



**PUBLIC MEETING
OF THE BOARD OF EDUCATION**

Wednesday, May 8, 2013
4:00 p.m.

District Education Office
22225 Brown Avenue
Boardroom

A G E N D A

*“Feel about yourself what you would have others feel about themselves.”
~ Martha Beck*

A – OPENING PROCEDURES

ITEM 1

1. Call to Order
2. Correspondence
3. Ordering of Agenda
4. Invitation for Public Input to matters on the Agenda

B – CONFIRMATION OF MINUTES

ITEM 2

1. April 24, 2013

C – PRESENTATIONS

D – DELEGATIONS

E – CHAIR REPORT

F – DEFERRED ITEMS

G – TRUSTEE MOTIONS

H – CHIEF EXECUTIVE OFFICER’S REPORT

1. Decision Items
 - a) Superintendent of Schools
 - b) Deputy Superintendent
 - c) Secretary Treasurer
 - i. Adoption of 2013/14 Preliminary Budget Bylaw
(To Be Distributed) ITEM 3
2. Information Items
 - a) Superintendent of Schools
 - i. Carbon Neutral Action Report 2012 ITEM 4
 - b) Deputy Superintendent
 - c) Secretary Treasurer

I – COMMITTEE BUSINESS

1. Committees of the Whole
 - a) 2012 - 2013 Finance
 - i. Financial Statements – Third Quarter
(To Be Distributed) ITEM 5
 - b) 2013 - 2014 Budget
2. Committee & Advisory Committee Reports
 - a) Aboriginal Education
 - b) Board Policy Development
 - c) District Student Advisory
 - d) Education
 - e) French Immersion Advisory
 - f) Inclusive Education

J – QUESTION PERIOD

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

K – TRUSTEE REPORTS

1. BC School Trustees' Association Provincial Council
2. District Parent Advisory Council
3. Joint Parks and Leisure Services
4. Municipal Advisory & Accessibility
5. Ridge Meadows Community 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
 - b) Public Disclosure of Closed Meeting Business ITEM 6

L – OTHER BUSINESS

M – ADJOURNMENT



ITEM 1

To: Board of Education

From: Chairperson
Mike Murray

Re: **OPENING PROCEDURES**

Date: May 8, 2013
(Public Board Meeting)

Information/Decision

1. CALL TO ORDER

2. CORRESPONDENCE (Information Item)

*** There is no correspondence.*

RECOMMENDATION

THAT the Board receive all correspondence for information.

Attachments

3. ORDERING OF AGENDA (Decision Item)

RECOMMENDATION:

THAT the Agenda be ordered as circulated.

4. Invitation for Public Input to matters on the Agenda



ITEM 2

To: Board of Education

From: Chairperson
Mike Murray

Re: **CONFIRMATION OF MINUTES**

Date: May 8, 2013
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Minutes of the February 24, 2013 Public Board Meeting be approved as circulated.

Attachment

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:

Superintendent – Jan Unwin
Secretary Treasurer – Flavia Coughlan
Deputy Superintendent – Laurie Meston
Mgr. of Communications/Community Relations – Irena Pochop
Executive Assistant – Tracy Orobko

A. OPENING PROCEDURES

Call to Order

The meeting was called to order at 6:11 p.m.

The Chair welcomed and thanked everyone for attending.

1. Correspondence

- Sarah Reid, Director, Community Development – Heart and Stroke Foundation (*April 2, 2013*)
- Frank Lento, Chairperson – SD5 (Southeast Kootenay) (*April 2, 2013*)
- Honourable Christy Clark, Premier – Government of British Columbia (*April 11, 2013*)
- Jamie Brennan, Chairperson – SD68 (Nanaimo-Ladysmith) (*April 11, 2013*)
- Ginny Manning, Chairperson – SD67 (Okanagan Skaha) (*April 12, 2013*)
- Peg Orcherton, Chairperson – SD61 (Greater Victoria) (*April 16, 2013*)
- Peg Orcherton, Chairperson – SD61 (Greater Victoria) (*April 17, 2013*)

Moved: Trustee Rempel

Seconded: Trustee Nelson

THAT the Board receive all correspondence for information

CARRIED

2. Ordering of Agenda

Moved: Trustee Rempel

Seconded: Trustee Clarkson

THAT the Agenda be ordered as circulated.

CARRIED

The Chair opened the floor to others wanting to speak to the Agenda.

B. CONFIRMATION OF MINUTES

1. April 10, 2013 Public Board Meeting Minutes

Moved: Trustee Rempel

Seconded: Trustee Clarkson

THAT the Minutes of the April 10, 2013 Public Board Meeting be approved as circulated.

CARRIED

C. PRESENTATIONS

D. DELEGATIONS

E. CHAIR REPORT

F. DEFERRED ITEMS

G. TRUSTEE MOTIONS

H. CHIEF EXECUTIVE OFFICER'S REPORT

1. Decision Items

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

Approval of Preliminary Operating Budget 2013/14

The Chair thanked everyone for their valuable input expressing the difficult process undertaken. The public feedback received has been taken into consideration. The Budget Committee of the Whole met this afternoon spending considerable time with final deliberations. The budget being brought this evening is 'hot off the press' and encompasses changes based on many hours of discussion.

Reserves, which are contingencies allowing districts to respond to emergencies, were used in balancing the budget and reviews will continue for future budgets to find ways of balancing without using reserves.

Trustee Clarkson declared a conflict of interest and therefore will be abstaining from voting on the budget.

The Budget Bylaw will be adopted May 8, 2013.

The Secretary Treasurer highlighted the changes made as a result of deliberations. Pages 13 and 14 of the 2013/14 Preliminary Operating Budget document were reviewed. Proposed changes have been primarily made to the library and secondary daytime custodian proposals.

The full revised Preliminary Operating Budget can be read in its entirety on the School District website.

Trustee Palis read a statement regarding the budget process and the difficult decisions that the Board has to make in order to submit a balanced budget as required by legislation.

A question was asked for clarification around the use of the library clerical staff to which it was confirmed all clerical hours assigned to the schools will go directly to the library.

Moved: Trustee Rempel

Seconded: Trustee Marshall

THAT the Board approves:

- 1) The transfer of \$1.52 million from the contingency reserve to operating to assist in funding 2013/14 Preliminary Operating Budget.
 - 2) The preliminary operating budget balancing proposals as outlined in the Preliminary Operating Budget 2013/14 for implementation and incorporation in the Board's Budget Bylaw for 2013/14.
- CARRIED (Abstained: Trustee Clarkson)**

Capital Bylaw No. 126573 – 2013/14 Carbon Neutral Capital Program

The Secretary Treasurer referred to the attachment in the Agenda reporting the Ministry of Education has announced carbon neutral funding in the amount of \$9,765 to be used for consulting work.

The Board Chair opened the floor to questions.

A question was asked if the district has received funding from the Ministry in the past for work in schools related to this to which it was responded positively and one project received over \$100,000.

Moved: Trustee Rempel

Seconded: Trustee Carr

THAT the Board pass Capital Project Bylaw No. 126573 – 2013/14 Carbon Neutral Capital Program at this meeting with three (3) readings, unanimously.

CARRIED

Moved: Trustee Rempel

Seconded: Trustee Marshall

THAT the Board pass Capital Project Bylaw No. 126573 – 2013/14 Carbon Neutral Capital Program as read a first time.

CARRIED

Moved: Trustee Rempel

Seconded: Trustee Clarkson

THAT the Board pass Capital Project Bylaw No. 126573 – 2013/14 Carbon Neutral Capital Program as read a second time.

CARRIED

Moved: Trustee Rempel

Seconded: Trustee Carr

THAT the Board pass Capital Project Bylaw No. 126573 – 2013/14 Carbon Neutral Capital Program as read a third time and finally adopted.

CARRIED

Capital Bylaw No. 126633 – 2013/14 Annual Facility Grant – Capital Portion

Moved: Trustee Rempel

Seconded: Trustee Palis

THAT the Board pass Capital Project Bylaw No. 126633 – 2013/14 Annual Facility Grant - Capital Portion at this meeting with three (3) readings, unanimously.

CARRIED

Moved: Trustee Rempel

Seconded: Trustee Clarkson

THAT the Board pass Capital Project Bylaw No. 126633 – 2013/14 Annual Facility Grant - Capital Portion as read a first time.

CARRIED

Moved: Trustee Rempel

Seconded: Trustee Clarkson

THAT the Board pass Capital Project Bylaw No. 126633 – 2013/14 Annual Facility Grant - Capital Portion as read a second time.

CARRIED

Moved: Trustee Rempel

Seconded: Trustee Palis

THAT the Board pass Capital Project Bylaw No. 126633 – 2013/14 Annual Facility Grant - Capital Portion as read a third time and finally adopted.

CARRIED

2. Information Items

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

I. COMMITTEE BUSINESS

J. QUESTION PERIOD

Leslie Franklin thanked the board for revisiting the custodial issue. Much appreciated.

K. TRUSTEE REPORTS

BC School Trustees' Association. Trustee Clarkson reported on the upcoming Annual General Meeting on April 25 – 28th stating he would like attendees to follow-up on responses to past motions and initiatives.

Joint Parks and Leisure Services. The Board Chair reported on the attendance at the recent meeting where the budget was discussed taking the opportunity to engage discussion on how the budget affects the communities including facility rental rates. Both the District of Maple Ridge and City of Pitt Meadows are interested in learning more. The City of Pitt Meadows welcomes for the Board to attend an upcoming council meeting.

Ridge Meadows Arts Council. A new residence for the Artist in Residence has been provided and there will also be a residence in Pitt Meadows too; many of the work the artists do, is with students and teachers in our district; scholarship selection is in process; a suggestion was made for representatives to attend a future Board meeting to make a presentation on the good work they do.

Ridge Meadows Education Foundation. Trustee Marshall reported on the upcoming May 9th fundraiser at Mark's Work Warehouse – Customer Appreciation Day; encouraged everyone to attend. Donations are going to support the Brown Bag Lunch Program in schools; seeking volunteers between 11am – 7pm.

Tzu Chi Foundation. The annual celebration is scheduled for May 23, 2013 at 3:30pm at Connex; invitations will be sent in due course.

Good News Items

Trustee Marshall encouraged everyone to attend the May 6th All-Candidates meeting at THSS in the Rotunda from 7 – 9pm; sponsored by DPAC in collaboration with the Board of Education.

Trustees Carr and Palis attended the successful public speaking contest at Eric Langton Elementary; Trustees attended the Youth Philanthropy Initiative (“YPI”) at Garibaldi Secondary assisting with judging. This year’s winner was PoCoMo Youth Services - outreach for youth.

Trustees reported on the successful Social Justice Conference event held at The Act as organized by teacher, Dani Zagar and commended the many students and staff who participated and assisted.

Trustee Carr reported on the successful pole carving unveiling ceremony – a two year project at Westview Secondary.

The Chair attended the recent poetry slam with participating schools Samuel Robertson Technical, Westview and Thomas Haney Secondary speaking to the depth, passion and creative talent exhibited.

L. OTHER BUSINESS

M. ADJOURNMENT

Moved: Trustee Rempel

Seconded: Trustee Clarkson

THAT the meeting of the Board be adjourned at 6:50 p.m.

CARRIED

Mike Murray, Chairperson

Flavia Coughlan, Secretary Treasurer



To: Board of Education

From: Superintendent
Jan Unwin

Secretary Treasurer
Flavia Coughlan

Re: **CARBON NEUTRAL ACTION REPORT** Date: May 8, 2013
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

The attached report has been submitted to the Climate Action Secretariat.

RECOMMENDATION:

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

Attachment



2012 CARBON NEUTRAL ACTION REPORT

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT NO.42

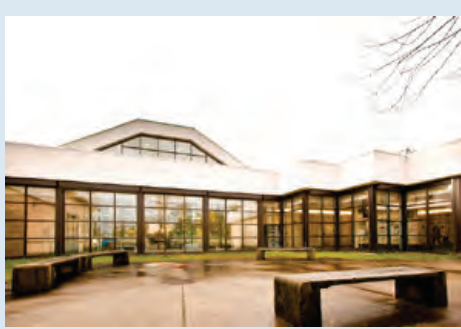


EXECUTIVE SUMMARY

SD 42 has continued to work to reduce energy consumption and carbon emissions. The district has completed an Energy Management Assessment in order to undertake a strategic review of our operations with the purpose of helping us establish 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.

Jan Unwin

Jan Unwin
Superintendent of Schools



2012 GREENHOUSE GAS EMISSION

SD 42 produced a total of 3,387 tonnes of greenhouse gas emissions from all sources as reported in SMARTTool.

OFFSETS APPLIED TO BECOME CARBON NEUTRAL IN 2012

Of all the greenhouse gas emissions generated, a total of 3,904 tonnes of emissions offsets have been applied to become carbon neutral for 2012. This total was amended by 525 tonnes based on units consumed in 2011 but not reported previously due to billing issues between SmartTool and our Utility Manager Program.

Of our total emissions 6.56 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 2012

We have completed a DDC upgrade at one of our secondary schools incorporating motion detectors and CO₂ monitors to increase efficiency in unoccupied spaces. We have replaced an old single boiler system with 2 smaller high efficiency condensing boilers at one of our elementary schools.

We have reduced our fleet by 2 vehicles and replaced 2 units with smaller more efficient ones.

Lighting retrofits and upgrades have been incorporated in facility renovations and continue to be a high priority. We have completed a lighting upgrade at one of our secondary shops building.



OPERATIONAL **CHANGES** IN 2012

All facilities are undergoing a review to optimize use and energy efficiencies. In this process we have reduced the number of portables in the district by seven. Our intent is to conduct annual reviews of our facility utilization.



PLANS TO CONTINUE REDUCING GREENHOUSE GAS EMISSIONS 2013 – 2014

- We continue to work on lighting upgrades.
- We have through our AFG funding undertaken controls upgrades and we will continue this process based on available funding. We will be completing a DDC controls upgrade at five of our elementary schools and maintenance building.
- We are reviewing our operational policies in an effort to reduce utility consumption.
- Teachers are leading students in school-based energy savings and these lessons will demonstrate the benefits of reducing gas emissions.
- We are in the process of completing our Long Range Facilities Plan to meet the needs of the District going forward in Education and building efficiency.



2012 CARBON NEUTRAL ACTION REPORT

22225 BROWN AVENUE
MAPLE RIDGE, BC
V2X 8N6

School District 42 Maple Ridge - 2012 Carbon Neutral Action Report

Actions Towards Carbon Neutrality

The actions listed below contribute to a reduction in greenhouse gas emissions from sources for which public sector organizations are responsible under the carbon neutral government regulation of the Greenhouse Gas Reduction Targets Act.

Action	Status	Steps Taken	Steps Planned	Start Year	End Year
Mobile Fuel Combustion (Fleet and other)					
Behaviour change program					
Provide fleet driver training to reduce fuel use	Ongoing/In Progress	We have not done formalize training but have reviewed with crews the need to reduce idle time, consolidate and plan routes better, and car pool on jobs when practical.	Plan to formalize training.	2010	No End Date (Continuous)
Introduce anti-idling policy and/or raise anti-idling awareness for fleet drivers (e.g., signs, stickers, messages)	In Development	None	Plan to formalize policy and training.	2011	No End Date (Continuous)
Encourage carpooling in fleet vehicles	Ongoing/In Progress	Continually review with staff	Continue to review with staff, formalize SD policy.	2009	No End Date (Continuous)
Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking)	Ongoing/In Progress	Review with staff the use of Westcoast Express for downtown meetings. Schools have a formalized program to promote walking and biking to school.	Continue to review with staff.	2009	No End Date (Continuous)
Vehicle fuel efficiency					
Replace vehicles with more fuel-efficient models	Ongoing/In Progress	Purchase of 2 new smaller Transit vans replacing older 1/2 vans	Upgrade to more efficient units as units expire	2010	No End Date (Continuous)
Replace larger vehicles with smaller models according to fleet "right-sizing" principles	Ongoing/In Progress	Replaced 2 larger 1/2 ton vans with new smaller transit vans.	Continue to monitor use and replace units to meet the needs of the department.	2010	No End Date (Continuous)
Perform regular fleet maintenance to improve fuel-efficiency	Ongoing/In Progress	Continue with maintenance program	Continue with maintenance program	2010	No End Date (Continuous)
Stationary Fuel Combustion, Electricity					
Behaviour change program					
Help staff reduce personal energy use through ""workstation tune-ups""	In Development	None	Formalize and implement policy.	2010	No End Date (Continuous)
Ask staff to unplug electrical equipment or switch off power bars when not in use	Ongoing/In Progress	Review with staff.	Implement formal program for education.	2010	No End Date (Continuous)
Ask staff to unplug electrical equipment or switch off power bars when not in use	Ongoing/In Progress	Reviewed with staff.	Implement formal program for education.	2010	No End Date (Continuous)
Ask staff to close blinds at end of work day to reduce heating/cooling demands	Ongoing/In Progress	Done by custodians at the end of each day.	Ongoing	2008	No End Date (Continuous)
Encourage staff to use air dry setting on dishwashers	In Development	None	Include item in district policy on energy savings practices.	2012	No End Date (Continuous)
Provide tips to staff on saving energy in the office while working outside of regular business hours	Not Yet Evaluated				No End Date (Continuous)
Encourage use of stairs instead of elevators	Completed (in Previous Year)				No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Ongoing/In Progress	Reviewed with staff and students.	Continue this process.	2010	No End Date (Continuous)
Promote hot water conservation	Not Yet Evaluated				No End Date (Continuous)
IT power management					
Install power management software which shuts down computers outside of regular business hours	Ongoing/In Progress	Added two labs to the power management software system. Dismantled two labs. Total of 60 desktop units were upgraded with power management software. Sixty desktops were taken out of service.	Upgrade a few more labs and add them to the power management software system.	2009	No End Date (Continuous)

School District 42 Maple Ridge - 2012 Carbon Neutral Action Report

Actions Towards Carbon Neutrality

The actions listed below contribute to a reduction in greenhouse gas emissions from sources for which public sector organizations are responsible under the carbon neutral government regulation of the Greenhouse Gas Reduction Targets Act.

Action	Status	Steps Taken	Steps Planned	Start Year	End Year
Implement server virtualization	Ongoing/In Progress	Reduced our physical servers from 5 to 4 servers.	No plans at this point. Evaluating options.	2010	No End Date (Continuous)
Apply auto-sleep settings on computer monitors and CPUs	Ongoing/In Progress	Continue to add auto sleep setting.	Continue to add auto sleep setting.	2009	No End Date (Continuous)
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices as part of a print management strategy	Ongoing/In Progress	Continue efforts to remove Stand-alone units.	Continue efforts to remove Stand-alone units.	2010	No End Date (Continuous)
Apply auto-sleep settings on printers, fax machines, and/or multi-function devices	Ongoing/In Progress	All multifunction devices set to sleep after a period of no activity.	No plans.	2010	No End Date (Continuous)
Replace computers with ENERGY STAR models during regular computer upgrades	Ongoing/In Progress	Replaced 100 older laptops with newer energy star units.	Replace another 100 older laptops with newer units.	2008	No End Date (Continuous)
Leased buildings					
Develop a green lease policy that requires green features to conserve energy be included in all lease negotiations	Not Yet Evaluated				No End Date (Continuous)
Owned buildings					
Establish energy performance baseline for owned buildings	Ongoing/In Progress	Energy stats are documented and recorded in our Utility Manager Program. Hydro has set up baseline usage stats for all our facilities.	Continue to monitor usage.	2009	No End Date (Continuous)
Register for performance labelling/certification for operations and maintenance of owned buildings (e.g., LEED EB:O&M)	Not Yet Evaluated				No End Date (Continuous)
Register for performance labelling/certification for commercial interiors of owned buildings (e.g., LEED CI)	Not Yet Evaluated				No End Date (Continuous)
Achieve LEED NC Gold certification at a minimum for new construction or major renovations	In Development	None	Waiting on approval for a new elementary school from the ministry and funding support for LEEDS gold on the project	2012	No End Date (Continuous)
Perform energy retrofits on existing, owned buildings	Ongoing/In Progress	Completed boiler replacement at Eric Langton Elementary with high efficient condensing boilers. Installed new DDC controls at Westview secondary with CO2 monitors and occupancy sensors. Upgraded lighting at Garibaldi Secondary Shops from T12 to T8.	Upgrading DDC controls at 5 elementary schools	2008	No End Date (Continuous)
Incorporate a refrigerant management strategy into regular building management/maintenance to reduce fugitive emissions	Not Yet Evaluated				No End Date (Continuous)
Planning/management					
Reduce office space (square meters) per employee	Ongoing/In Progress	Disposed of 7 portables.	Continue to analyse facility use.	2009	No End Date (Continuous)
Install a real time metering system (e.g. Pulse, Reliable Controls, Houle Controls)	Ongoing/In Progress	Hydro has installed smart meters at all our facilities	Look at programs to tie into smart meters.	2011	No End Date (Continuous)
Retrofit details for owned buildings					
Upgrade mechanical systems (heating, cooling, ventilation) during retrofits	Ongoing/In Progress	Replaced and upgraded boilers at Eric Langton elementary school. Replaced and upgraded DDC controls at Westview Secondary. Installed CO2 monitors and occupancy sensors.	Upgrading DDC controls at 5 elementary schools Upgrading HVAC units in office area of Riverside Center	2009	No End Date (Continuous)
Upgrade lighting systems during retrofits	Ongoing/In Progress	Upgraded lighting at Garibaldi Secondary Shops building fro T12 to T8.	Installing power factor correction at Maple Ridge Secondary. Upgrade to lighting at Pitt Meadows Secondary.	2009	No End Date (Continuous)
Upgrade/adjust control systems during retrofits	Ongoing/In Progress	Upgraded DDC controls at Westview Secondary and incorporated CO2 and occupancy sensors.	Upgrading DDC controls at 5 elementary schools.	2008	No End Date (Continuous)

School District 42 Maple Ridge - 2012 Carbon Neutral Action Report

Actions Towards Carbon Neutrality					
The actions listed below contribute to a reduction in greenhouse gas emissions from sources for which public sector organizations are responsible under the carbon neutral government regulation of the Greenhouse Gas Reduction Targets Act.					
Action	Status	Steps Taken	Steps Planned	Start Year	End Year
Improve building insulation (including windows) during retrofits	Ongoing/In Progress	Completed BEP project at District Office. Completed Gym BEP project at Albion Elementary.	Continue to upgrade windows and insulation. Complete BEP project at Kanaka Creek Elementary.	2008	No End Date (Continuous)
Supplies (Paper)					
Behaviour change program					
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress	Sessions were held to train staff, two secondary schools were trained to use sharepoint portals.	Train all schools on how to use parent portals for next years deployment.	2010	No End Date (Continuous)
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	In Development	Looking at options on Board meeting becoming paperless. Promoting paperless meeting in district.	Continue to promoting paperless meeting in district.	2011	No End Date (Continuous)
Electronic media in place of paper					
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress	Rolled out sharepoint portals two secondary schools.	Implement parent portals allowing schools to communicate with parents utilizing digital notifications, trip consents, etc. Paper work within the schools will be digital.	2010	No End Date (Continuous)
Use electronic document library for filing common documents	Ongoing/In Progress	The majority of electronic documents are stored on common servers for access and storage.	Continue to support this process and explore options in expanding it in other areas.	2010	No End Date (Continuous)
Switch to an electronic payroll notification system in place of paper pay stubs	Completed (in Reporting Year)	Completed		2010	2012
Paper Type					
Purchase 30% post-consumer recycled paper	Completed (in Previous Year)				No End Date (Continuous)
Purchase 40% post-consumer recycled paper	Not Yet Evaluated				No End Date (Continuous)
Purchase 100% post-consumer recycled paper	Not Yet Evaluated				No End Date (Continuous)
Printer/document settings					
Switch networked printers and photocopiers to automatic double-sided	Ongoing/In Progress	Continue to promote this practice district wide.	Continue to promote this practice district wide.	2009	No End Date (Continuous)

School District 42 Maple Ridge - 2012 Carbon Neutral Action Report

Actions to Reduce Provincial Emissions and Improve Sustainability

The actions listed below contribute to a reduction in greenhouse gas emissions from sources that fall outside of the reporting requirements defined in the carbon neutral government regulation of the Greenhouse Gas Reduction Targets Act. Public sector

Action	Status	Steps Taken	Steps Planned	Start Year	End Year
Business Travel					
Behaviour change program					
Train staff in web-conferencing	Ongoing/In Progress	More training sessions were held this year.	Continue training program.	2009	No End Date (Continuous)
Encourage staff to consider virtual attendance/presentation at events where possible	Ongoing/In Progress	Continue to promote virtual attendance.	Continue to promote virtual attendance.	2009	No End Date (Continuous)
Encourage carpooling to meetings	Ongoing/In Progress	Reviewed with staff on a regular bases.	Continue to review with staff.	2009	No End Date (Continuous)
Encourage alternative travel to meetings (e.g., bicycles, public transit, walking)	Ongoing/In Progress	Reviewed with staff on a regular bases.	Continue to review with staff.	2009	No End Date (Continuous)
Policy and budgeting					
Create a low-carbon travel policy or travel reduction goal	In Development	None	Refer to Senior Team to develop policy.	2010	2013
Virtual meeting technology					
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	Ongoing/In Progress	Continue to promote web conferencing and tele conferencing.	Continue to promote web conferencing and tele conferencing.	2009	No End Date (Continuous)
Make desktop web-cameras available to staff	Ongoing/In Progress	Web cameras are available on request.	Continue to promote.	2012	No End Date (Continuous)
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	In Development	Trials have been done between schools.	Assessing equipment, training and all associated cost to present to Senior team for support.	2012	No End Date (Continuous)
Education, Awareness, and Engagement					
Awards/Recognition					
Establish a sustainability/green awards or recognition program	In Development	None	Senior Team to develop and implement this program.	2012	No End Date (Continuous)
Staff Professional Development					
Support green professional development (e.g., workshops, conferences, training)	Not Yet Evaluated				No End Date (Continuous)
Include green options in employee performance measurement system	Not Yet Evaluated				No End Date (Continuous)
Staff awareness/education					
Provide education to staff about the science of climate change	Not Yet Evaluated				No End Date (Continuous)
Provide education to staff about the conservation of water, energy, and raw materials	Ongoing/In Progress	Materials and statistics have been made available on request.	Director of Maintenance developing a program to support staff education in this area.	2011	No End Date (Continuous)
Provide green tips on staff website or in newsletters	In Development	None	Work with Manager of Communications to set up an area on district website to post this information.	2012	No End Date (Continuous)
Provide sustainability education during new staff orientation	In Development	None	Director of Maintenance to provide support to HR Department to set up orientation packages on sustainability.	2012	No End Date (Continuous)
Team-building					
Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement	In Development	None	Senior team to develop and implement a program.	2012	No End Date (Continuous)
Provide resources and/or dedicated staff to support teams	In Development	Upgrade to Utility Manager program.	Set up access to resources i.e Hydro states , N.G consumption etc.	2012	No End Date (Continuous)
Providing behaviour change education/training to teams (e.g., community-based social marketing)	In Development	Discussions held with senior team.	Formalize a program to present to teams.	2012	No End Date (Continuous)

School District 42 Maple Ridge - 2012 Carbon Neutral Action Report

Actions to Reduce Provincial Emissions and Improve Sustainability

The actions listed below contribute to a reduction in greenhouse gas emissions from sources that fall outside of the reporting requirements defined in the carbon neutral government regulation of the Greenhouse Gas Reduction Targets Act. Public sector

Action	Status	Steps Taken	Steps Planned	Start Year	End Year
Other Sustainability Actions					
Adaptation to Climate Change					
Assessed whether extreme weather events and/or long term changes in climate will affect the organization's business areas	Not Yet Evaluated				No End Date (Continuous)
Integrated considerations of extreme weather events and/or long term changes in climate into the organization's decision making.	Not Yet Evaluated				No End Date (Continuous)
Building construction, renovation					
Establish a policy to reuse materials where possible and divert construction and demolition debris from landfills and incineration facilities	Ongoing/In Progress	Various materials are salvaged and reused throughout the district.	Develop as formal policy to support this program.	2009	No End Date (Continuous)
Incorporate lifecycle costing into new construction or renovations	In Development	No progress.	Will incorporate this in new construction.	2011	No End Date (Continuous)
Commuting to and from home					
Introduce telework/work from home policy	Not Yet Evaluated				No End Date (Continuous)
Offer staff a compressed work week	Not Yet Evaluated				No End Date (Continuous)
Encourage commuting by foot, bicycle, carpool or public transit	Not Yet Evaluated				No End Date (Continuous)
Provide shower or locker facilities for staff/students who commute by foot or by bicycle	Not Yet Evaluated				No End Date (Continuous)
Provide secure bicycle storage	Not Yet Evaluated				No End Date (Continuous)
Procurement (non-paper supplies)					
Incorporate minimum recycled content standards into procurement policy for consumable, non-paper supplies (e.g., writing instruments, binders, toner cartridges, etc.)	Not Yet Evaluated				No End Date (Continuous)
Establish green standards for goods that are replaced infrequently and/or may require capital funds to purchase (e.g., office furniture, carpeting, etc.)	Not Yet Evaluated				No End Date (Continuous)
Implement sustainable purchasing program for cleaning products, disposable paper products and trash bags	Ongoing/In Progress	Continued to purchase green cleaning products. We are Green seal certified for all our paper products.	Continue with program for the cleaning and paper products.	2009	No End Date (Continuous)
Waste reduction/diversion					
Put in place an operations policy to facilitate the reduction and diversion of building occupant waste from landfills or incineration facilities	Ongoing/In Progress	Continue recycling program throughout the district. Installed bottle water refilling station in 2 secondary schools.	Continue to look into programs to do more recycling i.e composting.	2008	No End Date (Continuous)
Implement a hazardous waste reduction and disposal strategy	Ongoing/In Progress	Disposal strategy in place.	Apply and maintain the disposal strategy.	2008	No End Date (Continuous)
Water conservation					
Establish a water conservation strategy which includes a plan or policy for replacing water fixtures with efficient models	Not Yet Evaluated				No End Date (Continuous)
Put in place a potable water management strategy to reduce potable water demand of building-level uses such as cooling tower equipment, toilet fixtures, etc. and landscape features	Not Yet Evaluated				No End Date (Continuous)
Introduce a stormwater management landscape strategy (e.g., vegetated roofs, permeable paving, rain gardens, bioswales)	Not Yet Evaluated				No End Date (Continuous)



RECORD

2012-2013

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 24, 2013

Call to Order
Motion of Exclusion
Correspondence
Ordering of Agenda
Confirmation of Minutes – April 10, 2013
Superintendent Decision Items (3)
Superintendent Information Items (2)
Committee Business
Question Period
Trustee Reports
Adjournment

Meeting called to order at 3:54 p.m.
Approved
No correspondence
Approved as amended
Approved as amended
Approved
Received for information

Adjourned at 4:48 p.m.