CMCA User Guide

Each Yukon school receives a Curriculum Materials Credit Allocation (CMCA) for the purchase of curriculum materials 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.

The CMCA provides for the acquisition of educational materials and administrative supplies listed in the **Catalogue of Curriculum Materials** or **the Catalogue du matériel pédagogique**.

CMCA dollars provide for:

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

ESTABLISHING CMCA AMOUNTS

CMCA formula

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	

PROVISION OF NEWLY APPROVED PROGRAM RESOURCES

As newly approved program resources are added to the curriculum, they will be automatically shipped to schools teaching the program, according to scale of issue, at no cost to CMCA.

Additional copies

If a school wishes to stock a resource above scale of issue levels, for whatever reason, the additional materials will be charged to their CMCA.

NEW EDITIONS

When publishers replace an edition of a text used in Yukon schools with a new edition, Resource Services continues to purchase the old edition for schools as long as the publisher has stock. Eventually orders must be filled with the new edition. Schools wishing to replace their older editions must pay for them with their CMCA.

PREVIEWING MATERIALS

You may order single copies of any item in our stock for preview. If the item is not in Resource Services stock, previewing may not be available based on price and/or curricular status of material.

MONTHLY REPORTING

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

REMAINING DOLLARS

English CMCA

50% of any dollars remaining in a school's CMCA at the end of the fiscal year (March 31) may be rolled over into the school's O&M budgets. This is subject to Management Board approval on an annual basis.

French CMCA

Because these dollars come from the Bilateral Agreement with Ottawa they must be entirely expended prior to March 31 each year or be forfeited.

WHAT CAN BE PURCHASED WITH CMCA FUNDS

The funds in your CMCA can only 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.**

As agreed through Joint Management, in order to avoid unnecessary delays in approval and purchase of supplemental resources principals will now have the responsibility to determine the appropriateness of a supplemental resources for their school. The following criteria are used when considering a supplemental resource:

- **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 (ERAC), WNCP, another Ministry of Education or District, First Nations Partnerships and Programs or Yukon Education consultants.**

Goods charged to CMCA

WHAT GETS CHARGED TO CMCA:

• Any item in the Catalogue of Curriculum Materials, other than newly approved materials (to scale of issue) or Loan materials (those with an 'L' scale of issue).

• Loan materials supplied permanently to schools (ie: Novel sets).

• Newly approved resources ordered by a school above scale of issue levels.

French First Language & Immersion

• The French language catalogue of curriculum materials, **Catalogue du matériel pédagogique**, lists authorized products for Francophone and Immersion instruction. **All resources in this catalogue are charged to CMCA.**

• 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 charges for that item will be reversed.

WHAT DOES NOT GET CHARGED TO CMCA:

Goods not charged to CMCA

• **Loan materials** such as novels, literature sets, science resource kits, 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" in the Scale of Issue column.

ORDERING INFORMATION

Ordering Information

Resource Services maintains minimal stock levels. 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. Orders are placed with publishers on the first business day of each month. During September and from mid-January to mid-February only, they are placed each Monday. Schools must have orders to Resource Services by **5pm on the last business day of each month**, or in January/February and September, by 5pm on Fridays, in order to be included in these orders.

Last day to order

The **last day to order non-stocked materials** charged to the current year's CMCA is **February 01**. Any non-stocked goods ordered after that date may come from the following year's CMCA. In-stock materials can be ordered and charged to the current CMCA up to three business day prior to the end of March.

Curriculum materials orders required for the **next school year** should be ordered by the **last business day of May.** Any orders received after that may not be received by the start of the new school year.

Resource Services warehouse closes for the last two business days of the fiscal year to complete year-end procedures (March 30-31).

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. New stock will be charged at the full catalogue price.

PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

Ordering Process:

• 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

1. Fill out "ship to" area.
   Schools may simply indicate teacher and school name.

2. Indicate quantity required, catalogue number and title.

3. Fill in prices and calculate total. Remember, prices are subject to change without notice.

4. Tick appropriate box if you do not want used texts.

5. If your CMCA is depleted other payment arrangements must be made by calling the Coordinator of Resource Services at 667-3521.

Authorizing signature

• 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.

• Email or fax your order to Resource Services to resserv@gov.yk.ca or 867-633-7983.

Resource Services **packing slips** will **identify the amount of CMCA** used.

Terms of payment

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.

All other orders will be invoiced and are net 30 days, cash, cheque or money order payable to Yukon Territorial Treasurer.

Prices quoted are accurate to publication date. **Prices are subject to change without notice.**

Shipping

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.

GST

GOODS AND SERVICES TAX (GST)

The GST is not applied to any school orders. Orders submitted by teachers for their personal use or by students, parents or other purchasers will have the GST (5%) added to their orders.

Receiving goods

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 667-5161within 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%. If textbooks or materials are stamped with school identification these goods will be assessed at 50% of catalogue price upon return.

Backorders

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.

Returns

RETURN OF PURCHASED MATERIALS FOR CREDIT

English & FSL

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.

FFL & Immersion

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

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.

- Complete the Returns for Credit Form (back of Catalogue of Curriculum Materials)

- Fax or email completed form to Resource Services for authorization **before shipping goods.** Returns of loan materials do not need prior authorization.

- Resource Services staff will contact school to authorize shipment of goods within 48 hours.

- Materials returned must be shipped **prepaid**.

CMCA adjustments

- School CMCA balances will be adjusted after receipt of materials at Resource Services.

Returns without credit

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

Returns of loaned materials

Loaned resources are in limited supply and must be returned by the due date. 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 not returned. If resources are subsequently returned within the fiscal year, the school's CMCA will be credited.

Extensions of loans

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 667-5161 or email resserv@gov.yk.ca to request an extension to loaned curriculum resources.

Loaned materials are shipped prepaid and must be **returned prepaid**.

DISPOSAL OF OUTDATED, WORN OR OFF-CURRICULUM MATERIALS

Disposals

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 advise Document Destruction at 456-6838 of incoming discard shipments.

Contact Information:

Phone 867-667-5161
Email resserv@gov.yk.ca
Fax 867-633-7983

Website resourceservices@yukonschools.yk.ca