



**PUBLIC MEETING
OF THE BOARD OF EDUCATION**

Wednesday, May 11, 2011
6:00 p.m.

District Education Office
22225 Brown Avenue
Boardroom

AGENDA

"Always be a Work in Progress"

A - OPENING PROCEDURES

1. Call to Order
2. Correspondence
 - i. Elementary Band Matter**
 - ii. George Abbott, Minister – Ministry of Education*
3. Ordering of Agenda

B- CONFIRMATION OF MINUTES

1. April 27, 2011*

C – PRESENTATIONS

1. Ron Lancaster: RCMP Youth Academy and Apprenticeship Awards

D – DELEGATIONS

E – CHAIR REPORT

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
 - i. Financial Statements – Quarter Three*
 - ii. 2011/2012 Budget Timelines & Process Involvement*
 - iii. Proposed Draft Policies: Stakeholder and Senior Team Feedback*
2. Information Items
 - a) Superintendent of Schools
 - b) Deputy Superintendent
 - i. Distributed Learning Update
 - c) Secretary Treasurer
 - i. International Education – Agents' Commissions and Other Fees*

*Enclosure

**To Be Distributed

I – COMMITTEE BUSINESS

1. Committees of the Whole
 - a) 2010 - 2011 Finance
 - b) 2011 - 2012 Budget

2. Committee & Advisory Committee Reports
 - a) Education Committee
 - b) Human Resources Committee
 - 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
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

**Enclosure*

***To Be Distributed*



To: Board of Education

From: Board Chair
Ken Clarkson

Re: **CORRESPONDENCE**

Date May 11, 2011
(Public Board Meeting)

Information

1. George Abbott, Minister – Ministry of Education

RECOMMENDATION:

THAT the Board receive all correspondence for information.

Attachment



BRITISH
COLUMBIA

The Best Place on Earth

May 5, 2011

Ref: 145744

To: Board of Education Chairs

Re: **Bill 28 court ruling**

I want to take this opportunity to tell you about some of the steps government will be taking in light of the BC Supreme Court's ruling on the BCTF's Charter challenge against the *Education Services Collective Agreement Act* (Bill 27) and the *Public Education Flexibility and Choice Act* (Bill 28), and to address some of the implications of this decision for British Columbia's boards of education. As you may be aware, government has decided not to appeal the ruling.

Our priority now is to work with our education partners to focus our resources on meeting the needs of individual students as we move towards personalized learning, while ensuring appropriate learning conditions in our schools and proper support for BC's teachers.

I have spoken with BCTF President, Susan Lambert, and BCSTA President, Michael McEvoy, about government's decision and the consultation needed to resolve outstanding issues. The Supreme Court has given government twelve months to address the repercussions of the ruling, and I am hopeful that we can come to a common view on the Court's decision and reach a negotiated resolution.

Throughout the consultative phase, the current provisions of the *School Act* and Regulation continue to apply for the organization of schools. Specifically, class size and composition legislation remains in effect, and boards continue to have the autonomy and flexibility to adopt a local school calendar provided the minimum number of hours of instruction are met and teachers and parents are consulted.

Yours truly,

George Abbott
Minister

pc: Susan Lambert, President, BCTF
Michael McEvoy, President, BCSTA



To: Board of Education

From: Board Chair
Ken Clarkson

Re: ORDERING OF AGENDA

Date May 11, 2011
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Agenda be ordered as circulated.



To: Board of Education

From: Board Chair
Ken Clarkson

Re: **CONFIRMATION OF MINUTES**

Date: May 11, 2011
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Minutes of the April 27, 2011 Public Board Meeting be approved as circulated.

Attachment



**PUBLIC MINUTES OF THE
BOARD OF EDUCATION MEETING
Wednesday, April 27, 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 – Kathie Ward

STAFF:

Superintendent – Jan Unwin
Secretary Treasurer – Wayne Jefferson
Deputy Superintendent – Laurie Meston
Communications/Community Relations – Seamus Nesling
Executive Assistant, Recorder – Tracy Orobko

ABSENT:

Trustee – Stepan Vdovine

A. OPENING PROCEDURES

Call to Order

Motion: Trustee Rempel

Seconded: Trustee Carr

The meeting was called to order at 6:00 p.m.

CARRIED

The Chair welcomed and thanked everyone for attending.

1. **Correspondence**

- Samantha Boutet, N.D.
- Tom Kosatsky, Medical and Scientific Director, BC Centre for Disease Control

Moved: Trustee Ward

Seconded: Trustee Rempel

THAT the Board receive all correspondence for information

CARRIED

2. **Ordering of Agenda**

Moved: Trustee Rempel

Seconded: Trustee Palis

THAT the Agenda be ordered as circulated.

CARRIED

The Chair asked the audience if there is anyone else who would like to speak to the Agenda.

B. CONFIRMATION OF MINUTES

1. **April 13, 2011 Public Meeting Minutes**

Moved: Trustee Rempel

Seconded: Trustee Ward

The following change was made to the April 13, 2011 minutes:

Trustee Ward was added to the "Attendance" list of Board Members.

THAT the Minutes of the April 13, 2011 Public Board Meeting be approved as amended.

CARRIED

C. PRESENTATIONS

Full-Day Kindergarten

Presenters: Noralea Pilgrim, Sheila Pace, Donna Heikkila, Monica Severinson and Laurie Meston

Highlights Included:

- Deputy Superintendent Meston introduced Noralea Pilgrim, Sheila Pace, Donna Heikkila and Monica Severinson who provided a powerpoint on the full-day Kindergarten initiative and focused on the importance of shared leadership, collaboration development of young learners, importance of play, encouraging innovation and risk taking and building on best practice.
- Partnered with SFU and SD43 to provide an early learning graduate Diploma program, mentorship programs and outdoor learning options.
- District parent education evenings have proven successful.
- <http://kindergarten.sd42.ca>

The Chair opened the floor to questions.

A question was asked as to what opportunities there are for all districts to share to which it was responded that they belong to an early literacy / early learning network.

Parent comments have included concerns the children are so little, how do they cope with the full day to which it was responded that the engagement of the students is amazing. The children have more opportunities to plan, find a friend and share.

D. DELEGATIONS

E. CHAIR REPORT

Chair Clarkson read a report regarding his recent attendance at the BC School Trustee Association's Annual General Meeting held on April 14 - 17th with Trustees Palis, Ward, Carr, Vdovine; Superintendent Unwin and Secretary Treasurer Jefferson.

Chair Clarkson congratulated and thanked Acting Director, Human Resources, Harry Dhillon and his Assistant Lena Frennd for organizing the 20 year Recognition Dinner at Garibaldi Secondary School. The event was a great success.

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

Kwantlen Polytechnic University Update

Superintendent Unwin spoke to the recommendation enclosed with the Agenda package.

Moved: Trustee Rempel

Seconded: Trustee Ward

THAT the Board receive the following report for information:

Due to the lack of enrollment numbers, School District No. 42 is unable to continue to pursue the academic partnership with Kwantlen Polytechnic University at this time. It is hoped that there will be further similar opportunities in the future.

CARRIED

b) Deputy Superintendent

c) Secretary Treasurer

I. COMMITTEE BUSINESS

Youth Centre Society

Trustee Carr provided a Youth Centre Society report. A highlight of the meeting was a presentation by the Maple Ridge Secondary School student committee who are planning their 2nd annual "Ka Vroom" – soap box derby. The group is seeking additional sponsors. In addition, the Youth Centre Society will be providing support to the upcoming Home Show. Members will be driving shuttle carts to raise money for the society which in turn provides local initiatives in the community.

Municipal Advisory Committee on Accessibility

Trustee Huber referred to the 8th Annual 2011 Accessibility and Inclusion Awards nomination form included with the Agenda package. SD42 has been recognized twice. The awards evening scheduled for June 2nd is a way to give thanks to businesses and individuals who assist those with accessibility issues.

J. QUESTION PERIOD

K. TRUSTEE REPORTS

Tzu Chi Foundation

Trustee Rempel had the privilege of attending a recent luncheon where he met two recipients who indicated the financial assistance from Tzu Chi has made a significant difference in their lives and the many lives of others.

The upcoming Celebration is scheduled for June 2, 2011 at Eric Langton Elementary from 3:30 p.m. – 5:30 p.m.

Good News Items

Trustee Palis attended Pitt Meadows Secondary School earlier that day and was pleased to see students take part in an all-candidates meeting with the Member of Parliament candidates.

Trustee Palis was asked to assist with judging a public speaking event at Alexander Robinson Elementary. Topics included "Why there should be no hockey fights", "Barbie and her Merits" and "The Salem Witch Trials."

Trustee Carr has been on the 'judging circuit' for public speaking at various schools where the topics are very wide-ranged and entertaining.

Trustee Carr attended the 20 year recognition dinner and gave high accolades to the great job done by Acting Director, Human Resources, Harry Dhillon and his Administrative Assistant, Lena Frend.

L. OTHER BUSINESS

M. ADJOURNMENT

Moved: Trustee Rempel

Seconded: Trustee Carr

THAT the meeting of the Board be adjourned at 6:54 p.m.

CARRIED

Ken Clarkson, Chair

Wayne Jefferson, Secretary Treasurer



To: Board of Education

From: Secretary Treasurer
Wayne Jefferson

Re: **FINANCIAL STATEMENTS**
QUARTER THREE

Date: May 11, 2011
(Public Board Meeting)

Decision

RECOMMENDATION:

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

Attachment

MARCH 2011
QUARTERLY REPORT

	Page #
OPERATING FUND	
EXPENSE REPORT (BY FUNCTION)	1, 2, 3
TRUST FUND BALANCES	4,5

EXPENSE REPORT AS AT MARCH 31, 2011

A ACTUAL	CURRENT MONTH		D(=C/B) VARIANCE \$ VARIANCE %	DESCRIPTION	E ACTUAL	YEAR-TO-DATE		H(=G/F) VARIANCE %	I Final Amended BUDGET	ANNUAL	
	B BUDGET	C(=B-A) VARIANCE \$ VARIANCE %				F BUDGET	G(=F-E) VARIANCE \$ VARIANCE %			J(=I-E) AVAILABLE	K(=J/I) % REMAIN
484,680	490,623	5,943	1.2%	<u>FUNCTION 1: INSTRUCTION</u>	4,210,172	4,207,047	(3,125)	-0.1%	5,593,258	1,383,086	24.7%
5,829,243	5,883,593	54,350	0.9%	Principals' & Vice-Principals' Salaries	41,462,325	41,794,748	272,423	0.7%	59,385,520	17,923,195	30.2%
1,204,120	1,184,120	(20,000)	-1.7%	Teacher Salaries	9,054,089	9,118,575	54,486	0.6%	13,056,852	3,992,763	30.6%
495,329	328,104	(167,225)	-51.0%	Support Salaries	2,779,850	2,666,034	(113,816)	-4.3%	3,890,866	1,111,016	28.6%
1,831,458	1,834,914	3,456	0.2%	Substitute Salaries	12,981,113	13,336,323	375,210	2.8%	18,543,490	5,582,377	30.1%
799,190	756,038	(43,152)	-5.7%	Employee Benefits	6,455,480	7,172,344	716,864	10.0%	9,368,656	2,913,176	31.1%
			0.0%	Services and Supplies				0.0%			0.0%
			-1.6%	Learning Resources-computers				1.7%			30.0%
\$ 10,644,020	\$ 10,477,392	\$ (166,628)		TOTAL	\$ 76,933,028	\$ 78,235,071	\$ 1,302,043		\$ 109,838,642	\$ 32,905,614	
			100.0%	<u>FUNCTION 4: ADMINISTRATION</u>	32,104	21,392	(10,712)	-50.1%	28,486	(3,618)	-12.7%
211,486	212,344	859	0.4%	Principals' & Vice-Principals' Salaries	1,827,952	1,810,221	(17,731)	-1.0%	2,410,569	582,617	24.2%
10,819	6,106	(4,713)	-77.2%	Support Salaries	27,882	44,814	16,932	37.8%	63,125	35,243	55.8%
65,013	50,369	(14,644)	-29.1%	Substitute Salaries	489,743	452,367	(37,376)	-8.3%	603,460	113,717	18.8%
144,596	156,862	12,266	7.8%	Employee Benefits	1,305,014	1,411,795	105,781	7.5%	1,882,369	576,355	30.6%
\$ 431,912	\$ 428,191	\$ (3,721)	-0.9%	Services and Supplies	3,683,694	3,740,589	56,895	1.5%	4,988,009	1,304,315	26.1%
				TOTAL	\$ 4,268,938	4,362,355	93,417	2.1%	5,937,824	1,668,886	28.1%
510,362	495,660	(14,702)	-3.0%	Support Salaries	127,857	149,088	21,231	14.2%	200,925	73,068	36.4%
16,619	17,280	661	3.8%	Substitute Salaries	1,058,218	1,057,327	(891)	-0.1%	1,461,900	403,682	27.6%
131,111	118,807	(12,304)	-10.4%	Employee Benefits	3,136,164	3,587,981	431,817	12.1%	4,654,538	1,518,374	32.6%
418,890	461,067	42,177	9.1%	Services and Supplies	8,591,176	9,136,751	545,575	6.0%	12,255,187	3,664,011	29.9%
\$ 1,076,982	\$ 1,092,814	\$ 15,832	1.4%	TOTAL	\$ 12,255,187	\$ 12,255,187	\$ 0	0.0%	\$ 12,255,187	\$ 0	0.0%
			3.5%	<u>FUNCTION 7: TRANSPORTATION</u>	24,729	24,429	(300)	-1.2%	32,532	7,803	24.0%
2,761	2,861	100	3.5%	Support Salaries	4,834	4,998	164	3.3%	6,664	1,830	27.5%
704	555	(149)	-26.9%	Employee Benefits	810,225	844,984	34,859	4.1%	1,206,600	396,375	32.9%
117,506	120,573	3,067	2.5%	Services and Supplies	839,789	874,311	34,522	3.9%	1,245,796	406,007	32.6%
\$ 120,971	\$ 123,989	\$ 3,018	2.4%	TOTAL	\$ 90,047,688	\$ 91,986,722	\$ 1,939,034	2.1%	\$ 128,327,634	\$ 38,279,946	29.8%
			0.0%	GRAND TOTAL BY FUNCTIONS	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
			56.0%	LOCAL CAPITAL	\$ 24,334	\$ 55,335	\$ 31,001	56.0%	\$ 664,007	\$ 242,629	36.5%
12,298,219	12,177,721	(120,498)			90,469,065	92,484,729	2,015,664		128,991,641	38,522,576	

SECTION A - YTD VARIANCES EXPLAINED

FUNCTION 1 - Instruction

Principal and Vice-Principal

Explanations	
(3,125) MRSS - Med LOA effect Jan 1, Principal from GSS working both locations	28,939
GSS - MRPVPA unpaid leave	2,480
BME - Med LOA of Principal only 2 days paid in pp023 (3 unpaid in Oct)	9,423
GEE - VP subplan payments not budgeted for under PVP (Total budget under Teachers) 2nd pymt in PP023	(16,435)
HAM - 2 VPs being paid effect Aug 23 to Sept 22 while incumbent on Med LOA, Acting VP on Teach p/r, Subplan PP023	(17,564)
MRE - budget allocation re new VP wages effect Aug 1 - variance will reduce over year	1,941
WCE - Early return from secondment for a VP - July earnings should have been accrued to 09/10 Teaching costs	(7,686)
LVE - Acting VP paid on Teach p/r - semi-monthly vs biweekly should reduce over year.	(6,037)
Riverside Centre - Includes RMC, CE & INTL	3,361
SSS - 2 VPs for the month of August and September	(3,786)
Minor variances	2,239
	<u>(3,125)</u>

Teacher Salaries

272,423 Maternity SUB Top-Up - Bud estimated & allocated at 1/12 per month - Actual expense incurred at various times	9,614
CE credit course teachers (-\$27602) \$21786 worked in summer //Odyssey \$9764 ELSA (-\$8059)	(25,896)
RMC teachers - budg alloc; not matching actual for ST, INTL, UB and Correction.	(2,180)
INTL - (includes short term INTL \$30656 - no expenses to date)	16,556
Dept Head, Area Counselor and TIC allowances	3,506
Schools -	176,019
Non Schools - includes SSS \$36590 and Bill 33 \$35072, Superintendent's office \$12611 - Flux, AbEd -\$14812	135,264
Miscellaneous - Increment/TOS timing, avg salary discrepancy etc- standard average cost to be monitored.	(40,489)
	<u>272,423</u>

Support Salaries

54,486 I/S's -	18,109
NHS - includes \$38686 annual budget in HR	12,205
ABSW	24,501
SEA	1,695
CCW	(10,260)
Café	7,700
CPA (LOAs at most schools, 17.5hrs actual vs 20 h/w budget at PMS & SRT	42,365
Bill 33	(41,772)
Misc. incl Ed Assists (KKIS - \$-42549 additional positions), no budget for career prep SEA	41,660
Schools - School Budgeted Lines including I/S and Clerical. Clerical budget fully allocated over summer (WVS cler \$19865)	(19,503)
Clerical	(29,715)
Speech//Psych & OT - vacancy FTE realloc to teacher time, practicum student Dept Head	7,501
Exempt - includes RMC & Intl ED	<u>54,486</u>

Substitute Salaries

(113,816) PLEASE NOTE: Substitutes are difficult to predict and can vary substantially from month to month	(22,734)
CUPE Substitutes (FSNS-SEA -\$51506)	61,165
Teachers TOC's	63,699
Schools including CE	(205,295)
Non-schools	(10,651)
District (86 accounts) - general contractual absences. Large increase in March in Medical leaves	<u>(113,816)</u>
Teacher Long Service Leave --	

Benefits	375,210	<p>***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</p> <p>Principals and Vice Principals (AO) Payroll (8,025) Teacher Payroll - partially correlated to salary variances, and declining due to startup of CPP, EI, WCB in new calendar year 536,881 CUPE Payroll - average benefit % budgeted over entire CUPE payroll (185,590) Exempt Payroll - budget estimate aligned close with actual (953) TOC Payroll - 19,564 Misc. Includes Intl Ed-short term \$13934 13,333 375,210</p>	
Supplies & Services	716,864	<p>Most supplies and services budgets allocated evenly over 12 months, however usage may not be so.</p> <p>Prof Services, Field Tips, Software maint.- ST INTL Prof (\$-35951), UB INTL Prof (\$-49389), Library Software (\$-91034) Bus Transportation 18,501 Training/Travel - 2,885 Personal ProD & WK Day Meetings- Difficult to align budget allocations to expenditure pattern - expect ProD r/o at Y/E 76,868 Contracts - all RMC contracts (\$-14033) (12,406) Communication - Telephones, Cellulars, Long Distance - start up cost for new Telus contract 8,038 Equipment Leases - Photocopier & computer- 20,314 Advertisement - INTL \$51272 68,633 Supplies, Books, Equip & Computer replace - Computer replace CC80 \$74687, Lap Top Project supplies \$56311 509,171 Learning Resources - computers (7,058) Miscellaneous - incl. ABED dgcy \$110357, BCeSIS usage fees \$58115 229,145 716,864</p>	
FUNCTION 4 - Administration			
Principals and Vice-Principals	(10,712)	HR principal - timing, allocation of budget over entire year, expenses at beginning of year only due to HR reorganization	(10,712)
Support Salaries	(17,731)	District Clerical - Accounting/Payroll (-\$9852 includes Time duration Jr Clerk and add'l training student records Exempt Staff -HR (\$-15410, \$24450 in Subplan prnts less 2514 midterm)	4,073 (21,804) (17,731)
Substitute Salaries	16,932	Substitutes are difficult to predict	16,932
Benefits	(37,376)	Benefits are budgeted on an avg. % per Payroll. Benefits vary from individual to individual, and from Function to Function	(37,376)
Supplies & Services	105,781	<p>Most supplies and services budgets allocated evenly over 12 months, however usage may not be so.</p> <p>Professional Services, includes Audit \$27234// IT Prof Srv \$3326//Legal \$-5498 31,307 Training/Travel, Personal ProD & WK Day Meeting - Difficult to align budget allocations to expenditure pattern// ProD rollover 48,433 Dues and Fees, Contracts & Insurance - Trustees dues & Fees (\$-13053) \$6267 to be trans to HR TOS dues in April, Adcg-Timing 10,334 Communications - phones, fax, cell, postage, courier, ads - HR ads \$22862 // all tel exp \$17885 57,334 Supplies & Miscellaneous - includes computer leases (\$-34802) // Software licences (\$-29999) (20,959) 105,781</p>	

SPECIAL PURPOSE FUNDS AS AT MARCH 31, 2011

	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	1,128,355		33,144	6,334	375,719	34,300
Grant - Other Prov						
Grant - Federal						
Other School Districts						
Investment Income						
Misc						
Donations		157,051				
Total Revenue	1,128,355	157,051	33,144	6,334	375,719	34,300
Expenditure						
Teacher Salaries					8,584	6,901
TOC Salaries					357,607	
Educ. Assist. Salaries						
Clerical Salaries						
Other Staff Salaries	314,743					
Employee Benefits	53,757					1,495
Services/Supplies	520,885	136,354	14,530	5,693	58,531	8,338
Scholarships/Bursaries						
Capital Assets	2,391,527	31,654	8,480			
Work in Progress	169,986					
Total Expenses	3,450,898	168,008	23,010	5,693	424,722	16,734
Transfers						
From (To) Operating Fund						
From (To) R.M.E.F.						
Balance	\$ 780,641	\$ 168,948	\$ 74,399	\$ 641	\$ 16,807	\$ 135,771

SPECIAL PURPOSE FUNDS AS AT MARCH 31, 2011

	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				162,035	168,000		1,907,887
Grant - Other Prov							-
Grant - Federal							-
Other School Districts							-
Investment Income							-
Misc	3,431,266		1,065,080				4,496,346
Donations							157,051
Total Revenue	3,431,266	-	1,065,080	162,035	168,000	-	6,561,284
Expenditure							
Teacher Salaries				27,355			35,939
TOC Salaries	3,221	5,277		11,042			26,441
Educ. Assist. Salaries	8,855						366,462
Clerical Salaries					1,779		1,779
Other Staff Salaries	7,295				(131)		321,907
Employee Benefits	3,081	1,056		9,321	247		68,957
Services/Supplies	3,301,705	14,307		114,360	130,743		4,305,446
Scholarships/Bursaries							-
Capital Assets				21,231		35,700	2,488,592
Teachers Savings			1,365,039				1,535,025
Total Expenses	3,324,157	20,640	1,365,039	183,309	132,638	35,700	9,150,548
Transfers							
From (To) Operating Fund							-
From (To) R.M.E.F.							-
Balance	\$ 2,076,955	\$ 84,417	\$ 1,065,227	\$ 179,928	\$ 95,874	\$ 34,699	\$ 4,714,307

FUNCTION 5 - Maintenance

Support Salaries	93,417	Custodial - Allocation not quite in line with actual usage due to mix of 12 & 10 mos employees & Xmas/Spring Break Cleanup	16,865
		Maintenance	
		Carpenters - charged to AFG projects/timing	22,153
		Electricians - charged to AFG projects/timing	23,822
		HVAC	9,935
		Millwrights	2,289
		Painters - charged to AFG projects/timing	(2,476)
		Plumbers	(83)
		Vandalism (budget is held in the above categories)	(9,110)
		Labourers/Equipment Operators - allocation of budget, addition staff hired for summer only	(12,060)
		IT - offset by positive variance in exempt (see below) - additional Comp Tech support	(13,715)
		Courier	492
		Clerical	(3,554)
		Exempt Vandalism Mgr vacancy \$40920, Med LOA in IT \$17834	58,849
			<u>93,417</u>
Substitute Salaries	21,231	Support replacement (Custodial, etc) varies month by month and is generally heavier in the winter and spring months	21,231

Benefits	(891)	Benefits are budgeted on an average % per Payroll. Benefits vary from individual to individual, and therefore, from Function to Function.	9,275
		Exempt Payroll - Vandalism Mgr vacancy \$8583	(13,168)
		CUPE Payroll - avg benefit % budgeted over entire CUPE payroll	3,002
		Miscellaneous - includes First Aid Stipends \$1886	<u>(891)</u>

Supplies & Services	431,817	Most supplies and services budgets allocated evenly over 12 months, however usage may not be so.	13,523
		Professional Services-WHO Elem-\$10000/Laserfiche\$18000/Catchment Feasibility (\$-14000)	11,509
		Training & Travel/Pro D/meetings - Difficult to align budget allocations to expenditure pattern	13,323
		Building Lease & Equip/Rental & Vehicle Lease, portable relocation \$5939	(34)
		Insurance & Dues/Fees --	81,270
		Contracts & Permits -	(2,951)
		Communications all cell costs (\$12307)	183,137
		Supplies - Difficult to align budget allocations to expenditure pattern	14,273
		Equipment replacement -	(31,797)
		Oil/Gas/Propane offset by Gas below	38,899
		Electricity -	135,878
		Gas -	3,047
		Garbage -	62,220
		Water & Sewer	(89,854)
		Carbon Tax	<u>(626)</u>
		Miscellaneous	431,817

FUNCTION 7 - Transportation

Support Salaries	(300)		
Benefits	164		

Supplies & Services	34,659	Bussing - Regular Variable & Fixed \$27461// Special Needs Variable & Fixed \$10239	35,307
		Advertisements	(695)
		Miscellaneous -	47
			<u>34,659</u>

MISCELLANEOUS

LOCAL CAPITAL	76,629	Includes budget rollovers, unpredictable spending patterns	76,629
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GRAND TOTAL	2,015,664		2,015,662
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To: Board of Education

From: Secretary Treasurer
Wayne Jefferson

Re: **BUDGET TIMELINES AND
PROCESS INVOLVEMENT**

Date May 11, 2011
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

At the February 23, 2011 Public Board Meeting, the Board adopted the 2011/2012 Budget Timelines and process Involvement document for use in planning their work around the budget development.

Following the April 27, 2011 Public Board Meeting, a request from one of the partners to change the sequence of events was considered beneficial in assisting with the on-going discussions with all partner groups.

The proposed final draft of 2011/2012 Preliminary Budget will now be presented at the May 25, 2011 Public Board Meeting.

RECOMMENDATION:

THAT the Board approve the revised 2011/2012 Budget Timelines and Process Involvement document dated April 28, 2011 for use by the 2011/2012 Budget Committee of the Whole.

Attachment

2011 / 2012

BUDGET TIMELINES & PROCESS INVOLVEMENT (Revised)
April 28, 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

May 25, 2011

- 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 28, 2011

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



To: Board of Education

From: Board Chair
Ken Clarkson

Re: **PROPOSED DRAFT POLICIES:
STAKEHOLDERS AND
SENIOR TEAM FEEDBACK**

Date May 11, 2011
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

At the last Board Policy Development Committee meeting on February 9, 2011, the Committee recommended the attached draft policies (2320, 2915, 2918, 2920 and 4203) be sent out by email to the stakeholders and Senior Team for feedback.

Tracy Orobko, Executive Assistant, transmitted an email on March 28, 2011 to the following parties:

CUPE: Leslie Franklin, President

MRTA: George Serra, President

MRPVPA: Shannon Derinzy, President

DPAC: Todd Hill, Co-Chairperson
Michelle Neale, Co-Chairperson

SR. TEAM: Jan Unwin, Superintendent
Wayne Jefferson, Secretary Treasurer
Laurie Meston, Deputy Superintendent
Stewart Sonne, Director of Secondary & Adult Education
David Vandergugten, Dir. of Instr., Advancing Tech. in Education
Harry Dhillon, Acting Director, Human Resources

Over the past thirty (30) days, Tracy Orobko has not received any responses for consideration by the Committee.

RECOMMENDATION:

THAT the Board Policy Development Committee ("Committee") recommends policies 2320, 2915, 2918, 2920 and 4203, as presented to the Committee at its April 27, 2011 meeting be received by the Board for continuation with the consultation process; and

THAT the Board approve the policies for thirty (30) day public consultation on the School District website.

**Due to the volume of documents, the policies have not been provided this evening and will be posted to the website if approved. Members of the public wishing to obtain a copy may contact Tracy Orobko.*



To: Board of Education

From: Secretary Treasurer
Wayne Jefferson

Re: **INTERNATIONAL EDUCATION -
AGENTS' COMMISSIONS
AND OTHER FEES**

Date May 11, 2011
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

The Board received a staff report at the April 27, 2011 Finance Committee of the Whole meeting and the matter has been referred to this Public Board Meeting for further reporting out.

Mr. Peter Bullock, Assistant Secretary Treasurer, presented his report showing the full reconciliation of the numbers.

SOFI: June 30, 2010 to the general ledger accounts for 2009/2010 (see attached two documents, Appendices A and B). The summary reports show the breakdown of the vendors over \$25,000 (as per SOFI rules) and vendors under \$25,000. Net commissions paid for the International Education agents after adjustment equals \$731,232.50.

It is important to note that the commission rates paid are as follows:

- 29 agents – 10%
- 6 agents – 15%
- 2 agents – 20%

An additional statement at Appendix C reconciles the SOFI Report, to commission expense as at December 31, 2010, if the SOFI Report were to be completed at that date.

Operations of the International Education continues to be globally competitive to attract new students and retain the existing ones. The marketing efforts will always be a critical role for the success of the department meeting its goal of at least 20% net positive contribution to the K-12 programs.

RECOMMENDATION:

THAT the Board receive the International Education report for information.

Attachments

The Board of Education of School District No. 42
Commission Expense account reconciliation to SOFI
For 2009 / 2010

DESCRIPTION	AMOUNT
Amounts included on the SOFI report, June 30, 2010	
Vendors over \$ 25,000	1,450,895.96
Vendors under \$ 25,000	84,015.00
Total amounts reported on SOFI report	1,534,910.96
Less Management Fees	(566,300.00)
Less amounts charged to Prepaid Commissions	(156,813.75)
Less Other Adjustments	(219,512.21)
Add Prepaid Commissions included in June 2009 SOFI report, and expensed in 2009/2010	138,947.50
Balance	731,232.50

The Board of Education of School District No 42
 Commission Expense account reconciliation to SOFI
 For 2009 / 2010

Appendix B

Year end balance in g/l accounts:

Comm Exp UB	67 162 427 246	328,100.00
Comm exp Int'l Ed	67 162 427 459	403,132.50
		731,232.50

Less adjustments:

MR English School student payments partially retained under agent's agreement: 25,400.00

Less j/e done in Fiscal 2010 to move ppd commissions at June 30, 2009 to commission expense

00 A00 427 246	(33,150.00)
00 A00 427 459	(105,797.50)
	(138,947.50)

ADJUSTED TOTAL 617,685.00

Note:

Payments recorded on the S.O.F.I. included the following items:

Management Fees	566,300.00
Rejected Wire Transfers, Refunds, Marketing, German & Spanish paid net not on S.O.F.I. & Other Adjustments	193,457.21
Prepaid Commission Fees	156,813.75
Bank charges	655.00

Total Adjustments:

917,225.96

Total Report on S.O.F.I.

1,534,910.96

Commission Rates were as follows:

- 29 agents - 10%
- 6 Agents - 15%
- 2 Agents - 20%

The Board of Education of School District No. 42
 Commission Expense account reconciliation to SOFI
 For 2010 / 2011

Dec 31/10 balance in g/l accounts:

Comm Exp UB	67 162 427 246	(1,250.00)
Comm Exp short term	67 162 427 415	1,500.00
Comm exp Int'l Ed	67 162 427 459	514,112.50
		514,362.50

Less j/e done in Fiscal 2011 to move pptd commissions at June 30, 2010 to commission expense

00 A00 427 246	1,250.00
00 A00 427 459	(158,063.75)
	(156,813.75)

ADJUSTED TOTAL 357,548.75

Note:

Payments recorded on the S.O.F.I. if published at 31 Dec 2010 would include the following items:

S.O.F.I. Totals:

Vendor's over \$25,000	504,425.01
Vendor's under \$25,000	61,200.00
Total SOFI	565,625.01

Total GL Adjustments:

Management Fees	(214,900.00)
Prepaid Commission Fees	(3,905.00)
Marketing Budget, Mexico Exchange, Ad Exp, (German & Spanish agents net, not on SOFI)	10,898.74
Bank Charges	(170.00)

(208,076.26)

Net Commission Total:

357,548.75

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:

April 27, 2011

Call to Order	Meeting called to order at 7:00 p.m.
Motion of Exclusion	Approved
Ordering of Agenda	Approved as amended
Confirmation of Minutes – April 13, 2011	Approved as circulated
Chair Report	Received for information
Superintendent Decision Item	Approved
Secretary Treasurer Decision Item	Approved
Committee Business	No Committee Business
Question Period	No Questions
Trustee Reports	No Trustee Reports
Other Business	No Other Business
Adjournment	Approved and adjourned at 7:25 p.m.