

# Board of Education Meeting (open to the public)

# Agenda



## Board of Education Meeting

January 19, 2016, 6:30 pm

Fraserview Learning Centre, Meeting Room, 32444 Seventh Avenue, Mission, BC

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

3. APPROVAL OF MINUTES

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4. REPORTING OUT FROM IN-CAMERA MEETING(S)

5. CHAIR OF THE BOARD

5.1 2016 Trustee Committee / Liaison Appointments Action 8

6. EDUCATION COMMITTEE

6.1 Report – Trustee Loffler Information 12

6.2 French Immersion Catchment Boundaries 2016-2017 Action 13

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7. COMMITTEE/TRUSTEES REPORTS

8. QUESTION PERIOD

*Questions asked must be related to items discussed on the Agenda. Personnel, land and legal issues will not be discussed.*

9. ADJOURNMENT

## The School Choir Presented a Medley of Songs

### Board of Education Meeting

December 15, 2015, 6:30 pm

Dewdney Elementary, 37151 Hawkins-Pickle Road, Mission, BC

#### Members Present:

Chair Rick McKamey

Vice-Chair Tracy Loffler

Trustee Randy Cairns

Trustee Shelley Carter

Trustee Jim Taylor

Secretary Treasurer Wayne Jefferson

Assistant Superintendent Randy Huth

Director of Instruction, Curriculum/Assessment Larry Jepsen

Executive Assistant Tracy Orobko (Recorder)

**Absent:** Superintendent Bill Fletcher

#### 1. Call to Order

The meeting was called to order at 6:45 p.m. by the Board Chairperson. The Chair thanked Matsqui First Nations for the use of their traditional territory for the meeting and recognized that we are on Sto:lo Traditional Territory. The Chair further acknowledged that Kwantlen, Leq'a:mel and Scowlitz First Nations also hold traditional territory within the School District boundaries.

The Board Chair expressed the Superintendent's regrets for not being in attendance.

#### 2. Board Chairperson's Annual Report

The Board Chair read a report which will be posted to the School District website.

#### 3. Election of Chairperson

The Chairperson passed the gavel over to the Secretary Treasurer to conduct the election of Chairperson.

#### MOTION (JT/TL)

**THAT the Board of Education appoint the Director of Instruction, Curriculum/Assessment, Larry Jepsen, and Executive Assistant, Tracy Orobko as Scrutineers for the purpose of conducting elections.**

#### CARRIED

Trustee Carter nominated herself for the Office of Chairperson.

Trustee Cairns nominated Trustee McKamey for the Office of Chairperson.

The Secretary Treasurer asked Trustee McKamey if he accept the nomination to which he agreed.

The Secretary Treasurer asked for further nominations.

The Scrutineers provided ballots to the Trustees. The Scrutineers exited the room to count the ballots.

The Secretary Treasurer declared Trustee McKamey elected as Chairperson of the Board of Education.

Trustee Taylor requested a vote count to which Scrutineer Jepsen announced it was a 3-2 vote.

#### 4. Election of Vice-Chairperson

Trustee Carter nominated herself for the Office of Vice-Chairperson.

Trustee McKamey nominated Trustee Loffler for the Office of Vice-Chairperson.

The Secretary Treasurer asked for further nominations.

The Secretary Treasurer asked Trustee Loffler if she accepts the nomination to which she agreed. The Scrutineers provided ballots to the Trustees. The Scrutineers exited the room to count the ballots. The Secretary Treasurer declared Trustee Loffler elected as Vice-Chairperson of the Board of Education. Trustee Taylor requested a vote count to which Scrutineer Jepsen announced it was a 3-2 vote.

**MOTION (JT/RC)**

**THAT the Board of Education authorize all ballots be destroyed.**

**CARRIED**

**5. Adoption of Agenda**

There were two additions:

Item 7.1: Additional Teaching Staff Assignments – Cherry Hill, Deroche and Dewdney Elementary Schools

Item 7.2: Administrative Assignment – Aboriginal Education

**MOTION (SC/TL)**

**THAT the Agenda be approved as amended.**

**CARRIED**

**6. Approval of Minutes**

**MOTION (RC/JT)**

**THAT the Board of Education meeting minutes of November 17, 2015, be approved as presented.**

**CARRIED**

**7. Reporting Out From In-Camera Meeting**

Additional Teaching Staff Assignments – Cherry Hill, Deroche and Dewdney Elementary Schools

**MOTION (SC/TL)**

**THAT the Board of Education approves the following recommendations from the 2015/2016 Budget Committee effective January 1, 2016 to hire additional teaching staff:**

One (1) FTE teaching staff – Psychologist

One (1) FTE teaching staff – Elementary Counselor

0.4 FTE teaching staff – Support Teacher – Deroche Elementary

0.4 FTE teaching staff – Support Teacher – Dewdney Elementary

0.2 FTE teaching staff – Support Teacher – Cherry Hill Elementary

**CARRIED**

**AMENDED MOTION (JT/SC)**

**THAT the first line, “One (1) FTE Teaching Staff – Psychologist”, be struck and deferred to the January 5, 2016 Business Committee meeting.**

**DEFEATED (In Favour: Trustees Carter and Taylor)**

Administrative Assignment – Aboriginal Education

The Board Chairperson announced the appointment of Joe Heslip to the position of Acting District Principal - Aboriginal Education effective February 1, 2016.

## 8. Education Committee

Trustee Loffler reported on the December 1, 2015, Education Committee meeting:

- Mission International Cultural Association - student exchange with Japan at Spring Break;
- Mission Secondary School's nomination for a US\$25K award in recognition of work done within the professional learning community – MSS is the only high school in Canada to be nominated. The Board thanked all the staff for their diligent efforts;
- Policies;
- Curriculum and My Education BC updates;
- Discussion regarding possible student representation at the Education Committee; and
- A report was provided by the District Parent Advisory Council

### **MOTION (SC/RC)**

**THAT the Board of Education received the Education Committee Report for information.  
CARRIED**

Policy #36: Guide Dogs and Service Dogs Approved Use

### **MOTION (RC/SC)**

**THAT the Board of Education approve the proposed Policy #36, *Guide Dogs and Service Dogs Approved Use*, for adoption and implementation.  
CARRIED**

Policy #37: Medical Therapy Dogs

### **MOTION (RC/SC)**

**THAT the Board of Education approve the proposed Policy #37, *Medical Therapy Dogs*, for adoption and implementation.  
CARRIED**

Policy #38: Substance or Drug/Alcohol Use/Abuse

### **MOTION (RC/SC)**

**THAT the Board of Education approve the proposed Policy #38, *Substance or Drug/Alcohol Use/Abuse*, for adoption and implementation.  
CARRIED**

Curriculum Update

The Director of Instruction, Curriculum/Assessment, Larry Jepsen, provided an update on the collaboration with the Mission Teachers' Union. Two NID dates have been agreed to: *February 22* and *May 2, 2016*. The team is seeking teaching assistance with organizing and planning the two NID days ensuring every school is represented on the planning team in addition to specialized teachers and TTOCs. There will be an information session in January.

My Education BC Update

The Assistant Superintendent, Randy Huth, provided an update on behalf of Principal, Melinda Dempster. Acknowledgements were made to staff for their diligent efforts. Acknowledgements were also made to Melinda for her leadership.

District Parent Advisory Council Update

A report was provided with the Agenda.

**MOTION (SC/JT)**

**THAT the Board of Education receive the District Parent Advisory Council Report for information.  
CARRIED**

**9. Business Committee**

Trustee Carter reported on the December 1, 2015 Business Committee meeting: SOFI, three Routine Capital Bylaws and a Riverside College update.

**MOTION (JT/RC)**

**THAT the Board of Education receive the Business Committee report for information.  
CARRIED**

2014-2015 Statement of Financial Information (“SOFI”) Report

**MOTION (TL/RC)**

**THAT the Board of Education approve the *Financial Information Act* (the “Act”) Statement of employee earnings and expense reimbursements; Trustee remuneration and expense reimbursements, severance payments; and payments to suppliers and vendors as per the stated requirements of the Act for the period of 2014-2015; and**

**THAT the said Statement be submitted to the Ministry of Education.**

**CARRIED**

Routine Capital Project Bylaw No. 126981 (Silverdale Elementary – Replacement of boiler plant, domestic hot water system and three roof top units)

**MOTION (TL/JT)**

**THAT the Board of Education approve that the required three (3) readings for Routine Capital Project Bylaw No. 126981 (Silverdale Elementary – Replacement of boiler plant, domestic hot water system and three roof top units) be carried out at one meeting of the Board.**

**CARRIED**

**MOTION (RC/SC)**

**THAT the Board of Education give first reading of the Routine Capital Project Bylaw No. 126981 (Silverdale Elementary – Replacement of boiler plant, domestic hot water system and three roof top units) as presented. The Board will adhere to Ministry requirements as set out in the Bylaw. The maximum expenditure of the Capital Project Bylaw is \$210,000.**

**CARRIED**

**MOTION (TL/SC)**

**THAT the Board of Education give second reading of the Routine Capital Project Bylaw No. 126981 (Silverdale Elementary – Replacement of boiler plant, domestic hot water system and three roof top units) as presented. The Board will adhere to Ministry requirements as set out in the Bylaw. The maximum expenditure of the Capital Project Bylaw is \$210,000.**

**CARRIED**

**MOTION (SC/TL)**

**THAT the Board of Education give third and final reading of the Routine Capital Project Bylaw No. 126981 (Silverdale Elementary – Replacement of boiler plant, domestic hot water system and three roof top units) as presented and adopted. The Board will adhere to Ministry requirements as set out in the Bylaw. The maximum expenditure of the Capital Project Bylaw is \$210,000.**

**CARRIED**

Routine Capital Project Bylaw No. 126982 (Hatzic and Heritage Park Middle Schools – Heating, Ventilation and Air Conditioning System Upgrades)

**MOTION (TL/SC)**

**THAT the Board of Education approve that the required three (3) readings for Routine Capital Project Bylaw No. 126982 (Hatzic and Heritage Park Middle Schools – Heating, Ventilation and Air Conditioning System Upgrades) be carried out at one meeting of the Board.**

**CARRIED**

**MOTION (RC/SC)**

**THAT the Board of Education give first reading of the Routine Capital Project Bylaw No. 126982 (Hatzic and Heritage Park Middle Schools – Heating, Ventilation and Air Conditioning System Upgrades) as presented. The Board will adhere to Ministry requirements as set out in the Bylaw. The maximum expenditure of the Capital Project Bylaw is \$433,600.**

**CARRIED**

**MOTION (SC/TL)**

**THAT the Board of Education give second reading of the Routine Capital Project Bylaw No. 126982 (Hatzic and Heritage Park Middle Schools – Heating, Ventilation and Air Conditioning System Upgrades) as presented. The Board will adhere to Ministry requirements as set out in the Bylaw. The maximum expenditure of the Capital Project Bylaw is \$433,600.**

**CARRIED**

**MOTION (SC/RC)**

**THAT the Board of Education give third and final reading of the Capital Project Bylaw No. 126982 (Hatzic and Heritage Park Middle Schools – Heating, Ventilation and Air Conditioning System Upgrades) as presented and adopted. The Board will adhere to Ministry requirements as set out in the Bylaw. The maximum expenditure of the Capital Project Bylaw is \$433,600.**

**CARRIED**

Routine Capital Project Bylaw No. 127026 (Hatzic Middle School – Phase 1 – Pre-purchase of Boilers, Racking and Heating Water Distribution Pumps)

**MOTION (SC/TL)**

**THAT the Board of Education approve that the required three (3) readings for Routine Capital Project Bylaw No. 127026 (Hatzic Middle School – Phase 1 – Pre-purchase of Boilers, Racking and Heating Water Distribution Pumps) be carried out at one meeting of the Board.**

**CARRIED**

**MOTION (SC/RC)**

**THAT the Board of Education give first reading of the Routine Capital Project Bylaw No. 127026 (Hatzic Middle School – Phase 1 – Pre-purchase of Boilers, Racking and Heating Water Distribution Pumps) as presented. The Board will adhere to Ministry requirements as set out in the Bylaw. The maximum expenditure of the Capital Project Bylaw is \$330,000.**

**CARRIED**

**MOTION (RC/TL)**

**THAT the Board of Education give second reading of the Routine Capital Project Bylaw No. 127026 (Hatzic Middle School – Phase 1 – Pre-purchase of Boilers, Racking and Heating Water Distribution Pumps) as presented. The Board will adhere to Ministry requirements as set out in the Bylaw. The maximum expenditure of the Capital Project Bylaw is \$330,000.**

**CARRIED**

**MOTION (SC/RC)**

**THAT the Board of Education give third and final reading of the Capital Project Bylaw No. 127026 (Hatzic Middle School – Phase 1 – Pre-purchase of Boilers, Racking and Heating Water Distribution Pumps) as presented and adopted. The Board will adhere to Ministry requirements as set out in the Bylaw. The maximum expenditure of the Capital Project Bylaw is \$330,000.**

**CARRIED**

## **10. Committee/Trustee Reports**

The Board Chair and Trustees reported on:

- District Parent Advisory Council meeting held at Riverside College;
- Siwal-Siwes luncheon;
- Fraserview luncheon – intergenerational connection;
- Employee feedback meetings;
- Basketball grade 5/6 season - thanked all volunteers;
- Rotary Carol Festival;
- BCSTA Trustee Academy;
- Successful Community Christmas Dinner;
- Pre-conference workshop on strategic planning;
- Aboriginal Education luncheon;
- Dewdney Elementary luncheon;
- Many Christmas Concerts;
- A brief Budget Committee report;
- Environmental club at MSS – on brink of being only school in the Province on protecting painted turtles putting Mission at the forefront of environmental education; and
- Recruitment of a new Superintendent - work in progress.

## **11. Question Period**

*Questions asked must be related to items discussed on the Agenda and related to the Agenda. Personnel, land and legal issues will not be discussed.*

A question was asked regarding the SOFI Report and comparisons with remuneration and expenses from last year to this year. Answer: There have been no wage increases under directive of BCPSEA. Vacations cannot be carried over.

A question was asked regarding financial reporting projections - declining enrolment, reductions in staff and reinstating of positions. Asked the Board to review status.

A question was asked regarding Board Reports being 'brought to the meeting'. Answer: They are verbal reports.

A question was asked regarding boundary options. Answer: The matter will be brought to the January Agenda.

A question was asked regarding SOFI and where the information is derived from. Answer: Audited Financial Statements of the Board of Education.

A question was asked regarding the threshold of reporting (\$75K) and the accuracy. Answer: As of September 1, 2014, the max teacher salary rate is already over \$75K. The Secretary Treasurer will have to look back at what was actually reported and may involve the teachers' job action.

A question was asked how (Trustee) salaries are determined - Local or provincial. Answer: Every Board determines their stipend. Majority of Boards are 7 or 9 Trustees. Mission has a smaller Board with more work to be divided.

A question was asked regarding page 54 of the Agenda (page 27 of the budget) and the operating surplus and its currency. Answer: \$1,035,249.

A question was asked regarding the criteria used in hiring the acting Aboriginal Education District Principal. Answer: Recommendations are made by the Superintendent and brought to the Board of Education for approval.

## 12. Adjournment

### MOTION (JT/SC)

**THAT the meeting adjourn at 8:38 pm.**

**CARRIED**

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Chairperson

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Secretary Treasurer



**ITEM 5.1      Action**

TO:                Board of Education  
FROM:            Chair of the Board  
SUBJECT:        Trustee Committee / School Liaison Appointments

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**Recommendation**

**THAT the Board of Education approve the 2016 Trustee Committee / School Liaison Appointments as presented.**

**2016 BOARD MEMBERSHIP AND LIAISON APPOINTMENTS**

COMMITTEE	TRUSTEE MEMBERS	ADMINISTRATIVE STAFF MEMBERS
Aboriginal Education Committee	<i>1st: Randy Cairns Alternate: Tracy Loffler</i>	<i>District Principal, Aboriginal Education</i>
BC School Trustees' Association	<i>1<sup>st</sup>: Shelley Carter Alternate: Rick McKamey</i>	<i>Superintendent / Secretary Treasurer</i>
Audit Committee	<i>Trustee: Rick McKamey Trustee: Tracy Loffler</i>	<i>Superintendent / Secretary Treasurer / Asst. Secretary Treasurer</i>
BCPSEA Representative Council	<i>1<sup>st</sup>: Shelley Carter Alternate: Jim Taylor</i>	<i>Secretary Treasurer</i>
Board Policy Development Committee	<i>Chair: Randy Cairns Vice-Chair: Shelley Carter</i>	<i>Superintendent / Secretary Treasurer</i>
Budget Committee (Two Trustees)	<i>Trustee: Rick McKamey Trustee: Tracy Loffler</i>	<i>Superintendent / Secretary Treasurer / Assist. Superintendent / Asst. Secretary Treasurer / Director of Instruction</i>
Business Committee	<i>Chair: Shelley Carter Vice-Chair: Tracy Loffler</i>	<i>Superintendent / Secretary Treasurer</i>
CUPE Joint Bargaining (One Trustee with two alternates)	<i>Trustee: Randy Cairns 1<sup>st</sup> Alternate: Rick McKamey 2<sup>nd</sup> Alternate: Tracy Loffler</i>	<i>Secretary Treasurer</i>
Education Committee	<i>Chair: Tracy Loffler Vice-Chair: Shelley Carter</i>	<i>Superintendent / Assist. Superintendent / Director of Instruction</i>
Exempt Staff Compensation Advisory Committee (Two Trustees)	<i>Trustee: Shelley Carter Trustee: Tracy Loffler</i>	<i>Superintendent / Secretary Treasurer / Director of Human Resources</i>

Finance (Two Trustees)	<i>Trustee: Rick McKamey Trustee: Tracy Loffler</i>	<i>Superintendent / Secretary Treasurer / Asst. Secretary Treasurer</i>
Governance	<i>Trustee: Rick McKamey</i>	<i>Superintendent / Secretary Treasurer</i>
International Education	<i>Trustee: Rick McKamey Trustee: Shelley Carter</i>	<i>Superintendent / Director of Instruction / Mgr. Int'l Education</i>
Labour Relations (Two Trustees)	<i>Trustee: Randy Cairns Trustee: Rick McKamey</i>	<i>Superintendent / Secretary Treasurer / Director of Human Resources MPVPA(2) MTU(2), CUPE(2)</i>
MTU Joint Bargaining	<i>Trustee: Rick McKamey Trustee: Randy Cairns</i>	<i>Secretary Treasurer</i>
Mission Literacy in Motion	<i>Trustee: Jim Taylor Alternate: Randy Cairns</i>	<i>Assistant Superintendent / Principal (Melinda Dempster)</i>
Principals / Vice-Principals Assoc.	<i>Trustee: Jim Taylor Trustee: Randy Cairns</i>	<i>Principals (Dave Cyr / Kathryn Day)</i>
Trades and Training Advisory Committee	<i>Trustee: Jim Taylor Alternate: Randy Cairns</i>	<i>Assistant Superintendent / Director of Instruction / Principal, Riverside College</i>
University of the Fraser Valley Community Council	<i>Trustee: Jim Taylor Trustee: Randy Cairns</i>	<i>Superintendent / Assistant Superintendent / Director of Instruction</i>

	<b>Trustee Cairns</b>	<b>Trustee Carter</b>	<b>Trustee Loffler</b>	<b>Trustee McKamey</b>	<b>Trustee Taylor</b>
<b><u>Liaison Schools</u></b>					
District of Mission			✓	✓	
Albert McMahon			✓		
Cherry Hill					✓
Christine Morrison				✓	
Deroche		✓			
Dewdney		✓			
Edwin S. Richards			✓		
Hatzic Elementary		✓			
Hatzic Middle		✓			
Hillside Traditional	✓				
Heritage Park Middle			✓		
Mission Central	✓				
Mission Secondary				✓	
Silverdale					✓
West Heights					✓
Windebank			✓		
French Immersion	✓				
Fraserview Learning Centre					✓
Riverside College	✓				
Summit Learning Centre					✓
Facilities				✓	
Transportation				✓	
Board Office & Student Support Services				✓	

# Board of Education Meeting (Regular) January 19, 2016



## ITEM 6.1 Information

TO: Board of Education  
FROM: Education Committee  
SUBJECT: Report – Trustee Loffler

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### Recommendation

**THAT the Board of Education receive Trustee Loffler's verbal Education Committee report for information.**

**ITEM 6.2      Action**

TO:                Board of Education  
FROM:            Education Committee  
SUBJECT:        French Immersion Catchment Boundaries 2016-2017

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**Recommendation**

THAT the Board of Education adopt the Superintendent of School's recommendation to implement the attached Elementary French Immersion school catchment boundaries for Ecole Christine Morrison and Ecole Mission Central for the 2016-2017 school year ensuring the Board's education goals and guiding principles for the two dual-track schools are also met.

**Goal:**

To establish two balanced Elementary School French Immersion populations with similar boundaries and similar instructional times/schedules for students and staff.

**Guiding Principles:**

- a) Provide strong/broad and varied opportunities for both French Immersion and English programs and student activities;
- b) Establishing French Immersion Boundaries that are consistent with the process that was used for neighbourhood schools feeding into Heritage Park and Hatzic Middle schools;
- c) Recognizes walk limits to families living in the neighbourhood areas (students can walk to school);
- d) Provides stability for planning purposes for staffing, budgeting and program development;
- e) To achieve future savings and create efficiencies;
- f) Strengthen teaching resources and collaboration time for teachers in both French Immersion programs;
- g) In dual-track schools, catchment boundaries are established to maintain a balance in the enrolment of both English and French programs;
- h) Parents need catchment information when registering their children for either English or French programs;
- i) Each year, catchment boundaries need to be reviewed to ensure that each school is being utilized to its potential for the regular programs and to ensure the dual-track schools are meeting the Board's expectations.

**Background/Rationale**

- a) Families have clear direction as students live in specific school catchment, providing access to one of two dual track schools;
- b) Minimizes disruption to current school boundaries;
- c) The enrolment projections in Mission indicate that the French Immersion school enrolments will have a closer balance in future years. New housing developments are happening in the Albert McMahon, Windebank, and Mission Central (Cedar Valley Connector) school catchments. There appears to be limited projected growth in the West Heights, Christine Morrison and Cherry Hill areas.

Alignment of Existing Elementary School Boundaries:

**WEST**

- Ecole Christine Morrison
- Cherry Hill
- West Heights
- Silverdale

**EAST**

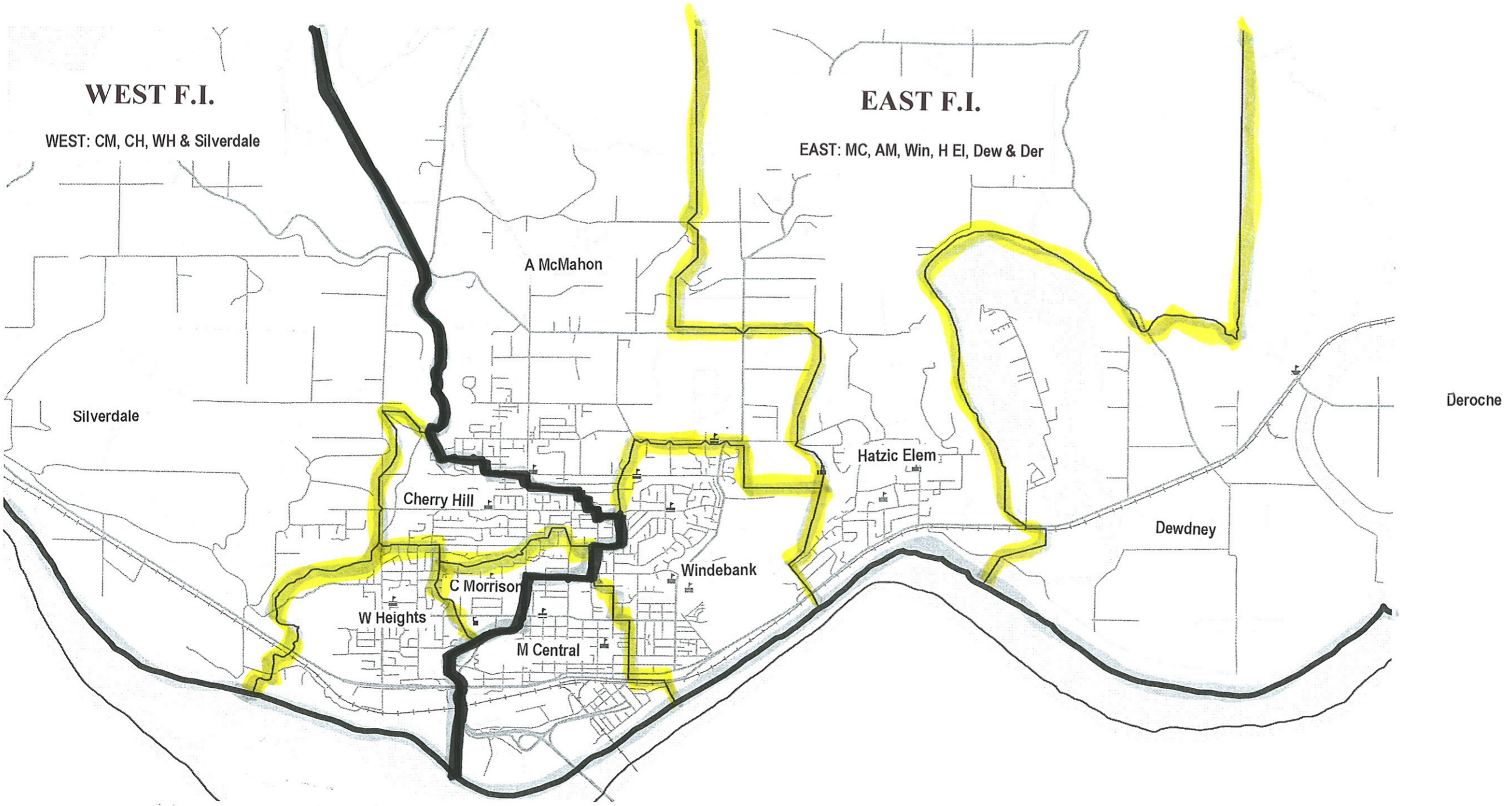
- Ecole Mission Central
- Albert McMahon
- Windebank
- Hatzic
- Dewdney
- Deroche

Elementary Schools/Programs of Choice (no catchment boundaries):

- Edwin S. Richards
- Hillside Traditional Academy

On January 14, 2016, the Superintendent of Schools, together with senior staff met with Ecole Christine Morrison French Immersion parents regarding the balancing of the two dual track French Immersion schools' populations.





**WEST F.I.**

WEST: CM, CH, WH & Silverdale

**EAST F.I.**

EAST: MC, AM, Win, H El, Dew & Der

A McMahon

Silverdale

Deroche

Cherry Hill

Hatzic Elem

Dewdney

W Heights

C Morrison

Windebank

M Central



**ITEM 6.3      Action**

TO:                Board of Education  
FROM:            Education Committee  
SUBJECT:        Policy #41: Protection of Confidential Information

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**Recommendation**

**THAT the Board of Education receive proposed policy #41, *Protection of Confidential Information*, for information and approval to begin the next step of forwarding it to the stakeholders: District Parent Advisory Council (“DPAC”), Principals’ and Vice-Principals’ Association (“PVPA”), Canadian Union of Public Employees (“CUPE”), and the Mission Teachers’ Union (“MTU”) for review and input on the School District website for thirty (30) days.**

The attached draft policy was first viewed and discussed at the November 24, 2015 Board Policy Development Committee and was then brought to the Education Committee on January 5, 2016.

\*\*Draft Policy #41 is attached.

## **PROTECTION OF CONFIDENTIAL INFORMATION**

### **Belief Statement**

The Board recognizes the need to protect personal and sensitive information of individuals in Mission Public Schools. All employees dealing with such matter shall adhere to guidelines and protections of information under the jurisdiction of the *Personal Information Protection Act*,

The responsibilities will be to ensure this information is known only to those authorized to have access and processes are in place to prevent loss or public exposure.

DRAFT

**Date of Board Approval:**

**Date Amended:**

# Board of Education Meeting (Regular)

## January 19, 2016



### **ITEM 6.4      Information**

TO:                Board of Education  
FROM:            Education Committee  
SUBJECT:        District Parent Advisory Council

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The next District Parent Advisory Council is scheduled for January 25<sup>th</sup> at 7:00 in the Library at Mission Secondary School.