated January 14, 2020, be approved.

CARRIED

10. ADJOURNMENT

MOVED and Seconded that the Board adjourn the meeting.

CARRIED

The meeting adjourned at 4:37 pm.

Chairperson

Secretary Treasurer

**School District #75 (Mission)
Special Committee of the Whole Meeting Minutes**

**February 11, 2020, 4:00 pm
District Education Office, 33046 4th Avenue, Mission, BC**

Members Present: Board Chair, Tracy Loffler
Trustee Shelley Carter
Vice Chair Randy Cairns
Trustee Rick McKamey
Trustee, Julia Renkema

Staff Present: Superintendent of Schools, Angus Wilson
Secretary Treasurer, Corien Becker
Assistant Superintendent, Karen Alvarez
Assistant Secretary-Treasurer, Derek Welsh
Executive Assistant, Aleksandra Zwierzchowska (Recorder)

Others Present: Janise Nikolic - MTU President, Ryan McCarty MTU VP,
Dionne Hairsine - DPAC, and Linda Ziefflie – School
Principal/ PVPA Rep.

1. CALL TO ORDER

The meeting was called to order at 4:00 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. UNFINISHED BUSINESS

3.1 Amended Budget 2019-20

MOVED and Seconded that the draft June 30, 2020 Amended Annual Budget for School District No. 75 (Mission) be forwarded to the February 18th Board meeting for consideration.

CARRIED

The 2019/2020 Amended Budget is presented for consideration. Significant adjustments were needed to reconcile the budget and fund the deficit.

The Assistant Secretary Treasurer advised that all the cost savings items that were outlined during the last meeting have been implemented. The transfer from Local Capital increased, due to the mental health funding that needed to be budgeted as a special purpose fund. A question was asked if the ITA grant is targeted funding. Clarification was provided that these funds are not treated as special purpose funds. The funds are used by Riverside for the trades program. The Secretary Treasurer is in conversation with the school Principal regarding accounting practices that demonstrate how the revenue generated is allocated in relation to the school's expenses.

For the listed Operating Expense Changes, the Assistant Secretary Treasurer noted that under the Education Assistants (EA) section, funds were reallocated to cover an increase in FTE for Aboriginal Liaison Workers. This is a reallocation of funds, as such no increases or decreases were made to the budget.

A comment was provided regarding Restricted School Surplus. All schools have an operating budget. Schools are able to carry over budgets from year to year. This allows schools to save for big ticket items rather than spending all funds because of year end. Aboriginal Education is another area where one would see restricted surplus carried from year to year. A question was asked about the total projected operating deficit and if this amount increased. Clarification was provided that the deficit appears to be greater because of amortization of capital assets which happens later in the year.

The Assistant Secretary Treasurer referred to pages 16 and 17 of the agenda package that details all the various Special Purpose Funds provided to the School District. Funds received by the School District are for a designated purpose. Any proceeds at the end of the purpose are returned back to the Ministry.

A question was asked about discussions on postponing any compensation increases. Senior Staff expressed that this is a consideration, however, certain groups like the Principal Vice-Principal group went without increases for several years. For groups like MTU and CUPE, there are automatic increases that occur based on collective agreements. The SD needs to be cautious how they approach this topic.

A comment was provided regarding all the abbreviations listed in the budget reports. The Superintendent offered to prepare a list of full names for common acronyms used by the School District that can be shared on the website.

The Board Chair reminded the Committee that a motion will be presented at the Public Board meeting requesting that Staff seek further budget savings opportunities.

4. MINUTES OF PREVIOUS MEETINGS

4.1 Special Committee of the Whole Meeting Minutes, January 28, 2020

MOVED and Seconded that the Special Committee of the Whole minutes dated January 28, 2020, be approved.

CARRIED

5. ADJOURNMENT

MOVED and Seconded that the Board adjourn the meeting.

CARRIED

The meeting adjourned at 4:54 pm.

Chairperson

Secretary Treasurer