

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

**January 28, 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, Julia Renkema

**Members Absent:** Trustee Rick McKamey

**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  
Executive Assistant Aleksandra Zwierzchowska (Recorder)

**Others Present:** Janise Nikolic - MTU President, Faye Howell – CUPE  
President, 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**

Two statements were provided by Trustee Renkema:

1. At the Public Board Meeting on January 21, 2020 a question was asked regarding Trustee Remuneration. Trustee Renkema clarified that she did not mean to comment on behalf of the entire Board. Trustee Renkema will not be considering discussing an increase until the SD is in a healthy financial position.

2. Trustee Renkema stated that the concerns she expressed over the last year about the weakening financial state of the School District have been mostly ignored. She requested that, going forward, the Board and Senior Staff work more closely together to find a way out of this downward trend and take ongoing steps to monitor the financial health of the School District.

### 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**

An amended report was distributed that included attachments on Staffing and Enrolment Analysis, 2019/20 Amended Budget information, Summary of Cost Savings, Operation Revenue Changes, and Operation Expense Changes.

The Secretary Treasurer provided a high-level overview with the 2019/20 Amended Budget - Operating Expense Summary (ledger sheet) and savings options. Another meeting will be scheduled for next week where the Committee can bring back questions regarding the amended report and attachments.

A question was asked about the possibility of an audit increasing funding. The audit is of low incident SPED files. If there was a perfect audit, we would flat line. Anything less than perfect, the Ministry take money away.

It was noted that the average teacher salary increased this year. This information was known in the Fall and the Ministry used the increased salary to estimate funding.

A question was asked about the K-3 item on Summary of Cost savings. The line item for K-3 Reading is looked as a holdover. After reviewing curriculum funding, it was noted that the School District can save on this line item.

A question was asked about the FTE Changes outlined on the Operating Expense Changes. It was noted that these changes are for additional teachers outside of the regular FTE.

Attached to the original agenda is a trend analysis of staffing and enrolment. If the SD is managed efficiently, the trend line would be relatively flat. This analysis will be used as a tool moving forward.

It was requested that Staff consider the following for the next amended budget meeting:

- Possible reductions with IT projects.
- Information on theatre bookings and the possibility of postponing bookings to decrease theatre costs.
- Feedback from the Ab Ed Council meeting to learn about impacts with the temporary changes with targeted funding.

MTU is preparing a report about their analysis on the budget position. Once it is completed, it will be shared with the Committee.

A discussion ensued about including some additional processes for approving any extra staffing above the regular FTE.

An email was shared with managers requesting that schools and departments refrain from spending their budgets unless it's absolutely necessary. This will allow Staff to borrow funds temporarily rather than taking all the money from uncommitted local capital. The directive was provided to managers without implementing a formal approval process. Site managers will oversee that process.

Another Special Committee of the Whole meeting is scheduled for February 4, 2020, 1:00-3:00 pm.

## 5. MINUTES OF PREVIOUS MEETINGS

### 5.1 Special Committee of the Whole Meeting Minutes dated January 14, 2020

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

**CARRIED**

## 7. ADJOURNMENT

MOVED and Seconded that the Board adjourn the meeting.

**CARRIED**

The meeting adjourned at 2:37 pm.

Certified Correct:

*Original Signed by Tracy Loffler*

*Original Signed by Corien Becker*

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Chair, Board of Education

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Secretary Treasurer