



**PUBLIC MEETING  
OF THE BOARD OF EDUCATION**

Wednesday, November 12, 2014  
Time: 6:00 p.m.

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

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**A G E N D A**

Faith is taking the first step even when you don't see the whole staircase. Martin Luther King, Jr.

**A. OPENING PROCEDURES**

ITEM 1

1. Call to Order
2. Correspondence
  - Frank Lento, Chair, School District No. 5 (Southeast Kootenay)
  - Alan Chell, Chair, School District No. 19 (Revelstoke)
  - Baljinder Narang, Chair, School District No. 41 (Burnaby)
  - Denise Harper, Chair, School District No. 73 (Kamloops/Thompson)
  - Bobbi Johnson, Chair, School District No. 83 (North Okanagan-Shuswap)
3. Approval of Agenda
4. Invitation for Public Input to matters on the Agenda - *Members of the public can provide input on items on the Agenda. Speaker's time is limited to 2 minutes per person. This agenda item has a time limit of 10 minutes.*

**B. APPROVAL OF MINUTES**

1. October 29, 2014 ITEM 2

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

1. Casey Wright ITEM 3

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

**E. DEFERRED ITEMS**

**F. DECISION ITEMS**

1. Chairperson
2. Superintendent of Schools
  - a) Board Authorized Approved Course: Masonry - Level 1 ITEM 4
3. Secretary Treasurer
4. Board Committees
  - a) Finance
    - i. Financial Statements Quarter Ended September 30, 2014 ITEM 5
  - b) Budget
  - c) Board Policy Development

**G. INFORMATION ITEMS**

1. Chairperson
2. Superintendent of Schools
  - a) Class Size and Composition Update
3. Secretary Treasurer
4. Board Committees & Advisory Committee Reports
  - a) Finance
  - b) Budget
  - c) Board Policy Development
  - d) Education
  - e) Aboriginal Education
  - f) Inclusive Education
  - g) French Immersion Advisory
  - h) District Student Advisory
  - i) Round Table with Partners

ITEM 7

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

**I. TRUSTEE REPORTS**

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

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

**K. OTHER BUSINESS**

1. Public Disclosure of Closed Meeting Business

ITEM 8

**L. ADJOURNMENT**



**ITEM 1**

To: **Board of Education**

From: Chairperson  
Mike Murray

Re: **OPENING PROCEDURES**

Date: November 12, 2014  
(Public Board Meeting)

**Information/Decision**

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**1. CALL TO ORDER**

**2. CORRESPONDENCE (Information Item)**

- Frank Lento, Chair, School District No. 5 (Southeast Kootenay)
- Alan Chell, Chair, School District No. 19 (Revelstoke)
- Baljinder Narang, Chair, School District No. 41 (Burnaby)
- Denise Harper, Chair, School District No. 73 (Kamloops/Thompson)
- Bobbi Johnson, Chair, School District No. 83 (North Okanagan-Shuswap)

**RECOMMENDATION:**

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

Attachments

**3. APPROVAL OF AGENDA (Decision Item)**

**RECOMMENDATION:**

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

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



# SCHOOL DISTRICT 5

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

October 27, 2014

Honourable Michael De Jong  
Minister of Finance and Government House Leader  
PO Box 9048 Stn Prov Govt  
Victoria BC V8W 9E2

Dear Minister De Jong:

We were pleased to see the *Select Standing Committee on Finance and Government Services* recognizes the need for government to adequately address the educational funding needs as presented in their *Report on the Budget 2014 Consultations*.

These recommendations –and their implementation—are vital to the restoration and preservation of a high-quality education system in BC.

To that end, at the October public Board meeting the School District 5 (SD5) Southeast Kootenay Board of Education carried the following motion:

*“That the Board of Education send a letter to the Minister of Finance with a copy to the usual stakeholders requesting a progress update on Recommendations 24 – 40 from the Report on the Budget 2014 Consultations from the Select Standing Committee on Finance and Government Services.”*

Our District, along with many other Districts in BC, continues to experience the eroding effects of insufficient funding that does not address inflationary cost increases, ageing and inefficient school building upkeep and replacement, new initiatives such as trades and technology and increasing demands in the areas of special needs and literacy.

Government continues to request feedback from stakeholders across this province and that feedback has consistently been for sufficient education funding to address a variety of areas that many believe are underfunded.

Our Board would like to know what specific actions the government – and your Ministry in particular—has taken since the 2014 Select Standing Committee report to address these sixteen important recommendations to restore education funding to a level that supports the basic needs of public education in BC.

Thank you in advance for your prompt response to this important issue.

Sincerely,



Frank Lento,  
Board Chair, SD5

Cc: Select Standing Committee on Finance & Government Services  
Christy Clark, Premier  
Bill Bennett, MLA Kootenay East  
BCSTA, for distribution to all Boards of Education  
BC Teachers' Federation  
Shelley Balfour & Christina Smith, CFTA Co-Chairs  
Deb Therrien, President, DPAC  
Media

Frank Lento (Chair) • Trina Ayling • Bev Bellina • Olivia Besanger • Gail Brown •  
Shaun Damstrom • Chris Johns • Curtis Helgesen • Patricia Whalen

October 30<sup>th</sup>, 2014



**School District 19**  
(Revelstoke)

The Honourable Peter Fassbender  
Minister of Education  
PO Box 9405, Stn Prov Govt  
Victoria, BC V8W 9E2

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

Dear Sirs:

The Revelstoke Board of Education is seriously concerned about the inequities in the days paid for teachers in the month of September. When government announced that an agreement had been reached our school community immediately turned its attention to preparing for our students. The announcement that teachers would be paid for September 19<sup>th</sup>, 2014 in preparation for school opening signaled the province-wide efforts to get students back to class.

We appreciate the difficult position some boards in the province find themselves in with respect to the matter of local contract language on days paid for partial months. The Revelstoke Board of Education supports the British Columbia School Trustees' Association position that government should fully and equitably fund the eight days of teacher work in September for all Boards of Education.

Sincerely,

A handwritten signature in dark ink, appearing to read 'A Chell', is written above the printed name.

Alan Chell, Chairperson  
Revelstoke Board of Education

cc: Board Correspondence File  
All School Boards (via BCSTA)  
Jennifer Wolney, RTA President  
Clara Maltby, CUPE President  
Revelstoke Principals' and Vice-Principals' Association  
DPAC  
Local Media



October 30, 2014

Alan Chell, Chair  
Board of School Trustees  
School District #19 (Revelstoke)  
PO Bag 5800  
501 11<sup>th</sup> Street  
Revelstoke, B.C. V0E 2S0

Silas White  
Board of School Trustees  
School District 46 – Sunshine Coast  
PO Box 220  
Gibsons, B.C. V0N 1V0

Dear Mr. Chell and Mr. White:

The Burnaby Board of Education would like to express its sincere gratitude for your leadership and effective work representing Trustees from across the Province during bargaining with the B.C. Teacher's Federation. Your work helped achieve a long term freely negotiated agreement that will serve public education well.

Thank you for your many hours of service to public education.

Sincerely,

A handwritten signature in black ink, appearing to read "Baljinder Narang". The signature is stylized with a large initial "B" and a long horizontal stroke.

Baljinder Narang  
Chair, Burnaby Board of Education

Cc: BCSTA Boards of Education  
Kathy Corrigan, MLA Burnaby-Deer Lake  
Richard T. Lee, MLA Burnaby North  
Raj Chouhan, MLA Burnaby-Edmonds  
Jane Jae Kyung Shin, MLA Burnaby-Lougheed

October 29, 2014

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

The Honourable Michale de Jong  
Minister of Finance and Minister Responsible for Multiculturalism  
PO Box 9048 Stn Prov Govt  
Victoria, BC V8W 9E2

Dear Minister Fassbender and Minister de Jong:

**Re: Excluded and Exempt Staff Compensation Freeze**

I write to express the concern of the Board of Education, Kamloops Thompson School District, regarding what is a serious injustice for our management and excluded staff. Over the past number of years, while other employee groups have received increases in compensation, we have been unable to offer similar increases in compensation to our management and excluded staff as the result of a long standing compensation freeze.

During the above referenced period, management and excluded staff members have gone above and beyond anything the Board could have expected as we have faced withdrawal of services and work stoppages. Our management and excluded staff are hardworking people who place the needs of the system and our students above their own and we sincerely value and admire them for this work. While our admiration goes a long way, there comes a point at which we need to recognize their efforts with an increase to their salaries.

I cite as an example a situation where a teacher was promoted to an Elementary School Vice Principal position. A VP Elementary will normally continue to teach 50 percent of the time. The staff member was pleased to take on the added responsibility of administration part time but requested to continue to receive their teacher salary as it was greater than that of a Vice Principal. This inequity of compensation often makes difficult the job of attracting talented people to administrative jobs.

A further inequity occurs when a new person is hired to an excluded position. We are permitted to offer them a wage commensurate with salaries offered for a similar job in the market place. Meanwhile, long serving employees are left at a lower rate of pay.

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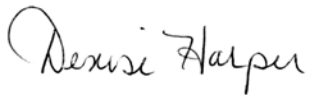
Ministers Fassbender and de Jong  
Excluded and Exempt Staff Compensation Freeze  
October 29, 2014  
Page 2

The morale of our school and district leaders as well as our excluded staff is critical to the morale of the district. In the wake of the recent job action we continue to address morale issues within our teacher ranks and are mindful of the need to allow time to heal wounds. It is incongruous that the people we depend upon to do much of that work are themselves being passed over for salary increases.

The BC School Trustees Association, at the April 2014 AGM, passed a resolution calling on your government to immediately remove the compensation freeze for management and executive staff in the public education sector. Further, that any resulting compensation increase be fully funded by the government.

The Kamloops Thompson Board of Education ask that you withdraw the compensation freeze to permit boards of education across British Columbia to return the wage balance to the people we depend upon to lead our system.

Yours truly,

A handwritten signature in cursive script that reads "Denise Harper".

Denise Harper, Chair  
Board of Education

DH:eb

cc: All BCSTA Boards of Education  
Kamloops/Thompson Principals and Vice Principals Association  
MLA Lake, Kamloops North  
MLA Stone, Kamloops South  
K. deBruijn, Superintendent of Schools, SD73  
K. Stretch, Secretary-Treasurer, SD73



**The Board of Education of School District No. 83 (North Okanagan - Shuswap)**

PO Box 129 ~ 220 Shuswap St. N.E. ~ Salmon Arm, BC V1E 4N2 ~ 250-832-2157 FAX: 250-832-9428

21 October 2014

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 Minister Fassbender and Minister de Jong:

Dear Sirs,

Our board was extremely pleased that a negotiated agreement was reached between the BC Teachers' Federation and the BC Public School Employers Association. As soon as the agreement was reached, our staff worked hard to ensure our schools were ready to open on September 22, 2014. We were optimistic that we could put the strike behind us and move forward repairing any relationships that were adversely affected.

Unfortunately, we are now in a situation where our teachers are being paid less for their work in the month of September than teachers in other school districts. And the Ministry of Education will be recognizing these additional payments for some school districts and not for others.

Our school district, along with a number of other school districts, has paid teachers for the month of September in compliance with our local collective agreement. We have also paid teachers for the full extra day on September 19th to get schools open and ready for students. But due to the provisions in our collective agreement compared to other districts, this has resulted in differences across the province with our teachers being paid less than teachers in other school districts.

The funding allocations that the Ministry of Education provides to school districts does not differentiate between the local provisions of a collective agreement. However, the Ministry of Education is now going to differentiate how it recovers funds from school districts for strike savings. This is inequitable and unfair.

Our board requests that you support the extra costs of paying teachers in our district on the same basis as other districts and authorize this as a valid expense against our strike savings. This will allow our district to pay our teachers the same as teachers in other school districts.

On behalf of our Board of Education,

A handwritten signature in cursive script that reads "Bobbi Johnson". The signature is written in black ink and is positioned above the printed name and title.

Bobbi Johnson  
Board Chairperson



**ITEM 2**

To: **Board of Education**

From: Chairperson  
Mike Murray

Re: **APPROVAL OF MINUTES**

Date: November 12, 2014  
(Public Board Meeting)

**Decision**

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**RECOMMENDATION:**

**THAT the Minutes of the October 29, 2014 Public Board Meeting be approved as circulated.**

Attachment



**PUBLIC MINUTES OF THE  
BOARD OF EDUCATION MEETING**  
*Wednesday, October 29, 2014 (6:00 PM)*  
**District Education Office  
Board Room**

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**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 – David Vandergugten  
Acting Assistant Superintendent – Shannon Derinzy  
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 Clarkson

- Moyra Baxter, Chair, School District No. 23 (Central Okanagan)
- School District No. 38 (Richmond)
- Mike Murray, Chair, School District No. 42 (Maple Ridge-Pitt Meadows)
- Betty Baxter, Chair, School District No. 46 (Sunshine Coast)
- Peter Coleman, Chair, School District No. 71 (Comox Valley)
- Bobbi Johnson, Chair, School District No. 83 (North Okanagan-Shuswap)
- Teresa Rezansoff, BC School Trustees Association

The Board Chair requested that the letter from Mike Murray, Chair, School District No. 42 (Maple Ridge-Pitt Meadows) be moved from Correspondence to Information Items, Chairperson.

THAT the Board receive all correspondence for information.

**CARRIED**

3. Approval of Agenda

**Moved:** Trustee Rempel

**Seconded:** Trustee Carr

**Amendments:**

**Move from Correspondence to Information Item, Chairperson:**

Mike Murray, Chair, School District No. 42 (Maple Ridge-Pitt Meadows)

THAT the Agenda be ordered as amended.

**CARRIED**

#### 4. Invitation for Public Input to matters on the Agenda

Clarification was requested on the amended 2014-2015 school calendar. The Board Chair reminded members of the public that questions would be allowed under Question Period.

Input was received from a parent in the School District on proposed Policy 9601: Anaphylaxis and proposed Procedure 9601.1 Anaphylaxis requesting that the School District adopt a district wide blanket approach of being peanut aware.

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

#### 1. October 8, 2014 Public Board Meeting Minutes

**Moved:** Trustee Rempel

**Seconded:** Trustee Marshall

THAT the Minutes of the October 8, 2014 Public Board Meeting be approved as circulated.

**CARRIED**

### **C. PRESENTATIONS**

#### 1. Community Plan for a Public System of Integrated Early Care and Learning – Emily Mlieczko

**Moved:** Trustee Rempel

**Seconded:** Trustee Nelson

Emily Mlieczko of the Early Childhood Educators of BC presented a broad overview of the proposal for a Community Plan for a Public System of Integrated Early Care and Learning. It was reported that with the increased focus on early learning more vulnerable children are attending school at a younger age. Money has been invested in the area of early learning but not in providing accessible and affordable childcare in quality licensed facilities.

The Made in BC Plan would provide affordable daycare in quality licensed facilities at \$10 per day for full time daycare, \$7 per day for part time daycare and no fee for those families whose annual income is under \$40,000. The plan would improve the wages of Early Childhood Educators, include all children on a voluntary basis, meet the demonstrated need in the community, and be consistent with the Early Learning Framework. There are seven key highlights of the plan: Early Care and Learning Act, New Home in the Ministry of Education, Expanded Role for Boards of Education, Early Years Network, Enhanced Kindergarten and Grade 1, Strengthen Family and School Age Care and Investment in the Early Childhood Educators Workforce. It was reported that other provinces and territories in Canada have already incorporated childcare in the education system, that an implementation plan had been created for The Made in BC Plan and that the Made in BC Plan had received endorsement from many noteworthy supporters.

THAT the Board receive the Community Plan for a Public System of Integrated Early Care and Learning presentation by Emily Mlieczko of the Early Childhood Educators of BC, for information.

And further;

THAT the Board endorse the Community Plan for a Public System of Integrated Early Care and Learning proposed by the Coalition of Child Care Advocates of BC and Early Childhood Educators of BC.

**CARRIED**

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## 2. Achievement Contract – Laurie Meston

**Moved:** Trustee Rempel

**Seconded:** Trustee Marshall

The Acting Superintendent presented the Achievement Contract and reported on Early Learning: Early Indicators for Student Success, including Aboriginal learners. The Acting Superintendent explained what actions have been taken to address this area of focus, what data was used to monitor the impact of actions, what was learned and what the next steps are.

THAT the Board receive the Achievement Contract Presentation, for information.

**CARRIED**

### **D. DELEGATIONS**

### **E. DEFERRED ITEMS**

### **F. DECISION ITEMS**

1. Chairperson
2. Superintendent of Schools

#### a) Amended 2014-2015 School Calendar

**Moved:** Trustee Rempel

**Seconded:** Trustee Carr

The Acting Superintendent reported that due to job action and the late return of students and staff in September, the Board approved postponing the September 22, 2014 growth planning day and the September 23, 2014 non-instructional day to occur later in the school year.

The Acting Superintendent reported that after consultation with the partner groups and in alignment with the School Calendar Regulation, it was proposed that the Growth Planning Day take place on January 27, 2015 and that the Non-Instructional Day take place on March 23, 2015.

The Acting Superintendent clarified that approval was being requested for the dates only and that these dates would be identified as school or district based days after further consultation.

THAT the Board approve the attached amended District School Calendar, Kanaka Creek School Calendar, and the District Distributed Learning Calendar for 2014-2015.

**CARRIED**

#### b) Learning Improvement Fund

**Moved:** Trustee Rempel

**Seconded:** Trustee Clarkson

The Acting Superintendent reported that as indicated in the Learning Improvement Fund Regulation 2 (6), a Board requesting, in a fiscal year, a grant under section 115.2 of the Bill 22 – Education Improvement Act, must submit a spending plan to the Minister of Education by October 31, 2014.

The Acting Superintendent presented the Learning Improvement Fund Approval Form and the Learning Improvement Plan Summary. The Acting Superintendent reported that the Learning Improvement Committee had followed the same process as in previous years but that class size

concerns at the secondary level had resulted in monies being used to address class size rather than class composition.

Discussion ensued on the numbers of secondary classes over 30, using the Learning Improvement Fund to increase staffing due to class size, increased enrolment from projections and secondary timetables.

THAT the Board receive the Learning Improvement Fund Spending Plan Summary for information.

And further;

THAT the Board approve the Learning Improvement Fund Approval form for submission to the Minister of Education by October 31, 2014.

**CARRIED**

3. Secretary Treasurer

a) Energy Management Program

**Moved:** Trustee Rempel

**Seconded:** Trustee Clarkson

The Secretary Treasurer reported that as part of the Board's Strategic Plan one of the key strategic directions for the School District identified was the effective, efficient and sustainable management of resources.

In 2014, the School District engaged the services of two contractors to complete a high level review of all district facilities. The review identified savings of over 4 million kilowatt hours in energy alone and reported that upgrades would be required in all school district facilities. The Secretary Treasurer explained that once a project is undertaken it is evaluated by BC Hydro for potential savings. BC Hydro then provides a grant based upon those potential savings and creates an implementation plan.

The Secretary Treasurer further explained that in order to manage projects and further funding applications, a staff resource would be required. BC Hydro had recommended the creation of an Energy Manager position that would assist the School District in establishing strategic energy management in partnership with BC Hydro. BC Hydro had committed to co-fund the greater of 50% or \$50,000 of the Energy Manager's salary and benefits. Bonus funding of \$25,000 could be received if standing funding deliverables as well as bonus funding deliverables were achieved. The position would require specific training and would initially be for 12 months with the option to continue for a further 5 years. The total compensation for the position will be \$100,000 and the Board's maximum contribution would be \$50,000.

Discussion ensued on carbon offsets, local capital funding and use of the contingency reserves.

THAT the Board approve the creation of a full time Energy Manager position jointly funded by BC Hydro (up to \$75,000 annually) and the Board from annual utilities savings resulting from the implementation of an energy management program for the school district.

AND FURTHER;

THAT the Board approve the use of up to \$200,000 from the local capital fund for utility conservation projects.

AND FURTHER;



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THAT the Board directs the Secretary Treasurer to prepare a comprehensive Energy Management Plan as part of the Strategic Facilities Plan.

**CARRIED**

4. Board Committees

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

i. Facilities Related Policies

**Moved:** Trustee Rempel

**Seconded:** Trustee Carr

The Board Chair confirmed that the Facilities Related Policies had been updated to reflect current practice.

THAT the Board rescind the School Size policy (dated November 25, 2008); the School Closure policy; and the Student Attendance Areas policy;

AND FURTHER;

THAT the Board approve Policy 6425: School Size; Policy 6801: School Closures; and Policy 9200: School Catchment Areas & Student Placement

AND FURTHER;

THAT the Board receive Procedure 9200.1: Student Placement for information.

**CARRIED**

ii. Policy 9601: Anaphylaxis

**Moved:** Trustee Rempel

**Seconded:** Trustee Carr

The Acting Superintendent reported that Policy 9601: Anaphylaxis and Procedure 9601.1 Anaphylaxis were very comprehensive, provided lots of direction and focused on the care of students. The School District had been advised by Public Health that adopting a district wide blanket approach to being peanut aware would be challenging.

The Director of Instruction, Student Support Services reported that the Policy and Procedure were guided by two documents: the Ministerial Order on Anaphylaxis and the Ministry of Education's Anaphylaxis and Child Safety Framework and had been drafted in consultation with Public Health.

Discussion ensued on awareness in schools.

THAT the Board approve Policy 9601: Anaphylaxis and that Procedure: 9601.1 Anaphylaxis be received for information.

**CARRIED**

**G. INFORMATION ITEMS**

1. Chairperson

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a) Operational Plan

**Moved:** Trustee Rempel

**Seconded:** Trustee Carr

The Board Chair reported that the Operational Plan captured broad principles with the intent to bring alignment to all aspects of the operation. The Board of Education Operational Plan, Educational Operational Plan, Business Division Operational Plan, Information Technology Division Operational Plan and the Human Resources Department Operational Plan were presented with key areas being highlighted from each plan.

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

**CARRIED**

b) Mike Murray, Chair, School District No. 42 (Maple Ridge-Pitt Meadows)

The Board Chair reported on the letter to the Select Standing Committee on Finance and Government Services and the recommendation to establish an education financing task force.

2. Superintendent of Schools
3. Secretary Treasurer
4. Board Committees & Advisory & Advisory Committee Reports
  - a) Finance
  - b) Budget
  - c) Board Policy Development
  - d) Education
  - e) Aboriginal Education
  - f) Inclusive Education
  - g) French Immersion Advisory
  - h) District Student Advisory
  - i) Round Table with Partners

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

**I. TRUSTEE REPORTS**

BC School Trustees Association Provincial Council

Trustee Clarkson reported on the motions and speakers at the recent BC School Trustees Association Provincial Council.

Ridge Meadows Education Foundation

Trustee Rempel reported that there will be a Christmas tree sale and that a letter of thanks will be sent to the family who donated \$200,000 to the Ridge Meadows Education Foundation.

Youth Centre Society

Trustee Carr reported that Jen Bailey is now involved with the Youth Centre Society and that she will ensure involvement of youths in the society.

Good News

Trustee Rempel reported on governance discussions with a class of Grade 11 Westview Secondary School students. Trustee Nelson reported that the Pitt Meadows Centennial Committee had erected Remembrance Day banners. The Board Chair reported that there will be an information night for Grade 10 and Grade 11 students and parents wishing to participate in the Rotary Youth Exchange

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Program. The Board Chair acknowledged Scott Ormiston for receiving the Prime Minister's Certificate of Achievement Award.

**J. QUESTION PERIOD**

Clarification was requested on the potential monetary savings from the Energy Management Program and whether the Energy Management Position would be a union or exempt position.

Clarification was requested on the implementation plan for Policy 9601: Anaphylaxis and Procedure 9601.1 Anaphylaxis and if the School District would consider adopting a district wide blanket approach to being peanut aware.

Clerical employees questioned the cuts to clerical time in schools.

**OTHER BUSINESS**

**K. ADJOURNMENT**

**Moved:** Trustee Rempel

**Seconded:** Trustee Palis

THAT the meeting of the Board be adjourned at 8:39 p.m.

**CARRIED**

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Mike Murray, Chairperson

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Flavia Coughlan, Secretary Treasurer



**ITEM 3**

To: **Board of Education**

From: Chairperson  
Mike Murray

Re: **PRESENTATION:**  
**CASEY WRIGHT**

Date: November 12, 2014  
(Public Board Meeting)

**Information**

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**RECOMMENDATION:**

**THAT the Board receive the presentation by Casey Wright, for information.**



**ITEM 4**

To: Board of Education

From: Acting Superintendent  
Laurie Meston

Re: **BOARD AUTHORIZED APPROVED**  
**COURSE: MASONRY-LEVEL 1**

Date: November 12, 2014  
(Public Board Meeting)

**Decision**

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**BACKGROUND/RATIONALE:**

As per the *School Act*, Boards of Education must approve Board authorized courses, academies, trade and partnership programs proceeding their implementation.

The Education Committee has met, reviewed and approved the attached course outline and recommends implementation.

To enable the course to be offered starting February 2015 all details will need to be agreed to by the Superintendent.

**RECOMMENDATION:**

**That the Board approve in principle the Board Authorized Approved Course: Masonry-Level 1.**

Attachment

Attachment

**MASONRY - LEVEL 1**  
**PARTNERSHIP FRAMEWORK**

**Prepared by: Steve Wiebe**  
**School District No. 42 (Maple Ridge-Pitt Meadows)**

**October 28, 2014**

**Partnership Framework**  
**Kwantlen Polytechnic University and**  
**School District No. 42 (Maple Ridge-Pitt Meadows)**

**District Name:** School District No. 42 (Maple Ridge – Pitt Meadows)

**District Number:** 42

**Developed by:** Steve Wiebe

**Date Developed:** October 28, 2014

**School Location:** Thomas Haney Secondary School/Riverside (Location will be used from February 2, 2015 to June 24 2015). Another site will be necessary for the Masonry Program for September 2015. Riverside Centre is being considered as an alternate program site for both February 2015 and September 2015

**Principals' Name:** Grant Frend/  
Kim Bondi

**Board/Authority Approval Date:**

**Board/Authority:**

**Signature:** .

**Course Name:** Masonry –Level 1

**Grade Level of Course:** 11/12

**Number of Course Credits:** 20 Grade 12 credits

Students will receive 20 credits for the February – June Semester

**No. of Weeks of Instruction:** 21

**Prerequisite:** Grade 10 Completion (Math 10 A&W)

**Special Training, Facilities or Equipment Required:**

Grade 10 completion (Math 10 A&W)

Good physical health

Provide a resume and an admission interview

Workbook and steel toe boots are required.

**Cost:** Books and Supplies \$300

**Student Recruitment:** 16 students



## **Trades training puts students on a pathway to in-demand careers**

School District 42's career education programs provide secondary school students with the knowledge, skills, attitudes and experience to further their education and employment opportunities. Students receive industry (apprenticeship) certification, post-secondary course credits in addition to meeting graduation requirements.

### **Expanding Options**

**Masonry** Level 1 apprenticeship training at Thomas Haney Secondary School/Riverside in partnership with Kwantlen University.

### **Start-up date**

February 2015

### **Accelerated Credit Enrolment in Trades Training (ACE IT)**

School District 42 works with the Industry Training Authority (ITA) to secure funding to support the program. Pre-approval has been given to develop this program from the apprenticeship board.

In addition to their apprenticeship credits and a Kwantlen certificate, students also earn 20 grade 12 high school credits. The program will provide a unique learning environment that connects them to industry certified and experienced instructors. The program will also provide linkages to further skills training and/or employment opportunities.

### **Admission Requirements:**

Grade 10 completion (Math 10 A&W)

Good physical health

Provide a resume and an admission interview

### **Credentials:**

Dual credit for high school and Level 1 Apprenticeship credits and a certificate from Kwantlen University.

### **Program Length & Location:**

The program length is twenty one (21) weeks, delivered by Kwantlen University at Thomas Haney Secondary/Riverside. The program would be district based and recruitment would come from around the district with students being able to graduate from their home schools. Recruitment would prioritize entry for members of the Katzie First Nation. In addition, Coquitlam (pending approval) could have some of their students participate in the Masonry Program as a gateway to further partnerships down the road. Coquitlam would cover the entire costs of their students in the Masonry program.



**Cost:**

The cost of the program is \$300 for books and supplies. Students would be required to purchase steel toe boots, safety vest, goggles, and gloves.

**Program Content:**

Students will learn to mix mortar, use various masonry tools, and construct brick and concrete block walls. Instructional emphasis will focus on hands on experience and some theory.

**Masonry at Kwantlen University- Foundation Description**

Students will develop the necessary habits concerning safety and the proper use of time, tools, materials, and the work skills required to be a competent trade's person in today's workforce. Students who successfully complete the Masonry Foundation program will receive Level 1 in-school technical training credit.

**Program Content:**

Safety

Organization of Work

Tools & Equipment

Materials in Masonry

**Note:** Students must achieve a 70% (B-) cumulative grade in order to successfully complete the program.

Upon successful completion, Kwantlen will also report the technical training completion information to the Industry Training Authority (ITA) in order for the ITA to issue credit towards the designated apprenticeship.



**ITEM 5**

To: Board of Education

From: Finance Committee  
of the Whole

Re: **FINANCIAL STATEMENTS**  
**QUARTER ENDED SEPTEMBER 30, 2014**

Date: November 12, 2014  
(Public Board Meeting)

**Decision**

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**BACKGROUND/RATIONALE:**

At the recommendation of the Finance Committee of the Whole the attached Financial Statements for the Quarter Ended September 30, 2014 are presented to the Board for approval. (Attachment A)

**RECOMMENDATION:**

**THAT the Board: approve the Financial Statements for the quarter ended September 30, 2014.**

Attachment

**ATTACHMENT A**

**School District No. 42 (Maple Ridge-Pitt Meadows)  
Estimated Operating Financial Results As At September 30, 2014**

	<b>2014/2015 Prelim Budget</b>	<b>Estimated YTD Budget</b>	<b>Actual Sept 30, 2014</b>	<b>Projection June 30, 2015*</b>	<b>Variance</b>
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E=D-A</b>
<b>Operating Revenue by Source</b>					
Grants					
Operating Provincial Grants - Ministry of Education	114,371,414	12,981,155	12,979,184	113,473,409	(898,005)
Local Education Agreement Recovery	(490,331)	(55,653)	(45,142)	(490,331)	-
Operating Other Ministry of Education Grants	2,096,134	209,613	(3,540,644)	2,023,591	(72,543)
Provincial Grants - Other	435,578	43,558	1,191	435,578	-
Federal Grants	-	-	49,880	-	-
Total Grants	<u>116,412,795</u>	<u>13,178,674</u>	<u>9,444,469</u>	<u>115,442,247</u>	<u>(970,548)</u>
Tuition	6,811,825	1,702,956	1,356,419	6,732,095	(79,730)
Other Revenue	315,900	78,975	105,974	313,740	(2,160)
Local Education Agreement - Direct Funding from First Nations	490,331	49,033	-	490,331	-
Rentals & Leases	329,661	82,415	96,065	305,502	(24,159)
Investment Income	350,000	87,500	171,293	350,000	-
Total Other Revenue	<u>8,297,717</u>	<u>2,000,880</u>	<u>1,729,752</u>	<u>8,191,668</u>	<u>(106,049)</u>
<b>Total Operating Revenue</b>	<b><u>124,710,512</u></b>	<b><u>15,179,554</u></b>	<b><u>11,174,221</u></b>	<b><u>123,633,915</u></b>	<b><u>(1,076,597)</u></b>
<b>Operating Expense by Type</b>					
Salaries					
Teachers	57,723,143	5,772,314	2,624,579	56,115,291	(1,607,852)
Principals and Vice Principals	5,258,519	1,314,630	1,441,929	5,163,525	(94,994)
Education Assistants	9,270,763	927,076	1,020,839	9,661,743	390,980
Support Staff	10,012,373	1,001,237	2,087,357	10,015,553	3,180
Other Professionals	3,019,792	754,948	750,810	3,321,665	301,873
Substitutes	3,910,242	391,024	241,943	3,874,279	(35,963)
Total Salaries	<u>89,194,832</u>	<u>10,161,230</u>	<u>8,167,457</u>	<u>88,152,056</u>	<u>(1,042,776)</u>
Employee Benefits	23,295,105	5,823,776	2,522,484	23,121,121	(173,984)
Total Salaries and Benefits	<u>112,489,937</u>	<u>15,985,006</u>	<u>10,689,941</u>	<u>111,273,177</u>	<u>(1,216,760)</u>
Services and Supplies					
Services	3,946,505	986,626	1,036,346	4,336,225	389,720
Student Transportation	1,119,538	111,954	42,603	1,095,729	(23,809)
Professional Development	649,938	64,994	94,652	858,735	208,797
Rentals and Dues	332,234	83,059	103,941	187,416	(144,818)
Insurance	308,214	77,054	12,804	308,214	-
Supplies	2,947,576	736,894	320,195	3,889,456	941,880
Utilities	2,626,525	656,631	317,718	2,626,525	-
Total Services and Supplies	<u>11,930,530</u>	<u>2,717,211</u>	<u>1,928,258</u>	<u>13,302,300</u>	<u>1,371,770</u>
Total Operating Expenses	<b><u>124,420,467</u></b>	<b><u>18,702,217</u></b>	<b><u>12,618,199</u></b>	<b><u>124,575,477</u></b>	<b><u>155,010</u></b>
Interfund & Local Capital					
Interfund-Lease Payments	373,982	93,496	82,079	373,982	-
Capital Assets Purchased	736,063	184,016	21,654	1,102,003	365,940
Contingency Reserve	-	-	-	-	-
Total Interfund and Local Capital	<u>1,110,045</u>	<u>277,511</u>	<u>103,733</u>	<u>1,475,985</u>	<u>365,940</u>
<b>Total Expenses</b>	<b><u>125,530,512</u></b>	<b><u>18,979,728</u></b>	<b><u>12,721,932</u></b>	<b><u>126,051,462</u></b>	<b><u>520,950</u></b>
<b>Use of Prior Year Surplus or Reserves</b>	820,000	82,000	2,684,618	2,684,618	1,864,618
<b>Projected Operating Surplus/(Deficit)</b>	<b><u>\$ -</u></b>	<b><u>\$ (3,718,175)</u></b>	<b><u>\$ 1,136,908</u></b>	<b><u>\$ 267,071</u></b>	<b><u>\$ 267,071</u></b>

\* The projections to June 30, 2015 include estimates for net strike savings clawed back by the Ministry of Education, Board approved budget carry forwards from 2013/14, estimated additional costs and expected Ministry of Education funding for the new MRTA collective agreement; estimated operating grant and cost increases related to the October 17, 2014 enrolment count; and other Board approved budget changes to date. These projections together with the Ministry of Education December funding announcement will form the basis for the Board's Amended Budget for 2014/15.

**School District No. 42 (Maple Ridge-Pitt Meadows)**  
**Special Purpose Funds**  
**As At September 30, 2014**

	<b>ANNUAL FACILITIES GRANT</b>	<b>LEARNING IMPROVEMENT FUND</b>	<b>SPECIAL EDUCATION EQUIPMENT</b>	<b>SCHOLARSHIPS AND BURSARIES</b>	<b>SCHOOL GENERATED FUNDS</b>	<b>STRONG START</b>	<b>READY, SET, LEARN</b>	<b>OLEP</b>	<b>COMMUNITY LINK</b>	<b>YOUTH EDUCATION SUPPORT FUND</b>	<b>LITERACY INITIATIVE</b>	<b>TOTAL</b>
<b>Deferred Revenue, beginning of year</b>	-	39,733	25,965	175,950	1,416,553	49,006	67,002	139,359	-	80,661	1,772	1,996,001
<b>Add:</b> Restricted Grants												
Provincial Grants - Ministry of Education	561,551	184,153	0	-	-	179,199	34,301	(0)	53,389	-	(2)	1,012,591
Other	-	-	-	2,694	231,489	-	-	-	-	1,078	-	235,261
Investment Income	-	-	-	-	-	-	-	-	-	-	-	-
	561,551	184,153	0	2,694	231,489	179,199	34,301	(0)	53,389	1,078	(2)	1,247,852
<b>Less:</b> Allocated to Revenue	451,807	41,744	-	9,847	164,475	29,106	40,384	5,345	68,268	1,756	11	812,744
<b>Deferred Revenue, end of year</b>	<b>109,744</b>	<b>182,142</b>	<b>25,965</b>	<b>168,797</b>	<b>1,483,567</b>	<b>199,098</b>	<b>60,918</b>	<b>134,014</b>	<b>(14,879)</b>	<b>79,982</b>	<b>1,760</b>	<b>2,431,109</b>
<b>Revenues</b>												
Provincial Grants - Ministry of Education	451,807	41,744	-	-	-	29,106	40,384	5,345	68,268	-	11	636,665
Other	-	-	-	9,847	164,475	-	-	-	-	1,756	-	176,078
Investment Income	-	-	-	-	-	-	-	-	-	-	-	-
	451,807	41,744	-	9,847	164,475	29,106	40,384	5,345	68,268	1,756	11	812,744
<b>Expenses</b>												
Salaries												
Teachers	-	18,824	-	-	-	-	3,418	3,124	3,358	-	-	28,723
Educational Assistants	-	15,297	-	-	-	20,119	-	-	44,683	-	-	80,100
Support Staff	39,512	-	-	-	-	42	-	-	-	-	-	39,554
Substitutes	-	1,469	-	-	-	-	-	-	-	-	9	1,478
	39,512	35,590	-	-	-	20,162	3,418	3,124	48,041	-	9	149,855
Employee Benefits	11,058	6,154	-	-	-	8,859	289	494	20,191	-	2	47,047
Services and Supplies	255,958	-	-	9,847	164,475	86	36,677	1,727	35	2,329	-	471,134
	306,527	41,744	-	9,847	164,475	29,106	40,384	5,345	68,268	2,329	11	668,036
<b>Net Revenue (Expense) before Interfund Transfers</b>	145,280	-	-	-	-	-	-	-	-	(573)	-	144,708
<b>Interfund Transfers</b>												
Tangible Capital Assets Purchased	(145,280)	-	-	-	-	-	-	-	-	573	-	(144,708)
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-	-	-	-

**School District No. 42 (Maple Ridge-Pitt Meadows)**  
**Schedule of Capital Operations**  
**As At September 30, 2014**

	<b>2015 Preliminary Budget</b>	<b>2015 Actual Invested in Tangible Capital Assets</b>	<b>Local Capital</b>	<b>Fund Balance</b>
<b>Revenues</b>				
Provincial Grants				
Amortization of Deferred Capital Revenue	5,429,336	1,348,106	-	1,348,106
<b>Total Revenue</b>	<b>5,429,336</b>	<b>1,348,106</b>	<b>-</b>	<b>1,348,106</b>
<b>Expenses</b>				
Amortization of Tangible Capital Assets				
Operations and Maintenance	7,628,532	1,911,987		1,911,987
Debt services				-
Capital Lease Interest	11,813		6,116	6,116
<b>Total Expense</b>	<b>7,640,345</b>	<b>1,911,987</b>	<b>6,116</b>	<b>1,918,103</b>
<b>Capital Surplus (Deficit) for the year</b>	<b>(2,211,009)</b>	<b>(563,881)</b>	<b>(6,116)</b>	<b>(569,997)</b>
<b>Net Transfers (to) form other funds</b>				
Tangible Capital Assets Purchased	1,110,953	182,858		182,858
Local Capital				-
Capital Lease Payment	373,982		82,079	82,079
<b>Total Net Transfers</b>	<b>1,484,935</b>	<b>182,858</b>	<b>82,079</b>	<b>264,937</b>
<b>Other Adjustments to Fund Balances</b>				
Capital Lease Principal Payment		75,962	(75,962)	-
<b>Total Other Adjustments to Fund Balances</b>	<b>-</b>	<b>75,962</b>	<b>(75,962)</b>	<b>-</b>
<b>Total Capital Surplus (Deficit) for the year</b>	<b>(726,074)</b>	<b>(305,061)</b>	<b>-</b>	<b>(305,060)</b>
<b>Capital Surplus (Deficit), beginning of year</b>	<b>59,393,051</b>	<b>59,393,051</b>	<b>4,699,568</b>	<b>64,092,619</b>
<b>Capital Surplus (Deficit), end of period</b>	<b>58,666,977</b>	<b>59,087,990</b>	<b>4,699,568</b>	<b>63,787,559</b>
Less Amount Allocated For New SIS Implementation			438,000	
Less Amount Allocated For Utility Conservation Projects			200,000	
<b>Estimated Contingency Reserve</b>			<b>4,061,568</b>	



**ITEM 6**

To: Board of Education

From: Board Policy  
Development Committee

Re: **POLICY 4203: BUDGET PLANNING AND  
REPORTING**

Date: November 12, 2014  
(Public Board Meeting)

**Decision**

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**BACKGROUND/RATIONALE:**

The Board Policy Development Committee (the "Committee") has followed the appropriate consultation requirements as outlined within Policy 2500 and has at tonight's meeting brought forward for approval Policy 4203: Budget Planning and Reporting (Attachment A). Procedure 4203.1 Budget Process is also included for information (Attachment B).

Upon approval of the above policy, Policy 4203: Operating Budget (Attachment C) is proposed to be considered for rescinding. All procedures associated with the policy being rescinded will no longer be valid.

**RECOMMENDATION:**

**THAT the Board rescind Policy 4203: Operating Budget**

**AND FURTHER;**

**THAT the Board approve Policy 4203: Budget Planning and Reporting for implementation, and**

**THAT the attached Procedure: 4203.1 Budget Process be received for information.**

Attachments



## **SD 42 POLICY: 4203**

### **BUDGET PLANNING AND REPORTING**

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#### **Philosophy**

The Board of Education recognizes its responsibility for the effective use of public funds in providing the best possible education to the students in the communities it serves. The Board of Education has a duty to govern the district in a fiscally responsible manner, while carrying out the strategies required to achieve its goals.

The annual operating budget is a financial plan reflecting the implementation and maintenance of the Board's educational and operational objectives. The objectives reflected in the budget should be consistent with the Board of Education's mission and goals statements as identified in the Board's Strategic Plan.

In accordance with Section 156(12) of the School Act, the Board must not incur a deficit of any kind unless the Board has approval of the minister or meets criteria prescribed by order of the minister.

Under Section 156(1) of School Act, the Board is required to maintain budgetary control over expenditures, develop an annual budget and submit it to the Ministry of Education in a prescribed form at the time required by the minister.

A budget reflects the best estimate of planned revenues and expenses as of a point in time. Salary and benefit increases, inflation and other estimated changes must be budgeted. In addition, the budget must include all recurring and one-time revenues and expenditures for the full fiscal year.

#### **Authority**

The Board authorizes the Superintendent and the Secretary Treasurer to develop and implement all procedures required for the development and monitoring of budgets.

#### **Responsibilities for Managing the Budget**

The Superintendent and the Secretary Treasurer are delegated responsibility for the overall management of the educational and operational programs that are supported by the annual budgets. The Secretary Treasurer is specifically responsible for the financial management of the budget, and all financial reports.

## **Guiding Principles**

### **Budget Development**

Annual budgets shall be developed based on instructions received from the Ministry of Education. At the beginning of each budget development cycle, the Secretary Treasurer in collaboration with the Superintendent shall prepare and present to the Board for approval a budget development plan or budget process. (see Procedure 4203.1 Budget Process)

In the development of the annual budget, the following must be observed:

- The budget for any fiscal year shall not deviate materially from the Board's policies and priorities.
- Annual recurring expenditure obligations must not be funded from non-recurring revenues.
- Revenues and expenditures must be projected in a manner that avoids fiscal jeopardy.
- Ancillary operations must be operated to cover all direct and indirect operating costs.
- The Board shall not proceed with major building projects unless funding for the full capital and operating costs has been identified.

### **Budget Implementation, Monitoring and Reporting**

The Superintendent and the Secretary Treasurer are responsible for the communication and the implementation of the Board approved budget.

The budget is a "living" document. To this end the Board, through policy, intends to provide appropriate flexibility in budget management to enable management to maximize the use of fiscal resources while exercising effective budget control.

The Secretary Treasurer or designate is authorized to approve budget transfers within the Board approved budget in order to facilitate meeting contractual obligations, statutory requirements, approved staffing complement, or approved educational/operational objectives. Permanent budget transfers that are not formula driven and result in increased or decreased staffing levels must be approved by the Board. In addition, budget transfer requests that would materially alter the Board approved fiscal plan must be approved by the Board.

Under the approval of the Secretary Treasurer, expenditure estimates may be exceeded where directly related revenue sources fully provide for the increased expenditure.

Unless otherwise instructed by the Board, quarterly financial reports shall be presented to the Board providing a "macro" (summative) status of the performance against budget. These reports will also include an analysis of budget variances and identification of same with an explanation of any variances in excess of 10% of the budget amount.

### **APPROVED:**



Attachment B

## **SD 42 PROCEDURE: 4203.1**

### **BUDGET PROCESS**

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Annual budgets shall be developed based on instructions received from the Ministry of Education. At the beginning of each budget development cycle, the Secretary Treasurer in collaboration with the Superintendent shall prepare and present to the Board for approval a budget development plan or budget process.

The annual budget process for the development of the original budget is aimed at ensuring transparency and accountability in the development of the school district budget. The process shall include a proposed schedule of meetings dedicated to sharing the Board's budget information with partner groups and the public as well as receiving budget balancing proposals and feedback on proposed budget balancing options.

The annual budget process for the development of original budgets shall include the following:

- Base budget estimates presentation
- Proposed preliminary budget including detailed proposed budget balancing proposals presentation
- Opportunities for partner groups and the public to provide input in budget development
- Preliminary budget including detailed budget balancing proposals presentation

Board approved preliminary and amended budget documents shall be posted on the school district website.

### **RECEIVED FOR INFORMATION:**

## **SD 42 POLICY: 4203**

### **OPERATING BUDGET**

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#### **PHILOSOPHY**

The Board's annual operating budget is a financial plan reflecting the implementation and maintenance of the District's Educational and Operational Plan. The budget should reflect the objectives established by the Board for the school/fiscal year to which the budget applies. The objectives, in the budget should be consistent with the Board's mission and goals statements.

#### **1. Budget Development**

- (i) The Board is required by the *School Act* to develop an annual operating budget and submit it to the Ministry of Education in a prescribed form by prescribed dates.
- (ii) The Budget Committee of the Whole "Budget Committee" should recommend a budget to the Board in a timely manner, ideally providing opportunities at two regularly scheduled Board meetings for the Board to deal with the recommendations.
- (iii) The budget document presented to the Board will contain estimates of revenue and expenditures, in a format that is consistent with that required by the Ministry.
- (iv) When the Budget Committee is in the process of developing or reviewing the budget, a detailed report by objects of revenue and expenditure will be prepared by the Financial Services Department, to be used as a working document. The Financial Services Department will prepare the Budget with the capabilities of providing information in three levels of data (District, Senior Team and Budget Coordinator).
- (v) The Budget Committee each year prior to the commencement of their meetings bring to the Board for approval; a plan of proposed meeting dates with expected meeting agenda topics for discussion and recommendation. The timelines outlined will also include the possible meeting invitees, their involvement and the process.
- (vi) Senior Team will, on an annual basis, review all and where appropriate, modify District used funding formulas for inclusion in the development of the preliminary or amended budget documents. Any items of a materiality nature of significance will be reported out to the Budget Committee.
- (vii) The annual operating budget will generally be developed by the Budget Committee which is assisted by senior School District administrative personnel. The meeting(s) will be chaired by the Board Chairperson and conducted as a Closed Meeting of the Board to deal with personnel matters. An invitation is generally extended to employee and constituent groups as well as the general public to provide input to the Budget Committee during its deliberations at appropriate times.

- (viii) The budget approved by the Board, will be supported by specific staff complement approvals and based on the terms of continuing or time duration appointments. At the time of budget approval, the Board will determine whether the decisions taken by the Budget Committee in preparing the budget are to be implemented or presented separately for Board approval.
- (ix) Whether a preliminary or amended budget, once approved by the Board, for purposes of managing the School District, they shall have the same effect and will be posted on the District's website.

## **2. Nature of the Budget**

- (i) The budget is a "living" document that identifies the financial resources appropriated by the Board to provide the human and material resources necessary to meet the School District's educational and operational objectives. To this end the Board, through policy, intends to provide appropriate flexibility in budget management to enable Senior Team to maximize the use of fiscal resources while exercising effective budget control.

## **3. Responsibilities for Managing Budget**

- (i) Responsibility for the overall management of the educational and operational programs that are supported by the annual budgets is that of the Superintendent and Secretary Treasurer. The Secretary Treasurer is specifically responsible for the financial management of the budget, and all financial reports.
- (ii) Each budget account shall be assigned to an Account Coordinator who will generally be a member of senior or middle management, (including Principals). The Account Coordinator for expenditure accounts will be responsible for ensuring that the funds are used for the purpose intended, and for monitoring expenditures to ensure they do not exceed funds allocated, without proper authority not to exceed total budget limits with the organizational unit. Account Coordinators for revenue accounts will monitor activity to ensure that revenue objectives are achieved.

## **4. Budget Management**

- (i) Budget management and reporting will be conducted at a macro (summarative) and micro (detailed) level. Typically the Board and senior executives would receive reports and oversee the budget at a macro level, reviewing information presented by major objects of expenditure. Account Coordinators are expected to manage the budget at the micro level, reviewing information presented by function, program and objects of expenditure.

- (ii) Financial data to assist in the management of budgets will be provided by Financial Services, which is responsible for the proper coding of all revenues and expenditures, in accordance with the Chart of Accounts. Activity Based Budget and Accounting will be incorporated into the Budget development and reporting out systems.
- (iii) The implementation or maintenance of programs shall be carried out in accordance with the policies, decisions and directions of the Board, generally within the amount budgeted for them.
- (iv) It is recognized that the fiscal resources allocated may be greater or less than the cost of providing the service. All those involved in managing the budget are expected to at all times be governed by prudence, remembering that the object is to meet the District's educational and operational objectives. Any funds remaining after the objectives have been met will become reserved for general budget management purposes. Where funds are obviously insufficient, budget transfers or excess expenditures may be approved, in accordance with the provisions of this policy.
- (v) When contractual arrangements or targeted grants specify the appropriate use of carry forward funds, the year end balances remaining will be accounted for as per agreed language.
- (vi) It is understood as per Procedure 4203.1 an approved amount for budget management covering year end surpluses and deficits of a non-contractual or targeted nature will be approved for budget carry forwards.

## **5. Budget Transfers**

- (i) The Secretary Treasurer or designate may authorize budget transfers within object codes and Ministry Function/Program, to facilitate meeting contractual obligations, statutory requirements, approved staffing complement, or approved educational/operational objectives.
- (ii) Budget transfers that would cause an over-expenditure in the account from which funds are transferred are not approved under any circumstances.
- (iii) Budget transfers made between one budget area to another budget area (transfers between Ministry function and/or major object code) will require prior approval from the Superintendent and Secretary Treasurer as this will affect the Board approved budget. Such transfers greater than \$10,000 will require the Board's approval.
- (iv) Where Activity Based Budget arrangements have been established for an organizational unit, total spending for the organizational unit is to be governed by their total budget. This provides Account Coordinators flexibility to allocate expenditures among objects of expenditure authorized in relation to the Parent account.

**6. Requests for Change in Staff Complement**

- (i) A position control document will be used to reflect the Board's approved staff complement, and to control the salaries and benefit costs.
- (ii) Should the staff complement need to be increased, reduced or altered by crossing Ministry defined function and/or employee group object code, prior Board approval will be required.
- (iii) Any request submitted by Senior Team to the Board that would result in additional cost, shall identify a funding source.

**7. Excess Expenditures**

- (i) It is recognized that some costs are "on demand" and therefore difficult to control. Examples include, teacher on call costs, payroll taxes, contractual benefit premiums, statutory and contractual obligations, utilities, debt services and uninsured losses. Senior Team is authorized to incur such unforeseen expenditures when transfers can be made in accordance with Section 5 above to accommodate the expense. The transfer must be made within the total budget envelope.
- (ii) When Senior Team has projected that the approved budget will be insufficient to accommodate the expense, and transfers in sufficient sums to provide for the expenditures cannot be made, the Board shall be notified and provided with options.
- (iii) Under the approval of the Secretary Treasurer, expenditure estimates may be exceeded where directly related revenue sources fully provide for the increased expenditure.

**8. Reporting**

- (i) Unless otherwise instructed by the Board, quarterly financial information shall be presented to the Board providing a "macro" (summarative) status of the budget.
- (ii) The quarterly reporting will include the production of Budget Centre reports of actual and committed expenditures against the approved budgets
- (iii) The presentation will also include the quarterly detailed analysis of budget variances and identification of same with an explanation of any in excess of 10% of the budget amount.

**APPROVED: May 9, 2012**



**ITEM 7**

To: **Board of Education**

From: Acting Superintendent  
Laurie Meston

Re: **CLASS SIZE AND COMPOSITION UPDATE**

Date: November 12, 2014  
(Public Board Meeting)

**Information**

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**BACKGROUND/RATIONALE:**

Each year after the 1701 enrollment information has been submitted to the Ministry, districts are requested to complete the Ministry of Education Class Organization Web Form which identifies classes in the district that are over 30 students and calculates district class size averages. This information is due to the Ministry of Education by November 14<sup>th</sup>, 2014.

Although there may be minor changes to the data prior to November 14<sup>th</sup>, 2014, it appears that the data attached will be consistent with that submitted to the Ministry.

**RECOMMENDATION:**

**THAT the Board receive the Class Size and Composition Update for information.**

Attachment

**Class size and Composition Update  
Ministry of Education Class Organization Web Form**

**District class size averages**

	<b>Kindergarten</b>	<b>Grade 1-3</b>	<b>Grade 4-7</b>	<b>Grade 8-12</b>
<b>2013-14</b>	19.3	21.5	26.0	22.1
<b>2014-15</b>	20.1	22.0	26.5	22.3

**Class sizes for 2014/2015 by school (from Web form)**

Currently staffed at 27.1 fte including preparation time:

GSS – 21.5  
MRSS – 22.5  
PMSS – 24.5  
SRT – 22.1  
THSS – 22.6  
WVS – 22.7

Average – 22.65

The grade 8 to 12 class size averages are impacted (lowered) by the inclusion in the web form of classes that support students with special needs, trades partnership programs (capped at 16) and specialty classes e.g. shop classes.

**Classes over 30 that qualify for compensation**

Although last year 16 classes were over 30, this year the number of classes over 30 is significantly increased due to:

- The challenge of timetabling students during job action;
- Staffing classes at secondary by fte rather than by headcount;
- The addition of staffing after the timetable was already implemented.

GSS – 16  
MRSS – 8  
PMSS – 14  
SRT – 9  
THSS – 2 (as in past year's this reflects grade 8 and 9 classes over 30)  
WVS – 4

Total – 53



**ITEM 8**

**RECORD**

**2014-2015**

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:

**October 8, 2014**

Call to Order  
Motion of Exclusion  
Ordering of Agenda  
Approval of Minutes – September 19, 2014  
Approval of Minutes – September 24, 2014  
Chairperson Decision Item  
Committee Business  
Committee Business  
Superintendent Information Item  
Adjournment

Meeting called to order at 2:31 p.m.  
Approved  
Approved as amended  
Approved as circulated  
Approved as circulated  
Approved as circulated  
Approved as circulated  
Received for information  
Received for information  
Adjourned at 3:33 p.m.