

Wednesday, December 6, 2017
Time: 6:00 p.m.

District Education Office
22225 Brown Avenue
Maple Ridge BC V2X 8N6

A leader takes people where they want to go. A great leader takes people where they don't necessarily want to go, but ought to be." Rosalynn Carter

A G E N D A

A. OPENING PROCEDURES

ITEM 1

1. Call to Order
2. Correspondence
 - Strategic Policy Branch, Health Canada
 - F. Lento, Chairperson, School District No. 5 (Southeast Kootenay)
 - G. Swan, President, BC School Trustees Association
3. Approval of Agenda
4. Invitation for Public Input to matters on the Agenda - *Members of the public can provide input on items on the Agenda. Speaker's time is limited to 2 minutes per person. This agenda item has a time limit of 10 minutes.*

B. APPROVAL OF MINUTES

ITEM 2

1. November 15, 2017

C. PRESENTATIONS - *Individuals and groups invited by the Board to make presentations. Time limits for individual presentations will be established to allow all speakers to present within the time limit for this item. This agenda item has a time limit of 20 minutes including questions; extension is at the discretion of the Board.*

D. DELEGATIONS - *Registered delegations can make presentations to the Board. Time limits for individual delegations will be established to allow all registered delegations to present within the time limit for this item. This agenda item has a time limit of 20 minutes including questions; extension is at the discretion of the Board.*

E. DEFERRED ITEMS

F. DECISION ITEMS

1. Chairperson
2. Superintendent of Schools
3. Secretary Treasurer
 - a) School District Statement of Financial Information (SOFI) ITEM 3
 - b) Proposed Disposal of a Portion of Land on the South Albion Site ITEM 4
4. Board Committees
 - a) Budget
 - b) Finance
 - c) Facilities Planning
 - d) Board Policy Development
 - i. Policy 10200: Communications ITEM 5
 - ii. Policy 10310: Volunteers ITEM 6
 - iii. Rescission of Policies ITEM 7

- e) Education
- f) Aboriginal Education

G. INFORMATION ITEMS

- 1. Chairperson
- 2. Superintendent of Schools
 - a) Superintendent's Update ITEM 8
- 3. Secretary Treasurer
- 4. Board Committees & Advisory Committee Reports
 - a) Budget
 - b) Finance
 - c) Facilities Planning
 - d) Board Policy Development
 - i. Draft Policy 5705: Surveillance ITEM 9
 - e) Education
 - f) Inclusive Education
 - g) French Immersion
 - h) Aboriginal Education
 - i) Round Table with Partners

H. TRUSTEE MOTIONS AND NOTICES OF MOTIONS

I. TRUSTEE REPORTS

- 1. BC School Trustees Association
 - a) Motions to BC School Trustees Association Provincial Council ITEM 10
- 2. Student Voice
- 3. District Parent Advisory Council
- 4. Municipal Advisory & Accessibility
- 5. Maple Ridge-Pitt Meadows Arts Council
- 6. Ridge Meadows Education Foundation
- 7. Social Planning Advisory
- 8. City of Maple Ridge Active Transportation
- 9. Other Board Liaison Representative Reports
- 9. Good News Items

J. QUESTION PERIOD – Questions, with the exception of Trustee questions, will be limited to one question per person with one follow-up clarification question, if necessary. Question period will be restricted to questions only – statements and debate will not be permitted. This agenda item has a time limit of 10 minutes; extension is at the discretion of the Board.

K. OTHER BUSINESS

- 1. Public Disclosure of Closed Meeting Business ITEM 11

L. ADJOURNMENT

To: **Board of Education**

From: Chairperson
Mike Murray

Re: **OPENING PROCEDURES**

Date: December 6, 2017
(Public Board Meeting)

Information/Decision

1. *CALL TO ORDER*
2. *CORRESPONDENCE (Information Item)*
 - Strategic Policy Branch, Health Canada
 - F. Lento, Chairperson, School District No. 5 (Southeast Kootenay)
 - G. Swan, President, BC School Trustees Association

RECOMMENDATION:

THAT the Board receive all correspondence for information.

Attachments

3. *APPROVAL OF AGENDA (Decision Item)*

RECOMMENDATION:

THAT the Agenda be approved as circulated.

4. *INVITATION FOR PUBLIC INPUT TO MATTERS ON THE AGENDA - Members of the public can provide input on items on the Agenda. Speaker's time is limited to 2 minutes per person. The agenda item has a time limit of 10 minutes.*

We are writing in response to your correspondence of April 26, 2017, addressed to the Honourable Jane Philpott, Minister of Health, concerning provincial funding for child and youth mental health services. As you may be aware, the Honourable Ginette Petitpas Taylor was appointed federal Health Minister on August 28, 2017. The Minister has asked us to reply on her behalf, and we sincerely regret the delay.

Thank you for sharing your concerns regarding the accessibility to mental health services for children and youth within your community. We commend you on your efforts to address your community's mental health needs for youth through the creation of a youth wellness centre.

No matter what statistics you use, mental health affects all of us in one way or another. That is why the Government of Canada has taken a leadership role in addressing mental health as part of discussions with provinces and territories about strengthening health care. As part of a larger investment of \$11 billion for home care and mental health, Budget 2017 confirmed a historic targeted investment of \$5 billion over ten years directly to provinces and territories to improve mental health services for Canadians.

As of August 2017, all provinces and territories have accepted their share of this \$11 billion in federal funding to improve home care and mental health services and endorsed a *Common Statement of Principles on Shared Health Priorities*, which outlines key priorities for action in these areas. In terms of mental health and addictions services, Health Ministers agreed to place priority on expanding access to community-based services for children and youth, spreading evidence-based models of intervention that are integrated with primary health services; and expanding the availability of integrated services for people with complex needs. The Common Statement of Principles is available online at <https://www.canada.ca/en/health-canada/corporate/transparency/health-agreements.html>

The federal government is now in discussions with individual provinces and territories on bilateral agreements, which will detail how each jurisdiction will use federal funding in future years. As provincial and territorial governments have primary responsibility for the administration and delivery of health care services, they will make decisions about how to invest federal funding based on the priorities set out in the Common Statement of Principles. You may wish to contact Judy Darcy, the Minister of Mental Health and Addictions in British Columbia to share your concerns.

Please be assured that mental health and addictions are priorities for the federal government, and we will continue to work with our partners to make improvements in these areas. The challenge of addressing mental health and addictions issues requires the combined efforts of all levels of government and many stakeholders. We are optimistic that this collaboration will lead to improvements in the availability and quality of mental health services and how crises are handled.

We hope that this information is helpful in addressing your concerns.

Thank you again for sharing your views about this important issue.

Yours sincerely,

Strategic Policy
Branch Health Canada

April 26, 2017

Honourable Jane Philpott
Federal Minister of Health
Government of Canada
6060 Main Street
Stouffville, Ontario, L4A 1B8

Dear Minister Philpott,

Re: Request For Additional Provincial Funding For Child And Youth Mental Health Services

At the April 12, 2017 School District No. 42 Board of Education meeting trustees discussed a letter sent to your office by our colleagues in School District No. 5 (Southeast Kootenay) and circulated to all other BC Boards of Education. Our Board is unanimous in supporting their request for further resources to address what has become a critical gap in services for our youth.

To illustrate how great the need is in our own community of 104,000 an ad hoc committee of local professionals and non profit agencies have come together to address at least some of the lack of available resources. A youth wellness centre staffed with a psychiatrist one day per week has been located in a local youth recreation centre to meet a portion of the current backlog. Previous wait times for youth being referred by school counsellors and others were frequently several months in duration; definitely not appropriate for a young person in crisis. The centre has been established and operated entirely through local fundraising and only recently received a one time grant of \$30,000 from the provincial government. This was an appreciated gesture to be sure but not a commitment to provide an important and needed service through our health care system on an ongoing basis.

Well over 150 young people have been referred to the centre since it opened in May of 2016 and now it too is experiencing backlogs. This situation simply isn't good enough. Citizens should not have to raise funds through donations and fundraising dinners to provide a service which should be provided through our health care system. Our youth shouldn't have to face such a lack of service that the community around them have felt compelled to take matters into their own hands. The intent of the group is to respond to some of the unmet needs of our youth and demonstrate as clearly as possible to government how critical the need is. If the project receives no more substantive support from government eventually the centre will have to be closed. At that point the level of frustration experienced by citizens in our community will be significant. More importantly the youth currently being served will be left out in the cold. None of us wish to be responsible for the consequences of that neglect.

Recently we heard from several of our school counsellors who continually decry the lack of community support services and the load they are being asked to address with limited resources and training in mental health intervention therapies. They spoke to us of their own feelings of guilt at being unable to address all of the critical needs they face with very limited community resources available to help. Since they are often the point of first contact for a young person in crisis they need to be able to make referrals to agencies in the community who can provide the kind of quick and intense response which is often required. Our counsellors are currently feeling quite alone in this challenge and referenced a recent series of articles published in The Province which highlighted the lack of required resources in British Columbia:

<http://www.theprovince.com/news/local+news/youth+depression+crucial+intervene+early/13303184/story.html>

We are in complete agreement with the recommendations of the bi partisan select standing committee on children and youth to which the SD5 board refers and wish to add our own voice to their expression of the immediate need to make a greater investment in the mental wellness of the young people living in our community, province and country. Please give every consideration to addressing this urgent need in collaboration with the provincial health authorities.

We will be sharing this correspondence with the provincial government once the current election is over and look forward to your collaborative response.

Sincerely,



Mike Murray, Chairperson
Board of Education

cc

Board of Education of School District No. 42 (Maple Ridge-Pitt Meadows)
Mr. Dan Ruimy, MP (Maple Ridge-Pitt Meadows)
District Parent Advisory Council
District Student Advisory Council
Maple Ridge Pitt Meadows Community Services – Youth Wellness Centre Committee
Maple Ridge Teachers' Association
CUPE Local 703
Board of Education of School District No. 5 (Southeast Kootenay)
BC School Trustees' Association
BC School Trustees' Association for distribution to All Boards of Education
Mr. Doug Bing (Liberal Candidate – Maple Ridge-Pitt Meadows)
Mr. Marc Dalton (Liberal Candidate – Maple Ridge-Mission)
Ms. Lisa Beare (NDP Candidate – Maple Ridge-Pitt Meadows)
Mr. Bob D'Eith (NDP Candidate – Maple Ridge-Mission)
Mr. Peter Tam (Green Party Candidate – Maple Ridge-Mission)
Mr. Alex Pope (Green Party Candidate – Maple Ridge-Pitt Meadows)
Mr. Steve Ranta (Independent Candidate – Maple Ridge-Pitt Meadows)
Mr. Trevor Hamilton (Conservative Candidate – Maple Ridge-Mission)
Mr. Gary John O'Driscoll, (Conservative Candidate – Maple Ridge-Pitt Meadows)



SCHOOL DISTRICT 5

S O U T H E A S T K O O T E N A Y

November 3rd, 2017

Hon. Rob Fleming
Minister of Education
1020 Hillside Ave
Victoria, BC V8T 2A3

Dear Hon. Minister Fleming:

RE: Foundation Skills Assessment

At the October 10th School District 5 (SD5), Southeast Kootenay public Board meeting, the following motion was carried:

That the Board endorse the letter dated September 22, 2017 to the Board from Cranbrook and Fernie Teacher's Association regarding Foundation Skills Assessment and that the Board send a letter to the Ministry of Education in support of this letter.

Our Board is equally concerned with the issues outlined in the Cranbrook and Fernie Teachers' Association (CFTA) letter, especially the highly unethical manner in which the Fraser Institute is able to simplify the data generated by these standardized tests and publicize the "results" by school.

As you are aware, stakeholder concerns regarding the FSA have been discussed, and expressed to the previous government, as members of the Advisory Groups on Provincial Assessment (AGPA), as well as individually, since the introduction of the FSA.

In June, 2014, Deans of Education, Kris Magnusson and Blye Frank submitted a final report on behalf of the AGPA, and the organizations that comprise the AGPA; the BC Confederation of Parent Advisory Councils (BCCPAC), BC Council of Administrators of Special Education (BCCASE), BC Superintendents' Association (BCSA), BC Teachers' Federation (BCTF), First Nations' Education

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Steering Committee (FNESC), Office of the Representative for Children and Youth (RCY), BC and others, pointing out that past provincial assessments have been misinterpreted and that there is need for "...assessment within the educational system [to] be performed in an ethical, equitable and consistent manner."

Teachers, and other stakeholders believe the public ranking of FSAs do harm to students, schools and public education. Over the past decade, prior Ministers of Education have been asked to discard the FSA, or at least administer it on a random, sample basis so that neither students nor schools can be identified.

There is no proof that "when all students write the assessment, parents, teachers, schools and the province receive accurate information on how students are learning". Conversely, random sampling has been the standard international education assessment method for a number of years and *has been proven to be statistically sound*.

In addition to the unethical interpretation and use of FSA results, parents in our District wonder why the regular curriculum test, and exams are not enough to evaluate their child's progress; especially given that the FSA results are not used to calculate report card grades or to diagnose learning problems. Neither do "lower school scores" result in additional resources for that school. The FSA does however result in the overall loss of valuable time and precious teaching and learning opportunities within our schools.

Our Board would also like the Ministry of Education (MoE) to consider that the MoE and educational partners have dedicated many years of research and expertise and have expended considerable financial resources in order to revise the BC curriculum so that "students can succeed in the 21st Century". Yet, *standardized* testing cannot adequately capture or reflect personalized learning (*the focus of the revised curriculum*), due to its inherently oppositional structure; Personalized learning requires students to learn "by exploring their interests and passions" and then demonstrating understanding in uniquely personal ways, while standardized tests encourage and reflect "boiler-plate" learning.

Our Board has been encouraged by *your* prior comments, Minister Fleming, as education critic to the previous government, regarding the unfairness of ranking schools and the negative implications this has for the K-12 education system. It is our hope that, under your leadership as Education Minister, the FSA—and the public ranking of educational assessments—will be replaced with valuation methods that reflect and assist the innovative revised curriculum teaching and learning practices our District continues to embrace.

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We look forward to your timely response to our concerns regarding the Ministry's current standardized method for testing the foundational skills of students.

Sincerely,



Frank Lento, Board Chair,
SD5

Cc*: John Horgan, Premier, BC New Democratic Party
Andrew Weaver, Leader, Green Party
Mike De Jong, House Leader, Liberal Party
Tom Shypitka, MLA Kootenay East BC
Mary Polak and Dan Davies, Education Critics, BC Liberal Party
Gordon Swan, President, BCSTA
BCSTA for distribution to member Boards of Education
Vancouver School Board
Glen Hansman, President BC Teachers' Federation
Jen Mezei, President, BCCPAC
Shelley Balfour & Chris Kielpinski, CFTA Co-Chairs
Debbie Therrien, DPAC Chair
Aaron Thorn, President, SD5 Administrators' Association
Charley Beresford, Columbia Institute
Catherine Shaw, FACE BC Vancouver
Summit 107 Radio
Drive 102.9/B104 Radio
Black Press
Black Rock News
Cranbrook Daily Townsman
Elk Valley Herald
e-know Online News
Ferne Free Press

*This correspondence is public and transparent. Please feel free to share and/or respond with comment.

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SCHOOL DISTRICT 5

S O U T H E A S T K O O T E N A Y

November 3rd, 2017

Hon. Rob Fleming
Minister of Education
1020 Hillside Ave
Victoria, BC V8T 2A3

Dear Hon. Minister Fleming:

RE: Invitation to Visit and Tour School District 5 (SD5), Southeast Kootenay

The SD5 Board of Education wishes to congratulate you on your appointment as Minister of Education and would like to invite you to visit our District, as per our October 10th public Board meeting motion:

That the Board extend an invitation to the Minister of Education, Honorable Rob Fleming, to visit and tour School District 5, with particular focus on Mount Baker Secondary School (MBSS), and the needs of the Community of Fernie.

As you must be aware, having been copied on all letters our Board has written to government over the past nine years, our Board has expended considerable and concerted effort to secure the replacement of MBSS including (but not limited to) public consultations, facility reports and securing partnerships.

MBSS, located in Cranbrook, is almost 70 years old and is the largest school in the East and West Kootenay. There is extensive use of the school by the community including use of the Key City Theatre (KCT). The KCT shares plumbing, HVAC etc. with the school and provides considerable opportunity to our students.

Studies and audits of the past 20 years identify major deficiencies in structure, fabric, operation, function, code, compliance and accessibility of the school. Exterior deficiencies include a lack of air/vapour barriers and adequate insulation; single glazed and wood framed windows and ineffective solar control devices. These inefficiencies are costly to the District in both utility costs and carbon offsets.

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Interior concerns include uneven flooring, vinyl asbestos tile, asbestos board and low, damaged ceiling areas. Clean up has taken place due to mercury contamination, and “temporary” repairs to roof trusses, due to snow load, continue to require attention.

Isabella Dicken Elementary School (IDES) is the only elementary school that remains open in Fernie. It houses grades kindergarten to six. IDES is over 50 years old, operates 23 classrooms (five of which are kindergarten this year) and has required six portable classrooms to accommodate the community's ever-increasing enrolment needs. In addition to these classrooms, the school supports two student services teachers and one counselor, a music and a band program. It houses a library and one rather under-sized activity room (that is utilized as the school gymnasium).

The City of Fernie grew by eighteen percent (18%) last year and boasts the *highest growth rate of all cities in Canada*.

The parents and community of Fernie are so concerned about the City's growth that the Mayor and Council met not just with our Board of Education; in March 2017, City representatives met with the Ministry of Education to discuss the need for expansion of IDES.

Our Board understands that the inaction of the previous government to adequately address seismic upgrades and overcrowding issues in the Lower Mainland and Vancouver Island during their tenure places considerable demand on your government to redress these issues.

While still inadequate, the Lower Mainland and Vancouver Island have received a number of school replacements and seismic upgrades while government has remained mostly indifferent to the needs of districts in the rest of the province. This practice has been unfair to students, taxpayers and the cash-strapped Districts who are forced to allocate vital education dollars on building upkeep and carbon taxes simply because their buildings are old, inefficient and in need of replacement.

We are hopeful that the current government will be considerate of all capital replacement and upgrade needs equally across the province.

Given the geographic size, and the diversity of our District, we would strongly recommend that you plan an overnight stay when you plan your visit to SD5. We look forward to touring you around our District to share the amazing educational opportunities our dedicated teachers, support staff and administrators continue to

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provide for our students, despite the restrictions that limited and inadequate building infrastructure poses to twenty-first century education and the implementation of the province's newly revised curriculum.

Sincerely,



Frank Lento, Board Chair,
SD5

Cc*: John Horgan, Premier, BC New Democratic Party
Andrew Weaver, Leader, Green Party
Mike De Jong, House Leader, Liberal Party
Tom Shypitka, MLA Kootenay East BC
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Elk Valley Herald
e-know Online News
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November 20, 2017

The Honourable Rob Fleming
Minister of Education
PO Box 9045, Stn Prov Govt
Victoria, BC V8W 9E2

The Honourable Carole James
Minister of Finance
PO Box 9048, Stn Prov Govt
Victoria, BC V8W 9E2

Dear Minister Rob Fleming and Minister Carole James,

RE: Key funding priorities for the 2018 Education Budget

Executive Summary:

In February 2018, the Minister of Finance will be tabling the government's first full Budget in the Legislature. In preparation for upcoming Budget discussions with government, Board Chairs recently met to identify the key Budget 2018 funding priorities that we, as governors of the system, believe are necessary to maintain student programs and services over the next three years. We feel that the priorities outlined in this letter are fully aligned with the government's Throne Speech commitment of "...restoring proper funding for B.C. classrooms, and give students the supports they need to succeed."

The BCSTA is recommending the following key investments and policy/procedural changes for consideration in Budget 2018:

- Increasing general operating grants to school districts by the rate of inflation and other known cost pressures over the next three years.
- Eliminating the current requirement for forced administrative savings by school districts, and return \$29 million to local budgets.
- Covering the full cost of implementing and maintaining the Next Generation Network.
- Fully reflecting enrollment increases in the ministry's three-year budget.
- Addressing recruitment and retention issues that have arisen due to the implementation of the Classroom Enhancement Fund.
- Increasing learning resource grants to school districts by at least the previous Throne Speech commitment of an additional \$30 million per year.
- Increase the Ministry of Education capital program to address the significant backlog of needs for new schools, seismic upgrading and the replacement/refurbishment of ageing facilities.

- Develop a “Capital Action Plan” that would outline the key policy and procedural changes needed for acceleration and completion of capital projects across the province.
- Make changes to government policy and regulation to improve both the efficiency and effectiveness of current spending.

Background:

It is important to note that on November 15, 2017, the non-partisan Select Standing Committee on Finance and Government Services acknowledged that funding has not been keeping pace and has made several recommendations to increase both operational and capital funding in the K-12 sector. Similar recommendations were made by the committee last year and in previous years. However, these recommendations were not reflected in previous provincial budgets or the Budget Update and, as a result, has left funding at a level where school district services cannot be improved or in many cases maintained.

We believe that investing in public education is a valuable use of provincial resources that brings both positive short and long-term returns to students, communities, government and society as a whole. A good education provides substantial benefits to individuals and, as individual benefits are spread throughout a community, it creates broad social, economic and fiscal benefits to the province. Individuals who graduate and have access to quality education are more likely to find gainful employment, have stable families and be active and productive members of society. They are also less likely to place high demands on other areas of the provincial budget, including health care and social services programs.

We fully recognize that there are limitations to the taxpayer’s ability to pay and we take our responsibility seriously of ensuring that each public dollar is spent wisely toward meeting the diverse needs of all learners and all communities. Considerable work has already been undertaken to put in place efficiencies and measures that ensure the greatest value can be obtained from the budgets we are provided, and this work will continue. As a result, a recent BC Association of School Business Officials report, based on national research and benchmarking, highlights BC’s school districts amongst the most administratively lean organizations in relation to their North American peers.

The BCSTA views the Budget Update in September as a first step towards restoring adequate levels of funding to classrooms. Although additional money was added to the overall K-12 education budget for the next three years, the funding was directed at fulfilling existing obligations for schools arising out of the Supreme Court of Canada ordered reinstatement of collective agreement clauses and the resulting Memorandum of Agreement with the BCTF, or covering previously agreed to commitments such as funding enrollment growth and the labour settlement agreement. The Budget Update did not, however, provide school districts with additional money to address increased costs such as inflation or correct for the previous downloading of costs that has occurred over the last number of years.

While we recognize that the Budget Update fell short in these areas, we are also understanding of the limitations at hand given that the new government was legislatively required to introduce a budget within 90 days of the Executive Council being formed after the provincial election and that we had already commenced the 2017/18 school year, and any large changes to the system would have created challenges regarding implementation.

Recommendations:

In reviewing the mandate letter for the Ministry of Education, we were encouraged to see that many of the ministry's priorities are consistent with our own. For the past several years, BCSTA has advocated for real increases to school district operating budgets to allow school boards to address local issues and at least maintain existing service levels. We believe the following investments that were canvassed with our Board Chairs from across the province are in keeping with your mandate letter objective of "fast-tracking enhancement to K-12 education funding":

- **Increasing general operating grants to school districts by the rate of inflation and other known cost pressures over the next three years.** Fully funding inflation and other pressures such as hydro costs will ensure that student programs and services are not put at risk in upcoming school years.
- **Eliminating the current requirement for forced administrative savings by school districts, and return \$29 million to local budgets.** The government had noted that there was not any "low hanging fruit" to cut when the funding was removed from school district operating budgets. Many school boards were required to make very difficult decisions such as closing schools and cutting programs that had a direct impact on student outcomes. Restoration of administrative savings and providing Boards of Education with discretion on how best to utilize the funding would allow districts to restore previous service levels based on their own local needs, including making a much-needed investment in school and district leadership – a key component of ensuring student success.
- **Covering the full cost of implementing and maintaining the Next Generation Network.** Requiring school districts to find these costs through their existing budgets over the past number of years has resulted in real reductions in programs and services that negatively impact student achievement.
- **Fully reflecting enrollment increases in the ministry's three-year budget.** The BCSTA notes that the Ministry of Finance's own enrollment projections show increased enrollment over the next three years, yet funding has been flatlined in years two and three of the ministry's budget. It would be more appropriate from both a budgeting and transparency perspective to reflect the government's commitment to fund enrollment increases in the ministry's base budget allocation.
- **Addressing recruitment and retention issues that have arisen due to the implementation of the Classroom Enhancement Fund.** The BCSTA is pleased to see that the ministry recently struck a task force to review recruitment and retention issues across the sector. However, additional resources will need to be reflected in the February budget to ensure that school districts have adequate time to reflect these changes in their Spring 2018 hiring processes for the upcoming 2018/19 school year.
- **Increasing learning resource grants to school districts by at least the previous Throne Speech commitment of an additional \$30 million per year.** The BCSTA applauds the Minister's remarks during the estimates debates to consult with the sector as part of Budget 2018 budget deliberations on how best to structure and deliver this

program moving forward. The BCSTA strongly believes that additional funding for learning resources should not be tied to a 'one size fits all' requirement and that Boards of Education are best positioned to identify needs based on their own local circumstances.

We were also pleased to see numerous commitments referenced in the Minister's Mandate Letter related to the capital program given the significant backlog of needs for new schools, seismic upgrading, and the replacement of ageing facilities. While there have been recent comments made by the ministry about ensuring that the existing capital allocations are fully spent (including references to missed opportunities in particularly low performing years in the past), it should also be acknowledged that the sector and ministry have made considerable improvements in recent years. For example, only 12% of funding went unutilized last year, which is a large accomplishment given the size and scope of the capital program.

We welcome the opportunity to continually improve upon our results, recognizing that the successful delivery of the capital plan requires a substantial commitment by the province, local governments as well as school districts. The acceleration of approvals and successful delivery of our program will require us to collaborate on new, innovative practices moving forward. The BCSTA would like to engage with the ministry on developing a "Capital Action Plan" that would outline the key policy and procedural changes needed to enable the successful acceleration and completion of capital projects across the province. We also believe the Capital Action Plan should commit to achievable performance targets to measure our results over time and take corrective action if required.

While we welcome a streamlined process for project approvals, there is an extensive backlog of capital needs remaining that requires a greater investment by the province. For example, the Annual Facilities Grant has not increased for many years. However, the actual identified maintenance and rehabilitation needs greatly exceed the current levels of funding being provided, which puts at risk the health and safety of our student population. In addition, while we applaud your commitment to approve 50 seismic projects within the next 18 months, it should not come at the expense of new capital projects that have already been identified as key priorities in the ministry's capital plan.

Beyond simply increasing the quantum of money that comes to school districts – which is truly needed – we strongly believe that changes to government policy and regulation could improve both the efficiency and effectiveness of current spending. Over the past couple of years, there has been an increasing trend toward 'targeted funding' and restrictive provincial requirements that are often unproductive and unwarranted. This is an issue that all four K-12 education management partners have highlighted as a key Budget 2018 consideration. On November 3, 2017, the partners asked to meet with you and your colleague, the Minister of Finance to discuss this issue as well as other ideas on how funding to public education might be more effectively and efficiently allocated to improve student outcomes.

Last year, for example, school districts were tied to specific transportation grant requirements, learning resource grant requirements, targeted rural education grants, onerous reporting requirements with regards to administrative savings and the requirements of the Memorandum of Agreement. Virtually every new dollar received by school districts over the previous 18 months was tied to a specific external requirement or new obligation. There was no opportunity for decision making by Boards of Education to address local priorities. This does not allow for effective or efficient allocation of resources to meet the needs of students at the school district level.

The BCSTA would ask the ministry to consider removing at least some of these restrictive requirements as part of the Budget 2018 deliberations. This would increase the efficiency and effectiveness of school district spending overall, by enabling Boards of Education to make financial decisions that are in the best interest of their students.

Should government also announce broad program or policy changes in other sectors as part of Budget 2018, we would expect that all incurred costs of any impact or expanded mandate for K-12 education would be fully covered as well. If school districts are to become directly or indirectly responsible for child care, early learning programs, expanded youth mental health programs, or other new initiatives by government, we would expect to see additional operational and capital funding for these programs.

In closing, we are looking forward to meeting with both of you and our K-12 Education Management partners over the days ahead to ensure that the province's investment in the K-12 public education system during Budget 2018 is fully maximized and responds to the diverse needs of all students in BC.

Sincerely,

A handwritten signature in blue ink, appearing to read "G B Swan".

Gordon Swan

President

BC School Trustees Association

cc: Scott MacDonald, Deputy Minister of Education
Lori Wanamaker, Deputy Minister of Finance



ITEM 2

To: **Board of Education**

From: Chairperson
Mike Murray

Re: **APPROVAL OF MINUTES**

Date: December 6, 2017
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Minutes of the November 15, 2017 Public Board Meeting be approved as circulated.

Attachment

IN ATTENDANCE:

BOARD MEMBERS:

Chairperson – Mike Murray
Vice Chairperson – Susan Carr
Trustee – Korleen Carreras
Trustee – Ken Clarkson
Trustee – Eleanor Palis
Trustee – Dave Rempel

STAFF:

Superintendent – Sylvia Russell
Secretary Treasurer – Flavia Coughlan
Senior Manager, Communications – Irena Pochop
Executive Coordinator – Karen Yoxall

ABSENT:

Trustee – Lisa Beare

A. OPENING PROCEDURES

1. Call to Order

The meeting was called to order at 6:00 p.m. The Chairperson welcomed and thanked everyone for attending. The Chairperson acknowledged that this meeting is taking place on the traditional territory of Katzie First Nation and Kwantlen First Nation.

B. ANNUAL ORGANIZATIONAL MEETING MATTERS

1. Annual Report of Chairperson

Moved/Seconded

The Chairperson presented the Annual Report of the Chairperson highlighting events of 2017 reporting on key education initiatives, six-year grad rates, board and staff advocacy, restored collective agreement language implementation, policy review and development, student engagement, and strategic planning.

THAT the Board receive the Annual Report of the Chairperson for information.

CARRIED

2. Election of Board Officers/Nomination and Election Procedure

Moved/Seconded

THAT the Board approve the Trustee Elections proceedings in accordance with Procedure 2915.1: Trustee Elections – Chairperson and Vice-Chairperson.

CARRIED

Moved/Seconded

THAT the Board proceed to elect a Chairperson and Vice-Chairperson in accordance with the attached nomination and election procedure (2915.1).

CARRIED

The Board Chair passed the gavel to the Secretary Treasurer who acted as Chair pro-tem for the election process.

The Chair pro-tem called for nominations for Chairperson of the Board for a one year term. A seconder was not required for nominations.

Trustee Rempel nominated Trustee Murray.

The Chair pro-tem called for any further nominations. There were no further nominations. The Chair pro-tem asked Trustee Murray if he accepted the nomination.

Trustee Murray Accepted the nomination.

The Chair pro-tem called for a second time for nominations for Chairperson of the Board for a one year term. The Chair pro-tem then called for a third and final time for nominations for the position of Chairperson of the Board. There were no other nominations.

It was then announced by acclamation that the duly elected Chairperson of the Board of Education of School District No. 42 (Maple Ridge-Pitt Meadows) for a one year period ended November 2018 is **Trustee Murray**.

The Chair pro-tem called for nominations for the position of Vice-Chairperson of the Board for a one year term. A seconded was not required for nominations.

Trustee Palis nominated Trustee Carr.

The Chair pro-tem called for any further nominations. There were no further nominations. The Chair pro-tem asked Trustee Carr if she accepted the nomination.

Trustee Carr Accepted the nomination.

The Chair pro-tem called for a second time for nominations for the position of Vice-Chairperson of the Board. The Chair pro-tem then called for a third and final time for nominations for the position of Vice-Chairperson of the Board. There were no other nominations.

It was then announced by acclamation that the duly elected Vice-Chairperson of the Board of Education of School District No. 42 (Maple Ridge-Pitt Meadows) for a one year period ended November 2018 is **Trustee Carr**.

3. Remarks of Board Chairperson and Vice-Chairperson

The Board Chair and Vice Chair thanked everyone.

C. OPENING PROCEDURES: ORDINARY BUSINESS MEETING MATTERS

1. Correspondence

- G. Swan, BCSTA/T. Longridge, BCSSA/P. Dundas, BCASBO/K. Reimer, BCPVPA
- L. Van Alphen, Chair, School District No. 65 (Okanagan Skaha)
- L. Wishart, Chair, School District No. 85 (Vancouver Island North)

THAT the Board receive all correspondence for information.

CARRIED

2. Approval of Agenda

Moved/Seconded

THAT the Agenda be approved as circulated.

CARRIED

3. Invitation for Public Input to matters on the Agenda

D. APPROVAL OF MINUTES

1. October 18, 2017

Moved/Seconded

THAT the Minutes of the October 18, 2017 Public Board meeting be approved as circulated.

CARRIED

E. PRESENTATIONS

F. DELEGATIONS

G. DEFERRED ITEMS

H. DECISION ITEMS

1. Chairperson
 - a) Proposed Committee Appointments

Moved/Seconded

THAT the Board receive and approve the attached proposed committee appointments for a period of one year commencing November 15, 2017.

CARRIED

2. Superintendent of Schools
3. Secretary Treasurer
4. Board Committees
 - a) Budget
 - b) Finance
 - c) Board Policy Development
 - d) Education
 - e) Aboriginal Education
 - f) Facilities Planning

I. INFORMATION ITEMS

1. Chairperson
2. Superintendent of Schools

a) District Class Size Report**Moved/Seconded**

The Superintendent reported that the District Class Size Report which had been submitted to the Ministry of Education notes the number of classes which exceed 30 in the district. The Superintendent further reported that the number of classes which exceed 30 in the district is 15 classes.

THAT the Board receive the District Class Size Report for information.

CARRIEDb) Superintendents Update**Moved/Seconded**

The Superintendent reported on school and district activities.

THAT the Board receive the Superintendent's Verbal Update, for information.

CARRIED

3. Secretary Treasurer
4. Board Committees & Advisory Committee Reports

- a) Finance
- b) Budget
- c) Board Policy Development

- i. Draft Policy 4101: General Banking
Draft Policy 4105: Investment
Draft Policy 4110: Revenue Generation
Draft Policy 4910: Financial Reporting and Administration – School Based Funds

Moved/Seconded

The Secretary Treasurer reported that the draft policies are all finance related, that they have been updated to reflect current language and will replace existing policies. The Secretary Treasurer noted that Draft Policy 4101: General Banking is a new policy and establishes rules on general banking at the school and district level.

THAT the Board receive for information and continuation with the consultation process:

Draft Policy: 4101 General Banking
 Draft Policy: 4105 Investment
 Draft Policy: 4110 Revenue Generation
 Draft Policy: 4910 Financial Reporting and Administration – School Based Funds

CARRIED

- ii. Draft Policy: 8330 Board/Authority Authorized Courses

Moved/Seconded

The Assistant Superintendent reported that a review of all Board/Authority Authorized Courses must be undertaken in order to ensure that course content does not significantly overlap with the re-designed curriculum.

THAT the Board receive for information and continuation with the consultation process:

Draft Policy: 8330 Board/Authorized Authority Courses

Draft Procedure: 8330.1 Board/Authorized Authority Courses

CARRIED

iii. Draft Policy 9705: Student Records

Moved/Seconded

The Secretary Treasurer reported that the draft policy has been updated so that it conforms with Ministry of Education guidelines and adheres to the *Freedom of Information and Protection of Privacy Act*.

THAT the Board receive for information and continuation with the consultation process:

Draft Policy: 9705 Student Records

Draft Procedure: 9705.1 Student Records

CARRIED

- d) Education
- e) Aboriginal Education
- f) Inclusive Education
- g) French Immersion Advisory
- h) Student Voice
- i) Round Table with Partner Groups

i. Minutes of Meeting

Moved/Seconded

THAT the Minutes of the October 11, 2017 Roundtable with Partners Meeting be received as circulated.

CARRIED

- j) Facilities Planning

J. TRUSTEE MOTIONS AND NOTICES OF MOTIONS

K. TRUSTEE REPORTS

BC School Trustees Association Provincial Council

Trustee Carreras provided an update on the Provincial Council meeting that took place from October 27 – 28, 2017.

City of Maple Ridge Active Transportation Advisory Committee

Trustee Carr reported that an update on the downtown development, bike lanes and traffic calming were discussed at the recent meeting.

Good News Items

Trustees reported on the Youth Impact Summit, Remembrance Day Ceremonies, a veterans tea at Websters' Corners Elementary and an awards ceremony at Pitt Meadows Secondary School.

L. QUESTION PERIOD

Questions were posed on the following:

- Whether the Board have discussed funding issues related to the implementation of the restored collective agreement language with the new provincial government;
- Clarification on draft policy: 4910 Financial Reporting and Administration – School Based Funds and PAC funds/fundraising for specific school events;
- Clarification on draft policy: 4110: Revenue Generation and grant opportunities regarding playground funds;
- Clarification on how monies raised for a specific school event are recorded at the school level;
- Clarification on if additional support staff will be added to schools as a result of the implementation of the restored collective agreement language; and
- EA mentorship.

M. OTHER BUSINESS

N. ADJOURNMENT

Moved/Seconded

THAT the Board adjourn the meeting.

CARRIED

The Public Board meeting adjourned at 7:52 p.m.

Mike Murray, Chairperson

Flavia Coughlan, Secretary Treasurer

To: **Board of Education**

From: Secretary Treasurer
Flavia Coughlan
Assistant Secretary Treasurer
Monica Schulte

Re: **SCHOOL DISTRICT STATEMENT OF
FINANCIAL INFORMATION (SOFI)**

Date: December 6, 2017
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

Attached is a copy of the Statement of Financial Information Report for the Board of Education of School District No. 42 (Maple Ridge - Pitt Meadows) for the year ended June 30, 2017.

In accordance with the Financial Information Act (the "Act"), each school board is required to prepare a report of financial information for each fiscal year. The Act, together with the related regulation and directive, prescribes the information that is required to be included in the report.

The major schedules included in the report are as follows:

- a Schedule of Remuneration and Expenses that lists all payments made to trustees and to those employees with remuneration exceeding \$75,000; and
- a Schedule of Suppliers of Goods and Services that lists total payments made to suppliers in excess of \$25,000.

Section 6 of the Financial Information Regulation defines remuneration to include any form of salary, wages, taxable benefits, payment into trust or any form of income deferral paid by the Board to an employee, but does not include anything payable under a severance agreement. Remuneration for individual employees can include payouts for vacation, gratuity and compensatory time not taken, in addition to regular salary. Remuneration also includes taxable benefits for auto allowances for employees who regularly use their personal vehicle for school district business and the employer-paid portion of provincial medical insurance and group life insurance premiums.

Expenses are defined to include travel expenses, memberships, tuition, relocation expenses, registration fees and similar amounts paid directly to an employee, or to a third party on behalf of an employee.

Payments made for the provision of goods and services include all payments made from operating, special purpose and capital funds for the supply of goods and services. Payments, or deductions in funding, made by other entities on behalf of the Maple Ridge – Pitt Meadows School District (e.g. Next Generation Network expenditures and the School Protection Program premiums) are not included.

A significant portion of the supplier payments represents contributions to pension and employee benefit plans and contractors for capital projects. Payments for both employer and employee contributions to employee benefit plans are included.

RECOMMENDATION:

THAT the Board approve the School District Statement of Financial Information for the fiscal year ended June 30, 2017; and that the said statement be submitted to the Ministry of Education.

Attachment

SCHOOL DISTRICT STATEMENT OF FINANCIAL INFORMATION (SOFI)

6049	
SCHOOL DISTRICT NUMBER 42	NAME OF SCHOOL DISTRICT Maple Ridge - Pitt Meadows
OFFICE LOCATION 22225 Brown Avenue	YEAR 2017
MAILING ADDRESS 22225 Brown Avenue	TELEPHONE NUMBER 604-463-4200
CITY Maple Ridge	PROVINCE B.C.
NAME OF CHAIRPERSON OF THE BOARD OF EDUCATION Mike Murray	POSTAL CODE V2X 8N6
NAME OF SUPERINTENDENT Sylvia Russell	TELEPHONE NUMBER 604-463-4200
NAME OF SECRETARY - TREASURER Flavia Coughlan	TELEPHONE NUMBER 604-463-4200

DECLARATION AND SIGNATURES

We, the undersigned, certify that the attached is a correct and true copy of the 2017 Statement of Financial Information for School District No. 42 as required under Section 2 of the Financial Information Act.

SIGNATURE OF CHAIRPERSON OF THE BOARD OF EDUCATION	DATE SIGNED
SIGNATURE OF SUPERINTENDENT	DATE SIGNED
SIGNATURE OF SECRETARY-TREASURER	DATE SIGNED

EDUC. 6001 (REV.
95/08)

**MINISTRY OF EDUCATION AND
MINISTRY RESPONSIBLE FOR MULTICULTURALISM
AND HUMAN RIGHTS**

PROVINCE OF BRITISH COLUMBIA

**THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)
YEAR ENDED JUNE 30, 2017**

**STATEMENT OF FINANCIAL INFORMATION
(SOFI)**

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**SCHOOL DISTRICT
STATEMENT OF FINANCIAL INFORMATION (SOFI)**

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)

FISCAL YEAR ENDED JUNE 30, 2017

MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with Canadian generally accepted accounting principles and the integrity and objectivity of these statements are management's responsibility.

Management is also responsible for all the other schedules of financial information and for ensuring this information is consistent, where appropriate, with the information contained in the financial statements and for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Board of Education is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and for approving the financial information included in the Statement of Financial Information.

The external auditors, KPMG LLP, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements as required by the *School Act*. Their examination does not relate to the other schedules of financial information required by the *Financial Information Act*. Their examination includes a review and evaluation of the board's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly.

On Behalf of
The Board of Education of School District No. 42 (Maple Ridge-Pitt Meadows)

Sylvia Russell
Superintendent
December 6, 2017

Flavia Coughlan
Secretary-Treasurer
December 6, 2017

Prepared as required by *Financial Information Regulation*, Schedule 1, section 9

Audited Financial Statements of

School District No. 42 (Maple Ridge-Pitt Meadows)

June 30, 2017

School District No. 42 (Maple Ridge-Pitt Meadows)

June 30, 2017

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School District No. 42 (Maple Ridge-Pitt Meadows)

MANAGEMENT REPORT

Version: 8671-7925-5942

Management's Responsibility for the Financial Statements.

The accompanying financial statements of School District No. 42 (Maple Ridge-Pitt Meadows) have been prepared by management in accordance with the accounting requirements of Section 23.1 of the Budget Transparency and Accountability Act of British Columbia, supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all of the notes to the financial statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

The preparation of financial statements necessarily involves the use of estimates based on management's judgment particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and reliable financial information is produced.

The Board of Education of School District No. 42 (Maple Ridge-Pitt Meadows) (called the "Board") is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control and exercises these responsibilities through the Board. The Board reviews internal financial statements on a quarterly basis and externally audited financial statements yearly.

The external auditors, KPMG LLP, conduct an independent examination, in accordance with Canadian generally accepted auditing standards, and express their opinion on the financial statements. The external auditors have full and free access to financial management of School District No. 42 (Maple Ridge-Pitt Meadows) and meet when required. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the School District's financial statements.

On behalf of School District No. 42 (Maple Ridge-Pitt Meadows)

Original signed by Mike Murray	September 20, 2017
Signature of the Chairperson of the Board of Education	Date Signed
Original signed by Sylvia Russell	September 20, 2017
Signature of the Superintendent	Date Signed
Original signed by Flavia Coughlan	September 20, 2017
Signature of the Secretary Treasurer	Date Signed



KPMG LLP
32575 Simon Avenue
Abbotsford BC V2T 4W6
Canada
Telephone (604) 854-2200
Fax (604) 853-2756

INDEPENDENT AUDITORS' REPORT

To the Board of Education of the School District No. 42 (Maple Ridge-Pitt Meadows), and
To the Minister of Education, Province of British Columbia

We have audited the accompanying financial statements of School District No. 42 (Maple Ridge-Pitt Meadows), which comprise the statement of financial position as at June 30, 2017, the statement of operations, changes in net financial assets (debt) and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation of these financial statements in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.



We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements of School District No. 42 (Maple Ridge-Pitt Meadows) as at and for the year ended June 30, 2017 are prepared, in all material respects, in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia.

Emphasis of Matter

Without modifying our opinion, we draw attention to Note 2 to the financial statements, which describes the basis of accounting and the significant differences between such basis of accounting and Canadian public sector accounting standards.

A handwritten signature in black ink that reads 'KPMG LLP'. The signature is written in a cursive, stylized font and is underlined with a single horizontal stroke.

Chartered Professional Accountants

September 20, 2017

Abbotsford, Canada

School District No. 42 (Maple Ridge-Pitt Meadows)

Statement of Financial Position

As at June 30, 2017

	2017 Actual	2016 Actual
	\$	\$
Financial Assets		
Cash and Cash Equivalents	47,185,558	41,902,318
Accounts Receivable		
Due from Province - Ministry of Education	76,518	73,447
Due from Province - Other	75,114	58,999
Due from LEA/Direct Funding		60,371
Other (Note 3)	556,146	564,525
Portfolio Investments (Note 4)	315,941	302,245
Total Financial Assets	48,209,277	42,961,905
Liabilities		
Accounts Payable and Accrued Liabilities		
Other (Note 5)	12,987,496	12,584,163
Unearned Revenue (Note 6)	4,902,339	4,182,860
Deferred Revenue (Note 7)	2,470,443	1,945,045
Deferred Capital Revenue (Note 8)	118,838,791	118,247,176
Employee Future Benefits (Note 9)	7,875,479	7,423,597
Total Liabilities	147,074,548	144,382,841
Net Financial Assets (Debt)	(98,865,271)	(101,420,936)
Non-Financial Assets		
Tangible Capital Assets (Note 11)	176,066,273	176,752,853
Prepaid Expenses	497,321	537,928
Total Non-Financial Assets	176,563,594	177,290,781
Accumulated Surplus (Deficit) (Note 19)	77,698,323	75,869,845

Contractual Obligations and Contingencies (Note 14 and 16)

Approved by the Board

Original signed by Mike Murray September 20, 2017

Signature of the Chairperson of the Board of Education Date Signed

Original signed by Sylvia Russell September 20, 2017

Signature of the Superintendent Date Signed

Original signed by Flavia Coughlan September 20, 2017

Signature of the Secretary Treasurer Date Signed

School District No. 42 (Maple Ridge-Pitt Meadows)

Statement of Operations

Year Ended June 30, 2017

	2017 Budget (Note 15)	2017 Actual	2016 Actual
	\$	\$	\$
Revenues			
Provincial Grants			
Ministry of Education	131,763,859	133,374,418	129,394,012
Other	393,551	408,733	287,871
School Site Acquisition Fees		862	757,814
Federal Grants	164,600	178,693	172,620
Tuition	8,915,533	8,905,459	9,044,332
Other Revenue	5,440,265	5,989,229	5,627,876
Rentals and Leases	423,500	511,245	498,732
Investment Income	385,400	501,526	456,050
Amortization of Deferred Capital Revenue	5,328,066	5,338,249	5,357,723
Total Revenue	152,814,774	155,208,414	151,597,030
Expenses (Note 18)			
Instruction	126,982,445	124,624,495	120,070,283
District Administration	5,269,054	4,933,600	4,460,117
Operations and Maintenance	23,366,439	23,320,653	21,507,523
Transportation and Housing	540,965	501,188	817,565
Debt Services			3,947
Total Expense	156,158,903	153,379,936	146,859,435
Surplus (Deficit) for the year	(3,344,129)	1,828,478	4,737,595
Accumulated Surplus (Deficit) from Operations, beginning of year		75,869,845	71,132,250
Accumulated Surplus (Deficit) from Operations, end of year		77,698,323	75,869,845

School District No. 42 (Maple Ridge-Pitt Meadows)

Statement of Changes in Net Financial Assets (Debt)

Year Ended June 30, 2017

	2017 Budget (Note 15)	2017 Actual	2016 Actual
	\$	\$	\$
Surplus (Deficit) for the year	(3,344,129)	1,828,478	4,737,595
Effect of change in Tangible Capital Assets			
Acquisition of Tangible Capital Assets	(5,356,037)	(8,037,984)	(10,896,323)
Amortization of Tangible Capital Assets	8,656,711	8,724,564	8,340,856
Total Effect of change in Tangible Capital Assets	3,300,674	686,580	(2,555,467)
Acquisition of Prepaid Expenses		(497,321)	(537,928)
Use of Prepaid Expenses		537,928	277,620
Total Effect of change in Other Non-Financial Assets	-	40,607	(260,308)
(Increase) Decrease in Net Financial Assets (Debt), before Net Remeasurement Gains (Losses)	(43,455)	2,555,665	1,921,820
Net Remeasurement Gains (Losses)			
(Increase) Decrease in Net Financial Assets (Debt)		2,555,665	1,921,820
Net Financial Assets (Debt), beginning of year		(101,420,936)	(103,342,756)
Net Financial Assets (Debt), end of year		(98,865,271)	(101,420,936)

School District No. 42 (Maple Ridge-Pitt Meadows)

Statement of Cash Flows

Year Ended June 30, 2017

	2017 Actual	2016 Actual
	\$	\$
Operating Transactions		
Surplus (Deficit) for the year	1,828,478	4,737,595
Changes in Non-Cash Working Capital		
Decrease (Increase)		
Accounts Receivable	49,564	34,560
Prepaid Expenses	40,607	(260,308)
Increase (Decrease)		
Accounts Payable and Accrued Liabilities	403,333	(1,760,253)
Unearned Revenue	719,479	(289,099)
Deferred Revenue	525,398	89,984
Employee Future Benefits	451,882	598,372
Amortization of Tangible Capital Assets	8,724,564	8,340,856
Amortization of Deferred Capital Revenue	(5,338,249)	(5,357,723)
Recognition of Deferred Capital Revenue Spent on Sites	(2,464)	(2,165,182)
Total Operating Transactions	7,402,592	3,968,802
Capital Transactions		
Tangible Capital Assets Purchased	(4,042,629)	(5,589,961)
Tangible Capital Assets -WIP Purchased	(3,995,355)	(5,306,362)
Total Capital Transactions	(8,037,984)	(10,896,323)
Financing Transactions		
Capital Revenue Received	5,932,328	6,187,339
Capital Lease Principal Payments		(296,110)
Total Financing Transactions	5,932,328	5,891,229
Investing Transactions		
Investments in Portfolio Investments	(13,696)	(1,968)
Total Investing Transactions	(13,696)	(1,968)
Net Increase (Decrease) in Cash and Cash Equivalents	5,283,240	(1,038,260)
Cash and Cash Equivalents, beginning of year	41,902,318	42,940,578
Cash and Cash Equivalents, end of year	47,185,558	41,902,318
Cash and Cash Equivalents, end of year, is made up of:		
Cash	10,435,523	8,192,423
Cash Equivalents	36,750,035	33,709,895
	47,185,558	41,902,318
Supplementary Cash Flow Information (Note 22)		

SCHOOL DISTRICT No. 42 (Maple Ridge – Pitt Meadows)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2017

NOTE 1 AUTHORITY AND PURPOSE

The School District, established on April 12, 1946, operates under authority of the School Act of British Columbia as a corporation under the name of "The Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows)", and operates as "School District No. 42 (Maple Ridge – Pitt Meadows)." A board of education ("Board") elected for a four-year term governs the School District. The School District provides educational programs to students enrolled in schools in the School District, and is principally funded by the Province of British Columbia through the Ministry of Education. School District No. 42 is exempt from federal and provincial corporate income taxes.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the School District are prepared by management in accordance with the basis of accounting described below. Significant accounting policies of the School District are as follow:

a) Basis of Accounting

These financial statements have been prepared in accordance with Section 23.1 of the *Budget Transparency and Accountability Act of the Province of British Columbia*. This Section requires that the financial statements be prepared in accordance with Canadian public sector accounting standards except in regard to the accounting for government transfers as set out in Notes 2(g) and 2(m).

In November 2011, Treasury Board provided a directive through Restricted Contributions Regulation 198/2011 providing direction for the reporting of restricted contributions whether they are received or receivable by the School District before or after this regulation was in effect.

As noted in notes 2(g) and 2(m), Section 23.1 of the *Budget Transparency and Accountability Act* and its related regulations require the School District to recognize government transfers for the acquisition of capital assets into revenue on the same basis as the related amortization expense. As these transfers do not contain stipulations that create a liability, Canadian public sector accounting standards would require these grants to be fully recognized into revenue.

The impact of this difference on the financial statements of School District No. 42 (Maple Ridge – Pitt Meadows) is as follows:

Statement of Operations for the year ended June 30, 2016 – an increase in annual surplus of \$5,357,723.

Statement of Financial Position at June 30, 2016 – an increase in accumulated surplus and decrease in deferred capital revenue of \$5,357,723.

Statement of Operations for the year ended June 30, 2017 – an increase in annual surplus of \$5,338,249.

Statement of Financial Position at June 30, 2017 – an increase in accumulated surplus and decrease in deferred capital revenue of \$5,338,249.

b) Financial Instruments

A contract establishing a financial instrument creates, at its inception, rights and obligations to receive or deliver economic benefits. The financial assets and financial liabilities portray these rights and obligations in the financial statements. The School District recognizes a financial instrument when it becomes a party to a financial instrument contract.

SCHOOL DISTRICT No. 42 (Maple Ridge – Pitt Meadows)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2017

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

Financial instruments consist of cash and cash equivalents, accounts receivable, portfolio investments, accounts payable and accrued liabilities, capital lease obligations and other liabilities.

Except for portfolio investments in equity instruments quoted in an active market, or items designated by management, that are recorded at fair value, all financial assets and liabilities are recorded at cost or amortized cost and the associated transaction costs are added to the carrying value of these investments upon initial recognition. Transaction costs are incremental costs directly attributable to the acquisition or issue of a financial asset or a financial liability.

Unrealized gains and losses from changes in the fair value of financial instruments are recognized in the statement of remeasurement gains and losses. Upon settlement, the cumulative gain or loss is reclassified from the statement of remeasurement gains and losses and recognized in the statement of operations. Interest and dividends attributable to financial instruments are reported in the statement of operations.

For financial instruments measured using amortized cost, the effective interest rate method is used to determine interest revenue or expense.

Unless otherwise noted, it is management's opinion that the School District is not exposed to significant interest, currency or credit risks arising from these financial instruments. The fair values of these financial instruments approximate their carrying value, unless otherwise noted.

All financial assets except derivatives are tested annually for impairment. When financial assets are impaired, impairment losses are recorded in the statement of operations. A write-down of a portfolio investment to reflect a loss in value is not reversed for a subsequent increase in value.

c) Cash and Cash Equivalents

Cash and cash equivalents include cash in the bank and funds held with the Ministry in the Central Deposit program that are readily convertible to known amounts of cash and that are subject to an insignificant risk of change in value. These cash equivalents are generally highly liquid, with a maturity of three months or less at acquisition and are held for the purpose of meeting short-term cash commitments rather than for investing.

d) Accounts Receivable

Accounts receivable are measured at amortized cost and shown net of allowance for doubtful accounts.

e) Portfolio Investments

The School District has investments in term deposits, equity instruments with no maturity and bonds, which have a maturity of greater than 3 months at the time of acquisition.

f) Unearned Revenue

Unearned revenue includes tuition fees received for courses to be delivered in future periods and receipt of proceeds for services to be delivered in a future period. Revenue will be recognized in that future period when the services are provided.

SCHOOL DISTRICT No. 42 (Maple Ridge – Pitt Meadows)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2017

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

g) Deferred Revenue and Deferred Capital Revenue

Deferred revenue includes contributions received with stipulations that meet the description of restricted contributions in the Restricted Contributions Regulation 198/2011 issued by Treasury Board. When restrictions are met, deferred revenue is recognized as revenue in the fiscal year in a manner consistent with the circumstances and evidence used to support the initial recognition of the contributions received as a liability as detailed in Note 2(m).

Funding received for the acquisition of depreciable tangible capital assets is recorded as deferred capital revenue and amortized over the life of the asset acquired as revenue in the statement of operations. This accounting treatment is not consistent with the requirements of Canadian public sector accounting standards which require that government transfers be recognized as revenue when approved by the transferor and eligibility criteria have been met unless the transfer contains a stipulation that creates a liability in which case the transfer is recognized as revenue over the period that the liability is extinguished. See Note 2(a) for the impact of this policy on these financial statements.

h) Employee Future Benefits

i) Post-employment benefits

The School District provides certain post-employment benefits including vested and non-vested benefits for certain employees pursuant to certain contracts and union agreements.

The School District accrues its obligations and related costs including both vested and non-vested benefits under employee future benefit plans. Benefits include vested sick leave, accumulating non-vested sick leave, early retirement, retirement/severance, and death benefits. The benefits cost is actuarially determined using the projected unit credit method pro-rated on service and using management's best estimate of expected salary escalation, termination rates, retirement rates and mortality. The discount rate used to measure obligations is based on the cost of borrowing.

The cumulative unrecognized actuarial gains and losses are amortized over the expected average remaining service lifetime (EARS�) of active employees covered under the plan.

The most recent valuation of the obligation was performed at March 31, 2016 and projected to March 31, 2019. For the purposes of determining the financial position of the plans and the employee future benefit costs, a measurement date of March 31 was adopted for all periods subsequent to July 1, 2004.

ii) Pension Plans

The School District and its employees make contributions to the Teachers' Pension Plan and Municipal Pension Plan. The plans are multi-employer plans where assets and obligations are not separated. The costs are expensed as incurred.

SCHOOL DISTRICT No. 42 (Maple Ridge – Pitt Meadows)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2017

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

i) Asset Retirement Obligations

Liabilities are recognized for statutory, contractual or legal obligations associated with the retirement of tangible capital assets when those obligations result from the acquisition, construction, development or normal operation of the assets. The obligations are measured initially at fair value, determined using present value methodology, and the resulting costs capitalized into the carrying amount of the related tangible capital asset. In subsequent periods, the liability is adjusted for accretion and any changes in the amount or timing of the underlying future cash flows. The capitalized asset retirement cost is amortized on the same basis as the related asset and accretion expense is included in the Statement of Operations.

j) Tangible Capital Assets

Tangible capital assets acquired or constructed are recorded at cost which includes amounts that are directly related to the acquisition, design, construction, development, improvement or betterment of the assets. Cost also includes overhead directly attributable to construction as well as interest costs that are directly attributable to the acquisition or construction of the asset.

Donated tangible capital assets are recorded at their fair market value on the date of donation, except in circumstances where fair value cannot be reasonably determined, which are then recognized at nominal value. Transfers of capital assets from related parties are recorded at carrying value.

Work-in-progress is recorded as an acquisition to the applicable asset class at substantial completion. Tangible capital assets are written down to residual value when conditions indicate they no longer contribute to the ability of the School District to provide services or when the value of future economic benefits associated with the sites and buildings are less than their net book value. The write-downs are accounted for as expenses in the Statement of Operations.

Buildings that are demolished or destroyed are written-off. Works of art, historic assets and other intangible assets are not recorded as assets in these financial statements.

The cost, less residual value, of tangible capital assets (excluding sites), is amortized on a straight-line basis over the estimated useful life of the asset. It is management's responsibility to determine the appropriate useful lives for tangible capital assets. These useful lives are reviewed on a regular basis or if significant events initiate the need to revise. Estimated useful lives are as follows:

Buildings	40 years
Furniture & Equipment	10 years
Vehicles	10 years
Computer Software	5 years
Computer Hardware	5 years

SCHOOL DISTRICT No. 42 (Maple Ridge – Pitt Meadows)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2017

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

k) Prepaid Expenses

Several insurance policies, maintenance agreements and other payments paid in advance are included as a prepaid expenses. Prepaid expenses are stated at acquisition cost and are expensed over the periods expected to benefit from it.

l) Internally restricted reserves

Certain amounts, as approved by the Board are segregated as reserves within the accumulated surplus for future operating and capital purposes. Transfers to and from these reserves are an adjustment to the respective funds when approved.

m) Revenue Recognition

Revenues are recognized in the period in which the transactions or events occurred that gave rise to the revenues. All revenues are recorded on an accrual basis, except when the accruals cannot be determined with a reasonable degree of certainty or when their estimation is impracticable.

Contributions received or where eligibility criteria have been met are recognized as revenue except where the contribution meets the criteria for deferral as described below. Eligibility criteria are the criteria that the School District has to meet in order to receive the contributions including authorization by the transferring government.

For contributions subject to a legislative or contractual stipulation or restriction as to their use, revenue is recognized as follows:

- Non-capital contributions for specific purposes are recorded as deferred revenue and recognized as revenue in the year related expenses are incurred,
- Contributions restricted for site acquisitions are recorded as revenue when the sites are purchased, and
- Contributions restricted for tangible capital assets acquisitions other than sites are recorded as deferred capital revenue and amortized over the useful life of the related assets.

Donated tangible capital assets other than sites are recorded at fair market value and amortized over the useful life of the assets. Donated sites are recorded as revenue at fair market value when received or receivable.

The accounting treatment for restricted contributions is not consistent with the requirements of Canadian public sector accounting standards which require that government transfers be recognized as revenue when approved by the transferor and eligibility criteria have been met unless the transfer contains a stipulation that meets the criteria for liability recognition in which case the transfer is recognized as revenue over the period that the liability is extinguished. See Note 2(a) for the impact of this policy on these financial statements.

SCHOOL DISTRICT No. 42 (Maple Ridge – Pitt Meadows)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2017

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

Revenue related to fees or services received in advance of the fee being earned or the service is performed is deferred and recognized when the fee is earned or service being performed.

Investment income is reported in the period earned. When required by the funding party or related Act, investment income earned on deferred revenue is added to the deferred revenue balance.

n) Expenses

Expenses are reported on an accrual basis. The cost of all goods consumed and services received during the year is expensed.

Categories of Salaries

- Principals, Vice-Principals, and Directors of Instruction employed under an administrative officer contract are categorized as Principals and Vice-Principals.
- Superintendents, Secretary-Treasurers, Trustees and other employees excluded from union contracts are categorized as Other Professionals.

Allocation of Costs

- Operating expenses are reported by function, program, and object. Whenever possible, expenses are determined by actual identification. Additional costs pertaining to specific instructional programs, such as special and aboriginal education, are allocated to these programs. All other costs are allocated to related programs.
- Actual salaries of personnel assigned to two or more functions or programs are allocated based on the time spent in each function and program. School-based clerical salaries are allocated to school administration and partially to other programs to which they may be assigned. Principals and Vice-Principals salaries are allocated to school administration and may be partially allocated to other programs to recognize their other responsibilities.
- Employee benefits and allowances are allocated to the same programs, and in the same proportions, as the individual's salary.
- Supplies and services are allocated based on actual program identification.

SCHOOL DISTRICT No. 42 (Maple Ridge – Pitt Meadows)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2017

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

o) Liability for contaminated sites

A liability for contaminated sites is recognized when a site is not in productive use and the following criteria are met:

- An environmental standard exists;
- Contamination exceeds the environmental standard;
- The School District is directly responsible or accepts responsibility for the contamination;
- It is expected that future economic benefits will be given up; and
- A reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

p) Measurement Uncertainty

Preparation of financial statements in accordance with the basis of accounting described in Note 2(a) requires management to make estimates and assumptions that impact reported amounts of assets and liabilities at the date of the financial statements and revenues and expenses during the reporting periods. Significant areas requiring the use of management estimates relate to the potential impairment of assets, rates for amortization and estimated employee future benefits. Actual results could differ from those estimates.

NOTE 3 ACCOUNTS RECEIVABLE – OTHER RECEIVABLES

	June 30, 2017	June 30, 2016
Due from Federal Government	\$ 193,927	\$ 148,130
Due from Other Educational Institutions	57,789	51,824
Due from school parent advisory councils	7,217	50,235
Due from rental agreements	2,697	4,896
Other	294,516	309,440
	\$ 556,146	\$ 564,525

NOTE 4 PORTFOLIO INVESTMENTS

	June 30, 2017	June 30, 2016
Cost and Amortized Cost		
Term deposits	\$ 174,843	\$ 173,498
	174,843	173,498
Fair Market Value		
Core bond fund	71,944	65,156
Canadian equity fund	34,102	34,006
U. S. equity fund	17,391	14,491
International equity fund	17,661	15,094
	141,098	128,747
Total Portfolio Investments	\$ 315,941	\$ 302,245

SCHOOL DISTRICT No. 42 (Maple Ridge – Pitt Meadows)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2017

NOTE 4 **PORTFOLIO INVESTMENTS** *(Continued)*

Term deposits held within the School District's portfolio investments are held with local banking institutions for a period not exceeding 1 year from the statement of financial position date and are earning average interest of 1.40% (2016: 1.35%).

NOTE 5 **ACCOUNTS PAYABLE AND ACCRUED LIABILITIES – OTHER**

	<u>June 30, 2017</u>	<u>June 30, 2016</u>
Trade payables	\$ 4,098,489	\$ 4,259,172
Salaries and benefits payable	6,984,284	6,606,051
Accrued vacation pay	1,255,402	1,196,031
Other	649,321	522,909
	<u>\$ 12,987,496</u>	<u>\$ 12,584,163</u>

NOTE 6 **UNEARNED REVENUE**

	<u>June 30, 2017</u>	<u>June 30, 2016</u>
Balance, beginning of year	\$ 4,182,860	\$ 4,471,959
Tuition fees received	8,993,270	7,844,459
Tuition fees recognized as revenue	(8,273,791)	(8,133,558)
Balance, end of year	<u>\$ 4,902,339</u>	<u>\$ 4,182,860</u>

NOTE 7 **DEFERRED REVENUE**

Deferred revenue includes unspent grants and contributions received that meet the description of a restricted contribution in the Restricted Contributions Regulation 198/2011 issued by Treasury Board, i.e., the stipulations associated with those grants and contributions have not yet been fulfilled.

	<u>June 30, 2017</u>	<u>June 30, 2016</u>
Balance, beginning of year	\$ 1,945,045	\$ 1,855,061
Grants received:		
Provincial grants	5,557,496	4,123,548
Other grants	4,740,985	4,653,128
Investment income	26,960	9,329
Subtotal	<u>10,325,441</u>	<u>8,786,005</u>
Revenue recognized	<u>(9,800,043)</u>	<u>(8,696,021)</u>
Balance, end of year	<u>\$ 2,470,443</u>	<u>\$ 1,945,045</u>

SCHOOL DISTRICT No. 42 (Maple Ridge – Pitt Meadows)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2017

NOTE 8 DEFERRED CAPITAL REVENUE

Deferred capital revenue includes grants and contributions received that are restricted by the contributor for the acquisition of tangible capital assets that meet the description of a restricted contribution in the Restricted Contributions Regulation 198/2011 issued by Treasury Board. Once spent, the contributions are amortized into revenue over the life of the asset acquired.

	June 30, 2017	June 30, 2016
<u>Deferred capital revenue subject to amortization</u>		
Balance, beginning of year	\$ 110,952,855	\$ 112,089,930
Transfers from deferred revenue – capital additions	2,445,588	4,220,648
Amortization of deferred capital revenue	(5,338,249)	(5,357,723)
Balance, end of year	\$ 108,060,194	\$ 110,952,855
 <u>Deferred capital revenue – Work in Progress</u>		
Work in Progress, beginning of year	\$ 549,278	\$ 542,767
Transfer in from deferred revenue – work in progress	3,907,615	4,227,159
Transfer to spent deferred capital	(2,445,588)	(4,220,648)
Balance, end of year	\$ 2,011,305	\$ 549,278
 <u>Deferred capital revenue – Unspent portion</u>		
Unspent Deferred Capital, beginning of year	\$ 6,745,043	\$ 6,950,045
Provincial Grant – Ministry of Education	5,120,621	5,492,646
Other	687,950	564,050
Investment Income	123,757	130,643
Transfer to Deferred Capital Revenue – Work in Progress	(3,907,615)	(4,227,159)
Transfer to Deferred Capital Revenue – Site Purchases	(2,464)	(2,165,182)
Balance, end of year	\$ 8,767,292	\$ 6,745,043
 Total deferred capital revenue balance, end of year	\$ 118,838,791	\$ 118,247,176

SCHOOL DISTRICT No. 42 (Maple Ridge – Pitt Meadows)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2017

NOTE 9 EMPLOYEE FUTURE BENEFITS

Benefits include vested sick leave, accumulating non-vested sick leave, early retirement, retirement/severance, vacation, overtime and death benefits. Funding is provided when the benefits are paid and accordingly, there are no plan assets. Although no plan assets are uniquely identified, the School District has provided for the payment of these benefits.

	June 30, 2017	June 30, 2016
<i>Reconciliation of Accrued Benefit Obligation</i>		
Accrued Benefit Obligation – April 1	\$ 8,269,208	\$ 8,206,854
Service Cost	577,063	605,946
Interest Cost	211,465	190,676
Benefit Payments	(534,873)	(508,640)
Actuarial (Gain) Loss	(387,839)	(225,628)
Accrued Benefit Obligation – March 31	<u>\$ 8,135,024</u>	<u>\$ 8,269,208</u>

<i>Reconciliation of Funded Status at End of Fiscal Year</i>		
Accrued Benefit Obligation – March 31	\$ 8,135,024	\$ 8,269,208
Funded Status – Surplus (Deficit)	(8,135,024)	(8,269,208)
Employer Contributions After Measurement Date	22,172	56,814
Benefits Expense After Measurement Date	(201,815)	(197,132)
Unamortized Net Actuarial (Gain) Loss	439,188	985,929
Accrued Benefit Asset (Liability) – June 30	<u>\$ (7,875,479)</u>	<u>\$ (7,423,597)</u>

<i>Reconciliation of Change in Accrued Benefit Liability</i>		
Accrued Benefit Liability – July 1	\$7,423,597	\$ 6,825,226
Net expense for Fiscal Year	952,112	979,139
Employer Contributions	(500,231)	(380,768)
Accrued Benefit Liability – June 30	<u>\$7,875,479</u>	<u>\$ 7,423,597</u>

Components of Net Benefit Expense		
Service Cost	\$ 576,975	\$ 598,725
Interest Cost	216,236	195,873
Amortization of Net Actuarial (Gain) Loss	158,901	184,541
Net Benefit Expense	<u>\$ 952,112</u>	<u>\$ 979,139</u>

The significant actuarial assumptions adopted for measuring the School District's accrued benefit obligations are:

	June 30, 2017	June 30, 2016
Discount Rate – April 1	2.50%	2.25%
Discount Rate – March 31	2.75%	2.50%
Long Term Salary Growth – April 1	2.5% + seniority	2.50% + seniority
Long Term Salary Growth – March 31	2.5% + seniority	2.50% + seniority
EARSL – March 31	8.8 years	8.8 years

SCHOOL DISTRICT No. 42 (Maple Ridge – Pitt Meadows)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2017

NOTE 10 DEBT

The School District has an approved line of credit of \$6.5 million with interest at the banks' prime rate plus 0.25%. The available borrowing consists of \$2.5 million of line of credit and \$4.0 million of additional funds for meeting current operating and debt service expenditures. As of June 30, 2017, the School District had nil borrowings (2016: \$nil) under these facilities.

NOTE 11 TANGIBLE CAPITAL ASSETS

June 30, 2017

Cost:	Balance at July 1, 2016	Additions	Disposals	Transfers (WIP)	Balance at June 30, 2017
Sites	\$ 31,348,414	\$ 2,464	\$ -	\$ -	\$ 31,350,878
Buildings	260,754,947	216,234	-	2,375,004	263,346,185
Buildings – work in progress	549,278	3,924,771	-	(2,375,004)	2,099,045
Furniture & Equipment	9,430,423	1,286,451	(638,314)	-	10,078,560
Vehicles	721,237	386,198	(114,999)	-	992,436
Computer Software	1,286,502	213,204	(60,632)	-	1,439,074
Computer Hardware	6,224,472	2,008,662	(221,036)	-	8,012,098
Total	\$ 310,315,273	\$ 8,037,984	\$ (1,034,981)	\$ -	\$ 317,318,276

Accumulated Amortization:	Balance at July 1, 2016	Additions	Disposals	Balance at June 30, 2017
Buildings	\$ 125,979,727	\$ 5,967,218	\$ -	\$ 131,946,945
Furniture & Equipment	4,561,777	975,449	(638,314)	4,898,912
Vehicles	284,247	85,684	(114,999)	254,932
Computer Software	310,924	272,557	(60,632)	522,849
Computer Hardware	2,425,745	1,423,656	(221,036)	3,628,365
Total	\$ 133,562,420	\$ 8,724,564	\$ (1,034,981)	\$ 141,252,003

SCHOOL DISTRICT No. 42 (Maple Ridge – Pitt Meadows)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2017

NOTE 11 TANGIBLE CAPITAL ASSETS *(Continued)*

June 30, 2016

Cost:	Balance at July 1, 2015	Additions	Disposals	Transfers (WIP)	Balance at June 30, 2016
Sites	\$ 29,183,232	\$ 2,165,182	\$ -	\$ -	\$ 31,348,414
Buildings	255,758,950	81,950	-	4,914,047	260,754,947
Buildings – work in progress	660,997	4,802,328	-	(4,914,047)	549,278
Furniture & Equipment	11,491,285	1,629,803	3,715,213	24,548	9,430,423
Furniture & Equipment – work in progress	-	24,548	-	(24,548)	-
Vehicles	689,170	96,490	64,423	-	721,237
Computer Software	487,700	231,491	2,000	569,311	1,286,502
Computer Software – work in progress	89,825	479,486	-	(569,311)	-
Computer Hardware	5,326,902	1,385,045	487,475	-	6,224,472
Total	\$ 303,688,061	\$ 10,896,323	\$ 4,269,111	\$ -	\$ 310,315,273

Accumulated Amortization:	Balance at July 1, 2015	Additions	Disposals	Balance at June 30, 2016
Buildings	\$ 120,088,034	\$ 5,891,693	\$ -	\$ 125,979,727
Furniture & Equipment	7,230,906	1,046,084	3,715,213	4,561,777
Vehicles	278,149	70,521	64,423	284,247
Computer Software	135,504	177,420	2,000	310,924
Computer Hardware	1,758,082	1,155,138	487,475	2,425,745
Total	\$ 129,490,675	\$ 8,340,856	\$ 4,269,111	\$ 133,562,420

Net Book Value:	June 30, 2017	June 30, 2016
Sites	\$ 31,350,878	\$ 31,348,414
Buildings	131,399,240	134,775,220
Buildings – work in progress	2,099,045	549,278
Furniture & Equipment	5,179,648	4,868,646
Vehicles	737,504	436,990
Computer Software	916,225	975,578
Computer Hardware	4,383,733	3,798,727
Total	\$ 176,066,273	\$ 176,752,853

SCHOOL DISTRICT No. 42 (Maple Ridge – Pitt Meadows)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2017

NOTE 12 EMPLOYEE PENSION PLANS

The School District and its employees contribute to the Teachers' Pension Plan and Municipal Pension Plan (jointly trustee pension plans). The boards of trustees for these plans, representing plan members and employers, are responsible for administering the pension plans, including investing assets and administering benefits. The plans are multi-employer defined benefit pension plans. Basic pension benefits are based on a formula. As at December 31, 2015, the Teachers' Pension Plan has about 45,000 active members and approximately 36,000 retired members. As of December 31, 2015, the Municipal Pension Plan has about 189,000 active members, including approximately 24,000 from school districts.

Every three years, an actuarial valuation is performed to assess the financial position of the plans and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plans. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plans. This rate is then adjusted to the extent there is amortization of any funding deficit.

The most recent actuarial valuation of the Teachers' Pension Plan as at December 31, 2014, indicated a \$449 million surplus for basic pension benefits on a going concern basis. The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2015, indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis.

The School District paid \$12,428,187 for employer contributions to the plans for the year ended June 30, 2017 (2016: \$13,411,275).

The next valuation for the Teachers' Pension Plan will be as at December 31, 2017, with results available in 2018. The next valuation for the Municipal Pension Plan will be as at December 31, 2018, with results available in 2019.

Employers participating in the plans record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plans record accrued liabilities and accrued assets for each plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plans.

NOTE 13 RELATED PARTY TRANSACTIONS

The School District is related through common ownership to all Province of British Columbia ministries, agencies, school districts, health authorities, colleges, universities, and crown corporations. Transactions with these entities, unless disclosed separately, are considered to be in the normal course of operations and are recorded at the exchange amount.

SCHOOL DISTRICT No. 42 (Maple Ridge – Pitt Meadows)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2017

NOTE 14 CONTRACTUAL OBLIGATIONS

The School District has entered into a number of multiple-year contracts for the delivery of services and the construction of tangible capital assets. These contractual obligations will become liabilities in the future when the terms of the contracts are met. Disclosure relates to the unperformed portion of the contracts.

	<u>2018</u>	<u>Thereafter</u>
Capital commitments	<u>\$ 2,997,665</u>	<u>\$ Nil</u>

NOTE 15 BUDGET FIGURES

Budget figures included in the financial statements were approved by the Board through the adoption of the amended annual budget on February 22, 2017.

As the 2016/17 Amended Annual Budget is used for comparative purposes a reconciliation between the 2016/17 Annual and the 2016/17 Amended Annual budgets is provided.

	<u>Annual Budget</u>	<u>Amended Annual Budget</u>	<u>Change</u>
Statement 2			
Revenues			
Provincial Grants			
Ministry of Education	\$ 128,915,038	\$ 131,763,859	\$ 2,848,821
Other	307,851	393,551	85,700
Federal Grants	137,170	164,600	27,430
Tuition	7,887,146	8,915,533	1,028,387
Other Revenue	5,160,832	5,440,265	279,433
Rentals and Leases	420,109	423,500	3,391
Investment Income	422,665	385,400	(37,265)
Amortization of Deferred Capital Revenue	5,304,044	5,328,066	24,022
Total Revenue	<u>148,554,855</u>	<u>152,814,774</u>	<u>4,259,919</u>
Expenses			
Instruction	123,466,426	126,982,445	3,516,019
District Administration	5,016,866	5,269,054	252,188
Operations and Maintenance	22,507,152	23,366,439	859,287
Transportation and Housing	393,615	540,965	147,350
Debt Services	9,872		(9,872)
Total Expense	<u>151,393,931</u>	<u>156,158,903</u>	<u>4,764,972</u>
Net Revenue (Expense)	(2,839,076)	(3,344,129)	(505,053)
Budgeted Allocation of Surplus		4,131,247	4,131,247
Budgeted Surplus (Deficit) for the year	<u>\$ (2,839,076)</u>	<u>\$ 787,118</u>	<u>\$ 3,626,194</u>

SCHOOL DISTRICT No. 42 (Maple Ridge – Pitt Meadows)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2017

NOTE 15 BUDGET FIGURES *(Continued)*

Statement 4

Surplus (Deficit for the year)	\$ (2,839,076)	\$ (3,344,129)	\$ (505,053)
Effect of change in Tangible Capital Assets			
Acquisition of Tangible Capital Assets	(3,558,697)	(5,356,037)	(1,797,340)
Amortization of Tangible Capital Assets	7,972,279	8,656,711	684,432
Total Effect of change in Tangible Capital Assets	<u>4,413,582</u>	<u>3,300,674</u>	<u>(1,112,908)</u>
(Increase) Decrease in Net Financial Assets (Debt)	\$ 1,574,506	\$ (43,455)	\$ (1,617,961)

NOTE 16 CONTINGENCIES

In the normal course of business, lawsuits and claims have been brought against the School District. The School District contests these lawsuits and claims. Management believes that the results of any pending legal proceeding will not have a material effect on the financial position of the School District.

NOTE 17 ASSET RETIREMENT OBLIGATION

Legal liabilities may exist for the removal or disposal of asbestos in schools that will undergo major renovations or demolition. The fair value of this liability for asbestos removal or disposal will be recognized in the period in which a reasonable estimate of fair value can be made. As at June 30, 2017, a liability is not reasonably determinable (2016: nil).

NOTE 18 EXPENSE BY OBJECT

	<u>June 30, 2017</u>	<u>June 30, 2016</u>
Salaries and benefits	\$ 127,194,789	\$ 122,125,075
Services and supplies	17,460,583	16,389,557
Interest	-	3,947
Amortization	8,724,564	8,340,856
	<u>\$ 153,379,936</u>	<u>\$ 146,859,435</u>

SCHOOL DISTRICT No. 42 (Maple Ridge – Pitt Meadows)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2017

NOTE 19 ACCUMULATED SURPLUS

	June 30, 2017	June 30, 2016
Operating Fund Accumulated Surplus		
Internally Restricted (appropriated) by the Board for:		
Targeted funding for aboriginal education	\$ 166,073	\$ 189,889
School budget balances	478,937	499,938
Student learning grant	219,527	-
Personal professional development	150,281	164,695
Financial provisions	100,000	50,000
Funds required to complete projects in progress	900,811	807,612
Facilities renovations and new classroom set-up	1,297,872	-
Purchase order commitments	260,530	672,868
Use of contingency reserve to fund future budgets	1,252,437	2,917,512
Contingency reserve for operating	360,000	-
Total Operating Internally Restricted	5,186,468	5,302,514
Unrestricted	-	-
Total Operating Fund Accumulated Surplus	5,186,468	5,302,514
Capital Fund Accumulated Surplus		
Contingency reserve for local capital	2,419,635	2,488,906
Budgeted use of local capital for 2016/17	-	1,535,855
Budgeted use of local capital for 2017/18	1,485,180	91,844
Budgeted use of local capital for new schools	2,612,260	1,200,000
Invested in capital assets	65,994,780	65,250,726
Total Capital Fund Accumulated Surplus	72,511,855	70,567,331
Total Accumulated Surplus	\$ 77,698,323	\$ 75,869,845

NOTE 20 ECONOMIC DEPENDENCE

The operations of the School District are dependent on continued funding from the Ministry of Education and various governmental agencies to carry out its programs. These financial statements have been prepared on a going concern basis.

SCHOOL DISTRICT No. 42 (Maple Ridge – Pitt Meadows)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2017

NOTE 21 RISK MANAGEMENT

The School District has exposure to the following risks from its use of financial instruments: credit risk, market risk and liquidity risk. The Board ensures that the School District has identified its risks and ensures that management monitors and controls them.

a) Credit risk:

Credit risk is the risk of financial loss to an institution if a customer or counterparty to a financial instrument fails to meet its contractual obligations. Such risks arise principally from certain financial assets held consisting of cash, amounts receivable and investments.

The School District is exposed to credit risk in the event of non-performance by a borrower. This risk is mitigated as most amounts receivable are due from the Province and are collectible.

It is management's opinion that the School District is not exposed to significant credit risk associated with its cash deposits and investments as they are placed in the Central Deposit Program with the Province and in recognized British Columbia institutions. The School District invests in various financial instruments including equity funds, bond funds certificates and term deposits.

b) Market risk:

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk is comprised of currency risk and interest rate risk.

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the foreign exchange rates. It is management's opinion that the School District is not exposed to significant currency risk, as amounts held and purchases made in foreign currency are insignificant.

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the market interest rates. The School District is exposed to interest rate risk through its investments. It is management's opinion that the School District is not exposed to significant interest rate risk as they invest solely in the Province's Central Deposit Program, guaranteed investment certificates and term deposits that have a maturity date of no more than 1 year.

c) Liquidity risk:

Liquidity risk is the risk that the School District will not be able to meet its financial obligations as they become due. The School District manages liquidity risk by continually monitoring actual and forecasted cash flows from operations and anticipated investing activities to ensure, as far as possible, that it will always have sufficient liquidity to meet its liabilities when due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to the School District's reputation.

Risk Management and insurance services for all School Districts in British Columbia are provided by the Risk Management Branch of the Ministry of Finance.

SCHOOL DISTRICT No. 42 (Maple Ridge – Pitt Meadows)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2017

NOTE 22 SUPPLEMENTARY CASH FLOW INFORMATION

	June 30, 2017	June 30, 2016
Interest paid	\$ -	\$ 3,947
Interest received	612,803	592,936
Capital lease buyout	-	140,245

School District No. 42 (Maple Ridge-Pitt Meadows)

Schedule 1 (Unaudited)

Schedule of Changes in Accumulated Surplus (Deficit) by Fund

Year Ended June 30, 2017

	Operating Fund	Special Purpose Fund	Capital Fund	2017 Actual	2016 Actual
	\$	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	5,302,514		70,567,331	75,869,845	71,132,250
Changes for the year					
Surplus (Deficit) for the year	4,474,707	416,499	(3,062,728)	1,828,478	4,737,595
Interfund Transfers					
Tangible Capital Assets Purchased	(3,246,070)	(416,499)	3,662,569	-	
Local Capital	(1,344,683)		1,344,683	-	
Net Changes for the year	(116,046)	-	1,944,524	1,828,478	4,737,595
Accumulated Surplus (Deficit), end of year - Statement 2	5,186,468	-	72,511,855	77,698,323	75,869,845

School District No. 42 (Maple Ridge-Pitt Meadows)

Schedule of Operating Operations

Year Ended June 30, 2017

	2017 Budget (Note 15) \$	2017 Actual \$	2016 Actual \$
Revenues			
Provincial Grants			
Ministry of Education	127,203,369	128,346,661	123,900,928
Other	393,551	408,733	287,871
Federal Grants	164,600	178,693	172,620
Tuition	8,915,533	8,905,459	9,044,332
Other Revenue	984,902	1,007,223	894,898
Rentals and Leases	423,500	511,245	498,732
Investment Income	380,000	388,521	349,947
Total Revenue	138,465,455	139,746,535	135,149,328
Expenses			
Instruction	119,035,728	115,798,690	112,110,254
District Administration	5,178,097	4,917,203	4,460,117
Operations and Maintenance	14,247,912	14,054,747	12,789,595
Transportation and Housing	540,965	501,188	817,565
Total Expense	139,002,702	135,271,828	130,177,531
Operating Surplus (Deficit) for the year	(537,247)	4,474,707	4,971,797
Budgeted Appropriation (Retirement) of Surplus (Deficit)	4,131,247		
Net Transfers (to) from other funds			
Tangible Capital Assets Purchased	(3,594,000)	(3,246,070)	(2,836,643)
Tangible Capital Assets - Work in Progress			(3,983)
Local Capital		(1,344,683)	(694,509)
Other			(300,047)
Total Net Transfers	(3,594,000)	(4,590,753)	(3,835,182)
Total Operating Surplus (Deficit), for the year	-	(116,046)	1,136,615
Operating Surplus (Deficit), beginning of year		5,302,514	4,165,899
Operating Surplus (Deficit), end of year		5,186,468	5,302,514
Operating Surplus (Deficit), end of year			
Internally Restricted		5,186,468	5,302,514
Total Operating Surplus (Deficit), end of year		5,186,468	5,302,514

School District No. 42 (Maple Ridge-Pitt Meadows)

Schedule of Operating Revenue by Source

Year Ended June 30, 2017

	2017 Budget (Note 15) \$	2017 Actual \$	2016 Actual \$
Provincial Grants - Ministry of Education			
Operating Grant, Ministry of Education	124,723,347	125,033,379	122,156,852
INAC/LEA Recovery	(461,757)	(466,358)	(422,193)
Other Ministry of Education Grants			
Pay Equity	1,874,966	1,874,965	1,874,965
Funding for Graduated Adults	50,000	47,936	136,669
Transportation Supplement	185,990	185,990	
Economic Stability Dividend	73,882	77,045	105,435
Return of Administrative Savings	631,773	631,773	
Carbon Tax Grant	91,000	181,420	
Student Learning Grant		730,150	
Curriculum Implementation			23,450
Miscellaneous	34,168	50,361	25,750
Total Provincial Grants - Ministry of Education	127,203,369	128,346,661	123,900,928
Provincial Grants - Other	393,551	408,733	287,871
Federal Grants	164,600	178,693	172,620
Tuition			
Summer School Fees	44,615	44,530	82,360
Continuing Education	678,745	726,068	793,051
International and Out of Province Students	8,192,173	8,134,861	8,168,921
Total Tuition	8,915,533	8,905,459	9,044,332
Other Revenues			
LEA/Direct Funding from First Nations	477,067	466,358	422,192
Miscellaneous			
Revenue Generation	60,000	83,714	67,548
Partnership Program	136,145	94,400	111,221
Miscellaneous	186,000	257,804	221,362
Transportation Revenue	10,000	8,935	72,575
Before and After School Programming	115,690	96,012	
Total Other Revenue	984,902	1,007,223	894,898
Rentals and Leases	423,500	511,245	498,732
Investment Income	380,000	388,521	349,947
Total Operating Revenue	138,465,455	139,746,535	135,149,328

School District No. 42 (Maple Ridge-Pitt Meadows)

Schedule of Operating Expense by Object
 Year Ended June 30, 2017

	2017 Budget (Note 15) \$	2017 Actual \$	2016 Actual \$
Salaries			
Teachers	63,731,783	62,901,033	61,102,714
Principals and Vice Principals	6,078,269	6,087,668	5,445,538
Educational Assistants	11,044,406	11,005,059	10,308,411
Support Staff	10,758,808	10,750,347	10,370,109
Other Professionals	3,950,190	3,997,219	3,467,112
Substitutes	4,422,955	4,123,574	3,707,070
Total Salaries	99,986,411	98,864,900	94,400,954
Employee Benefits	24,800,444	24,020,598	24,314,008
Total Salaries and Benefits	124,786,855	122,885,498	118,714,962
Services and Supplies			
Services	5,645,044	5,324,749	4,775,914
Student Transportation	604,364	556,486	874,483
Professional Development and Travel	990,387	735,574	610,630
Rentals and Leases	2,116		711
Dues and Fees	149,353	132,110	121,615
Insurance	316,186	321,138	326,874
Supplies	3,986,876	3,006,017	2,645,334
Utilities	2,521,521	2,310,256	2,107,008
Total Services and Supplies	14,215,847	12,386,330	11,462,569
Total Operating Expense	139,002,702	135,271,828	130,177,531

School District No. 42 (Maple Ridge-Pitt Meadows)

Schedule 2C (Unaudited)

Operating Expense by Function, Program and Object

Year Ended June 30, 2017

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	48,052,807	70,891	534,393	322,527		2,562,001	51,542,619
1.03 Career Programs	551,637		410,539			26,777	988,953
1.07 Library Services	930,585	28,226		91,658	260	36,934	1,087,663
1.08 Counselling	1,799,126					24,558	1,823,684
1.10 Special Education	7,620,034	1,060,166	9,499,871	1,295,338	140,525	929,482	20,545,416
1.30 English Language Learning	1,157,560					39,661	1,197,221
1.31 Aboriginal Education	352,813	116,116	537,109	45,400	760	24,662	1,076,860
1.41 School Administration		4,466,155		2,161,318	29,106	192,999	6,849,578
1.60 Summer School	315,535	17,745	23,147	34,299			390,726
1.61 Continuing Education				86,101	318,287		404,388
1.62 International and Out of Province Students	2,110,129	204,937		426,607	408,152	20,208	3,170,033
1.64 Other					65,882		65,882
Total Function 1	62,890,226	5,964,236	11,005,059	4,463,248	962,972	3,857,282	89,143,023
4 District Administration							
4.11 Educational Administration				44,382	953,394	20,867	1,018,643
4.40 School District Governance					142,157		142,157
4.41 Business Administration		123,432		458,555	1,063,459	31,487	1,676,933
Total Function 4	-	123,432	-	502,937	2,159,010	52,354	2,837,733
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration	10,807			222,404	648,369	28,416	909,996
5.50 Maintenance Operations				5,234,967	226,868	167,162	5,628,997
5.52 Maintenance of Grounds				326,791		18,360	345,151
5.56 Utilities							-
Total Function 5	10,807	-	-	5,784,162	875,237	213,938	6,884,144
7 Transportation and Housing							
7.70 Student Transportation							-
Total Function 7	-	-	-	-	-	-	-
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	62,901,033	6,087,668	11,005,059	10,750,347	3,997,219	4,123,574	98,864,900

School District No. 42 (Maple Ridge-Pitt Meadows)

Schedule 2C (Unaudited)

Operating Expense by Function, Program and Object

Year Ended June 30, 2017

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2017 Actual	2017 Budget (Note 15)	2016 Actual
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	51,542,619	11,991,933	63,534,552	2,155,164	65,689,716	66,978,376	64,078,190
1.03 Career Programs	988,953	243,819	1,232,772	499,264	1,732,036	1,726,528	1,665,310
1.07 Library Services	1,087,663	258,198	1,345,861	116,364	1,462,225	1,590,746	1,518,623
1.08 Counselling	1,823,684	402,591	2,226,275	87,528	2,313,803	2,270,445	2,024,302
1.10 Special Education	20,545,416	5,263,348	25,808,764	353,311	26,162,075	26,687,361	24,975,742
1.30 English Language Learning	1,197,221	274,923	1,472,144	11,396	1,483,540	1,824,308	1,798,402
1.31 Aboriginal Education	1,076,860	272,792	1,349,652	103,574	1,453,226	1,650,009	1,325,964
1.41 School Administration	6,849,578	1,826,849	8,676,427	249,595	8,926,022	9,240,553	8,337,742
1.60 Summer School	390,726	59,647	450,373	12,910	463,283	464,601	438,897
1.61 Continuing Education	404,388	56,231	460,619	181,397	642,016	688,182	676,508
1.62 International and Out of Province Students	3,170,033	688,098	3,858,131	1,473,927	5,332,058	5,623,181	5,244,516
1.64 Other	65,882	18,425	84,307	54,383	138,690	291,438	26,058
Total Function 1	89,143,023	21,356,854	110,499,877	5,298,813	115,798,690	119,035,728	112,110,254
4 District Administration							
4.11 Educational Administration	1,018,643	311,256	1,329,899	335,637	1,665,536	1,630,221	1,400,957
4.40 School District Governance	142,157	3,003	145,160	144,901	290,061	345,749	243,581
4.41 Business Administration	1,676,933	475,060	2,151,993	809,613	2,961,606	3,202,127	2,815,579
Total Function 4	2,837,733	789,319	3,627,052	1,290,151	4,917,203	5,178,097	4,460,117
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration	909,996	198,978	1,108,974	651,055	1,760,029	1,613,216	1,440,289
5.50 Maintenance Operations	5,628,997	1,593,859	7,222,856	1,374,574	8,597,430	8,783,209	8,344,501
5.52 Maintenance of Grounds	345,151	81,588	426,739	317,444	744,183	674,751	532,726
5.56 Utilities	-	-	-	2,953,105	2,953,105	3,176,736	2,472,079
Total Function 5	6,884,144	1,874,425	8,758,569	5,296,178	14,054,747	14,247,912	12,789,595
7 Transportation and Housing							
7.70 Student Transportation	-	-	-	501,188	501,188	540,965	817,565
Total Function 7	-	-	-	501,188	501,188	540,965	817,565
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	98,864,900	24,020,598	122,885,498	12,386,330	135,271,828	139,002,702	130,177,531

School District No. 42 (Maple Ridge-Pitt Meadows)

Schedule of Special Purpose Operations

Year Ended June 30, 2017

	2017 Budget (Note 15)	2017 Actual	2016 Actual
	\$	\$	\$
Revenues			
Provincial Grants			
Ministry of Education	4,560,490	5,026,155	4,085,715
Other Revenue	4,369,600	4,746,928	4,602,761
Investment Income	5,400	26,960	7,545
Total Revenue	<u>8,935,490</u>	<u>9,800,043</u>	<u>8,696,021</u>
Expenses			
Instruction	7,946,717	8,825,805	7,960,029
District Administration	90,957	16,397	
Operations and Maintenance	461,816	541,342	377,072
Total Expense	<u>8,499,490</u>	<u>9,383,544</u>	<u>8,337,101</u>
Special Purpose Surplus (Deficit) for the year	<u>436,000</u>	<u>416,499</u>	<u>358,920</u>
Net Transfers (to) from other funds			
Tangible Capital Assets Purchased	(436,000)	(416,499)	(358,920)
Total Net Transfers	<u>(436,000)</u>	<u>(416,499)</u>	<u>(358,920)</u>
Total Special Purpose Surplus (Deficit) for the year	<u>-</u>	<u>-</u>	<u>-</u>
Special Purpose Surplus (Deficit), beginning of year			
Special Purpose Surplus (Deficit), end of year		<u>-</u>	<u>-</u>

School District No. 42 (Maple Ridge-Pitt Meadows)

Schedule 3A (Unaudited)

Changes in Special Purpose Funds and Expense by Object

Year Ended June 30, 2017

	Annual Facility Grant \$	Learning Improvement Fund \$	Special Education Equipment \$	Scholarships and Bursaries \$	Service Delivery Transformation \$	School Generated Funds \$	Strong Start \$	Ready, Set, Learn \$	OLEP \$
Deferred Revenue, beginning of year	150,266		28,006	188,081	90,957	1,374,160	37,751	8,807	
Add: Restricted Grants									
Provincial Grants - Ministry of Education	561,550	2,527,470					257,963	49,000	245,550
Other				3,473		4,488,180			
Investment Income	2,898			13,019	1,268		616	199	
	564,448	2,527,470	-	16,492	1,268	4,488,180	258,579	49,199	245,550
Less: Allocated to Revenue	541,342	2,362,179	28,006	62,930	16,397	4,498,280	259,503	46,094	245,550
Deferred Revenue, end of year	173,372	165,291	-	141,643	75,828	1,364,060	36,827	11,912	-
Revenues									
Provincial Grants - Ministry of Education	538,444	2,362,179	28,006		15,129		258,887	45,895	245,550
Other Revenue				49,911		4,498,280			
Investment Income	2,898			13,019	1,268		616	199	
	541,342	2,362,179	28,006	62,930	16,397	4,498,280	259,503	46,094	245,550
Expenses									
Salaries									
Teachers		1,431,033						27,727	91,951
Educational Assistants		423,459				12,939	176,349	2,855	
Support Staff	50,985					9,069	5,415		
Substitutes		69,057				17,965	3,680	5,572	7,198
	50,985	1,923,549	-	-	-	39,973	185,444	36,154	99,149
Employee Benefits	231	438,630				2,925	53,812	6,951	22,496
Services and Supplies	280,332		2,608	62,930	4,654	4,379,675	17,869	2,989	118,459
	331,548	2,362,179	2,608	62,930	4,654	4,422,573	257,125	46,094	240,104
Net Revenue (Expense) before Interfund Transfers	209,794	-	25,398	-	11,743	75,707	2,378	-	5,446
Interfund Transfers									
Tangible Capital Assets Purchased	(209,794)		(25,398)		(11,743)	(75,707)	(2,378)		(5,446)
	(209,794)	-	(25,398)	-	(11,743)	(75,707)	(2,378)	-	(5,446)
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 42 (Maple Ridge-Pitt Meadows)

Changes in Special Purpose Funds and Expense by Object

Year Ended June 30, 2017

Schedule 3A (Unaudited)

	CommunityLINK	Coding and Curriculum Implementation	Priority Measures	Youth Education Support Fund	TOTAL
	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	3,407			63,610	1,945,045
Add: Restricted Grants					
Provincial Grants - Ministry of Education	540,226	107,075	1,268,662		5,557,496
Other				249,332	4,740,985
Investment Income	499	1,388	4,972	2,101	26,960
	540,725	108,463	1,273,634	251,433	10,325,441
Less: Allocated to Revenue	514,273	48,470	976,181	200,838	9,800,043
Deferred Revenue, end of year	29,859	59,993	297,453	114,205	2,470,443
Revenues					
Provincial Grants - Ministry of Education	513,774	47,082	971,209		5,026,155
Other Revenue				198,737	4,746,928
Investment Income	499	1,388	4,972	2,101	26,960
	514,273	48,470	976,181	200,838	9,800,043
Expenses					
Salaries					
Teachers	32,960		773,601		2,357,272
Educational Assistants	338,652				954,254
Support Staff					65,469
Substitutes			9,117		112,589
	371,612	-	782,718	-	3,489,584
Employee Benefits	98,591		193,463		817,099
Services and Supplies	44,070	44,355		118,920	5,076,861
	514,273	44,355	976,181	118,920	9,383,544
Net Revenue (Expense) before Interfund Transfers	-	4,115	-	81,918	416,499
Interfund Transfers					
Tangible Capital Assets Purchased		(4,115)		(81,918)	(416,499)
	-	(4,115)	-	(81,918)	(416,499)
Net Revenue (Expense)	-	-	-	-	-

School District No. 42 (Maple Ridge-Pitt Meadows)

Schedule of Capital Operations

Year Ended June 30, 2017

	2017 Budget (Note 15)	2017 Actual			2016 Actual
		Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$	\$
Revenues					
Provincial Grants					
Ministry of Education		1,602		1,602	1,407,369
Other				-	
School Site Acquisition Fees		862		862	757,814
Federal Grants				-	
Other Revenue	85,763		235,078	235,078	130,217
Investment Income			86,045	86,045	98,558
Amortization of Deferred Capital Revenue	5,328,066	5,338,249		5,338,249	5,357,723
Total Revenue	<u>5,413,829</u>	<u>5,340,713</u>	<u>321,123</u>	<u>5,661,836</u>	<u>7,751,681</u>
Expenses					
Operations and Maintenance				-	
Amortization of Tangible Capital Assets					
Operations and Maintenance	8,656,711	8,724,564		8,724,564	8,340,856
Debt Services					
Capital Lease Interest				-	3,947
Total Expense	<u>8,656,711</u>	<u>8,724,564</u>	<u>-</u>	<u>8,724,564</u>	<u>8,344,803</u>
Capital Surplus (Deficit) for the year	<u>(3,242,882)</u>	<u>(3,383,851)</u>	<u>321,123</u>	<u>(3,062,728)</u>	<u>(593,122)</u>
Net Transfers (to) from other funds					
Tangible Capital Assets Purchased	4,030,000	3,662,569		3,662,569	3,195,563
Tangible Capital Assets - Work in Progress				-	3,983
Local Capital			1,344,683	1,344,683	694,509
Capital Lease Payment				-	300,047
Total Net Transfers	<u>4,030,000</u>	<u>3,662,569</u>	<u>1,344,683</u>	<u>5,007,252</u>	<u>4,194,102</u>
Other Adjustments to Fund Balances					
Tangible Capital Assets Purchased from Local Capital		377,596	(377,596)	-	
Tangible Capital Assets WIP Purchased from Local Capital		87,740	(87,740)	-	
Total Other Adjustments to Fund Balances		<u>465,336</u>	<u>(465,336)</u>	<u>-</u>	
Total Capital Surplus (Deficit) for the year	<u><u>787,118</u></u>	<u><u>744,054</u></u>	<u><u>1,200,470</u></u>	<u><u>1,944,524</u></u>	<u><u>3,600,980</u></u>
Capital Surplus (Deficit), beginning of year		65,250,726	5,316,605	70,567,331	66,966,351
Capital Surplus (Deficit), end of year		<u><u>65,994,780</u></u>	<u><u>6,517,075</u></u>	<u><u>72,511,855</u></u>	<u><u>70,567,331</u></u>

School District No. 42 (Maple Ridge-Pitt Meadows)

Schedule 4A (Unaudited)

Tangible Capital Assets

Year Ended June 30, 2017

	Sites	Buildings	Furniture and Equipment	Vehicles	Computer Software	Computer Hardware	Total
	\$	\$	\$	\$	\$	\$	\$
Cost, beginning of year	31,348,414	260,754,947	9,430,423	721,237	1,286,502	6,224,472	309,765,995
Changes for the Year							
Increase:							
Purchases from:							
Deferred Capital Revenue - Bylaw	1,602						1,602
Deferred Capital Revenue - Other	862						862
Operating Fund			952,622	386,198	53,709	1,853,541	3,246,070
Special Purpose Funds		209,794	132,454		11,743	62,508	416,499
Local Capital		6,440	130,791		147,752	92,613	377,596
Transferred from Work in Progress		2,375,004	70,584				2,445,588
	2,464	2,591,238	1,286,451	386,198	213,204	2,008,662	6,488,217
Decrease:							
Deemed Disposals			638,314	114,999	60,632	221,036	1,034,981
	-	-	638,314	114,999	60,632	221,036	1,034,981
Cost, end of year	31,350,878	263,346,185	10,078,560	992,436	1,439,074	8,012,098	315,219,231
Work in Progress, end of year		2,099,045					2,099,045
Cost and Work in Progress, end of year	31,350,878	265,445,230	10,078,560	992,436	1,439,074	8,012,098	317,318,276
Accumulated Amortization, beginning of year		125,979,727	4,561,777	284,247	310,924	2,425,745	133,562,420
Changes for the Year							
Increase: Amortization for the Year		5,967,218	975,449	85,684	272,557	1,423,656	8,724,564
Decrease:							
Deemed Disposals			638,314	114,999	60,632	221,036	1,034,981
		-	638,314	114,999	60,632	221,036	1,034,981
Accumulated Amortization, end of year		131,946,945	4,898,912	254,932	522,849	3,628,365	141,252,003
Tangible Capital Assets - Net	31,350,878	133,498,285	5,179,648	737,504	916,225	4,383,733	176,066,273

School District No. 42 (Maple Ridge-Pitt Meadows)

Tangible Capital Assets - Work in Progress

Year Ended June 30, 2017

	Buildings	Furniture and Equipment	Computer Software	Computer Hardware	Total
	\$	\$	\$	\$	\$
Work in Progress, beginning of year	549,278				549,278
Changes for the Year					
Increase:					
Deferred Capital Revenue - Bylaw	3,837,031				3,837,031
Deferred Capital Revenue - Other		70,584			70,584
Local Capital	87,740				87,740
	<u>3,924,771</u>	<u>70,584</u>	<u>-</u>	<u>-</u>	<u>3,995,355</u>
Decrease:					
Transferred to Tangible Capital Assets	2,375,004	70,584			2,445,588
	<u>2,375,004</u>	<u>70,584</u>	<u>-</u>	<u>-</u>	<u>2,445,588</u>
Net Changes for the Year	<u>1,549,767</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,549,767</u>
Work in Progress, end of year	<u>2,099,045</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,099,045</u>

School District No. 42 (Maple Ridge-Pitt Meadows)

Deferred Capital Revenue

Year Ended June 30, 2017

	Bylaw Capital	Other Provincial	Other Capital	Total Capital
	\$	\$	\$	\$
Deferred Capital Revenue, beginning of year	109,751,346	736,391	465,118	110,952,855
Changes for the Year				
Increase:				
Transferred from Work in Progress	2,375,004	70,584		2,445,588
	2,375,004	70,584	-	2,445,588
Decrease:				
Amortization of Deferred Capital Revenue	5,118,111	29,779	190,359	5,338,249
	5,118,111	29,779	190,359	5,338,249
Net Changes for the Year	(2,743,107)	40,805	(190,359)	(2,892,661)
Deferred Capital Revenue, end of year	107,008,239	777,196	274,759	108,060,194
Work in Progress, beginning of year	549,278			549,278
Changes for the Year				
Increase				
Transferred from Deferred Revenue - Work in Progress	3,837,031	70,584		3,907,615
	3,837,031	70,584	-	3,907,615
Decrease				
Transferred to Deferred Capital Revenue	2,375,004	70,584		2,445,588
	2,375,004	70,584	-	2,445,588
Net Changes for the Year	1,462,027	-	-	1,462,027
Work in Progress, end of year	2,011,305	-	-	2,011,305
Total Deferred Capital Revenue, end of year	109,019,544	777,196	274,759	110,071,499

School District No. 42 (Maple Ridge-Pitt Meadows)

Schedule 4D (Unaudited)

Changes in Unspent Deferred Capital Revenue

Year Ended June 30, 2017

	Bylaw Capital	MEd Restricted Capital	Other Provincial Capital	Land Capital	Other Capital	Total
	\$	\$	\$	\$	\$	\$
Balance, beginning of year	82,167	1,576,456		5,086,420		6,745,043
Changes for the Year						
Increase:						
Provincial Grants - Ministry of Education	5,120,621					5,120,621
Provincial Grants - Other			70,584			70,584
Investment Income		26,800		96,957		123,757
School Site Acquisition Fees				617,366		617,366
	5,120,621	26,800	70,584	714,323	-	5,932,328
Decrease:						
Transferred to DCR - Work in Progress	3,837,031		70,584			3,907,615
Transferred to Revenue - Site Purchases	1,602			862		2,464
	3,838,633	-	70,584	862	-	3,910,079
Net Changes for the Year	1,281,988	26,800	-	713,461	-	2,022,249
Balance, end of year	1,364,155	1,603,256	-	5,799,881	-	8,767,292

**SCHOOL DISTRICT
STATEMENT OF FINANCIAL INFORMATION (SOFI)**

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)

FISCAL YEAR ENDED JUNE 30, 2017

SCHEDULE OF DEBT

Information on all long term debt is included in the Notes of the School District Audited Financial Statements.

Prepared as required by the *Financial Information Regulation*, Schedule 1, Section 4.

**SCHOOL DISTRICT
STATEMENT OF FINANCIAL INFORMATION (SOFI)**

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)

FISCAL YEAR ENDED JUNE 30, 2017

SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

The Board of Education of School District No. 42 (Maple Ridge - Pitt Meadows) has not given any guarantee or indemnity under the Guarantees and Indemnities Regulation.

Prepared as required by the *Financial Information Regulation*, Schedule 1, Section 5.

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)
YEAR ENDED JUNE 30, 2017

SCHEDULE OF REMUNERATION AND EXPENSES PAID IN
RESPECT OF EACH EMPLOYEE

A. LIST OF ELECTED OFFICIALS

NAME	POSITION	TOTAL REMUNERATION	TOTAL EXPENSES
BEARE, LISA M	TRUSTEE	\$ 17,215.30	\$ 3,101.70
CARR, SUSAN E.	VICE-CHAIRPERSON	21,481.98	1,463.76
CARRERAS, KORLEEN A.	TRUSTEE	19,982.04	3,940.57
CLARKSON, KENNETH B.	TRUSTEE	19,982.04	3,284.27
MURRAY, MIKE W.	CHAIRPERSON	22,981.92	3,134.00
PALIS, ELEANOR A.	TRUSTEE	19,982.04	420.00
REMPEL, DAVID	TRUSTEE	19,982.04	-
TOTAL ELECTED OFFICIALS		\$ 141,607.36	\$ 15,344.30

Prepared as required by the *Financial Information Regulation*, Schedule 1, Section 6.

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)
YEAR ENDED JUNE 30, 2017

**SCHEDULE OF REMUNERATION AND EXPENSES PAID
IN RESPECT OF EACH EMPLOYEE**

EMPLOYEES, OTHER THAN ELECTED OFFICIALS, WHOSE REMUNERATION EXCEEDS \$ 75,000

NAME	REMUNERATION	EXPENSES
AARESKJOLD, MONICA	\$ 84,002.87	\$ -
ABLETT, DALE R	86,868.99	10.40
AITKEN, KAREN L	89,891.18	25.00
ALLAN, DAVID	85,359.60	-
ALLAN, KEITH	86,686.86	90.00
ANDREWS, SHERRY	79,358.35	-
ARDENNE, TIMOTHY	85,973.94	1,633.37
ASHLEE, JULIE F	88,759.04	-
ASHLEY, JULIE C	89,245.26	25.00
AUST, SHERRY E	86,582.35	-
BAHIA, HARJIT S	86,674.29	2,254.09
BAILEY, KIRSTEN J	80,692.76	283.42
BALDASSI, MARIE A	88,305.95	-
BARICHELLO, BRENT	86,011.08	-
BARKER-BROWN, JULIE	79,777.90	-
BARTEL, RONALD W.	80,759.80	-
BATES, RANDY	85,242.73	-
BAYDO, CHERYL	83,231.64	-
BEALE, MARK	85,975.46	-
BEAUDET, MARC M	80,139.94	-
BEAUDET, NICOLE	88,303.85	-
BECKMANN, HELLA	84,680.29	-
BELEC, SHARON	86,632.28	27.11
BELL, REBEKAH	80,992.66	-
BEMISTER, TIM	88,775.82	-
BENNETT, JULIE	89,201.64	615.00
BEUTLER, SHELLEY	88,842.82	363.42
BEVERIDGE, JENNIFER A	105,830.92	2,434.38
BIANCHI, LUISA M.	92,247.55	488.47
BIKIC, JOVO	130,701.03	12,453.93
BISSET, FIONA	86,135.07	-
BISSET, KEN R	84,271.09	-
BLACK, SHELLEY	81,177.24	-
BLACKMON, WENDY	91,910.82	807.91
BLAKEWAY, KRISTI L	117,161.32	3,518.20
BLANCHARD-WILLOUGHBY, KAY M	89,219.56	388.80
BLANCO, CATHRYN M	88,672.57	528.82
BLIGH, KIMBERLEY	85,642.71	-
BODMAN, KEVIN	116,147.75	1,351.91
BODMAN, KRISTIN	81,223.86	-
BONDI, KIM	124,959.62	592.91
BONENFANT, BERNARD	89,730.13	1.78
BOONE, JENNIFER	91,376.69	-
BORGHARDT, LORI-ANN	86,858.55	90.00
BOUCHARD, MICHELLE C	87,960.12	-

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THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)
YEAR ENDED JUNE 30, 2017

**SCHEDULE OF REMUNERATION AND EXPENSES PAID
IN RESPECT OF EACH EMPLOYEE**

EMPLOYEES, OTHER THAN ELECTED OFFICIALS, WHOSE REMUNERATION EXCEEDS \$ 75,000

NAME	REMUNERATION	EXPENSES
BOYLE, PATRICK	81,823.82	-
BRADLEY, ELVIRA A.	80,258.24	1,574.78
BRADLEY, LINDA	86,836.77	31.78
BRANDON, LAURA	107,170.65	1,446.78
BREKKAAS, PHILIP B	81,211.26	-
BREMA, RHONDALEE	82,239.43	4,494.56
BRIGHAM, BEVERLY L	87,776.52	1,055.69
BROCK, GREGORY	79,409.39	-
BROWN, ANELMA	110,943.56	1,896.62
BROWN, HEATHER E	81,844.73	-
BROWN, WENDY	88,272.98	-
BRUCE, LAURA	85,151.50	-
BUDD, ASSUNTA	81,653.35	5,150.11
BUDDLE, PETER J	80,328.56	-
BURDON, JAMES	87,847.70	-
BURNS, JACQUELINE	86,077.99	-
BURNS, TIMOTHY	87,406.42	73.50
BURROWS, HOLLY L	82,024.66	-
BUTTERWORTH, SANDI	86,506.83	-
CAMOZZI, DAN V	88,865.87	-
CAMPBELL, CATHERINE	86,858.16	-
CAMPBELL, GILLIAN	79,422.12	4,474.52
CAMPBELL, LISA LOUISE	76,560.49	-
CAMPBELL, SARA	80,956.97	-
CARLSON, BRENDA J	85,429.09	-
CARRISS, JOSH N	81,223.73	1,024.40
CARRUTHERS, KIMBERLY	81,730.01	242.88
CAUSON, DARREN D	86,369.73	-
CHABOT, MICHELLE L	89,503.76	-
CHAN, JOHNNY	88,858.50	397.45
CHANG, ALBERT H	86,142.51	-
CHAPMAN, HEATHER	80,765.58	-
CHEW, LISA	88,152.12	1,216.76
CHOO, LYNDIA J	81,986.49	-
CHOW, WAYNE	99,719.78	886.32
CHUNG, ANGELA C.	83,609.28	1,826.30
CLARKE, JULIE M.	99,472.41	807.51
CLAYTON, ANDREA C	89,425.05	-
CLUTCHEY, DREW S	98,661.73	-
COGHILL, LISA	88,040.17	-
COLLETTE, SUZANNE	86,111.29	-
COLPITTS, KRISTIE L	96,094.17	2,596.71
CONNOLLY, CHRISTOPHER H	86,721.15	162.85
CONNOR, TREVOR SEAN	125,794.10	957.25
COOK, REBECCA	85,210.89	-

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THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)
YEAR ENDED JUNE 30, 2017

**SCHEDULE OF REMUNERATION AND EXPENSES PAID
IN RESPECT OF EACH EMPLOYEE**

EMPLOYEES, OTHER THAN ELECTED OFFICIALS, WHOSE REMUNERATION EXCEEDS \$ 75,000

NAME	REMUNERATION	EXPENSES
COOLEY, LARA M	89,971.58	-
CORDONI, MEGHAN M	85,608.56	80.00
CORNEIL, DAPHNE H	86,073.95	-
CORNELL, JULIE P	91,217.37	-
COUGHLAN, FLAVIA M.	172,562.50	10,319.84
COULOMBE, KAREN	87,960.19	-
COWIE, ANTONY	80,859.03	-
CRAIG, GLORIA	86,803.26	-
CRICH, BRENT	87,380.80	570.52
CROWHURST, MELANIE	75,021.51	-
CRYMBLE, ROBERT J.M.	87,382.53	-
CULBERT, MARCIE	88,478.57	-
CUNNINGS, BRUCE	118,979.94	1,503.10
CURLEY, JACOB	79,833.38	1,000.11
CURWEN, JEFFREY	119,597.31	3,356.32
CURWEN, SCOTT M	89,981.95	-
DAGENAIS, CAROLE	86,787.35	-
DAHLE, JODI R	87,645.41	516.89
DAILEY, TANYA E.	116,300.17	2,735.15
DAND, KIRK	80,682.35	-
DAND, STEPHANIE	118,404.62	1,080.98
D'ANDREA, LISA P	79,834.55	-
DANIELS, REBECCA A.	76,546.09	-
DAOUST, SUSAN E	86,813.36	-
DAVIES, SUZANNE	81,219.09	-
DAVIS, COLIN	88,842.82	-
DAVIS, JEFFREY A.	85,432.86	-
DAVIS, MICHELLE	103,188.08	2,737.09
DELORME, RICHARD M.M.	112,103.42	7,277.75
DEMOS, STEVE	99,285.89	885.21
DERINZY, SHANNON	136,421.07	10,634.20
DESJARDINS, WIL E	81,186.77	-
DEVEAUX, CEZANN J	80,344.62	80.00
DEVITA, MICHAEL D	76,042.39	1,024.40
DHILLON, HARDEEP	135,813.63	8,599.31
DHILLON, SUSAN	92,272.67	769.10
DICKIN, RANDY	88,855.56	-
DICKSON, DENNIS	125,794.10	2,180.44
DIGIOVANNI, ELENA	92,656.34	1,851.71
DILLEN, ALEESHA M	87,246.73	255.00
DILLEY, ROBYN	85,744.38	80.00
DILLEY, TIMOTHY M	86,671.04	-
DINGLER, BRAD S	81,224.98	3,369.49
DINSA, KAMALJIT K	90,143.41	182.80
DIXON, CATHERINE	87,359.50	272.35

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THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)
YEAR ENDED JUNE 30, 2017

**SCHEDULE OF REMUNERATION AND EXPENSES PAID
IN RESPECT OF EACH EMPLOYEE**

EMPLOYEES, OTHER THAN ELECTED OFFICIALS, WHOSE REMUNERATION EXCEEDS \$ 75,000

NAME	REMUNERATION	EXPENSES
DIXON, DAVE	85,955.08	-
DIXON-WARREN, GWYNETH L.	118,422.32	2,357.81
DOYLE, DESMOND	86,929.23	90.00
DRABIK, JEFF	85,975.46	-
DRAFI, RACHEL	79,713.20	-
DRAFI, ROBERT J	91,260.59	-
DRAPEAU, DENIS JG	87,592.92	298.65
DRINKLE, JOANNA	86,688.40	-
DRUMMOND, DAVI-ANDREA	86,787.58	1,755.79
DUCHARME, GILLIAN G	92,568.48	246.84
DUECK, JUDY R.	75,452.58	3,538.43
DUECK, KELVIN L	85,991.92	-
DUMAS, ED	88,775.82	-
DUNBAR, LEANNE	77,516.42	-
DURANT, ANITA	78,839.40	-
EASBY, CONRAD J	79,946.54	-
ELDER, FIONA M	81,128.57	-
ELKE, RAMONA L	93,791.19	673.27
ELPHICK, HEATHER E	85,757.35	3,737.02
ELPHICK, KEN E	88,856.54	525.56
ESCHER, LORI S	78,609.91	-
ESKANDAR, RICHARD E.	102,879.81	3,815.87
EVANS, SHELLEY	89,040.31	1,824.61
FAA, ALLON	89,124.40	-
FAHLMAN, TERRI	87,797.84	508.49
FAULKNER, BRENT	84,849.24	90.00
FEIR, SHERRILL LYNNE	85,351.66	-
FERRIER, SARAH	77,684.03	-
FINDLAY, LYNN	88,609.88	-
FISCHER, HEATHER A	85,770.51	1,717.10
FITKALL, JANINE A	94,473.32	-
FLETT, CYNTHIA K	88,957.24	-
FLYNN, MARGARET A	87,960.12	-
FOSTER, RICHARD	86,821.73	15.00
FRANCIS, DENA	83,834.30	-
FRANCO, PAUL	89,001.76	-
FRANZ, ECKHART J	83,769.28	-
FRENCH, MICHELLE A.	79,771.10	-
FRENCH, WILLIAM	90,295.04	-
FREND, GRANT W.	123,696.97	3,559.88
FRIESEN, JEANNIE	77,994.72	-
FUHRMANN, JENNIFER	103,469.93	1,739.34
GALVIN, JENNIFER ANN LEES	88,602.52	-
GARNEAU, ALISON	88,034.76	898.92
GARRISON, MARIANNE C.	89,607.92	983.35

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THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)
YEAR ENDED JUNE 30, 2017

**SCHEDULE OF REMUNERATION AND EXPENSES PAID
IN RESPECT OF EACH EMPLOYEE**

EMPLOYEES, OTHER THAN ELECTED OFFICIALS, WHOSE REMUNERATION EXCEEDS \$ 75,000

NAME	REMUNERATION	EXPENSES
GEHM, NATALIE	85,392.38	271.76
GEORGE, KRISTOPHER K	75,250.60	-
GIBEAULT, IRENE	76,064.11	1,678.89
GIESINGER, PATRICIA	124,852.85	1,422.65
GILL, JASJIT S	86,064.27	-
GILL, JEMSHER S	95,201.88	-
GILMOUR, CHRISTINE	84,951.20	-
GIRARD, MARK J	88,862.40	-
GIRARD, PATRICIA	88,005.64	-
GLOVER, PATRICK	87,747.72	-
GODDARD, ANDREA	79,935.92	-
GOERTZ, LISE I	88,408.62	-
GOODWIN, BERNICE	77,740.84	-
GORDON, JEANETTE J	86,604.17	-
GRANT, STEVEN M	80,328.94	-
GRAVES, DIANE	107,688.64	6,280.29
GRAY, PHILIP	85,963.33	850.00
GRAY, STEVEN A	87,064.16	279.00
GREEN, LISA M	77,522.97	353.42
GREENE, SUSAN	85,050.69	-
GRIFFIN, PENNY	81,894.06	409.50
GRIFFIS, PAMELA	86,711.64	-
GRILL, DANIEL	91,033.73	243.92
GRILL, LISA M	79,393.77	287.35
GUBERT, LIVIO L	86,065.82	-
GUZYK, ROBERT	86,664.19	-
HAAVISTO, MARITA	78,686.39	-
HALABI, VICCI	89,518.00	2,061.72
HALFNIGHTS, KELLY	87,219.22	-
HALFNIGHTS, STEVEN L	89,891.34	180.00
HALL, KIMBERLY D.	76,156.46	813.61
HALL, SUZANNE	88,813.70	505.82
HALLATE, GURMINDER SINGH	87,869.72	-
HAMEL-DREADON, CATHERINE	88,408.62	-
HAMNER, COLETTE	77,603.06	335.00
HAMPTON, JASON	81,220.27	-
HANLON, MICHAEL G	95,517.38	-
HANS, SATINDER K	78,305.04	-
HANSEN, JENNIFER A	80,851.34	-
HANSEN, SHERRYL	86,550.93	-
HARAS, SUSAN J	86,751.08	-
HARDY, DALE K	97,661.48	-
HARMON, ANDRIA	85,715.39	-
HARMON, RYAN	92,273.00	233.47
HARMSTON, LORNA	86,858.16	-

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THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)
YEAR ENDED JUNE 30, 2017

**SCHEDULE OF REMUNERATION AND EXPENSES PAID
IN RESPECT OF EACH EMPLOYEE**

EMPLOYEES, OTHER THAN ELECTED OFFICIALS, WHOSE REMUNERATION EXCEEDS \$ 75,000

NAME	REMUNERATION	EXPENSES
HARRIS, MELANIE	79,768.72	174.02
HARRISON, KRISTIN	81,176.10	526.82
HARRISON, PAUL J.	83,820.46	1,592.70
HAYCOCK, KERI	85,418.16	215.07
HAYER, JETANDER (JOHN)	89,439.56	3,348.21
HAYNES, PAM	87,275.22	33.59
HEIKKILA, DONNA M.	127,380.76	-
HEINRICH, COLLEEN	79,719.10	-
HEINZE, KEVIN N	87,416.54	233.47
HENNEBERRY-GLOVER, KIM R	90,927.01	224.48
HERMAN, DONALD	80,341.48	-
HERRMANN, PAMELA	78,256.24	-
HETHERINGTON, TODD W	81,211.45	-
HICKEY, LAUREEN L	112,382.28	2,032.28
HINDSON, TANYA	90,066.54	-
HINE, LINDSEY A	95,133.14	-
HIRNIAK, HALIA	85,934.18	-
HODGE, DENINE R	76,866.22	-
HOLMES, GIANNA	86,858.16	-
HOMENIUK, NATASHA M	88,808.12	255.00
HOOGSTINS, LINDA	81,860.43	207.88
HOOPER, JAMES T	93,540.89	146.88
HOWARTH, PAULA	87,402.82	-
HOYME, THOMAS F	81,240.06	-
HUGHES, JENNIFER	90,628.28	-
HUME, JOHN D	86,616.37	-
HUMER, ANDREA	86,155.35	-
HUMPHREYS, RYAN	85,647.07	90.00
HUNT, DEBBIE L.J	86,860.54	15.00
HUSSEY, STEPHEN P	88,956.96	-
HUTCHINS, GERALDINE	80,834.96	-
JAKEWAY, LISA J.	91,393.48	-
JAMIESON, CHARLENE	89,341.06	-
JAMIESON, DAVID	86,858.35	-
JAMIESON, MARLA L	88,160.84	-
JENNINGS, JEANNE	81,131.26	-
JENSEN, LINDA D	82,727.99	-
JENSEN, MICHELLE	79,833.21	211.85
JINNOUCHI, CHARLES	86,378.00	0.01
JOHN, ANNA INY	82,424.35	526.26
JOHNSON, CARLY	79,774.11	90.00
JOHNSON, JENNIFER H	81,909.22	16.79
JONES, DANIEL	79,644.10	-
JONES, RHONDA	82,221.20	1,874.16
JORDISON, HELEN	86,906.00	-

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THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)
YEAR ENDED JUNE 30, 2017

**SCHEDULE OF REMUNERATION AND EXPENSES PAID
IN RESPECT OF EACH EMPLOYEE**

EMPLOYEES, OTHER THAN ELECTED OFFICIALS, WHOSE REMUNERATION EXCEEDS \$ 75,000

NAME	REMUNERATION	EXPENSES
JOWETT, KELLY	80,731.26	-
KALOFF, EDWARD A	86,832.38	200.44
KALOFF, JUDY	85,392.38	-
KANIA, LISA	93,728.61	4,115.14
KARAMANIAN, JACOB	85,350.10	-
KATER, STEVE	89,597.30	5,237.22
KEENAN, MICHAEL	125,554.27	1,875.97
KELVIN, NANCY	86,412.25	182.80
KIBBINS, CANDACE	80,781.23	-
KING, IAN R	86,813.20	31.78
KING, JEANETTE	88,303.42	555.77
KINNEE, CAROL A	87,592.92	255.00
KITAMURA, LEAH	78,670.02	367.39
KNOX, THERESA	86,865.98	-
KONG, KRISTA	84,836.60	-
KOSMAN, KATHERINE	86,747.49	-
KOTWAL, SHERNAZ	88,847.82	-
KRAUS, LANCE	88,842.82	651.67
KRAVCHENKO, ELINA	86,446.25	-
KRAVJANSKI, JOSEPH L	86,361.82	-
KRZUS, SONJA	87,402.44	-
KUSNEZOV, TIFFANY	88,028.36	-
LABELLE, DELEE	86,474.54	-
LACROIX, CYNTHIA L	88,470.90	774.77
LANE, JULIE	100,598.68	3,793.08
LANGSTON, KELLY	88,775.82	38.03
LAPOINTE, PATRICIA M.R.	81,289.43	-
LAROCQUE, ANDRE A	86,128.06	-
LAURIDSEN, KRISTI	88,809.82	705.86
LAWRANCE, LISA M.	117,768.76	2,466.88
LAWRANCE, RON	92,733.07	-
LE SAGE, ROBERT	88,969.30	-
LEMIEUX, PAULINE R	90,556.61	4,358.05
LEMMEN, KIEL C	90,708.26	369.50
LENTON, ANDREW	88,959.25	1,413.68
LEONARD, LONA	86,434.73	-
LESNES, DANIEL	86,788.17	2,035.92
LEVESQUE, THOMAS	110,432.52	6,616.11
LINDGREN, ANDREA A	85,177.82	-
LINTON, SHELLEY D.	117,126.84	8,331.96
LIS, JANUSZ	88,320.90	25.00
LIVERSIDGE, IAN G.	115,612.52	12,406.71
LIVERSIDGE, LESLEY A	88,374.47	-
LO, CATHERINE	86,858.16	-
LOGAN, JAMES	88,351.32	-

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)
YEAR ENDED JUNE 30, 2017

**SCHEDULE OF REMUNERATION AND EXPENSES PAID
IN RESPECT OF EACH EMPLOYEE**

EMPLOYEES, OTHER THAN ELECTED OFFICIALS, WHOSE REMUNERATION EXCEEDS \$ 75,000

NAME	REMUNERATION	EXPENSES
LOUTET, SHAWNA	85,520.72	3,580.11
LOW, MACLEAN S	87,634.89	-
LOZINSKI, GARY A	95,791.53	1,902.87
LUDEMAN, KYLE D	90,267.61	1,764.20
LUDEMAN, MICHELLE	89,102.85	-
LUMMIS, ISABEL	86,799.34	-
LUTSCH, AREAL	82,811.83	789.24
MACDONALD, JENNIFER R	92,635.81	789.24
MACDONALD, KATHLEEN	81,138.42	882.27
MACGREGOR, ALEX	81,204.90	15.00
MACGREGOR, ELISA	83,321.00	-
MACKENNEY, ANN MARIE	77,863.64	-
MACKINNON, BARBARA A	88,096.05	698.17
MACLEOD, KATIE D	79,571.56	-
MACPHERSON, SHANA	86,871.00	-
MACQUARRIE, DALE	91,389.85	-
MAGIS, LEE	104,635.07	2,525.63
MAH, LEANNE M	83,991.95	-
MAH, STEVEN K.	86,865.99	-
MAHER, SARA	89,815.44	-
MAITLAND, CLAYTON	112,214.57	2,679.85
MANHAS, DIXIE	85,463.52	-
MANNING, KIM D	87,927.93	-
MANTEL, CYNTHIA L	84,111.92	-
MANWEILER, DARREN	83,596.52	715.44
MANWEILER, TAMARA A	85,591.04	1,009.48
MARSH, MICHELLE	90,275.07	-
MARSHALL, DAVID	85,784.68	460.65
MASTIN, KAREN	86,873.84	-
MATHAY, SYLVIA	84,011.13	-
MATLOCK, SARAH	83,634.55	-
MATTHEWS, EVELYN	90,953.01	-
MAXWELL, LIESA	86,813.36	283.42
MCCAIN, TED	81,145.21	-
MCCLOSKEY, JAMES	86,741.56	1,869.96
MCCRAE, WILLIAM	80,699.02	-
MCCUAIG, TRICIA L	111,112.06	22,264.30
MCINTOSH, CATHERINE J	86,631.01	-
MCINTOSH, DAVID	91,876.19	1,982.67
MCINTOSH, JOCELYN	77,778.51	101.00
MCKANNA, CATHY	89,507.29	-
MCKIMMON, AARON L	81,219.29	-
MCKINNON, SHERRI	83,733.59	9,683.11
MCPHEE, ALANA	83,636.78	255.19
MCRORBIE, JILL	86,688.57	-

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THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)
YEAR ENDED JUNE 30, 2017

**SCHEDULE OF REMUNERATION AND EXPENSES PAID
IN RESPECT OF EACH EMPLOYEE**

EMPLOYEES, OTHER THAN ELECTED OFFICIALS, WHOSE REMUNERATION EXCEEDS \$ 75,000

NAME	REMUNERATION	EXPENSES
MEADEN, TRACEY	80,169.50	-
MEDEIROS, MANUEL	86,858.16	-
MEDLAND, LORI	89,134.84	-
MEHRASSA, ALI	90,850.06	242.75
MEHRASSA, RAMIN	111,922.12	1,591.23
MESTON, LAURIE ANN	163,645.74	9,436.88
METS, JENNIFER	85,212.21	-
MEYER, LINDSEY J	97,388.84	-
MIHAILA, VALERICA	92,593.20	-
MIKES, MATTHEW J	86,858.93	-
MILLAR, ALAN P.	119,765.17	8,795.84
MINER, KIER	88,856.54	930.00
MITCHELL, CRAIG	87,241.31	280.25
MITCHELL, DEBBIE	86,752.86	271.35
MITCHELL, WES K	81,909.48	-
MOORE, SHERRI LYNN	81,166.46	-
MOORE, STEVEN W	90,056.25	(964.28)
MORAN, C. JANE	85,857.51	-
MORAN, PAUL D	86,847.51	-
MORGAN, LINDA	85,224.09	-
MORGAN, PENELOPE	90,084.67	2,585.38
MORRIS, LOUISE	89,533.45	-
MOSS, PATTI L	86,352.38	-
MROTZEK, ANNA K	86,803.64	-
MUIR, DARIN	86,482.57	-
MUNRO, ANDREA J	75,065.55	202.00
MURPHY, CYNTHIA	93,433.12	1,476.67
MURPHY, WILLIAM	89,406.57	-
MURRAY, KERRY L	80,832.79	-
NAGY, JODIE	85,964.85	-
NASH-FLEMMING, KATHRYN	85,791.59	-
NEALE, MICHELE	85,791.59	-
NEGGERS, NICOLE M.	117,991.11	1,760.25
NEUFELD, ANITA	79,179.80	192.88
NEUFELD, DEAN	80,658.23	-
NIELSEN, NATALIE	87,313.82	-
NIEZEN, RICHARD	79,069.04	119.59
NOBBS, KARA MICHEL	87,423.33	-
OBORNE, TREVOR W.	78,470.72	380.56
O'HALLORAN, KIM	86,663.82	15.00
OLDRIDGE, MICHAEL J	86,629.49	-
OLSON, JOEL	81,211.35	-
O'RIORDAN, CORRIE	86,715.52	-
O'SHEA, CHRISTINE	75,194.39	-
OSTROWSKI, MICHELLE	85,985.26	-

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)
YEAR ENDED JUNE 30, 2017

**SCHEDULE OF REMUNERATION AND EXPENSES PAID
IN RESPECT OF EACH EMPLOYEE**

EMPLOYEES, OTHER THAN ELECTED OFFICIALS, WHOSE REMUNERATION EXCEEDS \$ 75,000

NAME	REMUNERATION	EXPENSES
OWENS, TAMI L	92,796.75	-
PAGE, SACHA	92,892.89	71.17
PALECEK, NANCY	79,942.16	-
PARKINS, DAWN	80,322.88	-
PARKINSON, DREW D.	86,490.81	-
PASQUALOTTO, JOSEPH A.	88,036.14	645.00
PASQUILL, JAMES D.	90,846.45	2,782.16
PATON, JENISE R	85,806.56	-
PATRICK, PATRICIA C.	87,380.62	-
PATTERSON, A. GRAHAM	86,011.15	-
PATTERSON, TINA	88,986.09	-
PAYAN, BRUCE	91,376.55	-
PAYMENT, RORY R.	91,876.19	1,594.21
PEARCE, MARGUIRETE	97,219.34	65,543.36
PEDERSEN, KRISTY	76,240.64	1,911.49
PELWECKI, SHERRY	79,587.85	-
PENNER, CYNTHIA	86,680.25	508.49
PERRETT, MARIE-NOELLE	87,450.26	-
PERUGGIA, ANTHONY	90,993.49	-
PERUGINI, DAVID	81,121.54	15.00
PICKERING, GREG	86,799.34	-
PILGRIM, NORALEA	93,561.41	400.63
POCHOP, IRENA	91,376.64	2,664.73
POOLE, IAN M.	88,447.34	-
POWER, CARSON M.	88,374.67	100.44
PREIBISCH, PAMELA B.	82,819.14	1,955.02
PROCTOR, ERIC	86,787.53	-
QUALLY, NICOLE	86,160.98	255.00
QUINN, MAUREEN	80,880.66	-
RADOM, JEFF	96,159.73	-
RAIBLE, CHAD G.	117,759.28	1,345.10
RANDLE, TREVOR J.	96,236.78	362.25
RANKIN, VALERIE A	82,894.55	175.00
REAMSBOTTOM, WESLEY D.	103,206.21	1,207.12
REID, RUSS S.	78,671.04	1,681.98
RENNIE, JO-ANNE	86,551.20	-
RHODES, DON	94,254.08	1,222.19
RICHARDSON, LAURA P.	88,910.62	-
RICHARDSON, LESLEY	80,980.52	-
RICHARDSON, STUART E.	116,492.21	2,094.48
RITCHIE, VICTORIA L.	88,963.51	-
ROBERTS, AMANDA	85,418.55	-
ROCCA, JOHN PETER	81,844.41	233.47
ROKOSH, KERRY	79,879.57	-
RONDPRE, JOHN	87,321.60	15.00

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)
YEAR ENDED JUNE 30, 2017

**SCHEDULE OF REMUNERATION AND EXPENSES PAID
IN RESPECT OF EACH EMPLOYEE**

EMPLOYEES, OTHER THAN ELECTED OFFICIALS, WHOSE REMUNERATION EXCEEDS \$ 75,000

NAME	REMUNERATION	EXPENSES
ROSATI, MATTHEW	87,219.22	256.47
ROSENAU, ELIZABETH	79,552.22	-
ROSENAU, SHELDON	91,814.60	-
ROSS, MICHAEL D.	86,782.04	-
ROTH, MELANIE I.	117,085.34	974.13
ROWELL, DARREN	125,814.10	3,612.35
ROWLEDGE-TOSCANI, SHERALYN	86,842.18	-
RUSSELL, SANDRA	85,410.75	207.88
RUSSELL, SYLVIA	199,462.85	16,895.49
RYALL, WENDY L.	88,343.02	-
SALES, JESSE	85,418.16	-
SAMOUILHAN, FRANCES	87,092.18	1,373.63
SAMUJH, MAUREEN	77,590.78	-
SANDERSON, DAVID	94,988.37	-
SANDERSON, GINETTE	85,408.06	-
SANTOS, SHAUNEEN	83,963.56	-
SARAI, SUSAN I	85,592.99	-
SARICH, EVA-MARIE	80,328.56	1,064.54
SAUL, MICHAEL	87,516.72	-
SCARCELLA, F. MICHAEL	111,660.22	1,146.78
SCARCELLA, MELANIE	75,342.45	-
SCHAFER, ADRIA E.	81,609.31	45.00
SCHLEPPE, SUSAN	88,751.01	25.00
SCHLEY, SHANNON J.	81,832.48	-
SCHMIDT, DENNIS O.	99,743.25	-
SCHULTE, MONICA	127,614.60	5,621.27
SCHWARZ, CHERYL	111,526.66	3,568.97
SCHWARZ, V. JOHN	86,778.51	-
SCOTT, SUSAN M.	86,766.23	-
SCOULAR, JAMIE	87,162.09	1,793.05
SCOULAR, RENEE FAITH	106,176.14	1,546.33
SEMPER, DAVID	89,476.91	-
SERRA, GEORGE	97,557.40	256.47
SERVANT, DONNA M.	104,328.76	2,141.74
SEVERUD, JASON R	85,799.08	-
SEVIOUR, JAMES	88,890.14	-
SHARPE, SHANNON L	88,722.85	505.95
SHEEHAN, JENNIFER E.	95,290.83	994.80
SHERIDAN, ROBYN D.	84,312.43	255.00
SHUPE, CRAIG S.	76,747.70	238.91
SIDDIQUE, ISHTIAQ	89,013.27	-
SIGVALDASON, SUSAN	87,426.77	90.00
SILVA, CARLOS A.V.	86,873.28	3,143.26
SIMARD, DIANE	88,870.92	-
SIMON, JENNIFER J.	115,615.52	2,346.62

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THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)
YEAR ENDED JUNE 30, 2017

**SCHEDULE OF REMUNERATION AND EXPENSES PAID
IN RESPECT OF EACH EMPLOYEE**

EMPLOYEES, OTHER THAN ELECTED OFFICIALS, WHOSE REMUNERATION EXCEEDS \$ 75,000

NAME	REMUNERATION	EXPENSES
SINCLAIR, NANCY E.	79,761.26	22.36
SINOW, GRETA K.	89,394.50	-
SINOW, KIRA	91,222.17	1,039.17
SIRSIRIS, DANA	131,467.31	7,180.95
SKERRATT, SHERRI	110,932.08	2,680.31
SMEED, ERIN H.	96,454.91	226.07
SMEED, MARK D.	87,219.22	-
SMITH, ALETHEA L.	82,452.72	-
SMITH, BRIAN K.	81,223.02	170.20
SMITH, JANET L.	93,591.69	2,347.06
SMITH, MICHELE	80,453.72	1,716.44
SMITH, TANYA J.A.	75,851.48	15.00
SOHI, PAM	85,051.90	-
SOMMERS, MICHELLE	79,486.21	-
SOPER, LISA	87,619.10	-
ST-AMOUR, DOMINIQUE	88,362.82	-
STANBURY, JOHN SCOTT	92,662.80	-
STANLEY, ADAM G.	116,363.41	1,369.55
STEVENS, KIMBERLEY-ANN	88,080.54	-
STEVENSON, ANDREW D.	86,873.84	-
STEWART, KATE	88,414.31	15.00
STEWART, SUE	86,210.94	-
STRACHAN, JENNIFER A.	88,510.28	-
STRASSER, MICHELLE	88,475.62	-
STREILING, KENNETH J.	125,924.04	4,806.28
STROTHOTTE, ANDY	94,217.44	68.72
SUN, NORMAN	80,989.70	-
SVENDSEN, ERIC	78,469.23	201.54
SYCH, GRANT	104,822.43	-
SZAKOS, MICHELLE K.	89,636.45	-
TAIT, TARA C.	82,970.56	-
TAKASAKI, TREVOR A.	89,002.86	563.70
TERRILLON, NICOLE	90,705.15	-
THIRKELL, SHAWNA	87,154.73	-
THOMPSON, ALEJANDRA	81,119.58	1,193.76
THOMPSON, KAREN A.	89,641.26	2,032.13
THOMPSON, PAUL	80,469.82	-
THOMSON, KEITH	90,314.80	-
THORBURN, TSITSI	87,947.12	-
TINCKLER, MICHELLE J	88,840.90	-
TJERNAGEL, DENNIS L.	121,358.56	2,234.10
TOMLIN, SCOTT	81,220.27	-
TOMLINSON, TAMMY	81,115.63	-
TORRENCE, M. DEIDRE	79,974.10	-
TOSONI, LESLIE	76,069.07	720.24

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THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)
YEAR ENDED JUNE 30, 2017

**SCHEDULE OF REMUNERATION AND EXPENSES PAID
IN RESPECT OF EACH EMPLOYEE**

EMPLOYEES, OTHER THAN ELECTED OFFICIALS, WHOSE REMUNERATION EXCEEDS \$ 75,000

NAME	REMUNERATION	EXPENSES
TOUPIN, COLIN A.	86,857.60	4,968.08
TOUPIN, JODY	77,941.31	291.82
TRAN, DUC-HUNG (JOHN)	86,866.19	-
TREMBLAY, DIANE	80,328.56	-
TRUC, JENNIFER	85,427.96	-
TRUDEAU, MARIA	86,856.89	-
TSANG, CAROL	80,571.02	701.87
TSIA, YIN	83,366.97	113.40
TUDOSE, ALEXANDRA	89,497.36	1,697.82
TULIP, MARK A.	81,214.84	-
TURBIDE, SANDRA	92,216.66	3,806.47
TYLER, DERYK	85,815.33	15.00
UMLAH HOWARD, TRISHA R.	99,623.87	4,779.34
UPTON, DENISE	81,412.86	3,110.39
URDAHL-SERR, KIRSTEN M.	90,252.59	4,255.08
URQUHART, GLENN	88,846.42	8.80
VALE, DAVIS	77,123.39	-
VAN DE MOND, MARTA	88,842.82	-
VAN NUYS, SARAH J.	87,979.70	-
VANDERGUGTEN, DAVID K	131,726.01	11,325.92
VANDERVELDEN, STEPHEN J.	90,339.66	-
VENDIOLA, SANSSEN LEE	85,445.58	-
VERMETTE UNRUH, DEBRA	81,220.82	-
VIKTORA, IRIS	81,667.00	-
VON MATT, PAUL C.	90,953.19	1,009.60
VOS, JULIE	87,339.05	202.00
WADDEN, DIANE M	88,643.02	1,977.04
WADE, MICHAEL	90,149.14	-
WADGE, JENNIFER	86,502.01	-
WAKELING, ALISON T.	88,365.27	255.00
WALKER, FRAYNE E.	85,975.46	-
WALKER, JENNIFER	80,244.47	775.17
WALLACE, THOMAS R.	85,994.85	-
WALTON, LISA	86,857.60	-
WATKINS, CATHARINE E.	116,123.34	1,052.05
WATSON, JIM	87,219.22	-
WEBB, GORDON	87,402.82	-
WEISER, KRISTEN	80,708.64	-
WELLINGTON, KELLY L	84,877.93	279.00
WELTON, KIM	87,788.10	-
WESTBY, GEOFFREY	85,418.00	-
WHEATLEY, JONATHAN	117,175.00	1,436.73
WHITE, JAMES H.	90,667.38	534.66
WHITELOCK, POLLY	87,655.44	-
WIEBE, JENNIFER	84,768.48	-

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)
YEAR ENDED JUNE 30, 2017

**SCHEDULE OF REMUNERATION AND EXPENSES PAID
IN RESPECT OF EACH EMPLOYEE**

EMPLOYEES, OTHER THAN ELECTED OFFICIALS, WHOSE REMUNERATION EXCEEDS \$ 75,000

NAME	REMUNERATION	EXPENSES
WIEBE, STEVEN J.	125,939.82	3,131.71
WIENS, DONNA	85,975.46	80.85
WIENS, RALPH	86,844.01	280.67
WIENS, STAN	88,759.04	700.21
WILKIE, PATRICIA M.	89,807.80	-
WILLIAMS, BRIAN M.	82,428.83	1,032.40
WILLIAMS, JENNIFER	77,585.65	-
WILLIAMS, MATTHEW S.	75,398.11	5,197.15
WILLIAMSON, DOREEN	86,867.96	-
WILSON, JESSICA B.	89,730.13	-
WOLOSZCZUK, ANNE	100,198.80	2,511.14
WOLSTENHOLME, WENDY L.	87,464.46	-
WOO, LEE-ANDREA	87,402.82	-
WOOD, RACHEL	98,197.22	1,206.22
WOOD, SHONA A	81,027.05	4,608.87
XAVIER, DAVID	85,607.72	74.51
YOUNG, SHARON	86,603.55	257.25
ZAGAR, DANIELLE	88,430.82	-
ZENTNER, PAULA	89,871.67	237.66
<hr/>		
TOTAL FOR EMPLOYEES, OTHER THAN ELECTED OFFICIALS, WHOSE REMUNERATION EXCEEDS \$ 75,000	\$ 54,011,183.44	\$ 539,839.52
REMUNERATION TO EMPLOYEES PAID \$ 75,00 OR LESS	51,539,703.87	230,737.17
TOTAL, EMPLOYEES OTHER THAN ELECTED OFFICIALS	105,550,887.31	770,576.69
REMUNERATION TO ELECTED OFFICIALS	141,607.36	15,344.30
CONSOLIDATED TOTAL, REMUNERATION PAID	\$ 105,692,494.67	\$ 785,920.99
<hr/>		
TOTAL EMPLOYER PREMIUMS FOR CANADA PENSION PLAN AND EMPLOYMENT INSURANCE	\$ 5,401,863.25	

Prepared as required by Financial Information Regulation, Schedule 1, Section 6

**SCHOOL DISTRICT
STATEMENT OF FINANCIAL INFORMATION (SOFI)**

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)

FISCAL YEAR ENDED JUNE 30, 2017

STATEMENT OF SEVERANCE AGREEMENTS

There were no severance agreements made between the Board of Education of School District No. 42 (Maple Ridge - Pitt Meadows) and its non-unionized employees during the fiscal year 2016 / 2017.

Prepared as required by *Financial Information Regulation*, Schedule 1, subsection 6(7)

**THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)
YEAR ENDED JUNE 30, 2017**

**SCHEDULE OF PAYMENTS MADE FOR THE PROVISION
OF GOODS AND SERVICES**

LIST OF SUPPLIERS WHERE PAYMENTS EXCEED \$ 25,000

NAME OF INDIVIDUAL, FIRM OR CORPORATION	AGGREGATE AMOUNT PAID DURING FISCAL YEAR
4TH UTILITY INC.	\$ 145,635.21
AARC-WEST MECHANICAL INSULATION	36,708.00
ACRODEX	29,255.24
AFFINITY GROUP TOURS	54,640.00
ALL ROUND HOME IMPROVE & RESTORATION LTD.	57,692.64
AMAZON	154,823.83
APPLE CANADA INC.	1,066,772.95
ARI FINANCIAL SERVICES	34,765.96
BARAGAR ENTERPRISES LTD.	40,110.00
BC HARDWOOD FLOOR CO. LTD.	32,757.95
BC HYDRO	1,101,035.68
BC PRINCIPAL & VICE PRINCIPAL ASSOCIATION	59,993.43
BC SCHOOL TRUSTEES ASSOCIATION	56,656.83
BC TEACHERS' FEDERATION	2,403,858.15
BELL MOBILITY	96,580.05
BEST BUY CANADA LTD.	57,273.14
BGE SERVICE & SUPPLY LTD.	63,506.10
BIG KAHUNA SPORT COMPANY	49,093.66
BLACK PRESS GROUP LTD.	56,632.15
BOSTON CONSTRUCTION CORPORATION	479,763.58
CC AUTO REPAIRS	35,334.42
C.U.P.E. LOCAL 703	450,801.38
CAMBIE ROOFING CONTRACTORS LTD.	385,591.50
CAMP SQUEAH	33,750.50
CANADIAN WOODWORKER LTD.	38,239.66
CANSTAR RESTORATIONS	48,217.96
CATHAY PACIFIC	25,421.56
CCI LEARNING SOLUTIONS INC.	30,989.26
CITY OF MAPLE RIDGE	379,447.86
CITY OF PITT MEADOWS	95,114.16
COMMISSIONER OF MUNICIPAL PENSIONS	4,158,364.11
COMMISSIONER OF TEACHERS' PENSIONS	19,990,738.07
COMPUGEN INC.	76,099.75
COSTCO WHOLESALE	55,901.00
CRATEX CONTAINER SALES	72,693.60
CRAVEN HUSTON POWERS ARCHITECT	84,903.30
CREATIVE CHILDREN ART SUPPLIES	52,323.86
CRYSTAL GLASS	67,875.78
DELL CANADA INC.	845,164.30
DISCOVER CANADA TOURS	33,222.44
DOMINO'S PIZZA	25,587.05
EDUCATIONAL WORLD TOURS	35,340.00

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)
YEAR ENDED JUNE 30, 2017

**SCHEDULE OF PAYMENTS MADE FOR THE PROVISION
OF GOODS AND SERVICES**

LIST OF SUPPLIERS WHERE PAYMENTS EXCEED \$ 25,000

NAME OF INDIVIDUAL, FIRM OR CORPORATION	AGGREGATE AMOUNT PAID DURING FISCAL YEAR
ESC AUTOMATION INC.	135,491.04
EZRA MAPLE RIDGE ENTERPRISES LTD.	69,668.70
FINNING CANADA	144,353.44
FIRSTCANADA ULC	708,239.73
FLYNN CANADA LTD.	146,895.01
FORTIS BC	446,544.13
FRASER VALLEY CONTROLS LTD.	109,923.59
FRIESENS CORPORATION	91,058.85
FUNK, ARNIE	41,250.00
FVBOA	38,257.15
GLENCO ELECTRIC LTD.	537,710.08
GORDON FOOD SERVICE CANADA LTD.	123,885.22
GREAT WEST LIFE ASSURANCE COMPANY	180,437.99
GROUSE MOUNTAIN RESORTS LTD.	37,406.94
GUARD.ME INTERNATIONAL INSURANCE	419,793.75
HAGEN'S TRAVEL	54,544.00
HANEY BUILDERS SUPPLIES	79,564.56
HARRIS & COMPANY	182,907.45
HASUO, KEIKO	78,506.88
HERFF JONES, INC.	34,676.86
HOULE ELECTRIC LTD.	78,107.36
HOULE GAMES & ENTERTAINMENT LTD.	45,899.26
INDUSTRIAL ALLIANCE INSURANCE & FINANCIAL SERVICES INC.	45,359.96
INSIGHT SOFTWARE INC.	36,123.75
INTERNATIONAL BACCALAUREATE	43,081.82
JAMF SOFTWARE	40,000.00
JOHN A WALLACE ENGINEERING LTD.	43,194.36
JONATHAN MORGAN & COMPANY LTD.	75,987.07
K & E EQUIPMENT REPAIRS	43,730.84
KELDON ELECTRIC LTD.	39,322.50
KIMBO DESIGN	43,102.50
KMS TOOLS & EQUIPMENT LTD.	342,428.44
KPMG LLP, T4348	33,600.00
KWANTLEN POLYTECHNIC UNIVERSITY	97,213.82
LANGLEY FARM MARKET (MAPLE) INC.	25,046.03
LENNY 170 HOLDINGS LTD.	41,200.00
LI, ZHELIN	140,860.00
LONG & MCQUADE LTD.	44,966.78
LONG VIEW SYSTEMS COPORATION	69,949.67
LONG, KEYUN	399,240.00
LOON LAKE CAMP	32,295.25
LORDCO AUTO PARTS	36,935.51

**THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)
YEAR ENDED JUNE 30, 2017**

**SCHEDULE OF PAYMENTS MADE FOR THE PROVISION
OF GOODS AND SERVICES**

LIST OF SUPPLIERS WHERE PAYMENTS EXCEED \$ 25,000

NAME OF INDIVIDUAL, FIRM OR CORPORATION	AGGREGATE AMOUNT PAID DURING FISCAL YEAR
LYNCH BUS LINES	25,481.25
MACK KIRK ROOFING & SHEET METAL LTD.	521,129.70
MAPLE RIDGE PRINCIPALS & VICE PRINCIPALS ASSOCIATION	37,167.66
MAPLE RIDGE TEACHERS' ASSOCIATION	546,448.97
MAXWELL FLOORS LTD.	34,140.75
MCCUAIG & ASSOCIATES ENGINEERING LTD.	28,232.09
MCGREGOR & THOMPSON HARDWARE	32,360.61
MEADOW GARDENS GOLF COURSE	40,177.39
MEDICAL SERVICES PLAN OF BC	1,769,071.56
MICROSOFT CANADA INC.	75,536.36
MILLS OFFICE PRODUCTIVITY	51,547.89
MINISTER OF FINANCE CLIMATE ACTION SECRETARIAT	87,307.50
MINISTER OF FINANCE PROCUREMENT SERVICES BRANCH	268,015.28
MORNEAU SHEPELL LTD.	183,236.57
MOTT ELECTRIC GP	361,065.61
MOUNT SEYMOUR RESORTS	25,956.00
NATIONAL BANK OF CANADA	598,379.57
NEUFELD FARMS	32,015.00
NOBLE BRITISH COLUMBIA	44,290.73
NOVUS LLC	45,341.71
O'BRIEN, ROBERTA	39,231.81
OPUS CONSULTING GROUP LTD.	141,022.70
ORION SECURITY SYSTEMS LTD.	154,716.78
OSS SEGERO CORP	146,900.00
OXFORD UNIVERSITY PRESS	38,654.07
PACIFIC BLUE CROSS	2,912,657.52
PACIFIC COAST FIRE EQUIPMENT (1976) LTD.	65,225.14
PEARSON CANADA INC.	52,703.54
PHOTO EXPRESS	30,658.63
POWERSCHOOL CANADA ULC	118,120.52
PRISM ENGINEERING LTD.	47,985.00
PUBLIC EDUCATION BENEFITS TRUST	1,312,224.77
QUANTUM LIGHTING, INC.	86,045.06
RECEIVER GENERAL FOR CANADA	26,238,095.89
RICOH CANADA INC.	194,592.81
RIDGE MEADOWS CHILD	57,324.00
RIDGE MEADOWS RECYCLING	61,502.58
RIDGE WILDERNESS ADVENTURES LTD.	91,745.61
ROBERT BROWNE GRAPHICS	42,318.57
ROCKY POINT ENGINEERING LTD.	39,900.00
SAVE ON FOODS	45,060.81
SCHOLASTIC BOOK FAIRS	47,029.13

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)
YEAR ENDED JUNE 30, 2017

**SCHEDULE OF PAYMENTS MADE FOR THE PROVISION
OF GOODS AND SERVICES**

LIST OF SUPPLIERS WHERE PAYMENTS EXCEED \$ 25,000

NAME OF INDIVIDUAL, FIRM OR CORPORATION	AGGREGATE AMOUNT PAID DURING FISCAL YEAR
SCHOLASTIC CANADA LTD.	50,411.68
SCHOOL SPECIALTY CANADA	42,356.13
SCHUBERT PLUMBING & HEATING LTD.	361,608.24
SCOTT, KEVIN	124,708.00
SECURITAS CANADA LTD.	133,203.04
SES CONSULTING INC.	33,153.75
SHELL ENERGY NORTH AMERICA	173,430.09
SHIN, JIHYE	25,600.00
SILVER RIDGE PROMOTIONS	61,489.71
SKYLINE ATHLETICS	59,829.94
SNOW CAP ENTERPRISES LTD.	58,741.68
SOFTCHOICE CORPORATION	76,089.67
SOURCE OFFICE FURNISHINGS	52,142.72
SOUTHERN, LISA	38,149.65
SPECTRUM EDUCATIONAL SUPPLIES	29,457.61
SPICERS CANADA ULC	105,895.37
STAPLES ADVANTAGE VANCOUVER	118,092.56
STAR FIVE CLASSIC COUNTRY CATERING	31,487.56
STATE CHEMICAL LTD.	25,488.96
STUDENT MANAGEMENT GROUP	26,245.50
SUPER SAVE ENTERPRISES LTD.	32,665.04
SUPERSTORE	52,711.98
SWANESET BAY COUNTRY CLUB	50,832.85
SYSCO FOOD SERVICES OF CANADA INC.	268,110.62
T & T AUTO PARTS LTD.	31,686.92
TEACHER REGULATION BRANCH	85,760.00
TELUS COMMUNICATIONS (BC) INC.	120,225.70
THE LIBRARY CORPORATION	30,814.11
TIMBERLINE RANCH	31,992.79
TLD COMPUTERS INC.	105,180.79
TROTTER & MORTON BUILDING TECH	51,382.08
UNIGLOBE SPECIALTY TRAVEL LTD.	33,221.00
UNITED LIBRARY SERVICES INC.	30,708.86
UNLIMITED EXCAVATING & LANDSCAPING LTD.	68,050.50
VANCOUVER COMMUNITY COLLEGE	165,083.69
VANCOUVER SCHOOL BOARD	36,076.75
WALMART	28,503.45
WASTE CONNECTIONS OF CANADA INC.	96,634.71
WESCLEAN (VAN) SALES LTD.	296,900.16
WEST COAST OFFICE SUPPLIES LTD.	56,171.65
WESTERN CAMPUS RESOURCES	137,148.58
WINTERGREEN LEARNING MATERIALS	26,422.18

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)
YEAR ENDED JUNE 30, 2017

**SCHEDULE OF PAYMENTS MADE FOR THE PROVISION
OF GOODS AND SERVICES**

LIST OF SUPPLIERS WHERE PAYMENTS EXCEED \$ 25,000

NAME OF INDIVIDUAL, FIRM OR CORPORATION	AGGREGATE AMOUNT PAID DURING FISCAL YEAR
WORKSAFE BC	761,578.71
ZHANG, HONGSHAN	28,164.17
TOTAL FOR SUPPLIERS WHERE PAYMENTS EXCEED \$ 25,000	<u>\$ 79,581,662.65</u>
TOTAL, FOR SUPPLIERS WHERE PAYMENTS ARE \$ 25,000 OR LESS	<u>\$ 10,222,108.49</u>
CONSOLIDATED TOTAL, PAYMENTS FOR THE PROVISION OF GOODS AND SERVICES	<u>\$ 89,803,771.14</u>

Prepared as required by Financial Information Regulation, Schedule 1, Section 7

**SCHOOL DISTRICT
STATEMENT OF FINANCIAL INFORMATION (SOFI)**

SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)

FISCAL YEAR ENDED JUNE 30, 2017

EXPLANATORY NOTES

For the Schedule of Remuneration and Expenses, reconciling items for remuneration include the following:

- The financial statements are prepared on an accrual basis, whereas the remuneration and expenses included in the SOFI are reported on a cash basis.
- Taxable benefits are included in the Schedule of Remuneration but are not all reported in the financial statements under Salaries and Benefits. Some taxable benefits are reported in other Services and Supplies, as appropriate.
- Salary and benefit amounts recovered from third parties are included in remuneration for SOFI purposes but are reported net of the recovered amount in the financial statements.

For the Schedule of Payments for the Provision of Goods & Services, reconciling items include the following:

- The financial statements are prepared on an accrual basis, whereas the payments for goods and services included in the SOFI are reported on a cash basis.
- The list of payments to suppliers include 100% of the GST/PST paid, whereas the expenditures in the financial statements are shown net of the GST rebate.
- Amounts paid by recovery from Ministry of Education operating grants for School Protection Plan Insurance, Next Generation Network, MyEd BC, and Capital Asset Management System are included in Services and Supplies expenditures in the financial statements, whereas they are not included in this schedule.
- Payments to suppliers may be reported in the financial statements as Prepaid Expenses, Tangible Capital Assets, or Services and Supplies, as appropriate.
- The Schedules of Payments for Goods and Services may include expenditures which are wholly or partially recovered or reimbursed from other organizations, thereby reducing the district's operating expenditures in the financial statements.

To: **Board of Education**

From: Secretary Treasurer
Flavia Coughlan

Re: **PROPOSED DISPOSAL OF A PORTION
OF LAND ON THE SOUTH ALBION SITE**

Date: December 6, 2017
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE

In January 2016 the School District and the City of Maple Ridge entered into joint agreements to develop and plan for the construction of a new school, a neighbourhood learning centre housed within the school and a potential community centre on 104th Avenue in Maple Ridge.

The Board of Education and the City of Maple Ridge engaged in a thorough public consultation process to gather feedback from the community and stakeholders in helping to define the vision of a joint site. The "Your Voice Your Neighbourhood" consultation process took place from January 2016 to March 2016 and included two community workshops and an online survey. The public was very supportive of the proposed development plan for this site.

In order for the City to construct the proposed community centre they have to purchase part of the South Albion site from the School District.

Disposal of land or improvements ultimately requires the approval of the Minister of Education.

A formal bylaw for disposal of real property will be brought to the next board meeting for approval.

RECOMMENDATION

THAT the Board authorize the Secretary Treasurer to advertise the proposed disposal of a portion of land on the South Albion site to the City of Maple Ridge as contemplated in the public consultation process completed in March 2016.



ITEM 5

To: **Board of Education**

From: Board Policy Development Committee

Re: **POLICY 10200: COMMUNICATIONS**

Date: December 6, 2017
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

The Board Policy Development Committee (the "Committee") has followed the appropriate consultation requirements as outlined within Policy 2500 and is recommending that the Board approve Policy 10200: Communications. (Attachment A)

Feedback received was incorporated into the policy.

The Committee is further recommending that the following policies be rescinded:

Public Information Programs – KB (Attachment B)
News Releases – KBCA (Attachment C)

RECOMMENDATION:

THAT the Board approve Policy 10200: Communications.

And Further;

THAT the Board rescind the following Policies:

**Public Information Programs – KB
News Releases - KBCA**

Attachments

**SD 42 POLICY: 10200****COMMUNICATIONS****PHILOSOPHY:**

The Board of Education supports an effective communications program as a necessary component of a public school system's operations. The Board is committed to the development, operation and maintenance of an effective communications program reflective of the school district and each of its schools.

AUTHORITY:

The Board assigns the responsibility for the implementation of this policy to the Superintendent of Schools and the Secretary Treasurer and authorizes the Superintendent of Schools and the Secretary Treasurer to establish procedures that will guide the implementation of this policy.

GUIDING PRINCIPLES:

To this end, the Board undertakes:

- To use all available means of communication in informing the public about policies, programs, planning, issues that arise and school district initiatives.
- To encourage, assist and support the news media in inquiring, researching and reporting public information about the school district.
- To invite and encourage public feedback whenever possible.
- To identify and sustain financial and personnel resources adequate to permit the Superintendent's Office and schools to organize and maintain a communications program commensurate with Board policy and expectations.
- To maintain public confidence in the school district and its schools.

COMMUNICATIONS GUIDELINES

1.1 It is the responsibility of each Trustee and school district employee to exercise care when answering questions about the school district, schools, employees, students or any other individuals associated with the school district. Individuals should answer a question only when they have complete understanding about a point or issue and are authorized to provide the information on behalf of the school district. If the Trustee or employee is not well versed, he/she should refer the question to an appropriate school district official.

1.2 Trustees and employees making statements about the operation of the school district or a school are responsible for the accuracy and correctness of the information disseminated, and for complying with privacy legislation and school district policies and procedures.

1.3 Information to the public and media shall be provided as follows:

- a) The Board Chairperson, or in the absence of the Chairperson, the Board Vice Chairperson will be the representative of the Board to the public and media on Board matters of a political nature.
- b) The Superintendent or designate will represent the Board and the school district generally.
- c) The Superintendent or designate may ask other school district staff to represent the school district in areas consistent with their assigned duties and responsibilities.

1.4 When the Board Chairperson, Superintendent, and school district staff speak for the school district, it will be the individual's responsibility to ensure that all statements made are true and accurate and comply with privacy legislation, school district policies and procedures.

1.5 It will be the responsibility of every Trustee and employee to endeavour by all activities and private statements to maintain public confidence in the school district and its schools.

APPROVED:

KB
5/8/90

PUBLIC INFORMATION PROGRAMS

The District supports an effective communications program as a necessary component of a public school system's organization and functioning. Therefore, the Board, both through its own performance and by its support of the Superintendent and the Principal in this regard, commits itself to the development, operation and maintenance of an effective communications program reflective of the District and each of its schools.

To this end, the Board undertakes:

- To use all available means of communication in informing the public about policies, programs, planning and school system problems.
- To encourage, assist and support the news media in inquiring, researching and reporting public information about the school system.
- To conduct all of its business in public meetings, except for those matters which, by Board Procedural Bylaws, are to be dealt with in closed meetings.
- To invite and encourage local citizens' advice and comments whenever possible, and particularly during regular public Board meetings, at special Board meetings and other Board public sessions declared for particular purposes, and via occasional advisory committees which include community representation.
- To identify and sustain financial and personnel resources adequate to permit the Superintendent's Office and schools to organize and maintain a public information program commensurate with Board policy and expectations.

A. Guidelines

These guidelines have been developed by the Board to clarify responsibilities, procedures and expectations for the District's public information program.

- 1.00 It will be the responsibility of each Trustee, administrator or other employee, to exercise care when answering questions about the public schools. Individuals should answer a question only when they have complete understanding about a point or issue. If the employee is not well versed, he/she should refer the questioner to a superior or other appropriate District official.
- 1.01 Trustees and employees making statements about the operation of the District or a school are responsible for the accuracy and correctness of the information disseminated, and for complying with District policies and regulations.
- 1.02 Minutes of public Board meetings, the final District budget, the auditor's annual report, matters identified in the Public Disclosures Act, and reports on items other than those excluded from public Board meetings by Procedural Bylaws, are public records available to the general public and to representatives of the public media.

- 1.03
 - a) The Board Chair, or in the absence of the Chair, the Board Vice Chair, will be the representative of the Board to the public media on Board matters of a political nature.
 - b) The Superintendent, or designate will represent the Board and the District generally.
 - c) Each of the Assistant Superintendents and the Secretary Treasurer may represent the District in areas consistent with their assigned duties and responsibilities.
 - d) The Principal of each school will be the official spokesperson for the activities and instructional program of that particular school.
- 1.04 When the Board Chair, Superintendent, any District department or any school personnel speak for the District or any component part, it will be the individual's responsibility to exercise caution and care that all statements made are true and accurate and in harmony with District policies, rules and regulations.
- 1.05 It will be the responsibility of every Trustee and employee to endeavour by all activities and private statements, to create a feeling of goodwill and confidence in the District and its schools on the part of all parents and other members of the public.
- 1.06 The Board encourages a policy of sound relations with the press and other public media in the community and surrounding area. The Superintendent will plan for periodic releases to the communications media which will provide information to the community concerning its schools and various phases of the school programs.
- 1.07 The Superintendent's office will prepare meetings and agendas and copies of Board minutes for the bona fide media representatives, for employee groups, and for other agencies or organizations identified in Board policy. Copies of public meeting agendas and support materials, and of minutes prepared for Board use also will be available to the public at the District Education Office in accordance with Board policy.

B. Components

The District undertakes to develop and support an effective communications program which:

1.00 At the District level

- a) encourages a better understanding of the goals, needs, and accomplishments of the total educational program
- b) provides a planned, systematic, two-way process including the Board and Superintendent, District's employees and the community
- c) includes the use of a variety of media such as meetings, letters, circulars, publications, brochures, personal contacts.
- d) provides the communications channels necessary for resolving grievances and eliminating misunderstandings

1.01 At the school level

- a) encourages informal, as well as formal methods of communications
- b) includes the use of a variety of media such as meetings, publications and personal contacts
- c) supplements and otherwise supports the general communications program of the District

**KBCA
6/12/90****NEWS RELEASES**

The Board, as an agent of the public, upholds as a matter of principle the public's right to be kept informed about its school system and major activities and decisions within the District. The Board views the role of the news media as critical to a public information program providing planned, systematic communication between the Board and the public.

As one means of supporting the news media in this undertaking, the Board is committed to providing the news media with periodic news releases giving information on and clarification of Board decisions and other significant public education issues of general interest and importance to the public within the District at large.

These procedures shall apply in order to ensure all news releases are accurate and have official authority; that news release information is made available to all appropriate media, and that news release content, format and style are in keeping with established standards.

1.00 Purpose of News Releases

- a) The purpose of each news release shall be to provide information on education issues, ideas, actions or events important to the people of the District.
- b) The news release shall be concise, informative, factual and newsworthy.
- c) The news release shall be supplementary to, and not in place of, personal contact with the media. Appropriate back-up materials therefore, either shall be affixed to the news release, or be readily available to the media by contacting the resource person(s) named at the close of the news release.

1.01 Preparation of News Releases

- a) The Board is responsible for determining the need for any news release concerned with substantive District policy issues, major Board decisions, or Board/Trustee organizational, operational or procedural issues.
- b) The Superintendent is responsible for establishing the need for any news release concerned with routine policy, operations and procedures including curriculum and programs, instruction, meritorious achievement, statistical information and the like.
- c) The Superintendent is responsible for drafting all news releases, including those requiring either Board or Superintendent authority for preparation.

1.02 Approval of News Releases

- a) Prior to being drafted by the Superintendent, each such news release requires -
 - Board determination of the issues or points to comprise the release
 - Board determination of the tone of the message to be conveyed via the release
 - Board Chair approval of the final draft news release before it is publicly issued.
- b) News releases requiring the Superintendent's authority for preparation shall obtain the Superintendent's approval of content, message, style, tone and format before being publicly released.

1.03 Distribution of News Releases

Upon receiving approval of release, each news release shall be immediately and simultaneously dispatched to all appropriate parties entitled to receive news releases.

- a) Internal Recipients
 - Each Trustee
 - Superintendent of Schools
 - Other executive officers
 - All District education supervisory personnel
 - All District business supervisory personnel
 - District Education Office staff bulletin board
 - All principals
 - MRTA
 - CUPE, Local 703
- b) External Recipients
 - District Parents' Advisory Council
 - The Times
 - The News
 - The Vancouver Sun
 - The Vancouver Province
 - Rogers Cable 4
 - Constituency MLA
 - Constituency MP

To: **Board of Education**

From: Board Policy Development
Committee

Re: **POLICY: 10310 VOLUNTEERS**

Date: December 6, 2017
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

The Board Policy Development Committee (the "Committee") has followed the appropriate consultation requirements as outlined within Policy 2500 and is recommending that the Board approve Policy 10310: Volunteers (Attachment A) and receive for information the following procedures:

Procedure 10310.1: Volunteers (Attachment B)
Procedure 10310.2: Volunteer Drivers (Attachment C)
Procedure 10310.3: Volunteer Community Coaches (Attachment D)
Volunteer Application Form (Attachment E)
Volunteer Drivers Application: Elementary (Attachment F)
Volunteer Drivers Application: Secondary (Attachment G)

Feedback received was incorporated into the policy and procedures.

The Committee is further recommending that the following policy be rescinded:

School Volunteers (March 26, 2008) (Attachment H)

RECOMMENDATION:

THAT the Board approve Policy 10310: Volunteers.

And Further;

THAT the Board receive for information the following Procedures:

Procedure 10310.1: Volunteers
Procedure 10310.2: Volunteer Drivers
Procedure 10310.3: Volunteer Community Coaches
Volunteer Application Form
Volunteer Drivers Application: Elementary
Volunteer Drivers Application: Secondary

And Further;

THAT the Board rescind Policy: School Volunteers (March 26, 2008)

Attachments

**SD 42 POLICY: 10310****VOLUNTEERS**

PHILOSOPHY:

The Board of Education defines volunteer as a person who provides their services without any express or implied promise of being paid or receiving goods or services in exchange for their duties.

The Board of Education recognizes that volunteers provide significant services to students and the school community and authorizes their use.

AUTHORITY:

The Board assigns the responsibility for the implementation of the Volunteers policy to the Superintendent of Schools and the Secretary Treasurer and authorizes the Superintendent of Schools and the Secretary Treasurer to establish procedures that will guide the implementation of this policy.

GUIDING PRINCIPLES:

Involvement of volunteers is encouraged in activities for which the volunteer is qualified, which benefit the school, and which do not interfere with employees performing their regular duties or result in the displacement of an employee. The delivery of an effective volunteer program requires a harmonious relationship between school district staff and volunteers.

While encouraging the community context of schooling, the Board expects its schools to be safe, secure, and caring environments for students. Therefore, appropriate safeguards respecting the selection, role, and supervision of volunteers must support the use of volunteers. The Board of Education, through its employees, must maintain control of school programs and school-sponsored activities.

APPROVED:

**SD 42 PROCEDURE: 10310.1****VOLUNTEERS****1.0 SELECTION**

1.1 All individuals interested in volunteering at a school must complete the Volunteer Application form and submit it to the school Principal.

1.2 The School Principal ("the Principal") or the school district employee designated as Program Manager ("the Program Manager") will consider the need to interview potential volunteers based on:

- a) the nature of the activity;
- b) the extent of supervision by the staff sponsor or Educator-in-Charge (school district employee who is a certified teacher by the Teacher Regulation Branch of BC); and,
- c) the knowledge, skills, abilities, and suitability required for the activity.

1.3 The purpose of the interview is to:

- a) understand the person's character, motivation and interests;
- b) identify the person's talent, skills, and relevant certification;
- c) request the names of references;
- d) assess suitability to work under differing levels of supervision; and,
- e) specify an appropriate placement of accepted volunteers.

1.4 The Principal or Program Manager may request a Criminal Records Check and/or references as an aid to decision-making in relation to the selection and placement of a prospective volunteer. A Criminal Records Check is required if it is anticipated that the volunteer may have unsupervised access to students. A Criminal Records Check is strongly recommended in the following circumstances:

- a) overnight supervision and/or travel;
- b) minimal direct supervision by teachers; or
- c) student contact which will be extensive or individual in nature.

1.5 It must be recognized that some applicants will not be suitable for volunteer work in a school setting. It is the Principal or Program Manager's responsibility to determine an individual's suitability for volunteering with the school district.

1.6 A volunteer's services may be terminated at the discretion of the Principal or Program Manager.

2.0 ORIENTATION

2.1 The Principal, Program Manager or designate will ensure that volunteers are oriented as to:

- a) obligations and responsibilities of staff, volunteers and students;
- b) school procedures related to safety, emergencies, and the reporting of incidents;
- c) school calendar;
- d) applicable school district policies and procedures; and,
- e) confidentiality requirements.

3.0 REQUIREMENT FOR STAFF SPONSOR OR EDUCATOR-IN-CHARGE FOR VOLUNTEERS

3.1 The Principal or Program Manager may require a staff sponsor or Educator-in-Charge for activities organized and run by community volunteers.

3.2 The Principal or Program Manager has the responsibility to determine the extent of a staff sponsor or Educator-in-Charge involvement in order to ensure that the activity is adequately supervised.

3.3 The Principal or Program Manager will consider the level of risk involved in determining whether or not a staff sponsor or Educator-in-Charge is required and in determining the extent of their involvement.

3.4 A staff sponsor or Educator-in-Charge is required for events involving overnight travel unless waived by the Superintendent of Schools.

4.0 INSURANCE

4.1 Comprehensive general liability insurance covers volunteers for non- criminal acts while participating in any school district or school authorized and supervised activities. Volunteers may have some personal legal liability exposures, which may be insured under the liability section of homeowners, tenants or motor vehicle insurance policies.

4.2 Limited personal accident insurance coverage is provided for volunteers, while conducting their volunteer duties.

5.0 DOCUMENTATION

5.1 All documentation related to the volunteer's history including application form, interview notes, criminal record check, driver's abstracts will be held in a confidential file in the office of the Principal or Program Manager for a period of 7 years after the end of the volunteer service.

6.0 VOLUNTEER COMMUNITY COACHES

6.1 The selection, orientation, supervision and responsibilities of volunteer community coaches are addressed in Procedure 10310.3 – Volunteer Community Coaches.

6.2 A volunteer community coach's services may be terminated at the discretion of the Principal.

7.0 VOLUNTEER DRIVERS

7.1 The selection, orientation, supervision and responsibilities of volunteer drivers are addressed in Procedure 10310.2 – Volunteer Drivers. Guidelines for selection of volunteer drivers relate to driving capabilities, vehicle safety, roadworthiness, and vehicle insurance.

7.2 A volunteer driver's services may be terminated at the discretion of the Principal.

RECEIVED FOR INFORMATION:

**SD 42 PROCEDURE: 10310.2****VOLUNTEER DRIVERS**

1. SCOPE

1.1 This procedure addresses curricular and extra-curricular transportation of students where specific volunteer drivers, including staff, are organized, directed and supervised by the school district.

1.2 The school district is responsible for supervision of students during instructional time and must control any related transportation.

1.3 Outside of the scope of this procedure is: transportation to or from the student's home, group transportation via commercial carriers and emergency medical transportation.

2. INTENT

2.1 It is the intent of the Board to minimize risk to students being transported by volunteer drivers.

2.2 Volunteer drivers and vehicles may be utilized within the law.

2.3 Volunteer drivers will normally only be utilized on trips of one day duration or less.

3. SELECTION OF VOLUNTEER DRIVERS

3.1 Selection of volunteer drivers is intended to achieve safe transport by giving consideration to factors including:

- a) Volunteer suitability for the task;
- b) Driver licensing appropriate to the vehicle; and
- c) Vehicle licensing, insurance and mechanical fitness.

3.2 Individuals interested in becoming volunteer drivers must submit a Volunteer Driver Application form and the required supporting documentation to the Principal.

3.3 Selection of volunteer drivers should include consideration of the following criteria and may include other factors the Educator-In-Charge and Principal deem appropriate.

3.3.1 Driver licensing must be in British Columbia and appropriate to the licensing of the vehicle being utilized and number of persons to be transported. Most drivers have Class 5 licenses. A Class 4 driver's license is required for student travel if the vehicle is licensed for private purposes with a seating capacity of ten or more (up to 25) including the driver.

3.3.2 The applicant must have held a valid driver's license for at least one year.

3.3.3 The driver must be competent to drive. The applicant's driving record will be reviewed by examining a Driver's Abstract which may be obtained by:

- a) The driver requesting a driver's abstract on the ICBC website; or
- b) The driver visiting any ICBC driver licensing office and obtaining the abstract on an over-the-counter basis at no charge.

The Driver's Abstract must include the last 5 years of driving history.

Generally, two or more traffic violations or an accident involving personal injury or damage to the property of others over \$5,000 in the year preceding the date of issue of the driver's abstract, would disallow approval.

3.3.4 Use of Learner ("L") drivers and Novice ("N") drivers under 19 years of age as volunteer drivers is strictly prohibited. Drivers with Learner ("L") drivers' licenses and drivers under 19 years of age with Novice ("N") drivers' licenses are strictly prohibited from transporting students during school sponsored activities. Students who hold a Novice ("N") drivers' license may drive themselves to/from school sponsored activities if approval from their parent/guardian is received in writing by the school.

3.3.5 Use of Novice ("N") drivers over 19 years of age to transport students is not precluded, but is discouraged, as there are legal restrictions on their ability to transport passengers, and they are less experienced drivers. Parents of students being transported by Novice ("N") drivers must be made aware of this when consenting to the participation of their child in the field trip.

Some of the legal restrictions for Novice ("N") drivers are as follows:

- a) "N" sign must be displayed at the back of the car;
 - b) zero blood alcohol content; and
 - c) limit of one (1) passenger. *
- * To transport additional passengers, a supervisor aged 25 or older with a valid driver's license (class 1, 2, 3, 4 or 5) must accompany the driver. (Note: The restriction of one (1) passenger does not apply if the additional passengers are immediate family members of the driver.)

3.3.6 Volunteer suitability should be considered with the factors enunciated in Policy 10310 - Volunteers and its procedures being a reference.

3.3.7 Vehicle fitness is to be certified by the driver. If something indicates a vehicle may not be roadworthy, it must not be utilized.

3.3.8 Vehicle licensing must be in British Columbia.

3.3.9 A vehicle defined as a bus (seating capacity of 10 or more) must have \$10 million of liability insurance coverage and a bus permit.

3.4 The principal retains discretionary authority to approve volunteer drivers.

3.5 A volunteer driver's services may be terminated at the discretion of the Principal.

4. COMMUNICATION WITH PARENTS

4.1 Where student activities involve transportation by volunteer drivers, parents are to be informed and must consent to the arrangements.

4.2 If the volunteer driver is a Novice ("N") driver, written consent for the use of the Novice ("N") driver must be obtained from:

- a) Parents of students to be transported; and
- b) For student volunteer drivers - parents of the student volunteer driver.

5. ORIENTATION OF VOLUNTEER DRIVERS

5.1 Instructions on the field trip schedule, route, and passenger list must be clearly communicated to volunteer drivers.

5.2 Volunteer drivers are to be oriented as to obligations and responsibilities of staff, volunteers and students including school procedures, particularly those related to safety, emergencies and the reporting of incidents; confidentiality requirements; and requirements for vehicle passenger restraint systems.

6. INSURANCE COVERAGE FOR VOLUNTEER DRIVERS

6.1 Volunteer drivers occasionally inquire regarding insurance coverage. The following is intended to establish a general understanding of the matter. The precise attributes of insurance coverage are established by the legal language within the insurance policies and are interpreted by courts.

6.2 A volunteer driver, for the purposes of this insurance discussion, is voluntarily acting on behalf of or assisting the school district while using or operating a vehicle not owned by the district.

6.3 First, in the event of a motor vehicle accident, insurance claims are satisfied pursuant to the terms of the insurance coverage carried on the vehicle involved.

6.4 Second, the Schools Protection Program provides substantial additional liability coverage above the vehicles' insurances.

6.5 Vehicles used for student transportation must be rated appropriately, insured and maintained with a minimum Third Party Liability insurance of \$1,000,000.

6.6 The School District does not accept responsibility for any damage to the vehicle in the event of an accident, nor for deductible, loss of insurance discount or loss of use.

7. RESPONSIBILITIES OF VOLUNTEER DRIVERS

7.1 Volunteer drivers are responsible for ensuring that the vehicle they use for student transportation is rated appropriately, insured and maintained with a minimum Third Party Liability insurance of \$1,000,000.

7.2 Volunteer drivers are responsible for ensuring that the vehicle they use for student transportation is properly equipped with seat belts for each occupant and that seat belts are secured when traveling.

7.3 The volunteer driver and owner should ensure that, to the best of their knowledge, the motor vehicle used for student transportation, is in good mechanical condition, and equipped with appropriate tires to meet weather conditions.

7.4 Volunteer drivers must ensure that adequate passenger restraint systems (i.e. seat belts, booster seats) are used in the vehicle used to transport students.

7.5 Volunteer drivers are responsible for ensuring that all children under 12 years of age do not ride in the front seat.

7.6 Volunteer drivers must notify the Principal if any events occur that negatively impact on the driver's suitability to transport students as a volunteer.

7.7 Volunteer drivers must maintain a non-smoking environment while transporting students.

7.8 Volunteer drivers must not, at any time during their performance as volunteer drivers, use any alcoholic beverages or use any restricted substances or use any substances that may affect their ability to safely operate a motor vehicle.

7.9 Volunteer drivers must not operate the vehicle in an unsafe manner or in contravention of any statute or regulation governing the operation of motor vehicles.

7.10 Volunteer drivers must notify the Principal of any motor vehicle accidents that occur while transporting students.

7.11 Volunteer drivers must follow all applicable school district policies and procedures.

8. DOCUMENTATION

8.1 A Volunteer Driver Registration form is provided for schools to facilitate documentation, selection and authorization of volunteer drivers. This documentation is to be retained in the school's file and updated each school year or when the information provided changes. The driver's abstract for each volunteer driver must be updated every other school year or before, if the license has expired.

8.2 Separate passenger lists for each vehicle used for field trips must be prepared and a copy left at the school.

RECEIVED FOR INFORMATION:



SD 42 PROCEDURE: 10310.3

VOLUNTEER COMMUNITY COACHES

1. SCOPE

1.1 This procedure addresses how volunteer community coaches are selected, organized, directed and supervised by the school district.

1.2 The school district is responsible for supervision of students during instructional time and must manage any activities organized by volunteer community coaches.

1.3 A "volunteer community coach" is defined as any individual who coaches a school team and is not a school district employee who is a Teacher Regulation Branch of BC certificate holder.

2. SELECTION OF VOLUNTEER COMMUNITY COACHES

2.1 Individuals interested in becoming volunteer community coaches must submit a Volunteer Application form accompanied by all applicable certifications to the Principal.

2.2 Individuals interested in becoming volunteer community coaches must complete a Criminal Records Check as part of the application process.

2.3 Individuals interested in becoming volunteer community coaches are interviewed by the Principal (in consultation with Athletic Coordinators where applicable) to:

- a) determine ability to work appropriately with the identified age group of students at the school;
- b) identify specific training/competence in the selected sport (which may need to be verified by external resource personnel);
- c) review the Criminal Records Check; and,
- d) obtain additional information regarding experience, qualification and certification of the applicant.

2.4 A volunteer community coach's services may be terminated at the discretion of the Principal.

3. SUPERVISION OF VOLUNTEER COMMUNITY COACHES

3.1 A community coach must have a staff sponsor (i.e. Educators-in- Charge) who may be a principal, vice-principal or teacher.

3.2 Educators-in- Charge are expected to be in the building during practices; if unavailable, they must arrange for a designated staff contact to be on site. Educators-in- Charge must be present at all games, tournaments and travel events. Educators-in- Charge

must make their presence known to opposing coaches/sponsors and tournament/event organizers. The Assistant Superintendent may waive in writing this requirement, except for events involving overnight travel.

3.3 Parents are to be advised of all travel and supervision arrangements.

4. ORIENTATION

4.1 The Principal or designate will ensure that volunteer community coaches are oriented as to:

- a) obligations and responsibilities of staff, volunteers and students;
- b) school procedures related to safety, emergencies, and the reporting of incidents;
- c) school calendar;
- d) applicable school district policies and procedures; and,
- e) confidentiality requirements.

5. RESPONSIBILITIES OF VOLUNTEER COMMUNITY COACHES

5.1 The volunteer community coach must maintain records and report to the Principal or designate on a regular basis about the program and schedules of the team.

5.2 The volunteer community coach must be present at all team practices, games, tournaments and travel events. All absences must be reported to the Educator-in-Charge.

5.3 The volunteer community coach must advise parents of all travel and supervision arrangements.

5.4 The volunteer community coach must maintain respectful interactions with students, parents, staff and the school community.

5.5 The volunteer community coach must advise the Principal of any team fundraising activities and obtain approval for the proposed fundraising activity from the Principal before initiating the fundraising campaign.

5.6 The volunteer community coach must ensure that all funds collected on behalf of the team are deposited into a school bank account.

5.7 The volunteer community coach must ensure that all disbursements made on behalf of the team must be approved by the Educator in Charge and the Principal.

5.8 The volunteer community coach must comply with the BC School Sports Code of Conduct.

5.9 The volunteer community coach must familiarize themselves and observe all applicable school district policies and procedures.

6. DOCUMENTATION

6.1 A Volunteer Application form is provided for schools to facilitate documentation, selection and authorization of volunteers. This documentation is to be retained in the school's file and updated each school year or when the information provided changes.

APPROVED:



ATTACHMENT E

Office Use Only
If required, date of Criminal Record Check (CRC):

(update every 5 years)

Volunteer Application

Thank you for expressing interest in volunteering in our district/school.

School: _____

Name: _____
Last First Initial

Address: _____
Street City/Province Postal Code

Telephone: _____

1. I am the parent/guardian of a student(s) in this school. ☐ No ☐ Yes

Student(s) first and last name(s): _____

2. Areas of Expertise and Interest (*Attach all applicable certifications)

- | | |
|---|---|
| <input type="checkbox"/> Tutoring
(subjects) _____ | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Driving | <input type="checkbox"/> Food Days |
| <input type="checkbox"/> Field Trips | <input type="checkbox"/> Library |
| <input type="checkbox"/> Coaching (sports) | <input type="checkbox"/> Office Help |
| <input type="checkbox"/> _____ | |
| <input type="checkbox"/> Special Events | <input type="checkbox"/> Classroom Help |
| <input type="checkbox"/> Other | |
| <input type="checkbox"/> _____ | |

Times Available: _____

3. Additional Information

I agree to a reference check and/or criminal record search as the principal of the school deems necessary. ☐ Yes ☐ No

Please provide the name and telephone number of two character references that may be contacted.

Name _____ Telephone Number _____

Name _____ Telephone Number _____

I have already had a criminal record check done at a Maple Ridge-Pitt Meadows school. ☐ Yes ☐ No

School _____ Date: _____

If you know of any reason why you should not participate as a volunteer where you will be in contact with children (e.g. health reasons), please contact the principal.

Guidelines for Volunteering

- Remember that everything you hear or see regarding the students is confidential.
- If you cannot make your scheduled time please let us know.
- Treat all members of our school community with respect.
- Please wear your name tag while on the school grounds and in the school.
- When you are working under a staff member's direction you must consult with that staff member before initiating activities.

As a volunteer in our school, you are in a position of trust and as such, it is essential that privacy and confidentiality are maintained. Our children's safety is of prime concern to us. If children's safety or trust is compromised, it will be necessary to ask you not to be a volunteer in our school.

[] The information given in this form is true and correct and I understand that falsification or omission of information may result in my removal as a volunteer. I have read and agree to follow the guidelines described above. The principal may contact my references.

[] I have read, I understand and I agree to follow Policy 10310 Volunteers and the procedures associated with it.

Applicant's Signature: _____

Date: _____

Office Use Only

- | |
|--|
| <p><input type="checkbox"/> Reference Check completed (complete for volunteers unsupervised by staff, principal's decision for volunteers supervised by staff)</p> <p><input type="checkbox"/> Criminal Record Check on file (if needed)</p> <p><input type="checkbox"/> Confidentiality, volunteer responsibilities discussed</p> <p><input type="checkbox"/> Orientation meeting</p> <p><input type="checkbox"/> Parent/Guardian verified – application approved while child(ren) enrolled at the school</p> <p><input type="checkbox"/> Non Parent/Guardian - application approved for one school year. Expiry Date:_____</p> |
|--|

PRINCIPAL OR DESIGNATE APPROVAL:

Signature

Position

Date

ATTACHMENT F

_____ Elementary School

VOLUNTEER DRIVER APPLICATION

(To be completed by employees and volunteers transporting students.)

Driver's Name:			
Driver's Address:			
Phone Numbers	Home:		Cell: _____
*Please ensure the information in the section below is verified by a school staff member			
BC Driver's License #:			
BC Vehicle License Plate #:			
Insurance Documents:	(please show to staff for verification of insurance coverage and license plate)		
Driver's Abstract:	(please attach a recent copy)		
Driver is:	Parent []	Student Name: _____	
		Staff []	Other: _____
Vehicle Owner:	Driver	Other: _____	
Vehicle Owner Address:	As Above	Other: _____	
Vehicle Make/Model/Year:			
Max. Number of Passengers:	(excluding the driver)		
My vehicle has [] seats that meet the criteria for safe placement of booster seats.			

DRIVER'S STATEMENT: I agree to:

- Keep the safety of students as the highest priority;
- Follow instructions by the Educator-in-Charge of the field trip;
- Provide a safe, roadworthy vehicle licensed in British Columbia;
- Operate the vehicle in a safe manner and as required by law;
- Maintain a zero blood alcohol level while transporting students;
- Do not consume any substances that may affect our driving ability while transporting students;
- Provide a non-smoking environment while transporting students;
- Comply with distracted driving legislation while transporting students;
- Ensure students age 12 or under do not occupy front seats equipped with active air bags;
- Verify the use of passenger restraint systems/seat belts for all occupants.

[] I have read, I understand and I agree to follow Policy 10310 Volunteers and the procedures associated with it.

Driver's Signature

Date

PRINCIPAL OR DESIGNATE APPROVAL:

Signature

Position

Date

*Note: The School District's insurer provides excess Third Party Liability coverage for individuals driving their own vehicle for school district business

Approved: - Reference Policy 10310 Volunteers

VOLUNTEER DRIVER APPLICATION

(To be completed by employees and volunteers transporting students)

Driver's Name:			
Driver's Address:			
Phone Numbers	Home:		Cell:
*Please ensure the information in the section below is verified by a school staff member			
BC Driver's License #:			
BC Vehicle License Plate #:			
Insurance Documents:	(please show to staff for verification of insurance coverage and license plate)		
Driver's Abstract:	(please attach a recent copy)		
Driver is:	Parent []	Student Name: _____	
		Staff []	Other: _____
Vehicle Owner:	Driver	Other: _____	
Vehicle Owner Address:	As Above	Other: _____	
Vehicle Make/Model/Year:			
Max. Number of Passengers:	(excluding the driver)		

DRIVER'S STATEMENT: I agree to:

- Keep the safety of students as the highest priority;
- Follow instructions by the Educator-in-Charge of the field trip;
- Provide a safe, roadworthy vehicle licensed in British Columbia;
- Operate the vehicle in a safe manner and as required by law;
- Do not consume any substances that may affect our driving ability while transporting students;
- Provide a non-smoking environment while transporting students;
- Comply with distracted driving legislation while transporting students;
- Refrain from using a cellular device while transporting students;
- Verify the use of passenger restraint systems/seat belts for all occupants.

[] I have read, I understand and I agree to follow Policy 10310 Volunteers and the procedures associated with it.

Driver's Signature

Date

I AUTHORIZE MY SON/DAUGHTER _____, TO BE A STUDENT VOLUNTEER DRIVER.

Parent/Guardian Signature

Date

PRINCIPAL OR DESIGNATE APPROVAL:

Signature

Position

Date

*Note: The School District's insurer provides excess Third Party Liability coverage for individuals driving their own vehicle for school district business

Approved: - Reference Policy 10310 Volunteers



Subject: School Volunteers

References: School Act: Sections 3, 7

See Other Policy(ies) Field Trips

See Procedure (s): Field Trips, School Volunteers (including volunteer drivers)

Policy Statement

The Board recognizes volunteers provide significant services to students and the school community and authorizes their use.

To: **Board of Education**

From: Board Policy Development Committee

Re: **RESCISSION OF POLICIES**

Date: December 6, 2017
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

The Board Policy Development Committee have reviewed the following policies and are proposing that they be rescinded. The policies being proposed to be rescinded are either no longer required by the Ministry of Education or are covered under existing district policies or updated legislation:

- GBE Employees with AIDS and HIV Infection (Attachment A)
- GBEB District Health and Wellness (Attachment B)
- IGADA: Work Experience (Attachment C)
- IGADB Food Services Management – Teaching Kitchen (Attachment D)
- IGE: Community and Adult Education Programs (Attachment E)
- JCA Student Entry During School Year (Attachment F)
- JECBAA: Home School Learners (Attachment G)
- JFA Student Vandalism (Attachment H)
- JFCA Student Dress Code (Attachment I)
- JFCH Student Alcohol, Illegal Substance Use and Intoxicants (Attachment J)
- JG Student Discipline (Attachment K)
- JGDA Failure to Attend to Studies or Continued Infractions of School Rules (Attachment L)
- JHF: Student Safety (Attachment M)
- KH Public Gifts to Schools or the District (Attachment N)
- School Heritage Archives (Approved – October 29, 2008) (Attachment O)

RECOMMENDATION:

THAT the Board rescind the following policies:

- **GBE Employees with AIDS and HIV Infection**
- **GBEB District Health and Wellness**
- **IGADA: Work Experience**
- **IGADB Food Services Management – Teaching Kitchen**
- **IGE: Community and Adult Education Programs**
- **JCA Student Entry During School Year**
- **JECBAA: Home School Learners**
- **JFA Student Vandalism**
- **JFCA Student Dress Code**
- **JFCH Student Alcohol, Illegal Substance Use and Intoxicants**
- **JG Student Discipline**
- **JGDA Failure to Attend to Studies or Continued Infractions of School Rules**
- **JHF: Student Safety**
- **KH Public Gifts to Schools or the District**
- **School Heritage Archives (Approved – October 29, 2008)**

**GBE
(Cross Reference JHC and GBEA)
5/8/90**

**EMPLOYEES WITH ACQUIRED IMMUNODEFICIENCY SYNDROME (AIDS)
AND HUMAN IMMUNODEFICIENCY VIRUS INFECTION (HIV INFECTION)**

The Board recognizes the serious physical and mental problems associated with employees diagnosed as having AIDS or HIV infection. As long as employees are able to meet acceptable performance standards, and medical evidence clearly indicates that their condition is not a threat to themselves or to others, employees shall be assured of continued employment. In the event that a specific job involves duties that could present a risk of transmission, or if new medical evidence requires a more stringent approach, under those circumstances, individuals with AIDS or HIV infection may be removed from such positions. In that event, every effort will be made to transfer or reassign the employee to a position which does not present a risk of the disease's transmission.

A. Diagnosis

1. 00 It is the duty of employees who suspect they may be infected with the HIV infection to obtain a medical opinion as to the state of their health.

B. Disclosure

1. 00 If there is confirmation of an AIDS diagnosis, the Board of School Trustees requires the employee to meet with the Superintendent.
- 1.01 The identity of the employee who has AIDS will be protected and confidentiality will be maintained. Only those managers with a clear need to know shall be informed of an employee's health condition.

C. Electing to Continue Working

1. 00 The determination of whether an infected employee should remain employed in a capacity that involves contact with students or other employees shall be made on a case-by-case basis by a team composed of Public Health personnel, the employee's physician, the employee and/or his representative, and appropriate District personnel. In making this determination, the team shall consider:
 - a) the physical condition of the employee
 - b) the expected type of interaction with others in the school setting
 - c) the impact on both the infected employee and others in that setting.
- 1.01 Regular evaluation on the appropriateness of working shall be conducted.

**GBEB
12/01/99**

DISTRICT HEALTH & WELLNESS

The Board accepts the fundamental principle that the promotion of individual and organization well-being plays an influential and positive role in molding workplace culture.

The Board also believes a positive correlation exists between the provision of a safe and healthy working environment, human resources and operating cost efficiencies.

The Board is committed to ensuring that as an organization the District understands, practices and supports the well-being of its employees. As such, the Board supports the ongoing development, implementation and enhancement of programs, systems and services that support both personal and organization well being.

To this end, the Board will establish a consultative process with employee groups and stakeholders to seek advice and support in the development and implementation of District health and wellness programs.

**IGADA
10/10/95****WORK EXPERIENCE**

Work experience is intended to meet the needs of students by preparing them for the transition from secondary school to the world of work or further training and education. Work experience also allows students to connect what they learn in school with the skills and knowledge needed in the work place and society in general. To satisfy graduation requirements, all students must complete a work experience component.

Through work experience, students will be provided an opportunity:

- to observe and practice employability skills required in the workplace
- to observe and practice attitudes required in the work place
- to use the work place to reflect upon possible career directions

Through work experience opportunities, the community provides a 'classroom' where students are able to gain knowledge and experience about the work place, providing them with a frame of reference by which to review their career development goals. The term "community" is meant to be defined in a broad sense, extending education beyond the traditional four walls of our schools. Our community provides a wide and varied number of work experience opportunities including, but not limited to, small businesses, resource-based industries, government facilities, Crown corporations, and volunteer organizations.

1.00 The School District will coordinate resources and guidelines to assist schools with planning and implementing work experience programs. Topics will include Worker's Compensation requirements, travel, evaluation, supervision, criteria for placements, types of placement, etc. The Ministry of Education will provide guidelines for the types of activities that may be considered for work experience credit.

1.01 Work experience placements may be loosely divided into two types, based on whether the placement is arranged by the school specifically to meet course or career requirements or whether work experience has been arranged by the student independent of school initiatives or programs. The District will develop an equivalency process to evaluate non-school arranged Work Experience.

1.02 School arranged work experience placements will be monitored and expectations of student conduct and performance will be provided in accordance with District guidelines.

1.03 Employee sponsors should provide students with an accurate view of the type of work and the expectations that must be met on the site.

1.04 All students participating in school arranged, community based work experience at standard work sites have coverage under the Worker's Compensation Act. Guidelines specified by the Workers' Compensation for standard work site coverage will apply to students, ie. age, supervision, work site, etc.

1.05 The Schools Protection Program will protect the school district and all employees in the

performance of their duties against liability claims.

1.06 Students are responsible for their own unsupervised travel arrangements to and from the work site, based on the written consent of a parent or guardian.

**IGADB
6/28/90**

FOOD SERVICES MANAGEMENT - TEACHING KITCHEN

It is the policy of the Board of School Trustees that school teaching kitchens be introduced at the secondary level in order to offer students an opportunity to theoretically and practically learn and familiarize themselves with the subject of commercial food preparation.

Although it is recognized by the Board that the presence of eating establishments in secondary schools is most desirable, it must be emphasized that the main and primary purpose of teaching kitchens lies in their educational value.

The Board shall subsidize the operation of teaching kitchens. The school shall be responsible to recover 100% of food costs and incidental expenses through the cafeteria sale of prepared food.

IGE
5/9/90

COMMUNITY AND ADULT EDUCATION PROGRAMS

One function of the Community Education Department is to offer continuing education programs and services for the adult community. This is consistent with the goal of the Board to support the concept of life-long learning and ensure that relevant educational opportunities are available for students of all ages.

These opportunities encompass a wide spectrum of subjects and interests which include:

- Secondary Completion Programs
- Academic Upgrading
- Literacy and Adult Basic Education (A.B.E.)
- English as a Second Language (E.S.L.)
- Business/Career Programs
- Ridge Meadows Business & Career Training Centre (R.M.B.C.T.C.)
- Business Training and Staff Development
- General Interest Courses for Life Enrichment

Community Education programs offer to the adult community:

- 1.00 Tuition-free academic upgrading, adult E.S.L. and high school completion courses generally referred to as "credit" courses as funded by the Ministry of Education provided courses lead to secondary school completion (Dogwood diploma).
- 1.01 Courses and/or programs that charge fees and are generally referred to as "non-credit" in the areas of career-vocation and general interest.
- 1.02 Preparation for Grade 10 and Grade 12 equivalency.
- 1.03 Attainment of the recognized Adult Secondary Graduation diploma as provided by the Ministry of Education.
- 1.04 Attainment of the recognized Secondary School Graduation (Dogwood) as provided by the Ministry of Education.
- 1.05 Certificates or diplomas for a variety of business and career related courses and programs offered within the Ridge Meadows Business & Career Training Centre, registered with the B.C. Private Post-Secondary Commission.
- 1.06 Courses offered concurrently with Douglas College courses.
- 1.07 Education Partnerships with B.C.I.T., Douglas College and The Family Education Centre.

**JCA
10/12/96**

STUDENT ENTRY DURING SCHOOL YEAR

Students entering the District after October 1 of a school year may be required to enrol at a school other than their neighbourhood school if that school already is at the limit of class size guidelines. These students may return to their neighbourhood school the following September.

JECBAA
12/11/90

HOME SCHOOL LEARNERS

The **School Act** recognizes the right of parents to school their children at home. The School District shall assume responsibility to accommodate Home School Learners as outlined in the regulations of this policy.

- 1.00 Students on Home School programs will register at their neighbourhood school, or as otherwise specified in the **School Act**.
- 1.01 Students on Home School programs shall be provided with resources as stipulated by Regulations of the **School Act**, ie. "evaluation and assessment services sufficient to.....determine educational progress "and" loan of authorized educational resources". Evaluation and assessment services will be available at the time the school is conducting grade-wide evaluation of its regular students using standardized or grade-wide tests. Psychological services may be provided.

Home School Learners, whether or not they are registered in a school based course, will not be entitled to support services, such as Learning Assistance.
- 1.02 The schools have first priority for the use of authorized educational resources. A deposit will be required for any resource materials borrowed for use by the Home School Learner.
- 1.03 Parents who register their son/daughter with a public school as a Home School Learner, may enrol the student for a part of the regular curricular educational program subject to both space availability and a fee schedule established by the Board.
- 1.04 Extra-curricular programs of a school will normally be available only to the Home School Learner who is attending at that school on a part time basis.
- 1.05 At the elementary level, a student may enrol for a course which is a completely separate unit and not part of an integrated course or series of courses. At the secondary level, a student may register on a course basis providing the student has the required pre-requisites.
- 1.06 Home School Learners who enrol in School District programs will be expected to attend on a regular basis and abide by District and school policies.

**JFA
13/09/94**

STUDENT VANDALISM

The Board is proud of the fact that the majority of students respect school property and treat it carefully. When vandalism does occur, offenders shall be dealt with by the school principal and, when the principal considers it necessary, by reference to the Board. Only after these procedures have been pursued shall any referral be made to the court system.

- 1.00 Principals should deal with acts of vandalism to school property according to the school's normal disciplinary procedures.
- 1.01 At the principal's discretion, students committing acts of vandalism may be referred to the Board's Suspension Review Committee.
- 1.02 Principals shall complete either or both of the steps above before considering the initiation of contact with the police.
- 1.03 Principals shall keep the District Office apprised of any potential charges against students in connection with activities at school.
- 1.04 If property of the Board is destroyed, damaged, lost or converted by the intentional or negligent act of a student, the student and the student's parents or guardians are jointly and severally liable to the Board in respect of the act of the student.

**JFCA
13/3/01**

STUDENT DRESS CODE

The Board requires pupils to be dressed for school attendance in neat, clean and tidy clothing appropriate to reasonable prevailing customs.

School Uniforms

The Board will consider the adoption of a school uniform at a particular school only after all of the following conditions have been met:

- 1.00 The Board Chair receives a letter from the Principal at least one month prior to the date of the vote. The letter includes the recommendation of the PAC and the date of the meeting held by the PAC to form its recommendations, details of the proposed school uniform, and information regarding the proposed voting process.
- 1.01 Vote by secret ballot (one vote per family) over at least two voting days, with 85% or more of eligible voters voting in favour of a school uniform policy for that school. Eligible voters are parents/guardians of students who will be registered in the school during the year that the uniform would be first implemented, if the Board authorized such a policy.
- 1.02 There is an "opting out" clause - no student will be forced to wear the uniform nor punished for not wearing the uniform (in whole or in part).
- 1.03 Any school uniform items offered for sale through the PAC or school are available to students at the lowest possible price and are not offered as a fund raiser.
- 1.04 The Principal has a plan worked out with the PAC to offer special assistance in the case of a student who chooses to wear a school uniform but is economically disadvantaged.
- 1.05 The Board will not consider a request for any vote from the same school for a period of three school years.

**JFCH
6/12/90
(see also GBKA)**

STUDENT ALCOHOL, ILLEGAL SUBSTANCE USE AND INTOXICANTS

The use or possession of intoxicants in or on school property or in any vehicle while being used to transport students for the District is prohibited. The use, possession or sale of intoxicants at school events, and attendance at school events while under the influence of intoxicants is prohibited.

- 1.00 Students in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in a accordance with the provisions of the law.
- 1.01 Students attending school in the District and/or staff in violation of the provisions of the paragraph above shall be subject to disciplinary actions in a accordance with the provisions of school regulations.

JG
5/8/90**STUDENT DISCIPLINE**

Good discipline in the school is extremely important to the school program. Without good discipline the school cannot discharge its responsibility in the development of citizenship. Without good discipline students cannot realize their greatest opportunities for growth. In maintaining discipline, teachers must be able to proceed with the assurance that support will be forthcoming from the principal, the Superintendent, and the Board.

The following guides to good discipline are recommended:

- 1.00 The goal of student discipline is to attain the over-riding principle of responsibility to others.
- 1.01 Good discipline is always fair, dignified, and in good temper.
- 1.02 Good discipline is usually positive rather than negative in nature. It consists of keeping students involved in active learning rather than punishing them for doing things that are anti-social. In all disciplinary action teachers should be mindful of dealing with individual personalities. A student's personality, disposition, and personal characteristics should be given consideration before taking action.

Disciplinary action should not be administered in such a way as to cause the child to lose self esteem before his/her social group. Teachers should guard against making remarks to other students concerning the student's shortcomings or engage in discussions with a student in such a way as to reflect discredit upon the student before others.

- 1.03 Conferences with teachers, principals, other professional personnel, and parents should be effectively employed to bring about acceptable behaviour.
- 1.04 All information concerning the student or his/her family background should be held in strictest confidence.

**JGDA
04/09/96**

**FAILURE TO ATTEND TO STUDIES OR
CONTINUED INFRACTIONS OF SCHOOL RULES**

The Board may prohibit students of 16 years or older from further attendance at a school in the District if students:

- a) fail to apply themselves to their studies, or
- b) fail to comply with the rules and regulations of the school and, after due warning do not, in the opinion of the Superintendent or designate, and the principal of the school, make a reasonable effort to reform.

The Board may, after consultation with the Superintendent of Schools or designate, re-admit to a school, students who have been prohibited from attending under this Policy.

- 1.00 Students must be specifically advised that continued infractions of school rules or failure to attend to studies may result in a Board decision to refuse the student an educational program.
- 1.01 If the 'due warning' does not bring about an appropriate improvement in the student's conduct or application to studies, and further disciplinary action is in order, the school administrator then should apply the procedures of Policy JGD, Student Suspension.

JHF
05/31/94

STUDENT SAFETY

The safety of students shall be assured through close supervision of students in all school buildings and grounds and through special attention to:

- Maintaining a safe school environment.
- Observing safe practices on the part of school personnel and students, particularly in those areas of instruction or extracurricular activities which offer special hazards.
- Offering safety education to students as germane to particular subjects, such as laboratory courses in science, shop courses, and health and physical education.
- Providing, through the services of the school nurse or other personnel, first aid care for students in case of accident or sudden illness.
- Developing a security plan and procedural policies to follow when dealing with a safety crises that is disruptive to the normal routine of the school environment. This plan is to be filed with the Superintendent's office and updated on a yearly basis.

In addition to the above safety measures, school personnel shall monitor strangers loitering in or near school buildings or seated in parked automobiles nearby. The principal shall notify the police if the circumstances seem to warrant it.

Teachers shall instruct students not to accept gifts or automobile rides from strangers, and the students will also be instructed to tell the teachers, their parents, or police of any suspicious strangers.

1.00 Every visitor to a school shall first identify himself/herself to the office.

1.01 When an incident affecting student safety is reported to school personnel the following procedures may be followed:

Step 1

School reports incident to R.C.M.P.

Step 2

R.C.M.P. investigates/verifies and reports details and/or description to the Superintendent or designate.

Step 3

District Education Office staff:

- contact the bus company to alert drivers.
- alert all schools, starting with schools in the immediate vicinity of the incident.

**KH
6/11/91****PUBLIC GIFTS TO SCHOOLS OR THE DISTRICT**

The Board encourages donations of gifts from individuals, corporations, citizens, various groups within the community or other sources to the District for application such that education programs will be enhanced.

All donations that are offered and accepted by the Board become the property of the District.

Donors may direct their gift to specific schools or district program or activity as long as they are within the District's educational mandate.

The following criteria will direct the Board in its acceptance of the gift:

- The gift enhances the educational program or environment of the District and/or school.
- The use of the gift does not promote the private cause of the individual, corporate citizen or community group.
- The gift can be utilized and maintained by the District and/or school within the framework of resources normally available.

Tax receipts shall be issued through the Secretary Treasurer's office in respect of donations that qualify under the federal government policies with respect to charitable organizations.

A. Cash Receipts to Schools

Subject to the requirements of Board Policy and Revenue Canada in respect to Public Gifts to the District, the following are regulations with respect to cash donations.

- 1.00 Only donations of \$25.00 or more will be issued official tax receipts.
- 1.01 No donor shall be permitted to specify that any contribution be directed to a particular person, but may request that funds be directed to a specific program.
- 1.02 The funds shall be used to enhance and support the educational programs of the District.
- 1.03 Generally, these funds shall be used for purposes approved by the Board such as:
 - a) The establishment of awards, scholarships and bursaries.
 - b) The support and enhancement of extra-curricular programs.

- c) The support and enhancement of regular student programs.
- 1.04 All donations should be forwarded to the Secretary Treasurer with any support information. The Secretary Treasurer shall be responsible for the issuing of all official receipts.
- 1.05 All donations will be deposited in the District Trust Fund.
 - a) All scholarship funds will be held at the District level.
 - b) Donations to fund educational programs, services or activities will be held at the District level and the District will disburse the funds through normal purchasing procedures.

B. Donations Solicited for the Purpose of Supporting an Individual School Activity

Solicitations for donations in support of school activities for which tax receipts will be required must be approved by the Principal and the Secretary Treasurer.



POLICY

Approved:

Revised: October 6, 2008

Review: Annually

Subject: School Heritage Archives

References:

See Other Policy(ies)

See Procedure (s):

Policy Statement

Schools are a vital part of the community and therefore we believe their heritage needs to be collected, preserved, and interpreted in a professional and sustainable manner.

Guiding Principles

1. The school district, working in collaboration with the Maple Ridge Historical Society and the Pitt Meadows Heritage and Museum Society, will support school communities in preserving the heritage of our schools.
2. The school district believes that every school should attempt to collect the stories of each school year and preserve them, as they are valuable to the communities of Maple Ridge and Pitt Meadows.



ITEM 8

To: **Board of Education**

From: Superintendent
Sylvia Russell

Re: **SUPERINTENDENT'S UPDATE**

Date: December 6, 2017
(Public Board Meeting)

Information

RECOMMENDATION:

THAT the Board receive the Superintendent's Verbal Update, for information.

To: **Board of Education**

From: Board Policy Development
Committee

Re: **DRAFT POLICY:**
5705 SURVEILLANCE

Date: December 6, 2017
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

At the recommendation of the Board Policy Development Committee ("Committee"), Draft Policy 5705 Surveillance (Attachment A) is presented to the Board for information.

The following draft procedure is also presented for information:

Draft Procedure 5705.1: Video Surveillance (Attachment B)
Surveillance Systems Access Log (Attachment C)

Input from education partners and the public is now invited. After receiving input, the Committee will have another opportunity to review the policy before it is again presented to the Board for approval on January 24, 2018.

RECOMMENDATION:

THAT the Board receive for information and continuation with the consultation process:

Draft Policy 5705: Surveillance
Draft Procedure 5705.1: Video Surveillance
Surveillance Systems Access Log

Attachments

**SD 42 POLICY: 5705****SURVEILLANCE**

PHILOSOPHY:

The Board authorizes the use of video surveillance where it is reasonable or necessary to enhance the safety of students, staff, volunteers and the general public, or to protect property. Section 74.01 of the School Act expressly authorizes the use of surveillance in school district facilities and property for safety and property protection purposes.

The Board recognizes both its legal obligations to provide appropriate levels of supervision in the interest of student safety and the fact that students and staff have privacy rights that are reduced, but not eliminated, while at school. Thus video surveillance must be carried out in a way that respects student and staff privacy rights.

The Board also recognizes that it owes obligations under the *Freedom of Information and Protection of Privacy Act* ("FIPPA"), and that surveillance recordings are governed by the provisions of FIPPA. The purpose of this Policy and the related Procedures is to ensure that the Board's legal obligations for safety and property protection are appropriately balanced with its personal information privacy obligations under FIPPA.

AUTHORITY:

The Board assigns the responsibility for the implementation of the Surveillance policy to the Superintendent and authorizes the Superintendent to establish procedures that will guide the implementation of this policy. The Superintendent may delegate his/her authority in accordance with the provisions of this Policy and the procedures.

GUIDING PRINCIPLES:

- 1.01 Surveillance will be authorized where reasonable or necessary to enhance the safety of students, staff, volunteers and the general public, or to protect property.
- 1.02 Video surveillance is not to be ordinarily used in locations where private activities/functions are routinely carried out (e.g., bathrooms).
- 1.03 The school principal, in collaboration with the maintenance department, is responsible for the proper implementation and control of the video surveillance system in the school, including by ensuring that access to equipment, records and footage is limited in accordance with the procedures.
- 1.04 The Superintendent of Schools or designate shall conduct a review at least annually to ensure that this policy and procedures are being adhered to and to make a report to the Board on the use of surveillance in the School District.
- 1.05 Surveillance is to be carried out in accordance with this policy and these procedures. The Board will not accept the improper use of surveillance and will take appropriate action in any cases of wrongful use of this policy.

APPROVED:

**SD 42 PROCEDURE: 5705.1****VIDEO SURVEILLANCE**

1. USE OF SURVEILLANCE

- a) Video surveillance will only be used at schools and district facilities to monitor and record for safety and property protection purposes or for other purposes authorized by the Superintendent of Schools and permitted under the Freedom of Information and Protection of Privacy Act (each an "Authorized Purpose").
- b) Prior to introduction of overt surveillance methods or equipment at any school or district facility or property, a report shall be provided to the Superintendent and Secretary-Treasurer documenting:
 - i. the Authorized Purposes for which surveillance is being considered;
 - ii. the reasons or justification for the surveillance, including incidents giving rise to property loss, safety concerns, security breaches or other relevant circumstances;
 - iii. whether other less intrusive alternatives have been considered, and why such alternatives are not sufficient or effective;
 - iv. whether consultations have been undertaken with Parent Advisory Councils or other stakeholders (students, parents, members of the community).
- c) Prior to the initiation of a permanent video surveillance system at a school or district facility, Parent Advisory Council approval will be required in accordance with section 74.01 of the School Act.
- d) The school district will make reasonable efforts to limit the collection of information through surveillance to only that which is needed to achieve the intended purpose, and with consideration for the privacy interests of those affected.
- e) Video surveillance equipment may be utilized in situations where less intrusive alternatives are not available or deemed not to be effective in achieving the Authorized Purposes.
- f) Surveillance will not be conducted in areas where individuals may have a reasonable expectation of privacy, such as washrooms or change rooms, unless compelling circumstances exist and the use of surveillance in such circumstances has been approved by the Superintendent of Schools.

2. INSTALLATION & OPERATION OF SURVEILLANCE EQUIPMENT

- a) Video cameras, when used, will be installed only by a designated employee or agent of the school district. Any contracted agents used to install or maintain video surveillance equipment will be subject to strict requirements of confidentiality and security.

- b) Only persons authorized by the Superintendent of Schools ("Authorized Persons") will have access to the system's controls and reception ("System Components").
- c) Receiving equipment (such as video monitors or audio playback speakers) will be located in a controlled access area. Only Authorized Persons will have access to these System Components.
- d) System Components that permit internet access or transmission of digital recording files will be maintained securely and will include measures protecting against unauthorized electronic access, including by ensuring appropriate firewalls, encryption and user authentication is maintained.
- e) Video monitors will not be located in a position that will enable public viewing.
- f) The site or school shall maintain a log of all access to the System Components ("Access Log").

3. SECURITY & RETENTION

- a) Videotapes or digital video files (the "Footage") shall be stored in a locked filing cabinet or in a secure manner in an area to which only Authorized Persons have access.
- b) Except as otherwise set out in this Procedure, access to Footage shall be limited to Authorized Persons.
- c) The school or site shall ensure appropriate electronic security measures are in place to protect Footage maintained in digital files. The removal of any Footage from the site or school shall be logged.
- d) Footage will not be sold, publicly viewed or distributed except as provided under the Policy or this Procedure or as required by law.
- e) The school district, reserves the right to use Footage for the purposes of investigation into any incident occurring on school district property, in connection with legal claims or the possible violation of laws. Footage may, where appropriate, be shared with the school district's insurers or legal advisors or used as evidence in legal proceedings.
- f) The school district may also disclose or provide access to Footage or System Components to law enforcement officials or to assist in a specific investigation or make other disclosures as it is required or permitted to make under FIPPA and other applicable laws.
- g) Footage will ordinarily be destroyed within one month of creation, or at other regular intervals determined by the Superintendent of Schools from time to time, unless it is being retained to deal with a specific issue, event, investigation or legal matter or retention for a longer period is required by law. A request to retain any Footage may be made by a site supervisor or principal, staff member, parent or student.
- h) Logs shall be kept of all instances of access to, and use of Footage.

4. ACCESS BY PARENTS, GUARDIANS, STUDENTS OR EMPLOYEES

- a) Subject to Section 4(d), students, staff, parents or guardians requesting to view Footage containing their own image or images of their child/children may do so to

the extent that such access is permissible under the Freedom of Information and Protection of Privacy Act. The school district may consult with parent(s) in respect of requests for access received from young children deemed not capable of exercising their own access rights.

- b) Footage may be viewed by staff upon request where reasonable and necessary for the purposes of investigating or responding to a specific event or issue.
- c) Viewing of videotapes and/or digital videos by students, parents, guardians and/or employees will be in the presence of an administrator or other designated individual. A student or parent/guardian may request that a support person be present at any viewing they have requested.
- d) Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to a concern for a third party's safety, or on any other grounds recognized in the Freedom of Information and Protection of Privacy Act.

5. NOTIFICATION OF USE OF SURVEILLANCE EQUIPMENT

- a) Where the Superintendent of Schools has approved the implementation of surveillance systems, the school district will ensure that affected staff, students, volunteers and the public are notified of surveillance equipment locations. Notification will be by means of clearly worded signs, prominently displayed at the perimeter of the surveillance areas. Such signs will identify the purpose of the surveillance, the legal authority for the collection and contact information of the building administrator or designate staff person who can answer questions about the surveillance system.
- b) Covert surveillance without notice will only be used in exceptional circumstances where compelling reasons for its use exist, such as significant property loss, safety or security issues. Covert surveillance may be authorized by the Superintendent of Schools or Secretary-Treasurer after a detailed and comprehensive assessment of alternatives and must be strictly limited in scope and duration to that which is necessary to achieve a specific, identified objective. Covert surveillance may not be authorized on an ongoing basis.

6. ANNUAL REVIEW

The Superintendent of Schools or designate, shall conduct an annual review of use of surveillance in the school district. A report will be provided to the Board following the Superintendent's review.

7. RESPONSIBILITY AND COMPLAINTS

- a) The Superintendent of Schools has primary responsibility for compliance with the Policy and this Procedure, but all principals, site managers and other Authorized Persons are expected to comply with the requirements of this Procedure.
- b) All Authorized Persons are expected to review the requirements of this Policy on at least an annual basis, and shall participate in training opportunities at the request of the school district.
- c) Complaints, questions or concerns about the use of surveillance within the school district may be directed in writing to the Office of the Superintendent of Schools.

APPROVED:

Surveillance System Access Log

Location: _____

Name and Title	Signature	Date	Time	Reason for Access	Footage Reviewed

**ITEM 10**

To: **Board of Education**

From: Trustee
Korleen Carreras

Re: **MOTIONS TO BC SCHOOL
TRUSTEES ASSOCIATION
PROVINCIAL COUNCIL**

Date: December 6, 2017
(Public Board Meeting)

Decision

BC School Trustees Association's Provincial Council is scheduled to take place from February 16 – 17, 2018. The deadline for the submission of motions is January 12, 2018.

RECORD

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:

October 18, 2017 Closed

Call to Order	Meeting called to order at 1:41 p.m.
Motion of Exclusion	Approved
Correspondence	Received
Approval of Agenda	Approved as circulated
Approval of Minutes	Approved as circulated
Chairperson Decision Item	Approved as circulated
Superintendent Decision Items	Approved as circulated
Secretary Treasurer Items	Approved as circulated
Chairperson Information Items	Received
Superintendent Information Items	Received
Secretary Treasurer Information Item	Received
Board Committees	Received
Trustee Reports	Received
Adjournment	Meeting adjourned at 3:17 p.m.