

Wednesday, February 12, 2014
6:00 p.m.

District Education Office
22225 Brown Avenue
Boardroom

A G E N D A

“When you practice gratefulness, there is a sense of respect toward others” – Dalai Lama

A – OPENING PROCEDURES

1. Call to Order
2. Correspondence ITEM 1
3. Ordering of Agenda
4. Invitation for Public Input to matters on the Agenda

B – CONFIRMATION OF MINUTES

1. January 29, 2014 ITEM 2

C – PRESENTATIONS/DELEGATIONS

1. Safe Schools – Sherri Skerratt ITEM 3

D – CHAIR REPORT

E – DEFERRED ITEMS

F – TRUSTEE MOTIONS

G – CHIEF EXECUTIVE OFFICER’S REPORT

1. Decision Items
 - a) Superintendent of Schools
 - i. 2014-2015 District School Calendar ITEM 4
 - b) Deputy Superintendent
 - c) Secretary Treasurer
 - i. Budget Process ITEM 5
2. Information Items
 - a) Superintendent of Schools
 - b) Deputy Superintendent
 - c) Secretary Treasurer
 - i. Enrolment Projections ITEM 6

H – COMMITTEE BUSINESS

1. Committees of the Whole

a) Finance

- i. Financial Statements Quarter Ended December 31, 2013

ITEM 7

b) Budget

- i. 201H/201I Amended Annual Budget Bylaw

~~ITEM 8~~

2. Committee & Advisory Committee Reports

a) Aboriginal Education

b) Board Policy Development

c) District Student Advisory

d) Education

e) French Immersion Advisory

f) Inclusive Education

I – QUESTION PERIOD

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

J – TRUSTEE REPORTS

1. BC School Trustees' Association Provincial Council

a) Motions to BCSTA's Annual General Meeting

~~ITEM 9~~

2. District Parent Advisory Council

3. Joint Parks and Leisure Services

4. Municipal Advisory & Accessibility

5. Ridge Meadows Community Arts Council

6. Ridge Meadows Education Foundation

7. Social Planning Advisory:

http://www.mapleridge.ca/EN/main/municipal/728/9982/spac_agenda_minutes.html

8. Tzu Chi Foundation

9. Youth Society

10. Other Board Liaison Representative Reports

a) Good News Items

K – OTHER BUSINESS

- a) Public Disclosure of Closed Meeting Business

~~ITEM 10~~

L – ADJOURNMENT



ITEM 1

To: Board of Education

From: Chairperson
Mike Murray

Re: **OPENING PROCEDURES**

Date: February 12, 2014
(Public Board Meeting)

Information/Decision

1. CALL TO ORDER

2. CORRESPONDENCE (Information Item)

There is no correspondence.

3. ORDERING OF AGENDA (Decision Item)

RECOMMENDATION:

THAT the Agenda be ordered as circulated.

4. Invitation for Public Input to matters on the Agenda



ITEM 2

To: Board of Education

From: Chairperson
Mike Murray

Re: **CONFIRMATION OF MINUTES**

Date: February 12, 2014
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Minutes of the January 29, 2014 Public Board Meeting be approved as circulated.

Attachment

IN ATTENDANCE:

BOARD MEMBERS:

Board Chairperson – Mike Murray
Vice-Chairperson – Eleanor Palis
Trustee – Susan Carr
Trustee – Ken Clarkson
Trustee – Kathy Marshall
Trustee – Sarah Nelson
Trustee – Dave Rempel

STAFF:

Superintendent – Jan Unwin
Secretary Treasurer – Flavia Coughlan
Deputy Superintendent – Laurie Meston
Mgr. of Communication/Community Relations – Irena Pochop
Executive Assistant – Karen Yoxall

A. OPENING PROCEDURES

1. Call to Order

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

The Chair welcomed and thanked everyone for attending.

The Trustees' thanked Janice Allen and presented her with a card upon her retirement from the School District.

The Chair requested a minute of silence in memory of Susan Van Pelt.

2. Correspondence

- Mel Joy, Chair, School District No. 8 (Kootenay Lake)

Moved: Trustee Rempel

Seconded: Trustee Clarkson

THAT the Board receive all correspondence for information.

CARRIED

3. Correspondence

Moved: Trustee Rempel

Seconded: Trustee Carr

THAT the Agenda be ordered as circulated.

CARRIED

The Chair opened the floor to others wanting to speak to the Agenda.

B. CONFIRMATION OF MINUTES

1. January 15, 2014 Public Board Meeting Minutes

Moved: Trustee Rempel

Seconded: Trustee Marshall

THAT the Minutes of the January 15, 2014 Public Board Meeting be approved as circulated.

CARRIED

C. PRESENTATIONS/DELEGATIONS**1. Maple Ridge Branch of the Royal Canadian Sea Cadets****Moved:** Trustee Rempel**Seconded:** Trustee Clarkson

Rory Thompson, Executive Officer of the Royal Canadian Sea Cadet Corps Invincible, presented information on the Maple Ridge Branch of the Sea Cadets. He explained the scope of training that youths receive when joining this program and further explained that since the program is endorsed by the Ministry of Education youths can qualify for high school credits: Cadet 10 (4 credits), Cadet 11 (4 credits), Cadet 12 (4 credits). Discussion ensued on the impact of the rental rate increase on the Maple Ridge Branch and their subsequent decision to move their training site from Glenwood Elementary to the Royal Canadian Legion.

The Communications and Community Relations Manager confirmed that if community groups wish to, they can promote their programs on the school district website: <http://www1.sd42.ca/community-promotions>

THAT the Board receive the presentation from the Maple Ridge Branch of the Royal Canadian Sea Cadets for information.

CARRIED**D. CHAIR REPORT****E. DEFERRED ITEMS****F. TRUSTEE MOTIONS****G. CHIEF EXECUTIVE OFFICER'S REPORT****1. Decision Items**

- a) Superintendent of Schools
- b) Deputy Superintendent

- i. Approval – Flex 42 District Program

Moved: Trustee Rempel**Seconded:** Trustee Carr

The Deputy Superintendent and Vice Principal of Continuing Education gave a brief overview on the proposed Flex42 District Program. It was explained that the need for a flexible option for kindergarten to grade 7 and the enactment of Bill 36 allowing cross enrolment of students in grades 8 to 9, has driven the need for this learning option.

THAT THE Board approve the implementation of the Flex42 District Program.

CARRIED

- c) Secretary Treasurer

1. Information Items

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

H. COMMITTEE BUSINESS**1. Committees of the Whole**

- a) 2013 – 2014 Finance
- b) 2013 – 2014 Budget

2. Committee & Advisory Committee Reports

- a) Aboriginal Education
- b) Board Policy Development

- i. Policy 2920: Trustees' Remuneration Policy

Moved: Trustee Clarkson

Seconded: Trustee Marshall

The Secretary Treasurer reported that Procedural Bylaw 2-2008 was rescinded a first time at the Public Board Meeting on November 27, 2013. It is now being presented to the Board for rescission a second and final time.

THAT the attached Procedural Bylaw 2-2008 Trustee Remuneration be rescinded as read a second time.

THAT the attached Procedural Bylaw 2-2008 Trustee Remuneration be rescinded as read a third and final time.

CARRIED

Moved: Trustee Palis

Seconded: Trustee Rempel

The Secretary Treasurer reported that Policy 2920: Trustees' Remuneration was first presented at the Public Board Meeting on November 27, 2013 and has completed the required period for public input. It is now being presented to the Board for approval.

IT IS FURTHER RECOMMENDED THAT the Board approve Policy 2920 – Trustees' Remuneration for implementation, and

THAT the attached procedure 2920.1 Trustees' Remuneration Procedure be approved.

CARRIED

- ii. Policy 5780: Information Technology and Communication Systems - Appropriate Use Policy

The Secretary Treasurer reported that Policy 5780: Information Technology and Communication Systems - Appropriate Use Policy was first presented at the Public Board Meeting on November 27, 2013 and has completed the required period for public input. It is now being presented to the Board for approval.

IT IS RECOMMENDED THAT the Board rescind the following Policies:

Electronic Devices Policy (Approved – April 08/9)
Quickmail/Data Systems – Privacy and Access – EHA
Internet and/or District Wide Area Network use by Employees of the Board – EHB
Physical Security of Computing Devices – EIB
Student Use of Internet/Computer Facilities (plus attachment) – IIAD
Student Use of Cellular Phones or Paging Devices in Schools – JFCAA

IT IS FURTHER RECOMMENDED THAT the Board approve Policy: 5780 Information Technology and Communication Systems – Appropriate Use Policy for implementation, and

THAT the attached procedure: 5780.1 Social Media Guidelines be received for information.

CARRIED

iii. Policy 7210: Workplace Discrimination or Bullying and Harassment Policy

The Secretary Treasurer reported that Policy 7210: Workplace Discrimination or Bullying and Harassment Policy was first presented at the Public Board Meeting on November 27, 2013 and has completed the required period for public input. It is now being presented to the Board for approval.

IT IS RECOMMENDED THAT the Board rescind the following Policy:

7210 Personal/Sexual Harassment

IT IS FURTHER RECOMMENDED THAT the Board approve Policy: 7210 Workplace Discrimination or Bullying and Harassment for Policy for implementation, and

THAT the attached Procedure: 7210.1 Reporting Procedure and 7210.2 Investigation Procedure be received for information.

CARRIED

- c) District Student Advisory
- d) Education
- e) French Immersion Advisory
- f) Inclusive Education

I. QUESTION PERIOD

A statement was made by a CUPE employee on wages.

A concern was raised on the process for sending in feedback to the District on the Trustees' Remuneration Policy.

J. TRUSTEE REPORTS

Ridge Meadows Community Arts Council

Trustee Rempel reported that Kelly Swift, Manager of Parks and Leisure Services, presented a report on their services, and that the committee discussed the impact of the Gaming Centre on the ACT and the current art exhibit on display at the ACT.

Tzu Chi Foundation

Trustee Rempel reported his attendance at the New Year's celebration in Port Moody and the request for information from the Tzu Chi Foundation on the breakfast programs in the District and the possibility of developing more cultural experiences for students.

Artist in Residence

Trustee Clarkson reported that there were 14 applicants for the "Artist in Residence" program from across Canada. The successful candidate will be housed next to Haney House.

Good News Items

Trustees reported that Sean Nosek has been awarded Principal of the Year by the Learning Partnership of Canada, congratulated the success of the awards dinner that was held at Pitt Meadows Secondary School and discussed the upcoming graduation transitions at Maple Ridge Secondary School.

K. OTHER BUSINESS

The Trustees' presented the Superintendent with gifts and good wishes to mark her secondment to the Ministry of Education.

L. ADJOURNMENT

Moved: Trustee Rempel

Seconded: Trustee Carr

THAT the meeting of the Board be adjourned at 7:21 p.m.

CARRIED

Mike Murray, Chairperson

Flavia Coughlan, Secretary Treasurer



ITEM 3

To: Board of Education

From: Board Chairperson
Mike Murray

Re: **PRESENTATIONS**

Date: February 12, 2014
(Public Board Meeting)

Information

To be distributed.

RECOMMENDATION:

THAT the Board receive the presentation on Safe Schools by Sherri Skerratt for information.

To: Board of Education

From: Acting Superintendent
Laurie Meston

**Re: 2014 – 2015 DISTRICT
SCHOOL CALENDAR**

Date: February 12, 2014
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

For the past three years School District No. 42 has implemented a District-wide School Calendar.

The School Calendar Regulation enacted in Spring 2012, established a new legislative framework that eliminated a Ministry standardized school calendar and set the requirements for a Board-established school calendar beginning in the 2013-14 school year.

The Regulation also sets a minimum number of hours of instruction that Boards must offer to students during the school year. It is important to note the Regulation is not intended to set or effect teacher hours of work.

As well, there are different calendar information requirements for bricks-and-mortar and distributed learning schools:

- 1) All Public Schools except Distributed Learning Schools must indicate:
 - (a) The number and dates of the days in session;
 - (b) The number and dates of each day of instruction;
 - (c) The vacation periods and dates of statutory holidays;
 - (d) The dates of each non-instructional day; and
 - (e) The number of hours of instruction offered to students in each grade (per year).

A minimum number of hours of instruction must be offered:

 - 853 hours of instruction for students in Kindergarten
 - 878 hours of instruction for students in Grades 1 to 7
 - 952 hours of instruction for students in Grades 8 to 12

Note: The minimum hours requirement is lower for Kindergarten students to allow for the gradual entry process at the beginning of each school year.

- 2) Distributed Learning Schools:
 - (a) The number and dates of the days in session;
 - (b) The dates on which the principal, vice principals, directors of instruction and teachers of the school are available for instruction; and
 - (c) The vacation periods and dates of statutory holidays.

Boards are not required to include their summer school schedules in calendars submitted to the Ministry (s. 4 (3) of the Regulation).

Senior Team is recommending we continue with a similar calendar structure for the 2014/15 school year. This meets **the required minutes of instruction** outlined in the regulations. This proposed calendar would include:

- A two week Spring break from **Monday, March 16 to Friday, March 27, 2014**, a two week Christmas break from **Monday, December 22 to January 2, 2015** and one day not in session to coincide with the Remembrance Day holiday on **Monday, November 10, 2014**.

Consultation Requirements:

Section 87.01 (7) of the School Act and the New School Calendar Regulation indicates that a Board must make public a proposed school calendar one month before submitting it to the Ministry. For the 2014-15 calendar submission cycle, proposed calendars must be made public on or before February 28, 2014. During the consultation period, a Board must provide parents and Board employees the opportunity to comment on the proposed calendar.

Proposed Process:

- These calendars will be shared with the public on the SD42 website Thursday, February, 13, 2014 with a request for public feedback.
- The feedback will then be reviewed by Senior Team, the proposed calendars will be adjusted if required, and submitted to the Board of Education for approval at the March 12, 2014 Board meeting.
- Once approved the calendar will be posted online and then submitted to the Ministry by March 31, 2014.

Please find attached:

- The proposed 2014/15 school calendar in both a linear orientation (Appendix A) and calendar orientation (Appendix B);
- The proposed 2014/15 Kanaka Creek school calendar in both a linear orientation (Appendix C) and calendar orientation (Appendix D);
- The proposed 2014/15 Distributed Learning calendar in a linear orientation (Appendix E).

RECOMMENDATION

THAT the Board of Education approve the attached proposed draft school calendars to be shared with the public in order to receive public feedback.

Attachments

2014 – 2015 PROPOSED DRAFT DISTRICT SCHOOL CALENDAR



Schools Opening Day for Students	Tuesday, September 2, 2014
<i>Non Instructional Day (School Based Growth Planning Day)</i>	<i>Monday, September 22, 2014</i>
<i>Non Instructional Day (District wide)</i>	<i>Tuesday, September 23, 2014</i>
Thanksgiving Day	Monday, October 13, 2014
<i>Non Instructional Day (Province wide)</i>	<i>Friday, October 24, 2014</i>
Schools not in session	Monday, November 10, 2014
Remembrance Day	Tuesday, November 11, 2014
Schools Close for Winter Break	Friday, December 19, 2014
Winter Break	Monday, Dec. 22 to Friday, Jan. 2, 2015
Schools reopen after Winter Break	Monday, January 5, 2015
<i>Non Instructional Day (School based)</i>	<i>Monday, January 26, 2015</i>
Family Day	Monday, February 9, 2015
<i>Non Instructional Day (District wide)</i>	<i>Friday, February 27, 2015</i>
Schools Close for Spring Break	Friday, March 13, 2015
Spring Break	Monday, Mar. 16 to Friday, Mar. 27, 2015
Schools reopen after Spring Break	Monday, March 30, 2015
Good Friday	Friday, April 3, 2015
Easter Monday	Monday, April 6, 2015
Victoria Day	Monday, May 18, 2015
<i>Non Instructional Day (School Based)</i>	<i>Tuesday, May 19, 2015</i>
Last Day for Students	Wednesday, June 24, 2015
Year-end Administrative Day	Thursday, June 25, 2015
Schools Close	Thursday, June 25, 2015

Elementary (K-7) daily schedule: 8:30 a.m. to 2:20 p.m. 295 instructional minutes per day
(Kindergarten gradual entry during the first two weeks of September)

Secondary (8-12) daily schedule: 8:30 a.m. to 2:40 p.m. 320 instructional minutes per day

- NB: Kanaka Creek will run their year round calendar separate from this calendar

Minimum number of hours of instruction that must be offered as per School Act and Calendar Regulation:

853 hours of instruction for students in Kindergarten
878 hours of instruction for students in Grades 1 to 7
952 hours of instruction for students in Grades 8 to 12

SD42 PROPOSED DRAFT CALENDAR: School Year 2014 to 2015

August 2014						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2014						
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28	29	30				

October 2014						
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November 2014						
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December 2014						
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January 2015						
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February 2015						
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March 2015						
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April 2015						
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May 2015						
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June 2015						
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DRAFT STATUS QUO

Current local School Calendar Configuration

2 week Winter Break and Spring Break; 1 additional day at Remembrance Day

Elementary hours 8:30 a.m. to 2:20 p.m. 295 instructional minutes per day

Secondary hours 8:30 a.m. to 2:40 p.m. 320 instructional minutes per day

	Opening Day
	Schools not in Session
	Statutory Holidays
	Non Instructional Days
	Last Day for Students
	Administrative Day – no school

2014 – 2015

PROPOSED DRAFT KANAKA CREEK SCHOOL

CALENDAR



Schools Opening Day for Students	Tuesday, September 2, 2014
<i>Non Instructional Day (School Based Growth Planning Day)</i>	<i>Monday, September 22, 2014</i>
<i>Non Instructional Day (District wide)</i>	<i>Tuesday, September 23, 2014</i>
Thanksgiving Day	Monday, October 13, 2014
<i>Non Instructional Day (Province wide)</i>	<i>Friday, October 24, 2014</i>
Schools not in session	Monday, November 10, 2014
Remembrance Day	Tuesday, November 11, 2014
Schools Close for Winter Break	Friday, December 5, 2014
Winter Break	Monday, Dec. 8 to Friday, Jan. 2, 2015
Schools reopen after Winter Break	Monday, January 5, 2015
<i>Non Instructional Day (School based)</i>	<i>Monday, January 26, 2015</i>
Family Day	Monday, February 9, 2015
<i>Non Instructional Day (District wide)</i>	<i>Friday, February 27, 2015</i>
Schools Close for Spring Break	Thursday, April 2, 2015
Good Friday	Friday, April 3, 2015
Easter Monday	Monday, April 6, 2015
Spring Break	Tuesday, Apr. 7 to Friday, May 1, 2015
Schools reopen after Spring Break	Monday, May 4, 2015
Victoria Day	Monday, May 18, 2015
<i>Non Instructional Day (School Based)</i>	<i>Tuesday, May 19, 2015</i>
Last Day for Students	Wednesday, July 22, 2015
Year-end Administrative Day	Thursday, July 23, 2015
Schools Close	Thursday, July 23, 2015

Elementary (K-7) daily schedule: 8:30 a.m. to 2:20 p.m. 295 instructional minutes per day
(Kindergarten gradual entry during the first two weeks of September)

Minimum number of hours of instruction that must be offered as per School Act and Calendar Regulation:

853 hours of instruction for students in Kindergarten
878 hours of instruction for students in Grades 1 to 7

SD42 KANAKA CREEK PROPOSED DRAFT CALENDAR: School Year 2014 to 2015

August 2014						
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September 2014						
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October 2014						
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November 2014						
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December 2014						
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January 2015						
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February 2015						
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March 2015						
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April 2015						
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May 2015						
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June 2015						
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July 2015						
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DRAFT STATUS QUO

	Opening Day
	Schools not in Session
	Statutory Holidays
	Non Instructional Days
	Last Day for Students
	Administrative Day – no school

Current local School Calendar Configuration

2 week Winter Break and Spring Break; 1 additional day at Remembrance Day

Elementary hours 8:30 a.m. to 2:20 p.m. 295 instructional minutes per day
Secondary hours 8:30 a.m. to 2:40 p.m. 320 instructional minutes per day

2014 – 2015

PROPOSED DRAFT DISTRICT DISTRIBUTED LEARNING
SCHOOL CALENDAR

Schools Opening Day for Students	Tuesday, September 2, 2014
<i>Non Instructional Day (School Based Growth Planning Day)</i>	<i>Monday, September 22, 2014</i>
<i>Non Instructional Day (District wide)</i>	<i>Tuesday, September 23, 2014</i>
Thanksgiving Day	Monday, October 13, 2014
<i>Non Instructional Day (Province wide)</i>	<i>Friday, October 24, 2014</i>
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Family Day	Monday, February 9, 2015
<i>Non Instructional Day (District wide)</i>	<i>Friday, February 27, 2015</i>
Schools Close for Spring Break	Friday, March 13, 2015
Spring Break	Monday, Mar. 16 to Friday, Mar. 27, 2015
Schools reopen after Spring Break	Monday, March 30, 2015
Good Friday	Friday, April 3, 2015
Easter Monday	Monday, April 6, 2015
Victoria Day	Monday, May 18, 2015
<i>Non Instructional Day (School Based)</i>	<i>Tuesday, May 19, 2015</i>
Last Day for Students	Wednesday, June 24, 2015
Year-end Administrative Day	Thursday, June 25, 2015
Schools Close	Thursday, June 25, 2015



ITEM 5

To: Board of Education

From: Secretary Treasurer
Flavia Coughlan

Re: **BUDGET PROCESS**

Date: February 12, 2014
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

School District No. 42 (Maple Ridge – Pitt Meadows) is estimating that it will be facing a budget funding shortfall for 2014/2015. The precise magnitude of the shortfall cannot be accurately determined before the 2014/2015 Operating Grant is announced by the Ministry of Education on March 15, 2014.

In accordance with the School Act, school districts in the province must approve a balanced budget and submit it to the Ministry of Education by June 30, 2014.

The attached proposed 2014/2015 Preliminary Budget Process Timeline shows the proposed schedule of meetings dedicated to sharing the Board's budget information with partner groups and the public as well as receiving budget balancing proposals and feedback on proposed budget balancing options.

RECOMMENDATION:

THAT the Board: approves the proposed 2014/2015 Preliminary Budget Process Timeline.

Attachment

2014/2015 Preliminary Budget Process Timeline

Wednesday, February 12, 2014 DEO 6:00 pm	Board Meeting <ul style="list-style-type: none"> • Presentation and Board Approval of the 2013/14 Amended Annual Budget • Presentation and approval of the Proposed Budget Process / Timeline • Presentation of Projected Enrolments for 2014/15, 2015/16, 2016/17
Wednesday, February 26, 2014 DEO	Budget Committee of the Whole <ul style="list-style-type: none"> • Presentation of the 2014/15 preliminary cost pressure estimates • Partner groups consultation on budget balancing options
Wednesday, March 12, 2014 DEO	Budget Committee of the Whole <ul style="list-style-type: none"> • Partner groups presentation of the 2014/15 Budget Balancing Proposals
Wednesday, April 9, 2014 DEO 6:0 p.m.	Board Meeting <ul style="list-style-type: none"> • Presentation of the 2014/15 Proposed Preliminary Budget
Wednesday, April 16, 2014 MRSS 6:00 p.m.	Budget Committee of the Whole <ul style="list-style-type: none"> • Public and partner groups input on the 2014/15 Proposed Preliminary Budget
Wednesday, April 30, 2014 DEO 6:00 p.m.	Board Meeting <ul style="list-style-type: none"> • Approval of 2014/15 Budget Balancing Proposals
Wednesday, May 14, 2014 DEO 6:00 p.m.	Board Meeting <ul style="list-style-type: none"> • Adoption of 2014/15 Preliminary Budget Bylaw

To: Board of Education

From: Secretary Treasurer
Flavia Coughlan

Re: **ENROLMENT PROJECTIONS**

Date: February 12, 2014
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

Every year, the Ministry of Education requests school districts to provide a three year enrolment projection for the purposes of projecting operating grant requirements. The Enrolment Projections Committee has prepared and will submit to the Ministry the attached enrolment projections for the years 2014/15, 2015/16 and 2016/17 (Attachment A).

The three-year headcount enrolment projections for students enrolled in regular K-12 schools were prepared using the following data:

- enrolment projections from the Baragar system;
- three year average (grade-to-grade) transition rates; and
- local knowledge of recent and historical enrolment trends.

For grades 10 to 12 the estimated enrolment headcount is converted into FTE by applying historical SD42 conversion rates.

It is projected that the enrolment decline trend of the past ten years will continue over the next two years with enrolment leveling off starting in 2016/17.

For 2014/15 it is estimated that regular school age student full time equivalent (FTE) will decline by 94 FTE (from 13,364.25 FTE in 2013/14 to 13,270.25 FTE in 2014/15). No additional decline in FTE is projected for Summer School, or Continuing Education. Distributed Learning student enrolment is estimated to increase by 4 FTE. A decline of 4 FTE is estimated for Level 1 students with special needs. Aboriginal education student enrolment is estimated to increase by 32 student FTE. There is no projected change in other enrolment categories.

For 2015/16 an enrolment decline of 37 school age regular student FTE is projected.

Not included in the attached submissions are the projections for Graduated Adults enrolment which is not estimated to decline and International student enrolment which is estimated to remain stable for 2014/15.

These enrolment projections will form the base for Ministry estimated Operating Grants for 2014/15 which will be announced no later than March 15, 2014. Also, staff will be using these projections in the building of the 2014/15 Preliminary Operating Budget.

RECOMMENDATION:

THAT the Board: receive the Secretary Treasurer's report on Enrolment Projections for information.

Attachment

Data Collection of Projected Enrolments for 2014/15, 2015/16 and 2016/17

Revised 06/01/14

- Step 1:** Enter your school district number here: **42** **Maple Ridge-Pitt Meadows**
Ministry of Education enrolment trend estimates are automatically filled once a school district number is entered above.
- Step 2:** Enter your district's enrolment projections in the shaded cells of the District column for each of the three years displayed.
- Step 3:** When you have completed this form, please e-mail it to Michael Lebrun, Funding Analyst, Ministry of Education at:
Michael.Lebrun@gov.bc.ca no later than Friday, February 14, 2014

	Projected Enrolment						Comments
	2014/15		2015/16		2016/17		
	District	Ministry*	District	Ministry*	District	Ministry*	
July Enrolment Count - Summer Learning							
Grades 1-7 Headcount Enrolment	18	18	18	18	18	18	
Grades 8-9 Course Enrolment	320	320	320	320	320	320	
Grades 10-12 Course Enrolment	402	402	402	402	402	402	
September Enrolment Count							
K-12 Standard (Regular) Schools FTE (School-Age)	13,270.2500	13,374.0385	13,233.2500	13,372.0808	13,233.2500	13,393.6155	
Continuing Education FTE (School-Age)	21.7500	21.7500	21.7500	21.7500	21.7500	21.7500	
Alternate Schools FTE (School-Age)	261.1250	261.1250	261.1250	261.1250	261.1250	261.1250	
Distributed Learning FTE (School-Age)	22.3750	18.3750	21.7500	18.3750	21.7500	18.3750	
Level 1 Special Needs FTE	10	14	10	14	10	14	
Level 2 Special Needs FTE	507	507	507	507	507	507	
Level 3 Special Needs FTE	196	196	196	196	196	196	
English Language Learning FTE	330	330	330	330	330	330	
Aboriginal Education FTE	1,205	1,173	1,205	1,173	1,205	1,173	
Adult Education FTE (Non-Graduates only)	47.8750	47.8750	47.8750	47.8750	47.8750	47.8750	
Do not include Education Guarantee enrolment							
February Enrolment Count - Continuing Education, Distributed Learning, Special Needs Growth and Newcomer Refugees							
Continuing Education FTE - School-Age	10.5000	10.5000	10.5000	10.5000	10.5000	10.5000	Include only new post-September enrolment activity
Continuing Education FTE - Non-Graduate Adults	25.0000	25.0000	25.0000	25.0000	25.0000	25.0000	Do not include Education Guarantee enrolment
Distributed Learning FTE K-Grade 9 (School-Age)	3.8750	3.8750	3.8750	3.8750	3.8750	3.8750	Include only new post-September enrolment activity
Distributed Learning FTE Grades 10-12 (School-Age)	20.0000	20.0000	20.0000	20.0000	20.0000	20.0000	
Distributed Learning FTE - Non-Graduate Adults	5.0000	5.0000	5.0000	5.0000	5.0000	5.0000	
Level 1 Special Needs FTE Growth (All Schools)	0.0000	0	0	0	0	0	Do not include Education Guarantee enrolment
Level 2 Special Needs FTE Growth (All Schools)	5.0000	5	5	5	5	5	
Level 3 Special Needs FTE Growth (All Schools)	10.0000	10	10	10	10	10	
Newcomer Refugees FTE (Standard & Alternate only)	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	Include only new post-September enrolment activity
ELL FTE (applies to Newcomer Refugees only)	0	0	0	0	0	0	
May Enrolment Count - Continuing Education and Distributed Learning							
Continuing Education FTE - School-Age	25.0000	25.0000	25.0000	25.0000	25.0000	25.0000	Include only new post-February enrolment activity
Continuing Education FTE - Non-Graduate Adults	35.0000	35.0000	35.0000	35.0000	35.0000	35.0000	Do not include Education Guarantee enrolment
Distributed Learning FTE K-Grade 9 (School-Age)	4.0000	4.0000	4.0000	4.0000	4.0000	4.0000	Include only new post-February enrolment activity
Distributed Learning FTE Grades 10-12 (School-Age)	5.0000	5.0000	5.0000	5.0000	5.0000	5.0000	
Distributed Learning FTE - Non-Graduate Adults	3.0000	3.0000	3.0000	3.0000	3.0000	3.0000	

***Notes:** Ministry estimates for school-age FTE enrolment in standard (regular) schools are determined by applying the Ministry-projected percentage change in enrolment for each district to the funded school-age FTE enrolment as used in the 2013/14 operating grant autumn recalculation

The Ministry-projected percentage changes in enrolment for each district are from the most recent version of Report 1558B. The report can be accessed here:

<http://www.bced.gov.bc.ca/capitalplanning/resources/databasesreports/enrolment/1558b-2012.pdf>

Continuing Education, Distributed Learning, Alternate Schools, Special Needs, Aboriginal, ESL and Adult FTE, as well as Summer

Learning enrolment are all carried forward from the 2013/14 operating grant autumn recalculation.

Enrolments for February and May are carried forward from estimates contained in the 2013/14 operating grant autumn recalculation.



ITEM 7

To: Board of Education

From: Finance Committee
Of the Whole

Re: **Financial Statements**
Quarter Ended December 31, 2013

Date: February 12, 2014
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

At the recommendation of the Finance Committee of the Whole the attached Financial Statements for the Quarter Ended December 31, 2013 are presented to the Board for approval.

RECOMMENDATION:

THAT the Board: approve the Financial Statements for the quarter ended December 31, 2013.

Attachment

SCHOOL DISTRICT NO. 42 (Maple Ridge – Pitt Meadows)

FINANCIAL STATEMENTS

Quarter Ended December 31, 2013

	Page
Operating Revenue	1
Operating Expense by Function	2
Special Purpose Fund Balances	3-4

**OPERATING REVENUE REPORT AS AT
DECEMBER 31, 2013**

DESCRIPTION	YEAR TO DATE				ANNUAL		
	A AMENDED BUDGET	B ACTUAL	C(=A-B) VARIANCE \$	D(=C/A) VARIANCE %	E AMENDED BUDGET	F(=E-B) AVAILABLE \$	G(=F/E) AVAILABLE %
PROVINCIAL GRANTS - Ministry of Education							
Operating Grant, Ministry of Education	\$ 47,534,575	\$ 46,550,904	\$ 983,671	2.1%	\$ 115,937,988	\$ 69,387,084	59.85%
AANDC/LEA Recovery	(196,132)	(292,705)	96,573	-49.2%	(490,331)	(197,626)	40.3%
Other Ministry of Education Grants							
Other Grants - M.O.E. - Pay Equity	749,986	749,986	0	0.0%	1,874,966	1,124,980	60.0%
Other Grants - M.O.E.- Carbon Tax	-	-	-	0.0%	75,000	75,000	100.0%
Other Grants - M.O.E.- Miscellaneous	16,078	16,668	(590)	-3.7%	146,168	129,500	88.6%
Total Provincial Grants - Ministry of Education	48,104,508	47,024,853	1,079,655	2.2%	117,543,791	70,518,938	60.0%
Provincial Grants - Other	174,231	199,314	(25,083)	-14.4%	435,578	236,264	54.2%
Federal Grants	74,820	74,820	-	0.0%	99,760	24,940	25.0%
Tuition							
Summer School Fees (other)	28,845	28,845	-	0.0%	28,845	-	0.0%
Continuing Education Fees	303,873	314,962	(11,090)	-3.6%	607,745	292,783	48.2%
Offshore Tuition Fees (Includes Short Term Int'l)	2,714,335	2,511,212	203,123	7.5%	6,124,080	3,612,868	59.0%
Adult High school Completion/University Bridge Tuition	40,000	29,360	10,640	26.6%	80,000	50,640	63.3%
Total Tuition	3,087,053	2,884,379	202,674	3.0%	6,840,670	3,956,291	57.8%
Other Revenues							
LEA/Direct Funding from First Nations	183,839	182,377	1,462	0.8%	459,598	277,221	60.3%
Miscellaneous							
C-Miscellaneous	168,750	183,093	(14,343)	-8.5%	225,000	41,907	18.6%
Total Other Revenue	352,589	365,470	(12,881)	-1.9%	684,598	41,907	18.6%
RENTALS & LEASES	164,831	186,428	(21,598)	-13.1%	329,661	143,233	43.4%
INVESTMENT REVENUE	175,000	251,348	(76,348)	-43.6%	350,000	98,652	28.2%
TOTAL REVENUE	52,133,031	50,986,612	1,146,419	2.2%	126,284,058	75,020,225	59.4%

EXPENSE REPORT AS AT DECEMBER 31, 2013

CURRENT PERIOD					DESCRIPTION	YEAR-TO-DATE				ANNUAL		
A	B	C(=B-A)	D(=C/B)			E	F	G(=F-E)	H(=G/F)	I	J (=I-E)	K(=J/I)
ACTUAL	AMENDED BUDGET	VARIANCE \$	VARIANCE %	Rollup		ACTUAL	AMENDED BUDGET	VARIANCE \$	VARIANCE %	AMENDED BUDGET	AVAILABLE	% REMAIN
					FUNCTION 1: INSTRUCTION							
558,988	458,586	(100,402)	-21.9%	1Adm	Principals' & Vice-Principals' Salaries	2,741,043	2,751,549	10,506	0.4%	5,440,552	2,699,509	49.6%
5,648,957	5,689,695	40,738	0.7%	1Tch	Teacher Salaries	23,391,154	23,409,568	18,414	0.1%	57,547,752	34,156,598	59.4%
1,580,219	1,098,052	(482,167)	-43.9%	1Sup	Support Salaries	6,033,856	6,386,038	352,182	5.5%	14,692,307	8,658,451	58.9%
326,456	304,105	(22,351)	-7.3%	1Toc	Substitute Salaries	1,375,311	1,467,634	92,323	6.3%	3,708,979	2,333,668	62.9%
1,777,461	1,950,257	172,796	8.9%	1Ben	Employee Benefits	7,933,051	8,557,355	624,304	7.3%	20,538,209	12,605,158	61.4%
277,413	498,555	221,142	44.4%	1Sas	Services and Supplies	2,569,377	3,394,132	824,755	24.3%	6,135,729	3,566,352	58.1%
\$ 10,169,492	\$ 9,999,250	\$ (170,242)	-1.7%		TOTAL	\$ 44,043,792	\$ 45,966,276	\$ 1,922,484	4.2%	\$ 108,063,528	\$ 64,019,736	59.2%
					FUNCTION 4: ADMINISTRATION							
12,209	9,948	(2,261)	-22.7%	4Adm	Principals' & Vice-Principals' Salaries	59,687	59,687	0	0.0%	118,017	58,330	49.4%
225,149	249,256	24,107	9.7%	4Sup	Support Salaries	1,195,626	1,264,153	68,527	5.4%	2,454,342	1,258,716	51.3%
4,708	3,018	(1,690)	-56.0%	4Toc	Substitute Salaries	32,567	13,479	(19,088)	-141.6%	31,579	(988)	-3.1%
65,521	70,615	5,094	7.2%	4Ben	Employee Benefits	340,871	389,763	48,892	12.5%	772,067	431,196	55.8%
100,756	136,234	35,478	26.0%	4Sas	Services and Supplies	582,593	871,415	288,822	33.1%	1,683,405	1,100,812	65.4%
\$ 408,343	\$ 469,071	\$ 60,728	12.9%		TOTAL	\$ 2,211,343	\$ 2,598,497	\$ 387,154	14.9%	\$ 5,059,410	\$ 2,848,067	56.3%
					FUNCTION 5: MAINTENANCE							
647,111	514,689	(132,422)	-25.7%	5Sup	Support Salaries	3,041,391	3,126,874	85,483	2.7%	6,154,102	3,112,711	50.6%
26,413	16,437	(9,976)	-60.7%	5Toc	Substitute Salaries	95,879	93,246	(2,633)	-2.8%	191,868	95,989	50.0%
181,278	149,876	(31,402)	-21.0%	5Ben	Employee Benefits	833,499	900,006	66,507	7.4%	1,859,750	1,026,251	55.2%
303,441	455,871	152,430	33.4%	5Sas	Services and Supplies	1,813,044	2,110,257	297,213	14.1%	4,792,223	2,979,179	62.2%
\$ 1,158,243	\$ 1,136,873	\$ (21,370)	-1.9%		TOTAL	\$ 5,783,813	\$ 6,230,383	\$ 446,570	7.2%	\$ 12,997,943	\$ 7,214,130	55.5%
					FUNCTION 7: TRANSPORTATION							
-	-	-	0.0%	7Adm	Principals' & Vice-Principals' Salaries	-	-	-	0.0%	-	-	0.0%
-	-	-	0.0%	7Tch	Teacher Salaries	-	-	-	0.0%	-	-	0.0%
3,961	3,961	(0)	0.0%	7Sup	Support Salaries	17,166	17,166	(0)	0.0%	32,652	15,486	47.4%
-	-	-	0.0%	7Toc	Substitute Salaries	-	-	-	0.0%	-	-	0.0%
369	640	271	42.3%	7Ben	Employee Benefits	2,920	3,838	918	23.9%	7,676	4,756	62.0%
90,479	113,789	23,310	20.5%	7Sas	Services and Supplies	433,816	456,033	22,217	4.9%	1,138,772	704,956	61.9%
\$ 94,810	\$ 118,390	\$ 23,580	19.9%		TOTAL	\$ 453,903	\$ 477,037	\$ 23,134	4.8%	\$ 1,179,100	\$ 725,197	61.5%
\$ 11,830,888	\$ 11,723,584	\$ (107,304)	-0.9%		GRAND TOTAL BY FUNCTIONS	\$ 52,492,850	\$ 55,272,193	\$ 2,779,343	5.0%	\$ 127,299,981	\$ 74,807,131	58.8%

\$ -	\$ 35,155	\$ 35,155	100.0%	Transfer to Local Capital	\$ -	\$ 210,928	\$ 210,928	100.0%	\$ 421,855	\$ 421,855	100.0%
\$ -	\$ 26,250	\$ 26,250	100.0%	Transfer to Capital (Leases)	\$ -	\$ 157,500	\$ 157,500	100.0%	\$ 315,000	\$ 315,000	100.0%
\$ 47,042	\$ 64,100	\$ 17,058	26.6%	Capital Assets Purchased from Operating	\$ 289,700	\$ 384,597	\$ 94,897	24.7%	\$ 769,204	\$ 479,504	62.3%
11,877,930	11,849,089	-28,841			52,782,549	56,025,218	3,242,668		128,806,040	76,023,491	

Budgeted Operating Revenue 126,284,058
Use of Prior Year Surplus 2,521,982

MOE 2013/2014 Amended Operating Budget 128,806,040

SPECIAL PURPOSE FUNDS AS AT DECEMBER 31, 2013

	Annual Facilities Grant	Learning Improvement Fund	YES Foundation	Special Ed Equip	Community Link	Ready, Set, Learn
Balance at the Beginning of the Year	\$ 531,932	\$ -	\$ 233,192	\$ 54,940	\$ 20,556	\$ 87,445
Revenue						
Grant - MOE	151,878	586,240			213,557	34,300
Grant - Other Prov						
Grant - Federal						
Other School Districts						
Investment Income						
Misc						
Donations			63,906			
Total Revenue	151,878	586,240	63,906	-	213,557	34,300
Expenditure						
Teacher Salaries		364,406			11,840	12,214
TOC Salaries		4,690				1,700
Educ. Assist. Salaries		67,003			193,563	1,154
Clerical Salaries						
Other Staff Salaries	57,070					
Employee Benefits	14,143	91,298				3,355
Services/Supplies	31,624		43,095	14,332	18,294	3,785
Scholarships/Bursaries						
Capital Assets	199,765		27,257	9,009		1,730
Work in Progress						
Total Expenses	302,602	527,397	70,352	23,341	223,697	23,938
Transfers						
From (To) Operating Fund						
From (To) R.M.E.F.						
	-	-	-	-	-	-
Balance	\$ 381,208	\$ 58,843	\$ 226,746	\$ 31,599	\$ 10,416	\$ 97,807

SPECIAL PURPOSE FUNDS AS AT DECEMBER 31, 2013

	School-Based Funds	Literacy Innovation	French Programs	Strong Start Centre	Building Envelope Design	TOTAL
Balance at the Beginning of the Year	\$ 1,415,650	\$ 19,607	\$ 16,775	\$ 50,221	\$ 30,309	\$ 2,460,627
Revenue						
Grant - MOE			7,679	179,200		1,172,854
Grant - Other Prov						-
Grant - Federal						-
Other School Districts						-
Investment Income						-
Misc	1,983,112		3,875			1,986,987
Donations						63,906
Total Revenue	1,983,112	-	11,554	179,200	-	3,223,747
Expenditure						
Teacher Salaries			11,840			400,300
TOC Salaries	2,401	2,760	3,620			15,171
Educ. Assist. Salaries	1,431			70,702		333,853
Clerical Salaries				5,317		5,317
Other Staff Salaries	5,910					62,980
Employee Benefits	1,245	599	3,678	24,877		139,195
Services/Supplies	1,613,528	2,657	(2,447)	6,379		1,731,247
Scholarships/Bursaries						-
Capital Assets	670		540			238,971
Teachers Savings						-
Total Expenses	1,625,185	6,016	17,231	107,275	-	2,927,034
Transfers						
From (To) Operating Fund						-
From (To) R.M.E.F.						-
	-	-	-	-	-	-
Balance	\$ 1,773,577	\$ 13,591	\$ 11,098	\$ 122,146	\$ 30,309	2,757,340



ITEM 8

To: Board of Education

From: Budget Committee
Of the Whole

Re: **2013/2014 AMENDED ANNUAL
BUDGET BYLAW**

Date: February 12, 2014

(Public Board Meeting)
Decision

BACKGROUND/RATIONALE:

At the recommendation of the Budget Committee of the Whole the attached Amended Annual Budget Bylaw for 2013/2014 (Attachment A) is presented to the Board for approval.

In May 2013, the Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows) approved the Annual Budget Bylaw for 2013/2014. This Budget was based on preliminary estimates of enrolment, funding and other revenue and expenditure factors.

The Amended Annual Budget Bylaw for 2013/2014 was prepared in accordance with Public Sector Accounting standards and it includes budgets for the operating fund, special purpose funds, and the capital fund.

This updated projection of operating revenue and expenditures includes budget approvals by the Board to date, enrolment driven changes for funding and staffing as at September 30, 2013, a proposed transfer to contingency reserve of the estimated surplus of \$0.42 million and other projected changes in revenue and expenditure factors. (Schedule 2)

The major components of the special purpose funds budget are: Annual Facilities Grant, Learning Improvement Fund, Community Link, Strong Start, School Generated Funds and the Yes Foundation. (Schedules 3 and 3A)

The capital fund budget is comprised of estimates for Local Capital revenue and expense, amortization of deferred capital revenue, amortization of capital assets and annual expenditures related to Board approved capital bylaw projects which include: Kanaka Creek building envelope remediation, funding received under the Carbon Neutral Capital Program and the capital portion of the Annual Facilities Grant. (Statement 4 and Schedule 4)

As shown on Statement 2 of the budget bylaw a \$0.38 million overall deficit is projected. This type of deficit is permitted under the Accounting Practices Order of the Ministry of Education. This annual deficit is due to amortization expense exceeding the amortization of deferred capital revenue and budgeted capital asset purchases from operating and special purpose funds (\$0.80 million) offset by an estimated surplus for the year in local capital of \$0.42 million. (Schedule 4).

RECOMMENDATION:

THAT the Board approve the transfer of \$315,000 from the Operating Fund to Local Capital to be used for Capital Lease payments due in 2013/2014.

THAT the Board approve the transfer of any unrestricted surplus for 2013/2014 (currently estimated to be \$0.42 million) to Local Capital to potentially be used to assist in offsetting of future projected funding shortfalls.

THAT The Amended Budget Bylaw of the Board for the fiscal year 2013/2014 be given three (3) readings at this meeting. (vote must be unanimous)

THAT the Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows) 2013/2014 Amended Annual Budget Bylaw be:

Read a first time on the 12th day of February, 2014;
Read a second time on the 12th day of February, 2014;
Read a third time, passed and adopted on the 12th day of February, 2014.

Attachments

Amended Annual Budget

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

June 30, 2014

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

June 30, 2014

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*NOTE - Statement 1, Statement 3, Statement 5 and Schedules 4A - 4D are used for Financial Statement reporting only.

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE- PITT MEADOWS) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2013/2014 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 42 (Maple Ridge- Pitt Meadows) Amended Annual Budget Bylaw for fiscal year 2013/2014.
3. The attached Statement 2 showing the estimated revenue and expense for the 2013/2014 fiscal year and the total budget bylaw amount of \$144,116,004 for the 2013/2014 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2013/2014.

READ A FIRST TIME THE 12th DAY OF FEBRUARY, 2014;

READ A SECOND TIME THE 12th DAY OF FEBRUARY, 2014;

READ A THIRD TIME, PASSED AND ADOPTED THE 12th DAY OF FEBRUARY, 2014;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 42 (Maple Ridge- Pitt Meadows) Amended Annual Budget Bylaw 2013/2014, adopted by the Board the 12th DAY OF FEBRUARY, 2014.

Secretary Treasurer

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

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2014

	2014 Amended Annual Budget	2014 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	13,733,875	13,616,375
Adult	115,875	123,000
Other	92,438	83,750
Total Ministry Operating Grant Funded FTE's	13,942,188	13,823,125
Revenues	\$	\$
Provincial Grants		
Ministry of Education	120,824,735	118,711,579
Other	435,578	389,583
Federal Grants	99,760	
Tuition	6,840,670	6,816,825
Other Revenue	5,534,598	5,456,086
Rentals and Leases	329,661	319,080
Investment Income	360,000	324,570
Amortization of Deferred Capital Revenue	5,422,031	5,282,851
Total Revenue	139,847,033	137,300,574
Expenses		
Instruction	115,330,353	113,335,285
District Administration	5,059,410	4,566,955
Operations and Maintenance	21,163,370	20,144,308
Transportation and Housing	1,179,100	1,177,780
Debt Services	15,448	10,735
Total Expense	142,747,681	139,235,063
Net Revenue (Expense)	(2,900,648)	(1,934,489)
Budgeted Allocation (Retirement) of Surplus (Deficit)	2,521,982	1,514,543
Budgeted Surplus (Deficit), for the year	(378,666)	(419,946)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(378,666)	(419,946)
Budgeted Surplus (Deficit), for the year	(378,666)	(419,946)

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

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2014

	2014 Amended Annual Budget	2014 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	127,299,981	124,585,083
Operating - Tangible Capital Assets Purchased	769,204	632,623
Special Purpose Funds - Total Expense	7,541,825	7,633,786
Special Purpose Funds - Tangible Capital Assets Purchased	599,119	430,775
Capital Fund - Total Expense	7,905,875	7,016,194
Total Budget Bylaw Amount	144,116,004	140,298,461

Approved by the Board

Signature of the Chairperson of the Board of Education

Date Signed

Signature of the Superintendent

Date Signed

Signature of the Secretary Treasurer

Date Signed

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

Statement 4

Amended Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2014

	2014 Amended Annual Budget	2014 Annual Budget
	\$	\$
Surplus (Deficit) for the year	(2,900,648)	(1,934,489)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(1,368,323)	(1,063,398)
From Deferred Capital Revenue	(2,309,000)	(2,142,000)
Total Acquisition of Tangible Capital Assets	(3,677,323)	(3,205,398)
Amortization of Tangible Capital Assets	7,890,427	7,005,459
Total Effect of change in Tangible Capital Assets	4,213,104	3,800,061
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	1,312,456	1,865,572

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

Schedule 1

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
Year Ended June 30, 2014

	Operating Fund	Special Purpose Fund	Capital Fund	2014 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	2,521,982	-	61,622,138	64,144,120
Changes for the year				
Net Revenue (Expense) for the year	(1,015,923)	599,119	(2,483,844)	(2,900,648)
Interfund Transfers				
Tangible Capital Assets Purchased	(769,204)	(599,119)	1,368,323	-
Local Capital	(421,855)		421,855	-
Other	(315,000)		315,000	-
Net Changes for the year	(2,521,982)	-	(378,666)	(2,900,648)
Budgeted Accumulated Surplus (Deficit), end of year	-	-	61,243,472	61,243,472

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

Schedule 2

Amended Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2014

	2014 Amended Annual Budget	2014 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	117,543,791	115,526,938
Other	435,578	359,663
Federal Grants	99,760	
Tuition	6,840,670	6,816,825
Other Revenue	684,598	606,086
Rentals and Leases	329,661	319,080
Investment Income	350,000	324,570
Total Revenue	126,284,058	123,953,162
Expenses		
Instruction	108,063,528	106,076,499
District Administration	5,059,410	4,566,955
Operations and Maintenance	12,997,943	12,763,849
Transportation and Housing	1,179,100	1,177,780
Total Expense	127,299,981	124,585,083
Net Revenue (Expense)	(1,015,923)	(631,921)
Budgeted Prior Year Surplus Appropriation	2,521,982	1,514,543
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(769,204)	(632,623)
Local Capital	(421,855)	
Other	(315,000)	(249,999)
Total Net Transfers	(1,506,059)	(882,622)
Budgeted Surplus (Deficit), for the year	-	-

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

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2014

	2014 Amended Annual Budget	2014 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	115,937,988	113,816,390
AANDC/LEA Recovery	(490,331)	(385,586)
Other Ministry of Education Grants		
Pay Equity	1,874,966	1,874,966
Adult Education Guarantee	129,500	129,500
Carbon Tax Rebate	75,000	75,000
FSA Scoring	16,668	16,668
Total Provincial Grants - Ministry of Education	117,543,791	115,526,938
Provincial Grants - Other	435,578	359,663
Federal Grants	99,760	-
Tuition		
Summer School Fees	28,845	20,000
Continuing Education	607,745	852,955
Offshore Tuition Fees	6,124,080	5,863,870
Adult High School Completion/University Bridge	80,000	80,000
Total Tuition	6,840,670	6,816,825
Other Revenues		
LEA/Direct Funding from First Nations	459,598	385,586
Miscellaneous		
Revenue Generation	22,500	22,500
Partnership Program (Ace-It)	100,000	100,000
Miscellaneous	102,500	98,000
Total Other Revenue	684,598	606,086
Rentals and Leases	329,661	319,080
Investment Income	350,000	324,570
Total Operating Revenue	126,284,058	123,953,162

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

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Source

Year Ended June 30, 2014

	2014 Amended Annual Budget	2014 Annual Budget
	\$	\$
Salaries		
Teachers	57,547,752	57,772,509
Principals and Vice Principals	5,558,568	5,540,818
Educational Assistants	9,621,285	9,072,287
Support Staff	10,589,221	10,367,884
Other Professionals	3,104,807	2,873,075
Substitutes	3,932,426	3,788,022
Total Salaries	90,354,059	89,414,595
Employee Benefits	23,195,792	22,551,706
Total Salaries and Benefits	113,549,851	111,966,301
Services and Supplies		
Services	4,586,611	4,293,132
Student Transportation	1,177,413	1,191,110
Professional Development and Travel	818,390	718,207
Rentals and Leases	111,753	66,253
Dues and Fees	252,218	246,216
Insurance	331,120	317,014
Interest	-	-
Supplies	3,982,599	3,321,824
Bad Debts	-	-
Utilities	2,490,026	2,465,026
Total Services and Supplies	13,750,130	12,618,782
Total Operating Expense	127,299,981	124,585,083

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

Amended Annual Budget - Operating Expense by Function, Program and Object

Schedule 2C

Year Ended June 30, 2014

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2014 Amended Annual Budget	2014 Annual Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1 Instruction													
1.02 Regular Instruction	42,151,704	1,413,596	702,077	499,675		2,333,314	47,100,366	47,100,366	11,510,054	58,610,420	2,557,209	61,167,629	58,406,490
1.03 Career Programs	1,468,851		444,695			78,162	1,991,708	1,991,708	485,608	2,477,316	340,251	2,817,567	3,133,266
1.07 Library Services	950,143			94,972		44,836	1,089,951	1,089,951	289,727	1,379,678	141,097	1,520,775	1,368,889
1.08 Counselling	1,345,673					73,985	1,419,658	1,419,658	347,003	1,766,661	24,411	1,791,072	1,738,323
1.10 Special Education	8,354,068	217,235	7,960,746	1,341,065	16,000	1,033,980	18,923,094	18,923,094	5,038,173	23,961,267	385,393	24,346,660	23,487,810
1.30 English Language Learning	1,016,043					50,119	1,066,162	1,066,162	260,943	1,327,105	27,112	1,354,217	1,599,481
1.31 Aboriginal Education	326,800	103,396	501,767	42,476		20,994	995,433	995,433	246,835	1,242,268	172,767	1,415,035	1,358,668
1.41 School Administration		3,599,157		2,067,793		27,763	5,694,713	5,694,713	1,660,964	7,355,677	563,094	7,918,771	9,235,219
1.60 Summer School	206,321	9,677		9,518		20,000	245,516	245,516	48,114	293,630	19,786	313,416	258,815
1.61 Continuing Education				91,580	246,073		337,653	337,653	53,720	391,373	245,365	636,738	579,255
1.62 Off Shore Students	1,728,149	97,490	12,000	408,010	235,770	25,826	2,507,245	2,507,245	615,158	3,122,403	1,659,245	4,781,648	4,890,283
1.64 Other							-	-		-		-	20,000
Total Function 1	57,547,752	5,440,551	9,621,285	4,555,089	497,843	3,708,979	81,371,499	81,371,499	20,556,299	101,927,798	6,135,730	108,063,528	106,076,499
4 District Administration													
4.11 Educational Administration				104,240	762,269	11,457	877,966	877,966	297,787	1,175,753	180,526	1,356,279	1,305,814
4.40 School District Governance					141,298		141,298	141,298	3,000	144,298	149,905	294,203	286,335
4.41 Business Administration		118,017		493,141	953,394	20,122	1,584,674	1,584,674	471,280	2,055,954	1,352,974	3,408,928	2,974,806
Total Function 4	-	118,017	-	597,381	1,856,961	31,579	2,603,938	2,603,938	772,067	3,376,005	1,683,405	5,059,410	4,566,955
5 Operations and Maintenance													
5.41 Operations and Maintenance Administration				205,152	504,291	29,701	739,144	739,144	194,111	933,255	453,635	1,386,890	1,376,913
5.50 Maintenance Operations				4,927,874	213,060	153,246	5,294,180	5,294,180	1,588,103	6,882,283	1,596,289	8,478,572	8,286,767
5.52 Maintenance of Grounds				303,725		8,921	312,646	312,646	77,536	390,182	252,273	642,455	635,143
5.56 Utilities							-	-		-	2,490,026	2,490,026	2,465,026
Total Function 5	-	-	-	5,436,751	717,351	191,868	6,345,970	6,345,970	1,859,750	8,205,720	4,792,223	12,997,943	12,763,849
7 Transportation and Housing													
7.41 Transportation and Housing Administration					32,652		32,652	32,652	7,676	40,328	5,962	46,290	44,970
7.70 Student Transportation							-	-		-	1,132,810	1,132,810	1,132,810
Total Function 7	-	-	-	-	32,652	-	32,652	32,652	7,676	40,328	1,138,772	1,179,100	1,177,780
9 Debt Services													
Total Function 9	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Functions 1 - 9	57,547,752	5,558,568	9,621,285	10,589,221	3,104,807	3,932,426	90,354,059	90,354,059	23,195,792	113,549,851	13,750,130	127,299,981	124,585,083

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

Schedule 3

Amended Annual Budget - Special Purpose Revenue and Expense

Year Ended June 30, 2014

	2014 Amended Annual Budget	2014 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	3,280,944	3,184,641
Other		29,920
Other Revenue	4,850,000	4,850,000
Investment Income	10,000	
Total Revenue	8,140,944	8,064,561
Expenses		
Instruction	7,266,825	7,258,786
Operations and Maintenance	275,000	375,000
Total Expense	7,541,825	7,633,786
Net Revenue (Expense)	599,119	430,775
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(599,119)	(430,775)
Total Net Transfers	(599,119)	(430,775)
Budgeted Surplus (Deficit), for the year	-	-

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

Schedule 3A

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2014

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Youth Education Support Fund
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	531,932	-	54,939	1,415,651	50,221	87,445	16,775	20,557	233,191
Add: Restricted Grants									
Provincial Grants - Ministry of Education	151,878	1,465,601	35,000		256,000	49,000	150,000	533,892	
Other				4,500,000			2,000		300,000
Investment Income									10,000
	151,878	1,465,601	35,000	4,500,000	256,000	49,000	152,000	533,892	310,000
Less: Allocated to Revenue	683,810	1,465,601	45,000	4,500,000	256,000	67,000	168,775	554,449	360,000
Deferred Revenue, end of year	-	-	44,939	1,415,651	50,221	69,445	-	-	183,191
Revenues									
Provincial Grants - Ministry of Education	683,810	1,465,601	45,000		256,000	67,000	168,775	554,449	
Other Revenue				4,500,000					350,000
Investment Income									10,000
	683,810	1,465,601	45,000	4,500,000	256,000	67,000	168,775	554,449	360,000
Expenses									
Salaries									
Teachers		950,000				39,500	25,000	31,000	
Educational Assistants		238,904		20,000	169,000	3,500		474,000	
Support Staff	140,000			20,000	18,000				
Substitutes		10,000		27,000		4,000	12,000		
	140,000	1,198,904	-	67,000	187,000	47,000	37,000	505,000	-
Employee Benefits	35,000	266,697		13,000	49,000	10,000	8,000		
Services and Supplies	100,000		45,000	4,420,000	20,000	10,000	123,775	49,449	200,000
	275,000	1,465,601	45,000	4,500,000	256,000	67,000	168,775	554,449	200,000
Net Revenue (Expense) before Interfund Transfers	408,810	-	-	-	-	-	-	-	160,000
Interfund Transfers									
Tangible Capital Assets Purchased	(408,810)								(160,000)
	(408,810)	-	-	-	-	-	-	-	(160,000)
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

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

Schedule 3A

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2014

	Literacy Initiative	Building Envelope Design	TOTAL
	\$	\$	\$
Deferred Revenue, beginning of year	19,609	30,309	2,460,629
Add: Restricted Grants			
Provincial Grants - Ministry of Education			2,641,371
Other			4,802,000
Investment Income			10,000
	-	-	7,453,371
Less: Allocated to Revenue	10,000	30,309	8,140,944
Deferred Revenue, end of year	9,609	-	1,773,056
Revenues			
Provincial Grants - Ministry of Education	10,000	30,309	3,280,944
Other Revenue			4,850,000
Investment Income			10,000
	10,000	30,309	8,140,944
Expenses			
Salaries			
Teachers			1,045,500
Educational Assistants			905,404
Support Staff			178,000
Substitutes	5,000		58,000
	5,000	-	2,186,904
Employee Benefits	1,000		382,697
Services and Supplies	4,000		4,972,224
	10,000	-	7,541,825
Net Revenue (Expense) before Interfund Transfers	-	30,309	599,119
Interfund Transfers			
Tangible Capital Assets Purchased		(30,309)	(599,119)
	-	(30,309)	(599,119)
Net Revenue (Expense)	-	-	-

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

Schedule 4

Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2014

	2014 Amended Annual Budget			2014 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Amortization of Deferred Capital Revenue	5,422,031		5,422,031	5,282,851
Total Revenue	5,422,031	-	5,422,031	5,282,851
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	7,890,427		7,890,427	7,005,459
Interest Payment				
Capital Lease		15,448	15,448	10,735
Total Expense	7,890,427	15,448	7,905,875	7,016,194
Net Revenue (Expense)	(2,468,396)	(15,448)	(2,483,844)	(1,733,343)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	1,368,323		1,368,323	1,063,398
Local Capital		421,855	421,855	
Capital Lease Payment		315,000	315,000	249,999
Total Net Transfers	1,368,323	736,855	2,105,178	1,313,397
Other Adjustments to Fund Balances				
Capital Lease	299,552	(299,552)	-	
Total Other Adjustments to Fund Balances	299,552	(299,552)	-	
Budgeted Surplus (Deficit), for the year	(800,521)	421,855	(378,666)	(419,946)



ITEM 9

To: Board of Education

From: Trustee
Ken Clarkson

Re: **MOTIONS TO BCSTA's**
ANNUAL GENERAL MEETING

Date: February 12, 2014
(Public Board Meeting)

The deadline for submitting motions to BCSTA's 110TH Annual General Meeting scheduled for April 24 – 27, 2014 is as follows:

February 13 Deadline for Extraordinary Motions

February 23 Deadline for Substantive Motions

Attachments.



Extraordinary Motion to 2014 BCSTA AGM

Deadline for submission: Thursday, February 13, 2014

MOTION TITLE: [A BRIEF TITLE THAT CAPTURES THE MAIN POINT OF THE MOTION]

SUBMITTED BY: [BOARD OF EDUCATION NAME AND SCHOOL DISTRICT NUMBER; OR
STANDING COMMITTEE NAME; OR BRANCH NAME]

Please indicate if the proposed resolution relates to an existing Foundational Statement or Policy Statement in our [BCSTA Policy Book](#).

- ☐ Relates to Foundational Statement # _____
- ☐ Relates to Policy Statement # _____
- ☐ Propose to make this resolution a new policy statement.

BE IT RESOLVED:

That BCSTA ...

NOTES:

1. An **extraordinary motion** is submitted to change or add to [BCSTA's Bylaws](#) or [Foundational Statements](#).
2. The motion should clearly indicate the action requested **of BCSTA**, rather than an action for some other body or organization.
3. Wording should be as succinct as possible. Do not use "whereas" statements. Instead, provide the required background information in the rationale statement below.

RATIONALE:

Provide a succinct description of why this motion is needed, plus any relevant background information.



Substantive Motion to 2014 BCSTA AGM

Deadline for submission: Sunday, February 23, 2014

MOTION TITLE: [A BRIEF TITLE THAT CAPTURES THE MAIN POINT OF THE MOTION]

SUBMITTED BY: [BOARD OF EDUCATION NAME AND SCHOOL DISTRICT NUMBER; OR
STANDING COMMITTEE NAME; OR BRANCH NAME]

Please indicate if the proposed resolution relates to an existing Foundational Statement or Policy Statement in our BCSTA Policy Book.

- ☐ Relates to Foundational Statement # _____
- ☐ Relates to Policy Statement # _____
- ☐ Propose to make this resolution a new policy statement.
- ☐ This is an action resolution and does not change or contradict any existing Foundational or Policy Statement.

BE IT RESOLVED:

That BCSTA ...

NOTES:

1. A **substantive motion** can be either an action or a policy motion.
 - An **action motion** is submitted to call on BCSTA to take some action, i.e., advocacy.
 - A **policy motion** is submitted to define long-term objectives, positions, or beliefs of the Association.
2. The motion should clearly indicate the action requested **of BCSTA**, rather than an action for some other body or organization.
3. Wording should be as succinct as possible. Do not use "whereas" statements. Instead, provide the required background information in the rationale statement below.

RATIONALE:

Provide a succinct description of why this motion is needed, plus any relevant background information.



ITEM 10

RECORD

2013-2014

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:

January 15, 2014

Call to Order
Motion of Exclusion
Ordering of Agenda
Confirmation of Minutes – December 11, 2013
Chair Report
Superintendent Information Item
Adjournment

Meeting called to order at 3:04 p.m.
Approved
Approved as circulated
Approved as circulated
Approved
Received for information
Adjourned at 3:43 p.m.