

Date: Wednesday, December 6, 2023

Time: 6:00 p.m.

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*"In learning you will teach, and in teaching you will learn" – Phil Collins*

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

### **A. OPENING PROCEDURES**

ITEM 1

1. Territory Acknowledgement
2. Call to Order
3. Electronic Board Meeting Procedures
4. Correspondence
  - From the Board of Education to the Minister of Education and Child Care regarding SOGI Inclusive Education
5. Approval of Agenda
6. Invitation for Public Input to matters on the Agenda - *Members of the public can provide input on decision items on the public meeting Agenda by emailing [board@sd42.ca](mailto:board@sd42.ca) by no later than 5:30 pm on December 6, 2023. The email subject line should read: INPUT regarding Decision Item. All public input received will be shared with trustees electronically. This agenda item has a time limit of 10 minutes.*

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

1. November 15, 2023 ITEM 2

**C. PRESENTATIONS** – *Individuals and groups invited by the Board to make presentations on any subject pertinent to Board business. 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. Child Care ITEM 3
2. Alternate Programs ITEM 4

**D. DELEGATIONS** – *the Board will receive delegations on any subject pertinent to Board business provided the item has been placed on the agenda by the Agenda Preparation Committee. Time limits for individual delegations will be established to allow all registered delegations to present within the time limit for this item. The Board will ordinarily receive for information the item presented and may take action after due deliberation. This agenda item has a time limit of 20 minutes including questions; extension is at the discretion of the Board.*

### **E. DEFERRED ITEMS**

### **F. DECISION ITEMS**

1. Chairperson
2. Superintendent of Schools
3. Secretary Treasurer
  - a) First Quarter Financial Statements ITEM 5
  - b) Amended Budget Changes for the Facilities Department ITEM 6
  - c) 2024/25 Preliminary Budget Process and Consultation Timeline ITEM 7
4. Board Committees and Advisory Committee Reports
  - a) Budget
  - b) Finance

- c) Facilities Planning
- d) Board Policy Development
- e) Education
- f) Aboriginal Education

#### **G. INFORMATION ITEMS**

1. Chairperson
  - a) Chairperson's Update ITEM 8
  - b) Trustee Appointments to Committees and Community Liaison Groups ITEM 9
2. Superintendent of Schools
  - a) Superintendent's Update ITEM 10
3. Secretary Treasurer
4. Board Committees & Advisory Committee Reports
  - a) Budget
  - b) Finance
  - c) Facilities Planning
  - d) Board Policy Development
  - e) Education
  - f) Aboriginal Education

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

#### **I. TRUSTEE REPORTS**

1. BC School Trustees Association
  - a) Capital Working Group ITEM 11
  - b) Comprehensive School Health Working Group ITEM 12
  - c) Bylaw Review Committee ITEM 13
2. District Parent Advisory Council ITEM 14
3. Maple Ridge Pitt Meadows Art Council ITEM 15
4. City of Maple Ridge Transportation Advisory Committee ITEM 16
5. Municipal Advisory Committee on Accessibility and Inclusiveness ITEM 17

#### **J. QUESTION PERIOD ITEM 18**

*Question period will be restricted to questions only – statements and debate will not be permitted. Questions, with the exception of Trustee questions, will be limited to one question per person. Members of the public can submit questions for the board by emailing them to [board@sd42.ca](mailto:board@sd42.ca) by no later than 5:30 pm on December 6, 2023. The email subject line should read: QUESTION PERIOD. All questions received before the start of the question period will be answered in the order they are received. 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 19

#### **L. ADJOURNMENT**

**ITEM 1****To: Board of Education****From:** Chairperson  
Elaine Yamamoto**Re: OPENING PROCEDURES****Date:** December 6, 2023  
(Public Board Meeting)

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**Decision**

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**1. TERRITORY ACKNOWLEDGEMENT**

We would like to acknowledge that this meeting is taking place on the shared traditional and unceded territories of Katzie First Nation and Kwantlen First Nation. We welcome and recognize all First Nations, Métis, and Inuit students and families in our schools and community. We welcome and recognize the many different cultures that are represented in our schools and community.

**2. CALL TO ORDER****3. ELECTRONIC BOARD MEETING PROCEDURES**

For purposes of determining a quorum, at the start of an electronic meeting or during an electronic meeting, the Chairperson shall count as present any trustees who are connected to the meeting by electronic means.

In the absence of pre-circulated material, the Board Chairperson and Officers of the Board as required, shall brief the meeting regarding the matter, or matters before it and shall read the resolution requiring Board consideration and voting.

Voting shall occur by each Trustee identifying themselves and indicating their vote either for or against the resolution.

**4. CORRESPONDENCE**

- From the Board of Education to the Minister of Education and Child Care regarding SOGI Inclusive Education

**5. APPROVAL OF AGENDA****RECOMMENDATION:****THAT the Agenda be approved as circulated.**

**6. INVITATION FOR PUBLIC INPUT TO MATTERS ON THE AGENDA** - Members of the public can provide input on decision items on the public meeting Agenda by emailing [board@sd42.ca](mailto:board@sd42.ca) by no later than 5:30 p.m. on December 6, 2023. The email subject line should read: INPUT regarding Decision Item. All public input received will be shared with trustees electronically. This agenda item has a time limit of 10 minutes.

November 29, 2023



Honourable Rachna Singh  
Minister of Education and Child Care  
Parliament Buildings  
Victoria, B.C. V8V 1X4

Dear Minister Singh,

**Subject: Appreciation for your stalwart defense of SOGI-Inclusive Education**

I am writing to you on behalf of the Maple Ridge-Pitt Meadows Board of Education to express our sincere appreciation for your courageous and unwavering stance in protecting the SOGI-inclusive education resources in our province.

Your dedication to fostering an inclusive and affirming learning environment for all students is admirable, and we want to extend our gratitude for your leadership in this critical matter.

The Maple Ridge-Pitt Meadows Board of Education is steadfast in its commitment to creating inclusive, safe, and supportive spaces for every student and staff member. We believe in cultivating a culture of care and belonging that celebrates the well-being, diversity, identity, and success of all learners. Your efforts align with our vision of diverse and inclusive environments that not only enrich our communities, but also contribute to academic excellence, personal growth, and responsible citizenship.

Understanding the unique challenges faced by students who identify as lesbian, gay, bisexual, transgender, transsexual, two-spirit, intersex, queer, or questioning, we stand in solidarity with them and other marginalized members of our district family. Discrimination, harassment, or any form of hate based on sexual orientation, gender identity, or any other characteristic has no place in our schools or communities.

Your leadership ensures that students, staff, and school communities across the province receive the respect and support they deserve.

Once again, thank you for your tireless dedication to the principles of inclusivity and for championing the rights of all students in our province. We look forward to your continued leadership in shaping an educational landscape that values diversity and equality.

Warm regards,

Elaine Yamamoto, Chairperson  
Board of Education

Cc: The Board of Education, School District No. 42 (Maple Ridge-Pitt Meadows)  
Lisa Beare, MLA Maple Ridge-Pitt Meadows  
Bob D'Eith, MLA Maple Ridge-Mission  
Mr. Harry Dhillon, Superintendent of Schools  
Mr. Richard Rennie, Secretary Treasurer



**ITEM 2**

To: **Board of Education**

From: Chairperson  
Elaine Yamamoto

Re: **APPROVAL OF MINUTES**

Date: December 6, 2023  
(Public Board Meeting)

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**Decision**

**RECOMMENDATION:**

**THAT the Minutes of the November 15, 2023, Public Board Meeting be approved as circulated.**

Attachment



**PUBLIC MINUTES OF THE  
BOARD OF EDUCATION MEETING  
Wednesday, November 15, 2023 (6:00 PM)  
Boardroom, District Education Office**

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**IN ATTENDANCE:**

BOARD MEMBERS:

Chairperson – Elaine Yamamoto  
Vice Chairperson – Kim Dumore  
Trustee – Hudson Campbell  
Trustee – Gabriel Liosis  
Trustee – Mike Murray  
Trustee – Pascale Shaw  
Trustee – Kathleen Sullivan

STAFF:

Superintendent – Harry Dhillon  
Secretary Treasurer – Richard Rennie  
Assistant Secretary Treasurer – Iris Mo  
Senior Manager, Communications – Irena Pochop  
Executive Coordinator – Rebecca Lyle

**ABSENT:**

Deputy Superintendent – Cheryl Schwarz

**A. OPENING PROCEDURES**

1. Territory Acknowledgement

The Chairperson acknowledged that this meeting is taking place on the shared traditional and unceded territories of Katzie First Nation and Kwantlen First Nation. The Chairperson welcomed and recognized all First Nations, Métis, and Inuit students and families in our schools and community. The Chairperson welcomed and recognized the many different cultures that are represented in our schools and community.

2. Call to Order

The Chairperson called the Public Board meeting to order at 6:02 p.m.

The Chairperson welcomed and thanked everyone for attending.

**B. ANNUAL ORGANIZATIONAL MEETING MATTERS**

1. Annual Report of Chairperson

Chairperson Yamamoto presented the Annual Report of the Chairperson, reporting on the Board's key strategic initiatives for 2022/23.

**Moved/Seconded**

THAT the Board receive the Annual Report of the Chairperson, for information.

**CARRIED**

2. Election of Board Officers/Nomination and Election

**Moved/Seconded**

THAT the Board approve the Trustee Elections proceedings in accordance with Procedure 2915.1: Trustee Elections – Chairperson and Vice-Chairperson.

**CARRIED**

**Moved/Seconded**

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

**CARRIED**

The Secretary Treasurer became the Chairperson pro-tem for the election of Chairperson and Vice-Chairperson.

The Secretary Treasurer called for nominations for Chairperson of the Board for a one-year term. A seconder was not required for nominations.

**Trustee Murray nominated Trustee Yamamoto.**

There were no further nominations. The Secretary Treasurer asked Trustee Yamamoto if she accepted the nomination.

**Trustee Yamamoto Accepted the nomination.**

The Secretary Treasurer called for a second time for nominations for Chairperson of the Board for a one-year term. The Secretary Treasurer then called for a third and final time for nominations for the position of Chairperson of the Board. There were no other nominations.

It was then announced by acclamation that the duly elected Chairperson of the Board of Education of School District No. 42 (Maple Ridge-Pitt Meadows) for a one-year period ending November 2024 is **Trustee Yamamoto**.

The Secretary Treasurer called for nominations for the position of Vice-Chairperson of the Board for a one-year term. A seconded was not required for nominations.

**Trustee Sullivan nominated Trustee Dumore.**

There were no further nominations. The Secretary Treasurer asked Trustee Dumore if she accepted the nomination.

**Trustee Dumore Accepted the nomination.**

The Secretary Treasurer called for a second time for nominations for Vice-Chairperson for a one-year term. The Secretary Treasurer called for a third and final time for nominations for Chairperson for a one-year term. There were no other nominations.

It was then announced by acclamation that the duly elected Vice-Chairperson of the Board of Education of School District No. 42 (Maple Ridge-Pitt Meadows) for a one-year period ending November 2024 is **Trustee Dumore**.

3. Remarks of Board Chairperson and Vice-Chairperson

The Board Chairperson and Vice-Chairperson thanked everyone.

**C. OPENING PROCEDURES: ORDINARY BUSINESS MEETING MATTERS**

1. Correspondence

- From R. Singh, Minister, Ministry of Education and Child Care
- From C. Broady, President, BC School Trustees Association

**Moved/Seconded**

THAT the Board receive all correspondence, for information.

**CARRIED**

2. Approval of Agenda

**Moved/Seconded**

THAT the Agenda be approved as circulated.

**CARRIED**

3. Invitation for Public Input to matters on the Agenda

The Chairperson advised that members of the public were able to provide input on decision items on the Agenda by emailing [board@sd42.ca](mailto:board@sd42.ca) by no later than 5:30 pm on December 6, 2023.

No public input was received.

**D. APPROVAL OF MINUTES**

**Moved/Seconded**

THAT the Minutes of the October 18, 2023, Public Board Meeting be approved as circulated.

**CARRIED**

**E. PRESENTATIONS**

**F. DELEGATIONS**

**G. DEFERRED ITEMS**

**H. DECISION ITEMS**

1. Chairperson
2. Superintendent of Schools
3. Secretary Treasurer
4. Board Committees and Advisory Committee Reports
  - a) Budget
  - b) Finance



- c) Facilities Planning
- d) Board Policy Development

- i. Policy Review Update

The Secretary Treasurer reported that feedback on revised Policy 7110: Whistleblower Protection was received and resulted in no further revisions.

The Secretary Treasurer also reported that only housekeeping changes were incorporated in the remaining policies reviewed by the Board Policy Development Committee and presented to the Board for approval.

### **Moved/Seconded**

THAT the Board approve the following Policies:

- Policy 3901: Maintenance of Order in Schools
- Policy 4435: Scholarships, Bursaries and Student Awards
- Policy 7110: Whistleblower Protection
- Policy 9601: Anaphylaxis
- Policy 9610: Health Care Needs

### **CARRIED**

- e) Education
- f) Aboriginal Education

## **I. INFORMATION ITEMS**

1. Chairperson
2. Superintendent of Schools

- a) Superintendent's Update

The Superintendent reported on the new dual credit post-secondary partnership program in Early Childhood Education (ECE) offered at Ridge Meadows College where students can earn 8 high school credits and 5 post-secondary credits, with tuition funded by the Ministry of Education and Child Care.

### **Moved/Seconded**

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

### **CARRIED**

3. Secretary Treasurer
4. Board Committees and Advisory Committee Reports
  - a) Budget
  - b) Finance
  - c) Facilities Planning
  - d) Board Policy Development
  - e) Education
  - f) Aboriginal Education

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

## **K. TRUSTEE REPORTS**

### BCSTA Provincial Council

Trustee Murray discussed the importance of BCSTA motions not being tabled at provincial council unless they are emergent, meaning they should wait until the AGM for all trustees to have the opportunity to vote rather than only the 60 provincial council representatives. Emergent motions are only those that deal with issues needing an immediate level of intervention, due to circumstances which could be damaging if left until the AGM.

### BCSTA Capital Working Group

Trustee Murray reported that Ministry of Education and Child Care representatives were present at the last meeting allowing for ongoing dialogue with the Ministry.

### BCSTA Bylaw Review

Trustee Liosis reported that additional information is to be kept confidential until presented at the upcoming AGM.

### District Parent Advisory Council

Trustee Yamamoto reported that the last meeting was well attended, Trustee Murray added that more detailed plans will be shared with parents regarding snow removal.

### City of Maple Ridge Transportation Advisory

Trustee Liosis recommended that trustees read the City's comprehensive Strategic Transportation Plan, and provided highlights on school safety initiatives.

## **L. QUESTION PERIOD**

No questions were received.

## **M. OTHER BUSINESS**

## **N. ADJOURNMENT**

### **Moved/Seconded**

THAT the Board adjourn the meeting.

### **CARRIED**

The Public Board meeting adjourned at 7:13 p.m.

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Elaine Yamamoto, Chairperson

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Richard Rennie, Secretary Treasurer



**ITEM 3**

To: **Board of Education**

From: Chairperson  
Elaine Yamamoto

Re: **CHILD CARE PRESENTATION**

Date: December 6, 2023  
(Public Board Meeting)

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**Information**

**RECOMMENDATION:**

**THAT the Board receive for information the presentation on Child Care.**



**ITEM 4**

To: **Board of Education**

From: Chairperson  
Elaine Yamamoto

Re: **ALTERNATE PROGRAMS PRESENTATION**

Date: December 6, 2023  
(Public Board Meeting)

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**Information**

**RECOMMENDATION:**

**THAT the Board receive for information the presentation on Alternate Programs.**

To: **Board of Education**

From: Finance Committee of the Whole

Re: **2023/24 FIRST QUARTER FINANCIAL STATEMENTS**

Date: December 6, 2023  
(Public Board Meeting)

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**Decision**

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**BACKGROUND/RATIONALE**

On June 21, 2023, the Board of Education (the Board) approved the 2023/24 preliminary budget bylaw for the operating, special purpose, and capital funds. Subsequently, the Board has approved the following amended budget changes for 2023/24 which have been incorporated into the 2023/24 first quarter financial statements:

- Appropriation of the 2022/23 operating surplus for inclusion in the 2023/24 amended budget, through the Board's approval of the 2022/23 audited financial statements on September 20, 2023.
- Spending plan for inclusion of the 2022/23 targeted Indigenous Education funding surplus of \$350,905, approved by the Board on October 18, 2023.
- Increase to salary and benefits to support the posting of the District Principal of Aboriginal Education position with an effective date of January 8, 2024, approved by the Board on October 18, 2023

This quarterly report and the attached financial statements (**Attachment A**) present the operating, special purpose and capital fund actual financial results for the three months ended September 30, 2023, the operating fund projected results to June 30, 2024, and comparative figures for the 2023/24 amended budget. The 2023/24 projections include the impact of September 30, 2023 enrolment driven changes. The 2023/24 amended budget includes budget changes approved by the Board up to October 18, 2023.

The format of the reports reflects the annual financial statements presentation as defined by the Ministry of Education and Child Care (MECC), specifically Schedules 2A, 2B, 3A and 4.

The following is a descriptive analysis of the projected changes to the revenue and expenditure estimates used in the 2023/24 amended annual budget to the end of the fiscal year.

**OPERATING FUND**

**Revenue – \$0.06M increase**

**MECC Operating Grants - \$0.06M increase**

The operating grant from the MECC is estimated to be \$0.06M higher than budget due to changes in student enrolment reported at September 30, 2023 as outlined in the table on the following page.

| MECC Operating Grant   | Preliminary Budget |                       | Actual Enrolment |                       | Change    |                  |
|--|--------------------|-----------------------|------------------|-----------------------|-----------|------------------|
|  | Enrolment          | Funding               | Enrolment        | Funding               | Enrolment | Funding          |
| <b>July 2023 Enrolment Count</b>   |                    |                       |                  |                       |           |                  |
| Grade 1-7  | 500                | \$ 122,500            | 441              | \$ 108,045            | (59)      | \$ (14,455)      |
| Grade 8-9  | 292                | 71,540                | 356              | 87,220                | 64        | 15,680           |
| Grade 10-12  | 425                | 208,250               | 512              | 250,880               | 87        | 42,630           |
| Supplemental   |                    | 123,467               |                  | 134,327               | -         | 10,860           |
| <b>Total Summer Learning</b>   | <b>1,217</b>       | <b>525,757</b>        | <b>1,309</b>     | <b>580,472</b>        | <b>92</b> | <b>54,715</b>    |
| <b>September 2023 Enrolment Count</b>  |                    |                       |                  |                       |           |                  |
| Standard schools   | 15,970             | 137,744,484           | 15,974           | 137,779,523           | 4         | 35,039           |
| Continuing education   | 2                  | 19,406                | 2                | 20,484                | -         | 1,078            |
| Alternate schools  | 250                | 2,156,250             | 281              | 2,423,625             | 31        | 267,375          |
| Online learning  | 18                 | 124,410               | 12               | 86,127                | (6)       | (38,283)         |
| Home schooling   | 19                 | 4,750                 | 20               | 5,000                 | 1         | 250              |
| Course challenges  | 32                 | 8,640                 | 32               | 8,640                 | -         | -                |
| <b>Total September Enrolment Based Funding</b>   | <b>16,291</b>      | <b>140,057,940</b>    | <b>16,322</b>    | <b>140,323,399</b>    | <b>31</b> | <b>265,459</b>   |
| <b>September 2023 Unique Student Needs</b>   |                    |                       |                  |                       |           |                  |
| Students with special needs - Level 1  | 13                 | 637,910               | 13               | 637,910               | -         | -                |
| Students with special needs - Level 2  | 1,055              | 24,560,400            | 1,053            | 24,513,840            | (2)       | (46,560)         |
| Students with special needs - Level 3  | 393                | 4,621,680             | 361              | 4,245,360             | (32)      | (376,320)        |
| English language learning  | 1,304              | 2,262,440             | 1,394            | 2,418,590             | 90        | 156,150          |
| Indigenous education   | 1,385              | 2,368,350             | 1,390            | 2,376,900             | 5         | 8,550            |
| Adult education  | 28                 | 152,764               | 28               | 154,487               | -         | 1,723            |
| Equity of opportunity (vulnerable students)  |                    | 509,543               |                  | 509,543               | -         | -                |
| <b>Total Supplement for Unique Student Needs</b>   | <b>4,178</b>       | <b>35,113,087</b>     | <b>4,239</b>     | <b>34,856,630</b>     | <b>61</b> | <b>(256,457)</b> |
| <b>Total MECC Operating Grant</b>  |                    | <b>\$ 175,696,784</b> |                  | <b>\$ 175,760,501</b> |           | <b>\$ 63,717</b> |
| * This table does not include operating grant funding that is not driven by enrolment up to September 30, 2023 |                    |                       |                  |                       |           |                  |

### **Operating Fund Expenses – \$0.18M decrease**

#### **Salaries and Benefits - \$0.19M decrease**

Teacher salaries are estimated to be \$0.19M higher than budget due to additional 1.442 FTE teacher staffing to support increased student enrolment.

Educational assistant salaries are \$0.31M lower than budget due to lower than anticipated enrolment of Levels 2 and 3 students with special needs resulting in a 7.769 FTE reduction of enrolment-driven education assistant staffing.

The instructional bank established to provide additional staff support for students with diverse needs has been utilized to add back 7.769 FTE education assistants and add an additional 2.408 FTE co-teaching positions. A balance of \$0.24M remains in the instructional bank to support further emerging needs.

Substitute and benefit costs have been adjusted to reflect the above staffing changes.

#### **Services and Supplies - \$0.01M increase**

Supplies are estimated to be \$0.01M higher than budget due enrolment-driven increases.

### **Net Operating Surplus – \$0.24M**

The increase in operating revenue (\$0.06M) and overall decrease in operating expenses (\$0.18M) results in a net projected operating surplus of \$0.24M.

## **SPECIAL PURPOSE FUNDS**

Special Purpose Funds include funds received from the MECC and other sources that have restrictions on how the funds are to be spent. Major Special Purpose Funds that continue in 2023/24 include the Classroom Enhancement Funds, School Generated Funds, Feeding Futures School Food Programs Fund, Annual Facilities Grant, Youth Education Support Fund, and CommunityLINK.

The new MECC funded Feeding Futures School Food Programs Fund, of \$1.90M has been established for 2023/24 and reflected as a special purpose fund in these financial statements along with projected expenses.

During the first quarter of 2023/24, \$5.21M in special purpose contributions was received and \$3.30M was spent. At September 30, 2023, \$3.89M remains available for future expenditures. The projection to June 30, 2024 reflects a total of \$28.69M in expenses and \$0.52M in capital asset purchases.

### **Classroom Enhancement Fund - Staffing**

The school district has made a submission to the MECC for additional Classroom Enhancement Funding (CEF) to reflect the actual additional teacher staffing required to meet collective agreement ratios for non-enrolling teachers and best efforts for classroom teachers. The additional funding required is summarized in the following table. All this staffing has already been allocated to schools and if funding is not provided by the MECC, the shortfall will have to be addressed through staffing changes and use of contingency reserve funds. The total number of teachers required is 14.761 FTE and \$1.75M higher than budget.

| <b>Classroom Enhancement Fund Staffing</b>                                   | <b>FTE</b>     | <b>Amount</b>       |
|--|----------------|---------------------|
| Elementary classroom teachers  | 76.393         | \$ 9,073,881        |
| Secondary classroom teachers   | 59.669         | 7,087,369           |
| Non-enrolling teachers   | 46.249         | 5,493,409           |
| <b>Total CEF required to meet restored collective agreement requirements</b> | <b>182.311</b> | <b>21,654,659</b>   |
| <b>Total CEF reflected in the preliminary budget</b>                         | <b>167.550</b> | <b>19,901,248</b>   |
| <b>Additional CEF required</b>   | <b>14.761</b>  | <b>\$ 1,753,411</b> |

### **Classroom Enhancement Fund - Remedy**

A submission to the MECC was made in November 2023 with estimated remedy costs of \$0.27M for the month of October 2023. This estimate will be projected through to the end of the fiscal year for inclusion in the second quarter financial statements are are not reflected in the attached first quarter financial statements.

## **CAPITAL FUND**

The net book value of capital assets is \$220.77M at September 30, 2023 which represents \$41.55M net investment in sites; \$167.48M in buildings; and \$11.73M in furniture and equipment, vehicles, computer software and hardware. This net book value represents the historical cost of all school district capital assets less accumulated amortization of depreciable asset after acquisition; it does not reflect current market value to sell or replace the assets.

During the first quarter of 2023/24, \$3.51M (representing \$2.69M Bylaw Capital received from the MECC, \$0.14M MECC Restricted Capital, and \$0.68M Local Capital Reserve funds) has been spent on capital projects in progress as follows:

- Annual Facility Grant funded projects (\$1.67M)
- Whonnock Elementary HVAC upgrade (\$0.90M)
- New classrooms setup (\$0.60M)

- Eric Langton Elementary seismic replacement and expansion (\$0.20M)
- cəsqənelə Elementary playground (\$0.06M)
- Pitt Meadows Secondary seismic replacement project definition report (\$0.08M)

The MECC Restricted Capital Fund balance was \$1.19M at September 30, 2023 and includes \$1.05M committed for the Eric Langton Elementary seismic replacement and expansion project.

Other Provincial Capital totaled \$0.16M at September 30, 2023 and represents accumulated interest from the Ministry of Children and Family Development funding for childcare facilities since 2017/18.

The Land Capital Restricted Fund received contributions from school site acquisition charges in 2023/24 of \$0.06M increasing the fund balance at September 30, 2023 to \$2.59M.

## Local Capital

The Board's Local Capital fund is comprised of previous years' available operating surpluses, which are transferred to Local Capital with Board approval, and proceeds from the disposal of land. Capital asset additions funded locally are reported in the Local Capital fund.

At September 30, 2023, significant locally funded project balances include new classroom setup (\$2.58M), information technology capital plan (\$1.69M), and renewal of other facilities (\$0.74M). The local capital fund also contains the contingency reserve of \$2.02M.

The following table summarizes of the Board approved uses of Local Capital and the contingency reserve balances and changes in these balances for the period.

| Local Capital Fund                          | Balance at<br>Jun 30, 2023 | Preliminary<br>Budget Transfer<br>July 1, 2023 | Contributions    | Spending          | Balance at<br>Sep 30, 2023 |
|---|----------------------------|--|------------------|-------------------|----------------------------|
| <b>Board Approved Uses of Local Capital</b> |                            |  |                  |                   |                            |
| Parent portal                               | \$ 21,831                  | \$ -   | \$ -             | \$ -              | \$ 21,831                  |
| Emergency preparedness                      | 11,636                     |  |                  |                   | 11,636                     |
| New classroom setup                         | 3,233,468                  |  |                  | 658,444           | 2,575,024                  |
| Childcare capital                           | 148,050                    | 52,670   |                  |                   | 200,720                    |
| Capital planning                            | 294,332                    |  |                  | 75,867            | 218,465                    |
| HVAC upgrades                               | 519,613                    |  |                  |                   | 519,613                    |
| Other sustainability upgrades               | 390,179                    | 878  | 42,699           | 9,568             | 424,188                    |
| Elementary school capital contribution      | 700,000                    |  |                  |                   | 700,000                    |
| Virtual boardroom                           | 11,225                     |  |                  |                   | 11,225                     |
| Facilities equipment and vehicles           |                            | 178,873  |                  | 112,727           | 66,146                     |
| Information technology capital plan         | 898,113                    | 839,539  |                  | 43,392            | 1,694,260                  |
| Renewal of other facilities                 | 738,658                    |  |                  |                   | 738,658                    |
|   | 6,967,105                  | 1,071,960                                      | 42,699           | 899,998           | 7,181,766                  |
| Contingency Reserve                         | 2,021,012                  |  |                  |                   | 2,021,012                  |
| <b>Total Local Capital Fund</b>             | <b>\$ 8,988,117</b>        | <b>\$ 1,071,960</b>                            | <b>\$ 42,699</b> | <b>\$ 899,998</b> | <b>\$ 9,202,778</b>        |

The capital planning balance of \$0.22M represents the Board approved allocation of \$0.50M less accumulated spending of \$0.28M for the Pitt Meadows Secondary seismic replacement project definition report (PDR). This PDR spending will be reimbursed by the MECC once the capital project is approved by the MECC, restoring this funding for future capital planning purposes.

## Contingency Reserve

The Board is responsible for ensuring the district is protected financially from extraordinary circumstances that would negatively impact school district operations and the education of students. To discharge this responsibility, the Board has established a contingency reserve from available



operating surplus, which will be used to mitigate any negative impact such circumstances might cause.

Existing school district budgets are not sufficient to support the procurement or timely replacement of school district assets. The budget required to complete the building maintenance projects identified through facility condition assessments far exceeds the annual facilities grant and the capital funding for building enhancement projects received by the school district. This means that the deferred maintenance for school district facilities continues to grow and the facility condition index for school district facilities continues to deteriorate.

Major equipment failures must be covered from the contingency reserve. These include, but are not limited to, the following: building envelope remediation, roof repairs or replacement, boiler replacements, server replacements, shop equipment replacements. In addition, the Board is responsible for any cost overruns incurred on MECC funded capital projects, and this is the only fund available to cover such costs.

The Board policy requires that a contingency reserve of at least 1% of operating expenditures and not exceeding 3% of operating expenditures shall be maintained (\$2.02M to \$6.06M of the preliminary budget). The current balance of \$2.02M equates to 1.00% of preliminary operating expenditures.

## **RISKS TO PROJECTIONS**

### **Revenue**

The provincial operating grant included in these estimates may not be the same as the operating grant distributed by the MECC for 2023/24. The main factors that create variances of provincial funding are actual funded enrolment at February and May 2024, Classroom Enhancement Fund allocations, and other provincial funding announcements made during the remainder of 2023/24.

### **Expense**

The salaries and benefits estimates are based on estimated average salaries for teachers, specific salaries for other employee groups, and known benefit rate changes. Actual average salary costs will vary from the estimated average salaries.

These estimates assume that all costs related to the implementation of the restored Maple Ridge Teachers' Association collective agreement language will be fully funded by the MECC through the Classroom Enhancement Fund.

Changes in weather patterns, delays in the implementation of the Energy Management Plan, and unexpected utilities cost increases may result in increased utilities costs that may have to be funded from the contingency reserve.

### **Capital Projects**

Due to their magnitude, capital projects have the potential to significantly impact the financial position of the school district. There is no process to assess the risk of the entire capital program; individual project risk assessments must be done on a continuous basis. Project agreements with the MECC contain contingencies to mitigate financial risk. Smaller projects consider contingency requirements when building the overall project budget and are managed internally. Finally, the contingency reserve held in local capital of \$2.02M is available to mitigate risk for capital projects.

## **RECOMMENDATION**

**THAT the Board approve the 2023/24 First Quarter Financial Statements.**

Attachment

**School District No. 42 (Maple Ridge-Pitt Meadows)**  
**Schedule of Changes in Operating Fund**  
**Period Ended September 30, 2023**

|  | 2023/24<br>Current<br>Budget | Actual<br>to<br>Sep 30, 2023 | Projected<br>Oct to<br>Jun 30, 2024 | Projected to<br>Jun 30, 2024 | Variance from<br>Budget |
|--|------------------------------|------------------------------|-------------------------------------|------------------------------|-------------------------|
|  | \$                           | \$                           | \$                                  | \$                           | \$                      |
| <b>Operating Revenue by Source</b>                           |                              |                              |                                     |                              |                         |
| Grants   |                              |                              |                                     |                              |                         |
| Provincial Grants - Ministry of Education and Child Care     | 182,537,530                  | 20,714,070                   | 161,887,177                         | 182,601,247                  | 63,717                  |
| Local Education Agreement (LEA) Recovery                     | (456,800)                    | (51,842)                     | (404,958)                           | (456,800)                    | -                       |
| Other Ministry of Education and Child Care Grants            | 6,066,226                    | 191,317                      | 5,874,909                           | 6,066,226                    | -                       |
| Provincial Grants - Other                                    | 318,800                      | 5,575                        | 313,225                             | 318,800                      | -                       |
| Federal Grants   | 341,407                      | 36,551                       | 304,856                             | 341,407                      | -                       |
| <b>Total Grants</b>  | <b>188,807,163</b>           | <b>20,895,671</b>            | <b>167,975,209</b>                  | <b>188,870,880</b>           | <b>63,717</b>           |
| Tuition  | 10,226,673                   | 1,464,390                    | 8,762,283                           | 10,226,673                   | -                       |
| Other Revenue  | 588,274                      | 231,394                      | 356,880                             | 588,274                      | -                       |
| LEA - Direct Funding from First Nations                      | 456,800                      | 45,680                       | 411,120                             | 456,800                      | -                       |
| Rentals & Leases   | 801,604                      | 157,352                      | 644,252                             | 801,604                      | -                       |
| Investment Income  | 1,197,224                    | 665,306                      | 531,918                             | 1,197,224                    | -                       |
| <b>Total Other Revenue</b>                                   | <b>13,270,575</b>            | <b>2,564,122</b>             | <b>10,706,453</b>                   | <b>13,270,575</b>            | <b>-</b>                |
| <b>Total Operating Revenue</b>                               | <b>202,077,738</b>           | <b>23,459,793</b>            | <b>178,681,662</b>                  | <b>202,141,455</b>           | <b>63,717</b>           |
| <b>Operating Expense by Type</b>                             |                              |                              |                                     |                              |                         |
| Salaries   |                              |                              |                                     |                              |                         |
| Teachers   | 86,352,465                   | 9,361,184                    | 77,183,029                          | 86,544,213                   | (191,748)               |
| Principals and Vice Principals                               | 9,899,273                    | 2,308,133                    | 7,591,140                           | 9,899,273                    | -                       |
| Educational Assistants                                       | 24,564,292                   | 2,682,090                    | 21,568,490                          | 24,250,580                   | 313,712                 |
| Support Staff  | 14,458,763                   | 2,816,387                    | 11,642,376                          | 14,458,763                   | -                       |
| Other Professionals  | 6,973,175                    | 1,470,196                    | 5,502,979                           | 6,973,175                    | -                       |
| Substitutes  | 6,908,260                    | 552,695                      | 6,340,358                           | 6,893,053                    | 15,207                  |
| <b>Total Salaries</b>  | <b>149,156,228</b>           | <b>19,190,684</b>            | <b>129,828,373</b>                  | <b>149,019,057</b>           | <b>137,171</b>          |
| Employee Benefits  | 37,918,131                   | 5,213,448                    | 32,649,552                          | 37,863,000                   | 55,131                  |
| <b>Total Salaries and Benefits</b>                           | <b>187,074,359</b>           | <b>24,404,132</b>            | <b>162,477,925</b>                  | <b>186,882,057</b>           | <b>192,302</b>          |
| <b>Services and Supplies</b>                                 |                              |                              |                                     |                              |                         |
| Services   | 7,177,044                    | 2,082,651                    | 5,096,505                           | 7,179,156                    | (2,112)                 |
| Student Transportation                                       | 683,560                      | 58,862                       | 625,165                             | 684,027                      | (467)                   |
| Professional Development and Travel                          | 1,231,894                    | 189,755                      | 1,042,224                           | 1,231,979                    | (85)                    |
| Rentals and Leases   | 2,000                        | 149                          | 1,851                               | 2,000                        | -                       |
| Dues and Fees  | 154,541                      | 136,554                      | 17,987                              | 154,541                      | -                       |
| Insurance  | 882,865                      | 221,584                      | 661,281                             | 882,865                      | -                       |
| Supplies   | 4,462,922                    | 713,876                      | 3,763,023                           | 4,476,899                    | (13,977)                |
| Utilities  | 2,725,718                    | 400,359                      | 2,325,359                           | 2,725,718                    | -                       |
| <b>Total Services and Supplies</b>                           | <b>17,320,544</b>            | <b>3,803,790</b>             | <b>13,533,395</b>                   | <b>17,337,185</b>            | <b>(16,641)</b>         |
| <b>Total Operating Expenses</b>                              | <b>204,394,903</b>           | <b>28,207,922</b>            | <b>176,011,320</b>                  | <b>204,219,242</b>           | <b>175,661</b>          |
| <b>Interfund &amp; Local Capital</b>                         |                              |                              |                                     |                              |                         |
| Tangible Capital Assets Purchased                            | 845,937                      | 107,986                      | 737,951                             | 845,937                      | -                       |
| Transfer to Local Capital                                    | 1,071,082                    | 1,071,960                    | (878)                               | 1,071,082                    | -                       |
| <b>Total Interfund and Local Capital</b>                     | <b>1,917,019</b>             | <b>1,179,946</b>             | <b>737,073</b>                      | <b>1,917,019</b>             | <b>-</b>                |
| <b>Total Expenses</b>  | <b>206,311,922</b>           | <b>29,387,868</b>            | <b>176,748,393</b>                  | <b>206,136,261</b>           | <b>175,661</b>          |
| <b>Surplus (Deficit) for the year, before appropriations</b> | <b>(4,234,184)</b>           | <b>(5,928,075)</b>           | <b>1,933,269</b>                    | <b>(3,994,806)</b>           | <b>239,378</b>          |
| Use of 2022/23 Appropriated Surplus in 2023/24               | 4,234,184                    | 4,234,184                    | -                                   | 4,234,184                    | -                       |
| <b>Operating Surplus (Deficit)</b>                           | <b>-</b>                     | <b>(1,693,891)</b>           | <b>1,933,269</b>                    | <b>239,378</b>               | <b>239,378</b>          |

School District No. 42 (Maple Ridge-Pitt Meadows)  
Schedule of Changes in Special Purpose Funds  
Period Ended September 30, 2023

|  | Annual<br>Facilities<br>Grant<br>\$ | Learning<br>Improvement<br>Fund<br>\$ | Scholarships<br>and<br>Bursaries<br>\$ | School<br>Generated<br>Funds<br>\$ | Strong<br>Start<br>\$ | Ready,<br>Set,<br>Learn<br>\$ | OLEP<br>\$ | Community<br>LINK<br>\$ | Classroom<br>Enhancement<br>Fund-Overhead<br>\$ | Classroom<br>Enhancement<br>Fund-Staffing<br>\$ | Classroom<br>Enhancement<br>Fund-Remedies<br>\$ | First Nation<br>Student<br>Transportation<br>\$ | Mental<br>Health<br>in Schools<br>\$ | Changing<br>Results for<br>Young Children<br>\$ | Early Care<br>& Learning<br>\$ | Feeding Futures<br>School Food<br>Programs Fund<br>\$ | Strengthening<br>Early Years<br>to K Transition<br>\$ | Youth<br>Education<br>Support Fund<br>\$ | Total<br>\$ |
|--|-------------------------------------|---------------------------------------|--|------------------------------------|-----------------------|-------------------------------|------------|-------------------------|---|---|---|---|--------------------------------------|---|--------------------------------|---|---|--|-------------|
| Deferred Revenue, Jul 1, 2023          | -                                   | 23,430                                | 178,502                                | 1,146,582                          | -                     | 1,510                         | 89,705     | 90,020                  | -   | -   | -   | 28,914  | 82,595                               | 749   | 53,138                         | -   | 8,825   | 273,604                                  | 1,977,574   |
| Add: Restricted Grants                 |                                     |                                       |  |                                    |                       |                               |            |                         |   |   |   |   |                                      |   |                                |   |   |  |             |
| Provincial Grants - MECC               | 517,597                             | 69,093                                |  |                                    | -                     | -                             | 540,372    | 62,281                  | 79,546  | 1,817,391                                       | -   | -   | 51,000                               | -   | -                              | 1,342,005   | -   |  | 4,479,285   |
| Provincial Grants - MECC Recoveries    |                                     |                                       |  |                                    |                       |                               |            |                         |   |   |   |   |                                      |   |                                |   |   | 15,103                                   | -           |
| Other                                  |                                     |                                       | -                                      | 718,825                            |                       |                               |            |                         |   |   |   |   |                                      |   |                                |   |   |  | 733,928     |
| Investment Income                      |                                     |                                       | -                                      |                                    |                       |                               |            |                         |   |   |   |   |                                      |   |                                |   |   |  | -           |
|  | 517,597                             | 69,093                                | -                                      | 718,825                            | -                     | -                             | 540,372    | 62,281                  | 79,546  | 1,817,391                                       | -   | -   | 51,000                               | -   | -                              | 1,342,005   | -   | 15,103                                   | 5,213,213   |
| Less: Allocated to Revenue             | 44,051                              | 79,556                                | -                                      | 347,550                            | 37,285                | 3,297                         | 88,319     | 65,789                  | 129,488   | 2,162,542                                       | 17,653  | -   | 5,626                                | -   | 30,359                         | 156,505   | 2,474   | 129,588                                  | 3,300,082   |
| Deferred Revenue, Sep 30, 2023         | 473,546                             | 12,967                                | 178,502                                | 1,517,857                          | (37,285)              | (1,787)                       | 541,758    | 86,512                  | (49,942)  | (345,151)                                       | (17,653)  | 28,914  | 127,969                              | 749   | 22,779                         | 1,185,500   | 6,351   | 159,119                                  | 3,890,705   |
| Revenue                                |                                     |                                       |  |                                    |                       |                               |            |                         |   |   |   |   |                                      |   |                                |   |   |  |             |
| Provincial Grants - MECC               | 44,051                              | 79,556                                |  |                                    | 37,285                | 3,297                         | 88,319     | 65,789                  | 129,488   | 2,162,542                                       | 17,653  | -   | 5,626                                | -   | 30,359                         | 156,505   | 2,474   |  | 2,822,944   |
| Other                                  |                                     |                                       | -                                      | 347,550                            |                       |                               |            |                         |   |   |   |   |                                      |   |                                |   |   | 129,588                                  | 477,138     |
| Investment Income                      |                                     |                                       |  |                                    |                       |                               |            |                         |   |   |   |   |                                      |   |                                |   |   |  | -           |
| Total Revenue                          | 44,051                              | 79,556                                | -                                      | 347,550                            | 37,285                | 3,297                         | 88,319     | 65,789                  | 129,488   | 2,162,542                                       | 17,653  | -   | 5,626                                | -   | 30,359                         | 156,505   | 2,474   | 129,588                                  | 3,300,082   |
| Expenses                               |                                     |                                       |  |                                    |                       |                               |            |                         |   |   |   |   |                                      |   |                                |   |   |  |             |
| Salaries                               |                                     |                                       |  |                                    |                       |                               |            |                         |   |   |   |   |                                      |   |                                |   |   |  |             |
| Teachers                               |                                     |                                       |  |                                    |                       | 1,981                         | 15,064     | 2,727                   | -   | 1,710,096                                       | 9,536   | -   | -                                    | -   | 5,447                          | -   | -   | -  | 1,744,851   |
| Principals and Vice Principals         |                                     |                                       |  |                                    |                       |                               | 18,204     | 8,515                   | 52,267  |   |   | -   | -                                    | -   | -                              | -   | -   | -  | 78,986      |
| Educational Assistants                 | -                                   | 57,982                                |  | 3,050                              | 23,495                | 76                            | 16,449     | 36,894                  | -   | -   | -   | -   | -                                    | -   |                                | 21,074  | -   | -  | 159,020     |
| Support Staff                          | -                                   |                                       |  | -                                  | -                     |                               |            | -                       | 10,989  |   | -   | -   | -                                    | -   | -                              | -   | -   | -  | 10,989      |
| Other Professionals                    |                                     |                                       |  |                                    |                       |                               |            | 465                     | -   |   | -   | -   | -                                    | -   | 17,895                         | 21,879  | -   | -  | 40,239      |
| Substitutes                            | -                                   |                                       |  | 206                                | 878                   | -                             | -          |                         | 45,406  | 1,520   | 4,791   | -   | -                                    | -   | -                              | -   | -   | -  | 52,801      |
| Total Salaries                         | -                                   | 57,982                                | -                                      | 3,256                              | 24,373                | 2,057                         | 49,717     | 48,601                  | 108,662   | 1,711,616                                       | 14,327  | -   | -                                    | -   | 23,342                         | 42,953  | -   | -  | 2,086,886   |
| Employee Benefits                      | -                                   | 21,574                                |  | 1,228                              | 12,071                | 509                           | 14,174     | 17,132                  | 20,825  | 450,926   | 3,326   | -   | -                                    | -   | 6,626                          | 14,662  | -   | -  | 563,053     |
| Services and Supplies                  | 44,051                              |                                       | -                                      | 343,066                            | 842                   | 732                           | 24,428     | 57                      | -   |   | -   | -   | 5,626                                | -   | 391                            | 97,919  | 2,474   | 17,241                                   | 536,827     |
| Total Expenses                         | 44,051                              | 79,556                                | -                                      | 347,550                            | 37,285                | 3,297                         | 88,319     | 65,789                  | 129,488   | 2,162,542                                       | 17,653  | -   | 5,626                                | -   | 30,359                         | 155,534   | 2,474   | 17,241                                   | 3,186,764   |
| Net Revenue before Interfund Transfers | -                                   | -                                     | -                                      | -                                  | -                     | -                             | -          | -                       | -   | -   | -   | -   | -                                    | -   | -                              | 971   | -   | 112,347                                  | 113,318     |
| Interfund Transfers                    |                                     |                                       |  |                                    |                       |                               |            |                         |   |   |   |   |                                      |   |                                |   |   |  |             |
| Tangible Capital Assets Purchased      | -                                   |                                       |  | -                                  |                       |                               | -          |                         | -   |   | -   | -   | -                                    | -   | -                              | (971)   | -   | (112,347)                                | (113,318)   |
| Net Revenue (Expense)                  | -                                   | -                                     | -                                      | -                                  | -                     | -                             | -          | -                       | -   | -   | -   | -   | -                                    | -   | -                              | -   | -   | -  | -           |

School District No. 42 (Maple Ridge-Pitt Meadows)  
Schedule of Changes in Special Purpose Funds  
Year Ending June 30, 2024

|  | Annual<br>Facilities<br>Grant<br>\$ | Learning<br>Improvement<br>Fund<br>\$ | Scholarships<br>and<br>Bursaries<br>\$ | School<br>Generated<br>Funds<br>\$ | Strong<br>Start<br>\$ | Ready,<br>Set,<br>Learn<br>\$ | OLEP<br>\$ | Community<br>LINK<br>\$ | Classroom<br>Enhancement<br>Fund-Overhead<br>\$ | Classroom<br>Enhancement<br>Fund-Staffing<br>\$ | Classroom<br>Enhancement<br>Fund-Remedies<br>\$ | First Nation<br>Student<br>Transportation<br>\$ | Mental<br>Health<br>in Schools<br>\$ | Changing<br>Results for<br>Young Children<br>\$ | Early Care<br>& Learning<br>\$ | Feeding Futures<br>School Food<br>Programs Fund<br>\$ | Strengthening<br>Early Years<br>to K Transition<br>\$ | Youth<br>Education<br>Support Fund<br>\$ | Total<br>\$ |
|--|-------------------------------------|---------------------------------------|--|------------------------------------|-----------------------|-------------------------------|------------|-------------------------|---|---|---|---|--------------------------------------|---|--------------------------------|---|---|--|-------------|
| Deferred Revenue, Jul 1, 2023          | -                                   | 23,430                                | 178,502                                | 1,146,582                          | -                     | 1,510                         | 89,705     | 90,020                  | -   | -   | -   | 28,914  | 82,595                               | 749   | 53,138                         | -   | 8,825   | 273,604                                  | 1,977,574   |
| Add: Restricted Grants                 |                                     |                                       |  |                                    |                       |                               |            |                         |   |   |   |   |                                      |   |                                |   |   |  |             |
| Provincial Grants - MECC               | 517,597                             | 690,930                               |  |                                    | 256,000               | 56,350                        | 786,235    | 622,813                 | 795,462   | 18,173,911                                      |   | 68,984  | 51,000                               | 6,000   | 175,000                        | 1,900,067   | 19,000  |  | 24,119,349  |
| Provincial Grants - MECC Recoveries    |                                     |                                       |  |                                    |                       |                               |            |                         |   |   |   |   |                                      |   |                                |   |   |  | -           |
| Other                                  |                                     |                                       | 30,000                                 | 4,800,000                          |                       |                               |            |                         |   |   |   |   |                                      |   |                                |   |   | 260,000                                  | 5,090,000   |
| Investment Income                      |                                     |                                       |  |                                    |                       |                               |            |                         |   |   |   |   |                                      |   |                                |   |   |  | -           |
|  | 517,597                             | 690,930                               | 30,000                                 | 4,800,000                          | 256,000               | 56,350                        | 786,235    | 622,813                 | 795,462   | 18,173,911                                      | -   | 68,984  | 51,000                               | 6,000   | 175,000                        | 1,900,067   | 19,000  | 260,000                                  | 29,209,349  |
| Less: Allocated to Revenue             | 517,597                             | 690,930                               | 30,000                                 | 4,800,000                          | 256,000               | 56,350                        | 786,235    | 622,813                 | 795,462   | 18,173,911                                      | -   | 68,984  | 51,000                               | 6,000   | 175,000                        | 1,900,067   | 19,000  | 260,000                                  | 29,209,349  |
| Deferred Revenue, Jun 30, 2024         | -                                   | 23,430                                | 178,502                                | 1,146,582                          | -                     | 1,510                         | 89,705     | 90,020                  | -   | -   | -   | 28,914  | 82,595                               | 749   | 53,138                         | -   | 8,825   | 273,604                                  | 1,977,574   |
| Revenue                                |                                     |                                       |  |                                    |                       |                               |            |                         |   |   |   |   |                                      |   |                                |   |   |  |             |
| Provincial Grants - MECC               | 517,597                             | 690,930                               |  |                                    | 256,000               | 56,350                        | 786,235    | 622,813                 | 795,462   | 18,173,911                                      |   | 68,984  | 51,000                               | 6,000   | 175,000                        | 1,900,067   | 19,000  |  | 24,119,349  |
| Other                                  |                                     |                                       | 30,000                                 | 4,800,000                          |                       |                               |            |                         |   |   |   |   |                                      |   |                                |   |   | 260,000                                  | 5,090,000   |
| Investment Income                      |                                     |                                       |  |                                    |                       |                               |            |                         |   |   |   |   |                                      |   |                                |   |   |  | -           |
| Total Revenue                          | 517,597                             | 690,930                               | 30,000                                 | 4,800,000                          | 256,000               | 56,350                        | 786,235    | 622,813                 | 795,462   | 18,173,911                                      | -   | 68,984  | 51,000                               | 6,000   | 175,000                        | 1,900,067   | 19,000  | 260,000                                  | 29,209,349  |
| Expenses                               |                                     |                                       |  |                                    |                       |                               |            |                         |   |   |   |   |                                      |   |                                |   |   |  |             |
| Salaries                               |                                     |                                       |  |                                    |                       |                               |            |                         |   |   |   |   |                                      |   |                                |   |   |  |             |
| Teachers                               |                                     |                                       |  |                                    |                       | 19,876                        | 99,378     | 27,352                  |   | 14,632,777                                      |   |   |                                      |   | 54,658                         |   |   |  | 14,834,041  |
| Principals and Vice Principals         |                                     |                                       |  |                                    |                       |                               | 116,474    | 34,212                  | 218,821   |   |   |   |                                      |   |                                |   |   |  | 369,507     |
| Educational Assistants                 |                                     | 571,867                               |  | 40,000                             | 176,494               |                               | 161,842    | 381,912                 |   |   |   |   |                                      | 1,635   |                                | 271,637   |   |  | 1,605,387   |
| Support Staff                          | 61,000                              |                                       |  | 25,000                             |                       |                               |            |                         | 87,513  |   |   |   |                                      |   |                                |   | 4,000   |  | 177,513     |
| Other Professionals                    |                                     |                                       |  |                                    |                       |                               |            | 16,671                  |   |   |   |   |                                      |   | 77,000                         | 79,000  |   |  | 172,671     |
| Substitutes                            |                                     |                                       |  | 20,000                             |                       |                               |            | 21,021                  | 330,726   |   |   |   | 3,933                                | 2,556   |                                | 14,477  | 5,600   |  | 398,313     |
| Total Salaries                         | 61,000                              | 571,867                               | -                                      | 85,000                             | 176,494               | 19,876                        | 377,694    | 481,168                 | 637,060   | 14,632,777                                      | -   | -   | 3,933                                | 4,191   | 131,658                        | 365,114   | 9,600   | -  | 17,557,432  |
| Employee Benefits                      | 12,000                              | 119,063                               |  | 15,000                             | 61,773                | 4,810                         | 126,106    | 130,801                 | 139,902   | 3,541,134                                       |   |   | 936                                  | 594   | 32,727                         | 100,381   | 2,400   |  | 4,287,627   |
| Services and Supplies                  | 69,051                              | -                                     | 30,000                                 | 4,700,000                          | 17,733                | 31,664                        | 282,435    | 10,844                  | 18,500  |   |   | 68,984  | 46,131                               | 1,215   | 10,615                         | 1,404,572   | 7,000   | 145,000                                  | 6,843,744   |
| Total Expenses                         | 142,051                             | 690,930                               | 30,000                                 | 4,800,000                          | 256,000               | 56,350                        | 786,235    | 622,813                 | 795,462   | 18,173,911                                      | -   | 68,984  | 51,000                               | 6,000   | 175,000                        | 1,870,067   | 19,000  | 145,000                                  | 28,688,803  |
| Net Revenue before Interfund Transfers | 375,546                             | -                                     | -                                      | -                                  | -                     | -                             | -          | -                       | -   | -   | -   | -   | -                                    | -   | -                              | 30,000  | -   | 115,000                                  | 520,546     |
| Interfund Transfers                    |                                     |                                       |  |                                    |                       |                               |            |                         |   |   |   |   |                                      |   |                                |   |   |  |             |
| Tangible Capital Assets Purchased      | (375,546)                           |                                       |  |                                    |                       |                               |            |                         |   |   |   |   |                                      |   |                                | (30,000)  |   | (115,000)                                | (520,546)   |
| Net Revenue (Expense)                  | -                                   | -                                     | -                                      | -                                  | -                     | -                             | -          | -                       | -   | -   | -   | -   | -                                    | -   | -                              | -   | -   | -  | -           |

**School District No. 42 (Maple Ridge-Pitt Meadows)**  
**Schedule of Changes in Capital Funds**  
**Year Ended September 30, 2023**

|  | 2023/24<br>Preliminary<br>Budget | 2023/24 Actual Results to Sep 30, 2023 |                  |                   |
|--|----------------------------------|--|------------------|-------------------|
|  |                                  | Invested in Tangible<br>Capital Assets | Local<br>Capital | Fund<br>Balance   |
| <b>Revenue</b>   | \$                               | \$                                     | \$               | \$                |
| Provincial Grants - MECC                                 |                                  |  |                  | -                 |
| School Site Acquisition Fees Spent                       |                                  |  |                  | -                 |
| Other Revenue  |                                  |  | 42,699           | 42,699            |
| Investment Income  | 469,307                          |  | -                | -                 |
| Amortization of Deferred Capital Revenue                 | 6,762,119                        | 1,679,643                              |                  | 1,679,643         |
| <b>Total Revenue</b>                                     | <b>7,231,426</b>                 | <b>1,679,643</b>                       | <b>42,699</b>    | <b>1,722,342</b>  |
| <b>Expenses</b>  |                                  |  |                  |                   |
| Amortization of Tangible Capital Assets                  |                                  |  |                  |                   |
| Operations and Maintenance                               | 10,642,948                       | 2,634,649                              |                  | 2,634,649         |
| <b>Total Expenses</b>                                    | <b>10,642,948</b>                | <b>2,634,649</b>                       |                  | <b>2,634,649</b>  |
| <b>Capital Surplus (Deficit) for the year</b>            | <b>(3,411,522)</b>               | <b>(955,005)</b>                       | <b>42,699</b>    | <b>(912,306)</b>  |
| <b>Net Transfers from other funds</b>                    |                                  |  |                  |                   |
| Tangible Capital Assets Purchased                        | 756,012                          | 221,303                                |                  | 221,303           |
| Local Capital  | 1,071,082                        |  | 1,071,960        | 1,071,960         |
| <b>Total Net Transfers</b>                               | <b>1,827,094</b>                 | <b>221,303</b>                         | <b>1,071,960</b> | <b>1,293,263</b>  |
| <b>Other Adjustments to Fund Balances</b>                |                                  |  |                  |                   |
| Tangible Capital Assets Purchased from Local Capital     |                                  | 215,774                                | (215,774)        | -                 |
| Tangible Capital Assets WIP Purchased from Local Capital |                                  | 684,224                                | (684,224)        | -                 |
| <b>Total Other Adjustments to Fund Balances</b>          |                                  | <b>899,998</b>                         | <b>(899,998)</b> | <b>-</b>          |
| <b>Total Capital Surplus (Deficit) for the period</b>    | <b>(1,584,428)</b>               | <b>166,297</b>                         | <b>214,661</b>   | <b>380,957</b>    |
| <b>Accumulated Capital Surplus, beginning of year</b>    |                                  | 70,916,636                             | 8,988,117        | 79,904,753        |
| <b>Accumulated Capital Surplus, Sep 30, 2023</b>         |                                  | <b>71,082,933</b>                      | <b>9,202,778</b> | <b>80,285,710</b> |

To: **Board of Education**

From: Budget Committee of the Whole

Re: **2023/24 AMENDED BUDGET CHANGES FOR**  
**THE FACILITIES DEPARTMENT**

Date: December 6, 2023  
(Public Board Meeting)

**Decision**

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**BACKGROUND/RATIONALE**

***OPERATING FUND CHANGES***

On June 21, 2023, the Board of Education (the Board) approved the 2023/24 preliminary budget bylaw for the operating, special purpose, and capital funds.

In the first quarter financial statements, which includes amended budget changes approved by the Board up to October 18, 2023, it was identified that additional operating revenue (\$0.06M) and reduced expenses (\$0.18M) will yield available funds of up to \$0.24M. These funds are available to address changes in estimates and emerging needs that have not been funded in the preliminary budget.

The 2023/24 amended budget will be presented to the Budget Committee of the Whole in February and will include all known changes to estimates and emerging needs.

This report identifies operating budget changes that need to be implemented immediately in order to ensure continuity of support for students.

***FACILITIES DEPARTMENT***

The Facilities department plays a crucial role in shaping the learning environment within our school district. It directly impacts the experience of students, teachers, and staff, aligning with our district's educational vision and creating a conducive atmosphere for effective teaching and learning.

Over the years, the demand for Facilities services has significantly grown, reflecting the increased student enrolment and expanded school facilities, including portable classrooms. Additionally, we face the challenge of maintaining aging infrastructure. Unfortunately, due to limited funding from the Ministry of Education and Child Care (MECC) and previous priorities given to other budget proposals, our Facilities department's staffing levels and service and supply budgets have remained stagnant. This has led to an increased workload for our Facilities staff, decreased service levels, and heightened safety risks for students and staff district-wide. Moreover, these increased workloads have contributed to low morale, high turnover rates, and other operational challenges.

The Facilities department does not have the organizational capacity (people and expertise) to manage all current and planned initiatives and projects, while maintaining effective regular operations.

To address these critical issues and provide better support to our educational community, we must secure an increased budget allocation for the Facilities department. These targeted budget increases are necessary to alleviate bottlenecks, enhance service quality, and improve working conditions for our dedicated staff. Reallocation of existing budgets to address these issues is not feasible as that will create pressure points with other services.

## COMPARATIVE ANALYSIS OF MAINTENANCE BUDGET ALLOCATION

To gauge how SD42's budget allocation for operations and maintenance of facilities compares to other school districts, we have compiled data from various districts based on information available from the Ministry of Education and Child Care (MECC). The data pertains to the 2023/24 Annual Budgeted Operating Expenditures by Function and is presented below with a focus on similar-sized school districts in British Columbia.

### 2023/24 Annual Budgeted Operating Expenditures by Function \*

\*Data Extracted from [Budgeted Operating Expenditures by Function \(gov.bc.ca\)](https://gov.bc.ca) based on similar sized school districts

| SD # | School District Name     | Operations & Maintenance | % of Total | Total Budget     | District Reported FTE Enrolment |
|------|--------------------------|--------------------------|------------|------------------|---------------------------------|
| 62   | Sooke                    | \$ 13,116,992            | 8.20%      | \$ 159,926,129   | 13,347                          |
| 42   | Maple Ridge-Pitt Meadows | 19,059,841               | 9.40%      | 202,101,218      | 16,519                          |
| 33   | Chilliwack               | 16,914,547               | 9.40%      | 179,796,583      | 15,094                          |
| 23   | Central Okanagan         | 27,187,086               | 9.50%      | 286,093,473      | 24,558                          |
| 34   | Abbotsford               | 21,690,525               | 9.60%      | 227,070,000      | 20,187                          |
| 44   | North Vancouver          | 19,227,894               | 10.10%     | 189,742,236      | 16,106                          |
| 37   | Delta                    | 19,312,118               | 10.20%     | 189,706,279      | 16,230                          |
| 35   | Langley                  | 29,100,478               | 10.60%     | 275,591,949      | 24,496                          |
| 61   | Greater Victoria         | 26,859,084               | 11.10%     | 241,962,245      | 20,059                          |
| 68   | Nanaimo-Ladysmith        | 18,659,316               | 11.10%     | 168,195,500      | 15,108                          |
| 38   | Richmond                 | 30,910,642               | 12.20%     | 252,549,204      | 22,167                          |
| 73   | Kamloops-Thompson        | 25,147,483               | 12.90%     | 195,482,130      | 15,901                          |
| 57   | Prince George            | 22,296,463               | 13.20%     | 169,364,530      | 13,247                          |
| 99   | Provincial Summary       | \$ 799,959,092           | 11.20%     | \$ 7,145,647,461 | 587,963                         |

As evident from the data, SD42's 2023/24 budget allocation for facility operations and maintenance, representing 9.4% of the total operating expenditures, falls below the provincial average of 11.2% and is lower than most similar-sized school districts. To enhance the levels of service provided by the Facilities department and better meet the expectations of students, parents, and staff, an increased budget allocation is imperative. These targeted budget increases will not only help address existing challenges but also enhance service levels and working conditions, ultimately benefiting the entire school district.

## PROPOSED BUDGET CHANGES

The proposed budget changes for the Facilities department are separated into the following three categories, presented in priority order.

### 1) Adding HVAC resources:

The Heating, Ventilation & Air Conditioning (HVAC) service unit plays a crucial role in maintaining our facilities by providing preventative maintenance and repairs of air handling equipment, boilers, fans, heaters, pumps, air filters and other mechanical and hydronic system components; and adjusting the computerized controls systems.

The HVAC service unit has a current complement of 3 FTE, but only two positions are filled. We have been unable to fill the third HVAC position that has been vacant for over 2 years.

Given the current vacancy in the HVAC position and the subsequent reliance on external contractors, it is essential to take immediate action to ensure the effective maintenance of our HVAC systems. To address this challenge, we recommend an increase to the HVAC contracting budget.

This budget adjustment will enhance preventative maintenance and repairs to reduce system breakdowns. It is a proactive step to ensure the well-being and comfort of our educational community while maintaining the integrity of our HVAC systems.

## **2) Creating a new Maintenance Coordinator position:**

The Facilities department service units other than Operations currently rely on an Administrative Secretary and an Administrative Clerk to provide essential administrative support. However, the scope of their work has evolved to include technical responsibilities such as project cost accounting for Annual Facilities Grant (AFG) work and chargebacks. This shift has resulted in the clerical staff being overwhelmed by the volume of work, leaving them with limited capacity to fulfill traditional administrative duties, including preparing agendas, taking minutes, and providing additional support to the Director.

This situation has negatively impacted the morale of the clerical staff. To address this challenge and improve service levels and responsiveness within the department, we recommend creating one new FTE for a Maintenance Coordinator.

The responsibilities of the Maintenance Coordinator will include:

- a) **Scheduling and Monitoring Preventive Maintenance:** The Maintenance Coordinator will assist the Maintenance Manager in scheduling, monitoring, and recording preventive maintenance inspections for equipment, buildings, and grounds. This proactive approach ensures the timely upkeep of our facilities, enhancing their longevity and reliability.
- b) **Electronic Documentation:** The Maintenance Coordinator will be responsible for updating electronic documentation, including drawings and manuals. This helps maintain accurate records, contributing to efficient maintenance and troubleshooting procedures.
- c) **Coordination of Maintenance Projects:** The Maintenance Coordinator will assist in the coordination and scheduling of maintenance projects, particularly those related to AFG. This involvement streamlines project management, ensuring that initiatives are executed smoothly and within the established timelines.
- d) **Scheduling and Maintenance of Systems:** The Maintenance Coordinator will play a role in scheduling and maintaining essential systems, such as security, fire alarms, and heating/ventilating systems. This contribution ensures the safety and functionality of our facilities.
- e) **Hazardous Building Materials:** The Maintenance Coordinator will also be responsible for ensuring that the Hazardous Building Materials inventory is updated, contributing to the safety and regulatory compliance of our facilities.

The creation of the Maintenance Coordinator position will have several benefits:

- 1. **Improved Service Levels:** By offloading technical responsibilities from the clerical staff, the Maintenance Coordinator will improve their capacity to provide traditional administrative support, ultimately enhancing service levels and responsiveness.
- 2. **Efficient Coordination:** The Maintenance Coordinator's involvement in project coordination and scheduling will lead to more efficient project management, reducing potential delays and ensuring projects are completed on time.



3. **Balanced Workloads:** The introduction of the Maintenance Coordinator position will help balance workloads within the department, preventing the clerical staff from being overwhelmed with technical tasks.

In conclusion, the recommendation to create a new FTE position for a Maintenance Coordinator is a strategic move to address the evolving needs of the Maintenance department. This position will not only improve service levels and coordination of trades work but also ensure a more balanced distribution of responsibilities among staff, ultimately benefiting the efficiency and responsiveness of the department.

### **3) Adding two new Grounds Positions:**

The Grounds department is an integral part of maintaining the physical appearance and safety of our school facilities, providing a wide array of essential services, including grass cutting, litter pickup, weeding, raking leaves, fence and playground repairs, clearing storm drains, snow removal, and furniture and equipment movement. Presently, the Grounds department comprises 1 FTE Lead Hand, 5 FTE Equipment Operators and a staffing bank that supports 1.44 FTE Labourers.

We recommend increasing Equipment Operator staffing by 2 FTE for the following reasons:

- a) **Landscape Maintenance:** The additional FTE will provide the department with more resources to address landscape maintenance concerns. This includes tasks such as mowing, weeding, pruning, and litter pickup, which are essential for maintaining the aesthetic appeal and safety of our school grounds.
- b) **Inspections and repairs:** The increased staff will enable more inspections and timely repairs of playground equipment and the grounds' infrastructure, such as catch basins and fencing. This proactive approach will enhance the safety and functionality of these areas.
- c) **Snow Removal:** With more staff on board, the department will be better equipped to manage snow removal during winter months. This is vital for ensuring the safety of students, staff, and visitors to our facilities.
- d) **Workload Balance:** Increasing the complement will help distribute the workload more evenly, preventing overburdening of the existing staff and ensuring that maintenance tasks are completed in a timely and efficient manner.

In conclusion, the proposal to increase the Equipment Operator staffing by 2 FTE will improve landscape maintenance, safety, and overall departmental efficiency. This enhancement will have a positive impact on the cleanliness, safety, and aesthetic appeal of our school facilities, ultimately creating a better learning and working environment for our students and staff.

### **Strategic and Operational Plan Alignment**

The proposed changes align with the following Strategic and Operational Plans:

#### *Strategic Support Structures:*

- A. Provide support services needed to deliver the safe, secure and effective operational environment required for the effective delivery of educational services.
- B. Maintain and care for schools, administrative buildings and grounds.
- C. Plan, design and manage construction projects.

#### *Operational Objectives/Goals:*

- a) Ensure that our departments have the organizational capacity (people and expertise) to manage all current and planned initiatives and projects, while maintaining effective regular operations.

- b) Ensure business continuity through succession planning, strategic recruitment, retention, professional development and effective risk management.
- c) Review the organizational capacity (people and expertise) to manage all current and planned initiatives and projects.
- d) Review department organizational structure and staffing levels (workload) to ensure staff have sufficient training, time, and supports to effectively perform regular tasks, suggest and implement process improvements, and take on new initiatives.

### ***Summary of Estimated Costs***

The following estimates provide an overview of annual costs, based on current rates, to support the proposed budget changes. These costs encompass ongoing annual salary expenses for FTE employees; annual expenses such as ground supplies, tools, and fuel; and capital expenses for the purchase of a vehicle required for additional Grounds staffing.

#### **1) HVAC:**

Annual Ongoing

- Services: Increase to HVAC contractor budget by \$100,000

#### **2) Maintenance Coordinator:**

Annual Ongoing

- Salary and Benefits: 1 FTE Maintenance Coordinator (\$100,000)
- Supplies: Cell phones, software, safety items, tools, fuel, etc. (\$5,000)

#### **3) Grounds:**

Annual Ongoing

- Salary and Benefits: 2 FTE Equipment Operators (\$164,000)
- Supplies: Safety items, tools, grounds supplies (sand, soil, mulch), fuel, etc. (\$20,000)

One-time

- Capital: One light duty crew cab e-pickup truck (\$80,000)

### ***Budget Change Request for 2023/24***

As the available operating budget for 2023/24 is only \$0.24M, we recommend that the Board approve amended budget changes for 2023/24 to add the proposed annual increase in HVAC contracted services, and to fund the new Maintenance Coordinator salary, benefits and supply cost starting in January 2024 as outlined on the following table.

| 2023/24 Budget Changes   | Preliminary Budget | Proposed Changes  | Amended Budget    |
|--|--------------------|-------------------|-------------------|
| HVAC Contracted Services: Increase budget one-time for 2023/24                     | \$ 143,381         | \$ 100,000        | \$ 243,381        |
| Maintenance Coordinator: Salaries & benefits for one FTE ongoing starting Jan 2024 | -                  | 50,000            | 50,000            |
| Maintenance Coordinator: Supplies  | -                  | 2,500             | 2,500             |
| <b>Total</b>   | <b>\$ 143,381</b>  | <b>\$ 152,500</b> | <b>\$ 295,881</b> |

The remaining proposed budget changes and long-term maintenance leadership resourcing will be considered later in the year for the 2023/24 amended budget and for development of the 2024/25 preliminary budget.

### **RECOMMENDATION**

**THAT the Board approve the proposed budget changes totaling \$152,500 for the Facilities department for inclusion in the 2023/24 Amended Annual Budget.**



**ITEM 7**

To: **Board of Education**

From: Secretary Treasurer  
Richard Rennie

Re: **2024/25 PRELIMINARY BUDGET  
PROCESS AND CONSULTATION  
TIMELINE**

Date: December 6, 2023

(Public Board Meeting)

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**Decision**

**BACKGROUND/RATIONALE:**

In accordance with the *School Act*, school districts in the province must approve a balanced budget and submit it to the Ministry of Education and Child Care by June 30, 2024.

School District No. 42 (Maple Ridge – Pitt Meadows) will finalize base budget estimates for 2024/25 after the 2024/25 Operating Grant is announced by the Ministry of Education and Child Care on or before March 15, 2024.

The attached proposed 2024/25 Preliminary Budget Process Timeline shows the proposed schedule of meetings dedicated to sharing the Board's budget information with partner groups and the public as well as receiving budget balancing proposals and feedback on proposed budget balancing options.

**RECOMMENDATION:**

**THAT the Board approve the proposed 2024/25 Preliminary Budget Process Timeline.**

Attachment

## 2024/25 Preliminary Budget Process Timeline

|                              |   |
|------------------------------|---|
| Wednesday, December 6, 2023  | <b>Board Meeting</b> <ul style="list-style-type: none"> <li>Presentation and approval of the Proposed Budget Process/Timeline</li> </ul>  |
| Wednesday, February 21, 2024 | <b>Board Meeting</b> <ul style="list-style-type: none"> <li>Presentation of projected enrolments for 2024/25, 2025/26, 2026/27, 2027/28</li> </ul>  |
| Wednesday, February 21, 2024 | <b>Board Meeting</b> <ul style="list-style-type: none"> <li>Presentation and Board approval of the 2023/24 Amended Annual Budget</li> </ul>   |
| Wednesday, April 3, 2024     | <b>Budget Committee of the Whole</b> <ul style="list-style-type: none"> <li>Presentation of the 2024/25 preliminary budget estimates to partner groups and preliminary feedback from partner groups on budget priorities</li> </ul> |
| Tuesday, April 2, 2024       | <b>Aboriginal Education Advisory Committee</b> <ul style="list-style-type: none"> <li>Presentation of the 2024/25 preliminary budget estimates and consultation on budget priorities</li> </ul>                                     |
| Wednesday, April 3, 2024     | <b>Budget Committee of the Whole</b> <ul style="list-style-type: none"> <li>Partner groups individual presentations to the Board of the 2024/25 budget considerations</li> </ul>  |
| Wednesday, April 17, 2024    | <b>Board Meeting</b> <ul style="list-style-type: none"> <li>Presentation of the Proposed 2024/25 Preliminary Budget</li> </ul>  |
| Tuesday, April 23, 2024      | <b>Aboriginal Education Advisory</b> <ul style="list-style-type: none"> <li>Feedback on the Proposed 2024/25 Preliminary Budget</li> </ul>  |
| Wednesday, April 24, 2024    | <b>Budget Committee of the Whole</b> <ul style="list-style-type: none"> <li>Public and partner group input on the Proposed 2023/24 Preliminary Budget</li> </ul>  |
| Wednesday, May 1, 2024       | <b>Board Meeting</b> <ul style="list-style-type: none"> <li>Approval of 2024/25 Budget Balancing Proposals and Adoption of 2024/25 Preliminary Budget</li> </ul>  |



**ITEM 8**

To: **Board of Education**

From: Chairperson  
Elaine Yamamoto

Re: **CHAIRPERSON'S UPDATE**

Date: December 6, 2023  
(Public Board Meeting)

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**Information**

**RECOMMENDATION:**

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



**ITEM 9**

To: **Board of Education**

From: Chairperson  
Elaine Yamamoto

Re: **TRUSTEE APPOINTMENTS TO  
COMMITTEES AND COMMUNITY  
LIAISON GROUPS**

Date: December 6, 2023  
(Public Board Meeting)

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**Information**

**RECOMMENDATION:**

**THAT the Board receive for information the attached Trustee Appointments to Committees and Community Liaison Groups for a period of one year ending November 2024.**

Attachment

### **Committees of the Board**

|  |   |
|--|---|
| Budget Committee of the Whole              | All Trustees  |
| Facilities Planning Committee of the Whole | All Trustees  |
| Finance Committee of the Whole             | All Trustees  |
| Board Policy Development Committee         | Gabriel Liosis, Kim Dumore<br><i>(Elaine Yamamoto, Alternate)</i> |

### **School District Advisory Committees**

|   |   |
|---|---|
| Education Advisory Committee            | Pascale Shaw and Hudson Campbell<br><i>(Mike Murray, Alternate)</i>       |
| Aboriginal Education Advisory Committee | Kathleen Sullivan and Elaine Yamamoto<br><i>(Pascale Shaw, Alternate)</i> |
| Accessibility Advisory Committee        | Kim Dumore <i>(Pascale Shaw, Alternate)</i>                               |

### **Collective Agreement Bargaining**

|      |                 |
|------|-----------------|
| MRTA | Elaine Yamamoto |
| CUPE | Mike Murray     |

### **Other Representation**

|  |   |
|--|---|
| Student Voice  | All Trustees Rotating                                 |
| District Parent Advisory Council                                     | All Trustees Rotating                                 |
| BCSTA Provincial Council   | Gabriel Liosis <i>(Mike Murray, Alternate)</i>        |
| BCPSEA   | Elaine Yamamoto <i>(Kim Dumore, Alternate)</i>        |
| Municipal Advisory Committee on Accessibility and Inclusiveness      | Hudson Campbell <i>(Kathleen Sullivan, Alternate)</i> |
| Maple Ridge Pitt Meadows Arts Council                                | Pascale Shaw <i>(Hudson Campbell, Alternate)</i>      |
| Ridge Meadows Education Foundation                                   | Mike Murray <i>(Kathleen Sullivan, Alternate)</i>     |
| Social Policy Advisory Committee                                     | Gabriel Liosis <i>(Kim Dumore, Alternate)</i>         |
| City of Maple Ridge Transportation Advisory Committee                | Gabriel Liosis <i>(Hudson Campbell, Alternate)</i>    |
| Youth Planning Table   | Hudson Campbell <i>(Kim Dumore, Alternate)</i>        |
| Culture Collective Network   | Kim Dumore <i>(Elaine Yamamoto, Alternate)</i>        |
| Ridge Meadows Overdose Community Action Team                         | Kim Dumore <i>(Pascale Shaw, Alternate)</i>           |
| English Language Learners Consortium                                 | Elaine Yamamoto <i>(Kathleen Sullivan, Alternate)</i> |
| City of Maple Ridge Parks, Recreation and Culture Advisory Committee | Mike Murray <i>(Kathleen Sullivan, Alternate)</i>     |
| City of Pitt Meadows Community Support Select Committee              | Kathleen Sullivan <i>(Hudson Campbell, Alternate)</i> |



**ITEM 10**

To: **Board of Education**

From: Superintendent  
Harry Dhillon

Re: **SUPERINTENDENT'S UPDATE**

Date: December 6, 2023  
(Public Board Meeting)

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**Information**

**RECOMMENDATION:**

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





**ITEM 11**

To: **Board of Education**

From: Trustee  
Mike Murray

Re: **BCSTA CAPITAL WORKING GROUP**

Date: December 6, 2023

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**Information**

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**Name of organization:** BCSTA Capital Working Group

**Date of meeting:** November 23, 2023

**Items discussed:**

1. **Review of notes from October 20 meeting** with representatives from the Ministry of Education and Child Care – The group reviewed the notes identifying the following observations:
  - a. The Ministry is pursuing modular classroom construction to help in reducing the number of portables districts are having to purchase and has authorized twelve projects in seven districts using “slippage” funding. Three of the high growth districts are represented on the capital working group. The modular “solution” will be monitored with the first installations expected next September.
  - b. The Ministry has advised no progress on School Site Acquisition Charge legislation previously proposed by BCSTA. It is anticipated BCSTA will need to lobby the Ministry of Municipal Affairs and UBCM to move ahead with any changes. May be an appropriate time given changes in legislation affecting housing density which will impact school capacities.
  - c. The Ministry was advised about the UBC Engineering School study on what will be needed to achieve 2030 and 2050 greenhouse gas emission targets. Ministry staff advised they will be meeting soon with Facility Managers throughout the Province to talk about carbon neutral capital program. It was noted funding in this program has increased substantially to \$23M per year but so has the value of requested projects at over \$70M in 2023/24.
  - d. Data updates have been provided by the Ministry in response to the Maple Ridge and Pitt Meadows School District BCSTA resolution requesting updates every three years. Increased lifecycle investments have resulted in a slight reduction in the average facility condition index in the province from .47 to .44.

The Ministry advised they do not feel there is a need to revisit the area standards for new schools despite several resolutions passed at BCSTA on this subject. A strategy will be required to “make the case” founded on a more detailed review.

**2. Work plans going forward** will be considered and further developed for each of the following areas noting the intent is to make recommendations to the BCSTA Board in April:

- a. **Lifecycle / Deferred Maintenance** – an update report on funding and trends will be prepared with updated recommendations to the 2020 BCSTA Capital Working Group report.
- b. **Growth** – monitoring will be completed on the modular classrooms to be placed next September with an endorsement of the approach considered following successful implementation. BCSTA will be encouraged to engage more fully with the Ministry of Municipal Affairs and UBCM on School Site Acquisition Charges per the 2020 paper on this subject. Some consideration may be given to whether collective agreement changes related to shifts in school schedules should be encouraged to accommodate larger student populations in those districts where shifting schedules is restricted.
- c. **Climate Change** – The UBC Engineering report may form the basis of recommendations on what is needed to achieve 2030 targets with those targets proposed to be considered on a provincial basis (noting that solutions may vary by region given different geographic/climate factors). Further recommendations may be brought forward to address climate change mitigation (funding for emergency generators, wildfire hardening, etc.)
- d. **Area Standards** – A detailed analysis may be necessary involving technical staff and school architects to make the case on why the standards need to be reconsidered, what they ought to be and what the cost implications are.

**Items referred to the Board of Education:**

None at this time other than a possible discussion with the two local Municipal Governments about School Site Acquisition Charge legislation.

**Date of next meeting:**

TBA in Late January

To: **Board of Education**

From: Trustee  
Kim Dumore

Re: **BCSTA COMPREHENSIVE SCHOOLS**  
**HEALTHY WORKING GROUP**

Date: December 6, 2023  
(Public Board Meeting)

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**Information**

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**Date of meeting:** November 25, 2023

**Items discussed:**

**1. BCSTA Board Member Evaluation of Environmental Scan Questionnaire**

- a. The working group convened to receive feedback from the BCSTA board on the existing Substance Use, Mental Health, & Peer-to-Peer Bullying questionnaire.
- b. It was requested that the group streamlines the questionnaire. Through collaborative effort, the group identified themes and successfully condensed several questions.
- c. The final draft will come to the table at the next meeting. The hope is to have the survey to the district early in 2024.

**Items referred to the Board of Education:** N/A

**Date of next meeting:** TBD



**ITEM 13**

To: **Board of Education**

From: Trustee  
Gabriel Liosis

Re: **BCSTA BYLAW REVIEW  
COMMITTEE**

Date: December 6, 2023  
(Public Board Meeting)

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**Information**

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**Date of meeting:** November 26, 2023

**Items discussed:**

**1. Legal Updates on Bylaws**

- a. **Bylaw 4 (Vacancies on the Board of Directors):** the Committee approved and recommended to the Board of Directors proposed changes to Bylaw 4 for consideration at the 2024 BCSTA Annual General Meeting.
- b. **Bylaw 8 (General Meetings):** the Committee approved and recommended to the Board of Directors proposed changes to Bylaw 8 for consideration at the 2024 BCSTA Annual General Meeting.
- c. **Bylaw 10 c/e/f (General Meeting Motions) & Bylaw 11a (Committees – Legislative Committee):** the Committee approved and recommended to the Board of Directors proposed changes to Bylaw 10 c/e/f and Bylaw 11a for consideration at the 2024 BCSTA Annual General Meeting.

**2. Updating Bylaws of Reference**

- a. The Committee received feedback from the Indigenous Education Committee (IEC) regarding potential Bylaw changes. Recommendations were made to amend certain language and terminology throughout the Bylaws to reflect the IEC's feedback.

**3. Bylaw 9 (Delegates and Voting Powers at General Meetings) Update**

- a. The Board of Directors is considering how best to consult the membership regarding Bylaw 9.

**4. 2018 Bylaw Review Report – Review and Reflections**

- a. The Committee reviewed the previously commissioned Bylaw Review Report from 2018. The Committee discussed how the report from 2018 compares to the Committee's current work.

**5. Bylaw 7 (Provincial Council Powers & Duties)**

- a. The Committee discussed Provincial Council Powers & Duties, specifically to align Bylaw 7 with amendments already recommended to the Board of Directors for adoption at a General meeting by the Committee.
  - i. The Committee approved and recommended to the Board of Directors proposed changes to Bylaw 7.
- b. Furthermore, the Committee had broader discussion about the Provincial Council Powers & Duties, specifically as it relates to the purpose of this governing body and its value to the Association.

**6. Bylaw 19 (District Branch Associations) & Operational Guidelines 6**

- a. The Committee considered Bylaw 19 and Operational Guidelines 6 and discussed next steps.

**7. Future Agenda Items**

- a. January 2024
  - i. Bylaw 7
  - ii. Bylaw 19
  - iii. Draft outline of Bylaw Review Report
- b. February 2024
  - i. Draft report

**Items referred to the Board of Education:** N/A

**Date of next meeting:** January 10, 2024, 10am—1pm, via Zoom.

To: **Board of Education**

From: Trustees  
Elaine Yamamoto  
Mike Murray

Re: **DISTRICT PARENT ADVISORY  
COUNCIL**

Date: December 6, 2023  
(Public Board Meeting)

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**Information**

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**Date of meeting:** November 21, 2023

**Items discussed:**

1. Superintendent's Report

- a. Assistant Superintendent Ken Cober shared information about the new dual credit Early Childhood Educator program explaining that students will be able to receive grade twelve graduation credits as well as credit toward ECE certification. Courses will be offered in the evening through Ridge Meadows College and will be available at no cost to students other than for personal supplies. He also mentioned research going into dual credit for health care training with BCIT, although nothing has been finalized yet.
- b. Ken was asked about the accessibility survey and advised the details and timing of the survey are being finalized at this time.

2. Trustee Report

- a. Trustee Murray shared:
  - i. Elaine Yamamoto was elected Chair and Kim Dumore elected Vice Chair at the last Board meeting.
  - ii. Teresa Downs has been hired as the school district's new Superintendent and is starting on February 26<sup>th</sup>. It was noted DPAC has invited her to attend the February 27<sup>th</sup> DPAC meeting to meet everyone and share a little about her background. Trustee Murray advised THAT she has been Superintendent of her current district for twelve years and is currently the President of the BC School Superintendents Association with significant provincial connections. She is a champion of equity in schools which is one of the District's stated values and objectives (to enhance equity in schools).
  - iii. The contents of a letter sent to MLAs Lisa Beare and Bob D'Eith by the Minister of Education and Child Care Rachna Singh in which the Minister advised CommunityLINK funding is currently under review. He credited the Maple Ridge Pitt Meadows DPAC with bringing this forward to BCCPAC and getting all DPACs in the province to support the review.

## 3. CUPE Report

- a. CUPE Custodial Shop Steward mentioned a problem with paper towel supplies not being received at a school in a timely manner. The subject was referred to Ken Cober to pass the concern along to the appropriate management staff.

## 4. MRTA Report

- a. MRTA Vice President talked about violence in the workplace and communication with the parents of students who have witnessed violence. Ken Cober mentioned reporting out is dependent upon the incident and that there are often privacy and confidentiality issues involved. That said it was noted that help is available to students, through the Safe and Caring Schools team and/or Learning Services, if they are traumatized by what they've witnessed. Ken Cober will follow up with Superintendent Harry Dhillon on the procedures related to notification (where appropriate and not appropriate). It was also noted and acknowledged that the District has provided additional resources in this year's budget to address this subject including making behavioral specialists available to schools.

## 5. SD42 DPAC Treasurer

- a. Reported on the DPAC Bank Balance.

## 6. Old Business:

- a. DPAC President provided updates on a variety of subjects including BCCPAC membership fees, PAC sharing special event information through DPAC, how to access information online on the Eric Langton, PMSS and Harry Hooze school replacement and expansion projects.
- b. DPAC President reminded PACs to collect and provide information to DPAC on any requests they are getting from schools/teachers for technology.
- c. Craig Towers talked about school transportation issues and that DPAC has formed a transportation committee to bring PAC reps together to talk about transportation issues and how to advance them in the municipal schedule. He shared examples of the City of Maple Ridge being responsive to requests from the Yennadon PAC. Whonnock PAC representatives continued to raise their concerns about transportation issues in the rural areas of Maple Ridge.
- d. Craig also reported out on the DPAC Raffle indicating that participating schools will receive approximately \$730 in proceeds.

## 7. New Business

- a. A PAC representative raised the subject of bullying protocols. Ken Cober responded with general comments, acknowledged each situation may be slightly different, and agreed to follow up after the meeting on those protocols and how they might apply to the specific situation being referred to.
- b. DPAC President also mentioned a meeting being held for PACs interested in pursuing playgrounds.
- c. Details were shared about Kindergarten registration information night, Grade eight registration information night, Gaming Branch surveys, a parent information night on sexual exploitation and online safety being co-hosted by Community Services and Alisha's Wish, a home alone workshop hosted by SD42 and the Family Education and Support Centre, and TransLink workshops available for schools (helping students learn how to use buses).

**Items referred to the Board of Education:**

N/A. Some staff operational items were referred to Assistant Superintendent Ken Cober for follow up.

**Date of next meeting:** January 23, 2024.

Note that the December 12, 2023 meeting has been cancelled.



**ITEM 15**

To: **Board of Education**

From: Trustee  
Pascale Shaw

Re: **MAPLE RIDGE PITT MEADOWS**  
**ARTS COUNCIL**

Date: December 6, 2023  
(Public Board Meeting)

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**Information**

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**Date of meeting:** November 27, 2023

**Items discussed:**

While many topics and details were discussed, more operational and procedural, the following may be of interest to the Board:

1. New president.
2. After school arts programs at three elementary schools with a focus on more in house programs.
3. Open mic in the foyer for teens pilot project beginning in January or February. This idea came about after a conversation with music teachers in SD42.
4. Reduced rental rates for local non-profit organizations.

**Items referred to the Board of Education:**

The artistic and executive director of the Arts Council continues to try to connect with our Aboriginal Education Department. Their hope is to have open a dialogue with the program to see if there are ways they can enhance and support it.

**Date of next meeting:** January 29, 2024 at 6pm (In-person)

To: **Board of Education**

From: Trustee  
Gabriel Liosis

Re: **CITY OF MAPLE RIDGE**  
**TRANSPORTATION ADVISORY**  
**COMMITTEE**

Date: December 6, 2023  
(Public Board Meeting)

**Information**

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**Date of meeting:** November 29, 2023

**Items discussed:**

***Delegations***

1. ICBC Road Safety Program Initiatives
  - a. The Committee received a delegation from Kate Woochuk, ICBC Road Safety & Community Coordinator.
  - b. **Parking Lot Campaign:** ICBC is kickstarting a pilot "Parking Lot Campaign" from November 15 to December 15. Parking lots are challenging environments that can be crowded with moving vehicles and pedestrians. 31% of crashes in BC happen in parking lots. Heading into the holiday season, parking lot accidents are more likely.
  - c. **Impaired Driving CounterAttack Campaign:** This campaign begins on November 30. During this campaign, education and awareness around drinking and driving will be more heightened. Further, roadblocks will be more common during this period.
  - d. **Operation Red Nose:** Volunteer Road Teams provide safe rides home during the holiday season, in the client's own car, for anyone who feels unfit to drive for ANY reason). Nights of service include each Friday and Saturday night during December.

***New and Unfinished Business***

2. School Safety Initiative Updates
  - a. City staff have been working to implement the School Safety Initiatives.
  - b. The City has been communicating with the School District to determine if there are any key areas that SD42 sees a need for safety improvements.
  - c. A slide deck with further information about progress made on School Safety Initiatives will be made available to Committee members soon.
3. Bus Rapid Transit - Haney Place to Langley Centre High-Level Overview
  - a. Staff provided an overview of the current status of Bus Rapid Transit (BRT) in Maple Ridge.

***Liaison Updates***

4. Staff Liaison
  - a. Abernathy Way between 224 Street and 230 Street is out for tender for widening, and they are slowly making their way for extension all the way to 240 Street.
  - b. The City of Maple Ridge's Director of Engineering has moved onto a new position with the City of Burnaby as the new Deputy Director of Engineering.
5. Council Liaison
  - a. As the Committee year wraps up, Councillor Tan thanked members of the Committee for their hard work and dedication over the past year.
  - b. Councillor Tan encouraged members to consider what items the Committee should include in next year's work plan.

**Items referred to the Board of Education:** N/A

**Date of next meeting:** TBD

To: **Board of Education**

From: Trustee  
Katie Sullivan

Re: **MUNICIPAL ADVISORY  
COMMITTEE ON ACCESSIBILITY  
AND INCLUSIVENESS**

Date: December 6, 2023  
(Public Board Meeting)

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**Information**

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**Date of meeting:** November 16, 2023

**Items discussed:**

**1. MACAI Awards**

- a. Held during City of MR July 1 event. Gave out 5 individual awards and 5 organization awards. There were 15 nominations. There was positive feedback to continue with the venue as it gave a higher profile to the awards and felt very inclusive.
- b. Discussion if the Committee should keep all the categories or narrow it down to just 2 categories. This way the committee could spend more money on a trophy or plaque rather than just a paper award.
- c. Suggestion to form a working group to finalize details of the Awards to establish criteria of new categories and redesign the application/nomination form.

**2. Community Engagement**

- a. At the July 1 event the Committee shared a tent with the City. A graphic facilitator was hired to capture the community's feedback on the question of what does accessibility and inclusivity look like in MR? A popular feedback comment included sensitivity training.

**3. BC Legislation – Accessibility Act**

- a. Final draft is now complete. Will send out to Committee members for review with a 2-week window to respond.
- b. Discussion on how to keep the document current. What are possible venues/events to poll people for feedback? Suggestion to consider not overwhelming staff and members so will review City event calendar and will choose appropriate dates at future meetings.

**4. Recreational/Sport Financial subsidy database**

- a. Rotary Club enquired about a database for low cost/no cost directory for recreational/sport opportunities.
- b. Discussion that this would be an important and useful database, but questions arose about the difficulty of keeping it current and updated.

- c. Recommendation to point Rotary to KidSport and JumpStart. LIPs (Local Immigration Partnership service) offered their map of services that is already funded to complete and have updated regularly.

**5. Staff Update**

- a. Signed off on Rick Hansen Society agreement for grant of \$90,000 to retrofit 3 facilities in the city regarding accessibility – MR Leisure Center, City Hall, and Planet Ice. Also 3 staff will be trained on accessibility accreditation so staff can evaluate buildings internally.

**Items referred to the Board of Education:** N/A

**Date of next meeting:** TBA

**ITEM 18**

To: **Board of Education**

From: Secretary Treasurer  
Richard Rennie

Re: **QUESTION PERIOD**

Date: December 6, 2023  
(Public Board Meeting)

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**Information**

**QUESTION PERIOD** – *Question period will be restricted to questions only – statements and debate will not be permitted. Questions, with the exception of Trustee questions, will be limited to one question per person. Members of the public can submit questions for the board by emailing them to [board@sd42.ca](mailto:board@sd42.ca) by no later than 5:30 pm on December 6, 2023. The email subject line should read: QUESTION PERIOD. All questions received before the start of the question period will be answered in the order they are received. This agenda item has a time limit of 10 minutes; extension is at the discretion of the board.*

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**ITEM 19****RECORD**

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:

**October 18, 2023 Closed**

|                                      |                                      |
|--------------------------------------|--------------------------------------|
| Territory Acknowledgement            |                                      |
| Call to Order                        | Meeting called to order at 1:08 p.m. |
| Motion of Exclusion                  | Approved                             |
| Approval of Agenda                   | Approved as circulated               |
| Approval of Minutes                  | Approved                             |
| Superintendent Decision Items        | Approved                             |
| Superintendent Information Items     | Received                             |
| Secretary Treasurer Information Item | Received                             |
| Adjournment                          | Meeting adjourned at 2:53 p.m        |

**November 3, 2023 Special Closed**

|                                   |                                      |
|-----------------------------------|--------------------------------------|
| Territory Acknowledgement         |                                      |
| Call to Order                     | Meeting called to order at 9:08 a.m. |
| Electronic Meeting Procedures     |                                      |
| Motions of Exclusion              | Approved                             |
| Approval of Agenda                | Approved as circulated               |
| Secretary Treasurer Decision Item | Approved                             |
| Adjournment                       | Meeting adjourned at 9:38 a.m.       |