

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

June 9, 2020, 3:30 pm

Zoom Meeting

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Pages

1. CALL TO ORDER

The Board Chair will acknowledge that this meeting is being held on Traditional Territory.

2. ADOPTION OF AGENDA

3. STAFF REPORTS

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4. MINUTES OF PREVIOUS MEETINGS

4.1 Special Committee of the Whole meeting minutes dated,
May 12, 2020 Action 7 - 10

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May 26, 2020 Action 11 - 13

5. INFORMATION ITEMS

6. ADJOURNMENT

Special Committee of the Whole Meeting

Tuesday, June 9, 2020



ITEM 3.1 Action

TO: Committee of the Whole
FROM: C. Becker, Secretary-Treasurer
D. Welsh, Assistant Secretary-Treasurer
SUBJECT: 2020-21 Preliminary Budget

Recommendation

THAT the MPSD preliminary budget be reconciled by making the following amendment:

1. Record additional revenue for registered students totaling \$ _____;
2. Record a transfer from surplus totaling \$ _____;
3. Further reduce the staffing budget by \$ _____;
4. Further reduce the net funding received from the International Program by \$ _____;
5. Provide for an increase of ___% for Trustee remuneration totaling \$ _____;

AND THAT the Budget Bylaw and the Public Report document be prepared and returned to the Special Committee of the Whole meeting on June 23rd for a final review.

1. Summary:

This report presents options for reconciliation of the draft preliminary budget, so that the budget bylaw can be prepared for review and approval.

The Preliminary Budget has been reviewed, and updated by staff, with the challenge of planning for September 2020 considering the uncertainty caused by the COVID19 pandemic. A few options are presented herein for discussion and direction for the preparation of the final draft of the budget for the final review and discussion for June 23, 2020 Special CotW meeting. The budget bylaw must be adopted on or before June 30, 2020.

2. Background:

The budget as prepared is still showing a shortfall of \$440,000. This section provides additional information for the consideration of the options presented below.

- a. Registrations for September enrolment are 55 students higher than the February enrolment count (current grant budget). For the most part, the staffing levels are based on the registrations - meaning we have expenses budgeted to service the enrolment needs, but we have not yet recognized the increased revenue from the increased enrolment. Revenue for the additional students would be \$415,800. Previously, when the initial draft budget was not in a shortfall position, the school district had not budgeted additional revenue until the amended budget – a very conservative approach. In other years, when the preliminary budget was presented with a shortfall, a portion of the additional revenue was included in the budget on a separate funding line (using a presentation format as guided by Ministry staff). As such, all, or a portion of the additional funding revenue could be drawn into the preliminary budget.
- b. The calculation in May that presented the year-end financial projection to June 2020 estimated a potential surplus of approximately \$500,000. This estimate was based on school not being in session. Due to the increased costs for cleaning for June, this budget surplus is estimated to be between \$300,000 and \$400,000. As such, a portion of the current and projects surplus could be used to balance the budget.

- c. The budget is prepared with an estimate of 90 international students, as 90 international students have registered for school in September. The original estimate for international students was
- d. 135. The target enrolment for international students is normally around 150 FTE students. Of these 90 registered students, 62 are either returning students, or have a study permit in place that was in place before travel restrictions were implemented. Budgeting for 62 students is the most conservative approach. Amending the preliminary budget to the most conservative number of students would create an additional net revenue loss of \$145,588 and require the layoff or surplus of teachers supporting the international program, which could compromise the program in the long-term. Teachers supporting the international program are highly sought after, as most have unique language skills that other school districts are actively recruiting on a regular basis. As such, staff are hesitant to recommend reducing the international budget any further.
- e. For the past six weeks, staff have been actively reviewing the plans for reducing staffing levels across the organization and expect to be able to make a few more reductions for effect in September that could further reduce the budget for 2020/2021. For the past six weeks, staff have been actively reviewing the plans to reduce staffing levels across the organization. A few additional adjustments are expected, for effect in September that could further reduce the budget for 2020/2021. The additional savings are expected to generate between \$50,000 and \$150,000 in additional cost savings.
- f. Compensation increases are included in the budget for all employee groups. The one area that has yet to be reviewed and included in the budget is the remuneration adjustment for Trustees. The report presented in January was referred to the preliminary budget discussion. As such, information is provided for consideration that includes three options: the first is a CPI adjustment only, based on the BC CPI from the prior year. The second option factors in the BC CPI adjustment compounded for both the 2019 and 2020 years (although not retroactive). The third option is an increase of 10% that factors in a higher increase to offset some of the loss of income due to the taxation changes implemented by Revenue Canada.

Trustee Remuneration	Current Annual Rate	Option 1	Option 2	Option 3
		2019 BC CPI	Compounded	Benefit Adjustment
		2.34%	2.34%	10.00%
Board Chair	\$19,426	\$19,881	\$20,346	\$21,369
Vice Chair	\$17,611	\$18,023	\$18,445	\$19,372
Trustee	\$16,392	\$16,776	\$17,169	\$18,031
Total Salary	\$86,213	\$88,232	\$90,298	\$94,834
Benefits	\$27,600	\$28,200	\$28,900	\$30,400
Total Salary and Benefits	\$113,813	\$116,432	\$119,198	\$125,234
\$ change		\$2,619	\$5,385	\$11,421

The original report in January regarding Trustee remuneration, also included a recommendation to adopt a formal policy. As such, the Board may want to consider this option, and provide further direction to staff.

3. Options:

1. Include all or a portion of income from additional enrolment.
2. Include all or a portion of transfer from surplus.
3. Further decrease staffing levels.
4. Further decrease international enrolment (will increase funding shortfall further)
5. Provide a remuneration adjustment for Trustees.

Budget Reconciliation Options	#1	#2	#3	#4	#5
Current shortfall	439,909	439,909	439,909	439,909	439,909
Additional Revenue (up to \$415,800)	(400,000)	(200,000)	(200,000)	(219,955)	(248,444)
Transfer from Surplus (up to \$300,000)	(42,528)	(150,000)	(151,330)	(219,954)	(248,444)
Staffing reductions (up to \$150,000)	0	(95,294)	(100,000)	0	(100,000)
Reduced students - international	0	0	0	0	145,558
Trustee Remuneration Adjustment	2,619	5,385	11,421	0	11,421
	0	0	0	0	0

4. Analysis and Impact:

- a. Strategic Plan Alignment
- 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:

7. Attachments:

- a. Budget Summary – Board Report, and Operating Summary
- b. International Program Preliminary Budget Summary

20/21 Preliminary Budget

May 26, 2020

	2020 / 2021 Preliminary					2019 / 2020 Amended					Change	
	Operating	Special	Operating / Special	Capital	Total	Operating	Special	Operating / Special	Capital	Total	\$	%
OPERATING REVENUE												
Grants												
Ministry of Education - Operating	62,267,727	5,860,973	68,128,700		68,128,700	61,065,562	7,165,401	68,230,963		68,230,963	(102,263)	-0.15%
Other Ministry of Education	2,444,811		2,444,811		2,444,811	1,577,451		1,577,451		1,577,451	867,360	54.98%
Provincial - Other	303,881	100,933	404,814		404,814	318,881	108,181	427,062		427,062	(22,248)	-5.21%
Total Grants	65,016,419	5,961,906	70,978,325	-	70,978,325	62,961,894	7,273,582	70,235,476	-	70,235,476	742,849	1.06%
Tuition	1,613,000		1,613,000		1,613,000	2,309,000		2,309,000		2,309,000	(696,000)	-30.14%
Other Revenue	327,647	1,770,000	2,097,647		2,097,647	340,532	1,770,000	2,110,532		2,110,532	(12,885)	-0.61%
Rentals & Leases	208,520		208,520		208,520	262,040		262,040		262,040	(53,520)	-20.42%
Investment Income	95,000		95,000		95,000	145,000		145,000		145,000	(50,000)	-34.48%
TOTAL OPERATING REVENUE	67,260,586	7,731,906	74,992,492	-	74,992,492	66,018,466	9,043,582	75,062,048	-	75,062,048	(69,556)	-0.09%
Amortization of Deferred Capital				3,002,730	3,002,730				2,927,680	2,927,680		
STATEMENT 2 REVENUE	67,260,586	7,731,906	74,992,492	3,002,730	77,995,222	66,018,466	9,043,582	75,062,048	2,927,680	77,989,728	(69,556)	-0.09%
OPERATING EXPENSE												
Salaries												
Teachers	26,887,051	3,580,336	30,467,388		30,467,388	25,926,974	3,995,585	29,922,559		29,922,559	544,829	1.82%
Principals and Vice-Principals	4,124,700	44,000	4,168,700		4,168,700	3,901,400	42,700	3,944,100		3,944,100	224,600	5.69%
Education Assistants	6,352,000	474,700	6,826,700		6,826,700	6,389,500	464,000	6,853,500		6,853,500	(26,800)	-0.39%
Support Staff	7,708,840	324,550	8,033,390		8,033,390	7,548,640	322,150	7,870,790		7,870,790	162,600	2.07%
Other Professionals	2,006,313		2,006,313		2,006,313	2,159,913		2,159,913		2,159,913	(153,600)	-7.11%
Substitutes	2,801,296	117,942	2,919,238		2,919,238	3,023,096	145,395	3,168,490		3,168,490	(249,253)	-7.87%
Total Salaries	49,880,200	4,541,528	54,421,728	-	54,421,728	48,949,523	4,969,829	53,919,352	-	53,919,352	502,376	0.93%
Employee Benefits	11,513,008	1,124,659	12,637,667		12,637,667	11,450,587	1,181,320	12,631,907		12,631,907	5,760	0.05%
Total Salaries and Benefits	61,393,208	5,666,187	67,059,395	-	67,059,395	60,400,110	6,151,149	66,551,259	-	66,551,259	508,137	0.76%
Services and Supplies												
Services	1,965,568		1,965,568		1,965,568	1,974,039		1,974,039		1,974,039	(8,471)	-0.43%
Student Transportation	19,000		19,000		19,000	19,000		19,000		19,000	-	0.00%
Professional Development and Travel	493,318		493,318		493,318	413,640		413,640		413,640	79,678	19.26%
Rentals & Leases	340,158		340,158		340,158	260,158		260,158		260,158	80,000	30.75%
Dues & Fees	88,100		88,100		88,100	88,100		88,100		88,100	-	0.00%
Insurance	153,000		153,000		153,000	163,277		163,277		163,277	(10,277)	-6.29%
Supplies	2,163,997	2,065,718	4,229,715		4,229,715	2,457,950	2,892,433	5,350,383		5,350,383	(1,120,667)	-20.95%
Utilities	1,184,147		1,184,147		1,184,147	1,186,705		1,186,705		1,186,705	(2,558)	-0.22%
Amortization				4,005,359	4,005,359				4,005,870	4,005,870		
Total Services and Supplies	6,407,287	2,065,718	8,473,005	4,005,359	12,478,364	6,562,869	2,892,433	9,455,301	4,005,870	13,461,171	(982,296)	-10.39%
TOTAL OPERATING EXPENSE	67,800,495	7,731,906	75,532,401	4,005,359	79,537,760	66,962,978	9,043,582	76,006,560	4,005,870	80,012,430	(474,159)	-0.62%
Net Operating Surplus (Deficit)	(539,909)	-	(539,909)	(1,002,629)	(1,542,538)	(944,512)	-	(944,512)	(1,078,190)	(2,022,702)	404,603	
Allocation of Surplus	100,000		100,000		100,000	506,156		506,156		506,156	(406,156)	
Allocation to (from) Capital	-		-		-	438,356		438,356	(438,356)	-	(438,356)	
Projected Operating Surplus/(Deficit)	(439,909)	-	(439,909)	(1,002,629)	(1,442,538)	(0)	-	(0)	(1,516,546)	(1,516,546)	(439,909)	

20/21 Preliminary Budget

May 26, 2020

					2020/21 Prelim			2020/21 Prelim		
	2020/21 Preliminary	2019/20 Amended	\$ Change	% Change	2018/19 Actuals	\$ Change	% Change	2017/18 Actuals	\$ Change	% Change
OPERATING REVENUE										
Grants										
Ministry of Education - Operating Grants	62,267,727	61,065,562	1,202,165	1.97%	58,855,102	3,412,625	5.80%	57,063,995	5,203,732	9.12%
Other Ministry of Education Grants	2,444,811	1,577,451	867,360	54.98%	1,115,415	1,329,396	119.18%	1,244,102	1,200,709	96.51%
Provincial Grants - Other	303,881	318,881	(15,000)	-4.70%	330,784	(26,903)	-8.13%	357,150	(53,269)	-14.92%
Total Grants	65,016,419	62,961,894	2,054,525	3.26%	60,301,301	4,715,118	7.82%	58,665,247	6,351,172	10.83%
Tuition	1,613,000	2,309,000	(696,000)	-30.14%	2,707,297	(1,094,297)	-40.42%	2,517,026	(904,026)	-35.92%
Other Revenue	327,647	340,532	(12,885)	-3.78%	404,383	(76,736)	-18.98%	451,227	(123,580)	-27.39%
Rentals & Leases	208,520	262,040	(53,520)	-20.42%	179,020	29,500	16.48%	200,241	8,279	4.13%
Investment Income	95,000	145,000	(50,000)	-34.48%	182,214	(87,214)	-47.86%	201,829	(106,829)	-52.93%
TOTAL OPERATING REVENUE	67,260,586	66,018,466	1,242,120	1.88%	63,774,215	3,486,371	5.47%	62,035,570	5,225,016	8.42%
OPERATING EXPENSE										
Salaries										
Teachers	26,887,051	25,926,974	960,077	3.70%	24,989,195	1,897,856	7.59%	24,207,317	2,679,734	11.07%
Principals and Vice-Principals	4,124,700	3,901,400	223,300	5.72%	3,907,768	216,932	5.55%	3,584,352	540,348	15.08%
Education Assistants	6,352,000	6,389,500	(37,500)	-0.59%	6,004,018	347,982	5.80%	5,940,501	411,499	6.93%
Support Staff	7,708,840	7,548,640	160,200	2.12%	7,006,633	702,207	10.02%	6,439,228	1,269,612	19.72%
Other Professionals	2,006,313	2,159,913	(153,600)	-7.11%	2,052,903	(46,590)	-2.27%	1,895,993	110,320	5.82%
Substitutes	2,801,296	3,023,096	(221,800)	-7.34%	3,270,084	(468,788)	-14.34%	2,595,388	205,908	7.93%
Total Salaries	49,880,200	48,949,523	930,677	1.90%	47,230,601	2,649,599	5.61%	44,662,779	5,217,421	11.68%
Employee Benefits	11,513,008	11,450,587	62,421	0.55%	10,757,422	755,586	7.02%	10,372,238	1,140,770	11.00%
Total Salaries and Benefits	61,393,208	60,400,110	993,098	1.64%	57,988,023	3,405,185	5.87%	55,035,017	6,358,191	11.55%
Services and Supplies										
Services	1,965,568	1,974,039	(8,471)	-0.43%	1,968,123	(2,555)	-0.13%	1,768,973	196,595	11.11%
Student Transportation	19,000	19,000	-	0.00%	35,962	(16,962)	-47.17%	52,642	(33,642)	-63.91%
Professional Development and Travel	493,318	413,640	79,678	19.26%	557,662	(64,344)	-11.54%	535,668	(42,350)	-7.91%
Rentals & Leases	340,158	260,158	80,000	30.75%	276,656	63,502	22.95%	111,457	228,701	205.19%
Dues & Fees	88,100	88,100	-	0.00%	116,011	(27,911)	-24.06%	74,434	13,666	18.36%
Insurance	153,000	163,277	(10,277)	-6.29%	137,810	15,190	11.02%	198,501	(45,501)	-22.92%
Supplies	2,163,997	2,457,950	(293,953)	-11.96%	2,555,097	(391,100)	-15.31%	2,539,120	(375,123)	-14.77%
Utilities	1,184,147	1,186,705	(2,558)	-0.22%	1,145,586	38,561	3.37%	1,055,529	128,618	12.19%
Total Services and Supplies	6,407,287	6,562,869	(155,581)	-2.37%	6,792,907	(385,620)	-5.68%	6,336,324	70,963	1.12%
Total Operating Fund Expenses	67,800,495	66,962,978	837,517	1.25%	64,780,930	3,019,565	4.66%	61,371,341	6,429,154	10.48%
NET OPERATING FUND SURPLUS (DEFICIT)	(539,909)	(944,512)	404,603		(1,006,715)	466,806	-46.37%	664,229	(1,204,138)	-181.28%
Capital Assets Purchased from Operating	-	(438,356)	438,356		(598,500)	598,500	-100.00%	2,379,137	(2,379,137)	-100.00%
NET SURPLUS (DEFICIT)	(539,909)	(506,156)	(33,753)		(408,215)	(131,694)	32.26%	(1,714,908)	1,174,999	-68.52%
Allocation of Surplus	100,000	506,156	(406,156)		914,371	(814,371)	-89.06%	2,629,279	(2,529,279)	-96.20%
Projected Operating Surplus/(Deficit)	(439,909)	(0)	(439,909)		506,156	(946,065)	-186.91%	914,371	(1,354,280)	-148.11%

International Program 2020 / 2021 Preliminary Budget

	Original Budget		Target		Proposed		Conservative	
	students	\$	students	\$	students	\$	students	\$
<u>Revenue</u>								
Tuition & Medical Fees	135	1,890,000	150	2,100,000	90	1,260,000	62	868,000
Activity Fees	135	60,000	150	66,667	90	40,000	62	27,556
Other Fees	135	50,000	150	55,556	90	33,333	62	22,963
		<u>2,000,000</u>		<u>2,222,222</u>		<u>1,333,333</u>		<u>918,519</u>
Less: Agent Commissions		(231,525)		(257,250)		(154,350)		(106,330)
Gross Student Revenue		<u>1,768,475</u>		<u>1,964,972</u>		<u>1,178,983</u>		<u>812,189</u>
<u>Expenses</u>								
<u>Student Expenses</u>								
Less: Student Medical Fees		135,000		150,000		90,000		62,000
Less: Student Activity Fees		60,000		66,667		40,000		27,556
		<u>195,000</u>		<u>216,667</u>		<u>130,000</u>		<u>89,556</u>
<u>Department Expenses</u>								
Wages and Benefits	FTE 3.9	343,860	FTE 3.9	343,860	FTE 3.9	343,860	FTE 3.9	343,860
Travel/Conferences		87,000		96,667		58,000		39,956
Other Serv/Supp		62,400		62,400		62,400		62,400
		<u>493,260</u>		<u>502,927</u>		<u>464,260</u>		<u>446,216</u>
Total Expenses		<u>688,260</u>		<u>719,593</u>		<u>594,260</u>		<u>535,771</u>
Net Revenue		<u>1,080,215</u>		<u>1,245,379</u>		<u>584,723</u>		<u>276,417</u>
<i>Net Revenue per Student</i>		<u>8,002</u>		<u>8,303</u>		<u>6,497</u>		<u>4,458</u>
<u>ELL Expenses</u>								
	per student	1,121		1,122		1,120		1,145
		<u>151,392</u>		<u>168,264</u>		<u>100,776</u>		<u>70,984</u>
<u>School Staffing</u>								
Regular Teachers	FTE 4.5	449,994	FTE 4.9	499,570	FTE 3.0	301,267	FTE 1.9	194,489
Counsellor (MSS)	0.1	28,903	0.3	28,903	0.1	14,451	0.1	14,451
International Blocks	2.1	216,769	2.1	216,769	0.6	57,603	0.4	43,354
EA FTE	0.8	41,721	0.8	41,721	0.8	41,721	0.0	-
		<u>737,387</u>		<u>786,963</u>		<u>415,042</u>		<u>252,294</u>
Net Contribution		<u>342,828</u>		<u>458,416</u>		<u>169,681</u>		<u>24,123</u>

Note: Ministry Funding per Student

Ministry Funding per student 7,560

ELL funding per student @ .74 1,125

8,685 Target Net Revenue Per Student

Note: Homestay fees are excluded from this summary

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

**May 12, 2020, 3:30 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
District Principal of International Education, Collen Hannah
Executive Assistant, Aleksandra Crescenzo (Recorder)

Others present: School Principal/ PVPA Representative – Linda Ziefflie,
School Principal – Jim Pearce, School Principal – Rob
Clark, CUPE President – Faye Howell, MTU President –
Janise Nikolic, MTU VP – Ryan McCarty, DPAC
Representatives Dionne Hairsine, and Cheryl Blondin.

1. CALL TO ORDER

The meeting was called to order at 3:30 pm by the Chairperson. The Chair acknowledged that Mission Public Schools is 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. STAFF REPORTS

3.1 2020-2021 Budget

Staff have been reviewing the staffing needs for the 2020-2021 school year. Key considerations for these needs include the number of students

enrolled, the composition of students enrolled, the catchment of students enrolled, contractual staffing obligations, and efficient allocation of staffing. The information presented today is still very fluid.

An overview was provided on enrollment for each school site which included details on additional divisions, changes, and pressure points. It was noted that the enrollment projections for elementary students for Summit is lower.

A question was asked about the possibility of having a three-grade split at Silverdale Elementary. Clarification was provided that a multi-age class is a possibility. Concerns were expressed about the related challenges of a multi-age class and the impact it may have on the students and the classroom teacher. Additional comments were provided regarding class size and composition.

A question was asked about grandfathering siblings into Silverdale? When the Board discussed re-opening Stave Falls, there was discussion around providing priority to families of siblings who are already attending Silverdale but are now out of catchment. Families will be required to complete a Cross Boundary Application, but preference will be provided to these families.

The information provided on the summary report is preliminary and is presented for review and discussion. The calculations presented today have been examined in great detail. Staff are expecting to review all options. More information will be provided at the next meeting.

There is a projected reduction of 61 International Students for the 2020-21 school year. This reduction is based on students that are able to come back. Most of the reduction in international students is at the secondary level which is impacting Mission Senior Secondary. Many other School Districts are experiencing reductions in international enrollment.

A question was asked about increases/ decreases for Education Assistant (EA) positions. There is a slight increase in EAs. Staff will provide more details regarding EAs at the next meeting. The information will be a high-level summary, not a site-by-site breakdown.

A conversation ensued regarding a decrease in international students at MSS and the impact this will have on course offerings. The school principal advised that the reduction of international students will impact course offerings.

A question was asked about the Support category on the Staffing Summary. This category includes supports that are in the schools that are not working directly with students (ie. secretaries, lab assistants, and kitchen assistants).

A question was asked about the subtotal of teaching positions in the summary report. The subtotal calculation does not include all the district teaching positions.

Partner groups explained that more time will be required to review the information in the summary report. Another Special Committee of the Whole meeting is scheduled for May 26, 2020. Partner groups are welcome to email the Board or the Superintendent with additional questions.

The Board Chair summarized that Trustees and Partner Groups are seeking more information with:

- options to reconfigure divisions to limit the possibility of a multi-age class at Silverdale;
- increase/ decrease in EA time;
- additional information on options with the International Program;
- totals for District Teaching positions and other District positions; and
- the possibility of not reducing blocks at MSS as strategies are being established for the future with some blended learning classrooms (bums in seats and virtual learning).

3.2 2019-2020 Year End Forecast

The following information was calculated based on the activities of the School District in May 2020, with the expectation that schools would be closed to in-class instruction until the end of June. The recent announcement will alter the projections as additional TTOC costs would be expected with a return to regular classrooms.

A question was asked about rolling over school service and supplies budgets. A comment was provided that the School District does not roll over this budget for Summit Learning Centre.

An overview was provided on the increases/ decreases to the 2019-2020 budget figures.

A question was provided on the Student Transport figure. More analysis can be done on the (\$5,252) figure.

4. ADJOURNMENT

MOVED and Seconded that the Board adjourn the meeting.

CARRIED

The meeting adjourned at 5:22 pm.

Chairperson

Secretary Treasurer

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

**May 26, 2020, 3:30 pm
Zoom Meeting**

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
Assistant Superintendent, Karen Alvarez
Secretary-Treasurer, Corien Becker
Assistant Secretary-Treasurer, Derek Welsh
District Principal of International Education, Collen Hannah
District Principal of Indigenous Education, Vivian Searwar
Director of Student Services, Carolynn Schmor
Executive Assistant, Aleksandra Crescenzo (Recorder)

Others Present: School Principal/ PVPA Representative – Linda Ziefflie,
CUPE President – Faye Howell, MTU President – Janise
Nikolic, DPAC Representatives Dionne Hairsine.

1. CALL TO ORDER

The meeting was called to order at 3:30 pm by the Chairperson. The Chair acknowledged that Mission Public Schools is 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. STAFF REPORTS

3.1 2020 / 2021 Preliminary Budget

The Secretary-Treasurer noted that the budget has become exceptionally tight over the past few years. Most recently, the changes to the

international program and the anticipated loss of students has also affected the budget.

An overview was provided of the items that are impacting the budget including the risks and opportunities that may affect the budgets moving forward.

The Assistant Superintendent discussed the option of adding a teacher at Silverdale Elementary to address the multi-age classroom. Adding a teacher leaves 19 available spots in the school. Due to Silverdale's location, the school would not work as an overflow school. There are other schools in the School District with multi-age classes.

The Assistant Superintendent acknowledged the work that is being completed by Teacher-Librarians and the opportunities that have resulted in the additional time provided to the Teacher-Librarians (.1 at each elementary school).

An overview was provided on the number of Mentor Teacher Positions and their roles in the School District.

The Secretary-Treasurer noted that enrolment projections are on the conservative side. There will be some additional revenue related to enrolment but nothing too significant.

The Director of Student Services provided an overview of the process for determining needs for Education Assistant (EA) supports. The School District has a certain number of EAs (160) and EA time is allocated based on the needs of each school. The SD is doing a fairly good job matching the support needs for each school.

The Director of the International Program discussed staffing levels for ELL. One notable change is testing students at the Kindergarten level at the start of the year. This will allow the School District to collect funding if needs are determined early on in the year.

Clarity was requested regarding the blocks being offered at MSS. If we restricted the blocks at MSS, the SD is unable to accommodate additional international students at the school. At this time, we are estimating 30 more international students who are finalizing their paperwork.

There is approximately \$400,000 in lost revenue related to the international program. Staff can determine if the program is covering its fixed costs.

What is the possibility of international students starting in the Distance Learning (DL) program? Staff have reviewed these options. Another consideration is to have students stay in Canada over the summer. The challenge with DL is that students need to reside in the country.

A question was asked about international medical fees. International Students pay a combined fee of tuition and medical fees.

A question was asked regarding computer leases. The computer leases are up on January 1, 2023.

Clarification was provided that the CUPE Learning Enhancement Fund and the Boot Allowance are bargained items that are funded.

Was there an increase in the garbage/recycling/organics costs? The figure is an estimated amount.

A question was asked if the SD is aware of any impacts for funding related to DL students. Staff have not received any information regarding this piece of information. Superintendent will investigate further.

Trustee Carter left the meeting at 5:05 pm.

Another Special Committee of the Whole meeting to be scheduled for Tuesday, June 9, 2020.

4. MINUTES OF PREVIOUS MEETINGS

4.1 Special Committee of the Whole meeting minutes dated May 12, 2020

The minutes were not approved at this meeting. They will be included with the next special agenda for review and approval.

5. ADJOURNMENT

MOVED and Seconded that the Board adjourn the meeting.

CARRIED

The meeting adjourned at 5:12 pm.

Chairperson

Secretary Treasurer