

Wednesday, February 22, 2017
Time: 6:00 p.m.

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

"Learn from yesterday, live for today, hope for tomorrow. The important thing is not to stop questioning." Albert Einstein

A G E N D A

A. OPENING PROCEDURES

ITEM 1

1. Call to Order
2. Correspondence
 - Mayor Becker, City of Pitt Meadows
 - G. Farkas, Assistant Deputy Minister, Minister of Education
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

1. February 8, 2017 ITEM 2

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.*

1. Literacy Framework – Helping Teachers ITEM 3

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
4. Board Committees
 - a) Budget
 - i. 2016/17 Amended Annual Budget ITEM 4
 - b) Finance
 - c) Board Policy Development
 - d) Education
 - e) Aboriginal Education

G. INFORMATION ITEMS

1. Chairperson
2. Superintendent of Schools

- a) Superintendent's Update ITEM 5
- 3. Secretary Treasurer
- 4. Board Committees & Advisory Committee Reports
 - a) Finance
 - b) Budget
 - c) Board Policy Development
 - i. Field Trip Procedures ITEM 6
 - d) Education
 - e) Aboriginal Education
 - f) Inclusive Education
 - g) French Immersion Advisory
 - h) District Student Advisory
 - i) Round Table with Partners
 - j) Facilities Planning

H. TRUSTEE MOTIONS AND NOTICES OF MOTIONS

I. TRUSTEE REPORTS

- 1. BC School Trustees Association Provincial Council
 - a) Motions to BCSTA's Annual General Meeting ITEM 7
- 2. District Parent Advisory Council
- 3. Municipal Advisory & Accessibility
- 4. Maple Ridge-Pitt Meadows Arts Council
- 5. Ridge Meadows Education Foundation
- 6. Social Planning Advisory:
<http://www.mapleridge.ca/AgendaCenter/Social-Planning-Advisory-Committee-10>
- 7. Tzu Chi Foundation
- 8. City of Maple Ridge Active Transportation
- 9. Other Board Liaison Representative Reports
- 10. 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 8

L. ADJOURNMENT

To: **Board of Education**

From: Chairperson
Mike Murray

Re: **OPENING PROCEDURES**

Date: February 22, 2017
(Public Board Meeting)

Information/Decision

1. *CALL TO ORDER*
2. *CORRESPONDENCE (Information Item)*
 - Mayor Becker, City of Pitt Meadows
 - G. Farkas, Assistant Deputy Minister, Minister of Education

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.*

*City of Pitt Meadows*

OFFICE OF THE MAYOR

January 31, 2017

Mr. Mike Murray, Chairperson
Maple Ridge – Pitt Meadows Board of Education
School District 42
22225 Brown Avenue
Maple Ridge, BC V2X 8N6

Dear Mike,

Re: Pitt Meadows/Katzie First Nation Safety and Security Web Project

I really enjoyed the session with the students the City struggles with the same engagement issues as does the School Board. Both of our organizations want to engage the students and make them feel part of the planning process for the future. The students are seeking the same level of engagement and yet it seems so difficult in putting a structure in place to enable the dialogue that both sides of the table desire.

I am following up on that brown envelope of material I left with you at the end of students meeting. My memorandum and the 2014 Policing Report form the basis of a positive resolution at City Council that we embark upon a safety and security web initiative in partnership with Katzie First Nation. Katzie First Nation Band Council passed a similar supporting resolution. Susan Miller and I are working in partnership to engage both communities and external stakeholders and agencies.

The RCMP has agreed to participate in the project. I have reached out to MP Dan Ruimy and MLAs Doug Bing and Marc Dalton.

It is my hope that the School District will participate in the project. The School District has our children from a young age for most of their waking hours until young adulthood. Not only do the schools have a tremendous influence on our children but the societal pressures have for a long time forced their way into our schools. Of course you know this. Mental health issues, poverty, drug addictions abuse infiltrate all aspects of our community and cannot be addressed in traditional silos.

Yours truly,

John Becker
Mayor

12007 Harris Road, Pitt Meadows, British Columbia V3Y 2B5

Phone: 604-465-5454 Fax: 604-465-2404

www.pittmeadows.bc.ca



February 20, 2017

Ref: 192896

To: All Board Chairs, Superintendents, Secretary Treasurers
All School Districts

Colleagues,

I am pleased to provide you with additional information regarding the Student Learning Grant that was announced this past weekend. I can confirm that this is one-time funding that will flow by mid-March as a Special Grant to be reported in each school district's operating fund. Funds are intended to be spent on learning resources, supplies, and equipment to help ensure that classrooms are well-resourced and students are well-supported through the implementation of the new curriculum and other learning innovations across the K-12 public education system. Total provincial funding being provided to school districts in 2016/17 is \$27.4M, and is being allocated based on a calculation of \$50/student FTE. The Ministry of Education will be confirming district-by-district allocations over the coming days and likely before the end of the month. Please note the following Ministry expectations regarding the funding:

- Eligible categories of resources/supplies include instructional supplies (e.g. electronic learning resources, textbooks, other classroom supplies serving an educational purpose), athletic equipment, and learning resources to assist non-enrolling teachers (i.e. career preparation materials);
- Where possible, funding should first be used on items that will help defray costs for parents;
- Any unspent funding from 2016/17 can be carried over to the 2017/18 school year, noting that the categories listed above still apply; and
- School districts should track how funding is being utilized, and report-out by July 31, 2017 school year to their District Parent Advisory Council, cc'ing the School District Financial Reporting Branch at SDFR@gov.bc.ca and including planned uses for any unspent funding for the 2017/18 school year.

If you have any further questions regarding this funding, please contact Kim Abbott at Kim.Abbott@gov.bc.ca or (250) 896-3680.

Sincerely,

A handwritten signature in blue ink, appearing to be 'Gf', located above the printed name.

George Farkas
Assistant Deputy Minister



ITEM 2

To: **Board of Education**

From: Chairperson
Mike Murray

Re: **APPROVAL OF MINUTES**

Date: February 22, 2017
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Minutes of the February 8, 2017 Public Board Meeting be approved as circulated.

Attachment



**PUBLIC MINUTES OF THE
BOARD OF EDUCATION MEETING**
Wednesday, February 8, 2017 (1:00 PM)
Board Room

IN ATTENDANCE:BOARD MEMBERS:

Chairperson – Susan Carr
 Trustee – Korleen Carreras
 Trustee – Ken Clarkson
 Trustee – Mike Murray via conference call
 Trustee – Dave Rempel

STAFF:

Superintendent – Sylvia Russell
 Secretary Treasurer – Flavia Coughlan
 Deputy Superintendent – Laurie Meston
 Executive Assistant – Karen Yoxall

ABSENT:

Trustee – Lisa Beare
 Trustee – Eleanor Palis

A. OPENING PROCEDURES1. Call to Order

The meeting was called to order at 1:08 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.

2. Correspondence**Moved/Seconded**

- F. Lento, School District No. 5 (Southeast Kootenay)
- B. MacFarlane, School District No. 19 (Revelstoke)
- BC Public School Employers' Association Newslink 2017-01

THAT the Board receive the correspondence for information.

CARRIED3. Approval of Agenda**Moved/Seconded**

The Secretary Treasurer reported that due to the inclement weather, the start time of the public board meeting had been brought forward from 6 p.m. to 1 p.m. and that all presentations and verbal updates will be deferred to a future board meeting.

Defer:

Presentations: Curriculum

Delegations: Parks, Recreation and Culture Community Consultations – Don Cramb

Information Items: Superintendent's Update

THAT the Agenda be approved as amended.

CARRIED

4. Invitation for Public Input to matters on the Agenda

B. APPROVAL OF MINUTES

1. January 18, 2017

Moved/Seconded

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

CARRIED

C. PRESENTATIONS

DEFERRED

D. DELEGATIONS

DEFERRED

E. DEFERRED ITEMS

F. DECISION ITEMS

1. Chairperson
2. Superintendent of Schools
3. Secretary Treasurer

- a) Budget Process

Moved/Seconded

The Secretary Treasurer reported that the 2017/2018 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.

THAT the Board approve changing the April 12, 2017 start time to 4 p.m.;

And Further;

THAT the Board approve the proposed 2017/2018 Preliminary Budget Process Timeline.

CARRIED

4. Board Committees

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

i. Revised Policy 4410: Travel Expenses

Moved/Seconded

The Secretary Treasurer reported that input received from education partners and the public was considered and responses were provided.

THAT the Board approve Policy 4410: Travel Expenses.

CARRIED

ii. Policy 4600: Purchasing Goods and Services

Moved/Seconded

The Secretary Treasurer reported that input received from education partners and the public was considered and responses were provided.

THAT the Board approve:

Policy 4600: Purchasing Goods and Standards

And Further;

THAT the Board receive for information:

Procedure 4600.1: Methods to Obtain Goods and Services

Procedure 4600.2: Purchasing – Product Standards

Procedure 4600.3: Purchasing – Obtain Vendor Pricing

Procedure 4600.4: Purchasing – Competitive Bidding Process

Procedure 4600.5: Purchasing – Selection of Vendor Bids and Proposals

And Further:

THAT the Board rescind the following policies:

DJC: Purchasing Policy and Procedures

DJCA: Purchasing Procedures - Purchases and Activities Resulting in Property Improvements

DJFB: Purchasing Procedure – Personal Purchases

CARRIED

iii. Policy 8912: Independent Directed Studies

Moved/Seconded

The Secretary Treasurer reported that input received from education partners and the public was incorporated into this policy.

THAT the Board approve Policy 8912: Independent Directed Studies and receive for information Procedure 8912.1: Independent Directed Studies.

CARRIED

iv. Policy 9500: Suspension and Exclusion of Students from School

Moved/Seconded

The Secretary Treasurer reported that input received from education partners and the public was incorporated in this policy.

THAT the Board approve Policy 9500: Suspension and Exclusion of Students from School.

And Further;

THAT the Board rescind Policy JGD Student Suspension

CARRIED

- d) Education Committee
- e) Aboriginal Education

G. INFORMATION ITEMS

- 1. Chairperson
- 2. Superintendent of Schools
 - a) Superintendent's Update

DEFERRED

- 3. Secretary Treasurer
 - a) Enrolment Projections

Moved/Seconded

The Secretary Treasurer reported that every year the Ministry of Education requests that school districts provide a three year enrolment projection for the purposes of projecting operating grant requirements. Projections for students enrolled in regular K-12 schools were prepared using enrolment projections from the Baragar system, three year average (grade-to-grade) transition rates and local knowledge of recent and historical enrolment trends. Enrolment for regular school age students, aboriginal education, continuing education, students with special needs and English Language Learners were explained.

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

CARRIED

- 4. Board Committees & Advisory & Advisory Committee Reports
 - a) Finance
 - b) Budget
 - c) Board Policy Development

i. Draft Policy 3901: Maintenance of Order in Schools

Moved/Seconded

The Superintendent reported that Section 177 of the School Act addresses the preservation of order on school premises and that draft Policy 3901: Maintenance of Order in Schools and draft Procedure 3901.1: Maintenance of Order in Schools have been drafted based upon advice received from the BC School Trustees' Association.

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

Draft Policy 3901: Maintenance of Order in Schools
Draft Procedure 3901.1: Maintenance of Order in Schools

CARRIED

ii. Draft Policy 9325: Education Programs for Non-Residents

Moved/Seconded

The Superintendent and the Secretary Treasurer reported that draft Policy 9325: Education Programs for Non-Residents and the associated procedures reflect current practice and provincial guidance on homestays.

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

Draft Policy 9325: Education Programs for Non-Residents
Draft Procedure 9325.1: Education Programs for Non-Residents
Draft Procedure 9325.2: Education Programs for Non-Residents - Homestay Families

CARRIED

iii. Draft Policy 9801: Fees – Hardship

Moved/Seconded

The Secretary Treasurer reported that draft Policy 9801: Fees – Hardship has been updated for clarity and now includes draft Procedure 9801.1: Fees- Hardship – Low Income Waiver.

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

Draft Policy 9801: Fees - Hardship
Draft Procedure 9801.1: Fees – Hardship – Low Income Waiver

CARRIED

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

H. TRUSTEE MOTIONS AND NOTICES OF MOTIONS

I. TRUSTEE REPORTS

District Parent Advisory Council

Trustee Carreras reported that the recent meeting took place at The Hive, Eric Langton Elementary and that BCCPAC was discussed.

Ridge Meadows Education Foundation

Trustee Rempel reported on an upcoming event.

Tzu Chi

Trustee Rempel reported on continued funding issues.

Good News Items

Trustees congratulated schools on the amount of food donated to the Food Bank.

L. QUESTION PERIOD

M. OTHER BUSINESS

N. ADJOURNMENT

Moved/Seconded

THAT the Board adjourn the meeting.

CARRIED

The Public Board meeting adjourned at 1:47 p.m.

Susan Carr, Chairperson

Flavia Coughlan, Secretary Treasurer



ITEM 3

To: **Board of Education**

From: Chairperson
Mike Murray

Re: **LITERACY FRAMEWORK:**
HELPING TEACHERS

Date: February 22, 2017
(Public Board Meeting)

Information

RECOMMENDATION:

THAT the Board receive the presentation on the Literacy Framework by the Helping Teachers for information.

**ITEM 4**

To: **Board of Education**

From: Budget Committee
Of the Whole

Re: **2016/17 AMENDED ANNUAL BUDGET**

Date: February 22nd, 2017
(Public Board Meeting)

Decision**BACKGROUND/RATIONALE:**

At the recommendation of the Budget Committee of the Whole the attached Amended Annual Budget Bylaw for 2016/2017 (Attachment A) is presented to the Board for approval.

In May 2016, the Board approved the 2016/17 Preliminary Annual Budget. The Preliminary Budget was based on preliminary estimates of enrolment, funding and other revenue and expenditure factors.

The 2016/17 Amended Annual Budget has been prepared in accordance with Public Sector Accounting Standards and includes budgets for the operating fund, special purpose funds and the capital fund.

This report provides an analysis of changes to revenue and expenditure estimates included in the 2016/17 Amended Annual Budget. The updated revenue and expenditure estimates include Board approved budget changes to date, revenue and expenditure changes resulting from changes to enrolment, revenue changes announced by the Ministry of Education in December 2016, one-time and ongoing budget allocations and other revenue and expenditure known changes.

Expenditure budgets for Ridge Meadows College, Before and After School Programming, Community Rentals and International Education have been increased and are offset by increased revenue budgets for these specific programs.

Major Operating Budget Changes

The following table summarizes the changes between the proposed 2016/17 Amended Annual Operating Budget and the 2016/17 Preliminary Annual Operating Budget (see Schedule 2).

2016/17 Operating Budget (\$ millions)			
	Preliminary Budget	Amended Budget	Change
Revenue	134.68	138.47	3.79
Expense	(135.37)	(138.95)	(3.58)
Capital Assets Purchased	(0.83)	(3.65)	(2.82)
Capital Lease Payments	(0.23)	0.00	0.23
Transfer to Operating One-time Projects	1.75	0.00	(1.75)
Budgeted Prior Year Surplus	0.00	4.13	4.13
	\$0.00	\$0.00	\$0.00

Revenue Changes (\$3.79 million increase)

Provincial grants from the Ministry of Education are estimated to increase by \$2.54 million. This estimated increase is principally owed to the changes identified below.

Based on the interim operating grants announcement, it is estimated that our school district will receive \$124.72 million of operating grant funding for 2016/17. The recalculated funding allocation for the Board of Education of School District No.42 is \$2.39 million greater than the funding estimates in the 2016/17 Preliminary Budget.

2016/17 Interim Operating Grant (millions)	
Preliminary operating grant estimate	\$122.33
Enrolment changes	2.62
Salary differential grant changes	(0.23)
Interim operating grant	\$124.72
Net additional operating grant	\$2.39

The major differences between the two estimates are as follows:

- Actual student enrolment at September 30, 2016 is higher than projected for school age, English language learners, aboriginal education, students with special needs and adult education. Summer school enrolment was higher than original projection as well. Details are provided in the following table:

Student enrolment type	2016/17 Estimated Operating Grant		2016/17 Interim Operating Grant		Variance	
	Enrolment	Funding	Enrolment	Funding	Enrolment	Funding
Standard schools	13,744.063	98,489,952	13,942.750	100,638,770	198.688	2,148,818
Continuing education	20.375	146,007	16.375	118,195	-4.000	(27,812)
Alternate schools	252.000	1,805,832	249.000	1,797,282	-3.000	(8,550)
Distributed learning	11.625	70,099	44.790	269,843	33.165	199,744
Home schooling	7.000	250	5.000	1,250	-2.000	1,000
Course challenges	70.000	15,680	60.000	13,560	-10.000	(2,120)
<i>Total school aged enrolment</i>	<i>14,028.063</i>	<i>100,527,820</i>	<i>14,317.915</i>	<i>102,838,900</i>	<i>212.853</i>	<i>2,311,080</i>
ELL	465.000	641,700	530.000	731,400	65.000	89,700
Aboriginal education	1,170.000	1,398,150	1,208.000	1,443,560	38.000	45,410
Special Needs						
Level 1	13.000	490,100	13.000	490,100	0.000	0
Level 2	550.000	10,367,500	564.000	10,631,400	14.000	263,900
Level 3	200.000	1,900,000	196.000	1,862,000	-4.000	(38,000)
Adult education	66.625	304,143	45.875	209,419	-20.750	(94,724)
Summer learning grade 1-7	446.000	91,876	498.000	102,588	52.000	10,712
Summer learning grade 8-9	235.000	48,410	261.000	53,766	26.000	5,356
Summer learning grade 10-12	387.000	159,444	443.000	182,516	56.000	23,072
Supplemental funding		28,886		27,708	0.000	(1,178)
Cross enrolment	4.000	1,648	4.000	1,648	0.000	0
TOTAL ENROLMENT CHANGES						2,615,328

- The salary differential funding for the Maple Ridge-Pitt Meadows School District has decreased due to a lower than anticipated average educator salary variance from the provincial educator salary (from \$866 to \$522 per educator).

An additional \$0.07 million is anticipated from the Ministry of Education to offset the estimated cost associated with the Economic Stability Dividend for CUPE and MRTA staff.

Provincial Grants other is estimated to increase by \$0.09 million. This is due to a new Early Years contract (\$0.04 million) and increased Industry Trades Authority grants (\$0.05 million).

Tuition revenue is estimated to increase by \$1.03 million. This is due to higher than projected enrolment in the International Education regular program (\$0.98 million) and increased Summer School Fees (\$0.05 million). An increase to expense budgets is also estimated to support the increased enrolment.

Other revenue is estimated to increase by \$0.14 million due to increased Partnership Program revenue (\$0.02 million) and revenue from before and after school programming (\$0.12 million).

Investment income is expected to decrease (\$0.04 million) as less cash is available for investment.

Expenditure Changes (\$3.58 million increase)

Salary and Benefit Changes (\$1.68 million increase)

Salary and benefit estimates in the amended budget are \$1.68 million higher compared to the preliminary budget due to higher than projected student enrolment (\$1.24 million), higher replacement costs for teachers and support staff (\$0.37 million), estimated compensation adjustments and contractual changes for other professionals (\$0.08 million), estimated additional costs for increased CUPE and MRTA salaries related to the Economic Stability Dividend (\$0.07 million), one time staffing (\$1.12 million) partially offset by lower than budgeted average teacher salary (\$1.04 million) due to higher than anticipated teacher retirements and leaves. Benefit plan costs have decreased due to a different mix of plans purchased (family vs couple vs single).

One time staffing allocations include additional staffing for aboriginal education funded from prior year underspending of targeted funding, a career planning assistant funded through an Industry Training Authority, and additional teachers and education assistants. Also, TTOC budgets have increased by \$0.31 million to support multi-year educational initiatives identified as projects in process at year end.

The below table summarizes the changes in Salaries and Benefits:

Salary and Benefit Changes (\$millions)	
Enrolment driven staffing changes	
Additional 8.877 FTE teachers	0.89
Additional 8.25 FTE education assistants	0.35
Average teacher salary	(1.04)
Increase in TTOC replacement days	0.15
Higher than budgeted TTOC daily rate	0.22
PVP/Other professionals compensation adjustments	0.08
Economic Stability Dividend CUPE and MRTA	0.07
Benefit plan cost decreases	(0.40)
TTOC costs for educational initiatives	0.31
One time Aboriginal Education and Career Planning	0.24
One time teacher staffing	0.57
Other salary and benefit changes	0.24
Total Salary and Benefit Changes	\$ 1.68

Services, Supplies and Other Expenditure Changes (\$1.90 million increase)

The higher estimates for services and supply budgets are principally owed to Board approved one-time funding from restricted operating surplus for 2015/16 for specific expenditures in 2016/17 (\$2.07 million). In most cases these expenditures were planned to be incurred in 2015/16, however for various reasons, the timing of the expenditures was extended into 2016/17. A summary of specific expenditures is provided in the table below.

Funds For Specific Expenditures 2016/17	
(\$ millions)	
Targeted Funding - Aboriginal Education	\$ 0.19
School Budget Balances	0.50
Professional Development Funds	0.17
Financial Provisions	0.05
Funds Required to Complete Projects in Progress	0.81
Purchase Order Commitments	0.67
	\$2.39

* Targeted Funding – Aboriginal Education and Funds required to Complete Projects in Progress included salary and benefits appropriations from 2015/16.

Other budget changes for services and supplies include:

- additional budget allocations to support increased International Education enrolment and revenue (\$0.10 million)
- Transportation budget savings achieved to date (\$0.13 million) and various other service and supply budget changes related to enrolment.

Ongoing budgets have been increased to reflect the higher water and sewer utility rates as well as increased software licensing costs.

The extreme winter conditions and snowfall experienced in December and January required one-time \$20,000 budget allocation for staff overtime, ice melt, and snow removal contracted services.

The existing ongoing facilities equipment replacement budget is not sufficient to ensure the replacement of end of life equipment, a one-time budget allocation of \$155,000 was made to fund the replacement of the 20 years old backhoe that can no longer be repaired.

The emergent expense fund has become a useful tool to allow for timely approval of unexpected expenditures. To date the fund was used to provide additional clerical support at Laity View Elementary and Kanaka Creek Elementary, vice-principal support at Maple Ridge Elementary and Alexander Robinson Elementary, fund the MDI project, cover the installation costs for new shop equipment in secondary schools, fund participation at the hearts and minds conference, purchase primary assessment books, purchase safes and new check stock for schools. To return this fund to a balance of \$200,000 a one-time budget allocation of \$184,000 was made.

Budgets for purchases of capital assets were increased by \$2.85 million to reflect the Board approved deferred capital spending for items received after June 30, 2016, additional reallocations from other expense categories as spending plans are finalized for schools and departments, and a \$1.5 million allocation for facility improvements and learning resources for new classrooms and for new staff.

Estimated Appropriated Operating Surplus

School District No. 42 has historically ended the fiscal year with an appropriated surplus. For June 30, 2016, based on historical expenditure patterns and current Board policy for school rollovers and Ministry of Education policies for targeted funding, it is estimated that the appropriated surplus will be approximately \$1 million.

Estimated Available Operating Surplus

The Maple Ridge – Pitt Meadows school district is not projecting a net operating surplus nor a net operating deficit for the 2016/17 amended operating budget.

There has been no transfer from the Local Capital to the Operating Fund in the amended budget as all board approved contingency reserve spending that was identified as operating was appropriated in the financial statements at June 30th, 2016.

Special Purpose Funds Amended Annual Budget

Special Purpose Funds include funds received from the Ministry of Education or other sources that have been designated for specific purposes. Major Special Purpose Funds include School Generated Funds, Annual Facilities Grant, Youth Education Support Fund and Community Link.

The Amended Budget takes into account the year end rollovers which accounts for the majority of the variances in the Special Purpose Funds. The Amended Annual Budget is forecasting a Deferred Revenue balance (rollover) of \$1.66 million at the end of 2016/17.

The following table summarizes the changes between the proposed 2016/17 Amended Annual Special Purpose Funds Budget and the 2016/17 Preliminary Annual Special Purpose Funds Budget. Additional information regarding Special Purpose Funds can be found in **Schedule 3 and 3A** in the attached budget document.

2016/17 Special Purpose Funds Budget			
(\$ Millions)			
	Preliminary Budget	Amended Budget	Change
Revenue	8.57	8.94	0.37
Expenses	(8.04)	(8.50)	(0.46)
Capital Assets Purchased	(0.53)	(0.44)	0.09
	\$ 0.00	\$ (0.00)	\$(0.00)

Local Capital Reserve

The Board's Contingency Reserve is comprised of previous years' available operating surpluses, which are transferred to the Local Capital Reserve. The table below details the Board approved uses of contingency reserve. .

Amended Local Capital Budget	
	(\$ millions)
Board Approved Uses of Local Capital	
MyEdBC implementation	0.25
Staff computers refresh	0.10
Emergency preparedness	0.26
Facility rental software	0.01
Energy management plan	1.00
South Albion school project	2.20
	3.82
Contingency reserve for local capital	1.50
Total local capital fund	<u>\$ 5.32</u>

Recommendation

THAT the Amended Budget Bylaw of the Board for the fiscal year 2016/17 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) 2016/17 Amended Annual Budget Bylaw be:

Read a first time on the 22nd day of February, 2017;

Read a second time on the 22nd day of February, 2017;

Read a third time, passed and adopted on the 22nd day of February, 2017.

Attachment

Amended Annual Budget

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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*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 2016/2017 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 2016/2017.
3. The attached Statement 2 showing the estimated revenue and expense for the 2016/2017 fiscal year and the total budget bylaw amount of \$161,514,940 for the 2016/2017 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 2016/2017.

READ A FIRST TIME THE 22nd DAY OF FEBRUARY, 2017;

READ A SECOND TIME THE 22nd DAY OF FEBRUARY, 2017;

READ A THIRD TIME, PASSED AND ADOPTED THE 22nd DAY OF FEBRUARY, 2017;

(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 2016/2017, adopted by the Board the 22nd DAY OF FEBRUARY, 2017.

Secretary Treasurer

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

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2017

	2017 Amended Annual Budget	2017 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	14,338,375	14,113,563
Adult	113,875	134,625
Other	102,813	134,000
Total Ministry Operating Grant Funded FTE's	14,555,063	14,382,188
Revenues	\$	\$
Provincial Grants		
Ministry of Education	131,763,859	128,915,038
Other	393,551	307,851
Federal Grants	164,600	137,170
Tuition	8,915,533	7,887,146
Other Revenue	5,440,265	5,160,832
Rentals and Leases	423,500	420,109
Investment Income	385,400	422,665
Amortization of Deferred Capital Revenue	5,328,066	5,304,044
Total Revenue	152,814,774	148,554,855
Expenses		
Instruction	126,982,445	123,466,426
District Administration	5,269,054	5,016,866
Operations and Maintenance	23,366,439	22,507,152
Transportation and Housing	540,965	393,615
Debt Services		9,872
Total Expense	156,158,903	151,393,931
Net Revenue (Expense)	(3,344,129)	(2,839,076)
Budgeted Allocation (Retirement) of Surplus (Deficit)	4,131,247	
Budgeted Surplus (Deficit), for the year	787,118	(2,839,076)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	787,118	(2,839,076)
Budgeted Surplus (Deficit), for the year	787,118	(2,839,076)

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

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2017

	2017 Amended Annual Budget	2017 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	139,002,702	135,368,886
Operating - Tangible Capital Assets Purchased	3,594,000	825,545
Special Purpose Funds - Total Expense	8,499,490	8,042,894
Special Purpose Funds - Tangible Capital Assets Purchased	436,000	533,000
Capital Fund - Total Expense	8,656,711	7,982,151
Capital Fund - Tangible Capital Assets Purchased from Local Capital	1,326,037	139,891
Total Budget Bylaw Amount	161,514,940	152,892,367

Approved by the Board

Signature of the Chairperson of the Board of Education	Date Signed
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Signature of the Superintendent	Date Signed
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Signature of the Secretary Treasurer	Date Signed
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School District No. 42 (Maple Ridge-Pitt Meadows)

Statement 4

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

Year Ended June 30, 2017

	2017 Amended Annual Budget	2017 Annual Budget
	\$	\$
Surplus (Deficit) for the year	(3,344,129)	(2,839,076)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(4,030,000)	(1,358,545)
From Local Capital	(1,326,037)	(139,891)
From Deferred Capital Revenue		(2,060,261)
Total Acquisition of Tangible Capital Assets	(5,356,037)	(3,558,697)
Amortization of Tangible Capital Assets	8,656,711	7,972,279
Total Effect of change in Tangible Capital Assets	3,300,674	4,413,582
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	(43,455)	1,574,506

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, 2017

	Operating Fund	Special Purpose Fund	Capital Fund	2017 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	4,131,247			4,131,247
Changes for the year				
Net Revenue (Expense) for the year	(537,247)	436,000	(3,242,882)	(3,344,129)
Interfund Transfers				
Tangible Capital Assets Purchased	(3,594,000)	(436,000)	4,030,000	-
Net Changes for the year	(4,131,247)	-	787,118	(3,344,129)
Budgeted Accumulated Surplus (Deficit), end of year	-	-	787,118	787,118

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

Schedule 2

Amended Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2017

	2017 Amended Annual Budget	2017 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	127,203,369	124,659,144
Other	393,551	307,851
Federal Grants	164,600	137,170
Tuition	8,915,533	7,887,146
Other Revenue	984,902	846,832
Rentals and Leases	423,500	420,109
Investment Income	380,000	416,665
Total Revenue	138,465,455	134,674,917
Expenses		
Instruction	119,035,728	115,950,082
District Administration	5,178,097	4,926,866
Operations and Maintenance	14,247,912	14,098,323
Transportation and Housing	540,965	393,615
Total Expense	139,002,702	135,368,886
Net Revenue (Expense)	(537,247)	(693,969)
Budgeted Prior Year Surplus Appropriation	4,131,247	
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(3,594,000)	(825,545)
Local Capital		1,746,245
Other		(226,731)
Total Net Transfers	(3,594,000)	693,969
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, 2017

	2017 Amended Annual Budget	2017 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	124,723,347	123,094,922
INAC/LEA Recovery	(461,757)	(461,757)
Other Ministry of Education Grants		
Pay Equity	1,874,966	1,874,966
Funding for Graduated Adults	50,000	59,345
Transportation Supplemental	185,990	
Economic Stability Dividend	73,882	
Return of Administrative Savings	631,773	
Carbon Tax Rebate	91,000	75,000
FSA Scoring	16,668	16,668
Shoulder Tap Contract	17,500	
Total Provincial Grants - Ministry of Education	127,203,369	124,659,144
Provincial Grants - Other	393,551	307,851
Federal Grants	164,600	137,170
Tuition		
Summer School Fees	44,615	
Continuing Education	597,745	603,745
International and Out of Province Students	8,192,173	7,203,401
Adult High School Completion	81,000	80,000
Total Tuition	8,915,533	7,887,146
Other Revenues		
LEA/Direct Funding from First Nations	477,067	477,067
Miscellaneous		
Revenue Generation	60,000	52,500
Partnership Program	136,145	114,715
Miscellaneous	186,000	197,550
Transportation Revenue	10,000	5,000
Before and After School Programming	115,690	
Total Other Revenue	984,902	846,832
Rentals and Leases	423,500	420,109
Investment Income	380,000	416,665
Total Operating Revenue	138,465,455	134,674,917

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

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Source

Year Ended June 30, 2017

	2017 Amended Annual Budget	2017 Annual Budget
	\$	\$
Salaries		
Teachers	63,731,783	63,580,804
Principals and Vice Principals	6,078,269	5,914,374
Educational Assistants	11,044,406	10,510,926
Support Staff	10,758,808	10,620,539
Other Professionals	3,950,190	3,950,071
Substitutes	4,422,955	3,821,590
Total Salaries	99,986,411	98,398,304
Employee Benefits	24,800,444	24,709,441
Total Salaries and Benefits	124,786,855	123,107,745
Services and Supplies		
Services	5,645,044	4,989,999
Student Transportation	604,364	465,052
Professional Development and Travel	990,387	630,628
Rentals and Leases	2,116	80,116
Dues and Fees	149,353	142,668
Insurance	316,186	305,964
Supplies	3,986,876	3,150,042
Utilities	2,521,521	2,496,672
Total Services and Supplies	14,215,847	12,261,141
Total Operating Expense	139,002,702	135,368,886

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

Schedule 2C

Amended Annual Budget - 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	48,557,495	86,164	599,946	352,050		2,498,142	52,093,797
1.03 Career Programs	483,256		417,356			34,146	934,758
1.07 Library Services	1,004,929	21,915		112,344		43,890	1,183,078
1.08 Counselling	1,686,929					70,765	1,757,694
1.10 Special Education	7,728,868	1,042,548	9,464,710	1,376,391	128,685	1,076,255	20,817,457
1.30 English Language Learning	1,383,976					79,482	1,463,458
1.31 Aboriginal Education	432,163	116,791	539,247	44,012		30,365	1,162,578
1.41 School Administration		4,454,592		2,173,687	27,224	271,754	6,927,257
1.60 Summer School	315,534	17,745	23,147	34,907			391,333
1.61 Continuing Education				86,282	301,868	6,122	394,272
1.62 International and Out of Province Students	2,124,990	215,117		433,954	291,487	34,517	3,100,065
1.64 Other					64,753		64,753
Total Function 1	63,718,140	5,954,872	11,044,406	4,613,627	814,017	4,145,438	90,290,500
4 District Administration							
4.11 Educational Administration				45,012	936,020	8,575	989,607
4.40 School District Governance					144,928		144,928
4.41 Business Administration		123,397		446,225	1,194,057	50,692	1,814,371
Total Function 4	-	123,397	-	491,237	2,275,005	59,267	2,948,906
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration	13,643			218,351	637,284	43,856	913,134
5.50 Maintenance Operations				5,112,852	223,884	164,900	5,501,636
5.52 Maintenance of Grounds				322,741		9,494	332,235
5.56 Utilities							-
Total Function 5	13,643	-	-	5,653,944	861,168	218,250	6,747,005
7 Transportation and Housing							
7.70 Student Transportation							-
Total Function 7	-	-	-	-	-	-	-
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	63,731,783	6,078,269	11,044,406	10,758,808	3,950,190	4,422,955	99,986,411

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

Schedule 2C

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

Year Ended June 30, 2017

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2017 Amended Annual Budget	2017 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	52,093,797	12,243,281	64,337,078	2,641,298	66,978,376	66,079,170
1.03 Career Programs	934,758	231,515	1,166,273	560,255	1,726,528	1,687,196
1.07 Library Services	1,183,078	281,528	1,464,606	126,140	1,590,746	1,564,829
1.08 Counselling	1,757,694	412,980	2,170,674	99,771	2,270,445	2,206,144
1.10 Special Education	20,817,457	5,418,006	26,235,463	451,898	26,687,361	26,018,072
1.30 English Language Learning	1,463,458	344,093	1,807,551	16,757	1,824,308	1,743,865
1.31 Aboriginal Education	1,162,578	290,289	1,452,867	197,142	1,650,009	1,370,248
1.41 School Administration	6,927,257	1,896,065	8,823,322	417,231	9,240,553	8,996,087
1.60 Summer School	391,333	58,800	450,133	14,468	464,601	443,734
1.61 Continuing Education	394,272	57,470	451,742	236,440	688,182	670,118
1.62 International and Out of Province Students	3,100,065	731,999	3,832,064	1,791,117	5,623,181	5,077,588
1.64 Other	64,753	14,894	79,647	211,791	291,438	93,031
Total Function 1	90,290,500	21,980,920	112,271,420	6,764,308	119,035,728	115,950,082
4 District Administration						
4.11 Educational Administration	989,607	313,927	1,303,534	326,687	1,630,221	1,624,297
4.40 School District Governance	144,928	3,043	147,971	197,778	345,749	285,911
4.41 Business Administration	1,814,371	493,946	2,308,317	893,810	3,202,127	3,016,658
Total Function 4	2,948,906	810,916	3,759,822	1,418,275	5,178,097	4,926,866
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	913,134	215,617	1,128,751	484,465	1,613,216	1,593,905
5.50 Maintenance Operations	5,501,636	1,705,864	7,207,500	1,575,709	8,783,209	8,700,413
5.52 Maintenance of Grounds	332,235	87,127	419,362	255,389	674,751	652,118
5.56 Utilities	-	-	-	3,176,736	3,176,736	3,151,887
Total Function 5	6,747,005	2,008,608	8,755,613	5,492,299	14,247,912	14,098,323
7 Transportation and Housing						
7.70 Student Transportation	-	-	-	540,965	540,965	393,615
Total Function 7	-	-	-	540,965	540,965	393,615
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	99,986,411	24,800,444	124,786,855	14,215,847	139,002,702	135,368,886

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

Schedule 3

Amended Annual Budget - Special Purpose Revenue and Expense

Year Ended June 30, 2017

	2017 Amended Annual Budget	2017 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	4,560,490	4,255,894
Other Revenue	4,369,600	4,314,000
Investment Income	5,400	6,000
Total Revenue	8,935,490	8,575,894
Expenses		
Instruction	7,946,717	7,516,344
District Administration	90,957	90,000
Operations and Maintenance	461,816	436,550
Total Expense	8,499,490	8,042,894
Net Revenue (Expense)	436,000	533,000
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(436,000)	(533,000)
Total Net Transfers	(436,000)	(533,000)
Budgeted Surplus (Deficit), for the year	-	-

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

Amended Annual Budget - Changes in Special Purpose Funds
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	6,000				256,000	49,000	231,726
Other				17,000		4,000,000			
Investment Income				4,000					
	561,550	2,527,470	6,000	21,000	-	4,000,000	256,000	49,000	231,726
Less: Allocated to Revenue	711,816	2,527,470	34,006	25,000	90,957	4,000,000	256,000	57,807	231,726
Deferred Revenue, end of year	-	-	-	184,081	-	1,374,160	37,751	-	-
Revenues									
Provincial Grants - Ministry of Education	711,816	2,527,470	34,006		90,957		256,000	57,807	231,726
Other Revenue				21,000		4,000,000			
Investment Income				4,000					
	711,816	2,527,470	34,006	25,000	90,957	4,000,000	256,000	57,807	231,726
Expenses									
Salaries									
Teachers		1,579,182						20,600	88,300
Educational Assistants		419,855				15,000	177,000		
Support Staff	75,000					15,000	6,500		
Substitutes		53,273				2,000	2,000		20,000
	75,000	2,052,310	-	-	-	32,000	185,500	20,600	108,300
Employee Benefits	19,500	475,160				9,000	49,500	5,000	23,100
Services and Supplies	367,316		3,006	25,000	90,957	3,919,000	21,000	32,207	85,326
	461,816	2,527,470	3,006	25,000	90,957	3,960,000	256,000	57,807	216,726
Net Revenue (Expense) before Interfund Transfers	250,000	-	31,000	-	-	40,000	-	-	15,000
Interfund Transfers									
Tangible Capital Assets Purchased	(250,000)		(31,000)			(40,000)			(15,000)
	(250,000)	-	(31,000)	-	-	(40,000)	-	-	(15,000)
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

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

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2017

	CommunityLINK	Coding and Curriculum Implementation	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		4,279,047
Other			350,000	4,367,000
Investment Income			1,400	5,400
	540,226	107,075	351,400	8,651,447
Less: Allocated to Revenue	543,633	107,075	350,000	8,935,490
Deferred Revenue, end of year	-	-	65,010	1,661,002
Revenues				
Provincial Grants - Ministry of Education	543,633	107,075		4,560,490
Other Revenue			348,600	4,369,600
Investment Income			1,400	5,400
	543,633	107,075	350,000	8,935,490
Expenses				
Salaries				
Teachers	32,640			1,720,722
Educational Assistants	340,902			952,757
Support Staff				96,500
Substitutes	18,852			96,125
	392,394	-	-	2,866,104
Employee Benefits	99,633			680,893
Services and Supplies	51,606	107,075	250,000	4,952,493
	543,633	107,075	250,000	8,499,490
Net Revenue (Expense) before Interfund Transfers	-	-	100,000	436,000
Interfund Transfers				
Tangible Capital Assets Purchased			(100,000)	(436,000)
	-	-	(100,000)	(436,000)
Net Revenue (Expense)	-	-	-	-

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

Schedule 4

Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2017

	2017 Amended Annual Budget			2017 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Other Revenue		85,763	85,763	
Amortization of Deferred Capital Revenue	5,328,066		5,328,066	5,304,044
Total Revenue	5,328,066	85,763	5,413,829	5,304,044
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	8,656,711		8,656,711	7,972,279
Debt Services				
Capital Lease Interest			-	9,872
Total Expense	8,656,711	-	8,656,711	7,982,151
Net Revenue (Expense)	(3,328,645)	85,763	(3,242,882)	(2,678,107)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	4,030,000		4,030,000	1,358,545
Local Capital			-	(1,746,245)
Capital Lease Payment			-	226,731
Total Net Transfers	4,030,000	-	4,030,000	(160,969)
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	1,326,037	(1,326,037)	-	
Total Other Adjustments to Fund Balances	1,326,037	(1,326,037)	-	
Budgeted Surplus (Deficit), for the year	2,027,392	(1,240,274)	787,118	(2,839,076)



ITEM 5

To: **Board of Education**

From: Superintendent
Sylvia Russell

Re: **SUPERINTENDENT'S UPDATE**

Date: February 22, 2017
(Public Board Meeting)

Information

RECOMMENDATION:

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



ITEM 6

To: **Board of Education**

From: Board Policy Development
Committee

Re: **FIELD TRIP PROCEDURES**

Date: February 22, 2017
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

At the June 15, 2016 Public Board Meeting, the Board approved Policy 8901: Field Trips (Including Extra Curricular Activities) and informed the Board that it would continue with the development of procedures associated with this policy.

At the recommendation of the Board Policy Development Committee ("Committee"), the following procedures are now being presented for information:

- 8901.1: Level 1 Field Trips (Including Extra Curricular Activities) (Attachment A)
- 8901.2: Level 2 Field Trips (Including Extra Curricular Activities) (Attachment B)

RECOMMENDATION:

THAT the Board receive for information the following procedures:

- **8901.1: Level 1 Field Trips (Including Extra Curricular Activities)**
- **8901.2: Level 2 Field Trips (Including Extra Curricular Activities)**

Attachments

**SD 42 PROCEDURE: 8901.1****LEVEL 1 FIELD TRIPS (INCLUDING EXTRA CURRICULAR ACTIVITIES)****Purpose**

To provide guidelines for teachers, community coaches, community sponsors, parents and students when applying to the principal for level one field trips and extra-curricular activities.

Definition

1. A **field trip** is defined as an activity that supports and enhances the B.C. curriculum, and one in which students participate outside of their own school during the course of the day, beyond the normal school day, or over one or more nights.
2. **Level 1 field trips** are for one (1) day, stay within the Lower Mainland and do not involve high risk activities or overnight stays, and require principal pre-approval. Examples include but are not limited to:
 - Community visits to the local fire hall, police station, etc.
 - Trips to local destinations such as other schools, Vancouver/Fraser Valley points of interest, etc.
 - On-going activities such as sporting events, skating and supervised swimming instruction. (Note: lifeguard supervision is required for a recognized instructional program.)
3. **Approval** – Authority for the approval of Level 1 field trips is delegated to school principals. Approval must be obtained before a proposed field trip is presented to students and parents.

In circumstances where the field trip does not clearly fall within Level 1 or 2, the principal will consult with the director of instruction to determine approval authority.

4. **Informed Consent** – Once pre-approval for the Level 1 field trip is obtained, parents and guardians must be provided with comprehensive information regarding the date, location, arrangements, level of supervision and potential inherent risks in order to allow parents and guardians to provide informed consent for the field trip.
5. **Inherent Risk** – Included in the permission form for all field trips must be a comprehensive list of dangers and risks associated with the specific activity or trip. In order to provide parents with sufficient information to make an informed decision about each field trip, this list it must be written with the details of each trip in mind.
6. **Safety Plan** – Prepared by the teacher sponsor and approved by the Principal and Director of Instruction. Outlines adult supervision for the field trip, general code of conduct and rules students will be required to adhere to, emergency procedures and communications protocols. The safety plan is shared with parents and reviewed with participating students and supervisors.

Guidelines for Level 1 Field Trips

1. Responsibility:

- a. The principal is assigned primary responsibility and authority to oversee field trips.
- b. Planning and supervision for the field trip is the shared responsibility of the principal, the teaching staff, approved community coaches, community sponsors, parents and students.

2. Principals will ensure that:

- a. The field trip is directly connected to the learning outcomes of courses offered at the sponsoring school, enhances the B.C. Curriculum and is appropriate for the students' age and maturity.
- b. Director approval is obtained when required within specified time requirements.
- c. All documentation is received at the school office. This documentation must include a list of participants and volunteers, student medical and emergency contact information, itinerary, and transportation arrangements.
- d. The compiled list is on file and ready for timely use in the event of an emergency.
- e. Information is provided to parents through district forms explaining the purpose, supervision, itinerary and potential risks involved in the trip.
- f. Informed parent consent is filed at the school office before the trip.
- g. Adequate qualified supervision is provided for the trip considering the age of the students and the nature of the activity.
- h. Volunteer supervisors have been informed of their responsibilities and requirements.
- i. All fundraising activities comply with district guidelines and have approval.
- j. Participation in field trips is not mandatory and will not affect course grades.

3. Teachers will ensure that:

- a. The field trip is directly connected to learning outcomes of courses offered at the sponsoring school, enhances the B.C. curriculum, and is appropriate for the students' age and maturity.
- b. Purpose(s) for the trip are established early in the planning process. Thorough class preparation and follow-up is conducted.
- c. Principal and, where applicable, the designated senior staff person approval has been secured before commitments are made.
- d. All forms have been completed well in advance.
- e. All invoices are paid through the school and not applied to personal credit cards.
- f. Where appropriate, special training is conducted, equipment and supply preparations are completed, and all safety rules and rules of conduct are reviewed with students and volunteers.
- g. Information is provided to parents/guardians explaining the purpose, supervision, itinerary and potential risks involved in the trip using the district's form.
- h. Informed consent is received from parents/guardians. Meetings are held when required to provide information.
- i. Appropriate supervision is provided at all times. Responsibilities have been communicated to all volunteers.
- j. An appropriate educational program and supervision is provided for students not attending the field trip or for students in the class(es) of a participating teacher.

- k. All documentation is filed at the school office, including list of participants and volunteers, medical and emergency contact information, itinerary, transportation arrangements, etc. before departure. Emergency medical information and contact numbers will be taken on the trip by the person in charge.
- l. All fundraising activities comply with district policies, procedures and guidelines and are approved.

4. Students will ensure that:

- a. All forms and arrangements have been completed according to timelines provided.
- b. They have demonstrated a pattern of responsible behaviour.
- c. Rules of conduct and safety for the trip are understood and followed and behaviour is consistent with the school's Code of Conduct.
- d. Personal preparations for the trip have been made.
- e. They understand the supervision process for the trip and the consequences for non-compliance.
- f. They understand and can articulate the elements of a safety plan.

5. Parents/Guardians will ensure that:

- a. They are fully informed on all aspects of the trip, have attended the parent information meeting (if scheduled), have read and understood the itinerary and any inherent risks involved.
- b. The school is informed of any changes to the medical profile of their child and have contacted the teacher if any medical condition exists that may require intervention.
- c. Personal preparation for the trip is complete.
- d. They understand the rules of conduct and safety specified for the trip, including the School Code of Conduct, and have discussed these with their child.
- e. They have provided health and hospital insurance coverage for the duration of the trip as required by the school principal.
- f. They understand the Safety Plan and have reviewed expectations set out in the Safety Plan with their child.

6. Participation:

- a. Any student may take part in field trips sanctioned by the principal, subject to the criteria and guidelines of the activity. The principal shall have the final word on the eligibility of a student's participation.
- b. When, in the opinion of the supervisors, the behaviour of a student on a field trip compromises safety of self or others and does not adhere to previously established expectations, that student will be returned home at the expense of the parents/guardians. Parents/guardians will be notified of this measure before the student is sent home.
- c. Non-participation in a field trip will not affect a student's standing or letter grade for the course.

7. Volunteers:

- a. The principal will approve the participation of each volunteer with the understanding that teachers may delegate supervisory responsibilities to these volunteers.

- b. Principals must select and screen volunteers in accordance with the district volunteer policy and procedure, and volunteers may be required to submit a criminal record check.
- c. Supervisors must have the appropriate skills and knowledge to participate in the field trip.

8. Transportation:

- a. Drivers for all modes of transportation, commercial or volunteer, must ensure they have liability insurance. This must be documented as part of the planning process for all drivers.
- b. Volunteer drivers must provide an official Driver's Abstract to the principal along with a completed Volunteer Driver Application for consideration/approval.
- c. Separate passenger lists for each vehicle used for the trip must be prepared and a copy left at the school.
- d. Transportation arrangements involving flights, ferries and trains should include details such as schedules, flight number, etc.

9. Timing and Financing:

- a. When coordinating field trips, the principal and teachers will consider factors such as the timing, frequency of trips per student/staff member, the amount of time missed from classes, and the age of students related to the length of trip. They must also be sensitive to the financial cost to students and families, and have contingency arrangements. Normally trips exceeding more than three (3) days of missed school will not be approved.
- b. A summary of financial arrangements shall be completed by the sponsor teacher and submitted to the principal within two weeks of the completion of the field trip. The responsibility for expenses of field trips is with the school.
- c. All fundraising activities to support field trips will be done in accordance with relevant Board policies, procedures and guidelines, and applicable legislation.
- d. All costs, including TTOC costs if needed, may be covered through fundraising activities or charged to a school budget.
- e. All invoices and trip related expenses must be paid by the school with a school credit card or cheque.

10. Trip Files:

- a. School Office - The following documents will be kept in a visible and designated location known by all staff:
 - Trip itinerary including anticipated return time.
 - Sample of informed consent form.
 - Passenger list of students and adults on the trip.
 - Transportation arrangements (e.g. bus company or passenger lists for volunteer drivers).
 - Safety Plan.
- b. On the trip the sponsor teacher will carry:
 - Health information sheets for students.
 - Emergency contact information for students.
 - School contact information for emergencies.
 - Passenger list of students and adults on the trip.

- Trip itinerary and contact lists.
- Safety Plan.

11. Emergencies:

- a. In the event of an emergency, the sponsor teacher or designate will notify the school principal as soon as is practical. The principal or designate will then contact parents/guardians to provide them with information regarding the status of the situation.
- b. The magnitude of the event may also necessitate that the principal contact the superintendent or other members of senior team who will notify trustees and others as appropriate.

12. Financial Matters

- a. Before any parent/guardian or student financial contributions are accepted, parents/guardians must be notified in writing that should the travel have to be cancelled for any reason, the district is not responsible for any costs incurred.
- b. Financial arrangements for staff and volunteer costs must be transparent, including the use of any free tickets and the accruing of travel benefits earned from the group's travel.
- c. Funds raised by all participants will first be used to benefit the students and secondly for the benefit of the other participants.
- d. Teacher-On-Call expenses must be clearly described in all financial records for the field trip.
- e. The school district hardship policy applies to all required curricular travel and the principal is responsible for granting hardship fee waivers.

RECEIVED FOR INFORMATION:



SD 42 PROCEDURE: 8901.2

LEVEL 2 FIELD TRIPS (INCLUDING EXTRA CURRICULAR ACTIVITIES)

Purpose

To provide guidelines for principals, teachers, parents, and students when applying to the director for level two field trips and extra-curricular activities

Definition

1. A **field trip** is defined as an activity that supports and enhances the B.C. curriculum, and one in which students participate outside of their own school during the course of the day, beyond the normal school day, or over one or more nights.
2. **Level 2 field trips** include one or more of the following characteristics: are for more than one (1) day (overnight), involve high risk activities, involve travel outside of the Lower Mainland, and require director pre-approval. Examples include but are not limited to:
 - Out-of-province travel and/or international travel (social justice trips).
 - Wilderness trips, camping, cycling, canoeing, windsurfing, skiing and snowboarding, outdoor rock climbing, horse-back riding, scuba diving, sailing.
3. **Approval** – Authority for the approval of Level 2 field trips is delegated to directors of instruction. Approval must be obtained before a proposed field trip is presented to students and parents.

In circumstances where the field trip does not clearly fall within Level 1 or 2, the principal will consult with the director of instruction to determine approval authority.
4. **Informed Consent** – Once pre-approval for the Level 2 field trip is obtained, parents/guardians must be provided with comprehensive information regarding the date, location, arrangements, level of supervision and potential inherent risks in order to allow parents/guardians to provide informed consent for the field trip.
5. **Inherent Risk** – Included in the permission form for all field trips must be a comprehensive list of dangers and risks associated with the specific activity or trip. In order to provide parents with sufficient information to make an informed decision about each field trip, this list it must be written with the details of each trip in mind.
6. **Safety Plan** – Prepared by the teacher sponsor and approved by the Principal and Director of Instruction. Outlines adult supervision for the field trip, general code of conduct and rules students will be required to adhere to, emergency procedures and communications protocols. The safety plan is shared with parents and reviewed with participating students and supervisors.

Guidelines for Level 2 Field Trips

1. Responsibility:

- a. The principal is assigned primary responsibility and authority to oversee field trips.
- b. Planning and supervision for the field trip is the shared responsibility of the principal, the teaching staff, approved community coaches, community sponsors, parents and students.

2. Principals will ensure that:

- a. The field trip is directly connected to the learning outcomes of courses offered at the sponsoring school, enhances the B.C. Curriculum and is appropriate for the students' age and maturity.
- b. Director approval is obtained within specified time requirements.
- c. All documentation is received at the school office. This documentation must include a list of participants and volunteers, student medical and emergency contact information, itinerary, and transportation arrangements.
- d. The compiled list is on file and ready for timely use in the event of an emergency.
- e. Information is provided to parents through district forms explaining the purpose, supervision, itinerary and potential risks involved in the trip.
- f. A meeting is held with parents before they give consent for their child to attend the field trip or sufficient information is provided in writing to parents to ensure informed consent. All expectations around student behaviour are provided to parents in writing.
- g. Informed parent/guardian consent is filed at the school office before the trip.
- h. Adequate qualified supervision is provided for the trip considering the age of the students and the nature of the activity.
- i. A cellular phone is provided for all Level 2 field trips if a telephone is not immediately accessible at the destination point. If cellular phone service is not available, arrangements are made for alternate forms of communication.
- j. Volunteer supervisors have been informed of their responsibilities and requirements.
- k. All fundraising activities comply with district guidelines and have approval.
- l. Participation in field trips is not mandatory and will not affect course grades.

3. Teachers will ensure that:

- a. The field trip is directly connected to learning outcomes of courses offered at the sponsoring school, enhances the B.C. curriculum, and is appropriate for the students' age and maturity.
- b. Purpose(s) for the trip are established early in the planning process. Thorough class preparation and follow-up is conducted.
- c. Principal and, where applicable, the designated senior staff person approval has been secured before commitments are made.
- d. All forms have been completed well in advance.
- e. All invoices are paid through the school and not applied to personal credit cards.
- f. Where appropriate, special training is conducted, equipment and supply preparations are completed and all safety rules and rules of conduct are reviewed with students and volunteers.
- g. Information is provided to parents/guardians explaining the purpose, supervision, itinerary and potential risks involved in the trip using the district's form.

- h. Informed consent is received from parents/guardians. Meetings are held when required to provide information.
- i. Appropriate supervision is provided at all times. Responsibilities have been communicated to all volunteers.
- j. An appropriate educational program and supervision is provided for students not attending the field trip or for the students in the class(es) of a participating teacher.
- k. All documentation is filed at the school office, including list of participants and volunteers, medical and emergency contact information, itinerary, transportation arrangements, etc. before departure. Emergency medical information and contact numbers will be taken on the trip by the person in charge.
- l. All fundraising activities comply with district policies, procedures and guidelines and are approved.

4. Students will ensure that:

- a. All forms and arrangements have been completed according to timelines provided.
- b. They have demonstrated a pattern of responsible behaviour.
- c. Rules of conduct and safety for the trip are understood and followed and behaviour is consistent with the school's Code of Conduct.
- d. Personal preparations for the trip have been made.
- e. They understand the supervision process for the trip and the consequences for non-compliance.
- f. They understand and can articulate the elements of a safety plan.

5. Parents/Guardians will ensure that:

- a. They are fully informed on all aspects of the trip, have attended the parent information meeting (if scheduled), have read and understood the itinerary and any inherent risks involved.
- b. The school is informed of any changes to the medical profile of their child and have contacted the teacher if any medical condition exists that may require intervention.
- c. Personal preparation for the trip is complete.
- d. They understand the rules of conduct and safety specified for the trip, including the School Code of Conduct, and have discussed these with their child.
- e. They have provided health and hospital insurance coverage for the duration of the trip as required by the school principal.
- f. They understand the Safety Plan and have reviewed expectations set out in the Safety Plan with their child.

6. Participation:

- a. Any student may take part in field trips sanctioned by the principal, subject to the criteria and guidelines of the activity. The principal shall have the final word on the eligibility of a student's participation.
- b. When, in the opinion of the supervisors, the behaviour of a student on a field trip compromises safety of self or others and does not adhere to previously established expectations, that student will be returned home at the expense of parents/guardians. Parents/guardians will be notified of this measure before the student is sent home.
- c. Non-participation in a field trip will not affect a student's standing or letter grade for the course.

7. Volunteers:

- a. The principal will approve the participation of each volunteer with the understanding that teachers may delegate supervisory responsibilities to these volunteers.
- b. Principals must select and screen volunteers in accordance with the district volunteer policy and procedure, and volunteers may be required to submit a criminal record check.
- c. Supervisors must have the appropriate skills and knowledge to participate in the field trip.

8. Transportation:

- a. Drivers for all modes of transportation, commercial or volunteer, must ensure they have liability insurance. This must be documented as part of the planning process for all drivers.
- b. Volunteer drivers must provide an official Driver's Abstract to the principal along with a completed Volunteer Driver Application for consideration/approval.
- c. Separate passenger lists for each vehicle used for the trip must be prepared and a copy left at the school.
- d. Transportation arrangements involving flights, ferries and trains should include details such as schedules, flight number, etc.

9. Timing and Financing:

- a. When coordinating field trips, the principal and teachers will consider factors such as the timing, frequency of trips per student/staff member, the amount of time missed from classes, and the age of students related to the length of trip. They must also be sensitive to the financial cost to students and families, and have contingency arrangements. Normally trips exceeding more than three (3) days of missed school will not be approved.
- b. A summary of financial arrangements shall be completed by the sponsor teacher and submitted to the principal within two weeks of the completion of the field trip. The responsibility for expenses of field trips is with the school.
- c. All fundraising activities to support field trips will be done in accordance with relevant Board policies, procedures and guidelines, and applicable legislation.
- d. All costs, including TTOC costs if needed, may be covered through fundraising activities or charged to a school budget.
- e. All invoices and trip related expenses must be paid by the school with a school credit card or cheque.

10. Supervision of Field Trips:

- a. The selection of supervisors for extended field trips will consider the following:
 - distance from home for a long period of time
 - supervision of students is a 24-hour responsibility "in loco parentis"
 - unusual activities and surroundings
 - language, custom and cultural differences
 - living in areas with a different social infrastructure
 - first aid
 - knowledge of international travel
 - gender

- b. The principal must convene a meeting with all trip supervisors to:
- Indicate who is in charge, clarify that the principal will make the final determination on volunteer supervisors, and define the roles of volunteers.
 - Communicate that supervisors are role models and inform volunteers about supervision and leadership techniques.
 - Indicate that supervision is required 24 hours a day including sleep time and unscheduled time.
 - State that the use of alcohol by students, staff, and volunteers is prohibited regardless of circumstance or local laws or customs. Supervisors must always be capable of unimpaired judgment in case of an unexpected emergency.
 - Discuss the issue of smoking and provide clear expectations.
 - Review code of conduct for both students and supervisors, as well as possible consequences for inappropriate behaviour.
 - Discuss any potential risks and plans to minimize those risks, and define a critical incident plan to address emergencies.

11. Trip Files:

- a. School Office - The following documents will be kept in a visible and designated location known by all staff:
- Trip itinerary including anticipated return time.
 - Sample of informed consent form.
 - Passenger list of students and adults on the trip.
 - Transportation arrangements (e.g. bus company or passenger lists for volunteer drivers).
 - Safety Plan.
- b. On the trip the sponsor teacher will carry:
- Health information sheets for students.
 - Emergency contact information for students.
 - School contact information for emergencies.
 - Passenger list of students and adults on the trip.
 - Trip itinerary and contact lists.
 - Safety Plan.

12. Emergencies:

- a. In the event of an emergency, the sponsor teacher or designate will notify the school principal as soon as is practical. The principal or designate will then contact parents/guardians to provide them with information regarding the status of the situation.
- b. The magnitude of the event may also necessitate that the principal contact the superintendent or other members of senior team who will notify trustees and others as appropriate.

13. Financial Matters

- a. Before any parent or student financial contributions are accepted, parents must be notified in writing that should the travel have to be cancelled for any reason, the district is not responsible for any costs incurred.

- b. Financial arrangements for staff and volunteer costs must be transparent, including the use of any free tickets and the accruing of travel benefits earned from the group's travel.
- c. Funds raised by all participants will first be used to benefit the students and secondly for the benefit of the other participants.
- d. Teacher-On-Call expenses must be clearly described in all financial records for the field trip.
- e. The school district hardship policy applies to all required curricular travel and the principal is responsible for granting hardship fee waivers.

14. Approval Process

Level 2 Field Trips (high risk) require approval by the principal and the director of instruction.

Certain types of field trips may be prohibited by district administration or principals based on risk assessment, inordinate costs, excessive travel, or a limited relationship to curriculum or program outcomes.

Approval in principle must be obtained as follows:

- a. One (1) month prior to departure for local trips.
- b. Three (3) months prior to departure for trips outside of the province but inside Canada or in the U.S.A.
- c. One (1) year prior to departure for trips involving international travel other than the U.S.A.

The **Field Trip Approval Request Form** must be completed by the sponsor teacher and submitted to the principal for approval prior to submission to the director of instruction for approval. Safety procedures and contingency plans must be prepared and included with the request form. For International Field trips, the sponsoring teacher must also complete the Out of Country Field Trip Checklist and submit it to the principal for approval prior to submission to the director of instruction for approval.

The safety procedures and a detailed safety plan provided at the time of application must include:

- purpose(s) for the trip including rationale for major activities and trip components;
- itinerary including accommodation plans, transportation arrangements, and a list of travel experts who are experienced and familiar with the region to be visited;
- clear statement of the level of supervision that will be provided;
- a phone check-in schedule to be followed if determined necessary;
- emergency contact numbers for the group while on the trip;
- first aid contingency plans;
- a detailed safety plan that considers student safety should the region become destabilized.

A parent/guardian information meeting may be held if the principal or director determine one is necessary.

The director of instruction will seek out, where necessary, expert legal and risk management advice concerning safety concerns and will consider this advice before approving Level 2 field trips.

International field trips involve additional risks and, accordingly, additional caution must be exercised. The following criteria will be applied when considering an approval request for an international field trip:

- a. All international travel must be based on substantive and specific curricular outcomes related to a particular course or program.
- b. All travel must be of reasonable duration, lasting normally not more than three (3) days of missed school.
- c. Travel insurance must include a full cancellation refund so that if the school district determines the trip must be cancelled due to global conditions or other safety concerns, families will be reimbursed by the insurance company.
- d. Canada's travel advisory must be consulted:
<http://travel.gc.ca/travelling/advisories>. Normally only trips to countries with an advisory of "exercise normal precautions" will be approved. International travel to destinations with a heightened Government of Canada rating will be considered by a director in consultation with senior team. From the early planning stages and through to execution of the trip, director and senior team will also consult with specialized student travel experts who are familiar with the region. When directed by the principal, all trip participants must be registered with DFAIT (www.voyage.gc.ca) prior to departure, and the local Canadian consulate must be contacted upon arrival to activate registration.
- e. Students will be provided with appropriate travel and activity agendas.
- f. Criteria have been established for appropriate field trip access and eligibility.
- g. Appropriate arrangements including travel contracts, insurance coverage, and cancellation insurance are provided.
- h. An appropriate student supervision plan is established.
- i. An appropriate communication to parents/guardians of responsibilities and expectations of student and adult participants is provided.

14. Trip Cancellation Process

International field trips involve additional risks and, accordingly, additional caution must be exercised. The political climate of the region will be monitored and the school district may cancel trips depending on an identified level of risk.

Prior to departure, the teacher sponsor and the principal must consult Canada's travel advisory at <http://travel.gc.ca/travelling/advisories>. If the travel advisory for the destination country/countries has changed the principal must inform the director of instruction of the change. The director of instruction will consult with senior team and other relevant specialized resources/advisors before making a decision regarding the field trip. If a decision is made to cancel the field trip, this decision will be communicated to the principal who is responsible for communicating this decision to teacher sponsors, parents and students.

RECEIVED FOR INFORMATION:



ITEM 7

To: **Board of Education**

From: Chairperson
Mike Murray

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

Date: February 8, 2017
(Public Board Meeting)

Information

The attached motions were submitted to BCSTA for consideration at the 113th Annual General Meeting which takes place in Richmond from April 20 – 23, 2017.

Attachments



SUBSTANTIVE MOTION TO AGM SUBMISSION FORM

Deadline for submission: Sunday, February 19, 2017

TITLE

Foundation Skills Assessment

SPONSOR

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

Please indicate if the proposed motion relates to an existing Foundational Statement or Policy Statement in [BCSTA's Policies](#).

- ☐ Relates to Foundational Statement No. [#] _____
- ☐ Relates to Policy Statement No. [#] _____
- ☐ 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.

MOTION

THAT the BCSTA propose a revised FSA reporting model to the Ministry of Education in which School Districts are required:

- to conduct the new foundational skills assessment, collate the data and report district wide results to the Ministry
- to make individual student results available to parents on request and
- not to collect or publish the data on a school by school basis;

And further, that the Ministry Advisory Committee on Assessment be reconvened to review the proposal and oversee implementation of the new FSA and reporting model.

RATIONALE

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

see below

OPTIONAL REFERENCES

Provide references to additional background material, e.g., legislation, websites, etc. Please attach copies of any documents referenced.

Please send a word version of the completed motion submission form to motions@bcsta.org

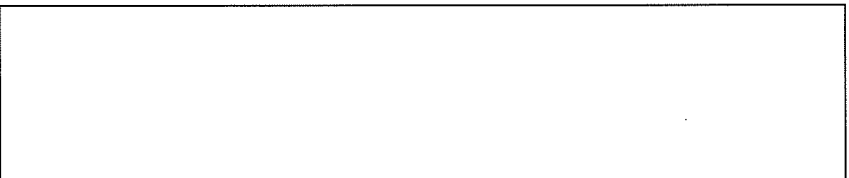
Please visit <http://www.bcsta.org/content/legislative-committee> to see the [BCSTA Motion Checklist](#) and other resources regarding preparing motions for BCSTA's AGM and Provincial Council.

The Foundation Skills Assessment (FSA) was introduced to our schools in 2000 as a tool, along with other data sets, to assess student outcomes in reading writing and numeracy, and is an important tool for strategic planning to improve student learning outcomes.

The FSA results are made public and due to this private organizations have accessed the data and ranked schools inferring those with better results are better schools ignoring the greater intellectual, cultural and socio economic diversity of many public school populations.

Due to the misuse of the FSA data by outside organizations many families choose to withdraw their children from taking these tests. Because many students no longer take the test the data set is no longer reliable for school districts to use to improve learning outcomes.

Although the FSA provides only one set of student learning data that school districts have access to, it is an important tool to measure student learning. A revised approach in which Districts report their District wide result to the Ministry (subject to audit) and requires individual results to be shared with parents on request is warranted to avoid inappropriate school rankings.





British Columbia
School Trustees
Association

SUBSTANTIVE MOTION TO AGM SUBMISSION FORM

Deadline for submission: Sunday, February 19, 2017

TITLE

INCIDENT OF OVERDOSE STRATEGY

SPONSOR

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

Please indicate if the proposed motion relates to an existing Foundational Statement or Policy Statement in [BCSTA's Policies](#).

- ☐ Relates to Foundational Statement No. [#] _____
- ☐ Relates to Policy Statement No. [#] _____
- ☐ 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.

MOTION

THAT BCSTA propose the Ministry of Education mandate all BC high schools to adopt an "Incident of Overdose Strategy" that may or may not contain the use of Naloxone Kits.

RATIONALE

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

On October 21, 2016, a letter was sent to all Superintendents from the Provincial Health Office recommending school administrators who know they have a high risk population or are aware of students using drugs on or near schools grounds may obtain a Naloxone kit ensuring a person is available to administer it. While the Provincial Health Office reassures educators that the 10-18 population comprise a very small subset of fatal overdoses, the BC Coroner reports 12 deaths in youth between 10-18 as of December 2016. There have been no deaths in youth under age 15 and no deaths in a BC school to date. This is approximately 1% of total overdose deaths among a population that spend time in our schools.

We know that the Provincial Health Office issued a public health emergency on April 14, 2016 due to a significant increase in drug-related overdoses and deaths in BC.

Continued.

OPTIONAL REFERENCES

Provide references to additional background material, e.g., legislation, websites, etc. Please attach copies of any documents referenced.

Please send a word version of the completed motion submission form to motions@bcsta.org

Please visit <http://www.bcsta.org/content/legislative-committee> to see the [BCSTA Motion Checklist](#) and other resources regarding preparing motions for BCSTA's AGM and Provincial Council.

We also know that the population experiencing drug-related overdoses and deaths is not confined to high risk groups and has showed up in casual and experimental use. While the recommendation from the Provincial Health Office addresses a plan for schools to follow, it is voluntary and does not mandate the plan ensuring that all BC high schools are prepared.

Currently high schools in BC have health and safety protocols that include diabetes, anaphylaxis, physical restraint and seclusion as well as practice drills in the event of earthquake, fire and lockdown. An overdose response strategy would add to this tool kit as a first aid measure.

At present, 6 school districts have a plan that include Naloxone and 6 school districts are considering a plan. We have 60 school districts in BC. A voluntary recommendation creates a have and have not situation of preparedness which is what we currently have.

This motion addresses the commitment of our school districts to be prepared in first aid delivery for the safety of our students and staff in the event of an emergency overdose incident.

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:

January 18, 2017 Closed

Call to Order	Meeting called to order at 2:39 p.m.
Motion of Exclusion	Approved
Approval of Agenda	Approved as circulated
Approval of Minutes	Approved as circulated
Superintendent Decision Items	Approved as circulated
Secretary Treasurer Decision Item	Approved as circulated
Superintendent Information Items	Received
Secretary Treasurer Information Item	Received
Board Committees	Received
Adjournment	Meeting adjourned at 4:33 p.m.

January 23, 2017 Special Closed

Call to Order	Meeting called to order at 12:29 p.m.
Motion of Exclusion	Approved
Approval of Agenda	Approved as circulated
Decision Item	Approved as circulated
Other Business	Received
Adjournment	Meeting adjourned at 1:24 p.m.