

Wednesday, June 15, 2016
Time: 6:00 p.m.

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

"Start by doing what's necessary, then what's possible, and suddenly you are doing the impossible" St. Francis of Assisi

A G E N D A

A. OPENING PROCEDURES

ITEM 1

1. Call to Order
2. Correspondence
 - Mike Bernier, Minister of Education
 - Dave Byng, Deputy Minister of Education
 - Michael de Jong, QC, Minister of Finance
 - Frank Lento, Chair, School District No. 5 (Southeast Kootenay)
 - Lenora Trenaman, Chair, School District No. 8 (Kootenay Lake)
 - Teri Ferworn, Chair, School District No. 20 (Kootenay-Columbia)
 - Quesnel School District News Release
 - Rick Price, Chair, School District No. 48 (Sea to Sky)
 - Tony Cable, Chair, School District No. 57 (Prince George)
 - School District No. 61 (Greater Victoria)
 - Bobbi Johnson, Chair, School District No. 83 (North Okanagan-Shuswap)
 - Linda Meyer
3. Approval of Agenda
4. Invitation for Public Input to matters on the Agenda - *Members of the public can provide input on items on the Agenda. Speaker's time is limited to 2 minutes per person. This agenda item has a time limit of 10 minutes.*

B. APPROVAL OF MINUTES

1. May 18, 2016 ITEM 2

C. PRESENTATIONS - *Individuals and groups invited by the Board to make presentations. Time limits for individual presentations will be established to allow all speakers to present within the time limit for this item. This agenda item has a time limit of 20 minutes including questions; extension is at the discretion of the Board.*

1. Energy Sustainability: Student Inquiry Projects ITEM 3

D. DELEGATIONS - *Registered delegations can make presentations to the Board. Time limits for individual delegations will be established to allow all registered delegations to present within the time limit for this item. This agenda item has a time limit of 20 minutes including questions; extension is at the discretion of the Board.*

1. Garibaldi Music Program ITEM 4

E. DEFERRED ITEMS

F. DECISION ITEMS

1. Chairperson
2. Superintendent of Schools
 - a) School Fees Schedule and Specialty Academy Fees Schedule 2016/17 ITEM 5
 - b) International Education Fees 2017/18 ITEM 6
3. Secretary Treasurer
 - a) 2015/16 Capital Plan ITEM 7

- b) 2016/17 Board of Education Regular Public Board Meetings ITEM 8
 - c) Trustee Professional Development ITEM 9
 - 4. Board Committees
 - a) Budget
 - i. 2016/17 Budget ITEM 10
 - b) Finance
 - i. Financial Statements for the Quarter Ended March 31, 2016 ITEM 11
 - c) Board Policy Development
 - i. Rescission of Policy JHCDA: Physical Restraint of Students ITEM 12
 - ii. Policy 8901: Field Trips (Including Extra Curricular Activities) ITEM 13
 - d) Education
 - e) Aboriginal Education

G. INFORMATION ITEMS

- 1. Chairperson
 - a) Operational Plan ITEM 14
- 2. Superintendent of Schools
 - a) Superintendent's Update ITEM 15
 - b) Helping Teachers: Literacy Presentation ITEM 16
- 3. Secretary Treasurer
 - a) Trustees' Remuneration ITEM 17
- 4. Board Committees & Advisory Committee Reports
 - a) Finance
 - b) Budget
 - c) Board Policy Development
 - d) Education
 - e) Aboriginal Education
 - f) Inclusive Education
 - g) French Immersion Advisory
 - h) District Student Advisory
 - i) Round Table with Partners
 - j) Facilities Planning

H. TRUSTEE MOTIONS AND NOTICES OF MOTIONS

I. TRUSTEE REPORTS

- 1. BC School Trustees Association Provincial Council
- 2. District Parent Advisory Council
- 3. Joint Parks and Leisure Services
- 4. Municipal Advisory & Accessibility

5. Maple Ridge-Pitt Meadows Arts Council
6. Ridge Meadows Education Foundation
7. Social Planning Advisory:
<http://www.mapleridge.ca/AgendaCenter/Social-Planning-Advisory-Committee-10>
8. Tzu Chi Foundation
9. Other Board Liaison Representative Reports
10. Good News Items

J. QUESTION PERIOD - *Questions, with the exception of Trustee questions, will be limited to one question per person with one follow-up clarification question, if necessary. Question period will be restricted to questions only – statements and debate will not be permitted. This agenda item has a time limit of 10 minutes; extension is at the discretion of the Board.*

K. OTHER BUSINESS

1. Public Disclosure of Closed Meeting Business

ITEM 18

L. ADJOURNMENT

To: **Board of Education**

From: Chairperson
Mike Murray

Re: **OPENING PROCEDURES**

Date: June 15, 2016
(Public Board Meeting)

Information/Decision

1. *CALL TO ORDER*

2. *CORRESPONDENCE (Information Item)*

- Mike Bernier, Minister of Education
- Dave Byng, Deputy Minister of Education
- Michael de Jong, QC, Minister of Finance
- Frank Lento, Chair, School District No. 5 (Southeast Kootenay)
- Lenora Trenaman, Chair, School District No. 8 (Kootenay Lake)
- Teri Ferworn, Chair, School District No. 20 (Kootenay-Columbia)
- Quesnel School District News Release
- Rick Price, Chair, School District No. 48 (Sea to Sky)
- Tony Cable, Chair, School District No. 57 (Prince George)
- School District No. 61 (Greater Victoria)
- Bobbi Johnson, Chair, School District No. 83 (North Okanagan-Shuswap)
- Linda Meyer

RECOMMENDATION:

THAT the Board receive the correspondence for information.

Attachments

3. *APPROVAL OF AGENDA (Decision Item)*

RECOMMENDATION:

THAT the Agenda be approved as circulated.

4. *INVITATION FOR PUBLIC INPUT TO MATTERS ON THE AGENDA - Members of the public can provide input on items on the Agenda. Speaker's time is limited to 2 minutes per person. The agenda item has a time limit of 10 minutes.*



May 17, 2016

Ref: 187446

Teresa Rezansoff
President, BCSTA
Email: teresa.rezansoff@sd51.bc.ca

Dear Ms. Rezansoff:

I am writing in response to your letter of April 27, 2016, addressed to the Honourable Christy Clark, Premier, requesting ministries respond to written responses from your organization in a timely and thorough manner. Your correspondence was forwarded to my office to ensure the Ministry of Education is also aware of your concerns.

This request comes at an opportune time since our ministry has recently received a number of resolutions resulting from your Annual General Meeting. In response, I would like to assure you that I have brought your concerns to the attention of ministry staff and that steps are being taken to ensure the BC School Trustees Association's resolutions receive coordinated, timely and thorough responses. In situations where additional time is required to respond to a particular resolution, staff have been instructed to ensure an acknowledgement letter is issued to your association.

Thank you for bringing this matter to the provincial government's attention and for the opportunity to respond.

Sincerely,

Mike Bernier
Minister

pc: Honourable Christy Clark, Premier



May 16, 2016

Ref: 187506

Teresa Rezansoff, President
BC School Trustees Association
Email: teresa.rezansoff@sd51.bc.ca

Dear Ms. Rezansoff:

I am writing in response to the letters sent to the Ministry of Education outlining the resolutions following the BC School Trustees Association's 2016 Annual General Meeting on April 15, 2016.

Thank you for sharing the results of your meeting and for providing the Ministry with a copy of the resolutions. In the coming weeks, you will be receiving responses from our divisions in response to the resolutions directed to the Ministry.

In addition, on May 17, 2016, we will be coming together to discuss the resolutions directed to the Honourable Mike Bernier, Minister of Education, as well as to myself. It is my hope the meetings will allow us to begin a dialogue about the topics you have raised and discuss next steps to best serve the students of British Columbia.

In the meantime, if you have questions, or require additional information, I encourage you to contact Ramona Soares, Assistant Deputy Minister, Partner Relations by phone at (604) 396-6132, or by email at Ramona.Soares@gov.bc.ca.

Thank you for the opportunity to respond.

Sincerely,

Dave Byng
Deputy Minister

pc: Ramona Soares, Assistant Deputy Minister, Partner Relations



348370

JUN - 9 2016

Michael Marchbank
Public Administrator
BC Public School Employers' Association
400 - 1333 West Broadway
Vancouver BC V6H 4C1

Dear Mr. Marchbank:

Thank you for your letter of February 12, 2016, advising me of the resolution passed at the 22nd Annual General Meeting of the British Columbia Public School Employers' Association (BCPSEA). I understand that the BCPSEA trustee representatives consider the matter of governance to be a high priority for them.

I am also aware that last fall you established the BCPSEA School District and Government Advisory Committee, whose mandate is to seek out the advice and perspective of trustee representatives in support of BCPSEA's statutory mandate and to review the services BCPSEA provides to school districts.

I am confident that the work of the Advisory Committee, in concert with BCPSEA and school districts, will continue to play an important role in ensuring the successful implementation of the collective agreement and the strategic preparation for the next round of bargaining.

As any decisions on the matter of BCPSEA governance must take into consideration the public sector as a whole, I trust that while this current governance arrangement remains in place, BCPSEA and its trustee representatives will continue to have discussions and obtain input in

.../2

recognition that, as the employers, boards of education play an important role in the work of BCPSEA.

Thank you for your continued service as public administrator.

Sincerely,



Michael de Jong, Q.C.
Minister

cc: Christina Zacharuk, President & CEO
Public Sector Employers' Council Secretariat

Renzo del Negro, CEO
British Columbia Public School Employers' Association



February 12, 2016

Hon. Michael de Jong, Q.C.
Minister of Finance
PO Box 9048 Stn Prov Govt
Victoria, BC V8W 9E2

Dear Minister:

The British Columbia Public School Employers' Association (BCPSEA) held its 22nd Annual General Meeting on January 29, 2016 at the Coast Coal Harbour Hotel in Vancouver.

At that meeting, the BCPSEA members — the province's 60 public boards of education — passed the following resolution:

BE IT RESOLVED that the BC Public School Employers' Association members direct the BCPSEA Public Administrator to write a letter to the Minister of Finance requesting that the association be released from the direction of the Public Administrator and that the Trustee Directors be reinstated to the BCPSEA Board of Directors.

Carried

In accordance with the direction of the members, I am writing to advise you of this resolution and the members' requests.

Yours truly,

A handwritten signature in black ink, appearing to read "M. Marchbank", is written over a faint, larger signature.

Michael Marchbank
Public Administrator

c: Renzo Del Negro, CEO



SCHOOL DISTRICT 5

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

May 11th, 2016

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

Dear Minister Bernier:

RE: SD69 Board Letter of March 11, 2016 to Minister Bernier re: Minister's interview of February 23rd, 2016 on CBC's *Early Edition*

During our monthly Advocacy meeting in April, our Board reviewed a March 11, 2016, letter written to you by SD69, Qualicum.

Upon review of that letter and the February 23rd interview, our Advocacy Committee recommended the following motions to our Board, which were carried at last night's Board meeting:

That the Board of Education write a letter of thanks to SD69 for their letter of March 11, 2016 to Minister Bernier re: Minister's interview of February 23rd, 2016 on CBC's Early Edition, with cc's to the usual stakeholders and to Rick Cluff, host of the Early Edition on CBC Radio and that the Board express our own deep dissatisfaction with the comments of Minister Bernier during this interview.

And

That the Board of Education write a letter to Minister Bernier, with cc's to the usual stakeholders and to Rick Cluff, host of the Early Edition on CBC Radio echoing our own deep dissatisfaction with his comment referencing stakeholders of public education as "a few groups" as well as other comments regarding funding of public education in the province.

Our Board agrees unanimously that your characterization of 75,000 public school employees, the parents of over 550 thousand students and 416 School Board Trustees who --as *elected officials*--represent the **majority concerns** of their District's constituents --and therefore the majority concerns of **ALL BC**

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

constituents— was both inappropriate and inaccurate. We echo SD69 in requesting that you provide a public apology for this outrageous statement. Additionally, our Board takes exception to many of the assertions made by you during your interview with CBC's *Early Edition* host, Rick Cluff.

Comparing Vancouver School Board (VSB)'s 2016 budget to their 2001 budget and inferring it is a \$70 million increase despite declining enrolment defies basic math.

During the interview you state that the VSB budget currently sits at \$450+ million (according to *their* documents it is \$479,990 million) and you say they've received a \$70 million increase over their 2001 budget (of \$365 million, according to Tracy Sherlock's article of March 6th, 2016, "*Do the Math on Vancouver School Funding*").

You allege that Cluff's assertion that *inflation outstrips funding* is incorrect. However, according to the calculations of the *Bank of Canada's* "inflation calendar", today's VSB funding dollars should equal \$480,777,550 just to *meet inflation*. This is not an increase of \$70 million –it is a slight *decrease* in funding of around \$1 million.

And while government has staunchly reiterated that you have put more money into education funding despite "declining enrolment" for over a decade, government continues to ignore the most basic of financial realities for Boards of Education:

- According to Government's own documents and projections, education funding is *decreasing* both as a percentage of the provincial budget and as a percentage of the Gross Domestic Product (GDP). In GDP terms, this will equal a *reduction* in government spending on education of \$850 million over the next three years.
- A decline in enrolment does *not* equal automatic savings to a District. A school may lose a number of students but these students will not all come out of the same classroom or ride the same bus route; they will not necessarily cost the district less in teachers' salary, bussing, or other fixed costs a District continues to incur. The only certainty a District faces regarding declining enrolment is the reduction of \$7,166 for *every student* a District loses to declining enrolment.
- Downloading by government –onto School Districts— additional costs such as the legislated Carbon Tax and the mandated responsibilities (that go beyond traditional K – 12 undertakings) for initiatives like Early Learning and Community Literacy, of which additional financial and administrative resources from School Districts are required to cover and for which government *does not provide additional funding*.
- The salary freeze that has been in place for exempt staff employees since 2009 has now been lifted. As a result, Boards –not government—are expected to find the 2%/2% raises approved for Principals/Vice Principals by the BC Public School Employers' Association (BCPSEA). Additional exempt staff position salaries are expected to be un-frozen in the near future and

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

there has been zero indication by government that these expected raises will be funded with additional monies *from government*.

- The *exponential rate* at which teachers must rely on technology to prepare students for the 21st Century –and the *enormous cost* of providing up-to-date technology for students—remains unfunded by government.
- This is particularly evident with, but not exclusive to, the new Next Generation Network (NGN) which government has required of Boards and had originally agreed to fund but for which government has recently reneged financial responsibility.
- The increased class sizes and number of special needs students per District –and classroom—is not adequately covered by government's Learning Improvement Fund (LIF) and does not address all of a District's concerns. Your assertion that Boards of Education are "okay" with this situation is extremely misleading. Boards are simply trying to make the best decisions possible given the funding shortfall that is continuously perpetrated on public education year over year. This is simply one more example of Boards making decisions that are the least harmful to students given our mandate to produce balanced budgets each year –a feat the government doesn't always require of itself.

These so-called funding "choices" reflect the financial realities faced by Boards, administrators, teachers, support staff, parents and students each and every day. They do not always reflect the educational needs of these same education stakeholders.

The "difficult" choices Districts currently face are not the fault of poor decision-making –by VSB or any other Board of Education. They are the product of a consistent policy of underfunding by government and cannot not be remedied by a paltry \$45 million reduction to the cost of the Teachers' Pension Plan. A "savings" which, incidentally translates into approximately \$600,000 for our District –roughly the same amount our District has had to give back to government in the form of the "administrative savings" demanded by government to reduce our so-called "low-hanging fruit".

Nor can it be remedied by government's alleged "new money" of \$110 million put into education this year. This is simply money which government is required to pay to honour their commitment to the recently signed Teachers' Contract and the per-student funding of nearly 7000 new students province-wide.

Yes, it is true that BC still has some of the "best outcomes" across the country. The citizens of BC have dedicated Boards, administrators, teachers, support staff, parents and students to thank for that. Over the years these people have worked hard to build a strong foundation for public education.

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

As with any good foundation, constant external pressure inevitably produces cracks and fissures that do, over time, begin to create cracks in the house itself. Those “cracks” are now beginning to show in the form of large District deficits, the rash of school closures and the laying off of vital teaching and support staff –all at the expense of student learning—regardless of how government spins their numbers to infer otherwise.

Our Board urges you to rely less on the information you are being provided internally and have an honest look at the information and feedback your constituents –Boards, administrators, teachers, support staff, parents and students— have and continue to provide you.

Sincerely,



Frank Lento, Board Chair,
SD5

Cc: Mike Bernier, Minister of Education
Bill Bennett, MLA Kootenay East BC
John Horgan, Leader, BC New Democratic Party
Rob Fleming, Education Critic, BC New Democratic Party
Teresa Rezasnoff, President, BCSTA
BCSTA for distribution to member Boards of Education
Mike Lombardi, Chair, Vancouver School Board
Jim Iker, President BC Teachers' Federation
Nicole Makohoniuk, President, BCCPAC
Shelley Balfour & Christina Smith, CFTA Co-Chairs
Debbie Therrien, DPAC Chair
Aaron Thorn, President, SD5 Administrators' Association
Rick Cluff, Host, Early Edition, CBC Radio
Catherine Shaw, FACE BC Vancouver
Other Media

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

940 Industrial Road #1, Cranbrook BC, V1C 4C6 • Tel: 250.417.2055 • Fax: 250.489.5460 • www.sd5.bc.ca



SCHOOL DISTRICT 5

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

May 11th, 2016

Trustees, SD69
c/o Eve Flynn, Board Chair
PO Box 430 100 Jensen Ave. E.
Parksville, BC V9P 2G5

Dear Board of Trustees, SD69:

RE: SD69 Board Letter of March 11, 2016 to Minister Bernier re: Minister's interview of February 23rd, 2016 on CBC's *Early Edition*

Thank you for writing your letter of March 11, 2016 to Minister Bernier re: Minister's interview of February 23rd, 2016 on CBC's *Early Edition*. Without your advocacy, our Board would not have been made aware of this particular interview.

Without your letter, our Advocacy Committee would not have recommended the following motions to our Board, which were carried at last night's Board meeting:

*That the Board of Education write a letter of thanks to SD69 for their letter of March 11, 2016 to Minister Bernier re: Minister's interview of February 23rd, 2016 on CBC's *Early Edition*, with cc's to the usual stakeholders and to Rick Cluff, host of the *Early Edition* on CBC Radio and that the Board express our own deep dissatisfaction with the comments of Minister Bernier during this interview.*

And

*That the Board write a letter to Minister Bernier, with cc's to the usual stakeholders and to Rick Cluff, host of the *Early Edition* on CBC Radio echoing our own dissatisfaction over his comment referencing stakeholders of public education as "a few groups" as well as other comments regarding funding of public education in the province.*

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

We are grateful to your Board for putting a spotlight on Minister Bernier's comments and for focusing on his unacceptable characterization of 75,000 public school employees, the parents of over 550 thousand students and 416 School Board Trustees who –as *elected officials*—represent the **majority concerns** of their District's constituents –and is therefore representative of the majority concerns of **ALL BC constituents**.

Thank you again for writing this important letter. Our Board looks forward to the continued receipt of copies of letters of advocacy from your District.

Sincerely,



Frank Lento, Board Chair,
SD5

Cc: Mike Bernier, Minister of Education
Bill Bennett, MLA Kootenay East BC
John Horgan, Leader, BC New Democratic Party
Rob Fleming, Education Critic, BC New Democratic Party
Teresa Rezasnoff, President, BCSTA
BCSTA for distribution to member Boards of Education
Mike Lombardi, Chair, Vancouver School Board
Jim Iker, President BC Teachers' Federation
Nicole Makohoniuk, President, BCCPAC
Shelley Balfour & Christina Smith, CFTA Co-Chairs
Debbie Therrien, DPAC Chair
Aaron Thorn, President, SD5 Administrators' Association
Rick Cluff, Host, Early Edition, CBC Radio
Other Media

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

940 Industrial Road #1, Cranbrook BC, V1C 4C6 • Tel: 250.417.2055 • Fax: 250.489.5460 • www.sd5.bc.ca



SCHOOL DISTRICT 5

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

May 26th, 2016

Honourable Christy Clark
Premier of BC
West Annex, Parliament Buildings
Victoria, BC
V8V 1X4

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

Honourable Mike DeJong
Minister of Finance and House Leader
Room 153, Parliament Buildings
Victoria, BC

Dear Premier Clark, Minister Bernier and Minister De Jong:

RE: SD5 Replacement Objective in Light of Minister Bernier's Media Comments

At our May 10th Board meeting, School District 5 (SD5), Southeast Kootenay Board of Education carried the following motion:

That the objective of the replacement of Mount Baker Secondary School (MBSS) as a Neighbourhood Learning Centre (NLC) be communicated to the Minister of Education, Mr. Bernier, and copied to the MLA Mr. Bill Bennett, in response to Mr. Bernier's statement that "the replacement of Mount Baker Senior Secondary "...is not a part of the provincial five-year plan."

While our Board of Education was appreciative, Minister Bernier, of your visit to our District and subsequent tour of Mount Baker Secondary School (MBSS), our Board was disappointed that you chose to share your position regarding MBSS replacement timelines with media prior to a courtesy notification or discussion with our Board.

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

We are even more disappointed however that, after eight years of considerable and concerted effort on the part of SD5, government is unwilling to look at replacement of MBSS until the Board has completed an additional five years of strong advocacy for a total of thirteen years –an entire generation of students that have been denied the proper facilities to match their learning needs.

Our Board wishes to inform you that our objective of the replacement of Mount Baker Secondary School (MBSS) as a Neighbourhood Learning Centre (NLC) remains firm and as such our Board carried the additional motions at our May 10th Board meeting:

That the Board of Education SD5 Southeast Kootenay reaffirm its commitment to the replacement of Mount Baker Secondary School, with the Key City Theatre as a Neighbourhood Learning Centre, by June 30, 2018.

And

That the Board of Education SD5 Southeast Kootenay undertake the development of a comprehensive action plan inclusive of all partners and stakeholders to achieve this objective.

MBSS is the largest school –and daily gathering place—in the East and West Kootenays and our region contributes significantly to BC's economy according to Urban Futures, *Regions & Resources: The Foundations of British Columbia's Economic Base* report, which, based on information from the last Long Form Census observed, "The Kootenays more than pulled its per capita weight in terms of export earnings with a total of \$33,712 export value generated per person". This is more than double the provincial average.

According to Jock Finlayson, Vice-President and Chief Economist of the Business Council of British Columbia (BCBC), BC is currently benefitting more than most provinces from the depreciating Canadian dollar --due in no small part to tourism, resource-based mining exports and the gateway sectors that mining continues to support –all of which the Southeast Kootenay is a major contributor.

Finlayson indicates that in order to boost productivity and build a more competitive economy, infrastructure should be one of government's focuses. Yet the 2005 promise by government to make all B.C. schools seismically safe by 2020 has been pushed back by a decade. Nor has government kept up with building to accommodate the influx of new students into the province.

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

940 Industrial Road #1, Cranbrook BC, V1C 4C6 • Tel: 250.417.2055 • Fax: 250.489.5460 • www.sd5.bc.ca

Rather, government displays a complete lack of urgency to address seismic upgrades or the overcrowding issues in the Lower Mainland and appears to have zero consideration for the needs of Districts outside the Lower Mainland and Vancouver Island. This indifference to the needs of Districts outside the Lower Mainland is unfair to students, taxpayers and the cash-strapped Districts who are forced to allocate vital education dollars on building upkeep and carbon taxes simply because their buildings are in need of replacement.

We hope that government will reconsider its budget priorities and ensure that school building replacement and refurbishment receives the high priority status it deserves. This infrastructure investment would enhance economic development and employment opportunities and would be an important investment in our future economy as it would provide our children with the facilities they need in order to properly engage in 21st Century learning.

Sincerely,



Frank Lento, Board Chair,
SD5

Cc: Mike Bernier, Minister of Education
Bill Bennett, MLA Kootenay East BC
John Horgan, Leader, BC New Democratic Party
Rob Fleming, Education Critic, BC New Democratic Party
Teresa Rezasnoff, President, BCSTA
BCSTA for distribution to member Boards of Education
Mike Lombardi, Chair, Vancouver School Board
Jim Iker, President BC Teachers' Federation
Nicole Makohoniuk, President, BCCPAC
Shelley Balfour & Christina Smith, CFTA Co-Chairs
Debbie Therrien, DPAC Chair
Aaron Thorn, President, SD5 Administrators' Association
Catherine Shaw, FACE BC Vancouver
Media

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



School District No. 8 (Kootenay Lake)

Board Chair

570 Johnstone, Nelson, B.C. V1L 6J2

Telephone: (250) 352-6681 Fax: (250) 352-6686

Toll Free: 1-877-230-2288 Web: www.sd8.bc.ca

Academic Success ♦ Creativity and Imagination ♦ Citizenship ♦ Resiliency

May 16, 2016

The Honorable Mike Bernier
Minister of Education
PO Box 9045, Stn Prov Gov
Victoria, BC V8W 9E2

Dear Minister Bernier:

I am writing at the request of the SD8 (Kootenay Lake) Board of Education to thank you for your visit to our School District on April 19th, and in response to your subsequent letter dated April 26, 2016. We did appreciate the opportunity to address you directly, both to share some of the outstanding efforts of our teachers, support staff, students and community as we strive to attend to the ever-changing needs of our students, and to express some of our significant concerns.

Thank you for recognizing the issues we have raised regarding the implementation of the grades 10-12 curriculum. While we appreciate your optimistic message that completion requirements, assessment expectations, and public readiness for implementation are all ready to provide important foundational support for the curriculum roll-out, we remain, at best, cautiously optimistic. Indeed, you appear to dismiss our concerns, citing the success of the rushed timeline of the K-9 roll-out as your preferred model. While this may be true, the graduation program is different. The implementation timeline of the K-9 curriculum has not been what we would call "best practice" and we feel that its success has more to do with the commitment of our employees and our community, and some luck, than with sound planning. We cannot rely on this lucky convergence of factors in the case of the secondary curriculum, placing what should be a successful and positive endeavor in jeopardy. We would like to remind you that it is the middle of May and we have yet to hear about critical components that would support the roll out of the new curriculum.

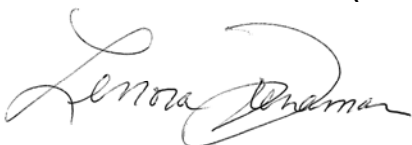
Other concerns that arose out of your visit, were your insistence that it is okay for primary children to spend more than an hour on a one-way bus ride to school, and that from your perspective, as a parent, it is an acceptable scenario when considering our facilities plan. You also inferred that this District had "done nothing" to reduce excess space. In fact, several years ago we closed three schools and submitted a capital plan to the Ministry that included the rebuild of a building in Nelson that would have allowed us to close another school. At present, we are engaged in the consideration of closure of six more schools, and our staff continues to attempt to dispose of other under-utilized space. The fact remains that we are feeling the impact of an \$83,000,000 deferred maintenance bill, and the reality that we receive about \$1.3 million dollars per year to attend to it.

Continued.../2

There is no doubt that you too, must feel the pressure of wanting to do more on behalf of our children and youth. We want to provide them with the best education we can, in order to support them as they emerge into adulthood and become productive, contributing members of our society. We have no intention of abandoning our responsibilities to the next generation. We are working hard in our communities, and expect the support of the Province in attending to the changing needs of our students and our infrastructure.

Sincerely,

SCHOOL DISTRICT NO. 8 (KOOTENAY LAKE)



Lenora Trenaman
Board Chair
ltrenaman@sd8.bc.ca

cc *Board of Education, School District No. 8*
 BCSTA Boards of Education
 Sheri Walsh, DPAC Chair
 Paul Boscariol and Doug Kunzelman, KLTF Co-presidents
 Michelle Bennett, CUPE President
 Joanne Beddoes, KLPVPA President



May 4, 20146

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

Dear Honourable Minister:

Thank you for visiting our school district on April 20th. We appreciated the opportunity to share just a few of the wonderful learning opportunities we are providing for youth in our communities. We also appreciated the time you spent with the Board where we were able to express some of our concerns, especially those related to funding. On Friday April 29th the Board passed a balanced budget bylaw for the 2016/2017 school year. We are facing a \$750,000 projected deficit while needing to educate more students than we had in 2015/2016. While we tried to keep the cuts away from our classrooms, we did have to institute transportation fees on our parent community in order to balance the budget.

Many in our community have urged the Board to send a deficit budget to you to demonstrate our common concern about the chronic underfunding of public education in British Columbia. Ultimately, the Board passed both a balanced budget and a needs (deficit) budget. The needs (deficit) budget is attached and highlights services and staffing that we believe should be in place for our students. These services and staffing are not a wish list, or simply a list of items that we have had to reduce over the past 10 years. These are supports for our students, staff and facilities which we strongly believe need to be in place to achieve the vision articulated in the BC Education Plan.

The voice of local trustees in making decisions related to our district is critical and why we choose to submit a balanced budget. In copying this letter to all boards in BC, we are encouraging others to share with you what they believe they need in order to address their own local challenges. Government needs to invest in public education at a significantly higher level than what is currently provided. You mentioned that part of the reason you are so committed to visiting each district throughout the province is to gain an understanding of the diversity of our province, communities and learners so that it can aid in your decision making as Minister. We ask that you remember your day in our district when advocating for more funding for the Ministry of Education.

Sincerely,

A handwritten signature in blue ink that reads 'Teri Ferworn'.

Teri Ferworn
Chairperson
Board of Education

cc: Greg Luterbach, Superintendent of Schools
Natalie Verigin, Secretary-Treasurer
Mr. Michael DeJong, Minister of Finance
Ms. Katrine Conroy, MLA for Kootenay West
Mr. Rob Fleming, MLA for Victoria-Swan Lake and Opposition Education Critic
Ms. Carole James, MLA for Victoria-Beacon Hill and Opposition Finance Critic
All BC Boards of Education
Local media

SD20 Needs (deficit) budget items required

<i>Item</i>	<i>FTE</i>	<i>Cost</i>
Fulltime CCW/CYCW (not tied to specific children) in each elementary school	7	\$311,640
Restore 2nd itinerant elementary counsellor	1	\$100,000
Restore/Add 3 additional district consulting psychologists (1000:1)	3	\$300,000
Add Substance abuse counsellor @ secondary	1	\$100,000
Add Manager of HR - wellness, attendance mgmt, health and safety	1	\$112,500
Full time teacher librarians in every school	4.83	\$483,000
Restore Accounts payable clerk	1	\$59,150
Restore SBO Receptionist	1	\$42,665
Fulltime technology related helping teacher	1	\$100,000
Fulltime elementary principals	0.3	\$30,000
Restore/Add .4 VPs in all elementary schools	2.1	\$260,000
Restore learning and technology hardware spending plan		\$350,000
400 hrs/wk additional education assistant supports	14.55	\$508,800
2% Inflationary increase to supplies and services budgets		\$70,000
Restore additional classroom/school carpet cleaning		\$10,000
Semi-annual outside cleaning of facilities		\$20,000
Reduce secondary staffing allocation pupil teacher ratio from 25:1 back to 22.5:1	7.5	\$750,000
Eliminate transportation fees		\$250,000
Restore school and department supply budgets		\$100,000
Restore school based literacy lead allocations (0.714 fte)	0.714	\$71,400
Restore school based numeracy lead allocations (2fte)	2	\$200,000
Restore Aboriginal education educator (1fte)	1	\$100,000
Restore service level up one category for custodians (10% increases in hrs)	103 hrs/wk	\$147,290
Restore rental waivers for non-profit, child focused facility renters		\$15,000
Restore integration support teacher to operating budget	1	\$100,000
Minimum of one fulltime clerical at each school	31 hrs/wk	\$41,292
Restore/Add 3 trades people (millwright, carpenter, electrician)	3	\$249,600
Restore 2 fulltime general maintenance workers	2	\$114,400
Reduce class sizes for elementary classes by 10% (K to 20, primary to 21.5, intermediate to 27)	8.5	\$850,000
Sustain implementation assistant position to support various projects	1	\$50,750
Eliminate internal fieldtrip chargebacks		\$50,000
Total additional operating funding required		\$5,947,487

Quesnel School District

401 North Star Road,
Quesnel, BC
V2J 5K2

Tel. 250-992-8802
Fax. 250-992-7652

Board of Education

NEWS RELEASE

News Release issued Monday, May 16, 2016 for immediate release

School District No. 28 (Quesnel) Budget Pressures

The Board of Education of School District 28 (Quesnel) is in the process of preparing its preliminary budget for the 2016/17 school year. While the Board intends to announce a balanced budget for the upcoming year, they do so with a great deal of frustration and displeasure. On March 30, 2016, the Board passed a bylaw to close three schools – École Baker Elementary, Parkland Elementary and Kersley Elementary – effective June 30, 2016. The savings that resulted from these closures is estimated to be \$777,000 which would have been sufficient to cover the funding shortfall of \$749,000 which has substantially resulted from declining enrolment and decreases in funding protection. Unfortunately, because of way the provincial government has downloaded certain costs to the District, instead of being able to add services back to the system after closing schools, the Board is being forced to make further cuts of \$324,000. These cuts may directly impact students.

The Quesnel Board of Education, like other districts in the province, is demanding that the government reverse decisions which have contributed to a significant funding shortfall for the upcoming and future years. First, the Board demands the return of the District Administrative Savings, the result of which is that \$370,000 has been permanently taken out of operating budgets – \$202,000 in the 2015/16 year and a further \$168,000 for the 2016/17 year. Second, repay the costs for the new provincial network for internet access. Our District's cost for this are \$260,000 in the 2015/16 school year and will cost a further \$135,000 in 2016/17 school year – costs which will be ongoing. Finally, the Board will be demanding that exempt staff wage increases (frozen since 2009 but recently approved by the government) be fully funded. These wage increases cost the Quesnel School District \$55,000 for the 2015/16 year and it is anticipated that there will be additional exempt staff increases in future years that should be fully funded as well.

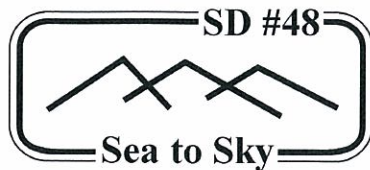
As a Board, we feel that it is disingenuous for the government to announce increases to per student funding on one hand, while offloading unexpected costs to Districts on the other. We wonder what will happen when we have no excess capacity to reduce, or educational programs to cut. Unexpected funding decisions ultimately affect student programming, especially in districts that do not have any capacity to generate additional funding.

In a year when the budget could be balanced with an overall increase to current service levels, the Quesnel School District is down over \$1 million in funding resulting from the above-noted cost pressures in just the 2015/16 and 2016/17 years, necessitating cuts being made for the upcoming school year. We are calling on the government to return those funds to School District #28 students, and invite members of the public to voice their concern and outrage directly to the Ministry of Education and/or provincial government.



- 30 -

For further information contact Sue-Ellen Miller, Superintendent of Schools (250-992-8802), Bettina Ketcham, Secretary-Treasurer (250-992-8802) or Tony Goulet, Chairperson of the Board (250-983-3519).



SCHOOL DISTRICT NO. 48

♦ Squamish ♦ Whistler ♦ Pemberton

May 30, 2016

The Honourable Mike Bernier
Minister of Education
PO Box 9045, STN PROV GOVT
Victoria BC V8W 9E2

Dear Minister Bernier,

The Board of Education, School District 48 (Sea to Sky) has directed, by motion, that I convey its significant concerns regarding 2016-17 funding. As Minister you have explained to the public that education funding on a per pupil basis continues to rise, and is higher now than at any time in the past. The Board, however, wishes to remind you that this is only half of the story, and that it is therefore misleading.

The other half of the story includes a combination of unfunded cost increases and claw backs. These combined costs exceed the additional funding that you have publicized. This will make it a significant challenge to balance our budget while providing the engaging and innovative learning our district has become known for.

As you are well aware, school districts were tasked with finding administrative savings starting in 2015-16. While this is an important exercise for all organizations to undertake, and our district realized \$250,098 and a further \$224,674 for 2016-17, these savings were immediately deducted from the funding provided. Furthermore, the BC Hydro rate increase in April 2014 of 9.00% has taken an additional \$40,000 out of our operations annually, without any funding consideration from Government. School districts have also been mandated to complete the Next Generation Network upgrade. We are aware of the potential benefits this upgrade will bring. These costs, however, continue to be downloaded to an already challenged operating budget. Our school district absorbed \$120,000 in 2015-16 and another \$210,000 in the 2016-17 school year and we anticipate these costs will continue to rise.

The March 15, 2016 Operating Grant announcement that increased per pupil funding by \$8 did very little to cover the additional wage lifts negotiated with CUPE and the BCTF. The Additional Supplemental Grant and the release of the Holdback announced April 4, 2016 helped cover the budgetary pressures that school districts were facing, however this did not fully cover the proposed regional model wage lifts for Principals and Vice Principals or the inequity for exempt staff who have had no wage lift since 2009.

We would be remiss if we failed to detail one particularly unfortunate set of circumstances - the freeze on exempt staff wage lifts. This government imposed freeze, followed by the recent easing, places an ethical and strategic obligation on boards to provide larger increases, but with no additional government funding. The imbalance and corresponding need for a correction has been entirely created by the Province. It is unfair that Boards, who have been warning government of the inevitable result of these caps, should now have to finance the solution.

Let me summarize some of the additional pressures for you once again:

- Administrative Savings - \$475,000 cumulative
- BC Hydro's 9.00% rate increase - \$120,000 cumulative
- Next Generation Network - \$330,000 cumulative
- Principals and vice principals regional salary model adjustment - \$70,130
- Exempt staff WCBC potential salary adjustment - \$265,630

We regard ourselves as a positive school district, and one which prides itself on a can-do attitude. We would, however, be neglecting a duty to you, our students, and our staff if we did not convey our serious concerns about a mounting set of financial challenges that are the result of decisions made in Victoria.

Sincerely,



Rick Price
Chairperson
Board of Education

cc: Lisa McCullough, Superintendent
Shehzad Somji, Secretary Treasurer
Mr. Michael DeJong, Minister of Finance
Mr. Jordan Sturdy, MLA for West Vancouver-Sea-to-Sky
BCSTA for distribution to all BC Boards of Education
Sea to Sky Principals and Vice Principals Association
Sea to Sky Teachers Association
CUPE Local 779
Sea to Sky District Parent Advisory Committee
Local Media



SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

2100 Ferry Avenue, Prince George, B.C. V2L 4R5

Phone: (250) 561-6800 • Fax (250) 561-6801
www.sd57.bc.ca

April 28, 2016

The Hon. Mike Bernier, MLA
Minister of Education
PO Box 9045, STN PROV GOVT
Victoria, B.C.
V8W 9E2

Dear Minister Bernier:

On Tuesday, April 26 2016 the Board of Education's regular public meeting was held in the library of McBride Secondary School.

During the meeting the Board's Education Services Committee reported on the Annual Facility Grant Plan for 2016-2017 and the subsequent four years. The presentation noted the many projects to be undertaken and highlighted those related to heating system upgrades and boiler replacements that significantly improve the energy efficiency of the school district and reduce its carbon footprint.

Later in the meeting the Board of Education adopted Capital Project Bylaw 127094 in support of the Ministry's funding of the 2016-2017 Annual Facility Grant.

The Board also passed the following motion:

That the Board of Education write a letter to the Minister of Education calling on government to increase Annual Facility Grant Funding each year for the next three years to better meet the needs of our facilities.

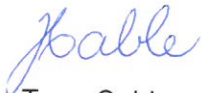
School District No. 57 (Prince George) appreciates the Annual Facility Grant funding. It also appreciates the Carbon Neutral Capital Project funding that it has received in recent years. We also extend our appreciation for the two projects approved by the Ministry in last year's Routine Capital Maintenance funding program to address needed upgrades for student safety and energy efficiency at Polaris Montessori Elementary School. We are hopeful of similar positive funding announcements related to our applications submitted to the 2016-2017 Carbon Neutral Capital Program and the \$40 million School Enhancement Fund which was announced on March 14, 2016.

In our submission to the 2014 Select Standing Committee on Finance and Government Services we recommended that the government increase the Annual Facility Grant annually over the next five years by \$10 million per year to address the known provincial shortfall of funding to extend the useful life of schools and facilities.

While the School Enhancement Fund addresses in part our recommendation to the Select Standing Committee, there is no indication that this Fund will continue predictably each year.

Also the School Enhancement Fund and the Carbon Neutral Capital Program both require separate application processes including obtaining third party consultant reports at the school district's expense in support of the applications. As school districts are required by the Ministry to achieve Administrative Savings it makes much more sense to increase provincial Annual Facility Grant Fund by \$40 million annually and reduce the administrative application process for both school district and the Ministry staff. School districts and their facility staff are very capable of making the best local decisions on the use of Annual Facility Grant funding.

Sincerely,



Tony Cable,
Chair, Board of Education

CO/dln

cc: Hon. Shirley Bond, MLA, Prince George-Valemount
Hon. Mike Morris, MLA, Prince George-Mackenzie
Rob Fleming, MLA, Victoria-Swan Lake
Boards of Education



BOARD OF EDUCATION

Chair: Edith Loring-Kuhanga Vice-Chair: Diane McNally
Trustees: Tom Ferris, Elaine Leonard, Deborah Nohr, Peg Orcherton
Rob Paynter, Jordan Watters, Ann Whiteaker

SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)
556 BOLESKINE ROAD, VICTORIA, BC V8Z 1E8
PHONE (250) 475-4106 FAX (250) 475-4112

May 16, 2016

The Honourable Mike Bernier
Minister of Education
PO Box 9045, STN PROV GOVT
Victoria, BC V8W 9E2

Dear Minister Bernier:

RE: School District No. 61 (Greater Victoria) Needs Budget

Each year School District No. 61 (Greater Victoria) engages in a broad based consultative process requesting input from our educational partner groups, parent advisory councils and the public regarding the delivery of learning services to our student population. Each year through our process the groups involved reach the same conclusion: the Ministry of Education is not providing the level of funding required to meet the educational needs of our students.

The district spends its funds efficiently and effectively but there is a gap between what the district receives in provincial government funding and what is required to provide the necessary programming and supports to ensure continued student success. The Board of Education encourages the Minister to support the November 2015 recommendation of the government's own Select Standing Committee on Finance and Government Services for the K-12 Public Education sector to the Legislative Assembly of British Columbia to:

"Provide stable, sustainable and adequate funding to enable school districts to fulfil their responsibility to continue to provide access to quality public education, with recognition of the increased costs that school districts have incurred."

This recommendation is consistent with the needs expressed by our school community. In past years, the Greater Victoria Board of Education has made numerous challenging budget decisions that included closing eight schools, eliminating administrative positions and supplies, reducing facilities supplies budgets and relocating educational programs. The school district has been on the leading edge of participating in shared service initiatives in order to realize cost savings. Every effort has been made to maintain a focus on the best possible outcome for students.

The Board of Education acknowledges the increase in the Learning Improvement/Teacher Education Fund grant from \$60 million in 2013-2014 to \$100 million in 2015-2016. This has enabled the district to hire 33 more teachers and 17 more educational assistants during the current school year to support the needs of our students as compared to 13 additional teachers and 17 additional educational assistants in 2013-2014. This increase in funding is beneficial; however, it still does not address all of the student needs that exist in the school district.

As part of the process to allocate the Learning Improvement/Teacher Education Fund, principals, teachers and support staff engaged in a collaborative approach to identify the additional services needed to adequately meet the needs of their students. The Board of Education also asked its education partner groups for input about unmet needs that will make a difference to our students. After allocating the Learning Improvement/Teacher Education Fund of \$3.3 million for teacher and

educational assistant time to schools, the unmet need identified by the schools and education partner groups to support students was 52 teachers, 50 CUPE support staff, 1 behavioural consultant, 9.8 speech language pathologists, and 3 centralized support staff for a total cost of \$8.3 million. Needs were expressed in the following areas:

- Special Education: teachers for learning support, special education and English Language Learning and educational assistants
- Specialist support such as an increase in speech language pathologist and psychologist positions
- Extra teachers including an instructional focus on literacy, numeracy and technology and to reduce class size
- Counselling and Teacher-Librarians
- Technology integration into classrooms
- Ensuring that schools are clean, safe and well-maintained

Without appropriate funding, it is extremely difficult to meet our legal obligations, particularly with respect to students with individual education plans, to create innovative programs, and to provide the technological and skills training, and personalized learning opportunities that keep students engaged and best prepares them for a world beyond the classroom. We urge the Government to meet their obligation to fully fund public education to ensure that the diverse learning needs of our students are met.

Sincerely,

Edith Loring-Kuhanga, Board Chair
Greater Victoria School District

Piet Langstraat, Superintendent
Greater Victoria School District

Chief Ron Sam
Songhees First Nation

Jason Gammon, Acting President
Greater Victoria Teachers' Association

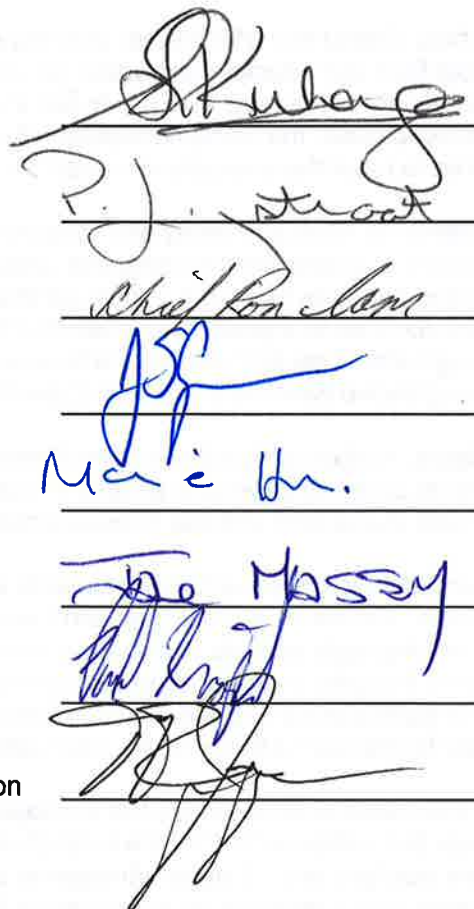
Melanie Houston, President
Allied Specialists' Association

Jane Massy, President
CUPE Local 947

Fred Schmidt, President
CUPE Local 382

Read Jorgensen, President
Victoria Principals' and Vice Principals' Association

cc: Board of Education
All BC School Boards, c/o BCSTA
GVSD Unions and Associations
Local Media
Piet Langstraat, Superintendent of Schools
Mark Walsh, Secretary-Treasurer

The block contains eight handwritten signatures, each written on a set of three horizontal lines. From top to bottom, the signatures are: Edith Loring-Kuhanga (black ink), Piet Langstraat (black ink), Chief Ron Sam (black ink), Jason Gammon (blue ink), Melanie Houston (blue ink), Jane Massy (blue ink), Fred Schmidt (black ink), and Read Jorgensen (black ink).



The Board of Education of School District #83 (North Okanagan-Shuswap)

P.O. Box 129 ~ 341 Shuswap Street SW. ~ Salmon Arm, B.C. V1E 4N2
Phone: (250) 832-2157 Fax: (250) 832-9428

31 May 2016

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

The Honourable Mike de Jong
Minister of Finance
PO Box 9048 Stn Prov Govt
Victoria, BC V8W 9E2

Gentlemen:

The Board of Education of School District No. 83 (North Okanagan-Shuswap) would like to express their concern that the salary increases for exempt staff will not be funded by government.

Exempt employees have gone without a salary increase since 2009. PSEC has approved increases for this group, but this is another cost that has been **approved, but not funded**, by government. Our district will be required to find this money – which amounts to an obligation of almost \$900,000 over the next three years.

Unfunded salary increases, combined with mandated “administrative savings” and Next Generation Network costs, make it almost impossible for districts to balance their budgets and comes at the expense of our students.

Government has committed to fund the salary increases for teachers and support staff – why is government not committed to fund the increases for exempt staff as well? It is important that these valuable, hardworking members of our education system are recognized and acknowledged for the role they play in education.

We respectfully request that the salary increases for exempt staff be fully funded by the provincial government.

Sincerely,

Bobbi Johnson
Board Chair

cc: Greg Kylo, MLA Shuswap
Board of Trustees
N. Bittante, Secretary Treasurer
G. Borthistle, Superintendent of Schools
All BC School Districts

Ms. Linda Meyer, A.A.B.A.P.B.D.
Legal Representative/Legal advocate

Without Prejudice

Karen Yoxall, Executive Assistant to the Secretary Treasurer and Board of Education
School District 42, 22225 Brown Ave., Maple Ridge, BC, V2X 8N6

Dear Karen:

Re: Urgent--reinstate essential school bus service with the \$631,777 that the BC government directed back to students.

Good evening school trustees, members of the media, and the public. My name is Linda Meyer. I am delivering this utmost urgent presentation via e-mail, as I was told the June Agenda was already full. Regardless, I did not expect to be making another presentation so soon. However, I received some very much needed good news (via the media) regarding the fact the allegedly miserly and scrooge like BC government has loosened its tightly held grip on its (supposedly public) economic purse strings by directing administrative savings back to students. This is great news because the Maple Ridge School Board has no excuse for not reinstating the essential school bus service (emphasis added).

I am pleading and imploring the Maple Ridge School Board's trustees to do what is fair, right, and just and reinstate the essential school board service with the \$631, 773 that the BC government is directing back to school district 42. I am also urging the Maple Ridge School Board to cancel its newly proposed \$100,000 before and after school care program. Once the essential school bus service is reinstated the said program will no longer be necessary. Finally, I am suggesting the Maple Ridge school trustees (if possible) save the \$100,000 from the cancelled before and after school care program, and use it towards the essential school bus service for the 2017-2018 school year.

I know we cannot count on the BC Ministry of Education directing much needed funds back to the students for next year. Moreover, I do not want the parents and students involved in the school bus fiasco to have to experience the threat of having their essential school bus service cancelled. The impacted parents went through an unimaginable amount of stress, anxiety, worry et cetera, as did their school children. I am trying to ensure that does not happen again by way of relentlessly lobbying the BC government and the BC Legislature to amend the *BC School Act*.

I am in the process of asking each and every member of the BC Legislature to introduce a bill in the legislature regarding amending the *BC School Act* to include essential school bus service. However, amending the *BC School Act* will take some time and September (the start of the new school year) is only three months away. So, I am again addressing, asking, advocating, and appealing to the Maple Ridge School Board's trustees to please reinstate the essential school bus service. To do otherwise is to jeopardize the life, liberty, and security of the person of each of the 370 impacted school children, and is an undemocratic and unconstitutional slap in everyone's face.

Sincerely,

Ms. Linda Meyer, A.A.B.A.P.B.D.

NDP Members of BC Legislature
Victoria, BC

Dear NDP MLA's:

Re: Urgent. Please introduce Bill in the BC Provincial Legislature to amend BC School Act to include essential school bus service.

I want you to know that the Maple Ridge School Board balanced its budget by cancelling the essential school bus service for 370 vulnerable rural Maple Ridge school children. The essential school bus service is the last program that the Maple Ridge School Board should have cut--not the first. However, some members of the Maple Ridge School Board pointed out the fact that essential school bus service is not entrenched in the BC School Act. But, many Maple Ridge residents (including myself) vigorously argue that it needs to be. So, can you please introduce a Bill into the BC Legislature to amend the BC School Act to include essential school bus service? To do otherwise is to enable the Maple Ridge School Board to allegedly violate the rule of law, which is entrenched in the preamble to the Canadian Constitution Act, 1982. Moreover, not to act enables the Maple Ridge School Board to continue to allegedly violate section 7 of the Charter (life liberty, and security of the person) by way of cancelling the essential school bus for 370 vulnerable, rural school children and is a constitutional slap in our great country's democratic face, as well as our own face.

I am an idealist, and it is against my morals, principles, and values not to act when 370 vulnerable, rural school children are being allegedly abandoned and neglected by the Maple Ridge School Board's unrealistic, unreasonable, unfair, unjust, and unconstitutional decision to cancel the essential Maple Ridge school bus service. Moreover, nearly all of the said children live in East Maple Ridge, which is about ten kilometres away from some schools. To make matters worse and more dangerous are the following facts regarding East Maple Ridge. Most parts of East Maple Ridge have no streetlights, no sidewalks, and no crosswalks. The impacted school children will have to walk on the road and/or beside the road. In addition, the said school children will be exposed to all kinds of horrible weather, wild animals (bears and cougars) and perhaps pedophiles ("swirl face" is from Maple Ridge), rapists, and murderers. If something happens to any one of the 370 vulnerable, rural school children then each and every Maple Ridge school trustee will have innocent children's blood on their hands (emphasis added). However, that can be avoided if some MLA (like you) introduces a Bill into the BC Legislature to amend the BC School Act to include essential school bus service.

Sincerely,

Ms. Linda Meyer, A.A.B.A.P.B.D.
Legal Representative/Legal Advocate



ITEM 2

To: **Board of Education**

From: Chairperson
Mike Murray

Re: **APPROVAL OF MINUTES**

Date: June 15, 2016
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Minutes of the May 18, 2016 Public Board Meeting be approved as circulated.

Attachment

IN ATTENDANCE:

BOARD MEMBERS:

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

STAFF:

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

ABSENT:

Trustee – Eleanor Palis
Deputy Superintendent – Laurie Meston

A. OPENING PROCEDURES

1. Call to Order

The meeting was called to order at 6:00 p.m. The Chairperson welcomed and thanked everyone for attending. The Chairperson acknowledged that this meeting is taking place on the traditional territory of Katzie First Nation and Kwantlen First Nation.

2. Correspondence

Moved/Seconded

- Tony Cable, Chair, School District No. 57 (Prince George)
- Mike Bernier, Minister of Education

THAT the Board receive the correspondence for information.

CARRIED

3. Approval of Agenda

Moved/Seconded

Addition under Decision Items, Secretary Treasurer:
South Albion Section 3 Agreement Bylaw 2016.

THAT the Agenda be ordered as amended.

CARRIED

4. Invitation for Public Input to matters on the Agenda

B. APPROVAL OF MINUTES

1. April 27, 2016

Moved/Seconded

THAT the Minutes of the April 27, 2016 Meeting be approved as circulated.

CARRIED

C. PRESENTATIONS

a) Tony Cotroneo, Greg Moore Youth Services: Youth Survey

Moved/Seconded

Tony Cotroneo, Grey Moore Youth Services presented information on a Youth Strategy Survey including methodology, respondent demographics, use of time, favorite activities, issues facing youth, services and successful transitions to adulthood.

THAT the Board receive the presentation by Tony Cotroneo, Greg Moore Youth Services regarding a Youth Survey, for information.

CARRIED

D. DELEGATIONS

a) Linda Meyer: Regular Student Transportation

Moved/Seconded

Linda Meyer presented a submission regarding regular student transportation.

THAT the Board receive the presentation by Linda Meyer regarding regular student transportation, for information.

CARRIED

E. DEFERRED ITEMS

F. DECISION ITEMS

1. Chairperson
2. Superintendent of Schools

a) Funding for PAC's and DPAC

Moved/Seconded

The Superintendent reported that in 2006 the Board increased district funding to support school PAC's membership with BCCPAC. Current membership fees are \$75 per school PAC per year.

The Superintendent further reported that DPAC have requested that for 2016/17 the total annual budget of \$3,921 be allocated directly to DPAC to assist in funding organized activities. Since there is no record of how previous annual allocations have been spent by DPAC, it is being recommended that full reporting be provided by DPAC on an annual basis before any further funding allocations are made.

Clarification was requested on the requirement for DPAC to submit annual reports and the need to communicate this change in process to school PAC's.

THAT the Board approve the allocation of \$3,921 to fund DPAC organized activities for PAC's and for parents for 2016/17;

And further;

THAT DPAC submit a report to the Board on the use of these funds by June 30, 2017

CARRIED

b) Grades K to 9 Distributed Learning Program

Moved/Seconded

The Superintendent reported on the proposed expansion of the Odyssey program to a Distributed Learning program that will include grade 8 and grade 9 students, the type of families and students this would attract, and the benefits of the program.

THAT the Board approve Grades K to 9 Distributed Learning Program for September 2016.

CARRIED

c) IB Career Related Programme (CP)

Moved/Seconded

The Superintendent reported that Garibaldi Secondary School is in the process of becoming a candidate school for the IB Career-Related Programme (CP) with an expected start date of September 2017. The Superintendent further reported that the IB Career Related Programme (CP) is a companion programme to the IB Diploma Programme (DP) where students select a career program to focus on and that at Garibaldi Secondary School the career focus is the Culinary Arts Program. The costs associated with this program will be covered from existing Garibaldi Secondary School budget allocations.

THAT the Board approve the IB Career Related Programme (CP) at Garibaldi Secondary School effective September 2017 and provide a letter of support that is a necessary part of the application process;

And Further;

Approve the exam fee of \$100 USD payable in Canadian dollars at the Bank of Canada exchange rate in effect at the date of payment.

CARRIED

d) Calendar Change

Moved/Seconded

The Superintendent reported that when the 2015/16 school calendar was approved by the Board of Education there were 6 "not in session" days identified. The Superintendent further reported that the last day identified, Thursday, June 30, 2016 is causing some challenges and that it is being recommended that it be removed from the 2015/16 calendar.

THAT the Board approve the proposed amendment to the 2015-2016 District School Calendar and Distributed Learning School Calendar.

CARRIED

3. Secretary Treasurer

a) South Albion Section 3 Agreement Bylaw 2016

The Secretary Treasurer reported that the current owner of the 104th Avenue site has requested that the Board enter into an agreement under Section 3 of the Expropriation Act whereby the property is transferred to the Board without expropriation and that compensation is then determined by the court as of the transfer date.

Moved/Seconded

- (1) THAT the Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows) South Albion Section 3 Agreement Bylaw 2016 be given three (3) readings at this meeting (vote must be unanimous).

CARRIED

Moved/Seconded

- (2) THAT the Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows) South Albion Section 3 Agreement Bylaw 2016 be:
Read a first time on the 18th day of May, 2016;
Read a second time on the 18th day of May, 2016;
Read a third time, passed and adopted on the 18th day of May, 2016.

CARRIED

b) Rental Rates 2016/17

Moved/Seconded

The Secretary Treasurer reported that in accordance with Policy: 10400 Community and Commercial Use of School Facilities and Grounds, board facilities will be made available to outside users for a fee that at a minimum ensures full cost recovery of direct and indirect costs incurred and to be incurred by the board as a result of making that use available.

The Secretary Treasurer provided a review of rental rates for the past three years and the current year for NPO & NPO Preferred, Private, Commercial, Film and Annual Rental Revenue. Full cost recovery rental rates for 2016/17, market rental rates, rental space inventory in Maple Ridge and Pitt Meadows, impact of rental rates on rental revenue, proposed rental rates for 2016/17 and impact of enhanced before and after school programming on rentals were explained.

Discussion ensued on usage, how full cost recovery rental rates are calculated, the types of groups renting school district facilities and the impact of enhanced before and after school programming.

Further discussion ensued on the impact on revenue if rental rates for NPO preferred are modified to match Maple Ridge Parks and Leisure. It was noted that the budget impact will be monitored and the contingency reserve may be accessed to address lower revenue levels.

THAT the Board approve the proposed rental rates for 2016/17 with rental rates for NPO preferred modified to match Maple Ridge Parks and Leisure, and further;

THAT the Secretary Treasurer be authorized to negotiate lower rates for filming contracts longer than 10 days with the discount not exceeding 10% of board approved rental rates.

CARRIED

4. Board Committees

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

i. Policy 9430: Physical Restraint and Seclusion in School Settings

Moved/Seconded

The Secretary Treasurer reported Policy 9430: Physical Restraint and Seclusion in School Settings and Procedure 9430.1: Physical Restraint and Seclusion in School Settings are in alignment with Ministry of Education guidelines and reflect input received from the Inclusive Education Committee.

The Secretary Treasurer further reported that no additional feedback had been received.

THAT the Board approve:

Policy: 9430 Physical Restraint and Seclusion in School Settings

And Further;

THAT the Board receive for information:

Procedure: 9430.1 Physical Restraint and Seclusion in School Settings
Report on Physical Restraint and /or Seclusion in School Settings.

CARRIED

ii. Policy 2400: School Board Meeting Proceedings

Moved/Seconded

The Secretary Treasurer reported that on May 27, 2015 the Board approved a schedule of public meetings to allow the completion of the Annual Board Work Plan and to enhance the Board's community outreach through public engagements for a period of one year.

The Secretary Treasurer reported that Policy 2400: School Board Meeting Proceedings has been amended to reflect the continuation of this schedule.

THAT the Board approve amended Policy 2400: School Board Meeting Proceedings.

CARRIED

- d) Education Committee
- e) Aboriginal Education

G. INFORMATION ITEMS

- 1. Chairperson
- 2. Superintendent of Schools

a) Carbon Neutral Action Report

Moved/Seconded

The Manager of Energy and Environmental Sustainability presented the 2015 Carbon Neutral Action Report.

THAT the Board receive the Superintendent and Secretary Treasurer's 2015 Carbon Neutral Action Report, for information.

CARRIED

- b) Superintendent's Update

Moved/Seconded

The Superintendent reported on the Framework for Enhancing Student Learning, the Youth Philanthropy Initiative at Garibaldi Secondary School, Garibaldi Secondary School student participation in the Track and Field Upper Fraser Valley Championships, Literacy Week at Westview Secondary School, musicals at Davie Jones Elementary and Eric Langton Elementary and activities in the elementary and secondary schools.

CARRIED

- 3. Secretary Treasurer
- 4. Board Committees & Advisory & Advisory Committee Reports
 - a) Finance
 - b) Budget
 - c) Board Policy Development
 - d) Education
 - e) Aboriginal Education
 - f) Inclusive Education
 - g) French Immersion Advisory
 - h) District Student Advisory
 - i) Round Table with Partner Groups
 - i. Minutes of May 4, 2016 Meeting

Moved/Seconded

THAT the Minutes of the May 4, 2016 Roundtable with Partners Meeting be received as circulated.

CARRIED

- j) Facilities Planning

H. TRUSTEE MOTIONS AND NOTICES OF MOTIONS

I. TRUSTEE REPORTS

Maple Ridge-Pitt Meadows Arts Council

Trustee Rempel reported that art scholarships and an Arts Council event were discussed.

Good News Items

Trustees reported on school visits, a carnival at Edith McDermott Elementary, an upcoming band concert at Pitt Meadows Secondary School, Youth Philanthropist public speaking at Garibaldi Secondary School, school musicals, the 10 year celebration at Samuel Robertson Technical Secondary School, an upcoming clothing drive at The Hive on May 28, 2016 and "Busy Town" at Harry Hooze Elementary.

J. QUESTION PERIOD

A question was posed on how to compare school districts use of funding.

K. OTHER BUSINESS

L. ADJOURNMENT

Moved/Seconded

THAT the Board adjourn the meeting.

CARRIED

The Public Board meeting adjourned at 8:37 p.m.

Mike Murray, Chairperson

Flavia Coughlan, Secretary Treasurer



ITEM 3

To: **Board of Education**

From: Chairperson
Mike Murray

Re: **ENERGY SUSTAINABILITY: STUDENT
INQUIRY PROJECTS**

Date: June 15, 2016
(Public Board Meeting)

Information

RECOMMENDATION:

THAT the Board receive the presentation on Energy Sustainability: Student Inquiry Projects, for information.



ITEM 4

To: **Board of Education**

From: Chairperson
Mike Murray

Re: **GARIBALDI MUSIC PROGRAM**

Date: June 15, 2016
(Public Board Meeting)

Information

RECOMMENDATION:

THAT the Board receive the presentation on the Garibaldi Music Program, for information.

To: **Board of Education**

From: Superintendent
Sylvia Russell

Re: **SCHOOL FEES SCHEDULE AND SPECIALTY
ACADEMY FEES SCHEDULE 2016/17**

Date: June 15, 2016
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

SCHOOL ACT: SECTION 82 - FEES AND DEPOSITS

The school act states that:

- (1) A board must provide free of charge to every student of school age resident in British Columbia and enrolled in an educational program in a school operated by the board,
 - (a) instruction in an educational program sufficient to meet the general requirements for graduation,
 - (b) instruction in an educational program after the student has met the general requirements for graduation, and
 - (c) educational resource materials necessary to participate in the educational program.
- (2) For the purposes of subsection (1), a student is resident in British Columbia if the student and the student's guardian are ordinarily resident in British Columbia.
- (2.1) Subject to subsection (2.2), if a board permits a student who is older than school age and is ordinarily resident in British Columbia to enroll in an educational program leading to graduation, the board must provide free of charge to that student
 - (a) instruction in an educational program sufficient to meet the general requirements for graduation, and
 - (b) educational resource materials necessary to participate in the educational program.
- (2.2) Subsection (2.1) does not apply to a student who has
 - (a) already met the general requirements for graduation, or
 - (b) completed the requirements for graduation from a secondary school or high school in another jurisdiction.
- (3) Subject to subsections (1) and (2.1), section 82.4 and the orders of the minister, a board may charge fees for goods and services provided by the board.
- (4) A board may require a deposit for educational resource materials provided to students and to children registered under section 13.
- (5) If a board requires a deposit under subsection (4), it must refund all or part of the deposit to the student or child on return of the educational resource materials.

- (6) A board must publish a schedule of the fees to be charged and deposits required and must make the schedule available to students and to children registered under section 13 and to the parents of those students and children before the beginning of the school year.
- (7) Except as provided in an agreement under section 75 (4.1), a board is not responsible to pay for any educational activity undertaken by a student that is not provided by the board.

Secondary School Fee Schedule 2016/17:

The proposed Secondary School Fees Schedule 2016/17 is shown below:

1.	Student fee	\$28
2.	Yearbook	\$50
3.	Lock	\$6

School Supplies – Elementary Students

Elementary schools use a variety of methods for acquiring school supplies. The cost of elementary school supplies must not exceed \$55 per student per school year including the cost a planner, if required.

Elementary school principals will post the school supply lists on the school website prior to June 30th of each year.

SCHOOL ACT: SECTION 82.1 - SPECIALTY ACADEMIES

The school act states that:

- (1) In this section, "**specialty academy**" means an educational program that emphasizes a particular sport, activity or subject area and meets the prescribed criteria set out in the regulations.
- (2) A board may offer a specialty academy if
 - (a) the board has consulted with the parents' advisory council for the school where the board proposes to offer the specialty academy, and
 - (b) the board is of the opinion that there is sufficient demand for the specialty academy.
- (3) A board that offers a specialty academy must
 - (a) make available sufficient instruction for students enrolled in the specialty academy to meet the general requirements for graduation, and
 - (b) continue to offer a standard educational program in the school district.
- (4) Despite section 82, but subject to section 82.4, a board may charge a student enrolled in a specialty academy fees relating to the direct costs incurred by the board in providing the specialty academy that are in addition to the costs of providing a standard educational program.
- (5) On or before July 1 of each school year, a board that offers a specialty academy must
 - (a) establish a schedule of fees to be charged under subsection (4), and
 - (b) make the schedule of fees available to the public.

(6) Before establishing a schedule of fees under subsection (5), a board must

(a) consult with the parents' advisory council for the school where the specialty academy is offered, and

(b) obtain the approval of that parents' advisory council for the schedule of fees.

The specialty academies in School District No. 42 which charge fees are:

Academy:	Equestrian
School:	Thomas Haney Secondary
Administrator:	Grant Frend
Enrolment:	24
Expenses:	
Dues and Fees	405
Learning Resources	1,134
Supplies	3,481
Transportation	<u>2,310</u>
Net program cost	7,330
Fee to break even	<u>305</u>
Anticipated 2016/17 fee requiring approval:	<u>300</u>

Academy:	Hockey
School:	Pitt Meadows Secondary
Administrator:	Mike Keenan
Enrolment:	30
Expenses:	
Advertising	1,500
Clothing	3,800
Ice Rental	9,750
Insurance	1,000
Speakers & Training Services	3,500
Special Events	3,000
Staff and Coaching	18,000
Teaching Time	<u>14,157</u>
Net program cost	54,707
Fee to break even	<u>1,824</u>
Anticipated 2016/17 fee requiring approval:	<u>1,820</u>

Academy:	Interdisciplinary Arts
School:	Garibaldi Secondary
Administrator:	Darren Rowell
Enrolment:	30

Expenses:	
Choreography	775
Sound Engineer	1,000
Technology - Set Design	<u>500</u>
Net program cost	2,275
Fee to break even	<u>76</u>
Anticipated 2016/17 fee requiring approval:	<u>75</u>

	International Baccalaureate Diploma Program
Academy:	
School:	Garibaldi Secondary
Administrator:	Darren Rowell
Enrolment:	40

Expenses:	
Dues and Fees	35,750
Supplies	1,275
Teaching Time	24,751
TTOC Time	<u>1,114</u>
	62,890
Net program cost	62,890
Fee to break even	1,572
Board Budgeted Contribution	51,370
Anticipated 2016/17 fee requiring approval:	<u>400</u>

	Digital Arts
Academy:	
School:	Maple Ridge Secondary
Administrator:	Trevor Connor
Enrolment:	15

Expenses:	
Supplies	1,125
Net program cost	1,125
Fee to break even	<u>75</u>
Anticipated 2016/17 fee requiring approval:	<u>75</u>

Academy:	Hair Design
School:	Samuel Robertson Technical Secondary
Administrator:	Steve Wiebe
Enrolment:	16

Revenue:	
Ministry of Education FTE Allocation	114,656
Ace-IT Funding	<u>35,200</u>
(Funding is dependent upon program completion and therefore not assured)	
	149,856

Expenses:	
Administrative charge to district	25,000
Insurance	7,100
Learning Resources	26,000
Post-Secondary Tuition	120,000
Transportation	<u>300</u>
	178,400

Net program cost	28,544
Fee to break even	<u>1,784</u>
Anticipated 2016/17 fee requiring approval:	<u>1,885</u>

Academy:	Soccer
School:	Westview Secondary
Administrator:	Patricia Giesinger
Enrolment:	41

Expenses:	
Clothing	8,280
Speakers & Training Services	2,830
Staff and Coaching	10,645
Supplies	<u>2,700</u>

Net program cost	24,455
Fee to break even	<u>596</u>
Anticipated 2016/17 fee requiring approval:	<u>600</u>

The estimated enrolment included in the above tables are conservative projections and it is anticipated that actual enrolment will be sufficient for the Academies to break even.

RECOMMENDATION:

THAT the Board approve the proposed Secondary School Fees Schedule and Academy Fees Schedule for the 2016/17 year:

Secondary School Fees Schedule 2016/17

1.	Student fee	\$28
2.	Yearbook	\$50
3.	Lock	\$6

Academy Fees Schedule 2016/17

1.	Equestrian	\$300
2.	Hockey	\$1,820
3.	Interdisciplinary Arts	\$75
4.	International Baccalaureate	\$400
5.	Digital Arts	\$75
6.	Hair Design	\$1,885
7.	Soccer	\$600

To: **Board of Education**

From: Superintendent
Sylvia Russell

Re: **INTERNATIONAL EDUCATION FEES**
2017/18

Date: June 15, 2016
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

A survey of BC school district tuition fees for international students was completed by the International Education department.

The following table shows current SD42 fees compared with fees of the BC school districts surveyed. Fees charged are based upon a 10 month program.

	Application Fee	Tuition Fee Annual	Homestay Registration or Placement Fee	Homestay Fee	Medical Insurance
Langley	\$150	\$12,500	\$350	\$9,000	\$1,000
Surrey	<i>no fee</i>	\$13,500	<i>As per private provider</i>	\$9,600*	<i>included with tuition fee</i>
Mission	\$250	\$12,000	\$250	\$8,000	\$900
Coquitlam	\$300	\$14,000	\$300	\$9,000	\$1,000
Maple Ridge-Pitt Meadows	\$200	\$12,000	\$100	\$8,000	\$900

**includes custodian and airport fees.*

It is proposed that the following fees for international education be approved for the 2017/18 school year.

	Application Fee	Tuition Fee Annual	Homestay Registration or Placement Fee	Homestay Fee	Medical Insurance
Maple Ridge-Pitt Meadows	\$200	\$12,500	\$100	\$8,000	\$900

RECOMMENDATION

THAT the Board approve the following fees for the international education program for 2017/18:

	Application Fee	Tuition Fee Annual	Homestay Registration or Placement Fee	Homestay Fee	Medical Insurance
Maple Ridge-Pitt Meadows	\$200	\$12,500	\$100	\$8,000	\$900



ITEM 7

To: **Board of Education**

From: Secretary Treasurer

Re: **2015/16 CAPITAL PLAN**

Date: June 15, 2016
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

On October 14, 2015, the Board of Education approved for submission to the Ministry of Education the 2015/16 Capital Plan. (Attachment A)

In addition to the projects included in the Capital Plan, submissions were made for routine capital project funding, school enhancement program and carbon neutral capital funding. (Attachments B, C and D)

On May 6, 2016, the Ministry of Education issued the attached Capital Project Bylaws Policy Change (Attachment E). The revised process for Capital Project approvals is as follows:

1. The School Board prepares and submits and Annual Capital Plan approved by resolution of the Board prior to submission.
2. The Ministry received and approves, with or without modification, the Capital Plan.
3. The Board passes a Bylaw adopting the Ministry's approved plan.

On May 24, 2016, the Ministry of Education issued the Ministry Response to Annual Capital Plan Submissions (Attachment F) and instructed school districts to adopt a Capital Plan bylaw that reflects the Ministry of Education supported 2015/16 Capital Plan. (Attachment G)

RECOMMENDATION:

- (1) **THAT the Capital Bylaw No. 1516CP42-01 be given three (3) readings at this meeting. (vote must be unanimous)**
- (2) **THAT the Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows) Capital Bylaw No. 1516CP42-01 be:**
Read a first time on the 15th day of June, 2016;
Read a second time on the 15th day of June, 2016;
Read a third time, passed and adopted on the 15th day of June, 2016.

Attachments

CP2-Five Year Capital Plan Summary

approved Oct 14-15

Existing Priority	Project #	SD Reference #	Project Title	Year 1	Year 2	Year3	Year 4	Year 5	Total Funding
1			New-Albion South Elementary New 60K/525 Elementary school Site expansion	\$ 3,400,000					\$ 3,400,000
2	101584		New-Albion South Elementary New 60K/525 Elementary school	\$ 18,288,851					\$ 18,288,851
3		42003	Reno/BEP-Pitt Meadows Secondary Major Renovation & Building Envelope Upgrade	\$ 18,182,822					\$ 18,182,822
4	116189	42014	BEP-Maple Ridge Elementary Building Envelope Upgrade	\$ 629,000					\$ 629,000
5	116188		BEP-Thomas Haney Secondary Building Envelope Upgrade	\$ 1,187,000					\$ 1,187,000
6		42022	Reno-South Lillooet Center Major Renovation		\$ 2,212,366				\$ 2,212,366
7	107749		New-Albion East Elementary Site Acquisition For A New 60K/525 Elementary School			\$ 5,844,000			\$ 5,844,000
8	101583	8	New-Silver Valley Elementary Site Acquisition for New 60/525 Capacity Elementary School			\$ 8,700,750			\$ 8,700,750
9	116187	42005	BEP-Albion Elementary Building Envelope Upgrade				\$ 1,725,000		\$ 1,725,000
10	116186	42009	BEP-Fairview Elementary Building Envelope Upgrade					\$ 2,290,000	\$ 2,290,000
11	116567	42009S	SPS-Fairview Elementary Seismic Upgrade					\$ 433,400	\$ 433,400
12	116186	42017B	BEP-Pitt Meadows Elementary Building Envelope Upgrade					\$ 449,000	\$ 449,000
13	114820	42017	Reno-Pitt Meadows Elementary Major Renovation					\$ 5,352,407	\$ 5,352,407
14	116186	42035	BEP-Alouette Elementary Building Envelope Upgrade					\$ 708,000	\$ 708,000
15	116568	42004	SPS-Westview Secondary Seismic Upgrade					\$ 400,570	\$ 400,570
Totals				\$ 41,687,673	\$ 2,212,366	\$ 14,544,750	\$ 1,725,000	\$ 9,633,377	\$ 69,803,166

2015/16 Routine Capital Plan Submission

School District **42** Maple Ridge-Pitt Meadows

School Name	Capital Plan Project Code	Project Scope	Project Estimate (\$)	Current FCI	FCI After Investment	Capacity	Other Benefits	Substantial Completion Prior to March 31, 2016?
Albion Elementary School	MECHUP	Central boiler plant and domestic hot water system upgrade	\$ 216,000	0.52	0.48	438	End of life replacement with improved energy efficiency	Y
Fairview Elementary School	MECHUP	Central boiler plant and domestic hot water system upgrade	\$ 216,000	0.51	0.48	433	End of life replacement with improved energy efficiency	Y
Harry Hooze Elementary School	MECHUP	Central boiler plant and domestic hot water system upgrade	\$ 234,000	0.49	0.45	410	End of life replacement with improved energy efficiency	N
Pitt Meadows Secondary School	MECHUP	Central boiler plant and domestic hot water system upgrade	\$ 588,000	0.63	0.61	1100	End of life replacement with improved energy efficiency	N
Westview Secondary School	MECHUP	PHASE 1: Purchase 46 roof top heat pumps with gas fired back-up heating	\$ 414,000	0.49	0.47	1200	End of life replacement with improved energy efficiency	Y
Westview Secondary School	MECHUP	PHASE 2: Install 46 roof top heat pumps with gas fired back-up heating, new domestic hot water tanks, DDC system connection, roofing, curbs, architectural	\$ 468,000	0.47	0.44	1200	End of life replacement with improved energy efficiency	N
Westview Secondary School	MECHUP	PHASE 3: Purchase 26 roof top heat pumps with gas fired back-up heating	\$ 234,000	0.44	0.43	1200	End of life replacement with improved energy efficiency	N
Westview Secondary School	MECHUP	PHASE 4: Install 26 roof top heat pumps with gas fired back-up heating, DDC system connection, roofing, curbs, architectural	\$ 234,000	0.43	0.42	1200	End of life replacement with improved energy efficiency	N
Riverside Centre	MECHUP	Central boiler plant and domestic hot water system upgrade	\$ 216,000	0.48	0.45	442	End of life replacement with improved energy efficiency	N

Prepared By: Rick Delorme
Phone/Email: rick_delorme@sd42.ca; 604-466-6154

To: **Board of Education**From: Secretary Treasurer
Flavia CoughlanRe: **2016/17 SCHOOL ENHANCEMENT
PROGRAM SUBMISSION**Date: April 13, 2016
(Public Board Meeting)
Decision**BACKGROUND/RATIONALE:**

On March 15, 2016, the Ministry of Education issued the 2016/17 School Enhancement Program (formerly Routine Capital) Call for Projects (Attachment A). Capital projects eligible for submission include electrical upgrades, energy upgrades, health and safety upgrades, mechanical upgrades and roofing upgrades. The deadline for 2016/17 School Enhancement Program submissions to the Ministry is April 15, 2016.

The proposed 2016/17 School Enhancement Program submissions include capital projects that our school district did not receive funding for under the 2015/16 Routine Capital program as well as new projects for roofing upgrades that cannot be funded from the Annual Facilities Grant. Due to the tight deadline for submission staff and consultants are in the process of finalizing the detailed project information that will accompany the 2016/17 School Enhancement Program submission.

<i>School Name</i>	<i>Project Scope</i>	<i>Estimate (\$)</i>
<i>Westview Secondary</i>	PHASE 2: Install 46 roof top heat pumps with gas fired back-up heating, new domestic hot water tanks, DDC system connection, roofing, curbs, architectural	\$468,000
<i>Pitt Meadows Secondary</i>	Central boiler plant and domestic hot water system upgrade	\$588,000
<i>Yennadon Elementary</i>	Roofing upgrade	\$457,000
<i>Fairview Elementary</i>	Roofing upgrade	\$155,000
<i>Highland Park Elementary</i>	Roofing upgrade	\$120,000
<i>Laity View Elementary</i>	Roofing upgrade	\$482,000
<i>Riverside Centre</i>	Central boiler plant and domestic hot water system upgrade	\$216,000
<i>Harry Hooge Elementary</i>	Central boiler plant and domestic hot water system upgrade	\$234,000
<i>Westview Secondary</i>	PHASE 3: Purchase 26 roof top heat pumps with gas fired back-up heating	\$234,000
	PHASE 4: Install 26 roof top heat pumps with gas fired back-up heating, DDC system connection, roofing, curbs, architectural	\$234,000

Staff is recommending that a capital funding request for the attached projects together with the consultant reports be submitted to the Ministry of Education for funding consideration.

RECOMMENDATION:

THAT the Board approve the 2016/17 School Enhancement Projects for submission to the Ministry of Education.



Ministry of Education
Planning and Major Projects Division

Submission Date (yyyy-mm-dd)

School District Ref. No.

Project Priority

1

16/17 CNCP Project Data Sheet

(Complete one Project Data Sheet per project and attach supporting documentation)

Long Range Facility Plan

How many years will this facility be active, as per the Long Range Facility Plan for the School District?

Over 20 Years

Project Identification

School District No.	42	School District Name: Maple Ridge - Pitt Meadows		
Facility Name	Garibaldi Secondary School			
Project Contact	Name: Rick Delorme		Phone: 604-466-6154	Email: rick_delorme@sd42.ca

Project Type	HVAC	Project Benefits	The implementation of the proposed measures will have a 16% reduction in total energy use and a 23% reduction in GHG emissions.
If "Other" please describe:	DDC optimization		

Project Description	Mechanical projects: domestic hot water downsize, main boiler isolation, AHU VFD. Control projects: weather predictor, scheduling/optimal start and security integration, gym occupancy sensor, AHU-1 occupancy sensor, night setback optimization, pump control optimization, heat pump/main boiler optimization. MUA optimization. fan coil cooling loop optimization.
---------------------	--

Project Cost

Total Project Cost (A)	\$139,500	
CNCP Funding	\$87,000	62%
School District Funding *	\$27,500	20%
Third Party Funding *	\$25,000	18%
Total Project Cost (B)	\$139,500	100%
Variance (B-A)	\$0	0%

* Sources of Other Funding

Third Party Funding: BC Hydro and FortisBC

Project Schedule

Start Date	(yyyy-mm-dd)	2016/04/04
Completion Date	(yyyy-mm-dd)	2016/09/01
Current Project Phase		Concept
If "Other", please describe		

Energy Cost Savings

Annual Fuel Cost Savings (\$)	\$6,455
Annual Electricity Cost Savings (\$)	\$6,185
Total Annual Energy Cost Savings (\$)	\$12,641

Stationary GHG Emissions

2015 SmartTool Emissions (TCO2e)	173
----------------------------------	-----

Energy and Emission Reductions

Fuel Type	07. Natural Gas
Annual Fuel Usage Reduction (GJ)	794
Annual Avoided Emissions (TCO2e)	40

Electricity Supplier	03. BC Hydro
Annual Electricity Usage Reduction (kWh)	101,400
Annual Avoided Emissions (TCO2e)	1

Total Annual Avoided Emissions (TCO2e)	41
Annual Emissions Reduction from 2015	23%

Annual Avoided Carbon Offsets	\$1,013
Payback Period (years)	10

Consultant Reports

Energy Study Date	(yyyy-mm-dd)	2016/01/29	Attached	Yes
Mechanical Study Date	(yyyy-mm-dd)	2016/01/29		

Technology

Technology Industry-Proven? (Y/N)	Yes
Technology Previously Used by SD? (Y/N)	Yes

VFA Facility Condition Assessment

Is this a VFA requirement?	No
If yes what priority is the requirement?	
VFA 1-page report attached	

Proposal Prepared by:	Name: Alexandra Tudose	Phone: 604-466-6157	Email: alexandra_tudose@sd42.ca
-----------------------	------------------------	---------------------	---------------------------------



May 6, 2016

Ref: 187562

To: All Superintendents
All Secretary-Treasurers

Re: Capital Project Bylaws Policy Change

As part of our Capital Program review, we are looking for ways to streamline the project development, approval and delivery cycle. One area that many of you identified for streamlining pertains to the requirement for capital bylaws for each approved capital project.

We reviewed Division 6, Sections 142 and 143 of the School Act and determined Bylaws are not required for each approved capital project providing the following:

1. The School Board prepares and submits an Annual Capital Plan approved by resolution by the Board prior to submission.
2. The Ministry receives and approves, with or without modification, the Capital Plan.
3. The Board passes a Bylaw adopting the Ministry's approved plan.

We have are hopeful this change will reduce workload across the sector and streamline the project approval and project agreement process.

As such, effective immediately, we are eliminating the requirement for Boards of Education to pass Bylaws for each individual capital project - providing Boards pass an Annual Bylaw adopting the supported projects identified by the Ministry.

Please see the Ministry of Education's Capital Plan Project Bylaws policy on our website at:

<http://www2.gov.bc.ca/gov/content/education-training/administration/resource-management/capital-planning/capital-bylaws>

Also, in an effort to better align school district capital planning with government's fiscal cycle; we have accelerated the Annual Capital Plan submission deadline from November 2016, to August 31st, 2016. You will receive Capital Plan instructions regarding this shortly.

.../2

Should you have questions on any aspect of this letter, please do not hesitate to contact me at Michael.Nyikes@gov.bc.ca or (250) 893-6268.

Sincerely,

A handwritten signature in blue ink that reads "Michael Nyikes". The signature is written in a cursive, flowing style.

Michael Nyikes
Director, Standards and Construction
Planning and Major Projects Division

cc: Shanna Mason, Assistant Deputy Minister, Planning and Major Projects Division
Carlo Vijandre, Manager, Facility Condition, Standards and Construction Branch



May 24, 2016

Ref: 186886

To: Secretary-Treasurer and Superintendent
School District No. 42 (Maple Ridge – Pitt Meadows)

Re: Ministry Response to Annual Capital Plan Submission

This letter is in response to the Board's Annual Capital Plan submission and provides direction as to the next steps for advancing capital projects that align with provincial capital priorities.

The Ministry reviewed all the 5-year Capital Plan submissions across the participating 60 school districts to determine priorities for available capital funding in the programs of:

- Seismic Mitigation & Safety,
- Expansion,
- Building Envelope,
- Carbon Neutral Capital,
- School Enhancement, and
- Buses

I am pleased to advise Ministry support for advancing project development or delivery of the following projects:

SCHOOL PROJECT(S)		
School Name	Project Type	Next Steps & Timing
South Albion Elementary	Expansion - New	Deliver final Project Definition Report by August 31, 2016, for future funding decision
Westview Secondary	Seismic Mitigation	Deliver final Project Definition Report by August 31, 2016, for future funding decision
Fairview Elementary	Seismic Mitigation	Deliver final Project Definition Report by December 31, 2016, for future funding decision
Maple Ridge Elementary	Building Envelope	BC Housing will contact you regarding next steps to begin design work

**Ministry of
Education**

Capital Delivery Branch
Planning and Major Projects
Division

Mailing Address:
PO Box 9151 Stn Prov Govt
Victoria BC V8W 9H1

Location:
5th Floor, 620 Superior St
Victoria BC V8V 1V2

SCHOOL PROJECT(S)		
Thomas Haney Secondary	Building Envelope	BC Housing will contact you regarding next steps to begin design work
Westview Secondary	School Enhancement	Proceed to design, tender & construction and complete by March 2017

Follow-up meetings will be scheduled by your assigned Regional Director to confirm scope, schedule, budget and the terms of project approval for the projects listed above. **No works or expenditures can proceed without a signed project agreement or other signed authorization from the Ministry.**

As a brief follow-up from a recent correspondence, the Ministry has recently revised the procedures on the Bylaws and the Annual Capital Plan submission which are briefly summarized below;

1. The Ministry eliminated the requirement for the Boards of Education to pass Bylaws for each individual capital project. For additional information, please visit our website at:


<http://www2.gov.bc.ca/gov/content/education-training/administration/resource-management/capital-planning/capital-bylaws>

2. The Annual Capital Plan submission deadline was initially revised to August 31, 2016, and based on recent feedback, the submission deadline will now be extended to September 9, 2016, to better align school district capital planning with government's fiscal cycle. The Capital Plan Instructions will be issued to you shortly with further details.

Should you have any questions regarding the Ministry's Capital Plan process, we would be more than happy to set-up a meeting with you to go over any questions you may have. At any time, please do not hesitate to contact your Regional Director, Mora Cunningham at Mora.Cunningham@gov.bc.ca to schedule a time to meet to discuss your inquiries.

Thank you for your dedication to the students of the Maple Ridge – Pitt Meadows School District.

Sincerely,



Renée Mounteney, MBA
Executive Director, Capital Delivery Branch
Planning and Major Projects Division

Cc: Mora Cunningham, Regional Director, Capital Delivery Branch
Nancy Dubé, Planning Officer, Capital Delivery Branch

CAPITAL BYLAW NO. 1516CP42-01
CAPITAL PLAN 2015/16

A BYLAW by the Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows) (hereinafter called the "Board") to adopt a Capital Plan of the Board pursuant to Sections 143 (2) and 144 (1) of the *School Act*, R.S.B.C. 1996, c. 412 as amended from time to time (called the "*Act*").

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved the Board's Capital Plan on May 24, 2016

NOW THEREFORE the Board agrees to the following:

- (a) authorizes the Secretary-Treasurer to execute project agreements related to the expenditures contemplated by the Capital Plan;
- (b) upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete each Project substantially as directed by the Minister;
- (c) observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project(s); and,
- (d) maintain proper books of account, and other information and documents with respect to the affairs of the Project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board approved by the Minister that specifies the supported projects in the Ministry's letter of approval May 24, 2016 from the 2015/16 Capital Plan is hereby adopted.
- 2. This Bylaw may be cited as School District No. 42 (Maple Ridge – Pitt Meadows) Capital Bylaw No. 1516CP42-01.

READ A FIRST TIME THE 15TH DAY OF JUNE, 2016;

READ A SECOND TIME THE 15TH DAY OF JUNE, 2016;

READ A THIRD TIME, PASSED AND ADOPTED THE 15TH DAY OF JUNE, 2016.

**ITEM 8****To: Board of Education****From: Secretary Treasurer
Flavia Coughlan****Re: 2016/17 BOARD OF EDUCATION
REGULAR PUBLIC BOARD MEETINGS****Date: June 15, 2016
(Public Board Meeting)**

Decision

BACKGROUND/RATIONALE:

In accordance with Policy 2400: School Board Meeting Proceedings, the following schedule is proposed for the 2016/17 School Board meeting dates:

September 7, 2016	February 22, 2017
October 19, 2016	March 8, 2017
November 16, 2016	April 12, 2017
December 14, 2016	April 26, 2017
January 18, 2017	May 17, 2017
February 8, 2017	June 21, 2017

The proposed schedule of public meetings will allow the Board of Education to complete the Board work outlined in the attached annual Board Work Plan (Attachment A) and to enhance the Board's community outreach through public engagement events on specific topics.

During the year, additional Public Board meetings may be called with 48 hours notice.

RECOMMENDATION:

THAT the Board adopt the following regular Public Board meeting schedule for 2016/17:

September 7, 2016	February 22, 2017
October 19, 2016	March 8, 2017
November 16, 2016	April 12, 2017
December 14, 2016	April 26, 2017
January 18, 2017	May 17, 2017
February 8, 2017	June 21, 2017

ANNUAL BOARD WORK PLAN**September**

- Approve Audited Financial Statements - September 30
- Review the Audit findings – September 15
- Review the Board Policy Development Committee Work Plan
- Submit Executive Compensation Disclosure to Public Sector Employers' Council – September 30
- Approve Five-year Capital Plan for submission to BC Ministry of Education (September 9)
- Consider Motions to BCSTA Provincial Council

October

- Submit Learning Improvement Fund to BC Ministry of Education
- Complete Board Self Evaluation
- Recognize World Teachers' Day
- Represent Board at BCPSEA Symposium
- Represent Board at BCSTA Provincial Council Meeting
- Represent Board at Ministry of Education Annual Liaison Meeting

November

- Review Class Size Report on School Organizations
- Receive Enrolment Update Report
- Review and Approve First Quarter Financial Statements
- Complete Superintendent Growth Plan Review
- Election of Board Chairperson and Vice Chairperson
- Annual Chairperson Report
- Approve Trustee appointments to committees and community liaison groups

December

- Strategic Plan Review
- Board Operational Plan Review
- Consider Motions for BCSTA Annual General Meeting and Provincial Council
- Review terms of engagement and appoint or reappoint financial statements auditor
- Statement of Financial Information (SOFI) – December 31
- Attend the Learning Forward Conference

January

- Review the Carbon Neutral Capital Program Submission
- Receive the Ministry of Education Funding Update
- Approve the Budget Process for upcoming year
- Receive the Budget Implementation Feedback
- Represent Board at BCPSEA Annual General Meeting

February

- Adopt the Amended Annual Budget Bylaw – February 28
- Review and Approve Second Quarter Financial Statements
- Review and Approve Board/Authority Authorized Courses and Programs of Choice
- Review Three Year Enrolment Projection – February 15
- Receive Enrolment Update Report
- Represent Board at BCSTA Provincial Council Meeting

March

- Receive Ministry of Education Estimated Funding for upcoming year
- Meetings with Partner Groups on Budget
- Approval of School District Calendar 2017/18

April

- Receive Proposed Preliminary Budget
- Engage in the Budget Consultation Process
- Adopt the Annual Facilities Grant Bylaw
- Approve the Preliminary Budget for Implementation
- Receive Annual Review of Rental Fees
- Attend the BCSTA Annual General Meeting

May

- Receive and Approve the Third Quarter Financial Statements
- Adopt the Annual Budget Bylaw – June 30
- Approve Academies Specialty Fees and School Fees
- Receive the Carbon Neutral Action Report

June

- Receive the Aboriginal Education Report
- Review Operational Plans
- Adopt the Board Calendar for the upcoming year
- Review Trustees Remuneration

Other Items Scheduled as Needed

- Review and Approve Board Policies and Bylaws
- Review and Approve Capital Project Bylaws
- Hear Appeals as needed
- Ratify Principal and Vice-Principal Appointments
- Ratify Collective Agreements
- Approve Exempt Compensation
- Approve disposition of real property (land and buildings)
- Declare facilities surplus for general school needs
- Recognize school and community highlights
- Publish Board Highlights after each meeting
- Receive IT Plan Updates
- Receive Energy Management Plan Updates
- Represent Board at BCSTA Branch Meetings
- Attend school functions
- Attend employee recognition events

Trustees attendance at the following committee and advisory meetings:

Internal

- Education
- Aboriginal Education
- Inclusive Education
- French Immersion Advisory
- District Student Advisory
- Round Table with Partners
- Facilities Planning

External

- BC School Trustees Association Provincial Council
- District Parent Advisory Council
- Joint Parks and Leisure Services
- Municipal Advisory & Accessibility
- Ridge Meadows Education Foundation
- Social Planning Advisory
- Other Board Liaison



ITEM 9

To: **Board of Education**

From: Secretary Treasurer
Flavia Coughlan

Re: **TRUSTEE PROFESSIONAL
DEVELOPMENT**

Date: June 15, 2016
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

In accordance with Board Policy 2900: Trustee Professional Development and Attendance at Conferences it is the responsibility of the Board to ensure that budgetary provisions are made to facilitate the professional development of trustees.

The professional development of trustees should include:

- (i) Access to the resources of the school district;
- (ii) Access to educational publications such as books, journals and newsletters;
- (iii) Participation in conferences, workshops and in-service activities at local, provincial, national and international levels;
- (iv) Memberships in educational associations.

An annual professional development budget of \$3,600 has been provided to each trustee. In order to allow trustees to avail themselves of professional development opportunities that may only be offered once in their term in office and may require a budget allocation that exceeds the annual professional development budget, it is proposed that trustee professional development balances be carried forward to the end of the trustees' term in office.

RECOMMENDATION:

THAT the Board approve that trustee professional development balances be carried forward to the end of the trustees' term in office.

**ITEM 10****To: Board of Education****From: Budget Committee of the Whole****Re: 2016/17 BUDGET****Date: June 15, 2016**
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

On April 27, 2016, the Board of Education approved for submission to the Ministry of Education the 2016/17 Preliminary Budget.

All budget decisions made by the Maple Ridge – Pitt Meadows School District were guided by its vision and core values, and were based on the information available at the time, research and consultation.

Due to many cost pressures beyond its control, the Maple Ridge - Pitt Meadows School District faced operating budget funding shortfalls of \$5.66 million for 2013/14, \$5.02 million for 2014/15, \$1.68 million for 2015/16, and \$0.34 million for 2016/17. The reasons for these shortfalls included declining enrollment, the CUPE wage increase, increased costs for benefits, inflation, utilities rate increases, the use of reserves to fund previous budget shortfalls, and provincially mandated administrative savings. The implementation of reductions of this magnitude has led to financial and staffing challenges that created instability in the system. The impact of the reductions on our schools has been identified by students, teachers, CUPE, MRTA, principals, vice-principals, and parents.

For 2015/16 and 2016/17, the province tasked all school districts with finding administrative savings. For the Maple Ridge - Pitt Meadows School District, the administrative savings target set by the Ministry of Education over two years is \$1.35 million. Given this requirement, in 2015/16 the board adopted an administrative savings plan that met Ministry of Education requirements.

In April 2015, following an extensive public consultation process, the board approved the administrative savings measures required to meet the government-mandated administrative savings target. A summary of these administrative savings measures is included in the table below.

2015/16 - 2016/17 ADMINISTRATIVE SAVINGS	(\$ millions)
Move to Bring Your Own Device for students	0.15
General supplies reduction	0.18
2015/16 Transportation changes	0.07
Energy Management Plan - utilities savings	0.30
2016/17 Transportation changes (<i>discontinuation of regular student transportation</i>)	0.65
Total Board approved administrative savings	1.35

On May 31, 2016, the Minister of Education announced that the Government of British Columbia is redirecting \$25 million in administrative savings from school districts back into frontline services for students. Boards were advised that the funding can be allocated any way they see fit – for hiring new teachers, for programs, or for maintaining schools despite falling enrolment in certain regions. For our school district, the money being left with the district is equal to the Year 2 of Administrative savings we were asked to find, or \$631,773.

On June 2, 2016, the Ministry of Education announced that government has confirmed this level of funding as a permanent commitment for K-12 education. (Attachment A)

The board can consider the \$631,773 as ongoing funding and make decisions about further one-time or ongoing budget changes for 2016/17. It is important to note that any budget additions made in 2016/17 can only be maintained if sufficient provincial funding is received in future years.

Impact of Ministry of Education Announcement on Projections

OPERATING BUDGET THREE-YEAR PROJECTIONS (\$ millions)	2016/17	2017/18	2018/19
Incremental Cost Increases			
Changes in Salaries and Benefits			
Salaries and benefit changes (excluding labour settlement)	0.51	(0.58)	(0.58)
Salaries and benefit changes MRTA and CUPE labour settlement	(1.27)	(0.90)	(1.51)
Services, Supplies & Utilities	(0.51)	(0.25)	(0.25)
New School Operating Cost			(0.41)
	(1.27)	(1.73)	(2.75)
Enrolment Driven Changes	(0.53)	0.15	0.17
Ministry of Education Funding Changes	1.32	0.90	1.51
Ministry of Education Funding - Supplement for the Education Plan	0.28		
Surplus Carry Forward	(4.16)		
One-Time Revenue and Expenditures 2015/16			
Schools and projects rollover budgets in Amended Budget	2.78		
One-time approved use of contingency reserve	0.54		
One-time transfer to contingency reserve	1.56		
Miscellaneous one-time revenue	(0.36)		
Miscellaneous one-time expenses	0.13		
	0.49		
One-Time Revenue and Expenditures 2016/17			
One-time approved use of contingency reserve	0.31		
One-time expenses	(0.31)		
Estimated Budget Funding Surplus / (Shortfall) Before Administrative Savings	0.29	(0.68)	(1.07)
Administrative Savings Target (revised)	0.00		
Estimated Budget Funding Surplus / (Shortfall)	0.29	(0.68)	(1.07)
Administrative Savings 2016/17	0.95		
Ongoing Budget Changes	(0.61)	0.63	
Total Projected Surplus / (Shortfall)	0.63	(0.05)	(1.07)

Budget Feedback

The public feedback received in the 2015/16 and 2016/17 budget processes focused on the following themes:

- The need for additional staffing allocations to reduce secondary class size and address class composition issues at both secondary and elementary levels;
- The need for additional mental health support for students and staff;
- The need for additional learning resources and supplies budgets for schools;
- The need to reconsider the discontinuation of regular student transportation due to the hardship that this decision will place on families of students in the rural areas of Maple Ridge and Pitt Meadows;
- The need for additional clerical support in schools;
- The need for increased provincial funding to maintain existing services.

Budget Change Considerations

1. Use of Additional Funding to Address Estimated 2017/18 Budget Shortfall

On April 27, 2016, the Board adopted a balanced budget for 2016/17. The newly announced funding change can be used to fund additional expenditures in 2016/17. The Board can allocate these funds for one-time use in 2016/17. This would result in temporary budget changes for 2016/17 and allow the Board to apply these ongoing funds to address the projected funding shortfall for 2017/18. Alternatively, the board can allocate these funds for ongoing use starting in 2016/17 (permanent budget changes). The Board will then have to make ongoing budget reduction decisions in order to address the estimated budget shortfall for 2017/18. The shortfall projections for future years are high level estimates and will be impacted by actual enrolment levels, government funding levels, and other factors not known at this time.

2. Teacher and Instructional Support Staff Allocations to Schools

Classroom teacher staffing is currently allocated using student enrolment driven formulas. The formulas for allocating teacher staffing by grade level are detailed in the table below. Prep time for teachers is added over and above these calculations. The School Act stipulated class size limits and the district and provincial average class sizes are also in the table below.

Grade	Teacher Allocation Formula	2014/15 District Average Class Size	2015/16 District Average Class Size	2015/16 Provincial Average Class Size	Legislative Limit
Kindergarten	1:20.00	20.1	19.9	19.7	1:22.00
Grade 1-3	1:22.00	22.0	22.2	21.8	1:24.00
Grade 4-7	1:28.00	26.5	26.7	26.0	1:30.00
Grade 8-12	1:30.97	23.7	25.8	23.4	1:30.00

In 2014/15, there were 89 reported classes in the school district with more than 30 students, and in 2015/16 there were 61 reported classes in the school district with more than 30 students. In order to minimize the number of classes over 30 at the secondary level, and to ensure that secondary students continue to have as many options in their schedules as possible, in the 2016/17 preliminary budget it was approved that a secondary staffing fund of \$0.31 million be established to add counselling time and to minimize the number of classes over 30 at the secondary level.

In order to reduce the secondary teacher allocation formula from 1:30.97 to 1:30, an estimated additional 7 FTE teachers would need to be funded for an estimated cost of \$0.69 million.

In addition, funding to support the social/emotional/mental health needs of students with a focus on early intervention (kindergarten transition in particular) is needed. A minimum of \$0.20 million would be required to address staffing needs identified by the schools on an annual basis.

3. Clerical Staffing

In 2014/15, a new clerical allocation model for elementary and secondary schools was implemented. Over the past two years, an elementary clerical working group worked collaboratively on establishing best practice for school based clerical staff. Also, over the past two years, based on feedback from schools and our clerical staff, we have modified the clerical allocation model. The current allocations for elementary and secondary schools are summarized the in the table below.

Student Enrolment	No. of Schools	Base Allocation Head Elementary Secretary	Shared Clerical Allocation	Clerical Support Bank
Under 200	0	30 hours per week		30 hours / year
200-349	7	35 hours per week		35 hours / year
350-499	7	35 hours per week	24 hours per week shared by 2 schools	35 hours / year
500+	6	35 hours per week	20 hours per week	35 hours / year

Elementary clerical staff work 7 days beyond the board approved school calendar, and all clerical staff are replaced on the first day of their absence.

Student Enrolment	No. of Schools	Base Clerical Time Allocation Secondary	Clerical Support Bank
Under 949	4	105 hours per week	140 hours per year
950-1349	1	123 hours per week	
Over 1350	1	140 hours per week	
Maple Ridge Alternate	1	19 hours per week	19 hours per year

Secondary clerical staff work 15 days beyond the board approved school calendar, and all clerical staff are replaced on the first day of their absence.

The current Clerical Support Banks at elementary are not aligned with the weekly clerical hours allocated to each school. Consideration should be given to modifying the Clerical Support Banks for elementary schools as noted in the table below.

Student Enrolment	No. of Schools	Base Allocation Head Elementary Secretary	Shared Clerical Allocation	Clerical Support Bank
Under 200	0	30 hours per week		30 hours / year
200-349	7	35 hours per week		35 hours / year
350-499	7	35 hours per week	24 hours per week shared by 2 schools	47 hours / year
500+	6	35 hours per week	20 hours per week	55 hours / year

This change is estimated to require a budget allocation of \$7,000 and will increase the clerical hours allocated to elementary schools by 204 hours annually.

4. Student Transportation

In April 2015, in order to achieve the provincially mandated administrative savings, the board approved the discontinuation of all regular bus service to elementary and secondary schools for 2016/17. Eligible low income families that currently use SD42 regular busing may apply for a transportation subsidy equivalent to the fees currently charged. This subsidy can be used towards public bus, taxi, mileage or neighbourhood carpooling. A fund of \$20,000 was set up to fund the transportation subsidy. In addition, the preliminary budget contained a one-time \$100,000 fund that will be used to partially subsidize before/after school activities and programming in East Maple – Ridge schools.

The board offered elementary school students who use regular student transportation (Webster's Corners and Whonnock) first priority to transfer into Albion elementary, where some spots at a number of different grade levels have opened up starting September 2016.

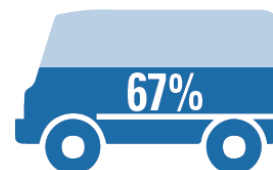
Based on the April 2015 decision, the provider of contracted regular transportation services for students was notified that the contract will not be renewed for another year.

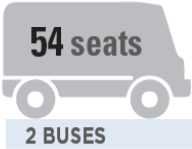
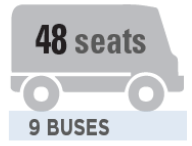
The board and school district staff continue to work with the City of Maple Ridge to advocate for improved public transportation in underserved areas of the school district.

During the budget process, the Save the School Bus Group made recommendations that would potentially result in reduced cost for transportation and increased cost recovery fees. (Attachment B).

The Maple Ridge - Pitt Meadows School District is running 11 regular bus routes with a capacity of 540 and an overall utilization of 67% for 2015/16.

COST PER BUS: \$53,160 (to and from school, 180 days per year)



	2015/16 ACTUAL SUBSIDY PER STUDENT PER YEAR AT 67% UTILIZATION	COST PER STUDENT PER YEAR AT 100% UTILIZATION <i>To and from school, 180 days per year</i>	ANNUAL STUDENT TRANSPORTATION FEE	SUBSIDY PER STUDENT PER YEAR AT 100% UTILIZATION
	\$1,021	\$985	\$215	\$770
	\$1,518	\$1,108	\$215	\$893

In 2015/16, 300 eligible students received regular transportation services. 35 students qualified for fee waivers. To increase utilization and decrease the subsidy amount per student, 62 students who did not meet eligibility criteria were permitted to use and pay for regular student transportation services.

In light of the recent announcement that contemplates requiring school districts to achieve \$29 million in administrative savings instead of \$54 million, consideration can be given to a one-year regular student transportation pilot for the 300 eligible students currently using SD42 regular student transportation.

Eligible students for regular student transportation provided by the Board are defined as:

- Primary Students (Grades K – 3) that live further than 4 kilometers to their catchment area school.
- All Other Students (Grades 4 – 12) that live further than 4.8 kilometers to their catchment area school.

Regular student transportation services will not be provided to students who are not eligible.

In order to minimize the subsidy required for this service the following measures need to be considered for implementation:

- Secure a new regular student transportation contract that does not include a cost escalation that exceeds 2% over the current cost per bus of \$53,160.
- Reduce the number of contracted buses by:
 - Enforcing a July 31 application deadline for transportation services;
 - Creating routes based on registrations received and optimizing and/or extending routes in order to achieve a 95%+ utilization for each bus.
- Increase the annual student transportation fee to minimize the subsidy required for this service. The school district currently provides bus service for 180 days per year for a cost per student at 100% utilization of \$893 for 48 passenger busses and \$770 for 54 passenger busses. Current TransLink concession fares for single rides are \$1.75 and monthly passes cost \$52. In order to access TransLink services, a student will have to buy 360 single rides (\$630) or eight monthly passes (\$416). It is recommended that an annual fee per student of \$416 be implemented for 2016/17 (maintain an estimated subsidy of \$730/student at 100% utilization).

The implementation of these measures will require a budget allocation of \$0.38 million with estimated fees to be collected of \$0.12 million for a net budget impact of \$0.26 million. The 2016/17 regular student transportation pilot will have to be closely monitored and if the measures noted above do not result in increased utilization of the transportation service or the subsidy required exceeds the estimated \$730/student, the board should proceed with the discontinuation of regular student transportation.

5. Bring Your Own Device for Students

In order to achieve ongoing administrative savings of \$0.15 million, all student hardware leases were discontinued effective 2015/16. Students will be required to bring their own devices starting in 2018. A hardship hardware pool will be established to ensure that all students receive a device when needed.

This administrative savings measure will result in increased costs for families throughout our school district. Consideration should be given to continue providing hardware for student use. The additional budget allocation required is \$0.15 million.

Summary of Proposed Changes

The proposed budget changes focus on increased support for students and schools and a regular student transportation pilot. All the proposed changes are one-time for 2016/17. The Board can consider these budget changes for ongoing funding during the 2017/18 preliminary budget process.

RECOMMENDATION:

THAT the Board approve the following budget changes to be incorporated in the Amended Budget Bylaw for 2016/17:

- 1) Allocate one-time funding of \$0.36 million to add supports for vulnerable students at elementary and secondary, and to minimize the number of academic classes over 30 at the secondary level.**
- 2) Allocate one-time funding of \$7,000 to increase elementary clerical support banks as follows:**

Student Enrolment	Clerical Support Bank
Under 200	30 hours / year
200-349	35 hours / year
350-499	47 hours / year
500+	55 hours / year

- 3) Allocate one-time funding of \$0.26 million to support a one year pilot of a revised model for regular student transportation that entails:**
 - **Securing a regular student transportation contract for 2016/17;**
 - **Providing regular student transportation to eligible students, defined as:**
 - a. Primary Students (Grades K – 3) that live further than 4 kilometers to their catchment area school**
 - b. All Other Students (Grades 4 – 12) that live further than 4.8 kilometers to their catchment area school**
 - **Transportation services will not be provided to students that are not eligible;**
 - **Reducing the number of contracted buses by:**
 - **Enforcing a July 31 application deadline for transportation services;**
 - **Creating routes based on registrations received, and optimizing and/or extending routes in order to achieve a 95%+ utilization for each bus.**
 - **Increasing the annual student transportation fee to mirror the cost of TransLink fares of \$52/month for an annual fee per student of \$416 (maintain an estimated subsidy of \$730/student at 100% utilization);**
 - **In accordance with Board policy, low income families can apply for a transportation fee waiver.**

Attachments



June 2, 2016

Ref: 188043

To: All Superintendents
All Secretary Treasures

Re: May 31, 2016 \$25 million in redirected administrative savings for school districts

This letter is a follow-up to the Minister of Education's May 31 [announcement](#) of \$25 million redirected from Administrative Savings to frontline education services.

Minister Mike Bernier has been in active discussions with the Minister of Finance and his colleagues regarding the hard work done by districts to implement administrative savings. The result is that government has been receptive to our advocacy work on behalf of boards of education, enabling Minister Bernier to make this important announcement to redirect funding back into student services. **I can now advise that government has confirmed this level of funding as a permanent commitment for K-12 education; it is not only for the 2016/17 school year.**

In 2016/17, the \$25 million will be provided as reduced charges to districts for various cost items, such as the Next Generation Network, the School Protection Program, and potentially others. Each district will have reduced charges equal to a specific allocation, which is the same as their incremental administrative savings target for 2016/17 (see attachment for district allocations). This will free up funds in district budgets that can be used on any area a district chooses, without limitations.

District operating grants are not increasing with this announcement. Nor is the operating block increasing for 2016/17. The Ministry will be paying these charges (or partial charges) on behalf of districts. We will also track these amounts during the year so that we can demonstrate that districts have fully received their benefit. Most of these charges will not be confirmed until later in the fall 2016, which is when they are normally calculated. See the Q/A attachment for more details on the process.

In addition, administrative savings plans are not required for the incremental \$25 million in 2016/17. However, districts are still required to report on the ongoing \$29 million savings set in 2015/16.

.../2

I trust that our education partners will see this as a further positive step in our joint efforts to ensure BC students have the best learning opportunities in our education system.

Sincerely,



Dave Byng
Deputy Minister

Attachments

cc: School Board Chairs

School District Allocations for \$25M Redirected Administrative Savings

School District	School District Allocations 2016/17
5 Southeast Kootenay	277,377
6 Rocky Mountain	168,700
8 Kootenay Lake	252,383
10 Arrow Lakes	36,091
19 Revelstoke	51,315
20 Kootenay-Columbia	178,204
22 Vernon	382,586
23 Central Okanagan	967,983
27 Cariboo-Chilcotin	259,687
28 Quesnel	168,780
33 Chilliwack	603,535
34 Abbotsford	846,484
35 Langley	851,770
36 Surrey	3,128,483
37 Delta	690,188
38 Richmond	871,987
39 Vancouver	2,251,318
40 New Westminster	295,560
41 Burnaby	1,027,783
42 Maple Ridge-Pitt Meadows	631,773
43 Coquitlam	1,338,556
44 North Vancouver	665,252
45 West Vancouver	284,472
46 Sunshine Coast	182,072
47 Powell River	105,664
48 Sea to Sky	224,674
49 Central Coast	28,001
50 Haida Gwaii	50,678
51 Boundary	77,888
52 Prince Rupert	123,861
53 Okanagan Similkameen	118,102
54 Bulkley Valley	110,533
57 Prince George	622,655
58 Nicola-Similkameen	122,301
59 Peace River South	205,328
60 Peace River North	307,317
61 Greater Victoria	827,353
62 Sooke	450,041
63 Saanich	329,692
64 Gulf Islands	99,976
67 Okanagan Skaha	266,527
68 Nanaimo-Ladysmith	593,079
69 Qualicum	197,263
70 Alberni	184,456
71 Comox Valley	354,941
72 Campbell River	255,596
73 Kamloops/Thompson	673,698
74 Gold Trail	97,792
75 Mission	280,146
78 Fraser-Cascade	96,520
79 Cowichan Valley	348,411
81 Fort Nelson	48,645
82 Coast Mountains	248,728
83 North Okanagan-Shuswap	302,206
84 Vancouver Island West	40,077
85 Vancouver Island North	89,257
87 Stikine	27,319
91 Nechako Lakes	253,903
92 Nisga'a	38,961
93 CSF	386,075
Provincial Total	25,000,000

Questions and Answers

May 31, 2016 announcement of \$25 million redirected to front-line education

Q.) What exactly is government doing?

Government is redirecting \$25 million in administrative savings into frontline services for students, by reducing certain charges to districts and therefore, freeing up funds in district budgets. **This level of funding will be provided moving forward – not just this year.**

Q.) How much money will each district be able to keep?

That is directly based on a district's incremental administrative savings target for 2016/17 – that is, their portion of the \$25 million in savings. Each district's benefit is equal to that savings allocation.

For example, Surrey with many schools and many students –and with a big operating budget -- will have \$3.1 million of room in its budget. A district like Qualicum will have \$197,263 of room in its budget.

Q.) Will funding flow as a grant to districts?

No. The \$25 million will be made available through reduced district charges for certain costs to the Ministry. To use the previous example, this year, Surrey will not have to pay \$3.1 million worth of charges to the province and instead, will be able to use that money to invest in their priorities. The Qualicum school district will be able to invest \$197,263 of its money in key priorities.

How it will work in practice, within the Ministry of Education:

- As charges are put through the funding payment system, such as for the Next Generation Network, we will reduce a district's charge by as much as possible, to achieve their allocation.
- If NGN isn't enough, then we'll go to the next largest charge-back which is likely the School Protection Program. We will reduce that charge by as much as possible to achieve a district's allocation.
- Most districts will only need 1 or 2 charges to make up their amounts, but others may need more. It will depend on their total allocation and their various charges. Other candidates for reducing charges are MyEd BC and the new Employment Practices Liability Program.

- It is likely the majority of a district's NGN charge will provide their funding room. But some districts may still have residual charges. Districts may wish to estimate what they will still need to pay for their charges.

Q.) So you're not telling districts what to use the money for?

That's correct. Districts can use their funds for whatever purpose they choose. Some might use it for busing, others to bring on extra classroom supports or to directly support students. But we expect most of it to flow into classrooms and services for kids.

Q.) Does this mean we don't have to demonstrate savings of \$25M and report to the ministry?

Districts will be required to provide reports for their ongoing \$29 million savings targets established in 2015/16, but will not have to submit savings reports related to the incremental \$25 million in 2016/17.

Q.) Will districts have to revise and re-submit their 2016/17 budget by June 30, 2016.

Districts may wish to do this but it is not a requirement. Districts are free to manage this change in funding information through internal working budgets, and capture any changes in their amended budget submission in February 2017.

Q.) If districts won't have to pay certain charges, who is paying those bills? Where's the money coming from?

The Ministry of Finance is supporting the Ministry of Education to cover the amounts districts owe for services.

Q) Why didn't you just give the money to the districts?

This achieves the same end result— districts have more resources to invest in priorities.

Q) Will districts in Funding Protection get this financial benefit?

Yes, all districts will benefit. A district's 2016/17 operating grant will remain unchanged, they'll just have lower bills to pay.

Q) What bills will the ministry be paying?

The ministry will review the various charges districts receive throughout the year and will reduce the charges to equal each district's amount. The types of charges would be:

Information Technology charges like Next Generation Network and MyEd BC, and insurance programs like the School Protection Program. The ministry will track these savings in order to demonstrate to districts the savings they have received during the school year. Most of the charges will occur in late fall/early winter after the fall enrolment count.

Q.) Will districts be able to expect similar funding room next year?

While budgets for future years will be confirmed next February, we recognize the pressures faced by school districts and we certainly have no intention of reducing funding going forward.

Save the School Bus - Recommendations Draft

There are currently 370 children in our community who rely on the school bus to take them safely to school and back each day. The school buses have been cancelled effective the end of June 2016 yet there is still no solution or alternative in place as to how children in the areas not serviced by Translink and who have to travel great distances will get there and back safely each day. We are asking for one year of continued bus service while potentially charging double what we currently collect from parents to offset some savings for the upcoming year. This will allow time for these changes to be collectively discussed, researched, and gently introduced into the system for Sept 2018.

Below you will find 11 recommendations we feel will allow the district to continue offering school bus service to not only the children with special needs but the typical children with transportation requirements. Our recommendation will improve the registration process, increase rider ship, reduce deficiencies and therefore increasing cost collected for the bus. These suggestions allow the district to continue to offer school bus service to the families in Maple Ridge and Pitt Meadows who so desperately need a school bus so their children can have access to the education.

We would like the opportunity to sit down with the School Board Trustees to review these recommendations in detail. We understand that time is of the essence however it is our understanding the budget is not due to the government until June 30th giving us enough time to meet and discuss our options.

Thank you for taking the time to read out recommendation and we look forward to sitting down and finding a solution for the future, our children.

1. Increase the cost to ride the bus

Although no one initially wanted to pay to ride, as it had been free for so many years, no one anticipated the school bus would be cancelled and our children's access to school would be eliminated. If a pay by month system is implemented then the fee to ride could easily be increased to that of a \$1.75 per day times 20 days per month transit fee equivalent (\$35.00 per month or \$350.00 per year) which would bring in almost \$130000.00 per year with the existing bus riders. We could also consider doubling the current \$215.00 to \$430.00 (\$43.00 per month or \$430.00 per year) which would bring in almost \$160000.00 to the district. This would significantly reduce the cost to the district. Offering a monthly pay option would be much easier for families to manage.

2. Review the way in which you register for the school bus

Currently in order to register for the bus, you have to pay before you even know if the bus will be available. People are not flush with cash and \$215.00 may not be a lot of money for some, but for many it is a lot and all at once. If a family is not sure that they even qualify for the bus, they are hesitant to register and pay for it and many simply don't. Some sort of inquiry system or a system that allowing parents to register before paying should be implemented. This would encourage more people to register and most probably result in more riders and more money to the district to cover the cost of transportation.

3. Review the bus routes

There are many areas where the bus is wanted and even required but not offered. Some families have request service in the past and told it was not available. If a family lives a distance to school, surely changes to the routes can be made to enable that child to receive a ride to school. This only increases the portion the district collects for bus fees and helps to offset the tremendous cost to the district for providing transportation, and potentially provides a more efficient service.

Using the districts student locator dots on map system (this is not the technical name, just what it looks like), identify where students reside. Draft up proposed routes. Take into consideration the cusp of some of the catchments where distance to schools is greater for in catchments than for outside of catchments (North Whonnock areas may be closer to Whonnock than Webster's). Also look at where kids reside in comparison to where they go to school. For example many kids in the Garibaldi road area (north Whonnock 260th and east) and two roads west of Garibaldi attend Whonnock however there is not a school bus because it is technically Webster's catchments. It may make more sense to include these kids in the Whonnock catchments and offer bussing to them. Even if a catchment change is not made, if the bus goes in that direction and kids are willing to pay to ride, it will help ensure a full bus. This again would increase rider ship and bus fees collected and offset the cost of transportation, running a more efficient service.

We may also want to consider staggering start times at Whonnock and or Webster's and Garibaldi to make better use of the buses. We may be able to use the same bus more than once in the am and again in the pm if staggered start times are explored.

4. Perform some competitive pricing comparisons for the school bus services we require.

There are many bus services out available here in BC. The district has no obligation to continue with the same provider. This should be a contract bid for these services with comparable bus companies to see if they can offer a better price than what we are currently paying. There is also the option of buying buses as a district, for each school, offering this service to each student and encouraging improved enrollment by offering a transportation option.

5. Review bus routes for children with special needs

Review both the numbers of buses being used for transport children with special needs and the routes taken. Are there areas where efficiencies can be found? Is the busing being used to transport children due to the great distance to school or is a courtesy ride. Explore the possibility of reducing the number of schools the buses go to for incoming students in both elementary and high school and then gradually reduce the number of buses moving more kids in less buses but still maintaining transportation for these children. Discussing the possibility of combining typical children and those with special needs onto the same bus, thus reducing the number of buses required. We practice inclusion in the classroom we should look at the possibility of inclusion on the school bus as well especially when trying to find efficiencies.

6. Review catchments boundaries

Review the catchments boundaries to better reflect distance to school, transit options and current and future development. Although there have been some catchments changes in the past few years, we have some feedback and suggestions as to how some further catchments changes and some tweaks to the ones already made, could help alleviate the problem of great distances to school

We will suggest looking closely at not only the flat map I.E how the crow flies but also where there are actual streets. Distances may appear closer than they actually are when you have to walk.....because there are no roads over Thornhill Mountain, no transit in the upper Albion area. We will look at areas such as North Whonnock, Rock Ridge, Silver Valley, East Albion, Thornhill and Whonnock taking into consideration distance to the closest school and distance to the next closest school.

One example of why this should be looked at is the change in catchment areas from SRT to Garibaldi. We have a number of student who live within 2 kilometres of SRT who now have to go past SRT to get to their new catchment school of Garibaldi. This was likely an oversight and can be easily adjusted with some discussion.

7. Review how grades 8's are placed into high school:

The school board has worked hard at trying to differentiate the high schools by offering different programs at each one. Unfortunately there are some families, particularly those who live in the east and rural areas, which can not benefit from these programs of choice as their families are not in a position to be able to get their kids there. Their kids must attend the school closest to them or the one that the school bus takes them to. There are good reasons why certain schools are selected. After in catchments places have been secured, distance to school should be next or at very least considered then the reason for wanting to attend should be considered. We offer an open catchments system but the "first come first serve model" should be reviewed as there are reasons why one high school is more suited to one student over another.

How is this relevant you might ask? There are kids in the Whonnock and Stave Falls area of Mission that would likely have been happy to take the bus to Garibaldi. As parents started to scramble to figure out how kids would get to school, some asked for SRT as their choice and got in....leaving families that live so very close to SRT having to try and find transportation to GSS more than 10 kilometers away. Instead of only one family seeking transportation, now there are two families, both of which must travel great distances.

8. Address the delicate problem of lying about where a family actually lives in order to get into their school of choice.

It is a sad day when parents feel the need to lie about where they reside. It must be out of desperation such as no second car, no transit, and no way to get to the catchments school. If people are resorting to lying to get into their school of choice, some investigating should be done. Is there a problem at their actual catchments school that needs addressing? What is the reason for not wanting to attend their catchments school? What can we do to make their catchments school more attractive? There have been hints of this problem for many years and is time that this issue is addressed and a solution found.

9. Find a way to collect education taxes on homes with secondary suites that have kids attending school.

There are numerous secondary suites in the Albion, Rock Ridge and Silver Valley and other areas, many which house families with children. We must find a way to work with different agencies, government, the district of Maple Ridge and schools and to somehow cross reference and identify the homes that contain these suites. This has nothing to do with cracking down on illegal suites as everyone needs a place to live rather trying to find a way to collect as many school taxes as possible. There are children attending school who live in homes that do not pay school taxes for the suite portion. If the government is not going to provide enough money to allow our kids safe access to education, we must find ways to raise money.

10. Raise the school tax portion of the property taxes.

Maple Ridge property taxes have sky rocketed over that past few years yet the portion that goes to schools has remained the same for many, many years. A very small increase could have a very large payout for the school district. How do we go about opening up this conversation and what parties will be involved?

11. Work together with the City of Maple Ridge and Pitt Meadows

The city of Maple Ridge continues to allow construction in areas where there is little infrastructure. Infrastructure including sidewalks, lights and schools seem to be missing in the new developments and some of the ones that went up a number of years ago. Some responsibility needs to be taken by the city to help solve the transportation issues we are facing now and will continue to face. Why do homes continue to be build when there is no room in the school located across the street? How does the city believe these children will get to school? Working with the city to better plan developments and having a plan in place to transport children, all of whom are required to attend school BEFORE the developments are approved, will help avoid the problem we find ourselves with now, kids with no way to get to school. Understanding that we can not turn back the clock we must work with the district to come up with a solution to this problem.

Can the city collect a special tax; can they contribute to the cost of transportation? The decision to cancel the school buses was not one that was extensively explored with the City of Maple Ridge. We are all tax paying citizens and have a right to have meaningful discussions with the city to explore how they can help with the problem of transportation for the future of this community, the children. Let us explore the options together

- Our recommendations are contingent on both a short term and long term goal being achieved.

Short term Goal

Our short term goal is to have the district continue to offer school busing service for the upcoming year. We would also like to work with you to implement some of the recommendation we have outlined above. Implementing some of the above recommendation will reduce the cost of transportation. We recognize that there will still be a significant cost and that the money must come from somewhere. We suggest using money from the contingency fund for this year. We estimate the cost to be approximately \$320000.00 dollars plus the money collected from the pay to ride for a total of \$450,000.00.

Long Term Goal

The research into education that has taken place by some members of our group over the year has given us a better understanding of how the big problem is truly the Under Funding of Education. Our long term goal is to work with you to rally the government for more funding. Our voices are so much more effective as a group than as individuals.

It is imperative that the school buses be kept for the upcoming school year as no solution has yet been made that solves the problem of long distance to education for some of our families in school district 42. Please find the time to meet with us for meaningful discussion on how we can together come up with a solution to this problem.

Thank you from all the parents at
Save the School Bus Group

To: **Board of Education**

From: Finance Committee of the Whole

Re: **FINANCIAL STATEMENTS FOR THE
QUARTER ENDED MARCH 31, 2016**

Date: June 15, 2016
(Public Board Meeting)
Decision

BACKGROUND/RATIONALE:

The attached reports present in financial statement format the revenue and expenditures for the operating, special purpose and capital fund as at March 31, 2016. The format of this quarterly report reflects the annual financial statement presentation as defined by the Ministry of Education; specifically Schedules 2A and 2B, Schedule 3A and Schedule 4. (Attachment A)

OPERATING RESULTS AT MARCH 31, 2016

As at March 31, 2016, revenue to date exceeded expenses to date by \$1.1 million. This is due to revenue and expense patterns that differ throughout the fiscal year. Grants from the Ministry of Education are not received evenly throughout the year and do not follow the pattern of expenditures. Salaries and benefits are paid over a ten or a twelve month period, district activities happen during specific months and targeted spending can take place at any time during the year. Therefore a surplus or deficit at a specific time during the year is not unusual but it is important to understand how the remaining operating months will impact the school district's financial results at June 30, 2016.

Expenditures as approved in the Amended Annual Budget are occurring as planned, however, due to increased international education tuition revenue and lower than expected salaries and benefits, it is anticipated that an additional transfer to the contingency reserve of approximately \$1.97 million will be made at June 30. The June 30, 2016 anticipated unappropriated surplus will then be zero and the total available contingency reserve will be \$3.52 million. The spending of this reserve will be directed by future board decisions.

SPECIAL PURPOSE FUNDS

Special Purpose Funds include funds received from the Ministry of Education or other sources that have been designated for specific purpose. During the first three quarters of 2015/16, \$6.27 million in special purpose contributions was received and \$5.4 million was spent. As at March 31, 2016, \$2.7 million remains available for future expenditures. Major Special Purpose Funds include School Generated Funds, Annual Facility Grant, Learning Improvement Fund and Youth Education Support.

Annual Facility Grant funding of \$0.56 million was received for the current year and \$0.04 million was allocated to fund the Capital Asset Management System and \$0.09 million for the Next Generation Network.

RECOMMENDATION:

THAT the Board approve the financial statements for the quarter ended March 31, 2016.

Attachment

School District No. 42 (Maple Ridge-Pitt Meadows)
As At March 31st, 2016

	2015/16 Amended Budget	Actual to Mar 31, 2016	Variance from Budget
Schedule of Operating Revenue by Source			
Grants			
Operating Provincial Grants - Ministry of Education	121,873,793	83,293,114	38,580,679
Local Education Agreement Recovery	(461,757)	(280,187)	(181,570)
Operating Other Ministry of Education Grants	2,141,547	567,822	1,573,725
Provincial Grants - Other	297,051	185,858	111,193
Federal Grants	137,170	172,620	(35,450)
Total Grants	123,987,804	83,939,227	40,048,577
 Tuition	 8,360,556	 6,480,079	 1,880,477
Other Revenue	411,915	338,162	73,753
Local Education Agreement - Direct Funding from First Nations	477,067	331,635	145,432
Rentals & Leases	432,282	376,245	56,037
Investment Income	416,665	437,846	(21,181)
Total Other Revenue	10,098,485	7,963,967	2,134,518
 Total Operating Revenue	 134,086,289	 91,903,194	 42,183,095
Schedule of Operating Expense by Source			
Salaries			
Teachers	61,807,290	42,955,038	18,852,252
Principals and Vice Principals	5,459,830	4,081,181	1,378,649
Education Assistants	10,444,568	6,965,021	3,479,547
Support Staff	10,535,181	7,569,790	2,965,391
Other Professionals	3,521,612	2,488,277	1,033,335
Substitutes	3,888,900	2,407,794	1,481,106
Total Salaries	95,657,381	66,467,101	29,190,280
 Employee Benefits	 25,098,403	 16,600,580	 8,497,823
 Total Salaries and Benefits	 120,755,784	 83,067,681	 37,688,103
 Services and Supplies			
Services	5,152,679	3,726,193	1,426,486
Student Transportation	915,110	563,134	351,976
Professional Development	800,560	463,353	337,207
Rentals and Leases	97,457	711	96,746
Dues and Fees	146,668	106,695	39,973
Insurance	319,919	289,531	30,388
Supplies	3,447,631	1,939,067	1,508,564
Utilities	2,553,497	1,484,558	1,068,939
Total Services and Supplies	13,433,521	8,573,242	4,860,279
 Total Operating Expenses	 134,189,305	 91,640,923	 42,548,382
 Interfund & Local Capital			
Interfund-Lease Payments	185,731	147,146	38,585
Capital Assets Purchased	2,274,531	1,541,046	733,485
Contingency Reserve	1,602,623	1,602,623	-
Total Interfund and Local Capital	4,062,885	3,290,815	772,070
 Total Expenses	 138,252,190	 94,931,738	 43,320,452
 Appropriated Surplus			
Use of Prior Year Surplus or Reserves	4,165,901	4,165,901	
 Operating Surplus/(Deficit) to Date	 \$ -	 \$ 1,137,357	 \$ 1,137,357

School District No. 42 (Maple Ridge-Pitt Meadows)
Special Purpose Funds
As At March 31, 2016

	ANNUAL FACILITIES GRANT	LEARNING IMPROVEMENT FUND	SPECIAL EDUCATION EQUIPMENT	SCHOLARSHIPS AND BURSARIES	SCHOOL GENERATED FUNDS	STRONG START	READY, SET, LEARN	OLEP	COMMUNITY LINK	YOUTH EDUCATION SUPPORT FUND	SERVICE DELIVERY TRANSFORMATION	TOTAL
Deferred Revenue, beginning of year	46,185	-	40,007	177,081	1,342,770	36,762	32,716	34,734	-	55,633	89,173	1,855,061
Add: Restricted Grants												
Provincial Grants - Ministry of Education	561,551	1,737,092	6,133	-	-	179,200	34,300	162,208	376,304	-	-	3,056,788
Other	-	-	-	22,780	2,952,221	-	-	-	-	234,100	-	3,209,101
Investment Income	-	-	-	-	-	-	-	-	-	-	-	-
	561,551	1,737,092	6,133	22,780	2,952,221	179,200	34,300	162,208	376,304	234,100	-	6,265,889
Less: Allocated to Revenue	473,160	1,433,629	16,437	14,750	2,500,385	171,375	37,945	147,002	354,366	251,317	-	5,400,366
Deferred Revenue, end of year	134,576	303,463	29,703	185,111	1,794,606	44,587	29,071	49,940	21,938	38,416	89,173	2,720,584
Revenues												
Provincial Grants - Ministry of Education	473,160	1,433,629	16,437	-	-	171,375	37,945	147,002	354,366	-	-	2,633,914
Other	-	-	-	14,750	2,500,385	-	-	-	-	251,317	-	2,766,452
Investment Income	-	-	-	-	-	-	-	-	-	-	-	-
	473,160	1,433,629	16,437	14,750	2,500,385	171,375	37,945	147,002	354,366	251,317	-	5,400,366
Expenses												
Salaries												
Teachers	-	858,396	-	-	-	-	24,873	35,532	22,768	-	-	941,569
Educational Assistants	-	252,984	-	-	229	118,533	3,174	-	229,863	-	-	604,783
Support Staff	82,040	-	-	-	1,369	4,237	-	-	-	-	-	87,646
Substitutes	-	32,957	-	-	5,198	897	1,500	22,105	-	-	-	62,657
	82,040	1,144,337	-	-	6,796	123,667	29,547	57,637	252,631	-	-	1,696,655
Employee Benefits	330	289,292	-	-	1,435	39,188	6,186	12,984	77,710	-	-	427,125
Services and Supplies	328,204	-	649	14,750	2,487,440	8,520	2,212	44,743	24,025	71,703	-	2,982,246
	410,574	1,433,629	649	14,750	2,495,671	171,375	37,945	115,364	354,366	71,703	-	5,106,026
Net Revenue (Expense) before Interfund Transfers	62,586	-	15,788	-	4,714	-	-	31,638	-	179,614	-	294,340
Interfund Transfers												
Tangible Capital Assets Purchased	(62,586)	-	(15,788)	-	(4,714)	-	-	(31,638)	-	(179,614)	-	(294,340)
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-	-	-	-

School District No. 42 (Maple Ridge-Pitt Meadows)
Schedule of Capital Operations
As At March 31, 2016

	2016 Budget	2015 Actual		
		Invested in Tangible Capital Assets	Local Capital	Fund Balance
Revenues				
Provincial Grants		876,715		876,715
Municipal grants spent on sites	5,308,952	823,200	-	823,200
Other Revenue			15,825	15,825
Amortization of Deferred Capital Revenue		3,978,032		3,978,032
Total Revenue	5,308,952	5,677,947	15,825	5,693,772
Expenses				
Operations and Maintenance				
Amortization of Tangible Capital Assets				
Operations and Maintenance	8,206,970	5,979,209		5,979,209
Debt services				-
Capital Lease Interest	4,128		3,639	3,639
Total Expense	8,211,098	5,979,209	3,639	5,982,848
Capital Surplus (Deficit) for the year	(2,902,146)	(301,262)	12,186	(289,076)
Net Transfers (to) from other funds				
Tangible Capital Assets purchased	2,844,531	1,835,375		1,835,375
Local Capital	1,602,623		404,383	404,383
Capital Lease Payment	185,731		147,146	147,146
Total Net Transfers	4,632,885	1,835,375	551,529	2,386,904
Other Adjustments to Fund Balances				
Tangible Capital Assets purchased from Local Capital		109,257	(109,257)	
Tangible Capital Assets WIP purchased from Local Capital		808,940	(808,940)	
Principal Payment				
Capital Lease		143,507	(143,507)	-
Total Other Adjustments to Fund Balances		1,061,704	(1,061,704)	2,097,828
Total Capital Surplus (Deficit) for the year	1,730,739	2,595,817	(497,989)	4,195,656
Capital Surplus (Deficit), beginning of year		61,268,595	5,697,756	66,966,351
Capital Surplus (Deficit), end of year		63,864,412	5,199,767	71,162,007



ITEM 12

To: **Board of Education**

From: Board Policy Development
Committee

Re: **RESCISSION OF POLICY JHCDA:
PHYSICAL RESTRAINT OF STUDENTS**

Date: June 15, 2016
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

On May 18, 2016 the Board approved Policy 9430: Physical Restraint and Seclusion in School Settings and received for information Procedure 9430.1: Physical Restraint and Seclusion in School Settings.

It is proposed that the following policy now be rescinded:

Policy JHCDA: Physical Restraint of Students

RECOMMENDATION:

THAT the Board rescind the following:

Policy JHCDA: Physical Restraint of Students

Attachment

**JHCDA
February 11, 2004**

PHYSICAL RESTRAINT OF STUDENTS

The Board recognizes that it has a responsibility to ensure that the public school provides a safe environment for all of its students and employees.

It is further recognized that in given situations it may be necessary to apply physical restraint when a student presents danger to himself/herself, others and/or property.

A. Definition

Physical restraint techniques are judicious control measures used when resisting students in order to control movement, location and behaviour such as violence or abuse to persons, self or property. The intervention or restraint technique should be appropriate to the intellectual, physical and emotional development of the student(s). These restraints are not meant to be used as a disciplinary measure.

B. When to Restrain

Physical restraint must be viewed as a temporary measure. Restraint is required when the threat is immediate and when other measures have been demonstrated to be of little or no benefit.

It is recognized that there may be emergency situations when physical restraint may be appropriate even though more moderate control measures have not been used (e.g. a student is in the process of causing harm to another person.)

C. Who Should Restrain

Restraint may be required inside or outside the classroom and should preferably be done by employees who have received Non-Violent Crisis Intervention (NVCI) training through the District and/or designated employees. In an emergency situation, every employee has a duty to attempt to maximize the safety of all individuals concerned.

D. Guidelines

Where a written Behaviour Intervention Plan (with signed parental consent) exists for a student, the following guidelines shall apply:

- All staff who may come in contact with the identified student will be informed by the school principal or designate about the student's history of behaviour that has been at risk to others.
- All staff working with the student shall be trained in appropriate behaviour management strategies and basic restraint techniques prior to working with the student.

- If appropriately trained classroom support is not available on a given day, the student may be asked not to attend school for that specific day.

E. Procedures for Physical Restraint

The procedures involve the three basic steps of restraint, debriefing and documentation.

1.00 Physical restraint should be conducted:

- after a verbal warning to the student; the restrainer shall normally explain what is going to be done before restraint occurs.
- with controlled, unemotional and reassuring statements that give reasons for the restraint and describe the necessary behaviour for ending the restraint.
- with the least amount of force to protect student and restrainer.
- with the least amount of disturbance to the rest of the class.
- in the presence of another adult when possible.
- with the assistance of other adults as needed.
- without the use of mechanical devices.

1.01 Debriefing should occur as soon as possible with the student so that both the restrainer and the student understand the situation and that, where possible, the student is able to:

- state what did happen.
- state what the appropriate action should have been.
- state what he/she would do if it happened again.

1.02 Documentation should occur as soon as possible after the incident.

It should include:

- time and location of incident.
- names of all people involved and documentation from those witnessing the incident.
- discussion with personnel directly involved in the incident.
- written description of entire incident completed as soon as possible.
- notification to the principal as soon as possible after the incident, and, in any event, prior to the end of that school day.
- direct communication between the principal or designate and the parent(s) shall be initiated the same day.

NOTE: Where an employee has received NVC training the NVC procedures for physical restraint and incident follow-up, as taught in the training, should be followed in place of the procedures outlined in this section.



ITEM 13

To: **Board of Education**

From: Board Policy Development
Committee

Re: **POLICY: 8901 FIELD TRIPS**
(INCLUDING EXTRA CURRICULAR
ACTIVITIES)

Date: June 15, 2016
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

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

Policy 8901: Field Trips (Including Extra Curricular Activities) (Attachment A)

The policy has been developed based on current school district practice and other BC school district policies. The draft policy was received by the Board on February 3, 2016. The input received through the consultation process has been incorporated in the attached revised policy.

Procedures associated with this policy will be developed over the coming months and presented to the Board for information in the Fall.

RECOMMENDATION:

THAT the Board approve Policy 8901: Field Trips (Including Extra Curricular Activities) and further;

THAT the following policy be rescinded:

Field Trips (including extra curricular activities) (Attachment B)

Attachments



SD 42 POLICY NO: 8901

FIELD TRIPS (INCLUDING EXTRA CURRICULAR ACTIVITIES)

Policy Statement

The Board recognizes the value of educational experiences that may be offered at locations other than the school. School and District personnel shall be permitted and encouraged to undertake planned field trips which have educational merit and which complement approved curriculum goals. Students will not be excluded from curricular field trips due to financial hardship.

Authority

The Board authorizes the Superintendent to establish procedures that will guide the implementation of this policy, approval levels for field trips, district practices and standards for the conduct of students during field trips; and assign responsibility and authority to oversee student field trips.

Guiding Principles

1. The following guiding principles apply to Curricular Field trips:
 - are aligned to and enhance the BC Curriculum;
 - occur at a location other than the school;
 - the learning needs of students who remain at the school are considered;
 - students with special needs must be provided with appropriate safety equipment and transportation;
 - adequate supervision is ensured;
 - are approved by an individual authorized by the Superintendent;
 - require the consent of parents.

2. The following guiding principles apply to Extra-Curricular activities:
 - are related to clubs, teams or groups that represent the school;
 - occur at a location other than the school;
 - adequate supervision is ensured;
 - are approved by an individual authorized by the Superintendent;
 - require the consent of parents.

APPROVED:

**POLICY**

Approved: September 26, 2007

Revised:

Review: Annually

Subject: Field Trips (including extra-curricular activities)

References:

See Operating Procedures: Field Trips, Volunteers

See Policy(ies): Hardship, Volunteers

Policy Statement

The Board recognizes the value of educational experiences that may be offered at locations other than the school. Students will not be excluded from curricular field trips due to financial hardship.

Guiding Principles

1. Curricular Field Trips
 - are aligned to and enhance the BC Curriculum
 - occur at a location other than the school
 - are approved by the principal/assistant superintendent
 - require the consent of parents
2. Extra-curricular Activities
 - are related to clubs, teams or groups that represent the school
 - occur at a location other than the school
 - are approved by the principal/assistant superintendent
 - require the consent of parents



ITEM 14

To: **Board of Education**

From: Chairperson
Mike Murray

Re: **OPERATIONAL PLAN**

Date: June 15, 2016
(Public Board Meeting)

Information

RECOMMENDATION:

THAT the Board receive the Maple Ridge – Pitt Meadows school district operational plan for information.

Attachments:

Board of Education Operational Plan (Attachment A)
Business Division Operational Plan (Attachment B)
Education Operational Plan (Attachment C)
Human Resources Department Operational Plan (Attachment D)
Information Technology Division Operational Plan (Attachment E)

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT BOARD OF EDUCATION OPERATIONAL PLAN

Student Learning is Our Central Purpose

Background

The Maple Ridge – Pitt Meadows Board of Education is comprised of seven trustees representing the communities of Maple Ridge and Pitt Meadows. Trustees are elected every four years at the same time as the mayor and city council for the two municipalities.

The Board is committed to working together to achieve excellence for all learners in the Maple Ridge - Pitt Meadows School District by building open, trusting relationships as Board and senior management; defining roles and responsibilities; solidifying trustee knowledge base through board management information sharing; using data/evidence to make decisions; and establishing strategic directions.

Operational Plan

Our vision is to ensure every individual feels valued and all learners reach their full potential.

Key Strategies

- Enhance learning for all by providing quality programming and initiatives that improve engagement and success
- Improve results by working together effectively with partner groups, staff and the public
- Align planning, processes, policies and procedures to improve efficiency and effectiveness to enhance success for all learners

Operational Plan

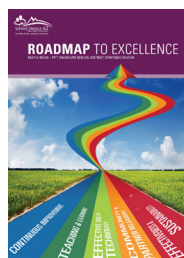
- ☐ Continue to support and strengthen innovative programs and learning options that enhance teaching and learning
- ☐ Improve relationships and communication with partner groups and the communities we serve
- ☐ Provide strong advocacy for adequate funding for education
- ☐ Collaborate with other boards through BCSTA and advocate for the creation, implementation, and evaluation of a meaningful co-governance model with the provincial government
- ☐ Review Board operations and Board meeting schedules to ensure the needs of the community are met
- ☐ Review, create and update Board policies
- ☐ Continue to improve the Board's communication plan to ensure increased Board work awareness
- ☐ Support youth engagement in school district governance
- ☐ Continue to celebrate success, recognize accomplishments and service of staff and volunteers
- ☐ Lead the development and implementation of SD42's Framework for Enhancing Student Learning
- ☐ Monitor performance against the strategic plan and facilitate annual review of operational plans



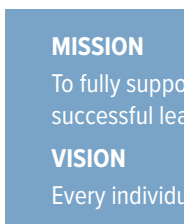
Mike Murray
Board Chair



Susan Carr
Vice Chair



Lisa Beare
Trustee



Korleen Carreras
Trustee

Ken Clarkson
Trustee

Eleanor Palis
Trustee

Dr. Dave Rempel
Trustee

Board of Education 2014 - 2018

MISSION

To fully support all individuals in their personal development as successful learners and respectful contributors to society.

VISION

Every individual feels valued and all learners reach their full potential.

"Working together to achieve excellence."

Operational Plan 2014-2018

INITIATIVE	CURRENT STATUS	NEXT STEPS
Continue to support and strengthen innovative programs and learning options that enhance teaching and learning	<ul style="list-style-type: none"> Board Authorized Approved Courses: <ul style="list-style-type: none"> Masonry Program – Level 1 Community Service Learning 12 Fitness and Conditioning 12 Peer Social Support Conversation Francaise 11/12 Chess 11 Athletic Leadership 11 Athletic Leadership 12 Outdoor Education Fly Fishing 10 Outdoor Education Advanced Fishing 11 Elementary Summer Learning Program K-7 Strategic Facilities Plan Recommendations: <ul style="list-style-type: none"> Horticulture Program Maple Ridge Elementary French Immersion Youth Learning Community Pilot Program Grades K to 9 Distributed Learning Program IB Career-Related Programme at Garibaldi Secondary School 	<ul style="list-style-type: none"> Participate on the Education Committee Review staff recommendations related to the Strategic Facilities Plan directions
Improve relationships and communication with partner groups and the communities we serve	<ul style="list-style-type: none"> Meetings with partner groups on the impact of the budget Roundtable meetings with partner groups “An Open Letter to the Community” (Re: Labour Dispute and Binding Arbitration) Meetings with local government Re: Facilities and Learning for Today and Tomorrow public engagement Your Voice Your Neighbourhood public engagement 	<ul style="list-style-type: none"> Maintain a forum (round table) in which partner groups can express their thoughts regularly Meetings with local government Public consultation on specific governance items Seize opportunities to present to community groups, PAC's and city councils
Provide strong advocacy for adequate funding for education	<ul style="list-style-type: none"> Letter to Premier Clark and Minister Fassbender (Re: Use of Teacher Strike Savings) Letter to Select Standing committee on Finance and Government Services (Re: Budget 2015 Consultations) Letter to Minister Fassbender (Re: 2015/16 Budget) Letter to Select Standing committee on Finance and Government Services (Re: Budget 2016 Consultations) Letter to Minister Fassbender (Re: Policy Change for Adult Education) Meeting with Minister of Education Motion to BCSTA AGM re: Education Finance Motion to BCSTA AGM re: School Site Acquisition Charge Motion to BCSTA AGM re: Adult Graduated Student Upgrading Grant 	<ul style="list-style-type: none"> Meetings with Minister of Education, MLAs, and Education Critic
Collaborate with other boards through BCSTA and advocate for the creation, implementation, and evaluation of meaningful co-governance model with the provincial government	<ul style="list-style-type: none"> Trustee Clarkson, Director BCSTA (2015) Motion to BCSTA AGM Re: Co-Governance Annual Review of Effectiveness Motion to BCSTA AGM re: Bill 11, Education Statutes Amendment Act, 2015 Motion to BCSTA AGM re: Maternity/Paternity Committee Letter to Minister Fassbender re: Bill 11 Trustee representation on BCSTA committees Trustee Murray, BCSTA Finance Committee 	<ul style="list-style-type: none"> Create and submit motions on current and emerging issues Participate in BCSTA branch meetings Participate on BCSTA committees and board as opportunities are available

Continued on next page...

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

BOARD OF EDUCATION OPERATIONAL PLAN

Student Learning is Our Central Purpose

INITIATIVE	CURRENT STATUS	NEXT STEPS
Review Board operations and Board meeting schedules to ensure the needs of the community are met	<ul style="list-style-type: none"> New 2015/16 Regular Public Board Meeting Schedule adopted to enhance the Board's community outreach through public engagement events on specific topics Strategic Facilities Plan Open House Your Voice, Your Neighbourhood Open House Your Voice, Your Neighbourhood Visioning Workshop Investigated day time Board meetings in Secondary Schools 	<ul style="list-style-type: none"> Public engagement on specific issues Plan student engagement with the Board
Review, create and update Board policies	<ul style="list-style-type: none"> Policy 2400: School Board Meeting Proceedings Policy 2915: Trustee Elections (Procedure 2915.1: Trustee Elections) Policy 4203: Budget Planning and Reporting (Procedure 4203.1 Budget Process) Policy 4204: Contingency Reserve Policy 5400: Transportation of Students with Special Needs Policy 5780: Information Technology and Communication Systems Appropriate Use Policy (Procedure 5780.2 Protection of School District Records When Working Away from the Workplace) Policy 6425: School Size Policy 6530: Environmental Sustainability Policy 6801: School Closures Policy 7210: Workplace Discrimination or Bullying and Harassment Policy 8801: Course Challenge (Procedure 8801.1: Course Challenge) Policy 9200: School Catchment Areas & Student Placement (Procedure: 9200.1 Student Placement) Policy 9430: Physical Restraint or Seclusion in School Settings (Procedure 9430.1: Physical Restraint or Seclusion in School Settings) Policy 9601: Anaphylaxis (Procedure 9601.1 Anaphylaxis) Procedure 9610.1: Medical Intervention Procedure 9610.2: Seizures Procedure 9610.3: Type 1 Diabetes Procedure 10400.1: Rental Fees Universal washroom sign 	<ul style="list-style-type: none"> Board Policy Development Committee Annual Work Plan
Continue to improve the Board's communication plan to ensure increased Board work awareness	<ul style="list-style-type: none"> Board Highlights Improved school district website with Trustees Advocacy page News Release "Our schools can take no more" News Release "School board concerned about impact of provincial budget" News Release "Your Voice, Your Neighbourhood Centre" 	<ul style="list-style-type: none"> Individual trustee social media presence Review of communication policy Social media training
Support youth engagement in school district governance	<ul style="list-style-type: none"> DSAC participation in roundtable with partner group meetings, budget discussions and Strategic Facilities Review Student Forum Investigated youth trustee possibility Investigated day time Board meetings in Secondary Schools Student engagement review/DSAC 	<ul style="list-style-type: none"> Organize meetings of students with the Board in schools
Continue to celebrate success, recognize accomplishments and service of staff and volunteers	<ul style="list-style-type: none"> Trustee participation at staff recognition events, school tours, retirement tea, aboriginal awards and graduation ceremonies Staff and student presentations at public board meetings 	<ul style="list-style-type: none"> Trustee participation in recognition events School visits
Lead the development and implementation of SD42's Framework for Enhancing Student Learning		<ul style="list-style-type: none"> Lead the development and implementation

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

BOARD OF EDUCATION OPERATIONAL PLAN

Student Learning is Our Central Purpose

INITIATIVE	CURRENT STATUS	NEXT STEPS
Monitor performance against the strategic plan and facilitate annual review of operational plans	<ul style="list-style-type: none"> • Board of Education Operational Plan • Business Division Operational Plan • Education Operational Plan • Human Resources Operational Plan • Information Technology Operational Plan • Reviewed operational plans November 2015 • Board self evaluation 2015 • Superintendent evaluation 2015 	<ul style="list-style-type: none"> • Board self evaluation • Review of operational plans • Superintendent evaluation

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT BUSINESS DIVISION OPERATIONAL PLAN

Student Learning is Our Central Purpose

Background

The Business Division of the Maple Ridge - Pitt Meadows School District is focused on providing excellent services related to facilities management, financial and risk management, payroll and benefits administration, procurement, and policy development and implementation.

The education sector as a whole is transforming to meet the needs of today's student. The Business Division is transforming in order to meet the needs of today's education sector and to support the business of education along its journey to excellence.



Operational Plan

Our vision is to effectively support education by providing a safe, healthy, financially sustainable learning environment.

Key Strategies

- Fully leverage technology in all business areas
- Attract and retain the most talented, experienced and skilled people
- Continuously review and improve business processes to drive value
- Support our community of learners through effective communication that enables good decision making

Operational Plan 2014-2017

In this three-year planning cycle the Business Division will:

- ☐ Finalize and implement the Strategic Facilities Plan
- ☐ Develop and implement a district wide energy management action plan
- ☐ Ensure through budget reviews and the annual budget process the allocation of sufficient resources (people, time and budget) to support strategic initiatives
- ☐ Design and implement online forms and approvals
- ☐ Create, roll-out and maintain training and procedure manuals for all departments
- ☐ Clearly identify risks to plans and operations and develop contingency plans
- ☐ Implement new and upgrade existing business systems, including finance, payroll, rentals management, maintenance
- ☐ Update Policies and Procedures
- ☐ Implement a formal mentoring and coaching program
- ☐ Implement professional growth plans
- ☐ Upgrade employees' technical skills
- ☐ Create opportunities for positive interactions with other groups and within our division
- ☐ Improve communication with all internal and external stakeholders
- ☐ Continue to effectively represent the district perspective to provincial government on business related initiatives



Business Leadership Contacts

Flavia Coughlan
Secretary Treasurer
604 466 6225

Karen Yoxall
Executive Assistant to
Secretary Treasurer &
Board of Education
604 466 6232

Alexandra Tudose
Manager Energy and
Environmental Sustainability
604 466 6157

Monica Schulte
Acting Assistant Secretary
Treasurer
604 466 6281

Anna John
Manager Payroll & Benefits
604 466 6227

Iris Mo
Accounting Manager
604 466 6272

Kim Hall
Budget Manager
604 466 6212

Paul Harrison
Manager Purchasing and
Transportation
604 466 6236

Rick Delorme
Director of Facilities
604 466 6154

John Hayer
Manager Custodial and Com-
munity Rentals
604 466 6158

Jim Pasquill
Manager Maintenance
604 466 6155

Getting to excellence by:

- Improving the way we communicate with others
- Engaging our employees
- Leveraging technology to drive efficiencies

"It's not about running faster. It's really about changing how you run."

Operational Plan 2014-2017

INITIATIVE	CURRENT STATUS	NEXT STEPS
Finalize and implement the Strategic Facilities Plan	<ul style="list-style-type: none"> Facilities Review Completed April 2014 Facilities Planning Public Engagement April – October 2015 Strategic Facilities Plan Completed October 2015 2015/16 Capital Plan submitted to the Ministry of Education - October 2015 Your Voice Your Neighbourhood public engagement Completed Project Definition Report: South Albion 	<ul style="list-style-type: none"> Implement Strategic Facilities Plan recommendations Implement multi-year Capital Project Planning Implement approved 2015/16 Capital Plan 2016/17 Capital Plan Review use of facilities and make recommendations Review surplus properties and make recommendations
Develop and implement a district wide energy management action plan	<ul style="list-style-type: none"> BC Hydro partially funded Energy Manager Energy Management Plan adopted by the Board March 2015 Restricted Capital Reserve use for Energy Management Plan funding approved by Minister of Education Custodial Pro-D Training Environmental Sustainability Committee Terms of Reference Student Energy Ambassadors workshops 	<ul style="list-style-type: none"> Upgrade all SD42 facilities by 2019 Achieve 30% consumption reduction target by 2019 Maintain BC Hydro support Provide annual updates to MOE and Board Implement Energy Management Plan Provide Energy Management education Support integration of sustainability in educational programs Continue to pursue energy conservation incentive grants Develop and implement sustainability engagement strategy
Ensure through budget reviews and the annual budget process the allocation of sufficient resources (people, time and budget) to support strategic initiatives	<ul style="list-style-type: none"> Balanced budget 2015/16 adopted May 2015 Administrative Savings 2015/16 and 2016/17 adopted April 2015 Balanced budget 2016/17 adopted April 2016 	<ul style="list-style-type: none"> Departmental Budget reviews Finance staff to meet with departments on a regular basis to ensure that budgets support strategic goals and objectives and that actual spending matches budget allocations 2017/18 Budget Process Financial review of District Programs Improve departmental reporting
Design and implement online forms and approvals	<ul style="list-style-type: none"> Designed and implemented Pro-D approval form Implemented an online purchasing card log Piloted online Employee Expense Web Piloted online purchase requisitions 	<ul style="list-style-type: none"> Review and update all business forms Implement new purchasing card reconciliation system Review rental agreement forms and contracts Full roll-out of online Employee Expense Web Full roll-out of online purchase requisitions
Create, roll-out and maintain training and procedure manuals for all departments	<ul style="list-style-type: none"> Finance 101 training for Principals and Vice Principals Payroll – Procedure Manual School Budget Reference Manual for 2015/16 School Accounting Best Practices Manual CUPE Pro-D Training Custodial audit forms Student training in energy conservation 	<ul style="list-style-type: none"> Facilities and Maintenance Policy Manual Facilities Use Standards School Budget Reference Manual for 2016/17

Continued on next page...

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

BUSINESS DIVISION OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan 2014-2017

INITIATIVE	CURRENT STATUS	NEXT STEPS
Clearly identify risks to plans and operations and develop contingency plans	<ul style="list-style-type: none"> Budget planning process 2015/16 Budget planning process 2016/17 Emergency Preparedness: <ul style="list-style-type: none"> » Set up and distributed emergency radios Designed and delivered privacy and protection of school district records when working away from the workplace training 	<ul style="list-style-type: none"> Business records security review Budget planning process Updating Asbestos Program Business Continuity Plan Emergency Preparedness: <ul style="list-style-type: none"> » Emergency Generator for DEO » Emergency Storage Containers
Implement new and upgrade existing business systems, including finance, payroll, rentals management, maintenance	<ul style="list-style-type: none"> Completed the reimplementation of SRB finance, payroll and HR Implemented International Education student information system (True North) Implemented new SRB budget planning module 	<ul style="list-style-type: none"> Procure and implement rentals management software Implement new SRB modules: employee expenses, web requisition, receivable report writer, dashboard Eliminate paper timesheets Procure and implement utilities management software
Update Policies and Procedures	<ul style="list-style-type: none"> Policy 2400: School Board Meeting Proceedings Policy 2915: Trustee Elections (Procedure 2915.1: Trustee Elections) Policy 4203: Budget Planning and Reporting (Procedure 4203.1 Budget Process) Policy 4204: Contingency Reserve Policy 5400: Transportation of Students with Special Needs Policy 5780: Information Technology and Communication Systems Appropriate Use Policy (Procedure 5780.2 Protection of School District Records When Working Away from the Workplace) Policy 6425: School Size Policy 6530: Environmental Sustainability Policy 6801: School Closures Policy 7210: Workplace Discrimination or Bullying and Harassment Policy 8801: Course Challenge (Procedure 8801.1: Course Challenge) Policy 9200: School Catchment Areas & Student Placement (Procedure: 9200.1 Student Placement) Policy 9430: Physical Restraint or Seclusion in School Settings (Procedure 9430.1: Physical Restraint or Seclusion in School Settings) Policy 9601: Anaphylaxis (Procedure 9601.1 Anaphylaxis) Procedure 9610.1: Medical Intervention Procedure 9610.2: Seizures Procedure 9610.3: Type 1 Diabetes Procedure 10400.1: Rental Fees 	<ul style="list-style-type: none"> Ensure that policies and procedures are developed or reviewed in accordance with the Board Policy Development Committee Work Plan
Implement a formal mentoring and coaching program	<ul style="list-style-type: none"> Custodial audit School based accounting mentoring Clerical mentoring Finance Department staff cross training 	<ul style="list-style-type: none"> Continue existing mentoring and expand as required
Implement professional growth plans		<ul style="list-style-type: none"> Establish model and roll out

Continued on next page...

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

BUSINESS DIVISION OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan 2014-2017

INITIATIVE	CURRENT STATUS	NEXT STEPS
Upgrade employees' technical skills	<ul style="list-style-type: none"> All business division office staff enrolled in the Microsoft Academy Adobe Training BCASBO Leadership Program EFMA Leadership Program Custodial Pro-D Energy Management custodial training Conservation education Annual Energy Managers' Forum Attended relevant conferences 	<ul style="list-style-type: none"> Continue Microsoft Academy BCASBO Leadership Program EFMA Leadership Program Trades and Custodial Pro-D Attend relevant conferences (e.g. SRB, BCASBO, EFMA, CEFPI, Harris Law Conference)
Create opportunities for positive interactions with other groups and within our division	<ul style="list-style-type: none"> Training sessions for principals /vice principals and managers First Annual SD 42 Energy Challenge Cup - October 2015 BC Hydro Schools Program Attendance at Principals Meetings Regular site visits by Maintenance Superintendent, Secretary Treasurer, Deputy Superintendent met with CUPE on a regular basis 	<ul style="list-style-type: none"> School Accounting Committee Environmental Sustainability Committee Pro-D Roundtables: Finance and Facilities Roundtable discussions with principals regarding Facilities Continue to meet with Partner Groups as necessary
Improve communication with all internal and external stakeholders	<ul style="list-style-type: none"> Public and stakeholder engagement - Budget, Facilities Planning, Transportation School Budget Reference Manual Quarterly Energy Management presentations to senior staff Enhance website presence for business departments Regular departmental meetings Regular meeting with city staff Facilities for Today and Tomorrow public engagement Your Voice Your Neighbourhood public engagement 	<ul style="list-style-type: none"> Regular departmental meetings Offer targeted Pro-D sessions Report departmental activities to senior team and the Board Maintain relevant online presence
Continue to effectively represent the district perspective to provincial government on business related initiatives	<ul style="list-style-type: none"> Secretary Treasurer member of: BCASBO Executive; MOE Technical Review Committee, MOE Accounting Advisory Committee, MOE Framework for Enhancing Student Learning Committee, Chair of Procurement Steering Committee, Leadership Development Working Group, Joint Parks and Leisure Services Committee Director of Facilities member of EFMA executive Meetings with Deputy Minister and Assistant Deputy Ministers 	<ul style="list-style-type: none"> Continue BCASBO involvement Continue EFMA involvement Continue relationship with BC Hydro and Fortis BC Continue to build relationships with municipalities

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

EDUCATION OPERATIONAL PLAN

Student Learning is Our Central Purpose

Background

The District Education Leadership Team is committed to effectively and strategically supporting success for all learners by providing strong instructional leadership that aligns district vision, mission and values, and Ministry of Education policies and procedures.

As a team, our purpose is to improve learning by engaging in strategies that foster student achievement, embrace diversity, facilitate innovative practices, and support required changes within the system.

Operational Plan

Our vision is to collaborate with educators to strategically plan and promote safe, caring, engaging and responsive learning environments to enable our students to become contributing citizens, competent learners, and creative thinkers.

Key Strategies

- Provide district leadership in the development and implementation of the district's values, vision, mission, and goals to support learning and achievement for all students
- Provide and model district leadership in the development and implementation of effective current and innovative instructional practices that focus on success for all students
- Support schools to develop responsive systems that recognize the unique needs of each learner and provide diverse learning opportunities so students can develop their full potential
- Promote positive, respectful, safe, caring and healthy schools

Operational Plan 2014-2017

In this three-year planning cycle, the Education Leadership Team will:

- ☐ Promote and enhance student learning by aligning our practices, resources, staffing, supports and initiatives
- ☐ Develop a district-wide literacy plan
- ☐ Implement an innovative and effective district-wide student inclusive assessment and reporting model
- ☐ Identify and increase opportunities for students to engage in innovative, purposeful and personalized educational programs/activities that align with their passion
- ☐ Promote cultures of care in our schools
- ☐ Facilitate the success of all Aboriginal learners as outlined in our Aboriginal Enhancement Agreement
- ☐ Support social emotional learning and curricular competencies through a universal, targeted and intensive approach
- ☐ Identify opportunities, implement practices and design strategic communications that build value and efficacy for individuals and groups, supporting the implementation of the redesigned provincial curriculum and other initiatives
- ☐ Create opportunities that support mentoring and succession planning across the organization
- ☐ Continue to support the implementation of the new student information system
- ☐ Develop and implement the SD42 Framework for Enhancing Student Learning



Education Leadership Team

Sylvia Russell
Superintendent

Lena Frend
Executive Assistant to the Superintendent
604 466 4228

Laurie Meston
Deputy Superintendent
604 466 6267

Shannon Derinzy
Director of Instruction K-12 Education
604 466 6218

David Vandergugten
Director of Instruction K-12 Education
604 466 6218

Harry Dhillon
Director of Instruction Learning Services
604 467 1101

Irena Pochop
Communications Manager
604 466 4285

Getting to excellence by:

- Promoting risk-taking by staying current with best and next practices and emerging trends to inform decision-making
- Facilitating leadership development and capacity building
- Fostering collaboration and communication

"Lots of people making little steps equals big change."

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

EDUCATION OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan 2014-2017

INITIATIVE	CURRENT STATUS	NEXT STEPS
Promote and enhance student learning by aligning our practices, resources, staffing, supports and initiatives.	<ul style="list-style-type: none"> Established a School Team at each school to support teaching and learning at classroom level, particularly focused on students who are challenging to teach Included EAs, CCWs, teachers and school administrators Amalgamated Student Support Services, ELL Services, and Aboriginal Education Services under one overarching department structure titled "Learning Services" Located all Curriculum/Instruction Helping Teachers at Learning Services to enhance opportunities for cross-collaboration Implemented the beginnings of a "Learning Services Organizational Framework," organizing professional itinerant staff within 3 elementary and 2 secondary school zones Began to develop District Teacher leaders who are skilled at facilitation, collaboration & implementation Worked with SET BC to develop a plan to respond to the changing mandate 	<ul style="list-style-type: none"> Continue to provide facilitated school team in-service opportunities, and provide release time for team members to extend learning and focus on developing and implementing action plans Continue to support transition to Learning Services by aligning communication to better support student learning Implement more intentional opportunities at the district and school level for zonal teams to meet/collaborate and participate in in-service/pro-d plan learning/training opportunities for instructional support staff focused on supporting diverse learners Continue Helping Teacher meetings every 2 weeks aligning vision, values, practices, initiatives, identify emergent issues and brainstorm solutions Continue Secondary Teacher Inquiry Initiative and encourage cross-school projects Further explore models of classroom-based ELL support Develop a district-wide approach to addressing the language development needs of all learners, including students with ELL needs Meet with principals and clerical staff to maximize funding opportunities in support of students Implement the SET BC model based on three-tier framework of supporting learning
Develop a district-wide literacy plan	<ul style="list-style-type: none"> Developed a definition of "literacy" in SD42 and identified common elements of a rich literacy environment & quality literacy instruction Created, distributed and reviewed a survey for primary teachers to gather literacy needs in the district Developed a literacy implementation plan Created an application for schools to form literacy networks Identified and ordered resources to support literacy development Implemented Changing Results for Young Readers project Continued to implement iPod Reading Fluency project Collected literacy data from the final report cards (2014/15) for students in kindergarten, Grade 1, 2, and 3 to use as baseline data 	<ul style="list-style-type: none"> Select 13 schools (School Literacy Networks) to be part of year 2 roll-out Continue District Literacy committee meetings to support implementation of the literacy framework Provide side-by-side support to classroom teachers and support teachers - Literacy Helping Teachers and Learning Services Helping teachers working in schools Use early primary literacy data to support development of the literacy framework In-service for school based support teachers to ensure awareness and clarification of roles in regards to literacy Transition from the iPod Reading Fluency project to iPod Literacy projects
Implement an innovative and effective district-wide student inclusive assessment and reporting model	<ul style="list-style-type: none"> Implemented the district developed reporting method in all schools K-7 (no letter grades or subject areas) Successfully implemented and tested a district K-7 online report card, delivered through the parent portal Completed the work with the MRTA to create a reporting Sustainability Committee co-chaired by a district helping teacher and a principal Worked with the District Helping Teacher (mentoring) and the District Assessment and Reporting Sustainability Committee to create numerous learning opportunities for teachers regarding portfolios, formative assessment, cross competencies and reporting best practices 	<ul style="list-style-type: none"> Develop and pilot a district-wide Student Achievement Dashboard focused on student literacy and numeracy achievement data Continue to work with the Reporting Sustainability Committee to further align the reporting system with the new Ministry of Education Curriculum and new reporting order. Continue to work with District Helping Teacher (mentoring) and the District Assessment and Reporting Sustainability Committee to create numerous learning opportunities for teachers Provide clarity/direction on reporting on learning progress for students with special needs within revised Ministry of Education reporting guidelines Continue to expand and support the use of a digital portfolio that enables the sharing and saving of student work samples and illustrations of learning Provide ongoing in-service on the BC Performance standards for all Grade 1 to 7 in the area of writing

Continued on next page...

"Lots of people making little steps equals big change."

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

EDUCATION OPERATIONAL PLAN

Student Learning is Our Central Purpose Our

Operational Plan 2014-2017

INITIATIVE	CURRENT STATUS	NEXT STEPS
Identify and increase opportunities for students to engage in innovative, purposeful and personalized educational programs	<ul style="list-style-type: none"> Students from each district high school attended the Student leadership event in October 2015 in Langley Organized a district student leadership forum in February 2016 Implemented innovative initiatives to support student engagement including: maker space activities, Lego robotics, scratch programming, district inquiry project, Microsoft IT Academy Expanded Trades programs opportunities by starting a Masonry program and developed mini credentials for students such as fork lift operator Implemented a fully inclusive elementary Summer School Updated libraries and classrooms to support more flexible learning environments at elementary and secondary Three of our six high schools have now introduced flex time to create a more personalized learning environment for students Six new BAA courses approved for the 2016/17 school year Created a secondary helping teacher position to focus on change and innovation at secondary schools Implemented a new grade 7 – 8 transition process and supports 	<ul style="list-style-type: none"> Action ideas generated from the 2016 student leadership forum Facilitate a dialogue or board meeting at a secondary school where the Board and students interact Consult with students regarding the Framework for Enhancing Student learning Facilitate student attendance at 4th student leadership event in Langley Oct. 2016 Pilot a new student self-reflection component in the District Inquiry program Implement a new part-time District Librarian position to support library learning commons and develop resources for the new curriculum K to 12 Continue to work with Teacher librarians to implement their shared statement of philosophy and practice (literacy, technology, learning commons pedagogies, inquiry and social emotional learning) Continue to provide after school learning opportunities for teachers on ways to facilitate student engagement including maker space activities, Lego robotics, scratch, etc. Continue to expand trade options including automotive body work and horticulture and continue to provide opportunities for mini credentials such as bob-cat operator Examine the possibility of expanding elementary summer school sessions Continue to expand learning opportunities and options for students in our secondary schools Provide the rationale and framework for changes to student programs from grades 10 to 12 Use student data to monitor and implement interventions that support success for our most vulnerable students Review and refine processes/supports/structures for grade 7 – 8 transitions

Continued on next page...

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

EDUCATION OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan 2014-2017

INITIATIVE	CURRENT STATUS	NEXT STEPS
Promote cultures of care and support social emotional learning and curricular competencies through a universal, targeted and intensive approach.	<ul style="list-style-type: none"> Initiated a District Social Emotional Learning Committee Supported school and district-based programming that encourages students to care including Give 365, We Day, DSAC activities, etc. Began exploring ways to integrate self-regulation initiatives into classrooms Supported the development of Safe and Caring Schools Committee LGBTQ initiatives Aligned our practices around threat assessment, crisis intervention, VTRA, risk-assessment, and medical procedures, and also provided in-service support Trained staff at all schools in levels 1 and 2 threat assessment Updated and aligned student health and medical policies/procedures Provided support for school administration, staff, students and families regarding critical incidents related to students 	<ul style="list-style-type: none"> Develop a district wide social/emotional learning framework using UBC's Kimberly Schonert-Reichl as a "critical friend" Continue to collaboratively work with community agencies to support our vulnerable students Continue to meet monthly with CCWs and begin meeting monthly with secondary counsellors Complete the Guide for Emergency Procedures and provide training opportunities Provide in-service to ensure common understanding and implementation of policies/procedures Implement the updated restraint and seclusion policy/procedure Develop both the SEL framework and the Secondary Initiatives to work with teachers on how to assess SEL and the curricular competencies Re-examine Alternate programs and the Keeping Kids in School program Train all principals/vice principals in CARE (Cultivating Awareness Resilience in Education) as a part of the SEL Framework Begin to train all teachers in CARE Review the role of counsellors in our secondary schools Review the counselling needs in our schools Support the participation of partner groups and community groups in the Framework for Enhancing Student Learning processes Support the collection of evidence related to the Framework for Enhancing Student Learning Align staffing increases to KKIS child care workers and elementary counselling within the zonal framework
Facilitate the success of all Aboriginal learners as outlined in our Aboriginal Enhancement Agreement goals and underlying beliefs	<ul style="list-style-type: none"> Fourth Aboriginal Enhancement Agreement approved by the Board of Education on April 27, 2015 Continuing the Aboriginal Elder in residence at Environmental School Superintendent and other district staff meet regularly with Katzie, Kwantlen and Golden Ears Metis Society elders 	<ul style="list-style-type: none"> Continue to implement structures, strategies and processes in-support of the current enhancement agreement goals: <ul style="list-style-type: none"> » continue to develop a strong sense of community for Aboriginal students and families in their schools and in the school district » support and improve the quality of school achievement for all Aboriginal students » transition Aboriginal students into their future learning, employment, and life experiences beyond the completion of their secondary program Align targeted support for aboriginal learners in the areas of early intervention, early literacy and SEL within the broader context of district initiatives Continue meeting with elders and endeavor to establish a regular schedule of meetings with chief and council from Katzie and Kwantlen and leaders from the Metis nation Align targeted support for Aboriginal learners in the areas of early literacy and SEL within the context of broader district initiatives Consult with Aboriginal, Metis nation communities regarding the Framework for Enhancing Student Learning

Continued on next page...

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

EDUCATION OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan 2014-2017

INITIATIVE	CURRENT STATUS	NEXT STEPS
Identify opportunities, implement practices and design strategic communications that build value and efficacy for individuals and groups	<ul style="list-style-type: none"> Superintendent and Deputy Superintendent met with partner groups at least once/two weeks Developed elementary clerical committee that addressed issues identified by clerical staff and began a peer to peer clerical initiative Developed collaboratively with clerical staff a Records Clerk Handbook, an Elementary Secretary Handbook and a District Elementary Clerical Float book Implemented partnership with the Community Middle Years table and Parks and Leisure Services to begin the coordination of community and school programming Hired a Community Schools Coordinator partially supported by the United Way grant Accessed grant to implement school based/community programming to address issues identified in the MDI Began discussions with the Community Early Learning Table about developing an Early Years Centre Supported the district/trustee/partner group round table Implemented a custodial valuing committee including representatives from all partner groups and developed strategies to address concerns Developed and submitted an Early Years Centre grant to BC and received an Early Years Centre Rolled out custodial duties implementation to all schools in collaboration with CUPE, MRTA, and custodial services 	<ul style="list-style-type: none"> Continue to meet regularly with partner groups Continue to update an Elementary Clerical Handbook Continue to grow the peer-to-peer clerical initiative through consultation with clerical staff Continue to work with community partners to coordinate and provide after school programming for students in SD 42 Implement the Early Years Centre at Blue Mountain Elementary in conjunction with the Community Early Learning round table Continue to work with the middle years table to secure grant funding for middle years active kids lunch program Continue the district/trustee/partner group round table Dialogue with the Custodial Valuing Committee to expand the mandate to encompass valuing for all partner groups and enhance the feeling of value of the custodians Explore ways to enhance communication and collaboration with community partners particularly in the area of mental health Review the role of the counsellor
Create opportunities that support mentoring and succession planning across the organization	<ul style="list-style-type: none"> Provided a number of mentoring/training opportunities, including: <ul style="list-style-type: none"> » Fraser Valley Future Leaders Sessions » New and Nearly New Pprincipal Sessions » Level B Assessment Training » Elementary and Secondary Support Teachers Sessions » Clerical Training » Vice Principals » School Teams » BC CASE Workshop Series » Mentoring opportunities for new teachers, TTOCs and teachers who change assignments 	<ul style="list-style-type: none"> Continue to provide and enhance mentoring opportunities including: <ul style="list-style-type: none"> » Clerical peer to peer mentoring » Support Teacher sessions » New and Nearly New principal sessions » Vice principal series » Teacher mentoring opportunities » Teacher leader series » Principal and vice principal mentoring and training Develop a committee of EAs and CUPE executive to identify and develop an EA mentoring proposal for 2017/18 school year
Implement new curriculum	<ul style="list-style-type: none"> Introduced new curriculum initiatives to teachers and administrators: <ul style="list-style-type: none"> » September 18th Exploring the New BC Curriculum with Maureen Dockendorf, Ministry of Education » October 29th Exploring the Core Competencies of the new BC curriculum, with Sharon Jeroski and Anita Chapman » Secondary dialogue with Jan Unwin, Ministries of Education and Advanced Education » Worked with principals at the monthly meetings on curricular and assessment changes » Collaborated with the MRTA to develop a curriculum implementation plan and implemented two curriculum implementation days » Implemented in-service focused on assisting teachers with learning about the new curriculum 	<ul style="list-style-type: none"> Develop and implement a new curriculum communication strategy for parents Continue to provide in-service opportunities to support teachers to implement the new curriculum K to 9 Introduce new provincial curriculum grades 10 to 12 along with the new Graduation Program. Continue to collaborate with the MRTA and CUPE to develop a curriculum implementation plan and develop the content of the curriculum days Provide initial resources to support the implementation of the new curriculum Work with teachers as they implement the new curriculum to develop teaching practices that support all learners

Continued on next page...

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

EDUCATION OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan 2014-2017

INITIATIVE	CURRENT STATUS	NEXT STEPS
Implement Strategic Facilities Plan recommendations related to educational programming	<ul style="list-style-type: none"> District Educational Leadership staff participated in the Facilities and Learning for Today and Tomorrow public engagement process Implemented revised school catchment boundaries Established an Early French Immersion program at Maple Ridge Elementary 	<ul style="list-style-type: none"> Explore the viability of a Middle Years IB program and the expansion of the Fine Arts Academy hosted at Garibaldi Secondary School Explore the possibility of partnering with a Fine Arts post secondary institution Review elementary fine arts programs, including a review of fine arts programs at Blue Mountain Elementary Determine the viability of a Horticulture and Auto Collision post secondary partnership Begin Early French Immersion program start-up at Maple Ridge Elementary with Kindergarten in fall 2016 Continue to provide new programming which attracts registration – secondary environmental school options, and a Distance Learning K to 9 program at Fairview Elementary



MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT HUMAN RESOURCES DEPARTMENT OPERATIONAL PLAN

Student Learning is Our Central Purpose

Background

The Human Resources Department of the Maple Ridge - Pitt Meadows School District is focused on attracting, retaining and supporting outstanding employees through the implementation of leading HR practices. We believe that these practices will foster engaging and rewarding working relationships and work environments. This is our contribution to overall student success.

Operational Plan

Our vision is to support all employees in reaching their full potential in order to provide for the best educational experiences in our school district. Outstanding staff are and will always be at the heart of our success.

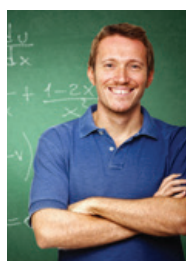
Key Strategies

- Implement an HR strategy, programs and practices that are aimed at promoting a spirit of excellence within a continuous improvement mindset
- Provide quality and innovative HR services to attract, develop, engage and retain diverse talent
- Facilitate workplace relations that favour a culture of collaboration and leadership
- Promote a positive, respectful, safe and healthy work environment

Operational Plan 2014-2017

In this three-year planning cycle the Human Resources Department will:

- ☐ Develop an organizational Human Resource strategy that aligns with the Board's strategic plan
- ☐ Promote joint initiatives, agreements and collaborative problem-solving with our partner groups
- ☐ Develop leading practices in the recruitment, retention, and recognition of outstanding staff
- ☐ Improve processes and maximize the power of technology to deliver HR services
- ☐ Identify metrics and benchmarks to measure HR operational efficiency and effectiveness, and to identify areas for improvement
- ☐ Review existing orientation programs and implement changes to promote a "one team" approach to welcome and onboard new staff to our school district
- ☐ Continue to grow our HR expertise within our Human Resources department and within our school district leaders



Human Resources Department Contacts

Dana Sirsiris

Human Resources Director
604 466 6202

Ken Streiling

Human Resources District Principal
604 466 6230

Angela Chung

Human Resources Manager
604 466 6234

Judy Dueck

Health, Safety & Wellness Manager
604 466 6229

Roxane Carwell

Employment & Recruitment Specialist
604 466 6215

Rebecca Knuttila

Senior Secretary
604 466 6219

Shawna Peake

Human Resource Assistant
604 466 6254

Joy Evans

Dispatch Coordinator
604 466 6289

Getting to excellence by:

- Attracting, developing, engaging and retaining diverse talent
- Engaging in collaborative problem solving with partner groups
- Growing our HR expertise within HR and within our leaders

"We are in the people business....With the hearts and minds of the people we work with, our potential as a district is limitless."

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

HUMAN RESOURCES DEPARTMENT OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan 2014-2017

INITIATIVE	CURRENT STATUS	NEXT STEPS
Promote joint initiatives, agreements and collaborative problem-solving with our partner groups	<ul style="list-style-type: none"> Entered into mid-contract modification and letter of agreements with the unions to reach agreement on a variety of issues Achieved overall reduction in grievances due to active problem solving with all partner groups prior to and during grievance process Engaged with partner groups and implemented a new service provider for the Employee Assistance Program (May 2016) Planned and implemented a joint initiative with the MRTA to support employee wellness by offering a series of "Living with Balance" workshops for staff (February 2016 to April 2016) Finalized the new CUPE and MRTA collective agreements (March 2016) Applied for and received Human Rights exemption for Aboriginal Resource Teacher positions 	<ul style="list-style-type: none"> Work with MRTA to develop a mid-contract modification to resolve Acting VP/Failure to Post grievance (Sept 2016) Letter of Agreement for hiring of retirees on term contracts as TTOCs (Sept 2016) Continue to problem solve workplace issues with partner groups, ensuring that issues are addressed first at the department/school level where appropriate (ongoing) Review Noon Hour Supervisor shortages and determine if another model of lunch hour supervision can be utilized (Winter 2017) Explore mechanisms for securing TTOC availability for callout (ongoing)
Develop leading practices in the recruitment, retention and recognition of outstanding staff	<ul style="list-style-type: none"> Reviewed PVP & Exempt Compensation (TBD) Revised casual offer of employment letter template for support staff (October 2015) Developed and implemented new posting template (November 2015) Reviewed advertisement templates (February 2016) Participated in career fairs and recruitment initiatives at universities; provided opportunities for practicum placements for teachers and education assistant positions 	<ul style="list-style-type: none"> Audit interview questions and assessments, adopt best practices where necessary (ongoing) <ul style="list-style-type: none"> » Expand testing/assessment toolkit Anticipate peak staffing needs and proactively recruit throughout the year to match demand (ongoing) Begin planning for bargaining (June 2017) Move to an e-training module for documenting new employees (pre-orientation) (June 2017)
Improve processes and maximize the power of technology to deliver HR services	<ul style="list-style-type: none"> Implemented Leave Management Web module for teaching and support staff employees (March 2015) Aligned grievance management process with the Employment Practices Liability Program requirements (September 2015) Coordinated integration of Leave Management Web to finance's invoicing interface for external billing (Spring 2016) Attained better coordination TTOC usage for school based and district wide events through the utilization of the Dispatch TTOC Calendar as a planning resource (October 2015). New daily caps implemented for improved resource utilization Enhanced the Automated Dispatch System for CUPE seniority callout 	<ul style="list-style-type: none"> Implement SRB Dashboard Web & Attendance & Reporting modules for attendance management tracking at a glance Continue to scan HR records to archive electronically for efficient and effective access to historical information - ongoing Develop communication strategy to fully implement Leave Management Web module for Principals, Vice Principals & Exempt Employees (June 2017) Continue with coordination efforts for TTOC usage for school based and district wide events through the utilization of the Dispatch TTOC Calendar as a planning resource (ongoing) Provide clerical staff with resources to practice testing of MS Office prior to HR assessment (June 2017) Provide further SRB training to HR staff to enhance technical skills (ongoing)

Continued on next page...

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

HUMAN RESOURCES DEPARTMENT OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan 2014-2017

INITIATIVE	CURRENT STATUS	NEXT STEPS
Identify metrics and benchmarks to measure HR operational efficiency and effectiveness, and to identify areas for improvement	<ul style="list-style-type: none"> Developed training to proactively support staff where high injury rates occur (April 2015) Made considerable progress with HR Procedure Manual (Spring 2016) Implemented New WHMIS Program Training to all Custodial and Trades staff (Phase 1) Implemented streamlined process to address float unavailability issues 	<ul style="list-style-type: none"> Special Purpose Grant – Attendance & Wellness support (Fall 2016) <ul style="list-style-type: none"> Align data to BCPSEAs A&W pilot data Conduct Attendance audit Acknowledge exceptional attendance HR Procedure Manual (Winter 2017) Implement New WHMIS Program Training for employees not working in Custodial or Trades positions (Phase 2 – Spring 2017) Develop a consistent performance review/growth planning template for individual employee groups (Spring 2017)
Review existing orientation programs and implement change to promote a “one team” approach to welcome and onboard new staff to our school district	<ul style="list-style-type: none"> Phase I – developed mandatory new employee orientation sessions for all new staff (May 2015) Expanded TTOC orientation from a half day to a full day to include Teacher mentoring Updated and implemented the TTOC Handbook in collaboration with the MRTA 	<ul style="list-style-type: none"> Phase II – develop a consistent school based orientation for welcoming new staff into schools (June 2017)
Continue to grow HR expertise within our Human Resources department and within our school district leaders	<ul style="list-style-type: none"> Developed training plans to orient new HR Assistant into the role Hosted special topics meetings to support growth in leading and managing people for our district leaders Participated in SRB Conference Fall 2015; Arbitration and HR Policy Workshop Documented timeline of HR Cycle and individual responsibilities Organized and hosted Special Topics sessions for administrators and managers to support growth in leading and managing staff including sessions on Family Law and an Emotional Intelligence series 	<ul style="list-style-type: none"> Review of HR roles and further define where necessary (July 2016) Train and orient new HR Assistant into the department (August 2016) Provide new Ps and VPs with an education session on the CUPE & MRTA contracts (October 2016) Develop job profiles for Principal and Vice Principal positions (Spring 2017) Organize and host Special Topics sessions for administrators and managers to support growth in leading and managing staff (2016/17) Empower Managers/Principals to be instrumental in problem solving with their staff and partner groups
Develop an organizational Human Resource strategy that aligns with the Board's strategic plan		<ul style="list-style-type: none"> Map out HR strategy process, Spring 2017
Support Education and Business Services initiatives	<ul style="list-style-type: none"> Established yearly planning cycle for support staff learning opportunities during Non-Instructional days in collaboration with CUPE identifying job specific training for all support staff workgroups Delivered Emergency Preparedness refresher training for Sr Team and schools Finalized clerical handbook Developed clerical MS Office training certification process Implemented clerical transition time to support clerical staff at schools 	<ul style="list-style-type: none"> Develop succession planning model to support key positions within the organization (June 2016) Seek interest in evolving the Custodial Valuing committee into a broader culture committee for all staff (Winter 2017) Review TTOC booking caps for school or district based initiatives and implement trial (October 2015) Continuous communication of the clerical MS Office training certification process to enhance staff participation (ongoing) Seek out opportunities for staff training in the following areas: <ul style="list-style-type: none"> Clerical technical skills Worker responsibilities/safe work procedures Family law session for clerical staff Absence reporting, timesheet procedures Employee related policy review Communicate float and TTOC obligations/expectations <ul style="list-style-type: none"> Review TTOC handbook (December 2016) Plan for Float handbook (June 2017)

Continued on next page...

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

HUMAN RESOURCES DEPARTMENT OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan 2014-2017

INITIATIVE	CURRENT STATUS	NEXT STEPS
Update District Policies and Procedures (HR/Staff Related)	<ul style="list-style-type: none"> • Provided feedback on <i>Procedure 5780.2: Protection of School District Records when Working Away from the Workplace</i> • Adopted <i>Policy 7210: Workplace Discrimination or Bullying and Harassment</i> 	<ul style="list-style-type: none"> • Existing HR related district policies to be reviewed and feedback provided to ST per Board Policy Development Committee Work Plan including: <ul style="list-style-type: none"> » Hiring procedures for admin positions » Performance reviews » Compensations for exempt & administrators » Drivers abstracts
Conduct Performance Planning and Coaching with HR staff	<ul style="list-style-type: none"> • Met HR staff who had performance reviews due to identify and recognize their contributions and strengths as well as identify areas of growth and training plans to support their individual professional growth 	<ul style="list-style-type: none"> • Continue to meet with HR staff to review performance and plan for professional growth opportunities (ongoing) • Plan for opportunities for HR staff to develop and grow within their own roles to increase individual capacity and competency (ongoing)

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

INFORMATION TECHNOLOGY DIVISION OPERATIONAL PLAN

Student Learning is Our Central Purpose

Background

The Information Technology department of the Maple Ridge - Pitt Meadows School District is focused on providing students, teachers, and staff with technology resources that support the district's vision, which is that all learners reach their full potential.

Operational Plan

Our vision is to maintain stable technology resources and services; continually explore and effectively implement new technologies and online services that will enhance teaching and learning; and improve the effectiveness of support services.

Key Strategies

- Provide strategic direction regarding information management practices within SD42
- Support educational initiatives for student learning
- Coordinate the implementation of effective and efficient information management practices within the district
- Work with all education stakeholders to continue to support innovative instructional practices
- Interpret the needs, wants and desires of district IT service users, and translate those into priority IT initiatives
- Ensure that IT policies and investments are aligned with educational and business priorities across the school district
- Fully leverage current information technology investments
- Maintain data integrity within the school district
- Oversee security and data management in accordance with applicable legislation and Board policies

Operational Plan 2014-2017

In this three-year planning cycle, the IT Department will:

- ☐ Educate district staff on existing IT initiatives and processes by offering learning sessions and promoting the IT website and knowledge base
- ☐ Implement local cloud-based home folders and My Sites for SD42 staff by upgrading to SharePoint 2013
- ☐ Increase system stability, enhance staff experience with mobile devices, and effectively integrate telephony with our infrastructure by upgrading to Exchange and Lync 2013
- ☐ Maintain and enhance our online helpdesk and knowledge base to provide enhanced support to our user community
- ☐ Facilitate the deployment of cloud-based applications to support student learning
- ☐ Deploy latest technologies in the classroom to support teaching and learning
- ☐ Upgrade IT infrastructure in order to maintain a stable wired and wireless network, VOIP telephony, server infrastructure
- ☐ Deploy projects that enhance the efficiency of district support services
- ☐ Continue the support and improvement for the Parent Portal Project
- ☐ Actively move toward digital learning resources for students.



Information Technology Leadership Team

David Vandergugten
Director of Instruction
604 466 6218

Richard Eskandar
Manager Information Technology
604 466 6279

Trevor Osborne
Systems Analyst
604 466 4235

Russ Reid
Systems Analyst
604 466 6244

Matthew Williams
Systems Analyst
604 466 6288

Getting to excellence by:

- Working with our teaching community to better support new learning methodologies
- Efficiently using our IT resources and expertise
- Finding the right partnership between technology and teaching and learning
- Improving communication between IT and our school district communities

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

INFORMATION TECHNOLOGY DIVISION OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan 2014-2017

INITIATIVE	CURRENT STATUS	NEXT STEPS
Educate district staff on existing IT initiatives and processes by offering learning sessions and promoting the IT website and knowledge base	<ul style="list-style-type: none"> • Apple and Microsoft workshop at schools • Regularly updating IT website to reflect latest district technology deployment • Extensive parent portal training by IT staff 	<ul style="list-style-type: none"> • Involve IT staff in day-to-day technology training at the school/class level • Take a pro-active approach to training with every project that IT sponsors/enrolls
Implement local cloud-based home folders and My Sites for SD42 staff by upgrading to SharePoint 2013	<ul style="list-style-type: none"> • IEP (Learning Services) site migrated to MyED BC • Driving the utilization of OneDrive with school-based training sessions • IEP (Learning Services), and ABED support SharePoint site were migrated to SharePoint 2013 • 70% of staff are enrolled with SharePoint Home folders access is done through SharePoint OneDrive 2013 	<ul style="list-style-type: none"> • Implement additional school and departmental team sites for sharing • Train staff on how to utilize team sites for educational purposes • Train staff on utilizing team sites within SharePoint 2013 • Explore SharePoint 2016 • Migrate Pro-D site to SharePoint 2013. • Increase staff usage of OneDrive to 99% • Increase the storage space available to staff in SharePoint
Increase system stability, enhance staff experience with mobile devices, and effectively integrate telephony with our infrastructure by upgrading to Exchange 2016 and Skype for Business 2016	<ul style="list-style-type: none"> • One site moved to SIP trunking • Completed the implementation of Lync 2013 and Exchange 2013 • All staff mailboxes were migrated to Exchange 2013 • Converted 9 sites to the Lync 2013 phone system 	<ul style="list-style-type: none"> • Continuous conversion of legacy phone systems to Lync / Skype for Business • Begin process to migrate to Skype for Business and Exchange 2016 • Explore further opportunities to implement SIP trunking
Maintain and enhance our online HelpDesk and knowledge base to provide enhanced support to our user community	<ul style="list-style-type: none"> • Website and knowledge base are kept up to date • HelpDesk and IT staff refer staff to the IT website for installation instructions, latest IT information, and announcements 	<ul style="list-style-type: none"> • Continue the push toward a self-help model • Explore enhancements in the Web HelpDesk site to improve user experience and IT efficiencies
Facilitate the deployment of cloud-based applications to support student learning	<ul style="list-style-type: none"> • Deployed Office 365 for students • Deployed Google Drive for students • Deployed Scholantis ePortfolio site for students 	<ul style="list-style-type: none"> • Staff and student landing page. Each group will be presented with the online resources available to them • Collaboration site for teachers. This site will encourage collaboration and sharing of educational materials among teachers • Support adoption of Yammer for staff collaboration
Deploy latest technologies in the classroom to support teaching and learning	<ul style="list-style-type: none"> • Continuous deployment of technology such as smartboard, projectors, document cameras to support teaching and learning • Upgraded mobile carts at elementary schools to run the latest operating systems • 700 Laptops/Surfaces upgrade cycle completed 	<ul style="list-style-type: none"> • Create a collaboration website for our teachers to share resources and to foster collaboration • Explore opportunities to further integrate technology into learning commons
Upgrade IT infrastructure in order to maintain a stable wired and wireless network, VOIP telephony, server infrastructure	<ul style="list-style-type: none"> • Upgraded the capabilities of the Storage Area Network. • Migrate to a new server virtualization technology to save licensing costs • Completed the transition to the Next Generation Network • 500 Wireless Access Point deployment throughout school district. We are approaching one Access Point per class to accommodate for the density needed for our programs 	<ul style="list-style-type: none"> • Upgrade clerical computers • Deploy authenticated wireless at elementary • Upgrade all school servers • Upgrade UPSs at all schools

Continued on next page...

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

INFORMATION TECHNOLOGY DIVISION OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan 2014-2017

INITIATIVE	CURRENT STATUS	NEXT STEPS
Deploy projects that enhance the efficiency of district support services	<ul style="list-style-type: none"> • Deployment of PrintFit printing management system to reduce cost. Roll out continues • Completed roll out of MyEDBC to all sites • Project Manages the implementation of a new International Education student information system (True North) • Project Managed the re-implementation of SRB 	<ul style="list-style-type: none"> • Complete Purchasing Requisition Web pilot program and deploy district-wide • Help with managing the deployment of additional SRB tools and modules • Improve availability to archived student records to secondary records clerks
Continue the support and improvement for the Parent Portal Project	<ul style="list-style-type: none"> • Developed and implemented the International Education Parent Portal module • Ongoing maintenance and usability improvements of the Parent Portal • Deployed assessments and assessment reporting module. • Deployed absence reporting module • Developed and implemented the student transportation Parent Portal module 	<ul style="list-style-type: none"> • Review IT budgets to ensure it is properly resourced to maintain, support, and further enhance the Parent Portal • Redesigning grade 8 Parent Portal registration module • Replace the payment gateway as the current vendor has been acquired • Parent / Teacher Interview booking calendar module • Field Trip school calendar view
Actively move toward digital learning resources for students	<ul style="list-style-type: none"> • Added additional education videos to the Helix Video Streaming Server • Continue to explore how digital resource could be "pushed" to student owned devices through our MDM software • Working with librarians to improve access to digital resources throughout the district 	<ul style="list-style-type: none"> • Continue to work with teacher librarians to enhance the Helix library of educational resources. • Work with secondary School librarians to transform secondary libraries to the learning commons model • Continue to work toward a BYOD model with alignment of digital resources offered through our MDM, Apple App Store, Google Android Store and the Microsoft App Store
Data management and security assessment/ implementation project	<ul style="list-style-type: none"> • Initiated the electronic records security review • Encrypted all staff laptops • Continue the electronic records security review • Firewall incident review procedure created and implemented • Trained SD42 users on proper storage and management of SD42 electronic records • Created and implemented technology asset management procedure 	<ul style="list-style-type: none"> • Continue to create and implement internal IT procedures to preserve SD42 electronic records • Create and implement electronic records retention/ archiving plans based on provincial and district guidelines • Complete a records security assessment and support the implementation of recommended improvements
Guide the implementation of the new student information system	<ul style="list-style-type: none"> • MyEdBC data conversion completed for all schools • All necessary staff trained on basic usage of MyEdBC • Implementation of MyClass and related training of staff underway • Specialized training sessions for clerical regarding TRAX, Ministry 1701, school setup and timetable building are ongoing • MyEdBC implementation plan created in consultation with CUPE and MRTA representatives • MyEdBC Teacher Committee - provided feedback on the implementation of the new system • School Counsellor training for data verification, course section creation and maintenance • School clerical training • Teacher training on system fundamentals 	<ul style="list-style-type: none"> • Improve analysis and reporting on data retrieved from MyEdBC • Continue specialized training for the implementation of MyClass • Continued training for new staff on MyEdBC and related modules



ITEM 15

To: **Board of Education**

From: Superintendent
Sylvia Russell

Re: **SUPERINTENDENT'S UPDATE**

Date: June 15, 2016
(Public Board Meeting)

Information

RECOMMENDATION:

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



ITEM 16

To: **Board of Education**

From: Chairperson
Mike Murray

Re: **HELPING TEACHERS: LITERACY
PRESENTATION**

Date: June 15, 2016
(Public Board Meeting)

Information

RECOMMENDATION:

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



ITEM 17

To: **Board of Education**

From: Secretary Treasurer
Flavia Coughlan

Re: **TRUSTEES' REMUNERATION**

Date: June 15, 2016
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

In accordance with Board Policy: 2920 Trustees' Remuneration and associated procedures trustee remuneration may be adjusted for a cost of living adjustment on July 1st each year, based on the Metro Vancouver Consumer Price Index (CPI) differential comparing annual average indexes of the previous two years. The cost of living adjustment will be rounded to the nearest \$100.

On October 8, 2014, the Board approved that for the period 2014 to 2019 trustee remuneration be adjusted on an annual basis effective on July 1 each year based on the Metro Vancouver Consumer Price Index differential for the prior year.

Trustees' Remuneration	
2014/15 Remuneration	18,832
CPI Vancouver 2014 1.10%	200
2015/16 Remuneration	19,032
CPI Vancouver 2015 1.20%	200
2016/17 Remuneration	19,232

In recognition of the added responsibilities of their respective roles the remuneration paid to the Chairperson is set at \$3,000 per annum above the base rate and for the Vice-Chairperson is set at \$1,500 per annum above the base rate.

	<i>Remuneration</i>
<i>Trustees</i>	\$ 19,232
<i>Vice-Chairperson</i>	\$ 20,732
<i>Chairperson</i>	\$ 22,232

In addition to the base remuneration, all trustees will continue to receive an annual automobile allowance for in district travel of \$750.

RECOMMENDATION:

THAT the Board receive trustee remuneration for 2016/17 for information.



RECORD
2015-2016

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 27, 2016

Call to Order
Motion of Exclusion
Approval of Agenda
Approval of Minutes
Superintendent Decision Item
Superintendent's Information Items
Secretary Treasurer's Information Item
Committees
Adjournment

Meeting called to order at 2:33 p.m.
Approved
Approved as circulated
Approved as circulated
Approved as circulated
Received for information
Received for information
Received for information
Adjourned at 3:55 p.m.