

Wednesday, June 11, 2014  
6:00 p.m.

District Education Office  
22225 Brown Avenue  
Boardroom

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## **A G E N D A**

*“Don’t judge each day by the harvest you reap but by the seeds that you plant” –*

*Robert Louis Stevenson*

### **A – OPENING PROCEDURES**

1. Call to Order
2. Correspondence ITEM 1
  - i. SD No. 20 (Kootenay-Columbia)
  - ii. Denise Harper, Chair, SD No. 73 (Kamloops/Thompson)
  - iii. Carmen Ranta, Chair, SD No. 74 (Gold Trail)
3. Ordering of Agenda
4. Invitation for Public Input to matters on the Agenda

### **B – CONFIRMATION OF MINUTES**

1. May 28, 2014 ITEM 2

### **C – PRESENTATIONS**

1. Community and District Literacy Plan ITEM 3

### **D – DELEGATIONS**

### **E – CHAIR REPORT**

### **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
    - i. 2014-2015 Board of Education Regular ITEM 4  
Public Board Meetings

### Information Items

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

- i. Student Transportation Registration and Fees Administration ITEM 5

### **I – COMMITTEE BUSINESS**

- 1. Committees of the Whole
  - a) Finance
  - b) Budget
- 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

### **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. Maple Ridge-Pitt Meadows Arts Council
- 6. Ridge Meadows Education Foundation
- 7. Social Planning Advisory:  
[http://www.mapleridge.ca/EN/main/municipal/728/9982/spac\\_agenda\\_minutes.html](http://www.mapleridge.ca/EN/main/municipal/728/9982/spac_agenda_minutes.html)
- 8. Tzu Chi Foundation
- 9. Youth Society
- 10. Other Board Liaison Representative Reports
  - a) Good News Items

### **L – OTHER BUSINESS**

- a) Public Disclosure of Closed Meeting Business ITEM 6

### **M – ADJOURNMENT**

To: Board of Education

From Board Chairperson  
Mike Murray

Re: **OPENING PROCEDURES**

Date: June 11, 2014  
(Public Board Meeting)

**Information/Decision**

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**1. CALL TO ORDER**

**2. CORRESPONDENCE (Information Item)**

- i. SD No. 20 (Kootenay-Columbia)
- ii. Denise Harper, Chair, SD No. 73 (Kamloops/Thompson)
- iii. Carmen Ranta, Chair, SD No. 74 (Gold Trail)

**RECOMMENDATION**

THAT the Board receive all correspondence for information.

**3. ORDERING OF AGENDA (Decision Item)**

**RECOMMENDATION:**

THAT the Agenda be ordered as circulated.

**4. INVITATION FOR PUBLIC INPUT TO MATTERS ON THE AGENDA**

*Attachments*



## School District No. 20 (Kootenay-Columbia)

2001 Third Avenue, Trail, BC V1R 1R6  
Tel: (250) 368-6434 Fax: (250) 364-2470

May 13, 2014

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

Dear Minister Fassbender:

We are writing to express our concerns about the climate that districts across the province are facing as we try and transform the public education system to be in line with the vision described in the BC Education Plan. Uncertainty in regards to bargaining, Justice Griffin's recent ruling and funding that is not keeping up with cost pressures hinder our ability to implement the changes.

We are disappointed to see that a key recommendation from the select Standing Committee on Finance and Government Services was not fulfilled. The committee concluded that *"the K-12 system is experiencing cost pressures as a result of inflation and aging school facilities. The Committee therefore recommends that enough funding be provided to schools to meet rising costs and capital needs while ensuring strong educational outcomes for BC students."* School District No. 20's financial reality is that they already have reduced support for students and staff in order to pay for increasing medical premiums, utility bills and unfunded support staff salaries increases.

We appreciate the small amount of funding earmarked to support education plan initiatives that was announced with the operating grants. Unfortunately, given the chronic underfunding of the system, we are allocating funding to support existing programs rather than additional BC Education Plan specific transformation initiatives.

Lastly, in addition to the required increased funding into the K-12 public education system, if we are going to achieve the vision of the BC Education Plan then we need a reasonable implementation timeframe to work together to achieve the vision. Failure by the government to provide the necessary funding and the time required to operationalize the plan will undoubtedly result in the BC Education Plan being little more than a website of unattainable goals and broken promises made to the current and future students of our province.

Sincerely,

A blue ink signature of Darrel Ganzert.

Darrel Ganzert  
Board of Education

A blue ink signature of Andrew Davidoff.

Andrew Davidoff  
Kootenay-Columbia Teachers' Union

A blue ink signature of Roger Smith.

Roger Smith  
CUPE Local 1285

A blue ink signature of Lisa Stewart.

Lisa Stewart  
SD20 DPAC

cc: Trustees  
All BC Boards of Education  
Katrine Conroy, MLA

June 4, 2014

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

Dear Minister Fassbender:

**Re: Cost Sharing of Capital Projects**

I write on behalf of the Board of Education (Kamloops/Thompson) School District #73, to express our concern regarding statements made by Deputy Minister Rob Wood in a letter to Superintendents dated April 2, 2014. I am aware we are not the first board to write to you regarding this letter however we feel it necessary to add our voice to those of other boards in the province and to explain where monies considered by your staff to be surplus are in fact designated.

We are informed by Ministry staff that Kamloops/Thompson has \$16 million in potential surplus funds for this purpose. If indeed we were in such an enviable position we can assure you there are many projects in desperate need of attention that would quickly reduce that amount zero.

It has taken our district eight years to accumulate a small operating surplus of \$5,323,770 of which \$1,200,000 is earmarked to balance next year's budget; \$1,626,828 relates to school supply budgets; and, \$553,271 relates to First Nations operating reserve; which only leaves \$1.8 million operating reserve on a \$126 million budget.

Of the \$7,044,759 in local capital reserve, the district has \$2.0 million committed to local capital initiatives and a \$1.1 million contribution to the NorKam Trades School, leaving \$4.0 million in local capital reserve for ongoing capital commitments.

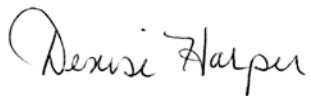
We have \$3,583,691 in our Special Purpose funds of which \$2,014,888 is in school bank accounts. These are funds raised by schools and these funds are resident in school bank accounts.

...2/

In reality, of the \$16 million of potential surplus, SD73 has less than \$7 million in actual unencumbered reserves and if our district was required to contribute this balance as cost sharing of a capital project, we would completely utilize all available funds leaving no ability to cover potential operating deficits.

In conclusion, Kamloops/Thompson district administration, staff and trustee remain committed to providing the best possible education for the students who attend our schools. Every effort is made to maximize programs and services to students, make operational efficiencies as far from the classroom as possible and to exercise fiscal prudence in all decisions. The Board has enormous respect for all senior administration and the tremendous work they do under difficult circumstances. We ask that you give careful consideration to the concerns expressed by school trustees throughout the province and rescind what will be a very damaging policy.

Sincerely,

A handwritten signature in cursive script that reads "Denise Harper".

Denise Harper, Chair  
Board of Education

DH:eb

cc: M. de Jong, Chair, Treasury Board  
Board of Education  
T. Sullivan, Superintendent  
K. Stretch, Secretary-Treasurer

# School District No. 74 (Gold Trail)

PO Bag 250, Ashcroft, BC V0K 1A0  
Phone: 250 453 9101 FAX: 250 453 2425  
[www.sd74.bc.ca](http://www.sd74.bc.ca)



## REVISED

May 20, 2014

The Honourable Todd Stone, MLA  
Minister of Transportation and Infrastructure  
PO Box 9055  
Stn. Prov. Govt  
Victoria BC, V8W 9E2

Dear Minister,

We have been advised the Ministry of Transportation and Infrastructure is proposing a change to the end points for the 50 m/h speed zone through the community of Clinton. The Board of Education is concerned with the proposed changes and the potential impact on student safety.

Currently, traffic in the community of Clinton transitions from 100 km/h to 70 km/h and then to 50 km/h. David Stoddart School is a Kindergarten to Grade 12 school located beside Highway 97. Currently, traffic is limited to 70 km/h as they pass the school. With the proposed change, traffic will travel at 100 km/h as they pass the school. We are concerned that this jeopardizes the safety of the students of David Stoddart School.

The Board of Education supports the safe transport of students to and from David Stoddart School with a crosswalk guard on Highway 97. With the current speed zone allocations, many vehicles travel in excess of the 50 km/h designation putting students and staff at risk. We are concerned that if the speed transition is changed, the number of vehicles speeding through the community will increase and negatively impact student safety. The board also provides bus transportation for students attending the school. When reviewing the proposed changes, we are troubled at the prospect of the bus entering the highway in an area where the speed limit is 100 km/h.

LEARN

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FOR LIFE

To: Minister Todd Stone  
From: Carmen Ranta, Chair  
2 | Page

It is our understanding that the Ministry of Transportation and Infrastructure is considering a similar change in other communities across the province. If this is correct, we encourage you to include consultation with the local Board of Education as part of your process.

We would be pleased to meet with you to discuss this matter further.

Yours truly,

ON BEHALF OF THE BOARD OF EDUCATION



*for*  
CARMEN RANTA  
Chair

Cc The Honourable Peter Fassbender, Minister of Education  
Jackie Tegart, MLA  
Clinton Mayor and Council  
RCMP Clinton Detachment  
BC School Trustees Association





ITEM 2

To: Board of Education

From: Chairperson  
Mike Murray

Re: **CONFIRMATION OF MINUTES**

Date: June 11, 2014  
(Public Board Meeting)

**Decision**

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**RECOMMENDATION:**

THAT the Minutes of the May 28, 2014 Public Board Meeting be approved as circulated.

*Attachment*

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**IN ATTENDANCE:**

**BOARD MEMBERS:**

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

**STAFF:**

Acting Superintendent – Laurie Meston  
Secretary Treasurer – Flavia Coughlan  
Acting Assistant Superintendent – David Vandergugten  
Mgr. of Communication/Community Relations – Irena Pochop  
Executive Assistant – Karen Yoxall

**ABSENT:**

Trustee – Sarah Nelson

**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.

2. Correspondence

**Moved:** Trustee Rempel

**Seconded:** Trustee Marshall

THAT the Board receive all correspondence for information.

**CARRIED**

3. Ordering of Agenda

**Moved:** Trustee Rempel

**Seconded:** Trustee Carr

Amendments: Move correspondence from Patti Bacchus, Chair, SD No. 39 (Vancouver) to Trustee Motions.

THAT the Agenda be ordered as amended.

**CARRIED**

**B. CONFIRMATION OF MINUTES**

1. April 30, 2014 Public Board Meeting Minutes

**Moved:** Trustee Rempel

**Seconded:** Trustee Palis

THAT the Minutes of the April 30, 2014 Public Board Meeting be approved as circulated.

**CARRIED**

### **C. PRESENTATIONS/DELEGATIONS**

#### **1. Canadian Tire Jumpstart Program**

**Moved:** Trustee Rempel

**Seconded:** Trustee Palis

Bryan Hutton, Canadian Tire and Althea Evans, Regional Manager for Jumpstart, presented information on the Canadian Tire Jumpstart Program explaining that the Program has enabled hundreds of Maple Ridge and Pitt Meadows youth participate in sports within the community. Funding comes from the National Program, customers' generosity from Canadian Tire, Mark's Work Wearhouse and Sport Chek and donations to the Program. The available funding of \$55,000 can be used for individual funding based on need, entire after school programs, equipment, staff or anything that is required to run a program. More information can be found at [www.jumpstart.canadiantire.ca](http://www.jumpstart.canadiantire.ca)

THAT the Board receive the presentation from Bryan Hutton and Althea Evans of the Canadian Tire Jumpstart Program, for information.

**CARRIED**

#### **2. Aboriginal Education**

**Moved:** Trustee Rempel

**Seconded:** Trustee Palis

Ron Lanzarotta, Principal Aboriginal Education, presented an overview on the challenges, highlights and main departmental objectives for Aboriginal Education for 2014-2015. The current goals for the Enhancement Agreement and possibilities for the next Enhancement Agreement were explained.

THAT the Board receive the presentation from Ron Lanzarotta, Principal Aboriginal Education, for information.

**CARRIED**

### **D. CHAIR REPORT**

#### **1. BC School Trustees' Association Long-Service Awards**

The Board Chair presented certificates and pins of recognition from the BC School Trustees' Association to Trustee Palis (six years of service), Trustee Carr (six years of service), Trustee Clarkson (six years of service), Trustee Marshall (9 years of service), and Trustee Rempel (18 years of service).

The Board Chair also recognized Laurie Meston, Acting Superintendent, for receiving the National Inclusive Education Award from the Canadian Association for Community Living and Inclusion BC.

### **E. DEFERRED ITEMS**

### **F. TRUSTEE MOTIONS**

1. Correspondence from Patti Bacchus, Chair, SD No. 39 (Vancouver)

**Moved:** Trustee Clarkson

**Seconded:** Trustee Carr

The Secretary Treasurer advised the Board that according to Board Policy 2400 – Board Meeting Proceedings, unless otherwise determined by two-thirds majority vote, labour matters dealing with collective bargaining matters should be discussed in Closed Board Meetings.

THAT the Board consider at this public meeting writing a letter to the Ministry of Education requesting that a mediator be appointed to resolve the current teacher dispute and to establish a new bargaining process.

**DEFEATED**

#### **G. CHIEF EXECUTIVE OFFICER’S REPORT**

1. Decision Items

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

- i. 2014-15 Preliminary Budget Bylaw

**Moved:** Trustee Rempel

**Seconded:** Trustee Palis

The Secretary Treasurer presented the 2014-15 Preliminary Budget Bylaw and explained that the Annual Budget Bylaw for 2014-15 was prepared in accordance with Public Sector Accounting standards and incorporates the Board approved budget balancing proposals as outlined in the Preliminary Operating Budget 2014-15 as well as preliminary budgets for special purpose funds, and the capital fund.

**Moved:** Trustee Rempel

**Seconded:** Trustee Palis

THAT The Annual Budget Bylaw of the Board for the Fiscal year 2014/15 be given three (3) readings at this meeting. (vote must be unanimous).

**CARRIED**

**Moved:** Trustee Rempel

**Seconded:** Trustee Palis

THAT the Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows) 2014/15 Annual Budget Bylaw be:

Read a first time on the 28th day of May, 2014;

Read a second time on the 28th day of May, 2014;

Read a third time, passed and adopted on the 28th day of May, 2014.

**CARRIED**

ii. Rescission of Policy EGB: Clerical Services for Schools

**Moved:** Trustee Rempel

**Seconded:** Trustee Carr

The Secretary Treasurer presented for rescission Policy EGB: Clerical Services for Schools and explained that on April 30, 2014 the Board approved for implementation the budget balancing proposals included in the Preliminary Operating Budget 2014/15. These proposals included new board approved elementary and secondary clerical allocation formulas that supersede the allocations established through Policy EGB: Clerical Services for Schools.

It was explained that a policy is not needed since this is a typically a ratio established through the budget process.

THAT the Board rescind Policy EGB: Clerical Services for Schools.

**CARRIED**

**2. Information Items**

a) Superintendent of Schools

i. 2013 Carbon Neutral Action Report

**Moved:** Trustee Rempel

**Seconded:** Trustee Marshall

The Secretary Treasurer presented the 2013 Carbon Neutral Action Report and reported that the District has hired a consultant to review all of our facilities and provide an action plan to reduce consumption in future years. This will be partly funded from the grant received from Ministry of Education and partly funded from utilities savings accrued in the current year.

THAT the Board receive the Acting Superintendent and Secretary Treasurer's Carbon Neutral Action Report, for information.

**CARRIED**

b) Deputy Superintendent

c) Secretary Treasurer

**H. COMMITTEE BUSINESS**

**1. Committees of the Whole**

a) Finance

i. Financial Statements – Third Quarter

**Moved:** Trustee Rempel

**Seconded:** Trustee Palis

The Secretary Treasure presented the Financial Statements quarter ended March 31, 2014.

Questions were asked on rental contracts and the user fee for transportation.

THAT the Board approve the financial reports for the quarter ended March 31, 2014.

**CARRIED**

b) Budget

**2. Committee & Advisory Committee Reports**

a) Aboriginal Education

b) Board Policy Development

i. Policy 2400: School Board Meeting Proceedings

**Moved:** Trustee Rempel

**Seconded:** Trustee Marshall

The Secretary Treasurer presented Draft Policy 2400: School Board Meeting Proceedings.

Discussion ensued on Trustee Motions and the notice of motions. The Secretary Treasurer explained that best practice is to include all trustee motions as part of the agenda package as this will allow for sufficient time to consider implications of the proposed motions.

Clarification was requested on the list of committees. Amendments were made to the draft policy under Question Period and Other Agenda Notes.

THAT the Board receive for information and continuation with the consultation process the Draft Policy: 2400 School Board Meeting Proceedings as amended.

**CARRIED**

c) District Student Advisory

d) Education

e) French Immersion Advisory

f) Inclusive Education

**Round Table with Partner Groups**

Trustee Clarkson presented an overview of the meeting held with Partner Groups on May 20, 2014. The Board Chair requested that Terms of Reference be created for this committee.

**I. QUESTION PERIOD**

George Serra, President, Maple Ridge Teachers' Association raised a question on the public being aware of the Board 's view of the current provincial lockout strategy.

Kelli Marquet, DPAC Chair, requested an update on the search for the new Superintendent of Schools.

## **J. TRUSTEE REPORTS**

### Maple Ridge-Pitt Meadows Arts Council

It was reported that there will be a Tea Garden fundraiser at the Act on June 1, 2014.

### Ridge Meadows Education Foundation

Trustee Rempel reported that there will be a hot dog fundraiser on June 7<sup>th</sup> at Mark's Work Wearhouse.

### Social Planning Advisory

The draft document on the Housing Action Plan was discussed at the last meeting.

### Tzu Chi Foundation

The last distribution of funding is currently underway.

### Good News Items

Trustee Rempel reported on bursaries from the Rotary Club.

## **K. OTHER BUSINESS**

## **L. ADJOURNMENT**

**Moved:** Trustee Rempel

**Seconded:** Trustee Palis

THAT the meeting of the Board be adjourned at 7:41 p.m.

**CARRIED**

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Mike Murray, Chairperson

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Flavia Coughlan, Secretary Treasurer



ITEM 3

To: Board of Education

From: Chairperson  
Mike Murray

Re: **PRESENTATION –  
COMMUNITY AND DISTRICT  
LITERACY PLAN**

Date: June 11, 2014  
(Public Board Meeting)

**Information**

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**RECOMMENDATION:**

THAT the Board receive the presentation by Bruce Grady and Jesse Hill, Co-Chairs of the Community Literacy Committee.

*Attachment*





Maple Ridge - Pitt Meadows - Katzie

## Community Literacy Committee

# **COMMUNITY AND DISTRICT LITERACY PLAN June 2014**

***Bringing Literacy to Life***

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## ACKNOWLEDGEMENTS

The Maple Ridge Pitt Meadows Katzie Community Literacy Committee gratefully acknowledges the BC Ministry of Education and Decoda Literacy Solutions for its funding and ongoing support.

The Community Literacy Committee would also like to thank School District 42 and the Fraser Valley Regional Library for their assistance and support in 2013/14.

A sincere thank you is extended to the Community Literacy Committee, volunteers, tutors, partner organizations and businesses, and those who give their time and energy to support literacy in our community. We couldn't do it without you!

## A SPECIAL THANK YOU TO OUR SPONSORS / DONORS

- Ministry of Advanced Education
- Post Media Raise a Reader
- Vancity
- Maple Ridge Pitt Meadows Arts Council
- The Maple Ridge NEWS
- First Books Canada
- Tim Hortons Community Cruiser
- Janet Love Morrison
- Bean Around Books



## MESSAGE FROM THE COMMITTEE CHAIRS

Over the past ten years, the CLC has grown significantly and has been working to improve the lives of local residents with low literacy skills. In most cases, these individuals face multiple challenges, barriers that keep them from fully participating in our community.

As individuals become more literate, they become more confident, more employable, and they and their families will make healthier life choices. They often become active in the community and contribute their skills and talents; thus improving the quality of life for all members of the community.

Over the last number of years consistent funding, from the Ministry of Education through Decoda Literacy Solutions, has allowed for a centralized, coordinated focus on literacy support and professional development, easing distribution of funding, allowing for cohesive tracking and accountability, and opening up opportunities for province-wide and regional funding matches.

In the past, Decoda regularly received \$2.5 million in annual funding (via the Provincial government), which allowed for sustainability, continuation, and the ability to build on current work and current resources to provide ongoing and innovative community literacy programming. However, during the 2013 fiscal year there was only \$1 million initially allocated, later another \$1 million was allocated, but that still left Decoda scrambling with various other partners to make up the \$500,000 short fall. Projected funding for the 2014 year again will fall far short of meeting the needs of so many of the various literacy groups around the province.

We were very hopeful that the recommendation, through the “Report of the Budget 2014 Consultations, Select Standing Committee on Finance and Government Services” supported ongoing annual funding at the \$2.5 million dollar level. This static funding would help to sustain and stabilize community literacy work through the province and allow for some long term strategic planning and continue to allow opportunities for province-wide and regional funding matches.

The positive impact to community, as a whole, cannot be denied; it affects everything from healthcare, to employment, to the economy; and increased literacy rates improve the ability of community members to participate in the BC Jobs Plan. This funding has had a number of direct benefits to our community including an ESL women’s group, financial literacy workshops coupled with a tax project, our training of literacy volunteers, the training of members of a number of our partner groups in the PALS program (Parents As Literacy Supporters), our adult book clubs at the library and the Caring Place, our book bins, our CALP grant working with low literacy youth, Family Literacy Day, and a number of our other community initiatives.

But as we wind down from another successful year we realize that government



funding for next year will probably not meet the needs of our existing programs. We, like many groups provincially, look at the future of the Community Literacy Committee with great uncertainty. We would much rather spend our time and energy on building and maintaining our collaborative partnerships and existing literacy programs that meet the needs of our local community than spend time and energy on looking and applying for grants (in an ever diminishing market).

In this day and age literacy is a basic human right, one where the provincial government needs to step up to the plate and make a commitment to reasonable and sustainable funding.

Yours respectfully,

Bruce Grady  
Co-Chair CLC

Jesse Hill  
Co-Chair CLC



## EXECUTIVE SUMMARY

The Maple Ridge Pitt Meadows Katzie Community Literacy Committee (CLC) set a new course in March of 2011. The Committee and its Literacy Outreach Workers (LOWs) worked together to re-establish a clear direction, goals, and to implement its new action plan for literacy.

Over the past three years the CLC, a community planning table and standing committee of the Maple Ridge, Pitt Meadows, Katzie Community Network, has focused its efforts on improving literacy outcomes in our community by increasing services to adult learners through collaboration while increasing awareness of literacy in our community.

The CLC has achieved many positive outcomes, built strong partnerships, actively engaged volunteers and members, enhanced existing literacy programs, and increased awareness of literacy using community development techniques and processes. This work forms a solid foundation upon which to build future literacy initiatives.

As with many community groups, the CLC has operated on a shoestring budget. Funding from the Ministry of Education for collaborative community literacy work is essential to the work that we do. Our financial reserves from previous years are now exhausted. Faced with the threat of further funding cuts, the CLC is assessing how to creatively maintain current literacy projects and initiatives.

The results achieved in the past three years have been remarkable. The personal stories included in this report show that the CLCs focused literacy work is helping individual community members. The Learning Room – our accessible and central literacy centre – has become the hub of literacy for learners and agencies. Conversations with partners highlight increased literacy awareness, growing desire to weave literacy into programs, and greater opportunities for literacy collaboration. Community outreach enabled the CLC to get over 6000 books out into the hands of families most impacted by low literacy.

Our goals for 2014-15 continue to reflect the same priorities and objectives as the three previous years. Given current financial constraints, and our objective to remain a literacy collaborator not a literacy programmer, the CLC is searching out creative ways to continue our literacy work.



## MAPLE RIDGE PITT MEADOWS KATZIE COMMUNITY LITERACY COMMITTEE (CLC)

### About the Literacy Committee

The Literacy Committee works in the communities of Maple Ridge, Pitt Meadows and Katzie to promote and support adult, community, and family literacy. The Literacy Committee is a community group that is open to anyone who wants to be involved in literacy.

### Mission

Our mission is:

The Literacy Committee promotes and supports adult, community and family literacy and provides leadership and coordination of literacy initiatives in the communities of Maple Ridge, Pitt Meadows and Katzie First Nation.

### Vision

We envision a community where:

- Literacy programs are available to people of all ages and all backgrounds;
- All people are encouraged to learn, read and participate;
- All learners are valued for all their skills;
- All learners feel safe to ask for help and use community literacy services; and,
- Literacy initiatives are coordinated and happen in many parts of our community.

## ORGANIZATION OF LITERACY COMMITTEE

The CLC is a Standing Committee of our local Community Network. We work in collaboration with community partners to achieve its goals. Our key partners continue to be the School District 42 and Fraser Valley Regional Library. Both provide valuable resources and support for the CLC's work.

Since 2011 the CLC has grown its membership database to over: 120. This includes people from organizations and government, businesses, and the general community.

### GUIDING QUESTION #1

*Who takes part in the Task Group? How is the work of the task group organized?*



Our Literacy Committee includes a:

- Community Planning Table (members and partners)
- Steering Committee (Co-Chairs and LOWs)
- Work Groups (partner groups or volunteers working on specific tasks)

The Community Planning table sets the overall priorities and vision for the Literacy Committee. The Steering Committee further defines how these priorities will be achieved with concrete action plans. The work groups are either: groups of partners working together towards shared goals; or, active volunteers supported by LOWs to do specific tasks.

## TRENDS IN OUR COMMUNITY

The following trends impact on the work we are doing:

### Positive:

- Increased awareness of importance of literacy;
- Increase in literacy activities and events;
- Broader understanding of literacy;
- Increase in number of learners accessing literacy services in community;
- Increase in collaborative and partnership opportunities; and,
- Agencies and CLC looking for creative ideas to make things happen.

### Negative:

- Decrease in literacy program / service funding;
- Limited funding for collaboration / administration of literacy; Ongoing funding constraints make it hard for non-profits to find time / money to partner on literacy activities;
- Continual struggle to engage learners in literacy activities;
- Decreasing funds available in schools; and
- Increase in immigrant population with few resources to support.

### GUIDING QUESTION # 2

*What has happened in your community over the past year that impacts people in the community and the ability of organizations to support literacy development? Consider both positive and negative impacts.*



3

**GUIDING QUESTION  
#3A**

*What are the important collaborations that have taken place to support literacy and the work of the task group?*

## **PARTNERSHIPS and COLLABORATION**

The CLC's activities focus on partnering and collaboration to support and enhance existing literacy initiatives within partner organizations. The following collaborative efforts support literacy and the work of the task group:

1. Family Literacy Work Group
  - Pre-School Literacy Explorer Kits
  - Christmas Distribution for Children & Youth
  - Project Book Bin
2. Learning Room
  - Women's ESL Conversation Group
  - Tax Filing program
3. CALP Program
  - Adult Tutoring
  - Tutor Training
4. Financial Literacy
5. Adult Learners Book Club
6. Outreach Book Clubs
7. Family Literacy Day
8. Literacy Day at Haney Farmers Market

## **ESSENTIAL ONGOING COLLABORATION**

The CLC has two essential partners: School District 42 and the Fraser Valley Regional Library (Maple Ridge and Pitt Meadows). Both play a central role in terms of partnering on events, providing in-kind support (administration, photocopying, contacts, etc.) and hosting meetings.

Other core partnerships include:

- Maple Ridge Pitt Meadows Katzie Community Network;
- CEED Centre;
- Maple Ridge Pitt Meadows Community Services;
- Maple Ridge Family Education and Support Centre; and,
- University of the Fraser Valley.

**GUIDING QUESTION  
#3B**

*What are the essential ongoing collaborations?*





**GUIDING QUESTION  
#3C**

*What makes  
collaboration work  
well?*

## WORKING WELL TOGETHER

In January 2014 the CLC asked partner groups to reflect on collaborative / partnership efforts. Here are the responses we received:

What made the partnership work well?

- “A really great sharing of information.”
- “Various types of communication (email / meetings); funding for projects; opportunities for input.”
- “Great communication. Excellent follow through on plans. Flexibility and shared vision.”
- “Excellent relationship between Coordinators. Great communication after meetings with meeting minutes and division of tasks.”
- “Enjoyed working with your organization. Would be happy to do another session for service providers in the community.”

How could the partnership be improved?

- “The more lead-time we receive, the better. We plan about a year out.”
- “Increased representation on the Committee (Family Literacy Work Group).”
- “I think our partnership works well. No improvements needed.”
- “It is very good already.”

## 2013 GOALS AND PRIORITIES

In 2013 the emphasis remained on furthering the goals established in 2012, these were:

1. Identify and increase free and community based services to adult learners in Maple Ridge, Pitt Meadows, and Katzie through partnerships with service providers
2. Coordinate and cooperate with community service providers to enhance literacy levels across our community to improve quality of life
3. Create an increased community literacy profile in Maple Ridge, Pitt Meadows, and Katzie through awareness building, community outreach, and marketing efforts
4. Become a leader in literacy initiatives

In addition, four priorities were defined to help the Committee and LOWs focus their attention:

**GUIDING QUESTION  
#4A**

*What priorities, goals  
or objectives have you  
addressed this year?*



- Build on existing programs and services that are currently underway
- Focus on finding sustainable funding and identify sponsorship opportunities
- Maximize use of various marketing opportunities (print and online) to improve literacy profile
- Evaluate activities for effectiveness and impact

## ACTIONS

The following achievements moved the CLC towards its goals:

### GUIDING QUESTION #4B

*What actions were  
taken to reach these?*

- Learning Room grew as a “hub” of literacy for referral agencies, learners, and volunteers
- Book distribution through Raise a Reader and First Book Canada opened up conversations with partner agencies and resulted in more free books for distribution in the community
- Work groups and sub-committees expanded volunteers and partners became active participants in CLCs collaborative work
- Fundraising, partnering, and in-kind contributions brought in over \$55,300
- Newsletter, website, Facebook, and Twitter strengthened online presence
- Bookkeeping system provides LOWs with financial information needed to make informed decisions
- Long-term collaborative processes and partnerships resulting in new programs, resources, and referrals



## PARTICIPATING ORGANIZATIONS & PARTNERS

Partners for 2013 included:

### GUIDING QUESTION #4B

*What organizations  
and groups  
participated in these  
actions?*

- Fraser Valley Regional Library - Maple Ridge and Pitt Meadows, Literacy Outreach (LILI)
- School District 42 (various departments)
- Family Education and Support Centre
- Maple Ridge Pitt Meadows Community Services (various departments)
- Cythera House Transition Society
- Katzie Youth Worker
- Ridge Meadows Education Foundation
- Ministry of Social Development and Social Innovation
- Pathfinder Youth Centre Society
- Haney Farmers Market
- CEED Centre Society
- Fraser Health
- Immigrant Services Society of BC
- Maple Ridge Pitt Meadows Parks and Leisure Services
- Maple Ridge Pitt Meadows Arts Council (ACT)
- Ridge Meadows Education Foundation
- The Maple Ridge Pitt Meadows News
- Friends in Need Food Bank
- Salvation Army Caring Place
- University of the Fraser Valley
- SUCCESS
- Petals Woman's Ministry
- Maple Ridge Pitt Meadows Katzie Community Network

### GUIDING QUESTION #4C

*What adjustments  
were made to the  
plan?*

## ADJUSTMENTS TO PLAN

The CLC made few adjustments to its plans throughout the year as things progressed smoothly towards identified goals. However, the following adjustments were made:

- Adult Literacy Worker was hired to manage Tutor / Learner process and deliver the CALP program; and,
- Collaborative model for financial literacy resulted in workshops being offered however means of tracking outcomes / outputs needed.



## **GUIDING QUESTION # 5**

*How do you know that the actions taken are working to support literacy?*

*What impact have the literacy initiatives had?*

*What are the things that support literacy work?*

## **ACTIONS SUPPORT LITERACY**

The CLC is confident that our actions have supported literacy in our community. We are particularly proud of the following:

- Increased the number of ongoing literacy partnerships;
- Grown the number of adult learners accessing services via the Learning Room and referrals;
- Updated Tutor Training program and trained more tutors;
- Established two book clubs for low literacy adult learners;
- Introduced family literacy activity kits which are distributed through partners' lending library;
- Raised literacy profile using social and print media as well as community outreach at events;
- Distributed books to low income families as part of First Books Canada distribution and Raise a Reader funding;
- Coordinated First Books Canada book pickup and hosted book swap to ensure good selection of books available to each recipient agency. Over 6180 books were picked-up to be distributed in the community.
- Advocated for funding to be maintained by Ministry of Education by meeting with Marc Dalton and Doug Bing, local MLAs, and solicited letters of support from community;
- Fundraising resulted in new revenue streams (small, piece meal), in-kind donations, and sponsorships;
- Engaged partner agencies and volunteers to actively take part in community events, presentations, and work projects; and,
- Partnering enhanced existing literacy programming and better support for local service providers.



**GUIDING QUESTION  
# 5**

*What impact have the literacy initiatives had?*

## **IMPACT OF LITERACY WORK**

### **The Personal Stories...<sup>1</sup>**

#### **JOHN**

John is a recovering addict with a learning challenge and other health issues who lives in transitional housing.

He's looking to take a trades program at BCIT to return to similar work he once did. His memory and health issues make this difficult.

He had tried to upgrade his studies on his own, but found he needed more individual guidance. He would not enroll again without knowing he had the support needed to succeed.

He is dedicated and determined. He's working with a tutor to work on ongoing literacy, and grade 10 physics to obtain the prerequisites to reach his workplace goals.

#### **SAM**

Sam is a 48-year-old labourer who has struggled his whole life with reading and writing.

He's tried to reach out for help before but has been frustrated with a lack of positive individual help. He has great difficulty spelling all words and is forced to call his wife numerous times a day for help. He has lost work due to his literacy issues and was shamed into silence.

Since beginning one-to-one, once a week sessions with his tutor three months ago, he's built his own dictionary and is determined to improve his workplace literacy. He is beginning to shake his poor self-image and replacing it with pride as he embraces learning.

<sup>1</sup> To ensure that the Learners remain anonymous, the names in these stories have been changed.

## SARAH

Sarah joined a conversational English circle at the Learning Room and has now become an integral part of the Literacy Committee's financial literacy tax assistance program.

She volunteers long hours to assist others to do their taxes. This allows her to improve her English and also led to her finding employment in the tax preparation field this year.

## JILL - in her own words..

I enjoy going to the Adult Learner Book Club. I've had the privilege of meeting other people, some like myself, with low literacy ...

We, the group, all read easy written adult books and one novel is picked by the group's decision. We read a little at a time per week as we meet at the library to review what we have just read by asking questions openly and talking a little in depth about what the theme is about. I really like listening to others' opinions and how others express their thoughts about the events and characters of the novel. Keep in mind there is no such thing as a dumb question.

Wow! I must say the books I have read so far were really interesting and I couldn't put those darn books down. (And never mind about the housework, guilty smile). Sometimes I end up reading more than the weekly arranged chapters. That's the honest truth!

I like to conclude by saying if you or anyone else you know is in this category of difficulty, you and they are more than welcome to attend (if shy have someone escort you) and believe me when I say the friendly environment is so comfortable that you feel at home among the new friends you will meet and relate with.☺

Note: Step by step from cover to cover you can do it with friends to help.

## JENN

Jenn has worked steadily with a tutor for several years.

She began with improving her reading and writing, and has now widened her goals to include finishing high school. She is now upgrading her high school Math and English.

**GUIDING QUESTION  
# 5**

*What are the things  
that support literacy  
work?*

## **SUPPORTS FOR LITERACY WORK**

Essential literacy supports in our community include:

- Volunteers – events, tutors, social media, etc.;
- Partnerships with local agencies & libraries, educational organizations, and municipal partners;
- Access to free or low cost books for distribution in the community (Project Book Bin, Food Bank book distribution, give-aways at events);
- Collaborative nature of local community agencies to work together towards shared solutions;
- Marketing & media support from local newspapers, community publications, online event listings, etc.

## **KEY DIFFICULTIES IN 2013**

Difficulties in 2013 included:

- Long-term sustainable funding an ongoing issue;
- Challenges with tracking outcomes and outputs when CLC acts as a liaison between agencies and facilitates processes that lead to programs / services outside of our control;
- Activities / Programs that engage learners where they are (i.e. homeless shelter) are supported in principle, but host organizations unable / unwilling to take over lead after pilot project completed;
- Time constraints (both at CLC and partner level) restrict the uptake of strong literacy programming ideas / processes / presentations; and,
- Link between literacy and success in life still not well understood which makes it difficult to engage businesses in literacy initiatives.

## **IT WOULD BE HELPFUL IF WE HAD...**

- **Stable** annual funding as recommended by the Standing Committee to the Ministry of Education;
- Committee members with more time to become actively engaged in the work being done by the CLC;
- More money from funders for collaborative work;
- Our partner agencies could engage in collaboration without so many time / money restrictions; and,
- Broader understanding by public around what literacy is and how it benefits our communities.

**GUIDING QUESTION  
#6**

*What are the  
difficulties?*

*What would help?*

## FOR THE COMING YEAR

*Are there new opportunities, challenges or issues in your community? How will you respond to those?*

*What goals, priorities or objectives will you work on in the coming year? What actions are planned against those goals?*

*What will be required to meet the goals and effectively employ actions for the coming year?*

## LOOKING FORWARD TO 2014-15

The work conducted by the CLC since 2011 has set a strong foundation for literacy in our community. Learner contacts are up, partners are approaching the CLC, and new ideas for engaging learners in literacy are constantly being assessed. New ideas and opportunities present themselves regularly.

However, as the 2014 fiscal year starts the CLC is faced with a funding crunch that overshadows any new opportunities that may exist. The decrease in funds from Decoda Literacy Solutions (via the Ministry of Education) combined with the CLC's funding reserves running out means that the CLC has to make some hard decisions.

Over the summer of 2014, the CLC will explore various scenarios, in relation to the available budget and existing contract obligations, to determine how to respond to this new reality while achieving 2014 goals.

## 2014 GOALS & OBJECTIVES

In 2014 the CLC will continue to work toward goals established in previous years including:

1. Identify and increase free and community based services to adult learners through partnerships with service providers.
2. Coordinate and cooperate with service providers to enhance literacy levels and improve quality of life.
3. Create increased community literacy through awareness building, community outreach, and marketing efforts.
4. Become a leader in literacy initiatives.

## WHAT'S REQUIRED?

To continue to achieve these goals the CLC needs to find **stable, diversified and sustainable funding** that supports collaboration and partnering on literacy initiatives.





ITEM 4

To: Board of Education

From: Secretary Treasurer  
Flavia Coughlan

Re: **2014-2015 BOARD OF EDUCATION**  
**REGULAR PUBLIC BOARD MEETINGS**

Date: June 11, 2014  
(Public Board Meeting)

**Decision**

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**SCHOOL BOARD MEETING DATES:**

In accordance with Policy 2400: School Board Meeting Proceedings, the following schedule is proposed for the 2014/15 School Board meeting dates:

September 10, 24	February 11, 25
October 8, 29	March 25
November 12	April 8, 29
December 3	May 13, 27
January 14, 28	June 10, 24

**RECOMMENDATION:**

THAT the Board adopt the following regular Public Board meeting schedule for 2014/15:

September 10, 24	February 11, 25
October 8, 29	March 25
November 12	April 8, 29
December 3	May 13, 27
January 14, 28	June 10, 24



ITEM 5

To: Board of Education

From: Secretary Treasurer  
Flavia Coughlan

Re: **Student Transportation Registration and  
Fees Administration**

Date: June 11, 2014

(Public Board Meeting)

**Information**

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**BACKGROUND/RATIONALE:**

On April 30, 2014, the Board approved for implementation the budget balancing proposals included in the Preliminary Operating Budget 2014/15. Proposals related to the introduction of transportation fees for students have been approved for implementation.

The attached Procedure 5400.2 Transportation Registration and Fees includes details on how the transportation application process and transportation fees collection process will be managed.

The application form and the transportation fees waiver form are also attached for information.

The transportation registration period for 2014/15 is June 15, 2014 to August 15, 2014.

**RECOMMENDATION:**

THAT the Board: receive for information Procedure 5400.2 Transportation Registration and Fees.

*Attachments*

## Attachment A

### SD 42 PROCEDURE: 5400.2 - TRANSPORTATION REGISTRATION AND FEES

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#### GUIDING PRINCIPLES:

1. Student transportation will be made available to students as defined in Policy 5400 – Student Transportation for a fee that at a minimum ensures partial cost recovery of direct costs incurred by the board as a result of providing student transportation.
2. Student transportation will be made available free of charge to eligible students that have been transferred by the Board to a school other than their catchment area school. When there is no bus service available to the transfer school, depending on the number of students affected, the Board will either consider adding a new bus route or offering transportation assistance funds to parents.
3. Transportation fees shall be waived for families with combined gross household income at or below the low income thresholds established by Statistics Canada. Proof of household income is required before the waiver is granted.
4. The Secretary Treasurer or Designate determines the student transportation fees. The student transportation fees are calculated based on a combination of estimated full cost recovery per student and market rates for comparable services.

#### TRANSPORTATION SERVICES REGISTRATION ADMINISTRATION

1. Every year a transportation application period shall be established and communicated by the Secretary Treasurer or Designate.
2. Parents or guardians are required to apply for transportation service for their children on every year during the transportation application period in a manner prescribed by the Secretary Treasurer or Designate.
3. If transportation fees are applicable the payment of transportation fees must be received before the transportation service is approved for the child.
4. Eligible students who do not pay the annual transportation fee shall not be provided transportation services by the Board.
5. At the end of the transportation application period the Manager of Transportation shall establish draft route rosters and ensure sufficient busses are allocated to support all students registered for transportation services for the year.
6. Once the bus routes and master rosters are finalized parents of registered students are notified of the student's route number and the bus route.
7. Applications received outside the transportation application period shall only be considered if there is seating space available on existing bus routes.
8. Parents may request cancelation of transportation services and refund of fees paid on or before the end of the first week when their child was scheduled to start receiving transportation services. No refunds shall be issued for cancellations received after this period.

## Attachment A

### TRANSPORTATION PROCESS FOR 2014/15:

Dates	
Application Period	<i>June 16, 2014 to August 15, 2014</i>
Last Day for Payment of Fees	<i>August 15, 2014</i>
Routes and Rosters Confirmation	<i>August 28, 2014</i>

### TRANSPORTATION FEES FOR 2014/15:

The Board approved transportation fees for 2014/15 are included in the table below:

Transportation Fee	
1 <sup>st</sup> Child	\$215
2 <sup>nd</sup> Child	\$215
3 <sup>rd</sup> Child	\$100
4 <sup>th</sup> + Child	\$100

## STUDENT TRANSPORTATION APPLICATION

Transportation services are provided to students as defined in Policy 5400 – Student Transportation for a fee. Transportation fee waivers are available to low income families (see Transportation Fee Waiver form).

For 2014/15, the annual transportation fees are as follow: first and second child \$215 each, all other children of the family \$100 each.

Please complete this form and email to the attention of *Transportation Manager* at: [paul\\_harrison@sd42.ca](mailto:paul_harrison@sd42.ca)

Parent/Guardian		_____		Email: _____	
		<i>Last Name</i>		<i>First Name</i>	
Address: _____		_____		_____	
		<i>Street Address</i>		<i>Unit No.</i>	<i>City</i>
				<i>Postal Code</i>	
Home Phone: _____		_____		Alternate Phone: _____	
Student Last Name First Name:		School		Grade	
1 _____		_____		_____	
2 _____		_____		_____	
3 _____		_____		_____	
4 _____		_____		_____	

List medical, physical or behavioural issue(s) that may impact the safety or wellbeing of your child/children or any other passenger. **Please be detailed and specific.**

- ☐ I, \_\_\_\_\_, hereby agree that any or all of the information provided herein may be shared with the bus company or other affected parties.
- ☐ I, \_\_\_\_\_, understand that failure to disclose risk issues may result in discontinuation of service.
- ☐ I, \_\_\_\_\_, understand that payment of transportation services fee is required before my application is approved and my children are registered for transportation services.

**PAYMENT METHODS AVAILABLE:** Payment for transportation fees can be made by credit card, cash or cheque.

**Credit Card:** Payment can be made online through the Parent Portal (<https://parents.sd42.ca>).

**Cheque:** If paying by cheque, payment should be made payable to SD42 (Maple Ridge – Pitt Meadows) and sent to the attention of Transportation Manager, District Education Office, 22225 Brown Ave., Maple Ridge, BC V2X 8N6.

**Cash:** Payment should be made in person only at the District Education Office.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

First Name Last Name

Personal Information Declaration: The information on this form is collected under the authority of Section 26(c) of the Freedom of Information and Protection Privacy Act. The information provided will be used to determine eligibility for Transportation Services. If you have any questions about the collection and use of this information, please contact the Transportation Manager at 604-463-4200. (June 2014)

<b>School District Review and Approval</b>		Approved	<input type="checkbox"/>	Denied	<input type="checkbox"/>
Name and Position		Signature		Date	

## TRANSPORTATION FEE - LOW INCOME WAIVER

Please complete this waiver and forward with the required documentation to the attention of: Transportation Manager, District Education Office, 22225 Brown Ave., Maple Ridge, BC V2X 8N6, fax: 604-463-2514, email: [paul\\_harrison@sd42.ca](mailto:paul_harrison@sd42.ca)

You are eligible to submit a waiver for transportation fees, when the combined gross household income is at or below the thresholds presented in the table below.

Statistics Canada Low Income Thresholds						
Household Members	2	3	4	5	6	7 or more
Gross income under	\$29,004	\$35,657	\$43,292	\$49,102	\$55,378	\$61,656

Applicants for waiver of student transportation fees must provide proof of residency (e.g. driver's license) and the most recent Tax Return Summary supplied by Revenue Canada for all adults (19+) living in this home at the time of application.

## Applicant and Student Information

Parent/Guardian

Last Name

First Name

Middle Name (Initial)

Student(s) Name(s)

School

Address:

Street Address

Unit No.

City

Postal Code

Home Phone:

Alternate Phone:

List all household members at the above address, including applicant.

Household Member Name	Birth Date	Age	Income	Tax Return Summary Attached

I, \_\_\_\_\_ declare that my combined household income is \$\_\_\_\_\_ per year.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Personal Information Declaration: The information on this form is collected under the authority of Section 26(c) of the Freedom of Information and Protection Privacy Act. The information provided will be used to determine eligibility for a Transportation Fee waiver. If you have any questions about the collection and use of this information, please contact the Transportation Manager at 604-463-4200. (June 2014)

School District Review and Approval

Approved

☐

Denied

☐

Name and Position

Signature

Date



ITEM 6

**RECORD**

**2013-2014**

Pursuant to provisions of 72 (1) of the *School Act*, the following report is a general statement of: (a) matters discussed; and (b) the general nature of decisions resolved at the following meetings from which persons other than Trustees or officers of the Board, or both were excluded:

**April 30, 2014**

Call to Order  
Motion of Exclusion  
Ordering of Agenda  
Confirmation of Minutes – April 9, 2014  
Superintendent Decision Item  
Superintendent Information Item  
Secretary Treasurer Decision Item  
Superintendent Information Item  
Committee Business  
Adjournment

Meeting called to order at 2:15 p.m.  
Approved  
Approved as circulated  
Approved as circulated  
Approved  
Received for information  
Approved  
Received for information  
Received for information  
Adjourned at 2:57 p.m.