

Wednesday, March 7, 2018  
Time: 6:00 p.m.

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

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*"Happiness lies in the joy of achievement and the thrill of creative effort." Franklin D. Roosevelt*

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

### **A. OPENING PROCEDURES**

ITEM 1

1. Call to Order
2. Correspondence
  - R. Fleming, Minister of Education
  - BC School Trustees Association
  - Canadian School Boards Association
  - R. Del Negro, CEO, BC Public School Employers' Association
  - S. MacDonald, Deputy Minister of Education
3. Approval of Agenda
4. Invitation for Public Input to matters on the Agenda - *Members of the public can provide input on items on the Agenda. Speaker's time is limited to 2 minutes per person. This agenda item has a time limit of 10 minutes.*

### **B. APPROVAL OF MINUTES**

1. February 21, 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. South Albion Elementary School 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
  - a) 2018-2019 and 2019-2020 District School Calendars ITEM 4
3. Secretary Treasurer
  - a) Regular Student Transportation ITEM 5
  - b) Trustee Elections Bylaw No.1-2017/18 ITEM 6
  - c) South Albion Park Dedication Bylaw 2018 ITEM 7
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
  - a) Operational Plans ITEM 8
- 2. Superintendent of Schools
  - a) Superintendent's Update ITEM 9
- 3. Secretary Treasurer
- 4. Board Committees & Advisory Committee Reports
  - a) Budget
  - b) Finance
  - c) Facilities Planning
  - d) Board Policy Development
  - e) Education
  - f) French Immersion
  - g) Aboriginal Education
  - h) 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 10

#### **L. ADJOURNMENT**

To: **Board of Education**

From: Chairperson  
Mike Murray

Re: **OPENING PROCEDURES**

Date: March 7, 2018  
(Public Board Meeting)

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**Information/Decision**

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1. *CALL TO ORDER*
2. *CORRESPONDENCE (Information Item)*
  - R. Fleming, Minister of Education
  - BC School Trustees Association
  - Canadian School Boards Association
  - R. Del Negro, CEO, BC Public School Employers' Association
  - S. MacDonald, Deputy Minister of Education

**RECOMMENDATION:**

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

Attachments

3. *APPROVAL OF AGENDA (Decision Item)*

**RECOMMENDATION:**

**THAT the Agenda be approved as circulated.**

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



February 19, 2018

Ref: 200504

Gordon Swan, President  
British Columbia School Trustees Association  
Email: [gswan@bcsta.org](mailto:gswan@bcsta.org)

Dear Mr. Swan and Board Members:

Please accept my appreciation for the BCSTA's positive engagement and significant contribution to the review of the public sector employer association's governance.

The BCSTA's perspective and advice were essential to developing a path that restored a direct role for board of education trustees on the British Columbia Public School Employers' Association (BCPSEA) board of directors.

Core to BCPSEA's statutory mandate, is the need to align the goals of boards of education as employers with government's public policy objectives for the education sector and the broader British Columbia public sector. I am confident the bylaw amendments approved by school trustees at BCPSEA's recent AGM will better support everyone involved as we work together on this central task.

Once again, I would like to thank you for your leadership on this important matter. I look forward to our continued engagement with the BCSTA on our shared commitment to support and strengthen British Columbia's great public education system.

Sincerely,

Rob Fleming  
Minister

pc: Honourable Carole James, Minister of Finance





British Columbia  
School Trustees  
Association

## MEDIA RELEASE

### BCSTA Response to the 2018 Provincial Budget

**[Vancouver, B.C. – February 20, 2018]** Today's provincial budget appears to have delivered a stable year ahead for British Columbia's sixty public school districts, along with some significant improvements in funding for future capital construction projects. The British Columbia School Trustees Association (BCSTA) recognizes the importance of balanced budgets for our province, but supports increased spending on K-12 public education as a wise investment on behalf of both taxpayers and families.

"Stable budgets, which allow boards of education to maintain current educational programs and services for students, are the key to success within the K-12 education system," noted BCSTA President Gordon Swan. "This budget should provide the improvements necessary for school districts to maintain educational programs in spite of increasing costs and student enrollment."

At present, forty of B.C.'s public school districts are seeing year over year growth in student numbers, which is a significant change from the years past. If we are to maintain our ranking as one of the best public education systems in the world, we must continue to invest in both school infrastructure and staffing to accommodate this student enrollment growth.

"When school trustees know there is the money in their budget to cover core expenses, they can then work to improve the quality of educational programs by focusing spending where it provides the greatest impact for students," stated Swan. "With the provincial education budget stabilizing, trustees will now be looking for the flexibility to direct those funds to educational priorities. Local decision making in the best interest of students is critical to the future success of our schools."

Although B.C.'s school districts have seen budgets and staffing levels rise significantly over the last two years, there has been little opportunity for school boards to direct those improvements to meet the local needs of students. A variety of provincial policies, collective agreements, and directives have tied the hands of school trustees in meeting the needs of their students and communities.

"BCSTA looks forward to working with government and our public education partners to implement the changes needed to ensure every education dollar provided in this budget is directed to the most effective uses possible. We cannot afford to see money wasted through imposed requirements that do not put students first," said President Swan.

The additional dollars provided in this budget to address the capital construction needs of school districts is appreciated. There are a large number of school additions and upgrades as well as new projects needed in all regions of the province. Constructing school and community infrastructure is a sound economic investment for our province.

Likewise, government's significant investment in quality childcare and early learning should have a positive impact on the readiness of children for successful entry into the school system. Boards of education are interested in hearing from the government as to how these new programs and facilities will integrate with K-12 schools in future years.

Further information about the impact of today's provincial budget announcement on B.C. school districts and the priorities of school boards can be obtained by contacting BCSTA.

- 30 -

For additional information and to arrange an interview with BCSTA President Gordon Swan, please contact:

**Glenda Ollero**

*Media and Graphics Specialist, BCSTA*

[gollero@bcsta.org](mailto:gollero@bcsta.org), mobile: (604) 842-1167

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The British Columbia School Trustees Association is a non-profit organization dedicated to assisting Boards of Education in their work. Boards of Education locally represent the interests of their communities in the public education system in British Columbia. For more information about our Association and work, please visit [www.bcsta.org](http://www.bcsta.org).



February 22, 2018

The Honourable Stephen McNeil  
Premier of Nova Scotia  
Government House, Halifax  
NS B3J 1X5

Dear Premier,

The Canadian School Boards Association, representing School Boards from across Canada, is incredibly disappointed by your government's decision to abolish locally elected school boards in favour of government appointees based on the recently commissioned "Raise the Bar" report.

Since Confederation, provincial/territorial governments have been given the responsibility of managing the education system. This however, was in part due to the important role and deep connection between education and community including the right to choose their own representative to make decisions and choose priorities reflecting the circumstances in their own community. Children's learning is integral for our future and that of our communities and locally elected school boards were created to ensure those closest to students and communities were given a significant voice in their education.

And yet, this recent announcement has decimated the principle at the heart of our democracy, a right that is being protected for minority populations only. While we applaud the protection of the minority language education system and your decision to maintain the French language board in Nova Scotia, we never imagined the majority language voice could so easily be dismissed.

School boards serve our nation well. They provide every Canadian citizen with a meaningful voice in an education system which is the envy of the world. Nova Scotia children compete internationally and perform well among the best countries in the world.

We recognize our system of governance can improve; we strive to make strides in this area and will continue to do so. Voter apathy is a problem in all elections and acclamations are sometimes a result of positive results. However, it is incomprehensible that such a heavy handed, top down directive of removing the significant voice of the community through elected representatives is an improvement. Your government has recognized the value of school boards by maintaining the minority language board. We would identify that what is of value for the minority is also of value to the majority.



We strongly suggest you reconsider your decision and meet with the Nova Scotia School Boards Association to explore alternatives to abolishing a right that all Canadians enjoy and that you consider instead in investing and supporting the education system as opposed to dismantling it.

Sincerely,

Gordon Swan  
President



Mary Martin  
President



Shawn Davidson  
President



Ken Cameron  
President



Laurie French  
President



Alain Fortier  
President



Jennifer Maccarone  
President



Robert Fowler  
President



Hank Williams  
President



Goronwy Price  
President



Mario Pelletier  
President



Floyd Martens  
President





February 14, 2018

Gordon Swan  
President  
BC School Trustees Association  
4<sup>th</sup> Floor – 1580 West Broadway  
Vancouver, BC V6J 5K9

Dear Gordon:

Thank you for your letter of January 30, 2018.

The process is now underway to formally bring into effect the amendments to the bylaws pursuant to the motion adopted by the BCPSEA members at our January 2018 annual general meeting, leading to the formal reinstatement of the BCPSEA Board of Directors.

The return of elected Trustees to the Board is a welcome development that will assist in guiding the association's activities and initiatives, particularly as we prepare for the 2019 rounds of collective bargaining with the BC Teachers' Federation and support staff unions.

We look forward to continuing our strong and productive working relationship with the BC School Trustees Association, and will follow up with you to advise when the new BCPSEA Board is in place.

In the meantime, if you have any questions, please don't hesitate to contact me.

Yours truly,

A handwritten signature in dark ink, reading "Renzo Del Negro".

Renzo Del Negro  
Chief Executive Officer



March 1, 2018

Ref: 201263

To: All Board Chairs, Superintendents, Secretary Treasurers  
All School Districts

Dear Colleagues:

**Funding Model Review: Independent Panel Confirmation and  
Regional Trustee and Staff Working Sessions**

As previously communicated, Government has launched a K-12 public education system funding model review. To support this process, the Minister of Education has appointed an Independent Review Panel to undertake further work, in collaboration with sector stakeholders, to establish recommendations on how best to structure a new funding model. Membership of this Panel is:

- Chris Trumpy, former Deputy Minister of Finance
- Philip Steenkamp, Vice-President, External Relations, UBC
- Kelly Pollack, Partner, Human Capital Strategies and former CEO of the Immigrant Employment Council of BC
- Lynda Minnabarriet, Secretary Treasurer, Gold Trail, SD74
- Flavia Coughlan, Secretary Treasurer, Maple Ridge-Pitt Meadows, SD42
- Piet Langstraat, Superintendent, Greater Victoria, SD61
- Angus Wilson, Superintendent, Mission, SD75

The Ministry of Education is pleased to provide an update to the schedule and locations for regional meetings, to be led by members of the Panel, beginning in March 2018.

The morning sessions will now be open to all attendees, to allow Board Chairs (or designates) to be supported by their management team. In each location, Panel members will first meet with Board Chairs, Superintendents and Secretary-Treasurers (or designates) from 9:30am-12:30pm, followed by a meeting with the senior school district staff (Superintendents and Secretary Treasurers or designates) from 2:00pm – 4:00pm.

Please note that the meeting locations have been updated to allow for this increased attendance. In order to ensure that Ministry staff are able to communicate updates on meeting venue or timing (if required), please notify the Ministry of Education of your trustee, Superintendent, and Secretary Treasurer (or designate) attendees as soon as possible by emailing [K12fundingreview@gov.bc.ca](mailto:K12fundingreview@gov.bc.ca), noting the meeting location/date that you plan on attending.



For more information on the funding model review process, please visit the Ministry's website at: <https://www2.gov.bc.ca/gov/content/education-training/administration/resource-management/k-12-funding-and-allocation/k-12-public-education-funding-model-review>. If you have any questions about the regional meetings, please email the Ministry at: [K12fundingreview@gov.bc.ca](mailto:K12fundingreview@gov.bc.ca).

On behalf of the Minister of Education, thank you in advance for taking the time to participate in the funding model review process.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Scott MacDonald', is positioned above the printed name.

Scott MacDonald  
Deputy Minister, Ministry of Education

Cc: Reg Bawa, Assistant Deputy Minister and Executive Financial Officer  
Kim Horn, Executive Director Sector Resourcing and Service Delivery Branch  
Mike Roberts, CEO BC School Trustees Association  
Claire Guy, Executive Director BC School Superintendents Association  
Joan Axford, Executive Director, BC Association of School Business Officials

## Schedule – Regional Working Sessions

City	Location	Date	Meeting Times
Nanaimo	Nanaimo District Secondary School, Meeting Room A 355 Wakesiah Ave	Monday, March 12	<ul style="list-style-type: none"> <li>All: 9:00am - 12:30pm</li> <li>Senior Staff: 2:00 - 4:30pm</li> </ul>
Victoria	SJ Willis Auditorium 923 Topaz Ave	Friday, March 16	<ul style="list-style-type: none"> <li>All: 9:00am - 12:30pm</li> <li>Senior Staff: 2:00 - 4:30pm</li> </ul>
Abbotsford	Abbotsford Arts Centre 2329 Crescent Way	Thursday, April 5	<ul style="list-style-type: none"> <li>All: 9:00am - 12:30pm</li> <li>Senior Staff: 2:00 - 4:30pm</li> </ul>
North Vancouver	Ocean View Room, 5th floor Education Services Centre 2121 Lonsdale Ave	Monday, April 9	<ul style="list-style-type: none"> <li>All: 9:00am - 12:30pm</li> <li>Senior Staff: 2:00 - 4:30pm</li> </ul>
Burnaby	Burnaby Central Secondary School 6011 Deer Lake Parkway	Tuesday, April 10	<ul style="list-style-type: none"> <li>All: 9:00am - 12:30pm</li> <li>Senior Staff: 2:00 - 4:30pm</li> </ul>
Kamloops	Henry Grube Education Centre 245 Kitchener Crescent	Friday, April 13	<ul style="list-style-type: none"> <li>All: 9:00am - 12:30pm</li> <li>Senior Staff: 2:00 - 4:30pm</li> </ul>
Kelowna	Hollywood Road Education Services Site 1040 Hollywood Road	Monday, April 16	<ul style="list-style-type: none"> <li>All: 9:00am - 12:30pm</li> <li>Senior Staff: 2:00 - 4:30pm</li> </ul>
Prince George	School District Boardroom Central Administration Office 2100 Ferry Avenue	Tuesday, April 24	<ul style="list-style-type: none"> <li>All: 9:00am - 12:30pm</li> <li>Senior Staff: 2:00 - 4:30pm</li> </ul>
Richmond	TBD – in conjunction with BCSTA AGM	Thursday April 26	<ul style="list-style-type: none"> <li>TBD</li> </ul>
Nelson	School Board Office SD8 570 Johnstone Rd	Monday, April 30	<ul style="list-style-type: none"> <li>All: 9:00am - 12:30pm</li> <li>Senior Staff: 2:00 - 4:30pm</li> </ul>
Smithers	The Old Church - Bulkley Valley Museum 1425 Main St	Friday, May 4	<ul style="list-style-type: none"> <li>All: 9:00am - 12:30pm</li> <li>Senior Staff: 2:00 - 4:30pm</li> </ul>
IF NEEDED: Teleconference and/or Video Conference	<i>Dial-in and/or video conference information to be provided in the spring</i>	Tuesday, May 8	<ul style="list-style-type: none"> <li>All: 10:00am – 12:00pm</li> </ul>





**ITEM 2**

To: **Board of Education**

From: Chairperson  
Mike Murray

Re: **APPROVAL OF MINUTES**

Date: March 7, 2018  
(Public Board Meeting)

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**Decision**

**RECOMMENDATION:**

**THAT the Minutes of the February 21, 2018 Public Board Meeting be approved as circulated.**

Attachment

**IN ATTENDANCE:**

BOARD MEMBERS:

Chairperson – Mike Murray  
Trustee – Korleen Carreras  
Trustee – Eleanor Palis  
Trustee – Dave Rempel

STAFF:

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

ABSENT:

Vice-Chairperson – Susan Carr  
Trustee – Ken Clarkson

**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**

- N. Read, Mayor, City of Maple Ridge
- E. Loring-Kuhanga, Chairperson, School District No. 61 (Greater Victoria)

THAT the Board receive the correspondence for information.

**CARRIED**

3. Approval of Agenda

**Moved/Seconded**

**Amendment/Addition:**

Add: Motion to BC School Trustees Association to Decision Items, Board Committees, Budget

Move: Correspondence from N. Read, Mayor, City of Maple Ridge to Chairperson, Information Item.

THAT the Agenda be approved as amended.

**CARRIED**

4. Invitation for Public Input to matters on the Agenda

## **B. APPROVAL OF MINUTES**

1. February 7, 2018

### **Moved/Seconded**

THAT the Minutes of the February 7, 2018 Public Board meeting be approved as circulated.

**CARRIED**

## **C. PRESENTATIONS**

1. Odyssey K-9

### **Moved/Seconded**

Cathie Watkins, Principal, Fairview Elementary and Brenda Peebles, teacher presented on the Odyssey program. This program provides an alternative to families who want to educate their children at home.

THAT the Board receive the presentation on Odyssey K-9 by Cathie Watkins and Brenda Peebles, for information.

**CARRIED**

## **D. DELEGATIONS**

## **E. DEFERRED ITEMS**

## **F. DECISION ITEMS**

1. Chairperson
2. Superintendent of Schools
3. Secretary Treasurer
4. Board Committees

- a) Budget

- i. 2017/18 Amended Annual Budget

The 2017/18 Amended Annual Budget includes Board approved budget changes to date, revenue and expenditure changes resulting from changes to enrolment, revenue changes announced by the Ministry of Education in December 2017, proposed additional one-time budget allocations and other revenue and expenditure known changes.

### **Moved/Seconded**

- (1) THAT the Board approve the transfer of \$1,285,918 from operating to local capital;

AND FURTHER;

THAT the Board approve the allocation of \$800,000 from local capital for renovations and the purchase of furniture, equipment and portable classrooms required to accommodate projected enrolment growth.

**CARRIED**

**Moved/Seconded**

- (2) THAT the Amended Budget Bylaw of the Board for the fiscal year 2017/18 be given three (3) readings at this meeting (vote must be unanimous).

**CARRIED**

**Moved/Seconded**

- (3) THAT the Board of Education of School District No. 42 (Maple Ridge-Pitt Meadows) 2017/18 Amended Annual Budget Bylaw be:

Read a first time on the 21<sup>st</sup> day of February, 2018;

Read a second time on the 21<sup>st</sup> day of February, 2018;

Read a third time, passed and adopted on the 21<sup>st</sup> day of February, 2018.

**CARRIED**

- b) 2018/2019 Rental Rates

**Moved/Seconded**

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

The Secretary Treasurer reported that rental rates are calculated based on either the full cost recovery per square meter per hour or on market rates which are determined by conducting an annual market analysis.

THAT the Board approve the proposed rental rates for 2018/2019.

**CARRIED**

- c) Motion to BC School Trustees Association

**Moved/Seconded**

That BCSTA request that that the Ministry of Education and the Ministry of Finance increase funding for school districts to fully cover the cost of the newly created Employer Health Tax of 1.95% on total payroll.

**CARRIED**

- b) Finance
- c) Facilities Planning
- d) Board Policy Development
- e) Education

i. Board Authority/Authorized Courses**Moved/Seconded**

The Assistant Superintendent reported that the Ministry of Education directed school districts to review their Board Authority/Authorized courses offered in the 2018/19 school year to determine which courses are to be retired given the flexibility offered with the new Ministry curriculum, or that no longer meet requirements or are revised to align with the new "Know-Do-Understand" curriculum model.

THAT the Board approve the following Board Authority/Authorized Courses:

- Golf 10
- Strength Training (Musculature)
- Advanced Basketball
- Applications for Learning 10 – 12
- Communication 10 - Immersion
- Equestrian Studies 10
- Equestrian Studies 11
- Food Studies – Baking 10
- Guided Inquiry
- Hockey Skills
- Leadership 10
- Outdoor Education: Fishing 10
- Advanced Soccer
- Principles of Social Interaction 10 – 12
- Textile Arts and Crafts 10

And Further;

THAT the Board retire the following Board Authority/Authorized Courses:

- Chamber Choir 10
- Cook Training 10
- Music Technician 10
- Musical Theatre 10
- Work Experience 10

**CARRIED**

- f) Aboriginal Education
- g) Roundtable with Partners

**G. INFORMATION ITEMS**

## 1. Chairperson

- a) N. Read, Mayor, City of Maple Ridge

The Secretary Treasurer reported that the school district will be moving to a three stream waste collection program of organics, recyclables and garbage and that this recycling model has been successfully implemented in surrounding school districts.

2. Superintendent of Schools

a) 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

4. Board Committees & Advisory Committee Reports

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

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

**I. TRUSTEE REPORTS**

BC School Trustees Association

The Chairperson reported on agenda items and resolutions discussed at the February 16 -17, 2018 Provincial Council meeting.

Trustee Carreras reported on items discussed at the February 15, 2018 Professional Learning Committee meeting.

Maple Ridge-Pitt Meadows Arts Council

Trustee Rempel reported on a recent presentation and the work of the new Executive Director.

Ridge Meadows Education Foundation

Trustee Rempel reported on school bursaries.

Good News Items

Trustees reported on a school visit to Pitt Meadows Elementary and the success of the Pitt Meadows Secondary School basketball program.

**L. QUESTION PERIOD**

A question was posed regarding rental rates.

**M. OTHER BUSINESS**

**N. ADJOURNMENT**

**Moved/Seconded**

THAT the Board adjourn the meeting.

**CARRIED**

The Public Board meeting adjourned at 7:05 p.m.

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Mike Murray, Chairperson

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Flavia Coughlan, Secretary Treasurer



**ITEM 3**

To: **Board of Education**

From: Chairperson  
Mike Murray

Re: **SOUTH ALBION ELEMENTARY  
SCHOOL**

Date: March 7, 2018  
(Public Board Meeting)

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**Information**

**RECOMMENDATION:**

**THAT the Board receive the presentation on the South Albion Elementary School by CHP Architects, for information.**



To: **Board of Education**

From: Superintendent  
Sylvia Russell

Re: **2018-2019 AND 2019-2020**  
**DISTRICT SCHOOL CALENDARS**

Date: March 7, 2018  
(Public Board Meeting)

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**Decision**

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**BACKGROUND/RATIONALE:**

At the Board meeting on January 24, 2018, the Board approved that the proposed School Calendars be shared with the public in order to receive public feedback. The proposed school calendars were prepared in accordance with the School Calendar Regulation (B.C. Reg. 314/12) and were made available to the public for the one-month period required by the School Calendar Regulation.

Staff reviewed the calendar regulation, which allows Boards to create their calendars around the *number of instructional minutes*. The proposed calendars met **the required minutes of instruction** outlined in the regulation. Staff also ensured the calendars aligned with Ministry of Education requirements, and that they were also in alignment with the MRTA union and CUPE union collective agreements. Finally, staff considered calendar feedback from previous years, school district finances, and calendars in adjacent school districts. To provide families and the school district more opportunity to plan ahead, calendars for both the 2018-2019 and 2019-2020 school years were proposed.

On February 16, 2018 notice was posted to the school district website and issued to parents and school district staff, advising that the 2018-2019 and 2019-2020 Proposed District School Calendars have been revised pursuant to changes mandated at the provincial level with respect to the timing of the Family Day statutory holiday and the addition of a non-instructional day for 2018-2019 supporting curriculum implementation. The referenced notices included a reminder that the public consultation period runs through to February 23, 2018.

Both of the revised 2018-2019 and 2019-2020 Proposed District School Calendars meet **the required minutes of instruction** outlined in the School Calendar Regulation. As shared with school district staff, parents and the public on February 16, the revisions to the calendars proposed and approved for public consultation at the Board of Education meeting on January 24, 2018 include:

- For both 2018-2019 and 2019-2020 moving the Family Day Statutory holiday to the third Monday in February and moving the February non-instructional day and the schools-not-in-session day immediately preceding the Family Day holiday so they continue to precede this statutory holiday;
- For the 2018-2019 school year only, including one additional non-instructional day on April 29, 2019 to accommodate the Ministry of Education requirements regarding provincial curriculum implementation.

**2018-2019 Proposed District School Calendars (revised)**

- Regular and Distributed Learning includes a two week Winter Break from **Monday, December 24 to Friday, January 4, 2019**, a one week Spring Break from **Monday, March 18 to Friday, March 22, 2019** followed by one week of schools not-in-session from **Monday, March 25 to Friday, March 29, 2019** (excluding Kanaka Creek Elementary), and one day not-in-session on **Friday, February 15, 2019** to coincide with the Family Day holiday.

This will be an optional training day for 10-month CUPE employees. The last instructional day of school for students is set for **Wednesday, June 26, 2019** (Attachments A, B, E).

- Kanaka Creek Elementary calendar includes a four-week Winter Break from **Monday, December 10 to Friday, January 4, 2019**, a four week Spring Break from **Monday, April 1 to Friday, April 26, 2019** with the last day for students being **Tuesday, July 23, 2019** (Attachments C, D).

#### 2019-2020 Proposed District School Calendars (revised)

- Regular and Distributed Learning includes a two week Winter Break from **Monday, December 23 to Friday, January 3, 2020**, a one week Spring Break from **Monday, March 16 to Friday, March 20, 2020** followed by one week of schools not-in-session from **Monday, March 23 to Friday, March 27, 2020** (excluding Kanaka Creek Elementary), and one day not-in-session on **Friday, February 14, 2020** to coincide with the Family Day holiday. This will be an optional training day for 10-month CUPE employees. The last instructional day of school for students is set for **Wednesday, June 24, 2020** (Attachments F, G, J).
- Kanaka Creek Elementary calendar includes a four-week Winter Break from **Monday, December 9 to Friday, January 3, 2020**, a four week Spring Break from **Monday, March 30 to Friday, April 24, 2020** with the last day for students being **Tuesday, July 21, 2020** (Attachments H, I).

Feedback on all proposed calendars was collected on the school district website. The survey was open from January 25 to February 23, 2018. Very limited feedback was received during the consultation period for both the 2018-2019 and 2019-2020 proposed school calendars. A total of 476 respondents participated in the survey (313 parents; 98 teachers; 26 CUPE staff; 17 other school district staff; 14 community members; 8 students). Summarized feedback results for all calendars are included below.

#### 2018-2019 and 2019-2020 Proposed District School Calendar

Many of the respondents indicated support for the proposed district calendars: 56.09% indicated support for the 2018-2019 calendar and 61.93% indicated support for the 2019-2020 calendar. In order of frequency, the following themes were reflected in the comments:

- Winter Break should start earlier
- Spring Break should be aligned with neighboring school districts
- Too many non-instructional days interfere with instructional time
- Support for starting Winter Break later (as reflected in proposed calendars)
- Too many days off for students in second term

#### 2018-2019 and 2019-2020 Proposed Kanaka Creek School Calendar

The vast majority of the Kanaka Creek community did not provide any feedback through the online survey. Only 13 individuals responded to survey items relating to Kanaka Creek with most respondents skipping these items. 76.92% of the 13 respondents indicated support for the proposed calendars for both the 2018-2019 and 2019-2020 school years. Only two respondents provided feedback.

The survey feedback received for all of the calendars was carefully considered in relation to the constraints identified previously - Ministry of Education requirements, collective agreements with the MRTA and CUPE unions, school district finances, calendar feedback from previous years, and calendars in adjacent school districts. After careful review and consideration, no changes are recommended to the proposed school calendars as revised and communicated on February 16, 2018.

#### **RECOMMENDATION:**

**THAT the Board approve the attached District School Calendar, Kanaka Creek School Calendar, and the District Distributed Learning Calendar for the 2018-2019 and 2019-2020 school years.**

Attachments

## 2018-2019 DISTRICT SCHOOL CALENDAR

Schools opening day for students	Tuesday, September 4, 2018
<i>Non-instructional day (curriculum implementation)</i>	<i>Monday, September 24, 2018</i>
Thanksgiving Day	Monday, October 8, 2018
<i>Non-instructional day (province-wide)</i>	<i>Friday, October 19, 2018</i>
<i>Non-instructional day (district)</i>	<i>Friday, November 9, 2018</i>
Remembrance Day	Monday, November 12, 2018
Schools close for break	Friday, December 21, 2018
Winter break	Monday, December 24, 2018 to Friday, January 4, 2019
Schools reopen after break	Monday, January 7, 2019
<i>Non-instructional day (curriculum implementation)</i>	<i>Friday, January 25, 2019</i>
<i>Non-instructional day (school-based)</i>	<i>Thursday, February 14, 2019</i>
<i>Schools not in Session</i>	<i>Friday, February 15, 2019</i>
Family Day	Monday, February 18, 2019
Schools close for break	Friday, March 15, 2019
Spring break	Monday, March 18, 2019 to Friday March 22, 2019
<i>Schools not in Session</i>	<i>Monday, March 25, 2019 to Friday, March 29, 2019</i>
Schools reopen after break	Monday, April 1, 2019
Good Friday	Friday, April 19 2019
Easter Monday	Monday, April 22, 2019
<i>Non-instructional day (district)</i>	<i>Monday, April 29, 2019</i>
Victoria Day	Monday, May 20, 2019
<i>Non-instructional day (school-based)</i>	<i>Tuesday, May 21, 2019</i>
Last day for students	Wednesday, June 26, 2019
Year-end administrative day	Thursday, June 27, 2019
Schools close for Summer vacation	Friday, June 28, 2019

**ELEMENTARY (K-7) DAILY SCHEDULE:** 8:30am to 2:20pm. 295 instructional minutes per day. Kindergarten gradual entry the first 2 weeks of September.

**NB:** *Kanaka Creek Elementary* will run its year round calendar separate from this calendar.

**SECONDARY (8-12) DAILY SCHEDULE:** 8:30am to 2:40pm. 320 instructional minutes per day.

**Minimum number of hours of instruction that must be offered as per *School Act* and *Calendar Regulation*:**

848 hours of instruction for students in kindergarten.

873 hours of instruction for students in grades 1 to 7.

947 hours of instruction for students in grades 8 to 12.

August 2018						
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April 2019						
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Elementary hours 8:30 a.m. to 2:20 p.m. 295 instructional minutes per day

Secondary hours 8:30 a.m. to 2:40 p.m. 320 instructional minutes per day

	Opening Day
	Scheduled Vacation
	Statutory Holidays
	Professional Development Days
	Last Day for Students
	Administrative Day – no school
	Schools not in Session
	Curriculum Days

## 2018-2019 KANAKA CREEK SCHOOL CALENDAR

Schools opening day for students	Tuesday, September 4, 2018
<i>Non-instructional day (curriculum implementation)</i>	<i>Monday, September 24, 2018</i>
Thanksgiving Day	Monday, October 8, 2018
<i>Non-instructional day (province-wide)</i>	<i>Friday, October 19, 2018</i>
<i>Non-instructional day (district)</i>	<i>Friday, November 9, 2018</i>
Remembrance Day	Monday, November 12, 2018
Schools close for break	Friday, December 7, 2018
Winter break	Monday, December 10, 2018 to Friday, January 4, 2019
Schools reopen after break	Monday, January 7, 2019
<i>Non-instructional day (curriculum implementation)</i>	<i>Friday, January 25, 2019</i>
<i>Non-instructional day (school-based)</i>	<i>Thursday, February 14, 2019</i>
<i>Schools not in Session</i>	<i>Friday, February 15, 2019</i>
Family Day	Monday, February 18, 2019
Schools close for break	Friday, March 29, 2019
Spring break	Monday, April 1, 2019 to Friday, April 26, 2019
<i>Non-instructional day (district)</i>	<i>Monday, April 29, 2019</i>
Schools reopen after break	Tuesday, April 30, 2019
Victoria Day	Monday, May 20, 2019
<i>Non-instructional day (school-based)</i>	<i>Tuesday, May 21, 2019</i>
Canada Day	Monday, July 1, 2019
Last day for students	Tuesday, July 23, 2019
Year-end administrative day	Wednesday, July 24, 2019
Schools close for Summer vacation	Thursday, July 25, 2019

**ELEMENTARY (K-7) DAILY SCHEDULE:** 8:30am to 2:20pm. 295 instructional minutes per day. Kindergarten gradual entry the first 2 weeks of September.

**Minimum number of hours of instruction that must be offered as per *School Act* and *Calendar Regulation*:**

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December 2018						
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February 2019						
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March 2019						
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April 2019						
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May 2019						
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June 2019						
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July 2019						
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Secondary hours 8:30 a.m. to 2:40 p.m. 320 instructional minutes per day

	Opening Day
	Scheduled Vacation
	Statutory Holidays
	Professional Development Days
	Last Day for Students
	Administrative Day – no school
	Schools Not in Session
	Curriculum Days

## 2018-2019 DISTRIBUTED LEARNING SCHOOL CALENDAR

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<i>Non-instructional day (district)</i>	<i>Friday, November 9, 2018</i>
Remembrance Day	Monday, November 12, 2018
Schools close for break	Friday, December 21, 2018
Winter break	Monday, December 24, 2018 to Friday, January 4, 2019
Schools reopen after break	Monday, January 7, 2019
<i>Non-instructional day (curriculum implementation)</i>	<i>Friday, January 25, 2019</i>
<i>Non-instructional day (school-based)</i>	<i>Thursday, February 14, 2019</i>
<i>Schools not in Session</i>	<i>Friday, February 15, 2019</i>
Family Day	Monday, February 18, 2019
Schools close for break	Friday, March 15, 2019
Spring break	Monday, March 18, 2019 to Friday, March 22, 2019
<i>Schools not in Session</i>	<i>Monday, March 25, 2019 to Friday, March 29, 2019</i>
Schools reopen after break	Monday, April 1, 2019
Good Friday	Friday, April 19 2019
Easter Monday	Monday, April 22, 2019
<i>Non-instructional day (district)</i>	<i>Monday, April 29, 2019</i>
Victoria Day	Monday, May 20, 2019
<i>Non-instructional day (school-based)</i>	<i>Tuesday, May 21, 2019</i>
Last day for students	Wednesday, June 26, 2019
Year-end administrative day	Thursday, June 27, 2019
Schools close for Summer vacation	Friday, June 28, 2019

## 2019-2020 DISTRICT SCHOOL CALENDAR

Schools opening day for students	Tuesday, September 3, 2019
<i>Non-instructional day</i>	<i>Monday, September 23, 2019</i>
Thanksgiving Day	Monday, October 14, 2019
<i>Non-instructional day (province-wide)</i>	<i>Friday, October 25, 2019</i>
<i>Non-instructional day</i>	<i>Friday, November 8, 2019</i>
Remembrance Day	Monday, November 11, 2019
Schools close for break	Friday, December 20, 2019
Winter break	Monday, December 23, 2019 to Friday, January 3, 2020
Schools reopen after break	Monday, January 6, 2020
<i>Non-instructional day</i>	<i>Friday, January 24, 2020</i>
<i>Non-instructional day</i>	<i>Thursday, February 13, 2020</i>
<i>Schools not in Session</i>	<i>Friday, February 14, 2020</i>
Family Day	Monday, February 17, 2020
Schools close for break	Friday, March 13, 2020
Spring break	Monday, March 16, 2020 to Friday, March 20, 2020
<i>Schools not in Session</i>	<i>Monday, March 23, 2020 to Friday, March 27, 2020</i>
Schools reopen after break	Monday, March 30, 2020
Good Friday	Friday, April 10, 2020
Easter Monday	Monday, April 13, 2020
Victoria Day	Monday, May 18, 2020
<i>Non-instructional day</i>	<i>Tuesday, May 19, 2020</i>
Last day for students	Wednesday, June 24, 2020
Year-end administrative day	Thursday, June 25, 2020
Schools close for Summer vacation	Friday, June 26, 2020

**ELEMENTARY (K-7) DAILY SCHEDULE:** 8:30am to 2:20pm. 295 instructional minutes per day. Kindergarten gradual entry the first 2 weeks of September.

**NB:** *Kanaka Creek Elementary* will run its year round calendar separate from this calendar.

**SECONDARY (8-12) DAILY SCHEDULE:** 8:30am to 2:40pm. 320 instructional minutes per day.

**Minimum number of hours of instruction that must be offered as per *School Act* and *Calendar Regulation*:**

853 hours of instruction for students in kindergarten.

878 hours of instruction for students in grades 1 to 7.

952 hours of instruction for students in grades 8 to 12.



August 2019						
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September 2019						
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October 2019						
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November 2019						
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December 2019						
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January 2020						
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February 2020						
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March 2020						
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May 2020						
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July 2020						
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	Opening Day
	Scheduled Vacation
	Statutory Holidays
	Professional Development Days
	Last Day for Students
	Administrative Day – no school
	Schools not in Session
	Curriculum Days
	Growth Planning Day

## 2019-2020 KANAKA CREEK SCHOOL CALENDAR

Schools opening day for students	Tuesday, September 3, 2019
<i>Non-instructional day</i>	<i>Monday, September 23, 2019</i>
Thanksgiving Day	Monday, October 14, 2019
<i>Non-instructional day (province-wide)</i>	<i>Friday, October 25, 2019</i>
<i>Non-instructional day</i>	<i>Friday, November 8, 2019</i>
Remembrance Day	Monday, November 11, 2019
Schools close for break	Friday, December 6, 2019
Winter break	Monday, December 9, 2019 to Friday, January 3, 2020
Schools reopen after break	Monday, January 6, 2020
<i>Non-instructional day</i>	<i>Friday, January 24, 2020</i>
<i>Non-instructional day</i>	<i>Thursday, February 13, 2020</i>
<i>Schools not in Session</i>	<i>Friday, February 14, 2020</i>
Family Day	Monday, February 17, 2020
Schools close for break	Friday, March 27, 2020
Spring break	Monday, March 30, 2020 to Friday, April 24, 2020
Schools reopen after break	Monday, April 27, 2020
Victoria Day	Monday, May 18, 2020
<i>Non-instructional day</i>	<i>Tuesday, May 19, 2020</i>
Canada Day	Wednesday, July 1, 2020
Last day for students	Tuesday, July 21, 2020
Year-end administrative day	Wednesday, July 22, 2020
Schools close for Summer vacation	Thursday, July 23, 2020

**ELEMENTARY (K-7) DAILY SCHEDULE:** 8:30am to 2:20pm. 295 instructional minutes per day. Kindergarten gradual entry the first 2 weeks of September.

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February 2020						
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March 2020						
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April 2020						
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Thanksgiving Day	Monday, October 14, 2019
<i>Non-instructional day (province-wide)</i>	<i>Friday, October 25, 2019</i>
<i>Non-instructional day</i>	<i>Friday, November 8, 2019</i>
Remembrance Day	Monday, November 11, 2019
Schools close for break	Friday, December 20, 2019
Winter break	Monday, December 23, 2019 to Friday, January 3, 2020
Schools reopen after break	Monday, January 6, 2020
<i>Non-instructional day</i>	<i>Friday, January 24, 2020</i>
<i>Non-instructional day</i>	<i>Thursday, February 13, 2020</i>
<i>Schools not in Session</i>	<i>Friday, February 14, 2020</i>
Family Day	Monday, February 17, 2020
Schools close for break	Friday, March 13, 2020
Spring break	Monday, March 16, 2020 to Friday, March 20, 2020
<i>Schools not in Session</i>	<i>Monday, March 23, 2020 to Friday, March 27, 2020</i>
Schools reopen after break	Monday, March 30, 2020
Good Friday	Friday, April 10, 2020
Easter Monday	Monday, April 13, 2020
Victoria Day	Monday, May 18, 2020
<i>Non-instructional day</i>	<i>Tuesday, May 19, 2020</i>
Last day for students	Wednesday, June 24, 2020
Year-end administrative day	Thursday, June 25, 2020
Schools close for Summer vacation	Friday, June 26, 2020



## ITEM 5

To: **Board of Education**

From: Secretary Treasurer  
Flavia Coughlan

Re: **REGULAR STUDENT TRANSPORTATION**

Date: March 7, 2018  
(Public Board Meeting)

### Decision

#### **BACKGROUND/RATIONALE:**

##### **Student Transportation Services as at February 28, 2018**

The registration deadline for regular student transportation services was June 30, 2017. All applications received were processed and based on the applications received a total of seven buses were contracted. The table below summarizes the utilization of each bus route:

<i>Route</i>	<i>Estimated Ride Time</i>	<i>Eligible</i>	<i>Ineligible</i>	<i>Total</i>	<i>Utilization</i>
<i>Route 1: Whonnock</i>	68	42	14	56	97%
<i>Route 2: Webster's Corner</i>	45	54	10	64	100%
<i>Route 3: Pitt Meadows Secondary and Highland Park</i>	70	48	3	51	100%
<i>Route 4: Garibaldi Secondary</i>	68	44	5	49	91%
<i>Route 5: Garibaldi Secondary</i>	22	40	5	45	94%
<i>Route 6: Garibaldi Secondary</i>	25	46	4	50	100%
<i>Route 7: Garibaldi Secondary and Blue Mountain</i>	38	25	13	38	75%
<i>Taxi: SRT</i>		2	0	2	
<b>Total</b>		<b>301</b>	<b>54</b>	<b>355</b>	<b>94%</b>
<i>Estimated Cost</i>				\$385,000	
<i>Transportation Fees (Ineligible)</i>				\$(12,600)	
<i>Net Cost</i>				\$372,643	
<b>Net Cost per Student</b>				<b>\$ 1,050</b>	

We collected \$12,600 in fees and granted 14 fee waivers for ineligible riders.

#### **2018/19 Regular Student Transportation Services**

It is proposed that regular student transportation services be continued with the following parameters:  
(Attachment A: Regular Student Transportation Procedure)

- Eligible students for regular student transportation are defined as:
  - Resident primary students (Grades K-3) and their siblings attending the same school who live farther than 4 kilometers from their catchment area school;
  - All other resident students (Grades 4-12) who live farther than 4.8 kilometers from their catchment area school.

2. The Board, at its discretion, may provide bus service for ineligible students for a fee of \$315/child/year. If there are available spaces on an existing bus route the available spaces will be allocated in the following priority order:
  1. Distance from school on the basis that students who live farthest from the catchment school will have the greater priority;
  2. The age of the student on the basis that younger students will have the greater priority;
  3. Catchment on the basis that in catchment students will have first priority, followed by out of catchment students and followed by out of district students.

Bus routes will not be modified to accommodate ineligible students.

3. Non-resident students who register for transportation services are required to pay a transportation fee of \$315/year.
4. Transportation fees shall be waived for families with combined gross household income at or below the low income thresholds established by Statistics Canada. Proof of household income is required before the waiver is granted.
5. Parents or guardians are required to apply for transportation service for their children between May 1, 2018 and June 30, 2018.
6. If the application for transportation services is approved, the payment of transportation fees for ineligible students must be received before the transportation service is confirmed for the child. For demonstrated financial hardship cases that do not qualify for the transportation fee waiver, alternate payment arrangements may be made with the approval of the Secretary Treasurer or Designate. Payments must be made after the application is approved and no later than August 17, 2018.
7. Registered students are required to use transportation services on a regular basis. Occasional use of transportation services (i.e. less than 50% per month) may result in cancellation of transportation services for the student.
8. The number of contracted buses will be minimized by enforcing the June 30 registration deadline and by creating routes based on registrations received, and optimizing and/or extending routes in order to achieve a 95%+ utilization for each bus.
9. The school district participates in the Ministry of Education Transportation pilot aimed at increasing the efficiency of student transportation services.
10. The school district will continue to work with TransLink on improving access to local transit services.

### **Summary of Budget Impact**

In 2017/18 contracting the minimum number of buses required to provide transportation services for registered eligible riders was maintained. This process will also be in place for 2018/19 with any savings or cost increases addressed in the amended budget. An RFP process is currently underway for busing services. Costs may need to be adjusted based on the outcome of this process.

	<i>Amended Budget 2017/18</i>	<i>Proposed Preliminary Budget 2018/19</i>
<i>Revenue - fees</i>	(12,000)	(8,000)
<i>Revenue – new Transportation fund</i>	(185,990)	(185,990)
<i>Hardship Fund</i>	4,400	4,000
<i>Cost for buses (Regular)</i>	385,000 (7 buses)	405,000 (7 buses)
<i>Cost for buses (Students with Special Needs)</i>	236,800 (4 buses)	304,000 (5 buses)
<i>Other transportation costs</i>	24,500	24,500
<b><i>Total Cost</i></b>	<b>452,710</b>	<b>543,510</b>

**RECOMMENDATION:**

**THAT the Board approve adding the proposed Regular Student Transportation services to the 2018/19 Preliminary Budget subject to sufficient funding being available to retain current budget allocations.**

Attachment



## SD 42 PROCEDURE: 5400.3 – REGULAR STUDENT TRANSPORTATION

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### GUIDING PRINCIPLES:

1. Eligible students for regular student transportation are defined as:
  - Resident primary students (Grades K-3) and their siblings attending the same school who live farther than 4 kilometers from their catchment area school;
  - All other resident students (Grades 4-12) who live farther than 4.8 kilometers from their catchment area school.
2. The Board, at its discretion, may provide bus service for ineligible students for a fee of **\$315**/child/year. If there are available spaces on an existing bus route the available spaces will be allocated in the following priority order:
  1. Distance from school on the basis that students who live farthest from the catchment school will have the greater priority;
  2. The age of the student on the basis that younger students will have the greater priority;
  3. Catchment on the basis that in catchment students will have first priority, followed by out of catchment students and followed by out of district students.

Bus routes will not be modified to accommodate ineligible students.

3. Non-resident students who register for transportation services are required to pay a transportation fee of **\$315**/year.
4. Transportation fees shall be waived for families with combined gross household income at or below the low income thresholds established by Statistics Canada. Proof of household income is required before the waiver is granted.
5. Parents or guardians are required to apply for transportation service for their children between May 1, 2018 and June 30, 2018.
6. If the application for transportation services is approved, the payment of transportation fees for ineligible students must be received before the transportation service is confirmed for the child. For demonstrated financial hardship cases that do not qualify for the transportation fee waiver, alternate payment arrangements may be made with the approval of the Secretary Treasurer or Designate. Payments must be made after the application is approved and no later than September 1, 2018.
7. Registered students are required to use transportation services on a regular basis. Occasional use of transportation services (i.e. less than 50% per month) may result in cancellation of transportation services for the student.



8. The number of contracted buses will be minimized by enforcing the June 30 registration deadline and by creating routes based on registrations received, and optimizing and/or extending routes in order to achieve a 95%+ utilization for each bus.

## TRANSPORTATION SERVICES REGISTRATION AND FEES ADMINISTRATION

1. For 2018/19 the application process is as follows:

Application Period	May 1, 2018 to <b>June 30, 2018</b>
Routes and Rosters Confirmation	August 17, 2018
Last Day for Payment of Fees ( <i>if applicable</i> )	September 1, 2018

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



**ITEM 6**

To: **Board of Education**

From: Secretary Treasurer  
Flavia Coughlan

Re: **TRUSTEE ELECTIONS BYLAW  
NO.1 -2017/18**

Date: March 7, 2018  
(Public Board Meeting)

**Decision**

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**BACKGROUND/RATIONALE:**

The attached Trustee Elections Bylaw No. 1-2017/18 reaffirms that the Board of Education wishes to maintain the long-standing arrangement whereby the municipalities contained in School District No. 42 (Maple Ridge – Pitt Meadows) conduct elections for school trustees on behalf of the Board of Education. Through the elections bylaw various procedures and requirements under the authority of the School Act for trustee elections are established.

**RECOMMENDATION:**

- 1) **THAT the Trustee Elections Bylaw No. 1-2017/18 of the Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows) be given three (3) readings at this meeting. (vote must be unanimous)**
- 2) **THAT the Trustee Elections Bylaw No. 1-2017/18 of the Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows) be:**  
**Read a first time on the 7th day of March, 2018;**  
**Read a second time on the 7th day of March, 2018;**  
**Read a third time, passed and adopted on the 7th day of March, 2018.**
- 3) **THAT the Board rescind Trustee Elections Bylaw No. 1-2013/14 of the Board of Education of School District No. 42 (Maple Ridge - Pitt Meadows)**

Attachments

**TRUSTEE ELECTIONS BYLAW NO. 1-2017/18**  
**BOARD OF EDUCATION OF SCHOOL DISTRICT No. 42**  
**(MAPLE RIDGE – PITT MEADOWS)**

A bylaw to provide for the determination of various procedures for the conduct of general school elections and other trustee elections.

**Preamble:**

Under the *School Act*, the board of education may, by bylaw, determine various procedures and requirements to be applied in the conduct of trustee elections.

In School District No. 42 (Maple Ridge – Pitt Meadows), trustee elections are held in the following trustee electoral areas:

<b>TEA No.</b>	<b>Trustee electoral area description:</b>	<b>Authority</b>	<b>Number of trustees</b>
<b>1</b>	<i>Municipality of Maple Ridge</i>	Municipal Council of the City of Maple Ridge	<i>Five</i>
<b>2</b>	<i>Municipality of Pitt Meadows</i>	City Council of the City of Pitt Meadows	<i>Two</i>

The board of education wishes to establish various procedures and requirements under the authority of the *School Act* for trustee elections.

The board of education, in an open meeting of the board, enacts as follows:

**1. Definitions**

The terms used shall have the meanings assigned by the *School Act*, the *Local Government Act*, and the *Local Elections Campaign Financing Act* except as the context indicates otherwise.

“Board” or “school board” means the Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows).

“By-election” means a trustee election to fill a vacancy on the school board in any of the circumstances described in section 36 of the *School Act*.

“Election” means a trustee election.

“General Voting Day” means the date on which general voting for a trustee election is to take place, whether part of the general school elections or a by-election.

“Minister” means the Minister of Education

## **2. Application**

This bylaw applies to both general school elections and by-elections, except as otherwise indicated.

## **3. Required Advance Voting Opportunities**

- 3.1 Unless the Board is exempted from the requirement by Order of the Minister of Education, an advance voting opportunity will be held on the tenth day before general voting day.
- 3.2 Unless the Board is exempted from the requirement for a second advance voting opportunity by Order of the Minister of Education a second advance voting opportunity will be held on:
  - i. in *Trustee Electoral Area 1, a municipal TEA*, the date specified in the bylaws of the *Municipality of the City of Maple Ridge*
  - ii. in *Trustee Electoral Area 2, a municipal TEA*, the date specified in the bylaws of the *Municipality of the City of Pitt Meadows*

## **4. Order of Names on the Ballot**

The order of names of candidates on the ballot will be alphabetical.

## **5. Resolution of Tie Vote after Judicial Recount**

In the event of a tie vote after a judicial recount, the tie vote will be resolved by lot in accordance with the *Local Government Act*.

## **6. Number of Nominators**

For certainty, the minimum numbers of qualified nominators for a trustee candidate in *Trustee Electoral Area 1* is two. The minimum number of qualified nominators for a trustee candidate in *Trustee Electoral Area 2* is two.

## **7. Access to Candidate Nomination Documents**

The Board authorizes the chief election officer to make nomination documents of trustee candidates available for public inspection, during regular office hours, via the internet or other electronic means until 30 days after declaration of the election results.

## **8. Application of Local Government Bylaws**

- (a) In *Trustee Electoral Area No.1* the election bylaws of the Municipality of the City of Maple Ridge apply to trustee elections conducted by the Municipality of the City of Maple Ridge, except for bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.

- (b) In *Trustee Electoral Area No.2* the election bylaws of the Municipality of the City of Pitt Meadows apply to trustee elections conducted by the Municipality of the City of Pitt Meadows, except for bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.

**9. Additional Advance Voting Opportunities**

The chief election officer is authorized to establish additional advance voting opportunities for each election and to designate the voting places, establish the date and the voting hours for these voting opportunities.

**10. Additional General Voting Opportunities**

The chief election officer is authorized to establish additional general voting opportunities for general voting day for each election and to designate the voting places and voting hours, within the limits set out in the *Local Government Act*, for such voting opportunities.

**11. Number of Scrutineers at Voting Places**

The number of scrutineers for each candidate that may attend at an election is a maximum of one scrutineer for each ballot box in use.

**12. Title**

This bylaw may be cited as "The Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows) Trustee Elections Bylaw No. 1-2017/18."

**13. Repeal**

School District No. 42 (Maple Ridge – Pitt Meadows) Trustee Elections Bylaw No. 1-2013/14 is hereby repealed.

READ A FIRST TIME THIS 7<sup>th</sup> DAY OF MARCH 2018

READ A SECOND TIME THIS 7<sup>TH</sup> DAY OF MARCH 2018

READ A THIRD TIME AND ADOPTED THIS 7<sup>TH</sup> DAY OF MARCH 2018

(Corporate seal)

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Chairperson of the Board

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Secretary-Treasurer



TRUSTEE ELECTIONS BYLAW NO. 1-2013/14  
BOARD OF EDUCATION OF SCHOOL DISTRICT No. 42  
(MAPLE RIDGE – PITT MEADOWS)

A bylaw to provide for the determination of various procedures for the conduct of general school elections and other trustee elections.

**Preamble:**

Under the *School Act*, the board of education may, by bylaw, determine various procedures and requirements to be applied in the conduct of trustee elections.

In School District No. 42 (Maple Ridge – Pitt Meadows), trustee elections are held in the following trustee electoral areas:

TEA No.	Trustee electoral area description:	Authority	Number of trustees
1	<i>Municipality of Maple Ridge</i>	Municipal Council of the District of Maple Ridge	<i>Five</i>
2	<i>Municipality of Pitt Meadows</i>	City Council of the City of Pitt Meadows	<i>Two</i>

The board of education wishes to establish various procedures and requirements under the authority of the *School Act* for trustee elections.

The board of education, in an open meeting of the board, enacts as follows:

**1. Definitions**

The terms used shall have the meanings assigned by the *School Act*, the *Local Government Act*, and the *Local Elections Campaign Financing Act* except as the context indicates otherwise.

“Board” or “school board” means the Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows).

“By-election” means a trustee election to fill a vacancy on the school board in any of the circumstances described in section 36 of the *School Act*.

“Election” means a trustee election.

“General Voting Day” means the date on which general voting for a trustee election is to take place, whether part of the general school elections or a by-election.

“Minister” means the Minister of Education

## **2. Application**

This bylaw applies to both general school elections and by-elections, except as otherwise indicated.

## **3. Required Advance Voting Opportunities**

3.1 Unless the Board is exempted from the requirement by Order of the Minister of Education, an advance voting opportunity will be held on the tenth day before general voting day.

3.2 Unless the Board is exempted from the requirement for a second advance voting opportunity by Order of the Minister of Education a second advance voting opportunity will be held on:

- i. in *Trustee Electoral Area 1, a municipal TEA*, the date specified in the bylaws of the *Municipality of the District of Maple Ridge*
- ii. in *Trustee Electoral Area 1, a municipal TEA*, the date specified in the bylaws of the *Municipality of City of Pitt Meadows*

## **4. Order of Names on the Ballot**

The order of names of candidates on the ballot will be alphabetical.

## **5. Resolution of Tie Vote after Judicial Recount**

In the event of a tie vote after a judicial recount, the tie vote will be resolved by lot in accordance with the *Local Government Act*.

## **6. Number of Nominators**

For certainty, the minimum numbers of qualified nominators for a trustee candidate in *Trustee Electoral Area 1* is two. The minimum number of qualified nominators for a trustee candidate in *Trustee Electoral Area 2* is two.



**7. Access to Candidate Nomination Documents**

The Board authorizes the chief election officer to make nomination documents of trustee candidates available for public inspection, during regular office hours, via the internet or other electronic means until 30 days after declaration of the election results.

**8. Application of Local Government Bylaws**

- (a) In *Trustee Electoral Area No.1* the election bylaws of the Municipality of District of Maple Ridge apply to trustee elections conducted by the Municipality of District of Maple Ridge, except for bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.
- (b) In *Trustee Electoral Area No.2* the election bylaws of the Municipality of City of Pitt Meadows apply to trustee elections conducted by the Municipality of City of Pitt Meadows, except for bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.

**9. Additional Advance Voting Opportunities**

The chief election officer is authorized to establish additional advance voting opportunities for each election and to designate the voting places, establish the date and the voting hours for these voting opportunities.

**10. Additional General Voting Opportunities**

The chief election officer is authorized to establish additional general voting opportunities for general voting day for each election and to designate the voting places and voting hours, within the limits set out in the *Local Government Act*, for such voting opportunities.

**11. Number of Scrutineers at Voting Places**

The number of scrutineers for each candidate that may attend at an election is a maximum of one scrutineer for each ballot box in use.

**12. Title**

This bylaw may be cited as “The Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows) Trustee Elections Bylaw No. 1-2013/14.”



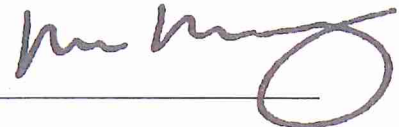
**13. Repeal**

School District No. 42 (Maple Ridge – Pitt Meadows) Trustee Elections Bylaw No. 1-2011 and Trustee Elections Bylaw No. 1-2008/09 are hereby repealed.

READ A FIRST TIME THIS 25<sup>TH</sup> DAY OF JUNE 2014

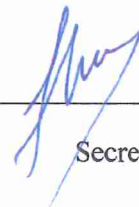
READ A SECOND TIME THIS 25<sup>TH</sup> DAY OF JUNE 2014

READ A THIRD TIME AND ADOPTED THIS 25<sup>TH</sup> DAY OF JUNE 2014.



Chairperson of the Board

(Corporate seal)



Secretary-Treasurer



**ITEM 7**

To: **Board of Education**

From: Secretary Treasurer  
Flavia Coughlan

Re: **SOUTH ALBION PARK DEDICATION  
BYLAW 2018**

Date: March 7, 2018  
(Public Board Meeting)

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**Decision**

**BACKGROUND/RATIONALE:**

The site of the new South Albion Elementary School located on 104<sup>th</sup> Avenue includes a riparian area that the Board is not permitted to develop.

The attached bylaw is being recommended for approval to permit the development of 1.521 acres as a park. The park dedication will not interfere with the use of the site for educational purposes.

**RECOMMENDATION:**

- (1) **THAT the South Albion Park Dedication Bylaw 2018 be given three (3) readings at this meeting. (vote must be unanimous)**
- (2) **THAT the South Albion Park Dedication Bylaw 2018 be:**
  - Read a first time on the 7th day of March, 2018;**
  - Read a second time on the 7th day of March, 2018;**
  - Read a third time, passed and adopted on the 7th day of March, 2018.**

Attachment

THE BOARD OF EDUCATION OF SCHOOL  
DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)

SOUTH ALBION PARK DEDICATION BYLAW 2018

WHEREAS a board of education may dispose of land or improvements owned or administered by the board under the authority of Section 96(3) of the School Act, subject to the Orders of the Minister of Education (the “**Minister**”);

AND WHEREAS the Minister issued Order M193/08 effective September 3, 2008 requiring fee simple sales and leases of land or improvements for a term of ten years or more to be specifically approved by the Minister, unless the transferee is an independent school or another school board;

AND WHEREAS Section 65(5) of the *School Act* requires a board of education to exercise a power with respect to the acquisition or disposal of property only by bylaw;

AND WHEREAS:

- (i) The Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows) (the “**Board**”) owns land at 24093 - 104 Avenue, Maple Ridge, British Columbia, and legally described as Parcel Identifier: 010-040-749, Lot 9 Section 10 Township 12 New Westminster District Plan 14750 and land at 24137 - 104<sup>th</sup> Avenue, Maple Ridge, B.C. legally described as Parcel Identifier: 003-793-982, Lot 3 Section 10 Township 12 New Westminster District Plan 10921, and Parcel Identifier: 009-437-061, Lot 4 Section 10 Township 12 New Westminster District Plan 10921 (collectively, the “**Property**”);
- (ii) The Board has applied to rezone and subdivide the Property, to permit development of an elementary school on a portion of the Property, and the municipal approving officer and the City of Maple Ridge (the “**City**”) require the Board to fulfil approval conditions that include the dedication of 1.521 acres of the Property as park (the “**Park Dedication**”) as shown on the proposed subdivision plan attached hereto as Schedule A (the “**Plan**”); and
- (iii) The area of the Property affected by the Park Dedication is within a riparian area that the Board would not be permitted to develop, and the Board is of the opinion that the Park Dedication will not interfere with the use of the Property for educational purposes.

NOW THEREFORE be it resolved as a Bylaw of the Board that the Board approve the Park Dedication; and

BE IT FURTHER resolved as a Bylaw of the Board that the Secretary-Treasurer be and is hereby authorized, on behalf of the Board, to execute and deliver the Plan and such other documents, and take such other steps, as may be required to complete the Park Dedication.

This Bylaw may be cited as “School District No. 42 (Maple Ridge – Pitt Meadows) South Albion Park Dedication Bylaw 2018”.

Read a first time this 7th day of March 2018.

Read a second time this 7th day of March 2018.

Upon unanimous agreement of the Trustees of the Board in attendance, this Bylaw was read a third time on day 7th of March 2018, and finally passed and adopted this 7th day of March 2018.

\_\_\_\_\_  
Chairperson of the Board

Corporate Seal

\_\_\_\_\_  
Secretary-Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 42 (Maple Ridge – Pitt Meadows) South Albion Park Dedication Bylaw 2018, adopted by the Board the 7th day of March 2018.

\_\_\_\_\_  
Secretary-Treasurer

# SCHEDULE A: Proposed Subdivision Plan showing Park Dedication

## SKETCH SHOWING SUBDIVISION OF LOTS 3 AND 4 PLAN 10921; AND OF LOT 9 PLAN 14750; SECTION 10 TOWNSHIP 12 NEW WESTMINSTER DISTRICT

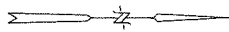
B.C.O.S. 92 C.028

This plan has been prepared in the presence of the  
Applying Officer for the City of New Westminster

Scale 1:500

The intended use of this plan is for a subdivision of land  
500 m in length (10 Store) when plotted at a scale of 1:500

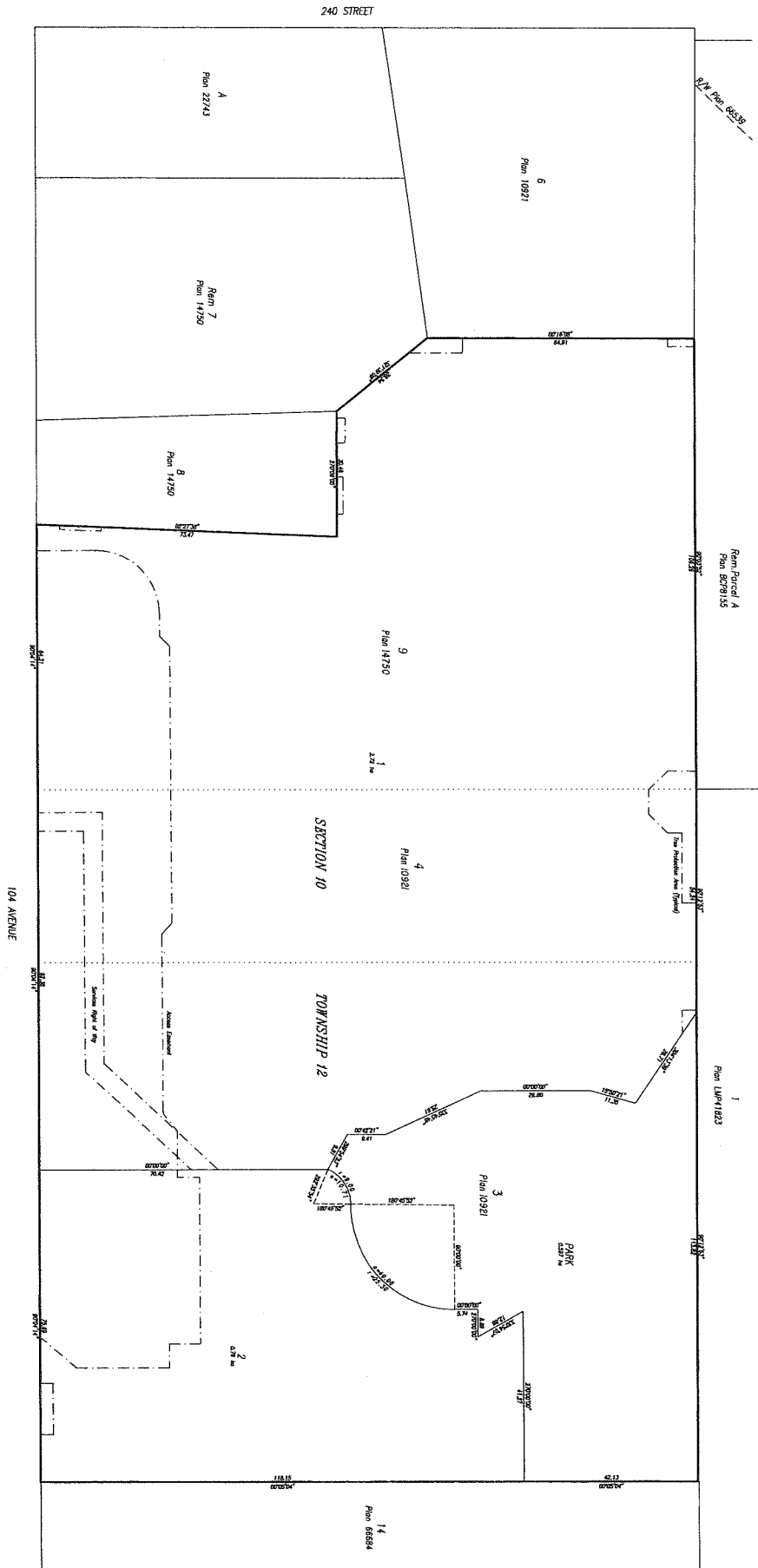
At distance of 1:500



Wells & Associates Land Surveying Ltd.  
B.C. Land Surveyors  
104 Avenue  
New Westminster, B.C. V6X 1A4  
Tel: 607-54-4444 Phone: 604-463-1733

March 1, 2018

This plan has been prepared in the presence of the Applying Officer for the City of New Westminster





**ITEM 8**

To: **Board of Education**

From: Chairperson  
Mike Murray

Re: **OPERATIONAL PLANS**

Date: March 7, 2018  
(Public Board Meeting)

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**Information**

**RECOMMENDATION:**

**THAT the Board receive the Maple Ridge – Pitt Meadows School District Operational Plans for information.**

Attachments

## Background

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

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

## Operational Plan

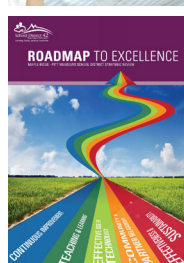
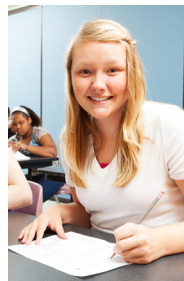
Our vision is to ensure every individual feels valued and all learners reach their full potential.

### Key Strategies

- Enhance learning for all by providing quality programming and initiatives that improve engagement and success
- Improve results by working together effectively with partner groups, staff and the public

### Operational Plan

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



**Mike Murray**  
Board Chair

**Susan Carr**  
Vice Chair

**Lisa Beare**  
Trustee  
2014-2017

**Korleen Carreras**  
Trustee

**Ken Clarkson**  
Trustee

**Eleanor Palis**  
Trustee

**Dr. Dave Rempel**  
Trustee

## Board of Education 2014 - 2018

### MISSION

To support all individuals in their development as successful learners and as respectful, caring and responsible members of society.

### VISION

Every individual feels valued and all learners reach their potential.

### Operational Plan 2014-2018

INITIATIVE	CURRENT STATUS	NEXT STEPS
<b>Continue to support and strengthen innovative programs and learning options that enhance teaching and learning</b>	<ul style="list-style-type: none"> <li>Board Authorized Approved Courses:               <ul style="list-style-type: none"> <li>Masonry Program – Level 1</li> <li>Community Service Learning 12</li> <li>Fitness and Conditioning 12</li> <li>Peer Social Support</li> <li>Conversation Francaise 11/12</li> <li>Chess 11</li> <li>Athletic Leadership 11</li> <li>Athletic Leadership 12</li> <li>Outdoor Education Fly Fishing 10</li> <li>Outdoor Education Advanced Fishing 11</li> <li>Food Studies - Baking 10 - 12</li> <li>Bicycle Maintenance and Repairs 11/12</li> <li>Advanced Basketball 10</li> <li>Astronomy 11</li> <li>Languages for Travel 11</li> <li>Golf 10</li> <li>Strength Training (Musculature)</li> </ul> </li> <li>Elementary Summer Learning Program K-7</li> <li>Strategic Facilities Plan Recommendations implemented:               <ul style="list-style-type: none"> <li>Horticulture Program</li> <li>Maple Ridge Elementary French Immersion</li> </ul> </li> <li>Youth Learning Community Pilot Program</li> <li>Grades K to 9 Distributed Learning Program</li> <li>IB Career-Related Programme at Garibaldi Secondary School</li> <li>IB Middle Years Programme - trial implementation 2017/18</li> <li>Reviewed staff recommendations related to the Strategic Facilities Plan directions</li> <li>Grade 8 Place-Based Learning Pod Program</li> <li>Specialty Academies:               <ul style="list-style-type: none"> <li>Hockey Academy at SRT</li> <li>Dance Academy at THSS</li> <li>Basketball Academy at WSS</li> <li>Golf Academy at MRSS</li> <li>Baseball Academy at GSS</li> <li>Softball Academy at GSS</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Participate on the Education Committee</li> <li>Participate on the Aboriginal Education Committee</li> <li>Monitor the outcomes of new initiatives, programs and courses</li> </ul>
<b>Improve relationships and communication with partner groups and the communities we serve</b>	<ul style="list-style-type: none"> <li>Meetings with partner groups on the impact of the budget</li> <li>Roundtable meetings with partner groups</li> <li>"An Open Letter to the Community" (Re: Labour Dispute and Binding Arbitration)</li> <li>Meetings with local government</li> <li>Your Voice Your Neighbourhood public engagement</li> </ul>	<ul style="list-style-type: none"> <li>Maintain a forum (round table) in which partner groups can express their thoughts regularly</li> <li>Meetings with local government</li> <li>Public consultation on specific governance items</li> <li>Seize opportunities to present to community groups, PAC's and city councils</li> <li>Participate in meetings with partner groups as appropriate</li> </ul>

*Continued on next page...*



# MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

## BOARD OF EDUCATION OPERATIONAL PLAN

*Student Learning is Our Central Purpose*

INITIATIVE	CURRENT STATUS	NEXT STEPS
<b>Provide strong advocacy for adequate funding for education</b>	<ul style="list-style-type: none"> <li>Letter to Premier Clark and Minister Fassbender (Re: Use of Teacher Strike Savings)</li> <li>Letter to Select Standing committee on Finance and Government Services (Re: Budget 2015 Consultations)</li> <li>Letter to Minister Fassbender (Re: 2015/16 Budget)</li> <li>Letter to Select Standing committee on Finance and Government Services (Re: Budget 2016 Consultations)</li> <li>Letter to Minister Fassbender (Re: Policy Change for Adult Education)</li> <li>Letter to Select Standing committee on Finance and Government Services (Re: Budget 2017 Consultations)</li> <li>Meeting with Minister of Education</li> <li>Motion to BCSTA AGM Re: Education Finance</li> <li>Motion to BCSTA AGM Re: School Site Acquisition Charge</li> <li>Motion to BCSTA AGM Re: Adult Graduated Student Upgrading Grant</li> <li>Motion to BCSTA AGM Re: Funding for Portable Classrooms</li> <li>Motion to BCSTA AGM Re: Multi Year Capital Plan Approval</li> <li>Motion to BCSTA AGM Re: Newly Created Employer Health Tax</li> <li>Approval of new South Albion Elementary School</li> </ul>	<ul style="list-style-type: none"> <li>Meetings with Minister of Education, MLAs, and Education Critic</li> <li>Participate in funding formula review</li> <li>Support strategic facilities plan implementation</li> <li>Advocate for capital funding</li> <li>Advocate for appropriate operational funding</li> </ul>
<b>Provide strong advocacy for improved community support services for students</b>	<ul style="list-style-type: none"> <li>Wellness Centre</li> <li>New childcare spaces on school grounds</li> <li>Participated on community liaison committees: <ul style="list-style-type: none"> <li>Municipal Advisory and Accessibility</li> <li>Maple Ridge-Pitt Meadows Arts Council</li> <li>Ridge Meadows Education Foundation</li> <li>Social Planning Advisory</li> <li>City of Maple Ridge Active Transportation</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Participate on community liaison committees: <ul style="list-style-type: none"> <li>Municipal Advisory and Accessibility</li> <li>Maple Ridge-Pitt Meadows Arts Council</li> <li>Ridge Meadows Education Foundation</li> <li>Social Planning Advisory</li> <li>City of Maple Ridge Active Transportation</li> </ul> </li> </ul>
<b>Collaborate with other boards through BCSTA and advocate for the creation, implementation, and evaluation of meaningful co-governance model with the provincial government</b>	<ul style="list-style-type: none"> <li>Trustee Clarkson, Director BCSTA (2015)</li> <li>Motion to BCSTA AGM Re: Co-Governance Annual Review of Effectiveness</li> <li>Motion to BCSTA AGM Re: Bill 11, Education Statutes Amendment Act, 2015</li> <li>Motion to BCSTA AGM Re: Maternity/Paternity Committee</li> <li>Motion to BCSTA AGM Re: Foundation Skills Assessment</li> <li>Motion to BCSTA AGM Re: Incident of Overdose Strategy</li> <li>Letter to Minister Fassbender re: Bill 11</li> <li>Letter to Minister Bernier (Re: Follow up regarding FSA Reporting)</li> <li>Letter to Minister Bernier (Re: Election date when a Board of Education is fired)</li> <li>Trustee representation on BCSTA committees</li> <li>Trustee Murray, BCSTA Finance committee</li> <li>Trustee Carreras, BCSTA Professional Learning Communities committee</li> </ul>	<ul style="list-style-type: none"> <li>Create and submit motions on current and emerging issues</li> <li>Participate in BCSTA branch meetings</li> <li>Participate on BCSTA committees and board as opportunities are available</li> <li>Provide feedback to BCSTA on specific issues</li> </ul>
<b>Review Board operations to ensure the needs of the community are met</b>	<ul style="list-style-type: none"> <li>New 2015/16 Regular Public Board Meeting Schedule adopted to enhance the Board's community outreach through public engagement events on specific topics</li> <li>Strategic Facilities Plan Open House</li> <li>Your Voice, Your Neighbourhood Open House</li> <li>Your Voice, Your Neighbourhood Visioning Workshop</li> <li>Investigated day time Board meetings in Secondary Schools</li> </ul>	<ul style="list-style-type: none"> <li>Public engagement on specific issues</li> </ul>

# MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

## BOARD OF EDUCATION OPERATIONAL PLAN

*Student Learning is Our Central Purpose*

INITIATIVE	CURRENT STATUS	NEXT STEPS
Review, create and update Board policies	<ul style="list-style-type: none"> <li>• Policy 2400: School Board Meeting Proceedings</li> <li>• Policy 2915: Trustee Elections (Procedure 2915.1: Trustee Elections)</li> <li>• Policy 3901: Maintenance of Order in Schools (Procedure 3901.1: Maintenance of Order in Schools)</li> <li>• Policy 4101: General Banking</li> <li>• Policy 4105: Investments</li> <li>• Policy 4110: Revenue Generation</li> <li>• Policy 4203: Budget Planning and Reporting (Procedure 4203.1: Budget Process)</li> <li>• Policy 4410: Travel Expenses</li> <li>• Procedure 4435.1: Scholarships, Bursaries and Student Awards</li> <li>• Policy 4600: Purchasing Goods and Services (Procedure 4600.1: Purchasing - Methods to Obtain Goods and Services, Procedure 4600.2: Purchasing - Product Standards, Procedure 4600.3: Purchasing - Obtain Vendor Pricing, Procedure 4600.4: Purchasing - Competitive Bidding Process, Procedure 4600.5: Purchasing - Selection of Vendor Bids and Proposals)</li> <li>• Policy 4910: Financial Reporting and Administration - School Based Funds</li> <li>• Policy 5400: Transportation of Students with Special Needs (Procedure 5400.2: Transportation Registration and Fees)</li> <li>• Policy 5705: Surveillance (Procedure 5705.1: Video Surveillance)</li> <li>• Policy 5780: Information Technology and Communication Systems Appropriate Use Policy (Procedure 5780.2: Protection of School District Records When Working Away from the Workplace)</li> <li>• Policy 6425: School Size</li> <li>• Policy 6530: Environmental Sustainability</li> <li>• Policy 6801: School Closures</li> <li>• Procedure 7201.1: Recruitment and Selection of Senior Team Positions, Principals and Vice Principals and Excluded Staff</li> <li>• Policy 7210: Workplace Discrimination or Bullying and Harassment</li> <li>• Policy 7230: Leave of Absence</li> <li>• Policy 7710: Professional Development</li> <li>• Policy 8330: Board Authority/Authorized Courses (Procedure 8330.1: Board Authority/Authorized Courses)</li> <li>• Policy 8801: Course Challenge (Procedure 8801.1: Course Challenge)</li> <li>• Policy 8901: Field Trips (Including Extra Curricular Activities) (Procedure 8901.1: Level 1 Field Trips (Including Extra-Curricular Activities, Procedure 8901.2: Level 2 Field Trips (Including Extra-Curricular Activities)</li> <li>• Policy 8912: Independent Directed Studies (Procedure 8912.1: Independent Directed Studies)</li> <li>• Policy 9200: School Catchment Areas &amp; Student Placement (Procedure: 9200.1 Student Placement)</li> <li>• Policy 9325: Education Programs for Non-Residents (Procedure 9325.1: Education Programs for Non-Residents, Procedure 9325.2: Education Programs for Non-Residents - Homestay Families)</li> <li>• Policy 9430: Physical Restraint or Seclusion in School Settings (Procedure 9430.1: Physical Restraint or Seclusion in School Settings)</li> <li>• Policy 9500: Suspension and Exclusion of Students from School</li> <li>• Policy 9601: Anaphylaxis (Procedure 9601.1 Anaphylaxis)</li> <li>• Procedure 9610.1: Medical Intervention</li> <li>• Procedure 9610.2: Seizures</li> <li>• Procedure 9610.3: Type 1 Diabetes</li> <li>• Policy 9705: Student Records (Procedure 9705.1: Student Records)</li> <li>• Policy 9801: Fees - Hardship (Procedure 9801.1: Fees - Hardship Low Income Waiver)</li> <li>• 10200: Communications</li> <li>• 10310: Volunteers (Procedure: 10310.1 Volunteers, Procedure: 10310.2 Volunteer Drivers, Procedure: 10310.3 Volunteer Community Coaches)</li> <li>• Procedure 10400.1: Rental Fees</li> <li>• Universal washroom sign</li> </ul>	<ul style="list-style-type: none"> <li>• Board Policy Development Committee Annual Work Plan</li> </ul>

# MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

## BOARD OF EDUCATION OPERATIONAL PLAN

*Student Learning is Our Central Purpose*

INITIATIVE	CURRENT STATUS	NEXT STEPS
<b>Continue to improve the Board's communication plan to ensure increased Board work awareness</b>	<ul style="list-style-type: none"> <li>Board Highlights</li> <li>Improved school district website with Trustees Advocacy page</li> <li>News Release "Our schools can take no more"</li> <li>News Release "School board concerned about impact of provincial budget"</li> <li>News Release "Your Voice, Your Neighbourhood Centre"</li> <li>Reviewed communication policy</li> </ul>	<ul style="list-style-type: none"> <li>Individual trustee social media presence</li> <li>Create social media guidelines for trustees</li> </ul>
<b>Support youth engagement in school district governance</b>	<ul style="list-style-type: none"> <li>Student Voice participation in roundtable with partner group meetings, budget discussions and Strategic Facilities Review</li> <li>Student Forum 2016 and 2018</li> <li>Investigated youth trustee possibility</li> <li>Investigated day time Board meetings in Secondary Schools</li> <li>Student engagement review/Student Voice</li> <li>Organized meetings of the Board and secondary students at GSS, PMSS and WSS</li> </ul>	<ul style="list-style-type: none"> <li>Continue to organize meetings of students with the Board in schools</li> <li>Participate in Student Forum</li> </ul>
<b>Continue to celebrate success, recognize accomplishments and service of staff and volunteers</b>	<ul style="list-style-type: none"> <li>Trustee participation at staff recognition events, school tours, retirement tea, aboriginal awards and graduation ceremonies</li> <li>Staff and student presentations at public board meetings</li> </ul>	<ul style="list-style-type: none"> <li>Trustee participation in recognition events</li> <li>School visits</li> </ul>
<b>Lead the development and implementation of SD42's Framework for Enhancing Student Learning including monitoring student achievement</b>	<ul style="list-style-type: none"> <li>Lead the development of an updated Strategic Plan</li> <li>Adopted a new Strategic Plan</li> </ul>	<ul style="list-style-type: none"> <li>Update Operational Plans</li> <li>Monitor student achievement through regular reports from Superintendent</li> </ul>
<b>Monitor performance against the strategic plan and facilitate annual review of operational plans</b>	<ul style="list-style-type: none"> <li>Board of Education Operational Plan</li> <li>Business Division Operational Plan</li> <li>Education Operational Plan</li> <li>Human Resources Operational Plan</li> <li>Information Technology Operational Plan</li> <li>Reviewed operational plans November 2015 and November 2016</li> <li>Board self evaluation 2015, 2016 and 2017</li> <li>Superintendent evaluation 2015, 2016 and 2017</li> </ul>	<ul style="list-style-type: none"> <li>Board self evaluation</li> <li>Review of Operational Plans</li> <li>Superintendent evaluation</li> <li>Review and implement periodic student achievement reporting</li> </ul>
<b>Monitor performance against the strategic facilities plan and lead the renewal of a new strategic facilities plan</b>	<ul style="list-style-type: none"> <li>Approved: <ul style="list-style-type: none"> <li>5 Year Capital Plan</li> <li>IB Middle Years</li> <li>Catchment Review</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Monitor performance</li> <li>Lead the renewal of a new strategic facilities plan</li> </ul>

### Background

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

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

### Operational Plan

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

#### Key Strategies

- Inclusive culture of care and belonging where the well-being and success of all learners is supported and celebrated
- Intentional support for a growth mindset, collaboration, interdependence, and staff development
- Forward-thinking, research-informed, effective, efficient, sustainable, value-based and connected school district

#### Operational Plan 2017-2020

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

- ☐ Create opportunities that support mentoring and succession planning across the organization
- ☐ Provide educational perspective during the bargaining process
- ☐ Continue to expand the use of the student information system to support teaching and learning
- ☐ Continue to support the professional development of all staff
- ☐ Engage and support staff and students in sustainability projects
- ☐ Promote and enhance student learning by aligning our practices, resources, staffing, supports and initiatives
- ☐ Implement revised *Strategic Facilities Plan* recommendations balancing enrolment management and educational programming
- ☐ Support and maximize the innovative design and development of new schools
- ☐ Implement and extend the district-wide literacy plan - year 4, 5, 6
- ☐ Adapt the innovative and effective district-wide assessment and reporting model to the secondary school context. Continue to develop the K - 7 model - year 7
- ☐ Identify and increase opportunities for students to engage in innovative, purposeful and personalized educational programs/activities that align with their passion
- ☐ Facilitate the success of all Aboriginal learners as outlined in our *Aboriginal Enhancement Agreement - Jul 1, 2015 to Jun 30, 2020*
- ☐ Support the implementation of the redesigned provincial curriculum (K - 9), Graduation Program, and other initiatives
- ☐ Promote cultures of care and belonging in our schools and district by developing a district-wide approach to social emotional learning aligned with both the core competencies and with the mission, vision and values of the school district
- ☐ Support the 2018 trustee election and organize the new trustee orientation
- ☐ Annual report on student achievement



### Education Leadership Team

**Sylvia Russell**  
Superintendent

**Lena Frend**  
Office Manager, Office of the Superintendent  
604 466 4228

**Jovo Bikic**  
Assistant Superintendent  
604 466 6211

**Shannon Derinzy**  
Assistant Superintendent  
604 466 6218

**David Vandergugten**  
Assistant Superintendent  
604 466 6218

**Harry Dhillon**  
Assistant Superintendent  
604 466 1302

**Irena Pochop**  
Senior Manager, Communications  
604 466 4285

#### Supporting all learners by:

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



### Background

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

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

### Operational Plan

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

#### Key Strategies

- Continuously review and improve business processes and business systems to drive value
- Support our community of learners through effective communication that enables good decision making
- Ensure business continuity through effective risk management, succession planning, strategic recruitment, retention and professional development

#### Operational Plan 2017-2020

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

- ☐ Update and implement the Strategic Facilities Plan
- ☐ Manage the design and construction of new schools
- ☐ Conduct annual space utilization reviews and create new classroom spaces where required
- ☐ Implement a district wide energy management and environmental sustainability plan
- ☐ Implement new and upgrade existing business systems
- ☐ Ensure through budget reviews and the annual budget process the allocation of sufficient resources (people, time and budget) to support strategic initiatives
- ☐ Clearly identify risks to plans and operations and develop contingency plans
- ☐ Create, roll-out and maintain training and procedure manuals for all departments
- ☐ Develop and implement succession plans for all critical positions
- ☐ Build capacity through targeted professional development and cross-training
- ☐ Create opportunities for positive interactions with other groups and within our division
- ☐ Improve communication with all internal and external stakeholders
- ☐ Support the 2018 trustee election and organize the new trustee orientation
- ☐ Support 2019 bargaining
- ☐ Create, review and update policies and procedures
- ☐ Continue to effectively represent the district perspective to provincial government on business related initiatives



### Business Leadership Contacts

**Flavia Coughlan**  
Secretary Treasurer  
604 466 6225

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

**Nora Wintermute**  
Manager Energy and  
Environmental Sustainability  
604 466 6157

**Monica Schulte**  
Assistant Secretary  
Treasurer  
604 466 6281

**Anna John**  
Manager Payroll & Benefits  
604 466 6227

**Iris Mo**  
Accounting Manager  
604 466 6272

**Kim Hall**  
Budget Manager  
604 466 6212

**Paul Harrison**  
Manager Purchasing and  
Transportation  
604 466 6236

**Rick Delorme**  
Director of Facilities  
604 466 6154

**John Hayer**  
Manager Custodial and  
Community Rentals  
604 466 6158

**Sunny Saggu**  
Manager Maintenance  
604 466 6155

**James Clarke**  
Manager, Facilities  
Planning  
604 466 6163

Getting to excellence through:

- Communication that is efficient, effective, personalized and complete
- Effective risk management and optimization of processes and service levels
- Building capacity, fostering collaboration and supporting the personal and professional development of all staff

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

*Student Learning is Our Central Purpose*

## Background

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

## Operational Plan

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

### Key Strategies

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

### Operational Plan 2017-2020

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

- ☐ Develop and implement leading practices in recruitment and engagement strategies to meet the needs of our growth
- ☐ Develop and implement succession planning model to support key positions within the organization (Fall 2017/Spring 2018)
- ☐ Prepare for and facilitate the school district's bargaining initiatives with MRTA and CUPE. Influence provincial tables with District perspective
- ☐ Promote joint initiatives, agreements and collaborative problem-solving with our partner groups
- ☐ Apply a continuous improvement culture within the HR Department and maximize the power of technology to deliver HR services
- ☐ Review HR metrics to measure operational efficiency and effectiveness, in order to plan for and support our District's operational needs
- ☐ Continue to grow our HR expertise within our Human Resources department and within our school district staff
- ☐ Continue to promote the safety and well-being of our employees by:
  - preventing and/or reducing staff injuries
  - reducing the frequency and impacts of illness
  - enhancing overall well-being of staff
- ☐ Foster leadership development, training and mentorship throughout the school district



## Human Resources Leadership Contacts

### Dana Sirsiris

Director, Human Resources  
604 466 6202

### Gwyneth Dixon-Warren

District Principal, Human Resources  
604 466 6230

### Angela Chung

Manager, Human Resources  
604 466 6234

### Karen Lanz

Manager, Health, Safety & Wellness  
604 466 6229

### Roxane Carwell

Employment & Recruitment Specialist  
604 466 6215

### Getting to excellence by:

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



# MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT INFORMATION TECHNOLOGY DIVISION OPERATIONAL PLAN

*Student Learning is Our Central Purpose*

## Background

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

## Operational Plan

Our vision is to effectively support the school district by maintaining stable technology resources and services; continually exploring and effectively implementing new technologies and online services that will enhance teaching and learning; and improving the effectiveness of support services.

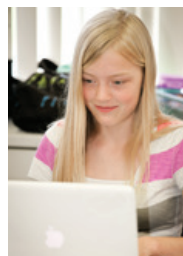
### Key Strategies

- Coordinate the implementation of effective and efficient information management practices within the district
- Identify the needs of district IT service users, and translate those into priority IT initiatives
- Fully leverage current information technology investments

### Operational Plan 2017-2020

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

- ☐ Educate district staff on existing IT initiatives and processes by offering learning sessions and promoting the IT website and knowledge base
- ☐ Increase system stability, enhance staff experience with mobile devices, and effectively integrate telephony with our infrastructure
- ☐ Upgrade IT infrastructure in order to maintain a stable wired and wireless network, VOIP telephony, server infrastructure
- ☐ Deploy projects that enhance the efficiency of district support services
- ☐ Assist school district IT service users in adopting new systems to increase system efficiency
- ☐ Facilitate and help deploy cloud-based applications and the latest technologies in the classroom to support teaching and learning
- ☐ Further develop and maintain the Parent Portal to better serve our schools and parents/student population
- ☐ Continue the development and support of MyPortfolio as a tool to enhance teaching and collaboration between staff/students and parents
- ☐ Work with all education stakeholders to continue to support innovative instructional practices
- ☐ Maintain data integrity within the school district
- ☐ Ensure that IT policies and investments are aligned with educational and business priorities across the school district



## Information Technology Leadership Team Contacts

**David Vandergugten**  
Assistant Superintendent  
604 466 6218

**Richard Eskandar**  
Manager, Information Technology  
604 466 6279

**Matthew Williams**  
Manager, Information Systems  
604 466 6288

**Keith Kiraly**  
Project Manager  
604 466 6223

**Trevor Osborne**  
Systems Analyst  
604 466 4235

**Russ Reid**  
Systems Analyst  
604 466 6244

Getting to excellence by:

- Working with our teaching community to effectively leverage technology to support teaching and learning.
- Efficiently using our IT resources and expertise
- Improving communication between IT and our school district communities



**ITEM 9**

To: **Board of Education**

From: Superintendent  
Sylvia Russell

Re: **SUPERINTENDENT'S UPDATE**

Date: March 7, 2018  
(Public Board Meeting)

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**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:

**February 7, 2018 Closed**

Call to Order  
Motion of Exclusion  
Correspondence  
Approval of Agenda  
Approval of Minutes  
Superintendent Information Item  
Secretary Treasurer Information Item  
Board Committees  
Adjournment

Meeting called to order at 1:02 p.m.  
Approved  
Received  
Approved as amended  
Approved as circulated  
Received  
Received  
Received  
Meeting adjourned at 2:11 p.m.