

Wednesday, November 18, 2015
Time: 6:00 p.m.

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

"However difficult life may seem, there is always something you can do and succeed at." Stephen Hawking

A G E N D A

A. OPENING PROCEDURES

ITEM 1

1. Call to Order
2. Correspondence
 - School District No. 43 (Coquitlam)
 - Alex Attal, Executive Vice President, Fujitsu America
 - Dave Byng, Deputy Minister of Education
3. Approval of Agenda
4. Invitation for Public Input to matters on the Agenda - *Members of the public can provide input on items on the Agenda. Speaker's time is limited to 2 minutes per person. This agenda item has a time limit of 10 minutes.*

B. APPROVAL OF MINUTES

1. October 14, 2015 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. MDI Pilot Project 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) Proposed Curriculum Implementation Days ITEM 4
3. Secretary Treasurer
 - a) Capital Project Bylaw No. 126950: Albion Elementary ITEM 5
 - b) Capital Project Bylaw No. 126951: Fairview Elementary ITEM 6
 - c) Capital Project Bylaw No. 127008: Westview Secondary School ITEM 7
4. Board Committees
 - a) Finance
 - i. Financial Statements Quarter Ended September 30, 2015 ITEM 8

- ii. School District Statement of Financial Information (SOFI) ITEM 9
- b) Budget
- c) Board Policy Development
- d) Education
- e) Aboriginal Education

G. INFORMATION ITEMS

- 1. Chairperson
 - a) Operational Plans ITEM 10
- 2. Superintendent of Schools
 - a) Graduated Adults Update ITEM 11
 - b) District Class Size Report ITEM 12
 - c) Superintendent's Update ITEM 13
- 3. Secretary Treasurer
- 4. Board Committees & Advisory Committee Reports
 - a) Finance
 - b) Budget
 - c) Board Policy Development
 - i. Information Technology Policy and Procedure ITEM 14
 - d) Education
 - e) Aboriginal Education
 - f) Inclusive Education
 - g) French Immersion Advisory
 - h) District Student Advisory
 - i) Round Table with Partners
 - i. Minutes of November 4, 2015 Meeting ITEM 15

H. TRUSTEE MOTIONS AND NOTICES OF MOTIONS

I. TRUSTEE REPORTS

- 1. BC School Trustees Association Provincial Council
 - a) BC School Trustees Association Updates ITEM 16
- 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/AgendaCenter/Social-Planning-Advisory-Committee-10>
- 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 17

L. ADJOURNMENT

To: **Board of Education**

From: Chairperson
Mike Murray

Re: **OPENING PROCEDURES**

Date: November 18, 2015
(Public Board Meeting)

Information/Decision

1. *CALL TO ORDER*
2. *CORRESPONDENCE (Information Item)*
 - School District No. 43 (Coquitlam)
 - Alex Attal, Executive Vice President, Fujitsu America
 - Dave Byng, Deputy Minister of Education

RECOMMENDATION:

THAT the Board receive all correspondence for information.

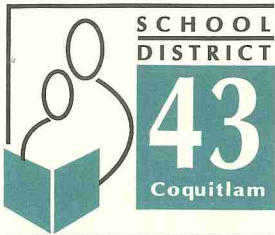
Attachments

3. *APPROVAL OF AGENDA (Decision Item)*

RECOMMENDATION:

THAT the Agenda be approved as circulated.

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



October 12, 2015

Select Standing Committee on Finance and Government Services
Room 224, Parliament Buildings
Victoria, B.C. V8V 1X4

RE: Budget 2016 Consultations

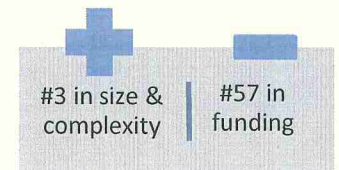
Dear Committee Members,

This letter is our formal written submission to the Select Standing Committee on Finance and Government Services by five key stakeholder groups within School District No. 43 - Coquitlam (SD43). We outline three serious concerns about the state of education funding in B.C. and specifically our district. We also offer three thoughtful recommendations.

CONCERNS

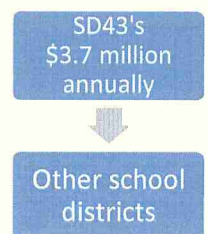
1. Underfunding

Fairness and equity in funding B.C.'s 60 school districts is imperative. SD43 is B.C.'s third largest school district (of 60) with one of the most diverse and complex demographic profiles and population growth projections significantly higher than 97% of all school districts. Yet we are in the bottom 2% of all school districts for funding on a per student basis. SD43 has a balanced budget, sound fiscal management practices, proactive capital improvement plans, revenue generation successes, and some of B.C.'s highest student academic outcomes but we appear to be financially penalized for our efforts and successes compared to all other school districts.



2. Funding Protection

The Funding Protection grant provided to other school districts currently costs SD43 \$3.7 million annually. As a well-managed district we are again penalized and receive \$0 in funding protection. If the grant was modified to a balanced and equitable distribution model it would allow SD43 to reinvest the \$3.7 million to further our education services. It would also assist in funding inflationary cost pressures which currently are not considered or funded. Government must ensure public education receives increased funding protection that is also fairly applied to all districts.



3. CommunityLINK Funding

CommunityLINK funding is important for supporting vulnerable students. However, the allocation method of redirecting existing money from within a school district budget to its own program budget along with inflexible spending control is ineffective. CommunityLINK needs to be fairly funded with increased new money and allowed to be managed by school districts.



RECOMMENDATIONS

1. **Update the Ministry of Education K-12 funding allocation system and funding formulae** including supplementary grants to attain equity across B.C.'s school districts, and more fairly allocate funding to larger school districts that have more complex challenges, diverse student populations, and higher costs of service delivery. **Fund SD43 at least at the average level of school district funding.** As one of the largest and fastest growing school districts with some of the most diverse and complex demographic profiles, SD43 is significantly underfunded to effectively deliver education services that are mandated by the Ministry of Education and needed and demanded by our communities.
2. **Modify the Funding Protection supplementary grant to a balanced and equitable distribution model** to allow all districts fair access to the funding. The current \$3.7 million shortfall SD43 annually faces would be directed into our own regional cost pressures which need funding protection including inflation and higher costs of service delivery.
3. **Provide new and increased funding to support CommunityLINK programs and vulnerable students along with empowerment for school districts** to decide how to allocate and spend it on local priorities that will best meet the specific and often unique needs of the communities we serve.

These reasonable, attainable and financially viable recommendations, if implemented, would provide SD43 with:

- Funding at a level that is at the average for all BC school districts – versus near the lowest funding level.
- The ability to undertake additional capital projects to meet seismic requirements and enrolment growth.
- The ability to support new local, regional and provincial educational initiatives such as the new curriculum.
- The ability to support vulnerable students, mental illness and related social issues in schools.
- The ability to meet the significant projected student enrolment growth over the next 20 years.

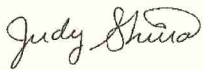
A robust K-12 education system that is adequately and equitably funded across districts contributes to the personal, social and economic success of students, families, and the residents the school districts serve. In the case of SD43, as B.C.'s third largest school district, we serve three large urban centres and two suburban regions with a diverse population of almost 225,000, 70 schools, 35,000 students and 3,500 dedicated employees. The population is expected to grow by 140,000 by 2041 and this requires proactive planning and increased funding.

We understand the cost pressures that the B.C. Provincial Government faces. We also acknowledge the commitment by the B.C. Government for a \$564 million funding increase for K-12 education over the current three-year fiscal plan. However, it simply does not go far enough in addressing the serious overall funding shortfalls and inequity that some districts face, especially SD43. When compared to much smaller school districts, with fewer schools, lower enrolment, and fewer challenges such as significant population growth, diverse and complex demography, increasing mental illness and related social issues in our region and schools, SD43 is not adequately or equitably funded.

In closing, we note that the Select Standing Committee has acknowledged the cost pressures on school districts across B.C. and has recommended that the budget reflect increased funding for the public education system. We encourage the committee to also consider modifications to the funding allocation system and formulae to bring added fairness and equity to the system as well.

We look forward to these recommendations being implemented in the upcoming budget, and thank you in advance for your efforts to maximize the resources available for public education in B.C. and for SD43.

Respectfully,



Judy Shirra
Chair
SD43 Board
of Education



Charley King
President
Coquitlam Teachers
Association



Dave Ginter
President
CUPE Local
561



Craig Woods
President
SD43
DPAC



Ken Cober
President
CPVPA

cc SD43 Trustees
Ms. Patricia Gartland, CEO and Superintendent of Schools
Mr. Mark Ferrari, Secretary Treasurer
District MLAs
District Mayors and City Councillors
Media
BCSTA

From: Alex Attal
Sent: Thursday, October 29, 2015 4:19 PM
To: Mike Murray
Cc: Sylvia Russell
Subject: MyEducation BC system

Attachment

Dear Mr. Murray:

Today, I am writing to directly acknowledge the concerns with the new MyEducation BC system, which supports the critical day-to-day operations of your Boards' schools.

To start, I would like to reinforce our belief in the Province's vision of a comprehensive student information system. This vision puts children first and aims at providing them with an enriched educational experience that will have lasting benefits into their adult lives. Our role in supporting the education of children in British Columbia, many of whom are children of our own employees, is truly a sacred responsibility – one that you have entrusted to Fujitsu. We take this responsibility very seriously and are fully committed to seeing the program succeed.

Recently, the incremental load on the system created by the addition of 236,213 students across 894 schools has caused performance issues. These, in turn, have caused inconvenience, frustration and lost time for many users. We deeply regret this and sincerely apologize.

Fujitsu and our application partner (Follett) are working diligently every day to optimize system performance for MyEducation BC. Although considerable progress has been made, we acknowledge that more effort on our part is required to meet the standards of our contractual commitments and also provide users with an exceptional experience. You have our sincere and unwavering commitment, from our project teams to the senior-most leaders at Fujitsu, to achieve a positive, expeditious outcome.

The Province of British Columbia is among Fujitsu's most valued and long-standing relationships. We are incredibly mindful of the important role we play in this program and will work tirelessly to address the challenges and strengthen your trust in Fujitsu.

We will not let you down.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Alex Attal', with a long horizontal line extending to the right.

Alex Attal
Executive Vice President
Business & Application Services
Fujitsu America



November 3, 2015

Ref: 184672

Marc Dalton, MLA
 Maple Ridge-Mission
Email: marc.dalton.MLA@leg.bc.ca

Dear MLA Dalton,

As follow up to our meeting on October 22, 2015, I agreed to provide you with information to respond to the concerns raised by School District No. 42 (Maple Ridge-Pitt Meadows) Board of Education as their Chair, Mike Murray, had outlined in a June 16, 2015 letter. I am providing the information below according to the numbered points in their letter:

1. Acknowledgement from government that we are managing our resources very carefully and in a fiscally responsible manner.
 - Government has provided boards of education with significant autonomy and flexibility to make operational decisions at the local district level to best meet the needs of their students.
 - Government fully recognizes boards make difficult decisions to meet their obligations under the *School Act*, to deliver education services in the most effective and efficient manner possible with available funding.
 - The Ministry of Education and the education sector must work collaboratively and consciously within the framework set out by government's *Taxpayer Accountability Principles: Strengthening Public Sector Governance and Accountability*. In the past six months, we have made it a priority to engage our education partners to discuss school district financial information through presentations and workshops. Through these interactions, we are forging closer to a common understanding of how this information is expressed and interpreted according to well-established accounting standards and guidelines. Our goal is to continue this joint work in the coming months.

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2. Acknowledgement from government that the cuts we are making now (and have made in the past several years) will have a negative impact on student success in the long term.
 - It is important to recognize, education was one of the few areas that received additional funding in Budget 2015. Total funding to school districts will exceed \$5 billion for the 2015/16 school year—an increase of 31 percent since 2000/01, in a period when student enrollment declined by over 75,000. In this same timeframe, measures of student achievement have improved and our K–12 system continues to deliver some of the best educational outcomes in the world.
3. A commitment to encourage other ministries to step up to meet their obligations to the children and families of this province.
 - The Ministry works very closely with our partner ministries and community partners on all issues that affect British Columbia's students. Currently, the Ministries of Education, Health and Children and Family Development are working together to provide the best services related to mental health, transition plans for children in care, and students with special needs. In addition, through our ERASE Bullying strategy, we have trained over 10,000 teachers, administrators and community partners including police, probation and child protection workers to help them identify worrisome behaviours in our young people.
4. A commitment to fully fund additional costs over which boards of education have no control (like labour contract settlements and pension plan increases) and cover other inflationary costs.
 - Boards of education have submitted their plans for achieving their administrative savings targets established in Budget 2015 with a range of constructive responses that do not affect classroom instruction. We are confident school districts have the knowledge and expertise to make these local operational decisions.
 - Ministries and broader public sector organizations have been asked to find ways to manage effectively and efficiently with available funding allocations in this time of continued fiscal restraint, including managing the same inflationary challenges that boards of education have raised. With the support of boards of education, the K–12 education sector has already made good progress with efficiency efforts to date, particularly through shared services implementation. The Ministry of Education will continue to work closely with all school districts to support this work.
5. A commitment to review and revise the current system of holding back funding.
 - The operating grant holdback is a contingency reserve that enables funding adjustments within the school year, to address changes in student enrollment across the province. The Ministry has discussed the holdback with the Technical Review Committee (TRC) in recent years, in an effort to gather views/concerns and will continue to review the size of the holdback annually. The Ministry understands districts wish to have certainty of funding allocations confirmed as far in advance as possible.

- From time-to-time, the Minister of Education may direct reviews of education funding in whole or in part and this has occurred periodically, commonly with support from our education partners to do so.
 - With respect to the Next Generation Network, it is important to recognize school districts indicated this upgrade was a necessary investment to ensure equitable access to a reliable internet service for all students. School districts were aware that the operating costs would be recovered from currently budgeted education funding.
6. A commitment to review and revise the current funding formula to ensure a fair distribution of resources across the province.
- The funding formula TRC is a joint ministry-school district committee, which reviews the operating grant funding formula annually and provides advice/recommendations to the Minister of Education on changes to the funding formula.
 - The committee is comprised of Superintendents and Secretary-Treasurers from across the province, as appointed by their respective associations (BC Association of School Superintendents and BC Association of School Business Officials). School district members represent districts across the province and bring their experience and expertise to the table to ensure the funding allocation system supports education system objectives.
 - The TRC has no role in setting the level of total funding for the education system. The Committee advises on how the funding is allocated to ensure the equitable and consistent allocation of available funding. Additionally, it supports school board autonomy, flexibility, stability of funding, and efficiency, as well as transparency. With respect to staffing, the student/teacher ratio in School District (SD) 42 in 2014/15 was 17.9, equal to that of 2002/03. Despite the district reducing 50 teaching positions between 2012 and 2014, the district's student/teacher ratio is still 0.3 students lower than districts of similar-size.
 - SD 42 has the exact same number of support staff full time employees (FTE) positions in 2014/15 (297 FTE's) as it had in 2006, despite enrolment decline of over 600 students in that time. During this same time, the number of educational assistant positions in SD 42 has nearly doubled to 301 FTE's in 2014/15.
7. A commitment to review and revise the current system of capital planning.
- The ministry has begun streamlining the Capital Planning process, improving transparency and accelerating capital investment approvals. For example:
 - This year's Capital Plan instructions reduced the supporting documentation required for priority projects.
 - \$20 million in Routine Capital funds was announced in July 2015, to help ensure schools are well maintained and the life of the school is maximized.

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- We are establishing a Capital Technical Advisory Committee with representatives from School Districts, key associations and ministry program area staff.
 - We have hired Stantec Engineering to undertake and review of the Capital Planning process, from condition assessment through priority setting to project delivery.
8. A commitment to review government's tax policy with respect to school property taxes.
- Honourable Michael de Jong, Q.C., Minister of Finance must consider a multitude of factors in developing a provincial budget, along with his Cabinet colleagues. Government must make challenging resource allocation decisions, while balancing competing interests and priorities, just as boards of education do.
 - Tax policy is the purview of the Minister of Finance.

Since the introduction of the current funding formula in 2002/03, school districts have successfully factored in variables that affect long-range plans and risks to their planning objectives, e.g. changes in overhead costs and variability in student enrollment. Overall, the financial position of school districts has improved in the last 15 years, accumulated surpluses have increased and as of June 2015, no district is in a deficit, compared to 17 in 2001/02.

I trust this information is helpful in addressing some of the points made by School District No. 42 (Maple Ridge- Pitt Meadows). Ministry staff would be happy to answer any further questions you may have after receipt of this letter, please feel free to contact Deborah Fayad, Assistant Deputy Minister, Resource Management Division, by phone at (250) 589-2480 or by email at Deborah.Fayad@gov.bc.ca.

Sincerely,



Dave Byng
Deputy Minister

pc: Honourable Michael de Jong, Q.C., Minister of Finance
Deborah Fayad, Assistant Deputy Minister, Resource Management Division,
Ministry of Education



ITEM 2

To: **Board of Education**

From: Chairperson
Mike Murray

Re: **APPROVAL OF MINUTES**

Date: November 18, 2015
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Minutes of the October 14, 2015 Public Board Meeting be approved as circulated.

Attachment



**PUBLIC MINUTES OF THE
BOARD OF EDUCATION MEETING
Wednesday, October 14, 2015 (6:00 PM)
DEO Board Room**

IN ATTENDANCE:

BOARD MEMBERS:

Chairperson – Mike Murray
Vice Chairperson – Eleanor Palis
Trustee – Lisa Beare
Trustee – Susan Carr
Trustee – Korleen Carreras
Trustee – Ken Clarkson
Trustee – Dave Rempel

STAFF:

Superintendent – Sylvia Russell
Deputy Superintendent – Laurie Meston
Secretary Treasurer – Flavia Coughlan
Executive Assistant – Karen Yoxall

A. OPENING PROCEDURES

1. Call to Order

The meeting was called to order at 6:00 p.m. The Chairperson welcomed and thanked everyone for attending. The Chairperson acknowledged that this meeting is taking place on the traditional territory of Katzie First Nation and Kwantlen First Nation.

2. Correspondence

Moved/Seconded

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

Trustee Clarkson requested that the correspondence from Mike Murray be moved to Chairperson, Information Items.

THAT the Board receive all correspondence for information.

CARRIED

3. Approval of Agenda

Moved/Seconded

Amendment:

Move the following item from Correspondence to Chairperson, Information Items:

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

Addition:

Add the following item under Trustee Reports, BC School Trustees Association Provincial Council:

- Motions to Provincial Council

THAT the Agenda be ordered as amended.

CARRIED

4. Invitation for Public Input to matters on the Agenda

An amendment to the September 23, 2015 Public Board Meeting minutes was requested.

B. APPROVAL OF MINUTES

1. September 23, 2015

Moved/Seconded

THAT the Minutes of the September 23, 2015 Meeting be approved as amended.

CARRIED

C. PRESENTATIONS

a) Strategic Facilities Plan

Moved/Seconded

The Secretary Treasurer presented the Facilities and Learning for Today and Tomorrow Public Consultation Summary.

The Superintendent and the Secretary Treasurer presented the Summary of Recommendations regarding:

- New Proposed Programs of Choice: Fine Arts
- New Proposed Programs of Choice: International Baccalaureate
- New Proposed Programs of Choice: Trades Programs
- General Recommendations: Programs of Choice
- Early French Immersion
- Pitt Meadows Elementary Catchment Areas
- Secondary Catchment Areas
- Capital Plan Priorities for Existing Facilities
- Capital Plan Priorities for Future Schools

Discussion ensued on the elementary fine arts programs in the district, timelines for the International Baccalaureate program, the location of future trades programs, criteria for school registrations, secondary catchments, underutilized district facilities and the process for land disposal.

THAT the Board approve the Strategic Facilities Plan as amended and authorize staff to implement the recommendations included in the plan.

CARRIED

D. DELEGATIONS

E. DEFERRED ITEMS

F. DECISION ITEMS

1. Chairperson
2. Superintendent of Schools

a) Learning Improvement Fund

Moved/Seconded

The Deputy 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, 2015.

The Deputy Superintendent presented the Learning Improvement Fund Approval Form and the Learning Improvement Plan Summary.

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, 2015.

CARRIED

3. Secretary Treasurer

a) Eligible School Sites Proposal

Moved/Seconded

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

The Chairperson reported that there will be no change to the school site acquisition charge (SSAC) bylaw rate applied to new development units, based on calculations consistent with Provincial School Site Acquisition Charge Regulations.

Discussion ensued on submitting a motion at the BC School Trustees Association Annual General Meeting requesting that the school site acquisition charge (SSAC) bylaw rate be updated.

THAT the Board approve the following eligible school site proposal:

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

IT IS RESOLVED THAT:

1. Based on information from local government, the Board of Education of School District No.42 estimates there will be approximately 6,557 new development units constructed in the School District over the next 10 years, as presented in Schedule 'A';
2. These 6,557 new development units will be home to an estimated 2,695 school age children, as presented in Schedule 'A';

3. The School Board expects two (2) new school sites and one (1) site expansion, over the ten-year period, will be required as the result of this growth in the school district. The site acquisitions will be generally located as presented in Schedule 'B';
4. According to Ministry of Education site standards, the School Board expects that the eligible school sites will require a total acquisition of 7.66 hectares (18.93 acres) of land, as presented in Schedule 'B'. These sites should be purchased within ten years and, at current serviced land costs, the land will cost approximately \$17.94 million.
5. That the Eligible School Sites Proposal as adjusted be incorporated in the 2015/16 Capital Plan, and submitted to the Ministry of Education.

CARRIED

b) 2015/16 Capital Plan

Moved/Seconded

The Secretary Treasurer reported that on July 8, 2015, the Ministry of Education issued the 2015/16 Capital Plan Instructions. Capital projects eligible for submission include capital projects that involve the need for new space, replacements, renovations, site acquisitions, seismic mitigation projects, mechanical upgrade projects and bus purchases. The deadlines for 2015/16 Capital Plan submissions to the Ministry are: September 15, 2015 for Routine Capital and November 2, 2015 for the 2015/16 Capital Plan.

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

The Secretary Treasurer further reported that Project Identification Reports were completed by King & Company for the expansion of the 104th school site, a new South Albion Elementary school and a facility upgrade for Pitt Meadows Secondary and that these reports will be included in the capital plan submission to the Ministry of Education.

The Secretary Treasurer reported that the 2015/16 Routine Capital Plan Submission was prepared with assistance from Rocky Point Engineering and includes mechanical upgrade projects that can be completed in the next two years in the schools and would result in replacement of beyond useful life equipment and improved energy efficiency.

THAT the Board approve the 2015/16 Capital Plan for submission to the Ministry of Education.

CARRIED

4. Board Committees

- a) Finance
- b) Budget
- c) Board Policy Development
- d) Strategic Facilities Plan
- e) Education Committee
- f) Aboriginal Education

G. INFORMATION ITEMS

1. Chairperson

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

Trustee Clarkson reported on the submission by the Board to the Select Standing Committee on Finance and Government Services regarding Budget 2016 Consultations.

2. Superintendent of Schools

- a) Superintendent's Update

Moved/Seconded

The Superintendent reported on the Heart & Mind 2015 Conference, the Speaker Series, School Team Sessions, District Fall Cross Country and events at schools across the district. The Superintendent congratulated staff who had received recognition for their accomplishments.

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

CARRIED

3. Secretary Treasurer
4. Board Committees & Advisory & Advisory Committee Reports
 - a) Finance
 - b) Budget
 - c) Board Policy Development
 - d) Strategic Facilities Plan
 - e) Education
 - f) Aboriginal Education
 - g) Inclusive Education
 - h) French Immersion Advisory
 - i) District Student Advisory
 - j) Round Table with Partner Groups

H. TRUSTEE MOTIONS AND NOTICES OF MOTIONS

I. TRUSTEE REPORTS

BC School Trustees Provincial Council

Trustee Clarkson reported on the motions that have been submitted to the Provincial Council meeting that is due to take place in Vancouver from October 23 – 24, 2015.

District Parent Advisory Council

Trustees reported on the Round Table discussion.

Joint Parks and Leisure Services

Trustee Palis reported on the presentation by Fraser Health on the use of sharps containers on school and park grounds.

Maple Ridge-Pitt Meadows Arts Council

Trustee Carreras reported on the Annual General Meeting and the re-naming of the Maple Ridge Art Gallery to the The ACT Art Gallery.

Good News

Trustees reported on "roasts" by high school students and the children's clothing drive that will take place on November 28, 2015 at the Hive Neighbourhood Centre at Eric Langton Elementary.

J. QUESTION PERIOD

Trustee Beare posed questions on student voting and civic elections, meetings in schools, the possibility of adding a student trustee to the Board and the policy on physical restraint and/or seclusion of students.

K. OTHER BUSINESS

L. ADJOURNMENT

Moved/Seconded

THAT the Board adjourn the meeting.

CARRIED

The Public Board meeting adjourned at 8:14 p.m.

Mike Murray, Chairperson

Flavia Coughlan, Secretary Treasurer



ITEM 3

To: **Board of Education**

From: Chairperson
Mike Murray

Re: **MDI PILOT PROJECT**

Date: November 18, 2015
(Public Board Meeting)

Information

RECOMMENDATION:

THAT the Board receive the presentation by Roberta O'Brien, Colette Madsen and Russ Brummer on the MDI Pilot Project, for information.

To: **Board of Education**

From: Superintendent of Schools
Sylvia Russell

Re: **PROPOSED CURRICULUM
IMPLEMENTATION DAYS**

Date: November 18, 2015
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

Due to the implementation of the new curriculum the Ministry of Education announced that ten (10) new hours of non-instructional time are being designated for teachers this year to be trained on the new curriculum and collaborate with their colleagues on the curriculum changes.

In alignment with the "School Calendar Regulation":

School calendar - amendment

8 (1) *A board must schedule the following for the 2015/2016 school year:*

(b) 2 or more non-instructional periods totalling 10 hours for the purpose of providing teachers with an opportunity to participate in discussions and activities relating to the implementation of the curriculum documents listed in section 1(i) of the Educational Program Guide Order, M333/99.

6 (1) *For the purposes of section 87.02 [school calendar – amendment] of the Act, a board must make publicly available proposed amendments to a school calendar at least one month before making the amendments.*

(2) A board must, as soon as practicable and, in any event, within 30 days of amending a school calendar under section 87.02 of the Act, provide the minister with the amended school calendar.

(4) Subsections (1) and (2) do not apply to a board that amends a school calendar for the 2015/2016 school year to include the non-instructional periods required under section 8(1) (b)[designation of purpose for non-instructional days and periods] and instead the board must, as soon as practicable and, in any event, within 30 days of amending a school calendar under section 87.02 of the Act,

*(a) provide the minister with the amended school calendar, and
(b) make publicly available the amended school calendar.*

And, after consultation with the MRTA the following days are being recommended:

- February 19, 2016 (attached to the February 18th, 2016 District-wide Non-Instructional Day).
- April 18, 2016

RECOMMENDATION:

THAT the Board approve the proposed amendments to the 2015-2016 School Calendars.

Attachments

2015-2016 PROPOSED DISTRICT SCHOOL CALENDAR

Schools opening day for students	Tuesday, September 8, 2015
<i>Non-instructional day (district-wide)</i>	<i>Tuesday, September 22, 2015</i>
Thanksgiving Day	Monday, October 12, 2015
<i>Non-instructional day (province-wide)</i>	<i>Friday, October 23, 2015</i>
Remembrance Day	Wednesday, November 11, 2015
<i>Non-instructional day (school-based)</i>	Monday, November 23, 2015
Schools close for Winter break	Friday, December 18, 2015
Winter break	Monday, December 21, 2015 to Friday, January 1, 2016
Schools reopen after Winter break	Monday, January 4, 2016
<i>Non-instructional day (growth planning day)</i>	<i>Monday, January 18, 2016</i>
<i>Schools Not in Session</i>	<i>Friday, February 5, 2016</i>
Family Day	Monday, February 8, 2016
<i>Non-instructional day (district-wide)</i>	<i>Thursday, February 18, 2016</i>
<i>Non-instructional day (Curriculum Implementation Day)</i>	<i>Friday, February 19, 2016</i>
Schools close for Spring break	Friday, March 11, 2016
Spring break	Monday, March 14, 2016 to Friday, March 18, 2016
<i>Schools Not in Session</i>	<i>Monday, March 21, 2016 to Thursday, March 24, 2016</i>
Good Friday	Friday, March 25, 2016
Easter Monday	Monday, March 28, 2016
Schools reopen after Spring break	Tuesday, March 29, 2016
<i>Non-instructional day (Curriculum Implementation Day)</i>	<i>Monday, April 18, 2016</i>
<i>Non-instructional day (school-based)</i>	<i>Friday, May 20, 2016</i>
Victoria Day	Monday, May 23, 2016
Last day for students	Tuesday, June 28, 2016
Year-end administrative day	Wednesday, June 29, 2016
<i>Schools Not in Session</i>	<i>Thursday, June 30, 2016</i>
Schools close for Summer vacation	Thursday, June 30, 2016

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

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

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

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

853 hours of instruction for students in kindergarten.

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

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

SD42 PROPOSED DISTRICT SCHOOL CALENDAR: School Year 2015 to 2016

August 2015						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2015						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2015						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2016						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March 2016						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2016						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2016						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2016						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

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

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

*January 18, 2016 Growth Planning Day

*February 5, 2016 Optional Training Day for CUPE

	Opening Day
	Scheduled Vacation
	Statutory Holidays
	Non Instructional Days
	Last Day for Students
	Administrative Day – no school
	Schools Not in Session



2015-2016 PROPOSED DISTRIBUTED LEARNING SCHOOL CALENDAR

Distributed Learning Summer program begins (subject to sufficient enrolment) Friday, July 3, 2015 to Friday, July 24, 2015.

Schools opening day for students	Tuesday, September 8, 2015
<i>Non-instructional day (school-based)</i>	<i>Tuesday, September 22, 2015</i>
Thanksgiving Day	Monday, October 12, 2015
<i>Non-instructional day (province-wide)</i>	<i>Friday, October 23, 2015</i>
Remembrance Day	Wednesday, November 11, 2015
<i>Non-instructional day (district-wide)</i>	Monday, November 23, 2015
Schools close for Winter break	Friday, December 18, 2015
Winter break	Monday, December 21, 2015 to Friday, January 1, 2016
Schools reopen after Winter break	Monday, January 4, 2016
<i>Non-instructional day (growth planning day)</i>	<i>Monday, January 18, 2016</i>
<i>Schools Not in Session</i>	<i>Friday, February 5, 2016</i>
Family Day	Monday, February 8, 2016
<i>Non-instructional day (district-wide)</i>	<i>Thursday, February 18, 2016</i>
<i>Non-instructional day (Curriculum Implementation Day)</i>	<i>Friday, February 19, 2016</i>
Schools close for Spring break	Friday, March 11, 2016
Spring break	Monday, March 14, 2016 to Friday, March 18, 2016
<i>Schools Not in Session</i>	<i>Monday, March 21, 2016 to Thursday, March 24, 2016</i>
Good Friday	Friday, March 25, 2016
Easter Monday	Monday, March 28, 2016
Schools reopen after Spring break	Tuesday, March 29, 2016
<i>Non-instructional day (Curriculum Implementation Day)</i>	<i>Monday, April 18, 2016</i>
<i>Non-instructional day (school-based)</i>	<i>Friday, May 20, 2016</i>
Victoria Day	Monday, May 23, 2016
Last day for students	Tuesday, June 28, 2016
Year-end administrative day	Wednesday, June 29, 2016
<i>Schools Not in Session</i>	<i>Thursday, June 30, 2016</i>
Schools close for Summer vacation	Thursday, June 30, 2016

Distributed Learning Summer program 2016 dates to be announced.

SD42 PROPOSED KANAKA CREEK CALENDAR: School Year 2015 to 2016

August 2015						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2015						
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2015						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2016						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2016						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2016						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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

*January 18, 2016 Growth Planning Day

*February 5, 2016 Optional Training Day for CUPE

	Opening Day
	Scheduled Vacation
	Statutory Holidays
	Non Instructional Days
	Last Day for Students
	Administrative Day – no school
	Schools Not in Session



2015-2016 PROPOSED KANAKA CREEK SCHOOL CALENDAR

Schools opening day for students	Tuesday, September 8, 2015
<i>Non-instructional day (school-based)</i>	<i>Tuesday, September 22, 2015</i>
Thanksgiving Day	Monday, October 12, 2015
<i>Non-instructional day (province-wide)</i>	<i>Friday, October 23, 2015</i>
Remembrance Day	Wednesday, November 11, 2015
<i>Non-instructional day (district-wide)</i>	Monday, November 23, 2015
Schools close for Winter break	Friday, December 4, 2015
Winter break	Monday, December 7, 2015 to Friday, January 1, 2016
Schools reopen after Winter break	Monday, January 4, 2016
<i>Non-instructional day (growth planning day)</i>	<i>Monday, January 18, 2016</i>
<i>Schools Not in Session</i>	<i>Friday, February 5, 2016</i>
Family Day	Monday, February 8, 2016
<i>Non-instructional day (district-wide)</i>	<i>Thursday, February 18, 2016</i>
<i>Non- instructional day (Curriculum Implementation Day)</i>	<i>Friday, February 19, 2016</i>
Schools close for Spring break	Thursday, March 24, 2016
Good Friday	Friday, March 25, 2016
Easter Monday	Monday, March 28, 2016
Spring break	Tuesday, March 29, 2016 to Friday, April 22, 2016
<i>Non-instructional day (Curriculum Implementation Day)</i>	<i>Monday, April 18, 2016</i>
Schools reopen after Spring break	Monday, April 25, 2016
<i>Non-instructional day (school-based)</i>	<i>Friday, May 20, 2016</i>
Victoria Day	Monday, May 23, 2016
Canada Day	Friday, July 1, 2016
Last day for students	Wednesday, July 27, 2016
Year-end administrative day	Thursday, July 28, 2016
Schools close for Summer vacation	Thursday, July 28, 2016

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

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

853 hours of instruction for students in kindergarten.

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

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

To: **Board of Education**

From: Secretary Treasurer
Flavia Coughlan

Re: **CAPITAL PROJECT BYLAW NO. 126950**
ALBION ELEMENTARY

Date: November 18, 2015
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

On September 23, 2015 the Board approved the submission of the 2015/16 Routine Capital Plan for submission to the Ministry of Education and inclusion in the 2015/16 Capital Plan. This submission included the central boiler plant and domestic hot water system upgrade for Albion Elementary.

On October 29, 2015 the Ministry of Education advised the school district that up to \$216,000 has been approved for the central boiler plant and domestic hot water system upgrade for Albion Elementary. (Attachment A)

In order to access funding for this project a capital project bylaw must be adopted by the Board. (Attachment B)

RECOMMENDATION:

- (1) THAT the Capital Project Bylaw No. 126950– be given three (3) readings at this meeting. (vote must be unanimous)**
- (2) THAT the Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows) Capital Project Bylaw No. 126950 be:**
Read a first time on the 18th day of November, 2015;
Read a second time on the 18th day of November, 2015;
Read a third time, passed and adopted on the 18th day of November, 2015.
- (3) THAT the Board authorize the Secretary Treasurer to execute and submit the Routine Capital Funding Agreement to the Ministry of Education on behalf of the Board of Education.**

Attachments



Attachment A

October 29, 2015

Ref: 184568

Flavia Coughlan
Secretary-Treasurer
School District No. 42 (Maple Ridge-Pitt Meadows)
22225 Brown Ave
Maple Ridge, BC, V2X 8N6
Email: flavia_coughlan@sd42.ca

Dear Flavia Coughlan:

Re: Routine Capital 2015/16 (Project No. 126950)

I am pleased to confirm that capital funding of up to \$216,000 has been approved for the following Routine Capital project(s): Central boiler plant and domestic hot water system upgrade for Albion Elementary School Project No. 126950. These funds will contribute to extending the life of your facilities and school-based assets and help support healthy, efficient schools for students, teachers and staff.

Prior to establishing a Certificate of Approval (COA) to access funding for this project, a capital project bylaw must be adopted by the School District No. 42 (Maple Ridge-Pitt Meadows) Board of Education. The Board should therefore adopt Capital Project Bylaw No. 126950 specifying a total maximum allocation of \$216,000. The original bylaw must then be forwarded to the attention of Jennifer Coward, Finance and Administration Officer, Business Operations Branch.

Following registration of the above bylaw and the receipt of two (2) copies of the duly executed Routine Capital Funding Agreement (copies attached for your signature) the Branch will issue a COA enabling the School District to draw capital funds for the Routine Capital project.

If you have any questions regarding the Routine Capital funding, please feel free to contact your Planning Officer, Nancy Dube at: Nancy.dube@gov.bc.ca.

.../2

I wish you every success with this project for Albion Elementary School and look forward to its completion before March 31, 2016.

Sincerely,



John Cavelti, Regional Director
Capital Management Branch

Attachment: Project Funding Agreement

pc: Renee Mounteney, Executive Director, Capital Delivery
Nancy Dube, Planning Officer, Capital Management Branch
Jennifer Coward, Finance and Administration Officer, Business Operations Branch

**CAPITAL BYLAW NO. 126950
ALBION ELEMENTARY SCHOOL PROJECT NO. 126950**

A BYLAW by the Board of Education of School District No. 42 (Maple Ridge-Pitt Meadows) (hereinafter called the "Board") to adopt a Capital Project of the Board pursuant to Sections 143 (2) and 144 (1) of the *School Act*, R.S.B.C. 1996, c. 412 as amended from time to time (called the "*Act*").

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved Capital Project No. 126950.

NOW THEREFORE the Board agrees to the following:

- (a) upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete the Project substantially in accordance with the Project Agreement,
- (b) observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project; and,
- (c) maintain proper books of account, and other information and documents with respect to the affairs of the Project, as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

1. The Capital Bylaw of the Board approved by the Minister and specifying a maximum expenditure of \$216,000 for Project No. 126950 is hereby adopted.
2. This Bylaw may be cited as School District No. 42 (Maple Ridge-Pitt Meadows) Capital Bylaw No 126950

READ A FIRST TIME THE 18th DAY November 2015;

READ A SECOND TIME THE 18th DAY OF November, 2015

READ A THIRD TIME, PASSED AND ADOPTED THE 18th DAY OF November 2015.

CORPORATE SEAL

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 42 (Maple Ridge-Pitt Meadows) Capital Bylaw No. 126950 adopted by the Board the 18th day of November, 2015.

Secretary-Treasurer

To: **Board of Education**

From: Secretary Treasurer
Flavia Coughlan

Re: **CAPITAL PROJECT BYLAW NO: 126951**
FAIRVIEW ELEMENTARY

Date: November 18, 2015
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

On September 23, 2015 the Board approved the submission of the 2015/16 Routine Capital Plan for submission to the Ministry of Education and inclusion in the 2015/16 Capital Plan. This submission included the central boiler plant and domestic hot water system upgrade for Fairview Elementary.

On October 29, 2015 the Ministry of Education advised the school district that up to \$216,000 has been approved for the central boiler plant and domestic hot water system upgrade for Fairview Elementary. (Attachment A)

In order to access funding for this project a capital project bylaw must be adopted by the Board. (Attachment B)

RECOMMENDATION:

- (1) THAT the Capital Project Bylaw No. 126951– be given three (3) readings at this meeting. (vote must be unanimous)**
- (2) THAT the Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows) Capital Project Bylaw No. 126951 be:**
Read a first time on the 18th day of November, 2015;
Read a second time on the 18th day of November, 2015;
Read a third time, passed and adopted on the 18th day of November, 2015.
- (3) THAT the Board authorize the Secretary Treasurer to execute and submit the Routine Capital Funding Agreement to the Ministry of Education on behalf of the Board of Education.**

Attachments



October 29, 2015

Ref: 184568

Flavia Coughlan
Secretary-Treasurer
School District No. 42 (Maple Ridge-Pitt Meadows)
22225 Brown Ave
Maple Ridge, BC, V2X 8N6
Email: flavia_coughlan@sd42.ca

Dear Flavia Coughlan:

Re: Routine Capital 2015/16 (Project No. 126951)

I am pleased to confirm that capital funding of up to \$216,000 has been approved for the following Routine Capital project(s): Central boiler plant and domestic hot water system upgrade for Fairview Elementary School Project No. 126951. These funds will contribute to extending the life of your facilities and school-based assets and help support healthy, efficient schools for students, teachers and staff.

Prior to establishing a Certificate of Approval (COA) to access funding for this project, a capital project bylaw must be adopted by the School District No. 42 (Maple Ridge-Pitt Meadows) Board of Education. The Board should therefore adopt Capital Project Bylaw No. 126951 specifying a total maximum allocation of \$216,000. The original bylaw must then be forwarded to the attention of Jennifer Coward, Finance and Administration Officer, Business Operations Branch.

Following registration of the above bylaw and the receipt of two (2) copies of the duly executed Routine Capital Funding Agreement (copies attached for your signature) the Branch will issue a COA enabling the School District to draw capital funds for the Routine Capital project.

If you have any questions regarding the Routine Capital funding, please feel free to contact your Planning Officer, Nancy Dube at: Nancy.dube@gov.bc.ca.

.../2

I wish you every success with this project for Fairview Elementary School and look forward to its completion before March 31, 2016.

Sincerely,

A handwritten signature in blue ink, appearing to read 'John Cavelti', with a long horizontal flourish extending to the right.

John Cavelti, Regional Director
Capital Management Branch

Attachment: Project Funding Agreement

pc: Renee Mounteney, Executive Director, Capital Delivery
Nancy Dube, Planning Officer, Capital Management Branch
Jennifer Coward, Finance and Administration Officer, Business Operations Branch

**CAPITAL BYLAW NO. 126951
FAIRVIEW ELEMENTARY SCHOOL PROJECT NO. 126951**

A BYLAW by the Board of Education of School District No. 42 (Maple Ridge-Pitt Meadows) (hereinafter called the "Board") to adopt a Capital Project of the Board pursuant to Sections 143 (2) and 144 (1) of the *School Act*, R.S.B.C. 1996, c. 412 as amended from time to time (called the "*Act*").

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved Capital Project No. 126951.

NOW THEREFORE the Board agrees to the following:

- (a) upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete the Project substantially in accordance with the Project Agreement,
- (b) observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project; and,
- (c) maintain proper books of account, and other information and documents with respect to the affairs of the Project, as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

1. The Capital Bylaw of the Board approved by the Minister and specifying a maximum expenditure of \$216,000 for Project No. 126951 is hereby adopted.
2. This Bylaw may be cited as School District No. 42 (Maple Ridge-Pitt Meadows) Capital Bylaw No 126951

READ A FIRST TIME THE 18th DAY November 2015;

READ A SECOND TIME THE 18th DAY OF November, 2015

READ A THIRD TIME, PASSED AND ADOPTED THE 18th DAY OF November 2015.

CORPORATE SEAL

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 42 (Maple Ridge-Pitt Meadows) Capital Bylaw No. 126951 adopted by the Board the 18th day of November, 2015.

Secretary-Treasurer

To: **Board of Education**

From: Secretary Treasurer
Flavia Coughlan

Re: **CAPITAL PROJECT BYLAW NO: 127008**
WESTVIEW SECONDARY SCHOOL

Date: November 18, 2015
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

On September 23, 2015 the Board approved the submission of the 2015/16 Routine Capital Plan for submission to the Ministry of Education and inclusion in the 2015/16 Capital Plan. This submission included Phase 1 - Purchase of 46 Roof Top Heat Pumps with Gas Fired Backup Heating.

On October 27, 2015 the Ministry of Education advised the school district that up to \$414,000 has been approved for Phase 1 – Purchase of 46 Roof Top Heat Pumps with Gas Fired Backup Heating. (Attachment A)

In order to access funding for this project a capital project bylaw must be adopted by the Board. (Attachment B)

RECOMMENDATION:

- (1) THAT the Capital Project Bylaw No. 127008– be given three (3) readings at this meeting. (vote must be unanimous)**
- (2) THAT the Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows) Capital Project Bylaw No. 127008 be:**
Read a first time on the 18th day of November, 2015;
Read a second time on the 18th day of November, 2015;
Read a third time, passed and adopted on the 18th day of November, 2015.
- (3) THAT the Board authorize the Secretary Treasurer to execute and submit the Routine Capital Funding Agreement to the Ministry of Education on behalf of the Board of Education.**

Attachments

October 27, 2015

Ref: 184378

Flavia Coughlan
Secretary-Treasurer
School District No. 42 (Maple Ridge-Pitt Meadows)
22225 Brown Ave.
Maple Ridge, BC, V2X 8N6

Email: flavia_coughlan@sd42.ca

Dear Flavia Coughlan,

Re: Routine Capital 2015/16 (Project No. 127008)

I am pleased to confirm that capital funding of up to \$ 414,000 has been approved for the following Routine Capital project(s): Phase 1 – Purchase Only of 46 Roof Top Heat Pumps with Gas Fired Backup Heating for Westview Secondary School, Project No. 127008. These funds will contribute to extending the life of your facilities and school-based assets and help support healthy, efficient schools for students, teachers and staff.

Prior to establishing a Certificate of Approval (COA) to access funding for this project, a capital project bylaw must be adopted by the School District No. 42 (Maple Ridge-Pitt Meadows) Board of Education. The Board should therefore adopt Capital Project Bylaw No. 127008 specifying a total maximum allocation of \$414,000. The original bylaw must then be forwarded to the attention of Jennifer Coward, Finance and Administration Officer, Capital Management Branch.

Following registration of the above bylaw and the receipt of two (2) copies of the duly executed Routine Capital Funding Agreement (copies attached for your signature) the Branch will issue a COA enabling the School District to draw capital funds for the Routine Capital project.

If you have any questions regarding the Routine Capital funding, please feel free to contact your Planning Officer, Nancy Dube at: Nancy.dube@gov.bc.ca.

.../2

I wish you every success with this project for Westview Secondary School and look forward to its completion before March 31, 2016.

Sincerely,



John Cavelti, Regional Director
Capital Management Branch

Attachment: Project Funding Agreement

pc: Nicole Pharand-Fraser, Director, Construction and Routine Capital
Renee Mounteney, Executive Director, Capital Delivery
Nancy Dube, Planning Officer, Capital Management Branch
Jennifer Coward, Finance and Administration Officer, Business Operations Branch

**CAPITAL BYLAW NO.127008
WESTVIEW SECONDARY SCHOOL PROJECT NO. 127008**

A BYLAW by the Board of Education of School District No. 42 (Maple Ridge-Pitt Meadows) (hereinafter called the "Board") to adopt a Capital Project of the Board pursuant to Sections 143 (2) and 144 (1) of the *School Act*, R.S.B.C. 1996, c. 412 as amended from time to time (called the "*Act*").

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved Capital Project No.127008

NOW THEREFORE the Board agrees to the following:

- (a) upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete the Project substantially in accordance with the Project Agreement,
- (b) observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project; and,
- (c) maintain proper books of account, and other information and documents with respect to the affairs of the Project, as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

1. The Capital Bylaw of the Board approved by the Minister and specifying a maximum expenditure of \$414,000 for Project No. 127008 is hereby adopted.
2. This Bylaw may be cited as School District No. 42 (Maple Ridge-Pitt Meadows) Capital Bylaw No. 127008:

READ A FIRST TIME THE 18th DAY November 2015;

READ A SECOND TIME THE 18th DAY OF November, 2015

READ A THIRD TIME, PASSED AND ADOPTED THE 18th DAY OF November 2015.

CORPORATE SEAL

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 42 (Maple Ridge-Pitt Meadows) Capital Bylaw No. 127008 adopted by the Board the 18th day of November, 2015.

Secretary-Treasurer



ITEM 8

To: **Board of Education**

From: Finance Committee
of the Whole

Re: **FINANCIAL STATEMENTS**
QUARTER ENDED SEPTEMBER 30, 2015

Date: November 18, 2015
(Public Board Meeting)

Decision

To be distributed

**ITEM 9**

To: **Board of Education**

From: Secretary Treasurer
Flavia Coughlan
Director of Finance
Jennifer Hendriks

Re: **SCHOOL DISTRICT STATEMENT OF
FINANCIAL INFORMATION (SOFI)**

Date: November 18, 2015
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

Attached is a copy of the Statement of Financial Information Report for the Board of Education of School District No. 42 (Maple Ridge - Pitt Meadows) for the year ended June 30, 2015.

In accordance with the Financial Information Act (the "Act"), each school board is required to prepare a report of financial information for each fiscal year. The Act, together with the related regulation and directive, prescribes the information that is required to be included in the report.

The major schedules included in the report are as follows:

- a Schedule of Remuneration and Expenses that lists all payments made to trustees and to those employees with remuneration exceeding \$75,000; and
- a Schedule of Suppliers of Goods and Services that lists total payments made to suppliers in excess of \$25,000.

Section 6 of the Financial Information Regulation defines remuneration to include any form of salary, wages, taxable benefits, payment into trust or any form of income deferral paid by the Board to an employee, but does not include anything payable under a severance agreement. Remuneration for individual employees can include payouts for vacation, gratuity and compensatory time not taken, in addition to regular salary. Remuneration also includes taxable benefits for auto allowances for employees who regularly use their personal vehicle for school district business and the employer-paid portion of provincial medical insurance and group life insurance premiums.

Expenses are defined to include travel expenses, memberships, tuition, relocation expenses, registration fees and similar amounts paid directly to an employee, or to a third party on behalf of an employee.

Payments made for the provision of goods and services include all payments made from operating, special purpose and capital funds for the supply of goods and services. Payments, or deductions in funding, made by other entities on behalf of the Maple Ridge – Pitt Meadows School District (e.g. PLNet expenditures and the School Protection Program premiums) are not included.

A significant portion of the supplier payments represents contributions to pension and employee benefit plans and contractors for capital projects. Payments for both employer and employee contributions to employee benefit plans are included.

RECOMMENDATION:

THAT the Board approve the School District Statement of Financial Information for the fiscal year ended June 30, 2015; and that the said statement be submitted to the Ministry of Education.

Attachment

SCHOOL DISTRICT STATEMENT OF FINANCIAL INFORMATION (SOFI)

6049	
SCHOOL DISTRICT NUMBER 42	NAME OF SCHOOL DISTRICT Maple Ridge - Pitt Meadows
OFFICE LOCATION 22225 Brown Avenue	YEAR 2015
MAILING ADDRESS 22225 Brown Avenue	TELEPHONE NUMBER 463-4200
CITY Maple Ridge	PROVINCE B.C.
NAME OF CHAIRPERSON OF THE BOARD OF SCHOOL TRUSTEES Mike Murray	POSTAL CODE V2X 8N6
NAME OF SUPERINTENDENT Sylvia Russell	TELEPHONE NUMBER 463-4200
NAME OF SECRETARY - TREASURER Flavia Coughlan	TELEPHONE NUMBER 463-4200

DECLARATION AND SIGNATURES

We, the undersigned, certify that the attached is a correct and true copy of the 2015 Statement of Financial Information for School District No. 42 as required under Section 2 of the Financial Information Act.

SIGNATURE OF CHAIRPERSON OF THE BOARD OF SCHOOL TRUSTEES	DATE SIGNED
SIGNATURE OF SUPERINTENDENT	DATE SIGNED
SIGNATURE OF SECRETARY-TREASURER	DATE SIGNED

EDUC. 6001 (REV.
95/08)

**MINISTRY OF EDUCATION AND
MINISTRY RESPONSIBLE FOR MULTICULTURALISM
AND HUMAN RIGHTS**

PROVINCE OF BRITISH COLUMBIA

**THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)
YEAR ENDED JUNE 30, 2015**

**STATEMENT OF FINANCIAL INFORMATION
(SOFI)**

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B. School District Audited Financial Statements	B1 - B40
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D. Schedule of Remuneration and Expenses Including a Statement of Severance Agreements	D1 - D13
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**SCHOOL DISTRICT
STATEMENT OF FINANCIAL INFORMATION (SOFI)**

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

FISCAL YEAR ENDED JUNE 30, 2015

MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with Canadian generally accepted accounting principles and the integrity and objectivity of these statements are management's responsibility.

Management is also responsible for all the other schedules of financial information and for ensuring this information is consistent, where appropriate, with the information contained in the financial statements and for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Board of Education is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and for approving the financial information included in the Statement of Financial Information.

The external auditors, KPMG LLP, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements as required by the *School Act*. Their examination does not relate to the other schedules of financial information required by the *Financial Information Act*. Their examination includes a review and evaluation of the board's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly.

On Behalf of

The Board of Education of School District No. 42 (Maple Ridge-Pitt Meadows)

Sylvia Russell
Superintendent
November 18, 2015

Flavia Coughlan
Secretary-Treasurer
November 18, 2015

Audited Financial Statements of

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

June 30, 2015

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

June 30, 2015

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

MANAGEMENT REPORT

Version: 3076-2330-9348

Management's Responsibility for the Financial Statements.

The accompanying financial statements of School District No. 42 (Maple Ridge-Pitt Meadows) have been prepared by management in accordance with the accounting requirements of Section 23.1 of the Budget Transparency and Accountability Act of British Columbia, supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all of the notes to the financial statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

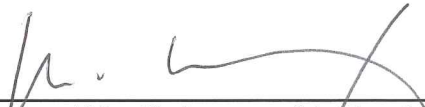
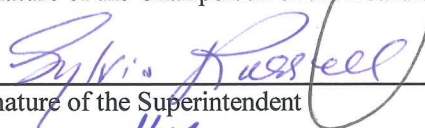
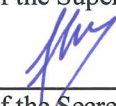
The preparation of financial statements necessarily involves the use of estimates based on management's judgment particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and reliable financial information is produced.

The Board of Education of School District No. 42 (Maple Ridge-Pitt Meadows) (called the "Board") is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control and exercises these responsibilities through the Board. The Board reviews internal financial statements on a quarterly basis and externally audited financial statements yearly.

The external auditors', KPMG, conduct an independent examination, in accordance with Canadian generally accepted auditing standards, and express their opinion on the financial statements. The external auditors' have full and free access to financial management of School District No. 42 (Maple Ridge-Pitt Meadows) and meet when required. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the School District's financial statements.

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

	<u>September 23, 2015</u>
Signature of the Chairperson of the Board of Education	Date Signed
	<u>September 23 2015</u>
Signature of the Superintendent	Date Signed
	<u>September 23 2015</u>
Signature of the Secretary Treasurer	Date Signed



KPMG LLP
Chartered Accountants
32575 Simon Avenue
Abbotsford BC V2T 4W6
Canada

Telephone (604) 854-2200
Fax (604) 853-2756
Internet www.kpmg.ca

INDEPENDENT AUDITORS' REPORT

To the Board of Education of the School District No. 42 (Maple Ridge-Pitt Meadows)

To the Minister of Education, Province of British Columbia

We have audited the accompanying financial statements of School District No. 42 (Maple Ridge-Pitt Meadows), which comprise the statement of financial position as at June 30, 2015, the statements of operations, changes in net financial assets (debt) and cash flows for the year ended June 30, 2015, and notes, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the financial statements

Management is responsible for the preparation of these financial statements in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained in our audit is sufficient and appropriate to provide a basis for our audit opinion.

KPMG LLP is a Canadian limited liability partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International Cooperative ("KPMG International"), a Swiss entity. KPMG Canada provides services to KPMG LLP.



Opinion

In our opinion, the financial statements of School District No. 42 (Maple Ridge-Pitt Meadows) as at and for the year ended June 30, 2015 are prepared, in all material respects, in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia.

Emphasis of Matter

Without modifying our opinion, we draw attention to Note 3 to the financial statements, which describes the basis of accounting and the significant differences between such basis of accounting and Canadian public sector accounting standards.

Other Matter

Our audit was made for the purpose of forming an opinion on the financial statements taken as a whole. The supplementary information included in Schedules 1 through 4D is presented for purposes of additional analysis and is not a required part of the financial statements. Such supplementary information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly stated in all material respects in relation to the financial statements taken as a whole.

KPMG LLP

Chartered Professional Accountants

September 23, 2015

Abbotsford, British Columbia

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

Statement 1

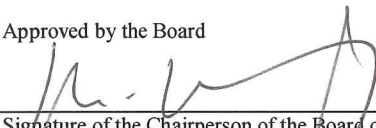
Statement of Financial Position

As at June 30, 2015

	2015 Actual \$	2014 Actual \$
Financial Assets		
Cash and Cash Equivalents	42,940,578	36,800,286
Accounts Receivable		
Due from Province - Ministry of Education	90,044	423,503
Due from Province - Other	73,499	75,000
Due from LEA/Direct Funding	-	-
Other (Note 4)	628,359	518,867
Portfolio Investments (Note 5)	300,277	528,453
Total Financial Assets	44,032,757	38,346,109
Liabilities		
Accounts Payable and Accrued Liabilities		
Due to Province - Ministry of Education	-	2,758,596
Other (Note 6)	14,344,415	9,956,302
Unearned Revenue (Note 7)	4,471,959	3,953,828
Deferred Revenue (Note 8)	1,855,061	1,996,001
Deferred Capital Revenue (Note 9)	119,582,742	122,243,012
Employee Future Benefits (Note 10)	6,825,226	6,304,541
Capital Lease Obligations (Note 12)	296,110	722,845
Total Liabilities	147,375,513	147,935,125
Net Financial Assets (Debt)	(103,342,756)	(109,589,016)
Non-Financial Assets		
Tangible Capital Assets (Note 13)	174,197,386	175,963,870
Prepaid Expenses	277,620	402,384
Total Non-Financial Assets	174,475,006	176,366,254
Accumulated Surplus (Deficit) (Note 21)	71,132,250	66,777,238

Contractual Obligations and Contingencies (Note 16,18)

Approved by the Board


 Signature of the Chairperson of the Board of Education

 September 23, 2015
 Date Signed


 Signature of the Superintendent

 September 23, 2015
 Date Signed


 Signature of the Secretary Treasurer

 September 23, 2015
 Date Signed

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

Statement of Operations
Year Ended June 30, 2015

Statement 2

	2015 Budget	2015 Actual	2014 Actual
	\$	\$	\$
Revenues			
Provincial Grants			
Ministry of Education	119,556,365	121,185,318	118,062,647
Other	435,578	368,464	458,144
Federal Grants		143,218	101,860
Tuition	6,811,825	8,184,104	6,638,819
Other Revenue	5,316,231	5,064,273	4,960,454
Rentals and Leases	329,661	381,001	351,524
Investment Income	361,000	577,275	449,902
Amortization of Deferred Capital Revenue	5,429,336	5,417,625	5,272,333
Total Revenue	<u>138,239,996</u>	<u>141,321,278</u>	<u>136,295,683</u>
Expenses (Note 20)			
Instruction	113,208,696	110,809,181	107,939,220
District Administration	4,431,322	4,434,734	4,070,086
Operations and Maintenance	21,024,703	20,699,226	20,565,593
Transportation and Housing	1,109,536	1,006,276	1,115,938
Debt Services	11,813	16,849	27,532
Total Expense	<u>139,786,070</u>	<u>136,966,266</u>	<u>133,718,369</u>
Surplus (Deficit) for the year	<u>(1,546,074)</u>	<u>4,355,012</u>	<u>2,577,314</u>
Accumulated Surplus (Deficit) from Operations, beginning of year		66,777,238	64,199,924
Accumulated Surplus (Deficit) from Operations, end of year		<u>71,132,250</u>	<u>66,777,238</u>

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

Statement 4

Statement of Changes in Net Financial Assets (Debt)

Year Ended June 30, 2015

	2015 Budget \$	2015 Actual \$	2014 Actual \$
Surplus (Deficit) for the year	(1,546,074)	4,355,012	2,577,314
Effect of change in Tangible Capital Assets			
Acquisition of Tangible Capital Assets	(3,587,585)	(6,204,202)	(4,620,550)
Amortization of Tangible Capital Assets	7,628,532	7,970,686	7,875,988
Total Effect of change in Tangible Capital Assets	4,040,947	1,766,484	3,255,438
Acquisition of Prepaid Expenses		(317,892)	(555,409)
Use of Prepaid Expenses		442,656	441,274
Acquisition of Supplies Inventory		(12,430)	10,751
Use of Supplies Inventory		12,430	(10,277)
Total Effect of change in Other Non-Financial Assets	-	124,764	(113,661)
(Increase) Decrease in Net Financial Assets (Debt), before Net Remeasurement Gains (Losses)	<u>2,494,873</u>	6,246,260	5,719,091
Net Remeasurement Gains (Losses)			
(Increase) Decrease in Net Financial Assets (Debt)		6,246,260	5,719,091
Net Financial Assets (Debt), beginning of year		(109,589,016)	(115,308,107)
Net Financial Assets (Debt), end of year		<u>(103,342,756)</u>	<u>(109,589,016)</u>

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

Statement 5

Statement of Cash Flows

Year Ended June 30, 2015

	2015 Actual	2014 Actual
	\$	\$
Operating Transactions		
Surplus (Deficit) for the year	4,355,012	2,577,314
Changes in Non-Cash Working Capital		
Decrease (Increase)		
Accounts Receivable	225,468	(91,183)
Supplies Inventories	-	474
Prepaid Expenses	124,764	(114,135)
Increase (Decrease)		
Accounts Payable and Accrued Liabilities	1,629,517	2,438,818
Unearned Revenue	518,131	777,190
Deferred Revenue	(140,940)	(464,628)
Employee Future Benefits	520,685	247,644
Amortization of Tangible Capital Assets	7,970,686	7,875,988
Amortization of Deferred Capital Revenue	(5,417,625)	(5,272,333)
Total Operating Transactions	9,785,698	7,975,149
Capital Transactions		
Tangible Capital Assets Purchased	(3,483,788)	(3,922,191)
Tangible Capital Assets -WIP Purchased	(2,410,387)	(356,673)
Capital Lease Additions	(310,027)	(341,686)
Total Capital Transactions	(6,204,202)	(4,620,550)
Financing Transactions		
Capital Revenue Received	2,757,355	2,937,195
New Capital Lease Additions	310,027	341,686
Capital Lease Principal Payments	(736,762)	(318,399)
Total Financing Transactions	2,330,620	2,960,482
Investing Transactions		
Investments in Portfolio Investments	228,176	12,883,278
Total Investing Transactions	228,176	12,883,278
Net Increase (Decrease) in Cash and Cash Equivalents	6,140,292	19,198,359
Cash and Cash Equivalents, beginning of year	36,800,286	17,601,927
Cash and Cash Equivalents, end of year	42,940,578	36,800,286
Cash and Cash Equivalents, end of year, is made up of:		
Cash	8,760,692	4,712,398
Cash Equivalents	34,179,886	32,087,888
	42,940,578	36,800,286

SCHOOL DISTRICT No. 42 (Maple Ridge – Pitt Meadows)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2015

NOTE 1 AUTHORITY AND PURPOSE

The School District, established on April 12, 1946 operates under authority of the School Act of British Columbia as a corporation under the name of "The Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows)", and operates as "School District No. 42 (Maple Ridge – Pitt Meadows)." A board of education ("Board") elected for a three-year term governs the School District. The School District provides educational programs to students enrolled in schools in the School District, and is principally funded by the Province of British Columbia through the Ministry of Education. School District No. 42 is exempt from federal and provincial corporate income taxes.

NOTE 2 ADOPTION OF NEW ACCOUNTING POLICY

On July 1, 2014, the District adopted PS 3260 Liability for Contaminated Sites. The standard was applied on a retroactive basis to July 1, 2013 and did not result in any adjustments to the financial liabilities, tangible capital assets or accumulated surplus of the District.

NOTE 3 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the School District are prepared by management in accordance with the basis of accounting described below. Significant accounting policies of the School District are as follow:

a) Basis of Accounting

The financial statements have been prepared in accordance with Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia supplemented by Regulations 257/2010 and 198/2011. The Budget Transparency and Accountability Act requires that the financial statements be prepared in accordance with the set of standards and guidelines that comprise generally accepted accounting principles for senior governments in Canada, or if the Treasury Board makes a regulation, the set of standards and guidelines that comprise generally accepted accounting principles for senior governments in Canada as modified by the alternate standard or guideline or part thereof adopted in the regulation.

Regulation 257/2010 requires all tax-payer supported organizations in the Schools, Universities, Colleges and Hospitals sectors to adopt Canadian public sector accounting standards without any PS4200 elections effective their first fiscal year commencing after January 1, 2012.

Regulation 198/2011 requires that restricted contributions received or receivable for acquiring or developing a depreciable tangible capital asset or contributions in the form of a depreciable tangible capital asset are to be deferred and recognized in revenue at the same rate that amortization of the related tangible capital asset is recorded.

For British Columbia tax-payer supported organizations, these contributions include government transfers and externally restricted contributions.

The accounting policy requirements under Regulation 198/2011 are significantly different from the requirements of Canadian public sector accounting standards which requires that:

- government transfers, which do not contain a stipulation that creates a liability, be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with public sector accounting standard PS3410; and

SCHOOL DISTRICT No. 42 (Maple Ridge – Pitt Meadows)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2015

NOTE 3 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*Continued*)

- externally restricted contributions be recognized as revenue in the period in which the resources are used for the purpose or purposes specified in accordance with public sector accounting standard PS3100.

As a result, revenue recognized in the statement of operations and certain related deferred capital revenue would be recorded differently under Canadian Public Sector Accounting Standards.

b) Financial Instruments

A contract establishing a financial instrument creates, at its inception, rights and obligations to receive or deliver economic benefits. The financial assets and financial liabilities portray these rights and obligations in the financial statements. The School District recognizes a financial instrument when it becomes a party to a financial instrument contract.

Financial instruments consist of cash and cash equivalents, accounts receivable, portfolio investments, accounts payable and accrued liabilities, capital lease obligations and other liabilities.

Except for portfolio investments in equity instruments quoted in an active market, or items designated by management, that are recorded at fair value, all financial assets and liabilities are recorded at cost or amortized cost and the associated transaction costs are added to the carrying value of these investments upon initial recognition. Transaction costs are incremental costs directly attributable to the acquisition or issue of a financial asset or a financial liability. The School District has not invested in any equity instruments that are actively quoted in the market and has not designated any financial instruments to be recorded at fair value. All financial instruments are recorded at cost or amortized cost.

Unrealized gains and losses from changes in the fair value of financial instruments are recognized in the statement of remeasurement gains and losses. Upon settlement, the cumulative gain or loss is reclassified from the statement of remeasurement gains and losses and recognized in the statement of operations. Interest and dividends attributable to financial instruments are reported in the statement of operations.

For financial instruments measured using amortized cost, the effective interest rate method is used to determine interest revenue or expense.

Unless otherwise noted, it is management's opinion that the School District is not exposed to significant interest, currency or credit risks arising from these financial instruments. The fair values of these financial instruments approximate their carrying value, unless otherwise noted.

All financial assets except derivatives are tested annually for impairment. When financial assets are impaired, impairment losses are recorded in the statement of operations. A write-down of a portfolio investment to reflect a loss in value is not reversed for a subsequent increase in value.

c) Cash and Cash Equivalents

Cash and cash equivalents include cash in the bank and funds held with the Ministry in the Central Deposit program that are readily convertible to known amounts of cash and that are subject to an insignificant risk of change in value. These cash equivalents generally high liquid, with a maturity of three months or less at acquisition and held for the purpose of meeting short-term cash commitments rather than for investing.

SCHOOL DISTRICT No. 42 (Maple Ridge – Pitt Meadows)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2015

NOTE 3 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*Continued*)

d) Accounts Receivable

Accounts receivable are measured at amortized cost and shown net of allowance for doubtful accounts.

e) Portfolio Investments

The School District has investments in equity instruments with no maturity and term deposits, which have a maturity of greater than 3 months at the time of acquisition.

The term deposits and the pooled private equity fund investments (not quoted in an active market) are reported at amortized cost and the associated transaction costs are added to the carrying value of these investments upon initial recognition. Transaction costs are incremental costs directly attributable to the acquisition or issue of a financial asset.

f) Unearned Revenue

Unearned revenue includes tuition fees received for courses to be delivered in future periods and receipt of proceeds for services or products to be delivered in a future period. Revenue will be recognized in that future period when the courses, services, or products are provided.

g) Deferred Revenue and Deferred Capital Revenue

Deferred revenue includes contributions received with stipulations that meet the description of restricted contributions in the Restricted Contributions Regulation 198/2011 issued by Treasury Board. When restrictions are met, deferred revenue is recognized as revenue in the fiscal year in a manner consistent with the circumstances and evidence used to support the initial recognition of the contributions received as a liability as detailed in Note 3(n).

Funding received for the acquisition of depreciable tangible capital assets is recorded as deferred capital revenue and amortized over the life of the asset acquired as revenue in the statement of operations. This accounting treatment is not consistent with the requirements of Canadian public sector accounting standards which require that government transfers be recognized as revenue when approved by the transferor and eligibility criteria have been met unless the transfer contains a stipulation that creates a liability in which case the transfer is recognized as revenue over the period that the liability is extinguished. See Note 3(a) for the impact of this policy on these financial statements.

h) Employee Future Benefits

i) Post-employment benefits

The School District provides certain post-employment benefits including vested and non-vested benefits for certain employees pursuant to certain contracts and union agreements.

The School District accrues its obligations and related costs including both vested and non-vested benefits under employee future benefit plans. Benefits include vested sick leave, accumulating non-vested sick leave, early retirement, retirement/severance, vacation, overtime and death benefits. The benefits cost is actuarially determined using the projected unit credit method pro-rated on service and using management's best estimate of expected salary escalation, termination rates, retirement rates and mortality. The discount rate used to measure obligations is based on the cost of borrowing.

SCHOOL DISTRICT No. 42 (Maple Ridge – Pitt Meadows)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2015

NOTE 3 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The cumulative unrecognized actuarial gains and losses are amortized over the expected average remaining service lifetime (EARSLS) of active employees covered under the plan.

The most recent valuation of the obligation was performed at March 31, 2013 and projected to June 30, 2016. The next valuation will be performed at March 31, 2016 for use at June 30, 2016. For the purposes of determining the financial position of the plans and the employee future benefit costs, a measurement date of March 31 was adopted for all periods subsequent to July 1, 2004.

ii) Pension Plans

The School District and its employees make contributions to the Teachers' Pension Plan and Municipal Pension Plan. The plans are multi-employer plans where assets and obligations are not separated. The costs are expensed as incurred.

i) Asset Retirement Obligations

Liabilities are recognized for statutory, contractual or legal obligations associated with the retirement of tangible capital assets when those obligations result from the acquisition, construction, development or normal operation of the assets. The obligations are measured initially at fair value, determined using present value methodology, and the resulting costs capitalized into the carrying amount of the related tangible capital asset. In subsequent periods, the liability is adjusted for accretion and any changes in the amount or timing of the underlying future cash flows. The capitalized asset retirement cost is amortized on the same basis as the related asset and accretion expense is included in the Statement of Operations.

j) Tangible Capital Assets

Tangible capital assets acquired or constructed are recorded at cost which includes amounts that are directly related to the acquisition, design, construction, development, improvement or betterment of the assets. Cost also includes overhead directly attributable to construction as well as interest costs that are directly attributable to the acquisition or construction of the asset.

Donated tangible capital assets are recorded at their fair market value on the date of donation, except in circumstances where fair value cannot be reasonably determined, which are then recognized at nominal value. Transfers of capital assets from related parties are recorded at carrying value.

Work-in-progress is recorded as an acquisition to the applicable asset class at substantial completion. Tangible capital assets are written down to residual value when conditions indicate they no longer contribute to the ability of the School District to provide services or when the value of future economic benefits associated with the sites and buildings are less than their net book value. The write-downs are accounted for as expenses in the Statement of Operations.

Buildings that are demolished or destroyed are written-off.

Works of art, historic assets and other intangible assets are not recorded as assets in these financial statements.

The cost, less residual value, of tangible capital assets (excluding sites), is amortized on a straight-line basis over the estimated useful life of the asset. It is management's responsibility to determine the appropriate useful lives for tangible capital assets. These useful lives are reviewed on a regular basis or if significant events initiate the need to revise. Estimated useful lives are as follows:

SCHOOL DISTRICT No. 42 (Maple Ridge – Pitt Meadows)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2015

NOTE 3 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Buildings	40 years
Furniture & Equipment	10 years
Vehicles	10 years
Computer Software	5 years
Computer Hardware	5 years

k) Capital Leases

Leases that, from the point of view of the lessee, transfer substantially all the benefits and risks incident to ownership of the property to the School District are considered capital leases. These are accounted for as an asset and an obligation. Capital lease obligations are recorded at the present value of the minimum lease payments excluding executor costs, e.g., insurance, maintenance costs, etc. The discount rate used to determine the present value of the lease payments is the lower of the School District's rate for incremental borrowing or the interest rate implicit in the lease.

All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

l) Prepaid Expenses

Several insurance policies, maintenance agreements and other payments paid in advance are included as a prepaid expense. Prepaid expenses are state at acquisition cost and are expensed over the periods expected to benefit from it.

m) Internally restricted reserves

Certain amounts, as approved by the Board are segregated as reserves within the accumulated surplus for future operating and capital purposes. Transfers to and from these reserves are an adjustment to the respective funds when approved. Funds and reserves are disclosed on Schedules 2, 3 and 4.

n) Revenue Recognition

Revenues are recognized in the period in which the transactions or events occurred that gave rise to the revenues. All revenues are recorded on an accrual basis, except when the accruals cannot be determined with a reasonable degree of certainty or when their estimation is impracticable.

Contributions received or where eligibility criteria have been met are recognized as revenue except where the contribution meets the criteria for deferral as described below. Eligibility criteria are the criteria that the School District has to meet in order to receive the contributions including authorization by the transferring government.

For contributions subject to a legislative or contractual stipulation or restriction as to their use, revenue is recognized as follows:

- Non-capital contributions for specific purposes are recorded as deferred revenue and recognized as revenue in the year related expenses are incurred,
- Contributions restricted for site acquisitions are recorded as revenue when the sites are purchased, and
- Contributions restricted for tangible capital assets acquisitions other than sites are recorded as deferred capital revenue and amortized over the useful life of the related assets.

SCHOOL DISTRICT No. 42 (Maple Ridge – Pitt Meadows)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2015

NOTE 3 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*Continued*)

Donated tangible capital assets other than sites are recorded at fair market value and amortized over the useful life of the assets. Donated sites are recorded as revenue at fair market value when received or receivable.

The accounting treatment for restricted contributions is not consistent with the requirements of Canadian public sector accounting standards which require that government transfers be recognized as revenue when approved by the transferor and eligibility criteria have been met unless the transfer contains a stipulation that meets the criteria for liability recognition in which case the transfer is recognized as revenue over the period that the liability is extinguished. See Note 3(a) for the impact of this policy on these financial statements.

Revenue related to fees or services received in advance of the fee being earned or the service is performed is deferred and recognized when the fee is earned or service being performed.

Investment income is reported in the period earned. When required by the funding party or related Act, investment income earned on deferred revenue is added to the deferred revenue balance.

o) Expenses

Expenses are reported on an accrual basis. The cost of all goods consumed and services received during the year is expensed.

Categories of Salaries

- Principals, Vice-Principals, and Directors of Instruction employed under an administrative officer contract are categorized as Principals and Vice-Principals.
- Superintendents, Assistant Superintendents, Secretary-Treasurers, Trustees and other employees excluded from union contracts are categorized as Other Professionals.

Allocation of Costs

- Operating expenses are reported by function, program, and object. Whenever possible, expenses are determined by actual identification. Additional costs pertaining to specific instructional programs, such as special and aboriginal education, are allocated to these programs. All other costs are allocated to related programs.
- Actual salaries of personnel assigned to two or more functions or programs are allocated based on the time spent in each function and program. School-based clerical salaries are allocated to school administration and partially to other programs to which they may be assigned. Principals and Vice-Principals salaries are allocated to school administration and may be partially allocated to other programs to recognize their other responsibilities.
- Employee benefits and allowances are allocated to the same programs, and in the same proportions, as the individual's salary.
- Supplies and services are allocated based on actual program identification.

SCHOOL DISTRICT No. 42 (Maple Ridge – Pitt Meadows)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2015

NOTE 3 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

p) Liability for contaminated sites

- A liability for contaminated sites is recognized when a site is not in productive use and the following criteria are met:
- An environmental standard exists;
- Contamination exceeds the environmental standard;
- The School District is directly responsible or accepts responsibility for the contamination;
- It is expected that future economic benefits will be given up; and
- A reasonable estimate of the amount can be made.
- The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

q) Measurement Uncertainty

Preparation of financial statements in accordance with the basis of accounting described in Note 3(a) requires management to make estimates and assumptions that impact reported amounts of assets and liabilities at the date of the financial statements and revenues and expenses during the reporting periods. Significant areas requiring the use of management estimates relate to the potential impairment of assets, liabilities for contaminated sites, rates for amortization and estimated employee future benefits. Actual results could differ from those estimates.

NOTE 4 ACCOUNTS RECEIVABLE – OTHER RECEIVABLES

	<u>June 30, 2015</u>	<u>June 30, 2014</u>
Due from Federal Government	\$ 231,849	\$ 244,812
Due from Other Educational Institutions	35,753	64,856
Due from school parent advisory councils	36,830	23,351
Due from rental agreements	20,673	6,852
Other	303,254	178,996
	<u>\$ 628,359</u>	<u>\$ 518,867</u>

NOTE 5 PORTFOLIO INVESTMENTS

	<u>June 30, 2015</u>	<u>June 30, 2014</u>
Cost and Amortized Cost		
Term deposits	173,498	406,927
	<u>\$ 173,498</u>	<u>\$ 406,927</u>
 Fixed income fund	 \$ 63,577	 \$ 60,747
Canadian equity fund	30,338	30,627
U. S. equity fund	16,541	15,207
International equity fund	16,323	14,945
	<u>\$ 126,779</u>	<u>\$ 121,526</u>
Total Portfolio Investments	<u>\$ 300,277</u>	<u>\$ 528,453</u>

SCHOOL DISTRICT No. 42 (Maple Ridge – Pitt Meadows)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2015

NOTE 5 **PORTFOLIO INVESTMENTS** *(Continued)*

Term deposits held within our portfolio investments are held with local banking institutions for a period not exceeding 1 year from the statement of financial position date and are earning average interest of 1.36%. (2014: 1.35%).

NOTE 6 **ACCOUNTS PAYABLE AND ACCRUED LIABILITIES – OTHER**

	<u>June 30, 2015</u>	<u>June 30, 2014</u>
Trade payables	\$ 7,322,736	\$ 4,228,017
Salaries and benefits payable	5,358,839	2,431,362
Accrued vacation pay	1,193,124	1,116,458
Other	469,716	2,180,465
	<u>\$ 14,344,415</u>	<u>\$ 9,956,302</u>

NOTE 7 **UNEARNED REVENUE**

	<u>June 30, 2015</u>	<u>June 30, 2014</u>
Balance, beginning of year	\$ 3,953,828	\$ 3,176,638
Tuition fees received	7,980,414	6,760,126
Tuition fees recognized as revenue	(7,462,283)	(5,982,936)
Balance, end of year	<u>\$ 4,471,959</u>	<u>\$ 3,953,828</u>

NOTE 8 **DEFERRED REVENUE**

Deferred revenue includes unspent grants and contributions received that meet the description of a restricted contribution in the Restricted Contributions Regulation 198/2011 issued by Treasury Board, i.e., the stipulations associated with those grants and contributions have not yet been fulfilled. Detailed information about the changes in deferred revenue is included in Schedule 3A.

	<u>June 30, 2015</u>	<u>June 30, 2014</u>
Balance, beginning of year	\$ 1,996,001	\$ 2,460,629
Grants received:		
Provincial grants	4,064,746	2,782,209
Other grants	4,141,603	4,314,944
Investment income	10,499	24,959
Subtotal	<u>8,216,848</u>	<u>7,122,112</u>
Revenue recognized	(8,351,652)	(7,556,036)
Transfer to MED restricted capital	-	(30,704)
Ministry Funds Recovered	(6,136)	-
Balance, end of year	<u>\$ 1,855,061</u>	<u>\$ 1,996,001</u>

SCHOOL DISTRICT No. 42 (Maple Ridge – Pitt Meadows)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2015

NOTE 9 DEFERRED CAPITAL REVENUE

Deferred capital revenue includes grants and contributions received that are restricted by the contributor for the acquisition of tangible capital assets that meet the description of a restricted contribution in the Restricted Contributions Regulation 198/2011 issued by Treasury Board. Once spent, the contributions are amortized into revenue over the life of the asset acquired. Detailed information about the changes in deferred capital revenue is included in Schedules 4C and 4D.

	<u>June 30, 2015</u>	<u>June 30, 2014</u>
<u>Deferred capital revenue subject to amortization</u>		
Balance, beginning of year	\$ 115,491,317	\$ 118,282,189
Transfers from deferred revenue – capital additions	2,016,238	2,481,461
Amortization of deferred capital revenue	<u>(5,417,625)</u>	<u>(5,272,333)</u>
Balance, end of year	<u>\$ 112,089,930</u>	<u>\$ 115,491,317</u>
 <u>Deferred capital revenue – Work in Progress</u>		
Work in Progress, beginning of year	\$ 356,673	\$ 382,514
Transfer in from deferred revenue – work in progress	2,202,332	356,673
Transfer to spent deferred capital	<u>(2,016,238)</u>	<u>(382,514)</u>
Balance, end of year	<u>\$ 542,767</u>	<u>\$ 356,673</u>
 <u>Deferred capital revenue – Unspent portion</u>		
Unspent Deferred Capital, beginning of year	\$ 6,395,022	\$ 5,913,447
Provincial Grant – Ministry of Education	2,132,558	2,286,758
Other	539,450	542,800
Investment Income	85,347	76,933
Transfer from SPF – Building Envelope Design	-	30,704
Transfer to Deferred Capital Revenue – Capital Additions	-	(2,098,947)
Transfer to Deferred Capital Revenue – Work in Progress	<u>(2,202,332)</u>	<u>(356,673)</u>
Balance, end of year	<u>\$ 6,950,045</u>	<u>\$ 6,395,022</u>
Total deferred capital revenue balance, end of year	<u>\$ 119,582,742</u>	<u>\$ 122,243,012</u>

NOTE 10 EMPLOYEE FUTURE BENEFITS

Benefits include vested sick leave, accumulating non-vested sick leave, early retirement, retirement/severance, vacation, overtime and death benefits. Funding is provided when the benefits are paid and accordingly, there are no plan assets. Although no plan assets are uniquely identified, the School District has provided for the payment of these benefits.

SCHOOL DISTRICT No. 42 (Maple Ridge – Pitt Meadows)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2015

NOTE 10 EMPLOYEE FUTURE BENEFITS (*Continued*)

	June 30, 2015	June 30, 2014
Reconciliation of Accrued Benefit Obligation		
Accrued Benefit Obligation – April 1	\$ 7,524,266	\$ 7,599,320
Service Cost	535,207	535,035
Interest Cost	251,456	233,339
Benefit Payments	(496,827)	(663,422)
Increase (Decrease) in obligation due to Plan Amendment	-	-
Actuarial (Gain) Loss	392,752	(180,006)
Accrued Benefit Obligation – March 31	<u>\$ 8,206,854</u>	<u>\$ 7,524,266</u>

Reconciliation of Funded Status at End of Fiscal Year

Accrued Benefit Obligation – March 31	\$ 8,206,854	\$ 7,524,266
Market Value of Plan Assets – March 31	-	-
Funded Status – Surplus (Deficit)	(8,206,854)	(7,524,266)
Employer Contributions After Measurement Date	184,686	271,196
Benefits Expense After Measurement Date	(199,155)	(196,666)
Unamortized Net Actuarial Gain (Loss)	1,396,097	1,145,195
Accrued Benefit Asset (Liability) – June 30	<u>\$ (6,825,226)</u>	<u>\$ (6,304,541)</u>

Reconciliation of Change in Accrued Benefit Liability

Accrued Benefit Liability – July 1	\$ 6,304,541	\$ 6,056,897
Net expense for Fiscal Year	931,003	934,362
Employer Contributions	(410,318)	(686,718)
Accrued Benefit Liability – June 30	<u>\$ 6,825,226</u>	<u>\$ 6,304,541</u>

Components of Net Benefit Expense		
Service Cost	\$ 552,892	\$ 535,078
Interest Cost	236,261	237,868
Immediate Recognition of Plan Amendment	-	-
Amortization of Net Actuarial (Gain) Loss	141,850	161,416
Net Benefit Expense	<u>\$ 931,003</u>	<u>\$ 934,362</u>

The significant actuarial assumptions adopted for measuring the School District's accrued benefit obligations are:

	June 30, 2015	June 30, 2014
Discount Rate – April 1	3.25%	3.00%
Discount Rate – March 31	2.25%	3.25%
Long Term Salary Growth – April 1	2.50% + seniority	2.50% + seniority
Long Term Salary Growth – March 31	2.50% + seniority	2.50% + seniority
EARSL – March 31	9.2 years	9.2 years

SCHOOL DISTRICT No. 42 (Maple Ridge – Pitt Meadows)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2015

NOTE 11 DEBT

The School District has an approved line of credit of \$ 6.5 million with interest at the banks' prime rate plus 0.25%. The available borrowing consists of \$ 2.5 million of line of credit and \$ 4.0 million of additional funds for meeting current operating and debt service expenditures. As of June 30, 2015, the School District had nil borrowings (2014: \$ nil) under these facilities.

NOTE 12 CAPITAL LEASE OBLIGATIONS

The School District currently has three capital leases that are held by the M.F.A. Leasing Corporation. The leases are for multi business devices and wireless technology in the classroom.

Repayments are due as follows:

	<u>June 30, 2015</u>
2016	\$ 184,892
2017	109,906
2018	6,497
Total minimum lease payments	<u>\$ 301,295</u>
Less amounts representing interest at 2.0%	(5,185)
Present value of net minimum capital lease payments	<u>\$ 296,110</u>

For the year ended June 30, 2015, interest expense in capital lease obligations was \$ 16,849 (2014: \$ 27,532).

NOTE 13 TANGIBLE CAPITAL ASSETS

June 30, 2015

Cost:	Balance at July 1, 2014	Additions	Disposals	Transfers (WIP)	Balance at June 30, 2015
Sites	\$ 29,183,232	\$ -	\$ -	\$ -	\$ 29,183,232
Buildings	253,612,570	130,142	-	2,016,238	255,758,950
Buildings – work in progress	356,673	2,320,562	-	(2,016,238)	660,997
Furniture & Equipment	8,964,838	974,642	587,433	-	9,352,047
Vehicles	455,521	151,471	32,821	-	574,171
Computer Software	377,500	212,846	102,646	-	487,700
Computer Software – work in progress	-	89,825	-	-	89,825
Computer Hardware	2,777,217	2,014,687	367,773	-	4,424,131
Capital Leased Furniture & Equipment	2,139,238	-	-	-	2,139,238
Capital Leased Vehicles	114,999	-	-	-	114,999
Capital Leased Computer Hardware	592,744	310,027	-	-	902,771
Total	\$298,574,532	\$ 6,204,202	\$ 1,090,673	\$ 0	\$ 303,688,061

SCHOOL DISTRICT No. 42 (Maple Ridge – Pitt Meadows)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2015

NOTE 13 TANGIBLE CAPITAL ASSETS (Continued)

Accumulated Amortization:	Balance at July 1, 2014	Additions	Disposals	Balance at June 30, 2015
Buildings	\$ 114,266,307	\$ 5,821,727	\$ -	\$ 120,088,034
Furniture & Equipment	5,367,835	915,843	587,433	5,696,245
Vehicles	161,736	51,485	32,821	180,400
Computer Software	151,629	86,521	102,646	135,504
Computer Hardware	1,063,037	751,137	367,773	1,446,401
Capital Leased Furniture & Equipment	1,320,737	213,924	-	1,534,661
Capital Leased Vehicles	86,249	11,500	-	97,749
Capital Leased Computer Hardware	193,132	118,549	-	311,681
Total	\$ 122,610,662	\$ 7,970,686	\$ 1,090,673	\$ 129,490,675

June 30, 2014

Cost:	Balance at July 1, 2013	Additions	Disposals	Transfers (WIP)	Balance at June 30, 2014
Sites	\$ 29,183,232	\$ -	\$ -	\$ -	\$ 29,183,232
Buildings	250,591,426	2,638,630	-	382,514	253,612,570
Buildings – work in progress	382,514	356,673	-	(382,514)	356,673
Furniture & Equipment	10,324,947	283,157	1,643,266	-	8,964,838
Vehicles	360,349	112,622	17,450	-	455,521
Computer Software	305,591	180,678	108,769	-	377,500
Computer Hardware	2,365,407	707,104	295,294	-	2,777,217
Capital Leased Furniture & Equipment	2,163,845	(24,607)	-	-	2,139,238
Capital Leased Vehicles	114,999	-	-	-	114,999
Capital Leased Computer Hardware	226,451	366,293	-	-	592,744
Total	\$296,018,761	\$ 4,620,550	\$ 2,064,779	\$ 0	\$ 298,574,532

Accumulated Amortization:	Balance at July 1, 2013	Additions	Disposals	Balance at June 30, 2014
Buildings	\$ 108,467,544	\$ 5,798,763	\$ -	\$ 114,266,307
Furniture & Equipment	5,813,749	1,197,352	1,643,266	5,367,835
Vehicles	134,742	44,444	17,450	161,736
Computer Software	212,550	47,848	108,769	151,629
Computer Hardware	879,324	479,007	295,294	1,063,037
Capital Leased Furniture & Equipment	1,105,583	215,154	-	1,320,737
Capital Leased Vehicles	74,749	11,500	-	86,249
Capital Leased Computer Hardware	111,212	81,920	-	193,132
Total	\$ 116,799,453	\$ 7,875,988	\$ 2,064,779	\$ 122,610,662

SCHOOL DISTRICT No. 42 (Maple Ridge – Pitt Meadows)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2015

NOTE 13 TANGIBLE CAPITAL ASSETS (Continued)

Net Book Value:	June 30, 2015	June 30, 2014
Sites	\$ 29,183,232	\$ 29,183,232
Buildings	135,670,916	139,346,263
Buildings – work in progress	660,997	356,673
Furniture & Equipment	3,655,802	3,597,003
Vehicles	393,771	293,785
Computer Software	352,196	225,871
Computer Software – work in progress	89,825	-
Computer Hardware	2,977,730	1,714,180
Capital Leased Furniture & Equipment	604,577	818,501
Capital Leased Vehicles	17,250	28,750
Capital Leased Computer Hardware	591,090	399,612
Total	\$ 174,197,386	\$ 175,963,870

NOTE 14 EMPLOYEE PENSION PLANS

The School District and its employees contribute to the Teachers' Pension Plan and Municipal Pension Plan, jointly trustee pension Plans. The board of trustees for these plans represents plan members and employers and is responsible for the management of the pension plan including investment of the assets and administration of benefits. The pension plans are multi-employer contributory pension plans. Basic pension benefits provided are based on a formula. The Teachers' Pension Plan has about 45,000 active members from school districts, and approximately 32,000 retired members from school districts. The Municipal Pension Plan has about 179,000 active members, of which approximately 24,000 are from school districts.

Every three years, an actuarial valuation is performed to assess the financial position of the plans and the adequacy of plan funding. The most recent actuarial valuation of the Teachers' Pension Plan as at December 31, 2011 indicated an \$ 855 million funding deficit for basic pension benefits. The next valuation will be as at December 31, 2014 with results available in 2015. The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2012 indicated a \$ 1,370 million funding deficit for basic pension benefits.

The next valuation will be as at December 31, 2015 with results available in 2016. Defined contribution plan accounting is applied to the plans as the plans expose the participating entities to actuarial risks associated with the current and former employees of other entities, with the result that there is no consistent and reliable basis for allocating the obligation, plan assets and cost to individual entities participating in the plan.

The School District paid \$ 12,061,308 for employer contributions to these plans in the year ended June 30, 2015 (2014: \$ 11,706,751).

NOTE 15 RELATED PARTY TRANSACTIONS

The School District is related through common ownership to all Province of British Columbia ministries, agencies, school districts, health authorities, colleges, universities, and crown corporations. Transactions with these entities, unless disclosed separately, are considered to be in the normal course of operations and are recorded at the exchange amount.

SCHOOL DISTRICT No. 42 (Maple Ridge – Pitt Meadows)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2015

NOTE 16 CONTRACTUAL OBLIGATIONS

The School District has entered into a number of multiple-year contracts for the delivery of services and the construction of tangible capital assets. These contractual obligations will become liabilities in the future when the terms of the contracts are met. Disclosure relates to the unperformed portion of the contracts.

	2016	2017	2018	2018	2019	Thereafter
MFA capital leases	184,892	109,906	6,497	-	-	-
Capital commitments	2,033,031	-	-	-	-	-
	\$ 2,217,923	\$ 109,906	\$ 6,497	\$ -	\$ -	\$ -

NOTE 17 BUDGET FIGURES

Budget figures included in the financial statements were approved by the Board through the adoption of the preliminary annual budget on May 28, 2014.

NOTE 18 CONTINGENCIES

In the normal course of business, lawsuits and claims have been brought against the School District. The School District contests these lawsuits and claims. Management believes that the results of any pending legal proceeding will not have a material effect on the financial position of the School District.

NOTE 19 ASSET RETIREMENT OBLIGATION

Legal liabilities may exist for the removal or disposal of asbestos in schools that will undergo major renovations or demolition. The fair value of this liability for asbestos removal or disposal will be recognized in the period in which it is incurred if a reasonable estimate of fair value can be made. As at June 30, 2015, a liability is not reasonably determinable (2014: nil).

NOTE 20 EXPENSE BY OBJECT

	June 30, 2015	June 30, 2014
Salaries and benefits	\$ 113,676,418	\$ 110,658,150
Services and supplies	15,302,313	15,156,699
Interest	16,849	27,532
Amortization	7,970,686	7,875,988
	\$ 136,966,266	\$ 133,718,369

SCHOOL DISTRICT No. 42 (Maple Ridge – Pitt Meadows)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2015

NOTE 21 ACCUMULATED SURPLUS

	<u>June 30, 2015</u>	<u>June 30, 2014</u>
Operating Fund Accumulated Surplus		
Internally Restricted (appropriated) by the Board for:		
Targeted funding for aboriginal education	\$ 124,120	\$ 167,731
School budget balances	488,462	338,264
Personal professional development	166,526	201,838
Financial provisions	100,000	100,000
Funds required to complete projects in progress	415,176	688,131
Energy Efficiency Projects	-	269,888
Purchase order commitments	1,486,484	98,767
Use of contingency reserve to fund next year's budget	1,385,131	820,000
Total Operating Internally Restricted	<u>4,165,899</u>	<u>2,684,619</u>
Total Operating Fund Accumulated Surplus	<u>4,165,899</u>	<u>2,684,619</u>
Special Purpose Fund Surplus	<u>-</u>	<u>-</u>
Capital Fund Accumulated Surplus		
Contingency Reserve and Local Capital	2,582,485	4,699,568
Budgeted use of Local Capital for 2015/16	1,872,246	-
Use of contingency reserve to fund 2016/17 budget	1,243,025	-
Invested in Capital Assets	61,268,595	59,393,051
Total Capital Fund Accumulated Surplus	<u>66,966,351</u>	<u>64,092,619</u>
Total Accumulated Surplus	<u>\$ 71,132,250</u>	<u>\$ 66,777,238</u>

NOTE 22 ECONOMIC DEPENDENCE

The operations of the School District are dependent on continued funding from the Ministry of Education and various governmental agencies to carry out its programs. These financial statements have been prepared on a going concern basis.

NOTE 23 RISK MANAGEMENT

The School District has exposure to the following risks from its use of financial instruments: credit risk, market risk and liquidity risk.

The Board ensures that the School District has identified its risks and ensures that management monitors and controls them.

a) Credit risk:

Credit risk is the risk of financial loss to an institution if a customer or counterparty to a financial instrument fails to meet its contractual obligations. Such risks arise principally from certain financial assets held consisting of cash, amounts receivable and investments.

SCHOOL DISTRICT No. 42 (Maple Ridge – Pitt Meadows)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2015

NOTE 23 RISK MANAGEMENT (*Continued*)

The School District is exposed to credit risk in the event of non-performance by a borrower. This risk is mitigated as most amounts receivable are due from the Province and are collectible.

It is management's opinion that the School District is not exposed to significant credit risk associated with its cash deposits and investments as they are placed in the Central Deposit Program with the Province and in recognized British Columbia institutions. The School District invests solely in guaranteed investment certificates and term deposits.

b) Market risk:

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk is comprised of currency risk and interest rate risk.

c) Currency risk:

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the foreign exchange rates. It is management's opinion that the School District is not exposed to significant currency risk, as amounts held and purchases made in foreign currency are insignificant.

d) Interest rate risk:

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the market interest rates. The School District is exposed to interest rate risk through its investments. It is management's opinion that the School District is not exposed to significant interest rate risk as they invest solely in the Province's Central Deposit Program, guaranteed investment certificates and term deposits that have a maturity date of no more than 1 year.

e) Liquidity risk:

Liquidity risk is the risk that the School District will not be able to meet its financial obligations as they become due. The School District manages liquidity risk by continually monitoring actual and forecasted cash flows from operations and anticipated investing activities to ensure, as far as possible, that it will always have sufficient liquidity to meet its liabilities when due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to the School District's reputation.

f) Fair value of financial instruments:

Public Sector Accounting Standards define the fair value of a financial instrument as the amount at which the instrument could be exchanged in a current transaction between willing parties. The School District uses the following methods and assumptions to estimate the fair value of each class of financial instruments for which the carrying amounts are included in the Statement of Financial Position under the following captions:

- (i) Cash and cash equivalents, accounts receivable, investments and accounts payables and accrued liabilities – the carrying amounts approximate fair value because of the short maturity of these instruments.

SCHOOL DISTRICT No. 42 (Maple Ridge – Pitt Meadows)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2015

NOTE 23 RISK MANAGEMENT *(Continued)*

The financial instruments measured at fair value held within each investment are classified according to a hierarchy which includes three levels, reflecting the reliability of the inputs involved in the fair value determination. The different levels are defined as follows:

- (i) Level 1: quoted prices (unadjusted) in active markets for identical assets or liabilities
- (ii) Level 2: inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly (i.e. as prices) or indirectly (i.e. derived from prices)
- (iii) Level 3: inputs for the asset or liability that are not based on observable market data (unobservable inputs).

The School District's instruments are all considered to be level 1 financial instruments for which the fair value is determined based on quoted prices in active markets. Changes in financial instruments valuation methods or in the availability of market observable inputs may result in a transfer between levels. During the year there were no significant transfers of securities between different levels.

Risk Management and insurance services for all School Districts in British Columbia are provided by the Risk Management Branch of the Ministry of Finance.

NOTE 24 SUPPLEMENTARY CASH FLOW INFORMATION

	June 30, 2015	June 30, 2014
Interest paid	\$ 16,849	\$ 27,532
Interest received	663,766	527,230
Assets acquired under capital lease	310,027	366,293
Adjustment to capital lease for PST	-	(24,607)
Capital lease buyout	419,007	-

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

Schedule of Changes in Accumulated Surplus (Deficit) by Fund
Year Ended June 30, 2015

Schedule 1 (Unaudited)

	Operating Fund	Special Purpose Fund	Capital Fund	2015 Actual	2014 Actual
	\$	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	2,684,619		64,092,619	66,777,238	64,199,924
Changes for the year					
Surplus (Deficit) for the year	6,224,183	676,027	(2,545,198)	4,355,012	2,577,314
Interfund Transfers					
Tangible Capital Assets Purchased	(2,159,051)	(676,027)	2,835,078	-	-
Tangible Capital Assets - Work in Progress	(118,230)		118,230	-	-
Local Capital	(1,712,011)		1,712,011	-	-
Other	(753,611)		753,611	-	-
Net Changes for the year	1,481,280	-	2,873,732	4,355,012	2,577,314
Accumulated Surplus (Deficit), end of year - Statement 2	4,165,899	-	66,966,351	71,132,250	66,777,238

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

Schedule 2 (Unaudited)

Schedule of Operating Operations

Year Ended June 30, 2015

	2015 Budget \$	2015 Actual \$	2014 Actual \$
Revenues			
Provincial Grants			
Ministry of Education	115,977,217	117,082,304	114,821,797
Other	435,578	368,464	458,144
Federal Grants		143,218	101,860
Tuition	6,811,825	8,184,104	6,638,819
Other Revenue	806,231	800,278	669,832
Rentals and Leases	329,661	381,001	351,524
Investment Income	350,000	567,920	425,338
Total Revenue	124,710,512	127,527,289	123,467,314
Expenses			
Instruction	105,833,548	103,514,953	101,318,588
District Administration	4,431,322	4,434,734	4,070,086
Operations and Maintenance	13,046,171	12,347,143	12,489,489
Transportation and Housing	1,109,536	1,006,276	1,115,938
Total Expense	124,420,577	121,303,106	118,994,101
Operating Surplus (Deficit) for the year	289,935	6,224,183	4,473,213
Budgeted Appropriation (Retirement) of Surplus (Deficit)	820,000		
Net Transfers (to) from other funds			
Tangible Capital Assets Purchased	(735,953)	(2,159,051)	(1,087,956)
Tangible Capital Assets - Work in Progress		(118,230)	
Local Capital	-	(1,712,011)	(2,932,493)
Other	(373,982)	(753,611)	(345,931)
Total Net Transfers	(1,109,935)	(4,742,903)	(4,366,380)
Total Operating Surplus (Deficit), for the year	-	1,481,280	106,833
Operating Surplus (Deficit), beginning of year		2,684,619	2,577,786
Operating Surplus (Deficit), end of year		4,165,899	2,684,619
Operating Surplus (Deficit), end of year			
Internally Restricted		4,165,899	2,684,619
Total Operating Surplus (Deficit), end of year		4,165,899	2,684,619

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

Schedule 2A (Unaudited)

Schedule of Operating Revenue by Source

Year Ended June 30, 2015

	2015 Budget \$	2015 Actual \$	2014 Actual \$
Provincial Grants - Ministry of Education			
Operating Grant, Ministry of Education	114,371,414	116,328,766	116,275,952
AANDC/LEA Recovery	(490,331)	(461,757)	(532,713)
Strike Savings Recovery	-	(3,802,162)	(3,085,392)
Other Ministry of Education Grants			
Labour Settlement Funding	-	2,619,968	
Pay Equity	1,874,966	1,874,965	1,874,965
Funding for Graduated Adults	129,500	340,971	169,449
Carbon Tax Rebate	75,000	101,510	102,868
FSA Marking	16,668	16,668	16,668
Teachers' Extended Health	-	63,375	-
Total Provincial Grants - Ministry of Education	115,977,217	117,082,304	114,821,797
Provincial Grants - Other	435,578	368,464	458,144
Federal Grants	-	143,218	101,860
Tuition			
Summer School Fees	-	63,000	28,905
Continuing Education	607,745	608,526	570,175
Offshore Tuition Fees	6,124,080	7,462,283	5,982,936
Adult High School Completion/University Bridge	80,000	50,295	56,803
Total Tuition	6,811,825	8,184,104	6,638,819
Other Revenues			
LEA/Direct Funding from First Nations	490,331	431,192	366,980
Miscellaneous			
Miscellaneous Other	315,900	369,086	302,852
Total Other Revenue	806,231	800,278	669,832
Rentals and Leases	329,661	381,001	351,524
Investment Income	350,000	567,920	425,338
Total Operating Revenue	124,710,512	127,527,289	123,467,314

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

Schedule 2B (Unaudited)

Schedule of Operating Expense by Object

Year Ended June 30, 2015

	2015 Budget	2015 Actual	2014 Actual
	\$	\$	\$
Salaries			
Teachers	57,723,143	55,673,446	53,816,964
Principals and Vice Principals	5,258,519	5,220,093	5,514,924
Educational Assistants	9,270,767	9,521,910	9,478,249
Support Staff	10,012,380	10,161,694	10,404,378
Other Professionals	3,019,780	3,427,045	3,286,467
Substitutes	3,905,230	3,165,133	3,769,070
Total Salaries	89,189,819	87,169,321	86,270,052
Employee Benefits	23,295,107	23,172,762	21,948,604
Total Salaries and Benefits	112,484,926	110,342,083	108,218,656
Services and Supplies			
Services	3,932,505	3,884,356	3,542,054
Student Transportation	1,119,538	1,003,969	1,123,320
Professional Development and Travel	659,938	684,088	529,009
Rentals and Leases	80,616	19,411	53,810
Dues and Fees	251,618	137,333	235,881
Insurance	308,214	293,340	276,107
Supplies	2,956,697	2,780,762	2,656,089
Utilities	2,626,525	2,157,764	2,359,175
Total Services and Supplies	11,935,651	10,961,023	10,775,445
Total Operating Expense	124,420,577	121,303,106	118,994,101

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

Operating Expense by Function, Program and Object

Year Ended June 30, 2015

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	44,274,497	96,418	502,995	304,675	1,164	2,024,749	47,204,498
1.03 Career Programs	630,731	90,475	372,086			36,787	1,130,079
1.07 Library Services	881,261	33,247		114,026		31,296	1,059,830
1.08 Counselling	1,320,281					14,047	1,334,328
1.10 Special Education	5,522,766	842,096	8,118,929	1,192,505	126,671	629,387	16,432,354
1.30 English Language Learning	903,374					24,406	927,780
1.31 Aboriginal Education	335,098	103,396	527,900	35,838	17,165		1,019,397
1.41 School Administration	9,965	3,822,809		2,044,537	109,683		5,986,994
1.60 Summer School	34,331	13,784			704		48,819
1.61 Continuing Education				82,748	343,731	2,514	428,993
1.62 Off Shore Students	1,748,963	97,490		363,181	368,113	15,887	2,593,634
1.64 Other							-
Total Function 1	55,661,267	5,099,715	9,521,910	4,137,510	839,679	2,906,625	78,166,706
4 District Administration							
4.11 Educational Administration				51,403	713,942	38,894	804,239
4.40 School District Governance					141,194		141,194
4.41 Business Administration		120,378		430,166	932,653	17,362	1,500,559
Total Function 4	-	120,378	-	481,569	1,787,789	56,256	2,445,992
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration	12,179			221,236	521,149	31,841	786,405
5.50 Maintenance Operations				5,028,749	244,935	170,411	5,444,095
5.52 Maintenance of Grounds				292,630			292,630
5.56 Utilities							-
Total Function 5	12,179	-	-	5,542,615	766,084	202,252	6,523,130
7 Transportation and Housing							
7.41 Transportation and Housing Administration					33,493		33,493
7.70 Student Transportation							-
Total Function 7	-	-	-	-	33,493	-	33,493
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	55,673,446	5,220,093	9,521,910	10,161,694	3,427,045	3,165,133	87,169,321

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

Operating Expense by Function, Program and Object

Year Ended June 30, 2015

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2015 Actual	2015 Budget	2014 Actual
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	47,204,498	12,359,149	59,563,647	1,647,243	61,210,890	60,322,085	57,071,567
1.03 Career Programs	1,130,079	285,472	1,415,551	450,758	1,866,309	2,479,076	2,462,423
1.07 Library Services	1,059,830	272,167	1,331,997	112,296	1,444,293	1,539,634	1,388,163
1.08 Counselling	1,334,328	318,713	1,653,041	10,223	1,663,264	1,781,338	1,614,576
1.10 Special Education	16,432,354	4,491,530	20,923,884	381,895	21,305,779	23,567,776	22,983,865
1.30 English Language Learning	927,780	225,300	1,153,080	13,306	1,166,386	1,365,400	1,235,484
1.31 Aboriginal Education	1,019,397	256,261	1,275,658	65,113	1,340,771	1,414,108	1,242,581
1.41 School Administration	5,986,994	1,754,197	7,741,191	276,524	8,017,715	7,881,982	8,046,475
1.60 Summer School	48,819	7,545	56,364	708	57,072	293,916	288,944
1.61 Continuing Education	428,993	60,082	489,075	226,199	715,274	555,377	629,172
1.62 Off Shore Students	2,593,634	605,996	3,199,630	1,527,570	4,727,200	4,632,856	4,355,338
1.64 Other	-	-	-	-	-	-	-
Total Function 1	78,166,706	20,636,412	98,803,118	4,711,835	103,514,953	105,833,548	101,318,588
4 District Administration							
4.11 Educational Administration	804,239	275,846	1,080,085	386,279	1,466,364	1,355,848	1,276,409
4.40 School District Governance	141,194	2,788	143,982	112,783	256,765	282,213	244,229
4.41 Business Administration	1,500,559	442,704	1,943,263	768,342	2,711,605	2,793,261	2,549,448
Total Function 4	2,445,992	721,338	3,167,330	1,267,404	4,434,734	4,431,322	4,070,086
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration	786,405	174,282	960,687	424,339	1,385,026	1,324,921	1,341,878
5.50 Maintenance Operations	5,444,095	1,561,097	7,005,192	1,341,627	8,346,819	8,461,393	8,295,433
5.52 Maintenance of Grounds	292,630	71,980	364,610	92,925	457,535	633,332	493,003
5.56 Utilities	-	-	-	2,157,763	2,157,763	2,626,525	2,359,175
Total Function 5	6,523,130	1,807,359	8,330,489	4,016,654	12,347,143	13,046,171	12,489,489
7 Transportation and Housing							
7.41 Transportation and Housing Administration	33,493	7,653	41,146	617	41,763	47,371	40,692
7.70 Student Transportation	-	-	-	964,513	964,513	1,062,165	1,075,246
Total Function 7	33,493	7,653	41,146	965,130	1,006,276	1,109,536	1,115,938
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	87,169,321	23,172,762	110,342,083	10,961,023	121,303,106	124,420,577	118,994,101

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

Schedule 3 (Unaudited)

Schedule of Special Purpose Operations

Year Ended June 30, 2015

	2015 Budget	2015 Actual	2014 Actual
	\$	\$	\$
Revenues			
Provincial Grants			
Ministry of Education	3,579,148	4,103,014	3,240,850
Other Revenue	4,510,000	4,239,283	4,290,622
Investment Income	11,000	9,355	24,564
Total Revenue	<u>8,100,148</u>	<u>8,351,652</u>	<u>7,556,036</u>
Expenses			
Instruction	7,375,148	7,294,228	6,620,632
Operations and Maintenance	350,000	381,397	200,116
Total Expense	<u>7,725,148</u>	<u>7,675,625</u>	<u>6,820,748</u>
Special Purpose Surplus (Deficit) for the year	<u>375,000</u>	<u>676,027</u>	<u>735,288</u>
Net Transfers (to) from other funds			
Tangible Capital Assets Purchased	(375,000)	(676,027)	(735,288)
Total Net Transfers	<u>(375,000)</u>	<u>(676,027)</u>	<u>(735,288)</u>
Total Special Purpose Surplus (Deficit) for the year	<u>-</u>	<u>-</u>	<u>-</u>
Special Purpose Surplus (Deficit), beginning of year			
Special Purpose Surplus (Deficit), end of year		<u>-</u>	<u>-</u>

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

Changes in Special Purpose Funds and Expense by Object
Year Ended June 30, 2015

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	Community- LINK
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	39,733	25,965	175,950	1,416,553	49,006	67,002	139,359	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education	561,551	2,308,045	34,597			256,000	49,000	231,726	535,798
Other	593		513	16,494	3,736,561	472	430	473	11
Investment Income	562,144	2,308,045	35,110	22,225	3,736,561	256,472	49,430	232,199	535,809
Less: Allocated to Revenue	515,959	2,347,778	21,068	21,094	3,810,344	268,716	82,939	334,696	532,578
Recovered							777	2,128	3,231
Deferred Revenue, end of year	46,185	-	40,007	177,081	1,342,770	36,762	33,716	34,734	-
Revenues									
Provincial Grants - Ministry of Education	515,366	2,347,778	20,555			268,244	82,509	334,223	532,567
Other Revenue	593		513	15,363	3,810,344	472	430	473	11
Investment Income	515,959	2,347,778	21,068	21,094	3,810,344	268,716	82,939	334,696	532,578
Expenses									
Salaries									
Teachers		1,454,328					35,271	34,446	34,134
Educational Assistants		388,074			42,570	174,333	3,871		344,477
Support Staff					8,451	6,453			
Other Professionals									
Substitutes		50,516			6,575		4,830	6,943	
Employee Benefits	75,487	1,892,918	-	-	57,596	180,786	43,972	41,389	378,611
Services and Supplies	14,362	454,860			8,750	58,281	9,062	10,892	105,719
	291,548		2,208	21,094	3,657,681	29,649	29,905	139,651	48,248
	381,397	2,347,778	2,208	21,094	3,724,027	268,716	82,939	191,932	532,578
Net Revenue (Expense) before Interfund Transfers	134,562	-	18,860	-	86,317	-	-	142,764	-
Interfund Transfers									
Tangible Capital Assets Purchased	(134,562)		(18,860)		(86,317)			(142,764)	
	(134,562)	-	(18,860)	-	(86,317)	-	-	(142,764)	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

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

Changes in Special Purpose Funds and Expense by Object
Year Ended June 30, 2015

	Service Delivery Transformation	Youth Education Support Fund	Literacy Initiative	TOTAL
	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	80,661	1,772	1,996,001
Add: Restricted Grants				
Provincial Grants - Ministry of Education	88,029			4,064,746
Other	1,144	388,548		4,141,603
Investment Income		1,132		10,499
	89,173	389,680	-	8,216,848
Less: Allocated to Revenue Recovered	-	414,708	1,772	8,351,652
Deferred Revenue, end of year	89,173	55,633	-	1,855,061
Revenues				
Provincial Grants - Ministry of Education			1,772	4,103,014
Other Revenue		413,576		4,239,283
Investment Income		1,132		9,355
	-	414,708	1,772	8,351,652
Expenses				
Salaries				
Teachers				1,558,179
Educational Assistants				953,325
Support Staff				90,391
Other Professionals			1,397	1,397
Substitutes				68,864
	-	-	1,397	2,672,156
Employee Benefits			253	662,179
Services and Supplies		121,184	122	4,341,290
	-	121,184	1,772	7,675,625
Net Revenue (Expense) before Interfund Transfers	-	293,524	-	676,027
Interfund Transfers				
Tangible Capital Assets Purchased		(293,524)		(676,027)
	-	(293,524)	-	(676,027)
Net Revenue (Expense)	-	-	-	-

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

Schedule 4 (Unaudited)

Schedule of Capital Operations

Year Ended June 30, 2015

	2015 Budget	2015 Actual			2014 Actual
		Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$	\$
Revenues					
Provincial Grants					
Other Revenue			24,712	24,712	
Amortization of Deferred Capital Revenue	5,429,336	5,417,625		5,417,625	5,272,333
Total Revenue	<u>5,429,336</u>	<u>5,417,625</u>	<u>24,712</u>	<u>5,442,337</u>	<u>5,272,333</u>
Expenses					
Amortization of Tangible Capital Assets					
Operations and Maintenance	7,628,532	7,970,686		7,970,686	7,875,988
Debt services					
Capital Lease Interest	11,813		16,849	16,849	27,532
Total Expense	<u>7,640,345</u>	<u>7,970,686</u>	<u>16,849</u>	<u>7,987,535</u>	<u>7,903,520</u>
Capital Surplus (Deficit) for the year	<u>(2,211,009)</u>	<u>(2,553,061)</u>	<u>7,863</u>	<u>(2,545,198)</u>	<u>(2,631,187)</u>
Net Transfers (to) from other funds					
Tangible Capital Assets Purchased	1,110,953	2,835,078		2,835,078	1,823,244
Tangible Capital Assets - Work in Progress		118,230		118,230	
Local Capital			1,712,011	1,712,011	2,932,493
Capital Lease Payment	373,982		753,611	753,611	345,931
Total Net Transfers	<u>1,484,935</u>	<u>2,953,308</u>	<u>2,465,622</u>	<u>5,418,930</u>	<u>5,101,668</u>
Other Adjustments to Fund Balances					
Tangible Capital Assets Purchased from Local Capital		648,710	(648,710)	-	
Tangible Capital Assets WIP Purchased from Local Capital		89,825	(89,825)	-	
Principal Payment					
Capital Lease		736,762	(736,762)	-	
Total Other Adjustments to Fund Balances		<u>1,475,297</u>	<u>(1,475,297)</u>	<u>-</u>	
Total Capital Surplus (Deficit) for the year	<u>(726,074)</u>	<u>1,875,544</u>	<u>998,188</u>	<u>2,873,732</u>	<u>2,470,481</u>
Capital Surplus (Deficit), beginning of year		<u>59,393,051</u>	<u>4,699,568</u>	<u>64,092,619</u>	<u>61,622,138</u>
Capital Surplus (Deficit), end of year		<u>61,268,595</u>	<u>5,697,756</u>	<u>66,966,351</u>	<u>64,092,619</u>

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

Tangible Capital Assets

Year Ended June 30, 2015

	Sites \$	Buildings \$	Furniture and Equipment \$	Vehicles \$	Computer Software \$	Computer Hardware \$	Total \$
Cost, beginning of year	29,183,232	253,612,570	11,104,076	570,520	377,500	3,369,961	298,217,859
Changes for the Year							
Increase:							
Purchases from:							
Operating Fund			553,153	151,471	212,846	1,241,581	2,159,051
Special Purpose Funds		130,142	421,489			124,396	676,027
Local Capital						648,710	648,710
Capital Lease Additions						310,027	310,027
Transferred from Work in Progress		2,016,238					2,016,238
	-	2,146,380	974,642	151,471	212,846	2,324,714	5,810,053
Decrease:							
Deemed Disposals			587,433	32,821	102,646	367,773	1,090,673
	-	-	587,433	32,821	102,646	367,773	1,090,673
Cost, end of year	29,183,232	255,758,950	11,491,285	689,170	487,700	5,326,902	302,937,239
Work in Progress, end of year		660,997			89,825		750,822
Cost and Work in Progress, end of year	29,183,232	256,419,947	11,491,285	689,170	577,525	5,326,902	303,688,061
Accumulated Amortization, beginning of year							
Changes for the Year							
Increase: Amortization for the Year		5,821,727	1,129,767	62,985	86,521	869,686	7,970,686
Decrease:							
Deemed Disposals			587,433	32,821	102,646	367,773	1,090,673
	-	-	587,433	32,821	102,646	367,773	1,090,673
Accumulated Amortization, end of year	120,088,034	7,230,906		278,149	135,504	1,758,082	129,490,675
Tangible Capital Assets - Net	29,183,232	136,331,913	4,260,379	411,021	442,021	3,568,820	174,197,386

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

Schedule 4B (Unaudited)

Tangible Capital Assets - Work in Progress

Year Ended June 30, 2015

	Buildings	Furniture and Equipment	Computer Software	Computer Hardware	Total
	\$	\$	\$	\$	\$
Work in Progress, beginning of year	356,673	-	-	-	356,673
Changes for the Year					
Increase:					
Deferred Capital Revenue - Bylaw	2,202,332				2,202,332
Operating Fund	118,230				118,230
Local Capital			89,825		89,825
	2,320,562	-	89,825	-	2,410,387
Decrease:					
Transferred to Tangible Capital Assets	2,016,238				2,016,238
	2,016,238	-	-	-	2,016,238
Net Changes for the Year	304,324	-	89,825	-	394,149
Work in Progress, end of year	660,997	-	89,825	-	750,822

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

Schedule 4C (Unaudited)

Deferred Capital Revenue
Year Ended June 30, 2015

	Bylaw Capital	Other Provincial	Other Capital	Total Capital
	\$	\$	\$	\$
Deferred Capital Revenue, beginning of year	113,673,240	788,891	1,029,186	115,491,317
Changes for the Year				
Increase:				
Transferred from Work in Progress	2,016,238			2,016,238
	2,016,238	-	-	2,016,238
Decrease:				
Amortization of Deferred Capital Revenue	5,078,866	26,250	312,509	5,417,625
	5,078,866	26,250	312,509	5,417,625
Net Changes for the Year	(3,062,628)	(26,250)	(312,509)	(3,401,387)
Deferred Capital Revenue, end of year	110,610,612	762,641	716,677	112,089,930
Work in Progress, beginning of year	356,673			356,673
Changes for the Year				
Increase:				
Transferred from Deferred Revenue - Work in Progress	2,202,332			2,202,332
	2,202,332	-	-	2,202,332
Decrease:				
Transferred to Deferred Capital Revenue	2,016,238			2,016,238
	2,016,238	-	-	2,016,238
Net Changes for the Year	186,094	-	-	186,094
Work in Progress, end of year	542,767	-	-	542,767
Total Deferred Capital Revenue, end of year	111,153,379	762,641	716,677	112,632,697

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

Changes in Unspent Deferred Capital Revenue
Year Ended June 30, 2015

	Bylaw Capital	MEd Restricted Capital	Other Provincial Capital	Land Capital	Other Capital	Total
	\$	\$	\$	\$	\$	\$
Balance, beginning of year	369,336	1,451,167	-	4,574,519	-	6,395,022
Changes for the Year						
Increase:						
Provincial Grants - Ministry of Education	2,132,558			539,450		2,132,558
Other		18,865		66,482		539,450
Investment Income	2,132,558	18,865	-	605,932	-	85,347
						2,757,355
Decrease:						
Transferred to DCR - Work in Progress	2,202,332					2,202,332
Transferred to MEd Restricted Capital	55,943	(55,943)				-
	2,258,275	(55,943)	-	-	-	2,202,332
Net Changes for the Year	(125,717)	74,808	-	605,932	-	555,023
Balance, end of year	243,619	1,525,975	-	5,180,451	-	6,950,045

**SCHOOL DISTRICT
STATEMENT OF FINANCIAL INFORMATION (SOFI)**

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

FISCAL YEAR ENDED JUNE 30, 2015

SCHEDULE OF DEBT

Information on all long term debt is included in the Notes of the School District Audited Financial Statements.

Prepared as required by the *Financial Information Regulation*, Schedule 1, Section 4.

**SCHOOL DISTRICT
STATEMENT OF FINANCIAL INFORMATION (SOFI)**

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

FISCAL YEAR ENDED JUNE 30, 2015

SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

The Board of Education of School District No. 42 (Maple Ridge - Pitt Meadows) has not given any guarantee or indemnity under the Guarantees and Indemnities Regulation.

Prepared as required by the *Financial Information Regulation*, Schedule 1, Section 5.

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)
YEAR ENDED JUNE 30, 2015

SCHEDULE OF REMUNERATION AND EXPENSES PAID IN
RESPECT OF EACH EMPLOYEE

A. LIST OF ELECTED OFFICIALS

NAME	POSITION	TOTAL REMUNERATION	TOTAL EXPENSES
BEARE, LISA M	TRUSTEE	\$ 10,554.10	\$ 2,176.04
CARR, SUSAN E.	TRUSTEE	19,458.51	1,570.44
CARRERAS, KORLEEN A.	TRUSTEE	10,544.10	2,604.07
CLARKSON, KENNETH B.	TRUSTEE	19,458.51	2,258.13
MARSHALL, KATHY	TRUSTEE	8,914.41	175.00
MURRAY, MIKE W.	BOARD CHAIR	22,304.66	2,802.99
NELSON, SARAH	TRUSTEE	8,914.41	-
PALIS, ELEANOR A.	TRUSTEE	21,001.14	2,739.75
REMPEL, DAVID	TRUSTEE	19,683.51	1,237.31
TOTAL ELECTED OFFICIALS		\$ 140,833.35	\$ 15,563.73

Prepared as required by the *Financial Information Regulation*, Schedule 1, Section 6.

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)
YEAR ENDED JUNE 30, 2015

**SCHEDULE OF REMUNERATION AND EXPENSES PAID
IN RESPECT OF EACH EMPLOYEE**

EMPLOYEES, OTHER THAN ELECTED OFFICIALS, WHOSE REMUNERATION EXCEEDS \$ 75,000

NAME	REMUNERATION	EXPENSES
ABLETT, DALE R	\$ 80,297.01	\$ -
AITKEN, KAREN L	84,860.43	-
ALLAN, DAVID	78,694.32	-
ALLAN, KEITH	79,825.36	-
ANDERSEN, J. CHRIS	81,504.27	90.00
ANDERSON, DAISY	79,658.50	-
ARDENNE, TIMOTHY	79,675.79	996.24
ASHLEE, JULIE F	82,177.83	-
AUST, SHERRY E	80,020.02	-
BAHIA, HARJIT S	81,012.73	174.37
BAILEY, KIRSTEN J	85,962.90	-
BALDASSI, MARIE A	80,100.49	-
BARICHELO, BRENT	79,813.16	-
BATES, RANDY	78,765.57	81.82
BEALE, MARK	81,300.30	-
BEAUDET, NICOLE	82,518.59	-
BEAULIEU, MARIO C	79,981.27	81.82
BECKMANN, HELLA	76,929.25	-
BELEC, SHARON	81,030.39	-
BELL, REBEKAH	76,442.00	-
BEMISTER, TIM	83,023.58	-
BENNETT, JULIE	81,881.17	-
BEUTLER, SHELLEY	88,605.76	-
BEVERIDGE, JENNIFER A	85,882.03	307.59
BIANCHI, LUISA M.	82,368.82	-
BIKIC, JOVO	106,641.72	1,898.80
BISSET, KEN R	78,597.45	-
BLAKEWAY, KRISTI L	104,708.97	2,634.98
BLANCO, CATHRYN M	82,508.37	243.85
BODMAN, KEVIN	105,036.69	848.43
BOHN, KATHLEEN	75,071.02	-
BONDI, KIM	117,936.16	603.20
BONENFANT, BERNARD	79,269.65	1,100.52
BOONE, JENNIFER	83,602.14	68.85
BOOY, ANNALIZE W	84,750.05	25.40
BORGHARDT, LORI-ANN	80,083.37	-
BOUCHARD, MICHELLE C	79,658.17	81.82
BRADLEY, LINDA	81,098.52	-
BRANDON, LAURA	102,985.78	3,248.04
BREKKAAS, PHILIP B	76,016.37	94.82
BREMA, RHONDALEE	88,214.41	399.60
BRIGHAM, BEVERLY L	80,860.00	988.27
BROWN, ANELMA	102,205.05	2,568.03
BROWN, HEATHER E	76,244.33	-
BROWN, WENDY	82,384.68	-
BRUCE, LAURA	77,208.47	-

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)
YEAR ENDED JUNE 30, 2015

**SCHEDULE OF REMUNERATION AND EXPENSES PAID
IN RESPECT OF EACH EMPLOYEE**

EMPLOYEES, OTHER THAN ELECTED OFFICIALS, WHOSE REMUNERATION EXCEEDS \$ 75,000

NAME	REMUNERATION	EXPENSES
BUDDLE, PETER J	76,110.59	-
BURDON, JAMES	79,280.20	-
BURROWS, HOLLY L	76,622.88	-
BUTTERWORTH, SANDI	80,098.57	-
CAMOZZI, DAN V	82,776.35	-
CAMPBELL, CATHERINE	80,296.02	-
CAMPBELL, LISA LOUISE	75,308.05	-
CAMPBELL, SARA	79,552.56	-
CARLSON, BRENDA J	78,446.17	-
CARR, JULIE-ANNE	79,931.12	-
CAUSON, DARREN D	79,940.76	312.77
CHABOT, MICHELLE L	81,146.15	-
CHAN, JOHNNY	81,669.12	255.93
CHATTON, MARISOL	79,340.11	-
CHEW, LISA	81,319.01	60.00
CHUNG, ANGELA C.	78,555.37	4,566.71
CLAYTON, ANDREA C	81,660.99	248.35
CLUTCHEY, DREW S	77,080.15	-
COGHILL, LISA	82,225.14	94.82
COLPITTS, KRISTIE L	82,436.49	383.85
CONNOLLY, CHRISTOPHER H	81,356.67	125.57
CONNOR, TREVOR SEAN	120,658.74	1,916.08
COOLEY, LARA M	83,430.19	-
CORDONI, MEGHAN M	78,718.39	-
CORNEIL, DAPHNE H	79,902.58	-
CORNELL, JULIE P	80,411.68	-
COUGHLAN, FLAVIA M.	156,030.55	12,598.85
COULOMBE, KAREN	81,929.04	94.82
COUSTOL, JULIA	79,394.13	-
COWIE, ANTONY	76,349.15	-
CRACKNELL, AREAL	80,082.40	-
CRAIG, GLORIA	79,946.50	-
CRAWFORD, PHILIP	86,230.09	589.23
CRICH, BRENT	83,054.60	-
CROOK, CATHERINE A	79,808.25	-
CRYMBLE, ROBERT J.M.	80,959.68	-
CULBERT, MARCIE	79,269.65	4,091.80
CUNNINGS, BRUCE	105,836.69	888.70
CURWEN, JEFFREY	113,665.06	3,119.84
CURWEN, SCOTT M	81,598.47	-
DAGENAIS, CAROLE	80,116.58	330.75
DAHLE, JODI R	79,682.55	-
DAILEY, TANYA E.	106,059.29	1,354.86
DAND, STEPHANIE	108,394.85	737.65
DAVIES, SUZANNE	75,265.65	85.00
DAVIS, COLIN	81,911.39	-

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)
YEAR ENDED JUNE 30, 2015

**SCHEDULE OF REMUNERATION AND EXPENSES PAID
IN RESPECT OF EACH EMPLOYEE**

EMPLOYEES, OTHER THAN ELECTED OFFICIALS, WHOSE REMUNERATION EXCEEDS \$ 75,000

NAME	REMUNERATION	EXPENSES
DAVIS, JEFFREY A.	82,385.58	-
DAVIS, MICHELLE	83,094.09	552.18
DELORME, RICHARD M.M.	107,685.11	7,615.25
DEMERS, HELENE	84,447.43	-
DEMOS, STEVE	84,741.65	172.52
DERINZY, SHANNON	135,531.36	7,384.21
DEVEAUX, CEZANN J	79,400.45	-
DHILLON, HARDEEP	133,940.21	6,945.47
DHILLON, SUSAN	82,791.76	1,938.63
DICKIN, RANDY	82,131.66	94.82
DICKSON, DENNIS	120,658.74	1,938.26
DIGIOVANNI, ELENA	81,117.38	361.00
DILLEN, ALEESHA M	76,717.50	-
DILLEY, TIMOTHY M	79,755.02	-
DINGLER, BRAD S	75,798.61	1,732.05
DINSA, KAMALJIT K	80,093.57	-
DIXON, CATHERINE	80,533.80	-
DIXON, DAVE	79,329.01	-
DIXON-WARREN, GWYNETH L.	106,499.73	1,517.15
DOYLE, DESMOND	81,325.28	-
DRABIK, JEFF	79,269.65	-
DRAFI, ROBERT J	77,395.65	-
DRAPER, CRAIG	75,455.42	-
DRUMMOND, DAVI-ANDREA	80,060.63	1,817.12
DUCHARME, GILLIAN G	85,233.15	223.99
DUECK, KELVIN L	80,741.37	1,774.81
DUMAS, ED	81,579.14	146.23
DWULIT, LAUREEN	78,694.33	-
ELKE, RAMONA L	78,882.88	-
ELPHICK, HEATHER E	80,923.44	336.46
ELPHICK, KEN E	82,756.03	554.68
ESKANDAR, RICHARD E.	95,939.72	3,661.10
EVANS, SHELLEY	81,806.83	55.44
FAA, ALLON	75,329.35	125.57
FAHLMAN, TERRI	80,083.19	-
FERGUSON, KATHRYN	76,192.86	125.57
FINDLAY, LYNN	80,223.50	-
FISCHER, HEATHER A	79,809.44	777.60
FITKALL, JANINE A	81,926.47	315.00
FLEMMING, KATHRYN	81,487.55	-
FLETT, CYNTHIA K	80,083.19	-
FLYNN, MARGARET A	81,098.21	-
FOSTER, RICHARD	78,950.12	-
FRANCO, PAUL	76,016.25	94.82
FRANZ, ECKHART J	79,327.59	-
FRENCH, WILLIAM	84,566.32	172.52

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)
YEAR ENDED JUNE 30, 2015

**SCHEDULE OF REMUNERATION AND EXPENSES PAID
IN RESPECT OF EACH EMPLOYEE**

EMPLOYEES, OTHER THAN ELECTED OFFICIALS, WHOSE REMUNERATION EXCEEDS \$ 75,000

NAME	REMUNERATION	EXPENSES
FREND, GRANT W.	119,421.74	2,867.60
FUHRMANN, JENNIFER	109,437.81	1,142.28
GARRISON, MARIANNE C.	79,930.06	744.08
GEHM, NATALIE	78,558.00	183.00
GIBEAULT, IRENE	81,783.39	-
GIESINGER, PATRICIA	120,301.58	2,555.59
GILL, JASJIT S	82,114.03	-
GILL, JEMSHER S	83,635.86	-
GILMOUR, CHRISTINE	79,861.88	-
GIRARD, MARK J	83,172.88	-
GIRARD, PATRICIA	83,282.71	-
GLOVER, PATRICK	82,629.72	-
GODFREY, JENNIFER L	80,123.47	950.23
GOERTZ, LISE I	81,762.23	256.22
GORDON, JEANETTE J	82,306.59	-
GOULET, JOSEPH R	75,211.90	1,044.26
GRADY, D. BRUCE	117,235.56	-
GRAHAM, JAMES P.	80,392.45	90.00
GRAY, PHILIP	82,970.13	195.91
GRAY, STEVEN A	80,751.02	-
GRIFFIN, PENNY	75,930.10	-
GRIFFIS, PAMELA	79,831.34	-
GRILL, DANIEL	81,945.46	172.53
GUBERT, LIVIO L	80,622.80	330.75
GUZYK, ROBERT	80,906.99	172.53
HALFNIGHTS, KELLY	80,546.59	-
HALFNIGHTS, STEVEN L	81,504.89	80.00
HALL, SUZANNE	81,665.90	-
HALLATE, GURMINDER SINGH	82,121.52	17.00
HAMEL-DREADON, CATHERINE	81,760.71	-
HAMPTON, JASON	76,451.36	-
HANLON, MICHAEL G	81,710.14	-
HANSEN, SHERRYL	79,931.21	-
HARAS, SUSAN J	81,187.31	-
HARDY, DALE K	78,167.58	176.70
HARMON, RYAN	76,279.04	1,000.38
HARMSTON, LORNA	80,015.02	-
HARRISON, KRISTIN	75,041.59	-
HARRISON, PAUL J.	82,506.10	2,215.35
HAYCOCK, KERI	78,718.39	-
HAYNES, PAM	80,392.14	180.00
HEIKKILA, DONNA M.	105,945.28	2,734.57
HEINZE, KEVIN N	82,399.07	65.00
HENDERSON, BARRY K	80,100.67	-
HENDRIKS, JENNIFER M.	99,096.25	1,656.63
HENNEBERRY-GLOVER, KIM R	81,625.87	-

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)
YEAR ENDED JUNE 30, 2015

**SCHEDULE OF REMUNERATION AND EXPENSES PAID
IN RESPECT OF EACH EMPLOYEE**

EMPLOYEES, OTHER THAN ELECTED OFFICIALS, WHOSE REMUNERATION EXCEEDS \$ 75,000

NAME	REMUNERATION	EXPENSES
HERMAN, DONALD	75,973.90	-
HEWITT, DALE	81,726.57	28.60
HICKEY, LAUREEN L	81,395.24	1,398.93
HINDSON, TANYA	84,271.67	-
HIRNIAK, HALIA	79,969.59	90.00
HOLMES, GIANNA	80,083.19	-
HOMER, HELEN	81,652.23	-
HOOPER, JAMES T	83,925.59	152.77
HOWARTH, PAULA	85,627.43	-
HOYME, THOMAS F	77,017.75	-
HUME, JOHN D	79,263.48	-
HUMER, ANDREA	81,583.92	-
HUNT, DEBBIE L.J	78,822.30	-
HUSSEY, STEPHEN P	76,132.92	94.82
JAKEWAY, LISA J.	82,130.89	232.63
JAMIESON, DAVID	82,215.49	51.45
JAMIESON, MARLA L	80,546.05	-
JENNINGS, JEANNE	77,471.11	-
JENSEN, LINDA D	75,824.58	330.75
JINNOUCHI, CHARLES	80,083.13	-
JORDISON, HELEN	80,097.02	-
JOST, CAROL ANN	79,906.46	-
KAHRER, GABRIELLE	80,525.43	1,150.50
KALOFF, EDWARD A	81,277.51	-
KALOFF, JUDY	78,718.39	-
KANIA, LISA	82,285.48	68.85
KARAMANIAN, JACOB	79,547.24	-
KEENAN, MICHAEL	121,191.98	2,989.23
KELVIN, NANCY	79,922.81	-
KING, IAN R	81,376.65	-
KIRVES, ASTRID	102,198.30	2,802.08
KOWAL, ANDREW	76,138.92	-
KRAUS, LANCE	82,960.36	1,523.08
KRAVCHENKO, ELINA	81,681.35	-
KRAVJANSKI, JOSEPH L	79,689.99	329.08
KRZUS, SONJA	81,451.67	615.00
KUSNEZOV, TIFFANY	81,099.36	361.00
LABELLE, DELEE	80,501.21	-
LABOSSIERE, LIESA	79,259.95	-
LACROIX, CYNTHIA L	80,890.59	516.17
LANGSTON, KELLY	81,059.95	-
LANZAROTTA, RON	104,826.41	1,154.16
LAROCQUE, ANDRE A	79,983.12	-
LAWRANCE, LISA M.	105,871.16	982.26
LAWRANCE, RON	83,606.90	85.00
LE SAGE, ROBERT	76,389.01	-

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)
YEAR ENDED JUNE 30, 2015

**SCHEDULE OF REMUNERATION AND EXPENSES PAID
IN RESPECT OF EACH EMPLOYEE**

EMPLOYEES, OTHER THAN ELECTED OFFICIALS, WHOSE REMUNERATION EXCEEDS \$ 75,000

NAME	REMUNERATION	EXPENSES
LEMIEUX, PAULINE R	82,197.34	-
LENTON, ANDREW	80,825.87	131.12
LEONARD, LONA	79,269.65	-
LESNES, DANIEL	81,149.51	-
LEVESQUE, THOMAS	101,646.05	1,240.31
LINTON, SHELLEY D.	105,229.25	5,738.36
LIS, JANUSZ	86,264.31	-
LIVERSIDGE, IAN G.	101,646.04	2,265.79
LIVERSIDGE, LESLEY A	82,518.18	-
LO, CATHERINE	80,015.02	-
LOCKETT, TERRY	85,584.75	907.06
LOGAN, JAMES	83,511.82	-
LOW, MACLEAN S	80,083.19	-
LOZINSKI, GARY A	87,108.29	2,363.41
LUDEMAN, KYLE D	83,503.28	232.90
LUMMIS, ISABEL	79,942.66	-
MACDONALD, JENNIFER R	82,005.91	-
MACINNES, ANDREA	81,112.61	-
MACKINNON, BARBARA A	78,463.84	330.75
MACKINNON, CYNTHIA	78,485.03	-
MACPHERSON, SHANA	80,095.69	-
MACQUARRIE, DALE	80,811.63	-
MAH, STEVEN K.	75,928.43	-
MAHER, SARA	75,337.51	-
MAITLAND, CLAYTON	100,795.15	1,390.95
MANNING, KIM D	85,499.57	-
MANTEL, CYNTHIA L	78,462.05	-
MARSH, MICHELLE	84,295.91	-
MARSHALL, DAVID	79,425.98	352.98
MARSHALL, PAUL D	79,252.89	-
MASTIN, KAREN	80,113.53	-
MATTHEWS, EVELYN	81,971.96	210.57
MAZZAROLO, JOSIE	94,822.07	836.74
MCCAIN, TED	76,629.03	-
MCCLOSKEY, JAMES	79,958.38	1,191.50
MCCORMICK, MEGARA	78,876.57	-
MCCRAE, WILLIAM	75,636.14	-
MCCUAIG, TRICIA L	102,347.21	1,450.09
MCINTOSH, CATHERINE J	77,481.48	-
MCINTOSH, DAVID	85,031.01	589.23
MCKIMMON, AARON L	76,782.45	-
MCKINNON, SHERRI	76,962.74	2,834.87
MCMURRAY, GLENDA M.	93,589.26	1,030.70
MEDEIROS, MANUEL	80,097.67	329.08
MEHRASSA, RAMIN	100,512.33	2,012.71
MESTON, LAURIE ANN	162,773.89	6,042.94

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)
YEAR ENDED JUNE 30, 2015

**SCHEDULE OF REMUNERATION AND EXPENSES PAID
IN RESPECT OF EACH EMPLOYEE**

EMPLOYEES, OTHER THAN ELECTED OFFICIALS, WHOSE REMUNERATION EXCEEDS \$ 75,000

NAME	REMUNERATION	EXPENSES
METS, JENNIFER	80,083.37	-
MIHAILA, VALERICA	81,911.39	-
MIKES, MATTHEW J	75,605.29	-
MILLAR, ALAN P.	119,499.19	562.64
MINER, KIER	84,002.07	232.20
MITCHELL, CRAIG	85,446.19	1,136.49
MITCHELL, DEBBIE	79,400.81	-
MITCHELL, WES K	75,457.12	-
MO, XIAO QING	82,246.04	1,049.27
MOORE, STEVEN W	85,408.00	-
MORAN, C. JANE	79,416.55	-
MORAN, PAUL D	78,974.19	-
MORRIS, LOUISE	82,376.21	330.75
MOSS, PATTI L	79,854.63	-
MROTZEK, ANNA K	80,149.55	-
MUIR, DARIN	78,730.14	-
MUNRO, ANDREA J	79,931.15	-
MURPHY, CYNTHIA	85,300.21	749.04
MURPHY, WILLIAM	82,643.22	-
NAGY, JODIE	79,293.11	-
NEALE, MICHELE	79,279.65	-
NEDELJKOVIC, NICK	75,522.79	-
NEGGERS, NICOLE M.	96,761.55	2,022.28
NELSON, KAELEN	85,186.16	-
NIEZEN, RICHARD	76,410.92	527.17
NOBBS, KARA MICHEL	79,825.86	-
O'BRIEN, P. DENISE	80,521.89	-
O'HALLORAN, KIM	78,974.19	-
O'NEILL, MARK	79,433.86	-
O'NEILL, VICCI	83,772.94	172.52
O'RIORDAN, CORRIE	80,423.39	378.73
OBORNE, TREVOR W.	80,254.48	262.72
OLDRIDGE, MICHAEL J	81,004.89	-
OLYNYK, MEGAN J	83,710.03	1,220.21
ORMISTON, SCOTT	80,069.12	651.18
OSTROWSKI, MICHELLE	80,903.79	1,543.36
OSZADSKY, ILONA	76,734.03	952.67
OUELLET, LISE	79,269.65	-
OWENS, TAMI L	75,691.96	393.21
PAGE, SACHA	83,800.85	-
PARKER, IRIS	75,025.41	-
PARKINSON, DREW D.	80,895.81	-
PASQUALOTTO, JOSEPH A.	81,521.38	188.73
PASQUILL, JAMES D.	89,114.42	1,288.18
PASSMORE, ROSALIE	79,728.20	28.60
PATRICK, PATRICIA C.	80,410.27	-

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)
YEAR ENDED JUNE 30, 2015

**SCHEDULE OF REMUNERATION AND EXPENSES PAID
IN RESPECT OF EACH EMPLOYEE**

EMPLOYEES, OTHER THAN ELECTED OFFICIALS, WHOSE REMUNERATION EXCEEDS \$ 75,000

NAME	REMUNERATION	EXPENSES
PATRICK, TODD	79,954.50	-
PATTERSON, A. GRAHAM	79,441.83	-
PAYAN, BRUCE	80,874.76	94.82
PAYMENT, RORY R.	84,750.05	1,380.37
PELWECKI, SHERRY	85,166.88	-
PENNER, CYNTHIA	78,373.93	-
PERUGGIA, ANTHONY	85,112.28	-
PICKERING, GREG	79,942.66	-
PILGRIM, NORALEA	90,645.52	231.25
POCHOP, IRENA	88,752.90	5,548.08
POLAN, MICHAEL W.	111,821.86	62,503.17
POWER, CARSON M.	82,994.73	195.90
PROCTOR, ERIC	81,758.69	-
RADOM, JEFF	88,758.38	415.07
RAIBLE, CHAD G.	105,187.55	821.03
RAMSAY, LESLIE	94,935.71	2,464.68
RANDLE, TREVOR J.	81,336.07	-
REAMSBOTTOM, WESLEY D.	88,783.63	1,038.80
REID, RUSS S.	77,188.27	249.32
RENNIE, JO-ANNE	78,694.32	-
RHODES, DON	88,819.60	1,008.12
RICHARDSON, LAURA P.	80,917.60	-
RICHARDSON, LESLEY	75,112.35	-
RICHARDSON, STUART E.	103,834.17	1,745.21
RICHERT, KEITH	75,153.37	172.53
RITCHIE, VICTORIA L.	82,868.08	-
ROBERTS, AMANDA	78,376.92	-
ROBERTS, MICHELLE	80,515.04	-
ROCCA, JOHN PETER	77,285.59	-
ROGALSKY, KEITH	79,811.87	28.60
RONDPRE, JOHN	78,179.86	-
ROSATI, MATTHEW	80,267.97	-
ROSENAU, SHELDON	83,879.07	94.82
ROSS, MICHAEL D.	79,890.17	-
ROTH, MELANIE I.	99,116.56	1,346.35
ROWELL, DARREN	118,232.73	2,669.48
RUSSELL, RICK	75,499.25	-
RUSSELL, SANDRA	78,974.19	-
RUSSELL, SYLVIA	110,712.97	3,027.35
RYALL, WENDY L.	83,607.65	-
RYAN, LORRAINE	82,952.70	589.23
SALES, JESSE	79,264.44	-
SAMOUILHAN, FRANCES	82,851.10	94.82
SANDERSON, DAVID	80,579.77	-
SANDERSON, GINETTE	78,936.82	-
SARAI, SUSAN I	79,699.05	-

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)
YEAR ENDED JUNE 30, 2015

**SCHEDULE OF REMUNERATION AND EXPENSES PAID
IN RESPECT OF EACH EMPLOYEE**

EMPLOYEES, OTHER THAN ELECTED OFFICIALS, WHOSE REMUNERATION EXCEEDS \$ 75,000

NAME	REMUNERATION	EXPENSES
SAUL, MICHAEL	80,929.76	-
SCARCELLA, F. MICHAEL	99,400.71	901.97
SCARCELLA, MELANIE	79,960.73	-
SCHAUZ, MICHELLE E.	79,894.24	330.75
SCHLEPPE, SUSAN	83,969.16	-
SCHLEY, SHANNON J.	76,647.00	-
SCHMIDT, DENNIS O.	83,168.81	178.50
SCHWARZ, CHERYL	80,633.10	574.60
SCHWARZ, V. JOHN	80,026.74	-
SCOTT, SUSAN M.	77,724.86	-
SCOULAR, JAMIE	81,293.51	108.28
SCOULAR, RENEE FAITH	100,656.56	1,800.91
SEMPER, DAVID	82,331.62	-
SERRA, GEORGE	89,937.38	-
SERVANT, DONNA M.	96,970.69	1,633.94
SHERIDAN, ROBYN D.	75,714.63	-
SIGVALDASON, SUSAN	78,560.53	-
SILVA, CARLOS A.V.	81,369.64	659.83
SIMARD, DIANE	80,225.27	20.00
SIMON, JENNIFER J.	104,634.17	4,648.99
SINOW, GRETA K.	81,911.39	315.00
SIRSIRIS, DANA	126,323.26	9,589.39
SKERRATT, SHERRI	87,223.21	3,398.30
SMEED, ERIN H.	84,587.95	-
SMEED, MARK D.	80,137.62	-
SMITH, BRIAN K.	75,459.08	94.82
SMITH, JANET L.	81,657.73	405.00
SOPER, LISA	81,018.35	-
STANBURY, JOHN SCOTT	81,889.64	-
STANLEY, ADAM G.	110,695.38	1,574.41
STEVENS, KIMBERLEY-ANN	78,727.74	-
STEVENSON, ANDREW D.	80,102.64	393.21
STEWART, KATE	78,974.19	-
STEWART, SUE	79,965.05	-
STRACHAN, JENNIFER A.	79,814.62	200.84
STRASSER, MICHELLE	81,911.75	-
STREILING, KENNETH J.	118,773.87	7,054.61
STROTHOTTE, ANDY	84,041.57	-
SULLIVAN, KATHLEEN	143,065.20	2,194.22
SVENDSEN, ERIC	78,848.93	-
SYCH, GRANT	85,867.28	35.82
SZAKOS, MICHELLE K.	85,597.52	94.82
TERRILLON, NICOLE	82,629.94	-
TEYEMA, MARGARET E.	128,767.52	1,091.26
THIRKELL, SHAWNA	78,701.35	-
THOMPSON, KAREN A.	80,487.40	330.75

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)
YEAR ENDED JUNE 30, 2015

**SCHEDULE OF REMUNERATION AND EXPENSES PAID
IN RESPECT OF EACH EMPLOYEE**

EMPLOYEES, OTHER THAN ELECTED OFFICIALS, WHOSE REMUNERATION EXCEEDS \$ 75,000

NAME	REMUNERATION	EXPENSES
THOMSON, KEITH	84,793.40	-
THORBURN, TSITSI	80,612.35	-
TINCKLER, MICHELLE J	82,009.55	-
TJERNAGEL, DENNIS L.	109,460.97	1,155.15
TOMLIN, SCOTT	75,985.26	-
TOOKER, LUCINDA	79,409.83	-
TOUPIN, COLIN A.	82,220.37	-
TRAVIS, JANICE	79,878.85	125.57
TULIP, MARK A.	76,027.32	-
TUPNIAK, JANICE	79,295.32	-
TURBIDE, SANDRA	81,577.51	4,498.88
TURNER, WILLIAM	80,484.24	174.78
TYLER, DERYK	77,598.03	-
UMLAH HOWARD, TRISHA R.	81,961.16	175.00
UNWIN, JAN L.	177,657.08	3,780.56
URDAHL-SERR, KIRSTEN M.	83,213.53	1,355.46
URQUHART, GLENN	75,011.00	-
VAN DE MOND, MARTA	75,297.35	-
VAN NUYS, SARAH J.	79,100.49	-
VANDERGUGTEN, DAVID K	130,704.65	7,778.00
VANDERVELDEN, STEPHEN J.	84,821.31	-
VENDIOLA, SANSSEN LEE	79,591.68	-
VON MATT, PAUL C.	81,776.93	127.22
VOS, JULIE	78,973.74	330.75
WADDEN, DIANE M	78,733.39	471.04
WADE, MICHAEL	82,326.84	-
WAKELING, ALISON T.	81,593.12	-
WALKER, FRAYNE E.	79,269.65	-
WALLACE, THOMAS R.	80,607.06	-
WALTON, LISA	80,817.43	-
WATKINS, CATHARINE E.	100,601.30	2,664.24
WATSON, JIM	82,692.33	330.75
WEBB, GORDON	81,793.38	-
WELTON, KIM	80,300.94	94.82
WESTBY, GEOFFREY	78,718.39	-
WESTWOOD, BRADLEY	79,357.01	-
WHEATLEY, JONATHAN	105,323.73	3,148.67
WHITE, JAMES H.	82,503.41	361.00
WHITELOCK, POLLY	79,950.88	-
WHITTINGTON, GLENN	81,149.51	-
WIEBE, JENNIFER	75,826.76	-
WIEBE, STEVEN J.	102,576.77	3,262.59
WIENS, DONNA	79,284.65	500.78
WIENS, RALPH	81,110.03	205.96
WIENS, STAN	82,882.52	94.82
WILKIE, PATRICIA M.	84,412.70	94.82

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)
YEAR ENDED JUNE 30, 2015

**SCHEDULE OF REMUNERATION AND EXPENSES PAID
IN RESPECT OF EACH EMPLOYEE**

EMPLOYEES, OTHER THAN ELECTED OFFICIALS, WHOSE REMUNERATION EXCEEDS \$ 75,000

NAME	REMUNERATION	EXPENSES
WILLIAMS, ADRIA E.	75,101.62	-
WILLIAMS, ELIZABETH	75,851.67	-
WILLIAMS, MATTHEW S.	75,057.09	1,353.25
WILLIAMSON, DOREEN	79,957.51	-
WILLIAMSON, LISA B.	81,789.61	62,514.53
WILSON, JESSICA B.	79,273.53	-
WOLSTENHOLME, WENDY L.	80,970.60	-
WOO, LEE-ANDREA	80,545.77	90.00
WOOD, RACHEL	87,796.24	2,448.64
XAVIER, DAVID	79,472.83	-
YOUNG, SHARON	80,767.63	-
ZENTNER, PAULA	84,322.33	-
ZUCCHETTO, LUIGI	79,173.78	-
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TOTAL FOR EMPLOYEES, OTHER THAN ELECTED OFFICIALS, WHOSE REMUNERATION EXCEEDS \$ 75,000	\$ 40,036,988.01	\$ 388,269.96
REMUNERATION TO EMPLOYEES PAID \$ 75,00 OR LESS	53,191,008.74	179,719.99
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TOTAL, EMPLOYEES OTHER THAN ELECTED OFFICIALS	93,227,996.75	567,989.95
REMUNERATION TO ELECTED OFFICIALS	140,833.35	15,563.73
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CONSOLIDATED TOTAL, REMUNERATION PAID	\$ 93,368,830.10	\$ 583,553.68
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TOTAL EMPLOYER PREMIUMS FOR CANADA PENSION PLAN AND EMPLOYMENT INSURANCE	\$ 5,253,259.63	

Prepared as required by Financial Information Regulation, Schedule 1, Section 6

**SCHOOL DISTRICT
STATEMENT OF FINANCIAL INFORMATION (SOFI)**

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

FISCAL YEAR ENDED JUNE 30, 2015

STATEMENT OF SEVERANCE AGREEMENTS

There were no severance agreements made between the Board of Education of School District No. 42 (Maple Ridge - Pitt Meadows) and its non-unionized employees during the fiscal year 2014 / 2015.

Prepared as required by *Financial Information Regulation*, Schedule 1, subsection 6(7)

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)
YEAR ENDED JUNE 30, 2015

**SCHEDULE OF PAYMENTS MADE FOR THE PROVISION
OF GOODS AND SERVICES**

LIST OF SUPPLIERS WHERE PAYMENTS EXCEED \$ 25,000

NAME OF INDIVIDUAL, FIRM OR CORPORATION	AGGREGATE AMOUNT PAID DURING FISCAL YEAR
0922475 B.C. LTD	\$ 31,425.00
10NET MANAGED SOLUTIONS LTD.	28,366.46
4TH UTILITY INC.	165,011.62
ACRODEX	27,814.21
AFFINITY GROUP TOURS	58,765.00
ALASKA AIRLINES	25,011.83
ALBA PAINTING LTD.	47,397.00
ALSO ROOFING CORP	29,337.00
AMAZON	69,160.25
APPLE CANADA INC.	975,392.97
BC HYDRO	1,128,302.86
BC PRINCIPAL & VICE PRINCIPAL ASSOCIATION	56,925.98
BC SCHOOL TRUSTEES ASSOCIATION	48,701.79
BC TEACHERS' FEDERATION	1,947,520.92
BARAGAR ENTERPRISES LTD.	41,370.00
BCIT	90,086.48
BELL MOBILITY	102,133.56
BGE SERVICE & SUPPLY LTD.	63,839.10
BIG FEAST BISTRO & CATERING	51,171.63
BIG KAHUNA SPORT COMPANY	84,753.58
BLACK PRESS GROUP LTD.	50,355.23
BRUGMAN COMMERCIAL KITCHENS	27,754.54
BUSY BEE SANITARY SUPPLIES INC	49,407.73
C&C DESTINATION TOURS INC.	26,049.75
C.C. AUTO REPAIRS	29,386.26
C.U.P.E. LOCAL 703	425,223.92
CAMBIE ROOFING CONTRACTORS LTD	199,920.00
CAMPOS OROZCO, MARIA TERESA	33,681.90
CCI LEARNING SOLUTIONS INC.	44,291.57
CESIUM	26,937.48
CITY OF MAPLE RIDGE	336,627.23
CITY OF PITT MEADOWS	87,698.25
COMMISSIONER OF MUNICIPAL PENSIONS	3,915,993.80
COMMISSIONER OF TEACHERS' PENSIONS	17,788,942.09
COMPUGEN INC.	53,111.52
COSTCO WHOLESALE	45,115.95
CREATIVE CHILDREN ART SUPPLIES	38,278.96
CROSTOWN METAL INDUSTRIES LTD	29,115.77
DELL CANADA INC.	374,090.09
EDUCAN INSTITUTIONAL FURNITURE	88,007.36
EZRA MAPLE RIDGE ENTERPRISES LTD	54,266.96
FIRST STUDENT CANADA	1,250,697.83
FLYNN CANADA LTD.	547,130.08
FORTIS BC	414,400.67

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)
YEAR ENDED JUNE 30, 2015

**SCHEDULE OF PAYMENTS MADE FOR THE PROVISION
OF GOODS AND SERVICES**

LIST OF SUPPLIERS WHERE PAYMENTS EXCEED \$ 25,000

NAME OF INDIVIDUAL, FIRM OR CORPORATION	AGGREGATE AMOUNT PAID DURING FISCAL YEAR
FREE THE CHILDREN	25,856.94
FRIESENS CORPORATION	106,535.82
FUNK, ARNIE	49,250.00
FVBOA	29,421.10
GARCIA CAMPOS, MAYTE DE FATIMA	38,427.30
GLOBAL CANLINK LEARNING CENTRE	106,751.40
GORDON FOOD SERVICE INC.	112,522.64
GRANT THORNTON LLP	34,635.49
GREAT WEST LIFE ASSURANCE COMPANY	142,972.16
GUARD.ME INTERNATIONAL INSURANCE	396,450.25
HABITAT SYSTEMS INC.	112,395.11
HANEY BUILDERS SUPPLIES	61,621.90
HARRIS & COMPANY	38,556.16
HASUO, KEIKO	59,692.48
HENDERSON RECREATION LTD	32,027.23
HERFF JONES, INC.	52,044.63
HOMEWOOD HEALTH INC.	81,809.52
HOULE ELECTRIC LTD.	28,191.45
HOULE GAMES & ENTERTAINMENT	31,973.28
HU, HANPING	390,540.00
INDUSTRIAL ALLIANCE INSURANCE & FINANCIAL SERVICES INC	42,635.70
INSURANCE CORPORATION OF B.C.	57,786.00
INTERNATIONAL BACCALAUREATE	46,748.94
JJL OVERSEAS EDUCATION CONSULT & SERV CO	36,000.00
JLS ACADEMY	26,970.00
JONATHAN MORGAN & COMPANY LIMITED	57,382.61
K & E EQUIPMENT REPAIRS	93,312.72
KPMG LLP T4348	34,650.00
KWANTLEN POLYTECHNIC UNIVERSITY	94,258.78
LEARNING FOR LIVING INC.	28,362.79
LONDON DRUGS LIMITED	25,889.19
LONG & MCQUADE LTD.	30,049.77
LONG VIEW SYSTEMS CORPORATION	80,771.94
LOUISE KOOL & GALT	83,876.61
MAPLE RIDGE PITT MEADOWS PRINCIPALS & VICE PRINCIPALS ASSOCIATION	36,632.45
MAPLE RIDGE TEACHERS' ASSOC.	413,343.75
MASTERED SOLUTIONS LIMITED	110,250.00
MAXWELL FLOORS LTD.	80,786.30
MEADOW GARDENS GOLF COURSE	35,596.27
METRO MOTORS LTD.	60,260.48
MFA LEASING CORPORATION	778,339.74
MICROSOFT CORPORATION	270,014.94
MILLS OFFICE PRODUCTIVITY	40,959.17
MINISTER OF FINANCE	296,646.72

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)
YEAR ENDED JUNE 30, 2015

**SCHEDULE OF PAYMENTS MADE FOR THE PROVISION
OF GOODS AND SERVICES**

LIST OF SUPPLIERS WHERE PAYMENTS EXCEED \$ 25,000

NAME OF INDIVIDUAL, FIRM OR CORPORATION	AGGREGATE AMOUNT PAID DURING FISCAL YEAR
MIRCOM DISTRIBUTION (BC) INC.	80,679.28
MORNEAU SHEPELL LTD.	111,971.12
MY BUDGETFILE INC.	30,975.00
NATIONAL BANK OF CANADA	659,967.16
NEUTRINOWORKS INC.	32,981.25
NOBLE CORPORATION	27,858.08
OLION CONSULTANTS CANADA INC.	53,400.00
OPUS CONSULTING GROUP LTD.	109,427.57
ORION SECURITY SYSTEMS LTD.	36,448.18
OSS SEGERO CORP	67,210.31
OXFORD UNIVERSITY PRESS	67,938.28
PACIFIC BLUE CROSS	2,173,811.57
PALMIERI BROS. PAVING LTD.	79,899.75
PARADIGM ENGINEERING INC.	54,265.05
PEAK RESTORATION SERVICES LTD.	40,162.50
PEARSON CANADA INC.	25,392.74
PML PROFESSIONAL MECHANICAL LTD	69,973.79
PROGRESSIVE WASTE SOLUTIONS	75,450.72
PUBLIC EDUCATION BENEFITS TRUST	1,038,012.04
QUANTUM LIGHTING INC.	52,731.00
RAZOR MANUFACTURING LTD.	75,070.98
RDM AURORA	32,529.40
RECEIVER GENERAL FOR CANADA	23,461,505.25
REGAL CONTROLS LIMITED	32,107.84
REVENUE SERVICES OF BRITISH COLUMBIA	1,600,405.25
RICOH CANADA	134,390.49
RIDGE MEADOWS CHILD	112,403.20
RIDGE WILDERNESS ADVENTURES LTD	63,301.60
ROBERT BROWNE GRAPHICS	28,374.07
ROCKRIDGE CANYON	25,671.68
SAVE ON FOODS	68,616.56
SCALAR DECISIONS INC.	30,588.71
SCHOLASTIC CANADA LTD.	68,077.12
SCHOOL SPECIALTY CANADA	28,643.59
SECURITAS CANADA LTD.	110,661.62
SES CONSULTING	81,503.10
SHANAHANS LTD.	127,418.58
SHELL ENERGY NORTH AMERICA	157,148.43
SNOW CAP ENTERPRISES LTD.	45,712.67
SOFTCHOICE CORPORATION	56,712.27
SOURCE OFFICE FURNISHINGS	52,842.66
SOUTHERN, LISA	39,259.12
SPICERS CANADA ULC	101,856.39
SRB EDUCATION SOLUTIONS INC.	210,768.19

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)
YEAR ENDED JUNE 30, 2015

**SCHEDULE OF PAYMENTS MADE FOR THE PROVISION
OF GOODS AND SERVICES**

LIST OF SUPPLIERS WHERE PAYMENTS EXCEED \$ 25,000

NAME OF INDIVIDUAL, FIRM OR CORPORATION	AGGREGATE AMOUNT PAID DURING FISCAL YEAR
STAPLES ADVANTAGE VANCOUVER	82,464.46
STAR FIVE CLASSIC COUNTRY CATERING	34,037.25
STARPAK INDUSTRIES	123,932.91
SUPER SAVE DISPOSAL INC.	41,059.45
SUPERSTORE	39,400.42
SUTTLE RECREATION INC.	38,832.43
SWING TIME DISTRIBUTORS	76,501.13
SWISH MAINTENANCE LTD	89,113.43
SYSCO FOOD SERVICES OF CANADA INC.	270,093.69
TALIUS	38,632.58
TELUS COMMUNICATIONS (BC) INC.	122,993.32
THE LIBRARY CORPORATION	26,271.87
TLD COMPUTERS INC.	567,570.04
TOWN & COUNTRY ROOFING LTD.	26,670.00
VANCOUVER COMMUNITY COLLEGE	174,519.09
VANCOUVER SCHOOL BOARD	35,732.50
WEST CAN LINK CONSULTANT GROUP	132,400.00
WEST COAST OFFICE SUPPLIES LTD	75,667.83
WESTERN CAMPUS RESOURCES	84,973.79
WESTERN PACIFIC ENTERPRISES GP	262,324.48
WORKSAFE BC	611,521.38
YSI ACADEMY LTD.	65,840.00
ZHANG, HONGSHAN	46,112.63
TOTAL FOR SUPPLIERS WHERE PAYMENTS EXCEED \$ 25,000	\$ 70,502,960.75
TOTAL, FOR SUPPLIERS WHERE PAYMENTS ARE \$ 25,000 OR LESS	\$ 9,760,447.41
CONSOLIDATED TOTAL, PAYMENTS FOR THE PROVISION OF GOODS AND SERVICES	\$ 80,263,408.16

Prepared as required by Financial Information Regulation, Schedule 1, Section 7

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)
YEAR ENDED JUNE 30, 2015

RECONCILIATION OF SCHEDULED PAYMENTS TO THE FINANCIAL STATEMENTS

Financial Statement Expenditures:

Operating Fund Expenditures (Sch 2)	\$ 121,303,106
Trust Fund Expenditures (Sch 3A)	7,675,625
Capital Fund Expenditures (Additions to Fixed Assets) (Sch 4A & 4B)	6,204,202

CONSOLIDATED TOTAL OF FINANCIAL STATEMENT EXPENDITURES	\$ 135,182,933
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Scheduled Payments:

Schedule of Remuneration and Expenses:	
Remuneration	\$ 93,368,830
Employee Expenses	583,554
Employer Portion of Employment Insurance	5,253,260
Contributions and Canada Pension Plan	

Total Schedule of Remuneration and Expenses	\$ 99,205,643
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Schedule of Payments for the Provision of Goods and Services	\$ 80,263,408
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CONSOLIDATED TOTAL OF SCHEDULED PAYMENTS	\$ 179,469,052
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DIFFERENCE BETWEEN FINANCIAL STATEMENT EXPENDITURES AND SCHEDULED PAYMENTS	\$ (44,286,119)
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Reconciliation of Difference:

Noncash Items:

Net change in accruals and accounts payable	\$ 3,127,388
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Payments included in both Remuneration and Expenses and
Goods and Services Schedules:

Taxable Benefits	(1,769,276)
Payroll Deductions - Employees Contributions	(33,981,601)
Employer portion of Employment Insurance and Canada Pension Plan Contributions	(5,253,260)

Other:

Financial Statement expenses not on Schedules	527,167
SPP Insurance expense paid by Ministry grant recovery	211,600
BCeSIS fees expense paid by Ministry grant recovery	138,045
PL Net fees expense paid by Ministry grant recovery	181,984
CAMS fees expense paid by Ministry grant recovery	44,051
Third Party Recoveries	(1,048,685)
Scheduled Payments and Receipts to Non-Expense Accounts	(6,015,009)
Sales Tax Rebates	(448,523)

Total Difference (as above)	\$ (44,286,119)
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\$ (0)



ITEM 10

To: **Board of Education**

From: Chairperson
Mike Murray

Re: **OPERATIONAL PLANS**

Date: November 18, 2015
(Public Board Meeting)

Information

RECOMMENDATION:

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

Attachments

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

BOARD OF EDUCATION OPERATIONAL PLAN

Student Learning is Our Central Purpose

Background

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

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

Operational Plan

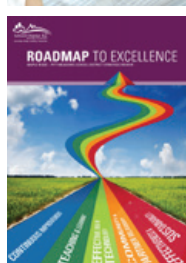
Our vision is to ensure every individual feels valued and all learners reach their full potential.

Key Strategies

- Enhance learning for all by providing quality programming and initiatives that improve engagement and success
- Improve results by working together effectively with partner groups, staff and the public
- Align planning, processes, policies and procedures to improve efficiency and effectiveness to enhance success for all learners

Operational Plan

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



Mike Murray
Board Chair

Eleanor Palis
Vice Chair

Lisa Beare
Trustee

Susan Carr
Trustee

Korleen Carreras
Trustee

Ken Clarkson
Trustee

Dr. Dave Rempel
Trustee

Board of Education 2014 - 2018

MISSION

To fully support all individuals in their personal development as successful learners and respectful contributors to society.

VISION

Every individual feels valued and all learners reach their full potential.

"Working together to achieve excellence."

Operational Plan 2014-2017

INITIATIVE	CURRENT STATUS	NEXT STEPS
Continue to support and strengthen innovative programs and learning options that enhance teaching and learning	<ul style="list-style-type: none"> Board Authorized Approved Course: Masonry Program – Level 1 Board Authorized Approved Course: Community Service Learning 12 Board Authorized Approved Course: Fitness and Conditioning 12 Elementary Summer Learning Program K-7 	<ul style="list-style-type: none"> Participate Board Advisory Committees and Staff Committees focused on teaching and learning
Improve relationships and communication with partner groups and the communities we serve	<ul style="list-style-type: none"> Meetings with partner groups on the impact of the budget Roundtable meetings with partner groups "An Open Letter to the Community" (<i>Re: Labour Dispute and Binding Arbitration</i>) Motion to BCSTA AGM re: Provincial Collective Bargaining 	<ul style="list-style-type: none"> Maintain a forum (round table) in which partner groups can express their thoughts regularly Meetings with local government Public consultation on specific governance items Seize opportunities to present to community groups, PAC's and City Councils
Provide strong advocacy for adequate funding for education	<ul style="list-style-type: none"> Letter to Premier Clark and Minister Fassbender (<i>Re: Use of Teacher Strike Savings</i>) Submissions to Select Standing committee on Finance and Government Services (<i>Re: Budget Consultations</i>) Letter to Minister Fassbender (<i>Re: Policy Change for Adult Education</i>) Letter to Minister Fassbender (<i>Re: 2015/16 Budget</i>) Motion to BCSTA AGM re: Education Finance Meetings with local MLAs 	<ul style="list-style-type: none"> Meetings with Minister of Education, MLAs, and Education Critic Submissions to Select Standing committee on Finance and Government Services
Collaborate with other boards through BCSTA and advocate for the creation, implementation, and evaluation of meaningful co-governance model with the provincial government	<ul style="list-style-type: none"> Trustee Clarkson elected as a Director with BCSTA Motion to BCSTA AGM Re: Co-Governance Annual Review of Effectiveness Motion to BCSTA AGM re: Bill 11, Education Statutes Amendment Act, 2015 Letter to Minister Fassbender re: Bill 11 	<ul style="list-style-type: none"> Create and submit motions on current and emerging issues Participate in BCSTA branch meetings Participate on BCSTA committees and board as opportunities are available
Review Board operations and Board meeting schedules to ensure the needs of the community are met	<ul style="list-style-type: none"> New 2015/16 Regular Public Board Meeting Schedule adopted to enhance the Board's community outreach through public engagement events on specific topics 	<ul style="list-style-type: none"> Investigate day time Board meetings in Secondary Schools Public engagement on specific issues
Review, create and update Board policies	<ul style="list-style-type: none"> Policy 4203: Budget Planning and Reporting Policy 5400: Student Transportation Policy 6425: School Size Policy 6530: Environmental Sustainability Policy 6801: School Closures Policy 9200: School Catchment Areas & Student Placement Policy 9601: Anaphylaxis 	<ul style="list-style-type: none"> Board Policy Development Committee Annual Work Plan
Continue to improve the Board's communication plan to ensure increased Board work awareness	<ul style="list-style-type: none"> Board Highlights News Release "Our schools can take no more" News Release "School board concerned about impact of provincial budget" Improved school district website with Trustees Advocacy page http://www.sd42.ca/node/2329 	<ul style="list-style-type: none"> Individual trustee social media presence Review of communication policy Social media training
Support youth engagement in school district governance	<ul style="list-style-type: none"> DSAC participation in roundtable with partner group meetings, budget discussions and Strategic Facilities Review 	<ul style="list-style-type: none"> Investigate day time Board meetings in Secondary Schools Student engagement review/DSAC Investigate youth trustee possibility

Continued on next page...

INITIATIVE	CURRENT STATUS	NEXT STEPS
Continue to celebrate success, recognize accomplishments and service of staff and volunteers	<ul style="list-style-type: none"> • Trustee participation at staff recognition events, school tours, retirement tea, aboriginal awards and graduation ceremonies 	<ul style="list-style-type: none"> • Trustee participation in recognition events, school events and regular school visits
Monitor performance against the strategic plan and facilitate annual review of operational plans	<ul style="list-style-type: none"> • Board of Education Operational Plan • Education Operational Plan • Business Division Operational Plan • Information Technology Operational Plan • Human Resources Operational Plan 	<ul style="list-style-type: none"> • Board self evaluation • Review of operational plans in November – December 2015 • Superintendent evaluation



Background

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

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

Operational Plan

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

Key Strategies

- Provide district leadership in the development and implementation of the district's values, vision, mission, and goals to support learning and achievement for all students
- Provide and model district leadership in the development and implementation of effective current and innovative instructional practices that focus on success for all students
- Support schools to develop responsive systems that recognize the unique needs of each learner and provide diverse learning opportunities so students can develop their full potential
- Promote positive, respectful, safe, caring and healthy schools

Operational Plan 2014-2017

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

- ☐ Promote and enhance student learning by aligning our practices, resources, staffing, supports and initiatives
- ☐ Develop a district-wide literacy plan
- ☐ Implement an innovative and effective district-wide student inclusive assessment and reporting model
- ☐ Identify and increase opportunities for students to engage in innovative, purposeful and personalized educational programs/activities that align with their passion
- ☐ Promote cultures of care in our schools
- ☐ Facilitate the success of all Aboriginal learners as outlined in our Aboriginal Enhancement Agreement
- ☐ Support social emotional learning and curricular competencies through a universal, targeted and intensive approach
- ☐ Identify opportunities, implement practices and design strategic communications that build value and efficacy for individuals and groups
- ☐ Create opportunities that support mentoring and succession planning across the organization
- ☐ Guide the implementation of the new student information system



Education Leadership Team

Sylvia Russell
Superintendent

Lena Frend
Executive Assistant to the Superintendent
604 466 4228

Laurie Meston
Deputy Superintendent
604 466 6267

Shannon Derinzy
Director of Instruction K-12 Education
604 466 6218

David Vandergugten
Director of Instruction K-12 Education
604 466 6218

Harry Dhillon
Director of Instruction Learning Services
604 467 1101

Irena Pochop
Communications Manager
604 466 4285

Getting to excellence by:

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

"Lots of people making little steps equals big change."

Operational Plan 2014-2017

INITIATIVE	CURRENT STATUS	NEXT STEPS
Promote and enhance student learning by aligning our practices, resources, staffing, supports and initiatives.	<ul style="list-style-type: none"> Established a School Team at each school to support teaching and learning at classroom level, particularly focused on students who are challenging to teach. Included EAs, CCWs, teachers and school administrators. Amalgamated Student Support Services, ELL Services, and Aboriginal Education Services under one overarching department structure titled "Learning Services." Located all Curriculum/Instruction Helping Teachers at Learning Services to enhance opportunities for cross collaboration. Implemented the beginnings of a "Learning Services Organizational Framework," organizing professional itinerant staff within 3 elementary and 2 secondary school zones. Began to develop District Teacher leaders who are skilled at facilitation, collaboration & implementation. Worked with SET BC to develop a plan to respond to the changing mandate. 	<ul style="list-style-type: none"> Continue to provide facilitated school team in-service opportunities and provide release time for team members to extend learning. Continue to support transition to Learning Services by aligning communication. Implement more intentional opportunities at the district and school level for zonal teams to meet/collaborate and participate in in-service/prod. Plan learning/training opportunities for instructional support staff focused on supporting diverse learners. Implement Helping Teacher meetings every 2 weeks to align vision, values, practices, initiatives, identify emergent issues and brainstorm solutions. Continue Secondary Teacher Inquiry Initiative. Explore and implement models of classroom-based support for ELL students. Meet with principals and clerical staff to maximize funding opportunities in support of students. Implement the SET BC model based on three-tier framework of supporting learning.
Develop a district-wide literacy plan	<ul style="list-style-type: none"> Developed a definition of "literacy" in SD42 and identified common elements of a rich literacy environment and quality literacy instruction. Created, distributed and reviewed a survey for primary teachers to gather literacy needs in the district. Developed a literacy implementation plan. Created an application for schools to form literacy networks. Identified and ordered resources to support literacy development. Implemented Changing Results for Young Readers project. Continued to implement iPod Reading Fluency project. Collected literacy data from the final report cards (2014/15) for students in kindergarten, grade 1, 2, and 3 to use as baseline data. 	<ul style="list-style-type: none"> Select 6 schools (School Literacy Networks) to be part of year 1 roll-out. Continue District Literacy committee meetings to support implementation of the literacy framework. Provide side-by-side support to classroom teachers and support teachers (Literacy Helping teachers and Learning Services Helping teachers) working in schools. Use early primary literacy data to support development of the literacy framework. In-service for school-based support teachers to ensure awareness and clarification of roles in regards to literacy. Explore next steps regarding the iPod Reading Fluency project.
Implement an innovative and effective district-wide student inclusive assessment and reporting model	<ul style="list-style-type: none"> Implemented the district developed reporting method in all schools K-7 (no letter grades or subject areas). Successfully implemented and tested a district K-7 online report card, delivered through the parent portal. Worked with the MRTA to create a Reporting Sustainability Committee co-chaired by a District Helping Teacher and a Principal. Worked with the District Helping Teacher (mentoring) and the District Assessment and Reporting Sustainability Committee to create numerous learning opportunities for teachers regarding portfolios, formative assessment, cross competencies and reporting best practices. 	<ul style="list-style-type: none"> Expand the district-wide Student Achievement Dashboard to all schools. Develop and pilot a district-wide Student Achievement Dashboard focused on student literacy and numeracy achievement data. Continue to work with the Reporting Sustainability Committee to further align the reporting system with the new Ministry of Education Curriculum. Continue to work with District Helping Teacher (mentoring) and the District Assessment and Reporting Sustainability Committee to create numerous learning opportunities for teachers. Provide further clarity/direction on reporting on learning progress for students with special needs. Develop and pilot a digital portfolio that enables the sharing and saving of student work samples and illustrations of learning.

Continued on next page...

Operational Plan 2014-2017

INITIATIVE	CURRENT STATUS	NEXT STEPS
Identify and increase opportunities for students to engage in innovative, purposeful and personalized educational programs	<ul style="list-style-type: none"> Students from each district high school attended the Student leadership event in October in Langley. Implemented innovative initiatives to support student engagement including: maker space activities, Lego robotics, scratch programming, district inquiry project, Microsoft IT Academy. Continued to expand Trades Programs opportunities by starting a Masonry program. Implemented elementary Summer School. Ordered new furniture and materials to support flexible learning environments at elementary and secondary. Met with secondary principals and counselors to discuss student engagement and success. Created a secondary helping teacher position to focus on change and innovation at secondary schools. Initiated a review of grade 7 – 8 transition process and supports. 	<ul style="list-style-type: none"> Organize a district student leadership forum and begin to action ideas generated. Consult with students regarding the Framework for Enhancing Student Learning. Facilitate student attendance at 3rd student leadership event in Langley, Oct. 2016. Continue to refine the District Inquiry Program to include a student self-reflection component. Continue to provide after school learning opportunities for teachers on ways to facilitate student engagement including maker space activities, Lego robotics, scratch, etc. Continue to expand trades options including mini credentials for students such as fork lift operator. Examine the possibility of expanding elementary summer school sessions. Continue to expand learning opportunities and options for students in our secondary schools. Provide the rationale and framework for changes to student timetables grades 10 to 12. Use student data to monitor and implement interventions that support success for our most vulnerable students. Continue to work with Teacher Librarians to implement their shared statement of philosophy and practice (literacy, technology, learning commons pedagogies, inquiry and social emotional learning). Implement process/supports/structures as identified in the review of grade 7 – 8 transitions.
Promote cultures of care and support social emotional learning and curricular competencies through a universal, targeted and intensive approach.	<ul style="list-style-type: none"> Initiated a District Social Emotional Learning Committee. Supported school and district-based programming that encourages students to care including Give 365, We Day, DSAC activities, etc. Began exploring ways to integrate self-regulation initiatives into classrooms. Supported the development of Safe and Caring Schools Committee. Aligned our practices around threat assessment, crisis intervention, VTRA, risk-assessment, and medical procedures, and also provided in-service support. Trained staff at all schools in levels 1 and 2 threat assessment. Updated and aligned student health and medical policies/procedures. Provided support for school administration, staff, students and families regarding critical incidences related to students. 	<ul style="list-style-type: none"> Develop a district wide social/emotional learning framework. Continue to collaboratively work with community agencies to support our vulnerable students. Continue to meet monthly with CCWs and begin meeting monthly with secondary counselors Complete the Guide for Emergency procedures and provide training opportunities. Provide in-service to ensure common understanding and implementation of policies/procedures. Initiate/complete updates to policy/procedure in restraint and seclusion. Develop both the SEL framework and the Secondary Initiatives to work with teachers on how to assess SEL and the curricular competencies. Re-examine the Alternate program and Keeping Kids in School program.

Continued on next page...

Operational Plan 2014-2017

INITIATIVE	CURRENT STATUS	NEXT STEPS
Facilitate the success of all Aboriginal learners as outlined in our Aboriginal Enhancement Agreement goals and underlying beliefs	<ul style="list-style-type: none"> • Fourth Aboriginal Enhancement Agreement approved by the Board of Education on April 27, 2015. • Began an Aboriginal Elder in Residence at Environmental School. 	<ul style="list-style-type: none"> • Implement structures, strategies and processes in support of the current enhancement agreement goals: <ul style="list-style-type: none"> » continue to develop a strong sense of community for Aboriginal students and families in their schools and in the school district; » support and improve the quality of school achievement for all Aboriginal students; » transition Aboriginal students into their future learning, employment, and life experiences beyond the completion of their secondary program.
Identify opportunities, implement practices and design strategic communications that build value and efficacy for individuals and groups	<ul style="list-style-type: none"> • Superintendent and Deputy Superintendent met with partner groups at least once/two weeks. • Developed elementary clerical committee that addressed issues identified by clerical staff. • Developed collaboratively a Records Clerk Handbook and a District Elementary Clerical Float book. • Implemented partnership with the Community Middle Years table to begin the coordination of community and school programming. • Accessed grant to implement school based/community programming to address issues identified in the MDI. • Began discussions with the Community Early Learning Table about developing an Early Years Centre. • Began a District/Trustee/Partner group Round Table. • Implemented a custodial valuing committee including representatives from all partner groups and developed strategies to address concerns. 	<ul style="list-style-type: none"> • Continue to meet regularly with partner groups. • Continue to develop an Elementary Clerical Handbook. • Find a way to implement the peer-to-peer clerical initiative through consultation with clerical staff. • Continue to work with community partners to hire an After School Programming Coordinator from the funds provided from the United Way grant. • Develop and submit an Early Years Centre grant to BC Ministry of Education Early Years office. • Roll out custodial duties implementation to all schools in collaboration with CUPE, MRTA, and custodial services. • Continue the district/trustee/partner group Round Table. • Dialogue with the Custodial Valuing Committee to expand the mandate to encompass valuing for all partner groups. • Explore ways to enhance communication and collaboration with community partners.
Create opportunities that support mentoring and succession planning across the organization	<ul style="list-style-type: none"> • Provided a number of mentoring/training opportunities including: <ul style="list-style-type: none"> » Fraser Valley Future Leaders Sessions; » New and Nearly New Principal Sessions; » Level B Assessment Training; » Elementary and Secondary Support Teachers Sessions; » Clerical training; » Mentoring opportunities for new teachers, TTOCs and teachers who change assignments. 	<ul style="list-style-type: none"> • Continue to provide and enhance mentoring opportunities including: <ul style="list-style-type: none"> » Clerical Peer to Peer; » BC CASE Workshop Series; » New and Nearly New Principal sessions; » Vice Principal Series; » Teacher mentoring opportunities; » Teacher leader series.
Implement new curriculum		<ul style="list-style-type: none"> • Introduce new curriculum initiatives to teachers and administrators: <ul style="list-style-type: none"> » September 18th Exploring the New BC Curriculum with Maureen Dockendorf, Ministry of Education; » October 29th Exploring the Core Competencies of the new BC curriculum, with Sharon Jeroski and Anita Chapman; » Secondary dialogue with Jan Unwin, TBA; » Continue to work with principals at the monthly meetings on curricular and assessment changes; » Collaborate with the MRTA to develop a curriculum implementation plan over three years; » Develop a new curriculum information sharing session for parents.

Continued on next page...

Operational Plan 2014-2017

INITIATIVE	CURRENT STATUS	NEXT STEPS
Implement Facilities Review recommendations related to expanding educational options	<ul style="list-style-type: none"> District Educational Leadership staff participated in the Facilities Review. 	<ul style="list-style-type: none"> Explore the viability of a middle years IB program and the expansion of the Fine Arts Academy hosted at Garibaldi Secondary School. Explore the possibility of partnering with a Fine Arts post secondary institution. Review elementary fine arts programs, including a review of fine arts programs at Blue Mountain Elementary. Determine the viability of a Horticulture and Auto Collision post secondary partnership. Establish an Early French Immersion program at Maple Ridge Elementary and develop an implementation plan with the school community.
Guide the implementation of the new student information system.	<ul style="list-style-type: none"> MyEdBC implementation plan created in consultation with CUPE and MRTA representatives. MyEdBC Teacher Committee - provided feedback on the implementation of the new system School Counsellor training for data verification, course section creation and maintenance. - completed June 2015. School clerical training - completed September 2015. Teacher training on system fundamentals - completed October 2015. 	<ul style="list-style-type: none"> Specialized training sessions for clerical regarding TRAX, Ministry 1701, school setup and timetable building are ongoing. The MyEdBC Teacher Committee will continue to meet throughout 2015-16 to provide feedback on this initiative. The final teacher training sessions will occur in early 2016 and include MyEDBC Family Portal training. Secondary timetabling training will occur in the spring of 2016. After school MyEdBC Wonder Wednesdays events occur weekly and allow teachers to get one-on-one support and learn more about many of the advanced features of the new student information system.

Background

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

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



Operational Plan

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

Key Strategies

- Fully leverage technology in all business areas
- Attract and retain the most talented, experienced and skilled people
- Continuously review and improve business processes to drive value
- Support our community of learners through effective communication that enables good decision making

Operational Plan 2014-2017

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

- ☐ Finalize and implement the Strategic Facilities Plan
- ☐ Develop and implement a district wide energy management action plan
- ☐ Ensure through budget reviews and the annual budget process the allocation of sufficient resources (people, time and budget) to support strategic initiatives
- ☐ Design and implement online forms and approvals
- ☐ Create, roll-out and maintain training and procedure manuals for all departments
- ☐ Clearly identify risks to plans and operations and develop contingency plans
- ☐ Implement new and upgrade existing business systems, including finance, payroll, rentals management, maintenance
- ☐ Update Policies and Procedures
- ☐ Implement a formal mentoring and coaching program
- ☐ Implement professional growth plans
- ☐ Upgrade employees' technical skills
- ☐ Create opportunities for positive interactions with other groups and within our division
- ☐ Improve communication with all internal and external stakeholders
- ☐ Continue to effectively represent the district perspective to provincial government on business related initiatives



Business Leadership Contacts

Flavia Coughlan
Secretary Treasurer
604 466 6225

Karen Yoxall
Executive Assistant to
Secretary Treasurer &
Board of Education
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Alexandra Tudose
Manager Energy and
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Accounting Manager
604 466 6272

Kim Hall
Budget Manager
604 466 6212

Paul Harrison
Manager Purchasing and
Transportation
604 466 6236

Rick Delorme
Director of Facilities
604 466 6154

John Hayer
Manager Custodial and
Community Rentals
604 466 6158

Jim Pasquill
Manager Maintenance
604 466 6155

Getting to excellence by:

- Improving the way we communicate with others
- Engaging our employees
- Leveraging technology to drive efficiencies

"It's not about running faster. It's really about changing how you run."

Operational Plan 2014-2017

INITIATIVE	CURRENT STATUS	NEXT STEPS
Finalize and implement the Strategic Facilities Plan	<ul style="list-style-type: none"> Facilities Review Completed April 2014 Facilities Planning Public Engagement April – October 2015 Strategic Facilities Plan Completed October 2015 2015/16 Capital Plan submitted to the Ministry of Education - October 2015 	<ul style="list-style-type: none"> Implement Strategic Facilities Plan recommendations
Develop and implement a district wide energy management action plan	<ul style="list-style-type: none"> BC Hydro partially funded Energy Manager – January 2015 Energy Management Plan adopted by the Board March 2015 Restricted Capital Reserve use for Energy Management Plan funding approved by MOE 	<ul style="list-style-type: none"> Upgrade all SD42 facilities by 2019 Achieve 30% consumption reduction target by 2019 Maintain BC Hydro support Provide annual updates to MOE and Board Implement Energy Management Plan Provide Energy Management education Support integration of Sustainability in educational programs Continue to pursue energy conservation incentive grants
Ensure through budget reviews and the annual budget process the allocation of sufficient resources (people, time and budget) to support strategic initiatives	<ul style="list-style-type: none"> Balanced budget 2015/16 adopted May 2015 Administrative Savings 2015/16 and 2016/17 adopted April 2015 	<ul style="list-style-type: none"> Departmental Budget reviews 2016/17 Budget Process Finance staff to meet with departments on a regular basis to ensure that budgets support strategic goals and objectives and that actual spending matches budget allocations
Design and implement online forms and approvals	<ul style="list-style-type: none"> Designed and Implemented Pro-D approval form Implemented an online purchasing card log 	<ul style="list-style-type: none"> Review and update all business forms Implement online Employee Expense Web online Implement online purchase requisitions Implement new purchasing card reconciliation system Review rental agreement forms and contracts
Create, roll-out and maintain training and procedure manuals for all departments	<ul style="list-style-type: none"> Finance 101 training for Principals and VPs Payroll – Procedure Manual School Budget Reference Manual for 2015/16 	<ul style="list-style-type: none"> School Accounting Best Practices Manual Maintenance Policy Manual
Clearly identify risks to plans and operations and develop contingency plans	<ul style="list-style-type: none"> Budget planning process 2015/16 	<ul style="list-style-type: none"> Business records security review Budget planning process Updating Asbestos Program Emergency Preparedness: <ul style="list-style-type: none"> » Set up and distribute emergency radios » Emergency Generator for DEO
Implement new and upgrade existing business systems, including finance, payroll, rentals management, maintenance	<ul style="list-style-type: none"> Completed the reimplementation of SRB finance, payroll and HR Implementation of International Education student information system (True North) 	<ul style="list-style-type: none"> Procure and implement rentals management software Implement new SRB modules: employee expenses, web requisition, budget planning, receivable report writer

Continued on next page...

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

BUSINESS DIVISION OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan 2014-2017

INITIATIVE	CURRENT STATUS	NEXT STEPS
Update Policies and Procedures	<ul style="list-style-type: none"> 4203 Budget Planning and Reporting (Nov 12, 2014) 5400 Student Transportation (Amended April 29, 2015) 6425 School Size (October 29, 2014) 6530 Environmental Sustainability (April 8, 2015) 6801 School Closures (October 29, 2014) 9200 School Catchment Areas and Student Placement (October 29, 2014) 9601 Anaphylaxis (October 29, 2014) 	<ul style="list-style-type: none"> Ensure that policies and procedures are development or reviewed in accordance with the Board Policy Development Committee Work Plan
Implement a formal mentoring and coaching program		<ul style="list-style-type: none"> Establish need, model and roll out
Implement professional growth plans		<ul style="list-style-type: none"> Establish model and roll out
Upgrade employees' technical skills	<ul style="list-style-type: none"> All business division office staff enrolled in the Microsoft Academy Adobe Training BCASBO Leadership Program EFMA Leadership Program Custodial Pro-D Energy Management custodial training Conservation education 	<ul style="list-style-type: none"> Continue Microsoft Academy BCASBO Leadership Program EFMA Leadership Program Trades and Custodial Pro-D Attend relevant conferences (e.g. SRB, BCASBO, EFMA, CEFPI)
Create opportunities for positive interactions with other groups and within our division	<ul style="list-style-type: none"> Training sessions for P/VP and managers 	<ul style="list-style-type: none"> First Annual SD 42 Energy Challenge Cup – October 2015 BC Hydro Schools Program Attendance at Principals Meetings Regular site visits by Maintenance School Accounting Committee
Improve communication with all internal and external stakeholders	<ul style="list-style-type: none"> Public and stakeholder engagement – Budget, Facilities Planning, Transportation School Budget Reference Manual Quarterly Energy Management presentations to Senior Staff Enhanced website presence for business departments 	<ul style="list-style-type: none"> Regular departmental meetings Offer targeted ProD sessions Report departmental activities to senior team and the Board Quarterly Energy Management presentations to Senior Staff Maintain relevant online presence
Continue to effectively represent the district perspective to provincial government on business related initiatives	<ul style="list-style-type: none"> ST member of: BCASBO Executive; MOE Technical Review Committee, MOE Accounting Advisory Committee, MOE Accountability Framework Review Committee; and Chair of Procurement Steering Committee Director of Facilities member of EFMA executive Meetings with Deputy Minister and Assistant Deputy Ministers 	<ul style="list-style-type: none"> Continue BCASBO involvement Continue EFMA involvement Continue relationship with BC Hydro and Fortis BC Continue to build relationships with municipalities

Background

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

Operational Plan

Our vision is to maintain stable technology resources and services; continually explore and effectively implement new technologies and online services that will enhance teaching and learning; and improve the effectiveness of support services.

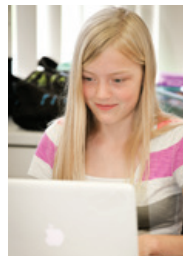
Key Strategies

- Provide strategic direction regarding information management practices within SD42
- Support educational initiatives for student learning
- Coordinate the implementation of effective and efficient information management practices within the district
- Work with all education stakeholders to continue to support innovative instructional practices
- Interpret the needs, wants and desires of district IT service users, and translate those into priority IT initiatives
- Ensure that IT policies and investments are aligned with educational and business priorities across the school district
- Fully leverage current information technology investments
- Maintain data integrity within the school district
- Oversee security and data management in accordance with applicable legislation and Board policies

Operational Plan 2014-2017

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

- ☐ Educate district staff on existing IT initiatives and processes by offering learning sessions and promoting the IT website and knowledge base
- ☐ Implement local cloud-based home folders and My Sites for SD42 staff by upgrading to SharePoint 2013
- ☐ Increase system stability, enhance staff experience with mobile devices, and effectively integrate telephony with our infrastructure by upgrading to Exchange and Lync 2013
- ☐ Maintain and enhance our online helpdesk and knowledge base to provide enhanced support to our user community
- ☐ Facilitate the deployment of cloud-based applications to support student learning
- ☐ Deploy latest technologies in the classroom to support teaching and learning
- ☐ Upgrade IT infrastructure in order to maintain a stable wired and wireless network, VOIP telephony, server infrastructure
- ☐ Deploy projects that enhance the efficiency of district support services
- ☐ Continue the support and improvement for the Parent Portal Project
- ☐ Actively move toward digital learning resources for students.



Information Technology Leadership Team

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Systems Analyst
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Systems Analyst
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Matthew Williams
Systems Analyst
604 466 6288

Getting to excellence by:

- Working with our teaching community to better support new learning methodologies
- Efficiently using our IT resources and expertise
- Finding the right partnership between technology and teaching and learning
- Improving communication between IT and our school district communities

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

INFORMATION TECHNOLOGY DIVISION OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan 2014-2017

INITIATIVE	CURRENT STATUS	NEXT STEPS
Educate district staff on existing IT initiatives and processes by offering learning sessions and promoting the IT website and knowledge base	<ul style="list-style-type: none"> Apple and Microsoft workshop at schools. Extensive parent portal training by IT staff. Constantly updating IT website to reflect latest district technology deployment. 	<ul style="list-style-type: none"> Involve IT staff in day-to-day technology training at the school/class level. Proactive approach to training with every project that IT sponsor/enroll.
Implement local cloud-based home folders and My Sites for SD42 staff by upgrading to SharePoint 2013	<ul style="list-style-type: none"> IEP (SSS), and ABED support SharePoint site were migrated to SharePoint 2013. 70% of staff are enrolled with SharePoint. Home folders access is done through SharePoint OneDrive 2013. 	<ul style="list-style-type: none"> Drive the utilization of OneDrive with school based training sessions. Train staff to utilize the My Site websites to promote and deliver educational materials. Pro-D site to be migrated by Dec 2015.
Increase system stability, enhance staff experience with mobile devices, and effectively integrate telephony with our infrastructure by upgrading to Exchange and Lync 2013	<ul style="list-style-type: none"> Completed the implementation of Lync 2013 and Exchange 2013. All staff mailboxes are migrated to Exchange 2013. 3 secondary and 3 elementary schools are converted to the Lync 2013 phone system. 	<ul style="list-style-type: none"> Continuous conversion of legacy phone systems to Lync 2013. Adopt SIP trunking to phase out traditional phone lines.
Maintain and enhance our online HelpDesk and knowledge base to provide enhanced support to our user community	<ul style="list-style-type: none"> Website and Knowledge Base are kept up-to-date. HelpDesk and IT staff refer staff to the IT website for installation instructions, latest IT information, and announcements. 	<ul style="list-style-type: none"> Continue the push toward a self-help model.
Facilitate the deployment of cloud-based applications to support student learning	<ul style="list-style-type: none"> Deployed Office 365 for students. Deployed Google Drive for students - Oct 2015. 	<ul style="list-style-type: none"> Staff and students landing page. Each group will be presented with the online resources available to them. Collaboration Site for teachers. This site will encourage collaboration and sharing of educational materials among teachers.
Deploy latest technologies in the classroom to support teaching and learning	<ul style="list-style-type: none"> 500 Laptops/Surfaces upgrade cycle completed. Continuous deployment of technology such as smartboard, projectors, document cameras to support teaching and learning. 	<ul style="list-style-type: none"> Create a collaboration website for our teachers to share resources and to foster collaboration.
Upgrade IT infrastructure in order to maintain a stable wired and wireless network, VOIP telephony, server infrastructure	<ul style="list-style-type: none"> Transition to Next Generation Network is completed. 500 Wireless Access Point deployment throughout. We are approaching one Access Point per class to accommodate for the density needed for our programs. 	<ul style="list-style-type: none"> Upgrade all of our School servers (30 servers). Upgrade our SAN deployment. Replace aging school telephone systems (3 to 4 schools each year).
Deploy projects that enhance the efficiency of district support services	<ul style="list-style-type: none"> Deployment of PrintFit printing management system to reduce cost. Initial rollout is complete. Implemented International Education student information system (True North). Project Managed SRB deployment. 	<ul style="list-style-type: none"> Deploy the PrintFit Management software to secondary schools by Dec 2015. Deploy PrintFit Management Software to elementary schools by end of July 2016. Help with managing the deployment of additional SRB tools and modules.
Continue the support and improvement for the Parent Portal Project	<ul style="list-style-type: none"> Development and implementation of student transportation Parent Portal Module. Development of International Education Parent Portal module. Due date is Oct 30. 	<ul style="list-style-type: none"> Re-deploy our Policy Portal Module to better serve our district. Review IT budgets to ensure it is properly resourced to maintain, support and further enhance the Parent Portal.

Continued on next page...

Operational Plan 2014-2017

INITIATIVE	CURRENT STATUS	NEXT STEPS
Actively move toward digital learning resources for students.	<ul style="list-style-type: none"> Added additional educational videos to the Helix Video Streaming Server. Continued to explore how digital resources could be "pushed" to student owned devices through our MDM software. 	<ul style="list-style-type: none"> Continue to work with teacher librarians to enhance the Helix library of educational resources. Work with secondary Schools librarians to transform secondary libraries to the learning Commons model. Continue to work toward a BYOD model with alignment of digital resources offered through our MDM, Apple App Store, Google Android Store and the Microsoft App Store.
Data management and security assessment/implementation project	<ul style="list-style-type: none"> Initiated the electronic records security review 	<ul style="list-style-type: none"> Review, create and implement internal IT procedures to preserve SD42 electronic records. Train SD42 users on proper storage and management of SD42 electronic records. Create and implement electronic records retention/archiving plans based on provincial and district guidelines. Create and implement technology asset management procedure. Complete a records security assessment and support the implementation of recommended improvements.
Guide the implementation of the new student information system	<ul style="list-style-type: none"> MyEdBC implementation plan created in consultation with CUPE and MRTA representatives. MyEdBC Teacher Committee - provided feedback on the implementation of the new system School Counsellor training for data verification, course section creation and maintenance. - completed June 2015. School clerical training - completed September 2015. Teacher training on system fundamentals - completed October 2015. 	<ul style="list-style-type: none"> Specialized training sessions for clerical regarding TRAX, Ministry 1701, school setup and timetable building are ongoing. The MyEdBC Teacher Committee will continue to meet throughout 2015-16 to provide feedback on this initiative. The final teacher training sessions will occur in early 2016 and include MyEdBC Family Portal training. Secondary timetabling training will occur in the spring of 2016. After school MyEdBC Wonder Wednesdays events occur weekly and allow teachers to get one-on-one support and learn more about many of the advanced features of the new student information system.

Background

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

Operational Plan

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

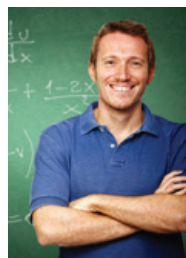
Key Strategies

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

Operational Plan 2014-2017

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

- ☐ Develop an organizational Human Resource strategy that aligns with the Board's strategic plan
- ☐ Promote joint initiatives, agreements and collaborative problem-solving with our partner groups
- ☐ Develop leading practices in the recruitment, retention, and recognition of outstanding staff
- ☐ Improve processes and maximize the power of technology to deliver HR services
- ☐ Identify metrics and benchmarks to measure HR operational efficiency and effectiveness, and to identify areas for improvement
- ☐ Review existing orientation programs and implement changes to promote a "one team" approach to welcome and onboard new staff to our school district
- ☐ Continue to grow our HR expertise within our Human Resources department and within our school district leaders



Human Resources Department Contacts

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Getting to excellence by:

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

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

HUMAN RESOURCES DEPARTMENT OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan 2014-2017

INITIATIVE	CURRENT STATUS	NEXT STEPS
Promote joint initiatives, agreements and collaborative problem-solving with our partner groups	<ul style="list-style-type: none"> Entered into mid-contract modification and letter of agreements with the unions to reach agreement on a variety of issues, including the following: <ul style="list-style-type: none"> developed positions of special responsibility to support the MyEdBC initiative; modified for one year our collective agreement language specific to school calendars to support the proposed school calendar for the 2015-16 school year; developed mutual agreement to provide Riverside with evening teacher in charge coverage provided additional mentoring pro-d and orientation for new TTOCs; entered into agreement to bring the stipend for Occupational Therapists in line with other itinerant groups; engaged with CUPE to adjust green-circled staff to their job rate; adjusted sick leave accruals issues for both CUPE & MRTA; trialled a four day work week for Trades staff during the summer; extended the trial of the Custodial 12 month work schedule for Custodians. 	<ul style="list-style-type: none"> Engage with partner groups on new service provider for the Employee Assistance Program (September 2015) Plan and implement a joint initiative with the MRTA to support employee wellness by offering a series of "Living with Balance" workshops for staff (February 2016 to April 2016) Finalize drafting of new CUPE and MRTA collective agreements (October 2015) Apply Human Rights exemption for Aboriginal Resource Teacher positions Negotiate Ministry's curriculum training dates with MRTA
Develop leading practices in the recruitment, retention and recognition of outstanding staff	<ul style="list-style-type: none"> Revised Employment Application Forms with a FOIPPA lens and streamlined the application to one form for all positions (June 2015) Contracted former principals to assist with selection processes for school based positions to ensure consistency when hiring best candidates during hiring process Revised casual offer of employment letter template for support staff (October 2015) 	<ul style="list-style-type: none"> PVP & Exempt Compensation (TBD) Develop and implement new posting template (November 2015) Review advertisement templates (February 2016) Participate in career fairs & recruitment initiatives at universities; provide opportunities for practicum placements for teachers and education assistant positions Audit interview questions and assessments, adopt best practices where necessary
Improve processes and maximize the power of technology to deliver HR services	<ul style="list-style-type: none"> In collaboration with Payroll and Finance, SRB HR information system reinstalled (Jan 2015) Implemented Leave Management Web module for Teaching and Support Staff employees (March 2015) 	<ul style="list-style-type: none"> Implemented new SRB modules – Staff Notification & Staff Requisition Web (by the end of 2015) Implement Leave Management Web module for Principals, Vice Principals & Exempt Employees (by the end of 2015) Coordinate integration of Leave Management Web to Finance's invoicing interface for external billing (Spring 2016) Continue to scan HR records to archive electronically for efficient and effective access to historical information - ongoing Align grievance management process with the Employment Practices Liability Program requirements (September 2015) Better coordination TTOC usage for school based and district wide events through the utilization of the Dispatch TTOC Calendar as a planning resource (October 2015) Review SRB Dashboard module for attendance management tracking at a glance

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MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

HUMAN RESOURCES DEPARTMENT OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan 2014-2017

INITIATIVE	CURRENT STATUS	NEXT STEPS
Identify metrics and benchmarks to measure HR operational efficiency and effectiveness, and to identify areas for improvement	<ul style="list-style-type: none"> Developed HR metrics and presented to Senior Team, Board of Trustees, Partner Groups to provide overview of the District's attendance, resignation, retirement, safety and grievance statistics Developed training to proactively support staff where high injury rates occur (April 2015) Revised and implemented District Medical Certificate form in consultation with Partner Groups (May 2015) 	<ul style="list-style-type: none"> Special Purpose Grant – Attendance & Wellness support (Spring 2016) HR Procedure Manual (Spring 2016) Implement New WHMIS Program Training (Fall 2015) Implement streamlined process to address float unavailability issues
Review existing orientation programs and implement change to promote a "one team" approach to welcome and onboard new staff to our school district	<ul style="list-style-type: none"> Phase I – developed mandatory new employee orientation sessions for all new staff (May 2015) Expanded TTOC orientation from a half day to a full day to include teacher mentoring Updated and implement the TTOC Handbook in collaboration with the MRTA 	<ul style="list-style-type: none"> Phase II – develop a consistent school based orientation for welcoming new staff into schools
Continue to grow HR expertise within our Human Resources department and within our school district leaders	<ul style="list-style-type: none"> Recruited for and appointed an HR Assistant position Developed training plans to orient new HR Assistant into the role Hosted special topics meetings to support growth in managing people for our district leaders SRB Conference Fall 2015 – Rebecca & Shawna Provided new VPs with an education session on the CUPE contract (October 2015) 	<ul style="list-style-type: none"> Arbitration & HR Policy Workshop Develop job profiles for Principal and Vice Principal positions (Spring 2016) Organize & host Special Topics sessions for Administrators & Managers to support growth in leading and managing staff (2015/16) Document timeline of HR Cycle and individual responsibilities
Develop an organizational Human Resource strategy that aligns with the Board's strategic plan		<ul style="list-style-type: none"> Map out HR Strategy process Fall 2016
Support Education and Business Services initiatives	<ul style="list-style-type: none"> Established yearly planning cycle for support staff learning opportunities during Non-Instructional days in collaboration with CUPE identifying job specific training for all support staff workgroups Developed a clerical handbook with clerical staff to provide for consistency with school office processes Established Emergency Preparedness focus group with DPAC Participated in the custodial valuing committee to identify initiatives to support custodians with the work they do in a meaningful way 	<ul style="list-style-type: none"> Emergency Preparedness refresher training for Senior Team and schools Finalize clerical handbook Evolve the Custodial Valuing committee into a broader "culture committee" for all staff Review TTOC booking caps for school or district based initiatives and implement trial (October 2015) Develop clerical MS Office training certification process
Update District Policies and Procedures (HR/Staff Related)		<ul style="list-style-type: none"> Accessing private information while working out of the Workplace (November 2015) Existing HR related District policies to be reviewed and feedback provided to Flavia per Board Policy Development Committee Work Plan
Conduct Performance Planning and Coaching with HR staff	<ul style="list-style-type: none"> Met with a portion of the HR staff to identify and recognize their contributions and strengths as well as identify areas of growth and training plans to support their individual professional growth 	<ul style="list-style-type: none"> Continue to meet with HR staff to review performance and plan for professional growth opportunities Plan for opportunities for HR staff to develop and grow within their own roles to increase individual capacity and competency

To: **Board of Education**

From: Superintendent
Sylvia Russell

Re: **GRADUATED ADULTS UPDATE**

Date: November 18, 2015
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

In a previous report to the Board of Education dated February 11, 2015, trustees were briefed on the changes to funding for Graduated Adults that were to take effect May 1, 2015. As stated in the report dated February 11th, 2015 the change implemented by the Ministry of Education was as follows:

"Effective May 1, 2015, the Ministry of Education will only provide funding to school districts for graduated adults enrolled in Foundation courses that were part of the Education Guarantee. School districts cannot charge graduated adults tuition or fees for any courses that are funded under the Education Guarantee, however courses no longer funded by the guarantee may be charged for. Furthermore, there will be no change in funding for adults who have not yet graduated as under the *School Act* they cannot be charged tuition fees for courses."

Enrolment for graduated adults is reported to the Ministry of Education in the enrolment counts for September, February and May of each year (1701 data collection). The funding of \$4,430 per full time equivalent graduated adult student is provided by the Ministry in two stages: 50 percent of course funding is based on eligible enrolments reported through 1701 data collection and 50 percent of course funding is based on course completions reported through SADE data collection. The Ministry defines completion in these courses as a minimum of 65% of the course work and receipt of a final grade.

At the time of the February 2015 report there were 132 students enrolled in courses funded under the education guarantee. The full time equivalent for funding purposes for these students was 21.875 FTE.

The School Act sets out a process for the setting of fees for school aged students only. Course fees for adults are determined by comparing fees charged by neighboring school districts based on similar course offerings. The School Act has a requirement for a financial hardship policy for "school aged" students. This is not required for adult students. Additionally, StudentAidBC does not designate School Districts offering high school courses as 'designated institutions' and, therefore, the school district cannot administer the StudentAidBC program.

For 2015/16, course fees have been set at \$500 per course plus a refundable textbook deposit or workbook fee if applicable. Academic advisors, in consultation with the Principal at Riverside Centre, offer a full range of payment options including installments on a weekly, biweekly or monthly basis.

Presently, SD 42 Continuing Education and CLC (distributed learning) continues to offer a full range of High School upgrade and Foundations classes at Riverside Centre, Fraser

Regional Correctional Centre and Alouette Correctional Centre for Women. There are 74 Graduated Adults presently attending all three locations. As well, there are 91 Graduated adults presently taking academic courses with CLC. Of the total number of Graduated Adult students registered in CE (74) and CLC (91), 81 are fee paying adults and not funded by the Ministry. The Ministry of Education funded graduated adult estimated enrolment for 2015/16 was 6.5 FTE and the actual full time equivalent as reported on the September 2015 enrolment count is 13.75 FTE.

RECOMMENDATION:

THAT the Board receive the Graduated Adults Update for information.

**ITEM 12****To: Board of Education****From:** Superintendent of Schools
Sylvia Russell**Re: DISTRICT CLASS SIZE REPORT****Date:** November 18, 2015
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

The District Class Size Report was recently submitted to the Ministry of Education. The number of classes which exceed 30 in the district is noted in the report. The Class Size and Compensation Regulation stipulates that some classes are not subject to the 30 student limit. These classes include: Music, Band, Choir, Planning 10, Leadership and Drama. There are 27 classes in our secondary schools which exceed 30 and which are not subject to the 30 student limit. There are 35 classes in our secondary schools which exceed 30, and, as stipulated in the Class Size and Compensation Regulation, compensation will be paid to the teachers of those classes monthly if this situation persists.

This year, our district Class Size report adheres to the definition of a class stipulated in the *School Act* and Regulation: "class means a group of students scheduled to be together at least twice a week with a teacher for the purposes of engaging in an education program".

	District Average Class Size				Number of reported class sizes in the district with > 30
	K	1-3	4-7	8-12	
2015-16	19.9	22.2	26.7	25.8	62
2014-15	20.1	22.0	26.5	23.7	89
2013-14	19.3	21.5	26.0	22.1	47
2012-13	18.2	20.3	25.5	23.1	27
2011-12	18.3	20.3	26.3	25.9	171

RECOMMENDATION:

THAT the Board receive the District Class Size Report for information.



ITEM 13

To: **Board of Education**

From: Superintendent
Sylvia Russell

Re: **SUPERINTENDENT'S UPDATE**

Date: November 18, 2015
(Public Board Meeting)

Information

RECOMMENDATION:

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



ITEM 14

To: **Board of Education**

From: Board Policy Development Committee

Re: **INFORMATION TECHNOLOGY POLICY AND PROCEDURE**

Date: November 18, 2015
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

On January 29, 2014 the Board adopted Policy 5780: Information Technology and Communication Systems – Appropriate Use Policy. The policy was amended as attached to include references to the Freedom of Information and Protection of Privacy Act (FOIPPA) and the procedures associated with this policy. (Attachment A)

The attached Procedure 5780.2: Protection of School District Records When Working Away from the Workplace was developed to guide staff on the secure use of school district data when working away from the workplace. (Attachment B)

The Information Technology Department will work with all users of school district provided technology to ensure understanding of this procedure and of the services available to support staff in the implementation of this procedure.

RECOMMENDATION:

THAT the Board receive for information the following policy and procedure:

5780: Information Technology and Communication Systems – Appropriate Use Policy

5780.2: Protection of School District Records When Working Away from the Workplace Procedure

Attachments

SD 42 POLICY: 5780



Information Technology and Communication Systems - Appropriate Use Policy

The Board recognizes the importance of information technology hardware, software and related infrastructure as part of the District's operations, and recognizes the increasing importance of technology tools as a part of the classroom and curriculum. The Board provides on-line systems and on-line resources (information communication technology systems or "ICTS") in supporting the delivery of educational programs and the business operations of the District. On-line resources include all material that is accessed through a District computer or via the District telecommunications network through a personal device.

The Board is committed, within available resources, to providing accessible, reliable and secure on-line systems and resources to students, staff and approved guests for the purpose of learning, teaching, and management and administration of District operations.

Conditions of Use

All Board policies, procedures, guidelines and codes of conduct apply to those using online systems and resources provided by or on behalf of the District and all users are expected to comply with them and any applicable laws and restrictions that the Board establishes.

Users may use the ICTS for Incidental Personal Use, provided such use is not characterized as misconduct or does not violate any provision in this policy or any other policy of the Board.

Users are responsible for all activities carried out through their user accounts. All activities must be professional, respectful and factual.

Users bear the sole responsibility for the material they choose to access, send or display. Users should be aware that IT technology automatically generates a record of use including date, time and type of access.

Users will not engage in any activities harmful to the ICTS, such as disrupting services, intentionally damaging equipment, software or data belonging to the Board or other users.

Users will respect the privacy of others and not tamper with, open or read other users' files, passwords, and/or accounts.

Users will not use the ICTS to view or display material that contravenes District policy, the BC Human Rights Act, Criminal Code, Freedom of Information and Protection of Privacy Act (FOIPPA) or any other Federal or Provincial law including but not limited to material such as sexually explicit material, obscene or lewd material, or material promoting hate towards individuals or groups based on colour, race, religion, sex, sexual orientation, and ethnic origin or place of origin, unless for Authorized Academic Purposes.

The Superintendent or designate may from time to time exempt a user or department from compliance with this policy where a valid business reason exists.

Any breach violation of this policy and associated procedures may result in disciplinary action up to and including termination of employment.

The Board recognizes the great potential social networking services may provide to enhance education, communication, and learning. However, we also recognize the potential dangers of such services if used inappropriately.

The authority to develop, communicate and implement Social Media Guidelines procedures related to this policy is delegated to the Superintendent.

APPROVED: January 29, 2014

AMENDED:



SD 42 PROCEDURE: 5780.2

PROTECTION OF SCHOOL DISTRICT RECORDS WHEN WORKING AWAY FROM THE WORKPLACE

A. Introduction / Purpose

The Board of Education of School District No. 42 (Maple Ridge - Pitt Meadows) ("School District") recognizes that there may be circumstances in which it is necessary or reasonable for employees to perform employment responsibilities from locations outside of their assigned workplace. However, where the performance of such responsibilities requires employees to access or use personal information about students, staff, parents or other individuals from outside of the workplace or confidential information of the School District, this poses increased risks to the security, privacy and confidentiality of this information.

The purpose of this Procedure is to establish consistent and appropriate standards with respect to the use of remote technology by employees to access or store personal information related to School District operations and to any other access, storage or removal of records containing personal or confidential information outside of the Workplace.

B. Definitions

"Act" means the *Freedom of Information and Protection of Privacy Act*, and regulations thereto, as amended from time to time;

"Confidential Information" means all records containing information about the School District that is not generally known, used or available to the public;

"Information Security Classification System" means a framework for classifying data adopted by the School District from time to time;

"Information Technology Department" means the School District's Information Technology Department;

"Mobile Storage Devices" means any portable electronic device that is used to store Personal Information, including lap top computers, flash drives, USB drives, external hard drives, smart phones and other similar devices;

"Personal Information" means "personal information" as defined in the Act that Staff obtain or access in connection with their employment or engagement. The Act defines "personal information" as any information pertaining to an identifiable individual, excluding business contact information;

"Sensitive Personal Information" means Personal Information pertaining to: a student's educational performance; any person's medical or mental health or treatment; educational or employment history or discipline records; financial and identity information (social insurance number, date of birth, driver's license number), and any other categories of information the inadvertent

disclosure of which may give rise to a reasonable prospect of harm to the individual about whom the information pertains or information that has otherwise been designated as sensitive or requiring higher levels of security in accordance with the School District's Information Security Classification System;

"Records" has the meaning set out in the Act, including all paper records, electronic records, photographs, recordings, or any other media or device upon which Confidential Information and/or Personal Information is recorded or stored;

"Manager" means the principal, manager or other supervisor who is responsible for the management of the operation or administration of a Workplace;

"Staff" means the employees of the School District, and includes trustees and any independent contractors who have access to Personal Information in the course of carrying out their employment or contracted responsibilities;

"Systems" means the electronic information management system or network maintained and operated by the School District for the purpose of storing and managing information collected, used or retained by it for the purposes of carrying out its duties and responsibilities as a Board of Education under the *School Act* (BC);

"Workplace" or **"Worksite"** means the school, office or other School District owned or operated site(s) at which the member of Staff ordinarily carries out his/her employment responsibilities.

C. General Principles

- The School District recognizes that Staff may from time to time carry out work related tasks outside of school hours and from locations outside of the Workplace. Staff are expected to follow these procedures to ensure that they take reasonable precautions to ensure that such activities do not give rise to preventable risks of breaches of privacy occurring.
- All Staff should be aware that the removal of school district records from the Workplace gives rise to risks that such information may be lost, stolen or accessed by unauthorized persons. Before materials containing Personal Information or Confidential Information are removed from the Workplace, Staff should consider:
 - The purpose for doing so and whether the purpose could be achieved without taking such materials out of the Workplace;
 - The safeguards that are in place to protect the information from unauthorized access, loss or theft;
 - The sensitivity of the information involved.
- If it is necessary for Staff to remove school district records from the Worksite, only the minimum amount of confidential and/or personal information required should be removed.
- If school district records are removed from the Workplace, Staff members should be conscious of what has been removed, and in appropriate cases, it may even be prudent for Staff members to maintain a written record or inventory of what has been removed.

- Staff are expected, wherever possible, to access school district records through the secure use of the Systems rather than by saving such information to Mobile Storage Devices, where it is prone to loss or theft or other unauthorized access.
- Staff shall comply with the directives and standards issued from time to time by the Information Technology Department regarding the secure access and storage of school district records on Mobile Storage Devices and other devices, including in respect of the creation of secure passwords, encryption, storage and destruction.
- The Information Technology Department shall review on at least an annual basis the information security systems in use within the School District to ensure that school district records are protected from loss, theft and unauthorized access, use or disclosure.
- The Manager at each Workplace shall review this Procedure with all members of Staff at the commencement of each school year.

D. Physical Records

- Consideration should be given to whether copies rather than original records should be used if they are to be removed from the Workplace.
- Records removed from the Worksite should remain in the possession of the Staff member with the care and control of them, and should not be left unattended in a public location (including a parked vehicle). When not in the actual possession of the Staff member, they should be maintained in a secure location (e.g. a locked office or drawer within the Staff member's home with limited access by persons other than the Staff member).
- It is important that Staff members are conscious of any physical Records that they remove from the Workplace, and ensure that they are returned to the Workplace in a timely way.
- Upon returning to the office, Staff shall return original records to their original storage place as soon as possible and destroy copies securely.

E. Mobile Storage Devices

- All Staff should be conscious that Mobile Storage Devices can be easily lost, stolen or misplaced. The storage of school district records on such devices therefore gives rise to an increased risk of harm and unauthorized access to Confidential and/or Personal Information.
- Mobile Storage Devices must be kept physically secure at all times, including by ensuring they are never left unattended in public locations (including a parked vehicle).
- Mobile Storage Devices should ordinarily be kept in the physical possession of the Staff member having their care and control, and when not directly in that person's possession, should be stored in a secure location (e.g. locked office or drawer in the Staff member's home) access to which is limited to the Staff member.
- All Mobile Storage Devices that are used to store school district records, including laptops, flash drives, external hard drives, smart phones and other such technologies, must be protected at all times through the use of a secure password and, where possible, through the use of encryption.

- Mobile Storage Devices containing school district records should not be shared with others, including family members or friends.
- All files containing Confidential and/or Personal Information that are saved to a Mobile Storage Device must be encrypted.
- Files containing Sensitive Personal Information should not be saved to a Mobile Storage Device except as necessary to fulfill a specific identified purpose, and should be permanently deleted from the Mobile Storage Device once that purpose has been satisfied.
- Staff are expected to refrain generally from viewing Confidential and/or Personal Information on a Mobile Storage Device within public places, but if it is necessary to do so, Staff should ensure that the information cannot be viewed by unauthorized parties by taking appropriate precautions.

F. Remote Access to Systems and Email

- Staff may not use personal email accounts as a means of transferring school district records containing Confidential and/or Personal Information.
- Where Personal Information is transferred by facsimile, Staff members shall ensure that any facsimile machine used to transmit the information is not in a public place and that access to it is limited. In the event that non-School District personnel have access to such machines, the Staff member shall ensure that any images of the documents transmitted that may be stored by the machine are permanently and securely destroyed.
- The School District maintains Systems through which Staff may be granted access privileges permitting remote access to school district records. All Staff members with such privileges shall comply with the directives issued from time to time by the Information Technology Department concerning securely accessing and using the Systems.
- Staff wishing to utilize school district Systems at home should only do so using secure devices issued by the Information Technology Department.
- At a minimum Staff members using the Systems, shall ensure that they:
 - log off the Systems or shut down computers when not in use;
 - follow the Information Technology Department defined protocol(s) for accessing the school district Systems through unsecured WiFi networks;
 - set an automatic logoff to run after a minimum period of idleness;
 - do not share the password for the Systems with any other person, including coworkers.
- Staff members may not save any files containing school district collected Personal Information to their home or personal computers.

G. Loss, Theft and Unauthorized Access

All Staff members are responsible to immediately make a report to the IT Help Desk in the event that they become aware of any loss, theft or other unauthorized access to school district records.

RECEIVED FOR INFORMATION:



ITEM 15

To: **Board of Education**

From: Roundtable with Partners

Re: **MINUTES OF NOVEMBER 4, 2015**
MEETING

Date: November 18, 2015
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Minutes of the November 4, 2015 Roundtable with Partners Meeting be received as circulated.

Attachment

**MINUTES OF THE
ROUNDTABLE WITH PARTNER GROUPS MEETING
Wednesday, November 4, 2015 (9:00 AM)
DEO Board Room**

IN ATTENDANCE:

BOARD MEMBERS:

Trustee – Ken Clarkson
Trustee – Susan Carr
Trustee – Mike Murray

STAFF:

Superintendent – Sylvia Russell
Secretary Treasurer – Flavia Coughlan
Director of Instruction– Shannon Derinzy

PARTNER GROUPS

CUPE - Susanne Bonny, Karen Kuxhouse
DSAC –Courtney C, Josh N, Sangheta, Nicole Neggers, Steve Wiebe
DPAC - Kim Dumore
MRPVA – Cathie Watkins
MRTA - Todd Patrick, George Serra

1. Call to Order

The meeting was called to order at 9:00 p.m. The Chairperson welcomed and thanked everyone for attending.

2. Approval of Agenda

The Chairperson asked if there were any items to be added to the agenda and was amended to include discussion regarding the school district budget and budget process for the upcoming year.

3. Student Involvement and Participation in School District Decision Making

The Superintendent asked participants to consider meaningful student involvement in decision making by answering three questions:

- a) List possible ways to include student voice in school district decision making
- b) List some positive results we can expect from more student involvement in school district decision making
- c) List some positive detractors from involving students in school district decision making

Participants provided suggestions for ways to engage students. Suggestions included: online surveys, creating a "Student Portal" for DSAC to survey all students, use of TWITTER and Instagram, use of social media as a survey tool, school staff members designated to collect feedback from students, student forums.

It was noted that meaningful involvement takes time and requires that participants are informed before they are asked for an opinion. Participants cautioned that student voice must be representative and that student representatives need to consult with other students before participating in discussions as student representatives.

The participants discussed the need for further discussions regarding Board topics that students would be interested in. It was noted that it is important to have authentic student involvement in decision making.

It was noted that the role of student trustee must be clearly defined and that effective representation of school district students is required.

Student Trustee Presentation by DSAC Students

DSAC students presented to the group their findings related to Student Trustees in other provinces and in other BC school districts.

In British Columbia there are currently two school districts with student trustees: Vancouver and Sunshine Coast. Student trustees attend committee meetings, public Board meetings and DSAC meetings. In both school districts students are elected to DSAC and DSAC elects the student trustee.

Based on the research conducted and discussions at DSAC table the students proposed that for the first year two grade 12 students share the role of student trustee in SD42.

The participants discussed the proposed student trustee proposal and were generally supportive of creating a clearly defined role for student voice in school district decision making. Questions were raised regarding democratic election of student representatives, continuity in the role and Grade 11 students were suggested as a better fit for the role. Participants cautioned against bringing children in the political arena and the conflict it creates with the Board policy of no political activity in schools.

The group was supportive of the idea of a student trustee with a clear definition of the role and structure.

It was suggested that student involvement could be explored first by bringing Board meetings to secondary schools and involving students in dialogue on specific governance topics. It was also suggested that DSAC review past Board agendas and advise the group on what some topics of interest would be for them.

It was suggested that the student trustee model be considered after some initial dialogue with students on specific topics is completed.

Student Forum – “Igniting Passion”

The Superintendent noted that the 2015/2016 Student Forum date has been set as January 27, 2016 (8:30 am – 3:00 pm) Swan-e-Set Golf Course. Attendance of approximately 250 is expected; six student reps from each school. Forum will be activity based and is expected to generate deep conversation about District priorities around learning.

4. Partner Group Engagement in the Process for Planning a New School

The Secretary Treasurer provided a brief overview of the Board approved recommendation regarding school district Capital Plan priorities for Future School, public feedback collected regarding education programs and community services in new schools and the concept of Neighbourhood Learning Centres. Participants were asked how they would like to be involved in the new school design process.

All participant expressed interest in being involved in the school design process. It was suggested that public meeting be hosted at Albion Elementary school and that students currently attending Albion Elementary be specifically engaged in the process.

5. Framework for Learning Update

The Superintendent presented to the group the Draft BC’s Framework For Enhancing Student Learning and participants were invited to discuss the involvement from the Partner Groups in the process. This item will be brought back for further discussion at a future meeting.

6. District Budget and Budget Process

The Secretary Treasurer advised that the two year plan adopted by the Board in May 2015 will form the basis for the 2016/2017 budget process. It is expected that the 2016/17 budget process will be similar to the process followed in previous years.

The Secretary Treasurer advised that all partner groups will be invited to the January 20, 2016 Budget Committee of the Whole meeting to provide Budget Implementation feedback.

The meeting adjourned at 10:30 a.m.

The next meeting of the Roundtable is scheduled for February 10, 2016 at 9 a.m.

To: **Board of Education**

From: Trustee
Ken Clarkson

Re: **BC SCHOOL TRUSTEES ASSOCIATION
UPDATES**

Date: November 18, 2015
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

The BC School Trustees Association has issued the following updates:

- Resolutions passed at the Annual General Meeting held in April 16-19, 2015; (Attachment A)
- Highlights from the meeting of the Board of Directors held on October 23, 2015; (Attachment B)
- A synopsis of the Provincial Council meeting held on October 23-24, 2015; (Attachment C)
- Disposition of Motions from the Provincial Council meeting held on October 23-24, 2015; (Attachment D)
- Motions to Provincial Council which is due to take place on February 19 – 20, 2016 in Vancouver; (Attachment E)
- Correspondence from Dave Byng, Deputy Minister of Education and Teresa Rezansoff, President, BC Schools Trustees Association. (Attachment F)

RECOMMENDATION:

THAT the Board receive the updates from the BC School Trustees Association, for information.

Attachments

BCSTA RESOLUTIONS**2015-04 ANNUAL GENERAL MEETING**

NO.	TITLE	SPONSOR	RESOLUTION	ACTION	OUTCOME
E1.	BCSTA Bylaw Update	Board of Directors	That BCSTA amend the Bylaws of the Association by deleting each reference to "Executive Director" and replacing it with "Chief Executive Officer."	<i>Internal</i>	Bylaws updated accordingly
3.	Evergreen/School Leaving Certificate	Aboriginal Education Committee	<p>That BCSTA write a letter to the Minister of Education in support of the First Nations Education Steering Committee's recommendation around Evergreen Certificates:</p> <p>"It is recommended that the Student Credential Order be amended to ensure only students designated special needs and on an IEP be eligible for an Evergreen Certificate. Mechanisms to monitor and support School District compliance with the new Student Credential Order should be developed as soon as possible."</p>	Letter to Ministry of Education	Currently under consideration by the Ministry of Education as part of it's broader, comprehensive review of current graduation program.
				Letter to FNEC Meeting with FNEC to discuss issue and find solution.	
6.	Integrated Funding Model for Child and Youth Mental Health Services	SD 44 (North Vancouver)	<p>That BCSTA:</p> <p>urge the provincial government to continue its work on inter-ministerial planning and supports for child and youth mental health services; and,</p> <p>ask the Ministries of Children and Family Development, Education, and Health to explore the creation of a pilot for a 'shared-funded' centre of excellence or 'lighthouse' centre in the province where exemplars of integrated services and supports are provided to school-aged children with mental health concerns in a seamless manner.</p>	Letter to Ministry of Education	Discussion with MOE staff. Suggested as topic for MOE Student Health Committee – decision pending from MOE.
				Discussion with MOE staff. Suggested as topic for MOE Student Health Committee – decision pending.	
				Letter to Ministry of Children and Family Development Letter to Ministry of Health	

				Letter to FNEESC	
7.	Stronger Support for Student Mental Health at the School District Level	SD 46 (Sunshine Coast)	That BCSTA urge the government to provide new financial support to school districts in BC to address student mental health issues.	Letter to Ministry of Education Discussion with MOE staff. Suggested as topic for MOE Student Health Committee – decision pending.	Discussion with MOE staff. Suggested as topic for MOE Student Health Committee – decision pending from MOE.
8.	Stronger Support for Student Mental Health Provincially	SD 46 (Sunshine Coast)	That BCSTA urge the Minister of Education to review mental health support and increase collaboration between all provincial ministries that work with youth.	Letter to Ministry of Education Discussion with MOE staff. Suggested as topic for MOE Student Health Committee – decision pending. Letter to FNEESC	Discussion with MOE staff. Suggested as topic for MOE Student Health Committee – decision pending from MOE.
9.	Advisory Group on Provincial Assessment	SD 36 (Surrey)	That BCSTA urge the Ministry of Education to support the Advisory Group on Provincial Assessment's recommendations contained in the <i>Advisory Group on Provincial Assessment Final Report June 2014</i> by creating a standing Provincial Assessment Committee to continue the dialogue about assessment and the future of our provincial assessment program.	Letter to Ministry of Education BCSTA BoD representation provided on AGPA committee. Letter to FNEESC	BCSTA BoD representation provided on AGPA committee and direct input to recommendations. Recommendations currently before the Ministry of Education.
10.	BCSTA Provincial Council Meetings	SD 57 (Prince George)	That BCSTA's Board of Directors reviews the February and October Provincial Council agenda preparation, time requirements and agenda topics with the intent of making the	Issues Forum initiated for Oct 2015 PC and all subsequent meetings.	Issues Forum initiated for October 2015 PC.

			most efficient and effective use of Provincial Council sessions.		
11.	Changes for a More Useful Early Development Instrument	SD 74 (Gold Trail)	That the BCSTA Board of Directors encourage the Offord Centre to work with the Human Early Learning Partnership (HELP, UBC) in consultation with the First Nations Education Steering Committee (FNESC) to make positive changes to the Early Development Instrument (EDI) both in the survey questions and in how the results are reported and shared with school districts.	Letter to Offord Centre	Human Early Learning Partnership (HELP, UBC) invited to present at BCSTA event and facilitate further discussion on this topic.
				Letter to FNESC	
				Letter to Human Early Learning Steering Committee	Response from Human Early Learning Steering Committee
13.	Co-Governance Annual Review of Effectiveness	SD 42 (Maple Ridge-Pitt Meadows)	<p>That BCSTA involve all member Boards of Education in the annual assessment of the Co-Governance Relationship Memorandum of Understanding with the Ministry of Education by inviting Board input through BCSTA's regional branch associations and preparing a report which:</p> <ol style="list-style-type: none"> 1. summarizes that input, 2. identifies key areas of the agreement which Boards and the BCSTA Board feel have been functioning well and those which have not, 3. makes recommendations to the Ministry and BCSTA on what can be improved in either the wording or implementation of the agreement going forward, 4. identifies progress made on subsidiary protocol agreements considered over the past year, and 5. identifies the subsidiary protocol agreements which are to be considered over the next year. 	<i>Members</i>	At the request of BCSTA, a joint MOU Operationalization working group has been established to help define and review how the current co-governance agreement should work on a day-to-day basis. Products from this working group will be circulated to member boards of education on a regular basis for review and reflection.
				Letter to Ministry of Education	
14.	Territory Acknowledgement	Aboriginal Education Committee	That BCSTA encourage all member Boards of Education to acknowledge traditional	<i>Members</i>	Request made to all member Boards of Education.

			aboriginal territories when public Board meetings are held.		Practice implemented for all BCSTA events.
				Letter to Ministry of Education	
				Letter to FNEESC	
15.	First Nations Welcome	SD 61 (Greater Victoria)	That BCSTA invite a local First Nations representative to conduct a traditional welcome on their traditional territory at all provincial BCSTA conferences and academies.	<i>Internal</i>	Practice implemented for all BCSTA major events.
				Letter to FNEESC	
16.	Representation on the Government's Rural Advisory Committee	SD 57 (Prince George)	That BCSTA urge the provincial government to include equitable representation from rural communities and Boards of Education throughout the province on the "Rural Advisory Committee" as proposed in the government's February 2015 Speech from the Throne.	Letter to Premier	Northern Interior Branch hosting Rural Education and Issues Forum including MLAs and Minister of Education in attendance.
				Letter to Ministry of Forests, Lands and Natural Resource Operations	Response from Ministry of Forests, Lands and Natural Resource Operations
17.	Rural Communities	SD 57 (Prince George)	That BCSTA urge the provincial government to commit to investments in rural communities that will: address the educational challenges of rural schools and rural communities, and promote economic growth and stability in rural centers.	Letter to Premier	Northern Interior Branch hosting Rural Education and Issues Forum including MLAs and Minister of Education in attendance.
				Letter to Minister of Education	
				Letter to Ministry of Forests, Lands and Natural Resource Operations	Further discussion with Ministry of Education regarding K-12 supports in this regard.
18.	Request for School Boards to be Exempt from Canada's Anti-Spam Legislation	SD 44 (North Vancouver)	That BCSTA request that the federal government exempt public Boards of Education from Canada's Anti-Spam Legislation (CASL) to allow Boards to continue to share the diverse information parents and guardians need to fully support their child's school and learning experience, and that BCSTA take the motion to the Canadian	Letter to Ministry of Canadian Heritage and Official Languages	Response from Ministry of Canadian Heritage and Official Languages
				Letter to Canadian Radio-television and Telecommunications Commission	Issue has also been raised at CSBA toward creating a national strategy and request for change. CSBA has undertaken this request.

			School Boards Association to seek national endorsement.	Letter to Canadian School Boards Association	
19.	BCSTA Provincial Collective Bargaining Initiative #1	SD 42 (Maple Ridge-Pitt Meadows)	That BCSTA request that the Ministry of Education, BCTF, BCPSEA and BCSTA meet to review the last round of bargaining and make recommendations for change to the existing provincial collective bargaining process.	Letter to Ministry of Education	Implementation of BCPSEA School District and Government Advisory Committee. All meeting minutes circulated to Board chairs. Discussion with Minister of Education, Deputy Minister of Education and PSEC regarding BCSTA concerns.
				Letter to BC Teachers' Federation	
				Letter to BC Public School Employers' Association	Response from BC Public School Employers' Association
20.	BCSTA Provincial Collective Bargaining Initiative #2	SD 42 (Maple Ridge-Pitt Meadows)	That BCSTA request that the Ministry of Education, BCPSEA, support staff unions, and BCSTA meet to review the last round of bargaining and make recommendations for change to the existing provincial collective bargaining process.	Letter to Ministry of Education	Implementation of BCPSEA School District and Government Advisory Committee. Discussion with Minister of Education, Deputy Minister of Education and PSEC regarding BCSTA concerns.
				Letter to Canadian Union of Public Employees BC <i>other support staff unions</i>	
				Letter to BC Public School Employers' Association	Response from BC Public School Employers' Association
21.	Expanding the Loan Forgiveness Program to Address Staffing Shortfalls in Under-Served Areas of BC	SD 81 (Fort Nelson)	That BCSTA actively urge the provincial government to expand the BC Loan Forgiveness Program to include all teachers and specialist instructors who relocate to under-served areas of BC.	Letter to Ministry of Advanced Education	Response from Ministry of Advanced Education
				Letter to BC Teachers' Federation	

22.	New Teacher Mentorship Program	SD 36 (Surrey)	That BCSTA ask the Ministry of Education to: commit to providing ongoing funding for the New Teacher Mentorship Program (NTMP) to allow for the continuation and expansion of the program; and, share the findings of the NTMP research with Boards of Education across BC as this information will assist with the development of sustainable models of teacher mentorship across the province.	Letter to Ministry of Education Discussion with MOE staff	NTMP currently funded and operating effectively. Additional teacher time to be provided for new curriculum implementation for a 3 year period.
				Letter to BC Teachers' Federation	
23.	Education Finance	SD 42 (Maple Ridge-Pitt Meadows)	That BCSTA: a. work with all Boards of Education in the Province, the BC Association of School Business Officials, the BC School Superintendents Association and the Ministry of Education each year to establish the level of funding required to meet the needs of students attending public schools in British Columbia; b. make recommendations to the Province (through the Ministries of Finance and Education) on the level of funding and required revenues including taxation required to meet those needs; c. make recommendations on the funding formula and the budget process including the practice of holding back funding.	<i>Members</i> Letter to BC School Superintendents Association Letter to Ministry of Education Letter to BC Association of School Business Officials Letter to BC School Superintendents Association	Meetings with Minister of Education as well as Deputy Minister and MOE finance staff. Presentation to the House Select Standing Committee on Finance and Government Services Confirmed participation in development of broad change recommendations to the current funding formula. Formation of MOE-partners working group to examine common finance terms, audit processes and hold back distribution. MOE presentation to joint liaison meeting of board chairs and district staff.
24.	Capital Funding Support	Kootenay Boundary Branch	That BCSTA urge the Ministers of Education and Finance to review the state of the schools and buildings in all school districts and request funding for Boards of Education to	Letter to Ministry of Education	Ministry of Education has committed to a review of capital funding process to

			upgrade or replace existing buildings for the health and safety, and use of students and staff.	Letter to Ministry of Finance	ensure funding utilization results in more projects. MOE presentation to joint liaison meeting of board chairs and district staff.
25.	Free Ferry Travel for Students when Travelling for School Based Activities	South Coast Branch	This motion was brought forth by the South Coast Branch at AGM 2010. Since that time, there has been some movement by the Ministry of Transportation to rearrange the fee schedule on select routes to subsidize student travel. However, the revised fee schedule is not equitable to all school districts. For example, all SD46 (Sunshine Coast) students are able to travel free of charge for school events using a voucher system which has now been extended to all non-school sports teams (e.g. hockey and soccer teams that travel to the Lower Mainland for games). In contrast, SD47 (Powell River) students are still charged for travel to Vancouver Island, which is SD47's zone for BC School Sports.	Letter to Ministry of Transportation and Infrastructure	Response from Ministry of Transportation and Infrastructure
L26.	Aboriginal Support Spaces in Public Schools	Aboriginal Education Committee	That BCSTA advocate that the Ministry of Education include and fund a separate space function, in addition to the current Special Education allocation, for Aboriginal support within the area allowances for schools and amend the Area Standards accordingly.	Letter to Ministry of Education Letter to FNESE	Meeting with Deputy Minister as well as MOE finance and capital construction staff to discuss revision of capital construction parameters.
L27.	Provincial School Completion Rates	SD 74 (Gold Trail)	That BCSTA request the Ministry of Education review and revise the current school completion distribution of data process, so that school completion data is not publicly released until the school district has the opportunity to review and validate the data.	Letter to Ministry of Education	Discussion with Deputy Minister and MOE staff.
L28.	Excluded Staff Compensation Freeze	SD 73 (Kamloops/Thompson)	That BCSTA urge the Ministry of Finance to lift the excluded staff salary compensation freeze and fully fund any and all compensation increases.	Letter to Ministry of Finance	Meetings with PSEC, BCPSEA, Minister of Education, MOE staff and partner groups.

					PC Issues Forum with BCPSEA in attendance.
L29.	Review and Alteration of Bill 11	BCSTA Board of Directors	That BCSTA demand an immediate review of the intent of Bill 11 legislation and an opportunity to recommend amendments prior to final adoption as well as the formation of a management partners' working group to participate in the development of any subsequent process or resulting regulations.	Letter to Ministry of Education	<p>Legislation was passed without amendment but MOE committed to full BCSTA participation in the creation and application of any resulting policy and regulations.</p> <p>Ongoing BCSTA participation on working group to create new Accountability Framework for school districts.</p>
L30.	Bill 11 – Education Statutes Amendment Act, 2015	Fraser Valley Branch	That BCSTA demand the Government of BC immediately withdraw the sections of Bill 11 that override the authority of democratically-elected Boards of Education. Specifically where Bill 11 adds new provisions which broaden the Minister's authority to issue administrative directives, where Bill 11 would amend the special advisor provision and where shared service providers are designated by the Minister of Education.	Letter to Ministry of Education	<p>Legislation was passed without amendment but MOE committed to full BCSTA participation in the creation and application of any resulting policy and regulations.</p>
L31.	Bill 11 – Erosion of Board Autonomy	SD 46 (Sunshine Coast)	That BCSTA publicly advocate strongly against the erosion of local Board of Education autonomy in Bill 11.	Letter to Ministry of Education	<p>Legislation was passed without amendment but MOE committed to full BCSTA participation in the creation and application of any resulting policy and regulations.</p> <p>Ongoing BCSTA participation on working group to create new Accountability Framework for school districts as well as other anticipated working groups.</p>

L32.	The BC School Act and How it Reflects the BC Education Plan	VISTA Branch	That BCSTA strongly urge the Ministry of Education to work with BCSTA, as co-governors, and other relevant stakeholders and rights holders to address the changes to the School Act that would support individual school boards to meet the changing and challenging needs of 21 st Century learning.	Letter to Ministry of Education	<p>MOE has committed to full BCSTA participation in the creation and application of any resulting policy and regulations.</p> <p>Ongoing BCSTA participation on working group to create new Accountability Framework for school districts as well as other anticipated working groups.</p> <p>BCSTA participation in AGPA.</p> <p>Quarterly meetings of BCSTA executive and MOE staff to discuss all new initiatives and program changes.</p> <p>Annual liaison meetings of MOE-BCSTA with all board chairs, superintendents and secretary-treasurers.</p>
				Letter to BC Teachers' Federation	

BCSTA BOARD OF DIRECTORS MEETING HIGHLIGHTS
THE UNOFFICIAL RECORD | OCTOBER 23, 2015

HIGHLIGHTS

On Friday, October 23, 2015, the BCSTA board of directors met in person at the Wosk Centre in Vancouver.

ACTION/DISCUSSION ITEMS

Ministry of Health Draft Policy Directions Paper: Establishing a System of Care for People Experiencing Mental Health and Substance Use Issues, October 8, 2015

The Board of Directors discussed a Ministry of Health draft policy directions paper on mental health. They noted that the draft paper does not address student mental health and schools, so the board will share its feedback with the Ministry of Health and offer their suggestions for strategies to include students and youth in this policy. They will work with other provincial mental health partners to explore the resources that exist for students and to assist them in making recommendations to the Ministry of Health.

Service Delivery Project Steering Committee – Phase 2

BCSTA is now a part of the Ministry of Education's Service Delivery Project Steering Committee, with Vice President Gordon Swan serving as our representative. During the meeting, Gordon shared the terms of reference document with the BCSTA board of directors. He will keep the board apprised of any new developments from the Steering Committee.

BCTF- Addressing youth mental health issues in BC's K-12 public schools

BCSTA recently received a letter from BCTF President Jim Iker, sharing their brief to the Select Standing Committee on Children and Youth. Their brief laid out six recommendations to the Committee regarding improving the conditions in BC public schools. As part of our strategic plan, BCSTA has been working on strengthening ties with our provincial education partners. Based on that, the board set direction to reach out to

the BCTF and to the Ministry of Education to explore options for working together and supporting student mental health.

Schools Protection Program Advisory Committee

On November 3, the Schools Protection Program Advisory Committee will meet. BCSTA and various partner groups in education are represented on the Committee, with BCSTA's representative being Legal Counsel Audrey Ackah. The Committee meets annually and provides partners with an opportunity to provide advice and opinions to Schools Protection Program (SPP) regarding the program. In addition, during these meetings, SPP provides Advisory Committee members with updates on the SPP. For more information about SPP, please visit their [website](#).

CSBA request for Aboriginal Education representative

At a recent CSBA meeting, there was a request made for an Aboriginal Education representative from each provincial member association. The BCSTA board carried a motion for the BCSTA Aboriginal Education Committee Board representative—currently Donna Sargent—to serve on CSBA's Aboriginal Education working group.

REPORTS

President's report

President Teresa Rezanoff discussed the monthly call with Deputy Minister Dave Byng. BCSTA raised the issue of leadership capacity in the K-12 sector and the need for strategies to support senior educational leadership development. They also talked about the Ministry of Education data breach involving student information. The ministry is approaching the issue on three fronts: containment, remediation and prevention.

There was a commitment between the Deputy Minister and BCSTA to proactively address and develop strategies for any recommendations contained in the Ernst and Young report on VBE with provincial implications for Boards of Education. MyEDBC was discussed; the old BCeSIS will be officially retired in April 2016, and there are currently 500,000 students in the system now, with a further 100,000 to come. The Ministry provided updates on the Physical Restraint and Seclusion Guidelines, the Graduation Learning Years program, The Framework for Enhancing student learning, and the Capital program (which was also covered at the first Annual Education Liaison meeting on Oct 21).

CEO's report

CEO Mike Roberts reiterated the services that BCSTA can provide to member boards and branch associations. He shared the example of work that we are currently completing for a board of education, where we are collecting and reviewing data as part of an administrative review. This service, among others, is a feature of BCSTA member benefits.

Strategic plan update

The board reviewed our updated [strategic plan](#), which will be shared with all provincial councillors. Progress continues and we will be updating the document on a regular basis.

STANDING COMMITTEE REPORTS

Education Committee

The Education Committee met on October 23 and had a joint breakfast meeting with the Aboriginal Education Committee, where they discussed the orange shirt initiative which honours those who were affected by residential schools. The new chair of the

Education committee, Carolyn Broady from SD45, led the Committee in a review of the role of the Education Committee and connected their work to the broader strategic plan of the Association. The committee discussed the trustee learning recognition program once again. Representatives will go back to their branches to garner feedback on the program, and will bring their feedback to the February meeting of the committee. The committee will then develop recommendations on a trustee learning recognition program for consideration by the board of directors.

Aboriginal Education Committee

The Aboriginal Education Committee met on October 23. They shared a poster from the Truth and Reconciliation Commission which lays out several recommendations related to education, and they would like to pull out some of the items for discussion among the committee members. During their meeting they had a presentation about Aboriginal employment equity agreements/programs. The committee also requested consideration of a session on this topic at AGM 2016. They will be putting a motion forward to AGM 2106 that deals with First Nations language teacher certification. The committee also discussed the recent Ministry of Education focus on Aboriginal Education, and would like the Board of Directors to consider sending a letter to the Ministry thanking them for this.

Legislative Committee

The Legislative Committee met by phone and Blackboard Collaborate on September 28, 2015 to review Provincial Council motions. The Committee reviewed 7 motions and determined that 6 motions are emergent. The Committee considered the AGM motion submission timelines and the AGM business session schedule.

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BCSTA PROVINCIAL COUNCIL: OCTOBER 2015

SYNOPSIS

Introduction

The following is a summary of the October 23-24, 2015 Provincial Council meeting at the Morris J. Wosk Centre for Dialogue in Vancouver. Councillors passed four motions. The [meeting agenda](#) and [Disposition of Motions](#) are available online. For more information about any part of Synopsis, please contact CEO Mike Roberts at mroberts@bcsta.org.

Ministry of Education presentations

On Friday evening, both Minister of Education Mike Bernier and Deputy Minister of Education Dave Byng addressed our Provincial Councillors. Minister Bernier shared information about his recent visits to school districts across the province, noting that it was his goal to visit every district in his first year as Minister. Deputy Minister Byng presented a slideshow to trustees, which touched on several things, including key government and ministry priorities as well as key accomplishments of BC's public education system.

[See the slides from the Deputy Minister's presentation.](#)

President's report

BCSTA President Teresa Rezansoff addressed Provincial Councillors on the morning of Saturday, October 24. President Rezansoff highlighted the work of the Association since the last Provincial Council meeting in February 2015. She reported on several areas of progress in regard to the Co-governance Memorandum of Understanding (MOU), noting that there have been many productive and regularly-scheduled meetings with the Ministry of Education to help develop common goals. She stated that trustee input and concerns are having a real impact on decisions and programs, and that the MOU has strengthened our voice.

[Read the full President's report.](#)

CEO's report

CEO Mike Roberts delivered his report to Provincial Councillors, and provided an overview of BCSTA's strategic plan progress over the past few months. He shared information on the elements of the strategic plan, including the timelines of 3, 6, 9, and 12 months, and discussed the ways in which the BCSTA board of directors and staff will accomplish the goals set out within those time frames. Mike also spoke about the many services that BCSTA can offer member boards, which include, board self-reviews and partner reviews, general legal advice and background information covering any number of district functions and issues, and professional development on a great variety of K-12 topics.

[Read the full CEO's report.](#)

CSBA report

President Rezansoff provided her Canadian School Boards Association (CSBA) director's report, in which there was a summary of the CSBA activities since February. She mentioned that while most provincial associations are experiencing a renewed sense of engagement and support from government, the Quebec School Boards Association is currently struggling with the potential elimination of elected boards. She also noted that there have been extensive conversations about CSBA member fees, and that member associations will not support an increase in dues. Instead, they have entered into discussions about strategies that will help manage costs going forward, while maintaining—and hopefully increasing—value for membership to provincial associations.

[Read the full CSBA report.](#)

Legislative Committee report

According to BCSTA Bylaws, the role of the Legislative Committee is to “examine, correlate, amend, reject, and report on motions.” Additionally, for Provincial Council meetings the Legislative Committee is required to determine whether the motions are of an emergent nature, where emergent is defined as “matters that if delayed until the AGM will impact negatively on Boards’ ability to influence public policy or a public education issue.”

The Legislative Committee does not assess the merits of the motions that are submitted to Provincial Council.

For this Provincial Council meeting, BCSTA received seven motions by the motion submission deadline. The Legislative Committee determined that six of the motions were emergent in nature and one motion was not emergent. The Legislative Committee has, therefore, approved for debate by Provincial Council motions 9.1 through 9.6 which appear in the agenda package.

Education Committee report

The Education Committee met on Friday, October 23. They had a full agenda, and began by discussing the activities that have taken place since they last reported to Provincial Council in February 2015. Highlights of their meeting include an exploration of the Trustee Learning Recognition plan. The committee members will ask for feedback from their respective branches in the coming weeks, and will bring this input to their February 2016 meeting. They also talked at length about the upcoming Trustee Academy, which takes place November 26-28.

[Read the full Education Committee report.](#)

Aboriginal Education Committee report

The Aboriginal Education Committee met on Friday, October 23. They discussed many issues, including the Aboriginal Employment Equity Agreement, and the Human Rights Exemption. This is an exemption to permit the preferential hiring of an employee with aboriginal ancestry. At present, a minority of Districts have such policies in effect. The committee would like to have this featured as a Pro-D item at the next AGM.

[Read the full AbEd Committee report.](#)

Finance Committee report

The members of the Finance Committee discussed a number of factors likely to impact BCSTA’s 2016/2017 operating budget, such as student enrollment, inflationary pressures, a one per cent staff salary grid increase to be applied on July 1, 2016, and BCSTA’s Conference within a Conference to be held in conjunction with the December 2016 Learning Forward Conference. The Finance Committee asked the October 2015 Provincial Council for feedback to assist with the development of the draft budget, which will be forwarded to the February 2016 Provincial Council for feedback and receipt. BCSTA’s 2016/2107 Budget will ultimately be adopted by the April 2016 Provincial Council.

Disposition of Motions

The following motions were carried:

- 9.1 Safe Stop Program- School District 60
- 9.5 Executive compensation
- 9.6 Principal and Vice-Principal compensation
- 10.1 Funding for executive and management staff compensation

[See the full Disposition of Motions.](#)

OCTOBER 2015 PROVINCIAL COUNCIL DISPOSITION OF MOTIONS

#	TITLE	SUBMITTED BY	MOTION	STATUS
8.1	BCSTA Audited Financial Statements for the Year Ended June 30, 2015	Board of Directors	That the October 2015 Provincial Council receive and distribute to member boards the audited financial statements of the BC School Trustees Association for the year ended June 30, 2015, as prepared by D&H Group LLP Chartered Accountants.	Carried
8.2	Grant Status Update as at June 30, 2015	Board of Directors	That Provincial Council receive the status report on BCSTA's external grants as at June 30, 2015, as summarized in BCSTA's 2014/2015 Audited Financial Statement.	Carried
8.4	BCSTA's Policy on Travel Expenses	Board of Directors	That BCSTA's <i>Policy on Travel Expenses</i> , as it pertains to accommodation, be updated as follows: 3. Hotel – Claim the actual cost of the hotel/motel, less any personal items charged. If staying with friends, claim \$30 per night. BCSTA will not be	Carried as amended

#	TITLE	SUBMITTED BY	MOTION	STATUS
8.4 continued			responsible for accommodation that exceeds the minimum stay required to conduct business on behalf of the Association.	
9.1	Safe Stop Program	Submitted by: SD60 (Peace River North)	That BCSTA urge the Ministry of Transportation and Infrastructure and ICBC to increase the penalty for failing to stop for a school bus to 6 demerit points and a \$368 fine.	Carried as amended
9.2	Reversing Public Funding of Private Schools	Submitted by: SD70 (Alberni)	That BCSTA arrange a meeting with the Minister of Education to strongly urge the provincial government to immediately discontinue the practice of utilizing public tax dollars to fund and subsidize private/independent schools, with the exception of band schools, and redirect this funding to the public school system.	Tabled (to AGM)
9.3	Emergent Provincial Curriculum	Submitted by: SD63 (Saanich)	That BCSTA urge the Ministry of Education to invest in the successful implementation of the new B.C. Ed.	Tabled

#	TITLE	SUBMITTED BY	MOTION	STATUS
9.3 continued	Development, Funding and Implementation		Plan by providing districts with additional funds earmarked for teacher professional development opportunities	
9.4	Change in the Executive Compensation Freeze Requirements	Submitted by: SD8 (Kootenay Lake)	That BCSTA: (a) ask member boards to provide BCSTA with written statements outlining how implementing the recent changes to the exempt staff compensation freeze will impact each board's financial situation and staff morale; and, (b) submit a collective statement to the Minister of Education and the Minister of Finance outlining the impact that implementing the recent changes to the exempt staff compensation freeze will have on boards' finances and staff morale.	Defeated
9.5	Executive Compensation	Submitted by: SD45 (West Vancouver)	That BCSTA request the Ministry of Finance and Public Sector Employers Council (PSEC) amend the current salary freeze on exempt staff compensation by allowing school districts to provide executive staff members with salary increases.	Carried

#	TITLE	SUBMITTED BY	MOTION	STATUS
9.6	Principal's and Vice-Principals' Compensation	Submitted by: SD45 (West Vancouver)	That BCSTA request the Ministry of Finance and Public Sector Employers' Council (PSEC) amend the current salary freeze on exempt staff compensation and support the transitioning of school and district vice-principals and principals to the grids recommended in the BCSPEA Exempt Staff Compensation Working Group (ESCWG) report.	Carried
10.1	Principal and Vice-Principal Compensation	Submitted by: SD44 (North Vancouver)	That BCSTA advocate for the provincial government to: (a) amend the exempt staff compensation freeze to permit boards of education to provide compensation increases to all executive staff; and	Carried

#	TITLE	SUBMITTED BY	MOTION	STATUS
10.1 continued			(b) provide boards of education with full funding for the cost of providing exempt staff with compensation increases.	



British Columbia
School Trustees
Association

MOTION TO PROVINCIAL COUNCIL SUBMISSION FORM

Deadline for submission: Friday, January 16, 2015

TITLE

[BRIEF TITLE]

SPONSOR

Please indicate if the proposed resolution relates to an existing Foundational Statement or Policy Statement in *BCSTA's Policies*.

Please select your Board, Branch, or Committee from the menu.

- ☐ Relates to Foundational Statement No. [#] _____
- ☐ Relates to Policy Statement No. [#] _____
- ☐ Propose to make this resolution a new interim policy statement.
- ☐ This is an action resolution and does not change or contradict any existing Foundational or Policy Statement.

MOTION

In accordance with *BCSTA Bylaw 7(l)*, motions must be emergent, i.e., "business that, if delayed until the Annual General Meeting, will impact negatively on Boards' ability to influence public policy or a public education issue."

That BCSTA...

RATIONALE

Provide a succinct description of why this motion is needed, what makes it emergent, plus any relevant background information.

This motion is emergent because...

OPTIONAL REFERENCES

Provide references to additional background material, e.g., legislation, websites, etc.

[Provide references here.]



November 13, 2015

Ref: 184509

All Board Chairs:

On July 10, 2015, a letter was sent to board chairs regarding the Ministry of Education's and the BC School Trustees Association's (BCSTA) shared interest with a focus on improving the quality of the BC public K–12 education system. As a continued commitment to this important partnership, executive members from each organization gathered on September 29th, to discuss a number of important education topics, such as financial management/reporting, trustee professional development and curriculum implementation.

This meeting also provided an opportunity to review the work that has been accomplished by our two organizations over the past few months. In our last meeting in June, we established four joint strategic priorities and we now have many examples to share that demonstrate the progress we have made towards achieving these priorities.

To demonstrate progress, our four joint priorities are listed below along with several examples of what has been completed, or is currently underway.

1. Recognize and showcase the remarkable contributions of BC teachers in bringing world class innovation to our schools.

- The Innovation Partnership Program was launched in January 2015, to explore new programs and practices to help students and teachers succeed. To date, 17 projects across the province have been recently announced, <https://news.gov.bc.ca/releases/2015EDUC0068-001704>.
- *The Education Leader* publication by BCSTA has been revitalized, including stories on teacher success, <http://www.bcsta.org/content/education-leader>.
- Celebrations and explanations of successful programs have increased at all BCSTA provincial and branch meetings.

2. Acknowledge that both organizations are jointly accountable for the efficient and effective delivery of education and are committed to working together to ensure the best possible outcomes for students.

- All partners in the sector joined together on September 28, 2015, to announce the K–12 curriculum supports program. This program provides teachers the support they need to implement the new curriculum.
- The focus on learning and the new K–12 curriculum will be a substantial theme for BCSTA's Academy in November, with presentations from the Ministry.

.../2

- BCSTA membership and significant involvement in the development of the new Framework for Enhancing Student Learning working group.
 - BCSTA membership at the K-12 Aboriginal Education Partners quarterly meetings.
- 3. Develop a standard financial management strategy to describe and report on school district financial health.**
- At the October 21st Partner Liaison Meeting there was a presentation on financial accountability, as well as development on this topic.
 - Ministry and BC Association of School Business Officials (BCASBO) staff are working to develop school district financial health indicators that are supported by the best practices and enhanced transparency.
 - BCSTA public presentation to joint standing committee on finance and government services emphasizing the role of boards and BCSTA in efficient and effective financial management.
- 4. Clarify the respective roles and responsibilities of the Ministry of Education and Boards of Education.**
- Established an Education Sector Calendar of key partner events
<https://etrak.bcsta.org/EduCal/>.
 - Inaugural Ministry of Education and BCSTA Liaison Meeting.
 - Working towards co-developing and hosting BCSTA professional development sessions on governance.
 - Continued joint executive meetings held quarterly between the Ministry of Education and BCSTA.

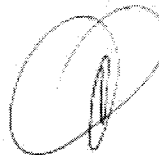
This list is by no means exhaustive; however, it showcases the work currently underway to improve the working relationship between our organizations with the ultimate goal of improving learning opportunities for BC students.

Over the past few months, our two organizations have accomplished a great deal in an effort to fulfill our joint commitments within the Memorandum of Understanding (MOU) and the four strategic priorities established at our executive meeting in June. As always, more can be done, and will be done, as we continue to build on our firm commitment to continually improve BC's world class education system on behalf of all students in the province. Attached you will find our work-plan for the next quarter.

Sincerely,



Dave Byng
Deputy Minister of Education



Teresa Rezansoff
President, BC School Trustees Association

Ministry of Education and BCSTA
Quarterly Work-plan: December to April 2016

Milestones and Deliverables:	Target Date
Manage and track progress towards satisfying the four joint priorities. These priorities are: 1. <i>Recognizing and showcasing the remarkable contributions of BC teachers in bringing world class innovation to our schools;</i> 2. <i>Acknowledging that both organizations are jointly accountable for the efficient and effective delivery of education and are committed to working together to ensure the best possible outcomes for students;</i> 3. <i>Develop a standard financial management strategy to describe and report on school district financial health; and</i> 4. <i>Clarifying the respective roles and responsibilities of the Ministry of Education and Boards of Education.</i>	Ongoing
Annual Review of Memorandum of Understanding	January 2016
Reinstate Public Education Day	April 2016
Cultivate leadership development sessions for trustees and sector on topics such as governance and strategic planning.	April 2016
Form a sector working group to work through common language describing school district financial health and financial accountabilities.	February 2016
Fully implement the Accountability Framework for Enhancing Student Learning across all districts.	June 2017



R E C O R D
2015-2016

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:

September 23, 2015

Call to Order	Meeting called to order at 1:00 p.m.
Motion of Exclusion	Approved
Approval of Agenda	Approved as circulated
Decision Items	Approved
Secretary Treasurer Decision Items	Approved
Adjournment	Adjourned at 1:15 p.m.

September 23, 2015

Call to Order	Meeting called to order at 1:16 p.m.
Motion of Exclusion	Approved
Correspondence	Received for information
Approval of Agenda	Approved as amended
Approval of Minutes	Approved as circulated
Superintendent Decision Item	Approved
Superintendent Information Items	Received for information
Secretary Treasurer Information Items	Received for information
Committees	Received for information
Adjournment	Adjourned at 3:39 p.m.