



PUBLIC MEETING OF THE BOARD OF EDUCATION

Wednesday, February 25, 2015
Time: 6:00 p.m.

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

"Courage is what it takes to stand up and speak; courage is also what it takes to sit down and listen." Winston Churchill

A G E N D A

A. OPENING PROCEDURES

ITEM 1

1. Call to Order
2. Correspondence
 - Frank Lento, Chair, School District No. 5 (Southeast Kootenay)
 - Barry Forward, Chair, School District No. 44 (North Vancouver)
 - Denise Harper, Chair, School District No. 73 (Kamloops/Thompson)
 - Kim Abbott, Executive Director, Education Shared Services, Ministry 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 11, 2015 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. Elaine Yamamoto, Coordinator of The Hive Neighbourhood Centre ITEM 3
and Shawn Matthewson, City of Maple Ridge

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) Finance
 - b) Budget
 - i) 2014/15 Amended Annual Budget and Second Quarter Financial Update ITEM 4
 - c) Board Policy Development
 - d) Strategic Facilities Plan

G. INFORMATION ITEMS

1. Chairperson

2. Superintendent of Schools
 - a) My Education BC Project Update ITEM 5
 - b) Late French Immersion Program Update ITEM 6
 - c) Superintendent's Update ITEM 7
3. Secretary Treasurer
 - a) 2015 Provincial Budget Update ITEM 8
4. Board Committees & Advisory Committee Reports
 - a) Finance
 - b) Budget
 - i) 2014/15 Budget Implementation Report ITEM 9
 - c) Board Policy Development
 - i) Proposed Draft Policy 6530: Environmental Sustainability ITEM 10
 - d) Strategic Facilities Plan
 - e) Education
 - f) Aboriginal Education
 - g) Inclusive Education
 - h) French Immersion Advisory
 - i) District Student Advisory
 - j) Round Table with Partners

H. TRUSTEE MOTIONS AND NOTICES OF MOTIONS

1. Nomination for BCSTA Director ITEM 11

I. TRUSTEE REPORTS

1. BC School Trustees Association Provincial Council
2. District Parent Advisory Council
3. Joint Parks and Leisure Services
4. Municipal Advisory & Accessibility
5. Maple Ridge-Pitt Meadows Arts Council
6. Ridge Meadows Education Foundation
7. Social Planning Advisory:
<http://www.mapleridge.ca/AgendaCenter/Social-Planning-Advisory-Committee-10>
8. Tzu Chi Foundation
9. Youth Centre Society
10. Other Board Liaison Representative Reports
 - a) 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 12

L. ADJOURNMENT

To: **Board of Education**

From: Chairperson
Mike Murray

Re: **OPENING PROCEDURES**

Date: February 25, 2015
(Public Board Meeting)

Information/Decision

1. *CALL TO ORDER*

2. *CORRESPONDENCE (Information Item)*

- Frank Lento, Chair, School District No. 5 (Southeast Kootenay)
- Barry Forward, Chair, School District No. 44 (North Vancouver)
- Denise Harper, Chair, School District No. 73 (Kamloops/Thompson)
- Kim Abbott, Executive Director, Education Shared Services, Ministry 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.*



SCHOOL DISTRICT 5

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

February 11th, 2015

Honourable Michael De Jong
Minister of Finance and Gov't House Leader
PO Box 9048 Stn Prov Govt
Victoria BC V8W 9E2

Honourable Minister Fassbender
Minister of Education
PO Box 9045 Stn. Prov. Govt.
Victoria BC V8W 9E2

Dear Ministers De Jong and Fassbender:

RE: Investment in Capital Funding for School Building infrastructure Upgrades and Replacement

School District 5 (SD5), Southeast Kootenay Board of Education has actively pursued replacement of its largest and oldest school, Mount Baker Secondary School (MBSS), as a Neighbourhood Learning Centre, since January 2009.

Since that time our Board has completed a Project Identification Report (PIR) and formal request for replacement, developed meaningful stakeholder partnerships, formed committees and provided additional reporting on numerous aspects of our replacement goal.

Despite all efforts on the part of our School District, our partner groups, *The Key City Theatre*, *The City of Cranbrook*, *The Regional District of East Kootenay* and our community as well as efforts by our MLA, Bill Bennett and MP, David Wilks, we continue to wait for approval.

We have toured previous and current Ministers of Education through our aged facilities almost yearly and continue to make MBSS our number one replacement priority. While each Minister has acknowledged MBSS's need for replacement they have also reminded us that the priority of government is for seismic upgrades and schools exceeding capacity –primarily in the Lower Mainland. Despite this, we see no increase in capital funding.

Rather, in the past year we have seen a decreased commitment on the part of government –as part of the cash management strategy introduced in Budget 2014 –to fund capital projects as outlined in Deputy Minister Rob Wood's letter to Superintendents dated April 2, 2014 where he suggests that major capital projects be cost shared by school districts with government.

Our Board, like many other Boards across the province, is dismayed by what appears to be a serious lack of commitment on the part of government to adequately address the growing demand for updated public education facilities in this province. To that end, our

Board carried the following motion at its February 10th, 2015 public Board meeting:

"That the Board of Education write a letter to the Ministers of Finance and Education with a copy to the usual stakeholders requesting the Ministers of Finance and Education review the state of the schools and buildings in all districts, and that funding be made available to upgrade or replace in a timely manner those buildings in need of upgrade or replacement."

We remind government once again that education is an investment to be made and not a cost to be managed and that such investment includes the maintenance, upgrading and replacement of facilities. This investment would not only ensure the health and safety of students and staff, it would result in a reduction of spending on utilities, maintenance and carbon offset charges incurred by school districts—and taxpayers—for outdated and inefficient facilities.

Sincerely,



Frank Lento, Board Chair,
SD5

Cc: Select Standing Committee on Finance & Government Services
Christy Clark, Premier
Rob Fleming, Education Critic, BC New Democratic Party
Bill Bennett, MLA Kootenay East
David Wilks, Member of Parliament
Chris Johns, Chair, Key City Theatre Board
Lee Pratt, Mayor, City of Cranbrook
Rob Gay, Chair, Regional District of East Kootenay
BCSTA for distribution to member Boards of Education
BC Teachers' Federation
Shelley Balfour & Christina Smith, CFTA Co-presidents
Nicole Makohoniuk, President, BCCPAC
Deb Therrien, President, DPAC
Media

Frank Lento (Chair) • Trina Ayling • Bev Bellina • Jacqueline Blumhagen • Gail Brown
• Chris Johns • Curtis Helgesen • Doug McPhee • Patricia Whalen



SCHOOL DISTRICT 5

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

February 11th, 2015

Honourable Michael De Jong
Minister of Finance and Government House Leader
PO Box 9048 Stn Prov Govt
Victoria BC V8W 9E2

Dear Minister De Jong:

Re: Progress Update on Recommendations 24 – 40 from the *Report on the Budget 2014 Consultations from the Select Standing Committee on Finance and Government Services*

On October 27th, 2014 our Board sent you a letter as per our October 2014 motion:

“That the Board of Education send a letter to the Minister of Finance with a copy to the usual stakeholders requesting a progress update on Recommendations 24 – 40 from the Report on the Budget 2014 Consultations from the Select Standing Committee on Finance and Government Services.”

To date we have not received a response from your Ministry. Our Board is once again requesting a progress update on Recommendations 24 – 40 from the *Report on the Budget 2014 Consultations from the Select Standing Committee on Finance and Government Services* as per our January 2014 motion:

“That the Board of Education write a follow-up letter to the Minister of Finance with a copy to the usual stakeholders requesting a progress update on Recommendations 24 – 40 from the Report on the Budget 2014 Consultations from the Select Standing Committee on Finance and Government Services (SSCFGS) and urging government to take action as regards recommendations 22 – 36 from the Report on the Budget 2015 Consultations from the SSCFGS.”

As you are aware, the *Select Standing Committee on Finance and Government Services* continues to recognize the need for government to adequately address the educational funding needs as presented in their *Report on the Budget 2015 Consultations*, which cites K-12 and post-secondary education as *the most important* program and spending areas by participants in the budget consultation process.

These recommendations –and their implementation—are vital to the restoration

and preservation of a high-quality education system in BC.

Our District, along with many other Districts in BC, continues to experience the eroding effects of insufficient funding that does not address inflationary cost increases, ageing and inefficient school building upkeep and replacement, new initiatives such as trades and technology and increasing demands in the areas of special needs and literacy.

Government continues to request feedback from stakeholders across this province and that feedback has consistently been for sufficient education funding to address a variety of areas that many believe are underfunded.

Our Board would like to know what specific actions the government –and your Ministry in particular—has taken since the 2014 Select Standing Committee report to address these sixteen important recommendations to restore education funding to a level that supports the basic needs of public education in BC.

Once again we thank you in advance for your prompt response to this important issue.

Sincerely,

Frank Lento,
Board Chair, SD5

Cc: Select Standing Committee on Finance & Government Services
Christy Clark, Premier
Rob Fleming, Education Critic, BC New Democratic Party
Bill Bennett, MLA Kootenay East
BCSTA for distribution to member Boards of Education
BC Teachers' Federation
Shelley Balfour & Christina Smith, CFTA Co-presidents
Nicole Makohoniuk, President, BCCPAC
Deb Therrien, President, DPAC
Media

February 2, 2015

The Honourable Mike de Jong
Minister of Finance and Government House Leader
P.O. Box 9048, STN Prov Govt
Victoria BC V8W 9E2

Dear Minister De Jong:

Subject: Findings and Recommendations of the Select Standing Committee on Finance and Government Services

At the January 20, 2015 Public Board Meeting, the Board of Education passed the following motion related to the findings and recommendations within the above noted report that relate to K-12 Public Education funding.

*"That the Board of Education write a letter to the Ministry of Finance acknowledging the *Select Standing Committee on Finance and Government Services' First Report on the Budget 2015 Consultations*" conclusions and recommendations and request the Ministry of Finance accept and implement the Report Recommendations 24, 25, 27, 28, and 40 regarding public education."*

As evidenced in the recommendations of the Select Standing Committee on Finance and Government Services, the K-12 system is continuing to experience cost pressures as a result of inflation and aging school facilities. Given the increasing number of students identified with special needs, the Board supports a review to ensure sufficient funding is in place. The Board also agrees that budgeting should be introduced for public libraries and additional funding for community literacy work; and continued support for adult basic education programs.

The recommendations of the Select Standing Committee echo the observations provided within the North Vancouver School District's Superintendent's Report on Student Achievement for 2014-2015, noting the following budgetary concerns and impact of insufficient funding upon our public education system:

"The provincial grant available to the Board of Education has been insufficient to sustain service levels to students. This has constrained the School District's capacity to provide services that contribute towards improved student achievement and personal success."

"While we have developed an increased capacity to monitor progress and intervene more quickly when a student is at risk of not fulfilling graduation requirements, we are financially challenged to maintain the teaching, support and administrative staff to provide these important services to students."

The North Vancouver School District's Superintendent's Report on Student Achievement for 2014-2015, further identifies the following significant unmet needs and challenges:

- *Complex class composition challenges related to a diversity of students*
- *Actual costs associated with supports for students with special learning needs compared to provincial funding levels*
- *Increased professional and program development supports needed for teachers and support staff working directly with students*
- *Costs associated with expanded mandates and provincially negotiated contracts*
- *Applications of information technology: hardware, software and technical support*

The North Vancouver Board of Education supports the conclusions and recommendations within the *Select Standing Committee on Finance and Government Services' First Report on the Budget 2015 Consultations* and looks forward to the acceptance and implementation of the Report Recommendations regarding public education.

Yours truly,
NORTH VANCOUVER BOARD OF EDUCATION

A handwritten signature in black ink, appearing to read "Barry Forward".

Barry Forward
Chair

BF/mg

Enclosure

cc Select Standing Committee on Finance & Government Services
The Honourable Christy Clark, Premier of British Columbia
Honourable Peter Fassbender, Minister of Education
Hon. Naomi Yamamoto, Minister of State for Small Business, MLA North Vancouver-Lonsdale
Ralph Sultan, MLA West Vancouver-Capilano
Jane Thornthwaite, MLA North Vancouver-Seymour
Board of Education, School District No. 44 (North Vancouver)
John Lewis, Superintendent of Schools
Georgia Allison, Secretary Treasurer
Mayors and Council, City and District of North Vancouver
All Boards of Education (Via BCSTA)
Canadian Union of Public Employees (CUPE Local 389)
North Vancouver Administrators' Association (NoVA)
North Vancouver School District Parent Advisory Council (NVPAC)
North Vancouver School District Student Leadership Council (DSLCL)
North Vancouver Teachers' Association (NVTAL)
MLA Rob Fleming, NDP Opposition Spokesman for Education
MLA Carole James, NDP Opposition Spokesman for Finance

February 13, 2015

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

Dear Minister Fassbender:

Re: 2008 Education Guarantee Policy Changes

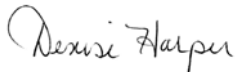
I write on behalf of the Board of Education, Kamloops/Thompson School District, to express our concern related to changes to the 2008 Education Guarantee policy which will withdraw the opportunity for graduated adults to take tuition-free upgrading courses. We believe the loss of the opportunity to upgrade their learning will have a significant and negative impact on two particular groups, inmates at the Kamloops Regional Correction Centre (KRCC) and rural adult learners.

The Board takes a great deal of pride in the educational program it offers to KRCC inmates which helps set them on a different path in life. Enrolling in courses which are pre-requisites for a career in trades or technology, encourages an incarcerated person to continue on that trajectory following release from KRCC. These people normally transition to the welcoming and supportive environment at our highly successful Street School. We fear that even the smallest of obstacles will discourage them from following this path.

With respect to rural adult learners, we are concerned that limiting access to affordable upgrading will place obstacles in the way for those who failed to take the mathematics or science courses necessary to enter trades training. Many sixteen year old students lack the foresight to make appropriate course selections and later find themselves with limited career options. Financial issues and lack of transportation may further limit any attempts to acquire the secondary school credits necessary to improve their employment qualifications. At a time when government is placing greater emphasis on growing our own skilled labourers, it seems counter-intuitive to eliminate educational opportunities to help make this happen.

In conclusion, we are aware of the ongoing need to find budgetary savings wherever we can. However, we believe that limiting educational opportunities for vulnerable adults is not the best place to seek those efficiencies.

Sincerely,



Denise Harper, Chair
Board of Education

DH:csh

cc: The Honourable Christy Clark, Premier
The Honourable Suzanne Anton, Minister of Justice
The Honourable Stephanie Cadieux, Minister of Children and Family Development
All BCSTA Boards of Education
MLA Terry Lake, Kamloops North
MLA Todd Stone, Kamloops South
Karl deBruijn, Superintendent of Schools, SD73



February 6, 2015

Ref: 179798

To: All Superintendents
All School Board Chairs
All Secretary-Treasurers

Re: Service Delivery Project - Interim Solution for Shared Procurement

The purpose of this letter is to provide an update following the Ministry's November 12, 2014 session with Superintendents and Secretary-Treasurers regarding the Service Delivery Project.

As you know, the Service Delivery Project Committee accepted the Phase 1 Procurement Working Group recommendation to establish a legal procurement entity with the ability to negotiate and sign contracts on behalf of the K-12 sector from which individual school districts can procure. The Working Group recommended that the entity coordinate standards for goods and services procured and have a recognized "brand" for both school districts and the vendor community. This shared approach to procurement is expected to reduce the costs of procured goods and services, leverage existing expertise across the sector, limit administrative overhead costs associated with procurement, and offer increased coordination and collaboration across school districts with respect to the procurement of goods and services.

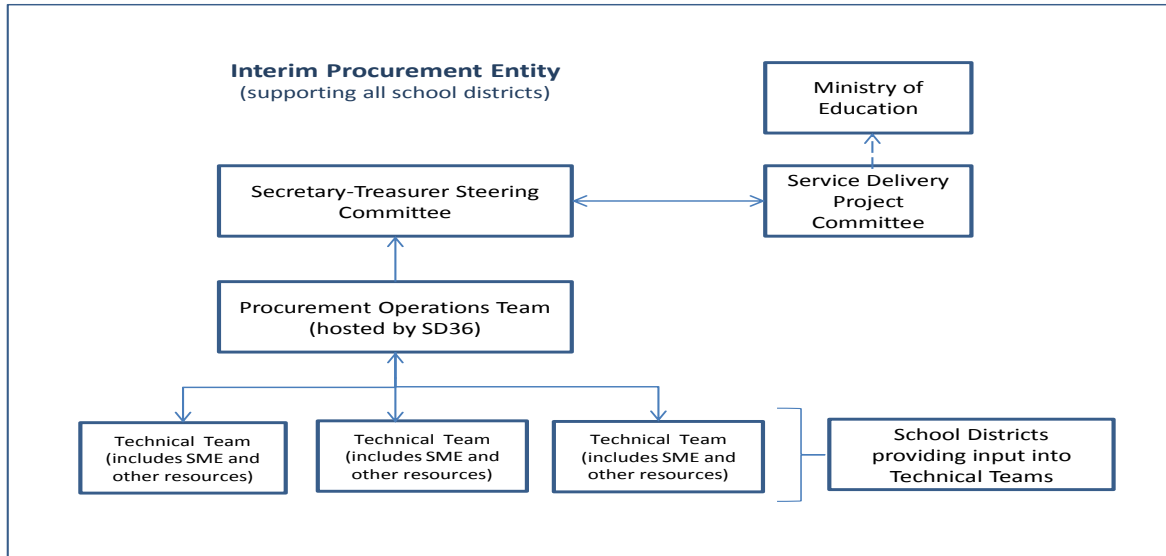
As explained on November 12th, due to the lead time required to establish the legal entity (further analysis and consultation is required on costs, legislative implications, and governance structures), the Service Delivery Project Steering Committee recommended that an interim solution of utilizing an existing school district to "host" an Interim Procurement Entity (IPE) that could support this work on behalf of the sector. This approach allows this work to get started now and provides a platform to establish a provincial approach to the procurement of goods and services that can eventually be transitioned to the permanent entity. In addition, an IPE will have oversight from regional school district representation and provide the opportunity to evaluate how a provincial entity works in the sector and identify the elements that are required in a provincial entity to ensure that it is successful over the long-term. The IPE is intended to focus on ensuring that all school districts have access to the best value in pricing and delivery, as well as procurement expertise.

Surrey School District (SD No. 36) has offered to host the IPE, and the Service Delivery Project Steering Committee has indicated its support for this, recognizing that SD No. 36 has the legal structure to procure goods and services, is known to vendors, and has significant experience in establishing and managing contracts for the K-12 sector. It is important to note that SD No. 36 has agreed to host the IPE and provide shared procurement services to all school districts – this does not mean that SD No. 36 is directing the work of the IPE rather; it is proposed that the IPE would have a separate, regionally-representative oversight structure (described below). The cost for this interim solution is expected to be kept to a minimum, and the Ministry intends to provide funding for the interim period (meaning that there would be no cost to districts for participating at this time). The goal of the IPE is to achieve savings, reduce administrative overhead, and provide benefits to all school districts.

The IPE will:

- Gather and disseminate information to all school districts on existing deals that are available to them, both within the K-12 sector and across the broader public sector, providing a single point for school district staff to access information;
- Implement tools and processes, such as a website, to inform school districts about all available opportunities;
- Provide opportunities for school district input towards setting standards for the goods and services procured;
- Ensure the availability of standing offers from which individual school districts will order;
- Help school districts achieve the best pricing based on provincial volumes;
- Issue Request For Proposals and/or other competitive purchasing processes that provide for geographic differences, and, where possible, have delivery costs separate from the cost of goods;
- Ensure appropriate procurement practices are in place for all procurement processes;
- Establish a process whereby each school district will directly order and process payment for their goods and services under the standing offers, ensuring that the tax status of school districts is retained; and
- Coordinate with other existing purchasing groups such as EDCO, ERAC, and Shared Services BC, and work with the Ministry to disseminate information to school districts as required.

The Ministry has proposed to the BC Association of School Business Officials (BCASBO) that guidance and decision-making support for the IPE be performed by a Secretary-Treasurer Steering with representative from each of the five BCASBO zones in the province, supported by procurement specialists and subject matter experts (as required). The diagram below outlines the structure that has been proposed:



The proposed Secretary-Treasurer Steering Committee is intended to provide guidance and oversight for the IPE, with the following specific functions:

- Provide strategic, high-level guidance to the IPE on the goods and services to be procured, as and the approach for implementation, considering a variety of factors (e.g. savings potential, school district participation, level of complexity, cross-government procurement initiatives underway, etc.);
- Approve project plans/implementation plans for the IPE as appropriate;
- Ensure that there are opportunities for school districts to have input into the planning process for specific categories of goods/services;
- Identify subject matter experts from each region that can advise the IPE on specific categories of goods and services (e.g. technical work to establish standards, design the competitive process, etc.);
- Approve competitive bid documents;
- Authorize the IPE to award new contracts; and
- Resolve issues and challenges that may emerge.

Within BC, many school districts receive discounts from participating in existing procurement groups (e.g. EDCO, ERAC, Lower Island). However, it is important to note that further savings can be achieved through aggregating provincial volumes of goods and services – with all school districts participating in this work going forward, greater savings are expected for the sector. EDCO, with 26 school districts and post-secondary institutions participating, is working well. However, the EDCO model depends on the goodwill of participating members to procure on

behalf of others, and also depends highly on volumes from the post-secondary sector. In May 2014, the advanced education sector formed a purchasing consortium for the 25 BC post-secondary institutions, with additional opportunities being phased-in as part of that initiative on an ongoing basis. As the advanced education sector procurement initiative continues to grow, it makes sense for the K-12 sector move ahead with its own initiative. Note that this does not preclude working with the advanced education sector in the future.

As the IPE will require some time to become fully-operational, it is expected that EDCO and ERAC deals will continue in the short-term. Once the IPE is fully up and running, it will work together with these purchasing groups to determine the best approach for each category of good and services moving forward – some categories may make sense to transition to the IPE in the short-term, others may transition over a longer period of time depending on the details and expiry date of the agreement, and others may require a different approach.

To be clear, the IPE is not about reducing purchasing capacity in other school districts; rather, it is about achieving the best pricing possible for the sector as a whole, and supporting those school districts that may not have the capacity to do the work on their own. The key goal of the IPE is to leverage the purchasing power of all school districts in order to achieve efficiencies for all. As follow up to the comments from the November session, I have attached a question and answer document providing additional details regarding the IPE for your review. I encourage you to distribute this letter and the questions/answer document to your staff and colleagues as appropriate. The Ministry appreciates SD No. 36's willingness to support the sector with this important work, and looks forward to sharing more detailed information with you going forward. If you have any questions about this particular initiative, please direct them to Tammy Blair, Project Director of the Education Shared Services Branch at Tammy.Blair@gov.bc.ca.

Yours truly,

A handwritten signature in dark ink, appearing to read 'Kim Abbott', with a stylized, cursive script.

Kim Abbott
Executive Director
Education Shared Services Branch

Attachment

pc: Joan Axford, Executive Director, BCASBO
Juleen McElgunn, Executive Director, BCSSA
Mike Roberts, CEO, BCSTA
Patti Dundas, Assistant Secretary-Treasurer, School District No. 36 (Surrey)

Service Delivery Project – Shared Procurement Initiative

Questions & Answers

What is the “Service Delivery Project”?

The Service Delivery Project is a K-12 sector initiative to find savings and efficiencies through shared delivery of services across BC school districts. The Ministry of Education, BC Association of School Business Officials (BCASBO) and BC School Superintendents Association (BCSSA) are working collaboratively, with other partners in the K-12 sector, identifying opportunities in legal services, procurement, attendance support, facilities management, and transportation.

Why are we focusing on the idea of “shared services” at this time?

Shared service initiatives are becoming more common across government in an effort to achieve savings, share best practises, and find efficiencies. Advanced Education, Health, Finance, and Technology and Citizens’ Services ministries have initiated shared services initiatives. In Budget 2014 and Core Review, Government reiterated its commitment to shared services. In addition, other jurisdictions, such as Ontario, Saskatchewan, and the Maritime Provinces have either already made progress in shared services, or are just beginning to look to shared services solutions now.

Why the focus on shared procurement in the K-12 sector?

In the [2012 Service Delivery Transformation Final Report](#), Deloitte & Touche LLP recommended savings and efficiencies can be achieved through strategic sourcing for the K-12 sector. In response to these initial findings, a Procurement Working Group was established in the K-12 sector, which provided advice on the feasibility of the procurement opportunities listed in the report and others as considered by the group.

What were the recommendations from the Procurement Working Group?

The Procurement Working Group recommended that a shared procurement approach would best meet the objectives of reduced costs of procured goods, take advantage of shared procurement expertise and contain administrative overhead costs related to the procurement of goods and services. They further recommended a shared procurement legal entity that incorporates the services of ERAC and provides for province-wide procurement of other goods and services as the preferred option.

Due to the lead time required to establish the legal entity (further analysis and consultation is required on costs, legislative implications, and governance structures), the Service Delivery Project Steering Committee recommended that an interim solution of utilizing an existing school district to “host” an Interim Procurement Entity that could support this work on behalf of the sector.

What is the Interim Procurement Entity?

The Interim Procurement Entity (IPE) will leverage the purchasing volumes of the K-12 sector to establish cost-effective contracts that can be accessed by all school districts. Our intent is to establish a permanent K-12 procurement solution; however, we expect that it will take between 18-24 months to implement. In the interim, the intent is to implement the IPE so we can begin work right away. The goal is for the work of the IPE to be transferred to the permanent entity once it is up and running.

Service Delivery Project – Shared Procurement Initiative

Questions & Answers

Why do we need an IPE when the sector has recommended forming a permanent entity?

It is important that school districts be able to benefit from shared procurement and be able realize savings as soon as possible, recognizing that the Working Group report was issued almost one year ago. As the process for establishing a separate legal entity is lengthy (and potentially costly), the aim is to identify an interim solution that can be established quickly and cost-effectively, while deeper analysis is undertaken regarding the permanent solution. As well, the intent is for the IPE to operate as closely to the final entity as possible so it can be evaluated and any concerns addressed in the implementation of the permanent procurement entity.

How will the IPE be structured?

The intent is for a regionally-representative Secretary Treasurer Steering Committee to oversee the work of the IPE (the Ministry has proposed this structure to BCASBO). The Committee will identify and prioritize opportunities for provincial contracts, providing guidance and decision-making support to the IPE, identify appropriate subject matter expertise to participate in individual procurements, and help to resolve issues/troubleshoot as needed.

Specifically:

- The Ministry of Education Shared Services Branch, will support and monitor the initiative;
- SD36 (Surrey) will host the IPE and day-to-day operations;
- A Secretary-Treasurer Steering Committee with representation from each BC Association School Business Officials (BCASBO) zone will oversee the activities of the IPE to ensure that it is accountable to the sector and delivers results;
- Subject Matter Experts (SMEs) from each BCASBO zone will be responsible for working as a team with the IPE to define the requirements for specific contracts and assist in the evaluation of vendor proposals.

What if there is already existing Subject Matter Expertise in a particular category?

The intent is not to create new advisory processes and structures to the extent possible. For example, if existing technical subject matter expertise exists within a certain category (e.g. learning resources through ERAC's existing structures, transportation goods/services through ASTSBC's existing structures), the intent is for the IPE to work with these existing centres of expertise as needed, rather than creating something new.

Why is SD36 leading the IPE?

In the interim, SD36 has offered to host the IPE. While SD36 has agreed to host the IPE and provide shared procurement services to all school districts, this does not mean that SD36 is directing the work of the IPE. This guidance will be provided by the regionally-representative Committee described above. Also, the Service Delivery Project Steering Committee is supportive of this option, as Surrey has the legal structure to procure, is known to vendors, and has the expertise and capacity to perform this work. SD36 will be working with all school districts to achieve the best value for sector wide procurement.

Service Delivery Project – Shared Procurement Initiative
Questions & Answers

Is the IPE intended to reduce or eliminate procurement staff from our school district?

No. The IPE is intended to coordinate the procurement process for a specific category, ensure that all school districts are aware of the standing contracts available in each category, and establish procurement standards and practices for the sector. Once the procurement process is complete and the contracts awarded, local staff will have to purchase the actual goods and services through the contract and manage the vendor relationship for their school district. All school districts will continue to procure the goods and services not available under standing contracts through the IPE.

How will the IPE decide what provincial contracts to establish?

The proposed Secretary-Treasurers Steering Committee will be responsible for reviewing and approving provincial contracting opportunities for the IPE and for determining which specific groups of goods and services will be procured at which time. Implementation will occur in waves, with the first wave of contracts available for school districts to use beginning in the 2015/16 school year. SMEs identified through the Secretary Treasurer Steering Committee will provide technical expertise and advice to the IPE on each procurement opportunity.

We have tried to use shared contracts in the past and it just ended up costing us more time and money. Why would this initiative deliver different results?

K-12 education in BC has a complex operating structure and scarce financial and labor resources. At the school district level this translates into departments and schools operating with limited budgets and limited staff who are required to manage ever expanding workloads.

Contracts under this initiative will deliver cost savings at the school district budget level while reducing the requirement for local staff to negotiate purchase agreements for each school district. Savings will be achieved through reduced prices for goods and services, as well as increased capacity through the freed-up staff time that can be directed to other school priorities. Contracts will be tracked and benefits reported by the IPE to ensure that value is achieved for school districts.

Service Delivery Project – Shared Procurement Initiative

Questions & Answers

Staff in my school district will never accept goods and services selected by somebody in another region who do not understand our local needs. How can a central authority make purchase decisions without understanding our school district or have expertise in education, IT, facilities management, transportation, etc.?

Goods and services purchased under provincial agreements have to be acceptable to individual school district staff and departments, and must respect the expertise of our educators and department specialists. This is the only way that a provincial-level agreement can work in the long-term. Each school district has a responsibility to communicate to their individual staff and departments to ensure that they fully-understand this initiative and its benefits to the province as a whole, recognizing government's expectation that all school districts are participating in this work going forward.

Defining a good or service that will be purchased under a provincial agreement is complex and should be done by a team of Subject Matter Experts (SMEs) representing all areas of the province. Project teams of SMEs will work in partnership with the IPE procurement staff when developing requirements for specific contracts and when evaluating vendor proposals. Individual SMEs will be identified through the Secretary-Treasurer Steering Committee.

Even though the IPE and its work are provincial in scope, this does not necessarily mean that local needs cannot be considered and accommodated as part of the procurement process.

We are concerned that moving to provincial contracts will have a negative impact on our local suppliers.

This initiative is about the large volume procurement items which can be standardized across school districts in a standing contract. It is imperative that all school districts participate to secure the best pricing and delivery options for the sector as a whole.

There will continue to be other items that are not procured provincially. Also, it is possible that some local suppliers may be the successful vendor on a provincial standing contract. In fact, Shared Services BC has numerous examples of provincially-negotiated agreements that involve local suppliers (e.g. this is the manner in which vehicles are supplied through local dealers under various provincial Corporate Supply Arrangements).

How can a single contract provide a good deal for all school districts?

A single contract for the province may be the most cost-effective solution in some categories, but this is not always the case. The goal is to deliver savings and efficiencies to each school district in the province and all parties, including the Ministry, recognize that there is a need to be flexible to achieve that goal. Options include setting up a single provincial agreement, but regional agreements or other contracting structures may also be viable options for ensuring that the solution is as cost-effective for all as possible. Under guidance from the proposed Secretary-Treasurers Steering Committee, the IPE will review the costs and benefits of each contracting initiative to determine the most appropriate structure for each procurement opportunity.

Service Delivery Project – Shared Procurement Initiative
Questions & Answers

We have an existing regional procurement group that shares contracts. Will this duplicate those efforts?

The IPE will be responsible for establishing relationships with other shared procurement entities (e.g. EDCO, ERAC, Shared Services BC) and, where possible, advertising the contracts they offer to other eligible school districts. One of the goals of this initiative is greater communication and coordination between these entities. As this work progresses, there may be opportunities for further sharing and collaboration between the IPE and regional procurement groups, or for new and/or existing agreements to transition to the new entity.

Is the IPE going to purchase and warehouse goods on behalf of all school districts?

No. The IPE will establish contracts only. It will be up to school districts to place their orders and obtain their deliveries directly from contracted vendors and process their own invoices.

What does my school district do if there is an existing agreement with a purchasing group (e.g. EDCO, ERAC)?

School districts should continue to honor their existing agreement with their current vendor. As contracts expire or opportunities for transition present themselves, goods and services of provincial scope (and where it makes sense) will transition to the new IPE. If transition occurs before contracts expire, school districts will be notified. The IPE will engage with purchasing groups to determine the best course of action for each goods/service and bring forward the recommendation to the Secretary-Treasurer Steering Committee for approval.



ITEM 2

To: **Board of Education**

From: Chairperson
Mike Murray

Re: **APPROVAL OF MINUTES**

Date: February 25, 2015
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Minutes of the February 11, 2015 Public Board Meeting be approved as circulated.

Attachment

IN ATTENDANCE:

BOARD MEMBERS:

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

STAFF:

Superintendent – Sylvia Russell
Secretary Treasurer – Flavia Coughlan
Deputy Superintendent – Laurie Meston
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 Board Chair acknowledged that this meeting is taking place on the traditional territory of Katzie First Nation and Kwantlen First Nation.

2. Correspondence

Moved/Seconded

- Pattie Adam, Chair, School District No. 10 (Arrow Lakes)
- Dr. Eric Yung, Chair, School District No. 38 (Richmond)
- Edith Loring-Kuhanga, Chair, School District No. 61 (Greater Victoria)
- Wendy Hobbs, Chair, School District No. 62 (Sooke)
- Teresa Rezansoff, President, BC School Trustees Association

THAT the Board receive all correspondence for information.

CARRIED

3. Approval of Agenda

Moved/Seconded

THAT the Agenda be ordered as ordered.

CARRIED

4. Invitation for Public Input to matters on the Agenda

B. APPROVAL OF MINUTES

1. January 28, 2015 Public Board Meeting Minutes

Moved/Seconded

THAT the Minutes of the January 28, 2015 Meeting be approved as circulated.

CARRIED

C. PRESENTATIONS

1. Safe School – Erase: Sherri Skerratt

Moved/Seconded

Sherri Skerratt and Sherri McKinnon presented information on Safe Schools and ERASE. Building Safe and Caring School Communities, the intervention process, community partnerships, policies and procedures, critical incidence response and violent threat risk assessments were explained.

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

CARRIED**D. DELEGATIONS**

1. Big Brothers Big Sisters of the Fraser Valley: Jessica Walker and Cassie Silva

Moved/Seconded

Jessica Walker and Cassie Silva presented information on Big Brothers Big Sisters of the Fraser Valley. A description of the program, school district involvement in the program and the need to recruit volunteers and raise program awareness were presented.

THAT the Board receive the presentation by Jessica Walker, Executive Director and Cassie Silva, Big Brothers Big Sisters of the Fraser Valley, for information.

CARRIED**E. DEFERRED ITEMS****F. DECISION ITEMS**

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

- a) Budget Process

Moved/Seconded

The Secretary Treasurer presented the proposed 2015/2016 Preliminary Budget Process Timeline.

The Secretary Treasurer reported that a collective meeting with the Partner Groups had taken place on January 28th, 2015 to discuss the 2014/15 budget implementation and that the Budget Implementation Report would be brought to the February 25, 2015 Public Board Meeting for information.

THAT the Board approve the proposed 2015/2016 Preliminary Budget Process Timeline.

CARRIED

4. Board Committees

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

- d) Strategic Facilities Plan
- e) Round Table with Partner Groups

- i) Round Table with Partner Groups Terms of Reference

Moved/Seconded

At the January 20, 2015 Roundtable with Partner Groups, the draft terms of reference for the committee were reviewed and approved.

Discussion ensued on the wording of the draft terms of reference.

THAT the Board approve the Roundtable with Partner Groups Committee Terms of Reference as amended and authorize the Superintendent to establish a schedule of quarterly meetings for the Committee.

CARRIED

G. INFORMATION ITEMS

1. Chairperson
2. Superintendent of Schools

- a) Graduated Adult Funding Change

Moved/Seconded

The Superintendent reported that effective May 1, 2015, the Ministry of Education will no longer provide, on a tuition free basis, academic upgrading for BC Graduated Adults.

Discussion ensued on the impact of the funding change on the local community.

The Board agreed that a letter should be sent to the Minister of Education.

THAT the Board receive the Graduated Adults Funding Change Report for information and write a letter to the Minister of Education expressing concern regarding the impact of this funding change on graduated adults in this district.

CARRIED

- b) Superintendent's Update

Moved/Seconded

The Superintendent provided a verbal update on the Loran Scholar recipients, grade 8 parent portal registration, forklift training for students attending the Connex Alternate Program, new playgrounds at Glenwood Elementary and Maple Ridge Elementary, the establishment of the Adobe Academy at Thomas Haney Secondary School, activities at Samuel Robertson Technical Secondary School, Laity View Elementary, Fairview Elementary, Edith McDermott Elementary, Maple Ridge Secondary School and details of an upcoming session for the Trades and Academies.

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

CARRIED

3. Secretary Treasurer

- a) Enrolment Projections

Moved/Seconded

The Secretary Treasurer reported that the Ministry of Education request that school districts provide a three year enrolment projection for the purposes of projecting operating grant requirements.

The Secretary Treasurer explained that the three-year headcount was 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.

The Secretary Treasurer reported that for 2015/16 it was estimated that regular school age student full time equivalent (FTE) will decline by 59 FTE (from 13,384.5625 FTE in 2014/15 to 13,325.5625 FTE in 2015/16). No additional decline in FTE was projected for Summer School or Continuing Education. Enrolment in alternate schools was projected to decline by 12.25 FTE in 2015/16. Distributed Learning enrolment was projected to increase by 31 FTE. For students with special needs enrolment, an increase of 1.0 FTE was estimated for Level 1 students, an additional 3 FTE for Level 2 students and a decline of 7 FTE for Level 3 students. ELL was projected to increase by 10 student FTE and Aboriginal education student enrolment was estimated to decrease by 60 student FTE. There is no projected change in other funded enrolment categories.

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

H. TRUSTEE MOTIONS AND NOTICES OF MOTIONS**I. TRUSTEE REPORTS**BC School Trustees Association

Trustee Clarkson reported on two motions for the upcoming Provincial Council Meeting.

Social Planning Advisory

Trustee Carreras reported that the taskforce on homelessness and an upcoming event for first responders were discussed.

Tzu Chi Foundation

Trustee Rempel reported that the bursary funding celebration will be held on May 20th, 2015 at Eric Langton Elementary.

Good News

School visits by Trustees were discussed.

J. QUESTION PERIOD

K. OTHER BUSINESS

L. ADJOURNMENT

Moved/Seconded

THAT the meeting of the Board be adjourned at 7:51 p.m.
CARRIED

Mike Murray, Chairperson

Flavia Coughlan, Secretary Treasurer



ITEM 3

To: **Board of Education**

From: Chairperson
Mike Murray

Re: **ELAINE YAMAMOTO, COORDINATOR OF
THE HIVE NEIGHBOURHOOD CENTRE
AND SHAWN MATTHEWSON, CITY OF
MAPLE RIDGE**

Date: February 25, 2015
(Public Board Meeting)

Information

RECOMMENDATION:

THAT the Board receive the presentation by Elaine Yamamoto, Coordinator of The Hive Neighbourhood Centre and Shawn Matthewson, City of Maple Ridge.



ITEM 4

To: Board of Education

From: Budget Committee
Of the Whole

Re: 2014/15 AMENDED ANNUAL BUDGET &
SECOND QUARTER FINANCIAL UPDATE

Date: February 25, 2015
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

At the recommendation of the Budget Committee of the Whole the attached Amended Annual Budget Bylaw for 2014/2015 (Attachment A) is presented to the Board for approval.

In May 2014, the Board approved the 2014/15 Preliminary Annual Budget. The Preliminary Budget was based on preliminary estimates of enrolment, funding and other revenue and expenditure factors.

The 2014/15 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 2014/15 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 2014, and other revenue and expenditure known changes.

Major Operating Budget Changes

The following table summarizes the changes between the proposed 2014/15 Amended Annual Operating Budget and the 2014/15 Preliminary Annual Operating Budget (see Schedule 2).

2014/15 Operating Budget (\$ millions)			
	Preliminary Budget	Amended Budget	Change
Revenue	124.71	126.38	1.67
Expense	(124.42)	(125.19)	(0.77)
Capital Assets Purchased	(0.74)	(1.21)	(0.47)
Capital Lease Payments	(0.37)	(0.37)	0.00
Budgeted Use of Prior Year Surplus	0.82	2.68	1.86
Contingency Reserve Transfer	0.00	(2.29)	(2.29)
	\$ -	\$ -	\$ -

Revenue Changes (\$1.67 million increase)

Provincial grants from the Ministry of Education are estimated to increase by \$0.56 million. This estimated increase is principally owed to the following factors:

- The Ministry of Education will recover strike related savings estimated at \$3.82 million. This will result in lower than estimated provincial funding.
- The Ministry of Education announced additional funding related to the labour settlement with teachers that resulted in a funding increase of \$2.62 million.
- Adult education guarantee higher than anticipated funding based on the 50% funding received after the students substantially complete the course of \$0.11 million.
- Based on the interim operating grants announcement from the Ministry of Education, it is estimated that SD42 will receive a funding allocation that is \$1.74 million greater than the funding estimates included in the 2014/15 Preliminary Budget. The major differences are as follows:
 - SD42's operating grant estimate did not include an estimated release of provincial holdback. Following the October enrolment count the Ministry of Education revised their annual enrolment estimate for the Province which resulted in a preliminary holdback allocation to all school districts. Based on \$71 per student SD42's interim holdback allocation is \$1.05 million.
 - Summer learning funding of \$0.22 million has been recovered by the Ministry of Education as summer school 2014 was cancelled due to the teachers' job action.
 - Enrolment driven funding is \$0.81 million higher than estimated due to higher than anticipated enrolment as at October 17, 2014 as outlined in the following table.

	2014/15 Estimated Operating Grant		2014/15 Interim Operating Grant		Variance	
	Enrolment	Funding	Enrolment	Funding	Enrolment	Funding
School Age FTE Students						
Standard Schools	13,270.25	91,564,725	13,384.56	92,353,481	114.31	788,756
Continuing Education	21.75	150,075	15.13	104,363	(6.63)	(45,712)
Alternate Schools	261.13	1,801,763	242.25	1,671,525	(18.88)	(130,238)
Distributed Learning	22.38	130,916	14.13	82,645	(8.25)	(48,271)
Course Challenges	57.00	12,312	58.00	12,528	1.00	216
ELL	330.00	442,200	353.00	473,020	23.00	30,820
Aboriginal	1,205.00	1,397,800	1,167.00	1,353,720	(38.00)	(44,080)
Special Education		-		-		
Level 1	10.00	366,000	12.00	439,200	2.00	73,200
Level 2	507.00	9,278,100	522.00	9,552,600	15.00	274,500
Level 3	196.00	1,803,200	192.00	1,766,400	(4.00)	(36,800)
Adult Education	47.88	212,086	36.00	159,480	(11.88)	(52,606)
TOTAL FUNDING						809,785

- The salary differential funding for the SD42 has increased by \$0.10 million due to an increase in the variance between the average provincial educator salary and the average SD42 educator salary (from \$1,202 to \$1,317 per educator).

Federal Grants are estimated to increase due to the signing of a new services contract with Corrections Canada (\$0.14 million). The educational services under this contract will be provided by Ridge Meadows College and corresponding expenses have been added to the budget.

Tuition revenue is estimated to increase due to higher than projected enrolment in the International Education programs (\$0.67 million for regular and \$0.24 million in the short term program) slightly offset by an estimated job action related loss of revenue for Ridge Meadows College of \$0.07 million. An increase to expense budgets is also estimated to support this increased enrolment.

Investment income is estimated to increase by \$0.06 million due to the increase of funds available to invest with the Central Deposit Program.

Expenditure Changes (\$1.24 million increase)

Salary and Benefits Changes (\$1.05 million decrease)

The below table summarizes the changes in Salaries and Benefits:

Salary and Benefits Changes	
	(\$ millions)
Job action related savings	(4.03)
Negotiated salary and benefits increases for teachers	2.56
Lower than budgeted average teacher salary	(0.41)
Enrolment driven changes	
Additional teachers 3.75 FTE	0.36
Additional education assistants 1.823 FTE	0.08
BC Hydro partially funded Energy Manager	0.10
Other salary and benefit changes including temporary conversions and rollovers	0.29
Total Salary and Benefits Changes	\$ (1.05)

Salary and benefits estimates are lower than originally budgeted due to savings realized during the teacher's job action which have been clawed back by the Ministry of Education and lower than budgeted average teacher salary (\$0.41 million) due to higher than anticipated teacher retirements. These savings are offset by negotiated salary and benefits increases for teachers that have been fully funded by the Ministry of Education; additional teaching and education assistants positions created due to higher than projected enrolment; Board approved creation of an Energy Manager position that will be funded by BC Hydro (up to 75 K/year) and achieved energy savings; and other one-time salary and benefit changes funded from 2013/14 rollovers.

Services, Supplies and Other Expenditure Changes (\$2.29 million increase)

The higher estimates for services and supply budgets are principally owed to Board approved one time funding from restricted operating surplus for 2013/14 for specific expenditures in 2014/15 (\$1.86 million). In most cases these expenditures were planned to be incurred in 2013/14, however for various reasons, the timing of the expenditures was extended into 2014/15. The teacher job action that begun in 2014 further restricted completing projects planned for the 2013/14 fiscal year. Majority of these rollover budgets were allocated to services and supplies. A summary of specific expenditures is provided in the table below.

Funds for Specific Expenditures in 2014/15	
	(\$ millions)
Targeted Funding - Aboriginal Education	\$ 0.17
School Budget Balances	0.33
Professional Development Funds	0.20
Financial Provisions	0.10
Funds Required to Complete Projects in Progress	0.69
Energy Management Program	0.27
Purchase Order Commitments	0.10
	<u>\$ 1.86</u>

Other budget changes for services and supplies budgets include:

- additional budget allocation to support increased International Education enrolment and revenue (\$0.36 million)
- reclassification of BCeSIS fees from dues and fees to services (\$0.15 million);
- supply budgets were reallocated to capital assets purchased from operating to reflect the accounting treatment for purchases made from these budgets (\$0.78 million)

Budgets for purchases of capital assets were increased by \$0.48 million due to 2013/14 rollovers and additional reallocations from other expense categories as spending plans are finalized for schools and departments.

Estimated Appropriated Operating Surplus

School District No 42 has historically ended the fiscal year with an appropriated surplus. For June 30, 2015, based on historical expenditure patterns and current Board policy for school rollovers and Ministry of Education policies for targeted funding is estimated that the appropriated surplus will be approximately \$1 million.

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. In addition, the Learning Improvement Fund budget was adjusted to reflect the higher provincial grant to be received based on the provincial collective agreement with teachers (\$0.52 million). The Amended Annual Budget is forecasting a Deferred Revenue balance (rollover) of \$1.78 million at the end of 2014/15.

The following table summarizes the changes between the proposed 2014/15 Amended Annual Special Purpose Funds Budget and the 2014/15 Preliminary Annual Special Purpose Funds Budget. Additional information regarding Special Purpose Funds can be found in **Schedule 3 and 3A** in the attached Ministry budget document.

2014/15 Special Purpose Funds Budget			
(\$ millions)			
	Preliminary Budget	Amended Budget	Change
Revenue	8.10	9.02	0.92
Expenses	(7.73)	(8.41)	(0.68)
Capital Assets Purchased	(0.37)	(0.61)	(0.24)
	\$ -	\$ -	\$ -

Contingency Reserve

The Board's Contingency Reserve is comprised of previous years' unappropriated operating surpluses, which are transferred to the Local Capital Reserve (LCR). With Board approval, funds in the LCR can be used to assist in funding the Operating Budget. The LCR can also be used to fund major initiatives that are not funded by the Province.

As of December 31, 2014, the available operating surplus has been forecasted at approximately \$2.29 million (this amount does not include the contingency reserve of \$4.70 million). This estimated surplus is the result of higher than anticipated provincial funding which includes the release of provincial holdback of \$1.05 million which was not previously budgeted, higher than anticipated international education enrolment for a net contribution of \$0.44 million, lower than estimated average teacher salary of \$0.41 million, and other revenue and expenditure estimated changes.

2014/15 Contingency Reserve	
	(\$ millions)
Balance as of June 30, 2014	4.70
New Student Information System Implementation	(0.44)
Energy Management Projects	(0.20)
Transfer from Operating of Budgeted Available Surplus	2.29
Available in Contingency Reserve	\$ 6.35

The Maple Ridge – Pitt Meadows school district is projecting a net operating surplus for the 2014/15 amended operating budget of \$2.29 million. However, a preliminary operating budget funding shortfall of \$2.50 million is projected for 2015/16. Accordingly, it is proposed to transfer to contingency reserve all available 2014/15 operating surplus to potentially be used to help offset the projected 2015/16 funding shortfall.

RECOMMENDATIONS:

THAT the Board approve the transfer of any unrestricted surplus for 2014/2015 (currently estimated to be \$2.29 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 2014/2015 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) 2014/2015 Amended Annual Budget Bylaw be:

Read a first time on the 25th day of February, 2015;

Read a second time on the 25th day of February, 2015;

Read a third time, passed and adopted on the 25th day of February, 2015.

Attachment

Attachment A

Amended Annual Budget

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

June 30, 2015

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

June 30, 2015

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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 2014/2015 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 2014/2015.
3. The attached Statement 2 showing the estimated revenue and expense for the 2014/2015 fiscal year and the total budget bylaw amount of \$143,617,525 for the 2014/2015 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 2014/2015.

READ A FIRST TIME THE 25th DAY OF FEBRUARY, 2015;

READ A SECOND TIME THE 25th DAY OF FEBRUARY, 2015;

READ A THIRD TIME, PASSED AND ADOPTED THE 25th DAY OF FEBRUARY, 2015;

(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 2014/2015, adopted by the Board the 25th DAY OF FEBRUARY, 2015.

Secretary Treasurer

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

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2015

	2015 Amended Annual Budget	2015 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	13,712.188	13,643.875
Adult	99.875	115.875
Other	-	92.500
Total Ministry Operating Grant Funded FTE's	13,812.063	13,852.250
Revenues	\$	\$
Provincial Grants		
Ministry of Education	120,738,488	119,556,365
Other	433,962	435,578
Federal Grants	137,170	
Tuition	7,663,405	6,811,825
Other Revenue	5,622,040	5,316,231
Rentals and Leases	370,570	329,661
Investment Income	433,165	361,000
Amortization of Deferred Capital Revenue	5,417,780	5,429,336
Total Revenue	140,816,580	138,239,996
Expenses		
Instruction	113,923,978	113,208,696
District Administration	5,033,859	4,431,322
Operations and Maintenance	21,285,519	21,024,703
Transportation and Housing	1,096,794	1,109,536
Debt Services	15,245	11,813
Total Expense	141,355,395	139,786,070
Net Revenue (Expense)	(538,815)	(1,546,074)
Budgeted Allocation (Retirement) of Surplus (Deficit)	2,684,619	820,000
Budgeted Surplus (Deficit), for the year	2,145,804	(726,074)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	2,145,804	(726,074)
Budgeted Surplus (Deficit), for the year	2,145,804	(726,074)

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

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2015

	2015 Amended Annual Budget	2015 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	125,187,327	124,420,577
Operating - Tangible Capital Assets Purchased	1,215,380	735,953
Special Purpose Funds - Total Expense	8,406,670	7,725,148
Special Purpose Funds - Tangible Capital Assets Purchased	608,750	375,000
Capital Fund - Total Expense	7,761,398	7,640,345
Capital Fund - Tangible Capital Assets Purchased from Local Capital	438,000	438,000
Total Budget Bylaw Amount	143,617,525	141,335,023

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, 2015

	2015 Amended Annual Budget	2015 Annual Budget
	\$	\$
Surplus (Deficit) for the year	(538,815)	(1,546,074)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(1,824,130)	(1,110,953)
From Local Capital	(438,000)	(438,000)
From Deferred Capital Revenue	(1,721,800)	(2,038,632)
Total Acquisition of Tangible Capital Assets	(3,983,930)	(3,587,585)
Amortization of Tangible Capital Assets	7,746,153	7,628,532
Total Effect of change in Tangible Capital Assets	3,762,223	4,040,947
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	3,223,408	2,494,873

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, 2015

	Operating Fund	Special Purpose Fund	Capital Fund	2015 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	2,684,619	-	64,092,619	66,777,238
Changes for the year				
Net Revenue (Expense) for the year	1,196,053	608,750	(2,343,618)	(538,815)
Interfund Transfers				
Tangible Capital Assets Purchased	(1,215,380)	(608,750)	1,824,130	-
Local Capital	(2,291,310)		2,291,310	-
Other	(373,982)		373,982	-
Net Changes for the year	(2,684,619)	-	2,145,804	(538,815)
Budgeted Accumulated Surplus (Deficit), end of year	-	-	66,238,423	66,238,423

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

Schedule 2

Amended Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2015

	2015 Amended Annual Budget	2015 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	116,543,068	115,977,217
Other	433,962	435,578
Federal Grants	137,170	
Tuition	7,663,405	6,811,825
Other Revenue	818,540	806,231
Rentals and Leases	370,570	329,661
Investment Income	416,665	350,000
Total Revenue	126,383,380	124,710,512
Expenses		
Instruction	105,930,109	105,833,548
District Administration	5,033,859	4,431,322
Operations and Maintenance	13,126,565	13,046,171
Transportation and Housing	1,096,794	1,109,536
Total Expense	125,187,327	124,420,577
Net Revenue (Expense)	1,196,053	289,935
Budgeted Prior Year Surplus Appropriation	2,684,619	820,000
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(1,215,380)	(735,953)
Local Capital	(2,291,310)	-
Other	(373,982)	(373,982)
Total Net Transfers	(3,880,672)	(1,109,935)
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, 2015

	2015 Amended Annual Budget	2015 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	116,005,771	114,371,414
AANDC/LEA Recovery	(470,490)	(490,331)
Strike Savings Recovery	(3,816,000)	
Other Ministry of Education Grants		
Pay Equity	1,874,966	1,874,966
Labour Settlement Funding	2,619,968	
Adult Education Guarantee	237,185	129,500
Carbon Tax Rebate	75,000	75,000
FSA Scoring	16,668	16,668
Total Provincial Grants - Ministry of Education	116,543,068	115,977,217
Provincial Grants - Other	433,962	435,578
Federal Grants	137,170	
Tuition		
Summer School Fees	-	
Continuing Education	770,745	607,745
Offshore Tuition Fees	6,812,660	6,124,080
Adult High School Completion/University Bridge	80,000	80,000
Total Tuition	7,663,405	6,811,825
Other Revenues		
LEA/Direct Funding from First Nations	470,490	490,331
Miscellaneous		
Revenue Generation	22,500	22,500
Partnership Program	108,000	100,000
Miscellaneous	157,550	98,000
Transportation Revenue	60,000	95,400
Total Other Revenue	818,540	806,231
Rentals and Leases	370,570	329,661
Investment Income	416,665	350,000
Total Operating Revenue	126,383,380	124,710,512

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

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Source

Year Ended June 30, 2015

	2015 Amended Annual Budget	2015 Annual Budget
	\$	\$
Salaries		
Teachers	55,396,707	57,723,143
Principals and Vice Principals	5,188,979	5,258,519
Educational Assistants	9,646,511	9,270,767
Support Staff	10,154,178	10,012,380
Other Professionals	3,392,830	3,019,780
Substitutes	4,326,557	3,905,230
Total Salaries	88,105,762	89,189,819
Employee Benefits	23,331,909	23,295,107
Total Salaries and Benefits	111,437,671	112,484,926
Services and Supplies		
Services	5,032,145	3,932,505
Student Transportation	1,097,183	1,119,538
Professional Development and Travel	880,989	659,938
Rentals and Leases	97,198	80,616
Dues and Fees	142,618	251,618
Insurance	319,829	308,214
Supplies	3,553,169	2,956,697
Utilities	2,626,525	2,626,525
Total Services and Supplies	13,749,656	11,935,651
Total Operating Expense	125,187,327	124,420,577

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

Schedule 2C

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

Year Ended June 30, 2015

	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	42,108,090	104,401	557,354	329,900	-	2,955,100	46,054,845
1.03 Career Programs	414,139	99,218	363,592	-	-	24,471	901,420
1.07 Library Services	908,707	45,056	-	115,445	-	27,193	1,096,401
1.08 Counselling	1,330,883	-	-	-	-	49,874	1,380,757
1.10 Special Education	7,565,257	816,401	8,198,842	1,261,693	112,863	845,185	18,800,241
1.30 English Language Learning	1,004,218	-	-	-	-	34,064	1,038,282
1.31 Aboriginal Education	336,000	103,396	526,723	34,534	-	22,038	1,022,691
1.41 School Administration	-	3,791,216	-	2,085,125	-	103,147	5,979,488
1.60 Summer School	34,331	13,784	-	9,518	-	-	57,633
1.61 Continuing Education	-	-	-	84,827	267,213	-	352,040
1.62 Off Shore Students	1,681,707	97,490	-	347,701	325,690	25,826	2,478,414
1.64 Other	-	-	-	-	-	-	-
Total Function 1	55,383,332	5,070,962	9,646,511	4,268,743	705,766	4,086,898	79,162,212
4 District Administration							
4.11 Educational Administration	-	-	-	51,801	742,411	22,727	816,939
4.40 School District Governance	-	-	-	-	142,200	-	142,200
4.41 Business Administration	-	118,017	-	437,272	970,490	18,625	1,544,404
Total Function 4	-	118,017	-	489,073	1,855,101	41,352	2,503,543
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration	13,375	-	-	212,306	555,031	40,800	821,512
5.50 Maintenance Operations	-	-	-	4,871,540	245,060	148,445	5,265,045
5.52 Maintenance of Grounds	-	-	-	308,516	-	9,062	317,578
5.56 Utilities	-	-	-	-	-	-	-
Total Function 5	13,375	-	-	5,392,362	800,091	198,307	6,404,135
7 Transportation and Housing							
7.41 Transportation and Housing Administration	-	-	-	4,000	31,872	-	35,872
7.70 Student Transportation	-	-	-	-	-	-	-
7.73 Housing	-	-	-	-	-	-	-
Total Function 7	-	-	-	4,000	31,872	-	35,872
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	55,396,707	5,188,979	9,646,511	10,154,178	3,392,830	4,326,557	88,105,762

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

Schedule 2C

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

Year Ended June 30, 2015

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2015 Amended Annual Budget	2015 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	46,054,845	11,728,395	57,783,240	2,046,252	59,829,492	60,322,085
1.03 Career Programs	901,420	233,053	1,134,473	481,038	1,615,511	2,479,076
1.07 Library Services	1,096,401	282,769	1,379,170	128,515	1,507,685	1,539,634
1.08 Counselling	1,380,757	356,580	1,737,337	15,544	1,752,881	1,781,338
1.10 Special Education	18,800,241	5,091,142	23,891,383	443,589	24,334,972	23,567,776
1.30 English Language Learning	1,038,282	268,188	1,306,470	25,550	1,332,020	1,365,400
1.31 Aboriginal Education	1,022,691	260,880	1,283,571	202,174	1,485,745	1,414,108
1.41 School Administration	5,979,488	1,765,249	7,744,737	593,691	8,338,428	7,881,982
1.60 Summer School	57,633	9,905	67,538	17,836	85,374	293,916
1.61 Continuing Education	352,040	54,391	406,431	276,779	683,210	555,377
1.62 Off Shore Students	2,478,414	610,167	3,088,581	1,876,210	4,964,791	4,632,856
1.64 Other	-	-	-	-	-	-
Total Function 1	79,162,212	20,660,719	99,822,931	6,107,178	105,930,109	105,833,548
4 District Administration						
4.11 Educational Administration	816,939	282,661	1,099,600	297,561	1,397,161	1,355,848
4.40 School District Governance	142,200	3,000	145,200	143,340	288,540	282,213
4.41 Business Administration	1,544,404	471,273	2,015,677	1,332,481	3,348,158	2,793,261
Total Function 4	2,503,543	756,934	3,260,477	1,773,382	5,033,859	4,431,322
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	821,512	200,042	1,021,554	388,118	1,409,672	1,324,921
5.50 Maintenance Operations	5,265,045	1,623,669	6,888,714	1,561,516	8,450,230	8,461,393
5.52 Maintenance of Grounds	317,578	81,618	399,196	240,942	640,138	633,332
5.56 Utilities	-	-	-	2,626,525	2,626,525	2,626,525
Total Function 5	6,404,135	1,905,329	8,309,464	4,817,101	13,126,565	13,046,171
7 Transportation and Housing						
7.41 Transportation and Housing Administration	35,872	8,927	44,799	1,792	46,591	47,371
7.70 Student Transportation	-	-	-	1,050,203	1,050,203	1,062,165
7.73 Housing	-	-	-	-	-	-
Total Function 7	35,872	8,927	44,799	1,051,995	1,096,794	1,109,536
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	88,105,762	23,331,909	111,437,671	13,749,656	125,187,327	124,420,577

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

Schedule 3

Amended Annual Budget - Special Purpose Revenue and Expense

Year Ended June 30, 2015

	2015 Amended Annual Budget	2015 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	4,195,420	3,579,148
Other Revenue	4,803,500	4,510,000
Investment Income	16,500	11,000
Total Revenue	9,015,420	8,100,148
Expenses		
Instruction	7,993,869	7,375,148
Operations and Maintenance	412,801	350,000
Total Expense	8,406,670	7,725,148
Net Revenue (Expense)	608,750	375,000
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(608,750)	(375,000)
Total Net Transfers	(608,750)	(375,000)
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, 2015

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	39,733	25,965	175,950	1,416,553	49,006	67,002	139,359	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education	561,551	2,308,045	25,000			256,000	49,000	231,726	533,892
Other				20,000	4,500,000				
Investment Income				15,000					
	561,551	2,308,045	25,000	35,000	4,500,000	256,000	49,000	231,726	533,892
Less: Allocated to Revenue	561,551	2,347,778	50,965	20,000	4,500,000	262,000	66,377	371,085	533,892
Deferred Revenue, end of year	-	-	-	190,950	1,416,553	43,006	49,625	-	-
Revenues									
Provincial Grants - Ministry of Education	561,551	2,347,778	50,965			262,000	66,377	371,085	533,892
Other Revenue				5,000	4,500,000				
Investment Income				15,000					
	561,551	2,347,778	50,965	20,000	4,500,000	262,000	66,377	371,085	533,892
Expenses									
Salaries									
Teachers		1,454,328					35,000	30,000	29,984
Educational Assistants		388,074			20,000	175,000	2,000		348,373
Support Staff	75,000				20,000	7,000			
Substitutes		50,516			20,000		377	25,000	
	75,000	1,892,918	-	-	60,000	182,000	37,377	55,000	378,357
Employee Benefits	20,000	454,860			15,000	60,000	9,000	13,000	97,072
Services and Supplies	317,801		15,965	20,000	4,300,000	20,000	20,000	203,085	58,463
	412,801	2,347,778	15,965	20,000	4,375,000	262,000	66,377	271,085	533,892
Net Revenue (Expense) before Interfund Transfers	148,750	-	35,000	-	125,000	-	-	100,000	-
Interfund Transfers									
Tangible Capital Assets Purchased	(148,750)		(35,000)		(125,000)			(100,000)	
	(148,750)	-	(35,000)	-	(125,000)	-	-	(100,000)	-
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, 2015

	Youth Education Support Fund	Literacy Initiative	TOTAL
	\$	\$	\$
Deferred Revenue, beginning of year	80,661	1,772	1,996,001
Add: Restricted Grants			
Provincial Grants - Ministry of Education			3,965,214
Other	298,500		4,818,500
Investment Income	1,500		16,500
	300,000	-	8,800,214
Less: Allocated to Revenue	300,000	1,772	9,015,420
Deferred Revenue, end of year	80,661	-	1,780,795
Revenues			
Provincial Grants - Ministry of Education		1,772	4,195,420
Other Revenue	298,500		4,803,500
Investment Income	1,500		16,500
	300,000	1,772	9,015,420
Expenses			
Salaries			
Teachers			1,549,312
Educational Assistants			933,447
Support Staff			102,000
Substitutes		1,418	97,311
	-	1,418	2,682,070
Employee Benefits		354	669,286
Services and Supplies	100,000		5,055,314
	100,000	1,772	8,406,670
Net Revenue (Expense) before Interfund Transfers	200,000	-	608,750
Interfund Transfers			
Tangible Capital Assets Purchased	(200,000)		(608,750)
	(200,000)	-	(608,750)
Net Revenue (Expense)	-	-	-

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

Schedule 4

Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2015

	2015 Amended Annual Budget			2015 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Amortization of Deferred Capital Revenue	5,417,780		5,417,780	5,429,336
Total Revenue	5,417,780	-	5,417,780	5,429,336
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	7,746,153		7,746,153	7,628,532
Interest Payment				
Capital Lease		15,245	15,245	11,813
Total Expense	7,746,153	15,245	7,761,398	7,640,345
Net Revenue (Expense)	(2,328,373)	(15,245)	(2,343,618)	(2,211,009)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	1,824,130		1,824,130	1,110,953
Local Capital		2,291,310	2,291,310	
Capital Lease Payment		373,982	373,982	373,982
Total Net Transfers	1,824,130	2,665,292	4,489,422	1,484,935
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	438,000	(438,000)	-	
Principal Payment				
Capital Lease	358,737	(358,737)	-	
Total Other Adjustments to Fund Balances	796,737	(796,737)	-	
Budgeted Surplus (Deficit), for the year	292,494	1,853,310	2,145,804	(726,074)



ITEM 5

To: **Board of Education**

From: Superintendent
Sylvia Russell
Director of Instruction
David Vandergugten

Re: **MY EDUCATION BC PROJECT UPDATE**

Date: February 25, 2015
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

In December 2013, the Board of Education approved the Memorandum of Understanding for Implementation of the BC Common Student Information Service in BC School Districts (MOU) and authorized the Superintendent to choose the implementation period for School District No. 42 schools.

Given the complexity of this project the implementation period chosen for all Maple Ridge – Pitt Meadows schools is between April 1, 2015 and March 31, 2016. This period was selected in order to allow ample time to plan and execute the implementation of the new student information system before the current provincial deadline.

The attached My Education BC Project Charter (Attachment A) describes the implementation process for the new student information system in the Maple Ridge Pitt Meadows School District.

RECOMMENDATION:

THAT the Board receive: the My Education BC Project Update for information.

Attachment

School District 42 Maple Ridge – Pitt Meadows

My Education BC Project Charter

February 2015

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1.0 INTRODUCTION

At its December 11 2013 Closed Board meeting, the Board of Education approved the Memorandum of Understanding for Implementation of the BC Common Student Information Service in BC School Districts (MOU) and authorized the Superintendent to choose the implementation period for School District No. 42 schools and to submit the Memorandum of Understanding (MOU) to the Ministry of Education by December 31, 2013 in order to confirm participation and commitment and further that the implementation of the new student information system will begin after project budget approval by the Board.

Given the complexity of this project the implementation period chosen for all Maple Ridge – Pitt Meadows schools is between April 1, 2015 and March 31, 2016. This period was selected in order to allow ample time to plan and execute the implementation of the new student information system before the current provincial deadline.

This document describes the implementation process for the new student information system in the Maple Ridge Pitt Meadows School District.

2.0 PROJECT RESOURCES

2.1 Project Roles and Responsibilities

District Role Descriptions	
Executive Sponsor	<p>Serves as chief proponent of the MyEducation BC Implementation in the District</p> <p>Produces district-wide communications for major milestones and user responsibilities</p> <p>Supports and advances positive change management within the district.</p> <p>Oversees and approves changes in business processes within the district.</p>
District Project Manager	<p>Manages MyEducation BC implementation for the district.</p> <p>Assigns implementation responsibilities to the District Implementation team.</p> <p>Ensures timelines are met from the District Implementation Team.</p> <p>Serves as main contact for Follett during the implementation process.</p>

District Role Descriptions	
Technical Support Staff	<p>Extracts data from legacy systems in a repeatable format.</p> <p>Works with district staff to ensure validation of data converted to MyEducation BC is complete.</p> <p>Serves as general technical support MyEducation BC within the district.</p>
Data Validation Coordinator	<p>Responsible for overseeing completion of data validation tasks as indicated in the project timeline</p> <p>Assign Data Validation Tasks to appropriate team members</p> <p>Responsible for attending Pando Training and providing training to team members.</p> <p>Manages district resources to ensure successful data validation.</p> <p>Team members may include: Attendance managers, grade managers, , guidance counselors, and SPED personnel</p>
Customization Coordinator	<p>Work with Project Manager to determine required changes to predefined reports.</p> <p>Identify and document required exports, imports, interfaces and procedures.</p> <p>Submit customizations request to Follett.</p> <p>Coordinate or complete testing of completed customizations and communicate feedback and approval to Follett.</p>
Training Coordinator	<p>Schedule all training for MyEducation BC</p> <p>Notify and register District Attendees for trainings</p> <p>Prepare District facilities for training</p> <p>Manage District Trainers</p>
Business Process Review Coordinator	<p>Coordinate the team members for the Business Process Review and Localized Requirements Analysis Meetings</p>

2.2 Project Governance

The project will be governed by a steering committee who will review all aspects of the project and communicate with stakeholders/partner groups to determine project direction.

2.3 Project Stakeholders

All existing users of BCeSIS will have a stake in the new information system (MyEdBC). Below is a breakdown of key members of the district team.

District Team	Name / Title
Executive Sponsor	Sylvia Russell, Superintendent
Project Executive Steering	David Vandergugten, Director of Instruction
	Flavia Coughlan, Secretary Treasurer
Project Manager	Keith Kiraly
Technical Support Staff	Richard Eskandar, Manager of IT
Secondary Administrator	TBD
Elementary Administrator	TBD
Training Coordinator Teaching Staff	TBD
Training Coordinator Support Staff	Brenda Mclachlan
Data Validation Coordinator	Brenda Mclachlan
Partner Group Representatives	TBD

3.0 PROJECT DEFINITION

3.1 Objectives

- Successfully migrate all data to the new student information system by August 2015
- Create training materials, document processes for the new system and train all staff on the usage of the new system before the September 2015 school start up
- Implement existing student information system functionality for September 2015
- Implement and adopt family and student portals before Spring 2016
- Create a district knowledge base and website dedicated to MyEdBC as a source for information staff will require before August 2015.
- Transparent and regular communication to stakeholders, staff and partner groups

3.2 Scope

The project scope will consist of:

- Convert existing BCeSIS data to MyEdBC.
 - Validate converted data
- Train SD42 staff on MyEdBC and provide on-going support to enable them to perform their required tasks in the new student information system.
- Implement family and student portals
- Define and communicate best practises and Provincial/District standards.
- Ensure IT infrastructure is in place to support MyEdBC

4.0 PROJECT APPROACH AND PLAN

4.1 Approach

This project will be managed with the traditional approach and will follow the steps listed below:

- Project initiation
- Planning and design
- Project execution
- Project monitoring
- Project completion

4.2 Provincial Project Plan (high level)

Activity	Timeline
Implementation Planning Workshops	January – February 2015
Boot Camp Training	February – March 2015
Train the Trainer	April 2015
MyEducationBC offline	July 24 – August 24 2015
Conversion	August 3 – 23, 2015
Live MyEducationBC	August 24 2015

4.3 High Level SD42 Project Plan

Project Phase	Timeline
Project Charter	February 2015
Detailed Project Plan	March 2015
Create MyEdBC website	March-July 2015
Detailed Training Plan	April 2015
MyEdBC Privacy Impact Assessment	April 2015
Review system functionality, define best practice and create roll-out plans	March - October 2015
Create training materials	May-June 2015
MyEdBC user training	June-October 2015
Data conversion and validation	August 2015
Live in MyEdBC	August 24, 2015
Course Schedule Training	Winter 2015 – Early Spring 2016
Family and Student Portal	Winter 2015 – Early Spring 2016

5.0 ASSUMPTIONS

- All server related concerns will be managed by provincial contractor (Fuji).
- Training will be provided by provincial resources to train School District 42 trainers.
- An adequate budget has been provisioned for this project.

6.0 CRITICAL SUCCESS FACTORS

- All data is correctly imported into MyEdBC
- Staff are trained and comfortable using the new MyEdBC Student Information Systems.
- Help is readily available for staff in several forms: video, step by step guides, website, and knowledge base
- All teachers are able to use MyEdBC for taking attendance.

7.0 PROJECT MANAGEMENT

7.1 Communications and Reporting

Meeting Date	Meeting Topic	Invitees
Weekly	Status Report, Raise Concerns, Discuss Blockers	Steering Committee, Project Manager
Weekly	Update (Status) Project Website	One way communication to all district
Bi-Weekly	Project Status Update, Task Assignment, Raise Blockers	Project Team
Monthly	Information Session	Open to entire District
Monthly	Status Report, Raise Concerns, Discuss Blockers	Senior Team
Monthly	Status Report, Q&A	Principals and Vice Principals, MRTA & CUPE
Quarterly	Project Status Update	Board of Education

7.2 Change Management

- Assess the scope of the change, including: How big is this change? Who is affected? How many people are affected? Is it a gradual or radical change?
- Assess the readiness of the organization impacted by the change, including: How much change is already going on? What type of resistance can be expected?
- Present the request to the steering committee to determine if the change should be implemented
- Communicate the change to all stakeholders and partner groups
- Implement the change
- Train system users on the change
- Review and monitor the change for impact and mitigation if required.

7.3 Risk Management

A detailed risk assessment is being performed in conjunction with stakeholders and project partners. This will include risk mitigation strategies for the defined risks. We can expect this exercise will be completed before the end of March 2015.



ITEM 6

To: **Board of Education**

From: Superintendent
Sylvia Russell

Re: **LATE FRENCH IMMERSION PROGRAM
UPDATE**

Date: February 25, 2015
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

Over the last five years the District has had to close two of the Late French Immersion Programs due to lack of enrolment.

Contributing factors included: declining enrolment, large French Immersion kindergarten registration as well as other programs of choice for grade 6 and 7 students (Cyber school, One to One Laptop, One to One iPad, Wheelhouse).

On April 30th, 2014, the Board approved the following:

"That should there be an insufficient number of students (less than 26) to offer a grade 6 Late French Immersion Program to for September 2015, that the school district would terminate the Late French Immersion Program in School District 42."

As at February 19, 2015, enrolment for the Grade 6 Late French Immersion Program for September 2015 at Golden Ears Elementary is currently at 28. Based on this enrolment information, the School District will be able to offer the Late French Immersion program for September 2015 at Golden Ears Elementary.

RECOMMENDATION:

THAT the Board receive: the Late French Immersion Program Update for information.



ITEM 7

To: **Board of Education**

From: Superintendent
Sylvia Russell

Re: **SUPERINTENDENT'S UPDATE**

Date: February 25, 2015
(Public Board Meeting)

Information

RECOMMENDATION:

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

To: **Board of Education**

From: Secretary Treasurer
Flavia Coughlan

Re: **2015 PROVINCIAL BUDGET UPDATE**

Date: February 25, 2015
(Public Board Meeting)

Information

Background:

On February 17, 2015, the Minister of Finance presented the 2015 Budget for the Province of BC. The changes to funding for K-12 Education are summarized in the following table.

(\$ millions)	2015/16	2016/17	2017/18
Public schools instruction (<i>labour settlement funding</i>)	126	161	198
Public schools administration (<i>targeted savings</i>)	(29)	(54)	(54)
Learning Improvement Fund (<i>labour settlement funding</i>)	23	25	25
Other budget adjustments including ministry efficiencies	(14)	68	89
TOTAL	106	200	258

During fiscal year 2014/15, labour settlements were reached with the public school teachers and support workers this resulted in an increase in public schools instruction funding for labour settlements which totals \$485 million over three years and an increase to the Learning Improvement Fund (LIF) which totals \$73 million over three years.

In 2015/16, \$29 million in savings are targeted, along with a further \$25 million in 2016/17 and future years. These savings are to be found in administrative and related areas of school district budgets, and will be similar in nature to the reductions that school districts already had to implement as part of the 2012 Cooperative Gains Mandate for collective bargaining.

The Ministry of Finance noted that School Districts will have considerable flexibility in developing their savings plans, with the expectation that savings are to be confined to non-instructional budgets and will not impact the classroom.

As of February 20, 2015 the Ministry of Education has not issued specific instructions to school districts related to the above noted savings plans. For SD42 the \$29 million in administrative savings for 2015/16 equate to approximately \$725,000 in targeted savings followed by another \$625,000 for 2016/17.

The announced funding increase does not cover: inflation, BC Hydro rate increases, MSP 4% increase, other benefit increases and salary increments.

In addition, the management compensation freeze continues and there are no funding provisions for management compensation changes.

The precise impact of this budget announcement on funding to School Districts will not be known until March 15, 2015 when the Ministry of Education will announce the estimated operating grants for 2015/16.

RECOMMENDATION:

THAT the Board receive the 2015 Provincial Budget Update, for information.



ITEM 9

To: **Board of Education**

From: Budget Committee of
the Whole

Re: **2014/15 BUDGET IMPLEMENTATION
REPORT**

Date: February 25, 2015
(Public Board Meeting)

(Information)

BACKGROUND/RATIONALE:

The 2014/15 Preliminary Budget was adopted by the Board on May 28, 2014 following another challenging budget process that identified budget balancing proposals totaling \$5.02 million. Partner groups, management and the Board were involved in the budget process. As of January 31, 2015 the majority of the Board approved Budget Balancing Proposals have been implemented.

This report was prepared using feedback received from partner groups at the January 28, 2015 Budget Committee of the Whole meeting and information collected from budget sponsors.

One Time Budget Changes

Budget Changes	Budget Impact		
	Salaries & Benefits	Services & Supplies	Total
Use of Contingency Reserve		820,000	820,000
Services and Supplies - Deferred Spending			
Information Technology Reduction	50,900		50,900
Maintenance and Custodial Reduction	20,000		20,000
15% General School Supply Reduction	209,045		209,045
Elementary School Equipment Reduction	20,000		20,000
SRB Software Purchase and Installation	(139,000)		(139,000)
Extraordinary Expense Fund	(160,945)		(160,945)
Total One-Time Budget Changes	0	820,000	820,000

Ministry of Education Holdback Allocation and Use of Contingency Reserves

Given the historical pattern of uncertain holdback allocations the Board considered and approved the use of the 2013/14 holdback distribution of \$0.82 million to assist in offsetting the \$5.02 million shortfall. The \$0.82 million has been transferred from the contingency reserve to the operating fund and additional savings and holdback distributions to date have been used to replenish the contingency reserve. As at January 31, 2015, the amount available in the contingency reserve is \$6.35 million. The increased balance is principally owed to job action related savings accrued in 2013/14 and provincial holdback distributions received after the preliminary budget for 2014/15 was adopted.

Services and Supplies – Deferred Spending

The one-time 15% general supply reduction across elementary and secondary has been implemented. In combination with the ongoing supply reductions, secondary schools have indicated that the reduced budgets will be felt throughout the year. Finance staff will liaise with schools during the year to monitor budgets and bring forward any significant issues to senior staff.

The extraordinary expense fund for schools and district has been set up. To date, the extraordinary expense fund has been used to pay for the extra clerical days approved for school startup (\$20 K) and recruitment support services (\$10 K).

The new SRB modules have been purchased. Implementation is underway for all the modules with the exception of the Budget Planning System. The planning will begin this month with the intent of having the system functional by June 2015.

No specific feedback regarding one-time budget changes has been received from partner groups. However, general comments were made regarding the negative impact that reduced school supply budgets have had on students and parents.

Ongoing Budget Proposals

Education Administration and Human Resources Budget Changes	Staffing Reduction (Increase)	Budget Impact		Total
		Salaries & Benefits	Services & Supplies	
Education Administration Clerical Reorganization	0.43	19,705		19,705
Human Resources Exempt Staffing Reorganization	0.50	30,752		30,752
Special Education Temporary Exempt Staffing		20,000		20,000
TTOC Wages and Benefits		89,217		89,217
Curriculum Implementation		(65,000)	(10,000)	(75,000)
Services and Supplies			205,288	205,288
	0.93	94,674	195,288	289,962

To better align with the Board's strategic direction, one Human Resources Manager position was created and an additional 0.50 FTE was allocated to the existing Senior Secretary position. One Human Resources Advisor position and one Human Resources Officer position were eliminated resulting in 0.50 FTE exempt reduction. Human Resources has been affected significantly by the staffing reduction due to several factors. The unprecedented CUPE layoffs resulted in high volumes of data entry in the human resources system and additional time for testing staff to meet the qualifications for new positions. Senior staff and Human Resources staff have been hosting focus groups for clerical staff to assist them in the change as well as providing coaching to Principals to help them deal with change. Some of the new positions related to the reorganization have been delayed as they required consultation with CUPE and JJEC and have placed additional pressure on Human Resources staff. Human Resources acknowledges the quick start up from job action has compounded the situation.

Partner groups have noted the impact of the Human Resources staffing reductions on district operations especially related to TTOC and casual Education Assistant shortages year to date.

Human Resources has been proactive in addressing shortages by enlisting the assistance of retired principals to assist with TTOC and Education Assistant recruitment.

Information Technology Budget Changes	Staffing	Budget Impact		
	Reduction (Increase)	Salaries & Benefits	Services & Supplies	Total
Systems Analyst Temporary Exempt Staffing	1.00	88,988		88,988
Senior IT Technician	1.00	78,446		78,446
Intermediate IT Technician	(0.63)	(45,336)		(45,336)
Services and Supplies			150,370	150,370
	1.37	122,098	150,370	272,468

All budget changes for Information Technology have been implemented. The remaining funds are not sufficient to implement the proposed evergreen schedule for staff computers. An estimated additional \$0.50 million is required to replace all computers that are six years or older. No additional funds have been allocated in the 2014/15 Amended Budget.

Partner groups noted that technology deployed to classrooms is not fully utilized in part due to insufficient training provided to staff. Also, technology provided to students is viewed by some as not needed and it was suggested that the district move towards a bring your own device model with support for students that cannot afford their own device. Concerns were also expressed regarding the impact of technology on student interactions in the schools. All partner groups were in agreement that a review of technology spending district wide is required.

A review of technology use and future strategic direction will be completed as part of the 2015/16 budget process.

Business Operations and Governance Budget Changes	Staffing	Budget Impact		
	Reduction (Increase)	Salaries & Benefits	Services & Supplies	Total
Finance Department Reorganization	0.80	36,591		36,591
Purchasing Department Reorganization	1.00	50,756		50,756
Board of Education - Professional Development			7,114	7,114
Finance and Secretary Treasurer's Office Services and Supplies			112,314	112,314
	1.80	87,347	119,428	206,775

Business Services has continued with business processes improvement, most recently with a systems wide upgrade and development of a new general ledger structure. This resulted in a reduction of two Senior Buyer positions, one Accounts Assistant position and a part time Junior Accounts Payable Clerk. The positions have been replaced with a Senior Contracts Administrator and a Senior Accountant. The job action impacted the staffing of the Finance Department significantly as the department operated with two CUPE vacancies until January 2015. The Senior Contracts Administrator and Senior Accountant positions have been filled and the Business Analyst position remains vacant. The new general ledger structure has been implemented as of July 2014, the human resources and payroll upgrades have been completed in January 2015 and the system wide upgrade is now estimated that it would be completed by June 2015.

Partner groups noted that the staffing reductions and vacancies in the Finance Department have resulted in delays in invoicing to unions and maybe others and this could result in lost revenue for the School District.

Facilities and Maintenance Budget Changes	Staffing	Budget Impact		
	Reduction (Increase)	Salaries & Benefits	Services & Supplies	Total
Carpenter to be funded from Annual Facilities Grant	1.00	78,836		78,836
Maintenance, Grounds and Custodial Services and Supplies			34,927	34,927
	1.00	78,836	34,927	113,763

All budget changes for Facilities and Maintenance have been implemented and they resulted in a change in the complimentary carpentry model where by carpenters are now dispatched only if sufficient work orders are received from departments and schools.

Partner groups noted that the impact of the change in funding source for a carpenter is difficult to ascertain at this time and cautioned that the accumulated cuts to Maintenance staffing and supplies may result in preventative maintenance not being done in our facilities.

Riverside Centre - Continuing Education, International Education, Summer School Budget Changes	Staffing Reduction (Increase)	Budget Impact		
		Salaries & Benefits	Services & Supplies	Total
Riverside Centre Management Restructuring	1.00	107,118		107,118
Riverside Centre Clerical Model Change	2.10	108,826		108,826
Continuing Education - Teacher Staffing	1.00	94,610		94,610
Continuing Education Substitute Costs		21,559		21,559
International Education - services			137,000	137,000
Summer School - Reading Racers		23,050	1,950	25,000
	4.10	355,163	138,950	494,113

The Riverside Centre model was reviewed and a total reduction of 4.10 FTE was identified. One full time Vice Principal was reduced and replaced with a summer school Vice Principal. A shared services model is under development at Riverside Centre and a 2.1 FTE reduction in clerical staff was implemented. Finally, 1.0 FTE Continuing Education teacher was reduced in order to align the staffing allocation more closely to secondary schools. The International Education Department reported that the budget reductions resulted in insufficient clerical support for short term contracts and several short term contracts were not completed.

Due to the teachers' job action all summer school programming for resident students was cancelled in 2014. The summer school offerings will be reviewed for summer 2015.

Partner groups noted that budget reductions and increased workloads have affected the morale of the staff at Riverside Centre. It was noted that insufficient clerical support may result in loss of revenue in International Education.

Partner groups also noted that the cancellation of summer school may have resulted in loss of gains that students made in previous years as they were not able to reinforce those learned skills from the previous school year.

Additional clerical support has been provided to the International Education Department to the end of the year and is part of the 2014/15 Amended Budget. Management engaged a consulting firm to assist with the creation of a sustainable business model at Riverside Centre. Recommendations from this engagement will form the basis for the 2015/16 budget for the departments housed in Riverside Centre.

Student Support Services Budget Changes	Staffing Reduction (Increase)	Budget Impact		
		Salaries & Benefits	Services & Supplies	Total
Student Support Services - Special Education Allocations	4.44	426,600		426,600
Student Support Services - Itinerant Services	1.30	125,635		125,635
Collaborative Systems Implementation		(40,000)	(10,000)	(50,000)
Student Support Services - Clerical Reorganization	0.50	25,524		25,524
Secondary Instructional Support Staff 29HPW		130,250		130,250
Services and Supplies Reduction			20,385	20,385
English Language Learner Teacher Ratio Change (Elementary)	0.60	57,687		57,687
	6.84	725,696	10,385	736,081

Student Support Services teacher positions were reduced by 4.0 FTE across elementary and secondary schools. This was achieved by slightly altering the allocation formula. No major impact been noted as a result of this change, but where required, additional staffing was provided from the Education Fund. A reduction of itinerant staff of 1.30 FTE was implemented through retirements and attrition in Speech and Language Pathologists, Vision and School Psychologists. At this time, there does not appear to be a significant impact with these reductions but the impact may be felt as the issues and needs increase at the schools throughout the year.

For instructional support staff at secondary, the work week was reduced from 30 hpw to 29 hpw. This change has left minimal time for secondary education assistants to meet with support teachers to debrief and plan regarding individual student needs.

The vacant accounting position (clerical) at Student Support Services was not replaced and the additional workload was spread across existing staff.

The English Language Learner (ELL) teacher allocation formula was adjusted from 1:55 to 1:60, resulting in a 0.60 FTE reduction. The ELL model will be reviewed in 2014/15 to determine the best model to provide services.

Partner groups noted that reductions to hours of work for Education Assistants resulted in reduced opportunities for communication with Support Teachers. Education Assistants are not able to attend IEP and Safety Plan meetings which are held after school. Concerns were expressed related to Education Assistants not having sufficient time to review Student Safety Plans and assist students with homework after school. Implemented budget changes are affecting the morale of this group.

Partner groups highlighted that there are not sufficient professionals that can assess a child's learning needs employed by the School District. Parents are paying for psycho-educational assessments privately causing financial stress on the families. It was also noted that release time for Support Teacher consult days was cut in half reducing collaboration time between teachers who work with students with special needs.

Classroom Teacher Allocation Budget Changes	Staffing	Budget Impact	
	Reduction (Increase)	Salaries & Benefits	Total
Elementary Class Size	5.34	513,035	513,035
Secondary Class Size	4.09	393,143	393,143
	9.43	906,178	906,178

At the elementary level, the change in the allocation formula resulted in a reduction of 5.34 FTE teachers for savings of \$0.51 million. For kindergarten, district wide staffing is calculated at 1 teacher for every 20 students (previously at 1:19.75). For primary, district wide staffing is calculated at 1 teacher for every 22 students (previously at 1:21.75). For intermediate, district wide staffing is calculated at 1 teacher for every 28 students (previously at 1:27.50).

At the secondary level, the district wide allocation formula follows the per full time equivalent student basis to align with Ministry of Education funding. Due to the fact that not all grade 10 to 12 students are enrolled in eight courses, this change resulted in a reduction of 4.01 FTE teachers for savings of \$0.39 million. For secondary, district wide staffing is calculated at 1 teacher for every 27.1 FTE students (previously at 1:27.1 headcount students).

The implementation of the new ratios resulted in some class sizes at secondary schools exceeding thirty students and undersubscribed courses cannot be offered and oversubscribed classes cannot be accommodated. Compulsory courses such as Math and English are generally exceeding 30 students. Feedback from secondary staff is that class size is becoming an issue and many teachers are unhappy with the ratio change. Currently there are 67 secondary classes with over 30 students.

Partner groups noted that changes in allocation formulas for classroom teachers added pressure on allocations requested from the Learning Improvement Fund and as a result the fund could no longer be used to fund class composition related requests that were funded in the past.

Staffing Related Budget Changes	Staffing Reduction (Increase)	Budget Impact		Total
		Salaries & Benefits	Services & Supplies	
Align CUPE Days of Work with School Calendar		394,880		394,880
School Clerical Support Model Change				
Elementary - Clerical Allocation	5.60	82,824		82,824
Secondary - Clerical Allocation	5.03	117,583		117,583
Specialized Training and Best Practice Implementation		(25,000)	(10,000)	(35,000)
Secondary Career Planning Support				
Secondary Schools Career Planning Assistants	3.57	148,606		148,606
Career Planning Support District	(1.71)	(69,349)		(69,349)
Other Staffing Changes				
Secondary Administrator Formula - Vice Principals	2.00	253,902		253,902
Secondary Administrator Formula - Teachers	(1.71)	(164,793)		(164,793)
Secondary Department Head Reorganization		22,020		22,020
Lunch Hour Supervisor-Additional Fall Kindergarten		15,142		15,142
	12.78	775,815	(10,000)	765,815

The ability of 10 month CUPE employees to work extra time during days when schools are open and bank up to 6 days that would then be paid during days when schools are not in session was eliminated. One paid training day for 10 month CUPE employees occurred on November 10, 2014 (schools not in session day), with the content developed at the district level with input from CUPE.

As part of the implementation of staffing related budget changes all ten month CUPE staff were laid off and accepted available jobs based on seniority.

Partner groups noted that this budget change resulted in lower annual income for 10 month CUPE employees and that CUPE supported homework clubs and breakfast/lunch programs have been discontinued as they were supported with the extra hours worked in previous years.

A new school clerical support model was implemented in all schools with replacement of clerical staff on day one of their absence. Elementary schools received allocations as summarized in the following table.

Student Enrolment	No. of Schools	Base Allocation Head Secretary Elementary	Shared Clerical Allocation
Under 200	2	30 hours per week	
200 – 349	6	35 hours per week	
350 – 499	6	35 hours per week	70 hpw shared by 6 schools
500 - 650	6	35 hours per week	105 hpw shared by 6 schools

Elementary clerical staff were granted an additional 7 days per year and a one week support bank to be accessed anytime during the year (30-35 hours). A variation of 10% of more in actual student enrolment at September 30 compared to projected student enrolment triggers changes in clerical staff allocations. This year no elementary schools received additional clerical allocations due to change in enrolment.

After the preliminary budget was approved Blue Mountain Elementary, with a student enrolment of 196, was allocated an additional 5 hours per week of clerical time to provide support for the Strong Start program district wide. The only school with clerical support for 30 hours per week is Webster's Corners Elementary with a student enrolment of 184.

Secondary schools were allocated the following clerical time: 1.0 FTE Admin Coordinator, 1.0 FTE Accounting Clerk and 1.0 FTE Records Clerk. Clerical summer hours banks allocated to secondary schools were replaced with secondary clerical staff working an additional 15 days per year and a one month clerical support bank that can be accessed at any time during the year (140 hours). Our largest secondary school, Maple Ridge Secondary, received an additional 35 hours per week General Clerk to cover Outreach responsibilities.

Maple Ridge Alternate and the Environmental school share a 35 hpw clerical position.

It was recognized that the changes implemented require best practices to be established for elementary and secondary and that implementation support is needed to ensure the successful implementation of the new model. Due to teachers' job action planned sessions for clerical staff had to be delayed until after school start. Since school has resumed, five group meetings have been conducted with clerical staff with a human resources representative and senior staff representatives present. The intent of the meetings was to acknowledge the impact the cuts are having on this employee group and to identify themes which would assist in prioritizing issues and problem solving as a group in terms of duties and workload issues. Much of the discussions centered on streamlining responsibilities, processes, standardized forms and establishment of best practices. The feedback collected in these sessions led to the development of a Clerical Process Committee. The goal of this committee is to develop best practices/process for the Elementary Secretary key functions. The Committee's first priority is to document student attendance.

In order to assist schools with start-up this year, a one-time additional clerical bank top-up was allocated from the Extraordinary Expense Fund resulting in 5 days for secondary and 2 days for elementary.

Partner groups remarked that school clerical staff is stretched too thin, unable to answer calls to the school or adequately acknowledge parent concerns. Safety concerns were raised related to student attendance not being completed in a timely manner and the absence of clerical staff from the office during breaks. Clerical staff are finding it difficult to meet district deadlines and often require assistance from district staff to complete tasks on time resulting in additional strain on district staff. It was reported that replacement of absent staff with a General Clerk is of little assistance as they are not able to perform the full scope of the job and are not familiar with the school.

In the secondary schools, the loss of the receptionist was reported to impact the community feeling of schools and the front office is no longer as welcoming as in the past. Also, in order to meet the demand in school offices some of the clerical time allocated by the Board to support secondary school libraries is being used to offset the workload in the main office.

A new Career Planning model was implemented with two full time District level Career Planning Assistant positions. The new positions support career planning activities at all 6 secondary schools. The Career Centers have been restructured with the intent to remain open during the day. Due to the location of the Career Centers, they have been able to remain open for students, but do not always have a staff person present to answer student questions.

Partner groups reported that it is difficult to get any support when the Career Center is staffed for only 1.5 days per week and students are now having to do scholarships and career research on their own.

At the secondary level, the enrolment decline for the 2014/15 year resulted in a decrease of 2.0 FTE Vice Principals offset by an increase of 1.71 FTE teachers.

Other staffing changes included a reduction of department head allowances at secondary by one and the kindergarten lunch hour supervisors provided during full day kindergarten implementation have been removed.

Partner groups remarked that a number of schools are experiencing difficulties due to the current allocation formula for Principals and Vice Principals, administrators are working hard and having to take work home. In secondary schools with two administrators there are fewer adults in the office to respond to emergent situations. An increase in behavior issues and attendance concerns was reported. It is felt that administrators are spending more time doing clerical coverage and janitorial duties instead of educational leadership.

Student Transportation Budget Changes	Budget Impact			
	Salaries & Benefits	Services & Supplies	Revenue	Total
Optimization of Transportation Model - Students with Special Needs		85,000		85,000
Partial Transportation Cost Recovery - annual fee of \$215/student	(5,000)		95,400	90,400
	(5,000)	85,000	95,400	175,400

To assist in funding the annual transportation cost, an annual fee was implemented effective September 2014.

	Fee
First Child	\$215
Second Child	\$215
Third Child	\$100
Fourth Child	\$100

The annual transportation cost per regular student is approximately \$1,900 and the annual cost for a student with special needs is approximately \$8,400. The estimated annual budget to support student transportation is \$1.09 million.

As of February 2015, there are 369 registered student riders for an estimated annual cost of \$701,100. Regular bus service remains at 12 busses. Bussing for students with special needs is currently provided to 30 registered riders using 4 busses and 1 taxi for an estimated annual cost of \$252,000 (down one bus from 2013/14).

The current regular bus routes for the school district are as follows:

- 6 busses to Garibaldi Secondary
- 1 bus to Pitt Meadows Secondary
- 2 busses to Whonnock Elementary
- 1 bus to Highland Park Elementary
- 1 bus to Webster's Corner Elementary
- 1 bus shared between Webster's Corner and Samuel Robertson Secondary

Bussing for students with special needs is provided to all secondary schools as well as the following elementary schools: Maple Ridge Elementary, Alouette, Eric Langton and Glenwood.

There are 2 students that are riding for free due to the fact that there is no space in their catchment school. Their catchment school is Albion and the students are being bussed to Whonnock.

Of the 369 regular riders 307 are eligible, 50 are in catchment courtesy, 6 are out of catchment courtesy and 6 are out of District courtesy.

The implementation of the new transportation model included the development of a transportation registration module within the Parent Portal. The online transportation portal was completed and will be fully used for 2015 registration. Approximately \$60 K has been collected from registered student riders with 61 applicants accessing the district hardship policy.

Partner groups reported that there is confusion in the parent community regarding eligibility for Board subsidized transportation services. It was reported that some parents of students with special needs requested that siblings that do not qualify for transportation under the Board policy be allowed to ride on district buses and the request was denied by staff.

General Supplies Budget Changes	Budget Impact	
	Services & Supplies	Total
Secondary Schools Budget Allocations	99,649	99,649
Transportation Services and Supplies	14,815	14,815
District Wide Supplies and Services Savings	128,500	128,500
	242,964	242,964

General services and supplies reductions have occurred across the board. The Purchasing Department is working on negotiating contracts with various suppliers that will mitigate the effect of these reductions by utilizing the district's buying power. The secondary schools have indicated that some spending has been put on hold due to the reductions.

Supply and service budget reductions occurred in District departments as originally planned in the 2014/15 budget process. Managers are closely monitoring spending to ensure that the budget reductions targets are realized.

General supply allocations to secondary schools were reduced by 10% and Parent Advisory Council allocation were eliminated at both elementary and secondary. Total savings approximately \$0.10 million.

Partner groups reported on the impact of general budget reductions on schools, students and parents. Some parents cannot afford to buy the school supplies that are needed for their children, in some schools there are not sufficient textbooks for all students and in some cases existing textbooks are outdated. For secondary students when there are not enough textbooks for all students it is difficult to study for provincial exams.

Rental Revenue Update

During the 2013/14 budget process, facilities rentals was identified as an area of focus for increased revenue generation. Over the past year new rental rates that ensure, at a minimum, full cost recovery were implemented. Staff is working on increasing the availability of our facilities and marketing our facilities to community users and others.

The new rental rates were implemented effective January 1, 2014. The rental rates are calculated based on either full cost recovery or comparable market rates. The following table shows the rental rates for the most often rented district facilities.

Category	Regular Classroom	Large Classroom	Multipurpose Room	Library	Small Gym	Large Gym
Space Size	80 sqm	100 sqm	150 sqm	180 sqm	375 sqm	750 sqm
NPO Preferred	7.20	9.00	13.50	16.20	33.75	67.50
NPO	8.64	10.80	16.20	19.44	40.50	81.00
Private	21.60	27.20	38.40	45.60	88.00	123.20
Commercial	27.00	34.00	48.00	57.00	110.00	154.00

The implementation of the new rental rates resulted in increased rental revenue as summarized in the following table.

	2012/13 (full year)	2013/14 (full year)	2014/15 (as at January 31, 2015)
Rental Revenue	\$ 87,693	\$ 100,664	\$ 94,080
Rental Hours	6,934	3,836	1,802
Average Rental Rate per Hour	\$ 12.65	\$ 26.24	\$ 52.21
Fee Exempt Rental Hours	1,738	1,479	1,272

Usage of our facilities and associated rental revenue for the current year was impacted by the teachers' job action. User groups were not allowed access to our facilities during the job action and this resulted in some user groups seeking and securing alternate rental facilities for the entire year. The estimated lost revenue for groups who relocated is \$ 20 K.

In order to retain current users and attract new users to our facilities we are improving our web presence, advertising in the local newspaper to reach out to new user groups, improving response time to potential clients, reaching out to previous clients that have relocated, and exploring ways to reduce overall rental costs to make our facilities more attractive.

In addition, staff is updating the picture portfolio of all school district schools and fields so that Film Location Managers can view our facilities on the City of Maple Ridge website and on our school district website. Movie rental rates are under review and will be presented to the Board for approval later this year.

Staff will review the rental rates during the 2015/16 budget process and provide the Board with recommendations regarding rental rates for the upcoming year.

RECOMMENDATION:

THAT the Board receive the 2014/15 Budget Implementation Report for information.



ITEM 10

To: Board of Education

From: Board Policy
Development Committee

Re: **PROPOSED DRAFT POLICY 6530:**
ENVIRONMENTAL SUSTAINABILITY

Date: February 25, 2015
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

At the recommendation of the Board Policy Development Committee ("Committee"), the following draft policy is presented to the Board for information:

Policy 6530: Environmental Sustainability

Input from education partners and the public is now invited. After receiving input, the Committee will have another opportunity to review the policy before it is again presented to the Board for approval on April 8, 2015.

RECOMMENDATION:

THAT the Board receive for information and continuation with the consultation process: Policy 6530 Environmental Sustainability.

Attachment

SD 42 POLICY: 6530

ENVIRONMENTAL SUSTAINABILITY

PHILOSOPHY:

The Board of Education defines Environmental Sustainability as those business and individual practices that minimize energy, waste and water consumption, resulting in utility cost savings and a smaller carbon footprint for the school district through initiatives aimed at creating a culture of conservation, guided by the three R's of sustainability: reduce, reuse and recycle.

The Board of Education recognizes the importance of environmental sustainability in meeting the needs of the present generation without compromising the ability of future generations to meet their own needs.

The Board acknowledges that environmental sustainability is a joint responsibility of Trustees, administrators, teachers, students and support personnel and its success is based on cooperation at all levels.

The Board supports opportunities for the school district to reduce operational and life-cycle costs, lessen the impact on our domestic energy infrastructure, and provide environmental stewardship through lower carbon emissions and enhanced educational opportunities to advance student achievement.

The Board is committed to environmental sustainability and ensures that every effort is made to conserve energy and natural resources while exercising sound financial management.

AUTHORITY:

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

GUIDING PRINCIPLES:

The Board is committed to:

- A strategic approach to energy management, including assessing baseline performance, setting goals and targets, creating an energy management plan, tracking performance and communicating results.

- The review and continuous improvement of the school district's energy management plan within the limited financial resources available.
- The development and delivery of educational programs, activities and initiatives that enable students to develop the skills, knowledge and attitudes that will help sustain the environment.
- The encouragement of students and staff to be aware of the Environmental Sustainability policy and associated procedures, actions and results.
- The encouragement of students and staff to be cognizant of their energy use and material consumption.
- The integration of environmentally sustainable considerations into the operations and business decisions of the school district.
- The selection of equipment and systems in consideration of energy issues, product incentives and rebates from utility providers.
- Making vendors aware of the district's environmental sustainability policy and procedures and encourage them to follow them, where deemed appropriate.

APPROVED:



ITEM 11

To: **Board of Education**

From: Chairperson
Mike Murray

Re: **NOMINATION FOR BCSTA DIRECTOR**

Date: February 25, 2015
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

In accordance with BCSTA Bylaw 15, nominations for the 2015/2016 BCSTA officers are now open. Nominations are open for the following positions:

- President 1 to be elected
- Vice-President 1 to be elected
- Directors 5 to be elected

Trustee Ken Clarkson is currently serving as a Director for BCSTA for a term ending April 2015.

The deadline for receiving nominations is Tuesday, March 17, 2015.

RECOMMENDATION:

THAT the Board nominate Trustee Ken Clarkson for the office of Director with BCSTA.

Attachment



NOMINATION FORM for BCSTA OFFICER
to be elected at the Annual General Meeting, April 18, 2015

Please Print:

We hereby nominate _____

of School District _____

for the office of: ☐ **President** ☐ **Vice-President** ☐ **Director**

NOMINATORS:

Trustee's Name	School District # and Name

Trustee's Name	School District # and Name
Signature	Address

CANDIDATE:

I hereby accept the above nomination for the office of:

Trustee's Name	School District # and Name
Signature	Address

Send to: **Mike Roberts, CEO**
 BCSTA
 4th Floor, 1580 West Broadway, Vancouver, BC V6J 5K9
 Fax: 604-732-4559
 Email: mroberts@bcsta.org

Deadline: March 17, 2015



ITEM 12

RECORD
2014-2015

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 28, 2015

Call to Order
Motion of Exclusion
Approval of Agenda
Approval of January 14, 2015 Minutes
Superintendent Decision Items
Superintendent Information Items
Committees
Adjournment

Meeting called to order at 3:21 p.m.
Approved
Approved as amended
Approved
Approved
Received for information
Received for information
Adjourned at 4:49 p.m.