

# Board of Education Meeting (Public)

# Agenda



## Board of Education Public Meeting

February 20, 2018 at 6:30pm

West Heights Elementary, 32065 Van Velzen Avenue, Mission, BC V2V 4J7

1. CALL TO ORDER  
*The Board Chair will acknowledge that this meeting is being held on Traditional Territory.*
2. ADOPTION OF AGENDA Page
3. DELEGATIONS/ PRESENTATIONS
4. UNFINISHED BUSINESS
5. STAFF REPORTS
  - 5.1 Camera Installation – Albert McMahon Action 1
  - 5.2 Budget Timeline Action 3
  - 5.3 Appointment of Auditor Action 4
  - 5.4 Reporting out from Closed Board Meeting Information N/A
6. NEW BUSINESS
  - 6.1 Essential Repairs to Stave Falls School Action 8
7. MINUTES OF PREVIOUS MEETINGS
  - 7.1 Board of Education Public Meeting Minutes, January 23, 2018 Action 9
8. INFORMATION ITEMS
  - 8.1 January 2012-2018 Enrolment Charts – excluding international students Information 13
  - 8.2 January 201-2018 Enrolment Charts – including international students Information 14
  - 8.3 Chilliwack School District – Media Release Information 15
  - 8.4 Quesnel School District- Email to MoE re: Rural Education Enhancement Fund Information 16
9. CORRESPONDENCE
10. LIAISON REPORTS
11. ANNOUNCEMENTS
12. QUESTION PERIOD  
*Questions asked must be related to items discussed on the Agenda. Labour, Land, and Legal issues will not be discussed.*
13. ADJOURNMENT

**ITEM 5.1      Action**

TO:                Board of Education  
FROM:            Committee of the Whole  
SUBJECT:        Installation of Cameras – outside of Albert McMahon Elementary School

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**Recommendation**

**That the Board of Education approve up to eight (8) cameras to be installed at Albert McMahon elementary school monitoring the outside entrances to the building, and the outside areas where vandalism and loitering occur.**

**Summary:**

The Albert McMahon elementary school has been impacted by graffiti, vandalism, and littering around the school. The cameras would be a deterrent plus allow the school to provide a more thorough report to the RCMP when damage occurs.

**Background:**

The school has experienced a moderate amount of vandalism to the back areas of the building, with people loitering, littering, discarding bongs, breaking windows, and marking the school with inappropriate graffiti. Staff are often tasked with cleaning up the area after a mess is made, and at times, staff are at risk as they clean the area up alone, and in darkness.

A number of schools have installed cameras to help deter loitering and damage to buildings. The Albert McMahon Parents Advisory Committee reviewed the recommendation to install cameras at Albert McMahon on January 26, 2018, and support the recommendation.

In accordance with the School Act, Board approval is required to install the cameras. In addition, an annual review is required, which will be submitted to the Superintendent each year.

**Options, Analysis and Impact:**

The cost of installing the cameras is estimated at \$8,000 and could be completed in stages. Installing video surveillance may deter future vandalism, but there is no guarantee.

If cameras are not installed, the current hidden areas of the building would continue to be subjected to vandalism, without any means of identifying who is causing the damage.

Installing cameras in the areas that are behind the building would provide greater security for staff tasked with cleaning up the area, which is a concern in the dark early morning hours of winter.

**Policy, Regulation, Legislation:**

Section 74.01 of the *School Act* regulates the installation and monitoring of surveillance cameras in a school facility, or on school land for the purposes of protecting the safety of individuals, individual's belongings, or school property. All cameras installed after September 2010 requires the prior approval of the school's parent advisory committee to install and operate a video surveillance camera.

An annual review is also required.

**Public Participation:**

The parent's advisory committee was consulted and the request was forwarded to the Committee of the Whole for consideration.

The process could include seeking further input from the Albert McMahon school community prior to approval.

**Implementation:**

1. January 26, 2018      Parent Advisory Committee
2. February 6, 2018      Committee of the Whole
3. February 20, 2018      Board consideration
4. Feb 21- Apr 30, 2018      Facilities / IT - Coordinate acquisition / installation of cameras

# Board of Education Meeting (Public)

## February 20, 2018



### ITEM 5.2 Action

To: Board of Education  
 From: Secretary Treasurer  
 Subject: Budget Timelines – 2018 / 2019 Preliminary Annual Budget

### Recommendation:

**That the timeline for the 2017-2018 Preliminary Budget be approved.**

### Summary:

The following proposed timeline is presented for the 2017/2018 preliminary budget process. Detailed information will be provided as the budget process progresses.

Date	Action	Responsible
March 6	COTW - budget direction: Review preliminary enrolment estimates Identify partner group priorities Identify Board priorities (in addition to strategic plan)	Board / Angus / Corien
March	Identify operational priorities for each school and function: Education, Student Services, Aboriginal Education, Facilities, Transportation, IT, HR, Finance, District	Finance / Principals / Managers
	Consult with Students	Angus
	Initiate development of draft revenue and expenditure plan	Finance
	Finalize enrolment estimates	Principals
April	Pull all budget data / information together	Finance
	Review draft school budget plans with each Principal	Angus / Corien / Derek
	Prepare draft of budget documents	Finance
	Preliminary review of draft consolidated plan, identify final revisions	Principals, Managers
	Identify issues and options, and prepare reports for the board	Angus / Corien / Derek
May 8 May 29	COTW Meetings Public notices, Information on website <i>Board direction considering the presentation and feedback</i>	Board Corien / Derek / Angus
June 5	Budget Bylaw – Preliminary review at COTW	Board
June 19	Budget Bylaw – Adopted, copy sent to the Ministry	Board

**ITEM 5.3      Action**

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

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**Recommendation:**

**THAT KPMG LLP be appointed as the external auditor for the School District's Financial Statement Audit for the year ending June 30, 2018.**

**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 an accounting firm that is authorized to conduct financial audits, and 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. In March 2017, the Board approved KPMG as the auditor for the 2016/2017 year, and directed that an RFP be issued for auditing services.

**Analysis and Impact:**

The RFP is now complete, and four firms submitted proposals in response to the RFP. The responses were reviewed and scored by the Assistant Secretary/Treasurer and the Secretary/Treasurer. The scoring was based on the capability of the proponent and the audit team, the proposed audit strategy, and the proposal fees. The following summarizes the results of the RFP.

	RFP Score	Annual Fee <i>(gst not included)</i>
Firm #1 – preferred proponent (KPMG)	95	\$19,250
Firm #2	87	\$26,300
Firm #3	76	\$21,000
Firm #4	75	\$23,625

The cost of audit services by KPMG for 2015/2016 was \$19,850 and \$20,250 for 2016/2017. The quoted rate for 2017/2018 is actually less than the two previous years. Staff recommend awarding the contract to KPMG for a one-year term, with the option to extend the appointment for up to three years, in one-year increments (the appointment will be made annually).

**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.

**Implementation of recommendation:**

1. Award a contract to KPMG for the 2017/2018 yearend audit of the financial statements.
2. May 2018 – interim audit work commences.

**Attachment:**

- a. *School Act* Excerpt

**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 6.1      Action**

TO:                Board of Education  
FROM:            Committee of the Whole  
SUBJECT:        Essential Repairs to Stave Falls School Building

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**Recommendation**

That MPSD immediately begin building integrity and essential building maintenance required to protect the public investment in the Stave Falls Elementary School building.

This work will be expedited to ensure building preparation will be completed on a timeline that could accommodate school start up in September 2018 should the Board so decide.

**Rationale**

The Board of Education has repeatedly stated that the process for determining the future use of Stave Falls Elementary School should be open, transparent, and give full consideration to information and opinions received. Extensive information has now been gathered, including a report on the buildings current condition. A number of issues affecting long term building integrity have been identified and will need to be addressed regardless of the board's decision about the buildings use. Starting these repairs now will avoid the higher costs and delays incurred during peak construction season. It will also be a clear signal to the public that the Board is sincere about keeping all building use options open.

## Board of Education Meeting - Public

# Minutes



**Board of Education Meeting - Public**  
**January 23, 2019 at 6:30pm**  
**Edwin S Richards Elementary, 33419 Cherry Avenue, Mission, BC**

**Members Present:**

Chair Tracy Loffler  
 Trustee Rick McKamey  
 Trustee Jim Taylor

**Staff Present:**

Superintendent Angus Wilson  
 Secretary Treasurer Corien Becker  
 Assistant Superintendent Larry Jepsen  
 Executive Assistant Aleksandra Zwierzchowska (Recorder)

**Absent:**

Trustee Shelley Carter  
 Trustee Randy Cairns

**1. CALL TO ORDER**

The meeting was called to order at 6:28 pm by the Chairperson. The Chair acknowledged the meeting was being held on Stó:lō Territory. There are four First Nation Bands within the boundaries of the Mission School District: Leq:a'mel, Sq'èwlets, Kwantlen, and Matsqui First Nations.

**2. Adoption of Agenda**

**MOVED and Seconded that the Agenda be adopted as presented.**  
**CARRIED**

**3. Delegations/Presentations**

The Board Chair thanked Principal, Sharon Widdows, for hosting the Board meeting and presented the school with a cheque for their library.

A few students of the school Chime Choir introduced themselves and shared how long they have been playing the chimes and the students began to play the chimes.

**4. Unfinished Business**

No unfinished business was presented.

**5. Staff Reports**

5.1 Amended Budget 2017 / 2018

**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 2017/2018 be carried out in one meeting.**

**MOVED and Seconded that School District No. 75 (Mission) Amended Annual Budget Bylaw for fiscal year 2017/2018 be approved as read a first time.**

**MOVED and Seconded that School District No. 75 (Mission) Amended Annual Budget Bylaw for fiscal year 2017/2018 be approved as read a second time.**

**MOVED and Seconded that School District No. 75 (Mission) Amended Annual Budget Bylaw for fiscal year 2017/2018 be approved as read a third time and finally adopted.**

**CARRIED**

The Secretary Treasurer noted that the report summarized the amendments that were discussed at two previous Committee of the Whole meetings on December 12, 2017 and January 16, 2018. A reconciliation of the surplus was added to the report and is summarized on page five (5) of the agenda package.

## 5.2 Reporting out from the Closed Board Meeting

The Superintendent reported that personnel matters were discussed during the Closed meeting. Also, there was a discussion on the Freedom of Information and Protection of Privacy Act (FIPPA).

## 6. **New Business**

### 6.1 Liaison Appointment

**MOVED and Seconded that the 2018 Trustee Committee and Liaison Appointments be approved as presented.**

**CARRIED**

Each year the Board of Education reviews the committee and school liaison appointments. The Board Chair provided recommended appointments at the January 16, 2018 Committee of the Whole meeting, and an email was sent to all Trustees for preferences on liaison appointments. This year, the Board added an appointment for International Education.

### 6.2 Board Support for Rural Schools

**MOVED and Seconded that the Mission Board of Education recognizes that rural elementary schools play a central role in their communities. Besides providing for basic, high quality education, they also served as a cultural center in the community. Youth groups, athletics, dance, music and other social activities conducted in rural school buildings play a vital part in maintaining a strong and healthy community. Wherever feasible, the Mission Board of Education believes that children living in rural communities should receive their elementary education within their own community.**

**CARRIED**

The Board Chair read the recommendation attached to the agenda and noted that it was originally introduced at the January 16, 2018 Committee of the Whole meeting. The following comments were noted:

- The purpose of this resolution is to make the philosophical base to stand on;
- Does not bind the Board to anything;
- There is no alternative motive with this recommendation;
- There is support for rural schools but education needs to be fair and equitable for all students in the school district;

For consideration:

- Rural means any school that is 5km away from another school; not to be confused with rural enhancement fund;
- What is community? All of mission or a particular area?

The school Board needs to determine the meaning of rural and community; there is a place for rural schools including models for rural schools.

## 6.3 Board Meeting Procedures Policy #50 Amendment

**MOVED and Seconded that the following amendments to Policy #50: *Board Meeting Procedures* be approved:**

### 1.2 Organizational

1.2.1 The organizational meeting of the Board will be open to the public and be held at the Regular Board meeting in **September December** other than in an election year.

### 2. Election of Chair and Vice-Chair

2.1 At its inaugural meeting following a general local election, and for each organizational meeting in **September December** of the following three years, the Board will elect one of its members to serve as Board Chair and one of its members to serve as Vice-Chair for the following year.

**CARRIED**

The Board Chair clarified that a suggestion was brought forward to change the date of the organizational meeting to September to align with the start of the school year. In an election year, there is no organizational meeting, the Chair and Vice-Chair would be elected at the inaugural meeting in November. The following comments were noted:

- This recommendation was previously presented to a previous Board but it was defeated. In the past, having the election in December presented continuity.
- Is there a policy that speaks to a Board shutting down one month prior to election? If not, this might be something for the Board to consider.

## 7. Minutes of Previous Meetings

**MOVED and Seconded that the Committee of the Whole Meeting Minutes dated December 19, 2017 be approved as presented.**

**CARRIED**

## 8. Information Items

The Board Chair referred to the letter (item 8.1) submitted by SD #67 (Okanagan Skaha) to the Ministry of Education requesting two changes with the Rural Education Enhancement Funding (REEF). Both motions were submitted to Provincial Council for further attention.

## 9. Correspondence

No correspondence items were presented.

## 10. Liaison Reports

Trustees reported on the following:

- Smokey Valley Drum at Hatzic Elementary,
- Siwal Si'wes Aboriginal Education Council meeting,

- The Board thanked facilities staff for all the work that went into fixing the landscape of our schools from the damage of ice storm.

## 11. Announcements

The Board Chair announced that there are two Special Committee of the Whole meetings scheduled this month:

- 1) Wednesday January 24, 2018, regarding the data on the preliminary registration for Stave Falls Elementary School at Albert McMahan
- 2) Tuesday January 30, 2018, regarding the possible expansion of Riverside College held on campus.

## 12. Question Period

Q: With respect to the amended budget, is there money set aside that may be used for the re-opening of Stave Falls Elementary.

R: Yes

Q: Can we get some clarification on the Riverside College expansion plans?

R: There are some funds earmarked for possible expansion, however, a further conversation is taking place on options for expansion.

Q: Is there still an intent to move the electrical program?

R: This decision has been put on hold until more discussions take place at the Special Committee of the Whole meetings.

Q: With respect to the amended budget, it appears some of the changes have been implemented prior to approving the budget.

R: Yes, that is correct. An example is hiring more teachers. Another example is IT upgrades. Such items needed to happen sooner, however, preliminary discussions always take place at the Committee of the Whole meetings.

Q: In the future, are you able to hire more staff if needed?

R: Such a decision depends on the budget and needs.

## 13. Adjournment

**Moved and Seconded to adjourn the meeting.  
CARRIED**

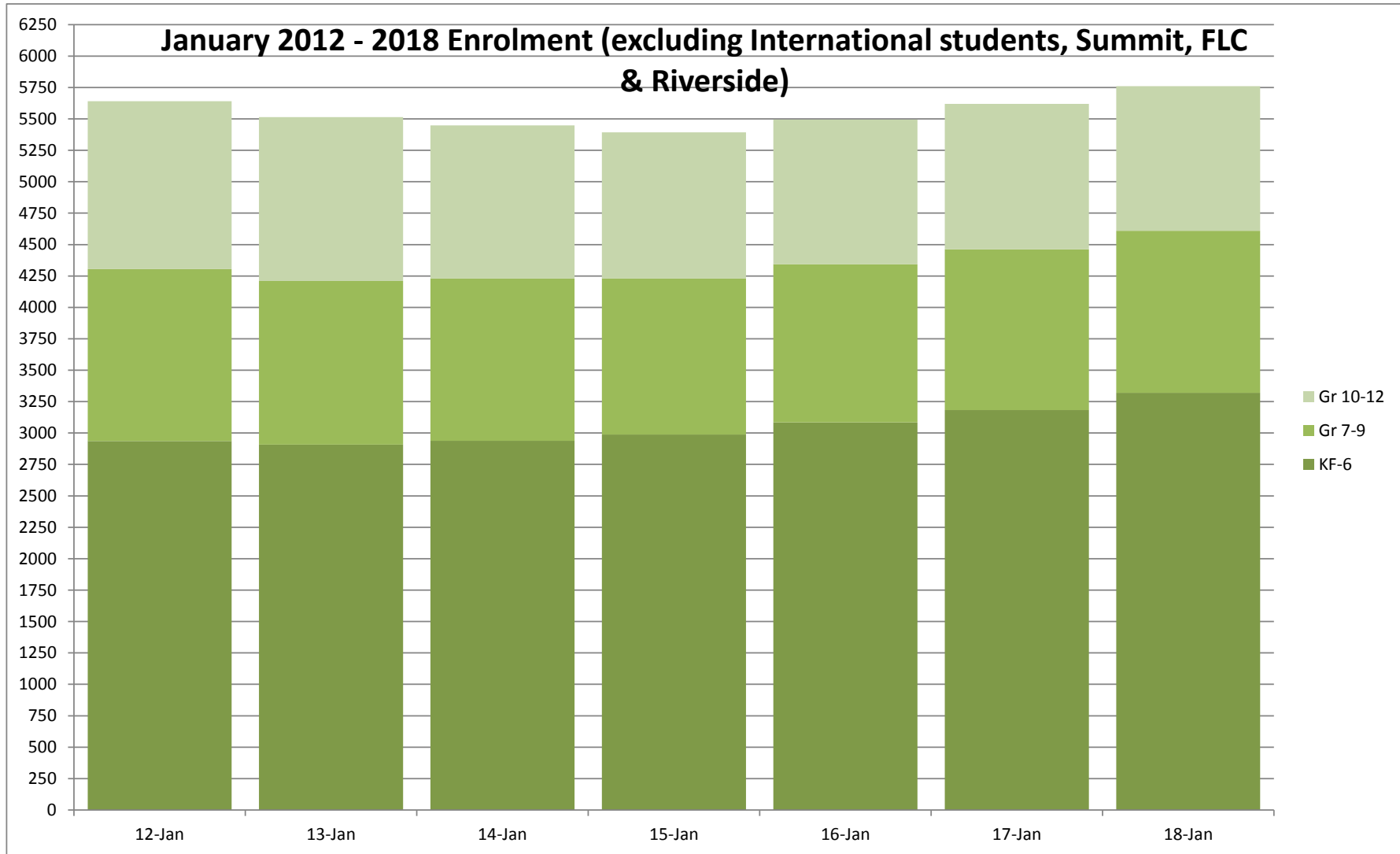
The meeting adjourned at 7:04 pm.

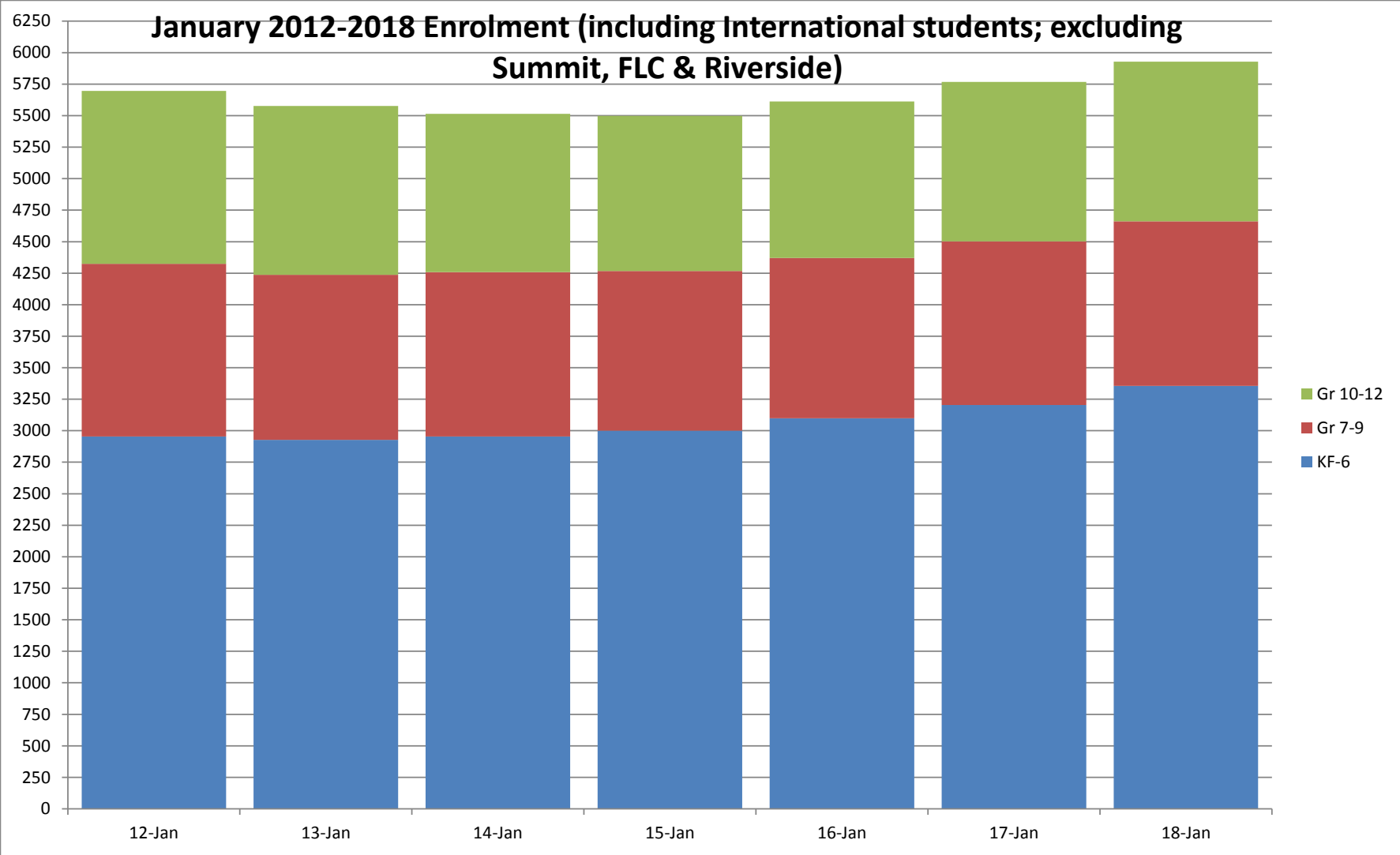
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Chairperson

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Secretary Treasurer





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## MEDIA RELEASE

For Immediate Release  
January 19, 2018

Chilliwack School District

### **Board of Education Passes Motion to Request Trustee Neufeld Resignation**

Chilliwack, BC – The Chilliwack Board of Education passed a motion during an In-Camera Meeting on January 18, 2018 requesting the resignation of Trustee Barry Neufeld because of a loss in confidence, by Partners in Learning and the Board of Education, in Trustee Neufeld's ability to effectively perform the duties of a Trustee.

Trustee Neufeld has publicly expressed strong opinions in opposition to the changes in the BC Human Rights Code that was expanded to include Sexual Orientation and Gender Identity, as well as initiatives around the provincial curriculum that include Sexual Orientation and Gender Identity topics. Trustee Neufeld's public statements have led partner groups to contact the Board of Education expressing concerns for his public actions that demonstrate intolerance, are contrary to the BC Human Rights Code and contrary to the views of the Board of Education. The Board has received many letters, including from the Chilliwack School District Parent Advisory Council, the Chilliwack Teachers' Association, CUPE, BCGEU, the BC Confederation of Parent Advisory Councils and the Fraser Valley Labour Council denouncing Trustee Neufeld's controversial comments, expressing loss of confidence in Trustee Neufeld and calling for his resignation.

Barry Neufeld stated that he intends to continue his tenure as Trustee.

The Board supports all students regardless of gender identity, race, religion or background, and will continue to provide a safe and inclusive environment for all students in Chilliwack schools. The Board of Education is looking forward to refocusing on its work in supporting improving student achievement, improving the quality of teaching and learning, the provision of safe and caring schools, and making these the focus of Board of Education meetings.

On January 16, 2018 the Board of Education shared a message in support of students, staff and SOGI 123 at the Regular Meeting of the Board. That message is available [here](#).

For further information, please contact:  
Evelyn Novak, Superintendent of Schools  
evelyn\_novak@sd33.bc.ca  
604.792.1321



January 24, 2018

BY EMAIL

The Honourable Rob Fleming  
Minister of Education  
PO Box 9045  
STN PROV GOVT  
Victoria, B.C. V8W 9E2

Dear Minister Fleming:

Re: Rural Education Enhancement Fund

The Board of Education of School District No. 28 (Quesnel) has asked that I communicate to you the importance of a continued "Rural Education Enhancement Fund". The Board is grateful that such a fund has been established and cannot over-emphasize the critical importance this funding means for a small district that annually struggles through the annual budget setting process.

Upon receipt of this fund two rural elementary schools remain open; as a result the communities they serve are very positive about the educational opportunities for their children.

To be specific, for financial reasons, both Kersley and Parkland Elementary Schools were on the brink of closure two years ago. The implementation of the REEF fund did save these schools from closure; therefore, we believe the fund is meeting its prime objective and these schools have been able to continue to provide a strong rural education for its students.

The Board also believes that in order to preserve a continued existence of the "fund" it should not be a stand-alone grant but be imbedded into the funding formula. This would preserve the intent of the fund and provide a predictable amount of funding to achieve the needs of small rural schools.

I would be pleased to discuss this issue with you and can be contacted at 250-255-4319.

Yours sincerely,

BOARD OF EDUCATION  
QUESNEL SCHOOL DISTRICT



Gloria Jackson  
Chairperson

GJ/tr

c: Trustees – School District No. 28 (Quesnel)  
The Honourable Carole James, Minister of Finance  
BC School Trustees Association – for all other School Boards

