

# CMCA User Guide

Each Yukon school receives a Curriculum Materials Credit Allocation (CMCA) for the purchase of curriculum materials and supplementary resources from Resource Services. The CMCA is based on a formula that accounts for grade levels and programs taught, location of school and number of students enrolled.

## Establishing CMCA Amounts

The CMCA year runs from April 1 to March 31. CMCA Amounts are based on enrolment projections for the upcoming school year. The amount is calculated on a formula as follows. The minimum CMCA for any school will be \$850.00.

	per urban student	per rural student
K-7	\$18.00	\$22.00
8-12	\$39.00	\$43.00
dual track schools	\$2.00 per immersion student	

CMCA dollars provide for:

- Replacement of worn, lost or damaged resources;
- Consumables and annual purchases;
- Increased enrollments;
- Updating to new editions of texts;
- Administrative supplies;

## What can be purchased with CMCA funds?

The funds in your CMCA can be used to purchase goods from the Catalogue of Curriculum Materials and the Catalogue du matériel pédagogique or for the purchase of curriculum supplementary resources not listed in the catalogue. A supplementary resource is a resource that is desired to enhance curriculum delivery and is also referred to as a Special Order.

Principals have the responsibility to determine the appropriateness of supplemental resources for their school as agreed through Joint Management, in order to avoid unnecessary delays in approval and purchasing. A supplemental resource for a Special Order should meet some of the following criteria:

- This resource will support improved outcomes for students.
- This resource will support the required curricula.
- There is a school plan for how the resource will be used.
- The resource is aligned with Department of Education priorities.
- The resource has been evaluated by Focused Education Resources (formerly ERAC), WNCP, another Ministry of Education or District, First Nations Initiatives or Yukon Education consultants.

## What gets charged to CMCA?

- Any item in the Catalogue of Curriculum Materials, other than newly approved materials or Loan Materials (those with an 'L').
- Loan materials supplied permanently to schools (ie: novel sets).
- Newly approved resources ordered by a school above scale of issue levels based on enrolment.
- The French language catalogue of curriculum materials, catalogue du matériel pédagogique, lists authorized products for Francophone and Immersion instruction.
- Loaned items that are lost, damaged, or more than 60 days overdue will be charged to the school's CMCA. If a loan item is subsequently returned to Resource Services a credit will be issued.
- Supplemental resources (referred to as a Special Order) that are approved by the principal.
- Schools wishing to replace older edition textbooks with the newest editions must pay for them out of their CMCA.

## What does not get charged to CMCA?

Loan materials such as novels, professional development materials, and other items are supplied to Yukon schools for specified time periods, without charge. These items are identified in the Catalogue of Curriculum Materials by an "L".

Newly approved program resources that are added to the curriculum will be automatically shipped to schools teaching the program, according to the scale of issue (projected enrolment numbers for each grade), at no cost to CMCA. If a school wishes to have additional copies, these will be charged to their CMCA.

## Monthly Reporting

Resource Services records and reports CMCA activities for school administrators and superintendents on a monthly basis. A report of the previous month's activities is generated each month and sent to the schools, indicating the remaining balance. Reports for other months are available upon request.

## Remaining Funds at the End of the Fiscal Year

### *English CMCA*

50% of a school's CMCA remaining funds may be rolled over into the school's O&M budgets at the end of the fiscal year (March 31). The other 50% goes back into Resource Services to cover shipping, replacements, and new resource materials for loan. This is subject to Management Board approval on an annual basis.

### *French CMCA*

Because French Immersion is funded by a Heritage Canada Bilateral Agreement, these funds must be entirely expended prior to March 31 each year or be forfeited.

## Ordering Information

Resource Services maintains minimal stock levels of some resources. If goods ordered by schools are in stock, they will be shipped immediately. If stock is not available, the item is ordered from the publisher. At the start of the school year and from mid-January to mid-February only, orders are processed as efficiently as possible. Orders can be sent to the publishers quickly when we are supplied complete ordering information and CMCA authorization.

The last day to order non-stocked materials charged to the current year's CMCA is February 1st. Any non-stocked goods ordered after that date will be charged to your CMCA when they are received, which may come from the following year's CMCA budget.

Curriculum materials required for the next school year should be ordered by the end of May so that we can confirm any order details before your school closes for the summer. Any orders received without complete information (see Ordering Process), may not be received by the start of the new school year.

Resource Services automatically fills orders with used stock, when available. You may request your order be filled with new stock by checking the appropriate box on the order form or stating so in your email. New stock will be charged at the full catalogue price provided by the publisher.

PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

## How to Order?

Please provide the following information when ordering so that we can process your order as efficiently as possible.

### ***Ordering Process - Paper Format:***

1. Make copies of the Curriculum Materials Requisition form at the back of the Catalogue of Curriculum Materials, or download and print from <http://resourceservices.yukonschools.ca/ordering-process.html>
2. Fill out "ship to" area.
3. Schools may simply indicate teacher and school name.
4. Indicate quantity required, catalogue number, and title.
5. For Special Orders, provide the ISBN and a website link to the supplier if possible.
6. Tick the appropriate box if you do not want used texts.
7. If your CMCA is depleted other payment arrangements must be made by calling the Coordinator of Resource Services at 667-3521.
8. Forms must be signed by the principal or principal's designate. This signature authorizes the use of CMCA funds. A form is sent to schools each September requesting current authorization information. Principals may change this information at any time with written notice. Special Orders (for materials not in the Catalogue of Curriculum Materials) require the principal's signature.
9. Email or fax your order to Resource Services to [resserv@yukon.ca](mailto:resserv@yukon.ca) or 867-633-7983.
10. Resource Services packing slips will identify the amount of CMCA used.

## Ordering Process – Digital Version:

1. Send an email to [resserv@yukon.ca](mailto:resserv@yukon.ca) with the following information:
  - a. School Name
  - b. Name of teacher requesting materials
  - c. Contact number
  - d. Resource description including:

From the Catalogue of Curriculum Materials

Catalogue #	Quantity	Title or description
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For Special Order of supplementary materials

Quantity	Title or description	ISBN number	Link to source
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- e. Indicate if you do not want used texts.
2. Orders must be approved by a school principal or authorized CMCA designate, so emails will have to be sent by them or forwarded to [resserv@yukon.ca](mailto:resserv@yukon.ca) from the authorized person's account.
3. Email to [resserv@yukon.ca](mailto:resserv@yukon.ca)
4. Resource Services packing slips will identify the amount of CMCA used.

## Terms of Payment

School orders are charged to the school's Curriculum Materials Credit Allocation unless otherwise directed. If CMCA funds are depleted schools must arrange for another Method of payment by calling the Coordinator of Resource Services at 667-3521.

## Shipping Methods

Resource Services determines and prepays the most efficient and cost-effective shipping method for materials from the Catalogue of Curriculum Materials, appropriate to the size of shipment, at no charge to any Yukon school.

Shipping/handling charges are applied to Special Orders (supplemental resources) and charged to the CMCA.

All shipments to Resource Services must be sent prepaid.

## Goods and Services Tax (GST)

The GST is not applied to any school orders.

## Receiving Goods

Check your shipment carefully upon receipt against the packing slip. Ensure your order has been filled properly before stamping or marking products. Stamped goods are considered used. Report any discrepancies to the Resource Services Operations Clerk at 667-5161 within 5 business days of receipt.

Test software immediately to comply with software warranty coverage.

Damaged or defective resources will be replaced upon notification. Incorrectly ordered materials will be considered for return. Your school may be charged a restocking fee of 15%.

## Backorders

If your packing slip indicates goods are backordered (B/O), we are waiting to receive stock from publishers. Backorders will be shipped as they are received at Resource Services.

## Return of Purchased Materials for Credit

### *English and French as a Second Language Materials*

English and French as a Second Language Materials May be returned for credit, with prior authorization from Resource Services, if:

- Resource Services inventory levels warrant.
- The product is still authorized and is expected to remain authorized for at least one year.
- The product is in new or re-saleable condition.
- The Materials are surplus to the school's needs.

### *French First Language and Immersion Materials*

French First Language and French Immersion resources are purchased for specific schools and programs. These resources are not returnable for credit.

Special Orders are not returnable for credit.

## Returns Process (for Credit):

Prior authorization is required for returns.

Materials STAMPED and/or used by a school but still in good condition are considered used.

Used Materials are credited to the school's CMCA at 50% of the current catalogue price. New Materials will be credited at 100% of current catalogue price if still in their original packaging.

- Email [resserv@yukon.ca](mailto:resserv@yukon.ca) with a list of requested return for credit items for authorization before shipping goods. Returns of loan Materials do not need prior authorization.
- Resource Services staff will contact the school to authorize shipment of goods within 2 business days.
- Materials returned must be shipped prepaid.
- School CMCA balances will be adjusted after receipt of materials at Resource Services.

## Return of Purchased Materials Not for Credit

Credit is not given for returned material if:

- Inventory levels at Resource Services do not warrant additional stock.
- Material is no longer in the curriculum or not listed in the Catalogue of Curriculum Materials;
- Item is to be dropped from the curriculum within one year;
- Used texts have missing pages, graffiti, or broken bindings.

These materials may be kept at the school if still useable or sent to Document Destruction for disposal. Please see instructions below.

## Return of Loaned Materials

Loaned resources are in limited supply. They should be returned by the due date unless an extension has been given. The school's CMCA will be charged replacement cost 60 calendar days after due date for any curriculum, Resource Services Media or Teacher's Professional Library resources that have not been returned. If resources are subsequently returned within the fiscal year, the school's CMCA will be credited.

Loan extensions may be granted if the material is not on reserve or required by another teacher. Extensions can be done by telephone or email. Call the Resource Services Operations Clerk at (867) 667-5161 or email [resserv@yukon.ca](mailto:resserv@yukon.ca) to request an extension to loaned curriculum resources.

Loaned Materials are shipped prepaid and must be returned prepaid. Contact the Coordinator or Resource Services at (867) 667-3521 if you have questions.

## Disposal of Outdated, Worn or Off-Curriculum Materials

All schools are responsible for the disposal of outdated textbooks and material no longer listed for curricular use, or in unusable condition. These must be sent to Document Destruction for disposal. No credit is given to the CMCA for these materials. These books must be shipped prepaid.

Books must be packed in full banker boxes, not weighing more than 20 kilograms, taped closed, and clearly marked "For Discard".

Please contact Document Destruction at [document.destruction@yukon.ca](mailto:document.destruction@yukon.ca) or 867-456-6727 and they can provide further details.

## Resource Services

For more information about using your CMCA please contact:

Phone 867-667-5161 or 867-667-3521

Fax 667-7983

Email [resserv@yukon.ca](mailto:resserv@yukon.ca)  
[resourceservices.yukonschools.ca](http://resourceservices.yukonschools.ca)