

# Special Committee of the Whole (Public)

# Agenda



**Special Committee of the Whole Meeting**  
**February 27, 2018 at 6:00pm**  
**District Education Office, 33046 – 4<sup>th</sup> Avenue, Mission, BC**

1. CALL TO ORDER

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

Page

2. ADOPTION OF AGENDA

3. STAFF REPORTS

3.1 Stave Falls Elementary – School Board Report

Information

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4. MINUTES OF PREVIOUS MEETINGS

4.1 Special Committee of the Whole Meeting Minutes, February 13, 2018

Action

28

5. ADJOURNMENT

# Stave Falls Elementary School

## Report to

## Committee of the Whole

February 27, 2018

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## Background

In the 2007/2008 school year, there were 115 students attending Stave Falls Elementary and 164 students attending Silverdale Elementary. In March 2008, the Mission Public School District passed Bylaw 2008-03 to close Stave Falls Elementary School and revised the Silverdale Elementary School catchment to include the students residing in the Stave Falls area of Mission.

The enrolment in Silverdale Elementary declined in subsequent years, along with all other catchment areas in the Mission Public School District. In 2016, the School District saw an increase in the number of students attending schools in Mission. This is consistent with the enrolment projections from 2008, where 2014 was the low point in student enrolment with increases in the following years. The current enrolment projections are increasing more than originally projected, due to significant growth in certain areas of the community.

In 2016, the Mission Public School District initiated a public process as it considered disposing of four closed schools including the Stave Falls Elementary School. During the process of public notifications, the Stave Falls Community Association submitted a proposal to support opening the school for community use. The Board considered this proposal, in addition to other proposals from other proponents, and directed staff to continue to investigate lease options with another tenant.

The Stave Falls Community Association and other members of the public objected to this action, reporting to the school district that there were sufficient school aged children within the Stave Falls area to warrant reopening the school. The Association advocated for the opening of the school, as they believe it to be in their children's interest to obtain an elementary school education in their community.

The School Board subsequently passed a motion to conduct a pre-registration process, and Staff presented the pre-registration results to the Committee of the Whole meeting on January 24, 2018. The committee also had a preliminary review of a report regarding upgrades needed to the Stave Falls School.

The discussion from the January 2018 meeting indicated that the board needed additional information before reaching a decision regarding the Stave Falls School. In addition, a preliminary draft of this report and the building maintenance / start-up costs were reviewed on February 13, 2018. This report provides additional information for the Board's consideration.

See Appendix 1 for a chronology of events regarding the Stave Falls School.

## Stave Falls Elementary School - Options

Currently, the School District is considering two options regarding the Stave Falls School:

1. Disposing of the Stave Falls School
2. Reopening the Stave Fall School

It is important to note that other options could be considered. These include:

3. Repurposing the Stave Falls School for another School District use
4. Leasing the Stave Falls School to a tenant – full or partial lease
5. Keeping Stave Falls School closed – in its current state
6. Keeping the land and removing the school building

This report provides information to assist with the decision of potentially reopening the Stave Falls School as per the pre-registration resolution, providing costing and other information for consideration.

It is important to note that to-date the School District has heard from many residents of the Stave Falls area. This report identifies and outlines potential impacts and changes to the Silverdale School and its catchment area, and possibly changes for consideration with respect to the Steelhead area. As such, additional consultation is recommended prior to finalizing any changes to the school catchment boundaries if the decision to reopen the Stave Falls School is made. As the formal boundary review will begin this spring, it would be an opportune time to undertake these consultations.

## Pre-registration and Enrolment Projections

The pre-registration for Stave Falls School indicates that if Stave Falls was reopened as a K-7 school, just over 50 students would attend in 2018/2019 and just over 60 students would attend in 2019/2020. The Community Association felt that the registration process did not capture all the possible students from the Stave Falls area. It is also unlikely that the pre-registration obtained a realistic count of potential students from the Maple Ridge School District. In comparing the pre-registration information with the enrolment projections from 2008, it does suggest that the student count from the pre-registration is light.

The following table includes information on both Stave Falls and Silverdale schools. The first column is the actual and projected enrolments for Silverdale. Reopening the Stave Falls School will require changes to the Silverdale catchment and decrease the student enrolment at Silverdale. The Silverdale enrolment projections should be decreased if the Stave Falls school reopens.

The second column is the enrolment projections prepared using the Baragar enrolment projection module in 2008. It shows a steady decline in enrolment projected until 2014, and then a steady increase, returning to almost the same enrolment as when the school was closed.

The final three columns are based on the pre-registration information. The middle column is the actual information from the pre-registration, and the final two columns are modified enrolment projections to develop a budget forecast for the Stave Falls School. The fourth column increases the pre-registration information by a factor of 1.4 as an estimate that not all parents interested in Stave Falls actually registered. The fifth column is adjusted by an additional factor of 1.4 to consider that if the school offered a program of choice (a magnet program), more students would attend, mostly from the Maple Ridge School District. Both modified enrolment projections are comparable to the projections originally generated in 2008, although they may be optimistic as an increase of 40% is significant.

On a further note, the Stave Falls School has eight classrooms and has an estimated operating capacity of 180 students (a nominal capacity of 195 students).

## Enrolment Projections Summary

Year	Silverdale Enrolment (actual & Estimates) 1	Stave Falls		Stave Falls	
		2008 Estimated Student Enrolment 2	Pre- Registered Students 3	Stave Falls Adjusted Pre- Registration Estimate 4	Stave Falls Adjusted Pre- Registration with Program Estimate 5
2008	164	106			
2009	140	102			
2010	135	90			
2011	137	85			
2012	118	76			
2013	107	75			
2014	103	74			
2015	104	80			
2016	107	84			
2017	112	85			
2018/2019	113	90	53	74	104
2019/2020	125	92	62	87	122
2020/2021	124	98	67	94	132
2021/2022	135	99	67	94	132
2022/2023	142	101	68	95	133
2023/2024	143		64	90	126

1. Silverdale 2018 - 2024 estimates - 2018 Baragar projections

2. Stave Falls 2008-2023 estimates - 2008 Baragar projections

3. Stave Falls pre-registrations

4. Stave Falls pre-registration - increased by 40% to 2023-24

5. Stave falls pre-registration - increased additional 40% - potential program of choice

## Projected Operating Budget

The revenue and expense projections for the Stave Falls School is based on the projected enrolment and the anticipated staffing levels considering the estimated class sizes from the enrolment projections. The following table provides a reasonable projection of the estimated budgets (current costs) for the Stave Falls Elementary School.

<b>Stave Falls - Draft Budget Projections</b>			
<b>Projected Student Enrolment</b>	53	74	104
<b>OPERATING REVENUE</b>			
Ministry of Education			
Enrolment Based Funding	382,554	534,132	750,672
Special Needs Funding	57,190	79,850	122,600
Salary Differential Supplement (Teacher)	5,809	8,111	12,481
Pay Equity Supplement (Support)	5,679	7,929	14,572
Small Community Supplement (begins in 2nd year)	162,400	162,400	162,400
<b>Total Revenue</b>	<b>613,632</b>	<b>792,422</b>	<b>1,062,725</b>
<b>OPERATING EXPENSE</b>			
Salaries			
Teachers	222,864	304,581	408,584
Principals and Vice-Principals	109,774	109,774	109,774
Education Assistants	25,380	50,760	76,140
Support Staff	66,339	76,664	95,577
Substitutes	6,000	10,000	22,961
<b>Total Salaries</b>	<b>430,357</b>	<b>551,779</b>	<b>713,036</b>
Employee Benefits	100,230	128,509	166,066
<b>Total Salaries and Benefits</b>	<b>530,587</b>	<b>680,288</b>	<b>879,102</b>
Services and Supplies			
Services	2,200	2,600	2,900
Student Transportation	150	209	294
Professional Development and Travel	1,000	1,000	1,000
Supplies	10,000	14,000	17,000
Utilities	21,300	21,300	21,300
<b>Total Services and Supplies</b>	<b>34,650</b>	<b>39,109</b>	<b>42,494</b>
<b>Total Expenses</b>	<b>565,237</b>	<b>719,397</b>	<b>921,596</b>
<b>Net Operating Surplus (Deficit)</b>	<b>48,395</b>	<b>73,025</b>	<b>141,128</b>
Less: Projected District Administration Overhead Costs	69,665	89,963	120,650
<b>Net Contribution to Capital / Reserves</b>	<b>(21,270)</b>	<b>(16,938)</b>	<b>20,478</b>
<i>Revenue projections based on average per student for Dewdney, Deroche, and Silverdale</i>			



The budgets are based on the second year of operation, when the additional rural funding is in place. The budgets for the first year of operation would be in a deficit, as the rural school funding of \$162,400 is not in effect until the second year.

The budgets would cover the general operating costs of the school and would also cover some of the District overhead costs. When the school enrolment reaches approximately 100 students, it would be contributing to capital needs. Capital projects include local capital programs, transportation needs, information technology, and some building enhancements. If a school is unable to contribute to its proportional share of overhead costs or capital / reserve costs, the deficit must be covered by other schools.

To test for reasonableness, the calculations were compared to the 2016/2017 actual financial information. The following table shows this comparison with Deroche, Dewdney, and Silverdale, the three smaller rural schools in the School District.

We note that Deroche receives more support through the Aboriginal Education department and less direct Education Assistant Support. The Aboriginal Department is included in the District costs, which is shared with all schools based on revenues per school. As such, it appears that Deroche has a strong financial performance for 2016/2017. This may not be completely accurate. In 2017 /2018 Deroche has more support and this financial performance is expected to decline.

The comparison is based solely on the number of students. It does not consider that Deroche, Dewdney and Silverdale are K – 6 schools, and the pre-registration for Stave Falls was for K – 7.

Appendix 2 provides more information on the financial comparisons of all schools.

<b>Mission Public School District</b>								
<b>2016 / 2017 Financial Analysis of Schools</b>								
	<b>Enrolment</b>	<b>STATEMENT REVENUE</b>	<b>TOTAL OPERATING EXPENSE</b>	<b>Net Operating Surplus (Deficit)</b>	<b>Allocation of District Costs</b>	<b>Contribution to Capital / Reserves</b>	<b>% of Revenue</b>	<b>per student</b>
<b>Deroche</b>	<b>77</b>	781,061	(660,866)	120,195	(80,629)	39,566	5.07%	514
<b>Dewdney</b>	<b>131</b>	1,303,611	(1,029,232)	274,379	(149,125)	125,254	9.61%	956
<b>Silverdale</b>	<b>108</b>	1,092,062	(1,004,004)	88,058	(120,664)	(32,606)		
<b>Stave Falls</b>	<b>53</b>	613,632	(565,237)	48,395	(69,665)	(21,270)		
<b>Stave Falls</b>	<b>74</b>	792,422	(719,397)	73,025	(89,963)	(16,938)		
<b>Stave Falls</b>	<b>104</b>	1,062,725	(921,596)	141,129	(120,650)	20,479	1.93%	197

Note: the financial information for both Deroche and Silverdale appear to have anomalies. The Finance Department is conducting a more detailed review of the financial information to ensure the data is correct moving forward.

## Transportation – Busing Students

Opening Stave Falls Elementary school will require a change to the busing service provided to students. The following table summarizes the busing requirements for the students that submitted pre-registration applications, and two extrapolations considering the increased enrolment projections. The summary identifies students from the Steelhead area of Mission, as some people have suggested that this area could be included in the Stave Falls Elementary School catchment. The students identified as needing busing is in line with the current policy walk limits. Staff note that the roads in the Stave Falls area are rural roads and have not been reviewed for walking safety.

If busing is provided to the pre-registered students in accordance with the School District’s Transportation Services policy, two students would be bused to Stave Falls School. If the pre-registration numbers are adjusted as per the enrolment projections summary chart, three or four additional students are estimated to receive busing service.

<b>Stave Falls - Busing Need Analysis</b>								
		<b>Pre Registration</b>		<b>Estimate 4</b>		<b>Estimate 5</b>		
		<b>Sept</b>	<b>Sept</b>	<b>Sept</b>	<b>Sept</b>	<b>Sept</b>	<b>Sept</b>	
		<b>2018</b>	<b>2019</b>	<b>2018</b>	<b>2019</b>	<b>2018</b>	<b>2019</b>	
<b>K - 6</b>	SF < 3.2 km	38	36	52	63	74	70	Walk
	<b>SF &gt; 3.2 km</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>Bus</b>
	<b>Steelhead</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>9</b>	<b>8</b>	<b>10</b>	<b>?? Busing</b>
	Other MPSD	3	6	4	11	6	12	
	Out of District	2	6	3	11	4	12	
		<b>49</b>	<b>55</b>	<b>68</b>	<b>98</b>	<b>96</b>	<b>108</b>	
<b>K - 7</b>	SF < 3.2 km	42	43	58	69	82	84	Walk
	<b>SF &gt; 3.2 km</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>Bus</b>
	<b>Steelhead</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>10</b>	<b>?? Busing</b>
	Other MPSD	3	6	4	5	6	12	
	Out of District	2	6	3	3	4	12	
		<b>53</b>	<b>62</b>	<b>74</b>	<b>87</b>	<b>104</b>	<b>122</b>	
<i>The two students &gt; 3.2 km are 3.2 and 3.7 km from Stave Falls Elementary School</i>								

When the District altered the boundary of a school catchment in the past, students were able to continue to attend the school they were enrolled in prior to the change, and to receive busing service to the school. The School District has not typically forced students to attend the revised catchment school.

When the Stave Falls School was in operation prior to its closure, two buses serviced the School – one in the north side of the catchment, and one in the south side. Currently, Silverdale School is served by two buses – one for Stave Falls and one for the rest of the Silverdale catchment.

The small number of children needing busing to Stave Falls in accordance with the policy suggests that busing could be eliminated for the Stave Falls School. However, this is not possible due to the need to bus students to the middle and secondary schools. If the Stave Falls school opens, at least one additional bus is needed, and possibly two. The final determination would be made once enrolment is confirmed and bus routes are established.

Currently there are no spare buses available for a new bus route. As such, new buses would need to be purchased. The following chart summarizes the estimated budget cost per bus. The capital cost is an additional one-time set up cost per bus and is dependent on the decisions regarding grandfathering to current schools, and busing needs considering safe walk routes.

The operating costs are included in the District Administration Overhead Costs and are reflected in the draft budget projections in the previous section.

<b>New Bus Costs - Per Bus</b>	
<b>Capital Cost - one time</b>	\$160,000
<b>Annual Operating Cost</b>	
Driver	\$ 35,000
Insurance	1,500
Fuel	5,900
Maintenance	5,200
	<u>\$ 47,600</u>

## Other Revenue

The School District has received expressions of interest from groups interested in offering day care services out of the Stave Falls School, should the school be reopened. In reviewing the enrolment at Dewdney Elementary it is apparent that the addition of the daycare program and the implementation of the outdoor education program have assisted Dewdney Elementary in expanding the school's enrolment. It is reasonable to project that the addition of a daycare and a unique education program or a program of choice at the Stave Falls School could also attract additional students from other MPSD catchments and even other school districts.

Dewdney Enrolment Review							
	Current Catchment	To Other Mission Schools	Dewdney Catchment	From Other MPSD Catchment	From Other School District	Total Dewdney Enrolment	
2013/2014	77	-21	56	13		69	
2014/2015	83	-25	58	15		73	
2015/2016	82	-33	49	45		94	
2016/2017	77	-23	54	75	2	131	
2017/2018	88	-23	65	86	4	155	

The current fee for commercial use of School District property is \$1,220 per month per classroom. The daycare operator at the Dewdney School pays this rate, operating for 12 months of the year and providing revenue to MPSD of approximately \$14,500 a year per classroom.

Staff note that a daycare operator must comply with licensing requirements of Fraser Valley Health. Minor renovations may be required to ensure the space is suitable for a daycare, if a daycare operates in the Stave Falls School. The revenue generated by a daycare would be included in the net budget of additional administrative costs.

There would also be the opportunity for additional revenue for use of the school from the community. However, the revenue from this source would be minimal. The rate for community use is \$15 to \$30 per hour depending on what is being used, plus any additional labour costs.

On the flip side, if the school was not reopened, and the District considered leasing the entire building out, a commercial lease could generate approximately \$150,000 a year in revenue. The essential repairs would still need to be completed, and it would take approximately 7 years of lease revenue to cover the required upgrades to the building. In addition, if the District intended on leasing the building to another entity, this would require prior approval from the Province.

## Repairs and Maintenance - Opening Stave Falls School for Use

The following recommended budget for building maintenance provides the cost estimates for the essential work needed to open the school, as well as a budget for maintenance work that could be delayed for a few months until after the school is opened or deferred further. Staff considered the comments from the previous meeting and identified some costs that could be delayed or deferred, such as carpet replacement and painting. Some of the skylight replacements could be deferred to a later date, however, at least one of the skylights is leaking, even with a cover.

Based on experience with other schools, staff note that although painting and carpet replacement could be delayed, we expect that work orders would be submitted to have the carpet removed and rooms painted once staff are in the school. At this point staff are not recommending reducing the budget for building maintenance further. See Appendix 3 for detailed costing breakdown.

As noted in previous reports, some of the cost estimates need further review and updating once detailed repair work begins. A few cost estimates are outstanding, such as an updated seismic review, obtaining a cost estimate for shutters, and inspection and repairs to the septic system. The summary of anticipated essential repairs to open Stave Falls School is still a very high-level estimate. At this point, staff do not anticipate that the District of Mission's building inspection department would require any upgrades to meet the current building code.

Staff are recommending a minimum budget of \$305,520 to bring the Stave Falls School to a useable condition, which includes a 20% contingency for unanticipated costs. Additional costs of up to approximately \$58,000 would be needed within a short-time period after opening, and possibly up to an additional \$800,000 of upgrades that could be deferred for 3 to 10 years after opening. Many of the delayed and deferred costs could be funded from the Annual Facilities Grant, regular maintenance activities (flooring and lighting upgrades), and through Capital project funding from the Province (such as the roof replacement). The essential costs would be needed regardless of the use of the building – school or lease tenant.

<b>Stave Falls School - Building Repairs / Preparations for Use</b>				
	<b>Total Estimate</b>	<b>Essential</b>	<b>Delayed 6 mo to 1 yr</b>	<b>Deferred 3 - 10 yrs</b>
<b>Architectural</b>	\$ 431,500	\$151,500	\$ 48,500	\$231,500
<b>Civil</b>	82,300	19,500	-	62,800
<b>Mechanical</b>	308,000	21,000	-	287,000
<b>Electrical</b>	152,600	62,600	-	90,000
	<b>\$ 974,400</b>	<b>\$254,600</b>	<b>\$ 48,500</b>	<b>\$671,300</b>
<b>Contingency</b>	194,880	\$ 50,920	\$ 9,700	\$134,260
	<b>\$1,169,280</b>	<b>\$305,520</b>	<b>\$ 58,200</b>	<b>\$805,560</b>

## School Start-up Costs

In addition to the costs to bring the Stave Falls School building to a state suitable for occupancy, there are additional costs related to reinstating educational services in the building. Considering the comments from the February committee meeting, staff reviewed the estimates and have additional information for consideration, and updated cost estimates where appropriate. This following table is a revised summary of the additional costs needed to set up a functioning public school.

The set-up costs are one-time costs to equip the school with materials and supplies, and to purchase a new bus. The inventory of desks in storage is complete, and both student and staff desks can be sourced from inventory. The desks in inventory do not contain asbestos.

The original budget estimate indicated that the laptop cart could be delayed, but in reviewing this with elementary school principals, this is not correct. Both a laptop cart and an iPad cart are needed to support assessments, career education, my blueprint and other classroom uses. As such, these have been included as essential for education purposes.

<b>School Related Set up costs - Summary</b>				
	<b>Total Estimate</b>	<b>Essential</b>	<b>Delayed 6 mo to 1 yr</b>	<b>Deferred 3 - 10 yrs</b>
<b>Information Technology</b>	<b>\$ 130,300</b>	<b>\$ 106,350</b>	<b>\$ -</b>	<b>\$ 23,950</b>
<b>Rooms / school set up</b>	<b>9,000</b>	<b>8,000</b>	<b>1,000</b>	<b>-</b>
<b>Buses</b>	<b>320,000</b>	<b>160,000</b>	<b>-</b>	<b>160,000</b>
<b>Library Resources</b>	<b>100,000</b>	<b>50,000</b>	<b>-</b>	<b>50,000</b>
<b>Education Resources</b>	<b>97,500</b>	<b>67,500</b>	<b>15,000</b>	<b>15,000</b>
	<b>\$ 656,800</b>	<b>\$ 391,850</b>	<b>\$ 16,000</b>	<b>\$ 248,950</b>

Although the draft budget includes delaying or deferring some of the cost of education materials, this is contrary to the approach used with other schools where staff are actively working to put more education resources into the hands of students and teachers.

Appendix 4 provides details on the set-up costs, including notes on the information technology upgrades. Currently schools receive internet access via the NGN network. If the Stave Falls School is opened, NGN would provide the high-speed internet connection to the school, regardless of what is available in the area through other service providers. The budget estimate for the Information Technology needs are relatively accurate budget projections based on experience with the technology upgrades that the District has implemented over the past few months.

## Boundary / Catchment Review

Opening the Stave Falls School will affect the catchment boundaries for other schools. The following table provides a preliminary review of the catchment areas that will or could be affected by opening the Stave Falls School. If a decision is made to reopen the Stave Falls School, the school catchment boundary review that is scheduled to begin in the next few weeks will include the requirement to determine the catchment boundary for the school, and the resulting impact on other schools.

<b>Silverdale / Stave Falls / Steelhead Catchment Review</b>					
	Silverdale	Albert McMahon	Choice (H, CM, ESR, Dw)	Other	Total
Silverdale	43		18	13	74
Stave Falls	23		7	6	36
Steelhead		9	10	3	22
West Mission	14	2	30	5	51
MPSD - other	32				32
	112	11	65	27	215

### Risk Assessment - Silverdale Elementary School

The most significant risk to the Mission Public School District if the Stave Falls School opens would be the impact on enrolment at Silverdale School. The following is a summary of the current class composition of the Silverdale School.

<b>Silverdale - 2017 / 2018 Enrolment</b>								
Div	K	1	2	3	4	5	6	Total
1						5	21	26
2					21	5		26
3			9	12				21
4		16	4					20
5	16	3						19
	16	19	13	12	21	10	21	112

While the actual impact cannot be predicted, the review of the enrolment impact on the Silverdale School considers that students from the Stave Falls area will most likely attend the reopened school, as opposed to continuing to attend Silverdale. The review considers the impact if all students from the Stave Falls area currently attending Silverdale change to the Stave Falls School. The projected enrolment change uses the same ratio as the current enrolment trend.

If the Stave Falls School is opened, Silverdale School would be expected to have enrolment of less than 100 students until the 2021/2022 school year. At this point, enrolment is anticipated to continue to grow in the Silverdale area. The Silverdale School has a nominal capacity of 220 students, and an operating capacity of 180 students; one classroom is for the Strong Start program.

<b>Silverdale Enrolment Projection</b>				
	Current Catchment	Stave Falls Students	Without Stave Falls	Divisions
2017/2018	112	23		5
2018/2019	112	23	89	4
2019/2020	124	25	99	5
2020/2021	124	25	99	5
2021/2022	135	28	107	5
2022/2023	142	29	113	5
2023/2024	143	29	114	5
2024/2025	147	30	117	5
2025/2026	150	31	119	5
2026/2027	157	32	125	6
2027/2028	161	33	128	6



## Additional Considerations

In order to support reaching a decision regarding the potential reopening of the Stave Falls Elementary School, it is imperative that any other information that could affect the outcome of the decision be considered. This section summarizes comments and information gathered through this review process.

1. Adding an additional school will increase the administrative overhead costs of the organization. The costs include school administration, and additional overhead that includes support from IT, facilities, student services, and Aboriginal Education. The expectation is that the increased costs would be proportional to the estimate in the budget and would not negatively affect other schools nor relieve other schools of their proportional cost of overhead expenses. Essentially, the additional school should be cost neutral on administrative overhead once the school reaches 100 students.
2. All schools have minimum staffing levels for music, library services, and learning support resources. Regardless of the number of students in the School, these services are required. At 50 – 100 students, this is a .5 -.6 FTE non-classroom teacher.
3. Counsellor and Learning support services are assigned to schools based on student needs. The reassignment of counseling and learning support time to the Stave Falls School will result in reductions at other schools, unless additional positions are hired.
4. Overall, the annual surplus (funds available for Capital and Reserves after operating and overhead costs) are expected to be reduced until Stave Falls reaches approximately 100 students. This would be applicable to Silverdale as well, if Silverdale's enrolment fell below 100 students. Once the 100-student threshold is reached, the funding available for Capital and Reserves is expected to stabilize. Staff note that the Deroche School does not have the same conditions.
5. The funding for Capital and Reserves is currently driving the technology infrastructure upgrades. Once the new IT infrastructure is in place, there will be less funding left over after operating expense – the \$2,618,427 figure will be reduced. This is because some of the technology upgrades involve leasing computer equipment, to set up an ever-greening program and to keep technology current. This transfers the capital costs to operating costs.
6. More efficient school operations will put more funds into additional educational resources. Adding an additional school to the fixed operating costs leaves fewer resources for educational resources. However, there is no mechanism to determine what the right balance is. It is worth noting that there are offsetting impacts when adding fixed costs to the overall cost of operations. As noted in Appendix 2 – Financial Comparisons, although an important consideration, financial performance should not be the only determinate in evaluating the provision of services.

7. Over the past few years, the organization reduced services to cover operating deficits. This meant postponing upgrades to technology and other education resources. With the recent growth in student enrolment and with the deficit covered, the School District made a strategic decision to expand support for student learning. The educators in the school district are pleased that additional funds have been put into educational resources and technology. They are excited about the direction we are taking and would like to ensure this momentum continues, which is particularly important as we implement the new curriculum; the total cost associated with the new curriculum is not known at this time. While opening the Stave Falls School would not necessarily reverse this direction or reduce funding, any risk of reduced funding for educational resources is an area of concern for staff. The hope would be that this interest be considered, recognizing the need to balance the multiple interests of stakeholders.
8. Currently, the school district spends approximately \$20,000 a year on utilities and basic maintenance activities for the Stave Falls School.
9. Staff express concern with the concept of Stave Falls being a K to 7 school, rather than the K to 6 structure that is in all other elementary schools. A kindergarten to grade 7 school would appear to support students moving to the Maple Ridge school district after grade 7, rather than continuing with the middle school and secondary school in Mission.

## Summary

This report provides details to support a decision with respect to the Stave Falls Elementary School. It is not an exhaustive report, nor is it intended to support one action over another. The information provided is intended to support the discussion and decision regarding the possible reopening of the Stave Falls School.

The following chart provides the summary of costs to reopen Stave Falls and to set it up as a school. The costs include the anticipated funding shortfall, considering that in the first year the funding for a rural school is not provided.

<b>Stave Falls School - Start-up Costs</b>				
	<b>Total Estimate</b>	<b>Essential</b>	<b>Delayed 6 mo to 1 yr</b>	<b>Deferred 3 - 10 yrs</b>
<b>Building Maintenance</b>	\$ 1,169,280	\$ 305,520	\$ 58,200	\$ 805,560
<b>Set Up Cost</b>	656,800	391,850	16,000	248,950
<b>Anticipated funding shortfall (first year only)</b>	162,400	162,400		
	<b>\$ 1,988,480</b>	<b>\$ 859,770</b>	<b>\$ 74,200</b>	<b>\$ 1,054,510</b>

Funding the minimum costs to open the Stave Falls School can be accomplished using some of the available reserves and surplus funds. Most of these funds would need to come from the contingency reserve as opposed to local capital, as most of the maintenance work is operating in nature. Some of the deferred costs could also be covered from the local capital reserve or other facilities funding such as AFG, in future years.

At this time, the Finance Department has not reviewed the long-term projections or the financial risks beyond the first year. In addition, a detailed boundary review has not been completed. Staff are in the process of initiating this review.

If direction is given to open the school, staff will begin the process of planning to complete the work necessary to open the building. As direction has been provided to complete essential repairs, staff will begin the process to replace gutters and make the essential repairs to the roof. This work is expected to be complete during the summer months in 2018.

The following table indicates that the School District would have the resources needed to open the school by utilizing funds from the contingency reserve and the local capital funds. If the intent is to have the school open for September 2018, work on the building would need to begin immediately. As such, the School District would need to fund as much as possible from the contingency and local capital funds. The impacts of this could be considered in more detail with the 2018/2019 budget development.

**Financing Stave Falls Start-up - if a September 2018 start up**

	Projected Balance	Essential	Delayed 6 mo to 1 yr	Balance
<b>Available Reserve Funds</b>				
Unrestricted operating surplus	\$ 901,133	\$ 568,370	\$ 74,200	\$ 258,563
Local Capital Reserve				
expansion plans	352,125	131,400	-	220,725
available for other projects	402,075	160,000	-	242,075
<b>Balance of available reserve funds</b>	<b>\$ 1,655,333</b>	<b>\$ 859,770</b>	<b>\$ 74,200</b>	<b>\$ 721,363</b>
Essential and Delayed			\$ 933,970	
<i>* note: not all building maintenance is capital - most of the minimum cost is operating</i>				

As the board has also indicated consideration of opening the School with a September 2019 start date, the following information indicates the budget and a preliminary plan to spread the work over the next year and a half. This could enable spreading the costs over the budgets for the next two years, rather than funding the work exclusively from the contingency. Once a decision is reached, pertinent information will be included in future budgets.

**Financing Stave Falls Start-up - if a September 2019 start up**

	2017/2018	2018/2019	2019/2020	Total
<b>Building</b>				
Roof	\$ 69,000	\$ -	\$ -	\$ 69,000
Civil	19,500			19,500
Mechanical	21,000			21,000
Remaining Architectural		82,500	48,500	131,000
Electrical		62,600		62,600
Contingency	21,900	29,020	9,700	60,620
	131,400	174,120	58,200	363,720
<b>Start up</b>				
Information Technology		106,350		106,350
Rooms / school set up			9,000	9,000
Buses		160,000		160,000
Library Resources			50,000	50,000
Education Resources			82,500	82,500
Funding shortage (first year only)			162,400	162,400
	-	266,350	303,900	570,250
	131,400	440,470	362,100	933,970
<b>Funding Source</b>				
Capital Works	131,400			131,400
Contingency		440,470		440,470
Contingency			362,100	362,100
	\$ 131,400	\$ 440,470	\$ 362,100	\$ 933,970

## Appendix 1 – Chronology of Board Direction and Decisions

- March 2008 Stave Falls Elementary School Closure Bylaw approved – closed July 1, 2008
- Feb 2016 Notice provided regarding potential disposition of School, soliciting comments on:
- a. The disposal of the properties, and/or;
  - b. Interest in acquiring any of the sites.
- Feb 2017 The Board considered comments from the public, options, and proposals, and directed staff to move forward in negotiations with a proponent interested in leasing the building
- March 2017 Public Board Meeting - Stave Falls Elementary School
- MOVED and Seconded that the Board conduct a pre-registration for Stave Falls Elementary School. The pre-registration include the years 2017/18, 2018/19 and 2019/20. The pre-registration be open online and in person at the Board office for the entire month of April 2017. Data from this pre-registration will be presented to a Committee of the Whole meeting in May 2017 and then brought to the May 2017, public Board meeting to help Trustees consider the financial viability of reopening Stave Falls Elementary.*
- AMENDMENT #1*
- MOVED and Seconded that the Board conduct a pre-registration for Stave Falls Elementary School.*
- CARRIED*
- AMENDMENT #2*
- MOVED and Seconded that the Board conduct a pre-registration for Stave Falls Elementary School. The pre-registration include up to a three (3) year period.*
- CARRIED*
- MOVED and Seconded that the Stave Falls Elementary School matter be referred to a Special Committee of the Whole meeting to take place in either May or June, 2017.*
- CARRIED*
- April 2017 Announcement of Special COTW meeting to discuss Stave Falls School
- Date: June 6, 2017
- Time: 6:00 pm
- Location: Fraserview Learning Centre  
32444 - 7<sup>th</sup> Avenue
- June 2017 Special Committee of the Whole meeting held to discuss the Stave Falls School
- October 2017 Special Committee of the Whole meeting held to discuss the Stave Falls School
- October 2017 Public Board Meeting
- 6.1 Preliminary Student Registration – Stave Falls Elementary

*MOVED and Seconded that a preliminary registration for a potentially reopened Stave Falls School will take place between November 20, 2017 to December 15, 2017;*

*AND THAT the registration will be available for both on-line and paper submissions;*

*AND THAT registration will be open to all children eligible for public education in British Columbia who fall within the acceptable age ranks for kindergarten to grade 7 in the school years 2018-19, 2019-20, 2020-21;*

*AND THAT registration forms will be patterned from the registration form currently used by the District but, if necessary, modified to provide information on anticipated home address and current school attended.*

*CARRIED*

January 2018 Special Committee of the Whole meeting - to review Pre-registration results

## Appendix 2 – Financial Comparisons

The following table provides a preliminary financial analysis of each school. The calculated capital contribution per student and the percent of revenue calculation provides a marker that can be compared to the financial performance of each school. The Finance Department has prepared this analysis, firstly to ensure all expenses are coded correctly, and secondly, to ensure each school principal can monitor and manage the financial performance of the school.

The ability to review financial performance can help ensure long-term financial viability of educational programs. Although a valuable performance indicator, financial performance is just one of many factors used to evaluating programs. Program effectiveness measures should also be considered when making programming decisions. Most effectiveness measures, such as graduation rates, reading and math skill levels, or meeting social obligations are not related to financial performance.

From a financial perspective, larger schools are generally more efficient, although this is not always a linear relationship as demonstrated with the financial review of the Mission Schools. The financial perspective does not factor in issues or perspectives that are unique to neighborhoods, such as proximity to services, school organization, or building efficiencies.

Some schools have unique characteristics that make it unreasonable to compare, such as the unique educational challenges at Fraserview and Riverside. These two schools operate independently, yet both are linked to the services provided at the high school. The financial performance of these schools could be consolidated with the contribution from Mission Secondary to determine the efficiency of the secondary system.

Other schools that appear to have anomalies in the financial system are Deroche, Hatzic Elementary, and Silverdale. Deroche appears to have an abnormally high financial performance indicator, while Hatzic Elementary and Silverdale appear to have abnormally low financial performance indicators. Finance staff will be reviewing the expense allocation codes to determine if expenses have been coded correctly. As such, the allocation of financial costs to individual schools should not be considered to be 100% accurate. However, the information does provide a preliminary measure in determining financial performance.

Appendix 2 – continued

Mission Public School District								
2016 / 2017 Financial Analysis of Schools								
	Enrolment	STATEMENT REVENUE	TOTAL OPERATING EXPENSE	Net Operating Surplus (Deficit)	Allocation of District Costs	Contribution to Capital / Reserves	% of Revenue	per student
Albert McMahon	389	\$ 3,461,674	\$ (2,749,755)	\$ 711,918	\$ (452,245)	\$ 259,673	7.50%	668
Cherry Hill	250	2,198,582	(1,738,224)	460,358	(287,046)	173,311	7.88%	693
Christine Morrison	437	3,503,086	(2,675,714)	827,372	(459,493)	367,880	10.50%	842
Deroche	77	781,061	(660,866)	120,195	(80,629)	39,566	5.07%	514
Dewdney	131	1,303,611	(1,029,232)	274,379	(149,125)	125,254	9.61%	956
ESR	384	3,125,365	(2,382,446)	742,919	(409,808)	333,111	10.66%	867
Hatzic Elem	291	2,339,430	(2,033,321)	306,109	(305,993)	116	0.00%	0
Hillside	365	2,725,275	(2,104,843)	620,432	(357,799)	262,634	9.64%	720
Mission Central	230	1,976,972	(1,841,986)	134,987	(257,419)	(122,432)		
Silverdale	108	1,092,062	(1,004,004)	88,058	(120,664)	(32,606)		
West Heights	233	2,017,110	(1,671,688)	345,422	(263,207)	82,215	4.08%	353
Windebank	316	2,619,015	(2,018,995)	600,020	(343,005)	257,015	9.81%	813
HMS	655	5,627,885	(4,742,996)	884,890	(734,944)	149,946	2.66%	229
HPMS	646	5,775,265	(5,259,538)	515,726	(729,249)	(213,522)		
MSS	1369	11,501,495	(8,944,308)	2,557,187	(1,506,007)	1,051,179	9.14%	768
Fraserview	100	1,155,906	(1,002,267)	153,639	(150,982)	2,657	0.23%	27
Summit	NA	986,977	(912,322)	74,655	(129,591)	(54,936)		
Riverside	NA	1,133,867	(1,067,280)	66,587	(129,220)	(62,633)		
<b>Total Schools</b>		53,324,639	(43,839,784)	9,484,855	(6,866,428)	2,618,427		
<b>District</b>		6,088,385	(12,954,812)	(6,866,428)				
<b>Total</b>		\$ 59,413,023	\$ (56,794,596)	\$ 2,618,427				
Allocation of District costs based on a percentage of total per student funding and special needs funding								



## Appendix 3 – Detailed Building Upgrades Costing

Stave Falls School - Building Cost Analysis - Opening Stave Falls				
	Estimate	Essential	Delayed 6 mo to 1 yr	Deferred 3 - 10 yrs
<b>Architecture</b>				
<b>Exterior</b>				
Minor trim repairs	7,500	6,500	1,000	
Windows / seals (Exterior)	17,500	17,500		
	<b>25,000</b>	<b>24,000</b>	<b>1,000</b>	-
<b>Structural</b>				
<b>1</b> Seismic Restraints				
	-	-	-	-
<b>Roof</b>				
Roof Repairs	20,000	20,000		
<b>2</b> Storm Drainage	35,000	35,000		
New Roof	175,000			175,000
Replace Snow guards	6,500	6,500		
Seal Roof - snow guards	2,500	2,500		
Replace Skylights	19,500	5,000		14,500
Replace Benches	2,500			2,500
	<b>261,000</b>	<b>69,000</b>	-	<b>192,000</b>
<b>Interior</b>				
Repair flooring joints	5,500	5,500		
Replace carpets in classrooms	27,000	5,000	22,000	
Replace carpets in admin/common	10,500			10,500
<b>3</b> Gym Floor	5,000			5,000
cleaning	9,500	9,500		
	<b>57,500</b>	<b>20,000</b>	<b>22,000</b>	<b>15,500</b>
<b>Walls</b>				
Repairs	7,500	7,500		
Repaint Walls	35,500	10,000	25,500	
	<b>43,000</b>	<b>17,500</b>	<b>25,500</b>	-
<b>Ceilings</b>				
Repair/replace damaged T-bar panels	3,500	3,500		
	<b>3,500</b>	<b>3,500</b>	-	-
<b>Doors &amp; Frames</b>				
Replace broken hardware	8,500	5,000		3,500
Weather Stripping	4,500			4,500
Keying	2,500	1,000		1,500
	<b>15,500</b>	<b>6,000</b>	-	<b>9,500</b>
<b>Windows</b>				
<b>4</b> Exterior Roll Shutters				
	-	-	-	-

Appendix 3 – continued

Stave Falls School - Building Cost Analysis - Opening Stave Falls				
	Estimate	Essential	Delayed 6 mo to 1 yr	Deferred 3 - 10 yrs
<b>Architecture</b>				
<b>Millwork</b>				
cleaning & repairs	3,500	2,000		1,500
Shelving supported	1,500	1,500		
	<b>5,000</b>	<b>3,500</b>	-	<b>1,500</b>
<b>Miscellaneous</b>				
Fire extinguisher	5,500	3,000		2,500
Washroom accessories	4,500	2,500		2,000
	<b>10,000</b>	<b>5,500</b>	-	<b>4,500</b>
<b>Boiler</b>				
Room separation	3,500			3,500
Dampers (fusible links)	7,500	2,500		5,000
	<b>11,000</b>	<b>2,500</b>	-	<b>8,500</b>
	<b>431,500</b>	<b>151,500</b>	<b>48,500</b>	<b>231,500</b>
<b>Civil</b>				
Storm flush & inspecton (Grounds Department)	3,800	1,000		2,800
Pavement repair	10,000			10,000
Sewage system review	3,000	3,000		
- Dozing & flow equalization	2,500	2,500		
- Aerators & Filters	10,000	10,000		
- Grinder Pump - per pump	3,000	3,000		
Playground - if opened as a school	50,000			50,000
	<b>82,300</b>	<b>19,500</b>	-	<b>62,800</b>
<b>Mechanical</b>				
Water (Potable water well pumps and pressure system )	28,000	5,000		23,000
Heating System (Repairs & Replacement of Heating Control Valve)	190,000	10,000		180,000
Ventilation Upgrade & (Duct Cleaning)	90,000	6,000		84,000
	<b>308,000</b>	<b>21,000</b>	-	<b>287,000</b>
<b>Electrical</b>				
5 Exterior parking lights	24,000	24,000		
Exterior building lights	16,000	16,000		
Testing emerg equipment	3,000	3,000		
Test and repair exiting lighting	1,000	1,000		
Fire Alarm Testing	5,000	5,000		
Receptical replacement (GFI Recepticals where required)	3,600	3,600		
Sewer plant devices (Control Panel Replacement)	5,000	5,000		
6 DDC & Interior Lighting (Control Systems)	95,000	5,000		90,000
	<b>152,600</b>	<b>62,600</b>	-	<b>90,000</b>
	<b>974,400</b>	<b>254,600</b>	<b>48,500</b>	<b>671,300</b>

Appendix 3 – continued

<b>Stave Falls School - Building Cost Analysis - Opening Stave Falls</b>			
<b>NOTES</b>			
<b>1</b>	Report to determine scope and costs		
<b>2</b>	Gutter & Downpipe Replacement		
<b>3</b>	Once sheeting is removed floor will be assessed for refinishing		
<b>4</b>	Required for Site Security - significant building damage when school was open, due to location		
<b>5</b>	Old light standards vandalized and damaged beyond useful life		
<b>6</b>	\$5000 Temporary Repair, may not be sufficient		

## Appendix 4 – School Set up Costing Details

School Related Set-up Cost Detail				
	Estimate	Essential	Delayed 6 mo to 1 yr	Deferred 3 - 10 yrs
<b>Information Technology</b>				
1 Gym sound system	2,100			2,100
Projection Screen for Gym	2,700			2,700
2 Phone System (phones only no lines run)	1,600	1,600		
Multifunctional Device (Photocopier/Fax/Printer/Scanner)	1,600	1,600		
3 Laptops, Cart and Printer	12,900	12,900		
3 iPads and Cart	12,700	12,700		
Network Switch - Hardwired devices/MFD/Access Points	3,200	3,200		
4 WIFI access points - incl support and licensing cost	6,400	6,400		
5 Computers and peripherals for Itinerant staff, library & Office	9,100	7,800		1,300
Teacher laptops & peripherals	7,500	3,750		3,750
6 PA/Bell System	26,800	26,800		
Internet Install - re establish link to NGN	3,800	3,800		
Firewall and switch - required for NGN	4,300	4,300		
Server, UPS and licensing - required for IT system	5,400	5,400		
7 Wiring for Technology - all cables need to be replaced due to age	16,100	16,100		
8 Projectors and Screens for classrooms	10,300			10,300
security cameras	3,800			3,800
	130,300	106,350	-	23,950
<b>Set Up</b>				
Signage	2,000	1,000	1,000	
BSW set up	5,000	5,000		
Office set up	2,000	2,000		
	9,000	8,000	1,000	-
<b>Bus</b>				
New Buses	320,000	160,000		160,000
<b>Education Based Resources</b>				
Library	100,000	50,000	-	50,000
Classroom resources				
Reading books	20,000	20,000		
PM Benchmark Kit	500	500		
JUMP Math	2,000	2,000		
Other Resources	75,000	45,000	15,000	15,000
	97,500	67,500	15,000	15,000
	656,800	391,850	16,000	248,950
<b>Notes:</b>				
1	in wall amplifier, speakers, and mounting - not including installation charges			
2	3 in office 1 in library 1 in staff room and 2 pod office phones			
3	essential for district supported web based tools for career ed and Office 365 etc			
4	essential for mobile devices as part of Strategic plan and support for education			
5	Administration, Secretary, Library, staff room, LST, 2 for Itinerant			
6	speakers in classrooms and outside of building, 1 per room common areas, 3 outside for safety			
7	currently the cables are CAT4 and all need upgrading			
8	required to utilize the mobile devices and resources provided by district			

**Special Committee of the Whole Meeting**  
**February 13, 2018 at 3:30pm**  
**District Education Office, 33046 – 4<sup>th</sup> Avenue, Mission, BC**

**Members Present:**

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

**Staff Present:**

Superintendent Angus Wilson  
Secretary Treasurer Corien Becker  
District Principal Aboriginal Education, Joseph Heslip  
Executive Assistant Aleksandra Zwierzchowska (Recorder)

## 1. CALL TO ORDER

The meeting was called to order at 3:33 pm by the Chairperson. The Chair acknowledged the meeting was being held on Stó:lō Territory. There are four First Nation Bands within the boundaries of the Mission School District: Leq:a'mel, Sq'èwlets, Kwantlen, and Matsqui First Nations.

## 2. Adoption of Agenda

Two additions:

Item 3.2 Stave Falls Income – Trustee Taylor

Item 3.3 Stave Falls School Liabilities – Trustee Taylor

### **Moved and Seconded**

**That the Agenda be adopted as presented with the two additions.**

### **CARRIED**

## 3. Unfinished Business

### 3.1 Stave Falls Cost Estimates

The Chair referred to item 3.1 - Attachment A - Analysis of School Board Cost Estimate to Re-open Stave Falls Elementary. The Board decided to review each item line by line to discuss essential costs that would meet the requirements of a healthy-safe school to reach a consensus on minimal costs.

Trustee Cairns entered the room at 3:34pm.

The committee took a recess to make additional copies of the agenda and a handout distributed by the Stave Falls Community Association with specific comments on item 3.1 - Attachment A- Analysis of School Board Cost Estimate to Re-open Stave Falls Elementary.

The meeting resumed at 3:54pm. It was recommended that this meeting follow the normal format of the Committee of the Whole for input from all members.

The following items are listed on item 3.1 - Attachment A- Analysis of School Board Cost Estimate to Re-open Stave Falls Elementary:

#### Minor trim / Covered Windows

Comment: During a tour of the Stave Falls Elementary, no trim repairs were visible on the exterior.

R: Until the wood is removed, we are unable to see what is underneath the wood we are unable to identify the specific work or repairs required.

Q: Would the cost for covered windows be absorbed by routine maintenance?

R: There is a technical issue with what maintenance is completed on an open school verses a closed school.

## Roof

South pod has small puddles of water. No evidence of recent leaking.

Q: Is it a recommendation to replace the entire roof?

R: The South end needs repair, we are unsure when this problem became evident. Some patchwork has been completed. When the roof is replaced, there is a recommendation to redesign.

Q: Would the roof be covered under warranty?

R: Not at this time.

Q: Would there be a grant from the government for the building envelope?

R: Yes, but the \$175,000 for a new roof would be deferred. The school district would need to spend \$20,000 on roof repairs to re-open.

## Gutters

Gutters are full of leaves. Not sure that this cost is accurate.

## Skylights

Boxes were built over the skylight, they seem in good standing.

## Benches

This item is listed as a deferred cost in staffs report.

## Flooring

The floor joints require repair.

## Carpet

Some areas of the school do not have carpet. This figure could be reduced.

Q: In the past, there was a directive to remove all carpets throughout the district and replace it with vinyl. Is that something we are following through?

R: Facilities directed to remove carpet in primary levels because they primarily work on the floor. There is plywood on the gym floor and efforts are required to remove it.

## Walls / Paint Entire School

Comment: Did not see damage on the walls for patch and repair.

R: Since the school is decommissioned, it would be a good plan to complete the work now.

Q: Would the wall repairs be included in the building envelope grant?

R: Because the repairs are for the interior of the school, no grant is available on this item.

## Ceilings

Q: How many missing ceiling panels are there?

# Minutes

R: At this point, we have not looked into this.

## Door Hardware

Comment: The doors were checked during walk through and they all work.

R: It is not our intention to spend unnecessary monies; it was recommended some money be set aside for this item.

## Weather Stripping

Staff deferred this item. See page 21 of the agenda.

## Desks

Comment: They seem to be in operational condition.

R: Refer to appendix 4; staff listed this item as a deferred cost.

A fulsome inventory of the desks in storage has not been completed. If we use any furniture that contains asbestos, these pieces would eventually need to be replaced.

## Fire Extinguishers

Assuming they are rechargeable extinguishers, there is no need to replace them only refill them.

## Washrooms

Comment: Unsure if this is a conservative amount.

## School photos

The cost for this item was deferred.

## Signage

Comment: Seems like a high estimate.

R: Unsure if this item is interior or exterior related.

No comments on dampers.

## Water testing

Under civil, staff deferred \$2800.

Q: Have we been testing water routinely?

R: Yes, but not at Stave Falls Elementary.

## Storm Flush

Storm flushing and inspection estimated to cost \$1000, staff deferred \$2800.

## Onsite Pavement Repair

Cost deferred.

## Sewage Treatment Evaluation

Comment: Is Stave Falls on a septic field? Does the field need to be brought up to code? There would be costs could be significant.

Q: Will there be a building inspection?

R: If a decision is made to reopen the school, we need an occupancy permit. At which time, an inspector would review certain items.

One item that has not been completed is the seismic review.

### Heating

\$10,000 would be the minimum cost. \$180,000 would be deferred.

Q: The controls system upgrade under mechanical, does this have to do with the lighting?

R: This item is now listed as #6 under electrical. The system that is currently installed at the school is not present at any of the schools and pieces were removed leaving an incomplete system.

### Sink GFI Plugs

Q: Are they located in washrooms?

R: An inspection is required to locate them.

This concluded the review of items outlined on item 3.1 - Attachment A – Analysis of School Board Cost Estimate to Re-Open Stave Falls Elementary.

The Secretary Treasurer noted that Appendix 3 found on page 21, provides cost details to upgrade the building for use. Appendix 4 found on page 24, provides cost details for re-opening the building as a school.

The items listed under Information Technology were estimated by the IT Department. Majority of the listed items have been noted as essential items.

Q: Are laptops being used in all schools?

R: Yes, however, we can't get them set up and distributed to staff fast enough partially due to training. We are finding that the schools that have laptops carts want more.

Comment: We are a growing school district and in need of schools. It is a good idea to get ahead and start planning now.

If the Board does not feel comfortable making a decision, then staff can take the items that the Board would like refined and bring them back for review. The Secretary Treasurer noted that a seismic review is required, and a possible permit from the District of Mission.

Q: Can a permit slow the process down?

R: The building has sat vacant for two years and may need to be inspected for occupancy. No direction has been provided from the Board on these cost items.

Q: Did specialists provide the school set-up costs from each department?

R: Yes, cannot say they were physically onsite when estimating these costs.

The Chair informed the committee that there is 15 minutes remaining and 8 people on speaker list but we have not heard from the board.

Trustee Cairns – Staff has enough information to come back with a paired down list of costs for a safe school.

Trustee Taylor – Referred to two additional items; Stave Falls Cost Estimates and Stave Falls Income. These attachments can be found in the amended agenda. There will be costs associated no matter what the Board decides. Would like to see information on revenue for out of district students and



revenue if a daycare was operating onsite. It would be good to know how many students attend Dewdney because of the daycare.

Trustee McKamey – Would like staff to review the numbers and bring the information for further discussion. This is about making the right decision and it is important to know about the potential ripple effect. The decision we make needs to be a sustainable one.

Trustee Carter – Would like to see the information come back with a breakeven point for a safe and healthy school.

Secretary Treasurer - At this point, it will not take significant time to update the cost for re-opening, adding more information on revenue, and updating the break-even point. We can look at a boundary review but opening Stave Falls will not relieve pressure at Albert McMahon Elementary. This school needs portables as new developments are being built in the coming years.

The Secretary Treasurer referred to page 9 of the agenda which outlines enrolment projections for the foreseeable future with 5 different enrolment projections. Page 10 of the agenda outlines information on revenue and expense projections.

### **Moved and Seconded**

**That the conclusion time for the Committee of the Whole meeting be extended until 6:15pm.**

### **CARRIED**

The Superintendent noted that it is important to consider the bottom line and if it makes sense to open the school. Fine-tuning the opening costs will not change the operating costs. In 2008, the school district was facing a decline in enrollment and today the district is seeing growth. This presents a different factor than when the school closed. Dewdney generates \$30,000 in revenue from the onsite daycare; this revenue offsets the district costs and contributes to the bottom line. See page 11 of the agenda for information on the financial analysis of other schools.

Q: Will the school open as a K-3 or K-7 model?

R: Opening the school as a K-3 model would mean a smaller group. We need to consider the economy of scale.

The following items were noted as items the Board would like staff to update and bring back to the February 27, 2018 meeting:

1. Paring down the essential costs for a safe and healthy school
2. essential school related costs with commentary as to why it's necessary
3. Revenue and break-even points, including daycare / other revenue
4. Out of district (new student) revenue projections
5. Impacts on other schools – catchment / boundaries – space availability
6. How many students are going to Dewdney because of the Montessori daycare
7. Catchment / Boundary Review - information

## **4. Staff Reports**

### **4.1 Stave Falls Elementary – School Board Report**

# Minutes



This report is available on page 4 of the agenda. The outlined information was reviewed in comparison with item 3.1 - Attachment A – Analysis of School Board of Cost Estimate to Re-Open Stave Falls Elementary.

**5. New Business**

**6. Minutes of Previous Meetings**

**Moved and Seconded**

**That the Committee of the Whole meeting minutes dated January 24, 2018 be amended.**

**AMENDMENT**

**To include Trustee Taylor’s request to forward his three documents to the next meeting as Unfinished Business.**

**CARRIED**

**7. Information Items**

No information items were presented.

**8. Adjournment**

**Moved and Seconded**

**That the Committee adjourn the meeting.**

**CARRIED**

The meeting adjourned at 6:15 pm.

\_\_\_\_\_  
Chairperson

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