

Committee of the Whole (Public)

Agenda



Committee of the Whole Meeting
November 7, 2017 at 3:30 PM
District Education Office, 33046 – 4th Avenue, Mission, BC

1. CALL TO ORDER
The Board Chair will acknowledge that this meeting is being held on Traditional Territory.
2. ADOPTION OF AGENDA
3. DELEGATIONS/ PRESENTATIONS
 - 3.1 International Travel Application: Cambodia, École Mission Secondary Action Page 1
Kevin Matheny, Teacher
4. UNFINISHED BUSINESS
5. STAFF REPORTS
 - 5.1 CURRICULUM – *standing item*: Monthly Curriculum Update Information Page 5
 - 5.1a Report Card Update -5.1a Report Card Update- Principal, Tina Phelps and Principal, Angela Condon Information N/A
 - 5.2 Aboriginal Education Report Update Information Page 7
 - 5.3 SOGI Curriculum Update, Principal, Sharon Widdows Information Page 8
 - 5.4 Staff Report on Riverside College Portable Construction Information Page 9
 - 5.5 Parking and Transportation, Dewdney Elementary Information Page 11
 - 5.6 Major Projects and Initiatives Update Information Page 12
 - 5.7 Monthly Financial Summary Report - September 30, 2017 Information Page 13
6. NEW BUSINESS
 - 6.1 BCSTA Board Chairs Meeting Update Information Page 16
7. MINUTES OF PREVIOUS MEETINGS
 - 7.1 Committee of the Whole Meeting Minutes, October 3, 2017 Action Page 17
8. INFORMATION ITEMS
 - 8.1 District Parent Advisory Council Meeting Minutes, September 11, 2017 Information Page 24
 - 8.2 District Parent Advisory Council Meeting Minutes, October 16, 2017 Information Page 26
 - 8.3 Upcoming Meeting with MLA Bob D'Eith and Board Members Information N/A
9. ADJOURNMENT

ITEM 3.1 Action

TO: Committee of the Whole
FROM: Kevin Matheny, Teacher, École Mission Secondary School
SUBJECT: International Travel Application: Cambodia

Recommendation:

THAT the International Travel Application be reviewed and forwarded to the November 21, 2017 Public Board meeting for approval.

Background:

Destination: Cambodia, more specifically the village of Kanpor.

Purpose of travel: Global Education Course to build a classroom in a primary school.

Approximately fourteen (14) students from Grades 10, 11, and 12 with 3 teachers supervising.

Departure and arrival dates: June 28th- July 12th, 2018 for a total of 14 days

Further details are outlined on the attached application.

Attachments:

A. Field Trip Application Form



ÉCOLE MISSION SENIOR SECONDARY SCHOOL

SCHOOL DISTRICT NO. 75 (MISSION)
32939 SEVENTH AVENUE, MISSION, B.C. V2V 2C5
mss.mpsd.ca

TELEPHONE: 604-826-7191
FACSIMILE: 604-826-8187

EXTENDED OR INTERNATIONAL TRAVEL APPLICATION FORM

Date Submitted: October 16th, 2017

1. Sponsoring School(s): **Mission Secondary School**

2. Destination: **Cambodia**

3. Departure and arrival times:

June 28th - July 12th, 2018

4. Dates of Excursion and Number of Instructional Days (if any): Dates June 28th-July 12th, 2018
No. of Days 14

5. Description of activity (name of event if known; program/team involved; etc)

Global Education Course. - Building a classroom in a primary school. The village is called Kanpor (approximately 30 km's from Siem Reap.

6. Number and Grade Level of Students:

Currently there are 14 students. Grades 10, 11 and 12

7. Plans for curricular/instruction/assignment make-up:

As this is a locally developed course, there was no existing curriculum. It was created by Kevin Matheny. (see attached course outline that was distributed to the students).

8. Names of Supervisors (names and indicate whether parent or teacher):

Kevin Matheny - Teacher

Peter Anderson - Teacher

Lorraine Mar - Teacher

9. Outline past experiences of supervisor(s) / coach(es):

Kevin Matheny - projects completed in Dominican Republic, Guatemala, Nigeria-(2), Lao, Fiji-(3), Morocco, Malaysia, Paraguay, Mongolia, Botswana, Sri Lanka, Jamaica, Samoa, Bhutan, India, Tonga (as of March 2018).

Peter Anderson - Fiji

Lorraine Mar - Habitat for Humanity (Hatzic)

10. Method of Travel and Name of Carrier(s):

Airplane - Cathay Pacific

Local Hired Bus - Via a reputable tour company

They will not be able to move around or spend time by themselves. There will be regular attendance taken at multiple times of the day and the guidelines of all activities will be clearly stated. The traffic patterns will be stressed to the students on many occasions as roadways in Cambodia can be unpredictable at times.

15. If traveling out of the country, what provisions have been made regarding proof of citizenship or immigration status?

Each student and supervisor will have a valid passport, which will allow them to travel abroad. Preparations of permission to enter Cambodia will be done well in advance, but Cambodia does allow tourists to obtain a visa upon entry. Canadians do require a visa to enter Cambodia.

16. APPROPRIATE PARENT INPUT

- a) Have parents been surveyed regarding their support for this trip? ***Yes -Parent Meeting occurred on Wednesday Oct 4th 2017. There will be further meetings as we approach the departure date.***
- b) Will parents be asked to contribute either time or funds? (please explain) ***Yes - we are asking Parents to help their sons and daughters will raising funds through their network.***

17. APPROPRAITE USE OF THE INSTRUCTIONAL/LEARING TIME

- a) What specific section of the curriculum is related to this excursion? ***The curriculum was developed by Kevin Matheny. It is included in the course outline (see attached). This course would be closely related to Social Justice as well as Sociology and Geography.***
- b) What are the learning outcomes planned for this excursion? ***The curriculum was developed by Kevin Matheny. The learning outcomes are included in the course outline.***
- c) How will the students' success in achieving the outcomes be measured? ***Through various means. This information is included in the course outline.***
- d) Describe the educational preparation students will receive prior to the excursion ***The contact minutes will be achieved through two classes per week. Usually classes will be on Monday and Tuesday's. This may change on occasion through the school year. The contact minutes are extensive while in Cambodia. Consider Cambodia a mobile classroom.***
- e) What follow-up educational activities are planned for the students? ***Presentations will be made by all students through various avenues both within the school and in the community and an exit interview will occur for each student to determine what they have learned. The students in this class will be required to show younger grades what they learned through their experiences.***
- f) What monitoring activities are planned during the excursion to assure that students are achieving the educational experience intended? ***Blogs will be completed by each student that show what they are learning throughout the school year. This will appear on a program website (currently being constructed). There will be interviews and small group work as well as other monitoring activities. All of these methods are available in the course outline, which is enclosed.***

18. APPROPRIATE USE OF STAFF TIME

- a) What evidence is there that the supervising staff has the expertise to assist the students in the educational outcomes intended? ***Kevin Matheny has been teaching this course for many years and has taken students to on many humanitarian trips. He also has a Post Graduate Diploma from Simon Fraser University in Global Education.***
- b) If students regularly assigned to supervising staff will not be participating in the excursion, what measures have been taken to assure that the quality of instruction these children will receive during staff absence is suitable? ***Alternative assignments will be provided for students that are unable to participate in the excursion.***

19. APPROPRIATE STUDENT ACCESS

- a) What are the qualifying factors (if any) required of participating students?
Students must attend this curricular course regularly. The School Administration must also be comfortable with the students selected for this type of learning and travel. Students will need to participate in the fundraising efforts in order to raise enough money for the project (and some of their own expenses) we are building in Cambodia.
- b) Have any students been excluded because of an inability to pay?
No
- c) What arrangements have been made for students who require financial assistance?
Students are able to fundraise in various ways to help offset the overall cost.
- d) If substitute time is required, how will the cost be borne?
School Fund and fundraising. There are no days that require coverage.

(NOTE: Please attach a copy of the itinerary)

20. SIGNATURES FOR THE APPLICATION

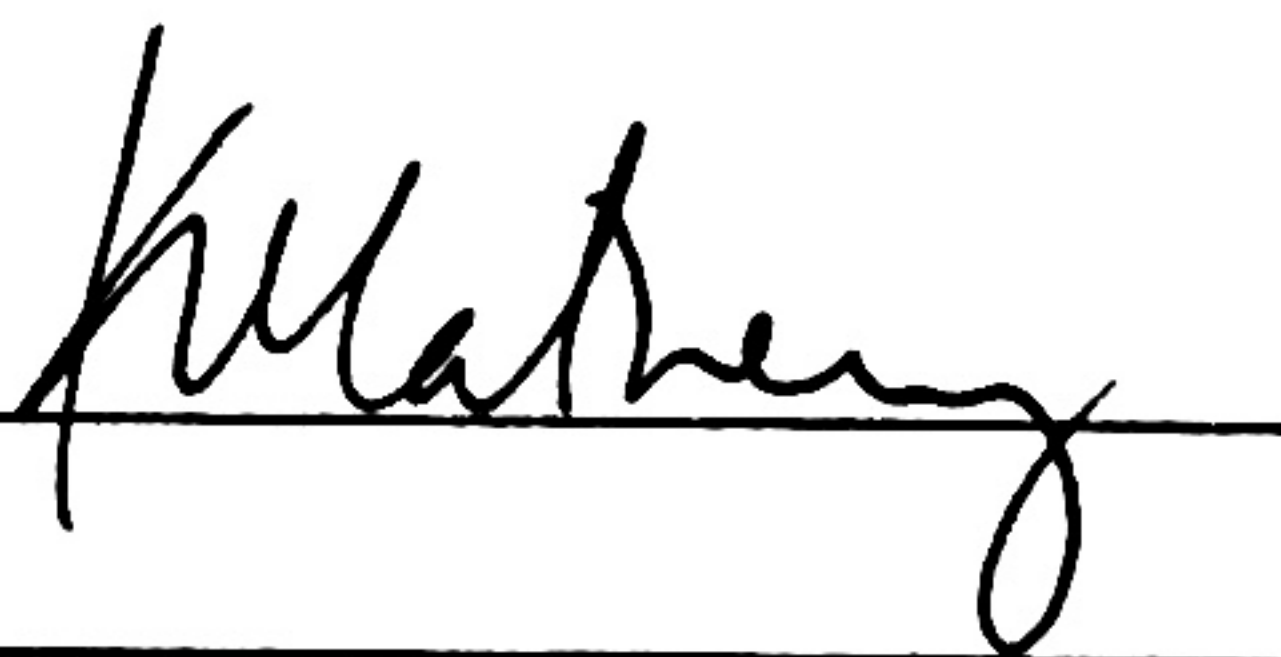
Principal: _____

Teacher Sponsor(s): _____

Kevin Matheny

Peter Anderson

Lorraine Mar



Board / Superintendent (or Designate) Approval: _____

Date: _____

ITEM 5.1 Information

TO: Committee of the Whole
FROM: L. Jepsen, Assistant Superintendent
SUBJECT: Monthly Curriculum Update- Sept / Oct 2017

Recommendation:

That the Curriculum update report be received for information.

Curriculum Update

The curriculum team is tasked with supporting teachers as we continue to move the schools in the Mission Public School District to the new curriculum, focused on knowing, doing, and understanding. The team members are Jennifer Lane, Joseph Heslip,Carolynn Schmor and Larry Jepsen.

The team started the 2017 / 2018 school year focused on mathematics, literacy, resiliency, career education, and a new pilot report card template for K-6. The new assessment templates are being implemented for Elementary schools with the support and input of teachers and principals. The highlights of professional development activities are summarized below.

The work of the team is captured and shared via the curriculum connections website <https://sd75curriculum.com/>. The curriculum connections website collects and shares information and resources to support student learning. The website also hosts a wealth of information for teachers to support student learning.

September and October 2017 were busy months for the curriculum implementation team. Numerous events and activities to support teachers and students were coordinated, including support with the re-designed curriculum. The following list highlights the activities from September and October that are shared with the curriculum connections blog <https://sd75curriculum.com/blog/>.

- Kindergarten / Strong Start facilitators: Math, Literacy
- K/1 Joyful Literacy initiative
- LST / ISP in-service
- Planning for Inclusion
- School Goals Day: Jump Math, Paper Tigers, MSS – QBQ, HMS – Assessment / School Mission, Vision, Growth Plans, Mental Math, Engaging Learners, Early Learning
- SNAP – Student Numeracy Assessment & Practice
- Jump Learning Sessions
- In-service training: counsellors, Learning Specialists
- Pulling Together Conference: Understanding challenging behavior (POPARD)
- Curriculum Implementation Day: SNAP, Career Education -- MyBlueprint
- K – 12 LST / ISP: Set BC, ARC

Strategic Priority:

The strategic plan supports the equitable access to resources to develop the educated citizen. The curriculum team is actively working on putting resources into the hands of teachers.

Policy, Regulation, Legislation:

Framework for Learning: Assessment and Curriculum.

According to the Ministry of Education, Assessment and curriculum are interconnected. Provincial exams and classroom assessments are being redesigned to align with new curriculum content. Equally importantly, our new provincial graduation exams will align not only with new curriculum, but with research on best practice, which highlights student centered and personalized ways of learning. Exams will continue to be rigorous and based on learning standards evaluating student achievement, core competencies, essential learning and literacy and math skills. However, more flexibility will be introduced into the assessment process wherever possible.

Quality assessment is fair, transparent, meaningful and responsive to all learners

- Focuses on all three components of the curriculum model – knowing, doing, understanding
- provides ongoing descriptive feedback to students
- is ongoing, timely, specific, and embedded in day to day instruction
- provides varied and multiple opportunities for learners to demonstrate their learning
- involves student in their learning
- promotes development of student self-assessment and goal setting for next steps in learning
- allows for a collection of student work to be gathered over time to provide a full profile of the learner and learning
- communicates clearly to the learner and parents where the student is, what they are working towards and the ways that learning can be supported

Source: Ministry of Education

Public Participation:

The presentation of this curriculum information is within the *inform* category of the IAP2 framework of public participation.

Implementation:

Effective October 24, 2017, the Ministry of Education revised the timeline for implementation of the new secondary curriculum; the grade ten curriculum will be in effect in September 2018, while the grade eleven and twelve curriculum will be in draft until September 2019. This was due in part to requests from partner groups to review and assess the impact of the changes, particularly for post-secondary institutions.

Attachments:

None

ITEM 5.2 Information

TO: Committee of the Whole
FROM: J. Heslip, Aboriginal Education District Principal
SUBJECT: Aboriginal Education Report Update

The information presented will update the Board and partner groups on the Aboriginal Education curriculum and any other related initiatives.

ITEM 5.3 Information

TO: Committee of the Whole
FROM: Sharon Widdows, Principal, Edwin S. Richards School
SUBJECT: SOGI Curriculum Update

Recommendation:

That the SOGI update report be received for information.

SOGI Curriculum Update:

The 2017/2018 budget provided \$10,000 in funding to support SOGI programs in the schools. In addition, the School District received an additional grant from the Ministry of \$4,900 to support similar initiatives.

The presentation will update the Board and partner groups on the plan for the use of the funds.

ITEM 5.4 Information

TO: Committee of the Whole
FROM: W. Peary, Principal, Riverside College & Trades Centre
SUBJECT: Staff Report re: Potential Portable Construction at Riverside

Background:

At the October 17, 2017 staff meeting, the Board passed the following resolution:

THAT Staff provide the Board with a report at the November 7, 2017 Committee of the Whole meeting,

1. Advising whether the Riverside Trades programs would have the capability of constructing a school portable, for use in the School District which would meet Ministry requirements, School District requirements and the current BC Building Code.
2. Advising whether this could be accomplished for less than the cost to the School District of the current market costs to purchase a portable.

Rationale:

School Districts are currently purchasing portables and will be in the future, as will our district. Is there an opportunity for our Riverside College to build one and integrate it into the trades' curriculum of the various programs such as carpentry, plumbing, electrical, etc. They may even be able to include some green technology. I have heard some say we would not have the capability to accomplish such a project. A report to the board would be helpful; to see if such an opportunity is feasible.

Report by: Wade Peary, Principal of Riverside College:

1. Capability:

Riverside College currently is offering a Carpentry Foundation, Plumbing Foundation and a Construction Electrician Program in the 2017-18 school year. At this current time, all of the programs are running at capacity. When looking at having Riverside College students building portables for the Mission School District, there are several factors that come into play, which would include: alignment with curriculum, space to build, timeline, union issues.

- a. Alignment with Curriculum:

As this would become a major project with our students, we would want to ensure that it will align with the curriculum being taught at the Foundation Level. Currently, each of the ITA trades is undergoing changes as they are being harmonized with their counterparts in the other provinces. The Carpentry Foundation Program has changed as a result. The majority of the framing and roofing has moved to the Level 2 Program. This project would then become an enrichment opportunity for the students, if it were to happen. The electrical and plumbing sections of this project would align with their curriculums.

- b. Space to Build:

In order for a project of this magnitude to happen, space would have to become available either at Riverside College or at the school site. At this current time, Riverside College does not have the space to accommodate such a build as the facility is being shared by the district maintenance

crew as well as the bus garage/depot. A build of a portable would need to happen “on-site” in order to accommodate the space need. This would require the District to choose the location of the build as well as “fencing off” the build site from environmental issues.

c. Timeline:

Timelines could possibly become an issue when looking at permits from the District of Mission. While the District was more than accommodating while approving permits for the Electrical Warehouse, I would hesitate to say that this would become common practice. Architectural plans that meet BC Building Codes would need to be drawn up and approved by the DOM before we could proceed. Site prep would also need to happen. These time consuming pieces of a puzzle must be completed before the construction could begin by the students. These tasks would need to be accomplished by someone at a District Level such as the Director of Facilities.

(Secretary Treasurer note: The Facilities department does not have the expertise needed to do this work. The coordination role would need to be contracted out).

d. Union Issues:

The staff at Riverside College are extremely cognizant of the role they play in educating the students and are uber-sensitive when it comes to completing work that should be done by the facilities department. While all the trades teachers do hold their Red Seal Certifications, they do want to have a reasonable working relationship with the facilities department. Having Riverside College students and staff build a structure for the school district would require an agreement with the local CUPE Union.

2. Cost Effectiveness:

It is hard to say whether the School District would save money when accomplishing this project. There would be some saving for labour costs, as the School District would be using students to build the portable. This cost might be offset by the cost of the materials. As Riverside College would only be building one portable, the materials for the build may not come at a reduced cost. If Riverside College was building 20 – 30 portables, the district could possible get bulk pricing on the materials, thus saving some of the material expenses.

Recommendation:

At this point in time, it would be the recommendation of the Principal of Riverside College that this item be revisited in a couple of years. While this project would be a great learning opportunity for the students, it does place great pressures on the instructors of these three programs. The primary objective of Riverside College is to ensure that the students achieve their Level 1 Certification. All three of the construction trades instructors are fairly new to the teaching field. The three instructors are masters at their trades but are still learning how to teach. Adding the pressure of creating a portable for the district may be unreasonable at this point of their young teaching careers.

ITEM 5.5 Information

TO: Committee of the Whole
FROM: A. Wilson, Superintendent of Schools
SUBJECT: Parking and Transportation, Dewdney Elementary

Background:

During the past few months, Principal McLeod has drawn our attention to the traffic issues around Dewdney. We have been working on traffic calming ideas, including speed bumps, signs, and a new crosswalk. In the meantime, Dewdney continues to grow its enrollment as you are aware.

However, we have been contacted recently by three separate parents advising us of further concerns at Dewdney. Basically, at pick up and drop off times, the school parking lots are very full, there are many children and cars there at the same time, and they are concerned about possible accidents occurring. One individual has her in-laws picking up children, but there is limited handicapped parking. All three live outside of the catchment area and would be happy to put their kids on the bus, reducing the traffic into the area, but there is a fee for doing that. They feel the \$400-\$600 fee is excessive. One of the parents indicates they went to Dewdney because their catchment school, Hatzic, is full, adding a further complication to your considerations.

Potential Solutions:

- a) Expansion of the parking area to allow for more parking;
- b) Additional dedicated handicap parking;
- c) Additional 'near site' parking and traffic markings;
- d) Reduction or removal of the fee for taking the bus cross boundary;
- e) Reduction or removal of the fee for parents that drop their children off at a designated bus stop in the area.

Solutions a-c are all longer term responses, as they require planning, budget, and time. Solution d/e is expedient but requires consideration of the Board's policy around bussing. On the one hand, there certainly are cases where we provide buses without charge within walk limits due to safety concerns, but on the other hand providing free buses to cross boundary students may set a precedent the Board is uncomfortable with. As a practical matter, there is space on the bus, but we couldn't re-route the bus to pick up students (thus 'e' is a more practicable solution) and some students would be picked up very early, eg 7am.

I am also in contact with the school to see about stop gap measures, eg carpooling of students, etc.

ITEM 5.6 Information

TO: Committee of the Whole
FROM: C. Becker, Secretary Treasurer
SUBJECT: Major Projects and Initiatives Update

The following information is provided on the major projects and initiatives that are underway.

1. New Portables
 - a. All portables installed.
 - b. Propane being connected to the final two installed at MSS. Final two are ready for use.
2. Information Technology Projects
 - a. Websites are being redesigned – all schools and the District office. Mockups are being finalized. Anticipate changing over in January, once staff are trained.
 - b. New Servers are installed and are operational
 - c. New Wifi installed in 5 schools. The new wifi is turned on in 1-2 schools each week.
 - d. Migrating email to Office 365 at schools with the new wifi.
 - e. Challenge with email and office 365: users are currently manually added to the system, and with all the moves, the outlook directory is out of date. Will be implementing updates from the HR system for Sept 2018.
 - f. Rolling out Office 365 to students and teachers – with personalized troubleshooting from IT as needed. Offering more training sessions before the winter break.
3. Dewdney Elementary Montessori Space
 - a. Project complete. Montessori moved to new rooms. Classrooms set up for use – minor cosmetic changes to be completed.
4. Solar Panels
 - a. RFP closed – three proposals received. Currently being reviewed.
 - b. Expect to award contract mid-November.
5. Boiler replacements
 - a. Heritage Park – Boiler plant replacement – 90% complete
 - b. ESR - Boiler replacement, lift station upgrade - 90% complete
6. Ferndale Facilities relocation
 - a. Building permit approved for phase 3.
 - b. Work in progress, with completion expected mid-December – move over December break
7. Busing
 - a. Repaired bus is supporting one field trip a day (if no breakdowns)
 - b. New bus ordered. Can possibly support two field trips a day in the new year.
 - c. Spare drivers being trained
8. Health and Safety Program
 - a. On hold, pending hiring of support in HR – anticipate support in January 2018
9. Stave Falls Intent to Register
 - a. Newspaper advertisements to be published on November 10th, 17th and December 8th, 2017
 - b. Mail drop - print materials completed and to be mailed November 10, 2017
 - c. Email all contacts in data base who expressed an interest in Stave Falls Elementary – November 10, 2017
 - d. Registration form ready for distribution.

ITEM 5.7 Information

TO: Committee of the Whole
FROM: C. Becker, Secretary Treasurer
SUBJECT: Monthly Financial Summary Report - September 30, 2017

Recommendation:

That the Monthly Financial Summary Report be reviewed and forwarded to the Regular Meeting on November 21, 2017 for information.

Background:

Good financial governance recommends that governance boards monitor budgets and financial reports regularly, and at a minimum, quarterly each year. Ideally, the Board should review quarterly financial statements that provide information on the expenses to-date, and the projected expenses to the end of the year. Preparing these financial reports will require the development of new reporting processes and formats.

In the interim, staff have extracted a report from the financial system that can be printed every month, providing details on all operating expenses to-date. The report is a consolidated report of all operating activities that are currently tracked in the operating fund, and the special purpose funds. The capital transactions will be included in future reports, due to the complexity with recording and accounting for capital transactions.

Analysis and Impact:

The report is provided as of September 30, 2017 to ensure all applicable expenses were processed.

Information for consideration with the review.

- The expenses appear to be tracking at or above the budget, and as such, expenses will be tightly controlled and monitored for the rest of the year.
- The budget is the preliminary budget approved in June. This budget does not include the revenue for the increased enrolment, while the expenses include the increased costs for the additional classrooms that were not expected (2 classrooms).
- Budgets are calculated and processed on an annual basis. The actual to budget % comparisons are based on the amount spent as at September 30th as compared to the total budget.
 - For the most part, the instruction costs are expensed at approximately 10% a month.
 - Most administrative costs are expensed over 12 months with approximately 25% expensed at September 30th, although some secretarial support is expensed over 10.5 months.
- The budget and expenses do not include any of the costs for remedies, for classrooms that exceed the collective agreement class size and composition limits.

- Staff are beginning to put the amended budget together, which will provide a more accurate comparison. The first meeting to discuss the amended budget is being planned for a Special Committee of the Whole Meeting on December 12, 2017.

Strategic Priority:

The strategic plan addresses the Board’s goal to be fiscally responsible. Reviewing the financial activity of the organization on a regular basis will ensure the board has oversight.

Policy, Regulation, Legislation:

The Province has provided support resources for School District’s on Financial Governance and Accountability. Regular oversight and review of financial information is an integral part of the Board’s responsibility. Putting policy in place to support this oversight will be an integral part of meeting this responsibility.

Public Participation:

The presentation of this financial information is within the inform category of the IAP2 framework of public participation.

Implementation:

No action is required. However, a section will be added to the website for monthly financial reports.

Attachments:

Monthly Operations Summary Report – September 30, 2017

SEPTEMBER 30, 2017

	BUDGET	ACTUAL	DIFFERENCE	ACTUAL TO BUDGET
=====				
REVENUE				
REVENUE	67,248,895.99-	12,302,232.70-	54,946,663.29-	18.29%
	-----	-----	-----	-----
	67,248,895.99-	12,302,232.70-	54,946,663.29-	18.29%
	=====	=====	=====	=====
INSTRUCTION				
REGULAR INSTRUCTION	36,009,286.39	3,433,228.15	32,576,058.24	9.53%
CAREER PREPARATION	1,336,737.41	209,739.00	1,126,998.41	15.69%
LIBRARY SERVICES	1,196,841.43	116,145.19	1,080,696.24	9.70%
COUNSELLING	1,108,400.00	128,412.37	979,987.63	11.59%
SPECIAL EDUCATION	9,290,860.00	981,010.13	8,309,849.87	10.56%
ENGLISH AS A 2ND LANGUAGE	615,890.00	61,667.16	554,222.84	10.01%
ABORIGINAL EDUCATION	1,438,367.99	125,504.88	1,312,863.11	8.73%
BUSINESS ADMINISTRATION	4,914,840.80	934,845.52	3,979,995.28	19.02%
OFF SHORE STUDENTS	747,915.00	195,277.08	552,637.92	26.11%
OTHER	199,230.00	66,989.13	132,240.87	33.62%
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	56,858,369.02	6,252,818.61	50,605,550.41	11.00%
	=====	=====	=====	=====
ADMINISTRATION				
EDUCATIONAL ADMINISTRATION	854,437.41	188,002.13	666,435.28	22.00%
SCHOOL DISTRICT GOVERNANCE	174,313.00	63,005.66	111,307.34	36.15%
BUSINESS ADMINISTRATION	1,594,098.00	432,620.74	1,161,477.26	27.14%
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	2,622,848.41	683,628.53	1,939,219.88	26.06%
	=====	=====	=====	=====
OPERATIONS & MAINTENANCE				
BUSINESS ADMINISTRATION	428,076.00	90,245.21	337,830.79	21.08%
MAINTENANCE OPERATIONS	4,694,790.00	1,040,867.43	3,653,922.57	22.17%
MAINTENANCE OF GROUNDS	403,100.00	134,758.68	268,341.32	33.43%
UTILITIES	1,179,590.00	135,541.10	1,044,048.90	11.49%
	-----	-----	-----	-----
	6,705,556.00	1,401,412.42	5,304,143.58	20.90%
	=====	=====	=====	=====
TRANSPORTATION & HOUSING				
BUSINESS ADMINISTRATION	134,400.00	29,410.03	104,989.97	21.88%
STUDENT TRANSPORTATION	900,694.00	125,322.46	775,371.54	13.91%
	-----	-----	-----	-----
	1,035,094.00	154,732.49	880,361.51	14.95%
	=====	=====	=====	=====
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	27,028.56-	3,809,640.65-	3,782,612.09	
	=====	=====	=====	=====

ITEM 6.1 Information

TO: Committee of the Whole
FROM: R. McKamey, Board Chair, Board of Education
SUBJECT: BCSTA Board Chairs Meeting Update

The Board Chair will update the Board and partner groups with information discussed at the British Columbia School Trustees Association Board Chairs meeting held on October 26, 2017.

Committee of the Whole Meeting - Public

Minutes



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

Members Present:

Vice Chair Tracy Loffler
 Trustee Randy Cairns
 Trustee Jim Taylor
 Trustee Shelley Carter

Staff Present:

Superintendent Angus Wilson
 Secretary Treasurer Corien Becker
 District Principal of Technology and Innovation, Colleen Hannah
 Facilities Manager, Ray Seifert
 Executive Assistant Aleksandra Zwierzchowska (Recorder)

Absent: Trustee Rick McKamey

Partner Groups Present:

DPAC – Laura Wilson, Cyndi Polovina
 PVPA – Brian Barber
 MTU – Janise Nikolic and Shannon Bowsfield
 CUPE – George Forsythe

Guests:

1. CALL TO ORDER

The meeting was called to order at 3:30 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 approved as presented.

CARRIED

3. Delegations/Presentations

4. Unfinished Business

4.1 Stave Falls Update

The Superintendent shared information regarding an upcoming Special Committee of the Whole meeting regarding Stave Falls Elementary. It was noted that another group meet with the Superintendent and Secretary Treasurer earlier this week.

Q: Question R: Response

Q: Are these individuals members of the Stave Falls Association?

R: No, however, they share the same vision of re-opening the school.

A clarification was made that the purpose of this meeting is not to discuss re-opening the school, but an opportunity to collect data. We need to determine how to collect this data, what will the format look like, and the target audience including potential enrolment of students from Silverdale and Whonnock.

5. Staff Reports

5.1 Human Resources Update

The Superintendent started the discussion by reporting on the following data:

TEACHING

As of September 30, 2017 total teacher FTE is 380, up 51 FTE from September 30, 2016.

Current vacancies not included in the above FTE as of September 30, 2017:

- 10 full-time positions (this includes 1.5 FTE psychologist positions);
- 3 part-time positions;

Hired 110 TTOCs in the last calendar year, and we are recruiting on a daily basis.

Current TTOC composition:

- 10 TTOC on contract positions
- 24 TTOCs on the Regular list, of the 24, 2 retired teachers
- 9 part-time teachers on the Regular list
- 42 TTOCs on the Limited list, of the 42, 9 retired teachers
- 9 part-time teachers on the Limited list
- 52 TTOCs on the Inactive List
- 2 Uncertified TTOCs

SUPPORT STAFF

Hired 82 support staff in the last calendar year, recruiting on a daily basis, breakdown by classification:

- 6 Aboriginal Liaison Workers
- 8 Building Service Workers
- 4 Bus Drivers
- 1 Carpenter
- 40 Education Assistants
- 1 Electrician
- 1 Information Technologist
- 1 Plumber
- 2 Secretaries
- 18 Supervision Assistants

Current casual composition by classification:

- 4 Aboriginal Liaison Workers
- 12 Building Service Workers
- 7 Bus Drivers
- 43 Education Assistants
- 7 Secretaries
- 2 Strong Start Coordinators
- 28 Supervision Assistants

Current Internal Postings:

- 5 term Education Assistant positions
- 4 temp Education Assistant positions
- 1 full-time term Secretary position
- 1 part-time (20 hrs/wk) Secretary position

Current external postings:

- 1 Kitchen Assistant position
- 11 Supervision Assistant positions

Currently recruiting for the following casual positions:

- Education Assistants
- Supervision Assistants
- Building Service Workers
- Bus Drivers
- Secretaries

To note: already experience shortages in the 17/18 school year in the following areas:

- TTOCs
- Education Assistants
- Supervision Assistants
- Bus Drivers
- Building Service Workers

It was noted by the Superintendent that the Human Resource department is working long days to deal with the related workload.

Q: What impact does this have on Student Services?

R: It is affecting all staff; however, we are doing better than most districts.

Q: Any idea of the score of teachers who are leaving in comparison to joining the District?

R: We have gained more than we have lost. During the Mentorship meeting we learned that teachers who have joined the District are not brand new to teaching, they came from other districts.

Q: Can we employ professionals who do not have a teaching degree with a Letter of Permission?

R: The Collective Agreement poses limitations; as long as there is a teacher who is on call, we cannot offer the call to a substitute.

5.2 Student Absenteeism Update

The Superintendent distributed a handout titled, "Attendance Review, Item 5.2 – Attachment A" and cautioned that this is raw data which has not been fully verified. The purpose of information is to start a discussion rather than to jump to conclusions. The following information was reported:

- Increase in absenteeism into late Middle School and consequently Secondary;

- Broadly speaking, grades 8-10 are the most problematic, but of course there are issues at all levels;
- The report outlined in the attachment is based on students who are absent for 20 days or more in the school year. This does not include illness, field trips, or other '**excused**' absences, but rather those students that failed to attend on a significant number of days. 20 is a more or less arbitrary amount at which it is generally held that notable impacts are felt in academic success;
- All schools have identified a process by which they make contact with families when a student is absent without an excuse;
- Suspension is rarely effective. Meetings with a VP, then the Principal are typical responses, as well as enlisting the service of counsellors and other support personnel.
- There is no 'official' policy on what number of absences trigger what response.

Attendance is a key focus of MSS this year, and is 'on the radar' of a number of schools this year. Some key concepts:

- All cases are individual and unique;
- While each case is unique, there is no overarching plan to address the issue;
- Some issues, like school culture, are school controllable;
- Some issues, like socio-economic factors, are non-controllable;
- On paper, Mission has many of the structures that support good attendance – schools within schools, broad ability to personalize learning, magnet/focus schools and academies, skilled teachers, and so on.

Q: When reviewing severe absenteeism, how does a standing granted work?

R: Standing granted still exist, however, this measure is usually applied in very unusual circumstances.

Q: Are students missing an entire day? One block? Two blocks?

R: For Middle and High School students, the calculation was completed by taking the number of absences and dividing that number by four.

Q: Is there any connection that a teacher's absenteeism is related to student absenteeism?

R: It can be factor; however, this is more an issue that relates to work load and human resources.

Additional comments noted:

- A recommendation was made that the District further investigate the reason behind an excused absence;
- There is a lack of extra curriculum activities; specifically sports related ones;
- Look to Fraserview's bottom-line attendance policy for examples on procedure;
- Brain storm ideas with other departments like Aboriginal Education;
- The Board requested reporting on student absenteeism every three months.

5.3 Class Size & Composition Update

The Superintendent handed out copies of the Class Size and Composition Calculation form. The form will be used by principals when meeting with teachers to determine a remedy for a class violation. Once completed, the form will be provided to the Human Resource Director to determine if appropriate staffing can be found for the school. This process will occur several times throughout the year as circumstances can change.

Clarification was requested regarding the remedy options:

- a. Prep Time
Q: How does this help with student learning?
R: This could mean that the teacher uses this time to provide a more thorough and planned lesson.
- b. Additional Non Enrolling- learning support or a helping teacher;
- c. Additional Co-Teaching- teaching aide meaning two people can be teaching or one teacher can assist a student one on one while the other teaches the rest of the students;
- d. Other (Requires Local Agreement) - other compensation such as professional development or extra pay.

5.4 Major Projects Update

Ray Seifert, Facilities Manager, spoke to the major facilities projects that are underway. The Secretary Treasurer spoke to the other major projects.

Two more items were added to the list of projects:

10. Waste Management Program
11. Hatzic Middle School

Fraser Valley Regional District is introducing the waste program that was implemented in Metro Vancouver several years ago. The program should be active in September 2018 and the regulations for the program are contingent on what is outlined by Fraser Valley Regional District.

Q: How will garbage and compost arrive at the final destination?

R: Custodians will be responsible for removing bags from bins just as they are now. The District will need to contract a waste disposal company for the removal of waste.

Q: Will each classroom have all the necessary bins? Will compost get removed nightly?

R: Four containers will sit in the hallway and it will be the student's responsibility to dispose trash in the appropriate bin. Yes, the custodians will regulate all containers and ensure the compost is taken out nightly.

Concerns were raised regarding the plan for completion of the Health and Safety Manual.

Q: Can the District consider hiring a contractor to complete the Health and Safety manual? This is something we need in place.

R: The initial plan was to have the OHS Manager handle this project. We still intend on hiring someone to assist in the HR department so the original plan can take place.

Q: What is the timeline for completion?

R: The District received authorization for a six-month budget to allow for this project; the deadline is June 2018.

A new topic on the list was brought to question and clarification was requested regarding the timeline for new portables.

Q: Why are the new portables being delayed until mid-October?

R: The delay is on the end of the supplier, not with the School District.

Solar Panels:

Q: Is the RFP finalized and when will it be issued?

R: It will be issued Friday October 6, 2017.

Hatzic Middle School Asbestos Removal Update:

Small removal was completed during last year's winter break in the west wing of the building. During spring break, facilities workers removed ceiling tiles from section 300 of the building and completed the remainder of this section in the summer.

6. New Business

6.1 Board Direction & Strategic Plan 2017-18

Trustee Carter mentioned that there used to be a Business Committee where Board members had the opportunity to talk prior to bringing all matters to the Committee of the Whole.

Comments:

- Does not mean the topics would not be brought forward to the CoTW, it would give the Board and opportunity to gather consensus;
- Meeting should happen early August with some philosophical guidelines to have a vision rather than bringing them up as matters arise;
- Conflict is that we embarked on being open and transparent; Boards strategize and plan but then you bring it to the public for scrutiny. Gives the board opportunity to strategize and narrow down the topic for discussion;
- We do not have a platform for a fulsome discussion;
- Partner groups comments:
 - If the meeting is related to strategic planning, then it's more powerful to bring all dimensions together;

MOVED and Seconded that the conclusion time for the Committee of the Whole meeting be extended to 6:10PM.

CARRIED

6.2 Riverside College Advisory Committee Terms of Reference (ToR)

The Board began discussion regarding the presented Terms of Reference report. It was noted that:

- Confusion was raised whether or not it was necessary to apply the Terms of Reference to a sub-committee;

- The outlined Terms of Reference presents too much structure for a sub-committee. The purpose of this committee is to brainstorm and bring ideas back to the Committee of the Whole;

Staff looked to the Board Meeting Policy for guidance and this is the rationale for presenting the Terms of Reference.

Q: What approach would the Board like to take on this matter?

R: Seeing how this is a sub-committee of the Committee of the Whole, perhaps the Terms of Reference needs to be reconstructed to meet the needs of a sub-committee.

R: In this circumstance, the sub-committee would hold a Special Committee of the Whole meeting.

It was suggested that a friendly amendment is made to the original motion that was presented at the last Public meeting:

- Change the original meeting date to occur prior to November 30th, 2017;
- Change the motion to be a special meeting of the Committee of the Whole rather a Sub-committee of the Whole.

7. Minutes of Previous Meetings

MOVED and Seconded that the Committee of the Whole Meeting Minutes dated September 12, 2017 be approved as presented.

CARRIED

8. Information Items

8.1 Curriculum Update (Standing Item)

No curriculum updates were presented.

8.2 District Parent Advisory Council (Standing Item)

No DPAC items were presented.

9. Adjournment

Moved and Seconded to adjourn the meeting.

CARRIED

The meeting adjourned at 6:10 pm.

Chairperson

Secretary Treasurer

DPAC Meeting Minutes September 11th 2017
Location: School Board Office

Meeting commenced: 7:01PM

Meeting Facilitator: Cyndi Polovina

Attendees Present: (See Far Bottom)

Regrets: Trisha Hansen-Bell

Adoption of minutes:

- Clare motions; Lori seconds MOTION PASSED

Adoption of Agenda + Changes (Added Round table discussion at end)

- Lori motions, Cheryl seconds MOTION PASSED

Correspondence:

- 3 bank statements
- BCCPAC by-election
- Registration form for BCCPAC to renew membership
- Agenda for the COTW meeting

Superintendents Report:

- Enrollment is up over 200 students. On paper only 30
- The actual physical count is up
 - Elem: up 168
 - Secondary + Middle: Up 65
 - Capped Int'l education
 - Total is 6218 Kids
 - Heritage Park has dropped (More classroom restrictions)
- Busing up 200 students
 - Talking with the board to get new bus
- 8 Portables coming to MSS, ESR + Hillside. 2 at MSS are already there, and ESR + Hillside received theirs.
- Classrooms have been freed up by clearing out renters/tenants because schools have needed the space.
- Budget announced: Have money for schools (Staffing specific)
- Reduction in Capital Budget: No announcement for new schools to be built
- 2 certified teachers have been hired to teach Halq'emeylem at the grade 7 level. Hopefully grade 8s and 9s to follow in the future.

Chair Report: See attached (via Cyndi)

Treasurer report:

- Should receive our grant in October at the latest
- Opening Balance in Sept 2016:
 - Gaming: \$3,674.08
 - Chequing: \$2,648.16
- End of year totals:
 - Gaming: \$1,407.11
 - Chequing: \$1,832.21

Communications report: Nothing to report

Committee of the Whole Report (COTW):

- Stave Falls meeting occurred
- Reported to cost at least \$300,000 just to open the school and make it functional (sewage, repairs, etc).

- No operational funding would be received from the Ministry to run the school the first year if it reopened.
- We would need at least 100 students without depending on hurting Silverdale and Dewdney enrolment. (New students.) Most area students currently attend Silverdale. Although space is tight in the District, this closed school is not near any areas of growth and reverse busing is problematic due to distance.
- Stave Falls Association requested MPSD to get proper numbers on interest to reopen the school.

Movie Committee:

- Erin Kieneker + Ricky Bell from West Heights Elementary school are training with Raymond to become the new Movie Committee.
- If you want your school to be in the movie license it is \$.75 per head + GST.
- License will go from Nov. 15, 2017 to Nov. 14, 2018.

Ongoing:

- For Dr. Gabor Mate event there are 11 volunteers ready
 - Wendell's from Fort Langley is doing the book sale for the event
- We need volunteers for the Education Committee
- Nominations for Vacant spots:
- Member at large: Cheryl Blondin nominates herself, Raymond seconds. No further nominations. Acclaimed.
- Vice Chair: **OPEN**
- Treasurer: Cyndi nominates Elysia as Assistant Treasurer. Everyone Seconds. No further nominations. Passed by Acclamation. Elysia to train under Jessica.

New Business:

- Budget:
 - Vote to remove Draws/Prizes from budget
 - Vote to reduce Mileage Subsidies to \$50 for the year:
 - Lori motions; Sheneal 2nds:
 - MOTION PASSED** unanimously

Round Table:

- In November there will be a battle of magicians at Cherry Hill
- See attached handout on the Free Activities + Programs for Children in Mission from the Mission Early Childhood Development Committee

Upcoming Events:

- School Board Meeting: 6:30, September 19, 2017 at Cherry Hill Elementary
- School Board Meeting: October 17 6:30 pm at Fraserview Learning Centre
- DPAC Meeting: October 16, 2017, 7pm, École Christine Morrison Elementary
- DPAC Parent Education Event (SOLD OUT) October 4, 2017 Dr. Gabor Mate "Finding Calm in the Storm: Resilience, Illness & Healing in a Toxic Culture"

Executive:

Past President: Cyndi Polovina

Chair: Trisha Hansen-Bell

Vice Chair: <vacant>

Secretary: Karah Hutchison

Treasurer: Jessica Weismiller

Communications: Clare Seeley

Members at Large: Sheneal Anthony, Destiny Cunningham

Attendees: ESR: Sheneal Anthony, Raymond Kwong; Albert McMahon: Cheryl Blondin; Cherry Hill: Elysia Artinian; Hatzic Middle School: Lori McComish (+MSS), Clare Seeley (+MSS); Hillside: Cyndi Polovina; Heritage Middle: Karah Hutchison; West Heights: Elisa Williams; Dewdney Elementary: Destiny Cunningham; Laura Wilson (Early Childhood Committee), Trustee Randy Cairns, Superintendent Angus Wilson.

DPAC Meeting Minutes October 16th 2017
Location: Ecole Christine Morrison Elementary School

Meeting commenced: 7:02PM

Meeting Facilitator: Clare Seeley

Attendees Present: (See Far Bottom)

Regrets: Trisha Hansen-Bell, Sheneal Anthony, Cyndi Polovina, Raymond Kwong

Adoption of minutes:

- Elysia motions; Cheryl seconds MOTION PASSED

Adoption of Agenda + Changes (Added fundraiser discussion at end)

- Lori motions, Jason seconds MOTION PASSED

Correspondence:

- BC Teachers magazine
- Agenda for the COTW meeting
- Bank statement

Superintendents Report:

- Enrollment is way up; total is 6200+ (including international students)
- Some schools are over full, we are collecting info on which classes need help with composition
- We are also finding out which classes have more than 3 IEP students.
- The struggle right now is finding additional teachers
- They had 52 vacant teaching spots in Vancouver and now there are 78. Mission has 12 or so vacant.
- There is a heavy focus on middle & high school on attendance.
- Technology revitalization/reintroduction on technology in district right now:
- *Presentation by Colleen Hannah below superintendent's report.*
- Stave Falls meeting was last Tuesday. There will be another Board meeting where there will be an "Intent to Enroll" survey enacted. There will be both an electronic survey and a paper survey given out. The electronic one will be available to everyone while the mailed copies will be centered in the Stave Falls area.
- These surveys will also be available at the school board office.

Special Presentation from Colleen Hannah:

- Essentially our district is doing everything all over again.
- Getting the servers updated to a better system with new Wi-Fi in schools.
- Planning new mobile devices with laptops in 60 classrooms.
- New Student devices available (Tablet/Laptop combo)
- Aiming to have a cart of 30 at every school.
- User agreement for Office 365 and Blueprint has been sent out. This is a new online program for kids. It is in the cloud.
- There will be access on all devices with their passwords + login to use Office 365 all around. Home,

school, mobile, etc.

- “All about me” career education is very important for this year. Career education is starting as early as kindergarten
- It has been available at MSS for 2 years now, and is now accessible for younger kids.
- This is a Canada Wide program now.
- Considering doing a parent education night district wide for parents to learn about the My Blueprint system.
- Regardless of the district providing schools with new tablets, PACs can still donate money for Ipads, laptops, etc.

Chair Report (by email):

This past month most of my activities have centred around the education event that we held on October 4th and emails and phone calls with information and resources to support three or four PACs who have had questions and concerns.

One of the most common problems with which DPAC is asked to help is with picking up where the last volunteer left off. Whether it is the chair or treasurer or secretary who has been replaced, a clear record of past policies, procedures and actions that have been taken is a huge help in someone being able to step into their shoes. It is particularly important that a clear account of all money coming in and going out is kept. Minutes of meetings should be clear on whether or not adequate notice of an AGM was given, for example, and whether or not a quorum was present. For meetings at which a constitutional change are to be made or executive elected (AGM), it is recommended that a minimum of 2 weeks written notice go out to parents. The suggested change to the constitution should be in the meeting notice. When a constitutional change is made, it must be clearly documented how many votes (quorum) and how many for, against or abstained. The school should receive a copy of the amended constitution and if DPAC is sent a copy it will be updated on our website.

To avoid discontinuity of information when volunteer positions change, it is a really good idea for PACs to have a resource binder that contains all their important documents such as their policies/ procedures and/or constitution, a copy of Robert's Rules of order, contact information for DPAC and BCCPAC, and copies of resources like PAC Treasurer 101 and Money Handling Guidelines 101, which are available on the DPAC website. A copy of each meeting's attendance and meeting minutes should also be in the binder.

It is important that each PAC's accounting is kept well in order, with clear records of income, grants, and expenses. PACs should either be following the Money Handling Guidelines available on the DPAC website, or they should be creating their own set of guidelines on which their members vote to approve.

PACs are reminded that when a question or concern arises, the first place to look to is the school PAC's own constitution, but DPAC is happy to assist in interpreting the constitution and in finding other resources and information as needed.

Sorry to have to be absent this month!

Treasurer report:

- Gaming Grant received: \$2,500
- Eventbrite payout: \$6,272.00 (received from education event.)
- Right now we have \$10,179.00
 - need to pay Clarke Theatre and Dr. Gabor Mate

- We will have under \$4000 after payments are made
- Cheqing balance: \$1,832.21

Communications report: Nothing to report

Committee of the Whole Report (COTW):

- Stave Falls meeting occurred
- Reported to cost at least \$300,000 just to open the school and make it functional (sewage, repairs, etc)
- We would need at least 100 students without depending on hurting Silverdale and Dewdney.
- Stave Falls Association was requested to get proper numbers on interest to reopen the school.

Movie Ad HOC Committee:

- Must renew by Nov 15th for the movie license.

Ongoing:

- Parent education event with Dr. Mate; world-renowned speaker and retired doctor.
 - All 700 available seats sold, 522 attended.
 - Wendell's sold 108 books
 - Clarke Theater staff did a great job

New Business/ Fundraising:

- We need a spring presenter
- Upcoming fundraisers in the District:
 - Magician Night at West Heights November 3rd
 - Doors open 6:30PM; \$5 per person, \$18 for family of 4.
 - Event starts at 7:00PM sharp.
- Challenge Day is approaching. Grade 9's from Heritage Park and Hatzic Middle schools and grade 10's from Mission Secondary. Need parent volunteers for this event.

Adjournment: Lori motions, Karah seconds. 9:10pm.

Attendees: ESR: Kirstin Heise; Albert McMahon; Cheryl Blondin; Cherry Hill: Elysia Artinian, Jennifer Maddison; Hatzic Middle School: Lori McComish (+MSS), Clare Seeley (+MSS); Hatzic Elementary: Jessica Weismiller, Heather Burke; Hillside: Susie Taylor; Heritage Middle: Melissa Crapo, Karah Hutchison, Jason Elliot; West Heights: Elisa Williams; Dewdney Elementary: Destiny Cunningham, Christie Lindgren; Silverdale: Leanna Zgrablic; ECM: Christy Sandison; Laura Wilson (Early Childhood Committee), Colleen Hannah, Superintendent Angus Wilson.