



**PUBLIC MEETING
OF THE BOARD OF EDUCATION**

Wednesday, February 29, 2012
6:00 p.m.

District Education Office
22225 Brown Avenue
Boardroom

A G E N D A

"Let us not worry so much about our acceptance. It is character that counts"

A - OPENING PROCEDURES

1. Call to Order
2. Correspondence
 - a) Larry R. Hayes, Chairperson – School District No. 41 (Burnaby)
 - b) Leah Bae, President – Vancouver District Students' Council
 - c) The Vancouver District Students' Council
3. Ordering of Agenda

B- CONFIRMATION OF MINUTES

1. February 8, 2012*

C – PRESENTATIONS

1. Student Presentation regarding Pink Day and Anti-Homophobia Policy – Anne Hales, District Helping Teacher of Secondary Mentoring
2. Two Pilot Programs: Principles of Social Interaction; and Peer Counseling: Mentor/Mentee Program – Anelma Brown, Acting Vice-Principal, Garibaldi Secondary School

D – DELEGATIONS

E – CHAIR REPORT

F – DEFERRED ITEMS

G – TRUSTEE MOTIONS

H – CHIEF EXECUTIVE OFFICER'S REPORT

1. Decision Items
 - a) Superintendent of Schools
 - i. 2012 – 2013 Calendar*
 - b) Deputy Superintendent
 - c) Secretary Treasurer
 - i. Budget Process Bylaw*

2. Information Items

- a) Superintendent of Schools
- b) Deputy Superintendent
 - i. Kindergarten Registration*
- c) Secretary Treasurer
 - i. Board Policy 4203 – Operating Budget*

I – COMMITTEE BUSINESS

1. Committees of the Whole

- a) 2011 - 2012 Finance
- b) 2012 - 2013 Budget
- c) Advocacy
- d) Human Resources

2. Committee & Advisory Committee Reports

- a) Aboriginal Education
- b) Board Policy Development
- c) District Student Advisory
- d) Education
- e) French Immersion Advisory
- f) Inclusive Education
- g) Transportation

J – QUESTION PERIOD

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

K – 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. Ridge Meadows Community Arts Council
- 6. Ridge Meadows Education Foundation
- 7. Social Planning Advisory
- 8. Tzu Chi Foundation
- 9. Youth Society
- 10. Other Board Liaison Representative Reports
 - a) Good News Items
 - b) Public Disclosure of Closed Meeting Business*

L – OTHER BUSINESS

M – ADJOURNMENT



To: Board of Education

From: Chairperson
Mike Murray

Re: **CORRESPONDENCE**

Date: February 29, 2012
(Public Board Meeting)

Information

- i. Larry R. Hayes, Chairperson – School District No. 41 (Burnaby)
- ii. Leah Bae, President – Vancouver District Students' Council
- iii. The Vancouver District Students' Council

RECOMMENDATION:

THAT the Board receive all correspondence for information.

Attachments



February 15, 2012

Ms Patti Bacchus
Chairperson
Vancouver Board of Education
1580 West Broadway
Vancouver, BC V6J 5K8

Dear Ms Bacchus:

At the February 14 Public Session meeting of the Burnaby Board of Education, the Board unanimously approved the following motion:

“THAT the Burnaby Board of Education applaud and support the recent decision of the Vancouver Board of Education to reiterate and reinforce their strong commitment to their existing policy dealing with bullying behaviour based on sexual orientation. We also encourage all other boards of education in BC to pass similar motions and to ask the Minister of Education to be proactive in passing provincial legislation addressing this devastating bullying issue.”

On behalf of the Burnaby Board of Education, thank you for your continued focus on this important issue.

Yours very truly,

A handwritten signature in black ink, consisting of a large, stylized 'L' and 'H' followed by a horizontal line.

Larry R. Hayes,
Chair, Burnaby Board of Education

Copy: The Honourable George Abbott, Minister of Education
All BC Boards of Education

12-02-15.1/Trustees/SB



Vancouver District Students' Council

Vancouver School Board

School District No. 39 (Vancouver)

1580 West Broadway

Vancouver, B.C. V6J 5K8

Telephone: 604-713-5097

Fax: 604-713-4443

February 16, 2012

The Vancouver District Students' Council (VDSC) is a body of elected student representatives from all secondary schools and alternative programs within the city of Vancouver. Our mandate is to provide student voice in the planning and decision-making of the District and to engage students in projects which emphasize caring for others both globally and locally.

February 28th, 2012 at 9:00am

**Press Conference: STUDENTS' VOICE on Anti-Bullying Action
King George Secondary, 1755 Barclay Street, Vancouver**

Pink Shirt Day is a national day of awareness that arose 8 years ago in response to homophobic bullying. Every year on February 29th, students, staff, and the greater community wear the colour pink to stand in solidarity against bullying. This year, students are not merely standing up; we are speaking out.

Bullying, homophobic harassment, and discrimination are beyond the matter of simply investing in education. Our goal is to inform our policy makers that the first step to students' success is empowering them through suitable learning environments. Every student should be able to go to school knowing they will be accepted, rather than being fearful of whatever may happen next.

We have outlined a phased plan of action that we feel the BC government must make in order to ensure safe, secure learning environments for all. This entails the implementation of a province-wide sexual orientation and gender identity policy. It involves instilling values of equity and equality at the earliest ages. It includes surveying youth at the provincial level to locate direct solutions to direct problems.

The VDSC will work tirelessly to ensure a safe, secure environment for our students. We are the very individuals who see our peers suffer every day and listen as they slowly begin to question their existence. However, Vancouver is only 1 of 93 districts. We need your support.

We are asking that you bring the attached letter back to your school district's student leadership groups for endorsement. At the press conference, we will be presenting this letter with its signatories to the media. Through collective provincial student action, we can initiate legitimate action for anti-discrimination and anti-homophobic bullying.

If you have any questions or would like more information, please do not hesitate to contact us at vdsc@vsb.bc.ca. Together, we can shape a better future for our students. We look very much forward to working with you.

Thank you,

Leah Bae
President

Vancouver District Students' Council

February 17, 2012

The Honourable Christy Clark
Premier
Province of British Columbia
West Annex, Parliament Buildings
Victoria, B.C. V8W 9E2

Dear Premier Clark,

Pink Shirt Day is a national day of awareness that resulted 8 years ago in Nova Scotia due to homophobic bullying. You took the initiative to bring this to British Columbia; now every year on February 29th, students, staff, and the greater community wear the colour pink to stand in solidarity against bullying. We ask you now to take that initiative once again in creating a change in our schools.

Today, we are the youth of British Columbia taking a stance. We are the very individuals who see our peers suffer every day and listen as they slowly begin to question their existence. This Pink Shirt Day, students are not merely standing up; we are speaking out.

Our school years are the most developmental years of our lives. Yet, for many students, personal growth is being severely affected by bullying. Kids who are bullied cannot feel safe in their environment because they are constantly the target of other students' ill-directed hostility. Throughout our school years we struggle to come to grips with our identity and where we fit in. When the very peers around us are telling us that who we are is wrong or inferior, growing up gets confusing. The worst part about being a teenager is the omnipresent feeling that you are alone and no one understands you. For youth who already feel different from their peers, bullying triggers feelings of self-worthlessness and self-doubt.

Provincial Adolescent Health Surveys administered by the McCreary Centre Society in 2008 stated that 25% of LGBT youth have been bullied in the form of physical assault compared to the 8% of Heterosexual youth. The survey also reveals that an LGBT youth is seven times more likely to commit suicide than a heterosexual youth.

Our children's lives should not be put at risk due to political differences. As you previously stated, bullying in schools is not, and should not, be a partisan issue. There exists an inconsistency in our province. Only 25% of BC school districts have an explicit sexual orientation and gender identity policy. The government has been muddled on the subject of an anti-homophobic bullying policy for schools. As a result, we students receive a confusing message from the provincial government. LGBT students need to be protected from homophobic bullying not only because they are more susceptible to bullying, but simply because they require the same protection as every other child in their class. The government has a responsibility to protect to the fullest extent these inalienable rights of students. Homophobia is alive and well in this province; just because you can't see it, it doesn't mean it doesn't exist.

School is where children spend half their lives. People do not realize exactly the extent of an impact a student's environment has on his/her life, but as students, we can especially attest to this. We carry with us today the same lessons and values which were instilled in us as small children by our teachers. The most important thing to acknowledge here is that this policy cannot just be words on a page. Actions need to be taken within schools to not only give vulnerable students support, but to also prevent bullying from happening all together.

In society, we often speak of how everyone should be treated equally. You must remember that equality cannot be attained without equity. This is about balancing the scale so that every student is treated with respect. Elementary school students need to be taught that no single person deserves to be treated any differently than another. Social equality needs to be taught as a way of life for small children and enforced throughout their teen years.

We ask that the provincial government provide students with the resources for all students' learning environments. Protecting LGBT students is not an issue that can simply be relayed to local school boards to deal with. You have a responsibility to take care of our children and keep them safe within the schools you put them in.

The first step to students' success is empowering them through suitable environments to learn. This involves surveying youth across BC so you can grasp the statistics of the nature of our students. Once the facts are laid down, understanding the needs of the future generation will inevitably occur. Greater emphasis must be placed on social sustainability.

This is our outlined plan of phased action that we feel the BC government must make in order to ensure safe, secure learning environments for all. It entails the implementation of a province-wide sexual orientation and gender identity policy. It involves instilling values of equity and equality at the earliest ages. It includes surveying youth at the provincial level to locate direct solutions to direct problems.

Dedicate yourselves to truly helping our students. If the government wants to invest in the future, invest in us.

Thank you for hearing us.

Sincerely Yours,

The Vancouver District Students' Council



To: Board of Education

From: Board Chairperson
Mike Murray

Re: **ORDERING OF AGENDA**

Date: February 29, 2012
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Agenda be ordered as circulated.



To: Board of Education

From: Chairperson
Mike Murray

Re: **APPROVAL OF MINUTES**

Date: February 29, 2012
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Minutes of the February 8, 2012 Public Board Meeting be approved as circulated.

Attachment



**PUBLIC MINUTES OF THE
BOARD OF EDUCATION MEETING
Wednesday, February 8, 2012 (6:00 PM)
DEO Board Room**

IN ATTENDANCE:

BOARD MEMBERS:

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

STAFF:

Superintendent – Jan Unwin
Secretary Treasurer – Wayne Jefferson
Deputy Superintendent – Laurie Meston
Mgr. of Communications/Community Relations – Irena Pochop
Executive Assistant – Tracy Orobko

A. OPENING PROCEDURES

Call to Order

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

The Chair welcomed and thanked everyone for attending.

1. **Correspondence**

- Candace Gordon, Chair – Community Network
- Eden Haythornthwaite, Chair – School District No. 79 (Cowichan Valley)
- Kathie Ward, Chair – Ridge Meadows Educational Foundation

Moved: Trustee Rempel

Seconded: Trustee Marshall

THAT the Board receive all correspondence for information

CARRIED

2. **Ordering of Agenda**

Moved: Trustee Rempel

Seconded: Trustee Clarkson

Additions/Amendments:

Correspondence Added: Barry O'Neill, President, CUPE BC Division

Correspondence Added: Pam Newton, Funzone Family Fest Coordinator – Ridge Meadows Home Show

Moved to Chair Report: Candace Gordon, Chair – Community Network: Correspondence

Moved to Chair Report: Barry O'Neill, President, CUPE BC Division

Secretary Treasurer Decision Item: 2012-2013 Budget Communication Plan

Trustee Reports: BC School Trustees' Association – Provincial Council

THAT the Agenda be ordered as amended.

CARRIED

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

B. CONFIRMATION OF MINUTES

1. January 25, 2012 Public Board Meeting Minutes

Moved: Trustee Rempel

Seconded: Trustee Palis

THAT the Minutes of the January 25, 2012 Public Board Meeting be approved as circulated.

CARRIED

C. PRESENTATIONS

Lindy Sisson, Executive Director – ACT School Performance Partnership
Exploring Burnaby School District Young People's Concert Series – How to Make it Work for us
Partnership with the MRPM Arts Council

- The Chair stated if there had been a decision item regarding the presentation, he would have declared a conflict as he is a Director of the Maple Ridge Pitt Meadows Arts Council.

Lindy Sisson, Executive Director, introduced John White, Director of Instruction, Burnaby School District.

- Ms. Sisson and Mr. White spoke to a model used in Burnaby engaging students in the School District with Educational Arts Programs
- The Maple Ridge Artist in Residence has offered 12 free workshops to schools
- Thanked the Superintendent in assisting with schools responding to the Arts Angel program
- Provided a handout and overview of a proposal of how The ACT could work with the School District. Suggestions were made to hold grade-level performances
- Cultural benefit to those students who may not otherwise experience arts programs

Moved: Trustee Rempel

Seconded: Trustee Palis

THAT the Board receive the presentation for information

CARRIED

D. DELEGATIONS

E. CHAIR REPORT

Barry O'Neill, President, CUPE BC Division

Moved: Trustee Marshall

Seconded: Trustee Palis

THAT the Board refer correspondence received from Barry O'Neill, President of CUPE BC Division, to staff.

CARRIED

Moved: Trustee Palis

Seconded: Trustee Marshall

THAT the Board refer correspondence received from Candace Gordon, Chair, Community Network, to staff.

CARRIED

F. DEFERRED ITEMS

G. TRUSTEE MOTIONS

H. CHIEF EXECUTIVE OFFICER'S REPORT

1. Decision Items

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

Financial Statements – Second Quarter

The Secretary Treasurer provided an overview of the second quarter Financial Statements.

Moved: Trustee Rempel

Seconded: Trustee Clarkson

THAT the Board approve the Second Quarter Financial Statements.

CARRIED

Moved: Trustee Rempel

Seconded: Trustee Clarkson

Revised 2012-2013 Budget Timelines

The Secretary Treasurer provided a brief overview of the revised Budget Timelines highlighting a date change from April 11th to April 4th. A public forum was added and scheduled for April 23, 2012.

Moved: Trustee Palis

Seconded: Trustee Clarkson

THAT the Board approve the revised 2012/2013 Budget Communication Plan for the 2012-2013 Preliminary Budget Preparation Process.

CARRIED

2. Information Items

- a) Superintendent of Schools**
- b) Deputy Superintendent**

Kindergarten Registration Phase One/Environmental Program Enrollment

Deputy Superintendent Meston provided a handout and reviewed same.

Trustee Palis exited the meeting at 6:50 p.m.

Discussion ensued regarding choice schools and options around French immersion.

Trustee Palis joined the meeting at 6:52 p.m.

The Superintendent reported a more concise enrolment report will be brought to the next meeting.

The Chair opened the floor to questions and thanked staff for their work in bringing preliminary information to the Board.

Moved: Trustee Rempel

Seconded: Trustee Clarkson

THAT the Board receive the interim report on Kindergarten registration as of February 3, 2012, for information.

CARRIED

c) Secretary Treasurer

I. COMMITTEE BUSINESS

Aboriginal Education. Trustee Carr reported on the recent meeting attended with Trustee Nelson, Golden Ears Metis Society and Anishanabe whereby the committee reviewed the goals of the Enhancement Agreement, the new Talking Stick newsletter and commented on the rejuvenation of pole carving thanks to two new pole carvers. Katzie First Nations will be holding their Chief and Council elections on February 27, 2012. The next Aboriginal Education meeting is scheduled for May 7, 2012.

J. QUESTION PERIOD

K. TRUSTEE REPORTS

BCSTA Provincial Council. Trustee Clarkson attended the Fraser Valley Branch meeting on February 2, 2012. Trustee Clarkson advised the Board of BCSTA scholarship offerings and of online resources regarding Governance. Eight candidates are vying for position of past President and sought feedback from the Board. Emergent items only will be brought forward for approval.

Moved: Trustee Palis

Seconded: Trustee Rempel

THAT the Board provide direction to the Provincial Councilor to vote accordingly at the upcoming BCSTA Provincial Council meeting.

CARRIED

BCSTA - Revision to Class Size Regulations

Moved: Trustee Rempel

Seconded: Trustee Marshall

THAT the Board provide direction to the Provincial Councilor to vote in favour of the proposed revision to class size regulation motion.

CARRIED

Teacher Collective Bargaining

Moved: Trustee Carr

Seconded: Trustee Nelson

THAT the Board provide direction to the Provincial Councilor to listen to the debate on the topic to best make an informed vote on behalf of the Board.

CARRIED

District Reporting Requirements During Job Action

Motion: Trustee Carr

Seconded: Trustee Palis

THAT the Board provide direction to the Provincial Councilor to vote in favour of reducing the reporting requirements motion.

CARRIED

Trustee Clarkson asked for a Board volunteer to be the Fraser Valley BCSTA representative. It was determined Trustee Clarkson will remain in the role.

District Parent Advisory Council. Trustee Rempel reported on his attendance at the recent DPAC meeting at Alexander Robinson Elementary. Inquiries were made with respect to the new school proposal and teacher job action. The Superintendent added the District is moving towards online registration processes.

Ridge Meadows Community Arts Council. Trustee Rempel provided an update on recent events. Appointments were made to the advocacy and policy committees.

Chair Murray announced the collaboration of the Maple Ridge-Pitt Meadows Arts Council, Ridge Meadows Hospital Foundation and Ballet BC for an upcoming event on March 15, 2012.

Social Planning Advisory Committee. Trustees Nelson and Marshall provided a report on their attendance at the recent meeting highlighting the presentation by Bob Foster and Heather Treleaven of the Seniors Network who addressed, 'Aging with Dignity'. Special guest, Jim Diers, will be attending the next meeting on February 25, 2012 speaking to the 'Power of Neighbourhoods'.

Tzu Chi Foundation. Luncheon at Connex will not be taking place on May 23, 2012 as previously indicated. Most likely May 16 and will confirm same in due course.

Good News Items.

Tickets for Garibaldi Secondary School's "Legally Blonde" running February 21 – 25, are now on sale.

L. OTHER BUSINESS

M. ADJOURNMENT

Moved: Trustee Rempel

Seconded: Trustee Clarkson

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

CARRIED

Mike Murray, Chairperson

Wayne Jefferson, Secretary Treasurer



To: Board of Education

From: Chairperson
Mike Murray

Re: **PRESENTATIONS**

Date: February 29, 2012
(Public Board Meeting)

Information

1. Anne Hales, District Helping Teacher of Secondary Mentoring:
Student Presentation regarding "Pink Day" and Anti-Homophobia Policy

2. Anelma Brown, Acting Vice-Principal, Garibaldi Secondary School:
Two Pilot Programs: Principles of Social Interaction; and
Peer Counseling: Mentor/Mentee Program

RECOMMENDATION:

THAT the Board receive the presentation for information.



To: Board of Education

From: Superintendent, Jan Unwin

**Re: 2012 – 2013 PROPOSED DISTRICT
LOCAL SCHOOL CALENDAR**

Date: February 29th, 2012
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

For the current school year 2011/12, School District 42 implemented a District-Wide Local School Calendar and Bell Schedules that aligned all non instructional days, school start and stop times and added ten minutes to every instructional day allowing for 6 additional days not in session.

Our findings to date (although not definitive due to the inability to collect learning data) indicate that there does not appear to be a detrimental effect on student learning. This has also been the case with the many other districts that have implemented this type of calendar. Although the two (2) week Spring Break has not yet occurred, the informal feedback from the additional day at Remembrance Day and the “anticipated” longer spring break has been positive.

Senior Team is once again recommending the implementation of a district local school calendar that would see six (6) fewer days of instruction than what would be included in the Ministry’s Standard School Calendar. The Proposed District Local School Calendar (Appendix A) includes a nine (9) day Spring Break extending from Monday, March 18, 2013 to Thursday, March 28, 2013, which would then be directly followed by the Easter Holiday (Good Friday and Easter Monday).

The two (2) altered calendar days are proposed to be placed on Friday, November 9, 2012 to connect with Remembrance Day Monday, November 12, 2012 and on January 25, 2013.

Once again, we are primarily making this recommendation as a cost saving measure and as an attempt to build efficiencies across the district and among other districts. We believe the district will continue to save approximately \$200,000. in various ways described in this report. We also believe that if we can put systems and structures in place that allow all staff easier access to their colleagues and places of work, etc., this will in turn make a difference in learning over time.

As per the first year, the cost savings of the proposed calendar are anticipated to come in several ways. Firstly, the fact that we will have six days where replacement costs will not be

necessary, and secondly, we believe that a more balanced calendar will provide a wellness benefit for everyone which in turn may result in further savings due to fewer illness absences. There will also be a reduction in utility costs and a reduction in bus costs due to fewer days. Bus costs will also be saved due to common Pro D days. We have not had enough of a trend to show these savings over time but believe that once we have completed year one of implementation that it stands to follow that these same savings will occur each year going forward.

We are committed to working closely with our partner groups and have begun a conversation with them leading up to this proposal. We understand the budget pressures and this calendar would, in part, address these pressures. We look forward, in the next six weeks of public consultation, to hearing any feedback that offers compelling reasons to continue to go forward in this direction or compelling reasons to change.

The estimated cost savings and “actual/anticipated” cost savings are illustrated in the following chart:

Category	Daily Savings	Six Day Savings	Actual Savings 2011/12
Teachers on Call	\$19,357	\$116,142	\$116,142
Support Staff Replacements	6,725	40,347	40,347
Utilities	3,780	22,680	TBD
Buses	2,200	13,200	23,000 Due to common pro d days
Total Savings:	\$32,062	\$192,369	TBD

Legislative Requirements:

The School Act (Section 77) requires a board, on or before May 31st of each school year, to adopt a school calendar for every school in its district for the following school year. The calendar must be made available to every parent of a student in each school. In accordance with the School Calendar Regulations, the Board must adopt either a ***standard school calendar*** or a ***local school calendar***.

The School Act (Section 78(3.1)) states that, in the event a board wishes to adopt a school calendar that differs from the standard school calendar it must, in accordance with the regulations, consult with parents of the students enrolled in the schools affected by the proposed school calendar. Similarly, consultation must occur with representatives of the employees assigned to the affected schools prior to adopting the local calendar.

To approve a ***local school calendar***, a board must adopt the school calendar at a meeting that is open to the public. At least a month before the meeting, the Board must give notice of the

meeting, together with a copy of the proposed school calendar to the parents of students in the schools affected and representatives of employees assigned to the affected schools.

The School Calendar Regulation outlines the details that need to be included in a **local school calendar** in Article 5(1). The details are:

- The number of days in session;
- The dates for the administrative days, if any, the school opening day, the school closing day, the vacation periods and holidays;
- The number of days of instruction;
- The specific hours of instruction, which cannot be less than the total minimum number of hours of instruction specified in the regulation.

Hours of Instruction

The minimum hours of instruction in a school year that must be included in a **local school calendar** is defined in Article 8 of the School Calendar Regulation and relate to the number of days of instruction set out in the standard school calendar for the school year. They are as follows:

- For FD Kindergarten and grades 1-7 – 4.75 hours per instructional day;
- For grades 8-12 – 5.15 hours per instructional day.

The proposed **District Local School Calendar** attached recognizes there is a minimum of 186 instructional days in the standard school calendar for the 2012-2013 school year and in order to make up the instructional time by adding the proposed dates of November 2012, January 2013 and an additional four days to Spring Break in 2013, the district will have to add 9.50 minutes daily to Kindergarten and Grade 1-7 classes and 10.3 minutes daily to Grade 8-12 classes. These additional minutes are placed within each of the remaining 180 instructional days as follows:

Analysis of School Calendar Changes for Six Additional Break Days

	<u>2012-2013</u>
Minimum Number of Instructional Days (per Standard School Calendar)	186
Hours of Instruction (per School Calendar Regulation)	
Grades 1-7 & FDK	4.75 per day
Grades 8-12	5.15 per day
Minimum Minutes of Instruction (per year)	
Grades 1-7 & FDK	53,010
Grades 8-12	57,474
Minutes Added to each Instructional Day For Six Additional Break Days	
Grades 1-7 & FDK	9.50
Grades 8-12	10.30

The Ministry's standard calendar has scheduled Spring Break from March 18 to March 22, 2013. Easter weekend next year is from March 29 to April 1. Because of the proximity of Easter to the standard calendar Spring Break, Senior Team is recommending, as previously stated, that the additional week of Spring Break would be Monday, March 25 to Thursday, March 28 allowing for the joining of these 2 breaks. Senior Team is also recommending that since only 4 altered calendar days are required to join Spring Break and Easter, the additional altered calendar days be scheduled on Friday November 9, 2012 (to join with the Monday, November 12 holiday), and Friday, January 25, 2013.

Timeline:

The Timeline for the Proposed District Local School Calendar (Appendix A) indicates the board will consider the local calendar question at the public meeting on April 25, 2012, which complies with the School Calendar Regulation requirement that a board must adopt the school calendar at a meeting that is open to the public. By supplying the parents of students in the schools affected and representatives of employees assigned to the affected schools with the proposed district local school calendar by February 29th, 2012, the Board will be in compliance with the School Calendar Regulation requirements by giving notice of the meeting at least a month before the deciding meeting.

Considerations:

The Board of Education has the authority to implement a district local school calendar, which varies from the Ministry's standard calendar. Establishing a calendar that meets the needs of students, provides organizations that support learning and collaboration, and uses district resources wisely is extremely important in these challenging economic times. It is also important that we continue to examine even more flexible schedules in the future in order to accommodate the diverse and changing needs of the student of today.

If the Board chooses not to approve the Proposed District Local School Calendar at the April 25th Public Board meeting, the district will revert back to the Standard School Calendar which includes a one week spring break.

RECOMMENDATION:

That the Board approves:

- The attached Proposed District Local School Calendar to go out for public consultation from March 1 to April 12, 2012 as per the *School Act*.

Appendix A



DRAFT

2012 – 2013

DISTRICT LOCAL SCHOOL CALENDAR



School Opening Day for Students	Tuesday, September 4, 2012
<i>Proposed School Growth Planning Day (schools not in session)</i>	<i>Friday, September 21, 2012</i>
Thanksgiving Day	Monday, October 08, 2012
<i>Non Instructional Day (Province wide)</i>	<i>Friday, October 19, 2012</i>
Proposed Altered Calendar Day	Friday, November 9, 2012
Remembrance Day	Monday, November 12, 2012
<i>Proposed Non Instructional Day (District wide)</i>	<i>Friday, November 30, 2012</i>
Schools Close for Winter Break	Friday, December 21, 2012
Winter Break	Monday, Dec. 24 to Friday, Jan. 4, 2013
Schools reopen after Winter Break	Monday, January 7, 2013
Proposed Altered Calendar Day	Friday, January 25, 2013
<i>Proposed Non Instructional Day (District wide)</i>	<i>Friday, February 15, 2013</i>
Family Day	Monday, February 18, 2013
Schools Close for Spring Break	Friday, March 15, 2013
Spring Break	Monday, March 18 to Friday, March 22, 2013
Proposed Altered Calendar Days	Monday, March 25 to Thursday, March 28, 2013
Good Friday	Friday, March 29, 2013
Easter Monday	Monday, April 1, 2013
Schools reopen after Spring Break	Tuesday, April 2, 2013
<i>Proposed Non-Instructional Day (District Wide)</i>	<i>Friday, April 26, 2013</i>
<i>Proposed Non Instructional Day (District wide)</i>	<i>Friday, May 17, 2013</i>
Victoria Day	Monday, May 20, 2013
Last Day for Students	Thursday, June 27, 2013
Year-end Administrative Day	Friday, June 28, 2013
Schools Close	Friday, June 28, 2013

Days in Session: 186

Days of Instruction for students: 180

Elementary (K-7) daily schedule:

- 8:30 a.m. to 2:20 p.m.

295 instructional minutes per day (as per School Act requirements).

Secondary (8-12) daily schedule:

- 8:30 a.m. to 2:40 p.m.

320 instructional minutes per day (as per School Act requirements).

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



To: Board of Education

From: Secretary Treasurer
Wayne Jefferson

Re: **BOARD POLICY DEVELOPMENT
COMMITTEE RECOMMENDED
CHANGES – GOVERNANCE MODELLING**

Date: February 29, 2012
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

All Boards of Education in the Province are governed by the Provincial *School Act* (the “Act”) and Regulations. Under Part 6 – Boards of Education section of the Act, the Act sets out the broad terms of reference for the governance role of Boards and the role of Trustees.

To be legally binding, all Board of Education decisions must be made by formal resolution or bylaw at a properly constituted Board meeting (section 65 (4) of the Act). Both methods carry equal weight as a Board enacts its authority under the *School Act*.

A formal resolution requires a motion be moved and seconded, and to receive a majority of votes cast following an opportunity for debate and amendment, and one reading of the final motion.

A bylaw also needs to be moved and seconded but it requires majority approvals at three readings, bylaws being usually reserved for matters of more formal and continuous nature than resolutions. For example, regulations governing the use of Board property or for setting Board meeting procedures.

The use of bylaws is also required for certain Board actions, as specified in the *School Act* by Regulations:

- Adoption of annual or amended operating budgets (section 113, the Act);
- Establishment of student and parent appeal procedures against decisions made by Board employees (section 11(3), the Act);
- Implementing of the Board’s capital project plan by means of a capital borrowing and expenditure bylaw (section 143, 144 the Act); and
- Acquisition or disposal of Board property (section 86(5), the Act); and establishment of Trustee elections arrangements (sections 45, 46, the Act).

A bylaw may not receive more than two readings at any one Board meeting unless all of the Trustees present agree to hold all three readings at that meeting. The bylaw must be read in full at each reading unless there is a written copy of the bylaw or each Trustee and or each member of the public present at the meeting in which case a reading may consist of the bylaw's title and a summary of its contents (section 68, the Act).

A policy will be more consistent with the Board's approach to governance through policy development, while still ensuring opportunities to consider further at a future Board meeting, similar to a bylaw. The proposed policy which will replace the bylaw will more accurately reflect the current practices of the Board with respect to the budget development and monitoring. One of the significant changes is that the Budget Development committee, which is a Committee of the Whole, will replace the District Executive committee described in the bylaw and this change will ensure a greater degree of Board involvement at all stages of the budget development. The increased reporting will also allow for greater transparency throughout the process.

PROPOSED ACTION

The following bylaw is proposed to be considered for rescinding:

Annual Budget Bylaw – November 10, 2008

To be replaced by the following policy:

Operating Budget – 4203

It is further recommended the Board review other bylaws to improve the effectiveness and efficiencies of conducting the Board's business at its meetings. The Board Policy Development Committee will forward other bylaws for the Board's consideration in the future.

This action to rescind or amend a previously adopted bylaw and replace the rescinded bylaw with Board Policy through Board approved resolutions should greatly improve the efficiencies and management of the Board's governance model.

RECOMMENDATION:

THAT the Board rescind Annual Budget Bylaw: November 10, 2008 and replace with a Board policy as per the Procedure Bylaw on Non-Financial Bylaws under Part E – section 3.01 (d).

IT IS FURTHER RECOMMENDED THAT the attached Budget Process Bylaw, November 10, 2008, be rescinded as read a first time.

Attachments

BUDGET PROCESS BYLAW

GENERAL

- 1.0 The Board of Education of School District No. 42 (Maple Ridge - Pitt Meadows) believes that an inclusive cost centre based budget aligned with Board Goals and Ministry guidelines is an imperative. To this end the Board recognizes its responsibility to pass a balanced budget while holding student success and achievement paramount.
- 2.0 The Board will approve two budgets annually a Preliminary Budget which must be passed by June 30 of each year and a final budget. The Preliminary Budget is based on Ministry projections and funding allocations provided in the spring of each year. A final budget which is typically passed in February, based on actual enrolment numbers and final funding based on the Autumn Recalculation.
- 3.0 The Board further believes that performance reporting should connect financial and non-financial information. Of particular relevance is point five of the BC Reporting Principles, which speaks to linking resources, strategies and results, to stress the importance of showing the way in which resources influence results and how efficiently those results are achieved.

The BC Reporting Principles are to be incorporated in annual and financial reports.

1. Explain the public purpose served.
2. Link goals and results.
3. Focus on the few, critical aspects of performance.
4. Relate results to risk and capacity.
5. Link resources, strategies and results.
6. Provide comparative information.
7. Present credible information, fairly interpreted.
8. Disclose the basis for key reporting judgements.

TIME LINES

- 1.0 Preparation of the Preliminary Budget will generally align to the time line attached as Appendix "I". Dates will be amended to conform to Board Meeting days, Ministry guidelines, statutory holidays and weekends.

PROCESS

- 1.0 Two Trustees will be appointed by the Board - the Chair of the finance committee and one other - to attend all budget deliberations of the District Executive Committee and keep the Board informed on proceedings.
- 2.0 Stakeholder Groups and the public will have the opportunity to provide input into the Budget Process prior to the completion of a Draft Preliminary Budget and prior approval by the Board of the Preliminary and Final Budgets.
- 3.0 Budget Managers will be responsible for preparing Preliminary Budgets reflecting their needs for delivering the outcomes of their budgets.
- 4.0 Each Budget Manager is responsible for ensuring that the budget approved for the Cost Centre they are responsible for is not overspent and that anticipate outcomes are achieved.
- 5.0 Budget Managers are responsible for developing and presenting a Preliminary Budget that aligns with Board Goals and highlights.
- 6.0 Budget Managers will present and defend budget proposals at the District Executive Committee. Budget submissions will be prepared utilizing the forms attached as Appendix "II".
- 7.0 The District Executive Committee will, on a yearly basis, review and where appropriate modify the Districts funding algorithms for funding of schools.
- 8.0 The District Executive Committee will prioritize and recommend for the Boards approval both a Preliminary Budget and Final Budget detailing all funding requested and additions or deletions made to Cost Centre Budgets at each budget meeting of the District Executive Committee. Final versions of the Preliminary and Final Budgets will include: Cost Centre Budget Summaries, detailed representations of budget additions, and deletions by date as decided by the District Executive Committee and a copy of the budget in the Ministry format.
- 9.0 The final approved budget as detailed in 8.0 will be made available to the public and posted on the District Website.
- 10.0 Once a year an outcomes based report of achievements and funding will be prepared for the Board in a format similar to that of Appendix "III".

BUDGET PROCESS BYLAW – NOVEMBER 2008

A BYLAW by the Board of Education of School District No. 42 (Maple Ridge - Pitt Meadows) (hereinafter called the "Board") is to rescind the attached Budget Process Bylaw – November 2008.

Read a first time the 29th day of February, 2012.



To: Board of Education

From: Deputy Superintendent
Laurie Meston

Re: **KINDERGARTEN REGISTRATION
ENROLLMENT UPDATE**

Date: February 29, 2012
(Public Board Meeting)
Information

BACKGROUND/RATIONALE:

Kindergarten registration occurred during the weeks of January 30th to February 10th. The previous update to the Board of Education provided a snapshot of registration up to February 8th, 2012. Attached is the kindergarten enrollment update as of February 24th, 2012.

This year's registration process was smoother overall than previous years, particularly in the east. Changes to catchment areas reduced the line-ups and parent concern about standing in line and not being able to get into requested programs. This year for the first time, 21 families (who do not live in the Kanaka Creek catchment and who do not presently have siblings in Kanaka Creek) are able to have their children attend kindergarten there. Kindergarten registration at Albion and Alexander Robinson was much more manageable this year, and will allow the schools to accommodate the majority, if not all, of the students (grades 1 to 7) who have been on the waitlist for the last couple of years. Although Blue Mountain and Webster's Corners have not grown as much as we would like to see, we are hopeful that through the year these two schools will continue to grow.

English registration at both Laity View and Pitt Meadows Elementary has been challenging due to the large number of students in French. The need to manage enrollment has resulted in having to limit the number of students accepted into the English program. Although the majority of siblings of students who do not live in catchment who registered during the registration week have been able to be accommodated in their requested schools, students with daycare in catchment have not been able to be accommodated at either Laity View or Pitt Meadows Elementary. Second choice placements have been found for these students.

Registration at Yennadon has also been a bit challenging, however, all students in catchment and out of catchment with siblings have been accommodated.

The total number of students registered in kindergarten to date for 2012/13 is 913. Although these numbers are firmer than they were two weeks ago they will continue to grow over the coming months and some numbers at specific schools may fluctuate up or down depending on family moves, etc.

RECOMMENDATION:

THAT the Board receive the attached report on Kindergarten registration as of February 24th, 2012, for information.

Attachment

**PUBLIC BOARD MEETING Kindergarten Registration Update
February 24th, 2012**

	<i>2012/13 Soft cap</i>	Total Reg to February 24th, 2012	Other notes	
Albion	54	50	Full In catchment only	
Alexander Robinson	64	61	Full In catchment only	
Alouette	36	30		
Blue Mountain	36	14		
Davie Jones	46	36		
Edith McDermott	36	32		
Eric Langton EN	28	19		
Eric Langton FR	40	40	Full	
Fairview	36	23		
Glenwood	44	42		
Golden Ears	54	37		
Hammond	36	32		
Hammond Mont.	20	20	Full	
Harry Hooge	54	34		
Highland Park	36	34		
Kanaka Creek	72	71		
Laity View EN	18	20	Full	
Laity View FR	66	66	Full	
Maple Ridge Elem.	46	43		
Pitt Meadows Elem. EN	19	24	Full	
Pitt Meadows Elem. FR	60	60	Full	
Webster's Corner	36	14		
Whonnock	36	27		
Yennadon	67	68	Full	
Environmental	16	16		
Total		913		



To: Board of Education

From: Secretary Treasurer
Wayne Jefferson

Re: **BOARD POLICY 4203 -**
OPERATING BUDGET PRESENTATION

Date: February 29, 2012
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

In accordance with the Board's Policy Development Committee processes, the attached policy after having been presented to the Board for pre-reads and then to stakeholders and the public is now ready for Board review and will be presented at a subsequent Board meeting for approval.

RECOMMENDATION:

THAT the Board receive Policy 4203 – Operating Budget for review.

Attachment

SD 42 POLICY: 4203

OPERATING BUDGET

PHILOSOPHY

The Board's annual operating budget is a financial plan reflecting the implementation and maintenance of the District's Educational and Operational Plan. The budget should reflect the objectives established by the Board for the school/fiscal year to which the budget applies. The objectives, in the budget should be consistent with the Board's mission and goals statements.

1. Budget Development

- (i) The Board is required by the *School Act* to develop an annual operating budget and submit it to the Ministry of Education in a prescribed form by prescribed dates.
- (ii) The Budget Committee of the Whole "Budget Committee" should recommend a budget to the Board in a timely manner, ideally providing opportunities at two regularly scheduled Board meetings for the Board to deal with the recommendations.
- (iii) The budget document presented to the Board will contain estimates of revenue and expenditures, in a format that is consistent with that required by the Ministry.
- (iv) When the Budget Committee is in the process of developing or reviewing the budget, a detailed report by objects of revenue and expenditure will be prepared by the Financial Services Department, to be used as a working document. The Financial Services Department will prepare the Budget with the capabilities of providing information in three levels of data (District, Senior Team and Budget Coordinator).
- (v) The Budget Committee each year prior to the commencement of their meetings bring to the Board for approval; a plan of proposed meeting dates with expected meeting agenda topics for discussion and recommendation. The timelines outlined will also include the possible meeting invitees, their involvement and the process.
- (vi) Senior Team will, on an annual basis, review all and where appropriate, modify District used funding formulas for inclusion in the development of the preliminary or amended budget documents. Any items of a materiality nature of significance will be reported out to the Budget Committee.
- (vii) The annual operating budget will generally be developed by the Budget Committee which is assisted by senior School District administrative personnel. The meeting(s) will be chaired by the Board Chairperson and conducted as a Closed Meeting of the Board to deal with personnel matters. An invitation is generally extended to employee and constituent groups as well as the general public to provide input to the Budget Committee during its deliberations at appropriate times.

- (viii) The budget approved by the Board, will be supported by specific staff complement approvals and based on the terms of continuing or time duration appointments. At the time of budget approval, the Board will determine whether the decisions taken by the Budget Committee in preparing the budget are to be implemented or presented separately for Board approval.
- (ix) Whether a preliminary or amended budget, once approved by the Board, for purposes of managing the School District, they shall have the same effect and will be posted on the District's website.

2. Nature of the Budget

- (i) The budget is a "living" document that identifies the financial resources appropriated by the Board to provide the human and material resources necessary to meet the School District's educational and operational objectives. To this end the Board, through policy, intends to provide appropriate flexibility in budget management to enable Senior Team to maximize the use of fiscal resources while exercising effective budget control.

3. Responsibilities for Managing Budget

- (i) Responsibility for the overall management of the educational and operational programs that are supported by the annual budgets is that of the Superintendent and Secretary Treasurer. The Secretary Treasurer is specifically responsible for the financial management of the budget, and all financial reports.
- (ii) Each budget account shall be assigned to an Account Coordinator who will generally be a member of senior or middle management, (including Principals). The Account Coordinator for expenditure accounts will be responsible for ensuring that the funds are used for the purpose intended, and for monitoring expenditures to ensure they do not exceed funds allocated, without proper authority not to exceed total budget limits with the organizational unit. Account Coordinators for revenue accounts will monitor activity to ensure that revenue objectives are achieved.

4. Budget Management

- (i) Budget management and reporting will be conducted at a macro (summarative) and micro (detailed) level. Typically the Board and senior executives would receive reports and oversee the budget at a macro level, reviewing information presented by major objects of expenditure. Account Coordinators are expected to manage the budget at the micro level, reviewing information presented by function, program and objects of expenditure.

- (ii) Financial data to assist in the management of budgets will be provided by Financial Services, which is responsible for the proper coding of all revenues and expenditures, in accordance with the Chart of Accounts. Activity Based Budget and Accounting will be incorporated into the Budget development and reporting out systems.
- (iii) The implementation or maintenance of programs shall be carried out in accordance with the policies, decisions and directions of the Board, generally within the amount budgeted for them.
- (iv) It is recognized that the fiscal resources allocated may be greater or less than the cost of providing the service. All those involved in managing the budget are expected to at all times be governed by prudence, remembering that the object is to meet the District's educational and operational objectives. Any funds remaining after the objectives have been met will become reserved for general budget management purposes. Where funds are obviously insufficient, budget transfers or excess expenditures may be approved, in accordance with the provisions of this policy.
- (v) When contractual arrangements or targeted grants specify the appropriate use of carry forward funds, the year end balances remaining will be accounted for as per agreed language.
- (vi) It is understood as per Procedure 4203.1 an approved amount for budget management covering year end surpluses and deficits of a non-contractual or targeted nature will be approved for budget carry forwards.

5. Budget Transfers

- (i) The Secretary Treasurer or designate may authorize budget transfers within object codes and Ministry Function/Program, to facilitate meeting contractual obligations, statutory requirements, approved staffing complement, or approved educational/operational objectives.
- (ii) Budget transfers that would cause an over-expenditure in the account from which funds are transferred are not approved under any circumstances.
- (iii) Budget transfers made between one budget area to another budget area (transfers between Ministry function and/or major object code) will require prior approval from the Superintendent and Secretary Treasurer as this will affect the Board approved budget. Such transfers greater than \$10,000 will require the Board's approval.
- (iv) Where Activity Based Budget arrangements have been established for an organizational unit, total spending for the organizational unit is to be governed by their total budget. This provides Account Coordinators flexibility to allocate expenditures among objects of expenditure authorized in relation to the Parent account.

6. Requests for Change in Staff Complement

- (i) A position control document will be used to reflect the Board's approved staff complement, and to control the salaries and benefit costs.
- (ii) Should the staff complement need to be increased, reduced or altered by crossing Ministry defined function and/or employee group object code, prior Board approval will be required.
- (iii) Any request submitted by Senior Team to the Board that would result in additional cost, shall identify a funding source.

7. Excess Expenditures

- (i) It is recognized that some costs are "on demand" and therefore difficult to control. Examples include, teacher on call costs, payroll taxes, contractual benefit premiums, statutory and contractual obligations, utilities, debt services and uninsured losses. Senior Team is authorized to incur such unforeseen expenditures when transfers can be made in accordance with Section 5 above to accommodate the expense. The transfer must be made within the total budget envelope.
- (ii) When Senior Team has projected that the approved budget will be insufficient to accommodate the expense, and transfers in sufficient sums to provide for the expenditures cannot be made, the Board shall be notified and provided with options.
- (iii) Under the approval of the Secretary Treasurer, expenditure estimates may be exceeded where directly related revenue sources fully provide for the increased expenditure.

8. Reporting

- (i) Unless otherwise instructed by the Board, quarterly financial information shall be presented to the Board providing a "macro" (summarative) status of the budget.
- (ii) The quarterly reporting will include the production of Budget Centre reports of actual and committed expenditures against the approved budgets
- (iii) The presentation will also include the quarterly detailed analysis of budget variances and identification of same with an explanation of any in excess of 10% of the budget amount.

APPROVED:

RECORD

2011-2012

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:

February 8, 2012

Call to Order	Meeting called to order at 8:09 p.m.
Motion of Exclusion	Approved
Correspondence	No correspondence
Ordering of Agenda	Approved as circulated
Confirmation of Minutes – January 25, 2012	Approved as circulated
Chair Report	
Committee Business: Finance COTW Minutes	Received for information
Committee Business: Budget COTW Minutes	Received for information
Other Business	
Adjournment	Adjourned at 8:25 p.m.