

Tuesday, June 19, 2018  
Time: 6:00 p.m.

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

"A house without books is like a room without windows." Horace Mann

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

### **A. OPENING PROCEDURES**

ITEM 1

1. Call to Order
2. Correspondence

- C. Zacharuk, President & CEO, Public Sector Employers' Council Secretariat

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 16, 2018

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. Aboriginal Education

ITEM 3

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

### **E. DEFERRED ITEMS**

### **F. DECISION ITEMS**

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

- a) Eligible School Sites Proposal

ITEM 4

- b) 2019/20 Capital Plan

ITEM 5

- c) 2018/19 Preliminary Budget Bylaw

ITEM 6

4. Board Committees

- a) Budget
- b) Finance

- i. Third Quarter Financial Statements

ITEM 7

- c) Facilities Planning

- d) Board Policy Development
  - i. Policy 9611: Child Protection ITEM 8
- e) Education
  - i. Refrigeration Mechanic Program ITEM 9
- f) Aboriginal Education
- g) Roundtable with Partners

**G. INFORMATION ITEMS**

- 1. Chairperson
- 2. Superintendent of Schools
  - a) Superintendent's Update ITEM 10
- 3. Secretary Treasurer
- 4. Board Committees & Advisory Committee Reports
  - a) Budget
  - b) Finance
  - c) Facilities Planning
  - d) Board Policy Development
  - e) Education
  - f) Aboriginal Education
  - g) Round Table with Partners

**H. TRUSTEE MOTIONS AND NOTICES OF MOTIONS**

**I. TRUSTEE REPORTS**

- 1. BC School Trustees Association
- 2. BC Public School Employers Association
- 3. Student Voice
- 4. District Parent Advisory Council
- 5. Municipal Advisory & Accessibility
- 6. Maple Ridge-Pitt Meadows Arts Council
- 7. Ridge Meadows Education Foundation
- 8. Social Planning Advisory
- 9. City of Maple Ridge Active Transportation
- 10. Other Board Liaison Representative Reports
- 11. 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 11

**L. ADJOURNMENT**

To: **Board of Education**

From: Chairperson  
Mike Murray

Re: **OPENING PROCEDURES**

Date: June 19, 2018  
(Public Board Meeting)

---

**Information/Decision**

---

1. *CALL TO ORDER*
2. *CORRESPONDENCE (Information Item)*
  - C. Zacharuk, President & CEO, Public Sector Employers' Council Secretariat

**RECOMMENDATION:**

**THAT the Board receive all correspondence for information.**

Attachment

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.*

Distributed by email

May 11, 2018

Our Ref: 367493

Mike Murray  
Chairperson  
Board of Education  
School District 42 (Maple Ridge & Pitt Meadows)  
22225 Brown Avenue  
Maple Ridge BC V2X 8N6

Dear Mike Murray:

Thank you for your letter of March 8, 2018 sent to the Honourable Rob Fleming, Minister of Education and the Honourable Carole James, Minister of Finance and Deputy Premier regarding your concerns on the Employers Health Tax (EHT). As a public sector employer, your email was sent to the Public Sector Employers' Council Secretariat (PSEC Secretariat) for response.

Starting on January 1, 2018, Medical Services Plan (MSP) premiums were cut by 50%. With the launch of Budget 2018, the Minister of Finance announced the full elimination of MSP premiums effective January 1, 2020, and the implementation of the EHT. This change eliminates a regressive tax, saving families up to \$1,800 per year and an overall decrease in government revenues of approximately \$800M.

Government is aware that these initiatives have different implications for different employers. That is why an implementation date was set for next year to allow a smooth transition for all employers.

We recognize that school districts, research universities, post-secondary institutions, health authorities and community social service providers are in the midst of budget consultations. Government is very aware of the need to understand the cost pressures public sector employers are facing so they can plan for the future, and we appreciate your feedback on this matter.

Sincerely,



Christina Zacharuk  
President & CEO  
Public Sector Employers' Council Secretariat

pc: Honourable Carole James, Minister of Finance and Deputy Premier

2/

Honourable Rob Fleming, Minister of Education  
Board of Education, School District 42 – Maple Ridge and Pitt Meadows  
Ms. Sylvia Russell, Superintendent of Schools  
Ms. Falvia Coughlan, Secretary Treasurer  
Ms. Cathie Watkins, President, Maple Ridge Principals' and Vice Principals' Association  
Mr. George Serra, President, Maple Ridge Teachers' Association  
Ms. Leslie Franklin, President, CUPE Local 703  
Ms. Kim Dumore, Chair, District Parent Advisory Council  
Student Voice  
Mr. Gordon Swan, President, BC Schools Trustees Association  
All Boards of Education c/o BC Schools Trustees Association



**ITEM 2**

To: **Board of Education**

From: Chairperson  
Mike Murray

Re: **APPROVAL OF MINUTES**

Date: June 19, 2018  
(Public Board Meeting)

---

**Decision**

**RECOMMENDATION:**

**THAT the Minutes of the May 16, 2018 Public Board Meeting be approved as circulated.**

Attachment

**PUBLIC MINUTES OF THE  
BOARD OF EDUCATION MEETING  
Wednesday, May 16, 2018 (6:00 PM)  
Board Room, District Education Office**

---

**IN ATTENDANCE:**

BOARD MEMBERS:

Chairperson – Mike Murray  
Trustee – Susan Carr  
Trustee – Ken Clarkson  
Trustee – Dave Rempel

STAFF:

Superintendent – Sylvia Russell  
Secretary Treasurer – Flavia Coughlan  
Senior Manager, Communications – Irena Pochop  
Executive Coordinator – Karen Yoxall

ABSENT:

Trustee – Korleen Carreras  
Trustee – Eleanor Palis

**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**

- B. Bidlake, Chairperson, School District No. 67 (Okanagan Skaha)
- N. Read, Mayor, City of Maple Ridge

THAT the Board receive the correspondence for information.

**CARRIED**

3. Approval of Agenda

**Moved/Seconded**

THAT the Agenda be approved as circulated.

**CARRIED**

4. Invitation for Public Input to matters on the Agenda

**B. APPROVAL OF MINUTES**

1. April 25, 2018

**Moved/Seconded**

THAT the Minutes of the April 25, 2018 Public Board meeting be approved as circulated.

**CARRIED**

## C. PRESENTATIONS

### 1. Mentoring

#### **Moved/Seconded**

Penny Morgan and Jennifer MacDonald presented information on the district mentorship program for teachers. Information on the district mentorship program for principals/vice principals and support staff was also presented.

THAT the Board receive the presentation on mentoring by Penny Morgan and Jennifer MacDonald, for information.

**CARRIED**

## D. DELEGATIONS

## E. DEFERRED ITEMS

## F. DECISION ITEMS

1. Chairperson
2. Superintendent of Schools

### a) East Capital Zone Elementary Catchment Review

#### **Moved/Seconded**

The Secretary Treasurer reported that a review of the East Capital Zone Catchment areas included an Open House and an online survey. 3 catchment options were proposed during this process.

In considering feedback received during the public consultation and input received from the Planning Department of the City of Maple Ridge, a modified version of Option B was recommended and includes:

- The inclusion of Jackson Ridge neighbourhood in the new catchment;
- The inclusion of the area just south of 104<sup>th</sup> Avenue and 240<sup>th</sup> Street;
- Returning a small area north of 112<sup>th</sup> Avenue and west of 240<sup>th</sup> Street, currently in the Blue Mountain Elementary catchment, to the Alexander Robinson Elementary catchment.

THAT the Board approve the proposed catchment areas for East Capital Zone elementary schools as set out in this report.

**CARRIED**

### b) School Fees Schedule and Specialty Academy Fees Schedule 2018/19

#### **Moved/Seconded**

The Superintendent reported on secondary school fees and specialty academy fees for 2018/19.

THAT the Board approve the proposed Secondary School Fees Schedule and Academy Fees Schedule for the 2018/19 year:



1.	Student fee	\$28
2.	Athletic fee	\$25
3.	Yearbook	\$55
4.	Lock	\$6

#### **Academy Fees Schedule 2018/19**

1.	Equestrian	\$305
2.	Dance	\$542
3.	Hockey	\$1,924
4.	Interdisciplinary Arts	\$92
5.	International Baccalaureate	\$400
6.	Softball	\$1,890
7.	Baseball	\$2,470
8.	Golf	\$1,800
9.	Digital Arts	\$75
10.	Hockey	\$1,924
11.	Soccer	\$596
12.	Basketball	\$385
13.	Hair Design	\$3,665

#### **Other Fees Schedule 2018/19**

1.	Adobe Certified Associate	\$15
2.	Microsoft Technology Associate	\$15
3.	Autodesk Certified User	\$15
4.	Microsoft Office Specialist	\$15
5.	Intuit Quickbooks Certified User	\$25
6.	Entrepreneurship and Small Business	\$25
7.	ToonBoom Certified Associate	\$15
8.	Automotive	\$75
9.	Carpentry	\$825
10.	Culinary	\$850
11.	Electric	\$75
12.	Framing	\$825
13.	Masonry	\$75
14.	Plumbing	\$875
15.	Metal Fab	\$825

#### **CARRIED**

3. Secretary Treasurer

a) Board of Education Public Board Meeting

**Moved/Seconded**

The Secretary Treasurer reported that in order to allow Trustees the opportunity to attend the Samuel Robertson Technical Secondary School Graduation Ceremony on June 20, 2018, it is proposed that the June Public Board Meeting be moved from Wednesday, June 20, 2018 to Tuesday, June 19, 2018.

THAT the Board approve the change in date of the June public board meeting from Wednesday, June 20, 2018 to Tuesday, June 19, 2018.

**CARRIED**

b) 2018/19 Board of Education Regular Public Board Meetings

**Moved/Seconded**

THAT the Board adopt the following regular Public Board meeting schedule for 2018/19:

September 19, 2018	March 13, 2019
November 21, 2018	April 10, 2019
December 12, 2018	April 24, 2019
January 23, 2019	May 15, 2019
February 13, 2019	June 19, 2019
February 27, 2019	

**CARRIED**

c) New Board of Education Trustees' Remuneration

**Moved/Seconded**

The Secretary Treasurer reported that in accordance with Board policy 2920 Trustees' Remuneration and associated procedures trustee remuneration was reviewed to ensure comparability with other school districts.

The Secretary Treasurer reported that trustees' remuneration in the Maple Ridge-Pitt Meadows school district is significantly lower than the average remuneration for trustees in the school districts of Abbotsford, Langley, Surrey, Delta, Richmond, Burnaby, Coquitlam and North Vancouver.

The Secretary Treasurer further reported that future trustee remuneration consideration should also be given to addressing the impact of the change in tax treatment of 1/3 of remuneration from non-taxable to taxable. In SD42 the impact of the tax treatment change is estimated to be an average reduction of net trustee remuneration by 7% or \$1,374.

THAT the Board approve the increase of trustee remuneration effective November 1, 2018 to Option 3 (\$23,200 for trustees, \$24,700 for the Vice-Chairperson of the Board and \$26,200 for the Chairperson of the Board);

And Further;

THAT the Board approve the annual adjustment of trustee remuneration for the period 2018 to 2022 effective on July 1 each year based on the Metro Vancouver Consumer Price Index differential for the prior year.

**CARRIED**

d) Energy Management Plan Year 3 Update

**Moved/Seconded**

The Manager of Energy and Environmental Sustainability reported on the school district's progress on the Energy Management Plan and reported that since the start of the program 37 energy upgrades with an estimated ongoing energy savings of \$0.45 million have been achieved. It was noted that the original cost savings estimates have been revised based on detailed energy studies and an estimated additional annual savings of \$0.08 million.

THAT the Board receive the Energy Management Plan – Year 3 Update, for information.

AND FURTHER;

THAT the Board approve the transfer of all additional utilities savings achieved in 2017/18, currently estimated at \$110,000 to Local Capital to supplement Energy Management Plan funding.

**CARRIED**

4. Board Committees

- a) Budget
- b) Finance
- c) Facilities Planning
- d) Board Policy Development
- e) Education
- f) Aboriginal Education
- g) Roundtable with Partners

**G. INFORMATION ITEMS**

- 1. Chairperson
- 2. Superintendent of Schools

a) 2017 Carbon Neutral Action Report

**Moved/Seconded**

The Manager of Energy and Environmental Sustainability presented on projects completed as part of the Board's Energy Management Plan. The total emissions reported are 3,702. The school district is required to purchase carbon offsets from the Pacific Carbon Trust to offset these emissions at a total cost of \$92,400 plus GST.

THAT the Board receive the Superintendent and Secretary Treasurer's 2017 Carbon Neutral Action Report, for information.

**CARRIED**

b) Superintendents Update

**Moved/Seconded**

The Superintendent reported on school and district activities.

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

**CARRIED**

### 3. Secretary Treasurer

#### a) Trustees' Remuneration

#### **Moved/Seconded**

The Secretary Treasurer reported that 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.

Trustee Remuneration for 2018/19 is for Trustees \$20,023, Vice Chairperson of the Board \$21,532 and Chairperson of the Board \$23,032. In addition to the base remuneration, all trustees will continue to receive an annual automobile allowance for in district travel of \$750.

THAT the Board receive trustees' remuneration for 2018/19 for information.

#### **CARRIED**

### 4. Board Committees & Advisory Committee Reports

- a) Budget
- b) Finance
- c) Facilities Planning
- d) Board Policy Development
- e) Education
- f) Inclusive Education
- g) Aboriginal Education
- h) Round Table with Partner Groups

## **H. TRUSTEE MOTIONS AND NOTICES OF MOTIONS**

## **I. TRUSTEE REPORTS**

### BC School Trustees Association

The Chairperson reported on the recent Annual General Meeting.

#### Student Voice

Trustees reported on the May 9, 2018 meeting with students at Maple Ridge Secondary School.

#### District Parent Advisory Council

The Assistant Superintendent reported that the budget process and the east capital zone elementary catchment review were discussed.

#### Social Policy Advisory

Trustee Carr reported on the preparation of a workshop on the EDI/MDI data.

#### Good News Items

Trustee Rempel reported on the car wash at Garibaldi Secondary School, Trustee Carr and the Board Chairperson reported on judging the district public speaking competition and Trustee Murray reported on the Dragon Festival of the Arts at Edith McDermott Elementary.

The Board recognized Trustee Carr and Trustee Clarkson for 10 years of service as a trustee and Trustee Rempel for 22 years of service as a trustee and for becoming a lifetime member of the BC School Trustees Association.

**L. QUESTION PERIOD**

**M. OTHER BUSINESS**

**N. ADJOURNMENT**

**Moved/Seconded**

THAT the Board adjourn the meeting.

**CARRIED**

The Public Board meeting adjourned at 7:51 p.m.

---

Mike Murray, Chairperson

---

Flavia Coughlan, Secretary Treasurer



**ITEM 3**

To: **Board of Education**

From: Chairperson  
Mike Murray

Re: **ABORIGINAL EDUCATION**

Date: June 19, 2018  
(Public Board Meeting)

---

**Information**

**RECOMMENDATION:**

**THAT the Board receive the presentation on Aboriginal Education by Diane Graves, Principal, Aboriginal Education, for information.**

To: **Board of Education**

From: Secretary Treasurer  
Flavia Coughlan

Re: **ELIGIBLE SCHOOL SITES PROPOSAL**

Date: June 19, 2018  
(Public Board Meeting)

---

**Decision**

---

**BACKGROUND/RATIONALE**

The Eligible School Sites Proposal is a required component of the capital plan submission, which must be passed annually by Board resolution and referred to local governments in the District for acceptance pursuant to the Local Government Act.

This report estimates the number of eligible school age children which would be generated by residential growth and the number of eligible school sites required for the School District, including approximate number, location and cost of school sites proposed to be included in the 2019/20 Capital Plan.

The Eligible School Sites Proposal was initially incorporated into the 2001-2002 capital budget submission and involved extensive consultation with the City of Maple Ridge and the City of Pitt Meadows as well as the development community. Both municipalities have undertaken major revisions to their Official Community Plans and land use bylaws and have provided revised 10 year projections for residential development which were incorporated into these projections.

There will be no change to school site acquisition charge (SSAC) bylaw rate applied to new development units, based on calculations consistent with Provincial School Site Acquisition Charge Regulations. The SSAC bylaw rate was set in 2007 at the maximum allowed by the Local Government Act and Provincial Regulations and is still in effect (Capital Bylaw #1A, 2007 – School Site Acquisition Charge Bylaw – Attachment A).

The following information has been considered:

1. The Eligible School Sites Proposal projections have been discussed with planning department staff for the City of Pitt Meadows and for the City of Maple Ridge, who provided local government's forecasts for new housing which has been included in the report for the period 2019-2028 (Schedule 'A') Attachment B.
2. A projection of the number of children of school age, as defined in the School Act, that will be added to the school district as the result of the projected eligible development units for the period 2019-2028 (Schedule 'A')
3. The approximate size and the number of school sites required to accommodate the number of children projected under paragraph (2). (Schedule 'B') Attachment C.
4. The approximate location and value of school sites referred to in paragraph (3) (Schedule 'B').

**RECOMMENDATION:**

**THAT the Board approve the following eligible school sites proposal:**

**WHEREAS the Board of Education of School District No.42 (Maple Ridge – Pitt Meadows) has consulted with the City of Maple Ridge and the City of Pitt Meadows on these matters;**

**IT IS RESOLVED THAT:**

- 1. Based on information from local government, the Board of Education of School District No.42 estimates there will be approximately 7,200 new development units constructed in the School District over the next 10 years, as presented in Schedule 'A';**
- 2. These 7,200 new development units will be home to an estimated 1,650 school age children, as presented in Schedule 'A';**
- 3. The School Board expects two (2) new school sites over the ten-year period, will be required as the result of this growth in the school district. The site acquisitions will be generally located as presented in Schedule 'B';**
- 4. According to Ministry of Education site standards, the School Board expects that the eligible school sites will require a total acquisition of 6.66 hectares (16.49 acres) of land, as presented in Schedule 'B'. These sites should be purchased within ten years and, at current serviced land costs, the land will cost approximately \$18.443 million.**
- 5. That the Eligible School Sites Proposal as adjusted be incorporated in the 2019/20 Capital Plan, and submitted to the Ministry of Education.**

Attachments





## **THE BOARD OF SCHOOL TRUSTEES OF SCHOOL DISTRICT NO. 42 (Maple Ridge – Pitt Meadows)**

### **CAPITAL BYLAW No. 1A– 2007**

**A BYLAW BY THE BOARD OF SCHOOL TRUSTEES OF SCHOOL DISTRICT NO. 42 (Maple Ridge – Pitt Meadows)** (hereinafter called the “Board”) to replace the Capital Bylaw No.1 – 2001, School Site Acquisition Charge Capital Bylaw, adopted on May 29, 2001. The School Site Acquisition Charge Capital Bylaw No. 1A-2007 sets the school site acquisition charges for the prescribed categories of eligible development pursuant to Part 26, Division 10.1, Sections 937.2 to 937.91 of the *Local Government Act* and British Columbia School Site Acquisition Charge Regulation 17/00.

**WHEREAS**, School District No. 42 (Maple Ridge – Pitt Meadows) is an eligible school district pursuant to Part 26, Division 10.1, Sections 937.2 to 937.91 of the *Local Government Act* for which the Board has indicated an eligible school site requirement in its approved capital plan beginning in 2003;

**AND WHEREAS**, the Board has consulted with stakeholders and local governments and passed the 2007/2008 Eligible School Site Proposal, incorporated in the school district’s 2007-2011 Five Year Capital Plan submission to the Ministry of Education;

**AND WHEREAS**, the board approved the 2007/2008 Eligible School Site Proposal which indicates a significant increase in serviced land cost of eligible school sites from its original estimate in 2003/2004;

**AND WHEREAS**, the Ministry of Education provided notice that the Eligible School Site Proposal included in the 2007-2011 Five Year Capital Plan for School District No. 42 (Maple Ridge – Pitt Meadows) was accepted by the Minister of Education on April 13, 2007;

**AND WHEREAS**, the Board of School Trustees is required to introduce revisions to the School Site Acquisition Charge Capital Bylaw, as required, within 60 days of the notice from the Ministry;

**NOW THEREFORE** the Board of School Trustees for School District No. 42 (Maple Ridge – Pitt Meadows) in open meeting assembled, ENACTS AS FOLLOWS:

1. “**Eligible Development**” means
  - a) a subdivision of land in School District No.42 (Maple Ridge – Pitt Meadows), or
  - b) any new construction, alteration or extension of a building in School District No.42 (Maple Ridge – Pitt Meadows) that increases the number of self-contained dwelling units on a parcel.
2. “**School Site Acquisition Charge**” is a charge collected by local government, for each new residential parcel to be created by subdivision and for new multiple family residential units to be constructed on an existing parcel, for the purpose of providing funds to assist school boards to pay the capital costs of meeting eligible school site requirements pursuant to Part 26, Division 10.1, Sections 937.2 to 937.91 of the *Local Government Act* and British Columbia School Site Acquisition Charge regulations.

3. Pursuant to Part 26, Division 10.1 of the *Local Government Act*, the Board establishes the charges applicable to the prescribed categories of eligible development for the school district in accordance with the following formula:

$$SSAC = [(A \times B) / C] \times D$$

Where

SSAC = the school site acquisition charge applicable to each prescribed category of eligible development;

A = \$22,525,000 (cost attributable to eligible development units);

B = 35% (set by Provincial regulation);

C = 9,351 (Eligible development units projected for the 2007 capital plan submission); and

D = a factor set by Provincial Regulation for the prescribed categories of eligible development.

4. The charges applicable to the categories of eligible development as prescribed by British Columbia Regulation 17/00 for the school district are set in the table below:

Prescribed Category of Eligible Development (BC Regulation 17/00)	D =(Factor set by BC Regulation 17/00)	School Site Acquisition Charge (per unit) SSAC = [(A x B) – A1 / C] x D
Low Density (less than 21 units / gross ha.)	1.25	\$1,000
Medium Low (21-50 units / gross ha)	1.125	\$900
Medium (51 –125 units / gross ha)	1.0	\$800
Medium High (126-200 units / gross ha)	0.875	\$700
High Density (greater than 200 units / gross ha)	0.75	\$600

\*Pursuant to Provincial Regulations, maximum charge is \$1,000.

5. The school site acquisition charge amendment does not come into effect until 60 days after the adoption day of this bylaw. The implementation date for the collection of charges will be June 25, 2007.
6. Any subdivision or building permit application accepted by local government prior to June 25, 2007 will not be subject to the school site acquisition charge provided that a completion of the application, with final approval of subdivision or a building permit authorizing construction, is received prior to June 27, 2008.

7. A school site acquisition charge is not payable if any of the following applies:


- (a) The eligible development is within a category that is exempt from school site acquisition charges pursuant to BC School Site Acquisition Charge Regulations;
- (b) A school site acquisition charge has previously been paid for the same eligible development unless, as a result of further subdivision or issuance of a building permit, more eligible development units are authorized or will be created on a parcel;
- (c) Where a building permit is issued on an existing parcel, which after construction, alteration or extension, the parcel will contain three or fewer self-contained dwelling units.

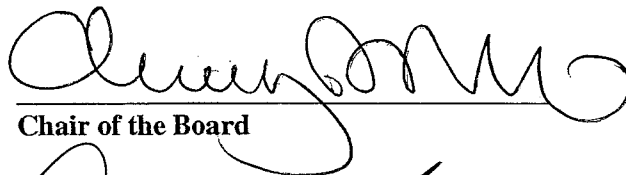
8. This Bylaw shall be cited for all purposes as the "School District No.42 (Maple Ridge-Pitt Meadows) Capital Bylaw No. 1A- 2007 (Re: School Site Acquisition Charge Capital Bylaw)".

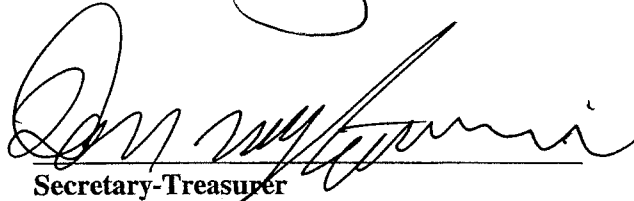
READ A FIRST TIME THE 25<sup>TH</sup> DAY OF APRIL, 2007

READ A SECOND TIME THE 25<sup>th</sup> DAY OF APRIL, 2007

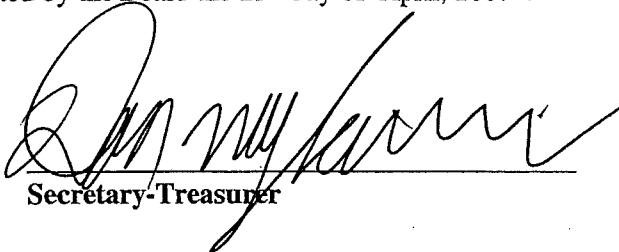
READ A THIRD TIME, PASSED AND ADOPTED THE 25<sup>th</sup> DAY OF APRIL, 2007



  
Chair of the Board

  
Secretary-Treasurer

**I HEREBY CERTIFY** this to be a true and original of **School District No. 42 (Maple Ridge – Pitt Meadows) Capital Bylaw No. 1A-2007**, adopted by the Board the 25<sup>th</sup> day of April, 2007 .

  
Secretary-Treasurer

## SCHEDULE 'A'

## Ten Year Projections (2019-2028) - Eligible Development Units and School Age Children

<b>Table 1 - Growth Forecasts - Housing Units Completions By Type (10 year forecast - completions for previous school year by July 1)</b>											
<b>Year</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>10 yr Total</b>
<i>District of Maple Ridge</i>											
Single Detached	289	289	289	289	289	289	289	289	289	289	2,890
Triplex	131	131	131	131	131	131	131	131	131	131	1,310
Row House	64	64	64	64	64	64	64	64	64	64	640
Low Rise Apart.	117	117	117	117	117	117	117	117	117	117	1,170
<i>City of Pitt Meadows</i>											
Single Detached	26	26	26	26	26	26	26	26	26	26	260
Triplex	0	0	0	0	0	0	0	0	0	0	0
Row House	38	38	38	38	38	38	38	38	38	38	380
Low Rise Apart.	55	55	55	55	55	55	55	55	55	55	550

<b>Table 2 - SCHOOL DISTRICT 42 - ELIGIBLE DEVELOPMENT UNITS (Annual totals by housing type 2019-2028)</b>											<b>10 yr Total</b>
Single Detached	315	315	315	315	315	315	315	315	315	315	3,150
Triplex	131	131	131	131	131	131	131	131	131	131	1,310
Row House	102	102	102	102	102	102	102	102	102	102	1,020
Low Rise Apart.	172	172	172	172	172	172	172	172	172	172	1,720
<b>Total Units</b>	<b>720</b>	<b>720</b>	<b>720</b>	<b>720</b>	<b>720</b>	<b>720</b>	<b>720</b>	<b>720</b>	<b>720</b>	<b>720</b>	<b>7,200</b>

<b>Table 3 - PROJECTED SCHOOL AGE YIELD (From Eligible development unit projections 2019-2028)</b>											<b>Eligible Students</b>
Single Detached	110	110	110	110	110	110	110	110	110	110	1,100
Triplex	26	26	26	26	26	26	26	26	26	26	260
Row House	20	20	20	20	20	20	20	20	20	20	200
Low Rise Apt.	9	9	9	9	9	9	9	9	9	9	90
<b>Total EDU Students</b>	<b>165</b>	<b>165</b>	<b>165</b>	<b>165</b>	<b>165</b>	<b>165</b>	<b>165</b>	<b>165</b>	<b>165</b>	<b>165</b>	<b>1,650</b>

<b>Table 4 - PROJECTED AVERAGE YIELD FACTORS (July 1, 2019-2028)</b>											<b>Yield 2024</b>
Single Detached	0.3500	0.3500	0.3500	0.3500	0.3500	0.3500	0.3500	0.3500	0.3500	0.3500	0.6500
Triplex	0.2000	0.2000	0.2000	0.2000	0.2000	0.2000	0.2000	0.2000	0.2000	0.2000	0.2000
Row House	0.2000	0.2000	0.2000	0.2000	0.2000	0.2000	0.2000	0.2000	0.2000	0.2000	0.3800
Low Rise Apt.	0.0500	0.0500	0.0500	0.0500	0.0500	0.0500	0.0500	0.0500	0.0500	0.0500	0.0400

## SCHEDULE 'B'

## School District No. 42 (Maple Ridge – Pitt Meadows)

## ELIGIBLE SCHOOL SITES PROPOSAL - 2019 CAPITAL PLAN

*(Does not include eligible sites already approved for acquisition)*

<b>Proposed Elementary School Sites General Location</b>	<b>Size (Ha)</b>	<b>Estimated Cost \$</b>
Albion East Area Elementary	1.82	\$7,858,000
Silver Valley Area Elementary	4.84	\$10,585,000
<b>TOTAL (2 new school sites)</b>	<b>6.66</b>	<b>\$18,443,000</b>

**ITEM 5**

To: **Board of Education**

From: Secretary Treasurer  
Flavia Coughlan  
Director of Facilities  
Rick Delorme

Re: **2019/20 CAPITAL PLAN**

Date: June 19, 2018  
(Public Board Meeting)

---

**Decision**

---

**BACKGROUND/RATIONALE:**

On March 26, 2018, the Ministry of Education issued the 2019/20 Capital Plan Instructions. The deadline for 2019/20 Capital Plan submission to the Ministry is June 30, 2018. The Ministry is seeking submissions for the following capital programs:

- Seismic Mitigation Program
- School Expansion Program
- School Replacement Program
- Building Envelope Program
- School Enhancement Program
- Carbon Neutral Capital Program
- Bus Replacement Program
- Playground

The attached proposed 2019/20 Capital Plan lists projects for the fiscal years 2019/20 to 2023/24 according to the Board's assigned priority of capital needs. (Attachment A)

**Strategic Facilities Plan**

In order to ensure that Capital Plan submissions accurately reflect the priorities and needs of the Maple Ridge-Pitt Meadows School District, a comprehensive Strategic Facilities Plan was prepared in consultation with stakeholders, educators, the community and the two municipalities. The Strategic Facilities Plan identifies and rationalizes current and future capital requirements for school sites, new schools, and facility upgrades based on building condition, seismic vulnerability and ongoing maintenance/life cycle costs; as well as new education initiatives. A review of the enrolment projections used in the Strategic Facilities Plan was completed and a full update will be undertaken in the Fall.

**Seismic Mitigation Program**

The school district engaged John Wallace Engineering to conduct a rapid assessment of Pitt Meadows Secondary. The findings of this assessment support the need of a seismic upgrade at the school for an estimated \$14,616,000.

The reassessment has determined that five areas need to be reclassified in higher risk categories (H1, one area H2 and another area as H3).

### **School Expansion Program**

The 2017 Supreme Court decision and the increasing enrolment confirmed the need for elementary school expansion for four schools in the central capital area. The total estimated cost for these expansion projects is \$ 44,677,000 million.

<i>Proposed Elementary School Sites Expansion</i>	<i>Scope</i>	<i>Estimated Cost \$</i>
<i>Eric Langton Elementary</i>	Increase capacity to 80/600	\$10,712,875
<i>Harry Hooge Elementary</i>	Increase capacity to 80/600	\$8,920,000
<i>Highland Park Elementary</i>	Increase capacity to 80/600	\$13,627,000
<i>Blue Mountain Elementary</i>	Increase Capacity to 80/600	\$11,380,000
<b><i>TOTAL (4 school expansions)</i></b>		<b>\$44,639,875</b>

The table below shows the proposed school sites included capital plan that have not already been approved for acquisition. The reduced school site size reflects the agreements with the City of Maple Ridge to jointly develop school and park sites.

<i>Proposed Elementary School Sites General Location</i>	<i>Size (Ha)</i>	<i>Estimated Cost \$</i>
<i>*Albion East Area Elementary</i>	1.82 Ha	\$7,858,000
<i>Silver Valley Area Elementary</i>	4.84 Ha	\$10,585,000
<b><i>TOTAL (2 new school sites)</i></b>	<b>6.66 Ha</b>	<b>\$18,443,000</b>

\*Note: Ministry school site area standard for an 80/600 capacity school is 3.3 hectares. The school district will have to confirm that the city, under our shared school/park site, commits to the balance of the property to meet the standard.

### **Major Renovation**

Two major renovation projects are included in the capital plan:

<i>Location</i>	<i>Scope</i>	<i>Estimated Cost \$</i>
<i>Pitt Meadows Secondary</i>	Major Renovation	\$18,396,681
<i>Maple Ridge Secondary Annex</i>	Major Renovation - conversion to elementary	\$4,848,375
<i>Pitt Meadows Elementary</i>	Major Renovation	\$5,352,407
<b><i>TOTAL</i></b>		<b>\$28,597,463</b>

### **Building Envelope Program**

Design work has been approved for Fairview Elementary. This project is included in the capital plan. Also included in this section are building envelope remediation projects at: Pitt Meadows Elementary and Alouette Elementary.

<i>Location</i>	<i>Scope</i>	<i>Estimated Cost \$</i>
<i>Fairview Elementary</i>	BEP	\$2,290,000
<i>Pitt Meadows Elementary</i>	BEP	\$449,000
<i>Alouette Elementary</i>	BEP	\$708,000
<b><i>TOTAL</i></b>		<b>\$3,447,000</b>

### **School Enhancement Program**

The following table summarizes the school enhancement projects listed in the 2018/19 Capital Plan.

<b><i>School Name</i></b>	<b><i>Project Scope</i></b>	<b><i>School Enhancement Program</i></b>	<b><i>SD 42 Contribution</i></b>
<i>Harry Hooge Elementary</i>	Central boiler plant and domestic hot water system upgrade	\$348,750	\$20,000
<i>Thomas Haney Secondary</i>	Replace wood shop dust extraction system	\$600,425	0
<i>Riverside Center</i>	Central boiler plant and domestic hot water system upgrade	\$268,575	\$20,000
<i>Garibaldi Secondary</i>	LED lighting upgrade	468,500	0
<i>Pitt Meadows Secondary</i>	Washroom/Change room upgrades – gender neutral	\$1,000,000	0
<b><i>TOTAL</i></b>		<b>\$2,686,250</b>	<b>\$40,000</b>

### **Carbon Neutral Capital Program**

The following table details the project proposed to be completed under the carbon neutral capital program.

<b><i>School Name</i></b>	<b><i>Project Scope</i></b>	<b><i>Estimate (\$)</i></b>
<i>Harry Hooge Elementary</i>	Central boiler plant and domestic hot water system upgrade	\$ 368,750
<i>Garibaldi Secondary</i>	LED lighting upgrade	\$ 468,500
<i>Westview Secondary</i>	LED lighting upgrade	\$ 468,000
<b><i>TOTAL</i></b>		<b>\$1,305,250</b>

### **Playgrounds Equipment Program:**

<b><i>School Name</i></b>	<b><i>Project Scope</i></b>	<b><i>Estimate (\$)</i></b>
<i>South Albion Elementary</i>	Universally Accessible Playground Equipment	\$ 105,000
<i>Highland Park Elementary</i>	Universally Accessible Playground Equipment	\$ 105,000
<i>Maple Ridge Elementary</i>	Universally Accessible Playground Equipment	\$ 105,000
<b><i>TOTAL</i></b>		<b>\$ 315,000</b>

### **RECOMMENDATION:**

**THAT the Board approve the 2019/20 Capital Plan for submission to the Ministry of Education.**

Attachment



**The Board of Education of School District No. 42**  
**Capital Plan Summary 2019-20**

<b>Year</b>	<b>Priority</b>	<b>School /Project</b>	<b>Amount</b>
1	2019/20	1 SMP-Pitt Meadows Secondary Seismic Upgrade	\$14,616,000
1	2019/20	2 REP-Pitt Meadows Secondary-Major Renovation/BEP	\$18,396,681
1	2019/20	3 EXP-Eric Langton Elementary Addition	\$10,712,654
1	2019/20	4 BEP-Fairview Elementary	\$2,290,000
1	2019/20	5 New-Albion East Elementary-Site Acquisition for New 80/600 Elementary School	\$7,858,000
1	2019/20	6 New-Silver Valley Central Elementary-Site Acquisition for New 60/525 Elementary School	\$10,585,000
2	2020/21	7 REP-Maple Ridge Secondary Annex-Major Renovation conversion back to Elementary	\$4,848,375
2	2020/21	8 REP-Pitt Meadows Elementary Major Renovation	\$5,352,407
2	2020/21	9 BEP-Pitt Meadows Elementary	\$449,000
3	2021/22	10 EXP-Harry Hooe Elementary Addition	\$8,920,000
3	2021/22	11 BEP-Alouette Elementary	\$708,000
4	2022/23	12 EXP-Highland Park Elementary Renovation and Addition	\$13,627,000
5	2022/23	13 EXP-Blue Mountain Elementary Addition	\$11,380,000
<b>Total</b>			<b>\$109,743,117</b>

<b>Year</b>	<b>Priority</b>	<b>School Enhancement Program</b>	<b>Amount</b>
1	2019/20	1 Harry Hooe - Central Boiler Plant and domestic hot water system upgrade	\$348,750
1	2019/20	2 Thomas Haney Secondary - Replace wood shop dust extraction system	\$600,425
1	2019/20	3 Riverside Center - Central boiler plant and domestic hot water system upgrade	\$268,575
1	2019/20	4 Garibaldi Secondary - LED lighting upgrade	\$468,500
1	2019/20	5 Pitt Meadows Secondary - Washroom/change room upgrades - gender neutral	\$1,000,000
<b>Total</b>			<b>\$2,686,250</b>

<b>Year</b>	<b>Priority</b>	<b>Carbon Neutral Capital Program</b>	<b>Amount</b>
1	2019/20	1 Harry Hooe Elementary - Central boiler plant and domestic hot waer system upgrade	\$368,750
1	2019/20	2 LED lighting upgrade	\$468,500
1	2019/20	3 Westview - LED lighting upgrade	\$468,000
<b>Total</b>			<b>\$1,305,250</b>

<b>Year</b>	<b>Priority</b>	<b>Playgrounds Equipment Program</b>	<b>Amount</b>
1	2019/20	1 South Albion Elementary - Universally Accessible Playground Equipment	\$105,000
1	2019/20	2 Highland Park Elementary- Universally Accessible Playground Equipment	\$105,000
1	2019/20	3 Maple Ridge Elementary - Universally Accessible Playground Equipment	\$105,000
<b>Total</b>			<b>\$315,000</b>

To: **Board of Education**

From: Secretary Treasurer  
Flavia Coughlan

Re: **2018/19 PRELIMINARY BUDGET BYLAW**

Date: June 19, 2018  
Public Board Meeting

## **Decision**

### **BACKGROUND/RATIONALE:**

On April 25, 2018, the Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows) approved the preliminary operating budget balancing proposals as outlined in the Preliminary Budget 2018/19 for implementation and incorporation into the Board's Budget Bylaw for 2018/19.

On June 15, 2018 the Ministry of Education announced the Classroom Enhancement Fund grants. SD42 will receive a total CEF grant of \$10,196,612 (Attachment A). This will fund 98.7 FTE teachers with a total cost of \$9,377,450 and total overhead costs of \$819,162. The grant will be recalculated in the fall to cover the actual FTE required to meet collective agreement language and estimated for remedy costs. The grant received is \$782,841 lower than the funding requested by the school district through the CEF application process.

CEF staffing allocations are lower by \$396,913 due to lack of funding for increases to non-enrolling staffing based on enrolment growth (1.81 FTE) and funding for the approved FTE being based on 2017/18 teacher salaries instead of the estimated teacher salaries for 2018/19. We are hopeful that these differences will be funded once the actual teacher staffing and costs are confirmed in the fall. The budget has been adjusted to reflect this lower allocation. The 1.81 FTE non-enrolling staffing has already been distributed to schools and will be considered for adjustments once fall funding is known.

CEF overhead allocations are lower by \$385,928 (32%). There was no information provided as to which items were not approved for funding from our CEF overhead submission. The table below summarizes the adjustments proposed in order to maintain a balanced budget.

<b>CEF OH Category</b>	<b>CEF Allocation</b>	<b>Operating Allocation</b>	<b>Budget Reduction</b>
TTOC costs for illness and leaves – reduced to from 9 days per FTE to 6.5 days per FTE with absence rates exceeding this average having to be covered from the operating contingency reserve	259,828	0	106,531
New teacher mentoring	28,200	0	0
Software licenses for new teachers – removed from budget with costs to be managed within existing IT budget allocations		0	8,000
Enhanced administrative levels - Secondary (1.1 FTE) and Elementary (0.6 FTE)	232,324	0	0
Enhanced administrative levels - Elementary (1.7 FTE) – funded on a one-time basis from 2017/18 appropriated surplus		232,324	0
Human resources department staffing (1.74 FTE)	117,075	0	0
Custodial staff and supplies (1.0 FTE)	113,669	0	0
Data Analyst (1.0 FTE)	57,139	0	0
Remedy software – reduced by \$39K with any additional costs having to be covered from the operating contingency reserve	10,927	0	39,073
<b>TOTAL</b>	<b>819,162</b>	<b>232,324</b>	<b>153,604</b>

The attached Annual Budget Bylaw for 2018/19 (Attachment B) was prepared in accordance with Public Sector Accounting Standards and it incorporates the Board approved budget balancing proposals as outlined in the Preliminary Budget 2018/19 for the operating, special purpose and capital funds and the changes outlined above.

The major components of the special purpose fund budget are: Annual Facilities Grant, Learning Improvement, School Generated Funds, Strong Start, CommunityLINK, and the Classroom Enhancement Staffing and Overhead Funds (Schedules 3 and 3A).

The capital fund budget is comprised of estimates for Local Capital revenue and expense, amortization of deferred capital revenue, amortization of capital assets and annual expenditures related to Board approved capital bylaw projects which include the capital portion of the Annual Facilities Grant (Statement 4 and Schedule 4).

As shown on Statement 2 of the budget bylaw a \$2.08 million overall deficit is projected. This annual deficit is a result of amortization expense and budgeted capital assets purchased from operating and special purpose funds exceeding the amortization of deferred capital revenue plus budgeted local capital revenue (Schedule 4). This type of deficit is permitted under the Accounting Practices Order of the Ministry of Education.

**RECOMMENDATION:**

- 1. THAT The Board approve the appropriation of \$232,324 of 2017/18 operating surplus to assist with funding the 2018/19 operating budget.**
- 2. THAT The Annual Budget Bylaw of the Board for the Fiscal year 2018/19 be given three (3) readings at this meeting. (vote must be unanimous)**
- 3. THAT the Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows) 2018/19 Annual Budget Bylaw in the amount of \$176,716,012 be:**

**Read a first time on the 19th day of June, 2018;  
Read a second time on the 19th day of June, 2018;  
Read a third time, passed and adopted on the 19th day of June, 2018.**

Attachments

**TABLE B**  
**CLASSROOM ENHANCEMENT FUND ALLOCATION, 2018/19 ESTIMATED**  
Updated June 2018

School District	Revised FTE*	Revised Staffing Cost*	Revised Overhead Cost*	Annual Remedies**	Total 2018/19 Estimated Classroom Enhancement Fund Allocation*
5 Southeast Kootenay	25.7	2,650,396	170,939		2,821,335
6 Rocky Mountain	31.4	2,751,403	217,650		2,969,053
8 Kootenay Lake	47.7	4,219,326	232,432		4,451,758
10 Arrow Lakes	2.1	158,425	61,925		220,350
19 Revelstoke	4.6	468,972	75,050		544,022
20 Kootenay-Columbia	26.8	2,515,462	374,464		2,889,925
22 Vernon	54.7	5,351,798	783,583		6,135,381
23 Central Okanagan	144.4	12,637,371	616,135		13,253,506
27 Cariboo-Chilcotin	23.4	2,148,570	637,478		2,786,048
28 Quesnel	17.1	1,628,477	241,773		1,870,250
33 Chilliwack	63.4	5,448,046	438,837		5,886,882
34 Abbotsford	107.6	9,598,826	489,861		10,088,687
35 Langley	172.1	13,866,276	783,101		14,649,378
36 Surrey	407.3	30,809,074	1,492,421		32,301,495
37 Delta	64.7	6,045,050	861,798		6,906,848
38 Richmond	300.5	26,383,900	5,437,899		31,821,799
39 Vancouver	323.4	28,847,369	5,755,366		34,602,735
40 New Westminster	52.8	5,488,253	418,499		5,906,752
41 Burnaby	102.7	8,593,471	2,727,420		11,320,891
42 Maple Ridge-Pitt Meadows	98.7	9,377,450	819,162		10,196,612
43 Coquitlam	207.7	21,368,384	2,471,366		23,839,750
44 North Vancouver	72.2	7,051,123	3,764,976		10,816,100
45 West Vancouver	25.6	2,261,374	206,919		2,468,293
46 Sunshine Coast	28.1	2,763,142	216,728		2,979,870
47 Powell River	18.4	1,699,001	135,104		1,834,105
48 Sea to Sky	40.2	3,725,811	374,000		4,099,811
49 Central Coast	5.4	531,360	60,217		591,577
50 Haida Gwaii	6.1	477,643	79,977		557,620
51 Boundary	11.0	1,004,300	28,155		1,032,455
52 Prince Rupert	13.9	1,324,717	217,044		1,541,761
53 Okanagan Similkameen	21.2	2,013,342	137,050		2,150,392
54 Bulkley Valley	12.9	1,245,114	91,908		1,337,021
57 Prince George	89.0	8,221,679	443,587		8,665,265
58 Nicola-Similkameen	23.0	2,240,998	339,380		2,580,378
59 Peace River South	23.7	2,300,998	328,961		2,629,959
60 Peace River North	43.4	4,095,355	410,428		4,505,783
61 Greater Victoria	183.0	14,239,757	791,979		15,031,736
62 Sooke	115.6	11,389,730	1,605,913		12,995,642
63 Saanich	60.7	5,637,943	952,000		6,589,943
64 Gulf Islands	15.1	1,394,938	364,002		1,758,940
67 Okanagan Skaha	29.5	2,887,077	238,821		3,125,899
68 Nanaimo-Ladysmith	99.6	9,531,154	1,574,133		11,105,286
69 Qualicum	32.2	3,059,773	449,716		3,509,489
70 Alberni	25.8	2,418,269	154,000		2,572,269
71 Comox Valley	70.9	6,925,158	1,656,893		8,582,051
72 Campbell River	30.1	2,534,083	328,284		2,862,367
73 Kamloops/Thompson	79.5	7,871,185	533,847		8,405,032
74 Gold Trail	4.3	369,800	30,014		399,814
75 Mission	55.0	4,606,380	292,193		4,898,573
78 Fraser-Cascade	15.4	1,412,200	116,063		1,528,263
79 Cowichan Valley	70.3	6,707,582	988,606		7,696,187
81 Fort Nelson	9.2	755,748	199,002		954,750
82 Coast Mountains	30.8	2,407,484	344,946		2,752,430
83 North Okanagan-Shuswap	50.1	4,706,862	357,469		5,064,331
84 Vancouver Island West	7.2	679,160	144,929		824,089
85 Vancouver Island North	14.8	1,371,872	138,137		1,510,009
87 Stikine	3.1	356,636	7,050		363,686
91 Nechako Lakes	25.5	2,576,087	288,448		2,864,534
92 Nisga'a	6.0	625,770	124,130		749,900
93 Conseil scolaire francophone	51.8	4,176,110	377,836		4,553,947
Provincial Total	3,798.2	339,953,012	44,000,000		383,953,012

\*Estimated as at June 2018

\*\*To be confirmed in autumn 2018

Annual Budget

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

June 30, 2019

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

June 30, 2019

## Table of Contents

Bylaw .....	1
Annual Budget - Revenue and Expense - Statement 2 .....	2
Annual Budget - Changes in Net Financial Assets (Debt) - Statement 4 .....	4
Annual Budget - Operating Revenue and Expense - Schedule 2 .....	5
Schedule 2A - Annual Budget - Schedule of Operating Revenue by Source .....	6
Schedule 2B - Annual Budget - Schedule of Operating Expense by Object .....	7
Schedule 2C - Annual Budget - Operating Expense by Function, Program and Object .....	8
Annual Budget - Special Purpose Revenue and Expense - Schedule 3 .....	10
Schedule 3A - Annual Budget - Changes in Special Purpose Funds .....	11
Annual Budget - Capital Revenue and Expense - Schedule 4 .....	13

\*NOTE - Statement 1, Statement 3, Statement 5, Schedule 1 and Schedules 4A - 4D are used for Financial Statement reporting only.

## ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE-PITT MEADOWS) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2018/2019 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 42 (Maple Ridge-Pitt Meadows) Annual Budget Bylaw for fiscal year 2018/2019.
3. The attached Statement 2 showing the estimated revenue and expense for the 2018/2019 fiscal year and the total budget bylaw amount of \$176,716,012 for the 2018/2019 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2018/2019.

READ A FIRST TIME THE 19th DAY OF JUNE, 2018;

READ A SECOND TIME THE 19th DAY OF JUNE, 2018;

READ A THIRD TIME, PASSED AND ADOPTED THE 19th DAY OF JUNE, 2018;

( Corporate Seal )

---

**Chairperson of the Board**

---

**Secretary Treasurer**

I HEREBY CERTIFY this to be a true original of School District No. 42 (Maple Ridge-Pitt Meadows) Annual Budget Bylaw 2018/2019, adopted by the Board the 19th DAY OF APRIL, 2018.

---

**Secretary Treasurer**

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

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2019

	2019 Annual Budget	2018 Amended Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	14,715.125	14,464.500
Adult	109.000	118.125
Other	144.875	143.625
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>14,969.000</b>	<b>14,726.250</b>
<b>Revenues</b>	\$	\$
Provincial Grants		
Ministry of Education	147,893,011	144,808,825
Other	347,621	405,157
Federal Grants	192,000	164,600
Tuition	8,994,050	8,857,695
Other Revenue	5,428,703	5,575,795
Rentals and Leases	438,550	481,150
Investment Income	660,000	650,000
Amortization of Deferred Capital Revenue	5,738,171	5,377,517
<b>Total Revenue</b>	<b>169,692,106</b>	<b>166,320,739</b>
<b>Expenses</b>		
Instruction	142,227,384	138,993,637
District Administration	5,264,864	5,428,857
Operations and Maintenance	24,681,569	24,149,626
Transportation and Housing	726,528	643,419
<b>Total Expense</b>	<b>172,900,345</b>	<b>169,215,539</b>
<b>Net Revenue (Expense)</b>	<b>(3,208,239)</b>	<b>(2,894,800)</b>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>	<b>1,123,840</b>	<b>4,762,352</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(2,084,399)</b>	<b>1,867,552</b>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(2,084,399)	1,867,552
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(2,084,399)</b>	<b>1,867,552</b>



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

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2019

	2019 Annual Budget	2018 Amended Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	146,563,929	142,390,424
Operating - Tangible Capital Assets Purchased	1,287,406	3,592,026
Special Purpose Funds - Total Expense	16,700,440	17,632,535
Special Purpose Funds - Tangible Capital Assets Purchased	306,000	726,985
Capital Fund - Total Expense	9,635,976	9,192,580
Capital Fund - Tangible Capital Assets Purchased from Local Capital	2,222,261	2,852,760
<b>Total Budget Bylaw Amount</b>	<b>176,716,012</b>	<b>176,387,310</b>

## Approved by the Board

Signature of the Chairperson of the Board of Education	Date Signed
--	-------------

Signature of the Superintendent	Date Signed
---------------------------------	-------------

Signature of the Secretary Treasurer	Date Signed
--------------------------------------	-------------

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

Statement 4

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2019

	<b>2019 Annual Budget</b>	<b>2018 Amended Annual Budget</b>
	\$	\$
<b>Surplus (Deficit) for the year</b>	<b>(3,208,239)</b>	<b>(2,894,800)</b>
<b>Effect of change in Tangible Capital Assets</b>		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	<b>(1,593,406)</b>	(4,319,011)
From Local Capital	<b>(2,222,261)</b>	(2,852,760)
From Deferred Capital Revenue	<b>(33,266,161)</b>	(8,956,000)
<b>Total Acquisition of Tangible Capital Assets</b>	<b>(37,081,828)</b>	(16,127,771)
Amortization of Tangible Capital Assets	<b>9,635,976</b>	9,192,580
<b>Total Effect of change in Tangible Capital Assets</b>	<b>(27,445,852)</b>	(6,935,191)
	-	-
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<b>(30,654,091)</b>	<b>(9,829,991)</b>

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

Schedule 2

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2019

	2019 Annual Budget \$	2018 Amended Annual Budget \$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	135,376,571	130,934,305
Other	347,621	405,157
Federal Grants	192,000	164,600
Tuition	8,994,050	8,857,695
Other Revenue	838,703	969,109
Rentals and Leases	438,550	481,150
Investment Income	540,000	530,000
<b>Total Revenue</b>	<b>146,727,495</b>	<b>142,342,016</b>
<b>Expenses</b>		
Instruction	125,888,444	121,787,981
District Administration	5,264,864	5,386,850
Operations and Maintenance	14,684,093	14,572,174
Transportation and Housing	726,528	643,419
<b>Total Expense</b>	<b>146,563,929</b>	<b>142,390,424</b>
<b>Net Revenue (Expense)</b>	<b>163,566</b>	<b>(48,408)</b>
<b>Budgeted Prior Year Surplus Appropriation</b>	<b>1,123,840</b>	<b>4,762,352</b>
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets Purchased	(1,287,406)	(3,592,026)
Local Capital		(1,121,918)
<b>Total Net Transfers</b>	<b>(1,287,406)</b>	<b>(4,713,944)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

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

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2019

	<b>2019</b>	<b>2018 Amended</b>
	<b>Annual Budget</b>	<b>Annual Budget</b>
	<b>\$</b>	<b>\$</b>
<b>Provincial Grants - Ministry of Education</b>		
Operating Grant, Ministry of Education	<b>133,407,189</b>	128,239,037
DISC/LEA Recovery	<b>(466,358)</b>	(466,358)
Other Ministry of Education Grants		
Pay Equity	<b>1,874,966</b>	1,874,966
Funding for Graduated Adults	<b>68,460</b>	63,497
Transportation Supplement	<b>185,990</b>	185,990
Economic Stability Dividend		95,077
Return of Administrative Savings		631,773
Carbon Tax Grant	<b>110,055</b>	91,000
FSA Scoring	<b>15,693</b>	16,668
Skills Access Support Grant		5,000
Shoulder Tap Grant		17,079
Support Staff Standardized Provincial EHB Plan	<b>180,576</b>	180,576
<b>Total Provincial Grants - Ministry of Education</b>	<b>135,376,571</b>	130,934,305
<b>Provincial Grants - Other</b>	<b>347,621</b>	405,157
<b>Federal Grants</b>	<b>192,000</b>	164,600
<b>Tuition</b>		
Summer School Fees	<b>78,050</b>	44,615
Continuing Education	<b>661,805</b>	678,745
International and Out of Province Students	<b>8,254,195</b>	8,134,335
<b>Total Tuition</b>	<b>8,994,050</b>	8,857,695
<b>Other Revenues</b>		
LEA/Direct Funding from First Nations	<b>466,358</b>	517,023
Miscellaneous		
Revenue Generation	<b>84,000</b>	84,000
Partnership Program	<b>123,145</b>	123,145
Miscellaneous	<b>107,200</b>	114,400
Transportation Revenue	<b>8,000</b>	12,000
Before and After School Programming	<b>50,000</b>	118,541
<b>Total Other Revenue</b>	<b>838,703</b>	969,109
<b>Rentals and Leases</b>	<b>438,550</b>	481,150
<b>Investment Income</b>	<b>540,000</b>	530,000
<b>Total Operating Revenue</b>	<b>146,727,495</b>	142,342,016

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

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object

Year Ended June 30, 2019

	<b>2019</b>	2018 Amended
	<b>Annual Budget</b>	Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	<b>66,925,140</b>	63,607,729
Principals and Vice Principals	<b>6,971,721</b>	6,993,844
Educational Assistants	<b>12,281,152</b>	12,043,929
Support Staff	<b>11,415,139</b>	11,018,592
Other Professionals	<b>4,123,045</b>	3,878,706
Substitutes	<b>4,511,473</b>	4,684,206
<b>Total Salaries</b>	<b>106,227,670</b>	102,227,006
<b>Employee Benefits</b>	<b>26,367,549</b>	24,632,502
<b>Total Salaries and Benefits</b>	<b>132,595,219</b>	126,859,508
<b>Services and Supplies</b>		
Services	<b>5,390,011</b>	5,722,525
Student Transportation	<b>800,204</b>	703,990
Professional Development and Travel	<b>882,999</b>	1,117,301
Rentals and Leases	<b>13,390</b>	15,158
Dues and Fees	<b>137,952</b>	142,162
Insurance	<b>654,290</b>	343,449
Supplies	<b>3,777,829</b>	5,122,956
Utilities	<b>2,312,035</b>	2,363,375
<b>Total Services and Supplies</b>	<b>13,968,710</b>	15,530,916
<b>Total Operating Expense</b>	<b>146,563,929</b>	142,390,424

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

Schedule 2C

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2019

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	51,583,918	519,430	250,391	365,240		2,404,240	55,123,219
1.03 Career Programs	489,064		402,549			36,160	927,773
1.07 Library Services	1,074,374			5,064		45,343	1,124,781
1.08 Counselling	1,608,264					73,417	1,681,681
1.10 Special Education	8,056,774	1,020,559	11,090,931	1,579,607	6,000	1,203,905	22,957,776
1.30 English Language Learning	789,142					33,542	822,684
1.31 Aboriginal Education	391,250	121,044	511,408	45,471		32,710	1,101,883
1.41 School Administration		4,949,283		2,373,897		260,980	7,584,160
1.60 Summer School	293,166	10,576	25,873	28,563			358,178
1.61 Continuing Education				89,379	335,181	6,346	430,906
1.62 International and Out of Province Students	2,615,366	222,939		457,066	345,344	128,138	3,768,853
1.64 Other					67,782		67,782
<b>Total Function 1</b>	<b>66,901,318</b>	<b>6,843,831</b>	<b>12,281,152</b>	<b>4,944,287</b>	<b>754,307</b>	<b>4,224,781</b>	<b>95,949,676</b>
<b>4 District Administration</b>							
4.11 Educational Administration				46,471	1,051,012	8,747	1,106,230
4.40 School District Governance					151,592	3,600	155,192
4.41 Business Administration		127,890		522,178	1,162,832	49,673	1,862,573
<b>Total Function 4</b>	<b>-</b>	<b>127,890</b>	<b>-</b>	<b>568,649</b>	<b>2,365,436</b>	<b>62,020</b>	<b>3,123,995</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration	23,822			225,674	771,264	54,397	1,075,157
5.50 Maintenance Operations				5,290,843	232,038	170,275	5,693,156
5.52 Maintenance of Grounds				385,686			385,686
5.56 Utilities							-
<b>Total Function 5</b>	<b>23,822</b>	<b>-</b>	<b>-</b>	<b>5,902,203</b>	<b>1,003,302</b>	<b>224,672</b>	<b>7,153,999</b>
<b>7 Transportation and Housing</b>							
7.70 Student Transportation							-
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>66,925,140</b>	<b>6,971,721</b>	<b>12,281,152</b>	<b>11,415,139</b>	<b>4,123,045</b>	<b>4,511,473</b>	<b>106,227,670</b>

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

Schedule 2C

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2019

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2019 Annual Budget	2018 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	55,123,219	13,159,691	68,282,910	2,310,570	70,593,480	67,388,472
1.03 Career Programs	927,773	280,004	1,207,777	520,133	1,727,910	1,728,344
1.07 Library Services	1,124,781	270,754	1,395,535	162,708	1,558,243	1,479,593
1.08 Counselling	1,681,681	404,402	2,086,083	122,331	2,208,414	2,174,721
1.10 Special Education	22,957,776	5,875,512	28,833,288	299,692	29,132,980	28,479,271
1.30 English Language Learning	822,684	198,030	1,020,714	23,956	1,044,670	965,053
1.31 Aboriginal Education	1,101,883	268,955	1,370,838	151,452	1,522,290	1,650,543
1.41 School Administration	7,584,160	2,006,022	9,590,182	298,157	9,888,339	9,723,988
1.60 Summer School	358,178	57,066	415,244	14,723	429,967	426,648
1.61 Continuing Education	430,906	58,385	489,291	219,915	709,206	689,910
1.62 International and Out of Province Students	3,768,853	909,958	4,678,811	2,293,468	6,972,279	6,881,103
1.64 Other	67,782	15,034	82,816	17,850	100,666	200,335
<b>Total Function 1</b>	<b>95,949,676</b>	<b>23,503,813</b>	<b>119,453,489</b>	<b>6,434,955</b>	<b>125,888,444</b>	<b>121,787,981</b>
<b>4 District Administration</b>						
4.11 Educational Administration	1,106,230	329,768	1,435,998	350,480	1,786,478	1,724,766
4.40 School District Governance	155,192	5,418	160,610	141,276	301,886	296,744
4.41 Business Administration	1,862,573	510,602	2,373,175	803,325	3,176,500	3,365,340
<b>Total Function 4</b>	<b>3,123,995</b>	<b>845,788</b>	<b>3,969,783</b>	<b>1,295,081</b>	<b>5,264,864</b>	<b>5,386,850</b>
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	1,075,157	242,139	1,317,296	596,424	1,913,720	2,003,679
5.50 Maintenance Operations	5,693,156	1,676,841	7,369,997	1,781,911	9,151,908	9,047,641
5.52 Maintenance of Grounds	385,686	98,968	484,654	251,925	736,579	668,110
5.56 Utilities	-	-	-	2,881,886	2,881,886	2,852,744
<b>Total Function 5</b>	<b>7,153,999</b>	<b>2,017,948</b>	<b>9,171,947</b>	<b>5,512,146</b>	<b>14,684,093</b>	<b>14,572,174</b>
<b>7 Transportation and Housing</b>						
7.70 Student Transportation	-	-	-	726,528	726,528	643,419
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>726,528</b>	<b>726,528</b>	<b>643,419</b>
<b>9 Debt Services</b>						
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>106,227,670</b>	<b>26,367,549</b>	<b>132,595,219</b>	<b>13,968,710</b>	<b>146,563,929</b>	<b>142,390,424</b>

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

Schedule 3

Annual Budget - Special Purpose Revenue and Expense

Year Ended June 30, 2019

	<b>2019</b>	2018 Amended
	<b>Annual Budget</b>	Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	<b>12,516,440</b>	13,874,520
Other Revenue	<b>4,490,000</b>	4,485,000
<b>Total Revenue</b>	<b>17,006,440</b>	18,359,520
<b>Expenses</b>		
Instruction	<b>16,338,940</b>	17,205,656
District Administration		42,007
Operations and Maintenance	<b>361,500</b>	384,872
<b>Total Expense</b>	<b>16,700,440</b>	17,632,535
<b>Net Revenue (Expense)</b>	<b>306,000</b>	726,985
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets Purchased	<b>(306,000)</b>	(726,985)
<b>Total Net Transfers</b>	<b>(306,000)</b>	(726,985)
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>



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

Schedule 3A

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2019

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
<b>Deferred Revenue, beginning of year</b>	150,000	-	170,000	1,400,000	40,000	10,000			
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education	517,500	517,052			256,000	49,000	231,726	548,550	819,162
Other			10,000	4,300,000					
	517,500	517,052	10,000	4,300,000	256,000	49,000	231,726	548,550	819,162
<b>Less:</b> Allocated to Revenue	667,500	517,052	30,000	4,300,000	296,000	59,000	231,726	548,550	819,162
<b>Deferred Revenue, end of year</b>	-	-	150,000	1,400,000	-	-	-	-	-
<b>Revenues</b>									
Provincial Grants - Ministry of Education	667,500	517,052			296,000	59,000	231,726	548,550	819,162
Other Revenue			30,000	4,300,000					
	667,500	517,052	30,000	4,300,000	296,000	59,000	231,726	548,550	819,162
<b>Expenses</b>									
Salaries									
Teachers						20,000	81,250	32,548	
Principals and Vice Principals						2,000		28,048	186,399
Educational Assistants		403,300			160,000			318,063	
Support Staff	50,000				6,000				152,754
Other Professionals									56,319
Substitutes					4,000	1,500	3,240	17,510	224,460
	50,000	403,300	-	-	170,000	23,500	84,490	396,169	619,932
Employee Benefits	11,500	113,752			45,000	5,400	18,484	98,598	147,403
Services and Supplies	300,000		30,000	4,300,000	81,000	30,100	128,752	53,783	51,827
	361,500	517,052	30,000	4,300,000	296,000	59,000	231,726	548,550	819,162
<b>Net Revenue (Expense) before Interfund Transfers</b>	306,000	-	-	-	-	-	-	-	-
<b>Interfund Transfers</b>									
Tangible Capital Assets Purchased	(306,000)								
	(306,000)	-	-	-	-	-	-	-	-
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-

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

Schedule 3A

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2019

	Classroom Enhancement Fund - Staffing	Youth Education Support Fund	TOTAL
	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>		60,000	1,830,000
<b>Add:</b> Restricted Grants			
Provincial Grants - Ministry of Education	9,377,450		12,316,440
Other		100,000	4,410,000
	9,377,450	100,000	16,726,440
<b>Less:</b> Allocated to Revenue	9,377,450	160,000	17,006,440
<b>Deferred Revenue, end of year</b>	-	-	1,550,000
<b>Revenues</b>			
Provincial Grants - Ministry of Education	9,377,450		12,516,440
Other Revenue		160,000	4,490,000
	9,377,450	160,000	17,006,440
<b>Expenses</b>			
Salaries			
Teachers	7,723,275		7,857,073
Principals and Vice Principals			216,447
Educational Assistants			881,363
Support Staff			208,754
Other Professionals			56,319
Substitutes			250,710
	7,723,275	-	9,470,666
Employee Benefits	1,654,175		2,094,312
Services and Supplies		160,000	5,135,462
	9,377,450	160,000	16,700,440
<b>Net Revenue (Expense) before Interfund Transfers</b>	-	-	306,000
<b>Interfund Transfers</b>			
Tangible Capital Assets Purchased			(306,000)
	-	-	(306,000)
<b>Net Revenue (Expense)</b>	-	-	-

**School District No. 42 (Maple Ridge-Pitt Meadows)****Schedule 4**

Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2019

	<b>2019 Annual Budget</b>			2018 Amended Annual Budget
	<b>Invested in Tangible Capital Assets</b>	<b>Local Capital</b>	<b>Fund Balance</b>	
	\$	\$	\$	\$
<b>Revenues</b>				
Other Revenue		100,000	<b>100,000</b>	121,686
Investment Income		120,000	<b>120,000</b>	120,000
Amortization of Deferred Capital Revenue	5,738,171		<b>5,738,171</b>	5,377,517
<b>Total Revenue</b>	<b>5,738,171</b>	<b>220,000</b>	<b>5,958,171</b>	5,619,203
<b>Expenses</b>				
Amortization of Tangible Capital Assets				
Operations and Maintenance	9,635,976		<b>9,635,976</b>	9,192,580
<b>Total Expense</b>	<b>9,635,976</b>	-	<b>9,635,976</b>	9,192,580
<b>Net Revenue (Expense)</b>	<b>(3,897,805)</b>	<b>220,000</b>	<b>(3,677,805)</b>	<b>(3,573,377)</b>
<b>Net Transfers (to) from other funds</b>				
Tangible Capital Assets Purchased	1,593,406		<b>1,593,406</b>	4,319,011
Local Capital			-	1,121,918
<b>Total Net Transfers</b>	<b>1,593,406</b>	-	<b>1,593,406</b>	5,440,929
<b>Other Adjustments to Fund Balances</b>				
Tangible Capital Assets Purchased from Local Capital	2,222,261	(2,222,261)	-	
<b>Total Other Adjustments to Fund Balances</b>	<b>2,222,261</b>	<b>(2,222,261)</b>	-	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(82,138)</b>	<b>(2,002,261)</b>	<b>(2,084,399)</b>	1,867,552

To: **Board of Education**

From: Finance Committee of the Whole

Re: **THIRD QUARTER FINANCIAL STATEMENTS**

Date: June 19, 2018  
(Closed Board Meeting)

**Decision**

**BACKGROUND/RATIONALE:**

The attached financial statements for the quarter ended March 31, 2018 are presented to the Board for approval at the recommendation of the Finance Committee of the Whole.

This report is intended to present in financial statement format the projected results of the operating, special purpose and capital fund at June 30, 2018. 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 which can be found on pages six through eight of this report.

The following is a descriptive analysis of the projected changes to the revenue and expenditure estimates used in the 2017/18 amended annual budget to the end of the fiscal year.

**REVENUE – \$0.69 million**

**Ministry of Education - Operating Grant - \$0.33 million**

In April 2018 the Ministry of Education recalculated the 2017/18 annual operating grant based on actual February 2018 enrolment for Continuing Education, Distributed Learning, and students with special needs in funding Level 1, 2 and 3. The overall increase in enrolment generates an additional \$0.33 million for the year. The estimated increase is detailed in the following table:

Student Enrolment Type	2017/18 Estimated February Operating Grant		2017/18 Interim February Operating Grant		Variance	
	Enrolment	Funding	Enrolment	Funding	Enrolment	Funding
School-Age FTE - Continuing Education	5.000	\$ 36,505	2.125	\$ 15,515	(2.875)	\$ (20,990)
Adult FTE - Continuing Education	40.000	\$ 184,720	30.250	\$ 139,695	(9.750)	\$ (45,025)
Distributed Learning - K-Gr 9 School Age	5.000	\$ 15,250	9.000	\$ 27,450	4.000	\$ 12,200
Distributed Learning - Gr 10-12 School Age	20.000	\$ 122,000	36.625	\$ 223,413	16.625	\$ 101,413
Distributed Learning - Adult FTE	2.000	\$ 9,236	5.250	\$ 24,245	3.250	\$ 15,009
	72.000	\$ 367,711	83.250	\$ 430,318	11.250	\$ 62,607
Level 1 Special Needs Enrolment Growth	0.000	\$ -	0.000	\$ -	0.000	\$ -
Level 2 Special Needs Enrolment Growth	5.000	\$ 47,675	20.000	\$ 190,700	15.000	\$ 143,025
Level 3 Special Needs Enrolment Growth	5.000	\$ 24,025	30.000	\$ 144,150	25.000	\$ 120,125
	10.000	\$ 71,700	50.000	\$ 334,850	40.000	\$ 263,150
<b>TOTAL Additional February FTE and Funding</b>					<b>51.250</b>	<b>325,757</b>

As part of the 2018/19 budget, the Board approved that \$0.33 million be carried forward from 2017/18 to fund 2018/19 one-time expenditures.

### **Other Revenue Changes – \$0.36 million**

Federal grants are anticipated to increase by \$0.08 million due to additional Corrections Canada contracts.

Tuition revenue is anticipated to be \$0.27 million higher than budgeted due to increased international student enrolment in both academic and cultural programs.

Other revenue is anticipated to be lower than budget by \$0.07 million due to lower than projected partnership program fees (\$0.05 million) and lower participation in Before and After School programs.

Rental income is projected to be \$0.06 million higher than budgeted due to increased film rentals.

### **EXPENDITURES – \$2.17 million**

#### **Salaries & Benefits - \$1.44 million**

Teacher salaries are projected to be \$0.8 million lower than budget due to lower than budgeted expenditures for paid medical leave, long service leave and maternity top up (\$0.26 million), lower than anticipated average salary (\$0.16 million), vacancies filled by TTOCs (\$0.14 million) and unfilled Aboriginal Education teacher position that will be appropriated at year end (\$0.07 million). Instructional bank salaries that were previously reported as teacher salaries have been allocated to support increased education assistant staffing (\$0.17 million).

Principal and Vice Principal salaries are projected to be \$0.14 million lower than budget due to the timing of assignments (\$0.05 million), unused medical leaves (\$0.04 million) and deferred salary increases based on PSEC direction (\$0.05 million).

Education Assistant salaries are projected to be \$0.11 million higher than budget due to instructional bank allocations being reported under teacher salaries.

Support Staff salaries are projected to be \$0.08 million higher than budget due to greater than anticipated salaries in information technology (-\$0.05 million), custodial (-\$0.03 million) and maintenance (-\$0.06 million) offset by vacancies and unpaid leaves in clerical (\$0.06 million).

Other Professional salaries are projected to be \$0.03 million lower than budget due to increased Ridge Meadows College and international program salaries that support the increased revenue for these programs (-\$0.07 million) offset by savings related to deferred salary increases based on PSEC direction (\$0.10 million).

Substitute salaries are projected to be \$0.36 million lower than budget due to the lower teacher replacement costs (\$0.12 million), lower support staff replacement costs (\$0.11 million) and casual budgets not used by departments due to TTOC and casual staff shortages (\$0.13 million).

Employee benefits are estimated to be \$0.30 million lower than budget due to the above detailed salary savings (\$0.36 million) partially offset by greater than anticipated participation in benefit plans (-\$0.06 million).

#### **Services, Supplies & Utilities - \$1.07 million**

It is estimated that \$0.34 million of services and supplies budgets will be used for the purchase of capital assets, \$0.12 million of professional development and travel costs will not be used by the end of the year and, where required will be carried forward to future years to meet contractual obligations. Other budgets allocated to schools, departments and special projects that will not be used by June 30 and will be carried forward to 2018/19 are currently estimated at \$0.34 million.

The Board approved that all utilities savings, currently estimated at \$0.11 million, be carried transferred to local capital to increase the budget available for the Energy Management Plan.

### **Interfund Transfers – (\$0.34) million**

Interfund transfers for the purchase of capital assets are projected to be higher than budgeted offset by savings in services and supplies.

### **Estimated Appropriated Operating Surplus**

School District No 42 has historically ended the fiscal year with an appropriated surplus. For June 30, 2018, based on historical expenditure patterns and current Board policy for school rollovers and Ministry of Education policies for targeted funding, it is estimated that the appropriated surplus will be approximately \$1.86 million, \$0.90 million of which the Board has used in the 2018/19 budget.

### **Estimated Available Operating Surplus**

The Maple Ridge – Pitt Meadows school district is projecting a net operating surplus \$2.44 million for the 2017/18 amended operating budget. It is proposed that the estimated budget savings identified in this report be used to fund the items listed in the following table.

	(\$ millions)
<i>Elementary and Secondary Learning Resources 2017/18</i>	\$0.40
<i>Exempt Staff Compensation Deferred to 2018/19</i>	\$0.15
<i>Energy Management Plan 2018/19</i>	\$0.11
<i>Contingency Reserve Operating 2018/19</i>	\$0.36
<i>Contingency Reserve Local Capital 2018/19</i>	\$1.42
<b>TOTAL</b>	<b>\$2.44</b>

The proposed allocations to contingency reserve will bring the balance of the reserve to \$3.94 million or 2.7% of operating expenditures.

### **SPECIAL PURPOSE FUNDS**

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

The amended budget reflects the Classroom Enhancement Fund (CEF) allocation received from the Ministry of Education based on fall 2017 submissions from school districts. School District No. 42 received an allocation of \$11.19 million (\$10.89 million new CEF allocation and \$0.30 2016/17 Priority Measures funding surplus) to fund 96.284 FTE teachers (\$9.15 million), overhead costs (\$1.17 million) and potential remedy costs (\$0.87 million). The school district is required to record and report the actual cost of CEF teachers and the amount allocated may be reduced to reflect the actual cost of CEF teachers for 2017/18.

During the first three quarters of 2017/18, \$13.54 million in special purpose contributions was received and \$12.09 million was spent. As at March 31, 2018, \$3.92 million remains available for future expenditures.

## **LOCAL CAPITAL AND CONTINGENCY RESERVE FOR LOCAL CAPITAL**

The Board's Contingency Reserve is comprised of previous years' available operating surpluses, which are transferred to the Local Capital Reserve. The table below details the Board approved uses of contingency reserve as well as an allocation for portables to address anticipated enrolment growth.

<b>Local Capital (\$ millions)</b>	<b>Amended Budget</b>	<b>Spent to Mar 31, 2018</b>	<b>Projection to June 30, 2018</b>	<b>Total 2017/18 Spending</b>	<b>2018/19 Budget</b>
Board Approved Uses of Local Capital					
MyEd BC implementation	0.10	0.07	0.03	0.10	-
Staff computers refresh	0.01		0.01	0.01	-
Emergency preparedness	0.13	0.04		0.04	0.09
Facility rental software	0.01	0.01		0.01	-
Energy management plan	1.35	0.12	0.30	0.42	0.93
New elementary school	3.07	0.83	2.24	3.07	-
Facilities succession planning	0.14			-	0.14
Portables for enrolment growth	0.80		0.10	0.10	0.70
Transition to Microsoft Cloud	0.06		0.06	0.06	-
MyPortfolio platform upgrade	0.02		0.02	0.02	-
Parent Portal module re-write	0.02		0.02	0.02	-
<b>Total Board approved Uses of Local Capital</b>	<b>5.71</b>	<b>1.07</b>	<b>2.78</b>	<b>3.85</b>	<b>1.86</b>
Contingency reserve for local capital	2.17			-	2.17
<b>Total Local Capital Fund</b>	<b>7.88</b>	<b>1.07</b>	<b>2.78</b>	<b>3.85</b>	<b>4.03</b>

## **Risks to Projections**

### Revenue

The provincial operating grant included in these estimates may not be the same as the operating grant distributed by the Ministry of Education in 2017/18 based on actual May enrolment. The estimated additional operating grant to be received for May enrolment is \$0.47 million

### Implementation of Restored Collective Agreement Language

There is a potential risk that the Ministry of Education will not fund any additional remedy or staffing expenses related to the implementation of the restored collective agreement language.

### Expense

The salaries and benefits estimates are based on estimated average salaries for teachers, specific salaries for other employee groups, and known benefit rate changes. Further variances in average teacher salaries will impact these estimates. Also, actual substitute costs may vary significantly from the costs estimated based on historical trends.

The existing school district budget allocations are not sufficient to support the procurement, maintenance or timely replacement of school district assets. This means that IT hardware is not refreshed on a regular basis and the deferred maintenance for SD42 facilities continues to grow and the facility condition index for SD42 facilities continues to deteriorate. Any major equipment failures during 2017/18 must be funded from the contingency reserve.

Capital Projects in Progress

There are four major capital projects underway: new South Albion Elementary school, Fairview Elementary seismic upgrade, Westview Secondary seismic upgrade, and seven modular daycare units. The project funding agreements with the Ministry of Education and Ministry of Children and Families Development require that the school district cover costs in excess of the approved funding envelope from local funds. This risk is being managed through the procurement process and any cost overages may need to be covered from the contingency for local capital.

Contingency

The operating estimates contain a \$0.36 million contingency for unforeseen or unbudgeted costs that may arise, or for costs budgeted on estimates whose final values are impacted by external events or prices. The board's emergency fund is the contingency reserve fund, which has a current balance available of \$2.17 million.

**RECOMMENDATION:**

**THAT the Board approve the financial statements for the quarter ended March 31, 2018.**

**And Further;**

**THAT the Board approve the following:**

- **the transfer of all available operating surplus, currently estimated at \$1.42 million, to contingency reserve – local capital;**
- **the allocation of \$0.40 million to fund elementary and secondary learning resources;**
- **the appropriation of \$0.36 million as operating contingency reserve;**
- **the appropriation of \$0.15 million to fund exempt salary increases deferred to 2018/19.**

Attachment



**School District No. 42 (Maple Ridge-Pitt Meadows)**  
**Estimated Operating Financial Results As At March 31, 2018**

	2017/2018 Amended Budget	Actual to Mar 31, 2018	Projected April to June, 2018	2017/18 Projected	Variance from Amended Budget
<b>Operating Revenue by Source</b>					
Grants					
Operating Provincial Grants - Ministry of Education	128,239,037	89,843,289	38,721,505	128,564,794	325,757
Local Education Agreement Recovery	(466,358)	(327,862)	(138,496)	(466,358)	-
Operating Other Ministry of Education Grants	3,161,626	1,241,293	1,920,333	3,161,626	-
Provincial Grants - Other	405,157	315,942	118,750	434,692	29,535
Federal Grants	164,600	196,577	50,295	246,872	82,272
<b>Total Grants</b>	<b>131,504,062</b>	<b>91,269,238</b>	<b>40,672,387</b>	<b>131,941,625</b>	<b>437,563</b>
Tuition	8,857,695	6,569,346	2,558,138	9,127,484	269,789
Other Revenue	452,086	276,711	107,500	384,211	(67,875)
Local Education Agreement - Direct Funding from First Nations	517,023	361,916	150,000	511,916	(5,107)
Rentals & Leases	481,150	435,329	101,146	536,475	55,325
Investment Income	530,000	617,990	(87,990)	530,000	(0)
<b>Total Other Revenue</b>	<b>10,837,954</b>	<b>8,261,292</b>	<b>2,828,794</b>	<b>11,090,086</b>	<b>252,132</b>
<b>Total Operating Revenue</b>	<b>142,342,016</b>	<b>99,530,530</b>	<b>43,501,181</b>	<b>143,031,711</b>	<b>689,695</b>
<b>Operating Expense by Type</b>					
Salaries					
Teachers	63,607,729	43,891,405	18,921,797	62,813,202	794,527
Principals and Vice Principals	6,993,844	5,136,031	1,717,670	6,853,701	140,143
Education Assistants	12,043,929	8,025,861	4,131,754	12,157,615	(113,686)
Support Staff	11,018,592	7,987,249	3,109,985	11,097,234	(78,642)
Other Professionals	3,878,706	2,871,815	979,309	3,851,124	27,582
Substitutes	4,684,206	2,893,713	1,421,713	4,315,426	368,780
<b>Total Salaries</b>	<b>102,227,006</b>	<b>70,806,073</b>	<b>30,282,228</b>	<b>101,088,301</b>	<b>1,138,705</b>
Employee Benefits	24,632,502	16,782,699	7,549,177	24,331,876	300,626
<b>Total Salaries and Benefits</b>	<b>126,859,508</b>	<b>87,588,772</b>	<b>37,831,405</b>	<b>125,420,177</b>	<b>1,439,331</b>
Services and Supplies					
Services	5,722,525	3,777,055	1,601,164	5,378,219	344,306
Student Transportation	703,990	439,208	252,455	691,663	12,327
Professional Development	1,117,301	549,676	332,666	882,342	234,959
Rentals and Leases	15,158	-	14,400	14,400	758
Dues and Fees	142,162	118,898	9,367	128,265	13,897
Insurance	343,449	309,120	27,007	336,127	7,322
Supplies	5,122,956	2,433,992	2,348,680	4,782,672	340,284
Utilities	2,363,375	1,549,289	702,928	2,252,217	111,158
<b>Total Services and Supplies</b>	<b>15,530,916</b>	<b>9,177,237</b>	<b>5,288,667</b>	<b>14,465,904</b>	<b>1,065,012</b>
<b>Total Operating Expenses</b>	<b>142,390,424</b>	<b>96,766,009</b>	<b>43,120,072</b>	<b>139,886,081</b>	<b>2,504,343</b>
Interfund & Local Capital					
Interfund-Lease Payments					
Capital Assets Purchased	3,592,026	1,434,340	2,499,173	3,933,513	(341,487)
Transfer to Local Capital	1,121,918	1,121,918	-	1,121,918	-
<b>Total Interfund and Local Capital</b>	<b>4,713,944</b>	<b>2,556,258</b>	<b>2,499,173</b>	<b>5,055,431</b>	<b>(341,487)</b>
<b>Total Expenses</b>	<b>147,104,368</b>	<b>99,322,267</b>	<b>45,619,245</b>	<b>144,941,512</b>	<b>2,162,856</b>
Accumulated Surplus, beginning of year	5,186,468	5,186,468	-	5,186,468	-
<b>Subtotal before year-end appropriations</b>	<b>424,116</b>	<b>5,394,732</b>	<b>(2,118,064)</b>	<b>3,276,668</b>	<b>2,852,552</b>
<b>Board Approved Appropriations</b>					
Use of Surplus to fund 2018/19 Operating Budget				891,516	(891,516)
Energy Management Plan				111,158	(111,158)
School allocations and projects in progress				348,940	(348,940)
<b>Proposed Appropriations</b>					
Exempt staff compensation deferred to 2017/18				150,000	(150,000)
Contingency Reserve for Operating				360,000	(360,000)
Contingency Reserve for Local Capital				1,415,054	(1,415,054)
<b>Projected Operating Surplus/(Deficit)</b>	<b>424,116</b>	<b>5,394,732</b>	<b>(2,118,064)</b>	<b>(0)</b>	<b>(424,116)</b>

School District No. 42 (Maple Ridge-Pitt Meadows)																
Special Purpose Funds																
As At March 31, 2018																
			ANNUAL	LEARNING	SCHOLARSHIPS	SERVICE	SCHOOL		READY,			CODING AND	CLASSROOM	CLASSROOM		YOUTH
			FACILITIES	IMPROVEMENT	AND	DELIVERY	GENERATED	STRONG	SET,		COMMUNITY	CURRICULUM	ENHANCEMENT	ENHANCEMENT	PRIORITY	EDUCATION
			GRANT	FUND	BURSARIES	TRANSFORMATION	FUNDS	START	LEARN	OLEP	LINK	IMPLEMENTATION	FUND	FUND -OVERHEAD	MEASURES	SUPPORT FUND
																TOTAL
Deferred Revenue, beginning of year			173,372	165,291	141,643	75,828	1,364,060	36,827	11,912	-	29,859	59,993	-		297,453	114,205
Add: Restricted Grants																
		Provincial Grants - Ministry of Education	517,500	356,552				179,200	34,300	162,208	380,982		6,806,571	820,696		9,258,009
		Other			7,029		4,136,166									137,132
		Investment Income														-
			517,500	356,552	7,029	-	4,136,166	179,200	34,300	162,208	380,982	-	6,806,571	820,696	-	137,132
Less: Allocated to Revenue			259,027	345,840		33,821	3,689,919	185,662	16,408	158,613	410,841	9,454	5,829,474	820,696	226,201	107,081
Deferred Revenue, end of year			431,845	176,003	148,672	42,007	1,810,307	30,365	29,804	3,595	-	50,539	977,097	-	71,252	144,256
																3,915,743
Revenues																
		Provincial Grants - Ministry of Education	259,027	345,840		33,821		185,662	16,408	158,613	410,841	9,454	5,829,474	820,696	226,201	8,296,036
		Other					3,689,919									107,081
		Investment Income														-
			259,027	345,840	-	33,821	3,689,919	185,662	16,408	158,613	410,841	9,454	5,829,474	820,696	226,201	107,081
Expenses																
		Salaries														
		Teachers		8,888					11,350	57,625	45,807		4,747,330	16,730	182,158	5,069,888
		Principals and Vice Principals												31,418		
		Educational Assistants		279,856			1,316	122,831	1,522		246,162		-			651,687
		Support Staff	36,658				382	3,096						56,765		96,901
		Other Professionals												98,728		
		Substitutes		742			8,460	3,357	134	5,674			8,342	80,482	712	107,903
			36,658	289,486	-	-	10,158	129,284	13,006	63,299	291,969	-	4,755,672	284,123	182,870	6,056,525
		Employee Benefits	4,906	56,354			1,337	45,355	2,520	13,114	77,602		1,073,802	50,701	43,331	1,369,022
		Services and Supplies	101,856				3,676,544	10,030	882	75,539	41,270	9,454		66,020		83,778
			143,420	345,840	-	-	3,688,039	184,669	16,408	151,952	410,841	9,454	5,829,474	400,844	226,201	83,778
																11,490,920
Net Revenue (Expense) before Interfund Transfers			115,606	-	-	33,821	1,880	993	-	6,661	-	-	-	419,852	-	23,303
																602,116
Interfund Transfers																
		Tangible Capital Assets Purchased	(115,606)			(33,821)	(1,880)	(993)		(6,661)				(419,852)		(23,303)
																(602,116)
Net Revenue (Expense)			-	-	-	-	-	-	-	-	-	-	-	-	-	-

**School District No. 42 (Maple Ridge-Pitt Meadows)**  
**Schedule of Capital Operations**  
**As At March 31, 2017**

	2018 Budget	2018 Actual		
		Invested in Tangible Capital Assets	Local Capital	Fund Balance
<b>Revenues</b>				
Provincial Grants				-
Municipal grants spent on sites				-
Other Revenue	130,000		81,686	81,686
Amortization of Deferred Capital Revenue	5,308,000	3,963,086		3,963,086
<b>Total Revenue</b>	<b>5,438,000</b>	<b>3,963,086</b>	<b>81,686</b>	<b>4,044,772</b>
<b>Expenses</b>				
Operations and Maintenance				
Amortization of Tangible Capital Assets				
Operations and Maintenance	8,500,000	6,575,873		6,575,873
<b>Total Expense</b>	<b>8,500,000</b>	<b>6,575,873</b>	<b>-</b>	<b>6,575,873</b>
<b>Capital Surplus (Deficit) for the year</b>	<b>(3,062,000)</b>	<b>(2,612,787)</b>	<b>81,686</b>	<b>(2,531,102)</b>
<b>Net Transfers (to) from other funds</b>				
Tangible Capital Assets purchased	1,534,431	2,089,396		2,089,396
Local Capital				-
<b>Total Net Transfers</b>	<b>1,534,431</b>	<b>2,089,396</b>	<b>-</b>	<b>2,089,396</b>
<b>Other Adjustments to Fund Balances</b>				
Tangible Capital Assets purchased from Local Capital		124,768	(124,768)	
Tangible Capital Assets WIP purchased from Local Capital		945,422	(945,422)	
Principal Payment				
Capital Lease				-
<b>Total Other Adjustments to Fund Balances</b>		<b>1,070,190</b>	<b>(1,070,190)</b>	<b>-</b>
<b>Total Capital Surplus (Deficit) for the year</b>	<b>(1,527,569)</b>	<b>546,799</b>	<b>(988,504)</b>	<b>(441,705)</b>
<b>Capital Surplus (Deficit), beginning of year</b>		<b>65,994,780</b>	<b>6,517,075</b>	<b>72,511,855</b>
<b>Capital Surplus (Deficit), end of year</b>		<b>66,541,579</b>	<b>5,528,571</b>	<b>72,070,150</b>



**ITEM 8**

To: **Board of Education**

From: Board Policy Development Committee

Re: **POLICY 9611: CHILD PROTECTION**

Date: June 19, 2018  
(Public Board Meeting)

---

**Decision**

**BACKGROUND/RATIONALE:**

The Board Policy Development Committee (the "Committee") has followed the appropriate consultation requirements as outlined within Policy 2500 and is recommending that the Board approve Policy 9611: Child Protection. (Attachment A)

No feedback was received during the consultation period.

Procedures associated with Policy 9611: Child Protection will be determined after consultation with the Ministry of Child and Family Development and other appropriate agencies.

With the approval of the new policy the Committee is recommending that Policy JHFE: Reporting of Suspected Child Abuse is rescinded.

**RECOMMENDATION:**

**THAT the Board approve Policy 9611: Child Protection**

**And Further;**

**THAT the Board rescind Policy JHFE: Reporting of Suspected Child Abuse**

Attachments

**SD 42 POLICY: 9611**

---

**CHILD PROTECTION**

---

**PURPOSE OF POLICY**

The purpose of this policy is to support a comprehensive, coordinated and collaborative approach for responding to child abuse and neglect by:

- Providing child abuse prevention programs to students;
- Providing school officials, employees, volunteers and contract service providers with training in recognizing signs of child abuse and neglect;
- Providing school officials, employees, volunteers and contract service providers with direction and training on their legal obligation to report child abuse and neglect to a Child Welfare Worker under the *Child, Family and Community Service Act*, to the police where the child is in immediate danger, and to school officials;
- Requiring school officials to investigate and/or report to the police allegations of child abuse involving current and former school district employees, volunteers or contract service providers;
- Establishing a child abuse/neglect reporting and investigation protocol with other responsible agencies, to identify the roles and responsibilities of school officials and personnel from other agencies, in responding to allegations of child abuse or neglect.
- Providing assistance to victims of child abuse and neglect through referrals to other agencies, as appropriate.

**AUTHORITY**

The Board assigns the responsibility for the implementation of the Child Protection policy to the Superintendent of Schools and authorizes the Superintendent of Schools to establish procedures that will guide the implementation of this policy.

**RECOGNIZING CHILD ABUSE AND NEGLECT**

Child abuse can take physical, sexual, or emotional forms, or may take the form of parental neglect or instances where there is domestic violence by or towards a person with whom a child resides. The descriptions of physical abuse, emotional abuse, emotional harm (including severe anxiety and depression), sexual abuse, sexual exploitation, and neglect contained in the *BC Handbook for Action on Child Abuse and Neglect for Service Providers (2017)* (pages 23-25) (or later editions) should be applied for purposes of this policy.

## **REPORTING AND INVESTIGATION**

The Board acknowledges that responses to reports of child abuse and neglect may involve Board of Education personnel, child welfare and law enforcement agencies.

The Board supports a coordinated and collaborative response to reports of child abuse and neglect between the School District, the Maple Ridge RCMP, the Ministry of Children and Family Development and the Ministry of Children and Family Development Aboriginal Services Circle 3. The Board supports the development of an interagency child abuse/neglect protocol agreement that sets out roles and responsibilities for reporting and investigating child abuse/neglect issues.

All school officials, employees, volunteers and contract service providers must understand and respect their legal obligation to report child abuse and neglect to a child welfare worker in a timely manner where they have reason to believe that a child is in need of protection within the meaning of the Child, Family and Community Service Act. They also need to comply with their reporting obligations as identified in this policy and associated procedures.

School officials must also understand their role in coordinating with responsible agencies and in investigating allegations of child abuse against school employees, in accordance with the this policy and associated procedures and the interagency child abuse/neglect protocol agreement.

## **RESPECTING THE RIGHTS OF ACCUSED INDIVIDUALS**

The Board acknowledges that individuals under investigation regarding allegations of child abuse or neglect may have contractual or other legal rights during the investigative process. School District investigations will be conducted in a manner that is respectful of these rights.

## **TRAINING AND EDUCATIONAL PROGRAMS**

The Board requires that school officials, employees, volunteers and contract service providers receive training on how to recognize signs of child abuse or neglect, how to respond to reports of child abuse or neglect, and standards of conduct for employees, volunteers and service providers governing their interactions with students.

The Superintendent or designate will ensure that appropriate opportunities to receive and/or review training are made available to school officials, employees, volunteers and contract service providers.

The Superintendent or designate will ensure that child abuse prevention programs are provided to students in accordance with the Ministry of Education's prescribed learning outcomes.

## **APPROVED:**

**JHFE  
30/03/99**

**REPORTING OF SUSPECTED CHILD ABUSE**

In keeping with the relevant sections of the Criminal Code dealing with the abuse or neglect of children, and with the *Child, Family and Community Service Act*, the District endorses the procedures outlined in The B.C. Handbook for Action on Child Abuse and Neglect (1998: MCF) *and the District Protocol on Responding to Child Abuse and Neglect (1999)*.

- 1.00 Principals shall make themselves and staff members familiar with the contents of The B.C. Handbook for Action on Child Abuse and Neglect (1998: MCF) *and the District Protocol on Responding to Child Abuse and Neglect (1999)*.
- 1.01 Employees shall report suspected cases of abuse or neglect to the Ministry for Children and Families, the principal of the school, and where applicable, to the RCMP.
- 1.02 Principals and staff shall cooperate fully with authorized Ministry for Children and Families personnel.

To: **Board of Education**

From: Education Committee

Re: **REFRIGERATION MECHANIC  
PROGRAM**

Date: June 19, 2018  
(Public Board Meeting)

---

**Decision**

---

**BACKGROUND/RATIONALE:**

The Education Committee has met, reviewed, and recommends for approval the Refrigeration Mechanic Program.

**PROGRAM DESCRIPTION**

In an effort to enhance our trades training program options we are proposing that we enter into an agreement with the Joint Apprenticeship Refrigeration Training School (JARTS) to offer a refrigeration mechanic program for SD42 students. The refrigeration mechanic program will diversify our district trades training portfolio and offer more choice to our students with minimal impact on our other training programs.

The school district will be responsible for the pre-screening of applicants and ensuring that they are both qualified and able to attend courses at the JARTS training site located at 19560 96th Avenue, Surrey. All training and instruction will take place at this site. Students will be responsible for transportation to and from the training site. School district staff will monitor student grades and conduct site visits.

The course runs for 19 weeks from September 24, 2018 to February 15, 2019. Students enrolled in this program will be required to complete all other required coursework before or after the program – via summer school, distribute learning, Thomas Haney Secondary or Continuing Education.

Students will receive 5 TRITA (Post Secondary Institute Courses) - 20 credits - and these currently qualify for per-course funding from the Ministry of Education.

Only students in a position to graduate or who have already graduated and expressed interest prior to graduation will be eligible to take the program.

As with other trades programs we are hoping for successful completion and further Ministry of Education funding for each applicant through the Work in Trades program. Once the students complete their JARTS training and start working, students will be able to sign up for 5 courses worth 4 credits each under the Work in Trades program.



**Program Fees**

Students enrolled in the Refrigeration Mechanic program are required to pay program fees directly to JARTS. The estimated cost is \$3,700.

Students are responsible for transportation costs to and from the JARTS training site.

The fees associated with this program are not subject to the school district hardship policy.

**Program Enrolment Cap**

There will be 2 seats available for SD42 students. Additional seats may become available if the other participating school districts of Langley, Abbotsford and Coquitlam are unable to fill their seats.

**RECOMMENDATION:**

**THAT the Board approve the Refrigeration Mechanic Program provided by the Joint Apprenticeship Training School**



**ITEM 10**

To: **Board of Education**

From: Superintendent  
Sylvia Russell

Re: **SUPERINTENDENT'S UPDATE**

Date: June 19, 2018  
(Public Board Meeting)

---

**Information**

**RECOMMENDATION:**

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

**RECORD**

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

**April 25, 2018 Closed**

Call to Order	Meeting called to order at 1:32 p.m.
Motion of Exclusion	Approved
Approval of Agenda	Approved as circulated
Approval of Minutes	Approved as circulated
Presentation	Received
Superintendent Decision Item	Approved as circulated
Superintendent Information Items	Received
Secretary Treasurer's Information Item	Received
Board Committees	Received
Adjournment	Meeting adjourned at 3:30 p.m.