

School District #75 (Mission)  
Public Meeting of the Board of Education  
Agenda

May 19, 2020, 6:30 pm

Zoom Meeting

Visit [www.mpsd.ca](http://www.mpsd.ca) > Board of Education > Meeting Information to connect virtually.

Pages

1. **CALL TO ORDER**  
*The Board Chair will acknowledge that this meeting is being held on Traditional Territory.*
2. **ADOPTION OF AGENDA**
3. **DELEGATIONS/PRESENTATIONS**
4. **UNFINISHED BUSINESS**
5. **STAFF REPORTS**
  - 5.1 Reporting out from Closed Meeting
  - 5.2 Month End Financial Summary - Year End Projections      Information      1 - 4
  - 5.3 Teacher Local Matters Agreement Ratification      Information      5
  - 5.4 Report on School District function during Pandemic      Information      6
6. **NEW BUSINESS**
  - 6.1 Motion re: Steelhead Boundary Catchment      Action      7 - 10
  - 6.2 Ministry of Education - Stage 3 Planning & Implementation      Information      11 - 12
7. **MINUTES OF PREVIOUS MEETINGS**
  - 7.1 Board of Education Public Meeting Minutes, April 21, 2020      Action      13 - 15
8. **INFORMATION ITEMS**
  - 8.1 Special Committee of the Whole, May 26, 2020 at 3:30 pm
9. **CORRESPONDENCE**
10. **COMMITTEE MINUTES/LIAISON REPORTS**

**11. ANNOUNCEMENTS**

**12. QUESTION PERIOD**

*Questions asked must be related to items discussed on the Agenda. Labour, Land, and Legal issues will not be discussed.*

**13. ADJOURNMENT**

**ITEM 5.2 Information**

TO: Board of Education  
FROM: C. Becker, Secretary Treasurer  
SUBJECT: Financial Summary Report – April 2020

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**1. Summary:**

Attached is the summary of financial information for April 2020 Year to Date.

In addition, also attached is the budget projection to the end of the School Year, noting that the projections were based on the expectation that schools would not reopen to students before the end of June. As this is now changing, the projected surplus is expected to be reduced by \$100,000 to \$200,000 due to the increased need for substitutes (approximately \$3,000 per day), and increase costs for environment, administrative and personal protective equipment to mitigate the risks to employees related to Covid19.

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

**5. Public Participation:**

**6. Implementation:**

**7. Attachments:**

- a. Financial Summary for April 2020
- b. 2019-2020 Year End Forecast

FINANCIAL SUMMARY REPORT

APRIL 30, 2020

	BUDGET	ACTUAL	DIFFERENCE	ACTUAL TO BUDGET
=====				
REVENUE				
REVENUE	74,812,534.79-	58,827,936.47-	15,984,598.32-	78.63%
	-----	-----	-----	-----
	74,812,534.79-	58,827,936.47-	15,984,598.32-	78.63%
	=====	=====	=====	=====
INSTRUCTION				
REGULAR INSTRUCTION	40,310,503.79	27,723,894.07	12,586,609.72	68.78%
CAREER PREPARATION	1,627,818.00	1,360,676.76	267,141.24	83.59%
LIBRARY SERVICES	1,278,240.00	1,062,485.38	215,754.62	83.12%
COUNSELLING	1,178,870.00	1,181,757.84	2,887.84-	100.24%
SPECIAL EDUCATION	10,014,787.22	9,277,837.55	736,949.67	92.64%
ENGLISH AS A 2ND LANGUAGE	824,490.00	674,010.54	150,479.46	81.75%
ABORIGINAL EDUCATION	1,782,218.00	1,213,308.18	568,909.82	68.08%
BUSINESS ADMINISTRATION	5,538,289.87	4,362,324.61	1,175,965.26	78.77%
SUMMER SCHOOL	0.00	31,824.60	31,824.60-	0.00%
OFF SHORE STUDENTS	946,760.00	825,303.71	121,456.29	87.17%
OTHER	223,330.00	210,601.09	12,728.91	94.30%
	-----	-----	-----	-----
	63,725,306.88	47,924,024.33	15,801,282.55	75.20%
	=====	=====	=====	=====
ADMINISTRATION				
EDUCATIONAL ADMINISTRATION	942,820.00	784,790.30	158,029.70	83.24%
SCHOOL DISTRICT GOVERNANCE	180,313.00	131,738.31	48,574.69	73.06%
BUSINESS ADMINISTRATION	1,812,961.00	1,469,445.49	343,515.51	81.05%
	-----	-----	-----	-----
	2,936,094.00	2,385,974.10	550,119.90	81.26%
	=====	=====	=====	=====
OPERATIONS & MAINTENANCE				
BUSINESS ADMINISTRATION	736,987.00	600,588.03	136,398.97	81.49%
MAINTENANCE OPERATIONS	5,521,624.56	4,396,935.77	1,124,688.79	79.63%
MAINTENANCE OF GROUNDS	497,000.00	446,579.53	50,420.47	89.86%
UTILITIES	1,186,704.53	938,525.27	248,179.26	79.09%
	-----	-----	-----	-----
	7,942,316.09	6,382,628.60	1,559,687.49	80.36%
	=====	=====	=====	=====
TRANSPORTATION & HOUSING				
BUSINESS ADMINISTRATION	134,730.00	112,106.04	22,623.96	83.21%
STUDENT TRANSPORTATION	1,018,600.00	793,515.58	225,084.42	77.90%
	-----	-----	-----	-----
	1,153,330.00	905,621.62	247,708.38	78.52%
	=====	=====	=====	=====
	-----	-----	-----	-----
	944,512.18	1,229,687.82-	2,174,200.00	
	=====	=====	=====	=====

## 2019-2020 Year End Projections

<b>Forecast Operating Surpluses - June 30, 2020</b>			
	<b>Forecast</b>	<b>Budget</b>	<b>Variance</b>
Cumulative Operating Surplus - July 1, 2019	506,156	506,156	-
Annual Operating Surplus - 2019/20	629,270	(944,512)	1,573,782
Local Capital Appropriation - 2019/20	-	438,356	(438,356)
<b>Cumulative Operating Surplus - June 30, 2020</b>	<b>1,135,426</b>	<b>-</b>	<b>1,135,426</b>
Restricted Surplus - INED	(262,911)	-	(262,911)
Restricted Surplus - Schools	(322,892)	-	(322,892)
<b>Unrestricted Surplus - June 30, 2020</b>	<b>549,623</b>	<b>-</b>	<b>549,623</b>

## 2019-2020 Year End Projections Continued

<b>2019/20 Forecast</b>			
<i>Based on physical school closures for remainder of school year</i>			
May 5, 2020			
	<b>2019/20</b>		
	<b>Forecast</b>	<b>Budget</b>	<b>Variance</b>
<b>Operating Revenue:</b>			
Grants			
MOE - Operating Grants	61,040,890	60,870,030	170,860
MOE - Other	1,810,643	1,772,983	37,660
Provincial	387,032	318,881	68,151
Tuition	2,317,912	2,309,000	8,912
Other Revenue	382,117	340,532	41,585
Rentals	214,071	262,040	(47,969)
Interest	117,629	145,000	(27,371)
<b>Total Operating Revenue</b>	<b>66,270,294</b>	<b>66,018,466</b>	<b>251,828</b>
<b>Operating Expense:</b>			
Salaries			
Teacher	25,965,710	25,926,974	(38,736)
PVP	3,936,347	3,901,400	(34,947)
EA	6,180,729	6,389,500	208,771
Support	7,393,106	7,548,640	155,534
Other Prof	2,107,618	2,159,913	52,295
Substitutes	2,617,491	3,023,096	405,605
Benefits	11,210,778	11,450,587	239,809
Services	1,966,781	1,974,039	7,258
Student Transport	24,252	19,000	(5,252)
PD & Travel	385,762	413,640	27,878
Rentals & Leases	252,962	260,158	7,196
Dues & Fees	84,944	88,100	3,156
Insurance	147,132	163,277	16,145
Supplies	2,255,719	2,457,949	202,230
Utilities	1,111,693	1,186,705	75,012
<b>Total Operating Expense</b>	<b>65,641,024</b>	<b>66,962,978</b>	<b>1,321,954</b>
<b>Operating Surplus</b>	<b>629,270</b>	<b>(944,512)</b>	<b>1,573,782</b>

**ITEM 5.3 Information**

TO: Board of Education  
FROM: A. Wilson, Superintendent of Schools  
SUBJECT: Teacher Local Matters Agreement Ratification

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**1. Summary:**

On May 7, 2020 the School District received notification that the local matters agreement between SD 75 and MTU is in alignment with the provincial agreement and may be implemented commencing upon ratification of the Provincial Collective Agreement. The provincial agreement was ratified May 1<sup>st</sup>.

**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
- f. Risk
  - i. Organizational
  - ii. Reputational
  - iii. Strategic
- g. Benefits
  - i. Organizational
  - ii. Reputational
  - iii. Strategic

**5. Public Participation:**

**6. Implementation:**

**7. Attachments:**

**ITEM 5.4 Information**

TO: Board of Education  
FROM: A. Wilson, Superintendent of Schools  
SUBJECT: Report on School District function during Pandemic

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**1. Summary:**

The Superintendent will provide a review of operations during the last month. Areas of discussion include:

- Childcare
- Continuity of Learning
- Graduation
- Redeployment
- Facilities
- Supplies
- Liaison with District of Mission, other partners
- Overall morale
- Effectiveness of telework, remote instruction, etc.
- Ministry of Education

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

**5. Public Participation:**

**6. Implementation:**

**7. Attachments:**

**ITEM 6.1      Action**

TO:                Board of Education  
FROM:            J. Renkema, School Trustee  
SUBJECT:        Steelhead Boundary Catchment

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**Recommendation**

**That the Board approve the following resolution:**

**That Mission Public Schools amend the catchment boundary for Stave Falls Elementary for September 2020 to include the Steelhead area of the Albert McMahon Elementary catchment.**

**Rationale:**

At the April 21st Public Board Meeting the Board passed a motion to defer non-essential issues until September COTW. This motion listed the Boundary Review as non-essential. The Board also decided it could determine, on an individual basis, to re-consider a non-essential issue important.

The report on the Steelhead Survey (attached) indicated that there is strong support for changing the catchment from Albert McMahon to Stave Falls and the Board could consider a public engagement process to consider the change for September 2020.

With the current COVID situation, public engagement will have to be modified to direct phone contact with the parents in Steelhead. The area is one of the smallest in the school district and therefore the easiest to engage by phone.

Transportation is not currently busy, so this may be the right time to engage in planning the bussing for Steelhead students.

**Attachments:**

- a. April 21, 2020 Item 6.2 Boundary Catchment – Steelhead Survey Results

**ITEM 6.2 Information**

TO: Board of Education  
 FROM: C. Becker, Secretary Treasurer  
 SUBJECT: Boundary Catchment – Steelhead Survey Results

**1. Summary:**

The Committee of the Whole meeting discussed reviewing the information on the Boundary Review. While the full boundary review is proposed to be deferred until the fall, the Board discussed considering the information provided regarding the Steelhead area. As such, the following information is the information gathered from the survey for the Boards consideration.

The following is what was presented with the survey to parents in the Steelhead area, and the responses to the three questions that are asked.

**Steelhead**

School enrolment for Albert McMahan Elementary continues to grow. The Albert McMahan school is currently overcapacity, and the continued enrolment growth projections for the school will only make the school more crowded or restrict students from attending their catchment school. The School District is considering changing the catchment school for the Steelhead area from Albert McMahan Elementary to Stave Falls Elementary.

What advantages do you see with changing the Steelhead catchment to Stave Falls?
a. Help in the reduction of over population at McMahan
b. Well gee, since our catchment is and has been past capacity (Albert) then it only makes sense to changing the our catchment to include Stave. Stupidest question ever.
c. Stave Falls needs more students (would prefer only 2 grade split instead of 3) and Albert McMahan is way too overcrowded. No student should be turned away from their catchment school.
d. Would prefer a smaller school and with 2 boys, they would love the outdoor theme
e. Smaller school size
f. None!
g. Less overcrowding at Albert McMahan. No more 3 way grade splits at stave falls.
h. You better have some amazing busses to do this
i. It's closer
j. To take the stress off albert McMahan and grow the stave falls school
k. More enrolment for Stave Falls without kids have to cross boundary in. Bus already goes by the area. Many too not want to attend an overcrowded school.
l. Increased enroll ent at SFE
m. Closer proximity, better type of school for kids that grow up in this area
n. Closer commute! I love this idea, frees space at Albert McMahan

What concerns do you have with Stave Falls Elementary being the catchment school for Steelhead?
a. None!
b. No concerns. It is a good idea.
c. None
d. Not enough classrooms, not enough staff to support.
e. Childcare issues, too early bus pickups, having to drive kids to bus stop as there are no sidewalks, kids are already situated in their schools and family involved with PAC. Further from work or family members in the event the child needs to be picked up from school.
f. None
g. Seriously how do people get there in bad weather
h. None
i. Its far... more buses are needed
j. Nothing
k. None
l. It's technically considered a choice school as it's a forest school and not everyone may like that
m. No concerns it should be catchment school

What other things should the School District consider as it reviews the change?
a. Stave needs students, Albert is maxed out..... that's all you need to consider in my opinion.
b. Albert McMahan school will only get more crowded as a lot of development is going on in that area. I see no reason why Steelhead residents shouldn't go to Stave Falls school
c. Bussing
d. Bussing being offered at a decent time, after school care. Perhaps a public input meeting at the community hall.
e. Lack of classrooms and teachers for the students. Building a new school in the cedar valley area, opening Ferndale elementary....
f. Forest based school for rural kids is fantastic
g. The outdoor school is so privileged. To pay to get there to pay for the gear etc. But you've built it. So maximize it. Make it as amazing as Maple Ridge that has a wait list
h. Bus service for steelhead to stave falls
i. Have buses come from intown to bring student out to stave falls elementary. Its a great school, but too far to drive from in town
j. What was the point of opening Stave Falls if you don't give it a chance to enrol up to it's capacity?
k. The large size of AMs enrolment and possible use of portables in the future
l. Maybe extra funding to help get the school up and running again? For a playground, extracurricular activities etc..
m. Steelhead catchment school should be stave falls

**2. Analysis and Impact:**

It appears that there is support for considering the boundary change. As such, the Board could consider a public engagement process to consider the change for September 2020. The Transportation services would need to consider the bussing impacts so that the information could be reviewed and shared with the Board, and then engage the Steelhead parents in a conversation.

- 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

**3. Public Participation:**

The Board could consider a public engagement process to formally discuss this potential boundary change with impacted parents. This process may be limited in some aspects due to the current pandemic restrictions.

**4. Implementation:**

If the Board wanted to more formally consider the boundary change:

1. Staff would need to develop the transportation plan – route changes, bus requirements etc.
2. Staff would need to develop potential staffing and classroom plans for the change of enrolment
3. Information could be returned to the May Committee of the Whole Meeting.
4. A public information meeting for parents of the Steelhead community, and other interested members of the public should be held.
5. The Board would need to formally consider the change at a public board meeting (May 19 or June 16)

**5. Attachments:**

None.

**ITEM 6.2 Information**

TO: Board of Education  
FROM: A. Wilson, Superintendent of Schools  
SUBJECT: Ministry of Education – Stage 3 Planning & Implementation

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1. **Summary:** The Ministry of Education has directed School Districts to move to ‘Stage 3’ by June 1<sup>st</sup>. The attached document represents the draft plan for SD75.
2. **Background:** During Spring Break, schools were moved from what would later be termed ‘Stage 1’ to ‘Stage 5’, and subsequently to ‘Stage 4’. The Ministry is aware that the school system may need to transition several times during the 2020/21 School Year. They are also aware of the concerns around equity and getting some children back to school before the end of June.
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
  - f. Risks
    - i. Organizational
    - ii. Reputational
    - iii. Strategic
  - g. Benefits
    - i. Organizational
    - ii. Reputational
    - iii. Strategic
5. **Public Participation:**
6. **Implementation:**
7. **Attachments:**
  - a. STAGE 3 Plan SD75



The Government of BC has established that schools in BC must be, at a minimum, offering the following direct service levels by June 1:

- K-5\* - Part-time 2-3 days per week
- 6-12 - 1 day per week

\*In Mission, we will include K-6 as a group due to our structural organization.

Childcare will continue to function. There will need to be an expansion due to demand from teachers. New cohorts and one of the Windebank groups will move to Heritage Park Middle School as the classrooms are demanded for regular instruction.

During the week of May 18-22, Schools will survey parents for their receptiveness to returning their children to school, to determine the load required at each site. Schools have also surveyed staff to assess childcare needs and various health concerns for staff members.

The Ministry has set “density “limits of 50% for the K-5 and 20% for 6-12, though districts and regions can propose some variance provided any delivery beyond these requirements must be within guidelines established by the Health Authority.

**SD#75 will expand its roll-out across the district in the following way:**

	Schedule	Bussing	Instruction
K-6	M/T & Th/F in school (2 cohorts)	Partial	2 days in class, 1 day online
7-12	Support Available in School as needed 1 day/week	None	Online; Face to Face as needed

Full Start is set for June 1<sup>st</sup>. However, we are tentatively planning a ‘soft launch’ for primary grades in elementary schools for Thursday, May 28<sup>th</sup>.

Bussing is currently being planned on the new ‘one student per bench model’ to determine capacity to transport students.

*Schools will communicate specific learning schedules to parents. Please note, with the return to some direct instruction, the remote learning provision will still exist, but it will not be as robust as the current delivery model.*

**COMMUNICATION MATERIALS**

SD#75 will provide all communications through regular channels for parents and partner groups. Any posters or associated materials will be provided to all sites and posted accordingly.

All schools will post their site-specific plans for:

- Site access and risk limitation
- Cleaning and hygiene
- Physical distancing
- Scheduled return of students as per Ministry expectations
- Review of problems as they arise will be ongoing at both the site and district level

**School District #75 (Mission)  
Public Meeting of the Board of Education Minutes**

**April 21, 2020, 6:30 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  
Secretary Treasurer, Corien Becker  
Assistant Superintendent, Karen Alvarez  
Executive Assistant, Aleksandra Crescenzo (Recorder)

**1. CALL TO ORDER**

The meeting was called to order at 6:30 pm by the Chairperson. The Chair acknowledged Mission Public Schools is located 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**

**5. STAFF REPORTS**

**5.1 Reporting out from Closed Meeting**

The Board recessed the Closed meeting and will report out items at the Public meeting in May.

**5.2 Report on School District function during Pandemic**

The Superintendent provided an update on School District operations during the last month. Areas of discussion included communication with families and staff, childcare, continuity of learning and on-line learning, graduation, redeployment, the work being completed by facilities staff, cleaning supplies, liaison with the DoM and other partners, and communication with the Ministry.

A question was asked about the messaging that is being shared with the general public about how learning is being delivered in our district. The Superintendent commented that we can push out more information via our website.

## **6. NEW BUSINESS**

### **6.1 Deferring of Non-essential Items**

MOVED and Seconded that all policy reviews, the boundary review, strategic planning meetings, and non-essential issues, be deferred until the September CotW, or until the COVID-19 pandemic period is resolved.

AMENDMENT #1

MOVED AND Seconded that the motion be amended as follows:

Remove non-essential issues and replace with non-emergent issues.

**CARRIED**

AMENDMENT #2

MOVED to include, "with the exception with changes to the Steelhead Boundary."

**FAILED**

AMENDED MOTION

MOVED and Seconded that all policy reviews, the boundary review, strategic planning meetings, and non-emergent issues, be deferred until the September CotW, or until the COVID-19 pandemic period is resolved.

**CARRIED**

### **6.2 Boundary Catchment - Steelhead Survey Results**

The survey revealed that there is support for considering the boundary change for the Steelhead area to the Stave Falls Elementary School. The Board could consider additional public engagement to change the boundary for September 2020. Staff still require information on busing and other critical items.

A question was asked about the benefit of having additional public input? Staff recommend additional consultation to ensure that the School District receives input from the families directly affected by the change. Staff would need to extract the total number of families impacted by the boundary change.

The Board discussed options for changing the boundary for September 2020 and decided that the item can be deferred until the following year or when the Board revisits boundary catchments.

**7. MINUTES OF PREVIOUS MEETINGS**

7.1 Board of Education Public Meeting Minutes, March 10, 2020

MOVED and Seconded that the Board of Education Public meeting minutes dated March 10, 2020, be approved.

**CARRIED**

**10. LIAISON REPORTS**

Trustees reported on:  
Board and Committee meetings via conference call and Zoom, phone meetings with parents and teachers, BCSTA meetings regarding upcoming elections, Board Chair meeting, and provincial council. Meeting with Superintendent to discuss COVID-19, discussion on seismic report, correspondence with Mission Community Foundation and email correspondence with members of the public. Before spring break, several Trustees were able to attend the Riverside College Open House.

**12. QUESTION PERIOD**

A question was presented about deferring the changes to the Steelhead boundary and best efforts by the Board to minimize class size and composition issues. Staffing meetings are underway. As soon as this information becomes available, it will be reviewed and considered.

What considerations were made to identify vulnerable students? The focus area was for Student Services to identify students who require additional supports. There is no specific definition. A vulnerable student is any student at risk for a variety of reasons.

**13. ADJOURNMENT**

MOVED and Seconded that the Board adjourn the meeting.

**CARRIED**

The meeting adjourned at 7:42 pm.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary Treasurer