



**PUBLIC MEETING
OF THE BOARD OF EDUCATION**

Wednesday, February 23, 2011
6:00 p.m.

District Education Office
22225 Brown Avenue
Boardroom

A G E N D A

"Nothing is so infectious as example."

A - OPENING PROCEDURES

1. Call to Order
2. Correspondence
 - i. Ridge Meadows Home Show*
3. Ordering of Agenda

B- CONFIRMATION OF MINUTES

1. February 9, 2011*

C – PRESENTATIONS

1. WiFi in Schools – Samantha Boutet

D – DELEGATIONS

E – CHAIR REPORT

F – DEFERRED ITEMS

G – TRUSTEE MOTIONS

1. Notice of Motion – Chair Clarkson*

H – CHIEF EXECUTIVE OFFICER'S REPORT

1. Decision Items
 - a) Superintendent of Schools
 - b) Deputy Superintendent
 - c) Secretary Treasurer
 - i. Financial Statements – Quarter Two*
 - ii. Amended Budget – 2010/11*
2. Information Items
 - a) Superintendent of Schools
 - i. Kindergarten Registration – French Immersion*
 - ii. French Immersion Withdrawal Numbers*
 - b) Deputy Superintendent
 - c) Secretary Treasurer
 - i. Budget Timelines*
 - ii. Off Leash Dog Parks – Interim Report*

*Denotes Enclosure

I – COMMITTEE BUSINESS

1. Committees of the Whole – Finance
2. 2011 - 2012 Budget Committee
3. Committee & Advisory Committee Reports
 - a) Education Committee
 - b) Human Resources Committee
 - i. Committee Report – Trustee Palis*
 - c) Inclusive Education
 - d) Policy Advisory Committee
 - e) Aboriginal Education Committee
 - f) French Immersion Advisory Committee
 - g) Anti-Vandalism Advisory Committee
 - h) Communications Advisory
 - i) District Student Advisory Committee
 - j) Social Wellness Committee
 - k) Historical Committee
 - l) Advocacy Committee

J – QUESTION PERIOD

1. Trustee Questions
2. Staff Questions
3. Public Questions
4. DPAC Questions
5. Employee Group Questions

K – TRUSTEE REPORTS

1. Ridge Meadows Education Foundation
2. Joint Parks and Leisure Services
3. Social Planning Advisory
4. Municipal Advisory & Accessibility
5. Ridge Meadows Community Arts Council
6. BC School Trustee Association Provincial Council
 - i. BCSTA Ad Hoc Committee Report*
 - ii. Provincial Council Motions*
7. District Parent Advisory Council
8. Tzu Chi Foundation
9. Youth Society Committee
10. External Representative Reports
11. Board Liaison Representative Reports
12. Other Trustee Reports
 - a) Good News Items
 - b) Public Disclosure of Closed Meeting Business*

L – OTHER BUSINESS

M – ADJOURNMENT

**Denotes Enclosure*



To: Board of Education

From: Board Chair
Ken Clarkson

Re: **CORRESPONDENCE**

Date: February 23, 2011
(Public Board Meeting)

Information

1. Ridge Meadows Home Show

RECOMMENDATION:

THAT the Board receive all correspondence for information.

Attachment



From: Winder Cass
Sent: February 8, 2011 5:45 PM
To: Susan Carr; Ken Clarkson; Kathie Ward; Stepan Vdovine; David Rempel; Eleanor Palis; Mike Huber; Peter Bullock
Subject: Ridge Meadows Home Show

Date: February 8, 2011

To: Susan Carr
Board of Trustees
School District 42

From: Cass Winder
Project Coordinator
Ridge Meadows Home Show

Re: \$850 Gold Sponsorship of Funzone Family Fest
Electronic distribution of Funzone Family Fest promotion material via district

Hi Susan:

Once again we come to you on bended knee requesting support of our event. In keeping with our Lets Get Active theme, we are continuing with our "try it" zones and our promotion of the importance of physical fitness.

We are in negotiations with Pacific Sport to offer onsite testing that measures kids' fitness levels.

Participants are required to perform tasks at various fitness stations, do a run and then when all data is input and analyzed, the kids go home with a computer printout rating their fitness. (Our students will be at each station, assisting with the fitness testing---perfect for students going into physical education, physiotherapy, kinesiology, etc.)

We are also introducing this year, an Outdoor Lifestyles and Leisure Show that has individual participants promoting activities such as cycling, hiking, camping, motorcycling and other great outdoor sports and venues in our community.

Of course, we will also offer the usual Funzone festivities---make and take crafts, opportunities to try the various sports, stage entertainment, martial arts displays, etc.

It also looks like we will have another great contingent of students undertaking leadership training and work experience with us. We had a great meeting with the local careers teachers and have come up with innovations to allow more input from teaching staff to help us with appropriate placements.

Of course, we would also welcome representation from the Board of Trustees---either in the form of a booth that allows trustees to "meet and greet" or a showcase of artwork, science projects or other student achievements.

We very much look forward to continuing our long relationship with School District 42 and welcome the opportunity to promote you as sponsors of our event.

Best regards,

Cass Winder

PS. This year's Funzone Coordinator is Ryleigh Deno, a graduate of our student leadership program. Ryleigh started with us in grade nine, continued through until graduation last year and has returned to us to run the Funzone while she is at university.



To: Board of Education

From: Board Chair
Ken Clarkson

Re: **ORDERING OF AGENDA**

Date February 23, 2011
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Agerida be ordered as circulated.



To: Board of Education

From: Board Chair
Ken Clarkson

Re: **CONFIRMATION OF MINUTES**

Date: February 23, 2011
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Minutes of the February 9, 2011 Public Board Meeting be approved as circulated.

Attachment



**PUBLIC MINUTES OF THE
BOARD OF EDUCATION MEETING
Wednesday, February 9, 2011 (6:00 PM)
DEO Board Room**

IN ATTENDANCE:

BOARD MEMBERS:

Board Chair – Ken Clarkson
Vice Chair – Eleanor Palis
Trustee – Susan Carr
Trustee – Mike Huber
Trustee – Dave Rempel
Trustee – Stepan Vdovine

STAFF:

Superintendent – Jan Unwin
Secretary Treasurer – Wayne Jefferson
Deputy Superintendent – Stewart Sonne
Communications/Community Relations – S. Nesling
Executive Assistant – Tracy Smith

ABSENT:

Deputy Superintendent – Laurie Meston
Trustee – Kathie Ward

A. OPENING PROCEDURES

Call to Order

The meeting was called to order at 6:00 p.m.
The Chair welcomed and thanked everyone for attending.

1. Correspondence

Ministry of Education – Anti-Bullying Day Proclamation 2011
Ministry of Education – BCeSIS – Letter from Honourable Minister M. MacDiarmid
Stephen Hansen – BC School Trustee Association
RCMP Crime Prevention – Social Media Workshop

Moved: Trustee Rempel

Seconded: Trustee Palis

THAT the Board receive all the correspondence for information.

CARRIED

2. Ordering of Agenda

Moved: Trustee Rempel

Seconded: Trustee Huber

THAT the Agenda be ordered as circulated.

CARRIED

B. CONFIRMATION OF MINUTES

1. January 26, 2011 Public Meeting Minutes

Moved: Trustee Rempel

Seconded: Trustee Carr

The following changes were made to the minutes:

Page 5 H. "Trustee Rempel wanted to remark on comments made at the last meeting by two fellow Trustees however as neither are present, will save his remarks for next time." This sentence was moved from section G. to H.

Page 5 H. "A member of the public ("MOTP") inquired into the cost associated with the independent researcher regarding calendar schedules to which the Superintendent did not know the amount and would find that out."

THAT the Minutes of the January 26, 2011 Public Board Meeting be approved as amended.

CARRIED

C. PRESENTATIONS

SD42 Emergency Program – Barb Morgan, Judy Dueck and Rick Delorme

Judy Dueck introduced Barb Morgan of 'On the Run Promotions' who is working with the District of Maple Ridge, City of Pitt Meadows and School District coordinating an emergency response program in relationship with BC Emergency Response Management System ("BCERMS"). Highlights of the presentation included:

- Displaying SD42 Emergency Response binder and providing an overview of the structure and training. It is not a matter 'if' we will have an earthquake but 'when'. The importance of the binder being a 'living' document.
- Has met with all departments supplying training sessions including working with BC Housing.
- Concerns with students and safekeeping ensuring their safety in getting home.
- The Secretary Treasurer is working on policies: Critical Incidents.
- A goal is to hold an annual exercise.

The Chair opened the floor to questions.

Discussion ensued regarding areas of importance including the cost of such a program, communications and student safety.

D. DELEGATIONS

E. CHAIR REPORT

The Chair spoke to the Special Education Audit which recently completed. SD42 did exceedingly better than other districts and gave credit to staff and all the preparation that went into it. The end result is having to repay \$74K which is less than expected.

F. DEFERRED ITEMS

G. TRUSTEE MOTIONS

H. CHIEF EXECUTIVE OFFICER'S REPORT

1. Decision Items

- a) Superintendent of Schools
- b) Deputy Superintendent
- c) Secretary Treasurer

2. Information Items

a) Superintendent of Schools

Kindergarten Registration: Phase One / Environmental School Enrollment

The Superintendent provided an overview of Kindergarten phase one registration as of February 4th. Kindergarten deadline is Friday, February 11th.

Currently:

Eric Langton Elementary: has accepted 42 with 15 on a waitlist;

Laity View Elementary: has added one class and can accommodate 56;

Pitt Meadows Elementary: 44 registered with 18 on a waitlist;

French immersion has grown immensely. Enrolment is higher than it has been in many years however lower for the English programs, which causes a dilemma. Pitt Meadows Elementary only has 13 students registered in English programs. The Superintendent will be following up with Joanne Rowen regarding how many students start in French but end up leaving. A more thorough report will be provided at an upcoming meeting.

Kanaka Creek Elementary: 73 registered and it is believed they can all be accommodated. This is key information indicating more families are interested in the balanced calendar.

Environmental School: 21 have been accepted.

b) Deputy Superintendent

c) Secretary Treasurer

I. COMMITTEE BUSINESS

Aboriginal Education Committee. Trustee Carr reported on the attendance and success of the Winter Aboriginal Advisory and Educational Forum which took place on Monday, February 7th.

J. QUESTION PERIOD

A member of the public thanked the Board for revising the January 26, 2011 minutes and expressed concerns regarding correspondence from the Superintendent with respect to information requested on the independent researcher. Accordingly, the said member of the public informed the Board she will be making a Freedom of Information request concerning the cost of the researcher.

K. TRUSTEE REPORTS

District Parent Advisory Council. Trustee Palis provided a report on a meeting held at Albion Elementary on February 7th. The next DPAC meeting is scheduled for April 4, 2011 at Alexander Robinson Elementary.

Good News Items. Trustee Carr reported on the grade 12 interviews she attended with Ken Clarkson and Jan Unwin at Maple Ridge Secondary School that morning. She was extremely impressed with the caliber of the students' presentations and is thankful to the schools in the District who provide students with such an opportunity.

Trustee Carr announced the 2011 Maple Ridge Heritage Awards has nominated the Mt. Crescent Elementary group for all of their efforts with respect to the time capsule and preservation of the school's history. The award is in recognition of those whose work has demonstrated excellence in Heritage Conservation. The event takes place on February 17th at St. Andrew's Heritage Church Hall.

Trustees Clarkson and Carr reported on their attendance at Garibaldi Secondary School's Youth and Philanthropy Initiative project and the great work the school and others like them are doing. The event

brings great awareness of non-profit organizations to students who had to set up interviews and prepare a presentation highlighting the initiatives of the organization. The winning group earned their organization \$5K.

L. OTHER BUSINESS

M. ADJOURNMENT

Moved: Trustee Rempel

Seconded: Trustee Palis

THAT the meeting of the Board be adjourned at 7:04 p.m.

CARRIED

Ken Clarkson, Chair

Wayne Jefferson, Secretary Treasurer



To: Board of Education

From: Board Chair
Ken Clarkson

Re: **PRESENTATION**

Date February 23, 2011
(Public Board Meeting)

Information

1. WiFi in Schools – Samantha Boutet

RECOMMENDATION:

THAT the Board receive the presentation for information.



To: Board of Education

From: Board Chair
Ken Clarkson

Re: **NOTICE OF MOTION**
LOCAL TEACHER BARGAINING

Date February 23, 2011
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

The Board's Human Resources Committee has commenced discussions around teacher bargaining between BCPSEA and BCTF. In light of the importance to be ready and prepared for local bargaining in early March 2011, the following action is recommended.

RECOMMENDATION:

THAT the Board support in principle the expansion of bargaining on a local level;
and

THAT the Board direct staff to meet with the MRTA early in March to explore local bargaining protocols.



To: Board of Education

From: Secretary Treasurer
Wayne Jefferson

Re: **FINANCIAL STATEMENTS**
QUARTER TWO

Date: February 23, 2011
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Board receive the Secretary Treasurer's Second Quarter Financial Statements for information.

Attachment

DECEMBER 2010
QUARTERLY REPORT

Page #

OPERATING FUND

EXPENSE REPORT (BY FUNCTION)	1, 2, 3
TRUST FUND BALANCES	4,5
INTERNATIONAL EDUCATION	6
RIDGE MEADOWS COLLEGE	7

SECTION A - YTD VARIANCES EXPLAINED

FUNCTION 1 - Instruction	Principal and Vice-Principal	Explanations	
		GSS - MRPVPA unpaid leave	2,480
		BME - Med LOA	9,423
		GEE - Subplan/maturity payments not budgeted for under PVP (Total budget under Teachers)	(16,434)
		HAM - 2 VPs being paid effect Aug 23, to Sept 22 while incumbent on Med LOA. Subplan/maturity see above note	(15,436)
		MRE - budget allocation re new VP wages effect Aug 1 - variance will reduce over year	3,852
		WCE - Early return from secondment - July earnings should have been accrued to 08/10 Teaching costs	(7,558)
		DJE - Increase due to enrolment increase not budgeted for in Prelim (\$4909 annually) adjusted in Final Budget	(2,482)
		Summer School - \$12000 Wage adjustment interfaced in January	20,000
		SSS - 2 VPs for the month of August and September (43 days)	(16,346)
		INTL -	8,434
		Minor variances	(5,745)
			(19,812)
Teacher Salaries	237,415	Maternity SUB Top-Up - Bud estimated & allocated at 1/12 per month - Actual expense fluctuates. 100k increase in Final Bud	(56,204)
		CE credit course teachers (\$34412) \$21788 worked in summer /Odyssey(5792) ELSA (\$-5095)	(33,715)
		RMC teachers - budget allocation not matching actual for ST INTL, UB and Correction.	46,604
		INTL - (includes short term INTL \$29353 - no expenses to date)	11,669
		Schools - offset by nonschools	(257,220)
		Non Schools - includes SSS \$71086 and Bill 33 \$6690. Superintendent's office \$154873 - Flux	419,052
		Summer School - Budget to be adjusted for Final - program smaller than anticipated. \$12000 to AO wages interfaced in Jan	107,630
		Miscellaneous - Increment/TQS timing, avg salary discrepancy etc- standard average cost	(401)
			237,415
Support Salaries	133,157	IS's -	106,886
		Schools - School Budgeted lines including I/S and Clerical. Clerical budget fully allocated over summer	45,331
		Clerical	(4,524)
		Speedy/Psych & OT - vacancy FTE realloc to teacher time, practicum student Dept Head	(17,571)
		Exempt - includes RMC & Int'l ED	3,035
			133,157
Substitute salaries	91,490	PLEASE NOTE: Substitutes are difficult to predict and can vary substantially from month to month	(1,735)
		CUPE Substitutes	99,284
		Teachers TOC's - \$75695 in district contracted release time	(6,069)
		Teacher Long Service Leave --	91,490
Benefits	530,386	***Note: Benefit % used to estimate budgets are an average and past trends within each employee group. Within each payroll & each cost centre & each month the weighting can vary & fluctuate, and budget allocation are difficult to estimate	33,133
		Principal's and Vice Principals (AO) Payroll	555,677
		Teacher Payroll - partially correlated to salary variances, and declining due to startup of CPP, EI, WCB in new calendar year	(100,593)
		CUPE Payroll - average benefit % budgeted over entire CUPE payroll	4,864
		Exempt Payroll - budget estimate aligned close with actual	39,485
		TOC Payroll - corresponds to wage variance	(2,180)
		Misc. Includes GAAP EFB reduction \$-7955 & Int'l Ed \$5755	530,386
Supplies & Services	107,682	Most supplies and services budgets allocated evenly over 12 months, however usage may not be so.	(123,713)
		Prof Services, Field Trips, Software maint. TIMING - INTL Prof Serv (\$64995), ST INTL Prof (\$-33623), UB INTL Prof (\$26756), ST I	10,113
		Bus Transportation (Field Trips & Spec Ed & AB ED)	(15,966)
		Training/Travel - ST INTL \$-31411	54,677
		Personal Prob & WK Day Meetings- Difficult to align budget allocations to expenditure pattern - expect Prob r/o at Y/E	18,984
		Contracts -	(14,300)
		Communication - Telephones, Cellulars, Long Distance - start up cost for new Telus contract	(41,239)
		Equipment Leases - Photocopier & computer- Technology Leases \$31990, Lap Top Project (\$41692), CC80 (\$454)	32,404
		Advertising - INTL \$19167	364,686
		Supplies, Books, Equip & Computer replace - School Growth \$100,000 not yet allocated offsets other categories	(3,513)
		Learning Resources - computers	(174,449)
		Miscellaneous - incl. ABED clogy \$73572 Homestay Fees (INTL & ST INTL) (\$-168280), INTL commissions (\$-195504)	107,682

EXPENSE REPORT AS AT DECEMBER 31, 2010

Expense Report - December 31/10

FUNCTION 4 - Administration

Principals and Vice-Principals	27,583	Budget to be adjusted in Final	27,583
Support Salaries	(57,946)	Includes supplan payments and unbudgeted waged increased	(57,946)
Substitute salaries	15,918	Substitutes are difficult to predict	15,918
Benefits	(8,668)	Benefits are budgeted on an avg. % per Payroll. Benefits vary from individual to individual, and from Function to Function	(8,668)
Supplies & Services	79,892	Most supplies and services budgets allocated evenly over 12 months, however usage may not be so. Professional Services - Includes Audit \$19274// IT Prof Srv- \$29942/Legal \$-11680 Training/Travel, Personal ProD & WK Day Meeting - Difficult to align budget allocations to expenditure pattern// ProD rollover Dues and Fees, Contracts & Insurance - Trustees dues & Fees \$-13400 Communications - phones, fax, cell, postage, courier, ads - HR ads \$23609 // all tel exp \$12039 Supplies & Miscellaneous - Incl computer leases -(\$59451)/Software licence -(\$14296) - payments not matching budget allocations	56,122 46,301 1,468 48,751 (72,750) 79,892

FUNCTION 5 - Maintenance

Support Salaries	117,681	Custodial - Allocation not quite in line with actual usage due to mix of 12 & 10 mos employees & Xmas/Spring Break Cleanup Maintenance - charges to AFG projects/lining Labourers/Equipment Operators - allocation of budget, addition staff hired for summer only IT - offset by positive variance in exempt (see below) - additional Comp Tech support Clerical Exempt Vandalism Mgr vacancy, Med LOA in IT, Vacation payout	41,332 48,550 (2,029) (42,971) (2,895) 77,704 117,681
Substitute salaries	17,642	Support replacement (Custodial, etc) varies month by month and is generally heavier in the winter and spring months	17,642
Benefits	41,373	Benefits are budgeted on an average % per Payroll. Benefits vary from individual to individual, and therefore, from Function to Function	41,373

Supplies & Services

139,236	Most supplies and services budgets allocated evenly over 12 months, however usage may not be so. Professional Services-WHO Elm \$10000/Laserfiche\$2500/Catchment Feasibility (\$-14000) Training & Travel/Pro D/meetings - Difficult to align budget allocations to expenditure pattern Building Lease & Equip/Rental & Vehicle Lease, portable relocation \$6154// Insurance & Dues/Fees - Contracts & Permits - School Liaison Officer (\$-20406) budget adjusted in Final Communications - all cell costs (\$10137) Supplies - Difficult to align budget allocations to expenditure pattern Equipment replacement - Oil/Gas/Propane offset by Gas below Electricity - costs higher than anticipated Gas - Garbage - Budget increase in Final Water & Sewer - Miscellaneous - Includes hardware maintenance -(\$4700)	18,638 5,760 7,155 406 (10,662) (6,989) 101,600 7,299 (29,720) (22,414) 45,676 (13,628) 37,170 (1,055) 139,236
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FUNCTION 7 - Transportation

Support Salaries	(601)		(601)
Benefits	429		429
Supplies & Services	52,799	Bussing - Regular Variable & Fixed \$45863// Special Needs Variable & Fixed \$14259 Miscellaneous -	54,425 (1,626) 52,799
MISCELLANEOUS			
LOCAL CAPITAL	13,481	Includes budget rollovers, unpredictable spending patterns	13,481

GRAND TOTAL

1,519,147

SPECIAL PURPOSE FUNDS AS AT DECEMBER 31, 2010

	Annual Facility Grant	YES Foundation	Special Ed Equip	Meal Program	Community Link	Ready, Set, Learn
Balance at the Beginning of the Year	\$ 3,103,184	\$ 179,905	\$ 64,265	\$ -	\$ 65,810	\$ 118,205
Revenue						
Grant - MOE				3,619	214,636	34,300
Grant - Other Prov						
Grant - Federal						
Other School Districts						
Investment Income						
Misc						
Donations		81,448				
Total Revenue		81,448	-	3,619	214,636	34,300
Expenditure						
Teacher Salaries					6,139	4,565
TOC Salaries						
Educ. Assist. Salaries					266,890	
Clerical Salaries						
Other Staff Salaries	262,900					
Employee Benefits	44,525					1,038
Services/Supplies	476,222	66,076	11,779	2,894	46,771	3,184
Scholarships/Bursaries						
Capital Assets	968,789	22,936	8,157			
Work in Progress	169,986					
Total Expenses	1,922,422	89,012	19,936	2,894	319,800	8,787
Transfers						
From (To) Operating Fund						
From (To) R.M.E.F.						
Balance	\$ 1,180,762	\$ 172,341	\$ 44,329	\$ 725	\$ (39,354)	\$ 143,718

SPECIAL PURPOSE FUNDS AS AT DECEMBER 31, 2010

	School-Based Funds	Literacy Innovation	12 Month Pay Program	French Programs	Strong Start Centre	Building Envelope Design	TOTAL
Balance at the Beginning of the Year	\$ 1,969,846	\$ 105,057	\$ 1,365,186	\$ 201,202	\$ 60,512	\$ 70,399	\$ 7,303,571
Revenue							
Grant - MOE					168,000		420,555
Grant - Other Prov							-
Grant - Federal							-
Other School Districts							-
Investment Income							-
Misc	1,898,772		615,228				2,514,000
Donations							81,448
Total Revenue	1,898,772	-	615,228	-	168,000	-	3,016,003
Expenditure							
Teacher Salaries				15,837			21,976
TOC Salaries	3,113	2,395		8,583			18,656
Educ. Assist. Salaries	6,408						273,298
Clerical Salaries					1,779		1,779
Other Staff Salaries	7,295				(131)		270,064
Employee Benefits	2,642	500		5,718	247		54,670
Services/Supplies	2,152,972	6,131		95,633	131,538		2,993,200
Scholarships/Bursaries				(1,474)		23,302	1,021,710
Capital Assets			1,365,039				1,535,025
Teachers Savings			1,365,039	124,297	133,433	23,302	6,190,378
Total Expenses	2,172,430	9,026	1,365,039	124,297	133,433	23,302	6,190,378
Transfers							
From (To) Operating Fund							-
From (To) R.M.E.F.							-
Balance	\$ 1,696,188	\$ 96,031	\$ 615,375	\$ 76,905	\$ 95,079	\$ 47,097	\$ 4,129,196

**International Education
Income Statement
For the Period Ending December 31, 2010**

International Education	Actual (July 10 - Dec 10) (1)	Budget (2)	Annual Budget (3)	Actual/ Budget (1 Div by 3)
Revenue:				
Tuition	\$ 2,475,860	\$ 2,401,346	\$ 6,003,365	41%
Rental & Miscellaneous	-	-	-	0%
Medical Insurance	153,650	169,512	423,780	36%
Homestay	822,243	680,000	1,700,000	48%
Transfer to CE Tuition Fees	(33,380)	(69,115)	(172,788)	19%
Transfer to RMC Co-Ordinator Fees	-	(7,000)	(17,500)	0%
Total Revenue	\$ 3,418,373	\$ 3,174,743	\$ 7,936,857	43%
Expenses:				
Teacher Wages & Benefits	1,025,187	1,005,499	2,513,746	41%
Principals Wages & Benefits	64,058	52,399	130,999	49%
Clerical Wages & Benefits	163,233	163,081	323,121	51%
Other Wages & Benefits	12,383	3,483	6,887	180%
Exempt Wages & Benefits	156,462	157,281	311,602	50%
Substitute Wages & Benefits	3,374	10,735	26,838	13%
Training & Travel	75,506	74,685	150,000	50%
Medical Insurance	139,090	211,890	423,780	33%
Professional Services	57,564	18,750	57,500	0%
Homestay Fees	819,980	680,000	1,700,000	48%
Commission Fees	512,863	318,549	394,000	130%
Advertising	100,923	120,090	150,000	67%
Supplies	78,919	52,050	104,100	76%
Courier	10,596	12,500	25,000	42%
Total Expenses	\$ 3,220,138	\$ 2,880,992	\$ 6,317,573	51%
Surplus before transfers to schools	\$ 198,235	\$ 293,751	\$ 1,619,284	12%
Transfers to schools	19,406	10,558	21,116	92%
Surplus after transfers to schools	\$ 178,829	\$ 283,193	\$ 1,598,168	11%

Short Term International Programs	Actual (July 10 - Dec 10)	Budget	Annual Budget	Actual/ Budget
Revenue:				
Total Revenue	\$ 464,753	\$ 213,000	\$ 426,000	109%
Expenses:				
Total Expenses	\$ 345,955	\$ 236,339	\$ 324,000	107%
Surplus (Actual)	\$ 118,798	\$ (23,339)	\$ 102,000	116%

Int. Ed. Consolidated Revenue	\$ 3,883,126	\$ 3,387,743	\$ 8,362,857	46%
Int. Ed. Consolidated Expenses	\$ 3,585,499	\$ 3,127,889	\$ 6,662,689	54%
Int. Ed Consolidation Net Profit (Loss)	\$ 297,627	\$ 259,854	\$ 1,700,168	18%

**Ridge Meadows College
Income Statement
For the Period ending December 31, 2010**

	Actual 1 Jul - 31 Dec 2010 (1)	Budget 1 Jul - 31 Dec 2010 (2)	Preliminary Budget 1 Jul 2010 - 30 June 2011 (3)	% Actual Exp vs Budget (1 Divided By 3)
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RMC Core

Revenue:

Tuition - Current Programs	257,636	260,805	521,609	51%
Tuition - Textbooks	16,181	15,000	30,000	54%
Tuition IE Short-Term	0	9,750	19,500	0%
Tuition University Bridge (UB) Program	0	30,918	61,836	0%
Tuition Homework Program	0	30,636	61,272	0%
Tuition OSS Program	0	24,840	49,680	0%
Student Co-ordination Fee UB Program	0	5,000	10,000	0%
Student Co-ordination Fee IE Short-Term	0	2,250	4,500	0%
Student Co-ordination Fee OSS Program	0	3,750	7,500	0%
	0			
Total Revenue:	\$ 283,817	\$ 382,949	\$ 765,897	37%

Expenses:

Salaries & Benefits:

Teacher Wages & Benefits	82,578	152,245	304,490	27%
Clerical Wages & Benefits	42,483	37,756	75,511	58%
District Principal's Wages & Benefits	9,452	10,706	21,411	44%
Exempt Wages & Benefits	58,473	74,243	148,486	39%

Other Expenses:

Advertising	16,964	24,000	48,000	35%
Contracts	21,297	19,750	39,500	54%
Dues & Fees	15,927	6,734	13,468	118%
Pro D	0	2,675	5,350	0%
Software Maintenance	3,346	7,508	15,016	22%
Supplies	19,823	10,000	20,000	99%
Learning Resources	0	6,000	12,000	0%
Books - Learning Resources	13,039	15,000	30,000	43%
Telephone	978	532	1,065	92%
Training, Travel	72	1,250	2,500	3%
Furniture/Equipment Repl, Repair & Maint	19,569	7,800	15,600	125%
	0			
	\$ 192,987	\$ 274,949	\$ 549,898	35%
	\$ 111,015	\$ 101,249	\$ 202,499	55%

Total Expenses

\$ 304,002	\$ 376,198	\$ 752,397	40%
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Net Profit (Loss)

\$ (20,185)	\$ 6,750	\$ 13,500	-180%
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Corrections Training:

Revenue:

Tuition - Programs (Provincial & Federal Grant)	\$ 192,708	\$ 156,500	\$ 313,000	62%
Total Revenue:	\$ 192,708	\$ 156,500	\$ 313,000	62%

Expenses:

Salaries & Benefits:

Teacher Wages & Benefits	\$ 75,892	66,482	94,974	80%
Clerical Wages & Benefits	10,790	7,551	15,102	71%
District Principal Wages & Benefits	2,466	2,683	5,366	48%
Exempt Wages & Benefits	10,711	10,742	21,484	50%

Other Expenses:

Advertising	0	0	0	0%
Contracts	16,724	20,977	41,954	40%
Dues & Fees	0	1,250	2,500	0%
Equipment Repair & Maintenance	0	0	0	0%
Pro D	0	0	0	0%
Software Maintenance	0	765	1,530	0%
Supplies	7,242	12,500	25,000	29%
Telephone	0	510	1,020	0%
Training, Travel	298	1,785	3,570	8%
	0			
	\$ 24,264	\$ 37,787	\$ 75,574	32%

Total Expenses Corrections

\$ 124,123	\$ 125,245	\$ 212,500	58%
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Net Profit (Loss) Corrections

\$ 68,585	\$ 31,255	\$ 100,500	68%
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RMC Consolidated Revenue	476,525	539,449	1,078,897	44%
RMC Consolidated Expenses	428,125	501,443	964,897	44%
RMC Consolidated Net Profit (Loss)	\$ 48,400	\$ 38,005	\$ 114,000	42%



To: Board of Education

From: Wayne Jefferson
Secretary Treasurer

Re: **AMENDED BUDGET 2010-2011**

Date: February 23, 2011
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

At the February 9, 2011 Finance Committee of the Whole ("FCOTW") meeting, FCOTW was presented by staff, the draft 2010-2011 Amended Budget.

The Amended Budget remains balanced and the review by staff with Trustees shows the School District's budgets were set realistically and are achievable for the balance of the year. Therefore, the attached Ministry of Education documents require Board approval for submission.

RECOMMENDATION #1:

THAT the pursuant to Part E, Bylaws and Resolutions, Section 3.01 subsection (d), the Board advance the Amended Budget and bylaws through to final stages in one meeting.

RECOMMENDATION #2:

THAT the Board grant first reading to the Amended Annual Budget Bylaw No. 1 (Teachers) for fiscal year 2010-2011.

RECOMMENDATION #3:

THAT the Board grant second reading to the Amended Annual Budget Bylaw No. 1 (Teachers) for fiscal year 2010-2011.

RECOMMENDATION #4:

THAT the Board grant third and final reading to the Amended Annual Budget Bylaw No. 1 (Teachers) for fiscal year 2010-2011.

RECOMMENDATION #5:

THAT the Board grant first reading to the Amended Annual Budget Bylaw No. 2 (Unionized Support Staff) for fiscal year 2010-2011.

RECOMMENDATION #6:

THAT the Board grant second reading to the Amended Annual Budget Bylaw No. 2 (Unionized Support Staff) for fiscal year 2010-2011.

RECOMMENDATION #7:

THAT the Board grant third and final reading to the Amended Annual Budget Bylaw No. 2 (Unionized Support Staff) for fiscal year 2010-2011.

RECOMMENDATION #8:

THAT the Board grant first reading to the Amended Annual Budget Bylaw No. 3 (Other) for fiscal year 2010-2011.

RECOMMENDATION #9:

THAT the Board grant second reading to the Amended Annual Budget Bylaw No. 3 (Other) for fiscal year 2010-2011.

RECOMMENDATION #10:

THAT the Board grant third and final reading to the Amended Annual Budget Bylaw No. 3 (Other) for fiscal year 2010-2011.

Attachment

Amended Annual Budget Bylaw No. 1 (Teachers)

IT IS THEREFORE RECOMMENDED:

1. THAT all decisions taken by the 2010/2011 Budget Committee during its deliberations regarding Teacher costs totaling \$78,185,303 and summarized in this report, be approved by the Board for implementation.
2. THAT pursuant to Part E, Bylaws and Resolutions, Section 3.01 subsection (d), the attached School District No. 42 (Maple Ridge – Pitt Meadows) 2010/2011 Amended Annual Budget Bylaw No. 1 (Teachers) be given three (3) readings at this meeting (vote must be unanimous).
 - (a) THAT the attached School District No. 42 (Maple Ridge – Pitt Meadows) 2010/2011 Amended Annual Budget Bylaw No. 1 (Teachers) be approved as read a first time
 - (b) THAT the attached School District No. 42 (Maple Ridge – Pitt Meadows) 2010/2011 Amended Annual Budget Bylaw No. 1 (Teachers) be approved as read a second time.
 - (c) THAT the attached School District No. 42 (Maple Ridge – Pitt Meadows) 2010/2011 Amended Annual Budget Bylaw No. 1 (Teachers) be approved as read a third time and finally adopted.

Amended Annual Budget Bylaw No. 2 (Unionized Support Staff)

IT IS THEREFORE RECOMMENDED:

1. THAT all decisions taken by the 2010/2011 Budget Committee during its deliberations regarding Unionized Support Staff costs totaling \$22,150,105 and summarized in this report, be approved by the Board for implementation.
2. THAT pursuant to Part E, Bylaws and Resolutions, Section 3.01 subsection (d), the attached School District No. 42 (Maple Ridge – Pitt Meadows) 2010/2011 Amended Annual Budget Bylaw No. 2 (Unionized Support Staff) be given three (3) readings at this meeting (vote must be unanimous).
 - (a) THAT the attached School District No. 42 (Maple Ridge – Pitt Meadows) 2010/2011 Amended Annual Budget Bylaw No. 2 (Unionized Support Staff) be approved as read a first time.
 - (b) THAT the attached School District No. 42 (Maple Ridge – Pitt Meadows) 2010/2011 Amended Annual Budget Bylaw No. 2 (Unionized Support Staff) be approved as read a second time.
 - (c) THAT the attached School District No. 42 (Maple Ridge – Pitt Meadows) 2010/2011 Amended Annual Budget Bylaw No. 2 (Unionized Support Staff) be approved as read a third time and finally adopted.

Amended Annual Budget Bylaw No. 3 (Other)

IT IS THEREFORE RECOMMENDED:

1. THAT all decisions taken by the 2010/2011 Budget Committee during its deliberations regarding all Other costs totaling \$28,725,421 and summarized in this report, be approved by the Board for implementation.
2. THAT pursuant to Part E, Bylaws and Resolutions, Section 3.01 subsection (d), the attached School District No. 42 (Maple Ridge – Pitt Meadows) 2010/2011 Amended Annual Budget Bylaw No. 3 (Other) be given three (3) readings at this meeting (vote must be unanimous).
 - (a) THAT the attached School District No. 42 (Maple Ridge – Pitt Meadows) 2010/2011 Amended Annual Budget Bylaw No. 3 (Other) be approved as read a first time.
 - (b) THAT the attached School District No. 42 (Maple Ridge – Pitt Meadows) 2010/2011 Amended Annual Budget Bylaw No. 3 (Other) be approved as read a second time.
 - (c) THAT the attached School District No. 42 (Maple Ridge – Pitt Meadows) 2010/2011 Amended Budget Bylaw No. 3 (Other) be approved as read a third time and finally adopted.

Respectfully submitted by:

Ken Clarkson
Committee Chairperson,
2010/2011 Budget Committee
(Committee-of-the-Whole)

AMENDED ANNUAL BUDGET BYLAW No. 1 (Teachers) 2010/2011

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT No. 42 (Maple Ridge – Pitt Meadows) (called the "Board") to adopt the amended annual budget of the Board for the fiscal year 2010/2011 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act* respecting the amended annual budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 42 (Maple Ridge – Pitt Meadows) Amended Annual Budget Bylaw No. 1 (Teachers) for the fiscal year 2010/2011.
3. From the attached "A" Schedules are included in the amended annual budget of the Board for the fiscal year 2010/2011 the expenses shown in Category 110 (Teachers) in the amount of \$59,074,581, the Teachers Component of Category 140 (Substitutes) in the amount of \$3,535,146 and benefits costs in the amount of \$14,290,466.
4. The Amended Annual Budget Bylaw No. 1 (Teachers) and Category 120 (Support) \$1,211,460 and Category 340 Training/Travel in the amount of \$61,650 for the 2010/2011 fiscal year is in the total amount of \$78,185,303.

Read a first time the ____ day of February, 2011;

Read a second time the ____ day of February, 2011;

Read a third time, passed and adopted the ____ day of February, 2011.

[SEAL]

Chairperson of the Board

Secretary-Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 42 (Maple Ridge – Pitt Meadows) Amended Annual Budget Bylaw No. 1 (Teachers) 2010/2011, adopted by the Board the ____ of February, 2011.

Secretary-Treasurer

AMENDED ANNUAL BUDGET BYLAW No. 2 (Unionized Support Staff) 2010 / 2011

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT No. 42 (Maple Ridge – Pitt Meadows) (called the "Board") to adopt the amended annual budget of the Board for the fiscal year 2010/2011 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act* respecting the amended annual budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 42 (Maple Ridge – Pitt Meadows) Amended Annual Budget Bylaw No. 2 (Unionized Support Staff) for the fiscal year 2010/2011.
3. From the attached "A" Schedules are included in the amended annual budget of the Board for the fiscal year 2010/2011 the expenses shown in Category 123 (Educational Assistants) in the amount of \$8,263,327, Category 120 (Support Staff) in the amount of \$9,063,449, the CUPE component of Category 140 (Substitutes) in the amount of \$619,770 and benefits costs in the amount of \$4,203,559.
4. The Amended Annual Budget Bylaw No. 2 (Unionized Support Staff) for the 2010/2011 fiscal year is in the total amount of \$22,150,105.

Read a first time the ____ day of February, 2011;

Read a second time the ____ day of February, 2011;

Read a third time, passed and adopted the ____ day of February, 2011.

[SEAL]

Chairperson of the Board

Secretary-Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 42 (Maple Ridge – Pitt Meadows) Amended Annual Budget Bylaw No. 2 (Unionized Support Staff) 2010/2011, adopted by the Board the ____ day of February, 2011.

AMENDED ANNUAL BUDGET BYLAW No. 3 (Other) 2010/2011

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT No. 42 (Maple Ridge – Pitt Meadows) (called the "Board") to adopt the amended annual budget of the Board for the fiscal year 2010/2011 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the Act respecting the amended annual budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 42 (Maple Ridge – Pitt Meadows) Amended Annual Budget Bylaw No. 3 (Other) for the fiscal year 2010/2011.
5. The "A" Schedules are adopted as the amended annual budget of the Board for the fiscal year 2010/2011 with the exceptions of all expense items in Category 110 (Teachers), Category 123 (Educational Assistants), Category 120 (Support Staff), Category 140 (Substitutes) and Employee Benefits Costs in the amount of \$14,290,466 for Teachers and \$4,203,559 for Unionized Support Staff.
6. The Amended Annual Budget Bylaw No. 3 (Other) for the 2010/2011 fiscal year is in the total amount of \$28,725,421.

Read a first time the ____ day of February, 2011;

Read a second time the ____ day of February, 2011;

Read a third time, passed and adopted the ____ day of February, 2011.

[SEAL]

Chairperson of the Board

Secretary-Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 42 (Maple Ridge – Pitt Meadows) Amended Annual Budget Bylaw No. 3 (Other) 2010/2011 adopted by the Board the ____ day of February, 2011.

Secretary-Treasurer

SCHOOL DISTRICT No. 42 (Maple Ridge- Pitt Meadows)
OPERATING FUND
AMENDED ANNUAL BUDGET - REVENUE AND EXPENDITURE

Schedule A1

	2010/2011 AMENDED ANNUAL BUDGET	2009/2010 AMENDED ANNUAL BUDGET
Ministry Funded School-Age FTE	13,968,500	13,962,625
Ministry Funded Adult FTE	57,000	111,625
TOTAL FTE	14,025,500	14,074,250
REVENUE (Schedule A2)		
620 Provincial Grants - Ministry of Education	\$ 114,788,395	\$ 113,186,922
641 Provincial Grants - Other	473,659	490,518
610 Federal Grants	148,000	99,295
640 Other Revenue	10,164,499	9,766,166
650 Rentals and Leases	321,328	271,440
660 Investment Income	250,000	350,000
Total Revenue	126,145,881	124,164,341
EXPENSE (Schedule A3)		
Salaries		
110 Teachers	59,385,520	58,539,919
105 Principals and Vice Principals	5,621,744	5,778,944
123 Educational Assistants	8,263,327	8,112,762
120 Support Staff	10,274,909	10,195,546
130 Other Professionals	2,899,541	2,889,428
140 Substitutes	4,154,916	4,223,608
Total Salaries	90,599,957	89,740,207
Employee Benefits	20,615,514	19,541,686
Total Salaries and Benefits	111,215,471	109,281,893
Services and Supplies	17,095,580	17,836,774
Total Expense	128,311,051	127,118,667
NET REVENUE (EXPENSE)	(2,165,170)	(2,954,326)
INTERFUND TRANSFERS		
Capital Asset Purchases	(250,123)	(272,384)
Local Capital	(499,655)	(578,967)
Transfer from Schools		205,000
	(2,914,948)	(3,600,677)
BUDGETED PRIOR YEAR OPERATING SURPLUS APPROPRIATION	2,914,948	3,600,677
BUDGETED BALANCE	\$ -	\$ -
BUDGET BYLAW AMOUNT		
Total Expense	\$ 128,311,051	\$ 127,118,667
Interfund Transfers - Capital Asset Purchases	250,123	272,384
Interfund Transfers - Local Capital & Other	499,655	373,967
TOTAL BUDGET BYLAW AMOUNT	\$ 129,060,829	\$ 127,765,018

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February 04, 2011 6:54

SCHOOL DISTRICT No. 42 (Maple Ridge- Pitt Meadows)
OPERATING FUND
AMENDED ANNUAL BUDGET - REVENUE BY SOURCE

Schedule A2

	2010/2011 AMENDED ANNUAL BUDGET	2009/2010 AMENDED ANNUAL BUDGET
620 PROVINCIAL GRANTS - MINISTRY OF EDUCATION		
621 Operating Grant, Ministry of Education	\$ 113,124,986	\$ 111,551,814
627 LEA/INAC Recovery	(331,362)	(359,663)
629 Other Ministry of Education Grants (Specify)		
Pay Equity	1,874,966	1,874,966
Adult Grad Ed Guarantee	119,805	119,805
	<u>114,788,395</u>	<u>113,186,922</u>
641 PROVINCIAL GRANTS - OTHER	<u>473,659</u>	<u>490,518</u>
610 FEDERAL GRANTS	<u>148,000</u>	<u>99,295</u>
640 OTHER REVENUE		
644 Continuing Education	703,200	836,182
647 Offshore Tuition Fees	8,824,869	8,071,968
648 LEA/Direct Funding from First Nations	331,362	359,663
649 Miscellaneous (Specify)		
Revenue Generation	39,300	189,300
Central Stores	750	750
Trades Incentive	-	99,282
Partnership Programs (Ace-It)	100,000	120,000
High School Completion	40,000	40,000
Miscellaneous	93,895	49,021
School Community Connections	31,123	
	<u>10,164,499</u>	<u>9,766,166</u>
650 RENTALS AND LEASES	<u>321,328</u>	<u>271,440</u>
660 INVESTMENT INCOME	<u>250,000</u>	<u>350,000</u>
TOTAL OPERATING REVENUE (Schedule A1)	<u>\$ 126,145,881</u>	<u>\$ 124,164,341</u>

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February 04, 2011 6:54

SCHOOL DISTRICT No. 42 (Maple Ridge- Pitt Meadows)
OPERATING FUND
AMENDED ANNUAL BUDGET - EXPENSE BY OBJECT

Schedule A3

	2010/2011 AMENDED ANNUAL BUDGET	2009/2010 AMENDED ANNUAL BUDGET
SALARIES		
110 Teachers	\$ 59,385,520	\$ 58,539,919
105 Principals and Vice Principals	5,621,744	5,778,944
123 Educational Assistants	8,263,327	8,112,762
120 Support Staff	10,274,909	10,195,546
130 Other Professionals	2,899,541	2,889,428
140 Substitutes	4,154,916	4,223,608
	<u>90,599,957</u>	<u>89,740,207</u>
EMPLOYEE BENEFITS	20,615,514	19,541,686
Total Salaries and Benefits	<u>111,215,471</u>	<u>109,281,893</u>
SERVICES AND SUPPLIES		
310 Services	6,954,513	7,193,281
330 Student Transportation	1,248,993	1,357,354
340 Professional Development and Travel	793,417	908,730
360 Rentals and Leases	305,613	101,253
370 Dues and Fees	273,330	257,405
390 Insurance	668,253	611,956
510 Supplies	4,686,255	5,272,144
540 Utilities	2,165,206	2,134,651
Total Services and Supplies	<u>17,095,580</u>	<u>17,836,774</u>
TOTAL OPERATING EXPENSE (Schedule A1)	<u>\$ 128,311,051</u>	<u>\$ 127,118,667</u>

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February 04, 2011 6:54

SCHOOL DISTRICT No. 42 (Maple Ridge- Pitt Meadows)

Schedule A4.1

AMENDED ANNUAL BUDGET - EXPENSE BY FUNCTION, PROGRAM AND OBJECT 2010/2011
OPERATING FUND

FUNCTION	110 TEACHERS SALARIES	105 PRINCIPALS & VICE PRINCIPALS SALARIES	123 EDUCATIONAL ASSISTANTS SALARIES	120 SUPPORT STAFF SALARIES	130 OTHER PROFESSIONALS SALARIES	140 SUBSTITUTES SALARIES	TOTAL SALARIES
1 INSTRUCTION							
1.02 Regular Instruction	\$ 42,407,640	\$ 1,191,137	\$ 378,023	\$ 484,216	\$	\$ 2,547,458	\$ 47,008,474
1.03 Career Programs	2,474,583		421,031			126,939	3,022,553
1.07 Library Services	1,054,624					50,164	1,104,788
1.08 Counselling	1,290,481					71,883	1,362,364
1.10 Special Education	8,284,369	233,961	6,970,286	1,315,370		925,676	17,730,262
1.30 English as a Second Language	991,530					49,662	1,041,192
1.31 Aboriginal Education	248,118					12,999	261,117
1.41 School Administration		103,396	465,781	41,680		871,974	1,391,731
1.60 Summer School	99,254	3,924,489		2,199,193		109	6,208,058
1.61 Continuing Education	352,131	12,000	16,415	74,549	131,938	596,647	1,111,882
1.62 Off Shore Students	2,182,790	21,614	11,791	270,873	274,587	84,376	2,868,302
Total Function 1	59,385,520	5,593,258	8,263,327	4,387,000	406,525	3,890,866	81,926,496
4 DISTRICT ADMINISTRATION							
4.11 Educational Administration				100,252	753,072	10,575	863,899
4.40 School District Governance					137,605		137,605
4.41 Business Administration		28,486		511,134	908,506	52,550	1,500,676
Total Function 4		28,486		611,386	1,799,183	63,125	2,502,180
5 OPERATIONS AND MAINTENANCE							
5.41 Operations and Maintenance Administration				201,309	496,515	39,422	737,246
5.50 Maintenance Operations				4,735,581	164,786	146,616	5,046,983
5.52 Maintenance of Grounds				339,633		14,887	354,520
Total Function 5				5,276,523	661,301	200,925	6,138,749
7 TRANSPORTATION AND HOUSING							
7.41 Transportation and Housing Administration					32,532		32,532
Total Function 7					32,532		32,532
9 DEBT SERVICES (OPERATING)							
Total Function 9							
TOTAL FUNCTIONS 1 - 9	\$ 59,385,520	\$ 5,621,744	\$ 8,263,327	\$ 10,274,909	\$ 2,899,541	\$ 4,154,916	\$ 90,599,957

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February 06, 2011 6:54

OPERATING FUND
AMENDED ANNUAL BUDGET - EXPENSE BY FUNCTION, PROGRAM AND OBJECT 2010/2011

FUNCTION	TOTAL SALARIES	200 EMPLOYEE BENEFITS	TOTAL SALARIES AND BENEFITS	300-500 SERVICES AND SUPPLIES	2010/2011 TOTAL BUDGET EXPENSE	2009/2010 AMENDED ANNUAL BUDGET
1 INSTRUCTION						
1.02 Regular Instruction	\$ 47,008,474	\$ 10,401,522	\$ 57,409,996	\$ 3,194,615	\$ 60,604,611	\$ 59,886,001
1.03 Career Programs	3,022,553	688,587	3,711,140	355,864	4,067,004	4,402,603
1.07 Library Services	1,104,788	252,125	1,356,913	165,013	1,521,926	1,483,502
1.08 Counselling	1,362,364	310,511	1,672,875	33,512	1,706,387	1,786,012
1.10 Special Education	17,730,262	4,148,840	21,879,102	397,754	22,276,856	21,703,332
1.30 English as a Second Language	1,041,192	237,542	1,278,734	35,262	1,313,996	1,484,183
1.31 Aboriginal Education	871,974	191,127	1,063,101	250,930	1,314,031	1,094,243
1.41 School Administration	6,208,058	1,558,708	7,766,766	601,454	8,368,220	8,881,098
1.60 Summer School	111,882	20,934	132,816	9,724	142,540	308,238
1.61 Continuing Education	596,647	85,882	682,529	293,132	975,661	1,120,147
1.62 Off Shore Students	2,868,302	647,712	3,516,014	3,987,075	7,503,089	6,396,153
1.64 Other	-	-	-	41,550	41,550	41,550
Total Function 1	81,926,496	18,543,490	100,469,986	9,365,885	109,835,871	108,587,062
4 DISTRICT ADMINISTRATION						
4.11 Educational Administration	863,899	233,915	1,097,814	304,360	1,402,174	1,450,469
4.40 School District Governance	137,605	3,750	141,355	135,518	276,873	280,396
4.41 Business Administration	1,500,676	365,795	1,866,471	1,442,491	3,308,962	3,528,636
Total Function 4	2,502,180	603,460	3,105,640	1,882,369	4,988,009	5,259,501
5 OPERATIONS AND MAINTENANCE						
5.41 Operations and Maintenance Administration	737,246	172,461	909,707	382,015	1,291,722	1,216,365
5.50 Maintenance Operations	5,046,983	1,213,040	6,260,023	1,867,567	8,127,590	7,920,859
5.52 Maintenance of Grounds	354,520	76,399	430,919	239,750	670,669	661,377
5.56 Utilities	-	-	-	2,165,206	2,165,206	2,134,651
Total Function 5	6,138,749	1,461,900	7,600,649	4,654,538	12,235,187	11,933,252
7 TRANSPORTATION AND HOUSING						
7.41 Transportation and Housing Administration	32,532	6,664	39,196	5,962	45,158	48,153
7.70 Student Transportation	-	-	-	1,186,826	1,186,826	1,290,899
Total Function 7	32,532	6,664	39,196	1,192,788	1,231,984	1,338,852
9 DEBT SERVICES (OPERATING)						
Total Function 9	-	-	-	-	-	-
TOTAL FUNCTIONS 1 - 9	\$ 90,599,957	\$ 20,615,514	\$ 111,215,471	\$ 17,095,580	\$ 128,311,051	\$ 127,118,667

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February 6, 2011 6:55



To: Board of Education

From: Superintendent
Jan Unwin

Re: **KINDERGARTEN REGISTRATION**
FRENCH IMMERSION

Date: February 23, 2011
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

Following the February 9, 2011 Board Meeting, we now have made some decisions in order to facilitate all those who were on a waitlist for French Immersion.

RECOMMENDATION:

THAT the Board receive the Superintendent's attached report on French Immersion Kindergarten Registrations for information.

Attachment

**Public Meeting
French Immersion
Interim Report to the Board of Education**

February 23, 2011

In order to facilitate all French Immersion Kindergarten students and keeping in line with our focus on offering choice in order to engage students, we have taken the following actions:

- Added one class of Kindergarten French Immersion to Eric Langton Elementary allowing them to accommodate all who have requested and provides them with 2.5 – 3 French Kindergarten classes in total. (36 – 2010; and 60 – 2011);
- Already added a class of Kindergarten French Immersion to Laity View Elementary which allows them to accommodate all requests and gives them 3 French Kindergarten classes (43 – 2010; and 56 – 2011)
- Added one more class of Kindergarten French Immersion to Pitt Meadows Elementary allowing them to accommodate all requests and provides them with 3 French Kindergarten classes in total. (44 – 2010; and 62 – 2011)

This surge in Kindergarten registration for French Immersion should lead to discussions by the Board of Education as to where we would like to head into the future. Coupled with declining enrollment in general, the unbalance of French and English at the dual track schools has become somewhat of an issue.

Jan Unwin
Superintendent



To: Board of Education

From: Superintendent
Jan Unwin

Re: **FRENCH IMMERSION**
WITHDRAWAL NUMBERS

Date: February 23, 2011
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

At the February 9, 2011 Public Board Meeting, Trustee Ward requested additional enrollment information on all of our French Immersion programs indicating how many students register and how many students leave the program. You will notice some anomalies in the data as we discontinued Fairview French Immersion and closed Riverside Elementary.

RECOMMENDATION:

THAT the Board receive the Superintendent's French Immersion Report on French Immersion withdrawal numbers for information.

Attachment

Public Meeting
French Immersion Withdrawal Report
Report to the Board of Education

February 23, 2011

French Immersion withdrawal report 2006-2010

MRSS:	Gr. 8	Gr. 9	Gr. 10	Gr. 11	Gr. 12
2006	91	95	60	53	56
2007	80	92 +1	61 -34	59 -1	40 -13
2008	88	77 -3	89 -3	56 -5	51 -8
2009	100	78 -10	70 -7	66 -23	41 -15
2010	96	68 -32	74 -4	57 -20	42 -24

54% of the students who started in grade 8 in 2006 did not complete grade 12 in French Immersion. Largest % dropout occurs in grades 11 and 12.

PMSS:	Gr. 8	Gr. 9	Gr. 10	Gr. 11	Gr. 12
2006	21	24	15	6	8
2007	18	33 +12	23 -1	14 -1	1 -5
2008	38	30 +12	25 -8	21 -2	12 -2
2009	47	30 -8	25 -5	19 -6	20 -1
2010	31	43 -4	27 -3	21 -4	18 -1

The data for grade 9 in 2007 and 2008 is confusing.

GE	Gr. 6	Gr. 7
2006	37	21
2007	27	33-4
2008	19	27
2009	29	18-1
2010	30	29

Fairview	Gr. 6	Gr. 7
2006	26	23
2007	26	26
2008	25	26
2009	-	25

Highland Park	Gr. 6	Gr. 7
2006	21	25
2007	26	17-4
2008	24	20-6
2009	-	18-6

Laity View: K	1	2	3	4	5	6	7
2006	37	43	41	40	41	30	27
2007	43	39+2	40-3	39-2	42+2	40-1	29-1
2008	54	43	40	47+7	35-4	42	41
2009	37	50-4	45(2)	47(9)	44(2)	44(10)	40-2
2010	41	35-2	48+2	44-1	48+1	38-6	45-1

District no longer offers FI K class at Riverside. FI students begin to transfer in anticipation of school closing in 2009
 2009: () known students who transferred from Riverside

PMIE:	K	1	2	3	4	5	6	7
2006	56	30	27	27	33	31	28	19
2007	39	53 -3	27 -3	28 +1	23 -4	30 -3	28 -2	27 -1
2008	61	35 -4	52 -1	30 +3	29 +1	21 -2	30	29 +1
2009	44	65 +4	32 -3	48(1)	32 +2	33 (2)	22 (6)	28 -2
2010	44	47 +3	61 -4	32	43 -5	25 -7	33	22

2009: () known students who transferred from Riverside

2008-2009: 6 students moved from French to English and remained at PME

2008-2009: 14 students moved away from PME (6 within district)

2009-2010: 4 students moved from French to English and remained at PME

2009-2010: 9 students moved away from PME (3 remained in the district)

2010-2011: 7 students moved from French to English and remained at PME

2010-2011: 10 students moved students away from PME (3 remained in the district)

Eric Langton:	K	1	2	3	4	5	6	7
2006	24	31	29	25	21	18	20	16
2007	31	18 -6	28 -3	26 -3	24 -1	18 -3	16	18 -2
2008	31	31	21 +3	29 +1	26	24	18	17
2009	44	30 -1	32 (2)	24 (4)	25 -4	27 (3)	22 -2	20 (2)
2010	36	50 +6	28 -2	32	26 +2	26 +1	25 -2	21 -1

Number of grade 8 students eligible to transfer to MRSS in:

Sept. 2007	87	80 entered grade 8	92%
Sept. 2008	106	88	83%
Sept. 2009	111	100	90%
Sept. 2010	103	96	93%

Number of grade 8 students eligible to transfer to PMSS in:

Sept. 2007	44	18	41%
Sept. 2008	44	38	86%
Sept. 2009	49	47	96%
Sept. 2010	46	31	67%



To: Board of Education

From: Secretary Treasurer
Wayne Jefferson

Re: **BUDGET TIMELINES**

Date: February 23, 2011
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

At the February 9, 2011 Budget Committee of the Whole ("BCOTW") meeting, the attached revised 2011 – 2012 BCOTW time lines was recommended as a guide to the development of the 2011 – 2012 Preliminary Budget as well, the BCOTW recommended the use of our website to garner feedback from the public.

RECOMMENDATION:

THAT the Board approve the recommended 2011 – 2012 Budget Committee of the Whole time lines for reference and use in the development of the 2011 – 2012 Preliminary Budget and the Board website provide the public with an opportunity to offer feedback.

Attachment

2011 / 2012

BUDGET TIMELINES & PROCESS INVOLVEMENT (Revised)

February 9, 2011

February 9, 2011

- Approve Amended Budget Timelines & Website Advertisement re: Public Input.

February 23, 2011

- MOE Enrolment projections & Cost Pressures and Financial Issues
- Invite Partner Groups to meeting of March 9th and advise of written submission deadlines.
- Advise Public of District website page available for input of priorities for the 2011/2012 budget at Public Board Meeting

March 9, 2011

- Meet with Partner Groups together to provide context of budget and to seek input regarding priorities, efficiencies and cost savings for the 2011/2012 Budget, includes MRTA, MRPVPA, CUPE, DPAC, **(deadline for written copy submission of presentation is March 28th).**

April 13, 2011

- Meet with Partner Groups individually to discuss budget submissions and District budget
- Present Preliminary Operating Grant Information received March 15th
- Presentation of Executive committee recommendations, Partner Group submissions and Public Input to date
- Proposed HR staffing changes require pre-budget bylaw approval to meet contractual agreements

April 27, 2011

- First draft of proposed preliminary 2011/2012 budget presented to Board for consideration

May 11, 2011

- Proposed final draft of 2011/2012 Preliminary Budget pre-released to Partner Groups
- Proposed final draft of 2011/2012 Preliminary Budget presented at Public Meeting

June 8, 2011

- Final Draft of Preliminary 2011/2012 Budget presented to Board

June 29, 2011

- Final Preliminary 2011/2012 Budget passed by the Board, including Bylaw



To: Board of Education

From: Secretary Treasurer
Wayne Jefferson

Re: **OFF-LEASH DOG PARKS**
INTERIM REPORT

Date: February 23, 2011
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

As of the writing of this interim report, senior administration has not received the written request from the Parks and Leisure Services Commission for feedback of the operation of the two official off-leash dog parks.

The School District's School Administration and Facilities/Maintenance Department has worked closely with the Parks and Recreation Department to create the two new areas next to Davie Jones Elementary and Laity View Elementary.

At this time, we are unaware of any unresolved issues and it appears the two areas have worked out as understood and expected.

RECOMMENDATION:

THAT the Board receive the Secretary Treasurer's interim report on the creation and operation of two off-leash dog parks at Davie Jones Elementary and Laity View Elementary for information.

**Public Meeting
Human Resources Committee
Report to the Board of Education**

February 23, 2011

At the Human Resources Committee ("Committee") meeting held on February 15, 2011, the Committee was provided with copies of the latest British Columbia Public School Employers' Association ("BCPSEA") newsletters and issues paper around the current state of discussions between BCPSEA and the British Columbia Teachers' Federation ("BCTF").

Senior staff provided further information and background to Trustee questions and indicated their preparedness and willingness to enter into bargaining when directed to do so.

On another matter, the Committee received an updated report on the status of CUPE bargaining.

Eleanor Palis, Chair
Human Resources Committee



To: Board of Education

From: Provincial Councilor
Trustee Ward

Re: **BCSTA AD HOC
COMMITTEE REPORT**

Date: February 23, 2011
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

The Board of Directors of BCSTA established an Ad Hoc Committee to review the association's Constitution and Bylaws.

The recommendations of the committee are for information and will come to the General Assembly at the 2011 Annual General Meeting.

RECOMMENDATION:

THAT the Board receive the Provincial Councilor's summary for information.



British Columbia
School Trustees
Association

Report by the Ad Hoc Committee on BCSTA Policies

Background

In February 2010 the President of BCSTA established an ad hoc committee to:

1. Clarify the role of the Board of Directors in establishing and modifying policies;
2. Differentiate between administrative and non-administrative policies.

The Policy Ad Hoc Committee's recommendations were presented to the September 10, 2010 meeting of the Board of Directors. These recommendations were:

1. The current by-laws are sufficiently clear that the Board of Directors may make decisions to address emergent issues but if such decisions are to become association policy statements they must be submitted for approval to the general membership either through Provincial Council (on an interim basis) or an AGM.
2. There should be clearly defined guidelines outlining the differences between, and the development of, Operational Procedures and Association Policies.
3. A committee should be established to:
 - a. review the current BCSTA policies to determine whether they are truly Association Policy statements (as defined above) or if they should be moved into a set of Operational Procedures – and if so, how this should be accomplished
 - b. develop a process for coordinating policies and motions that go to AGM and PC;
 - c. recommend who will be responsible for ensuring the policy manual is up to date.

The Board of Directors then asked the same group to:

1. Draft clearly defined definitions and guidelines outlining the differences between, and the development of, *Operational Procedures* and *Association Policies*.
2. Review the current BCSTA policies to determine whether they are truly Association Policy statements, or if they should be considered to be *Operational Procedures*, and if so how they should be dealt with.
3. Recommend a process for coordinating motions that go to AGM and PC.
4. Recommend procedures and responsibilities to ensure that the policy manual stays current and relevant.

Report

1. The current structure of the *Bylaws and Policies Manual* needs to be reworked to broaden and clarify the various types of decisions and statements used to govern the Association. The Committee has developed a draft governance framework (see below) that outlines a proposed hierarchy of governance processes.
2. If adopted, the governance framework would affect:
 - a. The structure of the existing policy manual
 - b. The processes used to change bylaws, policies, etc.
 - c. The Terms of Reference for the existing Legislative Committee
3. To bring about these improvements a two-step process would be required:
 - a. Changes to current bylaws (see recommendations below) to enable the reorganization of the existing policy manual into the new framework. These bylaw changes could be brought forward to the upcoming AGM by the Board of Directors.
 - b. Draft reorganization of the current policy manual into the new framework. This work would be done by the Legislative Committee and staff over the next year and brought to AGM 2012 for approval.

Additionally, any policy statements that exist in the current policy manual that have not previously been approved at a General Meeting will need to be brought forward to AGM 2012 to be affirmed as policy (specifically: 11.6, 11.7, 11.9, 11.10, 11.11).

Proposed Framework

The framework consists of seven categories of governance statements/decisions. Three categories – the *Act of Incorporation, Bylaws and Foundational Statements*, form a base that guides the direction of the Association. *Foundational Statements* would be a new category pulled from existing policies that reflect long-term fundamental beliefs of the Association.

BCSTA members provide dynamic input into the actions of the Association through resolutions brought to General Meetings and Provincial Council. The proposed framework breaks these resolutions into two new categories: *Policy Resolutions* that reflect positions of the Association; and *Action Resolutions* that direct the Association to take a specific action on a matter.

On a month-to-month, day-to-day basis the Board of Directors and the President implement the resolutions passed by members and respond to emergent issues. Some of these decisions may be expressed in the form of a new category - *Operational Guidelines* - that are intended to provide ongoing guidance to the operation of the Association.

Report by the Ad Hoc Committee on BCSTA Policies
January 2011

Statement Categories	Description	Example	Who can Enact/Amend?	Process to Enact/Amend
Act of Incorporation	BCSTA's Constitution Includes Association objectives and powers	<i>The objects of the Association are:</i> a. <i>To represent the public interest in public school education;</i>	Legislature of BC	Private statute
Bylaws	Establishes and describes authority of BCSTA governing bodies and rights of members	<i>The officers of the Association are:</i>	BCSTA members in General Meetings	Extraordinary resolution: 2/3 ballot vote.
Foundational Statements	Fundamental beliefs of the Association. Intended to guide future policy and action resolutions. Meant to be long-term/long standing	<i>BCSTA believes that, recognizing individual differences, all children should be challenged and encouraged to attain their maximum possible development.</i> (existing Policy 1.1)	BCSTA members in General Meetings	Extraordinary resolution: 2/3 ballot vote.
Policy Resolutions	<ul style="list-style-type: none"> ▪ Resolutions that support and expand Foundational Statements. Reflect context and guide the advocacy of the Association ▪ Resolutions explicitly reflect that they be considered policy of BCSTA 	<i>BCSTA adopts as policy the following principle: BCSTA supports the use of a variety of instructional strategies for addressing student differences, including...</i> (existing Policy 1.2)	BCSTA members in General Meetings Provincial Council (on interim basis)	Substantive (ordinary) resolution: simple majority

Report by the Ad Hoc Committee on BCSTA Policies

January 2011

Statement Categories	Description	Example	Who can Enact/Amend?	Process to Enact/Amend
Action Resolutions	Define an action that the Association will take, usually on a specific issue. (Note: This makes up the majority of resolutions currently passed at AGM and PC)	<i>That BCSTA urge the Ministry of Education to review the transportation funding formula</i> (Resolution L29 AGM 2010)	BCSTA members in General Meetings, and Provincial Council	Substantive (ordinary) resolution: simple majority
Implementation/ Emergent Decisions	<ul style="list-style-type: none"> • Decisions on how to carry out policy and action resolutions. • Take positions and make decisions on emergent issues. • Carry on the business of the association. 	<i>That BCSTA submits a response to the Ministry of Community and Rural Development clarifying some of the proposed changes to the Local Government Elections legislation.</i> (BoD Sept. 10, 2010)	Board of Directors and/or President.	Motion at Board of Directors meeting. Decision by the President
Operational Guidelines	Ongoing guidance on the operation of the Association	<i>That the AGM location schedule be adjusted so that starting in 2012 AGMs will be held in Vancouver following trustee elections.</i> (Existing Policy 11.10)	Board of Directors	Motion at Board of Directors meeting.

Questions About the Framework and Resulting Process Changes

Why do we need to restructure the current bylaw and policies manual?

The current policies are a mixture of statements that don't differentiate between long-term beliefs, situational policies, and operational matters.

Occasionally motions come to AGM or PC that are either redundant to, or inconsistent with, existing policy. The Legislative Committee does not have the mandate or the framework to advise boards accordingly.

The Board of Directors have occasionally passed motions that are operational in nature but have ended up in the policy manual as there is no other "home" for them.

Would the new framework alter the current rights of the membership in anyway?

No. Member boards, standing committees, Branches, Provincial Council and the Board of Directors will still be able to bring forward changes to bylaws and policies. The proposed framework merely creates appropriate categories for the different types of motions.

How would these changes come about?

In the first year (2011) changes would need to be made to current bylaws (see recommendations below) to enable a restructuring of current policy manual. During 2011 the Legislative Committee would be responsible for drafting a new policy manual under the new framework. Any recommended changes would be brought to AGM 2012 for debate and approval. The Legislative Committee would henceforth coordinate all new motions coming to PC or AGM to be consistent with the new framework.

How will this change the function of the Legislative Committee?

The responsibility of the Legislative Committee would be expanded to (a) ensure that motions coming to General Meetings and Provincial Council fit within the new framework, and (b) that the policy manual remains current. Additional meeting time, particularly in the 2011/12, may be required.

Are there budget implications?

It is anticipated that the majority of the review and redrafting of the current policy manual can be accomplished by staff within existing budget lines.

On an ongoing basis there may be a moderate increase in expenses for the Legislative Committee to accommodate its new responsibilities.

Recommendations

1. That the Board of Directors approve *in principle* the proposed governance framework.
2. That the Board of Directors bring forward an extraordinary motion to AGM 2011 to revise the current Bylaws as follows:

Bylaw	Current	Proposed
5: Board of Directors' Duties and Powers		Add new: h. <i>The Board of Directors shall have the power to adopt operational guidelines to provide ongoing guidance to the Board and to the staff of the Association with respect to carrying on the business of the Association.</i>
7: Provincial Council Duties and Powers		Add new: m. <i>The Legislative Committee may refuse approval of motions that are inconsistent with the bylaws or policies of the Association, and may consolidate, amend or otherwise alter motions submitted for consideration by Provincial Council.</i>
9: Delegates and Voting Powers at General Meetings	d. Ballot votes shall be used: i. for election of BCSTA officers; ii. on amendments to the constitution; iii. on the taking of a vote on a substantive motion when called for by any twenty (20) delegates; iv. for the approval of an Association petition to the Legislature for changes in the BCSTA Act of Incorporation.	Amend 9.d. ii by deleting "the constitution" and substituting <i>the Association's bylaws</i> Add 9.d.v to read: <i>v. on enactment or amendment of Foundational Statements</i>

Report by the Ad Hoc Committee on BCSTA Policies
January 2011

Bylaw	Current	Proposed
10: General Meeting motions: Legislative Committee role.	b. Notice of all substantive motions to be dealt with at a general meeting shall be forwarded to the executive director not less than sixty (60) days prior to the opening date of the said general meeting , and shall be transmitted by him/her to the member boards not later than twenty (20) days prior to the opening date of the general meeting, subject nevertheless to <u>any consolidation, alteration or amendment which</u> may be considered necessary by a Legislative Committee, to be appointed each year for that purpose by the president. [emphasis added]	In b, delete "any consolidation, alteration or amendment which " and substitute <i>any rejection, consolidation, alteration or amendment that</i>
10: General Meeting motions: appeal of Legislative Committee decision	f. Should the Legislative Committee <u>consolidate, alter or in any other way amend the motion</u> of any board, it will notify the moving board of its decision in writing and the board shall have the right to challenge the Legislative Committee's decision at the opening of the general meeting proceedings. In such a case, the Legislative Committee will publish the board' motion and the Legislative Committee's rationale for its decision and then request the general meeting to sustain its decision. [emphasis added]	Replace "consolidate, alter or in any other way amend the motion" with <i>reject, consolidate, alter, or in any other way amend the motion.</i>

Report by the Ad Hoc Committee on BCSTA Policies
January 2011

Bylaw	Current	Proposed
11: Committees	<p>a. The president shall appoint... The Committee shall consist of The Legislative Committee shall, inter alia, prepare all notices of motion for printing on the agenda of a general meeting, and shall act during a general meeting to prepare late notice of motion for the consideration of the membership. The Legislative Committee shall have the power to examine, correlate, amend, reject and report upon notices of motion submitted to it. All the actions of the Legislative Committee with respect to notices of motion shall be subject to the approval of the membership <u>at the general meeting</u> and the membership may, upon simple motions from the floor of the meeting, sustain the Committee's action, or refer back the notice of motion to the Committee with special instructions.</p>	<p>Insert into a., <i>following report upon notices of motion submitted to it.</i></p> <p><i>...The Legislative Committee is responsible for reviewing motions to ensure they are not inconsistent with Association policies and may reject motions on that ground.</i></p> <p>Replace "at the general meeting" with <i>at the general meeting or the meeting of the Provincial Council</i></p>
New 23 Policies of the Association		<p>1. <i>The policies of the Association continue in force until repealed and provide an ongoing guide to the actions of the Association. The following comprise the policies of the Association:</i></p> <ul style="list-style-type: none"> a. <i>Foundational Statements enacted by the membership in general meeting by extraordinary motion.</i> b. <i>Policy Resolutions passed by the membership in general meeting or on an interim basis by Provincial Council</i> <p>2. <i>The Legislative Committee is responsible for the maintenance of the Association's policies, and may recommend changes to the Board of Directors for presentation to the membership.</i></p>



To: Board of Education

From: Provincial Councilor
Trustee Ward

Re: **PROVINCIAL COUNCIL MOTIONS**

Date: February 23, 2011
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

As is customary with all Provincial Council motions, the Board of Education provides its Councilor with direction on how they wish the Councilor to vote, recognizing that there may be additional compelling information.

- ITEM 7.1:** 21st Century Learning (Personalized Learning) Funding
- ITEM 7.2:** Student Information System (BCESIS Replacement)
- ITEM 7.3:** Equitable Provincial Capital Program
- ITEM 7.4:** Sale and Disposal of District Properties
- ITEM 7.5:** Northern Interior Branch Constitution and Bylaws

RECOMMENDATION #1:

THAT the Board of Education provide Provincial Councilor, Kathie Ward with direction regarding the following Provincial Council Motions:

BACKGROUND/RATIONALE:

The attached BCSTA Budget is attached; this is our opportunity to provide the Finance Committee with input into the budget prior to its adoption at the 2011 Annual General Meeting.

RECOMMENDATION #2:

THAT the Board of Education provides Provincial Councilor Kathie Ward on input into the BCSTA Budget (item 6.1)

BACKGROUND/RATIONALE:

As per BCSTA Bylaws, all late motions must be deemed to be of an emergent nature in order for debate at the Provincial Council Meeting.

RECOMMENDATION #3:

THAT the Board of Education provide Provincial Councilor Kathie Ward with as to whether they believe that ITEM 8.1 Late Motion: Avison Report on BC College of Teachers meets the criteria of an Emergent Nature, allowing for it to come to the Assembly for debate at the February 26/27 Provincial Council.

AGENDA ITEM #7.1

PROVINCIAL COUNCIL MEETING: February 26, 2011

STATEMENT OF ISSUE: 21st Century Learning (Personalized Learning) Funding

Submitted by: Thompson/Okanagan Branch

BE IT RESOLVED:

That BCSTA request the Ministry of Education devise an innovative and comprehensive formula which provides predictable and adequate funding to support the over arching vision of "21st Century Learning" and personalized instruction for all students.

RATIONALE:

Many, if not all school districts in the Province of British Columbia are currently struggling with an antiquated funding formula.

This formula does not meet the current needs of the public education system and will continue to create greater inequities from district to district if a financial remedy is not in place before the implementation of a "21st Century Learning" or personalized learning model.



British Columbia
School Trustees
Association

AGENDA ITEM #7.2

PROVINCIAL COUNCIL MEETING: February 26, 2011

STATEMENT OF ISSUE: Student Information System (BCeSIS Replacement)

Submitted by: Thompson/Okanagan Branch

BE IT RESOLVED:

That BCSTA be kept informed as to the progress and proposed timelines for a replacement provincial student information system by the Ministry of Education and seek assurances that the individuals within the public education system who would be using a student information system daily will participate in the decisions around any future software updates or changes to ensure it would support the needs of students and schools.

RATIONALE:

In mid-November Pearson Plc purchased Administrative Assistants Inc. and with it the student information system called BCeSIS.

Agenda Item 7.2
Student Information System (BCeSIS Replacement)

More recently the Ministry of Education announced a "Request for Proposal" for a replacement of BCeSIS, the student information system for public education in British Columbia.

Furthermore, it would be most appropriate for the individuals within the public education system who would be using a student information system daily to participate in the decisions around any future software updates or changes to ensure it would support the needs of students and schools.

AGENDA ITEM #7.3

PROVINCIAL COUNCIL MEETING: February 26, 2011

STATEMENT OF ISSUE: Equitable Provincial Capital Program

Submitted by: Thompson/Okanagan Branch

BE IT RESOLVED:

That BCSTA request the Minister of Education to work immediately with boards of education to determine a new provincially equitable capital program, including working with districts to sell excess properties where districts have deemed property disposable.

RATIONALE:

As a result of declining enrolment (across the majority of the province) districts have an increasing number of excess buildings and properties; exclusive of buildings utilized through community use programming.

The excess property holdings are requiring the use of valuable operating dollars to maintain building integrity and maintenance.

Agenda Item 7.3

Equitable Provincial Capital Program

As well provincially mandated community use of these excess facilities requires monetary support through extremely conservative lease and rental agreements, or, essentially district subsidizing programs outside of the public education mandate.

In addition, the sale of public education properties across the province is extremely varied creating inequalities fundamental to public education. The varying or different provincial property values create the need for a revised provincial capital dollars program overseen by the Ministry of Education.

Ultimately provincial government support will be required to increase building usage as districts cannot be expected to continue using their valuable public education dollars in this manner.

The motion is emergent because of the number of surplus properties that are not practical for community use and for which costs are not being recovered. Boards need to consider these matters in their budget process as well as in district capital planning. Capital plan instructions are published in April and district plans are submitted in June.

AGENDA ITEM #7.4

PROVINCIAL COUNCIL MEETING: February 26, 2011

STATEMENT OF ISSUE: Sale and Disposal of District Properties

Submitted by: Thompson/Okanagan Branch

BE IT RESOLVED:

That BCSTA request the Ministry of Education work with BCSTA to revise property disposal criteria and processes to enable boards of education to dispose of surplus school property.

RATIONALE:

With declining enrollment, many districts have surplus school sites that are expensive to maintain, could be used for other community purposes or be used to generate revenue for other capital needs.

The need to ensure adequate space for future enrollment growth or educational program expansion (ie full day kindergarten) is acknowledged but many districts would have far more available space than could possibly be needed.

Agenda Item 7.4
Sale and Disposal of District Properties

Ideally, the solution be broad enough to allow for Ministry staff to work with individual Boards to deal with individual needs.

The motion is emergent because a number of boards are waiting on Ministry approval for disposition of surplus school property and expenses continue to mount, representing a waste of educational resources. This impacts the boards' budget planning process which is occurring now.



British Columbia
School Trustees
Association

AGENDA ITEM #7.5

PROVINCIAL COUNCIL MEETING: February 26, 2011

STATEMENT OF ISSUE: Northern Interior Branch Constitution and Bylaws

Submitted by: Northern Interior Branch

BE IT RESOLVED:

That Provincial Council approve the amended Constitution and Bylaws of the Northern Interior Branch.

RATIONALE:

At its meeting of February 4, 2011, the Northern Interior Branch approved amendments to its bylaws. A copy of the amended constitution and bylaws is attached. BCSTA bylaw 19 provides that amendments are subject to approval of the Provincial Council; the bylaws were most recently amended in 2003.

Agenda Item 7.5
Northern Interior Branch Bylaws

The amendments:

- Remove provisions for associate branch membership for non-member boards
- Add a provision encouraging superintendents, secretary treasurers, staff of member boards, BCSTA Directors and staff members are encouraged to attend Branch meetings and participate in discussions
- Change Branch Education Chairperson to Branch Education Representative
- Add Branch Communication Officer and Immediate Past Present to the Branch Executive
- Remove provisions for election of Branch Secretary-Treasurer and Branch Superintendent
- Remove provision for an Executive Council.
- Add section to describe the Duties and Powers of Branch Executive and Officers
- Provide for filling of vacancies on the Branch Executive
- Provide for calling of a Special General Meeting called by three (formerly two) member boards
- Provide for conduct of elections
- Replace audit requirement with requirement for annual financial review
- Remove signing officer requirements
- Provide for Robert's Rules of Order to apply where not otherwise provided.

BCSTA General Counsel has reviewed the amended constitution and bylaws and they comply with BCSTA bylaws.

Northern Interior Branch Constitution and Bylaws

Date	Comments
January 21, 1982	Bylaws approved by NIB
June 19, 1982	Bylaws approved by the BCSTA Executive
January 25, 1987	Amendments approved by NIB
April 22, 1988	Amendments approved by NIB
April 26, 2003	Amendments approved by NIB
November 1, 2003	Bylaws approved by BCSTA Provincial Council
February 4, 2011	Amendments approved by NIB
	Amended bylaws approved by BCSTA Provincial Council

CONSTITUTION

1. These Articles comprise the Constitution and By-Laws of:

THE NORTHERN INTERIOR BRANCH

A DISTRICT BRANCH ASSOCIATION
(hereinafter called "the Branch")

AFFILIATED WITH

THE BRITISH COLUMBIA SCHOOL TRUSTEES ASSOCIATION

FORMED IN ACCORDANCE WITH SECTION 9 OF
THE BRITISH COLUMBIA SCHOOL TRUSTEES ASSOCIATION
INCORPORATION ACT, 1956
AND ARTICLE 19 OF THE ASSOCIATION'S BY-LAWS
(hereinafter called "the Association")

2. The objectives of the Branch are:
 - a) To promote effective trusteeship;
 - b) To meet and discuss matters of mutual interest and concern in education;
 - c) To identify problems, consider alternatives and formulate solutions to the satisfaction of the Branch and the Association;
 - d) To cooperate with the Association in all matters of mutual interest;
 - e) To act as a connecting link between Member Boards and the Association in order that the policy of the Association may be made clear to the Boards and the needs and wishes of the Board to the Association;
 - f) To arrange meetings for Member Boards at which all problems related to public education in the area will be discussed.

BYLAWS

1. MEMBERSHIP

- a) All Boards of Education who are Members of the Association and situated within the area defined as the Northern Interior area by the Association, shall be Members of the Branch.
- b) Honorary life membership in the Branch may, by extraordinary resolution, requiring not less than two-thirds (2/3) majority for approval, be conferred upon any person for distinguished service within the Branch.
- c) Superintendents, Secretary-Treasurers and staff of Member Boards, as well as BCSTA Directors and staff, are encouraged to attend Branch meetings and to participate in discussions.

2. BRANCH EXECUTIVE

- a) The Executive of the Branch shall consist of:
 - President
 - Vice President
 - Branch Education Representative
 - Branch Communication Officer
 - Immediate Past President
- b) The President, Vice President, Branch Education Representative, Branch Education Representative Alternate and Branch Communication Officer, shall be elected at the Branch Annual General Meeting for a one year term and must be Trustees of a Branch Member Board.
- c) The Secretary-Treasurer of the Branch shall be the Secretary-Treasurer of the President's Board.
- d) The Superintendent of the Branch shall be the Superintendent of the Education Committee Representative's Board.

3. DUTIES AND POWERS OF THE BRANCH EXECUTIVE AND OFFICERS

- a) The Branch Executive shall carry out such duties as the Branch shall from time to time assign.
- b) The Branch Executive shall be responsible for appointing members of all ad hoc committees and determining the terms of reference of those committees.

- c) The President shall, in consultation with the Branch Executive, establish a proposed agenda for Executive and General Meetings, preside at every meeting and shall be an ex-officio member of all committees.
- d) The Branch Education Representative shall be the liaison between the BCSTA Education Committee and the Branch and shall coordinate the educational program for the fall branch meeting.
- e) The Branch Communication Officer shall be responsible for the development and distribution of a semi-annual newsletter.
- f) The immediate Past President's term is for one year following the election of a new President.
- g) In the event the President, Vice President, or the Branch Education Representative cease to be a Trustee of a Member Board, or if a vacancy occurs, the Branch Executive shall appoint another Trustee until the next Annual General Meeting.

4. MEETINGS

- a) An Annual General meeting of the Branch shall be held once a year. Other meetings may be held on dates decided by the Branch Executive, at locations determined by the membership.
- b) Not less than fourteen (14) days notice of general, special and annual meetings shall be given in writing to the Secretary-Treasurer and the Member Boards specifying the location, date and the hour of the meeting.
- c) Special general meetings may be called by the Branch Executive. Not less than fourteen (14) days notice shall be given in writing to the Secretary-Treasurer and the Member Boards specifying the location, date and the time of the meeting and the nature of the business.
- d) Special general meetings may be called upon the request in writing by three (3) or more Member Boards. Not less than fourteen (14) days notice shall be given in writing to the Secretary-Treasurer and the Member Boards specifying the location, date and the time of the meeting and the nature of the business.
- e) No business other than the business for which the meeting was called may be transacted at a special meeting.

5. VOTING POWERS

- a) All ordinary resolutions shall be voted upon by a show of hands unless a ballot vote is called.
- b) School Trustees of Member Boards shall be voting delegates and only those eligible delegates attending the meeting are entitled to vote.

6. ELECTIONS

- a) Elections shall be by ballot vote of the eligible Members, as outlined in Section 5, present at the Annual General meeting of the Branch.
- b) All nominations shall come from the floor of the Annual General Meeting.
- c) A call for further nominations shall be made three times at the Annual General Meeting, prior to the voting on each office.
- d) Prior to the calling of elections, the President shall appoint three (3) persons to serve as scrutineers to handle the balloting and counting procedure.
- e) The Branch Secretary-Treasurer shall conduct the election of the President.
- f) The newly elected President shall conduct the election for:
 - Vice-President
 - Branch Education Representative and Alternate
 - Branch Communication Officer
- g) Before any vote is taken, any person nominated must either accept or decline the nomination.
- h) A motion to destroy the ballots shall be in order after all voting has concluded.

7. FINANCES

- a) The Branch Executive shall prepare a proposed budget for submission to the member boards at the Annual General Meeting. The budget shall be approved by resolution.
- b) The Branch Executive shall present a recommendation to the Annual General Meeting regarding the amount of the annual dues to be levied to the member boards. The amount shall be approved by resolution.
- c) There shall be an annual review of the accounts of the Branch. This review shall be presented to the membership at the next Annual General Meeting.

8. QUORUM

A representation of at least one-half (50%) of the member Boards at a meeting shall constitute a quorum.

9. MINUTES

The Secretary-Treasurer shall keep minutes of all meetings of the Branch and the Branch Executive and shall transmit a copy of all such minutes to the Members of the Branch and the Secretary Treasurer of each Member Board as soon as possible after each meeting.

10. AMENDMENTS OF BY-LAWS

The Constitution and By-Laws of the Branch shall not be altered or added to except by extraordinary resolution passed by a majority of two-thirds ($\frac{2}{3}$) of voting delegates. Notice of intent to amend the Constitution or By-Laws shall be given fourteen (14) days prior to the Annual General meeting. Such notice should also specify the proposed changes.

11. CEASING TO FUNCTION

In the event of the Branch ceasing to function, the minute books, financial records, other documents of the Branch and any monies of the Branch shall become the property of the Association.

12. RULES OF ORDER

In all cases not provided for under these By-Laws, Robert's Rules of Order shall govern.



British Columbia
School Trustees
Association

AGENDA ITEM #6.1

PROVINCIAL COUNCIL MEETING: February 26, 2011

STATEMENT OF ISSUE: 2011/2012 BCSTA Draft Budget

Submitted by: Finance Committee

BE IT RESOLVED:

That Provincial Council receive the 2011/2012 BCSTA Draft Budget and provide additional input to the Finance Committee prior to adoption of the final budget immediately following AGM 2011.

RATIONALE:

The Finance Committee has prepared a 2011/2012 BCSTA Draft Budget. On January 13, 2011, the Board of Directors approved this first draft for submission to the February 2011 Provincial Council.

Members are encouraged to comment on the draft at the February 26, 2011 Provincial Council meeting and/or to provide written input to the Finance Committee prior to adoption of the budget by Provincial Council on April 25, 2011. Written input can be submitted to the Finance Committee c/o Jodi Olstead, Director of Finance and Human Resources (jolstead@bcsta.org).

Agenda Item 6.1
2011/2012 BCSTA Draft Budget

At the October 2010 Provincial Council meeting, the Finance Committee reviewed a number of factors expected to put cost pressure on BCSTA's 2011/2012 operating budget:

- Since 2005/2006, government grant funds have been used to support BCSTA's operating budgets. In 2007/2008 government grants were discontinued and BCSTA has subsequently been reducing its reliance on these funds. While the Board of Directors has allocated \$25,000 in grant funds to support the 2011/2012 operating budget, the use of these funds will need to be phased out over the next two years;
- Inflation is estimated at two per-cent and continues to put pressure on the AGM, Academies, Provincial Council, Board of Directors and Committee budget lines;
- BCSTA continues to defer the replacement of capital assets to future years; however, computer equipment was replaced in 2010/2011 and the telephone system is scheduled for replacement in 2011/2012. An increase to the *Depreciation* budget line of approximately \$4,000 is therefore projected for 2011/2012;
- BCSTA's staff salary grid has been tied historically to teacher salary negotiations. As a settlement has not yet been negotiated for 2011/2012, it is not yet known if an increase to BCSTA's staff salary grid will be required for 2011/2012; however, movement on the salary grid, staffing changes, and rising benefit costs will result in an increase of approximately \$30,000 to the *Salary and Benefits* budget line in 2011/2012.

Agenda Item 6.1
2011/2012 BCSTA Draft Budget

In order to keep member fee increases to a minimum, BCSTA continually scrutinizes its operations to determine if cost-saving measures can be implemented. As a result, member fees have not been increased since 2007/2008.

The following cost-saving measures, which have been achieved over the past three years, were reviewed at the October 2010 Provincial Council meeting:

- BCSTA has reduced its staff complement from 13 to 12 FTES;
- The Board of Directors and Committees are holding online rather than face-to-face meetings wherever possible and are holding meetings in conjunction with other BCSTA events;
- All of BCSTA's publications, including meeting agenda packages, are now distributed in an online format, either using e-mail or BCSTA's website, thereby reducing BCSTA's paper, toner, courier and mailing costs;
- CSBA member fees have been reduced;

The Finance Committee informed the October 2010 Provincial Council that it would be difficult to implement additional cost-saving measures without affecting services to member boards.

Agenda Item 6.1
2011/2012 BCSTA Draft Budget

Given ongoing and increasing budgetary pressures, and the nature and extent of current cost-saving measures, the Finance Committee and Board of Directors determined that in order to balance BCSTA's 2011/2012 draft budget, BCSTA must either cut services to member boards, make adjustments to its current service-delivery model, make adjustments to its revenue stream, and/or increase member fees.

For the 2011/2012 operating budget, the Finance Committee and Board of Directors focused on developing a balanced draft budget that maintains BCSTA's current level of service to member boards with a minimum impact on member fees. A two-per cent member fee increase is therefore recommended for 2011/2012.

Note that the changes to member fees shown in Appendix I are the result of the recommended two-percent member fee increase as well as changes in FTE student enrollments.

**BCSTA Draft Budget
2011/2012**

BCSTA 2011/2012 Draft Budget

Budget Cycle

Following BCSTA's budget cycle, illustrated on page five, the Finance Committee requested feedback from the October 2010 Provincial Council to assist in preparing the 2011/2012 draft budget. The first draft of the budget is presented to the February Provincial Council for review and ultimate adoption at the April meeting directly following BCSTA's Annual General Meeting.

Budget Considerations

At the October 2010 Provincial Council meeting, the Finance Committee reviewed a number of issues that may impact the 2011/2012 budget:

1. Student Enrollment Decline

As a result of declining enrollment, BCSTA member fees have been reduced over the past several years. For example, over the past five years, member fees have been reduced a total of \$71,000:

Fiscal Year	Reduction in Member Fees
2010/2011	\$ 11,000
2009/2010	13,000
2008/2009	13,000
2007/2008	22,000
2006/2007	12,000
Total	<u>\$ 71,000</u>

Changes in FTE students will have a negligible effect on BCSTA member fees in 2011/2012.

2. Member Equity

BCSTA does not currently have a member equity surplus. When a surplus exists, member equity is available to offset member, Academy, or AGM fees. For instance, in 2008/2009, boards of education received a two-per-cent member fee rebate.

3. Interest Revenue

Interest rates declined drastically in 2009/2010. However, the rates have recovered slightly since the beginning of June 2010. Based on the current improvement in rates, it is projected that interest revenues will increase by approximately \$10,000 in 2011/2012.

BCSTA 2011/2012 Draft Budget

4. **Government Grants**

BCSTA has not received funding from government grants since 2007/2008. The Board of Directors approved an allocation of \$35,000 out of the \$150,000 2006/2007 Student Achievement Grant to support the 2010/2011 operating budget. As shown on page nine, the Board has also approved an allocation of \$45,000 in government grant funds to support the 2011/2012 AGM and Academies.

5. **BCSTA Meetings and Events**

Based on the Vancouver Consumer Price Index (CPI) average of 1.92 per-cent for fiscal 2005/2006 through fiscal 2009/2010, inflation is projected to be approximately two per-cent for 2011/2012. Typically, these inflationary increases have the largest impact on the AGM, Academy and Provincial Council budget lines, but also affect the Board of Directors and Committee budget lines.

6. **Board of Directors**

In 2006/2007, the Board of Director Honouraria Review Committee recommended that Board of Director honouraria be reviewed annually, with increases to be based on Vancouver's CPI.

Based on its analysis of market comparators, the Review Committee is recommending an increase to Board of Director honouraria for 2011/2012. The total increase of approximately \$1,000 will be offset by cost savings achieved by holding on-line rather than in-person meetings whenever possible.

7. **Standing Committees**

The Finance Committee, Education Committee, and Aboriginal Education Committee budget lines were all decreased in 2009/2010 to reflect cost savings achieved by using an on-line meeting format and by holding meetings in conjunction with other BCSTA events. Further reductions to these budget lines are not recommended for 2011/2012.

At AGM 2010, *Extraordinary Motion 2. Increased Size of the Aboriginal Education Committee* was approved, increasing the size of the Committee from seven members to nine. It is therefore recommended that this budget line be increased \$4,000 for fiscal 2012.

8. **Building**

BCSTA's third five-year lease term with SD 39 (Vancouver) began on September 1, 2009. To accommodate the increase to market lease rates, this budget line was increased \$20,000 in 2009/2010 and \$10,000 in 2010/2011, with any adjustment of the actual rate to be adjusted in the 2011/2012 operating budget, once the lease rate was negotiated.

With negotiations finalized, the new lease rate increased a total of \$28,000 per annum. As a total of \$30,000 was allocated for this increase, this budget line will be reduced \$2,000 in 2011/2012.

BCSTA 2011/2012 Draft Budget

9. Depreciation

In order to keep member fees at a minimum for 2008/2009 and 2009/2010, BCSTA postponed the purchase of computer equipment and software until the 2010/2011 budget year. The purchase of these capital assets will result in increased depreciation expense in 2011/2012.

The replacement of BCSTA's telephone system was deferred to 2011/2012, which will also result in an increase in depreciation expense in the 2011/2012 fiscal year.

The replacement of BCSTA's mailing machine and document management system have been postponed to 2012/2013 and 2014/2015, respectively.

As a result of these factors, depreciation expense is expected to increase by approximately \$4,000 in 2011/2012.

10. Salaries and Benefits

In 2008/2009, BCSTA reduced its staff complement from 13 to 12 FTEs. The senior staff team absorbed the work of the Associate Executive Director position, which was not filled. As the impact to senior staff workloads was not known, the 2009/2010 budget included \$45,000 for contractual support to be hired on an as-needed basis. This amount was reduced to \$20,000 for 2010/2011, a reduction of \$25,000. A reduction of the remaining \$20,000 allocation for contractual support is not recommended for 2011/2012.

BCSTA staff salary increases have been tied historically to teacher-negotiated settlements; however, a settlement has not yet been negotiated by the teachers for the 2011/2012 fiscal year.

If a teacher salary increase is negotiated subsequent to the approval of the 2011/2012 budget, any corresponding increase to BCSTA's staff salary grid could be funded out of member equity in 2011/2012 with an adjustment to be incorporated in the 2012/2013 operating budget.

BCSTA 2011/2012 Draft Budget

Budget Impact

While there are a number of factors expected to impact BCSTA's 2011/2012 budget, the Finance Committee and Board of Directors have determined that most cost-saving measures have already been achieved over the past three years:

- BCSTA has reduced its staff complement from 13 to 12 FTEs;
- The Board of Directors and Committees are holding online rather than face-to-face meetings wherever possible and are holding meetings in conjunction with other BCSTA events;
- All of BCSTA's publications, including meeting agenda packages, are now distributed in an online format, either using e-mail or BCSTA's website, thereby reducing BCSTA's paper, toner, courier and mailing costs;
- CSBA member fees have been reduced.

In addition, external factors continue to put pressure on BCSTA budgets:

- Government grants are no longer available;
- Interest rates remain low;
- Inflation has increased approximately two per cent per year over the past five years.

Impact on Member Fees

Member fees are affected each year by changes in BCSTA's membership, changes in FTE students, approved inflationary increases to maintain current service levels, approved increases or decreases to specified budget areas, and support from government grant funds, if available.

As discussed at the October Provincial Council, BCSTA has already implemented cost-saving measures wherever possible over the past three years. Additional savings would therefore require a corresponding reduction in member services.

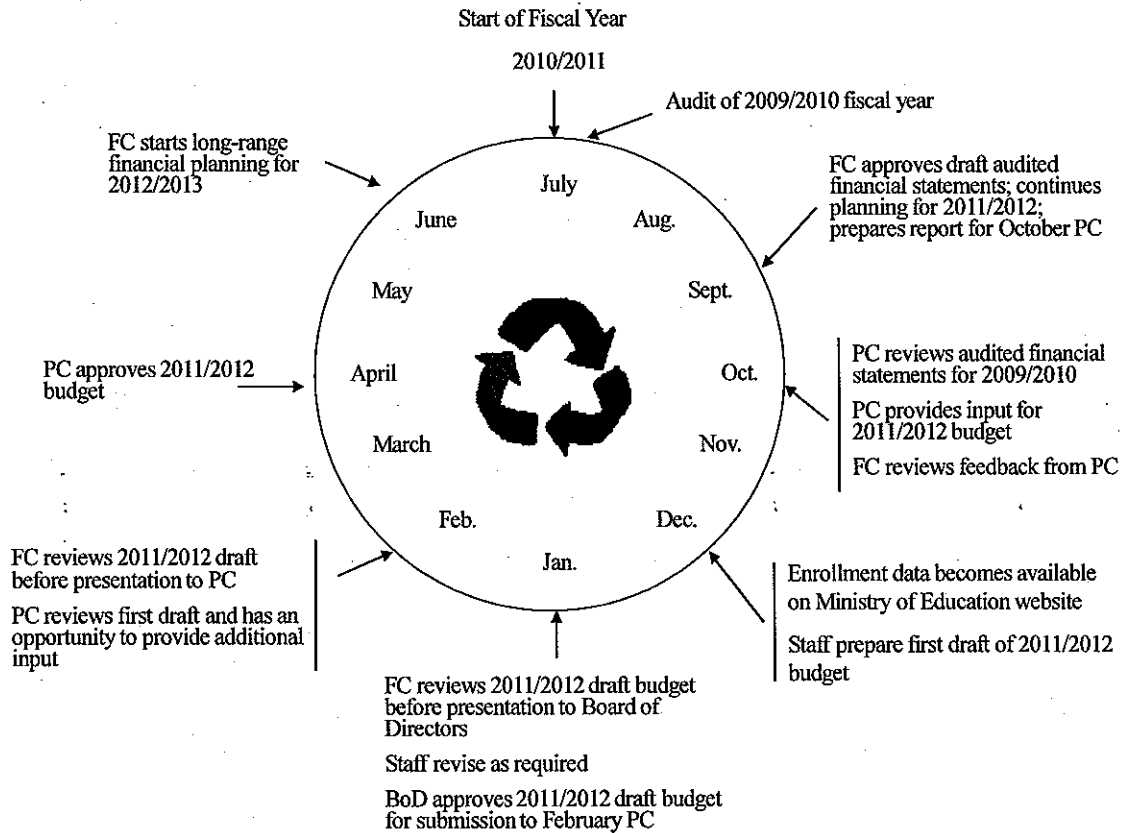
For 2011/2012, the Finance Committee and Board of Directors prepared a balanced draft budget that focuses on maintaining BCSTA's high level of service to member boards. Given internal and external cost pressures, the Finance Committee and Board of Directors are recommending a **two-per-cent member fee increase**. As shown in Appendix I, the effect of this fee increase will not be the same for each board of education, as member fees are also affected by changes in FTE students.

BCSTA 2011/2012 Draft Budget



British Columbia
School Trustees
Association

2011/2012 Budget Cycle



BCSTA 2011/2012 Draft Budget

BCSTA Categories and Fee Formulas

At the February 1995 Provincial Council meeting, a new method for calculating BCSTA member fees was adopted. The purpose of adopting the new schedule was to eliminate distortions under the prior methodology caused by enrollment fluctuations. The new method was based on a set range of FTEs and fees for each of four categories. At the February 2001 Provincial Council, Category 4 was adjusted to address an inequity, and a fifth category was added. The categories and corresponding ranges are:

<u>Category</u>	<u>Range of FTEs</u>	<u>Range of Fees</u>
1	0 – 4,000	\$ 4,000 – 28,000
2	4,001 – 10,000	\$28,000 – 38,000
3	10,001 – 30,000	\$38,000 – 65,000
4	30,001 – 75,000	\$65,000 – 80,000
5	75,001 – 125,000	\$80,000 – 95,000

Using these ranges, the following fee formulas were calculated:

Category 1	Fees = $(\$6.1 \times \text{FTEs} + 2,600) \times 0.9955$
Category 2	Fees = $(\$1.45 \times \text{FTEs} + 21,750) \times 0.9955$
Category 3	Fees = $(\$1.33 \times \text{FTEs} + 23,400) \times 0.9955$
Category 4	Fees = $(\$0.3333 \times \text{FTEs} + 55,000)$
Category 5	Fees = $(\$0.30 \times \text{FTEs} + 57,500)$

This method provides for a straight-line relationship between FTEs and fees, with costs per FTE student decreasing as the number of FTE students increase. When fee adjustments are applied, this relationship remains constant for each category and the integrity of the prescribed formulas is maintained.

For instance, in 2004/2005 and 2005/2006, the Provincial Council approved a two-percent increase to member fees and in 2006/2007 a one-percent member fee increase was approved. These increases were consecutively applied to, and have changed the fee formulas to the following:

Category 1	Fees = $(\$6.10 \times \text{FTEs} + 2,600) \times 1.0462$
Category 2	Fees = $(\$1.45 \times \text{FTEs} + 21,750) \times 1.0462$
Category 3	Fees = $(\$1.33 \times \text{FTEs} + 23,400) \times 1.0462$
Category 4	Fees = $(\$0.3333 \times \text{FTEs} + 55,000) \times 1.0508$
Category 5	Fees = $(\$0.30 \times \text{FTEs} + 57,500) \times 1.0508$

Thus, the fee formulas set by the February 1995 and 2001 Provincial Councils remain constant over time. They are increased or decreased, based on member needs, by adjusting the multiplier to the formula for each category.

BCSTA 2011/2012 Draft Budget

BCSTA'S ADVOCACY BUDGET

The advocacy portion of BCSTA's budget has been divided into two categories, *General Advocacy* and *Specific Issues*, as shown on page 11.

The *General Advocacy* budget line includes initiatives undertaken where the issue applies to all boards of education in general, such as attendance at Teacher Qualification Service (TQS) meetings. Another example would be attendance at meetings regarding class size or rural education.

The budget line for *Specific Issues* is comprised of liaison activities between BCSTA's President, Vice-President, Executive Director and the Ministry of Education.

TOTAL REVENUE AND EXPENDITURE SUMMARY

TOTAL REVENUE

(All amounts are in thousands of dollars)

Item	Actual 2009/10	Budget 2010/11	Budget 2011/12	Dollar Change
Member Fees	1899	1888	1926	+ 38
AGM	142	168	165	- 3
Interest	64	62	72	+ 10
Academies	92	110	148	+ 38
Grant Admin./ Entrepreneurial	12	13	18	+ 5
Total	2209	2241	2329	+ 88

Revenue increase: 3.92%

TOTAL EXPENDITURES

(All amounts are in thousands of dollars)

Item	Actual 2009/10	Budget 2010/11	Budget 2011/12	Dollar Change
Core Services	659	714	774	+ 60
Office	264	269	267	- 2
Salaries	1172	1258	1288	+ 30
Total	2095	2241	2329	+ 88

Expenditure increase: 3.92%

BCSTA 2011/2012 Draft Budget

CORE BUDGET REVENUE

(All amounts are in thousands of dollars)

R – REVENUE					
No.	Item	Actual 2009/10	Budget 2010/11	Budget 2011/12	Dollar Change
R1	Member Fees*	1899	1888	1926	+ 38
R2	AGM*	142	168	165	- 3
R3	Interest*	64	62	72	+ 10
R4	Academies*	92	110	148	+ 38
R5	Grant Administration and Entrepreneurial*	12	13	18	+ 5
	Total	2209	2241	2329	+ 88

- R1. *Member Fees* is **increased \$38,000**. This amount reflects a two-per-cent member fee increase. As shown in *Appendix I*, the effect of this fee increase will not be the same for each board of education, as member fees are also impacted by changes in FTE students.
- R2. *AGM* is **decreased \$3,000**. Based on historical registration data, this budget line reflects a small decrease in projected attendance. \$25,000 from the 2006/2007 government grant of \$150,000 is being used to support this budget line.
- R3. *Interest* is **increased \$10,000** to reflect a slight improvement in interest rates.
- R4. *Academies* is **increased \$38,000** to reflect the addition of a Spring 2012 Academy. This Academy will be sponsored jointly by BCSTA and the BC Public School Employers Association (BCPSEA). As costs for the joint Academy will be shared, both revenues and expenditures are less than those of the December 2011 Academy.
- The Board of Directors has approved an allocation of \$10,000 to support each of these events. A total of \$20,000 in grant funds is therefore being used to support this budget line.
- R5. *Entrepreneurial* is **increased \$5,000** to reflect a projected increase in sales of the *Guide to Schools Legislation*, following the release of a new edition scheduled for the summer of 2011.

BCSTA 2011/2012 Draft Budget

CORE BUDGET EXPENDITURE SUMMARY

(All amounts are in thousands of dollars)

		Budget Amount	Percentage of Budget
A1.	Advocacy		
	Program	\$ 502	21%
	Staff Salaries	\$ 644	28%
	Total	<u>\$1,146</u>	<u>49%</u>
A2.	Trustee and Board Services		
	Program	\$ 272	12%
	Staff Salaries	\$ 553	24%
	Total	<u>\$ 825</u>	<u>36%</u>
B1.	Office Operations		
	Program	\$ 267	11%
	Staff Salaries	\$ 91	4%
	Total	<u>\$ 358</u>	<u>15%</u>

Detailed information on Program expenditures can be found on pages 11 through 14 following. For instance, the Program portion of *B1: Office Operations* is made up of Building, Equipment Maintenance, Supplies, Messaging Charges (which includes phone and fax lines, Internet, postage and courier charges, etc.), and other items.

BCSTA 2011/2012 Draft Budget

CORE BUDGET EXPENDITURES

(All amounts are in thousands of dollars)

PROGRAM A: CORE SERVICES

A1 – ADVOCACY					
No.	Item	Actual 2009/10	Budget 2010/11	Budget 2010/11	Dollar Change
A1(a)	Advocacy – General	30	30	30	--
A1(b)	Advocacy – Specific Issues	15	38	38	--
A1(c)	CSBA*	60	45	40	- 5
A1(d)	AGM*	151	152	154	+ 2
A1(e)	Provincial Council*	102	90	92	+ 2
A1(f)	Board of Directors*	77	82	82	--
A1(g)	Finance Committee	9	10	10	--
A1(h)	Education Committee	15	18	18	--
A1(i)	Aboriginal Ed. Committee	7	14	18	+ 4
A1(j)	Legislative Committee*	0	0	3	+ 3
A1(k)	Branch Support	11	17	17	--
	Total	477	496	502	+ 6

A1(c). CSBA is **decreased \$5,000** to reflect a decrease in member fees resulting from the 2009/2010 restructuring of CSBA. This decrease is additional to the \$25,000 reduction made in 2010/2011, resulting in a total expected CSBA member fee decrease of \$30,000.

A1(d). AGM is **increased \$2,000** to reflect a small inflationary increase.

A1(e). Provincial Council is **increased \$2,000** to reflect a small inflationary increase.

BCSTA 2011/2012 Draft Budget

- A1(f). In accordance with Board of Director Honouraria Review Committee recommendations, the Finance Committee (excluding members of the Board of Directors) reviewed Board of Director honouraria amounts, based on most recent five-year average of the Vancouver Consumer Price Index, calculated as 1.92 per cent.

Based on this review, the Finance Committee is recommending the following increase to honouraria amounts for 2011/2012:

President:	\$14,933 to \$15,220/annum
Vice-President:	\$ 7,466 to \$ 7,609/annum
Director:	\$ 5,334 to \$ 5,436/annum

The total honouraria increase of approximately \$1,000 will be offset by savings achieved through efforts to reduce BCSTA's carbon footprint. For example, the Board of Directors continues to meet via Elluminate wherever feasible, thereby reducing the number of in-person meetings and associated travel, hotel, and meal costs. Also, all in-person Board meetings are now paperless, reducing paper, photocopy, toner, mail, and courier costs.

Costs for this budget line are comprised of the following:

Honouraria:	\$60,000
Travel & Meeting Costs:	<u>22,000</u>
Total	<u>\$82,000</u>

- A1(i). *Aboriginal Education Committee* is **increased \$4,000** to reflect a change in its structure to mirror that of the Education Committee. In accordance with AGM 2010 *Extraordinary Motion 2. Increased Size of the Aboriginal Education Committee*, the size of the Committee was increased from seven members to nine. The Aboriginal Education Committee budget line has therefore also been adjusted to mirror the Education Committee's budget line of \$18,000.
- A1(j). *Legislative Committee* is a new budget line, created to reflect the annual costs of the Committee of approximately \$1,000. In addition, following the Policy Ad Hoc Committee's review of BCSTA's Policies, as directed by the Board of Directors in September 2010, the Legislative Committee will be undertaking a review of BCSTA's Bylaws, which is expected to cost an additional \$2,000. This budget line is therefore **increased \$3,000** for 2011/2012.

BCSTA 2011/2012 Draft Budget

A2 - TRUSTEE AND BOARD SERVICES					
No.	Item	Actual 2009/10	Budget 2010/11	Budget 2011/12	Dollar Change
A2(a)	Academies*	101	85	139	+ 54
A2(b)	In-District Services	19	66	66	--
A2(c)	Communications/Publications	39	40	40	--
A2(d)	Legal Counsel	23	27	27	--
	Total	182	218	272	+ 54

A2(a) *Academies* is **increased \$54,000** to reflect the addition of a joint BCSTA/BCPSEA Spring 2012 Academy. Costs to this budget line are reflective of the cost-sharing of the two organizations.

TOTAL CORE SERVICES (A1 – A2)	659	714	774	+ 60
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BCSTA 2011/2012 Draft Budget

OFFICE EXPENDITURES

(All amounts are in thousands of dollars)

PROGRAM B: OFFICE SUPPORT

B - OFFICE OPERATIONS					
No.	Item	Actual 2009/10	Budget 2010/11	Budget 2011/12	Dollar Change
B1	Building*	122	128	126	- 2
B2	Equipment Maintenance	41	41	41	--
B3	Supplies*	9	13	9	- 4
B4	Messaging Charges*	40	35	35	--
B5	Finance	28	35	35	--
B6	Depreciation*	24	17	21	+ 4
	Total	264	269	267	- 2

- B1. *Building* is **decreased \$2,000** to reflect the actual increase to market lease rates as of September 1, 2009. This budget line was increased \$20,000 in 2009/2010 and \$10,000 in 2010/2011 in preparation for the increase, with any necessary adjustment to be made to the 2011/2012 budget once market rates were known. This budget-line decrease therefore reflects the difference between the 2009/2010 and 2010/2011 allocations totalling \$30,000 and the negotiated increase of \$28,000.
- B3. *Supplies* is **decreased \$4,000** to reflect a reduction in toner and paper costs resulting from BCSTA's effort to reduce its carbon footprint.
- B6. *Depreciation* is **increased \$4,000** to reflect the following offsetting factors:
- 1) Computer equipment and software were replaced in fiscal 2010/2011, increasing this budget line by approximately \$6,000;
 - 2) BCSTA's mailing system will be fully depreciated in 2011/2012, reducing this budget line by approximately \$5,000; and
 - 3) BCSTA's telephone system is scheduled for replacement in 2011/2012, increasing this budget line by approximately \$3,000.

BCSTA 2011/2012 Draft Budget

S – STAFF SALARIES					
No.	Item	Actual 2009/10	Budget 2010/11	Budget 2010/11	Dollar Change
S1	Salaries/Benefits*	1172	1258	1288	+ 30
	Total	1172	1258	1288	+ 30

TOTAL POSITIONS (FTEs)	12	12	12	--
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- S1. *Salaries/Benefits* is **increased \$30,000** to reflect movement on the salary grid, rising benefit costs, and 2010/2011 staffing changes.

As BCSTA staff salary grid increases have been tied historically to teacher-negotiated settlements and a settlement has not yet been negotiated for the 2011/2012 fiscal year, a salary-grid increase is not recommended at this time. However, if a salary increase is negotiated subsequent to the approval of the 2011/2012 budget, any increase to BCSTA's staff salary grid could be funded out of member equity in 2011/2012 with an adjustment to be incorporated in the 2012/2013 operating budget.

TOTAL CORE EXPENDITURES (PROGRAMS A & B)	2095	2241	2329	+ 88
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GRANT ADMINISTRATION AND ENTREPRENEURIAL ACTIVITY

(All amounts are in thousands of dollars)

Item	Actual 2009/10	Budget 2010/11	Budget 2011/12	Dollar Change
<u>Revenue</u>				
Books	2	4	13	+ 9
Government Grants	61	0	0	--
Contracts	11	10	10	--
Total	74	14	23	+ 9
<u>Expenditures</u>				
Books	1	1	5	+ 4
Government Grants	61	0	0	--
Contracts	0	0	0	--
Total	62	1	5	+ 4
Net Contribution	12	13	18	+ 5

APPENDIX I
2011/2012 BCSTA FEE REVENUE COMPARED TO 2010/2011 FEE REVENUE
(2 per cent Fee Increase)

No.	School District	Total FTE Pupils Sep 30/10	Total FTE Pupils Sep 30/09	Difference	Category	2011/2012 Fees (2% Inc.)	2010/2011 Fees (2% Inc.)	Difference
5	Southeast Kootenay	5,238.6	5,154.1	84.5	2	32,097.50	31,336.75	760.75
6	Rocky Mountain	3,146.7	3,122.6	24.1	1	23,838.28	23,213.06	625.22
8	Kootenay Lake	4,939.5	4,899.1	40.4	2	31,623.10	30,940.16	682.94
10	Arrow Lakes	559.6	568.3	(8.8)	1	6,577.14	6,505.41	71.73
19	Revelstoke	988.1	1,023.6	(35.6)	1	9,436.07	9,483.67	(47.60)
20	Kootenay-Columbia	3,875.1	3,959.1	(84.0)	1	28,698.37	29,478.70	(780.33)
22	Vernon	8,345.3	8,355.6	(10.3)	2	37,024.55	36,314.52	710.03
23	Central Okanagan	21,548.7	21,233.2	315.5	3	56,940.89	55,374.44	1,566.45
27	Cariboo-Chilcotin	5,262.3	5,365.1	(102.8)	2	32,134.96	31,664.73	470.24
28	Quesnel	3,423.4	3,512.3	(88.9)	1	25,684.32	25,762.05	(77.73)
33	Chilliwack	12,488.5	12,292.8	195.8	3	43,761.03	42,623.79	1,137.23
34	Abbotsford	18,704.5	18,575.6	128.9	3	52,803.45	51,584.29	1,219.16
35	Langley	18,369.5	18,153.4	216.1	3	52,316.12	50,982.08	1,334.04
36	Surrey	66,483.1	65,156.0	1,327.1	4	84,767.57	82,629.03	2,138.53
37	Delta	15,641.4	15,629.6	11.8	3	48,347.52	47,382.72	964.79
38	Richmond	21,778.8	21,793.3	(14.6)	3	57,275.56	56,173.28	1,102.28
39	Vancouver	52,873.1	53,414.0	(540.9)	4	79,784.01	78,413.79	1,370.22
40	New Westminster	6,068.9	6,134.6	(65.8)	2	33,414.23	32,861.28	552.95
41	Burnaby	23,567.1	23,311.1	256.1	3	59,877.11	58,337.86	1,539.25
42	Maple Ridge-Pitt Meadows	13,968.5	13,962.6	5.9	3	45,913.98	45,005.33	908.65
43	Coquitlam	30,032.9	29,500.1	532.8	4	71,420.70	67,164.57	4,256.14
44	North Vancouver	15,340.0	15,314.0	26.0	3	47,909.11	46,932.68	976.43
45	West Vancouver	6,484.9	6,245.9	238.9	2	34,073.99	33,034.36	1,039.63
46	Sunshine Coast	3,199.6	3,223.8	(24.2)	1	24,191.06	23,874.94	316.12
47	Powell River	2,126.3	2,203.3	(77.0)	1	17,029.98	17,199.73	(169.74)
48	Howe Sound	4,007.6	4,018.3	(10.7)	2	30,145.19	29,570.72	574.46
49	Central Coast	226.8	203.0	23.8	1	4,356.64	4,115.86	240.78
50	Haida Gwaii/Queen Charlotte	652.1	661.8	(9.7)	1	7,194.71	7,117.01	77.71
51	Boundary	1,373.4	1,382.0	(8.6)	1	12,007.27	11,827.84	179.43
52	Prince Rupert	2,245.3	2,309.7	(64.4)	1	17,823.94	17,895.95	(72.00)
53	Okanagan-Similkameen	2,352.5	2,411.8	(59.3)	1	18,539.51	18,563.55	(24.04)
54	Bulkley Valley	2,360.0	2,341.9	18.1	1	18,589.55	18,106.49	483.06
57	Prince George	13,399.3	13,374.4	24.9	3	45,085.90	44,166.38	919.51
58	Nicola-Similkameen	2,395.3	2,380.1	15.3	1	18,825.15	18,356.28	468.87
59	Peace River South	4,016.4	4,005.1	11.3	2	30,159.07	29,550.22	608.85
60	Peace River North	5,410.4	5,505.5	(95.1)	2	32,369.98	31,883.09	486.90
61	Greater Victoria	18,761.7	18,551.3	210.3	3	52,886.60	51,549.66	1,336.94
62	Sooke	8,712.8	8,399.3	313.4	2	37,607.29	36,382.55	1,224.75
63	Saanich	7,309.1	7,469.2	(160.2)	2	35,381.11	34,936.38	444.73
64	Gulf Islands	1,485.4	1,454.5	30.9	1	12,754.11	12,302.07	452.04
67	Okanagan Skaha	6,193.1	6,360.1	(167.1)	2	33,611.19	33,211.90	399.28
68	Nanaimo-Ladysmith	13,604.2	13,854.4	(250.2)	3	45,384.02	44,850.95	533.07
69	Qualicum	4,192.2	4,479.4	(287.2)	2	30,437.90	30,287.61	150.29
70	Alberni	4,009.1	3,980.6	28.4	2	30,147.47	29,512.13	635.34
71	Comox Valley	8,169.3	8,131.6	37.6	2	36,745.33	35,966.33	779.00
72	Campbell River	5,254.8	5,425.0	(170.3)	2	32,123.07	31,757.92	365.15
73	Kamloops/Thompson	14,072.1	14,127.8	(55.8)	3	46,064.64	45,240.92	823.72
74	Gold Trail	1,312.1	1,319.2	(7.1)	1	11,598.19	11,416.97	181.22
75	Mission	6,109.6	6,148.4	(38.9)	2	33,478.76	32,882.76	596.00
78	Fraser-Cascade	1,817.3	1,931.6	(114.3)	1	14,968.77	15,422.59	(453.82)
79	Cowichan Valley	8,166.0	8,272.1	(106.1)	2	36,740.17	36,184.69	555.48

APPENDIX I
2011/2012 BCSTA FEE REVENUE COMPARED TO 2010/2011 FEE REVENUE
(2 per cent Fee Increase)

No.	School District	Total FTE Pupils Sep 30/10	Total FTE Pupils Sep 30/09	Difference	Category	2011/2012 Fees (2% Inc.)	2010/2011 Fees (2% Inc.)	Difference
81	Fort Nelson	857.2	863.3	(6.1)	1	8,562.88	8,434.63	128.24
82	Coast Mountains	4,937.1	5,042.0	(104.9)	2	31,619.33	31,162.41	456.92
83	N. Okanagan-Shuswap	6,596.0	6,600.4	(4.4)	2	34,250.23	33,585.46	664.77
84	Vancouver Island West	435.8	437.3	(1.5)	1	5,751.49	5,648.53	102.96
85	Van. Island North	1,513.6	1,500.6	13.0	1	12,942.59	12,603.78	338.81
87	Stikine	192.5	213.8	(21.3)	1	4,128.12	4,186.18	(58.06)
91	Nechako Lakes	4,309.3	4,380.3	(71.1)	2	30,623.55	30,133.58	489.97
92	Nisga'a	404.8	398.4	6.4	1	5,544.66	5,393.83	150.83
93	Francophone Ed. Auth.	4,397.6	4,294.9	102.8	2	30,763.71	30,000.74	762.97
TOTALS		<u>535,705.5</u>	<u>534,331.8</u>	<u>1,373.7</u>		<u>1,926,152.70</u>	<u>1,888,481.18</u>	<u>37,671.52</u>
		535,705.54	534,332.20	1,373.7				37,671.52

Table 1B: Enrollment-Based Funding
(includes Regular and Continuing Education, Distributed Learning, and Alternate Schools)

This late motion has been submitted by the Board of Directors. The motion will be presented to Provincial Council for approval to be added as a late motion to the agenda.

AGENDA ITEM #8.1

PROVINCIAL COUNCIL MEETING: February 26, 2011

STATEMENT OF ISSUE: Avison Report on BC College of Teachers

Submitted by: BCSTA Board of Directors

BE IT RESOLVED:

That BCSTA communicate the following points to the Minister of Education regarding the BC College of Teachers:

- 1. The College's mandate of assuring high professional standards for teachers in British Columbia is vital to boards of education, the general public, and in particular students.*
- 2. BCSTA supports the existence of a fully independent College of Teachers.*

Agenda Item 8.1

Avison Report on BC College of Teachers

3. *Self-regulation is a privilege. Although self-regulation is desirable for the development of the teaching profession it should not supersede the ability of the College to adequately fulfill its primary mandate.*
4. *The College's current mandate and practices need to be strengthened in the following areas:*
 - a. **Protection of students:** *Increasing the public's trust in the rigour and independence of the College's investigative and disciplinary roles related to conduct and competency of teachers.*
 - b. **Entrance and re-admission to the teaching profession:** *More explicit and rigorous standards to ensure that those entering or re-entering the teaching profession meet the highest standards in competency and character.*
 - c. **On-going learning:** *Positively influencing and supporting the on-going professional development of teachers to ensure currency of skills and knowledge.*
5. *The members of the Council of the College of Teachers should be selected in a manner that ensures the Council operates in the public interest.*

RATIONALE:

Fact finder Don Avison's report on the BC College of Teachers was made public in October. BCSTA's President, Vice-President and Executive Director are meeting regularly with the Minister and Ministry staff to provide feedback on the report's findings based on input from the Board of Directors. BCSTA is seeking feedback from members to guide further communication with the Ministry on this matter.

RECORD

2010-2011

Pursuant to provisions of 72 (1) of the *School Act*, the following report is a general statement of: (a) matters discussed and (b) the general nature of decisions resolved at the following meetings from which persons other than trustees or officers of the Board, or both were excluded:

February 9, 2011

Call to Order
Motion of Exclusion
Ordering of Agenda
Confirmation of Minutes – January 26, 2011
Secretary Treasurer Recommendations
Secretary Treasurer Information Item
Trustee Reports
Motion to Extend the Meeting
Other Business
Adjournment

Meeting called to order at 4:18 p.m.
Approved
Approved as circulated
Approved as circulated
Approved
Received for information
Received for information
Approved
Approved and adjourned at 4:45 p.m.