

**SD 40 New Westminster DPAC**  
**Meeting of: DPAC General Meeting**  
**Date: January 13, 2014**  
**Minutes of Meeting APPROVED**

**Attendees:** Beth Ott (Chair), Heather Burke (Treasurer; Herbert Spencer), Maya Russell (Vice Chair; Richard McBride), Cheryl Greenhalgh (Secretary), Wendy Harris (Past Chair), Doug Brown (John Robson), Colette Mondin (Glenbrook), Katrine Ireland (Lord Tweedsmuir), Paul Johansen (F.W. Howay), Susie Smith (NWSS), Sandra Spani (Homelearners), Jonina Campbell (Board of Education), Mark Smith (Connaught Heights), Deborah Garrity, Lee Rothery, Lana Wakelam, Dale Anderson

**Guests:** Al Balanuik, Jim Alkins

Topic	Discussion	Decision
1. Welcome	<b>Welcome</b> from Patty Ferris, Principal of Lord Tweedsmuir. Welcome from Beth Ott, Chair of DPAC followed by introductions around the table.	
2. Adoption of	<b>Agenda</b> circulated and adopted as amended – Item #15 will be moved up to become new #8 and other items renumbered accordingly.	<b>m/s/c adopt</b>
3. Adoption of Previous Minutes	<p><b>Minutes of DPAC GM</b> dated Dec. 16, 2013.</p> <p>Discussion regarding \$125 discrepancy and lack of copies of receipts retained by the DPAC (originals sent to BCCPAC). Heather is continuing to investigate.</p> <p><b>Amend</b> item #8 Treasurer’s Report to read:  <i>“Special Education conference last year cost \$1600. \$1400 \$1483 reimbursed but receipts not provided by BCCPAC.”</i></p> <p>Discussion that the minutes omitted reference to a query to the Superintendent about the resignation of a district staff member.</p> <p><b>Moved:</b> that we include in the minutes that a question was raised about a senior staff resignation and superintendent replied that he could not discuss. MS - motion failed</p> <p><b>Amend</b> item #1 Welcome to read:  <i>“DPAC member Andrea Mears was appointed to Youth Advisory Committee”.</i></p> <p><b>Amend</b> item #9 to correct the spelling of names: Steve Cairns and Bev</p> <p><b>Amend</b> item #3 to read:  <i>“Katrine Ireland was absent for November meeting.”</i></p>	<b>m/s/c adopt minutes as amended</b>
4. DPAC Executive Minutes	<b>Minutes of DPAC Executive</b> dated: Dec. 9, 2013 BF to next meeting as minutes not ready yet.	<b>BF Dec. 9, 2013 minutes from DPAC Executive to</b>

5. Capital Project  
Report &  
Playground Funding

**Guest Jim Alkins, Manager Capital Project:**

**Capital Project:**

Jim reported that:

- The elementary school is under progress and occupation is expected for Sept. 2014.
- They are currently reviewing the design for the middle school, expected completion September 2015.
- There will be a process to engage with elementary parents for feedback on the new middle school.
- They may occupy part of the Robson location early to accelerate the project – possibility of new portables on lower field so construction may begin where current portables are located. The Ministry is involved as this decision may require extra funding.
- The secondary school is a complex project and they are still working out implementation dates. There may still need to be additional site work. Approximately need 1 year of design work and 2 years of construction. More work is needed before confirming the time lines.

Q - Will there be 40 portable at NWSS during construction?

A - Doubt it but nothing decided yet, portables expensive.

Q – Would moving portables at JR include moving the daycare?

A – No, daycare will not move, Queens & 8<sup>th</sup> will remain primary access.

Q – Will daycare portable stay on site?

A – Yes, during construction but then board will look at space utilization for new school. There are plans for both schools to have childcare facilities.

Q - At NWSS will there be relaxation of the rules around cemetery usage as we pass the 100 year anniversary?

A – No relaxation of rules. Strategy is to be respectful if we encounter partial or complete remains. The strategy has been approved by cemetery organizations. We have no records for what occurred on the rest of the site. There might be other remains but the risk is low. Have had discussions with the Chinese Benevolent Society & Williams Lake First Nations but have not concluded debate around “what if’s”. The field was developed 10 years ago and nothing was found. Chinese Benevolent Soc. Is comfortable with that area remaining a field. There are competing interests in this and not everyone will agree with the spokespersons from their interest group.

Q – The city owned the land until 1954, what responsibility do they have?

A – The city owned the property, the SD traded for the property, the province knew about the usage. There are three parties who created the problem and all are working together to solve the problem.

Q – Comment from Wendy Harris that this is a huge legal issue which has hampered the process and this is a huge public story. Majority of burials were institutional and there are up to 6,000-7,000 burials.

A – We have dealt with the parts of the site where there are records. Jim Wolfe has found 220 names. We will manage the risk of what to do if we start and encounter remains.

Q – Who is footing the bill and what will it cost us in time and money?

A – The province will pay the cost to build the school and will pay a premium to deal with risk associated with human remains. The time cost is the bigger issue. Dollars for the school project are not impacted if remains are found.

Q – Why wait until we start construction to do the investigation?

A – The next step in the process is to do the excavation verifications. Nothing has been found since 1949

Q – When will that work start?

A – Working with the ministry to identify when that funding will start.

Q – If we are delayed years, will funding keep up with the delay?

A – Yes, the ministry has funds allocated for unanticipated events subject to justification. The other 2 projects have both received additional funding.

#### **Playground Funding:**

Jim reported that:

- A percentage of the funding allowance is for equipment.
- Equipment funding covers inside items (desks) as well as outside.
- A replacement school only receives 25% of equipment costs funded.
- Playground equipment is to be funded at the new elementary school but they have not had the conversation yet as to how much of the equipment budget to be allocated to fund playground.
  
- They are holding \$50,000 now but that amount does not cover much.

Q – Ministry site states that CSA standards must be followed?

A – But they don't tell us how much of the equip budget must be spent on playground. We have to decide what our priority is.

Q Can we argue that a new site is really a new school?

A - No, these are the rules we work under.

Q – Will the new MS be a new build and get full equipment funding?

A – Yes, how much will be allocated to a playground will be a local decision.

6. District Budget Report

**Guest: Al Balanuik, Secretary Treasurer SD40**

Al spoke to his written report:

- The budget is a work in progress.
- For years the budget has just been rolled over every year.
- In Aug. 2012, the Board was apprised of a shortfall, if we did nothing it was projected to be \$3.5M.
- A consultant was brought in.
- Started to manage budgets in 2012/13 budget year. This affected supplies. They pulled back \$1M – money often pulled at budget start and given back in spring.
- Staff are 89% of the budget.
- 1% of budget is approx \$600,000 so 1% variation up or down can equal \$1.2M difference.
- Trying to decide how to prioritize budget between staff, operating needs and supplies.

Q – How does our district compare to others with respect to part-time (PT) teachers and benefits?

A – Some districts pay full-time (FT) benefits for .2FTE, we pay FT benefits at .4FTE which is very typical. Last year we had about fifty .4FTE or better positions which accounts for about \$1M extra in benefits. This has been reduced from about 50 to about 25 PT positions this year and we are discussing the issue with the union to see if we can achieve some control over the issue. Optimistic we can come to a solution.

Q – Why do we not have job shares for SEA's?

A – Neither the union nor the employer has been interested.

Q – How many of the total are PT?

A – We have 365 FTE, with just over 400 teachers filling the positions but not all are .4FTE or better. Very few PT at NWSS as teachers cannot split a block assignment.

Q – Is there anything to prevent a job share if requested?

A – Past practice does dictate that we would accept. We work on a case by case basis. There are two parties to the Collective Agreement so we cannot unilaterally change it. We are looking for compromise to allow us to cap the numbers so we can budget better.

Q – There has been a drop in EA salaries and a rise in teacher's salaries?

A – There was an 8% staffing reduction, including 27 ES positions. It may have been that some more funds went into resource teacher budget rather than EAs.

- We have changed our budget reporting practice. We are moving toward the info on budget print outs being items that only the administration has spending control over. Telephone, zerox, staffing etc are items that are paid for by the district so are not displayed on the school Operating Budget.

- \$760,000 covered many more items than the \$72,000 quoted as NWSS does.
- NWSS is getting help from the district this year for Massey Theatre usage.

Q – Comment that the presentation shows percentages but would rather see dollar amounts listed.

A – That is possible to do. Happy to return with a presentation on dollars being spent. We are funded per pupil so the funding changes with population changes.

Q – When will the repayment plan be made public?

A – We hope to get an answer from the Ministry any day now.

Q – Are the Budget Officers Principals?

A – Many are Principals but there are others who have budget responsibility who are not Principals.

Q – Do you foresee more reductions in staffing?

A – We have little reserve in land to enable us to repay funds to the government. We don't spend a large percentage in supplies so staffing reductions are a possibility. It is ultimately up to the board. We plan to schedule 5 community budget meetings and then the findings will be presented to the Board. The Senior team will also advise.

- The Ministry will do an audit this April and more funds could be taken away from us. Other Districts have found themselves in a similar place and have found their way through it. I am confident that we will.

## 7. Old Business

### **DPAC Rep on DRC**

- Beth reported on her conversation with Dr. Woudzia. He reports that the policy has been rewritten and is ready for the Board to look at it. Beth reported that she discussed with Dr. Woudzia whether parents get the information that is presented at DRC meetings ahead of time and the answer was that some information is imparted verbally ahead of time. Beth expressed to Dr. Woudzia that it would be preferred for the parents to receive written information prior to the meeting being held. Senior administration will look into doing this.
- There have been 7 DRC meetings this year. There is a lot of variability year to year with respect to the number of DRC meetings. A small percentage of the DRC meetings pertain to students with special needs and there is no evidence that cutbacks in staff are impacting the number of incidents.

Q – Some districts track suspensions and provide a report. Would DPAC consider tracking this?

A – Not able to offer an opinion on that question right now.

Q – Wendy Harris has prepared two motions on this topic for DPAC to consider.

A – Could they be sent to the email list so that reps have a chance to canvass their schools for opinions.

**Action: Wendy Harris to forward motions to the email list for consideration at next meeting**

**Development of Media Guidelines:**

The Executive are continuing to discuss a strategy to respond to media requests. Want to ensure that requests are directed at the right people. Anyone with suggestions should forward them to Beth.

**CBC Interview:**

Paul Johansson reported on concerns about a CBC interview and his concerns about the possibility of this bringing a class action lawsuit against the HS capital project. Not able to name who was being interviewed...possibly Jim Wolfe and/or Phil Cookson? Trustee Campbell replied that she does not believe that any additional insurance is required as the capital project covers all costs.

**CUPE President Invitation to DPAC GM:**

- Paul Johansson reported that he had discussions with the local CUPE President who is interested in attending a DPAC GM. Concern expressed about a DPAC member speaking on behalf of DPAC with a stakeholder. Members were reminded to direct any such queries to the DPAC Chair.
- Beth canvassed those present if there is interest in having Marcel attend a meeting. A member explained that an ongoing CUPE roll at DPAC meetings was reduced in past years because it took up time. Beth will contact Marcel to let him know that he is welcome to attend meetings.

**Action: Beth to contact CUPE President.**

**May Day & DPAC Role:**

Beth reported that a motion was passed in the spring regarding DPAC not being the conduit for ordering of May Day supplies (pins and capes) but some schools are struggling to fund these items. Beth raised the question as to whether DPAC would want to fund the pins and capes as part of our budget allocation. Comments:

- Wanted to make this equitable between schools.
- Represents over 25% of our budget – is this a priority?
- Every school needs to have this or none.
- The DPAC issue was the management piece, not funding.
- Last year we spent \$2,000 and normally we recoup \$1,800 from PACs so the budget would need to be reworked if we did this.

**m/s/c  
Action: Heather to look at costs to see if DPAC could cover costs.**

**Motion:** That Heather revises the budget to look at covering the cost of May Day pins and capes.

<p>8. Report from Superintendent &amp; School Board</p>	<p>Jonina Campbell pointed out the written report and addressed issues relating to:</p> <p><b>Strategic Directions:</b></p> <p>Beth reported that Dr. Woudzia indicated that the NWTU declined to participate in a joint session but that the CUPE Executive are willing.</p> <p><b>Motion:</b> the Chair will contact John Woudzia to request that we have a DPAC &amp; CUPE Strategic Directions consultation meeting on Monday Jan. 27 and the Chair will extend an invitation to NWTU to participate.</p> <p><b>District Calendar Committee:</b></p> <p>Jonina reported that the committee has met and will meet again soon. The report will be due the end of March so the decision will be made on March 11.</p> <p><b>Special Education Draft Policy:</b></p> <p>Many concerns across the province about special education funding. Beth very happy that the Board and Senior Admin have embraced this. Want to start with the parents expressing concerns. The Board and DPAC need to next approve a terms of reference.</p> <p><b>Fees &amp; Facilities Policy:</b></p> <p>15% of funding for new school builds is for common usage. New West one of only districts that didn't charge for school usage...developing a plan for fee structure that will make the use at least cost neutral. Trying to balance fairness and needs so will have a scaled fee structure. Please find draft policy on Board website and provide feedback by Jan. 24.</p> <p>Q – Does this include Massey use? A – The district does not control Massey Theatre.</p> <p>Q – Is the Special Education Draft Policy deadline being changed? A – Think so, Jonina to look into.</p> <p>Q – No dates on website for Board meetings A – Should be up momentarily.</p>	<p>m/s/c <b>Action: Beth</b></p>
<p>9. Adjournment</p>	<p><b>Motion:</b> To adjourn the meeting. Meeting adjourned at 10:00 PM</p>	<p><b>m/s/c adjourn the meeting</b></p>