



**PUBLIC MEETING
OF THE BOARD OF EDUCATION**

Wednesday, September 12, 2012
6:00 p.m.

Thomas Haney Secondary School
23000 – 116 Avenue
Room: 2031

A G E N D A

“Always remember to take your Vitamins: Vitamin A for ACTION, Vitamin B for BELIEF, Vitamin C for CONFIDENCE, Vitamin D for DISCIPLINE, and Vitamin E for ENTHUSIASM”

A – OPENING PROCEDURES

1. Call to Order
2. Correspondence
 - i. George Abbott, Honourable Minister – Ministry of Education
(August 9, 2012)*
 - ii. Mel Joy, Chairperson - School District No. 8 (Kootenay Lake)
(September 6, 2012)*
3. Ordering of Agenda

B – CONFIRMATION OF MINUTES

1. June 27, 2012*

C – PRESENTATIONS

1. Craig Mitchell, District Helping Teacher – Mentorship Program

D – DELEGATIONS

E – CHAIR REPORT

F – DEFERRED ITEMS

G – TRUSTEE MOTIONS

H – CHIEF EXECUTIVE OFFICER’S REPORT

1. Decision Items
 - a) Superintendent of Schools
 - b) Deputy Superintendent
 - c) Secretary Treasurer
 - i. Grant Thornton: June 30, 2012 Audited Financial Statements*
 - ii. Board Policy Development Committee Recommended Changes – Governance Modeling – First Reading*
 - iii. Board Policies 2320, 2400, 2915 and 2918 – Replacements for Procedural Bylaw – September 22, 2009*

- iv. Board Policies: 9510, 10510 and 10540 – Approval to Continue with Consultation Process*
- v. Board Policy (Final) Approval: 4435, 5401, 5701 and 6600*
- vi. Board Policy Development Committee Recommended Policies for Rescinding: JI, EEAE, EEB, EEBB, EH and FF*

2. Information Items

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

I – COMMITTEE BUSINESS

1. Committees of the Whole

- a) 2011 - 2012 Finance
- b) 2012 - 2013 Budget
- c) Advocacy
- d) Human Resources

2. Committee & Advisory Committee Reports

- a) Aboriginal Education
- b) Board Policy Development
- c) District Student Advisory
- d) Education
- e) French Immersion Advisory
- f) Inclusive Education
- g) Transportation

J – QUESTION PERIOD

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

K – TRUSTEE REPORTS

- 1. BC School Trustees' Association Provincial Council
- 2. District Parent Advisory Council
- 3. Joint Parks and Leisure Services
- 4. Municipal Advisory & Accessibility
- 5. Ridge Meadows Community Arts Council
- 6. Ridge Meadows Education Foundation
- 7. Social Planning Advisory
- 8. Tzu Chi Foundation
- 9. Youth Society
- 10. Other Board Liaison Representative Reports
 - a) Good News Items
 - b) Public Disclosure of Closed Meeting Business*

L – OTHER BUSINESS

M – ADJOURNMENT

Every student deserves safe and supportive learning environments free of bullying behaviours

*Attachment



To: Board of Education

From: Chairperson
Mike Murray

Re: **CORRESPONDENCE**

Date: September 12, 2012
(Public Board Meeting)

Information

1. George Abbott, Honourable Minister – Ministry of Education
(August 9, 2012)
2. Mel Joy, Chairperson – School District No. 8 (Kootenay Lake)
(September 6, 2012)

RECOMMENDATION:

THAT the Board receive the correspondence for information.

Attachment



August 9, 2012

Ref: 160853

Mike Murray, Chair
Board of Education
School District No. 42 (Maple Ridge-Pitt Meadows)
22225 Brown Ave
Maple Ridge BC V2X 8N6

Dear Mr. Murray:

Thank you for your letter dated July 4, 2012, in support of the inclusion of community consultation as part of a school district's budget process.

In our co-managed K-12 education system, the *School Act* is clear — the Ministry of Education sets education standards and provides funding, while local boards of education have the autonomy to make decisions regarding the operations and maintenance of schools, including which programs and services to offer students based on local needs. A board of education remains in the strongest position to weigh the needs of students and people within the community and to make informed decisions. Public consultation with community members, parents and other education partner groups is an important element when deciding how best to address the learning needs of students within a school district's local communities.

A board is required to develop a balanced budget and manage its operating budget within the funding levels provided. Where necessary, school districts must develop strategies to ensure these objectives are achieved. The *School Act* is very clear on the responsibilities of boards and the consequences for not upholding those responsibilities.

I assure you that government recognizes the value of community engagement. With respect to recent circumstances with the Cowichan Valley Board of Education, school district officials had prepared a balanced budget based on local priorities, which was rejected by the Board.

I appreciate the efforts of all boards during these financially-challenging times and thank your members, in particular, for their continuing hard work on behalf of our K-12 students.

Yours truly,

George Abbott
Minister



School District No. 8 (Kootenay Lake)

Board Chair

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September 6, 2012

Honourable Don McRae
PO Box 9045 Stn Prov Govt
Victoria BC V8W 9E2

Dear Honourable McRae:

RE: Education Funding

The Board of Education for School District No. 8 (Kootenay Lake) has asked that I write to you regarding Education Funding in the Province of British Columbia. Like you, we recognize the significant responsibility of ensuring that our finite resources are allocated appropriately to meet the needs of our students. We have had some success in this area which we would like to share with you. We want you to know that we remain committed to ensuring that we develop a balanced budget each year. However, this is simply becoming more and more challenging for us.

Our Board is one of the majority in British Columbia which receives Funding Protection. Our student population has declined by almost 400 students since the 2006-2007 school year. While we understand our decline is not the most significant in the Province, proportionally our District has experienced significant impact especially in our small rural settings. Until this year, we had been relying on the Funding Protection we received to ensure that equitable opportunities were offered to all of our students, in spite of population decline. While we appreciate that you have worked with BCSTA to develop a process to slowly phase Funding Projection out to support growing districts, the loss of \$1.3 million dollars to our District by 2014 presents us with a significant challenge.

Admittedly, our District had come to depend on the Funding Protection we received. While it is our Board's hope that the funding protection will be replaced with an increase in the per pupil amount we received, we believe we needed to be proactive. We proceeded to recognize our shortfall now while we still continue to receive the funds, in order to help relieve the pressures the withdrawal will cause.

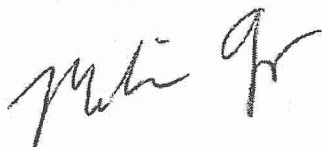
Continued...../2

As you can imagine, this reframing of our Budget has brought several serious concerns to the forefront. Our rural secondary programs will be impacted the most. Our Board is proud of the learning that is currently taking place in these schools, and the initiatives and innovations that center around students in remarkable ways. We value having a public school presence in each of our communities. While small rural school grants help us to achieve this, our instructional dollars make it very difficult to offer core educational opportunities, while still personalizing learning with access to learning choices that inspire the passion for learning we hope to see in every student. This will continue to be a significant challenge. We recognize the presence of technology as one solution, but we are far from having the infrastructure to support this choice adequately.

Our Budget is focused on supporting the strategies we have outlined to support learning and build capacity in our District. Our data points out that our students struggle significantly in the area of social/emotional well-being. Research has shown us time and time again that we must meet these needs before real learning can occur. We need to recognize that everyone has a role to play in enhancing the opportunity for every child to succeed. One of our Student Expectations focuses on Resiliency. We are striving to align resources to enable the creative and innovative work being done throughout our District, and with community partners, in this regard. We would also like to see this as a key Ministry goal so that there can be better alignment, supporting us in our efforts to meet the needs of our most vulnerable learners.

Our budget puts student learning at the forefront of our decision making. Our resources are aligned with Provincial Goals, District Goals and Student Expectations, student data, and it is sustainable and as stable as we can make it. We are asking that the funding to support our students be increased. As much as we have done to seek efficiencies and align our resources with the needs of students, the funds our District receives do not adequately support the core education priorities that we need to put in place. We are also asking that you visit our School District, so we can celebrate with you the amazing opportunities we are currently providing for our students and to gain understanding of each other's challenges. It is our sincere hope that we can work closely together to address the concerns we have conveyed.

Sincerely,



Mel Joy
Board Chair
mjoy@sd8.bc.ca

cc Board of Education
BCSTA Boards of Education



To: Board of Education

From: Chairperson
Mike Murray

Re: **ORDERING OF AGENDA**

Date: September 12, 2012
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Agenda be ordered as circulated.



To: Board of Education

From: Chairperson
Mike Murray

Re: **APPROVAL OF MINUTES**

Date: September 12, 2012
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Minutes of the June 27, 2012 Public Board Meeting be approved as circulated.

Attachment

IN ATTENDANCE:

BOARD MEMBERS:

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

STAFF:

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

A. OPENING PROCEDURES

Call to Order

The meeting was called to order at 6:00 p.m.

The Chair welcomed and thanked everyone for attending.

1. **Correspondence**

- Patti Bacchus, Chairperson – School District No. 39 (Vancouver) (June 8, 2012)
- Jamie Brennan, Chairperson – School District No. 68 (Nanaimo-Ladysmith)

Moved: Trustee Rempel

Seconded: Trustee Marshall

THAT the Board receive all correspondence for information

CARRIED

2. **Ordering of Agenda**

Moved: Trustee Rempel

Seconded: Trustee Clarkson

Additions/Amendments:

Patti Bacchus, Chairperson – School District No. 39 (Vancouver) (June 19, 2012)

George Abbott, Honourable Minister – Ministry of Education (June 27, 2012)

Moved to Trustee Motions: Correspondence – Patti Bacchus, Chairperson, School District No. 39 (Vancouver) (June 19, 2012) – Trustee Nelson

Remove: Secretary Treasurer Decision Item – Carbon Trust Capital Bylaw – Carbon Trust Projects

Trustee Reports: BCPSEA Report – Trustee Palis

Moved: Trustee Rempel

Seconded: Trustee Carr

THAT the Agenda be ordered as amended.

CARRIED

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

B. CONFIRMATION OF MINUTES

1. June 13, 2012 Public Board Meeting Minutes

Moved: Trustee Rempel

Seconded: Trustee Carr

THAT the Minutes of the June 13, 2012 Public Board Meeting be approved as circulated.

CARRIED

C. PRESENTATIONS

1. Bruce Grady, District Principal, Jessie Hill and Friends – Community Literacy Committee ("CLC")

Bruce Grady, representing CLC, provided a historical look at literacy in the district and introduced Co-Chair, Jessie Hill; Facilitator, Elaine Yamamoto; and Literacy Outreach Workers, Angie McLeod and Shanti Ang.

The presentation included highlights of the successes, new initiatives and partnership with the Fraser Valley Regional Library. A handout was provided.

Acknowledgement was made to all persons involved including Community Literacy Committee, Volunteers, Tutors, Partner Organizations and Businesses, and those who give their time and energy to support literacy in our community.

Discussion on the successes and energy of the committee ensued. The group requested suggestions of the Board and the public for ideas on literacy with the idea the more collaboration, the better: "Develop the tools to live well".

Moved: Trustee Carr

Seconded: Trustee Clarkson

THAT the Board receive the Community Literacy Community presentation for information.

CARRIED

2. Natalie Baxter - Montessori Society

Natalie Baxter provided handouts and a power point presentation highlighting the history and foundation of Montessori which focuses on:

- practical life, independence;
- freedom within limits
- respect for a child's natural development;
- sensorial, cultural and language areas;
- multi-age classrooms; and
- student choice of activity.

The Chair opened the floor to questions and comments.

Guests included Patricia Patrick, teacher, and students Molly Roberts and Nathan Irwin who displayed their reading ability with a power point presentation on building a community.

Moved: Trustee Carr

Seconded: Trustee Clarkson

THAT the Board receive the Montessori Society presentation for information.

CARRIED

3. Tony Cotroneo, Recreation Manager Youth and Neighbourhood Services and
Christa Balatti, Manager, Health and Wellness Leisure Centre

Mr. Controneo provided two power points from the District of Maple Ridge and the City of Pitt Meadows highlighting the Healthy Communities initiative. Recreation Services has excellent partnerships with the School District and assists with creating leadership opportunities for youth.

Highlights included:

- drop in activities at Planet Ice and Pitt Meadows Arena;
- Active Kids Club;
- providing safe and secure environments regardless of a child's abilities;
- youth action park at Thomas Haney Secondary;
- youth mentorship programs;
- grade 5 active pass born out of a healthy communities initiative;

A request of support from the School District in assisting with disseminating information to teachers and families was made and a further request was made to attend an upcoming Principals' meeting.

The Chair opened the floor to questions.

Moved: Trustee Carr

Seconded: Trustee Clarkson

THAT the Board receive the Parks and Leisure Services Commission presentation for information.

CARRIED

D. DELEGATIONS

E. CHAIR REPORT

F. DEFERRED ITEMS

G. TRUSTEE MOTIONS

Moved: Trustee Nelson

Seconded: Trustee Clarkson

THAT the Board write a letter to the MOE acknowledging the difficult position that many school boards are facing in submitting a balanced budget, and how support for Cowichan Board in highlighting the need for restorative budget.

MOTION FAILED (In Favour: Trustee Clarkson)

Discussion ensued regarding the support of a letter. It was agreed to defeat the motion and put a new one on the floor.

Moved: Trustee Palis

Seconded: Trustee Carr

THAT the Board write a letter to the Minister of Education in reference to the Vancouver School Board letter supporting Cowichan Valley School Board urging the Ministry of Education to consult with communities and school districts across the Province to craft budgets that meet learning needs of students.

CARRIED

Ridge Meadows Education Foundation. Chairperson Kathie Ward has announced she will be stepping down.

Moved: Trustee Rempel

Seconded: Trustee Carr

THAT the Board write a letter to outgoing Chairperson, Kathie Ward, expressing their appreciation for her efforts as Chair of the Ridge Meadows Education Foundation.

CARRIED

H. CHIEF EXECUTIVE OFFICER'S REPORT

1. Decision Items

a) Superintendent of Schools

Achievement Contract 2012

The Superintendent reported on the presentation made to the Board earlier today. The Board recognized and acknowledged the meticulous work involved with the Achievement Contract. The Achievement Contract will be posted to site once approved.

Moved: Trustee Rempel

Seconded: Trustee Carr

THAT the Board ratify the Superintendent's recommendation to approve the 2012 Achievement Contract which is to be submitted to the Ministry of Education by July 15, 2012.

CARRIED

b) Deputy Superintendent

c) Secretary Treasurer

Final Annual 2012-2013 Budget

The Secretary Treasurer introduced how the Board arrived at a balanced budget. Protecting the classroom was a mantra and guiding principle throughout the budget process. The predicted year ending of declining enrolment is 2015. This year the Ministry continued its provision of funding protection held at 98% which was sufficient to balance the budget with a small surplus.

Some highlights included:

- providing additional hours for SEA's due to increased enrollment;
- protecting a small amount of money to cover unexpected challenges;
- purchasing of equipment long overdue and needed for staff and for the facilities department to be more efficient;
- providing for the Environmental school and accounting for its growth by another 20 students.

Overall the School District is in a good financial state and there is confidence, when the year end is closed, the district will have a small surplus and a very good financial state to manage its affairs. The Board will receive additional funding via learning improvement fund in addition to its operating grants.

Moved: Trustee Rempel

Seconded: Trustee Clarkson

THAT all decisions taken by the 2012-2013 Budget Committee of the Whole during its deliberations regarding the Operating Budget totaling \$145,228,457 and summarized in this report, be approved by the Board for implementation.

CARRIED

Moved: Trustee Rempel

Seconded: Trustee Carr

THAT pursuant to Part E, Bylaws and Resolutions, Section 3.01 subsection (d), the attached School District No. 42 (Maple Ridge – Pitt Meadows) Preliminary 2012/2013 Operating Annual Budget Bylaw be given three (3) readings at this meeting (vote must be unanimous).

CARRIED

Moved: Trustee Rempel

Seconded: Trustee Palis

THAT the attached School District No. 42 (Maple Ridge – Pitt Meadows) Preliminary 2012/2013 Operating Annual Budget Bylaw be approved as read a first time.

CARRIED

Moved: Trustee Rempel

Seconded: Trustee Palis

THAT the attached School District No. 42 (Maple Ridge – Pitt Meadows) Preliminary 2012/2013 Operating Annual Budget Bylaw be approved as read a second time.

CARRIED

Moved: Trustee Clarkson

Seconded: Trustee Marshall

THAT the attached School District No. 42 (Maple Ridge – Pitt Meadows) Preliminary 2012/2013 Operating Annual Budget Bylaw be approved as read a third time and finally adopted.

CARRIED

Proposed Draft Policy: Safe, Caring and Healthy Schools

The Secretary Treasurer indicated that the draft policy is not quite ready to put out to the public as the committee would like to work more closely with the Maple Ridge Teachers' Association's Social Justice Committee and students.

Moved: Trustee Rempel

Seconded: Trustee Palis

THAT the Board authorize the Board Policy Development Committee to extend an invitation to the Maple Ridge Teacher's Association's Social Justice Committee and students to meet with the Board Policy Development Committee in the Fall to provide feedback on the proposed "Safe, Caring and Healthy Schools" draft policy.

CARRIED

2. Information Items

a) Superintendent of Schools

Playgrounds Capital Bylaw – Playground Funding

Moved: Trustee Rempel

Seconded: Trustee Clarkson

THAT the Board pass Capital Project Bylaw No. 126502 – Playground Equipment Grant for 2012-2013 at this meeting with three (3) readings, unanimously.

CARRIED

Moved: Trustee Carr

Seconded: Trustee Nelson

THAT the Board pass Capital Project Bylaw No. 126502 – Playground Equipment Grant for 2012-2013 as read a first time.

CARRIED

Moved: Trustee Clarkson

Seconded: Trustee Nelson

THAT the Board pass Capital Project Bylaw No. 126502 – Playground Equipment Grant for 2012-2013 as read a second time.

CARRIED

Moved: Trustee Clarkson

Seconded: Trustee Palis

THAT the Board pass Capital Project Bylaw No. 126502 – Playground Equipment Grant for 2012-2013 as read a third time and finally adopted.

CARRIED

b) Deputy Superintendent

Changing Results for Young Readers

The Deputy Superintendent referred to the report attached in the Agenda and provided background on concepts used to build the whole child enabling readiness to learn with the assistance of an early learning resource team which defines actions at both the Ministry and District levels.

Moved: Trustee Rempel

Seconded: Trustee Clarkson

THAT the Board receive the Deputy Superintendent's report on Changing Results for Young Readers for information.

CARRIED

c) Secretary Treasurer

I. COMMITTEE BUSINESS

J. QUESTION PERIOD

K. TRUSTEE REPORTS

BC Public School Employers' Association. Trustee Palis reported on a conference call earlier today highlighting the positive steps taken in a right direction for both parties to seek resolution. The priority for teachers in the fall is advocacy for student class size and composition. The largest component was focused on a common benefits plan across the Province where approximately 50 school districts will be working with a common benefit provider (Pacific Blue Cross) trying to harmonize and standardize for consistencies for all teachers in the Province.

The Board passed a motion earlier this day providing direction to Trustee Palis, BCPSEA Trustee Representative, to vote in favour of ratifying the collective agreement reached between BCPSEA and the BC Teachers' Federation.

The Board commented on the great graduation events and offered a huge thanks to parents and staff that made the graduations and grade 7 leaving ceremonies so successful.

The Board thanked all the organizations that provided scholarship and bursaries opportunities for students.

The Chair thanked all Trustees for doing their part and words of wisdom while attending the many ceremonies and further thanked the Board for the first six months of their term as an elected Board.

L. OTHER BUSINESS

M. ADJOURNMENT

Moved: Trustee Rempel

Seconded: Trustee Carr

THAT the meeting of the Board be adjourned at 8:23 p.m.

CARRIED

Mike Murray, Chairperson

Wayne Jefferson, Secretary Treasurer



To: Board of Education

From: Chairperson
Mike Murray

Re: **PRESENTATIONS**

Date: September 12, 2012
(Public Board Meeting)

Information

1. Mentorship Program – Craig Mitchell, District Helping Teacher

RECOMMENDATION:

THAT the Board receive the Mentorship Program presentation for information.



To: Board of Education

From: Secretary Treasurer
Wayne Jefferson

Re: **AUDITED FINANCIAL STATEMENTS
JUNE 30, 2012 AND SCHOOL DISTRICT
NO. 42 BUSINESS COMPANY**

Date: September 12, 2012
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

Again this year, management has continued its work to increase the efficiency of financial management and budget development work and the results of the efforts have contributed to improved capacity of reporting and monitoring of the financial data.

The financial statements were prepared by Management and the culmination of financial activities of the prior twelve months, ending June 30, 2012, are being presented.

The external auditors have completed their review work and the district has given the financial statements a clean audit report.

The School District's financial affairs are in good order, and has finished the school and financial year with a small operating budget surplus. The School District continues to manage within a tight financial situation, and Management believes the School District is well positioned to again finish next year in a balanced financial state.

The other funds entrusted to the Board are also presented in the report according to the guidelines of the *School Act's* related regulations and generally accepted accounting principles ("GAAP").

The School District will monitor its finances on a quarterly basis and report out to the Board its findings.

RECOMMENDATION:

THAT the Board approve the audited financial statements for the School District and School District No. 42 Business Company for the year ending June 30, 2012 for submission to the Ministry of Education.

Attachments

SCHOOL DISTRICT AUDITED CONSOLIDATED FINANCIAL STATEMENTS FISCAL YEAR 2011/2012

SCHOOL DISTRICT NUMBER 42	NAME OF SCHOOL DISTRICT Maple Ridge- Pitt Meadows	YEAR 2011/2012
OFFICE LOCATION 22225 Brown Avenue		TELEPHONE NUMBER (604) 463-4200
CITY/PROVINCE Maple Ridge, BC		POSTAL CODE V2X 8N6
WEBSITE ADDRESS www.sd42.ca		
NAME OF SUPERINTENDENT Jan Unwin		NAME OF SECRETARY-TREASURER Wayne Jefferson

DECLARATION AND SIGNATURES

SCHOOL DISTRICT MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

The consolidated financial statements and supporting schedules of The Board of Education of School District No. 42 (Maple Ridge-Pitt Meadows) ("the Board") have been prepared by school district management which has responsibility for their preparation, integrity and objectivity. The consolidated financial statements and schedules, including notes, have been prepared in accordance with Canadian generally accepted accounting principles for not-for-profit organizations.

In fulfilling its reporting responsibilities, management has maintained internal control systems and procedures designed to provide reasonable assurance that the school district's assets are safeguarded, that transactions are executed in accordance with appropriate authorization and that the accounting records may be relied upon to properly reflect the school district's transactions. The effectiveness of the control systems is supported by the selection and training of qualified personnel, an organizational structure that provides an appropriate division of responsibility and a strong budgetary system of control.

The Board's Responsibility

The ultimate responsibility for the consolidated financial statements lies with the Board. The Board has reviewed and approved the consolidated financial statements.

External Auditors

The Board appoints external auditors to audit the consolidated financial statements. The external auditors have full and free access to school district records, and present their report to the Board.

Declaration of Management and Board Chairperson

To the best of our knowledge and belief, these consolidated financial statements and supporting schedules reflect, in all material respects, the financial position, revenue and expense, changes in fund balances, and cash flows for the year in accordance with Canadian generally accepted accounting principles for not-for-profit organizations.

We, the undersigned, certify that the attached is a correct and true copy of the Audited Consolidated Financial Statements of School District No. 42 (Maple Ridge- Pitt Meadows) for the year ended June 30, 2012.

SIGNATURE OF CHAIRPERSON OF THE BOARD OF EDUCATION	DATE SIGNED
SIGNATURE OF SUPERINTENDENT	DATE SIGNED
SIGNATURE OF SECRETARY-TREASURER	DATE SIGNED

SCHOOL DISTRICT No. 42 (MAPLE RIDGE- PITT MEADOWS)
2011/2012 AUDITED CONSOLIDATED FINANCIAL STATEMENTS

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Independent auditor's report

Grant Thornton LLP
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333 Seymour Street
Vancouver, BC
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F +1 604 685 6569
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To the Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows):

We have audited the accompanying consolidated financial statements of School District No. 42 (Maple Ridge – Pitt Meadows), which comprise the consolidated statement of consolidated financial position as at June 30, 2012, the consolidated statements of revenue and expense, changes in fund balances, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's responsibility for the consolidated financial statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian generally accepted accounting principles, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's responsibility

Our responsibility is to express an opinion on these consolidated 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 consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated 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 consolidated financial statements.

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

Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of School District No. 42 (Maple Ridge – Pitt Meadows) as at June 30, 2012, and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Other matter

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements taken as a whole. The current year's supplementary information included in Schedules A through C is presented for the purposes of additional information and is not a required part of the consolidated financial statements. Such information has been subjected to the auditing procedures applied, only to the extent necessary to express an opinion, in the audit of the consolidated financial statements taken as a whole.

Vancouver, Canada

September 12, 2012

Chartered accountants

SCHOOL DISTRICT No. 42 (MAPLE RIDGE- PITT MEADOWS)
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT JUNE 30, 2012

Statement 1

	OPERATING	SPECIAL	CAPITAL	TOTAL	TOTAL
	FUND	PURPOSE	FUND	2012	2011
		FUNDS			
ASSETS					
Current Assets					
Cash and Cash Equivalents	\$ 14,235,890	\$ 1,192,239		\$ 15,428,129	\$ 17,788,140
Short Term Investments	14,263,141	575,001		14,838,142	12,559,580
Accounts Receivable					
Due from Province - Ministry of Education		71,543		71,543	69,443
Due from Province - Other	89,463			89,463	79,397
Due from LEA/Direct Funding	36,173			36,173	34,465
Other Receivables (Note 3)	592,901	75,120		668,021	713,931
Interfund Loans		735,853	5,483,540		
Inventories	2,880			2,880	4,093
Prepaid Expenses	305,695			305,695	282,952
	29,526,143	2,649,756	5,483,540	31,440,046	31,532,001
Investments (Note 4)		186,996		186,996	183,174
Capital Assets - Net (Note 5)			186,432,611	186,432,611	188,518,442
TOTAL ASSETS	\$ 29,526,143	\$ 2,836,752	\$ 191,916,151	\$ 218,059,653	\$ 220,233,617
LIABILITIES AND FUND BALANCES					
Current Liabilities					
Accounts Payable and Accrued Liabilities					
Other	7,911,539	187,579		8,099,118	8,388,055
Capital Lease Obligations - Current Portion (Note 7)			241,718	241,718	248,083
Interfund Loans	6,219,393				
Other Current Liabilities	1,138,294		-	1,138,294	1,051,436
	15,269,226	187,579	241,718	9,479,130	9,687,574
Deferred Revenue	4,450,082			4,450,082	4,466,331
Deferred Contributions					
Ministry of Education		522,641	2,077,093	2,599,734	4,268,595
Province - Other		29,920		29,920	31,782
Other		2,096,612	3,405,408	5,502,020	5,332,948
Accrued Employee Future Benefits (Note 8)	5,634,857			5,634,857	5,450,512
Deferred Capital Contributions			122,666,999	122,666,999	125,807,645
Capital Lease Obligations (Note 7)			650,336	650,336	383,286
Other Long Term Liabilities	29,522			29,522	28,773
TOTAL LIABILITIES	25,383,687	2,836,752	129,041,554	151,042,600	155,457,446
Fund Balances					
Invested in Capital Assets			62,873,556	62,873,556	62,079,426
Internally Restricted (Note 10)	1,928,051		1,041	1,929,092	1,052,035
Unrestricted (Note 10)	2,214,405			2,214,405	1,644,710
TOTAL FUND BALANCES	4,142,456	-	62,874,597	67,017,053	64,776,171
TOTAL LIABILITIES AND FUND BALANCES	\$ 29,526,143	\$ 2,836,752	\$ 191,916,151	\$ 218,059,653	\$ 220,233,617

- > Note 13 - Commitments
- > Note 20 - Contingencies

SCHOOL DISTRICT No. 42 (MAPLE RIDGE- PITT MEADOWS)
CONSOLIDATED STATEMENT OF REVENUE AND EXPENSE
YEAR ENDED JUNE 30, 2012

Statement 2

	OPERATING	SPECIAL			
	FUND	PURPOSE	CAPITAL	TOTAL	TOTAL
		FUNDS	FUND	2012	2011
REVENUE					
Provincial Grants - Ministry of Education	\$ 117,259,178	\$ 3,470,045		\$ 120,729,223	\$ 119,558,475
Provincial Grants - Other	328,606	1,862		330,468	509,842
Federal Grants	129,995			129,995	190,229
Other Revenue	10,267,904	4,236,512		14,504,416	14,999,276
Rentals and Leases	343,156			343,156	360,125
Investment Income	286,242	10,576		296,818	304,384
Amortization of Deferred Capital Contributions			5,264,979	5,264,979	4,935,492
	<u>128,615,081</u>	<u>7,718,995</u>	<u>5,264,979</u>	<u>141,599,055</u>	<u>140,857,823</u>
EXPENSE					
Salaries					
Teachers	58,702,575	74,632		58,777,207	59,067,013
Principals and Vice Principals	5,681,148			5,681,148	5,631,835
Educational Assistants	8,491,486	674,449		9,165,935	8,848,963
Support Staff	10,600,688	243,058		10,843,746	10,700,665
Other Professionals	2,644,032			2,644,032	2,893,231
Substitutes	3,836,057	44,876		3,880,933	4,341,575
	<u>89,955,986</u>	<u>1,037,015</u>	<u>-</u>	<u>90,993,001</u>	<u>91,483,282</u>
Employee Benefits (Note 8 and 9)	21,487,944	123,894		21,611,838	20,932,436
Services and Supplies	15,110,814	4,748,438		19,859,252	21,205,951
Amortization of Capital Assets			6,876,169	6,876,169	6,518,294
Lease Interest Expense			17,913	17,913	34,697
	<u>126,554,744</u>	<u>5,909,347</u>	<u>6,894,082</u>	<u>139,358,173</u>	<u>140,174,660</u>
NET REVENUE (EXPENSE)	<u>\$ 2,060,337</u>	<u>\$ 1,809,648</u>	<u>\$ (1,629,103)</u>	<u>\$ 2,240,882</u>	<u>\$ 683,163</u>

SCHOOL DISTRICT No. 42 (MAPLE RIDGE- PITT MEADOWS)
CONSOLIDATED STATEMENT OF CHANGES IN FUND BALANCES
YEAR ENDED JUNE 30, 2012

Statement 3

	OPERATING FUND	SPECIAL PURPOSE FUNDS	CAPITAL FUND	TOTAL 2012	TOTAL 2011
FUND BALANCES, BEGINNING OF YEAR	\$ 2,674,114	\$ -	\$ 62,102,057	\$ 64,776,171	\$ 64,093,008
Changes for the Year					
Net Revenue (Expense) for the Year	2,060,337	1,809,648	(1,629,103)	2,240,882	683,163
Interfund Transfers					
Capital Assets Purchased (Note 11)		(1,809,648)	1,809,648	-	
Local Capital (Note 11)	(591,995)		591,995	-	
Net Changes for the Year	<u>1,468,342</u>	<u>-</u>	<u>772,540</u>	<u>2,240,882</u>	<u>683,163</u>
FUND BALANCES, END OF YEAR	<u>\$ 4,142,456</u>	<u>\$ -</u>	<u>\$ 62,874,597</u>	<u>\$ 67,017,053</u>	<u>\$ 64,776,171</u>

SCHOOL DISTRICT No. 42 (MAPLE RIDGE- PITT MEADOWS)
CONSOLIDATED STATEMENT OF CASH FLOWS
YEAR ENDED JUNE 30, 2012

Statement 4.1

	OPERATING FUND	SPECIAL PURPOSE FUNDS	CAPITAL FUND	TOTAL 2012	TOTAL 2011
CASH PROVIDED BY (USED FOR)					
OPERATIONS					
Net Revenue (Expense) for the Year	\$ 2,060,337	\$ 1,809,648	\$ (1,629,103)	\$ 2,240,882	\$ 683,163
Changes in Non-Cash Working Capital					
Decrease (Increase)					
Short Term Investments	(2,218,384)	(60,178)		(2,278,562)	7,973,764
Accounts Receivable	22,937	9,099		32,036	(96,006)
Interfund Loans	(2,989,652)	3,151,228	(161,576)	-	-
Inventories	1,213			1,213	(811)
Prepaid Expenses	(22,743)			(22,743)	125,229
Increase (Decrease)					
Accounts Payable/Accrued Liabilities	1,424,495	(145,782)	(60,586)	1,218,127	(547,588)
Other Current Liabilities	86,858			86,858	(43,313)
Deferred Revenue	(16,249)			(16,249)	(126,081)
Deferred Contributions		(3,252,467)		(3,252,467)	(1,401,932)
Accrued Employee Future Benefits	184,345			184,345	334,110
Other Long Term Liabilities	749			749	(3,849)
Items Not Involving Cash					
Amortization of Capital Assets			6,876,169	6,876,169	6,518,294
Amortization of Deferred Capital Contributions			(5,264,979)	(5,264,979)	(4,935,492)
Interfund Transfers	(591,995)	(1,809,648)	2,401,643	-	-
	(2,058,089)	(298,100)	2,161,568	(194,621)	8,479,488
FINANCING					
Deferred Contributions Received - Capital			2,368,085	2,368,085	3,473,427
Capital Leases			(210,424)	(210,424)	(214,952)
	-	-	2,157,661	2,157,661	3,258,475
INVESTING					
Capital Assets Purchased - Special Purpose			(1,809,648)	(1,809,648)	(1,741,246)
Capital Assets Purchased - Local Capital			(385,248)	(385,248)	(528,551)
Capital Assets Purchased - Deferred Contributions - Capital			(2,124,333)	(2,124,333)	(781,672)
Decrease (Increase) in Investments		(3,822)		(3,822)	(21,311)
	-	(3,822)	(4,319,229)	(4,323,051)	(3,072,780)
NET INCREASE (DECREASE) IN CASH	\$ (2,058,089)	\$ (301,922)	\$ -	\$ (2,360,011)	\$ 8,665,183

SCHOOL DISTRICT No. 42 (MAPLE RIDGE- PITT MEADOWS)
CONSOLIDATED STATEMENT OF CASH FLOWS
YEAR ENDED JUNE 30, 2012

Statement 4.2

	OPERATING FUND	SPECIAL PURPOSE FUNDS	CAPITAL FUND	TOTAL 2012	TOTAL 2011
NET INCREASE (DECREASE) IN CASH	\$ (2,058,089)	\$ (301,922)	\$ -	\$ (2,360,011)	\$ 8,665,183
Net Cash, Beginning of Year	16,293,979	1,494,161		17,788,140	9,122,957
NET CASH, END OF YEAR	<u>\$ 14,235,890</u>	<u>\$ 1,192,239</u>	<u>\$ -</u>	<u>\$ 15,428,129</u>	<u>\$ 17,788,140</u>
Cash	\$ 14,235,890	\$ 1,192,239		\$ 15,428,129	\$ 17,788,140
NET CASH, END OF YEAR	<u>\$ 14,235,890</u>	<u>\$ 1,192,239</u>	<u>\$ -</u>	<u>\$ 15,428,129</u>	<u>\$ 17,788,140</u>

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

Notes to the consolidated financial statements

June 30, 2012

1. Authority

School District No. 42 (Maple Ridge – Pitt Meadows) (the "School District") operates under authority of the *School Act* of British Columbia as a corporation in the name of "The Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows)." A board of education (the "Board") elected for a three year term governs the School District. The School District provides educational programs to students enrolled in schools in the district, and is principally funded by the Province of British Columbia through the Ministry of Education.

2. Summary of significant accounting policies and reporting practices

General

These consolidated financial statements were prepared in accordance with Canadian generally accepted accounting principles ("GAAP") for not-for-profit organizations. These principles are consistent with those used in prior years.

The deferral method of accounting for contributions, which includes government grants, is used. Results are reported in the operating fund, special purpose funds and capital fund. Revenues and expenses are recorded on a gross and accrual basis.

Statement 2 (Statement of Revenue and Expense), Statement 3 (Statement of Changes in Fund Balances) and Statement 4 (Statement of Cash Flows) present annual results of each fund, changes in fund balances and cash flows for the year. Statement 1 (Statement of Financial Position) presents the assets, liabilities and fund balances as at June 30. Interfund transfers and loans are recognized in each fund and eliminated in the totals.

Principles of consolidation

These consolidated financial statements include the accounts of the School District and its wholly-owned subsidiary, School District No. 42 Business Company. All related party transactions and accounts have been eliminated upon consolidation.

Fund accounting

Fund accounting procedures recognize external restrictions on the use of contributions by governments or other granting agencies, and appropriations or other internal restrictions by the Board. While separate accounts are maintained for each fund, for financial reporting purposes, funds with similar characteristics are grouped together:

- Operating fund reports assets, liabilities, revenues and expenses for general operations
- Special purpose funds report assets, liabilities, revenues and expenses for:
 - Contributions restricted in use by the *School Act* or Ministry of Education
 - Contributions restricted in use by other external bodies
 - Endowment funds
 - Funds collected and used at the school level (i.e. school-generated funds)
 - Controlled and/or related entities
- Capital fund reports assets, liabilities, revenues and expenses for capital. Contributions of other funds used for capital purposes are transferred to the capital fund

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

Notes to the consolidated financial statements

June 30, 2012

2. Summary of significant accounting policies and reporting practices (continued)

Cash and cash equivalents

Cash and cash equivalents include cash and highly liquid securities with original terms to maturity of three months or less when purchased.

Short-term investments

Short-term investments include securities with original terms to maturity of greater than three months and less than one year when purchased.

Accounts receivable

Accounts receivable are shown net of allowance for doubtful accounts.

Inventories

Inventories of supplies and materials held in central stores are recorded at the lower of cost and net realizable value. Cost is determined using the first-in-first-out method.

Prepaid expenses

Prepaid expenses include costs incurred prior to year end but deemed to relate to the next year.

Capital assets

The following criteria apply:

- Capital assets acquired or constructed are recorded at cost. Donated capital assets are recorded at their fair market value on the date of donation.
- Work-in-progress is recorded as an acquisition to the applicable asset class at substantial completion.
- Sites and buildings that no longer contribute to the ability of the School District to provide services are written-down to residual value.
- Buildings that are demolished or destroyed are written-off.
- Amortization is recorded on a straight-line basis over the estimated useful life of the asset.

Estimated useful lives of capital assets are as follows:

Buildings	40 years
Furniture and equipment	10 years
Vehicles	10 years
Computer software	5 years
Computer hardware	5 years

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

Notes to the consolidated financial statements

June 30, 2012

2. Summary of significant accounting policies and reporting practices (continued)

Capital leases

Leases that, from the point of view of the lessee, transfer substantially all the benefits and risks incident to ownership of property to the School District are considered capital leases. These are accounted for as an asset and an obligation.

Other long-term liabilities

Other long-term liabilities consist of approved student scholarships and bursaries not yet claimed.

Revenue recognition

Unrestricted operating government grants are recognized as revenue when received. Such grants, if contributed for a future period, are deferred and reported as deferred contributions until that future period. Other unrestricted revenue, including tuition fees and sales of services/products, are reported as revenue when services are provided or products delivered.

Externally restricted contributions, grants and donations are reported as revenue depending on the nature of restrictions imposed on the use of the funds by the contributors:

- Non-capital contributions for specific purposes are recorded as deferred contributions and recognized as revenue in the year related expenses are incurred.
- Contributions restricted for capital purposes are recorded as deferred contributions until the amount is invested in capital assets.
 - If the capital asset is a site, the amount invested is recorded as a direct increase to net assets invested in capital assets.
 - If the capital asset is not a site, the amount invested is recorded as a deferred capital contribution and amortized over the useful life of the asset. Amortization commences in the year following acquisition.
 - Donated capital assets are recorded at fair market value and treated as a deferred capital contribution.
- Endowment contributions and matching contributions are reported as direct increases to net assets held as endowment principal.
- Investment income earned on endowment principal is recognized as a direct increase to net assets (endowment) to the extent required or agreed by donors. The remaining investment income earned on endowment principal is recorded as a deferred contribution and recognized as revenue in the year related expenses are incurred.

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

Notes to the consolidated financial statements

June 30, 2012

2. Summary of significant accounting policies and reporting practices (continued)

Expenditures

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, expenditures 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 regular 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 identification of program.

Financial instruments

All financial instruments are classified into one of the following five categories: held-for-trading, held-to-maturity, loans and receivables, available-for-sale financial assets or other financial liabilities.

The School District has classified their financial instruments as follows:

- cash and cash equivalents as held-for-trading (measured at fair value through the statement of revenue and expense)
- accounts receivable as loans and receivables (measured at amortized cost using the effective interest method)
- short-term and long-term investments as held-for-trading (measured at fair value through the statement of revenue and expense)
- accounts payable and accrued liabilities as other financial liabilities (measured at amortized cost using the effective interest method)
- other current and long-term liabilities as other financial liabilities (measured at amortized cost using the effective interest method)

Fair values are based on quoted market values where available from active markets, otherwise fair values are estimated using a variety of valuation techniques and models.

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

Notes to the consolidated financial statements

June 30, 2012

2. Summary of significant accounting policies and reporting practices (continued)

Use of estimates

Preparation of financial statements requires management to make estimates and assumptions that impact reported amounts for 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, rates for amortization and estimated employee future benefits. Actual results could differ from those estimates.

Controlled and related entities

The School District has an economic interest in Ridge Meadows Educational Foundation. The School District received \$2,662 (2011: \$5,000) from the Foundation for educational programs for the year ended June 30, 2012. Note disclosure is the only required reporting.

The School District shared control of the School District Development Association with School District No. 75 (Mission). Investments in the Association were reported in the special purpose fund and accounted for using the equity method. The Association was voluntarily dissolved on April 16, 2012 at which time it had no assets or liabilities.

The School District has a 100% ownership of a profit oriented entity, School District No. 42 Business Company (the "Company"). The Company was established to operate for-profit programs in order to provide extra funding to the School District as well as entering into potential off-shore business arrangements. The Company is inactive.

Employee future benefits

The School District provides certain post-employment benefits, including accumulated sick and vacation pay and retirement allowance, for certain employees pursuant to certain contracts and union agreements.

The School District accrues its obligations and related costs under employee future benefit plans. The future benefits cost is actuarially determined using the projected unit credit method pro rata on service and using management's best estimate of expected salary escalation, termination and retirement rates, and mortality. The discount rate used to measure obligations is based on market rates at the measurement date.

The excess of cumulative unrecognized actuarial gains (losses) over 10 percent of the accrued benefit obligation is amortized over the expected average remaining service lifetime ("EARS") of active employees covered under the plan.

The most recent valuation of the obligation was performed at March 31, 2010, and projected to June 30, 2014. The next valuation will be performed at March 31, 2013, for use at June 30, 2013. 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.

Comparative figures

Certain prior year figures have been reclassified to conform with the current year's presentation.

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

Notes to the consolidated financial statements

June 30, 2012

2. Summary of significant accounting policies and reporting practices (continued)

Future change in accounting framework

Under the revised Public Sector Accounting Board (PSAB) framework, beginning with the 2012/2013 fiscal year, school districts will be required to follow Public Sector Accounting (PSA) standards with or without the not-for-profit organization standards (i.e., PS 4200 series). In September 2010, the Province of British Columbia Treasury Board directed through the Government Organization Accounting Standards Regulation 257/2010 requiring all school districts to adopt PSA standards without the PS 4200 series from their first fiscal year commencing after January 1, 2012.

The first fiscal year of full implementation without the PS 4200 series will be the year ended June 30, 2013. The adoption of PSA standards is to be accounted for by retroactive application with restatement of prior periods unless the exemption is permitted. Comparative figures of June 30, 2012 and July 1, 2011 will be restated. The consolidated financial statements will also include presentation of budget figures prepared in accordance with PSA standards for the year ended June 30, 2013.

While the School District, in consultation with the Office of the Comptroller General and the Ministry of Education, has begun assessing the impact of the change in accounting framework on its financial statements, the financial impact cannot be reasonably estimated at this time. Implementing PSA standards will also have an impact on accounting financial reporting and supporting information technology systems and processes.

3. Accounts receivable - other receivables	2012	2011
Due from Federal government	\$ 297,967	\$ 306,662
Due from other educational institutions	155,188	164,561
Due from school parent advisory councils	15,796	25,694
Due from rental agreements	11,544	12,138
Due from PCTIA Training Programs	62,817	96,228
Other	124,709	108,648
	<u>\$ 668,021</u>	<u>\$ 713,931</u>

4. Investments

The School District holds a diversified portfolio of investments in pooled funds that are maintained to fund scholarships and bursaries. These pooled investment funds are valued at the unit value supplied by the pooled fund administrator and which represent the School District's proportionate share of underlying net assets at fair value determined using closing market values.

	2012	2011
Fixed income fund	\$ 93,841	\$ 87,074
Canadian equity fund	52,137	55,521
U.S. equity fund	19,475	18,021
International fund	21,543	22,558
	<u>\$ 186,996</u>	<u>\$ 183,174</u>

Due to the inherent nature of pooled investment funds, it is not possible to determine the weighted average yield or maturity date.

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

Notes to the consolidated financial statements

June 30, 2012

5. Capital assets		2012		2011	
	<u>Cost</u>	<u>Accumulated amortization</u>	<u>Net book value</u>	<u>Net book value</u>	
Sites	\$ 33,005,034	\$ -	\$ 33,005,034	\$ 32,838,835	
Buildings	248,069,224	99,907,202	148,162,022	150,118,251	
Furniture and equipment	8,069,871	4,181,394	3,888,477	4,062,501	
Vehicles	366,835	152,689	214,146	211,263	
Computer software	434,460	235,050	199,410	293,672	
Computer hardware	1,440,681	477,159	963,522	993,920	
	<u>\$ 291,386,105</u>	<u>\$ 104,953,494</u>	<u>\$ 186,432,611</u>	<u>\$ 188,518,442</u>	

Included in the capital assets above are assets under capital lease with net book value as of June 30, 2012, of \$968,381. For the year ended June 30, 2012, amortization expense of assets under capital lease is \$79,855.

6. Line of credit

The School District has an approved line of credit of \$6.5 million with interest at 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, 2012, the School District had \$Nil borrowings (2011: \$Nil) under these facilities.

7. Capital lease obligations

The following is a schedule of future minimum lease payments under several capital leases which expire at various dates together with the balance of the capital lease obligations:

2013	\$ 251,354
2014	251,354
2015	198,443
2016	149,532
2017	77,253
	<u>927,936</u>
Total minimum lease payments	927,936
Amount representing interest at 2.4%	<u>(35,882)</u>
Balance of the obligation	892,054
Less: current portion	<u>(241,718)</u>
Long-term portion	<u>\$ 650,336</u>

For the year ended June 30, 2012, interest expense in capital lease obligations was \$17,913 (2011: \$34,697).

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

Notes to the consolidated financial statements

June 30, 2012

8. Employee future benefits

The accrued benefit obligation for employee future benefits is not funded as funding is provided when the benefits are paid. Accordingly, there are no plan assets. Although no plan assets are uniquely identified, the School District has provided for the payment of these benefits.

The period of amortization is equal to the EARSL of active employees.

	2012	2011
Reconciliation of accrued benefit obligation		
Accrued benefit obligation - April 1	\$ 5,166,512	\$ 4,959,115
Service cost	341,629	325,928
Interest cost	248,537	252,949
Benefit payments	(354,003)	(387,033)
Actuarial loss	<u>(31,405)</u>	<u>15,553</u>
Accrued benefit obligation - March 31	\$ <u>5,371,270</u>	\$ <u>5,166,512</u>
Reconciliation of funded status		
Accrued benefit obligation - March 31	\$ 5,371,270	\$ 5,166,512
Market value of plan assets - March 31	<u>-</u>	<u>-</u>
Funded status - deficit	(5,371,270)	(5,166,512)
Employer contributions after measurement date	85,592	33,774
Unamortized net actuarial gain	<u>(349,179)</u>	<u>(317,774)</u>
Accrued benefit liability - June 30	\$ <u>(5,634,857)</u>	\$ <u>(5,450,512)</u>
Components of net benefit expense		
Service cost	\$ 341,629	\$ 325,928
Interest cost	248,537	252,949
Amortization of net actuarial gain	<u>-</u>	<u>-</u>
Net benefit expense	\$ <u>590,166</u>	\$ <u>578,877</u>

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

	2012	2011
Assumptions		
Discount rate - April 1	4.75%	5.00%
Discount rate - March 31	4.25%	4.75%
Long-term salary growth - April 1	2.5% + seniority	2.5% + seniority
Long-term salary growth - March 31	2.5% + seniority	2.5% + seniority
EARSL - March 31	9.1 years	9.1 years

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

Notes to the consolidated financial statements

June 30, 2012

9. Employee pension plans

The School District and its employees contribute to the Teachers' Pension Plan and Municipal Pension Plan, jointly trustee pension plans. The boards of trustees for these plans represent plan members and employers and are 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 defined. The Teachers' Pension Plan has about 46,000 active members from school districts and approximately 30,000 retired members from school districts. The Municipal Plan has about 173,000 active members, of which approximately 23,000 are from school districts.

The most recent actuarial valuation of the Teachers' Pension Plan as at December 31, 2008 indicated a \$291 million deficit for basic pension benefits. The next valuation will be as at December 31, 2011 with results available in 2012. The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2009 indicated a \$1,024 million deficit for basic pension benefits. The next valuation will be as at December 31, 2012 with results available in 2013. Defined contribution plan accounting is applied to the plan as the plan exposes 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 Maple Ridge-Pitt Meadows School District paid \$11,324,683 for employer contributions to these plans in the year ended June 30, 2012 (2011: \$11,236,104).

10. Operating fund balance, end of year	2012	2011
Internally restricted by the Board for:		
School-based funds	\$ 468,752	\$ 404,406
Special projects	184,448	301,647
Aboriginal education	142,999	185,972
Personal professional development	156,852	137,379
Contingency reserve	975,000	-
	<u>1,928,051</u>	<u>1,029,404</u>
Unrestricted surplus fund balance	<u>2,214,405</u>	<u>1,644,710</u>
Total fund balance	<u>\$ 4,142,456</u>	<u>\$ 2,674,114</u>

11. Interfund transfers

Transfers between the operating, special purpose and capital funds are reported on Statement 3 (Statement of Changes in Fund Balances). For the year ended June 30, 2012, transfers were as follows:

- \$591,995 from operating fund to capital fund to purchase assets
- \$1,809,648 from special purpose fund to capital fund for purchases

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

Notes to the consolidated financial statements

June 30, 2012

12. 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 generally considered to be in the normal course of operations and are recorded at the exchange amount.

13. Commitments

Capital projects

The School District is committed to capital expenditures to construct new facilities and upgrade current facilities. The outstanding capital commitments at year end are \$93,029.

Leases

The School District rents equipment under several operating leases, which expire at various dates up to fiscal year 2014/15. Scheduled payments in the next three years are approximately as follows:

Year 2012/13	\$	24,323
Year 2013/14		24,323
Year 2014/15		16,350

14. Supplemental cash flow information	2012	2011
-----------------------------------------------	-------------	-------------

Non-cash financing and investing transactions not included in cash flows		
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Equipment acquired by capital leases	\$ <u>471,109</u>	\$ <u>577,127</u>
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15. Budget figures

Budget figures included in the consolidated financial statements are not audited. They were approved by the Board through the adoption of an amended annual budget on February 23, 2012.

16. Economic dependence

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 consolidated financial statements have been prepared in accordance with Canadian GAAP for not-for-profit organizations. This contemplates continuation of the School District as a "going concern".

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

Notes to the consolidated financial statements

June 30, 2012

17. Financial instruments risk management

Financial instruments consist of cash, cash equivalents, short-term and long-term investments, accounts receivable, accounts payable and accrued liabilities, other current and long-term liabilities, and capital lease obligations. Cash, cash equivalents and investments have been recorded at their fair values. The carrying value of accounts receivable approximates its fair values due to its short-term nature. The financial liabilities are recorded at their amortized costs.

The School District has exposure to the following risk from its use of financial instruments:

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument will fluctuate due to the changes in market interest rates. The School District is exposed to interest rate risks on its short-term and long-term investments. The investments earn interest at various rates between 1.75 % and 1.9% (2011: 1.85% and 2.00), and mature on various dates between July 2012 and January 2013 (2011: September 2011 and January 2012).

The School District manages interest rate risk by diversifying its portfolio of investments.

It is management's opinion that the School District is not exposed to significant currency, price, credit, or liquidity risk arising from their use of financial instruments.

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

18. Capital management

The capital structure of the School District consists of the following:

	2012	2011
Deferred contributions		
Ministry of Education	\$ 2,599,734	\$ 4,268,595
Province - other	29,920	31,782
Other	5,502,020	5,332,948
Deferred capital contributions	122,666,999	125,807,645
Capital lease obligations	892,054	631,369
Fund balances		
Invested in capital assets	62,873,556	62,079,426
Internally restricted	1,929,092	1,052,035
Unrestricted	2,214,405	1,644,710
	<u>\$ 198,707,780</u>	<u>\$ 200,848,510</u>

The primary objective of the School District's capital management is to protect the assets of the School District while fulfilling its mandate to provide courses of instruction in the K - 12 education field as mandated under the School Act.

Net assets invested in property and equipment represents the amount of net assets that are not available for other purposes.

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

Notes to the consolidated financial statements

June 30, 2012

18. Capital management (continued)

Internally restricted funds represent those appropriated by the Board for specific purposes intended to enhance the mandate of the School District.

Endowment funds and scholarship funds in the YES Foundation represent donations received by the School District for specifically identified purposes relating to assisting student in furthering their education.

Unrestricted net assets are funds available for future operations and are retained by the School District to meet future educational opportunities that may arise.

As of June 30, 2012, the School District has complied with all externally imposed capital restrictions.

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, 2012, the liability is not reasonably determinable.

20. 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.

In 2011, the School District was served a writ of summons in a class action lawsuit involving 25 other school districts throughout the Province, seeking recovery of tuition fees paid for summer school courses in prior fiscal periods. The action has not yet been certified as a class action. Neither the outcome of this action nor any potential financial consequences are known at this time.

SCHOOL DISTRICT No. 42 (MAPLE RIDGE- PITT MEADOWS)
OPERATING FUND
SURPLUS (DEFICIT)
YEAR ENDED JUNE 30, 2012

Schedule A1

	2012		
	2012	2012	2011
	ACTUAL	AMENDED ANNUAL BUDGET	ACTUAL
REVENUE			
Provincial Grants - Ministry of Education	\$ 117,259,178	\$ 117,266,561	\$ 115,750,332
Provincial Grants - Other	328,606	314,117	471,225
Federal Grants	129,995	100,000	190,229
Other Revenue	10,267,904	10,091,444	10,274,535
Rentals and Leases	343,156	356,328	360,125
Investment Income	286,242	250,000	253,736
	<u>128,615,081</u>	<u>128,378,450</u>	<u>127,300,182</u>
EXPENSE			
Salaries			
Teachers	58,702,575	59,947,531	59,017,830
Principals and Vice Principals	5,681,148	5,674,475	5,631,835
Educational Assistants	8,491,486	8,511,941	8,334,018
Support Staff	10,600,688	10,638,634	10,318,524
Other Professionals	2,644,032	2,772,372	2,893,231
Substitutes	3,836,057	3,928,532	4,301,322
	<u>89,955,986</u>	<u>91,473,485</u>	<u>90,496,760</u>
Employee Benefits	21,487,944	21,825,377	20,843,963
Services and Supplies	15,110,814	16,978,648	15,400,293
	<u>126,554,744</u>	<u>130,277,510</u>	<u>126,741,016</u>
NET REVENUE (EXPENSE), FOR THE YEAR	2,060,337	(1,899,060)	559,166
INTERFUND TRANSFERS			
Capital Assets Purchased		(250,123)	
Local Capital	(591,995)	(341,870)	(800,000)
OTHER ADJUSTMENTS TO OPERATING FUND BALANCE			
BUDGETED ALLOCATION (RETIREMENT) OF SURPLUS (DEFICIT)		2,674,114	
SURPLUS (DEFICIT), FOR THE YEAR	<u>1,468,342</u>	<u>\$ 183,061</u>	<u>(240,834)</u>
SURPLUS (DEFICIT), BEGINNING OF YEAR	2,674,114		2,914,948
SURPLUS (DEFICIT), END OF YEAR			
(Section 156 (12) of School Act)	<u>\$ 4,142,456</u>		<u>\$ 2,674,114</u>
SURPLUS (DEFICIT), END OF YEAR			
Internally Restricted	1,928,051		
Unrestricted	2,214,405		
	<u>\$ 4,142,456</u>		

SCHOOL DISTRICT No. 42 (MAPLE RIDGE- PITT MEADOWS)
OPERATING FUND
COMPARATIVE SCHEDULE OF REVENUE BY SOURCE
YEAR ENDED JUNE 30, 2012

Schedule A2

	2012	2012	2011
	ACTUAL	AMENDED ANNUAL BUDGET	ACTUAL
PROVINCIAL GRANTS - MINISTRY OF EDUCATION			
Operating Grant, Ministry of Education	\$ 115,315,154	\$ 115,492,391	\$ 113,722,259
AANDC/LEA Recovery	(385,586)	(280,296)	(280,296)
Other Ministry of Education Grants			
Pay Equity	1,874,965	1,874,966	1,874,965
Misc	18,503		-
Education Guarantee	363,261	129,500	478,441
Carbon Tax	72,881	50,000	50,737
FSA and Lexia Reading Program			22,328
Distributed Learning Audit Recovery			(44,102)
Special Ed Audit Recovery			(74,000)
	<u>117,259,178</u>	<u>117,266,561</u>	<u>115,750,332</u>
PROVINCIAL GRANTS - OTHER	<u>328,606</u>	<u>314,117</u>	<u>471,225</u>
FEDERAL GRANTS	<u>129,995</u>	<u>100,000</u>	<u>190,229</u>
OTHER REVENUE			
Summer School Fees	22,855		21,690
Continuing Education	616,713	709,638	668,505
Offshore Tuition Fees	8,801,231	8,800,270	8,859,462
LEA/Direct Funding from First Nations	435,608	280,296	338,261
Miscellaneous			
A - Revenue Generation	33,408	22,500	35,090
D - Central Stores		500	
F - Miscellaneous	358,089	278,240	351,527
	<u>10,267,904</u>	<u>10,091,444</u>	<u>10,274,535</u>
RENTALS AND LEASES	<u>343,156</u>	<u>356,328</u>	<u>360,125</u>
INVESTMENT INCOME	<u>286,242</u>	<u>250,000</u>	<u>253,736</u>
TOTAL OPERATING REVENUE	<u><u>\$ 128,615,081</u></u>	<u><u>\$ 128,378,450</u></u>	<u><u>\$ 127,300,182</u></u>

SCHOOL DISTRICT No. 42 (MAPLE RIDGE- PITT MEADOWS)
OPERATING FUND
COMPARATIVE SCHEDULE OF EXPENSE BY OBJECT
YEAR ENDED JUNE 30, 2012

Schedule A3

	2012			
	2012	AMENDED	2011	
	ACTUAL	ANNUAL BUDGET	ACTUAL	
SALARIES				
Teachers	\$ 58,702,575	\$ 59,947,531	\$ 59,017,830	
Principals and Vice Principals	5,681,148	5,674,475	5,631,835	
Educational Assistants	8,491,486	8,511,941	8,334,018	
Support Staff	10,600,688	10,638,634	10,318,524	
Other Professionals	2,644,032	2,772,372	2,893,231	
Substitutes	3,836,057	3,928,532	4,301,322	
	89,955,986	91,473,485	90,496,760	
EMPLOYEE BENEFITS	21,487,944	21,825,377	20,843,963	
TOTAL SALARIES AND BENEFITS	111,443,930	113,298,862	111,340,723	
SERVICES AND SUPPLIES				
Services	5,956,912	6,639,135	6,638,336	
Student Transportation	1,252,153	1,250,440	1,194,360	
Professional Development and Travel	619,547	882,646	617,435	
Rentals and Leases	546,503	465,253	375,409	
Dues and Fees	237,168	248,966	268,640	
Insurance	685,991	766,799	587,399	
Supplies	3,658,396	4,515,383	3,594,694	
Utilities	2,154,144	2,210,026	2,124,020	
TOTAL SERVICES AND SUPPLIES	15,110,814	16,978,648	15,400,293	
TOTAL OPERATING EXPENSE	<u>\$ 126,554,744</u>	<u>\$ 130,277,510</u>	<u>\$ 126,741,016</u>	

SCHOOL DISTRICT No. 42 (MAPLE RIDGE- PITT MEADOWS)
OPERATING FUND
EXPENSE BY FUNCTION, PROGRAM AND OBJECT
YEAR ENDED JUNE 30, 2012

Schedule A4.1

	TEACHERS SALARIES	PRINCIPALS & VICE PRINCIPALS SALARIES	EDUCATIONAL ASSISTANTS SALARIES	SUPPORT STAFF SALARIES	OTHER PROFESSIONALS SALARIES	SUBSTITUTES SALARIES	TOTAL SALARIES
1 INSTRUCTION							
1.02 Regular Instruction	\$ 42,433,694	\$ 1,099,746	\$ 502,119	\$ 512,456		\$ 2,267,370	\$ 46,815,385
1.03 Career Programs	2,154,461		443,953			113,674	2,712,088
1.07 Library Services	1,058,543			21		57,408	1,115,972
1.08 Counselling	1,285,531					61,397	1,346,928
1.10 Special Education	8,045,920	217,235	7,070,244	1,324,895		935,557	17,593,851
1.30 English as a Second Language	1,016,467					49,726	1,066,193
1.31 Aboriginal Education	329,386	103,396	475,170	42,112		17,083	967,147
1.41 School Administration		3,994,663		2,164,418		117,635	6,276,716
1.60 Summer School	122,713	9,677		6,875			139,265
1.61 Continuing Education	220,910	24,056		88,929	79,040		412,935
1.62 Off Shore Students	2,034,950	123,274		403,367	194,755	8,071	2,764,417
Total Function 1	58,702,575	5,572,047	8,491,486	4,543,073	273,795	3,627,921	81,210,897
4 DISTRICT ADMINISTRATION							
4.11 Educational Administration				104,393	740,483	7,480	852,356
4.40 School District Governance					138,879	36,501	175,180
4.41 Business Administration		109,101		493,174	857,524		1,459,799
Total Function 4	-	109,101	-	597,567	1,736,886	43,981	2,487,335
5 OPERATIONS AND MAINTENANCE							
5.41 Operations and Maintenance Administration				206,632	442,547	16,209	665,388
5.50 Maintenance Operations				4,908,420	158,712	145,349	5,212,481
5.52 Maintenance of Grounds				344,796		2,597	347,393
Total Function 5	-	-	-	5,460,048	601,259	164,155	6,225,462
7 TRANSPORTATION AND HOUSING							
7.41 Transportation and Housing Administration					32,292		32,292
Total Function 7	-	-	-	-	32,292	-	32,292
9 DEBT SERVICES (OPERATING)							
Total Function 9	-	-	-	-	-	-	-
TOTAL FUNCTIONS 1 - 9	\$ 58,702,575	\$ 5,681,148	\$ 8,491,486	\$ 10,600,688	\$ 2,644,032	\$ 3,836,057	\$ 89,856,986

SCHOOL DISTRICT No. 42 (MAPLE RIDGE- PITT MEADOWS)
OPERATING FUND
EXPENSE BY FUNCTION, PROGRAM AND OBJECT
YEAR ENDED JUNE 30, 2012

Schedule A4.2

	TOTAL SALARIES	EMPLOYEE BENEFITS	TOTAL SALARIES AND BENEFITS	SERVICES AND SUPPLIES	2012 ACTUAL	2012 AMENDED ANNUAL BUDGET	2011 ACTUAL
1 INSTRUCTION							
1.02 Regular Instruction	\$ 46,815,385	\$ 10,712,615	\$ 57,528,000	\$ 2,979,453	\$ 60,507,453	\$ 61,861,753	\$ 59,955,511
1.03 Career Programs	2,712,088	658,368	3,370,476	366,698	3,737,174	3,703,017	4,107,160
1.07 Library Services	1,115,972	256,418	1,372,390	144,961	1,517,351	1,568,613	1,509,492
1.08 Counselling	1,346,928	310,122	1,657,050	23,912	1,680,962	1,739,565	1,671,250
1.10 Special Education	17,593,851	4,462,566	22,056,407	348,448	22,404,855	22,687,197	22,328,341
1.30 English as a Second Language	1,066,193	245,598	1,311,791	12,742	1,324,533	1,376,116	1,292,433
1.31 Aboriginal Education	967,147	224,792	1,191,939	100,324	1,292,263	1,439,932	1,126,504
1.41 School Administration	6,276,716	1,677,887	7,954,603	428,277	8,382,880	8,528,646	8,258,744
1.60 Summer School	139,285	23,960	163,225	7,906	171,131	168,560	142,541
1.61 Continuing Education	412,935	58,759	471,694	216,135	687,829	709,253	942,527
1.62 Off Shore Students	2,764,417	617,318	3,381,735	3,933,034	7,314,769	7,576,927	7,661,062
1.64 Other	-	-	-	33,408	33,408	20,000	35,090
Total Function 1	81,210,897	19,248,413	100,459,310	8,595,298	109,054,508	111,379,579	109,030,655
4 DISTRICT ADMINISTRATION							
4.11 Educational Administration	852,356	215,170	1,067,526	154,066	1,221,612	1,400,431	1,373,870
4.40 School District Governance	175,180	2,681	177,861	111,976	289,837	274,357	253,163
4.41 Business Administration	1,459,799	429,929	1,889,728	817,837	2,707,565	2,965,186	3,267,862
Total Function 4	2,487,335	647,780	3,135,115	1,083,899	4,219,014	4,639,974	4,894,895
5 OPERATIONS AND MAINTENANCE							
5.41 Operations and Maintenance Administration	665,588	150,914	816,502	373,096	1,189,598	1,438,986	1,197,547
5.50 Maintenance Operations	5,212,481	1,349,741	6,562,222	1,512,053	8,074,275	8,649,176	7,663,099
5.52 Maintenance of Grounds	347,393	84,231	431,624	202,761	634,385	712,459	615,687
5.56 Utilities	-	-	-	2,154,145	2,154,145	2,210,026	2,124,019
Total Function 5	6,225,462	1,584,886	7,810,348	4,242,055	12,052,403	13,010,647	11,600,352
7 TRANSPORTATION AND HOUSING							
7.41 Transportation and Housing Administration	32,292	6,865	39,157	1,330	40,487	44,500	43,993
7.70 Student Transportation	-	-	-	1,188,232	1,188,232	1,202,810	1,171,121
Total Function 7	32,292	6,865	39,157	1,189,562	1,228,719	1,247,310	1,215,114
9 DEBT SERVICES (OPERATING)							
Total Function 9	-	-	-	-	-	-	-
TOTAL FUNCTIONS 1 - 9	\$ 89,955,986	\$ 21,487,944	\$ 111,443,930	\$ 15,110,814	\$ 126,554,744	\$ 130,277,510	\$ 126,741,016

SCHOOL DISTRICT No. 42 (MAPLE RIDGE- PITT MEADOWS)
OPERATING FUND
CHANGES IN DEFERRED CONTRIBUTIONS
YEAR ENDED JUNE 30, 2012

Schedule A5

BALANCE, BEGINNING OF YEAR

Changes for the Year

Increase:

_____ -

Decrease:

_____ -

Net Changes for the Year

_____ -

BALANCE, END OF YEAR

\$ -

SCHOOL DISTRICT No. 42 (MAPLE RIDGE- PITT MEADOWS)
SPECIAL PURPOSE FUNDS
SUMMARY OF CHANGES
YEAR ENDED JUNE 30, 2012

Schedule B1

	MINISTRY OF EDUCATION DESIGNATED	OTHER	SCHOOL GENERATED FUNDS	RELATED ENTITIES	TOTAL
DEFERRED CONTRIBUTIONS					
DEFERRED CONTRIBUTIONS, BEGINNING OF YEAR	\$ 1,602,069	\$ 2,172,736	\$ 2,126,835		\$ 5,901,640
Add: Contributions Received					
Provincial Grants - Ministry of Education	882,314	1,077,370			1,959,684
Other	342,760		3,659,144		4,001,904
Investment Income	1,428	10,576			12,004
	883,742	1,430,706	3,659,144	-	5,973,592
Less: Allocated to Revenue					
Teacher Payments 12 Month Pay Program	2,374,652	1,436,611	3,907,732		7,718,995
	1,507,064				1,507,064
DEFERRED CONTRIBUTIONS, END OF YEAR	\$ 111,159	\$ 659,767	\$ 1,879,247	\$ -	\$ 2,649,173
REVENUE AND EXPENSE					
REVENUE					
Provincial Grants - Ministry of Education	\$ 2,373,224	\$ 1,096,821			\$ 3,470,045
Provincial Grants - Other		1,862			1,862
Other Revenue	1,428	327,352	3,907,732		4,236,512
Investment Income		10,576			10,576
	2,374,652	1,436,611	3,907,732	-	7,718,995
EXPENSE					
Salaries		74,632			74,632
Teachers		640,771	33,678		674,449
Educational Assistants		19,030	23,707		243,058
Support Staff	200,321	19,891	24,885		44,876
Substitutes		754,424	82,270	-	1,037,015
Employee Benefits	38,761	73,767	11,366		123,894
Services and Supplies	402,026	532,316	3,814,096		4,748,438
	641,108	1,360,507	3,907,732	-	5,909,347
NET REVENUE (EXPENSE) BEFORE INTERFUND TRANSFERS	1,733,544	76,104	-	-	1,809,648
INTERFUND TRANSFERS					
Capital Assets Purchased	(1,733,544)	(76,104)			(1,809,648)
	(1,733,544)	(76,104)	-	-	(1,809,648)
NET REVENUE (EXPENSE)	\$ -	\$ -	\$ -	\$ -	\$ -

SPECIAL PURPOSE FUNDS
CHANGES IN MINISTRY OF EDUCATION DESIGNATED SPECIAL PURPOSE FUNDS
YEAR ENDED JUNE 30, 2012

	207 Annual Facility Grant	250 Special Education Equipment	TOTAL
DEFERRED CONTRIBUTIONS			
DEFERRED CONTRIBUTIONS, BEGINNING OF YEAR			
Add: Contributions Received	\$ 1,536,377	\$ 65,692	\$ 1,602,069
Provincial Grants - Ministry of Education	848,611	33,703	882,314
Investment Income	552	876	1,428
	849,163	34,579	883,742
Less: Allocated to Revenue	2,342,557	32,095	2,374,652
DEFERRED CONTRIBUTIONS, END OF YEAR	\$ 42,983	\$ 68,176	\$ 111,159
REVENUE AND EXPENSE			
REVENUE			
Provincial Grants - Ministry of Education	\$ 2,342,005	\$ 31,219	\$ 2,373,224
Other Revenue	552	876	1,428
	2,342,557	32,095	2,374,652
EXPENSE			
Salaries			
Support Staff	200,321		200,321
	200,321	-	200,321
Employee Benefits	38,761		38,761
Services and Supplies	369,931	32,095	402,026
	609,013	32,095	641,108
NET REVENUE (EXPENSE) BEFORE INTERFUND TRANSFERS	1,733,544	-	1,733,544
INTERFUND TRANSFERS			
Capital Assets Purchased	(1,733,544)		(1,733,544)
	(1,733,544)	-	(1,733,544)
NET REVENUE (EXPENSE)	\$ -	\$ -	\$ -

SCHOOL DISTRICT No. 42 (MAPLE RIDGE- PITT MEADOWS)
SPECIAL PURPOSE FUNDS
CHANGES IN OTHER SPECIAL PURPOSE FUNDS
YEAR ENDED JUNE 30, 2012

Schedule B3

	401 YES FOUNDATION	601 COMMUNITY LINK	605 READY, SET LEARN	606 LITERACY INITIATIVE	609 12 MONTH PAY PROGRAM	610 FRENCH PROGRAM	612 STRONG START CENTER
DEFERRED CONTRIBUTIONS							
DEFERRED CONTRIBUTIONS, BEGINNING OF YEAR	\$ 202,957	\$ 10,081	\$ 144,587	\$ 68,129	\$ 1,507,064	\$ 160,377	\$ 47,779
Add: Contributions Received							
Provincial Grants - Ministry of Education		533,892	48,000			238,478	256,000
Other	342,760						
Investment Income	4,870	134	1,537	705		2,345	601
	347,630	534,026	50,537	705	-	240,823	256,601
Less: Allocated to Revenue							
Teacher Payments 12 Month Pay Program	332,222	533,636	75,344	16,514	1,507,064	218,898	257,751
DEFERRED CONTRIBUTIONS, END OF YEAR	\$ 218,365	\$ 10,461	\$ 119,780	\$ 52,320	\$ -	\$ 182,302	\$ 46,629
REVENUE AND EXPENSE							
REVENUE							
Provincial Grants - Ministry of Education		\$ 533,502	\$ 73,807	\$ 15,809		\$ 216,553	\$ 257,150
Provincial Grants - Other							
Other Revenue	327,352	134	1,537	705		2,345	601
Investment Income	4,870						
	332,222	533,636	75,344	16,514	-	218,898	257,751
EXPENSE							
Salaries							
Teachers		724	37,731			36,177	
Educational Assistants		474,463	1,134				165,174
Support Staff							19,030
Substitutes			5,143	3,624		11,224	
	-	475,187	44,008	3,624	-	47,401	184,204
Employee Benefits			9,874	973		10,589	52,331
Services and Supplies	258,364	58,448	21,462	11,917		160,908	21,216
	258,364	533,636	75,344	16,514	-	218,898	257,751
NET REVENUE (EXPENSE) BEFORE INTERFUND TRANSFERS	73,858	-	-	-	-	-	-
INTERFUND TRANSFERS							
Capital Assets Purchased	(73,858)						
	(73,858)	-	-	-	-	-	-
NET REVENUE (EXPENSE)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

SCHOOL DISTRICT No. 42 (MAPLE RIDGE- PITT MEADOWS)
SPECIAL PURPOSE FUNDS
CHANGES IN OTHER SPECIAL PURPOSE FUNDS
YEAR ENDED JUNE 30, 2012

	614 BUILDING ENVELOPE DESIGN	TOTAL
DEFERRED CONTRIBUTIONS		
DEFERRED CONTRIBUTIONS, BEGINNING OF YEAR	\$ 31,782	\$ 2,172,736
Add: Contributions Received		
Provincial Grants - Ministry of Education		1,077,370
Other		342,760
Investment Income	384	10,576
	384	1,430,706
Less: Allocated to Revenue		1,436,611
Teacher Payments 12 Month Pay Program	2,246	1,507,064
DEFERRED CONTRIBUTIONS, END OF YEAR	\$ 29,920	\$ 659,787
REVENUE AND EXPENSE		
REVENUE		
Provincial Grants - Ministry of Education		\$ 1,096,821
Provincial Grants - Other	1,862	1,862
Other Revenue		327,352
Investment Income	384	10,576
	2,246	1,436,611
EXPENSE		
Salaries		
Teachers		74,632
Educational Assistants		640,771
Support Staff		19,030
Substitutes		19,991
	-	754,424
Employee Benefits		73,767
Services and Supplies		532,316
	-	1,360,507
NET REVENUE (EXPENSE) BEFORE INTERFUND TRANSFERS	2,246	76,104
INTERFUND TRANSFERS		
Capital Assets Purchased	(2,246)	(76,104)
	(2,246)	(76,104)
NET REVENUE (EXPENSE)	\$ -	\$ -

SCHOOL DISTRICT No. 42 (MAPLE RIDGE- PITT MEADOWS)
CAPITAL FUND
CAPITAL ASSETS
YEAR ENDED JUNE 30, 2012

	SITES	BUILDINGS	FURNITURE AND EQUIPMENT	VEHICLES	COMPUTER SOFTWARE	COMPUTER HARDWARE	TOTAL
COST, BEGINNING OF YEAR							
Changes for the Year							
Increase:							
Purchases from:							
Deferred Contributions - Bylaw		2,077,327	47,006				2,124,333
Special Purpose Funds	166,199	1,598,463	3,230			41,756	1,809,648
Local Capital			109,367	35,970	60,631	179,280	385,248
Capital Lease Additions			471,109				471,109
	166,199	3,675,790	630,712	35,970	60,631	221,036	4,780,338
Decrease:							
Deemed Disposals			608,212		400,636	37,529	1,046,377
			608,212		400,636	37,529	1,046,377
COST, END OF YEAR							
WORK IN PROGRESS, END OF YEAR							
COST AND WORK IN PROGRESS, END OF YEAR	33,005,034	248,069,224	8,069,871	366,835	434,460	1,440,681	291,386,105
ACCUMULATED AMORTIZATION, BEGINNING OF YEAR							
Changes for the Year							
Increase: Amortization for the Year		94,275,183	3,984,870	119,602	480,793	263,254	99,123,702
Decrease:							
Deemed Disposals		5,632,019	804,736	33,087	154,893	251,434	6,876,169
			608,212		400,636	37,529	1,046,377
			608,212		400,636	37,529	1,046,377
ACCUMULATED AMORTIZATION, END OF YEAR		99,907,202	4,181,394	152,689	235,050	477,159	104,963,494
CAPITAL ASSETS - NET	\$ 33,005,034	\$ 148,162,022	\$ 3,888,477	\$ 214,146	\$ 199,410	\$ 963,522	\$ 186,432,611

COST, BEGINNING OF YEAR
Changes for the Year

Increase:

Purchases from:
Deferred Contributions - Bylaw
Special Purpose Funds
Local Capital
Capital Lease Additions

Decrease:
Deemed Disposals

COST, END OF YEAR
WORK IN PROGRESS, END OF YEAR
COST AND WORK IN PROGRESS, END OF YEAR

ACCUMULATED AMORTIZATION, BEGINNING OF YEAR

Changes for the Year

Increase: Amortization for the Year

Decrease:

Deemed Disposals

ACCUMULATED AMORTIZATION, END OF YEAR

CAPITAL ASSETS - NET

SCHOOL DISTRICT No. 42 (MAPLE RIDGE- PITT MEADOWS)
CAPITAL FUND
CAPITAL ASSETS - WORK IN PROGRESS
YEAR ENDED JUNE 30, 2012

	BUILDINGS	FURNITURE AND EQUIPMENT	COMPUTER SOFTWARE	COMPUTER HARDWARE	TOTAL
WORK IN PROGRESS, BEGINNING OF YEAR					\$ -
Changes for the Year					
Increase	-	-	-	-	-
Decrease	-	-	-	-	-
Net Changes for the Year	-	-	-	-	-
WORK IN PROGRESS, END OF YEAR	\$ -	\$ -	\$ -	\$ -	\$ -

SCHOOL DISTRICT No. 42 (MAPLE RIDGE- PITT MEADOWS)
CAPITAL FUND
DEFERRED CAPITAL CONTRIBUTIONS
YEAR ENDED JUNE 30, 2012

Schedule C3

	BYLAW CAPITAL	OTHER PROVINCIAL	OTHER CAPITAL	TOTAL CAPITAL
DEFERRED CAPITAL CONTRIBUTIONS, BEGINNING OF YEAR	\$ 124,919,786	\$ 880,774	\$ 7,085	\$ 125,807,645
Changes for the Year				
Increase				
Transferred from Deferred Contributions - Capital Additions	2,124,333			2,124,333
	2,124,333	-	-	2,124,333
Decrease				
Amortization of Deferred Capital Contributions	5,238,231	26,248	500	5,264,979
	5,238,231	26,248	500	5,264,979
Net Changes for the Year	(3,113,898)	(26,248)	(500)	(3,140,646)
DEFERRED CAPITAL CONTRIBUTIONS, END OF YEAR	\$ 121,805,888	\$ 854,526	\$ 6,585	\$ 122,666,999
WORK IN PROGRESS, BEGINNING OF YEAR				\$ -
Changes for the Year				
Increase				
	-	-	-	-
Decrease				
	-	-	-	-
Net Changes for the Year	-	-	-	-
WORK IN PROGRESS, END OF YEAR	\$ -	\$ -	\$ -	\$ -
TOTAL DEFERRED CAPITAL CONTRIBUTIONS, END OF YEAR	\$ 121,805,888	\$ 854,526	\$ 6,585	\$ 122,666,999

SCHOOL DISTRICT No. 42 (MAPLE RIDGE- PITT MEADOWS)
CAPITAL FUND
CHANGES IN DEFERRED CONTRIBUTIONS
YEAR ENDED JUNE 30, 2012

	BYLAW CAPITAL	MINISTRY OF EDUCATION RESTRICTED CAPITAL	OTHER PROVINCIAL CAPITAL	LAND CAPITAL	OTHER CAPITAL	TOTAL
BALANCE, BEGINNING OF YEAR	\$ 1,009,241	\$ 1,226,352	\$ -	\$ 3,003,156	\$ -	\$ 5,238,749
Changes for the Year						
Increase:						
Provincial Grants - Ministry of Education	1,808,071	140,000		358,550		1,808,071
Other		17,762		43,702		498,550
Investment Income						61,464
	1,808,071	157,762	-	402,252	-	2,368,085
Decrease:						
Transferred to DCC - Capital Additions	2,124,333					2,124,333
	2,124,333	-	-	-	-	2,124,333
	(316,262)	157,762	-	402,252	-	243,752
Net Changes for the Year						
	\$ 692,979	\$ 1,384,114	\$ -	\$ 3,405,408	\$ -	\$ 5,482,501
BALANCE, END OF YEAR						

SCHOOL DISTRICT No. 42 (MAPLE RIDGE- PITT MEADOWS)

Schedule C5

CAPITAL FUND
CHANGES IN FUND BALANCES
YEAR ENDED JUNE 30, 2012

	INVESTED IN CAPITAL ASSETS	LOCAL CAPITAL	FUND BALANCE
BALANCE, BEGINNING OF YEAR	\$ 62,079,426	\$ 22,631	\$ 62,102,057
Changes for the Year			
Amortization of Deferred Capital Contributions	5,264,979		5,264,979
Capital Assets Purchased from Local Capital	385,248	(385,248)	-
Interfund Transfers - Capital Assets Purchased	1,809,648		1,809,648
Interfund Transfers - Local Capital		591,995	591,995
Amortization of Capital Assets	(6,876,169)		(6,876,169)
Capital lease Interest		(17,913)	(17,913)
Capital Lease Principal Payment	210,424	(210,424)	-
Net Changes for the Year	<u>794,130</u>	<u>(21,590)</u>	<u>772,540</u>
BALANCE, END OF YEAR	<u><u>\$ 62,873,556</u></u>	<u><u>\$ 1,041</u></u>	<u><u>\$ 62,874,597</u></u>



To: Board of Education

From: Secretary Treasurer
Wayne Jefferson

Re: **BOARD POLICY DEVELOPMENT
COMMITTEE RECOMMENDED
CHANGES – GOVERNANCE MODELING**

Date: September 12, 2012
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

All Boards of Education in the Province are governed by the Provincial *School Act* (the “Act”) and Regulations. Under Part 6 – Boards of Education section of the Act, the Act sets out the broad terms of reference for the governance role of Boards and the role of Trustees.

To be legally binding, all Board of Education decisions must be made by formal resolution or bylaw at a properly constituted Board meeting (section 65 (4) of the Act). Both methods carry equal weight as a Board enacts its authority under the *School Act*.

A formal resolution requires a motion be moved and seconded, and to receive a majority of votes cast following an opportunity for debate and amendment, and one reading of the final motion.

A bylaw also needs to be moved and seconded but it requires majority approvals at three readings, bylaws being usually reserved for matters of more formal and continuous nature than resolutions.

The use of bylaws is also required for certain Board actions, as specified in the *School Act* by Regulations:

- Adoption of annual or amended operating budgets (section 113, the Act);
- Establishment of student and parent appeal procedures against decisions made by Board employees (section 11(3), the Act);
- Implementing of the Board’s capital project plan by means of a capital borrowing and expenditure bylaw (section 143, 144 the Act); and
- Acquisition or disposal of Board property (section 86(5), the Act); and establishment of Trustee elections arrangements (sections 45, 46, the Act).

A bylaw may not receive more than two readings at any one Board meeting unless all of the Trustees present agree to hold all three readings at that meeting. The bylaw must be read in full at each reading unless there is a written copy of the bylaw or each Trustee and or each member of the public present at the meeting in which case a reading may consist of the bylaw's title and a summary of its contents (section 68, the Act).

A policy will be more consistent with the Board's approach to governance through policy development, while still ensuring opportunities to consider further at a future Board meeting, similar to a bylaw. The proposed policy which will replace the bylaw will more accurately reflect the current practices of the Board.

PROPOSED ACTION

The following bylaw is proposed to be considered for rescinding:

Procedural Bylaw – September 22, 2009

To be replaced by the following policy:

School Board Meeting Proceedings – 2320, 2400, 2915, 2918

It is further recommended the Board review other bylaws to improve the effectiveness and efficiencies of conducting the Board's business at its meetings. The Board Policy Development Committee will forward other bylaws for the Board's consideration in the future.

This action to rescind or amend a previously adopted bylaw and replace the rescinded bylaw with Board Policy through Board approved resolutions should greatly improve the efficiencies and management of the Board's governance model.

RECOMMENDATION:

THAT the Board rescind Procedural Bylaw: September 22, 2009 and replace with a Board policy.

IT IS FURTHER RECOMMENDED THAT the attached Procedural Bylaw, September 22, 2009, be rescinded as read a first time.

Attachments

PROCEDURAL BYLAWS

Part A: Regular and Special Meetings of the Board

1.00 Action and Proceedings

- 1.01 No act or proceeding shall be valid or binding on the Board unless such act or proceeding shall have been adopted at a meeting called and held as herein provided.
- 1.02 The Secretary Treasurer, under the direction of the Superintendent/Chief Executive Officer in consultation with the Board Chair and Vice Chair, shall prepare and submit an order of business called an agenda for each regular and special meeting.
- 1.03 Except as otherwise indicated, the agenda of each regular public and each regular closed meeting, unless varied by motion, shall be as follows:

A – OPENING PROCEDURES

- 1. Call to Order
- 2. Correspondence
- 3. Ordering of Agenda

B – CONFIRMATION OF MINUTES

C – PRESENTATIONS 15 minutes; 12 minutes for presentations, 3 minutes for questions

D – DELEGATIONS 3 minutes maximum each, to a maximum of 15 minutes in total

E - CHAIR REPORT

F – DEFERRED ITEMS Decision items only

G – TRUSTEE MOTIONS

H – CEO DECISION ITEMS – SUPERINTENDENT

H – CEO DECISION – DEPUTY SUPERINTENDENT

H – CEO DECISION – SECRETARY TREASURER

H – CEO INFORMATION ITEMS – SUPERINTENDENT

H – CEO INFORMATION ITEMS – DEPUTY SUPERINTENDENT

H – CEO INFORMATION ITEMS – SECRETARY TREASURER

I - COMMITTEE BUSINESS – COMMITTEE OF THE WHOLE

I – COMMITTEE BUSINESS – COMMITTEE & ADVISORY COMMITTEE REPORTS

J – QUESTION PERIOD

Questions with the exception of Trustee Questions will be limited to one question per person with two follow-up questions – not statements. The Chair will exercise more discretion in assessing the group the person represents. Question period will be restricted to questions only – statements and debate will not be permitted.

K – TRUSTEE REPORTS Written are preferred – or brief verbal highlights.

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

L – OTHER BUSINESS

M – ADJOURNMENT

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

- 1.04 Except as otherwise indicated, the agenda for each special public and each special closed meeting, unless varied by motion, shall be as follows:

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

- 1.05 The proposed regular agenda, together with notice of each meeting, must be delivered by the Friday proceeding the next Board meeting and never less than 48 hours in advance of Board meetings to each Trustee at the place designated by the Trustees.

Public agendas will also be distributed to the Superintendent, Secretary – Treasurer, Recording Secretary, MRTA, Press, CUPE Local 703, DPAC, MRPVPA, Communications Officer and the general public no later than 48 hours in advance of each public meeting.

Closed agendas will also be distributed to the Superintendent, Secretary – Treasurer, Recording Secretary 48 hours in advance of each public meeting.

- 1.06 A change to the prescribed order of business may be proposed by a Trustee and shall require unanimous consent, without debate.

- 1.07 The agenda for each meeting shall specify those items of business which in accordance with these Bylaws shall be dealt with in closed sessions.

- 1.08 Minutes shall be kept by the Secretary Treasurer of the Board of all proceedings passed at each Board meeting. Such minutes are to be concise and to detail proceedings of the Board but not the contents of speeches. A copy of the minutes, when approved, shall be made available to the Ministry of Education and to the Board's auditors.

Copies of public minutes will also be distributed to each Trustee, Superintendent, Secretary – Treasurer, MRTA, MRPVPA, CUPE Local 703, DPAC, Communications Officer and the general public.

Copies of closed minutes will also be distributed to each Trustee, Superintendent, and Secretary – Treasurer.

2.00 Regular Public Meetings

2.01 Save and except for the following, the Board shall hold regular public meetings on the second and last Wednesday of each month commencing at 6:00 p.m. save that:

- a) No Board meeting shall be held on statutory holidays or during the Winter, or Spring school breaks.
- b) No regular meeting shall be held during the month of July.
- c) No regular meeting shall be held during the first three weeks of August.
- d) An August meeting may be held on the last Wednesday of the month.

2.02 Except for weekends and as otherwise excluded by Section A, Subsection 2.01 of these Bylaws, the Board may hold additional meetings on such days and at such hours as the Board may decide by majority vote.

3.00 Electronic Meetings

3.01 Generally, the Board will hold their meetings according to provisions of this Bylaw and the School Act. The Board recognizes that there may be circumstances where it is practical or necessary to hold a meeting through electronic means, except for Inaugural Meetings. Accordingly, at the call of the Chair, Board meetings may be held using electronic arrangements providing that such arrangements be in accordance with the following:

- (a) Electronic meeting arrangements include video conferencing, telephone or other such technology, and will only be made where;
 - (i) it is practical to do so,
 - (ii) does not involve significant expense or human resources,
 - (iii) all Trustees and Officers of the Board attending or participating in the meeting, are able to communicate with each other.
- (b) Where circumstances are such that attendance at a meeting does not permit any or all Board members and its Officers to be physically present and where participation in proceedings could be arranged to allow for all, or a greater number of Board members and Officers to participate,
- (c) It is practical to hold a meeting of the Board and its Officers using electronic means to deal with matters that require immediate attention, have significant time constraints, are straight forward or procedural in nature, emergencies that are more efficiently handled using electronic means, collective bargaining matters, legislative requirements or other similar circumstances.
- (d) For purposes of determining a quorum, at the start of a meeting or during a meeting, the Chair shall count as present any trustees who are connected to the meeting by electronic means.
- (e) Trustees who will be present at a meeting by electronic means shall advise the Secretary-Treasurer of the contact number where a telephone will be used or other contact arrangements that are necessary for connections to be made.

- (f) In the absence of pre-circulated material, the Board Chair and Officers of the Board as required, shall brief the meeting regarding the matter, or matters before it and shall read the resolution requiring Board consideration and voting.
- (g) Voting shall occur by each Trustee identifying themselves and indicating their vote either for or against the resolution.
- (h) The meeting otherwise shall be conducted in accordance with the Bylaws of the Board.
- (i) Minutes of the Board shall indicate that the meeting was held pursuant to this provision, indicate which Trustees and Officers were connected electronically and in which manner the electronic meeting was held.

4.00 Regular Closed Board Meetings

4.01 The Board shall hold regular closed meetings on the second and last Wednesday of each month typically commencing no earlier than 1:30 p.m. and no later than 3:30 p.m. unless determined to be required by the Agenda Preparation Committee, save and except that:

- a) No Board meeting shall be held on statutory holidays or during the Winter Spring school breaks,
- b) No regular meeting shall be held during the month of July,
- c) No regular meeting shall be held during the first three weeks of August.

Regular Closed meetings held on the second and last Wednesday of each month shall conclude no later than 4:30 p.m., unless there is majority vote of the members to extend the meeting no longer than 15 minutes.

- 4.02 A Special Board Meeting, either public or closed, may be called by the Chair, or upon special written request of the majority of the Trustees, may be called by the Secretary Treasurer. No business other than that for which the meeting was called upon shall be conducted at that Special meeting.
- 4.03 The Superintendent and Secretary Treasurer shall have the right to be present at all Board meetings where decisions are made. With a 2/3 vote, the Board may request that anyone of the Board's officers not be present at a Board meeting. However, at least the Superintendent or Secretary Treasurer must be present at all Board meetings where decisions are made.

5.00 Notice of Meeting

- 5.01 Forty-eight hours notice in writing shall be required either to reschedule a regular meeting or to call a special meeting of the Board, which notice must be given to each Trustee by delivery of same at the place designated for notice, or failing such designated place, then at the address set out in the nomination papers.
- 5.02 Written notice of any rescheduled meetings or of any special meeting of the Board may be waived provided that reasonable steps shall have been taken to notify all Trustees of the meeting and that no less than the number of Trustees required to make a quorum agree to the waiving of the written notice.

6.00 Board Quorum

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

6.02 The Superintendent of Schools or designate, and the Secretary Treasurer or designate, shall be present during all parts of all public and closed sessions of all regular and special meetings of the Board save that:

- a) The Board and the Superintendent may mutually agree to the Secretary Treasurer being excused during discussion of a specific matter, or
- b) The Board and the Superintendent may mutually agree to both the Superintendent and the Secretary Treasurer being excused during discussion of a specific matter.

No Board action shall be taken unless both officials or designate(s) are present.

6.03 At the appointed time for commencement of a meeting, the Chair shall ascertain if a quorum is present before proceeding to the business of the meeting.

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

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

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

7.00 Length of Meeting

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

8.00 Public and Closed Sessions

8.01 Except as provided in these Bylaws, all meetings of the Board shall be open to the public and no person shall be excluded, except for improper conduct.

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

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

- a) Salary claims and adjustments, and the consideration of requests of employees and Board officers with respect to collective bargaining procedures and negotiations guidelines.
- b) Accident claims and other matters where Board liability may arise.
- c) Legal opinions or actions respecting the liability of interest of the Board.

- d) The conduct, efficiency, discipline, suspensions, termination, or retirement of employees.
 - e) Medical examiners or examinations, and medical reports.
 - f) Matters pertaining to individual pupils, including their achievement, conduct, discipline, suspension or expulsion, truancy, or indigence.
 - g) Personnel changes or other personnel issues of a personal nature including appointments, transfers, resignations, promotions, assignments, demotions, illnesses, leaves of absence, and any legal, or possible legal actions against the School District by an employee or employee group.
 - h) The conduct, efficiency, discipline, or performance, of the Board, its members or its advisory officers.
 - i) Matters involving School Board organization, governance, planning and related matters.
 - j) The lease, sale or exchange of real property prior to finalization thereof.
 - k) Matters pertaining to the safety, security or protection of Board property.
 - l) Such other matters of a confidential nature where the Board decides the public interest so requires.
 - m) Purchase of real property, including the designation of new sites, consideration of appraisal reports, consideration of amounts claimed by owners, determination of Board offers, expropriation procedures and related matters.
- 8.04 No Trustee or Board employee shall disclose to the public, the proceedings of a closed meeting or any materials or information pertaining thereto, unless a Resolution has been passed at a closed meeting to allow disclosure.
- 8.05 Minutes of a closed meeting shall be kept in the same manner as a regular meeting but shall be approved by the Board only in closed session and shall not be filed with the Minutes of public meetings.
- 9.00 Conflicts of Interest
- 9.01 Conflicts of interest of a pecuniary nature must be handled in the manner prescribed in the School Act, specifically:
- a) If a Trustee has a pecuniary interest in a matter before the Board, the Act requires that the Trustee not attempt to influence anyone at the table or to vote, and the Act requires that the Trustee leave the meeting while the matter is being dealt with.
 - b) No one can require a Trustee to leave the table during a Board meeting. This is a matter for the individual Trustee to deal with. However, any participation in the meeting during the discussion of the item by the Trustee, can be referred to the courts. It must be remembered that the Act does require a Trustee to leave the room.
 - c) When a Trustee leaves the room to comply with the Act, as it relates to a pecuniary interest, this must be reported to the next open meeting. The disclosure may be as brief as an indication that Trustee "X" left the room due to a pecuniary interest. No further details need to be disclosed.

- d) In the end, only a Trustee can declare themselves in a pecuniary interest, or the courts, and to decide to leave the room, or not, in compliance with the Act.
- e) There are times when to facilitate a free flow of discussion it would be advantageous for one or more Trustees to leave the room due to a non-pecuniary conflict of interest, or a perceived non-pecuniary conflict of interest.
- f) Being in conflict of interest is not a negative situation, it merely means that the individual may have some connection to the matter imparting on them, or some knowledge that should not be available to the Board in making its determination related to a specific matter, or an individual may benefit from the decision in some non-monetary manner.
- g) In situations such as this, the Trustee should make the Board aware of the conflict, and leave the room. This would not have to be reported at the next open meeting as it is not a pecuniary conflict. If the Trustee chooses to stay in the room they should sit back from the table and not participate in the debate or vote in any manner.
- h) The Board, or any Trustee, should feel free to offer an opinion on any other Trustee's conflict of interest or possible conflict of interest. This is merely an opinion, and the particular Trustee will have to make the final determination.
- i) Trustees need to be cognisant of the fact that on some matters their mere presence may create a situation where, owing to their presence, or link to the matter, the issue may not be fully debated. Being asked to leave the room is only an attempt to allow for the full and complete discussion of an issue.
- j) Trustees must remain aware of the need to facilitate full and comprehensive review, and debate of all matters, and make decisions based on this premise.

10.0 Board Committees

- 10.01 To enhance the effectiveness and efficiency of Board operations Board Committees and Board Working Groups shall be created as follows:

10.02 Board Committee of the Whole

The Board may act as Committee of the Whole on any item of business or District policy which, in the opinion of the Board, requires that it consider that subject with all the freedom of discussion, study and discovery available to an ordinary committee.

10.03 Board Standing Committees

The Chair shall, after consultation with Board members in a meeting, appoint appropriate Standing Committees, as deemed necessary consisting of two Trustees each, to serve no longer than the ensuing annual December organizational meeting, with such appointments to be subject to Board approval.

10.04 Board Special Committees

The Chair shall, after consultation with Board members in a meeting appoint such special committees, as deemed necessary, each to expire on or before the ensuing annual December organizational meeting, with such appointments to be subject to Board approval.

PROCEDURAL BYLAWS

Part B: Annual Inaugural and Organizational Meeting of the Board

- 1.00 The inaugural and organizational meeting of the Board shall be held in the Board Room on the second Tuesday of December concurrent with the regular open meeting of the Board commencing at 7:00 p.m.
- 1.01 In the year of a general election of Trustees, the Inaugural and Organizational meeting shall be held on the first Tuesday in December commencing at 4:00 p.m. and shall be held exclusively for that purpose.
- 2.00 Items of Business

The business of the annual meeting shall be comprised of:

 - a) The installation of any newly elected Trustees.
 - b) The election of Board officers.
 - c) The annual report of the immediate past Board Chair.
 - d) Adoption of the District Policy Manual.
 - e) Passage of banking resolutions and appointments of signing officers.
 - f) Appointing of time and place for meeting, or any other item of business which these Bylaws may prescribe for the annual meeting.
 - g) Such items of ordinary business as the Board otherwise may approve as being in order for the annual meeting.
- 2.01 Subsequent to the annual meeting of the Board, and before the next scheduled meeting, the Board Chair shall consult with the other Trustees concerning the naming of Trustees to committees and the naming of Trustee representatives.
- 2.02 The agenda of the first Board meeting scheduled after the annual meeting of the Board shall include these items of business:
 - a) Naming of Trustees to committees.
 - b) Naming of Trustee representatives.
- 3.00 Staff Officers
- 3.01 The Superintendent of Schools shall call the annual meeting to order and shall serve as Chair pro tem of the meeting pending the election of a Chair and Vice Chair.
- 3.02 The Secretary Treasurer shall serve as returning officer, and together with the Deputy Superintendent, shall scrutineer for these elections.

4.00 Installation of Trustees

4.01 At the direction of the Chair, the Secretary Treasurer shall report upon the returns of the election of school Trustees, as certified by the returning officers of the two municipalities.

4.02 The Secretary Treasurer then shall administer to each Trustee, or have administered by another person duly qualified for this task, the Declaration and Oath of Allegiance required by the School Act.

5.00 Election of Chair

5.01 The Chair pro tem shall call for nominations for the office of Board Chair.

5.02 Any Trustee who is at the annual meeting may be nominated for Chair including trustees who wish to nominate themselves.

5.03 Trustees who allow their names to stand for office under this section shall be given the opportunity to comment for a maximum of three minutes, on their reasons for accepting the nomination.

5.04 Only Trustees who have been nominated and accepted the nomination for Chair are eligible for that office.

5.05 If more than one nomination remains for the office of Chair, a vote by secret ballot shall be taken forthwith.

5.06 All Trustees present at the meeting shall vote.

5.07 A majority of ballots cast by those Trustees present shall be required to elect a Board Chair.

5.08 The returning officer, assisted by the scrutineers, shall then distribute and collect the ballots in approved fashion, shall retire from the Board Room in order to count the ballots, and upon returning, shall provide the Chair pro tem with a written report on the balloting, including: the total number of ballots cast, the number obtained by each nominee, the number of spoiled ballots, and the name, if any, of the nominee receiving a majority of votes.

5.09 The Chair pro tem shall then announce all the balloting results and confirm either: That the nominee whom the Chair names has received a majority of votes and therefore is elected the Chair, or, That no nominee has received a majority of votes and another ballot is therefore required to elect a Chair.

5.10 Immediately upon the Chair pro tem's declaration of the results of balloting on a motion to elect, an election recount shall be held if the order for a recount is supported by a majority of the Trustees present. In the absence of a motion of recount, or upon public announcement of the results of a recount, the balloting results shall be final and binding. At that point the ballots for that voting shall be destroyed forthwith by motion of the Board.

5.11 The returning officer's report on each balloting for elected office shall be entered in full in the minutes of the meeting and become a part of the Board's official records.

5.12 If no nominee receives a simple majority at the first balloting, then balloting shall continue immediately until one nominee shall have received a majority.

5.13 At each successive ballot, the name of the Trustee receiving the fewest votes at the previous ballot shall be dropped. If because of a tie, it is not possible to determine which name shall be dropped, then a special ballot shall be taken for that purpose. If, after three successive special ballots on the name to be dropped, there continues to be a tie, then the name to be dropped shall be determined by drawing lots.

6.00 Election of Vice Chair

6.01 Following the Chair's election, the next item of business shall be the election of Board Vice Chair.

6.02 Except for the Chair elect, any Trustee who is present at the annual meeting may be nominated for Vice Chair.

6.03 The Vice Chair's election shall be conducted in the same manner as the Chair's election.

7.00 Election Results Final

7.01 Other than as provided for in Section B, sub-section 5.10 of these Bylaws, save only where the elected nominee immediately declines, an election to office as Board Chair or Board Vice Chair becomes final and binding immediately upon the Chair pro tem declaring the name of the nominee receiving the majority of votes and, thereby, election as Chair or Vice Chair, as the case may be.

7.02 Once an election has become final in accordance with Section B, sub-section 7.01 of these Bylaws, reconsideration of the vote on the election or any procedures associated with that election will be unacceptable.

8.00 Terms of Office

8.01 The term of elected office for the Chair and Vice Chair shall be one year, commencing at the time of the inaugural and organizational meeting and concluding at the inaugural and organizational meeting of the calendar year following.

PROCEDURAL BYLAWS

Part C: Board Committees & Work Groups

1.00 Rules

- 1.01 Except as otherwise may be provided for in Section C of these Bylaws, the rules applying in regular or special meetings shall be observed in Committee of the Whole, and in special committees and work groups so far as these may be applicable.
- 1.02 Meetings of special committees and work groups shall be convened by the committee Chair or by two committee or and work groups members requesting a meeting of said committee or and work group. Adequate notice to committee or and work group members is required to cancel a scheduled meeting or to call an additional meeting.
- 1.03 Board members may attend meetings of any special committees or and work groups, save and except any committee involved with employee contract negotiations unless approved in advance by the Board, and may be allowed to take part in any discussion or debate by permission of a majority of the committee work group, but may not vote.
- 1.04 The committee Chair shall preside at each meeting except that he may vacate the chair and call upon the Vice Chair or any other committee member or and work group to assume the chair. In the Chair's absence, the committee or and work group Vice Chair, or if there is none, another committee member shall preside.
- 1.05 Speeches in Committee of the Whole, and to the degree reasonable, those in special committees, must be strictly relevant to the item or clause under consideration. On the basis of a two-thirds majority vote of committee members, the number or length of speeches may be limited or debate otherwise limited or closed.
- 1.06 It shall not be necessary to second any motion in committee or and work groups.
- 1.07 All committee or and work group decisions shall be made by voting, and the Chair shall announce the prevailing position on all questions considered.
- 1.08 Committee of the whole proceedings shall be recorded in the Board Minutes in the normal fashion.
- 1.09 Agenda and materials as necessary shall be provided to special committee or and work group members and resource personnel in advance of the meeting, and notes of all committee or and work group meetings shall be kept and circulated to committee or and work group members and resource personnel.
- 1.10 All special committees, and work groups and Committee of the Whole shall report their recommendations to the Board.

- 1.11 Action by any committee or work group shall not be binding until formally approved, unless the Board, by a two-thirds majority vote and in a situation clearly defined in advance, gives a special committee or work group power to act on its behalf pending Board ratification of the committee work group action.
- 1.12 A report from the Committee of the Whole may be amended by a majority of the Board before its adoption without being referred back to Committee of the Whole for that purpose.
- 2.00 Types of Committees
- 2.01 The Board may resolve itself into Committee of the Whole for the consideration of reports of committees or of any motion or other matter before the Board.
- 2.02 Upon majority approval by the Board, the Chair may appoint special committees and work groups in the numbers and with terms of reference considered appropriate.
- 2.03 The maximum number of Trustees who may be appointed to any Board special committee or work groups will be at the discretion of the Board with three being the typical number, of whom one shall be named its Chair.
- 2.04 Each special committee or work group appointed shall dissolve on the date specified at the time of the appointment, or, at the ensuing Board inaugural and organizational meeting.
- 2.05 Committee of the Whole, work groups and special committees shall have jurisdiction to consider and make recommendations to the Board on matters assigned to them by the Board.
- 2.06 If any vacancy occurs in a special committee or work group of the Board, on the recommendation of the Board Chair, the Board shall name a successor to fill the position.
- 2.07 The Superintendent shall name management resource personnel to each Board special committee or work group, and the Superintendent and these officials shall keep the Chair of each special committee informed on matters within the jurisdiction of the committee or work group.
- 2.08 A committee or work group quorum shall be comprised of one named Trustee (two on committee/work group when three Trustees are named), plus the management representatives.

PROCEDURAL BYLAWS

Part D: Rules of Order

1.00 General

- 1.01 Where these Rules are silent and where not inconsistent with these Rules, the most recent edition of Robert's Rules of Order shall apply to the conduct of meetings, provided, further, that where both these Rules and Robert's Rules of Order are silent, the Standing Orders of the British Columbia Legislature shall be followed. Where there is an inconsistency between these Rules and the School Act, the School Act shall apply over the Rule in question.
- 1.02 The Board may adopt a procedural Rule for one or more meetings by Resolution of a majority of two-thirds of the Trustees present at the meeting. A Rule other than the requirement for notice of meetings may be suspended by unanimous consent of the Trustees present.
- 1.03 The Rules may be amended via Bylaw only.
- 1.04 The presiding officer's ruling on a point of order shall be based on Rules of Order as stated in Section D, sub-section 1.01 of these Bylaws.
- 1.05 An Appeal of a ruling of the presiding officer shall be decided without debate by a majority vote of Trustees present. When an appeal is successful, it does not necessarily set a precedent.
- 1.06 All questions shall be decided by a vote on motion.
- 1.07 No Trustee shall leave the Board meeting before the close of the session without first notifying the Chair.
- 1.08 Under the order of "Question Period" questions may be put to the Chair or, through the Chair, to any other Board member or executive officer of the Board, relating to any matter connected with the business of the Board.
- 1.09 In the performance of official duties, each Trustee is entitled to receive:
 - a) All materials and information made available by the School District to the general public.
 - b) All materials and information made available by the School District to any Board meeting or to any Board committee or working group meeting during either open or closed session.
 - c) All supplementary materials and information which the Board, by majority vote, determines shall be made available to one or more Trustees.

- 1.10 Unless the Board authorizes the disclosure, information given to or obtained by a Trustee or Board employee and considered confidential by the Chair, a Board Committee/working group or the Superintendent, shall not be disclosed by any Trustee or Board employee.
- 1.11 The presiding officer may expel and exclude from a Board meeting any person whom he considers has been guilty of improper conduct.
- 1.12 In accordance with Robert's Rules of Order, the Board and its presiding officer shall have the authority to impose order, control and discipline as suitable on both non-members and members during the conduct of a Board meeting, and upon members elsewhere than in a meeting. The disciplinary procedures followed and the penalties or punishments imposed shall be consistent with those provided for in Robert's Rules of Order and the School Act, and, on the basis of a two-thirds majority vote, may include reprimand or suspension or exclusion of a Trustee found guilty of conduct "tending to injure the good name of the Board, disturb its well-being, or hamper it in its work".
- 1.13 A copy of the Board's Procedural Bylaws and all amendments thereto shall be filed with the Ministry of Education.
- 2.00 Chair and Presiding Officer
- 2.01 The Chair shall preside at all meetings of the Board but may vacate the chair in order to enter debate or propose or second a motion.
- 2.02 The Vice Chair shall preside in the absence of the Chair or when the Chair vacates the chair.
- 2.03 In the event that neither the Chair nor the Vice Chair is able or willing to take the chair, the presiding officer shall be such person as the Board may elect for that meeting. Any member occupying the chair temporarily shall discharge all the duties and enjoy all the rights of the Chair.
- 2.04 The Chair and the Vice Chair shall be elected in December for a term of one year.
- 2.05 In the event that the Chair vacates the office during the term or ceases to be a Trustee during the term, the Vice Chair shall be Chair of the Board for the remainder of the term and the Board shall elect a Vice Chair in the manner prescribed in Section B, sub-section 6.00, of the Bylaws.
- 2.06 If the Vice Chair succeeds to the office of Chair pursuant to Section D, sub-section 1.05, of the Bylaws, and either vacates the office of Chair or ceases to be a Trustee before a successor as Vice Chair has been elected, then the Board shall elect a new Chair in the manner prescribed in Section B, sub-section 5.00, of these Bylaws.
- 2.07 In the event the Vice Chair vacates the office during this term or ceases to be a Trustee during the term, the Board shall elect a Vice Chair to serve for the remainder of the term in the manner prescribed in Section B, sub-section 6.00 of these Bylaws.
- 2.08 The presiding officer shall rule on all points of order and shall state the reasons and the authority for ruling when making a ruling. The presiding officer's ruling shall be subject to appeal to the Board. An appeal may only be requested immediately after a ruling and before resumption of business.

2.09 The Chair shall vote in accordance with Section D, sub-section 6.05 of these Bylaws.

3.00 Motions

3.01 Motions shall be phrased in a clear and concise manner so as to express an opinion or achieve a result. A preamble does not form part of a Resolution when passed.

3.02 The presiding officer may divide a motion containing more than one subject if the presiding official feels this would produce a fairer or clearer result and the same shall be voted on in the form in which it is divided.

3.03 No motion other than to postpone consideration of a question or a procedural motion shall be repeated during the calendar year except by the reconsideration process.

3.04 An amendment to a motion does not require notice. Amendments shall be dealt with sequentially with the last amendment being dealt with first. Amendments must be strictly relevant to the main motion and not alter in a material way or be contrary to the principal embodied in the main motion.

4.00 Reconsideration and Rescission

4.01 Robert's Rules of Order shall prevail in determining eligibility of a motion to be reconsidered or rescinded.

4.02 No question once decided by the Board shall be reconsidered or rescinded during the same calendar year in which the said question was decided unless either:

a) The motion for such reconsideration or rescission is brought by a Trustee who voted on the prevailing side when the motion first was adopted or rejected; or

b) By order of a two-thirds majority of the votes of the members present and voting.

4.03 A motion to reconsider shall require only a majority vote regardless of the vote necessary to adopt the motion to be reconsidered.

4.04 Nothing in this sub-section shall be construed as depriving any Trustee who was not a Trustee at the time a decision was reached on a Resolution from moving the reconsideration or rescission of such Resolution in the same calendar year.

5.00 Debate

5.01 Debate shall be strictly relevant to the question before the meeting and the presiding officer shall warn speakers who violate this Rule.

5.02 No Trustee shall speak until recognized by the Chair.

5.03 No Trustee shall speak to a question for a period in excess of five minutes at a time. The Chair may caution a Trustee who persists in tedious and repetitious debate and may direct the Trustee to discontinue if the Trustee persists. A Trustee can only speak a second time for purposes of rebuttal or to add new information. A mover of a motion shall provide a brief background and/or rationale to their motion and shall have the opportunity to close debate

- 5.04 A matter of order/privilege (a matter dealing with the rights or interests of the Board as a whole or of a Trustee personally, or for clarification) may be raised at any time and shall be dealt with forthwith before resumption of business.
- 5.05 No Trustee shall interrupt another Trustee who has the floor except to raise a point of order/privilege.
- 6.00 Tabling Of Motions
- 6.01 A motion may be tabled at anytime by any Trustee, providing that the motion to table is seconded and passed by a majority of Trustees
- 6.02 Once tabled a motion may be lifted from the table by any Trustee providing the motion to lift the tabled motion is seconded and passed by a majority of Trustees.
- 6.03 Once tabled motions will remain tabled until they are lifted from the table or the motion has remained tabled for two successive meetings. If the tabled motion is has not been lifted from the table after two successive meetings it will be removed from the table.
- 6.04 Tabled motions may be extended for an additional two meetings based on a majority vote of Trustees.
- 7.00 Voting
- 7.01 At all Board meetings all questions shall be decided by the majority of the votes of the Trustees present and voting, save as otherwise provided by these Bylaws or the School Act.
- 7.02 All Trustees present at a meeting must vote, although a Trustee must abstain from voting in the event that the Trustee has a conflict of interest because of a direct pecuniary interest in a vote. A Trustee may also abstain from voting if the Trustee states at the meeting the reasons for abstaining.
- 7.03 No Trustee shall have more than one vote on any question whether at a meeting of the Board or in Committee of the Whole or any other committee/working committee.
- 7.04 Voting shall be by a show of hands and where all Trustees vote in the affirmative, the minutes shall reflect this result by the term *CARRIED UNANIMOUSLY*. Where the vote on any question is not unanimous, then the minutes shall record the votes of all trustees in either the negative or affirmative. Where a Trustee fails to vote, or abstains from voting without stating reasons as required under Section 7.02 of these Bylaws, the minutes of the meeting shall be recorded indicating that the Trustee has voted on the prevailing side of the question.
- 7.05 The Chair shall vote at the same time as the other members of the Board and, in the case of a tie vote, for and against a motion, the question is resolved in the negative and the Chair shall so declare the motion defeated.
- 7.06 The Chair shall declare the results of all votes.

PROCEDURAL BYLAWS

Part E: Bylaws and Resolutions

- 1.00 All matters shall be dealt with by Resolution/motion or Bylaw. A Resolution/motion shall have only one reading but a Bylaw shall have three readings.
- 1.01 The following matters shall only be resolved by Bylaw:
 - a) Amendments to Bylaws.
 - b) The rules of procedure of the Board and rules relative to the organization of meetings of the Board.
 - c) Regulation and control of the use of property owned and administered by the Board.
 - d) Where required by the School Act.
- 2.00 Procedure on Financial Bylaws
- 2.01 Financial Bylaws shall be processed in accordance with School Act provisions, and may be advanced through all stages from introduction to third reading and final adoption during a single meeting of the Board.
- 3.00 Procedure on Non-Financial Bylaws
- 3.01
 - a) Written notice of intention to propose a Bylaw, or an amendment to a Bylaw, shall be given at the meeting prior to the one at which first reading is scheduled. Written notice of intention to propose a Bylaw or an amendment to a Bylaw is not required where such proposed action is being initiated by Board decision.
 - b) Every proposed new Bylaw or amendment to an existing Bylaw shall be dealt with in the following stages:
 - 1) First reading - no debate or amendment.
 - 2) Second reading - discussion of the principle of the Bylaw or amendment to the Bylaw.
 - 3) The Board or Committee/work group of the Board - if the question for second reading passes, the Bylaw automatically shall be referred to the Board or a Committee/work group of the Board for detailed consideration unless a motion is passed by a majority to refer the Bylaw or the amendment to the Bylaw to a specified standing committee, work group or special committee for detailed consideration.

- c) When a Bylaw has been amended in Committee and work group, it shall be reprinted as amended and shall not be further proceeded with until the amended version has been distributed, except by a two-thirds majority vote of the Board.
- d) Every Bylaw shall receive three readings on different days. A Bylaw may be advanced two or more stages in one day by a two-thirds majority or on urgent or extraordinary occasions, the determination of which shall be by the Chair.
- e) Notwithstanding Section E, sub-section 3.1 (d) of these Bylaws, a period of not less than thirty (30) days shall be required between the date on which written notice to propose a new or amended Bylaw shall have been made, and the date on which third reading of the new or amended Bylaw shall have been granted.
- f) The Secretary Treasurer shall certify on a copy of each Bylaw the readings and the times thereof and the context of any amendment passed in committee/ and work group.
- g) The Trustee who introduces a Bylaw may withdraw the same at any stage with unanimous consent.

4.00 Definitions and Explanations

4.01 In these Bylaws, unless the context otherwise requires:

- a) Board means the Board of School Trustees of School District No. 42 (Maple Ridge-Pitt Meadows).
- b) Chair means a person presiding as Chair of the Board or one of the Board's standing or special committees/ and work group.
- c) Vice Chair means a person presiding as Vice Chair of the Board or of one of its standing or special committees/ and work group.
- d) Superintendent means the Superintendent of Schools/Chief Executive Officer of School District No. 42 (Maple Ridge-Pitt Meadows).
- e) Secretary Treasurer means the Secretary Treasurer of School District No. 42 (Maple Ridge-Pitt Meadows).
- f) Majority means in excess of 50 per cent of the votes cast by those Trustees present, exclusive of any abstentions, or of any blank or spoiled ballots.
- g) Two-thirds majority means voting support by at least two-thirds of the total number of Trustees currently elected to office, regardless of whether or not all are present at that meeting.

4.02 All words in these Bylaws in the singular shall, when the context so requires, include the plural.



To: Board of Education

From: Secretary Treasurer
Wayne Jefferson

Re: **BOARD POLICIES 2320, 2400, 2915
AND 2918 – REPLACEMENTS
FOR PROCEDURAL BYLAW -
SEPTEMBER 22, 2009**

Date: September 12, 2012
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

In accordance with the Board's Policy Development Committee processes, the attached policy after having been presented to the Board for pre-reads and then to stakeholders and the public is now ready for Board review and will be presented at a subsequent Board meeting for approval. These policies are the replacement for the Procedural Bylaw - September 22, 2009 being rescinded.

RECOMMENDATION:

THAT the Board receive Policy 2400 – School Board Meeting Proceedings for review.

THAT the Board Policy Development Committee recommends the following policies be received by the Board for continuation with the consultation process:

- 2320 – Board Committee and Trustee Representation
- 2400 – School Board Meeting Proceedings
- 2915 – Board Chairperson: Elections, Roles, Responsibilities
- 2915.1 – Trustee Elections – Chairperson and Vice-Chairperson
- 2918 – Vice-Chairperson: Elections, Roles, Responsibilities

Attachments



SD 42 POLICY: 2320

BOARD COMMITTEES & TRUSTEE REPRESENTATION

PHILOSOPHY

Generally, committees appointed by the Board of Education ("Board") shall be fact finding, deliberative and advisory rather than legislative or administrative. Such committees shall report and make their recommendations only to the Board.

Trustees will be expected to report to the Board at either Closed or Public Board meetings on major topics discussed.

1. BOARD COMMITTEE OF THE WHOLE

The Board will have two (2) standing Board Committees of the Whole, ("COTW") although the Board may appoint standing District committees that include Trustees as members. The Board has established the Board Budget and Finance Committees of the Whole as its standing committees. The terms of references are as follows:

(a) Purpose

To receive background information on a particular topic(s).

(b) Powers and Duties

To review the information presented

To gather additional information through questioning and discussion

To request supplementary information

To refer the matter to a regular meeting of the Board, if desirable

(c) Membership

All Trustees.

Superintendent, Secretary Treasurer and designate(s).

(d) Meetings

As required, at the call of the Board Chairperson.

(e) Reporting Out

The COTW will only report out to the Board.

Any necessary Board committees will be ad hoc committees established for specific purposes, and a specific length of time. When the Board establishes an ad hoc committee, it shall determine its membership, (comprised solely of Trustees) terms of reference and reporting our date at the formation of the committee. An ad hoc committee may be a Committee of the Whole Board, if approved as such. All committees of the Board, unless otherwise directed, shall prepare and submit minutes or a report to the Board. It is expected that reports will be included in the appropriate Agenda package.

2. AD HOC COMMITTEES

All committees of the Board, unless otherwise directed, shall prepare and submit minutes or a report to the Board. It is expected that reports will be included in the appropriate Agenda package.

3. TRUSTEE REPRESENTATION ON OTHER COMMITTEES AND BODIES

The presence of a Trustee(s) on a staff committee, a non-Board appointed District committee or a non-school District body, may be requested, expected or otherwise considered to be in the best interests of the Board of Education. Prior to appointments, the Chairperson will consult with each Trustee regarding committee appointments. The Board Chairperson shall appoint Trustees to existing committees or bodies as soon as possible following the inaugural meeting of the Board and each December following the inaugural meeting and advise the Board of such appointments at the first meeting subsequently. The need for appointments arising subsequent to the inaugural meeting shall also be met by the Board Chairperson with advice to the Board.

4. ROLE OF TRUSTEES & CONDUCT OF BUSINESS

4.1 Board Committees (COTW and Ad Hoc)

Although by nature, committees provide a forum for deliberation that is less formal than Board meetings permitting more latitude in discussion, it is expected that meetings will be conducted in accordance with *Robert's Rules of Order*. Only Trustees may vote. Minutes will be kept of the committee deliberations and administrative resource persons will participate as required. The Superintendent/Secretary Treasurer may assign a chief resource person to the committee. Any research and correspondence necessary for the work of the Board committee will be conducted by the resource person on direction of the committee.

4.2 Board Appointed District Committees

(Membership including Trustees, staff and/or others)

- (i) The Chairperson will always be a Trustee.
- (ii) The committee will report to the Board on its activities and outcomes (recommendations, etc.) through its Chairperson.
- (iii) Unless appointed by name to the committee by Board resolution, and given the right to vote, staff and others will act as resource persons.

- (iv) The Board Chairperson will be an ex-officio member of all committees, with full voting privileges.
- (v) The committee will function in a formal manner under *Robert's Rules of Order* – permitting the kind of free flowing discussion anticipated for committee work.
- (vi) The committee will appoint a recorder who shall keep minutes of the committee's deliberations and conduct any correspondence as directed by the committee.
- (vii) Decisions of these committees will always be in the form of recommendations to the Board.
- (viii) All Trustees will vote as they see fit when recommendations are dealt with by the Board.

4.3 Trustee Representation on Other Committees and Bodies

(a) Staff Committees

Trustees appointed as above. Staff members will be appointed by the Superintendent, Secretary Treasurer or other member of Management, if delegated, unless there is a specific position designated in procedures or an action by the Board.

- (i) Committee always chaired by a staff member.
- (ii) Meetings may be formal or informal. Variations might include:
 - Voting (majority decision);
 - Consensus (all agree);
 - Chair (staff member) makes all decisions subject to whatever higher authority governs.
- (iii) Trustees will act purely as observers and advisors, always reserving the right (and obligation) to speak and vote freely when matters arising from the committee are taken to the Board. A Trustee's commitment is, first and foremost, to the Board.
- (iv) Decisions of the committee must always be made within the authority given (specific) or delegated (general) by the Board. All actions require prior Board approval if outside the committee's mandate.
- (v) The committee Chairperson or staff member having responsibility makes reports to the Board through the established senior management structure.
- (vi) The committee Chairperson (staff):
 - Clarifies Terms of Reference;
 - Ensures notification of meetings are sent and appropriate notes are kept;
 - Provides all representatives with sufficient information to enable them to function as expected in their capacity as members of the committee;
 - When there is voting or consensus, minutes must be kept and circulated to all members.

(b) Other Committees & Bodies

Trustees appointed to other non-Board committees and, non-School District committees/bodies may or may not participate as voting members, depending upon the nature and purpose of their involvement. Trustees should be cautious not to put themselves into a conflict situation. Their more common role will be as resource or liaison persons. Regardless of the nature of Trustees' participation, they do not have the authority to act on behalf of, or commit the Board.

(c) Resource Personnel

The Superintendent and Secretary Treasurer may appoint resource personnel to work with committees, and shall determine the roles, responsibilities, and reporting requirements of the resource personnel.

APPROVED:

SD 42 POLICY: 2400

SCHOOL BOARD MEETING PROCEEDINGS

1. AGENDA PREPARATION

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

The Secretary Treasurer, under the direction of the Superintendent/Chief Executive Officer in consultation with the Board Chairperson and Vice-Chairperson, (Agenda Preparation Committee), shall prepare and submit an order of business called an Agenda for each regular, closed and special meeting including an indication of the number of presentations/delegations to be received reflecting the volume of business to be conducted.

2. PROCEEDINGS

The most recent edition of Robert’s Rules of Order shall apply to the conduct of meetings, provided further, that where both these Rules and Robert’s Rules of Order are silent, the Standing Orders of the British Columbia Legislature shall be followed. Where there is an inconsistency between these Rules and the *School Act*, the *School Act* shall apply over the Rule in question.

3. AGENDAS - REGULAR AND CLOSED MEETINGS

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

Opening Procedures

1. Call to Order
2. Correspondence
3. Ordering of Agenda
4. Invitation for Public Input – To speak to items on the Agenda to a maximum of 3 minutes per person.

Confirmation of Minutes

Presentations/Delegations –

Up to 20 minutes including questions; extension is at the discretion of the Chairperson.

Chairperson Report

Deferred Items –

Decision items only

Trustee Motions

CEO Decision Items – Superintendent

CEO Decision Items – Secretary Treasurer

CEO Information Items – Superintendent

CEO Information Items – Secretary Treasurer

Committee Business – Budget and Finance Committees of the Whole

Committee Business – Committee and Advisory Committee Reports

Question Period

Questions, with the exception of Trustee questions, will be limited to one question per person with two follow-up clarification questions, if necessary. Question period will be restricted to questions only – statements and debate will not be permitted.

Trustee Reports

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

Other Business

Public Disclosure of Closed Meeting Business

Adjournment

4. OTHER AGENDA NOTES

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

Written reports are preferred or brief verbal highlights.

5. SPECIAL MEETINGS

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

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

6. NOTICE OF MEETINGS

The proposed regular Agenda, together with notice of each meeting, must be electronically delivered by the Friday proceeding the next Board meeting and no less than 48 hours in advance of Board meetings to each Trustee, Superintendent, Deputy Superintendent, Secretary Treasurer and Manager of Communications and Community Relation, at a place designated by the Trustees.

A change to the prescribed order of business may be proposed by a Trustee and shall require two-thirds consent.

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

7. MINUTES OF MEETINGS

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

Where a Board member abstains from voting, reasons for such abstention must be given if requested by other Trustees.

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

A copy of the Public Board meeting minutes, when approved, shall be made available on the School District website and Minute book for review by the Board auditors. Special meeting minutes will be filed by public or closed based on the meeting.

8. ELECTRONIC MEETINGS

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

- (a) Electronic meeting arrangements include video conferencing, telephone or other such technology, and will only be made where it is practical to do so. All Trustees and Officers of the Board attending or participating in the meeting are able to communicate with each other.
- (b) It is practical to hold a meeting of the Board and its Officers using electronic means to deal with matters that require immediate attention, have significant time constraints, are straight forward or procedural in nature, emergencies that are more efficiently handled using electronic means, collective bargaining matters, legislative requirements or other similar circumstances.
- (c) For purposes of determining a quorum, at the start of a meeting or during a meeting, the Chair shall count as present any trustees who are connected to the meeting by electronic means.
- (d) In the absence of pre-circulated material, the Board Chair and Officers of the Board as required, shall brief the meeting regarding the matter, or matters before it and shall read the resolution requiring Board consideration and voting.
- (e) Voting shall occur by each Trustee identifying him/herself and indicating their vote either for or against the resolution.
- (f) Minutes of the Board shall indicate that the meeting was held pursuant to this provision, indicate which Trustees and Officers were connected electronically and in which manner the electronic meeting was held.

9. REGULAR PUBLIC MEETINGS – DAY AND TIME

The Board shall hold regular Public meetings on the second and last Wednesday of each month commencing at 6:00 p.m. except that:

No Board meeting shall be held on Statutory Holidays or during the Winter/Spring school breaks.

No regular meeting shall be held during the month of July.

No regular meeting shall be held during the first three weeks of August.

An August meeting may be held on the last Wednesday of the month.

10. ADDITIONAL PUBLIC MEETINGS

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

11. REGULAR CLOSED BOARD MEETINGS – DAY AND TIME

The Board shall hold regular closed meetings on the second and last Wednesday of each month typically commencing no earlier than 1:00pm and no later than 3:30pm unless determined to be required by the Agenda Preparation Committee, save and except:

No Board meeting shall be held on Statutory Holidays or during the Winter/Spring school breaks.

No regular meeting shall be held during the month of July.

No regular meeting shall be held during the first three weeks of August.

An August meeting may be held on the last Wednesday of the month.

Regular closed meetings held on the second and last Wednesday of each month shall conclude no later than 4:30 p.m., unless there is majority vote of the members to extend the meeting no longer than 15 minutes. A second extension requires unanimous approval.

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

12. STAFF ATTENDANCE AT MEETINGS

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

13. NOTICE OF MEETING

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

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

14. BOARD QUORUM

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

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

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

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

15. LENGTH OF MEETING

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

16. PUBLIC AND CLOSED SESSIONS

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

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

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

- a) Labour matters dealing with personnel or collective bargaining matters.
- b) Land matters dealing with any litigious items involving the Board, staff or the community.
- c) Law dealings of purchase, swap or disposals.

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

17. CONFLICTS OF INTEREST

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

18. INAUGURAL AND ANNUAL ORGANIZATIONAL MEETING OF THE BOARD

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

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

Items of Business

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

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



SD 42 POLICY: 2915

BOARD CHAIRPERSON - ELECTIONS / ROLES / RESPONSIBILITIES

1. ELECTIONS

At its inaugural meeting following a general local election, and for the following two years, at the regular December meeting, the Board shall elect one of its members to serve as Board Chair, to hold office at the pleasure of the Board.

Each December, the Board will conduct an election for Chairperson and Vice-Chairperson for the coming year. The election procedure will be conducted at a Public Board Meeting as described in its supporting procedure.

A Trustee may not hold the office of Chairperson for more than three (3) consecutive terms of office. The position of Vice-Chairperson has no restriction on the number of terms a Trustee may hold this office.

2. ROLES

The Board entrusts to its Chairperson primary responsibility for safeguarding the integrity of the Board's processes and representing the Board to the broader community.

The Board also believes that a position of leadership must be selected in a fair and equitable manner, therefore, each year the positions of Chairperson and Vice-Chairperson will be elected from among the Trustees.

A Board Chairperson is an equal, with no more power or authority than any other Trustee outside the School Board setting. They do however, have an additional function and responsibility to speak for, and represent the positions and decisions of the School Board. The Chairperson's role is limited to speaking only for what the School Board has already decided, to receive input, or to bring matters to the School Board for consideration.

3. RESPONSIBILITIES

The Board delegates to the Chairperson the following powers and duties:

- (a) Prior to each Board meeting confers with the Vice-Chairperson, Superintendent and Secretary Treasurer on items included on the Agenda, and become thoroughly familiar with them.

- (b) Presides over all Board meetings and ensures that such meetings are conducted in accordance with the *School Act*, the policies and procedures as established by the Board, and *Robert's Rules of Order*.
- (c) Performs the following duties during Board meetings:
 - i. Ensures that all issues before the Board are well stated and clearly expressed.
 - ii. Ensures that each Trustee has a full and fair opportunity to be heard and understood by the other members of the Board in order that collective opinion can be developed and a corporate decision reached.
 - iii. Directs the discussion by Trustees to the topic being considered by the Board.
 - iv. Ensures that each Trustee presents votes on all issues before the Board.
 - v. Extends hospitality to Trustees, officials of the Board, the press, and members of the public.
- (d) Keeps informed of significant developments within the District.
- (e) Keeps the Board, Superintendent and Secretary Treasurer informed of all matters coming to his/her attention that might affect the District.
- (f) Is in regular contact with the Superintendent and Secretary Treasurer to maintain a working knowledge of current issues and events.
- (g) Conveys directly to the Superintendent and Secretary Treasurer, such concerns or questions as are related to him/her by Trustees, parents, students or employees which may significantly affect the administration of the District.
- (h) Brings to the Board, all matters requiring a corporate decision of the Board.
- (i) Acts as the chief spokesperson for the Board by stating positions consistent with Board direction and policies (except for those instances where the Board has delegated this role to another individual or group).
- (j) Acts as ex-officio member of all committees appointed by the Board.
- (k) Acts as a signing officer for the District as directed by Board Policy.
- (l) Serves as an officer of the Board authorized to witness the use of the Board's corporate seal, when required.

- (m) Represents the Board or arranges alternative representation at official meetings or other public functions.
- (n) Ensures the Board engages in regular assessments of its effectiveness as a Board.
- (o) Ensures the Board engages in a regular assessment of its Superintendent and Secretary Treasurer performance as required by their individual employment contract.
- (p) Sets out the effective process to deal with the business of the Board.
- (q) Creates a tone at the top to maintain public confidence in the management of the affairs of the Board.

APPROVED:



SD 42 PROCEDURE: 2915.1

TRUSTEE ELECTIONS - CHAIRPERSON and VICE-CHAIRPERSON

1. NOMINATION

(a) Process Approval

Prior to the commencement of the election, the process for the election of the Board Chairperson and Vice-Chairperson will be approved at the public Board meeting by Board Resolution.

(b) Nomination Procedure

(i) The Chairperson will call for a motion:

THAT the Board proceed to elect a new Chairperson and Vice-Chairperson following the attached nomination and election procedure.

(ii) The Chairperson passes the gavel to the Secretary Treasurer who will Chair the meeting during the election process.

(iii) The Chairperson will call a first time for nominations, for Chairperson for a one year term. A seconder will not be required for nominations.

(iv) Each nominee will be asked whether he/she agrees to stand for election and can speak to the nomination.

(v) The Chairperson will call a second and third time for nominations for chairperson for a one year term.

(vi) If after three (3) calls, there is only one nominee for the office, and that nominee accepts, the Chairperson declares that person the duly elected Chairperson of the Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows), for a one (1) year period ended the next December.

2. ELECTION PROCEDURE

- (a) If more than one person is nominated, the Chair will call on scrutineers to distribute, collect and count the ballots.
- (b) The Chairperson will call for a motion to appoint scrutineers. The motion will read as follows:

THAT _____ and _____ be appointed scrutineers for the election of Board Chairperson and Vice-Chairperson.

- (c) Trustees will vote by secret ballot.
- (d) Scrutineers will report the results of each ballot to the Chairperson of the meeting, who shall announce the Trustee who has received the majority of the votes cast.
- (e) The Trustee receiving the majority of votes cast shall be declared elected. In accordance with *Robert's Rules of Order*, if on the first or subsequent ballots a nominee does not receive a majority, voting for the office with all nominees remaining on the ballots shall continue until a majority vote is obtained for a single candidate.
- (f) The Chair will then call for nominations for Vice-Chairperson of the Board of Education for a one (1) year term and repeat the above process, beginning at Item III.
- (g) If ballots were required, the Chairperson will call for the following motion:

THAT the scrutineers destroy the ballots for the election of either Chairperson or Vice-Chairperson, or both and that the scrutineers are discharged with gratitude.
- (h) The Chairperson will then return the gavel to the newly elected Chairperson who will conduct the balance of the meeting.

APPROVED:



SD 42 POLICY: 2918

VICE-CHAIRPERSON - ELECTIONS / ROLES / RESPONSIBILITIES

1. ELECTIONS

At its inaugural meeting following a general local election and for the following two years, at the regular December meeting, the Board shall elect one of its members to serve as Board Vice-Chairperson, to hold office at the pleasure of the Board.

2. ROLES

The Vice-Chairperson shall act on behalf of the Board Chairperson, in the latter's absence and shall have all the duties and responsibilities of the Board Chairperson.

3. RESPONSIBILITIES

The Vice-Chairperson shall assist the Board Chairperson in ensuring the Board operates in accordance with the *School Act* policies and procedures, and Roberts' Rules of Order in providing leadership and guidance to the Board.

Prior to each Board meeting, confer with the Board Chairperson, Superintendent and Secretary Treasurer on items included on the agenda, and become thoroughly familiar with them.

The Vice-Chairperson may be assigned other duties and responsibilities by the Board Chairperson.

The Vice-Chairperson shall be an alternate signing authority for the District, if required.

APPROVED:



To: Board of Education

From: Secretary Treasurer
Wayne Jefferson

Re: **BOARD POLICIES**
9510, 10510 and 10540

Date: September 12, 2012
(Public Board Meeting)

Decision

In accordance with the Board Policy Development Committee ("committee"), the attached draft policies and procedures (9510, 10510 and 10540), were circulated by email to the stakeholders and Senior Team for feedback on June 4, 2012:

CUPE: Leslie Franklin, President
DPAC: Michelle Larose, Chairperson
MRTA: George Serra, President
MRPVPA: Shannon Derinzy, President
SR. TEAM: Jan Unwin, Superintendent
Wayne Jefferson, Secretary Treasurer
Laurie Meston, Deputy Superintendent
Dana Sirsis, Director of Human Resources
Stewart Sonne, Director of Instruction, Secondary and Adult Education
David Vandergugten, Director of Instruction, K-12 Education

The attached policies are now being presented to the Board for the public review portion of the process. Following the review process, the committee will have another opportunity to review the policies before they are again presented to the Board for approval.

The attached procedures are included for information only.

RECOMMENDATION:

THAT the Board Policy Development Committee recommends policies 9510, 10510, and 10540 as presented to the committee at its May 30, 2012 meeting, be received by the Board for continuation with the consultation process.

Attachments

SD 42 POLICY: 9510

FLAGS – CANADA and BRITISH COLUMBIA

1. PHILOSOPHY

The Board of Education (“Board”) believes the flags of Canada and British Columbia are an important part in the celebration of Canada as a country and British Columbia as a province.

Schools in the School District will display the Canadian and British Columbia flags, as prescribed in the School Act and Regulations, generally following the protocol established by the federal government.

The Ministry of Education recognizes the importance of these symbols of patriotism. Regulation #265/89, sections 5 (10) and 5 (11), of the School Act, specifically states:

“(10) The principal of a school shall

- (a) Subject to the approval of the board, establish a program of school assemblies to be conducted at appropriate times during the school year;
- (b) Ensure that assemblies are held a least 3 times in a school year, including the school day immediately preceding Remembrance Day;
- (c) Ensure that the Canadian national anthem shall be sung at each school assembly; and
- (d) Ensure that the Canadian flag and the British Columbia flag be displayed at each school while in session.”

“(11) School assemblies referred to in subsection (10) shall be established to promote loyalty to the Crown, respect for Canadian traditions, laws, institutions and human values, and shall include observation of occasions of historic or current importance to Canada and the Commonwealth, as well as appropriate references to the Canadian flag.”

2. PROTOCOL – FLAG DISPLAY

The Canadian flag should be displayed outside the school building from either a ground or wall mounted pole/staff. Each school will have a single flag pole installed.

No flag, banner or pennant should be flown or displayed above the Canadian flag.

Flags flown together should be approximately the same size and shall be flown from separate staffs at the same height. The Canadian flag should be given the place of honour when flown or displayed with other flags.

The British Columbia flag should be prominently displayed inside the building using either of the following methods: (1) attached flat to a wall with fasteners penetrating the hem area only; or (2) hung from a beam in the gymnasium.

It is only appropriate for the flags of Canada and British Colombia to be flown or displayed properly and treated at all times with dignity and respect.

All flag(s) should be in good clean condition when flown or displayed. When the flag(s) do become worn, noticeably faded or otherwise unfit for service, they should be replaced and the old flag disposed of by private burning.

The flag should be flown from sunrise to sunset each day school is in session and it is not contrary to etiquette to have the flag flying at night.

Flags can be displayed inside the building, either on staffs or fastened to a wall. If flat, it may be hung horizontally or vertically. If it hangs vertically against a wall, the flag should be placed so that the upper part of the leaf is to the left and the stem is to the right as seen by spectators.

3. OCCASIONS FOR HALF-MASTING

Schools will fly their flags at half-mast on appropriate occasions, to bestow an honour or express a collective sense of sorrow.

Flags flown at half-mast will be by special instruction of the Board or the Superintendent of Schools following a general protocol as follows:

(a) National (all schools):

On the death of the Sovereign or a member of the Royal Family related in the first degree to the Sovereign (spouse, son or daughter, father, mother, brother or sister);

On the death of the Governor General, the Prime Minister, a former Governor General, a former Prime Minister; and

On Remembrance Day, Nov 11, if the school is flying its flag(s) on that day.

(b) Provincial (all schools):

On the death of the Lieutenant Governor or the Premier.

(c) School District (all schools):

On the death of a current Trustee or Superintendent of Schools.

(d) School (school affected only):

On the death of a current student or staff member; and

On the death of the Member of Parliament or Member of the Legislative Assembly for the riding in which the school is located.

4. PERIOD OF HALF-MASTING

Flags would normally be half-masted upon the death of a person listed, up to and including the day of the funeral or memorial service.

5. METHOD OF HALF-MASTING

The flag is brought to the half-mast position by first raising it to the top of the mast then immediately lowering it slowly to the half-mast position

The position of the flag when flying at half-mast will depend on the size of the flag and the length of the flagstaff. It must be lowered at least to a position recognizably "half-mast" to avoid the appearance of a flag, which has accidentally fallen away from the top of the mast owing to a loose flag rope. A satisfactory position for half-masting is to place the centre of the flag exactly halfway down the staff.

On occasions requiring that one flag be flown at half-mast, all flags flown together should also be flown at half-mast.

Flags will only be half-masted on those flagpoles fitted with halyards and pulleys. Some buildings fly flags from horizontal or angled poles, without halyards, to which flags are permanently attached. Flags on these will not be half-masted.

APPROVED:



SD 42 POLICY: 10510

BOARD CORRESPONDENCE

1. PHILOSOPHY

The Board of Education (“Board”) recognizes the rights of individuals or groups to present information and material requests for information and/or complaints through appropriate channels concerning the School District’s operation or district policy.

The Board’s goal is to ensure that such correspondence is dealt with in an expeditious, fair and thorough manner.

2. MATERIALS SENT TO THE CHAIRPERSON FOR READING/REVIEW – Circulate

3. MATERIALS SENT TO TRUSTEES OR CIRCULATED – Trustees may request that any item they feel needs to be discussed by the Board be placed on an appropriate Agenda.

4. Letters/Emails specifically addressed to or copied to the “Board of Education” or “Board of Trustees” or addressed to School District No. 42 and related to the governance function – The rule of thumb is something so addressed must appear on an Agenda somewhere so we can indicate the Board received it formally, usually under correspondence, unless it is input on a matter before the Board like the catchment issue where it can be attached to a staff report on the same subject.

Items involving Land, Labour, Law – Go to closed Agenda
Public Items – Go to regular Agenda

The item will appear under correspondence on the appropriate Agenda where it is either received or moved from correspondence to an appropriate location on the Agenda for a decision to be made, where some direction is given. Direction can be:

- a simple referral to staff to respond directly to the inquiry; or
- a request to staff to provide additional information and a recommendation if required;
- a decision at that time if the subject is relatively clear.

If the correspondence so addressed is a complaint the Chairperson or a representative of the School District (possibly senior staff) may contact the complainant to determine if they wish the matter to be dealt with at a Public Board meeting (that may not have been their intent). If not it may be handled as identified in Item four below.

5. Letters/Emails in response to a Board Inquiry (i.e. letters from the Ministry of Education) – must appear on an Agenda to be received as a formal response and for further direction if any. Can be placed under correspondence (Closed or Public depending upon the matter being discussed) or attached to a report on the subject.

6. Letter/email addressed to the Chairperson (may or may not be copied to all Trustees) – Chairperson shall exercise some discretion on the matter in consultation with the Vice-Chairperson and/or Senior Staff as to how the response should be handled. If the correspondence is an operational complaint the Chairperson may respond with direction on the appropriate person to talk to at the staff level (in accordance with the appeals policy and guidance on the website about how to resolve disputes). The Chairperson will provide “direction but not a position” on the matter maintaining sufficient distance to allow for a later appeal to the Board if required). The response from the Chairperson will be copied to all Trustees and the Senior Staff. Once the matter is dealt with by staff the disposition will be shared with the Trustees via an email note. The principle is that everyone who is notified about a complaint should be apprised of the resolution or outcome.

If the correspondence is requesting clarification of an existing policy the Chairperson can respond with the required clarification copying all Trustees and Senior Staff in the process. If the correspondence is requesting a change in policy it should be placed on a meeting Agenda for the Board to determine if further work is warranted (no matter whom the email or letter is referred to).

7. Letter/Email or verbal comment or question addressed to one or more but not all Trustees – If it appears that the individual raising the issue wishes to formalize their concerns they will be encouraged to follow the protocols noted above on addressing conflict and use the appeals policy as guidance if required when they are not satisfied with the outcome at any level of their follow up. Trustees receiving formal input respond should refer the item to the Chairperson and copy to All Trustees. The Chairperson will respond in accordance with the guidelines noted above.

It is understood that all Trustees will be approached from time to time by constituents who know them and that they will receive input on emerging issues primarily through incidental discussion. It is not anticipated that all such input will be formalized and shared however, at the point the communication is moving toward a more formal concern or complaint the individual making the comment should be encouraged to follow the protocols noted above and senior staff and the rest of the Trustees should be informed.

8. Letter or Email Invitations to all Trustees - need not appear on an Agenda. It is good if Trustees responses can be copied to all Trustees so we will all know if an event has been covered for coordination purposes.

9. Letters the Board has directed the Chairperson to send on the Board's behalf –
During the course of a Board meeting, resolutions may be passed directing the Chairperson forward a letter expressing the Board's congratulations, thanks or an opinion on a subject.

If the subject is relatively straight forward (a thank you letter) the Chairperson can either prepare a draft and ask the Executive Assistant to prepare the formal letter for signature and send it out or ask the Secretary Treasurer to arrange for the letter to be written for the Chairperson's signature.

If the letter is more sensitive in nature (ie. a letter to the Minister of Education) expressing the Board's opinion on a matter a draft should be prepared either by the Chairperson or Secretary Treasurer (at the Chairperson's discretion) and reviewed and edited as required in a meeting involving the Chairperson, Vice-Chairperson and Secretary Treasurer. In the absence of the Secretary Treasurer, the Superintendent will be asked to assist. The final version will be copied to all Trustees and all other appropriate parties as determined by the Chairperson, Vice-Chairperson and Secretary Treasurer. It is noted that the Board may choose to request the opportunity to review a draft letter before it is sent out providing such request forms part of the resolution directing that the letter be prepared. Since this will slow the process down for conveying the Board's position it is anticipated this approach will be requested on very rare occasions only.

While transparency and sending copies of letters to a standard list of interested parties will generally be the practice it is understood that who the Board copies its correspondence to constitutes part of the message being sent and may have a bearing on the ongoing relationship with the intended recipient. Since maintaining positive working relationships is critical to the Board achieving its goals some consideration should be given to what the Board is trying to achieve in both the drafting of the letter and the list of persons and agencies letters are copied to.

APPROVED:



SD 42 POLICY: 10540

FINANCIAL OR IN-KIND DONATIONS

The Board of Education will not contribute either financially or in-kind to such causes that are not within its mandate or authority, although such activities are worthwhile.

Further, requests from organizations not directly connected with or contributing to the function of the School District for financial or in-kind contributions will not be considered.

APPROVED:



To: Board of Education

From: Secretary Treasurer
Wayne Jefferson

Re: **BOARD POLICY APPROVAL**
4435, 5401, 5701, 6600

Date: September 12, 2012
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

As contemplated under the Board's policy 2500, the Board Policy Development Committee has followed the appropriate consultation requirements as outlined within and is pleased to present for the Board's approval, two new policies.

The attached policies and procedures, after having been presented to the Board for pre-reads and circulated to stakeholders and following the Board and Educational Partners' input, were posted on the School District's website for feedback for the required consultation period and are now ready for Board approval:

- 4435 and 4435.1: Scholarships, Bursaries and Student Awards;
- 5401 and 5401.1: Use of Board-Owned Buses / 15 Passenger Vans;
- 5701 and 5701.1: Records and Information Management – General; and
- 5701.2: Records and Information Management Classification System/Retention Schedule
- 6600: Naming of School Facilities

RECOMMENDATION:

THAT the Board approve policies 4435, 5401, 5701 and 6600 for implementation; and
THAT the attached procedures 4435.1, 5401.1, 5701.1 and 5701.2 be received for information.

Attachments



SD 42 POLICY: 4435

SCHOLARSHIPS, BURSARIES AND STUDENT AWARDS

BELIEFS

The Board of Education (“Board”) encourages students to pursue school programs to stimulate their levels of thought, productivity and citizenship. The Board directs the Superintendent to maintain a set of criteria and procedures for suitably recognizing outstanding accomplishments, and for presenting suitable awards for scholarship and distinguished service in all school activities. All scholarships, bursaries, honours and awards presented in the School District shall be awarded strictly on the merits of the students receiving them.

The Board is appreciative of the community support given to students and encourages members of the public and community organizations to support the students of the School District by supplying additional scholarships, bursaries and student awards.

RECOGNITION OF STUDENTS ACCOMPLISHMENTS

The Board may host a special recognition ceremony for students receiving:

- Provincial Scholarship or Bursary;
- First place standing in a province wide competition by an individual or a group of students who represent(s) a school in this School District; and
- School District awarded scholarship or bursary.

SCHOLARSHIP AND BURSARY OPERATING BUDGET

Each year, the Board would establish a level of funding from the operating budget to issue a scholarship or bursary to one graduate of each secondary school. These funds will be managed by the District Selection Committee as provided by procedure and awarded based on pre-determined criteria.

Eligibility criteria for the awards are:

- Grade 12 secondary graduates;
- Open to students of any program;
- School marks; and
- School and community involvement will be considered.

SCHOLARSHIP TRUST FUND REGULATIONS

A Trust Fund will be established and funded from donations and/or money designated for this purpose by the District, the income from which is to provide a scholarship(s).

The Trust Fund will be held and administered by the Board through the Superintendent.

The Trustees of the Trust Fund are to be guided by the following principles with respect to the awarding of scholarships and bursaries:

- a) The scholarship(s) is available to members of the graduating class (Grade 12) of secondary schools who are bona fide residents of the School District and are Canadian citizens or have Landed Immigrant Status.
- b) The scholarship is intended for students going on to post-secondary studies.
- c) The scholarship is not intended to pay the total costs of the year of the studies but may reflect a significant portion of the costs; ie student accommodation at a university.

The Board will review the overall intent and guidelines as necessary to reflect the then prevailing circumstances recognizing the main intent of the Trust is to assist deserving students evidencing high achievement and good potential to further their education.

Where donations are made to the Trust Fund, the wishes of the Principal donor with regards to scholarship(s) generated by his/her donation will be respected by the Trustees of the Fund, providing these are consistent with School District Policy and/or provincial guidelines.

Upon request, the Trust Fund administrators shall issue an annual financial statement of donors.

APPROVED:

SD 42 PROCEDURE: 4435.1

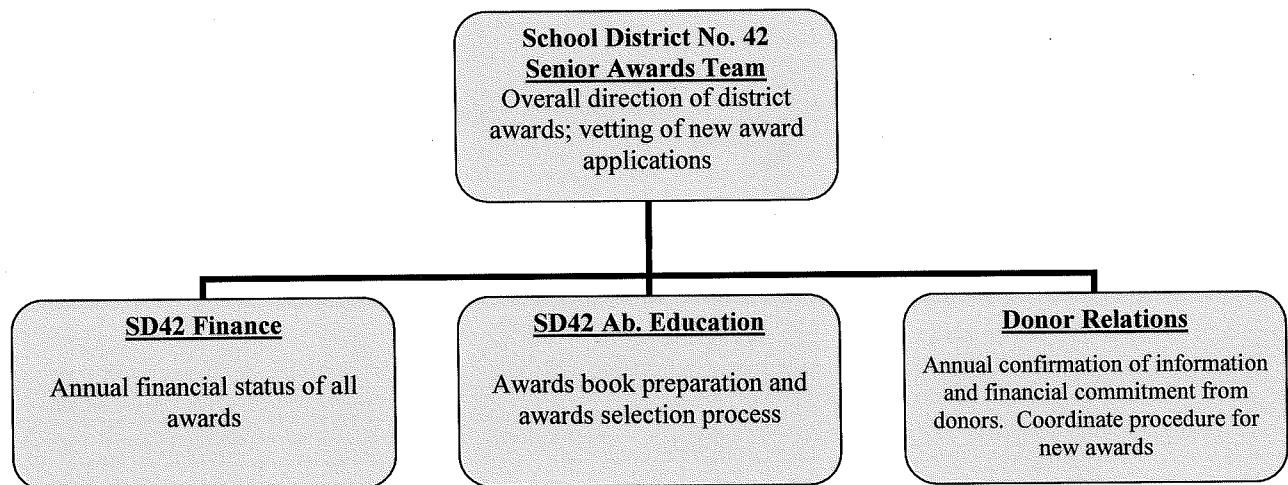
SCHOLARSHIPS, BURSARIES AND STUDENT AWARDS

STUDENT FINANCIAL AWARDS

Many organizations and individuals in Maple Ridge and Pitt Meadows sponsor scholarships, bursaries and awards that benefit students in School District No. 42.

This procedure outlines the steps involved in the vetting, setting up, and publicizing of all such scholarships, bursaries and awards, regardless of their origin.

ROLES AND RESPONSIBILITIES



DISTRICT SCHOLARSHIP TEAM

Senior Awards Team:	Superintendent, Secretary Treasurer and Deputy Superintendent or Directors of Instruction
Finance:	Assistant Secretary Treasurer and Finance Department Representative
Awards Book and Selection:	Principal, Aboriginal Education and District Selection Committee*
Donor Relations:	Manager of Communications and Community Connections
Clerical Administration:	Senior Secretary

***DISTRICT SELECTION COMMITTEE:**

Chair: Principal, Aboriginal Education
MRPVPA: Three (3) Principals or Vice-Principals
MRTA: One Teacher Representative
CUPE: One Non-Teaching Representative
French Language: District Person Responsible for Program

PROCEDURE FOR NEW AWARD APPLICATIONS

1. A donor interested in offering an award contacts School District No. 42.
2. All donor applicants are referred to Donor Relations who will gather preliminary information regarding the proposed award.
3. This information is forwarded to the Senior Awards Team for vetting to ensure the award aligns with the beliefs and values of School District No. 42.

Option A:

1. Any concerns are returned to Donor Relations to be addressed with the donor.
2. Once any concerns have been addressed, a contract is written and signed with Donor Relations and forwarded to Finance.
3. The award can be included in the School District No. 42 awards book.

Option B:

1. The award is deemed not to be appropriate for the School District No. 42 awards book.
2. Donor Relations notifies the donor of the reason(s) on behalf of the senior awards team.
3. The award is not included in the School District No. 42 awards book.

APPROVED:



SD 42 POLICY: 5401

USE OF BOARD-OWNED BUSES / 15 PASSENGER VANS

Board-owned buses and 15 passenger vans are primarily for the use of transporting School District students to and from school and school related functions. Only drivers who are approved by the school administration may operate Board-owned buses or 15 passenger vans.

The School District recognizes the need to transport students to and from curricular and extra-curricular student activities. The School District also recognizes that it is not always possible to provide bus or 15 passenger van transportation services and private vehicles may be used as determined by Board policy. Operation of these vehicles will be conducted using the Board's supporting procedures.

Notwithstanding the stated prime purpose, when school buses or 15 passenger vans are not required for transporting students they may be made available, at the discretion of the Superintendent or Secretary-Treasurer, or school Administrator for other occasional school district purposes, or for transporting groups of school age children who are involved in activities sponsored by other pre-approved public bodies. Such use shall be conditional upon the recovery of all costs.

APPROVED:



SD 42 PROCEDURE: 5401.1

USE OF BOARD-OWNED BUSES / 15 PASSENGER VANS

OPERATING GUIDELINES

The following guidelines are to be followed when transporting students to or from a school or a school activity conducted within an approved curricular or extra-curricular program.

The school administration may designate a "Supervisor" to assume overall responsibility for arrangements and supervision of the travel and activity. The Supervisor would normally be the classroom teacher, coach, or activity sponsor. If the school administration does not designate someone else to be the Supervisor, then the Principal assumes the responsibilities of the Supervisor.

Orientation of volunteer drivers, including school district employees and parents is to be provided by the designated Supervisor for the trip and is to cover both the specific trip and general procedures relating to transporting students.

A passenger loading list, including home or cellular contact telephone numbers for the passengers, must be both available in the school and carried with the Supervisor.

Each school shall maintain a roster of authorized drivers with their vehicle registration number. The school administration should ensure the Volunteer Driver Application has been completed by each driver. A Driver's Abstract Record must be filed with the school Principal, before the volunteer transports students.

The volunteer driver's abstract must be considered by the school administration or "designated Supervisor" before a volunteer is approved by the Principal as a volunteer driver. The volunteer's driver's license abstract should be a part of the application process and the volunteer is responsible for obtaining the document from the appropriate Government office.

The School District intends to use its best efforts to screen and undertake volunteer driver background checks however, no person should consider such checks to be a guarantee of driver suitability.

It is the responsibility of the school Supervisor to obtain prior to the trip, the written consent of the parent or guardian of each student being transported.

The Supervisor will ensure:

- The number of persons being carried in a given passenger vehicle shall not exceed the normal carrying capacity of that vehicle;
- There is a seat belt for each person in the vehicle;
- All children under 12 years of age ride in the back seat; and

- Booster seats will be required for any child under 145 metres (4'9") in height or until their 9th birthday.

In the case where bad weather is likely to cause adverse driving conditions, the Supervisor is required to check with police and/or highway authorities with respect to driving conditions; and in making the decision whether to proceed with the trip or not, decide on the side of caution.

Students may not be charged a fee for such transportation, nor may drivers of private motor vehicles be reimbursed in cash or kind.

VOLUNTEER DRIVERS - DISTRICT EMPLOYEE/PARENT/ADULT:

- have a valid driver's license for at least one year, a photocopy of which will be on file with the school administration. The photocopy will include any medical restrictions;
- carry appropriate insurance coverage as per current ICBC regulations (minimum \$1,000,000 Third Party Liability);
- ensure safe vehicle and operating conditions;
- vehicle is properly licensed;
- have an adequate number of seatbelts and require passengers to wear seatbelts, all children under 12 years of age must ride in the back seat;
- have on file with the school administration, a photocopy of the driver's license that includes any medical restrictions, and a Driver's Abstract Record. It should be remembered that employees transporting students during work hours, are not volunteers – they are employees;

REQUIRED DRIVER LICENSES

Drivers of school buses, special activity buses or special vehicles carrying between 11 and 24 passengers (including the driver), are required to have a Class 4 License.

Drivers of school buses, special activity buses or special vehicles carrying more than 24 passengers (including the driver) are required to have a Class 2 License.

Any vehicle with a seating capacity of more than 10 persons, including the driver, is defined by *Motor Vehicle Act* as a "bus". A "bus" used to transport students is required to have a valid school bus permit (MVA reg. 11.03).

VEHICLE OPERATIONS

Operators should be advised of the importance of training and education for drivers unfamiliar with the handling characteristics of a vehicle with a higher centre of gravity and the importance of seat belt use for the driver and passengers should also be stressed.

Prudent risk management policies should recognize that a hazard does exist and that the risk of a rollover crash is greatly increased when 10 or more people ride in a 15 passenger van.

Two other safety factors to consider when operating a 15 passenger van:

Be mindful of speed and road conditions: The analysis of 15 passenger van crashes shows the risk of rollover increases significantly at speeds over 80 kilometres per hour and on curved roads.

Only qualified drivers should be behind the wheel: Special training and experience are required to properly operate a 15 passenger van. Ensure your driver or drivers have both—and only operate these vehicles when well rested and fully alert.

This increased risk occurs because the passenger weight raises the vehicle's centre of gravity and causes it to shift rearward, making it more inclined to rollover and more difficult to control in an emergency situation. Drivers who are unfamiliar with the differences in design and handling characteristics may find themselves ill-equipped to correct conditions that compromise the stability of the van. If at all possible, seat passengers and place cargo forward of the rear axle and avoid placing any loads on the roof.

Vehicle maintenance also contributes to the safe operation of any vehicle. A primary contributor to any vehicle rollover is loss of control caused by tire failure. Proper tire pressure is essential in maintaining the integrity of the tire. Tires should be checked visually before every trip and at least monthly with an accurate tire gauge when the tire is cold. The proper air pressure level is found in the owner's manual or on the tire pressure sticker or vehicle data plate located on the doorjamb or glove box door.

APPROVED:



SD 42 POLICY: 5701

RECORDS AND INFORMATION MANAGEMENT - GENERAL

The Board of Education ("Board") is committed to establishing and maintaining a Records Management Program which will facilitate the retrieval, retention, long-term preservation and destruction of records in accordance with the School District's ("District") legal, administrative and operational obligations.

The Board recognizes the value of retaining certain documents for future reference and historical purposes. Likewise, it is recognized that certain documents have little or no value after certain periods of time. Further, the Board recognizes that federal and provincial statutes require that certain documents be retained for specific periods for audit and other purposes.

While this policy provides for minimum periods of retention of documents, it is recognized that statutes as may be enacted may dictate other periods of time and provisions and take precedence over the time periods specified in the regulations that accompany this policy.

A record is "all recorded information regardless of physical format, which is received, created, deposited, or held by or in any local public body. Records include books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include computer programs or any other mechanism that produces records." (Freedom of Information and Protection of Privacy Legislation).

Administration is authorized to implement a standardized method of records management through the use of a District-wide Classification System/Retention Schedule as per Procedure 5701.1. The retention periods will be established in accordance with Federal and Provincial regulations and approved Board policies. The authority for the destruction of records will lie within the Classification System/Retention Schedule.

Retention/disposal of documents not listed and not required to be retained for a period specified by law should be taken into account for their future value for legal, historical, or statistical purposes and the availability of similar data elsewhere.

The Records Centre will operate as the official District facility for the storage of all semi-active and inactive District records.

Administration is authorized to establish fees for the retrieval and reproduction of records retained in the District.

The Secretary Treasurer or designate will be responsible for providing records and information management and liaison throughout the District.

APPROVED:

SD 42 PROCEDURE: 5701.1

RECORDS AND INFORMATION MANAGEMENT - GENERAL

BACKGROUND

A Records Management program will be maintained to provide control over the quality and quantity of information produced by the District, from its creation until its disposal, for legal, fiscal and historical purposes. Proper custody, storage and disposal of records shall comply with statutory requirements.

1. The standards and guidelines set out in the Records and Information Management Manual will apply to all records and information maintained by the School District as defined by Policy.
2. Department and schools shall be responsible for the filing of records according to the Classification Guide, and for the disposal of records in accordance with the Retention and Disposal Schedule.
3. All official School District records are to be maintained in industry-standard filing cabinets in approved locations throughout the District, or approved file storage boxes in the care of the Records Centre.
4. The Secretary Treasurer has assigned the responsibility of the Officer of Record to the Manager, Purchasing and Transportation, who has responsibility for all aspects of the Records and Information Management Program.
5. The Records Centre will operate as the official School District facility for coordination of the records and information management function. The Records Centre will be responsible for establishing standards for related supplies and equipment.
6. The Officer of Record will lead and manage the assigned duties as required.

Some duties include:

- (a) Provide assistance and coordination to District staff in managing the records and information;
- (b) Authorize all changes to the Master File Plan (Records Classification System);
- (c) Coordinate all records classification number assigned to each file series;
- (d) Maintain filing and retrieval aids such as amendments to the Master File Plan, file lists, indexes, cross references, etc.;

- (e) Identify and provide assistance for the maintenance and security of all vital records in departments and the Records Centre;
- (f) Provide records management training/orientation to staff as required;
- (g) Arrange for those District records and information which warrant permanent preservation to be archived and stored in an accessible and safe environment in the Records Centre;
- (h) Arrange for the proper destruction of District records, as and when retention periods expire;
- (i) Set appropriate fees for the retrieval and reproduction of records;
- (j) Coordinate records and information management disaster preparedness methods in the event of a disaster, e.g. flood, resulting in damage to records.

APPROVED:

SD 42 PROCEDURE: 5701.2

**RECORDS AND INFORMATION MANAGEMENT
 CLASSIFICATION SYSTEM / RETENTION SCHEDULE**

The following retention schedule outlines the minimum amount of time that School District 42 (Maple Ridge - Pitt Meadows) records must be retained and who is responsible for their retention and destruction.

FINANCIAL RECORDS	
Responsibility: Finance Department	
Annual budget and summary supporting documents	Permanent
Auditor's Reports	Permanent
Cancelled Cheques	7 years after the year of creation
Cheque duplicates, invoices, requisitions, purchase orders	7 years after the year of creation
Employee Travel Claims	7 years after the year of creation
Ministry of Education financial information reports	Permanent
General ledger	Permanent
Invoices billed	7 years after the year of creation
Subsidiary ledgers and journals	7 years after the year of creation
Receipts issued	7 years after the year issued
Bank statements, debit and credit notes	7 years after the year of creation
Deposit books / Cash Receipts	7 years after the year of creation
Loans, authorization	7 years or term of loan, if longer
Loans, cancelled notes	7 years after the year of creation
Stop payment orders	1 year after the year of creation

HUMAN RESOURCE RECORDS**Responsibility: Human Resources Department**

Applications and Job Competitions	1 year after position is filled
Collective Agreements with Unions	Permanent
Contracts with individual employees	7 years after the year employee leaves district
Employee files	7 years after the year employee leaves district
First Aid Certification	7 years after the year employee leaves the district
Leave records	7 years after the employee leaves school district
Individual grievance files	Permanent
Letters of discipline	According to collective agreement or 7 years after the year employee leaves district
Personnel File	7 years after the year employment ceases
Reference checks	1 year after position is filled
SDS	1 year after employment ceases
SDS - TOC Dispatch	1 year
Seniority Lists	Permanent
Support Staff Subs	1 year
Unsolicited resumes	7 months
Violent incident reports	7 years after the year of creation

INFORMATION SYSTEMS**Responsibility: Information Systems**

User ID's	When user is removed from the system
System Problem-Tracking	When user is removed from the system

PAYROLL RECORDS**Responsibility: Payroll Department**

Employee payroll register	7 years after the year employee leaves district
Employee attendance records	7 years after the year employment ceases
Payroll benefits	7 years after the year employment ceases
Payroll data base	7 years after the year employment ceases
Payroll deductions	7 years after the year employment ceases

STUDENT RECORDS

Student Information System Data Responsibility: Information Systems	Permanent
Permanent Record Cards Responsibility: Schools	Permanent
Attendance Reports and Registers Responsibility: Schools	Permanent
Out-of-Boundary Attendance Requests Responsibility: Assistant Superintendents (Elementary and Secondary) Offices	1 year after decision is made about the request
Provincial Scholarships and District Awards Responsibility: Office of Assistant Superintendent - Secondary	Permanent
Senior Secondary School Statement Responsibility: Secondary Schools	Permanent
Teachers' student files Responsibility: teacher	1 year after teacher no longer has student (selected records transferred to Primary Student File)
Other student records Responsibility: Schools, Student Support Services	Useful life of record

RISK MANAGEMENT

Insurance Policies	Useful Life
Accident Reports - Students	Useful Life
Accident Reports - Employees	6 years after the year of creation

BUILDINGS & PROPERTY	
Appraisal and Inventory Records	Indefinite
Capital Expenditure Authorization	Indefinite
Plans and Specifications and Related Documents	Indefinite
Titles and Deeds	Indefinite
Borrowing Authority (e.g. Orders-in-Council)	Indefinite
Leases	Indefinite

GENERAL ADMINISTRATION	
Insurance Claims	Indefinite
Miscellaneous Reports (WCB, Fire Marshall, Health, Boiler Inspection, etc.)	Indefinite

CORPORATE SERVICES	
Board Policy	Indefinite
Board Committee Reports	Indefinite
Board Minutes (Open and Closed)	Indefinite
Wage and Salary Agreements	Indefinite
List of Electors	2 years
General Notices	1 year
Oaths and Declaration	Specified Term of Office

OTHER	
General Correspondence	3 years after the year of creation

APPROVED:



SD 42 POLICY: 6600

NAMING OF SCHOOL FACILITIES

1. BELIEF STATEMENTS

The Board of Education (“Board”) believes that the naming or re-naming of schools and School District (“District”) facilities should be undertaken following consultation with the affected constituents. The process of naming or re-naming a school or District facility should involve a broadly based constituency consultation. The school or District facility is the focus of the whole community and stakeholders for activities and identity. By naming the school or District facility in recognition of the community, the District encourages community pride and involvement. Except where otherwise determined by the Board, new schools or District facilities will be named in reference to historical, geographical or operational characteristics. Special consideration will be given to names that will have significant meaning to students and members of the community.

Wherever possible, if the facility is to be named in honour of a person, the consent of the individual will be obtained. If it is to be named after a deceased person, except for a person of distinction, the closest surviving relatives should approve.

2. PROCESS

The process of naming a new building will begin as soon as possible after the school site has been purchased and where construction is scheduled in the Board’s current capital plan.

When an existing facility undergoes a major change of use, the Board will consider the opportunity to reflect the impact on the constituents and have a change of name for the facility.

An effort will be made to avoid confusion that may be caused by having schools with similar names.

In all cases, the final decision on naming a School District facility will be made by the Board.

APPROVED:



To: Board of Education

From: Secretary Treasurer
Wayne Jefferson

Re: **BOARD POLICY DEVELOPMENT
COMMITTEE RECOMMENDED
POLICIES FOR RESCINDING**

Date: September 12, 2012
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

The Board Policy Development Committee (the "Committee") has followed the appropriate consultation requirements as outlined within policy 2500 and has at tonight's meeting brought forward for approval, the following policies:

4435: Scholarships, Bursaries and Student Awards;
5401: Use of Board-Owned Buses / 15 Passenger Vans;
5701: Records and Information Management; and
6600: Name of School Facilities.

PROPOSED ACTION:

Upon approval of the above policies, the following policies are proposed to be considered for rescinding:

J1: Student Awards, Scholarships and Recognition for Accomplishment;
EEAE: Student Transportation – Private, District Owned and Leased Vehicles;
EEB: Student Transportation Services (District Owned Buses);
EEBB: School Bus Responsibilities (District Owned Buses);
EH: Disposal and Retention of Documents; and
FF: Naming New Facilities.

This action to rescind previously adopted policies and replace them with Committee recommended policies should greatly improve the efficiencies and management of the Board's governance model. The Committee will continue to review and forward policies for the Board's future consideration.

RECOMMENDATION:

THAT the Board rescind policies J1: Student Awards, Scholarships and Recognition for Accomplishment; EEAE: Student Transportation – Private, District Owned and Leased Vehicles; EEB: Student Transportation Services (District Owned Buses); EEBB: School Bus Responsibilities (District Owned Buses); EH: Disposal and Retention of Documents; and FF: Naming New Facilities.

Attachments

**STUDENT AWARDS, SCHOLARSHIPS
AND RECOGNITION FOR ACCOMPLISHMENT**

The Board encourages students to pursue school programs to stimulate their levels of thought, productivity and citizenship. The Board directs the Superintendent to maintain a set of criteria and procedures for suitably recognizing outstanding accomplishments, and for presenting suitable awards for scholarship and distinguished service in all school activities. All honours, awards, and scholarships presented in the district shall be awarded strictly on the merits of the students receiving them.

The Board is appreciative of the community support given to students and encourages members of the public and community organizations to support the students of the school district by supplying additional Scholarships, Bursaries and Awards.

A. Recognition of students receiving Scholarships, Bursaries, Awards and Accomplishments in competitions.

The Board may host a special recognition ceremony for students receiving

- a Provincial Scholarship
- a Provincial District Award
- First place standing in a province wide competition by an individual or a group of students who represent(s) a school in this District.

B. Scholarship Trust Fund Regulations

- 1.00 A Trust Fund will be established and funded from donations and/or money designated for this purpose by the District, the income from which is to provide a scholarship(s).
- 1.01 The Trust Fund will be held and administered by the Board through the Superintendent.
- 1.02 The Trustees of the Trust Fund are to be guided by the following principles with respect to the awarding of scholarships:
 - a) The scholarship(s) is available to members of the graduating class (Grade 12) of secondary schools who are bona fide residents of the District and are Canadian citizens or have Landed Immigrant Status.
 - b) The scholarship is intended for students going on to post-secondary studies.

- c) The scholarship is not intended to pay the total costs of the year of studies but may reflect a significant portion of the costs; i.e. student accommodation at a university.
- 1.03 The Board will review the overall intent and guidelines as necessary to reflect the then prevailing circumstances recognizing the main intent of the Trust is to assist deserving students evidencing high achievement and good potential to further their education.
- 1.04 Where donations are made to the Trust Fund, the wishes of the principal donor with regards to scholarship(s) generated by his/her donation will be respected by the Trustees of the Fund, providing these are consistent with school district policy and/or provincial guidelines.
- 1.05 Upon request, the Trust Fund administrators shall issue an annual financial statement of donors.

**STUDENT TRANSPORTATION -
PRIVATE, DISTRICT OWNED, and LEASED VEHICLES**

The District recognizes the need to transport students to and from curricular and student activities. The District also recognizes that it is not always possible to provide bus transportation services and that private vehicles may be used with the regulations as determined by Board policies and regulations.

The District recognizes that the safety of pupils while being transported on curricular and student activities, using private vehicles, is of the highest importance and has therefore established in regulation, safety standards and procedures which are to be enforced with the strictest priority and adherence.

Building principals or their designates are responsible for the management of all student activities and for reviewing the appropriateness of each student activity, and supervision and safety of the participants.

A. Procedures

The following guidelines are to be followed when transporting students to or from a school or a school activity conducted within an approved curricular or extra curricular program.

- 1.00 The Principal may designate a "supervisor" to assume overall responsibility for arrangements and supervision of the travel and activity. The "supervisor" would normally be the classroom teacher, coach, or activity sponsor. If the Principal does not designate someone else to be the supervisor, then the principal assumes the responsibilities of the supervisor.
- 1.01 Orientation of volunteer drivers, including district employees, parents and students, is to be provided by the designated supervisor for the trip and is to cover both the specific trip and general procedures relating to transporting students.
- 1.02 A passenger loading list, including home contact telephone numbers for the passengers must be both available in the school and carried with "the supervisor".
- 1.03 Each school shall maintain a roster of authorized drivers with their vehicle registration number. The Principal should ensure that the Volunteer Driver Application has been completed by each volunteer driver. A Drivers Abstract Record must be filed with the school Principal, before the volunteer transports students.

- 1.04 The volunteer's drivers abstract must be considered by the principal or "designated supervisor" before a volunteer is approved by the Principal as a volunteer driver. The volunteer's drivers license abstract should be a part of the application process and the volunteer is responsible for obtaining the document from the appropriate government office.
- 1.05 The school district intends to use its best efforts to screen and undertake volunteer driver background checks, however no person should consider such checks to be a guarantee of driver suitability.
- 1.06 It is the responsibility of the school "supervisor" to obtain, prior to the trip, the written consent of the parent or guardian of each student being transported.
- 1.07 The "supervisor" will ensure that
- the number of persons being carried in a given passenger vehicle shall not exceed the normal carrying capacity of that vehicle,
 - that there is a seat belt for each person in the vehicle, and
 - all children under 12 years of age must ride in the back seat
- 1.08 In the case where bad weather is likely to cause adverse driving conditions, the "supervisor" is required to check with police and/or highway authorities with respect to driving conditions; and, in making the decision whether to proceed with the trip or not, decide on the side of caution.
- 1.09 Students may not be charged a fee for such transportation, nor may drivers of private motor vehicles be reimbursed in cash or kind.
- 1.10 Student volunteer drivers are not precluded; but are discouraged as they are less experienced drivers.
- Student drivers will be considered only if they hold a valid "N" (Novice License) or a regular Driver's License. If the student holds a valid "N" (Novice) License, then they are to transport not more than themselves and one passenger.
 - Where students are being transported by student volunteer drivers, it is necessary for parents to be aware of this when consenting to the participation of their child in the field experience.
 - Parents of a student transporting other students should be aware of this when authorizing such vehicle usage by their child.
 - Student volunteer drivers are to be selected and oriented in the same manner as other volunteer drivers.
- 1.11 If a vehicle is owned by the District or a related society, or rented or leased to the District, the driver will require a class 4 license (11 to 24 passengers) or a class 2 license (over 24).

NOTE: The Board of School Trustees will provide third party liability insurance in excess of the vehicle owners personal limit in accordance with the special third party legal liability insurance provisions of the Ministry of Education.

B. Regulations

Building principals are responsible for the approval and operation of all student activities and for establishing school regulations which govern student participation, supervision and safety.

1.00 District Employee Drivers:

- a) have a valid driver's license for at least one year, a photocopy of which will be on file with the Principal. The photocopy will include any medical restrictions.
- b) carry appropriate insurance coverage as per current I.C.B.C. regulations (minimum \$1,000,000 Third Party Liability)
- c) ensure safe vehicle and operating conditions
- d) vehicle is properly licensed
- e) have an adequate number of seatbelts and require passengers to wear seatbelts, all children under 12 years of age must ride in the back seat
- f) have on file with the Principal, a photocopy of the Driver's License that includes any medical restrictions, and a Driver's Abstract Record. It should be remembered that employees transporting students during work hours, are not volunteers – they are employees.

2.00 Parents/Adult Volunteer Drivers:

- a) have a valid driver's license for at least one year, a photocopy of which will be on file with the Principal. The photocopy will include any medical restrictions.
- b) carry appropriate insurance coverage as per current I.C.B.C. regulations (minimum \$1,000,000 Third Party Liability)
- c) ensure safe vehicle and operating conditions
- d) vehicle is properly licensed
- e) have an adequate number of seatbelts and require passengers to wear seatbelts, all children under 12 years of age must ride in the back seat
- f) have on file with the Principal, a Volunteer Driver Application approved by the Principal, a photocopy of the Volunteer's Drivers License that includes any medical restrictions, and a Driver's Abstract Record.

3.00 Student Drivers:

- a) have a valid driver's license for at least one year, a photocopy of which will be on file with the Principal. The photocopy will include any medical restrictions.
 - Student drivers will be considered as Volunteer Drivers only if they hold a valid "N" (Novice License) or a regular Driver's License. If the student holds a valid "N" (Novice) License, then they are to transport not more than themselves and one passenger. Both the passenger and the novice driver must have written parental permission.
- b) carry appropriate insurance coverage as per current I.C.B.C. regulations (minimum \$1,000,000 Third Party Liability)
- c) ensure safe vehicle and operating conditions
- d) vehicle is properly licensed
- e) have an adequate number of seatbelts and require passengers to wear seatbelts, all children under 12 years of age must ride in the back seat
- f) where possible, transport other students using a caravan system
- g) have on file with the Principal, a Volunteer Driver Application approved by the Principal, a photocopy of the Volunteer's Drivers License that includes any medical restrictions and a Driver's Abstract Record.

**STUDENT TRANSPORTATION SERVICES
DISTRICT OWNED BUSES**

The District, in the interest of providing expanded educational opportunities, may on occasion, provide or arrange to provide transportation services directly related to such activities.

The District recognizes that the safety of pupils, while being transported on extra-curricular trips, using District owned or contracted buses, is of the highest importance. Therefore, it has established regulation safety standards and procedures which are to be enforced with the strictest priority and adherence.

In respect to District owned buses the District will prepare policies and procedures for the operation of these buses. School administrative officers shall be bound by these procedures which they are to enforce with the strictest priority and adherence.

Bus transportation will not be provided when roads are unsafe due to poor weather or other conditions.

The Board acknowledges that certain information regarding the student is required to be available to the bus driver. Students may be required to provide their name, address, telephone number, name and phone number of an emergency contact person, and a description of conditions which may present a risk to them or others in an emergency situation. The Board at the discretion of the Superintendent or designate may require that such information be provided as a condition of ridership.

The Board acknowledges that bus drivers are responsible for discipline on the buses and have authority to suspend students from riding.

A. Student discipline procedure

- 1.00 Bus drivers have a duty to warn students that their behavior may lead to suspension of riding privileges. Details of all student suspensions immediately shall be given to the parents in writing, and to the school administrative officer.

**SCHOOL BUS RESPONSIBILITIES
DISTRICT OWNED BUSES**

This Policy is created for purposes of clarifying the role and responsibilities of each of the participants involved with the provision of Transportation services and the operation of District owned Buses.

In the interest of safety, the following regulations describe responsibilities of all of the parties involved.

A. School District 42, Business Services Division is responsible for:

- 1.00 The development of policy, regulations, and procedures for the management of District Owned Buses.

B. School Administrative Officer shall be responsible for:

- 1.00 Supervision on school grounds of students utilizing transportation provided by the Board.
- 1.01 Providing a proper and safe environment for students to prepare themselves for passage. This will include providing sufficient time to dress, supervision and instruction while the student waits for the bus.
- 1.02 Compliance with District and Ministry of Education requirements for collecting and reporting transportation-related information.
- 1.03 Monitoring performance of carriers (agencies having management responsibility for commercial motor vehicles) in terms of safety, efficiency, and reliability.
- 1.04 Management, operation, and maintenance of buses in accordance with District regulations and in accordance with other jurisdictions having authority.
- 1.05 Responsible for selection and training of bus drivers in accordance with regulations.
- 1.06 Providing overall system and driver management services.

C. Parents are responsible for:

- 1.00 Training their children in acceptable behavior and safety.
- 1.01 Providing the following information to the board concerning their child:
 - a) School name

- b) Student's name, address, telephone number
 - c) Name and telephone number of contact person where necessary. A description of special physical conditions which the bus driver should be aware of in order to be able to provide appropriate care and attention to the child in emergency situations.
- 1.02 Ensuring that children are suitably clothed to withstand weather extremes, taking special precautions during severely inclement weather to ensure that students are properly cared for until the bus arrives, and providing students with a responsible person to contact if the bus fails to arrive.
 - 1.03 Getting children to and from the pick up and drop off point. The child is the responsibility of the parent until picked up and after being dropped off by the bus.
 - 1.04 Ensuring that children have a safe place to go when they leave the bus.
 - 1.05 Notifying the school of any change in address or other condition which would impact transportation arrangements.
 - 1.06 Understanding that the bus will not run when in the opinion of the driver, or school or Superintendent, road conditions are such that it would be unsafe to do so.
 - 1.07 Understanding that transportation to or from a pick up or drop off point is the responsibility of the parent.

D. Students are responsible for:

- 1.00 Getting to the designated pick up point a few minutes prior to the scheduled departure time.
- 1.01 Behaving in a responsible manner at the bus stop, while on the bus and while boarding and alighting from the bus.
- 1.02 Remaining seated at all times when the school bus is in motion.
- 1.03 Being aware that riding the bus is a privilege which may be revoked by the driver at his/her discretion.
- 1.04 Being aware that School District 42:
 - a) Expects that students will not stand, smoke, swear or create a disturbance while on the bus.
 - b) Believes that open school bus windows present a hazard and therefore the District has decided that windows should only be opened in exceptional circumstances. Students must obtain permission from the driver in order to do so. If windows are open for the personal protection of the student the students will not extend their arms or heads out of the window.
 - c) Expects that students will not eat or drink while on the bus. Students will understand that they are not secured in place by seat belts and the bus does bounce and may stop suddenly without notice. Eating food or drinking from cans or other containers would be

unsafe in these circumstances since students may choke others may slip and fall on spilled food. The District is required by Law to maintain the vehicle in a sanitary condition, food spillage expands the problem and the associated cost.

1.05 Following the instructions of the driver.

E. Driver is responsible for:

- 1.00 Transporting students to and from a designation safely, courteously and reliably.
- 1.01 Following the route and schedule provided.
- 1.02 Keeping discipline among students on the school bus in accordance with established guidelines.
- 1.03 Checking passengers to be assured that only authorized students are on the bus.
- 1.04 Operating the bus in accordance with established Motor Vehicle Regulations and in accordance with School District 42 policy and regulations.

DISPOSAL AND RETENTION OF DOCUMENTS

The District recognizes the value of retaining certain documents for future reference and historical purposes. Likewise, it is recognized that certain documents have little or no value after certain periods of time. Further, the District recognizes that federal and provincial statutes require that certain documents be retained for specific periods for audit and other purposes.

While this policy provides for minimum periods of retention of documents, it is recognized that statutes as may be enacted may dictate other periods of time and provisions and take precedence over the time periods specified in the regulations that accompany this policy.

The Board further recognizes the merits of microfilming records for ease of reference and cost effectiveness in storage space and promotes this process within the restrictions of provincial and federal statutes.

Where accounts and records are maintained in an electronic data processing system, the system must include a method of producing visible and legible records which will provide adequate information to verify taxable income.

These regulations are developed as a guide to disposal and retention of District documents.

General Considerations

- 1.00 Federal and provincial acts, e.g. U.I.C., W.C.B., Income Tax, Customs and Excise, etc., require that certain documents be retained for audit and other purposes. It should be understood, therefore, that where an act specified a period longer than that given in this regulation the act takes precedence. If there is any doubt as to what procedure is necessary, the appropriate authority should be contacted.
- 1.01 It is understood documents in the "indefinite" and other classifications may be microfilmed, provided written permission is received from the governing authority.
- 1.02 Retention/disposal of documents not listed and not required to be retained for a period specified by law should be taken into account for their future value for legal, historical, or statistical purposes and the availability of similar data elsewhere.

Minimum Period of Retention

<u>Type of Document</u>	<u>Period</u>
1.00 <u>Secretarial</u>	
Board Policy	Indefinite
Board Committee Reports	Indefinite
Board Minutes (Open and Closed)	Indefinite
Wage and Salary Agreements	Indefinite
List of Electors	Two Years
General Notices	One Year
Oaths and Declaration	Specified Term of Office
2.00 <u>Financial</u>	
Budgets	Indefinite
Audit Reports	Indefinite
Debenture By-laws & Register	Indefinite
Books of Original Entry	Indefinite
Payrolls	* 6 Years
Accounts Payable and Receivable	* 6 Years
Cancelled Cheques	* 6 Years
Purchase Orders	* 6 Years
Cash Receipts	* 6 Years
Bank Statements and Related Documents	* 6 Years
Debenture and Coupons Redeemed	* 3 Years
Form A (payroll NOT capital)	* 3 Years
Payroll Remittances	* 3 Years
Time Cards	* 3 Year
* Dispose thereafter only upon application to Revenue Canada.	
3.00 <u>Buildings & Property</u>	
Appraisal and Inventory Records	Indefinite
Capital Expenditure Authorization	Indefinite
Plans and Specifications and Related Documents	Indefinite
Titles and Deeds	Indefinite
Borrowing Authority (e.g. Orders-in-Council)	Indefinite
Leases	Indefinite
4.00 <u>General Administration</u>	
Insurance Claims	Indefinite
Miscellaneous Reports: (e.g. W.C.B., Fire Marshall, Health, Boiler Inspection, etc.)	Indefinite
Pupil Records	Indefinite
School Registers	5 Years
Other Permanent Records	Indefinite
General Correspondence	3 Years
Accident Reports - Employees/Officials	6 Years
Accident Reports - Pupils	No earlier than 2 years after pupil has reached age of majority
Annual Statistical Forms	3 Years
Ministry of Education Circulars	Useful Life
Insurance Policies	Useful Life
Personnel Files	Indefinite

NAMING NEW FACILITIES

<p>The Board believes that the naming of schools should be undertaken following consultation with the affected constituents.</p>

To this end, the Board will seek name suggestions from area schools, personnel, students, school parent groups, and the community within the attendance area prior to making its final decision.

The process of naming a new building will begin as soon as possible after the school site has been purchased and where construction is scheduled in the Board's current capital plan.

Except where otherwise determined by the Board, new schools will be named in reference to: historical or geographical characteristics, special features or major plant life indigenous to the area, and pioneers known in the area. Consideration may be given to naming a school after an outstanding community citizen. Special consideration will be given to names that will have significant meaning to pupils and members of the community.

The Board will avoid naming a school after an active politician or a real estate or development company.

If the building is to be named in honour of a person, consent of the individual will be obtained, where possible. In cases where a school is to be named after a deceased person, except for one who was renowned, agreement from close surviving relatives should be sought.

The Board will attempt to ensure that confusion is avoided by ensuring that school names are significantly different from others already named.

In all cases, the final decision on naming a school will be made by the Board of School Trustees.

RECORD

2011-2012

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:

June 27, 2012

Call to Order	Meeting called to order at 3:44 p.m.
Motion of Exclusion	Approved
Correspondence	No correspondence
Ordering of Agenda	Approved as amended
Confirmation of Minutes – June 13, 2012	Approved as circulated
Superintendent Decision Item	Approved
Superintendent Information Items	Received
Secretary Treasurer Information Items	Received
Committee Business	
Motion to Extend the Meeting	Approved
Question Period	
Adjournment	Adjourned at 4:49 p.m.