



PUBLIC MEETING OF THE BOARD OF EDUCATION

Wednesday, September 23, 2015
Time: 6:00 p.m.

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

"The function of education is to teach one to think intensively and to think critically. Intelligence plus character - that is the goal of true education." Martin Luther King, Jr.

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)
 - Cindy Dettling, Safe Stop Coordinator
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 24, 2015 ITEM 2

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

1. Inclusive Education: Gary Lozinski and Dennis Lacroix 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. Maple Ridge Teachers' Association Social Justice Committee ITEM 4

E. DEFERRED ITEMS

F. DECISION ITEMS

1. Chairperson
 - a) Board of Education Public Board Meeting ITEM 5
2. Superintendent of Schools
 - a) Universal Washroom Sign ITEM 6
3. Secretary Treasurer
 - a) 2015/16 Routine Capital Plan ITEM 7
4. Board Committees
 - a) Finance
 - i. Audited Financial Statements ITEM 8

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

G. INFORMATION ITEMS

1. Chairperson
2. Superintendent of Schools
 - a) My Education BC Update ITEM 9
 - b) Summer Learning Update ITEM 10
 - c) Superintendent's Update ITEM 11
3. Secretary Treasurer
4. Board Committees & Advisory Committee Reports
 - a) Finance
 - b) Budget
 - c) Board Policy Development
 - i. Health Related Procedures ITEM 12
 - ii. Update on Policies and Procedures ITEM 13
 - d) Strategic Facilities Plan
 - i. Draft Strategic Facilities Plan ITEM 14
 - e) Education
 - f) Aboriginal Education
 - g) Inclusive Education
 - h) French Immersion Advisory
 - i) District Student Advisory
 - j) Round Table with Partners

H. TRUSTEE MOTIONS AND NOTICES OF MOTIONS

1. Submission to the Select Standing Committee on Finance and Government Services ITEM 15

I. TRUSTEE REPORTS

1. BC School Trustees Association Provincial Council
2. District Parent Advisory Council
3. Joint Parks and Leisure Services
4. Municipal Advisory & Accessibility
5. Maple Ridge-Pitt Meadows Arts Council
6. Ridge Meadows Education Foundation
7. Social Planning Advisory:
<http://www.mapleridge.ca/AgendaCenter/Social-Planning-Advisory-Committee-10>
8. Tzu Chi Foundation
9. Youth Centre Society
10. Other Board Liaison Representative Reports
 - a) Good News Items

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

K. OTHER BUSINESS

1. Public Disclosure of Closed Meeting Business

ITEM 16

L. ADJOURNMENT

To: **Board of Education**

From: Chairperson
Mike Murray

Re: **OPENING PROCEDURES**

Date: September 23, 2015
(Public Board Meeting)

Information/Decision

1. *CALL TO ORDER*
2. *CORRESPONDENCE (Information Item)*
 - Frank Lento, Chair, School District No. 5 (Southeast Kootenay)
 - Cindy Dettling, Safe Stop Coordinator

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

SOUTHEAST KOOTENAY

June 23, 2015

RE: Invitation to Respond

As elected officials, the School District 5 (SD5), Southeast Kootenay Board of Education feels a keen responsibility to advocate for a strong public education system in British Columbia.

To that end our Board has been sending your organization courtesy copies of correspondence on issues affecting the quality of public education that British Columbians expect and deserve.

We now invite you and/or your organization to provide our Board with any feedback, questions or suggestions related to the attached correspondence.

Sincerely,

Frank Lento, Board Chair,
SD5

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



SCHOOL DISTRICT 5

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

June 17, 2015

Honourable Michael De Jong
Minister of Finance and Gov't House Leader
PO Box 9048 Stn Prov Govt
Victoria BC V8W 9E2

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

Dear Ministers De Jong and Fassbender:

RE: SD5 Needs Budget

Once again School District 5 (SD5), Southeast Kootenay will be submitting a Balanced Budget –along with our Annual Needs Budget to government for the upcoming 2015/2016 school year. As our Needs Budget demonstrates, in order to balance our budget each year our District must choose to not fund, underfund and/or cut in areas that simply do not benefit from such austerity.

Year over year districts across the province have informed government that the funding provided is not adequate to even cover cost of living increases. Inflationary costs alone equal over one million dollars in our District and increases to the cost of doing business –carbon offsets, MSP premium increases, BC Hydro rate increases etc.— remain unfunded by government and contribute to the cuts our Board must make each year.

Despite the prudence exercised in our District to cut in those areas that have the *least* impact in the classroom, we remind government that *every* cut impacts the quality educational experience we strive to provide our learners in SD5.

In addition to cuts required to simply balance our budget, our District struggles with the challenge of cutting in one funding area in order to provide the necessary funding to those areas identified as “high needs”. One such “high needs” area is BC’s Education Plan.

This government initiative, with a focus on “personalized learning”, requires Districts to invest in and maintain current (and expensive) technologies and infrastructure in order to provide the meaningful and relevant experiences our learners require to attain success within and beyond K - 12. As Minister

Fassbender states in his *BC's Education Plan Minister's Message*, "We owe it to our students to keep pace."

This year our District found it necessary to make cuts to 33 distinct areas of our operations in order to achieve a balanced budget and continue to focus on important components of the BC Education Plan.

We wish to remind government that the *Select Standing Committee on Finance and Government Services* (SSCFGS) also recognizes the need for government to adequately address educational funding needs as presented (once again) in their *Report on the Budget 2015 Consultations*. This year's recommendation urges government to "Provide stable, predictable, and adequate funding to **enable school districts to fulfill their responsibility to provide continued equitable access to quality public education, and to meet required repair and maintenance needs**" (emphasis mine).

Once again our District urges government to treat education as the priority it is by providing adequate and sustainable funding that keeps pace with inflation, cost of living increases and government mandated programs and initiatives such as the *BC Education Plan* to ensure our students can indeed "keep pace".

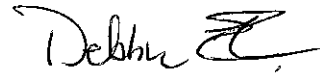
Sincerely,



Frank Lento, Board Chair,
SD5



Shelley Balfour
CFTA – Co-Chair



Debbie Therrien
DPAC President

Cc: Bill Bennett, MLA Kootenay East, BC
Christy Clark, Premier, 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
Jim Iker, President BC Teachers Federation
Nicole Makohoniuk, President, BCCPAC
Media

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

940 Industrial Road #1, Cranbrook BC, V1C 4C6 • Tel: 250.417.2055 • Fax: 250.489.5460 • 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 9th, 2015

SD5 Says Balanced Budget a Real Balancing Act

Along with their Balanced Budget for the upcoming 2015/2016 school year School District 5 (SD5), Southeast Kootenay will once again be submitting an Annual Needs Budget, accompanied by a joint letter from SD5 and education partners to government advocating for "adequate funding".

According to Board Chair Frank Lento, the SD5 "Needs Budget" is the rationale and pro-active response to revenue provided by government that is, year after year, chronically less than what is needed to pay for the delivery of programs and services mandated by that same government.

"The simple fact is the current funding formula doesn't work", says Lento. "Someone in Victoria determines our funding envelope based on a formula that changes from year to year and has little in common with the reality of running a district. Outside that envelope we have inflationary costs like Hydro and MSP increases, as well as surprise claw-backs like the recent \$54 million in "administrative savings" that government demanded from Districts across BC, which in our District equals around \$890,000 over two years".

In addition to basic cuts required to balance the budget, Lento says the District struggles with the challenge of cutting in one funding area in order to provide the necessary funding to those areas identified as "high needs". This year SD5 made cuts to 33 distinct areas of their operations in order to achieve a balanced budget while continuing to focus on "high need" areas of education, some of which are outlined in BC's Education Plan.

"This government initiative, with a focus on "personalized learning", requires Districts to invest in and maintain current –and expensive–technologies and infrastructure in order to provide the meaningful and relevant experiences our learners require to attain success".

It would seem that on this point at least, the SD5 Board and Education Minister Peter Fassbender agree. In his *BC's Education Plan Minister's Message*, Fassbender states, "We owe it to our students to keep pace."

"What we don't agree on," said Lento, "is the level of investment government needs to commit to education if they are to move from rhetoric to reality.

Contact:

Frank Lento, Chairperson, SD5 Board of Education

250-423-7607

Trina Ayling, SD5 Media/Communications Committee

250-489-1006

August 17, 2015

School District No. 42 - Maple Ridge
22225 Brown Ave
Maple Ridge, BC V2X 8N6

AUG 25 2015

Re: Safe Stop - Increase fine/pernalties

Attention: Board Chairman

Safe Stop is a program that was introduced to School District No. 60 in April of this year. It's sole purpose is to remind the motoring public that driving through the flashing red lights of a school bus is both dangerous and illegal. Between April 15th and June 25th, 2015, the Transportation Department of School District No. 60 recorded every instance of motorists driving through the flashing red lights of the school buses. More than one infraction per day was recorded during this time period.

The fine for "Fail to stop for school bus" in B.C. is only \$167.00 and 3 points, to put this in perspective:

Section	Description	Fine	Points
140	Disobey Construction Signs	\$196-\$253	3
141	Disobey Flagman	\$196	3
144(1)(a)	Drive without Due Care	\$368	6
144(1)(b)	Drive without Consideration	\$196	6
147(1)	Speed in School Zone	\$196-\$253	3
147(2)	Speed in Playground Zone	\$196-\$253	3
151.1(3)	Improper use of leftmost lane	\$167	3

In Alberta, the fine associated with failing to stop for a school bus is \$400.00 and Ontario's fines range between \$400.00 and \$2000.00 depending on the amount of infractions the driver has had. Ontario has an absolute Zero Tolerance for this offense.

Drivers in British Columbia do not take this issue seriously, and it is just a matter of time before another child is injured or killed. Increasing the fine and points to \$368.00 plus 6 points is necessary to reflect the severity of the infraction.

Please lend your voice to this matter by writing letters in support of having the fine/points increased. Contact information and addresses as well as the letter that I have sent out are attached for your convenience. I would be very interested in hearing about your response (or actions) regarding this request and have also included my contact information. Thank you in advance for any consideration or support that you might lend to this endeavor.

Sincerely,



Cindy Dettling - Safe Stop Coordinator
dettling@telus.net
Ss2 Site 22 Comp 6
Fort St. John, BC V1J 4M7
250 262-9965

Please feel free to invite other areas of local government or organizations to write letters as well.

CONTACT INFORMATION IN WHICH TO FORWARD LETTERS

Christy Clark - Premier of British Columbia
PO Box 9041 Stn Prov Govt
Victoria, BC V8W 9E1

Honourable Suzanne Anton - Attorney General and Minister of Justice
PO BOX 9044 Stn Prov Govt
Victoria BC V8W 9E2
Phone: 250 387-1866
Fax: 250 387-6411

Honourable Todd Stone - Minister of Transportation
PO Box 9055 Stn Prov Govt
Victoria, BC V8W 9E2

Superintendent of Motor Vehicles
RoadSafetyBC
PO Box 9254, Stn Prov Govt
Victoria, BC
V8W 9J2

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

Pat Pimm, MLA - Peace River North
10104 - 100 Street
Fort St. John, BC V1J 3Y7

August 17th, 2015

MLA Peace River North
10104 - 100th Street
Fort St. John, BC V1J 3Y7
V8W 9E2

Re: Section 149, Fail to Stop for School Bus

Attention: Pat Pimm, MLA

Please accept this letter as my formal request to have the fine associated with Section 149 "Fail to stop for School Bus" increased from \$167.00 plus 3 points, to \$368.00 plus 6 points.

To put this in perspective:

Section	Description	Fine	Points
140	Disobey Construction Signs	\$196-\$253	3
141	Disobey Flagman	\$196	3
144(1)(a)	Drive without Due Care	\$368	6
144(1)(b)	Drive without Consideration	\$196	6
147(1)	Speed in School Zone	\$196-\$253	3
147(2)	Speed in Playground Zone	\$196-\$253	3
151.1(3)	Improper use of leftmost lane	\$167	3

Between April 15th and June 25th, 2015, the Transportation Department of School District No. 60 recorded every instance of motorists driving through the flashing red lights of the school buses. During that time, there were 50 days in which the school buses operated, and 51 infractions - at least one per day. This concern is not limited to Northern British Columbia, School District Transportation Supervisors throughout B.C. confirm that the number of "Fail to stop for School Bus" infractions is unacceptable.

At this time, the fine for driving through the flashing red lights of a school bus in BC is \$167 plus 3 points. In Alberta it's \$400 and Ontario it ranges from \$400 to \$2000 depending on the number of repeat infractions the driver has had. Jail time is also an enforcement tool in Ontario where there is a zero tolerance for this infraction.

Continued

continued from page 1

Accident statistics clearly show that the most dangerous part of the school bus ride, to and from school, is when the child is outside the bus, i.e. loading and unloading. Over 2200 students ride the school buses every day within our district. With the increasing number of vehicles sharing the road with school buses, more close calls or near misses are happening every day. It is important to get the word out that driving through the flashing red lights of a stopped school bus is both dangerous and illegal.

Safe Stop is a program that was introduced within School District No. 60 intended to remind motorists of the importance of stopping for the flashing red lights of the school buses. School bus drivers and administrators are doing what they can to bring this issue to the public's attention but we need help.

The penalties in BC need to be increased so that drivers take this seriously. I urge this Government to take a proactive step regarding the safety of our school bus passengers, before another child is injured or killed.

I look forward to hearing from you regarding this issue and any resolution that you may come to.

Sincerely,

Cindy Dettling
Safe Stop Coordinator
dettling@telus.net
250 262-9965
Ss2 Site 22 Comp 6
Fort St John BC V1J 4M7

cc: Honourable Christy Clark, Premier
cc: Honorable Suzanne Anton - Attorney General, Minister of Justice
cc: Honourable Todd Stone - Minister of Transportation
cc: Honourable Mike Bernier - Minister of Education
cc: Superintendent of Motor Vehicles



ITEM 2

To: **Board of Education**

From: Chairperson
Mike Murray

Re: **APPROVAL OF MINUTES**

Date: September 23, 2015
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Minutes of the June 24, 2015 Public Board Meeting be approved as circulated.

Attachment

IN ATTENDANCE:

BOARD MEMBERS:

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

STAFF:

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

A. OPENING PROCEDURES

1. Call to Order

The meeting was called to order at 4:00 p.m. The Chair welcomed and thanked everyone for attending. The Board Chair acknowledged that this meeting is taking place on the traditional territory of Katzie First Nation and Kwantlen First Nation.

2. Correspondence

Moved/Seconded

- Frank Lento, Chair, School District No. 5 (Southeast Kootenay)
- Mike Murray, Chair, School District No. 42 (Maple Ridge-Pitt Meadows)
- Tina Last, Chair, School District No. 52 (Prince Rupert)
- Anita Brierley
- Dorothy Green

The Board Chair requested that the correspondence from Anita Brierley, Dorothy Green and Mike Murray, Chair, School District No. 42 regarding bussing be moved to Chairperson, Decision Item.

THAT the Board receive all correspondence for information.

CARRIED

3. Approval of Agenda

Moved/Seconded

Additions

Add to Correspondence:

Anita Brierley

Dorothy Green

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

Amendments

Move from Correspondence to Decision Item, Chairperson:

Anita Brierley

Dorothy Green

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

THAT the Agenda be ordered as amended.

CARRIED

4. Invitation for Public Input to matters on the Agenda

B. APPROVAL OF MINUTES

1. June 10, 2015

Moved/Seconded

THAT the Minutes of the June 10, 2015 Meeting be approved as circulated.

CARRIED

C. PRESENTATIONS

- a) Community Literacy Committee

Moved/Seconded

Sheila Pace, Joanna Tomes, Lynn Easton and Elaine Yamamoto presented on the Community District Literacy Plan. Programs offered, funding and community involvement were explained.

THAT the Board receive the presentation from the Community Literacy Committee, for information.

CARRIED

D. DELEGATIONS

- a) Maple Ridge Teachers' Association: Bill 11

Moved/Seconded

Todd Patrick presented on BCTF concerns regarding Bill 11 including the diminishing of student privacy, the impact on teachers' professional development, the reduction of power for trustees, and the underfunding of public education.

THAT the Board receive the presentation from the Maple Ridge Teachers' Association on Bill 11, for information.

CARRIED

E. DEFERRED ITEMS

F. DECISION ITEMS

1. Chairperson

- a) Correspondence from Anita Brierley, Dorothy Green and Mike Murray, Chair, School District No. 42 (Maple Ridge-Pitt Meadows) regarding bussing

Moved/Seconded

Discussion ensued on correspondence regarding the Board's decision to discontinue regular student bussing starting in 2016.

THAT the Board authorizes the Board Chair to send the response letter on bussing to Anita Brierley and Dorothy Green.

CARRIED

2. Superintendent of Schools
3. Secretary Treasurer
4. Board Committees
 - a) Finance
 - b) Budget
 - c) Board Policy Development
 - d) Strategic Facilities Plan
 - e) Education Committee
 - f) Aboriginal Education

G. INFORMATION ITEMS

1. Superintendent of Schools
 - a) My Education BC Update

Moved/Seconded

The Director of Instruction and the MyEdBC Project Manager provided an update on Teacher Training, the Clerical and Administration Training Schedule, and the Teaching Training Schedule.

Discussion ensued on who will be able to access the data, how the data will be utilized and the types of support that will be available to staff during school start up.

THAT the Board receive the My Education BC Update, for information.

CARRIED

- b) District IT Plan Update

Moved/Seconded

The Director of Instruction and Manager of Information Technology provided an update on the District IT Plan and the key projects that will be undertaken over the summer months. Projects include: Implementation of the Next Generation Network (NGN), Wireless Internet Upgrades, Learning Commons, MyEdBC Support, Hardware Replacement, District Email and SharePoint Upgrades, International Education Parent Portal Module, Upgrades to Secondary School Servers, Online Teacher Collaboration Site and Print Management/Reduction.

THAT the Board receive the District IT Plan Update, for information.

CARRIED

- c) Superintendent's Update

Moved/Seconded

The Superintendent provided an update on leaving ceremonies, helping teacher meetings, school visits, the coaches' appreciation dinner that was held at Thomas Haney Secondary School and the new draft kindergarten to grade 9 curriculum.

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

CARRIED

2. Secretary Treasurer
3. Board Committees & Advisory & Advisory Committee Reports
 - a) Finance
 - b) Budget
 - c) Board Policy Development
 - d) Strategic Facilities Plan Steering
 - e) Education
 - f) Aboriginal Education
 - g) Inclusive Education

Trustee Clarkson reported that Gary Lozinski presented information on Student Support Services from a secondary perspective, Steve Wiebe spoke about the trades and alternate programs and that Dennis Lacroix is the recipient of a MACAI Award.

- h) French Immersion Advisory
- i) District Student Advisory
- j) Round Table with Partner Groups

Youth Engagement was discussed.

H. TRUSTEE MOTIONS AND NOTICES OF MOTIONS

I. TRUSTEE REPORTS

BC School Trustees Association

Trustee Clarkson reported on a Provincial Advisory Committee on Assessment meeting.

Trustee Clarkson reported on an upcoming meeting with the Ministry of Education, the BC School Trustees' Association and Boards.

District Parent Advisory Council

It was reported that Kim Dumore is the new Chair of the District Parent Advisory Council and that the Strategic Facilities Review was discussed.

Good News

Trustees reported on the graduation ceremonies, grade 7 camp and the Environmental School drumming ceremony at Alco Park.

J. QUESTION PERIOD

A question was posed regarding budget cuts.

K. OTHER BUSINESS

L. ADJOURNMENT

Moved/Seconded

THAT the Board adjourn the meeting.

CARRIED

The Public Board meeting adjourned at 5:57 p.m.

Mike Murray, Chairperson

Flavia Coughlan, Secretary Treasurer



ITEM 3

To: **Board of Education**

From: Chairperson
Mike Murray

Re: **INCLUSIVE EDUCATION:**
GARY LOZINSKI AND DENNIS LACROIX

Date: September 23, 2015
(Public Board Meeting)

Information

RECOMMENDATION:

THAT the Board receive the presentation from Gary Lozinski and Dennis Lacroix on Inclusive Education, for information.



ITEM 4

To: **Board of Education**

From: Chairperson
Mike Murray

Re: **MAPLE RIDGE TEACHERS' ASSOCIATION**
SOCIAL JUSTICE COMMITTEE

Date: September 23, 2015
(Public Board Meeting)

Information

RECOMMENDATION:

THAT the Board receive the presentation from the Maple Ridge Teachers' Association Social Justice Committee, for information.



ITEM 5

To: **Board of Education**

From: Chair
Mike Murray

Re: **BOARD OF EDUCATION**
PUBLIC BOARD MEETING

Date: September 23, 2015
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

In order to accommodate the Ministry of Education's Joint Education Partners Meeting scheduled for October 21, 2015, it is proposed that the Public Board Meeting be moved to October 14, 2015.

RECOMMENDATION:

THAT the Board approve the change of date for the Public Board Meeting from October 21, 2015 to October 14, 2015 to facilitate attendance at the Ministry of Education's Joint Education Partners Meeting scheduled for October 21, 2015.

**ITEM 6**

To: **Board of Education**

From: Superintendent
Sylvia Russell

Re: **UNIVERSAL WASHROOM SIGN**

Date: September 23, 2015
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

In November of 2014, students of the Maple Ridge Secondary School Gay Straight Alliance requested that the signage for single stalled washrooms be changed to ensure our schools are creating a culture that is honoring and inclusive of gender diversity. The students shared that many students presently do not feel comfortable using either gender identified multi or single stalled washrooms. Representatives from the Safe and Caring Schools Policy Implementation Committee met with Maple Ridge Secondary School students to hear the students' concerns and their recommendations. The Committee then met to discuss possible signage changes. After consultation with other school districts, the Committee selected a universal washroom sign (Attachment A). Members of the Committee then shared the chosen sign with students representing the Gay Straight Alliance across the district. With the support of the students, the Committee is recommending that students have access to single stalled washrooms, identified by the universal washroom sign in every school.

Implementation

With the input of principals and school staff single stalled washrooms will be assigned the new universal washroom sign. Some secondary schools might select more than one washroom. In schools where installing the new signs is not viable the Principal and the Director of Instruction will work on identifying alternative solutions.

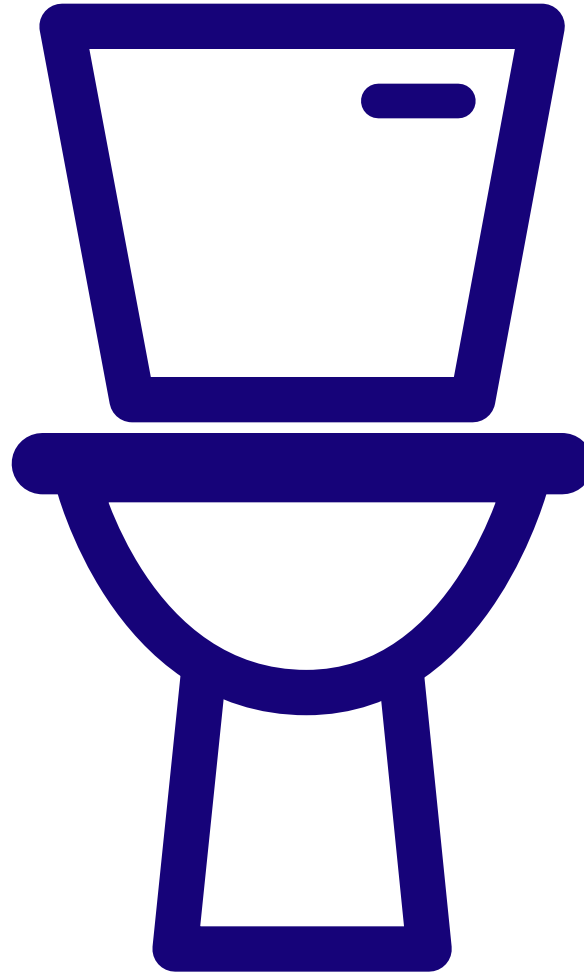
Estimated Cost and Budget

The cost of the signs would be \$428 and no cost for installation if done with complimentary carpentry over an 8 week rotation. If complimentary carpentry is not used the cost would be \$720. This is based on one sign in each school. The cost would be covered from existing budget allocations.

RECOMMENDATION:

THAT the Board approve the use of the proposed universal washroom sign and the installation of universal washroom signs in all elementary and secondary schools.

Attachment



WASHROOM



WASHROOM

**ITEM 7****To: Board of Education****From: Secretary Treasurer
Flavia Coughlan****Re: 2015/16 ROUTINE CAPITAL PLAN****Date: September 23, 2015
(Public Board Meeting)****Decision****BACKGROUND/RATIONALE:**

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

On August 21, 2015, the Ministry announced that the funding available for routine capital is nearly \$ 20 million and districts were asked to identify priorities for routine capital upgrade projects to support healthy, efficient schools for students, teachers and staff. Eligible projects must cost more than \$100,000 and may include:

- Electrical upgrades (power supply and distribution systems);
- Energy upgrades;
- Health and safety upgrades (traffic safety, indoor air quality);
- Mechanical upgrades (heating, ventilation, plumbing); and
- Roofing upgrades.

Priority will be given to schools with enrolment demands and the greatest opportunity to improve facilities, as well as schools with strategic importance to districts such as those in rural areas with limited alternatives and projected enrolment growth.

The September 15, 2015 deadline for routine capital submissions only provided staff and consultants with minimal time to create a plan for the school district. The attached 2015/16 Routine Capital Plan Submission was prepared with assistance from Rocky Point Engineering and it includes mechanical upgrade projects that can be completed in the next two years in our schools and would result in replacement of beyond useful life equipment and improved energy efficiency.

The following table summarizes the routine capital projects identified for our school district and the full submission is included in Attachment B.

<i>School Name</i>	<i>Project Scope</i>	<i>Estimate (\$)</i>
<i>Albion Elementary</i>	Central boiler plant and domestic hot water system upgrade	\$ 216,000
<i>Fairview Elementary</i>	Central boiler plant and domestic hot water system upgrade	\$ 216,000
<i>Harry Hooge Elementary</i>	Central boiler plant and domestic hot water system upgrade	\$ 234,000
<i>Pitt Meadows Secondary</i>	Central boiler plant and domestic hot water system upgrade	\$ 588,000

<i>School Name</i>	<i>Project Scope</i>	<i>Estimate (\$)</i>
<i>Westview Secondary</i>	PHASE 1: Purchase 46 roof top heat pumps with gas fired back-up heating	\$ 414,000
	PHASE 2: Install 46 roof top heat pumps with gas fired back-up heating, new domestic hot water tanks, DDC system connection, roofing, curbs, architectural	\$ 468,000
	PHASE 3: Purchase 26 roof top heat pumps with gas fired back-up heating	\$ 234,000
	PHASE 4: Install 26 roof top heat pumps with gas fired back-up heating, DDC system connection, roofing, curbs, architectural	\$ 234,000
<i>Riverside Centre</i>	Central boiler plant and domestic hot water system upgrade	\$ 216,000

Staff is recommending that a capital funding request for the attached projects together with the consultant reports be included in the November 2, 2015 Capital Plan submission.

RECOMMENDATION:

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

Attachments



July 8th, 2015

VIA EMAIL
Our Ref: 183087

To: All Secretary-Treasurers
All School Districts

Re: 2015/16 Capital Plan Submission

Attached are the 2015/16 Capital Plan Instructions (CPI) for your action. These instructions along with the 15/16 Capital Plan Allowances, Rates and Costing Factors will be posted shortly to the ministry website at

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

School District Capital Plan submissions should include capital projects which involve the need for new space, replacements, renovations, site acquisitions, seismic mitigation projects, mechanical upgrades, routine minor and major capital improvements and bus purchases.

Of note, submission deadlines for the Capital Bus Acquisitions and Routine Capital is September 15th, 2015; earlier than the overall Capital Plan Submission.

Additionally, there is some new content within the CPI that is identified as “NEW”.

NEW – Project Identification Report Light

The PIR submission requirements have been slightly reduced and are referred to as PIR (Light). Please review the changes closely. The intent of the project submissions is to provide the Ministry enough detail that we can assess projects against provincial priorities and comparatively to one another; as well as provide a reasonable degree of certainty of scope, costs and benefits. They are not intended to be detailed business cases nor engineering assessments at this stage. We will request more detailed analysis once we have established our list of priority projects.

NEW - Routine Capital Category

For the 15/16 Capital Plan submission a category for Routine Capital has been included. The Ministry may have the potential to support some Routine Capital providing the expenditure can be actualized within our fiscal 15/16 budget. As such, submissions for **Routine Capital are due September 15, 2015 (in addition to inclusion in the complete Capital Plan due November 2,**

2015), as are requests for capital bus purchases. Please refer to the appropriate sections within the CPI.

School District Facility Plans

Boards of education are expected to have a School District Facilities Plan (SDFP) in place that supports projects being submitted to the Ministry for capital investment consideration. A SDFP must identify and rationalize current and future capital requirements for new schools, school expansion and consolidation; school replacement or upgrades based on building condition, seismic vulnerability and ongoing maintenance/life cycle costs; as well as new government initiatives. The SDFP provides the critical context for discussions with the Ministry regarding high priority project requests.

The online Remote Data Entry Capital Planning (RDECP/Webcaps) system will be open by the end of July for 2015/16 submissions. You will be advised by email when it is available.

The deadline for Routine Capital and Capital Bus purchases is September 15th, 2015 as outlined in the CPI.

The deadline for complete 2015/16 Capital Plan submissions to the Ministry is November 2, 2015 as outlined in the CPI.

I would like to thank you for your ongoing support. If you have any questions regarding any aspect of the processes outlined above, please contact your Planning Officer.

Yours sincerely,



Shanna Mason
Assistant Deputy Minister
Planning & Major Projects

pc: All Superintendents of Schools
All Regional Director

2015/16 Routine Capital Plan Submission

School District **42** Maple Ridge-Pitt Meadows

School Name	Capital Plan Project Code	Project Scope	Project Estimate (\$)	Current FCI	FCI After Investment	Capacity	Other Benefits	Substantial Completion Prior to March 31, 2016?
Albion Elementary School	MECHUP	Central boiler plant and domestic hot water system upgrade	\$ 216,000	0.52	0.48	438	End of life replacement with improved energy efficiency	Y
Fairview Elementary School	MECHUP	Central boiler plant and domestic hot water system upgrade	\$ 216,000	0.51	0.48	433	End of life replacement with improved energy efficiency	Y
Harry Hooze Elementary School	MECHUP	Central boiler plant and domestic hot water system upgrade	\$ 234,000	0.49	0.45	410	End of life replacement with improved energy efficiency	N
Pitt Meadows Secondary School	MECHUP	Central boiler plant and domestic hot water system upgrade	\$ 588,000	0.63	0.61	1100	End of life replacement with improved energy efficiency	N
Westview Secondary School	MECHUP	PHASE 1: Purchase 46 roof top heat pumps with gas fired back-up heating	\$ 414,000	0.49	0.47	1200	End of life replacement with improved energy efficiency	Y
Westview Secondary School	MECHUP	PHASE 2: Install 46 roof top heat pumps with gas fired back-up heating, new domestic hot water tanks, DDC system connection, roofing, curbs, architectural	\$ 468,000	0.47	0.44	1200	End of life replacement with improved energy efficiency	N
Westview Secondary School	MECHUP	PHASE 3: Purchase 26 roof top heat pumps with gas fired back-up heating	\$ 234,000	0.44	0.43	1200	End of life replacement with improved energy efficiency	N
Westview Secondary School	MECHUP	PHASE 4: Install 26 roof top heat pumps with gas fired back-up heating, DDC system connection, roofing, curbs, architectural	\$ 234,000	0.43	0.42	1200	End of life replacement with improved energy efficiency	N
Riverside Centre	MECHUP	Central boiler plant and domestic hot water system upgrade	\$ 216,000	0.48	0.45	442	End of life replacement with improved energy efficiency	N

Prepared By: Rick Delorme
 Phone/Email: rick_delorme@sd42.ca; 604-466-6154

**ITEM 8**

To: **Board of Education**

From: Finance Committee of the Whole

Re: **AUDITED FINANCIAL STATEMENTS**

Date: September 23, 2015
(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, 2015 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, 2015, 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 3 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, 2015. Also note that the 2015 budget figures used are the 2014/2015 preliminary budget, as is required by PSAB.

A restricted operating surplus of \$4.17 million exists as of June 30, 2015. Details of this restricted surplus are outlined in the following table. The entire restricted surplus is committed to funding specific expenditures in 2015/2016 (\$2.79 million) and the Board approved use of \$1.38 million from the contingency reserve to offset the 2015/2016 budget shortfall.

Internally Restricted Operating Fund Surplus	
As at June 30, 2015	
	(\$ millions)
Funds for Specific Expenditures in 2015/16	
Targeted Funding - Aboriginal Education	\$ 0.12
School Budget Balances	0.49
Professional Development Funds	0.17
Financial Provisions	0.10
Funds Required to Complete Projects in Progress	0.42
Purchase Order Commitments	1.49
	<u>\$ 2.79</u>
Use of contingency reserve to fund next year's budget	<u>\$ 1.38</u>
Total Internally Restricted Operating Surplus	<u>\$ 4.17</u>

With respect to the funding for specific expenditures in 2015/2016 (\$2.79 million), in most cases these expenditures were planned to be incurred in 2014/2015, however for various reasons, the timing of the expenditures was extended into 2015/2016. The teacher job action that occurred in 2014 further restricted completing projects in progress during 2014/2015.

The use of contingency reserve to fund next year's budget has two components. During the 2015/2016 preliminary budget process, a projected budget shortfall of \$1.68 million was identified. The Board approved the use of \$0.79 million from the contingency reserve to help offset the projected shortfall for 2015/2016. Also during the 2015/2016 preliminary budget process, the Board approved the use of contingency reserve for one time expenditures (\$0.59 million) that include secondary innovation support, peer to peer mentoring and social and emotional learning.

Variances of note in the operating revenue section include \$1.96 million of additional Ministry of Education funding which is the result of increased enrolment over projections of \$0.63 million and holdback allocation of \$1.33 million. Ministry of Education - other revenue was less than budgeted by \$0.88 million due to job action savings recovery of \$3.80 million, partially offset by additional labour settlement funding of \$2.62 million and additional graduated adult funding of \$0.21 million. Additional tuition revenue of \$1.37 million was generated due to a significant increase in International Education student enrolment in both the regular and short term programs.

Variances in the operating salaries expense section include lower than budgeted teacher salaries of \$2.05 million and substitute salaries of \$0.74 million, higher than budgeted education assistant salaries of \$0.25 million and other professionals (instructors) salaries of

\$0.41 million. These variances are principally owed to savings accrued during the 2014 teacher job action partially offset by increased salaries due to labour settlement and higher than projected enrolment.

Variances in the operating services and supplies expense section include lower than budgeted expense in transportation of \$0.11 million, due mainly to the savings in bussing from the job action. Rentals and dues is lower than budget due to the budget adjustment in the amended for \$0.15 million of BcEsis fees to services. Supplies is less than budgeted by \$0.18 million which can be attributed to overall reduced spending in 2014/2015 and the accumulation of the historical rollovers in the school supply budgets. Utilities expense is lower than budgeted by \$0.47 million which is the result of the energy management savings in electricity of \$0.04 million and natural gas savings of \$0.38 million.

Interfund capital lease payments is over budget by \$0.38 million which is the result of the Board decision to buy out the leases pertaining to technology in the classroom and transition to students bringing their own device to school. Capital assets purchased from operating is over budget by \$1.42 million due to the deferred capital spending approved by the Board in June 2015.

Our June 24, 2015 operating projection estimated a contingency reserve transfer of \$1.37 million and an appropriated surplus for specific expenditures of \$2.23 million. At the end of June 2015 an actual net amount of \$1.00 million was transferred to the contingency reserve for future unanticipated expenditures. Actual appropriated surplus at June 30, 2015 was \$4.17 million with \$2.79 million appropriated to fund specific expenditures in 2015/2016 and the remainder representing the Board approved transfer from contingency reserve to partially fund the 2015/2016 budget. (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 2014/2015, \$8.22 million in special purpose fund contributions was received, \$8.35 million was spent or recovered (see Schedule 3B).

As at June 30, 2015, \$1.86 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 \$174.19 million as at June 30, 2015 (see Schedule 4A). Of this amount, \$29.18 million represents net investment in sites, \$136.33 million in buildings and \$8.68 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 42 capital assets, they do not reflect current market value.

During 2014/2015, grants from the Ministry of Education by Bylaw capital projects totaled \$2.13 million (see Schedule 4D). During 2014/2015, \$2.20 million was spent on capital projects. Major projects included Maple Ridge Secondary School Building Envelope (\$0.13 million), Thomas Haney Lighting (\$0.28 million), roof replacements (\$0.73 million) which included Thomas Haney Secondary, Yennadon Elementary and Whonnock Elementary, and other small capital projects.

The Ministry of Education Restricted Capital Account (shareable capital) is \$1.53 million as at June 30, 2015 (see Schedule 4D). Approval by the Ministry of Education has been granted in 2014/2015 to utilize up to \$1.40 million of the Restricted Capital funds for the completion of the Energy Management projects.

The Land Capital Restricted Account (School Site Acquisition funds) received contributions of \$0.54 million in 2014/2015 and ended the 2015 year with a balance of \$5.18 million (see Schedule 4D).

The contingency reserve fund (Local Capital) totals \$5.70 million as at June 30, 2015 (see Schedule 4). The balance available in this fund will be used to fund the projects noted in the table below (\$2.59 million) and future unanticipated expenditures.

2014/2015 Contingency Reserve	
	(\$ millions)
Balance as at June 30, 2014	\$ 4.70
2014/2015 Available Surplus Transferred to Contingency Reserve	2.65
Contingency Reserve Transferred to Operating to Fund 2015/2016 Budget	(1.65)
Contingency Reserve at June 30, 2015	5.70
<i><u>Board Approved Use of Contingency Reserve to Fund One-time Expenditures</u></i>	
New Student Information Systems Implementation	(0.40)
Energy Management Plan Funding	(1.21)
Utilities Savings Bridging	(0.30)
Staff Computers Refresh	(0.21)
Secondary Innovation Support	(0.04)
Emergency Preparedness - Communications	(0.06)
Emergency Preparedness - Standby Power	(0.20)
	(2.42)
Board Approved Use of Contingency Reserve to Fund 2016/2017 Budget	(0.70)
Total Board Approved Use of Contingency Reserve	(3.12)
Available Contingency Reserve as at June 30, 2015	\$ 2.58

RECOMMENDATION:

THAT THE BOARD approve the Audited Financial Statements of School District No. 42 (Maple Ridge – Pitt Meadows) June 30, 2015.

Attachment

Audited Financial Statements of

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

June 30, 2015

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

June 30, 2015

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

MANAGEMENT REPORT

Version: 3076-2330-9348

Management's Responsibility for the Financial Statements.

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

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

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

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

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

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

Signature of the Chairperson of the Board of Education	Date Signed
Signature of the Superintendent	Date Signed
Signature of the Secretary Treasurer	Date Signed



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INDEPENDENT AUDITORS' REPORT

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

To the Minister of Education, Province of British Columbia

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

Management's Responsibility for the financial statements

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

Auditors' Responsibility

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

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

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



Opinion

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

Emphasis of Matter

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

Other Matter

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

Chartered Professional Accountants

September 16, 2015

Abbotsford, British Columbia

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

Statement 1

Statement of Financial Position

As at June 30, 2015

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

Contractual Obligations and Contingencies (Note 16,18)

Approved by the Board

Signature of the Chairperson of the Board of Education	Date Signed
Signature of the Superintendent	Date Signed
Signature of the Secretary Treasurer	Date Signed

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

Statement 2

Statement of Operations

Year Ended June 30, 2015

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

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

Statement 4

Statement of Changes in Net Financial Assets (Debt)

Year Ended June 30, 2015

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

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

Statement 5

Statement of Cash Flows
Year Ended June 30, 2015

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

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

NOTE 1 AUTHORITY AND PURPOSE

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

NOTE 2 ADOPTION OF NEW ACCOUNTING POLICY

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

NOTE 3 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

a) Basis of Accounting

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

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

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

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

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

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

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

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

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

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

b) Financial Instruments

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

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

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

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

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

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

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

c) Cash and Cash Equivalents

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

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

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

d) Accounts Receivable

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

e) Portfolio Investments

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

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

f) Unearned Revenue

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

g) Deferred Revenue and Deferred Capital Revenue

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

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

h) Employee Future Benefits

i) Post-employment benefits

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

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

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

NOTE 3 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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

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

ii) Pension Plans

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

i) Asset Retirement Obligations

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

j) Tangible Capital Assets

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

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

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

Buildings that are demolished or destroyed are written-off.

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

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

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

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

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

k) Capital Leases

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

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

l) Prepaid Expenses

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

m) Internally restricted reserves

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

n) Revenue Recognition

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

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

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

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

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

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

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

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

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

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

o) Expenses

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

Categories of Salaries

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

Allocation of Costs

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

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

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

p) Liability for contaminated sites

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

q) Measurement Uncertainty

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

NOTE 4 ACCOUNTS RECEIVABLE – OTHER RECEIVABLES

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

NOTE 5 PORTFOLIO INVESTMENTS

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

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

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

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

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

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

NOTE 7 **UNEARNED REVENUE**

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

NOTE 8 **DEFERRED REVENUE**

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

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

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

NOTE 9 DEFERRED CAPITAL REVENUE

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

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

NOTE 10 EMPLOYEE FUTURE BENEFITS

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

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

NOTE 10 EMPLOYEE FUTURE BENEFITS *(Continued)*

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

Reconciliation of Funded Status at End of Fiscal Year

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

Reconciliation of Change in Accrued Benefit Liability

Accrued Benefit Liability – July 1	\$ 6,304,541	\$ 6,056,897
Net expense for Fiscal Year	931,003	934,362
Employer Contributions	(410,318)	(686,718)
Accrued Benefit Liability – June 30	<u>\$ 6,825,226</u>	<u>\$ 6,304,541</u>
 Components of Net Benefit Expense		
Service Cost	\$ 552,892	\$ 535,078
Interest Cost	236,261	237,868
Immediate Recognition of Plan Amendment	-	-
Amortization of Net Actuarial (Gain) Loss	141,850	161,416
Net Benefit Expense	<u>\$ 931,003</u>	<u>\$ 934,362</u>

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

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

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

NOTE 11 DEBT

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

NOTE 12 CAPITAL LEASE OBLIGATIONS

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

Repayments are due as follows:

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

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

NOTE 13 TANGIBLE CAPITAL ASSETS

June 30, 2015

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

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

NOTE 13 TANGIBLE CAPITAL ASSETS *(Continued)*

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

June 30, 2014

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

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

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

NOTE 13 TANGIBLE CAPITAL ASSETS *(Continued)*

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

NOTE 14 EMPLOYEE PENSION PLANS

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

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

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

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

NOTE 15 RELATED PARTY TRANSACTIONS

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

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

NOTE 16 CONTRACTUAL OBLIGATIONS

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

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

NOTE 17 BUDGET FIGURES

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

NOTE 18 CONTINGENCIES

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

NOTE 19 ASSET RETIREMENT OBLIGATION

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

NOTE 20 EXPENSE BY OBJECT

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

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

NOTE 21 ACCUMULATED SURPLUS

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

NOTE 22 ECONOMIC DEPENDENCE

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

NOTE 23 RISK MANAGEMENT

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

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

a) Credit risk:

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

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

NOTE 23 RISK MANAGEMENT *(Continued)*

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

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

b) Market risk:

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

c) Currency risk:

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

d) Interest rate risk:

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

e) Liquidity risk:

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

f) Fair value of financial instruments:

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

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

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

NOTE 23 **RISK MANAGEMENT** *(Continued)*

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

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

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

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

NOTE 24 **SUPPLEMENTARY CASH FLOW INFORMATION**

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

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

Schedule 1 (Unaudited)

Schedule of Changes in Accumulated Surplus (Deficit) by Fund

Year Ended June 30, 2015

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

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

Schedule 2 (Unaudited)

Schedule of Operating Operations

Year Ended June 30, 2015

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

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

Schedule 2A (Unaudited)

Schedule of Operating Revenue by Source

Year Ended June 30, 2015

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

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

Schedule 2B (Unaudited)

Schedule of Operating Expense by Object

Year Ended June 30, 2015

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

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

Schedule 2C (Unaudited)

Operating Expense by Function, Program and Object
Year Ended June 30, 2015

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

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

Schedule 2C (Unaudited)

Operating Expense by Function, Program and Object

Year Ended June 30, 2015

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

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

Schedule 3 (Unaudited)

Schedule of Special Purpose Operations

Year Ended June 30, 2015

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

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	Community- LINK
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	39,733	25,965	175,950	1,416,553	49,006	67,002	139,359	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education	561,551	2,308,045	34,597			256,000	49,000	231,726	535,798
Other				16,494	3,736,561				
Investment Income	593		513	5,731		472	430	473	11
	562,144	2,308,045	35,110	22,225	3,736,561	256,472	49,430	232,199	535,809
Less: Allocated to Revenue	515,959	2,347,778	21,068	21,094	3,810,344	268,716	82,939	334,696	532,578
Recovered							777	2,128	3,231
Deferred Revenue, end of year	46,185	-	40,007	177,081	1,342,770	36,762	32,716	34,734	-
Revenues									
Provincial Grants - Ministry of Education	515,366	2,347,778	20,555			268,244	82,509	334,223	532,567
Other Revenue				15,363	3,810,344				
Investment Income	593		513	5,731		472	430	473	11
	515,959	2,347,778	21,068	21,094	3,810,344	268,716	82,939	334,696	532,578
Expenses									
Salaries									
Teachers		1,454,328					35,271	34,446	34,134
Educational Assistants		388,074			42,570	174,333	3,871		344,477
Support Staff	75,487				8,451	6,453			
Other Professionals									
Substitutes		50,516			6,575		4,830	6,943	
	75,487	1,892,918	-	-	57,596	180,786	43,972	41,389	378,611
Employee Benefits	14,362	454,860			8,750	58,281	9,062	10,892	105,719
Services and Supplies	291,548		2,208	21,094	3,657,681	29,649	29,905	139,651	48,248
	381,397	2,347,778	2,208	21,094	3,724,027	268,716	82,939	191,932	532,578
Net Revenue (Expense) before Interfund Transfers	134,562	-	18,860	-	86,317	-	-	142,764	-
Interfund Transfers									
Tangible Capital Assets Purchased	(134,562)		(18,860)		(86,317)			(142,764)	
	(134,562)	-	(18,860)	-	(86,317)	-	-	(142,764)	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

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

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

	Service Delivery Transformation	Youth Education Support Fund	Literacy Initiative	TOTAL
	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	80,661	1,772	1,996,001
Add: Restricted Grants				
Provincial Grants - Ministry of Education	88,029			4,064,746
Other		388,548		4,141,603
Investment Income	1,144	1,132		10,499
	89,173	389,680	-	8,216,848
Less: Allocated to Revenue	-	414,708	1,772	8,351,652
Recovered				6,136
Deferred Revenue, end of year	89,173	55,633	-	1,855,061
Revenues				
Provincial Grants - Ministry of Education			1,772	4,103,014
Other Revenue		413,576		4,239,283
Investment Income		1,132		9,355
	-	414,708	1,772	8,351,652
Expenses				
Salaries				
Teachers				1,558,179
Educational Assistants				953,325
Support Staff				90,391
Other Professionals			1,397	1,397
Substitutes				68,864
	-	-	1,397	2,672,156
Employee Benefits			253	662,179
Services and Supplies		121,184	122	4,341,290
	-	121,184	1,772	7,675,625
Net Revenue (Expense) before Interfund Transfers	-	293,524	-	676,027
Interfund Transfers				
Tangible Capital Assets Purchased		(293,524)		(676,027)
	-	(293,524)	-	(676,027)
Net Revenue (Expense)	-	-	-	-

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

Schedule 4 (Unaudited)

Schedule of Capital Operations

Year Ended June 30, 2015

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

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

Schedule 4A (Unaudited)

Tangible Capital Assets
Year Ended June 30, 2015

	Sites	Buildings	Furniture and Equipment	Vehicles	Computer Software	Computer Hardware	Total
	\$	\$	\$	\$	\$	\$	\$
Cost, beginning of year	29,183,232	253,612,570	11,104,076	570,520	377,500	3,369,961	298,217,859
Changes for the Year							
Increase:							
Purchases from:							
Operating Fund			553,153	151,471	212,846	1,241,581	2,159,051
Special Purpose Funds		130,142	421,489			124,396	676,027
Local Capital						648,710	648,710
Capital Lease Additions						310,027	310,027
Transferred from Work in Progress		2,016,238					2,016,238
	-	2,146,380	974,642	151,471	212,846	2,324,714	5,810,053
Decrease:							
Deemed Disposals			587,433	32,821	102,646	367,773	1,090,673
	-	-	587,433	32,821	102,646	367,773	1,090,673
Cost, end of year	29,183,232	255,758,950	11,491,285	689,170	487,700	5,326,902	302,937,239
Work in Progress, end of year		660,997			89,825		750,822
Cost and Work in Progress, end of year	29,183,232	256,419,947	11,491,285	689,170	577,525	5,326,902	303,688,061
Accumulated Amortization, beginning of year		114,266,307	6,688,572	247,985	151,629	1,256,169	122,610,662
Changes for the Year							
Increase: Amortization for the Year		5,821,727	1,129,767	62,985	86,521	869,686	7,970,686
Decrease:							
Deemed Disposals			587,433	32,821	102,646	367,773	1,090,673
		-	587,433	32,821	102,646	367,773	1,090,673
Accumulated Amortization, end of year		120,088,034	7,230,906	278,149	135,504	1,758,082	129,490,675
Tangible Capital Assets - Net	29,183,232	136,331,913	4,260,379	411,021	442,021	3,568,820	174,197,386

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

Schedule 4B (Unaudited)

Tangible Capital Assets - Work in Progress

Year Ended June 30, 2015

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

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

Schedule 4C (Unaudited)

Deferred Capital Revenue

Year Ended June 30, 2015

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

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

Schedule 4D (Unaudited)

Changes in Unspent Deferred Capital Revenue

Year Ended June 30, 2015

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

**ITEM 9**

To: **Board of Education**

From: Superintendent
Sylvia Russell

Re: **MY EDUCATION BC UPDATE**

Date: September 23, 2015
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

School District No. 42 has recently converted from BCeSiS to the MyEdBC student information system. Ongoing training is being provided to all employee groups throughout 2015-16, and this training includes secondary timetabling training that will occur in the spring of 2016.

Teacher Training

Three major training events are occurring for teachers during the fall of 2015.

The first MyEdBC training event took place in the afternoon of the first day of school on September 8, 2015. All staff worked with the principal to learn how to login to MyEdBC, set preferences and set security settings. A refresher on the Freedom of Information and Protection of Privacy Act (FOIPPA) was also completed.

The second MyEdBC training event is occurring at the first staff meeting in September. All staff will work with the principal to learn how to take student attendance using the new student information system. After this session it is expected that K-12 teachers will be completing attendance on-line.

The third session involves teacher release time and covers MyEdBC system fundamentals. System fundamentals include filters, field sets, queries and reports. The MyEdBC team created the teacher-training schedule that began on September 14th, 2015 and will end October 9th, 2015. There are two 1.5 hour AM sessions at the elementary schools that would cover the fundamentals training. The afternoon 2 hour PM session is hosted at the secondary schools and covers fundamentals training and gradebook.

Clerical and Administration Training Schedule

All clerical training sessions have now been completed. Records Clerks, Secondary Administrative Coordinators, Student Support Service Clerical, Elementary General Clerks, Library Clerks, Accounting Clerks, Elementary Secretaries, and Clerical Floats have all been trained.

System Responsiveness

The MyEdBC Provincial system has been very slow since school began on September 8th, 2015. The issues with the MyEdBC are at the provincial level and outside of our control. The School District No. 42 MyEdBC team has been diligent in communicating with school staff any updates they receive from the provincial government.

RECOMMENDATION:

THAT the Board receive the My Education BC Update for information.

**ITEM 10****To: Board of Education****From:** Superintendent
Sylvia Russell**Re: SUMMER LEARNING UPDATE****Date:** September 23, 2015
(Public Board Meeting)**Information**

BACKGROUND/RATIONALE:

During the month of July SD42 completed another successful Secondary Summer Learning program and embarked upon offering a summer learning experience to students in the elementary grades. Connected Learning Community (CLC), our online school, also offered a summer learning DL program that began in early May 2015.

Mr. Jeff Curwen, Secondary Summer Learning Principal, received 650 students from six (6) SD42 high schools as well as a number of cross-enrolled students from neighboring school districts and local private schools. Located at Thomas Haney Centre, the Summer Learning program doors opened on July 3rd with 650 students enrolled in 29 courses including remedial classes (grades 8, 9 and 10) as well as full credit courses in grades 10, 11 and 12.

Results for Secondary Summer Learning:

Student head count: 650
Total courses taken: 775
Courses with successful completion (minimum pass and beyond): 711
Course withdrawals: 65

Elementary Summer Learning featured a 'whirlwind' of activity to set-up online Parent Portal registration and create classes for 447 students in 4 locations representing zones as follows:

Yennadon: East
Eric Langton: French Immersion
Alouette: Central
Edith McDermott: West

Students were provided with a minimum of 40 hours of instruction spanning July 7th to the 23rd. Each school hosted multiage classes (grades 1-3) for primary and intermediate (grades 4-7).

Students with special needs were fully integrated into the classroom and were provided with Teacher and Educational Assistant support. Without textbooks and limited photocopies, teachers were encouraged to teach to their passion and explore concepts and ideas more deeply than they would normally feel comfortable during the school year due to curricular and other pressures. The result was each school took on a different flavor and organized learning experiences in a number of different ways.

Connected Learning Community (CLC), our online DL school, offered 16 courses on a 'Fast-Track' model. Online classes started early May 2015 and concluded July 24, 2015.

Courses offered:

- English 10, 11 and 12
- Communications 11, 12
- Planning 10
- Foundations of Math 10, 11, 12
- Pre-Calculus 11, 12
- Science 10
- Earth Science 11
- Chemistry 11, 12
- Biology 11

Students enrolled in CLC Fast Track Summer Learning: 176

Activations: 142

Successful completions: 97 (data as of July 23rd, further completions will be reported through the September 30th 1701)

Course Withdrawals: 34

Carryovers (Students close to completion and provided additional time): 45

Total number of students registered in all program Summer Learning offerings was 1,273.

Summer Learning Financial Update

The Summer Learning estimated revenue and expenses are shown in the table below. The expenses reported include direct program expenses (i.e. teachers, summer school administrators and supplies). They do not include costs associated with the use of district facilities and other district services. The estimated actual results are compared to the 2015/16 Preliminary Budget.

Additional expenses will be incurred in May/June 2016 for summer learning 2016 setup.

	2015/16 Budget	2015/16 Actual as at August 31, 2015			Variance
		Elementary	Secondary	Total	
Revenue					
Ministry of Education Grants	235,232	120,762	207,648	328,410	93,178
Other Revenue			81,330	81,330	81,330
Total Revenue	235,232	120,762	288,978	409,740	174,508
Expenses					
Salaries and Benefits	291,484	135,820	285,034	420,854	129,370
Services and Supplies	17,836	3,679	4,144	7,823	(10,013)
Total Expenses	309,320	139,499	289,178	428,677	119,357
Net Revenue (Loss)	(74,088)	(18,737)	(200)	(18,937)	55,151

RECOMMENDATION:

THAT the Board receive the Summer Learning Update for information.



ITEM 11

To: **Board of Education**

From: Superintendent
Sylvia Russell

Re: **SUPERINTENDENT'S UPDATE**

Date: September 23, 2015
(Public Board Meeting)

Information

RECOMMENDATION:

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



ITEM 12

To: **Board of Education**

From: Superintendent
Sylvia Russell

Re: **HEALTH RELATED PROCEDURES**

Date: September 23, 2015
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

On February 13, 2013 and October 29, 2014 respectively the Board approved Policy: 9610 Health Care Needs and Policy 9601: Anaphylaxis and received for information Procedure 9601.1: Anaphylaxis.

A comprehensive review of all documents related to student health and medical needs was undertaken by Student Support Services in consultation with the Public Health Nurses. As a result of this review it was necessary to update Procedure 9601.1 Anaphylaxis (Attachment A) and create the following procedures:

- Procedure 9610.1 Medical Intervention (Attachment B)
- Procedure 9610.2 Seizures (Attachment C)
- Procedure 9610.3 Type 1 Diabetes (Attachment D)

The updated documents are aligned with current provincial standards and incorporate input from the Schools Protection Program.

RECOMMENDATION:

THAT the Board receive for information:

- **Procedure 9601.1: Anaphylaxis**
- **Procedure 9610.1: Medical Intervention**
- **Procedure 9610.2: Seizures**
- **Procedure 9610.3: Type 1 Diabetes**

.
Attachments



SD 42 PROCEDURE: 9601.1

ANAPHYLAXIS

Purpose(s)

To provide guidelines for identifying individuals at risk for anaphylaxis, and for the development of school procedures and individual school plans that create and maintain as safe and healthy an environment as is reasonably possible for students who are known to have or have been identified as having the potential for anaphylaxis.

Description of Anaphylaxis

Signs and symptoms of a severe allergic reaction can occur within minutes of exposure to an offending substance. Reactions usually occur within two hours of exposure, but in rarer cases can develop hours later. Specific warning signs as well as the severity and intensity of symptoms can vary from person to person and sometimes from reaction to reaction in the same persons.

While the exact prevalence is unknown, it has been estimated that more than 600,000 or 1% to 2% of Canadians are at risk of anaphylaxis (from food and insect allergy), and that up to 6% of young children less than three years of age are at risk¹. In the school age population, it is estimated that between 2-4% of children are at risk of anaphylactic reactions to foods.

An anaphylactic reaction can involve **any** of the following symptoms, which may appear alone or in any combination, regardless of the triggering allergen:

- **Skin:** hives, swelling, itching, warmth, redness, rash;
- **Respiratory (breathing):** wheezing, shortness of breath, throat tightness, cough, hoarse voice, chest pain/tightness, nasal congestion or hay fever-like symptoms (runny itchy nose and watery eyes, sneezing), trouble swallowing;
- **Gastrointestinal (stomach):** nausea, pain/cramps, vomiting, diarrhea;
- **Cardiovascular (heart):** pale/blue colour, weak pulse, passing out, dizzy/light-headed, shock;
- **Other:** anxiety, feeling of "impending doom", headache, uterine cramps in females.

Because of the unpredictability of reactions, early symptoms should never be ignored², especially if the person has suffered an anaphylactic reaction in the past.

It is important to note that anaphylaxis can occur without hives.

¹ Canadian Society of Allergy and Clinical Immunology. Anaphylaxis in Schools and Other Settings. 2005.

² Training strategies need to address the need for a rapid emergency response when symptoms of an anaphylactic reaction appear. Students may be in denial, or unaware, that they are experiencing an anaphylactic reaction.

If an allergic student expresses any concern that a reaction might be starting, the student should always be taken seriously. When a reaction begins, it is important to respond immediately, following instructions in the student's *Anaphylaxis Individual Student Emergency Procedure Plan*. The cause of the reaction can be investigated later.

The following symptoms may lead to death if untreated:

- breathing difficulties caused by swelling of the airways; and/or
- a drop in blood pressure indicated by dizziness, light-headedness or feeling faint/weak.

Identifying Individuals at Risk

At the time of registration, using the district registration form, parents are asked to report on their child's medical conditions, including whether their child has a medical diagnosis of anaphylaxis. Information on a student's life threatening conditions will be recorded and updated on the student's Permanent Student Record annually.

It is the responsibility of the parent/guardian to:

- Inform the school principal when their child is diagnosed as being at risk for anaphylaxis;
- In a timely manner, complete medical forms and the *Anaphylaxis Individual Student Emergency Procedure Plan* which includes a photograph, description of the child's allergy, emergency procedures, contact information, and consent to administer medication. The *Anaphylaxis Individual Student Emergency Procedure Plan* should be posted in key areas such as in the child's classroom, the office, the teacher's daybook, and food consumption areas (e.g. lunch rooms, cafeterias). Parental permission is required to post or distribute the plan;³
- Provide the school with updated medical information at the beginning of each school year, and whenever there is a significant change related to their child;
- Inform [non School District No. 42](#) service providers of programs delivered on school property by non-school personnel of their child's anaphylaxis and care plan, as these programs are not the responsibility of the school.

The school will contact anaphylactic students and their parents to encourage the use of medical identifying information (e.g. MedicAlert® bracelet). The identifying information could alert others to the student's allergies and indicate that the student carries an epinephrine auto-injector. Information accessed through a special number on the identifying information can also assist first responders, such as paramedics, to access important information quickly.

Record Keeping – Monitoring and Reporting

For each identified student, the school principal will keep an *Anaphylaxis Individual Student Emergency Procedure Plan* on file. These plans will contain the following information:

³ A section for parental consent is included on the *Anaphylaxis Individual Student Emergency Procedure Plan*.

- Student-Level Information
 - Name
 - Contact information
 - Diagnosis
 - Symptoms
 - Emergency Response Plan
- School-Level Information
 - Emergency procedures/treatment
- Physician section including the student's diagnosis, medication and physician's signature.

It is the school principal's responsibility for collecting and managing the information on students' life threatening health conditions and reviewing that information annually to form part of the students' Permanent Student Records.

The school principal will also monitor and report information about anaphylactic incidents to the Board of Education in aggregate form (to include number of at-risk anaphylactic students and number of anaphylactic incidents) at a frequency and in a form as directed by the Superintendent.

Emergency Procedure Plans

(see form: *Anaphylaxis Individual Student Emergency Procedure Plan*)

A) Anaphylaxis Individual Student Emergency Procedure Plan

The school principal must ensure that the parents and student (where appropriate), are provided with an opportunity to meet with designated staff, prior to the beginning of each school year or as soon as possible to develop/update an *Anaphylaxis Individual Student Emergency Procedure Plan*. The *Anaphylaxis Individual Student Emergency Procedure Plan* must be signed by the student's parents and the student's physician. A copy of the plan will be placed in readily accessible, designated areas such as the classroom and office.

The *Anaphylaxis Individual Student Emergency Procedure Plan* will include at minimum:

- the diagnosis;
- the current treatment regimen;
- who within the school community is to be informed about the plan – e.g. teachers, volunteers, classmates;
- current emergency contact information for the student's parents/guardian;
- a requirement for those exposed to the plan to maintain the confidentiality of the student's personal health information⁴;
- information regarding the parent's responsibility for advising the school about any change/s in the student's condition; and
- information regarding the school's responsibility for updating records.

⁴ To be in compliance with the Freedom of Information and Protection of Privacy Act (FOIPPA).

B) School Wide Emergency Procedure Response Plan

Each school must develop a School Procedure Plan, which must include the following elements:

1) Student Emergency Response Procedures: When a student is in anaphylactic shock, school personnel will:

- Administer the student's auto-injector (single dose) at the first sign of a reaction. The use of epinephrine for a potentially life-threatening allergic reaction will not harm a normally healthy child, if epinephrine was *not* required. Note time of administration.
- Call emergency medical care (911 – where available).
- Contact the child's parent/guardian.
- A second auto-injector may be administered within 5 to 15 minutes after the first dose is given IF symptoms have not improved (i.e. the reaction is continuing, getting worse, or has recurred).
- If an auto-injector has been administered, the student must be transported to a hospital (the effects of the auto-injector may not last, and the student may have another anaphylactic reaction).
- One person stays with the child at all times.
- One person goes for help or calls for help.

The school principal, or designated staff, must ensure that emergency plan measures are in place for scenarios where students are off-site [per School District Field Trip Policy & Procedures](#) (e.g. bringing additional single dose auto-injectors on field trips).

2) Provision and Storage of Medication

Children at risk of anaphylaxis who have demonstrated maturity⁵ should carry one auto-injector with them at all times and have a back-up auto-injector stored at the school in a central, easily accessible, unlocked location. For children who have not demonstrated maturity, their auto-injector(s) will be stored in a designated school location(s). The location(s) of student auto-injectors must be known to all staff members and caregivers.

Parents will be informed that it is the parents' responsibility:

- to provide the appropriate medication (e.g. single dose epinephrine auto-injectors) for their anaphylactic child;
- to inform the school where the anaphylactic child's medication will be kept (i.e. with the student, in the student's classroom, and/or other locations);
- to inform the school when they deem the child competent to carry their own medication(s). Children who have demonstrated maturity, usually Grade 1 or Grade 2, should carry their own auto-injector, and it is their duty to ensure their child understands they must carry their medication on their person at all times;

⁵ As determined by the child's parents.

- to provide a second auto-injector to be stored in a central, accessible, safe but unlocked location;
- to ensure anaphylaxis medications have not expired; and
- to ensure that they replace expired medications.

3) **Allergy Awareness, Prevention and Avoidance Strategies**

Awareness

The school principal should ensure:

- That all school staff and persons reasonably expected to have supervisory responsibility of school-age students and preschool-age children participating in early learning programs (e.g. food service staff, volunteers, bus drivers, custodians) receive training annually ~~or biannually~~ in the recognition of a severe allergic reaction and the use of single dose auto-injectors and standard emergency procedure plans.
- That all members of the school community including substitute employees, employees-on-call, student teachers and volunteers have appropriate information about severe allergies including background information on allergies, anaphylaxis and safety procedures.
- With the consent of the parent, the principal and the classroom teacher must ensure that the student's classmates are provided with information on severe allergies in a manner that is appropriate for the age and maturity level of the students, and that strategies to reduce teasing and bullying are incorporated into this information.
- Posters which describe signs and symptoms of anaphylaxis and how to administer a single dose auto-injector should be placed in relevant areas. These areas may include classrooms, office, staff room, lunch room and/or the cafeteria.

Avoidance/Prevention

Individuals at risk of anaphylaxis must learn to avoid specific triggers. While the key responsibility lies with the students at risk and their families, the school community must participate in creating an allergy-aware environment. Special care is taken to avoid exposure to allergy-causing substances. Parents are asked to consult with the teacher before sending in food to classrooms where there are food-allergic children. The risk of accidental exposure to a food allergen can be significantly diminished by means of such measures.

Given that anaphylaxis can be triggered by minute amounts of an allergen when ingested, students with food allergies must be encouraged to follow certain guidelines:

- Eat only food which they have brought from home unless it is packaged, clearly labelled and approved by their parents (*Elementary schools*).

- If eating in a cafeteria, ensure food service staff understand the life-threatening nature of their allergy. When in doubt, avoid the food item in question.
- Wash hands before and after eating.
- Not share food, utensils or containers.
- Place food on a napkin or wax paper rather than in direct contact with a desk or table.

Non-food allergens (e.g. medications, latex) will be identified and restricted from classrooms and common areas where a child with a related allergy may encounter that substance.

4) Training Strategy

At the beginning of each school year, a training session on anaphylaxis and anaphylactic shock will be held for all school staff and persons reasonably expected to have supervisory responsibility of school-age students and preschool age children participating in early learning programs (e.g. food service staff, volunteers, bus drivers, custodians).

Efforts shall be made to include the parents, and students (where appropriate), in the training. Experts (e.g. public health nurses, trained occupational health & safety staff) will be consulted in the development of training policies and the implementation of training. Training will be provided by individuals trained to teach anaphylaxis management.

The training sessions will include:

- signs and symptoms of anaphylaxis;
- common allergens;
- avoidance strategies;
- emergency protocols;
- use of single dose epinephrine auto-injectors;
- identification of at-risk students (as outlined in the individual Student Emergency Procedure Plan);
- emergency plans; and
- method of communication with and strategies to educate and raise awareness of parents, students, employees and volunteers about anaphylaxis.

Additional Best Practice:

- distinction between the needs of younger and older anaphylactic students.

Participants will have an opportunity to practice using an auto-injector trainer (i.e. device used for training purposes) and are encouraged to practice with the

auto-injector trainers throughout the year, especially if they have a student at risk in their care.

Students will learn about anaphylaxis in a general assembly or special class presentations.

RECEIVED FOR INFORMATION: October 29, 2014
UPDATED:

ANAPHYLAXIS INDIVIDUAL STUDENT EMERGENCY PROCEDURE PLAN

Parent/Guardian please complete	Physician please complete
<p>Student's Name: _____</p> <p>Date of Birth: _____ (Y/M/D)</p> <p>Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>Parent/Guardian #1: _____</p> <p>Daytime Phone: _____</p> <p><u>Parent/Guardian #2:</u> _____</p> <p><u>Daytime Phone:</u> _____</p> <p>Emergency Contact: _____</p> <p>Daytime Phone: _____</p> <p>Physician: _____</p> <p>Daytime Phone: _____</p> <p>Care Card # _____</p>	<p>Physician's Name: _____</p> <p>Daytime Phone: _____ Fax: _____</p> <p>Allergen: (Do not include antibiotics or other drugs)</p> <p><input type="checkbox"/> Peanuts <input type="checkbox"/> Nuts <input type="checkbox"/> Dairy <input type="checkbox"/> Other food _____</p> <p><input type="checkbox"/> Insects <input type="checkbox"/> Latex <input type="checkbox"/> Other _____</p> <p>Symptoms:</p> <ul style="list-style-type: none"> • Skin – hives, swelling, itching, warmth, redness, rash • Respiratory (breathing) – wheezing, shortness of breath, throat tightness, cough, hoarse voice, chest pain/tightness, nasal congestion or hay fever-like symptoms (runny itchy nose and watery eyes, sneezing), trouble swallowing • Gastrointestinal (stomach): nausea, pain/cramps, vomiting, diarrhea • Cardiovascular (heart): pale/blue colour, weak pulse, passing out, dizzy/lightheaded, shock • Other: anxiety, feeling of "impending doom", headache, uterine cramps in females <p>Additional symptoms: _____</p>
<p><u>Emergency Protocol</u></p> <ul style="list-style-type: none"> • Administer single dose auto-injector and call 911 • Inform dispatcher the child is having a life-threatening anaphylactic reaction • Notify Parent/Guardian • Administer second auto-injector in 5 to 15 minutes after the first dose is given, if symptoms do not improve or if symptoms recur • Have ambulance transport student to hospital <p>DO NOT LEAVE THE STUDENT ALONE</p>	<p><u>Emergency Medication</u></p> <p>NOTE: Emergency medication must be a single-dose auto-injector for school setting. Oral antihistamines will not be administered by school personnel.</p> <p>Name of emergency medication: _____</p> <p>Dosage: _____</p>
<p>_____ Physician Signature</p> <p>_____ Date (Y/M/D)</p>	

Anaphylaxis Individual Student Emergency Procedure Plan

Parent/Guardian please complete

Discussed and reviewed Anaphylaxis procedure and responsibilities with Principal?..... ☐ yes ☐ no

Two auto-injectors provided to school?..... ☐ yes ☐ no

Student is aware of how to administer?..... ☐ yes ☐ no

Auto-injector locations: _____

Your child's personal information is collected under the authority of the *School Act* and the *Freedom of Information and Protection of Privacy Act*. The Board of Education may use your child's personal information for the purposes of:

- Health, safety, treatment and protection
- Emergency care and response

If you have any questions about the collection of your child's personal information, please contact the school principal directly. By signing this form, you give your consent to the Board of Education to disclose your child's personal information to school staff and persons reasonably expected to have supervisory responsibility of school-age students and preschool-age children participating in early learning programs (as outlined in the *BC Anaphylactic and Child Safety Framework 2007*) for the above purposes. This consent is valid and in effect until it is revoked in writing by you.

Parent/Guardian Signature

Date (Y/M/D)

Copies to: ☐ Parent(s)/Guardian(s) ☐ Student File ☐ Medical Alert Binder ☐ TTOC file
☐ Nursing Support Care Plan (if necessary) ☐ Child's Fanny Pack ☐ Student Information System inputted

**SD 42 PROCEDURE: 9610.1****MEDICAL INTERVENTION****Purpose(s)**

To provide step by step guidelines for documentation and implementation of a medical intervention for a student while attending school.

Process

1. The following is to be communicated to parent(s)/guardian(s) at the beginning of each school year in a special memo or in the first regular newsletter.

"Regarding Health Care Needs of Children at School:

If your child has any health care needs that require support at school, including the administration of any medications, medical forms must be completed. The school cannot assist with any medical intervention unless these forms are completed. Please contact the school as soon as possible to complete a form. This procedure complies with the policy regarding the health care needs of children at school. If there are any questions, please contact the school."

2. If the Principal learns from information provided on the standard pupil registration form or from any other source that a student is or may be required to have medication administered or specific intervention for a Health Care need while he/she is attending school, the Principal will immediately contact the student's parent/guardian.
3. The parent/guardian will complete the form entitled "Medical Intervention Form" (see attached) EXCEPT if the child has Anaphylaxis (complete the Anaphylaxis Emergency Action Plan), Type 1 Diabetes (complete the Type 1 Diabetes Action Plan) or Seizures (complete the Seizure Action Plan).
4. A medical intervention will be administered only upon receipt of the appropriate completed form and following adequate instruction to school personnel.
5. The Principal will make certain that procedures are in place to ensure that:
 - a) the completed form is received by the school prior to the medical intervention;
 - b) the parent/guardian is informed of his/her responsibility to update medical information as the need arises;
 - c) all forms returned by parent(s)/guardian(s) are to be kept in a safe accessible location;
 - d) TTOCs and Education Assistant floats are informed of the medical needs of the students in their classes.
6. Upon the request of a parent/guardian, the Principal shall convene a meeting to review circumstances and procedures under which a medical intervention is to be administered.

7. If medication is to be stored at a school:
 - a) the Principal will arrange to have the medication stored in a safe and appropriate place;
 - b) the parent/guardian must provide medication in the original container including prescription directions and doctor's name;
 - c) the parent/guardian must renew the supply and provide the school with additional medication;
 - d) any unused or expired medication will be returned to the parent/guardian.
8. A record-keeping system in a medical alert binder will be kept in a designated location in the school and in the Student Information System for each student for whom medication is being administered or a specific intervention for health care is needed. This system will include copies of all pertinent forms including the Medical Intervention Form (see attached).
9. If required, the Principal will contact the public health office to arrange for the appropriate training of the school personnel as per the Inter-Ministerial Protocols. In all such cases, more than one staff member will be trained in the medical intervention in order to provide an alternate person in cases of absence or unavailability.
10. The Medical Intervention, Anaphylaxis Emergency Action Plan, Type 1 Diabetes Action Plan or Seizure Action Plan must be reviewed annually and updated when there are changes to the medical condition, symptoms, medication or medical intervention.

RECEIVED FOR INFORMATION:

MEDICAL INTERVENTION FORM



NOTE: NO MEDICATION WILL BE GIVEN UNTIL THIS FORM IS COMPLETED AND RETURNED TO THE SCHOOL.

NOTE: Complete an Anaphylaxis Emergency Procedure Plan for Anaphylaxis; a Type 1 Diabetes Action Plan for Diabetes Management; a Seizure Action Plan for Seizures INSTEAD of this form.

This form is to be completed by the parent or legal guardian
A copy of this form must accompany the student to hospital

A. EMERGENCY CONTACT INFORMATION	
Student's Name:	School:
Care Card #:	Birthdate:
Address:	
Parent/Guardian #1:	
Phone #1:	Phone #2:
Parent/Guardian #2:	
Phone #1:	Phone #2:
Family Physician:	Phone:
Other Physician:	Phone:
Medical Condition:	
Any known allergies:	
<i>DO NOT COMPLETE SECTIONS B, C, D and E FOR STUDENTS WHO ARE FOLLOWED BY NURSING SUPPORT SERVICES (NSS) – SEE NSS CARE PLAN</i>	

B. SIGNS AND SYMPTOMS
Please describe the signs and symptoms of your child's medical condition that staff should be aware of:

C. MEDICATION:		IS MEDICATION REQUIRED AT SCHOOL? YES <input type="checkbox"/> NO <input type="checkbox"/>		
NAME OF MEDICATION:	DOSAGE:	WHERE KEPT?	Prescribed for:	Directions for use (see Section D)
1.				
2.				
3.				

D. MEDICAL INTERVENTION(S):

Please describe the action(s) to be taken (i.e. Administering medication, calling home, calling 911):

E. AUTHORIZATION:

I agree:

- To supply medication to the school in the original container with the child's name, prescribing physician and pharmacist's directions for use, including dosage.
- To supply the medication in the original container with directions for use, including dosage, if an over the counter medication is used.
- To keep an adequate supply of current medication at the school.
- To provide my child with a medical alert bracelet/necklace, as required.
- To contact the school and provide revised instructions if changes occur. I am aware I am required to update this information as needed and no less than annually.
- That the Public Health Nurse for the school may be informed of my child's condition and treatment and that the Nurse may contact me as necessary.
- That the staff working with my child may need to know of my child's condition and/or the medication required.

Parent / Guardian signature: _____ Date completed: _____

Principal's signature: _____ Date completed: _____

Copies: ☐ **Parent(s)** ☐ **Student File** ☐ **Medical Alert Binder** ☐ **TTOC File**
☐ **Student Information System Inputted**

June 2015.

This Medical Intervention Form has been collaboratively developed by Fraser Health, Maple Ridge, and School District No. 42. The information collected on this form is subject to and protected by the provisions of the Freedom of Information and Protection of Privacy Act.

Administration of Medication Record

Top section to be completed by Parent(s)/Guardian(s)

Student Name: _____

Medication Name: _____

Directions for Use (per prescribing physician and pharmacist's direction): _____

Dosage: _____

Schedule of administration: _____

Parent/Guardian Signature: _____ Date Signed: _____

[illegible]

**SD 42 PROCEDURE: 9610.2****SEIZURES****Purpose(s)**

To provide guidelines for developing an individual school plan that creates and maintains as safe and healthy an environment as is reasonably possible for students with seizures.

Definition

Seizures happen when the brain's electrical pathways are temporarily interrupted. These interruptions can happen frequently, rarely or only in extreme circumstances (stress, etc.). Children can experience many types of seizures.

Process

1. The parent(s)/guardian(s) will inform the Principal of the student's seizure condition and complete the Seizure Action Plan.
2. The parent(s)/guardian(s) must arrange a meeting with the Principal prior to the student's first day in a school or any time there is a change in the student's medical condition. The Principal will inform all relevant staff.
3. A meeting with the student's teacher(s) will be arranged as soon as possible.
4. The public health nurse may be informed of the student's condition.
5. The Seizure Action Plan (attached) will be reviewed by the parent(s)/guardian(s) and school staff involved with the student. The public health nurse may be invited to attend the meeting.
6. Following discussion with a student with a seizure condition and his/her parent(s)/guardian(s), and with permission from them, other students and parents in the class may be given information of the student's condition.
7. All staff will receive education about Seizure conditions. Identified staff will receive training, which will include instruction on the administration of the Seizure Action Plan.
8. It is vital that students with seizures be easily identified. The Seizure Action Plan must be in the Medical Alert Binder. Medical alert information (with an up-to-date photograph of the student) may be posted at various locations such as the student's classroom, medical room and any other room used on a regular basis by the student.
9. The student's emergency medication (if applicable) will be stored in a secure location, and these locations will be made known to all staff.

RECEIVED FOR INFORMATION:

SEIZURE ACTION PLAN



NOTE: NO MEDICATION WILL BE GIVEN UNTIL THIS FORM IS COMPLETED AND RETURNED TO THE SCHOOL. This form is to be completed by the parent or legal guardian.

NOTE: Complete Anaphylaxis Emergency Procedure Plan for Anaphylaxis; complete Type 1 Diabetes Action Plan for Type 1 Diabetes Management.

A copy of this form must accompany the student to hospital

A. EMERGENCY CONTACT INFORMATION	
Student's Name:	School:
Care Card #:	Birthdate:
Address:	
Parent/Guardian #1:	
Phone #1:	Phone #2:
Parent/Guardian #2:	
Phone #1:	Phone #2:
Family Physician:	Phone:
Other Physician:	Phone:
Medical Condition:	
Any known allergies:	
<i>DO NOT COMPLETE SECTIONS B, C, D and E FOR STUDENTS WHO ARE FOLLOWED BY NURSING SUPPORT SERVICES (NSS) – SEE NSS CARE PLAN</i>	

B. HISTORY OF SEIZURE CONDITION	
Diagnosed with Seizures (year):	Last Seizure:
Frequency:	Duration:
Describe your child's seizures: (type of seizure, symptoms, warning signs, triggers) <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Tonic Clonic (Grand Mal) <input type="checkbox"/> Absence (Petit Mal) <input type="checkbox"/> Partial Seizures </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input type="checkbox"/> Tonic (Drop Seizure) <input type="checkbox"/> Myoclonic </div>	
Special Considerations and Precautions (regarding school activities, sports, trips, physical education etc.): <div style="height: 40px; border: 1px solid black;"></div>	

C. MEDICATION: IS MEDICATION REQUIRED AT SCHOOL? YES <input type="checkbox"/> NO <input type="checkbox"/>				
NAME OF MEDICATION:		DOSAGE:	WHERE KEPT?	DIRECTIONS FOR USE (per physician and pharmacist's directions):
1.				
2.				
3.				

D. MEDICAL INTERVENTION	
CONVULSIVE SEIZURES	NON CONVULSIVE SEIZURES
<p>STAY WITH THE CHILD</p> <ul style="list-style-type: none"> • Protect from injury: <ul style="list-style-type: none"> ◦ Remove any sharp or solid objects from nearby ◦ Cushion the child's head • Loosen anything tight around neck • Do not restrain the child • Do not put anything in the child's mouth • Gently roll child on side • Stay with the child until they are reoriented • Record time • School staff will document seizure on 'Seizure Activity Record' form if required • Other interventions required (e.g. emergency medication): 	<p>STAY WITH THE CHILD</p> <ul style="list-style-type: none"> • Remove any dangerous objects from nearby • Do not attempt to move child until reoriented • Don't try to stop the child from wandering unless the child is in danger • Don't shake the child or shout • Record time • School staff will document seizure on 'Seizure Activity Record' form if required. • Other interventions required (eg. emergency medication):
Call parents when:	Call parents when:
Call 911 when:	Call 911 when:

E. AUTHORIZATION

I agree:

- To supply the medication to the school in the original container(s) with the child's name, prescribing physician and pharmacist's directions for use including dosage.
- To keep an adequate supply of current medication at the school.
- To supply my child with a medical alert bracelet, necklace or watch.
- To contact the school and provide revised instructions if changes occur. I am aware I am required to update this information as needed and no less than annually.
- That the Public Health Nurse for the school may be informed of my child's condition and treatment and that the Nurse may contact me if necessary.
- That the staff working with my child may need to know of my child's condition and/or the medication required.
- To the identification of my child as a person with seizures, I understand that this may include the display of pertinent information including a picture of my child in strategic locations within the school. It is understood that the reason for this display is to enable the staff of SD No. 42 and its agents to be able to respond to potential emergencies in a timely fashion. It is clearly understood that student confidentiality will be maintained wherever possible.

Parent/Guardian Signature:

Date Completed:

Principal's Signature:

Date Completed:

Copies: ☐ Parent(s) ☐ Student File ☐ Medical Alert Binder ☐ TTOC File
☐ School Nurse ☐ Student Information System Inputted

June 2015

This Seizure Action Plan has been collaboratively developed by Fraser Public Health, and School District No. 42. The information collected on this form is subject to and protected by the provisions of the Freedom of Information and Protection of Privacy Act.

Seizure Activity Record Form

Name:	DOB:	Setting:
Date and time of onset of seizure:		
Duration of seizure:		
Warning signs/aura (cried out, fell down)		
Head (arched, turned to side, grimaced)		
Eyes (rolled, twitched)		
Mouth (drooled, vomited)		
Arms (flexed, extended, jerking)		
Body (limp, stiff, jerking)		
Legs (flexed, extended, kicking)		
Side of body seizure started		
Skin (pale, flushed, blue, cool, warm)		
Incontinent of urine or stool		
Breathing pattern (shallow, noisy, irregular)		
Level of consciousness (responsive, unresponsive)		
Other observations: (feverish, ill)		
Activity/behaviour before seizure (classroom, playing)		
Activity/behaviour after seizure (sleepy, weak, confused, alert)		
Action: (general seizure management, call 911, contact parents, medication given)		
Observed/Recorded by:		

**SD 42 PROCEDURE: 9610.3****TYPE 1 DIABETES****Purpose(s)**

To provide guidelines for developing an individual school plan that creates and maintains as safe and healthy an environment as is reasonably possible for students with Type 1 Diabetes.

Definition

Type 1 Diabetes is a condition that occurs when the pancreas is unable to produce insulin.

Process

1. The parent(s)/guardian(s) will inform the Principal of the student's diabetic condition and complete the Type 1 Diabetes Action Plan and Medical Alert Information form. Where medication is to be administered by school staff, the Type 1 Diabetes Medication Administration Form must first be completed and signed by the student's physician.
2. The parent(s)/guardian(s) must arrange a meeting with the Principal prior to the student's first day in a school or any time there is a change in the student's medical condition. The Principal will inform all relevant staff.
3. A meeting with the student's teacher(s) will be arranged as soon as possible.
4. The public health nurse will be informed of the student's condition.
5. The Type 1 Diabetic Action Plan will be reviewed by the parent(s)/guardian(s) and school staff involved with the student. The public health nurse will be invited to attend the meeting.
6. Following discussion with a student with Type 1 Diabetes and his/her parent(s) / guardian(s), and with permission from them, other students and parents in the class may be given information of the student's condition.
7. All staff will receive education about Type 1 Diabetes. Identified staff will receive training which will include instruction on the administration of the Type 1 Diabetic Action Plan.
8. It is vital that students with Type 1 Diabetes be easily identified. The Type 1 Diabetes Action Plan must be in the medical alert binder. Medical alert information (with an up-to-date photograph of the student) may be posted at various locations such as the student's classroom, medical room and any other room used on a regular basis by the student.
9. The student's emergency sugar kit(s) will be kept in accessible locations. These locations will be made known to all staff.

RECEIVED FOR INFORMATION:

Type 1 Diabetes Action Plan and Medical Alert Information

Instructions: This form is a communication tool for use by parents to share information with the school. Section B (Medical alert - treating mild to moderate low blood glucose) and Section C (Student Self-Management Plan) are not to be completed for students receiving Nursing Support Services Delegated Care.

*This form is to be completed by the parent or legal guardian and updated annually.
A copy of this form must accompany the student to the hospital.*

A. EMERGENCY CONTACT INFORMATION				
Name of Student:			Date of Birth:	
School:	Grade:		Teacher/Division:	
Care Card Number:			Date of Plan:	
CONTACT INFORMATION				
Parent/Guardian 1:	Name:			Call First (circle which is applicable)
Phone Numbers:	Cell:	Work:	Home:	Other:
Parent/Guardian 2:	Name:			Call First (circle which is applicable)
Phone Numbers:	Cell:	Work:	Home:	Other:
Other/Emergency:	Name:			Relationship:
	Able to advise on diabetes care: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Phone Numbers:	Cell:	Work:	Home:	Other:
Family Physician:	Name:		No:	
Other Physician:	Name:		No.:	
Any known allergies:				
Have emergency supplies been provided in the event of a natural disaster? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, location of emergency supply of insulin:				
STUDENTS RECEIVING NSS DELEGATED CARE – SEE RED BINDER FOR CARE PLAN				

Parent *Signature*: _____

Parent *Printed Name*: _____

Date: _____

B. MEDICAL ALERT - TREATING MILD TO MODERATE LOW BLOOD GLUCOSE**NOTE: PROMPT ATTENTION CAN PREVENT SEVERE LOW BLOOD GLUCOSE**

SYMPTOMS	TREATMENT FOR STUDENTS NEEDING ASSISTANCE (<u>anyone</u> can give sugar to a student):														
<input type="checkbox"/> Shaky, sweaty <input type="checkbox"/> Hungry <input type="checkbox"/> Pale <input type="checkbox"/> Dizzy <input type="checkbox"/> Irritable <input type="checkbox"/> Tired/sleepy <input type="checkbox"/> Blurry vision <input type="checkbox"/> Confused <input type="checkbox"/> Poor coordination <input type="checkbox"/> Difficulty speaking <input type="checkbox"/> Headache <input type="checkbox"/> Difficulty concentrating Other:	<p>Location of fast acting sugar: _____</p> <p>1. If student able to swallow, give one of the following fast acting sugars:</p> <table border="0"> <tr> <td>10 grams</td><td>OR 15 grams</td></tr> <tr> <td><input type="checkbox"/> _____glucose tablets</td><td><input type="checkbox"/> _____glucose tablets</td></tr> <tr> <td><input type="checkbox"/> 1/2 cup of juice or regular soft drink</td><td><input type="checkbox"/> 3/4 cup of juice or regular soft drink</td></tr> <tr> <td><input type="checkbox"/> 2 teaspoons of honey</td><td><input type="checkbox"/> 1 tablespoon of honey</td></tr> <tr> <td><input type="checkbox"/> 10 skittles</td><td><input type="checkbox"/> 15 skittles</td></tr> <tr> <td><input type="checkbox"/> 10 mL (2 teaspoons) or 2 packets of table sugar dissolved in water</td><td><input type="checkbox"/> 15 mL (1 tablespoon) or 3 packets of table sugar dissolved in water</td></tr> <tr> <td><input type="checkbox"/> Other (ONLY if 10 grams are labelled on package):</td><td><input type="checkbox"/> Other (ONLY if 15 grams are labelled on package):</td></tr> </table> <p>2. Contact designated emergency school staff person</p> <p>3. Blood glucose should be retested in 15 minutes. Retreat as above if symptoms do not improve or if blood glucose remains below 4 mmol/L</p> <p>4. Do not leave student unattended until blood glucose 4 mmol/L or above</p> <p>5. Give an extra snack such as cheese and crackers if next planned meal/snack is not for 45 minutes.</p>	10 grams	OR 15 grams	<input type="checkbox"/> _____glucose tablets	<input type="checkbox"/> _____glucose tablets	<input type="checkbox"/> 1/2 cup of juice or regular soft drink	<input type="checkbox"/> 3/4 cup of juice or regular soft drink	<input type="checkbox"/> 2 teaspoons of honey	<input type="checkbox"/> 1 tablespoon of honey	<input type="checkbox"/> 10 skittles	<input type="checkbox"/> 15 skittles	<input type="checkbox"/> 10 mL (2 teaspoons) or 2 packets of table sugar dissolved in water	<input type="checkbox"/> 15 mL (1 tablespoon) or 3 packets of table sugar dissolved in water	<input type="checkbox"/> Other (ONLY if 10 grams are labelled on package):	<input type="checkbox"/> Other (ONLY if 15 grams are labelled on package):
10 grams	OR 15 grams														
<input type="checkbox"/> _____glucose tablets	<input type="checkbox"/> _____glucose tablets														
<input type="checkbox"/> 1/2 cup of juice or regular soft drink	<input type="checkbox"/> 3/4 cup of juice or regular soft drink														
<input type="checkbox"/> 2 teaspoons of honey	<input type="checkbox"/> 1 tablespoon of honey														
<input type="checkbox"/> 10 skittles	<input type="checkbox"/> 15 skittles														
<input type="checkbox"/> 10 mL (2 teaspoons) or 2 packets of table sugar dissolved in water	<input type="checkbox"/> 15 mL (1 tablespoon) or 3 packets of table sugar dissolved in water														
<input type="checkbox"/> Other (ONLY if 10 grams are labelled on package):	<input type="checkbox"/> Other (ONLY if 15 grams are labelled on package):														

MEDICAL ALERT – FOR SEVERE LOW BLOOD GLUCOSE

SYMPTOMS	PLAN OF ACTION
<ul style="list-style-type: none"> Unconsciousness Having a seizure (or jerky movements) So uncooperative that you cannot give juice or sugar by mouth 	<ul style="list-style-type: none"> Place on left side and maintain airway Call 911, then notify parents Manage a seizure: protect head, clear area of hard or sharp objects, guide arms and legs but do not forcibly restrain, do not put anything in mouth Administer Glucagon if requested by parent*

***Instructions for the Administration of Glucagon, ONLY if requested by parent or legal guardian**

- ☐ Parent has requested administration of Glucagon. The parent has returned the Type 1 Diabetes Medical Administration form (signed by a physician) and has provided Glucagon. Glucagon is kept: _____
- ☐ No Glucagon to be given as requested by parent/guardian

Medication	Dose & Route	Directions
Glucagon (GlucaGen or Lilly Glucagon) Frequency: Emergency treatment for severe low blood glucose	0.5 mg = 0.5 mL (for students 5 years of age and under) OR 1.0 mg = 1.0 mL (for students 6 years of age and over) Given by injection: Intramuscular	<ul style="list-style-type: none"> Remove cap Inject liquid from syringe into dry powder bottle Roll bottle gently to dissolve powder Draw fluid dose back into the syringe Inject into outer mid-thigh (may go through clothing) Once student is alert, give juice or fast acting sugar

C. STUDENT SELF-MANAGEMENT PLAN
<input type="checkbox"/> Is receiving delegated care through NSS <input type="checkbox"/> Self manages needs and is not receiving delegated care through NSS
SELF MONITORING
<p>Student is proficient in testing, carb counting, administering insulin, eating on time if on NPH insulin and acting based on blood glucose result.</p> <p>Additional information:</p>
MEAL PLANNING: The maintenance of a proper balance of food, insulin and physical activity is important to achieving good blood glucose control in students with diabetes.
Additional information:
BLOOD GLUCOSE TESTING: Students must be allowed to check blood glucose level and respond to the results in the classroom, at every school location or at any school activity. If preferred by the student, a private location to do blood glucose monitoring must be provided, unless low blood glucose is suspected.
Additional information:
PHYSICAL ACTIVITY: Physical exercise can lower the blood glucose level. A source of fast-acting sugar should be within reach of the student at all times (see page 2 for more details). Blood glucose monitoring is often performed prior to exercise. Extra carbohydrates may need to be eaten based on the blood glucose level and the expected intensity of the exercise.
Additional information:
INSULIN: All students with Type 1 Diabetes use insulin. Some students require insulin during the school day, most commonly before meals. No student will have insulin administered by school staff unless under the care of NSS.
Additional information:

D. AUTHORIZATION

I agree:

- To provide emergency sugars and snacks for the treatment of low blood sugar.
- To keep a glucometer and adequate supplies for the monitoring of blood sugar levels for my child.
- To provide Glucagon if I have requested administration of Glucagon at school. I have provided the school with a physician signed copy of the Type 1 Diabetes Medication Administration form.
- To provide my child with a medical alert bracelet/necklace.
- To contact the school and provide revised instructions if changes occur. I am aware I am required to update this information as needed and no less than annually.
- That my failure to do the above may result in an inability to implement timely emergency procedures for this potential life threatening condition.
- That the Public Health Nurse for the school will be informed of my child's condition and treatment and that the nurse may contact me as necessary.
- To authorize the staff of School District No. 42 and its agents, including volunteers, to execute the school's commitments as outlined within this plan.

I give consent for the identification of my child as a person with Type 1 Diabetes. I understand that this may include the display of pertinent information, including a picture of the child in strategic locations within the school. It is understood that the reason for this display is to enable the staff of School District No. 42 and its agents to be able to respond to potential emergencies in a timely fashion. It is clearly understood that student confidentiality will be maintained wherever possible.

I authorize the staff of School District No. 42 and its agents to administer the designated treatment and to obtain suitable medical assistance. I agree to assume all costs associated with the medical treatment and absolve the staff of School District No. 42 and the Maple Ridge-Pitt Meadows School Board of the responsibility for any adverse reactions resulting from the administration of the designated medication.

This agreement is valid from the date signed until revoked.

Parent/Guardian signature: _____ Date completed: _____

Principal's Signature: _____ Date completed: _____

Copies:	<input type="checkbox"/> Parent(s)	<input type="checkbox"/> Student File	<input type="checkbox"/> Medical Alert Binder	<input type="checkbox"/> TTOC File
	<input type="checkbox"/> Student Emergency Kit(s)	<input type="checkbox"/> Student Information System Inputted		

This Type 1 Diabetic Action Plan has been collaboratively developed by Public Health, Maple Ridge and School District No. 42. The information collected on this form is subject to and protected by the provisions of the Freedom of Information and Protection of Privacy Act.

June 2015

Type 1 Diabetes Medication Administration Form

Instructions: This form is updated annually to document physician approval regarding the following:

- Administration of Glucagon by school staff
- Administration of Insulin by school staff for a student not able to complete the task (**NSS Delegated Care. No student can receive insulin from staff at school unless under the care of NSS**).
- Supervision by school staff of a student self-administering insulin who is not yet fully independent in the task (**NSS Delegated Care**)

Student Name: _____ Date of Birth: _____

School: _____ Care Card Number: _____

Parent/Guardians' Name(s): _____

Home Phone: _____ Cell Phone: _____

Glucagon (GlucaGen® or Lilly Glucagon™)

For severe low blood glucose, given by intramuscular injection:

- ☐ 0.5 mg = 0.5 ml for students 5 years of age and under
- ☐ 1.0 mg = 1.0 ml for students 6 years of age and over

Insulin (rapid acting insulin only)

Insulin delivery device: ☐ insulin pump ☐ insulin pen

Note: The following **cannot** be accommodated when insulin administration is being delegated to a school staff person via pump or pen:

- Overriding the calculated dose
- Entering an altered carbohydrate count for foods in order to change the insulin dose
- Changing the settings on the pump
- Deviating from the NSS Delegated Care Plan

For students using an insulin pen, insulin may be administered at lunchtime only (due to the inability to accurately calculate insulin on board). The method of calculating the dose is as follows:

- ☐ Bolus Calculator Sheet
- ☐ Variable dose insulin scale for blood glucose for consistent carbohydrates consumed
- ☐ InsuLinx® Meter

Parent/guardian authority to adjust insulin dose for Bolus Calculator Sheet or sliding scale:

☐ Yes ☐ No

For students using an insulin pump, insulin can be given if needed at recess, lunch and two hours after lunch (as there is an ability to know the insulin on board).

Physician Signature: _____ Date: _____

Physician Name: _____ Clinic Phone Number: _____

June 2015



To: **Board of Education**

From: Board Policy
Development Committee

Re: **UPDATE ON POLICIES AND PROCEDURES**

Date: September 23, 2015
(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 one policies and a bylaw
- rescinded forty-four policies and three bylaws

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

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

Policies and Bylaws Adopted from 2011 to 2015

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>
6	2900	Trustee Professional Development and Attendance at Conferences
7	2915	Trustee Elections – Chairperson and Vice-Chairperson <i>2915.1 - Trustee Elections – Elections/Roles/Responsibilities (Procedure)</i>
8	2918	Vice-Chairperson – Elections/Roles/Responsibilities
9	2919	Trustees Code of Conduct
10	2920	Trustees' Remuneration <i>2920.1 - Trustees' Remuneration (Procedure)</i>
11	2925	Trustee Provision of Resources <i>2925.1 - Trustee – General Expense Information (Procedure)</i>
12	3201	Role of the Superintendent of Schools
13	3202	Role of the Secretary Treasurer
14	4203	Budget Planning and Reporting <i>4203.1 Budget Process</i>
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	Student Transportation <i>5400.1 - Student Transportation (Procedure)</i>

- 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 (Procedure)
 5701.2 - Records and Information Management Classification System/Retention Schedule
- 28 5780 Information Technology and Communication Systems: Appropriate Use
 5780.1 - Social Media Guidelines (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 9200 School Catchment Areas and Student Placement
 9200.1 Student Placement
- 41 9410 Safe, Caring and Healthy Schools
- 42 9415 Inclusive Schools
- 43 9420 Dangerous Weapons in the Schools
- 44 9510 Flags – Canada and British Columbia
- 45 9601 Anaphylaxis
 9601.1 Anaphylaxis (Procedure)
- 46 9610 Health Care Needs
 9610.1 Medical Intervention (Procedure)
 9610.2 Seizures (Procedure)
 9610.3 Type 1 Diabetes (Procedure)
- 47 9925 Non-District Sponsored Activities including Students
- 48 10400 Community and Commercial Use of School Facilities and Grounds
 10400.1 - Rental Fees Procedure
- 49 10510 Board Correspondence
- 50 10540 Financial or in-Kind Donations
- 51 10820 Political Activities
- 52 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 2011-2015

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	FB	Facilities Utilization
21	FL	Energy Management Conservation
22	GBEA	Threats
23	GBEC	Employee First Aid (See also Policy JHCB)
24	GDP	Recognition of Retirees
25	IGAH	Family Life Education
26	IGAHA	Alternative Delivery Option for Personal Planning K-7 and Career & Personal Planning 8-12
27	IGCF	Correspondence and Distance Learning Program
28	IHB	Class Space and Facility Limitations
29	INDC	Official School Opening
30	JECB	Admission of Non-Resident Students
31	JF	Appeal Process
32	JFCK	Intimidation, Harassment, Bullying and Violence in Schools
33	JFD	Adult Students Enrolling in Local High Schools
34	JHCB	Student First Aid
35	KGB	Public Conduct on School Property
36	KMI	Relations with Political Organizations
37		Learning Resources (Approved – June 14/06)
38		Proposing a Local School Calendar (Approved – June 14/06)
39		Business Activities (Approved – November 22/06)
40		Community Use of School Facilities and Grounds (2007)
41		Electronic Devices Policy
42		School Size (dated November 25, 2008)
43	4203	Operating Budget
44	7210	Personal / Sexual Harassment <i>7210.1 - Personal/Sexual Harassment (Procedure)</i>
45		Procedural Bylaw – Trustee Remuneration Feb-08

- 46 Trustee Elections Bylaw 1-2008/09
- 47 Trustee Elections Bylaw 1-2011

2015-16 Board Policy Development Committee Work Plan

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 five old policies and one bylaw 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 2015 - 2016

- 1 Graduation Program Challenge Process

EXISTING POLICIES TO BE REVIEWED IN 2015 - 2016

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 Physical Restraint of Students - JHCDA

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

EXISTING POLICIES TO BE REVIEWED IN 2016 - 2017

- 26 Professional Development (Approved - September 28, 2005)
- 27 Field Trips (Approved - September 26, 2007)
- 28 School Heritage Archives (Approved - October 29, 2008)
- 29 Revenue Investments - DFA
- 30 District Wide Revenue Generation Activities - DFCA
- 31 Financial Reporting and Administration - School and Donated Funds - DICA
- 32 Video Taping on School Buses - ECAD
- 33 Employees with AIDS and HIV Infection - GBE
- 34 District Health & Wellness - GBEB
- 35 Leave of Absence (Personal - Full Time) - GBP
- 36 School Day – ID
- 37 Work Experience - IGADA
- 38 Food Services Management - Teaching Kitchen - IGADB
- 39 Locally Developed Courses - IGAK
- 40 Fund Raising Activities - IGDF
- 41 Community and Adult Education Programs - IGE
- 42 Home School Learners - JECBAA
- 43 Student Safety – JHF
- 44 Reporting of Suspected Child Abuse - JHFE
- 45 Public Gifts to Schools or the District - KH

RECOMMENDATION:

THAT the Board receive the Board Policy Committee Work Plan 2015-2016, for information.



ITEM 14

To: **Board of Education**

From: Strategic Facilities Plan
Committee of the Whole

Re: **DRAFT STRATEGIC FACILITIES PLAN**

Date: September 23, 2015
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

The attached "*Facilities and Learning for Today and Tomorrow Public Consultation Summary*" (Attachment A) and "*Draft Strategic Facilities Plan*" (Attachment B) are presented to the Board for information.

Feedback on the proposed recommendations is now being sought. An Open House has been scheduled for Wednesday, September 30, 2015 from 7 p.m. to 9 p.m. at Maple Ridge Secondary School, 21911 – 122nd Avenue, Maple Ridge.

Feedback can also be provided in writing to: The Office of the Secretary Treasurer, District Education Office, 22225 Brown Avenue, Maple Ridge, BC V2X 8N6 or via an online survey available from September 24, 2015 to October 8, 2015.

RECOMMENDATION:

THAT THE BOARD receive the Draft Strategic Facilities Plan, for information.

Attachments to be distributed



ITEM 15

To: **Board of Education**

From: Chairperson
Mike Murray

Re: **TRUSTEE MOTION**

Date: September 23, 2015
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

The Select Standing Committee on Finance and Government Services is accepting submissions regarding the Budget 2016.

The deadline for submissions is October 15, 2015.

RECOMMENDATION:

THAT the Board authorize the Board Chair to prepare a submission on behalf of the Board with the Select Standing Committee on Finance and Government Services regarding the Budget 2016 by October 15, 2015.



RECORD
2014-2015

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

June 10, 2015

Call to Order
Motion of Exclusion
Approval of Agenda
Approval of Minutes – May 27, 2015
Chairperson Decision Item
Chairperson Information Items
Superintendent Decision Item
Superintendent Information Item
Committees
Adjournment

Meeting called to order at 2:35 p.m.
Approved
Approved as amended
Approved as circulated
Approved as circulated
Received for information
Approved as circulated
Received for information
Received for information
Adjourned at 3:53 p.m.