

**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 18<sup>th</sup> 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.

Certified Correct:

*Original Signed by Randy Cairns*

*Original Signed by Corien Becker*

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Vice - Chair, Board of Education

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Secretary Treasurer

The minutes were approved on March 3, 2020.