

Wednesday, May 28, 2014
6:00 p.m.

District Education Office
22225 Brown Avenue
Boardroom

A G E N D A

“You must be the change you wish to see in the world” – Mahatma Gandhi

A – OPENING PROCEDURES

1. Call to Order
2. Correspondence ITEM 1
 - i) Tony Goulet, Chair, SD No. 28 (Quesnel)
 - ii) Board of School Trustees, SD No. 39 (Vancouver)
 - iii) Patti Bacchus, Chair, SD No. 39 (Vancouver)
 - iv) Peg Orcherton, Chair, SD No. 61 (Victoria)
 - v) Press Release, SD No. 63 (Saanich)
 - vi) Bruce Johnson, SD No. 67 (Okanagan Skaha)
 - vii) Larry Ransom, Chair, SD No. 70 (Alberni)
 - viii) Linda McMullan, Chair, SD No. 78 (Fraser-Cascade)
3. Ordering of Agenda
4. Invitation for Public Input to matters on the Agenda

B – CONFIRMATION OF MINUTES

1. April 30, 2014 ITEM 2

C – PRESENTATIONS/DELEGATIONS

1. Canadian Tire Jumpstart Program ITEM 3
2. Aboriginal Education ITEM 4

D – CHAIR REPORT

1. BC School Trustees Association Long-Service Awards ITEM 5

E – DEFERRED ITEMS

F – TRUSTEE MOTIONS

G – CHIEF EXECUTIVE OFFICER’S REPORT

1. Decision Items
 - a) Superintendent of Schools
 - b) Deputy Superintendent
 - c) Secretary Treasurer
 - i. 2014/15 Preliminary Budget Bylaw ITEM 6

- ii. Rescission of Policy EGB: Clerical Services for Schools ITEM 7

2. Information Items

- a) Superintendent of Schools
i. 2013 Carbon Neutral Action Report ITEM 8
- b) Deputy Superintendent
c) Secretary Treasurer

H – COMMITTEE BUSINESS

1. Committees of the Whole

- a) Finance
i. Financial Statements – Third Quarter ITEM 9
- b) Budget

5. Committee & Advisory Committee Reports

- a) Aboriginal Education
b) Board Policy Development
i. Policy 2400: School Board Meeting Proceedings ITEM 10
- c) District Student Advisory
d) Education
e) French Immersion Advisory
f) Inclusive Education
g) Round Table with Partner Groups

I – QUESTION PERIOD

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

J – TRUSTEE REPORTS

1. BC School Trustees' Association Provincial Council
2. District Parent Advisory Council
3. Joint Parks and Leisure Services
4. Municipal Advisory & Accessibility
5. Maple Ridge-Pitt Meadows Arts Council
6. Ridge Meadows Education Foundation
7. Social Planning Advisory:
http://www.mapleridge.ca/EN/main/municipal/728/9982/spac_agenda_minutes.html
8. Tzu Chi Foundation
9. Youth Society
10. Other Board Liaison Representative Reports
a) Good News Items

K – OTHER BUSINESS

- a) Public Disclosure of Closed Meeting Business ITEM 11

L – ADJOURNMENT

To: Board of Education

From Board Chairperson
Mike Murray

Re: **OPENING PROCEDURES**

Date: May 28, 2014
(Public Board Meeting)

Information/Decision

1. CALL TO ORDER

2. CORRESPONDENCE (*Information Item*)

- i. Tony Goulet, Chair, SD No. 28 (Quesnel)
- ii. Board of School Trustees, SD No. 39 (Vancouver)
- iii. Patti Bacchus, Chair, SD No. 39 (Vancouver)
- iv. Peg Orcherton, Chair, SD No. 61 (Victoria)
- v. Press Release, SD No. 63 (Saanich)
- vi. Bruce Johnson, SD No. 67 (Okanagan Skaha)
- vii. Larry Ransom, Chair, SD No. 70 (Alberni)
- viii. Linda McMullan, Chair, SD No. 78 (Fraser-Cascade)

RECOMMENDATION

THAT the Board receive all correspondence for information.

3. ORDERING OF AGENDA (*Decision Item*)

RECOMMENDATION:

THAT the Agenda be ordered as circulated.

4. INVITATION FOR PUBLIC INPUT TO MATTERS ON THE AGENDA

Attachments

Quesnel School District

401 North Star Road,
Quesnel, BC
V2J 5K2

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

Board of Education

May 14, 2014

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

Dear Minister Fassbender:

Re: School District #28 (Quesnel) Funding

The Board of Education of School District No. 28 (Quesnel) is expressing our concern regarding the significant impact of unfunded cost pressures and Ministry of Education initiatives that our Board has had to fund over the last number of years.

Specifically, the cost pressures which have affected us most are:

- MSP premium increases
- Pension Plan increases
- Hydro increases
- CUPE Savings Plan

Over the last three years the Board of Education has had to absorb over \$675,000 in order to achieve balanced budgets. Unfunded and partially funded Ministry of Education initiatives such as, but not limited to, ERASE Bullying Strategy, children in care reporting, changes to Distributed Learning and Continuing Education funding policy, skills/trade programming, climate action reporting, MyEducation BC (Aspen Student Information System), StrongStart, BC's Education Plan and new draft curriculum reviews have also impacted, and continue to impact our limited resources.

Financial challenges for the Board of Education are compounded by 10 plus years of declining enrolment. It has been a continual struggle to meet the financial challenge of the 2.4% decline (or approximately \$500,000 each year). Reduced funding means that services to our students have been removed and disrupted the delivery of education.

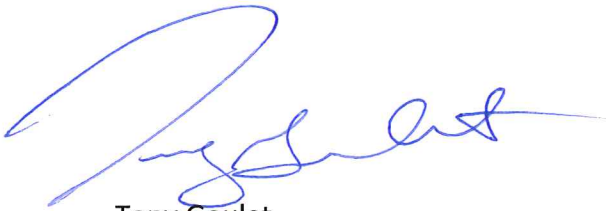


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We are deeply concerned with the lack of financial support for cost pressures that are beyond the control of a School District. As trustees, we are legally obligated to balance the School District's budget. In order for School Boards to meet this obligation, we strongly urge the Minister of Education and the Minister of Finance to recognize the need to fully fund cost pressures that are beyond the control of a School District.

Yours sincerely,

**BOARD OF EDUCATION
QUESNEL SCHOOL DISTRICT**



Tony Goulet
Board of Education Chairperson

TG/tr

- c: Trustees, Board of Education of School District No. 28 (Quesnel)
The Honourable Michael De Jong, Minister of Finance
The Honourable Coralee Oakes, MLA for Cariboo North
Mr. Rob Fleming, MLA - NDP Education Critic
Ms. Sue-Ellen Miller, Superintendent of Schools/CEO
Mr. Brian Cullinane, QPVPA Co-Chairperson
Ms. Suzanne Bolin, QPVPA Co-Chairperson
Ms. Lisa Kishkan, QDTA President
Ms. Denice Bardua, President – CUPE Local 4990
BCSTA – for all other School Boards
Local Media



Vancouver Board of Education

School District No. 39

BOARD OF SCHOOL TRUSTEES

1580 West Broadway

Vancouver, B.C. V6J 5K8

Telephone: 604-713-5000

Fax: 604-713-5049

April 24, 2014

The Honourable Christy Clark
Premier
PO Box 9041 Stn Prov Govt
Victoria, BC V8W 9E1

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

The Honourable Michael de Jong
Minister of Finance
PO Box 9417 Stn Prov Govt
Victoria, BC V8W 9V1

Dear Premier Clark, Minister Fassbender and Minister de Jong:

The Vancouver Board of Education is facing a projected funding shortfall of \$11.65 million for 2014/2015. In order to submit a balanced budget, the Board of Trustees is considering cuts to programs and staff which will significantly impact schools, students and learning communities within Vancouver. A summary of the proposed cuts is attached to this letter.

The funding shortfall for 2014/2015 comes on top of the \$47 million in spending cuts that have been made in Vancouver over the past decade. Unfortunately, the future does not look any brighter as we are forecasting an additional funding shortfall of \$26 million for 2015/2016.

These funding shortfalls are due to the chronic underfunding of public education by the provincial government. As noted in our submission to the Province's Selecting Standing Committee on Finance and Government Services last year, British Columbia falls below the national average in expenditures per student at \$11,820 per student compared to \$12,106 per student. If the Province matched the \$12,106 national average, it would translate into \$160 million more per year in education spending for the Province's 580,000 students. British Columbia also spends less on education as a percentage of gross domestic product (GDP) at 3.3% compared to the national average of 3.6%.

The refusal of the government to fund support staff salary increases negotiated by the Province's chief negotiator, as well as cost increases for Medical Services Plan (MSP) premiums, employee benefit costs (e.g. Teacher Pension Plan) and general inflation on goods and services are major contributing factors to the projected funding shortfall. Our schools and education system cannot continue to sustain these constant cuts to staff and programs. Our students deserve better.

As over 90% of our funding comes from the Province, the level of provincial funding has a significant impact on the educational programs and services that can be provided. Accordingly, we are writing this letter to request that your government advocate for and support additional funding for public education. This would be consistent with the Report of the BC Select Standing Committee on Finance and Government Services which recommended "that the provincial government provide sufficient funding for the K-12 system to enable BC students to become top performers nationally; and address cost increases for school districts."

We also wish to express our shock and concern with respect to the letters from the Minister and Deputy Minister of Education in late March and early April regarding cost sharing for capital projects. The letters propose that school boards would be responsible for funding up to 50% of the cost of seismic and other capital projects. It was especially concerning to read that "where boards of education may have previously designated funds for operating or capital priorities, these priorities will need to be reassessed."

Board of School Trustees:

.../2

Patti Bacchus - Chairperson

Mike Lombardi - Vice-Chairperson

Fraser Ballantyne Ken Clement Ken Denike

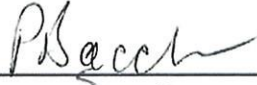

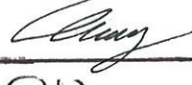
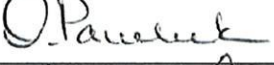




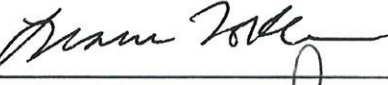

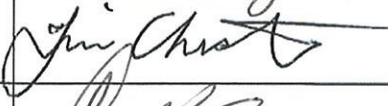
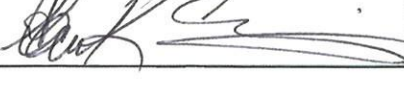
Cherie Payne Allan Wong Sophia Woo

Rob Wynen

As the Province has always remained responsible for funding capital projects, this proposed change in funding represents a significant shift in public policy and does not respect our co-governance relationship. As a result of the continued underfunding of public education in this Province (as noted above), your government should know by now that school boards do not have any excess surplus funds to contribute to the cost of capital projects. We urge the Minister of Education to withdraw his March 31, 2014 letter. Last night, the Vancouver Board of Education passed a proposed motion to be submitted to the BC School Trustees Association (BCSTA) 2014 Annual General Meeting this weekend seeking support on the position that the Province should continue to fully fund seismic and other capital projects.

We thank you for your consideration of our above-noted requests.

Sincerely,

Patti Bacchus, Chairperson Vancouver Board of Education	
Monica Moberg, Chairperson District Parent Advisory Council (DPAC)	
Chansey Chiang, President Vancouver District Student Council (VDSC)	
Debbie Pawluk, President Vancouver Secondary Teachers' Association (VSTA)	
Gerry Kent, President Vancouver Elementary School Teachers' Association	
Liz Kloepper, President Vancouver Elementary Principals and Vice Principals	
Gino Bondi, President Vancouver Associate of Secondary School Administrators	
Jessica Land, President Professional and Administrative Staff Association (PASA)	
Leanne Toderian, President CUPE Local 15	
Brent Boyd, President CUPE Local 407	
Tim Chester, President International Union of Operating Engineers, Local 963	
Alan Exner Trades Representative	

CC: Vancouver MLAs
 BC School Boards (c/o BCSTA)
 Vancouver Board of Education Trustees
 Steve Cardwell, Superintendent of Schools
 Rick Krowchuk, Secretary Treasurer

2014/2015 Preliminary Budget Proposals			
	Budget Items	FTE	\$ millions
A	Administrative/Policy & Other		
1	Wellness and Attendance Support	(2.00)	1.10
2	District Admin	4.40	0.51
3	Revisions to the Mileage Reimbursement Policy		0.50
4	Capital Project Office	3.00	0.29
5	Secondary School Cafeterias	1.21	0.06
6	Overtime		0.05
7	Copier Sale & Leaseback		1.08
8	Eliminate Inflation on Goods & Services		0.45
9	Furniture & Equipment		0.38
10	Progression to Print Management		0.33
11	Consolidated Purchasing		0.10
12	BCSTA Membership		0.08
13	DPAC Funding		0.04
14	Travel		0.05
B	Facilities		
1	Maintenance Service Reductions	5.00	0.50
2	Britannia Centre Cost Sharing Agreement	3.00	0.15
3	Closure of Classroom Space	0.83	0.04
C	Revenue generating		
1	Provincial Holdback Funds		1.50
2	Local Capital Reserve		1.00
3	Remaining 12/13 Unrestricted Surplus		0.70
4	Institute District Pay Parking		0.23
5	Increase Rental Rates		0.10
6	External Printing		0.05
7	Ed Centre Parkade Rates		0.05
D	Educational		
1	Continuing Education	9.21	0.51
2	Band & Strings	8.85	0.63
3	District Staffing Entitlements - DLS	3.00	0.20
4	Gifted Education Consultant	0.40	0.04
5	SACY	2.00	0.13
6	International Education	(5.72)	0.59
7	Area Counsellors	3.00	0.32
8	Educational Psychologists	1.00	0.10
9	Speech Language Pathologists	1.00	0.10
10	Multicultural Liaison Workers	2.00	0.14
11	Library Services & Supplies		0.05
12	French Immersion Resource Teacher	0.40	0.04
13	Media Technician	0.60	0.04
14	Literacy Mentor and Consultant	1.40	0.13
15	Alternative Programs	2.89	0.22
16	Anti-Racism	0.20	0.02
17	ELL Consultant	1.00	0.09
18	Peer to Peer	4.00	0.33
19	Pro-D Contact	1.00	0.05
20	Athletic Coordinator	1.00	0.07
21	Additional School Calendar Days		0.38
	Reduction of Proposals TBD		(0.69)
Total Proposed Reductions		52.67	12.83
E	Potential budget additions		
1	IT Infrastructure	(1.00)	(0.22)
2	Hardware Equity Plan		(0.72)
3	Tech Deployment	(1.00)	(0.07)
4	Unified Communications	(1.00)	(0.08)
5	Payroll Coordinator	(1.00)	(0.09)
Total Proposed Additional Expenditures		(4.00)	(1.18)
Total Budget Proposals		48.67	11.65



Vancouver Board of Education

School District No. 39

BOARD OF SCHOOL TRUSTEES

1580 West Broadway

Vancouver, B.C. V6J 5K8

Telephone: 604-713-5000

Fax: 604-713-5049

May 21, 2014

The Honourable Christy Clark
Premier of British Columbia
Box 9041, Stn Prov Govt
Victoria BC
V8W 9E1

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

Dear Premier Clark and Minister Fassbender:

Last night the Vancouver Board of Education approved a motion "calling on the BC Government to bargain in good faith, including bringing adequate resources to the table; and to step back from recent pressure tactics such as threatened wage rollbacks and teacher lockouts".

Our public education system needs labour force stability in order that we can remain focused on our teaching and learning goals. Long-term stability is best achieved by reaching a freely negotiated collective agreement. Unfortunately, in spite of months of bargaining, we are now facing a series of rotating strikes starting May 26th.

Our Board urges the Province to reach an agreement with teachers as soon as possible in order to avoid any further escalation of job action. In our view, it does not appear that the parties are that far apart that an agreement cannot be achieved. However, pressure tactics such as threatening to charge the union up to \$10 million per month for employee benefits or reduce teachers' salaries by 5%, push the parties further apart.

Please provide a mandate to the provincial negotiator that would resolve this dispute without any further disruption to our public school system.

Regards,

A handwritten signature in black ink, appearing to read 'P. Bacchus'.

Patti Bacchus,
Board Chair

c: VBE Trustees
All BC School Boards, c/o BCSTA
Steve Cardwell, Superintendent of Schools
Rick Krowchuk, Secretary Treasurer

Board of School Trustees:

Patti Bacchus - Chairperson
Mike Lombardi - Vice-Chairperson
Fraser Ballantyne Ken Clement Ken Denike
Cherie Payne Allan Wong Sophia Woo
Rob Wynen



BOARD OF EDUCATION

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

May 21, 2014

The Honourable Minister Cadieux
Minister of Children and Family Development
PO Box 9045 Stn Prov Govt
Victoria, BC V8W 9E2

Dear Minister Cadieux:

RE: Victoria Youth Detention Centre

The Board of Education of School District 61 (Greater Victoria) wishes to express our concerns regarding the recent Ministry of Children and Family Development announcement, of plans to close the Victoria Youth Detention Centre. The relocation of vulnerable youth from the Victoria Youth Detention Centre to facilities in Burnaby and Prince George creates significant impacts for Victoria young offenders and their families.

The Greater Victoria School Board respectfully requests a review of this decision in consideration of the considerable challenges faced by our young offenders. We ask that the Centre be kept open to both young male and female offenders, and that young female offenders who have been relocated to other centres be returned to Vancouver Island.

Young offenders, particularly young female offenders, often have no voice in society. These children are frequently marginalized, with multiple issues including substance abuse, physical and emotional abuse, and the effects of poverty. The further they are taken from their homes, the greater the risks they face.

The Victoria Youth Detention Centre plays an essential role within our region, not one measured by occupancy statistics, but by the humanity of a society that values that every child deserves a place in our community.

Yours truly,

A handwritten signature in blue ink, reading 'P. Orchardton'.

Peg Orchardton
Board Chair

Cc: Board of Trustees

Sherri Bell, Superintendent of Schools
All BC Boards of Education, c/o BCSTA
Christy Clark, Premier of British Columbia
Peter Fassbender, Minister of Education
Carole James, MLA Victoria-Beacon Hill
Rob Fleming, MLA Victoria-Swan Lake
Maurine Karagianis, MLA Esquimalt-Royal Roads
Dr. Andrew Weaver, MLA Oak Bay-Gordon Head
John Horgan, MLA Juan de Fuca
Lana Popham, MLA Saanich South
Frank Leonard, Mayor, Corporation of the District of Saanich
Nils Jensen, Mayor, Corporation of the District of Oak Bay
Dean Fortin, Mayor, City of Victoria
Barb Desjardins, Mayor, Township of Esquimalt
Graham Hill, Mayor, Town of View Royal
Jane Mendum, Mayor, District of Highlands
Media



BOARD OF EDUCATION

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

April 28, 2014

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

Dear Minister Fassbender:

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

The Greater Victoria Board of Education maintains an unwavering commitment to provide high quality educational programs and services to our students. The costs of providing this high quality education exceed the level of funding that the Provincial Government is providing. This has gone on for more than ten years and is becoming a critical shortfall. Further reductions and downloading of costs are stripping away the essential services that we need to provide for our students to be successful and competitive in the 21st century.

For the 2014-2015 school year, the Greater Victoria School District engaged in an extensive public consultation process to consider budget options to address a deficit of \$1.8 million. The options included the proposed relocation of the Sundance Elementary School program and closing the facility; reducing schools, operations and maintenance and department supplies budgets; closing the district resource centre; relocating the girl's alternative program; eliminating school learning mentors and reducing administrative support positions. Being forced to consider reduction options is contrary to the feedback received from our education partner groups and the public. The input received from the consultative process has clearly indicated the need for increased funding to effectively address the learning needs of our students. The cost of providing special education services is but one example of the challenges faced by our School District. We, as Trustees, have seen an increase in the level of stress placed on staff as they strive to ensure student success in the absence of sufficient resources.

The years of underfunding have eroded our ability to provide a robust quality education system. As co-governors of the public education system, we need government to work proactively with Trustees to develop a funding system that fairly and equitably supports our students and addresses the needs of our communities regardless of economic circumstances. The Province must increase its investment in education to ensure that our students receive the best education possible in the 21st century.

Yours truly,

A handwritten signature in blue ink, reading 'P. Orchardton'.

Peg Orchardton
Board Chair

Cc: Board of Trustees

Sherri Bell, Superintendent of Schools
All BC Boards of Education, c/o BCSTA
Carole James, MLA Victoria-Beacon Hill
Rob Fleming, MLA Victoria-Swan Lake
Maurine Karagianis, MLA Esquimalt-Royal Roads
Dr. Andrew Weaver, MLA Oak Bay-Gordon Head
John Horgan, MLA Juan de Fuca
Lana Popham, MLA Saanich South
Victoria Confederation of Parent Advisory Councils
GVSD Unions and Associations
Media

Press Release

School District 63 (Saanich)

At its April 16 public meeting the Saanich Board of Education adopted a motion to delay two major school seismic projects (Cordova Bay Elementary and Parkland Secondary) due to the unexpected change in the Ministry of Education funding policy pertaining to school seismic upgrades in the Province of BC.

The Saanich Board of Education directed staff to:

1. delay the seismic upgrade projects at Parkland Secondary and Cordova Bay Elementary
2. develop a new 5 year Capital Plan for the district, and
3. engage in consultation with the Ministry of Education, with the BC School Trustees' Association and with our other education partners.

The Board of Education is also requesting that the BCSTA and other Boards of Education demand that a Task Force representing co-governance members be appointed to construct a provincial policy outlying seismic project funding for the next 8-10 years.

Certainty in seismic upgrade funding is imperative for Boards of Education in their ongoing capital planning.

April 21, 2014



**BOARD OF EDUCATION
SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)**

425 Jermyn Avenue
Penticton, BC, Canada V2A 1Z4

Telephone: 250-770-7700
Fax: 250-770-7722
E-mail: bjohnson@summer.com
Website: www.sd67.bc.ca

Office of the Chairman of the Board

File No.: 00470-01
OPR: SECTR

May 9, 2014

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

Dear Minister Fassbender:

Re: Policy Change Regarding Capital Project Funding

At our meeting on April 10, 2014, the Board of Education of School District No. 67 (Okanagan Skaha) discussed the letter from your office to BCSTA dated March 31, 2014, outlining the use of what is seen as excess cash in the system, to fund seismic upgrades and capital projects.

The Board is extremely concerned by this change in policy and distressed by the direction the Ministry is taking. It is disturbing that this change has been implemented without consultation and seems to undermine the co-governance model that we have worked so hard to achieve.

Further, our Board has prided itself by being innovative in our programs to generate additional revenues with our technology (fibre) and international programs. We deliver first rate education to our students by using a conservative method of budgeting. Now boards, which have worked hard to establish small contingency funds (1%) as any ethical accounting process would do, are being disciplined and devalued for their good budget management.

Many times you have referred to the government's commitment to balance the budget. Our commitment is no less important to our students and families. We hope that you will continue to advocate for education and co-governance at Treasury Board discussions and advise them that this change in policy will be putting students and education at risk.

This new policy will weaken the strong education system in this province; it will bring distress and distrust to the co-governance system and undermines the elected voice of school district trustees. Therefore, the Board of Education of School District No. 67 (Okanagan Skaha) strongly supports the efforts by BCSTA in the preceding and urges you to rescind this damaging policy.

Yours truly,



Bruce Johnson
Chair
Board of Education

BJ:da

- c. Premier Christy Clark
- Honourable Minister Mike de Jong, Minister of Finance
- Treasury Board
- MLA Dan Ashton
- MLA Linda Larson
- BCSTA
- All Boards of Education

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April 24, 2014

Mr. Mike McKay
Strategic Advisor
Ministry of Education
PO Box 9045, Stn Prov Govt,
Victoria BC V8W9E2

Dear Mr. McKay:

On behalf of the SD 70 (Alberni) Board of Education, I am writing to relay congratulations on your appointment as Strategic Advisor to the Minister and the Ministry of Education.

We look forward to working with you and the Ministry team to assist our district in finding realistic solutions to our budgetary concerns through shared services and shared systems.

We are hopeful that in consultation with you and the Ministry on the recommendations arising from the Service Delivery Project we will be able to make positive changes to the way our district conducts business.

In closing, we believe that through working together we can enhance our co-governance model and develop opportunities to redirect savings into the classroom and provide enhanced educational services to students.

Yours truly,

THE BOARD OF EDUCATION OF
SCHOOL DISTRICT 70 (ALBERNI)

A handwritten signature in black ink, appearing to read 'Larry Ransom', with a stylized flourish at the end.

Larry Ransom
Board Chair

Cc: Peter Fassbender, Minister of Education
Rob Wood, Deputy Minister of Education
SD 70 (Alberni) Board of Education
Cam Pinkerton, Superintendent
BCSTA Boards of Education



650 KAWKAWA LAKE ROAD
HOPE, B.C.
V0X 1L4

Phone (604) 869-2411 (Hope residents)
Phone (604) 796-2225 (Agassiz residents)
Fax (604) 869-7400

www.sd78.bc.ca

April 28, 2014

The Honourable Peter Fassbender
Minister of Education
PO Box 9045
Stn Prov Gov
Victoria, B.C.
V8W 9E2

Dear Minister Fassbender:

RE: Policy Change Regarding Capital Project Funding

At our meeting on April 15, 2014, the Board of Education for School District No. 78 (Fraser-Cascade) discussed your letter to BCSTA dated March 31st, outlining the use of what is seen as excess cash in the system, to fund seismic upgrades and other capital projects.

Our Board has taken a conservative approach to budgeting, recognizing the fiscal realities we all face in terms of limited funding, increasing cost pressures, and balanced budgets. We have systematically worked to build a reserve to help insulate the school district from the impacts that continually arise and must be addressed through our local budget.

As we are all aware, school districts are expected to balance their budget and not run a deficit. As with the Ministry of Education, school districts have contingency funds that are carried over and used for such things as unfunded staff cost increases, inflation, and unforeseen expenditures of an emergent nature that are not funded by the Ministry. This includes local capital expenses, as AFG funding hasn't kept pace with our aging facilities.

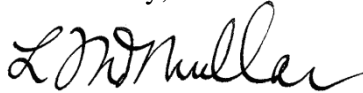
Our school district has needs well beyond the money it holds; however, we have made sacrifices to hold these funds for stability within the system rather than spend it all with a hope that we will be able to manage annually on the funding allocated. As a district with declining enrolment, we are continually faced with the challenge of a budget reduction that doesn't necessarily match up with a commensurate ability to reduce expenses due to fewer students. Our surplus has assisted in meeting the needs of the district without too much instability—it is good management and the right thing to do.

..../2

This policy change, unfortunately, will encourage districts to use their funds for their many needs but in terms of priority, may not be the best use of the funds.

Our Board is writing to encourage a review of this decision with the hope that other funding methods can be found to avoid future unintended consequences of a policy that will negatively impact Boards' ability to manage in a conservative and thoughtful manner.

Yours truly,

A handwritten signature in black ink, appearing to read 'Linda McMullan', with a stylized, cursive script.

Linda McMullan, Chair
Fraser-Cascade Board of Education
LMC/NLZ/tlm

c.c.: Trustees
BCSTA member School Boards
Laurie Throness, MLA (Chilliwack-Hope)



ITEM 2

To: Board of Education

From: Board Chairperson
Mike Murray

Re: **CONFIRMATION OF MINUTES**

Date: May 28 , 2014
(Public Board Meeting)

Decision

RECOMMENDATION:

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

Attachment



**PUBLIC MINUTES OF THE
BOARD OF EDUCATION MEETING
Wednesday, April 30 (6:00 PM)
DEO Board Room**

IN ATTENDANCE:

BOARD MEMBERS:

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

STAFF:

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

A. OPENING PROCEDURES

1. Call to Order

The meeting was called to order at 6:00 p.m.
The Chair welcomed and thanked everyone for attending.

2. Correspondence

Moved: Trustee Rempel

Seconded: Trustee Marshall

THAT the Board receive all correspondence for information.

CARRIED

3. Ordering of Agenda

Moved: Trustee Rempel

Seconded: Trustee Nelson

THAT the Agenda be ordered as circulated

CARRIED

B. CONFIRMATION OF MINUTES

1. April 9, 2014 Public Board Meeting Minutes

Moved: Trustee Palis

Seconded: Trustee Rempel

THAT the Minutes of the April 9, 2014 Public Board Meeting be approved as circulated.

CARRIED

C. PRESENTATIONS/DELEGATIONS

D. CHAIR REPORT

E. DEFERRED ITEMS

F. TRUSTEE MOTIONS

G. CHIEF EXECUTIVE OFFICER'S REPORT

1. Decision Items

a) Superintendent of Schools

i. Late French Immersion Program

Moved: Trustee Rempel

Seconded: Trustee Palis

The Acting Superintendent gave a brief overview on the history of the Late French Immersion Program in School District No. 42 and explained the declining enrolment in this program of choice.

THAT given the low number of students registered for the Late French Immersion program at Golden Ears Elementary, that the school district not offer a grade 6 Late French Immersion program, for the 2014-15 school year.

and Further:

THAT the grade 7 Late French Immersion Program continues to be offered at Golden Ears Elementary for September 2014.

and Further:

THAT the school district offers the opportunity for interested students to register for a Grade 6 Late French Immersion Program for September 2015 at Golden Ears Elementary.

and Further:

THAT should there be an insufficient number of students (less than 26) to offer a grade 6 Late French Immersion Program for September 2015, that the school district terminate the Late French Immersion program in School District 42.

CARRIED

- b) Deputy Superintendent
- c) Secretary Treasurer

i. Preliminary Operating Budget 2014/15

Moved: Trustee Rempel

Seconded: Trustee Marshall

The Board Chair presented his introductory remarks.

The Secretary Treasurer presented a power point on the 2014/15 Preliminary Operating Budget including the Budget Process, Budget Feedback Themes, Preliminary Budget Proposals, One Time Budget Proposals, Ongoing Budget Proposals, Effect of Proposals on Staffing, Effect of Budget Proposals and Three Year Operating Budget Projections.

Each Trustee spoke to the budget and the difficulties faced due to lack of adequate funding.

CARRIED

ii. Capital Bylaw No. 126758 2014/15 Annual Facility Grant – Capital Portion

Moved: Trustee Palis

Seconded: Trustee Marshall

The Secretary Treasurer reported that in order to access the monies allocated to the Capital Portion of the 2014/15 Annual Facilities Grant, the Board is required to adopt a standard Capital Bylaw.

THAT the Board pass Capital Project Bylaw No. 126758 – 2014/15 Annual Facility Grant – Capital Portion at this meeting with three (3) readings, unanimously.

THAT the Board pass Capital Project Bylaw No. 126758 – 2014/15 Annual Facility Grant – Capital Portion as read a first time.

THAT the Board pass Capital Project Bylaw No. 126758 – 2014/15 Annual Facility Grant – Capital Portion as read a second time.

THAT the Board pass Capital Project Bylaw No. 126758 – 2014/15 Annual Facility Grant – Capital Portion as read a third time.

CARRIED

1. Information Items

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

H. COMMITTEE BUSINESS

1. Committees of the Whole

- a) Finance
- b) Budget

2. Committee & Advisory Committee Reports

- a) Aboriginal Education
- b) Board Policy Development

i. Policy 2301: Role of the Board

Moved: Trustee Rempel

Seconded: Trustee Carr

The Secretary Treasurer confirmed that Policy 2301: Role of the Board is based on the School Act and is in accordance with guidance from the BC School Trustees Association on Ministry matters.

CARRIED

ii. Policy 2302: Board Delegations of Authority

Moved: Trustee Rempel

Seconded: Trustee Carr

The Secretary Treasurer confirmed that Policy 2302: Board Delegation of Authority is based on the School Act and is in accordance with guidance from the BC School Trustees Association on Ministry matters.

CARRIED

- c) District Student Advisory
- d) Education
- e) French Immersion Advisory
- f) Inclusive Education

I. QUESTION PERIOD

Questions were asked on the difference between the proposed and actual budget, how the amount for the user bussing fee was established, why staffing figures were used from 2008/09 in the budget document, the employee groups affected by the cuts in the business division and if the two Career Planning Assistant positions will be CUPE jobs.

J. TRUSTEE REPORTS

BC School Trustees Association

Trustee Clarkson reported that the Provincial Council met on April 27, 2014 where an increased budget was passed. Trustees expressed concern at the budget increase. Trustee Clarkson also clarified that a motion was passed to enable the Trustee Academy to take place at the same time as the Annual General Meeting.

Social Planning Advisory

It was reported that the number of youth dependent on centers like the Caring Place have increased. More resources and help is required for youth in need in the community.

K. OTHER BUSINESS

L. ADJOURNMENT

Moved: Trustee Rempel

Seconded: Trustee Nelson

THAT the meeting of the Board be adjourned at 7:57 p.m.

CARRIED

Mike Murray, Chairperson

Flavia Coughlan, Secretary Treasurer



ITEM 3

To: Board of Education

From: Chairperson
Mike Murray

Re: **PRESENTATION –
CANADIAN TIRE JUMPSTART
PROGRAM**

Date: May 28, 2014
(Public Board Meeting)

Information

RECOMMENDATION:

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

To be distributed



ITEM 4

To: Board of Education

From: Chairperson
Mike Murray

Re: **PRESENTATION –
ABORIGINAL EDUCATION**

Date: May 28, 2014
(Public Board Meeting)

Information

RECOMMENDATION:

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

To be distributed



ITEM 5

To: Board of Education

From: Chairperson
Mike Murray

Re: **CHAIR REPORT:**
BC SCHOOL TRUSTEES ASSOCIATION
LONG-SERVICE AWARDS

Date: May 28, 2014
(Public Board Meeting)

Information

RECOMMENDATION:

THAT the Board receive the BC School Trustees Association Long-Service Awards, for information.



ITEM 6

To: Board of Education

From: Secretary Treasurer
Flavia Coughlan

Re: **2014/15 PRELIMINARY
BUDGET BYLAW**

Date: May 28, 2014
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

On April 30, 2014, the Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows) approved the preliminary operating budget balancing proposals as outlined in the Preliminary Operating Budget 2014/15 for implementation and incorporation in the Board's Budget Bylaw for 2014/15.

The attached Annual Budget Bylaw for 2014/15 (Attachment A) was prepared in accordance with Public Sector Accounting standards and it incorporates the Board approved budget balancing proposals as outlined in the Preliminary Operating Budget 2014/15 as well as preliminary budgets for special purpose funds, and the capital fund.

The major components of the special purpose funds budget are: Annual Facilities Grant, Learning Improvement Fund, Community Link, Strong Start, School Generated Funds and the Youth Education Support Fund (Schedules 3 and 3A).

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

As shown on Statement 2 of the budget bylaw a \$0.73 million overall deficit is projected. This annual deficit is a result of the amortization expense exceeding the amortization of deferred capital revenue, budgeted capital asset purchases from operating and special purpose funds (Schedule 4) and the \$0.44 million of Local Capital that was approved by the Board for the new Student Information System. This type of deficit is permitted under the Accounting Practices Order of the Ministry of Education.

RECOMMENDATION:

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

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

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

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

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

Attachments

Annual Budget

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

June 30, 2015

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

June 30, 2015

Table of Contents

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

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

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE- PITT MEADOWS) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2014/2015 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 42 (Maple Ridge- Pitt Meadows) Annual Budget Bylaw for fiscal year 2014/2015.
3. The attached Statement 2 showing the estimated revenue and expense for the 2014/2015 fiscal year and the total budget bylaw amount of \$141,335,023 for the 2014/2015 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2014/2015.

READ A FIRST TIME THE 28th DAY OF MAY, 2014;

READ A SECOND TIME THE 28th DAY OF MAY, 2014;

READ A THIRD TIME, PASSED AND ADOPTED THE 28th DAY OF MAY, 2014;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 42 (Maple Ridge- Pitt Meadows) Annual Budget Bylaw 2014/2015, adopted by the Board the 28th DAY OF MAY, 2014.

Secretary Treasurer

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

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2015

	2015 Annual Budget	2014 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	13,643,875	13,733,875
Adult	115,875	115,875
Other	92,500	92,438
Total Ministry Operating Grant Funded FTE's	13,852,250	13,942,188
Revenues	\$	\$
Provincial Grants		
Ministry of Education	119,556,365	120,824,735
Other	435,578	435,578
Federal Grants		99,760
Tuition	6,811,825	6,840,670
Other Revenue	5,316,231	5,534,598
Rentals and Leases	329,661	329,661
Investment Income	361,000	360,000
Amortization of Deferred Capital Revenue	5,429,336	5,422,031
Total Revenue	138,239,996	139,847,033
Expenses		
Instruction	113,208,696	115,330,353
District Administration	4,431,322	5,059,410
Operations and Maintenance	21,024,703	21,163,370
Transportation and Housing	1,109,536	1,179,100
Debt Services	11,813	15,448
Total Expense	139,786,070	142,747,681
Net Revenue (Expense)	(1,546,074)	(2,900,648)
Budgeted Allocation (Retirement) of Surplus (Deficit)	820,000	2,521,982
Budgeted Surplus (Deficit), for the year	(726,074)	(378,666)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(726,074)	(378,666)
Budgeted Surplus (Deficit), for the year	(726,074)	(378,666)

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

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2015

	2015 Annual Budget	2014 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	124,420,577	127,299,981
Operating - Tangible Capital Assets Purchased	735,953	769,204
Special Purpose Funds - Total Expense	7,725,148	7,541,825
Special Purpose Funds - Tangible Capital Assets Purchased	375,000	599,119
Capital Fund - Total Expense	7,640,345	7,905,875
Capital Fund - Tangible Capital Assets Purchased from Local Capital	438,000	
Total Budget Bylaw Amount	141,335,023	144,116,004

Approved by the Board

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

Signature of the Superintendent	Date Signed
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Signature of the Secretary Treasurer	Date Signed
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School District No. 42 (Maple Ridge- Pitt Meadows)

Statement 4

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2015

	2015 Annual Budget \$	2014 Amended Annual Budget \$
Surplus (Deficit) for the year	(1,546,074)	(2,900,648)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(1,110,953)	(1,368,323)
From Local Capital	(438,000)	
From Deferred Capital Revenue	(2,038,632)	(2,309,000)
Total Acquisition of Tangible Capital Assets	(3,587,585)	(3,677,323)
Amortization of Tangible Capital Assets	7,628,532	7,890,427
Total Effect of change in Tangible Capital Assets	4,040,947	4,213,104
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	2,494,873	1,312,456

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

Schedule 2

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2015

	2015 Annual Budget \$	2014 Amended Annual Budget \$
Revenues		
Provincial Grants		
Ministry of Education	115,977,217	117,543,791
Other	435,578	435,578
Federal Grants		99,760
Tuition	6,811,825	6,840,670
Other Revenue	806,231	684,598
Rentals and Leases	329,661	329,661
Investment Income	350,000	350,000
Total Revenue	124,710,512	126,284,058
Expenses		
Instruction	105,833,548	108,063,528
District Administration	4,431,322	5,059,410
Operations and Maintenance	13,046,171	12,997,943
Transportation and Housing	1,109,536	1,179,100
Total Expense	124,420,577	127,299,981
Net Revenue (Expense)	289,935	(1,015,923)
Budgeted Prior Year Surplus Appropriation	820,000	2,521,982
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(735,953)	(769,204)
Local Capital		(421,855)
Other	(373,982)	(315,000)
Total Net Transfers	(1,109,935)	(1,506,059)
Budgeted Surplus (Deficit), for the year	-	-

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

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2015

	2015 Annual Budget \$	2014 Amended Annual Budget \$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	114,371,414	115,937,988
AANDC/LEA Recovery	(490,331)	(490,331)
Other Ministry of Education Grants		
Pay Equity	1,874,966	1,874,966
Adult Education Guarantee	129,500	129,500
Carbon Tax Rebate	75,000	75,000
FSA Scoring	16,668	16,668
Total Provincial Grants - Ministry of Education	115,977,217	117,543,791
Provincial Grants - Other	435,578	435,578
Federal Grants		99,760
Tuition		
Summer School Fees		28,845
Continuing Education	607,745	607,745
Offshore Tuition Fees	6,124,080	6,124,080
Adult High School Completion/University Bridge	80,000	80,000
Total Tuition	6,811,825	6,840,670
Other Revenues		
LEA/Direct Funding from First Nations	490,331	459,598
Miscellaneous		
Revenue Generation	22,500	22,500
Partnership Program (Ace-It)	100,000	100,000
Miscellaneous	98,000	102,500
Transportation Revenue	95,400	
Total Other Revenue	806,231	684,598
Rentals and Leases	329,661	329,661
Investment Income	350,000	350,000
Total Operating Revenue	124,710,512	126,284,058

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

Schedule 2B

Annual Budget - Schedule of Operating Expense by Source

Year Ended June 30, 2015

	2015 Annual Budget \$	2014 Amended Annual Budget \$
Salaries		
Teachers	57,723,143	57,547,752
Principals and Vice Principals	5,258,519	5,558,568
Educational Assistants	9,270,767	9,621,285
Support Staff	10,012,380	10,589,221
Other Professionals	3,019,780	3,104,807
Substitutes	3,905,230	3,932,426
Total Salaries	89,189,819	90,354,059
Employee Benefits	23,295,107	23,195,792
Total Salaries and Benefits	112,484,926	113,549,851
Services and Supplies		
Services	3,932,505	4,586,611
Student Transportation	1,119,538	1,177,413
Professional Development and Travel	659,938	818,390
Rentals and Leases	80,616	111,753
Dues and Fees	251,618	252,218
Insurance	308,214	331,120
Interest	-	
Supplies	2,956,697	3,982,599
Bad Debts	-	
Utilities	2,626,525	2,490,026
Total Services and Supplies	11,935,651	13,750,130
Total Operating Expense	124,420,577	127,299,981

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

Schedule 2C

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2015

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	42,548,425	997,965	661,659	422,191		2,338,222	46,968,462
1.03 Career Programs	1,270,304		363,493			65,282	1,699,079
1.07 Library Services	955,760			106,763		43,766	1,106,289
1.08 Counselling	1,350,192					61,849	1,412,041
1.10 Special Education	8,291,085	217,235	7,723,912	1,180,127		951,985	18,364,344
1.30 English Language Learning	1,025,947					51,556	1,077,503
1.31 Aboriginal Education	326,800	103,396	509,703	43,149		34,693	1,017,741
1.41 School Administration		3,709,416		1,872,400		100,120	5,681,936
1.60 Summer School	206,321	15,000		9,518			230,839
1.61 Continuing Education				84,818	211,805		296,623
1.62 Off Shore Students	1,748,309	97,490	12,000	369,433	235,770	25,826	2,488,828
Total Function 1	57,723,143	5,140,502	9,270,767	4,088,399	447,575	3,673,299	80,343,685
4 District Administration							
4.11 Educational Administration				90,136	752,054	14,027	856,217
4.40 School District Governance					141,298		141,298
4.41 Business Administration		118,017		433,078	928,850	13,025	1,492,970
Total Function 4	-	118,017	-	523,214	1,822,202	27,052	2,490,485
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				208,414	504,291	40,490	753,195
5.50 Maintenance Operations				4,879,837	213,060	155,327	5,248,224
5.52 Maintenance of Grounds				308,516		9,062	317,578
5.56 Utilities							-
Total Function 5	-	-	-	5,396,767	717,351	204,879	6,318,997
7 Transportation and Housing							
7.41 Transportation and Housing Administration				4,000	32,652		36,652
7.70 Student Transportation							-
Total Function 7	-	-	-	4,000	32,652	-	36,652
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	57,723,143	5,258,519	9,270,767	10,012,380	3,019,780	3,905,230	89,189,819

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

Schedule 2C

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2015

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2015 Annual Budget	2014 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	46,968,462	11,716,186	58,684,648	1,637,437	60,322,085	61,167,629
1.03 Career Programs	1,699,079	436,500	2,135,579	343,497	2,479,076	2,817,567
1.07 Library Services	1,106,289	277,440	1,383,729	155,905	1,539,634	1,520,775
1.08 Counselling	1,412,041	353,180	1,765,221	16,117	1,781,338	1,791,072
1.10 Special Education	18,364,344	4,909,926	23,274,270	293,506	23,567,776	24,346,660
1.30 English Language Learning	1,077,503	262,197	1,339,700	25,700	1,365,400	1,354,217
1.31 Aboriginal Education	1,017,741	259,165	1,276,906	137,202	1,414,108	1,415,035
1.41 School Administration	5,681,936	1,682,181	7,364,117	517,865	7,881,982	7,918,771
1.60 Summer School	230,839	45,241	276,080	17,836	293,916	313,416
1.61 Continuing Education	296,623	51,089	347,712	207,665	555,377	636,738
1.62 Off Shore Students	2,488,828	624,933	3,113,761	1,519,095	4,632,856	4,781,648
Total Function 1	80,343,685	20,618,038	100,961,723	4,871,825	105,833,548	108,063,528
4 District Administration						
4.11 Educational Administration	856,217	299,123	1,155,340	200,508	1,355,848	1,356,279
4.40 School District Governance	141,298	3,000	144,298	137,915	282,213	294,203
4.41 Business Administration	1,492,970	460,150	1,953,120	840,141	2,793,261	3,408,928
Total Function 4	2,490,485	762,273	3,252,758	1,178,564	4,431,322	5,059,410
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	753,195	200,629	953,824	371,097	1,324,921	1,386,890
5.50 Maintenance Operations	5,248,224	1,623,622	6,871,846	1,589,547	8,461,393	8,478,572
5.52 Maintenance of Grounds	317,578	81,618	399,196	234,136	633,332	642,455
5.56 Utilities	-	-	-	2,626,525	2,626,525	2,490,026
Total Function 5	6,318,997	1,905,869	8,224,866	4,821,305	13,046,171	12,997,943
7 Transportation and Housing						
7.41 Transportation and Housing Administration	36,652	8,927	45,579	1,792	47,371	46,290
7.70 Student Transportation	-	-	-	1,062,165	1,062,165	1,132,810
Total Function 7	36,652	8,927	45,579	1,063,957	1,109,536	1,179,100
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	89,189,819	23,295,107	112,484,926	11,935,651	124,420,577	127,299,981

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

Schedule 3

Annual Budget - Special Purpose Revenue and Expense

Year Ended June 30, 2015

	2015	2014 Amended
	Annual Budget	Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	3,579,148	3,280,944
Other Revenue	4,510,000	4,850,000
Investment Income	11,000	10,000
Total Revenue	8,100,148	8,140,944
Expenses		
Instruction	7,375,148	7,266,825
Operations and Maintenance	350,000	275,000
Total Expense	7,725,148	7,541,825
Net Revenue (Expense)	375,000	599,119
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(375,000)	(599,119)
Total Net Transfers	(375,000)	(599,119)
Budgeted Surplus (Deficit), for the year	-	-

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

Schedule 3A

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2015

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	-	10,000	150,000	1,415,651	50,221	67,695	-	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education	361,120	1,832,001	25,000			256,000	49,000	231,726	533,892
Other				20,000	4,500,000				
Investment Income				10,000					
	361,120	1,832,001	25,000	30,000	4,500,000	256,000	49,000	231,726	533,892
Less: Allocated to Revenue	361,120	1,832,001	35,000	20,000	4,500,000	258,000	68,800	231,726	533,892
Deferred Revenue, end of year	-	-	-	160,000	1,415,651	48,221	47,895	-	-
Revenues									
Provincial Grants - Ministry of Education	361,120	1,832,001	35,000			258,000	68,800	231,726	533,892
Other Revenue				10,000	4,500,000				
Investment Income				10,000					
	361,120	1,832,001	35,000	20,000	4,500,000	258,000	68,800	231,726	533,892
Expenses									
Salaries									
Teachers		1,050,000					30,000	30,000	25,000
Educational Assistants		400,000			20,000	170,000	5,000		366,892
Support Staff	115,000				20,000	1,000			
Substitutes		25,000			20,000		4,000	15,000	
	115,000	1,475,000	-	-	60,000	171,000	39,000	45,000	391,892
Employee Benefits	28,750	357,001			15,000	43,000	9,800	11,250	100,000
Services and Supplies	117,370		35,000	20,000	4,300,000	44,000	20,000	125,476	42,000
	261,120	1,832,001	35,000	20,000	4,375,000	258,000	68,800	181,726	533,892
Net Revenue (Expense) before Interfund Transfers	100,000	-	-	-	125,000	-	-	50,000	-
Interfund Transfers									
Tangible Capital Assets Purchased	(100,000)				(125,000)			(50,000)	
	(100,000)	-	-	-	(125,000)	-	-	(50,000)	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

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

Schedule 3A

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2015

	Youth Education Support Fund	Literacy Initiative	TOTAL
	\$	\$	\$
Deferred Revenue, beginning of year	33,191	9,609	1,736,367
Add: Restricted Grants			
Provincial Grants - Ministry of Education			3,288,739
Other	249,000		4,769,000
Investment Income	1,000		11,000
	250,000	-	8,068,739
Less: Allocated to Revenue	250,000	9,609	8,100,148
Deferred Revenue, end of year	33,191	-	1,704,958
Revenues			
Provincial Grants - Ministry of Education	249,000	9,609	3,579,148
Other Revenue			4,510,000
Investment Income	1,000		11,000
	250,000	9,609	8,100,148
Expenses			
Salaries			
Teachers			1,135,000
Educational Assistants			961,892
Support Staff			136,000
Substitutes		3,500	67,500
	-	3,500	2,300,392
Employee Benefits		875	565,676
Services and Supplies	150,000	5,234	4,859,080
	150,000	9,609	7,725,148
Net Revenue (Expense) before Interfund Transfers	100,000	-	375,000
Interfund Transfers			
Tangible Capital Assets Purchased	(100,000)		(375,000)
	(100,000)	-	(375,000)
Net Revenue (Expense)	-	-	-

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

Schedule 4

Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2015

	2015 Annual Budget			2014 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Amortization of Deferred Capital Revenue	5,429,336		5,429,336	5,422,031
Total Revenue	5,429,336	-	5,429,336	5,422,031
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	7,628,532		7,628,532	7,890,427
Interest Payment				
Capital Lease		11,813	11,813	15,448
Total Expense	7,628,532	11,813	7,640,345	7,905,875
Net Revenue (Expense)	(2,199,196)	(11,813)	(2,211,009)	(2,483,844)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	1,110,953		1,110,953	1,368,323
Local Capital			-	421,855
Capital Lease Payment		373,982	373,982	315,000
Total Net Transfers	1,110,953	373,982	1,484,935	2,105,178
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	438,000	(438,000)	-	
Principal Payment				
Capital Lease	362,169	(362,169)	-	
Total Other Adjustments to Fund Balances	800,169	(800,169)	-	
Budgeted Surplus (Deficit), for the year	(288,074)	(438,000)	(726,074)	(378,666)



ITEM 7

To: Board of Education

From: Secretary Treasurer
Flavia Coughlan

Re: **RESCISSION OF POLICY EGB:
CLERICAL SERVICES FOR SCHOOLS**

Date: May 28, 2014
(Public Board Meeting)
Decision

BACKGROUND/RATIONALE:

On April 30, 2014, the Board approved for implementation the budget balancing proposals included in the Preliminary Operating Budget 2014/15. Proposals related to clerical staffing allocations for elementary and secondary schools have been approved for implementation. These new board approved allocation formulas supersede the allocations established through Policy EGB: Clerical Services for Schools.

PROPOSED ACTION:

Policy EGB: Clerical Services for Schools is proposed to be rescinded.

RECOMMENDATION:

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

Attachment

EGB
June 24, 2003

CLERICAL SERVICES FOR SCHOOLS

Each school will be provided with clerical assistance for the regular program of the school. The extent of the assistance provided will be expressed in total hours per week and the school is responsible within the framework of the existing contract with the Canadian Union of Public Employees, Local 703, to recommend to the office of the Secretary Treasurer the type and/or types of appointment to be made and the hours of work.

The Secretary Treasurer shall develop a relevant formula, based upon September 30th student school enrollment, to allocate fair and equitable working hours for the purpose of clerical assistance.

Schools will be provided with clerical assistance pursuant to policy using the following schedules and formulae:

Secondary Schools

<u>Enrolment</u>	<u>Hours per Week</u>
0-399	35
400	65
425	68
450	71
475	74
500	77
525	80
550	83
575	86
600	89
625	92
650	95
675	98
700	101
725	104
750	107
775	110
800	113
825	116
850	119
875	122
900	125
925	128
950	131
975	134
1000	137
1025	140
1050	143
1075	146
1100	149
1125	152
1150	155
1175	158
1200	161
1225	164
1250	167
1275	170
1300	173
1325	176
1350	179
1375	182
1400	185
1425	188
1450	191
1475	194
1500	197

Elementary Schools

<u>Enrolment</u>	<u>Hours per Week</u>
0-99	16
100	19
125	22
150	25
175	28
200	31
225	34
250	37
275	40
300	43
325	46
350	49
375	52
400	54
425	56
450	58
475	60
500	62
525	64
550	66
575	67
600	68
625	69
650	70
675	71
700	72

Special Allotments

A. Summer Hours and Extra Hours

During the months of July and August, secondary schools will be provided with thirty-five hours per week equivalent for every 1020 pupils or fraction thereof. During the months of July and August elementary schools will be provided with 35 hours equivalent for every 408 students or fraction thereof.

In order to assist in meeting the needs of schools during the school year, secondary schools will be allotted 1.5% and elementary schools will be allotted 1% of total annual hours.

B. Secondary Year End

To provide support for year-end administrative requirements a one-time allocation of seven hours per each 204 students shall be granted to secondary schools at the end of each school year.

C. French Program Start-up

In addition to regular working hours allotted as per scale, schools which introduce a French program, shall be allotted 9 hours per week during the first year of the program and until such time that the regular provision of working hours catches up with the additional allotment.

D. Uniqueness Factor

•Secondary

If the component made up of Grade 11, 12 and Special Ed students exceeds 50% of total school enrollment, the regular allotment established as per scale shall be increased by the percentage which is in excess of 50.

•Elementary

If the component of Special Education students exceeds 20% of total student enrollment, the regular allotment established as per scale shall be increased by the percentage which is in excess of 20.

•Community Education

Additional hours for Community Education High School Completion programs will be calculated at double the normal weekly hours.

E. Additional Students

That where a school serves additional students, the students may be counted in the FTE figures for the purposes of this policy.



ITEM 8

To: Board of Education

From: Acting Superintendent
Laurie Meston

Secretary Treasurer
Flavia Coughlan

Re: **2013 CARBON NEUTRAL ACTION REPORT**

Date: May 28, 2014
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

The report will be submitted to the Climate Action Secretariat.

RECOMMENDATION:

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

Attachment

SD42 Maple Ridge-Pitt Meadows 2013 Carbon Neutral Action Report Overview

Executive Summary

The Maple Ridge – Pitt Meadows school district has continued to work to reduce energy consumption and carbon emissions. In 2008 the school district completed an Energy Management Assessment which entailed a strategic review of our operations aimed at establishing a structured energy management program that will deliver sustainable savings into the future. Annual Facilities Grant (AFG) funds are being allocated to support projects aimed at reducing energy consumption and reduce carbon emissions. This process will continue based on available funding.

2013 Greenhouse Gas Emission

The Maple Ridge – Pitt Meadows school district produced a total of 3,598 tonnes of greenhouse gas emissions from all sources as reported in SMARTTool.

Offsets Applied to Become Carbon Neutral in 2013

Of all the greenhouse gas emissions generated, a total of 3,816 tonnes of emissions offsets have been applied to become carbon neutral for 2013. This total was amended by 227 tonnes based on units consumed in 2012 but not reported previously due to billing issues between SMARTTool and our Utility Manager Program.

Of our total emissions 6 tonnes did not require offsets as they fell under mobile fleet BioCO₂ and are out-of-scope of the Carbon Neutral Government Regulations.

Emissions Reduction Activities

Actions Taken to Reduce Greenhouse Gas Emissions in 2013

All facilities are undergoing a review to optimize use and realize energy efficiencies. We have conducted a boiler and HVAC review ranking all our equipment on life cycle and efficiency to help us in planning for the future. Through this assessment we applied to the Carbon Neutral Capital Program for a retrofit of the HVAC system at one of our elementary schools. We did not get approval this year but will apply again in future years. Our intent is to conduct annual reviews of our facility utilization.

We have also applied the Hydro for three Opportunity Assessment projects for three secondary schools and are waiting for approval.

Lighting retrofits and upgrades have been incorporated in facility renovations and continue to be a high priority.

Operational Changes in 2013

DDC controls optimization and tuning has been a focus this year. The optimization of one of our secondary schools has improved consumption by 12%. Schools are provided with consumption figures as a way to promote conservation.

Plans to Continue Reducing Greenhouse Gas Emissions 2014 – 2015

We will continue to work on lighting upgrades in all our facilities.

We have through our AFG funding undertaken controls upgrades and we will continue these projects based on available funding. We are in the process of upgrading the DDC controls in three of our elementary schools.

We are reviewing our operational policies in an effort to reduce utility consumption. We are conducting an energy audit to put together a district wide plan and will apply to BC Hydro for project funding.

Teachers are leading students in school-based energy savings and these lessons will demonstrate the benefits of reducing gas emissions.

We are working on creating our Long Range Facilities Plan in order to ensure that District needs are met from both an educational and a building efficiency perspective.

Laurie Meston
Acting Superintendent of Schools
School District 42, Maple Ridge & Pitt Meadows



ITEM 9

To: Board of Education

From: Finance Committee of the
Whole

Re: **FINANCIAL STATEMENTS**
THIRD QUARTER

Date: May 28, 2014
(Public Board Meeting)

Decision

BACKGROUND:

At the recommendation of the Finance Committee of the Whole the attached financial reports for the quarter ended March 31, 2014 are presented to the Board for approval.

RECOMMENDATION:

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

Attachments

SCHOOL DISTRICT NO. 42 (Maple Ridge – Pitt Meadows)

FINANCIAL STATEMENTS

Quarter Ended March 31, 2014

	Page
Operating Revenue Report	1
Operating Expense by Function	2
Special Purpose Fund Balances	3-4

DESCRIPTION	YEAR TO DATE				ANNUAL		
	A AMENDED BUDGET	B ACTUAL	C(=A-B) VARIANCE \$	D(=C/A) VARIANCE %	E AMENDED BUDGET	F(=E-B) AVAILABLE \$	G(=F/E) AVAILABLE %
PROVINCIAL GRANTS - Ministry of Education							
Operating Grant, Ministry of Education	\$ 81,678,313	\$ 80,183,646	\$ 1,494,667	1.8%	\$ 115,937,988	\$ 35,754,342	30.84%
AANDC/LEA Recovery	(345,438)	(406,645)	61,207	-17.7%	(490,331)	(83,686)	17.1%
Other Ministry of Education Grants							
Other Grants - M.O.E. - Pay Equity	1,312,476	1,312,476	0	0.0%	1,874,966	562,490	30.0%
Other Grants - M.O.E.- Carbon Tax	-	-	-	0.0%	75,000	75,000	100.0%
Other Grants - M.O.E.- Miscellaneous	102,318	91,978	10,340	10.1%	146,168	54,190	37.1%
Total Provincial Grants - Ministry of Education	82,747,668	81,181,455	1,566,213	1.9%	117,543,791	36,362,336	30.9%
Provincial Grants - Other	304,905	267,450	37,455	12.3%	435,578	168,128	38.6%
Federal Grants	99,760	101,860	(2,100)	-2.1%	99,760	(2,100)	-2.1%
Tuition							
Summer School Fees (other)	28,845	28,845	-	0.0%	28,845	-	0.0%
Continuing Education Fees	455,809	462,808	(6,999)	-1.5%	607,745	144,937	23.8%
Offshore Tuition Fees (Includes Short Term Int'l)	4,286,856	4,135,485	151,371	3.5%	6,124,080	1,988,595	32.5%
Adult High school Completion/University Bridge Tuition	60,000	79,532	(19,532)	-32.6%	80,000	468	0.6%
Total Tuition	4,831,510	4,706,670	124,840	1.8%	6,840,670	2,134,000	31.2%
Other Revenues							
LEA/Direct Funding from First Nations	321,719	320,987	732	0.2%	459,598	138,611	30.2%
Miscellaneous							
C-Miscellaneous	202,500	220,976	(18,476)	-9.1%	225,000	4,024	1.8%
Total Other Revenue	524,219	541,963	(17,744)	-2.6%	684,598	4,024	1.8%
RENTALS & LEASES	247,246	263,998	(16,752)	-6.8%	329,661	65,663	19.9%
INVESTMENT REVENUE	262,500	463,325	(200,825)	-76.5%	350,000	(113,325)	-32.4%
TOTAL REVENUE	89,017,807	87,526,721	1,491,086	1.7%	126,284,058	38,618,726	30.6%

CURRENT PERIOD				DESCRIPTION	YEAR-TO-DATE				ANNUAL		
A	B	C(=B-A)	D(=C/B)		E	F	G(=F-E)	H(=G/F)	I	J (=I-E)	K(=J/I)
ACTUAL	AMENDED BUDGET	VARIANCE \$	VARIANCE %		ACTUAL	AMENDED BUDGET	VARIANCE \$	VARIANCE %	AMENDED BUDGET	AVAILABLE	% REMAIN
				FUNCTION 1: INSTRUCTION							
436,739	437,749	1,010	0.2%	Principals' & Vice-Principals' Salaries	4,078,844	4,085,633	6,789	0.2%	5,440,552	1,361,708	25.0%
5,631,300	5,689,695	58,395	1.0%	Teacher Salaries	40,336,086	40,478,651	142,565	0.4%	57,547,752	17,211,666	29.9%
1,157,059	1,021,359	(135,700)	-13.3%	Support Salaries	10,104,041	10,287,478	183,437	1.8%	14,692,307	4,588,266	31.2%
263,524	313,622	50,098	16.0%	Substitute Salaries	2,505,431	2,546,738	41,307	1.6%	3,707,979	1,202,548	32.4%
1,990,459	1,963,124	(27,335)	-1.4%	Employee Benefits	14,129,657	14,447,817	318,160	2.2%	20,538,209	6,408,552	31.2%
149,042	446,196	297,154	66.6%	Services and Supplies	3,288,221	4,753,042	1,464,821	30.8%	6,121,255	2,833,034	46.3%
\$ 9,628,123	\$ 9,871,745	\$ 243,622	2.5%	TOTAL	\$ 74,442,279	\$ 76,599,359	\$ 2,157,080	2.8%	\$ 108,048,054	\$ 33,605,775	31.1%
				FUNCTION 4: ADMINISTRATION							
9,496	9,496	0	0.0%	Principals' & Vice-Principals' Salaries	88,626	88,626	0	0.0%	118,017	29,391	24.9%
197,815	193,753	(4,062)	-2.1%	Support Salaries	1,775,950	1,854,635	78,685	4.2%	2,454,342	678,392	27.6%
6,757	3,018	(3,739)	-123.9%	Substitute Salaries	46,677	22,529	(24,148)	-107.2%	31,579	(15,098)	-47.8%
68,058	63,715	(4,343)	-6.8%	Employee Benefits	552,737	580,913	28,176	4.9%	772,067	219,330	28.4%
62,758	137,067	74,309	54.2%	Services and Supplies	910,739	1,287,638	376,899	29.3%	1,698,880	788,141	46.4%
\$ 344,884	\$ 407,049	\$ 62,165	15.3%	TOTAL	\$ 3,374,730	\$ 3,834,341	\$ 459,611	12.0%	\$ 5,074,885	\$ 1,700,155	33.5%
				FUNCTION 5: MAINTENANCE							
487,709	490,829	3,120	0.6%	Support Salaries	4,524,921	4,609,570	84,649	1.8%	6,154,102	1,629,181	26.5%
16,970	16,437	(533)	-3.2%	Substitute Salaries	165,520	142,558	(22,962)	-16.1%	191,868	26,348	13.7%
143,871	148,232	4,361	2.9%	Employee Benefits	1,280,651	1,362,789	82,138	6.0%	1,859,750	579,099	31.1%
415,236	564,731	149,495	26.5%	Services and Supplies	3,220,409	3,595,123	374,714	10.4%	4,792,223	1,571,814	32.8%
\$ 1,063,786	\$ 1,220,229	\$ 156,443	12.8%	TOTAL	\$ 9,191,501	\$ 9,710,040	\$ 518,539	5.3%	\$ 12,997,943	\$ 3,806,442	29.3%
				FUNCTION 7: TRANSPORTATION							
2,521	2,521	0	0.0%	Support Salaries	24,849	24,849	(0)	0.0%	32,652	7,803	23.9%
633	640	7	1.1%	Employee Benefits	5,028	5,757	729	12.7%	7,676	2,648	34.5%
96,137	113,789	17,652	15.5%	Services and Supplies	751,685	797,402	45,717	5.7%	1,138,772	387,087	34.0%
\$ 99,291	\$ 116,950	\$ 17,659	15.1%	TOTAL	\$ 781,563	\$ 828,008	\$ 46,445	5.6%	\$ 1,179,100	\$ 397,537	33.7%
\$ 11,136,085	\$ 11,615,973	\$ 479,888	4.1%	GRAND TOTAL BY FUNCTIONS	\$ 87,790,073	\$ 90,971,748	\$ 3,181,675	3.5%	\$ 127,299,982	\$ 39,509,909	31.0%
\$ -	\$ 147,256	\$ 147,256	100.0%	Local Capital Reserve	\$ -	\$ 1,325,301	\$ 1,325,301	100.0%	\$ 1,767,075	\$ 1,767,075	100.0%
\$ 95,522	\$ 64,100	\$ (31,422)	-49.0%	Capital Assets Purchased from Operating	\$ 624,004	\$ 576,898	\$ (47,106)	-8.2%	\$ 769,204	\$ 145,200	18.9%
11,231,607	11,827,329	595,722			88,414,077	92,873,947	4,459,870		129,836,261	41,422,184	

Operating Budget	129,836,261
Prior Year Local Capital Reserve	(1,767,075)
Current Year transfer to Local Capital Reserve	421,854
Transfer to Capital Lease Payments	315,000
SubTotal	128,806,040

MOE 2013/2014 Amended Operating Budget	128,806,040
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	Annual Facilities Grant	Learning Improvement Fund	Youth Education Support Fund	Special Ed Equip	Community Link	Ready, Set, Learn
Balance at the Beginning of the Year	\$ 531,932	\$ -	\$ 233,192	\$ 54,940	\$ 20,556	\$ 87,445
Revenue						
Grant - MOE	151,878	1,025,921		20,357	373,724	34,300
Grant - Other Prov						
Grant - Federal						
Other School Districts						
Investment Income						
Misc						
Donations			151,626			
Total Revenue	151,878	1,025,921	151,626	20,357	373,724	34,300
Expenditure						
Teacher Salaries		662,686			20,720	21,094
TOC Salaries		10,158				2,328
Educ. Assist. Salaries		117,371			329,064	4,396
Clerical Salaries						
Other Staff Salaries	67,922					
Employee Benefits	17,090	173,882				6,475
Services/Supplies	35,466		104,513	37,504	30,754	10,510
Scholarships/Bursaries						
Capital Assets	263,658		49,652	9,344		1,730
Work in Progress						
Total Expenses	384,136	964,097	154,165	46,848	380,538	46,533
Transfers						
From (To) Operating Fund						
From (To) R.M.E.F.						
	-	-	-	-	-	-
Balance	\$ 299,674	\$ 61,824	\$ 230,653	\$ 28,449	\$ 13,742	\$ 75,212

	School-Based Funds	Literacy Innovation	French Programs	Strong Start Centre	Building Envelope Design	TOTAL
Balance at the Beginning of the Year	\$ 1,415,650	\$ 19,607	\$ 16,775	\$ 50,221	\$ 30,309	\$ 2,460,627
Revenue						
Grant - MOE			7,679	179,200		1,793,059
Grant - Other Prov						-
Grant - Federal						-
Other School Districts						-
Investment Income						-
Misc	3,024,276		3,875			3,028,151
Donations						151,626
Total Revenue	3,024,276	-	11,554	179,200	-	4,972,836
Expenditure						
Teacher Salaries			16,255			720,755
TOC Salaries	3,218	2,760	4,604			23,068
Educ. Assist. Salaries	1,696			120,180		572,707
Clerical Salaries				7,460		7,460
Other Staff Salaries	9,492					77,414
Employee Benefits	1,432	599	6,076	39,483		245,037
Services/Supplies	2,721,939	2,657	854	12,830		2,957,027
Scholarships/Bursaries						-
Capital Assets	670		540			325,594
Teachers Savings						-
Total Expenses	2,738,447	6,016	28,329	179,953	-	4,929,062
Transfers						
From (To) Operating Fund						-
From (To) R.M.E.F.						-
	-	-	-	-	-	-
Balance	\$ 1,701,479	\$ 13,591	\$ -	\$ 49,468	\$ 30,309	2,504,401



ITEM 10

To: Board of Education

From: Board Policy
Development Committee

Re: **PROPOSED DRAFT POLICY:**
2400: SCHOOL BOARD MEETING PROCEEDINGS

Date: May 28, 2014
(Public Board Meeting)

Information

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

Policy 2400: School Board Meeting Proceedings

Input from education partners and the public is now invited. After receiving input, the Committee will have another opportunity to review the policy before it is again presented to the Board for approval.

RECOMMENDATION:

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

Attachment

SD 42 POLICY: 2400

SCHOOL BOARD MEETING PROCEEDINGS

No act or proceeding shall be valid or binding on the Board of Education (“Board”) unless such act or proceeding shall have been adopted at a meeting called and held as provided by the *School Act* or by Board policy.

1. AGENDA PREPARATION

The Board delegates responsibility for establishing the order of business (“Agenda”) for meetings of the Board to the Agenda Preparation Committee. The Agenda Preparation Committee shall be comprised of the Board Chairperson and Vice-Chairperson, the Secretary Treasurer, and the Superintendent. The Secretary Treasurer, under the direction of the Superintendent shall prepare and submit to the Board the Agenda for each regular, closed and special meeting.

2. PROCEEDINGS

In all cases where the School Act and this Policy are silent, the current edition of Robert’s Rules of Order Newly Revised shall apply to procedures at meetings of the Board and its committees.

3. AGENDAS - REGULAR AND CLOSED MEETINGS

Except as otherwise indicated, the Agenda of each public and closed meeting, unless varied by motion, shall be presented as follows:

Opening Procedures

1. Call to Order
2. Correspondence
3. Approval of Agenda
4. Invitation for Public Input —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.

Approval of Minutes

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.

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.

Deferred Items – Decision items only

Decision Items

Chairperson

Superintendent

Secretary Treasurer

Board Committees Budget, Finance, Board Policy Development

Information Items

Chairperson

Superintendent

Secretary Treasurer

Committee Business Budget, Finance, Board Policy Development, Advisory Committee Reports

Trustee Motions and Notices of Motion – trustee motions introduced during a meeting shall require two-thirds vote to be considered at that meeting.

Trustee Reports

1. External Representative Reports
2. Board Liaison Representative Reports
3. Other Trustee Reports

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.

Other Business

Public Disclosure of Closed Meeting Business

Adjournment

4. OTHER AGENDA NOTES

Reports, unfinished business, new business and enquiries shall be listed on the Agenda under the appropriate officer/committee heading.

Written reports are preferred or brief verbal highlights.

5. SPECIAL MEETINGS

Except as otherwise indicated, the Agenda for each Special Public and each Special Closed meeting, unless varied by motion, shall be as follows:

- a) Call to Order
- b) Motion of Exclusion (Closed only)
- c) Business Item(s)
- d) Adjournment

6. NOTICE OF MEETINGS

Forty-eight hours' notice in writing shall be required either to reschedule a regular meeting or to call a special meeting of the Board. Notice must be given to each Trustee in electronic form followed by verbal confirmation of receipt by phone, via Board Chairperson or Executive Assistant, by delivery of same at the place designated for notice.

Notice of any rescheduled meetings or of any Special Meeting of the Board may be waived provided reasonable steps have been taken to notify all Trustees. No less than the number of Trustees required to form a quorum must agree to the waiving of the notice.

7. DISTRIBUTION OF AGENDAS

The proposed regular Agenda must be electronically delivered by the Friday proceeding the next Board meeting and no less than 48 hours in advance of Board meetings to each Trustee, Superintendent, and Secretary Treasurer and at a place designated by the recipients.

Public Agendas will be provided to the general public no later than 48 hours in advance of each Public meeting as posted to the School District website.

A change or addition to the Agenda including Trustee motions for which no notice has been given may be introduced by a Trustee and shall require a two-thirds vote to be considered.

8. MINUTES OF MEETINGS

Minutes shall be kept by the Secretary Treasurer of the Board of all proceedings passed at each Board meeting. Such minutes are to record decisions of the Board but not the contents of speeches. Movers and seconders of motions shall not be recorded in minutes.

Verbal reports made by Trustees, shall not be recorded in the minutes of Board meetings unless the Board takes action as a result of such reports.

A copy of the Public Board meeting minutes shall be made available on the School District website. All board meeting minutes shall be made available to the Board appointed auditors for review.

9. ELECTRONIC MEETINGS

The Board recognizes there may be circumstances where it is practical or necessary to hold a meeting through electronic means, except for Inaugural Meetings. Accordingly, at the call of the Chairperson, Board meetings may be held using electronic arrangements providing that such arrangements be in accordance with the following:

- (a) It is practical to hold a meeting of the Board and its Officers using electronic means to deal with matters that require immediate attention, have significant time constraints, are straight forward or procedural in nature, emergencies that are more efficiently handled using electronic means.
- (b) A trustee is only able to attend a regular Board meeting through electronic means.

- (c) Electronic meeting arrangements include video conferencing, telephone or other such technology, and will only be made where it is practical to do so. All Trustees and Officers of the Board attending or participating in the meeting are able to communicate with each other.
- (d) For purposes of determining a quorum, at the start of an electronic meeting or during an electronic meeting, the Chair shall count as present any trustees who are connected to the meeting by electronic means.
- (e) In the absence of pre-circulated material, the Board Chair and Officers of the Board as required, shall brief the meeting regarding the matter, or matters before it and shall read the resolution requiring Board consideration and voting.
- (f) Voting shall occur by each Trustee identifying him/herself and indicating their vote either for or against the resolution.
- (g) Minutes of the Board shall indicate that the meeting was held pursuant to this provision, indicate which Trustees and Officers were connected electronically and in which manner the electronic meeting was held.

10. REGULAR BOARD MEETINGS – DAY, TIME AND LENGTH

The Board shall hold regular meetings on the second and last Wednesday of each month except that:

- No regular meeting shall be held on Statutory Holidays or during the Winter/Spring school breaks.
- No regular meeting shall be held during the month of July.
- No regular meeting shall be held during the first three weeks of August.
- An August meeting may be held on the last Wednesday of the month.

Regular closed meetings will typically commence no earlier than 1:00pm and no later than 3:30pm unless determined to be required by the Agenda Preparation Committee. Regular closed meetings held on the second and last Wednesday of each month shall conclude no later than 4:30 p.m., unless there is majority vote of the members to extend the meeting no longer than 15 minutes. A second extension requires unanimous approval.

Regular Public meetings will commence at 6:00 p.m. unless the Board decides to vary the start time.

All regular public Board meetings shall stand adjourned at three hours after their commencement at 9:00 p.m. However adjournment may be extended by 15 minutes by majority vote. With a unanimous vote of all Board members present, the normal adjournment time may be extended by a maximum of one hour or until 10:00 p.m., whichever comes first.

11. ADDITIONAL MEETINGS

The Board may hold additional meetings on such days and at such hours as the Board may decide by majority vote.

A special meeting, either public or closed, may be called by the Chairperson, or upon special written request of the majority of the Trustees, may be called by the Secretary Treasurer. No business other than that for which the meeting was called upon shall be conducted at that Special meeting.

12. STAFF ATTENDANCE AT MEETINGS

The Superintendent and Secretary Treasurer shall have the right to be present at all Board meetings where decisions are made. With a two-thirds vote, the Board may request that any one of the Board's officers not be present at a Board meeting. However, at least the Superintendent or Secretary Treasurer must be present at all Board meetings where decisions are made.

13. BOARD QUORUM

A quorum of the Board shall be a majority of the Trustees holding office at the time of the meeting.

Thirty minutes after the time appointed for the meeting of the Board, should a quorum not be present, the meeting shall stand adjourned to a date to be fixed by the Chairperson or, in default of the Chairperson fixing a meeting date, until the next regular meeting.

After a meeting has commenced, if there ceases to be a quorum, the presiding officer shall adjourn the meeting to a time certain or the next regular meeting date, at the Chairperson's discretion.

The Secretary Treasurer shall record the names of the members present at the expiration of the 30 minute period, or at the point where it is found there has ceased to be a quorum.

14. PUBLIC AND CLOSED SESSIONS

Except as provided in this policy, all meetings of the Board shall be open to the public.

If in the Board's opinion the public interest so requires, the Board may order a meeting or part thereof to be closed and may exclude persons other than Trustees and officers as provided for in this policy.

Unless otherwise determined by a two-thirds majority vote, the following matters shall be considered by the Board in closed session:

- a) Labour matters dealing with personnel or collective bargaining matters.
- b) Law matters dealing with any litigious items involving the Board, staff or the community.
- c) Land dealings of purchase, swap or disposals.
- d) Such other matters where the Board decides that the public interest so requires, including matters of a confidential, sensitive or preliminary nature.

No Trustee or Board employee shall disclose to the public, the proceedings of a closed meeting or any materials or information pertaining thereto, unless a Resolution has been passed at a closed meeting to allow disclosure.

15. CONFLICTS OF INTEREST

Conflicts of interest must be handled in the manner prescribed in the *School Act*.

16. INAUGURAL AND ANNUAL ORGANIZATIONAL MEETING OF THE BOARD

The inaugural and organizational meeting of the Board shall be held in the Boardroom on the second Wednesday of December concurrent with the regular open meeting of the Board commencing at 6:00 p.m.

In the year of a general election of Trustees, the Inaugural and Organizational meeting shall be held on the first Wednesday in December commencing at 4:00 p.m. and shall be held exclusively for that purpose.

Items of Business

The business of the inaugural (I) and annual (A) meeting shall be comprised of:

- a) The installation of any newly elected Trustees. (I)
- b) At the direction of the Chairperson Pro Tem, the Secretary Treasurer, who shall be Chairperson, will report upon the returns of the election of school Trustees, as certified by the returning officers of the two municipalities. (I)
- c) The Secretary Treasurer then shall administer to each Trustee, or have administered by another person duly qualified for this task, the Declaration and Oath of Allegiance required by the *School Act*. (I)
- d) The annual report of the immediate past Board Chairperson under policy 2918. (I)(A)
- e) The election of Board Chairperson and Vice-Chairperson as per Board policy 2915. (I)(A)
- f) Such items of ordinary business as the Board otherwise may approve as being in order for the annual meeting. (I)(A)

APPROVED: October 10, 2012 REVISED MAY 28, 2014



ITEM 11

RECORD

2013-2014

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

April 9, 2014

Call to Order
Motion of Exclusion
Ordering of Agenda
Confirmation of Minutes – March 12, 2014
Superintendent Decision Item
Superintendent Information Item
Committee Business
Adjournment

Meeting called to order at 4:49 p.m.
Approved
Approved as circulated
Approved as circulated
Approved
Received for information
Received for information
Adjourned at 5:14 p.m.