

Wednesday, September 14, 2016  
Time: 6:00 p.m.

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

---

*"The quality of a person's life is in direct proportion to their commitment to excellence" Vince Lombardi*

## **A G E N D A**

### **A. OPENING PROCEDURES**

ITEM 1

1. Call to Order
2. Correspondence
  - Frank Lento, Chair, School District No. 5 (Southeast Kootenay)
  - Betty Baxter, Chair, School District No. 46 (Sunshine Coast)
  - Doug Skinner, Chair, School District No. 47 (Powell River)
  - Tony Cable, Chair, School District No. 57 (Prince George)
  - Edith Loring-Kuhanga, Chair, School District No. 61 (Greater Victoria)
  - Steve Rae, Chair, School District No. 68 (Nanaimo Ladysmith)
  - Susan Wilson, Chair, School District No. 72 (Campbell River)
  - Denise Harper, Chair, School District No. 73 (Kamloops/Thompson)
  - Shanna Mason, Assistant Deputy Minister, Capital Division Ministry of Education
3. Approval of Agenda
4. Invitation for Public Input to matters on the Agenda - *Members of the public can provide input on items on the Agenda. Speaker's time is limited to 2 minutes per person. This agenda item has a time limit of 10 minutes.*

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

1. June 15, 2016 ITEM 2

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

1. Design Projects: Westview Secondary School ITEM 3

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

1. Community Proposal: Courtney Cardy ITEM 4

### **E. DEFERRED ITEMS**

### **F. DECISION ITEMS**

1. Chairperson
  - a) Proposed Committee Appointment ITEM 5
2. Superintendent of Schools

3. Secretary Treasurer
  - a) 2016/17 Capital Plan ITEM 6
  - b) 2016/17 School Enhancement Program Additional Submission ITEM 7
  - c) 2016/17 Student Transportation ITEM 8
4. Board Committees
  - a) Budget
  - b) Finance
    - i. Audited Financial Statements ITEM 9
  - c) Board Policy Development
  - d) Education
  - e) Aboriginal Education

## **G. INFORMATION ITEMS**

1. Chairperson
2. Superintendent of Schools
  - a) Student Reporting Order ITEM 10
  - b) Superintendent's Update ITEM 11
3. Secretary Treasurer
4. Board Committees & Advisory Committee Reports
  - a) Finance
  - b) Budget
  - c) Board Policy Development
    - i. Update on Policies and Procedures ITEM 12
  - d) Education
  - e) Aboriginal Education
  - f) Inclusive Education
  - g) French Immersion Advisory
  - h) District Student Advisory
  - i) Round Table with Partners
  - j) Facilities Planning

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

### **I. TRUSTEE REPORTS**

1. BC School Trustees Association Provincial Council
  - a) Motions to Provincial Council ITEM 13
2. District Parent Advisory Council
3. Joint Parks and Leisure Services
4. Municipal Advisory & Accessibility
5. Maple Ridge-Pitt Meadows Arts Council
6. Ridge Meadows Education Foundation
7. Social Planning Advisory:

<http://www.mapleridge.ca/AgendaCenter/Social-Planning-Advisory-Committee-10>

8. Tzu Chi Foundation
9. Other Board Liaison Representative Reports
10. Good News Items

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

**K. OTHER BUSINESS**

1. Public Disclosure of Closed Meeting Business

ITEM 14

**L. ADJOURNMENT**

To: **Board of Education**

From: Chairperson  
Mike Murray

Re: **OPENING PROCEDURES**

Date: September 14, 2016  
(Public Board Meeting)

---

**Information/Decision**

---

1. *CALL TO ORDER*

2. *CORRESPONDENCE (Information Item)*

- Frank Lento, Chair, School District No. 5 (Southeast Kootenay)
- Betty Baxter, Chair, School District No. 46 (Sunshine Coast)
- Doug Skinner, Chair, School District No. 47 (Powell River)
- Tony Cable, Chair, School District No. 57 (Prince George)
- Edith Loring-Kuhanga, Chair, School District No. 61 (Greater Victoria)
- Steve Rae, Chair, School District No. 68 (Nanaimo Ladysmith)
- Susan Wilson, Chair, School District No. 72 (Campbell River)
- Denise Harper, Chair, School District No. 73 (Kamloops/Thompson)
- Shanna Mason, Assistant Deputy Minister, Capital Division Ministry of Education

**RECOMMENDATION:**

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

Attachments

3. *APPROVAL OF AGENDA (Decision Item)*

**RECOMMENDATION:**

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

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





# SCHOOL DISTRICT 5

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

June 24<sup>th</sup>, 2016

Norman Gludovatz  
Staff Representative, FPSE  
550 W 6th Ave, Vancouver, BC V5Z 1A1

Dear Norman:

RE: Support for the FPSE “Open the Door” Campaign

School District 5 (SD5) Southeast Kootenay Board of Education wishes to express our support for the Federation of Post-Secondary Educators of BC (FPSE)’s “Open the Door” Campaign.

Our Board understands how chronic underfunding of public education in BC puts both our students and our future economy at risk. Our Board continually struggles with chronic underfunding of the K – 12 public education system as we work to prepare our students for the wider world.

We recognize that whether in trades or academia, outcomes for our students – and our economy –greatly improve with post-secondary education.

High tuition fees and chronic underfunding by government of BC’s public schools, colleges, universities and institutes are making it difficult for many young people in BC to achieve their potential and *fully* contribute to their communities –and local economies— despite receiving a Certificate of Graduation (Dogwood Diploma).

To that end, the SD5 Board of Education carried the following motion at their June 14th, 2016 public board meeting:

*That the Board of Education write a letter of support to the Federation of Post-Secondary Educators of BC for their “Open The Door Campaign” and that copies be sent to our regular stakeholders.*

Frank Lento (Chair) • Trina Ayling • Bev Bellina • Jacqueline Blumhagen • Gail Brown  
• Curtis Helgesen • Chris Johns • Doug McPhee • Patricia Whalen

Please feel free to post or share this letter of support as per your discretion. SD5 will also post this letter on our website, under "Board Advocacy" @ [www.sd5.bc.ca](http://www.sd5.bc.ca).

Sincerely,



Frank Lento, Board Chair,  
SD5

Cc: Christy Clark, Premier of BC  
Mike De Jong, Minister of Finance  
Andrew Wilkinson, Minister of Advanced Education  
Mike Bernier, Minister of Education  
Bill Bennett, MLA Kootenay East BC  
John Horgan, Leader, BC New Democratic Party  
Rob Fleming, Education Critic, BC New Democratic Party  
Teresa Rezasnoff, President, BCSTA  
BCSTA for distribution to member Boards of Education  
Mike Lombardi, Chair, Vancouver School Board  
Glen Hansman, President-elect BC Teachers' Federation  
Nicole Makohoniuk, President, BCCPAC  
Shelley Balfour & Christina Smith, CFTA Co-Chairs  
Debbie Therrien, DPAC Chair  
Aaron Thorn, President, SD5 Administrators' Association  
Catherine Shaw, FACE BC Vancouver  
Media

Frank Lento (Chair) • Trina Ayling • Bev Bellina • Jacqueline Blumhagen • Gail Brown  
• Curtis Helgesen • Chris Johns • Doug McPhee • Patricia Whalen

940 Industrial Road #1, Cranbrook BC, V1C 4C6 • Tel: 250.417.2055 • Fax: 250.489.5460 • [www.sd5.bc.ca](http://www.sd5.bc.ca)





# SCHOOL DISTRICT 5

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

June 24<sup>th</sup>, 2016

Honourable Mike Bernier  
Minister of Education  
PO Box 9045 Stn. Prov. Govt  
Victoria BC V8W 9E2

Honourable Stephanie Cadieux  
Ministry of Children and Family Development  
Office of the Early Years  
4th floor – 765 Broughton Street  
Victoria, BC, V8W 9S2

Maureen Dockendorff  
Superintendent of Literacy and Numeracy  
PO Box 9887 Stn Prov. Govt.  
Victoria, BC VHW 9T6

Dear Ministers Bernier & Cadieux and Ms. Dockendorff:

RE: StrongStart Area Standards and Capacity Utilization

As you are aware, StrongStart BC first began in 2007. With close to 400 StrongStart Centres operating in communities across the province, pre-school aged children receive the advantage of early child development and school readiness.

In School District 5 (SD5) Southeast Kootenay our communities benefit from four of these Centres.

As our Board has identified two elementary schools in our Capital Plan, we would like to ensure that our StrongStart Centre usage is included when calculating our schools' capacity utilization.

While we are aware that, according to the Ministry of Education's Area Standards document, "If the area standards are inappropriate due to local programming or a

Frank Lento (Chair) • Trina Ayling • Bev Bellina • Jacqueline Blumhagen • Gail Brown  
• Curtis Helgesen • Chris Johns • Doug McPhee • Patricia Whalen

non-standard grade structure which falls outside of scope of the area standards, area shall be allocated during the program stage as required” and “...will be treated as exceptions to the prescribed area allowances and dealt with as described.”

Given that there are approximately 400 StrongStart classrooms in existing elementary schools across the province, our Board believes that StrongStart classrooms should no longer be considered non-standard grade structures to be “allocated during the program stage” but should instead be recognized within the Area Standards document as StrongStart space, complete with it’s own capacity utilization formula that accurately reflects the space required to adequately accommodate pre-schoolers, parents, professionals and the educational toys and tools required for the successful operation of a StrongStart classroom.

Additionally, we would like to see these same standards apply to child or daycare operations when housed within a school facility.

We look forward to your timely response with regard to this important issue.

Sincerely,



Frank Lento, Board Chair,  
SD5

Cc: Mike Bernier, Minister of Education  
Bill Bennett, MLA Kootenay East BC  
John Horgan, Leader, BC New Democratic Party  
Rob Fleming, Education Critic, BC New Democratic Party  
Teresa Rezasnoff, President, BCSTA  
BCSTA for distribution to member Boards of Education  
Mike Lombardi, Chair, Vancouver School Board  
Glen Hansman, President-elect BC Teachers’ Federation  
Nicole Makohoniuk, President, BCCPAC  
Shelley Balfour & Christina Smith, CFTA Co-Chairs  
Debbie Therrien, DPAC Chair  
Aaron Thorn, President, SD5 Administrators’ Association  
Catherine Shaw, FACE BC Vancouver  
Media

Frank Lento (Chair) • Trina Ayling • Bev Bellina • Jacqueline Blumhagen • Gail Brown  
Curtis Helgesen • Chris Johns • Doug McPhee • Patricia Whalen



---

## BOARD OF EDUCATION

Delivered via email to: EDUC.Minister@gov.bc.ca

July 15, 2016

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

Dear Minister Bernier:

**RE: Rural Education Enhancement Fund (REEF)**

The Board of Education for School District No. 46 (Sunshine Coast) was very concerned about both the timing and the content of your announcement regarding the Rural Education Enhancement Fund and passed the following motion at our special meeting on July 5, 2016.

*“THAT the Board of Education of School District No. 46 (Sunshine Coast) send a letter to the minister, with copies to all boards via BCSTA and to local press, outlining the many ways the creation of the Rural Education Enhancement Fund is not supported by our school district.”*

There are many alarming elements of this announcement that illustrate poor public policy but I will list just a few:

- An announcement on June 15 with an application deadline of June 24 and a June 30 decision date was irresponsible. As you know, staffing and budgets are completed in April and May to meet the June deadline set by your ministry. New funds announced in June undermine the consultation and trust of the community and create uncertainty regarding schools and programs available to serve students in September. Enhancement in March of existing funds with long held accountability and processes in place would have been much appreciated.
- The announcement listed specific schools targeted to be closed that might be “saved” by such funding. This listing separates school districts by who can qualify and who may not and sets up divisions within school districts and between rural and urban districts. The lack of transparency regarding this list and its purpose only led to confusion and resentment across the province.
- The implication that the schools must be “at risk” of closing to be eligible for funding is a dangerous precedent. This is the opposite message to what our local school district is aiming to do. We work to keep schools open and to keep flexible programs available to

students from every school and from every community. Naming schools “at risk” as required by your announcement would undermine the confidence parents rightly have in our district’s value of ensuring stable, quality public education in every community.

- The limited amount of funding specified in the REEF was not enough to ensure enhanced delivery in small schools and would only serve to delay financial crisis again for a year, or at best two. Although a few districts may have been able to scramble to keep some of these schools open (and were even grateful for the last minute opportunity), some have returned funds granted as the funds were insufficient to actually create a safe, predictable learning space for children. This is further evidence that the benefit of the fund is uneven and not addressing the real needs of rural districts in the long term.

Minister, we have asked time and time again for stable secure funding to meet the education needs of British Columbia’s students. More specifically we have asked for announcements of funding or policy changes to fit with the calendar of budget submissions that your ministry requires from districts. A recent example was the announcement of 10 hours of curriculum development time in fall of 2015 requiring a change of school calendar well into the school year. That example was very disruptive to the families in our district. Respectful communication and stable secure funding will enhance collaboration and build confidence in public education.

Your predecessor signed a Memorandum of Understanding with the BCSTA in December 2014 committing to consult and collaborate with the elected boards of education in British Columbia. Since that time you have proudly referenced that document as proof of your intention to truly co-govern with elected school trustees. Statements of intention are all we have heard to date. The Rural Education Enhancement Fund announcement and implementation, for reasons I have cited, is one more example of how you and your ministry have betrayed that Memorandum with short term, ill thought-out announcements that create greater work and less trust at the local level.

Our board chose not to apply for the REEF funds as we believed the damage to trust and uncertainty about on-going programs would have a negative affect in our community and far outweigh any funds received. Once again we ask that you put the education of students first in your policy decisions and consult with school boards throughout the province on the provision of adequate, stable long-term funding for public education.

Our communities and families deserve a more thoughtful and considerate approach.

Sincerely,



Betty Baxter  
Chair, Board of Education  
School District No 46 (Sunshine Coast)

p.c. Board of Education of School District No. 46 (Sunshine Coast)  
Patrick Bocking, Superintendent of Schools

Nicholas Weswick, Secretary-Treasurer  
Louise Herle, SCTA President  
Marnie Baba, CUPE Local 801 Acting President  
Nicholas Simons, MLA, Powell River-Sunshine Coast  
All Boards of Education, via BCSTA  
Editor, Coast Reporter  
Editor, The Local Weekly





**SCHOOL DISTRICT NO 47 (POWELL RIVER)**

*Office of the Superintendent of Schools*

**4351 Ontario Avenue, Powell River, BC V8A 1V3**

**Telephone: 604 414 2600 Fax: 604 485 6435**

July 12, 2016

Honourable M. Bernier  
Minister of Education  
Office of the Minister  
PO Box 9045, Stn Prov Government  
Victoria, BC  
V8W 9E2

Dear Minister Bernier,

I am writing to thank you and your staff for your exemplary efforts in recognizing the importance of rural schools and the significance they have in our communities. The funding commitment you have provided allows us to complete our long term plan without any further closures or loss of programming. Our long term plan has been witness to the closure of 40% of our schools to maximize capacity and enhance the educational opportunities for students. This funding will bring much needed stability to our District.

We appreciate your staff's quick response to these issues and their ability to put this plan in place in such a short time frame. This process has shown your ability to listen to boards and be responsive to their needs at critical times. We would like to recognize your staff, specifically Kim Abbott and George Farkas for their ability to be flexible, recognize our unique situation, and work under pressure with competing interests to have a plan that work for us.

Yours truly,

Mr. Doug Skinner  
Chairperson  
Board of Education  
School District 47 (Powell River)

cc: [George.Farkas@gov.bc.ca](mailto:George.Farkas@gov.bc.ca)  
[Kim.Abbott@gov.bc.ca](mailto:Kim.Abbott@gov.bc.ca)

DS/ac





## SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

2100 Ferry Avenue, Prince George, B.C. V2L 4R5

Phone: (250) 561-6800 • Fax (250) 561-6801  
www.sd57.bc.ca

June 13, 2016

The Hon. Mike Bernier  
Minister of Education  
PO Box 9045, STN PROV GOVT  
Victoria, B.C.  
V8W 9E2

Dear Minister Bernier:

The Board of Education acknowledges and appreciates your announcement on May 31, 2016 that proposed 2016-2017 administrative savings are being directed back to students. We also acknowledge and appreciate the June 2, 2016 letter from your Deputy Minister in which our Superintendent and Secretary Treasurer were advised "that government has confirmed this level of funding as a permanent commitment for K-12 education; it is not only for the 2016/17 school year." That amount for this school district is \$622,655.

At the Regular Meeting of the Board of Education held on May 31, 2016 a motion was passed that I write to you acknowledging that the requirement of new administrative savings was rescinded and asking that the remaining \$727,135 of required administrative savings for the 2016-2017 budget be returned.

You may recall that we last wrote to you related to Administrative Savings on March 29, 2016 and that that letter was jointly signed by our education partners. This Board of Education remains concerned about many of the unfunded cost pressures identified in that letter. It also remains concerned that the March 15, 2016 funding announcement for all school districts was net of the \$29 million provincial total of the 2015-2016 required administrative savings.

We are requesting that you also rescind the 2015-2016 administrative savings requirement which is \$727,135 for School District No. 57 (Prince George). It is time to put the entire administrative savings requirement, and the ill-will that it created behind all of us working hard to support student learning and achievement in this province.

Sincerely,

Tony Cable  
Chair, Board of Education

cc: Hon. Shirley Bond, MLA, Prince George-Valemount  
Hon. Mike Morris, MLA, Prince George-Mackenzie  
Rob Fleming, MLA, Victoria-Swan Lake  
Boards of Education

CO/dln



# BOARD OF EDUCATION

*Chair: Edith Loring-Kuhanga Vice-Chair: Diane McNally  
Trustees: Tom Ferris, Elaine Leonard, Deborah Nohr, Peg Orcherton  
Rob Paynter, Jordan Watters, Ann Whiteaker*

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

---

July 18, 2016

The Honourable Mike Bernier  
Minister of Education  
The Honourable Mike De Jong  
Minister of Finance  
PO Box 9045, STN PROV GOVT  
Victoria, BC V8W 9E2

## **RE: School District No. 61 Exempt Staff Compensation**

Dear Ministers Bernier and De Jong,

We are writing in regard to the recent exempt staff compensation. The Board of Education of School District No. 61 (Greater Victoria) would like to acknowledge the work of BCPSEA, PSEC and the government for providing interim compensation relief for our exempt staff. We recognize the need for future increases to ensure that we are competitive and reward our current employees in a manner equivalent to their peers in other sectors.

Our Board must also express, however, our grave concerns about the lack of funding associated with this increase. Our Board has worked diligently to budget in a manner that allows us to put the maximum amount of resources in front of students in a sustainable fashion. Further, as a District we have created a strategic plan that focuses on learner success, supporting aboriginal students, vulnerable learners, encouraging community engagement, and focusing on exemplary governance. To support our ambitious plan, we need to be able to resource it.

Unfunded liabilities, such as exempt staff compensation, impact our ability to address our goals, which we believe align with the goals of the Ministry of Education, including the new curriculum. Although we are committed to being positive partners in education with you, our relationship continues to be strained when the Ministry of Education downloads further costs to our district. We are requesting that the interim relief exempt compensation as well as future increases be fully funded. If you need further information with respect to this request or would like further information on the District's strategic plan, please do not hesitate to contact me. Thank you.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Edith Loring-Kuhanga', with a horizontal line drawn underneath.

Edith Loring-Kuhanga  
Board Chair

Cc: Board of Education  
All BC School Boards, c/o BCSTA  
Piet Langstraat, Superintendent of Schools  
Mark Walsh, Secretary-Treasurer



From the Board of Education  
Email: [BoardOfEducation@sd68.bc.ca](mailto:BoardOfEducation@sd68.bc.ca)

June 29, 2016

Honourable Mike Bernier  
PO Box 9045, Stn Prov Govt,  
Victoria, BC V8W 9E2

**VIA EMAIL:** [Minister.Educ@gov.bc.ca](mailto:Minister.Educ@gov.bc.ca)

Minister Bernier:

2015-16 was an exciting and challenging year for Nanaimo Ladysmith Public Schools. First, on behalf of the Board of Education, I would like thank you for the funding we received for the demolition of Harewood Elementary and Capital Funding for upgrades at North Cedar Intermediate and Nanaimo District Secondary School. Thankfully the district did not have to fund these projects and therefore will have more funds to allocate to the classroom.

As you know, districts across the province are facing financial challenges. This past May, the Board approved the 2016-17 preliminary budget. But the Board feels more could have been done. Recently, the Board directed staff to compile a 'needs budget' analysis. This budget was to reflect what the district feels it would need to run optimally, serving the students and families in the district in a way that they expect and deserve.

Attached, the Board has provided a copy of the 'needs budget' and have also included impact statements from our partners – these letters explain their perspective on how they feel the cuts to education have affected them.

As I've said earlier, we've had to make difficult decisions – the Board has had to make reductions and close schools. The Board has complied with Ministry regulations and believe it has been a good partner. However, the Board is in a position where there is no more to give. This Board has done its part, it now asks that you consider this needs budget when it comes to properly funding this district.

Respectfully,

Steve Rae  
Board Chair

cc. MLA Krog, Nanaimo  
MLA Routley, Nanaimo-North Cowichan  
MLA Stilwell, Parksville-Qualicum  
All BC School Districts

## DPAC SD68

---

June 14, 2016

### IMPACT STATEMENT: Restorative Budget School District 68 – Nanaimo-Ladysmith

Parents in the Nanaimo-Ladysmith school district have noted, over the years, several areas where educational funding shortfalls have created negative impacts on students. This list is by no means extensive, but provides an overarching view where, we believe, improvements could be made that would positively impact student learning should more funding be allocated.

- Teachers & Librarians
  - An increase in teaching staff would provide smaller class sizes, enabling more personalized learning for students.
  - Additional librarian time could provide students with opportunities to spend time in the libraries and learning commons exploring their interests and increasing their depth of knowledge.
- Support Workers
  - Educational assistants are an asset to every classroom. There are too few to fulfill the needs of students in our district; in particular, EAs with specialized training.
- Facilities & Grounds
  - There simply is not enough funding to ensure all schools receive the repairs and maintenance needed. Our students should attend schools that are safe, clean, and maintained.
  - With what seems to be annual cuts to facilities and grounds staff, parents have seen a continual decline in the buildings their students attend school in. Regular maintenance cannot be completed as maintenance staff are spread out completing higher priority projects; a negative circle where lack of maintenance leads to larger repair requirements.
  - The schools grounds, fields and playgrounds, are the outdoor classroom areas of a school. Children learn to play sports, and increase their physical literacy through play while outdoors. The decline in maintenance of these school areas creates fields filled with holes, dead grass, and playgrounds that are deteriorating; potentially creating unsafe outdoor spaces.
  - The larger project-type work for our schools is determined after receiving AFG funding and the project list is publicly shared; leaving the question each year for many parents: What about my school?
- Classroom Resources
  - Every classroom in our district needs something for student learning. Supplies, materials, and tools for learning are needed in the hands of every student, and more often than not parents are filling this gap in educational funding.
- Transportation
  - Our district is a geographically unique mix of suburban and rural areas and transporting students to and from school has been a significant support to our students; especially in a district with one of the highest student poverty rates in the province.

Parent Advisory Councils were not created to fund public education, as we are so often left to do; it is the provincial government's responsibility to fund the public education of our students appropriately.

Signed,

Charlene McKay  
District PAC SD 68 Nanaimo-Ladysmith  
President

c/o 395 Wakesiah Avenue Nanaimo, BC V9R3K6 dpacsd68@gmail.com

June 29, 2016

Steve Rae – Board Chair  
Board of Trustees – School District 68  
395 Wakesiah Avenue  
Nanaimo BC  
V9R 3K6

Dear Steve,

**Re: Restorative Budget 2016-17**

On June 8, Graham Roberts, Secretary/Treasurer for Nanaimo-Ladysmith School District, provided a restorative budget to the SD68 Board of Education, estimating the funding required to reinstate staffing levels to the 2001-2002 school year. Mr. Roberts' report estimates that an increase in FTE of 11.223 teachers would be required. He recognizes that this number may be understated, given his method of calculation.

The NDTA agrees that this number does not reflect the staffing levels that would be in place should the language be reinstated by the Supreme Court of Canada. It does not consider school organization or unstaffed contingencies. As well, the budget number includes all funds, not just the operating fund.

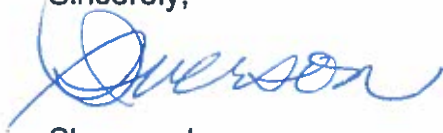
In SD68 there has been a significant impact for students' learning conditions since the contract language for guaranteed class size, class composition, and specialist teacher ratios was removed from the Collective Agreement in 2002. Students have less one-on-one time with their teacher. Students have had to wait longer for precious time with Counsellors, Special Education teachers, Teacher/Librarians, and English Language Learner Specialist teachers. For the 2015/16 school year Nanaimo Ladysmith students have experienced:

- 22 classes with more than 30 students
- 28 primary classes with 3 or more IEPs
- 40 primary classes with 3 or more ELL students (8 with 7 or greater)
- 284 non-primary classes with 3 or more IEPs
- 45 non-primary classes with 3 or more ELL students (5 with 7 or greater)

Smaller class size means students have more one-on-one time with their teacher. Restricting the number of students with Individual Education Plans in one class means that students who struggle with their learning have more time for individual instruction with their teacher. Guaranteed student/teacher ratios for specialist teachers means that students receive the help they need in order to be more successful in their learning.

If class size and class composition numbers were at the 2002 levels, we believe, on average, one division would be added to each elementary school in our district (30 FTE). As well, we believe there are 35 FTE missing from our secondary schools. Additional support for students from non-enrolling specialists such as Counsellors, Educational Psychologists, and Teacher/Librarians would equal approximately 10 FTE. Our calculations show that should the 2002 guaranteed staffing levels be reinstated, our district would receive approximately \$8M over and above the current \$2M Teacher Education Fund.

Sincerely,



Shannon Iverson  
1<sup>st</sup> Vice-President  
Nanaimo District Teachers' Association

Pc Kelsey Toye – Executive Assistant (Sec-Treasurer)





# School District 72

Campbell River, B.C.

425 Pinecrest Road, Campbell River, B.C. V9W 3P2 • Tel: 250.830.2300 • Fax: 250.287.2616 • [www.sd72.bc.ca](http://www.sd72.bc.ca)

July 7, 2016

The Honourable Mike Bernier  
Minister of Education  
PO Box 9045 STN PROV GOVT  
Victoria, B.C. V8W 9E2

Dear Mr. Bernier,

Thank you for your response to the application from our school district, School District 72 (Campbell River), to the Rural Education Enhancement Fund. At the special public board meeting on June 30, 2016, the Board of Education decided to respectfully decline acceptance of these funds and proceed with the closure of the two identified elementary schools in our district, Oyster River and Discovery Passage.

It was decided that to accept the funding would add approximately \$500,000 to the district's deficit. The Board determined that it was unwilling to impose that additional burden on our district, and instead has chosen to invest the approximately \$900,000 in savings which will result from the closure of these two schools to improve instructional resources, to improve our educational infrastructure, and to address some of our deferred maintenance costs. Our Board believes that this is the fiscally responsible course to take.

While we appreciate your understanding that the gap between requested and actual funds had an impact on our decision, the financial aspect was one of several factors that the Board of Education took into consideration, including educational benefits to students, transition process, updating technology, maintenance and operating costs to aging facilities, excess space, and our new Facility Plan.

Educational benefits of the closure of these two schools include greater concentration and a more efficient and effective allocation of district support services for students with special needs, as well as classroom supports to improve the learning of all students. Being in a somewhat larger school allows more flexibility for appropriate class composition when considering academic, social, and other factors. There can be fewer split grade classes. A school with more staff allows better opportunity to match student learning style with teaching style.

Since the decision was made to close these two schools in mid-March, our district has conducted and almost completed an in-depth transition process involving students, parents, and staff. Students from each of the schools identified for closure have been visiting their new schools with classroom visits, picnics, and interactive activities. Consultative meetings with parents and parent advisory councils have identified areas of concern and appropriate solutions. The very complex staffing process has been completed for next year. The process of physically preparing for the moves is well underway. The extensive budget process was developed around the scenario of closing both schools.

Page Two  
July 7, 2016  
The Honourable Mike Bernier  
Minister of Education

Fewer schools would support an updated technology plan that would increase student ability to access technology in the classroom. The fewer the number of schools, the less the infrastructure costs for wiring, hardware, networks, and technician support.

Financially, closing two schools that were less than half full due to declining enrollment would reduce the number of facilities for maintenance and capital repairs to our aging facilities, and reduce administrative overhead, allowing for these savings to be reinvested in educational programming, and /or redistributed to other sites to aid in improving their condition.

The amount of unused classroom space within our district is a factor we understand the Ministry considers as they decide which districts will receive money for building improvements, repairs, and /or new construction, as surplus space still has heating and maintenance costs. By deciding to close these two schools, the Board believed it was acting in accordance with government requirements and best practice of efficient use of resources.

A thorough and detailed two year process resulted in a new ten year Facility Plan for our district, and this plan was accepted and passed unanimously by the Board in December 2015. Keeping the two elementary schools open would have a negative impact on subsequent recommendations in the plan.

The Campbell River Board of Education has done its best to responsibly fulfill its mandate. The Board has been guided by its desire to provide the best for all students in the district, and to operate within a balanced budget. We have acted responsibly and in good faith, and will strive to continue to do so.

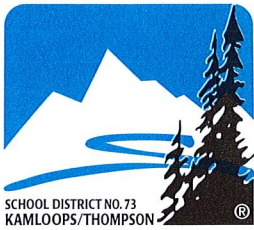
Sincerely,



Susan Wilson  
Board Chair  
School District 72 (Campbell River)

cc: Kim Abbott, Executive Director of Sector Resourcing and Service Delivery  
Shanna Mason, Assistant Deputy Minister Planning and Major Projects  
Jill Kot, Assistant Deputy Minister Services and Technology  
All BC Boards of Education c/o BCSTA  
Tom Longridge, School District 72 Superintendent of Schools  
Kevin Patrick, School District 72 Secretary-Treasurer  
Campbell River Principals' and Vice-Principals' Association  
Campbell River Teachers' Association  
CUPE Local 723  
Campbell River District Parent Advisory Council  
Claire Trevena, MLA  
City of Campbell River Mayor and Council  
Strathcona Regional District Directors  
Campbell River Mirror Newspaper





## SCHOOL DISTRICT NO. 73 (KAMLOOPS/THOMPSON)

1383-9th Avenue, Kamloops, B.C. V2C 3X7 • Telephone: (250) 374-0679 • Fax: (250) 372-1183

August 11, 2016

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

Dear Minister Bernier:

### **RE: Student Transportation Fund**

On behalf of the Board of Education of Kamloops/Thompson School District No. 73, I would like to express our sincere appreciation for the newly announced Student Transportation Fund. We acknowledge the work that was required by yourself and Education Ministry staff in order to secure a fund that is equitable and fair to all school districts.

For many years, the Kamloops/Thompson District has struggled with the challenges of providing an extensive school transportation system within the existing budget. We have worked hard to avoid having to charge our families a busing fee as we are sensitive to the financial challenges of many families. District staff have worked hard to ensure our system operates at a high level of efficiency.

Despite our best efforts, the transportation budget has always fallen short of the costs necessary to support a system that includes 60 bus routes which travel over 9,000 km per day and delivers over 4,000 students safely to school on a daily basis.

The money the district will receive through the Student Transportation Fund will not only allow the funds that were transferred from other areas of the budget back to where they are desperately needed, but will allow the district to enhance our student transportation system to address needs that have recently come to light.

Again, we thank you for listening to Boards of Education throughout British Columbia and for your continued support moving forward.

Sincerely,

Denise Harper, Chairperson  
Board of Education

DH/csh

cc: Board of Education, School District No. 73  
The Honourable Terry Lake, Minister of Health, MLA – Kamloops North  
The Honourable Todd Stone, Minister of Highways, MLA – Kamloops South  
BCSTA



July 4, 2016

Ref: 188582

Teresa Rezansoff, Chair  
BC School Trustee Association  
**Email: [trezansoff@bcsta.org](mailto:trezansoff@bcsta.org)**

Dear Teresa Rezansoff:

**Re: Policy for qualifying for seismic mitigation funding under our Capital Program**

I am writing in response to your request for clarity regarding the Ministry's policy for qualifying for seismic mitigation funding under our Capital Program. As we have received this question from other school districts and members of the public, we have included clarification in our 2016/17 Capital Plan Instructions that were released last week.

Firstly, I want to commend the hard work of many of your association members for their efforts to support the development or updating of Long Range Facilities Plans that ensure the best use of available classroom space in their school districts. Optimizing classroom space, when it involves consolidating schools, can be a very difficult process for teachers, students, administrators, Board Members and parents. I am confident though that redirecting the resulting operating and capital savings to instruction and programming will make a positive and meaningful impact on current and future student learning.

In regards to clarity on the Ministry's policy for qualifying for seismic mitigation funding, from 2003/04 through to 2008/09 the Ministry included "*Capacity Utilization Thresholds*" within our Annual Capital Plan Instructions. The capacity utilization thresholds applied to qualifying specifically for "*new*" space (new space includes adding land, classrooms or whole schools to the school asset inventory that do not currently exist).

In terms of qualifying for "replacement or rejuvenation" (which would include seismic mitigation) funding was contingent upon "capacity utilization analysis of surrounding schools" and the instruction that "funding would not be supported if adequate space is available at nearby schools to accommodate current and future enrollment".

.../2



In the 2009/10 Capital Plan Instructions, the Ministry replaced the “capital utilization thresholds” for qualifying for new space with a requirement for school districts to provide business cases (referred to as Project Identification Reports and Project Definition Reports) when requesting capital funding for all projects; including seismic mitigation.

Business cases require assessment and demonstration of capital investment needs, including an assessment of current and future enrollment across the school district and within neighbouring schools, **and** assessment of all reasonable options for meeting the identified need. **The Capital Plan Instructions since 2009/10 have not included “capacity utilization thresholds” but they have been used as a guideline in evaluating business cases for capital investment.** We have included a description of utilization guidelines and their application in our 2016/17 Capital Plan Instructions.

This means, justification of funding of each capital project, including seismic mitigation, requiring school districts to first demonstrate they have taken steps to address capital needs through means within their control. These steps should include utilizing available classroom space across the school district to reduce or eliminate the need for capital funding and to eliminate operating inefficiencies.

This approach has allowed greater flexibility in determining what is reasonable given the unique enrollment trends and practical realities within school districts. For urban school districts with low overall enrollment growth and shifting enrollment across schools, **working toward achieving** a District wide utilization average of 95% allows variations in enrollment between schools and room for growth over the 10 year planning horizon while minimizing operating and capital costs. For smaller school districts, utilization guidelines are lower in recognition of practical realities.

In terms of seismic mitigation funding, high seismic risk schools with high utilization (current and forecasted), located within families of schools with equally high utilization, would likely result in the development of a positive business case for investment. High risk seismic schools with low utilization (current and forecasted) and/or located within families of schools with low enrollment would likely result in the least cost option for mitigating the seismic risk being consolidated into neighbouring schools or partial demolition of portions of the school. This is why the development of a Long Range Facilities Plan is so important to establishing capital funding priorities.

I hope this helps clarify that the Ministry does not have a requirement that every school operates at 95% in order to qualify for seismic funding or that the School District is operating at 95%. But we do expect a clear demonstration of the efficient utilization of the space available to ensure funding is going to the best possible use.

Should you wish to review the documents referenced they can be located at:

<http://www2.gov.bc.ca/gov/content/education-training/administration/resource-management/capital-planning/resources-archive/capital-planning-documentation>.

.../3

I am also hopeful the clarity provided in the 2016/2017 Capital Plan Instructions will avoid similar confusion of application of policy in the future. Please do not hesitate to call if you have any further comments or questions.

Sincerely,



Shanna Mason, Assistant Deputy Minister  
Capital Division

pc: Dave Byng, Deputy Minister, EDUC  
Mike Roberts, BCSTA, [MRoberts@BCSTA.ORG](mailto:MRoberts@BCSTA.ORG)



**ITEM 2**

To: **Board of Education**

From: Chairperson  
Mike Murray

Re: **APPROVAL OF MINUTES**

Date: September 14, 2016  
(Public Board Meeting)

---

**Decision**

**RECOMMENDATION:**

**THAT the Minutes of the June 15, 2016 Public Board Meeting be approved as circulated.**

Attachment



**PUBLIC MINUTES OF THE  
BOARD OF EDUCATION MEETING**  
*Wednesday, June 15, 2016 (6:00 PM)*  
**Board Room**

---

**IN ATTENDANCE:**

BOARD MEMBERS:

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

STAFF:

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

**A. OPENING PROCEDURES**

1. Call to Order

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

2. Correspondence

**Moved/Seconded**

- Mike Bernier, Minister of Education
- Dave Byng, Deputy Minister of Education
- Michael de Jong, QC, Minister of Finance
- Frank Lento, Chair, School District No. 5 (Southeast Kootenay)
- Lenora Trenaman, Chair, School District No. 8 (Kootenay Lake)
- Teri Ferworn, Chair, School District No. 20 (Kootenay-Columbia)
- Quesnel School District News Release
- Rick Price, Chair, School District No. 48 (Sea to Sky)
- Tony Cable, Chair, School District No. 57 (Prince George)
- School District No. 61 (Greater Victoria)
- Bobbi Johnson, Chair, School District No. 83 (North Okanagan-Shuswap)
- Linda Meyer
- Beryl Eales
- Pascale Shaw, Save the Maple Ridge School Buses
- Terry Lake, Minister of Health and Mike Bernier, Minister of Education
- Tony Cable, School District No. 57 (Prince George)

THAT the Board receive the correspondence for information.

**CARRIED**

---

3. Approval of Agenda

**Moved/Seconded**

**Additions under Correspondence:**

- Beryl Eales
- Pascale Shaw, Save the Maple Ridge School Buses
- Terry Lake, Minister of Health and Mike Bernier, Minister of Education
- Tony Cable, School District No. 57 (Prince George)

**Amendment:**

Move Helping Teachers: Literacy Presentation from Information Items, Superintendent of Schools to Delegations.

THAT the Agenda be ordered as amended.

**CARRIED**

4. Invitation for Public Input to matters on the Agenda

**B. APPROVAL OF MINUTES**

1. May 18, 2016

**Moved/Seconded**

THAT the Minutes of the May 18, 2016 Meeting be approved as circulated.

**CARRIED**

**C. PRESENTATIONS**

1. Energy Sustainability: Student Inquiry Projects

**Moved/Seconded**

Three groups of elementary students presented information on their inquiry projects on energy sustainability.

THAT the Board receive the presentation on Energy Sustainability: Student Inquiry Projects, for information.

**CARRIED**

**D. DELEGATIONS**

1. Garibaldi Music Program

**Moved/Seconded**

Information was presented on the music program at Garibaldi Secondary School explaining how the program has enriched the lives of students.

THAT the Board receive the presentation on the Garibaldi Music Program, for information.

**CARRIED**

---

## 2. Helping Teachers: Literacy Presentation

**Moved/Seconded**

The Literacy Network Helping Teachers presented an update on the progress that the Literacy Network has made over the past year.

THAT the Board receive the presentation on Literacy by the Helping Teachers, for information.

**CARRIED****E. DEFERRED ITEMS****F. DECISION ITEMS**

1. Chairperson
2. Superintendent of Schools

- a) School Fees Schedule and Specialty Academy Fees Schedule 2016/17

**Moved/Seconded**

The Superintendent reported on secondary school fees and specialty academies fees for 2016/17.

The Superintendent further reported that the cost of elementary school supplies must not exceed \$55 per student per school year including the cost of a planner, if required.

THAT the Board approve the proposed Secondary School Fees Schedule and Academy Fees Schedule for the 2016/17 year:

Secondary School Fees Schedule 2016/17

1.	Student fee	\$28
2.	Yearbook	\$50
3.	Lock	\$6

Academy Fees Schedule 2016/17

1.	Equestrian	\$300
2.	Hockey	\$1,820
3.	Interdisciplinary Arts	\$75
4.	International Baccalaureate	\$400
5.	Digital Arts	\$75
6.	Hair Design	\$1,885
7.	Soccer	\$600

**CARRIED**

- b) International Education Fees 2017/18

**Moved/Seconded**

The Superintendent reported that an increase in tuition fees of \$500 is being proposed for the international education program starting in 2017/18.



THAT the Board approve the following fees for the international education program for 2017/18:

	Application Fee	Tuition Fee Annual	Homestay Registration or Placement Fee	Homestay Fee	Medical Insurance
Maple Ridge-Pitt Meadows	\$200	<b>\$12,500</b>	\$100	\$8,000	\$900

**CARRIED**

3. Secretary Treasurer

a) 2015/16 Capital Plan

The Secretary Treasurer reported that the Ministry of Education has revised the process for Capital Project approvals and that the adoption of a Capital Plan bylaw that reflects the Ministry of Education supported 2015/16 Capital Plan was now required.

**Moved/Seconded**

- (1) THAT the Capital Bylaw No. 1516CP42-01 be given three (3) readings at this meeting. (vote must be unanimous)

**CARRIED**

**Moved/Seconded**

- (2) THAT the Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows) Capital Bylaw No. 1516CP42-01 be:

Read a first time on the 15th day of June, 2016;

Read a second time on the 15th day of June, 2016;

Read a third time, passed and adopted on the 15th day of June, 2016.

**CARRIED**

b) 2016/17 Board of Education Regular Public Board Meetings

**Moved/Seconded**

THAT the Board adopt the following regular Public Board meeting schedule for 2016/17:

September 7, 2016	February 22, 2017
October 19, 2016	March 8, 2017
November 16, 2016	April 12, 2017
December 14, 2016	April 26, 2017
January 18, 2017	May 17, 2017
February 8, 2017	June 21, 2017

**CARRIED**

c) Trustee Professional Development

**Moved/Seconded**

The Chairperson reported that in order to allow trustees the opportunity to attend professional development opportunities that may only be offered once in their term of office, it is proposed that trustee professional development balances be carried forward to the end of the trustees' term in office.

THAT the Board approve that trustee professional development balances be carried forward to the end of the trustees' term in office.

**CARRIED**

4. Board Committees

a) Budget

i. 2016/17 Budget

The Secretary Treasurer reported that on April 27, 2016 the Board approved the 2016/17 Preliminary Budget. On May 31, 2016, the Minister of Education announced the redirection of \$25 million in administrative savings from school districts back into frontline services for students and further announced on June 2, 2016 that this level of funding would be a permanent commitment.

The Secretary Treasurer reported that an additional \$631,773 could be considered as ongoing funding for 2016/17 but noted that any budget additions made in 2016/17 could only be maintained if sufficient provincial funding is received in future years.

The Secretary Treasurer reported on:

- Impact of Ministry of Education Announcement on Projections;
- Budget Feedback;
- Budget Change Considerations:
  - Use of Additional Funding to Address Estimated 2017/18 Budget Shortfall;
  - Teacher and Instructional Support Staff Allocations to Schools;
  - Clerical Staffing;
  - Student Transportation;
  - Bring Your Own Device for Students;

Trustees reviewed and discussed the proposed recommendations.

**Moved/Seconded**

THAT the Board approve the following budget changes to be incorporated in the Amended Budget Bylaw for 2016/17:

- 1) Allocate one-time funding of \$0.36 million to add supports for vulnerable students at elementary and secondary, and to minimize the number of academic classes over 30 at the secondary level.
- 2) Allocate one-time funding of \$7,000 to increase elementary clerical support banks as follows:

Student Enrolment	Clerical Support Bank
Under 200	30 hours / year
200-349	35 hours / year
350-499	47 hours / year
500+	55 hours / year

- 3) Allocate one-time funding of \$0.26 million to support a one year pilot of a revised model for regular student transportation that entails:

- 
- Securing a regular student transportation contract for 2016/17;
  - Providing regular student transportation to eligible students, defined as:
    - a. Primary Students (Grades K – 3) that live farther than 4 kilometers to their catchment area school
    - b. All Other Students (Grades 4 – 12) that live farther than 4.8 kilometers to their catchment area school
  - Transportation services not being provided to students that are not eligible;
  - Reducing the number of contracted buses by:
    - Enforcing a July 31 application deadline for transportation services;
    - Creating routes based on registrations received, and optimizing and/or extending routes in order to achieve a 95%+ utilization for each bus.
  - Increasing the annual student transportation fee to mirror the cost of TransLink fares of \$52/month for eight months for an annual fee per student of \$416 (maintain an estimated subsidy of \$730/student at 100% utilization);
  - Providing eligible low income families with a transportation fee waiver.
- 4) Authorize the Secretary Treasurer to prepare and implement all the required procedures to address the details of implementing the new bussing service.

And further, that the Board advocate to the Federal Government for school bussing fees to be tax deductible.

**CARRIED**

**Moved/Seconded**

THAT the Board extend the meeting.

**CARRIED.**

b) Finance

i. Financial Statements for the Quarter Ended March 31, 2016

**Moved/Seconded**

At the recommendation of the Finance Committee of the Whole, the Secretary Treasurer presented the Financial Statements for the Quarter Ended March 31, 2016 and reported that the audited financial statements for 2015/16 will be presented to the Board in September.

THAT the Board approve the financial statements for the quarter ended March 31, 2016.

**CARRIED**

c) Board Policy Development

i. Rescission of Policy JHCDA

**Moved/Seconded**

The Secretary Treasurer reported that on May 18, 2016 the Board approved Policy 9430: Physical Restraint and Seclusion in Schools Settings and received for information Procedure 9430.1 Physical Restraint and Seclusion in School Settings.

---

It is now being proposed that Policy JHCDA: Physical Restraint of Students is rescinded.

THAT the Board rescind the following:

Policy JHCDA: Physical Restraint of Students.

**CARRIED**

- ii. Policy 8901: Field Trips (Including Extra Curricular Activities).

**Moved/Seconded**

The Superintendent reported that the procedures associated with this proposed policy will be developed over the coming months and presented to the Board in the Fall.

THAT the Board approve Policy 8901: Field Trips (Including Extra Curricular Activities) and further;

THAT the following policy be rescinded:

Field Trips (including extra curricular activities)

**CARRIED**

- d) Education Committee
- e) Aboriginal Education

**G. INFORMATION ITEMS**

- 1. Chairperson

- a) Operational Plan

**Moved/Seconded**

The Superintendent reported that a more detailed review of the Operational Plan will be undertaken in the Fall.

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

**CARRIED**

- 2. Superintendent of Schools

- a) Superintendent's Update

The Superintendent reported that the update would be included in the board highlights and posted to the school district website.

- 3. Secretary Treasurer

- a) Trustees' Remuneration

**Moved/Seconded**

The Secretary Treasurer reported that on October 8, 2014, the Board approved that for the period 2014 to 2019 trustee remuneration be adjusted on an annual basis effective on July 1 each year based on the Metro Vancouver Consumer Price Index differential for the prior year.

---

THAT the Board receive trustees' remuneration for 2016/17 for information.

**CARRIED**

4. Board Committees & Advisory & Advisory Committee Reports

- a) Finance
- b) Budget
- c) Board Policy Development
- d) Education
- e) Aboriginal Education

Trustees reported that a review of the past year and staffing changes were discussed.

- f) Inclusive Education
- g) French Immersion Advisory
- h) District Student Advisory
- i) Round Table with Partner Groups
- j) Facilities Planning

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

**I. TRUSTEE REPORTS**

Joint Parks and Leisure Services

Trustees' reported that a bid by the City of Maple Ridge to host the 2020 or 2022 BC Summer Games, Youth Week and the Sport and Physical Activity Strategy were discussed.

Good News Items

The Chairperson reported that Laurie Meston, Deputy Superintendent, was honoured as a Citizen Champion by the Municipal Advisory Committee on Accessibility Issues at a recent awards evening.

**J. QUESTION PERIOD**

**K. OTHER BUSINESS**

**L. ADJOURNMENT**

**Moved/Seconded**

THAT the Board adjourn the meeting.

**CARRIED**

The Public Board meeting adjourned at 9:18 p.m.

---

Mike Murray, Chairperson

---

Flavia Coughlan, Secretary Treasurer



**ITEM 3**

To: **Board of Education**

From: Chairperson  
Mike Murray

Re: **DESIGN PROJECTS:**  
**WESTVIEW SECONDARY SCHOOL**

Date: September 14, 2016  
(Public Board Meeting)

**Information**

---

**RECOMMENDATION:**

**THAT the Board receive the presentation on Design Projects at Westview Secondary School, for information.**



**ITEM 4**

To: **Board of Education**

From: Chairperson  
Mike Murray

Re: **COMMUNITY PROPOSAL:**  
**COURTNEY CARDY**

Date: September 14, 2016  
(Public Board Meeting)

**Information**

---

**RECOMMENDATION:**

**THAT the Board receive the Community Proposal presentation by Courtney Cardy, for information.**

Attachment

I am here tonight on behalf of my Community (Stave Falls); I have written you all many letters in regards to why I'm here tonight.

Stave Falls is an absolutely beautiful Community and I love living there, but raising kids there is another story...

As you are all aware, we lost our local Elementary School 8 years ago. I know this was not a district 42 decision, but this has devastated my Community. When this was done the District Boundaries should have been changed, but instead more invisible lines were drawn, further separating my Community. Stave Falls Elementary was even offered to District 42 at one point, but it was turned down. The line of communication between the 2 districts is very poor, which really needs to change. Stave Falls is far removed from Mission. To send our kids to their catchment schools is much further than our local, Maple Ridge Schools, and makes no sense.

When I have spoken to people in my Community, which have lived there for many years, they have told me that the local children have always attended Garibaldi. They were shocked to hear that we are not in the catchment for Garibaldi and even more shocked when I tell them that you would like us to pay \$325 for a bus that would take our kids from Iron Mountain Store to their local schools as "courtesy riders" which are Whonnock and Garibaldi. Back when they grew up you were enrolled in your local Elementary, then everyone went to Garibaldi High School. At this time there were 3 Elementary schools in an area where there is now 1 (These schools were Ruskin, Thornhill and Bell Road Elementary.) There was free bus service to the local Elementary, and then the kids from Stave Falls caught the bus on Dewdney at Iron Mountain Store area, to go to Garibaldi. Why is this any different now? We don't have any closer options and shipping our kids across town is definitely not the answer...

It is time we stop looking at catchments and boundaries and start looking at economics and child safety. These should be paramount in all decisions School Boards across the Province make. Children should attend the school that is nearest their home for many reasons.

First and foremost, look at the safety and well being of the children. The Districts within the Province should be working together and looking for ways to reduce impact on children, such as them attending the school that is nearest their home. When there are too many children in one area for that to be the case, than a new school must be built, or in many cases, reopened. It is that simple.

Secondly, look at the Environmental impact and HUGE waste of money waste throughout the Province (between buses and parents driving). Children should attend their nearest school and if they live outside of a suitable km distance from their nearest school, than bussing, or ride share programs, should be provided at no charge. Chances are there is also no, or very limited public transit in these areas, and because it unsafe for children to be walking, this is just common sense. In the grand scheme of things, it would cost much less to bus children to their nearest schools. This would not only save money



across the Province, to be reinvested into the classrooms, but also save our fragile Environment. There were 297 students enrolled in Whonnock alone last year. To have all of these parents, driving the distances required to get their children to and from school, has a huge environmental impact, as well as a financial strain on the families involved. Many families have had to have one person home from work so they can get their kids to and from school. They also have to have 2 vehicles insured to do this, as there is no public transit in this area. It's very financially draining. You are considering "eligible" riders as those outside of 4.8 kms, but if you drive east of Whonnock 4.8 kms, you will be in Stave Falls. Meaning you have discluded and children east of Whonnock as "eligible riders". I only managed to find 1 street that was 4.9 kms east of Whonnock and it was a very short section of 287<sup>th</sup>. You have also neglected to include Iron Mountain Store bus stop as eligible. If they were to try to send their son walking it would take him over an hour and he would have no sidewalks. This is unacceptable. We should be looking for ways to improve student safety. These catchments, boundaries, borders and walk limits, are just ways to keep making excuses, or passing the buck, instead of actually fixing the problems at hand.

Third, let's talk about Emergencies and Natural Disasters. It absolutely terrifies me to even think about enrolling my child in a school on the other side of my District. We have 2 Major Lakes and Hydro Dams separating Stave Falls from Mission, what are the districts emergency plans incase of a disaster? When would I be able to get to my kids? How would they be able to get home? I feel like this doesn't matter to District 42 because our children in Stave Falls live in the Mission District and therefore it is a courtesy for them to be at their nearest, safest school. The truth is that you receive 100% of the provincial funding for our kids that are enrolled in District 42 (which is the majority of them).

This is the beautiful Province of British Columbia. We should be leaders in innovation and environmental impact reduction! We should be working together to ensure our children a brighter future. I shouldn't be forced to make it my life's Mission to ensure that my children receive a safe, public education close to home, this should be a given. The only way this is ever going to happen is if the Districts start working together, sharing resources, and standing as 1. Lift the boundaries and catchments and start working together (School Boards, Teachers, Parents and Communities), we all need to start working together to fix our broken system. Sadly, our children are the one's who are suffering. It's not fair, they didn't ask for this.

My family, as well as many other families in my Community, is being forced to make some very tough decisions. We are forced at looking into to selling our homes. Homes we bought with the intention of raising our families. Homes we have poured our heart and soul into. Homes we bought in beautiful rural neighborhoods, so our children could grow up enjoying nature, even if that meant commuting horrible distances for work. Now we are being punished for this. For many families it is not an option to send their children to the other side of town for school, so the only other options are to send your child to what is considered a cross district school (even though it is the closest school to your home), and hope they have room, or sell your home and move. If your closest cross



district school does happen to have room for your children, then you better be prepared to not be able to work as there are very limited daycares in our area, and even fewer that will do before and after school pick up and drop off, especially when there are no local schools. These options are horrible and unacceptable in 2016!

I am simply asking you to accept our children into District 42, as BC citizens, whom are entitled to a Public Education. I am asking to no longer be considered a “courtesy” to District 42. You have the majority of our children from Stave Falls attending your schools. I would like this acknowledged. I would like for District 42, to sit down with District 75 and come up with some solutions for my Community. My Community would like an agreement between the Districts. Like it or not, you have a Community that is right on both borders, a Community that the school Districts are responsible for dividing. It’s time to fix this.

We are building up our Community and have gained a strong voice. We would like School District 42 to be leaders and sit down with District 75 to talk through your issues and come up with some creative and innovative solutions; it’s time to think outside the box. The 2 Districts share a Community and therefore need to start working together.

Emergency plans should be Province wide and School Districts should be working together to ensure the best interest and safety of students in this Province. The plans should include building strong Communities and working together to ensure that every child and their parents are included in these plans. It terrifies me to think of what will happen in the event of an emergency. How are parents tied into any emergency planning? So far the closest I’ve seen to an emergency was a power outage at my son’s school and that was handled very poorly.

We would also like for you to allow our children to ride from Iron Mountain Store as “eligible riders” (that would include all children at, or further east and , or north east from Iron Mountain Store). If you agreed to allow our children on the bus from Iron Mountain, I would then be able to organize car pools to Iron Mountain Store from Stave Falls. This will benefit many members of my Community, as well as promoting a safe drop off zone at our local school (much less traffic). This would also be considered an improvement to your current transportation system; therefore making it an eligible requirement for the Transportation grant you have been offered. Many of us would pay the \$325/year for you to come to Stave Falls to pick up our kids, which isn’t much further than you are already driving, but again, the District boundaries don’t allow this.

I really feel that our children in Stave Falls are being over looked by both Districts, as a parent this is very upsetting. We have a growing Community and some very strong voices; we would like to be heard. We deserve to be acknowledged.

Please be the innovative School District, one that I can be proud to be a part of. I have attached a copy of Google Maps that show the distances to our local schools, so you can see how absurd this is. When looking at these maps please also take into consideration that Google Maps doesn’t account for the winding, mountainous roads. If our children

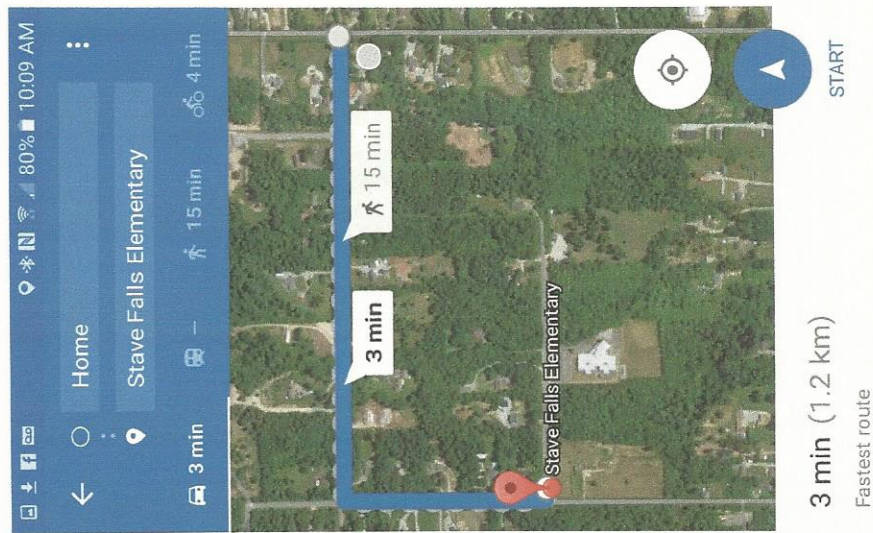
were to walk or bike ride these routes, it would take much longer and there is no sidewalks or public transit in this area. It also takes much longer to drive the routes through Mission than what is listed in Google Maps.

We are really hoping District 42 will look into these issues and provide some positive feedback and solutions for Stave Falls. We look forward to hearing from you soon,

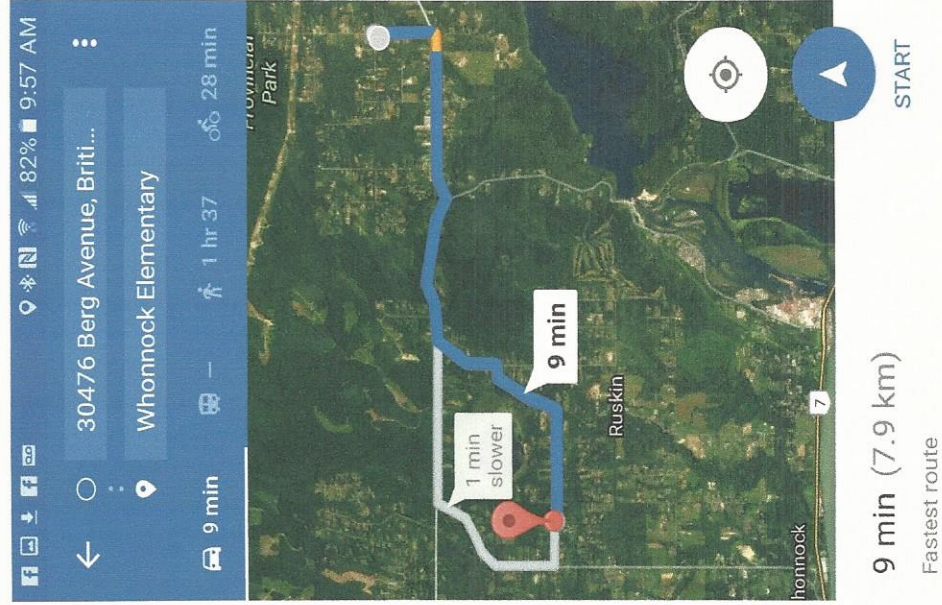
Thank you.



**This would have been my catchment Elementary, had it not been closed:**

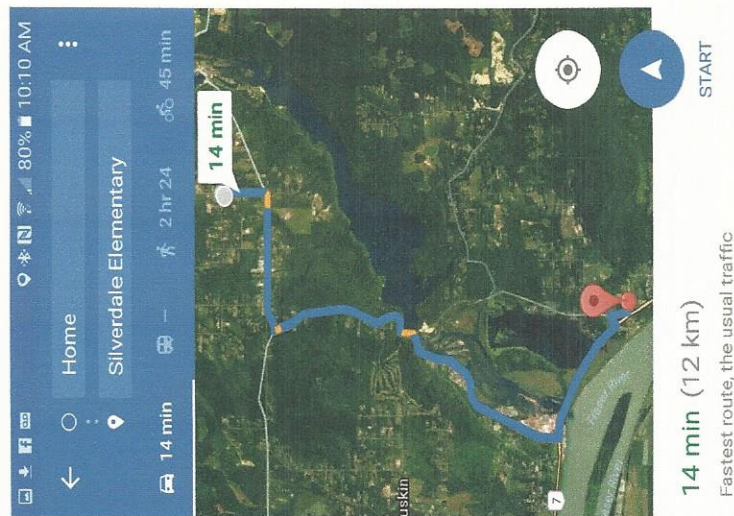


**This is the School my son is enrolled in (Whonnock), the closest school to our home:**

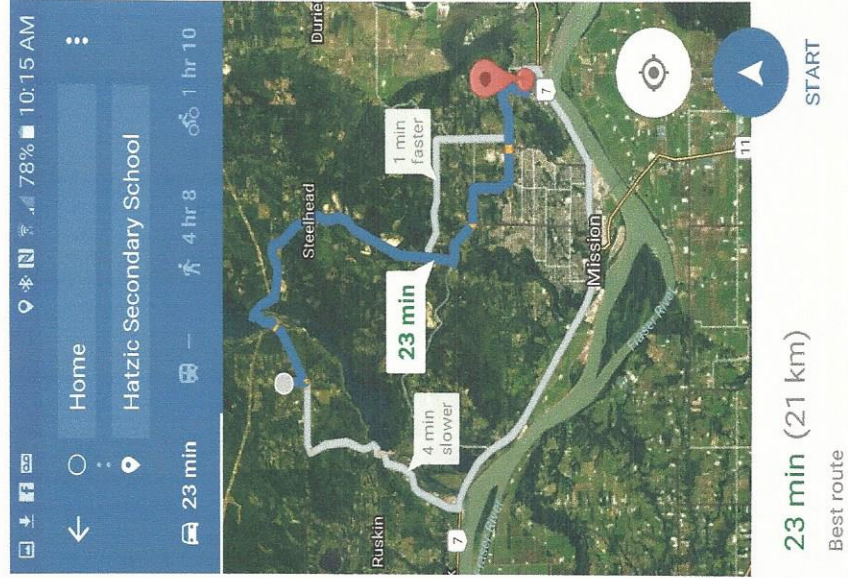




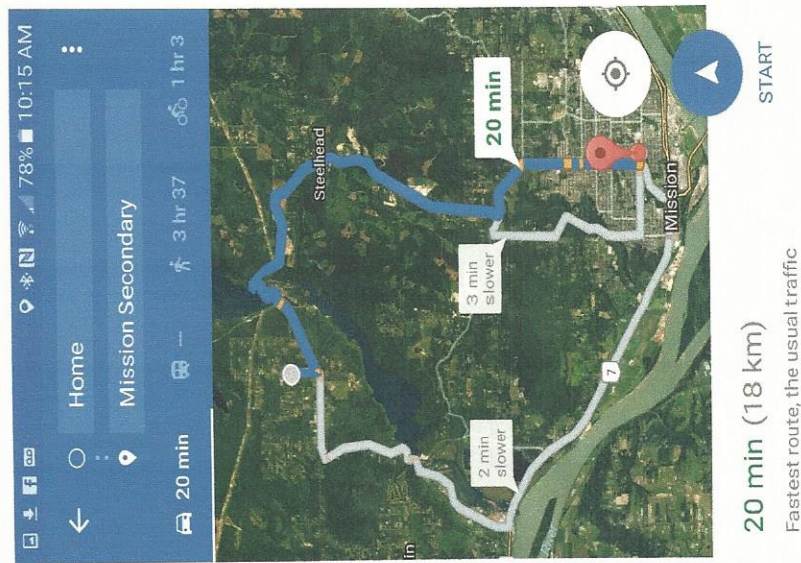
This is the school the Mission District would like to send my kids to for Elementary (My son can not attend there for health reasons). Please also keep in mind that google doesn't account for the stop lights and winding roads. It actually takes longer than they say to drive to the Mission schools:



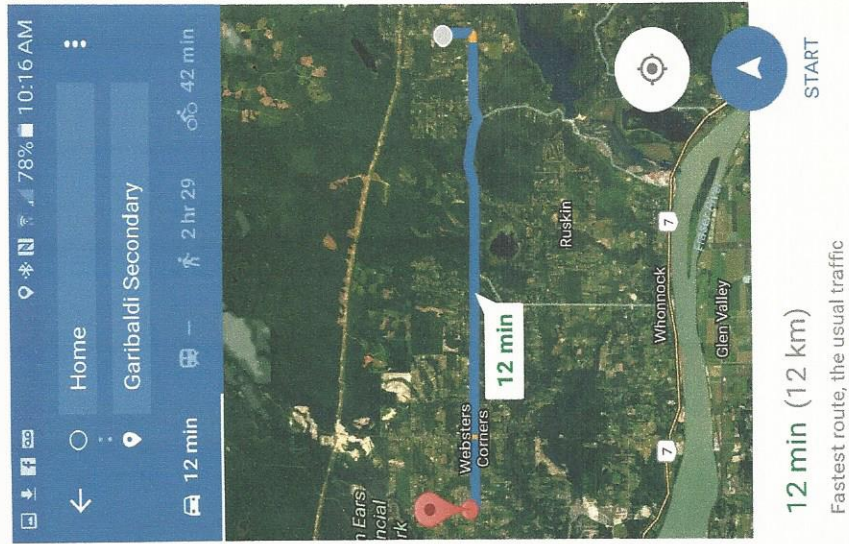
This is the school the Mission District would like to send my kids to for Middle School (Almost twice the distance away as Garibaldi and over twice as far as Whonnock):



**This is the High School the Mission District would like to send my kids to:**

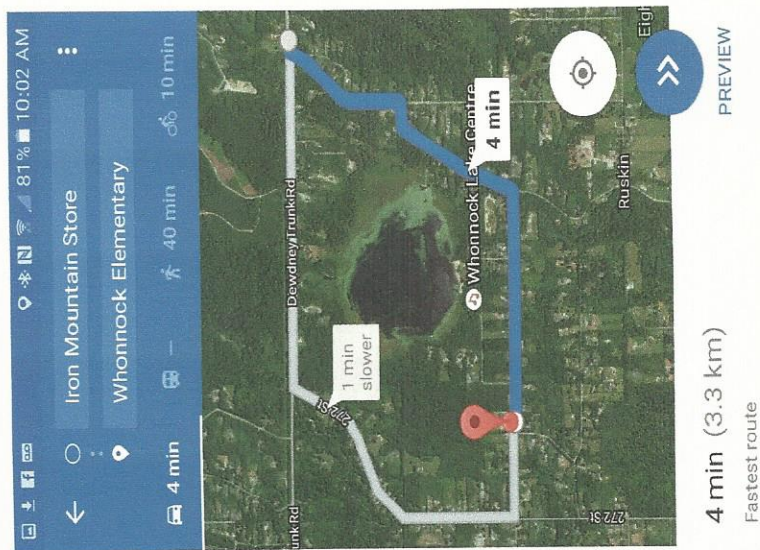


**This is the High School I will be sending my kids to:**

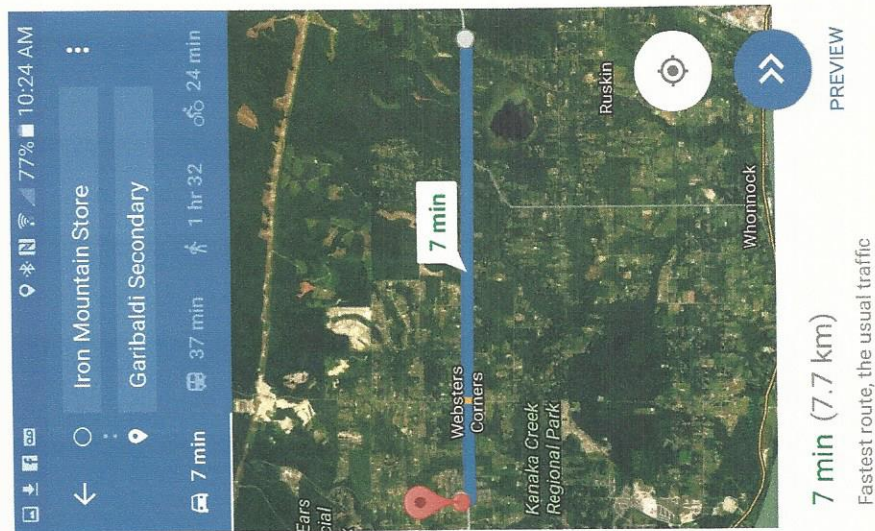




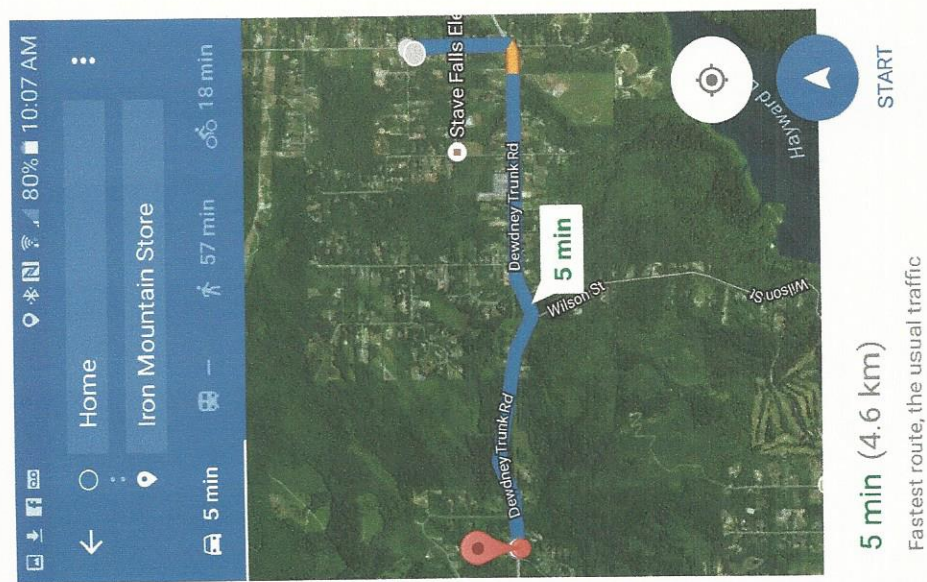
This is where I would like my Community to be able to ride the bus from (as eligible riders), this way I would be able to set up car pools to the store:



This is where I would like my Community to be able to ride the bus from (as eligible riders), this way I would be able to set up car pools to the store:



**This would still mean us having to drive to  
Iron Mountain Store:**







**ITEM 5**

To: **Board of Education**

From: Chairperson

Re: **PROPOSED COMMITTEE  
APPOINTMENT**

Date: September 14, 2016  
(Public Board Meeting)

**Decision**

---

**BACKGROUND/RATIONALE:**

The City of Maple Ridge has requested trustee representation on the newly formed City of Maple Ridge Active Transportation Advisory Committee (Attachment A).

It is proposed that Trustee Beare be appointed to this committee effective immediately.

**RECOMMENDATION:**

**THAT the Board approve the appointment of Trustee Beare to the City of Maple Ridge Active Transportation Advisory Committee effective immediately.**

Attachment

JUN 29 2016

Attachment



Office of the Mayor

June 22, 2016

School District #42  
Board of Education  
District Education Office  
22225 Brown Avenue  
Maple Ridge, BC  
V2X 8N6

**Re: City of Maple Ridge Active Transportation Advisory Committee**

To whom it may concern:

I am writing to invite you to participate in the work of the newly formed City of Maple Ridge Active Transportation Advisory Committee. The Active Transportation Advisory Committee will advise Council on strategic priorities, planning, policies and mobility issues relating to transportation in Maple Ridge.

The membership of the Active Transportation Advisory Committee includes representatives from City Council, the business and senior communities and members of the general public. Committee membership also includes one member nominated by School District 42 as a voting member. It is anticipated that meetings will be held quarterly and your organization will be included in the agenda mail out. More information on the committee can be found at: [www.mapleridge.ca/1151](http://www.mapleridge.ca/1151)

Please contact Sunny Schiller, Committee Clerk via letter or email ([sschiller@mapleridge.ca](mailto:sschiller@mapleridge.ca)) providing the name and contact information of your representative (an alternate can also be appointed). Please contact Sunny Schiller if you have any questions.

Yours truly,

*Nicole Read*

Nicole Read  
Mayor

/ss

District of Maple Ridge

11995 Haney Place, Maple Ridge, British Columbia V2X 6A9 CANADA

Telephone: 604-463-5221 • Fax: 604-467-7329 • Email: [enquiries@mapleridge.ca](mailto:enquiries@mapleridge.ca) • [www.mapleridge.ca](http://www.mapleridge.ca)

**ITEM 6**

To: **Board of Education**

From: Secretary Treasurer  
Flavia Coughlan

Re: **2016/17 CAPITAL PLAN**

Date: September 14, 2016  
(Public Board Meeting)

---

**Decision**

---

**BACKGROUND/RATIONALE:**

On June 28, 2016, the Ministry of Education issued the 2016/17 Capital Plan Instructions (Attachment A). The deadline for 2016/17 Capital Plan submission to the Ministry is September 30, 2016. The Ministry is seeking submissions for the following capital programs:

- Seismic Mitigation Program
- School Expansion Program
- School Replacement Program
- Building Envelope Program
- School Enhancement Program
- Carbon Neutral Capital Program
- Bus Replacement Program

The attached proposed 2016/17 Capital Plan lists projects for the fiscal years 2017/18 to 2021/22 according to the Board's assigned priority of capital needs. (Attachment B)

**Strategic Facilities Plan**

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

**Seismic Mitigation Program**

In the 2015/16 Capital Plan the Ministry of Education requested that Project Definition Reports (PDR) be completed for Westview Secondary by August 31, 2016 and for Fairview Elementary by December 31, 2016. The Westview Secondary PDR was completed and submitted to the Ministry of Education and the Fairview Elementary PDR is in progress. Both projects have been included in the 2016/17 Capital Plan.

**School Expansion Program**

A Project Definition Report for a new South Albion School was completed by CHP Architects and submitted to the Ministry of Education.

The PDR confirmed the immediate need for a new elementary school for 585 students in the South Albion area to accommodate future elementary enrolment. The estimated cost for this project is \$ 20.42 million.

The table below shows the proposed school sites included capital plan that have not already been approved for acquisition.

<i>Proposed Elementary School Sites General Location</i>	<i>Size (Ha)</i>	<i>Estimated Cost \$</i>
<i>Albion East Area Elementary</i>	2.80 Ha	\$5,844,000
<i>Silver Valley Area Elementary</i>	3.46 Ha	\$8,700,750
<i>TOTAL (2 new school sites)</i>	<b>7.66 Ha</b>	<b>\$14,544,750</b>

### **Major Renovation**

The following major renovation projects are included in the capital plan:

<i>School</i>	<i>Project Scope</i>	<i>Estimate (\$)</i>
<i>South Lillooet Center</i>	Major Renovation	\$2,250,210
<i>Pitt Meadows Secondary</i>	Major Renovation and BEP	\$18,396,681
<i>Pitt Meadows Elementary</i>	Major Renovation	\$5,352,407

### **Building Envelope Program**

Design work is complete for Maple Ridge Elementary and Thomas Haney Secondary building envelope remediation. Both projects are included in the capital plan.

<i>School</i>	<i>Project Scope</i>	<i>Estimate (\$)</i>
<i>Maple Ridge Elementary</i>	Building envelope remediation	\$192,300
<i>Thomas Haney Secondary</i>	Building envelope remediation	\$765,000

Also included in this section are building envelope remediation projects at: Albion Elementary, Fairview Elementary, Pitt Meadows Elementary and Alouette Elementary.

### **School Enhancement Program**

The following table summarizes the school enhancement projects included in the 2016/17 Capital Plan.

<i>School Name</i>	<i>Project Scope</i>	<i>MOE</i>	<i>SD 42 Contribution</i>
<i>Kanaka Creek Elementary</i>	Purchase and install 34 air source heat pump roof top units.	\$705,000	\$75,000
<i>Westview Secondary</i>	Purchase and install 26 air source heat pump roof top units	\$441,000	\$30,000
<i>Pitt Meadows Secondary</i>	Central boiler plant and domestic hot water system upgrade	\$642,000	\$30,000
<i>Riverside Centre</i>	Central boiler plant and domestic hot water system upgrade	\$217,600	\$20,000
<i>Harry Hooge Elementary</i>	Central boiler plant and domestic hot water system upgrade	\$292,000	\$20,000
<i>Westview Secondary</i>	Energy efficiency lighting upgrade	\$266,000	\$20,000
<i>Garibaldi Secondary</i>	Energy efficiency lighting upgrade	\$246,500	\$20,000
<i>Kanaka Creek Elementary</i>	Energy efficiency lighting upgrade	\$136,000	\$20,000
<i>Fairview Elementary</i>	Energy efficiency lighting upgrade	\$116,500	\$20,000

**Carbon Neutral Capital Program**

The following table details the project proposed to be completed under the carbon neutral capital program.

<i>Schools</i>	<i>Project Scope</i>	<i>Estimate (\$)</i>
<i>District wide: Westview Secondary, Fairview Elementary, Blue Mountain Elementary, Golden Ears Elementary, Kanaka Creek Elementary</i>	Heating, ventilation and cooling (HVAC) system optimization	\$ 55,000

**RECOMMENDATION:**

**THAT the BOARD approve the 2016/17 Capital Plan for submission to the Ministry of Education.**

Attachments



Attachment A

June 28, 2016

VIA EMAIL  
Ref: 188465

To: All Superintendents  
All Secretary-Treasurers  
All School Districts

**Re: 2016/17 Capital Plan Instructions (v1)**

---

Attached are the 2016/17 Capital Plan Instructions (v1) for your action. These instructions along with the 15/16 Capital Plan Allowances, Rates and Costing Factors will be posted shortly on the ministry website at:

<http://www2.gov.bc.ca/gov/content/education-training/administration/resource-management/capital-planning/current-resources>

Overarching changes to these instructions are related to:

- Additional clarity on the mandate of each funding program to assist school districts in aligning projects that are being submitted for funding request and future planning.
- Phasing out the requirement of Project Identification Reports for school districts high-priority projects and instead using the Project Request Fact Sheet template with clear expectations on what information is required to be provided.
- Phasing out the 5-year capital plan project summary from a dated web-based system to an excel spreadsheet.

The Ministry will be providing webcasts on these Capital Plan Instructions throughout the coming months to school districts to field any questions related to the instructions. The webcast schedule will be sent to you shortly.

Note that the Five-Year Capital Plan Summary Spreadsheet identified in the Capital Plan Instructions will be emailed to each school district separately by your Regional Director or Planning Officer.

I want to thank you for your patience as we developed this year's instructions. We have tried to incorporate the feedback and interest of many of you into these instructions. As such, they took longer to develop than we had originally anticipated. We have adjusted the submission deadline to September 30, 2016.

.../2

---

**Ministry of  
Education**

Standards and Construction  
Branch  
  
Capital Division

Mailing Address:  
PO Box 9151 Stn Prov Govt  
Victoria BC V8W 9H1


Location:  
5<sup>th</sup> Floor, 620 Superior St  
Victoria BC V8V 1V2



We anticipate Capital Plan Instructions being released in January / February going forward, with submission deadlines by the end of June.

Should you have any questions, I encourage you to contact your Regional Director, or myself, and to participate in one or more of the upcoming webcast sessions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael Nyikes".

Michael Nyikes, Director  
Standards and Construction Branch

Attachments: 2016-17 Capital Plan Instructions v1 Final.pdf  
Appendix F – Project Request Fact Sheet.docx  
Appendix H – Capital Bylaw doc.docx

Pc: Shanna Mason, Assistant Deputy Minister, Capital Division  
Renée Mounteney, Executive Director, Capital Delivery Branch  
Carlo Vijandre, Manager, Facility Condition, Standards and Construction Branch  
All Regional Directors & Planning Officers, Capital Delivery Branch

**The Board of Education of School District No. 42**  
**Capital Plan Summary 2017-18**

<b>Year</b>	<b>Priority</b>	<b>School /Project</b>	<b>Estimated Funding Required</b>
1	1	New-Albion South Elementary New 60/525 Elementary School	\$22,944,745
1	2	SPS-Westview Secondary Seismic Upgrade	\$1,031,178
2	3	BEP-Maple Ridge Elementary	\$192,900
2	4	BEP-Thomas Haney Secondary	\$765,000
3	5	Reno-South Lillooet Center -Major Renovation	\$2,250,210
4	6	BEP-Albion Elementary	\$1,725,000
5	7	Reno-Pitt Meadows Secondary -Major Renovation & BEP Upgrade	\$18,396,681
5	8	SPS-Fairview Elementary Seismic Upgrade	\$600,000
5	9	BEP-Fairview Elementary	\$2,290,000
5	10	BEP-Pitt Meadows Elementary	\$449,000
5	11	Reno--Pitt Meadows Elementary-Major Renovation	\$5,352,407
5	12	BEP-Alouette Elementary	\$708,000
TBD	13	New-Albion East Elementary-Site Acquisition for New 60/525 Elementary School	\$5,844,000
TBD	14	New-Silver Valley Central Elementary-Site Acquisition for New 60/525 Elementary School	\$8,700,750
<b>Total</b>			<b>\$71,249,871</b>

**ITEM 7****To: Board of Education****From:** Secretary Treasurer  
Flavia Coughlan**Re: 2016/17 SCHOOL ENHANCEMENT  
PROGRAM ADDITIONAL SUBMISSION****Date:** September 14, 2016  
(Public Board Meeting)

---

**Decision**

---

**BACKGROUND/RATIONALE:**

On August 31, 2016, the Ministry of Education issued a second call for projects under the 2016/17 School Enhancement Program (Attachment A). Capital projects eligible for submission include electrical upgrades, energy upgrades, health and safety upgrades, mechanical upgrades, roofing upgrades, and flooring replacements. The deadline for 2016/17 School Enhancement Program submissions to the Ministry is September 15, 2016.

The proposed supplemental 2016/17 School Enhancement Program submissions include capital projects that our school district did not receive funding for under the first submission for 2016/17 School Enhancement Program as well as new projects that cannot be funded from the Annual Facilities Grant. Due to the tight deadline for submission staff and consultants are in the process of finalizing the detailed project information that will accompany the 2016/17 School Enhancement Program additional submission.

<i>School Name</i>	<i>Project Scope</i>	<i>School Enhancement Program</i>	<i>SD 42 Contribution</i>
Maple Ridge Secondary	Lighting upgrade	\$650,470	\$30,000
Maple Ridge Elementary	Lighting upgrade	\$144,028	\$15,000
Alouette Elementary	Lighting upgrade	\$126,857	\$15,000
Riverside Center	Lighting upgrade	\$122,807	\$10,000
Harry Hooge Elementary	Central boiler plant and domestic hot water system upgrade	\$292,000	\$20,000

Staff is recommending that a capital funding request for these projects together with the consultant reports be submitted to the Ministry of Education for funding consideration.

**RECOMMENDATION:**

**THAT the Board approve the additional 2016/17 School Enhancement Projects for submission to the Ministry of Education.**

Attachment

August 31, 2016

Ref: 190298

All Superintendents  
All Secretary-Treasurers  
All School Districts

**Re: School Enhancement Program – Additional 2016/17 Call for Projects**

---

The Ministry of Education has announced an additional \$20 million in School Enhancement Program (SEP) funds to help school districts repair, upgrade and improve facilities throughout the province and extend the life of their schools. This builds on the \$45 million funding that was previously allocated in May of this year.

This letter is to invite you to submit your project proposals for projects that can be completed by March 31, 2017. Proposals are due by September 15, 2016, and the Ministry is aiming to respond to school districts by the end of September.

Eligible projects must be more than \$100,000, but not exceed \$3,000,000 and may include:

- Electrical upgrades (power supply and distribution systems);
- Energy upgrades;
- Health and Safety upgrades (fire systems, indoor air quality);
- Mechanical upgrades (heating, ventilation, plumbing);
- Roofing upgrades; and
- NEW: Flooring replacements.

I'm pleased to confirm that for this additional SEP call-out only, the Ministry will also consider submissions for flooring replacements.

A maximum of five projects will be considered from each school district, and SEP projects must meet Generally Accepted Accounting Principles (GAAP) for capital improvements.

The Project Proposal Data Sheet is attached. Please return your completed sheet to your Planning Officer by September 15, 2016.

.../2

As a reminder, your Five-Year Capital Plan submissions for 2017/18 are due on September 30, 2016.

Sincerely,

Renée Mounteney, MBA  
Executive Director, Capital Delivery

Attachments: Project Proposal Data Sheet

pc: All School District Facility Managers  
Shanna Mason, Assistant Deputy Minister, Capital Division  
Michael Nyikes, Director, Standards and Construction Branch, Capital Division  
All Regional Directors, Capital Delivery Branch  
All Planning Officers, Capital Delivery Branch

**ITEM 8**

To: **Board of Education**

From: Secretary Treasurer  
Flavia Coughlan

Re: **2016/17 STUDENT TRANSPORTATION**

Date: September 14, 2016  
(Public Board Meeting)

---

**Decision**

---

**BACKGROUND/RATIONALE:**

On June 15, 2016, the Board approved the one-time funding allocation of \$0.26 million to support a one year pilot of a revised model for regular student transportation. Also a hardship fund of \$0.02 million was set aside in the 2016/17 preliminary budget.

The parameters for the regular student transportation pilot are detailed below.

- Eligible riders are defined as:
  - PRIMARY STUDENTS (Grades K-3) and their siblings attending the same school who live farther than 4 kilometers from their catchment area school.
  - ALL OTHER STUDENTS (Grades 4-12) who live farther than 4.8 kilometers from their catchment area school.
- Transportation services will not be provided to students who do not qualify for regular student transportation under the district eligibility criteria.
- The number of contracted buses will be reduced by:
  - Enforcing a July 31 application deadline for transportation services;
  - Creating routes based on registrations received, and optimizing and/or extending routes in order to achieve a 95%+ utilization for each bus.
- The annual student transportation fee was set at \$416 (maintaining an estimated subsidy of \$662/student at 100% utilization);
- Eligible low income families can apply for a transportation fee waiver.

The Board also authorized the Secretary Treasurer to prepare and implement all the required procedures to address the details of implementing the new bussing service.

On August 4, 2016, the Board reviewed the status of the regular student transportation pilot and approved changes aimed at creating a viable pilot program. The changes included lowering the transportation fees and allowing courtesy riders on routes with available space.

On August 10, 2016, the Ministry of Education announced a new Student Transportation Fund. (Attachment A) To be eligible for funding school districts have to submit a plan to the Ministry of Education outlining how the funding will be used. SD42's share of the new Student Transportation Fund is \$185,990.

Following the announcement made by the Minister of Education the Board decided to apply for the funding and directed staff to prepare a submission for this funding. The submission to government must be made by September 30, 2016.



### **Pilot Status as at September 7, 2016**

The registration deadline for regular student transportation services was August 19, 2016. (Attachment B) All applications received were processed and based on the applications received a total of six buses were contracted. The table below summarizes the utilization of each bus route:

<i>Route</i>	<i>Estimated Ride Time</i>	<i>Eligible</i>	<i>Courtesy</i>	<i>Total</i>	<i>Utilization</i>
<i>Route 1: Whonnock</i>	68	34	14	48	100%
<i>Route 2: Webster's Corner</i>	44	40	7	47	98%
<i>Route 3: Pitt Meadows Secondary and Highland Park</i>	70	45	3	48	100%
<i>Route 4: Garibaldi Secondary</i>	74	45	2	47	100%
<i>Route 5: Garibaldi Secondary</i>	20	42	4	46	96%
<i>Route 6: Garibaldi Secondary</i>	25	42	0	42	88%
<i>Taxi: SRT and Garibaldi</i>		3	0	3	
<i>Total</i>		251	30	281	97%

To date we collected \$5,985 fees and granted 2 fee waivers for courtesy riders.

### **Student Transportation Plan**

It is proposed that the \$185,990 be used as follows:

- Fees will be waived for all eligible riders;
- The school district will participate in the Ministry of Education Transportation pilot aimed at increasing the efficiency of student transportation services;
- The school district will continue to work with TransLink on improving access to local transit services; (Attachment C)
- Existing transportation services will be maintained and savings will be invested in enhanced student services.

### **Investment in Enhanced Student Services**

#### **Elementary Schools – School Teams - Collaboration Time**

The implementation of the redesigned provincial curriculum at our K to 7 elementary schools is a significant task for our elementary school staffs. The “curricular competencies” of the redesigned curriculum are written to include all students as active learners. Our school district ethos has always been oriented towards inclusion – we believe in teaching all students within the classroom setting wherever appropriate. Moving this philosophy into action is one of our greatest challenges as educators. It takes highly skilled staff working together and excellent planning to move to the meaningful inclusion of all our students. It requires changes in pedagogy and changes in how we provide support to our students.

Over the past year and a half, our School Teams have been focusing on how to create teaching and learning environments where all students are introduced to concepts in a way where all students can access the learning tasks at their level of ability. Making learning “accessible” to all students involves teacher and support staff collaboration. Fundamental to this work is the time for teachers, admin and EA's to co-plan and co-teach. A fundamental issue with the School Team structure at the elementary level is the absence of time within the school day for teachers and staff to co-plan and co-teach in order to meet the diverse and complex needs of our students.

In order to address the implementation of the redesigned curriculum and provide time for teachers and staff to plan for inclusion – we propose adding bi-weekly collaboration time at every elementary school.

It is proposed that \$0.12 million be allocated to elementary schools to support an allocation of 1 teaching day per month for schools under 400 students and 2 teaching days per month for schools of 400 or more students. This time will be used to release one lead teacher to assist staff with co-planning and co-teaching every two weeks. The lead teacher will be part of the School Team structure and will work with the school staff towards increasing the accessibility of each learner to the concepts being taught in our classrooms

### **English Language Learner – Collaboration Time**

In 2015/16, our school district experienced a 25% increase in students who have ELL needs and we continue to have a significant number of International students who have ELL needs in our classrooms across the school district.

It is proposed that \$0.04 million be allocated to support the development of the “consultative” and primarily classroom based model of supporting ELL students. The funding will be used to fund 0.2FTE ELL teacher and TTOC time to release classroom teachers for co-planning and co-teaching with the ELL teachers.

### **Summary of Budget Impact**

	<i>Preliminary Budget 2016/17</i>	<i>Impact of Student Transportation Plan</i>
<i>Revenue - fees</i>	(124,800)	(10,000)
<i>Revenue – new Transportation fund</i>		(185,990)
<i>Hardship Fund</i>	20,000	5,000
<i>Cost for buses (Regular)</i>	385,000 (7 buses)	310,350 (6 buses)
<i>Cost for buses (Students with Special Needs)</i>	273,615	273,615
<i>Investment in Enhanced Student Services</i>		160,840
<i>Total Cost</i>	553,815	553,815

### **RECOMMENDATION:**

**THAT the Board approve the Student Transportation plan for submission to the Ministry of Education.**

Attachments



---

## NEWS RELEASE

For Immediate Release  
2016EDUC0076-001429  
Aug. 10, 2016

Ministry of Education

**Almost \$15 million will make transportation more affordable and accessible for B.C. families**

DAWSON CREEK – Students and families throughout B.C. will soon have access to expanded and more affordable transportation options thanks to \$14.7 million, under the new Student Transportation Fund.

Education Minister Mike Bernier made the announcement with school district officials today at the Dawson Creek school board office.

School districts can apply for the funding to help parents with transportation costs and services, whether they use the usual yellow bus program or work with local transit operators.

The handful of districts that currently charge families a transportation fee for a student's local or catchment area school must eliminate those fees to be eligible for the funding. All districts need to use the funding for transportation services to be eligible.

Funding can also be used in a variety of ways, including:

- improving service by adding new or amended routes;
- improving access to local transit services;
- providing accessible services for students with disabilities;
- reducing ride times;
- boosting student safety by relocating bus stops and improving bus supervision; and,
- funding existing transportation services and investing the savings in enhanced student services.

To be eligible for funding, districts must submit a plan to the Ministry of Education by Sept. 30, 2016, outlining how they will use the funding to boost transportation services for students and families. Districts will hear back shortly after they submit their applications on how much funding they will receive.

The amount of funding a district is eligible for is based on a formula tied to the Ministry of Education's student location factor, which is used to determine the rural makeup of a school district. Districts will also be required to report back on the outcomes and the benefits they achieved as a result of the funding.

As a result of B.C.'s strong economic growth and fiscal discipline, government is able to make key investments like the Student Transportation Fund to improve the lives of British Columbians.

**Quotes:**

**Mike Bernier, Minister of Education –**

“As a parent in a rural community, I know about the challenges of getting kids to school on time and then getting them home at the end of the day. This funding will help districts provide better bus and transportation services at lower costs to parents.

“This past June, government returned \$25 million in administrative savings to districts – and many of them had found those savings in their transportation money. With close to \$15 million more funding flowing to districts parents will see districts enhancing services and eliminating fees.”

**Pat Pimm, MLA for Peace River North –**

“I am extremely pleased that Minister Bernier and the ministry have found a way to fund busing for the constituents in my riding. This is an issue that I have been working very hard on and I am extremely pleased we have got it over the goal line.”

**John Bird, president of BCCPAC –**

“We welcome today’s announcement that the province is stepping up to eliminate fees and boost transportation services. It is an acknowledgement that parents should not be financially responsible for transportation and addresses some of the inequities faced by families living in suburban and rural areas.”

**Richard Powell, board vice chair, Peace River South School District –**

“We’re pleased that the minister was able to change the way transportation is funded because it means we can operate our bus systems more efficiently and in ways that better support rural students in the public school system.”

**Ida Campbell, board chair, Peace River North School District –**

“We’ve been working on this issue for a long time and this is great news for parents. Transportation is vitally important in a rural area like ours and we are excited to be able to eliminate fees for busing thanks to this money from the provincial government.”

**Quick Facts:**

- The Student Transportation Fund builds on government’s recent investments to further strengthen B.C.’s education system and support student learning, including:
  - \$25 million of administrative savings returned to school districts to invest in students;
  - \$2 million Rural Education Enhancement Fund to help keep schools open;
  - \$28 million to ensure enrolment increases and labour settlements are covered; and,
  - \$6 million to train teachers on coding and new curriculum and to buy computers.

A backgrounder follows.

**Media Contact:**

Government Communications and Public  
Engagement  
Ministry of Education  
250 356-5963

---

Connect with the Province of B.C. at: [www.gov.bc.ca/connect](http://www.gov.bc.ca/connect)

---

## BACKGROUND

For Immediate Release  
2016EDUC0076-001429  
Aug. 10, 2016

Ministry of Education

### **New Student Transportation Fund to benefit parents and students**

The Province is investing almost \$15 million under the new Student Transportation Fund to make school transportation more affordable and accessible for B.C. families and students.

All school districts are encouraged to apply for the funding. To be eligible for funding, districts must submit a plan to the Ministry of Education by Sept. 30, 2016, outlining how they will use the funding to boost transportation services for students and families.

Districts are eligible for up to the following amounts:

5 Southeast Kootenay – \$361,459  
6 Rocky Mountain – \$369,399  
8 Kootenay Lake – \$419,602  
10 Arrow Lakes – \$42,675  
19 Revelstoke – \$49,847  
20 Kootenay-Columbia – \$242,977  
22 Vernon – \$361,094  
23 Central Okanagan – \$600,000  
27 Cariboo-Chilcotin – \$739,024  
28 Quesnel – \$274,209  
33 Chilliwack – \$329,456  
34 Abbotsford – \$253,969  
35 Langley – \$260,000  
36 Surrey – \$72,999  
37 Delta – \$41,933  
38 Richmond – \$21,608  
39 Vancouver – \$53,423  
40 New Westminster – \$6,073  
41 Burnaby – \$24,841  
42 Maple Ridge-Pitt Meadows – \$185,990  
43 Coquitlam – \$81,641  
44 North Vancouver – \$40,566  
45 West Vancouver – \$84,722  
46 Sunshine Coast – \$380,465  
47 Powell River – \$91,754  
48 Sea to Sky – \$265,534  
49 Central Coast – \$80,277  
50 Haida Gwaii – \$149,851  
51 Boundary – \$153,588



52 Prince Rupert – \$117,597  
53 Okanagan Similkameen – \$209,099  
54 Bulkley Valley – \$163,737  
57 Prince George – \$687,663  
58 Nicola-Similkameen – \$170,292  
59 Peace River South – \$441,458  
60 Peace River North – \$425,785  
61 Greater Victoria – 20,027  
62 Sooke – \$358,365  
63 Saanich – \$280,000  
64 Gulf Islands –\$328,264  
67 Okanagan Skaha – \$167,035  
68 Nanaimo-Ladysmith – \$244,630  
69 Qualicum – \$426,341  
70 Alberni – \$71,717  
71 Comox Valley – \$421,375  
72 Campbell River – \$316,860  
73 Kamloops/Thompson – \$666,817  
74 Gold Trail – \$366,932  
75 Mission – \$188,900  
78 Fraser-Cascade – \$184,576  
79 Cowichan Valley – \$283,524  
81 Fort Nelson – \$32,744  
82 Coast Mountains – \$557,786  
83 North Okanagan-Shuswap – \$561,925  
84 Vancouver Island West – \$57,593  
85 Vancouver Island North – \$118,179  
87 Stikine – \$51,181  
91 Nechako Lakes – \$503,247  
92 Nisga'a – \$130,091  
93 Conseil scolaire francophone – \$150,415

**Media Contact:**

Government Communications and Public  
Engagement  
Ministry of Education  
250 356-5963

---

Connect with the Province of B.C. at: [www.gov.bc.ca/connect](http://www.gov.bc.ca/connect)

**Supplemental Transportation Allocation to School Districts**

School District	District Allocation
5 Southeast Kootenay	361,459
6 Rocky Mountain	369,399
8 Kootenay Lake	419,602
10 Arrow Lakes	42,675
19 Revelstoke	49,847
20 Kootenay-Columbia	242,977
22 Vernon	361,094
23 Central Okanagan	600,000
27 Cariboo-Chilcotin	739,024
28 Quesnel	274,209
33 Chilliwack	329,456
34 Abbotsford	253,969
35 Langley	260,000
36 Surrey	72,999
37 Delta	41,933
38 Richmond	21,608
39 Vancouver	53,423
40 New Westminster	6,073
41 Burnaby	24,841
42 Maple Ridge-Pitt Meadows	185,990
43 Coquitlam	81,641
44 North Vancouver	40,566
45 West Vancouver	84,722
46 Sunshine Coast	380,465
47 Powell River	91,754
48 Sea to Sky	265,534
49 Central Coast	80,277
50 Haida Gwaii	149,851
51 Boundary	153,588
52 Prince Rupert	117,597
53 Okanagan Similkameen	209,099
54 Bulkley Valley	163,737
57 Prince George	687,663
58 Nicola-Similkameen	170,292
59 Peace River South	441,458
60 Peace River North	425,785
61 Greater Victoria	20,027
62 Sooke	358,365
63 Saanich	280,000
64 Gulf Islands	328,264
67 Okanagan Skaha	167,035
68 Nanaimo-Ladysmith	244,630
69 Qualicum	426,341
70 Alberni	71,717
71 Comox Valley	421,375
72 Campbell River	316,860
73 Kamloops/Thompson	666,817
74 Gold Trail	366,932
75 Mission	188,900
78 Fraser-Cascade	184,576
79 Cowichan Valley	283,524
81 Fort Nelson	32,744
82 Coast Mountains	557,786
83 North Okanagan-Shuswap	561,925
84 Vancouver Island West	57,593
85 Vancouver Island North	118,179
87 Stikine	51,181
91 Nechako Lakes	503,247
92 Nisga'a	130,091
93 Conseil scolaire francophone	150,415
Provincial Totals	14,743,131

## Registrations received as at August 19th deadline

## Students who have registered by August 19, 2016 and will receive transportation services in 2016-2017

School	Eligible	Courtesy	Total
Whonnock	31	14	45
Webster's Corners	38	7	45
Highland Park	14	3	17
Pitt Meadows Secondary	27	0	27
Garibaldi	123	6	129
<b>Total</b>	<b>233</b>	<b>30</b>	<b>263</b>

## Students who have registered by August 19, 2016 and will not receive transportation services in 2016-2017

## Out of catchment no bus in area or in catchment under walk limit no bus in area

School	Reason
Whonnock	2 Out of catchment no bus in area
Webster's Corners	5 Out of catchment no bus in area or in catchment under walk limit no bus in area
Pitt Meadows Secondary	2 Out of catchment no bus in area or in catchment under walk limit no bus in area
Garibaldi	4 Out of catchment no bus in area
<b>13</b>	

## No bus service to school requested

School	
Pitt Meadows Elementary	1
Maple Ridge Elementary	1
Maple Ridge Secondary	4
Yennadon	5
Blue Mountain	4
Laity View	3
Thomas Haney	6
Kanaka Creek	2
Westview	1
Golden Ears	4
Alexander Robinson	2
Samuel Robertson	3
<b>Total</b>	<b>36</b>

## Students who received transportation services in 2015-2016 and will receive transportation services in 2016-2017

School	Eligible	Courtesy	Total
Whonnock	22	14	36
Webster's Corners	24	7	31
Highland Park	13	3	16
Pitt Meadows Secondary	15	0	15
Garibaldi	81	5	86
<b>Total</b>	<b>155</b>	<b>29</b>	<b>184</b>

## Students who received transportation services in 2015-2016 and registered this year but do not qualify

As of August 19th: 0

## Bus Routes as at September 9th

Route	Eligible	Courtesy	Total	Utilization
Route 1: Whonnock	34	14	48	100%
Route 2: Webster's Corners	40	7	47	98%
Route 3: Pitt Meadows Secondary and Highland Park	45	3	48	100%
Route 4: Garibaldi Secondary	45	2	47	100%
Route 5: Garibaldi Secondary	42	4	46	96%
Route 6: Garibaldi Secondary	42	0	42	88%
Taxi: SRT and Garibaldi	3	0	3	
<b>Total</b>	<b>251</b>	<b>30</b>	<b>281</b>	<b>97%</b>

## WAIT LIST FOR LATE REGISTRANTS as at September 9th

School	Eligible	Courtesy in Catchment	Courtesy Out of Catchment	Courtesy Out of District	Total
Whonnock	5	2	2	1	10
Webster's Corners	2	0	0	0	2
Highland Park	0	0	0	0	0
Pitt Meadows Secondary	0	0	0	0	0
Garibaldi	6	3	0	3	12
<b>Total</b>	<b>13</b>	<b>5</b>	<b>2</b>	<b>4</b>	<b>24</b>



**TransLink**

400 - 287 Nelson's Court  
New Westminster, BC V3L 0E7  
Canada  
Tel 778.375.7500

[www.translink.ca](http://www.translink.ca)

South Coast British Columbia  
Transportation Authority

August 10, 2016

David Pollock, Municipal Engineer  
City of Maple Ridge  
11995 Haney Place  
Maple Ridge, BC V2X 6A9

Dear Mr. Pollock:

**RE: School District No. 42 School Buses, File No. 01-0230-20**

Thank you for your letter to Margaret Wittgens, dated June 14, 2016. As the current Acting Director, it has been forwarded to me for a response.

Thank you for bringing to our attention to 701 and the C47 schedules. Coast Mountain Bus Company has confirmed the schedules will be adjusted so customers can easily transfer from the 701 to the C47 at Haney Place. This change will be implemented in time for the new school year in September 2016. As you noted in your letter, this change will allow over 100 students from Silver Valley to access Garibaldi Secondary School by transit. In addition to this change, we will be maintaining the existing supplementary school trip on the 701 which provides additional capacity for students. This trip is timed to meet the morning start time of Garibaldi Secondary School. In the future, if SD42 students or staff identify other scheduling barriers, I encourage you to raise them for further exploration.

We know that additional service improvements in Silver Valley and other eastern portions of the city could significantly benefit Maple Ridge students, including SD42 students and that it is a priority for your community. For this reason, the Mayors' Vision identifies Silver Valley as a priority for expansion of transit service.

TransLink is making all the necessary preparations to ensure that the organization is well positioned to deliver projects identified in the Mayors' Vision once funding is available. As discussed at the July 28 Mayors' Council meeting, we will be working with the Mayors' Council through this summer to develop a 2017 Investment Plan for the first phase funding. We look forward to working with you and the other Mayors through the Investment Plan development to confirm which elements of the Mayors' Vision will be implemented.

We appreciate your suggestion to replace a community shuttle vehicle with a conventional bus on certain routes during peak periods. We are able to monitor route ridership in September and determine whether additional student ridership is resulting in pass-ups. If this is the case, we would provide additional capacity on these routes, subject to vehicle availability. In addition to this future monitoring, we will continue to provide supplementary school trips to Samuel Roberts Technical Secondary School.

David Pollock  
August 10, 2016  
Re: School District No. 42 School Buses, File No. 01-0230-20

---

TransLink remains open to exploring other specific service requests and to working with your School District and the City to support the identification of other transportation solutions to serve local needs. Please do not hesitate to contact me at 778.375.7636 or [Sarah.Ross@TransLink.ca](mailto:Sarah.Ross@TransLink.ca) if you have any questions or would like to discuss any further details.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Sarah Ross', followed by a period.

Sarah Ross  
Acting Director, System Planning & Consultation  
Transportation Planning and Policy Division

cc Flavia Coughlan, Secretary Treasurer, School District 42

June 14, 2016

Margaret Wittgens  
Director, System Planning and Consultation  
TransLink  
400 - 275 Nelson's Court  
New Westminster BC V3L 0E7

RE: School District No. 42 School Buses  
Our File No: 01-0230-20

School District No. 42 (Pitt Meadows and Maple Ridge) (SD42), like many other school districts throughout the Province has grappled with cost pressures beyond its control that have resulted in service-level reductions.

To date SD42 has operated a school bus system that in MapleRidge has largely served the easterly portion of the City and Silver Valley where there is currently limited or no transit service. Whilst SD42 charged a transportation fee for students, there was still a significant funding shortfall and in light of further budget constraints, school trustees elected to discontinue the school bussing service for the school year commencing in September 2016.

It is our understanding that SD42 staff have forwarded details on the school bus routes to TransLink seeking either an increase or addition to transit services in Maple Ridge and Pitt Meadows. TransLink responded to SD42 noting the organization's own funding limitations as well as regulatory constraints preclude TransLink from providing school-specific services.

City staff, at the behest of SD42 trustees and staff met with TransLink to ascertain if there were possible options to alleviate the impact on families that rely on the school buses. In perusing the school bus routes and the numbers of students on each route, then reviewing the TransLink routes, it would seem that there are opportunities to accommodate at least some of the students on the current transit system with some revisions.

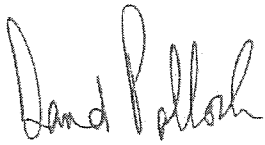
As an example, over 100 students from Silver Valley are bussed to Garibaldi High School: while the existing transit route does not extend up 232 Street into Silver Valley, the morning schedule has the C47 community shuttle going as far as 128 Avenue and 232 Street before heading south on 232 Street across Dewdney Trunk Road, along which the 701 bus heads east to Garibaldi High School at 248 Street. In the afternoon, the 701 heads west from Garibaldi High School to Haney Place, from whence the C47 shuttle routing then heads up to 128 Avenue and 232 Street again. Unfortunately the 701 arrives at Haney Place at 3:00 PM, the exact same time as the C47 is scheduled to leave so students would not be able to make the connection.



The City would encourage TransLink to review the school bus route information previously supplied by SD42 staff and ascertain if there are some existing transit routes that if modified, may well be able to accommodate at least some of the students in SD42 as indicated in the example above. There may well be other opportunities that would improve students' accessibility to transit as a means to get to and from school. Considering the use of a full-size bus rather than a community shuttle on certain routes at peak times may well encourage students to utilize the public transit system.

Thank you for your consideration. Should you require further information, please feel free to contact me at 604-467-7496.

Yours truly,



David Pollock, PEng.  
Municipal Engineer

cc: Flavia Coughlan



**ITEM 9**

To: **Board of Education**

From: Finance Committee of the Whole

Re: **AUDITED FINANCIAL STATEMENTS**

Date: September 14, 2016  
(Public Board Meeting)

---

**Decision**

---

**BACKGROUND/RATIONALE:**

At the recommendation of the Finance Committee of the Whole the attached financial statements for the Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows) for the fiscal year ended June 30, 2016 are presented to the Board for approval (Attachment A).

In accordance with the School Act, Boards of Education must prepare financial statements with respect to the preceding fiscal year and forward a copy to the Minister of Education by September 30, 2016, together with the auditor's report.

The financial statements have been prepared by Maple Ridge – Pitt Meadows School District staff and audited by KPMG.

**Accounting Policies**

The consolidated financial statements have been prepared in accordance with the Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board.

Significant accounting and reporting practices are summarized in Note 2 of the financial statements. These include the following:

- operating expenses are recorded in the year the good or service is received;
- operating grants are not restricted in use and are recorded as revenue when received or receivable;
- restricted contributions are recorded as deferred contributions until the funds are expended;
- contributions for capital projects are recorded as deferred capital contributions once they are invested in capital assets;
- capital assets and deferred capital contributions are amortized over the estimated useful life of the assets.

## **Operating Fund**

As noted in Schedule 2 of the financial statements, there is no unrestricted operating fund surplus as of June 30, 2016. Please also note that the 2016 budget figures used are the 2015/2016 amended budget; PSAB requires a reconciliation between preliminary and amended budget which can be found in note 16.

A restricted operating surplus of \$5.30 million exists as of June 30, 2016. Details of this restricted surplus are outlined in the following table.

<b>Internally Restricted Operating Fund Surplus At June 30th, 2016</b>	
	(\$ millions)
Funds for specific expenditures in 2016/17:	
Targeted funding for aboriginal education	\$ 0.19
School budget balances	0.50
Personal professional development	0.16
Financial provisions	0.05
Funds required to complete projects in progress	0.81
Purchase order commitments	0.67
	<hr/> 2.38
Use of contingency reserve to fund future budgets:	
Secondary innovation support	0.04
Youth learning community pilot project	0.03
Elementary helping teacher	0.08
Before and after school programming	0.10
Support for school growth plans	0.44
Spirit of learning	0.23
Literacy	0.13
Early learning	0.04
Succession planning	1.17
Implementation of strategic facilities plan	0.36
Utilities bridging	0.30
	<hr/> 2.92
<b>Total internally restricted operating fund surplus</b>	<b>\$ 5.30</b>

With respect to the funding for specific expenditures in 2016/2017 (\$2.38 million), in most cases these expenditures were planned to be incurred in 2015/2016, however for various reasons, the timing of the expenditures was extended into 2016/2017.

The use of contingency reserve to fund future budgets was approved by the Board through the 2016/2017 preliminary budget process.

Variances of note in the operating revenue section on Schedule 2A include \$0.35 million of additional Ministry of Education funding which is largely the result of increased February and May enrolment in continuing education and distributed learning (\$0.28 million). The remaining increase over budget is comprised of a smaller Local Education Agreement recovery (\$(0.04) million), increased funding for graduated adults (\$0.07 million) and the net of four other project specific grants (\$0.05 million). Additional tuition revenue of \$0.64 million was generated due to a significant increase in International Education student enrolment in both the regular and short term programs. The lower than budgeted investment income is due to the allocation of earned investment income to funds other than operating.

Variances in the operating salaries expense section on Schedule 2B include lower than budgeted salaries for teachers of \$0.70 million, education assistants of \$0.14 million, support staff of \$0.17 and substitutes of \$0.02 million. These variances are principally owed to savings due to vacancies and lower than budgeted leave costs. Also, there are corresponding benefits savings of \$0.78 million.

Variances in the operating services and supplies expense section include lower than budgeted supplies (\$0.80 million) and services (\$0.38 million). Savings in services and supplies are offset by capital asset purchases or carried forward as an appropriated surplus. Rentals & Leases is \$0.1 million lower than budget as all leases were paid out in the prior year and no new leases were entered into. Utilities expense is lower than budgeted by \$0.45 million which is the result of energy management plan implementation and warmer weather patterns (electricity - \$0.27 million; natural gas - \$0.10 million). These savings do not include the \$0.25 million transfer to local capital reserve to provide additional funding for the energy management plan.

Net transfers (to)/from other funds are \$0.23 million under budget. To comply with the ministry direction that ending surplus balances be disclosed in either the operating or capital funds depending on their purpose, an analysis of all board approved expenditures from the contingency reserve was undertaken. Operating fund accumulated surplus balances totaled \$5.30 million and capital fund surplus balances also totaled \$5.32 million resulting in net transfers between the operating and local capital funds \$0.91 million below budget. Increased capital assets purchases budgeted for in the operating fund resulted in net transfers between the operating and local capital funds \$0.68 over budget. Details of the ending balances resulting from these transfers can be found in financial statements note 21.

### **Special Purpose Funds**

Special Purpose Funds include funds received from the Ministry of Education or other sources that have been designated for specific purposes. During 2015/2016, \$8.79 million in special purpose fund contributions was received, \$8.70 million was spent or recovered (see Schedule 3A). These amounts are consistent with what occurred in the 2014/15 year.

As at June 30, 2016, \$1.95 million in Special Purpose Funds remains available for expenditures in future years for designated purposes. Major Special Purpose Funds include School Generated Funds, Annual Facilities Grant, Youth Education Support Fund and Community Link.

### **Capital Fund**

The net value of capital assets (historical cost less accumulated amortization) is \$176.75 million as at June 30, 2016 (see Schedule 4A). Of this amount, \$31.35 million represents net investment in sites, \$135.32 million in buildings and \$10.08 million in furniture and equipment, vehicles and computer software and hardware. These net costs represent the historical cost net of accumulated amortization of all School District No. 42 capital assets, they do not reflect current market value.

During 2015/2016, grants from the Ministry of Education for Bylaw capital projects totaled \$5.49 million (see Schedule 4D) and \$5.65 million was spent on capital projects. Major projects included Annual Facility Grant projects (\$2.33 million), boiler replacements at Albion and Fairview elementary (\$0.43 million), the Maple Ridge Secondary building envelope remediation (\$0.96 million), and Thomas Haney Secondary lighting upgrade (\$0.49 million). Also, \$1.41 million was spent on the purchase of a parcel of land for the new South Albion School. Finally, \$0.02 million of unspent Full Day Kindergarten grants were transferred from Bylaw capital to Ministry Restricted Capital.

The Ministry of Education Restricted Capital Account (shareable capital) is \$1.58 million as at June 30, 2016 (see Schedule 4D).

The Land Capital Restricted Account (School Site Acquisition funds) received contributions of \$0.56 million in 2015/2016 and \$0.76 million was used to acquire a parcel of land for the South Albion school site, ending the 2016 year with a balance of \$5.09 million (see Schedule 4D).

The unspent contingency reserve fund for Local Capital totals \$5.32 million as at June 30, 2016 (see Schedule 4). The balance available in this fund will be used to fund the projects noted in the following table (\$2.83 million) and future local capital unanticipated expenditures (\$2.49 million).

<b>Contingency Reserve As at June 30th, 2016</b>	
	(\$ millions)
Funds for specific expenditures in future years:	
MyEdBC implementation	0.25
Staff computer refresh	0.10
Emergency preparedness	0.26
Facilities rentals software	0.01
Energy management plan	1.01
Local capital for new schools	1.20
	<u>2.83</u>
Contingency reserve for local capital	<u>2.49</u>
<b>Total contingency reserve (local capital)</b>	<b><u>\$ 5.32</u></b>

**RECOMMENDATION:**

**THAT THE BOARD approve the Audited Financial Statements of School District No. 42 (Maple Ridge – Pitt Meadows) June 30, 2016.**

Attachment

Attachment A

Audited Financial Statements of

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

June 30, 2016





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

June 30, 2016

## Table of Contents

Management Report .....	1
Independent Auditors' Report .....	2-3
Statement of Financial Position - Statement 1 .....	4
Statement of Operations - Statement 2 .....	5
Statement of Changes in Net Financial Assets (Debt) - Statement 4 .....	6
Statement of Cash Flows - Statement 5 .....	7
Notes to the Financial Statements .....	8-24
Schedule of Changes in Accumulated Surplus (Deficit) by Fund - Schedule 1 .....	25
Schedule of Operating Operations - Schedule 2 .....	26
Schedule 2A - Schedule of Operating Revenue by Source .....	27
Schedule 2B - Schedule of Operating Expense by Object .....	28
Schedule 2C - Operating Expense by Function, Program and Object .....	29
Schedule of Special Purpose Operations - Schedule 3 .....	31
Schedule 3A - Changes in Special Purpose Funds and Expense by Object .....	32
Schedule of Capital Operations - Schedule 4 .....	34
Schedule 4A - Tangible Capital Assets .....	35
Schedule 4B - Tangible Capital Assets - Work in Progress .....	36
Schedule 4C - Deferred Capital Revenue .....	37
Schedule 4D - Changes in Unspent Deferred Capital Revenue .....	38

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

## MANAGEMENT REPORT

Version: 5330-4584-2602

### Management's Responsibility for the Financial Statements.

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

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

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

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

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

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

---

Signature of the Chairperson of the Board of Education

Date Signed

---

Signature of the Superintendent

Date Signed

---

Signature of the Secretary Treasurer

Date Signed

# INDEPENDENT AUDITORS' REPORT

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

To the Minister of Education, Province of British Columbia

We have audited the accompanying financial statements of School District No. 42 (Maple Ridge-Pitt Meadows), which comprise the statement of financial position as at June 30, 2016, the statement of operations, changes in net financial assets (debt) and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

## *Management's Responsibility for the Financial Statements*

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

## *Auditors' Responsibility*

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

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

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

## *Opinion*

In our opinion, the financial statements of School District No. 42 (Maple Ridge-Pitt Meadows) as at and for the year ended June 30, 2016 are prepared, in all material respects, in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia.

*Emphasis of Matter*

Without modifying our opinion, we draw attention to Note 2 to the financial statements, which describes the basis of accounting and the significant differences between such basis of accounting and Canadian public sector accounting standards.

Chartered Professional Accountants

Abbotsford, Canada

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

## Statement of Financial Position

As at June 30, 2016

	2016 Actual	2015 Actual
	\$	\$
<b>Financial Assets</b>		
Cash and Cash Equivalents	41,902,318	42,940,578
Accounts Receivable		
Due from Province - Ministry of Education	73,447	90,044
Due from Province - Other	58,999	73,499
Due from LEA/Direct Funding	60,371	-
Other (Note 3)	564,525	628,359
Portfolio Investments (Note 4)	302,245	300,277
<b>Total Financial Assets</b>	<b>42,961,905</b>	<b>44,032,757</b>
<b>Liabilities</b>		
Accounts Payable and Accrued Liabilities		
Other (Note 5)	12,584,163	14,344,415
Unearned Revenue (Note 6)	4,182,860	4,471,959
Deferred Revenue (Note 7)	1,945,045	1,855,061
Deferred Capital Revenue (Note 8)	118,247,176	119,582,742
Employee Future Benefits (Note 9)	7,423,597	6,825,226
Capital Lease Obligations (Note 11)	-	296,110
<b>Total Liabilities</b>	<b>144,382,841</b>	<b>147,375,513</b>
<b>Net Financial Assets (Debt)</b>	<b>(101,420,936)</b>	<b>(103,342,756)</b>
<b>Non-Financial Assets</b>		
Tangible Capital Assets (Note 12)	176,752,853	174,197,386
Prepaid Expenses	537,928	277,620
<b>Total Non-Financial Assets</b>	<b>177,290,781</b>	<b>174,475,006</b>
<b>Accumulated Surplus (Deficit) (Note 20)</b>	<b>75,869,845</b>	<b>71,132,250</b>

Contractual Obligations and Contingencies (Note 15 and 17)

Approved by the Board

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

Signature of the Superintendent	Date Signed
---------------------------------	-------------

Signature of the Secretary Treasurer	Date Signed
--------------------------------------	-------------

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

Statement of Operations

Year Ended June 30, 2016

	2016 Budget (Note 16)	2016 Actual	2015 Actual
	\$	\$	\$
<b>Revenues</b>			
Provincial Grants			
Ministry of Education	127,853,915	<b>129,394,012</b>	121,185,318
Other	297,051	<b>287,871</b>	368,464
School Site Acquisition Fees		<b>757,814</b>	
Federal Grants	137,170	<b>172,620</b>	143,218
Tuition	8,360,556	<b>9,044,332</b>	8,184,104
Other Revenue	5,698,982	<b>5,627,876</b>	5,064,273
Rentals and Leases	432,282	<b>498,732</b>	381,001
Investment Income	428,165	<b>456,050</b>	577,275
Amortization of Deferred Capital Revenue	5,308,952	<b>5,357,723</b>	5,417,625
<b>Total Revenue</b>	<b>148,517,073</b>	<b>151,597,030</b>	<b>141,321,278</b>
<b>Expenses (Note 19)</b>			
Instruction	122,753,574	<b>120,070,283</b>	110,809,181
District Administration	4,856,417	<b>4,460,117</b>	4,434,734
Operations and Maintenance	22,474,503	<b>21,507,523</b>	20,699,226
Transportation and Housing	863,615	<b>817,565</b>	1,006,276
Debt Services	4,128	<b>3,947</b>	16,849
<b>Total Expense</b>	<b>150,952,237</b>	<b>146,859,435</b>	<b>136,966,266</b>
<b>Surplus (Deficit) for the year</b>	<b>(2,435,164)</b>	<b>4,737,595</b>	<b>4,355,012</b>
<b>Accumulated Surplus (Deficit) from Operations, beginning of year</b>		<b>71,132,250</b>	<b>66,777,238</b>
<b>Accumulated Surplus (Deficit) from Operations, end of year</b>		<b>75,869,845</b>	<b>71,132,250</b>



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

Statement of Changes in Net Financial Assets (Debt)

Year Ended June 30, 2016

	2016 Budget (Note 16)	2016 Actual	2015 Actual
	\$	\$	\$
<b>Surplus (Deficit) for the year</b>	(2,435,164)	<b>4,737,595</b>	4,355,012
<b>Effect of change in Tangible Capital Assets</b>			
Acquisition of Tangible Capital Assets	(4,951,777)	<b>(10,896,323)</b>	(6,204,202)
Amortization of Tangible Capital Assets	8,206,972	<b>8,340,856</b>	7,970,686
<b>Total Effect of change in Tangible Capital Assets</b>	3,255,195	<b>(2,555,467)</b>	1,766,484
Acquisition of Prepaid Expenses		<b>(537,928)</b>	(317,892)
Use of Prepaid Expenses		<b>277,620</b>	442,656
Acquisition of Supplies Inventory		-	(12,430)
Use of Supplies Inventory		-	12,430
<b>Total Effect of change in Other Non-Financial Assets</b>	-	<b>(260,308)</b>	124,764
<b>(Increase) Decrease in Net Financial Assets (Debt), before Net Remeasurement Gains (Losses)</b>	<u>820,031</u>	<b>1,921,820</b>	6,246,260
<b>Net Remeasurement Gains (Losses)</b>			
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>		<b>1,921,820</b>	6,246,260
<b>Net Financial Assets (Debt), beginning of year</b>		<b>(103,342,756)</b>	(109,589,016)
<b>Net Financial Assets (Debt), end of year</b>		<b>(101,420,936)</b>	(103,342,756)

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

## Statement of Cash Flows

Year Ended June 30, 2016

	2016 Actual	2015 Actual
	\$	\$
<b>Operating Transactions</b>		
Surplus (Deficit) for the year	4,737,595	4,355,012
Changes in Non-Cash Working Capital		
Decrease (Increase)		
Accounts Receivable	34,560	225,468
Prepaid Expenses	(260,308)	124,764
Increase (Decrease)		
Accounts Payable and Accrued Liabilities	(1,760,253)	1,629,517
Unearned Revenue	(289,099)	518,131
Deferred Revenue	89,984	(140,940)
Employee Future Benefits	598,372	520,685
Amortization of Tangible Capital Assets	8,340,856	7,970,686
Amortization of Deferred Capital Revenue	(5,357,723)	(5,417,625)
Recognition of Deferred Capital Revenue Spent on Sites	(2,165,182)	-
Capital Lease Additions		
<b>Total Operating Transactions</b>	<b>3,968,802</b>	<b>9,785,698</b>
<b>Capital Transactions</b>		
Tangible Capital Assets Purchased	(5,589,961)	(3,483,788)
Tangible Capital Assets -WIP Purchased	(5,306,362)	(2,410,387)
Capital Lease Additions	-	(310,027)
<b>Total Capital Transactions</b>	<b>(10,896,323)</b>	<b>(6,204,202)</b>
<b>Financing Transactions</b>		
Capital Revenue Received	6,187,339	2,757,355
New Capital Lease Additions	-	310,027
Capital Lease Principal Payments	(296,110)	(736,762)
<b>Total Financing Transactions</b>	<b>5,891,229</b>	<b>2,330,620</b>
<b>Investing Transactions</b>		
Investments in Portfolio Investments	(1,968)	228,176
<b>Total Investing Transactions</b>	<b>(1,968)</b>	<b>228,176</b>
<b>Net Increase (Decrease) in Cash and Cash Equivalents</b>	<b>(1,038,260)</b>	<b>6,140,292</b>
<b>Cash and Cash Equivalents, beginning of year</b>	<b>42,940,578</b>	<b>36,800,286</b>
<b>Cash and Cash Equivalents, end of year</b>	<b>41,902,318</b>	<b>42,940,578</b>
<b>Cash and Cash Equivalents, end of year, is made up of:</b>		
Cash	8,192,423	8,760,692
Cash Equivalents	33,709,895	34,179,886
	<b>41,902,318</b>	<b>42,940,578</b>

## NOTE 1 AUTHORITY AND PURPOSE

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

## NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

### a) Basis of Accounting

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

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

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

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

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

- government transfers, which do not contain a stipulation that creates a liability, be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with public sector accounting standard PS3410; and
- externally restricted contributions be recognized as revenue in the period in which the resources are used for the purpose or purposes specified in accordance with public sector accounting standard PS3100.

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

## NOTE 2      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

### b) Financial Instruments

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

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

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

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

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

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

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

### c) Cash and Cash Equivalents

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

### d) Accounts Receivable

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

## NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

### e) Portfolio Investments

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

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

### f) Unearned Revenue

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

### g) Deferred Revenue and Deferred Capital Revenue

Deferred revenue includes contributions received with stipulations that meet the description of restricted contributions in the Restricted Contributions Regulation 198/2011 issued by Treasury Board. When restrictions are met, deferred revenue is recognized as revenue in the fiscal year in a manner consistent with the circumstances and evidence used to support the initial recognition of the contributions received as a liability as detailed in Note 2(n).

Funding received for the acquisition of depreciable tangible capital assets is recorded as deferred capital revenue and amortized over the life of the asset acquired as revenue in the statement of operations. This accounting treatment is not consistent with the requirements of Canadian public sector accounting standards which require that government transfers be recognized as revenue when approved by the transferor and eligibility criteria have been met unless the transfer contains a stipulation that creates a liability in which case the transfer is recognized as revenue over the period that the liability is extinguished. See Note 2(a) for the impact of this policy on these financial statements.

### h) Employee Future Benefits

#### i) Post-employment benefits

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

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

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

## NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The most recent valuation of the obligation was performed at March 31, 2016 and projected to March 31, 2019. For the purposes of determining the financial position of the plans and the employee future benefit costs, a measurement date of March 31 was adopted for all periods subsequent to July 1, 2004.

### ii) Pension Plans

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

### i) Asset Retirement Obligations

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

### j) Capital Leases

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

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

### k) Tangible Capital Assets

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

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

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

## NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Buildings that are demolished or destroyed are written-off.

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

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

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

### l) Prepaid Expenses

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

### m) Internally restricted reserves

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

### n) Revenue Recognition

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

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

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

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



## NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

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

The accounting treatment for restricted contributions is not consistent with the requirements of Canadian public sector accounting standards which require that government transfers be recognized as revenue when approved by the transferor and eligibility criteria have been met unless the transfer contains a stipulation that meets the criteria for liability recognition in which case the transfer is recognized as revenue over the period that the liability is extinguished. See Note 2(a) for the impact of this policy on these financial statements.

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

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

### o) Expenses

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

#### Categories of Salaries

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

#### Allocation of Costs

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

## NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

### p) Liability for contaminated sites

A liability for contaminated sites is recognized when a site is not in productive use and the following criteria are met:

- An environmental standard exists;
- Contamination exceeds the environmental standard;
- The School District is directly responsible or accepts responsibility for the contamination;
- It is expected that future economic benefits will be given up; and
- A reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

### q) Measurement Uncertainty

Preparation of financial statements in accordance with the basis of accounting described in Note 2(a) requires management to make estimates and assumptions that impact reported amounts of assets and liabilities at the date of the financial statements and revenues and expenses during the reporting periods. Significant areas requiring the use of management estimates relate to the potential impairment of assets, rates for amortization and estimated employee future benefits. Actual results could differ from those estimates.

## NOTE 3 ACCOUNTS RECEIVABLE – OTHER RECEIVABLES

	<u>June 30, 2016</u>	<u>June 30, 2015</u>
Due from Federal Government	\$ 148,130	\$ 231,849
Due from Other Educational Institutions	51,824	35,753
Due from school parent advisory councils	50,235	36,830
Due from rental agreements	4,896	20,673
Other	309,440	303,254
	<u>\$ 564,525</u>	<u>\$ 628,359</u>

## NOTE 4 PORTFOLIO INVESTMENTS

	<u>June 30, 2016</u>	<u>June 30, 2015</u>
<b>Cost and Amortized Cost</b>		
Term deposits	\$ 173,498	\$ 173,498
	<u>173,498</u>	<u>173,498</u>
Core bond fund	65,156	63,577
Canadian equity fund	34,006	30,338
U. S. equity fund	14,491	16,541
International equity fund	15,094	16,323
	<u>128,747</u>	<u>126,779</u>
<b>Total Portfolio Investments</b>	<u>\$ 302,245</u>	<u>\$ 300,277</u>

#### NOTE 4 PORTFOLIO INVESTMENTS *(Continued)*

Term deposits held within our portfolio investments are held with local banking institutions for a period not exceeding 1 year from the statement of financial position date and are earning average interest of 1.35%. (2015: 1.36%).

#### NOTE 5 ACCOUNTS PAYABLE AND ACCRUED LIABILITIES – OTHER

	<b>June 30, 2016</b>	<b>June 30, 2015</b>
Trade payables	\$ 4,259,172	\$ 5,765,714
Salaries and benefits payable	6,606,051	7,071,267
Accrued vacation pay	1,196,031	1,193,124
Other	522,909	314,310
	<b>\$ 12,584,163</b>	<b>\$ 14,344,415</b>

#### NOTE 6 UNEARNED REVENUE

	<b>June 30, 2016</b>	<b>June 30, 2015</b>
Balance, beginning of year	\$ 4,471,959	\$ 3,953,828
Program fees received	7,844,459	7,980,414
Program fees recognized as revenue	(8,133,558)	(7,462,283)
<b>Balance, end of year</b>	<b>\$ 4,182,860</b>	<b>\$ 4,471,959</b>

#### NOTE 7 DEFERRED REVENUE

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

	<b>June 30, 2016</b>	<b>June 30, 2015</b>
Balance, beginning of year	\$ 1,855,061	\$ 1,996,001
Grants received:		
Provincial grants	4,123,548	4,064,746
Other grants	4,653,128	4,141,603
Investment income	9,329	10,499
Subtotal	<b>8,786,005</b>	<b>8,216,848</b>
Revenue recognized	(8,696,021)	(8,351,652)
Ministry funds recovered	-	(6,136)
<b>Balance, end of year</b>	<b>\$ 1,945,045</b>	<b>\$ 1,855,061</b>

## NOTE 8 DEFERRED CAPITAL REVENUE

Deferred capital revenue includes grants and contributions received that are restricted by the contributor for the acquisition of tangible capital assets that meet the description of a restricted contribution in the Restricted Contributions Regulation 198/2011 issued by Treasury Board. Once spent, the contributions are amortized into revenue over the life of the asset acquired

	June 30, 2016	June 30, 2015
<b><u>Deferred capital revenue subject to amortization</u></b>		
Balance, beginning of year	\$ 112,089,930	\$ 115,491,317
Transfers from deferred revenue – capital additions	4,220,648	2,016,238
Amortization of deferred capital revenue	(5,357,723)	(5,417,625)
<b>Balance, end of year</b>	<b>\$ 110,952,855</b>	<b>\$ 112,089,930</b>
<b><u>Deferred capital revenue – Work in Progress</u></b>		
Work in Progress, beginning of year	\$ 542,767	\$ 356,673
Transfer in from deferred revenue – work in progress	4,227,159	2,202,332
Transfer to spent deferred capital	(4,220,648)	(2,016,238)
<b>Balance, end of year</b>	<b>\$ 549,278</b>	<b>\$ 542,767</b>
<b><u>Deferred capital revenue – Unspent portion</u></b>		
Unspent Deferred Capital, beginning of year	\$ 6,950,045	\$ 6,395,022
Provincial Grant – Ministry of Education	5,492,646	2,132,558
Other	564,050	539,450
Investment Income	130,643	85,347
Transfer to Deferred Capital Revenue – Work in Progress	(4,227,159)	(2,202,332)
Transfer to Deferred Capital Revenue – Site Purchases	(2,165,182)	-
<b>Balance, end of year</b>	<b>\$ 6,745,043</b>	<b>\$ 6,950,045</b>
<b>Total deferred capital revenue balance, end of year</b>	<b>\$ 118,247,176</b>	<b>\$ 119,582,742</b>

## NOTE 9 EMPLOYEE FUTURE BENEFITS

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

## NOTE 9      EMPLOYEE FUTURE BENEFITS *(Continued)*

	June 30, 2016	June 30, 2015
<b><i>Reconciliation of Accrued Benefit Obligation</i></b>		
Accrued Benefit Obligation – April 1	\$ 8,206,854	\$ 7,524,266
Service Cost	605,946	535,207
Interest Cost	190,676	251,456
Benefit Payments	(508,640)	(496,827)
Increase (Decrease) in obligation due to Plan Amendment	-	-
Actuarial (Gain) Loss	(225,628)	392,752
Accrued Benefit Obligation – March 31	<u>\$ 8,269,208</u>	<u>\$ 8,206,854</u>

### ***Reconciliation of Funded Status at End of Fiscal Year***

Accrued Benefit Obligation – March 31	\$ 8,269,208	\$ 8,206,854
Market Value of Plan Assets – March 31	-	-
Funded Status – Surplus (Deficit)	(8,269,208)	(8,206,854)
Employer Contributions After Measurement Date	56,814	184,686
Benefits Expense After Measurement Date	(197,132)	(199,155)
Unamortized Net Actuarial Gain (Loss)	985,929	1,396,097
Accrued Benefit Asset (Liability) – June 30	<u>\$ (7,423,597)</u>	<u>\$ (6,825,226)</u>

### ***Reconciliation of Change in Accrued Benefit Liability***

Accrued Benefit Liability – July 1	\$ 6,825,226	\$ 6,304,541
Net expense for Fiscal Year	979,139	931,003
Employer Contributions	(380,768)	(410,318)
Accrued Benefit Liability – June 30	<u>\$ 7,423,597</u>	<u>\$ 6,825,226</u>

Components of Net Benefit Expense		
Service Cost	\$ 598,725	\$ 552,892
Interest Cost	195,873	236,261
Immediate Recognition of Plan Amendment	-	-
Amortization of Net Actuarial (Gain) Loss	184,541	141,850
Net Benefit Expense	<u>\$ 979,139</u>	<u>\$ 931,003</u>

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

	June 30, 2016	June 30, 2015
Discount Rate – April 1	2.25%	3.25%
Discount Rate – March 31	2.50%	2.25%
Long Term Salary Growth – April 1	2.50% + seniority	2.50% + seniority
Long Term Salary Growth – March 31	2.50% + seniority	2.50% + seniority
EARS – March 31	8.8 years	9.2 years

## NOTE 10 DEBT

The School District has an approved line of credit of \$ 6.5 million with interest at the banks' prime rate plus 0.25%. The available borrowing consists of \$ 2.5 million of line of credit and \$ 4.0 million of additional funds for meeting current operating and debt service expenditures. As of June 30, 2016, the School District had nil borrowings (2015: \$ nil) under these facilities.

## NOTE 11 CAPITAL LEASE OBLIGATIONS

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

For the year ended June 30, 2016, interest expense pertaining to capital lease obligations was \$ 3,947 (2015: \$ 16,849).

## NOTE 12 TANGIBLE CAPITAL ASSETS

**June 30, 2016**

<b>Cost:</b>	<b>Balance at July 1, 2015</b>	<b>Additions</b>	<b>Disposals</b>	<b>Transfers (WIP)</b>	<b>Balance at June 30, 2016</b>
Sites	\$ 29,183,232	\$ 2,165,182	\$ -	\$ -	\$ 31,348,414
Buildings	255,758,950	81,950	-	4,914,047	260,754,947
Buildings – work in progress	660,997	4,802,328	-	(4,914,047)	549,278
Furniture & Equipment	11,491,285	1,629,803	3,715,213	24,548	9,430,423
Furniture & Equipment – work in progress	-	24,548	-	(24,548)	-
Vehicles	689,170	96,490	64,423	-	721,237
Computer Software	487,700	231,491	2,000	569,311	1,286,502
Computer Software – work in progress	89,825	479,486	-	(569,311)	-
Computer Hardware	5,326,902	1,385,045	487,475	-	6,224,472
<b>Total</b>	<b>\$ 303,688,061</b>	<b>\$ 10,896,623</b>	<b>\$ 4,269,111</b>	<b>\$ -</b>	<b>\$ 310,315,273</b>

<b>Accumulated Amortization:</b>	<b>Balance at July 1, 2015</b>	<b>Additions</b>	<b>Disposals</b>	<b>Balance at June 30, 2016</b>
Buildings	\$ 120,088,034	\$ 5,891,693	\$ -	\$ 125,979,727
Furniture & Equipment	7,230,906	1,046,084	3,715,213	4,561,777
Vehicles	278,149	70,521	64,423	284,247
Computer Software	135,504	177,420	2,000	310,924
Computer Hardware	1,758,082	1,155,138	487,475	2,425,745
<b>Total</b>	<b>\$ 129,490,675</b>	<b>\$ 8,340,856</b>	<b>\$ 4,269,111</b>	<b>\$ 133,562,420</b>

## NOTE 12 TANGIBLE CAPITAL ASSETS *(Continued)*

**June 30, 2015**

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

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

<b>Net Book Value:</b>	<b>June 30, 2016</b>	<b>June 30, 2015</b>
Sites	\$ 31,348,414	\$ 29,183,232
Buildings	134,775,220	135,670,916
Buildings – work in progress	549,278	660,997
Furniture & Equipment	4,868,646	4,260,379
Vehicles	436,990	411,021
Computer Software	975,578	352,196
Computer Software – work in progress	-	89,825
Computer Hardware	3,798,727	3,568,820
<b>Total</b>	<b>\$ 176,752,853</b>	<b>\$ 174,197,386</b>

**NOTE 13      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, representing plan members and employers, are responsible for administering the pension plans, including investing assets and administering benefits. The plans are multi-employer defined benefit pension plans. Basic pension benefits are based on a formula. As at December 31, 2014, the Teachers’ Pension Plan has about 45,000 active members and approximately 35,000 retired members. As of December 31, 2014, the Municipal Pension Plan has about 185,000 active members, including approximately 24,000 from school districts.

Every three years, an actuarial valuation is performed to assess the financial position of the plans and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plans. The actuary’s calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plans. This rate is then adjusted to the extent there is amortization of any funding deficit.

The most recent actuarial valuation of the Teachers’ Pension Plan as at December 31, 2014, indicated a \$449 million surplus for basic pension benefits on a going concern basis. The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2012, indicated a \$1,370 million funding deficit for basic pension benefits on a going concern basis. The school district paid \$13,411,275 for employer contributions to the plans for the year ended June 30, 2016 (2015: \$11,798,825). The next valuation for the Teachers’ Pension Plan will be as at December 31, 2017, with results available in 2018. The next valuation for the Municipal Pension Plan will be as at December 31, 2015, with results available in 2016.

Employers participating in the plans record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plans record accrued liabilities and accrued assets for each plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plans.

**NOTE 14      RELATED PARTY TRANSACTIONS**

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

**NOTE 15      CONTRACTUAL OBLIGATIONS**

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

	<b>2017</b>	<b>Thereafter</b>
Capital commitments	<b>\$ 1,649,354</b>	<b>\$ Nil</b>



## NOTE 16 BUDGET FIGURES

Budget figures included in the financial statements were approved by the Board through the adoption of the amended annual budget on February 24, 2016.

As the 2015/16 Amended Annual Budget is used for comparative purposes a reconciliation between the 2015/16 Annual and the 2015/16 Amended Annual budgets is provided.

	Annual Budget	Amended Annual Budget	Change
<b>Statement 2</b>			
Revenues			
Provincial Grants			
Ministry of Education	\$ 124,498,555	\$ 127,853,915	\$ 3,355,360
Other	441,504	297,051	(144,453)
Federal Grants	137,170	137,170	-
Tuition	7,457,546	8,360,556	903,010
Other Revenue	5,648,540	5,698,982	50,442
Rentals and Leases	394,729	432,282	37,553
Investment Income	433,165	428,165	(5,000)
Amortization of Deferred Capital Revenue	5,358,568	5,308,952	(49,616)
Total Revenue	144,369,777	148,517,073	4,147,296
Expenses			
Instruction	119,415,858	122,753,574	3,337,716
District Administration	4,411,277	4,856,417	445,140
Operations and Maintenance	21,966,498	22,474,503	508,005
Transportation and Housing	1,000,277	863,615	(136,662)
Debt Services	4,128	4,128	-
Total Expense	146,798,038	150,952,237	4,154,199
Net Revenue (Expense)	(2,428,261)	(2,435,164)	(6,903)
Budgeted Allocation of Surplus	793,901	4,165,901	3,372,000
<b>Budgeted Surplus (Deficit) for the year</b>	<b>\$ (1,634,360)</b>	<b>\$ 1,730,737</b>	<b>\$ 3,365,097</b>
<b>Statement 4</b>			
Surplus (Deficit for the year)	\$ (2,428,261)	\$ (2,435,164)	\$ (6,903)
Effect of change in Tangible Capital Assets			
Acquisition of Tangible Capital Assets	(6,018,748)	(4,951,777)	1,066,971
Amortization of Tangible Capital Assets	7,958,976	8,206,972	247,996
Total Effect of change in Tangible Capital Assets	1,940,228	3,255,195	1,314,967
(Increase) Decrease in Net Financial Assets (Debt)	\$ (488,033)	\$ 820,031	\$ 1,308,064

## NOTE 17 CONTINGENCIES

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

## NOTE 18 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, 2016, a liability is not reasonably determinable (2015: nil).

## NOTE 19 EXPENSE BY OBJECT

	June 30, 2016	June 30, 2015
Salaries and benefits	\$ 122,125,075	\$ 113,676,418
Services and supplies	16,389,557	15,302,313
Interest	3,947	16,849
Amortization	8,340,856	7,970,686
	<b>\$ 146,859,435</b>	<b>\$ 136,966,266</b>

## NOTE 20 ACCUMULATED SURPLUS

	June 30, 2016	June 30, 2015
<b>Operating Fund Accumulated Surplus</b>		
Internally Restricted (appropriated) by the Board for:		
Targeted funding for aboriginal education	\$ 189,889	\$ 124,120
School budget balances	499,938	488,462
Personal professional development	164,695	166,526
Financial provisions	50,000	100,000
Funds required to complete projects in progress	807,612	415,176
Purchase order commitments	672,868	1,486,484
Use of contingency reserve to fund future budgets	2,917,512	1,385,131
<b>Total Operating Internally Restricted</b>	<b>5,302,514</b>	<b>4,165,899</b>
<b>Unrestricted</b>	-	-
<b>Total Operating Fund Accumulated Surplus</b>	<b>5,302,514</b>	<b>4,165,899</b>
<b>Capital Fund Accumulated Surplus</b>		
Contingency Reserve for Local Capital	2,488,906	2,582,485
Budgeted use of Local Capital for 2016/17	1,535,855	1,872,246
Budgeted use of Local Capital for 2017/18	91,844	1,243,025
Budgeted use of Local Capital for New Schools	1,200,000	-
Invested in Capital Assets	65,250,726	61,268,595
<b>Total Capital Fund Accumulated Surplus</b>	<b>70,567,331</b>	<b>66,966,351</b>
<b>Total Accumulated Surplus</b>	<b>\$ 75,869,845</b>	<b>\$ 71,132,250</b>

## NOTE 21 ECONOMIC DEPENDENCE

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

## NOTE 22 RISK MANAGEMENT

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

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

### a) Credit risk:

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

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

It is management's opinion that the School District is not exposed to significant credit risk associated with its cash deposits and investments as they are placed in the Central Deposit Program with the Province and in recognized British Columbia institutions. The School District invests in various financial instruments including equity funds, bond funds certificates and term deposits.

### b) Market risk:

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

### c) Currency risk:

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

### d) Interest rate risk:

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

## NOTE 22 RISK MANAGEMENT *(Continued)*

### e) Liquidity risk:

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

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

## NOTE 23 SUPPLEMENTARY CASH FLOW INFORMATION

	June 30, 2016	June 30, 2015
Interest paid	\$ 3,947	\$ 16,849
Interest received	592,936	663,766
Assets acquired under capital lease	-	310,027
Capital lease buyout	140,245	419,007

## NOTE 24 COMPARATIVE INFORMATION

The financial statements have been reclassified, where applicable, to conform to the presentation used in the current year. The changes do not affect prior year earnings.

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

Schedule 1 (Unaudited)

Schedule of Changes in Accumulated Surplus (Deficit) by Fund

Year Ended June 30, 2016

	Operating Fund	Special Purpose Fund	Capital Fund	2016 Actual	2015 Actual
	\$	\$	\$	\$	\$
<b>Accumulated Surplus (Deficit), beginning of year</b>	4,165,899		66,966,351	<b>71,132,250</b>	66,777,238
<b>Changes for the year</b>					
Surplus (Deficit) for the year	4,971,797	358,920	(593,122)	<b>4,737,595</b>	4,355,012
Interfund Transfers					
Tangible Capital Assets Purchased	(2,836,643)	(358,920)	3,195,563	-	
Tangible Capital Assets - Work in Progress	(3,983)		3,983	-	
Local Capital	(694,509)		694,509	-	
Other	(300,047)		300,047	-	
<b>Net Changes for the year</b>	<b>1,136,615</b>	-	<b>3,600,980</b>	<b>4,737,595</b>	<b>4,355,012</b>
<b>Accumulated Surplus (Deficit), end of year - Statement 2</b>	<b>5,302,514</b>	-	<b>70,567,331</b>	<b>75,869,845</b>	71,132,250

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

## Schedule of Operating Operations

Year Ended June 30, 2016

	2016 Budget (Note 16) \$	2016 Actual \$	2015 Actual \$
<b>Revenues</b>			
Provincial Grants			
Ministry of Education	123,553,583	<b>123,900,928</b>	117,082,304
Other	297,051	<b>287,871</b>	368,464
Federal Grants	137,170	<b>172,620</b>	143,218
Tuition	8,360,556	<b>9,044,332</b>	8,184,104
Other Revenue	888,982	<b>894,898</b>	800,278
Rentals and Leases	432,282	<b>498,732</b>	381,001
Investment Income	416,665	<b>349,947</b>	567,920
<b>Total Revenue</b>	<b>134,086,289</b>	<b>135,149,328</b>	<b>127,527,289</b>
<b>Expenses</b>			
Instruction	114,724,477	<b>112,110,254</b>	103,514,953
District Administration	4,816,417	<b>4,460,117</b>	4,434,734
Operations and Maintenance	13,784,796	<b>12,789,595</b>	12,347,143
Transportation and Housing	863,615	<b>817,565</b>	1,006,276
<b>Total Expense</b>	<b>134,189,305</b>	<b>130,177,531</b>	<b>121,303,106</b>
<b>Operating Surplus (Deficit) for the year</b>	<b>(103,016)</b>	<b>4,971,797</b>	<b>6,224,183</b>
<b>Budgeted Appropriation (Retirement) of Surplus (Deficit)</b>	<b>4,165,901</b>		
<b>Net Transfers (to) from other funds</b>			
Tangible Capital Assets Purchased	(2,274,531)	<b>(2,836,643)</b>	(2,159,051)
Tangible Capital Assets - Work in Progress		<b>(3,983)</b>	(118,230)
Local Capital	(1,602,623)	<b>(694,509)</b>	(1,712,011)
Other	(185,731)	<b>(300,047)</b>	(753,611)
<b>Total Net Transfers</b>	<b>(4,062,885)</b>	<b>(3,835,182)</b>	<b>(4,742,903)</b>
<b>Total Operating Surplus (Deficit), for the year</b>	<b>-</b>	<b>1,136,615</b>	<b>1,481,280</b>
<b>Operating Surplus (Deficit), beginning of year</b>		<b>4,165,899</b>	<b>2,684,619</b>
<b>Operating Surplus (Deficit), end of year</b>		<b>5,302,514</b>	<b>4,165,899</b>
<b>Operating Surplus (Deficit), end of year</b>			
Internally Restricted		<b>5,302,514</b>	<b>4,165,899</b>
<b>Total Operating Surplus (Deficit), end of year</b>		<b>5,302,514</b>	<b>4,165,899</b>

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

Schedule of Operating Revenue by Source

Year Ended June 30, 2016

	2016 Budget (Note 16)	2016 Actual	2015 Actual
	\$	\$	\$
<b>Provincial Grants - Ministry of Education</b>			
Operating Grant, Ministry of Education	121,873,793	<b>122,156,852</b>	116,328,766
AANDC/LEA Recovery	(461,757)	<b>(422,193)</b>	(461,757)
Strike Savings Recovery			(3,802,162)
Other Ministry of Education Grants			
Labour Settlement Funding			2,619,968
Pay Equity	1,874,966	<b>1,874,965</b>	1,874,965
Funding for Graduated Adults	62,769	<b>136,669</b>	340,971
Economic Stability Dividend	88,694	<b>105,435</b>	
Carbon Tax Rebate	75,000		101,510
FSA Marking	16,668		16,668
Curriculum Implementation	23,450	<b>23,450</b>	
Teachers' Extended Health			63,375
Miscellaneous		<b>25,750</b>	
<b>Total Provincial Grants - Ministry of Education</b>	<b>123,553,583</b>	<b>123,900,928</b>	117,082,304
<b>Provincial Grants - Other</b>	<b>297,051</b>	<b>287,871</b>	368,464
<b>Federal Grants</b>	<b>137,170</b>	<b>172,620</b>	143,218
<b>Tuition</b>			
Summer School Fees	82,110	<b>82,360</b>	63,000
Continuing Education	603,745	<b>655,766</b>	608,526
Offshore Tuition Fees	7,416,501	<b>8,059,236</b>	7,462,283
Adult High School Completion / Out of Province Tuition	258,200	<b>246,970</b>	50,295
<b>Total Tuition</b>	<b>8,360,556</b>	<b>9,044,332</b>	8,184,104
<b>Other Revenues</b>			
LEA/Direct Funding from First Nations	477,067	<b>422,192</b>	431,192
Miscellaneous			
Revenue Generation	52,500	<b>67,548</b>	61,065
Partnership Program	111,865	<b>111,221</b>	139,097
Miscellaneous	187,550	<b>221,362</b>	105,004
Transportation Revenue	60,000	<b>72,575</b>	63,920
<b>Total Other Revenue</b>	<b>888,982</b>	<b>894,898</b>	800,278
<b>Rentals and Leases</b>	<b>432,282</b>	<b>498,732</b>	381,001
<b>Investment Income</b>	<b>416,665</b>	<b>349,947</b>	567,920
<b>Total Operating Revenue</b>	<b>134,086,289</b>	<b>135,149,328</b>	127,527,289

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

Schedule of Operating Expense by Object  
 Year Ended June 30, 2016

	2016 Budget (Note 16) \$	2016 Actual \$	2015 Actual \$
<b>Salaries</b>			
Teachers	61,807,290	<b>61,102,714</b>	55,673,446
Principals and Vice Principals	5,459,830	<b>5,445,538</b>	5,220,093
Educational Assistants	10,444,568	<b>10,308,411</b>	9,521,910
Support Staff	10,535,181	<b>10,370,109</b>	10,161,694
Other Professionals	3,521,612	<b>3,467,112</b>	3,427,045
Substitutes	3,888,900	<b>3,707,070</b>	3,165,133
<b>Total Salaries</b>	<b>95,657,381</b>	<b>94,400,954</b>	87,169,321
<b>Employee Benefits</b>	25,098,403	<b>24,314,008</b>	23,172,762
<b>Total Salaries and Benefits</b>	<b>120,755,784</b>	<b>118,714,962</b>	110,342,083
<b>Services and Supplies</b>			
Services	5,152,679	<b>4,775,914</b>	3,884,356
Student Transportation	915,110	<b>874,483</b>	1,003,969
Professional Development and Travel	800,560	<b>610,630</b>	684,088
Rentals and Leases	97,457	<b>711</b>	19,411
Dues and Fees	146,668	<b>121,615</b>	137,333
Insurance	319,919	<b>326,874</b>	293,340
Supplies	3,447,631	<b>2,645,334</b>	2,780,762
Utilities	2,553,497	<b>2,107,008</b>	2,157,764
<b>Total Services and Supplies</b>	<b>13,433,521</b>	<b>11,462,569</b>	10,961,023
<b>Total Operating Expense</b>	<b>134,189,305</b>	<b>130,177,531</b>	121,303,106



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

Schedule 2C (Unaudited)

Operating Expense by Function, Program and Object

Year Ended June 30, 2016

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	46,757,907	48,725	539,397	315,206	900	2,328,469	<b>49,990,604</b>
1.03 Career Programs	491,706	8,743	383,048			32,003	<b>915,500</b>
1.07 Library Services	937,801	30,276		108,132		37,906	<b>1,114,115</b>
1.08 Counselling	1,576,139					17,945	<b>1,594,084</b>
1.10 Special Education	7,374,404	964,011	8,832,148	1,304,124	131,360	843,336	<b>19,449,383</b>
1.30 English Language Learning	1,396,643					36,401	<b>1,433,044</b>
1.31 Aboriginal Education	297,362	106,919	535,304	46,207		13,213	<b>999,005</b>
1.41 School Administration		4,050,696		2,059,843		137,910	<b>6,248,449</b>
1.60 Summer School	314,761	12,796	18,514	17,878		2,520	<b>366,469</b>
1.61 Continuing Education				86,033	330,993		<b>417,026</b>
1.62 Offshore Students	1,942,353	101,206		433,864	270,720	14,857	<b>2,763,000</b>
1.64 Other					14,695		<b>14,695</b>
<b>Total Function 1</b>	<b>61,089,076</b>	<b>5,323,372</b>	<b>10,308,411</b>	<b>4,371,287</b>	<b>748,668</b>	<b>3,464,560</b>	<b>85,305,374</b>
<b>4 District Administration</b>							
4.11 Educational Administration				46,733	781,693	23,062	<b>851,488</b>
4.40 School District Governance					138,787		<b>138,787</b>
4.41 Business Administration		122,166		442,343	968,162	41,091	<b>1,573,762</b>
<b>Total Function 4</b>	<b>-</b>	<b>122,166</b>	<b>-</b>	<b>489,076</b>	<b>1,888,642</b>	<b>64,153</b>	<b>2,564,037</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration	13,638			222,855	601,404	20,614	<b>858,511</b>
5.50 Maintenance Operations				4,970,945	228,398	157,743	<b>5,357,086</b>
5.52 Maintenance of Grounds				315,946			<b>315,946</b>
5.56 Utilities							<b>-</b>
<b>Total Function 5</b>	<b>13,638</b>	<b>-</b>	<b>-</b>	<b>5,509,746</b>	<b>829,802</b>	<b>178,357</b>	<b>6,531,543</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration							<b>-</b>
7.70 Student Transportation							<b>-</b>
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>61,102,714</b>	<b>5,445,538</b>	<b>10,308,411</b>	<b>10,370,109</b>	<b>3,467,112</b>	<b>3,707,070</b>	<b>94,400,954</b>

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

Schedule 2C (Unaudited)

Operating Expense by Function, Program and Object

Year Ended June 30, 2016

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2016 Actual	2016 Budget (Note 16)	2015 Actual
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	49,990,604	12,427,443	62,418,047	1,660,143	64,078,190	65,676,883	61,210,890
1.03 Career Programs	915,500	238,919	1,154,419	510,891	1,665,310	1,676,023	1,866,309
1.07 Library Services	1,114,115	281,885	1,396,000	122,623	1,518,623	1,553,321	1,444,293
1.08 Counselling	1,594,084	381,911	1,975,995	48,307	2,024,302	1,902,217	1,663,264
1.10 Special Education	19,449,383	5,192,057	24,641,440	334,302	24,975,742	25,620,382	21,305,779
1.30 English Language Learning	1,433,044	351,196	1,784,240	14,162	1,798,402	1,834,255	1,166,386
1.31 Aboriginal Education	999,005	250,881	1,249,886	76,078	1,325,964	1,521,305	1,340,771
1.41 School Administration	6,248,449	1,814,474	8,062,923	274,819	8,337,742	8,646,331	8,017,715
1.60 Summer School	366,469	63,340	429,809	9,088	438,897	443,740	57,072
1.61 Continuing Education	417,026	57,655	474,681	201,827	676,508	682,677	715,274
1.62 Offshore Students	2,763,000	648,652	3,411,652	1,832,864	5,244,516	5,167,343	4,727,200
1.64 Other	14,695	4,105	18,800	7,258	26,058		
<b>Total Function 1</b>	<b>85,305,374</b>	<b>21,712,518</b>	<b>107,017,892</b>	<b>5,092,362</b>	<b>112,110,254</b>	114,724,477	103,514,953
<b>4 District Administration</b>							
4.11 Educational Administration	851,488	299,323	1,150,811	250,146	1,400,957	1,419,785	1,466,364
4.40 School District Governance	138,787	2,940	141,727	101,854	243,581	284,544	256,765
4.41 Business Administration	1,573,762	452,666	2,026,428	789,151	2,815,579	3,112,088	2,711,605
<b>Total Function 4</b>	<b>2,564,037</b>	<b>754,929</b>	<b>3,318,966</b>	<b>1,141,151</b>	<b>4,460,117</b>	4,816,417	4,434,734
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration	858,511	185,265	1,043,776	396,513	1,440,289	1,563,649	1,385,026
5.50 Maintenance Operations	5,357,086	1,582,565	6,939,651	1,404,850	8,344,501	8,641,420	8,346,819
5.52 Maintenance of Grounds	315,946	78,731	394,677	138,049	532,726	648,715	457,535
5.56 Utilities	-	-	-	2,472,079	2,472,079	2,931,012	2,157,763
<b>Total Function 5</b>	<b>6,531,543</b>	<b>1,846,561</b>	<b>8,378,104</b>	<b>4,411,491</b>	<b>12,789,595</b>	13,784,796	12,347,143
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration	-	-	-	-	-	-	41,763
7.70 Student Transportation	-	-	-	817,565	817,565	863,615	964,513
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>817,565</b>	<b>817,565</b>	863,615	1,006,276
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>94,400,954</b>	<b>24,314,008</b>	<b>118,714,962</b>	<b>11,462,569</b>	<b>130,177,531</b>	134,189,305	121,303,106

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

## Schedule of Special Purpose Operations

Year Ended June 30, 2016

	2016 Budget (Note 16) \$	2016 Actual \$	2015 Actual \$
<b>Revenues</b>			
Provincial Grants			
Ministry of Education	4,300,332	<b>4,085,715</b>	4,103,014
Other Revenue	4,810,000	<b>4,602,761</b>	4,239,283
Investment Income	11,500	<b>7,545</b>	9,355
<b>Total Revenue</b>	<b>9,121,832</b>	<b>8,696,021</b>	<b>8,351,652</b>
<b>Expenses</b>			
Instruction	8,029,097	<b>7,960,029</b>	7,294,228
District Administration	40,000	-	
Operations and Maintenance	482,735	<b>377,072</b>	381,397
<b>Total Expense</b>	<b>8,551,832</b>	<b>8,337,101</b>	<b>7,675,625</b>
<b>Special Purpose Surplus (Deficit) for the year</b>	<b>570,000</b>	<b>358,920</b>	<b>676,027</b>
<b>Net Transfers (to) from other funds</b>			
Tangible Capital Assets Purchased	(570,000)	<b>(358,920)</b>	(676,027)
<b>Total Net Transfers</b>	<b>(570,000)</b>	<b>(358,920)</b>	<b>(676,027)</b>
<b>Total Special Purpose Surplus (Deficit) for the year</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Special Purpose Surplus (Deficit), beginning of year</b>			
<b>Special Purpose Surplus (Deficit), end of year</b>		<b>-</b>	<b>-</b>

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

Schedule 3A (Unaudited)

Changes in Special Purpose Funds and Expense by Object

Year Ended June 30, 2016

	Annual Facility Grant \$	Learning Improvement Fund \$	Special Education Equipment \$	Scholarships and Bursaries \$	School Generated Funds \$	Strong Start \$	Ready, Set, Learn \$	OLEP \$	Community- LINK \$
<b>Deferred Revenue, beginning of year</b>	46,185	-	40,007	177,081	1,342,770	36,762	32,716	34,734	-
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education	561,551	2,481,560	6,133			256,000	49,000	231,727	537,577
Other				29,880	4,285,477				
Investment Income	1,569		549	2,970		766	173		67
	563,120	2,481,560	6,682	32,850	4,285,477	256,766	49,173	231,727	537,644
<b>Less:</b> Allocated to Revenue	459,039	2,481,560	18,683	21,850	4,254,087	255,777	73,082	266,461	534,237
<b>Deferred Revenue, end of year</b>	<b>150,266</b>	<b>-</b>	<b>28,006</b>	<b>188,081</b>	<b>1,374,160</b>	<b>37,751</b>	<b>8,807</b>	<b>-</b>	<b>3,407</b>
<b>Revenues</b>									
Provincial Grants - Ministry of Education	457,470	2,481,560	18,134			255,011	72,909	266,461	534,170
Other Revenue				18,880	4,254,087				
Investment Income	1,569		549	2,970		766	173		67
	459,039	2,481,560	18,683	21,850	4,254,087	255,777	73,082	266,461	534,237
<b>Expenses</b>									
Salaries									
Teachers		1,499,905					35,990	62,262	32,555
Educational Assistants		405,093			10,889	174,623			339,201
Support Staff					1,369	5,827	4,108		
Substitutes		74,709			16,740	3,940	7,063	31,306	
	-	1,979,707	-	-	28,998	184,390	47,161	93,568	371,756
Employee Benefits		501,853			3,746	55,456	10,279	21,856	111,343
Services and Supplies	377,072		953	21,850	4,214,830	14,758	15,642	104,399	51,138
	377,072	2,481,560	953	21,850	4,247,574	254,604	73,082	219,823	534,237
<b>Net Revenue (Expense) before Interfund Transfers</b>	<b>81,967</b>	<b>-</b>	<b>17,730</b>	<b>-</b>	<b>6,513</b>	<b>1,173</b>	<b>-</b>	<b>46,638</b>	<b>-</b>
<b>Interfund Transfers</b>									
Tangible Capital Assets Purchased	(81,967)		(17,730)		(6,513)	(1,173)		(46,638)	
	(81,967)	-	(17,730)	-	(6,513)	(1,173)	-	(46,638)	-
<b>Net Revenue (Expense)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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

Schedule 3A (Unaudited)

Changes in Special Purpose Funds and Expense by Object

Year Ended June 30, 2016

	Service Delivery Transformation	Youth Education Support Fund	TOTAL
	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>	89,173	55,633	1,855,061
<b>Add:</b> Restricted Grants			
Provincial Grants - Ministry of Education			4,123,548
Other		337,771	4,653,128
Investment Income	1,784	1,451	9,329
	1,784	339,222	8,786,005
<b>Less:</b> Allocated to Revenue	-	331,245	8,696,021
<b>Deferred Revenue, end of year</b>	<b>90,957</b>	<b>63,610</b>	<b>1,945,045</b>
<b>Revenues</b>			
Provincial Grants - Ministry of Education			4,085,715
Other Revenue		329,794	4,602,761
Investment Income		1,451	7,545
	-	331,245	8,696,021
<b>Expenses</b>			
Salaries			
Teachers			1,630,712
Educational Assistants			929,806
Support Staff			11,304
Substitutes			133,758
	-	-	2,705,580
Employee Benefits			704,533
Services and Supplies		126,346	4,926,988
	-	126,346	8,337,101
<b>Net Revenue (Expense) before Interfund Transfers</b>	<b>-</b>	<b>204,899</b>	<b>358,920</b>
<b>Interfund Transfers</b>			
Tangible Capital Assets Purchased		(204,899)	(358,920)
	-	(204,899)	(358,920)
<b>Net Revenue (Expense)</b>	<b>-</b>	<b>-</b>	<b>-</b>

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

## Schedule of Capital Operations

Year Ended June 30, 2016

	2016 Budget (Note 16)	2016 Actual			2015 Actual
		Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$	\$
<b>Revenues</b>					
Provincial Grants					
Ministry of Education		1,407,369		1,407,369	
School Site Acquisition Fees	-	757,814		757,814	-
Other Revenue			130,217	130,217	24,712
Investment Income			98,558	98,558	
Amortization of Deferred Capital Revenue	5,308,952	5,357,723		5,357,723	5,417,625
<b>Total Revenue</b>	5,308,952	7,522,906	228,775	7,751,681	5,442,337
<b>Expenses</b>					
Amortization of Tangible Capital Assets					
Operations and Maintenance	8,206,972	8,340,856		8,340,856	7,970,686
Debt Services					
Capital Lease Interest	4,128		3,947	3,947	16,849
<b>Total Expense</b>	8,211,100	8,340,856	3,947	8,344,803	7,987,535
<b>Capital Surplus (Deficit) for the year</b>	(2,902,148)	(817,950)	224,828	(593,122)	(2,545,198)
<b>Net Transfers (to) from other funds</b>					
Tangible Capital Assets Purchased	2,844,531	3,195,563		3,195,563	2,835,078
Tangible Capital Assets - Work in Progress		3,983		3,983	118,230
Local Capital	1,602,623		694,509	694,509	1,712,011
Capital Lease Payment	185,731		300,047	300,047	753,611
<b>Total Net Transfers</b>	4,632,885	3,199,546	994,556	4,194,102	5,418,930
<b>Other Adjustments to Fund Balances</b>					
Tangible Capital Assets Purchased from Local Capital		229,216	(229,216)	-	
Tangible Capital Assets WIP Purchased from Local Capital		1,075,220	(1,075,220)	-	
Principal Payment					
Capital Lease		296,099	(296,099)	-	
<b>Total Other Adjustments to Fund Balances</b>		1,600,535	(1,600,535)	-	
<b>Total Capital Surplus (Deficit) for the year</b>	1,730,737	3,982,131	(381,151)	3,600,980	2,873,732
<b>Capital Surplus (Deficit), beginning of year</b>		61,268,595	5,697,756	66,966,351	64,092,619
<b>Capital Surplus (Deficit), end of year</b>		65,250,726	5,316,605	70,567,331	66,966,351



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

Schedule 4A (Unaudited)

Tangible Capital Assets

Year Ended June 30, 2016

	Sites	Buildings	Furniture and Equipment	Vehicles	Computer Software	Computer Hardware	Total
	\$	\$	\$	\$	\$	\$	\$
<b>Cost, beginning of year</b>	29,183,232	255,758,950	11,491,285	689,170	487,700	5,326,902	<b>302,937,239</b>
<b>Changes for the Year</b>							
Increase:							
Purchases from:							
Deferred Capital Revenue - Bylaw	1,407,368						<b>1,407,368</b>
Deferred Capital Revenue - Other	757,814						<b>757,814</b>
Operating Fund			1,347,809	96,490	231,491	1,160,853	<b>2,836,643</b>
Special Purpose Funds		81,950	234,299			42,671	<b>358,920</b>
Local Capital			47,695			181,521	<b>229,216</b>
Transferred from Work in Progress		4,914,047	24,548		569,311		<b>5,507,906</b>
	<u>2,165,182</u>	<u>4,995,997</u>	<u>1,654,351</u>	<u>96,490</u>	<u>800,802</u>	<u>1,385,045</u>	<u><b>11,097,867</b></u>
Decrease:							
Deemed Disposals			3,715,213	64,423	2,000	487,475	<b>4,269,111</b>
	<u>-</u>	<u>-</u>	<u>3,715,213</u>	<u>64,423</u>	<u>2,000</u>	<u>487,475</u>	<u><b>4,269,111</b></u>
<b>Cost, end of year</b>	31,348,414	260,754,947	9,430,423	721,237	1,286,502	6,224,472	<b>309,765,995</b>
<b>Work in Progress, end of year</b>		549,278					<b>549,278</b>
<b>Cost and Work in Progress, end of year</b>	<u>31,348,414</u>	<u>261,304,225</u>	<u>9,430,423</u>	<u>721,237</u>	<u>1,286,502</u>	<u>6,224,472</u>	<u><b>310,315,273</b></u>
<b>Accumulated Amortization, beginning of year</b>		120,088,034	7,230,906	278,149	135,504	1,758,082	<b>129,490,675</b>
<b>Changes for the Year</b>							
Increase: Amortization for the Year		5,891,693	1,046,084	70,521	177,420	1,155,138	<b>8,340,856</b>
Decrease:							
Deemed Disposals			3,715,213	64,423	2,000	487,475	<b>4,269,111</b>
	<u>-</u>	<u>-</u>	<u>3,715,213</u>	<u>64,423</u>	<u>2,000</u>	<u>487,475</u>	<u><b>4,269,111</b></u>
<b>Accumulated Amortization, end of year</b>		<u>125,979,727</u>	<u>4,561,777</u>	<u>284,247</u>	<u>310,924</u>	<u>2,425,745</u>	<u><b>133,562,420</b></u>
<b>Tangible Capital Assets - Net</b>	<u><b>31,348,414</b></u>	<u><b>135,324,498</b></u>	<u><b>4,868,646</b></u>	<u><b>436,990</b></u>	<u><b>975,578</b></u>	<u><b>3,798,727</b></u>	<u><b>176,752,853</b></u>

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

Tangible Capital Assets - Work in Progress

Year Ended June 30, 2016

	<b>Buildings</b>	<b>Furniture and Equipment</b>	<b>Computer Software</b>	<b>Computer Hardware</b>	<b>Total</b>
	\$	\$	\$	\$	\$
<b>Work in Progress, beginning of year</b>	660,997		89,825		<b>750,822</b>
<b>Changes for the Year</b>					
Increase:					
Deferred Capital Revenue - Bylaw	4,202,611	24,548			<b>4,227,159</b>
Operating Fund	3,983				<b>3,983</b>
Local Capital	595,734		479,486		<b>1,075,220</b>
	<u>4,802,328</u>	<u>24,548</u>	<u>479,486</u>	<u>-</u>	<u><b>5,306,362</b></u>
Decrease:					
Transferred to Tangible Capital Assets	4,914,047	24,548	569,311		<b>5,507,906</b>
	<u>4,914,047</u>	<u>24,548</u>	<u>569,311</u>	<u>-</u>	<u><b>5,507,906</b></u>
<b>Net Changes for the Year</b>	<u>(111,719)</u>	<u>-</u>	<u>(89,825)</u>	<u>-</u>	<u><b>(201,544)</b></u>
<b>Work in Progress, end of year</b>	<u><b>549,278</b></u>	<u><b>-</b></u>	<u><b>-</b></u>	<u><b>-</b></u>	<u><b>549,278</b></u>

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

Deferred Capital Revenue

Year Ended June 30, 2016

	<b>Bylaw Capital</b>	<b>Other Provincial</b>	<b>Other Capital</b>	<b>Total Capital</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Deferred Capital Revenue, beginning of year</b>	110,610,612	762,641	716,677	<b>112,089,930</b>
<b>Changes for the Year</b>				
Increase:				
Transferred from Work in Progress	4,220,648			<b>4,220,648</b>
	4,220,648	-	-	<b>4,220,648</b>
Decrease:				
Amortization of Deferred Capital Revenue	5,079,914	26,250	251,559	<b>5,357,723</b>
	5,079,914	26,250	251,559	<b>5,357,723</b>
<b>Net Changes for the Year</b>	(859,266)	(26,250)	(251,559)	<b>(1,137,075)</b>
<b>Deferred Capital Revenue, end of year</b>	<b>109,751,346</b>	<b>736,391</b>	<b>465,118</b>	<b>110,952,855</b>
<b>Work in Progress, beginning of year</b>	542,767	-	-	<b>542,767</b>
<b>Changes for the Year</b>				
Increase				
Transferred from Deferred Revenue - Work in Progress	4,227,159			<b>4,227,159</b>
	4,227,159	-	-	<b>4,227,159</b>
Decrease				
Transferred to Deferred Capital Revenue	4,220,648			<b>4,220,648</b>
	4,220,648	-	-	<b>4,220,648</b>
<b>Net Changes for the Year</b>	6,511	-	-	<b>6,511</b>
<b>Work in Progress, end of year</b>	<b>549,278</b>	<b>-</b>	<b>-</b>	<b>549,278</b>
<b>Total Deferred Capital Revenue, end of year</b>	<b>110,300,624</b>	<b>736,391</b>	<b>465,118</b>	<b>111,502,133</b>

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

Schedule 4D (Unaudited)

Changes in Unspent Deferred Capital Revenue

Year Ended June 30, 2016

	<b>Bylaw Capital</b>	<b>MEd Restricted Capital</b>	<b>Other Provincial Capital</b>	<b>Land Capital</b>	<b>Other Capital</b>	<b>Total</b>
	\$	\$	\$	\$	\$	\$
<b>Balance, beginning of year</b>	243,619	1,525,975	-	5,180,451	-	<b>6,950,045</b>
<b>Changes for the Year</b>						
Increase:						
Provincial Grants - Ministry of Education	5,492,646					<b>5,492,646</b>
Other				564,050		<b>564,050</b>
Investment Income		30,910		99,733		<b>130,643</b>
	5,492,646	30,910	-	663,783	-	<b>6,187,339</b>
Decrease:						
Transferred to DCR - Work in Progress	4,227,159					<b>4,227,159</b>
Transferred to Revenue - Site Purchases	1,407,368			757,814		<b>2,165,182</b>
Transferred to Med Restricted Capital	19,571	(19,571)				<b>-</b>
	5,654,098	(19,571)	-	757,814	-	<b>6,392,341</b>
<b>Net Changes for the Year</b>	(161,452)	50,481	-	(94,031)	-	<b>(205,002)</b>
<b>Balance, end of year</b>	<b>82,167</b>	<b>1,576,456</b>	<b>-</b>	<b>5,086,420</b>	<b>-</b>	<b>6,745,043</b>

**ITEM 10**

To: **Board of Education**

From: Superintendent of Schools  
Sylvia Russell

Re: **STUDENT REPORTING ORDER**

Date: September 14, 2016  
(Public Board Meeting)

---

**Information**

---

**BACKGROUND/RATIONALE**

The Ministry of Education set into place an amended Student Progress Report Order on July 1, 2016. The Order now provides two possible "schedules" for Board of Educations to adopt with regard to reporting on student progress for the 2016/17 school year.

Schedule 1 of the Student Progress Report Order essentially permits Boards of Education to continue with long established and familiar practices which were set out in the previous Reporting Orders - including 3 formal written reports, 2 informal reports and the use of letter grades from grades 4 to 12.

Schedule 2 of the Student Progress Report Order permits Boards of Education to establish district policy outlining local procedures for reporting on student progress at grades K - 9. These local procedures must follow the Interim Guidelines for Student Reporting for Grades K - 9, but will provide flexibility to Boards that have already developed new student progress reporting procedures for students. The Interim Guidelines ensure that parents are receiving timely reports. Local policy and procedures, for example, will address how students are assessed in relation to the learning standards in the new curriculum and the form to be used for reporting. Local policy and procedures will also include the provision of letter grades at grades 4 to 7 to parents upon request. Boards must provide to the Ministry a copy of the local reporting policy and information on public consultation done in developing the policy.

Under Schedule 2, Boards of Education must provide parents with a minimum of 5 reports. *"Rather than focusing on formal and informal reporting to parents, reporting will be timely and responsive throughout the year, following district policies and procedures."* (Interim Student Reporting Guidelines for Grade K - 9)

Reporting must include, according to the new Order, a written summative report at the end of the school year. The summative reporting will include a student self-assessment of the core competencies, with teacher support for students as appropriate in that self-assessment process.

In our school district, there are two district committees which actively support improving assessment and reporting practices from Grades K - 7. This work has been ongoing for the past five years and has included substantive consultation with parents. The two reporting committees will meet on September 15, 2016 to discuss the Student Progress Reporting Order. To support this discussion and the development of local policy and procedures, Anita Chapman, who has been integrally involved in the development of the redesigned K to 9 provincial curriculum and who is an expert with regard to student assessment and reporting, will review the elements of the new Student Progress Reporting Order with the committees and will guide our staff as we draft our local policy and procedures in accordance with the amended Order.

The draft local policy and procedures will be brought forward to the Board along with our local consultation process with parents.

Additionally, at the provincial level, the Ministry of Education will also be continuing a consultation process on reporting practices with stakeholders, including parents and students, this fall.

The consultation will address:

- Frequency and timing of reporting
- Format and examples of reports
- Use of letter grades and proficiency levels
- Ongoing communication and parent access

**RECOMMENDATION**

**THAT the Board receive for information the Student Reporting Order.**



**ITEM 11**

To: **Board of Education**

From: Superintendent  
Sylvia Russell

Re: **SUPERINTENDENT'S UPDATE**

Date: September 14, 2016  
(Public Board Meeting)

**Information**

---

**RECOMMENDATION:**

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





# ITEM 12

To: **Board of Education**

From: Board Policy  
Development Committee

Re: **UPDATE ON POLICIES AND PROCEDURES**

Date: September 14, 2016  
(Public Board Meeting)

Information

## **BACKGROUND/RATIONALE:**

On December 8, 2010, the Board adopted a Board Policy Development policy and associated procedures that guide the policy development and review work of the Board.

From 2011 to present, at the recommendation of the Board Policy Development Committee, the Board:

- adopted fifty four policies and a bylaw
- rescinded forty-six policies and three bylaws

The policies, procedures and bylaws adopted by the Board are summarized in the table below.

### **Current Policies and Bylaws Adopted**

1	2301	Role of the Board
2	2302	Board Delegation of Authority
3	2320	Board Committees and Trustee Representation
4	2400	Board Meeting Proceedings
5	2500	Board Policy Development <i>2500.1 - Board Policy Development (Procedure)</i>
	2900	Trustee Professional Development and Attendance at Conferences
6	2915	Trustee Elections – Chairperson and Vice-Chairperson <i>2915.1 - Trustee Elections – Elections/Roles/Responsibilities (Procedure)</i>
7	2918	Vice-Chairperson – Elections/Roles/Responsibilities
8	2919	Trustees Code of Conduct
9	2920	Trustees' Remuneration <i>2920.1 - Trustees' Remuneration (Procedure)</i>
10	2925	Trustee Provision of Resources <i>2925.1 - Trustee – General Expense Information (Procedure)</i>
11	3201	Role of the Superintendent of Schools
12	3202	Role of the Secretary Treasurer
13	4203	Budget Planning and Reporting <i>4203.1- Budget Process (Procedure)</i>
14	4204	Contingency Reserve
15	4410	Travel Expenses
16	4415	District Funded Attendance at Functions
17	4435	Scholarships, Bursaries and Student Awards <i>4435.1 - Scholarships, Bursaries and Student Awards (Procedure)</i>

- 18     5310   Disposal of Equipment
- 19     5400   Transportation of Students with Special Needs  
           5400.1 - Student Transportation (Procedure)  
           5400.2 - Transportation Registration and Fees (Procedure)
- 20     5401   Use of Board-Owned Buses/15 Passenger Vans  
           5401.1 - Use of Board-Owned Buses/15 Passenger Vans (Procedure)
- 21     5575   Nutrition
- 22     5700.1   Access to and Management of Public Information to the Board
- 23     5700.2   Collection, Protection of and Access to Personal Information of Board Employees
- 24     5700.3   Management of Information of Board Employees
- 25     5700.4   Collection, Protection of and Access to Personal Information of Private Individuals
- 26     5700.5   Management of Personal Information of Private Individuals
- 27     5701   Records and Information Management – General  
           5701.1 - Records and Information Management - General (Procedure)  
           5701.2 - Records and Information Management – Classification Systems Retention Schedule (Procedure)
- 28     5780   Information Technology and Communication Systems: Appropriate Use  
           5780.1 - Social Media Guidelines (Procedure)  
           5780.2- Protection of School District Records when Working Away from the Workplace (Procedure)
- 29     5905   Alcohol – Consumption, Possession and Storage  
           5905.1- Alcohol – Consumption, Possession and Storage (Procedure)
- 30     6425   School Size
- 31     6530   Environmental Sustainability
- 32     6600   Naming of School Facilities
- 33     6801   School Closures
- 34     6810   Disposal of Land or Improvements
- 35     7110   Whistler Blower Protection  
           7110.1 - Whistler Blower Protection (Procedure)
- 36     7201   Recruitment and Selection of Personnel  
           7201.1 - Recruitment and Selection of Senior Tam Positions, Principals, Vice-Principals, and Excluded Staff  
           7201.2 - Recruitment and Selection of the Superintendent of Schools
- 37     7210   Workplace Discrimination or Bullying and Harassment  
           7210.1 - Workplace Discrimination or Bullying and Harassment Reporting (Procedure)  
           7210.2 - Workplace Discrimination or Bullying and Harassment Investigation (Procedure)
- 38     7213   Conflicts of Interest – District Staff
- 39     7220   Dangerous Weapons
- 40     8801   Course Challenge  
           8801.1 Course Challenge
- 41     8901   Field Trips (Including Extra Curricular Activities)
- 42     9200   School Catchment Areas and Student Placement  
           9200.1 - Student Placement
- 43     9410   Safe, Caring and Healthy Schools
- 44     9415   Inclusive Schools
- 45     9420   Dangerous Weapons in the Schools
- 46     9430   Physical Restraint and Seclusion in School Settings  
           9430.1 Physical Restraint and Seclusion in School Settings (Procedure)
- 47     9510   Flags – Canada and British Columbia
- 48     9601   Anaphylaxis  
           9601.1 Anaphylaxis (Procedure)
- 49     9610   Health Care Needs  
           9610.1 Medical Intervention  
           9610.2 Seizures  
           9610.3 Type 1 Diabetes
- 50     9925   Non-District Sponsored Activities including Students
- 51     10400   Community and Commercial Use of School Facilities and Grounds  
           10400.1 - Rental Fees Procedure

- 52    10510    Board Correspondence
- 53    10540    Financial or in-Kind Donations
- 54    10820    Political Activities
- 55            Trustee Elections Bylaw 1-2013/14

As new policies, bylaws or procedures were adopted the following policies and bylaws were rescinded by the Board.

**Policies and Bylaws Rescinded in 2011-2016**

- 1        BHD    Board Member Compensation and Expenses
- 2        CFA    School Building Administration Positions of Special Responsibility
- 3        CFCD   Threats
- 4        CGB    Community Education Administration
- 5        DBL    Trust Funds
- 6        DIEA   Audit – School Accounts - DIEA
- 7        DLCA   Executive Staff Remuneration and Expenses
- 8        DNA    Disposal of Land
- 9        DNB    School Closure
- 10      ECAB   General Property Damage and Vandalism
- 11      ECG    Site Development
- 12      EG     Office Services Management
- 13      EGB    Clerical Services for Schools
- 14      EHA    Quickmail/Data Systems – Privacy and Access
- 15      EHB    Internet and/or District Wide Area Network Use by Employees of the Board
- 16      EIB    Physical Security of Computing Devices
- 17      IIAD   Student use of Internet/Computer Facilities
- 18      JC     Student Attendance Areas
- 19      JFCAA   Student Use of Cellular Phones or Paging Devices in Schools
- 20      JHCDA   Physical Restraint of Students
- 21      FB     Facilities Utilization
- 22      FL     Energy Management Conservation
- 23      GBEA   Threats
- 24      GBEC   Employee First Aid (See also Policy JHCB)
- 25      GDP    Recognition of Retirees
- 26      IGAH   Family Life Education
- 27      IGAHA   Alternative Delivery Option for Personal Planning K-7 and Career & Personal Planning 8-12
- 28      IGCf    Correspondence and Distance Learning Program
- 29      IHB    Class Space and Facility Limitations
- 30      INDC   Official School Opening
- 31      JECB   Admission of Non-Resident Students
- 32      JF     Appeal Process
- 33      JFCK   Intimidation, Harassment, Bullying and Violence in Schools
- 34      JFD    Adult Students Enrolling in Local High Schools
- 35      JHCB   Student First Aid
- 36      KGB    Public Conduct on School Property
- 37      KMI    Relations with Political Organizations
- 38            Learning Resources (Approved – June 14/06)
- 39            Proposing a Local School Calendar (Approved – June 14/06)

- 40 Business Activities (Approved – November 22/06)
- 41 Community Use of School Facilities and Grounds (2007)
- 42 Electronic Devices Policy
- 43 School Size (dated November 25, 2008)
- 44 4203 Operating Budget
- 45 7210 Personal / Sexual Harassment  
7210.1 - *Personal/Sexual Harassment (Procedure)*
- 46 Field Trips
- 47 Procedural Bylaw – Trustee Remuneration Feb-08
- 48 Trustee Elections Bylaw 1-2008/09
- 49 Trustee Elections Bylaw 1-2011

### **BOARD POLICY DEVELOPMENT COMMITTEE WORK PLAN 2016-2017**

The Board Policy Development Committee identified new policies required by law that need to be drafted and presented to the Board. These policies will be given high priority every year. In addition, there are currently forty four old policies that have to be reviewed by the committee for relevance before being presented to the Board to be approved or rescinded. Within this category the committee will focus on the policies required by law, and Board, Purchasing or Facilities related policies.

Based on the priorities outlined above the following work plan was developed by the Board Policy Development Committee.

#### **NEW POLICIES TO BE ADOPTED IN 2016 - 2017**

- 1 Reporting (Student Reporting Order)
- 2 Maintenance of Order on School Property (School Act Section 177)

#### **EXISTING POLICIES TO BE REVIEWED IN 2016 - 2017**

##### **Policies Required by Law**

- 1 School Volunteers (Approved - March 26/08)
- 2 Fees Hardship (Approved - November 25/08)
- 3 Supervision of Professional Staff (Administrative Officers) - GCMA
- 4 Supervision of Professional Staff (Board Executive Officers) - GCMB
- 5 Evaluation of Professional Staff (Administrative Officers) - GCNA
- 6 Evaluation of Professional Staff (Board Executive Officers) - GCNB
- 7 Employee Contracts and Compensation Plans - GBN
- 8 Student Entry During School Year - JCA
- 9 Student Records – JO

##### **Policies Required by Law - Code of Conduct Related**

- 10 Student Vandalism - JFA
- 11 Student Dress Code - JFCA
- 12 Student Conduct on School Buses (District Owned Buses) - JFCB
- 13 Student Conduct on School Buses - JFCC
- 14 Student Alcohol, Illegal Substance Use and Intoxicants (See also Policy GBKA) - JFCH
- 15 Student Discipline - JG
- 16 Student Suspension - JGD
- 17 Failure to Attend to Studies or Continued Infractions of School Rules - JGDA

**Board Related Policies**

- 18 Public Information Programs - KB
- 19 News Releases - KBCA

**Purchasing Related Policies**

- 20 Purchasing Policy and Procedures - DJC
- 21 Purchasing Procedures - Purchases and Activities Resulting in Property Improvements – DJCA
- 22 Purchasing Procedures - Personal Purchases - DJFB

**Other Policies in Process**

- 23 International Education - JECBB
- 24 Admission of Non-Resident Foreign Students - JECBA

**EXISTING POLICIES TO BE REVIEWED IN 2017 - 2018**

- 25 Professional Development (Approved - September 28, 2005)
- 26 School Heritage Archives (Approved - October 29, 2008)
- 27 Revenue Investments - DFA
- 28 District Wide Revenue Generation Activities - DFCA
- 29 Financial Reporting and Administration - School and Donated Funds - DICA
- 30 Video Taping on School Buses - ECAD
- 31 Employees with AIDS and HIV Infection - GBE
- 32 District Health & Wellness - GBEB
- 33 Leave of Absence (Personal - Full Time) - GBP
- 34 School Day – ID
- 35 Work Experience - IGADA
- 36 Food Services Management - Teaching Kitchen - IGADB
- 37 Locally Developed Courses - IGAK
- 38 Fund Raising Activities - IGDF
- 39 Community and Adult Education Programs - IGE
- 40 Home School Learners - JECBAA
- 41 Student Safety – JHF
- 42 Reporting of Suspected Child Abuse - JHFE
- 43 Public Gifts to Schools or the District - KH
- 44 9410: Safe, Caring and Healthy Schools Re: Multiculturalism

**RECOMMENDATION:**

**THAT the Board receive the Update on Policies and Procedures, for information.**

To: **Board of Education**

From: Trustee  
Korleen Carreras

Re: **MOTIONS TO PROVINCIAL COUNCIL**

Date: September 14, 2016  
(Public Board Meeting)

---

**Information**

---

**BACKGROUND/RATIONALE:**

BCSTA's Provincial Council meeting is scheduled to take place on October 28 – 29, 2016 in Vancouver.

To provide enough time for motions to be reviewed by the Legislative Committee and for approved motions to be sent out to all boards for review prior to the Provincial Council meeting, submissions must be submitted to BCSTA by September 23, 2016.

**ITEM 14****RECORD**  
**2015-2016**

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

**May 18, 2016**

Call to Order  
Motion of Exclusion  
Approval of Agenda  
Approval of Minutes  
Secretary Treasurer Decision Item  
Chairperson Decision Item  
Superintendent Decision Items  
Secretary Treasurer Decision Item  
Superintendent Information Items  
Secretary Treasurer's Information Item  
Committees  
Trustees Reports  
Adjournment

Meeting called to order at 1:56 p.m.  
Approved  
Approved as circulated  
Approved as circulated  
Approved as circulated  
Approved as circulated  
Approved as circulated  
Approved as circulated  
Received for information  
Received for information  
Received for information  
Received for information  
Adjourned at 4:26 p.m.