

Committee of the Whole Meeting (Public)

Agenda



Committee of the Whole Meeting
February 6, 2018 at 3:30pm
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
4. CURRICULUM – Standing Item
 - 4.1 Monthly Curriculum Update Pg 1
5. UNFINISHED BUSINESS
 - 5.1 Student Absenteeism Update Information Pg 4
 - 5.2 Student Transition Plans Update Information Pg 7
6. STAFF REPORTS
 - 6.1 Installation of Cameras – Outside of Albert McMahon Elementary Action Pg 8
 - 6.2 Policy #120 Access to Information and Protection of Privacy Action Pg 10
 - 6.3 Policy #150 Health and Safety Action Pg 14
7. NEW BUSINESS
 - 7.1 Essential Repairs to Stave Falls School Building Action Pg 16
 - 7.2 Draft 2018/2019 School Calendar Information Pg 17
8. MINUTES OF PREVIOUS MEETINGS
 - 8.1 Special Committee of the Whole Meeting Minutes, November 28, 2017 Action Pg 19
 - 8.2 Committee of the Whole Meeting Minutes, January 16, 2018 Action Pg 25
 - 8.3 Special Committee of the Whole Meeting Minutes, January 24, 2018 Action Pg 30
9. INFORMATION ITEMS
10. ADJOURNMENT

ITEM 4.1 Information

TO: Committee of the Whole
FROM: Assistant Superintendent, Larry Jepsen
SUBJECT: Monthly Curriculum Update – Standing Update

The Assistant Superintendent along with District Principals or Staff Leads have come together to present on various curriculum related resources, projects, and programs. This month the focus of the discussion will be Student Learning support initiatives. Information will be shared on items related to:

1. Student Learning Support
2. Student Services
3. Aboriginal Education

Attachments:

- a. District Inclusion Mentor Teacher Report, Shannon Bowsfield

Overview – September 2017 through January 2018 – Student Services

Shannon Bowsfield – District Inclusion Mentor Teacher

IEPs

All the IEPs in the district were read this year at the school and district level – 693 total. 315 High Incidence IEPs were read at the district level by various Student Services and school personnel and general feedback was provided to the school administrator to share with their staff and be implemented at the next IEP review. 378 Low Incidence IEPs were read at the district level and specific feedback was provided to case managers to improve the IEPs and ensure that they would be audit compliant. Feedback for the Low Incidence IEPs was accomplished in several different ways – peer to peer feedback through face to face meetings and email exchange, and feedback was also provided to case managers from school administration with the option of peer feedback should it be desired. Overall, the process of IEP review was very positive with the majority of case managers appreciating a more collaborative IEP process with substantive feedback and the opportunity to create more specific goals and measurable objectives that were audit compliant.

Competency Based IEP

Carolynn Schmor, Colleen Hannah and myself have been attending focus group meetings on the new Competency Based IEP, and it appears to have great potential to streamline the IEP process and make it more student centered and student driven, particularly for high incidence students. There have been many incarnations of the CB IEP since the inception of this project, and we will decide on a roll out process in our district when the final version is provided and we have a deep understanding of how it is to be written and implemented.

MyEd Simplified IEP

Part of the above process involves looking at moving to a computer based IEP, and Donna Gresham and myself recently participated in an online session with Diane Cardinal that explored how to create and save IEPs in MyEd. There appears to be much involved with the creation and maintenance of the online IEPs and issues will still need to be worked out, but the eventual move to computer based IEPs will be a huge positive on many levels, as it will eliminate the need for demographic entry, reduce the potential for human error, and make the IEPs in our district more accessible and editable to reflect a student's dynamic program and continual progress.

STADD

The STADD (Services to Adults with Developmental Disabilities) Project is an initiative established by the Ministry of Social Development and Social Innovation which has just established services in Abbotsford and Mission. I attended a STADD introductory session at Thomas Haney in Maple Ridge and asked to be contacted when STADD established services in Mission. The STADD Navigator for our area, Matthew Klassen, came to MSS and did a presentation for our district last week. STADD aims to take what was a confusing, challenging, reactive process that lacked transparency and involved a lot of repetition on the part of families to different government agencies and provide a way to navigate that process and those agencies through one facilitator. The process begins at 16 and continues to age 24, and STADD gets a lot

of its referrals from schools. STADD also provides access to a centralized database where our vulnerable students can maintain a portfolio of important documents such as assessments, work experience records and other important information. Matt was a terrific presenter and made good connections at the high school – our students needing transition services will have a strong team going forward through our partnership with STADD.

Mentorship

Teachers have been reaching out since September for consults in their classroom – the need for peer consultation that is positive and proactive is there. Both classroom and specialist teachers have reached out for situations ranging from kindergarten transitions to class composition and learning environments to care team meetings and file review packages. The addition of a new and highly experienced District Inclusion Mentor Teacher, Sheri Montgomery, will enable us to expand school contacts and service to classroom teachers teaching low incidence students.

Technology

Dave Parkes of Scanning Pens will be visiting the district in February to demo the C-Pen Reader Pen, Exam Reader, and a dictionary scanning pen as potential adaptations for students in our district.

The Centre for Epilepsy and Seizure Education

We have partnered with Annie Silver from the Centre for Epilepsy and Seizure Foundation to provide education and support for our students living with epilepsy. Annie has recently sent me an information package and arrangements will be made for her to present in our schools and share how the Centre can help support our students.

ITEM 5.1 Information

TO: Committee of the Whole
FROM: Superintendent of Schools
SUBJECT: Student Absenteeism Update

The Superintendent will provide a verbal update on information related to student absenteeism and discuss the data provided by Mission Secondary School.

Attachments:

- a. Students Absent by Month- Mission Secondary School
- b. Students Absent by Week- Mission Secondary School

Students Absent by Week Comparison**Students with 10 or more absences:**

Grade 10	2016	2017
September	43	69
October		
Week 1	67	102
Week 2	86	113
Week 3	97	135
Week 4	114	143
November		
Week 1	131	163
Week 2	141	171
Week 3	154	183
Week 4	154	191
Grade 11	2016	2017
September	66	49
October		
Week 1	91	68
Week 2	112	85
Week 3	123	92
Week 4	140	100
November		
Week 1	158	106
Week 2	167	114
Week 3	188	122
Week 4	199	127
Grade 12	2016	2017
September	52	39
October		
Week 1	80	57
Week 2	96	65
Week 3	115	74
Week 4	129	78
November		
Week 1	140	101
Week 2	156	108
Week 3	176	119
Week 4	175	126

ITEM 5.2 Information

TO: Committee of the Whole
FROM: Superintendent of Schools
SUBJECT: Student Transition Plans Update

The Superintendent will provide a verbal update on student transition plans.

ITEM 6.1 Action

TO: Committee of the Whole
FROM: H. Grewal, Principal, Albert McMahon
SUBJECT: Installation of Cameras – outside of Albert McMahon Elementary School

Recommendation

That the following resolution be forwarded to the February 20, 2018 Board of Education meeting for consideration:

That up to eight (8) cameras 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 prior to bringing the request forward to the Committee of the Whole for consideration.

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

Implementation:

1. February 7, 2018 Provide notice to all parents of Albert McMahan
2. February 20, 2018 Board consideration
3. Feb 21- Apr 30, 2018 Facilities / IT - Coordinate acquisition / installation of cameras

ITEM 6.2 Action

TO: Committee of the Whole
FROM: Secretary Treasurer
SUBJECT: Access to Information and Protection of Privacy and Personal Information

Recommendation

THAT the draft Access to Information and Protection of Privacy and Personal Information policy be considered;

AND THAT the Access to Information and Protection of Privacy and Personal Information policy be referred to Partner Groups and the general public for comments.

Summary:

The draft Access to Information and Protection of Privacy and Personal Information policy provides guidance on the requirements to comply with the *Freedom of Information and Protection of Privacy Act (the Act)*. The Policy confirms the Head of the Organization and the FIPPA Officer, as outlined in the *Act*.

Background:

The current policy references the *Personal Information Protection Act (PIPA)* which sets legislation for the private sector. The public sector is required to comply with the *Freedom of Information and Protection of Privacy Act*. Staff have reviewed the existing policy, and are recommending changes to the policy so that guiding principles reflect the legislation applicable to the School District.

Analysis and Impact:

The revised policy complies with the requirements of the *Act* to identify the Head of the organization, and the Privacy Officer. The policy also provides guidance to employees with respect to the duties and obligations arising from the legislation.

Policy, Regulation, Legislation:

Policy #41 Protection of Confidential Information

Public Participation:

Will include:

- Participation of partner groups with the Committee of the Whole meetings
- Formal referral to CUPE, MTU, MPVPA, DPAC, and the general public

Implementation:

1. Review at COTW February 6, 2018
2. Referral to organizations February 7 – 28, 2018
3. COTW with recommendations from referrals – March 6, 2018
4. Board Meeting – March 13, 2018
5. MPSD Website – March 2018
6. Staff Orientation – April 2018

Attachments:

- a. Policy #120 Access to Information and Protection of Privacy and Personal Information – Draft copy
- b. Policy #41 Protection of Confidential Information

Corporate Policy



Section:	Administration	
Title:	Access to Information and Protection of Privacy and Personal Information	120

Purpose

In accordance with the *School Act* and the *Freedom of Information and Protection of Privacy Act (FIPPA)*, the School District as a public entity may be requested to provide information on School District activities to members of the public. The School District is also required under the FIPPA legislation to ensure that personal information is protected.

Policy

The School District must protect the personal information in its custody and/or control from unauthorized access, collection, use, disclosure, and disposal. Any personal information shall be collected, used, and disclosed only in accordance with the FIPPA and/or other applicable legislation.

Requests for information not routinely released must be submitted to the FIPPA Officer of the School District through a request for information.

The Superintendent is designated as the Head of the School District for the purposes of FIPPA.

The Secretary Treasurer is designated as the FIPPA Officer and is responsible for the administration of FIPPA, this policy, and associated procedures.

Guidelines

In meeting the School District's obligations of protecting privacy and personal information in its custody and/or control, management will maintain a program and develop procedures to:

- Inform students, parents, employees, volunteers, and third-party service providers of why and how it collects, uses, and discloses of their personal information, obtain their consent when required, and protect their private and personal information through responsible information management practices;
- Ensure information is collected, used and disclosed in accordance with FIPPA;
- Ensure personal information is held in Canada, unless approved in accordance with FIPPA;
- Ensure record-keeping practices comply with the privacy requirements in FIPPA and other relevant legislation;
- Provide training to employees on FIPPA to ensure all employees understand their responsibility regarding the legislation;
- Answer questions from individuals and address any privacy concerns.
- Receive and respond to requests for information in accordance with the *Act*.

Date of Original Board Approval: (May 17, 2016 – #41 Protection of Confidential Information)

Date Amended: , 2018

Legal Reference: (Freedom of Information and Protection of Privacy Act)

Cross Reference: (procedures – being developed)

DRAFT

PROTECTION OF CONFIDENTIAL INFORMATION

Belief Statement

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

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

Date of Board Approval: May 17, 2016

Date Amended:

ITEM 6.3 Action

TO: Committee of the Whole
FROM: Secretary Treasurer
SUBJECT: Health and Safety

Recommendation

THAT the draft *Health and Safety* policy be considered and

AND THAT the *Health and Safety* policy be referred to Partner Groups and the general public for comments.

Summary:

A Board Policy is recommended to provide the governance oversight of the health and safety program.

Background:

Staff are in the process of updating / developing the health and safety program, including the work safe procedures to meet the Worksafe BC requirements. A Board policy is recommended as part of the program. The policy is based on policies from other health and safety programs.

Analysis and Impact:

The inclusion of a governance policy in the health and safety program demonstrates leadership for the program, and supports the full implementation of the program. The program will be developed as it is a Worksafe BC requirement. The inclusion of the policy, provides for clear direction to the organization.

Policy, Regulation, Legislation:

Worksafe BC regulation.

Public Participation:

Will include:

- Participation of partner groups with the Committee of the Whole meetings
- Formal referral to CUPE, MTU, MPVPA, DPAC, the Health and Safety Committees, and the general public

Implementation:

1. Review at COTW February 6, 2018
2. Referral to organizations February 7 – 28, 2018
3. COTW with recommendations from referrals – March 6, 2018
4. Board Meeting – March 13, 2018
5. MPSD Website – March 2018
6. Staff Orientation – April 2018

Attachments:

- a. #150 Health and Safety Policy - DRAFT

Corporate Policy Manual



Section:	Health and Safety	
Title:	Health and Safety	150

Purpose

To outline the responsibility of providing a healthy and safe work environment.

Policy

The School District is responsible for providing a healthy and safe work environment for all employees, volunteers, workers of other employers, as well as students and the public, and is therefore committed to providing a healthy and safe work environment.

In fulfilling this commitment to protect both people and property it shall be the responsibility of management to develop and maintain adequate standards and procedures for the elimination and control of physical and health related hazards. Work performed at the School District must be done with due consideration of the health and safety of all people. As such, management will maintain a Health and Safety Program consisting of policies, procedures, programs, equipment, training, and other resources, backed by regular inspections and ongoing supervision & support.

It shall be the responsibility of every supervisory employee to ensure the people under their supervision are properly trained and knowledgeable about their duties and shall promote strict observance to safe work procedures and applicable legal and regulatory requirements. Supervisors are responsible to provide instruction to their workers and to ensure work is done without undue risk. Foreseeable hazards must be identified and communicated to workers in order to prevent injury and occupational illness.

It is the duty of every employee to follow safe work procedures and regulations and to promote positive attitudes towards accident prevention. Workers observing unsafe or harmful conditions must report these to their supervisor immediately.

Knowledge of health and safety matters is of critical importance to all employees, therefore regular training must be a cornerstone of the School District's Health and Safety Program.

All employees have the right to refuse unsafe work.

Date of Original Board Approval:

Date Amended:

Legal Reference: (Workers Compensation Act, Worksafe BC)

Cross Reference: ([Worksafe Procedures 150-xxx](#))

ITEM 7.1 Action

TO: Committee of the Whole
FROM: Trustee Jim Taylor
SUBJECT: Essential Repairs to Stave Falls School Building

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.

Committee of the Whole Meeting (Public)

February 6, 2018



ITEM 7.2 Information

TO: Committee of the Whole
FROM: Superintendent of Schools
SUBJECT: 2018-2019 School Calendar

Recommendation

THAT the draft 2018/2019 School Calendar be considered for review.

Executive Summary:

District staff have met and discussed information and specific dates related to the school calendar to establish a preliminary calendar. The draft 2018/2019 calendar was then shared with all principals to receive input on dates related to evaluations and parent/student/teacher conferences; some dates require additional confirmation.

Policy, Regulation, Legislation:

Section 87.01 (2) of the British Columbia *School Act* states: A Board must, in accordance with the regulations of the minister, prepare a school calendar for each school in its school district for each school calendar year. Following Board approval, the attached 2017/2018 School Calendar will be submitted to the Ministry of Education pursuant to the BC *School Act*.

Public Participation:

Committee of the Whole- February 6, 2018
Public Board Meeting – March 13, 2018

Attachments:

- a. DRAFT 2018/2019 School Calendar

2018 / 2019 School District Calendar

September	Tuesday September 4, 2018	Schools Open – ½ Day for Students
	Friday September 21, 2018	<i>Non Instructional Day - Students not in session (District Professional Development Day)</i>
October	Friday October 5, 2018	<i>Non Instructional Day – Students not in session (Curriculum Implementation Day)</i>
	Monday October 8, 2018	Thanksgiving
	Friday October 19, 2018 (TBD)	<i>Non Instructional Day - Students not in session (Provincial Professional Development Day)</i>
November	Friday November 9, 2018	<i>½ Day Assessment/ Evaluation– Students not in session (PM only, All Schools)</i>
	Monday November 12, 2018	Stat Holiday in Lieu of Remembrance Day
	Mid November	Report Cards – Middle, Secondary
	Friday November 23, 2018	<i>Parent/ Teacher Conferences – Students not in session (All Schools)</i>
December	First Week in December	Report Cards - Elementary
	Dec 24, 2018 – Jan 4, 2019	Winter Break
January	Monday January 7, 2019	Schools reopen after Winter Break
February	Monday February 11, 2019	Family Day
	Mid February	Report Cards – Middle, Secondary
	Friday February 22, 2019	<i>Non Instructional Day - Students not in session (District Professional Development Day)</i>
March	March 1, 2019	<i>Parent/Student/Teacher Conferences - Students not in session (Secondary)</i>
	Friday March 1, 2019	<i>½ day Assessment/ Evaluation - Students not in session (PM Only, Elementary)</i>
	Friday March 15, 2019	<i>Parent/Student/Teacher Conferences - Students not in session (Elementary)</i>
	Mid March	Report Cards - Elementary
	March 18 – March, 29 2019	Spring Break
April	Monday April 1, 2019	Schools reopen after Spring Break
	Friday April 12, 2019	<i>½ day Assessment/ Evaluation - Students not in session (Middle, Secondary)</i>
	April 12 or 29, 2019 – TBD	<i>Parent/Student/Teacher Conferences - Students not in session (Middle, Secondary)</i>
	Mid April	Report Cards – Middle, Secondary
	Friday April 19, 2019	Good Friday
	Monday April 22, 2019	Easter Monday
May	Friday May 17, 2019	<i>Non Instructional Day -Students not in session (May Professional Development Day)</i>
	Monday May 20, 2019	Victoria Day
June	Thursday June 27, 2019	Last Day of School for all Students
	Friday June 28, 2019	Administrative Day
	End of June	Report Cards – All Schools

Committee of the Whole Meeting (public)

Minutes



Committee of the Whole - Special Meeting

November 28, 2017 at 3:30pm

Riverside College & Trades Centre, 32811 Dewdney Trunk Rd. 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
 Executive Assistant Aleksandra Zwierzchowska (Recorder)

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.

The Chair requested for a round table introduction from all attendees;

Corien Becker, Mission Public Schools

Ray Seifert, Facilities Manager

Jim Taylor, Trustee

Ron Smith, Work BC Mission Community Skills Centre

Rick McKamey, Board Chair

Bryan Phillips, Riverside College

Wade Peary, Riverside College

Shannon Bowsfield, Mission Public Schools

Clare Seeley, District of Mission, Economic Development

Cyndi Polovina, DPAC

Amber Chung, Mission Teachers' Union

Angus Wilson, Mission Public Schools

Aleksandra Zwierzchowska, Mission Public Schools

Tracy Loffler, Trustee and Meeting Chair

Trustee Cairns entered the meeting at 3:32pm

2. Adoption of Agenda

MOVED and Seconded that the Agenda be adopted as presented.

CARRIED

3. Delegations/Presentations

4. Curriculum

5. Unfinished Business
6. Staff Reports
7. New Business
- 7.1 Riverside Finances Review

The Secretary Treasurer referred to item 7.1 - Attachment A, and noted that it was difficult to determine the financial standings of the College. It was mentioned that the college has moved into a positive direction specifically from a financial perspective as the college is operating at a profit verses a loss.

Q: How did one less teacher contribute to a loss?

R: In the past, funding did not cover this cost. By changing the program structure, we were able to cover these costs. Compared to other schools, Riverside has experienced difficulty with covering all related costs.

7.2 SWOT Analysis

The Superintendent explained the purpose of a SWOT analysis and listed several bullet points for each category. The discussion continued and the following items were noted:

Strengths

- Strong staff;
- Great building;
- Equipment in good standing;
- Programs have good reputation;
- Location is accessible;
- Cater to large age demographic – no age limitations;

Weakness

- Small staff results in course limitations which limits profits;
- Interests of adults and students can change;
- Board of Education can change and have a different vision;
- Lack of advertisement and promotion of college;
- Limited relationship with Mission Secondary School;

Opportunities

- Successful partnerships with other organizations in the area and out of area;
- Small size means easy to adapt;
- Political factors like MLA's are huge advocates for colleges like Riverside;
- Other schools have long waiting lists for trades programs;
- Connect with Aboriginal partners;

- Work with the local business community and bridge the current gap in skill shortages within the community;
- Target parents;

Threats

- Ministry of Education / Advance Education can look at businesses within the district and say that this business is not being run well and create a “cause for pause” with the college;
- UFV is competition;
- “Who knows” factor especially with new innovation and technology;
- Mission has low rate of students who achieve post-secondary education;

The Principal of Riverside College noted that the college is currently building relationships with the First Nations Community.

Trustee Carter entered the meeting at 3:56 pm.

The discussion continued and the following topics were noted:

- Good idea to promote the programs to students at earlier stage to get them familiarized with opportunities;
- There is a possibility for hybrid program for students who are seeking to graduate while learning trades related skills;
- Work BC funds 100% of their clients to obtain training and Riverside is a strong resource in the community;
- Work with UFV to build stronger relationships and become an avenue to prepare students in first year of studies;
- Very helpful to have a place to complete some of your education within your community prior to attending university.

7.3 Vision for Riverside

The Superintendent noted that this is a good time to brainstorm for the vision and the future of the college. The discussion continued and the following topics were noted:

- A lot of the vision comes from the word “College” – a student seeking out a college is making a more mature decision;
- Offer a college certification which offers more credibility;
- Keep the college a separate entity from Mission Secondary School;
- Most high-schools don’t welcome grade 13- we welcome adults;
- Focus on professional skills;
- Basic skills for employment;
- Maintain affordability;
- Talk to students to get their input on subject matter.

7.4 Potential Programs

The Principal of Riverside College directed the committee's attention to a PowerPoint presentation which highlighted the following items:

- The college is an education hub;
- Canadian Vocational training centre;
- Partnership with Work BC Mission Community Skills Centre;
- Online Ed2Go;
- Most funding is offered by Ministry of Education;
- External Certifications like Fork Lift, Beauty, MS Office Certification;
- Skilled Trades.

What does Riverside offer the community?

- Tuition free post-secondary education for Students less than 19 years of age;
- Local training that keeps dollars in Mission;
- Training opportunities for Work BC Clients;
- Meeting the demands in high LMI jobs;
- Working with our local Aboriginal bands to provide local training;
- Stepping stone into other careers and education;
- Local business with free work experience.

Expansion Opportunities

- Offer trucking course with focus on shipping and logistics and integrate with warehouse program;
- Digipen- program offered in Kamloops for Digital Art;
- Emergency Responder Program;
- Continuing Education;
- Trades Awareness Program- five weeks of plumbing, electrical, carpentry or automotive for students to try before committing.

The Superintendent read the following message on behalf of Cyndi Polovina, DPAC President:

My understanding is that Riverside College has operated in the red over the past several years, until finally being in the black this year. This drained resources from our District that could have been spent on our K-12 students.

The K-12 Students' needs should be fully met now that Riverside is finally self-sufficient, before looking at any expansions plans.

The over 6000 students in K-12 in Mission are repeatedly told, “there’s no money for that,” or we are told, “the Ministry of Education doesn’t fund that” but non targeted funds can be used for these items. These students deserve to have all of their needs fully met before this “luxury item” is funded.

Just as examples of three things that should be out in place before any expansion money is spent on Riverside- there are no playgrounds at either middle school and no music room at Hillside Traditional Academy. These are not “luxury” items but basic amenities. The lack of playgrounds and of full use of Hillside’s gym affects the students’ amount and quality of daily physical activity. (Hillside’s gym is used for music, thereby making it unavailable for physical education two days a week for its 407 students. On the “wet coast”, this means that they are going outside for DPA regardless of elements, or they are not getting PE on stormy days). Lack of gym use and playground equipment has consequences on learning outcomes and mental health, not only on physical health.

Q: Where is the college with offering a welding program?

R: The Principal has been in contact with Thompson Rivers University as they have a mobile welding house with a program that is 24 weeks long. We would need to start this program at beginning of August or finish at the end of July. We are unsure of the cost of the program but speculate that it is very expensive. The Iron Workers have another trailer that they may be willing to lend us as a trade sampler.

Q: Are we trying to move away from Trades Training and move into Career and Technical Training?

R: We are trying to fill the skills gap.

7.5 Potential Physical Expansion

The Principal presented the following information on options for potential expansion:

Option #1- Reconfigure the Building

- Create space in the building for 3000 sq. ft. workshop,
- Currently the workshop space does not meet ITA Standards;
- Attainable but there are pros and cons.

Option #2 – Stand-alone Workshop

- Potential to expand the building so that we don’t lose the downstairs classroom space;
- Look at putting 3000 sq. ft. workshop behind of the building.

Q: Is a Quonset Hut a possible option?

R: With this option you would have to consider services to the building.

Q: Why is it important to meet ITA regulations?

R: They approve if an organization can run a program.

Q: How important is the location of this shop to be onsite? Can it operate from a satellite location?

R: It is important for students to have a sense of belonging. It is functional to operate offsite, but makes it more difficult.

The discussion continued about more thoughts and ideas regarding either expanding the building or adding a stand-alone workshop. One recommendation was to conduct a business case with

consideration on how learning outcomes will be affected if you go with option one (1) versus option two (2). The college needs a plan that considers all possibilities five (5) to ten (10) years from now.

The Secretary Treasurer noted that it is uncertain if this property is the site for the future and that it's important not to set limitations, and to think outside the box. It is important to take our time and develop a business case to conduct some research before we can come to a conclusion.

Q: Why do we need to expand physically?

R: The current carpentry space is not appropriate for students to build their projects. There are limitations with current space. Plumbing students are doing projects on the side of the building outdoors in the rain. We would like to maximize the use of the space and allow for more integration with all the trades which does not happen now. It's fundamental that we expand because the college is unable to keep up with competitors. We have managed to make things to work because our instructors think outside the box.

The Chairperson noted that the meeting is nearing 6pm and recommended that item 7.6 be discussed at a future Committee of the Whole meeting.

It was suggested that Staff use the feedback to work on a vision statement and look at scheduling another meeting in January.

7.6 Riverside Admission Criteria

It was suggested that with the remaining minutes that the Superintendent speak on this item.

The Superintendent noted that currently the college does not have any specific admission criteria. This is a huge advantage, however, this does pose implications. We have flexibility with ability. It was suggested that this topic be addressed as a procedural item without policy.

The Principal noted that the college is accepting applications for February 2017, therefore, this item would have to be implemented next year. Currently the college has an application process but happy to discuss this topic further.

8. Minutes of Previous Meetings

No minutes to review.

9. Information Items

No information items were presented.

8.1 Adjournment

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

The meeting adjourned at 5:56 pm.

Chairperson

Secretary Treasurer

Committee of the Whole Meeting (public)

Minutes



Committee of the Whole Meeting
January 16, 2017 at 3:30pm
District Education Office, 33046 – 4th 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
 Assistant Secretary Treasurer Derek Welsh
 Director Student Services,Carolynn Schmor
 District Principal Aboriginal Education, Joe Heslip
 District Principal Technology and Innovation, Colleen Hannah
 Executive Assistant Aleksandra Zwierzchowska (Recorder)

Absent:

Trustee Randy Cairns
 Assistant Superintendent Larry Jepsen

Partner Groups Present:

District Parent Advisory Council (DPAC), Principal Vice Principal Association (PVPA), Mission Teachers' Union (MTU), Canadian Union of Public Employers (CUPE), and Stave Falls Community Association (SFCA).

Guests:

Sanjay Gulati, Executive Director of Mission Community Services Society and Paul Horn, Instructor at Riverside College.

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 adopted as presented.

CARRIED

3. Delegations/Presentations

The Board Chair introduced Sanjay Gulati, Executive Director of Mission Community Services Society and Paul Horn, Instructor at Riverside College. A video played highlighting information about a new program called Volunteer Mission. The following comments were noted during the discussion following the video:

Q: How do you envision Volunteer Mission working with the school system?

R: Volunteer Mission has an online data base; we would isolate the schools needs based on specific events.

Q: How do you address privacy concerns?

R: We understand that we need to comply with the Freedom of Information and Protection of Privacy Act and our database is secured.

Q: Is there a fee associated with membership?

R: The fee can range from \$60-\$120. Each client is unique and the model would be determined on a needs basis.

Q: What are the next steps?

R: Volunteer Mission would like to connect with someone in the school district to try a pilot project.

4. Curriculum Update- Standing Item

The Superintendent provided an update on behalf of the Assistant Superintendent in his absence. A reference was made to the information outlined in the agenda starting on page two (2).

Q: What six (6) schools will participate in the Joyful Literacy program?

R: Albert McMahon, Windebank, Mission Central, Dewdney, Cherry Hill, and West Heights.

Additional Comment: Last year, six (6) elementary schools were selected. This year, the other six (6) schools are receiving exposure to the conference.

The Director of Student Services introduced Donna Gresham and referred to item 4.1 – Attachment C found on page six (6) of the agenda. The following items were noted:

- Kindergarten screening reintroduced;
- RAT assessment is outdated and the District Psychologists recommended a new assessment;
- SET BC highlights – Albert McMahon Elementary applied for a grant and will receive 10 laptops;
- Smart Braille machinery arriving in January.

Q: Can all classroom teachers access the resources available on the Accessible Resource Centre (ARC).

R: Yes. Teachers must complete the online training available through ARC prior to gaining access to resources. Perhaps the need for access wouldn't apply to all teachers; if a school based team had a need, the Director of Student Services would allow access.

Q: Is ARC available for parents to access?

R: The information is only available to teachers and teacher aides.

The Director of Student Services will attend the district Welcome to Kindergarten day to provide information to parents on certain resources.

The District Principal of Aboriginal Education referred to item 4.1 – Attachment D found on page nine (9) of the agenda. The following comments were noted:

- District Principal for Aboriginal Education also expressed interest in attending the district Welcome to Kindergarten day;
- A video was presented and is available at www.greatspirithand.com;
- Mention of art piece created by Trenton Pierre, Katzie FN;
- Love is the sacred teaching for the year;
- Peggy Janicki working with mentor teachers on indigenizing the curriculum for K-12.

5. Unfinished Business

5.1 Process for Public Involvement – Stave Falls Elementary School

Trustee Taylor referred to the information outlined on the agenda cover report regarding a process for public involvement for Stave Falls Elementary School. The following information was noted regarding the discussion topic:

- Trustee Taylor mentioned that timelines are tight and there is very limited information available to understand the costs and risks;
- The Secretary Treasurer mentioned that the Board asked staff to complete a preliminary registration. The registration data was gathered and it will be presented at the Special Committee of the Whole (COTW) meeting on January 24, 2018;
- In addition to the preliminary registration data, a report on the building will be available for sharing at the next special meeting.

Q: Would children be able to cross boundaries and how would busing work?

R: This is something the Board would need to consider.

Q: Will there be a conversation about boundary reviews?

R: The Board has issued previous direction with this matter; a boundary review will occur before the end of the school year.

Trustee Taylor shared a handout with the committee, "Board Support for Rural Schools" and noted this resolution will be presented at the next Public Board meeting.

Q: Is there additional funding for rural schools?

R: Yes, in order to be considered a rural school, a school must be five (5) kilometers away from other schools.

6. Staff Reports

6.1 2017/2018 Amended Budget

Moved and Seconded that the draft amended 2017/2018 budget be reviewed and forwarded to the January 23, 2018 Board meeting for consideration.

CARRIED

The Secretary Treasurer referred to the report attached to the agenda and noted that the 2017 / 2018 Amended Budget must be approved prior to February 28, 2018. Page fifteen (15) of the agenda outlines a summary of the proposed 2017 / 2018 Amended Budget with a comparison to the Preliminary Budget.

Q: For the Teacher Salaries line below the Operating Expense section, how is the -0.67% reflected in the budget?

R: The district added 50+ new teachers, however, they have a lower salary grid. This has decreased the average teacher salary.

Q: What jobs are included in Support staff?

R: Payroll, clerical, secretaries, supervisor assistants, and more.

Comment: Looking at the surplus, it appears that the school district is operating at a very healthy financial position.

R: The Secretary Treasurer noted the current financial position is moderately healthy and the school district is taking a very cautious approach on any recommendations.

7. New Business

7.1 2017 Trustee Committee and Liaison Appointments

The Board Chair referred to the report outlined on page 32 of the agenda along with the attachment found on page 33. The following comments were noted:

- The Board Chair sent an email to all Trustees requesting preferences and only one email was received back;
- A liaison was added for International Education.

7.2 Board Meetings Highlights- News Release

The Secretary Treasurer mentioned that the purpose of the News Release is to provide extra communication on information stemming from Board meetings. Following the meeting in December, there was discussion on preparing a News Release to update the community on changes with the Board Chair and Vice Chair roles. The goal would be to issue a notice periodically perhaps at the end of each month.

Q: Would Trustees have input on this information?

R: The purpose is to summarize information derived from the Board meetings to provide an overview to those who are unable to read all the minutes.

Q: Who is responsible for creating the News Releases?

R: The Secretary Treasurer and Executive Assistant.

7.3 Student Transition Plans: Elementary to Middle / Middle to High School

Trustee Loffler read the recommendation and rationale outlined in the agenda. The following discussion items were noted:

- There are concerns with the current transition practices;
- It's easy to assume that something is already being done or why certain things are done the way they are;
- The Superintendent will bring up this topic for discussion at the next Principal and Exempt Staff meeting to receive input and bring back to a future COTW meeting;
- Within schools, this transition is very easy. Elementary to Middle School is still easy because the group of people involved is smaller;
- The student services department is already talking about this topic and they feel positive about the fact that this conversation has already started;
- This shouldn't be a year end conversation;
- There seems to be a disconnection with Summit, a mechanism is missing to communicate that a student completed a course through distance learning.

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8. Minutes of Previous Meetings

MOVED and Seconded that the Committee of the Whole Meeting Minutes dated December 5, 2017 be approved as presented.

CARRIED

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

CARRIED

9. Information Items

The Board Chair noted the items attached in the section are for information only, no additional discussion took place.

9.1 December Enrolment Charts

9.2 District Parent Advisory Council, Meeting Minutes, January 8, 2018

10. Adjournment

Moved and Seconded to adjourn the meeting.

CARRIED

The meeting adjourned at 5:55 pm.

Chairperson

Secretary Treasurer

Special Committee of the Whole Meeting (public)

Minutes



Special Committee of the Whole Meeting

January 24, 2018 at 6:30 pm

Albert McMahon Elementary, 32865 Cherry Avenue, Mission, BC

Members Present:

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

Staff Present:

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

Absent:

Trustee Randy Cairns

1. CALL TO ORDER

The meeting was called to order at 6:30 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 adopted as presented.

CARRIED

3. Delegations/Presentations

3.1 Stave Falls Community Association

Prior to the first presentation, one of the members from the association circulated a document titled, "the cost to open Stave Falls Elementary School vs the cost of two portables."

Julia Renkema, Director of the association read a report to the Committee of the Whole. Highlights from the report include:

- Stave Falls Elementary School was built in 1994 to replace Old Bell Road school;
- Stave Falls Elementary School closed in 2008;
- Stave Falls Community Association formed in 2016;
- Public interest for the school to offer environmental education, after school daycare, and preschool;
- A reference was made to the supreme court ruling to restore class size and composition to 2002 levels;
- Trustees agreed to conduct a preliminary registration for Stave Falls Elementary School for enrolment for 2018/2019, 2019/2020, and 2020/2021 school years.
- Results showed 90 registration submissions;
- A total of 192 students can attend Stave Falls Elementary School;

- The District of Mission provided the association with a letter listing several potentially uses for the school;
- Pre-registration does not reflect accurate information as some individuals were apprehensive in submitting a registration for personal reasons;
- Quoted an article from the Mission Record titled, “Population on the Rise”;
- The Mission Public Schools amended budget includes \$300,000 for portables which could be used to re-open the Stave Falls Elementary School;
- Referenced a motion that was passed at the Public Board meeting that the Board supports rural schools;
- Thanked the Board for the opportunity to engage in the discussion about Stave Falls Elementary.

The Board Chair provided insight on meeting process and noted that there will be a speaker list, and requested that speakers raise their hand to be added to the list. Due to time constraints, a request was made to limit speaking opportunity to two minutes. It was noted that this is not a decision making meeting and that decisions are made at the public Board meeting. A sign-in sheet will circulate the room for individuals to add their contact information to receive updates on the Stave Falls Elementary School.

4. Unfinished Business

No unfinished business was presented.

5. Staff Reports

5.1 Stave Falls Elementary School – Preliminary Registration Report

The Superintendent of Schools presented a PowerPoint presentation providing follow-up information on Stave Falls Elementary.

Highlights from the presentation include:

- Overview on data collection process and presentation on the results;
- 11 students from Silverdale and 6 students from other schools in the district;
- The Board needs to consider that opening one school could mean closing another school;
- 26 would be new students;
- To qualify for rural grant, a school needs to be 5km from another school. As school enrolment grows, additional funding declines;
- \$782,000 was the last running available cost for the school;
- 60 students need 4 educators = total annual cost of approximately \$625,000;
- Growth projections are for Southern parts of Mission versus Stave Falls area;
- The school has not been maintained and new building code requirements will need to be satisfied with re-opening the building;

The Secretary Treasurer provided additional commentary about the DDC, light, and control systems. There is an additional \$95,000 in costs versus the cost that was highlighted in the Superintendents presentation.

The Superintendent continued his presentation by discussing several items for the Board to consider.

1. Re-Opening costs
 - \$388,000 in estimated costs to re-open the school;
 - All costs are not required immediately;
 - Time constraints on completing the work;
2. Bussing
 - Turning a bus around does not increase the cost, the main cost is the driver but students will be required to travel in a new direction;
 - New bus is approximately \$145,000;
 - It is not recommended for MPSD buses to enter other municipalities to pick up students.
3. Support for Opening the school
 - Stave Falls maybe eligible for \$164,000 in extra funding as a rural school;
 - Possibility to lease out part of the school.

Ongoing Cost Considerations

- \$23,000 in utilities (last cost available from 2008) plus additional maintenance;
- \$100,000 in salary cost per Teacher;
- Each student generates about \$7300;
- A classroom breaks even between 15-25 students.

Options for the School

- Re-open full school;
- Re-open a small school (eg Primary),
 - Add grade 7 into the school environment;
- Hold;
- Lease to another party;
- Re-open and lease/share or partial lease;
- Sell the property.

Other Implications

- Overflow school does not make sense due to geographic location;
- Other schools have space in them;
- Re-opening the school could impact building future schools in other growing areas of Mission.

Leases and Hybrids

- The building could be leased out but most of the costs outlined would need to be undertaken; this means a breakeven point could take 4+ years;
- A smaller lease could be initiated, in which a school shares space;
- Longer leases are more attractive but there are downsides to this;
- Sharing space is complicating and presents admin costs;
- A hybrid relies on other users to be sustainable.

Sale of the Property

- The property is assessed at over \$3.2 million;
- Requires approval of the Ministry of Education;
- No need to do upgrades or repairs;
- Loss of potential school for future.

Portables are a bad long range investment, but they can be moved around. Opening one school does not eliminate the need for satisfying the need at other schools. The Board has several options to consider and determine how they would impact the district as a whole.

The Board Chair opened floor to speakers:

Trustee Taylor:

- At this point there has not been significant Trustee input,
- The Board needs to have a discussion that is open to the Public to participate as observers,
- A reference was made to three handouts distributed on behalf of Trustee Taylor at the start of the meeting,
- The handouts summarized Staff data without changing any figures,
- The three handouts are listed below:
 1. Financial risks
 2. Cost breakdown of reopening Stave Falls
 3. Possible revenue generation

Steve

Q: What is the breakeven cost?

R: Numbers have not been considered in a cost / benefit analysis. The Secretary Treasurer would need to prepare this information and put into different business case formats.

Courtney

If the school offered grade 7 as an option, how would you accommodate students from Whonnock Elementary at the high school.

R: Small numbers can be accommodated. We have been adding portables, which have space. What this district really needs is a new high school.

Tamara

The registration presented several limitations and returned modest numbers. It was available for a short period of time, technology was not applied, it was inefficiently available to all families, and tools like Survey Monkey could have been used instead.

Roberta

Attempted to apply just to check on the process. Found that you had to print the form, complete it, scan it, and email back to the school district. Overall, it was very difficult to submit.

Amber

How many registrations were submitted for reopening Hillside? The school district needs to consider what happened with this school and the same consideration should be provided for Stave Falls Elementary School.

Dion

Q: Would Steelhead be considered a courtesy ride?

R: There is policy that if you're not attending your catchment school, you could lose your spot. The board would have to make additional consideration.

Hanna

Big win to capture any students who wish to attend any school in the district. There are many developments on the rise, keep that mind when considering reopening. It's a win for the district.

Janise

Back then, our district did not offer the course selection it does today. If a student does attend K-7 at Stave Falls Elementary School, why wouldn't they complete their grade high school education in our district?

R: It is an option to offer K-7 education at the school.

Eddie

6 years ago the school district was going to lease the space to a school from overseas, but the Province said no to this.

Steve

Would a down payment from parents demonstrate how serious they are about enrolling their children at Stave Falls school?

R: The purpose of the school is to offer free public education and it cannot take money from parents.

Board Chair noted there was 10 minutes remaining in the meeting and the Board would have to pass a motion to extend the meeting further.

Q: What items still need to be discussed?

Secretary Treasurer would like direction from the Board on the information they would like to review and discuss. This information could be presented at the next Committee of the Whole meeting.

Trustee Taylor:

Is recommending to have this discussion at a Public board meeting versus a Committee of the Whole.

MOVED and Seconded that the conclusion time for the Special Committee of the Whole meeting be extended to 8:30pm

Julia

Made a request that the special meetings be added to the district homepage so they are more visible.

Board Chair requested input from Trustees on the direction items for staff.

Trustee McKamey

1. Would like Staff to look into the essential costs to reopen the school and include financial risks;
2. Enrollment numbers that would support breakeven costs.

The school district budget provides figures that forecast into the next year and this budget needs to be supported with information and findings. We don't want to set expectations of reopening a school if this will put the district in a hole. Trustee Rick McKamey would like to have the noted information presented at the next Committee of the Whole meeting. This information is key to make to any decision and without such information it would be difficult to favour any motion.

Trustee Carter

Noted she is supportive of rural schools and is in agreeance that the Board needs extra information brought forward. Trustee Shelley Carter would like clarification on holding a Public meeting, as recommended by Trustee Taylor, and is looking for Staff to provide some direction.

Trustee Loffler

In terms of process, we requested that staff complete a preliminary registration. We have received this information and it was presented here today. We need to decide where we are going from here. She agreed that the Board needs more information and it seems that staff is prepared to provide this information. It is important to hear community advocates and listen to the information they seek to present as this brings more information forward. We have been elected to look at the whole picture. A boundary and catchment review needs to happen. There is a concern about the making the right long-term decision. The population in Deroche is different than that of Stave Falls Elementary.

The Superintendent suggested holding a Committee of the Whole meeting where the Board can decide to have fulsome discussion amongst one another without taking questions from the Public unless there is enough time to do so.

The Board Chair requested that the Board pass another motion to extend the time.

MOVED and Seconded that the conclusion time for the Special Committee of the Whole meeting be extended until 8:40pm.

The Secretary Treasurer provided a summary of items that would come as information items for the Boards consideration:

- 1) Breakdown of costs,
- 2) Essential reopening costs and costs that can be deferred,
- 3) Options and risks analysis,

Minutes



- 4) Enrolment analysis with more accurate projections,
- 5) Boundary and catchment review,
- 6) Present this information within a business case with a variety of enrollment projections with some targets looking at growth and consideration with different revenue streams.

Trustee Taylor

Looks forward to receiving the information and asked clarification at what meeting will the information be presented?

Trustee Loffler

The Board can make that decision.

The Secretary Treasurer recommended Tuesday February 13th 2019 at 3:30pm for a Special Committee of the Whole at the School Board Office for discussion about Stave Falls Elementary School. Would the board like to make this meeting just for strictly for Board discussion?

Trustee Taylor

Noted that at start of the meeting that the Board move a motion, that the discussion is between the Board and Staff.

The Superintendent offered to answer additional questions and comments that were not addressed at the meeting by way of calling or emailing him directly.

New Business

4. Minutes of Previous Meetings

No minutes were presented.

5. Information Items

Any information that was presented at the meeting will be included at the end of the meeting and noted as handouts.

6. Adjournment

Moved and Seconded to adjourn the meeting.

CARRIED

The meeting adjourned at 8:42 pm.

Chairperson

Secretary Treasurer