

Board of Education Meeting (Public)

Agenda



*Middle School Musical Presentation – Small Gymnasium

Board of Education Meeting

March 28, 2017, 6:30 pm

Hatzic Middle School, Library, 34800 Dewdney Trunk Road, 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. DELEGATIONS/PRESENTATIONS
4. UNFINISHED BUSINESS Page
 - 4.1 Rescind Policy #17: Catchment Areas, Cross Boundary Applications and Programs of Choice 1
5. STAFF REPORTS
 - 5.1 Draft Board of Education Responsibilities Policy Action 5
 - 5.2 Draft Trustee Code of Ethical Conduct Policy Action 9
 - 5.3 Draft Respectful Schools and Codes of Conduct Policy Action 13
 - 5.4 Draft Recruitment and Hiring Policy Verbal Update
 - 5.5 Appointment of Auditor Action 22
 - 5.6 Capital Bylaw No. 17/18-CP-SD75-01 Action 26
 - 5.7 Reporting out from Closed Board Meeting Information
6. NEW BUSINESS
7. MINUTES OF PREVIOUS MEETING
 - 7.1 Board of Education Meeting Minutes: February 21, 2017 32
8. INFORMATION ITEMS
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10. COMMITTEE MINUTES/LIAISON REPORTS
 - 10.1 Committee of the Whole Meeting Minutes: February 14, 2017 69
 - 10.2 Committee of the Whole Meeting Minutes: February 28, 2017 73
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 4.1 Action

TO: Board of Education
FROM: Superintendent of Schools
SUBJECT: Rescinding Policy #17: Catchment Areas, Cross Boundary Applications and Programs of Choice

Recommendation

THAT the *Catchment Areas, Cross Boundary Applications and Programs of Choice* policy #17 be rescinded.

Summary:

After broad committee and public review and consultation, the *Catchment Areas, Cross Boundary, Schools of Choice, and Program of Choice* policy (#300), was approved for implementation at the January 24, 2017 Public Board meeting. This policy replaced original policy #17. As the new policy has been adopted and implemented, it is prudent to rescind the former.

Background:

Policies provide the direction and guidelines necessary to deliver governance and services, and information for all who may be interested in, or connected with, the operation of the School District. All School District policies and administrative procedures are currently under review.

Attachments:

- A. Catchment Areas, Cross Boundary Applications and Programs of Choice - Policy #17

Catchment Areas, Cross Boundary Applications, Programs of Choice and Middle School Catchment

The Board of Education believes in the concept of neighborhood schools designed to meet the general needs of all school-age students in the area.

The Board of Education also believes in the concept of choice programs being available to all students in the district.

General Guidelines

In accordance with the School Act, schools will enroll students in the following descending order or priority:

- A catchment area student who, in the previous school year, attended the school.
- A student assigned by the board to the school.
- A catchment area student.
- A non-catchment area student who, in the previous school year, attended the school.
- A non-catchment area student.
- A non-school district student.

Catchment Areas

Catchment areas are established by the district and made known to parents and students at schools. Catchment areas define the geographical area around the school, and the school becomes the neighborhood school for students residing in the geographical area.

Catchment areas may be amended from time to time as needed.

Cross Boundary Applications

Parents wishing to apply for a cross boundary permit must do so by March 31st for the following school year.

- Cross boundary requests are to be made at the current school of attendance or the neighborhood school by completing a [Cross Boundary Application](#) form.
- Cross boundary applications must be completed for each child in a family.
- If approved, cross boundary applications will be for a period of one year only. Cross boundary applications will need to be re-submitted to the neighborhood school on an annual basis.
- Acceptance of a cross boundary application for one child in a family does not guarantee acceptance for other siblings.

The neighborhood school principal will make a recommendation and then pass the form along to the principal of the cross-boundary school requested.

The principal of the cross-boundary school requested will determine acceptance or denial based upon the criteria listed below.

The principal of the cross-boundary school requested will notify the parent by telephone and then in writing of his/her decision.

Applications will be considered at anytime and approvals will be processed as soon as possible when immediate transfers are requested. Requests for consideration of the next school term may take a few months to process. The district may find it necessary to enroll a student in a school other than the neighborhood facility due to availability of special programs or enrollment restrictions. Such placements shall not be deemed as cross boundary transfers, but rather as district placements. Such placements shall be expected to remain for the duration of the current school year and whenever possible students will be returned to their neighborhood school effective the start of the next school year.

Criteria for Approving Cross Boundary Applications

Principals will either accept or deny an application based upon sufficient space being available at the school. Applicants will be notified by the principal of the choice school on or before June 30th regarding status of application.

In the event that a school is closed by the Board of Education, priority for approval of a cross boundary application may be given to students that have been displaced by the closure. This priority for approval will be limited to the school year immediately following the closure.

Programs of Choice

Parents wishing to enroll their children in a program of choice should register with the school offering the choice program by March 31.

French immersion students should register with their catchment area school by March 31.

Acceptance into a program of choice will be provided based on sufficient space being available and in accordance with the program criteria. Applicants will be notified of status of application by June 30.

Once accepted into a program of choice, annual re-application is not required.

Middle School Catchment

Guiding Principles:

Goal is to establish two balanced Middle School student populations:

- a. Provides strong/broad and varied opportunity for diverse programs, courses and student activities.
- b. Considers walk limits to eliminate the need for bussing to our urban Middle School (all students can walk to school).
- c. Provides stability for planning purposes for staffing, budgeting and program development.
- d. To ensure clear articulation / transition between elementary and middle school.
- e. To achieve future savings and create efficiencies.
- f. Minimizing disruption to current boundaries

Street Boundaries/Elementary School Catchments

Rationale:

- Provides very clear direction. Students either live in the Heritage Park Middle School Catchment area or the Hatzic Middle School Catchment
- Most Grade 6 students have the opportunity to move to Middle School with their classmates
- The majority of students will attend the same school as their siblings and neighbours.
- Exemption granted for students attending Hillside Traditional 2012-2013 allowing these students the choice to attend HPMS.

- Exemption granted for students attending Edwin S Richards 2012-2013 who live in the new Windebank catchment allowing these students the choice to attend HPMS.
- Clarity / Predictability for all students / parents who apply for cross boundaries / or Schools of Choice.
- Choice Schools need to be assigned to a Middle School to help balance the student populations at both schools: the French Immersion Program and the Traditional School assigned to Heritage Park Middle School and the Arts-Based Curriculum School assigned to Hatzic Middle School.
- Clarity / Predictability for all students / parents who apply for cross boundaries / or Schools of Choice.

**Hatzic Middle School
Catchment Schools**

Albert McMahon Elementary
 Cherry Hill Elementary
 Deroche Elementary
 Dewdney Elementary
 Edwin S. Richards Elementary
 Hatzic Elementary
 Silverdale Elementary

**Heritage Park Middle School
Catchment Schools**

Christine Morrison Elementary
 Hillside Elementary
 Mission Central Elementary
 West Heights
 Windebank Elementary

New Procedures

- New busing routes for Cherry Hill, West Heights and Silverdale students.
- New busing pick-up stations for Cherry Hill students.
- Silverdale students changing to a new catchment

Date of Board Approval: September 2008

Date Rescinded: March 28, 2017

Definition:

- *Program of choice – means a district initiated program approved by the board and designated to run in one or more school sites.*
- *School of choice – means a school other than the neighborhood school that parents choose to have the child(ren) attend.*

Legal Reference: School Act, Section 74

Cross Reference: [Transportation Services Policy #18](#)

Board of Education Meeting (Public)

March 28, 2017



ITEM 5.1 Action

TO: Board of Education
FROM: Secretary Treasurer
SUBJECT: Draft Policy – Board of Education Responsibilities

Recommendation:

THAT the draft Board of Education Responsibilities policy be approved in principle, and that the public feedback process be initiated;

AND THAT any recommended revisions from the public feedback be returned to a future Committee of the Whole Meeting for consideration.

Executive Summary:

The attached draft of the Board of Education Responsibilities policy is a revision of the School Board Powers and Duties policy. The revised policy restructures the policy into the format being used for other policies, including the purpose, and revised policy statement, with guidelines.

Background:

The current policy provides direction for the Mission Public School District, as outlined in the *School Act*. The revised policy updates this direction to provide greater clarity for the Board and the public.

Analysis and Impact:

The revised policy does not materially alter the direction outlined in the School Board Powers and Duties policy, however, it does alter the language to better reflect what the scope of the Board from the lens of responsibilities rather than powers.

Strategic Priority:

The Strategic Plan directs the review and revision of policies to contribute to effective governance and operational direction and that policies be reviewed and revised ensuring transparent participation.

Policy, Regulation, Legislation:

The BC *School Act* governs the Mission Public School District, including the activities of the Board. The policies of Mission Public School District must be consistent with the *School Act*. The policy highlights the primary responsibilities of the Board.

Public Consultation:

Upon approval in principal, the School District will gather feedback through a public consultation process that formally refers the draft policy to partner groups for consideration and comment, and places the policy on the School District website.

Tentative Implementation:

Approval in Principle – Board meeting March 28, 2017
Public Consultation review period – March 29 – April 28, 2017
Committee of the Whole review – May 9, 2017
Final Approval – Board meeting May 23, 2017

Attachments:

- A. Draft Board of Education Responsibilities Policy
- B. School Board Powers and Duties Policy

Section:	Foundation	
Title:	Board of Education Responsibilities	20

Purpose

To summarize the responsibilities of the Board of Education of the Mission Public School District.

Policy

The Board of Education of the Mission Public School District provides the governance direction and oversight for the activities of the School District in accordance with the specified powers delegated to the School District by the *School Act*. This includes:

- ensuring the Mission Public Schools provide students with the opportunity for quality public education.
- setting education policies that reflect the aspirations of the community, considering the overall provincial guidelines.
- being accountable to parents, taxpayers, the community and the Province for the public education system for students in the Mission Public School District, including:
 - accountability for the implementation of provincial and local education programs,
 - student access and achievement,
 - employee performance, and
 - the fiscally responsible provision of services.
- securing adequate funding to support quality public education in Mission.

Corporate Board

The Board of Education of School District No. 75 (Mission) is a publicly elected group of five Trustees, elected for a four year term. Four Trustees are elected from the District of Mission electoral area and one Trustee is elected from the Fraser Valley Regional District.

Trustees elected or appointed in accordance with the *School Act* form a corporation under the name “Board of Education, School District No. 75 (Mission)” also known as the Mission Public School District (MPSD).

The Board, as a body, holds the rights, powers, duties and liabilities as prescribed in the *School Act*.

General Guidelines

The Board:

- carries out legislated responsibilities as set forth in the *School Act*.
- sets direction for the School District, reflecting community values.

- sets policy and bylaws to support its goals and provide a framework for the superintendent of Schools to fulfill his/her responsibilities.
- provides direction for communication with education partners and community at large.
- is responsible to oversee and review the governance and administration of the School District quarterly, or other regular basis.

Date of Original Board Approval: September 2008 (Policy 3)

Date Amended:

*Legal Reference: School Act, Part 6, Division 2 - Powers and Duties
Provincial Policy: "Mandate for the School System in the Province of British Columbia" approved by Order in Council 1280/89*

Cross Reference: Policy 40, Board Member Roles and Responsibilities

DRAFT

School Board Powers and Duties

The Board of Education is a publicly elected group of five trustees, which derives its authority from the *School Act*.

The Board of Education will maintain close contact with its educational and electoral community, keep informed of provincial and federal educational policies and be attentive to representation and recommendations from employee groups and delegations of concerned citizens.

The Board of Education will concern itself primarily with broad questions of policy rather than with administrative details.

Corporate Board

The Board of Education of School District No. 75 (Mission) is composed of five trustees elected for a four year term. Four trustees are elected from the District of Mission electoral area and one trustee is elected from the Fraser Valley Regional District.

Trustees elected or appointed in accordance with the *School Act* form a corporation under the name “Board of Education, School District No. 75 (Mission)”.

The corporate board and not individual trustees have the rights, powers, duties and liabilities as prescribed in the *School Act*.

Board of Education Responsibilities

- Carry out legislated duties as set forth in the *School Act*.
- Make decisions as a corporate body.
- Set direction (mission, beliefs and goals) for the school district which reflects community values.
- Develop policy and bylaws which support its mission, beliefs and goals and which provide a framework within which the superintendent of schools can discharge his/her duties.
- Establish effective open communication links with its education partners and community at large.

Date of Board Approval: September 2008

Legal Reference: School Act, Part 6, Division 2 - Powers and Duties

ITEM 5.2 Action

TO: Board
FROM: Secretary Treasurer
SUBJECT: Draft Policy – Trustee Code of Ethical Conduct

Recommendation:

THAT the draft Trustee Code of Ethical Conduct policy be approved in principle and that the public feedback process be initiated;

AND THAT any recommended revisions from the public feedback be returned to a future Committee of the Whole Meeting for consideration.

Executive Summary:

The attached draft of the Trustee Code of Ethical Conduct policy is a revision of the Trustee Code of Ethics policy. The revised policy restructures the policy into the format being used for other policies, including the purpose, and revised policy statement, with ethical conduct commitments for Trustees.

Background:

The current policy provides direction for the ethical conduct of Mission Public School District Trustees, as outlined in the School Act. The revised policy updates this direction to provide greater clarity for the Board and the public. The draft policy was reviewed at the Feb 28, 2017 Committee of The Whole.

Analysis and Impact:

The revised policy does not materially alter the direction for the ethical conduct of Trustees, however, it does alter the language to be better reflect the conduct expected from each Trustee.

Strategic Priority:

The Strategic Plan directs the review and revision of policies to contribute to effective governance and operational direction and for policies to be reviewed and revised ensuring transparent participation.

Policy, Regulation, Legislation:

The BC *School Act* governs the Mission Public School District, including the activities of the Board. The policies of Mission Public School District must be consistent with the *School Act*. The policy highlights the need for ethical conduct of Trustees to support good governance.

Public Consultation:

Upon approval in principal, the School District will gather feedback through a public consultation process that formally refers the draft policy to partner groups for consideration and comment, and places the policy on the School District website.

Tentative Implementation:

Approval in Principle – Board meeting March 28, 2017
Public Consultation review period – March 29 – April 28, 2017
Committee of the Whole review – May 9, 2017
Final Approval – Board meeting May 23, 2017

Attachments:

- A. Draft Trustee Code of Ethical Conduct Policy
- B. Trustee Code of Ethics Policy

Section:	Governance	
Title:	Trustee Code of Ethical Conduct	30

Purpose

To provide guidance and direction for the ethical behaviour and professionalism of Trustees in the fulfilment of their roles and responsibilities.

Policy

Critical trust is invested in the Board by the electorate to govern the affairs and business of the Mission Public School District. Recognizing this, the Trustees commit to conducting the business of the Board in a fair, respectful, and professional manner. This commitment includes using respectful authority and decorum when interacting with other trustees, staff, partner groups, and the community, or when representing the Board of Education or the Mission Public School District.

Trustees will uphold the commitments of the Code of Ethical Conduct policy, and will address any violation of the Code by a Trustee at a closed meeting of the Board.

Ethical Conduct Commitments

Trustees will fulfill their roles and responsibilities as a Trustee of the School District considering the following ethical conduct commitments.

Behaviour:

- Trustees are expected to use respectful behaviour in all School District and community interactions. Trustees are expected to use behaviour that is not disrespectful of others or their opinions.
- Trustees are expected to maintain decorum during all meetings, respecting the protocols of the meeting process and the authority of the Board Chair.
- Trustees will endeavor to work with a spirit of harmony and cooperation in spite of differences of opinion.

Decision making process:

- Trustees are expected to give the opinions and objectives of other trustees, staff, partner groups, and the public, their respect and full consideration.
- Trustees are expected to conclude discussions and reach decisions, only after considering all available information and opinions for each situation. Trustees shall remain open to altering a perspective or an opinion after considering other information received in the discussion process. Trustees shall not have an unreasonable bias or closed mind to an issue.
- Trustees must encourage full and open discussions in all matters. Trustees must not dismiss or disregard others when they submit an opinion that is different or contradicts their own opinion.
- Trustees must not withhold or conceal matters or information from other Trustees that would be of concern to the School District.
- Trustees must cast their vote with honest conviction, and not be influenced by a partisan bias of any kind.

Communications:

- After decisions are reached, Trustees are expected to abide by, uphold, and support the final majority decision of the board. Trustees must not undermine the decisions of the Board, even if the Trustee was opposed to a decision.
- Trustees must not discuss the confidential business of the Board outside of a board or committee meeting.

Conflicts of Interest:

- Trustees are expected to adhere to all applicable legislation regarding conflicts of interest, including the *School Act, Part 5, Conflict of Interest*, and to avoid any actual, perceived, or potential conflicts of interest whenever possible.
- Trustees are expected to declare any conflicts of interests to the Board.
- Trustees are expected to be excused from participating in the decision making process if they are involved in a conflict of interest situation which could compromise the integrity of the School District.

Personal Gain:

- Trustees must not use the schools, any part of the school program, or their position as a Trustee, for personal advantage or for the advantage of friends or family.
- Trustees must declare any gifts received by virtue of holding the office of Trustee of the Board of Education.

Trustee Acknowledgment

Upon being elected to a term as a Trustee for the Mission School District, at the Inaugural Board Meeting, Trustees will be asked to commit to this Code of Ethical Conduct.

Date of Original Board Approval: September 2008 (Policy #5)

Date Amended:

Legal Reference: School Act, Part 5, Conflicts of Interest

Cross Reference: Trustee Election Protocol Administrative Procedure

Trustee Code of Ethics

Policy #5

The Board of Education and trustees will operate in an ethical and businesslike manner. This commitment includes proper use of authority and appropriate decorum when acting on behalf of the Mission Board of Education.

Trustees will:

- Devote time, thought and study to the duties and responsibilities so that they may render effective and credible service.
- Endeavor to work with fellow trustees in a spirit of harmony and cooperation in spite of differences of opinion that may arise during debate. Observe proper decorum and behavior; encourage full and open discussions in all matters with fellow trustees; treat them with respect and consideration; and not withhold or conceal from them any information or matter with which they should be concerned.
- Base individual personal decision upon all available facts in each situation; vote with honest conviction in every case, unswayed by partisan bias of any kind; and thereafter, abide by and uphold the final majority decision of the board.
- Not use the schools or any part of the school program for personal advantage or for the advantage of friends; do everything possible to maintain the integrity, confidence and dignity of the office of school trustee; and resist every temptation and outside pressure to use the position as a trustee to benefit either themselves or any other individual or agency.
- Remember at all times that as an individual, trustees have no legal authority outside the meetings of the board, unless the board has so delegated. Trustee relationships with the school staff, the local citizenry and the media will be conducted on the basis of this fact.
- Not discuss the confidential business of the board outside of a school board meeting or a committee meeting thereof.
- Always bear in mind that the primary function of the board is to establish the policies by which the schools are to be administered, and that the daily administration of the educational program and conduct of school business shall be the responsibility of the superintendent of schools and his/her staff.
- Recognize that the expenditure of school funds is a public trust, and endeavor to see that all such funds shall be expended efficiently, economically and for the best interest of the students.
- Attempt to understand the needs and aspirations of the entire school system and to support effective educational programs for the students.

Upon being elected to a term as trustee for the Mission School District, and as part of the Inaugural Meetings, trustees will be asked to commit to these statements by formally signing a Code of Ethics.

Date of Board Approval: September 2008

Cross Reference: Trustee Election Protocol Administrative Procedure #409

ITEM 5.3 Action

TO: Board of Education
FROM: Secretary Treasurer
SUBJECT: Draft Policy – Respectful Schools and Codes of Conduct

Recommendation:

THAT the draft Respectful Schools and Codes of Conduct policy be approved in principle and that the public feedback process be initiated;

AND THAT any recommended revisions from the public feedback be returned to a future Committee of the Whole Meeting for consideration along with the administrative procedures that incorporates the remaining processes from the current Policy #25 – Respectful Schools, Harassment and Anti-Bullying Policy.

Executive Summary:

School Boards have been directed to include in Codes of Conduct a statement that harassment or discrimination based on sexual orientation or gender identity or expression will not be tolerated. The Respectful Schools, Harassment and Anti-discrimination policy and the Code of Conduct policy are combined, and amended to include this direction. The new policy is in the new policy format, including the purpose of the policy, a revised policy statement, and guidelines.

Background:

The Respectful Schools and Code of Conduct policy directs how codes of conduct are to be developed, based on inclusion, respect, and dignity. It considers Ministerial Order M276/07 regarding codes of conduct, and explicitly outlines what is required in code of conduct policies. The Board policy was revised to include the direction from the Respectful Schools policy to eliminate the duplication.

The draft policy was considered at the February 28, 2017 Committee of the Whole Meeting. While the committee indicated support for moving the revised policy forward, there is hesitation to support approving the policy and rescinding Policy #25 – Respectful Schools, Harassment and Anti-Bullying Policy until the administrative processes are incorporated into the related procedures.

Analysis and Impact:

The updated policy provides direction for all school codes of conduct, considering the respectful schools, harassment and anti-bullying directive. The policy will require most schools to significantly revise their codes of conduct. The employee code of conduct will also need revision.

Policy, Regulation, Legislation:

The BC *School Act* governs the Mission Public School District. The policies of Mission Public School District must be consistent with the *School Act* and Provincial direction.

MPSD currently has a policy statement to address sexual orientation or gender identify in the Boards Sexual Minority – Sexual Orientation – Gender Identity – Anti-Homophobic policy, which is far more explicit than the statement in the Code of Conduct. However, the Province has advised that the School District must still also include the Code of Conduct policy a statement on sexual orientation or gender identity or expression.

Public Consultation:

Upon approval in principal, the School District will gather feedback through a public consultation process that formally refers the draft policy to partner groups for consideration and comment, and places the policy on the School District website.

Tentative Implementation:

Approval in Principle – Board meeting March 28, 2017

Public Consultation review period – March 29 – April 28, 2017

Committee of the Whole review

Final Approval – Board meeting

Attachments:

- A. Draft Respectful Schools and Codes of Conduct
- B. District Code of Conduct Policy
- C. District Respectful Schools, Harassment and Anti-bullying Policy

Section:	Administration	
Title:	Respectful Schools and Codes of Conduct	112

Purpose

To provide direction for employee and student Codes of Conduct in accordance with the *Provincial Standards for Codes of Conduct Order* and *Worksafe BC regulation*.

Policy

The School District is responsible for providing safe, personally secure, and respectful working and learning environments for all employees and all students.

The School District will structure the learning and operating environments to support a safe, personally secure, and respectful environment that is free from harassment, bullying, and discrimination, and where the individual differences of all employees and all students are valued and respected.

The School District will not condone or tolerate any harassing or discriminatory behaviour that undermines dignity, self-esteem or respect of any person interacting with the School District, including members of the public, parents, employees or students.

The School District will not condone or tolerate any harassing, bullying, or discriminatory behavior directed to any person that interacts with the School District due to the persons' race, colour, ancestry, place of origin, religion, political affiliation, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or that group or class of persons.

The School District supports respectful schools and a respectful workplace through codes of conduct to guide the behavior of students and employees.

General Guidelines

1. The Board, employees, and students share the responsibility of maintaining a safe, personally secure, and respectful environment that is free from harassment or discrimination.
2. Student Codes of Conduct:
 - a. Each school must develop a student code of conduct.
 - b. The code of conduct must be developed in consultation with employees, parents and students.
 - c. The code of conduct must include:
 - i. A purpose statement that provides the rationale for the code of conduct, focusing on providing a safe, caring, respectful, and orderly school environment;
 - ii. A statement regarding acceptable behaviours;
 - iii. A statement regarding unacceptable behaviours, including bullying, cyberbullying, harassing intimidation, threatening or violent behavior; include unacceptable discriminatory behaviours with respect to the prohibited grounds

- set out in section 7 and 8 of the Human Rights Code, as well as sexual orientation, gender identity or expression;
- iv. A statement that the student code of conduct is applicable while at school, at a school-related activity, or in other circumstances that would have an impact on the school environment;
 - v. A statement specifying consequences for unacceptable behaviour. The consequences must consider the students ages, maturity, or special needs and
 - 1. focus on consequences that are restorative rather than punitive; and
 - 2. include special considerations for students with special needs who are unable to comply with the code of conduct due to disability of an intellectual, sensory, emotional or behavioural nature.
 - vi. A procedure for investigating any reported violations of the code of conduct.
 - vii. Reasonable steps to prevent retaliation against a student who has filed a complaint of a breach of the code of conduct.
- d. The code of conduct must be:
- i. Displayed in a prominent place in the school
 - ii. Available to the public;
 - iii. Distributed to students, parents of students, and employees of the school at the beginning of every school year;
 - iv. Be provided to new students and employees who transfer to the school partway through the year.
- e. The code of conduct must be reviewed annually to assess the effectiveness of the code in addressing school safety issues.
3. Employee Code of Conduct
- a. The School District must develop an employee code of conduct
 - b. The code of conduct must be developed in consultation with the District Joint Occupational Health and Safety Committee, the Mission Teachers Union (MTU) and the Canadian Union of Public Employees Local 593 (CUPE).
 - c. The code of conduct must be consistent with the collective agreements between School District No. 75 (Mission), and MTU and CUPE.
 - d. The code of conduct must include:
 - i. A purpose statement that provides the rationale for the code of conduct, focusing on providing a safe and healthy work environment;
 - ii. A statement regarding acceptable behaviour;
 - iii. A statement regarding unacceptable behaviours, including bullying, cyberbullying, harassing intimidation, threatening or violent behavior; include unacceptable discriminatory behaviours with respect to the prohibited grounds set out in section 7 and 8 of the Human Rights Code, as well as sexual orientation, gender identity or expression;
 - iv. A statement regarding a safe work environment and compliance with the *Workers Compensation Act* and regulations;
 - v. A statement that the code of conduct is applicable while at work, at a work-related activity, or in other circumstances that would have an impact on the work environment;
 - vi. A statement specifying consequences for unacceptable behaviour.
 - vii. A procedure for investigating and dealing with any reported violations of the code of conduct.

- viii. Reasonable steps to prevent retaliation against an employee who has filed a complaint of a breach of the code of conduct.
- e. The code of conduct must be:
 - i. Available to the public;
 - ii. Distributed to all employees;
- f. The code of conduct must be reviewed annually, considering the steps taken to prevent or minimize workplace bullying and harassment, the reporting procedures, and the processes used to deal with incidents and complaints.

Date of Original Board Approval: Code of Conduct - February 2009 (Policy 19)
Respectful Schools, Harassment and Anti-bullying - June 2013 (Policy 25)

Date Amended: , 2017

Legal Reference: *Provincial Standards for Codes of Conduct Order – (M276/07)*
Workers Compensation Act – Section 115
OHS Regulation

Cross Reference: [Sexual Minority Policy](#)
[Respectful Workplace Procedure](#)
[Employee Code of Conduct](#)
[Specific School Code of Conduct](#)

District Code of Conduct

The Board of Education expects that all individuals within the school community will conduct themselves in an appropriate manner at all times modeling communication that is respectful, responsible; mindful of individual rights, beliefs, view-points and cultures inherent in a democratic and pluralistic society.

Specifically, the Board of Education expects and encourages the following behavior:

RESPECT – that all individuals show respect for others including respects for their rights, beliefs, ideas and property.

RESPONSIBILITY – that all individuals act responsibly and assume responsibility for their actions.

QUALITY – that all individuals strive for high standards of achievement and behavior.

HONESTY – that all individuals act toward each other in an open and honest manner that stresses truth, justice and fair-play.

ATTITUDES – that all individuals approach their responsibilities with a positive, caring and diligent attitude.

Further, the Board of Education is committed to providing a working and learning environment free from discrimination and harassment in which the individual differences of all employees and students are valued and respected. The Board of Education believes that discrimination and harassment can be prevented through respectful communication. All staff and students share responsibility in maintaining this type of environment. The Board of Education will not condone or tolerate any discrimination or harassment that undermines dignity, self-esteem and respect of any staff member or student. The Board of Education has adopted a set of procedures for dealing with harassment in the workplace and schools.

The Board of Education believes that it is a responsibility of the school district in partnership with the family and community-at-large to modify unacceptable student behavior. In this regard, the Board of Education has adopted a set of standards and guidelines for student conduct and behavior management.

Date of Board Approval: February 2009

*Cross Reference: [Respectful Schools Administrative Procedure #111](#)
[Respectful Workplace Administrative Procedure #405](#)
[Student Conduct Standards and Behavior Management Administrative Procedure #114](#)*

Respectful Schools Harassment and Anti-Bullying

The Board of Education mandates the purpose of this policy is to ensure to all students, staff, volunteers, parents, contractors, elected officials and employees work and attend Mission Public Schools are provided with an educational or work environment which is free from any form of discrimination, harassment or bullying. It is also the Board's expectation that all parties will be treated with dignity and respect. The policy also underlines the seriousness of inappropriate behaviours in our schools or work sites. The Board strongly urges all parties to work toward the elimination of harassment or inappropriate behaviours. It is further declared the Board believes there is no acceptable level of inappropriate behavior or actions by any party.

In the context of this policy, the person filing a complaint shall be referred to as the complainant and the alleged harasser (sometimes referred to as bully) shall be referred to as the respondent.

This policy shall apply to all Mission Public School buildings, worksites, vehicles, and includes areas like cafeterias, sport fields, gyms, events, or any other school activity. This policy also covers harassment (at times referred to as bullying) that happens away from the school setting or workplace or by way of social or electronic media if it has a negative effect on school or work relationships.

The Board of Education believes violation of any prohibited grounds of discrimination will not be tolerated.

Types of School Environment Harassment

1. Harassment (at times referred to as bullying) within the Human Rights Code

- Race
- Place of origin
- Colour
- Ancestry
- Political belief – in employment only, employment ads. and membership in a union or occupational association
- Religion
- Age (if you're 19 and above)
- Sex (Including pregnancy and childbirth)
- Sexual orientation
- Marital status
- Family status
- Criminal or summary convictions – in employment only
- Physical disability (Including dependence on alcohol or drugs, HIV & Aids)
- Mental disability
- Retaliation (taking action against a person who complained to the Tribunal, was named in a complaint, was a witness, or helped someone with a complaint)

2. Harassment (at times referred to as bullying) outside of the Human Rights Code

Harassment is any comment or conduct that is known or ought reasonably to be known to be unwelcome, which serves no legitimate school or work related purpose and which:

- Denies individual dignity and respect
- Detrimentially affects students or employees within the school environment
- Has adverse job related consequences

Bullying is typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation.

3. Poisoned School/Work Environment

Where there is a focused pattern of behaviour or a broader systemic problem that exists and is tolerated, participated in, or condoned by those employees, students or others in the school district, and that created an environment that harasses or causes persons in the environment to be treated with disrespect or discrimination as prohibited by 1 and 2 above, and the administration participates and/or condones and/or takes no action to end the harassment it shall be acknowledged as a poisoned school/work environment.

While the following is not an exhaustive list, harassment (at times referred to as bullying) under all definitions may include:

- Verbal abuse or threats
- Unwelcome remarks, jokes, innuendoes or taunting about a person's body, attire, age, marital status, ethnic or national origin, religion, sexual orientation, mental characteristics, etc.
- Displaying pornographic, racist, or other offensive or derogatory pictures
- Practical jokes which cause awkwardness or embarrassment
- Unwelcome invitations or requests, whether indirect or explicit or intimidation
- Leering or other gestures
- Unnecessary physical contacts such as touching, patting, pinching, punching
- Physical assault
- Abuse of authority
- Social media abuse or harassment

Guidelines for Dealing with Harassment (at times referred to as bullying)

- Keep a record (noting dates, times, locations, witnesses and number of incidences).
- Advise the respondent to stop or have someone else advise him or her verbally or in writing.
- To initiate a complaint or for information contact: your principal, district superintendent, union representative or school counselor.

These are only guidelines and should not prohibit complaints being made that have failed to follow any or all of the above.

Complaint Procedure

An investigation will take place immediately, commencing in all cases no later than ten days subsequent to a complaint. This may include interviews of the complainant, the respondent and any witnesses, with information being shared in confidence by administrator or an independent investigator assigned to the policy with persons deemed necessary. Interview time and location will recognize the need to maintain confidentiality.

1. Procedure for Dealing with Complainant

- Listen to complaint
- Take the matter seriously
- Find out what the complainants expectation is (what do they want to have happen)
- Obtain permission to go forward (if appropriate)
- Explain what is going to happen next (depends on expectations)
- Contact administrator responsible for policy to initiate investigation

2. Procedure for Dealing with Respondent

- Administrator/councilor to talk to respondent
- Advise of the right of union representation for bargaining unit
- Advise of right to provide explanation and to be given proper consideration of those explanations
- Advise not to discuss the matter with anyone outside the complaint (this includes electronic or social media)
- Discuss the allegation(s)
- Listen to the respondent
- Talk about aspects of retaliation
- Determine a plan of action
- Inform both parties, their supervisors, parents and the administrator responsible for the policy.

3. Procedure for Dealing with Poisoned School Environment

- A complainant, administrator/manager, or a co-worker, or fellow student, or any combination thereof may initiate a complaint:
- Contact school principal, manager or administrator responsible for the policy, who will initiate an investigation
- There may be a requirement for involvement of higher levels of management or administration and the union to set up an action plan.

The administrator responsible for the policy or the district superintendent may identify a poisoned school/work environment through either a series of complaints or through ongoing monitoring in a school or workplace setting after an individual complaint has been resolved.

This policy in no way denies an individual the right to access legal counsel or in the case of criminal situations the aid of police and justice services.

(The policy should have a trained designated administrator or in case of perceived conflict an independent investigator to perform investigative and perform education duties to employees and students so all in the Mission School District understand the policy and impacts of harassment/bullying in schools and workplaces.)

Date of Board Approval: June 2013

Date Amended: February 16, 2016

ITEM 5.5 Action

TO: Board of Education
FROM: Secretary Treasurer
SUBJECT: Appointment of Auditor

Recommendation:

THAT KPMG LLP be appointed as the external auditor for the School District's Financial Statement Audit for the year ending June 30, 2017;

AND THAT a public Request for Proposals be issued for Annual Financial Statement Auditing Services beginning with the 2017/2018 School Year.

Summary:

Annually, the School District must prepare financial statements that summarize the financial transactions of the School District in accordance with recognized accounting standards, and direction from the Province of BC. These financial statements must be audited by accounting firm that is authorized to conduct financial audits. In accordance with the legislation, the Board must approve the appointment of the Auditor.

Background:

In 2010, the Board appointed KPMG LLP as the auditor for the School District for a five year period. A two year extension was provided for the years 2014/2015 and 2015/2016. As such, the contract for services has expired. In order to prepare for the 2016/2017 audit, the Board must approve an auditor.

Options:

- Option 1. Appoint KPMG as the auditor for 2016/2017
- Option 2. Issue a Request for Quotations for the 2016/2017

Analysis and Impact:

- Option 1. The cost of audit services by KPMG for 2015/2016 was \$19,850. The audit fees for 2016/2017 are quoted at \$20,250 which represents a 2% increase year over year. KPMG is familiar with the School District, and is able to conduct the audit with minimal preparation time.
- Option 2. Issuing an RFP for audit services would take at least 30 days, leaving less than two months before the audit work would begin. This leaves minimal time for an audit team to prepare for an audit, which would be expected to impact the cost of the audit for the 2016/2017 year.

Strategic Priority:

The annual Financial Audit is not directly tied to the Strategic Plan, although the process ensures the School District is accountable for the financial decisions made to provide education services.

Policy, Regulation, Legislation:

Division 8 of the *School Act* directs the accounting and auditing requirements for School Districts. The pertinent information regarding the auditors is attached.

Public Participation:

The public is not formally involved in the audit process, although the results of the audit will be provided to the public during an open public meeting, with the auditor providing the results of the audit.

Attachments:

School Act Excerpt – Accounts and Audits

Implementation of recommendation:

1. Award a contract to KPMG for the 2016/2017 yearend audit of the financial statements.
2. Issue an RFP for a five-year financial statement audit services for the years 2017/2018 to 2021/2022 in July 2017.
3. Appoint the auditor in the fall of 2017, after receipt of 2016/2017 audit results.

**Report to the Board – Appointment of Auditor
Attachment #1 – School Act Excerpt**

Appointment of auditor

- 158** (1) Unless the Auditor General is appointed in accordance with the *Auditor General Act* as the auditor of the board of a school district, the board of the school district must appoint an auditor to audit the accounts of the board.
- (2) The auditor appointed by the board must be a person who is a member or a partnership whose partners are members in good standing of the Chartered Professional Accountants of Canada or the Organization of Chartered Professional Accountants of British Columbia.
- (3) If a board fails or neglects to appoint an auditor and the Auditor General is not appointed in accordance with the Auditor General Act, the minister may on one month's notice to the board appoint an auditor.
- (4) The board must pay the auditor's remuneration.
- (5) Sections 159 and 160 do not apply if the auditor of the board of a school district is the Auditor General appointed in accordance with the *Auditor General Act*.

Rescission of auditor's appointment

- 159** (1) The secretary treasurer of each board must promptly notify, in writing, the auditor and the minister of an appointment made under section 158 (1) and of the rescission of the appointment.
- (2) If an auditor's appointment is rescinded, the auditor may, within one month of notification of the rescission, appeal the rescission to the minister, who may confirm or set aside the rescission.
- (3) An appeal under subsection (2) must be in writing and a copy of the written appeal must be filed by the auditor with the secretary treasurer.
- (4) The board must not appoint another auditor until the time allowed for an appeal by the auditor has elapsed or, if an appeal has been made, until the appeal has been dealt with by the minister.
- (5) The rescission of the appointment of an auditor is not effective until a successor has been appointed.

Minister may remove auditor

- 160** (1) If the minister believes an auditor has acted in a negligent manner, the minister may require the board to rescind the appointment and appoint another auditor.
- (2) An auditor whose appointment is rescinded under subsection (1) may appeal within 10 days against the order of the minister to the Lieutenant Governor in Council, who may confirm or set aside the order of the minister.

Duties of auditor

- 161** (1) In addition to any terms of an auditor's appointment, the auditor
- (a) must make an examination that will enable the auditor to report to the board as required under paragraph (d),
 - (b) has a right of access at all times to every record of the board other than a student record or a record referred to in paragraph (d) of the definition of "student record",
 - (c) may require from trustees or officers or employees of the board and from any other persons any information or explanation necessary to complete the audit, and
 - (d) must submit a report to the board respecting the annual financial statements referred to in section 157.
- (2) The auditor must report to the board any disbursement, expenditure, liability or other transaction that exceeds the authority of the board under this or any other enactment.
- (3) In addition to the examination and reports required by this section, the minister or the board may at any time require further examinations and reports from the auditor that are considered necessary, and the auditor on his or her own initiative may make any further examinations or reports considered advisable.

- (4) The auditor must forward to the minister a copy of every report made by the auditor to the board or to an official of the board.

Auditor to report irregularities

- 162** (1) The auditor must report in writing to the board and the minister
- (a) any expenditure that has not been recorded by the board in accordance with the requirements imposed under section 156 (1) (b),
 - (b) any irregularity respecting the assets, liabilities, accounts, funds or financial obligations of the board,
 - (c) the name of any person that the auditor considers responsible for an irregularity referred to in paragraph (b), and
 - (d) any sum that ought to have been but was not brought into account.
- (2) On application by a person named by the auditor in a report under subsection (1), the auditor must state in writing his or her reasons for that part of the report concerning the named person.
- (3) When the board receives a report under subsection (1), it must promptly bring the matter to the attention of the appropriate police authorities and may commence proceedings to recover any loss or damage.

Unauthorized expenditures

- 163** (1) If the auditor considers that an expenditure is not authorized by any enactment, the auditor must report the unauthorized expenditure to the board and any other person considered appropriate.
- (2) A person who believes or has reason to believe that a proposed expenditure is not authorized by an enactment and who authorizes or permits the expenditure is, on proof that the expenditure is not authorized by an enactment, guilty of an offence.

Duty to assist auditor

- 164** Every trustee and every officer or employee of the board must make available all records required by the auditor, and must give the auditor every reasonable assistance and furnish the information and explanations concerning the affairs of the board that the auditor considers necessary to complete the audit.

Auditor's power to obtain records

- 165** (1) For the purposes of an audit under this Act, the auditor may, in writing, require any person holding or accountable for records, money or securities
- (a) to produce the records, money or securities, and
 - (b) to appear before the auditor and make and sign a declaration as to the accuracy of the records so produced.
- (2) A person who neglects or refuses to comply with the auditor's requirements under subsection (1) commits an offence.
- (3) A person who makes or signs a declaration under subsection (1), knowing it to be false, commits an offence.
- (4) The auditor must not, without the approval of the board or an order of a court, remove any records, money or securities from the office of the board or other place where they are kept.
- (5) An auditor who contravenes subsection (4) commits an offence.

Elector may object

- 166** (1) An elector of the school district may deliver to the auditor a written objection respecting any item of account or other matter relating to an audit so long as the objection is delivered within 3 months after the publication of the auditor's final report.
- (2) On receipt of an objection under subsection (1), the auditor must notify the elector and the board of a time and place for dealing with the objection.
- (3) This Part must not be construed to prevent an elector, or a group of electors, from exercising any right to take action for recovery on behalf of the school district.

ITEM 5.6 Action

TO: Board of Education
 FROM: Secretary Treasurer
 SUBJECT: Capital Bylaw 17/18-CP-SD75-01

Recommendation

That the Board approve the following resolutions:

THAT the required three (3) readings for Capital Bylaw No. 17/18-CP-SD75-01 be carried out at one meeting.

THAT the first reading of Capital Bylaw No. 17/18-CP-SD75-01, a bylaw for the 2017/2018 Capital Plan, be approved.

THAT the second reading of Capital Bylaw No. 17/18-CP-SD75-01 be approved.

THAT the third and final reading of Capital Bylaw 17/18-CP-SD75-01 be approved.

Executive Summary

On September 29, 2016, the School District submitted the 17/18 Five-Year Capital Plan. On March 17th, the School District received approval for three projects and the purchase of one bus. The Bylaw provides the authorization to proceed. Once approved, and accepted by the Ministry, the School District will receive funds for the projects.

Background:

On March 17, 2017, the School District received approval of the Capital Plan Submission. The Ministry of Education (“Ministry”) reviewed all Five-Year Capital Plan submissions across the participating 60 School Districts to determine priorities for available capital funding in the programs of:

- Seismic Mitigation & Safety
- Building Envelope
- Bus Replacement
- Expansion
- Carbon Neutral Capital
- School Enhancement

Analysis and Impact:

The Ministry confirmed its support in the School District’s ongoing project development, and approved the following:

SCHOOL PROJECTS		
Edwin S. Richards	School Enhancement – Heating and Ventilation Upgrades	Proceed to design, tender and construction and complete by March 2018
École Mission Central	School Enhancement – Heating and Ventilation Upgrades	Proceed to design, tender and construction and complete by March 2018
École Heritage Park	School Enhancement – Heating and Ventilation Upgrades	Proceed to design, tender and construction and complete by March 2018
BUS REPLACEMENT PROJECTS		
Bus / Fleet # 2750	D (80+RE) 0 Wheelchair Option	Proceed to ordering the school buses between February 27, 2017 and April 28, 2017, through the list of approved vendors available at the ASTSBC website www.astsbc.org

Policy, Regulation, Legislation:

In 2016, the Ministry revised the procedures for the Annual Capital Plan Bylaw, eliminating the need for separate Bylaws for each individual capital project. As such, the approved Ministry funded capital projects are included in the bylaw.

In accordance with the requirements of the *School Act*, a Bylaw of the Board must be given three (3) distinct readings. The Board must not give a Bylaw more than two (2) readings at any one meeting unless the members of the Board who are present at the meeting unanimously agree to give the Bylaw all three (3) readings at that meeting.

A copy of the Bylaw to be forwarded to the Ministry is attached.

Public Consultation:

If a written or printed copy of a Bylaw is in the possession of each Trustee and is available to each member of the public in attendance at the meeting at which the Bylaw is to be read, a reading of a Bylaw may describe the Bylaw by (a) its title, and (b) a summary of contents.

If these copies are not available to Trustees and the public, then the Bylaw must be read out in full at each reading of the Bylaw.

Each Trustee and member of the public will receive a printed copy of the Capital Bylaw No. 17/18-CP-SD75-01 at the meeting.

Attachments:

- A. Capital Bylaw 17/18-CP-SD75-01
- B. Capital Response Letter dated March 17, 2017
- C. Five-Year Capital Plan 2017/2018 – 2021/2022

CAPITAL BYLAW NO. 17/18-CP-SD75-01
CAPITAL PLAN 2018/19

A BYLAW by the Board of Education of School District No. 75 (Mission) (hereinafter called the "Board") to adopt a Capital Plan of the Board pursuant to Sections 143 (2) and 144 (1) of the *School Act*, R.S.B.C. 1996, c. 412 as amended from time to time (called the "*Act*").

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved the Board's Capital Plan.

NOW THEREFORE the Board agrees to the following:

- (a) authorizes the Secretary-Treasurer to execute project agreements related to the expenditures contemplated by the Capital Plan;
- (b) upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete each Project substantially as directed by the Minister;
- (c) observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project(s); and,
- (d) maintain proper books of account, and other information and documents with respect to the affairs of the Project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board approved by the Minister that specifies the supported projects in the Ministry's letter of March 17, 2017 from the 2017/18 Five-Year Capital Plan is hereby adopted.
- 2. This Bylaw may be cited as School District No. 75 (Mission) Capital Bylaw No. 17/18-CP-SD75-01.

READ A FIRST TIME THE 28th DAY OF MARCH, 2017;
READ A SECOND TIME THE 28th DAY OF MARCH, 2017;
READ A THIRD TIME, PASSED AND ADOPTED THE 28th DAY OF MARCH, 2017.

CORPORATE SEAL

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 75 (Mission) Capital Bylaw No. 17/18-CP-SD75-01 adopted by the Board the 28th day of March, 2017.

Secretary-Treasurer



March 17, 2017

Ref: 192579

To: Secretary-Treasurer and Superintendent
School District No. 75 (Mission)

Re: Ministry Response to the Annual Five-Year Capital Plan Submission

This letter is in response to the Board of Education's Annual Five-Year Capital Plan submission and provides direction as to the next steps for advancing capital projects that align with provincial capital priorities.

The Ministry reviewed all of the Five-Year Capital Plan submissions across the participating 60 school districts to determine priorities for available capital funding in the following Ministry programs:

- Seismic Mitigation
- Expansion
- Building Envelope
- Carbon Neutral Capital
- School Enhancement
- Bus Replacement

I am pleased to advise Ministry support for advancing project development or delivery of the following projects:

SCHOOL PROJECT(S)		
School Name	Program & Project Type	Next Steps & Timing
Edwin S. Richards Elementary	School Enhancement – Heating and Ventilation Upgrades	Proceed to design, tender & construction and complete by March 2018
Mission Central Elementary	School Enhancement – Heating and Ventilation Upgrades	Proceed to design, tender & construction and complete by March 2018
Heritage Park Middle	School Enhancement – Heating and Ventilation Upgrades	Proceed to design, tender & construction and complete by March 2018

.../2

BUS REPLACEMENT PROJECT(S)		
Existing Bus - Fleet #	Replacement Bus Type	Next Steps & Timing
2750	D (80+RE) 0 Wheelchair Option	Proceed to ordering the school buses between February 27, 2017 and April 28, 2017, through the list of approved vendors available at the ASTSBC website http://www.astsbcc.org

Follow-up meetings will be scheduled by your assigned Regional Director to confirm scope, schedule, budget and the terms of project approval for the projects listed above. **No work or expenditures may proceed without a signed Capital Project Funding Agreement (CPFA), Annual Program Funding Agreement (APFA), or other formal authorization from the Ministry.**

As a brief follow-up from the previous year, the Ministry has revised the procedures regarding capital bylaws and approved Five-Year Capital Plans. The requirement for the Boards of Education to adopt a capital bylaw for each individual capital project has been eliminated. Instead, the Board may adopt a single Capital Bylaw for its approved 2017/18 Five-Year Capital Plan, in accordance with s. 143 of the *School Act*. For additional information, please visit the Capital Bylaw website at:

<http://www2.gov.bc.ca/gov/content/education-training/administration/resource-management/capital-planning/capital-bylaws>

You can expect to receive the Capital Plan Instructions for your 2018/19 Annual Five-Year Capital Plan Submission by March 31, 2017, and the deadline for submission will be June 30, 2017.

Should you have any questions regarding the Ministry's Capital Plan process, please do not hesitate to contact your Regional Director, Mora Cunningham at Mora.Cunningham@gov.bc.ca.

Thank you for your dedication to the students of the Mission School District.

Sincerely,



Ryan Spillett
Executive Director, Capital Delivery Branch
Capital Division

Cc: Mora Cunningham, Regional Director, Capital Delivery Branch
Nancy Dubé, Planning Officer, Capital Delivery Branch

Appendix "A"
Mission Public School District #75
Five Year Capital Plan 2017/2018 - 2021/2022
September 20, 2016

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
SMP - SEISMIC MITIGATION					
1 Mission Secondary - shop wing only. Risk = High 3				tbd	
NEW SCHOOL, ADDITIONS, & SITE ACQUISITION (EXP)					
1 McMahan Addition				tbd	
2 Mission Secondary Addition					tbd
SCHOOL REPLACEMENT (REP)					
1 Hatzic Elementary					tbd
BUILDING ENVELOPE PROGRAM (BEP)					
1 McMahan Elementary				\$1,900,000	
2 Dewdney Elementary					\$600,000
SCHOOL ENHANCEMENT PROGRAM (SEP)					
1 Edwin S. Richards Elem Replace boiler	\$440,000				
2 Mission Central Elem Replace boiler	\$320,000				
3 Heritage Park Middle Replace heating plant	\$570,000				
4 Dewdney Elem Replace boiler and DHW	\$320,000				
5 West Heights Elem Replace old furnaces	\$240,000				
CARBON NEUTRALCAPITAL PROGRAM (CNCP) (Program ends 31 March 2019 - 2 more years)					
1 Windebank Elementary Boiler Replacement	\$375,000				
2 West Heights Elementary Upgrade exterior wall and parking lights to LED	\$12,000				
3 Hatzic Middle Upgrade exterior wall and parking lights to LED		\$39,000			
BUS REPLACEMENT PROGRAM (BUS)					
1 Bus Replacement Four	Costs assigned by the Ministry as per the provincial contract				

Board of Education Meeting (open to the public)

Minutes



Board of Education Meeting
February 21, 2017 6:30 pm
Silverdale Elementary School – 29715 Donatelli Avenue, Mission, BC

Members Present:

Chair Rick McKamey
 Vice-Chair Tracy Loffler
 Trustee Randy Cairns
 Trustee Shelley Carter

Staff Present:

Superintendent Angus Wilson
 Secretary Treasurer Corien Becker
 Assistant Superintendent Larry Jepsen
 Executive Assistant Tracy Orobko (Recorder)

Absent: Trustee Jim Taylor

1. Call to Order

The meeting was called to order at 6:35 pm by the Board Chairperson. The Chair acknowledged the meeting was being held on un-ceded territory of Sto:lo Nation People. 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

One additional item:

9.3 Correspondence: February 20, 2017: Ministry of Education – *Student Learning Grant*

MOVED and seconded that the Agenda be approved as amended.

CARRIED

3. Delegations/Presentations

The Chair reported on the school tour that occurred prior to the meeting. Appreciation was shown to Principal, Rob Clark and the Staff for their success with Makerspace – A new kind of hands-on learning experience.

4. Unfinished Business

N/A

5. Staff Reports

2016/2017 Amended Budget

MOVED and seconded that the following resolutions be approved:

MOVED and seconded that the required three (3) readings and adoption of School District No. 75 (Mission) Amended Annual Budget Bylaw for fiscal year 2016/2017 be carried out in one meeting.

CARRIED

MOVED and seconded that School District No. 75 (Mission) Amended Annual Budget Bylaw for fiscal year 2016/2017 be approved as read a first time.

CARRIED

MOVED and seconded that School District No. 75 (Mission) Amended Annual Budget Bylaw for fiscal year 2016/2017 be approved as read a second time.

CARRIED

MOVED and seconded that School District No. 75 (Mission) Amended Annual Budget Bylaw for fiscal year 2016/2017 be approved as read a third time and finally adopted.

CARRIED

2017/2018 Preliminary Budget

The Secretary Treasurer introduced the framework for the budget process. The Board agreed to add “2S” to LGBTQ.

The Secretary Treasurer introduced a new timeline.

MOVED and seconded that the following Board direction be considered with the preparation of the 2017/2018 Preliminary Budget:

1. That the process include formal student input;
2. That the budget include a plan for Solar Arrays, including a plan for funding;
3. That the budget consider a program for hungry children: Deroche / Chehalis;
4. That the budget consider the needs identified by the LGBTQ_{2S} community;
5. That the Budget reflect increased funding for teacher recruitment / qualifications assistance / building capacity to fill vacancies, and focus on attraction / retention;
6. That a plan be developed to communicate with staff and public regarding the pending technology improvements plan.

CARRIED

Motion for the BC School Trustees' Association: Amendments to the BC School Act

A number of motions have been proposed and moved forward to BCSTA's upcoming AGM.

MOVED and seconded that the following resolution be submitted to the BC School Trustees' Association (“BCSTA”):

MOVED and seconded that the Provincial Government revise the British Columbia School Act to reflect that in the event a Board of Education or individual is removed or fired, that a By-Election will be held within six (6) months of the removal or termination.

CARRIED

2017/2018 Distributed Learning and School District Calendars

The Superintendent introduced the calendar which is in collaboration with Abbotsford, Chilliwack, and Fraser Cascade and Langley. The minutes do not change so bells will not change.

MOVED and seconded that the proposed 2017/2018 School District Calendar be approved for submission to the Ministry of Education and implementation for the next school year; and

THAT the proposed 2017/2018 Distributed Learning Calendar be approved for submission to the Ministry of Education and implementation for the next school year.

CARRIED

Reporting out from the Closed Meeting

The Superintendent reported on:

- Property, facility capacity Matters, lease proposals, and personnel Matters.

6. New Business

N/A

7. Minutes of Previous Meeting

MOVED and seconded that the Board of Education meeting minutes of January 24, 2017, be approved as presented.

CARRIED

8. Information Items

District Parent Advisory Council Update

The written report was attached to the Agenda.

9. Correspondence

January 30, 2017: School District No. 42 (Maple Ridge-Pitt Meadows) – *Property Disposal*;
February 3, 2017: Ministry of Education – *Administrative Savings*;
February 20, 2017: Ministry of Education – *Student Learning Grant*.

10. Committee Minutes/Liaison Reports

Committee of the Whole Meeting minutes: January 10, 2017

Committee of the Whole Meeting minutes: January 31, 2017

Trustees Reported on:

- Rural Education Forum in Chilliwack;
- BC School Trustee's Association Provincial Council – *Report to be provided by Trustee Carter*
- Professional Development Day
- Women in Trades Training
- Elders' Meeting
- Siwal Si'wes Meeting
- Intergenerational Workshop
- DPAC meeting
- Therapy Dogs at MSS
- Meeting with MLA Simon Gibson re: Growth, Space and Capacity Issues
- Volleyball volunteers

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.

Minutes



Question: Will there be changes in regard to the amended budget process and information gathering?

Response: There will not be a lot of changes in staffing levels – the majority is due to additional teachers, EAs and other supports in response to the Supreme Court ruling. Major recommendations will be brought forward to preliminary budget.

Comment: Concerns expressed regarding changes to the custodial budget; and the need for more secretaries at the Middle School levels; (CUPE) does not appreciate management meeting with staff without representation.

Response: No response.

Question: What are the changes in the expense amendments in the amended budget?

Response: Those changes were changes to teachers and support staff. It relates to contract language and is a non-discretionary item line.

12. Adjournment

**MOVED and seconded that the meeting adjourn at 7:15 pm.
CARRIED**

Chairperson

Secretary Treasurer

DPAC Meeting, February 20th 2017

Location: Riverside College

Meeting commenced at 7:07 PM

Brief Introduction of Riverside College by Wade Peary, Principal.

Attendees Present: (see far bottom)

Regrets: Sheneal Anthony

Correspondence: BC Teacher Magazine, Enrolment Summary, Agenda for School Board Meeting

Adoption of Minutes: Clare motioned; Dionne seconded; Vote: Unanimous approval.

Adoption of Agenda: Raymond motioned; Destiny seconded; Vote: Unanimous Approval

Superintendent's Report

- ^ New Vice Principals are in place and they are doing great
- ^ Leadership group with teachers, VPs, etc. - another meeting this Thursday
- ^ Angus was job recruiting at UBC because we need to look for more Teachers On Call and budding teachers fresh from graduation
- ^ 5 year plan for buildings - looking at expansion, projections do not show enrolment lessening
- ^ Snow week with 5 days off from school: Power grids and snowy sidewalks heavily influenced the decision to call for a snow day. Mission is very vulnerable to extreme weather conditions. Sometimes we open a school but buses refuse to run, other times buses can run but the school has no power, etc.
- ^ Disclaimer: even though we missed a week of school there will not be a week of spring break taken off in order to 'make up' for this.
- ^ Assignment issue at Hatzic: Significant personnel matter vs Student matter. Individual who posted it on Facebook has since apologized, they did not intend for the post to cause such a result. That is the issue we are facing with social media however.
 - ^ There is a chain of command that should be present in your Constitution when someone has an issue with a particular action taken by a school (or lack thereof)
 - ^ Remember to TALK first TO YOUR SCHOOL to resolve issues
 - ^ If the time was taken to read the assignment before overreacting, many of the concerns by parents would have been addressed. In this case, Angus did not find out about the issue until Global BC had contacted him. If the parent had simply asked the teacher, or had spoken with the principal, there would have been no action of concern to occur.
- ^ Supplies funding of \$29 million for the province.
 - ^ Must be spent on supplies that will directly be used by students: Books, basketballs, etc. Will distribute to PAC to show how it is being spent. This is not a part of the budget.
- ^ A very rough estimate for how this will be distributed to Mission district is about \$50 a kid, so under \$300,000 (\$250,000ish more likely)
- ^ **Question:** Will this be split per school or per district?
 - ^ Angus: Not really sure, we haven't quite figured that out yet but we believe it will be by district. At this time since we are getting this money from a separate administrative function we are still waiting for it to come.
- ^ We need to make sure this will help and not rework the budget.
- ^ FSAs: extension of timing from province because of the Snow break that we did not plan. Slowly coming together since getting back to school, people appear to be on track.
- ^ Mission school results from last year show improvement overall
- ^ **Question:** How many TOCs do we have?

- ⤴ Angus: On paper we have about 125, but of those 125 we have people that have been hired full time from other districts, teachers with complex schedules, etc. - so realistically we probably have 70.
- ⤴ Randy: Perhaps PAC members can go to their PAC and encourage an understanding about the damage that Facebook can do when used irresponsibly. WE need to education Parents about how social media and the effects that something like this has on a student, school, and parents -etc. Everyone is at risk. So, at PAC meetings please remind PAC of the process of protocol. PAC Chairs → PAC → trustees, etc. Try your best to encourage finding a solution at the source rather than contacting media outlets. Facebook does not encourage empathy and so we must be more effective. Remember that Angus is only a phone call or email away. Hopefully people will be more willing to talk about issues within the school.

Chair's Report:

- ⤴ nothing to report

Treasurers Report:

- ⤴ **See attached sheet for account breakdown**
- ⤴ Bank corrected our account, all is back to normal; Working on making e-transfers work
- ⤴ We have caught up on payment for the Video Licensing fees. Good Dinosaur, PETS & November event are paid for.
- ⤴ A reminder for every PAC to send in for their Grant! Due date is June 30th; Sept 30th for the report. Remind PAC members at upcoming elections.

Communications Report:

- ⤴ Two main events were emailed to DPAC Members and put on Facebook (Attached):
 - ⤴ Fraser Valley Academy of Dance Performances
 - ⤴ PAC Group Morning Coffee from Matthew's House
- ⤴ Clare spoke with 'What's On' Magazine and our May Event will be featured.

Committee of the Whole Report:

- ⤴ Open to everyone.
- ⤴ Competency event was rescheduled.
- ⤴ Discussions around lobbying to require a Bi election within 6 months of a Board being "fired" by the province.
- ⤴ Next meeting is Feb 28th at 3:30

We need a parent education committee to get together to possibly discuss future events that DPAC can put on. Sheneal found Paula Jurczak and has lots of other ideas. We need to discuss more parent participation events! Heather Burke (Hatzic elementary) and Michelle Masse (Windebank) have agreed to be a part of the committee with Sheneal.

HOC Movie Committee:

- ⤴ Deroche and Windebank are the only schools left to pay
- ⤴ Always tell Raymond when your school plays a movie that is outside of the curriculum. Email him and he will figure out the cost.
- ⤴ Email Raymond for the link to see the list of films available to the district.

New Items:

Shelley Carter – Trustee : BCSTA - Elections engagement committee; nonpartisan. The main purpose is asking why public education is key. Take the package provided by Shelly and fill it out with DPAC, then take a picture with the provided poster and send to Shelley.

Ongoing Items

- ⤴ Parent Event Poster draft was passed around (draft attached)
 - ⤴ If there are any concerns with the posters or a change idea email Karah at karahmclean@gmail.com

△ Talked to AC Films about getting an invoice – email Raymond for more information.

AGM to vote new executive: In MAY: invite your friends, volunteer! Stand for a position!

Draw winner: Niki R.

Meeting adjournment: 8:28pm (Dionne motioned; Karah seconded)

Upcoming events:

Next Committee of the Whole meeting: 3:30PM February 28th 2017 at School Board Office

Next DPAC Meeting: 7:00PM March 27th, 2017 at Dewdney Elementary School

Parent Education Event at the Clarke Theatre May 3rd, 2017 at 7:00PM “Calm, Alert & Learning: An Introduction to Self-Regulation Theory” with Speaker Paula Jurczak of the MEHRIT Centre.

Contact us at: DPAC@mpsd.ca Web site: dpac.mpsd.ca.

Executive:

Past President: Nikki Hawes

Chair: Cyndi Polovina dpac@mpsd.ca

Vice Chair: Trisha Hansen-Bell

Secretary: Karah McLean

Treasurer: Jessica Weismiller

Communications: Clare Seeley

Members at Large: Sheneal Anthony, Destiny Cunningham, Raymond Kwong

Attendance:

Mission Secondary School: Clare Seeley, Trisha Hansen-Bell; ESR: Raymond Kwong; Heritage Park: Karah McLean; Hatzic Elementary: Heather Burke; Hatzic Middle School: Dionne Hairsine; MTU: Ann Tifford, Hillside: Cyndi Polovina, Jessica Weismiller, Justin Wagner; Silverdale: Deanna Zgrablic; Riverside: Laura Wilson; Dewdney: Destiny Cunningham, Windebank: Michelle Masse; Wade Peary, Riverside Principal; Randy Cairns, Trustee; Shelley Carter, Trustee Superintendent Angus Wilson.

Mission DPAC Account Bal. as of Feb 20, 2017

Account	Balance	Notes
Chequing	\$1,747.95	Still to be deposited = \$263.81 for movie licenses Also waiting on a few cheques for licenses still
Gaming	\$4,890.33	Grant came Dec 2016 Clarke Theatre cheque cleared Feb 2017 for \$183.75

PARENT EDUCATION
EVENT

WEDNESDAY
MAY 03
7PM

MISSION DPAC

CALM,

ALERT &
LEARNING

PRESENTED
BY PAULA
JURCZAK

5/03/2017

DOORS OPEN AT 6:30PM

FREE EVENT

dpac.mpsd.ca

CLARKE THEATRE

MORE INFO

FREE ON-SITE CHILD CARE

FOOD BANK DONATIONS
WELCOME

PosterMyWall.com

ITEM 9 Information

TO: Board of Education
FROM: Secretary Treasurer
SUBJECT: Correspondence

Attachments:

- 9.1 January 30, 2017: School District No. 5 (Southeast Kootenays) – *Regional Rural Education*
- 9.2 February 25, 2017: BC School Trustees' Association – *Recruitment/Retention of Northern Districts*
- 9.3 February 27, 2017: School District No. 28 (Quesnel) – *Rural Education*
- 9.4 March 14, 2017: Ministry of Education – *Funding Announcement for Rural Teacher Recruitment*
- 9.5 March 13, 2017: School District No. 5 (Southeast Kootenay) – *Letter to School District No. 43 (Coq.)*
- 9.6 March 13, 2017: School District No. 23 (Central Okanagan) – *Core Funding for Aboriginal Education*
- 9.7 March 13, 2017: School District No. 5 (Southeast Kootenay) – *Letter in Support of SD61 (Victoria)*
- 9.8 March 13, 2017: School District No. 5 (Southeast Kootenay) – *Funding for child and Youth Mental Health*
- 9.9 March 13, 2017: School District No. 5 (Southeast Kootenay) – *Supplementary Funding Announcements*
- 9.10 March 13, 2017: School District No. 20 (Kootenay-Columbia) – *Rural Education Strategy*
- 9.11 March 15, 2017: Ministry of Education – *Estimated Operating Grants for 2017/18*
- 9.12 March 20, 2017: BC School Trustees' Association – *Full Funding for Supreme Court Decision*



SCHOOL DISTRICT 5

S O U T H E A S T K O O T E N A Y

January 30th, 2017

The Honorable Linda Larson
Parliamentary Secretary
Box 998 – 6369 Main Street
Oliver, BC V0H 1T0

RE: Regional Rural Education Review Process

Dear Ms. Larson,

Our Board is writing with regard to concerns as outlined in two motions, carried at our January 18th public Board meeting in Jaffray:

1. *That the Board request the Parliamentary Secretary to include a regional meeting in Cranbrook in addition to the nine meetings already established*

According to the *Rural Coordination Centre of BC*, there are over 170 rural communities in BC, yet government is only offering nine locations from which Trustees can meet and provide input on behalf of these communities.

Our Board finds it ironic that, given the obvious challenge travel poses to staff and Trustees of rural communities to engage in learning and sharing opportunities, the Rural Education Review Process would not include more locations from which Trustees representing rural communities could attend and participate.

For this reason, our Board is requesting that an additional meeting be held in Cranbrook, in order to shorten travel times for approximately two-thirds of Trustees from SD5, SD6 and SD8, some of whom will be required to travel between four and six hours to Trail or Revelstoke rather than one or two hours, were a meeting to be held in Cranbrook.

and

2. *That the Board send a response to the Parliamentary Secretary's comments re: our submission*

While our Board thanks you for your prompt response to our January 5th Rural Education Review Process submission, we were nonetheless concerned by the lack of relevance to the content of our submission, in your response.

Frank Lento (Chair) • Trina Ayling • Bev Bellina • Jacqueline Blumhagen • Gail Brown
• Curtis Helgesen • Chris Johns • Doug McPhee • Patricia Whalen

Our submission included definitions for “rural” from the *School Act*, *Statistics Canada* and *Make a Future*, in addition to providing our own viewpoint that “it is not the definition, as determined by population or distances to major urban centres, but the factors of accessibility that is important when discussing rural education”.

Despite the fact that our Board provided definitions, not queries regarding rural education, you responded, “...Many of the questions you’ve raised about definitions etc. are also what I hope this very comprehensive consultation will address.”

If this was a personal response to our submission, we are concerned that you did not take the time to properly read and understand what we believe to be a direct and concise representation of our Board’s thoughts on rural education.

If this was a standard response to receiving submissions prior to reviewing them, we are equally concerned that you “assume” Districts are expressly concerned about definitions. This concern is further deepened by the comments made by you (or on your behalf) on the Rural Education Review Process website.

Having reviewed all comments posted on the site prior to our January 5th submission, our Board was struck by the consistency of your comments, in that none of them appeared to relate to the feedback previously provided. Our Board was left with the distinct impression that the Rural Education Review process, rather than seeking feedback on rural education, is being guided to justify a specific outcome.

We hope that the submission response received by our Board, as well as those responses posted on the website, merely suggest a lack of careful reading and comprehension, and is not indicative of a resolve on the part of government to actively direct the results of this review process toward a predetermined conclusion.

We look forward to hearing back from you regarding our request that you include a Regional Rural Education Review Process meeting in Cranbrook, in addition to the nine meetings around the province, that have already been established.

Sincerely,



Frank Lento, Board Chair,
SD5

Cc*: Mike Bernier, Minister of Education
Bill Bennett, Sitting MLA, Kootenay East BC
John Horgan, Leader, BC New Democratic Party
Rob Fleming, Education Critic, BC New Democratic Party

Frank Lento (Chair) • Trina Ayling • Bev Bellina • Jacqueline Blumhagen • Gail Brown
• Curtis Helgesen • Chris Johns • Doug McPhee • Patricia Whalen

Tom Shypitka, Liberal MLA Candidate, Kootenay East BC
Randal Macnair, NDP MLA Candidate, Kootenay East BC
BC Conservative MLA Candidate, c/o Dan Brooks, Leader, BC Conservative
Party
BC Green MLA Candidate, c/o Andrew Weaver, Leader BC Green Party
Teresa Rezansoff, President, BCSTA
BCSTA for distribution to member Boards of Education
Mike Lombardi, Chair, Former Vancouver School Board
Glen Hansman, President BC Teachers' Federation
Farah Shroff, First Vice-President, BCCPAC
Shelley Balfour & Christina Smith, CFTA Co-Chairs
Debbie Therrien, DPAC Chair
Aaron Thorn, President, SD5 Administrators' Association
Charley Beresford, Columbia Institute
Catherine Shaw, FACE BC Vancouver
Media

*This correspondence is public and transparent. Please feel free to share and/or respond with comment.

Frank Lento (Chair) • Trina Ayling • Bev Bellina • Jacqueline Blumhagen • Gail Brown
• Curtis Helgesen • Chris Johns • Doug McPhee • Patricia Whalen

940 Industrial Road #1, Cranbrook BC, V1C 4C6 • Tel: 250.417.2055 • Fax: 250.489.5460 • www.sd5.bc.ca

February 25, 2017

The Honourable Mike Bernier
Minister of Education
PO Box 9045, Stn Prov Govt
Victoria, BC V8V 9E2

RE: Teacher recruitment and retention for northern, remote and rural school districts

Dear Minister Bernier,

At the February meeting of the BCSTA Provincial Council, delegates passed the following motion:

That BCSTA request the Minister of Education help northern and rural and remote school districts with recruitment and retention issues arising from the Memorandum of Agreement Re: LOU No. 17: Education Fund and Impact of the Court Cases – Priority Measures by implementing measures including:

- *Providing increased funding assistance to northern school districts;*
- *Offering student loan forgiveness to teachers who accept teaching positions in northern school districts;*
- *Increasing the Remote Recruitment and Retention Allowance.*

As you are from a rural community in northern B.C., I know you appreciate the difficulties school districts in the more remote regions of our province face in both recruiting and retaining qualified teachers. The interim agreement between BCPSEA and the BCTF calls for the hiring of approximately 1000 teachers across the province, and I expect the conclusion of the current bargaining process will confirm at least as many full time 'permanent contract' teachers for the foreseeable future. This presents both a wonderful opportunity and a significant challenge for northern, remote or rural school districts.

In the current highly competitive recruitment environment, it will be critical that school districts and schools in such locations are not disadvantaged moving forward. The reality is that they will have a more difficult time attracting and keeping the teachers they need to provide the programs students want and deserve. It is also not just a question of sheer numbers. Districts and schools in rural areas must be able to recruit and retain teachers with the qualifications and experience needed to teach senior sciences, languages, math and technologies. Unless measures are quickly put in place, we will see a significant negative impact on the ability of these school districts and schools to offer the same programming as in more urban communities.

With spring programming and teacher hiring already underway, time is of the essence. BCSTA is committed to working with you and Ministry of Education staff to finding workable long-term solutions to the current situation. I am requesting that a strategy to immediately address the situation province-wide, with a focus on northern, remote and rural school districts, be put in place before the House breaks for the upcoming election.

Thank you for your immediate attention to this very important issue. With the current review of Rural Education in B.C. nearing completion, this is an appropriate opportunity for us both to support equality of opportunity throughout the province. I look forward to hearing from you and your staff as to how we can most effectively move forward in addressing this issue.

Sincerely,

Teresa Rezansoff

President

BC School Trustees Association

cc: Dave Byng, *Deputy Minister of Education*
The Honorable Linda Larson, *MLA, Boundary Similkameen*
Renzo del Negro, *CEO, BCPSEA*
BCSTA Member Boards of Education

Quesnel School District

401 North Star Road,
Quesnel, BC
V2J 5K2

Tel. 250-992-8802
Fax 250-992-7652

Board of Education

February 27, 2017

The Honourable Linda Larson
Parliamentary Secretary
Box 998 – 6369 Main Street
Oliver, B.C.
V0H 1T0

Dear Ms. Larson:

The Quesnel School District would like to thank you for the work you are undertaking to develop a Rural Education Strategy. As a member of the Northern Interior Branch of BCSTA we provided input to the Rural Education Taskforce via a joint letter; however we believe there are a number of issues that are unique to the Quesnel School District (28) and feel it is important to communicate these items.

1. Funding Protection

Quesnel is a community in transition looking to move from a forestry-dependent economy to a more diversified economy. Our district has experienced a steady decline in enrolment for many years. To compensate for the significant decline in enrolment, our District has tried to generate revenue through an International Education Program, Distributed Learning, Continuing Education and specialty sports programs however due to our rural location this has not been successful.

The Quesnel School District currently receives \$2.1 million in funding protection supplements. This supplement has and will steadily decrease by approximately \$500,000 (1.5% of our operating budget) until we are no longer eligible to receive this funding. To a small district like Quesnel, such cuts are substantial and represent significant losses to valuable resources and programs to our students.

To fund the \$500,000 decrease last year, we were forced to look at school closures. There were three schools that were proposed for closure, however, with the Rural Education Enhancement Funding (REEF) that was received by our district; two of our smallest elementary schools – Kersley and Parkland Elementary – were saved. Unfortunately, the third school, École Baker Elementary was not eligible for funding and was closed to realize the much-needed savings required to balance our budget. *The impact of the school closure in this neighbourhood and parent community has been significant.*



2. Capital Projects

Quesnel Junior School has been identified to the Ministry of Education for replacement for over 12 years and now the building is at risk for becoming a safety issue for our students. We have been told that we are not eligible for a new school as we are not a growing district or part of the seismic mitigation program. We have met with a team from the Ministry of Education capital branch and will be working on a strategy that would address two old buildings to serve our students without asking for too-large of an investment from the Province. This will become an exercise that feels rather "piece meal" but it appears to be what is required if we want to educate our students in a safe, healthy environment.

3. Transportation

The Quesnel School District transports 1850 students daily and covers approximately 5000 kilometres. Presently we spend \$1.8 million on transportation for students and while the recent provision of \$274,000 for Transportation was welcome it does not cover our costs. These are costs that are not required by many lower mainland districts and they continue to be a significant challenge for rural districts.

4. Community Partnerships

We continue to look for partnerships with community groups, local regional districts or municipalities to support our small schools. It has been our experience that these partnerships are on a limited cost recovery basis only. Our local community groups and local governments do not have the funds to provide sufficient funding to be true partners in addressing all operational costs.

5. Specialty Services

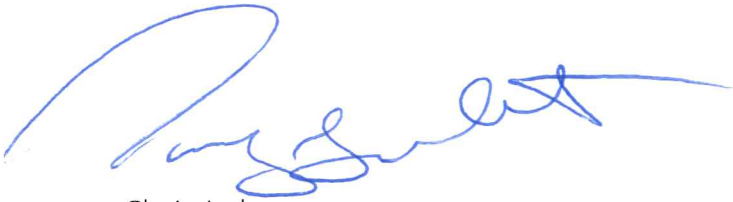
Our rural and remote students deserve the same level of services that we provide for our in town students. The staffing and travel costs to provide counselling, resource teachers, aboriginal culture programs, speech and language pathology and occupational therapy services to our rural schools are significant and not cost effective to provide with our very limited amount of specialty staff.



We appreciate the opportunity to provide input and look forward to working with the Ministry of Education to address the unique needs of rural school districts.

Sincerely

BOARD OF EDUCATION
QUESNEL SCHOOL DISTRICT



Gloria Jackson
Chairperson

TG/tr

- c: Trustees, School District No. 28 (Quesnel)
The Honourable Coralee Oakes, MLA for Cariboo North
The Honourable Mike Bernier, Minister of Education
The Honourable Donna Barnett, Minister of State for Rural Economic Development,
Ministry of Forests, Lands and Natural Resource Operations
Ms. Kim Abbot, Executive Director – Ministry of Education Sector Resources &
Service Delivery Branch
BC School Trustees Association – for all other School Boards

British Columbia News

Province invests \$2 million for rural teacher recruitment

<https://news.gov.bc.ca/14171>

Tuesday, March 14, 2017 12:00 PM

Victoria - The Province is investing \$2 million to enhance the recruitment and retention of teachers and other qualified education sector professionals to rural schools, Education Minister Mike Bernier and Parliamentary Secretary for Rural Education Linda Larson announced today.

This investment will help support local and provincewide solutions for school districts with hard-to-fill positions in rural and remote communities. This challenge has been a recurring topic of discussion through the Province's ongoing engagement to create a rural education strategy.

In June 2016, Premier Christy Clark tasked Larson to work with the education sector, the public and community stakeholder groups to create a rural education strategy by the summer of 2017. The goal is to find long-term solutions for the unique challenges facing rural schools, while recognizing the economic and social impact of single schools in small communities.

To date, there have been eight open houses throughout the province to engage the public and stakeholders on how government can best serve the educational needs of rural communities. B.C.'s rural education strategy is expected to look at public school funding, facilities and the role education and schools play in rural communities.

Including the interim steps announced in January 2017, the recently concluded agreement with the BC Teachers' Federation (BCTF) will result in the hiring of thousands of new teachers around the province. This provincewide hiring drive adds significantly to the recruitment challenge faced by rural school districts for more teachers and education-sector professionals, such as certified educational assistants and human resource professionals.

The \$2 million in provincial funding will flow to districts from the BC Public School Employers' Association's recruitment and retention program (Make a Future – Careers in BC Education) to be used for:

- free job posting services and access to an online teacher application management system;
- coordination of national and international recruitment efforts;
- local incentives, such as enhanced funding for travel expenses for professional development, relocation expenses and transitional housing assistance.

Quotes:

Mike Bernier, Minister of Education –

“We know our rural school districts can experience recruitment challenges at the best of times. But with record investments in education and a final agreement with the BCTF, the public education system is gearing up to hire thousands of new teachers. That makes the challenge all the more pressing and I'm pleased that we can target additional funding to help rural districts attract the teachers and other professionals they need.”

Linda Larson, Parliamentary Secretary for Rural Education –

“Schools are the heart of our communities. This is especially evident in smaller towns where one elementary school may serve many purposes within the community. For the past few months, I've been listening to citizens and local governments across the province express their challenges and accomplishments when it comes to supporting education in their rural communities. While work continues on the rural education strategy, we are taking action now to help rural school districts attract and keep teachers and educators.”

Teresa Rezanoff, president, BC School Trustees Association –

“As a trustee in a small rural school district, SD51 Boundary, I can appreciate the difficulties rural and remote school districts face in both recruiting and retaining qualified teachers. The recent agreement reached with the BCTF will result in a significant number of new teacher postings across the province. This presents both a wonderful opportunity and a significant challenge for northern, remote or rural school districts. This investment will help address those challenges and supports equality of opportunity throughout the province.”

Glen Hansman, president, British Columbia Teachers’ Federation –

“Recruitment and retention of teachers has been a growing concern across B.C. for several years now. For rural and northern communities, the problem of attracting and keeping teachers is especially acute. Targeted funding to ensure school districts are better able to meet the growing demand in our schools is welcome. As the union that represents B.C.’s public school teachers, the BCTF will look forward to further discussion and co-operation on addressing these issues.”

Quick Facts:

- In British Columbia, approximately 32% of the students in the K-12 education system attend schools located outside of the Greater Victoria, Lower Mainland and Kelowna areas – many in very small communities that use school facilities as a hub for community activities.
- Rural school districts in B.C. receive about 20% more funding per student than urban districts – and special supports like Rural Education Enhancement Funding.
- The BC Public School Employers’ Association created Make a Future – Careers in BC Education to increase recruitment and retention in B.C.’s public education sector. Make a Future is a joint initiative between the BC Public School Employers’ Association, all 60 boards of education, and the Ministry of Education.

Learn More:

The B.C. government is seeking input on the province’s rural education system to help develop a new rural education strategy. Read and comment on the rural education discussion paper until March 15, 2017 at: <http://engage.gov.bc.ca/ruraleducation>

Make a Future – Careers in BC Education: www.makeafuture.ca

Media Contacts

Government Communications and Public Engagement

Ministry of Education 250 356-5963



SCHOOL DISTRICT 5

S O U T H E A S T K O O T E N A Y

March 13th, 2017

Board of Education
School District 43 (Coquitlam)
550 Poirier St, Coquitlam BC
V3J 6A7

RE: SD43 Letter to the Select Standing Committee on Finance and Government Services

Dear SD43 Trustees,

School District 5 (SD5), Southeast Kootenay is a smaller district, with both rural and urban schools spread over a large geographic area. We deal with issues of underfunding and overcrowding, financially, mentally, emotionally and physically vulnerable students, ageing infrastructure, etc. We also deal with the multiple challenges of rural education, which can be extremely challenging.

Recently our Board reviewed your joint letter to the Select Standing Committee on Finance and Government Services (SSCFGS), dated September 20th, 2015 and at the February 14th, 2017 public Board meeting, School District 5 (SD5) Southeast Kootenay, carried the following motion:

That the Board write a letter to School District 43 to remind them that all Boards should be working together to advocate for increased funding to districts.

Our board has a strong history of advocating to government and applauds the thoroughness of the concerns and recommendations outlined in SD43's submission to the SSCFGS of September 20th, 2015.

Our Board felt it was important to write to SD43 in addition to acknowledging your strong advocacy, to remind your Board that all districts are faced with **equal but different** challenges around the need for *"stable, predictable and adequate funding to enable school districts to fulfill their responsibility to provide continued equitable access to quality public education and to meet required repair and maintenance needs"* (SSCFGS Report on the Budget 2015).

Frank Lento (Chair) • Trina Ayling • Bev Bellina • Jacqueline Blumhagen • Gail Brown
• Curtis Helgesen • Chris Johns • Doug McPhee • Patricia Whalen



BOARD OF EDUCATION

SCHOOL DISTRICT No. 23

(CENTRAL OKANAGAN)

1940 Underhill Street, Kelowna, B.C. V1X 5X7

Tel. (250) 860-8888 Fax (250) 860-9799

Website: www.sd23.bc.ca

"Together We Learn"

March 13, 2017

The Honourable Mike Bernier
Minister of Education
PO Box 9045, STN PROV GOVT
Victoria, BC V8W 9E2

The Honourable Michael de Jong
Minister of Finance
PO Box 9048, STN PROV GOVT
Victoria, BC V8W 9E2

Dear Honourable Minister Bernier and Honourable Minister de Jong:

RE: Core Funding for Aboriginal Education

At the February 22, 2017 Public Board Meeting, the Central Okanagan Board of Education passed the following Motion:

THAT: The Board of Education write a letter to the Ministry of Education outlining the need for the Province to provide additional core funding for Aboriginal Education learning resources and staff to support the implementation of the redesigned curriculum.

The Board of Education is very supportive of the redesigned curriculum and is in the process of its implementation with the teachers of the School District. The indigenizing of the curriculum to create a more inclusive educational and cultural environment for the community will enrich the experience of the students and this foundational pedagogy has been embraced by the School District. It has become apparent that the redesigned curriculum has increased the demand for additional resources and staffing in Aboriginal culture and history.

The Board is requesting that the Ministry of Education review the core funding for Aboriginal Education and adjust the funding for the additional financial pressure this important initiative is placing on the educational system.

.../2

Board of Education - Trustees

Moyra Baxter
Christopher L. Gorman

Deb Butler
Lee Mossman

Rolli Cacchioni
Lee-Ann Tiede

Julia Fraser

Thank you for your consideration of this request.

Yours sincerely,

A handwritten signature in black ink that reads "Moyra Baxter". The signature is written in a cursive, flowing style.

Moyra Baxter
Board Chair

copy: Central Okanagan Board of Education Trustees
The Honourable Christy Clark, Premier of British Columbia
Dan Ashton, MLA
The Honourable Norm Letnick, MLA
The Honourable Steve Thomson, MLA
All Boards of Education c/o BCSTA

Again, our Board applauds your advocacy efforts and your dedication to the students and communities in your District. We hope to work with SD43 and other Districts to continue to advocate for funding that benefits all districts –and all students— of public education in BC. We also invite you to view the advocacy of our District, and our submissions to the SSCFGS, at <http://www.sd5.bc.ca/Board/advocacy/Pages/default.aspx> and <http://www.sd5.bc.ca/Board/MediaReleases/Pages/default.aspx>.

Sincerely,



Frank Lento, Board Chair,
SD5

Cc: Ken Christensen, President, Coquitlam Teachers' Assoc.
Dave Ginter, President, CUPE Local 561
Mark Clay, President Coquitlam Principals' & Vice Principals' Assoc.
Craig Woods, President, District Parent Advisory Council
Shelley Balfour & Christina Smith, Co-Chairs, Cranbrook Fernie Teachers' Assoc.
Irene Bischler, President, CUPE Local
Debbie Therrien, President, SD5 District Parent Advisory Council
Aaron Thorn, President, SD5 Principal/Vice Principals' Association

Frank Lento (Chair) • Trina Ayling • Bev Bellina • Jacqueline Blumhagen • Gail Brown
• Curtis Helgesen • Chris Johns • Doug McPhee • Patricia Whalen



SCHOOL DISTRICT 5

S O U T H E A S T K O O T E N A Y

March 13th, 2017

Teresa Rezansoff,
President, BCSTA
1580 W Broadway #4,
Vancouver, BC V6J 5K9

RE: BCSTA Letter in Support of SD61's Letter of October 28th, 2016

Dear Teresa Rezansoff,

At the February 14th, 2017 public Board meeting, School District 5 (SD5) Southeast Kootenay, carried the following motion:

That the Board write a letter to the BCSTA in support of BCSTA's SD61 (Victoria)'s letter of October 28, 2016

As you are aware, our Board also wrote a letter to the BCSTA, re: their handling of the Vancouver School Board (VSB) firing dated October 26th, 2016. We hope that in future, if an issue of significance arises, the BCSTA will exercise your due diligence to ensure that the media release provided more fully and accurately reflects the views and reactions of the BCSTA membership, than did your release regarding the firing of the Vancouver School Board.

Sincerely,

Frank Lento, Board Chair,
SD5

CC: BCSTA for distribution to all member boards of education

Frank Lento (Chair) • Trina Ayling • Bev Bellina • Jacqueline Blumhagen • Gail Brown
• Curtis Helgesen • Chris Johns • Doug McPhee • Patricia Whalen



SCHOOL DISTRICT 5

S O U T H E A S T K O O T E N A Y

March 13th, 2017

Honourable Jane Philpott,
Federal Minister of Health,
Government of Canada
6060 Main Street
Stouffville Ontario L4A 1B8

Dear Minister Philpott,

RE: Request for Additional Provincial Funding for Child and Youth Mental Health Services

At the February 14th, 2017 public Board meeting, School District 5 (SD5) Southeast Kootenay, carried the following motion:

That the Board write a letter to the Minister of Health (cc our local MP) asking for additional provincial funding for mental health.

In Fall 2013, a special project examining child and youth mental health in British Columbia was undertaken by the all-party Select Standing Committee on Children and Youth (SSCCY). The **first phase** of the project was reported in November 2014 and identified six high priority areas needing improvement.

The **second phase** of work began in February 2015 and focused on additional consultations in the form of public hearings to identify concrete and practical initiatives to enhance child and youth mental health services and outcomes in BC.

The January 2016 **final report** is the result of two years' work on issues affecting mental health in children and youth, and ways to improve child and youth mental health services in British Columbia. There are twenty-three (23) recommendations contained in the report.

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• Curtis Helgesen • Chris Johns • Doug McPhee • Patricia Whalen

Arguably, all 23 recommendations require money in order to coordinate, staff, monitor, and ultimately improve child and youth mental health outcomes in this province.

School District 5 (SD5), Southeast Kootenay is among other BC School Districts and K-12 education partner groups who are concerned about the challenges facing children who require support for mental health concerns, and the task of districts in providing adequate services to our growing number of students who require these services.

In our Board's experience, funding is the number one barrier to providing the necessary supports to these students. To that end, our District requests that the Federal government provide additional, stable, adequate and sustainable funding—specifically for the provision of child and youth mental health services—to all provinces and territories across Canada.

Thank you in advance for your consideration of this very important issue. We look forward to your timely response.

Sincerely,



Frank Lento, Board Chair,
SD5

Cc*: Wayne Stetski, MP, Kootenay – Columbia
Christy Clark, Premier
Terry Lake, Minister of Health
Mike Bernier, Minister of Education
Bill Bennett, MLA Kootenay East BC
John Horgan, Leader, BC New Democratic Party
Rob Fleming, Education Critic, BC New Democratic Party
Randall Macnair, Provincial NDP Candidate, Kootenay East
Tom Shypitka Provincial Liberal Candidate, Kootenay East
Teresa Rezanoff, President, BCSTA
BCSTA for distribution to member Boards of Education

Frank Lento (Chair) • Trina Ayling • Bev Bellina • Jacqueline Blumhagen • Gail Brown
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Mike Lombardi, Chair, Former Vancouver School Board
Diane Turner, Appointed, Vancouver School Board
Glen Hansman, President BC Teachers' Federation
Sarah Shroff, President, BCCPAC
Shelley Balfour & Christina Smith, CFTA Co-Chairs
Debbie Therrien, DPAC Chair
Aaron Thorn, President, SD5 Administrators' Association
Charley Beresford, Columbia Institute
Catherine Shaw, FACE BC Vancouver
Black Press
Black Rock News
Cranbrook Daily Townsman
Drive 102.9/B104 Radio
Elk Valley Herald
e-know Online News
Fernie Free Press
Kootenay Advertiser
Summit 107 Radio

*This correspondence is public and transparent. Please feel free to share and/or respond with comment.

Frank Lento (Chair) • Trina Ayling • Bev Bellina • Jacqueline Blumhagen • Gail Brown
• Curtis Helgesen • Chris Johns • Doug McPhee • Patricia Whalen

940 Industrial Road #1, Cranbrook BC, V1C 4C6 • Tel: 250.417.2055 • Fax: 250.489.5460 • www.sd5.bc.ca



SCHOOL DISTRICT 5

S O U T H E A S T K O O T E N A Y

March 13th, 2017

Honourable Michael de Jong
Minister of Finance
PO Box 9048 Stn Prov Govt
Victoria, BC V8W 9E2

RE: Support for the BCSTA letter of November 25th, 2016

Dear Minister de Jong,

At the February 14th, 2017 public Board meeting, School District 5 (SD5) Southeast Kootenay, carried the following motion:

That the Board write a letter to the Minister of Finance in support of BCSTA's letter of November 25, 2016.

Specifically our Board supports –and echoes— the BCSTA's concerns over “how supplementary funding announcements can be transformed into predictable, ongoing budget allocations”, their “specific expectations for the continuation of funding to school districts” of the past year's \$48 million in supplementary funding announcements and their seven recommendations, as previously provided to the Select Standing Committee on Finance and Government Services (SSCFGS).

We would like to remind government that the NEED for increased spending to education is an ongoing theme of the SSCGFS recommendations *each year*. Most recently, in their 2016 report the Committee clearly indicated that education constituted a *significant portion* of the public's budget input and that *no other area of expense exceeded K-12 education as a public spending priority*.

Despite these bipartisan findings, K-12 education continues to be significantly underfunded and the SSCFGS recommendations unheeded while Boards scramble to fund yearly inflationary costs like Hydro and MSP, the new MyEdBC program, the training and resources required to implement the renewed curriculum, PVP/exempt staff compensation etc., over and above basic funding categories.

And, while our Board acknowledges that government has provided limited funding envelopes to address *some* capital concerns such as transportation and minor building upgrades, this funding does not address Boards' ongoing need for major capital for the replacement of SD5's largest high school, Mount Baker Secondary or for **stable, predictable and adequate funding**.

Frank Lento (Chair) • Trina Ayling • Bev Bellina • Jacqueline Blumhagen • Gail Brown
• Curtis Helgesen • Chris Johns • Doug McPhee • Patricia Whalen

Once again, our Board urges your government to listen to the taxpayers of British Columbia –as per the findings of multiple SSCFGS reports— and make a **real and significant investment in public education.**

Sincerely,



Frank Lento, Board Chair,
SD5

Cc*: Christy Clark, Premier, BC
Mike Bernier, Minister of Education
Bill Bennett, MLA Kootenay East BC
John Horgan, Leader, BC New Democratic Party
Rob Fleming, Education Critic, BC New Democratic Party
Randall Macnair, Provincial NDP Candidate, Kootenay East
Tom Shypitka Provincial Liberal Candidate, Kootenay East
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*This correspondence is public and transparent. Please feel free to share and/or respond with comment.

Frank Lento (Chair) • Trina Ayling • Bev Bellina • Jacqueline Blumhagen • Gail Brown
• Curtis Helgesen • Chris Johns • Doug McPhee • Patricia Whalen



School District No. 20 (Kootenay-Columbia) Board of Education

2001 Third Avenue, Trail, BC V1R 1R6
Tel: (250) 368-6434 Fax: (250) 364-2470

March 13, 2017

The Honourable Linda Larson
Parliamentary Secretary
Box 998 – 6369 Main Street
Oliver, BC V0H 1T0

Dear Ms. Larson:

The Kootenay-Columbia School District's Board of Education would like to express to you its appreciation for your efforts and work in undertaking to develop a Rural Education Strategy. Our District recently hosted a regional Open House session that focused on this work. We were pleased to have you attend this event, and wanted to take this opportunity to summarize for you what we believe were the key messages delivered by those in attendance at this event.

1. Sustainable and predictable funding

Ours, like many in rural BC, is a District that has struggled with declining student enrollment over the years, and the subsequent reduction in funding. Schools have been closed, programs and services reduced, and people have lost their jobs. Rural communities have been impacted. And so have our students. Ensuring that rural Districts have sustainable and predictable funding would help immensely with proactive measures to stabilize operations across rural Districts in BC.

2. Rural schools as community hubs

In order to generate revenue and mitigate the serious and significant deficits the Board has faced over the years, the Board decided a few years ago to charge community groups to use school space. Although nominal fees were established, many community groups were shocked and unable to pay the fees. Some community groups raised their fees for their programs and/or services in order to cover the new additional fees charged by the Board; others attempted to find free space elsewhere; and others simply ceased offering their program and /or service. Government is encouraged to recognize that rural schools are more than just places where children receive an education, they are hubs for their communities. Finding a way to support Districts so that community groups can access schools for free would honour and recognize the key role schools play in rural communities.

3. Transportation

Bussing students to and from school in rural BC is not a luxury, it is a necessity. While Government's recent decision to provide more funding for transportation was very much welcomed, please note that the costs of having our students travel for things like field trips, sporting opportunities, arts opportunities, and so on, are significant, both for the District and parents.

... 2

4. Recruitment and retention of educators

Rural school districts in BC have faced the challenges of recruiting and retaining educational staff (teachers, principals, senior managers, Education Assistants, and so on) for many years. This situation has recently been exacerbated by the Supreme Court Ruling and the Interim Measures put in place for this school year. As a result, our District has seen a serious and significant reduction in the number of Teachers Teaching on Call (TTOC) due to hiring more teachers as part of the Interim Measures. For the first time ever, our District will be attending a recruitment fair in Ontario to compete with other Districts to hire qualified educators. We have begun contemplating the creation of an unqualified list of educators for next year as we hire even more educators in light of LOU 17. We encourage Government to assist with this work by providing funding to help cover the costs of recruitment and to provide incentives to teachers who commit to working in rural jurisdictions in our province.

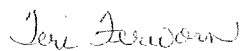
5. Access to programs and services

Rural students in BC deserve equal access to programs and services that other students who reside in urban areas have. This requires investments in technology (infrastructure, hardware, software, and so on), student support services, and capital projects. Students in rural BC should not feel 'less than' their counterparts in urban areas of BC; stories from rural Districts abound about students not having access to courses they are interested in, not having the technology to access information, and receiving their education in aging buildings that do not meet the mark for replacement due to declining enrolment and/or need for seismic mitigation.

The challenges faced by rural Districts are many. The benefits, though, of living, working and playing in rural communities outweigh the challenges. We look forward to your report on strategies in support of transforming education in rural BC.

Thank you.

Sincerely,



Teri Ferworn, Board of Education (Chair)

cc. The Honourable Mike Bernier, Minister of Education
The Honourable Donna Barnett, Minister of State for Rural Economic Development
Ms Kim Abbot, Executive Director – Ministry of Education, Sector Resources & Service Delivery Branch
BC School Trustees Association – for all other School Boards



March 15, 2017

Ref: 193335

To: All Secretary-Treasurers
All School Districts

Re: Estimated Operating Grants for 2017/18

For your information, the estimates for the 2017/18 operating grants have been completed for all 60 boards of education. Total district allocations are based on the provincial operating grant of \$4.999 billion, and on projected enrolments provided by boards for the 2017/18 school year.

Detailed information on the Funding Allocation System is included in the Operating Grants Manual, which is available on the Ministry of Education's website at the following link:

[2017/18 Estimated Operating Manual and Tables](#)

The total 2017/18 operating grant of \$4.999 billion includes funding for labour settlements with teachers and support staff, including the Economic Stability Dividend, as well as ensuring that all enrolment growth is fully funded at the published per student rates. As a result, the following adjustments are being made to the operating grant formula:

Funding Supplement	2016/17 Rate	2017/18 Rate	Change
Basic Allocation	\$7,218	\$7,301	\$83
Basic Allocation – Distributed Learning	\$6,030	\$6,100	\$70
Special Needs – Level 1	\$37,700	\$38,140	\$440
Special Needs – Level 2	\$18,850	\$19,070	\$220
Special Needs – Level 3	\$9,500	\$9,610	\$110
English Language Learning	\$1,380	\$1,395	\$15
Aboriginal Education	\$1,195	\$1,210	\$15
Adult Education	\$4,565	\$4,618	\$53
Small Community Supplement	n/a	n/a	1.2%
Low Enrolment Factor	n/a	n/a	0.5%
Student Location Factor (elementary)	\$255.50	\$258.75	\$3.25
Student Location Factor (secondary)	\$340.67	\$345.00	\$4.33
Summer Learning – Grade 1 to 9	\$206	\$208	\$2
Summer Learning – Grades 10 to 12 and Cross-Enrolment – Grades 8 to 9	\$412	\$416	\$4

.../2

Consistent with the approach used in 2016/17, there is no holdback for unanticipated enrolment growth in 2017/18. However, if actual enrolment exceeds district estimates, government has agreed to maintain published rates and manage any additional enrolment risk outside the operating grant.

Operating grants will be recalculated in the fall of 2017, after September 30, 2017 enrolment is confirmed. Operating grants will again be adjusted subsequent to the February and May 2018 continuing education and Distributed Learning enrolment counts. Funding will also be adjusted in February 2018 for any growth in special needs enrolment, and for new refugee enrolment.

The Classroom Enhancement Fund (CEF) is being provided to assist districts in complying with the recent settlement with the BC Teachers' Federation on class size, composition and non-enrolling teachers. Further details on the CEF and reporting requirements will be made available shortly.

The Supplement for the Education Plan is provided to assist boards in realizing the objectives and implementing initiatives laid out as part of the Education Plan. A letter with additional detail regarding the Ministry of Education's expectations will be sent shortly to Superintendents. This supplement is being provided outside of the Funding Protection calculation, which ensures that all districts receive the additional amount.

As you are aware, all districts are subject to compliance audits and potential recoveries for funding claims not in compliance with Ministry policy and directives. School districts should be aware that audit adjustments will be included in the calculations of Funding Protection and the Supplement for Enrolment Decline when they are recalculated in autumn 2017, which may affect the allocations under these supplements for some districts.

Districts eligible for Funding Protection should also be aware that labour settlement funding is excluded from the Funding Protection calculation. As a result, labour settlement funding is being provided in addition to Funding Protection; however, the amount of labour settlement funding is not protected under Funding Protection and may change depending on how enrolment changes compared to district estimates.

The 2017/18 Annual Budget must be submitted to the Minister on, or before June 30, 2017. Annual Budget Instructions will be made available after the details on the CEF have been provided and will be posted on the Ministry website at:

[Annual Budget Instructions, Bylaw, and Template](#)

The Estimator, a tool to assist boards in determining funding projections, is being updated for 2017/18. As in previous iterations, the updated Estimator will incorporate the next three years of funding projections into one program. The Estimator will be available to districts upon request by sending an e-mail to Michael.Lebrun@gov.bc.ca.

If you have any further questions about the 2017/18 funding allocations, please contact Jonathan Foweraker, Director, Funding and Allocation at Jonathan.Foweraker@gov.bc.ca or Michael Lebrun at the e-mail address noted above.

Sincerely,



George Farkas
Assistant Deputy Minister

pc: All Superintendents of Schools
All Board Chairs and Trustees
Teresa Rezansoff, President, BCSTA
Mike Roberts, CEO, BCSTA
Kelvin Stretch, President, Secretary Treasurer, BCASBO
Joan Axford, Executive Director, BCASBO
Tom Longridge, President, BCSSA
Juleen McElgunn, Executive Director, BCSSA

March 20, 2017

The Honourable Mike Bernier

Minister of Education

PO Box 9045, Stn Prov Govt

Victoria, BC V8V 9E2

The Honourable Mike de Jong

Minister of Finance

PO Box 9048, Stn Prov Govt

Victoria, BC V8V 9E2

RE: Full funding for the outcome of the Supreme Court of Canada decision and BCPSEA-BCTF Memorandum of Understanding

Dear Minister Bernier and Minister de Jong,

Anticipating an agreement between BCPSEA, the Ministry of Education and the BCTF as to the implementation of the Supreme Court of Canada decision, BCSTA Provincial Council in February passed the following motion:

That BCSTA advocate for the Ministry of Education and the Ministry of Finance to fully fund both the direct and the indirect costs of implementation of the recent Supreme Court of Canada ruling regarding class size and composition.

I know you both fully understand and appreciate that the costs of implementing the BCPSEA-BCTF long-term agreement regarding the outcome of the Supreme Court of Canada decision on removed collective agreement language will be considerable. This includes, of course, the salaries for additional teachers, but also the additional capital costs of providing more classrooms as well as the increased operating costs for adding custodial time, school and district administration, utilities, furniture, learning resources and educational assistants. Boards of Education are concerned that there will now be a downloading of costs to school districts as the Memorandum of Agreement is implemented, especially in regard to these required resources, services and capital investments beyond the hiring more teachers.

Our members do recognize that government has funded the significant cost of the additional teachers required under the interim agreement, and has made commitments to fully fund the final costs of the additional teachers required under the final long-term agreement. Through the motion referenced above, our members are seeking assurance that all of the other indirect costs of placing hundreds of additional teachers into the public education system be included in your final cost calculations and budgeting.

Additional teachers, while greatly needed and valued, also create the requirements for additional classrooms, teaching supplies, resource materials, custodial services, heat, light and furniture, etc. Certainly the cost of providing these necessities will be high, especially in growing school districts such as Surrey, Abbotsford, Langley and Sooke where there is very little, if any, vacant classroom space.

Our request is that you continue to work in cooperation with boards of education and school districts to determine the full cost of implementing the Memorandum of Agreement and that you reconfirm government's commitment to deal with the outcome of the Supreme Court decision in its entirety. It would be both unfortunate and unfair if the costs of addressing the outcome had an indirect negative impact on students. In short, we believe that government has a responsibility to ensure the full costs of implementing the outcomes of the bargaining process are covered directly and do not become the responsibility, even in part, of boards of education.

BCSTA remains committed to working with you and your staff to find practical solutions for the implementation of the agreement. We are, however, looking to government to ensure the costs of the Supreme Court decision and resulting Memorandum of Agreement are met as promised.

Sincerely,

Teresa Rezansoff

President

BC School Trustees Association

cc: Dave Byng, *Deputy Minister of Education*
Christina Zacharuk, *CEO, PSEC*
Renzo del Negro, *CEO, BCPSEA*
BCSTA Member Boards of Education

Committee of the Whole Meeting (open to the public)

Minutes



Committee of the Whole Meeting
February 14, 2017 3:30 pm
District Education Office, 33046 – 4th Avenue, Mission, BC

Members Present:

Chair Rick McKamey
 Vice-Chair Tracy Loffler
 Trustee Randy Cairns
 Trustee Shelley Carter
 Trustee Jim Taylor

Staff Present:

Superintendent Angus Wilson
 Secretary Treasurer Corien Becker
 Assistant Secretary Treasurer Derek Welsh
 Executive Assistant Tracy Orobko (Recorder)

Participants:

CUPE: George Forsythe
 DPAC: Laura Wilson
 MTU: Amber Chung, Anna Heavenor

Absent: Assistant Superintendent Larry Jepsen

1. **CALL TO ORDER**

The meeting was called to order at 3:30 pm by the Committee Chairperson. The Chair acknowledged the meeting was being held on un-ceded territory of Stó:lō Nation People. There are four First Nation Bands within the boundaries of the Mission School District namely, Leq:a'mel First Nation, Sq'èwlets First Nation, Kwantlen First Nation, and Matsqui First Nation.

2. **Adoption of Agenda**

3. **Delegations/Presentations**

N/A

4. **Unfinished Business**

4.1 2016/2017 Amended Budget

The Secretary Treasurer continued reviewing the amended budget from the January 31st meeting:

Occupational Health & Safety

- Compliance with WorkSafe BC;
- Consensus reached funds be set aside to assist with resources;
- Option proposed: 2 - 3 people could share responsibilities;
- Consensus reached to change wording from "Coordinator" to "funding".

Solar Energy

Comments were made regarding infrastructure and long-range planning.

- Currently no long-term plan to proceed with solar energy;
- Currently conducting a long-range facility plan;
- Dewdney/Deroche are not on natural gas;
- Facility analysis will be brought back to the Board;
- Recommendation is to leave \$10K in the amended budget for planning;

- Consensus reached to move forward with \$10K however, not specifically targeting Dewdney and/or Deroche.

Facilities Equipment.

- Secretary Treasurer referred to page 2 (d)(i)(4) of the Agenda;
- Recognize the need to replace equipment sooner than later;
- Managed by Facilities Department.

Confirmed: Move forward.

Grounds Equipment

Discussion ensued regarding demands/needs for expansion of crews and mechanical abilities.

Confirmed: Move forward.

School Improvements (Security, Safety)

- Work order backlogs (approx. 1300);
- Seeking additional funds to help with backlogs and school enhancements;
- Without a budget, unable to seek resources to aid backlog;
- Goal is to get them down to a rotating or manageable number of work orders.

Confirmed: Move forward.

Portables

- Anticipated capacity pressures;
- Minimally six portables required and would like to commence the process of ordering (three in amended; three in preliminary budget);
- Average cost is \$100k each;
- Tendering is required.

Confirmed: Move forward.

Future further philosophical discussion of the Board: Schools of Choice and capacity.

Ferndale Phase 3/3A

- Questions regarding moving costs to Ferndale;
- To reopen Ferndale, where would facilities be placed?
- Costs to refurbish the facility for educational use vs. use for Facilities Dept.;
- Joining the workers together under one roof; morale issues.

Confirmed to move forward.

Technology improvements

- I.T. infrastructure requires resources;
- I.T. improvement plan will be brought to the Board;
- Priority: Organizational backbone.

Confirmed to move forward.

The Secretary Treasurer requested a summary of consensus:

Item 1: Counselor – Move forward;

Item 2: Labourer – Move forward;

Item 3: District Principal, Ab. Ed. – Deferred to a future COTW meeting; will form 2017/2018 preliminary budget deliberations;

Item 4: I.T. Manager - Move forward: Hire in May.

It was further agreed the District Principal, Aboriginal Education funding (\$35K) will be moved down to I.T. improvements.

The Secretary Treasurer reminded the committee of the amended budget process. The committee Chair proposed to bring the Bylaw forward as three readings.

4.2 2017/2018 Preliminary Budget

The format has been left somewhat unstructured in order to have more discussions and to determine the Board priorities. May wish to align more with the Strategic Plan?

It was proposed:

- Add formal student input;
- Solar Arrays (Scope how funding will be allocated after we get the report back);
- Hungry children: Deroche / Chehalis;
- Meetings with gay/straight alliances;
- Budget lines for teacher recruitment/qualifications assistance/building capacity to fill voids; attraction/retention; and
- Communication with staff and public regarding the pending technology improvements plan.

4.3 Amendments to the BC School Act

Consensus was reached to move the following resolution to the February 21st Regular Board meeting:

THAT the following resolution be submitted to the BC School Trustees' Association ("BCSTA"):

THAT the Provincial Government revise the British Columbia School Act to reflect that in the event a Board of Education or individual is removed or fired, that a By-Election will be held within six (6) months of the removal or termination.

5. **Staff Reports**

2017/2018 School Calendar

The Superintendent introduced the calendar. Three proposed revisions were received to which it was agreed will be made prior to the February 21st Regular Board meeting:

- Add *Stat in Lieu of Good Friday*;
- Re-align the order of calendar dates; and
- Add "Friday" to one of the calendar dates.

Minutes



Confirmed: Move forward and also bring the Distributed Learning calendar.

6. New Business

N/A

7. Minutes of Previous Meetings

Discussion ensued regarding the approval of minutes and placement of order on the Agenda.

Anna Heavenor exited the meeting at 5:48 pm.

Consensus was reached that partners may not have a voting right at the meetings however do have a voice on topics, errors and/or omissions.

MOVED and seconded that the Committee of the Whole Meeting Minutes dated January 10, 2017 be approved as presented.

CARRIED

MOVED and seconded that the Committee of the Whole Meeting Minutes dated January 31, 2017 be approved as presented.

CARRIED

8. Information Items

Curriculum Update

MTU President reported on the work of core competency discussions: Teachers are submitting names for discussions however they have not formally scheduled date(s).

District Parent Advisory Council

The minutes of the January 23, 2017, meeting were attached at to the Agenda.

December Enrolment Chart

The enrolment chart was attached to the Agenda.

9. Adjournment

Moved and seconded to adjourn the meeting.

CARRIED

The meeting adjourned at 6:00 pm.

Chairperson

Secretary Treasurer

Committee of the Whole Meeting (open to the public)

Minutes



Committee of the Whole Meeting
February 28, 2017 3:30 pm
District Education Office, 33046 – 4th Avenue, Mission, BC

Members Present:

Acting Chair Tracy Loffler
 Trustee Randy Cairns
 Trustee Shelley Carter

Staff Present:

Superintendent Angus Wilson
 Secretary Treasurer Corien Becker
 Assistant Superintendent Larry Jepsen
 Director of Student ServicesCarolynn Schmor
 Executive Assistant Tracy Orobko (Recorder)

Absent:

Committee Chair, Rick McKamey
 Trustee Jim Taylor

Participants:

MTU: Amber Chung, Anna Heavenor, Janise Nikolic

1. CALL TO ORDER

Trustee Loffler expressed regrets on behalf of Trustee McKamey who was unable to attend the meeting. Trustee Loffler assumed the position of Chair in Trustee McKamey's absence.

The meeting was called to order at 3:32 pm. The Chair acknowledged the meeting was being held on un-ceded territory of Stó:lō Nation People. There are four First Nation Bands within the boundaries of the Mission School District namely, Leq:a'mel First Nation, Sq'èwlets First Nation, Kwantlen First Nation, and Matsqui First Nation.

2. Adoption of Agenda

MOVED and seconded that the Agenda be adopted as presented.
CARRIED

3. Delegations/Presentations

4. Unfinished Business

5. Staff Reports

5.1 Draft Physical Restraint and Seclusion Policy

The Secretary Treasurer introduced the policy and procedures and turned the floor over to Director of Student Services, Carolynn Schmor. It was clarified that use of physical restraint is very last resort.

Proposed revisions:

- Incorporate language from page 25 of the Agenda: *The School District is responsible for providing safe, personally secure, and respectful working and learning environments for all employees and all students.*
- Ensure Canadian vs. U.S. spelling consistent;
- Remove "ventilate" under Table 2: Seclusion and Acceptable Use; and
- Ensure "him/her" changed to "their".

MOVED and seconded that the Draft Physical Restraint and Seclusion Policy be revised and return to the next Committee of the Whole meeting.

CARRIED

5.2 Draft Board of Education Responsibilities Policy

J. Nikolic exited the meeting at 3:59 pm.

The Superintendent exited the meeting at 4:00 pm.

Proposed revisions:

- Page 2: Change “regular basis” to “quarterly”;

MOVED and seconded that the draft Board of Education Responsibilities policy be forwarded to the March 2017 Regular Board meeting for consideration.

CARRIED

5.3 Draft Trustee Code of Ethical Conduct Policy

The Superintendent joined the meeting at 4:05 pm.

The Secretary Treasurer provided overview of the policy.

Proposed revisions:

- Under the title, “Behaviour”, remove words, “a spirit of harmony” and change “cooperation to “cooperatively”; and
- Remove the last bullet on page 1 of the policy, “Trustees must cast their vote with honest conviction, and not be influenced by a partisan bias of any kind.”

MOVED and seconded that the draft Trustee Code of Ethical Conduct policy be forwarded to the March 2017 Regular Board meeting for consideration.

CARRIED

5.4 Draft Recruitment and Hiring Policy

The Superintendent clarified the use, purpose and challenges of the existing policy.

Proposed revisions:

- Items 2.1 – 2.3 – may contain duplication;
- Add a “box” for Senior Staff and regular recruitment of other staff.

MOVED and seconded that the Draft Recruitment and Hiring Policy be revised and return to the next Committee of the Whole meeting.

CARRIED

A question was asked regarding termination provisions (covered off in either collective agreements or employment contracts); contracts trump policy.

5.5 Draft Respectful Schools and Codes of Conduct

The Secretary Treasurer provided an overview. The draft policy complies with WorkSafeBC and Human Rights legislation. This is the Board’s directive to staff ensuring the School District meets Federal legislation.

The administrative procedure will provide a guideline for all schools to have their own code of conduct. This is a framework reminder to schools that we have legislative mandates.

J. Nikolic joined the meeting at 4:45 pm.

A question was asked if it is replacing policy #25. Yes. However, there is no intent to replace existing Policy #26: *Sexual Minority (Sexual Orientation/Gender Identity) Anti-Homophobic*, at this time.

The Asst. Superintendent exited the meeting at 4:57 pm.

A concern was raised the draft policy does not address conduct of the role of the Trustees.

Discussion ensued and concerns raised regarding the affects new policy would have on #25 until all the wording is included.

A request was made the final approval be postponed until the revised Code of Conduct for the workplace is included.

MOVED and seconded that the Draft Respectful Schools and Codes of Conduct Policy be forwarded to the March 2017 Regular Board meeting for consideration.

CARRIED

The Asst. Superintendent joined the meeting at 5:06 pm.

5.6 Revised Policy Review Schedule 2016/2017

The Secretary Treasurer indicated due to the upcoming budget season, policy review will be reduced and resume post-budget.

A question was asked regarding a Whistle Blower policy to which it was clarified it must be consistent with legislation.

6. **New Business**

7. **Minutes of Previous Meetings**

MOVED and seconded that the Committee of the Whole Meeting Minutes dated February 14, 2017 be approved as presented.

CARRIED

8. **Information Items**

The Superintendent sought approval to miss the first ½ hour of March 28th Closed Board meeting to make a presentation at a school.

9. **Adjournment**

Moved and seconded to adjourn the meeting.

CARRIED

The meeting adjourned at 5:19 pm.

Chairperson

Secretary Treasurer